



BOARD OF COMMISSIONERS
December 15, 2021

7:00 Meeting

Virtual Meeting
Details Below

Physical location: 75 Fairfield Street, St. Albans

Meeting Agenda:

- 1. Adjustments to the Agenda**
- 2. Welcome, introductions, opening remarks –William Irwin, *Chair***
- 3. Opportunity for Public Comment**
- 4. Minutes of the October 2021 Meeting (enclosed)**
- 5. Presentation: Xusana Davis, Vermont Executive Director of Racial Equity**
- 6. Next Steps for 2022, with professional assistance from [Abundant Sun](#)**
- 7. Year in Review and Recognition of Staff and Commissioners**
- 8. Commissioners Announcements**
- 9. 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

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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BOARD OF COMMISSIONERS MEETING
NORTHWEST REGIONAL PLANNING COMMISSION
October 27, 2021 Draft Meeting Minutes

The meeting of the Board of Commissioners was held using the Zoom platform, and public access was provided at the Regional Planning Commission offices at 75 Fairfield Street, St. Albans.

Attendance

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

Staff: C. Dimitruk, D. Pierce, B. Remmers

Guest: None

Chair B. Irwin began the meeting at 7:00 PM.

Adjustments to the Agenda- The presentation by Xusana Davis, the Vermont Executive Director of Racial Equity, has been rescheduled to the December 15th meeting.

Welcome, Introductions, Opening Remarks- Chair B. Irwin welcomed everyone and introductions were made.

Opportunity for Public Comment- None.

Minutes of the July 2021 Meeting

Y. Dandurand moved to accept the September 2021 meeting minutes. B. Buermann seconded. Motion carried.

Commission Reports:

Finance/Operations - H. Garrett noted that the profit and loss statement was included in the meeting packet and asked for questions from the board.

Personnel - L. Ruple reported that the committee will meet in early November to interview climate/energy planner candidates.

Executive Committee - B. Irwin reported that the committee held a special meeting to consider and approve a Memorandum of Understanding with the Northwest Vermont Communications Union District to host the Executive Director as a temporary employee for the next 3-6 months.

Project Review - B. Buermann reported that the Committee met in October and the business report included in the meeting packet. He noted that the committee determined the Bell Atlantic Mobile Systems off of Fletcher Road in Fairfax did not have a substantial regional impact and did conform with the regional plan.

Transportation Advisory Committee - H. Garrett noted there was no TAC meeting in October.

Energy Committee - B. Buermann reported that the committee did not meet, but will plan to begin meeting again when staff is hired.

48 Brownfields Committee –L. Scangas noted that the committee is hopeful NRPC’s EPA Brownfield’s
49 assessment grant will be successful. The application is due December 1st and awards are made in spring
50 2022.

51
52 Regional Plan Committee – E. Nance reported that committee met in October and reviewed the two
53 basin plans and a discussed the timeframe for updating the regional plan.

54
55 Municipal Plan Review Committee – Rowena Brown noted the committee met and reviewed the
56 Fletcher plan.

57
58 VT Economic Progress Council – A. Voegele reported that no projects from the region were discussed by
59 the VEPC in October.

60
61 GMT – B. Buermann reported that the GMT board adopted an urban driver contract and heard an
62 update on other union contract negotiations, and discussed the challenges and benefits of fare free
63 rides.

64
65 CWAC – The committee did not meet.

66
67 **Staff Reports**

68 C. Dimitruk updated the board on her work serving as the rural community representative on the
69 Vermont Climate Council. She also is the co-chair for the Rural Resilience and Adaptation
70 Subcommittee. B. Remmers noted that staff is assisting our member communities with Better Roads
71 grant applications and wrapping Municipal Roads Grants-in-Aid construction projects. Staff is also
72 working with the towns of Alburgh and Grand Isle to update their traffic/speed limit ordinances.

73
74 **Missisquoi and Lamoille Basin Plan: Regional Plan Conformance**

75 D. Pierce noted that NRPC has the opportunity to provide recommendations to the Agency of Natural
76 Resources regarding tactical basin plans. D. Pierce has completed a thorough review of both the
77 Missisquoi and Lamoille plans and a summary of comments was included in the meeting packet. The
78 conclusion of the staff review was that both basin plans conform with the regional plan, provided there
79 is language added on equity considerations in basin planning.

