



BOARD OF COMMISSIONERS

June 28, 2023
7:00 Meeting

Virtual: See below for Zoom link

1. **Adjustments to the Agenda**
2. **Welcome, introductions, opening remarks** –William Irwin, *Chair*
3. **Opportunity for Public Comment**
4. **Minutes of the May 2023 Meeting** (enclosed)
5. **Commission Reports:** written reports enclosed
 - Finance/Operations**– *Kirk Waite*
 - Personnel** – *Lori Ruple*
 - Executive Committee** – *William Irwin*
 - Project Review** – *Bob Buermann*
 - Transportation Advisory Committee (TAC)** – *Harold Garrett*
 - Energy and Climate Committee**- *Staff*
 - Brownfields Committee** – *Vacant*
 - Regional Plan and Policy Committee**- *Peter Zamore*
 - Vermont Economic Progress Council (VEPC)** – *Vacant*
 - Green Mountain Transit**- *Bob Buermann/Catherine Dimitruk*
 - Healthy Roots Advisory Committee**- *Lynn Douglas*
 - Northwest Vermont Regional Foundation**- *Kirk Waite*
 - Office**-*Staff*

6. **Election of Officers and Representatives for FY 24-** *action item*
Nominating Committee report enclosed
7. **FY 24 Overall Work Program and Budget-** *action item*
Draft enclosed, including long term reserve plan
8. **FY 24 Committee Assignments-** *discussion item*
Committee descriptions enclosed
9. **Commissioner Announcements**

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

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 *NRPC will ensure public meeting sites are accessible to all people or provide an opportunity to request accommodations. Requests for free interpretive or translation services, assistive devices, or other requested accommodations, should be made to Amy Adams, NRPC Title VI Coordinator, at 802-524-5958 or aadams@nrpcvt.com. NRPC will accommodate requests made no later than 3 business days prior to the meeting for which services are requested, and will strive to accommodate all other requests. This support is provided in accordance with provisions of the Americans with Disabilities Act (ADA) of 1990.*

1 **NRPC Board of Commissioners Meeting**
2 **May 31, 2023**
3 **Hybrid Meeting - St. Albans City Hall**

4 **Attendance**

5 Commissioners: See attached. A quorum was present to conduct business.
6 Staff: Barry Lampke, Catherine Dimitruk, Dean Pierce
7 Chair Bill Irwin welcomed attendees and called the meeting to order at 7:03 PM.

8
9 **Adjustments to the Agenda**

10 None

11
12 **Welcome, introductions, opening remarks**

13 Participants briefly introduced themselves.

14
15 **Public Hearing: Draft Northwest Regional Plan**

16 **Review of comments received to date**

17 Catherine Dimitruk thanked people who provided comments. A draft was sent to
18 communities and stakeholders. One person attended public hearings. We received
19 many email and portal comments. Comments suggest clarifications only. No comments
20 suggested major changes. The committee will meet one more time in the middle of
21 June. Members will receive a final copy incorporating comments. There is one more
22 public hearing, and the Board will be able to adopt the plan in July provided no further
23 changes are made.

24
25 **Members of the public and Commissioners share comments on the draft plan**

26 No members provided comment at this meeting. Bill Irwin and other members thanked
27 the committee and staff for their hard work. Catherine Dimitruk reminded members of
28 the public engagement efforts earlier in the process. NRPC will be preparing a more
29 robust implementation plan once the plan is adopted. The meeting remained open for
30 public comments on the plan.

31
32 **Opportunity for Public Comment on the remaining agenda**

33 None

34
35 **Minutes of the April 2023 Meeting**

36 *Howard Demars moved to approve the April minutes as written and Marietta Scholten*
37 *seconded. Bill Irwin noted a typo on line 112 of p. 3. Motion carried. Kirk Waite and Sarah Hadd*
38 *abstained.*

39
40 **Commission Reports:**

41 **Finance/Operations**

42 Kirk Waite reported the committee met on 5/22 and discussed two items: building mortgage
43 (action item for tonight) and review of the draft FY24 budget.

44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87

Personnel

Lori Ruple shared the committee will meet 6/13 for annual staff reviews.

Executive Committee

Bill Irwin reported the committee met on the draft Code of Conduct, included on this agenda and in the packet.

Project Review

Catherine Dimitruk shared there is a project review business report. Bill Irwin reported that the St. Pierre farm had a methane processor previously and now plans to connect to the VGS system. The Board is asked to vote to concur with the project review committee’s decision that it is in conformance with the regional plan.

Kirk Waite made a motion to concur with the committee’s recommendation. Howard Demars seconded.

Discussion: Howard Demars commented that planning stages show how meticulous this process will be and he was impressed with their presentation. Barclay Morris asked why the farm is transitioning to connect with the VGS system. Kirk Waite indicated the reason was the volume of the gas produced and the economics. *Motion carried.*

Transportation

Harold Garrett indicated the TAC met in May and discussed EV information structures and their locations.

