

**Windham NRCD**  
**Board of Supervisors Meeting**  
**June 10, 2026**  
**Board Packet**  
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Windham County Natural Resources Conservation District

June Supervisor Meeting

6:30 PM, Wednesday, June 10, 2026

301 Barrows Rd

Brattleboro, VT 05301

<https://us02web.zoom.us/j/87394344002>

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. FY27 Budget **VOTE**
3. FY27 District and Staff Workplans
4. 2026 Greeters and Invasive Species Technician Hires - **VOTE**
5. Summer Picnic

On-Going Items

1. NRCC and VACD Updates
2. Update from Budget and Building Acquisition Subcommittee
3. Technical Service Provider Work

Secretary's Report

**Approve minutes from May 6, 2026**

Review Upcoming Supervisor Meeting Dates:

Next meeting: August 12, 2026

Other Business

**Executive Session**

Future Agenda Items:

# Windham County Natural Resources Conservation District

## Finance Narrative

Prepared for the Board of Supervisors Meeting - June 10, 2026

### Fiscal Year 2026 Year End Forecast

Despite some considerable challenges around federal funding agreements including a prolonged government shutdown and uncertainty around state funding, we are having a successful programmatic year in FY26. We've been able to utilize our large federal grants, including the Long Island Sounds Futures Fund Watershed Planning Project and the Forests and Rivers Fund Grassland Bird Project more effectively over the past year to deliver key programming and build staff and organizational capacity. We've made key investments in supplies and equipment including a storage shed and new computers for all staff. We've also been able to maintain other key additions, including the district's work truck, cell phones and service plans for most staff as well as upgraded financial management services and support and website design and support. Although FY27 will not end until the end of June and we will not have final numbers ready for review until sometime after that, it will be helpful to review our progress with projections for the remaining month of work.

Below please find the fiscal year 2026 (FY26) Year End forecast:

	July 2025-May 2026 Actual	June 2026 Forecast	FY26 Year End Forecast	FY26 Board Approved Budget
Revenue	\$527K	\$128K	<b>\$655K</b>	<b>\$715K</b>
Expense	\$544K	\$70K	<b>614K</b>	<b>\$710K</b>
Net Income	(\$17K)	\$58K	<b>41K</b>	<b>\$5K</b>

As a result of year end billing, June is forecasted to provide enough revenue for WCNRD to generate positive net income by FY26 year end. Our revenue and expense both lagged behind our projections, largely due to continued lack of robust engagement by some partners with the Long Island Sound Futures Fund Project and some delays in moving forward with clean water projects funded through enhancement grants. That said, our net income is on track to exceed the budgeted amount, which is a major success given the tumultuous year we are concluding.

WCNRCD started FY26 with net assets totaling \$75K and the above forecast increases that net asset position to \$116K. Based on the size of the FY27 proposed operating budget, WCNRCD will be starting FY27 with net assets sufficient to cover about one and a half months of operations costs. However, as you will see below, the proposed FY27 budget works to build up this cash position as the year progresses.

**Proposed Fiscal Year 2027 Operating Budget**

Fiscal year 2027 (FY27) is proving a challenging year to budget given the number of new funding opportunities available to WCNRDC. The proposed FY27 revenue budget totals just over \$1 million, with approximately \$310,000 of this budget depending on funding that WCNRCD has applied for and is awaiting confirmation of award amounts or is planning to apply for as grant acceptance periods open up later in the fiscal year. An additional \$48,000 in funding is projected sales, rental income and donations. While it is exciting to have so much potential funding available, it is also challenging to understand how these opportunities will ultimately play out and what that will mean for the upcoming year’s financial picture. As proposed, the expense budget aims to intentionally account for expenses related to projects tied to secured funding as well as the anticipated spending WCNRCD will have to take on if the additional estimated \$310K of funding is secured.

An overview of the proposed operating budget by grant follows:

	<b>Total FY27 Proposed Budget</b>
<b>Revenue</b>	\$1,031,925
<b>Expenses</b>	\$1,009,514
<b>Net Income</b>	\$22,411

If WCNRCD’s forecasted FY26 Year End net asset position of \$116K holds true, the proposed operating budget will increase net assets to \$138K. The financial position of the organization will be managed ongoingly in FY27, and the board will be provided updates to remain informed about whether the above proposed operating budget proves to be WCNRCD’s FY27 reality. The budget proposal represents WC NRCD’s best forecast for the year ahead based on information on hand at this time. While some portions of funding currently budgeted for may

not be fully secured, there will also be additional funding opportunities that arise through the year that WCNRCD is not yet aware of but may be provided an opportunity to apply for. The board will be provided regular updates throughout the year, particularly if the trajectory of the proposed operating budgets shifts in a manner that materially decreases the proposed net income surplus. Given the tight cash situation heading into FY27, WCNRCD is committed to managing to a positive operating surplus, such that it ends FY27 is a stronger financial position than it is forecasted to hold as of June 30, 2026.

