



**NVDA**  
*Northeastern Vermont  
Development Association*

## EXECUTIVE COMMITTEE MEETING

**Zoom Meeting**

**October 26, 2023**

**6:00 PM**

**MINUTES**

Those attending:

Committee:

Farley Brown  
Joel Cope  
Martha Feltus  
Mike Metcalf  
Cynthia Stuart  
Fred Saar  
Gina Vigneault  
Mark Whitworth

Staff:

Tina Gonyaw  
David Snedeker

Guests:

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

**Update Agenda**

None

**Minutes**

A motion to accept the minutes of the September 13, 2023 meeting as presented was made by Cynthia Stuart and seconded by Martha Feltus. 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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## **Financials**

The June, July, and August 2023 Unaudited Financial Statements were discussed and a motion to approve them subject to audit was made by Mike Metcalf and seconded by Joel Cope. The motion was approved unanimously on a voice vote.

## **New bank account Brownfield Revolving Loan Fund**

David Snedeker explained the need for a separate fund account for EPA Brownfield Revolving Loan Fund monies award to NVDA. EPA prefers to track the mix of loan funds by loans and sub-grants, so a separate account makes this easier.

A motion to approve the opening of a new account for the Brownfield Revolving Loan Fund was made by Joel Cope and seconded by Gina Vigneault. The motion was approved on a voice vote. NVDA staff will work to utilize a local bank for this new account.

## **ST. Johnsbury - NVDA - Developer MOU**

David Snedeker brought the possibility of being interim property owner for a new proposed housing development at 545 Concord Avenue in Saint Johnsbury, similar to what was done in Lyndonville years ago. A Phase One site assessment has been completed; awaiting Phase Two assessment to be initiated. If/when moving forward pending the results of the Phase Two assessment, the Town of Saint Johnsbury along with the developer will come before the board and present the MOU for consideration.

## **Other Business**

No new update on the Twin State Energy Project.

The meeting was adjourned at 6:19 PM with a motion to adjourn by Mark Whitworth and seconded by Mike Metcalf.