Energy and Climate

Peter Zamore indicated members at the recent meeting the committee wanted to see additional data and grounding of the plan. Marlena Valenta will provide the committee with this and more context for a future committee discussion.

Brownfields

Catherine Dimitruk reported that on 5/25 the commission received a new grant and replenishment of revolving loan and grant fund. She thanked Greta Brunswick for this work. Bill Irwin noted there is a vacancy on the committee for a commission member.

Regional Plan and Policy Committee

Peter Zamore noted that the committee will meet in June.

Municipal Plan Review

Committee did not meet.

Vermont Economic Progress Council (VEPC) – C. Dimitruk reported that there were no projects in the region.

88 **Green Mountain Transit-** Catherine Dimitruk clarified the January reinstatement of fares will only
89 take place in urban areas (there are none in our region).

90

91 **Staff Reports**

92 Barry Lampke reported that the Housing For All Core Team is still seeking interviewees for
93 Voices From Home, a video series about how people in the region have navigated the housing
94 crisis. Contact him at blampke@nrpcvt.com if you know someone who may be willing to be
95 interviewed. A stipend is available for participants; Dean Pierce indicated the Basin Water
96 Quality Councils supported by NRPC had recently announced their second “Call for
97 Applications” and are continuing to make progress in their work. Catherine Dimitruk shared
98 that legislation passed provides additional funding for RPCs and she will share more once the
99 governor signs it. She will also share legislative summaries of relevant bills. The legislature also
100 created two RPC summer study committees: one is look at future land use plan, the other is
101 about municipal delegation for Act 250. Chip Sawyer asked if NRPC would inform towns about
102 July 1st about zoning for places with water and sewer. Howard Demars noted challenges fire
103 districts are facing with funding eligibility restrictions. Catherine indicated there may be an
104 upcoming funding opportunity and requested Howard contact her.

105

106 **Code of Conduct**

107 *Barclay Morris made a motion to approve the Code of Conduct; Peter Zamore seconded.*
108 Discussion: Barclay Morris appreciated the clarification that the Code applies when members
109 are acting in an official capacity. *Motion carried.*

110

111 **Mortgage Payoff**

112 Kirk Waite shared the commission currently has two mortgages, and that staff has
113 recommended paying them off rather than refinancing; The Finance Committee agreed and
114 proposes using \$20,000 from building reserve fund and remainder from FY25 Budget. Barclay
115 Morris noted the remaining building reserve funds are needed for foundation and handicapped
116 ramp. Harold Garrett shared a concern about using building reserve funds given the condition of
117 the building. Kirk Waite noted there can always be building improvements, and that the
118 remaining funds can be supplemented if needed. Catherine Dimitruk noted we have a \$50,000
119 target for this fund so it would not be a great challenge to bring it back up to this amount.
120 Harold Garrett noted the condition of the driveway is not adequate for wheelchairs and
121 walkers. Linda McCall asked what the savings will be to pay it off. Catherine Dimitruk
122 responded that we will save a considerable amount in interest. Sarah Hadd noted current
123 interest rates make refinancing expensive. Kirk Waite suggested the commission create a long-
124 term capital plan rather than having monthly discussions about capital expenses. Catherine
125 Dimitruk suggested staff work with members to create a plan. Barclay Morris noted roof, siding
126 and windows were a big past focus. Chip Sawyer asked about space needs and the value of the
127 building for housing. Catherine Dimitruk indicated staff will explore this more.
128 *Sarah Hadd made a motion to approve the Finance Committee’s recommendation to pay off the*
129 *mortgages. Barclay Morris seconded. Ayes: Bill Irwin, Linda McCall, Sarah Hadd, Doug Grant,*
130 *Brian Dubie, Lori Ruple, Kirk Waite, Barclay Morris, Mary-Catherine Graziano, Andy Alling,*

131 *Howard Demars, Peter Zamore, Chip Sawyer, Marietta Scholten, Megan Sherlund, Nicole*
132 *Draper, Reg Belliveau. Nays: Harold Garrett. Motion carried.*

133

134 **Public Hearing: Draft Northwest Regional Plan**

135 *Sarah Hadd made a motion to close public hearing for comments; Kirk Waite seconded. Motion*
136 *carried.*

137

138 **Commission Announcements**

139 *Sarah Hadd invited members to Fairfax's June 19th Juneteenth Celebration from 3:00 – 8:00P.*

140

141 *Howard Demars made a motion to adjourn the meeting. Andy Alling seconded. Motion carried,*
142 *the meeting adjourned at 8:20pm.*

