



**Northwest  
Regional Planning  
Commission**

**BOARD OF COMMISSIONERS**

**February 25, 2026  
6:30 p.m. Meeting**

**Via Zoom**  
Virtual link on page 2

**Physical location:**  
NRPC Office, 75 Fairfield Street, St. Albans

- 1. Adjustments to the Agenda**
- 2. Welcome, introductions, opening remarks** –Peter Zamore, *Chair*
- 3. Opportunity for Public Comment**
- 4. Minutes of the January 2026 Meeting** (*action*)
- 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*
  - Plan and Policy Committee**- *Lori Ruple*
  - Vermont Economic Progress Council (VEPC)** –*Barbara Murphy*
  - Rural Community Transit**- *Bob Buermann/Catherine Dimitruk*
  - Healthy Roots Advisory Committee**- *Marietta Scholten*
  - Northwest Vermont Regional Foundation**- *Kirk Waite*
  - Office**-*Staff*

- 6. Emergency Management Program Highlights** *(discussion)*  
Shaun Coleman, Senior Planner
- 7. City of St. Albans Municipal Plan and Confirmation of Planning Efforts** *(action)*  
Draft Plan and Policy Committee recommendation enclosed.
- 8. FY 26 Budget Adjustment** *(action)*  
Draft budget reviewed by the Finance Committee and overview of Budget attached
- 9. Long Term Reserve Fund Assignment** *(action)*  
Finance Committee recommendation enclosed
- 10. 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

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1 **NRPC Board of Commissioners Meeting**  
2 **January 28, 2025, at 6:30 PM**  
3 **Hybrid Meeting (Zoom and NRPC Office)**  
4 **75 Fairfield Street, St. Albans, VT 05478**

5  
6 **Board Member Attendance:** *See attached.* A quorum was present to conduct business.

7  
8 **Staff:** Catherine Dimitruk, Greta Brunswick, Kyle Grenier, Bethany Remmers

9  
10 **Other Attendees:** Caleb Grant

11  
12 **Adjustments to the Agenda**

13 None

14  
15 **Welcome, Introductions, Opening Remarks**

16 Chair P. Zamore called the meeting to order at 6:31 PM followed by roll call.

17  
18 **Opportunity for Public Comment**

19 None.

20 **Guest Speaker: Caleb Grant, Rural Community Transit**

21 P. Zamore introduced Caleb Grant, the Executive Director of the new transit provider in the  
22 region Rural Community Transit (RCT). RCT took over from GMT as of January 1. RCT is a  
23 private non-profit providing transit to northern part of the state and took over Franklin and  
24 Grand Isle Counties January 1. They replaced Green Mountain Transit. C. Grant shared the  
25 governing structure of RCT and the types of services they provide including on demand and  
26 fixed route services.

27 C. Grant shared the opportunities that RCT provides with micro-transit, which is an uber  
28 style transit structure called RCT Rides. Micro-transit is a low barrier public transit option  
29 that works well in rural areas. Any individual can book a trip; there is no income  
30 qualification. If a ride is available, it will be provided free of charge. They have a fleet of  
31 small vehicles or ADA vehicles. The vast majority of trips are provided by volunteer drivers.

32 C. Grant reviewing the RCT Rides pilot in Lamoille County which resulted in an overall  
33 increase in rides. It expanded the reach of the transit and engaged a whole new population.  
34 Last year, they introduced RCT Rides Orleans in Newport.

35 C. Sawyer asked whether RCT is connected with the local study looking at micro transit  
36 opportunities. C. Grant explained that they are. He elaborated that GMT did a feasibility  
37 study and found that fixed route is fine in this county and that another option is not needed.  
38 However, based on results in Lamoille County and Newport, C. Grant is motivated to

1 question that feasibility and continue examining St. Albans options. This conversation will  
2 be a big part of the Transit Development Plan.

3 W. Irwin asked about outreach to communities that may not be aware of the transit  
4 provider or its services. C. Grant noted that they have bright and colorful buses for the  
5 purpose of generating awareness because they are so visually recognizable. They are also  
6 going to community meetings and sending letters to every town.

7 N. Brosseau asked about whether federal cuts to Medicaid impact RCT? He also asked  
8 about fares. C. Grant explained that all services are fare free. He noted that changes overall  
9 are not impacting RCT's bottom line, although he worries about the impact on passengers.

10 H. Demars asked if RCT services and CIDER overlap? C. Grant explained that RCT and  
11 CIDER are both the Medicaid transit grant recipients. RCT sub-contracts to CIDER to  
12 provide those trips and help remove barriers and coordinates so that services are not  
13 duplicated.

14 B. Buermann asked how the employee transition is going. C. Grant explained that they  
15 made offers to 20 out of 21 GMT employees, so it has been very seamless. They are  
16 currently undergoing contract negotiations with the Drivers Union. The largest challenge  
17 has been bringing Franklin County into Medicaid compliance, which has resulted in some  
18 changes to service, but in general everything is going well.

19 **Minutes of the December 2025 Meeting (action)**

20 *Y. Dandurand motioned to accept the December 2025 minutes as drafted. H. Demar*  
21 *seconded. Motion passed.*

22 **6. Commission Reports: written reports enclosed**

23 Finance/Operations– K. Waite reviewed the FY25 audit, which is on the agenda later  
24 tonight.

25 Personnel – B. Buermann updated the board that a staff member has moved on from long-  
26 term leave. The plan is to fill the vacant position with an intern that we already have working  
27 with us.

28 Executive Committee – P. Zamore reported that the Executive Committee approved a  
29 brownfields loan restructuring for the Golden Junk loan; they reviewed the audit; and  
30 discussed Land Use Review Board amendments to the Regional Plan.

