

1 **BOARD OF COMMISSIONERS MEETING**  
2 **NORTHWEST REGIONAL PLANNING COMMISSION**  
3 *February 26, 2020 Draft Meeting Minutes*  
4

5 The meeting of the Board of Commissioners was held at Northwestern Medical Center, St.  
6 Albans, Vermont.

7  
8 **ATTENDANCE:**

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

10 Staff: C. Dimitruk, B. Remmers

11 Guests: Heather Dubie, Brian Dubie, John Leddy

12  
13 Vice Chair B. Irwin called the meeting to order at 7:00 PM.  
14

15 **ADJUSTMENTS TO THE AGENDA**

16 Approving a resolution for USDA Rural Business Development Grant application was added to  
17 the agenda.  
18

19 **WELCOME, INTRODUCTIONS, OPENING REMARKS**

20 B. Irwin welcomed everyone and introductions were made.  
21

22 **OPPORTUNITY FOR PUBLIC COMMENT - None.**  
23

24 **SPEAKER: JOHN LEDDY, NORTHWEST VERMONT SOLID WASTE DISTRICT**

25 J. Leddy gave a brief overview of the Northwest Vermont Solid Waste District and the  
26 regional/global market for recycled materials. At a previous meeting, the board raised  
27 concerns specifically about tires and the burden for municipalities in collecting tires that have  
28 been dumped, including tires collected as part of Green Up Day. J. Leddy explained there is a  
29 limited market for recycled tires. He also noted that the District Board has set aside limited  
30 funds to offset the expense of tire disposal fees for municipalities for the 2020 Green Up Day.  
31 C. Dimitruk would coordinate with J. Leddy on outreach messaging to municipalities. The board  
32 also discussed the potential for the tire disposal fee to be paid when tires are purchased and  
33 educating the public that the fee is the same at the mechanics shop and at the District drop off  
34 sites.  
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36 **MINUTES OF THE JANUARY 2020 MEETING**

37 *Y. Dandurand motioned to accept the January meeting minutes as written. S. Hadd seconded.*  
38 *The motion passed.*  
39

40 **COMMISSION REPORTS:** See attached written reports for additional information.  
41

1 Finance/Operations – B. Irwin asked about the balance on the profit/loss sheet. C. Dimitruk  
2 noted that several large payments were made ahead of receiving reimbursement.  
3  
4 Personnel – C. Dimitruk noted that over 50 applications were received for the administrative  
5 coordinator position.  
6  
7 Executive – No report.  
8  
9 Project Review – C. Steen reported that the committee found the AT&T Wireless Section 248a  
10 application in Grand Isle was in conformance with the Regional Plan. The Committee also  
11 reviewed the Hard’ack Recreation Area Swimming Pool project and provided pre-application  
12 comments.  
13  
14 Transportation Advisory Committee (TAC) – B. Buermann reported the TAC met on 2/13/2020  
15 and prioritized Paving, Roadway and Traffic & Safety projects for the FY22 Capital Program. B.  
16 Irwin requested staff send out a summary to board members of transportation projects that  
17 will be constructed in the 2020 field season.  
18  
19 Energy Committee – No report.  
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21 Brownfields Committee – No report.  
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23 Regional Plan and Policy Committee – No Report.  
24  
25 Vermont Economic Progress Council – A. Voegele noted the meeting scheduled for 2/27/2020  
26 had been cancelled.  
27  
28 Green Mountain Transit – B. Buermann noted that GMT continues the search for a new General  
29 Manager.  
30  
31 Clean Water Advisory Committee – B. Buermann reported the committee has reviewed the  
32 Clean Water Service Provider RFP which will be discussed later in the meeting.  
33  
34 Northwest Vermont Regional Foundation – No Report.  
35  
36 Office – C. Dimitruk reported on several Municipal Planning Grants staff is working on with our  
37 member communities including a town plan update for Fairfield and village master planning for  
38 North Hero and Sheldon. C. Dimitruk announced that NRPC’s proposal was selected to  
39 complete a road erosion inventory and establish a private road BMP construction mini grant  
40 program in the Lake Carmi watershed. C. Dimitruk also outlined NRPC’s work on the Working  
41 Community Challenge Grant.

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**ACT 76, CLEAN WATER SERVICE PROVIDER**

C. Dimitruk reviewed the Clean Water Service Provider (CWSP) model laid out by Act 76 to prioritize and fund non-regulatory projects. CWSPs would be a new regional organization established in each of the seven Lake Champlain basins to identify, implement and maintain non-regulatory water quality projects. CWSPs will be responsible for staffing, supporting, and developing projects in consultation with a Basin Water Quality Council. The Council would have nine members with the following representation: two municipalities, two regional planning commissions, two local watershed protection organizations, two natural resources conservation districts, and one local or statewide land conservation organization. Projects will be prioritized by CWSPs based on local knowledge and the decisions made by their Councils. CWSP are to be selected by November 2020 and it is anticipated that the project funding will be available by November 2021.

Board members discussed council representation, CCRPC’s proposal to be the provider for the Upper Lake Champlain direct drainage basin and project management costs.

*B. Buermann motioned that NRPC continue to pursue being Clean Water Service Provider for the appropriate basins. C. Steen seconded. The motion carried.*

**HEALTHY ROOTS ADVISORY COMMITTEE, BOARD APPOINTMENT**

*B. Buermann motioned to appoint Brad Docheff as the NRPC board representative to the Healthy Roots Advisory Committee. L. Scangas seconded. The motion carried.*

**FY 20 BUDGET ADJUSTMENT**

*L. Scangas motioned to approve the budget adjustment as presented. A. Voegele seconded. The motion carried.*

**USDA RURAL BUSINESS DEVELOPMENT GRANT (RBDG) RESOLUTION**

NRPC has been working with the Alburgh Family Clubhouse, Town of Alburgh and the Alburgh School District to construct a child care facility. NRPC intends to hire a project management consultant to assist with the management of this complex development project using RBDG funds. In order to apply, the Board must approve the following resolution:

**Whereas**, the Northwest Regional Planning Commission intends to apply for a \$30,000 United States Department of Agriculture (USDA) Rural Business development Grant to provide project management technical assistance to the Alburgh Family Clubhouse and may receive an award of funds.

**Now, therefore, be it resolved:**

- 1. That the Board of Commissioners authorizes the Northwest Regional Planning Commission to apply for and administer the Rural Business Development Grant.

1 2. That the Board of Commissioners authorizes Catherine Dimitruk, Executive Director, to sign  
2 all grant documents related to the Rural Business Development Grant.

3

4 *A. Voegele motioned to approve the resolution. E. Nance seconded. The motion carried.*

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6 **COMMISSIONER ANNOUNCEMENTS**

7 B. Buermann asked which communities in the region give exemptions in local development  
8 regulations for wheel chair ramps. He encouraged municipalities to consider adding this as an  
9 exemption to regulations.

10

11 **ADJOURN**

12 *E. Nance motioned to adjourn. L. Scangas seconded. Motion carried.*

13 *Meeting adjourned at 8:31 PM.*