

**Windham NRCD**  
**Board of Supervisors Meeting**  
**August 20, 2025**  
**Board Packet**  
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Windham County Natural Resources Conservation District

Supervisor Meeting

6:30 PM, Wednesday, August 20, 2025

301 Barrows Rd, Brattleboro, VT 05301

<https://us02web.zoom.us/j/82182600235>

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. NRCS Updates
2. FY26 Workplans
  - a. **Board to potentially approve staff workplans**
3. Annual Gathering Planning

On-Going Items

1. Update on Federal Funding and Policies
2. Strategic Planning Update
3. Financial Systems Analysis Update
4. VACD Update
5. Monthly Report on District Activities

Secretary's Report

**Approve minutes from June 12, 2025**

Review Upcoming Supervisor Meeting Dates:

Next meeting: September 10, 2025

Other Business

**Executive Session**

4. Annual Performance Review for Agricultural Resource Specialist Blunk.
  - a. **Board to potentially approve performance review**

Future Agenda Items

1. FY25 Financial Reports
2. Annual Performance Review for Agricultural Resource Specialist Masson
3. Proposed Revisions to Financial Policies and Procedures

Grant	Projected Revenue	Total Hours Funded by Grant or Agreement	Executive Director	Conservation Specialist	Lead Agricultural Resource Specialist	Agricultural Resource Specialist	Invasive Species Technician	Greeters	Avian Technican
Vermont Natural Resources Conservation Council (NRCC):									
NRCC Basin Planning	\$28,330.00	414	114	250	20	20			
NRCC Ag-CWIP	\$93,756.00	1442	96	96	349	557			
NRCC Trees for Streams	\$0.00	100		100					
NRCC: Core Services Agreement	\$53,350.00	820	378	48	48	48			
District Manager Representative	\$9,341.80	130	130						
Project Development		120	20	100					
Grant in aid: Greeter and Water Chestnut Survey and Removal:									
DEC Grant in Aid: AIS & Greeter	\$79,599.00	3444	140	128			780	2396	
GRHydro: Greeter Program	\$5,000.00								
Lake Raopnda Environmental Fund	\$5,000.00								
Town of Wilmington: Greeter Program	\$5,000.00								
Ames Hill Marlboro Community Center	\$4,000.00								
Marlboro Parks Association	\$1,000.00								
Design and Implementation Block Grant: MARC									
Vermont Community Foundation	\$13,000.00	200	40	160					
American Farmland Trust RCPPP Project	\$50,000.00	1040	50		495	495			
National Fish and Wildlife Foundation: LISFF Watershed Planning	\$65,000.00	1155	300	655	100	100			
USFWS: Japanese Stilt-grass Early Detection and Rapid Respons	\$18,000.00	464	20	144			320		
Vermont Fish and Wildlife: Watershed Grant	\$500.00	10	2	8					
VACD: Locally-Led Process	\$0.00	0	0	0	0	0			
NACD Technical Assistance, Outreach and Education Grant	\$58,800.00								
EQIP		685			343	342			
CSP		100			50	50			
COTA		195	48		74	73			
Plant Sale		270	120	50	50	50			
DIBG: Raopnda Final Design	\$44,585.80	60	60						
WISPr: Jacksonville Berm Final Design		40	40						
SEVCA: Preliminary Design	\$26,571.10	60	60						
WISPr: Jacksonville Buffer Planting and Knotweed Treatment		10	10						
Pocket Wetlands									
WUV Capacity Building	29875.35	100	40	20	20	20			
NFWF: Grassland Bird Project		700	60		20	20			600
PTO			361	280	267	264	48		16
PD		64	16	16	16	16			
Unfunded Tasks:									
Workshops and Meetings		80	40	25	20	25			

	Total Hours	11703	2145	2080	1872	2080	1148	2396	616	
	Total FTE	5.63	1.03	1.00	0.90	1.00	0.55	1.15	0.30	

Heather Blunk, Lead Agricultural Resource Specialist														
Grant	Total Hours	July	August	September	October	November	December	January	February	March	April	May	June	Remaining Hours
NRCC Basin Planning	20	5	5	0	0	0	0	0	0	0	6	4	0	0
NRCC Ag-CWIP	349	20	30	30	30	30	30	30	30	30	27	26	36	0
NRCC: Core Services Agreement	48	4	4	4	4	4	6	4	4	4	0	4	6	0
American Farmland Trust RCPP Project	495	37	49	46	56	50	37	40	55	39	18	40	28	0
National Fish and Wildlife Foundation: LISFF Watershed Planning Project	100	0	10	20	10	0	0	0	0	0	12	20	28	0
VACD: Locally-Led Process	0													0
NACD TA														
EQIP	343	20	30	30	30	30	30	39	30	26	16	26	36	0
CSP	50	0	3	6	6	6	9	8	6	6				0
COTA	74	9	6	6	6	6	5	6	6	6	6	3	9	0
Plant Sale	50	0	0	0	0	0	0	0	0	0	50	0	0	0
WUV Capacity Building	20	5	5	0	0	0	0	0	0	0	2	8	0	0
NFWF: Grassland Bird Project	20	0	0	0	0	0	0	0	5	10	5	0	0	0
PTO	267	44	0	0	0	8	25	7	6	21	0	11	1	144
PD	16	0	0	0	0	8	0	8	0	0	0	0	0	0
Workshops and Meetings	20	0	2	2	2	2	2	2	2	2	2	2	0	0
Montly Totals		144	144	144	144	144	144	144	144	144	144	144	144	144

**Agriculture Resources Specialist**  
**FY 2026 Work Plan Narrative**  
July 1, 2025 – June 30, 2026

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**NRCC Basin Planning: 20**

Assist basin planner with addressing biggest water quality concerns in our Basins. This includes doing outreach and education to farmers.

**NRCC Ag-CWIP: 349**

Attend monthly DEI Committee meetings. Create and send out the monthly funding newsletter. Twice a year, complete and submit AGCWIP reporting. Do lots of farm outreach and education including workshops. Soil sample for NMP's and just standard testing. Write Land Treatment Plans and Nutrient Management Plans. Run Farm Teams for those farmers enrolled. Weekly social media posts about relevant topics.

**NRCC: Core Services Agreement: 48**

Attend monthly board meetings. Assist with planning and hosting the District's annual gathering.

**American Farmland Trust RCPP Project: 495**

Site Visits, planning, ranking and obligating contracts. Attend Workshops. CASH soil sampling.

