



**Northwest
Regional Planning
Commission**

BOARD OF COMMISSIONERS

**May 29, 2024
7:00 p.m.**

Virtual Meeting

<https://us02web.zoom.us/j/84672495167>

Join Zoom via phone

1(312)626-6799 or

1(646)558-8656

Meeting ID 846 7249 5167

- 1. Adjustments to the Agenda**
- 2. Welcome, introductions, opening remarks** –William Irwin, *Chair*
- 3. Opportunity for Public Comment**
- 4. Minutes of the April 2024 Meeting** (*action item*)
- 5. Commission Reports:** written reports enclosed
 - Finance/Operations**– *Kirk Waite*
 - Personnel** – *Lori Ruple*
 - Executive Committee** – *William Irwin*
 - Project Review** (*action item*)– *Bob Buermann*
 - Transportation Advisory Committee (TAC)** – *Harold Garrett*
 - Energy and Climate Committee**- *Staff*
 - Brownfields Committee** – *Megan Sherlund*
 - Regional Plan and Policy Committee**- *Peter Zamore*
 - Vermont Economic Progress Council (VEPC)** –*Vacant*
 - Green Mountain Transit**- *Bob Buermann/Catherine Dimitruk*
 - Healthy Roots Advisory Committee**- *Marietta Scholten*
 - Northwest Vermont Regional Foundation**- *Kirk Waite*
 - Office**-*Staff*
- 6. Healthy Roots Collaborative, Memorandum of Agreement with CVOEO,** (*action item*)
The draft MOU outlines the process for transferring the Healthy Roots Collaborative program to the Champlain Valley Office of Economic Opportunity.

7. NRPC Energy Plan Update (presentation and discussion item)

The draft energy plan, recommended by the Energy and Climate Committee, can be found [here](#).

<https://www.nrpcvt.com/wp-content/uploads/2024/05/DraftEnergyPlan-5.23.2024-for-Website.pdf>

8. 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

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NRPC Board of Commissioners Meeting
April 24, 2024
7:00PM
Virtual Meeting

The meeting of the Board of Commissioners was held using the Zoom platform.

Attendance

Commissioners: *See attached*. A quorum was present to conduct business.

Staff: Catherine Dimitruk

Chair W. Irwin welcomed attendees and called the meeting to order at 7:00 PM.

Adjustments to the Agenda

Chair W. Irwin inquired about any required adjustments to the meeting agenda. No changes were suggested by the board members.

Welcome, Introductions, Opening remarks

Chair W. Irwin welcomed everyone to the NRPC's March board meeting. Participants briefly introduced themselves. New Board members were welcomed.

Opportunity for Public Comment

No members of the public offered comments.

Minutes from the November meeting

Y. Dandurand moved to approve the January and March Board of Commissioners meeting minutes. A. Alling seconded. Motion carried.

Commission Reports

Finance/Operations – K. Waite shared that the Finance Committee did not meet, but will be meeting in May or June to review the draft budget. H. Garrett asked about the CD maturity and suggested higher rate investment options be considered.

Personnel – L. Ruple reported the committee did not meet in April.

Executive Committee –W. Irwin reported the committee met and reviewed legislative items, Healthy Roots transition, energy planning and the soon to be launched ADU pilot did not meet.

Project Review Committee –Committee Chair B. Buermann reported that the committee met and reviewed several projects. The Board found that they all conformed to the regional plan. One project, continued operation of a sand pit, was found to be a substantial regional impact therefore Board ratification is necessary. C. Sawyer moved to ratify Committee decision that Act 250- Tyler Stanislas Sand Pit, LLC is in conformance with the Regional Plan. B. Murphy seconded. Motion carried.

1 **Transportation Advisory Committee** – It was reported that the TAC did not meet in April. There was a
2 discussion about the numerous construction projects and road closures planned for the summer. Concern
3 about bridge 51 on Chester Arthur Road due to Route 36 closure. C. Dimitruk will ensure Kyle Grenier is
4 already in touch with the municipality.

5
6 **Energy and Climate** – W. Irwin reported that the committee met and reviewed key sections of the final draft
7 energy plan.

8
9 **Brownfields Committee** –M. Sherlund reported that the committee did not meet but will be meeting soon
10 to review several ongoing projects and an RLF application.

11
12 **Regional Plan and Policy Committee** – P. Zamore indicated that the committee did not meet but will be
13 awaiting assignments.

14
15 **Vermont Economic Progress Council (VEPC)** – C. Dimitruk reported that there were no projects from our
16 region on the most recent VEPC agenda. NRPC needs a new representative for this committee due to Doug
17 Grant’s resignation. Interested Commissioners are asked to contact her.

18
19 **Green Mountain Transit** – B. Buermann reported on the fare resumption in Chittenden County.

20
21 **Healthy Roots Advisory Committee** – M. Scholten noted that the advisory committee has a meeting coming
22 up. The main purpose of the meeting will be to continue to work on the HRC transition to CVOEO. C.
23 Dimitruk added that the draft MOU to guide this transition will be on the May Board agenda.

24
25 **Northwest Vermont Regional Foundation** – K. Waite reported that the Foundation did not meet.

26
27 **Staff Announcements**

28 C. Dimitruk highlighted all of the spring training opportunities included in the packet and added that a
29 Selectboard Training institute will be held with VLCT on May 14th. She highlighted legislative activity on the
30 Open Meeting Law, Municipal Ethics and Act 250.

31
32 **Municipal Plan Review Policy**

33 C. Dimitruk explained that the changes were made at the suggestion of the plan review committee. The
34 changes clarify the process and allow for the Municipal Plan Review Committee to provide comments
35 and advise earlier in the local plan adoption process.

36 *C. Sawyer moved to approve the Municipal Plan Review Policy changes. B. Buermann seconded. Motion*
37 *carried.*

38 **NRPC Bylaw Update**

39 C. Dimitruk explained that the bylaws have not been reviewed for over five years, and it is a good time
40 to start the review. An ad hoc committee would be formed, and would start meeting in July.
41 Volunteers for the committee included P. Zamore, B. Irwin, Y. Dandurand, K. Waite and B. Murphy.