143

FY23 NPRC Board of Commissioners- Meeting Attendance

Municipality	Board Member	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
		7/27/22	No Meeting	9/28/22	10/26/22	11/30/22	No Meeting	1/25/23		3/29/23	4/26/23	5/31/23	
Frkln Cty Youth	Ryan Thatcher	X			X	X		E	E	E	E	E	
GI Cty Youth	Vacant												
Alburg Town	Donna Bohanon										X		
Alburg Town	Donna Boumil										X		
Alburg Village	Terry Tatro												
Alburg Village													
Bakersfield	Bill Irwin	X			X	X		X	X	X	x	x	
Bakersfield	Linda McCall	E			X	E		E	X	X	x	X	
Berkshire	Vincent Hickey								X				
Berkshire	Claude Charron												
Enosburg Falls	Leonard Charron												
Enosburg Falls	Vacant												
Enosburgh Town	Jesse Woods							E				E	
Enosburgh Town	Jessica Eagle							E				E	
Fairfax	Colleen Steen-through 8/1/22, Amber Sotter-start 10/17/22	X			X	X			X	X	E	x	
Fairfax	Sarah Hadd	X			X	X		X	X	X	E	x	
Fairfield	Doug Grant	X			X	X		X	X		x	x	
Fairfield	Brian Dubie				X	X		X	X	X	x	x	
Fletcher	Lynn Douglas	X			X	X		X	X	X	x	E	
Fletcher	Lori Ruple	X			X	X		E	X	X	x	X	
Franklin	Yvon Dandurand	X			X	X		X	X	X	x	E	
Franklin	Wesley Kempton												
Georgia	Scott St. Onge												
Georgia	Kirk Waite	X				X		E	X	X	E	x	
Grand Isle	Barclay Morris	X				X		X		X	x	x	
Grand Isle	Howard Demars				X			X	X	X	x	x	
Highgate	Jack Pelkey (6/1)												
Highgate	Vacant (Richard Noel through 10/22)	X											
Isle La Motte	Sylvia Jensen	X							X	X		x	
Isle La Motte	Mary-Catherine Graziano					X			X		x	x	
Montgomery	Charlie Hancock												
Montgomery	Vacant												
North Hero	Andy Alling	X			X	X		X	X	X	x	x	
North Hero	Vacant												
Richford	Vacant (Rowena)	X				X		X	X				
Richford	Vacant												
Sheldon	Vacant												
Sheldon	Jeff Kane												
South Hero	Peter Zamore	X				X		X	X	X	x	x	
South Hero	Bob Buermann	X			X	X		X	X	X	E	x	
St. Albans City	David Glidden	x						X	X				
St. Albans City	Matt Freedom through 8/1/22, Chip Sawyer - start 1/1/23	X						X	X	X		x	
St. Albans Town	Marietta Scholten				X	X		X	X	X	x	x	
St. Albans Town	Megan Sherlund					X		X	X	X	x	x	
Swanton Town	Harold Garrett			E	X			X	X	X			
Swanton Town	Nicole Draper									X	x	x	
Swanton Village	Elisabeth Nance thru 2/23, Reg Beliveau	X			X	X		X	X	X	x	x	
Swanton Village	Neal Speer					X					x		
# MUNICIPALITIES		14			11	14		13		14	13	14	

QUORUM = 12

E= Excused

Committee and Staff Reports- June 2023

Committee Reports:

Finance/Operations – *Kirk Waite*. The committee did not meet.

Personnel Committee- *Lori Ruple*. The committee will meet June 13th for annual reviews.

Executive Committee- *William Irwin*. The Committee met and reviewed the annual staff reviews and began the NRPC logo discussion.

Project Review – *Bob Buermann*. The committee met and the business report is enclosed.

Transportation Advisory Committee (TAC) – *Harold Garrett*. The committee met June 8th and annual elections were held. Harold Garrett was reelected as Chair, and Peter Magnant was reelected as Vice Chair.

Energy and Climate Committee- *Bob Buermann*. The committee met and reviewed parts of the energy plan.

Brownfields Committee – *Staff*. The Committee did not meet this month and will be meeting next on June 5th.

Regional Plan Committee- *Peter Zamore*. The committee met June 12th and approved the final draft plan.

Municipal Plan Review Committee – The committee did not meet.

Vermont Economic Progress Council (VEPC) – *Vacant*.

GMT- *Bob Buermann/Catherine Dimitruk*. The GMT Board met and discussed: 12-month fuel contract, line of credit, FY24 meeting schedule, adjustments to maintenance wages and adjustments to Urban Operator wages.

