



RUTLAND REGIONAL PLANNING COMMISSION

RRPC BOARD OF COMMISSIONERS

TUESDAY, SEPTEMBER 17, 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: 16 Evelyn Street, Second Floor, Rutland, VT 05701

MEETING AGENDA

7:00 PUBLIC HEARING

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

7:05 CALL TO ORDER & INTRODUCTIONS

7:07 APPROVAL OF SEPTEMBER 17th AGENDA [Page 1]

7:08 APPROVAL OF JUNE 18TH MINUTES [Page 2]

7:10 OPEN TO PUBLIC

7:11 PROGRAM HIGHLIGHT - WORKFORCE DEVELOPMENT - GREG POELKER

7:25 JUNE & JULY 2024 FINANCIALS [Page 6]

7:30 EXECUTIVE DIRECTORS REPORT [Page 10]

7:35 REGIONALCOMMITTEE REPORT

7:40 COMMUNITY COMMITTEE REPORT

7:50 EXECUTIVE/FINANCE COMMITTEE REPORT

- FY25 BOARD OF COMISSIONERS MEETING SCHEDULE [Page 11]
- FY26 MEMBER DUES [Page 12]
- BROWNFIELDS POLICY [Page 16]
- BYLAW AMENDMENT [Page 21]

8:30 REGIONAL PARTNERS

8:32 EX-OFFICIO MEMBERS

8:35 COMMISSIONER ROUNDTABLE

8:45 ADJOURN

Questions? Need special accommodation?
Contact: Devon Neary, devon@rutlandrpc.org, (802) 775-0871.



RUTLAND REGIONAL PLANNING COMMISSION

MEETING MINUTES

1. CALL TO ORDER & INTRODUCTIONS
Meeting called to order by Chair Berner at 7:00pm. Introductions were made.
2. APPROVAL OF June 18th AGENDA
Motion by Rosenblum to approve the agenda. Second by Pelkey.
Approved by voice vote.
3. APPROVAL OF May 21st MINUTES
Motion to approve the May 21, 2024, minutes by Gibbs. Second by Courcelle.
Approved by voice vote.
4. OPEN TO PUBLIC
None present.
5. APRIL 2024 FINANCIALS
Mary Kay Skaza reviewed the April 2024 Financials. Report for informational purposes only.
6. REGIONAL COMMITTEE REPORT
Chair Berner provided the Regional Committee report. The committee reviewed one Section 248 45-day notice for Little Brook Solar LLC a 3MW solar array on Furnace Road in Pittsford, Vermont. The project was tabled until receipt of the full application.
7. TRANSPORTATION ADVISORY COMMITTEE (TAC) REPORT
TAC did not meet in May. The group will be discussing the Route 4/7 paving project at their June 27th meeting.
8. EXECUTIVE DIRECTORS REPORT
Devon was elected to be the next Chair of Vermont Association and Planning and Development Agencies (VAPDA). This will come with responsibility but also allow the RRPC and the Rutland Region to have a prominent voice in statewide planning and development funding, initiatives, and policies.

The RRPC move to 16 Evelyn Street is going well with the movers scheduled for Thursday and Friday of this week. Karen Hill has been working hard to line up our vendors to ensure a smooth transition with limited interruptions. Staff visited the space this week and selected their offices.

The Small-Scale Housing Solutions Summit with Agency of Commerce and Community Development and Bennington County Regional Commission was a major success. There were nearly 50 participants which highlighted not only the great need for housing but the many new smaller developers that are trying to create housing in the Region.



RUTLAND REGIONAL PLANNING COMMISSION

The RRPC Open Meeting Law Training on June 26th will be held at 16 Evelyn Street. There are currently more than 80 people registered for the event. RRPC recently prepared a memorandum on the new Open Meeting Law (S.55) that was sent to towns last week.

Legislative Updates:

1. S.55 Open Meeting Law – Veto Overridden
2. H.687 Act 250 Reform – Veto Overridden
3. S.213 Flood Safety Bill – Passed without Signature

9. EXECUTIVE/FINANCE COMMITTEE REPORT

The executive finance committee met on June 10, 2024. Motion by Black to direct the Executive Director to investigate paternity/maternity paid leave benefits and provide a recommendation to the Executive Committee in September. Second by Gibbs.

Approved by voice vote.

Motion by Black to recommend to the full board approval of the FY25 Budget and Work Plan and the proposed updates to the RRPC Bylaws and Employee Handbook. Second by Courcelle. Approved by voice vote.

RRPC ANNUAL MEETING

10. APPROVE RRPC FY25 NOMINATIONS

The nominating committee advanced the following candidates: Erika Berner for Chair, Laura Black for Vice-Chair, Larry Courcelle for Treasurer, Mike Doenges for At-Large, Bob Gibbs for Community Committee Chair and Leona Minard for Regional Committee Chair. There were no nominations from the floor. **Motion to accept the slate as presented by Spencer, Seconded by Rosenblum. Approved by voice vote.**

11. APPROVE RRPC FY25 BYLAWS

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

12. APPROVE RRPC FY25 HANDBOOK

Motion to approve the updated RRPC Handbook with one addition - add a reference from the to the sexual harassment problem resolution section in the problem resolution section - by Wilson. Seconded by Rosenblum. Approved by voice vote.

13. APPROVE RRPC FY25 WORK PLAN

Motion to approve the updated RRPC Work Plan by Courcelle. Seconded by Lloyd. Approved by voice vote. One oppose vote from Spencer.



RUTLAND REGIONAL PLANNING COMMISSION

14. APPROVE RRPC FY25 BUDGET

Motion to approve the updated RRPC Work Plan by Minard. Seconded by Lloyd. One oppose vote from Spencer.

15. AREA WIDE CITIZENS

No report.

16. EX-OFFICIO MEMBERS

No report.

17. COMMISSIONER ROUNDTABLE

Chair Berner recognized Andrew Solomon, Commissioner from Killington, for all his years of service to the Board.

18. ADJOURN

Motion to adjourn by Lloyd Second by Courcelle. Adjourned at 8:08 pm.

