



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

Regular Meeting / December 10, 2024
Minutes

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

Also attending: Ed Bove, Mayor Doenges, Elisabeth Kulas, Kent Belden, Justin Belden,
Carley Perry and Barbara Spaulding

- I. Edward called the meeting to order at 8 am.
- II. Additions/Deletions – None.
- III. Michael moved to approve the minutes of Nov. 26, 2024. Chris seconded. Motion was approved 7-0.
- IV. Public Comment – None.
- V. Warrant – Israel moved to direct the Chair to sign the warrant for 800 expenses totaling \$27,722.12 and recommend to the Board of Finance payment of Fund 150 expenses totaling \$7,817.06. Lori seconded. Mary said the TIF budget may have been exceeded in the Zamias Fund and asked for an update to the accounting for White & Burke. Motion was approved 7-0.
- VI. Grant and Outreach Updates – Barbara provided a report on grants and outreach via email and added that Ana's Empanadas will be holding a Grand Opening and Ribbon Cutting on Dec. 16 at 10 am. Barbara's report will be included in the minutes.
- VII. Project Updates – Ed Bove said he will be making a check request for VEPC at the next RRA meeting. The Aldermen will vote on the TIF application narrative at their Jan. 6 meeting.
- VIII. BOA Update – Michael provided the following updates: the FY26 City Budget was reduced from a 5% increase to a 3% increase, the RRA budget was level-funded, the City did not receive the MERP grant therefore the JCI project has been paused to revise the scope, the City contracted with a new IT service and the Community & Economic Development Committee will meet on Thursday to discuss the hotel project with the Beldens.

*Stephanie arrived.

IX. Old Business – Blush Salon BIAP Loan

Barbara said that following the Nov. 4 meeting of the Board of Aldermen, during which the Aldermen asked for several documents from Paige Carrara and referred the issue of forgiveness of her BIAP Loan back to the RRA, a certified letter with return receipt requested was mailed to Paige Carrara at Blush Salon and her residence. The letter included copies of the Aldermen's minutes from Nov. 4 and a request to provide documentation and attend the Dec. 10 RRA meeting. Confirmation of receipt was received Nov. 22. Barbara followed up with an email to Paige on Dec. 6 that included a copy of the RRA agenda for Dec. 10. No communication was received from Paige other than the return receipt card.

Dick moved to recommend to the Board of Aldermen that the BIAP Loan for Blush Salon not be forgiven due to non-compliance with the loan requirements. Chris seconded. Elisabeth Kulas recommended adding to the motion that Paige had failed to engage throughout the entire process and for the City to start collection. Dick amended his motion to include the language and Chris seconded. Motion was approved 8-0.

Update Horizons Early Learning Center – Barbara provided the Board with a copy of the City Attorney's opinion regarding the RRA's ability to extend the BIAP loan deadline for Horizons Early Learning Center. Counsel approved the RRA's extension of the BIAP loan deadline. Barbara will reach out to Jody and James to let them know.

X. New Business – Treasurer's Report 10/31/2024

Mary discussed the fund balance as of Oct. 31 and compared the current fund balance assignments to last year at the end of October and noted the increases.

XI. Executive Session

Chris moved to go into executive session to discuss contract negotiations that could put the City at a disadvantage if done in open meeting and invited the Mayor, Ed Bove, Elisabeth Kulas, Kent Belden, Justin Belden, Carley Perry and Barbara Spaulding to stay. Lori seconded. Motion was approved 8-0.

Chris moved to go into Executive Session at 8:15 am. Lori seconded. Motion was approved 8-0.

Executive Session exited at 9:45 am.

Israel moved to recommend to the Board of Aldermen approval of municipal tax stabilization on the property tax valuation as of April 1, 2025, for the Downtown Hotel & Living Project for the period April 1, 2025 to April 1, 2035. Michael seconded. Motion was approved 7-0 with Edward recused.

Dick moved to recommend to the Board of Aldermen approval of a 50% reduction in the WWRR for the Downtown Hotel & Living Project for the period April 1, 2025 to April 1, 2035. Michael seconded. Motion was approved 7-0 with Edward recused.

XII. Adjourn

Michael moved to adjourn. Dick seconded. Motion was approved 8-0. The meeting ended at 9:46 am. There will be a special meeting to discuss the Executive Director search on Dec. 17 at 1:30 pm and the next regular meeting will be held December 24 at 8 am.

These minutes approved this ____ day of _____, 2024.

Mary A. Markowski, Secretary

December 10, 2024

Grant and Outreach Updates:

Rutland Housing Initiative 120 Maple Street – This project is 70% complete. The balance in VCDP grant funds left to requisition \$145,560, of which there is \$100 for grant admin. The project is expected to be completed on time and the units filled by June 30, 2025.

East Creek Commons/HTRC and NWWVT Merger – Meeting with Dan Caputo on Wednesday to discuss the status of the award conditions. The conditions must be met by Jan. 1, 2025 and a progress report is due Jan. 30, 2025.

Hospital Heights – This project is 75% complete. The balance in VCDP grant funds left to requisition \$445,054, of which there is \$5,040 remaining for grant admin. The project is expected to be completed on time and the units filled by December 31, 2024. However the grant deadline isn't until 12/31/2025. The grant admin fees could be realized in FY25

Rutland Creek Path Segment 3 – The final requisitions are being processed and there have been a couple change orders.

VTrans Alternatives Grant – Ted Gillen has reached out for assistance in filing a Vtrans Alternatives Grant for sidewalk and to design a culvert replacement. The app is due Dec. 31. The max funding is \$500,000 with a required \$125,000 match for a total project of \$625,000. A support letter from the Aldermen is required, as well as, from the RPC. Barbara will follow up with Ted for the Aldermen's Dec. 16 meeting.

Municipal Financial Reports for Loans – Barbara is working with subgrantees to collect the required audits in order to submit the annual reports on behalf of the City by Dec. 31, 2024.

VCDA 2025 Winter Conference – Barbara would like to attend the Navigating Funding in the Post-Pandemic World on Jan. 15th from 9 am to 3:45 pm in St. Albans. Registration has not opened yet and the cost has not been announced. Barbara will follow up when more information is available.

BIAP Update – The Aldermen approved the \$10,000 BIAP forgivable Loan to Townline Grill & Bakery on Dec. 2. The loan documents have been drafted and it is expected they will be signed this week. The BIAP check for Prouty's Parlor was delivered last Friday and the expansion looks great. Barbara has been working with Bueno Burrito and Kismet Kitchen to finalize their annual reports. The annual report for Head Over Heels was submitted by email and discussion can be at the next meeting in January.