



## BOARD OF COMMISSIONERS

February 23, 2022

7:00 Meeting

Virtual Meeting  
Details Below

### Meeting Agenda:

1. **Adjustments to the Agenda**
2. **Welcome, introductions, opening remarks** –William Irwin, *Chair*
3. **Opportunity for Public Comment**
4. **Minutes of the December 2021 Meeting** (enclosed)
5. **Presentation/Discussion:** Jude Rachele, Abundant Sun, *Managing in a Volatile, Uncertain, Complex and Ambiguous World*
6. **Commission Reports:** written reports enclosed
  - Finance/Operations**– *Harold Garrett*
  - Personnel** – *Lori Ruple*
  - Executive Committee** – *William Irwin*
  - Project Review** – *Bob Buermann*
  - Transportation Advisory Committee (TAC)** – *Harold Garrett*
  - Energy Committee**- *Bob Buermann*
  - Brownfields Committee** – *Staff*
  - Regional Plan and Policy Committee**- *Elisabeth Nance*
  - Vermont Economic Progress Council (VEPC)** – *Al Voegelé*
  - Green Mountain Transit**- *Bob Buermann/Catherine Dimitruk*
  - Clean Water Advisory Committee**- *Staff*
  - Healthy Roots Advisory Committee**- *Lynn Douglas*
  - Northwest Vermont Regional Foundation**- *Kirk Waite*
  - Office**-*Staff*

- 7. Regional Energy and Climate Committee - *action item***  
Draft membership enclosed for Board ratification
- 8. FY 22 Budget Adjustment**  
Draft recommended by Finance Committee enclosed
- 9. Commissioners Announcements**
- 10. Adjourn**

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

### **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 or

1(646)558-8656

Meeting ID 846 7249 5167

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1 **NRPC Board of Commissioners Meeting**  
2 **January 26<sup>th</sup>, 2022**  
3 **Virtual Meeting**  
4

5 The meeting of the Board of Commissioners was held using the Zoom platform.  
6

7 **Attendance**

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

9 Staff : C. Dimitruk, B. Remmers, D. Devlin, D. Pierce, M. Valenta

10 Guests : M. Boomhower  
11

12 W. Irwin called the meeting to order at 7:02.  
13

14 **Adjustments to the Agenda**

15 There are no adjustments to the agenda.  
16

17 **Welcome, introductions, opening remarks**

18 W. Irwin welcomes new member M. Scholten who introduces herself and states her excitement to be a  
19 part of the board.  
20

21 **Opportunity for Public Comment**

22 R. Noel noted that Bill Nihan, a former St. Albans Town selectboard member and NRPC Commissioner,  
23 passed away recently.  
24

25 **Minutes of the December 2021 Meeting**

26 *E. Nance mooved to approve the December minutes, B. Dubie seconded. W. Irwin noted that he*  
27 *appreciates the care and effort put into recording the minutes efficiently. Motion carries.*  
28

29 **Presentation/Discussion: Transportation Equity, Michele Boomhower, VTrans Policy**  
30 **and Planning Division Director**

31 M. Boomhower presented on the equity work that VTans is currently undertaking. Act No. 55 was  
32 passed during the 2021 legislative session and requires that VTrans, in consultation with the state's RPCs  
33 undertake a comprehensive analysis of the state's existing transportation programs and develops a  
34 recommendation on a transportation equity framework through which the annual transportation  
35 program and the annual project prioritization process will be considered. She also discussed the  
36 Justice40 Initiative, an executive order of President Biden that requires federal investment be made in a  
37 manner whereby 40% of the overall benefits of the investments flow to disadvantaged communities.  
38

39 M. Boomhower recognized that the transportation system has traditionally disadvantaged people of  
40 color, immigrants, poor people, and other marginalized peoples which is what this project aims to  
41 remedy. The Project Team will be made up of both AOT staff and Regional Planning Commission staff.  
42 There will also be a Consultant Team with members from diverse organizations. There will also be  
43 intentional outreach to marginalized communities. This outreach will be led by Rights and Democracy  
44 Institute which is experienced in this type of outreach and contact with these communities. The goals of  
45 this project are accurate population representation, equitable access to decision making, needs  
46 fulfillment, and equity in service provision and prioritization process, as well as ongoing performance  
47 management. In February, there will be the first advisory group meeting, from May to September there

1 will be community outreach, stakeholder engagement and RPC TAC meetings, then October through  
2 December recommendations and implementation plan, then delivery of final transportation equity  
3 framework report in February 2023.

