



BOARD OF COMMISSIONERS

June 30, 2021

7:00 Meeting

Virtual Meeting Details Below

Physical location: 75 Fairfield St., St.
Albans

Meeting Agenda:

1. **Adjustments to the Agenda**
2. **Welcome, introductions, opening remarks** –Kirk Waite, *Chair*
3. **Opportunity for Public Comment**
4. **Minutes of the May 2021 Meeting** (enclosed)
5. **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**- *vacant*
 - Northwest Vermont Regional Foundation**- *Staff*
 - Office**-*Staff*
6. **Election of Officers and Representatives for FY 22**- *action item*
Nominating Committee report enclosed
7. **FY 22 Overall Work Program and Budget**- *action item*
Draft enclosed, including long term reserve plan and building repayment plan

(over)

- 8. Vermont Transportation Project Selection and Prioritization Process- *action item***
Project transportation value scores enclosed
- 9. FY 22 Committee Assignments- *discussion item***
Committee descriptions enclosed
- 10. Commissioner Announcements—*discussion item***
- 11. Adjourn**

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Join Zoom Meeting via video

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

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Meeting ID 846 7249 5167

1 **BOARD OF COMMISSIONERS MEETING**
2 **NORTHWEST REGIONAL PLANNING COMMISSION**
3 *May 26, 2021 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, G. Brunswick, E. Klofft
10

11 Guests: A. Julow, D. Bennion, B. Harnish
12

13 Chair K. Waite began meeting at 7:05 PM.
14

15 **Adjustments to the Agenda**

16 None.
17

18 **Welcome, introductions, opening remarks**

19 Chair K. Waite welcomed everyone and introductions were made. Commissioners B. Morris, R.
20 Noel, A. Alling and R. Brown gave extended introductions.
21

22 **Opportunity for Public Comment**

23 None.
24

25 **Municipal Declaration of Inclusion**

26 K. Waite referred to the materials in the board packet and welcomed guests Bob Harnish from
27 Pittsford and David Bennion from Franklin. They are here to discuss a Declaration of Inclusion,
28 which has been adopted by a number of towns across the state including Franklin.
29

30 B. Harnish provided background on the Declaration of Inclusion which sets a community
31 affirmation and aspiration to be welcoming and inclusive of all types of people regardless of
32 race, color, religion, national origin, sex, gender identity or expression, age, or disability and to
33 recognize and address systemic racism. He explained that it came about for him during the
34 protests of last summer culminating with the murder of George Floyd. He started educating
35 himself on the experience of black people in our country and systemic racism. A friend from
36 Franklin, D. Bennion, provided him with a copy of a Declaration of Inclusion, which the Town of
37 Franklin had adopted. Franklin approached it from the perspective of affirming the community
38 as a welcoming town to all people as they struggle with population decline and a stagnant
39 economy. He presented the declaration to the Town of Pittsford Selectboard and after a few
40 questions the motion unanimously passed. Nine other towns have adopted the declaration and
41 they are working with several more. B. Harnish has worked with others to develop a packet
42 which provides the template declaration and background information to help communities
43 work through the process. This fits well with the national effort of Diversity, Equity and
44 Inclusion.

45 D. Bennion provided background on how the Town of Franklin came about adopting the
46 Declaration of Inclusion. A Selectboard member witnessed that a community in the state of
47 Maine adopted a Declaration of Inclusion and suggested to the Franklin Selectboard that they
48 adopt a similar declaration in Franklin. The Selectboard discussed it, tweaked some language
49 and unanimously approved it. The main intent was to make it known that Franklin is a
50 welcoming place for all. D. Bennion noted that they asked for input from community groups
51 and committees and overall received a positive reaction all the way around. He noted that they
52 also have it on Facebook and the municipal website.

53

54 K. Waite asked if the declaration led to any changes to regulations or town ordinances. D.
55 Bennion replied that they have examined them but have so far made no changes. B. Irwin
56 asked if there have been any adverse reactions? Or all positive? D. Bennion replied that all
57 reactions have either been positive or neutral, nothing negative. B. Harnish noted that
58 reactions have been positive as far as he knows, but he is not sure to the extent that it is well
59 known in the community.

60

61 K. Waite asked if the packet can be sent to all commissioners? B. Harnish confirmed yes.

62

63 The Commissioners discussed the importance of the declaration as it relates to the experience
64 of Hispanic residents in the region's communities. It was clarified that it is never preferable to
65 use the term illegal when referring to undocumented residents. D. Bennion shared that the
66 declaration of inclusion will stimulate conversation in the community, such as how to refer to
67 different groups of people. This can help a community explore how to be more welcoming.

68

69 K. Waite asserted that much of the value with taking up the declaration is about the
70 conversation that occurs within the community rather than the document itself. The reality is
71 that there are issues in every town, but having the conversation makes people more aware of
72 where there may be systemic racism and injustice. He stated that as an RPC we should be
73 thinking about these issues and how we want to address them.

74

75 C. Dimitruk agreed that having conversations around systemic racism, equity and inclusion is
76 valuable. If Brad Docheff were here he would be able to share what happened in Fairfax. The
77 first time the Declaration was brought to the Selectboard it was voted down. There were
78 members of the Selectboard that asserted
79 no racism exists in town and therefore the Declaration was not needed. In response, many
80 people of color came to meetings and shared their experience of racism in the community and
81 the motion was reconsidered and it was adopted.

82

83 B. Buermann suggested that the RPC consider going further and find areas to take action. He
84 suggested that the RPC go through all its plans and procedures to make sure we are using the
85 right words and phrases that support justice, equity, diversity and inclusion and that promote
86 policy to further this important work.

87

88

89 K. Waite thanked the guests B. Harnish and D. Bennion for sharing their work and experience
90 with the RPC.

91

92 **Economic Development Project Lists**

93 K. Waite introduced Andy Julow, the new Executive Director of the Lake Champlain Islands
94 Economic Development Corporation. K. Waite explained that ACCD tasked the Regional
95 Development Corporations with preparing a Project Priority Lists for use in allocating state
96 resources, including assigning priority boards for Northern Border Regional Commission grants.
97 The RDC's were given a month to prepare the list that is being presented to the Board tonight.

98

99 K. Waite recognized Commissioner E. Nance who is here representing Franklin County Industrial
100 Development Corporation. E. Nance explained that the list is circulating everywhere and there
101 is a lack of clarity on exactly how the lists will be used. She explained that the list before the
102 Board tonight was requested with quick turnaround, but that a second list has been requested
103 by end of July. The FCIDC will be soliciting more input and applying a project priority ranking
104 system for the July list. E. Nance reviewed the FCIDC project priority list (enclosed). The
105 projects in priority order are as follows: Fonda site, St. Albans Town Industrial Park completion
106 of infrastructure, Franklin County State Airport infrastructure, Montgomery Village Septic
107 System, Healthy Roots Collaborative, MVRT and LVRT Rail Trail Improvements, Re-establishing a
108 WIB Coordinator, Swanton Downtown Redevelopment, Brigham Academy and Colony Square
109 Housing.

110

111 A. Voegele voiced concern about the priority ranking and that the St. Albans Industrial Park has
112 attracted very little new business, only business expansions. E. Nance noted that she knows of
113 3 new tenants that have moved to the Industrial Park. A. Voegele would rather prioritize
114 Highgate Airport project which will do more to bring new employment and business
115 enterprises. A. Voegele also voiced support for the WIB Coordinator as a second priority.

116

117 C. Dimitruk responded to a question on whether ACCD has provided guidance and how to
118 develop this list and how it should be used. She explained that there is very little guidance on
119 how the list will be used other than the top 5 will receive priority for NBRC grants.

120

121 B. Irwin suggested that the NRPC endorse the list with all projects being equal and not the
122 ranking. He suggested that the list coming out in July will have better metrics to support the
123 priority ranking.

124

125 C. Dimitruk clarified what is being asked of the Board, which is it review the project priority list
126 and if the Board so chooses to endorse the list and priority ranking. She explained that
127 endorsing the list but not the ranking is an option on the table.

