



RUTLAND REDEVELOPMENT AUTHORITY
CITY OF RUTLAND
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Regular Meeting / July 9, 2024

Minutes

Attendance: Ed Clark, Michael Talbott, Dick Courcelle, Chris Etori, Mary Markowski and Israel Mac.

Also attending: Mayor Doenges, Ed Bove, Tyler Richardson, Chris Brown and Barbara Spaulding.

Absent: Stephanie Romeo.

- I. Ed C called the meeting to order at 8 am.
- II. Additions/Deletions to the Agenda – Ed C moved the BIAP application after the warrant.
- III. Michael moved to approve the minutes of June 25, 2024. Chris seconded. Motion was approved 6-0.
- IV. Public Comment – None.
- V. Warrant – Israel moved to direct the Chair to sign the warrant for 800 expenses totaling \$22,942.74 and recommend to the Board of Finance payment of Fund 150 expenses totaling \$3,916.29. Michael seconded. Barbara mentioned that the phone bill was removed from the warrant as it had increased by \$50 per line. She is working with the Mayor to make other phone arrangements. Mary asked for a breakdown of the White & Burke invoices for the VHB portion as it relates to a different fund balance. Ed B added that an amendment to the White & Burke contract will be discussed by the TIF committee on Thursday before bringing it to the next Board of Aldermen meeting. He said a subcontract for Morris Strategies to perform the public outreach for the TIF was previously discussed. Motion was approved 6-0.
- VI. New Business – BIAP Application – C Brown Automotive LLC
Barbara introduced the applicant saying Chris Brown was requesting a \$10,000 Forgivable BIAP loan to be used in conjunction with personal and business finances to expand his automotive and towing business at 276 West Street in Rutland. The application meets the criteria through personal investment of a minimum of \$10,000 and the creation of two full-time jobs. Chris Brown said he has been in business since April of 2023 and the amount of business has him needing additional mechanics. He would like to make improvements to equipment and the premises to make work more efficient. Eventually he would like to purchase the property. Mary asked if he was in compliance with the DRB conditions on the property. Chris said

he is aware of the conditions and they have been resolved. Mary asked about the June 2026 date to hire the mechanics. Chris Brown said he believes he would be able to hire the positions sooner, but didn't want to incorrectly estimate the timing. Ed C said the Board would table the application for two weeks and Barbara will follow up with their decision. Ed B asked Mary how much the BIAP fund receives annually. Mary said \$85,000 based on the tax rate.

VII. Grant Updates – Barbara provided the following grant updates.

RCPCC Chaplin Avenue – The ribbon cutting was held June 14 and the final public hearing was held June 17. She is working with the co-directors to collect the necessary beneficiary documentation to close out the grant by July 30.

Rutland Housing Initiative 120 Maple Street – The next requisition is due July 19 and will include a grant administration invoice for the RRA to close out FY24.

Building Resilient Infrastructure and Communities Grant (BRIC) – The quarterly report was filed July 3. Barbara will reach out to RRPC to let them know the RRA will be processing invoices and requisitions on behalf of the City.

VCDP Applications – On June 25, the East Creek Commons application was awarded \$500,000 and the HTRC planning grant for the merger was awarded \$60,000. The award conditions need to be met by Jan. 1, 2025. A Technical Assistance meeting with VCDP staff is being scheduled in the next couple weeks.

BIAP Update – On July 1, the Aldermen approved \$5,000 BIAP grants for both Wellness Café and Pure Restorative Wellness Aesthetics. BIAP grant agreements were signed July 8 and the checks will be processed on July 12. The first annual report from Loose Loona was included in the RRA packet. The quarterly meeting with HFCU was held June 18 and Barbara let them know there were referrals to HFCU for Nolan's Auto, Wellness Café and Pure Restorative Wellness Aesthetics.

BIAP Outreach – Barbara will be providing information regarding the BIAP to business owners attending the HFCU Business Event in the fall. There is another opportunity to provide BIAP information at the Elevate VT Women's Expo on November 2 in Rutland.

