



RUTLAND REGIONAL PLANNING COMMISSION

## RRPC BOARD OF COMMISSIONERS

TUESDAY, JANUARY 17, 2022, 7:00 PM

### MEETING DETAILS

Virtual: [Teams Meeting](#), ID: 224 634 587 902, Pass: dBEdSy | Call: 1-802-440-1368, ID: 641 278 173#

In-Person: The Opera House, 3<sup>rd</sup> Floor, 67 Merchants Row, Rutland, VT 05701

### MEETING AGENDA

- 7:00 CALL TO ORDER & INTRODUCTIONS
- 7:10 APPROVAL OF JANUARY 17<sup>TH</sup> AGENDA
- 7:11 APPROVAL OF NOVEMBER 15<sup>TH</sup> MINUTES
- 7:12 OPEN TO PUBLIC
- 7:15 RRPC PROGRAM HIGHLIGHT
  - Town Planning and Zoning – *Ed Bove*
- 7:35 TREASURERS REPORT
  - REVIEW November 2022 Financials
- 7:40 EXECUTIVE/FINANCE COMMITTEE REPORT (DECEMBER & JANUARY)
  - APPROVE Declaration of Inclusion Update
- 7:50 REGIONAL COMMITTEE REPORT
- 8:00 TRANSPORTATION ADVISORY COMMITTEE (TAC) REPORT
- 8:05 AREA WIDE CITIZENS
- 8:10 EX-OFFICIO MEMBERS
- 8:15 COMMISSIONER UPDATES
- 8:30 ADJOURN

Questions? Need special accommodations?  
Contact: Devon Neary at [devon@rutlandrpc.org](mailto:devon@rutlandrpc.org) or (802) 775-0871.

The Opera House | 67 Merchants Row | Rutland, Vermont  
P.O. Box 430 | Rutland, Vermont 05702  
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**COOPERATIVE PLANNING IN THE REGION**



# TEAM REPORT JANUARY 2023

## WHAT'S NEW AT THE RRPC:

We are excited to announce new members to our planning team at the RRPC! Nic Stark started on Monday, January 9<sup>th</sup> as the new GIS Planner. Nic hails from Poultney and will offer some exciting new opportunities in graphic design and mapping! Karen Hill will begin on Monday, January 30<sup>th</sup> as the new Office Manager. Karen hails from Chittenden and will provide critical support to our business manager and planning staff. Help us give our new teammates a warm welcome!

Congratulations to the City of Rutland and Towns of Brandon and Fair Haven on their 2023 Bylaw Modernization Grants from the Agency of Commerce and Community Development.

As of January 1, Maggie is officially the head of Emergency Management at the RRPC. She's buckled down to create a monthly schedule of events for the Binary Blizzard Buildup and is beginning to implement these activities with the help of local partners. She expects to exercise the incident specific action plans (or LEMP annexes) for hot weather events with Wallingford and Middletown Springs sometime in the spring.

RRPC and the Poultney Mettowee Natural Resources Conservation District (PMNRCD) continue to stand up start-up activities and deliverables for the Clean Water Service Provider (CWSP). This work is now combined with a relatively new Formula Grant to develop and construct actual projects in the South Lake Champlain Basin to reduce phosphorus going into the lake. RRPC received \$977,000 for the first year of the new grant. We continue to work with the Basin Water Quality Council to get it ready to decide on which projects get funded.

Ethan kicked off work on the new VTrans Strategic Initiative focused on Bicycle & Pedestrian Planning. The initiative seeks to map existing bicycle and pedestrian infrastructure in Rutland County, as well as integrating existing plans related to bicycle and pedestrian improvements into VTrans project development process.

Maggie recently met with the Poultney Downtown Revitalization Committee (or PDRC) to kick off their application for Downtown Designation renewal. For Benson, she will attend their Planning Committee meeting this month to kick off their application for Village Center Designation renewal. Maggie is also taking the lead with the rewrite of the 2015 Killington Town Plan, working with the Town's Planning Committee to formulate new goals and action items.

