



**Northwest
Regional Planning
Commission**

BOARD OF COMMISSIONERS

July 29, 2026

6:00 p.m. Dinner Served

6:30 p.m. Meeting Begins

**The Stone House
St. Albans Bay Park
Route 36/Lake Road, St. Albans Bay**

Virtual Access
See link on page 2

- 1. Adjustments to the Agenda**
- 2. Welcome, introductions, opening remarks** –Peter Zamore, *Chair*
- 3. Opportunity for Public Comment**
- 4. Minutes of the June 2026 Meeting** (*action*)

- 5. Economic Status and Outlook**
Tayt Brooks, Secretary, Agency of Commerce and Community Development
Tim Smith, Franklin County Industrial Development Corporation

- 6. Land Use Review Board and Act 250**
Sarah Hadd, Vice-Chair, Land Use Review Board

- 7. FY 27 Transportation Planning Initiative Work Program-** (*action item*)
Draft enclosed
- 8. FY 27 Committee Assignments** (*action item*)
Draft enclosed
- 9. Commissioner Announcements**

Virtual meeting access on page 2

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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NRPC Board of Commissioners Meeting
June 24, 2026 at 6:30PM
Hybrid Meeting (Zoom and NRPC Office)
75 Fairfield Street, St. Albans, VT 05478

Board Member Attendance: See attached. A quorum was present to conduct business.
Staff: Catherine Dimitruk, Greta Brunswick, Marlena Valenta

Welcome, introductions, opening remarks

Chair P. Zamore called the meeting to order at 6:31PM followed by roll call. N. Brosseau gave a more detailed introduction of himself as part of the ongoing Commissioner introductions.

Adjustments to the Agenda

None.

Opportunity for Public Comment

None.

Minutes of the May 2026 Meeting (action)

N. Brosseau moved to approve the May 2026 minutes, seconded by B. Murphy. K. Waite and M. Bishop abstain. Motion passes.

Commission Reports

Finance/Operations: No report, action items later in the meeting.

Personnel : B. Buermann reported that the committee completed their annual staff review and wants to recognize the staff for their wonderful work. The regional plan has been completed and approved and the commission continues to provide statewide leadership on regional planning. Additionally the staff provide valuable municipal support. He expressed gratitude to the staff.

Executive Committee: No additional report.

Project Review Committee: W. Irwin reported the committee did not meet.

Plan and Policy Committee: C. Dimitruk reported the committee did not meet.

Transportation Advisory Committee (TAC): B. Morris reported the committee did not meet.

Brownfields Committee : C. Sawyer reported the committee did not meet.

Vermont Economic Progress Council (VEPC): B. Murphy reported the July meeting is cancelled.

Rural Community Transit: C. Dimitruk notes the meeting included looking at the upcoming year's budget. Staff is working with RCT on a transportation assessment including surveying employers and provider organizations.

Healthy Roots Advisory Committee: M. Scholten reported there is potential for a mural on the Healthy Roots building. Discussions of designs and decommissioning depending on lease are ongoing.

Northwest Vermont Regional Foundation: No report.

Office: No report.

Brownfields Program Overview

G. Brunswick gave an overview of the Northwest Brownfields Program, which addresses environmental contamination in abandoned or underused properties. The program has been in existence since 2003 and has received over \$5 million in funding. 36 properties have been assessed or planned for cleanup under the program. G. Brunswick described the steering committee makeup and role as well as potential future changes to the program including participation of environmental consultants in the grant writing phase. She also highlighted a few recent or ongoing projects funded through the program.

P. Zamore asked how Greta thinks the program is going, G. Brunswick finds it is well utilized and able to fill funding gaps for critical downtown and village center projects. H. DeMars found it was a very encouraging presentation to see a program flourishing in this difficult funding time. H. Britch-Valenta noted how transformative the Brownfields program has been in the region's municipalities and appreciated the hands-on assistance Greta has been able to provide. C. Verderber asked about the old Bakersfield School and if that could potentially qualify. G. Brunswick said yes, and when a prospective buyer comes in a Phase 1 assessment will be important to determine issues including potential hazardous building materials such as lead and asbestos.

Election of Officers and Representatives for FY 27

Y. Dandurand presented the proposed list of officers for FY 27 for nomination. Motion passes unanimously. Y. Dandurand presented the proposed list of representatives for FY 27 for nomination. Motion passes unanimously.

FY 27 Overall Work Program and Budget, Building Repayment Plan and Long Term Reserves Assignment

K. Waite explained the Finance and Operations Committee did a line by line review of the proposed budget with senior staff, as well as the building repayment plan and the long-term reserve balances and voted to present to the executive committee and full committee for ratification. The Executive Committee recommended them. This year's presented budget is balanced. The Building Repayment Plan aims to pay the balloon payment down in smaller installments of \$14,667 instead of waiting for the large balloon payment due September 2028, at which point the building will be fully paid off. The Fund Balance report

supports the moving of \$15,467 from unassigned funds to long term reserve in accordance with the Reserve Fund Balance Policy adopted by the Board.

P. Zamore motions to approve the FY27 budget, Building Repayment Plan, and Fund Balance Report, H. DeMars seconds. Motion passes unanimously.

Y. Dandurand asked for clarification on who owns the building and where the money would go if the building was sold. C. Dimitruk explained that the building is owned by NRPC as a governmental organization and any decision around sale and use of money would be made by the board.

FY 27 Committee Assignments

Committee assignments will be decided on at the next meeting, so P. Zamore urged members to look over the descriptions and email Catherine with any interest.

Commissioner Announcements

W. Irwin brought up a concern heard at a selectboard about data centers and their impacts on communities. He would appreciate additional info coming to commissioners to assist with these conversations and discussions. C. Dimitruk agreed and noted this is a topic that has been of discussion among staff and other RPCs, so there is guidance and precedent to look to for potential plan language and policies.

