



RUTLAND REGIONAL PLANNING COMMISSION

RRPC BOARD OF COMMISSIONERS

TUESDAY, FEBRUARY 18, 2025, 7:00 PM

MEETING DETAILS

Virtual: [Teams Meeting](#), ID: 224 634 587 902, Pass: dBEdSy | Call: 1-802-440-1368, ID: 641278 173#

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

MEETING AGENDA

- 7:00 CALL TO ORDER & INTRODUCTIONS
- 7:05 APPROVAL OF FEBRUARY 18TH AGENDA [Page 1]
- 7:08 APPROVAL OF JANUARY 21ST MINUTES [Page 2]
- 7:10 OPEN TO PUBLIC
- 7:12 DECEMBER 2024 FINANCIAL REPORT [Page 7]
- 7:15 EXECUTIVE DIRECTORS REPORT [Page 9]
- 7:25 EXECUTIVE FINANCE COMMITTEE REPORT [Page 10]
- 7:30 2026 REGIONAL PLAN – TASK 3 REV 1 COMMISSIONER REVIEW
- 8:30 REGIONAL PARTNERS
- 8:35 EX-OFFICIO MEMBERS
- 8:40 COMMISSIONER UPDATES
- 9:00 ADJOURN

Questions? Need special accommodation?
Contact: Mary Kay Skaza, mskaza@rutlandrpc.org or (802) 775-0871.



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: 1-8024401368, ID: 641278173#

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

MEETING ATTENDANCE

(x = in person) (v = virtual)

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

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

Staff: Devon Neary, Karen Hill, Mary Kay Skaza, Steffanie Bourque, Logan Solomon, Nic Stark

Public: None present



RUTLAND REGIONAL PLANNING COMMISSION

MEETING MINUTES

1. PUBLIC HEARING

Chair Berner opened the public meeting for the Clarendon Town Plan and Confirmation of Planning Process at 7:04 PM. No public present. The public hearing closed at 7:05 PM.

2. CALL TO ORDER & INTRODUCTIONS

Meeting called to order by Chair Berner at 7:05 pm. Introductions were made.

3. APPROVAL OF JANUARY 21st AGENDA

Motion to approve the January 21st agenda by Sabotka. Second by Courcelle. Approved by voice vote.

4. APPROVAL OF DECEMBER 9th MINUTES

Pelky noted that the two board members indicated as having made and seconded the meeting adjournment needed be amended. A Motion to approve the December 9th minutes, with aforementioned change, by Sabotka. Second by Gibbs. Approved by voice vote.

5. OPEN TO PUBLIC

None present.

6. NOVEMBER 2024 FINANCIAL REPORT

Mary Kay Skaza reviewed the November 2024 Financials. Report for informational purposes only.

7. EXECUTIVE DIRECTOR'S REPORT

Devon Neary provided the following Executive Director's Report:

The RRPC held the first VLCT/RPC Selectboard Meet Up on January 16th at the West Rutland Town Office. The attendees of the event requested that the Meet Ups be held quarterly. The next meeting will be held in April.

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/>.

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 &



RUTLAND REGIONAL PLANNING COMMISSION

Committees webpage, with information on all boards, committees, and commissioners.

Planning Grants are now available with up to \$30,000 for individual towns and \$45,000 for multi-towns. Applications are due March 31, 2025.

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.

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 region will meet its regional housing target under the HOME Act and as a basis for the updated Tier system for Act 250.

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.

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.

8. REGIONAL PLAN REPORT

Neary provided the following Regional Plan Report:

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. The 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.



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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. The staff are working on planning for Phase 3 Public Engagement in June 2025. The 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 – The Graphic Design Consultant continues to work on the layout of the first working draft. The staff continue to work on graphical elements and maps of the plan.