Staff Reports:

Transportation

- NRPC staff hosted a District 8 Garage update meeting with VTrans staff to review the plans for the new facility, located off of VT 207 near the intersection with Bushey Road.
- Staff attended the 4th Annual VTrans Elderly & Disabled Summit.
- Staff attended a site visit along with members of the town of Franklin at VT 120/VT 236/Middle Road as part of the intersection evaluation funded through NRPC transportation work program.
- Staff welcomed and spent time training NRPC's summer data collection intern, Wendy Ainsworth. Wendy will begin setting up traffic counters next week.
- Staff and summer intern installed the first tube traffic counters in areas across St. Albans town and Georgia. The counts in St. Albans town will support a larger effort of evaluating needs on some new town roads. Approximately 7 more traffic counts are scheduled for the coming weeks.
- Staff met with Taylor Sisson, Project Manager, Traffic Design Unit, and Dave Allerton, St. Albans Town Public Works Director, to discuss opportunities for road diet/bike lane installation in conjunction with traffic signal updates on Rt. 7 near the intersections of Franklin Park West and Highgate Commons Shopping Center in St. Albans Town.

Emergency Management

- Continued to support the Northwest Vermont Medical Reserve Corps including shelter management training and team capacity building.

- Continued updating local Emergency Management Plans for municipalities including hosting weekly “virtual office hours” for EMDs/EMCs for direct assistance in the update process.

GIS

- Updating municipal Road Atlas and the Community Maps (E-911).
- Updating maps for the Regional Plan from comments.

Municipal Planning

- Provided Highgate and Sheldon with on-going zoning administrator services.
- Working with the Town of South Hero to complete a Municipal Planning Grant funded update to its Town Plan. The Selectboard is holding a hearing on the plan on June 26th.
- Completing bylaw audits and updates aimed at reducing regulatory barriers to housing choice and affordability, funded by a bylaw modernization grant from ACCD to St. Albans Town. Staff is working on developing zoning recommendations based on zoning audits completed earlier this year.
- Supported the Town of South Hero’s new wastewater planning committee with preparations for a preliminary engineering investigation, including a plan for completing test pits on potential properties and an application for the Northern Border Regional Commission Catalyst Program.
- Assisted the Town of South Hero with its VCDP Planning Grant to plan for renovations of the South Hero Meeting House. The Town received an amendment to the grant to fund final design, allowing the Town to leverage implementation funding.
- Completed review of municipal flood hazard bylaws for conformance with FEMA standards, which is a requirement for continued participation in the National Flood Insurance Program when new NFIP maps become effective. Draft Special Flood Hazard Area maps for the region are anticipated to be released in the Spring of 2023.
- Completed the Highgate Town Plan update and assisting the Town with the adoption process.
- Assisting the Town of Enosburgh with a municipal planning grant to combine the zoning bylaws with Enosburg Falls Village.
- Assisted the Town of Montgomery with their Town Plan update including coordinating a June 20th community outreach event.
- Assisting the Town of Grand Isle with an update to their Town Plan, funded by a municipal planning grant.
- Met with the Town of Alburgh Planning Commission to kick off their Town Plan update.

Climate & Energy

- Continued planning how the Energy Efficiency and Conservation Block Grant Program funding will be utilized.
- Continued assisting in the creation of Saint Albans region Civilian Conservation Corps. This new organization will be funded by a thrift store and will use revenue to fund climate, conservation, and poverty fighting projects.
- Continued updating the regional energy plan including developing comprehensive schedule and reviewing newly available Act 174 data.
- Worked with [Walk/Bike Saint Albans](#) to encourage a two-lane bike/ped path on Federal Street as well as other walk/bike friendly infrastructure.
- Continued the roll out of [Municipal Energy Resilience Program \(MERP\)](#) including coordination with other RPC’s, developing engagement documents, presented to selectboards of high energy burden towns, and supported municipalities with application process.

Water Quality

- Continued as the regional Clean Water Service Provider (CWSP). Most recent activities include:
 - Answering questions from potential applicants regarding second “Call for Applications” for projects that improve water quality in the Missisquoi and Lamoille Basins;

- Issuing Subgrant Task Awards to Prequalified Partner with funded projects in the Missisquoi and Lamoille Basins.
- Participating in monthly “CWSP check-ins” and other meetings organized by DEC.
- Reviewing and commenting upon draft documents relating to records management.
- Receiving training in use of DEC’s new Functioning Floodplain Initiative tool.
- Oversaw work of contractor hired to carry out Lake Carmi private roads project on Patton Shore Road in Franklin and initiated final reporting for entire multiyear grant.
- Continued planning for summer storytelling event.
- Participated in Stormwater Stakeholders group coordinated by Lake Champlain Basin Program.

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

- Supported projects in Enosburgh, Bakersfield, St. Albans City, LVRT, as well as efforts in homelessness & housing, and workforce & business support. 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.
- NRPC submitted the EDA grant application for planning funds for FY 2024.

