



NVDA
*Northeastern Vermont
Development Association*

EXECUTIVE COMMITTEE MEETING

Zoom Meeting

February 22, 2024

6:00 PM

MINUTES

Those attending:

Committee:

Fred Saar
Hope Colburn
Cynthia Stuart
Martha Feltus
Farley Brown
Gina Vigneault

Staff:

Tina Gonyaw
David Snedeker

Guests:

The Meeting was called to order by President Fred Saar at 6:05 PM

Update Agenda

None

Minutes

A motion to accept the minutes of the November 30, 2023, meeting as presented was made by Hope Colburn and seconded by Cynthia Stuart. The motion was approved unanimously on a voice vote. Dave informed the board that Jamie Murphy and Roena Whitehill filled the open seats on the Revolving Loan Committee.

PO Box 630 36 Eastern Avenue, Suite 1 St. Johnsbury, Vermont 05819-0630 802 748-5181 Fax: 802 748-1223

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

Financials

The December 2023 Unaudited Financial Statements were discussed and a motion to approve them subject to audit was made by Hope Colburn and seconded by Gina Vigneault. The motion was approved unanimously on a voice vote.

St. Johnsbury Industrial Park Milou, LLC Bottling Plant

David Snedeker

In 2022, NVDA sold a lot in the St. Johnsbury Industrial Park to Milou, LLC, a beverage manufacturing business currently located in Groton, VT. Due to business growth, they would like to build a new 12,000 sf bottling plant in the park that would create up to ten new jobs in the region.

The business received a state grant for a pre-treatment system that is necessary for Lyndon's municipal wastewater system that serves the park. They are in the process of obtaining local and state permits for their project.

The business is seeking NVDA's assistance with construction financing through the use of VEDA's subchapter 3 lending program that is only available to Regional Development Corporations. VEDA would make a loan to NVDA for the building and assist NVDA with structuring a lease where the business would buy the building from NVDA after 5-7 years. This VEDA program is commonly utilized in other areas of the state.

At the same time, NVDA would apply to a new state grant program through the Agency of Commerce that was created to assist RDCs in developing new manufacturing spaces. This would be a grant to NVDA (lessor of \$1M or 20% of project cost), but when we sell the building, it becomes a 2.5% loan that is repaid to the state (by the business). The deadline to apply is March 15th. See drawings attachment below.

A motion to approve moving forward with the VEDA and state applications and send to Full Board for Approval the construction financing for Milou, LLC bottling plant through VEDA's subchapter 3 lending & grant through Agency of Commerce was made by Hope Colburn and seconded by Gina Vigneault. The motion was approved on a voice vote.

Update on Subcommittee – Salary and Staff Reviews

Cynthia Stuart

Addressed the board on the subcommittee meeting. The subcommittee prepared suggestions to adjust staff salaries. David to review and then adjustments will be brought before the committee and full board.

Update on RPC Peer Reviews

See attached.

Bylaws and Policy Updates

See attached.

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Update on EDA Build 2 Scale grant status

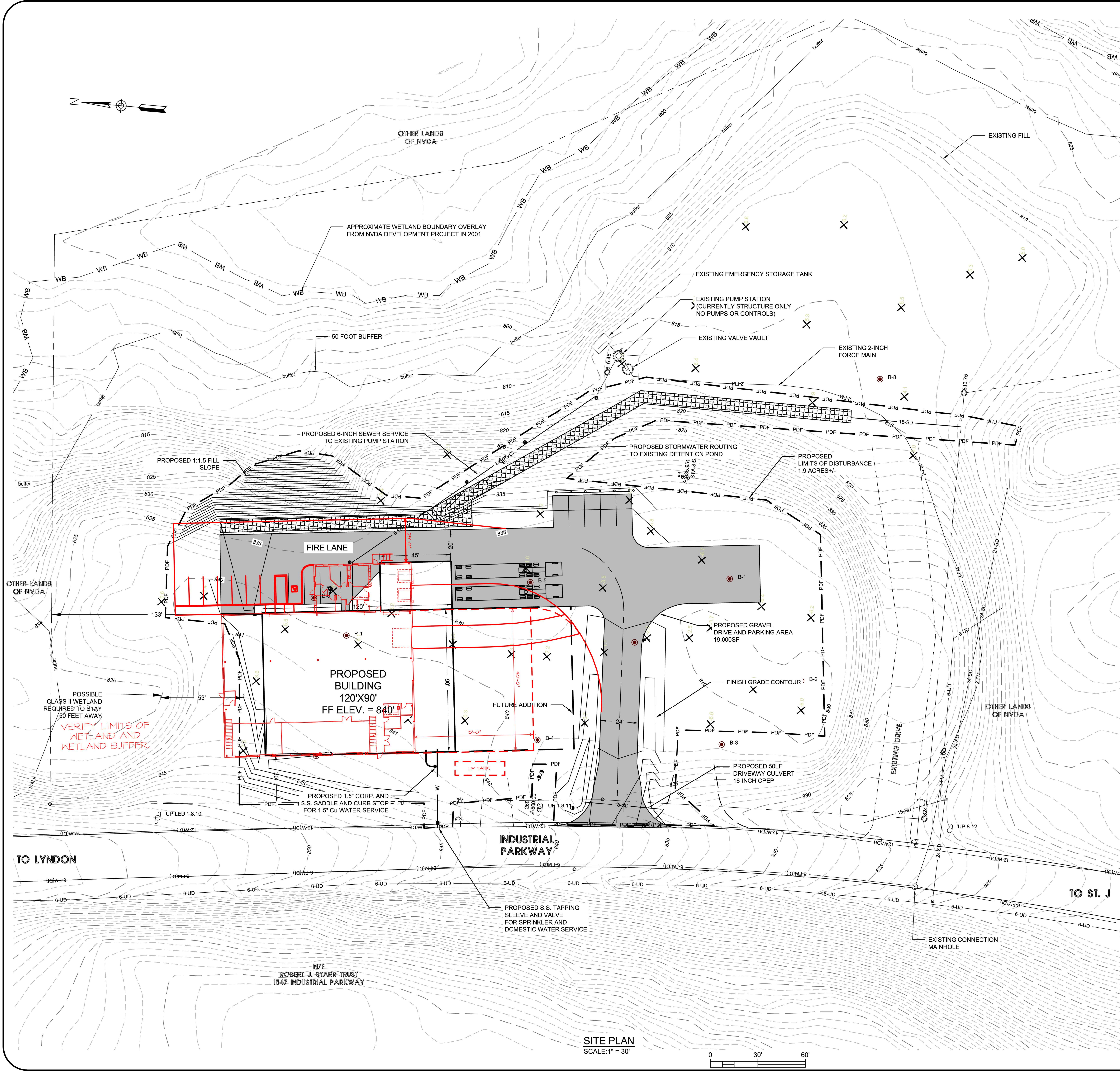
David addressed the board with the decision to move forward with consultants and not add NVDA employees. The scope and budget for the grant are being amended.

