



RUTLAND REDEVELOPMENT AUTHORITY
CITY OF RUTLAND
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Regular Meeting / February 9, 2016
Minutes

Attendance: Dave Cooper, Barbara Spaulding, Brennan Duffy, Wendy Wilton, Israel Mac, Betsy Bloomer, Mike Gauthier, Ed Clark and Chris Etori.

Absent: Stephanie Romeo.

Also Attending: Mike Coppinger, Executive Director Downtown Rutland Partnership; and Sandy Conrad, Executive Director Southwestern Vermont Council on Aging.

- I. The meeting was called to order at 8:04 am.
- II. Agenda Additions/Deletions – None.
- III. Ed moved to approve the minutes of January 26, 2016. Mike 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 \$21,358.16 and recommend to the Board of Finance payment of Fund 100 expenses totaling \$3,820.21. Mike seconded. Motion was approved.
- VI. Sandy Conrad discussed the SWVCOA's desire to purchase and renovate 143 Maple Street, formerly Maple Terrace, in the Northwest neighborhood. She distributed copies of the proposed floor plans. She explained that SWVCOA is a non-profit. She discussed the proposed budget and possible elevator exemption. The VCDP grant application is due April 4 with the CDBG Board meeting on June 9. The current location lease expires in September and it is the agency's hope to move in by that date. The relocation would save the organization \$60,000 annually. She is attempting to enter into an option agreement with the owner of the property and has begun the Environmental Review process. She was asked to check with her Board regarding whether paying City taxes on the property, once acquired, was a consideration as the SWVCOA is a non-profit and technically tax exempt. She will determine this and confirm this and also notify the RRA when the option agreement is executed.
- VII. Barbara provided the following grant updates:

Final Progress Reports – Both reports for 12/31/2015 have been filed for the Hickory Street Community Center and Northwest Neighborhood Strategy grants.

Northwest Neighborhood Revitalization – The annual progress report has been filed for 12/31/15 and a copy of the narrative was forwarded in the Board’s packet.

RCPC Education Facility – Barbara reminded the Board that she will be attending the CDBG Board Meeting on Thursday to address any questions regarding the application. Caprice will be bringing a successful graduate/ participant of the Parent Child Center Education program to discuss the benefits and need for the facility. Grant awards will be announced March 4.

DTF West and Washington Streets – The closeout of the project has been delayed due to the absence of tree plantings on West Street. The City Arborist has assured the RRA that those trees will be planted in the spring. An interim report and request for reimbursement of 50% of the grant funds was filed and has been received.

DTF Center Street Marketplace Application: Work continues on the application with the Downtown Transportation Fund for lighting. The budget of \$62,320 includes 20 pole lights and 60 linear feet of string lighting. The application is due March 7.

VIII. Brennan provided the following project updates:

10 Cleveland Avenue – Referrals of interested buyers has been made to the owner.

Evelyn Street – Discussion continues regarding a hotel in downtown and the planning process may be influenced by the SCBC award. The award decision is expected Feb. 19.

Northwest Neighborhood Revitalization – Mary Cohen has announced her resignation from NeighborWorks.

Standby Water Stabilization for SBD – Upon further research it appears that property tax stabilization is unlikely as an incentive leaving the standby water as the only municipal opportunity to encourage residential development in the SBD. However there are other potential state incentives including elevator and sprinkler tax credits. The Mayor needs to approve the draft policy before it can be sent to the Aldermen for referral to committee.

Maples RLF – There has been no contact from the Maples regarding the loan.

Downtown Gateway Improvements – VHB has been asked to refine their designs of the bump outs to focus on parking issues. The final design will be taken to the stakeholders. The alignment of the bump out on Merchants Row will not align with Center Street Alley due to stacking issues with the traffic light; but will be in the location of the existing crosswalk. Dave asked to view the design plans when completed.

IX. DRP Update: Mike Coppinger said the DRP Audit had been forwarded to Brennan and Dave. He discussed the sledding party to be held on Friday and a merchant survey that is being conducted regarding 2015 special events. The survey will assist the DRP in budgeting for the upcoming year. Mike asked to be included in the survey related to the spring ballot advisory vote, that the RRA and Castleton Polling Institute are drafting.

X. New Business: Brennan discussed meeting with entrepreneurs of a growth facility in Rutland.

Mike Coppinger brought up the Welcome sign on West Street that was hit by a truck. Betsy confirmed that GMP was aware and planning to remove the lighting. Mike Gauthier would prepare a quote to repair the sign and Wendy said she would file the claim.

XI. Old Business:

Audit - Brennan reported on the three material weaknesses found in the FY 2015 RRA Audit.

Bookkeeping – Brennan asked Wendy to determine the cost of doing the RRA bookkeeping for the meeting with the Mayor.

XII. Chris moved to adjourn. Betsy seconded. Motion was approved. The meeting ended at 8:50 am.

These minutes approved this ____ day of _____, 2016.

Israel Mac, Secretary