



RUTLAND REGIONAL PLANNING COMMISSION

RRPC BOARD OF COMMISSIONERS

TUESDAY, FEBRUARY 21, 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, 3rd Floor, 67 Merchants Row, Rutland, VT 05701

MEETING AGENDA

- 7:00 CALL TO ORDER & INTRODUCTIONS
- 7:10 APPROVAL OF FEBRUARY 21ST AGENDA
- 7:11 APPROVAL OF JANUARY 17TH MINUTES
- 7:12 OPEN TO PUBLIC
- 7:15 RUTLAND DELEGATION LEGISLATIVE UPDATE
 - Stephanie Jerome – Brandon, Jim Harrison – Chittenden, Butch Shaw - Pittsford
- 7:35 TREASURERS REPORT
 - REVIEW December 2022 Financials
- 7:40 EXECUTIVE/FINANCE COMMITTEE REPORT
 - REVIEW Resolution to Support RPC Funding
- 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 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

FEBRUARY 2023

WHAT'S NEW AT THE RRPC:

We are excited to announce that work to update the 2018 Rutland Regional Plan has begun! Steffanie is leading the plan overhaul, with Devon and Ed participating in the core working group. This will be a significant undertaking, so we are starting by developing a process the RRPC will go through to create the plan. There are goals to set, data to analyze, priorities to establish, and indicators of progress to agree on. The RRPC will work closely with our member municipalities and key partners throughout this process – so stay tuned for important updates and upcoming outreach events!

The roll-out continues for Vermont's new \$45M **Municipal Energy Resilience Program (MERP)**. The deadline for municipalities to complete building **RRPC inventory forms is now March 10**. The team is also working on outreach materials regarding program details that will be distributed directly to Towns. Next up will be an application for MERP Community Grants of up to \$4K per municipality. This money will be for community events on energy, promotional materials, hiring a grant writer, or starting an energy committee. Please contact Barbara or Maggie O'Brien for more information!

The FINAL draft of the West Central Vermont – Comprehensive Economic Development Strategy is now available for review at westcentralvt.org. **The RRPC Board of Commissioners will vote to approve the CEDS at our March Meeting**. The RRPC and CEDRR have been working alongside the RPCs and RDCs in Addison, Chittenden, and Washington Counties to establish a Economic Development District (EDD) which will unlock significant federal funding from the Economic Development Administration!

With the 2023 field season fast approaching, the Transportation Team has been laying the groundwork for a **new sidewalk inventory program**, which will map all the existing sidewalks in Rutland County along with their conditions. This inventory will provide municipalities with an asset management tool that lets them quickly find areas of greatest concern and plan for their replacement. Ethan is also hard at work on an **application for VTrans Better Connections Program, for a proposed Walk-Bike Masterplan for Rutland City**.

Maggie began hosting her monthly Binary Blizzard Buildup (B3) activities, starting with the Red Cross Regional Sheltering course held on January 31. Our region's EMDs are buzzing with questions and concerns after December's uniquely complicated Christmas storm. The **next B3 event is a Hot Topic meeting featuring members from the Rutland Area Disaster Animal Response Team (RADART) on February 23rd**.

ONGOING PROJECTS BY PROGRAM

Town and Regional Planning - Ed continues to provide technical assistance to towns with MPG village master planning work, bylaw modernization, Planning Commission assistance, permit administration, FHA administration, Village Center designations, and town plan updates. He will begin working with Fair Haven and Brandon on their newly awarded bylaw modernization grants from the Agency of Commerce and Community Development.

Maggie is meeting with the Killington Planning Commission monthly to discuss goals and action items for each required section of the Town Plan.

Water Quality - Barbara and Hilary Solomon from the Poultney Mettowee Natural Resources Conservation District (PMNRCD) are completing start-up activities and deliverables needed for tapping into the much larger Formula Grant that will fund water quality projects in South Lake Champlain. Current work is focused on a Request for Qualifications to pre-qualify partners to oversee the development, design, and construction of projects and one for Subcontractors to do the actual construction work on selected projects. We're also developing a project screening tool to help us calculate a proposed project's cost efficiency and its phosphorous reduction estimate.

Emergency Management – Maggie continues to assist the Chittenden Reservoir Emergency Action Plan team (CREAP) as they evaluate their needs following the FEMA Dam tabletop exercise. A potential overhaul of the Vulnerable Population Communication Protocol, an annex for the Local Emergency Management Plan (LEMP), is taking focus as the Region gears up for LEMP season. While no major changes can be instituted in time for this year's plans, Maggie will convene the Region's EMDs in March to discuss this matter further.