31 Project Review– W. Irwin reported on projects that are listed on the Project Review Report  
32 in the board packet.

33 Transportation Advisory Committee (TAC) – No report.

1 Brownfields Committee –C. Sawyer reported that the Committee approved a Champlain  
2 Transmission/Golden Junk loan restructuring and funds for the South Hero Meeting House  
3 corrective action plan.  
4 Plan and Policy Committee- L. Ruple reported that they did not have a quorum, but  
5 updated draft #3 of the Regional Plan is on the agenda later tonight.  
6 Vermont Economic Progress Council (VEPC) –B. Murphy reported that there were no  
7 projects in our area.  
8 Rural Community Transit- No report.  
9 Healthy Roots Advisory Committee- No report.  
10 Northwest Vermont Regional Foundation- No report.  
11 Office- See staff report.

12 **Transportation Program Highlights (discussion) Kyle Grenier, Transportation Planner**  
13 K. Grenier presented on NRPC transportation program highlights. He noted that he just had  
14 his 3<sup>rd</sup> anniversary at NRPC. The transportation program follows 3 guiding principles – goals  
15 of the regional plan, accessibility/equitable access, and opportunity - quality of life,  
16 economic, etc. K. Grenier presented program essentials, including the Transportation  
17 Planning Initiative (TPI) and the Transportation Advisory Council (TAC). The TAC oversees  
18 the NRPC transportation program and helps provide local input. Additionally, NRPC  
19 provides municipal technical assistance, such as data collection, culvert inventories,  
20 traffic studies, and traffic counts. K. Grenier highlighted some challenges with the program,  
21 including level funding from the state, increased costs of transportation projects and fewer  
22 active TAC members.

23 **FY 25 Audit Draft**

24 K. Waite reported that B. Remmers put together a summary of the audit report and he  
25 thanked Amy, Bethany and Catherine for the successful single audit with no negative  
26 findings. He noted there was a new audit firm this year. He explained that the action  
27 needed tonight is to ratify the final audit for FY25.

28 *C. Rosenquist moved to ratify the final FY25 audit as presented. H. Demar seconded.*  
29 *Motion carried.*

30 **Reserve Fund Policy Changes**

31 K. Waite reported that NRPC has a draft update to its policy on reserves. Staff and the  
32 Finance Committee have been reviewing and updating older policies. The only substantive  
33 change is to maintain 3-month operating cost in reserve with assigned and unassigned  
34 fund balances. Also, the building reserve is increased by \$10,000. K. Waite asked for a  
35 motion to approve the draft reserve fund policy.

1 C. Rosenquist motioned to approve of fund balance policy update as presented. N.  
2 Brosseau seconded. Motion carried.

3 **Regional Plan Update • Final Board comments**

4 C. Dimitruk updated the board on the regional plan update process. The LURB provided  
5 comments to NRPC based on the preliminary review, NRPC held a public hearing and then  
6 worked with plan committee to update the draft. This draft incorporates all changes as  
7 recommended by staff, the Plan Review Committee, communities, citizens and local  
8 boards. In terms of board process, this is the final draft for comment prior to noticing the  
9 final public hearing. Once noticed, NRPC cannot make any further changes to the plan.  
10 Comments need to be sent in by February 6. The public hearing and board adoption vote is  
11 scheduled for the March 25 meeting.

12 K. Waite asked about the revisions to the Georgia Village Area. C. Dimitruk reported that the  
13 Town is up to date on the proposed boundary. Staff is still working with the LURB on their  
14 comments and then will update Georgia if there are any changes.

15 C. Sawyer asked if staff would have opportunity to discuss all the comments with the LURB  
16 for more clarification. C. Dimitruk reported that staff are meeting with members of the  
17 LURB to discuss their comments.

18 **Commissioner Announcements**

19 None.

20 Adjourned 7:44PM

21

**FY26 NPRC Board of Commissioners- Meeting Attendance**

Municipality	Board Member	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
		7/30/25	No Meeting	9/24/25	10/29/25	No Meeting	12/17/25	1/28/26	2/25/26	3/25/26	4/29/26	5/27/26	6/24/26
Frkln Cty Youth	Vacant												
Gl Cty Youth	Amelia Demars	X		X	E								
Alburg Town	Alex McCracken	E											
Alburg Town	Danielle Choiniere	X		X	X		X	X					
Alburg Village	Vacant												
Alburg Village	Vacant												
Bakersfield	William Irwin	X		E	X		X	X					
Bakersfield	Linda McCall	X		X	X		X	X					
Berkshire	Josh Grims	X		E	E		E						
Berkshire	Claude Charron												
Enosburg Falls	Leonard Charron												
Enosburg Falls	Vacant												
Enosburgh Town	Jesse Woods												
Enosburgh Town	James Oullette (8/25)				X								
Fairfax	Barbara Murphy	X		X	X		X	E					
Fairfax	Nicholas Nadeau/Mike Bishop (10/25)				X		X	E					
Fairfield	Julia Callan	X		X	X		X	X					
Fairfield	Chuck Verderber	E		X	X		E	E					
Fletcher	Michelle Frennier	E		E	E		X	X					
Fletcher	Lori Ruple	X		X			X	X					
Franklin	Yvon Dandurand	X		X	E		E	X					
Franklin	Wesley Kempton												
Georgia	Carl Rosenquist	X			X		X	X					
Georgia	Kirk Waite	X		X	X		E	X					
Grand Isle	Barclay Morris	X		X	X		X	E					
Grand Isle	Howard Demars	X		X	E		X	X					
Highgate	Jack Pelkey	X			X		X						
Highgate	Anna Comiskey	X		X	X								
Isle La Motte	Sylvia Jensen	E		X	X		E						
Isle La Motte	Mary-Catherine Graziano												
Montgomery	Leanne Barnard												
Montgomery	Mark Brouillette												
North Hero	Andy Alling	X		X			X	X					
North Hero	Vacant												
Richford	Marissa Tessier												
Richford	Vacant												
Sheldon	Vacant												
Sheldon	Mathew Stebbins	X		X			X	X					
South Hero	Peter Zamore	X		X	X		X	X					
South Hero	Bob Buermann	X		X	X		X	X					
St. Albans City	Elisabeth Nance	X		X	X		X	E					
St. Albans City	Chip Sawyer	X		X	E		X	X					
St. Albans Town	Marietta Scholten	X		X	X		X	E					
St. Albans Town	Megan Sherlund	X		X	X		E	E					
Swanton Town	Nicole Draper	X		X			X	E					
Swanton Town	Nicholas Brosseau	X		X	X			X					
Swanton Village	Heidi Britch-Valenta	X		X	X		X	X					
Swanton Village	Damon Broderick	X		X	X		X						
	<b># Municipalities</b>	<b>18</b>	<b>0</b>	<b>18</b>	<b>14</b>	<b>0</b>	<b>15</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

