



RUTLAND REGIONAL PLANNING COMMISSION

RRPC BOARD OF COMMISSIONERS

TUESDAY, APRIL 15, 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 APRIL 15TH AGENDA [Page 1]
- 7:08 APPROVAL OF MARCH 18TH MINUTES [Page 2]
- 7:10 OPEN TO THE PUBLIC
- 7:15 RUTLAND COUNTY LEGISLATIVE DELEGATION
- 7:45 EXECUTIVE DIRECTORS REPORT [Page 6]
- 7:50 REGIONAL PLAN UPDATE [Page 7]
- 7:55 ACT 181 AND DRAFT REGIONAL FUTURE LAND USE MAP [Page 8]
- 8:30 FEBRUARY 2025 FINANCIAL REPORT [Page 9]
- 8:35 FY25 AT-LARGE MEMBER VACANCY [Page 13]
- 8:45 FY26 NOMINATING COMMITTEE [Page 13]
- 9:00 EXECUTIVE FINANCE COMMITTEE REPORT
- 9:05 REGIONAL COMMITTEE REPORT
- 9:10 EX-OFFICIO REPORT
- 9:15 ADJOURN

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



RUTLAND REGIONAL PLANNING COMMISSION

RRPC BOARD OF COMMISSIONERS

TUESDAY, MARCH 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)	x
Chittenden		
Clarendon	Brownson Spencer	
Danby	Andrea Stoddard	x
Fair Haven	Jason Coupal	
Hubbardton	Robert Gibbs	x
Ira	Bob Kirbach	
Killington	Will Austin	x
Mendon	Larry Courcelle	x
Middletown Springs	Steven Harrington	
Mount Holly	Jessica Metcalfe	x
Mount Tabor		
Pawlet	Harley Cudney (alt)	
Pittsford	Ann Reed (alt)	x
Poultney	Sarah Pelkey	x
Proctor	Richard Horner	x

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

Staff: Devon Neary, Mary Kay Skaza

Public: Jim Haff, Laurie Wilson, and Abbey Bradish



RUTLAND REGIONAL PLANNING COMMISSION

MEETING MINUTES

1. CALL TO ORDER & INTRODUCTIONS

Meeting called to order by Vice-Chair Black at 7:03 PM. Introductions were made.

2. APPROVAL OF MARCH 18th AGENDA

Motion to approve the March 18th agenda by Courcelle. Second by Minard. Approved by voice vote.

3. APPROVAL OF FEBRUARY 18th MINUTES

Motion to approve the February 18th minutes by Gibbs. Second by Stoddard. Approved by voice vote.

4. OPEN TO PUBLIC

None present.

5. JANUARY 2025 FINANCIAL REPORT

Mary Kay Skaza reviewed the January 2025 Financials. Report for informational purposes only.

6. EXECUTIVE DIRECTOR'S REPORT

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.

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.

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



RUTLAND REGIONAL PLANNING COMMISSION

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.

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.

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.

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.

7. REGIONAL PLAN UPDATE

Staff continue work on Task 3 Rev 2 which will be completed March 21st. 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. Staff continue work on Phase 3 Engagement, “Alignment” which will run in May/June.

8. EXECUTIVE FINANCE COMMITTEE REPORT

Vice-Chair Black provided the Executive Finance Committee Report which met on Monday, March 10th. The committee had a presentation from RRPC staff on the draft Future Land Use Map. No action taken.

9. REGIONAL COMMITTEE REPORT

Minard provided the Regional Committee Report which met on two items: The committee reviewed 1R0981(Remanded)-1, which is an application to amend the existing LUP 1R0980 to reflect minor design alterations associated with the parking lots and stormwater pond, thereby reducing impacts on wetlands and their associated buffers per the direction from the DEC Wetlands Division. The committee was joined by the VHB consultant on the project, Dan Heil, who provided an overview of the project details. Pelkey asked about the previous LUP 1R0980, the current incomplete amendment letter, the construction timeline, and wetland permits. Heil stated that the incomplete items have been addressed; the timeline would likely



RUTLAND REGIONAL PLANNING COMMISSION

be this summer to accommodate the Town of Killington's road reconstruction project, and the wetland permit had been issued. Jim Haff, selectboard chair from Killington, spoke about the project history and how the RRPC had supported the original LUP from 2013. Neary confirmed. Pelkey made a motion to recommend to the full board that a letter be issued stating that the project conforms with the regional plan and presents no significant regional impacts. Schneider seconded the motion. The motion was approved by voice vote. Haff requested that the minutes reflect his and the Town's thanks for supporting this critical project. Motion by MacKay to send the S.248a letter as presented. Seconded by Horner. Approved by voice vote.