Respectively submitted by Karen Hill

**Rutland Regional Planning Commission
Budget vs. Actuals: FY24 P&L**

DRAFT June 2024

	June Actual	July 2023-June 2024 Actual	Annual Budget	% of Budget
Income				
402 Local Income		27,000.00	27,000.00	100.00%
403 State Income	28,818.65	603,645.01	576,373.00	104.73%
403.5 VT Dept. of Environmental Cons.	63,136.88	196,057.94	975,484.00	20.10%
403A State Income (Non-Permanent)	5,738.72	71,742.49	103,853.00	69.08%
404 Vt. Department of Public Safety	23,887.99	68,847.83	58,840.00	117.01%
404B VT Dept. of Buildings and Gen. Services	20,919.10	71,225.68	70,774.00	100.64%
405 VTrans	18,206.74	212,635.04	261,957.00	81.17%
408 Environmental Protection Agency	51,759.30	80,718.95	65,050.00	124.09%
419 Local Planning Assistance	14,054.66	56,496.53	81,055.00	69.70%
420 Special Projects	33,039.46	130,708.78	302,739.00	43.18%
421 Miscellaneous Income		7.35	0.00	
430 Interest Income	219.16	5,224.44	800.00	653.06%
490 Local Match.		59,560.00	0.00	
Total Income	\$ 259,780.66	\$ 1,583,870.04	\$ 2,523,925.00	62.75%
Gross Profit	\$ 259,780.66	\$ 1,583,870.04	\$ 2,523,925.00	62.75%
Expenses				
500 Salary	72,390.51	770,799.68	731,698.00	105.34%
Total 501 Fringe	\$ 19,984.09	\$ 260,152.76	\$ 317,603.00	81.91%
522 Contracted Services	102,349.87	173,596.76	1,071,812.00	16.20%
523 Audit/Accounting		15,300.00	22,400.00	68.30%
524.2 Conferences & Trainings-All Exp.	329.64	17,427.71	28,027.00	62.18%
524.3 Trav/Reg/Mileage (Reg Bus)	1,259.31	8,961.84	13,415.00	66.80%
525 Meeting Expense	743.84	6,436.87	13,973.00	46.07%
530 Postage/Shipping	106.01	2,286.98	3,475.00	65.81%
531 Printing/Copying/Ads	1,075.85	7,355.82	12,810.00	57.42%
535 Marketing and Sponsorship		5,279.25	11,200.00	47.14%
537 Town and Organizational Support		1,459.64	2,500.00	58.39%
540 Supplies	507.58	7,102.35	10,974.00	64.72%
541 Service Contracts	-1,517.66	7,981.21	9,000.00	88.68%
545 Subscriptions-Publicat-Software	-867.70	24,997.79	32,392.00	77.17%
546 Legal Fees		525.00	7,250.00	7.24%
547 Memberships	1,500.00	8,231.00	10,512.00	78.30%
550 Rent & Office Improvements	4,118.13	47,286.25	72,000.00	65.68%
550.1 Office Cleaning	750.00	4,710.00	4,680.00	100.64%
551 Telephone/Communication Serv.	851.17	9,973.00	9,520.00	104.76%
552 Electricity	554.32	3,920.95	3,800.00	103.18%
553A Grant Disbursements	5,738.72	62,951.27	74,061.00	85.00%
Total 560 Insurance	\$ 0.00	\$ 9,779.38	\$ 9,800.00	99.79%
565 Equipment Purchase		11,074.26	23,500.00	47.12%
580.1 Local Match		59,560.00	0.00	
Total Expenses	\$ 209,873.68	\$ 1,527,149.77	\$ 2,496,402.00	61.17%
Net Operating Income	\$ 49,906.98	\$ 56,720.27	\$ 27,523.00	
Other Income				
486 Restricted Income Creek Path		33,600.00	0.00	
Total Other Income	\$ 0.00	\$ 33,600.00	\$ 0.00	
Other Expenses				
586 Restricted Exp. Creek Path		114,864.00	0.00	
Total Other Expenses	\$ 0.00	\$ 114,864.00	\$ 0.00	
Net Other Income	\$ 0.00	\$ 81,264.00	\$ 0.00	
Net Income	\$ 49,906.98	\$ 24,543.73	\$ 27,523.00	

RRPC Net Operating Income	\$ 56,720.27
Website Expense Moved to Balance Sheet	\$ (996.50)
Plotter Purchase Moved to Balance Sheet	\$ (5,011.60)
Leasehold Improvement Expenses Moved to Balance Sheet	\$ (30,004.94)
Total	\$ 20,707.23

Monday, Sep 09, 2024 05:19:20 AM GMT-7 - Accrual Basis

**Rutland Regional Planning Commission
Balance Sheet**

As of June 30, 2024 - DRAFT

	Total
ASSETS	
Current Assets	
Bank Accounts	
101 HFCU Checking	170,630.85
101-1 Key Bank Checking	324,865.88
101-1.1 Key Bank Checking - CWSP - F	329,054.94
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	25.15
104 Savings - HFCU	89.46
Total Bank Accounts	\$ 1,084,587.29
Accounts Receivable	
120 Accounts Receivable	314,441.43
121 Due from CWSP to Operating	63,136.88
Total Accounts Receivable	\$ 377,578.31
Other Current Assets	
130 Prepaid Insurance	3,560.50
Total Other Current Assets	\$ 3,560.50
Total Current Assets	\$ 1,465,726.10
Fixed Assets	
150 Maps & Equipment	22,758.56
151 Accum. Depr. Maps & Equip.	-15,267.49
160 Leasehold Improvements	58,266.74
161 Accum. Depr. - Lease Imp.	-8,779.52
163 Website Development	9,965.00
Total Fixed Assets	\$ 66,943.29
Other Assets	
140 Prepaid Expenses	24,274.54
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	\$ 236,771.46
TOTAL ASSETS	\$ 1,769,440.85
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 Accounts Payable	154,264.31
201 Due to Operating from CWSP	63,136.88
Total Accounts Payable	\$ 217,401.19
Other Current Liabilities	
202 Payroll Liabilities	14,940.93
219 Deferred Grant Income	513,568.10
220 Vision Plan	-2.80
222 Retirement DB	-9.10
225 Net Pension Liability	327,027.00
230 Acc. Annual Leave	28,082.84
239 Accrued Expenses	996.00
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	\$ 928,173.97
Total Current Liabilities	\$ 1,145,575.16
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	\$ 1,180,067.31
Equity	
3900 Fund Balance	488,724.72
392 Res. Fd. Bl. - Creek Path	125,192.55
Net Income	-24,543.73
Total Equity	\$ 589,373.54
TOTAL LIABILITIES AND EQUITY	\$ 1,769,440.85