128

129 *A. Voegele motioned that NRPC endorse the FCIDC Project Priority List without order of*
130 *priority. B. Irwin seconded.*

131

132 *There was discussion on whether this action meets the needs of the task at hand. It was*
133 *reiterated that it is unclear how this list is used other than NBRC. A. Julow reported that*
134 *the LCIEDC prioritized their list earlier today based on metrics. He is concerned that if we*
135 *don't prioritize and everybody else does, then our projects could sink to the bottom.*
136 *B. Buermann clarified that if the RPC does not support rank, the RDC can still submit a*
137 *prioritized list with the RPC supporting the projects and the RDC supporting the priority.*
138 *C. Dimitruk clarified that the ask from ACCD was for each RDC to create their own list*
139 *and to seek concurrence with the RPC. She recommended that if the Board endorses the*
140 *list without priority in Franklin County that they do the same for Grand Isle County.*

141
142 *A. Voegele amended his motion by adding that C. Dimitruk review the language included*
143 *on the Priority List related to NRPC endorsement on the Board's behalf. B. Irwin*
144 *seconded.*

145
146 *Motion carried.*

147
148 K. Waite recognized A. Julow to review Grand Isle County's project list. A. Julow shared his
149 screen and reviewed the County's 9 priority projects, including the ranking system that was
150 used to assign priority. The ranking criteria include the number of jobs created or retained, the
151 quality of benefits and wages compared to rest of region, amongst other criteria. He noted that
152 the projects went through Selectboard review to be fair and even. The list includes in order of
153 priority Bay View Crossing (South Hero), Two Hero's Public House (South Hero), The Grand Isle
154 Lake House, Shore Acres Restaurant and Event Venue Expansion (North Hero), Alburgh Child
155 Care, South Hero 1816 Meeting House, Courthouse Parking Lot Expansion (North Hero), Keeler
156 Bay Campground and Marina (South Hero) and the Alburgh Slaughterhouse.

157
158 A. Julow clarified that job creation makes up about 1/3 of overall priority. There was a question
159 on the Bay View Housing project's score, since it was highest priority. It turns out that
160 construction jobs were enough to provide the points necessary for the high ranking. A. Julow
161 reported that they did not receive guidance on how to count or tally jobs within the metrics.

162
163 B. Irwin asked the Commissioners whether they should endorse priority in Grand Isle County if
164 they are not doing the same in Franklin County?

165
166 *B. Dubie motioned to endorse LCIEDI Project Priority list and ranking. A. Voegele*
167 *seconds.*

168
169 *Motion carried.*

170
171 **Minutes of the April 2021 Meeting**

172 K. Waite asked for any errors and/or omissions.

173
174 *A. Voegele moved to accept the April 2021 meeting minutes. R. Noel seconded.*

175

176 *Motion carried.*

177

178 **Commission Reports:**

179

180 **Finance/Operations**

181 H. Garrett reported that the budget will come before the Commission in June.

182

183 **Personnel**

184 L. Ruple reported that the Committee did not meet in May. There are three positions
185 advertised, including the Water Resources Senior Planner. The Committee will be reviewing
186 evaluations later in the summer.

187

188 **Executive Committee**

189 K. Waite reported that they met and completed a preliminary budget review, legislative update,
190 and reopening plans. Like the State, NRPC has a goal to be back in new normal operations by
191 September with some interim steps. C. Dimitruk is developing a re-opening plan.

192

193 **Project Review**

194 B. Irwin reported that there is a new Tractor Supply store being planning for development near
195 the Hannafords in Enosburg. It is substantial regional impact. Additionally, the project review
196 report includes the City of St. Albans Pool, which is a significant upgrade in pool facilities and
197 the Committee has determined it as substantial regional impact. Finally, the report includes a
198 battery energy supply storage project in Georgia on the Ballard Rd. This project is important for
199 the types of solar and wind projects in our region because excess energy from windy or sunny
200 days can be stored and used during peak demand. It is also substantial regional impact because
201 it is tied to the broader energy demand and uses in the region.

202

203 *R. Noel moved to ratify the project review report. B. Morris seconded. Motion carried.*

204

205 **Transportation Advisory Committee (TAC)**

206 R. Noel reported on project prioritization. There is a preliminary deadline at the end of May
207 and the list will come before the board at the June meeting. TAC will finish process with
208 VTRANS and RPC input by the end of June.

209

210 **Energy Committee**

211 B. Irwin reported that the Committee did not meet. There is an energy planning forum on June
212 2nd.

213

214 **Brownfields Committee**

215 Did not meet.

216

217 **Regional Plan and Policy Committee**

218 L. Douglass reported that the Committee will review the current regional plan identifying needs
219 for changes and additions. She noted that there has been trouble with the regional metrics

220 because of a lack of data updates during COVID, but staff is working on how to achieve the
221 updates needed. It is important that the data we include is of a nature that we can keep it
222 updated.

223

224 **Municipal Plan Review**

225 Did not meet.

226

227 **Vermont Economic Progress Council (VEPC)**

228 A. Voegele reported that the City of St. Albans will appear to adjust TIF contract tomorrow. He
229 does not anticipate any problems.

230

231 **Green Mountain Transit**

232 B. Beurmann reviewed latest strategic plan. He noted that union contract negotiations are
233 underway, which are targeted for completion in June.

234

235 **Clean Water Advisory Committee**

236 Did not meet.

237

238 **Healthy Roots Advisory Committee**

239 Advisory committee meets tomorrow.

240

241 **Northwest Vermont Regional Foundation**

242 No update.

243

244 **Office**

245 B. Remmers reported that the office has hired 2 new summer interns to help with the field
246 season, including finishing up road erosion inventories, traffic and pedestrian counts. E. Klofft
247 reported that there is an upcoming energy planning forum on June 2. She also noted that she
248 has been busy administering Vermont Community Development Program funded projects
249 including Almond Blossoms Child Care, South Hero 1816 Meeting House and the Fairfield
250 Community Center Pavilion. G. Brunswick reported that there is a workshop coming up on June
251 3 that NRPC is collaborating with Franklin County Caring Communities and Franklin/Grand Isle
252 Tobacco Prevention Coalition on Municipal Perspectives in Cannabis Regulation and Prevention.
253 C. Dimitruk reported that the state is still determining how the county American Rescue Plan
254 Act (ARPA) funds will be distributed, so stay tuned for more information. She reported that the
255 nominating committee met this week to plan for the transition of officers. Finally, she informed
256 that Board that Mark Serrano, the AmeriCorps service staff is leaving because he was offered
257 his dream job doing economic development in the county planning office where he wanted to
258 move back to.

259

260 **Commissioner Announcements:**

261 R. Noel noted that the Town of Highgate has a new Zoning Administrator made possible by
262 NRPC's intermunicipal service agreement with Highgate and Sheldon. It seems to be working
263 out great.

264

265 *A. Alling motioned to adjourn. R. Noel seconded. Motion carried.*

266

267 Meeting Adjourned at 8:49 pm

268

Northwest Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2020 through May 2021

		Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
Income	4016 · EDA	186,306.79	350,000.00	-163,693.21	53.23%
	4026 · Grants in Aid Pilot Program	2,197,826.48	2,326,766.00	-128,939.52	94.46%
	4027 · Healthy Roots	188,502.07	105,659.00	82,843.07	178.41%
	4030 · ACCD	245,838.16	258,777.00	-12,938.84	95.0%
	4035 · VAOT	160,817.90	223,000.00	-62,182.10	72.12%
	4040 · LGER	4,725.35	4,725.00	0.35	100.01%
	4041 · EMPG-S	2,685.43	3,000.00	-314.57	89.51%
	4045 · Public Safety	21,303.83	60,700.00	-39,396.17	35.1%
	4047 · Municipal Assessments	62,377.00	62,377.00	0.00	100.0%
	4050 · Municipal Contracts	56,038.77	47,200.00	8,838.77	118.73%
	4054 · Other State Grants	26,817.40	74,000.00	-47,182.60	36.24%
	4055 · Other Federal Grants	379,882.57	356,000.00	23,882.57	106.71%
	4056 · VANR	34,316.08	294,136.00	-259,819.92	11.67%
	4059 · RSEP-St. Albans Town & City	5,615.96	6,000.00	-384.04	93.6%
	4080 · Misc. Income	31,225.56	46,560.00	-15,334.44	67.07%
	4082 · NWCUD-Admin Agreement	14,779.68	12,000.00	2,779.68	123.16%
	4600 · Interest Income	1,044.28	1,500.00	-455.72	69.62%
	Total Income	3,620,103.31	4,232,400.00	-612,296.69	85.53%
Expense	5010 · Salaries & Wages	695,414.10	793,400.00	-97,985.90	87.65%
	5015 · Employer Social Security	41,961.09	47,640.80	-5,679.71	88.08%
	5016 · Employer Medicare	9,813.49	11,141.80	-1,328.31	88.08%
	5020 · Fringe Benefits	155,780.61	180,958.00	-25,177.39	86.09%
	5030 · Travel	6,535.36	7,200.00	-664.64	90.77%
	5040 · Advertising	5,728.40	5,850.00	-121.60	97.92%
	5055 · Insurance-Liability	8,066.50	8,500.00	-433.50	94.9%
	5060 · Library	82.80	0.00	82.80	100.0%
	5080 · Meetings	2,640.00	15,500.00	-12,860.00	17.03%
	5085 · Membership Dues	7,155.00	14,000.00	-6,845.00	51.11%
	5090 · Technology and GIS	14,918.66	8,800.00	6,118.66	169.53%
	5095 · Software	15,914.81	12,800.00	3,114.81	124.33%
	5100 · Supplies & Furniture	33,332.74	87,200.00	-53,867.26	38.23%
	5660 · Postage	1,405.13	3,000.00	-1,594.87	46.84%
	5680 · Printing & Copies	3,271.31	5,000.00	-1,728.69	65.43%
	5700 · Telephone	7,651.36	10,300.00	-2,648.64	74.29%
	5800 · Bank Service Charge	41.00	0.00	41.00	100.0%
	6300 · Professional Services	2,754,613.01	2,841,599.00	-86,985.99	96.94%
	6400 · Building/Utilities	39,392.58	62,508.00	-23,115.42	63.02%
	6560 · Payroll Expenses	1,468.50	0.00	1,468.50	100.0%
	Total Expense	3,805,186.45	4,115,397.60	-310,211.15	92.46%
	Net Ordinary Income	-185,083.14			
	Open Invoices as of May 31, 2021 \$117,522.63			Original Mortgage	
	Franklin County Industrial Dev Corp - outstanding mortgage			\$93,233.08	\$130,000
	NEFCU - outstanding mortgage			\$68,846.95	\$92,433.39

