



BOARD OF COMMISSIONERS
September 30, 2020

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 July 2020 Meeting (enclosed)**
- 5. Guest Speaker: Northwestern Medical Center Sustainability Plan, Jonathan Billings, Vice President of Community Relations & Planning**
- 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 21 Committee Assignments
8. Commissioner Announcements- *discussion item*
9. 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

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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

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BOARD OF COMMISSIONERS MEETING
NORTHWEST REGIONAL PLANNING COMMISSION
July 26, 2020 Draft Meeting Minutes

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

Attendance

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

Staff: C. Dimitruk, S. Coleman and A. Holland.

Guests: Karen Bates, DEC and J.R. Cox, NWATV.

Chair K. Waite began the meeting at 7:08 p.m.

Adjustments to the Agenda

K. Waite asked that the Communications Union District be an action item instead of discussion.

Welcome, Introductions, Opening Remarks

K. Waite welcomed everyone and introductions were made.

Opportunity for Public Comment

K. Waite asked for comments. There were none.

Minutes of the June 2020 Meeting

Y. Dandurand motioned to accept the June meeting minutes as written. R. Noel seconded. Motion carried.

Northern Lake Champlain Basin Tactical Plan

Karen Bates from the Agency of Natural Resources gave a presentation on the draft plan with a shared Zoom screen. This is the third public presentation. Comments are due to the Agency by August 7th. This plan feeds into the state-wide plan for the Lake and is meant to be a guide for the state and partners. A story map summarizing the plan is also available at:

<https://storymaps.arcgis.com/stories/b3be1eeaad634d878f1cb5c692938f58>.

The draft was developed in partnership with members of local communities, state and federal agencies, watershed groups, regional planners, and agricultural partners, the basin plan covers four key areas: current water quality issues; strategies to protect and improve local waterways; tactics to prevent and reduce phosphorus pollution from entering Lake Champlain; and funding and technical assistance for projects, such as tree planting along shorelines, that contribute to the restoration of local waterways.

A. Voegele asked for clarification in NRPC's conformance letter of "outside" on page 3 section C. He recommended the Regional Plan be updated to address this in future updates.

B. Morris noted the date should be changed on the Board's conformance letter to July 29th.

B. Buermann asked the Board recognize Karen and Amanda for getting to this stage. Kirk thanked Karen for all the water quality work being conducted in the region.

Committee Reports – See attached handouts for details on the reports.

50
51 Finance/Operations – H. Garret reported they did not meet but will be in September. There have
52 been some delays in billing for projects, such as Grant-in-Aid, due to the pandemic. Confident that
53 finances will look good when this is all done.
54
55 There was some discussion on installing an air system for the office. Kirke asked the building
56 committee to research installation and costs prior to opening the office up.
57
58 Personnel – L. Ruple reported that interviews were being held for the Healthy Roots position. Lots
59 of good candidates. Anticipate hiring a temporary position for the EDA Recovery Grant (CARES Act)
60 which was recently awarded. The new hire for an office support position was unfortunately
61 terminated because the need is no longer there due to the pandemic.
62
63 Executive – K. Waite reported they did not meet but likely will in August.
64
65 Project Review – W. Irwin reported that they recently met. Two projects were presented: Perrigo
66 Project in Georgia Industrial Park and St. Albans City Hard ‘Ack Swimming Pool Project.
67 The Perrigo project is a significant expansion project. The Hard ‘Ack project was found to have no
68 substantial regional impact and has committee approval.
69
70 Transportation Advisory Committee – H. Garret reported they did not meet.
71
72 Energy Committee – Did not meet.
73
74 Brownfields Committee –C. Dimitruk reported the committee met on July 20th. and approved
75 funding for a Phase 2 Assessment of the former GMP diesel generation plant in St. Albans City.
76
77 Regional Plan and Policy Committee – L. Douglas reported they did not meet.
78
79 Vermont Economic Progress Council – A. Voegele reported no meeting was held.
80
81 Green Mountain Transit – C. Dimitruk reported that Bonnie Waninger was elected Chair of the GMT
82 Board.
83
84 Clean Water Advisory Committee – A. Holland noted there was no July meeting.
85
86 Healthy Roots Collaborative Meeting – C. Dimitruk reported NRPC is in process of hiring a HR
87 Coordinator. Staff has been very active with continuing work on The Abbey Group’s Famers to
88 Families Food Boxes project.
89
90 Northwest Vermont Regional Foundation – C. Dimitruk reported the committee did not meet.
91
92 Office – S. Coleman reported that NRPC hosted a series of weekly local EMD roundtables at the start
93 of the Governor’s Stay-at-Home order so communities good share best practices for office
94 operations. He briefed the current status of office’s IT operations and remote work capabilities. No
95 major issues to date. He and Emily Klofft are actively involved in supporting the formation of a
96 Communications Union District which will be addressed later.
97
98 A. Holland reported that NRPC was selected to be DEC to be the Clean Water Service Provider
99 (CWP) for the Missisquoi and Lamoille Basins. Act 76 established regional CWSPs that will