Rutland Regional Planning Commission
Budget vs. Actuals: FY25 P&L
July 2024

	July 2024 Actual	Annual Budget	% of Budget
Income			
402 Local Income		27,000.00	0.00%
403 State Income	161,356.79	593,664.00	27.18%
403.5 VT Dept. of Environmental Cons.	4,497.76	375,254.00	1.20%
404 Vt. Department of Public Safety	5,514.82	134,741.00	4.09%
404B VT Dept. of Buildings and Gen. Services	4,332.61	48,911.00	8.86%
405 VTrans	24,111.39	276,530.00	8.72%
407 A U.S. Department of Energy		17,316.00	0.00%
408 Environmental Protection Agency	3,357.20	201,100.00	1.67%
419 Local Planning Assistance	16,394.71	126,669.00	12.94%
420 Special Projects	1,350.67	214,692.00	0.63%
430 Interest Income	222.18	2,000.00	11.11%
554 A Fund Balance Reserve		18,000.00	0.00%
Total Income	\$ 221,138.13	\$ 2,035,877.00	10.86%
Gross Profit	\$ 221,138.13	\$ 2,035,877.00	10.86%
Expenses			
500 Salary	49,453.37	769,482.00	6.43%
Total 501 Fringe	\$ 32,139.47	\$ 326,852.00	9.83%
522 Contracted Services		680,306.00	0.00%
523 Audit/Accounting		23,750.00	0.00%
524.2 Conferences & Trainings-All Exp.		12,218.00	0.00%
524.3 Trav/Reg/Mileage (Reg Bus)		11,667.00	0.00%
525 Meeting Expense		11,649.00	0.00%
530 Postage/Shipping		2,400.00	0.00%
531 Printing/Copying/Ads	157.42	12,730.00	1.24%
535 Marketing and Sponsorship	250.00	4,850.00	5.15%
537 Town and Organizational Support		2,000.00	0.00%
540 Supplies		8,574.00	0.00%
541 Service Contracts	1,517.66	10,500.00	14.45%
545 Subscriptions-Publicat-Software	1,076.25	31,741.00	3.39%
546 Legal Fees		5,000.00	0.00%
547 Memberships		10,103.00	0.00%
550 Rent & Office Improvements	8,550.00	64,240.00	13.31%
550.1 Office Cleaning		4,680.00	0.00%
551 Telephone/Communication Serv.	614.29	11,220.00	5.47%
552 Electricity	20.00	6,500.00	0.31%
Total 560 Insurance	\$ 170.00	\$ 9,250.00	1.84%
565 Equipment Purchase		12,840.00	0.00%
Total Expenses	\$ 93,948.46	\$ 2,032,552.00	4.62%
Net Operating Income	\$ 127,189.67	\$ 3,325.00	
Net Income	\$ 127,189.67	\$ 3,325.00	

Rutland Regional Planning Commission
Balance Sheet
As of July 31, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
101 HFCU Checking	190,851.38
101-1 Key Bank Checking	324,976.26
101-1.1 Key Bank Checking - CWSP - F	329,166.74
101-2 Bank of Bennington	74,970.00
101-3 Credit Union of Vermont	84,951.01
101-3.5 Credit Union of VT Savings	25.15
104 Savings - HFCU	89.46
Total Bank Accounts	\$ 1,005,030.00
Accounts Receivable	
120 Accounts Receivable	415,791.65
121 Due from CWSP to Operating	63,136.88
Total Accounts Receivable	\$ 478,928.53
Other Current Assets	
130 Prepaid Insurance	3,560.50
Total Other Current Assets	\$ 3,560.50
Total Current Assets	\$ 1,487,519.03
Fixed Assets	
150 Maps & Equipment	22,758.56
151 Accum. Depr. Maps & Equip.	-15,267.49
160 Leasehold Improvements	58,266.74
161 Accum. Depr. - Lease Imp.	-8,779.52
163 Website Development	9,965.00
Total Fixed Assets	\$ 66,943.29
Other Assets	
140 Prepaid Expenses	345.21
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	\$ 212,842.13
TOTAL ASSETS	\$ 1,767,304.45
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 Accounts Payable	44,893.66
201 Due to Operating from CWSP	63,136.88
Total Accounts Payable	\$ 108,030.54
Other Current Liabilities	
202 Payroll Liabilities	197.13
214 Health Insurance	736.86
215 Retirement DC	-0.01
219 Deferred Grant Income	503,155.05
220 Vision Plan	-22.32
222 Retirement DB	3,126.89
225 Net Pension Liability	327,027.00
230 Acc. Annual Leave	29,121.72
239 Accrued Expenses	996.00
240 Accrued Comp Leave	309.23
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	\$ 908,218.55
Total Current Liabilities	\$ 1,016,249.09
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	\$ 1,050,741.24
Equity	
3900 Fund Balance	464,180.99
392 Res. Fd. Bl. - Creek Path	125,192.55
Net Income	127,189.67
Total Equity	\$ 716,563.21
TOTAL LIABILITIES AND EQUITY	\$ 1,767,304.45



RUTLAND REGIONAL PLANNING COMMISSION

EXECUTIVE DIRECTORS REPORT

TUESDAY, SEPTEMBER 17, 2024

The RRPC was awarded a \$1.25 million grant from the Department of Labor - Workforce Opportunities for Rural Communities (WORC) Program. Over the next three years, the grant will support job growth in critical sectors across the Region, focusing specifically on the fields of infrastructure, construction, and clean energy. The ‘bridge model’ program will create partnerships between schools, workforce groups, and businesses to build pathways to employment.

The RRPC is launching Phase 2 of public engagement that will run from September-November. Phase 2, titled Report Back, will seek input from the public on how Phase 1, Learn and Assess, influenced the draft policies of the plan. The engagement will include 27 town presentations, 5 pop-up events, 2 hybrid feedback sessions, and a public survey. For the survey and a complete list of upcoming events, check out rutlandrpc.org/plan2026.

MERP implementation funding applications are now available. As of now, funding will be available for high energy burden towns, of which we have 9 towns, 1 village, and 1 fire district.

RRPC is working on several town planning efforts: enhanced energy plans in Killington, Pittsford, Middletown Springs, and Tinmouth; town plans in Clarendon, Benson, Tinmouth, Middletown Springs, and Wells; zoning bylaws in Brandon, Pittsford, Mendon, and Poultney; forecasting subdivision regulations in Pittsford, Fair Haven, and Proctor; and forecasting neighborhood development areas in Brandon and Fair Haven.

VTrans Better Roads Category A grants are now available. The RRPC is planning to update road erosion inventories with half in FY25 and the other half in FY26.

RRPC is working on updates to four local hazard mitigation plans in Middletown Springs, Rutland Town, Rutland City, and Fair Haven. The RRPC is planning to bid on the LHMP for Benson as well.

Devon attended the VAPDA annual retreat in Lyndonville on September 12/13, after which he will officially transition to Chair of VAPDA.

Devon is working on a new RRPC Commissioners Handbook.



RUTLAND REGIONAL PLANNING COMMISSION

BOARD OF COMMISSIONERS FY25 MEETING SCHEDULE

MONTH	DATE	Calendar Year	TOPIC
COMMITTEES MEET 6:00 PM		FULL BOARD MEETS 7:00 PM	
SEPTEMBER	Tuesday 17th	2024	Member Dues
OCTOBER	Tuesday 15th	2024	Regional Plan Presentation
NOVEMBER	Tuesday 19th	2024	
DECEMBER	Monday 9th	2024	Audit Review & Christmas Party
JANUARY	Tuesday 21st	2025	
FEBRUARY	Tuesday 18th	2025	
MARCH	Tuesday 18th	2025	
APRIL	Tuesday 15th	2025	
MAY	Tuesday 20th	2025	
JUNE*	Tuesday 17th	2025	Annual Work Plan & Budget

***ANNUAL MEETING**

The Board of Commissioners meet on the **third (3rd) Tuesday** of the month unless otherwise noted.
No Meetings Scheduled: July and August



To: Executive Finance Committee, RRPC Board of Commissioners

From: Devon Neary, Executive Director

Date: September 4, 2024

Subject: Update to Town Membership Dues Structure

Background:

The Rutland Regional Planning Commission (RRPC) has long relied on a "flat fee" rate for town membership dues. While this approach has been consistent, it has become increasingly inequitable, particularly for our smallest towns. Additionally, the revenue generated from this flat fee structure does not align with the financial demands of the RRPC's growing budget.

