



RUTLAND REGIONAL PLANNING COMMISSION

RRPC BOARD OF COMMISSIONERS

TUESDAY, JANUARY 21, 2025, 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
 - [Clarendon Town Plan](#) Approval and Confirmation of Planning Process
- 7:05 CALL TO ORDER & INTRODUCTIONS
- 7:07 APPROVAL OF JANUARY 21ST AGENDA [Page 1]
- 7:08 APPROVAL OF DECEMBER 9TH MINUTES [Page 2]
- 7:10 OPEN TO PUBLIC
- 7:15 NOVEMBER 2024 FINANCIAL REPORT [Page 4]
- 7:25 EXECUTIVE DIRECTORS REPORT [Page 6]
- 7:40 REGIONAL PLAN REPORT [Page 7]
- 7:35 REGIONAL PLAN TASK 3 REV 1 REVIEW
- 7:50 REGIONAL COMMITTEE REPORT
- 8:00 COMMUNITY COMMITTEE REPORT
- 8:05 EXECUTIVE FINANCE COMMITTEE REPORT
- 8:10 FY25 BUDGET UPDATE [Page 8]
- 8:30 REGIONAL PARTNERS
- 8:35 EX-OFFICIO MEMBERS
- 8:40 COMMISSIONER ROUNDTABLE
- 8:55 ADJOURN

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



RUTLAND REGIONAL PLANNING COMMISSION

RRPC BOARD OF COMMISSIONERS

MONDAY, DECEMBER 9, 2024, 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: 16 Evelyn Street, Second Floor, Rutland, VT 05701

MEETING ATTENDANCE

(x = in person) (v = virtual)

| TOWN | NAME | |
|--------------------|-----------------------|---|
| Benson | Cheryl Murray | V |
| Brandon | Jack Schneider | V |
| Castleton | Liz Mackay (alt) | |
| Chittenden | | |
| Clarendon | Brownson Spencer | |
| Danby | Andrea Stoddard (alt) | X |
| Fair Haven | Jason Coupal | |
| Hubbardton | Robert Gibbs | V |
| Ira | Bob Kirbach | V |
| Killington | Will Austin | |
| Mendon | Larry Courcelle | X |
| Middletown Springs | Steven Harrington | |
| Mount Holly | Jessica Metcalfe | V |
| Mount Tabor | | |
| Pawlet | John Sabotka | |
| Pittsford | Donna Wilson | X |
| Poultney | Sarah Pelkey | |
| Proctor | Richard Horner | X |

| TOWN | NAME | |
|-----------------------|----------------------|---|
| Rutland City | Michael Doenges | |
| Rutland Town | David Rosenblum | |
| Shrewsbury | Laura Black | V |
| Sudbury | Barbara Somson | V |
| Tinmouth | Judy Gilmore | V |
| Wallingford | Erika Berner | X |
| Wells | Heather Thomas (alt) | V |
| West Haven | Rod Ethier | |
| West Rutland | Leona Minard | X |
| | | |
| | | |
| | | |
| | | |
| | | |
| ACI-Natural Resources | Hilary Solomon | |
| Ex-Officio- CEDRR | Lyle Jepson | |
| Ex-Officio- CEDRR | Cooper Babbit | |
| Ex-Officio- TAC | | |
| Ex-Officio- RRWIB | | |

Guests: NA

Staff: Devon Neary, Karen Hill, Mary Kay Skaza, Maggie O'Brien, and Logan Solomon.



RUTLAND REGIONAL PLANNING COMMISSION

MEETING MINUTES

1. CALL TO ORDER & INTRODUCTIONS

Meeting called to order by Chair Berner at 6:05 pm. Introductions were made.

2. APPROVAL OF DECEMBER 9TH AGENDA

Motion to approve the December 9th agenda by Courcelle. Second by Minard.
Approved by voice vote.

3. APPROVAL OF NOVEMBER 19TH MINUTES

Motion to approve the November 19th minutes by Courcelle. Second by Horner.
Approved by voice vote.

