

Windham NRCD
Board of Supervisors Meeting
November 4, 2025
Board Packet
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Windham County Natural Resources Conservation District

Supervisor Meeting

6:30 PM, Tuesday, November 4, 2025

301 Barrows Rd

Brattleboro, VT 05301

<https://us02web.zoom.us/j/84535922555>

Agenda

Land Acknowledgement

We respectfully acknowledge the traditional, ancestral, unceded territory of the Abenaki People, who have stewarded this land throughout the generations.

Review Agenda for Additions or Changes

New Business

1. Quarter 1 FY26 Financial Reports

On-Going Items

1. Updates on the Government Shutdown
2. VACD Updates
 - a. Annual Meeting Issues
3. Strategic Planning Update
4. Monthly Report on District Activities

Secretary's Report

Approve minutes from August 20, September 10 and October 8, 2025

Review Upcoming Supervisor Meeting Dates:

Next meeting: December 10, 2025

Other Business

Executive Session Board to Potentially Approve Performance Review for the Executive Director

Future Agenda Items:

1. Annual Gathering Planning
2. Basin 11 Tactical Basin Plan Update Process with Marie Caduto
3. Act 181 = Modernizing Land Use Review with Alison Spasyk

FY 26 – Q1 Financial Reports Summary

Summary

This report covers the first quarter of fiscal year 2026 (July 1 – September 30). We increased our net assets by \$2,128.65 during this quarter. This is a high-volume quarter for the district, with our core services agreement paying out roughly 85% of our total annual award and our Ag-CWIP award paying out 50% of the total annual amount this quarter. This is offset by the increased expense of the seasonal staff associated with the four greeter programs and the water chestnut and Japanese Stilt-grass work, however. It should be noted that all of this quarter occurred prior to the federal government shutdown.

Income

Windham NRCDC had \$151,635.76 in income in quarter one. This represents ~ of our project income. Notable variances between projected and actual income include:

- NACD TA payments were 9% of the budgeted amount for FY26. This is due to the seasonal nature of conservation planning work and a lack of clear tasks that could be completed during this quarter. Once the federal government re-opens and we can resume work on this project we'll want to do a better job of consistently billing to this project (we can bill for training and planning, as these funds are intended to support 0.5 FTE for our two planners).
- Payments related to our USFWS Award (Stiltgrass EDRR) were only 8% of the budgeted amount for this fiscal year. This is due, in part, to having only invoiced up through the end of August. When the government re-opens we'll be able to invoice up to the end of the field season. We also have not received any invoices from Essex NRCDC, which is a subcontractor on this agreement, so we will continue to run below projects until they start spending their funds.
- The Grassland Bird Project invoice only accounted for 4% of the budget amount this fiscal year. This is also due to the seasonal nature of the work and the fact that we were unable to hire a technician this season, so most of the work was on a volunteer basis. This will ramp up in January as we try again to hire a seasonal technician.
- The LISFF Watershed Planning Project only recorded 14.6% of project income during this quarter (while 25% would be "on schedule"). This is due to having no contractor expenses during this quarter. We are ramping this project up right now and expect to make up ground during the next quarter.

- Our core service award paid us >80% of projected annual income during this quarter. This has helped with cash flow, but we'll need to be careful to invoice other funders regularly in the second half of 2026 with no additional core funds.
- Our Ag-CWIP payments are issued semi-annually, with the last payment in September. We won't be paid again until sometime in Q3, so this helps with cash flow in the short term but makes it look like we have more money than we do.

Expenses

Windham NRCDC had \$149,507.11 in expenses during Q1 of FY26. This represents 21% of projected annual costs. Notes about key variances and other clarifications:

- Salaries and wages were ~29% of the projected annual total. This is due to the seasonal employees working on invasive species and the greeter programs.
- Advertising and website were 82% of the budgeted annual amount. This is due to our paying the full cost of our Streamline fees for both the district and Cisma websites at the start of the year. We won't have to pay Streamline again in FY26.
- We had relatively few registration and meeting expenses in Q1. This is due to us postponing the annual meeting.
- \$81.48 in bank fees resulted from difficulties in accessing and paying the credit card bill on time. These issues have been resolved and we shouldn't have any future fees associated with the credit card.
- Healthcare was much lower than budgeted. This is because we include cash-in-lieu of health insurance payments as "healthcare" on our budget, but Quickbooks online is tracking these as salaries and wages currently (as they are taxable income).
- The amount of \$1,488.41 under "reimbursements" on the profit and loss statement is for mileage reimbursement. I'm not sure why this is not showing up under mileage but I will have Dave look at this during our next meeting.
- We did not have any "consulting/engineering" expenses this quarter because the three restoration projects had not yet started in Q1.
- "Other contractual" was only \$800 (\$58,351 budgeted) due to delays in moving into the next phase of the LISFF Watershed Planning Project and Essex NRCDC not yet invoicing us for invasive species work. We anticipate making significant progress in Q2 and Q3 on the LISFF project, which should result in more subcontractor expenses.
- Financial assistance to producers was only \$3,000 (with \$56,000 budgeted). This was planned, as most of this assistance will be issued during the 2026 growing season.
- The \$7,000 expense under "equipment" is for the purchase of a shed.