Analysis:

I have conducted a cost analysis comparing membership dues structures from other Regional Planning Commissions (RPCs) across the state. The findings indicate that RRPC is an outlier in its use of a flat fee. Other RPCs have adopted a formula-based approach, with structures ranging from simple population-based formulas to more complex models that consider factors such as the equalized education grand list.

Moreover, most RPCs have instituted a clear policy that includes automatic percentage increases based on either a flat rate or the consumer price index. These adjustments ensure that dues remain aligned with the cost of living and the financial needs of the RPC.

Recommendation:

After careful consideration of the alternatives, I recommend adopting **Alternative #1**:

- **Alternative #1:** Implement a membership dues structure based on a rate of \$1.00 per capita for each town.
 - **Expected Outcome:** This model would more than double our current total dues, contributing approximately 3% to the overall budget - \$60,068.00.
 - **Benefits:** This increase would enable the RRPC to offer enhanced services to member towns, including the potential subsidization of town plans, which would be particularly beneficial for smaller municipalities.

Conclusion:

Transitioning to a formula-based dues structure will not only promote fairness and equity among our member towns but also ensure that the RRPC has the necessary resources to continue providing high-quality services. I urge the Executive Finance Committee to consider this proposal for inclusion in the upcoming budget discussions.

Please review the attached cost analysis for further details. I am available to discuss this recommendation in more detail at your convenience.

Attachments: Cost Analysis of Membership Dues Structures

Cost Analysis of Membership Due Structure

REGIONAL TOWNS	POPULATION	ALT #1	ALT #3	CUR RATE	NRPC (3%)	MARC	CVRPC	TRORC (3%)	WRC (CPI)
	2020 CENSUS	\$1.00	\$1.25	\$1,000	\$1.23	\$1.40	\$1.38	\$1.68	\$2.74
BENSON	974	\$974.00	\$1,168.80	\$1,000	1207.76	1363.6	1344.12	1636.32	2668.76
BRANDON	4129	\$4,129.00	\$4,954.80	\$1,000	5119.96	5780.6	5698.02	6936.72	11313.46
CASTLETON	4458	\$4,458.00	\$5,349.60	\$1,000	5527.92	6241.2	6152.04	7489.44	12214.92
CHITTENDEN	1237	\$1,237.00	\$1,484.40	\$1,000	1533.88	1731.8	1707.06	2078.16	3389.38
CLARENDON	2412	\$2,412.00	\$2,894.40	\$1,000	2990.88	3376.8	3328.56	4052.16	6608.88
DANBY	1284	\$1,284.00	\$1,540.80	\$1,000	1592.16	1797.6	1771.92	2157.12	3518.16
FAIR HAVEN	2736	\$2,736.00	\$3,283.20	\$1,000	3392.64	3830.4	3775.68	4596.48	7496.64
HUBBARDTON	735	\$735.00	\$882.00	\$1,000	911.4	1029	1014.3	1234.8	2013.9
IRA	368	\$368.00	\$441.60	\$1,000	456.32	515.2	507.84	618.24	1008.32
KILLINGTON	1407	\$1,407.00	\$1,688.40	\$1,000	1744.68	1969.8	1941.66	2363.76	3855.18
MENDON	1149	\$1,149.00	\$1,378.80	\$1,000	1424.76	1608.6	1585.62	1930.32	3148.26
MIDDLETOWN	794	\$794.00	\$952.80	\$1,000	984.56	1111.6	1095.72	1333.92	2175.56
MOUNT HOLLY	1385	\$1,385.00	\$1,662.00	\$1,000	1717.4	1939	1911.3	2326.8	3794.9
MT. TABOR	210	\$210.00	\$252.00	\$1,000	260.4	294	289.8	352.8	575.4
PAWLET	1424	\$1,424.00	\$1,708.80	\$1,000	1765.76	1993.6	1965.12	2392.32	3901.76
PITTSFORD	2862	\$2,862.00	\$3,434.40	\$1,000	3548.88	4006.8	3949.56	4808.16	7841.88
POULTNEY	3020	\$3,020.00	\$3,624.00	\$1,000	3744.8	4228	4167.6	5073.6	8274.8
PROCTOR	1763	\$1,763.00	\$2,115.60	\$1,000	2186.12	2468.2	2432.94	2961.84	4830.62
RUTLAND CITY	15807	\$15,807.00	\$18,968.40	\$1,000	19600.68	22129.8	21813.66	26555.76	43311.18
RUTLAND TOWN	3924	\$3,924.00	\$4,708.80	\$1,000	4865.76	5493.6	5415.12	6592.32	10751.76
SHREWSBURY	1096	\$1,096.00	\$1,315.20	\$1,000	1359.04	1534.4	1512.48	1841.28	3003.04
SUDBURY	545	\$545.00	\$654.00	\$1,000	675.8	763	752.1	915.6	1493.3
TINMOUTH	553	\$553.00	\$663.60	\$1,000	685.72	774.2	763.14	929.04	1515.22
WALLINGFORD	2129	\$2,129.00	\$2,554.80	\$1,000	2639.96	2980.6	2938.02	3576.72	5833.46
WELLS	1214	\$1,214.00	\$1,456.80	\$1,000	1505.36	1699.6	1675.32	2039.52	3326.36
WEST HAVEN	239	\$239.00	\$286.80	\$1,000	296.36	334.6	329.82	401.52	654.86
WEST RUTLAND	2214	\$2,214.00	\$2,656.80	\$1,000	2745.36	3099.6	3055.32	3719.52	6066.36
TOTAL	60,068	\$60,068.00	\$72,081.60	27,000.00	74,484.32	84,095.20	82,893.84	100,914.24	164,586.32
Budget Percentage		3.00%	3.60%	1.35%					

Rutland Regional Planning Commission Annual Municipal Dues Policy

Purpose:

The purpose of this policy is to establish a fair and sustainable system for assessing and collecting municipal dues from member towns of the Rutland Regional Planning Commission (RRPC). This policy aims to ensure equitable contributions, financial sustainability, and the expansion of support and programming for town planning, technical assistance, and grant funding and management.

Policy Statement:

1. Dues Structure:

- **Base Rate:** The annual municipal dues will start at \$1.00 per resident of each member town, based on the most recent U.S. Census or updated demographic data.
- **Annual Adjustment:** The base rate will be adjusted annually based on the Consumer Price Index (CPI) for the Rutland Region, as published by the U.S. Bureau of Labor Statistics or a similar authoritative source. The adjustment will reflect changes in the cost of living to ensure that dues keep pace with inflation.

2. Equity Considerations:

- **Progressive Adjustment:** To support equity, smaller municipalities with lower populations will benefit from a cap on annual dues increases. The cap will be determined by a percentage increase not exceeding 10% per year, ensuring that small towns are not disproportionately burdened by annual adjustments.

