



**Northwest  
Regional Planning  
Commission**

**BOARD OF COMMISSIONERS**

**March 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 February 2024 Meeting (*action item*)**
- 5. Franklin County Economic Update-** Tim Smith, Guest, Franklin County Industrial Development Corporation
- 6. Commission Reports:** written reports enclosed
  - Finance/Operations–** *Kirk Waite*
  - Personnel –** *Bob Buermann*
  - Executive Committee –** *Peter Zamore*
  - Project Review–**
  - Transportation Advisory Committee (TAC) –**
  - 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**

**7. FY 24 Audit (action item)**

Audit and management letter attached

**8. Plan Approvals (action item)**

-Grand Isle: Town Plan Approval, Confirmation and Determination of Energy Compliance

-Alburgh: Town Plan Approval and Confirmation

-Committee recommendations attached

**9. 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.*

1 **NRPC Board of Commissioners Meeting**  
2 **February 26, 2025 at 6:30 PM**  
3 **Hybrid Meeting (Zoom and NRPC Office)**  
4 **Northwest Regional Planning Commission**  
5 **75 Fairfield Street, St. Albans, VT 05478**  
6

7 **Attendance:** *See attached.* A quorum was present to conduct business. Also in attendance via  
8 Zoom were Andy Julow and Carl Watkins.  
9 Staff: Catherine Dimitruk, Shaun Coleman, Danielle Turin

10 **Welcome, Introductions, Opening Remarks**

11 Chair P. Zamore called the meeting to order at 6:30 PM. He welcomed the Commissioners and  
12 introduced the additional attendants.

13 **Adjustments to Agenda**

14 None.

15 **Opportunity for Public Comment**

16 None.

17 **Minutes of the January 2025 Meeting**

18 *H. Demars motioned to approve the January 2025 meeting minutes. E. Nance seconded. The*  
19 *motion carried.*

20 **Grand Isle County Economic Update**

21 A. Julow presented. He explained the functions of Lake Champlain Islands Economic  
22 Development Corp. and discussed the various stages of current projects. Completed projects are  
23 the Alburgh Clubhouse and the North Hero water project. Projects remaining include South Hero  
24 village wastewater; Alburgh village wastewater; Grand Isle town green and new library; CIDER's  
25 new purchase in South Hero for nonprofit functions; pickleball courts at Knight's Island State Park  
26 in North Hero; the Island Arts barn in North Hero; the South Hero meeting house; South Alburgh's  
27 waterline extension; Turn To Joy childcare facilities in Grand Isle and South Hero; and increased  
28 parking at the Grand Isle County Courthouse. An upcoming project to be added is affordable  
29 senior housing at the Round Barn apartments in Grand Isle.  
30

31 **Franklin County Regional Chamber of Commerce**

32 C. Watkins explained the Chamber's purpose of providing representation throughout Franklin  
33 County and operational differences from Franklin County Industrial Development Corp. The  
34 Chamber's goals include creating events such as awards banquets for Franklin County businesses  
35 as an opportunity to network and socialize; to create relationships with municipalities; and to  
36 provide information for businesses such as planning and development regulations and grant  
37 assistance.  
38

39 **Commission Reports:**  
40

41 Finance/Operations - No additions. The Committee is working with the new auditor on the  
42 upcoming March audit.

43  
44 Personnel - No additions.

45  
46 Executive Committee - P. Zamore reported there will be a 3% increase in funding for RPCs; C.  
47 Dimitruk is meeting with municipal board regarding housing targets and new land use maps.

48  
49 Project Review - No additions.

50  
51 Transportation Advisory Committee (TAC) - H. Garrett noted the Committee met with St. Albans  
52 Town about sidewalks; working on an update for the Missisquoi Valley Rail Trail plan; and is  
53 working on NRPC transportation highlights for 2026.

54  
55 Brownfields Committee - No additions.

56  
57 Regional Plan and Policy Committee - No additions.

58  
59 Vermont Economic Progress Council (VEPC) - No additions; the report is included in meeting  
60 packet.

