



**Northwest  
Regional Planning  
Commission**

**BOARD OF COMMISSIONERS**

**February 26, 2025  
6:30 p.m.**

**Virtual Meeting  
Via Zoom  
Access Information Below**

**Physical Meeting Location:  
75 Fairfield Street, St. Albans**

- 1. Adjustments to the Agenda**
- 2. Welcome, introductions, opening remarks** – Peter Zamore, *Chair*
- 3. Opportunity for Public Comment**
- 4. Minutes of the January 2024 Meeting** (*action item*)
- 5. Grand Isle County Economic Update** – Andy Julow, Guest, Lake Champlain Islands Economic Development Corporation
- 6. Franklin County Regional Chamber of Commerce** – Carl Watkins, Chamber Manager
- 7. Commission Reports:** written reports enclosed
  - Finance/Operations** – Kirk Waite
  - Personnel** – Bob Buermann
  - Executive Committee** – Peter Zamore
  - Project Review** – Harold Garrett
  - Transportation Advisory Committee (TAC)** – Harold Garrett
  - Brownfields Committee** – Megan Sherlund
  - Regional Plan and Policy Committee** – Lori Ruple
  - Vermont Economic Progress Council (VEPC)** – Barbara Murphy
  - Green Mountain Transit** – Bob Buermann/Catherine Dimitruk
  - Healthy Roots Advisory Committee** – Marietta Scholten
  - Northwest Vermont Regional Foundation** – Kirk Waite
  - Office** – Staff

**8. Spotlight on the Town of Alburgh**

**9. Election of At-Large member on the Executive Committee**

Election held to fill the vacancy created by the election of Secretary at the last meeting. Nominee to be presented by the Executive Committee. Additional nominations may take place from the floor prior to the election.

**10. 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

**If you have questions about how to participate in this meeting or if you cannot attend, please contact NRPC: 524-5958 or [AAdams@nrpcvt.com](mailto:AAdams@nrpcvt.com)** *In accordance with provisions of the Americans with Disabilities Act (ADA) of 1990, and Vermont's Open Meeting Law, the NRPC will ensure public meeting sites are accessible to all people or provide an opportunity to request accommodations. Requests for free interpretive or translation services, assistive devices, designation of a physical meeting location, electronic access to a meeting, or other requested accommodations, should be made to Amy Adams, NRPC Title VI Coordinator, at 802- 524-5958 or [aadams@nrpcvt.com](mailto:aadams@nrpcvt.com), no later than 2 business days prior to the meeting for which services are requested.*

## Northwest Regional Planning Commission

## Balance Sheet

02/18/25

As of January 31, 2025

Accrual Basis

	<u>Jan 31, 25</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · People's Checking Account	290,365.15
1020 · People's Money Market Account	11,093.75
1035 · New England Federal Cr-1Year CD	47,440.24
1036 · New England Fed Cr-CD 5 Year	66,155.40
1037 · Lamoille CWSP	208,578.66
1038 · Missisquoi CWSP	657,082.81
1040 · Union Bank	193,100.30
1080 · Petty Cash	9.05
<b>Total Checking/Savings</b>	<u>1,473,825.36</u>
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	334,752.11
<b>Total Accounts Receivable</b>	<u>334,752.11</u>
<b>Other Current Assets</b>	
Account for Credit Transfer	-2,300.00
1400 · Prepaid Expenses	260.00
1499 · Undeposited Funds	33,571.05
<b>Total Other Current Assets</b>	<u>31,531.05</u>
<b>Total Current Assets</b>	<u>1,840,108.52</u>
<b>TOTAL ASSETS</b>	<b><u>1,840,108.52</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	106,987.39
<b>Total Accounts Payable</b>	<u>106,987.39</u>
<b>Other Current Liabilities</b>	
<b>Payroll Liabilities</b>	442.35
2100 · Employee Health Ins. Payable	943.14
2110 · Health Equity	2,083.59
2120 · Accrued Payroll	39,612.27
2130 · Accrued Vacation	63,556.32
2200 · Federal Withholding Tax Payable	1,865.00
2210 · Social Security Tax Payable	2,274.10
2212 · Medicare Tax Payable	531.88
2213 · VT Tax Withholding Payable	3,369.08
2215 · Retirement Payable	12,694.13
2250 · Deferred Revenue	1,104,175.91
<b>Total Other Current Liabilities</b>	<u>1,231,547.77</u>
<b>Total Current Liabilities</b>	<u>1,338,535.16</u>
<b>Total Liabilities</b>	1,338,535.16
<b>Equity</b>	
Building Reserve	61,000.00
Equipment Reserve	20,000.00
Long Term Reserves	213,720.00
PAT Reserve	22,000.00
3900 · Fund Balance	214,627.78
Net Income	-29,774.42
<b>Total Equity</b>	<u>501,573.36</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,840,108.52</u></b>

