



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

Regular Meeting / December 9, 2025
Minutes

Board Attendance: Edward Clark, Mary Markowski, Stephanie Romeo, Lori Arner,
*Israel Mac, Chris Ettori and Larry Cupoli

RRA & City Staff Attendance: Barbara Spaulding and Ed Bove

- I. Edward called the meeting to order at 8 am.
- II. Additions/Deletions – None.
- III. Lori moved to approve the minutes of November 25, 2025. Larry seconded. Motion was approved 6-0.
- IV. Public Comment – None.
- V. Warrant – Chris moved to direct the Chair to sign the warrant for Fund 800 expenses totaling \$25,683.83 and recommend to the Board of Finance payment of Fund 100 expenses totaling \$1,410.00. Stephanie seconded. Barbara mentioned the increase in the health insurance with the January invoice and explained the Herald invoice was reimbursed by the Hospital Heights grant through grant admin fees. Motion was approved 6-0.
- VI. Grant and BIAP Updates – Barbara provided the following grant and BIAP updates:

Hospital Heights aka Mahoney Grove Apartments - The final public hearing was held Dec. 1 and Andy Miller provided a presentation on the outcome of the project. Barbara provided the sources and uses information. The close out documents are due by Jan. 30.

Rutland Housing Initiative 120 Maple Street – The grant end date was extended to Dec. 31 and the closeout documents are due by Jan. 30. Barbara is awaiting information regarding the Environmental Review conditions to close out the grant.

Housing Planning Grant – The Oct. 15 progress report and requisition were approved and processed.

HTRC/NWWVT Merger Planning Grant – The award conditions for the grant agreement were submitted on Nov. 7. The City is awaiting the final draft grant agreement. A legal opinion is needed from the City as part of the grant agreement in

order to requisition funds. It was determined that the legal opinion could not be made until the final draft grant agreement is received and executed.

East Creek Commons – The Corrective Action Plan work came in over budget. The City, on behalf of Cornerstone is requesting an enhancement of \$453,000 to the 2023 grant award. Because the enhancement is over 100,000, the City and Cornerstone must attend the Dec. 10 CD Board meeting to discuss the enhancement.

BRIC – Local Hazard Mitigation Plan – The final report was submitted on Oct. 10 and the City received a letter noting that the grant is satisfied and closed. The Aldermen adopted the plan on Oct. 20.

VCDP Implementation application – On Dec. 1 the Aldermen referred the VCDP application for \$650,000 for electrical upgrades at Templewood Court to the C&ED Committee. A meeting with VCDP staff is scheduled for Dec. 11 at 11 am.

*Israel arrived.

Outreach – On Nov.6 a \$5,000 BIAP check was presented to Nicole Powell for The Rustic Magnolia after unanimous approval by the Board of Aldermen on Oct. 20. A photo was posted to the RRA Facebook page. A ribbon cutting will be planned for after the holidays. Barbara continues to work with BIAP loan recipients to file their annual reports. As they are collected, she will put them on the RRA agenda.

Upcoming - Progress reports for both East Creek Commons and HTRC/NWWVT merger are due by 12/31 along with the 6 VCDP financial Reports for the outstanding loans. The Capital Improvement Plan MPG deadline to close out grant also Dec. 31, 2025.

Ed asked Barbara to connect with Luke in Building & Zoning regarding the zoning permit for C Brown Automotive as BIAP recipients are expected to be in compliance with taxes and permits.

- VII. Executive Director Update – Barbara said she and Sean attended the General Committee meeting during which the RRA Contract was discussed. She reported that the Committee did not include the \$65,000 for the TIF. Mary explained that the Board did not support the increase because the TIF was not supposed to increase taxes. There was discussion at the committee level about how the request would be reimbursed through the TIF. She said that Board members could attend the Dec. 18 budget meeting to further discuss the \$65,000. Chris suggested that the RRA invoice the City quarterly for the full amount of the RRA contract and let the City decide which funds to use. Ed said if the City had wanted to include TIF administrative fees as a related cost, the City should have retained a higher increment. He added instead of 85%, the City should have added 5% for administration. Edward asked how do we navigate with the \$65,000 deficit.

VIII. BOA Update – Larry said the General Committee approved the RRA contract for \$259,584 and assumes the \$65,000 would come from the General Fund. He also said the Board received a letter dated Dec. 5 from Giancola asking for the Franklin Center to be added to the sign at Madison Street. The Board believes this was discussed at an earlier meeting when Hal was present and that the DRP would take care of correcting the sign. At the Dec. 1 Aldermen's meeting, the LIFT application was approved for Senses Head, Hair and Health Spa, the Zoning was passed and the tax stabilization request from Clair Purcell was referred to the C&ED Committee. Larry added that he has seen some activity (in regard to the hotel) on Wales Street. Ed added that with the approval of the Zoning, the City is ready for the Act 250 Tier 1A exemption. Chris mentioned that he had heard from someone in NY that Rutland City is open for business.

IX. Old Business – Grant Administration Policy Change tabled to Dec. 23.

Treasurer's Report 10/31/2025 – Mary said with the fence completed she did not anticipate any additional costs so the balance in the Rail Gateway project will be returned and she will release the assignment. She said revenue is on target and expenses are lower than budgeted. The HFCU loans are being repaid, and the Treasurer's office is monitoring those. The Auditors have not billed the RRA yet, but she has the RRA paperwork ready for them to pick up. Mary will do some forecasting at the end of December to see where the RRA budget will land at year end.

X. New Business – Letter of Attestation Downtown Vibrancy Fund. Barbara explained that this is an annual request and is required so the DRP can receive \$25,000 in State funding. Chris moved to circulate for signature the Letter of Attestation on behalf of the Downtown Rutland Partnership. Stephanie seconded. Motion was approved 7-0.

Make It Sew BIAP Annual Report – Edward complimented Jen on her report. Lori moved to accept and file the BIAP annual report from Make It Sew. Chris seconded. Motion was approved 7-0.

LIFT Application 67-71 Center Street – Barbara explained that the applicant requested that the application be reviewed in January so that she may tend to an ill family member.

RRA Holiday Party – The Board consensus was to hold the party in January. Barbara will email potential dates to the Commissioners.

December 23 Meeting – The Board consensus was to hold the Dec. 23 meeting unless there isn't a quorum available.

Chris moved to invoice the City quarterly for the entire RRA contract going forward. Larry seconded. Motion was approved 7-0.

Edward asked about the results of the City Owned Properties meeting. Ed said the property in question went to the next high bidder, but that the City may receive a bill from John Ruggiero for the difference as he is owner of record through a claim purchase. There was discussion regarding whether a person who owes taxes can participate in the City Owned Properties process. Ed said that John had an agreement with the City and that is why his property taxes were not paid. Ed added that the agreement has expired. Discussion continued on when not accepting the highest bid is allowed and whether the process should be changed to sealed bids or an auction. No recommendation was made. Ed added that 113 Library Avenue went to Habitat for Humanity.

- XI. Adjourn – All items on the agenda were addressed. The meeting ended at 8:42 am. The next meeting will be held on December 23 at 8 am.

These minutes were approved this ____ day of _____, 2025.

Mary A. Markowski, Secretary