



RUTLAND REGIONAL PLANNING COMMISSION

RRPC BOARD OF COMMISSIONERS

TUESDAY, SEPTEMBER 19, 2023, 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 PUBLIC HEARING

- **APPROVE Killington Town Plan and Confirmation of Planning Process**

7:05 CALL TO ORDER & INTRODUCTIONS

7:10 APPROVAL OF SEPTEMBER 29TH AGENDA

7:12 APPROVAL OF JUNE 20TH MINUTES

7:13 OPEN TO PUBLIC

7:15 S.100 HOME ACT PRESENTATION

7:35 TREASURERS REPORT

- REVIEW June and July 2023 Financials

7:45 COMMITTEE ASSIGNMENTS

7:50 EXECUTIVE/FINANCE COMMITTEE REPORT

- APPROVE West Central Vermont Economic Development District MOU
- APPROVE updated Signature Authority Policy

8:00 REGIONAL COMMITTEE REPORT

8:05 COMMUNITY COMMITTEE REPORT

8:05 TRANSPORTATION ADVISORY COMMITTEE (TAC) REPORT

8:10 AREA WIDE CITIZENS

8:11 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.

Rutland Regional Planning Commission
Budget vs. Actuals: FY 2023
DRAFT June 2023

	July 2022 -		Annual Budget	% of Budget
	June 2023 Actual	June 2023 Actual		
Income				
402 Local Income		27,000.00	27,000.00	100.00%
403 State Income	21,232.36	424,647.00	424,647.00	100.00%
403.5 VT Dept. of Environmental Cons.	29,667.07	122,287.95	183,051.00	66.81%
403A State Income (Non-Permanent)	18,183.53	89,460.30	205,867.00	43.46%
404 Vt. Department of Public Safety	16,219.39	57,256.96	54,785.00	104.51%
404B VT Dept. of Buildings and Gen. Services	8,108.90	8,108.90	0.00	
405 VTrans	28,986.92	222,644.68	259,406.00	85.83%
408 Environmental Protection Agency		6,188.98	12,207.00	50.70%
414 Vt. Dept. of Health	6,871.94	12,025.89	13,744.00	87.50%
419 Local Planning Assistance	31,493.14	86,166.78	97,868.00	88.04%
420 Special Projects	30,947.38	155,881.00	195,295.00	79.82%
421 Miscellaneous Income		6.45	0.00	
430 Interest Income	416.09	2,161.44	600.00	360.24%
480 In-Kind Income		4,183.61	5,940.00	70.43%
490 Local Match.	30,506.07	61,052.86	0.00	
Total Income	\$ 222,632.79	\$ 1,279,072.80	\$ 1,480,410.00	86.40%
Gross Profit	\$ 222,632.79	\$ 1,279,072.80	\$ 1,480,410.00	86.40%
Expenses				
500 Salary	93,365.24	598,634.24	705,245.00	84.88%
Total 501 Fringe	\$ 17,584.20	\$ 180,326.35	\$ 275,524.00	65.45%
522 Contracted Services	37,063.10	120,588.68	120,000.00	100.49%
523 Audit/Accounting		10,000.00	14,000.00	71.43%
524.2 Conferences & Trainings-All Exp.	1,694.08	4,904.47	13,600.00	36.06%
524.3 Trav/Reg/Mileage (Reg Bus)	1,732.17	7,390.29	15,337.00	48.19%
525 Meeting Expense	1,846.90	5,385.47	9,400.00	57.29%
530 Postage/Shipping	15.99	834.85	3,300.00	25.30%
531 Printing/Copying/Ads	1,186.24	7,538.40	14,542.00	51.84%
535 Marketing and Sponsorship	495.00	2,664.95	2,000.00	133.25%
537 Town and Organizational Support	13.54	3,114.42	1,950.00	159.71%
540 Supplies	650.77	4,968.15	6,050.00	82.12%
541 Service Contracts		6,841.08	11,000.00	62.19%
545 Subscriptions-Publicat-Software	1,235.86	19,388.57	18,736.00	103.48%
546 Legal Fees	1,735.00	2,365.00	3,500.00	67.57%
547 Memberships		7,723.50	11,800.00	65.45%
548 Miscellaneous	-549.00	0.00	0.00	
550 Rent & Office Improvements	-610.40	40,470.14	55,840.00	72.48%
550.1 Office Cleaning	1,530.00	3,135.00	3,250.00	96.46%
551 Telephone/Communication Serv.	729.14	8,063.92	6,160.00	130.91%
552 Electricity	542.48	3,188.81	3,800.00	83.92%
553A Grant Disbursements	11,352.07	69,309.86	126,364.00	54.85%
559 Grant Reimbursement	8,496.70	8,496.70	0.00	
Total 560 Insurance	-\$ 504.00	\$ 8,251.00	\$ 8,500.00	97.07%
565 Equipment Purchase	-843.99	32,431.79	40,100.00	80.88%
580 In-Kind		4,183.61	5,940.00	70.43%
580.1 Local Match	30,506.07	61,052.86	0.00	
591 Bank Charges	29.97	39.99	0.00	
Total Expenses	\$ 209,297.13	\$ 1,221,292.10	\$ 1,476,938.00	82.75%
Net Operating Income	\$ 13,335.66	\$ 57,780.70	\$ 4,472.00	
Other Expenses				
586 Restricted Exp. Creek Path		12,205.00	0.00	
Total Other Expenses	\$ 0.00	\$ 12,205.00	\$ 0.00	
Net Other Income	\$ 0.00	-\$ 12,205.00	\$ 0.00	
Net Income	\$ 13,335.66	\$ 45,575.70	\$ 4,472.00	

