



*Northeastern Vermont
Development Association*

EXECUTIVE COMMITTEE MEETING MINUTES

NVDA Office, St. Johnsbury, VT | Zoom | May 22, 2025, 6:00 PM

Those attending:

Committee:

Fred Saar
Cynthia Stuart
Mike Metcalf
Farley Brown

Marty Feltus
Mark Whitworth
Hope Colburn

Staff:

David Snedeker
Jennifer Burchell
Tina Gonyaw
Judy Butson

Guests:

None

The Meeting was called to order by Fred Saar at 6:00 PM.

Update Agenda

Added a discussion regarding NVDA's 75th Anniversary Annual Meeting to Other Business.

Minutes

A motion to accept the minutes of the April 24, 2025, meeting as presented was made by Hope Colburn and seconded by Mike Metcalf. The motion was approved unanimously on a voice vote.

Financials

The March 2025 Unaudited Financial Statements were discussed. Marty Feltus noted that March looked good, and the organization was at 92% of revenue and 72% of expense for the year. A motion to approve the financials subject to audit was made by Marty Feltus and seconded by Cynthia Stuart. The motion was approved unanimously on a voice vote.

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The regional planning and development commission serving The Northeast Kingdom: Caledonia, Essex and Orleans Counties
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Budget Draft & Discussion

Judy Butson presented the FY2026 Budget draft for review and discussion. Marty asked how secure federal funds were for the organization and inquired about budgeting for new hires. Judy reported that Dave Snedeker had been successful with the Brownfields program and that NVDA was awarded a \$1.2 million new grant. Dave commented that EDA was open and active again and that the funds seemed secure, but FEMA was still uncertain.

Judy reported that there was room in the budget for one new planner. Dave was going to coordinate with Doug on the transportation budget and a potential contract amendment. Cynthia suggested that a new strategic plan could be beneficial for the organization.

Hope asked if there were any concerns about loan payments, or possible defaults. Judy and Tina Gonyaw reported that there had been no issues with payments, nor did they anticipate any in the future. All loan payments were current.

Discussion ensued on how excess budget funds for FY2025 were being spent. Dave explained that federal funding for AmeriCorps workers had been terminated recently and that NVDA had offered to support local non-profit organizations with AmeriCorps workers on staff where funds had been cut. The committee agreed that this was good use for NVDA excess funds. Dave will reach out to other organizations offering support for their AmeriCorps workers. Cynthia also suggested that KURRVE had shifted their priorities recently and could be another local organization to work with on flood-related matters.

Judy will continue making budget adjustments, but she anticipates no major changes. The Executive Committee agreed to approve the current budget for presentation to the full board in June, with a provision to revisit with an email vote if changes exceeded 10% of the total budget.

Bylaws Update

David reported that NVDA's attorney, James Murphy, reviewed the Bylaws and found no issues with the proposed changes.

Director's Update

David Snedeker presented an overview of the Director's Report. The full report is attached to these minutes as an addendum. Some discussion ensued about town planning. Mark Whitworth asked if it was necessary for each town to have a town center or hamlet, as some towns want to be more restrictive in their development. Farley Brown reported that some people in her town were stuck on the term "hamlet" as they worked on their local land use map. Both reported positive experiences working with NVDA planners on their town plans. Dave and staff will continue working with towns on future land use mapping and compliance with Act 181.

Public Input

None

Other Business

NVDA's 75th Anniversary Annual Meeting was discussed briefly. The meeting is scheduled for October 9th, 2025, at the Orleans Country Club. Tina reported that she and some staff members had visited the meeting site. Discussion ensued about meeting times, food options, and invitations. A preference for an earlier time was presented, along with heavy hors d'oeuvres in lieu of full meals to encourage socializing. The proposed time for the meeting was 4:30 PM – 6:30 PM. Dave Snedeker reported that he was waiting to hear from Governor Scott about being the guest speaker. Discussion ensued about incorporating visual showcases of NVDA's work in the meeting, possibly using Canva or working with local students.

Adjournment

The meeting was adjourned at 6:36 PM with a motion by Marty Feltus and seconded by Mike Metcalf. All were in favor.

Respectfully Submitted,

Jennifer Burchell,
Administrative Assistant & Bookkeeper
Northeastern Vermont Development Association



May 22, 2025

To: NVDA Executive Committee

From: David Snedeker, Executive Director

Re: NVDA Director Updates through May 22, 2025

Thank you once again for your leadership and participation in the NVDA organization.

Brownfields: In November 2024, NVDA applied for \$1.2M in EPA assessment funds. On Friday, May 16th we learned that our application was successful, and we can begin spending our new funding in July 2025. For the EPA RLF, we are expecting our first loan application for a site cleanup from a municipality in June, and possibly a second application as early as July. EPA must approve all cleanup loans.

The \$49,000 from a partnering RPC for additional assessment work in lieu of our own EPA funds has been expended. The partnering RPC has offered NVDA an additional \$50,000 for more assessments that will be helpful until our new EPA grant begins.

Regional Plan and Mapping: NVDA staff continues our work with SE Group on the rewriting of the NVDA Regional Plan. Staff are prioritizing mapping work on the Future Land Use areas (required for all RPCs due to Act 181). Outreach to local communities with our draft FLU maps has begun in earnest. Staff will meet in-person with 17 towns through May and June.

NVDA has added a list of Frequently Asked Question and webinars to our web page to learn more: <https://www.nvda.net/act181.php> (See Act 181 under the Land Use tab).

Flood Resiliency work: Flood recovery work includes an EDA-funded modelling effort of the Lamoille River Basin, which includes Hardwick in our region. The EDA effort will also include business preparedness and continuity of operations planning. With MTAP funding assistance, Vermont Integrated Architects (VIA) completed architectural & engineering designs for a new municipal services center in Hardwick. NVDA also covered the consultant costs for a Hazard Mitigation Grant application for Orleans Village as they move to flood-proof their municipal wastewater facility.

Municipal Energy Resiliency Program (MERP): Following NVDA's assistance with 51 municipalities to obtain energy assessments of 125 buildings in the region, staff continue assisting the 39 municipalities that were awarded implementation grant funding from BGS to complete the energy efficiency work.

Industrial Park activity: Vermont Renewable Gas remains in the PUC permitting process for a 2.2MW renewable generation project in NVDA's Lyndon industrial park. The day care facility (Dipper Doodles) in the St. J Industrial Park is expanding to meet demand. The repair garage being leased to the State of

VT for vehicle maintenance received an Act 250 permit for expansion. NVDA is updating the annual stormwater permit for the St. J – Lyndon Industrial Park. NVDA is actively working to find new tenants for the former BHS Composites building in the park.

Transportation work: NVDA staff and interns will be starting Summer field work in our municipalities very soon. Work will include Road Erosion Inventories (REIs), traffic counts and speed studies, and bridge and culvert inventories.

Regional Priority Project List (RPPL): NVDA staff completed the mid-year update of the RPPL list for the Agency of Commerce & Community Development. This list is used to guide state investments in local projects through funding programs such as NBRC, VCDP-CDBG, and the state brownfields program.

Workforce Development: NVDA engaged with the Northwoods Stewardship Center to assist the education and conservation organization to provide continuity and funds for (5) enrolled AmeriCorps members through the end of their contract period following cuts to their federal funding.

The above list of projects highlights just some of our work. Staff are also working in the areas of emergency management, water quality planning, transportation, mapping, and many other projects related to community and economic development in the Northeast Kingdom. Please contact me at dsnedeker@nvda.net if you have any questions. The support of the NVDA Board and our communities is greatly appreciated!

Thank you,

David Snedeker
Executive Director