



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

Regular Meeting / January 14, 2025
Minutes

Attendance: Edward Clark, Israel Mac, Mary Markowski, Stephanie Romeo, Chris Etori, Michael Talbot and Dick Courcelle

Also attending: Ed Bove, Tyler Richardson, Jessica Alexandrikc and Barbara Spaulding

Absent: Lori Arner

- I. Edward called the meeting to order at 8 am.
- II. Additions/Deletions – Edward moved the BIAP application after the Warrant.
- III. Michael moved to approve the minutes of December 24, 2024. Dick 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 \$22,350.51 and recommend to the Board of Finance payment of Fund 100 expenses totaling \$14,194.50 and Fund 150 expenses totaling \$16,297.60. Chris seconded. Chris asked for clarification on the City expenses. Barbara explained that the 150 expenses were for the November and December invoices from White & Burke for the TIF project and the Fund 100 expenses included an invoice for the consultant working on the City's Capital Improvement Fund, which will be reimbursed by the Municipal Planning Grant, and the TCE invoice that was removed from the Dec. 24 warrant. Ed Bove told Barbara that the deliverables on the Rail Gateway project have been received. Motion was approved 7-0.
- VI. BIAP application for Clover Exploration at 146 West Street.

Barbara introduced the BIAP application request for a \$10,000 Forgivable Loan saying it meets the criteria through more than \$10,000 of personal investment. The applicant, Jessica Alexandrikc, plans to move her home occupation to 146 West Street to provide children's programming. The funds will be used for improvements at the location and purchase of children's safe play and learn equipment.

Jessica discussed her mission statement of Connection, Exploration and Sustainability. She plans to address an identified need in the community for 9-13 year olds and discussed the many services she will continue to provide for the community including Homeschool classes, open play sessions, birthday parties and

an entrepreneurial class in March as part of planned themed educational classes. Edward asked if she had connected with Building and Zoning, as well as the Division of Fire and Safety regarding permits. Jessica said she was unaware of any necessary permits. Ed Bove suggested she reach out to Luke Alexander in Building & Zoning to discuss potential permits. Mary asked about what other sources of funding would be utilized and if she considered parking to be an issue. Jessica said she was using personal funds and that most of her programs would be drop-off, but that she wasn't concerned with parking. Chris asked if she was confident with the projections in her business plan. Jessica said she was and that she had the capacity to run one-off classes and maintain capacity through her homeschool classes. She also discussed her marketing efforts with parents and local youth entities. Stephanie asked about the hours of operation. Jessica said hours would include weekends and after school from 4-6. Edward said the application would be tabled for the next RRA meeting.

VII. Grant and Outreach Updates – Barbara provided the following grant and outreach updates:

Capital Improvement Plan/Municipal Planning Grant – Req. #2 due in January, working with Ed Bove to summarize the work that has been done to date. The grant expires 11/30/25. The total grant award was 19,800 with \$2,200 in matching funds coming from B&Z.

East Creek Commons/HTRC and NWWVT Merger – The award conditions were not met; therefore, the City will be submitting a request to extend the award condition deadline. Progress reports for both grants are due Jan. 30, 2025.

Rutland Creek Path Segment 3 – Requisition #36 is being processed for the final Belden invoices. There will be one additional requisition to close out the GPI contract.

VTrans Alternatives Grant – Barbara assisted the DPW in submitting a VTrans Alternatives Grant on Dec. 31. The project, White Memorial Park Pedestrian Safety Improvements, will replace and install a new sidewalk on Jackson Avenue and Avenue B, as well as install a rapid flashing beacon at East Street and Jackson Avenue. The total project cost is \$424,093 with 80% expected from the grant and 20% from the sidewalk bond. Bob Protivansky has asked Barbara for assistance with a number of grants the DPW has received. A meeting is being set up with Bob, Ted and Barbara in January.

Northern Borders Regional Commission (NBRC) – In preparation for the City applying for an NBRC grant to support the infrastructure work needed for the Downtown hotel and living space project, Barbara provided Elisabeth Kulas with information regarding the City's close out certificate for the 2021 NBRC grant to acquire the CSJ Athletic Facility. Ed Bove discussed being involved in the

preparation of the NBRC preliminary application due in February and how the \$3.3 million in funding would be used on Center and Wales Street.

