

NOTICE AND AGENDA MEETING

The Rail Trail Council for the Northwest Vermont Rail Trail will be meeting on
Tuesday, January 20, 2026 at 6:00 PM
Remote option below, or in person at 75 Fairfield Street, St. Albans

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/85670667141>

You may be prompted to enter a meeting ID: 856 7066 7141

- Passcode: 028470
- By telephone: Dial +1 646 558 8656. When prompted enter the meeting ID: 856 7066 7141. Regular toll call/cell phone charges may apply.

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

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**

Agenda:

1. **Introductions/Potential new members**
2. **Minutes** – November 17, 2025 minutes enclosed
3. **Financial Report** - 4th quarter 2025 financial report
4. **Annual Meeting** - Elections of Officers and Members at-large
5. **Wayfinding Signage** – J. Cassino
6. **MVRT Management Plan Draft** – J. Cassino
7. **Updates**
 - LVRT Community Grant updates (Sheldon Junction Trailhead Study, Swanton Trailhead, Highgate & Other)
 - Grants & Funding Sources: (check sites for updates/timeframe)
 - <https://fpr.vermont.gov/recreation/recreation-grants/vorec-community-grant-program>
 - <https://fpr.vermont.gov/recreational-trails-program>
 - LVRT/MVRT
 - VAST (M. Farmer)
8. **Other Business**
9. **Next Meeting** – March 9, 2026

If you cannot attend the meeting, please notify Amy Adams at aadams@nrpcvt.com.

In accordance with provisions of the Americans with Disabilities Act (ADA) of 1990, and Vermont's Open Meeting Law, the NRPC will ensure public meeting sites are accessible to all people or provide an opportunity to request accommodations. Requests for free interpretive or translation services, assistive devices, designation of a physical meeting location, electronic access to a meeting, or other requested accommodations, should be made to Amy Adams, NRPC Title VI Coordinator, at 802- 524-5958 or aadams@nrpcvt.com, no later than 2 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



APPOINTED

Berkshire-MVRT

Angel Larose

Enosburg Falls-MVRT

Ellen Stanley

Enosburgh Town-MVRT

Vacant

Richford-MVRT

Vacant

St. Albans City-MVRT

Richard Stahl

St. Albans Town-MVRT

Robert Bessette

Fairfield-MVRT/LVRT

Jane Williams

Sheldon-MVRT/LVRT

Bryan Derry

Swanton-MVRT/LVRT

Joel Clark

Bakersfield-LVRT

Vacant

Fletcher-LVRT

Aimee Tinker

Highgate-LVRT

Vacant

VAST

Mark Bushey

At Large

Alisha Sawyer

David Stanley

Randy Chadburn

Diane Leary

Ex-Officio

* VT Agency of
Transportation

*Northwest Regional
Planning Commission

*VT Dept. of Forests,
Parks, & Recreation

*Franklin County Industrial
Development Corporation

Minutes of Council Meeting held Monday, November 17, 2025

Present/Introduction: Mark Bushey, Ellen Stanley, Jane Williams, Richard Stahl, Randy Chadburn, Diane Leary, Bryan Derry, Andy Crossman, Jackie Cassino (VTrans), Matt Walker and Amy Adams.

Vice Chair Jane Williams called the meeting to order at 6:08 p.m.

Adjustment to the Agenda: None

Meeting Minutes

J. Williams moved to accept the minutes of September 15, 2025 with the correct to the spelling of B. Derry's name; seconded by R. Stahl. Motion passed.

Financial Report-

E. Stanley presented the 3rd quarter 2025 financial report (Jul-Sept 2025). J. Williams moved to accept the 3rd quarter report as presented; seconded by M. Bushey. Motion passed.

MVRT Management Plan Status- J. Cassino updated the Council that they are continuing to work with VHB on the draft plan and expecting to receive it soon. A. Adams will circulate the draft to the Council once received from J. Cassino.

Sheldon Junction Kiosk- J. Cassino would like to put together a few map options that pertain to both trails for the Council to review and give input, possible at the January meeting.

Wayfinding Update- J. Cassino updated the Council that Vtrans is working with VHB on providing an inventory of signs noting type of trail friendly businesses within a 2 mile radius. J. Cassino is hoping to have details for the Council to review in January for any concerns or any red flags for dangerous crossing sections. Vtrans goal is to install the 2026 season.

Updates

- **Sheldon Junction Trailhead** – J. Cassino updated that there is nothing new with this project. The next steps are Design and Engineering, which is being funded goal by winter 2026.
- **St. Albans City Trailhead** – J. Cassino updated she met with Chip Sawyer from St. Albans City to review Design Plans, waiting on revisions to determine the number of parking spaces. She reminded the Council that the current trailhead in St. Albans will terminate as it has been challenging to maintain. The new trailhead will be constructed near the Railroad Dispatch.

- **Swanton Trailhead Community Grant (LVRT)** – Joel Clark sent along an update to share. The project is almost complete. The remaining metal roof pieces arrived on Friday and should be installed this week.
- **Highgate- LVRT Level 2 Trailhead** – no update
- **Franklin County Trails Alliance VOREC Grant** – A. Crossman updated they are modifying the VOREC grant from Hardac to the RT.
- **LVRT/MVRT** – J. Cassino updated ; the Swanton Trailhead is looking great, MVRT resurface is complete with a few punchlist items to fix, there will be some short term closures while S.D. Ireland does the work. E. Fairfield there is some minor improvements, parking at Community Center with amenities at the crossing.
- **VAST-** M. Bushey mentioned that the Clubs are busy putting up signs. Trail passes through VAST are available for Early Bird special until December 15th, then they go up in price.

Other Business – R. Chadburn addressed a concern with the trail crossing on the LVRT in Highgate crossing Route 78, it is a very dangerous crossing with the speed of vehicles and the limited visibility. J. Cassino will check on this area with her team.

NEXT MEETING- January 19, 2026 Holiday, move it to Tues 1/20.

ADJOURNMENT

The meeting adjourned at 6:40 pm.

Minutes Approved: _____

Amy Adams (NRPC)

From: Ellen Stanley <estanley802@gmail.com>
Sent: Sunday, January 4, 2026 9:11 AM
To: Amy Adams (NRPC)
Subject: Q4 Treasurers Report

Q4-2025	
Oct 1 - Dec 31	
Income	
Membership	\$536.37
Interest	\$1.57
Account Balances Dec 31	
RT Checking	\$2,349.62
RT MM Savings	\$20,883.79
Total \$	\$23,233.41