



RUTLAND REGIONAL PLANNING COMMISSION

RRPC BOARD OF COMMISSIONERS

TUESDAY, FEBRUARY 20, 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, 3rd Floor, 67 Merchants Row, Rutland, VT 05701

MEETING AGENDA

7:00 PUBLIC HEARING

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

7:05 CALL TO ORDER & INTRODUCTIONS

7:10 APPROVAL OF FEBRUARY 20TH AGENDA

7:12 APPROVAL OF JANUARY 16TH MINUTES

7:15 OPEN TO PUBLIC

7:20 RRPC PROGRAM HIGHLIGHT

- Housing Resource Navigator – *Logan Solomon*

7:50 DECEMBER 2023 FINANCIALS

8:00 EXECUTIVE DIRECTORS REPORT

8:05 REGIONAL PLAN UPDATE

8:10 EXECUTIVE/FINANCE COMMITTEE REPORT

8:15 COMMUNITY COMMITTEE REPORT

8:20 TRANSPORTATION ADVISORY COMMITTEE (TAC) REPORT

8:22 AREA WIDE CITIZENS

8:24 EX-OFFICIO MEMBERS

8:25 COMMISSIONER ROUNDTABLE

8:40 ADJOURN

Questions? Need special accommodations?
Contact: Devon Neary at devon@rutlandrpc.org or (802) 775-0871.



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, 3rd Floor, 67 Merchants Row, Rutland, VT 05701

COMMISSIONER ATTENDANCE

(x = in person) (v = virtual)

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

TOWN	NAME	
Rutland City	Michael Doenges	
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	V
ACI-Natural Resources	Hilary Solomon	V
Ex-Officio- CEDRR	Lyle Jepson	V
Ex-Officio- CEDRR	Tyler Richardson	
Ex-Officio- TAC		
Ex-Officio- RRWIB		

Guests: None present.

Staff: Devon Neary, Mary Kay Skaza, Ethan Pepin, and Karen Hill



RUTLAND REGIONAL PLANNING COMMISSION

MEETING MINUTES

1. PUBLIC HEARING

Chair Berner opened the public meeting for the Chittenden Town Plan and Confirmation of Planning Process at 7:01 pm. No public present. Public hearing was closed at 7:02 pm.

2. CALL TO ORDER & INTRODUCTIONS

Meeting called to order by Chair Berner at 7:02pm. Introductions were made.

3. APPROVAL OF JANUARY 16TH AGENDA

Motion to approve the January 16, 2024, agenda by Nicholson. Second by Courcelle. Approved by voice vote.

4. APPROVAL OF DECEMBER 16TH MINUTES

Motion to Approve the December 16, 2023, minutes by Nicholson. Second by Salamon. Approved by voice vote.

5. OPEN TO PUBLIC

None present.

6. RRPC PROGRAM HIGHLIGHT

Ethan Pepin, RRPC Transportation Planner, provided an overview of the Transportation Planning Initiative (TPI) Program and the various transportation work in the Region.

7. TREASURERS REPORT

Mary Kay Skaza reviewed the November 2023 Financials. Report for informational purposes only.

8. EXECUTIVE/FINANCE COMMITTEE REPORT

Neary provided the Executive Finance Committee report of January 9th. No action taken. For informational purposes only.

9. EXECUTIVE DIRECTORS REPORT

- New planner, Greg Poelker-McKee, is quickly on-boarding and taking over the Brownfields Program, assisting with Municipal Technical Assistance (MTAP) and Economic Development District (EDD), and will be resurrecting the Workforce Investment Board (WIB).
- Two new planners have started, Robert Boucher from Castleton University and Courtney Moore from Vermont Law and Graduate School.
- We held our first regional plan pop-up event last Friday at the Tinmouth Story Slam. Look for us at upcoming community events tomorrow in Benson and Saturday in Wallingford.
- MTAP has expanded to new towns Sudbury, Danby, Shrewsbury, Hubbardton and Proctor. We have met or scheduled meetings with all towns. Stay tuned for more information.



