RUTLAND REGIONAL PLANNING COMMISSION

RRPC BOARD OF COMMISSIONERS

TUESDAY, NOVEMBER 17, 2026, 7:00 PM

MEETING DETAILS

Virtual: Teams Meeting, ID: 224 634 587 902, Pass: dBEdSy I Call: 1-802-440-1368, ID: 641278 173#

In-Person: 16 Evelyn Street, Second Floor, Rutland, VT 05701

MEETING AGENDA

7:00 CALL TO ORDER & INTRODUCTIONS

7:05 APPROVAL OF NOVEMBER 17TH AGENDA (Page 1)

7:07 APPROVAL OF OCTOBER 20TH MINUTES (Page 2)

7:10 OPEN TO THE PUBLIC

7:15 SEPTEMBER FINANCIAL REPORT (Page 8)

7:25 EXECUTIVE DIRECTOR REPORT (Page 12)

7:35 EXECUTIVE/FINANCE COMMITTEE REPORT (Page 16)

7:40 REGIONAL COMMITTEE REPORT

7:45 TRANSPORTATION ADVISORY COMMITTEE REPORT

7:50 FY28 TOWN MEMBER DUES (Page 18)

8:05 2026 ANNUAL REPORT (Page 20)

8:10 STRATEGIC PLANNING INITIATIVE

8:15 COMMISSIONER ROUNDTABLE

8:30 ADJOURN

Questions? Need special accommodation?
Contact: Devon Neary, devon@rutlandrpc.org, or (802) 775-0871.

RUTLAND REGIONAL PLANNING COMMISSION

RRPC BOARD OF COMMISSIONERS

TUESDAY, OCTOBER 20, 2026, 7:00 PM

MEETING DETAILS

Virtual: Teams Meeting, ID:224634587902, Pass: dBEdSy I Call: 1-8024401368, ID: 641278173#
In-Person: 16 Evelyn Street, Second Floor, Rutland, VT 05701

MEETING ATTENDANCE

(x = in person) (v = virtual) (p = phone)

TOWN	NAME	
Benson	Cheryl Murray	V
Brandon	Jack Schneider	X
Castleton	Frank Johnson	
Chittenden	Abigail Bradish	V
Clarendon	Daniel Pinkowski	
Danby	Andrea Stoddard	V
Fair Haven	Bob Richards	
Hubbardton	Robert Gibbs	V
Ira	Bob Kirbach	V
Killington	Don Gaunt	V
Mendon	Larry Courcelle	X
Middletown Springs	Steven Harrington	
Mount Holly	Jessica Metcalfe	V
Mount Tabor		
Pawlet		
Pittsford	Ann Reed	X
Poultney	Paul Donaldson	
Proctor	Richard Horner	

TOWN	NAME	
Rutland City	David Allaire	X
Rutland Town	Jim Marsh	
Shrewsbury	Laura Black	X
Sudbury	Barbara Somson	
Tinmouth	Judy Gilmore	V
Wallingford	Erika Berner	
Wells	Francis Gilman	X
West Haven	Kerry Ellis	
West Rutland	Leona Minard	
AC I- Nat. Resources	Hilary Solomon	
Ex-Officio- CEDRR	Sarah Furman	V
Ex-Officio- CEDRR		
Ex-Officio- TAC		
Ex-Officio- RRWIB		

Staff: Karen Hill, Ethan Pepin, Devon Neary (V)

RUTLAND REGIONAL PLANNING COMMISSION

MEETING MINUTES

1. CALL TO ORDER & INTRODUCTIONS
   Meeting was called to order by Chair Black at 7:04 pm.

2. APPROVAL OF OCTOBER 20th AGENDA
   Motion to approve the October 20th agenda by Reed. Second by Schneider. Approved by voice vote.

3. APPROVAL OF SEPTEMBER 15th MINUTES
   Motion to approve September 15th minutes by Reed. Second by Schneider. Approved by voice vote.

4. OPEN TO THE PUBLIC
   No Public Present

5. FY27-to-Date FINANCIAL REPORT
   Neary notified the Board that the FY26 audit deadline is October 21, 2026. We are on track to be able to add to the RRPC's fund balance once the audit is complete. Membership dues for FY27 will be mailed at the end of October. The Board was notified that they will be discussing FY28 dues at the November meeting. Report for informational purposes only.