### **Key Budget Elements**

This proposed budget includes several key investments in the future of WC NRCD. Included in these is \$24,000 to support rent and utilities associated with the rent of an office space to accommodate our growing team. This proposal also includes a cost of living adjustment for all permanent staff of 3% to take effect July 1. Funding is also included for step increases per the district's pay and benefit policy. These increases take place on the anniversary of the employee's hire date pending a satisfactory evaluation. Funding is also included to support the continuation of the AmeriCorps Position in 2028 and for the hosting of an Annual Meeting in the coming fall.

<b>Windham NRCDFY26 Budget to Actual (6/9-6/30 Projected)</b>		
<b>INCOME</b>	<b>FY26 Approved Amount</b>	<b>FY Actual (Projection)</b>
Donations	\$3,000.00	\$2,438.00
Rental Programs	\$100.00	\$0.00
Sales Programs	\$45,000.00	\$46,484.00
Grants Income	\$699,165.97	\$649,654.00
Bank Interest	\$35.00	\$19.00
Cost of Good Sold	-\$32,000.00	-\$43,252.00
<b>Total Income</b>	<b>\$715,300.97</b>	<b>\$655,344.00</b>
<b>EXPENSES</b>		
<b>Administration</b>		
Liability and Auto Insurance	\$7,000.00	\$6,859.00
Board per Diems	\$3,000.00	\$3,000.00
Dues and Subscriptions	\$3,925.00	\$6,795.00
Office Supplies	\$2,100.00	\$1,298.00
Meeting Expense	\$5,000.00	\$6,779.00
Bank Fees	\$25.00	\$143.00
Computer Supplies and Software	\$6,887.59	\$16,469.00
Membership		\$6,900.00
<b>Personnel</b>		
Salaries and Wages	\$349,283.92	\$334,086.00
FICA	\$28,257.07	\$32,650.00
State Unemployment	\$400.00	\$1,420.00
<b>Fringe Benefits</b>		
Healthcare	\$52,768.78	\$69,554.00
Retirement	\$7,915.32	\$5,528.00
Paid Time Off		
Professional Development	\$5,685.00	\$3,487.00
Disability Insurance	\$855.00	\$855.00
Workers Compensation (name changed)	\$4,800.00	\$5,743.00
<b>Contractual</b>		
Consulting/Engineering	\$87,000.00	\$25,215.00
Construction	\$0.00	\$0.00
Other Contractual	\$58,351.82	\$44,157.00
<b>Other Operating</b>		
Cash Match for AmeriCorps	\$2,400.00	\$6,078.00
Financial Assistance to Producers	\$56,000.00	\$3,800.00
Lab Fees	\$566.00	\$702.00
Project Materials	\$7,025.00	\$14,008.00
Equipment	\$0.00	\$0.00
Other Supplies	\$0.00	\$352.00
Advertising and Website	\$5,300.00	\$5,420.00
Logo and Promotional Materials	\$1,200.00	\$3,502.00
Printing and Reproduction	\$400.00	\$217.00
Vehicle Maintenance and Fuel	\$5,000.00	\$3,332.00
Mileage/Travel	\$8,500.00	\$8,507.00
<b>Total Expenses</b>	<b>\$709,645.50</b>	<b>\$613,957.00</b>
<b>Increase (Decrease) to Net Assets</b>	<b>\$5,655.47</b>	<b>\$41,387.00</b>