Job Posting – Barbara has drafted a job description for the part-time office support position and it has been reviewed by Ed B. The City HR director will be asked to review the description to make sure it contains all of the necessary legal jargon. Instead of posting the job on Indeed, the Board suggested posting the job at the following locations: VLCT, Herald, internally, CEDRR, DRP, RRA website, Facebook and VT Common Good.

VIII. Project Updates – Ed B provided the following project updates.

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Grand List Development & TIF – Ed C provided the timeline for the TIF application saying next steps include finishing the matrix/map, line up the communication consultant, discuss application with VEPC Board in the summer, Aldermen presentation and vote in the spring, which starts the 10 year clock. The first tier projects include 10 Cleveland Avenue and the downtown hotel. Work continues on matching the NDA boundary with the TIF and Act 250 exemptions.

Housing – The WRRRI policy and rate will be discussed on Thursday at the Public Works Committee meeting followed by a meeting with the Finance Committee. The Community & Economic Development Committee will meet Tuesday July 16 to discuss H687 and the City's to-do list to opt into the tax exemptions for housing. There is a list of updates that need to happen including the river corridor, Master Plan, Zoning By-laws etc. The City will also need to opt-in regarding tax exemptions for housing by Jan. 1 2026. Ed B said the RPC will need to do some work as well.

Site Specific Projects – Rail Gateway designs are expected in the next week or two. The CAP for 10 Cleveland Avenue should be completed in the next month and the City will need to make some decisions. There is a developer interested in the property. Ed B discussed the FEMA buy-out potential for properties on Clover Street and the former Tire Warehouse once the City's LHMP is completed.

Planning & Public Spaces – Work continues on the CIP and once finished will provide the RRA with a list of projects for which to research grant funding. Recently Ed B was asked to participate on a DPW project to study 4 US7/US4 intersections.

Ed C asked about the Act 250 exemption timeline. Ed B clarified that currently housing development is exempt from Act 250 in the Downtown and NDA through 2027. Once the land use maps in the City Master Plan and RPC maps are updated, there will be Act 250 exemption for all development beginning in mid-2026.

- IX. BOA Update – Michael provided the following Alderman updates: next week the Aldermen will visit the Berwick site and meet with the Beldens to learn about their plans, future firework displays was referred to the Recreation Committee, the City tax rate will be set July 17. Ed C suggested adding the fireworks to the City ballot. Mary said an organization would need to come forward on the ballot.
- X. Old Business – Set up Simple IRA. Ed C discussed how he and Mary would need to set up the RRA's Simple IRA. He is waiting to hear back from Colton Blackman of HFCU with whom both Barbara and Ed previously met. He asked for a motion from the Board to authorize the Chair and Treasurer to set up the Simple IRA. Michael so moved and Chris seconded. Motion was approved 6-0.

FY25 Workplan – Ed B distributed copies of the RRA FY25 Workplan and asked the Board to review the plan and add any action items they feel are missing. He said this would allow the Board to determine, at the end of the year, what tasks had been accomplished. Israel suggested that the emphasis should be on actionable items as opposed to the process.

- XI. New Business – Election of Officers. Barbara said currently the Board Chair is Ed Clark and the Secretary is Mary Markowski. Israel nominated the existing slate of officers for FY25. There no other nominations. A vote was taken to approve the existing slate of officers for FY25 and it passed 6-0.

Vacant Seats – Chris asked if there were any names coming forward to fill the RRA Board’s two vacant seats. Tyler said he was unaware of any. Ed C suggested that board members reach out to members of the community and send names to the Mayor for consideration. Discussion continued regarding the residency requirement for a board member. Michael said he would reach out to Alderman McCann to get the charter change before the Charter & Ordinance Committee in time for the November ballot and January Legislature. It was suggested that Barbara post the open seats on the RRA Facebook. Ed C said he would reach out to Gordon at the Herald.

All items on the agenda were addressed. The meeting ended at 8:50 am. The next regular meeting will be held July 23 at 8 am.

These minutes approved this ____ day of _____, 2024.

Mary A. Markowski, Secretary