



RUTLAND REDEVELOPMENT AUTHORITY
CITY OF RUTLAND
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Regular Meeting / May 24, 2016
Minutes

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

Absent: Ed Clark.

Also Attending: Cindi Wight, Recreation Superintendent.

- I. The meeting was called to order at 7:58 am.
- II. Agenda Additions/Deletions – Dave said to include discussion of the BIAP grant administration under Old Business.
- III. Mike moved to approve the minutes of May 10, 2016. 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 \$2,882.49. Mike seconded. Motion was approved.
- VI. Barbara provided the following grant updates:

DTF – Streetlights & Sidewalks (Washington/West Streets) – The trees have been planted and a new fence installed for the cemetery, both on West Street. Barbara distributed a copy of the fence. The project is now complete and the closeout documents just need the Mayor's signature. Before and after photos will be a part of the closeout documentation.

DTF – Center Street Marketplace lighting – The grant agreement was received and sent to the Board of Aldermen with a request the Board authorize the Mayor to sign. There was some concern with the Conflict of Interest clause so the request was sent to the Finance Committee. Wendy said the committee met and said the conflict of interest clause would be made a part of the bid documents.

SVCOA – VCDP staff comments to the application have been received and answered. The applicant has prepared a video for the upcoming VCDP board meeting on June 9.

RCPC Education Facility – The Environmental Review has been submitted for pre-approval and work continues on the award conditions.

VII. Brennan provided the following project updates:

Gateway Pedestrian Improvements – The RFP has gone out and the possibility of encountering Contaminated Urban Soils continues to be a concern for the budget. Dave asked about the timing. It is expected that the Board of Finance will meet in June to choose a contractor and the work should be completed at the end of October. Shop owners affected by the bump-outs on Strongs Avenue are on board.

Evelyn Street – moving forward.

Center Street Marketplace – A Resident Engineer has been chosen for the project by the Steering Committee. Once the utility issues are completed construction will go out to bid. There was discussion on who will replace Susan Schriebman as project manager. Brennan said Ed Bove will take on the responsibility through the construction bid process.

34 North Main Street – Brennan has reached out to owners regarding maintenance of the property. Discussions with a potential tenant continue. Wendy suggested that the applicant who went before the DRB for permits for a drive-thru hibachi restaurant at 38 Bellevue Avenue be made aware of this property.

VIII. DRP Update: Stephanie reminded the Board that the DRP annual meeting is scheduled for June 8 at 8:30 am at CCV. Chris mentioned it would be held on the first floor in the main conference room. Stephanie said the DRP discussed new marketing ideas and the parking deck issues. Chris added that the parking meter vendor discussion was scheduled for June 1. The proposed DRP FY17 annual work plan and budget will be submitted to the RRA Board on June 14.

IX. New Business:

BIAP Application – The Vermont Maple Siracha Company is interested in assistance from the BIAP to purchase a packaging machine. Brennan discussed the evolution of the request. The company is located at the Farmer's Food Center and the owners Jackson Whelan and Lenny Montori have invested \$60,000 in the specialty food product line. The capital investment of \$7,000 for the packaging machine will allow them to increase capacity and add staff in the future.

Discussion continued as to the process in determining what level of assistance the applicant was requesting. Going forward Brennan will have an applicant state their request in writing and allow the RRA Board to either reject, approve or make recommendations based on the request.

Wendy moved to approve a \$5,000 grant from the BIAP to assist in the purchase of the packaging machine. Mike seconded. Motion was approved. Brennan will take the RRA's recommendation to the Board of Aldermen on June 6.

X. Old Business: RRA Bookkeeping FY17.

Dave recommended that the RRA give Wendy the \$2,408.40 per year, the amount stipulated by the Treasurer, to continue to do the RRA bookkeeping. Wendy said this was not her preference and thought the RRA should do its own bookkeeping. Israel said a motion to expend funds was in order. Mike moved to approve the request from the Treasurer's office and expend \$2,408.40 annually into the general fund to pay for the RRA bookkeeping services. Stephanie seconded. Motion was approved 6-1 with Wendy voting no.

Wendy did clarify that when the City took over the RRA bookkeeping it was to consolidate the bookkeeping in one location as parts were being done by Barbara in QuickBooks and other parts in the Treasurer's office. Another consideration was the absence of an executive director at the time.

BIAP Grant Administration – Originally the BIAP fund was to be established at Heritage Family Credit Union (HFCU) who would manage the fund so as not to create a burden on the Treasurer's office. However the \$50,000 approved by the Aldermen to seed the fund has not been transferred because Wendy now feels it would be easier for her office to maintain the bookkeeping in house by opening an account with Merchants Bank. Brennan said that a lot of effort and time was expended in negotiating the agreement with HFCU who have supported the City's initiative and agreed to match the \$50k with \$150k of their own funds, as well as, service and administer the future loans. If change is made an amendment would be necessary to that agreement if HFCU was still interested.

Wendy stated that a conference call has been schedule with Marlene Cenate at HFCU to discuss the fees associated to manage the loan portfolio and whether funds can be transferred by ACH to a separate Merchants Bank account. Betsy thought it would be helpful to hear Marlene's take on the situation. Brennan feels that asking HFCU to fund and administer the program and then not hold the City's portion in their bank was insulting to them after the efforts they had made. His preference would be to proceed with a HFCU account for the RLF as had been agreed and approved by the BOA last August. Dave said the practical considerations of the Treasurer's office and the ease of reconciliation of a new account is a factor, but there are also other factors to consider such as public perception and partnership with HFCU. Discussion was tabled until the next meeting.

XI. Chris moved to adjourn. The meeting ended at 8:42 am.

These minutes approved this ____ day of _____, 2016.

Israel Mac, Secretary