**Northwest Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
July 2024 through January 2025

	<b>Jul '24 - Jan 25</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Income</b>				
4016 · EDA	53,928.02	145,000.00	-91,071.98	37.19%
4026 · Grants in Aid Pilot Program	0.00	10,000.00	-10,000.00	0.0%
4027 · Healthy Roots	316.25	0.00	316.25	100.0%
4030 · ACCD	485,392.93	602,798.00	-117,405.07	80.52%
4035 · VAOT	159,261.61	362,650.00	-203,388.39	43.92%
4044 · Shared Services	107,212.92	274,335.00	-167,122.08	39.08%
4045 · Public Safety	21,811.71	58,626.00	-36,814.29	37.21%
4047 · Municipal Assessments	68,388.00	68,389.00	-1.00	100.0%
4050 · Municipal Contracts	37,230.88	88,850.00	-51,619.12	41.9%
4054 · Other State Grants	56,434.04	191,000.00	-134,565.96	29.55%
4055 · Other Federal Grants	91,731.88	621,755.00	-530,023.12	14.75%
4056 · VANR	26,456.24	219,121.00	-192,664.76	12.07%
4058 · Clean Water Service Provider	96,858.74	1,035,630.00	-938,771.26	9.35%
4059 · RSEP-St. Albans Town & City	7,070.49	10,000.00	-2,929.51	70.71%
4080 · Misc. Income	26,620.71	43,000.00	-16,379.29	61.91%
4600 · Interest Income	2,945.47	1,500.00	1,445.47	196.37%
<b>Total Income</b>	<b>1,241,659.89</b>	<b>3,732,654.00</b>	<b>-2,490,994.11</b>	<b>33.27%</b>
<b>Gross Profit</b>	<b>1,241,659.89</b>	<b>3,732,654.00</b>	<b>-2,490,994.11</b>	<b>33.27%</b>
<b>Expense</b>				
5010 · Salaries & Wages	636,674.66	1,099,128.00	-462,453.34	57.93%
5015 · Employer Social Security	38,425.40	68,145.94	-29,720.54	56.39%
5016 · Employer Medicare	8,986.57	15,937.36	-6,950.79	56.39%
5020 · Fringe Benefits	152,156.84	261,927.00	-109,770.16	58.09%
5030 · Travel	5,773.85	18,000.00	-12,226.15	32.08%
5040 · Advertising	3,922.60	5,000.00	-1,077.40	78.45%
5055 · Insurance-Liability	8,186.00	12,000.00	-3,814.00	68.22%
5080 · Meetings	7,069.06	16,000.00	-8,930.94	44.18%
5085 · Membership Dues	22,850.75	13,000.00	9,850.75	175.78%
5090 · Technology and GIS	3,360.25	17,665.00	-14,304.75	19.02%
5092 · Healthy Roots Expense	549.42	12,739.00	-12,189.58	4.31%
5095 · Software	11,530.01	48,500.00	-36,969.99	23.77%
5100 · Supplies & Furniture	13,228.58	65,000.00	-51,771.42	20.35%
5660 · Postage	827.25	2,500.00	-1,672.75	33.09%
5680 · Printing & Copies	65.34	7,000.00	-6,934.66	0.93%
5700 · Telephone	10,423.37	19,500.00	-9,076.63	53.45%
5800 · Bank Service Charges	155.00	0.00	155.00	100.0%
6200 · Foundation Transfer	21,250.00	21,250.00	0.00	100.0%
6300 · Professional Services	307,882.20	1,943,504.00	-1,635,621.80	15.84%
6400 · Building/Utilities	13,432.20	46,375.00	-32,942.80	28.96%
6560 · Payroll Expenses	4,684.96	0.00	4,684.96	100.0%
<b>Total Expense</b>	<b>1,271,434.31</b>	<b>3,693,171.30</b>	<b>-2,421,736.99</b>	<b>34.43%</b>
	<b>-29,774.42</b>			

