

1 **BOARD OF COMMISSIONERS MEETING**  
2 **NORTHWEST REGIONAL PLANNING COMMISSION**  
3 ***June 30, 2021 Draft Meeting Minutes***  
4

5 The meeting of the Board of Commissioners was a virtual meeting held on Zoom.  
6

7 **ATTENDANCE:**

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

9 Staff: C. Dimitruk, K. Lavoie, A. Adams  
10

11 Chair K. Waite called the meeting to order at 7:01 PM.  
12

13 **ADJUSTMENTS TO THE AGENDA** – None.  
14

15 **WELCOME, INTRODUCTIONS, OPENING REMARKS**

16 K. Waite introduced NRPC employees Kathy Lavoie & Amy Adams; both spoke briefly regarding  
17 their work. C. Dimitruk announced that the July meeting would be held 7/28/21 at Kill Kare  
18 State Park.  
19

20 **OPPORTUNITY FOR PUBLIC COMMENT** – None.  
21

22 **MINUTES OF THE MAY 2021 MEETING**

23 E. Nance clarified that she had abstained from vote on Page 3; additional corrections included  
24 adding the list of attendees and page 3, line 112-113 be corrected from “new tenants” to  
25 “prospective tenants.”  
26

27 *C. Steen motioned to accept the May 2021 meeting minutes with corrections. R. Noel seconded.*  
28 *The motion carried.*  
29

30 **COMMISSION REPORTS:**

31 Finance/Operations – H. Garrett reported the Finance/Operations Committee met earlier and  
32 the budget is later on the agenda. He noted that the Fiscal Year was ending in good standing.  
33

34 Personnel – C. Dimitruk noted L. Ruple had a conflict; the committee met on 6/17/21, and that  
35 a new Senior Planner was hired. A formal announcement to come next week.  
36

37 Executive Committee – K. Waite noted the committee met on June 15<sup>th</sup> to review budget, FY22  
38 Officers, COVID Re-opening of Office and other topics in preparation for this meeting. No  
39 actions taken.  
40

41 Project Review – B. Irwin and B. Buermann spoke briefly about 30 unit Senior Housing project  
42 by Cathedral Square on Carter Lane in South Hero. Full Board ratification needed. B. Douglas  
43 motioned to accept. H. Demars seconded. Motion carries with 1 abstention, B. Buermann.  
44

45 Transportation Advisory Committee (TAC) – H. Garrett reported that the TAC met on June 10<sup>th</sup>,  
46 and the main agenda item was reviewing 2022 Transportation Planning Initiative work program.  
47 The board will vote on this later in the meeting.

48

49 Energy Committee – No update.

50

51 Brownfields Committee – No update.

52

53 Regional Plan and Policy Committee – L. Douglas made note that there will be a revision to the  
54 Regional Plan; schedule to follow at future time.

55

56 Vermont Economic Progress Council (VEPC) -No update.

57

58 Green Mountain Transit – C. Dimitruk reported the GMT board met in Executive Session to  
59 discuss union negotiations.

60

61 Clean Water Advisory Committee – No updates.

62

63 Healthy Roots Collaborative Advisory Committee – No update.

64

65 Northwest Vermont Regional Foundation – No updates.

66

67 Office – C. Dimitruk discussed re-opening plans and decisions for staff meetings; A. Adams  
68 noted that KPMG would be performing FY21 audit in September.

69

70

#### 71 **ELECTION OF OFFICERS AND REPRESENTATIVES FOR FY 21**

72 Y. Dandurand reported that the nominating committee put forth the following slate of officers:

73 **Chair:** Bill Irwin

74 **Vice-Chair:** Lynn Douglas

75 **Secretary:** Andy Alling

76 **Treasurer:** Harold Garrett

77 **Chair-Personnel:** Lori Ruple

78 **Chair- Project Review:** Bob Buermann

79 **Chair- Regional Plan and Policy Committee:** Elisabeth Nance

80 **At-large member on Executive Committee:** Rowena Brown

81 **Youth Member to the Board of Commissioners:** Franklin County- Eagan Murphy, Grand Isle  
82 County- vacant

83

84 *K. Waite asked if there were any additional nominations from the floor. None were made.*

85 *H. Demars motioned to close nominations and direct the Secretary to cast a single ballot for the*  
86 *slate. R. Noel seconded. The motion carried.*

