



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

Regular Meeting / October 13, 2026
Minutes

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

Absent: Eric Petersen

RRA & Others in Attendance: Sean Adkins, Barbara Spaulding, Alderman Peter Franzoni, Patty Ryan and Morgan McCullen

- I. Edward called the meeting to order at 8 am.
- II. Additions/Deletions – Barbara asked that both the LIFT extension request and BIAP be moved earlier in the meeting.
- III. Mary moved to approve the minutes of September 22, 2026. Larry seconded. Motion was approved 7-0.
- IV. Public Comment – None.
- V. Warrant – Israel moved to ratify the 10-1-26 warrant for Fund 800 expenses totaling 1,625.00 Chris seconded. Motion was approved 7-0. Israel directed the Chair to sign the 10-13-26 warrant for Fund 800 expenses totaling \$26,678.02 and recommend to the Board of Finance approval of the Fund 100 and Fund 156 expenses totaling \$7,907.07. Chris seconded. Chris asked about the parklet invoice and Barbara explained that the June invoice was overlooked, but that the expense had been approved. Motion was approved 7-0.

*Stephanie arrived.

- VI. New Business – BIAP Application Vermont Aesthetics PLLC. Barbara introduced the application saying that the business is relocating to 24 ½ Center Street Suite 2 which is currently vacant. It meets the criteria for the full \$5,000 grant with \$55,000 of investment. Morgan McCullen was present to speak on the application's behalf saying that recent quotes have made the project costs come in higher than anticipated. VT Aesthetics originally planned to apply for a LIFT grant but the expenses related to opening the med spa were higher than the anticipated physical improvements. Lori asked if the intention of the application had changed with the increase in costs. Morgan said no. Mary asked where the business was relocating from. Morgan said it was a subcontractor under "Skin" Vermont at 73 Center Street. Chris moved to recommend to the Board of Aldermen approval of a \$5,000 BIAP

grant to Vermont Aesthetics PLLC. Dick seconded. Motion was approved 8-0. Barbara said the request will go before the Aldermen on Oct. 19.

LIFT Extension Request – 67-71 Center Street. Patty Ryan was present to request an extension of her LIFT Grant previously awarded in February. She distributed copies of a status update for the property which was broken out into 3 projects. The work could be finished by the Nov. 1 deadline, but she is concerned with quality of work over just getting it done on time. Sean said the LIFT program allows for two extensions and does not require Aldermen's approval, as the funding remained the same. Dick moved to approve a six-month extension for both remaining projects on the property. Chris seconded. Motion was approved 8-0.

VII. Director of Grants and Outreach Updates:

Templewood Court Mandated Electrical Upgrades There is a progress report due on Oct. 30 for the period ended 9/30/26. Barbara sent an email following the Post award Technical Assistance meeting assigning tasks and confirming next steps. A response was received on 9/11 from VCDP saying the revised draft GA is in process and the City will need to file an award extension request by Dec. 1 if additional time is needed. That request will go to the CD Board on Dec. 10. If the project requires an enhancement due to the final electrical costs coming in overbudget, a request will need to be made by mid-Nov.

Housing Planning Grant – The next quarterly report is due Oct. 15. Barbara is working with Lisa in the Treasurer's office to ensure that neither consultant over spend the grant award. The City is waiting on the final invoice from C. Louras.

HTRC/NWWVT Merger Planning Grant – Funds were received on Oct. 8 for the first/final requisition for this grant. The check to Cornerstone Housing Partners will be processed for 10/16. The requisition is in modifications and once the cancelled check and warrant are uploaded in GEARS closeout of the grant will proceed.

East Creek Commons – The final piece of the award conditions needed is to update the application budget pages. Once this is done, the award conditions can be resubmitted. The deadline is Nov. 1.

East Creek BRELLA Application – On July 7, the RRA asked the Aldermen to approve the City assuming the BRELLA grant of \$596,205 for East Creek Commons and enabling the Mayor to sign any documents necessary per the City Attorney and submit the application. The motion was unanimously approved. Following the meeting the City was asked to revise the application and provide COI and W-9. Barbara provided the COI and W-9 and revised the application. These were sent to the City attorney for review. Apparently, the application was not submitted. Kristie Farnham reached out to the RRA on Friday saying the VT DEC does not have any record of the enrollment. Barbara is working with the City Attorney's office to help facilitate the submission.

Animating Infrastructure Grant – The final report for the Animating Infrastructure Grant was submitted on Sept. 23. Sean added that he is meeting with Wanda from the BGS on an MOU for permission and maintenance of the proposed mural project.

