



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

Attendance: Dave Cooper, William Notte, Wendy Wilton, Claus Bartenstein, Pat Menduni, Barbara Spaulding and Brennan Duffy.

Absent: Israel Mac, Stephanie Peters, Mike Gauthier and Ed Clark.

Also attending: Cristina Kumka, Peg TV; Mike Coppinger, Jim Sabataso, Bonnie Hawley and Chris Etori all of the Downtown Rutland Partnership.

- I. The meeting was called to order at 8:08 am.
- II. Claus moved to approve the minutes of March 11, 2014. William seconded. Motion was approved.
- III. No one from the public was in attendance to address the Board.
- IV. A conference call was placed to Randall Northrup of Corrette & Associates to discuss the RRA audit for fiscal year 6/30/13. Randall said the RRA ended the year with a healthy fund balance and no adjustments were made. He then reviewed the four material weaknesses. Wendy discussed changes going forward to address 13-01-Insufficient Monitoring of Grant/Loan Activity and 13-02-Insufficient Policy Development for Fund Balance. The RRA acknowledges 13-03-The Authority does not prepare its own financial statements. Wendy added that she will help the RRA to conduct a risk assessment in response to 13-04-Insufficient risk assessment procedures.
- V. Wendy moved to authorize Dave to sign the warrant for payment of Fund 800 expenses totaling \$430.05 and recommend to the Board of Finance payment of Fund 100 expenses totaling \$10,000. William seconded. Motion was approved.

Wendy moved to approve the payment of Blue Cross Blue Shield health insurance in the amount of \$1,893.80 with the RRA Credit Card if an extension of time to pay could not be negotiated. Claus seconded. Motion was approved.

- VI. Barbara provided the following grant status report:

City Master Plan: Alderman Notte reported on the status of the revisions to the Rutland City Master Plan at the Board of Alderman's meeting March 17 stating the Board President needs to set two public hearings. The Community & Economic Development Committee will meet again following the hearings to discuss any public

comment. Barbara emailed Dave Allaire offering assistance to get the hearings published. The grant period expires on May 16.

Neighborhood & Housing Revitalization VCDP Grant: The Aldermen signed a resolution on March 17 in support of the application. A meeting to finalize the budget is scheduled for this morning that will allow focus on the narrative.

Rutland Creek Path: Excellent communication continues between the RRPC and RRA to ensure timely payment and reimbursement of invoices from the many Rutland Creek Path grants. A meeting to discuss the alternative for the path along Otter Creek and Dorr Drive, Segment 5, will be held April 3 at 5:15 pm in the Clementwood Building on the College of St. Joseph Campus.

VI. Brennan provided the following project status report:

Northwest Neighborhood Redevelopment – NeighborWorks has agreed to be the sub-recipient of the grant. The RRA will take on the grant administration and assist with target acquisition. The Mayor proposed a resolution to the Board of Alderman on March 17 to use \$200,000 in Zamias funds for streetscape improvements on Library Avenue in conjunction with the City's sewer wastewater separation project. The State will pay for the work under the street with the \$200,000 going towards sidewalks, curbing and completing the streetscape. In addition to Library Avenue additional streetscape work will be done on Baxter and Pine Streets. The resolution was sent to Community & Economic Development Committee for a meeting on April 2 at 5:30 pm.

The RRA has encumbered \$65,000 in its budget for capital projects. Brennan suggested using \$50,000 for acquisition as match for the City's VCDP application. Wendy so moved. Claus seconded. William said knowing the RRA is invested will support the request before the Aldermen. Motion was approved. Brennan added that the RRA was also committing \$12,500 of in-kind towards grant administration for a total commitment of \$62,500.

VT Gas Systems – The pipeline project has received its Certificate of Public Good for Phase I to Middlebury. They are looking for support for Phase II from Middlebury to Ticonderoga. Phase II will shorten the time to get to Rutland from 2035 to 2020. A full presentation will be made to the Board at an April meeting.

Neighborhood Revitalization Strategy – The final draft of the plan is on the RRA website under Fight the Blight. The strategies in the plan will be used to write the VCDP application. A wrap up meeting and community involvement workshop will be held April 16 at 5:30 pm in the Community Room of the Rutland City Police Dept.

Vermont Farmer's Food Center – Greg Cox has decided to postpone a grant application at this time.



Water/Wastewater Rate Redemption Incentive – A meeting to create a policy will be held with the Community & Economic Development Committee on April 10.

Hobby Lobby – Brennan attended the grant opening/ribbon cutting on Monday. The store created approximately 50 jobs.

VII. New Business.

Wendy invited the Board to the Women's Shelter luncheon at the Howe Center on April 12. Guest speaker will be Carmen Tarleton.

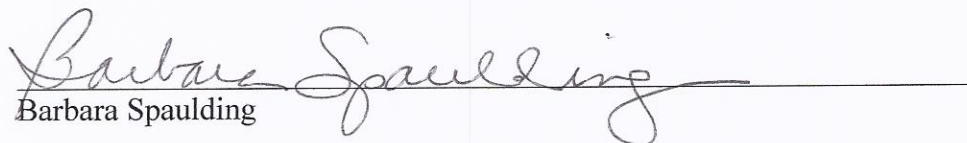
Pat discussed attending the Downtown Partnership board meeting during which a concern over the lack of communication was raised involving the streetscape improvements planned for the northwest neighborhood. Mike Coppinger addressed the Board saying he was concerned that the administration did not include him in discussions regarding their streetscape plans.

Dave asked that there be an agenda line for Pat to report on the DRP meetings.

Brennan discussed the timeline for the DRP presentations with a quarterly report scheduled for the April 8 meeting and a full presentation of FY15 Workplan in May.

VIII. Wendy moved to adjourn. William seconded. Motion was approved. The meeting ended at 8:50 am.

These minutes approved this 8<sup>th</sup> day of April, 2014.

  
Barbara Spaulding