6. EXECUTIVE DIRECTOR'S REPORT
   a. Municipal Grant Opportunities – Fall 2026
   Several grant opportunities are currently available or approaching application deadlines. The RRPC encourages municipalities to explore these programs and contact staff for assistance with project development and grant applications.
   - Municipal Planning Grants (MPG) – Supports town plans, bylaws, capital improvement plans, and community planning studies. Applications due December 2, 2026.
     https://accd.vermont.gov/community-development/funding-incentives/municipal-planning-grant
   - Transportation Alternatives Program (TAP) – Supports sidewalks, bicycle and pedestrian infrastructure, trails, and transportation safety improvements. Applications due December 4, 2026.
     https://vtrans.vermont.gov/highway/local-projects/transport-alt
   - Better Roads Program – Supports municipal road drainage, erosion control, culverts, and water quality improvements. Applications due October 30, 2026, for Categories B, C, and D. Category A applications are accepted on a rolling basis while funds remain available.

https://vtrans.vermont.gov/highway/better-roads

- Better Connections Program – Supports transportation and land use planning to strengthen downtowns and village centers. Applications due October 30, 2026; required preliminary steps may have already passed.

https://vtrans.vermont.gov/planning/projects-programs/better-connections

- Recreational Trails Program (RTP) – $7,500–$50,000 for trail development and maintenance; 20% match. Pre-applications due November 20, 2026; full applications January 31, 2027.

https://fpr.vermont.gov/recreational-trails-program

- Land and Water Conservation Fund (LWCF) – $25,000–$1 million for parks and outdoor recreation facilities; 50% match. Pre-applications due November 20, 2026; full applications January 31, 2027.

https://fpr.vermont.gov/land-and-water-conservation-fund

- VOREC Community Grant Program – $7,500–$50,000 for outdoor recreation and local economic development; no match. Pre-applications due December 13, 2026; invited full applications February 17, 2027.

https://fpr.vermont.gov/recreation/recreation-grants/vorec-community-grant-program

- Vermont Community Development Program (VCDP/CDBG) – Supports housing, economic development, public facilities, accessibility, and planning. Pre-applications are being accepted; deadlines vary by grant category.

https://accd.vermont.gov/community-development/funding-incentives/vcdp

Municipalities are encouraged to contact the RRPC early to discuss project eligibility, funding opportunities, and application assistance.

b. VAPDA Annual Report Now Available

The Vermont Association of Planning and Development Agencies (VAPDA) Annual Report is now live! The report highlights the important work of Vermont's 11 Regional Planning Commissions, showcasing statewide and regional accomplishments in municipal planning, transportation, housing, economic development, natural resources, and community resilience. The interactive online report provides an overview of how RPCs support municipalities, advance statewide priorities, and strengthen Vermont communities. We encourage municipalities and regional partners to explore the report and learn more about the collective impact of regional planning across Vermont.

https://vapda-report-vapda.hub.arcgis.com/

c. Workforce in Motion Academy – Free Career Training Opportunities

The RRPC's Workforce in Motion (WIM) Academy continues to offer free career training opportunities for Rutland Region residents through our Workforce Opportunities for Rural Communities (WORC) grant. Upcoming programs include Commercial Driver's

License (CDL) training beginning November 14, Heat Pump Installation beginning October 28, and additional sessions in Construction, Weatherization, Phlebotomy, and Licensed Nursing Assistant (LNA) training throughout spring and summer 2027. These programs are delivered in partnership with Stafford Technical Center, ReSOURCE, and Vermont Adult Learning, providing hands-on training, industry-recognized credentials, and pathways to employment in high-demand fields. We encourage municipalities and community partners to help spread the word about these opportunities!
For more information, visit https://workforceinmotion.org or contact Fredi Hayes at fredi@rutlandrpc.org.

d. EPA Brownfields Assessment and Cleanup Funding
The RRPC is preparing an application to the Environmental Protection Agency (EPA) for an additional $500,000 in Brownfields Assessment funding. With approximately $25,000 remaining from our 2023 EPA award and no additional state funding currently available, securing new resources is critical to continuing this successful program. In addition, the RRPC plans to apply for a new $1 million Brownfields Cleanup Revolving Loan Fund (RLF), which would provide $500,000 in direct cleanup grants and $500,000 in loans to support remediation of contaminated properties following assessment. Applications for both programs are expected to open soon. These funding opportunities are essential to maintaining the RRPC's ability to support redevelopment, attract private investment, and return underutilized properties to productive use, particularly in our downtowns and village centers.

e. 2026 ANR Municipal Day – October 30
The Vermont Agency of Natural Resources (ANR) will host its annual Municipal Day on Friday, October 30, at the National Life Campus in Montpelier. This year's theme, “Maps, Maps, Maps!”, will focus on how mapping tools and spatial data can support municipal planning, land use decisions, and community engagement. The event will feature workshops, practical resources, and opportunities to connect with state agencies and municipal officials from across Vermont. The RRPC encourages Planning Commissioners, Conservation Commissioners, Selectboard members, and municipal staff to attend. Registration is $40 per person and includes breakfast and lunch.
https://anr.vermont.gov/special-topics/municipal-day

f. Energy Action Network 2026 Annual Progress Report
Energy Action Network (EAN) has released its 2026 Annual Progress Report on Energy, Affordability, and Emissions in Vermont. This year's report focuses on energy affordability, examining Vermont's high household energy costs, exposure to volatile fossil fuel prices, and opportunities to reduce costs through more efficient heating and transportation technologies. The report also evaluates Vermont's progress toward statewide energy and climate goals. This is a valuable resource for municipalities

implementing local energy plans, considering investments in municipal facilities, and advancing the goals of the 2026 Rutland Regional Plan and Enhanced Energy Plan.
https://eanvt.org/2026-annual-report/