4. OPEN TO PUBLIC

None present.

5. TREASURERS REPORT – FY24 AUDIT REPORT

Finance Director Skaza provided an overview of the FY24 Audit Report. There were no findings or recommendations from the financial auditor. **Motion to approve the FY24 Audit Report with changes presented and accepted by the auditor by Courcelle. Second by Horner. Approved by voice vote.**

6. EXECUTIVE/FINANCE COMMITTEE REPORT

Chair Berner provided the Executive Finance Committee report, which met on December 9, 2024 at 5PM. There was a motion to recommend to the full board approving the FY24 Audit Report with changes presented and accepted by the auditor by Courcelle. Second by Black. Approved by voice vote.

7. ADJOURN

Motion to adjourn by Doenges. Second by Rosenblum. Adjourned at 8:14 PM.

Respectively submitted by Devon Neary

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

| | Actual | July 2024- November 2024 Actual | Annual Budget | % of Budget |
|--|----------------------|---------------------------------------|------------------------|----------------|
| Income | | | | |
| 402 Local Income | 27,000.00 | 27,000.00 | 27,000.00 | 100.00% |
| 403 State Income | | 322,713.58 | 593,664.00 | 54.36% |
| 403.5 VT Dept. of Environmental Cons. | 13,667.42 | 38,868.48 | 375,254.00 | 10.36% |
| 403A State Income (Non-Permanent) | 5,000.00 | 5,000.00 | 0.00 | |
| 404 Vt. Department of Public Safety | 5,752.20 | 20,179.89 | 134,741.00 | 14.98% |
| 404B VT Dept. of Buildings and Gen. Services | 7,732.04 | 27,988.13 | 48,911.00 | 57.22% |
| 405 VTrans | 16,169.61 | 110,826.77 | 276,530.00 | 40.08% |
| 407 A U.S. Department of Energy | | 0.00 | 17,316.00 | 0.00% |
| 408 Environmental Protection Agency | 6,700.07 | 55,189.11 | 201,100.00 | 27.44% |
| 419 Local Planning Assistance | 37,572.21 | 71,809.67 | 126,669.00 | 56.69% |
| 420 Special Projects | 24,091.61 | 40,801.71 | 214,692.00 | 19.00% |
| 421 Miscellaneous Income | 2.25 | 4.15 | 0.00 | |
| 430 Interest Income | 535.38 | 2,156.02 | 2,000.00 | 107.80% |
| 554 A Fund Balance Reserve | | 0.00 | 18,000.00 | 0.00% |
| Total Income | \$ 144,222.79 | \$ 722,537.51 | \$ 2,035,877.00 | 35.49% |
| Gross Profit | \$ 144,222.79 | \$ 722,537.51 | \$ 2,035,877.00 | 35.49% |
| Expenses | | | | |
| 500 Salary | 71,281.74 | 333,228.85 | 769,482.00 | 43.31% |
| Total 501 Fringe | \$ 20,659.56 | \$ 126,247.09 | \$ 326,852.00 | 38.63% |
| 522 Contracted Services | 9,863.75 | 136,175.20 | 680,306.00 | 20.02% |
| 523 Audit/Accounting | 10,000.00 | 10,000.00 | 23,750.00 | 42.11% |
| 524.2 Conferences & Trainings-All Exp. | 172.86 | 4,159.50 | 12,218.00 | 34.04% |
| 524.3 Trav/Reg/Mileage (Reg Bus) | 756.37 | 2,904.99 | 11,667.00 | 24.90% |
| 525 Meeting Expense | | 1,418.60 | 11,649.00 | 12.18% |
| 530 Postage/Shipping | 95.85 | 784.38 | 2,400.00 | 32.68% |
| 531 Printing/Copying/Ads | 175.00 | 2,492.53 | 12,730.00 | 19.58% |
| 535 Marketing and Sponsorship | | 3,017.94 | 4,850.00 | 62.23% |
| 537 Town and Organizational Support | | 0.00 | 2,000.00 | 0.00% |
| 540 Supplies | 92.00 | 1,597.74 | 8,574.00 | 18.63% |
| 541 Service Contracts | 3,976.90 | 5,494.56 | 10,500.00 | 52.33% |
| 545 Subscriptions-Publicat-Software | 446.26 | 10,561.64 | 31,741.00 | 33.27% |
| 546 Legal Fees | | 0.00 | 5,000.00 | 0.00% |
| 547 Memberships | | 4,210.00 | 10,103.00 | 41.67% |
| 550 Rent & Office Improvements | 4,275.00 | 29,577.07 | 64,240.00 | 46.04% |
| 550.1 Office Cleaning | 900.00 | 1,700.00 | 4,680.00 | 36.32% |
| 551 Telephone/Communication Serv. | 1,451.39 | 4,891.90 | 11,220.00 | 43.60% |
| 552 Electricity | 392.70 | 2,293.56 | 6,500.00 | 35.29% |
| Total 560 Insurance | \$ 308.00 | \$ 648.00 | \$ 9,250.00 | 7.01% |
| 565 Equipment Purchase | | 5,714.01 | 12,840.00 | 44.50% |
| Total Expenses | \$ 124,847.38 | \$ 687,117.56 | \$ 2,032,552.00 | 33.81% |
| Net Operating Income | \$ 19,375.41 | \$ 35,419.95 | \$ 3,325.00 | |
| Other Income | | | | |
| 486 Restricted Income Creek Path | 5,339.13 | 5,339.13 | 0.00 | |
| Total Other Income | \$ 5,339.13 | \$ 5,339.13 | \$ 0.00 | |
| Other Expenses | | | | |
| 586 Restricted Exp. Creek Path | | 42,390.25 | 0.00 | |
| Total Other Expenses | \$ 0.00 | \$ 42,390.25 | \$ 0.00 | |
| Net Other Income | \$ 5,339.13 | -\$ 37,051.12 | \$ 0.00 | |
| Net Income | \$ 24,714.54 | -\$ 1,631.17 | \$ 3,325.00 | |