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

- Purchased a refrigerated trailer with EDA Disaster Relief funding to support the Health Roots Collaborative (HRC) Gleaning program. The refrigerated trailer will be used at the farms where we glean and allow us to appropriately cool and store gleaned produce to ensure the highest quality produce possible throughout distribution to food sites. This refrigerated trailer will also serve as an alternative storage space as we finish construction on the storage space Sheldon.
- Continuing to work with five farms to update websites, develop cost of production, develop sales and marketing materials and write grant applications.
- Started purchasing local produce to stock mini-fridges weekly with fresh, local produce at eight NOTCH locations in order to reach individuals and families that are accessing healthcare services at these community health center sites. There is no screening or requirements to access this produce.
- Began organizing Open Farm Week event in partnership with the NOTCH and Dubs Farm.

Housing For All - Working Communities Challenge

- On Sunday, July 16th, 10:00A - 12:00 Noon in Taylor Park, Housing For All is collaborating with five area churches to host a Housing Justice Joint Worship. All are welcome!
- At its May meeting, the Core Team discussed moving forward on key strategies for advancing our work: setting a regional housing goal, creating an inventory of promising properties, and facilitating matchmaking opportunities between communities, developers, and lenders.
- The Housing For All Core Team is still seeking interviewees for Voices From Home, a video series about how people in the region have navigated the housing crisis. Contact Barry Lampke (blampke@nrpcvt.com) if you know someone who may be willing to be interviewed. A stipend is available for participants.
- Project Manager, Barry Lampke, met with the other WCC Vermont initiative directors to discuss strategies for sustaining our work beyond the current three-year period.

Building

The New England Federal Credit Union mortgage was paid in full. Repair work to the building foundation has started.

Reminder: NRPC has a YouTube channel for Board meetings, trainings and select committee meetings.

<https://www.youtube.com/channel/UC1JLkE8lwP-Vjd-5RYRaQjQ>

Northwest Regional Planning Commission

Balance Sheet

As of May 31, 2023

	<u>May 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · People's Checking Account	430,168.05
1020 · People's Money Market Account	11,050.78
1035 · New England Federal Cr~1Year CD	45,062.25
1036 · New England Fed Cr-CD 5 Year	65,085.17
1040 · Union Bank	136,780.97
1080 · Petty Cash	9.05
Total Checking/Savings	<u>688,156.27</u>
Accounts Receivable	
1200 · Accounts Receivable	-73,295.23
Total Accounts Receivable	<u>-73,295.23</u>
Other Current Assets	
1400 · Prepaid Software	12,932.13
1499 · Undeposited Funds	28,580.14
Total Other Current Assets	<u>41,512.27</u>
Total Current Assets	<u>656,373.31</u>
TOTAL ASSETS	<u>656,373.31</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	70,854.56
Total Accounts Payable	<u>70,854.56</u>
Other Current Liabilities	
Payroll Liabilities	144.18
2100 · Employee Health Ins. Payable	-1,718.12
2106 · Dental Insurance Payable	-242.84
2110 · Health Equity	2,943.26
2120 · Accrued Payroll	35,879.33
2130 · Accrued Vacation	56,844.87
2213 · VT Tax Withholding Payable	2,286.60
2215 · Retirement Payable	7,052.69
Total Other Current Liabilities	<u>103,189.97</u>
Total Current Liabilities	<u>174,044.53</u>
Total Liabilities	174,044.53
Equity	
3000 · Opening Bal Equity	270,000.00
3900 · Fund Balance	400,442.91
Net Income	-188,114.13
Total Equity	<u>482,328.78</u>
TOTAL LIABILITIES & EQUITY	<u>656,373.31</u>

Northwest Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2022 through May 2023

