



## 56<sup>th</sup> ANNUAL MEETING

Jay Peak Resort  
Jay, VT

August 29, 2006

Those attending:

### Directors

Rep. Don Bostic  
Reginald Bunnell  
Sen. George Coppenrath  
Robert Croteau  
Fred Cushing  
William Davies  
Ken Davis  
Jean Dedam  
Jeanne Desrochers  
Conrad Doyon  
Al Duey  
Michael Dunn  
Martha Feltus  
Jim Greenwood  
Elwood Guyette  
Mark Joyce  
Tom Joyce  
Rep. Duncan Kilmartin  
Real Lanoue  
Rep. Leigh Larocque  
Rep. Michael Marcotte  
Carol Moore  
David Redmond  
Art Sanborn  
Cathy Sargent  
Sen. Robert Starr  
John Ward

### Guests

Katie Anderson  
Dick Baraw  
Ted Brady  
Steve Campbell  
Alice Clafin  
Mike Clafin  
William Costa  
Joyce Croteau  
Phil Croteau  
Edna Cushing  
Beth Demers  
Katherine Dickson  
Laura Duey  
Jon Freeman  
Stephanie Goss  
Chet Greenwood  
Robert Guyer  
Cathy Guyette  
Peter Hanson  
Marie Hemond  
Robert Ide  
David Keenan  
Jay Kerch  
Mark Koprowski  
Jolinda LaClair  
Paul Lambert  
Lily Lavigne  
Gary Leach

Melissa Leach  
John Mandeville  
Joyce Mandeville  
Danielle Marcotte  
Tim McGuire  
Katrina Meigs  
John Miller  
Paul Monette  
Sally Patterson  
John Perkins  
Thomas Porter  
Mike Quinn  
Bill Roberts  
Anthony Rootham  
Alan Ruggles  
Joel Schwartz  
Patricia Sears  
Nancy Sheltra  
Tom Slayton  
Bill Stenger  
Tom Stillwell  
Kim Tanner  
Michael Welch  
Anita Wellman  
Janice Wilson  
John Wilson  
Jeannine Young  
Joseph Young

Staff: Annalei Babson, Shannon Bedor, Judy Butson, Brian Hanson, Alison Meaders, Steve Patterson, Mary Paull, Spike Wellman, Laurie Zilbauer

The 56<sup>th</sup> Annual Meeting was called to order at 7 PM. Bill Stenger, president and general manager of Jay Peak Ski and Summer Resort welcomed all and gave thanks to the NVDA staff, the current board members, past board members and all the people that make NVDA an important part of the community.

President Joyce recognized the following organizations and people for their efforts on behalf of NVDA: Ted Brady from Senator Leahy's office, Jolinda LaClair from USDA Rural Development, Mike Quinn Commissioner of the VT Department of Economic Development, Tom Porter and Bill Roberts from VEDA, Robert Ide, Director of Energy Efficiency for the Public Service Board and Lily Lavigne International Trade Advisor from Quebec.

He also recognized the following elected officials and thanked them for their efforts: Sen. George Copenrath, Sen. Robert Starr, Rep. Don Bostic, Rep. Duncan Kilmartin, Rep. Leigh Larocque and Rep. Michael Marcotte.

President Joyce asked that those present take a moment of silence to remember our board members Cindy Shover, Donald Wood and Lew Shattuck who passed away during 2006.

Steve Patterson recognized NVDA's staff – Annalei Babson, Shannon Bedor, Judy Butson, Jim Davis, Brian Hanson, Alison Meaders, Tracy McIntyre, Doug Morton, Mary Paull, Merike Petrich, Spike Wellman and Laurie Zilbauer for their achievements and commitment.

Jolinda LaClair Director of USDA Rural Development spoke about what USDA Rural Development is and what they do. They work with affordable housing, business development, water/wastewater infrastructure, community facilities, and a number of initiatives that NVDA staff work on are financed in part by USDA Rural Development. She presented to Steve Patterson on behalf of NVDA a check for \$90,000.00 for the Forest Products Center and a check for \$41,000.00 for the Housing Project.

A motion by Conrad Doyon, seconded by Sen. Robert Starr, to approve the minutes of the 2005 Annual Meeting carried unanimously.

President Joyce appointed Conrad Doyon and Judy Butson as clerks to count the election ballots.

Steve Patterson introduced the keynote speaker, Tom Slayton, a Native Vermonter and Editor of Vermont Life Magazine who spoke about Vermont living in the Northeast Kingdom (Caledonia, Essex and Orleans counties). He spoke of its culture, beauty and unspoiled splendor.