<b>Windham NRCD FY27 Budget</b>		
<b>INCOME</b>	<b>FY27 Proposed Budget -</b>	<b>FY26 Actual (with June Projections)</b>
Donations	\$3,000.00	\$2,438.00
Rental Programs	\$200.00	
Sales Programs	\$45,000.00	\$46,484.00
Grants Income	\$1,021,689.92	\$649,654.00
Bank Interest	\$35.00	\$19.00
Cost of Good Sold	-\$38,000.00	-\$43,251.00
<b>Total Income</b>	<b>\$1,031,924.92</b>	<b>\$655,344.00</b>
<b>EXPENSES</b>		
<b>Administration</b>		
Liability and Auto Insurance	\$6,959.00	\$6,589.00
Board per Diems	\$3,000.00	\$3,000.00
Dues and Subscriptions	\$4,985.00	\$6,795.00
Office Supplies	\$2,100.00	\$1,298.00
Meeting Expense	\$10,500.00	\$6,779.00
Bank Fees	\$50.00	\$143.00
Computer Supplies and Software	\$8,778.00	\$16,469.00
Membership		
Rent and Utilities	\$24,000.00	\$0.00
<b>Personnel</b>		
Salaries and Wages	\$409,184.95	\$334,086.00
FICA	\$33,103.06	\$32,650.00
State Unemployment	\$1,500.00	\$1,420.00
<b>Fringe Benefits</b>		
Healthcare	\$58,155.00	\$69,554.00
Retirement	\$8,723.25	\$5,528.00
Professional Development	\$6,750.00	\$3,487.00
Disability Insurance	\$855.00	\$855.00
Workers Compensation	\$6,000.00	\$5,743.00
<b>Contractual</b>		
Consulting/Engineering	\$134,721.08	\$25,215.00
Construction	\$85,220.00	\$0.00
Other Contractual	\$89,888.22	\$44,157.00
<b>Other Operating</b>		
Cash Match for AmeriCorps	\$10,065.00	\$6,078.00
Financial Assistance to Producers	\$42,500.00	\$3,800.00
Lab Fees	\$800.00	\$702.00
Project Materials	\$40,273.00	\$14,008.00
Equipment	\$0.00	\$7,000.00
Other Supplies	\$0.00	\$353.00
Advertising and Website	\$5,403.26	\$5,420.00
Logo and Promotional Materials	\$3,100.00	\$3,502.00
Printing and Reproduction	\$400.00	\$217.00
Vehicle Maintenance and Fuel	\$4,000.00	\$3,332.00
Mileage/Travel	\$8,500.00	\$8,507.00
<b>Total Expenses</b>	<b>\$1,009,513.81</b>	<b>\$613,957.00</b>
<b>Increase (Decrease) to Net Assets</b>	<b>\$22,411.11</b>	<b>\$41,387.00</b>

## Windham NRCD Pay and Benefit Policies

*Below pay scales take effect July 1, 2025. Policy reviewed and approved by Windham County NRCD Board of Supervisors 5/15/2024, COLA for FY26 Approved 1/27/26 and made retroactive to full FY26.*

### Eligibility

These pay and benefit rates apply only to permanent employees of the Windham NRCD. Temporary and seasonal employees will receive pay rates commensurate with relevant funding programs as detailed in position employment agreements.

### Pay Scales

#### Executive Director

##### Tier I:

Step	1 (probationary)	2	3	4	5
Hourly Rate	26.78	28.12	29.53	31.00	32.55

Step	6	7	8	9	10
Hourly Rate	34.18	35.89	37.68	39.56	41.54

##### Tier II:

Step	1 (probationary)	2	3	4	5
Hourly Rate	28.84	30.28	31.80	33.38	35.05

Step	6	7	8	9	10
Hourly Rate	36.81	38.65	40.57	42.61	44.74

#### Resource Specialist/Technical Staff/Project Manager

**Tier I:**

Step	1 (probationary)	2	3	4	5
Hourly Rate	21.63	22.71	23.84	25.04	26.30

Step	6	7	8	9	10
Hourly Rate	27.60	28.98	30.44	31.96	33.56

**Tier II:**

Step	1 (probationary)	2	3	4	5
Hourly Rate	23.69	24.87	26.12	27.43	28.80

Step	6	7	8	9	10
Hourly Rate	30.23	31.74	33.33	35.00	36.75

**FTE**

1.0 FTE (full-time equivalent) is considered 2,080 hours per year (40 hours per week). Employees assigned to work less than full-time will have an FTE equal to their number of assigned hours divided by 2,080. Benefits earned proportional to level of employment shall be based on assigned number of hours, not worked number of hours. However, end of fiscal year reporting will include actual number of hours worked for each employee, which will be used in planning and budgeting for the next fiscal year.