The next 5-year Municipal Road General Permit (MRGP) will be issued to towns in the month of January 2023. Steffanie has been in touch will all

## ONGOING PROJECTS BY PROGRAM

**Town and Regional Planning** - Ed continues to provide technical assistance to the towns of Castleton, Pawlet, Poultney, Shrewsbury, Killington, Tinmouth, Hubbardton, Danby, Wells, Fair Haven, West Rutland, and Mount Holly on MPG village master planning work, bylaw modernization, Planning Commission assistance, permit administration, FHA administration, Village Center designations, and town plan updates

Ed continues to review Act 250 and Section 248 applications for conformance with the Rutland Regional Plan

**Water Quality** - As the Clean Water Service Provider for the South Lake Champlain Basin, work continues on grant and project tracking systems, project selection criteria, project SOPs, Operation and Maintenance agreements, phosphorous reduction tools, selection of qualified subgrantees and subcontractors, organizing the Basin Water Quality Council, increased public participation, robust record retention, and more.

Barbara is working with our regional DEC watershed planner, Angie Allen, on an updated Tactical Basin Plan (TBP) for the South Lake Champlain Basin. A draft version of the TBP is here:

[https://dec.vermont.gov/sites/dec/files/WID/WPP/2022\\_B24\\_TBP\\_PUBLIC\\_COMMENT\\_DRAFT.pdf](https://dec.vermont.gov/sites/dec/files/WID/WPP/2022_B24_TBP_PUBLIC_COMMENT_DRAFT.pdf)

**Emergency Management** – Maggie helped the Chittenden Reservoir Emergency Action Plan (or CREAP) Team reconvene last November after a hiatus period. She is helping the team identify strengths, weaknesses, and next steps by testing the latest version of the Emergency Action Plan with a FEMA-led Dam Incident Virtual Tabletop Exercise. As part of the Binary Blizzard Buildup, she will host a custom regional sheltering-focused course with the assistance of the American Red Cross on January 31st.

**GIS & Mapping** – We are quickly on-boarding our new GIS Planner, Nic Stark! He is working on a LHMP Hazards Map for the Town of Castleton and a new Ride Guide for the E&D Program. More to come!

our towns to ensure they are aware of what's new and due in 2023. As part of the MRGP re-issuance, towns are required to submit a Notice of Intent form before January 26. Reach out to Steffanie if you have questions on permit requirements or your erosion inventory.

Twenty-four (24) towns completed a Grants in Aid-funded construction project in 2022 to address road and/or stormwater outfall erosion issues. Steffanie worked with all towns to ensure that by year end, all had successfully reported work complete. Despite recent changes in the administration of the Grants in Aid program, the RRPC will be offering project assistance in FY2023 at no cost to our towns! So, like in years past, we can help you select a project, complete the pre-construction scoping summary, or use the MRGP tools to report work complete.

In response to the December 23, 2022 storm, VEM activated RPCs to collect damage information from each of our member towns. Steffanie led this effort for our office and thankfully most of our towns had no or minor impacts to report.

Ed is working on the Vermont Health Equity Toolkit with other RPCs and drafted a module on bylaw modernization as a way to implement healthy community design.

Ethan is further developing the RRPC's traffic count program, and conducted a speed data enforcement analysis for Tinmouth, and a vehicle size analysis for West Rutland to look at illegal freight usage. Ethan has also started work on the transportation chapter of the Mount Holly town plan.

Barbara is glad to report that the Mt. Holly Planning Commission approved a stand-alone ordinance that includes river corridor protections. It now goes to the Select Board for approval. The town planning commission worked closely with the DEC Floodplain Manager and landowners to draft the river corridor language.

Devon continues his work on the on the West Central Vermont Comprehensive Economic Development Strategy (CEDS) to create an Economic Development District (EDD). The new draft will be sent to the Board of Commissioners for review ahead of an approval vote in late winter/early spring.