Other Business

Hope Colburn asked about the possibility of meeting during working hours. Fred, David and Tina will discuss further before next board meeting.

The meeting was adjourned at 6:26 PM with a motion to adjourn by Cynthia Stuart and seconded by Hope Colburn.

C:\Users\Lenovo_2019_02_01\Desktop\Projects\Ellipsis - St. J\IP_CADD\F_20221130.dwg - 2022/11/30



LOT AND ZONING INFORMATION:

LOT SIZE: 7.46 ACRES
PARCEL NUMBER: ?
OWNER: ELIPSIS, INC.
ZONING (TOWN OF ST. JOHNSBURY):
DISTRICT: INDUSTRIAL
EXISTING USE: VACANT/PREVIOUSLY GRADED SPEC LOTS
PROPOSED USE: BEVERAGE MANUFACTURING (PERMITTED USE IN HEALTH SERVICES DISTRICT)
CLASS 1 LOT (OFFSITE WATER/SEWER)

Table with 3 columns: SETBACKS, PROPOSED SETBACKS, MINIMUM. Rows include FRONT (INDUSTRIAL PARKWAY), SIDE, and REAR.

PARKING REQUIREMENT: TBD
PARKING SPACES PROVIDED = 8
ADA ACCESSIBLE PARKING: 1 VAN SPACE.

EXISTING ENVIRONMENTAL PERMITS: INCLUDE BUT MAY NOT BE LIMITED TO; ACT 250 7C0432 WW-7-0861

GENERAL NOTES:

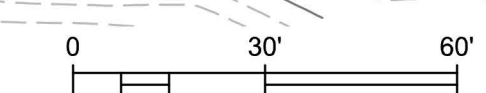
- 1. GENERAL NOTES APPLY TO ALL CIVIL DRAWINGS FOR THE ENTIRE PROJECT. DRAWING NOTES APPLY ONLY TO THOSE DRAWINGS WHICH THEY APPEAR.
2. THIS PROJECT INCLUDES SITE GRADING, UTILITY ROAD AND BUILDING CONSTRUCTION. SITE WORK INCLUDES CLEARING AND GRUBBING, EXCAVATION AND FILLING, INSTALLATION OF WATER AND SEWER SERVICES, STORMWATER TREATMENT, EXCAVATION FOR ELECTRIC SERVICE AND INSTALLATION OF GRAVEL PARKING AREAS AND GRAVEL PREPARATION FOR BUILDING SUPPORT.
3. ANY ALTERATION TO THE PLAN SHALL BE AUTHORIZED BY THE OWNER.
4. THESE PLANS SHALL BE COORDINATED WITH THE CONTRACT DOCUMENTS AND SPECIFICATIONS.
5. ELEVATIONS HAVE BEEN BASED ON LIDAR AND GPS CONTROL POINTS.
6. THE LOCATION OF EXISTING UNDERGROUND UTILITIES AND STRUCTURES ARE APPROXIMATE. THERE MAY BE OTHER UNKNOWN BURIED UTILITIES. THESE UTILITIES ARE BASED ON RECORD DRAWINGS.
7. THE PROPERTY LINES SHOWN ON THE PLANS ARE APPROXIMATE AND ARE BASED ON AN OWNER PROVIDED BY TITLE SURVEYORS DATED 4/19/2022 FOR NORTHEASTERN VERMONT DEVELOPMENT ASSOCIATION FILE 22D-1-1743. THIS SURVEY COMBINES FORMER LOT #1 AND #2 INTO A SINGLE 7.46 ACRE LOT. INFORMATION PROVIDED HEREIN FOR A PERMIT APPLICATION DOES NOT DEFINE LEGAL RIGHTS OR MEET LEGAL REQUIREMENTS FOR A LAND SURVEY AS DESCRIBED IN 26 V.S.A. §2502(4), AND SHALL NOT BE USED IN LIEU OF A SURVEY AS THE BASIS OF ANY LAND TRANSFER OR ESTABLISHMENT OF ANY PROPERTY RIGHTS.
8. WETLANDS HAVE NOT BEEN RECENTLY DELINEATED AND ARE BASED ON THE ORIGINAL DEVELOPMENT PROJECT IN 2000 FOR NVDA.
9. THE CONTRACTOR SHALL NOTIFY THE OWNER AND ENGINEER WHEN CONFLICTS ARISE FROM OTHER DRAWINGS AND TRADES.
10. THE LOCATION OF EXISTING UNDERGROUND UTILITIES AND STRUCTURES ARE APPROXIMATE. EXISTING UTILITIES SHALL BE LOCATED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. THERE MAY BE OTHER UNKNOWN BURIED UTILITIES. NEITHER THE OWNER OR THE ENGINEER WARRANTS OR GUARANTEES THE CONDITIONS SHOWN ON THE DRAWINGS. IT IS THE CONTRACTORS RESPONSIBILITY TO CONTACT DIG-SAFE PRIOR TO CONSTRUCTION.
11. IT IS THE CONTRACTORS RESPONSIBILITY TO CONSTRUCT THE PROJECT IN A TIMELY AND SAFE MANNER.
12. IT IS THE CONTRACTORS RESPONSIBILITY TO PROTECT EXISTING PAVEMENT, ROADWAYS, STRUCTURES AND SHALL REPAIR ANY DAMAGE AT NO COST TO THE OWNER.
13. THE CONTRACTOR SHALL PROVIDE THE OWNER WITH RECORD TIES AND ELEVATIONS. TIES SHALL INCLUDE THREE POINTS OF MEASUREMENT FROM ABOVE GRADE PERMANENT STRUCTURES.

