



**Northwest  
Regional Planning  
Commission**

**BOARD OF COMMISSIONERS**

**April 30, 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 March 2024 Meeting** (*action item*)
- 5. Healthy Roots and Feeding Champlain Valley Update and Overview**  
Christine Porcaro, Healthy Roots Supervisor  
Nora Lindberg, Food Network Coordinator for Franklin & Grand Isle Counties
- 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 25 Budget Adjustment** (*action item*)  
Budget adjustment and memo attached
8. **Project Review Committee Chair Election** (*action item*)
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 **March 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.

8 Staff: Catherine Dimitruk, Bethany Remmers, Shaun Coleman, Dean Pierce, Kathy Lavoie, Cliff  
9 Jenkins.

10 Other Attendees: Tim Smith (FCIDC), Damon Broderick, Mathew Lafleur

11 **Welcome, Introductions, Opening Remarks**

12 Chair P. Zamore called the meeting to order at 6:30 PM.

13 **Adjustments to Agenda**

14 None.

15 **Opportunity for Public Comment**

16 None.

17 **Minutes of the February 2025 Meeting**

18 K. Waite asked that the minutes clarify that the Finance Committee would continuing to work  
19 on a final draft of the FY24 audit to present at the March meeting.

20 *A. McCracken motioned to accept the minutes of the February 2025 meeting with corrections.*

21 *A. Alling seconded. The motion carried with one abstention.*

22 **Franklin County Economic Update**

23 T. Smith of Franklin County Industrial Development Corporation provided an overview of FCIDC's  
24 list of priority projects for the year. T. Smith explained that a list of economic development  
25 projects is annually submitted in November or December, with staff prioritizing the top ten by  
26 May. These projects are ranked by purpose and benefit, project principal experience, regional  
27 need, costs and financial gaps, and job creation potential. Projects which are placed on the list  
28 receive additional points for Northern Borders or Vermont Economic Development Authority  
29 funding applications.

30  
31 T. Smith presented the list of projects, in descending order of priority, as follows:  
32

- 33 1. St. Albans Town industrial park,
- 34 2. Montgomery Village water and septic,
- 35 3. Fairfax water and wastewater
- 36 4. Village of Enosburgh solar project

5. Highgate Village Core
6. Swanton Hotel Riviere redevelopment
7. Brigham Academy in Bakersfield
8. Common School in East Fairfield
9. Swanton redevelopment at 120 and 124 First Street
10. St. Albans Bay Village District water and sewer improvements

S. Jensen asked FCIDC to provide an example of successful projects in small towns and expressed concern that funding would default to higher population areas. E. Nance responded that many projects had been funded in small communities, noting that Highgate, Montgomery, Alburgh, and Grand Isle have all received NBRC awards. B. Buermann noted that a partnership between Lake Champlain Economic Development Corporation and FCIDC funded a water line project which directly led to economic growth in the Town of South Hero. There was discussion about the announced Perrigo plant closure in Georgia and the potential impacts to the region.

#### **Commission Reports:**

Finance/Operations- No additions.

Personnel-No additions

Executive Committee- P. Zamore reported that the executive committee reviewed the recent analysis of Regional Planning Commissions conducted by the National Association of Development. The study was conducted at the request of the Vermont legislature. The analysis concluded that RPCs are performing their duties well. There was some discussion of the possibility of introducing Councils of Governments, wherein RPCs would work more closely with municipalities in providing services. C. Dimitruk noted that the Council of Government option would be discussed further.

Project Review-B. Buermann reported that the committee will need a new chair and a new member. Three projects were reviewed at the last meeting, but none had regional impacts. No action needed.

Transportation Advisory Committee (TAC)- No additions

Brownfields Committee- No additions

Regional Plan and Policy Committee- L. Ruple stated that the Committee was moving forward with the plan update process and that there were two municipal plans ready for regional approval.