Windham NRCO FY26 Budgeto Actual July-September (Q1)

INCOME	FY26 Approved Amount	Q1 Actual
Donations	\$3,000.00	\$1,540.44
Rental Programs	\$100.00	\$0.00
Sales Programs	\$45,000.00	\$0.00
Grants Income	\$699,165.97	\$150,091.00
Bank Interest	\$35.00	\$4.32
Cost of Good Sold	-\$32,000.00	
Total Income	\$715,300.97	\$151,635.76
EXPENSES		
Administration		
Liability and Auto Insurance	\$7,000.00	\$1,712.15
Board Expenses	\$3,000.00	\$150.00
Advertising and Website	\$5,300.00	\$4,331.38
Dues and Subscriptions	\$3,925.00	\$3,795.00
Vehicle Maintenance and Fuel	\$5,000.00	\$633.12
Registration and Meeting Expense	\$5,000.00	\$283.29
Lab Fees	\$566.00	
Bank Fees	\$25.00	\$81.48
Computer Supplies and Software	\$6,887.59	\$1,998.54
Logo and Promotional Materials	\$1,200.00	\$350.00
Printing and Reproduction	\$400.00	
Membership		
Personnel		
Salaries and Wages	\$349,283.92	\$103,061.14
Healthcare	\$52,768.78	\$2,350.04
Retirement	\$7,915.32	\$1,364.26
Fringe Benefits	\$6,540.00	\$1,093.92
FICA	\$28,257.07	\$9,333.69
Unemployment and Workers Compensation	\$5,200.00	\$1,134.34
Mileage/Travel	\$8,500.00	\$2,185.40
Contractual		
Consulting/Engineering	\$87,000.00	
Construction	\$0.00	
Bookkeeping		
Cash Match for Americorps Position	\$2,400.00	\$2,800.00
Other Contractual	\$58,351.82	\$800.00
Financial Assistance to Producers	\$56,000.00	\$3,000.00
Supplies		
Office Supplies	\$1,500.00	\$0.00
Project Materials	\$7,025.00	\$2,049.36
Postage	\$600.00	
Equipment	\$0.00	\$7,000.00
Other Supplies		
Total Expenses	\$709,645.50	\$149,507.11
Increase (Decrease) to Net Assets	\$5,655.47	\$2,128.65

Balance Sheet

WINDHAM COUNTY NATURAL RESOURCES CONSERVATION DIST

As of September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Department of Agriculture	0.00
WCD Brat S & L	73,709.86
Total for Bank Accounts	\$73,709.86
Accounts Receivable	
Accounts Receivable	3,298.92
Total for Accounts Receivable	\$3,298.92
Other Current Assets	
QuickBooks Tax Holding Account	4,411.34
Undeposited Funds	0.00
Total for Other Current Assets	\$4,411.34
Total for Current Assets	\$81,420.12
Fixed Assets	
Other Assets	
Total for Assets	\$81,420.12
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	138.85
Total for Accounts Payable	\$138.85
Credit Cards	

Balance Sheet

WINDHAM COUNTY NATURAL RESOURCES CONSERVATION DIST

As of September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Other Current Liabilities	
Deferred Revenue	3,000.00
Direct Deposit Liabilities	0.00
Direct Deposit Payable	0.00
Payroll Liabilities	\$0.00
Employee ROTH	0.00
Employer Match ROTH	0.00
Federal Taxes (941/943/944)	-0.01
Federal Withholding	0.00
FUTA	0.00
health insurance	0.00
Health Insurance (company p {2}	0.00
Health Insurance (company p {2})-1	0.00
Health Insurance (company paid)	0.00
Health Insurance (company paid)-1	0.00
Health Insurance (Employee)	0.00
Health Insurance (Employer)	0.00
Health Insurance (pre-tax)	652.69
Health Insurance y	0.00
MA Income Tax	0.00
MA Income Tax-1	0.00
Medicare	0.00
Retirement	0.00
Roth 401k Emp.	0.00
Roth 401k Emp.-1	0.00
Social Securitiy	0.00
SUTA	0.00
VT Department of Labor	0.00
VT Dept of Taxes Withholding	0.00
VT Income Tax	2,419.38
VT Unemployment Tax	200.27
Total for Payroll Liabilities	\$3,272.33
Total for Other Current Liabilities	\$6,272.33
Total for Current Liabilities	\$6,411.18
Long-term Liabilities	
Total for Liabilities	\$6,411.18
Equity	
Beginning Fund Balance	0.00
Pr Yr Cumulative Net Assets	72,880.29

Balance Sheet

WINDHAM COUNTY NATURAL RESOURCES CONSERVATION DIST

As of September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Net Income	2,128.65
Total for Equity	\$75,008.94
Total for Liabilities and Equity	\$81,420.12

Profit and Loss

WINDHAM COUNTY NATURAL RESOURCES CONSERVATION DIST

July 1-September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
Bank Interest	4.32
Donations	1,540.44
Grants	\$2,100.00
Grants - Federal	41,437.78
Grants - Private	4,500.00
Grants - State	102,053.22
Total for Grants	\$150,091.00
Sales	0.00
Total for Income	\$151,635.76
<hr/> <hr/>	
Cost of Goods Sold	
Gross Profit	\$151,635.76
<hr/> <hr/>	
Expenses	
Administration/Other	
Advertising and Website	\$3,971.50
Website	359.88
Total for Advertising and Website	\$4,331.38
Bank Charges & Credit Card Fees	81.48
Board Expenses	
Meeting Expenses	\$283.29
Supervisor Exp	
Supervisor Rep to NRCC	150.00
Total for Supervisor Exp	\$150.00
Total for Meeting Expenses	\$433.29
Total for Board Expenses	\$433.29
Computer Supplies & Software	1,998.54
Donations and Scholarships	0.00
Dues and Subscriptions	
NACD	775.00
VACD	3,000.00
Woodland Owners' Association	20.00
Total for Dues and Subscriptions	\$3,795.00
Equipment	7,000.00
Liability and Auto Insurance	
VLCT PACIF Insurance	1,712.15
Total for Liability and Auto Insurance	\$1,712.15
Logo and Promotional Materials	350.00
Miscellaneous	0.00

Profit and Loss

WINDHAM COUNTY NATURAL RESOURCES CONSERVATION DIST

July 1-September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Refreshments for Events	0.00
Total for Administration/Other	\$19,701.84
Contractual	3,600.00
District Supplies	
Fees	0.00
Project Materials	\$1,626.94
Producer Stipend	3,000.00
Total for Project Materials	\$4,626.94
Total for District Supplies	\$4,626.94
Mileage	696.99
Payroll Expenses	
Company Contributions	
Health Insurance	2,350.04
Retirement	1,364.26
Total for Company Contributions	\$3,714.30
Taxes	9,333.69
Wages	103,061.14
Total for Payroll Expenses	\$116,109.13
Personnel	
Fringe Benefits	
Short-term Disability Insurance	855.00
Total for Fringe Benefits	\$855.00
Health Insurance	0.00
Unemployment and Workers Comp	
Workers Comp	1,134.34
Total for Unemployment and Workers Comp	\$1,134.34
Total for Personnel	\$1,989.34
Project Grant Expense	0.00
Project Supplies	422.42
Reimbursements	1,488.41
Staff Professional Development	238.92
Vehicle Maintenance & Fuel	633.12
Total for Expenses	\$149,507.11
Net Operating Income	\$2,128.65
Other Income	
Other Expenses	
Net Other Income	
Net Income	\$2,128.65