9. REGIONAL PLAN TASK 3 REV 1 REVIEW

Steffanie Bourque, Project Manager provided guidance on the regional plan development process and timeline. Bourque also provided instructions on how to review the Task 3 Rev 1 plan drafts through the Survey Monkey form. Devon Neary will be emailing the board on 1/22/25 with instructions, links to drafts, the survey form, and resource materials. Commissioners were asked to submit their survey forms no later than 2/18/25. The February board meeting will be devoted to a question and answer session on the draft with RRPC staff.

10. REGIONAL COMMITTEE REPORT

The committee reviewed four S.248 projects: 24-3420-PET Petition of Little Brook Solar LLC for a certificate of public good, authorizing the installation and operation of a 3 MW solar electric generation facility in Pittsford; 24-2945-PET Petition of VT Real Estate Holdings 2 LLC for a certificate of public good, authorizing the installation and operation of a 20 MW solar electric generation facility in Fair Haven, Vermont; 24-3518-NM Petition of Silver Silo Solar LLC for a certificate of public good for a 500.0 kW solar net metered electric power system in Clarendon, Vermont; and 24-3677-NM Application of Novus Brandon Solar LLC for a certificate of public good for a 150.0 kW solar net-metered electric power system in Brandon, Vermont. No actions were taken at this meeting as each project had already been given a determination of no substantial regional impacts and conformance with the regional plan.

The committee also started to review the 2026 Regional Plan determination of substantial regional impact.

11. COMMUNITY COMMITTEE REPORT

The Community Committee reviewed Clarendon's Town Plan and Confirmation of Planning Process. Motion by Gibbs to approve Clarendon's Town Plan and Confirmation of Planning Process. Second by Horner. Approved by voice vote.



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12. EXECUTIVE/FINANCE COMMITTEE REPORT

Executive Director, Neary provided the Executive Finance Committee report of January 15th. The Committee reviewed proposed FY25 budget updates and recommended to the full board the approval of the updated FY25 budget.

13. FY23 BUDGET UPDATE

Mary Kay Skaza reviewed proposed budget updates for FY25. Motion by Courcelle to accept the budget updates as presented. Second by Gibbs. Approved by voice vote.

14. REGIONAL PARTNERS

No report.

15. EX-OFFICIO MEMBERS

No report.

16. COMMISSIONER ROUNDTABLE

No discussion.

17. ADJOURN

Motion to adjourn by Horner. Second by Gibbs. Adjourned at 8:12 PM.