## **UPCOMING EVENTS & GRANTS:**

[Community Recovery and Revitalization Program](#) – OPEN NOW

[Downtown Transportation Fund Grants](#) Due – January 31<sup>st</sup>

[Better Connections Program Grants](#) Due – February 17<sup>th</sup>

Transportation Advisory Committee Meeting – January 26<sup>th</sup>

Basin Water Quality Council Meeting – February 9<sup>th</sup>

**Transportation** – Ethan continues support for Safe Routes to School in Rutland County and helped secure funding for pedestrian improvements at Lothrop School in Pittsford and Poultney Elementary School in Poultney. Ethan is further developing the RRPC's traffic count program, and conducted a speed data enforcement analysis for Tinmouth, and a vehicle size analysis for West Rutland to look at illegal freight usage. Ethan has also started work on the transportation chapter of the Mount Holly town plan.

Ethan and Devon continue their work with "the Bus" on the Rutland City Fixed-Route Analysis, by evaluating and testing new route alternatives! The two are also active members of "the Bus" board and are supporting new electric vehicle procurement and office building construction.

**Municipal Project Management** – Steffanie has fully transitioned into our primary Municipal Project Manager (MPM) supporting towns that have received VTrans grants for scoping studies or construction projects. She is serving as MPM in West Rutland, Fair Haven, Mendon, Killington, Rutland City, Tinmouth, and Wallingford on a broad range of exciting projects!

**Economic Development** – Ed continues to manage the Brownfield program and is providing assistance to the development teams at Vermont Farmers Food Center, former College of St. Joseph campus, Pittsford Village Farm and former Lynda Lee site in Rutland City.

**Energy** - Barbara and Maggie have begun initial outreach to Towns regarding the new Municipal Energy Resilience Program (MERP). MERP is an emerging grant program that will fund municipal building renovation projects surrounding weatherization, thermal efficiency, and the replacement of fossil fuel heating systems with more efficient renewable or electric alternatives. The RRPC is currently collecting information on current municipal building energy systems to get a baseline for potential fundable projects and needs. Each Town is encouraged to submit one or multiple survey forms until January 27<sup>th</sup>.

**ARPA Municipal Assistance** – The RRPC continues to aid municipalities interpreting the US Treasury Final Rule and how towns can spend their money.