61  
62 Green Mountain Transit - B. Buermann noted the state is reviewing potential route transfers and  
63 additional route changes to increase efficiency and reduce costs.

64  
65 Healthy Roots Advisory Committee - No additions.

66  
67 Northwest Vermont Regional Foundation - K. Waite noted the Committee reviewed its financial  
68 report and minor bylaw changes and discussed the funds transfer policy.

69  
70 Office - No additions.

71  
72 E. Nance asked whether EPA funding will be pulled from active projects. C. Dimitruk replied it  
73 has not been confirmed either way and the project is cautiously moving forward.

74  
75 **Spotlight on the Town of Alburgh**

76 A. McCracken shared a Powerpoint presentation on the town's accomplishments. Highlights  
77 included the construction of the Alburgh Family Clubhouse; joining membership with the  
78 Northwest Solid Waste District; infrastructure enhancements; new and expanded businesses; a  
79 reduced FY26 budget; and the availability of additional ARPA funding.

80 C. Dimitruk asked if the town administrator's role has been beneficial. A. McCracken answered  
81 that it has been enormously valuable to the town.

82  
83 **Election of At-Large member on the Executive Committee**

84 P. Zamore noted at the January meeting that there was a vacancy after S. Hadd's resignation  
85 and asked for nominations.

86

87 *K. Waite nominated B. Murphy for the position of At-Large member on the Executive*  
88 *Committee. B. Irwin seconded.*

89 *The Board unanimously voted to appoint B. Murphy as At-Large member.*

90

91 **Commissioner Announcements**

92 H. Garrett noted the Town of Swanton town report did not list N. Draper and H. Garrett as  
93 commissioners for the town. C. Dimitruk will look into the process for sending out the reports  
94 and follow up.

95

96 **Adjournment**

97 *E. Nance motioned to adjourn. H. Demars seconded.*

98 The Commission adjourned at 7:11 PM.

99

**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	X				
Alburg Town	Danielle Choiniere												
Alburg Village	Vacant												
Alburg Village	Vacant												
Bakersfield	William Irwin	X			E		X	E	X				
Bakersfield	Linda McCall	X		X	X		X	X	X				
Berkshire	Josh Grims						X	X	E				
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 1/25	E		X	X		X						
Fairfax	Nicholas Nadeau							X					
Fairfield	Julia Callan	X		X	X		E	X	X				
Fairfield	Chuck Verderber	X		X	X		X	X					
Fletcher	Michelle Frennier												
Fletcher	Lori Ruple	X			X		X	X	X				
Franklin	Yvon Dandurand	X		X	X		X	E	X				
Franklin	Wesley Kempton												
Georgia	Carl Rosenquist	X		X	X		X	E					
Georgia	Kirk Waite	X		X	X		X	X	X				
Grand Isle	Barclay Morris	X			X		X	X	E				
Grand Isle	Howard Demars	X		X	X		X	X	X				
Highgate	Jack Pelkey	X			X		X	X	X				
Highgate	vacant	X		X									
Isle La Motte	Sylvia Jensen	X			X			X	E				
Isle La Motte	Mary-Catherine Graziano												
Montgomery	Leanne Barnard												
Montgomery	Mark Brouillette												
North Hero	Andy Alling	X		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	X				
South Hero	Bob Buermann	E		X	X		X	X	X				
St. Albans City	Elisabeth Nance	X		X	E		X	X	X				
St. Albans City	Chip Sawyer			X	E		X	X	X				
St. Albans Town	Marietta Scholten			X	E		X	X					
St. Albans Town	Megan Sherlund	X			X		X	X	E				
Swanton Town	Harold Garrett	X		X	E		X	X	X				
Swanton Town	Nicole Draper			X	X		X	X	X				
Swanton Village	Heidi Britch-Valenta	X		X	X		X		E				
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>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