Northwest Regional Planning Commission
Balance Sheet
As of May 31, 2021

	May 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1000 · People's Checking Account	108,615.78
1020 · People's Money Market Account	11,034.25
1035 · New England Federal Cr~1Year CD	44,545.80
1036 · New England Fed Cr-CD 5 Year	63,861.66
1040 · Union Bank	73,221.83
1080 · Petty Cash	9.05
	301,288.37
Accounts Receivable	
1200 · Accounts Receivable	117,522.63
	117,522.63
Other Current Assets	
1400 · Prepaid Software	5,679.20
1499 · Undeposited Funds	2,817.18
	8,496.38
Total Current Assets	427,307.38
TOTAL ASSETS	427,307.38
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	136,445.94
	136,445.94
Other Current Liabilities	
Payroll Liabilities	-63.64
2100 · Employee Health Ins. Payable	-904.77
2106 · Dental Insurance Payable	-242.84
2110 · Health Equity	6,652.08
2111 · Direct Deposit Liabilities	0.05
2120 · Accrued Payroll	6,818.12
2130 · Accrued Vacation	33,619.82
2200 · Federal Withholding Tax Payable	1,362.00
2210 · Social Security Tax Payable	1,762.70
2212 · Medicare Tax Payable	412.20

12:16 PM

06/17/21

Accrual Basis

Northwest Regional Planning Commission
Balance Sheet
As of May 31, 2021

	<u>May 31, 21</u>
2213 · VT Tax Withholding Payable	1,655.53
2215 · Retirement Payable	<u>5,859.65</u>
Total Other Current Liabilities	56,930.90
Total Current Liabilities	<u>193,376.84</u>
Total Liabilities	193,376.84
Equity	
3000 · Opening Bal Equity	270,000.00
3900 · Fund Balance	149,013.68
Net Income	<u>-185,083.14</u>
Total Equity	<u>233,930.54</u>
TOTAL LIABILITIES & EQUITY	<u><u>427,307.38</u></u>

Project Review Committee: Monthly Business Report

**Month: June 2021
Project Reviews**

1) **Project Type: Act 250- Cathedral Square Corporation**

Project Location: 10 Carter Lane, South Hero, VT

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

- *Project Details:* Construction of a 30-unit senior housing facility with associated site work. 24 units are designated as affordable housing, 6 units are market rate. Carter Lane will be widened and relocated to accommodate the project; a sanitary force main will be installed to accommodate wastewater from the site.
- *Project Comments:* The Committee found that the project had a substantial regional due to the number of new housing units to be created. The Committee found that the project is in conformance with the Regional Plan.

• *Conformance with Regional Plan:* Yes No

2) **Project Type: Act 250- Richard Louko- Sand Shed**

Project Location: 6 Goodman Road, Fairfax, VT

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

- *Project Details:* Sand shed with access road and in-home business.
- *Project Comments:* The Committee had several questions related to the project's compatibility with adjacent residential land uses, including questions about the type of business use, typical traffic, and potential screening.

• *Conformance with Regional Plan:* Yes No

Staff Reviews:

Project Type: Act 250- Leduc & Many, Inc

Project Location: VT Route 207, Highgate, VT

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

- *Project Details:* 5-7 year extension of permit to extract gravel.
-

Board Action Necessary: Ratify decision that Cathedral Square Corporation project conforms to the Regional Plan.

Committee and Staff Reports, June 2021

Finance/Operations – *Harold Garrett*. The committee did not have a quorum at their June meeting but individual committee members have reviewed the FY 22 budget.

Personnel Committee- *Lori Ruple*. The committee met on 6/17 for interviews for the senior planner position.

Executive Committee- *Kirk Waite*. The committee met and discussed budget and work preview for FY22, legislative updates and re-opening plans. The Committee has planned the first in-person meeting of the Board for the July meeting; it will be held at Killkare State Park.

Project Review – *Alisha Larocque*. The committee met in June; the June business report is enclosed.

Transportation Advisory Committee (TAC) – Harold Garrett

The committee met June 10th and reviewed the FY22 Transportation Planning Initiative work program and recommended approval by the full NRPC board. Approving the workplan will be on the July board agenda. The committee also reviewed and approved the transportation value scores for “Asset Driven” potential projects identified by VTrans through the new project selection/prioritization process. The NRPC board will have the opportunity to review and endorse the transportation value scores for “Asset Driven” and “Regionally Driven” potential projects at its June meeting.

Energy Committee- *Bob Buermann*. The committee did not meet, but will plan to begin meeting again in late summer or early fall to participate in and comment on the state’s comprehensive energy plan and climate action plan.

Brownfields Committee – *Laz Scangas*. The committee met on June 21.

Regional Plan Committee- *Lynn Douglas*. The committee met and reviewed a schedule for completing the regional plan update and readoption.

Municipal Plan Review Committee – *Rowena Brown*. The committee did not meet.

Vermont Economic Progress Council (VEPC) – *Al Voegele*. No regional projects on the agenda in April.

GMT- *Bob Buermann/Catherine Dimitruk*. The GMT board reviewed budgets and capital project plans, and heard an update on union contract negotiations.

Clean Water Advisory Committee- *Staff*. The committee did not meet.

Transportation

- Staff coordinated with the Vermont Department of Forest Parks and Recreation on finalizing a grant agreement with NRPC under the Vermont Outdoor Recreation Program. The grant is funding new kiosks, signage and other trail amenities, which implement the MVRT Marketing and Wayfinding Plan. Staff also coordinated with VAOT on a license agreement outlining NRPC responsibilities for maintaining these amenities.
- Staff is working with the towns of Montgomery and Franklin on VTrans Transportation Alternatives grant projects on Longley Bridge Road and Pidgeon Hill Road. Both projects have submitted conceptual plans to VTrans and are under NEPA review.

- NRPC has hired two transportation planning interns for the summer who will assist with a variety of projects including collecting traffic/pedestrian counts and road erosion inventories.
- NRPC staff is serving on a project committee to upgrade the www.vtculverts.org, the online map for all municipal bridges and culverts.

Emergency Management

- Aided several industries for filing annual EHS Tier II submissions as required under Community-Right-To-Know Act (EPCRA).
- Met with Public Safety Officials regarding changes to FEMA's Mitigation Grant Program.
- Solicited ICS training needs for communities and scheduling with DPS Training Coordinator.
- NRPC continues to provide on-going support for Highgate's FEMA Mitigation Grant for the Highgate Landfill and Transfer Station Road project.

GIS

- Continued working on a buildout analysis for St. Albans Town.
- 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, Franklin, North Hero, Sheldon, South Hero, Fletcher, Franklin, Montgomery, Highgate and Richford.
- Staff is working with the Alburgh Child Care Center project partners on planning the preconstruction and construction phase of the project. Staff coordinated a contract extension between the Town of Alburgh and the architect for the design/development phase of the project and is finalizing a scope of work for construction and project management that will be funded by a USDA Rural Business Development Grant granted to the NRPC.
- Bakersfield, with support from NRPC, submitted a Planning Grant and Environmental Review for the Brigham Academy redevelopment project through Community Development Block Grant program.
- Staff is providing assistance to North Hero on landing strip and helipad regulations and overall bylaw updates.
- Staff is working with the City of St. Albans and the Almond Blossoms child care facility to procure a contractor to complete a renovation that will add 30 child care spots.
- Staff is working with the Town of Fairfield and the Fairfield Community Center to complete the Environmental Review process for a VCDP CARES Act grant; the application will support a project to build an outdoor pavilion for the Center's activities.
- Staff are assisting East Fairfield Fire District #1 with an income survey and identifying grant funding to replace a cover on their reservoir.
- Staff are assisting the Town of South Hero with procuring a consultant for planning work associated the South Hero Meeting House renovations.
- Staff are assisting a developer with purchase and remodel of housing complex in St. Albans City.
- Staff is working with the Town of Highgate and their wastewater feasibility consultant on an application to the Clean Water State Revolving Fund for final design of wastewater management for the Village Core property and communicating the preliminary engineering report on wastewater solutions to the community. This work is funded by a Municipal Planning Grant.
- Staff assisted the South Hero Fire District #4 and Cathedral Square on readying bid documents for water line extension work; bids are due on July 1.
- Staff is continuing to provide Highgate and Sheldon with zoning administrator services.
- Staff completed a consultation with the Town of Swanton and the Town of Alburgh.
- Staff is participating on the project management team for the Vital Village Streetscape Scoping Study in the Village of Enosburg Falls, which is conducting a survey on proposed alternatives during the month of June.