Y. Dandurand is concerned about employment loss in Franklin County with the closure of multiple large manufacturers and employers. Given the large impact on the workforce, there is a need for a discussion to understand why this is happening and if there is anything the region can do. E. Nance notes there are discussions at the state and more local level to help ease this transition. M. Stebbins requests a presentation by a relevant expert at a future meeting. C. Dimitruk shares some of the work that NRPC is undertaking to assist our communities deal with the impact and move forward. She will look for a relevant presenter for July or September meeting.

L. McCall shared that the Bakersfield Cemetery Commission will have the Vermont Old Cemetery Association to do volunteer training and work with volunteers to clean and straighten headstones and slabs. They will be at the cemetery from 8AM-12Pm on Saturday the 27th. Other cemeteries have asked about the organization and how to get in contact, Diane Larry is the Franklin County representative.

C. Dimitruk thanked A. Alling for his time on the Executive Committee, and welcomed to E. Nance.

K. Waite motions to adjourn, P. Zamore seconds. Motion passes, meeting adjourned at 7:28PM.

FY26 NPRC Board of Commissioners- Meeting Attendance													
Municipality	Board Member	Jul 7/30/25	Aug No Meeting	Sept 9/24/25	Oct 10/29/25	Nov No Meeting	Dec 12/17/25	Jan 1/28/26	Feb 2/25/26	Mar 3/25/26	April 4/29/26	May 5/27/26	June 6/24/26
Erkln 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	X	X	E	
Alburg Village	Vacant												
Alburg Village	Vacant												
Bakersfield	William Irwin	X		E	X		X	X	X	X	X	X	X
Bakersfield	Linda McCall	X		X	X		X	X	X	X	X	X	X
Berkshire	Josh Grims/vacant	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	X			
Fairfax	Barbara Murphy	X		X	X		X	X	X	X	X	X	X
Fairfax	Mike Bishop (10/25)				X		X	E	X	X	E	E	X
Fairfield	Julia Callan	X		X	X		X	X	X	X	E	E	X
Fairfield	Chuck Verderber	E		X	X		E	E	X		X	E	X
Fletcher	Michelle Frennier	E		E	E		X	X	X	X		X	
Fletcher	Lori Ruple	X		X			X	X	X	X	X	X	
Franklin	Yvon Dandurand	X		X	E		E	X	X	X	X	E	X
Franklin	vacant												
Georgia	Carl Rosenquist	X			X		X	X	X				
Geogia	Doug Bergstrom 3/26									X		X	E
Georgia	Kirk Waite	X		X	X		E	X	E	X	X	E	X
Grand Isle	Barclay Morris	X		X	X		X	E	X	X	E	X	E
Grand Isle	Howard Demars	X		X	E		X	X	X	X	X	X	X
Highgate	Jack Pelkey	X			X		X	X	X	X	X	X	E
Highgate	Anna Comiskey	X		X	X						X	X	X
Isle La Motte	Sylvia Jensen	E		X	X		E		X	X			
Isle La Motte	Mary-Catherine Graziano												
Montgomery	Leanne Barnard												
	vacant 3/26												
Montgomery	Mark Brouillette												
North Hero	Andy Alling	X		X			X	X	X	X	X	X	X
North Hero	Vacant												
Richford	Marissa Tessier												
Richford	Vacant												
Sheldon	Vacant												
Sheldon	Mathew Stebbins	X		X			X	X	X	X	X	X	X
South Hero	Peter Zamore	X		X	X		X	X	X	X	X	X	X
South Hero	Bob Buermann	X		X	X		X	X	X	X	X	X	X
St. Albans City	Elisabeth Nance	X		X	X		X	E	X	X	X	X	X
St. Albans City	Chip Sawyer	X		X	E		X	X	X	X	X	E	X
St. Albans Town	Marietta Scholten	X		X	X		X	E		X		X	X
St. Albans Town	Megan Sherlund/ Jonathan Giroux as of 4/29	X		X	X		E	E	E	E	X	X	X
Swanton Town	Nicole Draper	X		X			X	E		X	X	E	X
Swanton Town	Nicholas Brosseau	X		X	X			X	X	X	X	X	X
Swanton Village	Heidi Britch-Valenta	X		X	X		X	X	X	X	X	X	X
Swanton Village	Damon Broderick	X		X	X		X		X	X	X	X	X
	# Municipalities	18	0	18	14	0	15	15	17	19	16	13	14

