



RUTLAND REDEVELOPMENT AUTHORITY
CITY OF RUTLAND
1 Strongs Avenue
RUTLAND, VERMONT 05701
(802) 775-2910 spauldingrra@rutlandvtbusiness.com

Regular Meeting / April 12, 2016
Minutes

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

Also Attending: Mike Coppinger, Executive Director, and Lyz Tomsuden of Downtown Rutland Partnership; and Cindi Wight, Superintendent Rutland Recreation Department.

- I. The meeting was called to order at 8:00 am.
- II. Agenda Additions/Deletions – None.
- III. Mike moved to approve the minutes of March 22, 2016. Betsy 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 \$21,167.00 and recommend to the Board of Finance payment of Fund 100 expenses totaling \$14,187.42. Chris seconded. Motion was approved.
- VI. DRP Quarterly Report.

Mike Coppinger discussed the DRP quarterly report highlights including:
Streetscape - West Street cemetery fence, “downtown living” banners, improvements to Justice Square, dual-faced clocks for Center Street Marketplace;
Marketing - brainstorming session to be held on quarterly basis, newsletter and social media page with 3500 audience, business show good representation 15;
Special Events - sledding event with 300 people in attendance, Walk/Bike Summit held every two years with 200 people attending conference, post meeting to be held, create handbook for additional conferences, free parking in garage, sponsorship dollars raised \$10,000 in hand and \$4,000 pledged; and
Business Development - REDC Makers Faire and Road Show, Castleton housing downtown.

Discussion about the DRP decision to fund a \$1,000 startup grant for Death or Glory Tattoo Shop at 74 Merchants Row and negative reactions to this business signage and influence on the signature block of downtown. ARC review of the signage eliminated vertical tattoo signs but canopy sign complied with the sign ordinance specs. It was suggested that Mike get sign permits to prospective new businesses earlier in process before signs are fabricated and installed. Wendy suggested creating a start-up checklist.

Discussion regarding cigarette butts on Merchants Row. Mike said the DRP maintenance guy will be out next week.

The DRP annual meeting is scheduled for June 8 and post card invitations using Castleton Polling Institute's constituent list will be mailed no less than 10 days prior to event. The DRP approved work plan and budget will be submitted to the RRA on June 14.

- VII. Barbara provided the following grant updates in addition to the quarterly spreadsheet report:

SVCOA – The application has been filed. The VCDP Board Meeting is scheduled for June 9.

RCPC Education Facility – Reminder that a meeting is scheduled for April 19th to discuss the award conditions and Davis Bacon requirements for the project.

Rutland Creek Path Segment 4 – The path is being re-engineered due to property that is now unavailable. Joe Giancola has offered to pay the cost of re-engineering as he is unwilling to allow the path to be constructed as planned on parts of his property.

- VIII. Brennan provided the following highlights in regard to the quarterly projects report:

Northwest Neighborhood Revitalization – Purchase of 39 Pine Street was completed and discussion of federal forfeiture properties on Park Avenue continues. 42 Cleveland Avenue is being considered as the fourth demo acquisition. Mary Cohen has committed to 10 hour week through June 1st at NWWVT. It is unknown if they are moving forward to fill her position.

34 North Main Street – Sale closed. To be used for commercial/retail use and new owner is looking at lease options and may be applying for tax stabilization under the vacant/blighted property program.

Downtown Pedestrian Improvements – VHB has eliminated 4 of the banner signage structures but there is still a \$30,000-\$40,000 shortfall due to Urban Contaminated Soils requirement. Can't go out to bid with the shortfall. Brennan proposes that the DPW and RRA commit funds to the project to cover the potential deficit. Ed moved to allocate up to \$20,000 from the RRA Capital Project Fund in a 50/50 proportional split with the City to cover the budget shortfall related to soil contamination. Wendy seconded. There was discussion as to the proportional split of the costs and explanation of the DEC's classification of soils in urban environment. Motion was approved.

VT Business Expo – Brennan distributed a draft VT Business Magazine full page color ad proof proposed for the "Rutland Row".

BIAP – Wendy was asked if the \$50,000 Zamias funds for the RLF with HFCU had been transferred. She said no. Dave requested that this be done before the next meeting. There was some discussion about why the Treasurer’s office had not yet made this transfer.

Evelyn Street – A Community & Economic Development meeting has been scheduled for April 21 to discuss the process and new developments in the Evelyn Street initiative.

IEDC Conference – Brennan will be attending an Entrepreneur and Small Business Development Course in June and will invite REDC staff as well.

RRCC Golf Tournament – May 20, RRA will participate again this year.

CSJ Expansion – Discussion of water rate stabilization for CSJ’s \$11 million dollar expansion project was announced in the Herald. It appears they will be moving forward with expansion plans.

- IX. DRP Update: None.
- X. New Business: Dave suggested that it may be an appropriate time for the Planning Commission to review and revise the sign ordinance for Downtown.
- XI. Old Business: Welcome to Rutland sign has been repaired by Green Screen Graphics and is going back up. Once it is erected, GMP will add the solar lights which were not damaged in the accident.

Wendy asked about restrictions for the Maples RLF and suggested putting together a subcommittee to create a policy for the funds. Barbara was asked to provide the restrictions and the suggestion was tabled to the next meeting.

- XII. Ed moved to adjourn. Wendy seconded. Motion was approved. The meeting ended at 9:12 am.

These minutes approved this ____ day of _____, 2016.

Israel Mac, Secretary