QUORUM = 12

E= Excused ; X=Present

**Northwest Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
 July 2025 through January 2026

	Jul '25 - Jan 26	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4016 · EDA	305,689.35	319,900.00	-14,210.65	95.56%
4026 · Grants in Aid Pilot Program	0.00	5,000.00	-5,000.00	0.0%
4030 · ACCD	387,713.65	680,429.00	-292,715.35	56.98%
4035 · VAOT	140,490.91	390,528.00	-250,037.09	35.98%
4043 · Working Communities Challenge	47,150.49	32,000.00	15,150.49	147.35%
4044 · Shared Services	25,037.62	72,600.00	-47,562.38	34.49%
4045 · Public Safety	23,557.36	56,181.00	-32,623.64	41.93%
4047 · Municipal Assessments	70,439.00	70,440.00	-1.00	100.0%
4050 · Municipal Contracts/Community	91,056.90	154,353.00	-63,296.10	58.99%
4054 · Other State Grants	81,590.41	56,917.00	24,673.41	143.35%
4055 · Other Federal Grants	545,242.70	454,850.00	90,392.70	119.87%
4056 · VANR	99,044.34	320,098.00	-221,053.66	30.94%
4058 · Clean Water Service Provider	939,258.76	1,468,329.00	-529,070.24	63.97%
4059 · RSEP-St. Albans Town & City	12,085.96	13,000.00	-914.04	92.97%
4067 · Brownfields RLF 10 PCPI	13,624.17	0.00	13,624.17	100.0%
4080 · Misc. Income	32,638.90	69,183.00	-36,544.10	47.18%
4600 · Interest Income	3,061.54	3,500.00	-438.46	87.47%
<b>Total Income</b>	<b>2,817,682.06</b>	<b>4,167,308.00</b>	<b>-1,349,625.94</b>	<b>67.61%</b>
<b>Expense</b>				
5010 · Salaries & Wages	645,454.37	1,146,490.00	-501,035.63	56.3%
5015 · Employer Social Security	39,840.98	71,082.00	-31,241.02	56.05%
5016 · Employer Medicare	9,317.64	16,624.00	-7,306.36	56.05%
5020 · Fringe Benefits	166,390.90	285,474.00	-119,083.10	58.29%
5030 · Travel	14,164.07	21,720.00	-7,555.93	65.21%
5040 · Advertising	2,866.55	7,500.00	-4,633.45	38.22%
5055 · Insurance-Liability	4,609.21	14,000.00	-9,390.79	32.92%
5080 · Meetings	9,699.65	16,550.00	-6,850.35	58.61%
5085 · Membership Dues	6,045.00	15,000.00	-8,955.00	40.3%
5090 · Technology and GIS	17,098.42	13,250.00	3,848.42	129.05%
5095 · Software	27,114.26	49,700.00	-22,585.74	54.56%
5100 · Supplies & Furniture	20,322.39	95,100.00	-74,777.61	21.37%
5660 · Postage	799.29	4,025.00	-3,225.71	19.86%
5680 · Printing & Copies	1,176.67	14,000.00	-12,823.33	8.41%
5700 · Telephone	11,498.01	22,000.00	-10,501.99	52.26%
5800 · Bank Service Charges	63.00	200.00	-137.00	31.5%
6300 · Professional Services	1,826,304.45	2,246,137.00	-419,832.55	81.31%
6400 · Building/Utilities	16,368.35	62,042.00	-45,673.65	26.38%
6560 · Payroll Expenses	2,564.00	4,500.00	-1,936.00	56.98%
<b>Total Expense</b>	<b>2,821,697.21</b>	<b>4,105,394.00</b>	<b>-1,283,696.79</b>	<b>68.73%</b>
	-4,015.15			

**Open Invoices as of January 31, 2026 \$1,285,967.17 Original Mortgage**

**Franklin County Industrial Dev Corp - outstanding mortgage      \$63,802.44      \$130,000**

**Northwest Regional Planning Commission**  
**Balance Sheet**  
As of January 31, 2026

	Jan 31, 26
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · People's Checking Account	-189,395.51
1020 · People's Money Market Account	96,417.76
1035 · New England Federal Cr-1Year CD	49,221.59
1036 · New England Fed Cr-CD 5 Year	66,786.56
1037 · Lamoille CWSP	183,107.46
1038 · Missisquoi CWSP	405,571.09
1040 · Union Bank	292,760.39
1080 · Petty Cash	9.05
<b>Total Checking/Savings</b>	904,478.39
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	1,285,967.17
<b>Total Accounts Receivable</b>	1,285,967.17
<b>Other Current Assets</b>	
Account for Credit Transfer	-2,300.00
1400 · Prepaid Expenses	15,109.08
1499 · Undeposited Funds	29,189.30
<b>Total Other Current Assets</b>	41,998.38
<b>Total Current Assets</b>	2,232,443.94
<b>TOTAL ASSETS</b>	<b>2,232,443.94</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	4,855.83
<b>Total Accounts Payable</b>	4,855.83
<b>Other Current Liabilities</b>	
<b>Payroll Liabilities</b>	446.87
2001 · Accrued Exp	14,043.70
2100 · Employee Health Ins. Payable	353.81
2110 · Health Equity	3,340.54
2120 · Accrued Payroll	23,721.67
2130 · Accrued Vacation	58,985.71
2200 · Federal Withholding Tax Payable	1,873.00
2210 · Social Security Tax Payable	2,255.80
2212 · Medicare Tax Payable	527.54
2213 · VT Tax Withholding Payable	3,770.33