87

88 Yvon Dandurand reported the following nominations for board representatives:

89 **Vermont Economic Progress Council:** Albin Voegelé

90 **Green Mountain Transit:** Catherine Dimitruk (Franklin County), Bob Buermann (Grand Isle),  
91 Elisabeth Nance (alternate)

92

93 *K. Waite asked for any floor nominations for the Vermont Economic Progress Council and Green  
94 Mountain Transit. None were made. R. Noel motioned to close nominations and direct the  
95 Secretary to cast a single ballot for the slate. H. Demars seconded. The motion carried.*

96

97 *Bill Irwin recognized and thanked Kirk Waite for his hard work and commitment as Chair, and  
98 thanked all committee chairs and members.*

99

#### 100 **FY 21 OVERALL WORK PROGRAM AND BUDGET**

101 C. Dimitruk gave a brief overview of the Work Program and Budget. The budget has a  
102 conservative approach in terms of both revenue and expenses, including long-term reserves  
103 and building repayment plan. New to the budget is funding for Climate & Energy planning,  
104 Noted as well was the potential for \$310K for Working Community Challenge activities through  
105 state funding; WCC Core Team meeting to discuss plan. Also highlighted was the diminished  
106 role of Grants in Aid due to move to VTrans and the subsequent lower funding and diminished  
107 RPC role. Natural Resource revenue is up related to the start-up of the Clean Water Service  
108 Provider. Broadband Grant for CUD ends. Expenses are down for Office Building as major  
109 construction is complete. Supplies line item is up due to Fish & Wildlife grant.

110

111 H. Garrett noted that Finance Committee met, reviewed budget, and recommended approval.

112 K. Waite complimented the team that put work plan and budget together.

113

114 B. Dubie spoke about understanding the budget relative to long-term Cash Reserves. K. Waite  
115 noted that reserves should cover 3 months operations. Discussion continued with questions by  
116 B. Dubie regarding reserve standing, loan terms and balloon payment. C. Dimitruk explained  
117 rates available, balloon requirements, and the assumption of a refinance. S. Hadd, L. Scangas, B.  
118 Buermann and K. Waite contributed to information, including the need to balance reserves with  
119 paying off loans early. C. Dimitruk explained that because most funding is through a  
120 reimbursement process, the Reserve is often used for cash flow, instead of paying the costs  
121 associated with using Line of Credit.

122

123 *L. Scangas moved to approve the FY 22 Workplan and Budget. R. Noel seconded. The motion  
124 carried.*

125

#### 126 **VERMONT TRANSPORTATION PROJECT SELECTION AND PRIORITIZATION PROCESS**

127 H. Garrett reported that the TAC recommended approval of the priorities at their June meeting  
128 and now approval by the full board was needed. He explained that TAC ranks projects 1-6 and  
129 that the Commission reviews ranking and makes changes as needed. B. Buermann noted that  
130 new process allows for comparison across regions. H. Garrett discussed process in detail,  
131 explaining that it was now less subjective. L. Scangas questioned the value of ranking across the

132 state vs. northern region. B. Irwin, B. Buermann and H. Garrett discussed delays due to the  
133 pandemic, and the process of alternating roads & bridges for priorities.

134

135 *B. Buermann moved to approve the transportation priorities. L. Scangas seconded. The motion*  
136 *carried on roll-call with 1 nay. See attached roll call.*

137

#### 138 **FY 21 COMMITTEE ASSIGNMENTS**

139 K. Waite explained there was a description of all the committees in the board packet. If a  
140 member would like to add or change committees, let C. Dimitruk know via email or call. She will  
141 assume a committee member wants to remain on a committee if she does not hear from them.

142 B. Irwin discussed the importance of committee work.

143

#### 144 **COMMISSIONER ANNOUNCEMENTS**

145 Y. Dandurand spoke about the impact on the region created by the continued closing of the  
146 border to Canada. B. Douglass suggested a letter to Delegation. K. Waite and B. Irwin agreed.  
147 Discussion held regarding who should write letter and how to approve. Commissioners agreed  
148 that Executive Committee would meet following week to review letter drafted by C. Dimitruk  
149 with help from Y. Dandurand.

