



RUTLAND REDEVELOPMENT AUTHORITY
CITY OF RUTLAND
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Regular Meeting / January 26, 2016
Minutes

Attendance: Dave Cooper, Barbara Spaulding, Brennan Duffy, Wendy Wilton, Israel Mac, Betsy Bloomer, Mike Gauthier, Ed Clark and Chris Etori.

Absent: Stephanie Romeo.

- I. The meeting was called to order at 8:02 am.
- II. Agenda Additions/Deletions – Wendy asked to add the 12/31/15 Treasurer’s report to the agenda under New Business.
- III. Ed moved to approve the minutes of January 12, 2016. Wendy seconded. Motion was approved.
- IV. No one from the public was in attendance to address the Board.
- V. Mike moved to authorize Dave to sign the warrant for payment of Fund 800 expenses totaling \$2,398.03 and recommend to the Board of Finance payment of Fund 100 expenses totaling \$666.91. Betsy seconded. Motion was approved.
- VI. Barbara provided the following grant updates:

RCPC Education Facility – Barbara discussed the modifications to the application that resulted from the site visit and concern regarding the \$105,000 deficit in the budget. She will be attending the Feb. 11 CDBG Board Meeting in Montpelier to address any questions regarding the application. The Board was asked in the event the RRA is asked to provide grant administration in-kind how should she respond. The consensus from the Board is to require the \$7,000 grant administration fee.

Southern Vermont Council on Aging: Sandy Conrad, Executive Director, contacted the RRA to request assistance in a CDBG grant application in the next round. SVCOA is considering purchasing a property in the Northwest target neighborhood to relocate their offices and programs. The grant would be for rehabilitation of the building. A pre-application form was emailed to Sandy and when it is completed it will be forwarded to the Board. Ms. Conrad will make a presentation the RRA Board on February 9.

Brennan discussed the status of the Northwest Neighborhood Revitalization project and using a map updated the Board on which properties have been purchased with the grant and potential properties for rehab and demolition.

DTF Center Street Marketplace Application: The RRPC applied for a VTrans Alternatives grant for lighting in Center Street Marketplace. That application was denied. The RRPC, working with the RRA and DRP, is now filing an application with the Downtown Transportation Fund for the lighting which includes 20 pole lights and 60 linear feet of string lighting. The Planning Commission signed a resolution in support of the application and the resolution will go before the Aldermen on Monday. The application is due March 7.

VII. Brennan provided the following project updates:

BIAP – A copy of the North American Clean Energy magazine was shared with the Board with the City/RRA ad.

REDC – Discussion regarding avoiding redundancy between the organizations.

Standby Water Stabilization – The Mayor has asked the RRA to draft a policy to incentivize conversion of the upper level of buildings in the Special Benefits District to residential. To offset the cost of installing sprinklers the policy could include a discount or stabilization of the standby water rate. Discussion included discouraging rooming houses in the SBD.

SCBC Grant Application – The application was submitted Jan. 15. A copy of the application was circulated amongst the Board.

VIII. DRP Update: None.

IX. New Business: Treasurer's Report 12/31/15. There was discussion regarding the need to absorb expected operating shortfalls in upcoming years due to 5 year level funding contract with City. Wendy moved to increase the percentage of unassigned fund balance from 7% to 10% in anticipation of the shortfall. Ed seconded. Motion was approved.

RRA Bookkeeping – Wendy discussed the need for additional funding in the Treasurer's office to keep pace with the increased workload and noted the addition of the BIAP RLF as additional work. She stated she needs to relinquish the RRA bookkeeping duties as of FY17 if funds are not made available for additional support staff. There was discussion about the hardship the Treasurer taking this step would impose on the RRA with the current level funded service agreement with the City, and about how much time was actually being required by Treasurer's office staff to continue this important function. Also discussed was the history of the Treasurer's office taking on this role and the Auditor's previous opinion that it made sense as RRA is a component unit of Rutland City and does not have the in-house capacity to perform this function. It was suggested that Wendy provide info on the additional time RRA bookkeeping was requiring of her staff and money needed to continue. Dave suggested meeting with the Mayor to discuss the issue once this is determined.

1/26/16

Brennan inquired if BIAP RLF funds from Zamias had been transferred to HFCU yet and Wendy indicated they had not, but would be soon.

- X. Old Business: Maples Loan Update. Brennan updated the Board on a request from Kevin Loso to commit the anticipated loan repayment from the Maples I, LLC to Hickory Street Phase III.
- XI. Ed moved to adjourn. Wendy seconded. Motion was approved. The meeting ended at 9:30 am.

These minutes approved this ____ day of _____, 2016.

Israel Mac, Secretary