QUORUM = 12

E= Excused ; X=Present

**Northwest Regional Planning Commission**  
**Balance Sheet**  
As of February 28, 2025

	Feb 28, 25
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · People's Checking Account	299,787.13
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	216,759.45
1038 · Missisquoi CWSP	657,278.10
1040 · Union Bank	227,200.49
1080 · Petty Cash	9.05
<b>Total Checking/Savings</b>	1,525,723.61
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	178,931.56
<b>Total Accounts Receivable</b>	178,931.56
<b>Other Current Assets</b>	
Account for Credit Transfer	-2,300.00
1400 · Prepaid Expenses	260.00
<b>Total Other Current Assets</b>	-2,040.00
<b>Total Current Assets</b>	1,702,615.17
<b>TOTAL ASSETS</b>	<b>1,702,615.17</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	85,757.61
<b>Total Accounts Payable</b>	85,757.61
<b>Other Current Liabilities</b>	
<b>Payroll Liabilities</b>	871.10
2100 · Employee Health Ins. Payable	943.14
2110 · Health Equity	2,284.51
2120 · Accrued Payroll	39,612.27
2130 · Accrued Vacation	63,556.32
2213 · VT Tax Withholding Payable	2,457.67

2:17 PM

03/12/25

Accrual Basis

**Northwest Regional Planning Commission**  
**Balance Sheet**  
As of February 28, 2025

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	<u>Feb 28, 25</u>
2215 · Retirement Payable	10,324.92
2250 · Deferred Revenue	<u>1,104,175.91</u>
<b>Total Other Current Liabilities</b>	<b>1,224,225.84</b>
<b>Total Current Liabilities</b>	<u>1,309,983.45</u>
<b>Total Liabilities</b>	1,309,983.45
<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	<u>-138,716.06</u>
<b>Total Equity</b>	<u>392,631.72</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,702,615.17</u></u>



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

	<b>Jul '24 - Feb 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 · Healhy 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	66,219.51	191,000.00	-124,780.49	34.67%
4055 · Other Federal Grants	136,936.65	621,755.00	-484,818.35	22.02%
4056 · VANR	64,802.46	219,121.00	-154,318.54	29.57%
4058 · Clean Water Service Provider	96,858.72	1,035,630.00	-938,771.28	9.35%
4059 · RSEP-St. Albans Town & City	7,070.49	10,000.00	-2,929.51	70.71%
4080 · Misc. Income	29,742.52	43,000.00	-13,257.48	69.17%
4600 · Interest Income	3,217.62	1,500.00	1,717.62	214.51%
<b>Total Income</b>	<b>1,338,390.29</b>	<b>3,732,654.00</b>	<b>-2,394,263.71</b>	<b>35.86%</b>
<b>Expense</b>				
5010 · Salaries & Wages	711,829.83	1,099,128.00	-387,298.17	64.76%
5015 · Employer Social Security	42,993.52	68,145.94	-25,152.42	63.09%
5016 · Employer Medicare	10,054.91	15,937.36	-5,882.45	63.09%
5020 · Fringe Benefits	173,492.82	261,927.00	-88,434.18	66.24%
5030 · Travel	5,821.31	18,000.00	-12,178.69	32.34%
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	7,397.29	16,000.00	-8,602.71	46.23%
5085 · Membership Dues	22,850.75	13,000.00	9,850.75	175.78%
5090 · Technology and GIS	3,432.20	17,665.00	-14,232.80	19.43%
5092 · Healthy Roots Expense	549.42	12,739.00	-12,189.58	4.31%
5095 · Software	31,995.88	48,500.00	-16,504.12	65.97%
5100 · Supplies & Furniture	14,136.49	65,000.00	-50,863.51	21.75%
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	11,658.00	19,500.00	-7,842.00	59.79%
5800 · Bank Service Charges	127.00	0.00	127.00	100.0%
6200 · Foundation Transfer	21,250.00	21,250.00	0.00	100.0%
6300 · Professional Services	388,346.69	1,943,504.00	-1,555,157.31	19.98%
6400 · Building/Utilities	15,614.05	46,375.00	-30,760.95	33.67%
6560 · Payroll Expenses	2,555.00	0.00	2,555.00	100.0%
<b>Total Expense</b>	<b>1,477,106.35</b>	<b>3,693,171.30</b>	<b>-2,216,064.95</b>	<b>40.0%</b>
			<b>- \$138,716.06</b>	

