



# RUTLAND REGIONAL PLANNING COMMISSION

## RRPC BOARD OF COMMISSIONERS

TUESDAY, JANUARY, 16, 2024, 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

### MEETING AGENDA

#### 7:00 PUBLIC HEARING

- [APPROVE Chittenden Town Plan](#) and Confirmation of Planning Process

7:05 CALL TO ORDER & INTRODUCTIONS

7:10 APPROVAL OF JANUARY 16<sup>TH</sup> AGENDA

7:12 APPROVAL OF DECEMBER 19<sup>TH</sup> MINUTES

7:15 OPEN TO PUBLIC

7:20 RRPC PROGRAM HIGHLIGHT

- Transportation Planning Initiative – *Ethan Pepin*

7:40 NOVEMBER 2023 FINANCIALS

7:50 EXECUTIVE/FINANCE COMMITTEE REPORT

8:00 EXECUTIVE DIRECTORS REPORT

8:05 REGIONAL PLAN UPDATE

- Community Open House – Commissioner Sign Up

8:10 COMMUNITY COMMITTEE REPORT

8:15 REGIONAL COMMITTEE REPORT

8:20 TRANSPORTATION ADVISORY COMMITTEE (TAC) REPORT

8:22 AREA WIDE CITIZENS

8:24 EX-OFFICIO MEMBERS

8:25 COMMISSIONER ROUNDTABLE

- Great Gulf Development at Killington Resort

8:40 ADJOURN

Questions? Need special accommodations?

Contact: Devon Neary at [devon@rutlandrpc.org](mailto:devon@rutlandrpc.org) or (802) 775-0871.



# RUTLAND REGIONAL PLANNING COMMISSION

## RRPC BOARD OF COMMISSIONERS

TUESDAY, DECEMBER 19, 2023, 6:00 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	
Brandon	Jack Schneider	V
Castleton	Liz MacKay	
Chittenden	Gary Congdon	
Clarendon	Brownson Spencer	
Danby	Michelle Bushee	V
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	V
Mount Tabor		
Pawlet	John Sabotka	V
Pittsford	Donna Wilson	X
Poultney	Sarah Pelkey	
Proctor	Judy Frazier	X

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

### Guests:

**Staff:** Devon Neary, Maggie O'Brien, Greg Poelker-McKee, Mary Kay Skaza and Karen Hill

### MEETING MINUTES

#### 1. CALL TO ORDER & INTRODUCTIONS

Chair Berner called the meeting to order at 6:02 PM. Introductions were made.

#### 2. APPROVAL OF DECEMBER 19th AGENDA

Motion by Nicholson to approve the agenda. Second by Lloyd. Approved by voice vote.



# RUTLAND REGIONAL PLANNING COMMISSION

3. APPROVAL OF NOVEMBER 21st MINUTES  
Motion by Nicholson to approve the minutes. Second by Lloyd . Approved by voice vote.
4. OPEN TO PUBLIC  
No public Comments
5. TREASURERS REPORT  
Mary Kay Skaza reviewed the October 2023 Financials. Report for informational purposes only.  
Mary Kay Skaza reviewed the Fiscal Year 2023 Audit Report.
6. EXECUTIVE/FINANCE COMMITTEE REPORT  
Neary provided the Executive Finance Committee report. The Executive Committee had voted in consensus at their meeting on December 11<sup>th</sup> to forward the FY23 audit to the Full Board for approval. Motion by Nicholson to accept the FY23 Audit as presented. Second by Courcelle.  
Approved by voice vote.
7. EXECUTIVE DIRECTORS REPORT  
Neary introduced the board to our newest staff member, Greg Poelker-McKee, Economic and Workforce Development Planner.
8. REGIONAL PLAN UPDATE  
Neary provided an update on the progress of the regional plan with the next benchmarks, deadlines, and requests for the board. Phase 1 of the public engagement will be launched on January 3<sup>rd</sup>. Neary asked Commissioners to help by getting involved with events and spreading the word, especially to the towns and regarding the public survey. Neary asked Commissioners to reach out to Steffanie Bourque to help place survey flyers at town offices and assist with selectboard presentations.
9. REGIONAL COMMITTEE REPORT  
No Regional Committee report.
10. TRANSPORTATION ADVISORY COMMITTEE (TAC) REPORT  
No Transportation Advisory Committee (TAC) report.
11. AREA WIDE CITIZENS  
None present.
12. EX-OFFICIO MEMBERS  
No Ex-Officio Report Presented
13. COMMISSIONER ROUNDTABLE  
No Commissioner Roundtable Discussion



# RUTLAND REGIONAL PLANNING COMMISSION

## 14. ADJOURN

Motion by Gibbs to adjourn. Second by Doenges. Approved by voice vote.  
Adjourned at 6:14 PM.

