

# Board of Aldermen Committee Minutes

4/9/15

Date: ~~5/30/14~~ Chair: DAVIS Convened: 5:30 PM Adjourned: 6:40 AM

- |                  |                                     |                       |                          |                |
|------------------|-------------------------------------|-----------------------|--------------------------|----------------|
| <b>Committee</b> | <input type="checkbox"/>            | Charter & Ordinance   | <input type="checkbox"/> | Public Works   |
|                  | <input checked="" type="checkbox"/> | Community Development | <input type="checkbox"/> | Recreation     |
|                  | <input type="checkbox"/>            | Finance               | <input type="checkbox"/> | Intermunicipal |
|                  | <input type="checkbox"/>            | General               | <input type="checkbox"/> | Special Liquor |
|                  | <input type="checkbox"/>            | Public Safety         | <input type="checkbox"/> | Human Resource |

- |                                  |                                     |                  |                                     |               |
|----------------------------------|-------------------------------------|------------------|-------------------------------------|---------------|
| <b>Committee Members Present</b> | <input checked="" type="checkbox"/> | Dave Allaire     | <input type="checkbox"/>            | Jon Skates    |
|                                  | <input checked="" type="checkbox"/> | Chris Etori      | <input type="checkbox"/>            | Ed Larson     |
|                                  | <input type="checkbox"/>            | Gary Donahue     | <input type="checkbox"/>            | William Notte |
|                                  | <input checked="" type="checkbox"/> | Sharon Davis     | <input checked="" type="checkbox"/> | Chris Siliski |
|                                  | <input checked="" type="checkbox"/> | Tom DePoy        | <input type="checkbox"/>            | Matt Bloomer  |
|                                  | <input type="checkbox"/>            | Melinda Humphrey |                                     |               |

- |                       |                          |                  |                                     |                        |                                     |                  |                                      |
|-----------------------|--------------------------|------------------|-------------------------------------|------------------------|-------------------------------------|------------------|--------------------------------------|
| <b>Others Present</b> | <input type="checkbox"/> | Dave Allaire     | <input checked="" type="checkbox"/> | Gary Donahue           | <input type="checkbox"/>            | Mayor Louras     | <i>Rick Fitzgerald Pres. City</i>    |
|                       | <input type="checkbox"/> | Chris Etori      | <input checked="" type="checkbox"/> | William Notte          | <input type="checkbox"/>            | Treasurer Wilton |                                      |
|                       | <input type="checkbox"/> | Sharon Davis     | <input type="checkbox"/>            | Ed Larson              | <input checked="" type="checkbox"/> | Attorney Romeo   |                                      |
|                       | <input type="checkbox"/> | Tom DePoy        | <input type="checkbox"/>            | Chris Siliski          | <input checked="" type="checkbox"/> | Other            | <i>Stephanie Burke - engineering</i> |
|                       | <input type="checkbox"/> | Melinda Humphrey | <input checked="" type="checkbox"/> | Matt Bloomer           | <input checked="" type="checkbox"/> | Other            | <i>Mike Coppinger DRP</i>            |
|                       | <input type="checkbox"/> | Jon Skates       | <input checked="" type="checkbox"/> | <i>Brian Duffy CPA</i> | <input checked="" type="checkbox"/> | Other            | <i>Jeff Wernberg SW Commission</i>   |

**Motions/Discussion** *Downtown Designation Renewal*  
*Benefits for designated downtown - see attached document.*  
*2015 Requirement - Capital Improvement Program/Budget*  
*Priority Projects 1 - high - 3 low*  
*Priority completed*  
*Time frame*  
*Estimated cost of Project*  
*Proposed funding -*  
*Sidewalk to farmer Market - West St to Bedone this year*  
*Application due to state May 4, 2015.*  
*Motion to approve Designated Capital Improvement Program/Budget.*  
*Motion Passed 5-0*