LEGEND

Legend table listing symbols for contours, drainage, storm drains, culverts, water mains, fire hydrants, valves, manholes, cleanouts, sewer services, yard lights, overhead and underground utilities, property lines, and control points.

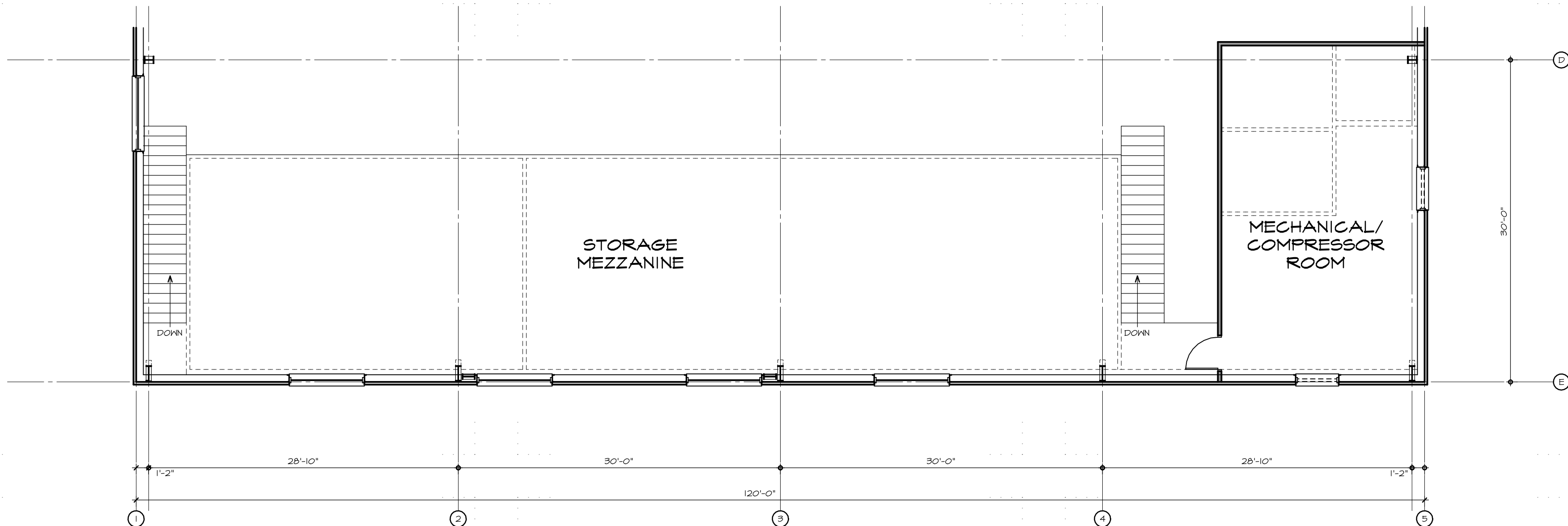
*NOTE: HEAVY LINE WEIGHTS DEPICT PROPOSED CONDITION.

SITE PLAN SCALE: 1" = 30'

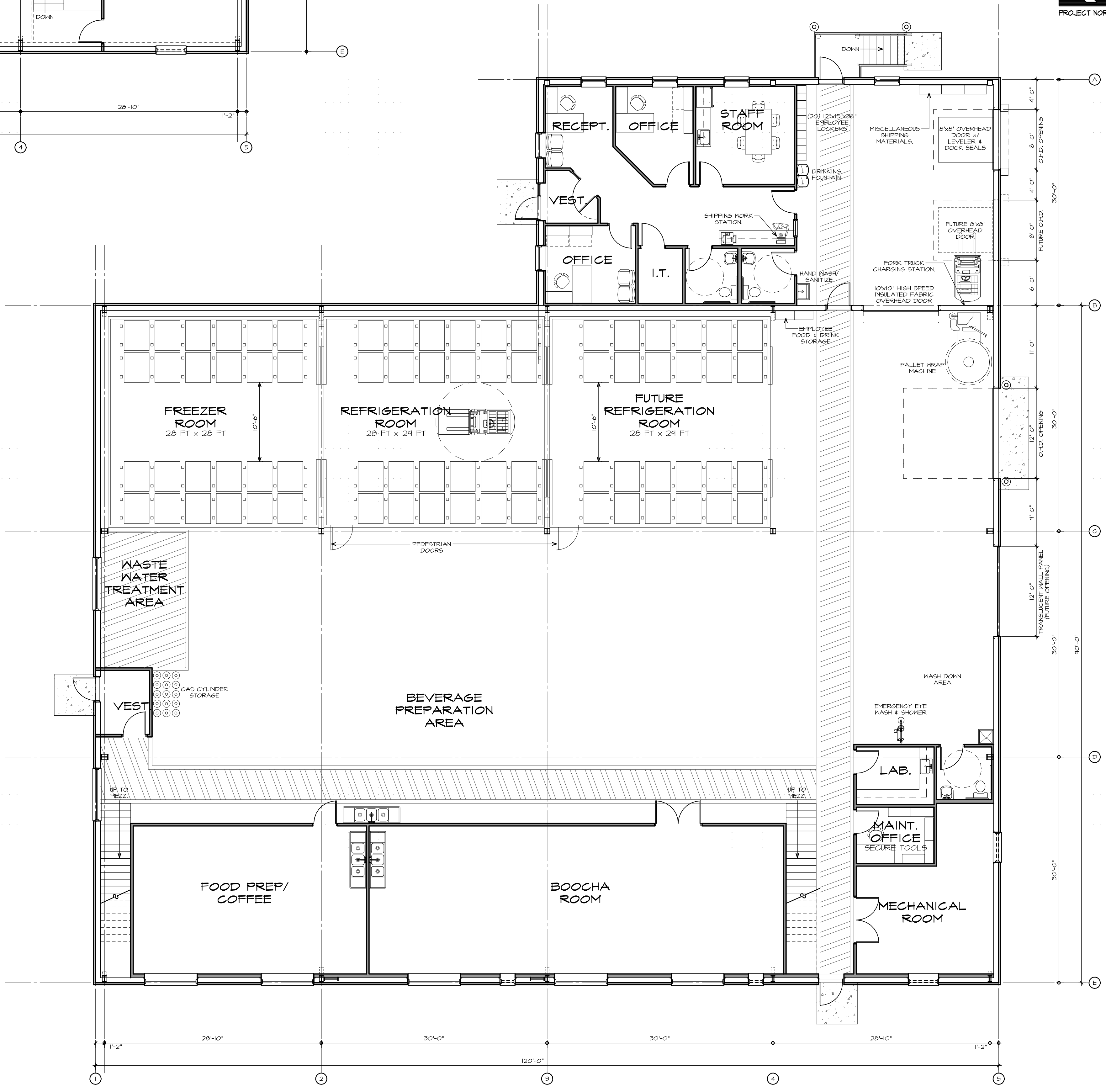


Project information sidebar including company name (RUGGLES ENGINEERING SERVICES, INC.), address (LOT #1, INDUSTRIAL PARKWAY, ST. JOHNSBURY, VT), site plan title, revision table, and sheet number (C102).

