



**Northwest
Regional Planning
Commission**

BOARD OF COMMISSIONERS

**March 25, 2026
6:30 p.m. Regional Plan Hearing
followed by Regular Meeting**

Via Zoom
Virtual link on page 2

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

- 1. Adjustments to the Agenda**
- 2. Regional Plan Public Hearing 6:30 p.m.**
- 3. Welcome, introductions, opening remarks –Peter Zamore, *Chair***
- 4. Opportunity for Public Comment**
- 5. Minutes of the February 2026 Meeting (*action*)**
- 6. Commission Reports: written reports enclosed**
 - Finance/Operations– *Kirk Waite***
 - Personnel – *Bob Buermann***
 - Executive Committee – *Peter Zamore***
 - Project Review– *William Irwin (no Board action needed)***
 - 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- *Catherine Dimitruk***
 - Healthy Roots Advisory Committee- *Marietta Scholten***
 - Northwest Vermont Regional Foundation- *Kirk Waite***
 - Office-*Staff***

- 7. Town of Richford Municipal Plan, Confirmation of Planning Efforts, and Determination of Energy Compliance (action)**
Draft Plan and Policy Committee recommendation enclosed.
- 8. Regional Plan Adoption (action)**
Shall the Board of Commissioners adopt the 2026-2034 Regional Plan?
Yes vote by 60% of appointed Commissioners required to adopt
<https://www.nrpcvt.com/sectiondraftsoftheplan/>
- 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 **February 25, 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, Shaun Coleman, Luke Slomba
9

10 **Other Attendees:** None
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. D. Broderick, A.
17 Alling, and Y. Dandurand made commissioner introductions.
18

19 **Opportunity for Public Comment**

20 No public commented.

21 **Minutes of the January 2026 Meeting (action)**

22 *B. Murphy motioned to accept the January 2026 minutes as corrected. A. Alling seconded.*
23 *B. Murphy asked that the attendance sheet be corrected to reflect her attendance at the*
24 *last meeting. C. Dimitruk responded that the sheet would be corrected. Motion passed.*

25 **Commission Reports - written reports enclosed**

26 Finance/Operations– K. Waite reported that the committee discussed assignment of funds
27 to long term reserves and will be asking for approval later at this meeting.

28 Personnel – No report.

29 Executive Committee – No report.

30 Project Review– W. Irwin reported on the three projects that are listed on the Project Review
31 Report in the board packet. He updated the board that the City of St. Albans project was
32 found to be in conformance with the Regional Plan and to have no substantial regional
33 impact, which was not listed in the packet. He noted that the G.W. Tatro project to resume
34 and expand operations of a rock quarry in Fletcher was found to have substantial regional
35 impact so it will require a board vote. H. Britch-Valenta asked for a summary of the impact.
36 W. Irwin responded that it's centrally located in the region so towns will benefit from a new
37 source of rock. H. Demars added that it will also cut down on truck travel in the region. S.
38 Jensen noted that she is on the Act 250 District Commission and reviewed the project in
39 that capacity, and it was determined that she should abstain from the vote. *B. Morris*

1 *Motioned to approve the Project Review Committee recommendations on the G.W. Tatro*
2 *project in Fletcher. B. Murphy seconded. Motion carried, S. Jensen abstained. P. Zamore*
3 *noted that in the future Project Review votes should be a separate agenda item.*
4 Transportation Advisory Committee (TAC) – At their most recent meeting, TAC had the chair
5 of the VT House Transportation Committee and a representative from VTrans as guests. At
6 the previous TAC meeting in November, the committee had voted to study local
7 transportation needs and costs in the region. At this meeting, the TAC learned that the
8 legislature and VTrans are also interested in determining what the total financial need is for
9 towns across the state for bridges and highways, etc. so TAC is postponing their project to
10 see what VTrans comes up with and not duplicate efforts. C. Dimitruk also noted that she
11 and a few other RPC Directors are having a follow-up meeting with the House
12 Transportation Committee chair to talk about regional priorities.
13 Brownfields Committee – No report
14 Plan and Policy Committee- L. Ruple reported that the committee met to review the St.
15 Albans City and Richford municipal plans and recommended that both receive board
16 approval. St. Albans City vote will be at this meeting, Richford vote will likely be in March.
17 Vermont Economic Progress Council (VEPC) – C. Dimitruk reported that the council is co-
18 hosting a workshop on the Community Housing and Infrastructure (CHIP) Program with
19 NRPC and St. Albans Town in March.
20 Rural Community Transit- C. Dimitruk reported that she attended her first RCT board
21 meeting and got an overview on how the different routes are doing in terms of cost
22 effectiveness. RCT is working on a budget adjustment to reflect the new service area,
23 which will be discussed at the next meeting. The RCT board meets every other month.
24 Healthy Roots Advisory Committee- No report.
25 Northwest Vermont Regional Foundation- No report.
26 Office- See staff report.