The committee reviewed 25-0316-AN, a 60-day advance submission from Industrial Tower and Wireless, LLC, requesting a certificate of public good to authorize the installation of wireless telecommunications equipment at 440 Route 140. The committee assessed the materials and several issues emerged regarding potential impacts on scenic resources and the absence of a formal balloon test. Furthermore, this facility is very close to the 100-foot buffer for the Tinmouth Channel, recognized as the Region's Class 1 wetland and a significant natural resource. Additionally, Gilmore noted that the Town had evaluated the project, determining that it did not comply with the Town Plan or land use districts. A motion by Black recommended that the full board issue a letter conveying the expressed concerns to the PUC and the developer. This motion was seconded by Pelkey and approved by voice vote. Motion by Horner to send an Act 250 letter as presented. Seconded by Courcelle. Approved by voice vote.

10. REGIONAL PARTNERS

No report.

11. EX-OFFICIO MEMBERS

Lyle Jepson, Executive Director provided an update for CEDRR with included an update on the May 20th Bring Back the Trades Event, Regional Marketing Initiative, Hotel Task Force, Downtown Plaza Task Force, TIF District, and Real Rutland Feud.

12. COMMISSIONER UPDATES

Commissioners present provided updates on projects happening in their communities and throughout the Region.

13. ADJOURN

Motion to adjourn by Courcelle. Second by Minard. Adjourned at 8:11PM.

Respectively submitted by Devon Neary



RUTLAND REGIONAL PLANNING COMMISSION

EXECUTIVE DIRECTORS REPORT

TUESDAY, APRIL 15, 2025

1. The RRPC will hold its second selectboard meet up on April 9th at the new Castleton Recreation Department. Currently, there are over 30 selectboard members registered for the event that will focus on municipal shared services and Act 181.
2. The RRPC will hold two municipal training courses for Act 181 on April 16th and 17th. Selectboard members, planning commissioners, zoning administrators, town managers, and municipal staff involved in land use, development review, or policy planning are encouraged to join to learn about changes to Act 250, the state designation program, and the regional future land use map.
3. The RRPC will hold an Open Meeting Law Training with the Vermont Secretary of State on Wednesday, May 7th. This will be the third annual training the RRPC has hosted in partnership with the SOS and will provide important education for our new and returning municipal officials throughout the Region.
4. Vermont Emergency Management has been notified by the Federal Emergency Management Agency (FEMA) that Building Resilient Infrastructure and Communities (BRIC) 2024 has been cancelled, and there will be no new applications. Any applications that were selected for funding under BRIC 2023 but not yet awarded have also been cancelled. This is the primary funding source for scoping and local hazard mitigation plan funding and will likely also impact our Emergency Management Plan Grant
5. The RRPC is closely monitoring our existing state and federal grants for potential funding impacts from federal decisions. Currently, the RRPC has had three fully or partially cancelled grants including Health Equity, Energy Efficiency and Conservation Block Grant, and Climate Pollution Reduction Grant. Currently, the RRPC's major federal grants include the Department of Labor WORC6 grant from 2024 and the Environmental Protection Agency Brownfields 8 grant from 2023.
6. 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.
7. The RRPC is scheduling special selectboard meetings to review the draft regional future land use map beginning the last week of April and ending the last week of May.



RUTLAND REGIONAL PLANNING COMMISSION

REGIONAL PLAN STATUS REPORT

TUESDAY, APRIL 15, 2025

DRAFTING PROCESS

- Staff completed work on Task 3 Rev 2 on March 21st.
- Staff began work on Task 3 Rev 3, which will be completed on April 18th.

REVIEW PROCESS

- Task 3 Rev 2 review was completed by all staff the week of March 24th, which allowed for full plan review and alignment.
- Task 3 Rev 3 review is only one week (April 21-25).
- The Board of Commissioners will receive the Task 3 Rev 3 in full plan layout at the June Board Meeting.

ENGAGEMENT STRATEGY

- Staff continue work on Phase 3 Engagement, “Alignment” which will run in May/June and include pop-up tabling throughout the Region.
- The Regional Future Land Use Map Engagement with Towns is currently being scheduled from April to May.

PLAN LAYOUT/GRAPHIC DESIGN

- Graphic Design Consultant continues work on the layout and graphic design.
- Cartoonist completed a draft of the “Regional Plan Visualized” for Phase 3 engagement.



Act 181 for Municipalities

Act 181, passed into law in June 2024, overhauls Vermont's land use planning framework. It aims to uphold the state's long-standing goal of planning development that maintains Vermont's historic settlement pattern, characterized by compact downtowns and village centers surrounded by rural countryside. However, it modernizes how Vermont directs public investments to designated areas and accelerates the transition of Act 250 to location-based jurisdiction.

