



## EXECUTIVE COMMITTEE MEETING

**Foggy Goggle Osteria  
East Burke, VT**

**January 31, 2019  
6:00 PM**

### MINUTES

Those attending:

Committee:

Amanda Carlson  
Paul Monette  
Tom Robinson  
Fred Saar  
Grant Spates

Staff:

Tina Gonyaw  
David Snedeker

---

The Meeting was called to order by President Grant Spates at 6:09 PM.

**Update Agenda**

None

**Minutes**

A motion to accept the minutes of the October 25, 2018 meeting as presented was made by Paul Monette and seconded by Tom Robinson. The motion was approved on a voice vote.

**Financials**

A motion to approve the December 2018 Financial Statements subject to audit was made by Tom Robinson and seconded by Paul Monette. The motion was approved on a voice vote.

**Appointment to the Revolving Loan Fund Committee**

David Snedeker -

With the resignation of Conrad Doyon from the NVDA Board and the Revolving Loan Fund Committee at our December Board Meeting, an open seat exists on the loan committee. John Morley, NVDA Board Member expressed interest in joining the committee. No other names were suggested by the Executive Committee.

A motion by Fred Saar, seconded by Amanda Carlson, to appoint John Morley to the Revolving Loan Fund Committee. The motion was approved on a voice vote.

79 Coventry Street, Suite 4C Newport, Vermont 05855 802 334-5861 Fax: 802 334-5862

---

The regional planning and development commission serving The Northeast Kingdom: Caledonia, Essex and Orleans Counties  
NVDA is an equal opportunity lender, provider and employer

### **Hearing for Certification under Act 174 – Procedure**

David Snedeker -

Some of our region's towns are seeking certification of their locally adopted enhanced Energy Plans. Brighton's plan was certified using the process that NVDA uses for regional approval. Because there are time limitations with the request for Act 174 certification, an alternative process was suggested by Alison Low:

- Hold the required public hearing. It may or may not occur on the same evening as a town plan approval hearing, but it would be a separate hearing if it is the same night.
- After the hearing, NVDA staff will make a recommendation regarding certification, based on the compliance checklist supplied by the Department of Public Service and comment received in the hearing, to the Executive Director and the Board President.
- If certification is warranted, the certification will be signed by the Executive Director and Board President.

A motion by Paul Monette, seconded by Tom Robinson, to approve the certification process outlined for adopted Energy Plans. The motion was approved on a voice vote.

### **Industrial Park Lot Sale**

David Snedeker -

A local business has expressed interest in a lot at the Saint Johnsbury/Lyndonville Industrial Park. An offer was made that is lower than the suggested price in the Industrial Park Plan so Director seeking Executive Committee concurrence. The developable area of the lot was reduced following a re-classification of wetlands.

A motion by Tom Robinson, seconded by Paul Monette, to approve the sale of the lot at a reduced price. The motion was approved on a voice vote.

### **Executive Director Updates**

- Two loans were approved by the Revolving Loan Fund Committee and another loan request is pending.
- Three Letters of Intent for USDA grant applications were submitted – (1) regional marketing activities, (1) broadband planning, (1) leadership development
- Fiscal agent duties for NEK Collaborative began November 1, 2018
- Brownfields assessment work in process:  
St. Jay Hardware, SJDF Glove Factory, Hardwick Yellow Barn, Lyndon Town Garage, CN Brown (St. J), Bank Building (Hardwick), Gas Station (Hardwick)
- NVDA may be requested to use the RDC Exemption process like we did for a Lyndonville project.
- Landfill expansion – Act 250 hearing – “Proposed expansion conforms to solid waste goals of NVDA Regional Plan”
- Update on the Sect 248 hearing for the Dairy Air Wind and a recent Derby Solar decision by the PUC.
- Staff involved with significant community projects in Newport, St. Johnsbury, Burke and Hardwick

### **Other Business**

Two appointed Executive Committee Members that have been unable to attend meetings for multiple meetings. Director has reached out to those members by email and received no reply. NVDA will contact their respective towns to see if they would like to appoint other representatives.

With no other business before the committee, a motion was made by Amanda Carlson and seconded by Fred Saar to adjourn the meeting, carried unanimously. The meeting was adjourned at 7:05 PM