Respectively submitted by Karen Hill

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

	December Actual	July 2024- December 2024 Actual	Annual Budget	% of Budget
Income				
402 Local Income		27,000.00	27,000.00	100.00%
403 State Income	161,356.79	484,070.37	679,397.00	71.25%
403.5 VT Dept. of Environmental Cons.	20,940.96	46,142.02	371,052.00	12.44%
403A State Income (Non-Permanent)	4,000.00	9,000.00	10,000.00	90.00%
404 Vt. Department of Public Safety	17,271.70	32,652.11	123,941.00	26.34%
404B VT Dept. of Buildings and Gen. Services	10,509.69	30,765.78	56,028.00	54.91%
405 VTrans	14,947.10	126,031.24	285,512.00	44.14%
407 A U.S. Department of Energy		0.00	15,199.00	0.00%
408 Environmental Protection Agency	16,311.74	71,500.85	201,100.00	35.55%
417 U.S. Dept. of Labor		0.00	65,000.00	0.00%
419 Local Planning Assistance	40,593.77	78,949.76	124,840.00	63.24%
420 Special Projects	66,908.22	102,306.36	262,588.00	38.96%
421 Miscellaneous Income		4.15	0.00	
430 Interest Income	418.94	2,574.98	2,000.00	128.75%
430.5 CWSP F 22-24 Reimbursement	12.74	12.74	0.00	
490 Local Match.	31,920.66	31,920.66	0.00	
554 A Fund Balance Reserve		0.00	18,000.00	0.00%
Total Income	\$ 385,192.31	\$ 1,042,931.02	\$ 2,241,657.00	46.53%
Gross Profit	\$ 385,192.31	\$ 1,042,931.02	\$ 2,241,657.00	46.53%
Expenses				
500 Salary	66,088.07	399,316.92	846,090.00	47.20%
Total 501 Fringe	\$ 25,116.23	\$ 151,363.32	\$ 347,297.00	43.58%
522 Contracted Services	37,866.94	174,042.14	767,684.00	22.67%
523 Audit/Accounting	8,750.00	18,750.00	26,750.00	70.09%
524.2 Conferences & Trainings-All Exp.	771.02	4,930.52	19,218.00	25.66%
524.3 Trav/Reg/Mileage (Reg Bus)	818.86	3,723.85	11,754.00	31.68%
525 Meeting Expense	1,412.30	2,830.90	12,712.00	22.27%
530 Postage/Shipping	58.65	843.03	2,401.00	35.11%
531 Printing/Copying/Ads	618.48	3,111.01	12,952.00	24.02%
535 Marketing and Sponsorship	100.00	3,117.94	6,350.00	49.10%
537 Town and Organizational Support	-2,201.00	-2,201.00	300.00	-733.67%
540 Supplies	568.37	2,166.11	8,574.00	25.26%
541 Service Contracts	293.00	5,787.56	14,000.00	41.34%
545 Subscriptions-Publicat-Software	984.53	11,546.17	32,212.00	35.84%
546 Legal Fees	125.00	125.00	5,000.00	2.50%
547 Memberships	281.00	4,491.00	10,103.00	44.45%
550 Rent & Office Improvements	9,273.09	38,850.16	64,240.00	60.48%
550.1 Office Cleaning		1,700.00	4,680.00	36.32%
551 Telephone/Communication Serv.	895.34	5,787.24	11,220.00	51.58%
552 Electricity	354.86	2,648.42	5,600.00	47.29%
Total 560 Insurance	\$ 7,052.00	\$ 7,700.00	\$ 9,250.00	83.24%
565 Equipment Purchase	2,318.13	8,032.14	18,840.00	42.63%
580.1 Local Match	31,920.66	31,920.66	0.00	
Total Expenses	\$ 193,465.53	\$ 880,583.09	\$ 2,237,227.00	39.36%
Net Operating Income	\$ 191,726.78	\$ 162,347.93	\$ 4,430.00	
Other Income				
486 Restricted Income Creek Path		5,339.13	0.00	
Total Other Income	\$ 0.00	\$ 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	\$ 0.00	-\$ 37,051.12	\$ 0.00	
Net Income	\$ 191,726.78	\$ 125,296.81	\$ 4,430.00	

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

	Total
ASSETS	
Current Assets	
Bank Accounts	
101 HFCU Checking	135,955.16
101-1 Key Bank Checking	325,521.61
101-1.1 Key Bank Checking - CWSP - F	353,540.31
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	89.60
Total Bank Accounts	\$ 975,052.84
Accounts Receivable	
120 Accounts Receivable	430,965.73
121 Due from CWSP to Operating	36,756.07
Total Accounts Receivable	\$ 467,721.80
Other Current Assets	
130 Prepaid Insurance	3,288.50
Uncategorized Asset	1.31
Total Other Current Assets	\$ 3,289.81
Total Current Assets	\$ 1,446,064.45
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	\$ 1,683,632.02
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 Accounts Payable	39,696.64
201 Due to Operating from CWSP	36,756.07
Total Accounts Payable	\$ 76,452.71
Other Current Liabilities	
202 Payroll Liabilities	208.96
214 Health Insurance	7,182.73
215 Retirement DC	117.29
219 Deferred Grant Income	465,887.44
220 Vision Plan	-0.04
222 Retirement DB	621.97
225 Net Pension Liability	383,628.00
230 Acc. Annual Leave	37,430.78
240 Accrued Comp Leave	12,808.53
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	\$ 958,499.66
Total Current Liabilities	\$ 1,034,952.37
Long-Term Liabilities	
Total Long-Term Liabilities	\$ 0.00
Total Liabilities	\$ 1,034,952.37
Equity	
3900 Fund Balance	435,241.41
392 Res. Fd. Bl. - Creek Path	88,141.43
Net Income	125,296.81
Total Equity	\$ 648,679.65
TOTAL LIABILITIES AND EQUITY	\$ 1,683,632.02



