

**TOWN OF NORTHFIELD, VERMONT
ECONOMIC DEVELOPMENT SUBCOMMITTEE MINUTES
Minutes of October 25, 2023**

I. ROLL CALL. Subcommittee members Jeff Schulz (Town Manager), Lydia Petty and Charlie Morse (Select Board), Economic Development Director Tom Davis, guests Phil Susman and Julie Lappin, and Merry Shernock (Select Board).

The meeting was called to order at 2:00 p.m.

II. PUBLIC PARTICIPATION (Scheduled): None

III. APPROVAL OF MINUTES

The June 21, 2023, minutes were approved.

IV. DISCUSSION:

- a. Review of projects in the Economic Development Department in the following areas:

Funding

The group reviewed the lasted EDD funding scorecard, shown below.

NORTHFIELD ECONOMIC DEVELOPMENT PROJECT LIST

2023-10-25 FUNDING SCORECARD

PROJECT	SCOPE	STATUS	UPDATED	\$ TYPE	FUNDING	%	AWARDED
70 DEPOT SQUARE - TRAIN STATION / BANK BUILDING	WORKING WITH NORTHFIELD DEVELOPMENT CO. - PURCHASE, RENOVATION, RESTAURANT, APARTMENTS, TAX CREDIT PROGRAM	630 Closed on building. MET WITH CAITLIN CORKINS ABOUT TAX CREDITS ON 6/19 - highly eligible building. 6/30 - Application submitted. 9/10 Construction under way. 10/23 - Grant awarded for \$122k in tax credits.	10/24/2023	Tax Credits	\$122,490	0%	\$122,490
TRANSPORTATION ORIENTED DEVELOPMENT	Grant funding of up to \$100,000 to pay for consultants to create a TOD Master Plan and draft municipal bylaws/development regulations to implement the TOD Master Plan. 8/18 -	CCRPC procures consultant teams to develop the TOD Master Plans. CCRPC, CVRPC and Northfield to hire consultants with local needs and collaborate to develop a more detailed scope of work and budget. 8/16 - Checked in on timing with CVRPC.	8/16/2023	GRANT	\$100,000	0%	\$100,000
LOCAL MEAT CAPACITY GRANTS - Mureta 2	Grant funding for expanding processing capacities. Includes equipment, labeling, packaging, cold storage, infrastructure, some new facilities.	Deadline July 15. Attempting to reach Chris Mureta. 6/10 call 6/17 call 6/30 call. 7/3 email. 7/7 call. 7/12 - Caught him at the shop - he is working on getting a federal UEI number. application Mureta didn't get UEI filed in time, requested an extension due to flooding. 7/25 - second request. Both denied.	7/26/2023		\$65,000	0%	\$0
PEDESTRIAN WALKWAY - WALL STREET - WATER STREET	NEW WALKWAY, BIKE LANE FROM COMMON TO DOG RIVER PARK	6/28/2023 - Dubois and King bid - Approved. 7/1/2023 - 7/25/23 - Contract issued - signed by Jeff. Kick off meeting 9/6 - Keep pressure on to have scoping completed in time to apply for summer grants for construction. Next meeting - 11/8	10/11/23	GRANT	\$40,000	20%	\$35,200
MURETA'S MEAT PROCESSING - Working Lands Enterprise Initiative	\$35,000 grant to become a USDA certified slaughter house.	GRANT AWARDED.	4/26/2023	GRANT	\$35,000	20%	\$35,000
HSIP - UNION BROOK STRIPING	Highway Safety Improvement Program, local grants for safety infrastructure, Deadline June 16. Reimbursement - 0% local match. Grants between \$5,000-\$35,000. Applying for funds to complete road striping on Union Brook.	Grant submission required by June 16. Draft being reviewed by Town Manager. 6/16/23 - Application submitted. Grant awarded. 9/7 - Still waiting for grant agreement. 10/9 - Expect a contract within 4-5 weeks.	10/9/2023	Grant	\$33,090	0%	\$33,090
RECREATIONAL TRAIL PROGRAM - VOREC	Continued Improvements to Lybrand Trail	APPLICATION SUBMITTED 1/27/2023. DELAYS IN AWARDS CAUSED BY STAFF CHANGES AND SHORTAGES AT FOREST AND PARKS - MATCHING WILL BE IN-KIND IF AWARDED - DENIED.	6/21/2023		\$30,000	20%	\$0
RECREATIONAL TRAIL PROGRAM - PAINE MTN SCHOOL SYSTEM	Improvements to trails on school property	APPLICATION SUBMITTED 1/27/2023. DELAYS IN AWARDS CAUSED BY STAFF CHANGES AND SHORTAGES AT FOREST AND PARKS - MATCHING WILL BE IN-KIND IF AWARDED - DENIED.	6/21/2023		\$25,000	20%	\$0
CETRANGOLO - 110 NORTH MAIN - APARTMENT COMPLEX	WORKING WITH NORTHFIELD DEVELOPMENT CO. ON 25 UNIT APARTMENT COMPLEX	RFP - 6/23 - Contacted Dollar (parking) 8/1 - CVRPC increased award to \$35,000 for Phase II to cover full expenses. 8/7 - meeting with CVRPC and Weston & Sampson engineers. 8/15 - site plan complete. 9/5 - Phase II drilling is underway. 10/24 - Phase II Teams Meeting - more testing required.	10/24/2023		\$25,000		\$35,000