Examine each question in terms of what is ethically and aesthetically right, as well as what is economically expedient. A thing is right when it tends to preserve the integrity, stability, and beauty of the biotic community." --- *A Sand County Almanac* **Aldo Leopold**

Executive Summary by Elise Annes, Momentum Communications

Windham Natural Resource Conservation District (Windham NRCD) hired Momentum Communications in the spring of 2025 to facilitate the strategic planning process and development of a new multi-year strategic plan. The last strategic planning process was completed in 2019. These past several months, the staff and board have invested their time to take stock of where the organization is and then to look ahead and consider the role of the organization in the future. This process was completed in September.

Vermont's Regional Conservation Districts (NRCDs) serve as community-driven leaders, working with landowners and partners to protect and conserve natural resources through technical, financial, and educational assistance. They provide localized support for issues like water quality, soil health, and forestry, coordinate local resource planning, and connect individuals and communities to state and federal conservation programs and funding opportunities. Windham NRCD staff (and board) are the local face of conservation, providing on-the-ground support and expertise to help Vermonters steward their valuable natural resources.

The staff, board and community surveys, the interviews with stakeholders, and the conversations leading up to this strategic plan point to the high regard that many in the community have for Windham NRCD. It is clear that the work of the organization, and the way in which staff approach the work, are key to the success of the organization by building trust and goodwill through patience, adaptability, and expertise. Windham NRCD is consistently sought out as a trusted leader to provide education and technical assistance for communities and residents implementing on-the-ground projects for invasive species control, water quality, soil health, forest integrity, and the protection of wildlife habitat.

There are generally three goals of a strategic planning process: bringing clarity and alignment on mission, bringing focus to the organizational goals and strategies, and creating alignment between board members and staff based on the thorough process that you engage in, together. There is clear alignment on mission, and the unique role Windham NRCD plays in service to your community. Most of the feedback and discussions were about making sure the organization can keep doing what you are doing so well. The areas where we spent time in establishing new goals and objectives were in the areas of organizational capacity and community engagement. The board and staff reflected on their shared keen interest to fortify the future of the organization, follow through on the responsibility and commitment that Windham NRCD staff have made, and address the evolving needs of the county.

Mission

The mission of the Windham County Natural Resources Conservation District is to engage the community in being good stewards of the natural environment. The organization does this by coordinating technical, financial, and educational resources for land users throughout Windham County.

Strategic Goals

GOAL 1 Provide solutions and resources through on-the-ground technical assistance and education to the communities and landowners in our county to protect and steward priority natural resources through activities that promote invasive species management, water quality, soil health, healthy forests and healthy wildlife habitat.

GOAL 2 Perform outreach and education and serve as a key partner and collaborator to strengthen the network of partners and landowners in our district. We see our role as the local facilitators and strive to provide opportunities to bridge appropriate federal, state, local and private programs and services to meet the resource needs of our district.

GOAL 3 Ensure long-term organizational and financial sustainability founded on strong leadership, good governance and operations, and fiscal responsibility that will retain talented staff and make our work effective and lasting.

GOAL 1 Provide solutions and resources through on-the-ground technical assistance and education to the communities and landowners in our county to protect and steward priority natural resources through activities that promote invasive species management, water quality, soil health, healthy forests and healthy wildlife habitat.

Objectives include priority programs defined in the strategic planning retreat in order of prioritization by staff and board as of 9/16/2025

Objective 1: Prioritize invasive species projects

Minimize the risk of new introductions and reduce the impact of established invasive species on native ecosystems. Prioritize control efforts based on the invasive species' potential impact, location, and the feasibility of control. Implement control measures, such as mechanical, manual, chemical, or biological methods, using best management practices for priority species and sites.

Programs in this area are focused on education, outreach, and removal of invasive species. The district's efforts include hands-on community events, early detection projects, and support for the regional Southeast Vermont Cooperative Invasive Species Management Association.

Objective 2: Increase conservation practices on agricultural land

Provide technical assistance to farmers for goals such as increasing on-farm conservation practices, improving farm viability, and streamlining agricultural funding support. Work with farmers to help them meet conservation and production objectives.

Projects include those that improve soil health, nutrient management, water quality, and maintaining wildlife habitat.

Objective 3: Locally led conservation planning

Windham NRCD works with the U.S. Department of Agriculture (USDA) NRCS and community stakeholders to lead local conservation planning. This process involves assessing local needs, developing a plan, securing resources, and implementing solutions.

Work in this area includes:

- The resource concern survey (Windham NRCD and Natural Resources Conservation Service (NRCS) invite community members, farmers, and other stakeholders to provide input on environmental priorities and concerns in Windham County.)
- Local Work Group meetings to gather public input from a wide range of agencies, organizations, businesses, and individuals interested in local natural resource needs. The results are used to develop the Conservation Action Plan.
- Natural Resources Assessment: The district creates a report detailing Windham County's natural features and resources, incorporating information from sources like Tactical Basin Plans.

Objective 4: Water quality and restoration

This is an area where the organization has a range of programs including technical and financial assistance for farmers as well as stormwater remediation, streambank planting, and berm removal.

GOAL 2 Perform outreach and education and serve as a key partner and collaborator to strengthen the network of partners, landowners and community members that care about the natural resources in the Windham NRCD region.

Objective 1: Play the role of a local facilitator and strive to provide opportunities to bridge appropriate federal, state, local and private programs and services to meet the resource needs of our district.

Engage in frequent and intentional communication among sector partners and foster mutual understanding of complementary roles across the partner networks.

