



RUTLAND REDEVELOPMENT AUTHORITY
CITY OF RUTLAND
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Regular Meeting / August 13, 2024
Minutes

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

Also attending: Ed Bove and Hali Issente from DRP.

- I. Ed C called the meeting to order at 8:01 am.
- II. Additions/Deletions – None
- III. Stephanie moved to approve the minutes of July 23, 2024: Chris seconded the motion with the correction of Shannon to Shandi in the DRP Update. Motion to approve the minutes as amended was approved 7-0.
- IV. Public Comment – None.
- V. Warrant – Israel moved to direct the Chair to sign the warrant for 800 expenses totaling \$24,408.48 and recommend to the Board of Finance payment of Fund 150 expenses totaling \$14,712.50 and Fund 100 expenses of \$8,977.50. Chris seconded. Motion was approved 7-0.
- VI. Grant Updates – Ed B presented the grant updates in Barbara’s absence. Michael moved to accept the grant and outreach updates to be incorporated in the minutes. Chris seconded; motion approved 7-0.
- VII. Project Updates – Ed B provided the following highlights from the project updates:

Grand List Development & TIF – Ed B provided the timeline for the TIF and noted process was moving forward and he met with the BOA and Committees. The next steps include presenting the District Plan to CED and BOA, approval of the district plan will allow the City to move forward with the application. The application will be presented to the BOA for review and approval in January. If approved, the application would be submitted to VEPC. The review by VEPC could take up to two months and will determine whether the TIF district is approved for the City. If approved, the first project could be identified and presented to VEPC for approval. Chris asked whether the TIF boundaries had been set and Ed noted that there were still some minor changes and that Stephanie from White and Burke was preparing calculations for the district and possible increments.

Housing – Ed B discussed the developers showcase that is planned for September 18th. He noted that there would be some RRA expenses incurred for setting up the

venue. The showcase includes inviting 10 to 15 developers at the HUB to provide site visits and provide interaction with city departments and other interested parties. The thought is to provide an overview of Rutland and what it has to offer. Stephanie asked about the list of developers, and Ed B noted that he worked with RPC to get a list of mid-sized developers from the area. In addition to the showcase, Ed B noted that WWRRI policy and rate updates for housing had been approved by the BOA.

Site Specific Projects – The rail gateway draft designs have been received and will be presented to the RRA and to DPW for planting of trees.

Planning & Public Spaces – Ed is working on preparing the Act 250 Tier 1A exemption documents. 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. Ed noted that he is involved in the Traffic Safety Plan Scoping Study Steering Committee. The study will include Woodstock Ave/Main Street and West Street/Main Street for safety improvements.

RRA Organizational – Ed reported that the website design should be ready in 3 weeks. Ed asked if there were any comments on the RRA FY205 before it is finalized. Chris asked about the part-time position. Ed B reported that there were about 30 applications with 10 potential candidates. Barbara is planning interviews at the end of August.

VIII. BOA Update – Michael provided the following Alderman updates: Rebekah Stevens was appointed to the planning commission; special events permits were approved; DPW has had street closures to complete city work on Rte. 4&7 at considerable savings to the city: the city is moving forward with the Center Street infrastructure plan. Proposed charter changes for the RRA board and to the City voting boundaries were approved. The City will go out to bid for IT services and new website maintenance services. The Board continues to discuss guidelines for remote participation in meetings.

IX. Old Business – SBD RLF application for 24 Wales Street. Ed B reported that the sub-committee met to review the application from Sussera Properties for a \$30K loan and recommended approval of the loan based on the application and financial information that was provided. The RRA discussed the request and the committees' findings. Chris expressed his support for the loan and made the motion to recommend that the SBD RLF for Sussera Properties for \$30K be forwarded to the BOA for review and approval. Michael seconded; motion passed 7-0.

FY24 Fund Balance – Hali from the DRP presented 3 quotes for Downtown Signage. Quotes were received from Green Screen Graphics (\$9,402), Wood & Wood Design Inc (\$26,250 to 29,025) and VT Art Studio (\$5,795). Michael noted that he would abstain from voting since he rents an apartment to an employee of Green Screen Graphics. The RRA reviewed the quotes and recommended the Green

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Screen Graphics proposal even though it was not the low bidder. The RRA noted that Green Screen has a great deal of familiarity with Downtown signage. Mary recommended that the RRA review and assign the FY24 unassigned funds of \$55K before making decisions on the signage. After a brief discussion, Chris made a motion to assign \$20K to business development, \$20K to capital projects and \$10K to special projects. The motion was seconded by Michael and the motion passed 7 to 0. Michael made a motion to assign \$10,000 from special projects for the Downtown signage update. Chris seconded; motion passed 7-0. Dick made a motion to award the Downtown signage to Green Screen Graphics. The motion was seconded and passed by a vote of 6-0 with one abstention.

- X. New Business – Ed C discussed Architectural Review Committee. Stephanie has served as the RRA representative and is looking for a replacement. Chris agreed to attend the next ARC meeting.