4  
5 W. Irwin noted his appreciation for the work AOT is undertaking and restates the board's commitment  
6 to learning more about equity and how it can be integrated into the plan. W. Irwin asked what equity  
7 issues are being seen in regards to the Canadian border. M. Boomhower stressed that this is a complex  
8 issue especially because Vermonters do not have control over it, it is controlled by two federal  
9 governments. She does acknowledge there are concerns around biases and profiling and that we want  
10 to ensure that migrant farm workers and new Americans are treated fairly and are not given an unfair  
11 burden in terms of movement. A. Voegelé asks about Indigenous peoples of Vermont as they were not  
12 mentioned as a marginalized community in M. Boomhower's presentation. M. Boomhower agrees that  
13 they have been marginalized by government actions and while there aren't specific points within the  
14 work plan currently in regards to that group, it will be part of the consideration in the project. A.  
15 Voegelé noted that many Abenaki live in our region, live rurally, and may need transportation, especially  
16 elderly Abenaki members. B. Buermann wants to hear more about the way that the 40% for  
17 marginalized communities will translate to places in Vermont like Grand Isle County where there is  
18 simply very little current action and reach. M. Boomhower noted that there are currently discussions  
19 underway to try and understand exactly how disadvantaged communities are defined. She also  
20 recognizes the complexity that our state faces with this, as our rural nature creates real hardships in  
21 terms of transportation services. There are implementing different strategies like deviating from  
22 traditional routes and taking advantage of trips already being taken to try and expand Vermonters'  
23 access to needed transportation services. W. Irwin noted that it is an interesting issue because  
24 traditional marginalized communities like people of color are extreme minorities in our very white state,  
25 and other groups are the more common underserved groups such as extremely rural or low-income  
26 communities. A. Voegelé also noted the importance of the undocumented communities in Northern  
27 Vermont and how they contribute to the viability of our farms.

28  
29 **Commission Reports:**

30 **Finance/Operations**— H. Garrett reported that the committee met Monday night, they reviewed the  
31 budget and a lot of other things, there was great dialogue, and C. Dimitruk and A. Adams from staff did a  
32 wonderful job answering questions about the budget. The committee agreed they won't present the  
33 budget adjustment until next month so they have extra time to digest and review it. W. Irwin asks about  
34 the 700% spending compared to budgeted amount for the CUD. C. Dimitruk answers that this is because  
35 of the person hired to run the CUD and that will be reflected in the next budget. A. Voegelé asks about  
36 inflation's impact on salaries, and discussion continued on this issue.

37  
38 **Personnel** – L. Ruple noted that M. Valenta was hired in November as the Energy and Climate Planner  
39 and started at the beginning of January. The interviews for the Working Communities position are  
40 starting this week and should be filled by mid-February. C. Dimitruk explained this is a three year  
41 position funded by a legislative appropriation by the State of Vermont, and it focuses on increasing  
42 availability of housing in the region.

43  
44 **Executive Committee** – W. Irwin reported the committee didn't meet in January but will be meeting in  
45 February.

46  
47 **Project Review** –B. Buermann noted that the December meeting dealt with multiple projects including  
48 the PurposeEnergy project in Enosburg for a biodigester, which they are viewing through an equity lens

1 since it is located in a neighborhood. They also discussed a net metered wind project in Fairfield, they're  
2 waiting for the final application for full comments. There is also a South Hero battery storage system and  
3 it has been found to be in compliance with the regional plan. At the January meeting they discussed the  
4 PurposeEnergy project and a Georgia solar project. He also noted that E. Klofft has been extremely  
5 helpful in making these issues understandable.

6  
7 **Transportation Advisory Committee (TAC)** H. Garrett noted the February 10<sup>th</sup> meeting will include the  
8 region's legislators in order to discuss transportation issues. B. Remmers agrees she will send out the  
9 meeting link for February to all commissioners as there is substantial interest.

10  
11 **Energy Committee-** B. Buermann noted this will be discussed later in the agenda.

12  
13 **Brownfields Committee** – C. Dimitruk reported that there will be new money made available to fund  
14 some more of the region's brownfields sites. There will also be a spot opening up on the committee so  
15 commissioners should contact C. Dimitruk or G. Brunswick if they are interested in joining. W. Irwin  
16 noted that L. Scangas is going to leave the commission as he has many other commitments but wants to  
17 hold an appreciation ceremony as he has been such a committed member for so long. N. Speer agrees  
18 that a formal recognition of his service is a great idea.

19  
20 **Regional Plan and Policy Committee-** They did not meet in January and will be meeting in February. This  
21 will include lots of work on updating the regional plan.

22  
23 **Vermont Economic Progress Council (VEPC)** – A.Voegele hasn't had internet so has not been able follow  
24 up on this but will soon.

25  
26 **Green Mountain Transit-** B. Buermann reported that contracts are in their final stages; the budget is  
27 also almost done. GMT is also doing a Justice, Equity, Diversity, Inclusion assessment so he is hoping  
28 committee members will learn skills to bring back to the commission. C. Dimitruk noted that they looked  
29 at finding funding sources for public transit.

30  
31 **Healthy Roots Advisory Committee-** L. Douglass reported they just finished their annual report, the  
32 amount gleaned and the number of have both grown massively, as have their number of involved  
33 growers and makers. L. Douglas expresses gratitude and support for the staff's wonderful work  
34 expanding the program.

35  
36 **Clean Water Advisory Committee-** C. Dimitruk reported they did not meet; it will probably be disbanded  
37 as part of the Clean Water Provider implementation.

38  
39 **Northwest Vermont Regional Foundation-** C. Dimitruk reported that they met but they did not have a  
40 quorum so they will meet again soon. W. Irwin explains this is a nonprofit entity for the commission and  
41 it allows the commission to engage on grants and funding opportunities only available for nonprofits.

