

## **NOTICE AND AGENDA FOR REMOTE MEETING**

**The Rail Trail Council for the Northwest Vermont Rail Trail will be meeting remotely on  
Monday, November 20, 2023 at 6:00 PM**

### **Information on how to access the remote meeting:**

By computer, smartphone, tablet, or other device: Click on the Zoom meeting invite-  
<https://us02web.zoom.us/j/86899447233>

- You may be prompted to enter a meeting ID: 868 9944 7233.
- By telephone: Dial +1 646 558 8656. When prompted enter the meeting ID: 868 9944 7233.

*All meeting participants will first enter a virtual "waiting room" until the meeting organizer opens the meeting.*

Please review our "Informational Handout for Remote Public Meetings" to understand how these electronic meetings will be managed. If you wish to make a public comment but do not have the ability to comment remotely during the meeting, please email your comment(s) to Amy Adams at [aadams@nrpcvt.com](mailto:aadams@nrpcvt.com)

To ensure smooth access, we recommend that you test your remote meeting software in advance of the meeting. **If you have difficulty accessing the meeting, please email [aadams@nrpcvt.com](mailto:aadams@nrpcvt.com)**

### **Agenda:**

1. **LVRT Update/Staff (J. Cassino)**
2. **Minutes – September 18, 2023 minutes enclosed**
3. **Financial Report - 3<sup>rd</sup> quarter 2023 financial report**
4. **Updates**
  - **Trail Counts**
  - **Season Wrap Up**
  - **VAST (M. Bushey)**
5. **Other Business**
6. **Next Meeting – January 15, 2024**

***If you cannot attend the meeting, please notify Amy Adams at [aadams@nrpcvt.com](mailto:aadams@nrpcvt.com).***

*In accordance with provisions of the Americans with Disabilities Act (ADA) of 1990, the NRPC will ensure public meeting sites are accessible to all people or provide an opportunity for individuals to request special accommodations. Requests for free interpretive or translation services, assistive devices, or other requested accommodations should be made to Amy Adams, NRPC Title VI Coordinator, at 802-524-5958 or [aadams@nrpcvt.com](mailto:aadams@nrpcvt.com), no later than 3 business days prior to the meeting for which services are requested.*

## INFORMATIONAL HANDOUT FOR REMOTE MEETINGS

### Remote Public Meetings

All public body meetings for the Northwest Regional Planning Commission will be conducted remotely via electronic means for the duration of Governor Scott's State of Emergency declaration. Whenever feasible, the public will also be able to access and participate in the remote meetings by dialing in through telephone.

### Accessing a Meeting

Please refer to each notice and agenda for information on how to access a remote meeting. Please note that whether you join by telephone, computer, or device, you may be put on hold or in a waiting "room" until granted access to the meeting. You also may be muted or restricted from using any chat function until the public comment portion of the meeting.

### Participation

All meetings will be conducted in accordance with the respective "Rules of Procedure" of each public body, to the extent practicable. The public body will follow its agenda and allow public attendees to participate through voice (audio) means where feasible or alternatively using any chat function during the designated public comment periods on the agenda and at other applicable times as needed. Initially, the meeting's host/organizer will mute all participants that are not members of the public body. This is necessary to control background noise. The host/organizer will then unmute participants or allow participants to unmute themselves when invited to speak by the Chair of the public body. Please review the following guidelines:

- The Chair will invite comment:
  - during the time designated on the agenda for public comment;
  - after the public body discusses each agenda item;
  - before the public body takes action;
  - during any open public comment period, if applicable; and
  - other times as determined by the public body.
  
- When a participant/attendee is unmuted, they must state their name before commenting.

When the public body adjourns the meeting, the host/organizer will end the electronic meeting by turning off/closing the remote meeting software. Attendees will be automatically disconnected. Minutes and other public records that were part of the meeting will be made available in accordance with VT's Open Meeting and Public Records Laws.

**To learn more about Remote Public Meetings and the Open Meeting Law, please visit the Secretary of State's Municipal Assistance webpage at <https://sos.vermont.gov/municipal-division/laws-resources/covid-19-response/>.**



# NORTHWEST VERMONT RAIL TRAIL COUNCIL

c/o Northwest Regional Planning Commission  
75 Fairfield Street • St. Albans, VT 05478  
Phone: 802-524-5958 • Fax: 802-527-2948

## Minutes of Board Meeting held Monday, September 18, 2023

### APPOINTED

#### Berkshire-MVRT

Carol Hickey

#### Enosburg Falls-MVRT

Ellen Stanley

#### Enosburgh Town-MVRT

Robert Gervais, Sr.

#### Richford-MVRT

Vacant

#### St. Albans City-MVRT

Richard Stahl

#### St. Albans Town-MVRT

Randy Chadburn

#### Fairfield-MVRT/LVRT

Jane Williams

#### Sheldon-MVRT/LVRT

Vacant

#### Swanton-MVRT/LVRT

Joel Clark

#### Bakersfield-LVRT

Vacant

#### Fletcher-LVRT

Vacant

#### Highgate-LVRT

Sharon Bousquet

#### VAST

Mark Bushey

#### At Large

Don Mueller

Alisha Sawyer

David Stanley

#### Ex-Officio

\* VT Agency of  
Transportation

\*Northwest Regional  
Planning Commission

\*VT Dept. of Forests,  
Parks, & Recreation

**Present:** Dave Stanley, Ellen Stanley, Mark Bushey, Jane Williams, Bill Gray (Vtrans), Richard Stahl, Don Mueller, Sharon Bousquet (Highgate) and Amy Adams.