**Tiers**

Tier I or Tier II pay scales shall be selected by hiring party (executive director for resource specialist/technical staff/project manager and personnel committee for executive director) based on previous education and experiences relevant to job duties. Windham NRCB Board of Supervisors shall have final approval of pay scale selection. Tier II pay scale shall be reserved for employees with considerable education and experience related to position duties, including but not limited to graduate degrees, advanced technical training through state or federal agencies or partners and experience in similar positions with partner organizations or agencies. Employees may be moved from Tier I to Tier II if the employee's supervisor and the board agree that the employee has completed additional education and/or training since being hired that qualifies them for this promotion. The tier II pay scale exist to recognize and fairly compensate employees who, through education, training, and experience, have become invaluable to the district. This is intended to reduce district employee attrition to partner organizations and state and federal agencies. An employee may formally request a review of their pay scale tier at any time by submitting a request in writing to their direct supervisor, who shall share the request with the board. The board shall act within two months of the request. This action shall include a review of the employee's education and training advancements and result in a decision regarding

advancing the employee to tier II or remaining at tier I. An employee may only request a review once every 3 years.

### **Steps**

Staff shall advance to the next step on the appropriate pay scale after each performance evaluation, provided they receive satisfactory performance reviews from their supervisor and the board. Probationary employees shall be reviewed after six months in their position. All other performance reviews, and corresponding step increases when merited, shall occur annually. Step increases are contingent upon available funding.

### **Cost of Living Increases**

The board of supervisors will evaluate all district pay scales as part of the annual budgeting process to consider the need for cost-of-living increases. If there has been a documented increase in cost of living using the consumer price index and Social Security Administration cost-of-living increases, the board will adjust district pay scales, accordingly, provided sufficient funding exists to do so.

### **Sick Leave**

District employees will receive two weeks of sick time per year to be used in the event of illness or injury that prevents them from performing their job duties as well as to provide care for a sick family member. Sick time may also be used for medical and dental appointments for employees and family members. Employees budgeted for less than 1.0 full-time equivalent (FTE) will receive a reduced amount of sick leave time per day that corresponds to their current FTE. For example, an employee working .5 FTE will receive 4 hours of paid sick leave per day of sick leave. *Sick leave rolls over from one year to the next, however an employee is allowed to only accumulate up to four weeks of sick leave. Unused sick leave is forfeited by the employee without compensation when employment is terminated by either party.*

### **Holidays**

District employees will receive all federal holidays off from work with pay. Employees budgeted for less than 1.0 FTE will receive a prorated amount of paid time off on each federal holiday that corresponds to their current FTE. For example, an employee working .875 FTE would receive 7 hours of paid time off per federal holiday. In the event that an employee is required or chooses to work on a federal holiday, they may take an alternate day off with pay *within the same fiscal year. Staff planning to use paid holidays on alternate dates are expected to notify their supervisor regarding their plans prior to both the federal holiday and the alternate date selected. This policy is intended to allow staff who observe holidays not currently recognized by the federal government to use holiday time to observe these holidays.*

### **Vacation**

New district employees will receive two weeks (10 days) of paid vacation per fiscal year. Employees budgeted for less than 1.0 FTE will receive a prorated amount of paid time off for each vacation day that corresponds to their current FTE. For example, an employee working .5 FTE would receive 4 hours of paid time off per vacation day. Probationary employees may not use paid vacation time until they have completed their six-month performance review satisfactorily. The board may waive this requirement upon request on a case-by-case basis.

Employees will receive two additional days of paid vacation time for each subsequent year they remain employed with the district, up to five weeks (25 days) of paid vacation per year. For example, an employee in their fourth year with the district will receive 16 days of paid vacation per year. Vacation time can be accrued from year to year; however, an employee may not accrue more than six weeks (30 days) at any time. Vacation time accrued and not used beyond this total will be forfeit at the end of each fiscal year. Unused vacation time is forfeited without compensation when employment is terminated by either party.

Employees wishing to use vacation time for two or more consecutive days shall notify their supervisor in writing at least two weeks prior to beginning their vacation. Employees using vacation time for one or less days at a time shall notify their direct supervisor in writing 24 hours in advance. Employees are expected to plan ahead so that no organizational tasks go unfinished, and no work obligations are missed. Employees should plan vacations around district programming, such as workshops, meetings and sales programs.

### **Salaried vs. Hourly Employees**

District employees are presumed to be hourly employees unless specifically identified as salaried in writing. Hourly employees are subject to applicable laws concerning overtime. As a result, hourly employees may not work more than 40 hours per week without advanced approval from their supervisor. Salaried employees are considered exempt from overtime laws. Salaried employees who work more than 40 hours in a week may bank excess hours as comp time, which may be used as vacation time. The use of comp time as vacation time is subject to the provisions listed above concerning vacation time and its usage. Accrued comp time expires when employment is terminated by either party and has no cash value. The district will not pay salaried employees for any accrued comp time at the completion of employment, and these hours will be forfeited.

