



**BOARD OF COMMISSIONERS**

**January 27, 2021**

**7:00 Meeting**

**Virtual Meeting**  
**Details Below**

**Meeting Agenda:**

- 1. Adjustments to the Agenda**
- 2. Welcome, introductions, opening remarks –Kirk Waite, *Chair***
- 3. Opportunity for Public Comment**
- 4. Minutes of the September 2020 Meeting (enclosed)**
- 5. Presentation: VT Youth Project, Heather Moore, Franklin Northeast Supervisory Union**
- 6. Commission Reports: written reports enclosed**
  - Finance/Operations– *Harold Garrett***
  - Personnel – *Lori Ruple***
  - Executive Committee – *Kirk Waite***
  - Project Review – *Alisha Larocque***
  - Transportation Advisory Committee (TAC) – *Harold Garrett***
  - Energy Committee- *Bob Buermann***
  - Brownfields Committee – *Laz Scangas***
  - Regional Plan and Policy Committee- *Lynn Douglas***
  - Vermont Economic Progress Council (VEPC) – *Al Voegele***
  - Green Mountain Transit- *Bob Buermann/Catherine Dimitruk***
  - Clean Water Advisory Committee- *Staff***
  - Healthy Roots Advisory Committee- *Brad Docheff***
  - Northwest Vermont Regional Foundation- *Staff***
  - Office-*Staff***

**(over)**

7. **FY 20 Audit** – *action item*  
Audit enclosed
8. **FY 21 Budget Adjustment**- *action item*  
Draft enclosed
9. **Commissioner Announcements**- *discussion item*
10. **Adjourn**

If you have questions about how to participate in this virtual meeting or if you cannot attend please contact NRPC: 524-5958 or [AAdams@nrpcvt.com](mailto:AAdams@nrpcvt.com)

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#### **Meeting Access Information**

Please try to join the meeting 5-10 minutes prior to the start time.

If you have trouble connecting, please call 802-310-6797.

Access via phone or video

Join Zoom Meeting via video

<https://us02web.zoom.us/j/84672495167>

Join Zoom via phone

1(312)626-6799

1(646)558-8656

Meeting ID 846 7249 5167

## **Committee and Staff Reports, January 2021**

### **Finance/Operations – Harold Garrett**

The Finance Committee met and reviewed the audit and FY 21 budget adjustment.

### **Personnel Committee- Lori Ruple**

The Committee did not meet.

### **Executive Committee- Kirk Waite**

The Committee met and discussed justice, equity, diversity and inclusion and how it relates to NRPC work. The committee reviewed two resources: [Vermont Racial Equity Task Force report](#), [Municipal Engagement for Diversity Equity and Inclusion](#). The committee also approved an adjustment to the health and dependent care accounts, and set the third Tuesday of the month at 5:30 as a regular meeting time.

### **Project Review – Alisha Larocque**

The committee met in Nov., Dec. and January; the business reports are enclosed. No Board action is needed.

### **Transportation Advisory Committee (TAC) – Harold Garrett**

The committee met on January 14<sup>th</sup> and hosted Vermont Agency of Transportation (VTrans) staff for an update on the State Rail and Freight Plans. VTrans has developed a [web map](#) for the public to view the proposed initiatives and submit comments.

### **Energy Committee- Bob Buermann**

The committee did not meet.

### **Brownfields Committee – Laz Scangas**

Staff is working with property owners adjacent to the Young Landfill site in Highgate on site access agreements for phase 2 environmental assessment, which will determine the extent to which the landfill may have caused groundwater contamination off site. Staff is working with a potential applicant for brownfields cleanup funding for an affordable housing project in Morrisville. Staff is assisting the Town of Enosburg on accessing funding for assessment work at the newly acquired Armory.

### **Regional Plan Committee- Lynn Douglas**

The committee met and reviewed the indicators report and the draft employment challenges report completed as part of the working communities challenge. The committee identified topics for future meetings and set the second Wednesday at 6 p.m. every other month as a regular meeting time.

### **Municipal Plan Review Committee – Rowena Brown**

The Committee did not meet.

### **Vermont Economic Progress Council (VEPC) – Al Voegelé**

Report to be provided.

### **GMT- Bob Buermann/Catherine Dimitruk**

The GMT Board made adjustments to the FY 21 and FY 22 budgets, and received an update on the central VT micro-transit pilot project.

### **Clean Water Advisory Committee- Staff**

The Committee did not meet.

### Transportation

- NRPC serves as the Municipal Project Manager for several transportation projects.
  - ~ Franklin culvert- An Alternatives Presentation meeting is scheduled for February 3.
  - ~ Montgomery bank stabilization- The town selected their preferred alternative design and DuBois & King is working on conceptual plans.
- VTrans is holding a Regional Concerns meeting for Bridge B6 in Fairfield on Vermont Route 36 on February 22nd, 2021 at 7:00pm via Zoom. VTrans is designing a deck replacement project with a proposed 21-day bridge closure. The Zoom meeting: Bridge B6 Meeting Link Meeting ID: 334 958, 9334, Passcode: 456789
- Applications to the VTrans Small-Scale Bicycle and Pedestrian grant program are due February 15th. NRPC is helping several of our community to apply.

### Emergency Management

- COVID-19 response/recovery support for state, municipalities and regional partner organizations. The Federal Declaration (FEMA DR4532) was made on 4/8/2020 and remains open. The Governor's Executive Order extended the current state of emergency through 2/15/2021.
- Provided assistance to communities in applying for the Vermont Department of Taxes Local Government Expense Reimbursement Program (LGER).
- Provided support for Highgate's FEMA's Mitigation Grant for the Highgate Landfill.
- Assisting VDH's Individual and Family Assistance planning group as state RPC representative for developing case management plan for those affected by disasters including the current State of Emergency.