Chair Dave Stanley called the meeting to order at 6:02 p.m.

### MEETING MINUTES

*R. Stahl moved to accept the minutes of the May 15, 2023; seconded by D. Stanley. Motion passed.*

### FINANCIAL REPORT-

*E. Stanley presented the 2<sup>nd</sup> quarter 2023 financial report (Apr-Jun 2023). M. Bushey moved to accept the 2<sup>nd</sup> quarter report as presented; seconded by R. Stahl. Motion passed.*

D. Stanley recommended the Council look into moving \$10,000 into a money market account or other options, the Council decided maybe in the future if they are eligible.

### Updates

- **LVRT Community Grant updates (Sheldon & Swanton)**

Sheldon Gristmill Project: NRPC has a signed contract with the Town of Sheldon and the group will be reviewing the Consultant options next week. This is for a scoping & feasibility study for a location for a parking area, look at expanding/enhancing the outdoor basketball court to cover the bike racks/repair stations. Feasibility of a small pavilion that would include a bathroom and kiosk for information to be displayed.

Jackie Cassino forwarded a message that there is a possibility of a funding announcement coming later this Fall, with a March application deadline.

- **LVRT Update (B. Gray, Vtrans):** B.Gray gave an update on the LVRT trail conditions, 164 sites needed work from the flooding. B. Gray shared footage of some of the damaged sites that took place. They are working to get the trail open with a deadline of December 1<sup>st</sup>, but it is dependent on 3 bridge sites that are still a lot of variables to work out. The open sections are Swanton to Wolcott Town Trailhead and Walden Heights to St. Johnsbury, he is politely reminding trail users to stay off from the areas that are "Closed" and has advised Contractors to continue working and ask trail users to "turn around" in those sections for everyone's safety.

B. Gray brought up a concern on the LVRT in the Highgate area where someone is pulling metal and debris from off the trail and leaving it on the side of the trail. Vtrans doesn't have the resources currently to pick this trash up and has asked that whomever is doing this to be notified to stop this process. S. Bousquet said she would reach out to the individual who is doing this and will request them to stop as they are creating a hazard on the trail. S. Bousquet will work with B.Gray and the Highgate Public Works crew to help with the removal of what is out on the trail right now, which will require dump trucks.

M. Bushey asked B. Gray what the procedure will be for the upcoming snowmobile season for putting out the signs. B. Gray suggested to continue the process that they have used in the past and continue to keep him and Matt Tatro in the loop for when they will be on the trail.

- **Trail Etiquette** - J. Cassino sent some details for the benefit of trail users on the sharing of the trail with the variety of trail users. There will be a new video once the final edits and formatting is complete, this will be on the State website and we are encouraged to spread the word to our communities for use on websites and social media sites. A. Adams will share once the final version is available.
- **Summer Season** – B. Gray updated the plans for MVRT for heavy cut back the last week of September into the first week of October from MM 10 (Sheldon) to the end of MM 26 (Richford) to prep for the resurface project on the MVRT. There was no damage from the summer storms. B. Gray requested that whomever is putting flags in all the little chipmunk holes to please stop as he doesn't have the resources or time to fill each small hole.

A. Adams updated that NRPC installed pedestrian and bike counters on the MVRT. That data will be gathered and shared on the number of counts were recorded. While the counter was out in Sheldon, it was vandalized but was repairable and is still continuing to count efficiently. A picnic table was also stolen from the same area and same timeframe.

- **VAST**- M. Bushey reported VAST had their annual meeting in September. He reported out what last season numbers looked like:
  - 4,147 Miles of groomed Trails
  - 230 miles of secondary trails maintained by 114 clubs.
  - 20,164 reisterd snowmobiles
  - 14,690 resident
  - 5,474 non resident
  - \$71,000 spent on law enforcement
  - \$9,000 in fines issued
  - 86 citations
  - 296 warnings
  - 3 accident investigation
  - 0 fatalities investigated

**OTHER BUSINESS** – D. Stanley asked about mowing around benches, he will take on the tasks in the coming weeks. B. Gray noted that Green's Corner parking lot has been filled in for holes as well as the entrance at the St. Albans Trailhead. E. Stanley noted the passing of long-time member, Marie Brouillette, and suggested a donation in her memory, the Council was in favor of a \$25.00 donation. E. Stanley mentioned that she had seen an event "Franklin 40 Gravel Ride" and wanted to make sure the Council and State knew about the event. A. Adams updated that the ones coordinating the event have been working with J. Cassino on the special use permit process. J. Williams asked what the rules are for snowmobiles on the trail when they meet x-cross skiers, M. Bushey commented that most use common sense and slow down, E. Stanley spoke from last years' experience that encounters were very respectful.

#### **NEXT MEETING**

Our next meeting will take place on Monday, November 20, 2023.

#### **ADJOURNMENT**

The meeting adjourned at 6:48 pm.

Minutes Approved: \_\_\_\_\_

Q3-2023	
July 1 - Sept 30	
Income	
Membership	\$308.51
Interest	\$1.46
Total	\$309.97
Expenses	
New Fence w. milage	\$619.31
New Fence Supplies	\$100.54
TOTAL	\$719.85
Account Balances Sept 30	
RT Checking	\$718.62
RT Savings	\$19,411.79
Total \$	\$20,130.41