

1 **BOARD OF COMMISSIONERS MEETING**
2 **NORTHWEST REGIONAL PLANNING COMMISSION**
3 *July 26, 2018 Draft Meeting Minutes*
4

5 The meeting of the Board of Commissioners was held at the Workforce Investment Board in Swanton,
6 Village, Vermont.
7

8 **ATTENDANCE:**

9 Commissioners: See attached. A quorum was present to conduct business.
10 Staff: C. Dimitruk, S. Coleman
11

12 Vice Chair Kurt Waite began the meeting at 7:00 p.m.
13

14 **WELCOME, INTRODUCTIONS, OPENING REMARKS**

15 K. Waite welcomed everyone and introductions were made.
16

17 **OPPORTUNITY FOR PUBLIC COMMENT**

18 K. Waite asked for comments and adjustments to the agenda. There were none.
19

20 **MINUTES OF THE JULY 2017 MEETING**

21 *A. Voegele motioned to approve the minutes. Y. Dandurand seconded. Motion carried.*
22

23 **COMMISSION REPORTS:** See attached written reports for additional information.
24

25 Finance/Operations – C. Dimitruk distributed and reviewed the revised budget report which
26 showed a smaller loss for the fiscal year than the one in the Board packet. She explained that this
27 was due to the year end invoices being completed in the last week and adding to the income. She
28 noted that we had an audited surplus in FY 16.
29

30 S. Jensen asked about the budget shortfall. C. Dimitruk replied that the majority of the reason
31 why we have a budget shortfall is related to budget surplus from last year. Due to the high
32 indirect rate, we invoiced some of our contracts earlier than anticipated and that caused us to
33 have a surplus last fiscal year. Some of the funds do carryover but in a couple of contracts we
34 spent at a faster rate than anticipated and ran out of money in the contracts. This was expected
35 and was reviewed by the Finance Committee.
36

37 S. Jensen asked if there were reserves and whether we need a line of credit. C. Dimitruk replied
38 that we do not need a line of credit because we have enough cash in reserves.
39

40 Personnel – R. Devine reported that the Committee did not meet.
41

42 Executive – No report.
43

44 Policy/Project Review –B. Irwin reported that the Committee did not meet.
45

46 Transportation Advisory Committee (TAC) – D. Borthwick-Leslie reported that the summary
47 was included in the board packet.

1
2 Energy Committee – No report.

3
4 Brownfields Committee – N. Speer reported that the Swanton Northern Gateway Project held its
5 final informational meeting on July 20th led by Fairweather Consultants. The project includes
6 multiple Brownfields sites. All but one of the landowners showed up which is the first time since
7 the project started that they were all together at a meeting. He noted Greta Brunswick should be
8 commended for her persistence with the project.

9
10 VT Association of Planning and Development Agencies – D. Tanner reported that there was a
11 meeting held earlier in the month at Burke. C. Dimitruk added that this is the annual VAPDA
12 retreat where they talk about strategic priorities for all the Vermont Regional Planning
13 Commissions, including policy items, budget issues, financing, and personnel management.

14
15 Regional Plan Committee – L. Douglas reported that the Plan was sent to the Department of
16 Public Service for review and approval. C. Dimitruk added that the Department of Public Service
17 has tentatively planned a hearing on the Regional Plan at 7:00 p.m. on August 31 at Saint Albans
18 City Hall. The purpose of the hearing is to hear comments about whether the plan meets the
19 state’s energy compliance requirements. Notice will be sent to the NRPC Board members once
20 the date has been finalized.

21
22 B. Irwin asked if there were other plans that have gone before the PSB. C. Dimitruk noted that
23 Bennington RPC and the Town of New Haven were reviewed. Bennington RPC received
24 approval but New Haven did not because the plan lacked several elements required by Act 174.

25
26 Vermont Economic Progress Council (VEPC) – A. Voegele reported that VEPC did not meet.

27
28 Downtown Development Board –A Voegele reported that they did review and approve one
29 application from North Hero for the renewal of North Hero Village designation.

30
31 GMT – C. Dimitruk reported that she was elected Treasurer for the coming year. The Next
32 Generation Study is on-going and we will have more information in the fall.

33 A. Voegele asked about the probability of GMT including electric buses in their fleet and
34 reinstating rail service between Saint Albans and Burlington. C. Dimitruk replied that there is
35 probably enough demand to meet bus and rail service. The GMT electric bus trial went better
36 than expected and bids for future buses will include options for electric.

