



# RUTLAND REGIONAL PLANNING COMMISSION

## RRPC BOARD OF COMMISSIONERS

TUESDAY, NOVEMBER 21, 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, 3<sup>rd</sup> Floor, 67 Merchants Row, Rutland, VT 05701

### ATTENDANCE

(X = in person) (V = virtual attendance)

TOWN	NAME	
Benson	Cheryl Murray	V
Brandon	Jack Schneider	
Castleton	Liz MacKay	V
Chittenden	Gary Congdon	
Clarendon	Brownson Spencer	
Danby	Michelle Bushee	
Fair Haven	Bob Richards	
Hubbardton	Robert Gibbs	X
Ira	Bob Kirbach	V
Killington	Andrew Salamon	X
Mendon	Larry Courcelle	X
Middletown Springs	Steven Harrington	
Mount Holly	Jessica Metcalfe	
Mount Tabor		
Pawlet	John Sabotka	V
Pittsford	Donna Wilson	
Poultney	Sarah Pelkey	X
Proctor	Judy Frazier	

TOWN	NAME	
Rutland City	Michael Doenges	X
Rutland Town	Fred Nicholson	X
Shrewsbury	Laura Black	V
Sudbury	Barbara Somson	V
Tinmouth	Robert Lloyd	V
Wallingford	Erika Berner	V
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		

**Guests:** Jason Van Driesche and Chloe Tomlinson, Front Page Forum

**Staff:** Devon Neary and Karen Hill

### MEETING MINUTES

1. CALL TO ORDER & INTRODUCTIONS

Chair Berner called the meeting to order at 7:04 PM. Introductions were made.

2. APPROVAL OF NOVEMBER 21st AGENDA

Motion by Gibbs to approve the agenda. Second by Sabotka. Approved by voice vote.



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## 3. APPROVAL OF OCTOBER 17th MINUTES

Motion by Lloyd to approve the minutes. Second by Doenges . Approved by voice vote.

## 4. OPEN TO PUBLIC

No public Comments

## 5. FRONT PORCH FORUM PRESENTATION

Jason Van Driesche and Chloe Tomlinson from Front Porch Forum provided a presentation on the benefits of using FPF for local town officials. Currently, there are 11,000 members in Rutland County out of the 26,000 total households. FPF reported a “good” user rate of 80%, meaning there is room to grow in Rutland County. Examples of high usage towns include Brandon. Jason and Chloe provided examples of how other Vermont towns are using the service to make announcements on public meetings, tax due dates, boil water bans, and much more. Devon Neary strongly encouraged towns to utilize this free outreach service and encourage their residents to sign up.

## 6. EXECUTIVE/FINANCE COMMITTEE REPORT

Neary provided the Executive Finance Committee report. No action taken. For informational purposes only.

## 7. EXECUTIVE DIRECTORS REPORT

- a) Municipal Technical Assistance: MTAP has been expanded to the next level with the towns of Sudbury, Danby, Hubbardton, Shrewsbury, and Proctor added.
- b) Dues and Annual Reports: Dues letters and annual reports to towns have been prepared and sent out.
- c) Annual Financial Audit: Audit was completed last Wednesday, November 15th, with no findings. Special thank you to MK and Karen for there hard work and long hours.
- d) New Planner: RRPC is still looking to fill an open planner position. This position will be responsible for economic and workforce development and lead the WIB, brownfields, economic development district, and other programs.
- e) Legislative Breakfast: RRPC held a legislative breakfast for the Rutland Delegation. We had a dozen senators and representatives join to discuss RRPC projects and programs, regional plan update, and legislative reports and priorities.
- f) Town Managers & Administrators: RRPC will host its first quarterly Manager/Administrator luncheon to discuss local and regional issues and break down silos to shared collective knowledge.
- g) REVIEW Municipal Delegation Framework Report: Neary reviewed the draft Municipal Delegation Framework Report prepared by VAPDA for the legislature. The report outlines a method to allow municipalities with “functionally equivalent” land-use regulations to be exempt from Act 250. The towns would require approval and review from both the RPCs and NRB to be eligible.



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- h) REVIEW Regional Planning Report: Neary followed-up with the board after presenting a previous draft of the report in October. The updated draft had new, shortened list of land-use areas.

## 8. REGIONAL PLAN UPDATE

- a) Drafting Process: The first draft of chapter 1 (Introduction) is complete. Staff have completed their first drafting task for chapters 2-11 – identifying data sources and key partners for their assigned chapters. Submittals were made on 11/17/23.
- b) Internal Review: Review of first drafting task submittal for chapters 2-11 is underway by the Internal Review Team (Devon, Steffanie, Nic, and the Ad Hoc Regional Plan Committee).
- c) Engagement Strategy: BCreative submitted the Implementation Plan for Phase 1 of the Engagement Strategy
- d) Plan Layout/Graphic Design: RRPC Staff have been working with Lyz Tomsuden to finalize the typography, style guide, and color scheme for the Plan.
- e) Regional Plan Retreat: RRPC Staff participated in a two-day regional plan retreat, facilitated by our engagement consultant BCreative, and held at the Brandon Inn.

## 9. REGIONAL COMMITTEE REPORT

Chair Nicholson presented the projects that were reviewed by the Regional Committee and the recommendations to the full board:

- a) T-Mobile Northeast, LLC: Wireless Communications Facility in Killington – conforms with regional plan and no significant regional impacts.
- b) Zach Reich: Construction of Small Wedding Venue in Wells - conforms with regional plan and no significant regional impacts.
- c) Downtown Rutland Hotel and Residence - conforms with regional plan and no significant regional impacts.
- d) Housing Trust of Rutland County: Marble Village in West Rutland - conforms with regional plan and no significant regional impacts.
- e) Boondock Motors, Inc: Commercial auto repair, towing, and recovery in Pittsford – tabled.
- f) Rutland AMA Realty Ventures LLC: Starbucks in Rutland Town – No action taken.

Motion by Lloyd to issue the above letters to the NRB and PUC regarding conformance with the regional plan and significant regional impacts. Second by Doenges. Approved by voice vote.

## 10. TRANSPORTATION ADVISORY COMMITTEE (TAC) REPORT

The upcoming November meeting will include a presentation by Ethan Pepin on a John Hopkins University study regarding lane width and traffic safety.

## 11. AREA WIDE CITIZENS

None present.

## 12. EX-OFFICIO MEMBERS

Lyle Jepson provided a recap of CEDRR's recent annual meeting.



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## 13. COMMISSIONER ROUNDTABLE

Laura Black provided update from the Otter Creek Communications Union District on the progress of their broadband grant to buildout the Rutland Region. The OCCUD board will soon decide which internet service provider to choose and where to build. More information and updates can be found at [OCCUD.org](http://OCCUD.org).

## 14. ADJOURN

Motion by Nicholson to adjourn. Second by Doenges. Approved by voice vote.  
Adjourned at 8:18 PM.

*Respectively submitted by Karen Hill*