Vermont Economic Progress Council (VEPC)- B. Murphy stated that there was a meeting with minutes shared to the Commission. There was another meeting scheduled for Thursday 3/28 during which the annual TIF report would be discussed. This large report was compiled from regional TIF reports. S. Jensen expressed concern that TIF funding was taking money otherwise distributed to schools through the education tax. C. Sawyer noted that TIFs typically increase money going to the education fund, and that no money would be removed from funds already

directed towards schools. B. Murphy stated that she would share a TIF presentation with C. Dimitruk, who would then share it with the Board.

Green Mountain Transit- B. Buermann stated that the FY24 audit was reviewed at the last GMT board meeting. Additional service cuts for the coming year were also discussed.

Healthy Roots Advisory Committee- No additions. C. Dimitruk noted that she had invited Healthy Roots staff to deliver an update at the April Board Meeting.

Northwest Vermont Regional Foundation- No additions.

Office- No additions.

## **FY24 Audit**

K. Waite stated that the draft audit from RHR Smith & Co., as well as a summary explanation prepared by B. Remmers, was available for the Board to review. The highlights were as follows:

- There were no identified deficiencies in internal control that might be material weaknesses.
- The NRPC has a fund balance of \$780,921, making the statement that NRPC is in a strong position to meet current and future financial needs.
- Net position year-over-year increased by \$318,351 for total net position of about \$1.5 m
- Suggestions made in a management letter were minor and are currently being reviewed by staff and the finance committee.

K Waite noted there were numerous issues with the audit, including:

- The audit was late and required a much higher level of review than in previous years.
- There were errors in the first draft from RHR Smith & Co. that took significant staff time to both understand and correct.
- The magnitude of RHR Smith's errors would have resulted in about \$400k of value being taken from NRPC's net position.

K. Waite thanked the finance committee members, A. Adams and B. Remmers for their work on completing the audit and stated that acceptance of the audit was an action item.

*K. Waite moved that the NRPC Board of Commissioners accept the draft FY24 Audit and Management Letter. B. Murphy seconded. The motion carried.*

C. Dimitruk commended K. Waite's role as Finance Committee Chair during the process. B. Murphy noted that HR Smith and Co. had been hired for a term "up-to three years", but that this did not bind the Commission to retaining them for the full three years. K. Waite confirmed and stated that the Commission intends to put out bids for a new auditor.

124 **Plan Approvals**

125  
126 M. Sherlund stated that the findings from the regional approval and confirmation included in  
127 the Board's packet in considering any comments received at the duly warned public meeting  
128 held March 26<sup>th</sup>, 2025. The Plan and Policy Committee recommended the board grant regional  
129 approval to Grand Isle Town Plan 2025 – 2033 and Alburgh Town Plan 2025 – 2033 and confirm  
130 the planning process for the Town of Grand Isle and the Town of Alburgh in accordance with  
131 24VSA section 34 50.

132  
133 *M. Sherlund motioned to accept the Plan and Policy Committee recommendation to regionally*  
134 *approve both plans and confirm both planning processes. B. Morris seconded. B. Buermann*  
135 *asked about approving plans and planning process in the same motion. C. Dimitruk stated that*  
136 *approving the recommendation of the committee was an effort to simplify the process. The*  
137 *motion carried.*

138  
139 *M. Sherlund motioned to grant the determination of energy compliance to the Town of Grand*  
140 *Isle plan. B. Morris seconded. The motion carried.*

141  
142 **Commissioner Announcements**

143 C. Dimitruk noted that NRPC is requesting volunteers for municipal spotlights at upcoming  
144 board meetings.

145  
146 C. Dimitruk provided a brief legislative including an update on the proposed FY26 state budget  
147 and other bills pertaining to NRPC's work. C. Dimitruk explained a stormwater bill which would  
148 delay the Three-Acre permit implementation date by a couple of years and develop a set-aside  
149 in the Clean Water fund to pay the improvements to the projects once a municipality takes on  
150 the stormwater permit responsibilities. The RPCs will be providing testimony.