### GIS

- Worked on a display for the Sheldon Historical Society showing locations and history of past post offices.
- Continued to work on updating each municipality's Road Atlas and the Community Maps.

### Municipal Planning

- Staff provided technical assistance to Alburgh, Berkshire, Enosburg Falls, Fairfield, Fletcher, Sheldon, South Hero, Fletcher and Richford.
- Staff provided the first draft of the North Hero Village Master Plan to the Project Steering Committee at the January 20<sup>th</sup> meeting; the project is funded with a Municipal Planning Grant.
- Staff is coordinating with the early child care education consultant hired by the Alburgh Family Clubhouse non-profit on business and operational planning for the Alburgh Childcare project. Staff is assisting the Town on closing out phase 1 of the predevelopment planning work funded by a Vermont Community Development Program. Staff is also assisting the project with fundraising and outreach for a town vote related to the project.
- A coordination meeting for the Brigham Academy redevelopment project was held and included state officials, and local and private interests.
- Staff coordinated a kick off meeting for a VCDP Planning Grant project to support the redevelopment of the Old White Meeting House in South Hero.
- Staff is working with the East Fairfield Fire District on accessing funding for mandated improvements to their water supply well, including working with a non-profit to conduct an income survey for the purpose of achieving better funding terms.
- Staff is preparing an application to the Vermont Better Places grant program for 2 murals, one in Enosburg Falls next to the Missisquoi Valley Rail Trail and one facing Richford's recreation path at the Missisquoi Overlook Park. If funded, the murals will be completed by artists this summer and strategically located to create a unique opportunity for village placemaking while drawing attention to local recreation paths.

### Energy Planning

- Staff hosted a Button Up workshop/webinar via Zoom on December 5.
- Staff provided municipal energy reports to municipalities with enhanced energy plans.

### Water Quality

- DEC has released the draft Clean Water Service Provider Rule for public comment until February 19th. Comments can be submitted in writing to Chris.Rottler@vermont.gov or at public hearings held on 2/1 and 2/3. To review a draft of the rule and details for the public hearings visit: <https://dec.vermont.gov/water-investment/statutes-rules-policies/act-76>. NRPC staff are reviewing the draft rule and working with other identified providers on joint comments.
- Staff have selected 65 water quality projects with a transportation stormwater connection after review of existing assessments. Dubois & King have been hired to assist in the prioritization of these projects and develop preliminary designs for up to three projects.
- Staff have approved projects for four of the seven partners under the Year 2 Partnership Project Development Block Grant. The remaining three partners are continuing to identify an eligible water quality project to pursue.
- Staff are evaluating projects in the Trout River and Tyler Branch watersheds in Montgomery, Richford, Enosburgh, and Bakersfield for aquatic organism passage improvements in partnership with Franklin County Conservation District and US Fish and Wildlife. We also intend to further build out this assessment to include private structures, of which there is scant existing data.
- Staff is continuing to work with grantees of the Design Implementation Block Grants (previously Clean Water Block Grants); grantees include: City of St. Albans, Town of Richford, and Highgate Elementary School (Missisquoi Valley School District).
- NRPC staff migrated road erosion inventory data into the current data standard for 16 municipalities whose inventories were completed between 2016-2018. The data has been submitted to Department of Environmental Conservation ahead of the 12/31/2020 Municipal Roads General Permit deadline.

### Northern Vermont Economic Development District (NVEDD) and Community/Economic Development

- NVEDD is done in partnership with Lamoille County Planning Commission, Lamoille County Industrial Development Corporation, Northeastern VT Development Association, Franklin County Industrial Development Corporation and Grand Isle Economic Development Corporation. Staff applied for an FY21 EDA Planning Grant continuation to support the work of NRPC and NVEDD partners. We received final approval for the supplement CARES Act funding which will provide support for three new recovery coordinators within the District.
- Staff is administering contracts with 20 Northern Border Regional Commission Economic and Infrastructure Development Investment Program grantees.
- NRPC has continued to provide subgrants to area food shelves for equipment under the EDA Disaster Resiliency Grant.

### Municipal Grants in Aid (GIA) Project

- Staff is coordinating contracts with both DEC and VTrans for the FY21 program.
- Staff is coordinating final grant offer amounts for the municipal Best Management Practices construction portion of the grant program for FY21. 200 municipalities have enrolled.

### Healthy Roots Collaborative

- Healthy Roots has submitted a second-round application for Everyone Eats in partnership with the Chittenden Hub. Our goal is to distribute 1,200 meals each week until the end of June, if the state level program can secure full funding. The program is currently secure through February.

- As part of our EDA Stem work, we worked with BFA St. Albans to identify a farm-based apprenticeship. The school and farmer are currently exploring this partnership and will hopefully be placing a student this semester.
- Staff will be holding a farm and food business focus group on Tuesday, January 26<sup>th</sup> to explore what infrastructure and services would improve local food access in the region.
- The Farm to School program supported approximately 6 schools in securing infrastructure funding from the VT agency of Agriculture to support farm to school.
- The Gleaning Coordinator will be giving a presentation on gleaning and food distribution in 2020 at the Healthy Roots Advisory Committee meeting on Thursday, January 28<sup>th</sup>.

