



**Northwest
Regional Planning
Commission**

BOARD OF COMMISSIONERS

**June 25, 2025
6:30 p.m.**

Via Zoom

Virtual link on page 2

Physical location available at
75 Fairfield Street, St. Albans, VT

- 1. Adjustments to the Agenda**
- 2. Welcome, introductions, opening remarks –Peter Zamore, *Chair***
- 3. Opportunity for Public Comment**
- 4. Minutes of the May 2025 Meeting (*action item*)**
- 5. Commission Reports: written reports enclosed**
 - Finance/Operations– *Kirk Waite***
 - Personnel – *Bob Buermann***
 - Executive Committee – *Peter Zamore***
 - Project Review– *William Irwin***
 - Transportation Advisory Committee (TAC) – *Barclay Morris***
 - Brownfields Committee – *Megan Sherlund***
 - Regional Plan and Policy Committee- *Lori Ruple***
 - Vermont Economic Progress Council (VEPC) –*Barbara Murphy***
 - Green Mountain Transit- *Bob Buermann/Catherine Dimitruk***
 - Healthy Roots Advisory Committee- *Marietta Scholten***
 - Northwest Vermont Regional Foundation- *Kirk Waite***
 - Office-*Staff***

6. **Election of Officers and Representatives for FY 26** (*action item*)
Nominating Committee report enclosed
7. **FY 25 Overall Work Program and Budget-** (*action item*)
Draft enclosed, including building repayment plan
8. **FY 25 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.

Join Zoom Meeting via video

<https://us02web.zoom.us/j/85610707355>

Join Zoom via phone

1(305)224-1968

1(309)205-3325

Meeting ID 85610707355

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. *In accordance with provisions of the Americans with Disabilities Act (ADA) of 1990, and Vermont's Open Meeting Law, the 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, designation of a physical meeting location, electronic access to a meeting, or other requested accommodations, should be made to Amy Adams, NRPC Title VI Coordinator, at 802- 524-5958 or aadams@nrpcvt.com, no later than 2 business days prior to the meeting for which services are requested.*

1 **NRPC Board of Commissioners Meeting**
2 **May 28, 2025, at 6:30 PM**
3 **Hybrid Meeting ([Zoom](#) and St. Albans Town Offices)**
4 **398 Georgia Shore Road, St. Albans, VT 05481**
5
6

7 Board Member Attendance: *See attached*. A quorum was present to conduct business.

8 Staff: Catherine Dimitruk, Bethany Remmers, Dean Pierce, Emily Kloft, Kathy Lavoie.

9 Other Attendees: Miro Weinberger (representing Let's Build Homes)

10 **Welcome, Introductions, Opening Remarks**

11 Chair P. Zamore called the meeting to order at 6:39 PM. He welcomed attendees, noting it had
12 been a while since meeting in person last fall and expressed hope for finding the right balance
13 between in-person and virtual meetings. Roll was called.

14 **Adjustments to Agenda**

15 None.

16 **Opportunity for Public Comment**

17 None.

18 **Minutes of the April 2025 Meeting**

19 *B. Murphy moved to accept the minutes of the April 2025 meeting. H. Demars seconded. The*
20 *motion carried.*

21 **Guest Speaker- [LET'S BUILD HOMES](#)**
22

23 Miro Weinberger presented on behalf of Let's Build Homes. He noted that Corey Parent was delayed
24 by a legislative conference committee meeting on the Community Housing Infrastructure Program
25 (CHIP) bill. Let's Build Homes is a statewide coalition formed in January to tackle Vermont's housing
26 shortage.

27
28 Let's Build Homes aims to facilitate the construction of 30,000 new homes by 2030, a target
29 identified by the Vermont Housing Finance Agency (VHFA). The coalition is comprised of over 235
30 organizations and 750 individuals. In its role it emphasizes that housing scarcity negatively impacts
31 the workforce and healthcare.

32
33 M. Weinberger highlighted a significant decline in Vermont's housing production since 2000,
34 coinciding with flattened population growth. This shortfall drives high housing costs and
35 homelessness. He expressed optimism about the CHIP bill's potential to unlock substantial
36 infrastructure investment and aid in "last-mile" housing expansion. While supporting traditional
37 affordable housing, Let's Build Homes also seeks to improve the market to meet the broader housing
38 demand beyond subsidized units.
39

40 A key focus of Let's Build Homes is the Act 250 tier mapping effort, and the coalition is advocating
41 for "generous" Tier 1A and 1B areas to encourage housing development.

42
43 The challenge of middle-class housing affordability was also discussed. M. Weinberger noted that
44 certain approaches—such as factory-built housing and regulatory changes to allow for smaller, infill
45 units—could be helpful. He reiterated that CHIP is not limited to low-income housing,
46 acknowledging the need for diverse housing options.

47
48 In response, Commissioners underscored the importance of housing for economic stimulation and
49 workforce retention and expressed support for Let's Build Homes' efforts.

50 51 **Committee Reports**

52
53 Finance/Operations- C. Dimitruk reported that the committee will be meeting in early June.

54
55 Personnel- The committee did not meet. A date for the next meeting is being determined.

56
57 Executive Committee- P. Zamore reported that the committee met. He added its efforts are
58 adequately reflected by the Board report.

59
60 Project Review- W. Irwin noted the committee met and discussed two projects. One is a 4.5
61 megawatt solar installation the committee found to meet the regional plan. No board action is
62 required regarding that project. The other is the VELCO interconnection project. Because the
63 committee deems the project to have substantial regional impact (the impact is positive), board
64 action is required.

65
66 *B. Irwin moved that the NRPC Board of Commissioners concur with the Committee's findings that*
67 *the project is in conformance with the regional plan, has substantial regional impact, and the*
68 *Commission supports the application. B. Buermann seconded. The motion carried.*

69
70 Transportation Advisory Committee (TAC)- B. Morris noted the TAC met and a new Chair (B. Morris)
71 and Vice Chair (B. Buermann) were elected. B. Morris also shared that the TAC is currently facing a
72 problem with attendance. The quorum of five members is often difficult to meet because several
73 municipal seats are currently vacant, including those for Alburg Town, Bakersfield, Berkshire,
74 Franklin, Highgate, Isle La Motte, North Hero, and St. Albans City. Y. Dandurand raised concerns
75 about the condition of the Route 207 bridge in Highgate. A state official indicates that all current
76 bridge and paving projects on the state's list are scheduled for completion by 2030, and no new
77 projects are being added at this time. The poor condition of a bridge in Enosburg was also noted. The
78 next TAC meeting is scheduled for Thursday, June 12th.