RUTLAND REGIONAL PLANNING COMMISSION

- RRPC held its first Town Administrator and Manager roundtable last week. Most towns were able to attend, and the feedback was overwhelmingly positive with robust discussion. We will be holding these meetings quarterly.
- Overview of Legislative Reports: Regional Planning Report, NRB Act 250 Report, and Designation 2050 report and how they relate to the future land use map and Act 250 jurisdiction.

10. REGIONAL PLAN UPDATE

- The RRPC will be hosting 5 Community Open House events for the Regional Plan update. The Open Houses will be Brandon (2/10), Castleton (3/2), Middletown Springs (3/16), Wallingford (3/30), and Rutland City (4/17). Commissioners are asked to volunteer or attend one of the five events. A sign-up sheet will be emailed to Commissioners.
- The RRPC office has launched the regional plan survey. Multiple media resources were used to announce the launch.
- Planners are attending outreach pop up events. The first event at the Tinmouth Story Slam was successful.
- To-date we have had 288 survey responses. The goal is to collect 1000 responses by March 31st.
- Staff are currently working on Task 1 revisions to the Plan.
- The contracted graphic designer is working on the Regional Plan layout.

11. COMMUNITY COMMITTEE REPORT

Chair Gibbs reported that the committee had met earlier in the evening and had reviewed the Chittenden Town Plan and Confirmation of Planning Process. **Motion by –Gibbs to adopt the Chittenden Town Plan and Confirmation of Planning Process. Seconded by Lloyd. Approved by voice vote.**

12. REGIONAL COMMITTEE REPORT

Post Road Solar, LLC 3 MW solar generating facility on US-7 in Rutland Town. The committee discussed various elements of the design plans and found it to be consistent with Regional Plan and have no negative regional impact. **Motion by Nicholson to send a letter to the PUC confirming conformance with the regional plan and no significant regional impacts. Second by Lloyd. Approved by voice vote.**

Reviewed Smokey House Center (JO 1-457): Trail System in Danby. The committee discussed various elements of the design plans and found it to be consistent with Regional Plan and have no negative regional impact. **Motion by Nicholson to send a letter to the NRB stating, conformance with the regional plan and no significant regional impacts. Second by Lloyd. Approved by voice vote.**

Reviewed Vermont Agency of Transportation (1R0925-5): Segment 4 Reconstruction of US-7 in Pittsford. The committee discussed various elements of the design plans and found it to be consistent with Regional Plan and have no negative regional impact. **Motion by Lloyd to send**



RUTLAND REGIONAL PLANNING COMMISSION

a letter to the NRB stating, conformance with the regional plan and no significant regional impacts. Second by Salamon. Approved by voice vote.

Reviewed Boondock Motors (1R1025): Commercial auto repair, towing, and recovery in Pittsford. The scheduled site visit was postponed until mid-March. The issue was tabled pending a site visit report.

13. TRANSPORTATION ADVISORY COMMITTEE (TAC) REPORT

Pepin shared that the committee discussed lane widths and safe speeds at their last meeting. The upcoming meeting will include a review of the traffic safety toolbox developed by UVM.

14. AREA WIDE CITIZENS

Hilary Solomon, District Manager at Poultney Mettowee Natural Resources Conservation District (PMNRCD), reviewed the projects they are working on. She also shared that PMNRCD is fund raising and grant writing to fund a staff position to spearhead community/municipal outreach and to work with the Regional Planning Commission on Clean Water Service Provider projects.

15. EX-OFFICIO MEMBERS

No report.

16. COMMISSIONER ROUNDTABLE

Andy Salamon shared details of the Killington Planning Commission (KPC) meeting with the developers of the Great Gulf Development (6 Peaks Village) at Killington Resort. The KPC was impressed by the overall project and were encouraged by the developers' responsibility to the community, the improved guest experience, and limited impacts on the rural landscape.

17. ADJOURN

Adjourned at 8:14 PM by Chair Berner.