100 administer State grants for the purpose of identifying, constructing, and maintaining non-
101 regulatory water quality projects necessary to meet reduction goals of phosphorus TMDLs and
102 other pollutants within the Lake Champlain and Lake Memphremagog Basins.

103
104 C. Dimitruk reported that staff continues to work with Alburgh Town and the Alburgh Community
105 Education Center on the Clubhouse Child Care project. Staff is also working with St. Albans City on
106 the Almond Blossoms Child Care project.

107
108 Emily Klofft, AmeriCorps Vista, and Kate Longfield, Eco Corps, will be ending their services in
109 August. Emily will be transitioning to a staff Planner position at NRPC and Kate has accepted
110 employment elsewhere. Mark Serrano was selected as the new AmeriCorps Vista person Luke
111 Briccetti was selected for the Eco-Corps position. Catherine recognized Emily and Kate for their
112 services and contributions to NRPC.

113
114 An office reopening plan has been developed which calls for reopening on a part-time basis. Safety
115 precautions are in place to protect staff such as having only 2 or 3 staff members at a time in
116 building and only 1 person per office. There will be no in person meetings held at the office until
117 further notice. The current state of emergency expires on August 15th however, it is highly it will be
118 continued for another month. Staff impacts due to the new school startup format are significant. All
119 but two staff members have children and those that do are the primary childcare providers in their
120 households.

121
122 **Enosburgh Town and Village and North Hero Plan Approval and Confirmation**

123 R. Brown stated that the Plan Review Committee was recommending three actions for the
124 Enosburgh Town and Village Municipal Plan and one action for the Town of North Hero Municipal
125 Plan.

126
127 *W. Irwin motioned to regionally approve the Enosburgh Town and Village Municipal Plan. B. Morris*
128 *seconded. Motion carried.*

129
130 *B. Morris motioned to confirm Enosburgh Town and Village's planning process. C. Steen seconded.*
131 *Motion carried.*

132
133 *W. Irwin motioned to find the Enosburgh Town and Village's Municipal Enhanced Energy Plan meets*
134 *the standard for an affirmative determination of energy compliance and is in conformance with the*
135 *Northwest Regional Plan. B. Morris seconded. Motion carried.*

136
137 R. Brown reviewed findings of Plan Review Committee for North Hero's request for regional
138 approval of the North Hero Municipal Plan and confirmation of North Hero's planning process. R.
139 Brown noted that the Plan Review Committee recommended approval of both requests.

140
141 *B. Morris motioned to regionally approve the North Hero Municipal Plan. A. Voegele seconded. Motion*
142 *carried.*

143
144 *R. Noel motioned to confirm North Hero's planning process. H. Garrett seconded. Motion carried.*

145
146 **Communications Union District**

147 K. Waite stated that there are a lot of inequities due to the lack of broadband services in the region.
148 Many areas are unserved and underserved.

149

150 C. Dimitruk reported that State Statutes allow municipalities to create a Communications Union
151 District (CUD) for the delivery of communication services and related infrastructure. The CUD is a
152 special purpose and independent union district to build and improve broadband services in the
153 region. Enosburgh Town, Fairfax and Montgomery voted to form a District on July 20th. Any
154 municipality can join through approval by the municipal governing board. Each municipality that
155 votes to join has one representative and an alternate on the governing board. NRPC was asked to
156 help the District get organized and the first meeting will be held soon.