42
43 **Nominating Committee**

44 B. Irwin explained that the NRPC bylaws require a nominating committee be set up to nominate
45 officers and committee Chairs. C. Rosenquist asked about eligibility for these positions and C. Dimitruk

1 explained that any Board member appointed by a municipality is eligible to serve as an officer or
2 committee Chair. Y. Dandurand and B. Morris volunteered for the committee; the Chair will seek
3 additional volunteers.

4

5 **Adjourn**

6 *Y. Dandurand motioned to adjourn. B. Morris seconded. Motion carried unanimously.*

7 The meeting was adjourned at 7:55 pm.

8

FY24 NPRC Board of Commissioners- Meeting Attendance

Municipality	Board Member	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
		7/26/23	No Meeting		No Meeting		No Meeting	1/31/24	2/28/24		4/24/24		
Frkln Cty Youth	Vacant	X											
GI Cty Youth	Vacant												
Alburg Town	Donna Bohanon												
Alburg Town	Donna Boumil	X		X									
Alburg Village													
Alburg Village													
Bakersfield	Bill Irwin	X		X				X	X	X	X		
Bakersfield	Linda McCall	X		X				X	X	X	X		
Berkshire	Vincent Hickey/vacant	X											
Berkshire	Claude Charron												
Enosburg Falls	Leonard Charron												
Enosburg Falls	Vacant			X									
Enosburgh Town	Jesse Woods												
Enosburgh Town	Vacant												
Fairfax	Amber Soter-Barbara Murphy	E		E				X		X	X		
Fairfax	Sarah Hadd	X		X				X	X	X	E		
Fairfield	Doug Grant- Julia Callan	X		X				X	E	-	X		
Fairfield	Chuck Verderber	X		X				X		X	X		
Fletcher													
Fletcher	Lori Ruple	X		X				X	X	X	X		
Franklin	Yvon Dandurand	X		X				X	X	X	X		
Franklin													
Georgia	Carl Renquist	-		-				-	-	E	X		
Georgia	Kirk Waite	X		E				X	X	X	X		
Grand Isle	Barclay Morris	X		X				X	E	E	X		
Grand Isle	Howard Demars	X						X	X	X	E		
Highgate	Jack Pelkey	X						X		X	X		
Highgate	Sharon Bousquet	X		X				X	X	X	X		
Isle La Motte	Sylvia Jensen	X		E					X	X	X		
Isle La Motte	Mary-Catherine Graziano	X		E							E		
Montgomery	Leanne Barnard												
Montgomery	Mike Brouillette												
North Hero	Andy Alling	X		X				X	X	X	E		
North Hero	Mike Curtis	X		E				X		E	E		
Richford	Marissa Tessier	-		-				-	-	X	E		
Richford	Vacant												
Sheldon	Vacant												
Sheldon	Jeff Kane												
South Hero	Peter Zamore	X		X				X	E	X	X		
South Hero	Bob Buermann	X		X				X	E	X	X		
St. Albans City	vacant												
St. Albans City	Chip Sawyer	X		E				X	X		X		
St. Albans Town	Marietta Scholten	E		X				X	E	X	X		
St. Albans Town	Megan Sherlund	E		X				X	E	X	X		
Swanton Town	Harold Garrett	X		X				X	X		X		6

Swanton Town	Nicole Draper	X		X				X	X	X			
Swanton Village	Heidi Britch Valenta	E		X				X	X	X	X		
Swanton Village	Neal Speer	X								E	E		
# MUNICIPALITIES		24		12			14		14	13		13	

QUORUM = 12

E= Excused

Northwest Regional Planning Commission

Balance Sheet

05/15/24

As of April 30, 2024

Accrual Basis

	<u>Apr 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · People's Checking Account	468,772.77
1020 · People's Money Market Account	11,067.30
1035 · New England Federal Cr-1Year CD	45,677.48
1036 · New England Fed Cr-CD 5 Year	65,530.09
1037 · Lamoille CWSP	216,173.66
1038 · Missisquoi CWSP	655,363.60
1040 · Union Bank	180,023.58
1080 · Petty Cash	9.05
Total Checking/Savings	<u>1,642,617.53</u>
Accounts Receivable	
1200 · Accounts Receivable	7,499.59
Total Accounts Receivable	<u>7,499.59</u>
Other Current Assets	
1400 · Prepaid Software	16,524.85
1499 · Undeposited Funds	26,254.72
Total Other Current Assets	<u>42,779.57</u>
Total Current Assets	<u>1,692,896.69</u>
TOTAL ASSETS	<u>1,692,896.69</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	50,073.63
Total Accounts Payable	<u>50,073.63</u>
Other Current Liabilities	
Payroll Liabilities	52.20
2100 · Employee Health Ins. Payable	-2,105.01
2106 · Dental Insurance Payable	-242.84
2110 · Health Equity	3,315.34
2120 · Accrued Payroll	15,054.95
2130 · Accrued Vacation	63,097.42
2213 · VT Tax Withholding Payable	2,975.26
2215 · Retirement Payable	7,499.72
Total Other Current Liabilities	<u>89,647.04</u>
Total Current Liabilities	<u>139,720.67</u>
Total Liabilities	139,720.67
Equity	
3000 · Opening Bal Equity	1,139,023.29
3900 · Fund Balance	479,390.53
Net Income	-65,237.80
Total Equity	<u>1,553,176.02</u>
TOTAL LIABILITIES & EQUITY	<u>1,692,896.69</u>

Northwest Regional Planning Commission
Profit & Loss Budget vs. Actual
 July 2023 through April 2024

