

# **RRPC BOARD OF COMMISSIONERS**

TUESDAY, MAY 16, 2023, 7:00 PM

## **MEETING DETAILS**

Virtual: <u>Teams Meeting</u>, ID: 224 634 587 902, Pass: dBEdSy I Call: 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 MAY 16<sup>TH</sup> AGENDA
- 7:11 APPROVAL OF MARCH 21<sup>ST</sup> MINUTES
- 7:12 OPEN TO PUBLIC
- 7:15 RRPC PROGRAM HIGHLIGHT
  - Project Management, Hazard Mitigation, & Regional Plan Steffanie Bourque
- 7:35 TREASURERS REPORT
  - REVIEW February & March 2023 Financials
- 7:40 EXECUTIVE DIRECTORS REPORT
- 7:50 EXECUTIVE/FINANCE COMMITTEE APRIL & MAY REPORT
  - REVIEW Nominating Committee
- 8:00 REGIONAL COMMITTEE REPORT
- 8:05 TRANSPORTATION ADVISORY COMMITTEE (TAC) REPORT
- 8:10 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 RutlandRPC.org | (802) 775-0871

### **COOPERATIVE PLANNING IN THE REGION**



# **RRPC BOARD OF COMMISSIONERS** TUESDAY, MARCH 21, 2023, 7:00 PM

#### **MEETING DETAILS**

Virtual: <u>Teams Meeting</u>, ID: 224 634 587 902, Pass: dBEdSy I 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	
Brandon	Jack Schneider	Х
Castleton	Liz MacKay	
Chittenden	Julie Fredette	
Clarendon	Bronson Spencer	
Danby	Michelle Bushee	Х
Fair Haven	Bob Richards	
Hubbardton	Robert Gibbs	Х
Ira	Bob Kirbach	Х
Killington	Andrew Salamon	Х
Mendon	Larry Courcelle	Х
Middletown Springs	Hilary Solomon	
Mount Holly	Jessica Metcalfe	Х
Mount Tabor		
Pawlet	John Sabotka	Х
Pittsford	David Mills	Х
Pittsford Alternate	Donna Wilson	Х
Poultney Alternate	Sarah Pelkey	Х
Proctor Alternate	Michael Ramsey	Х

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

#### **OTHERS PRESENT**

Guests: Richard and Sandra Conway (Pittsford) Staff: Devon Neary, Mary Kay Skaza, Ed Bove, Ethan Pepin, Nic Stark, Barbara Pulling, Maggie O'Brien, Karen Hill



#### **MEETING MINUTES**

- CALL TO ORDER & INTRODUCTIONS
   Chair Berner called the meeting to order at 7:01 pm. Introductions were made. Chair Berner welcomed
   the new Rutland City Commissioner, Mayor Michael Doenges and also highlighted Danby Commissioner,
   Michelle Bushee, for stepping up from her previous role as Alternate.
- APPROVAL OF March 21<sup>st</sup> AGENDA Motion by Sommerlad to approve the agenda with a change to reflect the correct date of March 21, 2023. Second by Mills. Approved by voice vote.
- APPROVAL OF February 21<sup>st</sup> MINUTES Motion by Mills to approve the minutes with a change to reflect the correct date of February 21, 2023, and correct month of December for the Treasurers Report. Second by Gibbs. Approved by voice vote.
- 4. OPEN TO PUBLIC No public comment.

#### 5. TREASURER/SECRETARY NOMINATION

Chair Berner solicited nominations for Treasurer/Secretary and Executive Finance Committee due to a vacancy left by former Rutland City Commissioner, David Allaire. Per Section 804 of the RRPC Bylaws, the Officer position will be filled until the next election in June 2023. Sommerlad nominated Larry Courcelle. Motion by Mills to close nominations. Second by Gibbs. Approved by voice vote.

Director Neary thanked the outgoing Rutland City Commissioner, David Allaire, for his years of service to the RRPC Board of Commissioners, Executive Finance Committee, and Treasurer Office and his overall support for the RRPC.

#### 6. RRPC PROGRAM HIGHLIGHT

RRPC staff, Barbara Noyes Pulling and Maggie O'Brien, presented on the new Municipal Energy Resilience Program (MERP). The new program, directed by Buildings and General Services and administered by the RPCs is intended to support municipalities by providing grant funds to make energy efficiency upgrades to municipally owned buildings. Pulling and O'Brien provided details on the program including the \$4,000 mini-grants, energy burden prioritization, energy assessments, funding, eligibility, and timeline. A copy of the presentation was shared with Commissioners following the meeting. Pulling and O'Brien highlighted the direct outreach to towns including an upcoming Informational Webinar on April 6, 2023.