Rutland Regional Planning Commission
Balance Sheet
As of November 30, 2024

| | Total |
|--|------------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 101 HFCU Checking | 243,927.35 |
| 101-1 Key Bank Checking | 325,411.04 |
| 101-1.1 Key Bank Checking - CWSP - F | 302,637.82 |
| 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 | 89.56 |
| Total Bank Accounts | \$ 1,032,011.93 |
| Accounts Receivable | |
| 120 Accounts Receivable | 268,221.76 |
| 121 Due from CWSP to Operating | 21,806.45 |
| Total Accounts Receivable | \$ 290,028.21 |
| Other Current Assets | |
| 130 Prepaid Insurance | 3,288.50 |
| Uncategorized Asset | 0.02 |
| Total Other Current Assets | \$ 3,288.52 |
| Total Current Assets | \$ 1,325,328.66 |
| Fixed Assets | |
| 150 Maps & Equipment | 20,954.71 |
| 151 Accum. Depr. Maps & Equip. | -19,726.16 |
| 160 Leasehold Improvements | 30,004.94 |
| 163 Website Development | 9,965.00 |
| Total Fixed Assets | \$ 41,198.49 |
| Other Assets | |
| 140 Prepaid Expenses | 9.31 |
| 142 Deferred Pension Outflow | 157,382.77 |
| 170 Right-of-Use Asset | 77,954.00 |
| 175 ROU - Accumulated Amortization | -38,977.00 |
| Total Other Assets | \$ 196,369.08 |
| TOTAL ASSETS | \$ 1,562,896.23 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 200 Accounts Payable | 15,087.18 |
| 201 Due to Operating from CWSP | 21,806.45 |
| Total Accounts Payable | \$ 36,893.63 |
| Other Current Liabilities | |
| 214 Health Insurance | 3,983.03 |
| 215 Retirement DC | 117.29 |
| 219 Deferred Grant Income | 512,687.93 |
| 220 Vision Plan | 1.36 |
| 222 Retirement DB | 7,850.71 |
| 225 Net Pension Liability | 383,628.00 |
| 230 Acc. Annual Leave | 34,211.09 |
| 240 Accrued Comp Leave | 11,157.52 |
| 241 Deferred Pension Inflow | 1,014.00 |
| 245 Current Portion of Lease Liability | 39,600.00 |
| 260 Note Payable - Creek Path | 10,000.00 |
| Total Other Current Liabilities | \$ 1,004,250.93 |
| Total Current Liabilities | \$ 1,041,144.56 |
| Long-Term Liabilities | |
| Total Long-Term Liabilities | \$ 0.00 |
| Total Liabilities | \$ 1,041,144.56 |
| Equity | |
| 3900 Fund Balance | 435,241.41 |
| 392 Res. Fd. Bl. - Creek Path | 88,141.43 |
| Net Income | -1,631.17 |
| Total Equity | \$ 521,751.67 |
| TOTAL LIABILITIES AND EQUITY | \$ 1,562,896.23 |