Determination of employment status as hourly or salaried will be made by the board of supervisors and will follow all applicable laws and regulations. The **executive director** position will be considered a salaried position. Additional staff may be designated as salaried by the board of supervisors and will be defined as such in the employee's employment agreement.

### **Benefits**

The Conservation District will contribute an amount equal to 20% (pre-tax) of an employee's actual wages towards benefits or cash-in-lieu of benefits. Individual employees may defer a portion of their wages into an individualized retirement account with a provider selected by the district. The district will match any such contribution up to 3% of the employee's gross wages. This contribution will count towards the 20% contribution the district will make for benefits or cash-in-lieu of benefits. For example, if an employee defers 3% or more of their wages into a retirement account, the district will also contribute an amount equal to 3% of that employee's wages into the same retirement account, however the cash-in-lieu of benefit payment will be reduced from 20% to 17% of gross wages.

The district may choose to offer a health insurance plan or cafeteria benefit plan in the future should a reasonable option for a small organization become available. In the event that a plan is offered, district employees will be given the option whether or not enroll in such a plan or continue to take the district contribution as taxed income through cash-in-lieu of benefits payments. The district may adopt such a plan through a vote of the board of supervisors without amending this policy.

The district will purchase a short-term disability insurance policy for all permanent employees. This policy will be selected by the board of supervisors. This policy will provide direct payment to employees who require a leave of absence due to a qualifying medical condition to replace a portion of their lost income. This policy will likely include an elimination period between the qualifying event and when benefits payments take effect. Employees may use sick time, provided they have sick leave available, to cover this gap in payments. Specific details of this policy, including questions of eligibility and benefit amounts shall be spelled out in the policy and will be compatible with applicable laws and regulations.

**Effective Date**

These policies will take effect at the beginning of the 2025 fiscal year and may be revised by the board at any time.

# Windham NRCD FY 27 Workplan Overview

## Staffing

Windham NRCD will employ 6.8 full-time equivalent (FTE) staff during FY27, with the majority of this work taking place during the summer season. 1.2 FTE of this work will be completed by public access greeters from the beginning of the fiscal year into early September and again from late May to the end of FY27. An additional 1.2 FTE will be spread across four full-time, seasonal employees working invasive species management and the grassland bird project during the spring and summer. The district will continue to employ 4 full-time, permanent staff plus a half-time administrative assistance in FY27.

## Key Areas of Work

District staff will plan and implement a diverse and robust slate of programming during FY27 focused on helping land stewards restore and project natural resources in Windham County. This work can best be summarized across six key areas of work. Those areas of work and the corresponding goals of the district's strategic plan are listed here:

- Outreach and Education - *Goal 2*
- Technical Assistance - *Goal 1*
- Natural Resources Protection and Restoration Projects - *Goal 1*
- Financial Assistance to Producers - *Goal 1*
- Public Engagement and Advocacy - *Goal 2*
- Statutory Obligations and Sound Administrative and Financial Management - *Goal 3*
- Partner Coordination and Communication - *Goal 2*

The individual tasks planned in FY27 are too numerous to list here. However, key tasks and programs within each area of work deserving further mention are as follows:

### Outreach and Education

1. Targeted outreach to land managers of grassland fields about best practices to support sensitive nesting bird species.

2. General public outreach about water quality including tabling at community events, including with the stream table, as well as workshops and webinars to promote best management practices to protect water quality and improve flood resilience.
3. One-on-one interactions with boaters at area waterbodies to educate about preventing the spread of aquatic harmful introduced species.
4. Education about preventing and reducing the spread of terrestrial harmful introduced species through the use of mailings, fliers, social media, workshops, webinars, community work days, demonstration projects and one-on-one conversations with the public.
5. Targeted outreach and education to agricultural producers to support increased implementation of best management practices to protect water quality and soil health while supporting farm viability.

### Technical Assistance

1. Targeted technical assistance to lakeshore owners to support best management practices through the Lakewise Program.
2. Targeted technical assistance to agricultural producers to support increased implementation of agricultural best management practices to support water quality and soil health.
3. Soil sampling and nutrient management planning assistance for agricultural producers to promote reduced nutrient loss from fields into waterbodies.
4. Targeted technical assistance to riparian landstewards to promote best management practices that protect water quality and improve flood resilience.
5. Targeted technical assistance to land stewards of grasslands to promote management practices that support sensitive nesting bird species.