157
158 Currently there are three funding sources available to CUDs in the state: PSD's Broadband
159 Innovation Grant for a feasibility study and business plan; Vermont Community Foundation grant
160 for administration and other organizational support; and PSD's Planning Grant for a broad range of
161 activities. With remote education; telehealth and remote work being the new normal, we future
162 funding is anticipated.

163
164 *A. Voegele motioned for Northwest Regional Planning Commission to serve as fiscal agent to the*
165 *Communications District. R. Noel seconded. Motion carried.*

166 **Commissioner Announcements**

167 Al Voegele reported that the NMC Board of Incorporators met on Monday night. NMC presented an
168 extensive overview with Green Mountain Board and One Care. NMC finances are significantly
169 controlled by the state. NMC is in a precarious position of service deliveries. NMC is essential to our
170 communities given the distance to UVM Medical. We need to maintain our local hospital. NMC has
171 asked that our Board direct concerns regarding loss of service to the Governor and Green Mountain
172 Care Board.

173
174
175 C. Dimitruk spoke with Jonathan Billings at NMC. There are several ways we could be helpful and a
176 hospital representative would be willing to present to the Board. NMC is not in danger of closing
177 any time soon but they are greatly concerned about finances and losing services.

178 **Adjourn**

179 *A. Voegele motioned to adjourn. R. Noel seconded. Motion carried.*

180
181 Meeting adjourned at 8:19 p.m.
182

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

OF MUNICIPALITIES
QUORUM = 12

18

17

15

16

16

19

16

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

| | <u>Jul - Aug 20</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|------------------------------------|---------------------|---------------------|-----------------------|--------------------|
| Income | | | | |
| 4016 · EDA | 0.00 | 390,000.00 | -390,000.00 | 0.0% |
| 4026 · Grants in Aid Pilot Program | 0.00 | 3,053,252.00 | -3,053,252.00 | 0.0% |
| 4027 · Healthy Roots | 4,750.00 | 105,659.00 | -100,909.00 | 4.5% |
| 4030 · ACCD | 61,459.54 | 207,000.00 | -145,540.46 | 29.69% |
| 4035 · VAOT | 13,670.80 | 235,100.00 | -221,429.20 | 5.82% |
| 4045 · Public Safety | 0.00 | 67,500.00 | -67,500.00 | 0.0% |
| 4047 · Municipal Assessments | 62,377.00 | 62,377.00 | 0.00 | 100.0% |
| 4050 · Municipal Contracts | 0.00 | 47,300.00 | -47,300.00 | 0.0% |
| 4054 · Other State Grants | 0.00 | 14,000.00 | -14,000.00 | 0.0% |
| 4055 · Other Federal Grants | 70,974.73 | 336,000.00 | -265,025.27 | 21.12% |
| 4056 · VANR | 3,604.20 | 286,636.00 | -283,031.80 | 1.26% |
| 4059 · RSEP-St. Albans Town & City | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| 4080 · Misc. Income | 0.00 | 31,000.00 | -31,000.00 | 0.0% |
| 4600 · Interest Income | 39.25 | 1,500.00 | -1,460.75 | 2.62% |
| Total Income | <u>216,875.52</u> | <u>4,847,324.00</u> | <u>-4,630,448.48</u> | <u>4.47%</u> |
| | 216,875.52 | 4,847,324.00 | -4,630,448.48 | 4.47% |
| Expense | | | | |
| 5010 · Salaries & Wages | 115,966.40 | 812,900.00 | -696,933.60 | 14.27% |
| 5015 · Employer Social Security | 6,999.04 | 49,159.80 | -42,160.76 | 14.24% |
| 5016 · Employer Medicare | 1,636.89 | 11,497.05 | -9,860.16 | 14.24% |
| 5020 · Fringe Benefits | 23,047.90 | 163,620.00 | -140,572.10 | 14.09% |
| 5030 · Travel | 795.02 | 11,900.00 | -11,104.98 | 6.68% |
| 5040 · Advertising | 1,629.55 | 5,850.00 | -4,220.45 | 27.86% |
| 5055 · Insurance-Liability | 836.00 | 8,500.00 | -7,664.00 | 9.84% |
| 5080 · Meetings | 20.00 | 21,000.00 | -20,980.00 | 0.1% |
| 5085 · Membership Dues | 2,825.00 | 14,000.00 | -11,175.00 | 20.18% |
| 5090 · Technology and GIS | 0.00 | 6,800.00 | -6,800.00 | 0.0% |
| 5095 · Software | 35.85 | 12,800.00 | -12,764.15 | 0.28% |
| 5100 · Supplies & Furniture | 10,432.61 | 87,200.00 | -76,767.39 | 11.96% |
| 5660 · Postage | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| 5680 · Printing & Copies | 587.08 | 5,000.00 | -4,412.92 | 11.74% |
| 5700 · Telephone | 789.03 | 10,300.00 | -9,510.97 | 7.66% |
| 5800 · Bank Charges | 41.00 | 0.00 | 41.00 | 100.0% |
| 6300 · Professional Services | 97,790.68 | 3,525,463.00 | -3,427,672.32 | 2.77% |
| 6400 · Building/Utilities | 3,908.05 | 62,508.00 | -58,599.95 | 6.25% |
| 6560 · Payroll Expenses | 248.25 | 0.00 | 248.25 | 100.0% |
| Total Expense | <u>267,588.35</u> | <u>4,811,497.85</u> | <u>-4,543,909.50</u> | <u>5.56%</u> |
| | -50,712.83 | 35,826.15 | -86,538.98 | -141.55% |