**Open Invoices as of January 31, 2025 \$334,752.11 Original Mortgage**

**Franklin County Industrial Dev Corp - outstanding mortgage      \$70,638.36      \$130,000**

**Northwest Regional Planning Commission**  
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**Committee and Staff Reports – February 2025**

<b>Committee Chair/Appointee</b>	<b>Meeting Date</b>	<b>Next Meeting Date</b>	<b>Main Agenda Items/Topics</b>
<b>Executive</b> <i>Peter Zamore</i>	2/18/24		<ul style="list-style-type: none"> <li>Regional Plan and Legislative Update</li> <li>Audit Update</li> </ul>
<b>Finance/Operations</b> <i>Kirk Waite</i>	1/16/25	TBD	<ul style="list-style-type: none"> <li>NRPC staff have continued to work with the auditing firm on the FY24 audit. The committee will meet in March prior to bringing the final audit report to the NRPC board for their acceptance.</li> </ul>
<b>Personnel</b> <i>Bob Buermann</i>	1/16/25	TBD	<ul style="list-style-type: none"> <li>No meeting</li> </ul>
<b>Project Review</b> <i>Harold Garret</i>	None	3/12/25	<ul style="list-style-type: none"> <li>No meeting.</li> </ul>
<b>Plan and Policy</b> <i>Lori Ruple</i>	None	3/12/25	<ul style="list-style-type: none"> <li>No meeting.</li> </ul>
<b>Transportation Advisory Committee</b> <i>Harold Garrett</i>	2/13/25	3/13/25	<ul style="list-style-type: none"> <li>US 7 North Shared Use Path Scoping presentation (St. Albans Town).</li> <li>MVRT Management Plan update.</li> <li>Northwest region highlights from the proposed 2026 Transportation Plan.</li> </ul>
<b>Brownfields Adv. Committee</b> <i>Megan Sherlund</i>	2/10/25	3/17/25	<ul style="list-style-type: none"> <li>Approved assessments at 2 sites in St. Albans City, a site in Highgate and archeological assessment in Richford.</li> <li>Made first disbursement of loan funds to the Champlain Transmission site in Burlington.</li> </ul>
<b>VT Economic Progress Council, Barbara Murphy</b>	2/13/25	3/2025	<ul style="list-style-type: none"> <li>Overview of proposal to remove limits on the numbers and project-based TIFs</li> </ul>
<b>Green Mountain Transit</b> <i>Bob Buemann, Catherine Dimitruk</i>	2/18/25	3/18/25	<ul style="list-style-type: none"> <li>Reviewed proposed transfer of rural service and legislative activities.</li> <li>Reviewed potential route alterations for the next phase of adjustments.</li> </ul>

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

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

**Staff Reports:**

Transportation

- Working with municipalities to ensure locally managed projects during FY2024 are identified in compliance with Act 34, “Complete Streets principals.”
- Working to create a scope of work as NRPC will partner with VTrans Rail Trail Program to complete culvert inventories along the Northwest region portion of the LVRT during the upcoming field season.
- Provided Georgia and Sheldon with technical assistance regarding town bridge projects (funding opportunities, scheduling, etc.).
- Continued partnership and meetings with VTrans and VHB for MVRT Management Plan updates.