**National Fish and Wildlife Foundation: LISFF Watershed Planning Project: 100**

Attend meetings. Assist with surveys and farmer outreach.

**NACD TA Grant:**

**EQIP:343**

Attend NRCS South Zone weekly check ins. Site Visits, planning, ranking and obligating contracts.

**CSP:50**

Site Visits, planning, ranking and obligating contracts.

**COTA:74**

Site Visits and connection to proper programing and assistance.

**Plant Sale:50**

Promote the sale once it is live. The week of the sale assist with organizing and packing orders. Staff the plant sale day of.

**WUV Capacity Building:20**

Write Transition and Emergency Plans for position. Attend strategic planning retreat.

**NFWF: Grassland Bird Project:20**

Assist with farmer outreach about the program.

**PTO :267**

I expect many sick days with two young children.

**PD: 16**

**Workshops and Meetings : 20**

Attend workshops and meetings on a variety of topics throughout the year.

Grant	Total Hours	per month	July	August	September	October	November	December	January	February	March	April	May	June	Sum
Vermont Natural Resources Conservation Council (NRCC):															
NRCC Basin Planning	250	20.83333333			30	20	20	40	20	20	20	20	20	40	250
NRCC Ag-CWIP	96	8	2	10	15		8	14	16	16	8	7			96
NRCC Trees for Streams	100	8.33333333				10					20	20	40	10	100
NRCC: Core Services Agreement	48	4			4	4	4	4	8	8	4	4	4	4	48
District Manager Representative		0													0
Project Development	100	8.33333333		15		10	20		20	5				30	100
Grant in aid: Greeter and Water Chestnut Survey and Removal:		0													0
DEC Grant in Aid: AIS & Greeter	128	10.66666667		75	40	13									128
GRHydro: Greeter Program		0													0
Lake Raopnda Environmental Fund		0													0
Town of Wilmington: Greeter Program		0													0
Ames Hill Marlboro Community Center		0													0
Marlboro Parks Association		0													0
Design and Implementation Block Grant: MARC		0													0
Vermont Community Foundation	160	13.33333333		6		30	18	18	18	18	18	18	6	10	160
American Farmland Trust RCPP Project		0													0
National Fish and Wildlife Foundation: LISFF Watershed Planning P	655	54.58333333		16		70	72	100	70	95	80	80	72		655
USFWS: Japanese Still-grass Early Detection and Rapid Response	144	12		55	70	4								15	144
Vermont Fish and Wildlife: Watershed Grant	8	0.66666667		8											8
VACD: Locally-Led Process	0	0													0
NACD Technical Assistance, Outreach and Education Grant		0													0
EQIP		0													0
CSP		0													0
COTA		0													0
Plant Sale	50	4.16666667												50	50
DIBG: Raopnda Final Design		0													0
WISPr: Jacksonville Berm Final Design		0													0
SEVCA: Preliminary Design		0													0
WISPr: Jacksonville Buffer Planting and Knotweed Treatment		0													0
Pocket Wetlands		0		4											4
WUV Capacity Building	20	1.66666667								4			6	10	20
NFWF: Grassland Bird Project		0													0
PTO	280	23.33333333			48		40	10	13		18	15	29	24	284
PD	16	1.33333333								5		6	5		16
Unfunded Tasks:		0													0
Workshops and Meetings	25	2.08333333		3					5	5		5	7		25
Sum	2080			184	168	176	184	160	184	176	160	176	176	168	2088
Total Hours	4160			184	168	176	184	160	184	176	160	176	176	168	176
Total FTE	2.00														

FY 2026 Work Plan

July 1, 2025 – June 30, 2026

Conservation Specialist

NRCC Basin planning: 250 hours

Attend Regional Coordination Meetings each month, West River Collaboration Meetings and Southeastern VT CISMA meetings as scheduled, and other, watershed-appropriate, meetings throughout the year. In addition, participate in DEC, CRJC, and CRC water quality focused trainings, informational sessions, or workshops. Throughout the year, respond to landowner questions on water quality, flood resilience, and riparian habitats. When appropriate, refer questions to appropriate staff at DEC. Assist CRC in water testing to inform outreach and project prioritization on Newton Brook as needed. Submit reports quarterly on task outcomes.

In August, complete LakeWise assessments as scheduled. In September, attend the Mount Snow festival. Develop one workshop in the fall and one in the Spring about Adopt-a-Drain and how cleaning these drains improves water quality.

NRCC Ag-CWIP: 96 hours

Collect information and coordinate with staff to organize and share a monthly newsletter. Attend trainings and site visits as needed.

NRCC Trees For Streams: 100 hours

Apply for tree plantings planned from the Pocket Wetland design project. This includes planning plantings around wildlife species and species of interest to the landowners.

NRCC: Core Services Agreement: 48

Attend monthly board meetings. Assist with planning and implementing the WCNRCD's annual meeting. Throughout the year, complete administrative tasks such as timesheets, applying for grants, and tracking landowner interactions for project reporting.

EDIBG: 100 hours

~Note: anticipating MARC funds rather than Project Development.

Prepare grant applications to MARC, NRCC, or WUV for enhancement design funding for projects identified from Rock River project development work. Applications will be submitted in the fall of 2025. Funding awards are anticipated in the late winter of 2025 or early spring of 2026. This work is anticipated to start in late spring of 2026.

DEC Grant in Aid: AIS & Greeter: 128 hours

In the summer of 2025, plan, promote, coordinate, and participate in removing water chestnut from Albees Cove and around the Hinsdale boat launch. Train and oversee seasonal staff on proper identification, cleaning procedures, and public education strategies. Report number of hours and rosettes removed to DEC and to CRC in October of 2025. Create brief educational

videos and materials on aquatic invasive species in October of 2025. Survey potential sites with water chestnut populations and report findings to DEC.

Vermont Community Foundation: 160 hours

Prepare an application for 2026 work. This will include community-focused outreach efforts such as to hunters, fishermen, bikers, etc. Respond to calls from land stewards about natural resource concerns and organize a wildlife of Windham County calendar contest that runs from the spring of 2026 to the fall of 2026.

National Fish and Wildlife Foundation: LISFF Watershed Planning Project: 655 hours

Attend steering committee meetings throughout the project timeline. Lead the secondary source committee to create reports as appropriate. Clean, summarize, and analyze survey data in September of 2025. Write QAPP for the second phase of the project in the fall of 2025.