	Jul '23 - Apr 24	Budget	\$ Over Budget	% of Budget
Income				
4016 · EDA	32,760.48	74,777.00	-42,016.52	43.81%
4026 · Grants in Aid Pilot Program	12,913.53	143,260.00	-130,346.47	9.01%
4027 · Healthy Roots	36,532.08	191,745.00	-155,212.92	19.05%
4030 · ACCD	565,953.92	488,165.00	77,788.92	115.94%
4035 · VAOT	158,773.19	354,805.00	-196,031.81	44.75%
4044 · Shared Services	261,744.87	239,608.00	22,136.87	109.24%
4045 · Public Safety	90,980.32	105,164.00	-14,183.68	86.51%
4047 · Municipal Assessments	66,397.00	66,397.00	0.00	100.0%
4050 · Municipal Contracts	87,750.79	141,390.00	-53,639.21	62.06%
4054 · Other State Grants	38,455.75	161,222.00	-122,766.25	23.85%
4055 · Other Federal Grants	112,843.30	299,279.00	-186,435.70	37.71%
4056 · VANR	25,108.14	210,681.00	-185,572.86	11.92%
4058 · Clean Water Service Provider	83,032.29	710,000.00	-626,967.71	11.7%
4059 · RSEP-St. Albans Town & City	8,453.07	10,000.00	-1,546.93	84.53%
4080 · Misc. Income	45,504.51	92,626.00	-47,121.49	49.13%
4600 · Interest Income	2,428.71	1,500.00	928.71	161.91%
Total Income	1,629,631.95	3,290,619.00	-1,660,987.05	49.52%
Gross Profit	1,629,631.95			
Expense				
5010 · Salaries & Wages	929,761.28	1,128,604.00	-198,842.72	82.38%
5015 · Employer Social Security	56,290.08	69,973.45	-13,683.37	80.45%
5016 · Employer Medicare	13,164.61	16,364.76	-3,200.15	80.45%
5020 · Fringe Benefits	207,460.69	245,578.09	-38,117.40	84.48%
5026 · Grants in Aid	0.00	123,260.00	-123,260.00	0.0%
5030 · Travel	8,661.42	18,000.00	-9,338.58	48.12%
5040 · Advertising	3,335.80	5,000.00	-1,664.20	66.72%
5055 · Insurance-Liability	10,938.83	12,000.00	-1,061.17	91.16%
5080 · Meetings	9,192.68	16,000.00	-6,807.32	57.45%
5085 · Membership Dues	12,816.00	10,000.00	2,816.00	128.16%
5090 · Technology and GIS	13,253.70	17,665.00	-4,411.30	75.03%
5092 · Healthy Roots Expense	47,901.40	62,200.00	-14,298.60	77.01%
5095 · Software	33,077.90	31,500.00	1,577.90	105.01%
5100 · Supplies & Furniture	20,722.13	65,000.00	-44,277.87	31.88%
5660 · Postage	844.79	2,500.00	-1,655.21	33.79%
5680 · Printing & Copies	0.00	7,000.00	-7,000.00	0.0%
5700 · Telephone	14,640.01	15,000.00	-359.99	97.6%
5800 · Bank Charges	126.00	0.00	126.00	100.0%
6300 · Professional Services	286,672.73	1,363,060.00	-1,076,387.27	21.03%
6400 · Building/Utilities	23,796.52	36,375.00	-12,578.48	65.42%
6560 · Payroll Expenses	2,213.18	0.00	2,213.18	100.0%
Total Expense	1,694,869.75	3,245,080.30	-1,550,210.55	52.23%
	-65,237.80			

Open Invoices as of April 30, 2024 \$7,499.59 Original Mortgage

Franklin County Industrial Dev Corp - outstanding mortgage \$75,567.53 \$130,000

Committee and Staff Reports – May- 2024

Reminder: NRPC has a YouTube channel for Board meetings, trainings and select committee meetings.
<https://www.youtube.com/channel/UC1JLkE8lwP-Vjd-5RYRaQjQ>

Finance/Operations – *Kirk Waite*. The committee will meet on May 30th to review the draft FY25 budget.

Personnel Committee- *Lori Ruple*. The committee will meet June 11th for annual reviews. NRPC has advertised for an additional Project Manager to assist with Clean Water Service Provider work.

Executive Committee- *William Irwin*. The committee met and reviewed legislative items, Healthy Roots transition, and internal procedures.

Project Review – *Bob Buermann*. Business report is enclosed. Board action required.

Transportation Advisory Committee (TAC) – *Harold Garrett*.

The committee met May 9th. Presentation was given by Ian Anderson, VTrans Bituminous Concrete Materials Manager, regarding VTrans 2024 Paving Spec Book updates. The committee also received a construction season update specific to projects within the region.

Energy and Climate Committee- *Staff, Peter Zamore, Vice-Chair*. The committee met and completed final review and endorsement of the draft energy plan.

Brownfields Committee – *Staff, Megan Sherlund*. The Committee did not meet this month. An RLF Loan review is underway for the Champlain Transmission site on North Winooski Ave in Burlington. Assessment and cleanup planning work is getting started or ongoing many sites throughout the region, including Abenaki Nation of Missisquoi Tribal Headquarters at 100 Grand Ave in Swanton, 124 First Street in Swanton, 6 South River Street in Swanton, 74 Lower Welden Street in St. Albans City, 20 LaSalle Street in St. Albans City, Highgate Village Core property in Highgate, 200 Bridge Street in Sheldon and 113 Main Street in Richford. Staff continues to coordinate with the Town of St. Johnsbury on closing the loan and finalizing the grant agreement for cleanup at their Armory redevelopment project.

Regional Plan Committee- *Peter Zamore*. The committee met to review the draft energy plan.

Municipal Plan Review Committee –*Sarah Hadd*. The committee did not meet.

Vermont Economic Progress Council (VEPC) –*Vacant*. There are no projects proposed within the region.

GMT- *Bob Buermann/Catherine Dimitruk*. The GMT Board met and discussed: return to fares (urban area only) and planning for the fiscal cliff that will necessitate route adjustments primarily in the urban area.

Staff Reports:

Transportation

- Staff submitted NRPC TPI FY24 Work Plan amendment to VTrans Planning Manager, Matthew Arancio. Amendment addresses addition of FY23 unspent funds to FY24 balances, also includes addition of non-match funding for the State Rail Trail Interactive Mapping project.
- Staff met with Andy Crossman from Franklin County Trails Alliance to learn more about the organizations recently awarded Vermont Outdoor Recreation Economic Collaborative (VOREC) planning grant. The

Alliance is using the grant funds to plan for a multi-modal, mountain bike trail which will stem off trails recently built within the St. Albans Town Forest, possibly ending near the Missisquoi Valley Rail Trail in Sheldon.