#### 7. TREASURERS REPORT

Skaza provided the Treasurers Report on the January Financials. Line-item actuals compared to budget were reported on. Skaza also reported on some revenue and expense line items that could fall under budget or potentially over budget by June 30. Report for informational purposes only.

#### 8. EXECUTIVE DIRECTORS REPORT

Director Neary provided the Executive Directors Report, which will be a new standing agenda item. Neary is very happy with the progress of new programs such as Clean Water Service Provider (CWSP) and Municipal Energy Resiliency Program (MERP). There is additional energy funding available through an Energy Efficiency and Conservation Block Grant (EECBG) that the RRPC is applying for and hopes to provided direct funding to municipalities. Ed, Steffanie, and Devon are also working hard on developing a process to update the Regional Plan, which may include an ad hoc Regional Plan Committee. Several RPCs formed such committees that eventually became standing committees. Nearly also updated the board on a change from the Team Report to an e-newsletter in April to help broaden outreach as well as an update to the new RRPC website.

Neary presented a resolution to adopt the West Central Vermont Comprehensive Economic Development Strategy (CEDS) that includes Addison, Chittenden, Rutland, and Washington Counties. The draft resolution was sent to the Board in the Meeting Packet. Neary and Tyler Richardson from Chamber and Economic Development of the Rutland Region (CEDRR) presented the draft CEDS to the Board in Fall 2023. The final draft was shared with Commissioners ahead of the February 2023 Board Meeting for review. The CEDS will be submitted to the Economic Development Administration (EDA) to create a new Economic Development District (EDD) in West Central Vermont. There were no comments or questions regarding the final CEDS. Motion by Courcelle for the RRPC Board of Commissioners to adopt the West Central Vermont Comprehensive Economic Development Strategy (CEDS). Second by Sommerlad. Approved by voice vote.

#### 9. EXECUTIVE/FINANCE COMMITTEE REPORT

Neary provided the minutes of the March 13, 2023 Executive/Finance Committee. No action was taken.

#### 10. REGIONAL COMMITTEE REPORT

Sommerlad provided the minutes of the March 21, 2023, Regional Committee. The committee heard a presentation on a proposal for a 20 MW solar energy project in Fair Haven. No action taken. The committee also reviewed a proposal for a 3.5 MW solar energy project in Pittsford on Furnace Brook Road. No action was taken. Sommerlad noted there will be a PUC virtual hearing on April 11<sup>th</sup> for the Outback Acres solar energy project in Pittsford.



11. TRANSPORTATION ADVISORY COMMITTEE (TAC) REPORT

RRPC staff, Ethan Pepin, provided the February TAC report that included a presentation on Rural Pop-up Projects. Pepin noted that Rutland City experimented a temporary roundabout at the intersection of Merchant's, Evelyn, and Center Streets in the 1960s. Pepin informed the Board that the March TAC meeting will feature a presentation by RRPC staff Steffanie Bourque on the new Municipal Roads General Permit (MRGP).

- 12. AREA WIDE CITIZENS None present.
- 13. EX-OFFICIO MEMBERS None Present.

#### 14. COMMISSIONER UPDATES

Brandon: Is in the process of interviewing candidates for Town Manager. The town has received a Certificate of Good on their solar array project. The town has begun updating their town plan.

Danby: Has submitted their Village Center Designation Renewal Application.

Killington: Voters have approved the TIF. Taxpayers also approved the purchase of the old post office on US-4 to be redeveloped as the new Town Hall.

Mendon: The Steering Committee is working with the engineering firm for the Route 4 Scoping Study. The Town of Mendon will be recruiting new employees to replace the entire road crew staff, all who are retiring in 2023. The Town office is now open by appointment only.

Mount Holly: Working with Transportation Planner Ethan Pepin to update the transportation chapter of their Town Plan. Metcalfe explained that the timeline for the Town Plan has been accelerated as the current plan does not meet the standards needed to renew their Village Center Designation, which will expire this summer.

Pawlet: Volunteer Fire Department has requested a partnership to review single-family-home subdivision applications to ensure fire safety regulations are met. The Planning Commission has incorporated changes to the Unified Development Bylaw as part of the Bylaw Modernization project.