79
80 Brownfields Committee- M. Sherlund noted that the committee approved three projects for funding
81 at the last meeting: one in South Hero, one in Swanton, and one in Highgate.

82
83 Regional Plan and Policy Committee- L. Ruple offered that the committee's work will be addressed
84 as part of the next agenda item.

85
86 Vermont Economic Progress Council (VEPC)- B. Murphy noted that there was no meeting.

87

88 Green Mountain Transit- B. Buermann reported that GMT had its annual review, with mostly positive
89 outcomes. Policies are being clarified. The organization is continuing to address financial issues and
90 plan more route changes.

91
92 Northwest Vermont Regional Foundation- Did not meet.

93
94 Office- No additions to report in the meeting packet.

95
96 **Regional Plan Amendment and Adoption**

97
98 Executive Director Catherine Dimitruk and Regional Planner Emily Kloft presented on the regional
99 plan amendment and adoption process. The update is required by Act 181. That Act includes
100 changes to Act 250, state designation program, and regional plans.

101 C. Dimitruk highlighted the following aspects of Act 181 and the plan update:

- 102 • Statute requires updating the regional plan and setting housing targets for each
103 municipality.
- 104 • Once the plan is adopted and approved by the state Land Use Review Board (LURB), state
105 designations will happen automatically, and Act 250 exemptions will change in areas
106 planned for growth. The previous trigger of 10 housing units for Act 250 jurisdiction could
107 increase to up to 50 houses (on up to 10 acres in planned growth areas) if a town “opts in” to
108 the designation. The regional plan will become a controlling item for state designations and
109 Act 250 jurisdiction.
- 110 • New planning goals include demonstrating that a majority of housing targets can be met in
111 planned growth areas and examining environmental benefits and burdens to ensure equity.
- 112 • Requires more robust public participation and outreach, with a focus on equity.
- 113 • Introduces consistently used future land use areas statewide, with 11 different districts.
114 Areas planned for growth eligible for Act 250 jurisdiction changes and state designation
115 include downtowns and village centers, planned growth areas, and village areas (excluding
116 transition areas). Other areas include rural, agricultural, forestry, conservation, enterprise,
117 and resource-based recreation.
- 118 • Maps showing these land use areas were presented. The maps were developed in
119 collaboration with municipalities. The starting point for mapping was existing local plans
120 and state statutory definitions. C. Dimitruk noted that the areas eligible for state incentives
121 and Act 250 changes are significantly larger than current designated areas. These areas are
122 generally at least the same size, sometimes larger and differently shaped, than the interim
123 quarter-mile buffers around designated centers. Separate maps were created for larger
124 municipalities with planned growth centers and smaller village centers.

125 E. Klofft then presented on the municipal housing targets. These municipal targets are based on a
126 regional housing target, which stems from a statewide target. The targets use assumptions based
127 on historical Vermont population growth.

- 128 • For our Northwest region, the target is approximately 2,000-3,000 housing units by 2030 and
129 between 7,000 and 13,000 units by 2050.
- 130 • To break this down by municipality, 60% of the regional target was assigned to the five
131 communities with planned growth centers based on existing housing units. The remaining
132 40% was split among all communities, including the rural areas of those five towns.
- 133 • This results in a growth rate of about 0.6% to 1.2% per year in rural communities and 1.2%
134 to 2.5% per year in communities with planning growth centers by 2050. This is an increase
135 from the region's average growth rate of 0.8% per year from 2000-2020.
- 136 • These targets are considered aspirational goals requiring changes in planning and
137 infrastructure to accommodate the growth. Municipal-specific numbers will be emailed to
138 commissioners.

139 The schedule for outreach and adoption was presented.

- 140 • The project started in the fall. Activities have included meetings with municipalities and the
141 planning committee.
- 142 • Phase 3 is starting, with public outreach beginning shortly after this meeting.
- 143 • Public outreach will include community open houses spread throughout the region to
144 gather feedback on the maps and targets. Equitable participation is a goal, with efforts to
145 reach people where they are.
- 146 • Phase 4 will be the review and adoption process in late fall through early 2026.
- 147 • A draft plan is expected in advance of the July board meeting for initial feedback.
- 148 • A second draft is expected for review in September.
- 149 • In September, the board will be asked to approve submitting the plan to the LURB for a
150 required 60-day review.
- 151 • After receiving LURB feedback and additional public/board comment, a final plan will be
152 prepared.
- 153 • The formal hearing process is hoped to start by the end of 2025.
- 154 • The goal is to have the plan adopted and submitted to the LURB by February 2026.
- 155 • After LURB approval, the new plan is expected to be in effect by May 2026 and is good for
156 eight years.

157 Regarding opting in to the Act 250 jurisdiction changes, municipalities will be asked sometime in
158 August, September, or October. Towns can opt in before the regional plan is officially adopted by
159 the LURB, and the latest they need to decide is by February 2026 when the plan is submitted. Staff
160 will provide guidance and outreach to municipalities on the opt-in process.

161

162 **Commissioner Announcements**

163

164 Chair P. Zamore asked if there were any Commissioner announcements. P. Zamore then indicated
165 he had one significant announcement of his own. He indicated that Catherine Dimitruk's 30 years
166 of service to the NRPC had been informally recognized at a previous meeting. Tonight, it would be
167 recognized formally.

168

169 In his remarks, P. Zamore highlighted her knowledge, effectiveness in cultivating relationships with
170 towns, the state, and nonprofits, and facilitation of new ideas. Assistant Director Bethany
171 Remmers then shared notes from staff praising C. Dimitruk's leadership, collaborative and
172 supportive environment, respect, honesty, humor, and genuine care.

173

174 Catherine was presented with a token of appreciation. She expressed gratitude to the staff, board,
175 and for the opportunities.

