



RUTLAND REGIONAL PLANNING COMMISSION

RRPC BOARD OF COMMISSIONERS

TUESDAY, MARCH 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 MARCH 18TH AGENDA [Page 1]
- 7:08 APPROVAL OF FEBRUARY 18TH MINUTES [Page 2]
- 7:10 OPEN TO PUBLIC
- 7:15 JANUARY 2025 FINANCIAL REPORT [Page 6]
- 7:20 EXECUTIVE DIRECTORS REPORT [Page 8]
- 7:30 REGIONAL PLAN UPDATE [Page 9]
- 7:35 EXECUTIVE FINANCE COMMITTEE REPORT
- 7:40 REGIONAL COMMITTEE REPORT
- 7:50 REGIONAL PARTNERS
- 8:00 EX-OFFICIO MEMBERS
- 8:05 COMMISSIONER UPDATES
- 8:15 ADJOURN

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



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: 1-8024401368, 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) | |
| Chittenden | | |
| Clarendon | Brownson Spencer | X |
| Danby | Andrea Stoddard (alt) | X |
| Fair Haven | Jason Coupal | |
| Hubbardton | Robert Gibbs | X |
| Ira | Bob Kirbach | |
| 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 | V |
| Proctor | Richard Horner | |

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

Staff: Karen Hill, Mary Kay Skaza, Barbara Pulling, Logan Solomon, Maggie O'Brien, Steffanie Bourque, Ethan Pepin **Virtual Staff:** Nic Stark, Devon Neary
Public: None present



RUTLAND REGIONAL PLANNING COMMISSION

MEETING MINUTES

1. CALL TO ORDER & INTRODUCTIONS

Meeting called to order by Chair Berner at 7:01 pm. Introductions were made.

2. APPROVAL OF FEBRUARY 18th AGENDA

Motion to approve the February 18th agenda by Courcelle. Second by Gibbs. Approved by voice vote.

3. APPROVAL OF JANUARY 21st MINUTES

Motion to approve the January 21st minutes by Gibbs. Second by Schneider. Approved by voice vote.

4. OPEN TO PUBLIC

None present.

5. DECEMBER 2024 FINANCIAL REPORT

Mary Kay Skaza reviewed the December 2024 Financials, highlighting the budget to actual variances. Skaza noted that while the intent when updating the budget in January, was to have the income from credit card points be posted to Line 537, she received confirmation that the income needs to be shifted to miscellaneous revenue. This change will be reflected in the January financials. Report for informational purposes only.

6. EXECUTIVE DIRECTOR'S REPORT

Skaza read the following Executive Director's report to the Board:

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 to 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



RUTLAND REGIONAL PLANNING COMMISSION

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, Logan, Maggie and Mike Doenges, represented the RRPC at CEDRR's Real Rutland Feud last Saturday, February 15th at the Paramount Theater.
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7. EXECUTIVE FINANCE COMMITTEE REPORT
Skaza reported that the Executive Finance Committee met on 2/11/2025 and there was no action taken. Chair Berner reported on the Board Engagement and Organization portion of the meeting. No action was taken.
 8. REGIONAL PLAN TASK 3 REV 1 COMMISSIONER REVIEW
The February board meeting was largely devoted to the Board survey results on the draft plan as well as a question-and-answer session with RRPC staff.
 9. REGIONAL PARTNERS
No report.
 10. EX-OFFICIO MEMBERS
No report.
 11. COMMISSIONER UPDATES
No discussion.



RUTLAND REGIONAL PLANNING COMMISSION

12. ADJOURN

Motion to adjourn by Courcelle. Second by Gibbs. Adjourned at 8:16 PM.