g. Rutland County Priority Projects – Applications Open
The RRPC is partnering with Chamber & Economic Development of the Rutland Region (CEDRR) to develop the annual Rutland County Priority Projects list. This initiative identifies and prioritizes economic development projects across the Region to help inform State funding decisions and direct resources toward projects with the greatest potential economic impact. Applications are evaluated by a joint CEDRR and RRPC committee based on project readiness, regional need, funding commitments, job creation, and economic benefits. Municipalities, businesses, and organizations with economic development projects are encouraged to apply. Existing projects on the list will also have an opportunity to provide updates. Applications are due November 15, 2026, and should be submitted to Sarah Pelkey, CEDRR Director of Economic Development.
https://www.rutlandvermont.com/rutland-county-priority-projects/

h. Community Housing Infrastructure Program (CHIP) – Municipal Technical Assistance
The RRPC, in partnership with the Vermont League of Cities and Towns (VLCT) and Vermont's Regional Planning Commissions, is providing technical assistance to municipalities interested in utilizing the new Community Housing Infrastructure Program (CHIP). The program is designed to help municipalities finance infrastructure improvements necessary to support new housing development, including water, wastewater, transportation, and other public infrastructure. RPCs and VLCT are working together to help towns identify potential projects, evaluate infrastructure needs, and navigate the early stages of project development and financing. The RRPC is currently working with Brandon, Fair Haven, and Rutland Town on early pre-development activities for potential CHIP projects. Municipalities interested in exploring CHIP opportunities are encouraged to contact the RRPC.
https://www.vlct.org/technical-assistance/chip-vt-building-local-capacity-housing-and-infrastructure

i. Local Option Tax – New Municipal Resource
The RRPC has developed a new one-page resource highlighting the benefits of a 1% Local Option Tax (LOT) as a tool to generate municipal revenue, reduce reliance on property taxes, and support local priorities such as infrastructure, public safety, and capital investments. The resource explains how the tax works and highlights successful examples from Brandon and Rutland Town, which generated approximately $311,000 and $1.52 million, respectively, in FY25. Six municipalities in the Rutland Region currently have a Local Option Tax, and several additional towns are considering

bringing the question to voters at the upcoming Town Meeting Day in March 2027. The RRPC is available to help municipalities evaluate this important funding opportunity and share resources to support local discussions.
https://tax.vermont.gov/business/local-option-tax

j. RRPC Connections Initiative – Wallingford Field Visit
The RRPC's FY26 Connections Initiative is designed to strengthen staff understanding of the unique communities we serve and build stronger connections between our regional planning work and local priorities. On September 25, RRPC staff visited Wallingford to explore the village's new sidewalks, distinctive architecture, historic sites, and downtown businesses, followed by a visit to White Rocks. The field visit highlighted the connections between community development, historic preservation, outdoor recreation, water quality, and local partnerships. These visits provide valuable firsthand experience that helps staff better understand municipal opportunities and challenges while strengthening our ability to support communities throughout the Rutland Region.

7. EXECUTIVE / FINANCE COMMITTEE REPORT
   Chair Black reported that the Committee had met on October 13th to review the Financial and Executive Director's reports, Strategic Plan Initiative and review the agenda for the Board of Commissioners meeting on October 20th.

8. STRATEGIC PLANNING INITIATIVE
   Neary reported that the leadership team had participated in a kickoff meeting with the facilitators two weeks earlier. Staff were gathering background resources to help the facilitators formulate next steps. The first step is anticipated to be developing updated mission, vision, and values statements, which would be refined during the planning process. Neary thanked the Executive Board and town representatives who had already volunteered to participate and noted that the Board would be notified when action was needed.

9. COMMISSIONER ROUNDTABLE
   No discussion

10. ADJOURN
    Meeting adjourned at 7:33 pm.

Respectively submitted by Karen Hill
A recording of this meeting can be found at:
www.rutlandrpc.org/board-and-committees-meeting-materials/.