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, Downtown Designation Renewal Map for Poultney, and maps for Town Plan updates in Tinmouth and Killington! Nic is also working on some exciting new graphic design materials such as an RRPC newsletter that will roll out in March!

Nic is working with the Poultney Downtown Revitalization Committee on their Downtown Designation Renewal. He recently completed a new map of the Downtown District that will be used for their application and to inform future development. Ask us about how the RRPC can assist your community with new or renewed Village Center and Downtown Designations!

Congratulations to Danby, Mount Tabor, Brandon, Killington, and Mendon! Steffanie has assisted these towns in receiving FEMA approval on their updated Local Hazard Mitigation Plans (LHMP). This achievement enabled two of our towns to apply for FEMA hazard mitigation grants - Mount Tabor has applied for a scoping study to evaluate alternatives for addressing the flood risk posed by Big Branch and Brandon for two property buyouts and a scoping study to evaluate a bridge on Wheeler Road. Steffanie applied for the FEMA grant on Mount Tabor's behalf and if awarded, the RRPC will work closely with them to complete the study. Steffanie began work with the Town of Castleton to update their LHMP. Look for opportunities to participate in their plan development in the upcoming months.

Ward Marsh in West Haven joined the short list of Class I wetlands in Vermont as of February 10. There are just 11 across the State. Congratulations West Haven!

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. The draft Toolkit will be available for review by the public soon!

Have an idea for a small transformative project in your Town? **AARP Vermont's Community Challenge Grants are now available!** The AARP Community Challenge provides small grants to fund quick-action projects that can help communities become more livable for people of all ages. To learn more, click the link below or contact the RRPC today!

UPCOMING EVENTS & GRANTS:

Transportation Advisory Committee Meeting – February 23rd

EMD Hot Topic Meeting – February 23rd

Town Meeting Day – March 7th

E&D Public Transportation Committee – March 8th

[AARP Community Challenge Grants](#) – DUE March 15th

[Vermont Capital Planning Forum](#) – April 13th (Alumni Hall, Barre, VT)

Transportation – With the 2022 field season firmly in the rear-view mirror, the Transportation Team, particularly Field Tech - Van Purcell, have been busy cleaning, analyzing, and preparing culvert inventory reports for Brandon, Castleton, Middletown Springs, Pittsford, West Haven, and West Rutland. Ethan continues to onboard new GIS Planner Nic Stark into the transportation program. If you see Nic by the side of the road this summer doing field work in a snazzy Rutland Regional Planning Commission high-vis vest, don't hesitate to say Hi!

Municipal Project Management – Steffanie continues her work as Municipal Project Manager (MPM) supporting towns that have received VTrans grants for scoping studies or construction projects throughout the Region. She just held the kick-off meeting for a \$500K sidewalk replacement project on School Street in Wallingford!

Economic Development – Ed continues to manage the Brownfield program and is aiding 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.

Barbara continues to work with Green Mountain Power and Rutland Town on a pocket park at Center Rutland Falls. Currently, work is concentrated on a land transfer from GMP to accommodate the park as well as GMP plans for archaeological assessment of the site before any land disturbance.

Energy - Besides being the key staff members for the MERP program, Barbara and Maggie are overseeing the new federal Dept. of Energy's Energy Efficiency and Conservation Block Grant (EECBG) for RRPC. This is a much smaller amount of funding - \$76K for our region – that will encompass a broad scope of work for planning or projects that have a regionwide impact.

ARPA Municipal Assistance – The RRPC continues to aid municipalities interpreting the US Treasury Final Rule and how towns can spend their money. Our new GIS Planner, Nic, has taken the lead of this program and will be supporting towns as they develop projects funded through local ARPA.