42  
43 **Office-**C. Dimitruk participated in a recent Franklin County Industrial Development Corporation meeting  
44 on the welcome centers, there is a recommendation to add a new Welcome Center in North Franklin  
45 County and there is broad support. E. Nance noted that Representative Corey Parent expressed that  
46 there is Agency of Commerce and Community Development momentum to make this new Welcome  
47 Center happen and that should be capitalized on.

1 C. Dimitruk noted the equity presentation at the next board meeting will be on ethical leadership and  
2 equity on a broader scale.

3  
4 D. Pierce reported that the schedule for creating the Basin Councils has been pushed back a little but  
5 they're making good progress.

6  
7 B. Remmers noted that the Municipal Roads General Permit Working Group has been meeting monthly  
8 again and the state is looking to renew the permit for the new cycle so she will be keeping the TAC  
9 appraised of any changes. The VT Culverts Working Group is moving to a new platform that will be  
10 easier to use and update. W. Irwin expresses deep gratitude for the level of work the staff does.

11  
12 **Regional Energy Committee-**

13  
14 C. Dimitruk explained that the energy committee used to be very active and helped put together the  
15 Energy Plan, but then stopped meeting. Now, as there is a new Energy and Climate Planner, and  
16 additional opportunities in this area the committee should be brought back to help. W. Irwin suggests  
17 the name be changed to the Regional Energy and Climate Committee. A. Voegele suggested a changes  
18 to ensure the group considers ideas from around the nation and world. C. Dimitruk suggests to hange  
19 the second bullet in general activities to "provide a forum for exchanging ideas and information among  
20 groups working on the global, national, state, regional, and local level."

21  
22 *K. Waite moved to adopt the Energy and Climate Committee charge with the changes noted. R. Noel*  
23 *seconded. Motion carried unanimously. W. Irwin suggests that citizen committee member suggestions*  
24 *and Commissioner volunteers should be directed to C. Dimitruk.*

25  
26 **FY 21 Audit-**

27 W. Irwin appreciates the overview that explained what the auditors looked at. C. Dimitruk explains this  
28 is the first year in quite some time the Commission has been required to have a single audit as the NRPC  
29 received over \$750,000 in federal monies, and that means the audit is especially in depth. There were  
30 no findings or noted areas of deficiency. The NRPC was also in the black, within roughly 2% of the  
31 projected amount. No issues found in the production of programs which included brownfields and a  
32 COVID program. H. Garrett expresses appreciation for Catherine and the staff for the great job they're  
33 doing. R. Noel stresses the statement "found no deficiencies," and how great that is.

34  
35 *A. Voegele moved to accept the audit, N. Speer seconded. Motion passed unanimously.*

36  
37 **9. Commissioners Announcements**

38 S. Hadd says that Fairfax has a meeting tomorrow for a Racial Equity presentation and anyone can email  
39 her for the link, and the winter jamboree has been postponed due to severe weather.

40  
41 **Adjourn**

42 R. Noel moved to adjourn, E. Nance seconded. Motion passed unanimously. Meeting adjourned at 8:48.

Municipality	Board Member	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Frkin Cty Youth	Eagan Murphy	X		excused	X		X	X					
GI Cty Youth	vacant		N			N							
Alburg Town	Alton Bruso		O			O							
Alburg Town	Terry Tatro			excused			X						
Alburg Village	Terry Tatro		M			M	X						
Alburg Village	Vacant		E			E							
Bakersfield	Bill Irwin	X	E	X	X	E	X	X					
Bakersfield	vacant		T			T							
Berkshire	Vincent Hickey	Excused	I	excused	X	I		X					
Berkshire	Claude Charron		N			N							
Enosburg Falls	Leonard Charron		G			G							
Enosburg Falls	Vacant	Excused		X									
Enosburgh Town	Vacant	Excused		X									
Enosburgh Town	vacant												
Fairfax	Colleen Steen	X					X						
Fairfax	Sarah Hadd	X		X	X		X	X					
Fairfield	Alisha Larocque												
Fairfield	Brian Dubie	Excused		X	X		X	X					
Fletcher	Lynn Douglas	X		X	X		X	X					
Fletcher	Lori Ruple	X		X	X		X	X					
Franklin	Yvon Dandurand	X		X	X		excused	X					
Franklin	Wesley Kempton	Excused		x									
Georgia	Scott St. Onge												
Georgia	Kirk Waite	X		X	X		X	X					
Grand Isle	Barclay Morris	Excused		X	X		excused	excused					
Grand Isle	Howard Demars	Excused		X	X			X					
Highgate	Vacant												
Highgate	Richard Noel	X		X	X		X	X					
Isle La Motte	Sylvia Jensen	X		excused				X					
Isle La Motte	Vacant												
Montgomery	Charlie Hancock												
Montgomery	Vacant												
North Hero	Andy Alling	X		X	X		X	X					
North Hero	Vacant												
Richford	Rowena Brown	X		X	X		X	X					
Richford	Vacant												
Sheldon	Vacant												
Sheldon	Jeff Kane												
South Hero	Peter Zamore	X		X	X		X	X					
South Hero	Bob Buermann	X		X	X		X	X					
St. Albans City	Marty Manahan												
St. Albans City	L. Scangas/Vacant 1-22	Excused		excused	X		excused	---					
St. Albans Town	Marietta Payne	---		---	---		---	X					
St. Albans Town	Albin Voegele	X		excused	X		X	X					
Swanton Town	Harold Garrett	X			X		X	X					
Swanton Town	Ross Lavoie												
Swanton Village	Elisabeth Nance	X		excused	X		X	X					
Swanton Village	Neal Speer	X						X					
# OF MUNICIPALITIES		<b>13</b>		<b>13</b>	<b>16</b>		<b>14</b>	<b>17</b>					
QUORUM = 12													