*Tax and 14  
 14 designation*

Rutland City Designated Downtown Capital Improvement Program/Budget						
Projects FY15- FY20	Priority 1,2,3	Recently Completed	In Progress	Timeframe 1yr 5yr	Estimated Cost	Proposed Funding Method
<b>Drinking Water</b>						
N/A						
<b>Stormwater</b>						
City Hall drain - Rain garden	3			X	\$20,000	Water Quality Grant
<b>Wastewater</b>						
Slipline - Merchants Row Combined Sewer	1		X		\$25,000	Sewer Capital Fund
<b>Public Space</b>						
Center Street Marketplace Revitalization	1		X		\$973,834	Fed. Earmark
Depot Park - Solar Lights	1	X			\$46,971	GMP/NWWVT/CITY
Evelyn Street Reconfiguration	2			X	TBD	Multiple
<b>Lighting</b>						
Washington Streetlights - north side	1		X		\$50,000	DTF Grant
LED Conversion - ornamental fixtures	2			X	\$60,000	DTF Grant/EFF VT
West Street - bury lines on south side	3			X	\$3,500,000	Multiple
Washington/Strong's Ave Streetlights	1	X			\$150,000	DTF Grant
Cottage Street - lighting	2			X	\$100,000	DTF Grant/DPW
West Street - ornamental lighting	2			X	\$170,000	DTF/Match
Madison Street - lighting	1	X			\$25,750	DTF Grant/DPW
<b>Transportation</b>						
Wales Street sidewalk	1	X			\$27,410	Zamias Fund/DPW
West & Church sidewalk	1	X			\$60,000	Zamias Fund
Pedestrian Blvd West St.	1		X		\$50,000	Fund/DPW
Merchants/Strong's sidewalks & bump-outs	1			X	\$300,670	DTF/DPW/PVT
LAZ Parking Deck - Automated Parking System	1	X			\$202,000	DRP/Zamias/STATE
Madison Street - sidewalk improvements	1	X			\$34,710	DPW
West/Evelyn & West/Pine ADA Ramps	1	X			\$12,705	Vtrans/ACCD Grant
4/7 West Street Paving Project	1	X			% of \$9,000,000 total budget	Vtrans/CITY
Bike Racks	1		X		\$5,000	Bike/Ped Program
West/Pine (north side) ADA Ramps	1			X	\$3,000	TA Grant

For Publication May 1, 2015

**City of Rutland Board of Aldermen  
Public Hearing – Adoption of Designated Downtown Capital Plan and Budget  
City Hall – Second Floor Alderman’s Chambers**

Date/Time: May 18, 2014 – X:XX pm  
Place: Alderman’s Chambers – Rutland City Hall  
Purpose: To take public comment on the proposed Designated Downtown Capital Plan and Budget.  
Area: Designated Downtown in the City of Rutland.

The Proposed Designated Downtown Capital Program and Budget may be viewed at the City Clerk's office or online at [www.rutlandcity.org](http://www.rutlandcity.org).

Rutland City Board of Aldermen

# Downtown Designation Benefits

The Vermont Downtown designation program supports local revitalization efforts across the state by providing technical assistance and state funding to help designated municipalities build strong communities. Once designated, the community will be eligible for the following benefits.

## 10% Historic Tax Credits

- Available as an add-on to approved Federal Historic Tax Credit projects.
- Eligible costs include interior and exterior improvements, code compliance, plumbing and electrical upgrades.

## 25% Facade Improvement Tax Credits

- Eligible facade work up to \$25,000.

## 50% Code Improvement Tax Credits

- Available for up to \$50,000 each for elevators and sprinkler systems and \$12,000 for lifts.
- Eligible code work includes ADA modifications, electrical or plumbing up to \$25,000.

## 50% Technology Tax Credits

- Available for up to \$30,000 for installation or improvements made to data and network installations, and HVAC (heating, cooling or ventilation systems) reasonably related to data or network improvements.

## Downtown Transportation Fund

- Eligible to receive loans, loan guarantees, or grants up to \$100,000 for capital transportation and related capital improvement projects.
- Grants may not exceed 50% of a project's cost.

## Traffic Calming Options

- Authority to post speed limits of less than 25 mph to help calm traffic and make the downtown a more pedestrian-friendly environment.

## New Signage Options

- May erect and post informational signs to help guide visitors to downtown and to significant historical, educational, recreational or cultural landmarks.

## Priority Consideration For HUD, CDBG, VTrans and Municipal Planning Grants

- Priority consideration for Municipal Planning Grants, Vermont Agency of Transportation Grants and funding from Vermont's Community Development Program.

## Priority Consideration By State Building And General Services (BGS)

- Priority site consideration by the State Building and General Services (BGS) when leasing or constructing buildings.

## Special Assessment Districts

- May create a special assessment district (also known as special benefits district or business improvement district) to raise funds for both operating costs and capital expenses to support specific projects in the designated Downtown.