- Met with VTrans Rail Trail staff and VHB consultants to discuss opportunities related to user/master agreements (as needed for trailheads and other trailside amenities).
- Continued administrative support Northwest Vermont Rail Trail Council
- Continued administrative and technical support of LVRT and MVRT and other AOT owned rail trails through Regional Planning Commissions' Rail Trail Collaborative
- Met with Town of Sheldon staff to discuss possible need for speed ordinance updates and upcoming field season traffic and speed counts.
- Planned outreach to community organizations through the Franklin Grand Isle Community Partnership on Building and Expanding Equitable Active Transportation Project (BEEAT), a project funded by an Environmental Justice Government to Government Grant from EPA.
- NRPC serves as the Municipal Project Management (MPM) for many local transportation projects. Recent activities and/or milestones include:
  - *Pidgeon Hill Culvert (Franklin)*- Confirmed remaining invoice steps across two grants.
  - *Longley Bridge Road Streambank Restoration (Montgomery)*- Coordinated parties as they prepared to execute escrow agreement.
  - *US 2-Featherbed Lane Scoping (South Hero)*- Assembled baseline vehicle speed data.
  - *Streetscape Improvements Project (Montgomery)*- Assisted project team with property owner coordination.
  - *Sidewalk Scoping Study (Richford)*
  - *Sidewalk Scoping Study (Sheldon)*- RFP for design consultant is expected back later this month.

#### Emergency Management

- Held Grand Isle County Mutual Aid/REMC bi-monthly meeting. Prepared agenda, speakers, materials, and took minutes. The main discussion topics were departmental training, equipment maintenance and shared resources.
- Began working with municipal officials in Montgomery on updating their Hazard Mitigation Plan for FEMA compliance.
- Continued working with Fairfax and South Hero on updating their Town's Hazard Mitigation Plan and supporting Alburgh, North Hero and St. Albans City's LHMP plan update efforts.
- Participated in the hazard mitigation planning team meetings for Alburgh and St. Albans City.
- Met with Northern Vermont Economic Development District regarding the EDA grant for a hydrologic modeling presentation and related flood mitigation activities for the Lamoille River.
- Distributed VT-Alert brochures to communities in advance of Town Meeting.
- Continued outreach and coordination efforts regarding the Hazard Mitigation Grant Program under DR4720 (July 2023 Flood Declaration). Several municipalities in the region submitted letters of interest including flood buyouts, generators and road infrastructure projects.

#### GIS

- Updating the E911 Data from the Vermont Open Geodata Portal.
- Updated any new zoning in the past year to the Vermont Open Geodata Portal website.

#### Municipal Planning

- Provided Sheldon and North Hero with zoning services.
- Conducted outreach for 2025 Municipal Planning Grants to eligible towns and began developing grant proposals.
- Supported the Town of South Hero's community wastewater project as it navigates due diligence in purchasing the Lavin property to design and develop a community wastewater system.

- Supported the Town of Highgate’s village wastewater project with project management assistance, including outreach to properties in the service area and a wastewater ordinance.
- Supported the Town of Grand Isle with a municipal planning grant application for a bylaw update.
- Continued work on the Town of Franklin municipal plan update and met with the Planning Commission to discuss edits.
- Drafted sections of the Richford Town Plan and continued survey outreach.
- Met with the Town of Fairfield Planning Commission to further work on a zoning bylaw update project focusing on development regulations in the rural areas of town. The Town hosted a public outreach session in February.
- Provided the Town of Isle La Motte with information on the village center designation program and its benefits.