All items on the agenda were addressed. The meeting ended at 8:45 am. The next regular meeting will be held August 27th at 8 am.

These minutes approved this ____ day of _____, 2024.

Mary A. Markowski, Secretary

August 13, 2024

Grant and Outreach Updates:

RCPCC Chaplin Avenue – The closeout reports were submitted on July 30. The total expenses for the project were \$1,598,199.45 of which \$293,000 was covered by the City's VCDP grant with the balance of \$7,000 paid to the RRA for grant administration. The project met the proposed National Objective by providing services to 1,660 individuals of which 1,505 are LMI.

Rutland Housing Initiative 120 Maple Street – At June 30, the RRA received \$6,400 in grant admin fees from the City's VCDP grant. There were some questions from VCDP regarding the most recently submitted progress report having to do with procurement and subcontracting. Zak Hale responded that they have had the hardest time hiring carpenters, but that all the required documentation is on file. This information was sufficient and approval of the progress report is forthcoming.

East Creek Commons – Barbara is working on assigning the grant award conditions in order for the City to receive the grant agreement offer. The Technical Assistance meeting has not yet been scheduled.

HTRC and NWWVT Merger – Barbara is also working on assigning the grant award conditions for this grant, as well as, finalizing the ENV Review.

Hospital Heights – All but the City Attorney's opinion has been completed for the special conditions and the first requisition is planned for August 16. The City has also asked for an amendment to the grant to align with the documents filed at closing which stipulated that the project received the full \$950,000 as opposed to only \$940,000 with \$10,000 going to the RRA for grant admin. The amendment will not prohibit the RRA from receiving the \$10,000, it will just come from Hospital Heights instead of the City. The City will be reimbursed for the amount paid to the RRA in FY24.

133 Forest Street – HTRC received approval from VCDP to submit an application in the next round. The required public hearing has been set for Sept. 3 at 6:45 pm. The application is due Sept. 17. Typically, the applicant would have come before the RRA Board for a recommendation to the City to apply on behalf of HTRC. Copies of the pre-application and renderings have been emailed to the RRA Board. The RRA would anticipate compensation for the grant administration should this project be awarded a grant.

Rutland Creek Path Segment 3 – The bridge installation was successfully held on August 1. Photos and a video were posted on the RRA Facebook page, both received multiple likes and shares. The RRA Facebook page followers increased by 34 after posting the bridge activity. Requisitions continue on a bi-weekly schedule.

Rutland Creek Path Segment 5 – VTrans approved an extension for the development of Segment 5 with the stipulation that if the City does not advance to construction phase by December 2028, it will be required to pay back the grant funds expended on Segment 5 by Nov. 30, 2029. That amount would be \$135,579.35. Bob Protivansky, Kim Peters and Andrew Strniste have been working on an alternate plan for Segment 5. Susan Schreiberman has resigned as MPM for Segment 5, but will stay on as MPM until Segment 3 is complete.

Animating Infrastructure Grant – The City's application to support a Transit Center Mural project was unsuccessful. There will be another opportunity to apply in late winter.

"Lighter Quicker Cheaper" Placemaking Grant – RRA staff were unable to apply for the Center Street Alley lighting project because site control from both property owners was unattainable. The quick deadline for the application was also a deterrent. A public presentation of the Placemaking Plan has been scheduled for **9:30 am on August 20 in the Killington room of the HUB CoWorks.**

BIAP Update – On August 5, the Aldermen approved a \$10,000 BIAP forgivable loan to C Brown Automotive LLC. The loan documents were executed on Monday and a check request was provided to the treasurer's office. A photo will be taken with Chris on Friday for the RRA Facebook.

The BIAP Committee will be meeting on **Friday Aug. 16 at noon at City Hall** to discuss the proposed changes to the BIAP policy with a recommendation to be made to the full RRA Board on Aug. 27.

Barbara has been working with several potential BIAP applicants including Brit Tatao, Joe Repitore and Chris from the Crazy Mojito. She has also been working with Allyson Bradley of Nail'd It salon on submitting her first annual report. A formal report has been drafted using the annual report submitted by Loose Loona as a template. Kismet Kitchen, as part of their BIAP application, has sublet the kitchen for the month of August. Kathleen Saunders, Pure Restorative Wellness Aesthetics, was referred to HFCU for a secured loan and based on the conversation with Dylan Watts, the potential loan for equipment would be over the \$50,000 BIAP limit, therefore they are working on an SBA loan with her.

Part-time Office Support Position – Barbara posted the job in all the areas suggested by the Board at the July 9 meeting. This resulted in the receipt of two resumes. It was decided to post the position on Indeed for a minimal cost. There have been 31 responses and Barbara has been working with Ellen, City HR Director, to weed through those for potential people to interview. The goal is to interview the week of Aug 19-23 and Stephanie has offered to assist in the interviews.

Proclamation for Alvin Figiel – A proclamation will be read by the Mayor on Aug. 19 during the Board of Aldermen meeting acknowledging the contributions made by Alvin Figiel over the past 27 years he has served on the Planning Commission and Arch Review Comm.