- Staff submitted TPI Task 3.1.4 – Climate Mitigation Planning: comments to inform the draft state EV charging plan. Comments regarding equity/inclusion, public engagement, and opportunities for training programs were included.
- Staff coordinated efforts with VTrans, Rail Trail Council members, and volunteers to ensure that all town sections of the MVRT and the LVRT within the northwest region were covered for Green-Up Day.
- NRPC is working with the Town of Montgomery on a grant application to the Active Transportation Infrastructure Investment Program (ATIIP), as the town seeks additional funding for the Montgomery Streetscape Project.
- Staff is assisting the Village of Swanton with planning and outreach for the upcoming closure of Bridge 6 on VT 78, over the Missisquoi River this summer.
- Staff is working with the Town of Fairfield to address concerns about impact to town roads and aging town bridges during the 28-day closure of Bridge 6 on VT 36, over the Fairfield River this summer.
- Staff is working with the Town of Isle La Motte and Vermont Local Roads to address resident concerns about town-maintained roads and ditches.
- Acting as municipal project manager, staff participated in kick-off meeting for Pidgeon Hill Road culvert replacement project and in an inspection meeting for Longley Bridge Road streambank restoration project.
- Corresponded with staff in South Hero regarding possible municipal project management role in US 2 scoping study.
- Acting as municipal project manager for the Montgomery Streetscape project, reviewed the draft conceptual plans prior to being submitted to VTrans.

Emergency Management

- Assisted the following communities with updating Emergency Plans: Alburgh, Berkshire, Enosburg Falls, Enosburgh Town, Fairfax, Fairfield, Fletcher, Franklin, Grand Isle, Highgate, Isle La Motte, Montgomery, North Hero, Richford, South Hero, Sheldon, St. Albans City, St. Albans Town, Swanton Town and Village.
- Participated in the second State Integrated Preparedness Planning Workshop to develop 3 -year state-wide training and exercise plan for state and local agencies and partners.
- Drafted After Action Review for Solar Eclipse Event for Swanton Village and Town public safety officials.
- Met with VEM to begin planning for region's participation in State Wide "Binary Blizzard" exercise later this year. The exercise is designed to test the state's response to a cyber attack on critical facilities and essential systems.
- Met with several new local officials regarding local EM Director and local EM Coordinator roles and responsibilities.
- Met with VEM Regional Coordinator and northern RPCs to discuss EMPG program, cooling shelter planning efforts, exercises and local trainings.
- Held Mitigation Planning Meetings with Enosburg Falls to update mitigation goals and projects section of their LHMP. Drafted communications plan, survey and flyer for residents to gain public input.
- Continued to support the Northwest Vermont Medical Reserve Corps including grants management and supporting their efforts for upcoming spring and summer events including public education campaign for campgrounds and parks including tick awareness, poison plants, sun/heat related illness prevention, and Stop the Bleed trainings.

GIS

- Updating the Regional Energy Plan maps using best available data following Act174 mapping standards.
- Continued updating the Community Maps of the municipalities in the Northwest Region.
- Completed draft Town Plan maps for the Town of Alburgh.
- Completed a sidewalk map for the Town of South Hero.

Municipal Planning

- Provided Sheldon and North Hero with zoning services.
- Staff is finalizing the deliverables from the bylaw modernization grant from ACCD to St. Albans Town (lead) and Highgate, Enosburgh, Montgomery and Sheldon: staff is finalizing zoning recommendations aimed at reducing regulatory barriers to housing choice and affordability.
- Supported the Town of South Hero's community wastewater project regroup after it was determined that a wastewater construction project is not feasible within the time constraints of the State ARPA funding.
- Supported the Town of Highgate's village wastewater project with project management assistance.
- Assisted the Town of South Hero with its VCDP Planning Grant to plan for renovations of the South Hero Meeting House.
- Assisted the Town of Grand Isle with an update to their Town Plan including reviewing a partial draft.
- Reviewed draft of the Sheldon Town Plan with the Planning Commission and made edits based on the review.
- Met with the Isle la Motte Planning Commission to review draft sections of the Isle la Motte Town Plan and plan for public outreach.
- Met with the Montgomery Planning Commission, Development Review Board and Selectboard to discuss short-term rental regulations in Montgomery.
- Met with the St. Albans Town planning staff and the project consultant for the Transportation Oriented Development (TOD) master planning and bylaw project to develop a scope of work for the project.
- Supported the Town of Enosburgh and Village of Enosburg Falls with village center designation renewal application.
- Supported the Town of Highgate with an application for Neighborhood Designation Area with maps, consideration of the boundary and zoning updates.
- Secured grants for Isle la Motte and Berkshire as part of the Municipal Technical Assistance Program.
- Supported the Town of Richford with a minor amendment to their Town Plan and Zoning Bylaws.
- Assisted the Town of Richford with developing a survey for the Richford Town Plan.
- Met with the Town of Fairfield to kick-off a project to update the zoning bylaws.
- Drafted Alburgh Town Plan sections and reviewed them with the Alburgh Planning Commission.

Regional Planning

- Follow up communications to zoning administrators in the region with a request to fill out a permit tracking form, which is part of a new annual housing unit permit tracking program and online dashboard. The online housing dashboard will track housing development by type and location at the municipal level.
- Completed inputting the entire region's zoning information into the Vermont Zoning Atlas. The atlas is part of a national effort to de-mystify zoning laws, enable comparisons across jurisdictions, and illuminate regional and statewide trends, such as the amount of land with restrictions on multi-unit homes. The national atlas can be viewed here: <https://www.zoningatlas.org/>
- Continued updates to the regional plan scorecards hosted on NRPC's website.

Climate & Energy

- Continued assisting municipalities in the implementation of Municipal Energy Resilience Program (MERP) with technical assistance, assessment attendance, and ongoing communication with the Department of Buildings and General Services (BGS).
- Completed final public comment draft of the Regional Energy Plan including mapping and target updates.
- Ongoing assistance for the Swanton and Saint Albans City Energy Committees.
- Continued work on Energy Efficiency and Conservation Block Grant (EECBG) application.
- Continued coordination and organization of second WindowDressers community build.
- Worked on energy plan updates for Sheldon, Grand Isle, and Alburgh

- Assisted Swanton with application for Charge Vermont grant for EV chargers
- Assisted Bakersfield and Swanton with plans and applications for Community Tree Planting Grant
- Coordinated statewide Climate and Pollution Reduction Grant survey and inventory with other RPCs.