151  
152 **Adjournment**

153 *B. Murphy motioned to adjourn. C. Sawyer seconded. The meeting adjourned at 7:28 PM.*

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

<b>Municipality</b>	<b>Board Member</b>	<b>Jul</b> 7/31/24	<b>Aug</b> No Meeting	<b>Sept</b> 9/25/24	<b>Oct</b> 10/30/24	<b>Nov</b> No Meeting	<b>Dec</b> 12/11/24	<b>Jan</b> 1/29/25	<b>Feb</b> 2/26/25	<b>Mar</b> 3/26/25	<b>April</b> 4/30/25	<b>May</b> 5/28/24	<b>June</b> 6/25/25
Frkln Cty Youth	Vacant												
Gl Cty Youth	Vacant												
Alburg Town	Alex McCracken	X		X			X	X	X	X			
Alburg Town	Danielle Choiniere									X			
Alburg Village	Vacant												
Alburg Village	Vacant												
Bakersfield	William Irwin	X			E		X	E	X				
Bakersfield	Linda McCall	X		X	X		X	X	X	X			
Berkshire	Josh Grims						X	X	E	X			
Berkshire	Claude Charron									X			
Enosburg Falls	Leonard Charron												
Enosburg Falls	Vacant												
Enosburgh Town	Jesse Woods												
Enosburgh Town	Vacant												
Fairfax	Barbara Murphy	X		X	X		X	X	E	X			
Fairfax	Sarah Hadd 1/25	E		X	X		X						
Fairfax	Nicholas Nadeau							X					
Fairfield	Julia Callan	X		X	X		E	X	X	E			
Fairfield	Chuck Verderber	X		X	X		X	X					
Fletcher	Michelle Frennier									E			
Fletcher	Lori Ruple	X			X		X	X	X	X			
Franklin	Yvon Dandurand	X		X	X		X	E	X	E			
Franklin	Wesley Kempton												
Georgia	Carl Rosenquist	X		X	X		X	E		X			
Georgia	Kirk Waite	X		X	X		X	X	X	X			
Grand Isle	Barclay Morris	X			X		X	X	E	X			
Grand Isle	Howard Demars	X		X	X		X	X	X	X			
Highgate	Jack Pelkey	X			X		X	X	X	X			
Highgate	vacant	X		X									
Isle La Motte	Sylvia Jensen	X			X			X	E	X			
Isle La Motte	Mary-Catherine Graziano												
Montgomery	Leanne Barnard												
Montgomery	Mark Brouillette												
North Hero	Andy Alling	X		X	X		X	X	X	X			
North Hero	Mike Curtis	X		X	X			X		X			
Richford	Marissa Tessier												
Richford	Vacant												
Sheldon	Vacant												
Sheldon	Jeff Kane												
South Hero	Peter Zamore	X		X	X		X	X	X	X			
South Hero	Bob Buermann	E		X	X		X	X	X	X			
St. Albans City	Elisabeth Nance	X		X	E		X	X	X	X			
St. Albans City	Chip Sawyer			X	E		X	X	X	X			
St. Albans Town	Marietta Scholten			X	E		X	X		X			
St. Albans Town	Megan Sherlund	X			X		X	X	E	X			
Swanton Town	Harold Garrett	X		X	E		X	X	X				
Swanton Town	Nicole Draper			X	X		X	X	X	X			
Swanton Village	Heidi Britch-Valenta	X		X	X		X		E	X			
Swanton Village	Neal Speer				X								
Swanton Village	Damon Broderick				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>15</b>	<b>0</b>	<b>0</b>	<b>0</b>