176

177

178 **Adjournment**

179 *B. Buermann moved to adjourn. Y. Dandurand seconded. The meeting adjourned at 8:12 PM.*

FY25 NPRC Board of Commissioners- Meeting Attendance

Municipality	Board Member	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
		7/31/24	No Meeting	9/25/24	10/30/24	No Meeting	12/11/24	1/29/25	2/26/25	3/26/25	4/30/25	5/28/25	6/25/25
FrkIn Cty Youth	Vacant												
GI Cty Youth	Vacant												
Alburg Town	Alex McCracken	X		X			X	X	X	X	X	E	
Alburg Town	Danielle Choiniere									X			
Alburg Village	Vacant												
Alburg Village	Vacant												
Bakersfield	William Irwin	X			E		X	E	X		X	X	
Bakersfield	Linda McCall	X		X	X		X	X	X	X	X	X	
Berkshire	Josh Grims						X	X	E	X	X	X	
Berkshire	Claude Charron									X			
Enosburg Falls	Leonard Charron												
Enosburg Falls	Vacant												
Enosburgh Town	Jesse Woods												
Enosburgh Town	Vacant												
Fairfax	Barbara Murphy	X		X	X		X	X	E	X	X	X	
Fairfax	Sarah Hadd (End 1/25)	E		X	X		X						
Fairfax	Nicholas Nadeau (Start 2/25)							X				X	
Fairfield	Julia Callan	X		X	X		E	X	X	E	E	X	
Fairfield	Chuck Verderber	X		X	X		X	X	X		E	X	
Fletcher	Michelle Frennier									E	X		
Fletcher	Lori Ruple	X			X		X	X	X	X		X	
Franklin	Yvon Dandurand	X		X	X		X	E	X	E	X	X	
Franklin	Wesley Kempton												
Georgia	Carl Rosenquist	X		X	X		X	E		X	X	E	
Georgia	Kirk Waite	X		X	X		X	X	X	X	X	E	
Grand Isle	Barclay Morris	X			X		X	X	E	X		X	
Grand Isle	Howard Demars	X		X	X		X	X	X	X	X	X	
Highgate	Jack Pelkey	X			X		X	X	X	X		X	
Highgate	vacant	X		X									
Isle La Motte	Sylvia Jensen	X			X			X	E	X			
Isle La Motte	Mary-Catherine Graziano												
Montgomery	Leanne Barnard												
Montgomery	Mark Brouillette												
North Hero	Andy Alling	X		X	X		X	X	X	X	X	X	
North Hero	Mike Curtis	X		X	X			X		X		E	
Richford	Marissa Tessier												
Richford	Vacant												
Sheldon	Vacant												
Sheldon	Mathew Stebbins											X	
South Hero	Peter Zamore	X		X	X		X	X	X	X	X	X	
South Hero	Bob Buermann	E		X	X		X	X	X	X	X	X	
St. Albans City	Elisabeth Nance	X		X	E		X	X	X	X	X	X	
St. Albans City	Chip Sawyer			X	E		X	X	X	X	X	E	
St. Albans Town	Marietta Scholten			X	E		X	X		X	X	X	
St. Albans Town	Megan Sherlund	X			X		X	X	E	X		X	
Swanton Town	Harold Garrett (End 3/25)	X		X	E		X	X	X				
Swanton Town	Nicole Draper			X	X		X	X	X	X	X	X	
Swanton Town	Nicholas Brosseau (Start 4/25)												
Swanton Village	Heidi Britch-Valenta	X		X	X		X		E	X	X	X	
Swanton Village	Neal Speer- (End 3/25)				X								
Swanton Village	Damon Broderick (Start 4/25)										X	X	
	# Municipalities	16	0	14	14	0	16	15	12	15	14	15	0

QUORUM = 12

E= Excused ; X=Present

Northwest Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2024 through May 2025

	<u>Jul '24 - May 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
4016 · EDA	89,993.82	304,800.00	-214,806.18	29.53%
4026 · Grants in Aid Pilot Program	0.00	10,000.00	-10,000.00	0.0%
4027 · Healthy Roots	316.25	0.00	316.25	100.0%
4030 · ACCD	653,939.32	682,790.00	-28,850.68	95.78%
4035 · VAOT	211,936.16	286,349.00	-74,412.84	74.01%
4044 · Shared Services	125,371.13	173,361.00	-47,989.87	72.32%
4045 · Public Safety	36,063.56	70,990.00	-34,926.44	50.8%
4047 · Municipal Assessments	68,388.00	68,389.00	-1.00	100.0%
4050 · Municipal Contracts	56,641.45	55,621.00	1,020.45	101.84%
4054 · Other State Grants	81,911.73	203,500.00	-121,588.27	40.25%
4055 · Other Federal Grants	224,723.36	383,971.00	-159,247.64	58.53%
4056 · VANR	94,243.34	118,828.00	-24,584.66	79.31%
4058 · Clean Water Service Provider	364,775.04	852,000.00	-487,224.96	42.81%
4059 · RSEP-St. Albans Town & City	11,301.70	13,000.00	-1,698.30	86.94%
4080 · Misc. Income	33,823.06	48,898.00	-15,074.94	69.17%
4600 · Interest Income	4,737.48	4,000.00	737.48	118.44%
Total Income	2,058,165.40	3,276,497.00	-1,218,331.60	62.82%
Expense				
5010 · Salaries & Wages	966,609.08	1,095,506.00	-128,896.92	88.23%
5015 · Employer Social Security	58,492.31	67,921.37	-9,429.06	86.12%
5016 · Employer Medicare	13,679.63	15,884.84	-2,205.21	86.12%
5020 · Fringe Benefits	238,515.29	256,315.00	-17,799.71	93.06%
5030 · Travel	6,691.40	14,000.00	-7,308.60	47.8%
5040 · Advertising	4,235.80	5,500.00	-1,264.20	77.02%
5055 · Insurance-Liability	20,437.60	14,000.00	6,437.60	145.98%
5080 · Meetings	7,839.43	14,000.00	-6,160.57	56.0%
5085 · Membership Dues	25,395.75	23,000.00	2,395.75	110.42%
5090 · Technology and GIS	11,301.59	17,000.00	-5,698.41	66.48%
5092 · Healthy Roots Expense	549.42	549.00	0.42	100.08%
5095 · Software	39,499.91	48,500.00	-9,000.09	81.44%
5100 · Supplies & Furniture	18,035.72	70,000.00	-51,964.28	25.77%
5660 · Postage	827.25	2,500.00	-1,672.75	33.09%
5680 · Printing & Copies	605.83	5,000.00	-4,394.17	12.12%
5700 · Telephone	16,032.30	19,500.00	-3,467.70	82.22%
6200 · Foundation Transfer	21,250.00	21,250.00	0.00	100.0%
6300 · Professional Services	690,479.58	1,550,330.00	-859,850.42	44.54%
6400 · Building/Utilities	19,240.44	27,625.00	-8,384.56	69.65%
6560 · Payroll Expenses	3,607.00	4,101.00	-494.00	87.95%
6561 · Bank Service Fees	183.00	200.00	-17.00	91.5%
2051 · Accounts Payable-CWSP	15,544.26	0.00	15,544.26	100.0%
Total Expense	2,179,052.59	3,272,682.21	-1,093,629.62	66.58%
	120,887.19			