Respectively submitted by Karen Hill

Rutland Regional Planning Commission
Budget vs. Actuals: FY25 P&L
 January 2025

| | January Actual | July 2024- January 2025 Actual | Annual Budget | % of Budget |
|--|----------------------|--------------------------------------|------------------------|----------------|
| Income | | | | |
| 402 Local Income | | 27,000.00 | 27,000.00 | 100.00% |
| 403 State Income | | 484,070.37 | 679,397.00 | 71.25% |
| 403.5 VT Dept. of Environmental Cons. | 5,416.64 | 59,637.98 | 371,052.00 | 16.07% |
| 403A State Income (Non-Permanent) | | 9,000.00 | 10,000.00 | 90.00% |
| 404 Vt. Department of Public Safety | 4,097.03 | 36,749.14 | 123,941.00 | 29.65% |
| 404B VT Dept. of Buildings and Gen. Services | 2,814.63 | 33,580.41 | 56,028.00 | 59.94% |
| 405 VTrans | 17,279.21 | 143,310.45 | 285,512.00 | 50.19% |
| 407 A U.S. Department of Energy | | 0.00 | 15,199.00 | 0.00% |
| 408 Environmental Protection Agency | 690.05 | 72,190.90 | 201,100.00 | 35.90% |
| 417 U.S. Dept. of Labor | 5,278.70 | 9,879.66 | 65,000.00 | 15.20% |
| 419 Local Planning Assistance | 4,233.52 | 83,183.28 | 124,840.00 | 66.63% |
| 420 Special Projects | 16,029.37 | 118,335.73 | 262,588.00 | 45.07% |
| 421 Miscellaneous Income | | 2,205.15 | 0.00 | |
| 430 Interest Income | 238.92 | 2,826.64 | 2,000.00 | 141.33% |
| 490 Local Match. | | 31,920.66 | 0.00 | |
| 554 A Fund Balance Reserve | | 0.00 | 18,000.00 | 0.00% |
| Total Income | \$ 56,078.07 | \$ 1,113,890.37 | \$ 2,241,657.00 | 49.69% |
| Gross Profit | \$ 56,078.07 | \$ 1,113,890.37 | \$ 2,241,657.00 | 49.69% |
| Expenses | | | | |
| 500 Salary | 71,601.38 | 470,918.30 | 846,090.00 | 55.66% |
| Total 501 Fringe | \$ 36,289.36 | \$ 184,596.35 | \$ 347,297.00 | 53.15% |
| 522 Contracted Services | 7,122.60 | 181,164.74 | 767,684.00 | 23.60% |
| 523 Audit/Accounting | | 18,750.00 | 26,750.00 | 70.09% |
| 524.2 Conferences & Trainings-All Exp. | 220.45 | 5,150.97 | 19,218.00 | 26.80% |
| 524.3 Trav/Reg/Mileage (Reg Bus) | 502.50 | 4,226.35 | 11,754.00 | 35.96% |
| 525 Meeting Expense | 301.20 | 3,132.10 | 12,712.00 | 24.64% |
| 530 Postage/Shipping | 2.92 | 845.95 | 2,401.00 | 35.23% |
| 531 Printing/Copying/Ads | 293.98 | 3,404.99 | 12,952.00 | 26.29% |
| 535 Marketing and Sponsorship | 1,750.00 | 4,867.94 | 6,350.00 | 76.66% |
| 537 Town and Organizational Support | 661.85 | 661.85 | 300.00 | 220.62% |
| 540 Supplies | 294.76 | 2,460.87 | 8,574.00 | 28.70% |
| 541 Service Contracts | | 5,787.56 | 14,000.00 | 41.34% |
| 545 Subscriptions-Publicat-Software | 7,855.18 | 19,401.35 | 32,212.00 | 60.23% |
| 546 Legal Fees | | 125.00 | 5,000.00 | 2.50% |
| 547 Memberships | 1,555.00 | 6,046.00 | 10,103.00 | 59.84% |
| 550 Rent & Office Improvements | 4,457.00 | 43,307.16 | 64,240.00 | 67.41% |
| 550.1 Office Cleaning | 800.00 | 2,500.00 | 4,680.00 | 53.42% |
| 551 Telephone/Communication Serv. | 873.70 | 6,660.94 | 11,220.00 | 59.37% |
| 552 Electricity | 375.99 | 3,024.41 | 5,600.00 | 54.01% |
| Total 560 Insurance | \$ 0.00 | \$ 7,700.00 | \$ 9,250.00 | 83.24% |
| 565 Equipment Purchase | | 8,032.14 | 18,840.00 | 42.63% |
| 580.1 Local Match | | 31,920.66 | 0.00 | |
| Total Expenses | \$ 134,957.87 | \$ 1,014,685.63 | \$ 2,237,227.00 | 45.35% |
| Net Operating Income | -\$ 78,879.80 | \$ 99,204.74 | \$ 4,430.00 | |
| Other Income | | | | |
| 486 Restricted Income Creek Path | 2,000.00 | 7,339.13 | 0.00 | |
| Total Other Income | \$ 2,000.00 | \$ 7,339.13 | \$ 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 | \$ 2,000.00 | -\$ 35,051.12 | \$ 0.00 | |
| Net Income | -\$ 76,879.80 | \$ 64,153.62 | \$ 4,430.00 | |