Open Invoices as of August 31, 2020 \$150,572.22 Original Mortgage

| | | |
|--|-------------|-------------|
| Franklin County Industrial Dev Corp - outstanding mortgage | \$97,413.79 | \$130,000 |
| NEFCU - outstanding mortgage | \$76,501.36 | \$92,433.39 |

Northwest Regional Planning Commission
Balance Sheet
As of August 31, 2020

| | Aug 31, 20 |
|--|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1000 · People's Checking Account | 88,235.73 |
| 1020 · People's Money Market Account | 85,989.70 |
| 1035 · New England Federal Cr-1Year CD | 44,048.58 |
| 1036 · New England Fed Cr-CD 5 Year | 63,006.09 |
| 1040 · Union Bank | 52,901.30 |
| 1080 · Petty Cash | 9.05 |
| | 334,190.45 |
| Accounts Receivable | |
| 1200 · Accounts Receivable | 150,572.22 |
| | 150,572.22 |
| Other Current Assets | |
| 1400 · Prepaid Software | 606.84 |
| | 606.84 |
| Total Current Assets | 485,369.51 |
| TOTAL ASSETS | 485,369.51 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2000 · Accounts Payable | 86,942.75 |
| | 86,942.75 |
| Other Current Liabilities | |
| Payroll Liabilities | -60.79 |
| 2100 · Employee Health Ins. Payable | 14.72 |
| 2106 · Dental Insurance Payable | -242.84 |
| 2110 · Choice Care | 8,051.39 |
| 2111 · Direct Deposit Liabilities | 0.05 |
| 2120 · Accrued Payroll | 6,818.12 |
| 2130 · Accrued Vacation | 33,619.82 |
| 2213 · VT Tax Withholding Payable | 1,296.24 |
| 2215 · Retirement Payable | 4,616.72 |
| | 54,113.43 |
| Total Other Current Liabilities | 54,113.43 |
| Total Current Liabilities | 141,056.18 |
| Total Liabilities | 141,056.18 |

9:30 AM

09/22/20

Accrual Basis

Northwest Regional Planning Commission
Balance Sheet
As of August 31, 2020

| | <u>Aug 31, 20</u> |
|---------------------------------------|--------------------------|
| Equity | |
| 3000 · Opening Bal Equity | 270,000.00 |
| 3900 · Fund Balance | 125,026.16 |
| Net Income | -50,712.83 |
| Total Equity | <u>344,313.33</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>485,369.51</u></u> |

Project Review Committee: Monthly Business Report

Month: August 2020
Project Reviews

1) **Project Type: Act 250 – PBM Nutritionals, LLC/Perrigo Nutritionals Master Plan**

Project Location: 145 Industrial Park Road, Georgia, VT

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

- *Project Details:* Request for pre-application comments on concept plan for expansion of powdered infant formula manufacturing facility, specifically on Act 250 Criteria 8: Aesthetics, Scenic and Natural Beauty
- *Project Comments:* The Committee reviewed the building and view models provided by the applicant and agreed there would be a substantial visual impact from the project. However, Committee members also noted that the project is located in an industrial park and the goal is to use this parcel for industrial uses. The Committee evaluated the potential exterior designs options provided by the applicant. The Committee would like the applicant to continue to refine the “Gray Graduated Panels” treatment and to pursue the least visually obtrusive building treatment as possible.