80
81 D. Pierce highlighted the maps and the restoration priorities included in both plans. R. Noel noted that
82 for the Missisquoi plan, the maps should show the rivers and streams in Canada because water does not
83 stop at the border. H. Demars asked about prioritization of restoration tasks and D. Pierce noted that
84 some level of prioritization was reflected in the implementation tables.

85
86 *L. Scangas moved that the Missisquoi Tactical Basin Plan and the Lamoille Tactical Basin Plan do conform*
87 *with the regional plan provided language be incorporated to address equity, diversity and inclusion. R.*
88 *Noel seconded. Motion carried.*

89
90 **Municipal Assessment Rate FY23**

91
92 The Finance Committee’s recommendation was to increase the overall funds raised through municipal
93 assessments 3% from \$62,377 to \$64,108. C. Dimitruk noted that this will be the first time the
94 assessment is based on the 2020 Census population numbers. While the overall assessments would
95 increase, the per capita rate would drop from 1.14 per capita to 1.12 because the region’s population

96 increased. Some municipalities will see a reduction in their overall assessment while other towns will
97 see an increase.

98
99 A. Voegele noted that because inflation is at 5%, he was concerned at having the assessment increase at
100 3%. B. Irwin asked if there has been discussion about tying the increase to the consumer price index. C.
101 Dimitruk noted the NRPC's assessment rate policy caps the increase at 3%.

102
103 *K. Waite moved to accept the Finance Committee's FY23 assessment rate recommendation. A. Alling*
104 *seconded. Motion carried.*

105
106 **Fletcher Town Plan Approval**
107
108 E. Nance reviewed the findings of Plan Review Committee for Town of Fletcher's request for regional
109 approval of the Fletcher Municipal Plan, confirmation of Fletcher's planning process and that the plan
110 receives determination of energy planning compliance with the enhanced energy planning standards. E.
111 Nance noted that the Plan Review Committee recommended approved these requests.

112
113 *A. Voegele motioned to regionally approve the Fletcher Municipal Plan. K. Waite seconded. Motion*
114 *carried.*

115 *A. Voegele motioned to confirm Fletcher's planning process. R. Noel seconded. Motion carried.*

116 *H. Garrett motioned to find the Fletcher Municipal Enhanced Energy Plan meets the standard for an*
117 *affirmative determination of energy compliance and is in conformance with the Northwest Regional*
118 *Plan. H. Demars seconded. Motion carried.*

119
120 **Commissioner Announcements**
121 None

122
123 **Adjournment**
124 *A. Voegele moved that the meeting adjourn. E. Nance seconded.*

125
126 Meeting adjourned at 8:13 PM.