#### Northwest Vermont Communications Union District (NWCUD)

- Staff assisted the District with administering its Public Service COVID-19 Community Resiliency Planning Grant. Wi-fi hotspots were deployed across the district, and a residential survey is being conducted.
- Staff is working with a consultant (Matrix Design) and the NWCUD Chair to develop a feasibility plan for broadband in the region, funded through a Broadband Innovation Grant.
- For more information, please visit the recently launched NWCUD website: <https://www.nwcud.com/>

#### Office and Building

The office remains closed to the public and all staff are primarily working remotely. The office reopened for occasional use under a safety plan following the State guidelines. The Director or other staff member goes to the office regularly to collect mail and complete administrative tasks. Other staff members are using the office periodically as needed. Plans are underway for completing the siding project this spring.

1 **BOARD OF COMMISSIONERS MEETING**  
2 **NORTHWEST REGIONAL PLANNING COMMISSION**  
3 *December 16, 2020 Draft Meeting Minutes*  
4

5 The meeting of the Board of Commissioners was held virtually via Zoom.us.  
6

7 **Attendance**

8 Commissioners: See attached. A quorum was present to conduct business.

9 Staff: C. Dimitruk, B. Remmers, M. Johnston, E. Klofft, K. Boynton, G. Brunswick, A. Adams,  
10 E. Adams, C. Porcaro, A. Holland, L. Briccetti, L. Blasch, M. Serrano, A. Brunstad, K. Lavoie,  
11 S. Coleman.

12 Guests: Kaylee Green, Northwest Access TV.  
13

14 Chair K. Waite began the meeting at 7:01 PM.

15 **Adjustments to the Agenda.** None.  
16

17 **Welcome, Introductions, Opening Remarks**  
18

19 K. Waite welcomed everyone. K. Waite briefly explained that the Regional Plan Committee had  
20 the idea to have three or four commissioners give a brief introduction at each monthly Board  
21 meeting going forward -- to help everyone get to know each other better. Two Regional Plan  
22 Committee members and K. Waite will do introductions for this meeting. K. Waite did a roll call  
23 and each commissioner did a sound check.  
24

25 Lynn Douglas was the first to give an introduction. She described that she lives in Fletcher off  
26 the grid and on a class four road with her husband, daughter, son-in-law, and granddaughter and  
27 is currently very busy with her family. She does some things with her church, made complicated  
28 now with COVID-19, and also enjoys gardening and working with herbs.  
29

30 Elisabeth Nance gave the second introduction. She moved to Swanton in 2012 from Mississippi.  
31 She is the Economic Development Coordinator for the Town of Swanton and Franklin County  
32 Industrial Development Corporation (FCIDC); she is glad to have both the regional and local  
33 perspectives between her jobs and this board. E. Nance is going to finish her master's degree in  
34 May and will be going for a doctorate at UVM.  
35

36 Kirk Waite was the last to do an introduction. He is one of the representatives from Georgia. He  
37 has been married for 38 years to his wife Mary and has three daughters and four grandchildren.  
38 K. Waite has deep roots in VT; he is a fourth generation Vermonter and his daughters are raising  
39 the sixth generation. He has coached youth sports for many years – mainly soccer and fast-pitch  
40 softball. He was on the Georgia Planning Commission and spent many years on the Georgia  
41 Select Board. He has been with NRPC for thirteen years. He is retired and worked at IBM for 34  
42 years and Global Foundries for five years. He was able to see much of the world in his career. He  
43 has many hobbies including skiing, gardening, hiking, golf, and more.  
44

45 K. Waite went on to explain that C. Dimitruk will reach out, and the board will continue to do  
46 three or four introductions per meeting as we all serve and participate but could walk away

47 knowing people better.

48

49 **Opportunity for Public Comment**

50 K. Waite asked for comments. There were none.

51

52 **Minutes of the October 2020 Meeting**

53 *S. Jenson motioned to accept the October meeting minutes. E. Nance seconded. One abstained.*  
54 *Motion carried.*

55

56 **Presentation: Year End Review**

57

58 Finance/Operations Committee – H. Garret reported that the Finance Committee meets four  
59 times per year. The committee overlooks the budget which C. Dimitruk and the staff create. C.  
60 Dimitruk breaks down complete format of the budget and asks for the committee’s input. The  
61 committee oversees spending, and the Building Committee and Executive Committee usually  
62 meet over this, too. Finance Committee members are very frugal. The committee deliberates and  
63 comes to a consensus. If anyone would like to join, the committee always has more room. The  
64 committee’s accomplishments for the year include looking over money to start HRC,  
65 improvements to NRPC building, and assistance with hiring of new staff. The committee helps  
66 ensure NRPC and those in the NRPC office have what they need to do their jobs.

67

68 Personnel Committee– L. Ruple reported the committee held a lot of interviews in January and  
69 February for the new Regional Planner and hired E. Klofft who was AmeriCorps. E. Klofft  
70 started her new position when her AmeriCorps term ended, and all is going well. The Personnel  
71 Committee advised on the hiring of the HRC Coordinator and CARES Special Projects planner.  
72 Evaluations were delayed because of pandemic and staff working from home which made it  
73 more difficult, but evaluations were completed this fall. Sometimes the committee would provide  
74 guidance on personnel issues.

75

76 Regional Plan and Policy Committee –L. Douglass explained that the next Regional Plan is due  
77 in 2023, and they’ve started talking about justice, diversity, and equity, increased planning for  
78 emergencies, changes in energy policies and the overall energy scene, the technology/broadband  
79 gap, and many other topics/potential changes for the Regional Plan.