27 **Emergency Management Program Highlights - Shaun Coleman, Senior Planner**
28 **(discussion)**

29 S. Coleman presented on NRPC transportation program highlights:

- 30 • Purposes of emergency planning and its role in regional planning’s web of resilience.
- 31 • Overview of the different types of emergency planning services offered by NRPC to
32 municipalities, including project examples.
- 33 • List of committees and organizations that NRPC is involved with in emergency
34 planning and management.
- 35 • Challenges: 1. Slight reduction of funding in 2025, state took over funding for
36 updating emergency management plans; 2. Recruiting volunteers for fire and EMS;

1 3. Increasing dispatching costs; 4. Funding uncertainty at federal level, FEMA local
2 assistance is on hold and state hasn't heard anything about the status of current
3 programs.

- 4 • Board's role in emergency management program: Regional plan supports disaster
5 resilience goals. Board also approves budget for cross border collaboration during
6 disasters, and for trainings.

7 P. Zamore asked whether S. Coleman thinks there is an appropriate allocation of staff
8 time/funding to address flooding risks and impacts. S. Coleman responded that there are a
9 lot of different funding sources, including contracts with municipalities who get funding
10 from state/federal sources. The emergency planning fund has provided stable funding for
11 quite a few years. NRPC has been able to do the work we need through current funds, and
12 when there is a disaster we have access to additional money through the Local Liason
13 program.

14 P. Zamore asked how much of the NRPC's focus is proactive vs. reactive. S. Coleman
15 answered that about 80% of the focus is proactive, and there are usually 1-2 major
16 disasters every year that make it reactive. The recovery piece is a whole other thing that can
17 take months to years, NRPC provides initial support during early stages and then takes a
18 lesser role.

19 M. Bishop commented agreeing that getting fire training for people who are interested is a
20 large barrier. He also emphasized the importance of the dispatching costs issue and how
21 much money towns are spending. C. Rosenquist asked whether M. Bishop had any
22 suggestions or ideas on how to lower dispatch costs. M. Bishop responded that towns can't
23 do much locally, dispatch charges per capita so combining jurisdictions doesn't save
24 much. The state has a 5-6 year plan for establishing statewide dispatch with good ideas on
25 how to pay for it, funded by state taxes. At local/regional level we can pressure our
26 representatives to follow through on state plans.

27 H. Demars asked whether the current federal administration's reduction of funding will
28 affect S. Coleman's role or the services NRPC is able to offer. C. Dimitruk responded that
29 there are no staff adjustments as a result of the budget adjustment. S. Coleman responded
30 that it definitely limits the amount of services NRPC is able to offer and we can't honor
31 every request for local assistance like we used to.

32 **City of St. Albans Municipal Plan and Confirmation of Planning Efforts**

33 L. Ruple reported that the Plan and Policy Committee met two weeks ago and reviewed a
34 memo and supporting materials from staff that are also available in the report. She

1 recommended that the Board make a motion for approval of the plan and confirmation of
2 St. Albans City's planning process.

3

4 *B. Murphy made a motion to grant regional approval to the St. Albans City Plan and regional*
5 *confirmation of St. Albans City's planning process. Y. Dandurand seconded. Motion carried,*
6 *with C. Sawyer abstaining.*

7

8 **FY 26 Budget Adjustment (action)**

9 C. Dimitruk reported that the Finance Committee met last week and reviewed the
10 proposed mid-year budget adjustment. Staff prepared a memo with projected revenues
11 and expenses based on FY26 revenues and expenses so far as of mid-year. The end result
12 of the proposed budget adjustment is that NRPC is still in the positive by a small amount.
13 There were no questions or comments on the budget adjustment.