	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4016 · EDA	94,515.37	375,000.00	-280,484.63	25.2%
4026 · Grants in Aid Pilot Program	158,254.73	89,717.00	68,537.73	176.39%
4027 · Healthy Roots	148,228.18	191,745.00	-43,516.82	77.31%
4030 · ACCD	385,500.69	481,319.00	-95,818.31	80.09%
4035 · VAOT	200,925.27	205,186.00	-4,260.73	97.92%
4045 · Public Safety	46,080.95	71,895.00	-25,814.05	64.1%
4047 · Municipal Assessments	64,110.00	64,108.00	2.00	100.0%
4050 · Municipal Contracts	162,603.45	178,499.00	-15,895.55	91.1%
4054 · Other State Grants	78,977.55	94,300.00	-15,322.45	83.75%
4055 · Other Federal Grants	150,761.14	446,100.00	-295,338.86	33.8%
4056 · VANR	130,523.37	818,836.00	-688,312.63	15.94%
4059 · RSEP-St. Albans Town & City	6,363.58	6,000.00	363.58	106.06%
4075 · VOREC	8,394.71	16,325.00	-7,930.29	51.42%
4080 · Misc. Income	137,937.06	204,500.00	-66,562.94	67.45%
4600 · Interest Income	163.51	1,500.00	-1,336.49	10.9%
Total Income	1,773,339.56	3,245,030.00	-1,471,690.44	54.65%
Expense				
5010 · Salaries & Wages	922,017.41	1,043,937.00	-121,919.59	88.32%
5015 · Employer Social Security	55,799.01	64,724.09	-8,925.08	86.21%
5016 · Employer Medicare	13,049.80	15,137.09	-2,087.29	86.21%
5020 · Fringe Benefits	182,243.37	209,263.00	-27,019.63	87.09%
5030 · Travel	12,206.60	19,000.00	-6,793.40	64.25%
5040 · Advertising	4,085.15	5,500.00	-1,414.85	74.28%
5055 · Insurance-Liability	10,715.99	12,000.00	-1,284.01	89.3%
5060 · Library	120.00		120.00	100.0%
5080 · Meetings	11,858.69	12,000.00	-141.31	98.82%
5085 · Membership Dues	9,135.50	14,000.00	-4,864.50	65.25%
5090 · Technology and GIS	79,837.18	22,100.00	57,737.18	361.25%
5092 · Healthy Roots Expense	24,747.05	62,200.00	-37,452.95	39.79%
5095 · Software	23,918.10	28,350.00	-4,431.90	84.37%
5100 · Supplies & Furniture	44,584.48	165,000.00	-120,415.52	27.02%
5660 · Postage	1,183.12	2,500.00	-1,316.88	47.33%
5680 · Printing & Copies	4,293.11	7,000.00	-2,706.89	61.33%
5700 · Telephone	9,731.42	10,000.00	-268.58	97.31%
6300 · Professional Services	524,521.52	1,330,388.00	-805,866.48	39.43%
6400 · Building/Utilities	25,868.19	40,508.00	-14,639.81	63.86%
6560 · Payroll Expenses	1,538.00		1,538.00	100.0%
Total Expense	1,961,453.69	3,063,607.18	-1,102,153.49	64.02%
Net Income	-188,114.13			

Open Invoices as of May 31, 2023 \$-73,295.23 Original Mortgage

Franklin County Industrial Dev Corp - outstanding mortgage	\$81,370.88	\$130,000
NEFCU - outstanding mortgage	\$52,701.02	\$92,433.39

Project Review Committee: Monthly Business Report

Month: June 2023

Project Reviews

1) Project Type: Reservoir Road Solar, LLC

Project Location: Reservoir Road, Berkshire

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

- *Project Details*: 45-day notice for a 2.375 MW (13 acre) solar project,
 - *Project Comments*: Committee had questions for the applicant about the project site and decommissioning which were addressed at the meeting.
 - *Conformance with Regional Plan*: Yes No
-

4) Project Type: Eagles Landing Rest Stop, LLC

Project Location: 70 Nobles Hill Road, Isle La Motte

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

- *Project Details*: Seasonal retail ice cream & pizza establishment
 - *Project Comments*: The Committee found the project is in conformance with the Regional Plan and does not have a substantial regional impact provided that all other required state permits are obtained.
 - *Conformance with Regional Plan*: Yes No
-

Staff Reviews: None

Board Action Necessary: None.

Nominating Committee Report June 2023

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 24:

Chair: Bill Irwin
Vice-Chair: Andy Alling
Secretary: Sarah Hadd
Treasurer: Kirk Waite
Chair-Personnel: Lori Ruple
Chair- Project Review: Bob Buermann
Chair- Regional Plan and Policy Committee: Peter Zamore
At-large member on Executive Committee: Barclay Morris
Youth Member to the Board of Commissioners¹: Franklin County, R. Thatcher- to be vacant
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: Brian Dubie, Doug Grant (alternate)
Green Mountain Transit: Catherine Dimitruk (Franklin County)
Bob Buermann (Grand Isle)
Elisabeth Nance (alternate for Franklin County)
Kyle Grenier (alternate for Grand Isle County)
NRPC Brownfields Committee: Megan Sherlund
Healthy Roots Collaborative: Marietta Scholten

Respectfully Submitted,

Yvon Dandurand, Harold Garrett, Sylvia Jensen, Marietta Scholten, Doug Grant

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 24 BUDGET AND WORKPLAN OVERVIEW

INTRODUCTION

In FY 24 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, and 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 24 NRPC Budget Summary reflects a decrease in overall revenue for the coming fiscal year. The decrease is because NRPC is no longer the statewide manager of the Grants in Aid program, this has transitioned fully to the Vermont Agency of Transportation. While some grant programs have ended, overall revenues that support regional projects and programs have remained steady or increased.