4:14 PM

02/17/26

Accrual Basis

**Northwest Regional Planning Commission**  
**Balance Sheet**  
As of January 31, 2026

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	<u>Jan 31, 26</u>
2215 · Retirement Payable	12,749.11
2250 · Deferred Revenue	<u>1,204,494.46</u>
<b>Total Other Current Liabilities</b>	<b>1,326,562.54</b>
<b>Total Current Liabilities</b>	<u><b>1,331,418.37</b></u>
<b>Total Liabilities</b>	<b>1,331,418.37</b>
<b>Equity</b>	
Building Reserve	61,000.00
Equipment Reserve	20,000.00
Long Term Reserves	213,720.00
PAT Reserve	22,000.00
3900 · Fund Balance	588,320.72
Net Income	<u>-4,015.15</u>
<b>Total Equity</b>	<u><b>901,025.57</b></u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u><b>2,232,443.94</b></u></u>

**Project Review Committee: Monthly Business Report**  
**Month: February 2026**  
**Project Reviews**

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

Project Location: 264 Hard'ack Drive, Saint Albans Town, Vermont

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

- *Project Details:* Leveling out of an existing open field in order to create three new recreation fields at the Hard'ack Recreation Area.
  - *Project Comments:* Committee had additional questions on the traffic impacts and requested an extension of the comment period.
  - *Conformance with Regional Plan:* Yes  No
- 

2) **Project Type: Act 250: G.W. Tatro Construction, Inc**

Project Location: 1420 Fairfield Road, Fletcher, Vermont

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

- *Project Details:* Resumed use, expansion, and operation of an existing rock quarry upon a ±25.25-acre parcel
  - *Project Comments:* Project is of substantial regional impact as it has capacity to provide a key resource (dimensional stone) for infrastructure repair during disaster conditions.
  - *Conformance with Regional Plan:* Yes  No
- 

2) **Project Type: Act 250: Richard Louko**

Project Location: 6 Goodman Road, Fairfax, Vermont

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

- *Project Details:* After-the-fact permit ±960 square-foot sand and storage shed with access driveway in support of a home-based property maintenance and excavation business upon previously approved ±2.07-acre Lot 4. Originally reviewed and found in conformance by the Project Review Committee in 2021, there is now an updated site plan as a result of the DRB conditions on local zoning approval.
  - *Project Comments:* Committee reviewed the updated site plan and found it an improvement on the prior site plan with additional screening.
  - *Conformance with Regional Plan:* Yes  No
- 

**Board Action Necessary:** Ratify Committee decision on **Act 250: G.W. Tatro Construction, Inc.**

### Committee and Staff Reports – February 2026

Committee <i>Chair/Appointee</i>	Meeting Date	Next Meeting Date	Main Agenda Items/Topics
<b>Executive</b> <i>Peter Zamore</i>	no meeting	03/19/26	•
<b>Finance/Operations</b> <i>Kirk Waite</i>	2/19/26	TBD	<ul style="list-style-type: none"> <li>• • Reviewed the midyear budget adjustment and recommended approval by the NRPC board.</li> <li>• • Reviewed current balances of reserve funds and made a recommendation for the board to direct funds from NRPC’s Unassigned Fund Balance to Long-Term Reserves.</li> </ul>
<b>Personnel</b> <i>Bob Buermann</i>	none	TBD	• No meeting.
<b>Project Review</b>	9/10/2025	10/8/25	• See attached business report.
<b>Plan and Policy</b> <i>Lori Ruple</i>	2/11/2026	TBD	• Reviewed and recommended St. Albans City and Richford municipal plans for regional approval.
<b>Transportation Advisory Committee</b> <i>Barclay Morris</i>	2/12/26	3/12/26	• Briefed on upcoming legislatively directed study to assess municipal transportation assets, funding needs.
<b>Brownfields Adv. Committee</b> <i>Megan Sherlund</i>	none	3/23/26	• No meeting
<b>VT Economic Progress Council, Barbara Murphy</b>			
<b>Rural Community Transit</b> <i>Bob Buemann, Catherine Dimitruk</i>	2/9/26	4/13/26	• The Board received a report from VTrans on ridership and cost effectiveness of RCT routes.

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

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

#### Transportation

- Prepared and provided testimony to the House Transportation Committee related to transportation program updates, highlights, and needs in the Northwest region.
- Support for towns completing and submitting VTrans Small Scale Local Highway Safety Improvement Program (HSIP) grant proposals.
- Support for the town of Alburgh related to speeding concerns on US 2 near Goose Point Campground. VTrans Traffic Operations plans to conduct a speed study (originally scheduled for summer 2025, but postponed due to construction in the immediate area) during summer 2026.
- Northwest Vermont Rail Trail Council Annual Meeting (MVRT & LVRT). Officers elected: Dave Stanley, Chair; Jane Williams, Vice Chair; Ellen Stanley, Treasurer. The council reviewed drafts of MVRT Management Plan, Wayfinding Signage, and moved to support the City of St. Albans with their grant application to secure funding for a new MVRT Trailhead near the intersection of Federal and Lower Newton streets.
- Continued efforts to incorporate Franklin and Grand Isle County transportation needs assessment into the Transit Development Plan that Steadman Hill Consulting is preparing for Rural Community Transit (RCT).
- NRPC serves as the Municipal Project Management (MPM) for many local transportation projects. Recent activities and/or milestones include:

- *US 2-Featherbed Lane Scoping (South Hero)*- Presented overview of draft final report at public meeting and framed issues prior to Selectboard vote on preferred alternative . Drafted contract amendment for Town to allow consultant to continue work through March 31. Facilitated consolidation of Town and Vermont Agency of Transportation comments on the draft project report.
- *Sidewalk Scoping Study (Richford)*- Report finalized, supporting town with next steps.
- *Sidewalk Scoping Study (Sheldon)*- Consultant is currently assessing an alternative route to access Sheldon Elementary School.