QUORUM = 12

E= Excused ; X=Present

## Northwest Regional Planning Commission

## Balance Sheet

As of March 31, 2025

	Mar 31, 25
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · People's Checking Account	164,320.10
1020 · People's Money Market Account	161,100.90
1035 · New England Federal Cr~1Year CD	47,957.73
1036 · New England Fed Cr-CD 5 Year	66,310.42
1037 · Lamoille CWSP	201,326.20
1038 · Missisquoi CWSP	657,644.25
1040 · Union Bank	227,200.49
1080 · Petty Cash	9.05
<b>Total Checking/Savings</b>	1,525,869.14
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	299,112.80
<b>Total Accounts Receivable</b>	299,112.80
<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>	1,822,941.94
<b>TOTAL ASSETS</b>	<b>1,822,941.94</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	37,092.88
<b>Total Accounts Payable</b>	37,092.88
<b>Other Current Liabilities</b>	
<b>Payroll Liabilities</b>	
2100 · Employee Health Ins. Payable	943.14
2110 · Health Equity	2,380.32
2120 · Accrued Payroll	39,612.27
2130 · Accrued Vacation	63,556.32
2213 · VT Tax Withholding Payable	2,459.06
2215 · Retirement Payable	10,324.94
2250 · Deferred Revenue	1,104,175.91
<b>Total Other Current Liabilities</b>	1,224,577.11
<b>Total Current Liabilities</b>	1,261,669.99
<b>Total Liabilities</b>	1,261,669.99
<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	29,924.17
<b>Total Equity</b>	561,271.95
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,822,941.94</b>



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

	Jul '24 - Mar 25	Budget	\$ Over Budget	% of Budget
<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	175,911.99	362,650.00	-186,738.01	48.51%
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	56,626.95	88,850.00	-32,223.05	63.73%
4054 · Other State Grants	78,230.06	191,000.00	-112,769.94	40.96%
4055 · Other Federal Grants	162,875.70	621,755.00	-458,879.30	26.2%
4056 · VANR	74,263.11	219,121.00	-144,857.89	33.89%
4058 · Clean Water Service Provider	359,243.16	1,035,630.00	-676,386.84	34.69%
4059 · RSEP-St. Albans Town & City	7,070.49	10,000.00	-2,929.51	70.71%
4080 · Misc. Income	38,684.58	43,000.00	-4,315.42	89.96%
4600 · Interest Income	4,396.83	1,500.00	2,896.83	293.12%
<b>Total Income</b>	<b>1,694,352.70</b>	<b>3,732,654.00</b>	<b>-2,038,301.30</b>	<b>45.39%</b>
<b>Expense</b>				
5010 · Salaries & Wages	786,827.35	1,099,128.00	-312,300.65	71.59%
5015 · Employer Social Security	47,551.81	68,145.94	-20,594.13	69.78%
5016 · Employer Medicare	11,120.93	15,937.36	-4,816.43	69.78%
5020 · Fringe Benefits	194,671.77	261,927.00	-67,255.23	74.32%
5030 · Travel	6,091.43	18,000.00	-11,908.57	33.84%
5040 · Advertising	4,139.80	5,000.00	-860.20	82.8%
5055 · Insurance-Liability	20,437.60	12,000.00	8,437.60	170.31%
5080 · Meetings	7,333.92	16,000.00	-8,666.08	45.84%
5085 · Membership Dues	22,850.75	13,000.00	9,850.75	175.78%
5090 · Technology and GIS	3,946.62	17,665.00	-13,718.38	22.34%
5092 · Healthy Roots Expense	549.42	12,739.00	-12,189.58	4.31%
5095 · Software	34,043.39	48,500.00	-14,456.61	70.19%
5100 · Supplies & Furniture	15,130.94	65,000.00	-49,869.06	23.28%
5660 · Postage	827.25	2,500.00	-1,672.75	33.09%
5680 · Printing & Copies	605.83	7,000.00	-6,394.17	8.66%
5700 · Telephone	13,452.63	19,500.00	-6,047.37	68.99%
5800 · Bank Service Charges	183.00	0.00	183.00	100.0%
6200 · Foundation Transfer	21,250.00	21,250.00	0.00	100.0%
6300 · Professional Services	437,542.61	1,943,504.00	-1,505,961.39	22.51%
2051 · CWSP Admin Expense	15,544.26		15,544.26	100.0%
6400 · Building/Utilities	17,465.22	46,375.00	-28,909.78	37.66%
6560 · Payroll Expenses	2,862.00	0.00	2,862.00	100.0%
<b>Total Expense</b>	<b>1,664,428.53</b>	<b>3,693,171.30</b>	<b>-2,028,742.77</b>	<b>45.07%</b>
	<b>29,924.17</b>			