USFWS: Japanese Stilt-grass Early Detection and Rapid Response Project: 180 hours

Starting in June of 2025, begin stiltgrass removal at known historic locations. Train seasonal staff on identification and survey techniques. Survey for stiltgrass while on site visits in the area. Install weed barriers onsite when allowed by the landowner and when appropriate. Create additional educational material including brochures and postcards targeted to reach community members, landscapers, and road crews on preventing the spread of stiltgrass. Coordinate volunteer days with landowners, community members, business owners, and conservation commissions over the summer to pull stiltgrass.

Vermont Fish and Wildlife: Watershed Grant: 8

Install Whetstone Watershed signs in Putney with the road foreman. Get signed MOUs from landowners with installed signs and assist with final reporting for grant close out.

Plant Sale: 50

Create advertisements to promote the sale once the sale is live. Share promotional materials on social media, front porch forum, and via fliers. A week before the sale, assist organizing and packing plants, and preparing them for orders. Staff the plant sale day of. Coordinate with groups for post-sale plant pickup as needed.

WUV Capacity Building: 20

In September, attend the Windham County NRCD strategic planning retreat. In the fall of 2025, create plans for position transition and emergency leave.

PTO: 280 - I calculated 372..

Estimate taking 100 hours this year in the fall and late winter.

PD: 16

Throughout the year, collect information and coordinate with the Vermont Association of Wetland Science board to organize and share a monthly newsletter.

Workshops and meetings: 25

Attend workshops and meetings on a variety of topics throughout the year including: wetlands, herpetofauna, forestry, and flora identification.

Cory Ross FY26 Workplan	Total Hours by Grant/Activity	July	August	September	October	November	December	January	February	March	April	May	June	Balance
Workdays in Month		23	21	22	23	20	23	22	20	22	22	21	22	
Hours in Month		184	168	176	184	160	184	176	160	176	176	168	176	2088
Vermont Natural Resources Conservation Council (NRCC):														0
NRCC Basin Planning	114	4	4	7	14	12	12	12	12	11	8	8	10	0
NRCC Ag-CWIP	96	8	8	8	8	8	8	8	8	8	8	8	8	0
NRCC Trees for Streams														0
NRCC: Core Services Agreement	378	22	30	2	32	28	42	32	32	32	31	40	47	8
District Manager Representation	130	4	8	40	8	8	8	8	8	8	8	12	10	0
Project Development	20							5	5	5	5			0
Grant in aid: Greeter and Water Chestnut Survey and Removal:														0
DEC Grant in Aid: AIS & GR	140	30	30	30	40	10								0
GRHydro: Greeter Program														0
Lake Raponda Environmental Fund														0
Town of Wilmington: Greeter Program														0
Ames Hill Marlboro Community Center														0
Marlboro Parks Association														0
Design and Implementation Block Grant: MARC														0
Vermont Community Foundation	40		2	24	5	5	4							0
American Farmland Trust RCP	50	4	4	2	4	4	4	4	4	4	4	4	8	0
National Fish and Wildlife Foundation	300	4	12	27	37	30	20	24	23	20	20	20	31	32
USFWS: Japanese Stilt-grass	20		2	2	4	8	4							0
Vermont Fish and Wildlife: Water	2							2						0
VACD: Locally-Led Process	0													0
NACD Technical Assistance, Outreach and Education Grant														0
EQIP														0
CSP														0
CC	48	4	4	2	4	4	4	4	4	4		6	8	0
Plant Sale	120	4	8	4	4	12	6	13	2	2	28	37		0
DIBG: Raponda Final Design	60		4	8	8	8	8	8	8	8				0
WISPr: Jacksonville Berm Final	40							4	8	8	8	8	4	0
SEVCA: Preliminary Design	60		4	8	8	8	8	8	8	8				0
WISPr: Jacksonville Buffer Plan	10		6	0	2	2								0
Pocket Wetlands														0
WUV Capacity Building	40	10	16	6	4	4								0
NFWF: Grassland Bird Project	60	16	4			2	2	2	2	8	8	8	8	0
PTO	361	74	20		2	7	54	32	8	40	48	17	42	17
PD	16								16					0
Unfunded Tasks:														0
Workshops and Meetings														0
Advocacy/Legislative			2	6				10	12	10				-40
														0
	2105													0
														2105
														0
	1.01													1.01
Hour Balance		0	0	0	0	0	0	0	0	0	0	0	0	2071

## FY25 Workplan

July 1, 2025 - June 30, 2026

Executive Director

### **NRCC Tactical Basin Planning – 114 hours**

Attend monthly regional coordination meetings, complete quarterly reports and submit required invoices to DEC and NRCC. Participate in meetings with key stakeholders from the Lake Raponda Association and the Green River Watershed Alliance to promote natural resources restoration and protection, meet with other stakeholder groups as opportunities arise to develop new public access greeter programs along the CT River. Attend and assist with planning (as needed) SE VT Cisma Steering Committee Meetings, Attend the WUV Annual Meeting, Scaling Up Dam Removal Workgroup Meetings and any 30x30 workgroup meetings that occur. Work with Lead Agricultural Resource Specialists to form a Newton Brook workgroup aimed at identifying obstacles to implementation of restoration practices to improve water quality in order to plan watershed-level monitoring and restoration efforts.

Transport, set-up and operate the stream table at the Herrick's Cove Wildlife Festival, facilitate and support other staff tabling at outreach events around Windham County. Provide technical assistance to non-agricultural landowners to help them protect water quality and improve flood resilience. Plan and host a Vermont Invasives Patrollers Workshop, refer water quality concerns to the appropriate staff at DEC and VAAF, coordinate landowner support with partners and identify project opportunities that can be referred to the district's project development programming. Participate in DEC, CRJC, CRC, LCBP or UVM Sea Grant sponsored water quality focused trainings, information sessions or workshops. Attend the Watershed Forestry Partnership's Annual Conference.

### **NRCC Ag-CWIP – 96 Hours**

Supervise Agricultural Staff, plan and lead staff meetings, support semi-annual reporting process and submit invoices. Support district's agricultural workshop programming and supervise outreach to producers, social media, email newsletter and website efforts to promote ag water quality initiatives. Process payments on producer stipends for hosting or attending workshops.

### **NRCC Core Services Agreement – 378 Hours**

Write, supervise and compile staff work plans for FY26 and submit to NRCC. Develop capacity plans for FY26 and use them to assign tasks to staff and recommend staffing decisions to the WC NRCD Board. Complete required programmatic and financial reporting for FY26. Manage the annual supervisor election process and all associated reporting to NRCC.