Open Invoices as of May 31, 2025 \$130,993.98 Original Mortgage

Franklin County Industrial Dev Corp - outstanding mortgage \$68,393.75 \$130,000

Northwest Regional Planning Commission

06/17/25

Balance Sheet

Accrual Basis

As of May 31, 2025

	<u>May 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · People's Checking Account	301,932.93
1020 · People's Money Market Account	66,185.32
1035 · New England Federal Cr~1Year CD	47,957.73
1036 · New England Fed Cr-CD 5 Year	66,310.42
1037 · Lamoille CWSP	201,384.11
1038 · Missisquoi CWSP	657,833.45
1040 · Union Bank	227,200.49
1080 · Petty Cash	9.05
Total Checking/Savings	<u>1,568,813.50</u>
Accounts Receivable	
1200 · Accounts Receivable	130,993.98
Total Accounts Receivable	<u>130,993.98</u>
Other Current Assets	
Account for Credit Transfer	-2,300.00
1400 · Prepaid Expenses	260.00
Total Other Current Assets	<u>-2,040.00</u>
Total Current Assets	<u>1,697,767.48</u>
TOTAL ASSETS	<u>1,697,767.48</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	55,162.93
Total Accounts Payable	<u>55,162.93</u>
Other Current Liabilities	
Payroll Liabilities	890.77
2100 · Employee Health Ins. Payable	943.14
2110 · Health Equity	2,362.52
2120 · Accrued Payroll	39,612.27
2130 · Accrued Vacation	63,556.32
2200 · Federal Withholding Tax Payable	1,900.00
2210 · Social Security Tax Payable	2,269.94
2212 · Medicare Tax Payable	530.88
2213 · VT Tax Withholding Payable	3,208.15
2215 · Retirement Payable	12,694.06
2250 · Deferred Revenue	1,104,175.91
Total Other Current Liabilities	<u>1,232,143.96</u>
Total Current Liabilities	<u>1,287,306.89</u>
Total Liabilities	1,287,306.89
Equity	
Building Reserve	61,000.00
Equipment Reserve	20,000.00
Long Term Reserves	213,720.00
PAT Reserve	22,000.00
3900 · Fund Balance	214,627.78
Net Income	-120,887.19
Total Equity	<u>410,460.59</u>
TOTAL LIABILITIES & EQUITY	<u>1,697,767.48</u>

Project Review Committee: Monthly Business Report

Month: June 2025

Project Reviews

1) **Project Type: Act 250: City of St. Albans**

Project Location: Segments of Allen, Market, Stebbins, Catherine, Lake and Federal Street (St. Albans City, VT)

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

- *Project Details:* The Federal Street Multimodal Connector Project proposes to reconstruct the Federal Street Corridor to improve its use by automobiles, trucks, pedestrians, bicyclists, and public transit.
 - *Project Comments:* The Committee found that the project was in conformance with the Regional Plan, conditional upon state approval of wetlands, stream alteration and stormwater permits.
 - *Action Required This Meeting:* Determination of whether project conforms with the Regional Plan.
 - *Conformance with Regional Plan:* Yes No
-

Staff Reviews:

Project Type: Act 250: Georgia Self Storage LLC

Project Location: Morse Drive, Georgia, VT

Project Details: Construction of a subsurface gravel wetland required by the 3-Acre rule, with majority of footprint a retrofit of an existing detention pond.

Substantial Regional Impact: Yes No

Project Type: Section 248a: AT&T/248a-at 79 Walnut Street-St. Albans

Project Location: 79 Walnut Street, St. Albans VT

Project Details: Addition of new equipment on existing industrial structure with existing telecommunications equipment.

Substantial Regional Impact: Yes No

Project Type: Section 248a: T-Mobile/248a-at 54 Woods Hill Road-Swanton

Project Location: 54 Woods Hill Road, Swanton VT

Project Details: Addition of new equipment on an existing farm silo with existing telecommunication equipment.

Substantial Regional Impact: Yes No

Project Type: Section 248a: AT&T/248a-at 254 Hardwood Hill Road-Richford

Project Location: 254 Hardwood Hill Road, Richford, VT

Project Details: Addition of new equipment on existing telecommunications tower with no increase in AGL.

Substantial Regional Impact: Yes No

Board Action Necessary: None.

Committee and Staff Reports – June 2025

Committee Chair/Appointee	Meeting Date	Next Meeting Date	Main Agenda Items/Topics
Executive <i>Peter Zamore</i>	5/20/25	6/17/25	<ul style="list-style-type: none"> • Regional Plan and Legislative Update • FY 26 Budget preview
Finance/Operations <i>Kirk Waite</i>	6/9/25	TBD	<ul style="list-style-type: none"> • The committee met to review the proposed FY26 budget which is included on the June board agenda.
Personnel <i>Bob Buermann</i>	none	6/11/25	<ul style="list-style-type: none"> • No meeting
Project Review	6/11/25	7/9/25	<ul style="list-style-type: none"> • Business report enclosed, no Board action needed.
Plan and Policy <i>Lori Ruple</i>	none	7/9/25	<ul style="list-style-type: none"> • No meeting
Transportation Advisory Committee <i>Barclay Morris</i>	6/12/25	7/10/25	<ul style="list-style-type: none"> • No quorum. • Reviewed the draft 2026 TPI Work Plan. • Work Plan will be July TAC meeting item.
Brownfields Adv. Committee <i>Megan Sherlund</i>	none	7/21/25	<ul style="list-style-type: none"> • No meeting
VT Economic Progress Council, Barbara Murphy	6/19/2025		<ul style="list-style-type: none"> • Update on S127 CHIP (tax increment financing). • VEPC will develop an online municipal application system. • VEGI sunsets January 1,2027 with hope of extension.
Green Mountain Transit <i>Bob Buemann, Catherine Dimitruk</i>	6/17/25	7/15/25	<ul style="list-style-type: none"> • Discussed transfer of rural service to RCT. • Approved changes to South Burlington Routes.