**Open Invoices as of March 31, 2025 \$299,112.80 Original Mortgage**

**Franklin County Industrial Dev Corp - outstanding mortgage      \$69,520.26      \$130,000**

### Committee and Staff Reports – April 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>	4/15/25	5/20/25	<ul style="list-style-type: none"> <li>Regional Plan and Legislative Update</li> <li>Budget Adjustment Overview</li> </ul>
<b>Finance/Operations</b> <i>Kirk Waite</i>	4/14/25	TBD	<ul style="list-style-type: none"> <li>The committee reviewed the proposed FY25 budget adjustment and recommended its review and approval at the April board meeting.</li> </ul>
<b>Personnel</b> <i>Bob Buermann</i>	none	TBD	<ul style="list-style-type: none"> <li>No meeting</li> </ul>
<b>Project Review</b>	none	5/7/25	<ul style="list-style-type: none"> <li>No meeting.</li> </ul>
<b>Plan and Policy</b> <i>Lori Ruple</i>	none	5/14/25	
<b>Transportation Advisory Committee</b>	4/10/25	5/8/25	<ul style="list-style-type: none"> <li>April meeting was cancelled.</li> </ul>
<b>Brownfields Adv. Committee</b> <i>Megan Sherlund</i>		5/19/25	
<b>VT Economic Progress Council, Barbara Murphy</b>	4/24/25		<ul style="list-style-type: none"> <li>No regional projects on the agenda.</li> </ul>
<b>Green Mountain Transit</b> <i>Bob Buermann, Catherine Dimitruk</i>	4/15/25	5/20/25	<ul style="list-style-type: none"> <li>Approved ownership transfer of unused busses, saving significant future costs. Reviewed 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**

- Continued communication with several municipalities to address Town Highway Bridge Program request/need. VTrans Structures and Policy & Planning divisions to draft language that will accurately reflect the status of the TH Bridge Program, and current funding/capacity limitations.
- Published RFP, and chose consultant (Bowman, formerly Trudell Consulting Engineers) 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, via NRPC's TPI agreement. Project kickoff is expected in early May.
- Compiled and submitted FY2024 Municipal Complete Streets data submissions.
- Continued MVRT Management Plan drafting, updates, and discussion with Rail Trail Council members and AOT Trails and Planning staff.
- TPI Mid-Year Review with AOT Planning Coordinator.
- Assisting the town of Isle La Motte to rewrite draft RFP and various bid documentation to better suit upcoming roadway and culvert projects.

- Reviewed and provided feedback for upcoming paving projects (still in planning stages): VT104A resurfacing (Georgia-Fairfax STP PS26(6)), and US 7 and VT 207 paving (St. Albans Town-Swanton STP PS25(7)), traffic signal improvements at the intersections of US 7 and Franklin Park West, Highgate Commons Road (St. Albans Town STPG SGNL(61)).
- Attended first public meeting for US2/Clay Point Road intersection Scoping. This project is to develop short- and long-term alternatives that aim to improve intersection safety while providing reasonable accommodations for existing traffic. NRPC serves on the Advisory Group for this project.
- 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
- Responded to technical assistance request from Isle La Motte regarding status of private road.
- NRPC serves as the Municipal Project Management (MPM) for many local transportation projects. Recent activities and/or milestones include:
  - *Pidgeon Hill Culvert (Franklin)*- Continued preparing file archive for transmittal to Town.
  - *Longley Bridge Road Streambank Restoration (Montgomery)*- Prepared reimbursement request and processed construction inspection invoice.
  - *US 2-Featherbed Lane Scoping (South Hero)*- Project kick off meeting being scheduled.
  - *Sidewalk Scoping Study (Richford)*- Preferred alternative selected; final report being drafted.
  - *Sidewalk Scoping Study (Sheldon)*- Scoping consultant hired, kickoff meeting to be scheduled in early May.