Pittsford: Appealing the ACT 250 decision on the US-7 Bridge Project. The Town will be meeting with VTrans on Thursday, March 23, 2023.



Poultney: Is working on their Village Center and Downtown Designation Renewals. The Town continues to work on Bylaw Modernization with RRPC's Ed Bove. Poultney has hired a full-time Economic Development. Poultney's Town to Trails Initiative is slated to be rolled out to the town this spring. Poultney's CRRP grant application (round 2) has been submitted today and will be reviewed in April.

Proctor: Is working on a VCDP grant application with Zion Growers to fund a feasibility study for the redevelopment of the Vermont Marble Museum. Proctor has joined West Rutland and Pittsford in an application to fund a scoping study for a tri-town bicycle loop. Proctor's village designation application has been submitted. The Beaver Pond Path Project has been cancelled due to landowner issues.

Rutland City: Mayor Doenges plans to ask the current zoning administrator to take on the role of city planner and hopes to hire another Zoning Administrator to fill the vacancy.

Shrewsbury: The Selectboard is in the process of reorganization.

Sudbury: The town has reclassified the Class 4 Fiddlehead Road to a Legal Trail. The town is working with a VT-30 homeowner to reduce the hazardous waste and refuse from their property.

Wallingford: There will be a Local Concerns meeting for the School Street Sidewalk Project in April.

West Rutland: Is touching base with RRPC's Neary to discuss updating their town plan. The PC will be working on building a foundation for a feasibility study to look at building a town pool. The zoning administrator has made progress with the housing trust related to the Cash Market Building.

#### 15. ADJOURN

Motion to Adjourn by Mills. Second by Schneider. Meeting adjourned at 8:18 PM.

Respectively submitted by Karen Hill

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

February 2023

		ebruary 23 Actual	luly 2022 - bruary 2023 Actual	An	nual Budget	% of Budget
Income						
402 Local Income			27,000.00		27,000.00	100.00%
403 State Income			302,560.98		424,647.00	71.25%
403.5 VT Dept. of Environmental Cons.			70,334.10		183,051.00	38.42%
403A State Income (Non-Permanent)		7,548.09	50,665.15		205,867.00	24.61%
404 Vt. Department of Public Safety		11,767.15	34,206.52		54,785.00	62.44%
405 VTrans		15,145.90	121,617.46		259,406.00	46.88%
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		13,059.21	45,211.73		97,868.00	46.20%
420 Special Projects		16,369.21	87,144.78		195,295.00	44.62%
421 Miscellaneous Income			3.15		0.00	
430 Interest Income		192.01	867.48		600.00	144.58%
480 In-Kind Income			4,183.61		5,940.00	70.43%
490 Local Match.			12,833.11		0.00	
Total Income	\$	64,081.57	\$ 767,971.00	\$	1,480,410.00	51.88%
Gross Profit	\$	64,081.57	\$ 767,971.00	\$	1,480,410.00	51.88%
Expenses						
500 Salary		47,782.03	359,583.30		705,245.00	50.99%
Total 501 Fringe	\$	11,097.96	\$ 107,506.56	\$	275,524.00	39.02%
522 Contracted Services		5,825.00	50,757.11		120,000.00	42.30%
523 Audit/Accounting			10,000.00		14,000.00	71.43%
524.2 Conferences & Trainings-All Exp.		20.00	2,157.96		13,600.00	15.87%
524.3 Trav/Reg/Mileage (Reg Bus)		261.14	3,934.07		15,337.00	25.65%
525 Meeting Expense		401.17	2,662.94		9,400.00	28.33%
530 Postage/Shipping		100.45	711.95		3,300.00	21.57%
531 Printing/Copying/Ads		157.42	3,924.91		14,542.00	26.99%
535 Marketing and Sponsorship		60.00	1,769.95		2,000.00	88.50%
537 Town and Organizational Support		146.00	3,100.88		1,950.00	159.02%
540 Supplies		304.58	3,422.41		6,050.00	56.57%
541 Service Contracts			4,341.08		11,000.00	39.46%
545 Subscriptions-Publicat-Software		8,555.36	13,117.62		18,736.00	70.01%
546 Legal Fees			630.00		3,500.00	18.00%
547 Memberships			5,988.50		11,800.00	50.75%
550 Rent & Office Improvements		3,435.00	30,703.49		55,840.00	54.98%
550.1 Office Cleaning		240.00	1,065.00		3,250.00	32.77%
551 Telephone/Communication Serv.		848.33	4,609.12		6,160.00	74.82%
552 Electricity		312.04	1,805.05		3,800.00	47.50%
553A Grant Disbursements			49,591.69		126,364.00	39.25%
Total 560 Insurance	\$	0.00	\$ 7,797.00	\$	8,500.00	91.73%
565 Equipment Purchase		16,777.49	27,096.64		40,100.00	67.57%
580 In-Kind			4,183.61		5,940.00	70.43%
580.1 Local Match			12,833.11		0.00	
591 Bank Charges		-84.98	35.00		0.00	
Total Expenses	\$	96,238.99	\$ 713,328.95	\$	1,475,938.00	48.33%
Net Operating Income	-\$	32,157.42	\$ 54,642.05	\$	4,472.00	
Net Income	-\$	32,157.42	\$ 54,642.05	\$	4,472.00	