3. Financial Sustainability:

- **Forecasting and Budget Analysis:** The RRPC will forecast future dues amounts and analyze their percentage of the total RRPC budget. This analysis will be conducted annually to ensure that dues align with overall budgetary needs and to assess the impact on the RRPC's financial sustainability and service provision.

4. Expansion of Support and Programming:

- **Town Planning:** Dues revenue will fund enhanced town planning services, including workshops, consultations, and resource materials to assist municipalities in effective land use and development planning.

- **Technical Assistance:** Funds will support technical assistance programs to help towns with data analysis, GIS mapping, and other technical needs that advance local and regional planning goals.

5. Implementation:

- **Notification:** Member towns will be notified of the annual dues amount and adjustments by [specific date], allowing sufficient time for budget planning and allocation.
- **Payment Schedule:** Dues will be invoiced annually and are due within 30 days of receipt. Late payments may incur a penalty as determined by the RRPC Board.

6. Review and Amendments:

- This policy will be reviewed annually by the RRPC Board to ensure it remains relevant and effective. Amendments may be proposed based on the review and will be subject to approval by the Board.

Effective Date:

This policy is effective as of [specific date], and all member towns will be subject to its terms from that date forward.

BROWNFIELDS REUSE PROGRAM

PROJECT ENROLLMENT POLICY

Rutland Regional Planning Commission

ADOPTED: XXX

STATEMENT OF PURPOSE

The purpose of the Project Enrollment Policy is to ensure that decisions regarding the allocation of state and federal funds managed by the Rutland Regional Planning Commission (RRPC) through the Brownfields Reuse Program (the Program) are made publicly available and meet the goals of the Program. The process is designed to foster a collaborative dialogue between stakeholders across the Rutland Region and maximize the efficacy of the Program.

PROGRAM STAFF

The Brownfields Program Manager is responsible for day-to-day operations of the Program. All programmatic aspects of the Program within the RRPC, unless otherwise specified, will be carried out by the Brownfields Program Manager. Financial management of the Program will be supported by the Finance Manager, and leadership decisions may be made by the Executive Director.

ENROLLMENT REQUESTS

Information regarding the availability of funds through the Program is publicized on the RRPC website, as well as through regular outreach to local governments, nonprofit organizations, property owners, and potential developers.

To be considered for enrollment into the Program, an applicant must complete and submit:

- A. Owner Participation Agreement
- B. Site Nomination Form

The Brownfields Program Manager may provide technical assistance to potential applicants as they submit these initial forms.

Upon proper completion of forms A and B, the Brownfields Program Manager will determine if the potential new project is likely to meet current threshold requirements for EPA and/or State of Vermont funding.

If the Brownfields Program Manager believes the potential new project will meet these threshold requirements, the site will be brought forward for evaluation by the Brownfields Committee at its next meeting.

If the Brownfields Program Manager believes the potential new project will not meet these threshold requirements, the applicant will be notified, and an explanation will be given for why the potential site is not appropriate for the Program.

BROWNFIELDS COMMITTEE

The Brownfields Committee is a standing committee of the RRPC Board of Commissioners, which operate under the RRPC Bylaws.

PROJECT EVALUATION

The site evaluation process, which will take place at the Brownfields Committee meeting following the project enrollment request, will begin as follows:

1. Does the potential new project align with the goals of the Brownfields Reuse Program?

The potential new project will be discussed and graded by the Steering Committee on its alignment with the following criteria:

- Consistency with Town Initiatives
- Consistency with Regional Initiatives
- Feasibility for Redevelopment
- Attractiveness to Companies/Developers
- Environmental Concerns
- Geographic Equity
- Additional Program Objectives

Each Committee member will score the potential project on the above criteria using a standardized rubric. Scores will be averaged together, and the project's final grade will be made public following the meeting.

A standardized threshold score will be established through the rubric, and projects that meet this threshold score will advance further in the evaluation process.

Projects that do not meet this threshold score will not be further considered, and the applicant will be notified of this following the meeting. Applicants may re-apply to the Program at any time in the future.

For projects continuing in the site evaluation process, the Brownfields Committee will consider:

2. Is there funding available for the potential new project?

Current projects will be prioritized for funding, and new projects will only be taken on if the Brownfields Committee believes there is enough funding available for all current projects to be completed.

If the Steering Committee votes affirmatively that funding is available for the potential new project, it will be recommended for approval to enter the Brownfields Reuse Program.

PROJECT ENROLLMENT

Following the Steering Committee meeting at which the new project was approved, the Brownfields Program Manager will submit the necessary forms to the EPA and/or State of Vermont to begin the funding allocation process.

The opinion of the Steering Committee that a project can receive funding does not reflect the opinion of the EPA or the State of Vermont, and projects recommended by the Steering Committee may still be ineligible for funding due to EPA and/or State of Vermont requirements.

PROJECT WAITLIST

If the Steering Committee believes funding is currently unavailable, the potential new project will be placed on a waitlist, and the applicant will be notified of this following the meeting.

If multiple projects are brought for evaluation in a single Steering Committee meeting, projects scoring higher will take priority for funding.

The score of projects on the waitlist will determine their priority for future funding, provided project conditions have not substantially changed. Funding availability for projects on the waitlist will be re-evaluated at subsequent meetings of the Brownfields Committee.

ENVIRONMENTAL PROTECTION AGENCY AND STATE OF VERMONT PROVISIONS

In the event of a policy conflict, all applicable provisions of the Environmental Protection Agency and the State of Vermont will supersede the policies outlined in this document.

All policies and procedures left unspecified in this document will follow the provisions of the Environmental Protection Agency, the State of Vermont, and the Rutland Regional Planning Commission.



Brownfields Reuse Program

New Site Evaluation Form

RRPC Brownfields Committee

Meeting Date:

Project Name:

Project Location:

Brief project description:

Rank each of the following criteria on a scale of 1 to 5.

1 = Poor 3 = Average 5 = Exceptional

1. Consistency with Town Initiatives

Category	Ranking	% of Total Score
The site has been identified as a priority by the public, local government, and other leaders within the community.		8
Redevelopment is consistent with the goals of the Town Plan.		6

2. Consistency with Regional Initiatives

Category	Ranking	% of Total Score
Plans for the site are aligned with the goals and policies of the Regional Plan.		3
Redevelopment is consistent with the Future Land Use Map within the Regional Plan.		6
Redevelopment follows Smart Growth principles.		3

3. Feasibility for Redevelopment

Category	Ranking	% of Total Score
The current property owner is ready and willing to participate in the brownfields process.		8
Property is accessible such that it can support the commercial, industrial or residential uses stemming from redevelopment.		3
There are no major zoning or other land use restrictions preventing redevelopment.		5

4. Attractiveness to Companies/Developers

Category	Ranking	% of Total Score
A developer is already interested and plans for redevelopment have been sketched out.		6
Project falls within a geographic location allowing for access to tax incentives for redevelopment.		2
Project is expected to have a reasonable and relatively low cleanup cost.		6
Utilities are available on-site.		3
The location and site characteristics are physically attractive, or could be with redevelopment.		3