### Regional Planning

- Continued to prepare Future Land Use maps for the Regional Plan using the methodology developed by VAPDA in accordance with Act 181. Maps are being developed for each municipality in preparation for municipal meetings throughout the spring. Initial drafts have been prepared for about half of the region’s municipalities as of February.
- Explored possible methodologies for splitting the St. Albans Planned Growth Area housing target between the City and the Town. Finalized housing target methodology for the rest of the region in preparation for municipal meetings.
- Began holding meetings with selectboards and planning commissions to review the draft maps and housing targets. Met with South Hero, Fairfax, St. Albans Town, and Franklin in February.
- Began refining Future Land Use maps based on feedback from municipal meetings.
- Planned public outreach and communications for the Regional Plan update and published an Act 181 page on the NRPC website (<https://www.nrpcvt.com/resources-publications/act-181/>).
- Participated in information sharing with other RPCs regarding ongoing outreach and mapping work.
- Continued data collection for the first yearly update to the NRPC Housing Dashboard. The update will add new housing development during the 2024 calendar year to the dashboard.  
<https://www.nrpcvt.com/regional-data/>.
- Completed data collection for a Social Vulnerability and Transportation Equity analysis, which will help direct funding for active infrastructure projects as part of NRPC’s Building and Expanding Equitable Active Transportation Project (BEEAT), funded by an Environmental Justice Government to Government Grant from EPA.

### Climate & Energy

- Continued assisting municipalities in the implementation of Municipal Energy Resilience Program (MERP) with technical assistance and ongoing communication with the Department of Buildings and General Services (BGS).
- Continued disaggregation of energy targets for municipal energy plans.
- Continued work on template for municipal energy plans.
- Coordinated statewide RPC work on Climate Pollution Reduction Grant as the lead RPC.
- Continued participation in the Efficiency Vermont Partner Working Group.
- Began coordination for a 2025 WindowDressers build.

### Water Quality

- Continued as the regional Clean Water Service Provider (CWSP) for Lamoille and Missisquoi basins. Recent CWSP activities included:
  - Hosted bi-monthly Missisquoi Water Quality Council (BWQC) meeting where project approval record was set and released Call for Applications in Lamoille Basin.



- Met with Fairfax Interim Town Manager regarding paths for completing stormwater project.
- Assisted project contractor by reviewing draft Operation & Maintenance agreements and phosphorus reduction estimates.
- Reviewed projects identified in Fairfield Pond Watershed Action Plan.
- Developed GIS analysis to lay the groundwork for a future forest road inventory.
- Continued to carry out FY 24-25 Tactical Basin Planning work plan by participating in regional partnership meetings and organizing water-focused meetings with local communities.
- Continued to investigate potential water quality projects near Lake Carmi and supported task force created as outgrowth of Town of Franklin “Community Voices” project.
- As part of NRPC-led Regional Stormwater Education Program (RSEP),
  - Finalized annual report used by St. Albans City and St. Albans Town as part of MS4 permit responsibilities.
- Hosted webinar on Road Salt Best Practices as part of Franklin County Stormwater Collaborative work with Friends of Northern Lake Champlain.
  -
- Continued meeting with Grand Isle County municipal representatives to discuss clean water project opportunities.
- Renewed efforts under so-called 604b program to build awareness of “WISPr” funding and identify eligible projects that could be completed through the WISPr program.

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

- 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.
- Staff continue to support Workforce Development initiatives through partnership with FCIDC, schools, and other regional entities.
- Staff wrote and received grant for Franklin Homestead & Carriage House to consider new childcare center to support workforce and families; administrative support continues.
- Supporting FCIDC in their request for RIDG (Rural Industry Development Grant) to buildout infrastructure at St. Albans Industrial Park.
- Provided on-going administrative & technical support for NCTC Building Trades program and the newly formed Vermont Academy for Construction Excellence.