37
38 Clean Water Advisory Committee – C. Dimitruk reported that Regional Planning Commission’s
39 received a \$1.5 million allocation from the Agency of Natural Resources for ready-to-go projects
40 related to water quality. The implementation and outreach details are currently being developed.
41 If a municipality sponsors a project through the RPC than you can skip the application process.
42 There will be a 20% match that is required. More information will be forthcoming the next week
43 or so on how projects will be prioritized and selected.

44
45 Office – C. Dimitruk reported on the Grant in Aid Pilot Project for municipalities. NRPC
46 received letters of intent to participate to all but two communities in the region. There are 186

1 communities statewide that are participating. The purpose of the program is to provide funding
2 to municipalities to address water quality issues related to road maintenance to assist the state in
3 meeting TMDL requirements as part of the Municipal Roads General Permit. Eligible activities
4 are related to several specific Best Management Practices. Staff are currently meeting with
5 municipalities to review requirements of the program including eligible BMPs, budget and
6 performing road erosion surveys on selected segments.
7

8 S. Coleman reported that RPC was activated by Vermont Emergency Management to reach out
9 to communities for damage reports following the July 1st severe weather event. There were no
10 damages reported in the region however other areas in the state were severely impacted. A
11 disaster declaration will be made and a request for federal assistance by the governor.
12

13 Municipalities that are in the declaration area are eligible to receive federal reimbursement for
14 damages incurred with a 25% local match. Those communities that meet the state Emergency
15 Relief Assistance Fund (ERAF) requirements will receive a 12.5% match rate with the state
16 picking up the remaining match. To qualify for the reduced match rate communities must have a
17 local hazard mitigation plan, local emergency operations plan, local road codes and standards
18 and be participating in the national flood insurance program.
19

20 A. Voegele noted he recently attended the International Joint Commission's flood resilience
21 study. They are seeking input from local communities.
22

23 C. Dimitruk passed around committee assignments for FY18 and asked Commissioners to add
24 their names if interested or remove their names if not interested.
25

26 **PROCUREMENT POLICIES**

27 K. Waite noted that the goal tonight is to take action on the procurement policy found in the
28 Board Packet. C. Dimitruk noted a correction to ensure that the amounts for simplified
29 acquisition thresholds are accurate.

30 *A. Voegele motioned to accept the Procurement Policies with the changes to the threshold*
31 *amount. Motion Seconded by D. Tanner. Motion carried.*
32

33 **TRANSPORTATION PLANNING INITIATIVE**

34 K. Waite referred to the TPI information contained in Board Packet.
35

36 *B. Irwin motioned to accept the FY18 TPI Transportation Planning Initiative and Budget.*
37 *N. Spear seconded.*
38

39 S. Jensen asked about the Grand Isle Scoping Study for a State Park and Ride lot. C. Dimitruk
40 noted that there was a public hearing last week and a report with a recommendation will be
41 released next month. B. Morris reviewed the sites that were considered. S. Coleman said that
42 staff will send out a copy of the study once available.
43

44 D. Borthwick-Leslie discussed the Carry Bay Causeway and Missisquoi Bay Causeway. The
45 Causeways don't belong to anybody but Fish and Wildlife. He will be following up on this and
46 noted it causeways were mentioned in the workplan.

1 *Motion carried.*

2

3 **LAKE CHAMPLAIN BYWAY PLAN**

4 K. Waited reported that the Commission needs only to acknowledge receipt of the plan and does
5 not need adopt the plan.

6

7 There was a discussion regarding the history of the Byway Planning Process. C. Dimitruk noted
8 that program used to be supported by VTrans and FHWA and promoted by VT Tourism and
9 Marketing. The program is now cancelled at the federal level and there is no assistance from the
10 state. The plan that is in the packet is the final product we were required to complete under the
11 Program.

12

13 A. Voegele asked if there were any concerns about approving the plan vs. accepting the plan. C.
14 Dimitruk did not have any concerns and explained that the Chittenden RPC voted to approve the
15 plan.

16

17 *A. Voegele motioned to accept and approve the Lake Champlain Byway Plan as presented. R.*
18 *Brown seconded. Motion carried.*