Rutland Regional Planning Commission
Budget vs. Actuals: FY27 P&L
September 2026

	September 2026 Actual	July 2026-September 2026 Actual	Annual Budget	% of Budget
Income				
402 Local Income		0.00	60,068.00	0.00%
403 State Income	172,534.96	345,069.92	738,391.00	46.73%
403.5 VT Dept. of Environmental Cons.	44,540.89	47,830.89	634,775.00	7.54%
404B VT Dept. of Buildings and Gen. Services	3,666.60	12,000.60	30,910.00	38.82%
405 VTrans	23,438.48	64,044.97	257,181.00	24.90%
408 Environmental Protection Agency	449.28	1,348.62	35,620.00	3.79%
417 U.S. Dept. of Labor	30,557.99	30,557.99	462,750.00	6.60%
419 Local Planning Assistance	16,225.77	28,698.27	196,043.00	14.64%
420 Special Projects	29,272.31	47,145.89	204,557.00	23.05%
421 Miscellaneous Income	2.40	2.40	0.00	
430 Interest Income	277.41	626.20	3,500.00	17.89%
490 Local Match.	8,194.55	23,999.95	0.00	
Total Income	**$ 329,160.64**	**$ 601,325.70**	**$ 2,623,795.00**	**22.92%**
Gross Profit	**$ 329,160.64**	**$ 601,325.70**	**$ 2,623,795.00**	**22.92%**
Expenses				
500 Salary	74,582.48	203,788.09	939,459.00	21.69%
Total 501 Fringe	$ 35,833.65	$ 81,123.88	$ 381,996.00	21.24%
522 Contracted Services	9,276.95	20,376.39	941,547.00	2.16%
523 Audit/Accounting		525.00	34,000.00	1.54%
524.2 Conferences &Trainings-All Exp.	2,295.43	3,527.50	30,819.00	11.45%
524.3 Trav/Reg/Mileage (Reg Bus)	859.95	2,759.25	14,862.00	18.57%
525 Meeting Expense	48.75	419.72	11,625.00	3.61%
530 Postage/Shipping	0.00	189.18	2,260.00	8.37%
531 Printing/Copying/Ads	366.55	888.88	15,831.00	5.61%
535 Marketing and Sponsorship		566.23	6,050.00	9.36%
537 Town and Organizational Support	72.33	72.33	2,750.00	2.63%
540 Supplies	387.17	579.42	11,250.00	5.15%
541 Service Contracts	150.00	13,003.20	16,200.00	80.27%
545 Subscriptions-Publicat-Software	2,016.13	7,430.26	32,650.00	22.76%
546 Legal Fees		0.00	5,000.00	0.00%
547 Memberships	490.94	5,778.49	14,700.00	39.31%
550 Rent & Office Improvements	4,365.00	17,280.00	53,455.00	32.33%
550.1 Office Cleaning	500.00	900.00	5,200.00	17.31%
551 Telephone/Communication Serv.	889.96	2,669.88	10,800.00	24.72%
552 Electricity	702.28	702.28	6,600.00	10.64%

553A Grant Disbursements	23,101.72	23,101.72	62,171.00	37.16%
Total 560 Insurance	$ 237.00	$ 3,868.98	$ 12,250.00	31.58%
565 Equipment Purchase	90.24	4,865.63	10,458.00	46.53%
580.1 Local Match	8,194.55	23,999.95	0.00	
Total Expenses	**$ 164,461.08**	**$ 418,416.26**	**$ 2,621,933.00**	**15.96%**
Net Operating Income	**$ 164,699.56**	**$ 182,909.44**	**$ 1,862.00**	
Other Expenses				
586 Restricted Exp. Creek Path	12,640.00	12,640.00	0.00	
Total Other Expenses	**$ 12,640.00**	**$ 12,640.00**	**$ 0.00**	
Net Other Income	**-$ 12,640.00**	**-$ 12,640.00**	**$ 0.00**	
Net Income	**$ 152,059.56**	**$ 170,269.44**	**$ 1,862.00**	

Rutland Regional Planning Commission
Balance Sheet
As of Sep 30, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
101 HFCU Checking	229,470.39
101-1 Key Bank Checking	370,081.31
101-1.1 Key Bank Checking - CWSP - F	669,148.66
101-2 Bank of Bennington	29,970.00
101-3 Credit Union of Vermont	9,951.01
101-3.5 Credit Union of VT Savings	126.43
104 Savings - HFCU	90.02
Total Bank Accounts	**$1,308,837.82**
Accounts Receivable	
120 Accounts Receivable	517,607.98
121 Due from CWSP to Operating	30,947.95
121.5 Due from Operating to CWSP	1.40
Total Accounts Receivable	**$548,557.33**
Other Current Assets	
130 Prepaid Insurance	3,526.00
1499 Undeposited Funds	5,172.50
Total Other Current Assets	**$8,698.50**
Total Current Assets	**$1,866,093.65**
Fixed Assets	
150 Maps & Equipment	20,954.71
151 Accum. Depr. Maps & Equip.	-25,243.16
160 Leasehold Improvements	35,978.76
161 Accum. Depr. - Lease Imp.	-769.00
163 Website Development	9,965.00
Total Fixed Assets	**$40,886.31**
Other Assets	
140 Prepaid Expenses	6,408.28
142 Deferred Pension Outflow	171,161.77
170 Right-of-Use Asset	460,368.00
175 ROU - Accumulated Amortization	-46,037.00
Total Other Assets	**$591,901.05**
Total Assets	**$2,498,881.01**
Liabilities and Equity	
Liabilities	
Current Liabilities	

Accounts Payable	
200 Accounts Payable	58,806.19
201 Due to Operating from CWSP	30,947.95
201.5 Due to CWSP from Operating	1.40
Total Accounts Payable	**$89,755.54**
Other Current Liabilities	
214 Health Insurance	362.20
215 Retirement DC	156.87
219 Deferred Grant Income	732,865.13
225 Net Pension Liability	458,718.00
230 Acc. Annual Leave	33,372.42
240 Accrued Comp Leave	2,403.32
245 Current Portion of Lease Liability	40,906.00
260 Note Payable - Creek Path	10,000.00
Total Other Current Liabilities	**$1,278,783.94**
Total Current Liabilities	**$1,368,539.48**
Long-term Liabilities	
250 Lease Liability	379,844.00
Total Long-term Liabilities	**$379,844.00**
Total Liabilities	**$1,748,383.48**
Equity	
392 Res. Fd. Bl. - Creek Path	70,501.43
3900 Fund Balance	509,726.66
Net Income	170,269.44
Total Equity	**$750,497.53**
Total Liabilities and Equity	**$2,498,881.01**

