

~ MINUTES ~  
**BOARD OF DIRECTORS' MEETING**  
**NVDA Main Office| Zoom**  
**March 27, 2025, 6:00 PM**

**THOSE ATTENDING:**

**Directors:**

In-person: Fred Saar, Keith Ballek, Jim Brown, Regina Hazel, Kenneth Linsley, Al Robertson, Chad Whitehead, Brent Smith, Mike Metcalf

Zoom: Steve Amos, Eileen Boland, Martha Feltus, Mark Whitworth, Farley Brown, Bill Davis, Larry Thompson, Bruce Berryman

**Public:** None

**NVDA Staff:** David Snedeker, Tina Gonyaw, Jennifer Burchell

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

**Updates to Agenda**

None

**Minutes**

A motion by Mike Metcalf, seconded by Jim Brown, to accept the minutes of the December 12, 2024 meeting as presented, carried unanimously on a voice vote.

**Financials**

A motion to approve the January Financial Statements subject to audit was made by Al Robertson and seconded by Jim Davis. 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  
NVDA is an Equal Opportunity lender, provider and employer

### **Audit**

Fred Saar commented that he spoke to NVDA staff and that no issues were reported. No further comments ensued. A motion to approve the FY2024 Audit Reports was made by Chad Whitehead and seconded by Al Robertson. The motion was approved unanimously on a voice vote.

### **Approval of Newark Town Plan**

David Snedeker presented the recommendation of the NVDA Town Plan Approval Committee for the Newark Town Plan. A public hearing was held March 10, the plan contained all required elements and was consistent with the regional plan. The review committee recommended approval by the full board. A motion by Mike Metcalf, seconded by Al Robertson, to grant regional approval of the Newark Town Plan, carried unanimously on a voice vote. Approval now gives the Newark Plan substantial deference in the Section 248 process in accordance with Act 174.

### **Public Hearing**

A motion was made by Fred Saar, seconded by Al Robertson, to open a Public Hearing to confirm the municipal planning efforts of the Towns of Newark and Greensboro. David Snedeker reported that both towns' planning efforts were confirmed, with Newark having its first confirmation in an 8-year cycle, and Greensboro having its second. A motion by Mike Metcalf and seconded by Fred Saar to confirm the municipal planning efforts of Newark and Greensboro carried unanimously on a voice vote. A motion to close the Public Hearing made by Fred Saar, and seconded by Mike Metcalf, was approved unanimously on a voice vote.

### **Director Update**

David Snedeker provided an update to the Board on the Brownfield's program progress, staff changes, community development projects, regional planning efforts, staff community visits, flood recovery work, energy initiatives, and industrial park developments. The full report is attached as an addendum. Bill Davis remarked on the need for NVDA to more widely share the many positive developments happening from its work in the NEK. A short discussion followed on the challenges of getting accurate information out to the public.

### **Other Business**

Al Robertson reported that Sheffield had finished their town plan which was voted on and approved by its town members on March 4, 2025. NVDA staff will follow up to assist with next steps for regional approval.

### **Public Comment**

None

### **Adjournment**

There being no further business, a motion by Jim Brown and seconded by Chad Whitehead to adjourn the meeting carried unanimously by voice vote. Board President Fred Saar adjourned the meeting at 6:24PM.

Respectfully Submitted,

Jennifer Burchell,

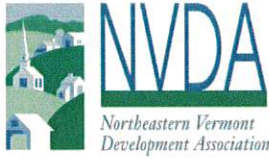
Administrative Assistant & Bookkeeper

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March 27, 2025

To: NVDA Board of Directors

From: David Snedeker, Executive Director

Re: NVDA Director Updates through March 27, 2025

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

**Brownfields:** In 2023, NVDA received for \$1M in EPA assessment funds and another \$1M in EPA brownfield revolving loan funds. We are now well into the 2nd year of the 3-year grant are already up to 36 site investigations (Phase 1 and 2 ESAs) in the region and have committed 100% of the assessment funds. For the EPA RLF, we still haven't made any loans to date for cleanup, but we expecting loan applications for two projects soon.

NVDA recently received \$49,000 from a partnering RPC for additional assessment work since our own EPA funds have been exhausted.

**NVDA staff updates:** Jennifer Burchell joined NVDA as a new bookkeeper in December to strengthen our business staff. This is critical as Judy Butson, our long-time business & finance manager is retiring at the end of June.

**Community & Economic Development Projects:** The end of 2024 saw ribbon-cutting events for two of the larger economic development projects where NVDA played a significant role: 1) The Yellow Barn Business Accelerator project in Hardwick, and 2) The NEKDC Bogner building renovation project in Newport. Both projects will create new jobs in the respective communities.

Other smaller, but impactful projects where NVDA assisted include renovations to the Craftsbury Community Care Center, planning for Powers Park in Lyndon, environmental assessments for the Wheelock Village Store and Bernie's Market in Concord.

**Regional Plan and Mapping:** NVDA staff resumed our work with SE Group on the rewriting of the NVDA Regional Plan after finally receiving guidance for the mapping of Future Land Use areas (Act 181). We are expecting to see a draft plan in the Fall/Winter of this year, which will be followed by public outreach to stakeholders for comments before we get to the public hearings. We will be doing outreach to local communities once our map is approved as local future land use maps will need to agree with the regional maps.



The Future Land Use mapping will be important not only for NVDA, but also for local planning commissions. 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). There will be more training opportunities in the coming months and NVDA staff will be out visiting with our local planning commissions.

**Flood Recovery work:** NVDA staff continue to share information on flood recovery resources. In addition to our normal outreach efforts after the 2023 and 2024 events, staff have participated in local recovery group efforts and long-term planning efforts. Staff are continuing with other regional commissions in the RIVER project (a resiliency initiative) and the communities of Barton, Glover, and Hardwick. Engineers from Stantec are assisting with cost-benefit analyses for various projects which would be necessary for FEMA Hazard Mitigation Grant funding. Other flood recovery work includes an EDA-funded modelling effort of the Lamoille River Basin, which includes Hardwick in our region. Also, with MTAP funding assistance, Vermont Integrated Architects (VIA) is assisting Hardwick with architectural & engineering work for a new municipal services center in the community.

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

NVDA also received \$85,000 in energy funding from the Dept. of Energy that will allow 20 low-income residents to buy in to VEC solar installations in Orleans County.

**Industrial Parks:** Vermont Renewable Gas is in the PUC permitting process for a 2.2MW renewable generation project in NVDA's Lyndon industrial park. VRG will also need an Act 250 permit for the development. NVDA recently closed on the sale of the remaining 20-acres of land it owned in the Orleans Industrial Park. NVDA does have a few available lots remaining in the St. J – Lyndon Industrial Park.

As always, the above list is by no means comprehensive as 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](mailto: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