



## **Winooski Natural Resources Conservation District Board of Supervisors Meeting**

### **Agenda**

**Date: 19 November 2025**

**Time : 10 AM - 1 PM**

**In Person @ WNRCD Berlin Office:**  
617 Comstock Rd, Suite 1, Berlin, VT 05602

[Video Conference Link](#)

#### **Attendance**

#### **Review and Approval of Previous Meeting Minutes**

- Official Minutes - September 17, 2025
- ACTION ITEM: Approve Minutes

#### **Financial Updates - Pat**

- ACTION ITEM: Approve Financials

#### **NRCS & NRCC Updates - Marybeth Whitten/Rick Hopkins**

#### **NRCS Civil Rights Training - Marybeth Whitten**

#### **Winooski NRCD Program Updates**

- Lucas - Envirothon
- Kara - Vermont Pay for Performance
- Heather - CEAP (Capital Equipment Assistance Program)
- Dan - New Grants Awarded
  - Project Development Basin 5: Riparian Planting O&M Adoption (\$2,316.00)
  - Project Development Basin 7: Westford Town Forest Roads (\$2,581.00)
  - LCBP Designs for the Walter Kelley Park River Access (\$22,751.00)
  - LCBP Ice House Road Lake Access Improvements (\$92,392.00)

#### **Annual Dinner**

- Wrap-Up
- What Worked
- What Didn't

#### **Board Elections - Updates**

##### Schedule of Board Elections

- Nov 3: Petitions due to district offices
- Nov 7: Completed positions due to NRCC & notice of elections published
- Dec 8: Election Day
- Dec 17: Election results sent out
- Jan 15: Updated supervisor directory



### **Timely, Ongoing Discussions**

- Health Insurance
  - Should we switch to an HRA (health reimbursement arrangement)?
- District Telephone Number
  - The shutdown removed our ability to be reached (officially) by phone
  - I recommend an alternate, virtual phone
- District Mailing Address
  - The shutdown removed our ability to be reached by mail
  - I recommend a permanent switch to a PO Box
- District Office Space
  - The shutdown made much of our equipment unavailable and our office space unusable
  - I recommend a permanent move to the Winooski Valley Parks District office (\$225/month)
  - This would also provide a phone and equipment storage
  - Board meetings could still be held in Central Vermont at (Libraries/NBNC/VNRC/CVRPC)
- Vermont Flower Farm
  - Kara and I visited yesterday, November 18
  - They have been looking for a buyer, we are looking for land, an office, and revenues
  - Farm manager? For-profit? Property and transfer taxes? Thoughts?

### **Staff Professional Development Discussion**

- Professional development appears in our evaluation materials
- But, professional development is not treated in our staff handbook
- Benefits: We have more skill sets in-house, which means less outsourcing and more capacity
- Costs: Money and time (\$1,000 for a course plus 20 hours of staff time could be \$2,000 per staff, per training, could be \$8,000 year expense)

Questions that need to be addressed:

- Do we have a specific expectation for the number of professional development activities?
- What qualifies as professional development?
  - Our staff are constantly doing trainings as part of their ordinary workload
  - Those trainings are funded by existing agreements. For example, AgCWIP funds trainings for Kara and Heather and the Tactical Basin Plan agreement funds trainings for Lucas.
  - These are typically half-day to day-long trainings, and do come with minor certifications at times.
  - In my mind, professional development would be trainings above and beyond these activities (such as a wetlands delineation certification)
- Is the District going to fund professional development?
- How much funding are we going to set aside for this?
  - We would be funding both the cost of the course/training and the associated staff time
- Do we want to make an addition to the handbook?
- We have offered professional development once since I have been here, by offering to fund staff time for the ANR Environmental Leadership Training

### **EXECUTIVE SESSION**

- Lucas Goldfluss - One Year Performance Review
- Dan Koenemann - Personal Leave