



RUTLAND REDEVELOPMENT AUTHORITY
CITY OF RUTLAND
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Regular Meeting / December 13, 2016
Minutes

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

Absent: Stephanie Romeo and Betsy Bloomer.

Also attending: Cindi Wight, Recreation Director.

- I. The meeting was called to order at 8:02 am.
- II. Agenda Additions/Deletions – None.
- III. Mike moved to approve the minutes of November 22, 2016. Ed seconded. Motion was approved.
- IV. Public Comment – None.
- V. Wendy moved to authorize Dave to sign the warrant for payment of Fund 800 expenses totaling \$23,807.83 and recommend to the Board of Finance payment of Fund 100 expenses totaling \$5,192.45. Ed seconded. Motion was approved.
- VI. Barbara provided the following grant updates:

Zoning Rewrite – The City received the \$20,000 Municipal Planning Grant to rewrite the City's Zoning. Barbara will get the Mayor's signature on the grant agreement and will be responsible for the grant administration. Wendy asked that Tara be reminded to provide the RRA with an update on the re-write process.

SVCOA 143 Maple Street – Renovation began at the site on December 5. The contractor is tearing up the front yard and trying to get concrete poured before the ground is too solid.

- VII. Brennan provided the following updates:

SBA Web Portal – The City's web portal is now live and Collaboration 133 has reported that the initial analytical data shows activity. They have proposed designing a pamphlet that will explain how to use the portal which could be distributed to the public through the City's offices. A report to the SBA is due at the end of December and Collaboration will provide 30-day analytical data to include in the report. The report will release the final \$10,000 of the award of which \$5,000 will go to the RRA for administering the project. Brennan suggested the remaining \$7,000 balance be

used to create a continuing maintenance agreement for web design/hosting and future changes to the site.

Regional Marketing Initiative – The RFP has been posted and bids are due back December 21st. The Steering Committee will reconvene on Jan. 5 to rank the bids. It is anticipated that the top 2-3 respondents will be asked to make a presentation to the Committee.

Downtown Gateway & Pedestrian Improvements – The RFP is expected to be posted in early January with a 30-day response deadline.

Evelyn Street Redevelopment – Brennan has been drafting the RFP and asked Jim Rotondo to review the draft. The RFP will be posted in early January with a deadline to respond in early February.

Center Street Marketplace – Two bids were received on the 5th of December from Belden Co. and Naylor & Breen. Both came in with a base bid of approximately \$1.2 million with an additional \$200,000 in alternates. There is committed construction funds of approximately \$750,000 available. The deficit was discussed. Wendy suggested applying to the USDA grant/loan program. Brennan explained that the EDA grant was not a fit for the project and the timing of the USDA program made it an unlikely avenue and it would require voter approval of debt. Chris suggested that the Committee be prepared with a lesser request for City funds for Tuesday's Board of Aldermen budget meeting. The option of putting the financial request on the ballot in March was also discussed.

Northwest Neighborhood Revitalization – The Community & Economic Development Committee will be meeting Thursday to discuss transferring the property of 42 Cleveland Avenue to Habitat for Humanity who will build a single-family home on the lot.

VIII. DRP Update – None.

IX. New Business – None.

X. Old Business – Wendy explained Fund Balance Current Year as the difference between revenues and expenses over the year. She also said that the December report would include the assigned fund balances as approved at the last meeting. Ed moved to receive the Treasurer's Report Period 4. Mike seconded. Motion was approved.

XI. Ed moved to adjourn. Wendy seconded. The meeting ended at 8:36 am.

These minutes approved this ____ day of _____, 2016.

Barbara Spaulding for Betsy Bloomer, Secretary