Water Quality

- Continued as the regional Clean Water Service Provider (CWSP). CWSP activities included completing the fifth funding round for projects in the Lamoille Basin, conducting one Basin Council meeting and planning another, and awarding funds for one project. Staff also participated in DEC-organized monthly check in meeting and developed comments on proposed DEC “guidance” document.
- Continued to investigate or provide support to others interested in developing projects in Georgia and Greensboro (the latter is within NRPC’s Lamoille basin service area).
- Submitted final draft of FY 24-25 work plan for Tactical Basin Planning activities to DEC. Continued to address activities contained in FY 23-24 work plan, including meetings with partner organizations, and quarterly reporting. Contributed edits to final version of “Unifying Stormwater” initiative’s action plan.
- Created sketch maps for sponsors of potential Carry Bay and Petts Bay Lake Watershed Action Plan.
- Attended Town of Franklin “Community Voice” meeting and served as resource team member for task force focusing on future of Lake Carmi.
- As part pf NRPC-led Regional Stormwater Education Program (RSEP), hosted an in-person workshop on construction of residential rain barrels and webinar regarding cyanobacteria. Launched planning for “Streamwise” program educational event.
- Consulted with DEC staff and with representatives of the Town of Fairfax regarding municipal bylaw changes recommended to retain enrollment in federal flood insurance program.

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

- Supported projects in Enosburgh, Bakersfield, St. Albans City, LVRT, as well as efforts in homelessness & housing, and workforce & business support. NVEDD is done in partnership with Lamoille County Planning Commission, Lamoille County Industrial Development Corporation, Northeastern VT Development Association, Franklin County Industrial Development Corporation and Lake Champlain Islands Economic Development Corporation.
- Coordinated with Lamoille County planning Commission to submit an EDA grant application for flood resilience planning and project development.
- Coordinated Regional Partners meetings, monthly gatherings of workforce, community and economic development organizations in the region.

Healthy Roots Collaborative- <https://www.healthyrootsvt.org/>

- HRC continued with 5 farms as a part of a new Working Lands Enterprise Initiative Service Provider Grant in partnership with South Hero Land Trust. A new website has been developed as well as new marketing materials created to support 2 farm businesses.
- A draft of the Franklin County printed guide has been created. It is slated to be printed the end of May for distribution in June.
- A draft MOU has been created outlining HRC’s transition to CVOEO. The MOU has been discussed and edited by the HRC Advisory Committee.
- Continued planning for the 2024 Northwest Farmacy CSA and Migrant Household CSA programs. Updates to program materials and outreach to farms has started.
- The HRC gleaning program has had a few early season gleans and is preparing for the busy summer season. To recruit more volunteers, we will be tabling at a couple of farmers markets in GI and Franklin Counties.
- On June 28th, a Ben & Jerry’s volunteer group will help plant winter squash at our grow-for-donation farm partner in Alburgh

Housing For All - Working Communities Challenge

- Housing For All and NRPC launched a pilot project that provides preliminary estimates, financial support for design, and navigation services for the creation of an Accessory Dwelling Unit (ADU) or duplex. NRPC Board members and volunteers are eligible to apply. The deadline is 5:00 p.m. on June 20th. Learn more and apply on the NRPC website.
- The initiative continues work with C.I.D.E.R and the Lake Champlain Islands Economic Development Corporation to raise funds for a pilot project that provides home rehabilitation services for low-income and/or senior property owners in Grand Isle county.
- Housing For All is working with other Vermont Working Communities Challenge initiatives and the statewide steering committee to explore how we all sustain the next stages of our work.
- Do you know of a property where housing could be built or rehabilitated? It could be a house where no one currently lives or a land parcel with water and sewer access. If so, please contact project manager Barry Lampke (blampke@nrpcvt.com) to share details.

Building/Office

- Successfully implemented new voice system for office that includes new extensions for all staff members.



INTERESTED IN CREATING AN ACCESSORY APARTMENT OR CONVERTING YOUR HOME TO A DUPLEX?

Accessory apartments and duplexes fill a need for small, rental units and generate income that can help pay for property taxes, utilities, and home maintenance costs.

HOW WE CAN HELP

- We offer property owners a package of support to create an apartment within an existing structure.
- The program is intended to create a primary home, not a short-term rental.
- All you need to do is submit a brief application that includes a description of the property and changes desired, how soon you may initiate a project, and what resources you have for the project.
- **Funds are limited so apply now!**

TYPES OF APARTMENTS WE CAN SUPPORT

- A) We can support creating an apartment that meets the specifications of an accessory dwelling unit, or can be a second primary unit that would involve changing the home to a duplex (2 primary units).
- B) We can support converting part of your home within its existing footprint to an apartment. This could involve converting your basement, attic, or a portion of the first and/or second floor to a separate and distinct living unit.
- C) We can support converting part of your garage or other existing outbuilding to an apartment. A common example of this is to convert the second floor/loft of your garage to an accessory apartment.

*** New Construction – both new structures and additions to existing structures that add new footprint area - are not eligible for assistance under this program at this time. If you want support with this type of project, please reach out and we may be able to help.*

HOW IT WORKS

Consultation and Preliminary Estimate

We visit your property to learn more about your plans and identify the scale of project costs.

Design and Construction

If you decide to proceed and your property and local regulations are favorable, we provide:

- A grant to cover 50% of the cost (not to exceed **\$1,250**) to prepare a design;

WHAT IS AN ACCESSORY APARTMENT (AKA, ACCESSORY DWELLING UNIT, ADU)?

- Independent living unit – with facilities and provisions for sleeping, food preparation, and sanitation
- Owner must live on lot - may occupy either accessory or primary dwelling
- Small - Size not more than 30% of primary dwelling or 900 sq. ft., whichever is greater

WHAT IS A DUPLEX?

- 2 primary dwelling units located on a single lot
- No limitations on owner occupancy or size

- A grant to cover 100% of the cost (not to exceed **\$2,500**) to prepare a design if you participate in the Vermont Housing Improvement Program (VHIP);
- Up to ten hours of guidance on planning, permitting, and grant applications, and use of our Guide to Creating an ADU.
- Access to our Guide to Creating an Accessory Dwelling Unit or duplex; and
- Training and resources on being a responsible landlord.