80

81 Project Review Committee – B. Irwin talked about how the primary role of the committee is to  
82 evaluate significant projects in the region and compare attributes of the project to the Regional  
83 Plan to ensure it matches, has regional impact, and is balanced with other elements of the  
84 Regional Plan. Primary kinds of projects that they review are Act 250 commercial and  
85 development projects of significant scale. The committee gets to see the kinds of development  
86 happening in all the towns in the region. Most interesting of all are the energy projects for  
87 Section 248 of Act 250 where they learn about wind, solar, and waste digester projects. This is a  
88 vibrant committee that makes sure applicants understand what the regional goals are, and  
89 typically, when the committee gives recommendations those recommendations are met.

90

91

92 K. Waite then turned to the next part of the meeting: NRPC staff year-end reviews. C. Dimitruk  
93 gave a brief presentation which includes a page for each staff person; each staff page has a  
94 picture, a highlight from 2020, and something the staff member is looking forward to in 2020.  
95 Staff members introduced themselves and noted how long they’ve been at NRPC.



96  
97 C. Dimitruk provided an overview of some successes in the past year that were related to board  
98 decisions.

99  
100 The Municipal Plan Review Committee will review a plan and make sure it meets all the  
101 requirements of state statute and aligns with other local plans. As a result, when a town is  
102 confirmed, it has a Regionally Approved Municipal Plan and is eligible for municipal planning  
103 grants. Some results these efforts include the following: Alburgh is about to embark on a  
104 recreation plan focusing on unused industrial park land, St. Albans City is about to work on a  
105 housing plan to get more density in the City, Sheldon is restarting a recreation plan, North Hero  
106 just completed a Village Master Plan process, Swanton made a recreation plan, Fairfield is  
107 working on a Town Plan, and South Hero is working on redeveloping their old meeting house.  
108 So, because of actions the board took, towns were able to apply for grants and do some great  
109 projects.

110  
111 There is a six-county Economic Development District, and that district is certified by the federal  
112 government. In the early 2000s, the non-profit that managed that district ceased operations. This  
113 board took the initiative to support the district by dedicating \$5,000 to hire someone to help  
114 untangle the non-profit and keep the district certification going at the federal level. NRPC used  
115 those funds to hire someone to do that work with NRPC and former board members; NRPC  
116 continued to maintain the district, and worked with neighboring RPCs and Regional  
117 Development Corporations to come up with an MOU to share management of the district. Now  
118 NRPC serves as the fiscal agent. NRPC works to keep the district valid at a federal level and thus  
119 there's funding that comes to this region and the other counties in this district including  
120 infrastructure and technical assistance grants. For example, Fairfax got an infrastructure grant to  
121 extend water and sewer lines to Runamok Maple – which will be a huge job creator. NRPC was  
122 able to get a disaster resiliency grant to support HRC work with local farms and businesses on  
123 disaster preparedness. Additionally, NRPC was able to work with Northern Border Regional  
124 Commission (NBRC) program to serve as a technical assistance point for the region and for the  
125 whole six counties to help our communities and non-profits with a NBRC grant. Finally, NRPC  
126 was eligible for, applied for, and received a \$400,000 grant to serve the six northern counties  
127 across two years and now has tremendous added capacity. NRPC hired a Special Projects person,  
128 and Regional Development Corporations were able to expand their technical assistance capacity  
129 to help with recovery projects. In an interesting twist of fate, the person NRPC hired to help  
130 untangle the Economic Development Council of Northern Vermont, became the Special Projects  
131 coordinator.

132  
133 C. Dimitruk also discussed brownfields development which is a project that has been going on  
134 since 2003. At a future board meeting, G. Brunswick will give a more detailed presentation about  
135 the success of the program and what else can be done in the future. With approx. 4 million  
136 dollars in EPA grants, NRPC has invested in a lot of projects in the region. This board was  
137 willing to use funds from other grants to cover the overhead expenses, which was not an eligible  
138 expense until last year, and was willing to take a chance and serve as a host for a revolving loan  
139 fund. NRPC has been able to use the \$4 million to do 23 cleanup assessments on properties,  
140 area-wide examination in three communities, and provide cleanup grants and loans. For example,  
141 the former Fonda site in St. Albans City -- NRPC helped pay for the assessment -- was given a  
142 mix of grants and loans, and the development will help to retain 63 jobs in the area.

143  
144 The Board was also able to contribute because of municipal commitment and connections. With  
145 the pandemic response, staff knew that the board would be okay with NRPC pivoting to support

146 communities and put other projects on hold. The board has been consistently supportive of  
147 recovery efforts and allowed staff time to help the Communications Union District (CUD) and  
148 even voted to serve as the fiscal agent. The CUD members are all volunteers, so without board  
149 support – and Sean Kio’s work -- they would be in a very different. Also, because of local  
150 connections and understanding of local needs, a few interesting things happened including the  
151 tire disposal issue. NRPC connected with the solid waste district and helped make some changes  
152 for Green Up Day and tire disposal. With the board’s interest in supporting agriculture, NRPC  
153 agreed to be the host for the HRC. A strong commitment to water quality has led to our region,  
154 in 2021, to start being a clean water service provider to help implement on-the-ground clean  
155 water projects. Willingness to focus on public health and prevention as part of community  
156 planning allowed NRPC to do “The Municipal Guide to Prevention” which has been used widely  
157 across the state.

158  
159 In the coming year, NRPC will focus on current projects and other new areas. The Northwest  
160 Regional Foundation was established a year ago, but the pandemic has delayed efforts. NRPC  
161 hopes to have renewed focus on this foundation in 2021. NRPC will also be working with  
162 communities to support implementation of local cannabis legislation. Finally, NRPC will be  
163 working on justice, equity, diversity, and inclusion and how it relates to regional work.