Rutland Regional Planning Commission
Balance Sheet
As of June 30, 2023 (DRAFT)

	Total
ASSETS	
Current Assets	
Bank Accounts	
101 HFCU Checking	132,924.21
101-1 Key Bank Checking	323,565.47
101-1.1 Key Bank Checking - CWSP - F	327,718.10
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	25.05
104 Savings - HFCU	89.24
Total Bank Accounts	\$ 1,194,243.08
Accounts Receivable	
120 Accounts Receivable	245,417.45
121 Due from CWSP to Operating	23,327.32
Total Accounts Receivable	\$ 268,744.77
Other Current Assets	
130 Prepaid Insurance	3,516.00
Total Other Current Assets	\$ 3,516.00
Total Current Assets	\$ 1,466,503.85
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	
140 Prepaid Expenses	15,088.29
142 Deferred Pension Outflow	88,692.77
Total Other Assets	\$ 103,781.06
TOTAL ASSETS	\$ 1,596,490.66
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 Accounts Payable	80,670.68
201 Due to Operating from CWSP	23,327.32
Total Accounts Payable	\$ 103,998.00
Other Current Liabilities	
202 Payroll Liabilities	13,952.79
214 Health Insurance	-36.72
219 Deferred Grant Income	562,347.64
220 Vision Plan	-2.90
220.5 Dental	99.70
222 Retirement DB	-8.04
225 Net Pension Liability	148,261.00
230 Acc. Annual Leave	30,548.17
240 Accrued Comp Leave	228.20
241 Deferred Pension Inflow	92,012.00
260 Note Payable - Creek Path	10,000.00
Total Other Current Liabilities	\$ 857,401.84
Total Current Liabilities	\$ 961,399.84
Total Liabilities	\$ 961,399.84
Equity	
3900 Fund Balance	383,058.57
392 Res. Fd. Bl. - Creek Path	206,456.55
Net Income	45,575.70
Total Equity	\$ 635,090.82
TOTAL LIABILITIES AND EQUITY	\$ 1,596,490.66

