



RUTLAND REDEVELOPMENT AUTHORITY
CITY OF RUTLAND
1 Strongs Avenue
RUTLAND, VERMONT 05701
(802) 775-2910 spauldingrra@rutlandvtbusiness.com

Regular Meeting / August 25, 2015
Minutes

Attendance: Dave Cooper, Claus Bartenstein, Stephanie Romeo, Barbara Spaulding, Israel Mac, Brennan Duffy, Wendy Wilton, Mike Gauthier and Ed Clark.

Also attending: Alderman Chris Etori, Glenda Hawley, Mike Coppinger,

Absent: Matt Bloomer.

- I. The meeting was called to order at 8:04 am.
- II. Agenda Additions/Deletions – None.
- III. Ed moved to approve the minutes of August 11, 2015. Claus seconded. Motion was approved.
- IV. No one from the public was in attendance to address the Board.
- V. Wendy moved to authorize Dave to sign the warrant for payment of Fund 800 expenses totaling \$2,568.68. Claus seconded. Motion was approved.
- VI. Rutland County Parent/Child Center – Caprice Hover, Executive Director:

Caprice distributed copies of a brochure and cost estimates for the renovations to the Chaplin Avenue property. She gave background on the facility at 16-18 Chaplin Avenue and discussed the programs the Parent/Child Center currently offers as well as the need to consolidate the programs for cost effectiveness and program longevity. She is asking the City to apply for a VCDP Implementation Grant in the amount of \$250,000 to complete the renovations to the Chaplin Avenue building.

Wendy asked for a list of sources and uses to date and projected for the project.

- VII. Downtown Rutland Partnership – Audit Discussion:

Glenda proposed that in light of higher than expected quotes for an audit, the RRA consider either postponing the DRP's audit another year or assisting with the cost.

There was discussion as to whether a reduction in the scope of the audit would be acceptable. It was suggested that Mike Coppinger negotiate a lesser price from one of the current quotes, as well as, follow up on two possible accounting firms offered by Wendy.

VIII. Barbara provided the following grant updates:

VCDP Planning Grant – Barbara continues to work with Greg Cox of the Vermont Farmers Food Center to prepare the Planning Grant application. It was discussed that the required info from VFFC has been difficult to procure from Greg and this could result in missing the application deadline to submit.

IX. Brennan provided the following project updates:

SBA Grant Presentation – An award ceremony hosted by the RRA and SBA will be held Thursday, August 27, at noon either outside at City Hall (weather permitting) or in Alderman's Chambers. The RFP for a consultant/web designer will be advertised on Friday. The RRA has budgeted \$5,000 from the \$50,000 to administer the project.

Business Incentive Assistance Program – The Board of Aldermen approved the policy for this new program at its last meeting. Brennan is drafting the application.

Marketing, in accordance with the proposed marketing plan for the program, will begin Oct. 8/9 at the VT Renewable Energy Association Conference, Nov 4 exhibit at the VT Developers Conference and in 2016 with the VT Environmental Conservation Consortium. A prospective applicant planning a \$500,000 investment on Allen Street is interested in the program. Wendy explained how the process would work using Fund 100-7-10.

Northwest Neighborhood Revitalization –The Recreation Director held a Community Engagement meeting on Sunday to discuss the park plans for 65 Baxter Street. A sketch of the proposed park layout was shown. NeighborWorks is negotiating the purchase of another property on Library Avenue with the closing expected by Oct. 1.

Downtown Pedestrian Improvements – The RFP for the streetscape construction design of improvements on Strongs Avenue and Merchants Row went out yesterday. Construction bid documents are expected by Spring 2016 once a consultant has been hired.

Evelyn Street – Extensive discussion regarding Evelyn Street redesign and conceptual work being performed by Enman-Kesslering Engineering.

34 North Main Street – The property is under contract with prospective purchaser now working to complete due diligence before the closing. Discussion on next steps for approval and any assistance needed.

X. DRP Update: None.

- XI. Old Business: Proposed RRA "Outside Entity" Grant Application Process.

Copies of the revised application process were emailed to the Board. The revision was accepted, requiring RRA Board review and recommendation to the Board of Aldermen.

Ed moved to adopt the Grant Administration fee structure as presented. Wendy seconded. Motion was approved.

- XII. Stephanie moved to adjourn. It was seconded. The meeting ended at 9:22 am.

These minutes approved this ____ day of _____, 2015.

Israel Mac, Secretary