RUTLAND REGIONAL PLANNING COMMISSION

EXECUTIVE DIRECTORS REPORT

TUESDAY, NOVEMBER 17, 2026

1. Vermont Association of Planning and Development Agencies (VAPDA) Update

Devon continues to serve as Chair of the Vermont Association of Planning and Development Agencies (VAPDA), now entering the final year of my term. VAPDA continues to coordinate statewide initiatives, strengthen collaboration among Vermont's 11 Regional Planning Commissions, and advocate for regional and municipal priorities. Recent updates include:

a. VTrans Legislative Studies – VAPDA has been working with VTrans on three legislative studies addressing federal grant repayment provisions, municipal speed limit setting, and municipal asset management. These studies are nearing completion and will include recommendations to the Vermont Legislature.

b. Statewide Land Use Planner Meetings – VAPDA is establishing monthly meetings for land use planning staff across Vermont, modeled after the existing statewide transportation planner meetings. These meetings will provide opportunities to share resources, coordinate projects, discuss emerging issues, and strengthen collaboration among RPCs.

c. Local Hazard Mitigation Plans and ERAF – Vermont Emergency Management (VEM) has announced new funding for Local Hazard Mitigation Plans (LHMPs). Given previous funding limitations and the number of municipal plans expiring or approaching expiration, VAPDA is pursuing a temporary adjustment to the Emergency Relief Assistance Fund (ERAF) requirements to prevent municipalities from being penalized for circumstances beyond their control.

d. Act 59 – 30x30 Conservation Plan – The Vermont Housing and Conservation Board (VHCB) is expected to release the draft Act 59 conservation plan within the next month. The plan will outline strategies for achieving Vermont's conservation goals, including conserving 30% of the state's land by 2030. The RRPC will share the draft with municipalities and regional partners when available.

e. Act 250 Criterion 8(C) Rulemaking – The Land Use Review Board (LURB) continues work on rulemaking related to forest blocks and habitat connectors under Act 250 Criterion 8(C), with implementation anticipated in 2028.

f. Comprehensive Energy Plan Update – The Vermont Public Service Department (PSD) is beginning work on an update to Vermont's Comprehensive Energy Plan (CEP), due by January 2028. Regional Planning Commissions will be contracted to assist with public engagement and regional coordination throughout the planning process.

g. 2027–2028 Legislative Priorities – VAPDA's Government Relations Committee recently met with the Vermont League of Cities and Towns (VLCT) to discuss municipal legislative priorities for the upcoming biennium. The Committee is also planning another pre-session informational meeting with new and returning legislators to highlight the new and ongoing work of Vermont's Regional Planning Commissions and their role in supporting municipalities and advancing statewide priorities. In addition, the Committee will provide an overview of regional planning to select legislative committees at the beginning of the session. These efforts will help strengthen legislative relationships, increase awareness of RPC programs and services, and inform VAPDA's legislative engagement throughout the biennium.

VLCT's 2027–2028 Municipal Policy is available at:
https://www.vlct.org/resource/2027-2028-municipal-policy

2. Village Trust Initiative – Chittenden Selected for 2026 Cohort

The Vermont Council on Rural Development (VCRD), in partnership with Preservation Trust of Vermont, has announced additional communities selected for the Village Trust Initiative (VTI). This new program provides technical expertise and funding to help 20 small Vermont towns establish or strengthen local community trust organizations and advance transformational village revitalization projects. The initiative is currently supporting the restoration of the Benson Village Store, and we are excited to announce that Friends of the Town Hall in Chittenden has been selected as part of the new 2026 cohort. Congratulations to the Town of Chittenden and its community partners on this exciting opportunity to preserve and revitalize an important community asset!

Learn more: https://ptvermont.org/village-trust-initiative/

3. Rutland City – Act 250 Tier 1A Application

The City of Rutland has completed the pre-application process for Act 250 Tier 1A designation and is preparing to submit its final application to the Land Use Review Board (LURB). The RRPC has been assisting the City with reviewing application materials, evaluating zoning bylaws, and coordinating directly with LURB staff. As the LURB continues to develop application guidance and review procedures, some uncertainty remains that may present challenges during the application process. Despite these challenges, Rutland City remains on track to become the first Tier 1A community in Vermont, representing a significant milestone for the City and an important opportunity to encourage housing development and investment in the Region.