**Rutland Regional Planning Commission**  
**Budget vs. Actuals: FY23 P&L**  
**November 2022**

	November 2022 Actual	July 2022 - November 2022 Actual	Annual Budget	% of Budget
<b>Income</b>				
402 Local Income		27,000.00	27,000.00	100.00%
403 State Income		201,707.32	424,647.00	47.50%
403.5 VT Dept. of Environmental Cons.	40,683.24	61,450.91	183,051.00	33.57%
403A State Income (Non-Permanent)	2,696.00	17,588.69	205,867.00	8.54%
404 Vt. Department of Public Safety	9,187.09	18,629.60	54,785.00	34.00%
405 VTrans	13,341.08	77,415.91	259,406.00	29.84%
408 Environmental Protection Agency		6,188.98	12,207.00	50.70%
414 Vt. Dept. of Health		5,153.95	13,744.00	37.50%
419 Local Planning Assistance	5,898.63	28,816.02	97,868.00	29.44%
420 Special Projects	25,137.59	58,519.26	195,295.00	29.96%
421 Miscellaneous Income		1.50	0.00	
430 Interest Income	141.99	387.05	600.00	64.51%
480 In-Kind Income		2,943.98	5,940.00	49.56%
490 Local Match.		1,233.78	0.00	
<b>Total Income</b>	<b>\$ 97,085.62</b>	<b>\$ 507,036.95</b>	<b>\$ 1,480,410.00</b>	<b>34.25%</b>
<b>Gross Profit</b>	<b>\$ 97,085.62</b>	<b>\$ 507,036.95</b>	<b>\$ 1,480,410.00</b>	<b>34.25%</b>
<b>Expenses</b>				
500 Salary	50,068.31	210,947.98	705,245.00	29.91%
<b>Total 501 Fringe</b>	<b>\$ 9,496.73</b>	<b>\$ 66,679.46</b>	<b>\$ 275,524.00</b>	<b>24.20%</b>
522 Contracted Services	5,803.75	33,902.76	120,000.00	28.25%
523 Audit/Accounting	10,000.00	10,000.00	14,000.00	71.43%
524.2 Conferences & Trainings-All Exp.	554.16	1,462.30	13,600.00	10.75%
524.3 Trav/Reg/Mileage (Reg Bus)	315.95	2,760.50	15,337.00	18.00%
525 Meeting Expense	454.52	1,461.51	9,400.00	15.55%
530 Postage/Shipping	151.65	611.50	3,300.00	18.53%
531 Printing/Copying/Ads	157.42	2,680.90	14,542.00	18.44%
535 Marketing and Sponsorship	50.00	800.00	2,000.00	40.00%
537 Town and Organizational Support	117.12	232.99	1,950.00	11.95%
540 Supplies	419.57	2,267.02	6,050.00	37.47%
541 Service Contracts	2,500.00	4,341.08	11,000.00	39.46%
545 Subscriptions-Publicat-Software	898.52	3,279.74	18,736.00	17.51%
546 Legal Fees	225.00	225.00	3,500.00	6.43%
547 Memberships		3,063.50	11,800.00	25.96%
550 Rent & Office Improvements	3,367.50	20,375.99	55,840.00	36.49%
550.1 Office Cleaning		525.00	3,250.00	16.15%
551 Telephone/Communication Serv.	385.49	2,057.13	6,160.00	33.39%
552 Electricity	283.75	948.20	3,800.00	24.95%
553A Grant Disbursements		34,668.37	126,364.00	27.44%
<b>Total 560 Insurance</b>	<b>\$ 306.00</b>	<b>\$ 676.00</b>	<b>\$ 8,500.00</b>	<b>7.95%</b>
565 Equipment Purchase	486.54	4,138.51	40,100.00	10.32%
580 In-Kind		2,943.98	5,940.00	49.56%
580.1 Local Match		1,233.78	0.00	
591 Bank Charges	84.98	94.98	0.00	
<b>Total Expenses</b>	<b>\$ 86,126.96</b>	<b>\$ 412,378.18</b>	<b>\$ 1,475,938.00</b>	<b>27.94%</b>
<b>Net Operating Income</b>	<b>\$ 10,958.66</b>	<b>\$ 94,658.77</b>	<b>\$ 4,472.00</b>	
<b>Net Income</b>	<b>\$ 10,958.66</b>	<b>\$ 94,658.77</b>	<b>\$ 4,472.00</b>	

**Rutland Regional Planning Commission**  
**Balance Sheet**  
As of November 30, 2022

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
101 HFCU Checking	243,206.05
101-1 Key Bank Checking	247,906.88
101-2 Bank of Bennington	224,970.00
101-3 Credit Union of Vermont	184,951.01
101-3.5 Credit Union of VT Savings	25.00
104 Savings - HFCU	89.10
105 Petty Cash	341.36
<b>Total Bank Accounts</b>	<b>\$ 901,489.40</b>
<b>Accounts Receivable</b>	
120 Accounts Receivable	142,460.09
<b>Total Accounts Receivable</b>	<b>\$ 142,460.09</b>
<b>Other Current Assets</b>	
130 Prepaid Insurance	3,516.00
<b>Total Other Current Assets</b>	<b>\$ 3,516.00</b>
<b>Total Current Assets</b>	<b>\$ 1,047,465.49</b>
<b>Fixed Assets</b>	
150 Maps & Equipment	57,279.90
151 Accum. Depr. Maps & Equip.	-51,281.43
160 Leasehold Improvements	28,261.80
161 Accum. Depr. - Lease Imp.	-8,054.52
<b>Total Fixed Assets</b>	<b>\$ 26,205.75</b>
<b>Other Assets</b>	
142 Deferred Pension Outflow	88,692.77
<b>Total Other Assets</b>	<b>\$ 88,692.77</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,162,364.01</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
200 Accounts Payable	31,564.56
<b>Total Accounts Payable</b>	<b>\$ 31,564.56</b>
<b>Other Current Liabilities</b>	
214 Health Insurance	2,226.60
219 Deferred Grant Income	154,520.82
220 Vision Plan	-12.64
220.5 Dental	99.70
222 Retirement DB	4,614.18
225 Net Pension Liability	148,261.00
230 Acc. Annual Leave	24,604.96
240 Accrued Comp Leave	10,298.94
241 Deferred Pension Inflow	92,012.00
260 Note Payable - Creek Path	10,000.00
<b>Total Other Current Liabilities</b>	<b>\$ 446,625.56</b>
<b>Total Current Liabilities</b>	<b>\$ 478,190.12</b>
<b>Total Liabilities</b>	<b>\$ 478,190.12</b>
<b>Equity</b>	
3900 Fund Balance	370,853.57
392 Res. Fd. Bl. - Creek Path	218,661.55
Net Income	94,658.77
<b>Total Equity</b>	<b>\$ 684,173.89</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 1,162,364.01</b>