Continually evaluate our potential programs and roles within the context of “who else is providing this role” and identify complementary roles for our organization.

Program focus or Lead Organization Windham NRCD include:

Conservation planning

Other programs - list these in the plan.

Objective 2: Outreach, education and advocacy

Use outreach, education, and advocacy to engage the community in natural resource stewardship. Programs target a range of audiences, from landowners and farmers to students and the general public.

Improve the general understanding of what the organization does, and why it is important. Connect the work to community priorities.

This is an area that Windham NRCD hopes to focus on in the next three to five years by considering how to increase community visibility that will also help with responsible natural resource stewardship and to raise funds to support programs.

Strategy 1:

The Annual Plant Sale is an opportunity for community members to purchase affordable native plants and also provides a unique opportunity for outreach and education regarding natural resources stewardship.. The Plant Sale also raises funds for the organization's conservation and education programs and prevents the spread of invasive species.

GOAL 3 Ensure long-term organizational and financial sustainability founded on strong leadership, good governance and operations, and fiscal responsibility that will make the organization's work effective and lasting. This goal also includes unrestricted and restricted fundraising, board governance/board member recruitment and staff policies

Objective 1: Sustain Windham NRCD as an organization with strong leadership.

Continue to build a strong and effective board that represents the full range of skills and community we serve to amplify our impact. Create a system for a pipeline of future board members that have the skills/expertise to continue the work of Windham NRCD.

Objective 2: Work towards strengthening our operations through maintaining and retaining our staff and their capacity with training and other retention strategies.

If possible, hire staff such as a forester to allow for expertise in technical assistance for areas that are in demand.

Objective 3: Strengthen and sustain the financial and other operations of Windham NRCD by looking into a location for the office and improvements to organizational processes, systems and use of technology.

Objective 4: Research and apply for grants for projects that support the capacity of current programming and future program and service demand.

Objective 5: Explore ways to increase unrestricted fundraising to allow for strategic flexibility that is aligned with the mission. Flexible funding will also allow the organization to respond quickly to community needs.

November Report on District Activities

**This report covers district activities between October 7 and November 4*



Presenters demonstrate mushroom inoculating at the Forest Farming Workshop on 10/17

- **Financials:**

- As of 11/1/25 we have a balance of \$42,495.52 of equities minus liabilities (on a cash basis). For comparison, we had:

\$34,052.42 on 9/30/25 (last month)

\$63,436.11 on 11/1/24

- We have \$16,307.82 in pending bills. We've been delaying payment on some items to make sure we can meet payroll during the federal shutdown. Once we submit and DEC pays our final invoice for the grant in aid program we'll be in better shape.
- We have \$12,932.49 in outstanding invoices.

General Updates

Sales Programs:

- Supply orders have been submitted to Adams County Nursery (fruit trees), Cold Stream Farm (conifers, wildlife shrubs and trees), Nourse Farms (fruits and vegetables) and Redstart (local/native trees and shrubs). Cory has reached out to Yellowbud Farm in Northfield, MA about some edible plants (hickory and oak) but we haven't heard back yet. We still need to get the order to Netherlands submitted for perennials. Cold Stream Farm is requiring us to pay a 20% deposit this year in order to reserve our order (they have not required this in the past).

- **Ag-CWIP:**
 - Isabel attended a Forest Farming Training on 10/17.
 - Soil sampled Walker Farm (regular and one CASH)
 - Heather attended Ag Advisory Committee Meeting
 - Heather attended CRWFA board meeting
 - Heather attended weekly Cover Crop zooms by UVM
 - Heather attended two days of Agronomy training by UVM
 - Heather and Emma soil sampled land owners goat fields
 - Heather and Cory attended Cheshire Conservation District's 80th celebration where our colleague Wendy Ward was honored.
 - Heather and Emma attended Farm Teams meeting
 - Heather assisted farmers submit applications to AFT micro grant
 - Emma soil sampled land owner hay and corn fields
 - Emma met with farmer for Land Treatment Plan
 - Emma attended "Practical Prairie Grazing for Health and True Wealth" on 10/30

- **AFT RCPP:**
 - We're still waiting for payment on our invoice for September. Sarah Heller said they do intend to pay these invoices during the shutdown for work completed prior to the shutdown.
 - We are unable to work on this project and incur expenses during the shutdown.

- **NACD TA:**
 - We are unable to work on this project and incur expenses during the shutdown.
 - We have submitted our application for funding under this grant to VACD for 2026-2027. However, NACD has pushed back the deadline due to the shutdown and another DM has asked for changes in how/if VACD manages this grant at the state level, so it's unclear if our application will be processed as submitted or if we'll need to take additional steps.

- **Long Island Sound Futures Fund (LISFF) Watershed Planning:**

- Our calendar amendment request to NFWF was approved. The new end date for this project is the end of November, 2026.
 - We received payment on our last invoice on 11/3. This is after the reconciliation total listed above for 11/1. We'll be invoicing LISFF monthly for the time being, with Emma working much more regularly on this project than we were before.
 - Emma has been getting up to speed on the project and has reviewed recordings of prior steering committee meetings. She is preparing a number of outreach and education events to promote selected BMPs throughout the region and will be coordinating with partners and interested farmers on this next phase.
- **NRCC: Tactical Basin Planning:**
 - Isabel, Cory, and Emma attended the 10/16 Regional Coordination Meeting
 - **NRCC Base Agreement**
 - Isabel is coordinating with VACD on speaking on a wetland panel at the VACD annual meeting.
 - Isabel attended the 10/16 Engagement and Belonging Discussion led by VACD
 - **Stiltgrass EDRR:**
 - Our invoice for work completed through 8/31/25 was paid.
 - **Grant-in-aid:**
 - Isabel attended a webinar on Hydrilla in the Connecticut River hosted by the Army Corps of Engineers on 10/9.
 - **Trees For Streams:**
 - Isabel, Hemlock, and Tyler met with Todd Menees at three trees for streams sites as part of the application process. These plantings are being planned for the spring of 2026.
 - **Vermont Community Foundation:**
 - Cory will be attending a 2-day retreat of the Resilient Watersheds Cohort hosted by WUV on 11/12 and 11/13 in Greensboro Bend, VT as part of this grant.
 - We've been invited to re-apply for funding in 2026-2027 under this grant. The total award amount (assuming we're funded) has been increased slightly. Isabel is organizing a meeting of the Green River Watershed Alliance so we can solicit their input on work they'd like us to include in this application. The reason we're able to receive this watershed group funding is because we help support the GRWA.
 - **Watershed Grant:**
 - **SE VT CISMA:**
 - Isabel organized a steering committee meeting next week to discuss next steps in the Stiltgrass EDRR and Whetstone Watershed Projects.
 - **Dummerston Landing:**

