



BOARD OF COMMISSIONERS

June 26, 2024

7:00 p.m.

St. Albans Bay Park

596 Lake street (Route 36)

Virtual Meeting Access Information Below

- 1. Adjustments to the Agenda**
- 2. Welcome, introductions, opening remarks** –William Irwin, *Chair*
- 3. Opportunity for Public Comment**
- 4. Minutes of the May 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*
 - 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 Recognition** (*discussion item*)
- 7. NRPC Energy Plan Update** (*discussion item*)

Commissioners discuss proposed changes in advance of final public hearing and July adoption vote. The draft energy plan can be found [here](https://www.nrpcvt.com/wp-content/uploads/2024/05/DraftEnergyPlan-5.23.2024-for-Website.pdf).

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

- 8. Election of Officers and Representatives for FY 25 (action item)**
Nominating Committee report enclosed
- 9. FY 25 Overall Work Program and Budget- (action item)**
Draft enclosed, including long term reserve plan
- 10. FY 25 Committee Assignments (discussion item)**
Committee descriptions enclosed
- 11. Commissioner Announcements**

Meeting Access Information

Please try to join the meeting 5-10 minutes prior to the start time. If you have trouble connecting, please call 802-310-6797.

Join Zoom Meeting via video

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

Join Zoom via phone

1(312)626-6799 or

1(646)558-8656

Meeting ID 846 7249 5167

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1 **NRPC Board of Commissioners Meeting**

2 **May 29, 2024**

3 **7:00 PM**

4 **Virtual Meeting**

5
6 The meeting of the Board of Commissioners was held using the Zoom platform.

7
8 **Attendance**

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

10 Staff: Catherine Dimitruk, Bethany Remmers, Marlena Valenta and Christine Porcaro.

11 Other Attendees: Al Voegele, Charlie Baker (CCRPC) and Adam Lougee (ACRPC).

12
13 Chair W. Irwin welcomed attendees and called the meeting to order at 7:02 PM.

14
15 **Adjustments to the Agenda**

16 The NRPC Energy Plan Update agenda item was moved from #7 to #4, after Opportunity for Public
17 Comment.

18
19 **Welcome, Introductions, Opening remarks**

20 Chair W. Irwin welcomed everyone to the NRPC's May board meeting followed by introductions.

21
22 **Opportunity for Public Comment**

23 None.

24
25 **NRPC Energy Plan Update**

26 C. Dimitruk thanked the Energy Committee for their hard work on the plan, including Committee Chair Al
27 Voegele who remained on the committee even after stepping down from the Board. C. Dimitruk noted
28 that because the energy plan is part of the regional plan, NRPC will go through the regional plan adoption
29 process which will include a series of public meetings and hearings in June and July. M. Valenta presented
30 an overview of the plan including the goals and policies and regional energy targets.

31
32 **Minutes from the April meeting**

33 Under Commission Reports-Executive Committee, "did not meet" should be deleted on line 38.

34
35 *B. Murphy moved to approve the April Board of Commissioners meeting minutes with corrections. M.*
36 *Scholten seconded. Motion carried.*

37
38 **Commission Reports**

39 **Finance/Operations** – K. Waite reported that the Finance Committee is meeting on May 30th to
40 review the FY25 draft budget.

41
42 **Personnel** – L. Ruple reported the committee will meet June 11th for annual staff reviews.

43
44 **Executive Committee** –W. Irwin reported the committee met and reviewed legislative items,
45 Healthy Roots transition and internal procedures.

46
47 **Project Review Committee** –The committee did not meet.

1
2 **Transportation Advisory Committee** – H. Garrett reported that the May 9th committee meeting
3 included a presentation from the VTrans Bituminous Concrete Materials Manager.
4

5 **Energy and Climate** – The committee met and completed final review of the draft energy plan.
6

7 **Brownfields Committee** –C. Dimitruk reported that the committee approved a bridge loan for the
8 Champlain Transmission site on North Winooski Ave in Burlington. Assessment and cleanup
9 planning work is starting or ongoing at many sites throughout the region.
10

11 **Regional Plan and Policy Committee** – P. Zamore reported that the committee met to review the
12 draft energy plan.
13

14 **Municipal Plan Review Committee** –The committee did not meet.
15

16 **Vermont Economic Progress Council (VEPC)** – C. Dimitruk reported that there were no projects
17 from our region on the most recent VEPC agenda.
18

19 **Green Mountain Transit** – B. Buermann reported that the GMT Board met and discussed the return
20 to fares (urban area only) and planning for the fiscal cliff that will necessitate route adjustments
21 primarily in the urban area.
22

23 **Northwest Vermont Regional Foundation** – No report.
24

25 **Staff Announcements**

26 C. Dimitruk noted that the June Board meeting would be in-person with dinner provided.
27

28 **Healthy Roots Collaborative, Memorandum of Agreement with CVOEO**

29 C. Dimitruk reported that Champlain Valley Office of Economic Opportunity (CVOEO) approached NRPC this
30 spring about bringing the Healthy Roots staff and programming into the CVOEO’s expanded Feeding
31 Champlain program. The MOU—which will guide the transition—has been reviewed by the Healthy Roots
32 Advisory Committee and the NRPC Executive Committee.
33

34 *B. Buermann moved to approve MOU. B. Morris seconded. A friendly amendment was offered and accepted*
35 *to allow C. Dimitruk to adjust the MOU as needed during negotiations with CVOEO. Motion carried.*
36

37 **Commissioner Announcements**

38 Y. Dandurand reported a potential Canadian strike in June could impact land crossings and airports. S.
39 Hadd reported that Fairfax is completing a bylaw modernization project which includes an Official Map.
40