### Emergency Management

- Held Grand Isle County Mutual Aid Meeting which included a discussion and information sharing on municipal warming shelters and volunteer support and a review of the Vermont Public Safety Communications Task Force's recommendations for developing a reliable, secure, interoperable, and equitable statewide public safety communications system.
- Finalizing the South Hero Local Hazard Mitigation draft plan to be released for public comment.
- Began working with the Town of Highgate on their Local Hazard Mitigation Plan update.
- Coordinated with VEM Mitigation Division staff to review municipal mitigation projects and funding in an effort to improve state-regional-local resiliency efforts.
- Supported Grand Isle County Sheriff, municipal officials and CIDER regarding cold weather preparedness activities for residents and individuals during extreme cold weather events.

### GIS

- Mailing out the 2025 E911 Community maps and VTrans Highway maps to the municipalities in the region.
- Working on online zoning maps of all the municipalities in the region.
- Worked on the Private Roads Road Erosion Inventory driveway mapping.

### Brownfields

- Managed active task orders for assessment or cleanup planning on the following sites:
  - Highgate Village Core. Supported the Town of Highgate on redevelopment and cleanup planning, including Section 106 compliance, Corrective Action Plan approval, a Request for Proposals for an environmental consultant to oversee building materials abatement and Brownfields Cleanup funding agreements for building materials abatement.
  - 20 LaSalle Street. Monitoring Corrective Action Plan preparation.
  - LaPointe Auto, Highgate. Monitored Quality Assurance Project Plan (QAPP) review and approval for supplemental sampling.
  - Issued an RFP for a Phase 1 and Phase 2 Workplan at the 24 Maple site in St. Albans City, which will be on behalf of a new prospective buyer.
  - Monitored completion of cleanup planning at 124 First Street (former Carroll Concrete) in Swanton and 21-22 Stebbins Street and considered a request for funding cleanup related sampling.
- Applied for additional Agency of Commerce and Community Development (ACCD) assessment funds.
- Revolving Loan Fund
  - Submitted a Final Technical Report for close out 2010 RLF grant. Reviewed and recommended that Executive Committee approve a restructuring to the Champlain Transmission Loan.
  - Finalized a loan and subgrant agreement and coordinated with environmental consultants that will oversee building materials abatement at the Highgate Village Core.

### Municipal Planning

- Continued to work with Bakersfield Planning Commission on the municipal plan update. Presented updated Goals and Policies to the Planning Commission and began drafting updates to the Introduction, Historic and Archeological Resources, Town Services and Transportation chapters..
- Coordinated the adoption process for the Richford Town Plan.

- Developed maps and initial drafts of district purpose statements for the Grand Isle Zoning Bylaw update funded by a Municipal Planning Grant.
- Held a community visioning outreach event for the Fairfax Town Plan update, funded by a Municipal Planning Grant.
- Provided Sheldon and North Hero with zoning services, DRB and PC clerk services, and E911 Coordination services to Sheldon.
- Supported the Town of Highgate's village wastewater and water supply projects , including bi-weekly meetings with the Town Administrator and Engineer to coordinate progress on design and permitting and efforts to secure letters of interest. Updated the project sources and uses budget based on funding changes.
- Coordinated Common School Working Group meeting to review and discuss concept designs for the Fairfield Common School Restoration project and developed public meeting outreach materials for a public meeting on March 18, funded by a municipal planning grant.
- Supported the Town of South Hero with its community wastewater project, including a wetlands delineation request for proposals and a request for qualifications for a new wastewater engineer as they ready for Step 2 design engineering.
- Coordinated with municipalities that were awarded FY26 Municipal Planning Grants–Town of North Hero for a Municipal Plan Update, Town of South Hero to have a community vision process for the Lavin Property, Town of Berkshire for trail planning to connect the Elementary School to the Town Office, and Village of Swanton to create or update important planning and regulatory documents for their water system.
- Assisted the Bakersfield Planning Commission and Selectboard with transitioning from a Zoning Board of Appeals to a Development Review Board.

#### Regional Planning

- Prepared and warned a final draft of the Regional Plan for March public hearing and Board vote.
- Met with members of the Land Use Review Board to prepare for final submission after plan adoption.
- Participated in information sharing with other RPCs regarding ongoing Regional Plan work.
- Coordinated with legislators and advocacy groups on potential changes to Title 24 to improve the regional plan development and adoption processes.

#### 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).
- Continued work on Regional Navigators Program to provide technical assistance on energy related issues to Swanton Village and Isle La Motte.
- Attendance of and coordination with Saint Albans Transportation Working Group and Walk Bike Saint Albans
- Continued work on Energy Efficiency and Climate Block Grant collaboration with Saint Albans City, including completion and committee approval of enhanced energy plan final draft.

#### Water Quality

- In role as the regional Clean Water Service Provider (CWSP) for Lamoille and Missisquoi basins we:
  - Conducted Water Quality Council meeting to culminate 10th funding round in Basin 6, resulting in approval of seven project applications and issuance of associated draft task awards. Opened tenth funding round in Basin 7.
  - Recorded and three access easements and associated Property Transfer Tax forms related to Sleeper Pond project and prepared for recording of three others
  - Developed and tested a new online invoice submission system to improve processing efficiency.
  - Established framework for an expedited selection process for Operation and Maintenance services when project sponsors wish to serve as contractors.
- As part of Regional Water Quality/Tactical Basin planning work, staff:

- Coordinated scheduling and preparations for regional Flood Safety Act (Act 121) webinar and separate meeting regarding two Tactical Basin Plans.
- Prepared materials for a regional Community Water Quality gathering focused on public engagement and progress reporting.
- Provided assistance to member of the public wishing to discuss floodplain reconnection and beaver management. . .
- As part of NRPC-led work under the Regional Stormwater Education Program (RSEP) /Franklin County Stormwater Collaborative, hosted first webinar of 2026 on February 10, featuring a presentation on tree health from Adam McCullough of Vermont Community Forestry. Also completed 2025 annual report, which was approved by partners at a meeting on February 13. .
- For a project investigating the economic impact of water quality, met with Basin Program project manager to register concerns relating to EPA’s delayed review of Quality Assurance Plan, impacts of delays on project schedule, and subcontracting issues.
- Provided technical support and issued a letter of support for a major stormwater improvement project in St. Albans Town, strengthening its competitiveness for funding.
- Met with the Georgia Conservation Commission to discuss advancing Silver Lake Road project development work to the preliminary design phase. Private Roads Road Erosion Inventory Project:
  - Submitted initial GIS data in 7 pilot sub-watersheds to DEC for additional analysis.
  - Continued GIS work mapping missing private roads and driveways in the rest of the Lake Champlain Basin.
  - Selected a consultant to work with NRPC and DEC during Phase 1 of the project.