Manage district finances, ensure accurate and timely processing of payments and invoices. Supervise processing of bi-weekly payroll for permanent staff and payment of required FICA and tax withholding, submission of required federal and state reports, maintain accurate financial records and prepare financial reports to treasurer and full board. Manage district health

insurance, short-term disability insurance policy, healthcare plan, 401K program, worker compensation and general and liability insurance policies.

Manage website. Respond to public requests for information or assistance via phone or email. Research new grant opportunities and develop proposals in partnership with board and staff. Develop board agendas in partnership with board chair and comply with open meeting law, including timely posting of agendas, minutes and recordings.

Attend VACD District Manager meetings, retreats and workshops. Attend VACD Annual Meeting.

Plan and Implement the Windham NRCD Annual Gathering, oversee creation of FY25 Annual Report.

Supervise district staff including completion of probationary and annual reviews as appropriate.

Support the SE VT CISMA as necessary to ensure coordination and continuity of services to address invasive plant species in Windham County.

Supervise FY25 AmeriCorp Servicemember, ensure optimal use of servicemember's time and talents to support district work and mission. Prepare and submit application to VHCB for AmeriCorp Servicemember placement for FY26. Supervise Servicemember in FY26 if funded, including attendance at required supervisor trainings and other program events.

#### **NRCC District Manager Representative – 130 Hours**

Attend Statewide Coordination Meetings with VACD staff, plan district manager meetings, retreats and workshops. Meet with district managers as needed to stay up to date on concerns and issues and share this information with VACD and NRCC staff and supervisors. Attend VACD Full Board Meetings and NRCC meetings. Meet with partner staff at state and federal agencies as needed to advocate for the districts. Participate in the VACD Districts Capacity Building Committee and on hiring committees for VACD staff as appropriate. Attend the NACD NE Annual Meeting and prepare a summary of key takeaways to share with DMs and NRCC.

#### **\*Project Development – 20 Hours**

Work with DEC Watershed Planner to identify priority sites to pursue water quality project development through project development block grant funding. Possible projects informed by project identification activities supported by tactical basin planning workplan.

#### **Vermont Department of Environmental Conservation Grant in Aid Aquatic Invasives Program – 140 Hours**

Manage and oversee public access greeter programs at South Pond, Lake Raponda, Harriman Reservoir and Somerset Reservoir, as well as any new programs developed at additional water bodies. Recruit, hire and supervise greeters, write greeter schedules, prepare annual program management handbook and associated documents and coordinate with local partners including lake associations, towns and Great River Hydro. Complete annual reporting and invoicing. Supervise payroll processing for seasonal staff.

Work with district conservation specialist to maintain and support water chestnut survey and removal work in the Connecticut River in Southern Vermont. Recruit, hire and manage seasonal invasive species technicians and complete payroll for these employees.

**Vermont Community Foundation – 40 Hours**

Oversee district's riparian stewardship outreach and education programming, plan, attend and support Green River Watershed Alliance meetings and activities, attend VCF Cohort meetings and events as appropriate.

**American Farmland Trust RCPP – 50 Hours**

Manage agricultural staff engaged in planning work, oversee completion of required reporting, prepare and submit monthly invoices, process corresponding payments and attend project partner meetings.

**Long Island Sound Futures Fund Watershed Planning Project – 300 Hours**

Manage and oversee project. Plan and lead steering committee meetings, negotiate and manage sub agreements with project partners, prepare and submit reports and invoices to National Fish and Wildlife Foundation, and ensure timely processing of invoices and payments. Submit requests for calendar and budget amendments as needed. Support conservation specialist in creation of quality assurance project plan for second phase of project.

**United States Fish and Wildlife Service Japanese Stilt-grass Early Detection Rapid Response – 20 Hours**

Manage and oversee program, recruit, hire and supervise seasonal staff, ensure timely processing of payroll and required reporting. Prepare and manage sub agreement with Essex NRCD.

**Vermont Fish and Wildlife Watershed Grant – 2 Hours**

Support conservation specialist in completion of grant workplan activities and submission of final reporting and invoice.

**\*\*VACD Locally-Led Process – 0 Hours**

Manage and oversee locally led process, attend required VACD/NRCS trainings, attend full local working group meetings and conservation coffee chat. Assist with conservation needs assessment, conservation action plan and final report to State Technical Committee and any fund pool proposals that result.

**VACD Subgrant: National Association of Conservation Districts Education, Outreach and Technical Assistance Grant – 48 hours**

Manage and oversee grant program. Lead creation of a board succession plan and submit required deliverables, reporting and invoices. Manage agricultural staff involved in program.

**Plant and Trout Sales – 120 Hours**

Coordinate with Green Mountain Orchards, develop plant species list, place supplier orders, develop plant sale order form and website, advertise the sale, process web and mail orders, manage associated funds, recruit volunteers for plant sale prep and oversee unpacking of supply orders and preparation of customer orders. Develop outreach materials for sale day, communicate with customers, including needs for refunds and other changes.

Coordinate with Hy-on-a-hill Trout Farm and Achille Agway, prepare order form and website, advertise sale, process mail and online orders, communicate with customers and supervise deliveries and pick-ups.

#### **Mount Ascutney RPC (MARC) Lake Raponda Shoreline Erosion Control Final Design – 60 Hours**

Manage bid process, prepare and execute sub agreement with consultant/engineering firm, prepare and submit required reporting and invoicing to MARC, plan and attend project meetings, coordinate communication with consultant, DEC staff, town and Lake Raponda Association. Ensure compliance with all grant reporting and permit requirements needed to prepare final designs for implementation.

#### **\*Jacksonville Berm Removal Final Design Grant – 40 Hours**

Manage and oversee project, coordinate with engineering firm, DEC staff, landowners and town. Complete required reporting and submit invoices, process payment on contractor invoices. Ensure compliance with all grant reporting and permit requirements needed to prepare final designs for implementation.

#### **Mount Ascutney RPC SEVCA Stormwater and Wetland Restoration Preliminary Design - 60 hours**

Manage bid process, prepare and execute sub agreement with consultant/engineering firm, prepare and submit required reporting and invoicing to MARC, plan and attend project meetings, coordinate communication with consultant, DEC staff, SEVCA and Town of Westminster. Lead alternatives analysis effort to ensure selection of preferred alternatives and creation of 30% designs supported by all stakeholders.