In addition to aesthetics, the Committee offered comments/questions on a decommissioning plan, stormwater, whey disposal, water withdrawals and traffic.

- *Conformance with Regional Plan:* Yes No

1) **Project Type: Act 250 – Subdivision- Sandy Birch Road, LLC**

Project Location: Sandy Birch Road between Nottingham Drive and Sodom Road, Georgia, VT

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

- *Project Details:* Proposed fourteen-lot PUD with twelve new residential lots, one common open space lot and one deferred lot to be retained by Sandy Birch Road, LLC.
- *Project Comments:* Because of the lack of proposed pedestrian accommodation within the subdivision and to the commonly held open space lot, the Committee found that the proposed project as currently designed, was not in conformance with the Regional Plan.

After the August meeting, NRPC staff coordinated with the applicant who agreed to add shoulder striping for bicyclist and pedestrians along the private road to better conform with the Regional Plan. NRPC requested the District Commission add this as a condition of the Act 250 permit.

Project Review Committee: Monthly Business Report

Month: September 2020
Project Reviews

- 1) **Project Type: Act 248 – DG Vermont Solar, LLC for 2.2 MW Ethan Allen Solar Project**
Project Location: 1125 Sheldon Road, St. Albans, VT
Substantial Regional Impact: Yes No (*If yes, Board action required*)
- *Project Details:* 45-day notice of application
 - *Project Comments:* NRPC has asked the applicant a series of questions including why the Missisquoi Valley Rail Trail is proposed to be used to access the construction site, potential visual impacts and more details on the decommissioning plan.
 - *Conformance with Regional Plan:* Yes No
-

Staff Reviews: Act 250- Champlain Housing Trust, 31 Church St, Swanton, VT: 6 additional affordable one-bedroom residential units; minor repairs and renovations to existing laundry rooms, bathrooms and kitchens.

Board Action Necessary: None.

FY 21

Committee Assignments

Appointed by the Chair
Approved by the Board of
Commissioners [DATE]

Personnel Committee

Lori Ruple, Chair
Terry Tatro
Laz Scangas
Bob Buermann
Albin Voegelé

Project Review Committee

Alisha LaRocque, Chair
William Irwin
Neal Speer
Colleen Steen
Harold Garrett
Albin Voegelé
Bob Buermann

Regional Plan and Policy Committee

Lynn Douglas, Chair
Lori Ruple
Elisabeth Nance
Sylvia Jensen
Yvon Dandurand

Finance Operations Committee

Harold Garrett, Chair
Laz Scangas
Rowena Brown
Barclay Morris
Richard Noel
Brad Docheff

Executive Committee

Kirk Waite, Chair*
William Irwin, Vice-Chair
Rowena Brown, Secretary
Harold Garrett, Treasurer
Lori Ruple, Chair Personnel
Alisha Larocque, Chair Project Review
Lynn Douglas, Chair Reg. Plan & Policy
Laz Scangas, At Large
Bob Buermann, Past-Chair

Municipal Plan Review Committee

Rowena Brown, Chair
Sarah Hadd
Leonard Charron
Elisabeth Nance
Wesley Kempton

* Chair is ex-officio member of all committees

Committee and Staff Reports, September 2020

Finance/Operations – Harold Garrett

The Finance Committee did not meet but will meet in October to review the budget adjustment and municipal assessment rate for FY 22.

Personnel Committee- Lori Ruple

The Committee did not meet. Since the last board meeting NRPC has filled the vacant Healthy Roots Coordinator position and hired a temporary two-year Special Projects Coordinator. Christine Porcaro joined NRPC and Healthy Roots in August and Kathy Lavoie will begin the Special Projects work October 1st. Both positions were included in the FY 21 budget adopted by the Board. The Committee will meet in early October to review annual evaluations.

Executive Committee- Kirk Waite

The Committee will meet in October, date to be determined.