PROJECT	SCOPE	STATUS	UPDATED	\$ TYPE	FUNDING	%	AWARDED
NORTHFIELD SENIOR CENTER - COMPUTER UPGRADE	Antiquated computers are keeping the SC from providing the level of communication and record keeping needed. Grant would hire consultant to examine system, recommend new hardware and complete installation.	Tarrant Foundation NSB Foundation Applied for a \$5,000 grant from each foundation. 9/25 - Check in with Tarrant Foundation. Tarrant awarded \$1,500.	10/9/2023	Grant	\$5,000		\$1,500
COMMUNITY GARDEN	MAKE NORTHFIELD'S FEMA BUYOUT PROPERTIES INTO COMMUNITY GARDEN SPACE THAT BRINGS PEOPLE TOGETHER TO GROW FOOD	STEVE FITZHUGH is consulting. 7/10/23 - Soil tests came back - discussing with SF. Next step - SPARK Grant - 8/1. Application submitted . 10/2 - Grant awarded. Next steps - process grant - get prices for soil tests for garden.	10/2/2023	GRANT	\$5,000		\$5,000
MUNICIPAL ENERGY RESILIENCE PROGRAM - MERP	Free building energy assessments - \$4,000 for GRANT WRITING SUPPORT - Up to \$500,000 grants for weatherization, thermal efficiency, and supplementing or replacing fossil fuel heating systems.	\$4K GRANT - consulting on grant app. 7/13 - App submitted. 8/3 - invoice for minigrant. 8/21 Zoom with coordinator. Now gathering utility data on buildings. 9/18 - Towmz Office and Library to receive energy audits. 9/25 - Utility Bills Submitted.	9/25/2023		\$4,000	0%	\$4,000
NORTHFIELD SENIOR CENTER - CREATIVE AGING GRANT	Funding teaching experts to provide seminars on various topics.	GRANT AWARDED.	11/15/2022	GRANT	\$4,000	0%	\$4,000
NORTHERN FORREST COMMUNITY RECREATION GRANT PROGRAM	GRANT TO PURCHASE FAMILY POOL PASSES AT MEMORIAL PARK FOR 20 UNDERSERVED FAMILIES	FUNDING WILL BE ARRIVING SHORTLY - FAMILIES HAVE BEEN CHOSEN. PASSES NOW AVAILABLE FOR PICKUP AT THE TOWN CLERK'S WINDOW. PRESS RELEASE COMING OUT SHORTLY. PAYMENT ARRIVED.	6/16/2023	GRANT	\$2,500	0%	\$2,500
TOTALS	CLOSING RATIO:					76.15%	\$496,080

Mr. Davis noted that this scorecard does not include private investments into the town, but rather funds brought in through grants and tax credits.