RUTLAND REGIONAL PLANNING COMMISSION

EXECUTIVE DIRECTORS REPORT

TUESDAY, FEBRUARY 18, 2025

1. Devon hosted the Rutland Delegation at the RRPC on Monday, February 10th to provide an overview of the RRPC including governance, funding, programs, regional plan update, and regional legislative priorities.
2. The RRPC is working with Municipal Energy Resiliency Program (MERP) MERP towns that received implementation grants on a group bid option to help reduce administrative burdens and costs. The RRPC will also offer grant administration services for towns interested in additional support.
3. The RRPC continues work on developing the regional future land use map and municipal engagement strategy and has pushed back the schedule until after town meeting day. The RRPC will request special selectboard meetings with selectboards, planning commissioners, and regional commissioners for each municipality starting in late March/early April. The staff continue to work on the draft of the future land use map and work with all RPCs on map development and public engagement planning.
4. The RRPC continues to work with municipalities that may qualify for the Tier 1 status for location-based Act 250 that was established last year under Act 181. The RRPC is working with Proctor, Fair Haven, Brandon and Pittsford on potential subdivision bylaws and new area designations that will help the municipality meet Tier 1 eligibility requirements.
5. The RRPC has advertised for a finance assistant position and is accepting applications and scheduling interviews. This position will assist our Finance Manager with business operations that have increased significantly with increased funding.
6. The RRPC will host the new Land Use Review Board (LURB) for District 1 and 8 (Rutland and Bennington) regional meeting with Act 250 staff, commissioners, and RPCs to discuss the new LURB, Act 250, and regional future land use maps.
7. Devon, Karen, Karimah, Logan, and Maggie represented the RRPC at CEDRR's Real Rutland Feud on February 15th at the Paramount Theater.



RUTLAND REGIONAL PLANNING COMMISSION

RRPC EXECUTIVE FINANCE COMMITTEE

TUESDAY, FEBRUARY 11, 2025, 3:00 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, Mike Doenges, Laura Black, Leona Minard, Bob Gibbs and Larry Courcelle

Other: Devon Neary

MEETING MINUTES

CALL TO ORDER

The meeting was called to order by Chair Berner at 3:19 PM.

APPROVAL OF FEBRUARY 11TH AGENDA

Motion by Courcelle to approve the February 11th Agenda with the addition of an executive session. Second by Black. Approved by voice vote.

APPROVAL OF JANUARY 13TH MINUTES

Motion by Black to approve the January 13th Minutes. Second by Minard. Approved by voice vote.

OPEN TO PUBLIC

None present.

DECEMBER 2024 FINANCIALS

Neary provided a report on the December 2024 financials. For informational purposes only.

EXECUTIVE DIRECTORS REPORT

Director Neary provided the ED Report. For informational purposes only.

REGIONAL PLAN UPDATE

Director Neary provided the RP Report. Work continues on Task 3 Rev 1 (T3R1) review for the Regional Plan Committee. For informational purposes only.



RUTLAND REGIONAL PLANNING COMMISSION

FEBRUARY BOARD OF COMMISSIONERS AGENDA

Director Neary will be on vacation in Bermuda but attempt to join virtually. There will be no committee meetings. The focus of the meeting will be the T3R1 Commissioner Review and Regional Plan Draft Q&A with staff.

BOARD ENGAGEMENT AND ORGANIZATION

The committee spoke about how to better engage with the board to encourage more active participation from Commissioners. The committee also discussed changes to Executive Committee in FY26.

COMMISSIONER UPDATES

No updates.

ADJOURN

Motion to adjourn by Black. Second by Courcelle. Approved by voice vote. Adjourned at 4:05 PM.

Respectively submitted by Devon Neary