5. Environmental Concerns

Category	Ranking	% of Total Score
Redevelopment has the potential to reduce current risks to human health and the environment.		6
Proposed future uses will continue to protect the environment.		5
Existing infrastructure will be reused through the redevelopment process.		3

6. Geographic Equity

Category	Ranking	% of Total Score
Project is in an area of the Region that has received relatively little funding through the Brownfields Reuse Program.		4

7. Additional Program Objectives

Category	Ranking	% of Total Score
Project has the potential to increase tax revenue within the community it is located in.		4
Redevelopment includes one or more of the following: housing, job creation, business retention and expansion, and/or mixed-use development.		8
Site is not too contaminated (or too complicated for the Program to address with available resources).		6
Site is highly visible and can be seen and accessed for demonstration purposes and/or for outreach and education regarding the Brownfields Reuse Program.		2

Total Score (Multiply each ranking by corresponding %, and add together): _____ (≥60% funding threshold)

Date: _____

Additional Comments: _____



BYLAWS

RUTLAND REGIONAL PLANNING COMMISSION

EFFECTIVE: ~~JUNE 18, 2024~~ SEPTEMBER 17, 2024

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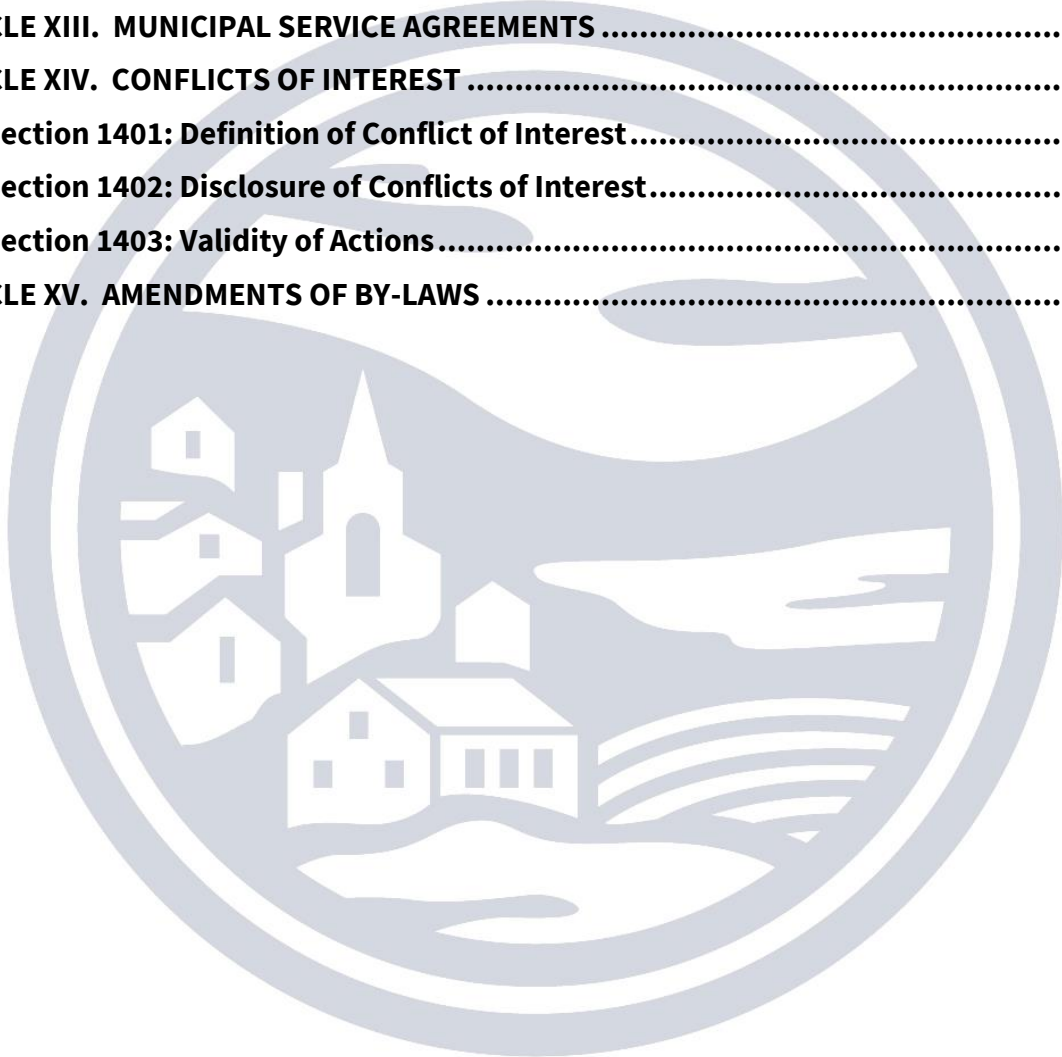
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Pertinent to the administration of any organization are its By-Laws. Since a regional planning and development commission is a legally constituted body having important powers and duties, such formal rules of procedure are necessary in order that a concise record of the Commission's actions will be maintained, and that the procedural rights of persons and individuals will be clearly established when doing business before the Commission. The following represents the By-Laws of the Rutland Regional Planning Commission as amended at a legally constituted meeting on June 18, 2024.

BYLAWS

ARTICLE I. LEGAL BASIS

The legal basis for regional planning and development commissions is 24 V.S.A., Chapter 117, as amended from time to time, the Vermont Planning and Development Act, hereinafter referred to as the Act.

ARTICLE II. NAME AND AREA

The name of this regional planning and development commission shall be the Rutland Regional Planning Commission, hereinafter referred to as the Commission.

ARTICLE III. PURPOSES

The purposes of the Commission shall be to promote mutual cooperation and coordination among area municipalities, organizations, and interests and engage in other activities as are appropriate, encouraged or specifically permitted by the Act.

ARTICLE IV. MEMBERSHIP

All municipalities in Rutland County, except the Town of Pittsfield, shall be considered voting members of the Commission.

ARTICLE V. APPOINTMENT OF COMMISSIONERS

Section 501: Regular and Alternate Commissioners

The legislative body of each member municipality may appoint one Regular Commissioner, who may hold any office in the Commission except for paid positions.

An Alternate Commissioner may be appointed by the legislative body to serve in the absence of a Regular Commissioner except that said Alternate shall not assume the office of Committee

Chair of the Regular Commissioner nor participate on the Executive Committee in place of the Regular Commissioner.

The municipality shall annually certify in writing the names of the Regular and Alternate Commissioners whether or not the same person continues to serve in that capacity. Such certification shall be filed with the RRPC by June 1, of the previous fiscal year in which such appointment becomes effective on a form to be provided. The municipality shall promptly fill any vacancy in either position.

Commissioners will not be compensated by the RRPC for their service as Commissioner. Reimbursement for reasonable expenses incurred in serving in their official capacity as Commissioner shall not be considered compensation.

Vacancies shall be filled by the legislative body of the municipality where the vacancy occurs, and such appointments shall be for the length of the unexpired term of the position vacated.