# Board of Aldermen Committee Minutes Page 2

**Date:** 4/9/15     **Chair:** Davis     **Convened:**     **Adjourned:**

- |                  |                                     |                       |                          |                |
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|                                  | <input type="checkbox"/> | Tom DePoy        | <input type="checkbox"/> | Matt Bloomer  |
|                                  | <input type="checkbox"/> | Melinda Humphrey |                          |               |

- |                       |                          |                  |                          |               |                          |                  |
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|                       | <input type="checkbox"/> | Chris Etori      | <input type="checkbox"/> | William Notte | <input type="checkbox"/> | Treasurer Wilton |
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|                       | <input type="checkbox"/> | Tom DePoy        | <input type="checkbox"/> | Chris Siliski | <input type="checkbox"/> | Other _____      |
|                       | <input type="checkbox"/> | Melinda Humphrey | <input type="checkbox"/> | Matt Bloomer  | <input type="checkbox"/> | Other _____      |
|                       | <input type="checkbox"/> | Jon Skates       | <input type="checkbox"/> |               | <input type="checkbox"/> | Other _____      |

**Motions/Discussion** *Water and Waste Water Rate Reduction Incentive Policy*

*Request from the College of St Joseph -*  
*Considered a New user under our guidelines*  
*\$12-14 million dollar - New dining and dorm*  
*growth in jobs:*  
*see attached document for details.*

*Policy is for - economic development -*  
*will create approx 30 jobs between 2015 - 2018*  
*more users decrease rates -*

*Motion to Approve the Water and Waste Water*  
*Rate Reduction Incentive <sup>in CSJ</sup> Application and the*  
*Waiver of the allocation fee and Standard fee.*  
*Motion passed 5-0*

*Press Release to be done by RRA/CSJ to increase more incentive.*

## Henry H

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**From:** Sharon Davis <sharond@ravnah.org>  
**Sent:** Monday, April 13, 2015 6:44 AM  
**To:** henry hecy  
**Subject:** FW: CSJP Expansion Billing

Good Morning Henry,  
Could you please add this to my report and include in the packet for the 20<sup>th</sup>.  
Thank you,

Sharon

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**From:** Jeff W [<mailto:jeffw@rutlandcity.org>]  
**Sent:** Friday, April 10, 2015 5:19 PM  
**To:** Sharon Davis  
**Cc:** Brennan Duffy; [jimr@rutlandcity.org](mailto:jimr@rutlandcity.org); William Notte  
**Subject:** CSJP Expansion Billing

Sharon,

Here is the analysis. After the 5 year phase in billing would look like this:

### CSJP Expansion

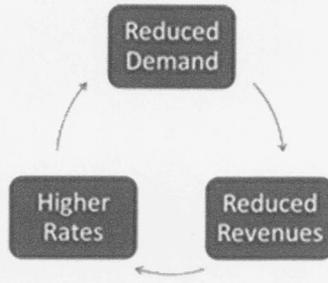
Allocation Flow	23,841	GPD
Estimated Actual Flow	11,921	GPD
Estimated Flow/Quarter	1,084,766	GPQ
Estimated Flow/Quarter	145,022	CuFt/Qtr
Estimated W&S Billing	\$ 12,574.87	\$/Qtr
Estimated W&S Billing	\$ 50,299.47	\$/Yr

I just cut the allocation flow in half to estimate the actual metered flows. This is typical but obviously not precise.

The billing is metered rates for water and sewer combined. It does not include service charges, which are negligible compared to the metered fees.

Our total annual budget for these utilities is \$8.226 million so \$50,000 is only 6 tenths of 1%. But here is the point – if the college is using this much more water and sewer than currently is the case, that represents \$50,000 a year that does not have to be raised from the existing customers. And the cost to deliver this water and treat the sewage is essentially nothing, because it is so small compared to our system and the water itself is free. The whole purpose of the stabilization is to increase sales so rates can be stabilized.

CSJP is exactly the kind of volume customer we were hoping would enter the system. A few more and we can reverse the 'death spiral'.



Let me know if you need any more.

Jeff Wennberg, Commissioner  
City of Rutland Department of Public Works  
P.O. Box 969  
Rutland, VT 05702-0969  
(802) 773-1800 xt 248  
[jeffw@rutlandcity.org](mailto:jeffw@rutlandcity.org)

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**City of Rutland, Vermont**  
**Water and Wastewater Rate Reduction Incentive Policy**

**I. Statement of Purpose**

The City of Rutland wishes to encourage industrial and commercial growth which will inspire a strong economy and create employment opportunities for all citizens. An economic development incentive focused on lowering both initial costs and future water and wastewater rates is a mechanism by which to realize this goal.

**II. Eligibility and Criteria**

It is the objective of the City of Rutland to incentivize new investment and job creation by offering an incentive that will lower the qualifying business' costs related to water and wastewater start-up costs and fees.

The incentive will occur in the form of a Water and Wastewater Rate Reduction Incentive Agreement (WRRRIA) between the City and a qualifying business.