- The grant agreement from the Vermont Outdoor Recreation Collaborative (VOREC) for new kiosks, signage and trail amenities on the MVRT has been executed. An invitation to bid has been advertised for the kiosks and sign installation, bike repair stations and signs have been ordered.
- Staff participated in an economic development strategic planning meeting for the Town of Richford coordinated by the Vermont Council on Rural Development.
- Staff participated on a panel that presented on project development at the Vermont Community Development Association Spring Workshop.

Water Quality

- NRPC has held interviews for a Senior Water Resources Planner.
- Staff are assisting the Town of St. Albans in determining the amount of impervious surface present on non-residential parcels to inform decision-making for the Stormwater Utility.
- Staff completed field work on a Lake Champlain Basin Program grant project to conduct a road erosion inventory on private and park roads and driveways in the Lake Carmi watershed and identified a consultant to develop a workshop and technical designs for priority projects. Next steps are to prioritize project and select ones to advance to design.
- Staff is coordinating a virtual workshop on Best Management Practices (BMPs) for residents and homeowners in the Lake Carmi watershed. The workshop is scheduled for July 14.

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.

- Recovery Coordinators are meeting monthly with NVEDD Leadership to develop District Recovery Plan as required by EDA Grant, and to discuss various projects throughout the district to coordinate efforts and leverage capacity.
- NRPC is supporting projects in Enosburg, Bakersfield, St. Albans City, LVRT, as well as efforts in homelessness & housing, and workforce & business support.
- Staff are developing model town plan language and bylaw related to accessory on-farm businesses under the EDA Disaster Resiliency Grant.
- Staff is providing grant management assistance to Northern Border Regional Commission grantees.
- Staff submitted an application for the third year of funding for the EDA Partnership Planning Program.

Municipal Grants in Aid (GIA) Project

- Staff is coordinating transition of the program from DEC to VTrans for the FY22 program.
- Staff is coordinating equipment purchase and Best Management Practices (BMP) construction programs statewide. For FY21, 43 municipalities requested equipment funds and 203 municipalities have enrolled in the Best Management Practice (BMP) construction program. Twenty municipalities in the NRPC region are participating in the BMP construction program this year.
- Staff is conducting pre-construction site visits with NRPC municipalities that are enrolled in the FY21 program.
VTrans has opened enrollment for the FY22 program and staff coordinated with our municipalities to encourage enrollment. Letters of Intent were due Friday 6/25 and 20 of the region's municipalities elected to participate.

Healthy Roots Collaborative

- June fundraising has been productive. \$127,000 has been secured from a state VCDP grant through the City of St. Albans, a recurring anonymous funder, a new foundation, and from Chittenden Solid Waste District through Salvation Farms. The anonymous funder and new foundation awards are unrestricted and will

support general programming. The VCDP award will cover expanded food access services as a result of COVID for FY'21 and FY'22. Funding from CSWD can be used in the next 18 months to build out cold storage for the gleaning program. In addition to the June awards, collaborative partners FCIDC and SHLT have dedicated a combined \$15,000 toward HRC programming.

- Healthy Roots held four Tuesday afternoon public distributions of Everyone Eats meals at Taylor Park in St. Albans. These were very successful with about 150 meals distributed each week.
- HRC will be a part of the Abenaki Land Link Project. HRC, volunteers, and West Farm planted Land Link seeds at our donation plot at West Farm. As the season progresses local farm produce will be included in food boxes for migrant workers; some of this produce is also being grown in the West Farm donation plot.
- The gleaning program is starting to hold field gleans and distribute fresh produce from local farms to recipient sites.

Northwest Vermont Communications Union District (NWCUD)

- Staff assisted the NWCUD with procuring a bookkeeper, broadband consultant, and broadband administrator.
- Continue to participate in NWCUD Governing Board and PMO, Finance and Communications Subcommittee meetings.
- Provided an array of administrative support (municipal recruitment, board support, grant and resource coordination (potential) with neighboring CUDs in Lamoille and NEK, liaison with Public Service Department and track broadband legislation).
- For more information, please visit the NWCUD website: <https://www.nwcud.com/>

Office and Building

NRPC is developing a re-opening plan to allow a gradual return to the office with the goal to have (new) normal office functions no later than September. Installation of new building siding is underway and nearly complete.

Nominating Committee Report June 2021

The NRPC bylaws call for the appointment of a nominating committee which prepares a slate of candidates for consideration by the Board of Commissioners at the annual meeting. ¹

Officers

The Nominating Committee prepared the following slate of nominees for FY 22:

Chair: Bill Irwin
Vice-Chair: Lynn Douglas
Secretary: Andy Alling
Treasurer: Harold Garrett
Chair-Personnel: Lori Ruple
Chair- Project Review: Bob Buermann
Chair- Regional Plan and Policy Committee: Elisabeth Nance
At-large member on Executive Committee: Rowena Brown
Youth Member to the Board of Commissioners¹: Eagan Murphy, Franklin County
Grand Isle County, vacant

NRPC bylaws allow for additional nominations to be made from the floor prior to elections. Where only one candidate has been nominated for an office, the Secretary may be directed to cast one vote for the nominee which shall determine the election. Where only one candidate has been nominated for each office under consideration, the Secretary may be directed to cast one vote for the slate which shall determine the election.

NRPC Representatives

NRPC representatives are elected via floor nomination and vote. Suggested representatives include the following:

Vermont Economic Progress Council: Albin Voegele
Green Mountain Transit: Catherine Dimitruk (Franklin County)
Bob Buermann (Grand Isle)
Elisabeth Nance (alternate for both counties)

Respectfully Submitted,

Yvon Dandurand, Bob Buermann, Barclay Morris, Albin Voegele, Elisabeth Nance

¹ **Section 701 Nominations**

In March of each year, the Chairperson shall appoint a nominating committee made up of five Commissioners. The Nominating Committee will prepare a slate of nominations for all officers, standing committee chairs, and the at-large member of the Executive Committee. This slate of nominations will be presented at the annual meeting. Additional nominations will be taken from the floor for all officers, standing committee chairs and the at-large member to the Executive Committee at the annual meeting. The Nominating Committee may also nominate up to two youth members, one representing each county in the region.



FY 22 BUDGET AND WORKPLAN OVERVIEW

INTRODUCTION

In FY 22 NRPC will participate in or manage programs of importance to municipalities, the region and the state. These programs generally are funded through specific grants as noted, but are coordinated across programs. Through this integrated, comprehensive approach NRPC will positively impact the following outcomes:

- *Municipal permitting is predictable and effective.*
- *Vermont is prepared for a local, regional or statewide emergency.*
- *Transportation systems are planned effectively with local, regional and state consideration of economic, environmental, and community impact.*
- *Brownfield sites are assessed and cleaned up, creating and preserving jobs and housing.*
- *Regions and the state have access to sufficient energy resources and plans for new generation, efficiency and conservation to support community and economic development.*
- *Infrastructure is planned and coordinated to meet the needs of the local economy.*
- *Community and economic development are coordinated within and across regions to maximize public resources and ensure strong vibrant communities.*
- *Vermont's land use laws are implemented.*
- *Vermont's working landscape is used effectively for community and economic benefit, water quality is improved and environmentally sensitive areas are protected.*

BUDGET, STAFFING, AND ADMINISTRATION

The FY 22 NRPC Budget Summary reflects an increase in revenue for the coming fiscal year. The majority of the increase is due to additional funding related to COVID-19 pandemic recovery and new funding to address climate and energy.

FY 22 marks the final year that NRPC will manage the construction payments for the Grants in Aid Program, and funding for RPCs to assist with the program will also decrease after this year.

The budget includes an increase in Regional Planning funds administered by the Agency of Commerce and Community Development (ACCD) due to two special funding sources: a \$75,000 grant available over three years to assist with pandemic recovery and \$88,000 to add capacity and hire staff to assist with energy and climate programs and projects. NRPC expects to continue to utilize core Regional Planning funds to help our work under the region's technical assistance program. This funding provides match as required under our agreements with the Vermont Agency of Transportation and Department of Emergency Management & Homeland Security and supports our Brownfields program.