### Natural Resources Protection and Restoration Projects

1. Complete project development activities to identify and develop new projects to protect and restore natural resources.
2. Complete preliminary design work on a suite of projects in the Rock River Watershed in Dover and Newfane.
3. Complete preliminary designs on a stormwater and wetland restoration project in Westminster along the Henwood Hill Marsh.
4. Seek funding to complete final designs on a berm removal project in Jacksonville.
5. Complete final designs and implement lakeshore practices on Lake Raponda in Wilmington.

6. Develop and implement riparian tree planting projects throughout the district with an emphasis on the Saxtons River.
7. Manage harmful introduced species along the East Branch of the North River in Jacksonville to support a future tree planting.
8. Survey, map and remove priority harmful introduced species including water chestnut and Japanese Stilt-grass.

## Financial Assistance to Producers

1. Provide financial assistance to producers who implement management practices that support sensitive nesting bird species.
2. Provide financial assistance to producers who attend, host or present at workshops, or demonstration days relating to water quality or soil health.
3. Develop a program for farmer-to-farmer learning that supports increased adoption of selected BMPs to reduce Nitrogen loss from farms and provide financial assistance to participants to ensure equitable access to programming.
4. Promote and support applications for financial assistance to programs at the Vermont Agency of Agriculture, Food and Markets and the USDA Natural Resources Conservation Service.
5. Seek funding through an application for a local fund pool and/or the Regional Conservation Partnership Program through USDA NRCS to secure financial assistance that meets the needs of Windham County land stewards.
6. Provide conservation planning to help applicants to USDA NRCS programming access funding for conservation practices.

## Public Engagement and Advocacy

1. Utilize surveys, interviews and discussions at public forums and events to identify natural resource priorities and concerns for the communities we serve.
2. Plan and host meetings of the local working group to develop recommendations to state and federal partners about natural resource concerns and priorities for funding and assistance.
3. Host a candidate forum for Windham County legislative candidates about issues relating to agriculture, working lands and/or natural resources.
4. Advocate for adequate funding for conservation districts to meet statutory obligations.
5. Plan and host an annual meeting to help build public awareness of district programming and improve networking with partner organizations and agencies.

## Statutory Obligations and Sound Administrative and Financial Management

1. Develop an updated personnel policy and employee handbook to ensure smooth onboarding for new employees and compliance with employment laws and best practices.
2. Continue working with Structural Integrity to improve district accounting systems and procedures to ensure accurate reporting and tracking of income and expenses.
3. Hold annual elections for the role of conservation district supervisor.
4. Plan and attend an annual meeting of the Southeast Supervisory Union.

## Partner Coordination and Communication

1. Serve as the regional coordinator for the Vermont Agricultural Water Quality Partnership to plan and host an annual regional coordination meeting of key partners to ensure efficient delivery of technical assistance to meet the needs of agricultural producers.
2. Serve as a district manager representative (if elected) to promote efficient coordination between districts and VACD/NRCC and other key partners.
3. Serve on the VACD Agricultural Advisory Committee to promote coordination and collaboration across districts to ensure consistent, high-quality delivery of outreach, education and technical assistance to agricultural producers.
4. Attend monthly regional coordination meetings to support coordination between partners and the Agency of Natural Resources to support work to protect and restore water quality.
5. Provide administrative support for the Southeast Vermont Cooperative Invasive Species Management Association (CISMA) to promote a coordinated response to harmful introduced species.
6. Provide administrative support for the Green River Watershed Alliance to promote community engagement throughout the watershed.
7. Work with area partners, including the Vermont Museum of Natural History, the Bonnyvale Environmental Education Center and Edible Brattleboro, among others, to promote efforts of other organizations to protect and restore natural resources in Vermont.

