



# RUTLAND REGIONAL PLANNING COMMISSION

## RRPC EXECUTIVE FINANCE COMMITTEE

MONDAY, SEPTEMBER 9, 2024, 5:00 PM

### MEETING DETAILS

#### LOCATION

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

In-Person: 16 Evelyn Street, Rutland, VT 05701

#### ATTENDANCE

Committee: Erika Berner, Bob Gibbs, Laura Black, Larry Courcelle, Leona Minard, and Mike Doenges

Other: Devon Neary

### MEETING MINUTES

#### CALL TO ORDER

The meeting was called to order by Chair Berner at 5:10 PM.

#### APPROVAL OF SEPTEMBER 9<sup>TH</sup> AGENDA

Motion by Doenges to approve the September 9<sup>th</sup> Agenda. Second by Gibbs. Approved by voice vote.

#### APPROVAL OF JUNE 10<sup>TH</sup> MINUTES

Motion by Courcelle to approve the June 10<sup>th</sup> Minutes. Second by Gibbs. Approved by voice vote.

#### OPEN TO PUBLIC

None present.

#### JUNE & JULY 2024 FINANCIALS

Neary provided an overview of the June and July 2024 financials. For informational purposes only.

#### EXECUTIVE DIRECTORS REPORT

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.



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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](http://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.

## SEPTEMBER BOARD OF COMMISSIONERS AGENDA FY26 MEMBER DUES

Neary reviewed the town member dues memorandum which recommended changing from the flat-rate fee structure to a formula-based, per capita fee structure. The current structure is inequitable for our small rural towns, does not include an escalation policy, and has fallen behind as a percentage of total budget. Neary provided a cost analysis spreadsheet comparing other RPC town member dues throughout the state. Most of all the other RPCs use a formula based fee structure, with rates ranging from \$1.20 to \$2.79. Courcelle stated that the committee had considered this changed for years but had not acted. There was consensus amongst the committee that the structure would be more equitable and provide necessary revenue for the RRPC to provide further assistance especially for town plans and technical assistance. The committee also review the draft dues policy, which would include an automatic adjustment based on the consumer price index. The committee decided to table the policy for further discussion. **Motion by Doenges to recommend to the full board adopting the formula based, per**



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capita rate structure with the rate of \$1.00 per resident for FY26. Second by Minard. Approved by voice vote.

## REVIEW FY25 MEETING DATES

The committee reviewed the FY25 meeting schedule for the executive finance committee and board of commissioners. The committee advanced the FY25 schedule to the full board for approval by consensus.

## REVIEW BROWNFIELDS POLICY AND RRPC BYLAWS

Neary provided the draft brownfields policy, selection criteria, and updates to the RRPC bylaws. The EPA Brownfields grant requires the RRPC to establish a steering committee. This committee was created and includes Chair Berner, Ed Bove (RRA), Devon Neary (RRPC), and Lyle Jepson (CEDRR). However, with updates to the Open Meeting Law this committee should be considered a “non-advisory body” and subject to the new rules. In addition, Neary stated that the program and the selection process should be more transparent. The policy provides transparency to the selection process and establishes the Brownfields Committee. The update to the bylaw formally establishes the Brownfields Committee as a standing committee of the full board. **Motion by Minard to recommend to the full board adopting the Brownfields Policy and RRPC Bylaw updates. Seconded by Courcelle. Approved by voice vote.**

## ADJOURN

Adjourned at 6:21 PM.

*Respectively submitted by Devon Neary*