#### Rutland Regional Planning Commission Balance Sheet

As of February 28, 2023

		Total
ASSETS		
Current Assets		
Bank Accounts		
101 HFCU Checking		270,585.68
101-1 Key Bank Checking		248,231.73
101-1.1 Key Bank Checking - CWSP - F		-25.00
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		25.01
104 Savings - HFCU		89.16
105 Petty Cash		341.36
Total Bank Accounts	\$	929,168.95
Accounts Receivable		
120 Accounts Receivable		129,106.08
Total Accounts Receivable	\$	129,106.08
Other Current Assets		
130 Prepaid Insurance		3,516.00
1499 Undeposited Funds		2,052.05
Total Other Current Assets	\$	5,568.05
Total Current Assets	\$	1,063,843.08
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	Ŷ	20,203.75
142 Deferred Pension Outflow		89 602 77
		88,692.77
Total Other Assets	\$	88,692.77
TOTAL ASSETS	\$	1,178,741.60
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
200 Accounts Payable		0.00
Total Accounts Payable	\$	0.00
Other Current Liabilities		
202 Payroll Liabilities		13.98
219 Deferred Grant Income		241,296.98
220 Vision Plan		-4.28
220.5 Dental		99.70
222 Retirement DB		5,076.19
225 Net Pension Liability		148,261.00
230 Acc. Annual Leave		29,998.99
240 Accrued Comp Leave		7,829.87
241 Deferred Pension Inflow		92,012.00
260 Note Payable - Creek Path		10,000.00
Total Other Current Liabilities	\$	534,584.43
Total Current Liabilities	\$	534,584.43
Total Liabilities	\$	534,584.43
Equity	Ŧ	557,557.45
3900 Fund Balance		270 952 57
		370,853.57
392 Res. Fd. Bl Creek Path		218,661.55
Net Income Total Equity		54,642.05
	\$	644,157.17