Housing For All - Working Communities Challenge

- Submitted a final Transition Plan to the Federal Reserve Bank of Boston for additional activities through 12/31/2025.
- The Housing For All Regional Collaborative convened on February 13th for updates from members, potential changes to the initiative and a presentation on changes to Grand Isle Home Rehabilitation Program and update on Accessory Dwelling Project.
- ADU/Duplex Pilot: Provided navigation support for three applicants who have been accepted into the program. Two out of three program participants submitted intake forms to receive mini-grant funds for expenses pertaining to the development of their ADU projects, which are in the process of being approved. Next steps include scheduling a site visit for the third applicant, and continuing to provide navigation support for all participants.

Building/Office

- None.

**NRPC Board of Commissioners Meeting  
January 29, 2025 at 6:30 PM  
Hybrid Meeting (Zoom and NRPC Office)  
Northwest Regional Planning Commission  
75 Fairfield Street, St. Albans, VT 05478**

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

Staff: Catherine Dimitruk, Shaun Coleman, Kyle Grenier, Greta Brunswick, Emily Klofft, Luke Slomba

**Welcome, Introductions, Opening Remarks**

Chair P. Zamore called the meeting to order at 6:31 PM. He welcomed the Commissioners and noted the two new members.

**Adjustments to Agenda**

None.

**Opportunity for Public Comment**

None.

**Minutes of the December 2024 Meeting**

*E. Nance motioned to approve the December 2024 meeting minutes. B. Murphy seconded. The motion carried.*

**Regional Plan Update**

C. Dimitruk presented on the Regional Plan updates. The current update is needed to ensure conformance with Act 181. Act 181 makes changes to the adoption process, approval process, content and importance of the Regional Plan. The Regional Plan will impact state designation programs and eligibility for Act 250 exemptions.

The Act includes temporary location-based Act 250 exemptions for housing projects through 2026. NRPC has received a regional target for number of new homes by 2050 which NRPC will be responsible for breaking down into municipal targets. The Regional Plan will now be approved by the new state Land Use Review Board. Once approved, areas mapped for growth will be granted automatic state designation benefits and municipalities will be able to opt-into permanent Act 250 exemptions for housing.

There are two new designations: centers and neighborhoods, which will be approved automatically upon approval of the Regional Plan. All communities with an existing designated village center will be mapped as centers in the new process, and many may be expanded. Communities without a current designated village center are likely to receive a center designation under the new maps.

S. Jensen asked if towns without zoning and subdivision regulations would be eligible for village center mapping. C. Dimitruk stated that they would. K. Waite asked if the Act 250 exemptions would apply to towns without zoning. C. Dimitruk clarified that towns without zoning & subdivision regulations would not be eligible for Act 250 exemptions.

C. Dimitruk reviewed the new Regional Plan land use areas required under statute. There are four categories for areas planned for growth: downtown, village center, planned growth areas and village areas. C. Dimitruk reviewed the requirements for each area and an example of the mapping in Fairfax.

H. Garrett had questions about whether the Fairfax planned growth area could be extended to the intersection of VT 128 and if the area would include floodplain. C. Dimitruk explained that there are statutory requirements that limit where planned growth areas can be mapped, such as the presence of Complete Streets infrastructure. The floodplain will not be in the new planned growth area and there are carve-outs in the temporary exemptions for floodplains. Each community will have a chance to review its draft maps.

**Commission Reports:**

Finance/Operations – No additions.

Personnel – B. Buermann stated the Committee reviewed the personnel policy changes.

Executive Committee – P. Zamore stated there is an ongoing review of the FY24 audit.

Project Review – H. Garrett stated the Committee met and reviewed three projects: ER Dunsmore LLC, Reservoir Road Solar LLC and Malone 75 Swanton Rd Properties LLC. The Reservoir Road Solar, LLC project for 2.375 MW solar was found to have a substantial regional impact due to its impact on two communities, but was in conformance with the Plan.

*B. Buermann motioned to ratify the Committee decision that Section 248- Reservoir Road Solar, LLC is in conformance with the Regional Plan. H. Demars seconded. The motion carried.*

Transportation Advisory Committee (TAC) – H. Garrett noted that the Committee reviewed its policies and procedures.

