



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

**Regular Meeting / May 12, 2026**  
**Minutes**

**Board Attendance:** Edward Clark, Eric Petersen, Mary Markowski, Israel Mac, Chris Etti, Lori Arner, Larry Cupoli, Dick Courcelle and \*Stephanie Romeo

**RRA & Others in Attendance:** Sean Adkins, Barbara Spaulding, Mayor Donahue, Alderman Peter Franzoni, Ed Bove, Brooke Hemenway, Hal Issente, Eddie Ryan, Elijah LaChance, Rick Brigham (via phone)

- I. Edward called the meeting to order at 8 am.
- II. Additions/Deletions – Edward added the BIAP application from Amazing Glaze Pottery LLC.
- III. Larry moved to approve the minutes of April 28, 2026. Lori seconded. Motion was approved 8-0.
- IV. Public Comment – None.
- V. Warrant – Israel moved to direct the Chair to sign the warrant for Fund 800 expenses totaling \$25,479.38. Chris seconded. Motion was approved 8-0.
- VI. BIAP Application – Amazing Glaze Pottery LLC. Barbara introduced the application from Brooke Hemenway who is opening a pottery studio at 25 Center Street in Downtown Rutland. The application is for a \$2,790 BIAP grant and referral to HFCU for a BIAP loan. It meets the criteria with \$18,600 of total investment. Brooke said she would be selling already fired pieces that patrons could paint and then she would fire them in the kiln for pickup in two-three weeks.

\*Stephanie arrived.

Chris asked about the hours of operation. Brooke said she works full-time therefore plans to be open 2-3 nights per week and on Saturday. She hopes the business would be successful enough to eventually work there full-time. Edward asked about how she would market the studio. Brooke said she will rely heavily on social media and also use flyers for special events. She also discussed creating take-home kits. Lori asked if she had contacted Wonderfeet. Brooke had not, but that she plans to partner with other businesses. Mary asked if the space was large enough and if she knew the capacity. Brooke was told by the landlord that, per the permit, the capacity is 50. Larry asked about the kiln. Brooke said it will be electric with an 8ft. ventilation duct either out the window or a wall vent will be installed. Stephanie encouraged

Brooke to be ready because families are always looking for new birthday party ideas. Chris also encouraged Brooke to meet with Hal of the Partnership to get involved with events. Chris moved to recommend approval to the Board of Aldermen for the BIAP grant for \$2,790 and referral to HFCU for a BIAP loan for Amazing Glaze Pottery LLC. Stephanie seconded. Motion was approved 9-0.

- VII. FY25 Auditor's Report – Rick Brigham CPA of Sullivan Powers & Co., P.C. phoned in to discuss the RRA's FY25 audit. Rick said pages 1-3 were the auditor's opinion and the RRA received an unqualified opinion which is the best. He added that pages 4-5 were the summary analysis and page 8, the balance sheet showing \$197,428 as of June 30, 2025. He said for a deeper dive, the Board may want to review pages 10-19, which include the notes to the financial statements. Rick said there were no material weaknesses. Mary added that there were two recommendations for a fraud risk assessment and Internal Control Review, both of which she is working on for the City.
- VIII. DRP FY27 DRAFT Workplan and Budget Proposal – Hal said that Eddie Ryan would be leaving the DRP Board in June and Elijah LaChance would then become treasurer. Eddie will remain as a strategic advisor. The FY27 Draft Workplan and Budget was distributed to the Board. Hal discussed the changes in the budget including a 3% CPI, as well as, some event changes including six weeks of FNL using regional talent and the addition of a Holiday Stroll and replacing the Jingle Bell Shop with a Fall Sip N Shop. Hal and Eddie discussed the change from a bi-annual audit to an accountant's compilation report to reduce costs. In the proposed budget there is a VT Women's Fund Grant and expenses under Business Development. The total budget proposed for FY27 is \$360,372 with a deficiency of \$4,562. Eddie explained that the deficiency is acceptable considering the amortization leasehold of \$10,000. Both Mary and Dick supported the change to the bi-annual audit.

Hal announced there are 8 candidates for the six open seats on the DRP Board and in June there will be a full board of 12. In June a new board president will also be sworn in. He continued with a review of the Draft Marketing & Events, Business Development, Streetscape and Office & Organizational Overhead budgets, goals and strategies for FY27. Larry asked if there was a vacant properties list. Hal said he is working on one with the help of photographer Shandi Marie who has been photographing vacant spaces in support of landlords. Chris said with the audit change it is important to let the SBD taxpayers into the conversation and invite them to attend the annual meeting. Eric asked if there was a way to show the economic impact the DRP has to the City. Hal said sometimes it is difficult to get the data, but there is anecdotal evidence through vendors and he shared some stories from the Main Street Now Conference and Vt Tourism Summit regarding economic impact. Mayor Donahue was glad to see an Assistant Director position in the workplan. Edward said, at this time, there is no action to be taken on the draft budget and workplan.

- IX. Director of Grants and Outreach Updates – In lieu of the time, Barbara offered to email the Board her updates and add them to the minutes.
- X. Executive Director Update – Sean reminded the Board that there is a Center St. streetscape meeting May 21st at the Hub from 5:30-8:30 pm.