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

- NVEDD is a 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.
- Reviewed a draft of the updated Comprehensive Economic Development Strategy at a meeting of the NVEDD Board.

Housing For All - Working Communities Challenge

- Project ended 12/31/2025.
- ADU/Duplex Pilot: Provided continued navigation support for three program participants who are still in various stages of design, permitting and construction process. Received minigrant request from one applicant for approval.
- Supported Town of Swanton with adoption process for draft cottage development zoning bylaws and other bylaw modernization edits.
- Participated in housing policy legislative initiatives.

Building/Office: New water meter installed. Conference room upgrades were completed.



To: Board of Commissioners  
From: Plan and Policy Committee  
Date: 2/20/2026  
RE: St. Albans City - Recommendation to the Board on Regional Approval of Municipal Plan and Confirmation of the Planning Process

NRPC staff and the Plan and Policy Committee have reviewed the St. Albans City Municipal Plan, for regional approval and for confirmation of the town's planning process according to 24 VSA, Section 4350.

The Committee finds that the plan:

- Is consistent with the planning goals of Title 24 VSA, Section 4302,
- Is compatible with the Regional Plan,
- Is compatible with approved plans of other municipalities in the region, and
- Contains all the elements as required in Title 24 VSA, Section 4382.

The Committee finds that St. Albans City is:

- engaged in a continuing planning process that includes maintaining a current, regionally approved municipal plan,
- engaged in activities that implement its adopted municipal plan in accordance with 24 VSA Section 4382, and
- maintains its efforts to provide funds for municipal and regional planning purposes.

Based on these findings and pending any comments received at the upcoming duly warned public hearing, the Plan and Policy Committee recommends that the Board take the following action:

***The Board of Commissioners grant Regional Approval to the St. Albans City Municipal Plan, and confirm the planning process of St. Albans City in accordance with 24 VSA Section 4350.***

**Supporting Materials:**

Staff has prepared the following materials to document this review and finding, which are available under the February 11, 2026 meeting materials at <https://www.nrpcvt.com/about-nrpc/board-committees/plan-policy-committee/>:

- Draft Municipal Plan
- Final Staff Review Checklist
- Implementation Checklist



To: Board of Commissioners  
From: Bethany Remmers, Assistant Director  
Date: 2/19/2026  
Subject: Proposed FY26 Budget Adjustment

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The Finance and Operations Committee met on February 19, 2026, to review the proposed FY26 midyear budget adjustment and is recommending approval by the Board.

Total projected revenues have been revised from \$4,117,308 to \$4,582,023, an 11.3% increase (\$464,715). Total expenditures have been revised from \$4,105,394 to \$4,575,201, an 11.4% increase (\$469,806). The projected year-end budget surplus has decreased from \$11,914 to \$6,822.

### **Key Changes – Revenues**

#### **Increases:**

- **Line 3- Brownfields: +\$392,827 (+129%)**
  - Increased loan and grant disbursements under Brownfields Revolving Loan Funds.
  - New post-closeout program income for the 2010 Revolving Loan Fund.
  - State Brownfields assessment funds carried over from FY25 (\$44,900) and received additional state Brownfields assessment fund of \$15,000.
- **Line 4- Clean Water Service Provider (CWSP): +\$298,336 (+20%)**
  - Tied to increases subgrant awards to regional water quality partners.
  - Corresponding increase in professional services contract expenses.
- **Line 5- Community/Municipal Planning: +\$33,609 (+44%)**
  - New contracts including Highgate Village Core Water & Wastewater Project Management (\$3,800) and St. Albans City Municipal Plan (\$7,581).
  - Received more FY26 Municipal Planning Grants than originally anticipated (+\$14,776).
- **Line 14-Working Communities Challenge: +\$15,182 (+32%)**
  - Increased carryover from FY25.
  - Received an additional \$12,882 in grant funds in December 2026.

#### **Decreases:**

- **Line 2-Agency of Commerce Community Development (ACCD): -\$8,846 (-1.3%)**
  - Reflects midyear reduction in annual allocation of planning funds from the Agency of Commerce and Community Development.
- **Line 7- Emergency Planning/Telecommunications: -\$17,138 (-25%)**

- Emergency Management Planning Grant (EMPG) contract is delayed at the federal level with unknown resumption date decreasing revenues by \$25,617.
- New Local Hazard Mitigation Plan municipal contracts offset some of the revenue reductions caused by EMPG
- **Line 12-Transportation: -\$63,495 (-14%)**
  - Reduction in TPI FY25 contract revenues (-\$22,652) due to greater utilization in the prior fiscal year which was partially offset by increased TPI FY26 revenues.
  - Project development contract for former Missisquoi Bay Bridge earmark funds delayed from September to February (-\$53,000).
- **Line 13- Water Quality/Natural Resources: -\$210,361 (-64%)**
  - Revenues for Private Roads Road Erosion contract reduced by \$111,000 to reflect slower project implementation than anticipated in FY26. Project continues into FY28.
  - US Fish & Wildlife Partners Missisquoi Basin contract ended (-\$100,000). Largely pass-through funding, with corresponding professional services and supply expenses also removed from the budget adjustment.