#### **Jacksonville Knotweed Management and Buffer Planting – 10 Hours**

Manage bid process, execute agreement with licensed applicator for knotweed control. Prepare planting plan, order stock, secure contractor for planting work, complete required reporting and manage payments and invoices.

#### **Watersheds United Vermont Workforce Capacity Grant – 40 Hours**

Manage and oversee project, complete all required reporting, process invoices and payments. Coordinate with strategic planning consultant on the planning process with staff and board.

Work with Financial Planning Consultant to develop policies and procedures to support increased efficiency in district financial management.

Write transition and emergency plans for executive director position.

**National Fish and Wildlife Foundation Grassland Bird Project - 60 Hours**

Oversee project, including required reporting and invoicing to NFWF. Work with volunteers, staff and partners to identify priority sites to seek delayed mowing financial assistance agreements with producers. Supervise hiring process for seasonal technician, supervise technician and oversee timely processing of payments and invoices related to project. Plan and lead steering committee meetings to direct project activities and track successfulness of efforts.

**Stream Table – 2 hours**

Respond to requests to rent stream table, coordinate pick up, deliver and/or return of table.

**Workshops and Meetings – 16 Hours**

Attend conferences, workshops and other meetings not associated with current grants but related to the district's mission.

**Unfunded Tasks - 40 hours**

*These tasks are supported by unrestricted funding in the form of retained earnings from completed grants and revenue from sales programs and other fundraisers.*

Plan and lead advocacy efforts to Windham legislative delegation, including legislative briefing, VACD Advocacy Day and one on one meetings in the district and at the statehouse.

*\*grant not yet awarded*

*\*\*activities may be funded by VACD grant, but this work will be supported by NRCC Base Agreement funding if not.*

Grant	Agricultural Resource Specialist	July	August	September	October	November	December	January	February	March	April	May	June
Vermont Natural Resources Conservation Council (NRCC):			0	0	0	0	0	0	0	0	0	0	0
NRCC Basin Planning	20	0	0	0	0	0	0	5	5	5	5	0	0
NRCC Ag-CWIP	557	108.5	55	45	35.5	35	35	40	38	45	40	40	40
NRCC: Core Services Agreement	48	0	0	0	0	0	0	9	10	9	10	10	0
American Farmland Trust RCPP Project	495	19	80	70	40.5	56	46	41	42	25	25.5	50	0
National Fish and Wildlife Foundation: LISFF Watershed Planning Project	100	0	0	15	16	14	15	15	15	10	0	0	0
VACD: Locally-Led Process	0	0	0	0	0	0	0	0	0	0	0	0	0
NACD Technical Assistance, Outreach and Education Grant:													0
EQIP	342	27.25	20	20	29	45	40	32.25	20	38	35.5	0	35
CSP	50	0	5	1	20	0	0	0	0	8	12	0	4
COTA	73	0	5	5	5	5	5	5	20	5	5	7	6
Plant Sale	50	0	0	0	0	0	0	0	0	0	10	40	0
WUV Capacity Building	20	0	0	0	0	0	0	5	5	5	5	0	0
NFWF: Grassland Bird Project	20	0	0	0	0	0	0	0	0	6	8	6	0
PTO	264	5	3	12	22	11	25	13.75	11	10	10	13	81
PD	16	0	0	0	0	2	2	2	2	2	2	2	2
Unfunded Tasks:													
Workshops and Meetings	25			0	0	0	0	0	0	0	0	0	0

## FY26 Work Plan - Mae Masson

Last updated: 8/19/2025

Soil sampling: In the fall, Mae will resume taking soil samples for at least two farms for their NMP (about 240 acres total), potentially three, plus any additional producers who need assistance. She will work on one land treatment plan for one producer's NMP, and accompany them in the UVM Winter NMP courses taking place next January and February. WCNRCDC will advertise our soil sampling services again in the spring.

Conservation planning: Mae will continue to provide planning assistance with the NRCS to help with the workload and as training in conservation planning.

Conservation planning training: Part 2 of Conservation Planning training originally planned for this summer, has been moved to the fall as virtual sessions and one field day. Mae is hoping to finish all of her conservation planning training requirements in FY26. She will also continue to provide technical assistance to producers.

Outreach: resource concern survey, conservation coffee chat, local work group, social media...

Workshops: To meet our Ag-CWIP agreement deliverables WCNRCDC needs to organize at least two workshops. Heather and Mae are working with UVM Extension on a horse grazing workshop, potentially a series of workshops.

Event planning: annual meeting in November, plant sale in May (with prep in April)

### 1- JULY 2025

- FY26 Windham County local fund pools:
  - Feedback from NRCS
  - Advertising: website, social media and Front Porch Forum
- UVM Extension research farm field day
- NRCS Conservation rollout day
- NRCS planning assistance

### 2- AUGUST 2025

- Guilford Rest Stop fundraiser (8/1)
- FY26 Windham County local fund pools: AUGUST 22 for application deadline
  - Advertising: open house at the Brooks Memorial library (8/5), presentation at the CRWFA meeting with Caledonia County and White River NRCDs (8/12)
- Trainings/workshops: Low-Input Strategies for High-Quality Grass-Fed Milk, Livestock 101: Swine (NRCS), Climate Adaptation Field Walk at Scott Farm Orchard, Different Grazing Strategies for Small Ruminants, High Quality Forages at the Miller Farm, Silvopasture for Technical Service Providers (Interlace Commons)
- NRCS planning assistance
- Annual meeting planning - ideas

### **3- SEPTEMBER 2025**

- Soil sampling
- Trainings/workshops: Livestock 101: Poultry (NRCS), Conservation Planning Part 2 (session 1)
- NRCS planning assistance (deadlines for CSP renewals and CSP classic)
- Annual meeting planning

### **4- OCTOBER 2025**

- Soil sampling
- Land treatment plan
- Trainings/workshops: Conservation Planning Part 2 (sessions 2-6, field day, group presentations and close out)
- NRCS planning assistance
- Horse grazing workshop
- Annual meeting planning

### **5- NOVEMBER 2025**

- Soil sampling
- Land treatment plan
- NRCS planning assistance
- Annual meeting planning

### **6- DECEMBER 2025**

- Land treatment plan
- NRCS planning assistance
- Workshop planning

### **7- JANUARY 2026**

- NMP classes
- NRCS planning assistance
- Workshop planning
- Ag-CWIP reporting
- Assist with legislative outreach