**Northwest Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
July 2021 through January 2022

	Jul '21 - Jan 22	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4016 · EDA	164,025.48	535,000.00	-370,974.52	30.66%
4026 · Grants in Aid Pilot Program	2,802,093.01	3,841,947.00	-1,039,853.99	72.93%
4027 · Healthy Roots	104,048.12	82,714.00	21,334.12	125.79%
4028 · United Way	17,177.19	20,000.00	-2,822.81	85.89%
4030 · ACCD	263,165.25	323,908.00	-60,742.75	81.25%
4035 · VAOT	105,386.49	258,200.00	-152,813.51	40.82%
4045 · Public Safety	34,712.38	71,500.00	-36,787.62	48.55%
4047 · Municipal Assessments	62,377.00	62,377.00	0.00	100.0%
4050 · Municipal Contracts	28,866.30	108,300.00	-79,433.70	26.65%
4054 · Other State Grants	2,800.00	20,000.00	-17,200.00	14.0%
4055 · Other Federal Grants	142,819.91	338,000.00	-195,180.09	42.25%
4056 · VANR	109,862.36	192,636.00	-82,773.64	57.03%
4059 · RSEP-St. Albans Town & City	1,767.90	6,000.00	-4,232.10	29.47%
4075 · VOREC	44,215.88	0.00	44,215.88	100.0%
4080 · Misc. Income	15,876.67	163,000.00	-147,123.33	9.74%
4082 · NWCUD-Admin Agreement	57,765.06	8,000.00	49,765.06	722.06%
<b>Total Income</b>	<b>3,956,959.00</b>	<b>6,031,582.00</b>	<b>-2,074,623.00</b>	<b>65.6%</b>
<b>Expense</b>				
5010 · Salaries & Wages	544,880.99	929,977.00	-385,096.01	58.59%
5015 · Employer Social Security	33,093.75	56,418.57	-23,324.82	58.66%
5016 · Employer Medicare	7,739.65	13,194.67	-5,455.02	58.66%
5020 · Fringe Benefits	113,315.54	213,272.00	-99,956.46	53.13%
5030 · Travel	4,927.51	12,400.00	-7,472.49	39.74%
5040 · Advertising	561.00	6,200.00	-5,639.00	9.05%
5055 · Insurance-Liability	9,154.49	8,500.00	654.49	107.7%
5060 · Library	202.00	0.00	202.00	100.0%
5080 · Meetings	5,050.25	8,000.00	-2,949.75	63.13%
5085 · Membership Dues	10,304.00	14,000.00	-3,696.00	73.6%
5090 · Technology and GIS	413.58	6,400.00	-5,986.42	6.46%
5093 · Equipment	3,706.65	10,000.00	-6,293.35	37.07%
5095 · Software	4,647.58	16,800.00	-12,152.42	27.66%
5100 · Supplies & Furniture	28,454.45	90,000.00	-61,545.55	31.62%
5660 · Postage	607.23	2,500.00	-1,892.77	24.29%
5680 · Printing & Copies	2,351.37	5,000.00	-2,648.63	47.03%
5700 · Telephone	5,081.41	10,000.00	-4,918.59	50.81%
6300 · Professional Services	3,118,395.08	4,513,147.00	-1,394,751.92	69.1%
6400 · Building/Utilities	46,925.06	50,508.00	-3,582.94	92.91%
6560 · Payroll Expenses	1,051.00	0.00	1,051.00	100.0%
<b>Total Expense</b>	<b>3,940,862.59</b>	<b>5,966,317.24</b>	<b>-2,025,454.65</b>	<b>66.05%</b>
	<b>16,096.41</b>			

**Open Invoices as of January 31, 2022 \$646,515.01      Original Mortgage**

Franklin County Industrial Dev Corp - outstanding mortgage	\$89,396.81	\$130,000
NEFCU - outstanding mortgage	\$63,581.16	\$92,433.39