NEW LAND USE CATEGORIES

Act 181 defines 11 new land use categories to guide development by designating areas for growth and conservation based on environmental, infrastructure, and community factors.

REGIONAL FUTURE LAND USE MAP

All regional planning commissions must use the new land use categories to create a Regional Future Land Use (FLU) Map. The Map was developed using a standardized statewide methodology and will be used to determine areas eligible for the State Designation Program and location-based Act 250 jurisdiction.

NEW STATE DESIGNATION PROGRAM

*All areas currently enrolled maintain benefits.
The Regional FLU Map shows areas eligible for:

Center Designation

Downtown & Village Center

Neighborhood Designation

Planned Growth Area & Village Area

The Designation Program is designed to encourage new development and redevelopment in these compact, designated areas. Benefits and incentives are for public and private sectors within the designated area.

LOCATION-BASED ACT 250 TIERS

Act 181 establishes three tiers for location-based Act 250 jurisdiction. The Regional FLU Map shows areas that may be eligible for Tier 1A & Tier 1B.

Tier 1A Areas

Exempts all subdivisions, developments, or permit changes from Act 250 permitting.

Tier 1B Areas

Exempts housing projects of 50 units or fewer on 10 acres of land or less, and mixed-use developments.

The Regional FLU Map is not used to determine Tier 2 or Tier 3 areas.

At the April RRPC Board of Commissioners meeting, RRPC staff will present a draft Regional FLU map created using the standardized statewide methodology. The meeting will explain the methodology, discuss the map's implications, and outline the RRPC's plans for public engagement on the map.

Shape Our Future Together!

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

	February Actual	July 2024 - February 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.	14,116.87	69,138.21	371,052.00	18.63%
403A State Income (Non-Permanent)		9,000.00	10,000.00	90.00%
404 Vt. Department of Public Safety	22,321.63	55,828.68	123,941.00	45.04%
404B VT Dept. of Buildings and Gen. Services	6,479.43	37,245.21	56,028.00	66.48%
405 VTrans	20,879.89	164,230.44	285,512.00	57.52%
407 A U.S. Department of Energy		0.00	15,199.00	0.00%
408 Environmental Protection Agency	9,944.23	82,135.13	201,100.00	40.84%
417 U.S. Dept. of Labor	17,674.30	22,275.26	65,000.00	34.27%
419 Local Planning Assistance	5,861.44	85,447.15	124,840.00	68.45%
420 Special Projects	44,917.69	154,175.93	262,588.00	58.71%
421 Miscellaneous Income		2,205.15	0.00	
430 Interest Income	209.56	3,036.22	2,000.00	151.81%
490 Local Match.		31,920.66	0.00	
554 A Fund Balance Reserve		0.00	18,000.00	0.00%
Total Income	\$ 142,405.04	\$ 1,227,708.41	\$ 2,241,657.00	54.77%
Gross Profit	\$ 142,405.04	\$ 1,227,708.41	\$ 2,241,657.00	54.77%
Expenses				
500 Salary	74,789.76	546,818.06	846,090.00	64.63%
Total 501 Fringe	\$ 14,876.69	\$ 199,096.27	\$ 347,297.00	57.33%
522 Contracted Services	51,160.02	232,324.76	767,684.00	30.26%
523 Audit/Accounting		18,750.00	26,750.00	70.09%
524.2 Conferences & Trainings-All Exp.	251.49	5,402.46	19,218.00	28.11%
524.3 Trav/Reg/Mileage (Reg Bus)	119.77	4,346.12	11,754.00	36.98%
525 Meeting Expense	397.51	3,529.61	12,712.00	27.77%
530 Postage/Shipping	159.85	1,005.80	2,401.00	41.89%
531 Printing/Copying/Ads	433.24	3,838.23	12,952.00	29.63%
535 Marketing and Sponsorship		4,867.94	6,350.00	76.66%
537 Town and Organizational Support	102.34	764.19	300.00	254.73%
540 Supplies	430.50	2,891.37	8,574.00	33.72%
541 Service Contracts	435.42	6,222.98	14,000.00	44.45%
545 Subscriptions-Publicat-Software	527.24	19,928.59	32,212.00	61.87%
546 Legal Fees		125.00	5,000.00	2.50%
547 Memberships	220.00	6,266.00	10,103.00	62.02%