MERP Grant – In July of 2023, the City received a Municipal Energy Resilience Program grant of \$4,000 from the Dept. of Buildings and General Services. Recently there have been requests for an update on the funding. The funds have not been expensed. The annual mini-grant financial report was submitted on Oct. 2 indicating that the funds will be used by the award end date of Dec. 31, 2026. It is anticipated that the funds will be used to purchase infrared cameras, in collaboration with the library, to assist in finding hidden costly energy-consuming issues in the community.

Rutland Housing Initiative 1 – 120 Maple Street is being sold and therefore required some agreements to be signed by the Mayor due to the grants from VCDP and VHIP connected to the property. On Oct. 5, the Aldermen approved the Mayor's signing of the agreements. There is an issue with the CO in Building and Zoning pertaining to the fire escape, but Mark is aware of the impending sale.

Rutland Creek Path Segment 5 – The City was awarded both a 2026 VTrans Bicycle and Pedestrian Small Scale and Large Scale Design/Construction grants for Phase 1 and 2 of Rutland Creek Path Segment 5. The small scale award \$45,000 and the large scale is \$331,000.

Equitable and Inclusive Communities Grant – The City received \$10,000 from the VT Community Foundation in December of 2023 to support implicit bias trainings and other diversity, equity and inclusion work. The funds have not been utilized. Recently the General Committee held a meeting to discuss options for implementing the Declaration of Inclusion adopted by the Aldermen in 2021. Barbara forwarded the grant information to Alderman Talbott to see if there was interest in using the funding. Discussion of the funding was deferred because it wasn't on the agenda and no action was taken on the grant funding or training at that time.

On Oct. 5 the Aldermen approved the LIFT grant for Little BeeHive Childcare Center in Howe Center. The LIFT grant check was given to the VFW on Friday Oct. 2. A "grip 'n grin" photo will be taken in the near future.

The next Women In Business Morning Meetup is scheduled for Oct. 15.

The VT Arts Council is holding a day-long board retreat in Rutland on Oct. 15 and Barbara was invited to the reception at 4 pm at Roots.

Barbara met with Gregg Over (formerly of NeighborWorks) to discuss a potential VCDP grant for the Fairgrounds welcome building.

Information for the RRA's FY26 Audit was provided to the Treasurer.

The following BIAP loans have reached the 3 year anniversary and once the annual reports are received, there will be a request to the RRA Board for recommendation of forgiveness: Bueno Burrito and Head Over Heels Gym. Met with Dylan Watts at HFCU for the bi-monthly check in regarding the BIAP loan portfolio and potential new applications. The interest rate is currently between 7 and 9%.

Barbara has responded to 5 inquiries regarding LIFT/BIAP and provided information and applications.

The RRA Quarterly Newsletter and report for Sept. 30 will be provided at the Oct. 27 meeting.

Barbara attended the CEDRR annual meeting at the Vermont University Casella Theater and met with Susan Schreibman and Eric Malette to help them with the first requisition for their NBRC grant.

Larry asked whether the Fairgrounds could access historic preservation grants. Sean said it was possible, but the funds wouldn't be available until 2029.

- VIII. Executive Director Update – Sean discussed the upcoming Community Forum being held on Oct. 15 from 5:30 to 7 pm at the HUB. Stephanie Clarke will be in attendance and the forum will include discussion of the future of Rutland, the TIF District and the “anatomy of an economic development project” to educate the general public about how significant projects work after not seeing any large-scale projects in decades. Mary said there is a public safety committee meeting scheduled for the same night and encouraged RRA Board members to attend the forum. She suggested that Sean get the word out regarding the forum.

Sean has plans to meet with Lawrence from the Vermont Community Foundation to discuss ways non-profits could invest in economic development projects.

VermontBIZ recognized Sean as a Rising Star Class of 2026. The list is comprised of 40 winners under the age of 40. Award recipients were selected by a panel of judges for their commitment to business growth, professional excellence and involvement in their communities. There will be an award ceremony on Nov. 4 in Burlington.

Sean asked the Board to think about their wish list for Rutland City and the RRA, any suggestions/things we can do better or differently, projects, etc. Lori asked if the RRA is involved in the recent movie theater discussions. Sean said he has been unofficially consulted by one of the ‘Cinema Project’ members. Larry asked about interest in the Catalyst Fund. Sean said there has been a good amount of interest from all over, but only small-scale investment from the local community.

- IX. BOA Update –Larry said the Board approved the President's joint signature on a letter from the Mayor to the Department of Corrections to close operations at 43

Evergreen Street. He added that the budget process has started and the Mayor's budget to the Aldermen is due Nov. 1.

X. Old Business – None.

XI. All items on the agenda were addressed. The meeting adjourned at 8:41 am. The next meeting will be held on October 27 at 8 am.

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

Lori Arner, Secretary