**Open Invoices as of February 28, 2025 \$178,931.56 Original Mortgage**

**Franklin County Industrial Dev Corp - outstanding mortgage      \$70,080.35      \$130,000**

**Project Review Committee: Monthly Business Report**  
**Month: March 2025**  
**Project Reviews**

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1) **Project Type: Act 250- Malone 75 Swanton Road Properties, LLC**

Project Location: 75 Swanton Road, St. Albans Town

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

- *Project Details:* Subdivision of parcel and construction of a 2,450 square foot coffeeshop with drive-thru.
  - *Project Materials:* Site plan, Draft project review sheet, traffic study, VTrans comment letter
  - *Project Comments:* Set aside ROW for future multi-use path on Route 7, extend sidewalk on adjacent lot when development occurs.
  
  - *Conformance with Regional Plan:* Yes  No
- 

2) **Project Type: Act 250- Route 2A, LLC Steve Pomarico**

Project Location: 13 Martell Road, Alburgh

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

- *Project Details:* Residential 5-lot subdivision with four new housing units.
  - *Project Materials:* Site plan, Act 250 application, Draft project review sheet
  - *Project Comments:*
  
  - *Conformance with Regional Plan:* Yes  No
- 

3) **Project Type: Act 250- Bernard Martel Berkshire Barn & Gardens LLC**

Project Location: 485 Mine Road, Berkshire VT

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

- *Project Details:* Conversion of the upper level of an existing post & beam horse barn and improvements to surrounding lands for use as a seasonal (May-October) wedding and events venue at an existing small farm with up to fourteen (14) total events per year.
  - *Project Materials:* Letters from Neighbor and Applicant
  - *Project Comments:*
  
  - *Conformance with Regional Plan:* Yes  No
- 

**Staff Reviews:** **Section 248a-T-Mobile/248a**-at 116 Fox Hill Road/Alburgh, **Section 248a- T-Mobile/248a-** at 245 Church Street in Enosburg Falls and Enosburg, **Section 248a- T-Mobile Northeast, LLC (Georgia)**

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**Board Action Necessary:** None.

## Committee and Staff Reports – March 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>	3/11/25	mid-April	<ul style="list-style-type: none"> <li>• The committee met in March to review the final draft of the FY24 audit. The committee recommended the FY24 audit be brought to the NRPC board for their acceptance at the March meeting pending satisfactory resolution of the FY23 accounts receivable ending balance.</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>	3/12/25	4/9/25	<ul style="list-style-type: none"> <li>• Business report enclosed, no action needed.</li> </ul>
<b>Plan and Policy</b> <i>Lori Ruple</i>	3/12/25	5/14/25	<ul style="list-style-type: none"> <li>• Reviewed Environmental Benefits and Burdens methodology for Regional Plan update</li> <li>• Reviewed Alburgh and Grand Isle Town Plans for Regional Approval</li> </ul>
<b>Transportation Advisory Committee</b>	3/13/25	4/10/25	<ul style="list-style-type: none"> <li>• March meeting was cancelled.</li> </ul>
<b>Brownfields Adv. Committee</b> <i>Megan Sherlund</i>	2/10/25	4/21/25	<ul style="list-style-type: none"> <li>• March meeting was cancelled.</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>	3/18/25	4/15/25	<ul style="list-style-type: none"> <li>• Reviewed the FY 24 audit.</li> <li>• Approved 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

- Interviewed summer Transportation Intern candidates. This summer’s data collection focus will be on Road Erosion Inventories across the region, LVRT Culvert Inventories, traffic and pedestrian counts.
- Published RFP for VT207/Bushey Road intersection feasibility study in the town of Swanton. Study will identify possible safety improvements, considering all modes of transportation and area growth. Funds for this study were provided by VTrans.
- Continued compiling FY2024 Municipal Complete Streets data submissions.
- NADO (National Association of Development Organizations) RPO America (rural transportation planning professionals) meeting. Presentation and discussion regarding draft federal legislative proposal for federal RTPPO (Regional Transportation Planning Organizations) planning funding. The focus will be to amend Title 23 to strengthen statewide transportation planning and facilitate the Federal designation of RTPPOs.