QUORUM = 12

E= Excused ; X=Present

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

	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
Income				
4016 · Economic Development	355,840.15	358,960.00	-3,119.85	99.13%
4021 · Energy	212,489.49	191,386.00	21,103.49	111.03%
4030 · ACCD	666,585.97	671,583.00	-4,997.03	99.26%
4035 · Transportation	292,466.52	338,082.00	-45,615.48	86.51%
4043 · Working Communities Challenge	62,181.66	62,182.00	-0.34	100.0%
4044 · Shared Services	48,169.13	57,600.00	-9,430.87	83.63%
4045 · Public Safety	25,533.42	37,499.00	-11,965.58	68.09%
4047 · Municipal Assessments	70,439.00	70,440.00	-1.00	100.0%
4050 · Municipal Contracts/Community	224,174.81	204,957.00	19,217.81	109.38%
4054 · Other State Grants	69,058.03	59,900.00	9,158.03	115.29%
4055 · Brownfields Programs	543,615.13	637,777.00	-94,161.87	85.24%
Brownfields Repayment/PCPI	173,777.45	0.00	173,777.45	100.0%
4056 · Water Quality	69,736.42	111,492.00	-41,755.58	62.55%
4058 · Clean Water Service Provider	1,876,681.38	1,766,665.00	110,016.38	106.23%
4059 · RSEP-St. Albans Town & City	15,893.52	15,000.00	893.52	105.96%
4080 · Misc. Income	979.46	0.00	979.46	100.0%
4600 · Interest Income	5,154.15	3,500.00	1,654.15	147.26%
Total Income	4,712,775.69	4,587,023.00	125,752.69	102.74%
Expense				
5010 · Salaries & Wages	1,070,445.83	1,111,486.00	-41,040.17	96.31%
5015 · Employer Social Security	66,090.52	68,912.00	-2,821.48	95.91%
5016 · Employer Medicare	15,456.68	16,117.00	-660.32	95.9%
5020 · Fringe Benefits	255,247.72	252,253.00	2,994.72	101.19%
5030 · Travel	21,509.38	26,187.00	-4,677.62	82.14%
5040 · Advertising	3,639.30	7,500.00	-3,860.70	48.52%
5050 · Misc Expense-Cont of Insurance	1,189.90	0.00	1,189.90	100.0%
5055 · Insurance-Liability	10,043.44	17,801.00	-7,757.56	56.42%
5080 · Meetings	15,693.50	19,632.00	-3,938.50	79.94%
5085 · Membership Dues	14,890.00	15,000.00	-110.00	99.27%
5090 · Technology and GIS	14,638.57	20,000.00	-5,361.43	73.19%
5095 · Software	53,367.77	51,500.00	1,867.77	103.63%
5100 · Supplies & Furniture	33,210.44	42,809.00	-9,598.56	77.58%
5660 · Postage	2,159.87	3,775.00	-1,615.13	57.22%
5680 · Printing & Copies	5,088.72	12,400.00	-7,311.28	41.04%
5700 · Telephone	20,623.44	22,000.00	-1,376.56	93.74%
5800 · Bank Service Charges	171.00	200.00	-29.00	85.5%
6300 · Professional Services	2,878,230.11	2,826,087.00	52,143.11	101.85%
6400 · Building/Utilities	40,827.84	57,042.00	-16,214.16	71.58%
6560 · Payroll Expenses	4,228.00	4,500.00	-272.00	93.96%
Total Expense	4,526,752.03	4,575,201.00	-48,448.97	98.94%
Subtotal Net Income	186,023.66			
Wrote-Off FY26 (Old Debt)	-30,227.61			
Check Replacements-Clean-up	3,066.07			
Net Income	158,862.12			

Open Invoices as of June 30, 2026 -\$265,132.67 Original Mortgage

Franklin County Industrial Dev Corp - outstanding mortgage **\$46,195.27 \$130,000**

Northwest Regional Planning Commission
Balance Sheet
As of June 30, 2026

	<u>Jun 30, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · People's Checking Account	-161,141.25
1020 · People's Money Market Account	196,615.42
1035 · New England Federal Cr-1Year CD	49,704.64
1036 · New England Fed Cr-CD 5 Year	67,036.17
1037 · Lamoille CWSP	424,409.25
1038 · Missisquoi CWSP	1,805,214.55
1040 · Union Bank	398,855.88
1080 · Petty Cash	9.05
Total Checking/Savings	<u>2,780,703.71</u>
Accounts Receivable	
1200 · Accounts Receivable	-265,132.67
Total Accounts Receivable	<u>-265,132.67</u>
Other Current Assets	
1400 · Prepaid Expenses	15,109.08
1499 · Undeposited Funds	44,119.89
Total Other Current Assets	<u>59,228.97</u>
Total Current Assets	<u>2,574,800.01</u>
TOTAL ASSETS	<u>2,574,800.01</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	444,106.30
Total Accounts Payable	<u>444,106.30</u>
Other Current Liabilities	
Payroll Liabilities	
2001 · Accrued Exp	1,233.66
2100 · Employee Health Ins. Payable	14,043.70
2110 · Health Equity	131.50
2120 · Accrued Payroll	3,491.89
2130 · Accrued Vacation	23,721.67
2130 · Accrued Vacation	58,985.71
2213 · VT Tax Withholding Payable	3,350.91
2214 · Fed Unemployment Tax Payable	2.76

12:54 PM

07/23/26

Accrual Basis

Northwest Regional Planning Commission
Balance Sheet
As of June 30, 2026

	<u>Jun 30, 26</u>
2215 · Retirement Payable	10,990.32
2250 · Deferred Revenue	<u>950,607.96</u>
Total Other Current Liabilities	<u>1,066,560.08</u>
Total Current Liabilities	<u>1,510,666.38</u>
Total Liabilities	1,510,666.38
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	588,551.51
Net Income	<u>158,862.12</u>
Total Equity	<u>1,064,133.63</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,574,800.01</u></u>

Committee and Staff Reports – July 2026

Committee Chair/Appointee	Meeting Date	Next Meeting Date	Main Agenda Items/Topics
Executive <i>Peter Zamore</i>	7/21/26	09/15/26	Review of draft Commissioner roles and responsibilities, discuss AI policy
Finance/Operations <i>Kirk Waite</i>	none	TBD	No meeting.
Personnel <i>Bob Buermann</i>	none	TBD	No meeting.
Project Review	none	7/8/26	No meeting.
Plan and Policy <i>Lori Ruple</i>	none	9/9/26	No meeting.
Transportation Advisory Committee <i>Barclay Morris</i>	7/9/26	9/10/26	Chair: Barclay Morris and Vice Chair: Bob Buermann re-elected. Approved recommendation of FFY27 TPI Work Program for NRPC Board of Commissioners.
Brownfields Adv. Committee <i>Chip Sawyer</i>	none	8/10/2026	No meeting
VT Economic Progress Council, Barbara Murphy	none	7/30/26	No meeting
Rural Community Transportation <i>Catherine Dimitruk</i>	none	8/10/26	No meeting