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

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

Staff Reports:

Transportation

- Welcomed and onboarded summer data collection interns: Lorna Peters and Melissa Hall. Lorna and Melissa will focus efforts this summer on Road Erosion Inventory collection, Lamoille Valley Rail Trail (LVRT) culvert inventory, traffic studies, pedestrian counts, and more. Each have provided a brief bio which will be included in the upcoming NRPC Newsletter.
- Attended site visit in Swanton Village with VTrans, Village staff, and VHB staff to view 3 downtown improvement projects which have been awarded Transportation Alternative Program (TAP) grants. The group also reviewed potential and ongoing sidewalk projects utilizing VTrans Bike & Ped grant funding.
- NRPC staff and interns met with Jackie Cassino on the LVRT in Sheldon for culvert inventory training. Interns have begun collecting culvert inventory data along the LVRT beginning in the Town of Swanton and ending in Fletcher.
- Participated in a kick off meeting for the Vermont Local-Level Outdoor Recreation Economic Impact project. NRPC is partnering with the Vermont Department of Tourism and Marketing (VDTM), with support from the Vermont Outdoor Recreation Economic Collaborative (VOREC) to develop actionable guidance for communities and regions to better understand the economic impact of outdoor recreation – specifically along the LVRT.

- NRPC staff met with CCRPC staff for training on CountCam setup best practices. NRPC has arranged to borrow a CountCam (camera which records pedestrian and vehicular traffic for review and counting purposes) to use to gather data which will support the South Hero, Featherbed Lane Scoping Study.
- Organized and attended, in partnership with Vermont Local Roads and DEC staff, Municipal Roads General Permit Round Table workshop. Northwest area municipal and highway staff attended to review MRGP standards, best practices, and share challenges. The meeting was held at the Town of Georgia Highway Garage.
- Drafting FFY2026 TPI workplan to align with the FFY2026 TPI Guidance and budget as provided by VTrans.
- Supported outreach to communities who will see Missisquoi Valley Rail Trail (MVRT) closures during the ongoing resurfacing project.
- Continued administrative support for the Northwest Vermont Rail Trail Council and continued administrative and technical support of LVRT and MVRT and other AOT owned rail trails through Regional Planning Commissions' Rail Trail Collaborative.
- Responded to technical assistance request from Isle La Motte regarding status of a private road.
- Conducted site visits in Swanton Village and the Town of Enosburgh for proposed Grants-in-Aid work areas, prepared necessary documentation for VTrans.
- Conducted a Road Erosion Inventory (REI) in Swanton Village as part of the Municipal Roads General Permit (MRGP) process
- Continue to provide administrative and technical support for regional O&D, Franklin Grand Isle Mobility Committee.
- NRPC serves as the Municipal Project Management (MPM) for many local transportation projects. Recent activities and/or milestones include:
 - *Longley Bridge Road Streambank Restoration (Montgomery)*-Prepared draft project acceptance form.
 - *US 2-Featherbed Lane Scoping (South Hero)*- Continued planning for collection of vehicle speed and pedestrian crossing data for use in study.
 - *Sidewalk Scoping Study (Richford)*- Preferred alternative selected; final report being drafted.
 - *Sidewalk Scoping Study (Sheldon)*- Working with consultant to schedule meetings and gather base information.
 - *Montgomery Center Streetscape Design and Implementation (Montgomery)*- No current update.

Emergency Management

- Coordinated Grand Isle County Mutual Aid Association/Regional Emergency Management Committee meeting. The main topics were finalizing FY26 budget, asset maintenance and app-based fire operations and logistics management.
- Coordinated Franklin County Regional Emergency Management meeting. The main topic was long term disaster recovery operations.
- Continued working with municipal officials in Alburgh, Berkshire, Montgomery, North Hero, Fairfax, St. Albans City and South Hero on local Hazard Mitigation Plan updates to meet FEMA compliance.
- Participated in the State's three-year Training and Exercise Plan update.
- Met with VEM Coordinator and Lamoille RPC staff to discuss collaboration opportunities for disaster preparedness.
- Continued working under EDA resiliency grant for hazard mitigation projects along the Lamoille River involving mitigation projects for transportation and water supply infrastructure.
- Provided local EM planning support to Richford, Montgomery, and St. Albans Town EM officials.
- Met with North Hero and Berkshire local officials to review new draft FEMA digital special flood hazard data for part of the local review process and provide comments to FEMA/USGS.

GIS

- Started updates to the 2025 E911 maps.
- Provided a draft zoning map to the town of Highgate.

Brownfields

- Managed active task orders for assessment or cleanup planning on the following sites:
 - Highgate Village Core. Provided support to the Town of Highgate on redevelopment and cleanup planning, including preparing task orders for a Corrective Action Plan, Analysis of Brownfields Cleanup Alternatives and Asbestos and Lead Abatement Workplan.
 - 6 South River St, Swanton Village. Provided redevelopment and cleanup planning support for housing development. Coordinated a meeting to discuss the Evaluation of Corrective Action Alternatives options and developing a Corrective Action Plan for the housing site plan.
 - 200 Bridge St, Sheldon. Coordinated with State and engineer on comments to supplemental assessment and Evaluation of Corrective Action Alternatives.
 - 113 Main Street, Richford. Coordinated with EPA on submitting a letter to the Vermont State Historic Preservation Office on documenting no adverse impact for historic resources ahead of accessing RLF funding for Corrective Action Plan implementation.
 - 124 First Street, Swanton Village. Coordinated with State, Village and engineer on finalizing the Evaluation of Corrective Action Alternatives report. Prepared task order for Corrective Action Plan.
 - South Hero Meeting House. Prepared task order for Supplemental Assessment.
- Revolving Loan Fund- Reviewed and approved requisition for cleanup work at the Champlain Transmission brownfields site in Burlington. Received requisition request for cleanup work at the St. Johnsbury Armory brownfields site in St. Johnsbury.