Conrad Doyon announced the results of the election of officers as follows:

President	William Davies, Barton
Vice President, Caledonia County	Martha Feltus, Lyndonville
Vice President, Essex County	Reginald Bunnell, Granby
Vice President, Orleans County	Michael Dunn, Derby
Secretary/Treasurer	Brent Beck, Waterford

The motion for ratification of the election results was made by Conrad Doyon, duly seconded and carried unanimously.

Incoming President William Davies was then introduced. He spoke briefly about his prior terms as president of NVDA.

William Davies presented Mark Joyce with a plaque as recognition for his efforts as President of NVDA.

A motion for adjournment by Conrad Doyon, seconded by Reginald Bunnell, carried unanimously.

President Davies adjourned the meeting at 8:30 PM.

**Staff Report**  
**June-August 2006**

**Annalei Babson, Planner:**

Annalei Babson has begun work on the new project called "Northeast Wood". NVDA has combined efforts with NCIC to conduct a feasibility study of constructing and operating a Northeast Kingdom Forest Product Center to serve as a Retail and Visitor Destination, a Trade Association and a Design Institute.

Annalei is also working on a project with the North Country Chamber to develop a NEK historical video. She has been assisting the Town of Craftsbury with a Wellness Center study. Work continues with the Town of Troy on their Town Plan update. She has also given assistance to the Agency of Natural Resources with the formation of a Memphremagon Watershed Council which will be organized to address water quality issues within the watershed.

**Shannon Bedor, Administrative Assistant:**

June was a busy month with public hearings and board meetings to finalize and approve the Regional Plan. July and August were filled with preparing for the Annual Meeting and preparing material for the auditors. Training with Judy on the new accounting software is going smoothly and seems to save us time.

**Judy Butson, Business Manager:**

All accounting and related financial reporting was processed for NVDA, Avenue Associates, Inc., and the St. Johnsbury/Lyndon Industrial Park Board for the months of June - August 2006. NVDA purchased the new windows accounting software from GMS (Grants Management System) and actual use of the new system started July 1. The system is running well and the transition has been smooth.

Grant administration work for a special HUD Grant to staff and pay expenses for the NEK Collaborative continues.

Revolving Loan Funds (RLF) – one potential borrower received full funding from another lender. We have no loan requests pending. Work has begun on revising the current work plan for the RLF.

The Board of Directors approved the FY2007 Budget at their meeting in June.

Work has started on the FY2006 Audit and we anticipate completion by the end of December 2006.

**Jim Davis, Economic Development Specialist:**

No report this time.

**Brian Hanson, Implementation Specialist:**

During this period I have been working on three different projects involving contracts. These include research for a new town plan for Holland, the Coventry Zoning Bylaw, and the administration of the VCDP grant being used as partial funding for the Jay Peak Golf Course.

The research for the Holland Town Plan has been completed and included a considerable amount of Census data research.

The front nine holes of the Jay Peak Golf Course was opened in June and the back nine holes are now complete and will be opened next Spring. While the construction of the back nine are complete, it will take some time for the grass to grow in.

Coventry is in the process of preparing its first Zoning Bylaw. In fact, NVDA delivered the first draft of this bylaw to the Coventry Planning Commission at the end of July.

This summer we have had three towns request regional planning commission approval of their town plans. These towns include Craftsbury, Glover, and Morgan. The Board has already granted their approval to the Craftsbury and Morgan Town Plans and the Glover Town Plan will be presented to the Board at the September meeting.

**Tracy McIntyre, GIS Specialist:**

The summer has been busy with many municipal planning projects, economic development support maps and assorted other projects.

On the planning front I have produced maps for the towns of Brighton, Burke, Glover Holland, Maidstone and Troy.

For economic development I have produced maps for the Hardwick and Lyndon-St Johnsbury industrial parks. I am in the middle of an inventory and evaluation of marketable lands along our regions active rail. I have also produced several location maps in support for businesses seeking grants or loans.

There have been a number of small projects, such as: An area map in support of a disaster training even in Orleans Village, Site evaluation for a gravel pit in Lowell and several location maps for town and regional grant projects. This has also been a busy summer providing consultants and State personnel with digital GIS data.