150

151 *C. Steen moved to approve letter and process. N. Speer seconded. The motion carried.*

152

153 N. Speer explained his vote to TAC Project List. Expressed his frustration with the process that  
154 he feels does not meet the region's needs, but rather the state. C. Steen expressed that she felt  
155 state was listening more than they had been. K. Waite thanked them for the discussion.

156

157

#### 158 **ADJOURN**

159 *N. Speer motioned to adjourn. C. Steen seconded. The motion carried.*

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161

162

163

<i>Roll Call</i>		
<i>Frkln Cty Youth</i>	<i>Eagan Murphy</i>	<i>Yes</i>
<i>Gl Cty Youth</i>	<i>vacant</i>	
<i>Alburg Town</i>	<i>Alton Brusio</i>	
<i>Alburg Town</i>	<i>Terry Tatro</i>	<i>Yes</i>
<i>Alburg Village</i>	<i>Terry Tatro</i>	<i>Yes</i>
<i>Alburg Village</i>	<i>Vacant</i>	
<i>Bakersfield</i>	<i>Bill Irwin</i>	<i>Yes</i>
<i>Bakersfield</i>	<i>vacant</i>	
<i>Berkshire</i>	<i>Vincent Hickey</i>	<i>Yes</i>
<i>Berkshire</i>	<i>Claude Charron</i>	
<i>Enosburg Falls</i>	<i>Leonard Charron</i>	
<i>Enosburg Falls</i>	<i>Sean Kio</i>	<i>Yes</i>
<i>Enosburgh Town</i>	<i>Sean Kio</i>	<i>Yes</i>
<i>Enosburgh Town</i>	<i>vacant</i>	
<i>Fairfax</i>	<i>Colleen Steen</i>	<i>Yes</i>
<i>Fairfax</i>	<i>Brad Docheff</i>	
<i>Fairfield</i>	<i>Alisha Larocque</i>	
<i>Fairfield</i>	<i>Brian Dubie</i>	<i>Yes</i>
<i>Fletcher</i>	<i>Lynn Douglas</i>	<i>Yes</i>
<i>Fletcher</i>	<i>Lori Ruple</i>	
<i>Franklin</i>	<i>Yvon Dandurand</i>	<i>Yes</i>
<i>Franklin</i>	<i>Wesley Kempton</i>	<i>Yes</i>
<i>Georgia</i>	<i>Scott St. Onge</i>	
<i>Georgia</i>	<i>Kirk Waite</i>	<i>Yes</i>
<i>Grand Isle</i>	<i>Barclay Morris</i>	
<i>Grand Isle</i>	<i>Howard Demars</i>	<i>Yes</i>
<i>Highgate</i>	<i>Vacant</i>	
<i>Highgate</i>	<i>Richard Noel</i>	<i>Yes</i>
<i>Isle La Motte</i>	<i>Sylvia Jensen</i>	<i>Yes</i>
<i>Isle La Motte</i>	<i>Vacant</i>	
<i>Montgomery</i>	<i>Charlie Hancock</i>	
<i>Montgomery</i>	<i>Vacant</i>	
<i>North Hero</i>	<i>Andy Alling</i>	<i>Yes</i>

<i>North Hero</i>	<i>Vacant</i>	
<i>Richford</i>	<i>Rowena Brown</i>	<i>Yes</i>
<i>Richford</i>	<i>Vacant</i>	
<i>Sheldon</i>	<i>Vacant</i>	
<i>Sheldon</i>	<i>Jeff Kane</i>	
<i>South Hero</i>	<i>Joe Farnham/Peter Zamore</i>	<i>Yes</i>
<i>South Hero</i>	<i>Bob Buermann</i>	<i>Yes</i>
<i>St. Albans City</i>	<i>Marty Manahan</i>	
<i>St. Albans City</i>	<i>Lazarus Scangas</i>	<i>Yes</i>
<i>St. Albans Town</i>	<i>Sara Hadd</i>	<i>Yes</i>
<i>St. Albans Town</i>	<i>Albin Voegele</i>	
<i>Swanton Town</i>	<i>Harold Garrett</i>	<i>Yes</i>
<i>Swanton Town</i>	<i>Ross Lavoie</i>	
<i>Swanton Village</i>	<i>Elisabeth Nance</i>	<i>Yes</i>
<i>Swanton Village</i>	<i>Neal Speer</i>	<i>No</i>