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TUESDAY, NOVEMBER 15, 2022, 7:00 PM

### MEETING DETAILS

Virtual: [Teams Meeting](#), ID: 224 634 587 902, Pass: dBEdSy | Call: 1-802-440-1368, ID: 641 278 173#

In-Person: The Opera House, 3<sup>rd</sup> Floor, 67 Merchants Row, Rutland, VT 05701

### COMMISSIONERS PRESENT

TOWN	NAME	
Benson	Cheryl Murray	X
Brandon	Jack Schneider	
Castleton	Joe Bruno	
Chittenden	Julie Fredette	X
Clarendon		
Danby	Shelley Taylor	
Fair Haven	Bob Richards	
Hubbardton	Robert Gibbs	X
Ira	Bob Kirbach	
Killington	Andrew Salamon	X
Mendon	Larry Courcelle	X
Middletown Springs	Hilary Solomon	X
Mount Holly	Jessica Metcafe	
Mount Tabor		
Pawlet	John Sobodka Harley Cudney (Alt.)	X
Pittsford	David Mills	
Poultney	Terry Williams	X
Proctor	Carrie Covey	

TOWN	NAME	
Rutland City	David Allaire	X
Rutland Town	Jim Hall	
Shrewsbury	Laura Black	X
Sudbury	Karen Sommerlad	X
Tinmouth	Robert Lloyd	X
Wallingford	Erika Berner	X
Wells	Eleanor Jones	X
West Haven		
West Rutland	Leona Minard	
ACI-Natural Resources	Hilary Solomon	
Ex-Officio- CEDRR	Tyler Richardson Lyle Jepson	X
Ex-Officio-TAC	Sean Barrows	
Ex-Officio- RRWIB		

### OTHERS PRESENT

Devon Neary, Mary Kay Skaza, Maggie O'Brien, Barbara Noyes Pulling – RRPC staff

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RUTLAND REGIONAL PLANNING COMMISSION

## MEETING MINUTES

### 1. CALL TO ORDER & INTRODUCTIONS

Chair Berner called the meeting to order at 7:00 pm. Introductions were made.

### 2. APPROVAL OF NOVEMBER 15<sup>TH</sup> AGENDA

Motion by Allaire. Second by Williams. Approved by voice vote.

### 3. APPROVAL OF SEPTEMBER 20<sup>TH</sup> MINUTES

Motion by Gibbs. Second by Lloyd. Approved by voice vote.

### 4. OPEN TO PUBLIC

No public present at the meeting.

### 5. RRPC PROGRAM HIGHLIGHT

Clean Water Service Provider (CWSP) – **Barbara Noyes-Pulling & Hilary Solomon**

A CWSP Status Report was provided to the Commissioners which included an update on the following topics: What is CWSP and BWQC; what is the TMDL; CWSP Start-Up funding; CWSP Formula Grant funding; Stages of Project Development; Getting Ready for Projects; the importance of the Watershed Projects Database; How to Propose a Project; upcoming Requests for Proposals; Determining Project Suitability; Sample Projects; and an overview of projects in the pipeline. Commissioner questions regarding projects and funding were addressed.

### 6. TREASURERS REPORT

Treasurer Allaire provided the Treasurers Report. Some revenues were discussed as high or low depending on expenses and budgets. Report for informational purposes only.

### 7. REVIEW September 2022 Financials

Treasurer Allaire provided the Treasurers Report. There was higher income at year's end than expected. Report for informational purposes only.