Rutland Regional Planning Commission
Balance Sheet
As of January 31, 2025

| | Total |
|--|------------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 101 HFCU Checking | 86,279.27 |
| 101-1 Key Bank Checking | 325,632.21 |
| 101-1.1 Key Bank Checking - CWSP - F | 331,849.93 |
| 101-2 Bank of Bennington | 29,970.00 |
| 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 | \$ 858,797.17 |
| Accounts Receivable | |
| 120 Accounts Receivable | 453,169.56 |
| 121 Due from CWSP to Operating | 14,949.62 |
| Total Accounts Receivable | \$ 468,119.18 |
| Other Current Assets | |
| 130 Prepaid Insurance | 3,288.50 |
| Total Other Current Assets | \$ 3,288.50 |
| Total Current Assets | \$ 1,330,204.85 |
| 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 | \$ 1,567,772.42 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 200 Accounts Payable | 15,885.03 |
| 201 Due to Operating from CWSP | 14,949.62 |
| Total Accounts Payable | \$ 30,834.65 |
| Other Current Liabilities | |
| 202 Payroll Liabilities | 169.52 |
| 214 Health Insurance | 5,257.86 |
| 215 Retirement DC | -0.02 |
| 219 Deferred Grant Income | 465,267.09 |
| 220 Vision Plan | 52.98 |
| 222 Retirement DB | 4,821.82 |
| 225 Net Pension Liability | 383,628.00 |
| 230 Acc. Annual Leave | 30,722.45 |
| 240 Accrued Comp Leave | 8,867.61 |
| 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 | \$ 949,401.31 |
| Total Current Liabilities | \$ 980,235.96 |
| Long-Term Liabilities | |
| Total Long-Term Liabilities | \$ 0.00 |
| Total Liabilities | \$ 980,235.96 |
| Equity | |
| 3900 Fund Balance | 433,241.41 |
| 392 Res. Fd. Bl. - Creek Path | 90,141.43 |
| Net Income | 64,153.62 |
| Total Equity | \$ 587,536.46 |
| TOTAL LIABILITIES AND EQUITY | \$ 1,567,772.42 |



RUTLAND REGIONAL PLANNING COMMISSION

EXECUTIVE DIRECTORS REPORT

TUESDAY, MARCH 18, 2025

1. The next Regional Selectboard Meet-Up will take place on April 9, 2025, at the Castleton Recreation Center (former Village School). The first meeting, held on January 16th at the West Rutland Town Hall, brought together 20 selectboard members from 13 towns across the region for a productive discussion on shared challenges and opportunities. Topics included reappraisals, paving, public wastewater systems, and housing, along with strategies for shared services, equipment, and staffing. The conversation was engaging and collaborative, with selectboard members strongly encouraging the RRPC to host these meetings on a quarterly basis to dive deeper into these critical issues, share experiences, and identify opportunities. These gatherings will rotate throughout the region each quarter to ensure broad participation.
2. The RRPC presented the draft Future Land Use Map to the Executive Finance Committee on March 10th and will be presenting to the full board on April 15th. The RRPC completed a draft town meeting schedule and will be reaching out to towns this month to schedule special selectboard meetings for April, May, and early June. The RRPC will host a meeting in each town that will include the selectboard, planning commission, and regional commissioners.
3. The RRPC is looking to add projects to its Brownfields Reuse Program. We are nearing the end of several projects throughout the region and have funding to support several new projects through the environmental assessment process. The new Brownfields Committee of the Board of Commissioners will review and approve any new sites for the program.
4. The Regional Planning Commission Assessment required by Act 181 and conducted by the National Association of Development Agencies (NADO) has been completed and sent to the Vermont Legislature. The executive summary, full report, and appendices can be found here: <https://www.vapda.org/legislative-reports.html>. Director Neary will discuss the findings and recommendations at the March 18th meeting. A special thank you to all the commissioners and municipal officials that provided input for this assessment.
5. Director Neary will ask the Rutland Delegation to join the April 15th board meeting to provide updates on the legislative session and hear from commissioners on issues and opportunities within the Rutland Region.
6. Congressional Directed Spending (CDS) and Community Project Funding (CPF) from the federal delegation is rolling out. The timelines for these opportunities are short, so be on the lookout for these opportunities as they arise. The RRPC will be sharing with towns.



RUTLAND REGIONAL PLANNING COMMISSION

REGIONAL PLAN STATUS REPORT

TUESDAY, MARCH 18, 2025

DRAFTING PROCESS

- Staff continue work on Task 3 Rev 2 which will be completed March 21st.

REVIEW PROCESS

- Task 3 Rev 2 review is only one week (March 24 – March 28) and will be completed by the entire RRPC staff to allow for full plan review and alignment.
- The Regional Plan Committee will also review Task 3 Rev 2.

ENGAGEMENT STRATEGY

- Staff continue work on Phase 3 Engagement, “Alignment” which will run in May/June.
- The Regional Future Land Use Map Engagement with Towns will be scheduled from April to June.

PLAN LAYOUT/GRAPHIC DESIGN

- Graphic Design Consultant continues work on the layout and graphic design.