41 **Adjourn**

42 *B. Buermann moved to adjourn. N. Spear seconded. Motion carried.*

43 The meeting was adjourned at 8:13 PM.
44

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	3/27/24	4/24/24	5/29/24	
Frkln Cty Youth	Vacant	X											
GI Cty Youth	Vacant												
Alburg Town	Donna Bohanon Alex McCracken 6/24												
Alburg Town	Donna Boumil	X		X									
Alburg Village													
Alburg Village													
Bakersfield	Bill Irwin	X		X				X	X	X	X	X	
Bakersfield	Linda McCall	X		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 appt 4/24	E		E				X		X	X	X	
Fairfax	Sarah Hadd	X		X				X	X	X	E	X	
Fairfield	Doug Grant- Julia Callan- appt 4/24	X		X				X	E	-	X	X	
Fairfield	Chuck Verderber	X		X				X		X	X	X	
Fletcher													
Fletcher	Lori Ruple	X		X				X	X	X	X	X	
Franklin	Yvon Dandurand	X		X				X	X	X	X	X	
Franklin													
Georgia	Carl Renquist	-		-				-	-	E	X		
Georgia	Kirk Waite	X		E				X	X	X	X	X	
Grand Isle	Barclay Morris	X		X				X	E	E	X	X	
Grand Isle	Howard Demars	X						X	X	X	E	E	
Highgate	Jack Pelkey	X						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	X	
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	X	
South Hero	Bob Buermann	X		X				X	E	X	X	X	
St. Albans City	Elisabeth Nance 6/24												
St. Albans City	Chip Sawyer	X		E				X	X	X	X	E	
St. Albans Town	Marietta Scholten	E		X				X	E	X	X	X	
St. Albans Town	Megan Sherlund	E		X				X	E	X	X	E	
Swanton Town	Harold Garrett	X		X				X	X		X	X ₅	

Swanton Town	Nicole Draper	X		X				X	X	X			
Swanton Village	Heidi Britch Valenta	E		X				X	X	X	X	X	
Swanton Village	Neal Speer	X								E	X	X	
# MUNICIPALITIES				12		14		14	13	16	14	13	

QUORUM = 12 E= Excused

Northwest Regional Planning Commission

06/14/24

Balance Sheet

Accrual Basis

As of May 31, 2024

	<u>May 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · People's Checking Account	352,936.69
1020 · People's Money Market Account	11,084.05
1035 · New England Federal Cr-1Year CD	45,677.48
1036 · New England Fed Cr-CD 5 Year	65,530.09
1037 · Lamoille CWSP	216,235.69
1038 · Missisquoi CWSP	655,551.98
1040 · Union Bank	180,023.58
1080 · Petty Cash	9.05
Total Checking/Savings	<u>1,527,048.61</u>
Accounts Receivable	
1200 · Accounts Receivable	49,228.35
Total Accounts Receivable	<u>49,228.35</u>
Other Current Assets	
1400 · Prepaid Software	16,524.85
Total Other Current Assets	<u>16,524.85</u>
Total Current Assets	<u>1,592,801.81</u>
TOTAL ASSETS	<u>1,592,801.81</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	34,059.74
Total Accounts Payable	<u>34,059.74</u>
Other Current Liabilities	
Payroll Liabilities	119.14
2100 · Employee Health Ins. Payable	-1,659.62
2106 · Dental Insurance Payable	-242.84
2110 · Health Equity	3,231.49
2120 · Accrued Payroll	15,054.95
2130 · Accrued Vacation	63,097.42
2213 · VT Tax Withholding Payable	3,176.51
2215 · Retirement Payable	10,004.61
Total Other Current Liabilities	<u>92,781.66</u>
Total Current Liabilities	<u>126,841.40</u>
Total Liabilities	126,841.40
Equity	
3000 · Opening Bal Equity	1,139,023.29
3900 · Fund Balance	479,329.21
Net Income	-152,392.09
Total Equity	<u>1,465,960.41</u>
TOTAL LIABILITIES & EQUITY	<u>1,592,801.81</u>

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

	Jul '23 - May 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	28,484.82	143,260.00	-114,775.18	19.88%
4027 · Healthy Roots	42,412.08	191,745.00	-149,332.92	22.12%
4030 · ACCD	565,953.92	488,165.00	77,788.92	115.94%
4035 · VAOT	235,789.03	354,805.00	-119,015.97	66.46%
4043 · NVDA-MVI	455.00	0.00	455.00	100.0%
4044 · Shared Services	258,931.64	239,608.00	19,323.64	108.07%
4045 · Public Safety	90,980.31	105,164.00	-14,183.69	86.51%
4047 · Municipal Assessments	66,397.00	66,397.00	0.00	100.0%
4050 · Municipal Contracts	91,232.29	141,390.00	-50,157.71	64.53%
4054 · Other State Grants	43,057.03	161,222.00	-118,164.97	26.71%
4055 · Other Federal Grants	112,843.30	299,279.00	-186,435.70	37.71%
4056 · VANR	60,063.24	210,681.00	-150,617.76	28.51%
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	62,813.76	92,626.00	-29,812.24	67.81%
4600 · Interest Income	2,723.08	1,500.00	1,223.08	181.54%
Total Income	1,786,382.34	3,290,619.00	-1,504,236.66	54.29%
Expense				
5010 · Salaries & Wages	1,030,285.72	1,128,604.00	-98,318.28	91.29%
5015 · Employer Social Security	62,346.39	69,973.45	-7,627.06	89.1%
5016 · Employer Medicare	14,581.01	16,364.76	-1,783.75	89.1%
5020 · Fringe Benefits	230,207.81	245,578.09	-15,370.28	93.74%
5026 · Grants in Aid	0.00	123,260.00	-123,260.00	0.0%
5030 · Travel	9,218.58	18,000.00	-8,781.42	51.21%
5040 · Advertising	3,335.80	5,000.00	-1,664.20	66.72%
5055 · Insurance-Liability	11,221.83	12,000.00	-778.17	93.52%
5080 · Meetings	9,603.33	16,000.00	-6,396.67	60.02%
5085 · Membership Dues	13,216.00	10,000.00	3,216.00	132.16%
5090 · Technology and GIS	13,319.12	17,665.00	-4,345.88	75.4%
5092 · Healthy Roots Expense	55,624.34	62,200.00	-6,575.66	89.43%
5095 · Software	38,098.36	31,500.00	6,598.36	120.95%
5100 · Supplies & Furniture	23,364.77	65,000.00	-41,635.23	35.95%
5660 · Postage	1,351.30	2,500.00	-1,148.70	54.05%
5680 · Printing & Copies	0.00	7,000.00	-7,000.00	0.0%
5700 · Telephone	16,036.18	15,000.00	1,036.18	106.91%
5800 · Bank Service Charges	126.00	0.00	126.00	100.0%
6300 · Professional Services	379,298.80	1,363,060.00	-983,761.20	27.83%
6400 · Building/Utilities	24,958.91	36,375.00	-11,416.09	68.62%
6560 · Payroll Expenses	2,580.18	0.00	2,580.18	100.0%
Total Expense	1,938,774.43	3,245,080.30	-1,306,305.87	59.75%
	-152,392.09			

