



RUTLAND REDEVELOPMENT AUTHORITY  
CITY OF RUTLAND  
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Regular Meeting / January 12, 2016  
Minutes

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

**Absent:** Israel Mac.

Also Attending: Mike Coppinger, Lyn Tomsuden, Rebecca Buonadonna and Ed Ryan for Downtown Rutland Partnership.

- I. The meeting was called to order at 8:02 am.
- II. Agenda Additions/Deletions – None.
- III. Wendy moved to approve the minutes of December 8, 2015. Stephanie seconded. Motion was approved.
- IV. No one from the public was in attendance to address the Board.
- V. Wendy moved to authorize Dave to sign the warrant for payment of Fund 800 expenses totaling \$22,523.61 and recommend to the Board of Finance payment of Fund 100 expenses totaling \$3,228.90. Mike seconded. Motion was approved.
- VI. Mike Coppinger presented the Downtown Rutland Partnership's quarterly report for the period ended 12/31/15. Highlights included the unveiling of the new Batman mural, return of Gateway signs, E-catalog, Rutland's presence in the Guilford Welcome Center, Castleton art students Art Walk, annual Op Ed piece in Rutland Herald. Wendy asked about merchant feedback regarding holiday sales. Rebecca said the weather, lack of snow, had an effect on shoppers. Dave asked how the target businesses were determined for recruitment. Mike said the targets were driven by the marketing study and Business Development Committee. Ed Ryan discussed the financials and said the audit was 80% complete. The audit would result in findings, however those are being addressed.
- VII. Barbara provided the following quarterly grant updates:  
  
Closeout Reports: Work continues to closeout two VCDP grants: Hickory Street Community Center and the Neighborhood Revitalization Study.  
  
Northwest Neighborhood Revitalization: To date 5 requisitions have been approved and work has commenced on the progress report for the year ended 12/31/15. Wendy

asked to explain how the invoices are paid. Barbara explained the process and gave a brief description of what activities have been expensed thus far.

RCPC Education Facility – A site visit with Caprice and Claire from VCDP was conducted last week. Caprice was asked for a list of additional items needed to complete the application.

Streetlights/Sidewalks VII – The West Street sidewalk and Washington Street streetlights project is complete. Works continues on the final requisition and closeout of the project.

Rutland Creek Path – Work continues on closing out the grants for segment 2 and the scoping study for segment 5. Segment 4 of the bike path received an additional \$63,000 grant for construction. An engineering contract for Segment 5 has been awarded and an update was presented to the Aldermen last Monday night.

Center Street Marketplace – Working with Susan Schreibman and Mike Coppinger to apply for two grants to supplement the original earmark. An application was made to the Transportation Alternatives Program for lighting and a Downtown Transportation Fund application is being prepared for other amenities.

Loans – Of the six loans resulting from grants administered by the RRA, four required reports at 12/31/15 and all have been filed.

VIII. Brennan provided the following quarterly project updates:

REDC – Discussion regarding the reconfiguration of REDC and its new executive Director Lyle Jepson.

Northwest Neighborhood Revitalization – To date two properties have been purchased and demolished; two properties have been purchased and rehabilitation has begun. One additional property is under contract for rehab.

133 Forest Street – Sale of the property has been delayed due to title issues.

34 North Main Street – The sale is expected to close in January.

Project VISION – The Community Involvement, Neighborhood Image and Housing Revitalization sub-committee continues to work on its action steps.

Pedestrian Safety Improvements – Strongs Avenue/Merchants Row – An engineering consultant has been hired and construction is expected to go out to bid in the spring.

Center Street Marketplace – As a member of the stakeholder group focusing on finalizing the planning for the marketplace, the RRA is supporting the project

manager's plans to resolve projected funding shortfalls for construction with various grant opportunities.

Business Recruitment/Marketing – The City will have a presence at the Solar Power PV Conference and Expo in Boston on Feb. 24-25 and the RRA has facilitated a “Rutland Row” concept at the Vermont Business Expo scheduled for May 25-26.

BIAP – Marketing of the BIAP continued with two half page ads and editorials in the Vermont Business Magazine in December and January. Additional promotion will appear in the Jan/Feb edition of North America Clean Energy prior to the Expo in Boston. Brennan asked Wendy to transfer the designated Zamias funds into the HFCU RLF account so it is ready to go. Wendy acknowledged this transfer would occur and that she would contact HFCU to complete the transaction. HFCU is matching the funds with \$150,000.

WWRRI – A WWRRI Agreement was signed with Stonehedge Indoor Golf which opened in November.

10 Cleveland Avenue – Working with the property owner and the RRPC to enroll the property in the Brownsfield program. The Phase I & II studies are deemed necessary for the sale of the property.

77 Grove Street – Jim Watson of Watson Realty is the local broker and a site visit is planned for Friday with Lyle Jepson of REDC.

Evelyn Street – TD Bank has requested a building permit for improvements to their drive-through building. Brixmor is required to sign off as the property owner of the leased land and efforts are being made to ensure TD is aware of the Evelyn Street Redevelopment Concept and potential closing of Evelyn Street to vehicular traffic.

SCBC Grant Application – Work continues on the application due Friday. The Aldermen were asked to re-commit \$4,000 from the Zamias funds as part of the required match. An additional \$3,500 is required provided the project requires the full \$75,000 to complete. Chris moved to commit \$3,500 from the RRA Capital Program. Ed seconded. Motion was approved.

Web Portal /Start up in a Day – Work has commenced and it has been determined that additional \$3,000 of work needs to be included as an addendum to include all applications and forms.

Regional Recreation/Aquatic Center – Following a meeting on Oct. 6, it was determined not to pursue this initiative until after the March ballot outcome regarding White's Pool bond.

IX. DRP Update: Brennan reminded the Board of the RRA's commitment to conduct the required Special Benefits District Advisory Vote. He has requested a price quote from the Castleton Polling Institute to create the questions and administer the ballot. He asked Board members to volunteer for a steering committee on the project. Dave, Ed and Stephanie agreed to be on the committee. Brennan will forward copies of previous years' votes.

X. New Business:

Treasurer's Report 11/30/15. The budget is on course for the period. A review of the audit will be conducted at the next meeting. There needs to be a discussion regarding the Unassigned Fund Balance policy.

Barbara mentioned that Israel is interested in someone else taking on the role of secretary.

XI. Ed moved to adjourn. Wendy seconded. Motion was approved. The meeting ended at 9:26 am.

These minutes approved this \_\_\_\_ day of \_\_\_\_\_, 2016.

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Barbara Spaulding for Israel Mac, Secretary