The WRRRI will be available to non-residential users located within the City of Rutland who are making tangible financial investment in a facility, creating new jobs within the City, and whose business operations will require utilizing a minimum of 1,000 Gallons per Day (GPD) in new or expanded water usage.

Water usage allocation will be determined using the most recent factors published in Chapter 1 of the Environmental Protection Rules by the State of Vermont Agency of Natural Resources for design flow.

The WRRRI will be available to businesses located outside the City of Rutland who are utilizing water and/or wastewater services through the City's infrastructure and who will require utilizing a minimum of 1,000 GPD in new or expanded water usage. In the case of a business located outside the City eligibility will be limited to non-residential users working in industrial activity or in commercial activity determined to produce long term economic benefit and new good paying jobs in the region.

The incentive agreement will be applied to the base water and wastewater rates only. This incentive agreement is not intended to apply to the stand by water rates, ad valorem, business rates, or other non-base rates unless it is determined that doing so is in the best interest of the City by the Board of Aldermen (BOA).

### III. Water and Wastewater Rate Reduction Incentive Agreement terms

X A Standard Offer for a qualifying business meeting the basic standards of eligibility will be as follows:

- 1) Complete waiver of the City's customary Allocation Fee (based on \$4 per gallon per day usage) if the business is located within the City of Rutland.
- 2) Water and Wastewater rate reduced for a period of five years.

(A) New Users: Rate reduced off total bill according to a schedule of Year 1 = 50%, Year 2 = 40%, Year 3 = 30%, Year 4 = 20%, Year 5 = 10%.

(B) Existing User: Quarterly credit for expanded water and wastewater use is calculated according to the following calculation.

Quarterly credit = Expanded Use Allocation (gal/day) \* Rate for 100 ft<sup>3</sup> \* Incentive \* 0.061

Expanded use allocation is calculated using the most recent factors published in Chapter 1 of the Environmental Protection Rules by the State of Vermont Agency of Natural Resources for design flow. Only the expanded portion of the business is eligible for the incentive. The incentive schedule is Year 1 = 50%, Year 2 = 40%, Year 3 = 30%, Year 4 = 20%, Year 5 = 10%. The quarterly credit is capped to prevent the resulting bill after applying the credit from being reduced below the average quarterly bill for the two years before the expansion.

Upon submission of a completed application the Rutland Redevelopment Authority (RRA) and Department of Public Works (DPW) staff will review the application to ensure eligibility. The RRA will make a recommendation regarding the eligibility, level of incentive, and timeframe for approval by the BOA. If an applicant is not recommended by the RRA they will have the right to appeal the decision to the BOA who may choose to take further action.

Contract terms other than the Standard Offer options are intentionally flexible in order to best serve the interests of the City and the needs of the business.

WWRRIA shall normally be for a period of five (5) years, and in no case longer than ten (10) years.

WWRRIA shall commence on the Quarterly Billing Cycle that follows the official signing of the agreement.

If during the WWRRIA effective period a qualifying business will be making substantial additional investment and creating new jobs they may be encouraged to re-apply for a new or extended WWRRI to accommodate this additional investment.

The City/BOA may also enter into incentive agreements which provide for terms different from those set forth herein if it is determined to be in the interest of the City.

#### **IV. Non-compliance/Termination**

The WWRRIA shall be in writing and shall include all terms necessary to assure the City of the benefits that are the basis for the incentive. At the request of the RRA the business shall provide an annual update substantiating any investment and/or job creation projections.

Should the terms of the agreement not be executed in full the City may choose to terminate the WWRRIA in the Quarterly Billing Cycle following the determination that there was a breach in terms.

In the event the qualifying business is sold during the effective period the WWRRIA may be transferred to the new owner. Transfer of WWRRIA will require the re-signing of an amended agreement between the City and New Business owner. Failure to transfer the contract to the new owner will terminate the original WWRRIA.

#### **V. Application Process**

The RRA will serve to collect all relevant information in the form of a WWRRI application from a prospective or existing business seeking to enter into an agreement with the City. This application will then be reviewed by RRA and DPW staff to determine eligibility compliance.

In the case of a prospective business the RRA will serve to initiate the discussion and to represent the new business throughout the WWRRIA process.

Representatives of the business will be notified of all meetings and encouraged to participate in the proceedings.