Project Review – Alisha Larocque

The committee met on September 9th and did not have quorum to take action. The business reports from the August and September meetings are enclosed.

Transportation Advisory Committee (TAC) – Harold Garrett

The committee met on September 10th and hosted VTrans staff for an update on the state's Rail Plan and Freight Plan.

Energy Committee- Bob Buermann

The committee did not meet.

Brownfields Committee – Laz Scangas

We are awaiting sampling results for assessments completed at 200 Bridge Street, Fonda and the Young Landfill. Phase 1 Assessments are delayed at the 60 Noyes St in Richford and the Enosburgh National Guard Armory. The NRPC revolving loan fund award was increased to \$200,000 in supplemental funds from the US EPA which can be used for cleanup at the Fonda site in addition to other sites in the region. NRPC will be submitting a new assessment grant to the EPA in October.

Regional Plan Committee- Lynn Douglas

The committee did not meet.

Municipal Plan Review Committee – Rowena Brown

The Committee did not meet.

Vermont Economic Progress Council (VEPC) – Al Voegele

Report to be provided.

GMT- Bob Buermann/Catherine Dimitruk

The GMT Board met 7/21. The Board extended hazard pay, reviewed financial reports and elected officers.

Clean Water Advisory Committee- Staff

The CWAC met on Sept 10th to review the online tool the Vermont Cyanobacteria Tracker map, discuss the VT Health Dept. notification process to municipalities for algae blooms and the role municipalities can play in spreading awareness of this tool and related information.

Transportation

- The Missisquoi Valley Rail Trail (MVRT) Marketing and Wayfinding project, including installation of signage and new kiosks continues. Project deliverables and drafts are posted on the project's website (www.mvrailtrail.org/mvrtproject.php), including a new trail logo. It is anticipated that this signage will be installed before the end of the year.
- NRPC serves as the Municipal Project Manager for several transportation projects. Current project highlights include:
 - ~ Franklin culvert- An engineering firm was selected and has begun work on the project.
 - ~ Montgomery bank stabilization-staff is moving forward with to contract with Dubois & King to provide design services for this project.
- Staff reviewed the preliminary plans for the Georgia - St. Albans Town STP FPAV(40) paving project. The project includes improving the pavement surface, installing centerline rumble strips and related improvements.
- The Vermont Agency of Transportation (AOT) is holding a virtual Town Hall Meeting for the State's Freight and Rail Plans updates. It will be held on Tuesday, October 6, 2020, from 4:00 PM – 5:00 PM via Microsoft Teams (click here for the [event link](#)). This is the first of two being held this year as part of updating the State's Freight and Rail Plans. The Town Hall will provide an overview of the plans; review rail trends, existing conditions, and system changes; and provide opportunity for members of the public to give feedback and ask questions.

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 10/15/2020.
 - ~ Participating in a range of state briefings and disseminating relevant information as needed to communities and partners topics.
 - ~ Continue to answer variety of questions for communities regarding range of COVID-19 topics including implementing Governor's Executive Orders, food distribution, ACCD, AHS and CDC guidance, participating in bi-weekly HEOC/SEOC/Local EMD calls, etc.
 - ~ Administrative support for NWVT Medical Reserve Corps volunteers
 - ~ Provided maps for non-profits and volunteers related to COVID-19 related activities.
- Bakersfield, Fairfield, and Highgate adopted their FEMA approved Hazard Mitigation Plans.
- Staff applied for EMPG planning grant for FY 21.
- Staff provided assistance to communities to apply for Local Government Emergency Grants funded with state COVID funds; the application deadline has been extended into October.

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 Berkshire, Enosburg Falls, Fairfield, North Hero, Sheldon, South Hero, Fletcher and Richford. Staff are also providing technical assistance to various municipalities on Municipal Planning Grant applications due Oct 1st.
- Staff continued to provide grant management assistance to the Town of Alburgh and Alburgh School District for a project funded through a Vermont Community Development Planning Grant and a Northern Border Regional Commission grant for the child care facility. A grant from Let's Grow Kids provided funds to hire a child care facility consultant.
- Staff is assisting the Town of Berkshire and the Town of Fairfield complete an update to their Municipal Plans. Staff are assisting the Town of Berkshire with the plan adoption process.