- Final reporting and invoice were submitted to WUV on 9/30. WUV has requested some additional data related to phosphorous reduction that we need Fitzgerald Environmental Associates help to complete. They've indicated they are able to help us out with this data as soon as they have time, so we're waiting a bit right now to close this out.
- **WUV Workforce Capacity Building Grant:**
 - Cory and Elise met to review the draft strategic plan. Cory will be adding some details and then sharing this with the board in time for the November board meeting so we can review it and discuss next steps at that time.
 - Cory and Dave continue to meet to work on establishing the new structure for both the chart of accounts and customers, projects and classes for tracking expenses and income.
 - Staff began using the Quickbooks Workforce App and/or Quickbooks Time to track their time. This replaces timesheets and should simplify payroll.
- **NFWF Forest and Rivers Fund Grassland Bird Project:**
 - Cat has been writing reports detailing the project's work in year one. Our reporting to NFWF is due at the end of November.
- **Whitingham WISPr**
 - Knotweed treatment was completed at the Jacksonville planting sites. We have a bill from Delta Forestry Inc for this that needs to be paid, but we're still working on gathering the required contractor documents before we process payment. We'll need an amendment to our funding agreement through Windham Regional Commission before we can invoice, as the cost increased from our planned budget.
- **NRCC DM Representative:**
 - Cory prepared a report for NRCC on the November NRCC Board Meeting.
- **MARC Enhancement Design and Implementation Block Grant Lake Raponda Shoreline Erosion Control Final Design Grant**
 - Cory attended the Wilmington Selectboard meeting on 10/21 along with Emily Lewis from DuBois & King to present an overview of the Green Mountain Beach project and solicit public comment. This will be the only public comment session required by the town for this project.
- **MARC Enhancement Design and Implementation Block Grant SEVCA Stormwater and Wetland Restoration Preliminary Design Grant**

Other:

- *The District Tuck has its decal applied!*



- Isabel attended the 10/24 Wood Turtle habitat training hosted by the Orienne Society.

**note: please see below for a summary of current grant agreements and an acronym list.*

Reference Materials *

**Not updated monthly, only as grants change status*

Current Grant Awards:

- **MARC Enhancement Design and Implementation Block Grant Lake Raponda Shoreline Erosion Control Final Design Grant**
 - Grant runs until 12/31/27 with all work required to be completed by 10/31/27. Provides \$44,586 to complete final designs for the set of water quality management practices identified last year during the preliminary design round. Since we worked with DuBois & King on the preliminary design round, our procurement policy allows us to execute an agreement with them for this round of design work without going to bid again.
 - Cindy Ingersoll and Chris Yurek at MARC are the grant contacts.
- **MARC Enhancement Design and Implementation Block Grant SEVCA Stormwater and Wetland Restoration Preliminary Design Grant**
 - Grant runs until 12/31/27 with all work required to be completed by 10/31/27. Provides \$26,572 to complete initial site analysis, alternatives analysis and 30% designs for a preferred set of alternatives at the Southeast Vermont Community Alliance facility in Westminster, VT, near the Henwood Hill Marsh. We'll need to post a RFP for this project.
 - Cindy Ingersoll and Chris Yurek at MARC are the grant contacts.

WRC WISPr Funding

- **This award utilizes funding from the Town of Whitingham up to 10% of the cost of the recently installed wastewater treatment facility (~\$300,000) for natural resources projects in the town. Windham NRCD is working with WRC, DEC and the town to identify projects to fund with these funds. Our current subagreement with WRC only supports a buffer planting and invasive species management project along VT-112 in Whitingham at the municipal lot and the Wastewater Treatment Facility.**
- **The current subaward is for \$25,192.71 and runs from 2/27/25 - 11/1/27.**
- **Most of these funds will flow to a licensed applicator performing three successive cutting and/or herbicide applications and a planting crew (likely Redstart who gave us a quote), but some funds are held for staff time managing the project.**
- **Future awards may be executed if suitable projects can be developed. Funds will support Final Design and Implementation, but not preliminary design.**
- **Margo Ghia at WRC is the contact for this agreement.**

NRCC One Time Core Funding

- **Our proposal was partially funded for \$9,858.02. Funded items include:**
 - **Laptop**
 - **Office Printer**
 - **Project Screen**
 - **Office Chairs**
 - **Logo and Outreach Materials**
 - **Financial Consultant (additionally funding to be paired with WUV funding)**
- **All funds must be spent by 6/30**

- **Receipts are required for all purchases, but we have flexibility on breakdown of spending and can include staff time as an expense at billable rate.**
- **Clare Ireland is the contact for this grant**
- **An amendment was issued on 4/29/25 for an additional \$4,903 to fund the purchase of a kayak trailer and kayaks or canoes.**

NRCC Trees for Streams Enhanced Survivorship Award

- **This is a block grant administered by NRCC. Jess Miller is the contact at NRCC for this program.**
- **Agreement runs 1/1/25 to 10/31/25.**
- **Total award of \$2,321.41 for enhance survivorship activities at two past TFS sites: Meadows and Otter Lane.**
- **Funds 32 hours of staff time, mileage and \$695 in supplies.**
- **Isabel Bowman is project manager for this project.**

NRCC Trees for Streams Whetstone Woods Planting

- **This is a block grant administered by NRCC. Jess Miller is the contact at NRCC for this program.**
- **Agreement runs 4/1/25 to 5/30/25. Reporting and final invoice due to NRCC by 6/13/25. Total award is for \$2,953.70 on an expense reimbursable basis.**