14 *W. Irwin moved to accept the proposed budget adjustments. H. Demars seconded. Motion*
15 *carried.*

16 **Long Term Reserve Fund Assignment (action)**

17 C. Dimitruk stated that the question before the Board tonight is whether to increase the
18 portion of the fund balance that the Board has already set aside for long-term reserves. The
19 increase would be +\$65,800 dollars to bring in compliance with the new fund balance
20 policy adopted by the Board last month.

21 *B. Murphy motioned to approve the assignment of \$65,800 to long term reserves. as*
22 *presented. C. Rosenquist seconded. Motion carried.*

23 **Commissioner Announcements**

24 E. Nance announced that the Vermont League of Cities and Towns received a Northern
25 Border Regional Commission capacity award to assist municipalities with the new
26 Community Housing and Infrastructure (CHIP) Program. It's currently live on the VLCT
27 website and they have received interest so far. S. Jensen asked whether this funding could
28 be used to help Isle La Motte with a senior housing project. E. Nance responded that the
29 grant is for technical assistance, if a town reaches out to VLCT they can see if it's a good fit.

30 Adjourned 7:32PM

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												
GI Cty Youth	Amelia Demars	X		X	E				E				
Alburg Town	Alex McCracken	E											
Alburg Town	Danielle Choiniere	X		X	X		X	X	X				
Alburg Village	Vacant												
Alburg Village	Vacant												
Bakersfield	William Irwin	X		E	X		X	X	X				
Bakersfield	Linda McCall	X		X	X		X	X	X				
Berkshire	Josh Grims	X		E	E		E		E				
Berkshire	Claude Charron												
Enosburg Falls	Leonard Charron												
Enosburg Falls	Vacant												
Enosburgh Town	Jesse Woods												
Enosburgh Town	James Oullette (8/25)				X				X				
Fairfax	Barbara Murphy	X		X	X		X	X	X				
Fairfax	Nicholas Nadeau/Mike Bishop (10/25)				X		X	E	X				
Fairfield	Julia Callan	X		X	X		X	X	X				
Fairfield	Chuck Verderber	E		X	X		E	E	X				
Fletcher	Michelle Frennier	E		E	E		X	X	X				
Fletcher	Lori Ruple	X		X			X	X	X				
Franklin	Yvon Dandurand	X		X	E		E	X	X				
Franklin	vacant												
Georgia	Carl Rosenquist	X			X		X	X	X				
Geogia	Doug Bergstrom 3/26												
Georgia	Kirk Waite	X		X	X		E	X	E				
Grand Isle	Barclay Morris	X		X	X		X	E	X				
Grand Isle	Howard Demars	X		X	E		X	X	X				
Highgate	Jack Pelkey	X			X		X	X	X				
Highgate	Anna Comiskey	X		X	X								
Isle La Motte	Sylvia Jensen	E		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				
North Hero	Vacant												
Richford	Marissa Tessier												
Richford	Vacant												
Sheldon	Vacant												
Sheldon	Mathew Stebbins	X		X			X	X	X				
South Hero	Peter Zamore	X		X	X		X	X	X				
South Hero	Bob Buermann	X		X	X		X	X	X				
St. Albans City	Elisabeth Nance	X		X	X		X	E	X				
St. Albans City	Chip Sawyer	X		X	E		X	X	X				
St. Albans Town	Marietta Scholten	X		X	X		X	E					
St. Albans Town	Megan Sherlund	X		X	X		E	E	E				
Swanton Town	Nicole Draper	X		X			X	E					
Swanton Town	Nicholas Brosseau	X		X	X			X	X				
Swanton Village	Heidi Britch-Valenta	X		X	X		X	X	X				
Swanton Village	Damon Broderick	X		X	X		X		X				
	# Municipalities	18	0	18	14	0	15	14	17	0	0	0	0

