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

Regular Meeting / July 14, 2026
Minutes

Board Attendance: Edward Clark, Israel Mac, Dick Courcelle, Mary Markowski, Chris Ettori, Larry Cupoli, Eric Petersen and Stephanie Romeo

Absent: Lori Arner

RRA & Others in Attendance: Sean Adkins, Barbara Spaulding, Mayor Donahue, Alderman Peter Franzoni, Terry & Christine Zullo

I. Edward called the meeting to order at 8:05 am.

II. Additions/Deletions – Edward suggested moving the LIFT Application after the warrant and adding an Executive Session at the end of the meeting.

III. Larry moved to approve the minutes of June 23, 2026. Dick 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 $31,760.38 and recommend to the Board of Finance payment of Fund 100 expenses totaling $1,526.33. Chris seconded. Motion was approved 8-0.

VI. New Business – LIFT Application The Sandwich Shoppe. Terry and Christine Zullo were present on behalf of The Sandwich Shopee. Sean said that their project has $19,850 of eligible costs and of that $9,925 could be reimbursed if approved. Eric asked about the need for additional approvals regarding the façade changes. Edward said the window replacements would need to go before the Architectural Review Committee. Christine mentioned there would be an additional cost associated with the sign, but Sean said signage is an ineligible expense. Chris moved to recommend to the Aldermen approval of a LIFT grant for up to $9,925 for The Sandwich Shoppe. Eric seconded. Motion was approved 8-0. The Aldermen meet next on July 20 at 7 pm.

VII. Director of Grants and Outreach Update: Barbara provided the following updates:

Rutland Housing Initiative 120 Maple Street – The final program report for the Rutland Housing Initiative, 120 Maple Street, was cleared on June 26. The Final Report Determination and Certificate of Program Completion have been issued.

VTrans Small and Large Scale Pedestrian Grants – The applications for Segment 5 of the Rutland Creek Path were submitted on June 12.

Housing Planning Grant – The quarterly progress report for the period ended June 30 and next requisition will be submitted by July 15.

HTRC/NWWVT Merger Planning Grant –The June 30 progress report will be submitted by July 30.

East Creek Commons – The Board of Aldermen approved the forgiveness of the Columbian Avenue loan, as well as, the assumption of 200 Columbian Avenue to HTRC. The closing on the property was rescheduled for Aug 11. The June 30 progress report will be submitted by July 30.

Animating Infrastructure Design for Rutland Transit Center – The RFP deadline was July 10 and 11 proposals were received. The Local Review Committee will be forwarded the proposals and a meeting convened to award a winner.

Templewood Court VCDP application – The Governor will be announcing that the City received a $385,000 grant award for Templewood Court electrical upgrades.

Extreme Cold Shelter Program (ECWSP) – The RRA submitted the final requisition based on the information provided by the City Treasurer and Chris Louras. The RRA is expecting to receive a $4,900 +/- for administration of the grant to be credited toward the FY26 budget.

The C&ED Committee convened a meeting on June 25 and agreed to recommend to the full Board to continue the funding of the BIAP/Lift Programs for the next five years. This motion was so moved and approved by the Aldermen on July 6.

On July 6, the Aldermen approved a up to $10,000 LIFT Grant to the VFW Post 648 for renovations at 15 Wales Street. Several members of the VFW were present, as well as, Senators Weeks and Collamore.

The grand opening of Amazing Glaze was held July 1 with great attendance and a nice article in the Herald on July 3.

Mary disclosed that her husband Kevin is on the Housing Authority Board and that she had voted to pursue the Templewood Court application.

Mary said she would invoice Mary Cohen for the advertisement of the Columbian Avenue property.