The budget includes an increase in Regional Planning funds administered by the Agency of Commerce and Community Development (ACCD) due to a base increase in this funding. Special funds to hire staff to assist with energy and climate programs and projects were fully allocated in FY 23. 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 remain steady for next year. A new contract starts October 1, 2023 for this program. Due to spending schedules across two contracts periods and special bike and pedestrian planning funds, the budget shows an increase overall. Public Safety funding for core programs to support NRPC's work in the state emergency operations center and emergency planning assistance to municipalities remains at FY 20 amounts; the increase is due to spending schedules across the contracts which run on the federal fiscal year. Natural Resources funding is now shown separately from NRPC's role as the Clean Water Service Provider 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.

An Economic Development Administration (EDA) disaster resiliency grant supporting the work of the Healthy Roots Collaborative and local planning around agriculture and flood resiliency ends in July. An EDA planning grant funds economic development 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. One building project- improving access to the building- is planned for FY 24. Repayment of the NEFCU mortgage took place in FY 23, the remaining mortgage is budgeted in accordance with the repayment plan adopted by the Board and reviewed annually.

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 24 are based on that plan and are included in the equipment and software budget line items.

The FY 24 budget includes 16 employees: Executive Director, Assistant Director, Senior Planners (3), Regional Planners (1), GIS Technician, Office Administrator, Healthy Roots coordinators (2, 1 at .75 FTE), economic recovery coordinator (.6 FTE, temporary position), transportation planner, zoning administrator/planning technician, energy and climate planner, project manager, Housing for All program manager, 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 24, 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. NRPC will work with at least five communities on potential municipal planning grant projects, will complete a bylaw modernization project, and will continue to be available to other communities as needed. NRPC will continue to serve as the zoning administrator for two municipalities under a municipal services agreement.

The Regional plan will be completed in FY 24, with expected adoption in July 2023.

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). This year it will include a new effort, participation in the development of the Transportation Equity Framework Legislative Report including coordinating regional meetings focused on achieving equity and inclusion in the transportation planning process. Because the TPI program follows a different fiscal year than the NRPC, NRPC will operate under the FY 23 work program adopted by the Board until September 30, 2023. A specific FY 24 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. In FY 24 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 Clean Water Service Provider 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. In FY 22 and 23, NRPC established the structure for serving as the Clean Water Service Provider for the Lamoille and Missisquoi Basins. In FY 24, work will continue to select and implement projects. In addition, projects in FY 24 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
- 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 \$2.4 million in assessment grant funds and \$2.8 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 24 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.

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 24 the annual planning grant will fund the work of the partners to support economic activities in the NVEDD area. This is a recurring grant to support the district.

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 added capacity in FY 24 to support energy and climate work in the region. NRPC will provide support to local energy and climate action activities including resilience and adaptation projects, and support of climate economy initiatives. In FY 24 NRPC will update its Energy Plan and will assist communities with the Municipal Energy Resilience Program, which funds energy efficiency projects in municipal buildings.

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.

In FY 24, HRC will focus on food systems, gleaning and farm viability programs. HRC will also move forward with plans for a storage facility, and will utilize the recently purchased truck and refrigerated trailer and will seek grant funds to implement projects.

Housing for All- Working Communities Challenge

NRPC serves as the host organization for a three-year regionwide collaborative and inclusive effort focused on housing. Our goal is that all people have access to diverse housing types that are safe, accessible, affordable, and energy-and location-efficient, with access to jobs, services, schools, recreation, and diverse transportation options. Housing will serve as a foundation for individuals to lead full and healthy lives, for communities to be vibrant and inclusive, and for the local and regional economy to grow and prosper. In FY 24 the Housing Needs Analysis will be used to identify projects and programs to increase housing in the region.