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

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

Transportation

- NRPC hosted a Summertime Road Salt Education workshop. Municipal representatives, highway crews, NRPC staff, and Lake Champlain Sea Grant met for discussion, examples, and hands-on science experiments, to learn more about winter road maintenance, along with tools, techniques, and strategies that can help communities improve safety, reduce costs, and protect local water resources.
- Prepared of NRPC's FFY27 TPI Work Program draft for submission to the Board of Commissioners.
- Visited Buck Hollow Road culvert in Fairfax to assist the DPW with evaluation of opportunities and funding for repair/replacement.
- Traffic counts at several locations across the Town of Fletcher.
- RPC Rail Trail Council Meeting.
- Traffic counts conducted and processed from 2 locations in Berkshire.
- Preparing map and speed study for North Hero town staff as they prepare VTrans 1111 permit documents for Vehicle Speed Feedback Signage on US 2, within the village of North Hero.
- Collaborating with several RPCs on the development of a survey for TAC and Selectboard members. The survey is intended to assess TAC member engagement, participation levels, communication effectiveness, opportunities for improvement, and key concerns to help strengthen committee involvement and effectiveness.
- Completed Road Erosion Inventory data collection in Berkshire, Richford, Georgia, and Grand Isle.
- Conducted Grants-In-Aid preconstruction site visits for road erosion sites in Fletcher and Fairfax.
- Causeway Funds Project Development:

- Identified Black Falls project in Montgomery as a priority project.
- Completed gap analysis for North Road and Shenang Road projects in Fairfield

Emergency Management

- Continued development of Hazard Mitigation Plans for Berkshire, Highgate and Swanton.
- Met with VEM staff regarding funding and state exercise, planning and training development workshop.
- Led RPC Emergency Planners meeting for peer support in EM programs in absence of funding.
- Provided preparedness support for July 1 heat and July 14 severe storms forecast for RPCs and municipalities.
- Provided general technical assistance to mutual aid and Regional Emergency Management committee members.

GIS

- Continued updates to the GIS content on the NRPC website.
- Supplied NRPC data on water & sewer systems in the Northwest Region to VT DEC.
- Updated a map for Swanton Village for a NBRC Grant.

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. Building materials abatement started the week of July 20.
 - 113 Main Street. Continued support to REAC with procuring a Qualified Environmental Professional to oversee the cleanup funded by an RLF brownfields cleanup grant.
 - 20 LaSalle Street. No activity.
 - LaPointe Auto, Highgate. Received state comments on supplemental report, which recommend additional sampling. Additional coordination needed with project engineer and owner.
 - 24 Maple St., St. Albans City. QAPP comments received from State and EPA, project engineer working to incorporate comments.
 - Spavin Cure Building, Enosburg Falls. Unfortunately, the prospective buyer withdrew and this project is not moving forward.
 - Wheeler Block Building, Richford. Phase 1 task award issued and work is underway. Site visit took place July 15.

Municipal Planning

- Continued to work with Bakersfield Planning Commission on the municipal plan update. Reviewed a full draft plan at the July Planning Commission meeting. Funded by a Municipal Planning Grant.
- Coordinated with North Hero Planning Commission on additional public outreach for the municipal plan update following the initial Community Meeting in June. Funded by a Municipal Planning Grant.
- Coordinated with the Grand Isle Planning Commission to plan and advertise an outreach event for a Zoning Bylaw update funded by a Municipal Planning Grant.
- Met with the Fairfax Planning Commission to review draft sections of the Fairfax Town Plan 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 project. Met with project engineer and coordinated with municipal representatives. Provided support in managing project budget, NBRC grant amendments and project schedules and deadlines.
- Met with the Lavin Vision Steering Committee to discuss results from the wetland delineation on the property and plan for a Visioning Workshop in August.

- Supported Town of St. Albans with zoning bylaw updates to implement the Transit Oriented Development Master Plan for the growth areas on northern Route 7 and around Exit 19 of I89, including a final meeting with project consultants.
- Reviewed and provided comments on municipal flood hazard regulations in multiple municipalities including Montgomery, Berkshire and North Hero.
- Provided an updated draft of zoning regulations to the Montgomery Planning Commission.
- Met with the Town of Fairfax to discuss capital planning and budget needs.

Regional Planning

- Participated in information sharing with other RPCs regarding ongoing Regional Plan work.
- Conducted outreach and met with Fire Districts across the region to gather information, assess capacity and needs for regional support and coordination, funded by a grant from the Vermont Bond Bank.

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).
- Attendance of and coordination with Saint Albans Transportation Working Group, including presentation of findings from survey of providers and employers as part of transportation needs assessment funded through EECBG, as well as creation of employee survey and commuter location information collection
- Coordination with Northwest Career and Technical Center on green technology models for training, funded through EECBG in partnership with Saint Albans City.
- Continued statewide administration of Climate Pollution Reduction Grant (CPRG) with Climate Action Office
- Continued planning of and publicity for 2026 WindowDressers build in collaboration with Saint Albans Energy Committee.

Water Quality

- In role as the regional Clean Water Service Provider (CWSP) for Lamoille and Missisquoi basins:
 - Submitted formal requests to the Vermont Department of Environmental Conservation seeking reappointment as the Clean Water Service Provider for both the Missisquoi and Lamoille basins.
 - Carried out mandatory administrative tasks, including task awards, renewing Master Agreements and completing annual and quarterly reports.
 - Continued implementation of Operation and Maintenance requirements by executing site access agreements (easements and licenses), resolving policy questions, and preparing service agreements for new implementation projects.
 - Completed a comprehensive verification of phosphorus reduction estimates across multiple funding rounds.
 - Prepared for annual Basin Water Quality Council meetings, including preparation of meeting agendas and project site visits to highlight completed restoration projects
- As part of Regional Water Quality/Tactical Basin planning work:
 - Hosted regional public information session on new three-acre stormwater permit requirements at Swanton Village town offices on June 23, with presentations from DEC and NRPC staff. Performed follow up activities related to three-acre stormwater permit outreach session.
 - Participated in Missisquoi Basin partner meeting to coordinate Tactical Basin Plan implementation priorities and schedule public meeting on basin plan.
 - Reviewed and developed initial comments on the draft Stormwater Utility Study Committee report.
 - Hosted sustainable road salting practices workshop for road crews and municipalities on July 14 in St. Albans, with presentations from Lake Champlain Basin Program/UVM Extension. Some 17 road crew/municipal staff from around the region were in attendance.

