



MEETING NOTICE:

Northwest Regional Planning Commission
Finance and Operations Committee Meeting
Virtual Meeting
Wednesday, October 7, 2026 at 6:30 PM

Agenda:

1. Additions or changes to the agenda
2. FY27 Municipal Assessment Rate
-Review proposal (enclosed) and make a recommendation for board adoption.
3. Building Update
-Foundation repairs
-Boiler replacement quotes
4. Member and staff announcements, public comment

Join Zoom Meeting (*link has been updated from previous meetings*)

<https://us02web.zoom.us/j/82712705970?pwd=3lzgjZ74H5xvZWBB6hk8xrMP3l6Hb9.1&from=addon>

Meeting ID: 827 1270 5970

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.

Approved _____ : MUNICIPAL ASSESSMENT RATE OPTIONS FOR FY 28 (July 1, 2027- June 30, 2028)				
Municipality	2020 Population	Current Assessment	Recommended Option (3% overall increase)*	
			1.268 \$1.306	\$ \$ Change
Alburgh	2,106	2,670	2,750	80
Bakersfield	1,273	1,614	1,663	48
Berkshire	1,547	1,962	2,020	59
Enosburgh	2,810	3,563	3,670	107
Fairfax	5,014	6,358	6,548	191
Fairfield	2,044	2,592	2,669	78
Fletcher	1,346	1,707	1,758	51
Franklin	1,363	1,728	1,780	52
Georgia	4,845	6,143	6,328	184
Grand Isle	2,086	2,645	2,724	79
Highgate	3,472	4,402	4,534	132
Isle La Motte	488	619	637	19
Montgomery	1,184	1,501	1,546	45
North Hero	939	1,191	1,226	36
Richford	2,346	2,975	3,064	89
St. Albans City	6,877	8,720	8,981	261
St. Albans Town	6,988	8,861	9,126	266
Sheldon	2,136	2,708	2,790	81
South Hero	1,674	2,123	2,186	64
Swanton	6,701	8,497	8,752	255
Total:	57,239	\$72,579	74,754	\$2,175

3% Increase over FY 28

Employment Cost Index for New England (US Bureau of Labor Statistics) 6/26
increase of 3.3%

MUNICIPAL ASSESSMENT POLICY

ADOPTED BY THE NRPC BOARD OF COMMISSIONERS (12/18/13)

Affirmed by the Board of Commissioners (10/29/2025)

MUNICIPAL ASSESSMENT POLICY

Each year, the NRPC assessment rate will be raised by 3% or the percent change in the employment cost index for New England (US Bureau of Labor Statistics), whichever is lower. In years where population figures are adjusted the per capita rate will be set so that the total amount collected will increase by a similar percentage.

The NRPC Board may adopt an increase that is greater than this amount. Reasons for a higher increase will be detailed in any recommendation from the Finance Committee to the Board of Commissioners, after consultation with the Executive Committee. Potential reasons include known or anticipated decreases in funding from other sources that would impact an NRPC program, or funding a special project or program supported by the municipalities.

The NRPC Board may adopt an increase that is less than this due to known increases in funding that will alleviate the need for municipal contributions. Reasons for a lower increase will be detailed in any recommendation from the Finance Committee to the Board of Commissioners.

BACKGROUND

NRPC has two flexible sources of funds: municipal assessments and regional planning funds provided from the State of Vermont.

Municipal Assessments

Of these two sources, the municipal assessment funds are the most flexible- they are provided to the RPC with the trust that they will be used wisely for local and regional planning and implementation programs. Once received by the municipalities, these funds are controlled and managed by the NRPC. They are used to match other grants sources, make up shortfalls or reductions in grants and contracts and help to support our ongoing operations and professional staff. State officials and legislators look to municipal assessments (both the rate and the overall participation) as one indicator of the success of a regional planning commission.

Through this policy NRPC seeks to ensure that municipal assessments continue to be an integral part of the NRPC budget, that the buying power of this resource is not diminished over time, and that the funds continue to keep pace with the increasing state and federal interest in higher percentages of local match.

Setting the Assessment Rate

The NRPC bylaws require that the municipal assessment rate be set each year by a vote of regional commissioners. For many years, Commissioners were reluctant to raise the rate, as the goodwill of maintaining a level request was more valuable than the amount of money each

increase would bring to NRPC. This led to the municipal assessment becoming less and less effective as a source of funds, in terms of buying power and as a portion of the NRPC budget. This coincided with reductions in regional planning funds and higher match requirements on both state and federal dollars. Because of this, the NRPC Board has voted to increase the assessment in recent years. In order to attain consistency in approach for future years, the NRPC Board has adopted this policy to guide its decisions in future years and allow municipalities to anticipate and plan for future budget requests.