164  
165 C. Dimitruk commented on the great and growing team. B. Morris commended C. Dimitruk on  
166 what she’s done for NRPC, growing it into a powerful force.

167  
168 **Recognition of Staff and Commissioners**

169 K Waite stated that normally this time is used to talk about people who have hit a 5- or 10-year  
170 milestone. K. Waite thanked staff for being a dedicated and talented source for the region. NRPC  
171 can and does make a difference and has a positive influence on the region and the towns. He  
172 thanked everyone for their dedication and efforts and wished them Happy Holidays. K. Waite  
173 listed a few recognitions: Alisha Larocque has served for five years. Terry Tatro is celebrating  
174 five years with Alburgh Village and 37 years with the Commission. K. Waite said thank you to  
175 all the newbies and all the long term members.

176  
177 **FY 21 Budget Adjustment Consideration:** *Should NRPC reallocate a portion of the Board*  
178 *meeting food expenses to a contribution to a regional food shelf or other charitable food*  
179 *organization?*

180  
181 A.Voegele made a recommendation that NRPC reallocate a portion of the board meeting food  
182 expenses to a food shelf or other charitable food organization. A. Voegele explained that s NRPC  
183 serves two counties, we have people who are hungry all throughout the region. His idea is to give  
184 the money to an organization that supports all the food shelves in the region as a way of  
185 distributing what we can give to the towns back to the towns. Or we could allocate money  
186 directly to all the food shelves; if we can, we need to support all in the two-county area.

187  
188 E. Nance commented that through the Working Communities Challenge, A. Brunstad reached  
189 out to many of the food shelves and has the connections. K. Waite described that it seems like  
190 NRPC would contribute money to all the food shelves and divide the money evenly among them.

191  
192 *E. Nance made the motion that we provide \$100 to each of the food shelves in Franklin and*  
193 *Grande Isle. B. Buermann seconded. Discussion opened.*

194

195 B. Morris commented that he wants to make sure it makes a difference. K. Waite said that likely  
196 \$100 won't make a huge difference for any food shelf, but it signals they are getting support  
197 from NRPC. H. Garrett asked if we have done this before. K. Waite replied that we have not. A.  
198 Voegele said this is a humanitarian gesture. B. Irwin said thank you to A. Voegele for bringing  
199 up the idea. R. Noel brought up the point that the money is still being allocated toward food.  
200 Board members expressed consensus on this point.

201

202 *K. Waite asked for vote. No oppositions or abstentions. Motion carried.*

203

204 **Commissioner Announcements.**

205 H. Demars thanked C. Dimitruk and NRPC for all the help for Grand Isle.

206

207 **Adjourn**

208 *K. Waite thanked everyone and asked for motion to adjourn. C. Steen motioned. J. Farnham*  
209 *seconded. Motion carried.*

210

211 *Meeting adjourned at 7:58 PM.*

Board of Commissioners  
FY 20  
Attendance

Town	Board Member	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	May	Jun	Total Absences
Frkin Cty Youth	Eagan Murphy	X			X		X						
GI Cty Youth	vacant		N			N							
Alburg Town	Alton Bruso		O			O							
Alburg Town	Terry Tatro	X		X	X		excused						
Alburg Village	Terry Tatro	X	M	X	X	M	excused						
Alburg Village	Vacant		E			E							
Bakersfield	Bill Irwin	X	E	X	excused	E	X						
Bakersfield	vacant		T			T							
Berkshire	Vincent Hickey	X	I	X	X	I	X						
Berkshire	Claude Charron	X	N			N							
Enosburg Falls	Leonard Charron		G			G							
Enosburg Falls	Sean Kio	X					X						
Enosburgh Town	Sean Kio	X					X						
Enosburgh Town	vacant												
Fairfax	Colleen Steen	X		X			X						
Fairfax	Brad Docheff	X		X	X		excused						
Fairfield	Alisha Larocque	X		X			excused						
Fairfield	Brian Dubie	X		excused	X		X						
Fletcher	Lynn Douglas	X		X	X		X						
Fletcher	Lori Ruple	X		X	X		X						
Franklin	Yvon Dandurand	X		X	X		excused						
Franklin	Wesley Kempton						X						
Georgia	Scott St. Onge			X	X		X						
Georgia	Kirk Waite	X		X	X		X						
Grand Isle	Barclay Morris	X		X	X		X						
Grand Isle	Howard Demars						X						
Highgate	Vacant												
Highgate	Richard Noel	X		X	X		X						
Isle La Motte	Sylvia Jensen			X			X						
Isle La Motte	Vacant												
Montgomery	Charlie Hancock												
Montgomery	Vacant												
North Hero	Andy Alling	X		X	X		X						
North Hero	Vacant												
Richford	Rowena Brown	X		X	X		X						
Richford	Vacant												
Sheldon	Vacant												
Sheldon	Jeff Kane												
South Hero	Joe Farnham			X	excused		X						
South Hero	Bob Buermann	X		X	X		X						
St. Albans City	Marty Manahan												
St. Albans City	Lazarus Scangas			X	X								
St. Albans Town	Sara Hadd	X		X	X		X						
St. Albans Town	Albin Voegele	X		X	X		X						
Swanton Town	Harold Garrett	X		X	X		X						
Swanton Town	Ross Lavoie												
Swanton Village	Elisabeth Nance	X			X		X						
Swanton Village	Neal Speer												