Ms. Petty noted that it would be good to share the scorecard with the Select Board.

Projects

Mr. Davis also shared an updated EDD project list with the subcommittee, which is provided below.

PROJECT	SCOPE	STATUS	UPDATED	\$ TYPE	FUNDING	%	AWARDED	Next Action Date	CATEGORY
RURAL ECONOMIC DEVELOPMENT AND LOAN PROGRAM	Grants and 0% loans to set up local economic development loans through our local utility. Includes funding to manage the program.	9/28 - Set up October zoom with Sarah Waring, VT/NH Coordinator - Rural Development USDA. Call the week of 10/30 to learn more.	10/25/2023	GRANT	\$300,000	0		10/31/2023	BUSINESS
57 FREIGHT YARD WAY - OLD NIABI BUILDING	WORKING WITH PURCHASER OF THE PROPERTY WHO WANTS TO BUILD 4 DWELLING UNITS THERE - ONE FOR HER AND THREE SHORT-TERM RENTALS.	LOCATING CONTRACTORS Sent letter to DRB. they asked for more info and site plan from owner. Christine Collins. 7/25, 10/25 - Demolition to interior, working on contractors.	10/24/2023					11/28/2023	BUSINESS
BETA TEST CO-WORKING SPACE AT GREENLIGHT REALTY ON EAST STREET	TEST THE VIABILITY OF A CO-WORKING SPACE IN OUR DOWNTOWN BY OFFERING LIMITED SPACE IN THE GREENLIGHT REAL ESTATE OFFICE	RAY MIKUS - (802) 225-6425 EXT. 101, MET MAY 22 AT 1 PM. Phil is getting me doc on different co-working configurations. Held off because of flooding in Montpelier. 7/26 - contacted for follow up. 9/18 - Left message. See 9 East St.	10/24/2023					REOPENING	BUSINESS
SANEL AUTO PARTS STORE	NVD is interested in this property as well to buy, tear down the building and construct a building that is a more suitable entrance to Freight Yard Way.	8/10/23 Peter D'Amico, land owner. Connected at 802-839-9641 (8042 is his wife's). interested 8/21 - Left VM for David Segal. Sami president. 8/21 - Sami. Bobby Segal. 603-410-2597 - Willing to relocate in Northfield. Looking for space. FOLKES SIAL, STAUFFER FRENCH 300 PUTNAM ROAD EAST MONTPELIER, VT, 05651 802-272-9535 Trading calls.	10/24/2023					11/9/2023	BUSINESS
9 EAST STREET - GREENLIGHT REAL ESTATE BUILDING	Green Light is vacating. Working on co-working space option.		10/24/2023					10/30/2023	BUSINESS
78 DEPOT SQUARE - TRAIN STATION / BANK BUILDING	WORKING WITH NORTHFIELD DEVELOPMENT CO. - PURCHASE, RENOVATION, RESTAURANT, APARTMENTS, TAX CREDIT PROGRAM	638 Closed on building. MET WITH CAELIN COONEN ABOUT TAX CREDITS ON 7/15. highly likely building. 6/30 - Application submitted. 9/19 Construction under way. 10/23 - Grant awarded for \$122K in tax credits.	10/24/2023	Tax Credits	\$122,490	0%	\$122,490	12/1/2023	BUSINESS
MOKSHA FARM	MOKSHA IS CONSIDERING OPENING A FARM STAND AND EXPANDED FOOD SERVICES (COFFEE, FRESH LOCAL PRODUCE, EXPANDED ON THE GO FOOD ITEMS LOCATED ON RT. 12 ACROSS FROM	8/2 - Meeting. Putting in a Working Lands Grant application for \$35,000. Application window opens in September. Introducing them Alex Jong, bagel entrepreneur. 8/11 - Application open - contacted Gert. 9/18-20/23 8/28 - Met - began working on grant. 10/11 - Grant webinar. Working on grant.	10/9/2023	GRANT	\$50,000	20%		10/27/2023	BUSINESS
ALEX JONG - BAGEL BAKERY	ALEX RAN A BAGEL BAKERY IN BOSTON. MOVE TO NORTHFIELD IN OCTOBER OF 2022. WANTS TO BAKE BAGELS FROM HOME, BUT LOOKING AT ALL OPTIONS.	8/18 - Met at office. 8/23 - Intro to Carrier, La Panciera, Moksha Farms for opportunity discussions. 8/31 Follow up on connections to see if food meetings. Working with Moksha to make and sell bagels there.	8/22/2023					10/30/2023	BUSINESS
NORTHFIELD SENIOR CENTER - COMPUTER UPGRADE	Antiquated computers are keeping the SC from providing the level of communication and record keeping needed. Grant would hire consultant to examine system, recommend new hardware and complete installation.	Tarrant Foundation NSB Foundation Applied for a \$5,000 grant from each foundation. 9/25 - Check in with Tarrant Foundation. Tarrant awarded \$1,500.	10/9/2023	Grant	\$5,000		\$1,500	10/27/2023	COMMUNITY
COMMUNITY GARDEN	MAKE NORTHFIELD'S FEMA BUYOUT PROPERTIES INTO COMMUNITY GARDEN SPACE THAT BRINGS PEOPLE TOGETHER TO GROW FOOD	STEVE FITZHUGH is consulting. 7/10/23 - Soil tests came back - discussing with SF. Next step - SPARK Grant - 8/1. Application submitted . 10/2 - Grant awarded. Next steps - process grant - get prices for soil tests for garden.	10/2/2023	GRANT	\$5,000		\$5,000	11/3/2023	COMMUNITY
MUNICIPAL LIBRARY	To provide resources to address repair and mitigation needs in small, rural public libraries that also serve as community meeting spaces and public facilities	CONTACT HAS BEEN MADE. PROGRAM DELAYED - ON WAIT LIST - HAVE REQUESTED CAPITAL IMPROVEMENT LIST FROM LIBRARY. HAVE NOT RECEIVED ANYTHING COMPREHENSIVE YET - Still unclear - talk in library. 10/2 - emailed for an update.	10/2/2023					11/15/2023	COMMUNITY