Rutland Regional Planning Commission
Budget vs. Actuals: FY 2024
 July 2023

	July 2023 Actual	Annual Budget	% of Budget
Income			
402 Local Income	1,000.00	27,000.00	3.70%
403 State Income	164,160.59	424,647.00	38.66%
403.5 VT Dept. of Environmental Cons.	6,762.60	975,484.00	0.69%
403A State Income (Non-Permanent)		110,231.00	0.00%
404 Vt. Department of Public Safety	8,678.47	58,840.00	14.75%
404B VT Dept. of Buildings and Gen. Services	3,488.29	91,625.00	3.81%
405 VTrans	21,358.59	273,327.00	7.81%
408 Environmental Protection Agency		65,050.00	0.00%
419 Local Planning Assistance	7,269.00	81,055.00	8.97%
420 Special Projects	2,139.23	323,239.00	0.66%
430 Interest Income	326.89	800.00	40.86%
Total Income	\$ 215,183.66	\$ 2,431,298.00	8.85%
Gross Profit	\$ 215,183.66	\$ 2,431,298.00	8.85%
Expenses			
500 Salary	43,825.05	703,483.00	6.23%
Total 501 Fringe	\$ 26,322.05	\$ 296,389.00	8.88%
522 Contracted Services		1,074,312.00	0.00%
523 Audit/Accounting		21,400.00	0.00%
524.2 Conferences & Trainings-All Exp.		26,027.00	0.00%
524.3 Trav/Reg/Mileage (Reg Bus)	29.80	13,040.00	0.23%
525 Meeting Expense		11,260.00	0.00%
530 Postage/Shipping		3,475.00	0.00%
531 Printing/Copying/Ads	147.42	12,542.00	1.18%
535 Marketing and Sponsorship		8,700.00	0.00%
537 Town and Organizational Support		2,500.00	0.00%
540 Supplies		10,974.00	0.00%
541 Service Contracts		8,000.00	0.00%
545 Subscriptions-Publicat-Software	7,700.00	25,827.00	29.81%
546 Legal Fees		7,250.00	0.00%
547 Memberships	1,095.00	9,912.00	11.05%
550 Rent & Office Improvements	7,814.42	72,000.00	10.85%
550.1 Office Cleaning		4,680.00	0.00%
551 Telephone/Communication Serv.	758.86	9,520.00	7.97%
552 Electricity		3,800.00	0.00%
553A Grant Disbursements		81,810.00	0.00%
560 Insurance		9,300.00	0.00%
565 Equipment Purchase		13,100.00	0.00%
Total Expenses	\$ 87,692.60	\$ 2,429,301.00	3.61%
Net Operating Income	\$ 127,491.06	\$ 1,997.00	
Net Income	\$ 127,491.06	\$ 1,997.00	

Rutland Regional Planning Commission
Balance Sheet
As of July 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
101 HFCU Checking	166,726.76
101-1 Key Bank Checking	323,675.41
101-1.1 Key Bank Checking - CWSP - F	321,489.70
101-2 Bank of Bennington	74,970.00
101-3 Credit Union of Vermont	184,951.01
101-3.5 Credit Union of VT Savings	25.06
104 Savings - HFCU	89.24
Total Bank Accounts	\$ 1,071,927.18
Accounts Receivable	
120 Accounts Receivable	435,206.01
121 Due from CWSP to Operating	23,327.32
Total Accounts Receivable	\$ 458,533.33
Other Current Assets	
130 Prepaid Insurance	3,516.00
Total Other Current Assets	\$ 3,516.00
Total Current Assets	\$ 1,533,976.51
Fixed Assets	
150 Maps & Equipment	57,279.90
161 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	\$ 1,648,875.03
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 Accounts Payable	22,975.96
201 Due to Operating from CWSP	23,327.32
Total Accounts Payable	\$ 46,303.28
Other Current Liabilities	
202 Payroll Liabilities	13.98
214 Health Insurance	-36.72
219 Deferred Grant Income	555,113.64
220 Vision Plan	-12.66
220.5 Dental	99.70
222 Retirement DB	2,904.64
225 Net Pension Liability	148,261.00
230 Acc. Annual Leave	30,339.86
240 Accrued Comp Leave	1,294.43
241 Deferred Pension Inflow	92,012.00
260 Note Payable - Creek Path	10,000.00
Total Other Current Liabilities	\$ 839,989.87
Total Current Liabilities	\$ 886,293.15
Total Liabilities	\$ 886,293.15
Equity	
3900 Fund Balance	428,634.27
392 Res. Fd. Bl. - Creek Path	208,456.55
Net Income	127,491.06
Total Equity	\$ 762,581.88
TOTAL LIABILITIES AND EQUITY	\$ 1,648,875.03