- Completed repairs and replacement of Clean Water project signs. (Posting of signs is required to improve visibility of completed restoration projects.)
- In support of the Regional Stormwater Education Program:
 - Hosted the Tales from the Watershed storytelling event on June 28th at St. Albans Bay Park.
 - Continued public outreach efforts related to stormwater education. Began planning participation in the Church Street Fair event in St. Albans.
- As part of project investigating the economic impacts of water quality:
 - Expanded the project's analytical database by compiling and processing additional environmental and property datasets, including lake visibility, elevation, and cyanobacteria distribution.
 - Continued development of the project's geospatial database and metadata documentation while completing quarterly reporting requirements and coordinating with the Lake Champlain Basin Program on data management standards.
- Private Roads Road Erosion Inventory Project:
 - Met with VT DEC and subcontractor and discussed possible criteria to prioritize private road networks for Road Erosion Inventories.

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.
- Investigated grant options for Georgia and Enosburgh.

Housing For All

- ADU/Duplex Pilot: Provided continued navigation support for one program participant who is still in the construction process.

Building/Office: No updates.



Northwest Regional Planning Commission

75 Fairfield Street
St. Albans, Vermont 05478
PHONE 802-524-5958
WEB nrpcvt.com

To: NRPC Regional Commissioners
From: Kyle Grenier, Transportation Planner
Date: 7/17/2026
Subject: FFY 2027 Transportation Planning Initiative (TPI) Work Program

On July 9, 2026, the NRPC Transportation Advisory Committee (TAC) reviewed and recommended approval of the proposed Federal Fiscal Year (FFY) 2027 Transportation Planning Initiative (TPI) Work Program. The work program outlines the transportation planning activities to be completed by NRPC under contract with the Vermont Agency of Transportation (VTrans) during the period of October 1, 2026, through September 30, 2027.

The proposed budget includes the required 10% state match and 10% regional match for Tasks 1–5. No regional match is required for Tasks 6 and 8. There is no Task 7.

FFY27 Budget Detail by Task Categories		
	Task Category Description	Agreement Amount
Task 1	Administration	\$ 45,219.73
Task 2	Public Participation and Coordination	\$ 29,072.74
Task 3	Planning	\$141,509.95
Task 4	Data Collection and Management	\$ 41,192.74
Task 5	Municipal Roads General Permit (MRGP) Support	\$ 13,917.30
Task 6	Walk Bike Summit	\$5,000.00
Task 8	State Owned Rail Trails	\$10,938.00
Total		\$267,421.00

FFY27 Budget Detail by Expense Category	
Expense Category Description	Agreement Amount
1. Total Staff Costs	\$135,946.87
2. Indirect Costs (89.0* %) <i>*Anticipated</i>	\$120,992.72
3. Direct Costs- Travel, Equipment, Copies and Postage, Engineering Services on Retainer	\$10,481.41
4. Consultants	\$0
Total	\$267,421.00

This year's work program reflects a significant change in format. VTrans Planning staff have worked with Vermont's Regional Planning Commissions to streamline the annual work program, establish a consistent template statewide, and provide greater flexibility to accommodate the evolving transportation planning needs of each region. As a result, returning reviewers will notice that the document is organized differently than in previous years, although the overall scope of work remains consistent with NRPC's transportation planning responsibilities.

The proposed work program will guide NRPC's transportation planning activities throughout FFY 2027 and provides the framework for continuing collaboration with VTrans, municipalities, regional partners, and the public in advancing transportation planning initiatives across Franklin and Grand Isle Counties.

The attached draft includes the following components:

Attachment A – *Transportation Planning Initiative Annual Work Program Guidance & Budget (FFY 2027: October 1, 2026 – September 30, 2027): This section contains an abridged version of the standardized work program guidance used by all Vermont Regional Planning Commissions.*

Attachment B – *FFY 2027 TPI Work Plan: Regional-Specific Activities: This attachment identifies the transportation planning activities and priorities unique to the Northwest Regional Planning Commission.*

Attachment C – *TPI Background and Past Accomplishments: This section provides background information on the Transportation Planning Initiative program and highlights NRPC's accomplishments under previous annual work programs.*

Attachment A

Transportation Planning Initiative

Annual Work Program Guidance & Budget

Federal Fiscal Year 2027: October 1, 2026 – September 30, 2027

Workplans Due: August 1, 2026

Vermont Agency of Transportation

Asset Management and Planning Bureau

219 North Main Street, Barre, VT 05641

FFY27 TPI Work Program Core Tasks and Deliverables:

1.0 Program Administration Overview

2.0 Public Participation and Coordination Overview

- 2.1 State Transportation Improvement Program (STIP) Local Consultation

- 2.2 Road Foreman Meetings & Vermont Local Roads Coordination

- 2.3 VTrans Project Outreach and Coordination

- 2.4 Human Services Transportation Coordination

- 2.5 Rail Trail Council Meetings & Coordination

- 2.6 Transportation Advisory Committee (TAC)