Brownfields Committee – M. Sherlund stated that the Committee met and approved the assessment for the South Hero Meeting House project.

Regional Plan and Policy Committee – No additions, the Committee did not have quorum.

Vermont Economic Progress Council (VEPC) – No additions.

Green Mountain Transit – No additions.

Healthy Roots Advisory Committee – M. Scholten stated that they met, reviewed the strategic plan and discussed farm to school and gleaning initiatives. She noted that the Committee is looking for a new chair.

Northwest Vermont Regional Foundation – No additions.

Office – No additions.

### **Election of Secretary**

P. Zamore noted that there was a vacancy after S. Hadd’s resignation and asked for nominations.

*K. Waite nominated B. Morris for the position of Secretary. B. Buermann seconded. B. Murphy motioned to close nominations. C. Verderber seconded. The Board unanimously voted to appoint B. Morris as Secretary.*

### **Town of Georgia, Town Plan Approval and Confirmation**

M. Sherlund stated that the Plan Review Committee held a public hearing on January 29, 2025 at 6:00 PM to hear public comments on whether the Georgia Municipal Plan should receive regional approval and whether to confirm the town’s planning process. After deliberation, the Plan Review Committee finds that the plan:

- Is consistent with the planning goals of Title 24 VSA, Section 4302;
- Is compatible with the Regional Plan;
- Is compatible with approved plans of other municipalities in the region, and
- Contains all the elements as required in Title 24 VSA, Section 4382.

The Plan Review Committee also finds that the Town of Georgia is:

- engaged in a continuing planning process that includes maintaining a current, regionally
- approved municipal plan,
- engaged in activities that implement its adopted municipal plan in accordance with 24 VSA
- Section 4382, and
- maintains its efforts to provide funds for municipal and regional planning purposes.

Based on these findings, the Plan Review Committee recommends that the Board of Commissions grant Regional Approval to the Georgia Municipal Plan, adopted on January 6th, 2025 , and confirm the planning process of the Town of Georgia in accordance with 24 VSA Section 4350.

*H. Demars motioned to approve the Georgia Town Plan. B. Murphy seconded. The motion carried.*

*B. Buermann motioned to confirm the town of Georgia's planning process. B. Morris seconded. The motion carried.*

### **NRPC Bylaw Changes**

C. Dimitruk stated that the bylaw changes were the same as the Board had previously reviewed. The most major change is merging the Municipal Plan Review and the Regional Plan Committee. H. Garrett had a question about meal reimbursements, C. Dimitruk clarified that that was under the personnel policy.

*B. Morris motioned to accept the changes in bylaws. B. Murphy seconded. The motion carried unanimously.*

### **NRPC Personnel Policy Changes**

C. Dimitruk reviewed the personnel policy changes which include prorating the maximum rate of paid time off for part-time employees, adjusting the first year paid time off to be more competitive with other employers, allowing the Commission to negotiate with new hires on higher paid time off on the basis of years of employment elsewhere, allowing the Commission to post for new positions internally first, correcting an inconsistency in the paid leave policy to clarify that the part-time employee working more than 24 hours a week were eligible and increasing meal reimbursement.

H. Garrett asked for clarification regarding the increase in meal reimbursements. C. Dimitruk noted that the draft sent to the Commissioners had an error. The changes did include an increase in \$5 for meal reimbursement rates.

*H. Demars motioned to accept the amendments with the addition of increasing the meal reimbursements by \$5, as discussed. E. Nance seconded. The motion carried unanimously.*

### **TAC Rules of Procedure**

K. Grenier reviewed changes to the TAC rules and procedures. The major changes were that the TAC will adhere to the NRPC Public Participation Policy, Conflict of Interest Policy and Code of Conduct Policy.