Open Invoices as of May 31, 2024 \$49,228.35 Original Mortgage

Franklin County Industrial Dev Corp - outstanding mortgage \$75,028.01 \$130,000

Project Review Committee: Monthly Business Report

Month: June 2024

Project Reviews

1) **Project Type: Act 250- Northwest Vermont Solid Waste Management District**

Project Location: 158 Morse Drive, Georgia, VT

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

- *Project Details:* Construction of improvements at the existing recycling center
 - *Project Comments:* The Committee found that the project was in conformance with the Regional Plan and was of substantial regional impact due to the facilities importance as infrastructure for multiple communities.
 - *Conformance with Regional Plan:* Yes No
-

2) **Project Type: Act 250- Sandy Birch LLC**

Project Location: Sandy Birch Road, Georgia, VT

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

- *Project Details:* Proposed seven-lot, six unit residential subdivision of retained lot 14.
 - *Project Comments:* The Committee found that the project is not of substantial regional impact and is in conformance with the Regional Plan, conditional upon the connection of the new sidewalk with the existing sidewalk along the public road.
 - *Conformance with Regional Plan:* Yes No (with comments- see project comments)
-

3) **Project Type: Section 248- Thomas Grace and Robin Grace**

Project Location: 384 Sam Webb Road, Fairfax, VT

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

- *Project Details:* 18.94 kW net-metered project in Fairfax
 - *Project Materials:* Project site plan, project review sheet
 - *Project Comments:* The Committee found that the project is not of a substantial regional impact and is in conformance with the Regional Plan.
 - *Conformance with Regional Plan:* Yes No
-

4) **Project Type: Section 248-Lake and Maple Apartments L.P.**

Project Location: 175 Lake Street, St. Albans, VT

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

- *Project Details:* 45-day notice for 125 kW solar project
 - *Project Comments:* The Committee asked questions about the project's location and stormwater management. The Committee had no further concerns and will review the project when the full application is submitted.
 - *Conformance with Regional Plan:* Yes No
-

5) **Project Type: Section 248a- Verizon Wireless**

Project Location: 21 Nichols Road, Fairfax

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

- *Project Details:* Installation of telecommunications equipment on an existing tower.
 - *Project Comments:* The Committee found that the project is in conformance with the Regional Plan and of a substantial regional impact, due to being a telecommunications tower located near the border of two municipalities.
 - *Conformance with Regional Plan:* Yes No
-

Staff Reviews: None.

Board Action Necessary: Ratify Committee decision that **Act 250- Northwest Vermont Solid Waste Management District** and **Section 248a- Verizon Wireless** are in conformance with the Regional Plan.

Committee and Staff Reports – June 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 met on May 30th to review the draft FY25 budget.

Personnel Committee- *Lori Ruple*. The committee met June 11th for annual reviews. NRPC has advertised for an additional Project Manager to assist with Clean Water Service Provider work; second interviews scheduled early July.

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 June 16th. Annual elections were held: Harold Garrett and Peter Magnant were re-elected Chair and Vice Chair, respectively. Regional priorities were discussed and updates were provided for many of the regional projects currently in progress, including: bridge closures in Swanton Village and Fairfield, I 89, VT 104 and VT 105 paving, Exit 19/VT 104 scoping.

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 met on June 17th. They approved Section 106 compliance reports for archeology at 6 South River and historic architecture at the Highgate Village Core. They also approved the preparation of an ABCA and Soil Management Plan for the Maquam Bay of Missisquoi site in Swanton. The Executive Committee approved a loan for the Champlain Transmission site on North Winooski Ave in Burlington; staff expects to close the week of June 17th. 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, which has experienced some delays.

Regional Plan Committee- *Peter Zamore*. The committee will meet June 27th for final review of the 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, and potential changes in the rural operator.

Staff Reports:

Transportation

- Attended the St. Albans Southern Gateway, VT-104 & Exit 19 Intersection Scoping Study Open House on May 15. Members of the public, staff from VTrans, and local Representatives Dickinson and Walker were present. Corey Mack from Wall Consultant Group presented area data and possible alternatives (expanded signal vs. hybrid roundabout), before responding to the public's questions and comments for about an hour.

- Attended the monthly May TPI meeting, held in person, in Barre. Presentation and discussion topics included: MRGP, Park & Ride plan update, relocation and preservation of public art, H.685 legislative review, mapping updates, and more.
- Met with VTrans Planning Coordinators: Matthew Arancio and Abe Koffman. NRPC staff led a brief tour of local areas of concern: VT 104/Exit 19 intersection in St. Albans, VT 105/Woods Hill Rd. intersection in Sheldon, VT 78 erosion sites in Highgate, VT 78/Woods Hill Rd. intersection in Swanton.
- VTrans staff, the Northwest Rail Trail Council, and members of the public (including Franklin-4 Rep. Tom Oliver) attended the Sheldon Junction (MVRT/LVRT) presentation by VHB consultants. Two alternatives were shown and discussion regarding location, amenities, and accessibility was had.
- Hosted and attended the Franklin-Grand Isle Mobility Advisory Committee quarterly meeting. Agenda topics included O&D (Older Adults & Persons with Disabilities) survey updates, O&D Volunteer Action committee update, current workplan approval.
- Attended the VTrans public information meeting for the upcoming VT 36 bridge deck replacement with the Fairfield Selectboard. AOT staff along with Stephanie Barrett, public information consultant and A. St. Onge, contractor, provided a project overview and answered questions regarding method, materials, and schedule.
- Completed 2024 Bike & Ped Grant letters of support for Swanton Village and Bakersfield. Swanton Village is seeking funds to rebuild a portion of sidewalk along class one town highway: Grand Avenue, which serves as an essential connection between the Merchants Row business district, village homes, and the Swanton Elementary School. Bakersfield is seeking funds to procure and install crosswalk signage with higher visibility in the village center, where a high demand crosswalk crosses VT 108 to connect the Library and Bakersfield Elementary School.
- Attended the 5th annual VTrans O&D Transportation Summit.
- Staff checked in at each MVRT trailhead to fill information and trail friendly business materials, assess for needs and damage, etc.
- Staff coordinated a meeting with Isle La Motte's new Road Commissioner, and Vermont Local Roads (VLR) to discuss some longstanding town concerns related to ditching, road surface maintenance, and long-term maintenance plans. Working with staff in South Hero, developed contract for NRPC to fill municipal project management (MPM) role for US 2 scoping study.
- In role of MPM for the Town of Franklin, worked with Construction Inspection team to advance Pidgeon Hill Road project closer to construction. Coordinated site visit by a river engineer. Prepared draft Town invoice for reimbursement of costs by VTrans.