#### Rutland Regional Planning Commission Budget vs. Actuals: FY23 P&L March 2023

	Ma	arch 2023 Actual		uly 2022 - arch 2023 Actual		Annual Budget	% of Budget
Income						-	
402 Local Income				27,000.00		27,000.00	100.00%
403 State Income		100,853.66		403,414.64		424,647.00	95.00%
403.5 VT Dept. of Environmental Cons.		18,650.78		88,984.88		183,051.00	48.61%
403A State Income (Non-Permanent)		17,763.27		68,428.42		205,867.00	33.24%
404 Vt. Department of Public Safety		18,609.35		41,048.72		54,785.00	74.93%
405 VTrans		22,625.24		144,242.70		259,406.00	55.60%
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		28,379.10		54,331.12		97,868.00	55.51%
420 Special Projects		30,675.40		107,656.92		195,295.00	55.13%
421 Miscellaneous Income		1.65		4.80		0.00	
430 Interest Income		239.16		1,106.64		600.00	184.44%
480 In-Kind Income				4,183.61		5,940.00	70.43%
490 Local Match.		148.38		12,981.49		0.00	
Total Income	\$	237,945.99	\$	964,726.87	\$	1,480,410.00	65.17%
Gross Profit	\$	237,945.99	\$	964,726.87	\$	1,480,410.00	65.17%
Expenses	•		•		Ť	.,,	
500 Salary		47,216.39		406,799.69		705,245.00	57.68%
Total 501 Fringe	\$	26,091.66	\$	133,604.88	\$	275,524.00	48.49%
522 Contracted Services	Ŷ	15,773.25	Ŷ	66,530.36	Ŷ	120,000.00	55.44%
523 Audit/Accounting		10,110.20		10,000.00		14,000.00	71.43%
524.2 Conferences &Trainings-All Exp.				2,157.96		13,600.00	15.87%
524.3 Trav/Reg/Mileage (Reg Bus)		431.13		4,365.20		15,337.00	28.46%
525 Meeting Expense		288.32		2,951.26		9,400.00	31.40%
530 Postage/Shipping		11.06		723.01		3,300.00	21.91%
531 Printing/Copying/Ads		790.60		4,715.51		14,542.00	32.43%
535 Marketing and Sponsorship		790.00		1,769.95		2,000.00	88.50%
537 Town and Organizational Support				3,100.88		1,950.00	159.02%
• • • • • • • • • • • • • • • • • • • •		449.71					64.00%
540 Supplies 541 Service Contracts		2,500.00		3,872.12 6,841.08		6,050.00 11,000.00	62.19%
545 Subscriptions-Publicat-Software							75.95%
•		1,111.54		14,229.16 630.00		18,736.00	75.95% 18.00%
546 Legal Fees		360.00				3,500.00	53.80%
547 Memberships				6,348.50		11,800.00	61.10%
550 Rent & Office Improvements		3,416.68		34,120.17		55,840.00	
550.1 Office Cleaning		050 50		1,065.00		3,250.00	32.77%
551 Telephone/Communication Serv.		850.53		5,459.65		6,160.00	88.63%
552 Electricity		298.64		2,103.69		3,800.00	55.36%
553A Grant Disbursements		8,366.10		57,957.79		126,364.00	45.87%
559.5 Program Administration	•	4,279.54	•	4,279.54	•	0.00	400.00%
Total 560 Insurance	\$	958.00	\$	8,755.00	\$	8,500.00	103.00%
565 Equipment Purchase		272.42		27,369.06		40,100.00	68.25%
580 In-Kind				4,183.61		5,940.00	70.43%
580.1 Local Match		148.38		12,981.49		0.00	
591 Bank Charges		-25.00		10.00		0.00	
Total Expenses	\$	113,588.95	\$	826,924.56	\$	1,475,938.00	56.03%
Net Operating Income	\$	124,357.04	\$	137,802.31	\$	4,472.00	
Other Expenses							
586 Restricted Exp. Creek Path		12,205.00		12,205.00		0.00	
Total Other Expenses	\$	12,205.00	\$	12,205.00	\$	0.00	
Net Other Income	-\$		-\$	12,205.00	\$	0.00	
Net Income	\$	112,152.04	\$	125,597.31	\$	4,472.00	

# Rutland Regional Planning Commission Balance Sheet

As of March 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
101 HFCU Checking	229,564.11
101-1 Key Bank Checking	248,316.07
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	25.02
104 Savings - HFCU	89.18
105 Petty Cash	341.36
Total Bank Accounts	\$ 888,256.75
Accounts Receivable	
120 Accounts Receivable	581,125.09
Total Accounts Receivable	\$ 581,125.09
Other Current Assets	
130 Prepaid Insurance	3,516.00
Total Other Current Assets	\$ 3,516.00
Total Current Assets	\$ 1,472,897.84
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	\$ 1,587,796.36
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 Accounts Payable	35,696.17
Total Accounts Payable	\$ 35,696.17
Other Current Liabilities	
202 Payroll Liabilities	13.98
219 Deferred Grant Income	548,329.33
220 Vision Plan	4.08
220.5 Dental	99.70
225 Net Pension Liability	148,261.00
	-,

240 Accrued Comp Leave	8,313.02
241 Deferred Pension Inflow	92,012.00
260 Note Payable - Creek Path	10,000.00
Total Other Current Liabilities	\$ 836,987.76
Total Current Liabilities	\$ 872,683.93
Total Liabilities	\$ 872,683.93
Equity	
3900 Fund Balance	383,058.57
392 Res. Fd. Bl Creek Path	206,456.55
Net Income	125,597.31
Total Equity	\$ 715,112.43
TOTAL LIABILITIES AND EQUITY	\$ 1,587,796.36

Monday, May 08, 2023 06:33:06 AM GMT-7 - Accrual Basis