4. Regional Emergency Management Committee – Central Subregion Tabletop Exercise

The RRPC's Emergency Management Planner, Maggie O'Brien, in partnership with Eric Pulver from the Vermont Department of Health, hosted the Central Subregion Tabletop Exercise on November 5, bringing together more than 60 participants from Mendon, Proctor, Rutland City, Rutland Town, and West Rutland. Modeled after the July 2023 flooding, the exercise provided an opportunity for municipal officials and emergency response partners to evaluate preparedness, coordination, and response capabilities during a major disaster. This was the final exercise in a series of six subregional exercises designed to identify common municipal needs, strengthen partnerships, and inform the development of a regional model for coordinated emergency preparedness and response. The initiative is funded through a Land Access and Opportunity Board (LAOB) grant. The event was featured in a recent Rutland Herald article, and a video of the exercise will be made available through PEGTV.

5. Municipal Planning and Education Training Series – January through June 2027

The RRPC is preparing to launch its 2027 Municipal Planning and Education Training Series, offering six monthly training opportunities for municipal officials from January through June. Building on the success of last year's three-part training series, the expanded program will include a four-part Town Planning and Zoning series, an Open Meeting Law training, and a Spatial Analysis and Mapping training. These sessions are designed to provide municipal officials with practical knowledge, tools, and resources to support local planning, decision-making, and municipal governance. Additional details, dates, and registration information will be announced in upcoming RRPC monthly newsletters.

6. RRPC Monthly Newsletter Returns

After a brief hiatus, the RRPC Monthly Newsletter is back with a fresh new look! Thanks to the great work of RRPC staff, we have significantly improved the newsletter development process through better coordination, collaboration, and automation to ensure consistent and timely updates. Each month, staff collectively review and select newsletter content during a team meeting, helping showcase the wide range of projects, programs, and opportunities across the Region. We encourage municipal officials and community partners to subscribe and stay connected with the RRPC's work.

If you haven't already subscribed, visit https://www.rutlandrpc.org to sign up!

7. Last Call for Municipal Planning Grants – December 2 Deadline

The deadline for Municipal Planning Grants (MPG) is quickly approaching, with applications due December 2, 2026. The RRPC encourages municipalities to take advantage of this funding

opportunity to support capital improvement plans, feasibility studies, town plan updates, and land use regulation updates. The RRPC is currently assisting Rutland Town and Fair Haven with applications, with interest from several additional municipalities. If your community has a potential project, please reach out to the RRPC immediately to discuss eligibility and application assistance. Municipal resolutions are required as part of the application process, so towns should plan accordingly to secure Selectboard approval before the deadline.

More information: https://accd.vermont.gov/community-development/funding-incentives/municipal-planning-grant

8. West Central Vermont Economic Development District (WCVT EDD) Update

The West Central Vermont Economic Development District (WCVT EDD) continues to work with the U.S. Economic Development Administration (EDA) to secure formal federal designation for the district, which serves Addison, Chittenden, Orange, Rutland, and Washington Counties. Economic Development Districts help coordinate regional economic development efforts by bringing together public, private, and nonprofit partners around shared priorities and investment strategies. Devon was recently appointed Chair of the WCVT EDD, and the organization is preparing an application to the EDA for a planning grant to update the region's Comprehensive Economic Development Strategy (CEDS). The CEDS serves as a regional roadmap for economic development and must be updated every five years. The current CEDS was adopted by the RRPC Board in 2022. This effort will help strengthen regional partnerships, identify economic development priorities, and position communities for future federal investment opportunities.

For more information: https://www.westcentralvt.org/

RUTLAND REGIONAL PLANNING COMMISSION

RRPC EXECUTIVE FINANCE COMMITTEE

MONDAY, NOVEMBER 9, 2026, 5:30 PM

MEETING DETAILS

LOCATION
Virtual: Teams Meeting, Call in: 1-802-440-1368, Meeting ID: 382 346 158#
In-Person: 16 Evelyn Street, Rutland, VT 05701

ATTENDANCE
Committee: Laura Black (v), Drea Stoddard (v), Erika Berner (v), and Larry Courcelle.
Other: Devon Neary

MEETING MINUTES

CALL TO ORDER
The meeting was called to order by Chair Black at 5:33 PM.

APPROVAL OF NOVEMBER 9TH AGENDA
Motion by Courcelle to approve the November 9th Agenda. Second by Berner. Approved by voice vote.

APPROVAL OF OCTOBER 13TH MINUTES
Motion by Courcelle to approve the October 13th Minutes. Second by Berner. Approved by voice vote.

OPEN TO THE PUBLIC
None present.

September 2026 FINANCIAL REPORT
Neary provided the September Financial Report for informational purposes only. RRPC provided an update on the FY26 audit and FY27 actuals versus budget.

EXECUTIVE DIRECTORS REPORT
Neary provided a report detailing updates from the RRPC. Highlights include VAPDA update, project updates, Act 181 updates, training opportunities, newsletter, grant opportunities, and WCVTEDD update.

STRATEGIC PLANNING INITIATIVE
Neary discussed the upcoming Values, Vision, Mission workshop with Strategy Matters. The workshop will include the new strategic planning steering committee that includes the leadership team, staff representative, municipal representative, and executive finance committee members. The workshop sets the foundation for the strategy and will serve as the broader kickoff for the project.

