



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

Regular Meeting / April 8, 2025  
Minutes

**Attendance:** Edward Clark, Mary Markowski, Dick Courcelle, Israel Mac, Larry Cupoli, and Stephanie Romeo

**Also attending:** Faith McClure, Tyler Richardson, Barbara Spaulding and Jadziah DeRosia.

**Absent:** Chris Etti and Lori Arner

- I. Edward called the meeting to order at 8 am.
- II. Additions/Deletions – The BIAP application was moved after Warrant.
- III. Israel moved to approve the minutes of March 25, 2025. Stephanie seconded. Motion was approved 6-0.
- IV. Public Comment – None.
- V. Warrant – Israel moved to direct the Chair to sign the warrant for 800 expenses totaling \$32,318.49 and recommend approval to the Board of Finance for payment of Fund 100 expenses totaling \$19,165.60. Stephanie seconded. Motion was approved 6-0.
- VI. New Business – BIAP application Camille's Experienced Clothing expansion

Barbara introduced Jadziah DeRosia's BIAP request for a \$10,000 Forgivable Loan. The application meets the criteria through \$25,000 of new financial investment. Funds will be used to renovate the second floor space in the building she owns to introduce and showcase second-hand wedding dresses, formal wear and high-end vintage clothing. Jadziah said the business was run by her mother for 30 years and she took it over 4 years ago. She has wanted to make this investment for several years, but due to caring for young children she wasn't able to do so until now. She hopes to complete the expansion in the coming year. Mary asked if the increase in thrift stores has hurt her business. Jadziah said it has been the opposite and has been good for business. Mary asked if she needed any permits. Jadziah said the repairs and installation of a heat pump do not warrant permits according to Building & Zoning, but she will follow up with the Division of Fire & Safety. Stephanie asked about the market for bridal. Jadziah said she has 100+ wedding gowns, but that in the current space she is unable to display them and the fitting rooms are too small to

try them on. She wants to create a space where people can make an appointment to try on the dresses. Edward said the application will be tabled for two weeks.

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

VTrans FY2025 TAP Grant – The project includes installation of new sidewalk on Avenue B and Jackson Avenue, as well as a flashing beacon for crossing Jackson Avenue at East Street. The City received an award of \$339,274 and the matching funds will come from the sidewalk bond. The Aldermen authorized the Mayor's signature on the Project Commitment form at Monday night's meeting.

East Creek Commons/HTRC and NWWVT Merger – Both Progress Reports for the period ended Dec. 30, 2024 were approved.

Hospital Heights aka Mahoney Grove Apartments -The most recent requisition has been approved and processed. It included grant administration totaling \$3,240.00 and the remaining fees of \$1,800 will be requisitioned when the beneficiary information is submitted.

Rutland Housing Initiative 120 Maple Street –Work has begun on the March 31 progress report, but VCDP has also scheduled a monitoring visit for Friday April 18. Before and after photos were displayed before the Board.

Resources for Planning Projects Grant – The MPG application to develop resources for Planning Projects was submitted on March 28. The CD Board meets next on June 6.

Single Audit - The City's Single Audit has been submitted to VCDP and is pending GMS review.

BIAP Update – The Board of Aldermen approved the \$10,000 BIAP Forgivable Loan to EIR Wellness Spa at their meeting last night. Loan documents will be prepared this week.

Ana's Empanadas submitted their first annual report. Mary discussed the difficulty in collecting the Rooms & Meals tax from Ana and businesses in general, but said she believed Ana is caught up now. Dick moved to receive and file the report. Larry seconded. Motion was approved 6-0.

A successful ribbon cutting for both Pure Restorative Wellness Aesthetics and the Wellness Café was held March 28. Their grand opening was Saturday March 29.

Barbara is working on updating the list of potential BIAP clients for the RRA Board and is considering asking the Aldermen, at a later date, to send the BIAP to the C&ED Committee for an update specifically for the newly elected Aldermen.

Barbara has been asked to be a guest speaker for the Women in Business panel on April 29 to discuss the BIAP.

Ordinance Relating to the Imposition and Collection of Special Benefit Assessment – The required public hearing regarding the Special Benefit Assessment needs to be scheduled and warned for the last RRA meeting in June as it expires on June 30, 2025. The DRP plans to present their FY26 budget to the RRA on May 27 and hold their annual meeting on June 18. Typically, the hearing is held at 8 am prior to the regular second meeting in June, but the Board could decide to schedule it separately if there is an expectation of increased public comment.