APPLY NOW!

Complete the brief application at <https://www.nrpcvt.com/housing/> and we will be in touch to discuss your project. The deadline for all applications is 5:00 p.m., June 20, 2024. Funding is limited so apply now!

Have questions? Contact Barry Lampke at blampke@nrpcvt.com .

FRANKLIN COUNTY FOOD & FARM GUIDE

Search for farms by town, find farms on the map, and find out which farms have farm stands and/or online stores! Find businesses who use local ingredients, restaurants who source local food, and retail stores who carry local vegetables, fruits, meats and more.

BAKERSFIELD

1. BLUEBEE FARM

Hennessey Rd. | (802)-933-5906
Open July-September
Call to order & for more information.
Blueberries sold by the flat both fresh & frozen.

2. DOES' LEAP

1703 Route 108 South | (802)-827-3046
Farm Store open 7 days/week, 8am-6pm
Certified organic goat cheese, farm-made sausage, & whey-fed pork.

*FINN & ROOTS

(802)-933-4355 | finnandroots.com
Artisan salad, living lettuce, Genovese basil, cucumbers, microgreens.

*PAISLEY SCOOPS GELATO

(802)-933-8912 | paisleyscoopsvt.com
Gelato made with farm-fresh whole milk from Paul-in Dairy, non-dairy sorbets made with locally sourced fruit.

ENOSBURGH FALLS

3. BOSTON POST DAIRY

2061 Sampsonville Rd. | (802)-933-2749
Open Monday-Friday 9am-5pm, Saturday 10am-4pm (Jan-May 10am-2pm)
Goat & cow cheeses, VT organic maple syrup & maple products, goat milk soap.

*STONE HOLLOW FARM

(802)-933-8325
Vegetables, herbs, garlic, maple syrup.

FAIRFIELD

4. BRANON FAMILY MAPLE ORCHARD

547 Branon Rd. | (802)-827-3914
Open Monday-Friday, 9am-5pm
Organic Vermont maple syrup, maple products, & maple value-added products.

*BRANON'S BARRYWILDE MAPLES

(802)-309-4773
branonsbarrywildemaples.com
Maple syrup, maple cream & candy, maple seasoning, & Maple Caramel Corn Puffs.

5. FAIRFIELD COMMUNITY CENTER

124 School St. | (802)-827-3130
Call for availability.
Maintains event space with pavilion, wood-fired pizza oven, & community garden.

*FLACK FAMILY FARM

3971 Pumpkin Village Rd. | (802)-827-3730
Visit website: www.flackfamilyfarm.com
Organic fermented vegetables, grass-fed meats.

*FOGGY BROOK FARM

(802)-524-6317
Grazed rabbit & chicken, turkey, canned goods, eggs, greens, pickled veggies, & hot sauce.

6. GREEN WIND FARM

1345 Northrop Rd. | (802)-933-4592
Open everyday during daylight hours; please call or email ahead.
Beef, raw milk, eggs, maple syrup, honey.

7. HUNGER MOON FARM

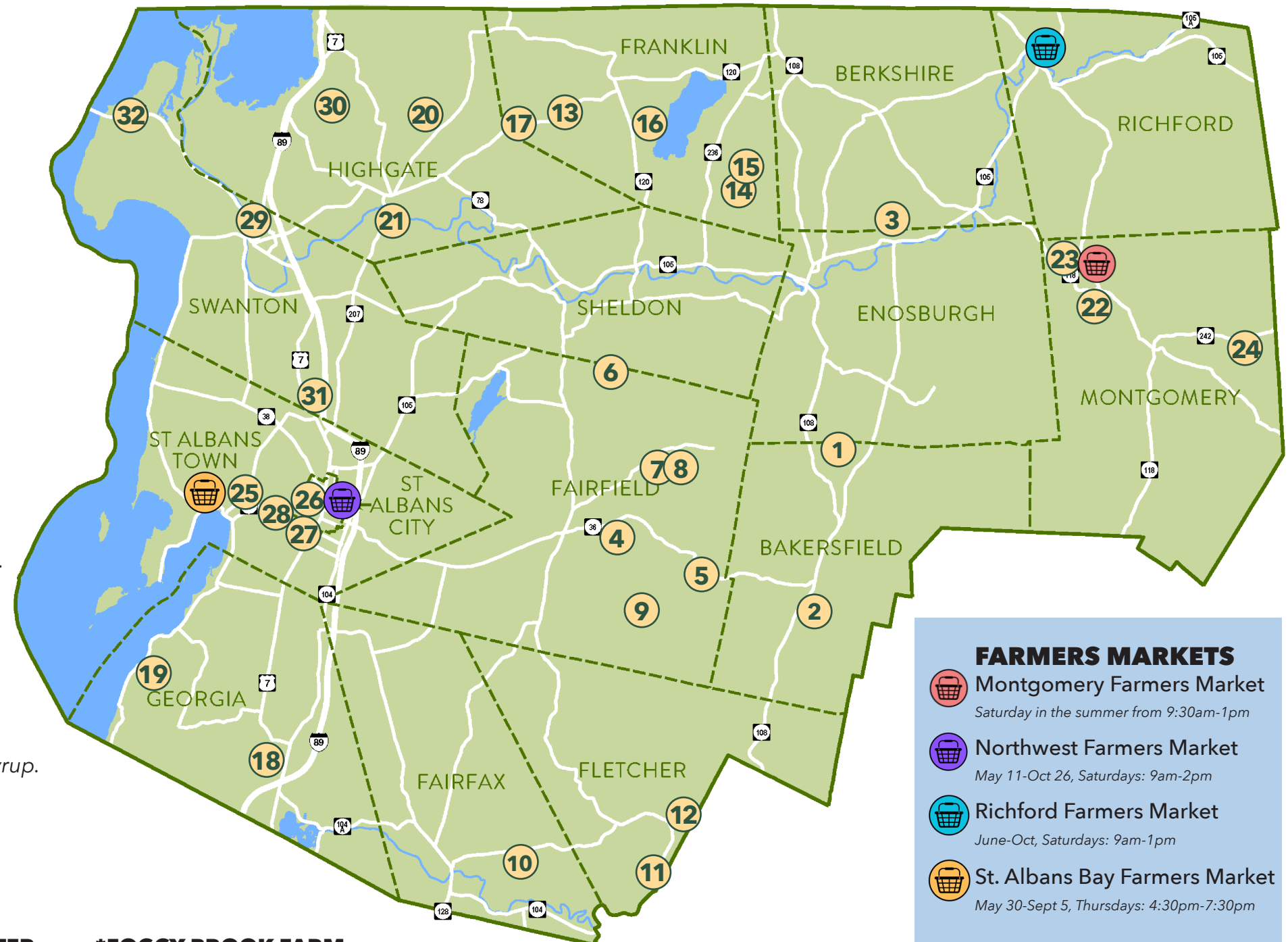
336 Emch Drive | (715)-297-6402
Open daily May thru Nov. 9am-5pm.
Organic eggs & poultry, pasture-raised goats & freeze-dried dog treats.

