



RUTLAND REDEVELOPMENT AUTHORITY  
CITY OF RUTLAND  
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Regular Meeting / April 26, 2016  
Minutes

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

**Absent:** Wendy Wilton.

**Also Attending:** Mike Coppinger, Executive Director, Downtown Rutland Partnership.

- I. The meeting was called to order at 8:00 am.
- II. Agenda Additions/Deletions – None.
- III. Ed moved to approve the minutes of April 12, 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 \$4,112.23. Mike seconded. Motion was approved.
- VI. Barbara provided the following grant updates:

Center Street Marketplace – The Downtown Transportation Board awarded the City a DTF grant in the amount of \$62,320 for lighting in Center Street Alley. The remaining shortfall for the project was discussed but the exact amount won't be known until the project goes out to bid for construction. Currently the City has received two RFQ submissions for Construction Inspection Services and a sub-committee of stakeholders is assisting the RRPC project manager in reviewing the bids.

SVCOA – The DRB tabled the public hearing to May 4 for the SVCOA's request for a conditional use permit to move their office to 143 Maple Street. The DRB asked for additional information on the site plan. One of the 11 neighbors was present at the hearing and there was discussion of fencing.

RCPCC Education Facility – The meeting with VCDP and Caprice Hover was contentious. However, by the end of the meeting a plan was made to move forward with Environmental Review and how the Davis Bacon certified payrolls would be handled.

Northwest Neighborhood Revitalization – A meeting with VCDP, NeighborWorks and RRA staff was held to discuss the ratio of VCDP funding and Other Resources being requisitioned. VCDP would like to see the ratio at 50/50. An explanation of

why the pro ratio basis was not being met and how this would be remedied going forward was discussed. Future requisitions are expected to include the RRA's \$50K and City's Zamias commitments.

VII. Brennan provided the following project updates:

Northwest Neighborhood Revitalization – Discussion of 42 Cleveland Avenue acquisition and the federal forfeiture properties on Park Avenue continues.

Makers' Faire – REDC is looking for a Makers' space and is considering part of their former building on Quality Lane and they applied for \$20,000 from USDA for a feasibility study. The proposed budget for the 2016 Makers' Faire, which will again be part of Sidewalk Sales, is \$8,000. Lyle is looking for a \$500 commitment as a corporate sponsor from RRA. Chris moved to allocate \$500 to REDC to support the Makers' Faire. Ed seconded. Motion was approved.

Evelyn Street – The Community & Economic Development meeting was held to discuss the Evelyn Street initiative. The City is in support of the development plan and will be pursuing steps to move the project forward.

34 North Main Street – The owner is looking into hiring a landscaper to clean up the property while they search for a tenant. They have requested a tax reassessment from the City Assessor and are aware of the tax stabilization incentive.

10 Cleveland Avenue – VT Department of Health collected samples at the site last week. Once the analysis is completed, Brennan has requested the City be informed.

VT Business Expo – Brennan is working with REDC staff and Green Screen Graphics to create a tri-fold brochure highlighting City/regional real estate listings. REDC and RRA will split the cost of the \$300-\$400 brochure. A draft of the brochure may be available at the next meeting.

VIII. DRP Update: Stephanie attended the meeting last Tuesday. She said three new board members were appointed. Christini 'n Me, a downtown estate store, was given a \$1,000 loan for interior and exterior improvements to the building. A ribbon cutting is scheduled for the store on Thursday, April 28, at 4:30 pm. Plans for the Pig Roast and Blessing of the Bikes were discussed. Mike Coppinger distributed the DRP Annual Meeting invitations to the RRA Board and staff and discussed the planned notification and distribution process for the June 8<sup>th</sup> meeting.

IX. New Business:

Treasurer's Report – FY2016 Period 9: Brennan reviewed the report. He added that the proposed budget for FY17 would be provided prior to the end of FY16 for review and approval.

Dave asked for volunteers for a sub-committee to conduct a performance review of Brennan and explained that a review has not been done for two years. Mike and Betsy volunteered for the sub-committee.

Maples Revolving Loan Fund: Wendy had suggested at the last meeting to create a sub-committee to prepare a policy for the RLF. Barbara said that VCDP is looking for a written process and guidelines with the details for the RLF including eligibility, selection, etc. to be used by decision makers. Ed and Dave volunteered to work on the process with Wendy and Brennan. Recommended policy would then need Board of Aldermen approval.

SBD Vote/Survey Results: Dave announced that the results were overall positive with 82% in favor of continuing the imposition and collection of the special benefit assessment. He added that Castleton Polling Institute did a good and professional job with the survey. Brennan went over the summary report by CPI. A post survey talk with Mike Coppinger and Glenda Hawley of the DRP will be held Thursday. Discussion continued as to how to best disseminate the information. Dave commented that it is considered a public document. The Board's consensus was to prepare a press release following Thursday's meeting. Barbara was asked to prepare the public hearing notice for the extension of the ordinance related to the imposition and collection of a special benefit assessment. Chris was asked to provide the CPI summary report at the next Aldermen's meeting.

X. Old Business: RRA Bookkeeping FY17.

Brennan and Dave discussed the history behind the Treasurer's recent decision to end service or be compensated for the RRA's bookkeeping, which the Treasurer's office has been providing since 2010. Wendy had provided a breakdown of her estimated hours and costs to continue in a previous email and those numbers were discussed. Barbara put together the costs associated with the RRA taking on the bookkeeping in house. Dave asked for quotes from outside bookkeeping entities. There was discussion about the Treasurer's decision creating a redundant process requiring two separate warrants for 100 & 800 expenses. The discussion was tabled until the next meeting when the Treasurer would be available to answer specific questions about her decision.

XI. Ed moved to adjourn. It was seconded. Motion was approved. The meeting ended at 9:14 am.

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

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Israel Mac, Secretary