- Staff continued to work on the Highgate Wastewater Management and Water Supply Feasibility study. The Steering Committee.
- Staff prepared an application for a September Vermont Community Development Program (VCDP) planning grant for improvements to the Old White Meeting House in South Hero.
- Staff met with the Steering Committee for the North Hero Village Master Plan project to confirm the supporting materials staff will develop to inform the discussion on the preferred alternatives; this project is supported by a municipal planning grant and will explore streetscape and pedestrian improvements.
- Staff assisted the Northwest Communications Union District (CUD) which now consists of 11 municipalities. Staff continue to provide support coordinating the CUD and assisting municipalities who wish to join the District.

Energy Planning

- Staff will be working with Efficiency Vermont and VECAN partners to host an online webinar for municipalities to encourage the formation of local energy committees.
- Staff is looking for opportunities to do public outreach on Efficiency Vermont programs.

Water Quality

- Staff are participating in the Act 76 Advisory Group meetings to provide feedback on the draft language for the Chapter 37 Environmental Protection Rule (Clean Water Service Provider Rule). DEC anticipates moving the rule forward in the next two months.
- Staff participated in kick-off meetings with partners for the update of the Tactical Basin Plans for the Lamoille River Basin (Basin 7) and the Missisquoi Basin (6); both processes will be beginning this fall with the targeted completion date of December 2021.
- Staff kicked off the second year of the Partnership Project Development Block Grant, which offers funding to RPCs, Watershed groups and Natural Resources Conservation Districts in two watersheds (Basin 5 and 6) to pursue identified water quality projects and move them towards implementation.
- Staff is continuing to work with grantees of the Design Implementation Block Grants (previously Clean Water Block Grants). Project highlights include:
 - ~ Highgate Elementary School stormwater chambers are complete and staff are working with the consultant and facility staff on an Operations and Maintenance Agreement.
 - ~ Staff met with the Town of Richford highway staff and consultant to kick-off the design of two stormwater projects.
 - ~ The consultant is finalizing the Wetlands Permit for St Albans City's stormwater design project at the SASH/Nason Street location.
 - ~ The consultant has begun work on the City of St. Albans stormwater treatment at Lemnah Drive.

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. FY20 NBRC grants were due June 1 and several applications from the region were submitted.
- NRPC has begun work on the EDA Disaster Resiliency Grant including subgrants to area food shelves for equipment and beginning data collection for the transportation resiliency assessment.

Municipal Grants in Aid (GIA) Project

- Staff is coordinating the transition of the program from the Vermont Agency of Natural Resources to the Vermont Agency of Transportation for FY21. The amount of funding for FY 21 should be finalized in the next several weeks.
- Staff is also coordinating with ANR staff to ensure successful implementation of the FY20 program and mitigate the impacts of COVID-19 on the construction of projects. The deadline for FY20 construction projects has been extended until October 15, 2020.
- Staff is coordinating the FY21 Grants-In-Aid equipment purchase grant program. Letters of Intent for FY21 equipment purchase grants were released to sister RPCs on July 21. Municipalities with their majority area in the Winooski, Passumpsic and Otter Creek watersheds are eligible.

Healthy Roots Collaborative

- Healthy Roots has applied for the Everyone Eats program that provides \$10 meals from local restaurants that have been impacted by COVID-19. We will be working with the Shift Meals to distribute excess prepared meals from Central VT and Chittenden County. In addition to prepared meals, the HRC team will work as the liaison for the Localvore online app voucher program that will launch in October.
- The Healthy Roots Advisory Committee. Met on Wednesday, September 26th – the group was able to meet new staff member Christine Porcaro as well as review the HRC workplan and begin strategic planning for farm to school programming.
- Healthy Roots has been awarded technical support from VHCB to explore the purchase of a cooler. The cooler would be funded through the EDA Disaster Relief grant and the intent is for the cooler to serve both a charitable and commercial purpose for the region. HRC staff will begin working with Sam Smith from the Intervale Ctr to explore the feasibility and ongoing costs of this unit.

Northwest Vermont Communications Union District

Staff is assisting municipalities with the Communication Union District in an effort to bring high-quality, high-speed and reliable internet access to communities in Franklin and Grand Isle Counties. Communications Union Districts were established in Vermont Statute to address the need for bringing broadband services to communities that are currently unserved or underserved.

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.