



RUTLAND REDEVELOPMENT AUTHORITY  
CITY OF RUTLAND  
1 Strongs Avenue  
RUTLAND, VERMONT 05701  
(802) 775-2910

Regular Meeting / November 12, 2024  
Minutes

**Attendance:** Edward Clark, Israel Mac, Chris Etori, Mary Markowski, Lori Arner, Stephanie Romeo, Dick Courcelle and Michael Talbott

**Also attending:** Ed Bove, Tyler Richardson, Mayor Doenges, Gordon Dritschilo and Barbara Spaulding

- I. Edward called the meeting to order at 8 am and welcomed new Board member Lori Arner.
- II. Additions/Deletions – The RRA special meeting minutes of Oct. 29, 2024, were added to the agenda in addition to an Executive Session to discuss the Executive Director search.
- III. Michael moved to approve both the minutes of Oct. 22 and Oct. 29. Chris seconded. Motion was approved 8-0.
- IV. Public Comment – None.
- V. Warrant – Israel moved to direct the Chair to sign the warrant for 800 expenses totaling \$23,139.71. Chris seconded. Motion was approved 8-0.
- VI. Grant and Outreach Updates – Barbara provided the following Grant and Outreach updates.

Barbara attended the DHCD Grants Management Symposium on October 23. In addition to some changes to how some reporting will be done, there was a larger discussion on how BABA (Buy America Build America) will affect projects going forward. There is a contingency advocating for a waiver for Vermont and Barbara will keep the Board updated as the process proceeds.

BIAP Update: The Aldermen approved the BIAP \$10,000 Forgivable Loan for Make It Sew on Oct. 21. The loan and note were executed, and check was delivered on Nov. 1.

The Aldermen approved the changes to the BIAP Policy on Nov. 4. Barbara is currently working on incorporating the changes and updating the application for the website. She plans to do some publicity once the new documents are available online.

The annual reports from Horizons Early Learning Center (Final) and Nail'd It Salon were emailed to the Board. Barbara asked to add discussion of loan forgiveness for Horizons Early Learning Center to the next agenda in light of the final annual report. She asked the Board, if acceptable, to make a motion to receive and file the first annual report from Nail'd It Salon. She will follow up with the remaining annual reports that are due from Kismet Kitchen, Bueno Burrito and Head Over Heels Gymnasium. Michael moved to receive and file the first annual report from Nail'd It Salon. Chris seconded. Motion was approved 8-0.

Barbara said the Aldermen referred discussion of forgiving the BIAP loan for Blush Salon to the RRA and Bougie on a Budget Thrift Store is interested in reapplying now that the changes to the policy have been approved. The Board discussed suggesting that Jamie Watkins submit another application and if it meets the criteria for either expansion or equipment, it should be considered.

- VII. Project Updates – Ed distributed copies of his proposed transition plan with regard to RRA projects and Planning and Zoning projects. He said there will be no gap in RRA representation. Mary asked about overlap of duties. Ed said the TIF duties may straddle both the RRA and B&Z until May of 2025. Ed also discussed that Kat, the City Attorney's intern, drafted a new City Owned Properties Policy, with the help of Andrew, that affects both entities. In addition, the hotel developers will be submitting a package to the City that will include requests that need to come before the RRA Board.
- VIII. BOA Update – Michael provided the following updates. The Mayor presented the FY26 budget to the Aldermen and meetings to discuss that will be scheduled soon, an amendment for an extension to Sept. 2025 was granted for 115 South Street, dissolving the Local Cannabis Control Board was referred to the General Committee, raising the contribution to the pension to \$500,000 annually from the local option tax was approved, the public meetings for the Water Disinfection Byproduct are scheduled for Nov. 13 and Nov. 20 at 7 pm at the Community Center, the Graffiti Task Force reported good results, and the Chittenden Reservoir Emergency Plan testing is scheduled for Nov. 12 at 8:30 am. Michael added that the Board of Tax Abatement is meeting today at 5:30 pm.
- IX. Old Business – Un-table Prouty's Parlor BIAP Application

Chris moved to recommend to the Aldermen approval of a \$10,000 BIAP Forgivable Loan to Prouty's Parlor. Stephanie seconded. Motion was approved 8-0.

Update on Blush Salon BIAP Loan forgiveness - Ed said the Aldermen asked for documentation from Paige Carrara to be given to Michael. No information has been received. The Board suggested that Barbara follow up with Paige regarding the list of documents requested by the Aldermen, including renovations that are taking place at 15 Center Street and the new tenant lease, with a deadline of Dec. 10. Barbara said she will send the request certified mail, return receipt requested.

X. New Business - Townline Grill & Bakery BIAP Application.

Barbara introduced the application saying that Tracy Rose was unavailable to attend due to being out of town. Tracy did send a letter to the Board that Barbara will forward. The application is requesting a \$10,000 BIAP Forgivable Loan and referral to HFCU to expand a food truck business into a brick and mortar restaurant at 131 Woodstock Avenue, formerly Restoration Barbecue. The funds will be used for equipment and construction to open the restaurant and meets the criteria through \$10,000 of financial investment. Mary asked that Tracy be made aware of the Rooms & Meals Tax and Personal Property Tax. Barbara said she will get the information from Lisa Fontaine and provide it to the applicant before the next meeting. The Board tabled the application until November 26.

Treasurer's Report 9/30/2024 – Mary said there is \$175,000 in the general operating checking account and there are funds in the Admin Reserve that can be used for the Executive Director search. Revenues are on target and the only expense over budget is the Internet and Website Service, but that is covered under the fund balance.

The Board discussed whether or not to hold it's meeting on November 26 due to the Thanksgiving Holiday. The consensus was that a quorum would be available on Nov. 26 and to hold the meeting.

Edward asked if there was anything else for the good of the order. Barbara mentioned that the Rutland Creek Path Segment 3 (bridge) Ribbon Cutting was held on Oct. 18, and she was honored to be one of the people holding the scissors.

XI. Executive Session.

Michael moved that premature public knowledge of the discussion of an Executive Director Search would place the RRA a substantial disadvantage. Dick seconded. Motion was approved 8-0.

At 8:35 am Stephanie moved to go into Executive Session and include the Mayor. Michael seconded. Motion was approved 8-0.

Michael moved to exit Executive Session. Israel seconded. Executive Session exited with no action taken at 9:03 am.

XII. Adjourn.

All items on the agenda were discussed. The meeting ended at 9:03 am. The next regular meeting will be held November 26 at 8 am.

These minutes approved this \_\_\_\_ day of \_\_\_\_\_, 2024.

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Mary A. Markowski, Secretary