Transportation Planning Initiative funds includes a 3% increase in funding in the next year which starts October 1, 2021 for this program. Due to spending schedules across two contracts periods and two better roads grant projects, the budget reflects a slightly larger increase. Public Safety funding for core programs to support NRPC's work in the state emergency operations center and emergency planning assistance to municipalities remains level at FY 20 amounts; the increase is due to spending schedules across the contracts which run on the federal fiscal year. VANR funding is decreased due to

completion of construction projects included in the FY 21 budget. Natural Resources also includes start up funds for the Clean Water Service provider role NRPC will be assuming in the Lamoille and Missisquoi Basins. NRPC will continue with municipal contract work and will also continue to pursue additional sources of funding for program support and implementation as needed.

Two EDA grants will be completed in FY 22; both are two-year grants. A disaster resiliency grant supports the work of the Healthy Roots Collaborative and local planning around agriculture and flood resiliency. A CARES Act grant funds economic recovery work in the Northern Vermont Economic Development District. NRPC acts as the fiscal agent for the six-county district.

Increases in expense line items are related to the program and project changes noted above. Estimates for the last of the building retrofits have been factored into the operating budget with the hope of minimizing the use of reserve funds (authorized by the Board in May 2013). Roof replacement was completed in FY 20 and siding is on schedule to be completed in FY21. Repayment of the mortgages is budgeted in accordance with the repayment plan adopted by the Board and reviewed annually (attached).

Reserve funds are allocated for long-term, equipment, PAT and building reserves in accordance with the Board adopted reserve fund policy. The budget proposes to increase the PAT reserve because of additional staff and the high accumulation of PAT time over the past year. The Commission has established a three-year plan for equipment and software upgrades and replacement. Anticipated needs for FY 22 are based on that plan and are included in the technology/GIS and software budget line items.

The FY 22 budget includes 15 employees: Executive Director, Assistant Director, Senior Planners (3), Regional Planners (2), GIS Technician, Office Administrator, Healthy Roots coordinators (3 at .75 FTE each), an EDA funded recovery coordinator (.75 FTE, temporary position), zoning administrator, an energy and climate planner, water resources and GIS technician (.5) and summer field staff/interns. NRPC also benefits from the service of two AmeriCorps volunteers. During this year, the Commission may look towards additional assistance through interns or temporary staff as needed and will also hire consultants to assist with technical projects under our transportation, brownfields and emergency planning programs.

WORK PROGRAM HIGHLIGHTS

Local and Regional Planning

The Agency of Commerce and Community Development provides state oversight for NRPC's core funding from the municipal and regional planning fund. In accordance with state statute, a portion of property transfer taxes collected each year is funneled through this fund to provide financial support for regional planning commissions and the municipal planning grant program. This funding supports NRPC basic operations, local and regional planning, and serves as the match for several other programs including transportation planning, emergency preparedness, EDA and Brownfields revitalization.

In FY 22, NRPC will continue its strong local technical assistance program, engage in policy issues important to the region and state, and complete several special projects. NRPC provides technical assistance to municipalities upon request. NRPC will continue our participation in Act 250/Section 248 permit processes. NRPC will assist municipalities in the adoption of plan amendments that will allow greater consideration of local plans in Section 248 permit reviews. As part of our local technical assistance

program, municipalities can receive up to 40 hours of free project assistance yearly. NRPC will work with at least five communities on potential municipal planning grant projects and will continue to be available to other communities as needed. Local projects for FY 22 include: Fairfax planning services, Bakersfield Brigham Academy, Richford Rail Trail extension, Sheldon Bike/Walk Plan, Swanton Sidewalk/MVU connection, Highgate Wastewater, Enosburgh Salt Shed, St. Albans City childcare center, Montgomery Bank Stabilization, Franklin Culvert, and Alburgh Clubhouse childcare center.

Transportation Planning Initiative

Vermont Agency of Transportation (VTrans):

NRPC staff works closely with the Transportation Advisory Committee and the Vermont Agency of Transportation regarding regional transportation needs through an effort called the Transportation Planning Initiative (TPI). Because the TPI program follows a different fiscal year than the NRPC, NRPC will operate under the FY 21 work program adopted by the Board until September 30, 2021. A specific FY 22 work program required by VTrans will be presented to the Board for consideration and adoption.

Public Safety:

Through funding from Vermont Department of Emergency Management and Homeland Security (DEMHS), NRPC will assist communities, the region and the state with coordinated all-hazard emergency planning and preparedness. FY 22 NRPC will:

- Assist municipalities and organizations with pandemic recovery planning and preparation for additional impacts
- Complete Local Emergency Operations, Hazard Mitigation and Continuity of Operations Plans
- Complete and distribute E-911 road atlases
- Provide education and training for local officials, emergency management directors and the general public
- Coordinate and participate in state and local public safety exercises and drills
- Provide staff support for new Regional Emergency Management Committees
- Assist interested municipalities with meeting requirements under the Emergency Relief Assistance Fund rules
- Serve in the state emergency operations center as needed

Water Resources Planning and Implementation:

The NRPC continues to be engaged in watershed planning efforts throughout the region. In order to complete implementation projects efficiently, several entities utilize NRPC as a knowledgeable, local project manager including the US Fish and Wildlife Service, VT Department of Environmental Conservation, and the Ecosystem Restoration Program. In FY 22, NRPC establishing the structure for serving as the Clean Water Service Provider for the Lamoille and Missisquoi Basins. In addition, projects in FY 22 will include:

- Administer grants for local water quality construction projects.
- Assist municipalities with implementation of the Municipal Roads General Permit and 3-acre developed lands permit
- Assist with completion of updates to the Lamoille and Missisquoi basin plans
- Support implementation of basin plans including grant applications and project management for priority projects

- Implement the Regional Stormwater Education Program (RSEP) for MS-4 communities to achieve permit compliance
- Participate in efforts to implement the Lake Champlain TMDL and Lake Carmi action plan
- Provide assistance to local municipalities and watershed organizations to identify and protect water resources in the region via town planning, land use regulation and project implementation
- Continue work with the Ecosystem Restoration Program on stormwater planning and mitigation; assist municipalities and developers on initiatives to incorporate low impact development designs in future projects
- Coordinate water quality work with transportation and emergency planning efforts including workshops for road crews and outreach related to fluvial erosion hazards and flood mitigation

Brownfields:

The NRPC Brownfields program is in its fourteenth year, and has received \$2.1 million in assessment grant funds and \$1.8 million in Revolving Loan Fund awards from the EPA. A program Steering Committee works with NRPC to select sites that may benefit from environmental assessments, fund those assessments, carry out public outreach, and, if necessary, create plans for how specific sites could be cleaned up for reuse. Program priorities for FY 22 include:

- Completing clean-up and redevelopment plans for sites currently in assessment,
- Identifying new sites for assessment and redevelopment,
- Applying for and receiving additional assessment grants,
- Recruiting additional sites for clean-up and RLF funding.

Municipal Grants in Aid Pilot Project:

The intent of this project is to provide funding for municipalities to implement best management practices (BMPs) on municipal roads to implement the Municipal Roads General Permit (MRGP). Participating municipalities receive funding to implement BMPs on hydrologically connected road segments that currently do not meet standards. For part of FY 22, NRPC is continuing to act as the statewide administrator of this program on behalf of the VANR, VTrans and the RPCs. NRPC will manage all payments to municipalities under their grants and will sub-contract to applicable RPCs for program delivery services based on the number of participating municipalities in each region.

The VT Agency of Natural Resources has elected to shift this program to VTrans. NRPC will continue to act as the administrator for the remainder of the current construction program. NRPC will assume a smaller role, coordinating the statewide RPC support for the program; RPC technical assistance will also decrease overall and will be provided on a much more limited basis.

Northern Vermont Economic Development District and Northern Border Regional Commission

NVEDD is a 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. NRPC acts as the fiscal agent for NVEDD. Participation in NVEDD makes NRPC and other partners eligible for Economic Development Administration (EDA) grants.

In FY 22 NRPC will implement and manage projects supported by three EDA grants.

- The annual planning grant funds the work of the partners to support economic activities in the NVEDD area. This is a recurring grant to support the district.
- The CARES Act grant provides two years of funding for economic recovery work related to the pandemic. This grant funds a new ‘recovery coordinator’ position at NRPC and at the other RPCs in the District. This grant ends 6/30/2022.
- The Agricultural Disaster Resilience Grant was awarded in March 2020. It supports Healthy Roots programming including funding for farm viability technical assistance, a STEM partnership with CCV and high school tech centers, and equipment needed for commercial and charitable food distribution. It also supports local planning assistance to promote value added agriculture and flood resiliency. This grant ends March 2022; NRPC anticipates seeking an extension because the pandemic delayed start-up.