## Windham NRCD Seasonal Staff

The following individuals are recommended for hire for seasonal work for the summer of 2026 at Windham County NRCD:

### Greeters:

Armand Tognan  
Jesus Alejandro (Alex) Hernandez  
Hannah Perlberg  
Joanne Fowler  
Paul Spector  
David Warburton  
Noah Lempel  
Art Pilgrim

### Invasive Species Technicians:

Madelyn Seymour (crew leader)  
Cash Cummings  
Charlie Banker

## June 2026 Report on District Activities







**Top to Bottom:**

- 1) Anna Caputo of the Vermont Natural History Museum presents at Plant Palooza
- 2) Bonnyvale Environmental Education Center and the UVM Extension Vermont Master Gardeners table at Plant Palooza
- 3) Kate talks with members of the public at the Herrick's Cove Wildlife Festival
- 4) Birding on the Farm at the Retreat Farm
- 5) Isabel and company plant trees at a Trees for Streams Site.
- 6) Hy-on-a-Hill Trout Farm delivers fish for this year's Trout Stocking Program.

- *\*This report covers district activities between April 14 and June 5*

- **Financials:**

- As of 5/31/2026 we have a balance of \$6,516.06 of equities minus liabilities (on a cash basis). For comparison, we had:

\$40,949.25 on 4/30/2026 (last month)

\$19,606.06 on 5/31/26 (last year)

- Note: several payments have come in since 5/31, we have a cash balance of \$84,374.01 as of 6/8/26.
- We have \$75,554.98 in outstanding invoices, of which \$2,500.00 is overdue.
- We have \$45,182.81 in bills. We're waiting to pay some of these until some more payments come in.

### **General Updates**

- **Advocacy**
  - Cory attended legislative advocacy strategy meetings on 5/4, 5/18 and 6/1.
  - Our full funding amount was included in the budget that passed the house and senate and was advanced after the conference committee's work. The governor is expected to sign the budget. NRCC indicated that this will result in \$57,000 per district in direct appropriations in FY27, the largest amount to date.
  - Act 181 Reform Legislation has designated NRCC as the recipient of \$30,000 in order to develop a plan for public engagement around possible future changes to Vermont land use laws. The law names VACD and the Vermont Council on Rural Development as the entities to complete this work via subagreement with NRCC. This has been sent to the Governor's desk for signature or veto but I do not have an update on whether he has signed it.
  - The yield bill was passed and has been sent to the Governor's desk. If signed it will remove the prohibition on conservation districts holding mortgages.
  - This summer is likely to be a busy time as districts decide how to engage with the upcoming elections and the potential for further work with our statute in the next biennium.
- **AmeriCorps**
  - Plant Palooza! We had nine organizations table at the event and four additional organizations who sent us outreach materials that we shared during the event. Anna Caputo (tabling from VMNH) counted that 167 people visited her table during the event. Abby counted 18 people who attended Devon Snyder's talk about native plants. Raffle items were donated by 5 different businesses, we were also donated coffee from Mocha Joes and milk from Miller Farm.

- Abby and Bay (AmeriCorps with CRC) have started working on the process of developing a petition to reclassify a stretch of the Green River. They met with Marie Caduto to learn the basics of using the ANR Atlas during this process.
- Abby helped Isabel with the preparation for the tree plantings and with planting trees during two tree planting days
- Abby and Emma ran the stream table at the World Fish Migration Day Event hosted by CRC and The Nature Conservancy on 5/23. Abby took a tally of how many people interacted with us during the event and counted about 107 people.

- **Sales Programs:**

- The Plant Sale pick up went smoothly this year, despite rain. Thank you to everyone for all of your help pulling this large event off! We finished with \$45,152.23 in sales income and \$358 in donations. Our total cost of goods sold was \$39,232.79. Overall, we had \$54,925.28 in expenses associated with the sale for a loss of \$9,415.05 on the event. Without personnel costs, we finished with a profit of \$3,718.47. This underscores the considerable cost of this event. As long as we view it as a valuable part of our mission to deliver outreach and education and help customers access native plants and technical assistance it's reasonable to accept not turning an overall profit, but this may be worth further discussion at some point.
- The trout sale pick up was held on May 13. This was the first year we didn't have any issues with pick ups or deliveries.

- **Ag-CWIP:**

- **AFT RCPP:** Site Visits, Soil Sampled 5 fields, Heather completed and submitted Locally Led Appendix D which is the ranking questions for our 2027 Local Funding Pool, Ag Advisory committee where we are working on completing our AgCWIP deliverables which is an agricultural technician support guide.

