



RUTLAND REDEVELOPMENT AUTHORITY

1 Strongs Avenue
RUTLAND, VERMONT 05701
802 775-2910

Regular Meeting / October 22, 2024 Minutes

Attendance: Edward Clark, Israel Mac, Chris Etori, Mary Markowski and Stephanie Romeo

Also attending: Ed Bove, Sherri Prouty, Hali Issente, Eddie Ryan, Tyler Richardson and Barbara Spaulding

Absent: Dick Courcelle and Michael Talbott

- I. Edward called the meeting to order at 8 am.
- II. Additions/Deletions – Edward moved the discussion of the BIAP application for Prouty’s Parlor after the warrant.
- III. Chris moved to approve the minutes of October 8, 2024. Israel seconded. Motion was approved 5-0.
- IV. Public Comment – None.
- V. Warrant – Israel moved to direct the Chair to sign the warrant for 800 expenses totaling \$1,864.65 and recommend to the Board of Finance payment of Fund 100 expenses in the amount of \$997.50 and 150 expenses in the amount of \$20,885.42. Chris seconded. Motion was approved 5-0.
- VI. New Business – BIAP Application for Relocation of Prouty’s Parlor

Barbara introduced the applicant saying that Sherri Prouty is looking to relocate Prouty’s Parlor from 13 Evelyn Street to 62 Merchants Row and is asking for a \$10,000 Forgivable BIAP loan to help offset some of the relocation costs. Her application meets the criteria of the BIAP through more than \$10,000 of personal investment. Sherri discussed the advantages of the new location and how the BIAP funds would be used to build a public restroom on the first floor and purchase a smoothie machine to be able to offer maple creamees. Chris said the relocation makes sense with the potential collaborations with Wonderfeet and The Sandwich Shop. He also agrees that the new location will have handicap access. Chris asked about peanut allergies. Sherri discussed how tools are consistently sterilized and peanuts kept separate from ice cream. Mary asked if Sherri was concerned about parking on Merchants Row. Sherri said the parking situation is similar with that of the Evelyn Street location; however she said Merchants Row has the crosswalk that slows traffic for pedestrians to cross. The Board tabled the request until the next meeting on Nov. 12.

- VII. DRP Quarterly Reports for 9/30/2024 – Copies of the quarterly report and financials were provided to the RRA Board in their packets. In regard to Marketing and Advertising Hali highlighted the Guilford Welcome Center Display that showcased Downtown Rutland to approximately 9,000 travelers with eight downtown businesses participating. He also highlighted the metrics for the Downtown Facebook page, the Throwback Thursday photos and Downtown Photo & Video Tours. The Downtown website ranks in the top 5 and top 10 in searches related to Rutland. In regard to Business Development, Hali highlighted the information shared at the Downtown Annual Retreat, the individualized business support provided by the DRP and the upcoming Women in Business Workshop Series. Under Events, Hali discussed the success of FNL and thanked the many volunteers without whose help FNLs would not be possible. He especially thanked the 20 GE Aerospace volunteers who contributed 200 hours. Upcoming event planning began in Quarter 1 and they include the Tree Lighting on Nov. 29, Small Business Saturday on Nov. 30 and Jingle Bell Shop on Dec. 12. There will also be pop up flash gift wrapping and printing of the Holiday Gift Guide in addition to a mailing. Hali said for Streetscape there were 80 hanging baskets and 42 planters made possible by the Rutland Garden Club. The garden club was featured in the Summer edition of Rutland Magazine. Hali discussed the feedback received on how much better the streets have looked following events. He added that the DRP Board participated in a vision session to re-evaluate the mission statement. There was 100% participation and Hali will share the notes and feedback from that session at a later date.

Eddie Ryan discussed the DRP Financials for the period ended 9/30/2024. He said FY24 is an audit year and that the audit is substantially complete with an unqualified opinion. Eddie discussed adding a right of use asset to the balance sheet with a corresponding liability. The DRP had an increase in Net Cash Position of \$12,000 due to a pre-paid expense. At the end of September, the DRP is better than budget by \$20,967 due to a staffing vacancy, FNL expenses being lower and the hanging service for streetscape was less than budgeted. Hali added that there was a savings of \$2,000 from donated advertising.

Chris asked about the vacant position. Hali said the Assistant Director position will be posted soon and a highly qualified applicant has already inquired about the position.

Mary said the C&ED Committee will be meeting to discuss the BIAP Policy. She asked Hali if the absence of the DRP micro loans has been an issue. Hali discussed trying to help business owners or potential business owners who need rent or don't meet the criteria for BIAP is challenging.

- VIII. RRA Quarterly Reports for 9/30/2024 – Copies of the quarterly report and grant/loan status for 9/30/2024 were provided to the RRA Board in their packets. Chris moved to approve the reports and forward them to the Board of Aldermen and Mayor per the RRA Contract. Stephanie seconded. Motion was approved.



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- IX. BOA Update – Ed said the Aldermen approved the LOI for the TIF to be sent to VEPC. The full application will be submitted in January. Ed also said that Lori Arner was approved for the RRA Board by the Aldermen in a vote of 9 -0. Mary added that it was announced that Planning & Zoning Administrator Andrew Strniste resigned. Ed said that Andrew’s last day will be Nov. 1, but that he will be available for mapping for the TIF if needed.
- X. Old Business – Edward asked for a status update regarding the RRA purchasing a potential property. Ed said the owner was now asking for a considerable amount more for the property and he asked for direction from the Board. Edward said it seems unlikely that the RRA will pursue the property. Stephanie asked Tyler Richardson to discuss increasing police presence at the property with the Mayor in light of new activity there.
- XI. Adjourn.

All items on the agenda were discussed. The meeting ended at 8:50 am. The next regular meeting will be held November 12 at 8 am.

These minutes approved this ____ day of _____, 2024.

Mary A. Markowski, Secretary