NRPC staff actively participate in the Northern Border Regional Commission, a multi-state federally designated area. Staff is administering contracts with Northern Border Regional Commission Economic and Infrastructure Development Investment Program grantees.

Energy and Climate

NRPC will add capacity in FY 22 to support energy and climate work in the region. Through additional staff or reassigned staff, NRPC will assist with implementing projects and programs that support the goals of local, regional and state energy plans and Vermont’s Climate Action Plan (due 12/21). NRPC will provide support to local energy and climate action activities including resilience and adaptation projects, and support of climate economy initiatives. The NRPC Director serves on Vermont’s Climate Council charged with implementing the Global Warming Solutions Act.

Healthy Roots

The Healthy Roots Collaborative is a collective impact partnership of nonprofit and community organizations addressing food access, education and farm viability. Partners are Franklin County Development Industrial Corporation, NorthWest Family Foods, South Hero Land Trust, Northwestern Medical Center, the Abbey Group and a network of over 170 growers and makers in Northwest Vermont. Healthy Roots works to improve food access, provide local food and nutrition education, and develop essential infrastructure and programs that support farm viability all of which directly impact the health and wellness of our Northwest Vermont communities.

FY 22 will be the second full year that the Healthy Roots Collaborative is under the umbrella of NRPC. In FY 22, HRC will focus on food systems, farm to school and farm to institution, gleaning and farm viability programs. HRC will also work with other NRPC staff on the EDA Disaster Resiliency project. HRC will also work to fill the funding gap when a major funder had to end its foundational support of the program.

NORTHWEST REGIONAL PLANNING COMMISSION

Adopted by the Board of Commissioners June 14, 2021 DRAFT
 July 1 2021-June 30 2022

	FY 21 Amended	FY 22 DRAFT	Percent Change	
REVENUES	4,977,413	6,033,082	21.2%	
Mun Assmt	62,377	62,377	0.0%	
Reg. Planning Funds (ACCD)	258,777	323,908	25.2%	COVID recovery and climate/energy
VAOT	223,000	258,200	15.8%	3% increase and timing of spending
Grants in Aid Pilot	3,075,779	3,841,947	24.9%	timing of municipal construction; last year of full program
Public Safety	68,425	71,500	4.5%	
Municipal	49,200	72,800	48.0%	includes several grant and program admin projects
Shared Services	0	41,500		
Natural Resources	312,136	192,636	-38.3%	constuction projects completed
Other Federal Grants	338,000	338,000	0.0%	
Other State Grants	74,000	20,000	-73.0%	broadband grant in final phase
Interest	1,500	1,500	0.0%	
EDA	350,000	535,000	52.9%	final year of two grants
Healthy Roots	105,659	82,714	-21.7%	
Miscellaneous	58,560	191,000	226.2%	united way grant, working communities challenge
Carry Forward- Building	0	0		
EXPENSES	4,889,762	5,974,587	22.2%	
Payroll	793,400	929,977	17.2%	includes one additional FTE
Benefits	239,741	271,155	13.1%	
Building	62,508	50,508	-19.2%	planned building projects mostly complete
Insurance	8,500	8,500	0.0%	
Org Dues	14,000	14,000	0.0%	
Tel/Online	10,300	10,000	-2.9%	
Postage	3,000	2,500	-16.7%	
Supplies	86,000	100,000	16.3%	\$90,000 in supplies are grant funded project supplies
Advert	5,850	6,200	6.0%	
Printing	5,000	5,000	0.0%	
Travel	11,900	12,400	4.2%	estimate based on a mix of virtual and in person
Meeting/Wkshp	15,500	8,000	-48.4%	estimate based on a mix of virtual and in person
Technology/GIS	8,800	6,400	-27.3%	
Healthy Roots	18,200	15,200	-16.5%	
Software and IT	12,800	16,800	31.3%	
Prof Serv	585,391	756,000	29.1%	
Grants in Aid Pilot	2,993,872	3,741,947	25.0%	
PAT RESERVE	0	5,000		
EQUIP RESERVE	0	0		
LONG-TERM RES	15,000	15,000	0.0%	
BUILDING RESERVE	0	0		
FOUNDATION TRANSFER	0	0		
BAL END	87,651	58,495	-33.3%	

Long-Term Reserves FY 22

The Northwest Regional Planning Commission maintains Board designated reserve funds in accordance with its Reserve Fund Policy adopted January 2016. Reasons for establishing reserve funds include:

- ~ to ensure the Commission can continue to provide a useful level of services in times of tight budget years;
- ~ to provide for emergency funds;
- ~ to fund unforeseen expenditures in equipment or building repairs/maintenance;
- ~ to ensure sufficient funding to cease operations, should that ever be the case;
- ~ to spread major purchases over several budget years whenever possible.

Reserve Account Assets	Audited Fund Balance June 30, 2020
\$108,407 Certificates of Deposit	\$420,420
\$11,000 Money Market	
\$122,000 Cash flow borrowing from LT reserves	
\$241,407 Total Reserve Account Cash Assets	

Reserve Allocations	Goal	Current Balance	Shortfall
Longterm Reserves	\$330,485	\$183,720	\$146,765 see notes
Equipment Reserves	\$20,000	\$20,000	\$0
Building reserve	\$60,000	\$61,000	-\$1,000 see notes
PAT Reserve	As needed	\$12,000	\$0
Total Reserve Shortfall			\$145,765

Notes

- ~Reserve Allocation goals are from the Reserve Fund Policy adopted by the Board of Commissioners in FY 16.
- ~The Board of Commissioners approved utilizing up to \$65,000 from reserves for building purchase/renovation in May 2013.
- ~In FY 15 \$20,000 was used from reserves to pay for partial cost of renovations, reducing the available authorization to \$45,000. \$8,000 added in FY 20.
- ~The FY 22 budget projects the ability to allocate \$15,000 to long term reserves and \$5,000 to PAT reserves by the end of the fiscal year.
- ~Long term reserve goal is three months operating expenses; the FY 21 estimated monthly expenses are shown below

Total per month	\$110,162
Salary	\$77,498
Fringe	\$22,596
Office/Utilities	\$1,709 (adjusted for construction)
Tel/Online	\$833
Postage	\$208
Supplies	\$2,500 (adjusted for F&W and EDA)
Printing	\$533
Travel	\$1,033
Meetings	\$1,250
Prof Services	\$2,000

REPAYMENT PLAN FY 22

Reviewed by Board of Commissioners (draft)

The Board of Commissioners adopted a repayment plan in December 2013 that charged the Finance Committee to develop a multi-year repayment plan. The repayment plan will be reviewed and assessed yearly. Recommendations on the repayment plan and loan status/balance will be reported to the Board of Commissioners each year.

CURRENT LOAN TERMS

New England Federal Credit Union

\$92,433 refinanced in June 2018

4.05% amortized over 15 years

Minimum Payment of \$686.03

Balloon Payment after 5 years

Principal Balance as of 6/2021: \$68,301

FCIDC

\$130,000 borrowed

4.5% amortized over 20 years

Minimum payment of \$822.90

Balloon Payment due at end of 15 years, \$44,000

Principal Balance as of 6/2021: \$ 92,759

RECOMMENDATION FOR FY 22

1. Make payments of \$885.00 monthly to New England Federal Credit Union. This is the loan payment amount for the original People's Trust Loan and will result in an additional \$2,387 yearly toward the principal amount.
2. Consider additional payments toward the principal only after the Finance Committee completes a mid-year budget review and determines this item should be added to the budget.
3. Should the audit show a cash surplus from FY 21, the Finance Committee may recommend a portion of this be used to make an additional payment toward the principal.
4. Review the long-term reserve fund annually to balance the need for a balloon payment with the risk of rising interest rates on any potential new loan.

IMPACT ON PRINCIPAL, INTEREST AND PAYBACK

FCIDC loan: No change.

\$130,000 borrowed

4.5% amortized over 20 years
Minimum payment of \$822.90
Balloon Payment due at end of 15 years, \$44,000

New England Federal Credit Union loan: adjusted as shown.

Original Terms

\$92,433.39 borrowed
4.05% amortized over 15 years

Adjustments

Minimum Payment of \$885
Approximate Balloon Payment after 5 years, \$55,000

With additional payment of \$2367 in FY 21 and FY 22, the approximate amount due at the balloon payment decreases to \$55,000, with a minimum interest savings of \$1,300.