*B. Morris motioned to accept the changes to the TAC rules of procedure. H. Garrett seconded. The motion carried unanimously.*

### **Code of Conduct**

P. Zamore stated that the Code of Conduct adopted by NRPC in 2023 included a requirement for periodic review of the code. Commissioners can provide comments now or after the meeting via email. No Commissioners had comments at the meeting.

### **Commissioner Announcements**

B. Buermann noted that there is an opening in the Executive Committee for a member-at-large.

A. McCracken announced that the Alburgh Family Clubhouse childcare project had broken ground.

B. Murphy stated that the Commission would miss Sarah Hadd and her incredible work and congratulated her for her appointment on the Land Use Review Board.

H. Demars noted there was a new state ethics course. C. Dimitruk stated that she would forward any relevant items to the Commissioner.

S. Jensen shared her concerns with the new education proposal from Governor Scott and its potential impact on local control and possible school closures in Grand Isle County.

### **Adjournment**

*B. Murphy motioned to adjourn. H. Demars seconded.*

The Commission adjourned at 7:39 PM.

**FY25 NPRC Board of Commissioners- Meeting Attendance**

Municipality	Board Member	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
		7/31/24	No Meeting	9/25/24	10/30/24	TBD	TBD	1/29/25	2/13/24	3/13/24	4/10/24	5/28/24	6/25/25
Frkln Cty Youth	Vacant												
Gl Cty Youth	Vacant												
Alburg Town	Alex McCracken	X		X			X	X					
Alburg Town	Donna Boumil												
Alburg Village	Vacant												
Alburg Village	Vacant												
Bakersfield	William Irwin	X			E		X	E					
Bakersfield	Linda McCall	X		X	X		X	X					
Berkshire	Josh Grims						X	X					
Berkshire	Claude Charron												
Enosburg Falls	Leonard Charron												
Enosburg Falls	Vacant												
Enosburgh Town	Jesse Woods												
Enosburgh Town	Vacant												
Fairfax	Barbara Murphy	X		X	X		X	X	E				
Fairfax	Sarah Hadd	E		X	X		X						
Fairfield	Julia Callan	X		X	X		E	X					
Fairfield	Chuck Verderber	X		X	X		X	X					
Fletcher	Vacant												
Fletcher	Lori Ruple	X			X		X	X					
Franklin	Yvon Dandurand	X		X	X		X						
Franklin	Wesley Kempton												
Georgia	Carl Rosenquist	X		X	X		X	E					
Georgia	Kirk Waite	X		X	X		X	X					
Grand Isle	Barclay Morris	X			X		X	X					
Grand Isle	Howard Demars	X		X	X		X	X					
Highgate	Jack Pelkey	X			X		X	X					
Highgate	vacant	X		X									
Isle La Motte	Sylvia Jensen	X			X			X					
Isle La Motte	Mary-Catherine Graziano												
Montgomery	Leanne Barnard												
Montgomery	Mark Brouillette												
North Hero	Andy Alling	X		X	X		X	X					
North Hero	Mike Curtis	X		X	X			X					
Richford	Marissa Tessier												
Richford	Vacant												
Sheldon	Vacant												
Sheldon	Jeff Kane												
South Hero	Peter Zamore	X		X	X		X	X					
South Hero	Bob Buermann	E		X	X		X	X					
St. Albans City	Elisabeth Nance	X		X	E		X	X					
St. Albans City	Chip Sawyer			X	E		X	X					
St. Albans Town	Marietta Scholten			X	E		X	X					
St. Albans Town	Megan Sherlund	X			X		X	X					
Swanton Town	Harold Garrett	X		X	E		X	X					
Swanton Town	Nicole Draper			X	X		X						
Swanton Village	Heidi Britch-Valenta	X		X	X		X						
Swanton Village	Neal Speer				X								
	<b># Municipalities</b>	<b>16</b>	<b>0</b>	<b>14</b>	<b>14</b>	<b>0</b>	<b>16</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

QUORUM = 12

E= Excused ; X=Present