VACD Micro Wetland Planning and Prioritization

- **This is a grant held by VACD with the National Fish and Wildlife Foundation's Long Island Sound Futures Fund.**
- **We have a subagreement with VACD for \$4,044.05 to fund design work on wetland restoration projects at three sites in the Williams River Watershed.**
- **This agreement funds 75 hours of Isabel's time to work on these designs. Work must be completed by 10/31/25.**

NRCC Project Development

- **This is a block grant administered by NRCC. Lina Smith is the contact for this grant.**
- **We have an award of up to \$6,586.43 in staff time and mileage to complete project development activities for 13 sites on the Rock River.**
- **Isabel will be taking the lead in completing these activities, which will include:**

- **Outreach to landowners, typically by mailing**
- **Site visits for interested landowners**
- **Coordination with DEC staff to develop selected sites for applications for preliminary design funding.**
- **The grant runs 10/1/24 – 3/1/26**

Watersheds United Vermont Workforce Capacity Development Grant

- This 18-month agreement funds a variety of capacity building purchases and investments. The primary components of this are:
 - Funding for a new website
 - Purchase of a storage shed
 - Strategic Planning including a consultant
 - Financial assistance including hiring a consultant to help us set up a better system
 - Creation of emergency and transition plans for district staff.
 - Professional development for staff, including wetland delineation training for Isabel
- Lyn Munro and Tobiah Schulman at WUV are the contacts for this grant.
- 90% of funds will be paid up front, with the remaining 10% upon completion of all grant activities. Agreement includes a

claw-back provision if we fail to spend some of the money on eligible expenses.

NRCC: Core Agreement (FY25)

· Block grant administered by NRCC, current agreement has been signed and is awaiting execution for \$35,500. The agreement runs 7/1/24 through 6/30/25. Deliverables on the agreement are:

§ FY25 Work Plan and Budget

§ FY24 Project Results Reporting

§ FY24 Financial Reporting

§ Supervisor Election Process

§ NRCC Supervisor Union Representation

· In addition to these deliverables, the agreement lists “operational standards” that the district is expected to maintain. These are:

§ Maintaining an updated natural resource assessment for the district to provide basis for project and program development.

§ Developing projects and programs addressing resource concerns and securing of grants, contractual agreements or other financial support needed to support implementation.

§ Executing annual supervisor election processes, including posting legal notice holding annual board seat elections or appointments and updating the board directory.

§ Holding regular board meetings and annual meeting

§ Maintaining updated policies and procedures

§ Providing monthly financial reports for review by Board of Supervisors or Board Treasurer, including Balance Sheet, Profit and Loss Report and Check Register

§ Conducting annual performance assessment and annual employee performance reviews

§ Providing annual financial and performance accountability to NRCC.

§ Clare Ireland at NRCC is the primary contact for this grant.

§ Key due dates:

§ Executed Subagreement – 7/1/24

§ FY26 Budget for NRCC and Legislative Advocacy Work – 7/22/24

§ FY24 Work Plan and Budget – 9/15/24

§ FY24 Projects and Financial Reporting – 9/15/24

§ Supervisor Election Process – 12/15/24

§ Updated Supervisory Directly – 1/31/25

NRCC: Basin Planning (FY24)

This is a block grant administered by NRCC. Timeline is July 1, 2023 – June 30, 2024. Our award was for \$21, 555 in funding to support a variety of water quality work and regional coordination, including:

- Running the Local Working Group process
- Attending annual meetings of the LRA, CRC, GRWA and conducting outreach to these and other watershed groups.
- Plan and run a Nitrogen-reduction working group (this will pair with the LISFF project if funded)
- Technical Assistance to non-ag landowners in littoral and riparian settings.
- Support for the basin planning process in Basin 12 (Deerfield).

- Public outreach and education regarding the Lakewise Program at Lake Raponda, South Pond and Sadawga.
- Public outreach and education regarding riparian stewardship through tabling at public events, such as the Guilford Fair and the Herrick’s Cove Wildlife Festival.

NRCC Basin Planning (FY25)

This is a block grant administered by NRCC. Timeline is July 16, 2024 – July 15, 2025. Clare Ireland is the primary contact at NRCC for this grant (with Jess Miller filling in while Clare is on maternity leave) Our award was for \$28,330 in funding to support a variety of water quality work and regional coordination, including:

- Participation in monthly regional coordination meetings by Cory and Isabel.
- Participation by staff in meetings with key stakeholders including the Lake Raponda Association and the Green River Watershed Alliance to increase education and outreach on natural resource restoration and protection needs and opportunities through coordination on opportunities for projects and information sharing. Meetings with other stakeholder groups as opportunities arise to develop new public access greeter programs along the CT river. Also funds participation in the Southeast Vermont Cooperative Invasive Species Management Association steering committee, attendance at Watershed United Vermont’s Annual Meeting, West River Restoration Meetings, the Scaling Up Dam Removals Workgroup meetings and the 30x30 workgroup meetings.
- Creation of a district-led Newton Brook workgroup aimed at identifying obstacles to implementation of restoration practices to improve water quality to plan watershed-level monitoring and restoration efforts. Launch a limited water quality testing program on Newton Brook with partners including Connecticut River Conservancy (CRC).
- Tabling (including with the stream table) at public events including Brattleboro’s First Friday Gallery Walks, CRC’s Riverfest, Mount Snow Wildlife Festival and the Herrick’s Cove Wildlife Festival. Staff will also conduct outreach and education to the Lake Raponda, South Pond and Sadawga lake communities regarding the Lakewise Program.
- Continued work on the “Adopt A Storm Drain” Program in Brattleboro.