Emergency Management

- Assisted Fairfield and Fletcher with updating Emergency Plans and recording them with State EOC.
- Held Grand Isle County Mutual Aid Association and Regional Emergency Management Committee meeting. Meeting included discussion of county-wide firefighter training program, wildfire resources and EM trainings.
- Scheduling Franklin County Regional Emergency Management Committee meeting on June 27.
- Met with VEM and RPCs to discuss EMPG program, Hazard Mitigation Planning Grant funding opportunities and EM trainings.
- Continued updating Enosburg Falls local hazard mitigation plan.
- Finalized municipal contract with Fairfax to update the town's local hazard mitigation plan.
- Outreach to communities for project ideas for Hazard Mitigation Planning Grant funding.
- 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.

Municipal Planning

- Provided Sheldon and North Hero with zoning services.
- The bylaw modernization project with St. Albans Town (lead) and Highgate, Enosburgh, Montgomery and Sheldon is completed and closeout is underway. Project deliverables can be reviewed on the website: <https://www.nrpcvt.com/housing/housing-choice-affordability-project/>
- 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, specifically assisting with a written response to the State of Vermont Clean Water State Revolving Fund on how to reorganize the project. Supported the town in preparing a letter to the Vermont Land Trust to gain approval for the wastewater system on a portion of land with an existing conservation easement. Reviewed invoices and supported the town in submitting a reimbursement request.
- Supported the Town of Highgate's village wastewater project with project management assistance, including participating in a public meeting on June 12th.
- Assisted the Town of South Hero with its VCDP Planning Grant to plan for renovations of the South Hero Meeting House.
- Continued drafting the Town of Grand Isle updated plan, including the Enhanced Energy Chapter.
- Finalized the draft Sheldon Town Plan and supported in noticing the Planning Commission Public Hearing for adoption, which will be June 25th.
- Held community outreach event for the Isle La Motte Town Plan.
- Met with the Montgomery Planning Commission to further work on a bylaw update, including developing a development constraints analysis.
- Met with the St. Albans Town planning staff and the project consultant for the Transportation Oriented Development (TOD) master planning and bylaw project for the growth center areas north and south of St. Albans City for a kick off meeting and to plan for the first public engagement event on July 9th and 10th.
- 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.
- Developed a survey for the Town of Richford as part of their Town Plan update.
- Met with the Town of Fairfield to review zoning and town plan language to update the zoning bylaws.

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.
- Representing NRPC and Vermont Association of Planning and Development Agencies (VAPDA), attended Northeastern North America Landscape Connectivity Summit in Montreal.
- Completed project to support health equity planning efforts across the region, including health equity audits and a Safe Routes to School training.
- H. 687 was enacted into law; work will begin in FY 25 to bring the regional plan into compliance which is required by December 2025.

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).
- Held public outreach for the Regional Energy Plan adoption process.
- Coordinated with RPCs statewide to develop a guide for the state Municipal Vulnerability Index.
- 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 Bakersfield and Swanton with plans and applications for Community Tree Planting Grant

Water Quality

- Continued as the regional Clean Water Service Provider (CWSP). CWSP activities included: completing the fifth funding round for projects in the Missisquoi Basin; conducting a Basin Council meeting; awarding funds for a new project; and issuing a request for qualifications for consultants and other contractors. Staff also participated in DEC-organized monthly check in meeting and developed comments for policy meeting between DEC, RPC representatives, and other statewide partner organizations. Finally, staff spent numerous hours on BWQC member and BWQC alternate recruitment, as required by new DEC policy.
- Investigated and/or provided support to others interested in developing projects in North Hero and Swanton.
- Addressed activities contained in FY 23-24 Tactical Basin Planning work plan, including meetings with partner organizations preparation of updated Protectiveness Table, and development of comments on draft plan. Also accompanied DEC Basin Planner during meetings with St. Albans Town and Swanton Village and Town. Finally, engaged with consultant regarding possible edits to final version of “Unifying Stormwater” initiative’s action plan.
- Created conceptual plans and summary tables for as part of Decision Tree to Categorize and Develop Projects initiative, as part of contract with CCRPC for work in three Grand Isle County communities.
- As outgrowth of the Town of Franklin “Community Voices” project, planned for upcoming meeting of task force focusing on future of Lake Carmi.
- As part of NRPC-led Regional Stormwater Education Program (RSEP), continued planning for “Streamwise” program educational event, scheduled for June 20.
- Continued to consult 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.
- Received notice of a new \$400,000 EDA Disaster Resiliency Grant for the NVEDD region, focused on flood resilience in the Lamoille River basin.

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.
- Franklin County Guide to Farm and Foods has been completed and has been sent off to print. Distribution will begin end of June.
- HRC attended a Resource Reset Retreat at Northwestern Medical Center to share and learn about resources and programs in Franklin/Grand Isle Counties.
- HRC applied for two grants: Capacity Building grant through the VT Foodbank and the Nutrition and Education Fund through the Newman's Own Foundation.
- Continued planning for the 2024 Northwest Farmacy CSA and Migrant Household CSA programs. Continued 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