550 Rent & Office Improvements	4,455.00	47,762.16	64,240.00	74.35%
550.1 Office Cleaning		2,500.00	4,680.00	53.42%
551 Telephone/Communication Serv.	873.70	7,534.64	11,220.00	67.15%
552 Electricity	442.59	3,467.00	5,600.00	61.91%
Total 560 Insurance	\$ 0.00	\$ 7,700.00	\$ 9,250.00	83.24%
565 Equipment Purchase	94.59	8,126.73	18,840.00	43.14%
580.1 Local Match		31,920.66	0.00	
Total Expenses	\$ 149,769.71	\$ 1,165,188.57	\$ 2,237,227.00	52.08%
Net Operating Income	-\$ 7,364.67	\$ 62,519.84	\$ 4,430.00	
Other Income				
486 Restricted Income Creek Path		7,339.13	0.00	
Total Other Income	\$ 0.00	\$ 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	\$ 0.00	-\$ 35,051.12	\$ 0.00	
Net Income	-\$ 7,364.67	\$ 27,468.72	\$ 4,430.00	

Monday, Apr 07, 2025 07:04:51 AM GMT-7 - Accrual Basis

Rutland Regional Planning Commission
Balance Sheet
As of February 28, 2025

	Total
ASSETS	
Current Assets	
Bank Accounts	
101 HFCU Checking	136,188.82
101-1 Key Bank Checking	250,731.33
101-1.1 Key Bank Checking - CWSP - F	331,949.63
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	89.64
Total Bank Accounts	\$ 833,905.58
Accounts Receivable	
120 Accounts Receivable	315,151.16
Total Accounts Receivable	\$ 315,151.16
Other Current Assets	
130 Prepaid Insurance	3,288.50
1499 Undeposited Funds	161,356.79
Total Other Current Assets	\$ 164,645.29
Total Current Assets	\$ 1,313,702.03
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	\$ 1,551,269.60
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 Accounts Payable	43,580.70
Total Accounts Payable	\$ 43,580.70
Other Current Liabilities	

202 Payroll Liabilities		119.18
215 Retirement DC		-0.02
219 Deferred Grant Income		465,267.09
220 Vision Plan		-0.04
222 Retirement DB		8,690.88
225 Net Pension Liability		383,628.00
230 Acc. Annual Leave		35,359.63
240 Accrued Comp Leave		13,158.62
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	\$	956,837.34
Total Current Liabilities	\$	1,000,418.04
Long-Term Liabilities		
Total Long-Term Liabilities	\$	0.00
Total Liabilities	\$	1,000,418.04
Equity		
3900 Fund Balance		433,241.41
392 Res. Fd. Bl. - Creek Path		90,141.43
Net Income		27,468.72
Total Equity	\$	550,851.56
TOTAL LIABILITIES AND EQUITY	\$	1,551,269.60

Monday, Apr 07, 2025 07:11:49 AM GMT-7 - Accrual Basis



RUTLAND REGIONAL PLANNING COMMISSION

TO: RRPC Board of Commissioners

FROM: Devon Neary, Executive Director

DATE: April 8, 2025

RE: Vacancy for At-Large Member on Executive Finance Committee & Formation of FY26 Nominating Committee

Dear Commissioners,

This memo is to inform you of an at-large member vacancy on the Executive Finance Committee and to initiate the formation of a Nominating Committee for FY26 officer elections.

At-Large Member Vacancy – Executive Finance Committee

Per the RRPC Bylaws, when an officer position is vacated, the Board must appoint a new member at the next regular meeting. We currently have a vacancy for the **At-Large Member** position on the Executive Finance Committee, and we are seeking a commissioner to serve in this role for the **remainder of FY25**, specifically for the **May and June 2025** meetings.

The At-Large Member represents the Commission as a whole and serves on the Executive Finance Committee, which meets monthly, typically one week prior to the full Board of Commissioners. This is a great opportunity for a newer commissioner or someone who has not previously served in a leadership role to gain valuable experience. The Executive Finance Committee is instrumental in providing guidance to the Executive Director and overseeing policy, bylaw, and budget matters.

Formation of FY26 Nominating Committee

In preparation for the FY26 officer elections at our **June Annual Meeting**, we also need to form a **Nominating Committee**. This committee is responsible for developing and proposing a slate of candidates for the following leadership positions:

- Chair
- Vice-Chair
- Treasurer
- Community Committee Chair
- Regional Committee Chair
- Brownfields Committee Chair
- At-Large Member



RUTLAND REGIONAL PLANNING COMMISSION

We are seeking **three commissioners**, ideally those **not interested in serving in a leadership role**, to volunteer for this important task. Participating in the Nominating Committee is a great way to contribute to the Commission's governance, collaborate with fellow commissioners, and better understand the RRPC's leadership structure.

If you have not previously served in this capacity, we encourage you to consider it as a way to engage more deeply with the Commission's work.

Please reach out with any questions or if you are interested in volunteering for either the At-Large position or the Nominating Committee.

Thank you for your continued service and commitment to the RRPC.

Sincerely,

A handwritten signature in black ink, appearing to read "Devon Neary", written in a cursive style. The signature is enclosed within a faint, light-colored oval border.

Devon Neary
Executive Director