11:12 AM

## Northwest Regional Planning Commission

## Balance Sheet

02/14/22

As of January 31, 2022

Accrual Basis

	<u>Jan 31, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · People's Checking Account	66,178.55
1020 · People's Money Market Account	11,045.37
1035 · New England Federal Cr~1Year CD	44,679.91
1036 · New England Fed Cr-CD 5 Year	64,166.20
1040 · Union Bank	98,808.05
1080 · Petty Cash	9.05
1085 · Northwest VT Reg Foundation	5,000.00
<b>Total Checking/Savings</b>	<u>289,887.13</u>
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	646,515.01
<b>Total Accounts Receivable</b>	<u>646,515.01</u>
<b>Other Current Assets</b>	
1400 · Prepaid Software	5,825.66
1499 · Undeposited Funds	11,526.17
<b>Total Other Current Assets</b>	<u>17,351.83</u>
<b>Total Current Assets</b>	<u>953,753.97</u>
<b>TOTAL ASSETS</b>	<u><u>953,753.97</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	89,463.03
<b>Total Accounts Payable</b>	<u>89,463.03</u>
<b>Other Current Liabilities</b>	
<b>Payroll Liabilities</b>	
2100 · Employee Health Ins. Payable	-32.14
2106 · Dental Insurance Payable	-517.69
2110 · Health Equity	-242.84
2111 · Direct Deposit Liabilities	4,493.00
2120 · Accrued Payroll	0.05
2120 · Accrued Payroll	9,011.13
2130 · Accrued Vacation	48,509.64
2200 · Federal Withholding Tax Payable	1,608.00
2210 · Social Security Tax Payable	1,958.50
2212 · Medicare Tax Payable	458.02
2213 · VT Tax Withholding Payable	2,242.88
2215 · Retirement Payable	6,220.56
<b>Total Other Current Liabilities</b>	<u>73,709.11</u>
<b>Total Current Liabilities</b>	<u>163,172.14</u>
<b>Total Liabilities</b>	<u>163,172.14</u>
<b>Equity</b>	
3000 · Opening Bal Equity	275,000.00
3900 · Fund Balance	499,485.42
Net Income	16,096.41
<b>Total Equity</b>	<u>790,581.83</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>953,753.97</u></u>

**Project Review Committee: Monthly Business Report**

**Month: February 2022  
Project Reviews**

- 
- 1) **Project Type: Section 248- PurposeEnergy- Enosburg Falls, LLC**  
**Project Location:** 68 East Street, Enosburg Falls, VT  
**Substantial Regional Impact:** Yes  No  (*If yes, Board action required*)
- *Project Details:* 710 kW AC food and beverage-waste anaerobic digestion facility.
  - *Project Comments:* The Committee discussed the site visit & public hearing for the project. The Committee planned to review the project again after the aesthetic analysis for the project is complete.
  - *Conformance with Regional Plan:* Yes  No
- 

- 2) **Project Type: Section 248- ER Danyow Solar, LLC**  
**Project Location:** Danyow Road, Sheldon, VT  
**Substantial Regional Impact:** Yes  No  (*If yes, Board action required*)
- *Project Details:* 45-day notice for a 5 MW (26 acre) solar facility.
  - *Project Comments:* The Committee sent initial questions to the applicant regarding screening, decommissioning plan and mitigation of impacts to prime agricultural soils
  - *Conformance with Regional Plan:* Yes  No
- 

- 3) **Project Type: Act 250-City of St. Albans**  
**Project Location:** Lemnah Drive & Nason Street, St. Albans, VT  
**Substantial Regional Impact:** Yes  No  (*If yes, Board action required*)
- *Project Details:* 1-acre subsurface gravel wetland treatment to treat stormwater from existing Industrial Park on Lemnah Drive.
  - *Project Comments:* The Committee discussed regional impact and motioned that the project should be a staff review.
  - *Conformance with Regional Plan:* Yes  No
- 

**Staff Reviews:**

- Project Type: Act 250-City of St. Albans**  
**Project Location:** Lemnah Drive & Nason Street, St. Albans, VT  
**Substantial Regional Impact:** Yes  No  (*If yes, Board action required*)
- *Project Details:* 1-acre subsurface gravel wetland treatment to treat stormwater from existing Industrial Park on Lemnah Drive.
- 

**Board Action Necessary: None.**

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## **Committee and Staff Reports, February 2022**

**Finance/Operations** – *Harold Garrett*. The committee did not meet.

**Personnel Committee**- *Lori Ruple*. The committee will meet in early November for interviews for the Climate/Energy planner. The Working Communities Challenge position was advertised and interviews will begin soon.

**Executive Committee**- *William Irwin*. The committee met and reviewed energy committee membership, HRC staffing, and legislative items. The committee also reconvened to meet as the Foundation Board and elected officers.

**Project Review** – *Bob Buermann*. The committee met in December and January. Business reports are enclosed.

**Transportation Advisory Committee (TAC)** – *Harold Garrett*. The NRPC TAC met on 2/10/2022 and invited local legislators to participate in a discussion on regional transportation issues. The discussion mainly focused in funding public transit and addressing the poor condition of roadways and municipal bridges. The TAC also raised concerns about the number of crashes on the VT 105 corridor in Franklin County and has requested someone from VTrans participate in a future TAC meeting to talk about potential engineering and enforcement solutions.

**Energy Committee**- *Bob Buermann*. The committee did not meet, but will plan to begin meeting again after membership is finalized.

**Brownfields Committee** – *Staff*. The NRPC Board seat on the committee is currently vacant. The Brownfields Steering Committee met on January 24, 2021. The Committee earmarked funding from the second round of ACCD assessment funding towards a phase 2 assessment at 6 South River Street in Swanton and the balance of a phase 2 assessment at the Enosburgh Armory. Staff continues to work with site owners and prospective buyers to move phase 2 assessments at 24 Maple St. in St. Albans City and the former Young Landfill in Highgate. A phase 1 assessment was completed on behalf of a prospective purchaser for the former B&D Service Station at 165 Province Street in Richford.