3.0 Planning Overview

- 3.1 Statewide Transportation Plan Coordination

- 3.2 Rail Planning Coordination

- 3.3 Rail Trail Planning Support

4.0 Data Collection & Management Overview

- 4.1 Traffic Counts

- 4.2 Non-Motorized Count Collection

- 4.3 State and Municipal Park & Ride Counts

- 4.4 Town Highway Major Collector

- 4.5 Town Road Surface Data Verification

- 4.6 Town Highway Bridge & Culvert Inventory

- 4.7 Public Transit Bus Stop Capital Planning

- 4.8 Rail Trail Program Counts and Inventories

- 4.9 Active Transportation Asset Data Collection

- 4.10 TPI Program Performance Reporting

5.0 Municipal Roads General Permit Support Overview

6.0 Other Planning Activities Overview

1.0 Program Administration Overview

Program Administration refers to all activities supporting the management of the TPI Program including but not limited to:

- Administering the TPI Grant Agreement with the State through activities including development of work plans and budgets; the participation in monthly check-ins, mid-year reviews and monthly TPI meetings; and, the submission of weekly reports to VTrans Planning Coordinators
- Maintaining financial records stipulated in the TPI Grant Agreement; monitoring work program expenditures; and, preparing and submitting invoices
- Procuring equipment that supports program activities such as computers, software, and other equipment (e.g., traffic counters) - please note: anticipated purchases should be specified in the work program),
- Executing and managing consultant agreements and procurement of services
- Participating in training to improve knowledge and skills specific to transportation planning best practices to address Work Plan Activities

2.0 Public Participation and Coordination Overview

Facilitating public participation in the statewide transportation planning process is a [core requirement of the FHWA funding](#) that is disbursed via the TPI; [per state statute](#), this requirement is fulfilled by RPCs in partnership with VTrans. The cornerstone of this public participation in the state transportation planning process are RPC Transportation Advisory Committees (TACs), where RPCs inform, educate, and gather input from TAC members about transportation issues and opportunities; coordinate state, regional, and local transportation plans and planning processes; and provide transportation planning technical assistance and best practice updates.

Task 2 Public Participation and Coordination eligible activities include but are not limited to:

- Maintaining an active TAC; in addition to the activities mentioned above, training staff, Transportation Advisory Committee (TAC) and RPC members on transportation planning, VTrans, and TPI specific planning processes
- Organizing, attending, and facilitating meetings specific to VTrans and TPI Program activities including but not limited to:
 - the Annual STIP
 - Road Foreman meetings
- Facilitating outreach and engagement on behalf of VTrans and the TPI Program for:
 - Vermont Strategic Highway Safety Plan
 - Human Services Transportation
 - Aviation Program Coordination
 - Complete Streets Coordination
- Advising VTrans and, as appropriate, assisting municipalities with local questions, concerns and solutions regarding statewide transportation planning and process
- As appropriate, provide outreach on the Operation Lifesaver training to external stakeholders
- Providing Complete Streets related education and support to municipalities regularly (e.g., newsletter outreach; pre- and post-construction season check ins)
- As needed, facilitating Aviation Coordination between Local, Regional, & State through air space protection, planning for multi-modal connectivity, coordination with Local Airport Commission, and inclusion of aviation representative on TAC if available

Public Participation and Coordination Tasks with Deliverables:

Task 2.2

Task 2.5

Task 2.6

3.0 Planning Overview

Transportation planning is [another core requirement of the FHWA funding disbursed via TPI](#) and refers to creating multimodal, systems-level, corridor, or subarea studies and visions that support the broader statewide transportation planning process, the development and implementation of the long-range statewide transportation plan, and the development and continued management statewide transportation improvement program (STIP). Transportation planning involves extensive collaboration and coordination between RPCs and VTrans in developing, updating, and coordinating statewide, regional, and local transportation plans and processes; evaluating the opportunities, constraints, and impacts of these plans and processes; and coordinating statewide and regional transportation planning with local land use and economic development plans and activities.

Task 3 Planning eligible activities include but are not limited to:

- Engaging in all aforementioned activities.
- Pursuant to 24 V.S.A. § 4348, updating of the regional transportation plan at least every eight years
- Developing and regularly updating a list of regional priority projects for VTrans consideration in project prioritization via VPSP2
- Providing transportation planning technical assistance to municipalities
- Facilitating outreach to and the solicitation of feedback from TACs, town officials and the general public regarding statewide transportation plans and processes.
- As requested, serving on VTrans, TPI Program, or other statewide, regional and local transportation planning related task forces and committees.
- Engaging in and/or supporting VTrans specific transportation planning processes including but not limited to:
 - Active Transportation
 - Environmental planning with a transportation nexus
 - Multi-modal connections with Rail, Aviation, and other modes
 - Highway Safety
 - Safe Routes to School
- RPCs are encouraged to consult the Regional Transportation Plan during the review of projects which fall under Act 250
- Review of traffic impact studies of proposed development projects with potential impacts to the federal aid system and relative to the regional transportation plan.
- As requested by VTrans, support the Highway Safety Improvement Program (HSIP) and the development of a Safe Routes to School program (SRTS).
- RPC Transportation Planners may engage in work related to transportation aspects of environmental, cultural and natural resources.
 - This may include but is not limited to identifying environmental transportation connections such as wildlife corridors, roadway barriers and crossings, and conducting an inventory of Emerald Ash Borer within rights-of-way.
- As appropriate, support Public Transit planning through activities such as Public Transit Route Performance Analysis, assisting transit providers with planning & outreach, and assisting VTrans with public outreach as requested
- Conducting other duties, as necessary, to support and enhance the statewide planning process

Planning Tasks with Deliverables:

Task 3.2
Task 3.3

4.0 Data Collection & Management Overview

Data collection and management tasks support the statewide transportation planning process through the continued measurement and documentation of state, regional, and local transportation infrastructure asset condition, which in turn informs activities outlined in Tasks 2 and 3.