### **8- FEBRUARY 2026**

- NMP classes
- NRCS planning assistance
- Workshop planning
- Assist with legislative outreach

### **9- MARCH 2026**

- NRCS planning assistance

- Workshop planning
- Assist with legislative outreach

**10- APRIL 2026**

- Soil sampling
- NRCS planning assistance
- Workshop planning
- Assist with legislative outreach
- Plant sale

**11- MAY 2026**

- Soil sampling
- NRCS planning assistance
- Workshop planning
- Assist with legislative outreach
- Plant sale

**12- JUNE 2026**

- Soil sampling
- NRCS planning assistance
- Workshop planning
- AgCWIP reporting

## August Report on District Activities

*\*This report covers district activities between June 13 and August 20*

Photo



*Garett with the rest of the 2024-2025 VHCB AmeriCorps Servicemembers at the End of Season Celebration on August 7*



*Participants at the Grassland Bird Workshop in Westminster on June 22*

- **Financials:**

- As of 8/1/2025 we have a balance of \$10,318.50 of equities minus liabilities (on a cash basis). For comparison, we had:

\$40,527.75 on 7/9/2025 (last month)

\$97,077.26 on 7/31/2024 (last year)

- Note: We've since received our first NRCC Core Services Payment, and have a balance of \$35,894 as of 8/19.
- We have \$12,952.76 in pending bills.
- We have \$76,486.48 in outstanding invoices. *This includes an invoice to White River NRCDC for the final installment under our previous NACD TA Grant. This invoice and the associated report were sent on June 17. I've sent two follow up emails and have received no response.*
- Arrow did a fantastic job handling payroll by themselves while Cory was away. Payroll, bills and invoices are all being handled smoothly by Arrow.

## General Updates

- Our online Quickbooks account is continuing to give us some trouble, including some issues with various payroll items and amounts not mapping to the correct liability accounts. We also had one employee whose paychecks were not showing up in our reconciliation report. As a result, we are a little behind on the July reconciliation. Dave has been helping to sort some of this out and Cory was able to get help from the payroll experts at Intuit on Tuesday. Hopefully these problems will be smoothed out soon.
- Heather did a terrific job planning and leading the Rest Area Fundraiser on August 1st. We brought in \$1,550.12 in revenue.
- Arrow has been working on organizing the files in the office (a very overdue project).

## Sales Programs:

- **Ag-CWIP:**
  - Staff attended multiple webinars about soils and seed savings.
  - Mae completed the Soil Health and Sustainability for Field Staff course by NRCS
  - Mae organized a fantastic all-day hands-on workshop on tractor maintenance, safety and operation with Kendall Kunelius from UNH, on June 21st at Walker Farm
  - Heather has been assisting with VACD annual meeting planning
  - Heather soil sampled a cemetery
  - Heather and Mae held multiple site visits
  - Heather and Mae attended Rich Earth Institute field day and discussion afterwards.
  - Heather and Mae attended loan webinar held by Franklin County NRCD
  - Heather presented our local fund pool proposals at the Small Ag Subcommittee of the NRCS State Technical Committee
  - Heather held a truck safety overview with district staff
  - Heather attended a NOFA VT Farm Dreams session at Milkweed Farm
  - Heather and Mae met with Guilford Preservation Institute about their 5 acres and 5 farmer rental dream
  - Staff said goodbye to Garrett during a fun office potluck lunch
  - Mae held a local fund pool open house at the Brooks Memorial Library and spoke about the fund pools again during the CRWFA meeting alongside other conservation districts
  - Heather attended a climate adaptation walk at Scott Farm
  - Heather had a NMP meeting with Harlow Farm and Becky Maden

- Mae attended the 10th annual Farmer Olympics organized by NOFA-VT and held at High Meadow Farm
- Mae attended the UVM Extension research farm annual field day lead by Heather Darby
- **AFT RCPP:**
  - Cory and Heather attended a planning meeting with AFT on June 13 to discuss how to best utilize remaining funds on our agreement. AFT has indicated a fair amount of flexibility in how we use staff time funded by this agreement as we move into the final year of the project.
  - Heather attended water systems workshop hosted by UVM Extension
  - Mae attended a fencing workshop hosted by UVM Extension
  - Heather and Mae are collaborating with UVM Extension and the Vermont Grass Farmers Association on a series of horse grazing workshops and scheduled several brainstorming sessions together
  - Heather and Mae attended an all-day Luminary Tour with Dale Strickler, organized by the Vermont Grass Farmers Association
  - Heather, Mae and Cory attended the FY2026 NRCS roll out
  - HELD AMAZING GUILFORD REST STOP FUNDRAISER!!!!!!
  - Attended Corse Farm Dairy NOFA Pizza Dinner!!!!!!!!!!
- **NACD TA:**
  - Cory submitted invoices to White River NACD and VACD for staff time under both agreements. We spent down the remaining funds on our NACD TA Agreement with White River and then billed staff time expense incurred in June to VACD (as this agreement began in June). The VACD invoice has been paid.
- **Long Island Sound Futures Fund (LISFF) Watershed Planning:**
  - Cory submitted an invoice covering work completed through the end of June. This invoice was paid.
  - Cory has been working on planning a steering committee meeting this fall to decide on next steps for the project.
- **NRCC: Tactical Basin Planning:**
  - Isabel and Cory attended the in-person Regional Coordination meeting on 6/10, which included a tour of the gully erosion project WRC has been leading in Rockingham.
  - Isabel attended the Regional Coordination meeting on 7/17.
  - Our invoice and report for Q4 were submitted to NRCC. Our approved workplan for FY26 has been received from NRCC.