Municipal Planning

- Coordinated with municipalities that were awarded Municipal Planning Grants and prepared contracts for towns where NRPC is the municipal agent.
- Provided Sheldon and North Hero with zoning services, DRB and PC clerk services, and E911 Coordination services to Sheldon.
- Supported the Town of South Hero's community wastewater project securing grant advances for purchasing the Lavin property to design and develop a community wastewater system.
- Continued support to the Town of Highgate's village wastewater project with project management assistance, including drafting a wastewater ordinance and user fee structure.
- Continued work on the Town of Franklin municipal plan update and met with the Planning Commission to discuss edits.
- Drafted sections of the Richford Town Plan.
- Met with the Town of Fairfield Planning Commission to discuss possible revisions to the Fairfield Development Regulations to address farmland fragmentation and other concerns raised by town residents.
- Reviewed opportunities for edits to the Montgomery Development Regulations with the Montgomery Planning Commission.
- Supported the Town of St. Albans on developing a scope of work for bylaw revisions to implement its draft growth center master plan and started to review and comment on the draft master plan, funded by a DOT RAISE grant via Chittenden County RPC.
- Continued to provide assistance to several municipalities in reviewing draft FEMA flood hazard area maps.
- Met with the Fairfield Common School Working Group to review municipal planning grant scope of work and discuss next steps to develop schematic design for Common School restoration.
- Coordinated dates for focus groups with municipal officials to receive feedback and insight on providing effective rural municipal technical assistance, as part of the Vermont Evaluation of Rural Technical Assistance (VERTA) under contract with the Center for Rural Studies.

Regional Planning

- Published a public-facing website for the Regional Plan update, including an interactive version of the draft regional Future Land Use map. <https://www.nrpcvt.com/regionalplanupdate/>
- Conducted 8 tabling events across the region to gather public feedback for the Regional Plan update.

- Continued work on ensuring new Regional Plan equitably distributes environmental benefits and burdens under Act 181 and gave a presentation on NRPC's methodology at the June RPC Meetup.
- Completed draft Housing, Land Use and Introduction chapters for the Regional Plan to review with Plan & Policy committee in July.
- Participated in information sharing with other RPCs regarding ongoing outreach and mapping work.
- Continued data collection for the first yearly update to the NRPC Housing Dashboard. The update will add new housing development during the 2024 calendar year to the dashboard.
<https://www.nrpcvt.com/regional-data/>.

Climate & Energy

- Continued assisting municipalities in the implementation of Municipal Energy Resilience Program (MERP) construction projects with technical assistance and ongoing communication with the Department of Buildings and General Services (BGS).
- Coordinated statewide RPC work on Climate Pollution Reduction Grant as the lead RPC.
- Continued participation in the Efficiency Vermont Partner Working Group.
- Began work on Regional Navigators Program to provide technical assistance on energy related issues to communities throughout the state.
- Creation of municipal energy plan drafts using newly developed template.
- Attendance of and coordination with Saint Albans Transportation Working Group and Walk Bike Saint Albans

Water Quality

- Continued as the regional Clean Water Service Provider (CWSP) for Lamoille and Missisquoi basins. In that role we:
 - Developed new task awards for 8 projects in Lamoille Basin and 4 projects in the Missisquoi basin.
 - Completed field training for innovative riparian buffer plantings.
 - Prequalified one new partner organization and two new contractors who wish to complete projects supported by Clean Water funds.
 - Executed first Operation & Maintenance (O&M) site access easement and prepared related filing documents.
- Received final Tactical Basing Planning (TBP) water quality work plan for FY 25-26, which achieves NRPC goal of increasing funding level at least 15 percent.
- As part of NRPC-led work under banner of Regional Stormwater Education Program (RSEP) /Franklin County Stormwater Collaborative, staff
 - Hosted a successful stream cleanup on June 8th, where volunteers removed trash from Stevens Brook watershed in Saint Albans Town.
 - Continued to plan for July 12th lake-themed storytelling event, Tales from the Watershed, including searching for storytellers (reach out to nbrown@nrpcvt.com if you/someone you know might be interested!).
- Initiated planning of Flood Safety Act and flood resilience education sessions with staff of Lake Champlain Sea Grant and The Nature Conservancy.
- Continued to investigate opportunities for communities to participate in "WISPr" funding program.
- Secured funding through the Basin 7 CWSP to investigate floodplain connectivity potential around a culvert on Silver Lake Road in Georgia, NRPC to serve as project manager

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

- 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.
- Staff continue to support Workforce Development initiatives through partnership with FCIDC, schools, and other regional entities.

- Provided on-going administrative & technical support for NCTC Building Trades program and the newly formed Vermont Academy for Construction Excellence.
- June 3, 2025 NVEDD meeting was held in Fairfield, with a focus on rail trails and outdoor recreation economy.

Housing For All - Working Communities Challenge

- Submitted a final Transition Plan to the Federal Reserve Bank of Boston for additional activities through 12/31/2025.
- ADU/Duplex Pilot: Provided navigation support for two out of four program participants who are moving forward with design and permitting. Consideration of doing a second round of ADU promotion.
- Created new initiative, Promising Properties and Projects, that will provide technical support and limited mini-grants to municipality-related projects that create housing and/or housing-related infrastructure.

Building/Office

- Purchased new server for office.

Nominating Committee Report June 2025

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

Officers are eligible to serve for three consecutive one-year terms; six for the Treasurer. Term limit dates are shown in parenthesis. The Nominating Committee prepared the slate of nominees for FY 26:

Chair: Peter Zamore (June 30, 2027)

Vice-Chair: Andy Alling (June 30, 2026)

Secretary: Barclay Morris (June 30, 2028)

Treasurer: Kirk Waite (June 30, 2029)

Chair-Personnel: Bob Buermann (June 30, 2027)

Chair- Project Review: William Irwin (June 30, 2028)

Chair- Plan and Policy Committee: Lori Ruple (June 30, 2027)

At-large member on Executive Committee: Barbara Murphy (June 30, 2028)

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.

Youth Member to the Board of Commissioners

Franklin County: to be determined

Grand Isle County: to be determined

NRPC Representatives

NRPC representatives are elected via floor nomination and vote. Suggested representatives include:

Vermont Economic Progress Council:	Barbara Murphy
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, Howard Demars, Elisabeth Nance, Nicole Draper, Megan Sherlund

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.