**Alison Meaders, Senior Planner:**

We've seen an increased demand for technical assistance, particularly from towns looking to amend their zoning to address development pressures. In response to this, we've developed "Zoning 101 for Citizen Planners," a two-hour course that looks at the nuts and bolts of writing and implementing zoning bylaws, as well as an overview of smart growth strategies for planning commissioners to consider. The training is designed be 99% free of technical and statutory jargon. So far, I've done trainings in Danville, Burke, and St. Johnsbury. VLCT is also on board with this and has participated in two of the trainings. The feedback we've received so far has been positive, and I think that we'll be doing more of this in the future.

Also on the technical front, work with the Burke Planning commission is heating up. We are under contract to rewrite their zoning bylaws, and, most importantly, establish multiple zoning districts and subdivision regulations that will allow the town to manage and mitigate the impact of the 700+ unit development proposed by the Ginn Company.

Two other projects in the planning and zoning arena are Brighton and Maidstone. In Brighton, I've been working with Merike to revamp their zoning regulations. After several meetings with the planning commission and with local officials, this project is starting to wind down. Barring any surprises, Brighton should be able to start the adoption process soon. In Maidstone, I'm working with the Planning Commission to draft a new town plan. They've been very industrious over the summer, and a draft is now complete. They are going to review the town plan one more time on September 11 and hopefully will decide to start the adoption process.

I'm also managing several grants. Two grants – the Early Childhood Professional Development Center, and the Northeast Kingdom Wireless Initiative – are scheduled to close by the end of the year. The Irasburg Sidewalk Project, which involves VTrans Local Transportation Funds, is now in the engineering stages. The engineering firm will present conceptual plans on September 11. And, finally, the Downtown Newport VCDP grant is just starting to get underway. This planning grant will be used to hire a downtown coordinator for Newport City.

Finally, I've spent a great deal of time putting together the Annual Report for 2006. Next up is NVDA's newsletter, *In Progress*.

**Doug Morton, Transportation Planner:**

**Regional Project Priority List**

As a result of the TAC's input on the RPPL NVDA will perform a feasibility/conceptual alignment study at the intersection of Rt 5/105 in Derby Center. We continue to review the RPPL to track project movement.

**Traffic Counting & Traffic Count GIS**

NVDA is wrapping up the 2006 counting season. We will have completed appx 130 volume counts spread throughout the region. We will also be completing 20 turning movement counts. All of this data will be added to NVDA's website. The actual field work will be completed by the end of September.

**Twin State Railroad**

Staff continues to monitor developments concerning Twin State Rail line.

**Lamoille Valley Rail to Trail**

Staff has been following developments in the statehouse and the governor's office regarding the lease negotiations between the state and VAST. We have participated in several discussions with our legislators regarding the use of ATVs along the LVRT. The issue remains unresolved as of this writing. VAST has formed the management committee and they have begun to meet. The RPC's are now beginning the process of forming the advisory committee membership. We hope to have the advisory committee formed by late October early November.

**Jay Transportation Infrastructure Study**

The public meeting was held on the 26<sup>th</sup> of July and was well attended. Several issues were brought up by the attendees that were added to the revised final draft. This draft is currently being reviewed by the steering committee and a final public meeting will be held before the end of September.

### Ad Hoc Technical Assistance

Staff has responded to several requests for Technical assistance.

### Town Bridge and Culvert Inventory

This project has been completed for the year. The data is being distributed to the towns and to VCGI.

### Safe Routes to School

NVDA has hired Karen Aiken to serve as our regional coordinator. The program will not really get going until the schools are open and the faculty are ready to devote time to the program. Karen is currently meeting with the administrators and local teams to lay out the strategy for the coming year.

### FFY '07 Contract

NVDA has received unofficial word that our '07 contract has been signed and simply needs to be returned to us. If this is in fact the case then we are all set to begin our '07 work plan as of October 1.

### Newsletter

Long overdue NVDA staff will put out a transportation newsletter by the end of September. This will primarily go to Select Boards and Road Foremen.

### **Mary Paull, Economic Development Coordinator:**

Our counterparts from Magog/Sherbrooke visited the NEK in July and we were joined by our friends at the VT Dept of Economic Development. Several joint projects are on the drawing board at this time.

We have talked about hosting Quebecoise (conversational French) lessons for quite some time. We may finally have our instructor. Now we need to work on a structure for the classes. We hope to begin in the Newport area in late October. Stay tuned!

The NEK Workforce Investment Board is undergoing staffing and restructuring changes.

We continue to make business calls on a regular basis.

The summer has been relatively quiet as far as new business prospects, so a good deal of time is spent on follow ups to some we have talked with in the past.