- Cory met with Katharyn Hassan, AmeriCorps from DEC, to provide background details on the Dummerston Covered Bridge project. DEC is planning to highlight this project as one of their success stories.
- **NRCC Base Agreement**
  - Isabel attended the 7/14 DM meeting to contribute to a conversation about invasive species and conservation districts.
  - Cory attended the DM meetings on 6/23 and 8/4.
  - We have an executed agreement with NRCC for FY26. Invoice #1 was submitted and paid.
  - Our agreement has the same deliverables as last year.
  - Cory and Mae attended VACD Advocacy Training in Thetford on 7/28. Meg from Action Circles says that this funding cycle will be quite challenging and that districts will need to reduce their ask from the \$3 million request each of the past four years to avoid sounding tone deaf. She also recommends that districts take on extra work when the State needs us (things like flood mitigation and response, food security) in order to build goodwill for when better funding cycles return in the future.
  - Cory met with Josh Roberts from Edward Jones on 6/26 to complete our required annual review of our 401K plan.
  - Staff held a going away party for Garrett on 8/4. Cory and Garrett attended the end of season celebration with VHCB in Montpelier on 8/10.
  - Cory submitted a proposal to VHCB for a new AmeriCorps Placement for FY26. This year's service terms will start in December.
  - Cory attended the Vermont Conservation Plan Listening Tour virtual event on 8/5.
- **Stiltgrass EDRR:**
  - Stiltgrass emerged about a month early this season! Isabel, Madelyn, and Emma have been mapping sites, expanding searches, and pulling stiltgrass at various locations around the county. A new, large infestation has been surveyed at the School of International Training and we are working to speak with them about management strategies.
  - Mike Bald joined Isabel, Madelyn, and Emma at stiltgrass sites to discuss spread and to expand survey efforts.
  - Cory submitted an invoice for work completed through the end of June. This invoice has been paid.
- **Grant-in-aid:**
  - Water Chestnut: Kayak surveys have been held at Rockingham and in Vernon throughout the summer. Some highlights:
    - Heather connected us with Eric Gobel-Lynch (a teacher at Landmark) who brought himself and 14 students to join one of our pulls! A huge shoutout to CRC staff for help with running this event!



- Our seasonal techs were mentioned in the [news!](#)
- Trailer building and inspection was completed by Madelyn, Emma, and Isabel.

Isabel, Madelyn, and Emma attended the State Vermont Invasive Patrollers training on August 12th

- Isabel coordinated with the VACD UAV team to fly a drone over the Hinsdale water chestnut site. This yielded imagery of the site and multispectral data. VACD is working to use their imagery to identify invasive/introduced plants using vegetation health sensors. Using coordinates taken from our water chestnut pulls, they can train their program.
  - The greeter programs continue to run smoothly at all four water bodies. We had to hire a substitute greeter to fill in, as one of our greeters had some medical challenges. His hire will need to be approved by the board officially.

### **Trees For Streams:**

- Isabel has two potential plantings for next spring that would be part of her wetland restoration plans.
- **Enhanced Survivorship:**
- **Project Development:**
  - Isabel has completed reporting for this work. She is waiting on a few more permittees to provide their input before reporting can be submitted.
  - Isabel attended the 6/26 and 7/10 stormwater master plan site visits. These were coordinated by Margo to determine what projects the District and partners will take on in Londonderry and Wilmington respectively.
  - Cory submitted an invoice for expenses up through the end of the fiscal year. This has been paid by NRCC.
- **LISFF: Pocket wetland:**
  - Met with Sam Mayne and Jess Miller about expanded funding for these projects. This would include increasing restoration plan details.
  - Additionally, Isabel has taken part in a wetland mentorship program and now serves as the newsletter chair for the Vermont Association of Wetland Scientists.
  - Cory submitted an invoice for expenses up through the end of the fiscal year. This has been paid by NRCC.
- **Vermont Community Foundation:**
  - Isabel attended the Healthy Watersheds Initiative meeting on 7/11. This is a reporting requirement of the Vermont Community Foundation grant.
  - Isabel also met with Guilford Preservation Inc about the possibility of a demonstration site regarding stormwater issues in Guilford.
  - Cory attended a subcommittee meeting of the healthy watersheds cohort focused on systems and tools for organizational management. The subcommittee is working to plan a training later this fall for watershed groups.
- **Watershed Grant:**
  - Isabel, Pieter, and Emma attended the Chalet introduced/invasive plant removal day on 6/12. This effort was captured in the [news!](#)
  - Isabel, Emma, and Madelyn put the last Whetstone Watershed signs in the ground in Marlboro!
- **SE VT CISMA:**
- **Dummerston Landing:**
  - Isabel is working on ordering a sign and post for onsite public education.
  - Cory is planning a work day with the Dummerston Conservation Commission to install the sign and plant a few more native plants on the hillside. Once this is done we can close out this grant.
- **WUV Workforce Capacity Building Grant:**

- Cory has been meeting with Dave Dore weekly to continue working on creation of a detailed financial policies and procedures document that includes detailed directions on how common processes are handled (things like payroll, entering budgets, creating quarterly and annual reports etc). Cory will have a draft ready for board review at the September meeting. Dave has also been very helpful in solving a variety of issues with Quickbooks online.
- Cory has continued to coordinate with Elise on the strategic planning process. Elise created a survey for stakeholders that we want to hear from but who it doesn't make sense to interview. Cory and staff distributed the survey to a wide variety of stakeholders. Elise has also been holding one on one interviews with a smaller subset of partners, including Clare Ireland from NRCC, Marie Caduto from DEC, Kathy Urferr from CRC and Chris Campany from WRC. We are planning to hold our strategic planning retreat on September 16 from 5-8. This **will be held at Vernon Elementary School** where we can use their conference room free of charge.
- **NFWF Forest and Rivers Fund Grassland Bird Project:**
  - Hosted workshop at Hayward Property in Westminster.
  - Cat and her team of volunteers have been recruiting producers to participate in the program and completing field verification work. All producers participating in the program in year 1 have completed their delayed mow terms and received financial assistance payments.
  - Cory submitted an invoice to NFWF covering expenses up through 6/30. This invoice has been paid.
- **Whitingham WISPr**
- **NRCC DM Representative:**
  - Cory registered to attend NACD NE Regional Conference in Syracuse in September. He will help give a presentation on Vermont's locally led planning process.
- **MARC Enhancement Design and Implementation Block Grant Lake Raponda Shoreline Erosion Control Final Design Grant**
  - We were just notified that we have been awarded this grant. 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.
- **MARC Enhancement Design and Implementation Block Grant SEVCA Stormwater and Wetland Restoration Preliminary Design Grant**
  - We were just notified that we have been awarded this grant. 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.

**Other:**

*\*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 NRCDC 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 Raconda 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 Raconda, 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.

## **WCNRCD Board Meeting**

June 12, 2025 6:30 PM

301 Barrows Rd, Brattleboro, VT 05301 and over Zoom

**Present:** Cory Ross, District Manager; Meg Kluge, Linda Corse, Geof Dolman, and Pieter van Loon, and Katie Morrison, board supervisors; Isabel Bowman, Conservation Specialist; Heather Blunk, Ag Resource Specialist; Arrow Kitchens, Administrative Assistant; Garrett Manchester, Conservation Assistant; Heather Blunk, Ag Resource Specialist

**Zoom Participants:** Olivia Carlson, NRCS Acting District Conservationist for the South Zone.

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

Need to update the agreement that says we can only have 5 people working out of the office; Phylixcia said it will be fine to have 6 people during the time when Gavin and Arrow will overlap, as long as the board approves.