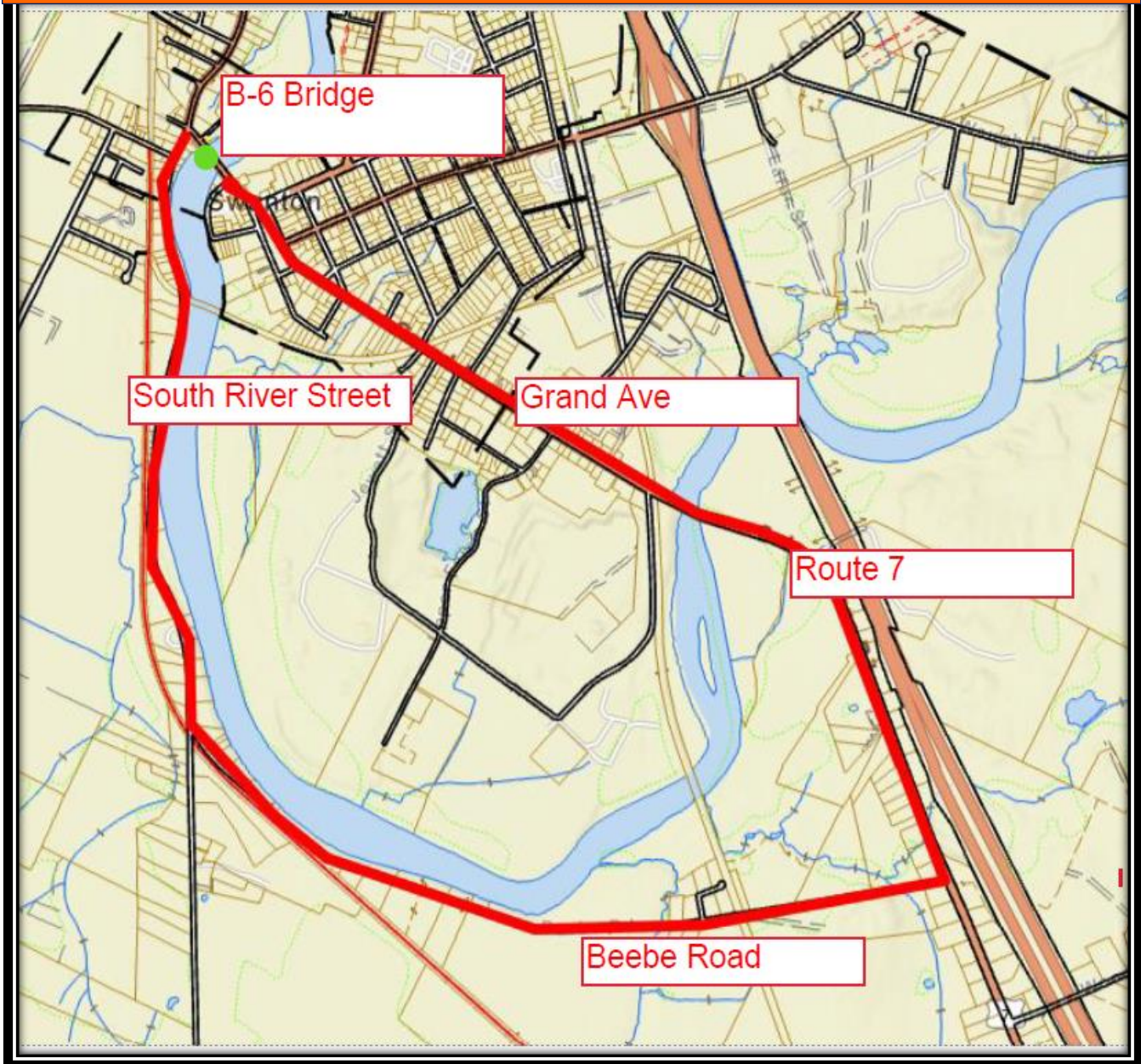
- Housing For All and NRPC launched a pilot project that provides preliminary estimates, financial support for design, and navigation services for the creation of an Accessory Dwelling Unit (ADU) or duplex. NRPC Board members and volunteers are eligible to apply. The deadline is 5:00 p.m. on June 20th. 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

Air conditioning was installed to ensure the server does not overheat during the heat advisory.

**SWANTON VILLAGE
CONSTRUCTION TRAFFIC NOTICE
RT 78 BRIDGE CLOSURE
July 10 to July 29**

**See Detour Route Below
Questions- William Sheets, Village Manager 802-868-3397**



Nominating Committee Report June 2024

The NRPC bylaws call for the appointment of a nominating committee which prepares a slate of candidates for consideration by the Board of Commissioners at the annual meeting. ¹

Officers

The Nominating Committee prepared the following slate of nominees for FY 25:

Chair: Peter Zamore
Vice-Chair: Andy Alling (two more years left on term)
Secretary: Sarah Hadd (two more years left on term)
Treasurer: Kirk Waite (five more years left on term)
Chair-Personnel: Bob Buermann
Chair- Project Review: Harold Garrett
Chair- Regional Plan and Policy Committee: Lori Ruple
At-large member on Executive Committee: Barclay Morris (two more years left on term)
Youth Member to the Board of Commissioners¹: Franklin County
Grand Isle County

NRPC bylaws allow for additional nominations to be made from the floor prior to elections. Where only one candidate has been nominated for an office, the Secretary may be directed to cast one vote for the nominee which shall determine the election. Where only one candidate has been nominated for each office under consideration, the Secretary may be directed to cast one vote for the slate which shall determine the election.

NRPC Representatives

NRPC representatives are elected via floor nomination and vote. Suggested representatives include the following:

Vermont Economic Progress Council: Barbara Murphy
Green Mountain Transit: Catherine Dimitruk (Franklin County)
Bob Buermann (Grand Isle)
Elisabeth Nance (alternate for Franklin County)
Kyle Grenier (alternate for Grand Isle County)
NRPC Brownfields Committee: Megan Sherlund
Healthy Roots Collaborative: Marietta Scholten

Respectfully Submitted,

Yvon Dandurand, Harold Garrett, Howard Demars, William Irwin, Kirk Waite

¹ **Section 701 Nominations**

In March of each year, the Chairperson shall appoint a nominating committee made up of five Commissioners. The Nominating Committee will prepare a slate of nominations for all officers, standing committee chairs, and the at-large member of the Executive Committee. This slate of nominations will be presented at the annual meeting. Additional nominations will be taken from the floor for all officers, standing committee chairs and the at-large member to the Executive Committee at the annual meeting. The Nominating Committee may also nominate up to two youth members, one representing each county in the region.