# OF MUNICIPALITIES  
QUORUM = 12

18

18

17

16

**Northwest Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
July through December 2020

	<u>Jul - Dec 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4016 · EDA	33,635.72	390,000.00	-356,364.28	8.63%
4026 · Grants in Aid Pilot Program	2,136,276.67	3,053,252.00	-916,975.33	69.97%
4027 · Healthy Roots	71,689.42	105,659.00	-33,969.58	67.85%
4030 · ACCD	122,919.08	207,000.00	-84,080.92	59.38%
4035 · VAOT	97,535.21	235,100.00	-137,564.79	41.49%
4045 · Public Safety	17,995.80	67,500.00	-49,504.20	26.66%
4047 · Municipal Assessments	62,377.00	62,377.00	0.00	100.0%
4050 · Municipal Contracts	17,017.98	47,300.00	-30,282.02	35.98%
4054 · Other State Grants	3,030.34	14,000.00	-10,969.66	21.65%
4055 · Other Federal Grants	311,023.46	336,000.00	-24,976.54	92.57%
4056 · VANR	13,557.57	286,636.00	-273,078.43	4.73%
4059 · RSEP-St. Albans Town & City	645.02	10,000.00	-9,354.98	6.45%
4080 · Misc. Income	26,105.83	31,000.00	-4,894.17	84.21%
4600 · Interest Income	125.88	1,500.00	-1,374.12	8.39%
<b>Total Income</b>	<u>2,913,934.98</u>	<u>4,847,324.00</u>	<u>-1,933,389.02</u>	<u>60.11%</u>
<b>Gross Profit</b>	2,913,934.98	4,847,324.00	-1,933,389.02	60.11%
<b>Expense</b>				
5010 · Salaries & Wages	381,031.00	812,900.00	-431,869.00	46.87%
5015 · Employer Social Security	22,986.46	49,159.80	-26,173.34	46.76%
5016 · Employer Medicare	5,375.88	11,497.05	-6,121.17	46.76%
5020 · Fringe Benefits	81,451.81	163,620.00	-82,168.19	49.78%
5030 · Travel	2,448.91	11,900.00	-9,451.09	20.58%
5040 · Advertising	1,629.55	5,850.00	-4,220.45	27.86%
5055 · Insurance-Liability	5,106.50	8,500.00	-3,393.50	60.08%
5060 · Library	40.00	0.00	40.00	100.0%
5080 · Meetings	915.00	21,000.00	-20,085.00	4.36%
5085 · Membership Dues	5,349.00	14,000.00	-8,651.00	38.21%
5090 · Technology and GIS	14,711.87	6,800.00	7,911.87	216.35%
5095 · Software	8,551.84	12,800.00	-4,248.16	66.81%
5100 · Supplies & Furniture	30,280.03	87,200.00	-56,919.97	34.73%
5660 · Postage	739.00	3,000.00	-2,261.00	24.63%
5680 · Printing & Copies	1,761.24	5,000.00	-3,238.76	35.23%
5700 · Telephone	3,885.56	10,300.00	-6,414.44	37.72%
5800 · Bank Charges	41.00	0.00	41.00	100.0%
6300 · Professional Services	1,836,332.22	3,525,463.00	-1,689,130.78	52.09%
6400 · Building/Utilities	12,767.91	62,508.00	-49,740.09	20.43%
6560 · Payroll Expenses	821.75	0.00	821.75	100.0%
<b>Total Expense</b>	<u>2,416,226.53</u>	<u>4,811,497.85</u>	<u>-2,395,271.32</u>	<u>50.22%</u>
	497,708.45	35,826.15	461,882.30	

**Open Invoices as of December 31, 2020 \$823,496.07      Original Mortgage**

Franklin County Industrial Dev Corp - outstanding mortgage	<b>\$95,573.07</b>	<b>\$130,000</b>
NEFCU - outstanding mortgage	<b>\$74,359.87</b>	<b>\$92,433.39</b>

## Northwest Regional Planning Commission

## Balance Sheet

01/20/21

As of December 31, 2020

Accrual Basis

	<u>Dec 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · People's Checking Account	-18,319.38
1020 · People's Money Market Account	51,027.63
1035 · New England Federal Cr-1Year CD	44,393.43
1036 · New England Fed Cr-CD 5 Year	63,593.44
1040 · Union Bank	73,221.83
1080 · Petty Cash	9.05
<b>Total Checking/Savings</b>	<u>213,926.00</u>
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	823,496.07
<b>Total Accounts Receivable</b>	<u>823,496.07</u>
<b>Other Current Assets</b>	
1400 · Prepaid Software	5,679.20
1499 · Undeposited Funds	3,252.25
<b>Total Other Current Assets</b>	<u>8,931.45</u>
<b>Total Current Assets</b>	<u>1,046,353.52</u>
<b>TOTAL ASSETS</b>	<b><u>1,046,353.52</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	65,354.01
<b>Total Accounts Payable</b>	<u>65,354.01</u>
<b>Other Current Liabilities</b>	
<b>Payroll Liabilities</b>	
2100 · Employee Health Ins. Payable	-98.88
2106 · Dental Insurance Payable	-904.77
2110 · Health Equity	-242.84
2111 · Health Equity	11,132.03
2111 · Direct Deposit Liabilities	0.05
2120 · Accrued Payroll	6,818.12
2130 · Accrued Vacation	33,619.82
2200 · Federal Withholding Tax Payable	1,388.00
2210 · Social Security Tax Payable	1,735.80
2212 · Medicare Tax Payable	405.96
2213 · VT Tax Withholding Payable	2,112.35
2215 · Retirement Payable	7,499.46
<b>Total Other Current Liabilities</b>	<u>63,465.10</u>
<b>Total Current Liabilities</b>	<u>128,819.11</u>
<b>Total Liabilities</b>	128,819.11
<b>Equity</b>	
3000 · Opening Bal Equity	270,000.00
3900 · Fund Balance	149,825.96
Net Income	497,708.45
<b>Total Equity</b>	<u>917,534.41</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,046,353.52</u></b>