PROJECT	SCOPE	STATUS	UPDATED	\$ TYPE	FUNDING	%	AWARDED	Next Action Date	CATEGORY
GRAFTON CHEESE FOR CERV	Request to provide cheese to families quarterly to be provided to our CERV recipients.	10/2 - Application Submitted - can take up to 8 weeks to be considered.	10/2/2023					12/2/2023	COMMUNITY
DOWNTOWN DESIGNATION FOR THE TOWN OF NORTHFIELD	TAKE THE NEXT STEP FROM BEING A DESIGNATED VILLAGE TO A DESIGNATED DOWNTOWN FOR MORE ECONOMIC OPPORTUNITIES IN NORTHFIELD	MODERNIZED ZONING BYLAWS AND FINALIZE DOWNTOWN BOUNDARIES - DD voted yes to new lines on 7/12. Next step - get approved by Select Board and NCDN. 7/20 - Sent to NCDN 8/3 - NCDN approval letter. 8/8 - Approved by SB. Zoning bylaws and SB letter received. Waiting on zoning.	9/21/2023	N/A				11/10/2023	COMMUNITY
FORAN FAMILY LAND	WORK WITH OWNERS OF 181 ACRE PARCEL OFF DOYON ROAD TO DEVELOP MULTIPLE HOUSING OPTIONS AND COMMUNITY AMENITIES	9/5 - Working with Kevin and FEMA on temporary housing. 10/24- FEMA did a half-hearted drive by - still discussing.	10/24/2023					11/1/2023	HOUSING
CETRANGOLO - 110 NORTH MAIN - APARTMENT COMPLEX	WORKING WITH NORTHFIELD DEVELOPMENT CO. ON 25 UNIT APARTMENT COMPLEX	RFP - 6/23 - Contacted Dollar (parking) 8/1 - CVRPC increased award to \$35,000 for Phase II to cover full expenses. 8/7 - meeting with CVRPC and Weston & Sampson engineers. 8/15 - site plan complete. 9/5 - Phase II drilling is underway. 10/24 - Phase II Teams Meeting - more testing required.	10/24/2023		\$25,000		\$35,000	10/27/2023	HOUSING
HABITAT FOR HUMANITY - 95 NORTH MAIN STREET	95 North Main Street, next to Dogwood Glen Drive, is a vacant lot we seek to build a Habitat house on.	Habitat has parcel map, lister card, sewer/water maps. 9/28 - Working with Wetlands Division so ensure lot can be built upon. 9/29 - Passed as buildable. Duplex is allowed. H4H is working on buying land.	10/24/2023					10/31/2023	HOUSING
COMMUNITY PARTNERSHIP FOR PLANNED NEIGHBORHOODS PROGRAM	Reimbursement grant program for VT municipalities and non-profits - supports investments in smart-growth neighborhoods by funding municipal planning, site control, design, scoping, and surveying for the development of a pilot neighborhood. Deadline 10/17/2023	7/31 - Working on Mayo property for independent living residences for aging population. Email sent to Mayo. 8/29 webinar - consider Foran Family and Mayo. 9/6 meeting with Mayo - positive. 9/20 - Board voted to allow EDD to go ahead with application. 10/27 deadline.	9/20/2023	GRANT	\$200,000	0%		10/11/23	HOUSING
MUNICIPAL ENERGY RESILIENCE PROGRAM - MERP	Free building energy assessments - \$4,000 for GRANT WRITING SUPPORT - Up to \$500,000 grants for weatherization, thermal efficiency, and supplementing or replacing fossil fuel heating systems.	\$4K GRANT - consulting on grant app. 7/13 - App submitted. 8/3 - invoice for minigrant. 8/21 Zoom with coordinator, Now gathering utility data on buildings. 9/18 - Town Office and Library to receive energy audits. 9/25 - Utility Bills Submitted.	9/25/2023		\$4,000	0%	\$4,000	10/27/2023	MUNICIPAL
MUNICIPAL PLANNING GRANT	Grants up to \$30,000 for planning - we are applying for the funding to complete an asset inventory and larger capital plan that includes contingencies for climate change.	Deadline 11/1. Working with CVRPC as a guide for completion - have an intern from Norwich.	10/25/2023	Grant	\$30,000	10		10/27/2023	MUNICIPAL
VT Bond Bank <-> Northfield: Capital planning and infrastructure climate risk	Northfield's capital planning, risk management and a possible collaboration with VT Bond Bank	CALL WITH KAHWA DOULIGUI AND MICHAEL GAUGHAN FROM VERMONT BOND BANK UPCOMING - meeting again in three weeks - reviewing capital plans. 9/21 - Intern working on asset list, capital budget. Set up tutorial for intern.	10/9/2023					11/5/2023	MUNICIPAL
CERV GRANTS FOR MUNICIPAL BUILDING IMPROVEMENTS	The proposed renovation of 51 South Main St. to include CERV moving all services into the bottom floor will require more funding than the town is likely to provide. Grants to CERV as a separate nonprofit will likely be needed.	Research grants. 400k - https://vermont.grantwatch.com/grants/152478/grants-to-us-agencies-nonprofits-ngas-to-hes-and-hes-to-address-nutrition-and-food-access.html 9/11 - Green light to look at grants based on food insecurity. Grafton Cheese grant submitted.	10/5/2023					11/3/2023	MUNICIPAL
PEDESTRIAN WALKWAY - WALL STREET - WATER STREET	NEW WALKWAY, BIKE LANE FROM COMMON TO DOG RIVER PARK	6/28/2023 - Dubois and King bid - Approved. 7/7/2023 - 7/25/23 - Contract issued - signed by Jeff. Kick off meeting 9/6 - Keep pressure on to have scoping completed in time to apply for summer grants for construction. Next meeting - 11/8	10/11/23	GRANT	\$40,000	20%	\$35,200	11/9/2023	TRANSPORTATION