QUORUM = 12

E= Excused ; X=Present

Northwest Regional Planning Commission
Balance Sheet
As of February 28, 2026

	Feb 28, 26
ASSETS	
Current Assets	
Checking/Savings	
1000 · People's Checking Account	328,276.91
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	134,231.64
1038 · Missisquoi CWSP	111,279.55
1040 · Union Bank	292,760.39
1080 · Petty Cash	9.05
	1,078,983.45
Accounts Receivable	
1200 · Accounts Receivable	1,019,352.65
	1,019,352.65
Other Current Assets	
Account for Credit Transfer	-2,300.00
1400 · Prepaid Expenses	15,109.08
	12,809.08
Total Current Assets	2,111,145.18
TOTAL ASSETS	2,111,145.18
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	5,248.19
	5,248.19
Other Current Liabilities	
Payroll Liabilities	853.10
2001 · Accrued Exp	14,043.70
2100 · Employee Health Ins. Payable	353.81
2110 · Health Equity	3,541.46
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	2,251.78
2212 · Medicare Tax Payable	526.60
2213 · VT Tax Withholding Payable	2,573.48

2:36 PM

03/10/26

Accrual Basis

Northwest Regional Planning Commission
Balance Sheet
As of February 28, 2026

	<u>Feb 28, 26</u>
2215 · Retirement Payable	10,570.06
2250 · Deferred Revenue	<u>1,204,494.46</u>
Total Other Current Liabilities	1,323,788.83
Total Current Liabilities	<u>1,329,037.02</u>
Total Liabilities	1,329,037.02
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	588,320.72
Net Income	<u>-122,932.56</u>
Total Equity	<u>782,108.16</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,111,145.18</u></u>

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

	Jul '25 - Feb 26	Budget	\$ Over Budget	% of Budget
Income 4016 · EDA	312,362.07	339,515.00	-27,152.93	92.0%
4026 · Grants in Aid Pilot Program	0.00	2,500.00	-2,500.00	0.0%
4030 · ACCD	387,713.65	671,583.00	-283,869.35	57.73%
4035 · VAOT	140,475.32	325,582.00	-185,106.68	43.15%
4043 · Working Communities Challenge	47,150.49	62,182.00	-15,031.51	75.83%
4044 · Shared Services	25,037.62	57,600.00	-32,562.38	43.47%
4045 · Public Safety	23,557.36	37,499.00	-13,941.64	62.82%
4047 · Municipal Assessments	70,439.00	70,440.00	-1.00	100.0%
4050 · Municipal Contracts/Community	91,056.90	175,957.00	-84,900.10	51.75%
4054 · Other State Grants	81,590.41	130,595.00	-49,004.59	62.48%
4055 · Other Federal Grants	545,242.70	607,777.00	-62,534.30	89.71%
4056 · VANR	99,044.34	206,900.00	-107,855.66	47.87%
4058 · Clean Water Service Provider	939,258.76	1,766,665.00	-827,406.24	53.17%
4059 · RSEP-St. Albans Town & City	12,085.96	15,000.00	-2,914.04	80.57%
4067 · Brownfields RLF 10 PCPI	13,624.17	30,000.00	-16,375.83	45.41%
4080 · Misc. Income	42,420.68	78,728.00	-36,307.32	53.88%
4600 · Interest Income	3,061.54	3,500.00	-438.46	87.47%
Total Income	2,834,120.97	4,582,023.00	-1,747,902.03	61.85%
Expens 5010 · Salaries & Wages	719,997.75	1,111,486.00	-391,488.25	64.78%
5015 · Employer Social Security	44,362.94	68,912.00	-24,549.06	64.38%
5016 · Employer Medicare	10,375.19	16,117.00	-5,741.81	64.37%
5020 · Fringe Benefits	183,573.28	252,253.00	-68,679.72	72.77%
5030 · Travel	14,253.32	26,187.00	-11,933.68	54.43%
5040 · Advertising	3,149.15	7,500.00	-4,350.85	41.99%
5050 · Retiree Insurance - Reimb	1,189.80	0.00	1,189.80	100.0%
5055 · Insurance-Liability	4,609.21	17,801.00	-13,191.79	25.89%
5080 · Meetings	10,699.65	19,632.00	-8,932.35	54.5%
5085 · Membership Dues	7,795.00	15,000.00	-7,205.00	51.97%
5090 · Technology and GIS	17,177.58	20,000.00	-2,822.42	85.89%
5095 · Software	35,332.48	51,500.00	-16,167.52	68.61%
5100 · Supplies & Furniture	21,067.22	42,809.00	-21,741.78	49.21%
5660 · Postage	799.29	3,775.00	-2,975.71	21.17%
5680 · Printing & Copies	1,176.67	12,400.00	-11,223.33	9.49%
5700 · Telephone	12,899.17	22,000.00	-9,100.83	58.63%
5800 · Bank Service Charges	63.00	200.00	-137.00	31.5%
6300 · Professional Services	1,847,592.20	2,826,087.00	-978,494.80	65.38%
6400 · Building/Utilities	18,084.63	57,042.00	-38,957.37	31.7%
6560 · Payroll Expenses	2,856.00	4,500.00	-1,644.00	63.47%
Total Expense	2,957,053.53	4,575,201.00	-1,618,147.47	64.63%
			-122,932.56	