**Project Review Committee: Monthly Business Report**

**Month: November 2020**

**Project Reviews**

1) **Project Type: Act 250 – Peter Morse – St. Albans Mini Storage**

Project Location: 6 Franklin Park West, St Albans, VT

Substantial Regional Impact: Yes  No  (*If yes, Board action required*)

- *Project Details:* The applicant is requesting an amendment of an existing Act 250 permit or permit condition. The applicant is proposing to purchase the adjoining lot to expand the existing self-storage facility via the construction of four new buildings with associate paved driveways.
- *Project Comments:* The Committee discussed the applicant’s request to remove an existing condition that requires sidewalks. The Committee generally agreed that sidewalks should be required because the project is located in a regional growth center. The Committee found the project in conformance with the regional plan.
- *Conformance with Regional Plan:* Yes  No  if existing sidewalk condition is maintained.

2) **Project Type: Section 248a –Bell Atlantic Mobile Systems, LLC d/b/a Verizon Wireless**

Project Location: Off Fletcher Road in Fairfax, VT on land owned by the Town of Fairfax

Substantial Regional Impact: Yes  No  (*If yes, Board action required*)

- *Project Details:* 60-day advance notice of Bell Atlantic Mobile Systems of Allentown, Inc, and Celco Partnership, pursuant to 30 V.S.A. § 248a, proposing a certificate of public good authorizing the installation of wireless telecommunications.
- *Project Comments:* The Committee had a series of questions for the applicant including information on co-location, visual & noise impact, impacts to cellular service, and how the site was selected.
- *Conformance with Regional Plan:* Yes  No

**Staff Reviews: None**

**Board Action Necessary: None**

## Project Review Committee: Monthly Business Report

Month: December 2020

### Project Reviews

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1) **Project Type: Act 250- NERP Holding & Acquisitions Co. LLC: Tractor Supply Company**

Project Location: 71 Jay View Drive, Enosburg Falls, VT

Substantial Regional Impact: Yes  No  (If yes, Board action required)

- *Project Details:* Proposal to construct a 19,097 sq. ft. Tractor Supply Store with an adjacent 15,078 sq. ft. fenced outdoor area, a 2,778 sq. ft. permanent sidewalk display area, a 3,000 sq. ft. permanent trailer display area, 65 parking spaces, and associated landscaping, lighting and utilities on the 4.97-acre parcel.
  - *Project Comments:* The applicant presented on the proposed project and site plan. The Committee planned to discuss the project in more detail at the January meeting.
  - *Conformance with Regional Plan:* Yes  No
- 

2) **Project Type: Section 248- Vermont Electric Cooperative, Inc. (VEC) for Sheldon Substation**

Project Location: Mill Street, Sheldon, VT

Substantial Regional Impact: Yes  No  (If yes, Board action required)

- *Project Details:* 45-day notice. Construction of a new substation adjacent to the existing substation and removing the existing substation.
  - *Project Comments:* Committee found that the project will not have a substantial regional impact and is in conformance with the Regional Plan.
  - *Conformance with Regional Plan:* Yes  No
- 

2) **Project Type: Section 248- PurposeEnergy- Enosburg Falls, LLC for a 710 kW AC Food and Beverage-Waste Anaerobic Digestion Generation Facility**

Project Location: 68 East Street, Enosburg Falls, VT

Substantial Regional Impact: Yes  No  (If yes, Board action required)

- *Project Details:* 45-day notice. A 710 kW anaerobic digester located on the Franklin Foods property in 41 Enosburg Falls feed using waste from production at Franklin Foods. The proposed project includes a 45' tall tank and 25' tall flare stack with scrubbers, along with additional equipment, heat and power structures.
  - *Project Comments:* The Committee noted that this project and the St. Albans project were the first digester projects proposed that were not located on farm parcels. The project would be located on portion of the Franklin Foods parcel closest to residential homes. The Committee discussed the potential impacts to electric ratepayers given the project's locations. Additionally, the Committee had concerns about potential nuisance odors, light from flare, water treatment concerns and noise concerns. The Committee motioned for NRPC to intervene based on these concerns.
  - *Conformance with Regional Plan:* Yes  No
-



2) **Project Type: Section 248- PurposeEnergy- St. Albans, LLC for a 1,014 kW AC Food and Beverage-Waste Anaerobic Digestion Generation Facility**

Project Location: Lot 1A, Industrial Park Road, St. Albans, VT

Substantial Regional Impact: Yes  No  (*If yes, Board action required*)

- *Project Details:* 45-day notice. A 1.014 kW anaerobic digester to be located at the Industrial Park in St. Albans. The proposed project includes 3 52' tanks and a 25' flare with scrubbers, along with additional equipment, heat and power structures. The digester will be fed with industrial food waste from the nearby Ben & Jerry's factory via pipe, along with industrial food waste from two other operators that will be trucked in to the facility.
  - *Project Comments:* The Committee had similar concerns with potential nuisance odors, light from flare, water treatment concerns and noise as the Enosburg Falls project. The Committee motioned that NRPC should intervene in the proceedings based on these concerns.
  - *Conformance with Regional Plan:* Yes  No
- 

**Staff Reviews: None**

**Board Action Necessary: None**

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## Project Review Committee: Monthly Business Report