8. STONY POND FARM

336 Emch Drive | (802)-827-3693
Open daily May thru Nov. 9am-5pm.
Farmstead cheese & 100% grass-fed beef.

9. TRUDELL FAMILY FARM

1670 Lapland Rd. | (802)-827-3213
Please always call ahead.
Vermont maple syrup, custom heifer raising.



FARMERS MARKETS

- Montgomery Farmers Market**
Saturday in the summer from 9:30am-1pm
- Northwest Farmers Market**
May 11-Oct 26, Saturdays: 9am-2pm
- Richford Farmers Market**
June-Oct, Saturdays: 9am-1pm
- St. Albans Bay Farmers Market**
May 30-Sept 5, Thursdays: 4:30pm-7:30pm

**Continue
the journey
on the back!**

*Listings without a number means they do NOT have a physical location open to the public.

FAIRFAX

10. RIVERBERRY FARM

191 Goose Pond Rd. | (802)-849-6853
Farm Stand open daily early May to Halloween from 10am-6pm.
Organic vegetables and fruit, including strawberries and raspberries.

FLETCHER

11. BONEYARD FARM

3064 Cambridge Rd.
Farm Stand open May-Oct/Fri, Sat, Sun 8am-6pm
Non-GMO meat & eggs, organic veggies & fruit, jams, pickles, pesto, chutney.

12. WANDERING ROOTS FARM

240 Rushford Rd. | (970)-232-5404
Farm Stand open July- August.
PYO blueberries.

FRANKLIN

*DUBS FARMS

(703)-774-8103 | dubsfarms.com
Produce, chicken, turkey, mushrooms.

13. HOWMARS FARM

348 Beaver Meadow Rd. | (802)-285-2272
Open most days 9am-5pm. Call ahead.
Organic beef and poultry, maple syrup, compost, firewood, & lumber.

*LASLY HOMESTEAD

(802)-285-6799
Call ahead for on-farm pick-up
A family homestead raising bees, chickens, ducks, geese and turkeys, gardening & sugaring

14. LIBERTY HILL FARM & BERRIES

651 Kendall Rd. | (802)-272-3689
Wed-Sun, 9am-5pm.
PYO blueberries, bread, eggs, jam.

15. VERMONT ORCHARDS

499 Kendall Rd. | (802)-370-2320
Call for hours.
PYO apples.

FRANKLIN Cont.

16. WANDERING MOOSE FARM

1579 Riley Rd. | (802)-285-6844
Farm Stand open daily, 8am-dusk.
Vegetables, X-mas trees, flowers, eggs, rabbits, fresh-baked bread & treats.

*WILD GINGER FARM

(774)-266-1007 | wildgingerfarm.com
Order online or over the phone.
Pasture raised lamb, chicken, & veggies.

17. WINDFALL VEGGIES & BEEF

2534 Durkee Rd. | (802)-285-6383
Open daily, 9am-5pm. Call prior to visit.
Beef, veggies, berries, fruit.

GEORGIA

18. MILA'S FLOWER FARM

1915 Ethan Allen Hwy | (802)-735-7054
Visit farm by appointment only.
Locally grown, specialty cut flowers.

19. SPIRIT LEDGE FARM

74 Sweeney Farm Rd. | (802)-233-1028
Call for more information.
Beef, pork, eggs, & veggies.

HIGHGATE

20. CHOINIÈRE FAMILY FARM

2465 Gore Rd. | (802)-393-7981
Farm Stand open daily, 8am-8pm
Certified organic, 100% grass-fed beef, pork, eggs, & baked goods.

21. H & B GREENHOUSE & NURSERY

1213 Highgate Rd. | (802)-868-3604
Open seasonally, call for information.
Premium plants for your home & garden

MONTGOMERY

22. BLACK LANTERN INN

2057 North Main St. | (802)-326-3269
Open Wednesday thru Saturday,
Rooms for rent, restaurant serving locally sourced products.

MONTGOMERY Cont. SWANTON

23. BREEZY ACRES FARM

536 Fuller Bridge Rd. | (802)-326-2197
Self-service Farm Stand on porch.
Grass-fed beef, pastured pork, & freeze-dried dog treats.

*CREAMERY BRIDGE FARM

mschaa76@gmail.com
Organically grown greenhouse veggies.

24. JAY BROOK FARM

2824 Mountain Rd. | (802)-326-2207
Call for hours & info.
Organic PYO blueberries, veggies, & flowers

ST. ALBANS

25. BOISSONEAULT FARM

549 Lake St. | (802)-782-7675
Open daily.
Vermont-raised beef.

26. THE DRAKE

30 South Main St. | (802)-528-5991
Tuesday-Saturday 11:30am-9pm
New American Resataurant.

*JK MARKLE POTATOES

(802)-238-0300
Call for more information.
Growing & packing potatoes since 2006.

27. RAIL CITY MARKET

8 South Main St. | (802)-524-3769
Open Mon-Sat 9am-6pm,
Sun 10am-3pm
Specialty food, gifts, bulk teas, nuts, maple syrup, honey, coffee, gluten-free.

28. RED HOUSE SWEETS

10 Lake Street, Suite 1 | (802)-393-8036
Open Tues-Fri 7am-2pm, Sat 8am-2pm.
Pastries, croissants, tarts, sweet bites, & fresh bread.