BACKGROUND INFORMATION

1. In FY 14, additional payments of \$7,500 were made on the principal on the original Peoples Trust Company Loan.
2. In FY 15, additional payments of \$10,000 were made on the principal on the original Peoples Trust Company Loan.
3. In FY 16, additional payments of \$5,000 were made on the principal on the original Peoples Trust Company Loan.
4. In May FY 18 the original mortgage held by People's Trust was discharged and the remaining balance was refinanced with New England Federal Credit Union.



TO: NRPC Regional Commissioners
FROM: Bethany Remmers, Assistant Director
DATE: 6/25/2021
RE: Transportation Value Scores for “Asset Driven” and “Regionally Driven” Potential Transportation Projects

Over the last year, the NRPC Transportation Advisory Committee (TAC) worked through VTrans’ new transportation project prioritization and selection process. Enclosed are the Transportation Value scores for “Asset Driven” potential projects (project ideas identified by VTrans) and “Regionally Driven” potential projects (projects identified by the TAC). A brief summary describing how Transportation Value scores are calculated and a list of existing transportation projects in the Capital Program (unscored) is also enclosed.

At its 5/26/2021 and 6/10/2021 meetings, the NRPC TAC approved these Transportation Value scores pending ratification by the full NRPC board. The TAC also provided feedback on the scoring criteria and comments on specific potential projects.

A few things to note:

- This new project prioritization and selection process is a pilot. VTrans and the RPCs anticipate making adjustments in the future based on successes and challenges from this year.
- In the past, the TAC would prioritize existing projects only. This new process focuses on identifying new potential projects and providing a pathway to add new projects to the VTrans Capital Program.
- The TAC evaluated Paving, Traffic & Safety and Roadway potential projects this year. Next year the TAC will be evaluating potential state and town highway bridges. These project categories will alternate every year moving forward.
- Transportation Value scores are comprised from eight categories. The RPCs calculate all or a portion of the scores from three categories: Regional, Economic Access and Health Access.
- A Transportation Value score is not static and it is likely to change over the life of a potential project as the project is further developed.

Transportation Value Scoring Summary

Transportation Value (up to 100 points) under Eight Categories

1) **Safety** (up to 20 points): A transportation project enhances safety by reducing the risk of crashes of any type and user.

- Points are assigned based on the equivalent property damage only (EPDO) value per year and the type of crash reduction factors (CRFs) that will be installed as part of the project.
- Examples of CRFs installing centerline rumble stripes, providing a left-turn lane on one approach, and converting a stop control intersection to a signal.
- In general, more points are assigned if there is a higher EPDO value per year (based on the # of crashes and the severity). More points are assigned if the CRFs installed are rated higher for reducing future crashes.

Roadway	Crash Reduction %	Row	EPDO per yr <= 6	EPDO per yr >6.0 and <=	EPDO per yr >11.0 and <=17.0	EPDO per yr > 17.0
Intersection			EPDO per yr <=11.0	EPDO per yr > 11.0 and	EPDO per yr >18.0 and <= 29.0	EPDO per yr >29.0
	Column		1	2	3	4
Combined CRFs	>= 20%	1	5	10	15	20
	15 - 20%	2	4	8	12	16
	10 - 15%	3	3	6	9	12
	5 - 10%	4	2	4	6	8
	<=5%	5	0	2	3	4

2) **Asset Condition** (up to 20 points): A transportation project enhances the condition of multimodal infrastructure by maintaining it to preserve its current condition, by rehabilitating it to improve the condition and extend service life, and/or replacing it to improve its condition and service.

- No points are given to projects that are a new asset or new capacity (such as adding a new lane).
- Points are given based on the [Customer Service Level Designation](#) and if it is the right treatment at the right time.

Customer Service Level Designation	Row:	New Asset & New Capacity Projects ¹ i.e., no change to original asset	Right Treatment & Right Time			Wrong Treatment or Wrong Time			
			Reconstruction	Rehabilitation	Preventive Maintenance	Reconstruction	Rehabilitation	Preventive Maintenance	
			<= 5 from when the system recommends a reconstruction (major trt yr)	<= 5yrs from major trt yr	<= 3 yrs	> 5 from major trt yr	> 5yrs from major trt yr	> 3 yrs	
Column:			1	2	3	4	5	6	7
1	1	0	17	20	20	15	16	0	
2	2	0	15	17	17	11	13	0	
3	3	0	12	15	15	8	11	0	
4	4	0	9	12	11	1	8	0	
5	5	0	0	11	0	0	7	0	
6	6	0	0	0	0	0	0	0	

3) **Mobility & Connectivity** (up to 15 points): A transportation project enhances mobility by increasing the reliable connectivity to jobs and other destinations and/or increasing the number of mode choices available for people and goods.

- Up to 7 points are assigned based on the current Level of Service (LOS) of the transportation asset and the anticipated LOS when project is completed. (At intersections, LOS is evaluated by the average delay per vehicle.) Points are only given to projects where LOS is applicable. (LOS not applicable for paving projects.)

No Build Congestion	Row	Build Congestion - this is the improvement				
		LOS A/B	LOS C	LOS D	LOS E	LOS F
	Column	1	2	3	4	5
LOS F	1	7	6	5	1	0
LOS E	2	6	5	3	0	0
LOS D	3	4	2	0	0	0
LOS C	4	1	0	0	0	0
LOS A/B	5	0	0	0	0	0

- 2 points are assigned if the project will enhance or improve connectivity for bicyclists/pedestrians. An additional 2 points are assigned if the project is located on a [“High Priority” bicycle corridor](#).
- Up to 4 points are assigned if the project will enhance or improve connectivity for transit users and the project is within an existing transit route or connects to an existing transit route.
- Up to 4 points are assigned if the project will enhance or improve inter-modal connections (including park & rides) and the project connects to/provides direct access to a train station, rail yard or bus station.

***4) Economic Access** (up to 10 points): A transportation project enhances economic access by increasing the ability of a region to attract and retain businesses and the workforce by providing better access to jobs.

- Up to 9 points are assigned if the project is within two miles of designated planning areas:
 - State Designated Downtown, Growth Center or New Town Center- 9 points
 - State Designated Village Center- 7 points
 - Other growth areas as definite in Regional Plans or Comprehensive Economic Development Strategy (CEDs)- 5 points
 - Other areas not included above that are important to the existing or future local/regional economy- 2 points
- Up to 4 points are assigned based on Average Annual Daily Traffic (vehicles per day):
 - More than 15,000- 4 points
 - 10,000-15,000- 3 points
 - 5,000-10,000- 2 points
 - Less than 5,000- 1 point
- Up to 2 points are assigned based on the annual average of truck trips per day:
 - More than 1,000 trucks per day- 2 points
 - 500-1,000 trucks- 1 point

5) **Resiliency** (up to 10 points): A transportation project enhances the resiliency of the system by minimizing the impacts of planned and unplanned events (e.g., work zones, floods, and extreme weather).

- Points are assigned based on the resilience score (vulnerability + criticality scores) from the [Vermont Statewide Highway Flood Vulnerability and Risk Map](#).
- Points are only assigned if flood mitigation measures are to be incorporated into the project. Example of mitigation measures include armor edge of road, install larger structures, and improve ditches.

*6) **Regional** (up to 10 points): A transportation project enhances the community by conforming to the goals and objectives defined in local and regional plans, and by supporting the outcomes of a robust public process.

- Driving need for the project identified in a VTrans corridor, town, city, county, regional, or similar plan- *2 points*
- Municipality has been involved in planning study or has demonstrated support for the project in a similar way- *3 points*
- Project will improve the municipalities sense of community. Does the project provide a space to gather, park enhancements, etc, traffic calming, trees, lighting, enhancements, gateway, historic preservation)? Does this project provide opportunities for residents to connect to community resources?- *2 points*
- There are key community facilities located within the limits of the project (schools, senior centers, parks, churches, libraries, municipal buildings)- *3 points*

7) **Environment** (up to 10): A transportation project enhances the natural environment by reducing the negative impacts of travel (e.g., reducing greenhouse gas [GHG] emissions, improving air quality, enhancing safe wildlife passage, and/or improving water quality).