- Facilitated the Northwest Region Mobility Committee (O&D: Older Adults & Persons with Disabilities) meeting. Vermont Public Transportation Association provided updates, and answered questions regarding Medicaid transportation.
- Attended the Intersection stakeholder meeting to guide implementation of an Intersection Control Evaluation procedure for Vermont. This strategy for improving intersection safety was identified in the Vermont 2022-2026 Highway Safety Plan.
- Continued administrative support Northwest Vermont Rail Trail Council and continued administrative and technical support of LVRT and MVRT and other AOT owned rail trails through Regional Planning Commissions' Rail Trail Collaborative
- NRPC serves as the Municipal Project Management (MPM) for many local transportation projects. Recent activities and/or milestones include:
  - *Pidgeon Hill Culvert (Franklin)*- Began preparing file archive for transmittal to Town.
  - *Longley Bridge Road Streambank Restoration (Montgomery)*- Coordinated review of balancing change order and revised final pay requisition.
  - *US 2-Featherbed Lane Scoping (South Hero)*- Reconfirmed project start date.
  - *Sidewalk Scoping Study (Richford)*- Preferred alternative selected; final report being drafted.
  - *Sidewalk Scoping Study (Sheldon)*- RFP for design consultant is awaiting final review.

### Emergency Management

- Hosted Grand Isle County training coordination meeting.
- Worked with municipal officials in Montgomery on 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

- Provided a Draft Zoning Map for Swanton.
- Provided a Draft Zoning Map for Georgia.
- Created an online Zoning Map for Highgate.

### Municipal Planning

- Provided Sheldon and North Hero with zoning services, DRB and PC clerk services, and E911 Coordination services to Sheldon.
- Conducted outreach for 2025 Municipal Planning Grants to eligible towns and began developing grant proposals, including specifically applications in Grand Isle, Fairfax, Bakersfield and Fairfield.
- 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 and Northern Border Regional Commission (NBRC) grant application, including outreach to properties in the service area and a wastewater ordinance.
- Supported the Town of Alburgh and Alburgh Family Clubhouse meet special conditions for their Vermont Community Development Program award for the child care center under construction.
- Continued work on the Town of Franklin municipal plan update and met with the Planning Commission to discuss final 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 as part of Town Meeting.
- Supported the Town of St. Albans on developing bylaw revisions to implement its draft growth center master plan, funded by a DOT RAISE grant via Chittenden County RPC.

### 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 most of the region's municipalities as of March.
- Continued holding meetings with selectboards and planning commissions to review the draft maps and housing targets. Met with Enosburgh, Highgate, Montgomery, St. Albans City, Swanton and Alburgh in March.
- Continued to refine Future Land Use maps based on feedback from municipal meetings.
- Planned public outreach and communications for the Regional Plan.
- Began working on methodology for ensuring new Regional Plan equitably distributes environmental benefits and burdens under 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 the first component of 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:
  - Closed latest funding round in Lamoille basin, initiated review of applications, and processed numerous Task Awards for new projects in the Missisquoi basin.
  - Contacted state cultural resource officials in effort to facilitate review of Fairfax stormwater project.
  - Developed draft Operation & Maintenance survey intended to measure partner interest in various aspects of project O&M.
  - Consulted partner organization staff regarding paths to advance projects included in Fairfield Pond Lake Watershed Action Plan.
  - Developed GIS data in support of future project development work on projects in Basins 7 and 5 (Georgia Silver Lake Road and public lands in Grand Isle County).

- 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. Developed initial draft of work plan for FY 25-26, with goal of increasing funding level 15-20 percent.
- Participated in quarterly meeting of Lake Carmi Coordination team. Continued to investigate potential water quality projects near Lake Carmi and support task force created as outgrowth of Town of Franklin “Community Voices” project.
- As part of NRPC-led work under banner of Regional Stormwater Education Program (RSEP) /Franklin County Stormwater Collaborative, staff
  - Processed contractor invoice, ordered supplies, and conducted ‘test build’ as part of preparations for annual rain barrel- building event.
  - Planned for upcoming webinar on rain gardens.
- Developed clean water project presentation for meetings with Grand Isle County municipal representatives, including North Hero Shoreland committee.
- Connected Swanton Village officials with representatives of New England Water Infrastructure Network (NEWIN) who are seeking host sites for innovative stormwater planning and design series.
- Issued press release, reviewed data, and created spreadsheet to illustrate the potential financial benefits of community participation in “WISPr” funding program- which helps to fund natural resources based water quality projects.
- Initiated project development efforts for floodplain connectivity opportunities in Georgia along Silver Lake Road.