- 2 workshops on topics such as rain gardens, rain barrels or benefits of riparian buffers.
- Outreach to businesses about best management practices for land along rivers, with the focus being on women and minority-owned businesses.
- Technical assistance to non-agricultural landowners to help them protect water quality, improve flood resilience and support littoral and riparian habitat through appropriate stewardship.
- Targeted outreach to forest landowners to support adoption of agroforestry management practices and to promote the district's skidder bridge program.
- Host a Vermont Invasive Patrollers Workshop to train members of the public on aquatic invasive species identification and reporting procedures.
- Refer water quality concerns to appropriate staff at DEC and VAAF.
- Respond to initial contacts from land owners to support identifying and developing future projects for the district's project development program.
- Support Tactial Basin Plan Development by reading and reviewing draft plan and providing feedback and hosting public comment sessions.
- Training for staff including Rivers and Roads Training and Watershed Forestry Partnership's Annual Conference.

Ellis Brook Floodplain Restoration and Berm Removal Implementation

- This is a block grant administered MARC for clean water restoration projects. MARC has awarded us funds to complete the berm removal and buffer plantings on a property in Dover and Wilmington. Mary Nealon and Bear Creek Environmental were contacted to complete the design work and will likely be contacted to oversee the berm removal. We have an executed grant agreement for this project for a total of \$95,195 and all deliverables must be completed by 12/31/24.

Dummerston Covered Bridge Access Erosion Gully Design Project

- This is a block grant administered by the Mount Ascutney Regional Commission, using clean water block grant funding from the State of Vermont. We have been awarded \$17,496.96 to create final designs for the creation of a safe access to the river at the Dummerston Covered Bridge on the West River. The primary contact for this grant is Chris Yurek.

· We have an agreement with Watersheds United Vermont for the implementation of this project. This award is for up to \$39,763 and deliverables must be completed by 9/30/25.

Brattleboro Farmers Market Rain Gardens Preliminary Design

· This is a block grant administered by the Mount Ascutney Regional Commission, using clean water block grant funding from the State of Vermont. We have been awarded \$20,065.05 to create preliminary (30%) designs for the creation of 5-8 stormwater best management practices (BMPs) for the treatment of stormwater before it reaches the Whetstone Brook. The primary contact for this grant is Chris Yurek.

Southeast Vermont CISMA (these are grants that the district holds but that CISMA partners assist with implementation)

Windham Foundation

○ This is a direct grant to Windham NRCD from the Vermont Community Foundation. This \$3,000 award funds:

- Assessments of town forests, public parks and public-facing businesses for woody invasives.
- Coordination of community workdays to address infestations
- Funding for AIS surveys at Harriman, Somerset and Raponda.
- Funding for the Harriman Greeter Program.

NRCC: Ag-CWIP

· This is a block grant managed by NRCC. Emily Nummer is the primary contact. The four-year agreement runs from November 1, 2022 through June 1, 2026. This grant funds:

§ Outreach and education efforts focused on clean water and healthy soils, including workshops for producers and the public.

§ Technical Assistance to producers aimed at supporting practices that protect and restore water quality and soil health; includes on-farm visits by staff as well as coordinating farm teams meetings to develop broad support for producers with partner agencies and nonprofits.

§ Soil sampling assistance

§ Purchase of soil probes to create an equipment library for producers to borrow as needed.

§ Conservation Practice Surveys

§ The purchase of capacity building equipment including cell phones, grant management software and GIS.

American Farmland Trust RCPP

- American Farmland Trust has an RCPP agreement to implement regenerative soil health practices throughout New England. We have a contract with AFT for Windham NRCD to host a 0.5 FTE conservation planner position to complete work in Windham, Bennington and portions of Windsor counties.
- Invoices are due monthly for our costs.
- Total contract is for \$200,000 and runs through 9/30/2026.

Vermont DEC Grant in aid: Aquatic Invasive Species 2024

This funding source from the Vermont Department of Environmental Conservation supports greeter programs and aquatic invasive species survey and removal efforts. Kim Jensen is the primary contact at VT DEC for this work. Olin Reed is the primary contact for support with greeter training and the Survey 123 Application for data management.

Our award includes the following funding:

Water Chestnut Survey and Removal at four sites - \$23,989

Harriman Reservoir Greeter Program - \$6,082

Somerset Reservoir Greeter Program - \$6,000

Lake Raponda Greeter Program - \$20,280

South Pond Greeter Program - \$11,700.

NRCC DM Rep

This small agreement with NRCC pays for Cory to act as District Manager Representative. Cory attends statewide coordination meetings, helps plan and facilitate district manager meetings and works to support better collaboration between district managers and with state and federal partners. The agreement runs from July 1, 2024 – June 30, 2026. Clare Ireland at NRCC is the contact for this grant.

National Fish and Wildlife Foundation – Long Island Sound Futures Fund

- We have an executed agreement with the National Fish and Wildlife Foundation for the below work:
- Working with Marie Caduto and Marli Rupe (DEC) on an application for a 3-year planning project to begin development of nitrogen reduction modeling for ag practices in the CT River Valley. Project would bring together state, federal and district staff along with researchers from UVM, UNH and Dartmouth to identify practices for Nitrogen reduction on farms. Part of this project will include

stakeholder meetings with producers to help build a framework for N reduction practices that are compatible with CT River Valley farms. This could potentially lead to a multi-year implementation project in the future. Proposal would provide \$32,000 for Windham NRCD to serve as the coordinator for the Vermont portion of the project.

- Application was submitted May 19. We ended up having enough match from VT DEC, NH DES, UNH-Extension, UVM-Extension and other partners to not need any matching funds of our own. This may prove useful down the road if we want to use Ag-CWIP as match for another program proposal. The final proposal was for \$418,596. Much of this will be subcontracted to partners

National Association of Conservation Districts Technical Assistance, Education and Outreach Grant

Windham NRCD partnered with White River NRCD and Bennington NRCD on a application to this funding source to support increased outreach, education and technical assistance to producers. Our application was partially funded for \$291,000. We are using these funds to support adding an agricultural resource specialist who will work with Heather (~\$50,000). Other funds are supporting an engineer in the Rutland office who will support NRCS work throughout the South Zone. Josh Carvajal is the engineer doing this work. We have an agreement executed with White River NRCD as a sub-recipient.

Jennifer Byrne is the contact for this grant.