SIGNATURE AUTHORITY POLICY
Rutland Regional Planning Commission
ADOPTED SEPTEMBER 19, 2006
REVISED June 15, 2010
REVISED: June 20, 2017
REVISED: September 19, 2023

The Executive Director shall have the authority to sign all contracts, agreements and other legal instruments for the Rutland Regional Planning Commission consistent with the Executive Director Job Description. In the absence of the Executive Director, the Chair of the Rutland Regional Planning Commission or the Vice Chair of the Rutland Regional Planning Commission, in that order, shall have the signature authority.

All checks, notes, drafts and orders in excess of ~~one-five~~ thousand dollars (\$~~15~~,000.00) shall be signed in the name of the Commission by two of the following: Chair, Vice Chair, Secretary/Treasurer, Executive Director.

West Central Vermont Economic Development District

**Memorandum of Understanding
by and between**

Addison County Planning Commission, Addison County Economic Development Corporation, Central Vermont Regional Planning Commission, Central Vermont Economic Development Corporation, Chittenden County Regional Planning Commission, Greater Burlington Industrial Corporation, Rutland Regional Planning Commission, Chamber and Economic Development of the Rutland Region

Whereas,

The entities noted above are working together to develop a Comprehensive Economic Development Strategy (“CEDS”) for West Central Vermont.

Whereas,

The CEDS serves the counties of Chittenden and Rutland, the majority of communities in Addison and Washington counties and a portion of Orange County in West Central Vermont, and

Whereas,

Upon completion and acceptance of the CEDS, the parties hereto intend to continue working together to form the West Central Vermont Economic Development District (“WCVEDD”).

Whereas,

The WCVEDD shall serve the economic interests of the communities in the district by developing and implementing economic development strategies for the betterment of the region encompassed by the WCVEDD, and

Whereas,

Regional Planning Commissions and Regional Development Corporations undertake significant consultation/coordination with regional economic development interests, local officials, private businesses and educational organizations.

Now therefore be it resolved that the undersigned will:

Work together in a coalition of regional organizations to manage the West Central Vermont Economic Development District under adopted bylaws and an appointed Board, and

Work cooperatively to complete the economic development district requirements including preparation of a Comprehensive Economic Development Strategy, and

Consult regularly with Regional Planning Commission and Regional Development Corporation Board members, local Planning Commissions and Selectboards, private businesses, regional, state and local interests, and

Integrate the programs and priorities of the economic development district into their existing work, and

Complete this work utilizing funding from the EDA and State of Vermont, as available, supplemented by their own resources.

Signed this _____ day of _____, 2023.

Addison County Economic Development
Corporation

Addison County Regional Planning
Commission

Central Vermont Regional Planning
Commission

Central Vermont Economic Development
Corporation

Chittenden County Regional Planning
Commission

Greater Burlington Industrial Corporation

Rutland Regional Planning Commission

Chamber and Economic Development of
the Rutland Region



RUTLAND REGIONAL PLANNING COMMISSION

RRPC BOARD OF COMMISSIONERS

TUESDAY, JUNE 20, 2023, 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 (X = in person) (V = virtual attendance)