*Motion to approve the change to the agreement to allow Arrow work out of the NRCS office.  
Motion approved.*

### **NRCS Updates:**

- Over halfway in the process obligating EQIP funds.
- The RCPP preapprovals are fully obligated.
- For the local fund pool for fiscal year '25 a lot of the applicants that applied received funds.
- Congrats for receiving the local fund pool for fiscal year '26.
- There will be reviews of the ranking questions to make sure all relevant requirements are included.
- Aug 22, 2025 - deadline producers need to submit applications for NRCS programs: EQIP, CSP, AMA, and RCPP.
- New programs from the Farm Service Agency are forthcoming but haven't been released yet.
- Chad did soil screening at the Brattleboro Farmers Market in May. Another one is happening on July 5.
- He can visit and bring PXRF, so let him know if there's an opportunity to come down, for a farm/ other outreach opportunity for instance.
- Usually does testing around houses; detects other metals too, such as arsenic.
- Soil health training is being held on June 23 for field staff.

- Wetlands restoration training is being held on June 26, location tbd.
- Wetlands id and delineation training is being held on July 25, location tbd.
- Joe Bondi will be in the office in Bratt July 28 to answer questions (does a lot of wetland delineations).
- Engineer Les Wright was irrigation engineer and he will be taking another position; Ally Hook will be heading to Windham once a month, to answer engineering related questions. Jake Senegal has been working on a lot of Windham projects also.

**Draft District Vehicle Policy:**

- Meg's address is 795 Bonnyvale Rd (not 790)
- Page 1: Add "Employees and supervisors" to folks eligible to drive: add "and supervisors" wherever employees are mentioned.
- Shared other typos.
- Page 2: Change: when needing to transport flammable items, they must ride in the bed of the truck.
- Move sentence starting "Oversight of this maintenance will..." to the beginning of the Vehicle Maintenance section. Change "Every driver is expected" to "Every driver may be asked..."
- Don't capitalize "district."
- July 30 at 10am Heather will be hosting a workshop to review tasks such as changing a tire and using jumper cables.
- Add to the parking section that the vehicle can be parked at Meg's house as well.

*Motion to approve the vehicle policy as presented and discussed.*

*Motion approved.*

**Proposed Fiscal Year '26 Budget:**

- Cory met with Dave Dore with Structural Integrity. He had many suggestions and questions.
- Best practice - do one budget and then at the end of the year report how you did. You can do your best to estimate the budget, and the actual budget doesn't have to match exactly.
- Why is 'Cost of Goods Sold' in the Income section? Not clear to Cory.
- Funds from the state will be forthcoming (\$53,350); we will need to report how we spend it but we can spend it on whatever we need.
- In the past we've adopted a cost of living increase on July 1; Cory is not 100% confident that he can recommend that we do that on July 1 this year. It might make sense to wait 6 months to make sure we have the funds and can pay it as a lump amount.

*Motion delay annual cost of living increase and to revisit the question during the December meeting.*

*Motion approved.*

*Motion to approve the FY '26 budget as presented and discussed.*

*Motion approved.*

### **Update on Federal Funding and Policies**

- A lot is going on behind the scenes with the budget.
- Overall there's optimism about the status of the Farm Bill. There likely will be cuts with SNAP benefits and FTS expenditures, which will impact local farmers.

### **Strategic Plan Update:**

- Elise did a retreat with the staff this past Monday.
- She has reached out to various folks with hopes of interviewing them.
- Will ask Peter Miller for an interview.
- Will also send shorter surveys to a group of other folks, including Cheshire County, Olivia, etc.
- The 3 hour retreat, which will include staff and supervisors, is scheduled for Sept. 16, 5-8 pm.

### **VACD Update:**

- The annual meet is scheduled for Nov. 6 at the Capital Plaza Hotel in Montpelier.
- There will be a dinner.
- Costs will be covered for two people from every district.
- Folks travelling from over 1.5 hour away (75 miles) will also get the discounted room rate.
- Heather is wondering if we have any suggested trainings:
  - Same types of trainings as staff (i.e. wetland)
  - Financial literacy
  - What is part of a supervisor's role?
  - Suggestion that new supervisors should get a one day training (similar to what happened in the past)
- Walter Medwid, member of the executive committee and the capacity committee has resigned from the executive committee for personal reasons. He is staying on as a supervisory in his local district.
- Vicki Drew has agreed to join the executive committee but only for a couple years.
- Rick Hopkins is retiring in December.
- Linda has an idea for another supervisor to add.

- Michelle is settling in to her role. NACD meetings are coming up and she thinks it's important to maintain that relationship.
- She wants to get a number of things in writing, such as making sure VACD policies are up to date.
- Next full board meeting is in August.

**Report on District Activities:**

- Isabel got rid of the blueberry plants.
- Heather took soil samples for CASH testing; the program funds testing for farms.
- UVM opened up their new shrek soil lab, in which you can pick and choose soil tests.
- Do we need to limit the number of soil tests because demand for testing has increased?
- Perhaps we can suggest that farms test  $\frac{1}{3}$  of their fields each year.
- It used to be with NMP we were able to bill for individual line items. Now it's all rolled into AGCWIP and tracing the funding for the testing is more complicated.
- Dave doesn't like the billable rate; we can charge fringe though which helps quite a bit.
- Quikbooks migration has been completed. Overall the process was challenging.
  - The payroll data didn't come over and needs to be entered manually.
  - Some reimbursement items have been incorrectly entered as taxable.
- A lot of the new system is automated.
- It currently looks like we paid the feds more than we needed to.
- Michelle got a spam message that looked like it was from Quikbooks. She opened it and now their account is frozen.
- Shed update: the walls are up, roof is next. Still needs a door. The site is not level and there is a drop from the front door to the ground, so the shed will need a ramp.
- The kayak trailer arrived in 11 boxes, which was unexpected! Emma and Madeline will assemble it next week.

*Motion to accept the May minutes with discussed additions.*

*Motion approved.*

Next meeting: April 20 at Geoff's, 6:30 pm

*Meeting adjourned at 8:34 pm.*