Task 4 Data Collection & Management eligible activities include but are not limited to:

- Supporting VTrans in inventorying and maintaining data documenting local transportation system asset conditions including but not limited to:
 - Highways
 - Surface Verification
 - Mileage
 - Bridges and culverts
- Supporting VTrans in inventorying state transportation infrastructure facilities including but not limited to:
 - Public transit
 - Park and Rides
 - Rail Trails
- Conducting recurring modal counts in coordination with VTrans including but not limited to:
 - Vehicular
 - Bicycle and Pedestrian
- In coordination with VAPDA, documenting and providing annual programmatic Performance Indicators
- Developing and maintaining statistics, GIS data and analyses that support statewide, regional and local transportation planning with regional and local land use and economic development plans and processes

Data Collection and Management Tasks with Deliverables:

Task 4.1	Task 4.9
Task 4.2	Task 4.10
Task 4.3	
Task 4.4	
Task 4.5	
Task 4.6	
Task 4.7	
Task 4.8	

5.0 Municipal Roads General Permit Support Overview

In 2018 and as stipulated by Act 64 of 2015, the Vermont Clean Water Act, the Agency of Natural Resources (ANR) Department of Environmental Conservation (DEC) created the Municipal Roads General Permit (MRGP). In January 2023, municipalities began the second cycle of this 5-year permit.

As part of the MRGP, municipalities are required to complete a comprehensive Road Erosion Inventory (REI) of hydrologically connected road segments and an associated Implementation Table Portal. Municipalities are also required to take corrective action on the non-complying road segments prioritized in the REI, annually report to DEC progress on compliance, and maintain REIs (e.g., update status of segments or assess segments as needed).

RPCs may support in a limited nature the MRGP given its nexus with the coordination of the statewide transportation planning process and inventorying of local transportation infrastructure asset condition. Eligible activities include:

- Facilitating access to and participation in the [VTrans Better Roads Program](#)
- Supporting outreach and education efforts in coordination with DEC and VTrans staff
- Participating in MRGP trainings and workshops
- Conducting REIs and/or supporting municipalities in their completion of REIs *after* the exhaustion of available Better Roads Category A Funding for REIs.

6.0 Other Planning Activities Overview

This task captures transportation planning activities that apply to a specific RPC or sub-set of RPCs to carry out a strategic initiative. These initiatives may evolve, occur at infrequent intervals, or may arise during the Fiscal Year. These initiatives are included in the TPI grant agreement if applicable to the RPC.

Examples include but are not limited to:

- Walk-Bike Summit Hosting
- Older Adults & Persons with Disabilities (O&D) Summit
- VTCulverts support
- Planning and Environment Linkages (PEL)

TPI Work Plan Addendum

NRPC Task 6: Walk Bike Summit

Purpose: Host 2028 Walk Bike Summit in partnership with VTrans

The RPC is requested to assist VTrans Regional Planning staff in the organization and hosting of the 2028 Walk Bike Summit. The Walk Bike Summit is an all-day conference the features a series of active transportation-themed presentation modules, as well as a key-note speaker and awards all targeting a wide range of State and regional active transportation planners and stakeholders. RPCs that host the Walk Bike Summit are encouraged to think creatively through the event content and run of show and are also encouraged to bring regional flair to this opportunity.

VTrans Role:

- Provide funding and oversight
- Participate in event organization committees
- Provide day of event staff organizational support

RPC Role:

- Secure venue to host event and keynote speaker
- Devise event theme, day of schedule, and presentation modules
- Create an event Steering Committee and supporting programmatic committees; staff these committees in partnership with VTrans
- Secure event sponsors and market event to interested stakeholders across the state and region
- Provide day of event staff organizational support

Attachment B Payment Provisions Task 6

Budget: \$20,000 (FY27 - \$5,000 / FY28 \$15,000)

EA / Subjob: SPWP___ - 324

Attachment B: FFY27 TPI Work Plan Regional Specific Activities

6/30/2026

FFY27 TPI Work Plan: Northwest Regional Planning Commission (NRPC)

For the FFY27 TPI grant year, NRPC will engage in work outlined in the FFY27 Transportation Planning Initiative Annual Work Program Guidance & Budget document and the following regional specific activities:

Task 1.0 Program Administration

- No specific additions

Task 2.0 Public Participation and Coordination

- Distribute a newsletter including a section on regional transportation issues and post transportation studies on the NRPC website.
- Participate in Travel Demand Management (TDM) planning efforts (GoVermont!, etc.)
- Ensure proper updates are reflected in the Title VI plan

Task 3.0 Planning

- Support regional and statewide transportation organization and facilities including (but not limited to) the Lake Champlain Bikeways, Trails & Greenways Council, Northern Forest Canoe Trail.
- Participate in all-hazards mitigation planning, as related to transportation planning efforts; including transportation resilience planning efforts, such as (TRPT).
- Review and comment on potential transportation impacts from regional land use development and associated state applications.
- Support local requests for Road Safety Audits. Participate and follow up as necessary.
- Provide technical assistance to municipalities pursuing demonstration projects on state and town highways.
- Assist municipalities and non-profit organizations in writing grant proposals for transportation-related initiatives and projects as requested.

Task 4.0 Data Collection & Management

- Conduct focused transportation problem studies and alternative analysis as needed

Task 5.0 Municipal Roads General Permit

- No specific additions

Task 8.0 State Owned Rail Trails

- For FFY27, NRPC will account for rail trail related activities as a separate Task 8 and receive additional funding to engage in this task. This funding is 80% Federal / 20% State and does not require a local match.

Attachment C: TPI Background and List of Past Accomplishments

VTrans, in 1991, undertook its Planning Initiative to decentralize the Agency's transportation planning process in order to provide for more local/regional participation in the state's transportation planning efforts. The Agency's stated intent has been to carry out this initiative under contract with each of Vermont's eleven regional planning commissions, under the direction of locally elected municipal officials.