PROJECT	SCOPE	STATUS	UPDATED	\$ TYPE	FUNDING	%	AWARDED	Next Action Date	CATEGORY
NORTHFIELD FALLS CROSSWALK	Transportation grant for crosswalk with sidewalks and curbing on both sides of Route 12 in Northfield Falls and two flashing beacons. Assisting town manager on application.	Application submitted. Jeff spoke with Keith C. from the state on 7/25 who is looking into progress. 10/25 - Have not heard.	10/25/2023					11/15/2023	TRANSPORTATION
TRANSPORTATION ALTERNATIVE PLANNING AND STORMWATER GRANTS	Seeking funding for Lovers Lane and possibly other projects through these grants	10/19 - 10 am webinar. 11/1 - Meeting with Jeff to discuss possible opportunities.	10/23/2023					11/1/2023	TRANSPORTATION
HSIP - UNION BROOK STRIPING	Highway Safety Improvement Program, local grants for safety infrastructure, Deadline June '16. Reimbursement - 0% local match, Grants between \$5,000-\$35,000. Applying for funds to complete road striping on Union Brook.	Grant submission required by June 16. Draft being reviewed by Town Manager. 6/16/23 - Application submitted. Grant awarded. 9/7 - Still waiting for grant agreement. 10/9 - Expect a contract within 4-5 weeks.	10/9/2023	Grant	\$33,090	0%	\$33,090	11/20/2023	TRANSPORTATION
LOVERS LANE	FUNDING TO PAVE LOVERS LANE FOR MORE PERMANENT SOLUTION TO ROAD CLOSINGS AND EXPENSIVE UPKEEP	BRIC GRANTS : GIVEN IMPACT ON THE WINDOSKI RIVER BASIN. 3/5 email to VT FEMA office to find when application window opens. Discussion with Brian Voight - Putting pieces together to raise enough money. Also asked for BRIC dates. 9/20 - FEMA has frozen BRIC grants at this time. 9/28	9/28/2023					11/1/2023	TRANSPORTATION