FY 25 BUDGET AND WORKPLAN OVERVIEW

July 1, 2024 – June 30, 2025

INTRODUCTION

In FY 25 NRPC will participate in or manage programs of importance to municipalities, the region and the state. These programs generally are funded through specific grants as noted, and are coordinated across programs. Through this integrated, comprehensive approach NRPC will positively impact the following outcomes:

- *Municipal permitting is predictable and effective.*
- *Vermont is prepared for a local, regional or statewide emergency.*
- *Transportation systems are planned effectively with local, regional and state consideration of economic, environmental, and community impact.*
- *Brownfield sites are assessed and cleaned up, creating and preserving jobs and housing.*
- *Regions and the state have access to sufficient energy resources and plans for new generation, efficiency and conservation to support community and economic development.*
- *Infrastructure is planned and coordinated to meet the needs of the local economy.*
- *Community and economic development are coordinated within and across regions to maximize public resources and ensure strong vibrant communities.*
- *Vermont's land use laws are implemented.*
- *Vermont's working landscape is used effectively for community and economic benefit, water quality is improved and environmentally sensitive areas are protected.*

BUDGET, STAFFING, AND ADMINISTRATION

The FY 25 NRPC Budget Summary reflects a 13.4% increase in overall revenue and 13.0% increase in expenses for the coming fiscal year. While some grant programs have ended, revenues that support regional projects and programs have remained steady or increased. The revenues and expenses for Healthy Roots line are zero to reflect the anticipation transition of that program to Champlain Valley Office of Economic Opportunity (CVOEO).

Revenue

The budget includes an increase in Regional Planning funds administered by the Agency of Commerce and Community Development (ACCD) due to a base increase in this funding in FY 24 that was not reflected in the budget. NRPC expects to continue to utilize core regional planning funds to help our work under the region's technical assistance program. This funding provides match as required under our agreements with the Vermont Agency of Transportation and Department of Emergency Management & Homeland Security and supports our Brownfields program.

Transportation Planning Initiative (TPI) funds remain steady for next year. A new contract starts October 1, 2024 for this program. Due to spending schedules across two contracts periods and several special project planning funds, the budget shows a small increase overall. Public Safety funding for core programs to support NRPC's work in the state emergency operations center and emergency

planning assistance to municipalities has decreased due to spending schedules across the contracts which run on the federal fiscal year. In addition, NRPC is not anticipating additional revenue from Public Safety for disaster response and recovery support through the Local Liaison MOU. In FY 24, NRPC received \$22,000 for assisting the state during the July 2023 flooding and December 2023 ice storm.

NRPC anticipates an increase in revenue (and corresponding expenses) through its role as the Clean Water Service Provider in the Lamoille and Missisquoi Basins. This reflects the increase in subawards/subcontracts to partners and municipalities for water quality projects and an increase in NRPC staff hours to administer the program and develop projects.

NRPC acts as the fiscal agent for Northern Vermont Economic Development District which encompasses the six northern counties of the state. The Economic Development Administration (EDA) planning grant funds that support economic development work in the district will remain level from the previous year. The increase in this line item is attributed to a new EDA multi-year disaster resiliency grant for recovery and resiliency planning.

Expenses

Increases in expense line items are related to the program and project changes noted above.

The FY 25 budget includes 16 employees: Executive Director, Assistant Director, Senior Planners (3), Regional Planners (2), GIS Technician, Office Administrator (.8 FTE), Economic Recovery Coordinator (.6 FTE, temporary position), Transportation Planner, Assistant Planner & Zoning Administrator, Energy and Climate Planner, Water Quality Project Manager, Project Manager (.4 FTE), Housing for All Program Manager, and summer field staff/interns. NRPC also benefits from the service of two AmeriCorps volunteers. During this year, the Commission may look towards additional assistance through interns or temporary staff as needed and will also hire consultants to assist with technical projects under our transportation, brownfields and emergency planning programs. While the NRPC anticipates a slight decrease in payroll expenses (-2.6%), it is projecting a 4.2% increase in Benefits largely due to a proposed health insurance premiums increases effective January 1, 2025.

The increase in Telephone/Online is from the new phone system and upgrades to internet service at the office. Software/IT expenses have also increased, largely due to an increase in annual software licensing fees. Both Telephone/Online and Software/IT expenses have exceeded the FY24 budgeted amounts, and the FY 25 proposed amounts better reflect actual costs.

The FY 25 budget includes a \$10,000 increase under Building for renovations to improving access to the building. No increases for utilities/maintenance are proposed. Repayment of the NEFCU mortgage took place in FY 23 and the remaining mortgage is budgeted in accordance with the repayment plan adopted by the Board and reviewed annually.

Reserve Funds

Reserve funds are allocated for long-term, equipment, PAT and building reserves in accordance with the Board adopted reserve fund policy. The Commission has established a three-year plan for equipment and software upgrades and replacement. Anticipated needs for FY 25 are based on that plan and are included in the equipment and software budget line items. No additions to the long-term, PAT or building reserves are proposed in FY25 at this time but NRPC may make changes as part of the mid-year budget adjustment.

WORK PROGRAM HIGHLIGHTS

Local and Regional Planning

The Agency of Commerce and Community Development provides state oversight for NRPC's core funding from the municipal and regional planning fund. In accordance with state statute, a portion of property transfer taxes collected each year is funneled through this fund to provide financial support for regional planning commissions and the municipal planning grant program. This funding supports NRPC basic operations, local and regional planning, and serves as the match for several other programs including transportation planning, emergency preparedness, EDA and Brownfields revitalization.

In FY 25, NRPC will continue its strong local technical assistance program, engage in policy issues important to the region and state, and complete several special projects. NRPC provides technical assistance to municipalities upon request. NRPC will continue our participation in Act 250/Section 248 permit processes. NRPC will assist municipalities in the adoption of plan amendments that will allow greater consideration of local plans in Section 248 permit reviews. NRPC will work with at least five communities on potential municipal planning grant projects, will complete a bylaw modernization project, and will continue to be available to other communities as needed. NRPC will continue to serve as the zoning administrator for two municipalities under a municipal services agreement.

The Regional Energy Plan will be completed in FY 25, with expected adoption in July 2024. NRPC will begin amendments to the Regional Plan to meet the new requirements of H. 687, passed in June 2024. This will require changes to the future land use plan and integration of local and regional housing targets.