He submitted the NBRC grant progress report and has asked to change the report from quarterly to bi-annual.

The VTrans Bike/Ped Grant applications, both Small-scale and Large-scale, for Rutland Creek Path Seg. 5 are due June 12.

Sean discussed meeting with Chris Gomez of HFCU to finalize the request to VEDA for the Royce building.

Sean said there is a snag on the easement with 80 West Street for the hotel project, saying it delays the bond because it is an obligation of the Development Agreement. The hotel project is moving forward and Sean would like to submit an article to the Herald to apply public pressure for the easement.

The RFQ to create designs for the pillars of the parking deck on West Street for the Animating Infrastructure grant will go out May 15 with responses due June 15. The grant ends in August.

A meeting was held at the Hub to discuss the 50% loan forgiveness from the Clean Water SRF program as part of the NBRC grant.

- XI. BOA Update – Larry said Tony Romeo and Tom Giffin gave an update on the WW II monument planned for Main Street Park. Additional funds need to be raised for the monument. The Mayor’s nomination of Regina Sears for Third Inspector for Ward 4 was approved. The nomination of Kevin Gustafson, Esq. for City Attorney was tabled for two weeks. The auditor reported on the City’s FY25 audit.
- XII. Old Business – None.
- XIII. New Business – None.
- XIV. Adjourn – All items on the agenda were addressed. The meeting ended at 9:06 am. The next meeting will be held on May 26 at 8 am.

These minutes were approved this \_\_\_\_ day of \_\_\_\_\_, 2026.

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Mary A. Markowski, Secretary

## **May 12, 2026 - Grant and Outreach Updates:**

Hospital Heights aka Mahoney Grove Apartments - The closeout documents required modification in regard to the Env Rev conditions. Andy Miller was able to provide the documentation to satisfy the conditions and they were uploaded in GEARS.

Rutland Housing Initiative 120 Maple Street – Minor modifications needed to be made to the closeout documents regarding how the beneficiaries were calculated. The modifications have been submitted.

VTrans Small and Large Scale Pedestrian Grants – Assisting with applying for these grants for Segment 5 of the Rutland Creek Path. A resolution for both applications will go before the Aldermen on May 18.

Rutland County Parent Child Center – The City received the Certificate of Completion on April 29 and clearance of the final program report.

Housing Planning Grant – The amendment to extend the deadline was approved and executed with the new end date of 11/30/2026 and working on Apr 15 progress report and requisition.

HTRC/NWWVT Merger Planning Grant – The Grant Agreement was fully executed on April 28. The special conditions deadline passed on 5/1 which required a request to extend the deadline to finalize the remaining condition which is the Attorney's Opinion. The documentation was sent to Atty. Bloomer on 5/7 including a draft opinion. A progress report will be due for the period ended June 30.

Capital Improvement Plan – The final requisition for the remaining funds was submitted, approved and received, as well as, a letter of congratulations on the successful closeout of this grant.

Bylaws Modernization Grant – Working with City Treasurer to return unused funds from this grant. The award was for \$25,000 and there were only \$7,189.60 in expenses. The state dropped the award to \$6,471, with required match of \$719. The City will need to repay the State \$3,529 from the \$10,000 received to date. The GIS data was also uploaded which included the Zoning Map approved by the Aldermen in November of 2025.

East Creek Commons – Working with Jan Buonanno to provide the necessary documents for the closing this week on the property. Notified that the Env Review Request for Release of funds posting was incorrect. The information had to be re-posted on the City's website for an additional 15 days.

Animating Infrastructure Design for Rutland Transit Center – Working on the RFQ and ad to be published May 15 with a deadline for artists to respond of June 15.

Templewood Court VCDP application – Working on the staff analysis of the grant application in preparation for the June 9 CD Board meeting.

NBRC Center/Wales Street Redevelopment – A resolution to change the name of the Authorizing Official to Tom Donahue will be brought to the Aldermen on May 18.

### Outreach –

A request to refer discussion of funding the BIAP and LIFT programs will be presented to the Aldermen on May 18. Funding for these programs expired in 2025 and was not included in the FY26 budget.

LIFT – Joanna Gould of Water Willow Collective LLC at 69 Allen Street Suite 3 submitted the invoices and proof of payment for renovations there and a check request for \$10,000 is being processed this week.

Met with Katrina Parker who is looking to lease space and move her business. She has 4 potential locations. She submitted her annual report and copies of all her invoices which will be provided at the next meeting.

Meetings with the following people regarding potential LIFT or BIAP grant applications:

- Tatiana Goulette who is relocating the Curiosity Shop in Downtown to 165 Woodstock Avenue (formerly Sucker Punch)
- Rebecca Adams with The Polished Home Collective, specializing in cleaning upkeep for Rutland residents and real estate listings. She has one employee so far and is in the process of looking for a small office space to serve as supplies and central meeting location for herself and employee.
- Amanda Tate, Green Mtn. Yarn & Fiber, expanding into fabric and needs a larger location
- Brooke Hemenway, Amazing Glaze Pottery
- Jeanette Langston, Social Roots Studio