Parklets – Barbara met with Hali at the DRP on Monday to discuss the parklets. Hali is going to follow up with REC and DPW as to who will actually do the work on the parklets and, as in the past, the costs associated with lumber etc. will be put on the RRA credit card and included in the warrant.

24 Wales Street Tax Stabilization – C&ED will meet on Wednesday April 9 at 5 pm to discuss the tax stabilization for 24 Wales Street.

Vermont Housing Improvement Program VHIP - The Governor proposed making the (VHIP) a permanent program, dedicating \$4M of base funding and two permanent positions to administer the program. But the budget passed by the House does not include base funding for VHIP and instead provides just one-time funding and no staff. Many legislators agree that VHIP should receive base funding so it can be permanent and predictable and are asking constituents to reach out to the members of the Senate Committee on Appropriations and the House Committee on Appropriations. Dick discussed the difficulty of not have a Rutland delegate on the committee to bring back messages.

RRA Quarterly Newsletter & grant/loan Report – Barbara will include these in the RRA Board packet for the April 22 meeting along with the DRP Quarterly Reports.

RRA website – Barbara has scheduled time with Jon of JEG Design on April 16 to learn how to edit the RRA website. She is currently working with the instructional video provided by JEG.

Mary asked if there was anything still needed in regard to the single audit. Barbara will let her know if she hears anything from VCDP following their review.

- VIII. TIF Update – Barbara distributed to the Board information provided by Ed Bove and said Ed is working on the first phased filing to VEPC and Development Agreement for the Downtown Hotel. The Aldermen were asked at their meeting Monday night to refer to the C&ED committee discussion of an administrative amendment to the District's boundary to remove 24 Wales Street property. Ed's update included that the DPW is working on pricing and timing of the Center Street infrastructure and that the City has been invited to apply for a \$1.2 million NBRC Catalyst grant for

the Center Street infrastructure due April 18. The Rutland 360 Content Calendar and complete guide to the Rutland City TIF District were both distributed to the Board.

IX. Old Business – Bailey’s Place and Heritage Workshop BIAP applications

Israel asked Faith about the wage rates proposed in her BIAP application for Bailey’s Place. Faith said the wage rates are higher than the state average and feedback from employees has been that they feel the wages are fair. She added that the only items left to complete will be the back deck for outdoor seating, which will wait until the ground thaws, and repairing the front door step. Larry asked if she would need permits for outside dining. Faith said that would be a discussion with the landlord. Mary asked if she had followed up with a business plan. Faith said she had reached out to Nancy Shuttleworth, but has had no response. Barbara offered to follow up with Nancy on Faith’s behalf and said in order to be considered for the HFCU secured loan a business plan is required. There was discussion by the Board regarding the need for a business plan from applicants for consideration of the forgivable loan as well as the HFCU loan. Israel moved to recommend approval of a \$10,000 Forgivable Loan and referral to HFCU for a secured loan for Bailey’s Place. Stephanie seconded. Motion was approved 5-1.

Mary moved to recommend approval of a \$10,000 Forgivable Loan and referral to HFCU for a secured loan for Heritage Workshop. Dick seconded. Motion was approved 6-0.

Executive Director Search Update – Edward said he met with Gallagher & Flynn who are revising the job description and salary range based on information gathered at their meeting. He asked Mary to provide health benefit information. The interim director position was advertised on April 4 and there has been no response. Barbara said that Hali will be forwarding some potential names.

X. New Business – FY24 Audited Financial Statements. Barbara provided the Board with copies of the Audit that she will upload the audit to the RRA website. Mary will schedule the auditor for the May 13 meeting.

XI. BOA Update – Larry said that he was impressed by the Business Plan for EIR Wellness and that on July 4 the City will be celebrating 250 years.

XII. Executive Session – Dick moved to go into Executive Session to discuss contract negotiations that if public would put the RRA at a disadvantage and invited Barbara to participate. Stephanie seconded. Motion was approved 6-0.

At 8:46 am Dick moved to go into Executive Session. Stephanie seconded. Motion was approved 6-0.

Executive session exited at 8:55 am.

XIII. Adjourn – All items on the agenda were addressed. The meeting adjourned at 8:55 am. The next meeting will be held on April 22 at 8 am.

These minutes were approved this \_\_\_\_ day of \_\_\_\_\_, 2025.

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Mary A. Markowski, Secretary