NORTHWEST REGIONAL PLANNING COMMISSION

Adopted by the Board of Commissioners DRAFT

July 1 2023-June 30 2024

	FY 23 Amended	FY 24 Proposed	Percent Change	
REVENUES	3,184,168	2,951,833	-7.3%	
Mun Assmt	64,108	66,397	3.6%	
Reg. Planning Funds (ACCD)	481,319	488,165	1.4%	Last of Energy funds spent, includes 3% base increase
VAOT	203,736	283,785	39.3%	Increase based on timing of contracts that end 9/30
Grants in Aid Equip	43,700	133,260		
Public Safety	63,500	75,850	19.4%	Increase based on timing of contracts that end 9/30
Municipal	105,930	133,750	26.3%	Several new municipal projects
Shared Services	113,069	145,500	28.7%	Working Comm Challenge shifted to this category from misc
Clean Water Service	710,000	710,000	0.0%	
Natural Resources	103,836	151,381	45.8%	
Other Federal Grants	564,400	385,500	-31.7%	Four tech assistance contracts ended in FY 23
Other State Grants	32,825	40,000	21.9%	
Interest	1,500	1,500	0.0%	
EDA	375,000	73,000	-80.5%	EDA Disaster Resiliency Grant ends 7/7/2023
Healthy Roots	191,745	191,745	0.0%	
Miscellaneous	129,500	47,000	-63.7%	LCBP Lake Carmi grant completed in FY 23
Carry Forward- FY 22 surplus	0	25,000		
EXPENSES	3,062,548	2,943,663	-3.9%	
Payroll	1,043,937	1,100,000	5.4%	Includes full year of new staff and adjustments
Benefits	289,124	304,713	5.4%	
Building	40,508	31,375	-22.5%	One mortgage payment only
Insurance	12,000	12,000	0.0%	
Org Dues	14,000	10,000	-28.6%	
Tel/Online	10,000	10,000	0.0%	
Postage	2,500	2,500	0.0%	
Supplies/Equip	165,000	65,000	-60.6%	One-time Disaster Resiliency Grant purchases in FY 23
Advert	5,500	5,000	-9.1%	
Printing	7,000	7,000	0.0%	
Travel	19,000	18,000	-5.3%	
Meeting/Wkshp	12,000	16,000	33.3%	
Technology/GIS	22,100	17,665	-20.1%	
Healthy Roots	62,200	62,200	0.0%	
Software and IT	28,350	31,500	11.1%	
Prof Serv	1,259,829	1,112,450	-11.7%	
Grants in Aid Equip	39,500	123,260	212.1%	Most equipment purchases will be completed in FY 24
PAT RESERVE	5,000	5,000	0.0%	
EQUIP RESERVE	0	0		
LONG-TERM RES	25,000	10,000	-60.0%	To be evaluated and adjusted mid-year
BUILDING RESERVE	0	0		
FOUNDATION TRANSFER	0	0		
BAL END	121,620	8,170	-93.3%	

Long-Term Reserves FY 24

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, 2022
\$110,147	Certificates of Deposit	\$663,334
\$11,050	Money Market	
\$122,000	Cash flow borrowing from LT reserves	
\$243,197	Total Reserve Account Cash Assets	

Reserve Allocations	Goal	Current Balance	Shortfall
Longterm Reserves	\$379,563	\$198,720	\$180,843 see notes
Equipment Reserves	\$20,000	\$20,000	\$0
Building reserve	\$50,000	\$41,000	\$9,000 see notes
PAT Reserve	As needed	\$17,000	\$0
Total Reserve Shortfall			\$189,843

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 the building reserves to pay for partial cost of renovations, reducing the available authorization to \$45,000. \$8,000 was added in FY 20. In FY 23, \$20,000 was used to pay off the NEFCU mortgage.

~Long term reserve goal is three months operating expenses; the FY 24 estimated monthly expenses are shown below

Total per month	\$126,521
Salary	\$91,667
Fringe	\$25,393
Office/Utilities	\$1,365
Tel/Online	\$833
Postage	\$208
Supplies	\$833 (admin supplies)
Printing	\$1,472
Travel	\$1,500
Meetings	\$1,250
Prof Services	\$2,000

TO: Board of Commissioners
FROM: Catherine Dimitruk, Executive Director
DATE: June 13, 2023
RE: Committee Membership

This time each year we ask Board members to start thinking about their interest in serving on NRPC Board committees. Board members are not required to serve on committees, but it is an opportunity to become more involved in NRPC operations and policy. Descriptions of the standing committees are included below for your information, and the current committee membership is attached. All committees have vacancies; appointments will be made in July.

Standing Committee Descriptions (appointments made in July)

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. Meets quarterly.

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. Meets once per year in May/June and as needed for hiring or personnel matters.

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. Meets monthly.

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. Meets quarterly or as needed (once regional plan is complete.)

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. Meets as needed.

Ad Hoc Code of Conduct Committee (NEW)- Up to five members of the NRPC Board of Commissioners will receive and review concerns raised under the Code of Conduct and make recommendations to the Executive Committee. Meets as needed.

FY 23

Committee Assignments

Appointed by the Chair
Approved by the Board of
Commissioners

Personnel Committee

Lori Ruple, Chair
Bob Buermann

Project Review Committee

Bob Buermann, Chair
Harold Garrett
Howard Demars
Marietta Scholten
William Irwin

Regional Plan and Policy Committee

Peter Zamore, Chair
Lynn Douglas
Sylvia Jensen
Yvon Dandurand

Finance Operations Committee

Kirk Waite, Chair
Barclay Morris
Douglas Grant

Executive Committee

William Irwin, Chair*
Lynn Douglas, Vice-Chair
Andy Alling, Secretary
Kirk Waite, Treasurer and Past Chair
Lori Ruple, Chair Personnel
Bob Buermann, Chair Project Review
Peter Zamore, Chair Reg. Plan & Policy
Vacant, At Large

Municipal Plan Review Committee

Vacant, Chair (Chair elected by
committee)
Sarah Hadd
Leonard Charron

* Chair is ex-officio member of all committees