



RUTLAND REDEVELOPMENT AUTHORITY  
CITY OF RUTLAND  
1 Strongs Avenue  
RUTLAND, VERMONT 05701  
(802) 775-2910 [allenrra@rutlandvtbusiness.com](mailto:allenrra@rutlandvtbusiness.com)

Regular Meeting / February 26, 2013  
Minutes

Attendance: Dave Cooper, Jerry Kreitzer, Wendy Wilton, William Notte, Barbara Allen, Ed Clark, Brennan Duffy, Mike Gauthier and Claus Bartenstein.

Absent: Israel Mac.

The meeting was called to order at 8:02 am.

- I. Jerry moved to approve the minutes of February 12, 2013. Ed seconded. Motion was approved.
- II. No one from the public was in attendance.
- III. Ed moved to authorize Dave to sign the warrant for Fund 800 expenses totaling \$2,474.33 for payment. Jerry seconded. Motion was approved.
- IV. Brennan distributed copies of the Management Response to Material Weaknesses Findings and the Management's Discussion and Analysis for the RRA Audit FY 2012. There was discussion regarding setting a 10-15% minimum fund balance to correct the 12-02 weakness. The Board decided to table the discussion pending the FY 14 budget. Brennan said going forward he would change the use of "restricted" and "unrestricted" to assigned or unassigned.

Barbara reminded the Board that the Conflict of Interest Policy requires annually that each director, officer, employee and volunteer complete a disclosure form identifying any potential for a Conflict of Interest. The Board agreed to review the policy during the budget process.

With regard to 12-04-Insufficient risk assessment procedures it was suggested that "quarterly" be replaced with "monthly" and that the last sentence of the paragraph be removed. Wendy suggested the Board conduct a risk assessment using a form she would create from the State Auditors website. Both Dave and Jerry felt that systems existed to address risk including that the person who handles the cash does not authorize the payments. Dave suggested adding the warrant procedure to the management's response. Wendy added that procedures should be formalized in writing.

Wendy said the first two pages of the MD&A were boilerplate and that page 3 demonstrated that the RRA is doing well financially with good fiscal management and budget responsibility. Brennan noted that the Investment Earnings included grant revenue of \$7,500 and thought it should be listed under Grant Administration.

Similarly he noted that in the audit the RRA's contract with the City was listed as "Partnership Sublease" under revenues. Wendy suggested contacting Randall to let him know that needs to be corrected. Wendy added that the RRA's audit must be done annually as it is a component unit of the City.

- V. The RRA has begun work on the City's Master Plan. A meeting with the Planning Commission on Feb. 20 confirmed that the PC would like Brennan to revise the 10 sections as has been done in the past. The PC decided to hold a public meeting to solicit ideas from Rutland citizens regarding the Master Plan on March 27 at 6 pm in the Nella Fox Room of the library.

The Board came up with a list of initiatives to include in the plan's revision: Solar City, Neighborhood revitalization, Recreation Planning & Improvement, West Street Corridor, Evelyn Street, Strongs Avenue and Gateway Improvements, and Capital Plan. Barbara discussed the budget and that the full \$5,000 anticipated as RRA revenue for FY 13 would not be fully realized until FY14.

- VI. Barbara updated the Board on the status of several grants:

Wayfinding Signage – The poles have been delivered and are being stored by Joe Giancola. Installation is still expected in the Spring.

Hickory Street Community Center – The City received word that the VCDP grant was fully funded and the City has until Sept. 1 to satisfy the award conditions. One condition is for the City to adopt an Anti-Displacement Plan which Barbara has downloaded and will discuss with the City Attorney.

Neighborhood Revitalization – On March 4 the Aldermen will be asked to set a public hearing to apply for a \$30,000 planning grant from VCDP to hire a consultant to create a strategy for revitalizing the targeted neighborhood. Brennan added that when he attended the VCDP Board meeting; he was asked to prioritize the City's needs going forward.

Streetlights VI – At the funder's request a letter was sent requesting the grant agreement be amended so that lights could be installed on Washington Street instead of Union Street. Mike asked if this had been discussed with the police chief. Wendy added that the Union Street lights could be added to the LED upgrade.

- VII. Brennan provided the following project status reports:

Keith's II Sports – The business is operational and very professional with a small retail component. There will be an open house on Monday, March 4, at 9:15 am with the Governor. There will be an application made to the DRB for additional parking in the front of the building.

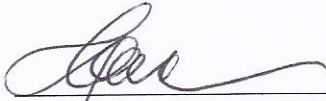


Business Summit – The summit will be formally launched next week with ads in some business magazines and we are working with The Rutland Herald. Personal invitations will be sent to business stakeholders and small business owners. There is a full agenda planned from 8:30 am to noon on March 20 at the Franklin Conference Center. Brennan and Mike Coppinger taped a segment on Peg TV last Friday promoting the event. Wendy volunteered to create a one sheet handout with information on doing business with the City.

Residential Tax Stabilization – Wendy asked about the ballot item. Brennan said the current statute on the ballot requires third party housing programs be involved and limits eligibility to households below the median income. Rep. Herb Russell will be introducing a new bill this session dealing specifically with blighted properties and removing current limitations. There is no guarantee this bill will pass but if so it would require further voter approval to implement.

- VIII. Jerry moved to adjourn. Wendy seconded. Motion was approved. The meeting ended at 8:58 am.

These minutes approved this 12<sup>TH</sup> day of Mar, 2013.



Israel Mac, Secretary