Board of Commissioners
FY 22

Attendance

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

OF MUNICIPALITIES
QUORUM = 12

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

	Jul - Nov 21	Budget	\$ Over Budget	% of Budget
Income				
4016 · EDA	76,910.69	535,000.00	-458,089.31	14.38%
4026 · Grants in Aid Pilot Program	600,687.88	3,841,947.00	-3,241,259.12	15.64%
4027 · Healthy Roots	57,103.98	82,714.00	-25,610.02	69.04%
4028 · United Way	17,177.19	20,000.00	-2,822.81	85.89%
4030 · ACCD	170,461.21	323,908.00	-153,446.79	52.63%
4035 · VAOT	64,004.04	258,200.00	-194,195.96	24.79%
4045 · Public Safety	15,153.93	71,500.00	-56,346.07	21.19%
4047 · Municipal Assessments	62,377.00	62,377.00	0.00	100.0%
4050 · Municipal Contracts	13,604.86	108,300.00	-94,695.14	12.56%
4054 · Other State Grants	0.00	20,000.00	-20,000.00	0.0%
4055 · Other Federal Grants	132,997.27	338,000.00	-205,002.73	39.35%
4056 · VANR	24,850.76	192,636.00	-167,785.24	12.9%
4059 · RSEP-St. Albans Town & City	1,311.86	6,000.00	-4,688.14	21.86%
4075 · VOREC	44,215.88	0.00	44,215.88	100.0%
4080 · Misc. Income	16,923.30	163,000.00	-146,076.70	10.38%
4082 · NWCUD-Admin Agreement	9,287.94	8,000.00	1,287.94	116.1%
Total Income	1,307,067.79	6,031,582.00	-4,724,514.21	21.67%
Expense				
5010 · Salaries & Wages	375,771.82	929,977.00	-554,205.18	40.41%
5015 · Employer Social Security	22,805.63	56,418.57	-33,612.94	40.42%
5016 · Employer Medicare	5,333.59	13,194.67	-7,861.08	40.42%
5020 · Fringe Benefits	85,873.73	213,272.00	-127,398.27	40.27%
5030 · Travel	2,782.24	12,400.00	-9,617.76	22.44%
5040 · Advertising	125.60	6,200.00	-6,074.40	2.03%
5055 · Insurance-Liability	5,543.49	8,500.00	-2,956.51	65.22%
5060 · Library	202.00	8,500.00	-8,298.00	2.38%
5080 · Meetings	4,698.52	8,000.00	-3,301.48	58.73%
5085 · Membership Dues	8,720.00	14,000.00	-5,280.00	62.29%
5090 · Technology and GIS	206.79	6,400.00	-6,193.21	3.23%
5093 · Equipment	3,336.66	10,000.00	-6,663.34	33.37%
5095 · Software	2,749.23	16,800.00	-14,050.77	16.36%
5100 · Supplies & Furniture	14,591.59	90,000.00	-75,408.41	16.21%
5660 · Postage	250.00	2,500.00	-2,250.00	10.0%
5680 · Printing & Copies	1,679.55	5,000.00	-3,320.45	33.59%
5700 · Telephone	3,331.96	10,000.00	-6,668.04	33.32%
6300 · Professional Services	837,877.52	4,513,147.00	-3,675,269.48	18.57%
6400 · Building/Utilities	42,042.36	50,508.00	-8,465.64	83.24%
6560 · Payroll Expenses	770.75		770.75	100.0%
Total Expense	1,418,693.03	5,974,817.24	-4,556,124.21	23.75%

111,625.24

Open Invoices as of November 30, 2021 \$183,410.43 Original Mortgage

Franklin County Industrial Dev Corp - outstanding mortgage	\$90,366.67	\$130,000
NEFCU - outstanding mortgage	\$64,942.61	\$92,433.39

Northwest Regional Planning Commission

Balance Sheet

As of November 30, 2021

	<u>Nov 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · People's Checking Account	369,500.59
1020 · People's Money Market Account	11,042.51
1035 · New England Federal Cr~1Year CD	44,679.91
1036 · New England Fed Cr-CD 5 Year	64,166.20
1040 · Union Bank	73,221.83
1080 · Petty Cash	9.05
1085 · Northwest VT Reg Foundation	5,000.00
Total Checking/Savings	<u>567,620.09</u>
Accounts Receivable	
1200 · Accounts Receivable	183,410.43
Total Accounts Receivable	<u>183,410.43</u>
Other Current Assets	
1400 · Prepaid Software	5,679.20
1499 · Undeposited Funds	33,572.72
Total Other Current Assets	<u>39,251.92</u>
Total Current Assets	<u>790,282.44</u>
TOTAL ASSETS	<u>790,282.44</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	319,453.89
Total Accounts Payable	<u>319,453.89</u>
Other Current Liabilities	
Payroll Liabilities	
2100 · Employee Health Ins. Payable	-123.62
2106 · Dental Insurance Payable	-1,336.44
2110 · Health Equity	-242.84
2111 · Health Equity	4,183.38
2111 · Direct Deposit Liabilities	0.05
2120 · Accrued Payroll	9,011.13
2130 · Accrued Vacation	48,509.64
2200 · Federal Withholding Tax Payable	1,684.00
2210 · Social Security Tax Payable	2,116.18
2212 · Medicare Tax Payable	495.00
2213 · VT Tax Withholding Payable	2,285.96
2215 · Retirement Payable	6,295.08
Total Other Current Liabilities	<u>72,877.52</u>
Total Current Liabilities	<u>392,331.41</u>
Total Liabilities	392,331.41
Equity	
3000 · Opening Bal Equity	275,000.00
3900 · Fund Balance	234,576.27
Net Income	-111,625.24
Total Equity	<u>397,951.03</u>
TOTAL LIABILITIES & EQUITY	<u>790,282.44</u>