*Respectively submitted by Karen Hill*

DRAFT

**Rutland Regional Planning Commission**  
**Budget vs. Actuals: FY24**  
**November 2023**

	November 2023 Actual	July 2023- November 2023 Actual	Annual Budget	% of Budget
<b>Income</b>				
402 Local Income	975.00	27,975.00	27,000.00	103.61%
403 State Income		301,049.18	576,373.00	52.23%
403.5 VT Dept. of Environmental Cons.	12,437.56	80,737.98	975,484.00	8.28%
403A State Income (Non-Permanent)		31,271.19	103,853.00	30.11%
404 Vt. Department of Public Safety	7,086.97	25,316.52	58,840.00	43.03%
404B VT Dept. of Buildings and Gen. Services	11,564.35	23,614.41	70,774.00	33.37%
405 VTrans	11,914.43	84,018.86	261,957.00	32.07%
408 Environmental Protection Agency		0.00	65,050.00	0.00%
419 Local Planning Assistance	550.00	18,382.40	81,055.00	22.68%
420 Special Projects	3,827.57	22,466.39	302,739.00	7.42%
421 Miscellaneous Income	1.90	3.55	0.00	
430 Interest Income	560.99	2,293.92	800.00	286.74%
<b>Total Income</b>	<b>\$ 48,918.77</b>	<b>\$ 617,129.40</b>	<b>\$ 2,523,925.00</b>	<b>24.45%</b>
<b>Gross Profit</b>	<b>\$ 48,918.77</b>	<b>\$ 617,129.40</b>	<b>\$ 2,523,925.00</b>	<b>24.45%</b>
<b>Expenses</b>				
500 Salary	89,385.76	304,910.64	731,698.00	41.67%
Total 501 Fringe	\$ 16,291.59	\$ 100,905.92	\$ 317,603.00	31.77%
522 Contracted Services	500.00	9,508.49	1,071,812.00	0.89%
523 Audit/Accounting	300.00	300.00	22,400.00	1.34%
524.2 Conferences & Trainings-All Exp.	1,272.93	7,694.55	28,027.00	27.45%
524.3 Trav/Reg/Mileage (Reg Bus)	1,328.53	3,840.41	13,415.00	28.63%
525 Meeting Expense		1,302.43	13,973.00	9.32%
530 Postage/Shipping	269.85	1,328.20	3,475.00	38.22%
531 Printing/Copying/Ads	157.42	2,662.20	12,810.00	20.78%
535 Marketing and Sponsorship	2,052.00	2,302.00	11,200.00	20.55%
537 Town and Organizational Support		0.00	2,500.00	0.00%
540 Supplies	184.47	1,753.08	10,974.00	15.97%
541 Service Contracts		3,844.45	9,000.00	42.72%
545 Subscriptions-Publicat-Software	432.82	14,041.50	32,392.00	43.35%
546 Legal Fees	150.00	150.00	7,250.00	2.07%
547 Memberships	1,500.00	4,691.00	10,512.00	44.63%
550 Rent & Office Improvements	3,300.00	21,164.76	72,000.00	29.40%
550.1 Office Cleaning		810.00	4,680.00	17.31%
551 Telephone/Communication Serv.	845.46	4,049.88	9,520.00	42.54%
552 Electricity	331.55	1,092.37	3,800.00	28.75%
553A Grant Disbursements		2,316.66	74,061.00	3.13%
Total 560 Insurance	\$ 270.00	\$ 682.00	\$ 9,800.00	6.96%
565 Equipment Purchase		9,835.38	23,500.00	41.85%
<b>Total Expenses</b>	<b>\$ 118,572.38</b>	<b>\$ 499,185.92</b>	<b>\$ 2,496,402.00</b>	<b>20.00%</b>
<b>Net Operating Income</b>	<b>-\$ 69,653.61</b>	<b>\$ 117,943.48</b>	<b>\$ 27,523.00</b>	
<b>Other Income</b>				
486 Restricted Income Creek Path		30,000.00	0.00	
<b>Total Other Income</b>	<b>\$ 0.00</b>	<b>\$ 30,000.00</b>	<b>\$ 0.00</b>	
<b>Other Expenses</b>				
586 Restricted Exp. Creek Path		108,198.00	0.00	
<b>Total Other Expenses</b>	<b>\$ 0.00</b>	<b>\$ 108,198.00</b>	<b>\$ 0.00</b>	
<b>Net Other Income</b>	<b>\$ 0.00</b>	<b>-\$ 78,198.00</b>	<b>\$ 0.00</b>	
<b>Net Income</b>	<b>-\$ 69,653.61</b>	<b>\$ 39,745.48</b>	<b>\$ 27,523.00</b>	