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

	December 2022 Actual	July 2022 - December 2022 Actual	Annual Budget	% of Budget
Income				
402 Local Income		27,000.00	27,000.00	100.00%
403 State Income	100,853.66	302,560.98	424,647.00	71.25%
403.5 VT Dept. of Environmental Cons.	11,651.97	66,462.97	183,051.00	36.31%
403A State Income (Non-Permanent)	20,170.72	36,857.28	205,867.00	17.90%
404 Vt. Department of Public Safety	12,996.86	22,439.37	54,785.00	40.96%
405 VTrans	13,629.81	90,945.08	259,406.00	35.06%
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	7,368.42	26,092.80	97,868.00	26.66%
420 Special Projects	9,806.09	62,417.80	195,295.00	31.96%
421 Miscellaneous Income	1.65	3.15	0.00	
430 Interest Income	156.55	543.60	600.00	90.60%
480 In-Kind Income	1,239.63	4,183.61	5,940.00	70.43%
490 Local Match.	11,599.33	12,833.11	0.00	
Total Income	\$ 189,474.69	\$ 663,682.68	\$ 1,480,410.00	44.83%
Gross Profit	\$ 189,474.69	\$ 663,682.68	\$ 1,480,410.00	44.83%
Expenses				
500 Salary	57,779.82	268,727.80	705,245.00	38.10%
Total 501 Fringe	\$ 20,505.96	\$ 87,185.42	\$ 275,524.00	31.64%
522 Contracted Services		33,902.76	120,000.00	28.25%
523 Audit/Accounting		10,000.00	14,000.00	71.43%
524.2 Conferences & Trainings-All Exp.	643.66	2,137.96	13,600.00	15.72%
524.3 Trav/Reg/Mileage (Reg Bus)	513.11	3,241.61	15,337.00	21.14%
525 Meeting Expense	596.57	2,058.08	9,400.00	21.89%
530 Postage/Shipping	0.00	611.50	3,300.00	18.53%
531 Printing/Copying/Ads	245.40	2,926.30	14,542.00	20.12%
535 Marketing and Sponsorship	294.95	1,094.95	2,000.00	54.75%
537 Town and Organizational Support	175.00	407.99	1,950.00	20.92%
540 Supplies	486.82	2,753.84	6,050.00	45.52%
541 Service Contracts		4,341.08	11,000.00	39.46%
545 Subscriptions-Publicat-Software	637.55	3,917.29	18,736.00	20.91%
546 Legal Fees		225.00	3,500.00	6.43%
547 Memberships	1,550.00	4,613.50	11,800.00	39.10%
550 Rent & Office Improvements	3,390.00	23,765.99	55,840.00	42.56%
550.1 Office Cleaning	300.00	825.00	3,250.00	25.38%
551 Telephone/Communication Serv.	453.94	2,511.07	6,160.00	40.76%
552 Electricity	263.69	1,211.89	3,800.00	31.89%
553A Grant Disbursements	14,923.32	49,591.69	126,364.00	39.25%
Total 560 Insurance	\$ 4,220.00	\$ 4,896.00	\$ 8,500.00	57.60%
565 Equipment Purchase	2,617.51	6,756.02	40,100.00	16.85%
580 In-Kind	1,239.63	4,183.61	5,940.00	70.43%
580.1 Local Match	11,599.33	12,833.11	0.00	
591 Bank Charges	84.98	179.96	0.00	
Total Expenses	\$ 122,521.24	\$ 534,899.42	\$ 1,475,938.00	36.24%
Net Operating Income	\$ 66,953.45	\$ 128,783.26	\$ 4,472.00	
Net Income	\$ 66,953.45	\$ 128,783.26	\$ 4,472.00	

Rutland Regional Planning Commission
Balance Sheet
As of December 31, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
101 HFCU Checking	168,063.23
101-1 Key Bank Checking	247,901.36
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	89.12
105 Petty Cash	341.36
Total Bank Accounts	\$ 826,341.08
Accounts Receivable	
120 Accounts Receivable	362,017.80
Total Accounts Receivable	\$ 362,017.80
Other Current Assets	
130 Prepaid Insurance	3,516.00
Total Other Current Assets	\$ 3,516.00
Total Current Assets	\$ 1,191,874.88
Fixed Assets	
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
Total Fixed Assets	\$ 26,205.75
Other Assets	
142 Deferred Pension Outflow	88,692.77
Total Other Assets	\$ 88,692.77
TOTAL ASSETS	\$ 1,306,773.40
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 Accounts Payable	31,754.89
Total Accounts Payable	\$ 31,754.89
Other Current Liabilities	
219 Deferred Grant Income	269,668.57
220 Vision Plan	-4.28
220.5 Dental	99.70
222 Retirement DB	-6.66
225 Net Pension Liability	148,261.00
230 Acc. Annual Leave	26,225.30
240 Accrued Comp Leave	10,464.50
241 Deferred Pension Inflow	92,012.00
260 Note Payable - Creek Path	10,000.00
Total Other Current Liabilities	\$ 556,720.13
Total Current Liabilities	\$ 588,475.02
Total Liabilities	\$ 588,475.02
Equity	
3900 Fund Balance	370,853.57
392 Res. Fd. Bl. - Creek Path	218,661.55
Net Income	128,783.26
Total Equity	\$ 718,298.38
TOTAL LIABILITIES AND EQUITY	\$ 1,306,773.40