Transportation Planning Initiative

Vermont Agency of Transportation (VTrans):

NRPC staff works closely with the Transportation Advisory Committee and the Vermont Agency of Transportation regarding regional transportation needs through an effort called the Transportation Planning Initiative (TPI). In addition to its core planning tasks, the TPI work program also includes special funding for a LVRT/MVRT Junction Feasibility Study, VT 207/Bushey Road Intersection Feasibility Study, and State Rail Trails Interactive Mapping Portal. Because the TPI program follows a different fiscal year than the NRPC, NRPC will operate under the FY 24 work program adopted by the Board until September 30, 2024. A specific FY 25 work program required by VTrans will be presented to the Board for consideration and adoption.

Public Safety:

Through funding from Vermont Department of Emergency Management and Homeland Security (DEMHS), NRPC will assist communities, the region and the state with coordinated all-hazard emergency planning and preparedness. In FY 25 NRPC will:

- Complete Local Emergency Operations, Hazard Mitigation and Continuity of Operations Plans
- Complete and distribute E-911 road atlases
- Provide education and training for local officials, emergency management directors and the general public
- Coordinate and participate in state and local public safety exercises and drills
- Provide staff support for new Regional Emergency Management Committees

- Assist interested municipalities with meeting requirements under the Emergency Relief Assistance Fund rules
- Serve in the state emergency operations center as needed
- Participate in river modeling of the Lamoille River and tributaries, as part of an Economic Development Administration disaster resiliency grant

Water Resources Planning and Clean Water Service Provider Implementation:

The NRPC continues to be engaged in watershed planning efforts throughout the region. NRPC continues to serve as the Clean Water Service Provider for the Lamoille and Missisquoi Basins. In FY 25, work will continue to select and implement projects. In addition, projects in FY 25 will include:

- Administer grants for local water quality construction projects.
- Assist municipalities with implementation of the Municipal Roads General Permit and 3-acre developed lands permit
- Support implementation of basin plans including grant applications and project management for priority projects
- Implement the Regional Stormwater Education Program (RSEP) for MS-4 communities to achieve permit compliance
- Participate in efforts to implement the Lake Champlain TMDL and Lake Carmi action plan
- Provide assistance to local municipalities and watershed organizations to identify and protect water resources in the region via town planning, land use regulation and project implementation
- Continue work with the Ecosystem Restoration Program on stormwater planning and mitigation; assist municipalities and developers on initiatives to incorporate low impact development designs in future projects
- Coordinate water quality work with transportation and emergency planning efforts including workshops for road crews and outreach related to fluvial erosion hazards and flood mitigation

Brownfields:

The NRPC Brownfields program is in its fifteenth year, and has received \$2.4 million in assessment grant funds and \$2.8 million in Revolving Loan Fund awards from the EPA. A program Steering Committee works with NRPC to select sites that may benefit from environmental assessments, fund those assessments, carry out public outreach, and, if necessary, create plans for how specific sites could be cleaned up for reuse. Program priorities for FY 25 include:

- Completing clean-up and redevelopment plans for sites currently in assessment,
- Identifying new sites for assessment and redevelopment,
- Applying for and receiving additional assessment grants,
- Recruiting additional sites for clean-up and RLF funding.

Northern Vermont Economic Development District and Northern Border Regional Commission

NVEDD is a partnership with Lamoille County Planning Commission, Lamoille County Industrial Development Corporation, Northeastern VT Development Association, Franklin County Industrial Development Corporation and Grand Isle Economic Development Corporation. NRPC acts as the fiscal agent for NVEDD. Participation in NVEDD makes NRPC and other partners eligible for Economic Development Administration (EDA) grants.

In FY 25 the annual planning grant will fund the work of the partners to support economic activities in the NVEDD area. This is a recurring grant to support the district. NRPC received at \$400,000 disaster resiliency grant that will fund flood resiliency planning in the Lamoille River basin across three counties in the district. Work on this project begins in FY 25.

NRPC staff actively participate in the Northern Border Regional Commission, a multi-state federally designated area. Staff is administering contracts with Northern Border Regional Commission Economic and Infrastructure Development Investment Program grantees.

Energy and Climate

NRPC added capacity in FY 25 to support energy and climate work in the region. NRPC will provide support to local energy and climate action activities including resilience and adaptation projects, and support of climate economy initiatives. In FY 24 NRPC updated its Energy Plan with adoption planned for early FY 25. NRPC will continue to assist communities with the Municipal Energy Resilience Program, which funds energy efficiency projects in municipal buildings. NRPC will help municipalities utilize the new municipal vulnerability analysis tool and will help to update several local energy plans.

Healthy Roots

The Healthy Roots Collaborative is a collective impact partnership of nonprofit and community organizations addressing food access, education and farm viability. Partners are Franklin County Development Industrial Corporation, NorthWest Family Foods, South Hero Land Trust, Northwestern Medical Center, the Abbey Group and a network of over 170 growers and makers in Northwest Vermont. Healthy Roots works to improve food access, provide local food and nutrition education, and develop essential infrastructure and programs that support farm viability all of which directly impact the health and wellness of our Northwest Vermont communities.

In FY 25, HRC will transfer to the Champlain Valley Office of Economic Opportunity to become a program of Feeding Champlain Valley. NRPC will focus on supporting HRC through this transfer.

Housing for All- Working Communities Challenge

NRPC serves as the host organization for a three-year statewide collaborative and inclusive effort focused on housing. Our goal is that all people have access to diverse housing types that are safe, accessible, affordable, and energy-and location-efficient, with access to jobs, services, schools, recreation, and diverse transportation options. Housing will serve as a foundation for individuals to lead full and healthy lives, for communities to be vibrant and inclusive, and for the local and regional economy to grow and prosper. In FY 25 the Accessory Dwelling Unit and duplex pilot project will be completed, and funds raising for a home repair initiative in Grand Isle will continue.