**Regional Plan Committee**- *Elisabeth Nance*. The committee will meet February 28<sup>th</sup> to continue work on the regional plan.

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

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

**GMT**- *Bob Buermann/Catherine Dimitruk*. The GMT board reviewed contract negotiations and security needs at the Burlington Transit Center.

**Clean Water Advisory Committee**- *Staff*. The committee did not meet. [Note: the scope of this committee's work may be modified upon creation of the Basin Water Quality Councils.]

### Transportation

- Staff has been selected as the Municipal Project Manager for the town of Montgomery on a VTrans Transportation Alternatives grant streetscape project in the villages. The process of selecting a design engineer is in progress.

- Staff is providing technical assistance to municipalities on their Municipal Roads General Permit (MRGP) annual report (due 4/1/2022). Staff is also helping municipalities to document the 15% implementation target for MRGP (due 12/31/2022).
- Staff is working with the Town of Franklin on an evaluation of the VT 120/Morses Line/Middle Road intersection.
- Staff provides administrative and technical support for Franklin Grand Isle Elders with Disabilities Transportation Committee. Membership also includes GMT, CarePartners, CIDER, UWNWVT, and Age Well. The committee meets quarterly, focusing on the human services transportation needs of the elderly and disabled. Expansion of mission to include micro-transit needs of all citizens, including homeless and those in recovery, will support the statewide initiative to become a regional mobility board. New members are being solicited. Next virtual meeting is March 24, 11:00-12:00.

### Emergency Management

- Outreach activities regarding standing up Regional Emergency Management Committees (REMCs). REMCs will essentially serve as the new Local Emergency Planning Committees.
- Assisted with preparation of Vermont's Climate Action Plan as the rural representative on the Vermont Climate Council and as co-Chair of the Rural Resilience and Adaptation Subcommittee.
- On-going administrative support for the Northwest VT Medical Reserve Corps program and all their efforts supporting state sponsored Covid-19 testing and vaccination clinics.
- Assisting Grand Isle Mutual Aid Association with updating bylaws and mutual aid agreement.
- Developing Saint Albans Town Local Hazard Mitigation Plan. Met with Town Staff and edited draft LHMP.
- NRPC continues to provide on-going support for Highgate's FEMA Mitigation Grant for the Highgate Landfill and Transfer Station Road project.

### GIS

- Continued to work on updating each municipality's Road Atlas and the Community Maps (E-911).
- Created regionwide data layer depicting 2020 enrollment in Use Value Appraisal program.
- Updating the South Hero Village Designation Maps.

### Municipal Planning

- Technical assistance to Alburgh, Berkshire, Enosburg Falls, Fairfield, Fletcher, Franklin, North Hero, Sheldon, South Hero, Fletcher, Franklin, Montgomery, Highgate, Georgia, Grand Isle and Richford.
- Working with the Alburgh Child Care Center project partners on pivoting the child care project to a new site, including grant administration.
- Bakersfield, with support from NRPC, continued work on the Brigham Academy redevelopment project through a Community Development Block Grant.
- Providing assistance to North Hero on bylaw updates.
- Working with the City of St. Albans and the Almond Blossoms child care facility to provide grant management services for a renovation that will add 30 child care spots. The project is under construction, new child care spots will be available by June 2022.
- Working with the Town of Fairfield and the Fairfield Community Center to complete grant requirements and begin the bidding process for a VCDP CARES Act grant to construct an outdoor pavilion in East Fairfield.
- Assisting East Fairfield Fire District #1 with identifying grant funding to replace a cover on their reservoir.
- Staff continues to support the Town of Highgate on their community wastewater system design project and planning for redevelopment of the Village Core property.
- Providing Highgate and Sheldon with on-going zoning administrator services.

- Assisting the Fairfax Planning Commission with minor bylaw updates; a Planning Commission public hearing scheduled for February 15<sup>th</sup>. This work is completed for the Town of Fairfax under a yearlong contract for planning services beginning as of July 1, 2021.
- Working with the Town of Alburgh to complete a Municipal Planning Grant funded program to plan for recreation opportunities in an underutilized portion of the Alburgh Industrial Park.
- Working with the Town of South Hero to complete a Municipal Planning Grant funded update to its Town Plan. Staff are working with the Planning Commission on conducting initial outreach efforts.
- Will start working with St. Albans Town, Highgate, Enosburgh, Sheldon and Montgomery with funding from a successful bylaw modernization grant to complete bylaw audits and updates aimed at reducing regulatory barriers to housing choice and affordability.
- Supporting the Town of South Hero's new wastewater planning committee with preparations for a preliminary engineering investigation.
- Working with the Town of South Hero on a VCDP Planning Grant to develop a conceptual plan for the South Hero Meeting House.
- Staff held a Zoning Administrator's Roundtable for municipal zoning administrators on February 2. The training focused on regulating development in the flood hazard and river corridor areas, the benefits of adopting certain flood hazard and river corridor standards and updates on when the new flood insurance rate maps (FIRM) will be available to the region.