### **Key Changes – Expenses**

#### **Increases:**

- **Line 20- Travel: +\$4,467 (+21%)** and **Line 22- Meetings/Workshops: +\$3,082 (+19%)**
  - Travel and in person meetings/training are starting to return to pre-COVID levels.
- **Line 24- Tech Hardware: +\$6,750 (+51%)**
  - Plotter and laptop purchased budgeted for in FY25 were delayed into FY26.
- **Line 28- Professional Services: +\$560,750 (+25%)**
  - Driven primarily by increased Brownfields RLF loan/grant activity (*see Line 3 note above*) and CWSP subgrant expenditures (*see Line 4 note above*).
  - Accounting increased from \$28,000 to \$33,000 to reflect higher auditing costs and additional accounting assistance.

#### **Decreases:**

- **Line 16- Payroll: -\$35,004 (-3%)** and **Line 17- Benefits: -\$35,899 (-10%)**
  - Corresponds to reduced staffing levels.
- **Line 18- Building: -\$5,000 (-8%)**
  - Reduced building fit-up/renovation allocation from \$25,000 to \$20,000.
  - Budget continues to include \$14,667 in extra mortgage principal payments.

NORTHWEST REGIONAL PLANNING COMMISSION

Proposed FY26 Midyear Budget Adjustment

July 1, 2025-June 30, 2026

	Category	Approved FY26	Proposed FY26 Midyear Adjusted	% Change	\$ Change
1	<b>Revenues</b>	<b>\$4,117,308</b>	<b>\$4,582,023</b>	<b>11.3%</b>	<b>\$464,715</b>
2	Agency of Commerce Community Development (ACCD)	680,429	671,583	-1.3%	-\$8,846
3	Brownfields	\$304,850	\$697,677	128.9%	\$392,827
4	Clean Water Service Provider	\$1,468,329	\$1,766,665	20.3%	\$298,336
5	Community/Municipal Planning	\$77,003	\$110,612	43.6%	\$33,609
6	Economic Development/Recovery	\$339,867	\$358,960	5.6%	\$19,093
7	Emergency Planning/Telecomm.	\$68,954	\$51,816	-24.9%	-\$17,138
8	Energy/Climate	\$227,182	\$232,690	2.4%	\$5,508
9	Interest	\$3,500	\$3,500	0.0%	\$0
10	Municipal Assessments	\$70,440	\$70,440	0.0%	\$0
11	Municipal & Partner Services	\$57,600	\$57,600	0.0%	\$0
12	Transportation	\$442,834	\$379,339	-14.3%	-\$63,495
13	Water Quality/Natural Resources	\$329,320	\$118,959	-63.9%	-\$210,361
14	Working Communities Challenge	\$47,000	\$62,182	32.3%	\$15,182
15	<b>Expenses</b>	<b>\$4,105,394</b>	<b>\$4,575,201</b>	<b>11.4%</b>	<b>\$469,806</b>
16	Payroll	\$1,146,490	\$1,111,486	-3.1%	-\$35,004
17	Benefits	\$373,180	\$337,281	-9.6%	-\$35,899
18	Building	\$62,042	\$57,042	-8.1%	-\$5,000
19	Printing	\$14,000	\$12,400	-11.4%	-\$1,600
20	Travel	\$21,720	\$26,187	20.6%	\$4,467
21	Supplies, Furniture, Equipment	\$75,900	\$42,809	-43.6%	-\$33,091
22	Meetings/Workshops	\$16,550	\$19,632	18.6%	\$3,082
23	Telephone	\$22,000	\$22,000	0.0%	\$0
24	Tech Hardware	\$13,250	\$20,000	50.9%	\$6,750
25	Tech Software and IT Operations	\$49,700	\$51,500	3.6%	\$1,800
26	Service Fees	\$4,700	\$4,700	0.0%	\$0
27	Other Operational Expenses	\$40,525	\$44,076	8.8%	\$3,551
28	Professional Services	\$2,265,337	\$2,826,087	24.8%	\$560,750
29	Reserves	\$0	\$0		\$0
30	Foundation Transfer	\$0	\$0		\$0
31	<b>Budget Surplus or (Deficit)</b>	<b>\$11,914</b>	<b>\$6,822</b>		



To: Board of Commissioners  
From: Finance and Operations Committee  
Date: 2/20/2026  
Subject: Proposed Fund Balance Assignment

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The Finance and Operations Committee reviewed the NRPC assigned and unassigned fund balance as reported in the FY 25 audit. The Committee recommends that:

**The Board of Commissioners vote to assign \$65,085 of the audited, unassigned fund balance to the Board assigned long-term reserves, bringing the total long term reserves to \$278,805.**

Background:

The does not change the amount of the audited NRPC fund balance; it recategorizes unassigned funds to board assigned funds.

The Board voted at the last meeting to update the Reserve Fund Policy. This adjustment will bring long term reserves in conformance with the policy. The update policy for long term reserves states:

*Long-Term Reserves: NRPC has an adopted goal of a minimum of three months operating costs through a combination of Assigned and Unassigned Fund Balance, with a minimum of two months operating costs in the Board assigned Long Term Reserve.*

- NRPC’s estimated 2-month basic operating costs: \$278,805.
- Long-term reserves balance: \$213,720
- Gap: \$65,805 (\$278,805-\$213,720)

The end result will be a change in the distribution of NRPC’s \$921,381 fund balance as shown below:

	FY 25 Audit	Recommendation	
Nonspendable	15,109	15,109	
<b>Long Term Reserves</b>	<b>213,720</b>	<b>278,805</b>	<b>+65,085</b>
Equipment	20,000	20,000	
Building	70,000	70,000	
PAT (vacation)	22,000	22,000	
<b>Unassigned</b>	<b>580,552</b>	<b>515,467</b>	<b>-65,085</b>
<b>Total</b>	<b>\$921,381</b>	<b>\$921,381</b>	



The **FY2025 VAPDA Annual Report Summary** is a 2-page overview of how Vermont’s 11 Regional Planning Commissions (RPCs) are responding effectively to a rapidly shifting planning and development environment, featuring a snapshot of key data points and project highlights for work completed across the state in fiscal year 2025. The complete FY2025 VAPDA Annual Report is available online at [vapda.org](http://vapda.org).