NORTHWEST REGIONAL PLANNING COMMISSION

Proposed FY26 Budget

July 1, 2025-June 30, 2026

		FY25- Midyear Adjusted	Proposed FY26	% Change	\$ Change
1	Revenues	\$3,273,498	\$4,117,308	25.8%	\$843,810
2	Agency of Commerce Community Development (ACCD)	682,790	680,429	-0.3%	-\$2,361
3	Brownfields	\$373,000	\$304,850	-18.3%	-\$68,150
4	Clean Water Service Provider	\$852,000	\$1,468,329	72.3%	\$616,329
5	Community/Municipal Planning	\$46,792	\$77,003	64.6%	\$30,211
6	Economic Development/Recovery	\$374,300	\$339,867	-9.2%	-\$34,433
7	Emergency Planning/Telecomm.	\$74,490	\$68,954	-7.4%	-\$5,536
8	Energy/Climate	\$103,200	\$227,182	120.1%	\$123,982
9	Healthy Roots	\$9,026	\$0	-100.0%	-\$9,026
10	Interest	\$4,000	\$3,500	-12.5%	-\$500
11	Municipal Assessments	\$68,389	\$70,440	3.0%	\$2,051
12	Municipal & Partner Services	\$48,335	\$57,600	19.2%	\$9,265
13	Transportation	\$343,011	\$442,834	29.1%	\$99,823
14	Water Quality/Natural Resources	\$185,663	\$329,320	77.4%	\$143,657
15	Working Communities Challenge	\$116,000	\$47,000	-59.5%	-\$69,000
16	Expenses	\$3,272,682	\$4,105,394	25.4%	\$832,712
17	Payroll	\$1,095,506	\$1,146,490	4.7%	\$50,984
18	Benefits	\$340,121	\$373,180	9.7%	\$33,059
19	Building	\$27,625	\$62,042	124.6%	\$34,417
20	Printing	\$5,000	\$14,000	180.0%	\$9,000
21	Travel	\$14,000	\$21,720	55.1%	\$7,720
22	Supplies, Furniture, Equipment	\$70,000	\$75,900	8.4%	\$5,900
23	Meetings/Workshops	\$14,000	\$16,550	18.2%	\$2,550
24	Telephone	\$19,500	\$22,000	12.8%	\$2,500
25	Tech Hardware	\$17,000	\$13,250	-22.1%	-\$3,750
26	Tech Software and IT Operations	\$48,500	\$49,700	2.5%	\$1,200
27	Service Fees	\$4,301	\$4,700	9.3%	\$399
28	Other Operational Expenses	\$45,549	\$40,525	-11.0%	-\$5,024
29	Professional Services	\$1,550,330	\$2,265,337	46.1%	\$715,007
30	Reserves	\$0	\$0		\$0
31	Foundation Transfer	\$21,250	\$0	-100.0%	-\$21,250
32	Budget Surplus or Deficit: \$11,913.76				



FY 26 BUDGET AND WORKPLAN OVERVIEW

July 1, 2025 – June 30, 2026

INTRODUCTION

In FY 26 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 26 NRPC Budget Summary reflects a 25.8% increase in overall revenue and 25.4% increase in expenses for the coming fiscal year. While some grant programs have ended, revenues that support regional projects and programs have remained steady or increased. Most of the increase in revenue and expenses are pass-through dollars due to an increase in sub-grants/contracts in the water quality and transportation program areas.

Revenue

The budget includes an increase in Regional Planning funds administered by the **Agency of Commerce and Community Development** (ACCD) [Line 2] due to a base increase in this funding. 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.

Transportation Planning Initiative (TPI) funds under **Transportation** [Line 13] remain steady for next year. A new contract starts October 1, 2025 for this program. Due to spending schedules across two contracts periods and several special project planning funds, the budget shows a small increase overall. The **Transportation** revenue line also includes a new multi-year contract with the Vermont

Agency of Transportation to design and construct projects using the former Missisquoi Bay Bridge earmark funds. Other revenue increases under **Transportation** stem from contracts with three municipalities to complete road erosion inventories.

Public safety funding under **Emergency Planning/Telecommunications** [Line 7] supports NRPC's work in the state emergency operations center and emergency planning assistance to municipalities, has decreased due to spending schedules across the contracts which run on the federal fiscal year. In addition, NRPC is not anticipating additional revenue for disaster response and recovery support through the Local Liaison MOU (in FY 25, NRPC received funding for assisting the state during the July 2024 flooding.) Other revenue under **Emergency Planning/Telecommunications** includes pass-through funds to support the regional Medical Reserve Corps and contracts with two municipalities for developing Local Hazard Mitigation Plans.

NRPC anticipates an increase a substantial increase revenue (and corresponding expenses) through its role as the **Clean Water Service Provider** [Line 4] in the Lamoille and Missisquoi Basins. This reflects the increase in subawards/subcontracts to partners and municipalities for water quality projects [Line 29] and an increase in NRPC staff hours to administer the program and develop projects.

Economic Development/Recovery [Line 6] includes Economic Development Administration (EDA) planning grant funds to support economic development work in the Northern Vermont Economic Development District which encompasses the six northern counties of the state. NRPC acts as the fiscal agent for the District and revenues from this grant will remain level from the previous year. A large portion of this line item (\$249,900) is attributed to an EDA multi-year disaster resiliency grant for recovery and resiliency planning. The revenue decrease in **Economic Development/Recovery** is tied to the Municipal Technical Assistance Program (MTAP) ending in December 2025.

Increases in **Energy/Climate** [Line 8] revenue includes two new contracts. The first is through the Great Plains Initiative for providing energy planning technical assistance for municipalities. The second is an Energy Efficiency Block Grant with St Albans City which will fund a transportation needs assessment, municipal energy planning support, and a green energy mobile technology unit for technical education centers.

The **Working Communities Challenge** grant [Line 15] is ending in December 2025.

An EPA government to government grant for bike and pedestrian planning was included in the FY25 budget but has been zeroed out for FY26. This grant was terminated by EPA in March 2025. NRPC has filed an objection to this termination and several related court cases may impact this grant in the future. If funding is restored during FY26 from court action, NRPC will reflect this in a mid-year budget adjustment.

Expenses

Increases in expense line items are related to the program and project changes noted above.