### Energy

- Met with Swanton Energy Committee and began plans for their next project.
- Set up a Window Dressers event to be held in October, found volunteers through Richford Conservation Commission, met with WD for logistics and reserved the Enosburgh Opera House for the event.
- Compiled a document of past audit results from municipal buildings
- Reached out to utilities to determine which streetlights have been updated, alerted towns that have not taken advantage of upgrade incentives.
- Created an efficiency webinar with speakers from Efficiency VT and Window Dressers.
- Completed the first part of an Energy Equity training program through Dartmouth and Coursera.
- Helped the Highgate airport inquire about funding for EV chargers and electric plane infrastructure.

### Water Quality

- Continued to build relationships with current and potential water quality partners, and finalized lists of representatives and alternates for Basin Water Quality Councils.
- Helped plan second water quality webinar as part of Regional Stormwater Education Program responsibilities. Completed draft of RSEP annual report.
- Continued activities in support of NRPC's role as Clean Water Service Provider (CWSP). Continued to advance the development of grant- and project tracking systems. Discussed and revised draft CWSP policies.
- Continued to participate in discussions relating to wastewater feasibility studies in communities such as South Hero and Franklin.
- Delivered brief presentations on CWSP process at meetings of Zoning Administrator's Roundtable, Chittenden County Clean Water Advisory Committee, and Enosburgh Conservation Commission.
- Explored options for obtaining landowner permission and maintenance agreements for projects on private property in Lake Carmi watershed. These projects were identified in the road erosion inventory of private and state parks roads in work funded through a Lake Champlain Basin Program grant. Technical designs are in progress for 2-3 sites with the goal of construction in 2022.
- Submitted the workplan for a Lake Champlain Basin Program grant that will fund replacement of a culvert in Montgomery that is a water quality issue and serves as a barrier to aquatic organism passage (AOP).
- Pursued USFWS Cooperative Agreement funds to advance 5-6 high priority aquatic organism passage projects (identified in reports funded by a Vermont Watershed Assessment grant) to final design. We are

currently finalizing a request-for-quote to procure an engineering consultant for this work. We are actively communicating with towns about these projects and seeking permissions from adjacent landowners.

- Staff joined the board of a conservation nonprofit (Vermont Chapter of the Native Fish Coalition) to stay up-to-date on their initiatives in Franklin County.

#### Workforce & Economic Development and Northern Vermont Economic Development District (NVEDD)

- NRPC is supporting projects in Enosburg, Bakersfield, St. Albans City, LVRT, as well as efforts in homelessness & housing, and workforce & business support.
- Staff are finalizing model town plan language and bylaw related to accessory on-farm businesses under the EDA Disaster Resiliency Grant.
- Staff are assisting the Town of Berkshire and Town of Fairfax with developing new draft bylaw language to support accessory on-farm businesses.
- Staff is providing grant management assistance to Northern Border Regional Commission grantees. Three FY21 grantees were awarded in the NVEDD service region, but none in the NRPC region this year.
- Regional NVEDD members representing NRPC, FCIDC and LCIEDC are leading the charge in regional workforce development through focusing on the disparity of resources for students and adults in technical education programming and certification/licensure, as well as securing funding for a regional workforce development coordinator.
- 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 Lake Champlain Islands Economic Development Corporation.

#### Municipal Grants in Aid (GIA) Project

- Staff is continuing coordination of the Best Management Practices (BMP) construction program from the Department of Environmental Conservation (DEC) to VTrans. Conversations regarding the FY23 program are underway.
- Staff is coordinating the FY22 municipal equipment purchase program with DEC and planning for the FY23 program.
- Staff is preparing to assist 20 towns in the NRPC region complete projects by June 30, 2022.
- Staff is coordinating RPC municipal assistance efforts statewide to support the FY22 program. There are 230 municipalities enrolled in the FY22 BMP construction program and 62 municipalities enrolled in the equipment purchase program.

#### Healthy Roots Collaborative- <https://www.healthyrootsvt.org/>

- Healthy Roots released its 2021 Annual Report which shared highlights over the past year: 60 growers and makers engaging in business development and market access facilitation, 17 buyers engaged in new buying partnerships, 6,750+ eaters accessing local food through Healthy Roots programming, 45,000 lbs. of local produce rescued, 100 students attending Farm to School field trips, and 33,600 Everyone Eats meals distributed.
- Attending a series of meetings discussing CSAs & Health Care Community of Practice and is currently working with other regional partners to receive funding to support the purchase of produce for CSAs going to migrant families.
- Submitted an Letter of Interest to apply for an AmeriCorps VISTA member to potentially join the HRC team in the summer of 2022.
- Distributed annual survey to farm and food businesses in order to update co-managed website with South Hero Land Trust, <https://www.northwestvermontgrown.com/>, and also get feedback on receiving sales and marketing support and producer interest in a shared community kitchen in Isle la Motte.

### Working Communities Challenge- Increasing Housing Availability and Affordability

- NRPC has received a \$310,000, 3 year, Working Communities Challenge Initiative grant through Federal Reserve Bank of Boston. The Northwest Team will include a broad range of regional partners.
- NRPC has hired a Program Manager, start date is March 7, 2022.
- Core Partners to the initiative include, Northwest Counseling and Support Services, United Way of NW Vermont, Franklin County Industrial Development Corporation and Franklin Grand Isle Community Action.