Section 502: Regional Partners

The Commission may include representatives from up to five organizations that shall typically represent regional partners identified by the Commission.

The Executive Committee may identify regional partners and request an organization to select an individual to represent that regional partner. Organizations may appoint an Alternate to serve in the absence of the Regular appointee.

Section 503: Ex-Officio Member

The Chamber & Economic Development of the Rutland Region and the Rutland Region Workforce Investment Board shall each be able to appoint one individual to represent the organization on the Board of Commissioners. There shall be no limit on the number of terms the Ex-Officio Member may serve.

ARTICLE VI. VOTING

Section 601: Municipal Votes

Only Regular and Alternate Commissioners are allowed to vote – only one vote per municipality if both are present.

Section 602: Regional Partner Votes

Regional Partner representatives shall not have voting powers.

Section 604: Ex-Officio Votes

Ex-Officio members shall not have voting powers.

ARTICLE VII. MUNICIPAL APPROPRIATIONS TO THE COMMISSION

The Commission may receive and expend monies from any source.

Contributions from Member municipalities shall be approved annually by the Commissioners from member communities.

ARTICLE VIII. OFFICERS AND OTHER ELECTED OFFICIALS

Section 801: Officers

The officers of the Commission shall include a Chair, Vice-Chair, and Treasurer; other elected officials shall include one At-Large member of the Executive Committee.

All officers and elected officials are to be elected from Commissioners appointed in accordance with Section 501.

Section 802: Proposed Nomination

Prior to the June Annual Meeting, 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. Candidates shall be Regular Commissioners and may be nominated from the floor.

Section 803: Nominations and Election

The officers of the Commission and standing committee chairs and vice-chairs shall officially be elected at the June meeting of the Board of Commissioners. The election 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 individuals receiving the first and second highest number of votes.

Section 804: Terms of Office

The terms of office of all officers and other elected officials shall begin on the first day of the month following the meeting at which they are declared elected and shall end June 30 of the following year or until their successors have been elected and installed. No officer or other elected official may serve more than three consecutive terms in any one office.

If any office, or other elected position, is vacated, such vacancy shall be filled at the next Commission meeting. Candidates for such vacancy shall be nominated from the floor. If no candidates are selected, the Chair of the Commission may serve temporarily until filled or until the next annual election. Officers so elected are to hold office only for the balance of the current year or until their successors are elected and installed. Election to fill a vacated office shall not deny a person from serving an additional three consecutive terms in that office.

Section 805: Duties

The Chair shall call and preside over regular and special meetings of the Commission and the Executive/Finance Committee and shall perform such other duties as are customary to the office.

The Vice-Chair shall serve as Chair in the Absence of the Chair.

The Treasurer shall perform such duties as are customary to the office.

The Treasurer shall be bonded for the faithful performance of the duties of the office if and when so voted by the Commission in an amount to be determined and approved by the Commission. The premiums for such a bond shall be paid from Commission funds.

ARTICLE IX. STAFF

Section 901: Composition

The staff of the Commission shall include an Executive Director hired by the Executive Finance Committee. The hiring of other staff shall be determined by the Executive Director. The Executive Director will establish staff duties and compensation at the time the position is created or filled and as needed by the Commission.

ARTICLE X. Equal Employment Opportunity Policy

It is the policy of the Commission that no employee, person seeking employment or having business with the Commission shall be discriminated against for reasons of race, color, national origin, religion, sex, sexual orientation, gender identity, genetic information, place of birth, physical or mental condition, age, ancestry, protected hairstyles (such as braids, cornrows, locs, twists, Bontu knots, afros, wigs, headwraps and other head coverings), veteran status, or status as a disabled veteran, or otherwise protected under applicable state law, except where sex or age is a bona fide occupational qualification.

Please refer to RRPC's Employee Handbook for additional information regarding Equal Employment Opportunity.

ARTICLE XI. MEETINGS

Section 1101: Frequency of Meetings

Meetings will be held on the 3rd Tuesday of each month at a time and place to be determined by the Commission. Changes from this procedure may be made, when necessary, by the Chair. Notification shall be in accordance with Section 1103 and Vermont Open Meeting Law.

A Calendar of meetings may be adopted on an annual basis at the September meeting and documented on the RRPC website.

Section 1102: Additional Meetings

Additional meetings may be called by the Chair in conformance with Section 1103 and the Open Meeting Law.

Section 1103: Notice

Notice of all meetings of the Commission shall be given not less than five days prior to such meetings to all Commissioners, Municipal Planning Commission Chairs, Chairs of Selectboards, Mayors, and President of the Board of Aldermen for member municipalities.

Notice of emergency meetings may be given by telephone or e-mail, with the approval of the Commission Chair, but in no case less than 24 hours prior to the meeting.

Section 1104: Minutes

A written record of all Commission and Committee meetings and agendas shall be available to the public.

Section 1105: Quorum

The presence of 10 Commissioners shall constitute a quorum for the transaction of general business at meetings of the Commission and business relating to approval of local plans, confirmation of local planning efforts, Annual Work Plan adoption, bylaws, budgets and the formula for contributions from member communities.

Commissioners may participate by telephone or virtually and be considered present for the purposes of a quorum. A quorum once present shall be considered a quorum for the entire meeting.

No quorum is required for committee action.

Section 1106: Action

Except as otherwise required, all actions by the Commission shall be by a quorum of Commissioners present. Action on Minutes may be taken even in the absence of a quorum.

Section 1107: Procedure

Except as otherwise provided in these By-laws, the most recent edition of Roberts' Rules of Order shall govern in any questions of parliamentary procedure.

All meetings are public meetings and shall be open to the public. Meetings conducted in executive session shall occur only as allowed by law.

ARTICLE XII. COMMITTEES

Section 1201: Composition

The standing committees of the Commission shall be the Executive/Finance Committee, the Brownfields Committee, the Community Committee, the Regional Committee, and the Transportation Advisory Committee (TAC).

All Commissioners shall serve on at least one standing committee. This does not apply to TAC, as TAC operates under a separate by-law.

At the discretion of the Chair of the Commission, ad hoc or special committees may be created.

Section 1202: Membership

Commissioners may, at their discretion, elect to participate on more than one committee.

The Chair may appoint any person, who is not a voting member of the Commission, to serve on any standing or ad hoc committee. Such persons shall not be eligible to serve as Chair of the standing or ad hoc committees.

The Chair of the Commission may be an Ex-officio member of all committees.

Section 1203: Committee Chairs

The Chair of the Commission shall serve as the Chair of the Executive Committee. Brownfields, 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.

Section 1204: Meetings

Each Committee Chair shall call committee meetings with notification to the Chair of the Commission.

Section 1205: Powers and Duties

All Committee actions, except as noted below, shall be forwarded to the Board of Commissioners for final action.