NORTHWEST REGIONAL PLANNING COMMISSION				
FY24 Budget				
Adopted by the Board of Commissioners: DRAFT				
July 1 2024-June 30 2025				
	FY24 Amended	FY 25 Proposed	Change	
			% Change	\$ Change
REVENUES	3,290,619	3,732,654	13.4%	442,036
Mun Assmt	66,397	68,389	3.0%	1,992
Reg. Planning Funds (ACCD)	488,165	602,798	23.5%	114,633
VAOT	364,805	372,650	2.2%	7,845
Grants in Aid Equip	133,260	0	-100.0%	(133,260)
Public Safety	105,164	58,626	-44.3%	(46,538)
Municipal	151,389	98,850	-34.7%	(52,539)
Shared Services	139,608	174,335	24.9%	34,727
Clean Water Service	710,000	1,035,630	45.9%	325,630
Natural Resources	210,681	219,121	4.0%	8,440
Other Federal Grants	505,173	820,755	62.5%	315,582
Other State Grants	55,328	92,000	66.3%	36,672
Interest	1,500	1,500	0.0%	0
EDA	74,777	145,000	93.9%	70,223
Healthy Roots	191,745	0	-100.0%	(191,745)
Miscellaneous	92,626	43,000	-53.6%	(49,626)
FY 23 carry forward	0	0		0
EXPENSES	3,269,080	3,693,171	13.0%	424,092
Payroll	1,128,604	1,099,128	-2.6%	(29,476)
Benefits	331,916	346,010	4.2%	14,094
Building	36,375	46,375	27.5%	10,000
Insurance	12,000	12,000	0.0%	0
Org Dues	10,000	13,000	30.0%	3,000
Tel/Online	15,000	19,500	30.0%	4,500
Postage	2,500	2,500	0.0%	0
Supplies/Equip	65,000	65,000	0.0%	0
Advert	5,000	5,000	0.0%	0
Printing	7,000	7,000	0.0%	0
Travel	18,000	18,000	0.0%	0
Meeting/Wkshp	16,000	16,000	0.0%	0
Technology/GIS	17,665	17,665	0.0%	0
Healthy Roots	62,200	0	-100.0%	(62,200)
Software and IT	31,500	48,500	54.0%	17,000
Prof Serv	1,363,060	1,943,504	42.6%	580,444
Grants in Aid Equip	123,260	0	-100.0%	(123,260)
PAT RESERVE	5,000	0	-100.0%	(5,000)
EQUIP RESERVE	0	0		0
LONG-TERM RESERVE	10,000	0	-100.0%	(10,000)
BUILDING RESERVE	9,000	0	-100.0%	(9,000)
FOUNDATION TRANSFER	0	21,250		21,250
HRC ASSET TRANSFER	0	12,739		12,739
BAL END	21,539	39,483	83.3%	17,944

Long-Term Reserves FY 25

The Northwest Regional Planning Commission maintains Board designated reserve funds in accordance with its Reserve Fund Policy adopted January 2016. Reasons for establishing reserve funds include:

- ~ to ensure the Commission can continue to provide a useful level of services in times of tight budget years;
- ~ to provide for emergency funds;
- ~ to fund unforeseen expenditures in equipment or building repairs/maintenance;
- ~ to ensure sufficient funding to cease operations, should that ever be the case;
- ~ to spread major purchases over several budget years whenever possible.

Audited Fund Balance June 30, 2023

\$743,078

Reserve Allocations	Goal	Current Balance	Shortfall
Longterm Reserves	\$393,295	\$223,720	\$169,575 see notes
Equipment Reserves	\$20,000	\$20,000	\$0
Building reserve	\$50,000	\$50,000	\$0 see notes
PAT Reserve	As needed	\$22,000	\$0
Total Reserve Shortfall			\$169,575

Notes

~Reserve Allocation goals are from the Reserve Fund Policy adopted by the Board of Commissioners in FY 16.

~The Board of Commissioners approved utilizing up to \$65,000 from reserves for building purchase/renovation in May 2013.

~In FY 15 \$20,000 was used from the building reserves to pay for partial cost of renovations, reducing the available authorization to \$45,000. \$8,000 was added in FY 20. **In FY 23, \$20,000 was used to pay off the NEFCU mortgage.**

~Long term reserve goal is three months operating expenses; the FY 24 estimated monthly expenses are shown below

Total per month	\$131,098
Salary	\$91,594
Fringe	\$28,834
Office/Utilities	\$1,781
Tel/Online	\$1,625
Postage	\$208
Supplies	\$833 (admin supplies)
Printing	\$1,472
Travel	\$1,500
Meetings	\$1,250
Prof Services	\$2,000

TO: Board of Commissioners
FROM: Catherine Dimitruk, Executive Director
DATE: June 18, 2024
RE: Appointments and Committees

This time of year, we ask Board members to start thinking about their interest in serving on NRPC committees. Standing committees are those committees where members are appointed by the Chair and ratified by the Board. Descriptions of the standing committees, and their regular meeting times are included below for your information. Please let me know if you are interested in serving on a committee; we will also have a sign-up sheet at the June meeting. Committee appointments will be made at the July Board meeting.

Standing Committee Descriptions

Finance/Operations Committee

This committee develops, reviews and recommends changes to the NRPC's municipal assessment policy, and recommends an annual budget and municipal assessment rate, for Board consideration. It advises the Board on major equipment purchases, leases, contracts, etc. Regular meetings of the committee are typically every quarter on the first Tuesday of the month at 10:00 a.m. or 7:00 p.m. Regular meeting times can be adjusted to meet the schedule of members.

Personnel Committee

This committee develops, administers, reviews and recommends changes to the NRPC's personnel policy. This committee also participates in hiring of new employees. This committee meets as needed, at the convenience of committee members.

Project Review Committee

This committee shall develop, review and recommend changes to the NRPC's project review policy. This committee will also implement the project review policy by reviewing Act 250, PSB Section 248 and other regional, state or federal permit applications and make recommendations to the Board of Commissioners. This committee may also have other duties as assigned by the Board. Regular meetings of the committee are the second Wednesday of the month at 6:00 p.m.

Regional Plan and Policy Committee

This committee shall develop, review and recommend changes to the Northwest Regional Plan. This committee shall also review plans, policies and programs of interest to the region and make recommendations to the Board of Commissioners in that regard. This committee may also have other duties as assigned by the Board. Regular meetings are the second Wednesday of every other month at 6:00 p.m., only as needed. The regular meeting time may be revisited based on feedback from committee members.

Municipal Plan Review Committee

This committee is established by the NRPC plan approval guidelines and is advisory to the Board. The Committee meets as needed to review municipal plans to ensure they meet the requirements of state statute and are compatible with other local plans and the regional plan. This committee meets as needed, at the convenience of committee members.