Open Invoices as of February 28, 2026 \$1,019,352.65 Original Mortgage

Franklin County Industrial Dev Corp - outstanding mortgage \$63,218.80 \$130,000

Committee and Staff Reports – March 2026

Committee <i>Chair/Appointee</i>	Meeting Date	Next Meeting Date	Main Agenda Items/Topics
Executive <i>Peter Zamore</i>	3/19/26	04/14/26	<ul style="list-style-type: none"> Legislative update, subrecipient monitoring policy amendment, March Board agenda
Finance/Operations <i>Kirk Waite</i>	none	5/26	<ul style="list-style-type: none"> The committee will in May to review the draft FY27 budget.
Personnel <i>Bob Buermann</i>	none	TBD	<ul style="list-style-type: none"> No meeting.
Project Review	3/11/2026	4/8/2026	<ul style="list-style-type: none"> See attached business report.
Plan and Policy <i>Lori Ruple</i>	none	TBD	<ul style="list-style-type: none"> No meeting.
Transportation Advisory Committee <i>Barclay Morris</i>	3/12/26	4/9/26	<ul style="list-style-type: none"> Review and comment on the VT 207/Bushey Road Intersection study. Briefed on upcoming National Electric Vehicle Infrastructure (NEVI) program status (grant opportunity), discussed EV infrastructure needs for the region
Brownfields Adv. Committee <i>Megan Sherlund</i>	none	4/13/26	<ul style="list-style-type: none"> No meeting
VT Economic Progress Council, <i>Barbara Murphy</i>			
Rural Community Transportation <i>Catherine Dimitruk</i>		4/13/26	<ul style="list-style-type: none"> No meeting.

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

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

Transportation

- Finalizing survey and deployment plan for the Franklin County area transportation needs survey, in partnership with Rural Community Transportation (RCT).
- Spot speed study performed at two locations near the Village of North Hero and corresponding reports prepared as the town seeks funding for radar speed feedback signs to be installed within the speed transition zones on US 2 north and south of the village. Grand Isle has requested a similar study and is scheduled for early April 2026.
- Municipal Roads General Permit (MRGP) project technical assistance with Fairfax, Alburgh, Isle La Motte; as towns prepare preconstruction documents for upcoming projects.
- February 2026 state and municipal Park and Ride counts completed.
- VT 207/Bushey Road (Swanton VT) **final public meeting will be held in Swanton on April 7, 2026, 6:00PM.**
- Northwest VT Rail Trail Council meeting. Members discussed upcoming Green Up Day volunteer needs, new Wayfinding signage project, Missisquoi Valley Rail Trail Management Plan draft.
- NRPC staff are refreshing, updating, and reworking the Missisquoi Valley Rail Trail website.
- 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)*- Completed review and assembled municipal comments on the draft report for the U.S. Route 2 / Featherbed Lane scoping study, helping to move the project closer to completion.

- *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

- Met with VEM staff to discuss DHS funding status and review plans to manage disaster incidents without DHS support.
- Held Grand Isle County Fire Chief's Meeting to discuss training and local resource needs.
- Finalizing the South Hero Local Hazard Mitigation draft plan to be released for public comment.
- Met with Town of Highgate on their Local Hazard Mitigation Plan update.