### QUICK RPC FACTS



Vermont has **11** RPCs with offices all over the state, and **135** staff serving **all** of Vermont’s municipalities. RPCs **provide vital assistance** to towns that lack staff capacity.



RPCs leverage municipal dues and money from the state to bring in federal funds. In FY25, RPCs managed about **\$30M** of federal, state, and municipal funds.



RPCs are a **critical resource** for the State in policy deliberations and implementation.



In the absence of county government, **RPCs are a direct link between municipalities and state government**, and are often called upon to support policy development and implementation in the areas of housing, energy, transportation, water quality, and more.

### ACT 181

Throughout FY25, RPCs worked to educate municipalities and the public on Act 181 and its impacts, created many informational materials, and worked on updating their Future Land Use Maps by **engaging thousands of residents in over 750 events, focus groups, and meetings**. View a one-page summary [here](#).

 **All RPCs will update their regional plans to comply with Act 181 requirements by December 2026.**

### PLANNING + ZONING



In FY25, RPCs provided **195** municipalities with planning and bylaw assistance.

Maintaining clear and up-to-date plans and bylaws creates a **strong, guiding vision for communities**. This ensures smooth permitting at state and local levels and makes compact settlements possible.

#### ★ FY25 PROJECT FEATURE

**Chittenden County RPC** obtained federal funding to help 10 towns and cities develop master plans and update their zoning in Rutland, Addison, Washington, Franklin, and Chittenden Counties.

### ECONOMIC DEVELOPMENT



**153** communities received economic development assistance from their RPCs in FY25, strengthening local economies.

Strong local economies arise from comprehensive land-use planning and united development efforts.

RPCs help build community infrastructure and guide development patterns in order to provide the foundation and public support for private economic development.

### HOUSING



In FY25, RPCs provided **140** municipalities with assistance to increase housing.

Assistance includes updating zoning to support increased densities in our centers and providing guidance to property owners on ADUs and other infill housing.

### BROWNFIELDS



**75** communities were able to assess or remediate polluted land with the support of RPCs in FY25.

By assessing, remediating, and reinvesting in these properties with the help of RPCs, communities can achieve a variety of benefits.

#### ★ FY25 PROJECT FEATURE

**Northeastern Vermont Development Association** was awarded another EPA Brownfields Coalition Assessment Grant of \$1.2M, augmenting an active \$1M Revolving Loan Fund Grant capitalized in 2023. The 2023 grant and newly awarded 2025 grant have funded assessment activities at over 40 sites across the Northeast Kingdom, prioritizing projects that involve housing and the redevelopment of key sites in the region’s downtowns.

## TRANSPORTATION PLANNING



RPCs provided **215** municipalities with technical assistance in transportation, including:



RPCs help coordinate the Transportation Planning Initiative (TPI) with VTrans, a statewide initiative for public involvement in improvements to Vermont's transportation system and for the development of region-wide plans.

### ★ FY25 PROJECT FEATURE

**Rutland Regional Planning Commission** helped Marble Valley Transit streamline Rutland's fixed-route system from five routes to four, saving \$150,000 while cutting stops with under 2% of ridership.

Read the FY25 TPI Selected Performance Indicators [here](#).

## CLEAN WATER & INFRASTRUCTURE



**173** communities took steps to improve their water quality in FY25 with assistance from RPCs.

Many of these improvements resulted from RPC assistance in the Municipal Roads Grants-in-Aid Program through VTrans.

## MAPPING



**208** communities received mapping services from RPCs in FY25, assisting in a variety of municipal operations and plans.

Mapping and data analysis **provides key information to decision-makers** in planning and project development.

## PARTNERSHIPS

RPCs support many collaborative efforts:

- RPCs work with RDCs on Comprehensive Economic Development Strategy & Economic Development Districts.
- RPCs provided initial start-up and continuing support for Communication Union Districts.
- RPCs manage construction funds in their role as Clean Water Service Providers in the Lake Champlain basin.
- RPCs support other collaboratives around public safety, energy, and other issues as needed with our municipalities.
- RPCs are one of the few entities that stay engaged for the months and years it takes to move a project from concept to implementation. Towns rely on us for this continuity.

## MORE INFORMATION & CONTACT

The [FY25 VAPDA Annual Report](#) underscores that achieving Vermont's housing, clean water, climate resilience and growth goals will require robust partnerships, expanded technical assistance, and strategic investment. Vermont's 11 RPCs continue to serve as the bridge between state policy and local needs.

For more information about VAPDA and how it serves Vermont's communities, visit [vapda.org](http://vapda.org), read the full [FY25 VAPDA Annual Report](#), or contact: Devon Neary, Chair | [devon@rutlandrpc.org](mailto:devon@rutlandrpc.org) | (802) 775-0871

## EMERGENCY PLANNING & RESPONSE



With technical assistance from RPCs, **237** municipalities were able to improve their emergency preparedness and work to mitigate damage from disasters.

### ★ FY25 PROJECT FEATURE



The **North Wolcott Recreation Fields Floodplain Restoration Project** was completed in FY25, and provides multiple benefits: flood hazard mitigation, storm water mitigation, nutrient retention, reduction in runoff velocity. Read the full story [here](#).

*This project was managed by the **Lamoille County Planning Commission** and funded by Vermont Emergency Management through the Flood Resilient Communities Fund. The Preliminary Design phase was funded by a Clean Water Block Grant through Vermont Department of Environmental Conservation.*

## ENERGY PLANNING & IMPLEMENTATION



In FY25, RPCs assisted **195** communities with energy planning and implementation.

With a focus on sustainability and affordability, Vermont communities face significant roadblocks and opportunities in the clean energy transition.

RPCs assist communities by managing energy efficiency projects in municipal buildings and developing energy plans that integrate land use, transportation, natural resources, and energy project implementation.