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

- Reviewed and provided comment on the District's Business Plan developed by National Rural Telecom Cooperative.
- Provided GIS assistance and on-going educational outreach to communities regarding membership.
- Continue to participate in Governing Board, PMO, Finance and Communications Subcommittee meetings as well as meeting with newly formed Vermont Community Broadband Board.
- Provided an array of administrative support (municipal recruitment, board and subcommittee support, grant and potential resource coordination with neighboring CUDs in Lamoille and NEK, potential ISP partnership, liaison with Public Service Department, ARPA and Infrastructure funding).
- For more information, please visit the website: <https://www.nwfiberworx.com/>

### American Rescue Plan Act, Community Support

- NRPC formed an ARPA Team to support municipalities in identifying projects and support for ARPA funding at municipal and state level.
- NRPC Team members are meeting bi-weekly with other RPC's and VLCT to discuss process and projects.
- NRPC staff are available to provide support to municipalities on ARPA project identification and other infrastructure needs.

### Office and Building

The NRPC office is open for staff and visitors by appointment. Masks are required in the office for all visitors. Window replacement has made the office much more comfortable. Installation of a vehicle charging station is the next project, planned for this spring.

## **NRPC Energy and Climate Committee Membership**

2/2022 Draft for Board Ratification

### **Commissioners**

Peter Zamore  
Bob Buermann  
William Irwin  
Albin Voegele  
Vincent Hickey  
Kirk Waite  
One available seat

### **Citizen Members**

- Liz Gamache, United Way employee, former VEC employee, former EVT employee, former St. Albans mayor
- Molly Magnan, environmental science teacher at BFA St. Albans, farmer
- Denise Smith, program manager at RiseVT, former executive director for the Friends of Northern Lake Champlain
- Dan Seeley, Richford Conservation Commission member and active community member
- Jenn Woods, Islands energy committee member and works in the energy field

### *Citizen Alternates*

- Anne Jobin-Picard, public access librarian, former Vermont Guest Ambassador at welcome center, frequent volunteer
- Matthew LeFluer, early ed teacher's assistant, volunteer community member of Alburgh family nonprofit childcare center



**NORTHWEST REGIONAL PLANNING COMMISSION**

Adopted by the Board of Commissioners June 30, 2021

July 1 2021-June 30 2022

	FY 22 Adopted	FY 22 Amended	Percent Change	
<b>REVENUES</b>	<b>6,033,082</b>	<b>6,175,993</b>	<b>2.4%</b>	
Mun Assmt	62,377	62,377	0.0%	
Reg. Planning Funds (ACCD)	323,908	323,908	0.0%	
VAOT	258,200	228,479	-11.5%	Decrease due to spending pattern across fiscal years
Grants in Aid Pilot	3,841,947	3,841,947	0.0%	
Public Safety	71,500	62,201	-13.0%	Decrease due to spending pattern across fiscal years
Municipal	72,800	103,850	42.7%	Additional municipal projects added
Shared Services	41,500	41,500	0.0%	
Natural Resources	192,636	192,636	0.0%	
Other Federal Grants	338,000	388,000	14.8%	Increase in activity in the brownfields RLF
Other State Grants	20,000	48,095	140.5%	Addition of the VOREC grant for the Missisquoi Valley Rail Trail signs
Interest	1,500	1,500	0.0%	
EDA	535,000	535,000	0.0%	
Healthy Roots	82,714	100,000	20.9%	Increase in donations
Miscellaneous	191,000	246,500	29.1%	Additional work for the Communications Union District
Carry Forward- Building	0	0		
<b>EXPENSES</b>	<b>5,974,587</b>	<b>6,124,341</b>	<b>2.5%</b>	
Payroll	929,977	942,561	1.4%	
Benefits	271,155	278,742	2.8%	
Building	50,508	57,676	14.2%	Reflects actual expenses on building improvements
Insurance	8,500	8,500	0.0%	
Org Dues	14,000	14,000	0.0%	
Tel/Online	10,000	10,000	0.0%	
Postage	2,500	2,500	0.0%	
Supplies	100,000	109,504	9.5%	Supplies related to VOREC grant
Advert	6,200	6,200	0.0%	
Printing	5,000	5,000	0.0%	
Travel	12,400	12,400	0.0%	
Meeting/Wkshp	8,000	8,000	0.0%	
Technology/GIS	6,400	6,400	0.0%	
Healthy Roots	15,200	15,200	0.0%	
Software and IT	16,800	32,800	95.2%	Addition of project management software
Prof Serv	756,000	852,911	12.8%	VOREC grant, RLF activity and municipal projects
Grants in Aid Pilot	3,741,947	3,741,947	0.0%	
PAT RESERVE	5,000	5,000		
EQUIP RESERVE	0	0		
LONG-TERM RES	15,000	15,000	0.0%	
BUILDING RESERVE	0	0		
FOUNDATION TRANSFER	0	0		
<b>BAL END</b>	<b>58,495</b>	<b>51,652</b>	<b>-11.7%</b>	