



# RUTLAND REGIONAL PLANNING COMMISSION

## RRPC EXECUTIVE FINANCE COMMITTEE

TUESDAY, OCTOBER 10, 2023, 5:00 PM

### MEETING MINUTES

#### LOCATION

Virtual: [Teams Meeting](#), Call in: 1-802-440-1368, Meeting ID: 382 346 158#

In-Person: The Opera House, 67 Merchants Row, Rutland, VT 05701

#### ATTENDANCE

Committee: Erika Berner, Andy Solomon, Robert Gibbs, and Larry Courcelle

Other: Devon Neary, Steffanie Bourque, Mary Kay Skaza

#### CALL TO ORDER

The meeting was called to order by Chair Berner at 5:05 PM.

#### APPROVAL OF OCTOBER 10<sup>TH</sup> AGENDA

**Motion by Gibbs to approve the September 11<sup>th</sup> agenda. Second by Courcelle. Approved by voice vote.**

#### APPROVAL OF SEPTEMBER 11<sup>TH</sup> MINUTES

**Motion by Courcelle to approve the September 11<sup>th</sup> minutes. Second by Gibbs. Approved by voice vote.**

#### OPEN TO PUBLIC

None present.

#### BOARD OF COMMISSIONERS AGENDA

- A. Regional Plan Committee: Steffanie Bourque, regional plan update project manager, presented information on the regional plan update and potential committee structure. Bourque provided information on the development process, table of contents, chapter length and authors, drafting process, and more. The committee then discussed the make-up of the committee including the structure, roles and responsibilities, and timeline. The committee agreed to provide chapter edits/comments through Microsoft SharePoint with routine meetings to discuss the draft chapters. The committee also agreed to help with public engagement. Chair Berner amended her original ad hoc committee to include members of the Executive Finance Committee. Other full board members who are interested in participating will have an opportunity to review/comment on the full chapter drafts and assist with public engagement. The next step will be a kick-off meeting to be held after the retreat sometime in November.
- B. Updated FY24 Budget: Mary Kay Skaza provided an updated FY24 budget following the base funding increase of \$150,000. The original budget did not include the increase due to state budget veto during the June annual meeting. Skaza provided a comparison



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budget and highlighted the differences in each line. Overall, the increase in base funded went to support additional staff, equipment, training, and regional plan support.

**Motion to present to the full board for approval by Gibbs. Second by Solomon. Approved by voice vote.**

- C. RRPC Bylaws: Director Neary provided an overview of the RRPC bylaws, and a contradiction discovered during the September board meeting. The issue is around committees, committee chairs, and timing. Section 1201: Composition states that the board “Chair shall appoint members of standing committees subject to confirmation by the Board at the first regular meeting following the June annual meeting.” This conflicts with a following provision, Section 1203: Committee Chairs states, “annually each committee, in June, shall elect a chair and vice chair who will serve the following fiscal year until replaced or resigned.” The committee agreed that the language needed to be updated and committees and chairs should be selected during the annual meeting in June. After discussion and review of other RPC bylaws, the committee agreed on updated language under Section 802: Proposed Nomination, “In April of each year, the Chair shall appoint a nominating committee made up of three (3) Commissioners. The Nominating Committee will prepare a slate of nominations for all officers, standing committee chairs and vice-chairs, and the at-large member of the Executive Finance Committee. This slate of nominations will be presented at the annual meeting in June.” Section 803: Nominations and Elections will be updated to read, “The officers of the Commission and standing committee chairs and vice-chairs shall be officially elected at the June meeting of the Board of Commissioners. The elected shall be by the affirmative vote of a quorum. In the case where a candidate for a position does not receive a majority of the votes cast, a run-off vote shall be taken, between the individual receiving the first and second highest number of votes. Section 1201: Composition will then be updated to read, “Annually, the Chair shall appoint members of standing committees subject to confirmation by the Board at the June annual meeting.” Section 1203: Committee Chairs is also updated to read, “The Chair of the Commission shall serve as the Chair of the Executive Committee. Community and Regional committee chairs and vice-chairs, elected at the June annual meeting, will continue to serve the following fiscal year until replaced or resigned.” **Motion by Courcelle to recommend to the full board the updates to the bylaws as presented. Second by Solomon. Approved by voice vote.**

## TREASURERS REPORT

Mary Kay Skaza provided the treasurers report for August 2023. For informational purposes.

## EXECUTIVE DIRECTORS REPORT

- A. Future Land Use Mapping Project: Section 15 of S.100 (HOME Act) requires the RPCs (Vermont Association of Planning and Development Agencies – VAPDA) to produce a report on statutory recommendations to better integrate future land use (FLU) maps.



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The RPCs worked to collate and compare the current maps and have drafted new FLU area profiles.

- B. Municipal Planning & Bylaw Modernization Grants: now available and due on November 1<sup>st</sup>. The RPC has already confirmed planning processes for all towns in the region. Please reach out to Logan Solomon for assistance.
- C. Transportation Alternatives & Municipal Highway and Stormwater Mitigation Grants: TA and MHSMP grants are now available with an informational workshop on October 19<sup>th</sup> from 10-11AM. Applications are due December 8<sup>th</sup>.
- D. CU Letter for Graphic Design Program: After Optimization 2.0 was released we would like to ask the board to consider drafting a letter in opposition to the consolidation. RRPC, along with many other organizations, utilize the graphic design program interns for critical communications work as well as worked closely with the arts program especially on the recent RRPC Bank Gallery Exhibit. **Motion by Chair Berner to prepare a letter to present to the full board opposing Optimization 2.0 and retain art and graphic design at Castleton University. Second by Gibbs. Approved by voice vote.**
- E. Housing Finance Forum – October 18<sup>th</sup>: Vermont Housing Finance Agency (VHFA), along with Mike Pieciak will be in Rutland on October 18<sup>th</sup> to host a housing finance forum on the recently announced \$55 million in housing funding.
- F. Housing Resource Navigator: The RRPC completed the work plan for the HRN position and will be reaching out to towns soon to set up meetings with interested towns. The RPC plans to identify housing sites through mapping and municipal meetings, coordinate with towns and developers, and build a coalition for a long-term regional housing committee.
- G. New Planner: Advertisements are out for the new planner position. We hope to fill it ASAP so please share widely.

## MEMBER UPDATES

No updates. Members discussed removing member updates from the full board agenda. Chair Berner authorized Director Neary to refresh the member updates section with something new.

## ADJOURN

Adjourned at 7:00 PM

*Respectively submitted by Devon Neary*