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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, 3rd Floor, 67 Merchants Row, Rutland, VT 05701

COMMISSIONERS PRESENT

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

TOWN	NAME	
Rutland City	David Allaire	
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	X
ACI-Natural Resources	Hilary Solomon	
Ex-Officio-CEDRR	Tyler Richardson Lyle Jepson	X
Ex-Officio-TAC		
Ex-Officio-RRWIB		

OTHERS PRESENT

Devon Neary, Mary Kay Skaza, Ed Bove, Nic Stark, Barbara Noyes Pulling – RRPC staff

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COOPERATIVE PLANNING IN THE REGION



RUTLAND REGIONAL PLANNING COMMISSION

MEETING MINUTES

1. CALL TO ORDER & INTRODUCTIONS

Chair Berner called the meeting to order at 7:02 pm. Introductions were made. New GIS planner, Nic Stark, was introduced. New Castleton Commissioner, Liz MacKay, was also introduced.

2. APPROVAL OF JANUARY 17TH AGENDA

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

3. APPROVAL OF NOVEMBER 15TH MINUTES

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

4. OPEN TO PUBLIC

None present.

5. RRPC PROGRAM HIGHLIGHT

Town Planning and Zoning – Ed Bove

Bove provided a presentation to the board on the town planning and zoning program. Bove discussed Chapter 117 of planning and development statute that included local and regional planning commissions, regional plans, and more. Bove also provided an overview of smart growth principles as they relate to town planning and zoning.

6. TREASURERS REPORT

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

7. EXECUTIVE/FINANCE COMMITTEE REPORT (DECEMBER & JANUARY)

Director Neary provided a report on the December and January meetings of the Executive Finance Committee. Neary provided updates on new programs and staff, office upgrades, and grant opportunities. Commissioner Jones from Wells requested that “veteran-status” be added to the RRPC Declaration of Inclusion. **Motion to add “veteran-status” to the Declaration of Inclusion by Lloyd. Second by Bushee. Approved by voice vote.**

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8. REGIONAL COMMITTEE REPORT (DECEMBER)

Sommerlad reported out on the Committee's January meeting, a Section 248 preferred site letter request for a 500kW net metering solar electric generation facility at 598 Plains Road in Pittsford. **Motion to recommend the RRPC issue a preferred site letter by Mills. Second by Lloyd. Approved by voice vote.**

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

Neary reported there was no meeting in December and the next meeting will be next Thursday (1/26) at 5:30PM. Ethan Pepin will be leading the committee moving forward.

10. AREA WIDE CITIZENS

None present.

11. EX-OFFICIO MEMBERS

Lyle Jepson of CEDRR reported on Community Recovery and Revitalization (CRRP) Program grant applications, Rutland City Tax Increment Financing (TIF) District, Rutland Ad-Hoc Housing Committee, and an upcoming Legislative Breakfast on January 30th at 7:30AM.

12. COMMISSIONER UPDATES

Benson: Met with Maggie for Village Center Designation Renewal. Working on ARPA.

Brandon: Wind damage from storm and tested new LHMP. Bylaw Modernization Grant was awarded. Will be also working on Town Plan update.

Castleton: Working on Town Plan. Completed overhaul of zoning bylaws.

Danby: Nothing to report.

Hubbardton: Getting ready for town meeting day.

Ira: Industrial Tower has been discussed in Town.

Killington: Working on town plan update with Maggie. Bad accident last Friday on US-4.

Mendon: Vacancy on SB filled. US-4 Corridor Study underway.

Mt. Holly: Community vision survey completed. 450 acres of land donated to State for land and wildlife conservation.

Pawlet: New zoning administrator on-boarding well. Continue work on zoning bylaw updates.

Shrewsbury: SB adopted flood hazard, river corridor, and zoning updates.

Sudbury: Nothing new.

Tinmouth: Town Plan being updated.

Wallingford: Working on budget.

Wells: No report (tech issue).

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West Rutland: SB approved zoning bylaw update.

13. ADJOURN

Motion by Mills. Second by Kirbach. Chair Berner adjourned the meeting at 8:40 pm.

Respectively submitted by Devon Neary

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