



RUTLAND REDEVELOPMENT AUTHORITY  
CITY OF RUTLAND  
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Regular Meeting / June 14, 2016  
Minutes

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

**Absent:** Betsy Bloomer and Ed Clark.

**Also Attending:** Mike Coppinger, Lyz Tomsuden and Eddie Ryan, all of Downtown Rutland Partnership; Kevin Loso, Executive Director Rutland Housing Authority.

- I. The meeting was called to order at 8:01 am.
- II. Agenda Additions/Deletions – None.
- III. Mike moved to approve the minutes of May 24, 2016. Chris 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 \$21,942.83 and recommend to the Board of Finance payment of Fund 100 expenses totaling \$5,525.00. Chris seconded. Motion was approved.
- VI. Kevin Loso, Rutland Housing Authority – Grant Request.

Kevin discussed plans for Phase III of the Hickory Street project which includes demolition of the remaining 27 units and construction of 22 units in three new buildings; a 2-bedroom duplex, a 3-bedroom duplex and a two-story 18-plex with 10 1-bedroom units and 8 2-bedroom units. In addition the public road will be extended to Granger Street. The third phase of the project includes a homeless component that will be vetted by case workers. The total cost of Phase III is \$5,962,952 and he is requesting the City apply to VCDP for a \$348,350 Implementation grant in the next round.

- VII. DRP Update – DRP Workplan & Budget FY17.

Mike Coppinger distributed copies of the DRP Workplan & Budget FY17 and requested level funding of \$252,000 for FY17. He discussed the highlights under the various objectives. Lyz discussed the move from print marketing to more digital marketing through several opportunities that will provide more analytics.

Mike also discussed a \$10,000 budget line item to support transportation with regard to the future Castleton State College housing in downtown. Those funds will come from the GMP funding. There was some discussion as to the status of the overhead doors for the parking facility.

Eddie requested consideration of foregoing a FY16 audit in light of the fact that the FY15 audit was just completed and there wasn't enough time to implement the findings. He recommended the DRP conduct an audit for FY17.

\*Commissioner Romeo left the meeting.

VIII. Barbara provided the following grant updates:

Hickory Street Phase III – Discussion regarding whether there was capacity to take on additional grants and whether there was a situation where another application is planned for the next round. Barbara is confident that with the help of the applicants, she can take on the additional grant administration if both the SVCOA and Hickory Street Phase III applications are awarded. Brennan discussed plans to apply in the same round for a Planning Grant for Evelyn Street but currently that has not been confirmed.

Wendy moved to recommend to the Board of Aldermen the City support the Hickory Street Phase III VCDP Implementation Grant application in the amount of \$348,350. Mike seconded. Motion was approved.

SVCOA – The CD Board meeting was held June 9 and a video was presented on behalf of the project. Announcements are expected July 1.

RCPCC Education Facility – The Environmental Review has triggered a Phase I and Phase II ESA as the property was once a garage. If remediation measures are required the City may need an extension of time to address all the award conditions. A meeting has been scheduled with VCDP staff on June 15.

DTF – Streetlights & Sidewalks (Washington/West Streets) – The Closeout documentation was submitted, as well as, the final requisition. An official closeout letter is expected by the end of the week. Before and after photographs were circulated amongst the Board.

DTF – Center Street Marketplace lighting – The grant agreement was signed by the Mayor and returned to DTF to be executed by the Agency. Confirmation was received that an all inclusive bid is allowed and the lighting will not have to be bid separately.

Hickory Street Community Center – The final program report determination was received but in order to receive the Certificate of Program Completion the Mayor needs to electronically sign the Closeout Agreement.



VTrans Monitoring Visit – The visit is scheduled for June 28 at 9 am. The RRA Grants affected are Center Street Marketplace, Bike Path Segment 5 scoping study, Bike Path Segment 4 and Bike Path Segment 5 Construction. Barbara is working with Mary to confirm that all the grant files are in compliance.

RRA Public Hearing Notice – The notice was published Friday, June 10, for the June 28 meeting at 8 am.

IX. Brennan provided the following project updates:

Evelyn Street – A lease option was signed and the developer is moving forward.

34 North Main Street – The potential tenant is the highest/best use for the property. Discussion regarding the price to redevelop the property. City assistance may be requested.

Gateway Pedestrian Improvements – One bid was received and it is approximately \$100,000 over the project's budget. Jim Rotondo is working on ideas for reducing the scope of the project. Wendy said to be careful changing the scope as it may require going back out to bid. Brennan said that re-bidding for spring 2017 is an option for November if the current bid cannot be reduced.

Web Portal – Work continues.

X. New Business – RRA FY17 Budget Discussion.

Brennan distributed the draft FY17 budget using the preliminary numbers from May 2016. With the unanticipated influx of the Maples repayment the surplus is \$105,726. Brennan proposed that \$55,000 be assigned to Capital Projects and \$50,000 to Business Development. Wendy suggested that some of the funds be retained for administration reserve. There was discussion of splitting the surplus amongst the three accounts. She will discuss this with the auditor and report back at the next meeting. She asked for detail regarding the \$2,500 budgeted for Miscellaneous expense; checking on worker's compensation rate and FICA/MED for 2017.

XI. Old Business – BIAP RLF with HFCU.

Brennan distributed copies of an email from Marlene Cenate at HFCU regarding the City Treasurer's concerns. HFCU is willing to participate and contribute \$150,000 but would need the City's \$50,000 deposited with them for administrative simplicity and cannot collateralize. Wendy said she would not transfer funds to HFCU without collateralization of the funds. Chris suggested removing \$50,000 from the City's CD if this could be done without penalty to allow for the deposit of the \$50,000 RLF. Brennan suggested transferring the \$50,000 to the RRA who would deposit the funds into the RLF. Wendy confirmed the RRA has a separate tax ID number and said the RRA could create a fund in 800. Chris said he could bring up the suggestion at the

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Brennan suggested transferring the \$50,000 to the RRA who would deposit the funds into the RLF. Wendy confirmed the RRA has a separate tax ID number and said the RRA could create a fund in 800. Chris said he could bring up the suggestion at the next Alderman's meeting. Brennan said he would confirm this new plan was acceptable to HFCU and work on amending the agreement with Charles.

XII. Wendy moved to adjourn. The meeting ended at 9:46 am.

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

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Israel Mac, Secretary