FY28 TOWN MEMBER DUES
Neary provided an overview of the proposed FY28 Town Member Dues based on the memo and spreadsheet provided in the meeting packet. The Rutland Regional Planning Commission is requesting a 3% increase in FY28 member dues, from $1.00 to $1.03 per capita, after holding the rate flat in FY27. The proposal would raise approximately $1,802 more across the 27 member towns, bringing total annual dues to about $61,870. The increase is slightly below the 3.4% rise in wages and benefits measured by the Employment Cost Index. Dues were held flat in FY27 after establishing the new formula based structure in FY26. The new dues structure has allowed the RRPC match grants, cover funding gaps, and provide local planning assistance, including town plan and bylaw updates for ten towns at no cost to those municipalities.

Motion by Stoddard to recommend to the Board of Commission approval of the FY28 Town Member Dues. Second by Berner. Approved by voice vote.

2026 ANNUAL REPORT
Neary provided an overview of the RRPC 2026 Annual Report to Towns. The report was submitted to all towns for inclusion in the annual town reports.

NOVEMBER BOARD OF COMMISSIONERS AGENDA
Neary provided an overview of the November Board of Commissioners meeting agenda which will include one item for the Regional Committee. This will be the first time reviewing a project based on the 2026 Rutland Regional Plan and new project review criteria.

ADJOURN
Adjourned at 6:22 PM

Respectively submitted by Devon Neary

A recording of this meeting can be found at:
https://www.rutlandrpc.org/board-and-committees-meeting-materials/

RUTLAND REGIONAL PLANNING COMMISSION

FY28 TOWN MEMBER DUES

MEMORANDUM

NOVEMBER 2026

To: RRPC Board of Commissioners
From: Devon Neary, Executive Director, Rutland Regional Planning Commission
Date: November 17, 2026
Subject: Town Membership Dues for FY28

The Rutland Regional Planning Commission (RRPC) is requesting a **3% increase in FY28 member dues**, bringing the per capita rate from **$1.00 to $1.03**. Using 2020 Census population data, the total annual assessment would increase from **$60,068 to approximately $61,870**, an additional **$1,802 across our 27 member towns**. The rate was established in FY26 and remained unchanged in FY27.

The FY26 formula was accepted by all member towns following a memorandum outlining the change and a series of selectboard visits where I explained the rationale. As described in that memorandum, the revised dues structure has allowed the RRPC to provide local planning assistance without initiating new contracts with towns lacking grant funding.

The RRPC has only two flexible funding sources to respond to municipal needs, provide technical assistance, and support planning and development outside restricted grants: Vermont's Regional Planning Fund and municipal dues. Municipal dues are the most flexible, entrusted to the RRPC for local and regional planning and implementation. These funds support ongoing operations and professional staff, provide grant matches, address funding shortfalls, and leverage additional grants for local technical assistance, regional planning, and workforce development.

This approach has allowed the RRPC to maintain equity across member towns while strategically using available dues revenue to support planning priorities. Notably, these funds, in combination with our Regional Planning Funds, have enabled the RRPC to assist every town in the Rutland Region, including ten towns with town plan and bylaw updates at no cost to the municipalities.

The proposed 3% increase is based on the Employment Cost Index (ECI), which tracks changes in wages and employee benefits. These costs increased 3.4% over the past year, slightly above the requested dues increase. The requested adjustment falls slightly below this benchmark and will help sustain the RRPC's capacity to provide responsive, high-value assistance to member towns.

We appreciate our member towns' continued financial support, which allows the RRPC to expand and improve the services we provide to municipalities throughout the region.