The FY 26 budget includes 15 employees [Line 17]: Executive Director, Assistant Director, Senior Planners (3), Regional Planners (3), GIS Technician, Office Administrator (.8 FTE), Economic Recovery Coordinator (.6 FTE, temporary position), Transportation Planner, Planning Technician & Zoning Administrator, Energy and Climate Planner, Water Quality Project Manager, and summer field staff/interns. NRPC previously benefitted from the service of two AmeriCorps volunteers, however

the EcoAmericorps funding was canceled in May 2025 and the VISTA AmeriCorps funding is uncertain. 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. **Benefits** [Line 18] are increased to reflect rising costs including a proposed increase in health insurance premiums effective January 1, 2026.

The FY 26 budget includes an increase under **Building** [Line 18] for additional mortgage payments detailed in the repayment plan. No increases for utilities/maintenance are proposed. **Travel** [Line 21] is increasing as in-person meetings and conferences are returning to a more typical schedule. **Printing** [Line 20] is increasing to reflect anticipated expenses for the regional plan and other projects.

Reserve Funds

Reserve funds [Line 30] are allocated for long-term, equipment, PAT and building reserves in accordance with the Board adopted reserve fund policy. The Commission has established a three-year plan for equipment and software upgrades and replacement. No additions to the long-term, PAT or building reserves are proposed in FY26 at this time but NRPC may make changes as part of an amendment to the reserve fund policy or the mid-year budget adjustment.

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 26, 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, 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 update to comply with Act 181 will be completed in FY 26, with expected adoption in early 2026. This will include changes to the future land use plan and integration of local and regional housing targets.

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). In addition to its core planning tasks, the TPI work program also includes special funding for a LVRT/MVRT Junction Feasibility Study, VT 207/Bushey Road Intersection

Feasibility Study. Because the TPI program follows a different fiscal year than the NRPC, NRPC will operate under the FY 25 work program adopted by the Board until September 30, 2025. A specific FY 26 work program required by VTrans will be presented to the Board for consideration and adoption.

NRPC will work under contract with VTrans to design and construct transportation projects that support water quality, funded through the remainder of the Missisquoi Bridge construction earmark.

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 26 NRPC will:

- 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
- Participate in river modeling of the Lamoille River and tributaries, as part of an Economic Development Administration disaster resiliency grant

Water Resources Planning and Clean Water Service Provider Implementation:

The NRPC continues to be engaged in watershed planning efforts throughout the region. NRPC continues to serve as the Clean Water Service Provider for the Lamoille and Missisquoi Basins. In FY 26, work will continue to select and implement projects. In addition, projects in FY 26 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 sixteenth 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 26 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 26 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 received a \$400,000 disaster resiliency grant in FY 25 that will fund flood resiliency planning in the Lamoille River basin across three counties in 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 will provide support to local energy and climate action activities including resilience and adaptation projects, and support of climate economy initiatives. NRPC will continue to assist communities with the Municipal Energy Resilience Program, which funds energy efficiency projects in municipal buildings. NRPC will help municipalities utilize the municipal vulnerability analysis tool and will help to update several local energy plans.

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 26 the Accessory Dwelling Unit and duplex pilot project will be completed, and a “Promising Properties” program will support special projects with technical assistance and funding. The program ends in December 2025.

REPAYMENT PLAN FY 26

Recommended by the Finance Committee

Reviewed by Board of Commissioners (draft)

Background

The Board of Commissioners adopted a repayment plan in December 2013 that charged the Finance Committee to develop a multi-year repayment plan. The repayment plan will be reviewed and assessed yearly. Recommendations on the repayment plan and loan status/balance will be reported to the Board of Commissioners each year.

Current Loan Terms

FCIDC

\$130,000 borrowed in 2013

4.5% amortized over 20 years

Minimum payment of \$822.90

Balloon Payment due at end of 15 years (2028) \$44,000

Principal Balance as of 5/2025: \$68,958.06

RECOMMENDATION FOR BOARD CONSIDERATION, FY 26

Spread the balloon payment out over three years, starting in FY 26, with a planned payment in of \$14,667 in the third quarter. As part of the mid-year budget review the Finance Committee will verify that financial circumstances warrant making the payment.

IMPACT ON PRINCIPAL, INTEREST AND PAYBACK

FCIDC loan: Reduced balloon payment.

\$130,000 borrowed

4.5% amortized over 20 years

Minimum payment of \$822.90

Balloon Payment due at end of 15 years (2028): \$29,000

Mortgage History

1. In FY 14, additional payments of \$7,500 were made on the principal on the original Peoples Trust Company Loan.
2. In FY 15, additional payments of \$10,000 were made on the principal on the original Peoples Trust Company Loan.

3. In FY 16, additional payments of \$5,000 were made on the principal on the original Peoples Trust Company Loan.
4. In May 2018 the original mortgage held by People's Trust was discharged and the remaining balance was refinanced with New England Federal Credit Union. Payments continued at the higher monthly amount to pay down the principal more quickly.
5. In FY 23 the New England Federal Credit Union loan was paid in full utilizing \$20,000 from the building reserve fund and paying the remaining amount from the FY 23 budget.

TO: Board of Commissioners
FROM: Catherine Dimitruk, Executive Director
DATE: June 20, 2025
RE: Appointments and Committees

This time of year, we ask Board members to start thinking about their interest in serving on NRPC committees. Standing committees are those committees where members are appointed by the Chair and ratified by the Board. Descriptions of the standing committees, and their regular meeting times are included below for your information. Please let me know if you are interested in serving on a committee. Committee appointments will be made at the July Board meeting.

Standing Committee Descriptions

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. Regular meetings of the committee are typically every quarter on the first Tuesday of the month. Regular meeting times can be adjusted to meet the schedule of members.

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. This committee meets as needed, at the convenience of committee members.

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. Regular meetings of the committee are the second Wednesday of the month at 6:00 p.m.

Plan and Policy Committee

This committee shall develop, review and recommend changes to the Northwest Regional Plan. This committee shall review municipal plans following procedures adopted by the Board of Commissioners, and make recommendations to the Board of Commissioners for plan approval, confirmation, and determination of energy plan compliance. This committee may also review plans, policies and programs of interest to the region and make recommendations to the Board of Commissioners in that regard. Regular meetings are the second Wednesday of every other month at 6:00 p.m., only as needed. The regular meeting time may be revisited based on feedback from committee members.