Month: January 2021  
Project Reviews

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1) **Project Type: Act 250- NERP Holding & Acquisitions Co. LLC: Tractor Supply Company**

Project Location: 71 Jay View Drive, Enosburg Falls, VT

Substantial Regional Impact: Yes  No  (*If yes, Board action required*)

- *Project Details:* Proposal to construct a 19,097 sq. ft. Tractor Supply Store with an adjacent 15,078 sq. ft. fenced outdoor area, a 2,778 sq. ft. permanent sidewalk display area, a 3,000 sq. ft. permanent trailer display area, 65 parking spaces, and associated landscaping, lighting and utilities on the 4.97-acre parcel.
  - *Project Comments:* The Committee discussed potential siting concerns, pedestrian infrastructure and how the project would impact the potential extension of Jayview Drive. The Committee discussed whether the project would be considered a substantial regional impact, but did not make a motion. The project will be further discussed at a future Project Review meeting.
  - *Conformance with Regional Plan:* Yes  No
- 

2) **Project Type: Section 248a- New Cingular Wireless PCS, LLC**

Project Location: 45 Fisher Road, Fairfax, VT

Substantial Regional Impact: Yes  No  (*If yes, Board action required*)

- *Project Details:* Section 248a-60 Day Notice of Application- 180' communications tower.
  - *Project Comments:* The Committee discussed the possibility of co-location given that two towers have been proposed in Fairfax. The Committee requested that staff draft a letter to the applicant and to the applicant in the Bell Atlantic Mobile Systems project requesting both applicants consider co-location or provide information on why such co-location is not possible. The Committee also had questions for the applicant regarding fall zones and the project's visual impact.
  - *Conformance with Regional Plan:* Yes  No
- 

3) **Project Type: Section 248- Georgia BESS, LLC**

Project Location: Ballard Road, Georgia, VT

Substantial Regional Impact: Yes  No  (*If yes, Board action required*)

- *Project Details:* 45-day notice- 5 MW AC Battery Electric Storage System (BESS).
- *Project Comments:* The Committee noted that this was the first of this type of project within the region. The Committee had questions to the applicant regarding potential fire safety concerns, whether or not there would be a decommissioning bond for the project, and the potential for noise impacts.

- *Conformance with Regional Plan:* Yes  No
- 

**Staff Reviews: None**

**Board Action Necessary: None**

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**NORTHWEST REGIONAL PLANNING COMMISSION**

Adopted by the Board of Commissioners June 24, 2020 DRAFT AMENDMENT  
 July 1 2020-June 30 2021

	FY 21 Adopted	FY 21 Amended	Percent Change	
<b>REVENUES</b>	<b>4,847,324</b>	<b>4,232,400</b>	<b>-12.7%</b>	
Mun Assmt	62,377	62,377	0.0%	
Reg. Planning Funds (ACCD)	207,000	258,777	25.0%	Originally budgeted for a decrease; state budget level funded RPCs
VAOT	235,100	223,000	-5.1%	Adjusted to reflect actual revenue for grant ending 9/30; statewide training project delayed
Grants in Aid Pilot	3,053,252	2,326,766	-23.8%	Adjusted to reflect actual construction and program delivery expenses for grant ending 12/31
Public Safety	67,500	68,425	1.4%	
Municipal	57,300	53,200	-7.2%	COVID related delays in several projects impact revenue
VANR	304,636	312,136	2.5%	Two additional grants related to stormwater
Other Federal Grants	318,000	338,000	6.3%	Two additional USDA Rural development grants- Alburgh Child Care and general Technical Assistance
Other State Grants	14,000	74,000	428.6%	Additional grant- Broadband Innovation Grant to fund feasibility study
Interest	1,500	1,500	0.0%	
EDA	390,000	350,000	-10.3%	Delays in project start-up, projects now underway
Healthy Roots	105,659	105,659	0.0%	
Misc Inc	31,000	58,560	88.9%	Addition of the working communities challenge and Communications Union District Admin
Carry Forward- Building	0	0		
<b>EXPENSES</b>	<b>4,826,498</b>	<b>4,130,398</b>	<b>-14.4%</b>	
Payroll	812,900	793,400	-2.4%	Delay in hiring additional grant funded employee
Benefits	224,277	239,741	6.9%	Increased number of employees using the health care benefit
Building	62,508	62,508	0.0%	
Insurance	8,500	8,500	0.0%	
Org Dues	14,000	14,000	0.0%	
Tel/Online	10,300	10,300	0.0%	
Postage	3,000	3,000	0.0%	
Supplies	87,200	87,200	0.0%	
Advert	5,850	5,850	0.0%	
Printing	5,000	5,000	0.0%	
Travel	11,900	7,200	-39.5%	Travel costs are lower due to shift to virtual meetings
Meeting/Wkshp	21,000	15,500	-26.2%	Delay in statewide training conference and decreased meeting expenses
Technology/GIS	6,800	8,800	29.4%	Additional computer replacement
Healthy Roots	18,200	18,200	0.0%	
Software	12,800	12,800	0.0%	
Prof Serv	513,391	585,391	14.0%	Broadband Innovation Grant and Alburgh Child Care consultants
Grants in Aid Pilot	2,993,872	2,238,008	-25.2%	Decrease in actual construction expenditures statewide
PAT RESERVE	0	0		
EQUIP RESERVE	0	0		
LONG-TERM RES	15,000	15,000	0.0%	
BUILDING RESERVE	0	0		
FOUNDATION TRANSFER	0	0		
<b>BAL END</b>	<b>20,826</b>	<b>102,002</b>	<b>389.8%</b>	