RUTLAND REGIONAL PLANNING COMMISSION

EXECUTIVE DIRECTORS REPORT

TUESDAY, JANUARY 21, 2025

1. The RRPC held the first VLCT/RPC Selectboard Meet Up on January 16th at the West Rutland Town Office.
2. The new RRPC Town Plan Toolkit is LIVE! This new Town Plan resource provides tools, resources, and information for the region's town Planning Commissions as they update their plan every 8 years. For a copy of the toolkit please check out: <https://www.rutlandrpc.org/programs/town-planning/>.
3. The new RRPC Commissioner Handbook will be live this month. This new resource helps new and returning commissioners get to know the board, the organization, and regional planning. In addition to this resource, the RRPC is launching a new Boards & Committees webpage, with information on all boards, committees, and commissioners.
4. Municipal Planning Grants are now available with up to \$30,000 for individual town and \$45,000 for multi-town. Applications are due March 31, 2025.
5. Devon, Karen, Karimah, Logan, and Maggie are representing the RRPC at CEDRR's Real Rutland Feud! Please come support the team as they take on Cape Air on February 15th at the Paramount Theater.
6. Starting in February 2025, the RRPC will begin meeting with towns on the update to the Regional Future Land Use Map as part of the 2026 Rutland Regional Plan and in alignment with Act 181 (Act 250 Reform from 2024). This process will involve collaborating with towns throughout the region to apply new standards and identify key areas for growth and conservation. The map will also be used to determine where the regional will meet its regional housing target under the HOME Act and as a basis for the updated Tier system for Act 250.
7. Regional Planning Commissions are partnering with the Vermont Bond Bank on a municipal water systems analysis technical assistance program. RPCs will provide support to public water systems by mapping infrastructure, developing systems models, and providing other technical assistance for long-term administrative assistance.
8. The new legislative session is in full swing. Devon as VAPDA Chair and member of Government Relations will spend some time at the statehouse this session, starting with a meeting with the Rutland Delegation at their weekly meeting on January 15th to discuss the RRPC and meet the Region's new representatives.



RUTLAND REGIONAL PLANNING COMMISSION

REGIONAL PLAN STATUS REPORT

TUESDAY, JANUARY 21, 2025

DRAFTING PROCESS

- Task 3 Rev 1 was completed on January 17th.

REVIEW PROCESS

- Task 3 Rev 1 review will run from January 21 – February 21.
- Regional Plan Committee will begin reviewing T3R1 chapter drafts with the first Committee meeting scheduled for January 28th.
- The full Board of Commissioners will begin their review of T3R1 after the January 21st board meeting. The full board will then hold a review meeting at the February 18th board meeting.

ENGAGEMENT STRATEGY

- Thank you all who participated in Phase 2 Public Engagement. Staff combed through nearly 1000 individual responses to the survey which has helped inform Task 3 Rev 1.
- Staff are working on planning for Phase 3 Public Engagement in June 2025.
- Staff are also planning for on-going engagement under 3 VSA §6002 that requires widespread citizen involvement and meaningful participation through informal working groups.