Rutland Regional Planning Commission
Budget vs. Actuals: FY24
December 2023

	December 2023 Actual	July 2023- November 2023 Actual	Annual Budget	% of Budget
Income				
402 Local Income	-975.00	27,000.00	27,000.00	100.00%
403 State Income	136,888.59	437,937.77	576,373.00	75.98%
403.5 VT Dept. of Environmental Cons.	36,191.97	104,492.39	975,484.00	10.71%
403A State Income (Non-Permanent)	8,990.53	40,261.72	103,853.00	38.77%
404 Vt. Department of Public Safety	10,292.97	28,522.52	58,840.00	48.47%
404B VT Dept. of Buildings and Gen. Services	19,775.74	31,825.80	70,774.00	44.97%
405 VTrans	8,287.20	91,289.14	261,957.00	34.85%
408 Environmental Protection Agency		0.00	65,050.00	0.00%
419 Local Planning Assistance	8,059.56	25,479.76	81,055.00	31.44%
420 Special Projects	6,174.75	25,348.92	302,739.00	8.37%
421 Miscellaneous Income		3.55	0.00	
430 Interest Income	588.34	2,882.26	800.00	360.28%
490 Local Match.	59,560.00	59,560.00	0.00	
Sales	867.26	867.26	0.00	
Total Income	\$ 294,701.91	\$ 875,471.09	\$ 2,523,925.00	34.69%
Gross Profit	\$ 294,701.91	\$ 875,471.09	\$ 2,523,925.00	34.69%
Expenses				
500 Salary	61,174.26	366,084.90	731,698.00	50.03%
Total 501 Fringe	\$ 32,100.78	\$ 133,006.70	\$ 317,603.00	41.88%
522 Contracted Services	13,066.71	22,575.20	1,071,812.00	2.11%
523 Audit/Accounting	15,000.00	15,300.00	22,400.00	68.30%
524.2 Conferences & Trainings-All Exp.	7,825.11	15,661.77	28,027.00	55.88%
524.3 Trav/Reg/Mileage (Reg Bus)	99.95	3,940.36	13,415.00	29.37%
525 Meeting Expense	1,296.15	2,598.58	13,973.00	18.60%
530 Postage/Shipping	0.00	1,328.20	3,475.00	38.22%
531 Printing/Copying/Ads	439.82	3,102.02	12,810.00	24.22%
535 Marketing and Sponsorship	250.00	2,552.00	11,200.00	22.79%
537 Town and Organizational Support		5.13	2,500.00	0.21%
540 Supplies	118.06	3,538.90	10,974.00	32.25%
541 Service Contracts	2,500.00	6,344.45	9,000.00	70.49%
545 Subscriptions-Publicat-Software	1,512.16	15,553.66	32,392.00	48.02%
546 Legal Fees		150.00	7,250.00	2.07%
547 Memberships		4,691.00	10,512.00	44.63%
548 Miscellaneous	35.80	35.80	0.00	
550 Rent & Office Improvements	3,570.00	24,734.76	72,000.00	34.35%
550.1 Office Cleaning	810.00	1,620.00	4,680.00	34.62%
551 Telephone/Communication Serv.	845.46	4,895.34	9,520.00	51.42%
552 Electricity	367.64	1,460.01	3,800.00	38.42%
553A Grant Disbursements	53,839.16	56,155.82	74,061.00	75.82%
Total 560 Insurance	\$ 3,667.00	\$ 4,349.00	\$ 9,800.00	44.38%
565 Equipment Purchase	5,104.53	13,124.91	23,500.00	55.85%
580.1 Local Match	59,560.00	59,560.00	0.00	
Total Expenses	\$ 263,182.59	\$ 762,368.51	\$ 2,496,402.00	30.54%
Net Operating Income	\$ 31,519.32	\$ 113,102.58	\$ 27,523.00	
Other Income				
486 Restricted Income Creek Path	2,900.00	32,900.00	0.00	
Total Other Income	\$ 2,900.00	\$ 32,900.00	\$ 0.00	
Other Expenses				
586 Restricted Exp. Creek Path	5,066.00	113,264.00	0.00	
Total Other Expenses	\$ 5,066.00	\$ 113,264.00	\$ 0.00	
Net Other Income	-\$ 2,166.00	-\$ 80,364.00	\$ 0.00	
Net Income	\$ 29,353.32	\$ 32,738.58	\$ 27,523.00	