The Regional Commission has been supportive of this process since the outset. In 1992 the Regional Commission's Transportation Planning Program was organized under the oversight of our Regional Transportation Advisory Committee (TAC) which serves in an advisory capacity to our Board of Commissioners. Each of the Regional Commission's twenty-three member municipalities has been invited to participate in the Transportation Planning Program through the submission of a signed resolution and the annual appointment of an elected official or representative to the TAC. The Green Mountain Transit, Northwest Vermont Rail Trail Council, New England Central Railroad, and the fixed base operator, Border Air, for the Franklin County State Airport in Highgate have voting representatives on the TAC, and efforts have been undertaken to add seats representing the regional ferry services. The regional VTrans representative has non-voting representation on the Commission's TAC.

The Regional Commission's Transportation Planning Program operates under and adheres to previously adopted communication and public participation protocols, memoranda of understanding with adjoining regional commissions, VTrans recommended procurement procedures, and all applicable federal and state statutes and regulations. In addition, the region's TAC, with approval from the Board of Regional Commissioners, adopted rules of procedure governing their actions and responsibilities. Previous proposals financed:

- The organization of the Regional Commission's transportation planning program, including the development of the Regional Commission's first work program and budget (FY 93)
- The development of a regional transportation plan (FY 94)
- The development of a transportation improvement program, and special transportation studies such as the Route 2/78 Corridor Study and the Federal Street Extension Study (FY 95)
- Continued coordination, long-range planning efforts, and special projects including a Route 7 Corridor Study and an access management handbook for area communities (FY 96)
- Updates to the regional transportation plan, continued coordination with transportation groups, long-range planning efforts, and special projects including the Route 105 Corridor Study and bike and pedestrian planning in Grand Isle County (FY 97)
- A corridor study of US Route 2 in Grand Isle County, Swanton Access Management Study, and Exit 20 Improvement Study (FY 98)
- An engineering study of the train bridge in Sheldon and the Swanton and Enosburg Village Circulation Study (FY 99)
- An update of the regional transportation plan, a feasibility study for bicycle and pedestrian facilities in the Town of Highgate, a transportation enhancement program grant application to implement improvements recommended in the Grand Isle County Roadway Corridor Study, and a St. Albans Traffic Circulation Study (FY 01)
- Confirmation of Transportation Projects with the Regional Plan
- Roadway and culvert location and condition data inventories as part of the region-wide RSMS development for individual municipalities
- Completion of access management conditions inventory (FY02)
- Completion and adoption of Regional Long-Range Transportation Plan (FY04)
- VT Route 104 Corridor Study (FY 04)

- Re-alignment study of the VT Route 105/US Route 7 Intersection (FY 03)
- Re-alignment study of the Commette/Fletcher Roads Intersection in Fairfax (FY 03)
- Update to the 1995 Federal St. Corridor Study (FY '06)
- A Sidewalk Feasibility Study for the Town of Franklin (FY '06)
- Update to the Financing Improvements to the Exit 20 Area Study (FY '06)
- VT 104/VT 128 Intersection Re-alignment Analysis (FY '06)
- Lamkin St. Corridor Study (FY '07)
- Northwest VT Project Report (FY '07)
- Update to the US 7 Corridor Study (FY '07)
- Update to Franklin Sidewalk Study (FY '08)
- Update of the Long Range Transportation Plan (FY '09)
- Update of the VT 104/SASH Intersection Study (FY '09-10)
- Update of the Long Range Transportation Plan Draft (FY '11)
- VT 104/US 7 Intersection and Bridge B1 Feasibility Study (FY '12-13)
- Regional Highway Safety Forum (FY '14)
- Integrated Long Range Transportation Plan into the updated Regional Plan for 2015-2023 (FY '15)
- Update and reprint Missisquoi Valley Rail Trail Guide (FY '16)
- Grand Isle County Park and Ride Scoping Study (FY '17/'18)
- Georgia South Village Transportation Master Plan (FY '18/'19)
- Missisquoi Valley Rail Trail Wayfinding Plan (FY '20)
- Maintained active TAC member participation in remote meetings during the COVID pandemic (FY' 21)
- Assisted all member municipalities on the Municipal Roads General Permit (MRGP) (FY '22)
- Coordinated the VT 105 Road Safety Audit Review.
- Franklin VT 120/VT 236/Middle Rd. Intersection Evaluation (FY '23)
- Transportation Chapter updates within the Northwest Regional Plan 2023-2031, including Long Range Transportation Plan.
- State Rail Trails Interactive Mapping (FY '24)
- Lamoille Valley Rail Trail Culvert Inventory (FY '25)
- VT207/Bushey Road Intersection Evaluation (FY' 26)
- Transportation Chapter updates within the Northwest Regional Plan 2026-2034, including Long Range Transportation Plan.

FY 27

Committee Assignments

Appointed by the Chair 7/21/26
Approved by the Board of
Commissioners DRAFT

Personnel Committee

Bob Buermann, Chair
Jack Pelkey
Nick Brosseau

Project Review Committee

William Irwin, Chair
Bob Buermann
Howard Demars
Marietta Scholten
Julia Callan
Yvon Dandurand

Plan and Policy Committee

Lori Ruple, Chair
Chip Sawyer
Elisabeth Nance
Chuck Verderber
Nicole Draper
Linda McCall

Finance and Operations Committee

Kirk Waite, Chair
Barclay Morris
William Irwin
Elisabeth Nance

Executive Committee

Peter Zamore, Chair*
Elisabeth Nance, Vice-Chair
Barclay Morris, Secretary
Kirk Waite, Treasurer
Lori Ruple, Chair Plan & Policy
Bob Buermann, Chair Personnel
William Irwin, Chair Project Review and
Immediate Past Chair
Barbara Murphy, At-Large

Code of Conduct Committee

Yvon Dandurand
Chip Sawyer
Nicole Draper

* Chair is ex-officio member of all committees