**Rutland Regional Planning Commission**  
**Balance Sheet**  
As of November 30, 2023

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
101 HFCU Checking	319,388.03
101-1 Key Bank Checking	324,108.45
101-1.1 Key Bank Checking - CWSP - F	351,623.14
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	25.10
104 Savings - HFCU	89.34
<b>Total Bank Accounts</b>	<b>\$ 1,255,155.07</b>
<b>Accounts Receivable</b>	
120 Accounts Receivable	131,933.04
121 Due from CWSP to Operating	23,348.97
<b>Total Accounts Receivable</b>	<b>\$ 155,282.01</b>
<b>Other Current Assets</b>	
130 Prepaid Insurance	3,560.50
<b>Total Other Current Assets</b>	<b>\$ 3,560.50</b>
<b>Total Current Assets</b>	<b>\$ 1,413,997.58</b>
<b>Fixed Assets</b>	
150 Maps & Equipment	17,746.96
151 Accum. Depr. Maps & Equip.	-15,267.49
160 Leasehold Improvements	28,261.80
161 Accum. Depr. - Lease Imp.	-8,779.52
163 Website Development	9,965.00
<b>Total Fixed Assets</b>	<b>\$ 31,926.75</b>
<b>Other Assets</b>	
140 Prepaid Expenses	9.31
142 Deferred Pension Outflow	146,461.77
170 Right-of-Use Asset	68,578.76
175 ROU - Accumulated Amortization	-2,543.61
<b>Total Other Assets</b>	<b>\$ 212,506.23</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,658,430.56</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
200 Accounts Payable	38.25
201 Due to Operating from CWSP	23,348.97
<b>Total Accounts Payable</b>	<b>\$ 23,387.22</b>
<b>Other Current Liabilities</b>	
214 Health Insurance	399.46
215 Retirement DC	112.90
219 Deferred Grant Income	529,159.11
220 Vision Plan	-0.70
222 Retirement DB	7,636.85
225 Net Pension Liability	327,027.00
230 Acc. Annual Leave	26,713.70
239 Accrued Expenses	996.00
240 Accrued Comp Leave	11,273.12
241 Deferred Pension Inflow	2,028.00
245 Current Portion of Lease Liability	31,543.00
260 Note Payable - Creek Path	10,000.00
<b>Total Other Current Liabilities</b>	<b>\$ 946,888.44</b>
<b>Total Current Liabilities</b>	<b>\$ 970,275.66</b>
<b>Long-Term Liabilities</b>	
250 Lease Liability	66,035.15
255 Lease Liability - CONTRA	-31,543.00
<b>Total Long-Term Liabilities</b>	<b>\$ 34,492.15</b>
<b>Total Liabilities</b>	<b>\$ 1,004,767.81</b>
<b>Equity</b>	
3900 Fund Balance	485,658.72
392 Res. Fd. Bl. - Creek Path	128,258.55
Net Income	39,745.48
<b>Total Equity</b>	<b>\$ 653,662.75</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 1,658,430.56</b>



# RUTLAND REGIONAL PLANNING COMMISSION

To: RRPC Board of Commissioners

From: Steffanie Bourque

Date: January 16, 2024

RE: Regional Plan Status Report #3

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## Drafting Process

- No new updates... staff continue work on revision 2 to their data resources and key partner research for chapters 2-11. Revision 2 submittal is due on 2/9/2024.

## Internal Review

- No new updates... no internal review tasks until 2/9/2024.

## Engagement Strategy

- The Regional Plan 2026 website and online survey are live. Check out: [rutlandrpc.org/plan2026](http://rutlandrpc.org/plan2026)
- The current survey count is 220 and growing daily. Our goal is to collect 1,000 surveys by the end of March!
- Advertising launch is nearly complete.
  - Paper flyers have been distributed to each town office and throughout the region
  - Social media posts on Facebook and Front Porch Forum
  - Press releases to the Rutland Herald, regional newspapers, and town newsletters
  - Public Service Announcement on PEG-TV
- Selectboard Presentations in each town are scheduled for January and February.
- Popup events in January in Tinmouth, Poultney, and Chittenden. More to come in February and March.
- Community Open House events planned throughout the region in Castleton, Brandon, Wallingford, Middletown Springs, and Rutland City.
  - Commissioners Sign-up Form
- RRPC Staff will be scheduling Focus Group Meetings and Technical Workshops with Key Partners to inform their chapters in February, March, and April.

## Plan Layout/Graphic Design

- Still targeting January 2024 for a first draft of chapter 1 in the layout/design template.
- Developing “writer’s guide” for staff authors to streamline the transfer of text to graphic designer for layout.