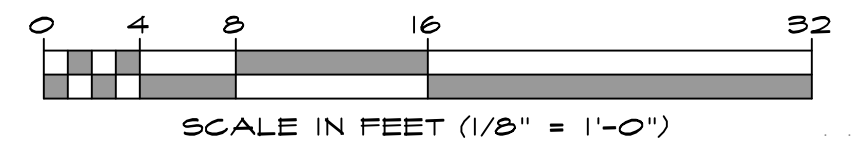
5/5/2023 4:37 AM P:\Ellipsis, Inc. - Mark Simakoski\EHD CADD Files\Schematic\2023-04-14 - Scheme B Floor Plans.dwg



2 SCHEME "B" MEZZANINE FLOOR PLAN
SKI 1/8" = 1'-0"



1 SCHEME "B" FIRST FLOOR PLAN
SKI 1/8" = 1'-0"



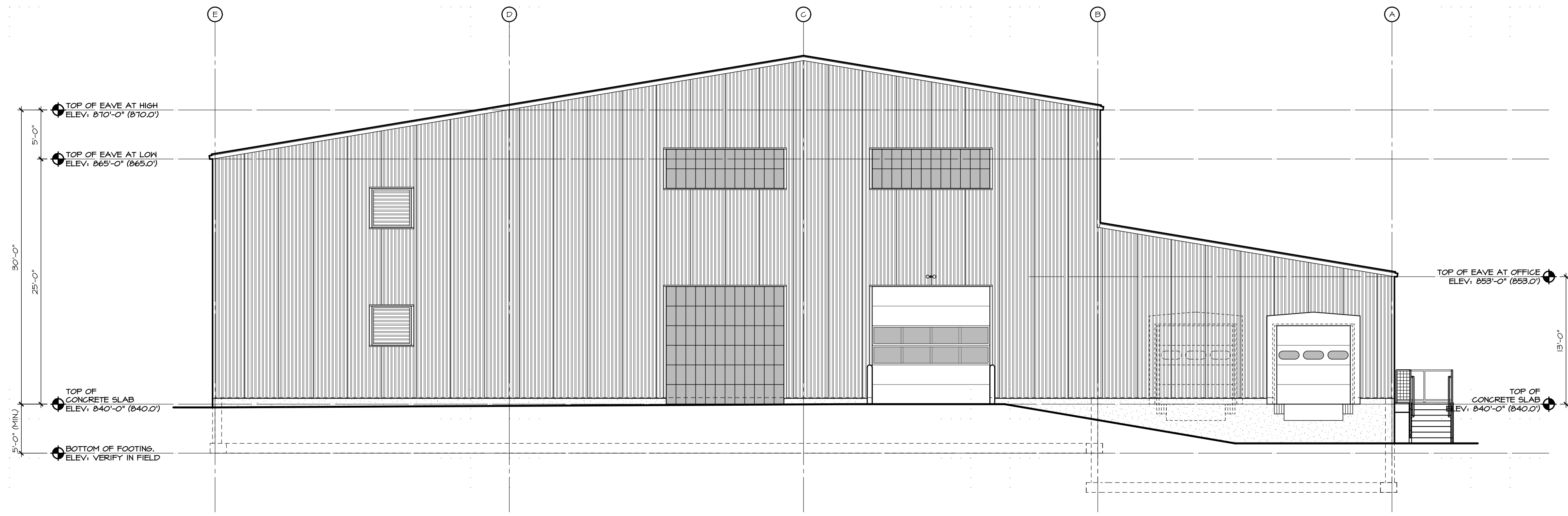
PROPOSED NEW FACILITY for:
ELLIPSIS, INC.
Processing Building
ST. JLYNDON INDUSTRIAL PARK
ST. JOHNSBURY, VERMONT