Staff continues to attend/serve on the North Country Career Center Regional Advisory and the NCCC Adult Ed Advisory Board, the Newport State Airport Corporation, the NEK Workforce Development Board, the NEK Collaborative, the Cross Border Forum, and the Quebec/VT Lake Memphremagog Steering Committee.

SBDC - Referrals have included outdoor services, natural wood products, fabrics, construction materials, and tourism related services.

### **Merike Petrich, Planning Manager:**

The Island Pond Welcome Center Project is progressing. The Brighton Community Forum has purchased the property, upon which the facility will be built. Asbestos removal and demolition are imminent. The bid documents are also largely complete, subject to agency reviews. The project is somewhat under-funded, but we are trying to assist the Forum to find various ways of dealing with the short-fall.

The Rural Business Opportunity Grant that I prepared earlier in the year was funded by USDA Rural Development. The \$90,000 grant will be used to assess the feasibility of developing a wood products resources center in St. Johnsbury village or another Northeast Kingdom location. The wood products resource center is envisioned to consist of three major components: 1) a visitor destination with retail and wholesale functions, 2) a trade association for wood products manufacturers that will serve as marketing organization as well as a center for technology and innovation and 3) a design institute that provides institutional support to the creative aspects of wood products manufacture.

The above will be a consultant project that relies heavily on participation of a local project advisory committee as well NVDA and NCIC (our project partner) staff. The project advisory committee will be comprised of representatives from the forest product industry, building contractors, architects and professionals from other creative fields, financial and business experts, as well as community leaders. An RFP has been distributed to nine consultants with a submittal deadline of September 15.

We are waiting with bated breath to find out whether the Saving Americas Treasures grant, which I prepared for Catamount Arts several months ago, has been funded. In July, I assisted the organization to address Section 106 concerns of the Division for Historic Preservation, by finding a certified architectural historian for Catamount.

The Agency of Commerce and Community Development year-end report for the planning commission was submitted in a timely fashion.

I am currently assisting a small business to retain a website designer under the Northeast Kingdom Business Planning grant program.

**Spike Wellman, Economic Development Specialist:**

No report this time.

**Laurie Zilbauer, Planner:**

Regional Plan:

The Energy Committee finalized the 2011 Energy Strategy and presented it to the Board for approval, after which NVDA held two public hearings on the new language to be incorporated into the Regional Plan. The first hearing was held on June 15<sup>th</sup> in Lyndonville and the second was held on June 27<sup>th</sup> in Derby. Both Hearings were very well received and the public praised our efforts. The Regional Plan was then presented for adoption on July 29<sup>th</sup>, 2006 and received unanimous approval. The Regional Plan for the Northeast Kingdom 2006 was officially effective on August 4<sup>th</sup> 2006. Yeah!

Critical Facility Project:

Project data collection continues. A second batch of data was sent to VCGI for review to QAQC. Data was considered excellent and collection and entry continues.

Brownfield Program:

We have been awarded the \$200,000 for Petroleum based site assessment! I attended a Grant Training Workshop at the end of June and prepared the BF Program Work Plan and finalized the budget. Technical assistance has begun and preliminary meetings have been held with a few properties and the Agency of Natural Resources.

Troy Town Plan:

The plan updating is moving along great. Annalei and I have met with the Planning Commission several times now and have completed drafts for the Utilities & Facilities Section, Housing Section, Education Section, Transportation Section, and Energy Section. I have also begun to write a Municipal Planning Grant for Troy to finish off the planning process.

Burke Assistance:

With the coming development by the Ginn Company on Burke Mountain, I have been working with Alison on Burke Technical Assistance and have tried to increase NVDA's presence as regional assistance. Planning projects are currently being developed.

Growth Centers:

I have prepared the Regional Meeting on Growth Centers. The meeting will be held in September to explain the impact of this legislation, review data and planning strategies, and discuss the legislation and regional concerns.

St. Jay-Lyndon Industrial Park Co-generation Study:

I worked with St. Johnsbury and industrial park businesses to procure a consultant for the study. We have chosen Northern Power as our consultant. They are in the process of analyzing each business's energy needs. Initial Progress Reports to VCDP have also been completed.

Island Pond Welcome Center:

I have assisted Merike while she was on vacation with the Brighton Community Forum purchase of the future site for the Island Pond Welcome Center.

Pandemic Flu Planning:

NVDA has joined on with other RPCs and the Department of Health in offering a regional workshop and one-on-one training to complete Continuity of Operations/Government Plans for 10 of our towns. An initial meeting was held in Rutland and I have selected the first 10 towns to Year 1 funding. Year 2 funding will help with the remainder of our communities. The first meeting is set for September.