GIS

- Mailing out the 2025 E911 Community maps and VTrans Highway maps to the municipalities in the region.
- Finished the on online zoning maps of all the municipalities in the region.
- Worked on the Private Roads Road Erosion Inventory driveway mapping.
- Working on a map for the Friends of Northern Lake Champlain for the cycling race they have in the summer.

Brownfields

- Managed active task orders for assessment or cleanup planning on the following sites:
 - Highgate Village Core. Supported the Town of Highgate with project management for building materials abatement funded by an RLF grant and loan.
 - 20 LaSalle Street. Monitoring Corrective Action Plan preparation.
 - LaPointe Auto, Highgate. Monitored Quality Assurance Project Plan (QAPP) review and approval for supplemental sampling.
 - Selected consultant for a Phase 1 and Phase 2 Workplan at the 24 Maple site in St. Albans City on behalf of a new prospective buyer and attended a site visit.
 - 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.
- Executed agreement and confirmed sites for additional Agency of Commerce and Community Development (ACCD) assessment funds.
- Revolving Loan Fund
 - Supported and oversee work by Town of Highgate funded by RLF grant and loan.

Municipal Planning

- Continued to work with Bakersfield Planning Commission on the municipal plan update. Reviewed updated Introduction, Historic and Archeological Resources, and Natural Resources chapters with the Planning Commission.
- Met with the North Hero Planning Commission to kick off their Town Plan Update funded by a FY26 Municipal Planning Grant.
- Met with the Berkshire Planning Commission to kick off their Municipal Planning Grant funded project to plan for a path from the Berkshire Town Hall to Elementary School.
- Drafted sections of the Grand Isle Zoning Bylaw update funded by a Municipal Planning Grant.
- Met with the Fairfax Planning Commission to review the results of a community visioning outreach event as part of 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 through a local staff transition. Met with project engineer and coordinated with municipal representative; organized the list of landowners that have opportunity to connect to the system and some of which have a letter of interest.

- 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 April 1, funded by a municipal planning grant.
- Supported the Town of South Hero with its community wastewater project, selecting a consultant and coordinating a contract for a wetlands delineation and coordinating qualifications review and interviews for a new wastewater engineer as they ready for Step 2 design engineering.
- Assisted the Bakersfield Planning Commission and Selectboard with transitioning from a Zoning Board of Appeals to a Development Review Board.
- Met with the Lavin Vision Steering Committee to initiative a new South Hero project to develop a vision for use and development of the newly acquired property part of which will be used for wastewater management. Funded by a municipal planning grant.

Regional Planning

- Prepared application materials for final Regional Plan submission to the Land Use Review Board.
- 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. Changes now included in S. 325.

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).
- Began information collecting information for a policy report on supporting municipal actions toward climate pollution reduction.
- Completed Regional Navigators Program technical assistance project: Isle La Motte, funding opportunities for town hall energy improvements; and Swanton Village, assistance with dam relicensing.
- Attendance of and coordination with Saint Albans Transportation Working Group and Walk Bike Saint Albans.
- Began planning for a 2026 WindowDressers build, including work on grant applications and selecting dates.

Water Quality

- In role as the regional Clean Water Service Provider (CWSP) for Lamoille and Missisquoi basins we:
 - Advanced the tenth funding round in the Lamoille Basin by reviewing applications and preparing materials for the upcoming Basin Water Quality Council funding decisions.
 - Recorded remaining access easements and associated Property Transfer Tax forms related to Sleeper Pond project, completing a key legal requirement for project implementation.
 - Implemented a new online invoice and deliverables submission system to improve processing efficiency.
 - Launched the biennial membership renewal process for Basin Water Quality Council participants.
- As part of Regional Water Quality/Tactical Basin planning work, staff:
 - Delivered a presentation on the Flood Safety Act (Act 121) and regional flood resilience planning, expanding outreach and understanding of new state flood safety requirements.
 - Presented at a regional Community Water Quality meeting focused on engaging the public in clean water progress and basin planning efforts.
 - Participated in quarterly partner meetings for Basin 5 and Basin 7 to coordinate regional clean water implementation efforts.
- 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:
 - Finished mapping missing private roads and driveways in the Lake Champlain Basin.
 - Conducted initial cleaning and GIS analysis of the basin-wide Private Roads layer.