Thank you,



Devon Neary

RUTLAND REGIONAL PLANNING COMMISSION

FY28 TOWN MEMBER DUES

MEMORANDUM

NOVEMBER 2026

RRPC TOWN MEMBERSHIP DUES COST COMPARISON					
RUTLAND REGION TOWNS	POPULATION 2020 CENSUS	FY 26 RATE $1.00	FY27 RATE $1.00	**FY28 RATE $1.03**	**FY28 RATE $$ CHANGE**
BENSON	974	$974	$974	**$1,003**	**$29**
BRANDON	4129	$4,129	$4,129	**$4,253**	**$124**
CASTLETON	4458	$4,458	$4,458	**$4,592**	**$134**
CHITTENDEN	1237	$1,237	$1,237	**$1,274**	**$37**
CLARENDON	2412	$2,412	$2,412	**$2,484**	**$72**
DANBY	1284	$1,284	$1,284	**$1,323**	**$39**
FAIR HAVEN	2736	$2,736	$2,736	**$2,818**	**$82**
HUBBARDTON	735	$735	$735	**$757**	**$22**
IRA	368	$368	$368	**$379**	**$11**
KILLINGTON	1407	$1,407	$1,407	**$1,449**	**$42**
MENDON	1149	$1,149	$1,149	**$1,183**	**$34**
MIDDLETOWN SPRINGS	794	$794	$794	**$818**	**$24**
MOUNT HOLLY	1385	$1,385	$1,385	**$1,427**	**$42**
MT. TABOR	210	$210	$210	**$216**	**$6**
PAWLET	1424	$1,424	$1,424	**$1,467**	**$43**
PITTSFORD	2862	$2,862	$2,862	**$2,948**	**$86**
POULTNEY	3020	$3,020	$3,020	**$3,111**	**$91**
PROCTOR	1763	$1,763	$1,763	**$1,816**	**$53**
RUTLAND CITY	15807	$15,807	$15,807	**$16,281**	**$474**
RUTLAND TOWN	3924	$3,924	$3,924	**$4,042**	**$118**
SHREWSBURY	1096	$1,096	$1,096	**$1,129**	**$33**
SUDBURY	545	$545	$545	**$561**	**$16**
TINMOUTH	553	$553	$553	**$570**	**$17**
WALLINGFORD	2129	$2,129	$2,129	**$2,193**	**$64**
WELLS	1214	$1,214	$1,214	**$1,250**	**$36**
WEST HAVEN	239	$239	$239	**$246**	**$7**
WEST RUTLAND	2214	$2,214	$2,214	**$2,280**	**$66**
TOTALS	60068	$60,068	$60,068	**$61,870**	**$1,802**
PERCENTAGE OF TOTAL RRPC BUDGET		2.86%	2.10%	**TBD**	**NA**

RUTLAND REGIONAL PLANNING COMMISSION

The RRPC serves as a low-cost, high-value resource for towns, strengthening local capacity and supporting value-added community economic development. In FY26, we supported all 27 municipalities through regional and town planning, infrastructure, economic development, climate resilience, technical assistance, and funding support.

Regional Planning – Adopted the 2026 Rutland Regional Plan, a collaborative guide to community economic develop. The flexible, locally led, and outcome-drive plan included significant engagement in all 27 towns over three years. The new plan includes a Regional Future Land Use Map and Municipalized Housing Targets.

Town Planning – Supported nine town plan updates and GIS mapping in Benson, Castleton, Middletown Springs, Shrewsbury, Sudbury, Tinmouth, Wallingford, Wells, and West Haven. Assisted 18 planning commissions with technical assistance, supported zoning updates in Mendon and Pittsford, and hosted three planning trainings.

Housing and Development – Assisted Community Housing Investment Program projects in Brandon, Fair Haven, and Rutland Town. Seven communities opted into Tier 1B through the Regional Plan to receive Act 250 relief for housing in: Brandon, Fair Haven, Killington, Mendon, Poultney, Proctor, and West Rutland.

Economic and Workforce Development – Delivered free workforce training in commercial driving, construction, weatherization, heat pumps, and health care. Partnered on the WIM Summit for 1,500+ students; advanced West Central Vermont Economic Development District; coordinated regional priority projects with CEDRR.

Emergency Planning – Supported eight hazard mitigation updates for Fair Haven, Middletown Springs, Rutland City, Rutland Town, Benson, Chittenden, Hubbardton, and Wells. Flood-response exercises in Castleton, Chittenden, Poultney, and Wallingford engaged 19 municipalities. Completed Mount Tabor's flood-risk study; secured $50,000 for regional preparedness through the Rutland Region Disaster Cooperative.

Energy and Climate – Supported Municipal Energy Resiliency Program investments in Benson, Brandon Fire District, Chittenden, Fair Haven, Middletown Springs, Mount Tabor, Pawlet, Poultney Town and Village, and West Haven. Advanced Enhanced Energy Plans for Chittenden, Killington, Middletown Springs, Pittsford, and Tinmouth.

Clean Water and Infrastructure – As South Lake Champlain Clean Water Service Provider, awarded $627,032 for six projects in Castleton, Fair Haven, Hubbardton, Pawlet, and Wells. Advanced Benson's Sunset Lake erosion-reduction design; helped Rutland Town Fire District 4 secure $192,452 for public drinking water-system repairs; launched West Rutland public drinking water-system mapping assistance.

Brownfields Redevelopment – Advanced assessment and redevelopment planning for 10 projects in Rutland City, Rutland Town, Pittsford, Proctor, and Poultney. Supported Berwick Hotel and East Creek Commons housing, Proctor's Vermont Marble Company, Pittsford Village Farm childcare and community space, and Habitat for Humanity's Rutland Town headquarters. Completed cleanup planning for Vermont Farmers Food Center.

Transportation - Supported transit, walking and biking, road safety, network infrastructure, and Safe Routes to School. Managed projects in Castleton, Rutland Town, Wallingford, West Rutland, Brandon, Proctor, and Rutland City. Assisted highway-safety and Better Roads grants, road permit compliance, and inventory training. Completed 10 road erosion and culvert inventories and 17 traffic counts; secured funding for 13 Downtown Rutland bike racks.

We thank our commissioners, municipal leaders, and community partners for their collaboration in building a healthy, equitable, and resilient Rutland Region. Learn more at www.rutlandrpc.org and view our detailed annual report at vapda-report-vapda.hub.arcgis.com.

Devon Neary, Executive Director