SCALE	1/8" = 1'-0"
DATE	5/4/2023
DRAWN BY	ADFW

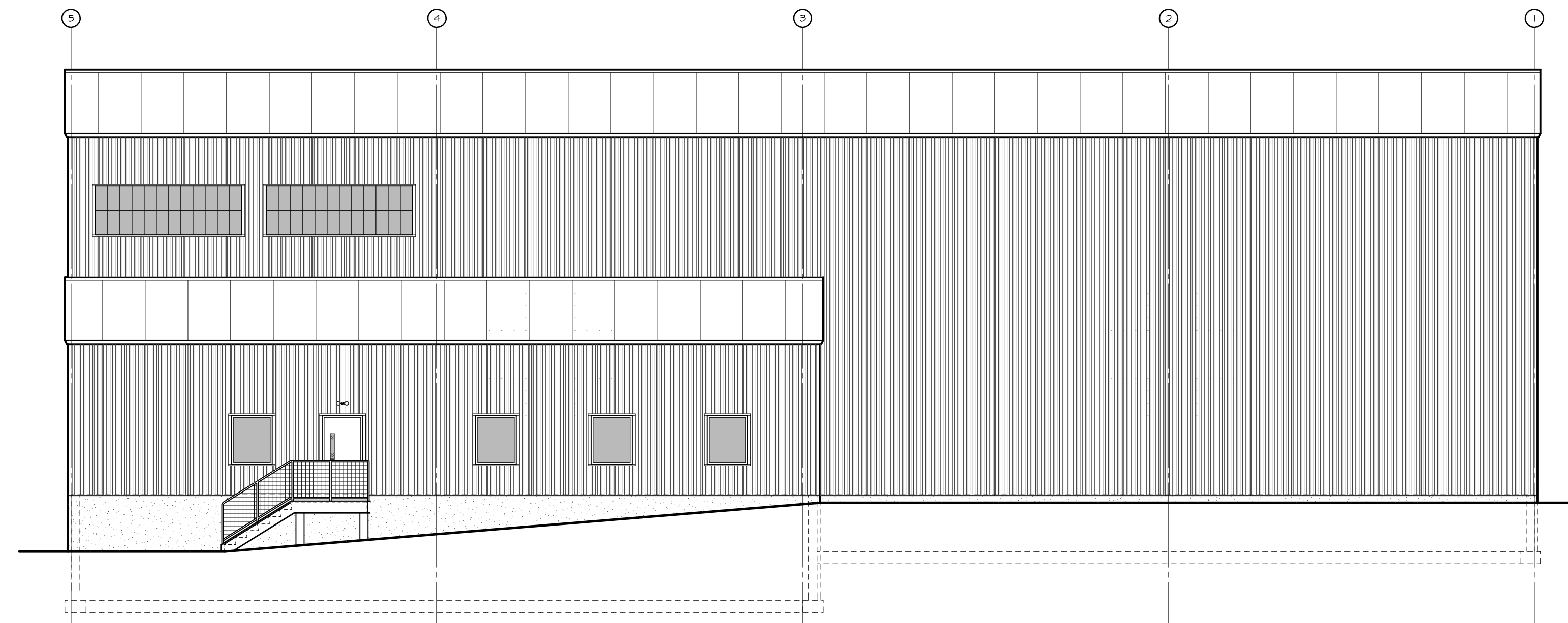
NUMBER	DATE	REVISION
DRAWING NAME		
SCHEME "B" FLOOR PLAN		

SHEET NUMBER
SK1b

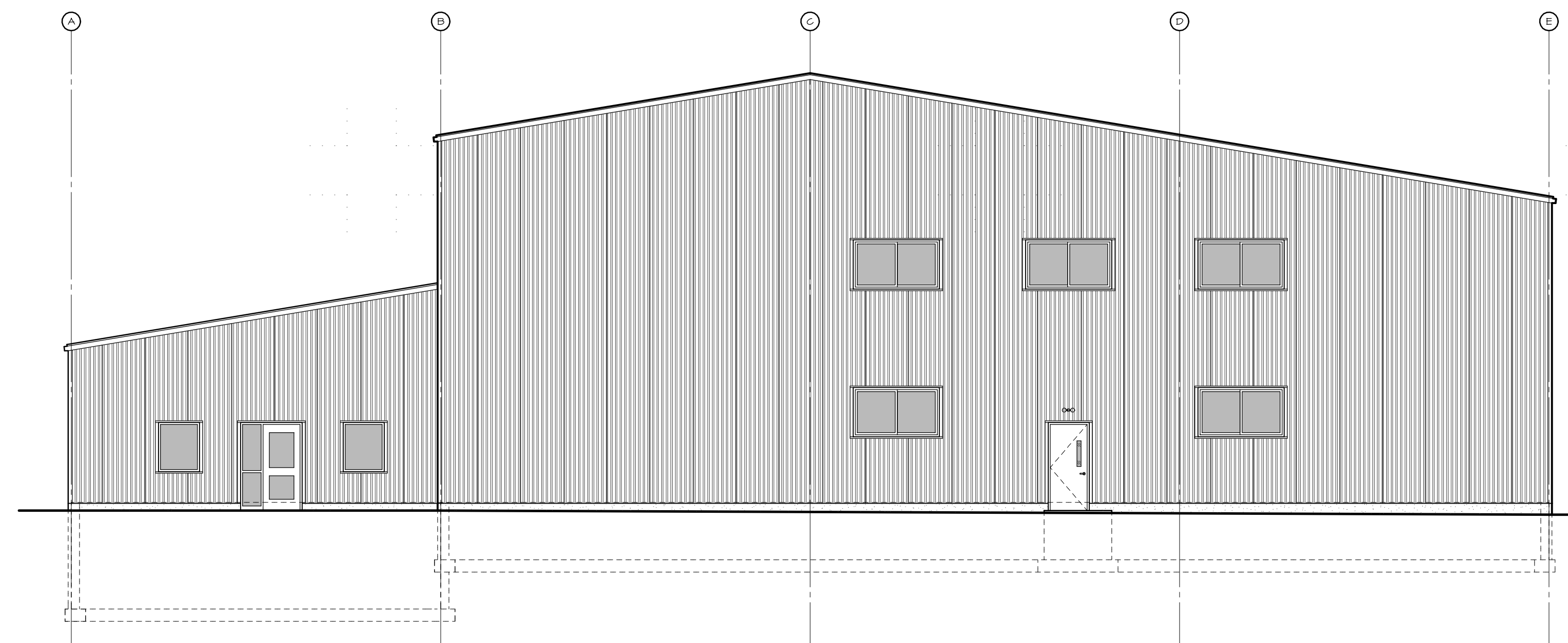
5/5/2023 4:36 AM P:\Ellipsis, Inc. - Mark Simakoski\EHD CADD Files\Schematic\2023-04-14 - Scheme B Floor Plans.dwg