**Rutland City - Water and Wastewater Rate Reduction Incentive Application**

1. **Date of Application:** March 3, 2015
  
2. **Owner/Contact Person:** Richard Lloyd, President
  - A) **Mailing address:** 71 Clement Road
  
  - B) **Email:** richard.lloyd@csj.edu
  
  - C) **Phone:** 802-776-5235
  
3. **Business Overview:**
  - A) **Name of Business:** College of St. Joseph
  
  - B) **Type of Business:** Private, non-profit, educational institution
  
  - C) **Current number of employees:** 36 full time; 24 part time; 38 adjunct faculty
  
  - D) **Proposed number of employees (new hires):** 22 full time; 2 part time
  
4. **Property Address:** 71 Clement Road, Rutland, Vermont
  
5. **Present Use(s) of property:** Educational
  
6. **Project Overview:**
  - A) Summary of proposed use (use separate sheet if necessary)**

The College of St. Joseph is expanding its programming to offer Physician Assistance and Radiologic Technology degree programs. In 2012, the College had 60 residents on a campus with 160 beds. By fall of 2014, the College had 183 residents, which included housing approximately 20 students in a nearby hotel. With the growth in programming, the College expects to be at 250 full time undergraduates by fall of 2016. A new 120 bed, 33,045 square foot dormitory and 288 seat, 9,600 square foot dining hall are proposed to support the projected increase in student enrollment.
  
  - B) Summary of proposed improvements to real property and estimated financial investment (use separate sheet if necessary)**

Proposed improvements to real property include a new dormitory, new dining hall, and associated parking, drives, walkways, and utilities.

The estimated total financial investment in the proposed improvements is \$12,000,000 - \$14,000,000.
  
  - C) Summary of proposed improvements to equipment and machinery and estimated financial investment (use separate sheet if necessary)**

N/A

- ⑦ **Water use estimate in Gallons Per Day (Allocation calculated from Chapter 1 - Environmental Protection Rules by the State of Vermont ANR for design flow) – Contact City Engineering if assistance is required**

Proposed Water Allocation (New Dormitory) = 10,800 gallons per day

Proposed Water Allocation (New Dining Hall) = 13,041 gallons per day

Total Additional Water Allocation Request = 23,841 gallons per day

⑧ **Schedule:**

A) **Date project to commence:** 2016-2017 academic year

B) **Estimated completion date:** 2017-2018 academic year

9. **Permits required & received:**

A) **State:**

Wetlands Permit – permit pending

Stormwater Construction General Permit – permit pending

Stormwater Discharge General Permit – permit pending

Wastewater System & Potable Water Supply Permit – permit pending

B) **City:**

Conditional Use Zoning/Floodplain Permit – permit pending

Sign Permit – permit pending

C) **Federal:**

U.S. Army Corps of Engineers – permit pending

10. **Briefly describe why a Water/Wastewater Rate Reduction Incentive is being sought for this project:**

A Water/Wastewater Rate Reduction Incentive is being sought to 1) reduce the overall permitting fees associated with the proposed development and 2) encourage programming and student body expansion over the next several academic years.

11. **Projected number of new jobs created, position titles, pay scales, and timeframe for hiring:**

See attached Job Creation Template.

**Jobs Creation Template**

<b># of new positions created</b>	<b>Title</b>	<b>Pay Rate(annual/hourly)</b>	<b>Benefits Offered</b>	<b>Estimated Hire Date</b>
1	Physician Assistant (PA) Clinical Coordinator	\$95,000	Yes	2015-2016 academic year
1	PA Director	\$140,000	Yes	
1	Rad Tech Director	\$72,000	Yes	
1	PA Medical Director (half time)	\$50,000	Yes	
1	Clinical Coordinator for Rad Tech	\$55,000	Yes	
1	Admissions Data Entry (half time)	\$15,000	Yes	
1	Admin Staffer Rad Tech	\$18,000	Yes	
1	Admin	\$12,000	Yes	
1	Maintenance (move half time to full time)	\$12,000	Yes	
1	Student Success Coordinator (half time)	\$22,000	Yes	
1	IT	\$25,000	Yes	
1	PA Admin	\$40,000	Yes	
1	Volleyball Coach	\$10,000	No	
1	Athletic Director	\$50,000	Yes	
1	Athletic Trainer	\$30,000	Yes	
4	PA Science Faculty	\$60,000	Yes	2016-2017 academic year
1	Admin	\$30,000	Yes	
1	Student Success Coordinator (half time)	\$22,000	Yes	
1	Golf Coach	\$10,000	No	
1	Community Engagement Coordinator (move half time to full time)	\$10,000	Yes	
2	Faculty	\$60,000	Yes	2017-2018 academic year
1	Admin	\$30,000	Yes	
1	Communication Support Specialist*	\$35,000	Yes	
1	Instructional Technologist*	\$35,000	Yes	
1	Institutional Researcher*	\$40,000	Yes	

\*Positions to be created if Title III grant comes in.