#### Emergency Management

- Coordinated Franklin County Regional Emergency Management Committee quarterly meeting. The main topics were state wildland fire resources and support and community fire risk reduction programs.
- Coordinate Grand Isle County Regional Emergency Management and Mutual Aid Committee meetings. The main topics were the annual budget, training opportunities, and inter departmental collaboration.
- Continued working with municipal officials in Alburgh, Berkshire, Montgomery, North Hero, Fairfax, St. Albans City and South Hero on local Hazard Mitigation Plan updates to meet FEMA compliance.
- Participated in EM meeting with Swanton Village and Town EM officials and VEM staff.
- Continued working under EDA resiliency grant for hazard mitigation projects along the Lamoille River involving mitigation projects for transportation and water supply infrastructure.
- Provided local EM planning support to Montgomery and St. Albans City EM officials.
- Met with South Hero Zoning Administrator to review new draft FEMA digital special flood hazard data for part of the local review process.

#### GIS

- Continued to work on a Draft Zoning Map for Swanton.
- Created a surface water map of Highgate/Swanton for Franklin County NRCD.
- Started updated the 2025 E911 maps.

#### 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 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.
- Staff attended a meeting for local officials hosted by FEMA and USGS regarding the release of draft flood hazard area maps. Staff are providing assistance to several municipalities in reviewing the data.

#### 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 to be reviewed at municipal meetings throughout the spring. Initial drafts have been prepared for all of the region's municipalities as of April.
- Continued holding meetings with selectboards and planning commissions to review the draft maps and housing targets. Met with Berkshire, Fairfax, Fairfield, Georgia, Richford, Grand Isle, and North Hero in April.
- Continued to refine Future Land Use maps based on feedback from municipal meetings.
- Planned public outreach and communications for the Regional Plan.
- Continued work on 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/>.

#### 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).
- Partnered with St. Albans City for a successful energy grant, including support for the City energy committee and planning, transportation coordination, and equipment to enhance learning in BFA Technical Center building trades.
- 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.
- Coordination on Bakersfield's Community Tree Planting Grant.

#### Water Quality

- Continued as the regional Clean Water Service Provider (CWSP) for Lamoille and Missisquoi basins. In that role we:
  - Opened latest tri-annual project funding rounds in Lamoille and Missisquoi basins. Conducted bi-monthly BWQC meeting in the Missisquoi basin, and distributed draft cost-effectiveness thresholds in both basins.
  - Issued annual Request for Qualifications (RFQ) for potential design and construction contractors who wish to complete projects supported by Clean Water funds. .

- Launched Operation & Maintenance (O&M) survey to measure partner interest in project O&M activities, refined O&M systems in wake of first completed monitoring visit, and developed O&M site access agreements
- Continued to carry out FY 24-25 Tactical Basin Planning tasks such as distributing new septic guide. Developed and submitted final draft work plan for FY 25-26, with goal of increasing funding level 15-20 percent.
- 
- As part pf NRPC-led work under banner of Regional Stormwater Education Program (RSEP) /Franklin County Stormwater Collaborative, staff
- Hosted annual rain barrel building event at Mill River Brewing on April 13, where 20 participants spent the afternoon building their own rain barrels to use at home. Hosted rain gardens webinar, featuring a presentation from Friends of Northern Lake Champlain's project manager Josh Serpe. Tentatively scheduled clean water project presentation with North Hero Shoreland committee.
- Joined Swanton Village officials in welcoming representatives of New England Water Infrastructure Network (NEWIN) as they initiated stormwater planning and design series in our region.
- Continued to investigate local opportunities for participation in "WISPr" funding program- which helps to fund natural resources based water quality projects.
- investigated funding sources for areas of concern in Enosburg Falls and Swanton, and continued exploring project development opportunities in Georgia, .

#### 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.
- June 3, 2025 NVEDD meeting will be held in Franklin County, with focus on rail trails and outdoor recreation economy.
- First Annual Vermont Rail Trails Virtual Meet Up for rail trail councils, trail champions, and Regional Planning Commissions staff will be held April 29, 2025, creating a platform for sharing information and resources around the outdoor recreation economy.