TOWN	NAME	
Benson	Cheryl Murray	
Brandon	Jack Schneider	X
Castleton	Liz MacKay	
Chittenden	Gary Congdon	
Clarendon	Bronson Spencer	
Danby	Andrea Stoddard (a)	X
Fair Haven	Bob Richards	
Hubbardton	Robert Gibbs	X
Ira	Bob Kirbach	
Killington	Andrew Salamon	X
Mendon	Larry Courcelle	X
Middletown Springs	Steven Harrington	
Mount Holly	Jessica Metcalfe	X
Mount Tabor		
Pawlet	John Sabotka	X
Pittsford	David Mills	
Poultney	Sarah Pelkey	X
Proctor	Michael Ramsey	

TOWN	NAME	
Rutland City	Michael Doenges	X
Rutland Town	Fred Nicholson	X
Shrewsbury	Laura Black	X
Sudbury	Karen Sommerlad	X
Tinmouth	Robert Lloyd	X
Wallingford	Erika Berner	X
Wells	Don Preuss	
West Haven	Rod Ethier	
West Rutland	Leona Minard	X
ACI-Natural Resources	Hilary Solomon	
Ex-Officio- CEDRR	Lyle Jepson	X
Ex-Officio- CEDRR	Tyler Richardson	
Ex-Officio- TAC		
Ex-Officio- RRWIB		

OTHERS PRESENT

Guests:

Staff: Devon Neary, Ethan Pepin, Steffanie Bourke, Barbara Noyes-Pulling, Nic Stark, Maggie O'Brien, Ed Bove, Mary-Kay Skaza



RUTLAND REGIONAL PLANNING COMMISSION

MEETING MINUTES

1. CALL TO ORDER & INTRODUCTIONS

Chair Berner called meeting to order at 7:02 PM. Introductions were made.

2. APPROVAL OF JUNE 20TH AGENDA

Motion by Sommerlad to approve the June 20th agenda. Second by Gibbs. Approved by voice vote.

3. APPROVAL OF MAY 16TH MINUTES

Motion by Nicholson to approve the May 16th minutes. Second by Lloyd. Approved by voice vote.

4. OPEN TO PUBLIC

None present.

5. TREASURERS REPORT

Mary-Kay Skaza provided the Treasurer's Report for the May financials. Report for informational purposes only.

6. REGIONAL COMMITTEE REPORT

Chair Sommerlad provided the report from the June 20th meeting. The committee reviewed two S. 248 cases. The first, a 3.5-megawatt solar project on Furnace Brook Road in Pittsford with single-axis trackers. The town of Pittsford voiced opposition to the project and will return to discuss further. No action taken. The second, a 500-kilowatt net meter facility, the committee voted to send a Letter 1, no significant regional impacts.

7. TRANSPORTATION ADVISORY COMMITTEE (TAC) REPORT

Transportation Planner Pepin delivered the report. The May TAC meeting discussed wildlife crossings, primarily focusing on incorporating them into existing culvert projects.

8. EXECUTIVE/FINANCE COMMITTEE REPORT

Director Neary delivered the June 12th Executive Finance Committee report. The committee met on June 12th. The Committee voted to recommend the FY24 Nominations, Updated RRPC Bylaws, Handbook, and Financial Policies, and the FY24 RRPC Budget and Work Plan. The committee also approved changes to employee salaries and benefits.

Neary also announced that a new planner named Jeremy Gildrien was added, leading the energy planning program and assisting with town and transportation planning.

9. APPROVE FY24 NOMINATIONS

Nominating Committee recommended Erica Berner for chair, Andrew Solomon for vice-chair, Larry Courcelle for treasurer, and Laura Black for at-large. There were no nominations from the floor. Motion to accept the slate as presented by Nicholson, Seconded by Stoddard. Approved by voice vote.

10. APPROVE UPDATED RRPC BYLAWS

Motion to approve the updated RRPC Bylaws by Lloyd. Seconded by Nicholson. Approved by voice vote.

