



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

Regular Meeting / December 24, 2024
Minutes

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

Also attending: Ed Bove, Mayor Doenges, Hali Issente and Barbara Spaulding

- I. Edward called the meeting to order at 8:06 am.
- II. Additions/Deletions – Mary asked to add a check request for the TIF application under the Warrant.
- III. Lori moved to approve the minutes of both Dec. 10, 2024 and Dec. 17, 2024. Dick 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 \$473.74 and recommend to the Board of Finance payment of Fund 100 expenses totaling \$997.50. Dick seconded. Ed Bove recommended not including the payment to TCE until the deliverables on the Rail Gateway project are received by the City.

*Stephanie arrived.

Israel amended his motion to only include the Fund 800 expenses and hold payment for TCE until receipt of the deliverables. Lori seconded. Motion was approved 6-0.

Mary moved that the RRA Board recommend that the Mayor sign the check request for payment of \$5,000 for the TIF application fee and she provided the backup documentation she had researched. Dick seconded. Motion was approved 6-0.

- VI. DRP Update – Hali discussed the success of the December events including the tree lighting, Small Business Saturday and the Jingle Bell Shop. He was encouraged by the positive feedback received and will provide the survey results from vendors, businesses and consumers during the quarterly report in January. The DRP hired Alexandra Jacob as a part-time Assistant Director. She comes with lots of experience. Hali said the quarterly report and Reinvestment Stats will be provide in January and he will provide Mary with a list of Sip & Shop vendors.

VII. BOA Update – Barbara reported that on Dec. 16 the Aldermen approved the \$10,000 BIAP Forgivable Loan for Townline Grill & Bakery and that the loan documents and check have been processed.

VIII. Old Business – BIAP annual report Bueno Burrito and Head Over Heels

Barbara emailed the Board copies of the annual reports for both Bueno Burrito and Head Over Heels. She discussed the delays Candace at Head Over Heels has been having with the installation of the foam and spring floor and the inability to install the uneven bar due to the radiant heat flooring. Candace provided information in the report regarding how she has been expanding her business in other ways. She has offered to come before the RRA Board if necessary to explain further. The Board discussed the potential for amending the loan documents having been provided this information early during the 3-year term of the loan. Mary moved to accept the annual report from Head Over Heels as provided with Barbara to follow up in the summer of 2025 on the status of the spring floor. Dick seconded. Motion was approved 6 – 0.

Barbara asked the Board for a motion on whether to accept the first annual report from Bueno Burrito. Dick moved to accept the annual report from Bueno Burrito. Lori seconded. Mary discussed non-compliance on behalf of Bueno Burrito regarding arrears in payment of the Rooms & Meals Tax for this business. She said several attempts have been made to collect on these taxes to no avail. The Mayor said he would follow up with Luis Marin regarding what is owed. Dick amended his motion to accept the annual report from Bueno Burrito contingent on resolution of collecting the R&M taxes. Lori seconded. Motion was approved 6-0.

Barbara discussed the lack of response from Kismet Kitchen in regard to their first annual report. She said the location is now vacant and that phone conversations with Laurel insinuated that changes in her life affected her ability to run the restaurant. Edward suggested sending Laurel a certified letter requesting the report.

SBD Loan – 24 Wales Street – Barbara has received, from Kat in the City Attorney's office, the final version of the SBD RLF loan agreement, promissory note and mortgage for Sussera Properties, LLC for improvements at 24 Wales Street and has been asked to get the documents executed. This will be done in the coming weeks.

IX. New Business – Transition Discussion. Copies of the handout provided by Ed Bove at a previous meeting was redistributed. The Board discussed the status of RRA projects and who will be assigned to those duties going forward with the bulk of the TIF work being done by Ed Bove. Barbara will assume the role of admin for the RRA website and get together with John and Ed Bove to learn how to manage the site with priority given to making sure the minutes, agendas and Quarterly Reports are unloaded in a timely manner. It was suggested to hire an intern to process the HUD data and stats, for the City specific housing needs assessment, into a final digestible report. Ed Bove provided an update on the City Signage project

suggesting that Phase II should be considered for the boundary signs. Barbara said she will be attending the C&ED meetings going forward. The Board discussed the current Blighted Property Ordinance with Ed Bove suggesting that it needs tweaking as it currently is not effective. Barbara offered to email the Board a copy of the current ordinance. Edward also suggested that Barbara provide a calendar of important upcoming dates to help facilitate the transition until a new Executive Director is hired.

Israel asked if there are any other BIAP loans in default. Barbara said the Aldermen recently moved to collect on the Blush Salon BIAP loan. The other two BIAP Loans that need further discussion are Euphoric Hair Salon and Kismet Kitchen. The Board discussed the metric that has been established for consideration of forgiveness in that communication early and throughout the process is key.

*Stephanie exited the meeting.

Treasurer's Report 11/30/2024 – Mary said as of November, 5 months into the year, expenses are on target. She will be contacting BCBS to remove Ed Bove from the RRA health plan.

Edward said he has reached out to Sara Magro for assistance with posting the RFP for a head hunter. He will provide the RFP in the coming weeks.

X. Adjourn

All items on the agenda were addressed. The meeting adjourned at 8:51 am. The next meeting will be held on January 14, 2025 at 8 am.

These minutes approved this ____ day of _____, 2025.

Mary A. Markowski, Secretary