#### 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.
- 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 March 13th for updates from members, and a presentation by NRPC Staff on Regional Housing Targets and Housing Dashboard
- 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 have been approved. Next steps include scheduling a site visit for the third applicant and continuing to provide navigation support for all participants.

#### Building/Office

- None.

**Plan and Policy Committee Recommendation to Board of Regional Commissioners  
Regional Approval of Municipal Plans and Confirmation of the Planning Process  
Town of Grand Isle**

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The Plan and Policy Committee has reviewed the Town of Grand Isle Municipal Plan, adopted on February 17, 2025, for regional approval and for confirmation of the town’s planning process according to 24 VSA, Section 4350.

The Plan and Policy 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 and Policy Committee finds that the Town of Grand Isle 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.

**Recommendation from the Plan and Policy Committee:**

Based on these findings and considering any comments received at the duly warned public hearing held on March 26, 2025, the Plan and Policy Committee recommends that the Board of Commissioners grant Regional Approval to the Town of Grand Isle Municipal Plan, adopted on February 17, 2025, and confirm the planning process of the Town of Grand Isle in accordance with 24 VSA Section 4350.

**Plan and Policy Committee Recommendation to Board of Regional Commissioners  
Determination of Energy Compliance  
Town of Grand Isle**

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The Plan and Policy Committee has reviewed the Town of Grand Isle Municipal Plan, adopted on February 17, 2025, for a determination of energy planning compliance according to VSA Section 4352.

The Plan and Policy Committee finds that the plan:

- includes an energy element that has the same components as described in 24 VSA, Section 4348a(a)(3) for a regional plan and is confirmed under the requirements of 24 VSA Section 4350.
- is consistent with the following State goals:
  - Vermont's greenhouse gas reduction goals under 10 VSA Section 578(a),
  - Vermont's 25 by 25 goal for renewable energy under 10 VSA Section 580,
  - Vermont's building efficiency goals under 10 VSA Section 581,
  - State energy policy under 30 VSA Section 202a and the recommendations for regional and municipal energy planning pertaining to the efficient use of energy and the siting and development of renewable energy resources contained in the State energy plans adopted pursuant to 30 VSA Sections 202 and 202b (State energy plans), and
  - The distributed renewable generation and energy transformation categories of resources to meet the requirements of the Renewable Energy Standard under 30 VSA Section 8004 and 8005.
- meets the standards for issuing a determination of energy compliance included in the State energy plans as developed by the Vermont Department of Public Service.

**Plan and Policy Committee Recommendation**

Based on these findings and considering any comments received at the duly warned public hearing on March 26, 2025, the Plan and Policy Committee recommends that the Board of Commissioners grant a Determination of Energy Compliance to the Town of Grand Isle.



**Plan and Policy Committee Recommendation to Board of Regional Commissioners  
Regional Approval of Municipal Plans and Confirmation of the Planning Process  
Town of Alburgh**

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The Plan and Policy Committee has reviewed the Town of Alburgh Municipal Plan, adopted on February 24, 2025, for regional approval and for confirmation of the town’s planning process according to 24 VSA, Section 4350.

The Plan and Policy 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 and Policy Committee finds that the Town of Alburgh 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.

**Recommendation of the Plan and Policy Committee**

Based on these findings and considering any comments received at the duly warned public hearing held on March 26, 2025, the Plan and Policy Committee recommends that the Board of Commissioners grant Regional Approval to the Alburgh Municipal Plan, adopted on February 24, 2025, and confirm the planning process of the Town of Alburgh in accordance with 24 VSA Section 4350.