#### 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 April 17th for updates from members, and a presentation by NRPC/FCIDC Town of Bakersfield on Brigham Academy, and developer Corey Parent on building/remodeling of homes in Franklin County. Monthly meetings will be used for presentations of promising properties (successes and challenges) and navigation support.
- ADU/Duplex Pilot: Provided navigation support for three applicants who have been accepted into the program. Two out of three program participants are moving forward with design and permitting. Consideration of doing a second round of ADU promotion and funding.

#### Building/Office

- None.



# Northwest Regional Planning Commission

75 Fairfield Street  
St. Albans, Vermont 05478  
PHONE 802-524-5958  
WEB [nrpcvt.com](http://nrpcvt.com)

To: Board of Commissioners  
From: Bethany Remmers, Assistant Director  
Date: April 22, 2025  
Subject: Proposed FY25 Budget Adjustment

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The Finance and Operations Committee met on 4/14/2025 to review the proposed FY25 budget adjustment and is recommending approval by the board at the April meeting.

The total projected revenues have been revised down from \$3,732,654 to \$3,273,498, a 12.3% decrease (or \$459,157). Total expenditures are reduced from \$3,693,171 to \$3,272,682, a 11.4% decrease (or \$420,489). The projected year-end budget surplus has been reduced from \$39,483 to \$815.

## **Key Changes-Revenues:**

### **Increases:**

- Line 9- Regional Planning Funds (ACCD): +\$79,992 (+13.3%)
  - Reflects increase in annual allocation of planning funds from the Agency of Commerce and Community Development.
- Line 12-Public Safety: +\$12,364 (+21.1%)
  - Includes three new municipal contracts to prepare Local Hazard Mitigation Plans.
- Line 20-EDA: +\$159,800 (+110.2%)
  - Reflects an increase in anticipated work during FY25 on the Northern Vermont Economic Development District Recovery and Resiliency Plan funded through an EDA Disaster Resiliency grant. The project will continue into FY26.

### **Decreases:**

- Line 10- VAOT: -\$76,301 (-20.5%)
  - More of FFY24 Transportation Planning Initiative grant (10/2023-9/2024) used in NRPC's FY24 than originally budgeted.
- Line 15- Clean Water Service Provider: -\$183,630 (-17.7%)
  - Reflects slower project implementation than anticipated. Project implementation—and corresponding revenues—anticipated to be higher in FY26.
- Line 16- Natural Resources: -\$103,293 (-47.1%)

- Stopped grant with Lake Champlain Basin Program to replace a culvert on Black Falls Road due to shortfall of construction funds. NRPC is pursuing other grant funds to continue the project in FY26.
- Line 17- Other Federal Grants: -\$337,784 (-41.2%)
  - EPA Government to Government Environmental Justice Grant.
    - Terminated by federal administration on March 27, 2025, cancelling the \$875,000 multi-year grant for active transportation projects in Franklin and Grand Isle counties. NRPC is appealing the termination.
    - Decreased FY25 revenue from \$292,255 to \$9,971 to reflect work completed prior to termination.
  - DOE Energy Efficiency and Conservation Block Grant (under line 17-*Other Federal Grants*)
    - Project terminated by federal government prior to contract execution. The project's scope of work included a transportation needs assessment and energy related training for career and tech education.
    - Budgeted FY25 revenue from this grant was \$50,500 which has been adjusted to \$0. NRPC anticipates undertaking similar tasks in FY26 under a new grant in partnership with St Albans City.

### **Key Changes-Expenses**

#### **Increases:**

- Insurance: +\$2,000 (+16.7%)
  - Increased coverage and moved account to Property and Casualty Intermunicipal Fund (PACIF) with Vermont League of Cities and Towns.
- Org Dues: +\$10,000 (+76.9%)
  - Increased to fund NRPC's share of one-time study—*Statewide Regional Planning Commission (RPC) Network Assessment*.
  - This statewide assessment of performance and accountability for Vermont's RPCs was required by the Vermont legislature.