The group also discussed the EDD's request for \$200,000 in ARPA funds to be used as matching funds for various upcoming grants. Matching funds can be as much as 100% of the project, but they can also be as low as 10%, with most being about 20%. At 20%, this \$100,000 could become \$1 million in improvements in the community via grant funding.

Ms. Petty noted that the town would want to make sure that the funds would be deployed before the federal deadline (2026) on specific projects so as not to lose any of the ARPA awards.

Discussion took place regarding having some specific grant applications ready before July of 2024 to help the Select Board determine how much should be allocated toward matching grant dollars.

Ms. Shernock suggested that Mr. Davis contact Katie Buckley at VLCT to find out if there is any way the community can hold on to the ARPA funds dedicated to grant matching beyond the 2026 deadline.

b. Other Matters –

Pool Funding – Ms. Petty asked whether the town would like to find funding again for the town pool and increasing attendance with various events. She pointed out that people are more likely to buy a pass after seeing the quality of the pool. Mr. Schulz agreed that increasing attendance would better serve the community and help fund the operational costs of the pool. Ms. Shernock suggested finding an “angel” to keep this funding going if no grant funding is available.

Rustic – Ms. Petty asked about attempts to find grant funding for Matt Goslant, who is reopening the Rustic. Mr. Davis reported that the EDD has applied for two different grants but was not awarded either one. The EDD continues to look for other funding opportunities.

V. ADJOURNMENT. The subcommittee adjourned at approximately 3:16 pm.

Respectfully submitted,

Thomas G. Davis

Thomas G. Davis
Economic Development Director