Annual Municipal Financial Reports for Loans – The annual financial reports for the 7 outstanding loans resulting from VCDP grants were submitted on time and 6 have been approved. Barbara expects the last one will be approved any day.

BIAP Update – The check for Townline Grill & Bakery was delivered on 12/13 and a photo was posted to RRA Facebook. Barbara will be meeting with the Crazy Mojito and Mountain Treasurers on Thursday 1/16 regarding their BIAP applications. In addition, she has been working with Faith McClure who is opening a LGBTQ+ friendly bar and restaurant at 13 Evelyn Street (formerly Prouty's Parlor).

Allyson Bradley of Nail'd It is planning an expansion and wants to know if she can apply for another BIAP loan now or after her current 3-year loan expires. Mary suggested researching whether the applicant was originally referred to HFCU for a secured loan and if so, suggest Allyson go that route.

Daniel Mora was sent a BIAP application. He is interested in starting a Mexican snack business that could expand into a restaurant. He was concerned that his seat on the CEDRR Board may prohibit him from applying. The Board agreed it would not.

Prouty's Parlor held their grand opening on January 1 and it was very well attended. Photos were posted to the RRA Facebook.

On Jan. 8 Barbara attended USDA Resources for Movie Theaters and Performing Arts funding webinar. There are million dollar loans available for businesses and up to \$200,000 for community owned theaters. There is also REAP funding available for energy efficiency. She will provide more information following the inauguration because some of the people in charge of this funding will not be reassigned. Barbara will reach out to John.Maculiffe@usda.gov to connect with local rep.

On Jan. 9 there was a C&ED meeting to discuss the Rutland Civic Center at 88 Merchants Row. The discussion was about City Hall and the Library moving to 88 Merchants Row. There will be 3 public hearings held on Jan. 16, Jan. 22 and Feb. 12 to gain feedback from the public in regard to this move and to create a Rutland Civic Center at 88 Merchants Row. Barbara will forward the Rutland Herald article to the Board.

Upcoming Meetings: Jan. 15 – Committee of the Whole to discuss CIP, Hotel & Living Project Tax/Wastewater recommendation.

Jan. 15 – Barbara will be attending the VCDA 2025 Winter Conference, Navigating Funding in the Post-Pandemic World, in St. Albans from 9 am – 3:45 pm. The cost of \$65 was charged to the RRA credit card.

Jan. 29 – Feb 14 – Business Plan Writing Course at BROCC was posted on RRA Facebook. Barbara would like to create space on the RRA website for these types of courses under the BIAP tab.

Feb. 19 – C&ED meeting for report on Real Rutland and the Regional Marketing Initiative

VIII. Project Updates – Ed Bove provided the following project updates:

TIF – The Aldermen approved the TIF District Plan and the VEPC application was submitted. Discussion continues with DPW on the costs associated with the Center and Wales Street infrastructure improvements and which costs are TIF eligible. He discussed a possible bond vote in November.

Rail Gateway Improvements – Ed will bring plans to the next meeting and discussed the fencing costs. He said there is a lot of interest in the Depot Park plans.

Downtown Signage – DPW needs to pick up and install the lamppost signs. Stephane suggested that the DRP consider updating the signage inside the train station.

IX. BOA Update – Michael said in addition to approving the TIF District Plan the City's Purchasing Policy was updated to require a competitive bid process for purchases in excess of \$10,000; a Police Equipment Replacement Fund based on cost and need was established, police union negotiations continue, and the Capital Improvement Plan will be discussed Jan. 15.

X. Old Business – Executive Director Search Update. Edward said the RFP for the recruiter is due Jan. 30.

Mary asked about the SBD RFL for Clair Purcell. Barbara said she forwarded the document to Clair for her lawyer to review.

Michael said 15 Center Street is for sale for \$190,000. Mary will follow up with the City Attorney regarding placing a lien on the property for the defaulted BIAP loan.

The HTRC and NWWVT merger resulted in a new name Cornerstone Housing Partners.

XI. Adjourn - All items on the agenda were addressed. The meeting adjourned at 8:46 am. The next meeting will be held on January 28, 2025 at 8 am.

These minutes approved this ____ day of _____, 2025.

Mary A. Markowski, Secretary