- Up to 10 points are assigned based on wildlife/habitat design features:
 - Design features have a coincidental dual benefit for terrestrial wildlife or aquatic organism passage such as increased size of structure for hydraulics, substrate modification, curbboard or guardrail removal, landscape or pollinator plantings- *5 points*
 - Design features serve primarily to benefit terrestrial wildlife or aquatic organism passage such as wildlife specific culvert/bridge/shelf, bat/bird boxes, etc. -*10 points*
- Up to 10 points are assigned based on air quality design features:
 - Design incorporates potential for EV charging stations- *5 points*
 - Design supports operational efficiency (i.e. less queueing, synchronized signals, added turn lanes)- *5 points*
 - Design features address Transportation Demand Management (TDM) resulting in reduced Vehicle Miles Traveled (VMT) (more efficient route, public transit, bike/ped accommodations, etc.)- *5 points*
- Up to 10 points are assigned based on water quality design features:
 - Installation of stormwater treatment features/practices beyond treating new impervious required by permit- *5 points*

- Eliminates direct discharges of untreated runoff to surface waters-2 points
- Prevents future or existing erosion- 2 points
- Project design gains credit towards TMDL load allocations (P in Lake Champlain or Flow in SW impaired waters)- 5 points
- Significantly reduces impervious footprint (>= 10%)- 2 points
- Up to 10 points are assigned based on cultural resources design features:
 - Project stands itself to preserve a cultural resource such as adaptive re-use of historic truss bridge, repair of historic bridges rather than replacement, preservation/rehabilitation or adaptive re-use of historic building.- 10 points
 - Project will incorporate mitigation for impacts to cultural resources (i.e. Funding of National Register nominations, funding of Historic Context Study, inclusion of interpretative signage, incorporation of local and context specific materials or other creative and aesthetic elements that reflect cultural heritage, relocation of historic barns or other structures away from roadside, preservation easement, etc.- 5 points

***8) Health Access** (up to 5 points): A transportation project enhances public health by increasing the opportunity for physical activity and increases access to destinations that improve health (i.e., healthcare, education, and healthy food).

<i>If Highways project is enhancing or improving health access for the following types of project impacts...</i>	<u>No Improvement</u>	<u>Low Improvement</u> (upgrade existing sidewalks, crosswalks, shoulders, bus stop, signals)	<u>High Improvement</u> (new sidewalk, crosswalk, shoulders, ADA upgrades at intersections, new bus stop, addition of ped phases, new transit route)
Access to health care facility or physical activity facility (senior center, park, trails, school with community recreational program) – (Not private gyms)	0	3	5
Access to healthy food destinations (grocery store, health food store, food shelf, school lunch program, low income meals programs) (Not convenience stores or restaurants)	0	3	5
Improved opportunity for physical activity (low – improvement to existing sidewalk or path, high – construction of new active transportation connection that links to an adjacent facility)	0	3	5

**Category where Regional Planning Commission assigns all or a portion of the points.*

Regionally Driven Projects: Transportation Values approved by TAC on 6/10/2021.

Asset Driven Projects: Transportation Values approved by TAC on 5/26/2021, Health Access scores updated by staff after meeting as directed by TAC.

2021 VTrans Project Selection and Prioritization (VPSP2)

NRPC Potential Paving Projects				Asset Driven Potential Paving Projects - Preliminary Transportation Value Scores								
Project Name	Route	RPC	Length	Safety-20	Asset-20	Mobility/Connectivity-15	Economic Access-10	Resiliency-10	Environmental-10	Regional-10	Health Access-5	Preliminary Transportation Value-100
Essex - Fairfax	VT 128	NRPC	11.6	3	12	4	8	6	7	0	3	43
Fairfax - St. Albans	VT 104	NRPC	11.5	3	12	4	10	6	7	8	5	55
Georgia - Fairfax	VT 104A	NRPC	4.5	3	15	4	8	8	10	3	3	54
Montgomery - Westfield	VT242	NRPC	6.0	3	12	2	8	6	10	6	5	52
Sheldon - Enosburg	VT 105	NRPC	9.4	3	15	2	8	8	7	3	5	51
St. Albans-Highgate	VT 207	NRPC	7.2	3	12	2	10	4	7	3	3	44
St. Albans - Swanton	US 7	NRPC	6.9	6	12	4	10	8	10	3	5	58
NRPC Potential Roadway Projects				Asset Driven Potential Roadway Projects - Preliminary Transportation Value Scores								
Project Name	Route	RPC	Length	Safety-20	Asset-20	Mobility/Connectivity-15	Economic Access-10	Resiliency-10	Environmental-10	Regional-10	Health Access-5	Preliminary Transportation Value-100
Milton - Georgia (slab removal)	US 7	NRPC	8.6	6	17	4	10	8	7	0	3	57
NRPC Potential Traffic & Safety Projects				Asset Driven Potential Roadway Projects - Preliminary Transportation Value Scores								
Project Name	Route	RPC	No Length	Safety-20	Asset-20	Mobility/Connectivity-15	Economic Access-10	Resiliency-10	Environmental-10	Regional-10	Health Access-5	Preliminary Transportation Value-100
Fairfax	VT 104/VT 128	NRPC	0.1	20	12	4	8	6	10	8	3	71
NRPC Regionally Driven Projects Projects				Regionally Driven Projects- Preliminary Transportation Value								
Project Name				Safety-20	Asset-20	Mobility/Connectivity-15	Economic Access-10	Resiliency-10	Environmental-10	Regional-10	Health Access-5	Preliminary Transportation Value-100
Traffic & Safety: Franklin_VT120_NRPC_2021-Intersection_VT235_MiddleRd				3	8	2	8	4	7	5	3	40
Roadway:Georgia_US7_NRPC_2021_Intersections_VT104A_SkunkHollow_ParkRide				20	0	8	8	4	10	5	5	60
Paving: Sheldon_Franklin_VT120_NRPC_2021_Rehabilitation_Drainage				5	8	2	7	8	2	5	3	40
Traffic & Safety: Swanton_I89_NRPC_2021_VT78_Exit21Ramp				3	16	0	8	4	5	0	0	36

2021 VTrans Project Selection and Prioritization (VPSP2) - Existing Capital Program Paving Projects

Existing Paving Project Information

Pin	Project Name	Project Number	Route	Begin MM	End MM	Length	Construction Year	RPC
20V188	GEORGIA - ST. ALBANS	STP FPAV(40)	US 7	0.157	1.133	8.576	2021	NWRPC
16V114	GROTON-NEWBURY	STP PS19(2)	US-302	4.714	4.629	11.517	2021	NVDA/TRORC
10B230	RICHFORD-JAY	STP 2914(1)	VT-105	2.529	0.680	7.381	2021	NWRPC/NVDA
20V189	SHELDON - FRANKLIN	STP FPAV(41)	VT 120	0.000	3.420	5.155	2021	NWRPC
11B324	ST. ALBANS-SHELDON	STP 2941(1)	VT-105	0.023	2.003	7.810	2023	NWRPC
19V440	SWANTON-HIGHGATE	STP PS22(3)	US-7	6.764	6.209	6.412	2022	NWRPC

Existing Roadway Project Information

Pin	Project Name	Project Number	Route	Begin MM	End MM	Length	Construction Year	RPC
10B248	BAKERSFIELD	STP SCR(11)	VT 108	3.44	4.12	0.68	2020	NRPC
96B032	SWANTON	NH 036-1(9)	VT 78	0.45	6.35	5.89	2025	NRPC

Existing Roadway - Culvert Projects

17D050	BERKSHIRE	STP SCR(23)	VT 118	0.31		0.10	2021	NRPC
13B412	FAIRFAX	STP CULV(49)	VT 104	2.94		0.01	2024	NRPC
18D320	RICHFORD	STP CULV(59)	VT 105	8.02		0.01	2022	NRPC

Existing Roadway - Misc. Projects

17D067	ST. ALBANS	IM SWFR(2)	I-89	112.33	115.00	2.68	2022	NRPC
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Existing Traffic & Safety Project Information

Pin	Project Name	Project Number	Route	Begin MM	End MM	Length	Construction Year	RPC
12B016	SOUTH HERO	STP HES 028-1(22)	US-2	1.150	1.160	0.100	2022	NRPC
16T035	ST. ALBANS	044-1(2)	VT 104/I-89				SCOPING	NRPC

Existing Traffic & Safety - Traffic Signal Equipment Projects

20T301	ST. ALBANS TOWN	STP SGNL(61)	US 7	VARIOUS			2024	NRPC
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Committee Descriptions

Finance/Operations Committee

This committee develops, reviews and recommends changes to the NRPC's municipal assessment policy, and recommends an annual budget and municipal assessment rate, for Board consideration. It advises the Board on major equipment purchases, leases, contracts, etc.

Personnel Committee

This committee develops, administers, reviews and recommends changes to the NRPC's personnel policy. This committee also participates in hiring of new employees.

Project Review Committee

This committee shall develop, review and recommend changes to the NRPC's project review policy. This committee will also implement the project review policy by reviewing Act 250, PSB Section 248 and other regional, state or federal permit applications and make recommendations to the Board of Commissioners. This committee may also have other duties as assigned by the Board.

Regional Plan and Policy Committee

This committee shall develop, review and recommend changes to the Northwest Regional Plan. This committee shall also review plans, policies and programs of interest to the region and make recommendations to the Board of Commissioners in that regard. This committee may also have other duties as assigned by the Board.

Municipal Plan Review Committee

This committee is established by the NRPC plan approval guidelines and is advisory to the Board. The Committee meets as needed to review municipal plans to ensure they meet the requirements of state statute and are compatible with other local plans and the regional plan.