PLAN LAYOUT/GRAPHIC DESIGN

- Graphic Design Consultant continues to work on the layout of the first working draft.
- Staff continue to work on graphical elements and maps of the plan.

RUTLAND REGIONAL PLANNING COMMISSION
PROPOSED UPDATED FY 2025 AGENCYWIDE BUDGET
 July 1, 2024 - June 30, 2025

| | APPROVED BUDGET FY 2025 | PROPOSED UPDATED BUDGET FY 2025 | VARIANCE |
|---|----------------------------|---------------------------------------|------------------|
| REVENUES: | | | |
| Local Income | \$27,000 | \$27,000 | \$0 |
| VT Agency of Commerce & Community Development (Property Transfer Tax) | \$593,664 | \$679,397 | \$85,733 |
| VT Agency of Commerce & Community Development (Non-Permanent State Funds) | \$0 | \$10,000 | \$10,000 |
| VT Department of Public Safety | \$134,741 | \$123,941 | (\$10,800) |
| VT Agency of Transportation | \$276,530 | \$285,512 | \$8,982 |
| VT Department of Environmental Conservation | \$375,254 | \$371,052 | (\$4,202) |
| U.S. Environmental Protection Agency | \$201,100 | \$201,100 | \$0 |
| U.S. Department of Energy | \$17,316 | \$15,199 | (\$2,117) |
| U.S. Department of Labor | \$0 | \$65,000 | \$65,000 |
| VT Department of Buildings and General Services | \$48,911 | \$56,028 | \$7,117 |
| Local Planning Assistance | \$126,669 | \$124,840 | (\$1,829) |
| Special Projects | \$214,692 | \$262,588 | \$47,896 |
| Fund Balance Reserve | \$18,000 | \$18,000 | \$0 |
| Interest Income | \$2,000 | \$2,000 | \$0 |
| TOTAL REVENUES | \$2,035,877 | \$2,241,657 | \$205,780 |
| EXPENSES: | | | |
| Salaries | \$769,482 | \$846,090 | \$76,608 |
| Fringe | \$326,852 | \$347,297 | \$20,445 |
| Contracted Services | \$680,306 | \$767,684 | \$87,378 |
| Audit/Accounting | \$23,750 | \$26,750 | \$3,000 |
| Conferences and Trainings (All Expenses) | \$12,218 | \$19,218 | \$7,000 |
| Mileage (Regular Business) | \$11,667 | \$11,754 | \$87 |
| Meeting Expense (Regular Business) | \$11,649 | \$12,712 | \$1,063 |
| Postage/Shipping | \$2,400 | \$2,401 | \$1 |
| Printing | \$12,730 | \$12,952 | \$222 |
| Marketing and Sponsorship | \$4,850 | \$6,350 | \$1,500 |
| Town and Organizational Support | \$2,000 | \$300 | (\$1,700) |
| Supplies | \$8,574 | \$8,574 | \$0 |
| Service Contracts | \$10,500 | \$14,000 | \$3,500 |
| Subscription/Publication/Software | \$31,741 | \$32,212 | \$471 |
| Legal Fees | \$5,000 | \$5,000 | \$0 |
| Memberships | \$10,103 | \$10,103 | \$0 |
| Rent & Office Improvements | \$64,240 | \$64,240 | \$0 |
| Office Cleaning | \$4,680 | \$4,680 | \$0 |
| Telephone/Communication Services | \$11,220 | \$11,220 | \$0 |
| Electricity | \$6,500 | \$5,600 | (\$900) |
| Insurance | \$9,250 | \$9,250 | \$0 |
| Equipment-Purchase | \$12,840 | \$18,840 | \$6,000 |
| TOTAL EXPENSES | \$2,032,552 | \$2,237,227 | \$204,675 |
| SURPLUS/DEFICIT | \$3,325 | \$4,430 | \$1,105 |