#### **Decreases:**

- Line 41- Professional Services: -\$393,174 (-20.2%)
  - Decreases correspond to either terminated contracts or projects that have had slower progress in FY25 and will continue into FY26.
- Line 28- Building Costs: -\$18,750 (-40.4%)
  - Reduced fit-up/renovation allocation to reflect need and balance the budget.

	A	B	C	D	E
1	<b>NORTHWEST REGIONAL PLANNING COMMISSION</b>				
2	<b>FY25 Budget- <i>Proposed Adjustment</i></b>				
3	<b>Adopted by the Board of Commissioners: 6/26/2024</b>				
4	<b>July 1 2024-June 30 2025</b>				
5		<b>FY25</b>	<b>Proposed</b>	<b>Change</b>	
6		<b>Adopted</b>	<b>FY25 Adj.</b>	<b>% Change</b>	<b>\$ Change</b>
7	<b>REVENUES</b>	<b>3,732,654</b>	<b>3,273,498</b>	<b>-12.3%</b>	<b>(459,157)</b>
8	Mun Assmt	68,389	68,389	0.0%	0
9	Reg. Planning Funds (ACCD)	602,798	682,790	13.3%	79,992
10	VAOT	372,650	296,349	-20.5%	(76,301)
11	Grants in Aid Equip	0	0		0
12	Public Safety	58,626	70,990	21.1%	12,364
13	Municipal	98,850	68,621	-30.6%	(30,229)
14	Shared Services	174,335	164,335	-5.7%	(10,000)
15	Clean Water Service	1,035,630	852,000	-17.7%	(183,630)
16	Natural Resources	219,121	115,828	-47.1%	(103,293)
17	Other Federal Grants	820,755	482,971	-41.2%	(337,784)
18	Other State Grants	92,000	104,500	13.6%	12,500
19	Interest	1,500	4,000	166.7%	2,500
20	EDA	145,000	304,800	110.2%	159,800
21	Healthy Roots	0	9,026		9,026
22	Miscellaneous	43,000	48,898	13.7%	5,898
23	FY 24 carry forward	0	0		0
24					
25	<b>EXPENSES</b>	<b>3,693,171</b>	<b>3,272,682</b>	<b>-11.4%</b>	<b>(420,489)</b>
26	Payroll	1,099,128	1,095,506	-0.3%	(3,622)
27	Benefits	346,010	340,121	-1.7%	(5,889)
28	Building	46,375	27,625	-40.4%	(18,750)
29	Insurance	12,000	14,000	16.7%	2,000
30	Org Dues	13,000	23,000	76.9%	10,000
31	Tel/Online	19,500	19,500	0.0%	0
32	Postage	2,500	2,500	0.0%	0
33	Supplies/Equip	65,000	70,000	7.7%	5,000
34	Advert	5,000	5,500	10.0%	500
35	Printing	7,000	5,000	-28.6%	(2,000)
36	Travel	18,000	14,000	-22.2%	(4,000)
37	Meeting/Wkshp	16,000	14,000	-12.5%	(2,000)
38	Technology/GIS	17,665	17,000	-3.8%	(665)
39	Healthy Roots	0	549		549
40	Software and IT	48,500	48,500	0.0%	0
41	Prof Serv	1,943,504	1,550,330	-20.2%	(393,174)
42	<u>Service Fees</u>	0	4,301		4,301
43	Grants in Aid Equip	0	0		0
44	PAT RESERVE	0	0		0
45	EQUIP RESERVE	0	0		0
46	LONG-TERM RESERVE	0	0		0
47	BUILDING RESERVE	0	0		0
48	FOUNDATION TRANSFER	21,250	21,250	0.0%	0
49	HRC ASSET TRANSFER	12,739	0	-100.0%	(12,739)
50	<b>BAL END</b>	<b>\$ 39,483</b>	<b>\$ 815</b>	<b>-98%</b>	<b>\$ (38,667)</b>