19

20 **COMMISSIONER ANNOUNCEMENTS**

21 None.

22

23 **ADJOURN**

24 *B. Morris motioned to adjourn. A. Laroque seconded. Motion carried.*

25

26 Meeting adjourned at 7:43 p.m.

Board of Commissioners
FY 18 Attendance

Town	Board Member	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Absences
Frkin Cty Youth	G. Adams	excused												
GI Cty Youth	C. Roy	x												
Alburg Town	Alton Bruso													
Alburg Town	Terry Tatro	x												
Alburg Village	Terry Tatro	x												
Alburg Village	Vacant													
Bakersfield	Bill Irwin	x												
Bakersfield	vacant													
Berkshire	vacant													
Berkshire	Claude Charron	excused												
Enosburg Falls	Leonard Charron													
Enosburg Falls	vacant													
Enosburgh Town	Amanda Cronin	excused												
Enosburgh Town	vacant													
Fairfax	Colleen Steen	excused												
Fairfax	Randy Devine	x												
Fairfield	Alisha Larocque	x												
Fairfield	Dustin Tanner	x												
Fletcher	Lynn Douglas	x												
Fletcher	Lori Ruple	x												
Franklin	Yvon Dandurand	x												
Franklin	David Bennion													
Georgia	George Bilodeau	x												
Georgia	Kirk Waite	x												
Grand Isle	Barclay Morris	x												
Grand Isle	David Borthwick Lesl	x												
Highgate	S. Neill/vacant 4/17													
Highgate	Richard Noel	excused												
Isle La Motte	Sylvia Jensen	x												
Isle La Motte	Paul Hinman													
Montgomery	Charlie Hancock													
Montgomery	Vacant													
North Hero	Gerry Carton													
North Hero	Vacant													
Richford	Rowena Brown													
Richford	Vacant													
Sheldon	Greg Stebbins													
Sheldon	Patrick Howrigan	x												
South Hero	Joe Farnham	x												
South Hero	Bob Buermann	excused												
St. Albans City	Marty Manahan	excused												
St. Albans City	Lazarus Scangas	excused												
St. Albans Town	Bob Johnson													
St. Albans Town	Albin Voegele	x												
Swanton Town	Harold Garrett	excused												
Swanton Town	Ross Lavoie	excused												
Swanton Village	vacant													
Swanton Village	Neal Speer	x												

OF MUNICIPALITIES
QUORUM = 12

Committee and Staff Reports, July 2017

Finance/Operations (budget report enclosed) – *Harold Garrett*

The Committee did not meet.

Personnel Committee- *Randy Devine*

The Committee did not meet.

Executive Committee- *Bob Buermann*

The Committee did not meet.

Policy/Project Review – *Bill Irwin*

No meeting and no Board action needed.

Transportation Advisory Committee (TAC) – *David Borthwick-Leslie*

TAC met on 7/13/2017 and Trudell Consulting Engineers presented on the Grand Isle County Park and Ride Scoping Study. The TAC also reviewed the FY 18 TPI work program and recommended approval by the full NRPC board.

Energy Committee- *Bob Buermann*

The Committee did not meet.

Brownfields Committee – *Laz Scangas*

Active sites and projects:

- Committee will be considering accepting 202 Bridge Street in Sheldon into the program using petroleum assessment funds for a Phase 1. The property owner would need to apply to the state's technical assistance program if any hazardous materials phase 2 work is required.
- 14 St. Armand Road/Machia Estate and the neighboring former Highgate Town Garage Property in Highgate Center: A QAPP/workplan for a Phase 2 on both properties is underway.
- 14 Stebbins, St. Albans City VT: The QAPP/workplan for phase 2 is approved and sampling is scheduled for the week of August 10.
- 1, 3, 5 Canada Street and Municipal Lot at Merchants Row: Supplemental phase 2 assessment in under review by DEC and we are discussing implications of the results.
- Swanton Lower Dam, Swanton VT: Phase 1 completed and we are discussing options for alternative funding for the phase 2.
- St. Albans DPW, St. Albans City VT: Phase 2 complete and no further action required until the City is ready to move forward with a development plan.
- St. Albans City Targeted Area Wide Plan: Project complete. See NRPC brownfields website.
- Swanton Northern Gateway Targeted Area Wide Plan: Draft completed, see NRPC brownfields website. Final meeting on the 20th of July at 7:00pm at the Swanton Village Complex.

VT Assoc. of Planning and Development Agencies (VAPDA) – *Dustin Tanner*

VAPDA had a retreat for the Executive Directors in July to review strategic planning, joint projects and ongoing activities.

Regional Plan Committee- *Lynn Douglas*

The Committee did not meet. The adopted plan amendments were distributed to municipalities and the request for determination of energy compliance was submitted to the Department of Public Service. Based on advice from the VT League of Cities and Towns the adopted plan was not amended to change the Public Service Board to the Public Utilities Commission.

Vermont Economic Progress Council (VEPC) – *Al Voegele*

No active regional projects.

Downtown Development Board – *Al Voegele*

The Board reviewed and approved the application of North Hero for the renewal of the North Hero Village Designation.

GMT- *Bob Buermann/Catherine Dimitruk*

A service analysis of the entire region is underway and will be completed by the end of the year. The Board approved a new three-year union contract for mechanics.

