



RUTLAND REDEVELOPMENT AUTHORITY  
CITY OF RUTLAND  
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Regular Meeting / November 25, 2014  
Minutes

Attendance: Dave Cooper, Brennan Duffy, Israel Mac, Barbara Spaulding, Mike Gauthier, Ed Clark, Stephanie Peters, and Claus Bartenstein.

Absent: William Notte and Wendy Wilton.

Also attending: Chris Etori, DRP.

- I. The meeting was called to order at 8:04 am.
- II. Agenda Additions/Deletions – There were no additions or deletions to the agenda.
- III. Claus moved to approve the minutes of November 10, 2014. Ed seconded. Motion was approved.
- IV. No one from the public was in attendance to address the Board.
- V. Ed moved to authorize Dave to sign the warrant for payment of Fund 800 expenses totaling \$5,418.90. Claus seconded. Motion was approved.
- VI. Barbara provided the following grant status updates:

Streetlights & Sidewalks VI – The DTF grant #2012-03 final report has been accepted and the grant is formally closed. The funds have been received. It is imperative that future applications to the Downtown Transportation Fund include LED lighting and a possible next step would be retrofitting the existing historic ornamental lighting to LEDs.

Northwest Neighborhood Revitalization – The City has received the Notice of Release of Funds letter that concludes the Environmental Review Tier 1 process. The grant agreement offer is expected within a couple weeks. In the meantime work continues on the Subgrant Agreement with NeighborWorks, as well as, other award conditions that require documentation and forms.

Rutland Creek Path – Susan Schreiber is unavailable for the next meeting to give an update on the Path.

- VII. Brennan provided the following project status updates.

Real Estate Updates – Brennan discussed potential real estate transactions including the purchase of the former Mintzer Brothers Building on the southeast corner of

Madison and Strongs; and problems associated with future redevelopment of 10 Cleveland Avenue.

Center Street Marketplace – Following a meeting on the status of the alley, possible changes and/or deletions to the project have been proposed.

Solar Projects – Brennan gave an update of the Charter Hill project.

VIII. Auditor's Comments via phone – Randall Northrop, Corrette & Associates.

A conference call was placed to Randall Northrop at Corrette & Associates. Randall informed the Board that the audit fieldwork was complete. The only deficiency found was that the Board Chair is an authorized signer on the checking account. The treasurer and assistant treasurer are the only ones allowed to sign checks for a municipality. No checks have been signed by the Chair. The Chair will be removed as a signer on the account.

Randall said the draft audit will be delayed as the City's audit requires several more weeks to complete. He anticipates a draft to the RRA in the middle of December.

Brennan added that the Treasurer has requested that the RRA Audit and quarterly reports be posted to the website for added transparency.

IX. New Business

Treasurer's report as of October 31, 2014 FY 2015 Period 4 – The Board acknowledged receipt of the report. There were no questions or comments.

December Meetings – The Board agreed to meet in December on the 9<sup>th</sup> and 23<sup>rd</sup>. A luncheon may be planned with information to follow.

X. Adjourn.

Claus moved to adjourn. Ed seconded. Motion was approved. The meeting ended at 8:44 am.

These minutes approved this \_\_\_\_ day of \_\_\_\_\_, 2014.

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Israel Mac, Secretary