VIII. Executive Director Update – Sean distributed copies of the draft Opportunity Zone Fund (OZ) prospectus and asked that the document be returned at the end of the meeting as it still needs legal review. He discussed the need to find additional funding to support hiring both an OZ-specialized legal counsel and financial/fiscal manager. Sean said he does have an engagement letter ready to sign with Gravel & Shea provided the RRA can find the funds to cover the $2,500 retainer and $400 per hour costs. He emphasized the need for the RRA to identify additional funding. Mary asked if the RRA would be requesting City support. Sean said no, as they City has already reneged on our contract by denying the $65,000 extra for TIF administration. Mary suggested using the $385,000 from the City's Market-rate RLF to support the OZ or the funds from the SBD RLF. Dick asked for an Opportunity Zone 101. Chris suggested using the Business Development reserve for the legal counsel's retainer and hourly rate. Larry asked about the funds the DDC recently received from the sale of the Parker House. Sean said he is meeting with them soon Eric asked how the OZ funds could be used. Sean said for land development and that the investor board and himself would vote on potential projects. Chris discussed how this is unique to Rutland and it should be marketed as transformative for the City. Alderman Franzoni asked if it requires BOA approval and Sean said no. Dick suggested including examples of the mechanics of the program. Dick moved to sign the engagement letter with Gravel & Shea. Stephanie seconded. Motion was approved 8-0. Chris said the funds should come from the Business Development reserves and Mary said she would reallocate the funds.

Sean discussed moving forward with creating a CDFI for housing and said he is now on the Board because it allows a CDFI to operate in any locality where a Board member calls home. Business SEED Capital, Inc (BSCI) is laying the ground work and he will invite Curtis to attend the next meeting to provide information and answer questions. Mary asked about the scale of the housing projects. Sean said anywhere from low/mod to 20,000 sq. ft. development like the Farmers' Food Center. She asked if this would be a revenue source for the RRA and Sean said yes.

Sean said the Blighted Vacant Properties Ordinance is moving forward with the next Charter & Ordinance Committee meeting. Eric asked if there have been any significant changes to the draft. Sean said it has been confirmed that the fine can be up to $800 per day, not $500.

IX. BOA Update – Larry said the nomination for John Coffin to third inspector of Ward 3 was tabled. Following Alderwoman McClure's resignation and speech, the nomination of Curt Esposito to fill her spot on the Board was tabled. Larry added that Mary presented FY27 budget information and spending issues for the Board to take into consideration. The tax rate will be set at a special meeting on Thursday July 16.

X. Old Business – None.

XI. New Business – Election of Officers. Eric nominated Edward Clark as Chair. Chris seconded. There were no other nominations. The nomination passed 8-0. Eric moved to table nominations for Secretary until Lori was present. Chris seconded. Motion passed 8-0.

BIAP Annual Reports – Loose Loona. Barbara said this is their third and final report and that they have met all of the milestones for forgiveness of their $10,000 BIAP Loan. Chris moved to recommend to the Board of Aldermen forgiveness of the $10,000 BIAP loan for Townie Enterprises, LLC dba Loose Loona. Dick seconded. Motion was approved 8-0. This recommendation will go to the Aldermen on July 20.

Kaleidoscope Art Supply – Barbara said this was the second annual report for Kaleidoscope Art Supply and she acknowledged Raven's ability to creatively pivot as necessary to continue her business operations. Chris moved to receive and file the second annual report for Kaleidoscope Art Supply. Eric seconded. Motion was approved 8-0.

Conflict of Interest Forms – The Board members who have not yet submitted their forms were encouraged to do so.

XII. Executive Session – Eric moved to go into Executive Session to discuss real estate options whereas premature public knowledge would put the RRA at a disadvantage. Chris seconded. Motion was approved 8-0.

At 8:45 am Chris moved to go into Executive Session and invite the RRA staff. Stephanie seconded. Motion was approved 8-0.

At 9:05 am Larry moved to exit Executive Session. Chris seconded. Motion was approved 8-0. No action was taken.

XIII. Adjourn – Dick moved to adjourn. Larry seconded. The meeting ended at 9:07 am. The next meeting will be held on July 28 at 8 am.

These minutes were approved this ____ day of _____________________, 2026.

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Mary A. Markowski, Secretary