

**TOWN OF CASTLETON  
COMMUNITY DEVELOPMENT & ECONOMIC  
REVITALIZATION ADVISORY COMMITTEE MINUTES  
Thursday, April 16, 2020 at 6:30pm  
ZOOM WEB MEETING**

**PRESENT:** Mark Brown; Chair, Ted Molnar; Vice Chair, Jennifer Jones; Parliamentarian, Mary McIntyre, Mark Grossarth; Committee Member, Martha Clifford; Committee Member (participated by phone), Tim Munks; Committee Member, Richard Combs; Select Board Liaison, Mike Jones, Town Manager; Eliza LeBrun; Recording Secretary, Ed Bove, Director Rutland Regional Planning Commission.

**ABSENT:** Janet Currie; Planning Commission Liaison.

**CALL MEETING TO ORDER**

The meeting was held via ZOOM Video Conference and was called to order by Mr. Brown at 6:40pm.

**APPROVAL OF AGENDA**

**Mrs. McIntyre made a motion to approve the Agenda. Mr. Combs seconded the motion. All were in favor and the motion passed.**

**APPROVAL OF MINUTES OF LAST MEETING**

The minutes from the previous meeting were not available.

**GUEST SPEAKER: ED BOVE FROM RUTLAND REGIONAL PLANNING COMMISSION**

Mr. Mark introduced Mr. Bove, Director of Rutland Regional Planning Commission. Mr. Bove shared with the CEDRAC that RRPC has 8 programs that they utilize to assist Towns with different projects.

Mr. Bove went on to explain the 3 tier process that he believes the Community Economic Development and Revitalization Advisory Committee will find the most useful.

I. Economic Development

There are 2 things that RRPC does for economic development. The first is Brownsfield programs. The RRPC applies to the EPA for site assessments. Then work with developers to correct the issues found in the assessment. If there are sites within Castleton where development is not happening because of known contamination or perceived contamination, RRPC will assess and remove the contamination free. The RRPC is currently beginning a Brownsfield assessment at a property in Castleton now.

The second thing that RRPC does is to create a workforce investment board. This will create a link between students in 7 through 12 grade and area employers. RRPC will provide the resources to businesses that will connect them to students. Mr. Grossarth shared with the Commission that Heritage Family Credit Union is currently using the Workforce Investment program with RRPC.

II. Programs Tied Directly to Economic Development

Mr. Bove shared that at this time, the RRPC is working with Jonas Rosenthal and the Planning Commission to rewrite the Zoning regulations. There is a very large land use component and transportation piece involved in this tier. RRPC has helped the Town with grants for projects and may also provide project management.

III. Programs Indirectly Tied to Economic Development

Mr. Bove gave examples of indirect programs that help with economic development such as Water Quality testing and Energy Planning. These are also things that the Town of Castleton has done.

Rutland Regional Planning Commission's goal is to make Town's happy. RRPC also looks at things like ACT 250 and ACT 248 for the Town of Castleton.

Mr. Brown asked where the money for the upkeep to the RailTrail comes from. Mr. Bove was not sure but suspects it is probably from VTRANS.

Mr. Bove said that RRPC is also working on a Broadband feasibility study.

**CITIZEN'S COMMENTS**

There were no citizen's comments.

**COMMITTEE COMMENTS OR CONCERNS**

Mrs. McIntyre explained to the Commission that she has gone through all of the businesses in Castleton. She would like to consolidate some of the businesses as they are owned by the same LLC.

Mrs. McIntyre provided all Commission members with a draft letter to be mailed to these businesses offering support and asking if they would like to be included in a local business directory. The directory will include the business name, address, phone numbers and website. These businesses will also have an opportunity to ask for removal from the directory.

The Commission agreed the letter should be on Town letterhead.

Mrs. Jones also recommends sending a link for businesses to provide their information online as well. Mrs. Jones is creating a survey and will provide the link to Mrs. McIntyre.

The Commission asked Mr. Jones if he thought that the Administration Assistant, Mrs. Stewart would have time to assist with a mail merge document. Mr. Jones will ask her. Mrs. McIntyre stated she was planning to stuff the envelopes. At last count, there appeared to be approximately 600 businesses listed in Castleton. There are some repeats which she is working to remove these as well as to consolidate multiple businesses under the same LLC.

Mr. Jones stated he will help as much as he can, he wants this Commission to succeed.

Mrs. Jones asked the Town Manager when the last SWOT assessment had been completed. Mr. Jones is not sure that there has ever been one done for Castleton that he is aware of. SWOT stands for Strengths, Weaknesses, Opportunities and Threats. It was noted that Paul Costello has

been speaking to the Planning Commission about a similar program through Vermont Council on Rural Development. However, Mr. Costello is not available to assist the Planning Commission until 2021.

Mr. Rosenthal will share Poultney's Assessment with the Committee. The Vermont Council on Rural Development usually selects 3 Towns a year to work with.

Mrs. Jones suggested that this Committee could complete a SWOT assessment if Mr. Costello is not available. Discussion was held regarding the benefits provided by the Vermont Council on Rural Development. No decision was made.

Mr. Jones asked the committee how the public could communicate with them. At this time there is not an email address established to provide to residents. Mr. Jones will see if there are any email addresses available from the Town of Castleton to set one up.

Mr. Jones also shared that the Town of Castleton had created a new Facebook page and encouraged all of those who had "liked" the other page to check it out.

#### **ADJOURN**

**Mrs. Jones made a motion to adjourn the meeting at 7:45pm. Mr. Combs seconded the motion. All were in favor and the motion passed.**