Executive/Finance Committee:

Composition:

The Executive/Finance Committee shall consist of the Officers, and the Chairs of Standing Committees, except for the TAC, and the At-Large Member

Duties:

- A. Provide guidance to the Executive Director.
- B. Provide leadership to standing and ad hoc committees through the coordination, facilitation and integration of activities including, but not limited to the development of the Annual Work Plan, the preparation, review and modification of Commission policies and mission statement, etc.
- C. Act for the Commission between regular meetings and when immediate action is required, and proper notice under Section 1103 of the Bylaws cannot be given for a special Commission meeting; in this instance a quorum of greater than fifty percent of the Committee must be present to transact any business.
- D. Recommend policies for the effective operation of the Commission.
- E. Propose and review amendments to these by-laws.
- F. Recommend the annual budget and any amendments thereto.
- G. Recommend contributions from member communities.
- H. All actions of the Executive/Finance Committee except for those covered by Paragraph C above and those involving confidential personnel items shall be forwarded to the

Board of Commissioners for final action. No action of the Executive/Finance Committee shall have the effect of over-ruling prior action of the Commission.

Brownfield Committee Duties:

A. Evaluate new requests for brownfields funding.

B. Provide local and regional perspectives to ensure conformance with program criteria.

Community Committee Duties:

A. Review local plans for consistency with the goals of the Act and compatibility with other plans and prepare recommendations on local plan approvals.

B. Review local planning efforts to recommend confirmation in accordance with the Act.

Regional Committee Duties:

A. Undertake the review and revision on a continuing basis of the Rutland Regional Plan, unless otherwise assigned to an ad hoc committee.

B. Review and prepare positions on Act 250 applications and Section 248 Public Service Board Petitions.

C. Coordinate Commission activities with other regional organizations.

Transportation Advisory Committee Duties:

A. Foster intergovernmental and local cooperation on transportation issues.

B. Monitor and, when necessary, participate in, transportation policy making activities on the Local, State and Federal levels.

C. Participate in Vermont Project Selection and Project Prioritization (VPSP2) and make recommendations to the Vermont Agency of Transportation on regional transportation needs and projects as appropriate.

ARTICLE XIII. MUNICIPAL SERVICE AGREEMENTS

The RRPC may enter into municipal service agreements to promote cooperative arrangements and coordinate, implement, and administer service agreements among municipalities, including arrangements and action with respect to planning, community development, joint

purchasing, inter-municipal services, infrastructure, and related activities; and exercise any power, privilege, or authority - capable of exercise by a municipality as necessary or desirable for dealing with problems of local or regional concern.

Participation by a municipality in a municipal service agreement with the RRPC shall be voluntary and only valid upon appropriate board action as set forth in 1 V.S.A. § 172 and other applicable provisions of law, including the Open Meeting Law by the legislative body of the municipality. To become effective, a municipal service agreement shall be executed by the Executive Director of the RRPC and of each of the legislative bodies of the municipalities who are proposed parties to the service agreement. The agreement may include other parties as may be relevant to a particular service. Any modification to a service agreement shall not become effective unless approved by all parties to the service agreement, including the legislative bodies of all involved municipalities. Such modifications shall be in writing, with a copy provided to all parties to the agreement.

A municipal service agreement shall describe the services to be provided and the amount of funds payable by, and/or a formula for allocating costs to, each municipality that is a party to the service agreement. Service of personnel, use of equipment and office space, and other necessary services may be accepted from municipalities as part of their financial support and shall be clearly documented in the annual budget for the service approved by the parties to the agreement.

When deemed appropriate by the participating municipalities and the RRPC, a service agreement may include a governance committee made up of representatives of the participating municipalities and RRPC. If a governance committee is formed, the service agreement shall include appropriate details regarding the responsibilities, voting rights and financial obligations of each member.

All service agreements shall contain a termination date unless some other method of termination is expressly provided in the agreement. Service agreements shall also contain a provision describing how parties may withdraw from the agreement prior to the termination date. The method of withdrawing from and/or terminating a service agreement shall generally be the same as the process for entering such an agreement - i.e., by majority vote of the members of the legislative body, subject to other applicable provisions of law. If, however, the service agreement involves multi-year financial obligations or other contractual obligations have been incurred in reliance on the service agreement, the withdrawing party shall withdraw only upon satisfaction of those obligations or mutual written agreement regarding the process to satisfy the same:

- A. The withdrawal provision of a municipal agreement with one municipality shall provide for at least 30 days' notice unless otherwise provided in the agreement.

- B. The withdrawal provision of a municipal agreement with multiple municipalities shall provide for at least six months' notice prior to the beginning of a fiscal year unless otherwise provided in the agreement.

Nothing within this section shall limit RRPC's ability to enter into contracts or agreements to provide services with other entities or governmental organizations, including those serving multiple municipalities.

The Executive Director shall prepare a recommendation to the RRPC Executive Finance Committee regarding any potential municipal service agreements and, if entered into, report on their status, the services provided, and funding arrangements, as appropriate. The Executive Finance Committee shall make recommendations to the RRPC concerning entering into, withdrawal from, and/or terminating municipal service agreements.

ARTICLE XIV. CONFLICTS OF INTEREST

Section 1401: Definition of Conflict of Interest

A conflict of interest will be deemed to exist whenever a Commissioner is in the position to approve or influence RRPC policies or actions which involve or could ultimately harm or benefit financially:

- A. the Commissioner;
- B. any member of the Commissioner's immediate family (spouse, parents, children, brothers or sisters, spouses of these individuals, close relatives) or other person close to the Commissioner who would benefit from the policy or action; or
- C. any organization (excluding the municipality) in which the Commissioner or person in sub section (b) above is a director, trustee, officer, member, partner, employee or more than 10% shareholder.

Service on the board of another not-for-profit organization does not constitute a conflict of interest *per se*.

Section 1402: Disclosure of Conflicts of Interest

A Commissioner shall disclose a conflict of interest:

- A. prior to voting on or otherwise discharging their duties with respect to any matter involving the conflict which comes before the board or any committee;
- B. prior to entering into any contract or transaction involving the conflict;

C. as soon as possible after the Commissioner learns of the conflict.

Section 1403: Validity of Actions

No action or decision by or approved by the RRPC in which one or more of its Commissioner[s] have a substantial financial interest, shall be either void or voidable for this reason alone or by reason alone that such Commissioner, or of a committee of RRPC which the Commissioner served, where the Commissioner's votes are counted for such purpose if the material facts as to such Commissioner's interest in such action are disclosed in good faith or known to the Board or committee, and the Board or committee authorizes such action by a vote sufficient for such purpose without counting the vote or votes of such interested Commissioner. A Commissioner's presence during the vote may be counted in determining the presence of a quorum at a meeting of the Board or committee which authorizes such action. At the time of the discussion and decision concerning the authorization of such action, the interested Commissioner should not be present at the meeting.

ARTICLE XV. AMENDMENTS OF BY-LAWS

Proposals to amend or repeal any portion of these bylaws may be submitted by any Commissioner to the Executive/Finance Committee for review and comment.

A proposed amendment or repeal shall be given, pursuant to Section 1103, with the recommendation of the Executive/Finance Committee. Such an amendment shall be voted on at the next regular meeting of the Board of Commissioners.