Pending Grant Awards:

Whitingham WISPr (Water Infrastructure Sponsorship Program)

-The Town of Whitingham is in the process of replacing their wastewater system. This program will provide the town with savings on their clean water revolving fund loan for up to 10% of the total project cost if they spend the same amount on clean water projects during the project timeline. Windham NRCD and Windham Regional Commission have been partnering to develop a suite of projects to take advantage of these funds. The timeline for this work and specific guidance is still being developed by DEC, but we anticipate beginning work in June of 2024. WRC has agreed to serve as the fiscal agent for these funds (will likely be around \$350,000). The district will have significant opportunities to develop and oversee natural resources projects, as there will be too much work in too short of a time for WRC to do the work themselves.

Grant proposals and other opportunities

Japanese Stilt Grass Early Detection Rapid Response

Submitted a proposal for additional funding to continue the mapping and removal efforts for stilt grass. The final proposal is for a 2-year, \$31,221.60 proposal that would support 200 hours per year for Isabel to serve as point person and coordinator on early detection rapid response efforts, 160 hours per year for a seasonal staff person to work on invasives mapping and removal, and funding for contractors to assist with mapping and removal and chemical applications where appropriate. Rachel Cliche at Silvia O Conte NWR is the contact person for this grant.

Windham County Natural Resource Conservation District Minutes

Wednesday, October 8th, 2025, 6:30 pm

Geof's house, 301 Barrows Road, Brattleboro, VT

Present: Meg Kluge, Geof Dolman, Linda Corse, Pieter van Loon board supervisors, Cory Ross: Executive Director; Heather Blunk: Agricultural Specialist; Arrow Kitchens; Administrative Assistance; Emma Gregg, in person;

On Zoom: Isabel Bowman: Conservation Specialist and Michelle Monroe; Executive Director of Vermont Association of Conservation District.

Government Shutdown:

- This shutdown is unprecedented for a variety of reasons:
 - NRCS is funded through 2027 as the Inflation Reduction Act (IRA) funds are now NRCS funds
 - WCNRCD's TA grant (administered through NRCC) is federally funded from fiscal year 2026 and cannot be worked on
 - For producers, the shutdown comes during prime certification time for practices paid for by NRCS. This is a narrow window for practices to be visible. Heather is recommending to farmers that they should document what they can during this time as it will likely be on them to provide proof of practice implementation.
 - Practice implementation may be a leap of faith for farmers as the possibility of them not getting paid back is looming
 - Impacts to wetlands are high. The removal window of invasive species in wetlands is October – November. This protects vulnerable species. However, the staff that certify this are unable to work.
- The Regional Conservation Partnership Program (RCPP) is halted. This includes American Farmland Trust work. The only work allowed in this realm is pay for performance, but that program does not extend to Windham County.
 - State of Vermont is challenging the legality of this halt
- VACD flooding contract was frozen because of the stop in IRA funded and is now cancelled. VACD was planning to have districts do outreach to help those impacted.
 - State of Vermont is challenging the legality of this cancellation.
- VACD staff are getting paid to work on a variety of grants and projects that can be worked on during the shutdown. VACD is expecting to be able to pay districts for invoices and VACD will be getting paid on any state contracts this month.

- For WCNRCD: No office, no government computers, loss of access to certain programs, and how we approach work has had to change
- Heather found us a meeting space at UVM extension for staff meetings!
- Arrow saved financial records that were in the office

VACD update:

- Engineer Reed Cunningham will start on October 14th working out of Rutland. He will focus on small and medium-sized farms in the southern zone.
- GIS specialist, Matthew, has a PHD in Ecology where he taught classes in GIS. He will provide Technical Assistance, training, and instruction about GIS to Districts and NRCS. His position is funded with an NRCS cooperative agreement.

Proposed revision to Financial Policies and Procedures –

- This revision impacts the Treasurer position. Our treasurers should know QuickBooks online or accounting well.

Motion to approve revisions to the Financial Policies and Procedures.

Motion Approved.

Motion passed.

Annual Gathering Planning:

- Moved to March 20th (the first day of spring) as we did not have a speaker or band
- Conservation Contra Dance!
 - Dinner, present about us
 - Have a Contra Dance
 - Hire callers and a band
 - Need a location with heat

Strategic Planning Update

- Cory has a draft of the plan that will be updated alongside Elise and then sent to the board
- Board reflections:
 - The process was handled well
 - No aha moment at the end but look forward to the plan

Monthly report on district activities:

- NACD TA application: the Request For Proposals amount has increased since last year as the government is expecting districts to do more NRCS work.

- o We are asking to double our current amount to fund 1 FTE
- Introduced plant work:
 - o Water chestnut work: Finished the job this season! We still need repeat visits for each site (expected to be a 12 year-long process for elimination)
 - o Stiltgrass work: We have finished out the funds on this work. We will need to figure out alternative funds for this work
 - o Pieter had reports of stiltgrass on the main trail at the top of the ridge in Westminster along Rocky Ridge (landowner claims he pulled it all but a trail walk is still needed)
 - o Lotus at Retreat launch: Kim Jensen has been monitoring the spread of this plant and Laurie Callahan recommended that she push for introduced plant status of this plant.
 - o Spotted Lanternfly was found at the Guilford Rest Area. The Lanternfly was squashed and no others were found.
 - How can we do education for this? Timing should be early spring for materials so that we hit the first instar cycle.
 - Trees of interest: Tree of Heaven and Sumac
- Jacksonville project: Knotweed work completed: Stem injection and cutting. This caused an increased fee for this work but state okayed amending the agreement
- Farm pet calendar – Need a few more photos!
- Syracuse meeting: Great representation from WCNRCD and the Vermont Conservation Districts
- Our Americorps will start in January

Next Meeting:

November 4th, 2025, 6:30pm at Geof's place 301 Barrows Road, Brattleboro, VT

Motion to enter executive session for personnel issues at 8:02pm.

Motion Approved.

Motion passed.

Executive Session ended at 8:24

Motion to appoint Emma Gregg to the position of Agricultural Resource Specialist

Motion Seconded and Passed

Meeting adjourned at 8:26.