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8. REVIEW FY22 Audit

Treasurer Allaire reported that there were no findings from the audit. Auditors made two recommendations which will be addressed by staff. Report for informational purposes only.

9. EXECUTIVE/FINANCE COMMITTEE REPORT (OCTOBER & NOVEMBER)

Chair Berner provided an overview of the two meetings including the recommendation to approve the RRPC Declaration of Inclusion.

10. APPROVE Declaration of Inclusion

Motion by Allaire. Second by Williams. Approved by voice vote. Following the vote, Salamon suggested that the declaration be prominently featured on RRPC website and that there be a framed copy put up in the office.

11. APPROVE FY22 Audit

Motion by Gibbs. Second by Salamon. Approved by voice vote.

12. REGIONAL COMMITTEE REPORT (OCTOBER)

Sommerlad reported out on the Committee's October meeting: reviewed 45-day notice for 500k solar generation and storage facility in Pittsford; Letter 1 sent for Killington's Bear Mtn. Rd. Act 250 application; and Letter 1 sent for Rutland Town's mountain bike trail in Northwood Park Act 250 application.

13. TRANSPORTATION ADVISORY COMMITTEE (TAC) REPORT (OCTOBER)

Neary reported on October meeting which focused on reviewing of FY22 work plan and updating FY23 work plan.

14. AREA WIDE CITIZENS

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RUTLAND REGIONAL PLANNING COMMISSION

Solomon indicated she was attending the meeting as a temporary commissioner from Middletown Springs and not as Area Wide Citizen.

#### 15. EX-OFFICIO MEMBERS

Lyle Jepson of CEDRR reported on the successful open house of the new HUB facility in The Opera House and the hopes that it helps attract high tech job opportunities.

#### 16. COMMISSIONER UPDATES

Benson: Nothing to report.

Chittenden: Town Planning Commission working on a planning grant and rewriting Town Plan.

Hubbardton: All quiet in Hubbardton.

Killington: Select Board passed a declaration of inclusion. Working with state wildlife staff to address multiple beaver dams on River Road. Working on new TIF District for economic development of a new town center, high end housing, new water and sewer systems. There will be an upcoming town vote on property for a new Town Hall. A Communication Consultant has been hired for the Town Hall issue and TIF housing project.

Mendon: Work continues with Mendon Consultant and Committee on Rt. 4 scoping study.

Middletown Springs: Construction has started on a new Town Office. Hopefully a new commissioner to the RRPC will be appointed soon.

Mt. Holly: Upcoming public hearing on special flood hazard and river corridor regulations. A Human Values Survey is underway. Four years of land records are now online.

Pawlet: Lost interim zoning administrator; interviewing for permanent replacement. Zoning bylaw work continues.

Poultney: Working on budget for next year and plans for the former Green Mountain College. Hired consultant to replace the Town Hall. Talking about replacing Town Garage.

Dollar General store is open. Working on BRIC Grant for a trestle on D&H Trail; a floodplain scoping study is needed. Talks are underway about a merger between the Village and Town.

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Rutland City: Budget review is going through committee process. May ask voters to approve a local option tax to give property taxpayers some relief. The very successful HUB opening was exciting to see. Rutland Redevelopment Authority director resigned and the Aldermen are looking at restructuring that organization.

Shrewsbury: Upcoming Select Board public hearing on new flood hazard and river corridor and subdivision regulations.

Sudbury: Nothing new.

Tinmouth: New Town Plan being written. Note of interest: the 10 values the town first created for its 1975 town plan have not changed for residents. Construction has started on a new Town Garage and a new Sand Shed is planned.

Wallingford: ARPA Committee reviewing applications for funds. Voters rejected making Florence Avenue a one-way street.

Wells: Select Board and Planning Commission are discussing Village Designation with Ed Bove, RRPC. Suggested that RRPC's Declaration of Inclusion include veterans. Neary indicated it had been approved earlier in the meeting so any changes would have to be made at a future date.

## 17. ADJOURN

Motion by Lloyd. Second by Gibbs. Chair Berner adjourned the meeting at 8:20 pm.

Respectively submitted by Barbara Noyes Pulling

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