RICHFORD

*GREEN HERON FARM

(802)-848-3178
Call for more information.
Local veggies.

WANT MORE?

Find full farm listings, events & more: nwvtgrown.com

Scan me:



THANK YOU FOOD & FARM GUIDE SPONSORS



Healthy Roots' mission is to strengthen the local food system of Northwest Vermont for the health and vitality of our community.
www.healthyroostsvt.org



The Vermont Working Lands Enterprise Board is a funder of this guide.

Memorandum of Understanding

between

Northwest Regional Planning Commission

and

Champlain Valley Office of Economic Opportunity

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the Northwest Regional Planning Commission (NRPC) and Champlain Valley Office of Economic Opportunity (CVOEO) regarding the Northwest Healthy Roots Collaborative (HRC) transfer to CVOEO.

Background

The Northwest Healthy Roots Collaborative (HRC) was established in 2014, to strengthen the local food system of Northwestern Vermont for the health and vitality of the community. This collective impact partnership of nonprofit and community organizations focuses on addressing food access, education and farm viability in our region. The partnership currently includes NRPC, Franklin County Development Industrial Corporation, Franklin/Grand Isle Community Action, South Hero Land Trust, the Abbey Group, Franklin County Natural Resources Conservation District, the Lake Champlain Basin Program and a network of over 160 growers and makers in Northwest Vermont.

HRC's cross-sector approach to improving food access, providing local food and nutrition education, and developing essential infrastructure and programs is critical to farm viability and the health and wellness of our Northwest Vermont communities. Through strong partnerships with regional and statewide nonprofits and service providers, HRC works with growers & makers to support strong and innovative food businesses, buyers to support local procurement and eaters to improve access to healthy local food.

WHO/WHAT

The Healthy Roots Collaborative is a regional food systems program supporting the growers, producers, and consumers in Franklin and Grand Isle Counties. Healthy Roots provides programs and services for both the consumers and producers in the Northwest Corner of Vermont that focuses on food education, access and infrastructure.

VISION

We envision a healthy Northwest Vermont with a community rooted in a strong agricultural economy with thriving farms, where all are connected to and nourished by local farms and food.

MISSION

To strengthen the local food system of Northwest Vermont for the health and vitality of our community.

STRATEGIES

Access- Gleaning, food purchasing, aggregation, distribution, & storage. Value chain facilitation & Northwest Vermont Grown, connection to other statewide farm service providers.

Education-Gleaning field trips, Northwest Farmacy CSA, NOTCH mini-fridges (branded produce), events/workshops

Development-Farm & Food Producer TA, food storage, commercial kitchen exploration, value chain facilitation, food box development (Northwest Farmacy CSA & Migrant Household Food Boxes)

PROGRAMS:

Farm & Food Business Support

Gleaning/Food Access

Farm to School

RESULTS:

Growers & Makers: Viable, resilient, sustainable, innovative

Buyer: Buying local

Eaters: Access to healthy local food, skills to prepare & grow food

Partnerships: leveraged to build capacity and resources to further the food system

NRPC has served as the backbone organization for HRC since 2019. NRPC will transition backbone support of HRC to CVOEO effective July 1, 2024. Along with this transfer of backbone support, NRPC will also provide transitional support so there is no interruption in HRC staff benefits, develop a plan for equipment ownership, use and responsibility, and transfer any remaining grant funding to CVOEO.

Purpose

This MOU will establish CVOEO as the backbone organization for HRC and document each organization's role in the transition. Addressing food access, education and farm viability in our region and other goals of the HRC will be accomplished through the commitments outlined below.

NRPC will:

- Transition any current grant funding and contracts for HRC.
- Provide COBRA coverage for HRC staff for July 1-July 31st, until new insurance coverage from CVOEO starts.
- By July 31, 2024 complete a final accounting of expenses and assets and transfer any assets to CVOEO.

- Develop a plan for equipment ownership, use and responsibility. Equipment includes: Ford F-150 Powerboost, 13'x11' Walk-in Cooler, and 8'x6' Refrigerated Trailer. All equipment was purchased using funds from the Economic Development Administration, Award No: 01-79-14946.
- Provide appropriate logo for NRPC which should be included in any future branding placed on Ford F-150 truck, walk-in cooler or refrigerated trailer.
- Maintain a representative on the HRC Advisory Committee.
- Continue to partner with HRC and CVOEO as applicable on grant and donation opportunities to further the goals of HRC.
- Provide for the transfer of the HRC historical records and files, supplies, and equipment to CVOEO.

CVOEO will:

- Provide program, fiscal and administrative oversight for the HRC with advice and support of the HRC Advisory Committee as outlined in the agreed upon Rule of Procedure
- Maintain the program identity of the HRC as a collective impact program of the participating partners, including NRPC.
- Provide positions to staff the Healthy Roots Collaborative, including program management, farm viability, other direct service, farm to school and gleaning. Initial staffing will include compensation at an equal or greater amount and comparable benefits. This staff includes one full-time and one-part time staff.
- Develop, document, and communicate onboarding process for HRC staff.
- Develop a process for any current CVOEO staff that will fall under the umbrella of the Healthy Roots Collaborative.

Reporting

CVOEO will work with the HRC Advisory Committee and program staff to compile mid-year and end of year reporting on outcomes of the program. These reports will be presented in March and October each year.

Funding

Any existing funds and/or grants will be transferred from NRPC to CVOEO. HRC staff will work with funders and NRPC to update current contracts.

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from NRPC and CVOEO. This MOU shall become effective upon signature by the authorized officials from NRPC and CVOEO and will remain in effect until modified or terminated by any one of the partners by mutual consent OR with 90 days written notice to terminate from either party. In the absence of mutual agreement by the authorized officials from NRPC and CVOEO this MOU shall end on October 1, 2027.

Contact Information

Northwest Regional Planning Commission

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Champlain Valley Office of Economic Opportunity
Paul Dragon
Executive Director
255 S. Champlain St, Burlington, VT 05401
802-862-2771
pdragon@cvoeo.org

_____ Date:

Catherine Dimitruk, Executive Director

Northwest Regional Planning Commission

_____ Date:

Paul Dragon, Executive Director
Champlain Valley Office of Economic Opportunity