Clean Water Advisory Committee- *Staff*

Staff reviewed the draft criteria developed by VAPDA to capture regional input on the prioritization or grading of projects in the DEC Watershed Project Database. Overall the Committee felt these criteria were rather complex and could be simplified. Committee members would like to add a more general criterion for CWAC support. The scoring from regional prioritization will be a part of the DEC's overall grading of a project and can influence the projects that receive funding.

Office

Transportation

- Transportation field staff have completed road erosion inventories for Swanton, Enosburgh and Franklin, Alburgh and Fletcher (partial) so far this season. Inventories for six more towns are planned.
- Held regional road foreman meeting on 6/28/2017.

Emergency Management

- Vermont Emergency Management activated RPCs throughout the state to assist the State Emergency Operations Center during the July 1, 2017 severe weather event. Staff contacted all the municipalities in the region (top 3 local officials that are listed in each Local Emergency Operations Plan) to assess local damages, work with VTrans District staff in the assessment as needed and to liaison between state public safety officials and local leadership. The purpose is to assist state agencies with directing state resources to areas in greatest need and to determine if federal assistance is needed.
- Currently collecting data along Route 78 and Route 2, US 7 and I-89 (from Canada) for a state-wide Hazardous Materials Commodity Flow Study for the State Emergency Response Committee. Staff was able to obtain data from the Department of Homeland Security, U.S. Customs and Border Protection for Highgate Springs and Derby Line Ports of Entry.

- Completed work on a mitigation grant funded project ready atlas for the Town of Highgate which will assist the Town in developing state and federal grant applications for local roads.
- Continue to work on Hazard Mitigation Plans for Richford and South Hero.

GIS

- Working with Swanton on a Proposed Village Center Designation map and on Recreation map.
- Starting work on a Berkshire Buildout.
- Downloaded the 2017 E911 data. Will be updating all the municipal maps with this data in the next few months.

Municipal Planning

- Staff is starting the Town Plan update for the Town of Fairfax.
- Staff completed a draft housing code for the Town of Richford and prepared for submittal to the Selectboard for review.
- Staff is finishing work on the Town of South Hero Development Regulations project. The project was focused on creating development standard for two new village zoning districts in South Hero Village and Keeler Bay Village. The project was funded through a municipal planning grant.
- Staff provided technical assistance to Alburgh, Berkshire, Enosburgh, Fairfax, Fairfield, Fletcher, Franklin, Highgate, North Hero, Sheldon, South Hero, and Richford.
- Staff is beginning work on the Berkshire bylaws, which will include a buildout analysis. Focus this month was on reviewing NFIP and River Corridor regulations.

Energy Planning

- Completed “determination” checklist and memo for submission to the Vermont Department of Public Service.
- Finished draft enhanced energy plans for five municipalities (Richford, Highgate, Fairfax, Franklin, Enosburgh, and Enosburg Falls).
- Attended energy planners “meetup” to discuss best practices and energy plan implementation.

Water Quality

- On July 14, NRPC staff met with Emily Broedecker, DEC Commissioner and staff, and Department of Ag. representatives at a gathering at Lake Carmi. Members from Lake Carmi Watershed Committee, Lake Carmi TMDL team and Campers Association were present. The purpose of the meeting was to review and discuss state programs and local efforts to improve water quality at Lake Carmi and throughout the state.
- On July 12th NRPC hosted a DEC Clean Water Conversation webinar to gather public input on priority setting for the Clean Water Fund prior to the Clean Water Fund Board’s FY19 budget meetings. The public can provide feedback to the Board by filling out a questionnaire available on DEC’s website until August 2nd at <http://dec.vermont.gov/watershed/cwi/cwf/budget-process>.

Northern Vermont Development District

NRPC submitted a request for the second year of funding from our three year grant to manage the Northern Vermont Economic Development District. This project is done in partnership with Lamoille Country Planning Commission, Lamoille County Industrial Development Corporation, Northeastern VT

Development Association, Franklin County Industrial Development Corporation and Grand Isle Economic Development Corporation.

Information Technologies

NRPC recently purchased Community Viz software as an add-on to the GIS software. Community Viz software will allow staff and committees to visually examine various community development scenarios and their potential impacts and benefits in 3D. For more information go to <http://communityviz.city-explained.com/communityviz/productinfo.html>.

NRPC is preparing to replace the office server by the end of this summer. The existing server will be used as a back-up (terminal) server. The current terminal server is past its lifecycle. UPS battery backups and surge protection for office equipment have also been replaced.

NRPC will also be migrating to cloud backup of the network this summer using Rackspace services.

Staff is very pleased with the new photocopier that was recently purchased!