3 SOUTH ELEVATION
SK2 1/8" = 1'-0"



2 EAST ELEVATION
SK2 1/8" = 1'-0"



1 NORTH ELEVATION
SK2 1/8" = 1'-0"

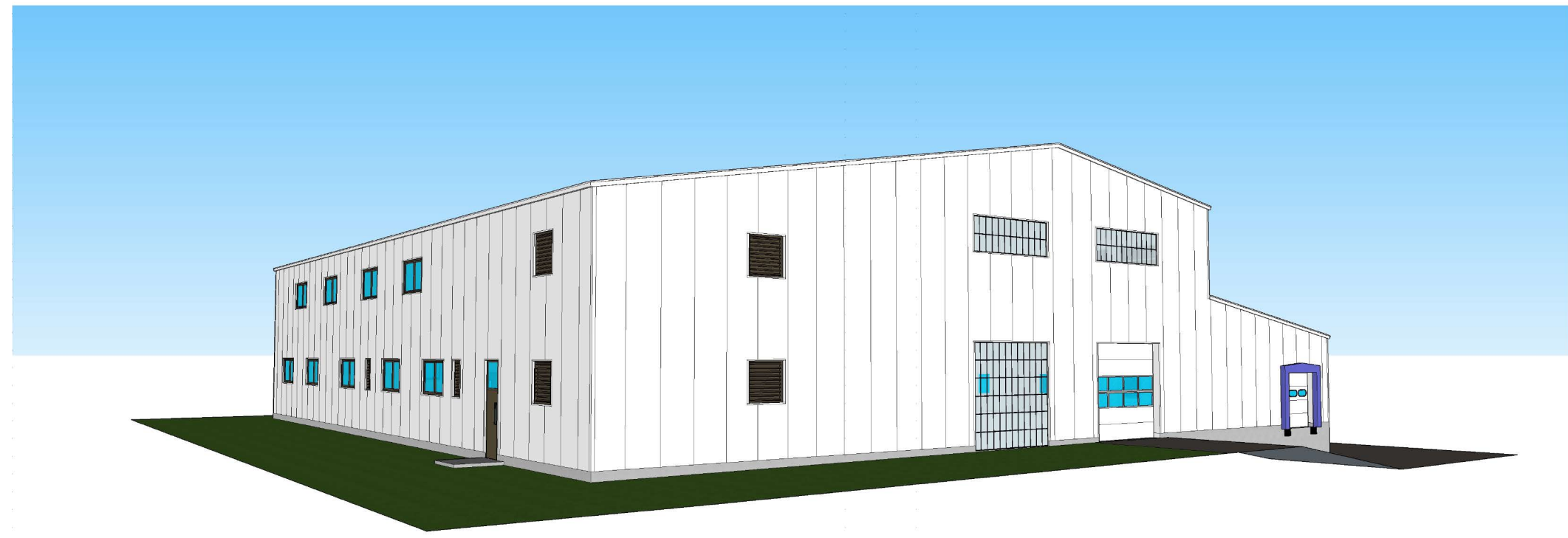
EHDanson
Associates, PLLC
Architects
St. Johnsbury, Vermont
802 748 5239
www.ehdanson.com

PROPOSED NEW FACILITY for:
ELLIPSIS, INC.
Processing Building
ST. J/LYNDON INDUSTRIAL PARK
ST. JOHNSBURY, VERMONT

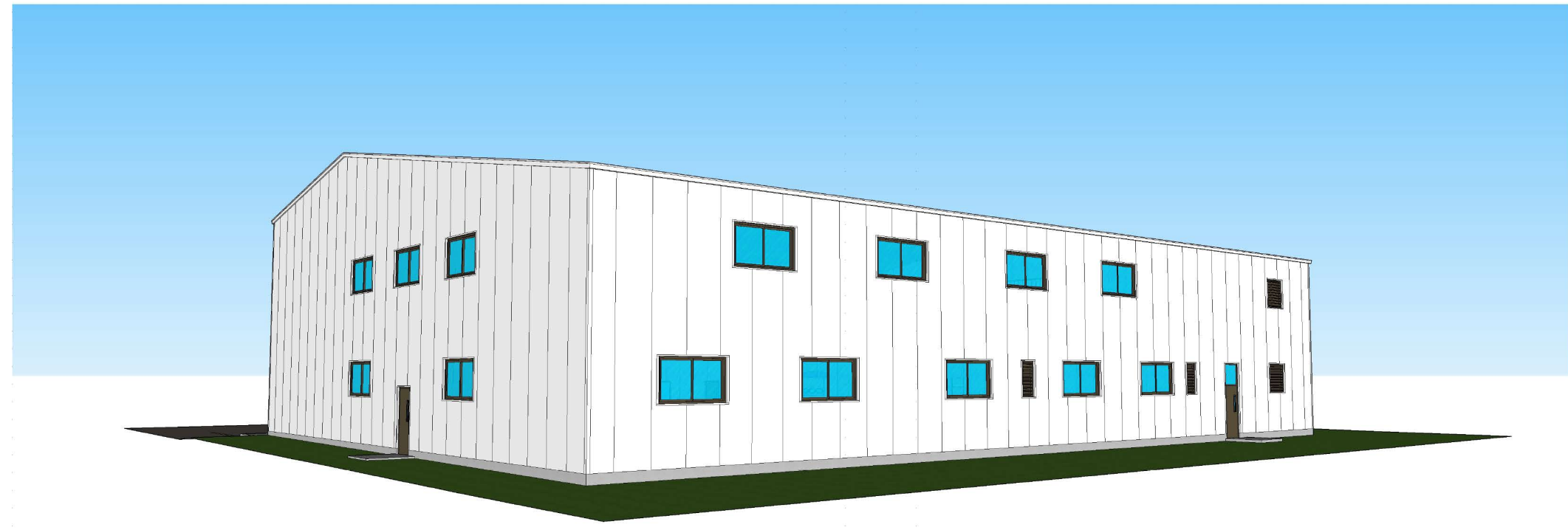
SCALE
1/8" = 1'-0"
DATE
5/4/2023
DRAWN BY
ADFW