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

	Total
ASSETS	
Current Assets	
Bank Accounts	
101 HFCU Checking	199,617.30
101-1 Key Bank Checking	324,218.58
101-1.1 Key Bank Checking - CWSP - F	328,392.11
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	25.11
104 Savings - HFCU	89.34
Total Bank Accounts	\$ 1,112,263.45
Accounts Receivable	
120 Accounts Receivable	279,711.47
121 Due from CWSP to Operating	22,692.47
Total Accounts Receivable	\$ 302,403.94
Other Current Assets	
130 Prepaid Insurance	3,560.50
Total Other Current Assets	\$ 3,560.50
Total Current Assets	\$ 1,418,227.89
Fixed Assets	
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
Total Fixed Assets	\$ 31,926.75
Other Assets	
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
Total Other Assets	\$ 212,506.23
TOTAL ASSETS	\$ 1,662,660.87
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 Accounts Payable	30,762.19
201 Due to Operating from CWSP	22,692.47
Total Accounts Payable	\$ 53,454.66
Other Current Liabilities	
202 Payroll Liabilities	198.54
214 Health Insurance	472.90
219 Deferred Grant Income	522,197.74
220 Vision Plan	-1.40
222 Retirement DB	-9.21
225 Net Pension Liability	327,027.00
230 Acc. Annual Leave	28,312.45
239 Accrued Expenses	996.00
240 Accrued Comp Leave	5,293.19
241 Deferred Pension Inflow	2,028.00
245 Current Portion of Lease Liability	31,543.00
260 Note Payable - Creek Path	10,000.00
Total Other Current Liabilities	\$ 928,058.21
Total Current Liabilities	\$ 981,512.87
Long-Term Liabilities	
250 Lease Liability	66,035.15
255 Lease Liability - CONTRA	-31,543.00
Total Long-Term Liabilities	\$ 34,492.15
Total Liabilities	\$ 1,016,005.02
Equity	
3900 Fund Balance	487,824.72
392 Res. Fd. Bl. - Creek Path	126,092.55
Net Income	32,738.58
Total Equity	\$ 646,655.85
TOTAL LIABILITIES AND EQUITY	\$ 1,662,660.87



RUTLAND REGIONAL PLANNING COMMISSION

To: RRPC Board of Commissioners

From: Devon Neary

Date: February 20, 2024

RE: Regional Plan Status Report #4

Drafting Process

- Revision 2 of Task 1 was submitted by staff on 2/9/2024.

Internal Review

- Task 1 Rev 2 is now available for review. Individual comments are due by 2/16/2024. The committee will meet to review the edits on 2/27/2024 at 1PM.

Engagement Strategy

- The current survey count is 475 and growing daily. We are on track to meet our goal of 1,000.
- Completed the Community Open House advertisement launch with assistance from community-based partners.
- Presented to nearly half of our the 27 selectboards.
- Held 11 pop-up events throughout the county, reaching 100s of people.
- Held the first Community Open House in Brandon on Saturday. We had a disappointing turnout of only 10 but had very substantial conversations and feel like the quality was better than the quantity. Thank you to our Commissioners Donna Wilson and Jack Schneider for helping!
- There are 6 more pop-up events in February and the next Community Open Houses will be in Castleton on 3/2 and Middletown Springs on 3/16.
- RRPC Staff will be scheduling Focus Group Meetings and Technical Workshops with Key Partners to inform their chapters in February, March, and April.
- RRPC Staff also completed our equity engagement plan and are beginning to meet with partners to set up focus groups and engagement events.

Plan Layout/Graphic Design

- Still working on 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.
- Staff have selected design elements (colors schemes and patterns) for their chapters.