11. APPROVE UPDATED RRPC HANDBOOK

Motion to approve the updated RRPC Employee Handbook by Lloyd. Second by Doenges. Approved by voice vote.

12. APPROVE UPDATED RRPC FINANCIAL PROCEDURES AND CREDIT CARD POLICY

Motion to approve updated RRPC Financial Procedures and Credit Card Policy by Courcelle. Second by Solomon. Approved by voice vote.



RUTLAND REGIONAL PLANNING COMMISSION

13. APPROVE FY24 RRPC BUDGET

Motion to approve the FY24 Budget by Gibbs. Second by Sommerlad. Approved by voice vote.

14. APPROVE FY24 RRPC WORK PLAN

Pelkey asked about RRPC involvement in the OCCUD. Black, as new OCCUD chair, confirmed that OCCUD would like RRPC assistance but needed to refine the scope. Neary stated the RRPC would assist where possible and discuss further with Black. Pelkey also asked about housing planning work. Neary explained the RRPC would work as housing coordinators and other roles under the new S.100 legislation. Motion by Courcelle to approve the FY24 RRPC Work Plan. Second by Nicholson. Approved by voice vote.

15. AREA WIDE CITIZENS

None present.

16. EX-OFFICIO MEMBERS

Lyle Jepson from CEDRR appreciates the transition from Ed Bove to Devon Neary – has worked well, communication was essential, expresses appreciation. Jepsen states the budget growth will help communities. RRPC's relationship with CEDRR is essential. Housing, Redevelopment, TIF, brownfield fund access, plugs The Hub, Rutland startup fund for technology economy job creation. In regards to other local developments, Jepsen says mayor Doenges has done a lot to keep it in front of the eyes of the public. Stoddard asks if commissioners can get a tour of the Hub to which Jepsen agrees. CEDRR Staff has doubled to accommodate startup incubator.

16. COMMISSIONER UPDATES

Laura Black – Shrewsbury: New Zoning Administrator did not accept offer. New ordinances to be voted on then moving to town plan.

Mike Doenges - Rutland City: Asking to bring on zoning technician, that will push someone else to town planner role. Taking work off RRPC shoulders for towns that can.

Leonard Minard - W Rutland: No updates.

Robert Gibbs -Hubbardton: Prepping for battle.

Larry Courcelle – Mendon: Announces Route 4 scoping study and listening session with VHB.

Andrea Stoddard – Danby: No updates.

Fred Nicholson - Rutland Town: New fire station/public safety building. The board resurrected a loop around back side of mall, short term rental propositions.

Jack Schneider – Brandon: Select board next week will narrow down which buildings to go after MERP funding. Next month, electric and solar fests to be held.

Karen Sommerlad – Sudbury: This is the last meeting for Karen.

Andre Salamon – Killington: Town plan is up for review, thanks Maggie and Ed for their assistance . Hiring new town manager, current manager becoming public works manager. Looking at sewage and water to foster town center. Building lots of housing.

Sarah Pelkey – Poultney: Planning Commission is working on zoning bylaw modernization with Ed, talking about short term rentals. Renewals for designated downtown and East Poultney village center have been submitted. Poultney Downtown

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



RUTLAND REGIONAL PLANNING COMMISSION

Revitalization Committee is doing lots of work: murals, banners. Better Connections wrapping up, downtown master plan expected before end of year. Finishing up VOREC grant. Talking about new town garage.

Bob Llyod – Tinmouth: Quiet time, no updates.

John Sabotka – Pawlet: Continuing to work on updating bylaws with Ed. Informed by Ed that they need to update town plan by early 2024, working on enhanced energy plan.

Jessica Metcalfe – Mt Holly: Last select board meeting Jessica was reappointed to RPC rep. Results of community vision survey went well. Village wastewater systems event scheduled.

Erika Berner – Wallingford: Prepping for Wallingford day. Planning Commission is working on zoning regulations hoping to have it over to the select board by September.

17. ADJOURN

Chair Berner adjourned the meeting at 7:58PM.