NUMBER DATE REVISION
DRAWING NAME
SCHEME "B" BUILDING
ELEVATIONS

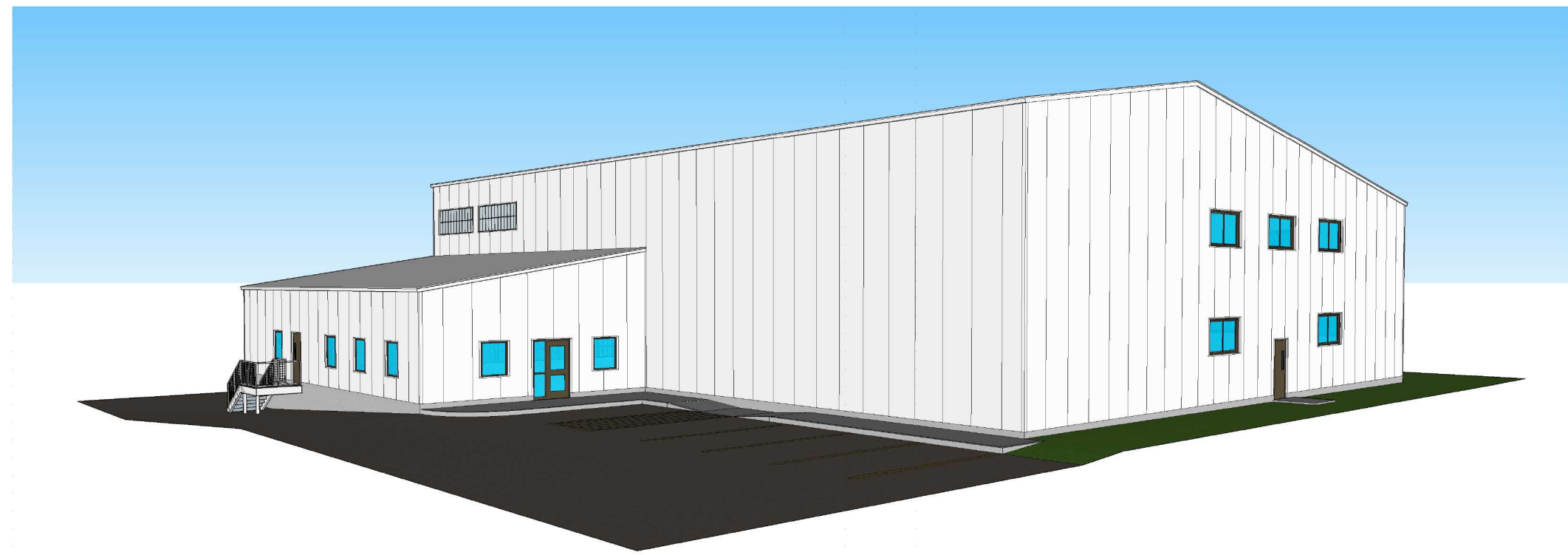
SHEET NUMBER
SK2b



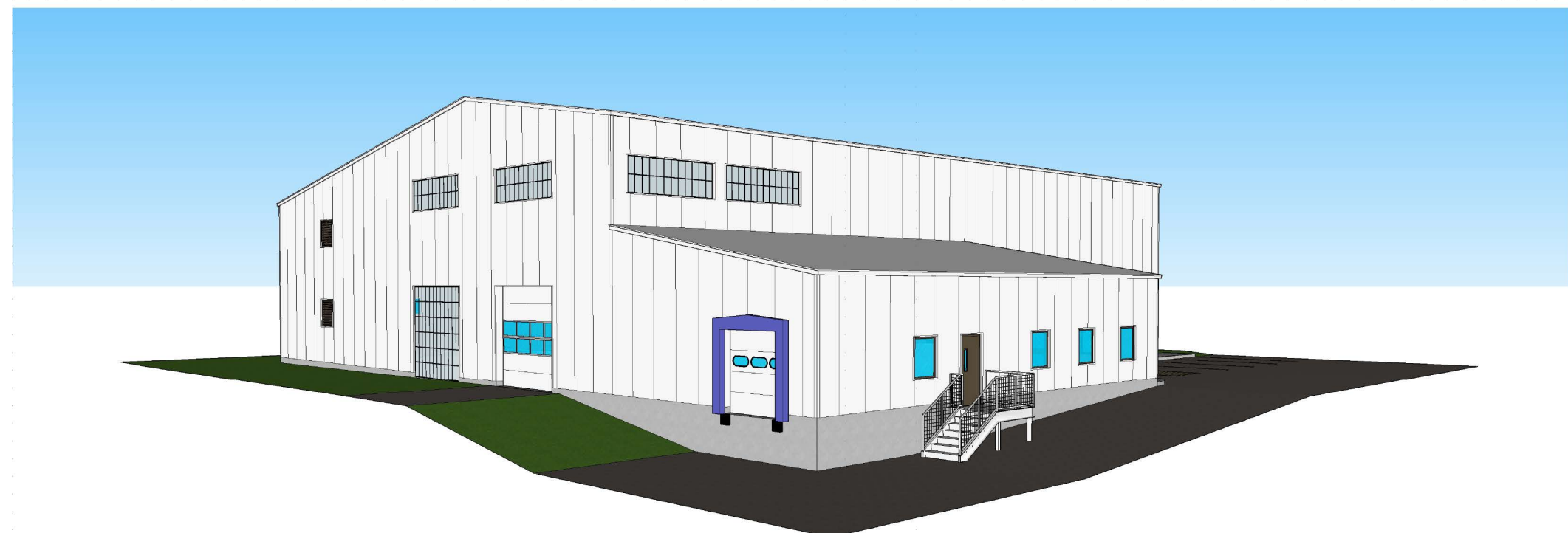
6 PERSPECTIVE FROM SOUTHWEST
SKS NOT TO SCALE



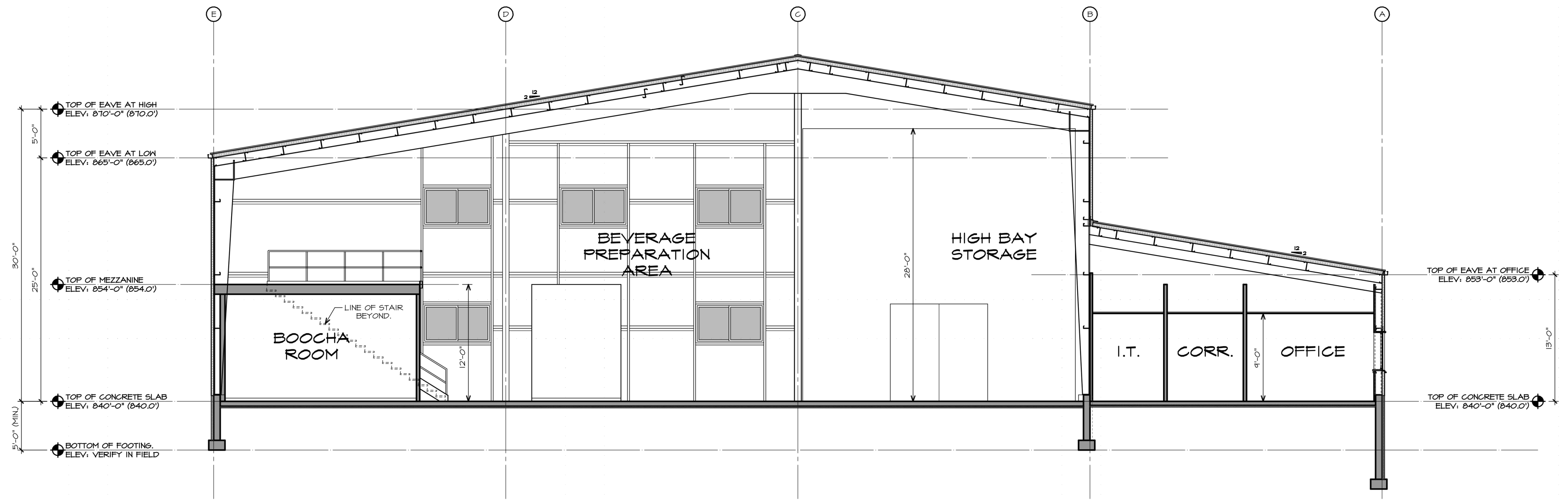
5 PERSPECTIVE FROM NORTHWEST
SKS NOT TO SCALE



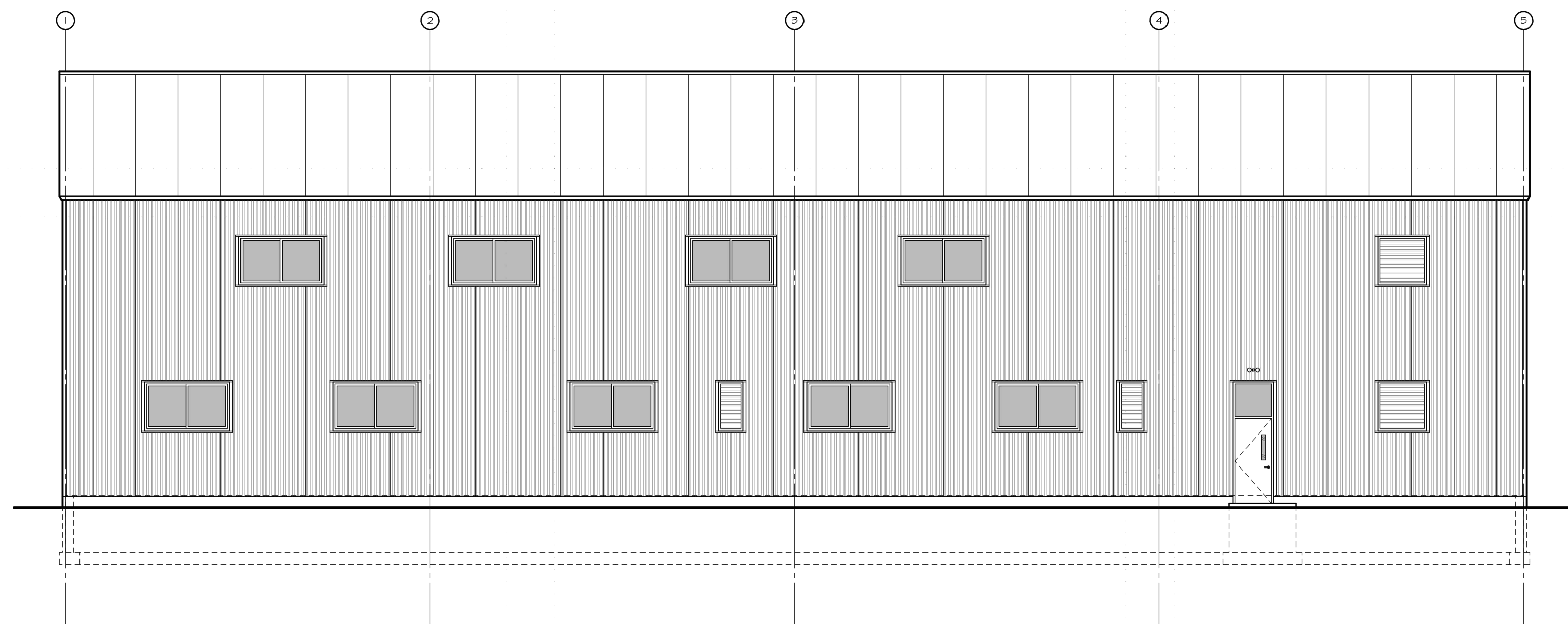
4 PERSPECTIVE FROM NORTHEAST
SKS NOT TO SCALE



3 PERSPECTIVE FROM SOUTHEAST
SKS NOT TO SCALE



2 BUILDING SECTION
SKS 1/8" = 1'-0"



1 WEST ELEVATION
SKS 1/8" = 1'-0"

NUMBER	DATE	REVISION	SCALE
			AS NOTED
			DATE
			5/4/2023
			DRAWN BY
			ADFW

DRAWING NAME
SCHEME "B" BUILDING ELEVATION,
SECTION and PERSPECTIVES

SHEET NUMBER



Regional Planning Commission Biennial Peer Review

RPC:

Date:

Participants:

Date of Board Meeting Attended:

1. A determination of RPC service area to include municipalities, population, and other clients served by the RPC.
2. A determination of the current menu of services (i.e., services provided within a 3-year period) offered by the RPC.
3. List current staffing levels, experience, and staff assignments by program area.
4. Assess current Board of Commissioners makeup (i.e., total # of board members, # of elected officials, # of legislators, # of at-large members, etc.).
5. Assess current board committee structure (i.e., standing, advisory, ad hoc).
6. Assess current RPC funding sources, dues and fee structures.
7. List of RPC participation in federal, state and regional efforts.
8. RPC checklists utilized when working with municipalities.
9. Participation in Act 250 and Section 248 proceedings.
10. Regional plan status (i.e., date of adoption/amendment, enhance energy plan, future land use recommendations).
11. Shared services enabled (yes or no, plus any specific examples that can be provided)?
12. RPC participates in VAPDA Salary and Benefits Survey (yes or no, and RPC understands where their organization lies within the given ranges for each).
13. Review contracting authority/procedures.

Please complete the following checklist. Note that bylaws and policies should be updated within the last 5 years.

- Bylaws
- Mission, Goals, and Objectives
- Organization Chart
- Personnel Policies
- Executive Director Job Description
- Purchase and Procurement Policies
- Staff and Board Travel Policies
- Evaluation form utilized and process followed
- Annual Report and marketing materials
- RPC Board (and staff) Orientation materials
- Copy of Board and Staff Meeting Agendas