- Coordinated with Phase 1 consultant to sign contract and begin working with NRPC.

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.
- Completed a successful closeout of the Lamoille Flood Resilience planning grant. Products included a river model, flood resilience project priorities and business recovery training materials.

Housing For All - Working Communities Challenge

- Project funding ended 3/15/2026.
- ADU/Duplex Pilot: Provided continued navigation support for three program participants who are still in various stages of design, permitting and construction process.
- Supported the Town of Swanton with the adoption process for draft cottage development zoning bylaws and other bylaw modernization edits.
- Participated in housing policy legislative initiatives.

Building/Office: No updates.

Project Review Committee: Monthly Business Report
Month: March 2026
Project Reviews

1) **Project Type: Section 248: GMP/248-Georgia Substation-Georgia**

Project Location: 2066 Ballard Road, Georgia, VT

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

- *Project Details:* 45-day notice for upgrade and expansion of Georgia substation. Substation yard will be increased from 6,040 square feet to 13,862 square feet.
 - *Project Comments:* Committee asked questions of applicant about the project, including screening and capacity. No follow-up questions were identified prior to the full application,
 - *Conformance with Regional Plan:* Yes No
-

Staff Reviews

1) **Project Type: Section 248a: Verizon Wireless/248a-at 353 Fairfax Road-Saint Albans Town**

Project Location: 353 Fairfax Road, St. Albans Town

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

- *Project Details:* Modification of existing telecommunications facility to remove and replace 3 antennas resulting in a net decrease in antenna surface area and no increase in total tower height.
 - *Conformance with Regional Plan:* Yes No
-

2) **Project Type: Section 248a: Verizon Wireless/248a-at 2448 Highgate Road-Swanton**

Project Location: 2448 Highgate Road, Swanton

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

- *Project Details:* Modification of existing telecommunications facility to add two antenna with an increase of 6.5 square feet in surface area and no increase in total tower height.
 - *Conformance with Regional Plan:* Yes No
-

Board Action Necessary: None.



TO: Board of Commissioners
FROM: Plan and Policy Committee
DATE: 3/19/2026
RE: Richford - Recommendation to Board on Regional Approval of Municipal Plan,
Confirmation of the Planning Process, and Determination of Energy Compliance

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

The Plan and Policy 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 Plan and Policy Committee finds that Richford 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 the Plan and Policy Committee recommends that the Board take the following action:

Board Action- The Board of Commissioners grants Regional Approval to the Richford Municipal Plan, and confirm the planning process of Richford in accordance with 24 VSA Section 4350.

The Plan and Policy Committee and NRPC staff have reviewed the Richford Municipal Plan, for a determination of energy planning compliance according to VSA Section 4352. The Committee and staff find that the plan:

- includes an energy element that has the same components as described in 24 VSA, Section 4348a(a)(3) for a regional plan and is confirmed under the requirements of 24 VSA Section 4350.
- is consistent with the following State goals:
 - Vermont's greenhouse gas reduction goals under 10 VSA Section 578(a);
 - Vermont's 25 by 25 goal for renewable energy under 10 VSA Section 580;
 - Vermont's building efficiency goals under 10 VSA Section 581;

- State energy policy under 30 VSA Section 202a and the recommendations for regional and municipal energy planning pertaining to the efficient use of energy and the siting and development of renewable energy resources contained in the State energy plans adopted pursuant to 30 VSA Sections 202 and 202b (State energy plans); and
- The distributed renewable generation and energy transformation categories of resources to meet the requirements of the Renewable Energy Standard under 30 VSA Section 8004 and 8005.
- meets the standards for issuing a determination of energy compliance included in the State energy plans as developed by the Vermont Department of Public Service.

Based on these findings, the Plan and Policy Committee recommends that the Board take the following action:

Board Action - The Board of Commissioners grants a Determination of Energy Compliance to the Richford Town Plan

Supporting Materials:

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

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