RUTLAND REGIONAL PLANNING COMMISSION

EXECUTIVE DIRECTORS REPORT

TUESDAY, FEBRUARY 20, 2024

1. RRPC has an opportunity to move the office to a new location behind the Opera House at 16 Evelyn Street, former home to GRCSU offices. The space is about 1,000 more square feet and includes 12 offices, two bathrooms, and two large conference rooms. We would control our own space, all staff would have offices with windows, and there is attached parking and accessible entrances (elevator and stairs). The move would be less disruptive to staff than the planned renovation of our current space. The Executive Finance Committee would like to tour the space on 2/27.
2. RRPC staff are revamping the Town Planning Program. With more towns doing their own town plans due to lack of funding from the MPG program, the RRPC wants to connect with towns early and often about their town plan updates. This new service would include significant outreach and education to towns, provide consistent and equitable services to towns, provide technical support, and ensure enhanced consultations are completed. Will consider using the Vermont Community Index (VCI) created for MTAP to create different cost levels based on town need/capacity.
3. RRPC is looking for long-term large funding resources to support the workforce development program. Greg has nearly completed his on-board and is ready to take on workforce development. The RRPC needs to decide if we need/want to keep the RRWIB model, along with the separate board and financing, or if we should fold the organization into the RRPC. If so, we would like to find a grant funding source to fund the program for the next 3+ years. There are donation and tax benefits from the 5013c of the RRWIB but may not be necessary. Planning to reconvene the RRWIB board soon.
4. RRPC has completed the cash flow and hours projections for staff from January 1 to June 30. We have a plan to spend down our grants and end the year in the black.



RUTLAND REGIONAL PLANNING COMMISSION

RRPC EXECUTIVE FINANCE COMMITTEE

MONDAY, FEBRUARY 12, 2024, 5:00 PM

MEETING MINUTES

LOCATION

[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, Fred Nicholson, Laura Black (V), and Larry Courcelle (V)

Other: Devon Neary

CALL TO ORDER

The meeting was called to order by Chair Berner at 5:01 PM.

APPROVAL OF FEBRUARY 12TH AGENDA

Motion by Nicholson to approve the February 12th agenda. Second by Gibbs. Approved by voice vote.

APPROVAL OF JANUARY 9TH MINUTES

Motion by Nicholson to approve the January 9th minutes. Second by Courcelle. Approved by voice vote.

OPEN TO PUBLIC

None present.

REGIONAL PLAN UPDATE

- A. Revision 2 of Task 1 was submitted by staff on 2/9/2024. Individual comments are due by 2/16/2024. The committee will meet to review the edits on 2/27/2024 at 1PM.
- B. Engagement is going well with 475 survey responses, 11 pop-up events, one Community Open House, and staff are scheduling focus groups/technical workshops.

BOARD OF COMMISSIONERS AGENDA

- A. Neary will not be at the February board meeting due to a vacation abroad. MK will facilitate the meeting.
- B. There is a public hearing and Community Committee meeting for the Hubbardton Town Plan.
- C. There will be no Regional Committee meeting.
- D. December 2023 Financials: Neary reported on the December 2023 financials and highlighted some key line items. For informational purposes only.
- E. Logan Solomon will present on the housing planning program.



RUTLAND REGIONAL PLANNING COMMISSION

EXECUTIVE DIRECTORS REPORT

- A. RRPC has an opportunity to move the office to 16 Evelyn Street, on the second floor at the former GRCSU offices. The executive finance committee would like to tour the space on 2/27/24 after the regional plan committee meeting.
- B. RRPC is working on revamping the Town Planning Program to provide more technical support to towns early in the update process. More to come.
- C. RRPC is resurrecting the workforce development program and is going to be seeking long-term funding to support the program. Neary suggested the executive finance committee discuss the future of the program and if it still makes sense to operate under the RRWIB.
- D. RRPC has completed hours projections and cash flow for the second half of FY24 with a plan to spend down all necessary grants.
- E. Neary asked for approval to cash out his accrued comp time for FY24 with a balance of 60.5 hours as of the 1/26/24 payroll. **Motion by Gibbs to approve the comp time cash out. Second by Nicholson. Approved by voice vote.**

MEMBER UPDATES

Committee members shared updates from their Towns.

ADJOURN

Adjourned at 5:56 PM

Respectively submitted by Devon Neary