- **NACD TA:**

- Emma certified two farms for NRCS high tunnels, critical area seedings, and low tunnels
- Emma has been working through preobligation for EQIP application

- Emma and Heather coordinated TA site visits with a farm for grazing assistance and a landowner with hay field concerns
- **Long Island Sound Futures Fund (LISFF) Watershed Planning:**
  - Partner events being held throughout the CT river valley and being supported by Emma
  - Emma's cover crop event was held at high meadow farms on May 6 was a success
  - Emma working with farms to get more events scheduled for the late summer/very early fall for rotational grazing, agroforestry, no-till
  - Our budget amendment was approved, which will enable us to charge more staff time to this agreement for the remainder of the contract (ends 11/30).
- **NRCC: Tactical Basin Planning:**
  - Isabel completed Lakewise assessments of South Pond and Lake Sadagwa
  - Isabel and Abby attended UVM Stormwater Curriculum Training
  - Isabel and Abby met with the Vermont Museum of Natural History for a stream table training and to discuss collaboration for summer camp
  - Cory and Isabel attended Regional Coordination meetings on April 16 and May 21.
  - Cory, Isabel, Abby, Emma and Kate all tabled at the Herrick's Cove Wildlife Festival on May 3rd.
  - Staff developed a work plan proposal for our FY 27 Tactical Basin Planning Agreement and submitted it to Marie Caduto. Marie provided feedback and identified the available funding so needed cuts could be identified. We've been informed our workplan is now approved. The new agreement doesn't begin until August 1. We had requested \$28,325 in funding and our final award will be for \$26,235. Work funded by this agreement will include monthly attendance at regional coordination meetings, administrative support for the Green River Watershed Alliance, the SE VT Cisma, tabling at community events, developing workshops on water quality topics, outreach for the Lakewise Program, technical assistance to landowners on issues related to water quality and flood resiliency and targeted outreach to the Newton Brook watershed to support increased adoption of ag BMPs to improve water quality.
  - Quarter 3 Reporting completed and invoice submitted to NRCC.
  - Emma attended the rivers and roads training in Chester VT
  - Cory met with Marie and Margo Ghia to coordinate support for stormwater work in Wilmington. This work will likely produce another clean water project and enhancement grant application sometime in FY27.
- **Grant-in-aid:**

- Cory and Isabel reviewed applications and held interviews with candidates for the 3 seasonal technician positions. We had an incredibly strong applicant pool this year. Positions were offered to 3 employees, who all accepted.
- All 5 greeters from last year applied to return, although several have reduced availability this season. As a result, Cory has interviewed some additional candidates. In total, we are planning to hire 8 greeters to cover 5 boat launches for the season.
- Cory updated the handbook and other program documents and completed onboarding of most greeters on 5/23 and 5/24. Two greeters still need to be onboarded later this week.
- 2 Invasive species technicians were onboarded and began work June 2, and another started June 8.
- Isabel coordinated with DEC on seasonal workflows.
- Agreement with DEC has been executed. Invoice #1 (40% up front payment) submitted and paid.
- Invoices submitted to the Town of Wilmington, the Raponda Foundation, the Ames Hill Marlboro Community Center, Great River Hydro and the Town of Marlboro.
- **Trees For Streams:**
  - Planted three sites - roughly 1,200 stems (about 115 donated!)
  - Reporting completed
  - Invoice submitted
- **Project Development**
  - Finishing up site visits in Saxtons River area for tree planting sites
  - Preparing reporting for this
  - Invoice submitted
- **Vermont Community Foundation:**
  - Donated 312 plants to a variety of organizations - Edible Brattleboro, Putney School, tree planting, and more
- **Watershed Grant:**
  - Looking for public sites - ideas are welcome!
  - Abby and Sam (AmeriCorps with VLT) did site visits to four potential implementation sites (Brattleboro Area Farmer's Market, Living Memorial Park, Winston Prouty, and Kikitta Ahki park)
- **SE VT CISMA:**
  - Isabel and Abby attended the statewide CISMA - great job to Sam for coordinating this!
  - Isabel led an invasive/introduced plant segment of a Bioblitz at the Vermont Museum of Natural History
- **WUV Workforce Capacity Building Grant:**

- 5 new computers were purchased for district staff with WUV funds. These computers will help support district staff in the event of another government shutdown and will also prove helpful if we pursue Technical Service Provider or Qualified Individual work through NRCS funding (which would prohibit our use of USDA Computers while completing this work).
- **NFWF Forest and Rivers Fund Grassland Bird Project:**
  - Continuing outreach efforts
  - Conducting site visits with interested landowners
  - Kate attended and tabled about the program at Plant Palooza on May 2nd.
  - Kate also attended and tabled at Herrick's Cove Wildlife Festival on May 3rd.
  - A Birding on the Farm workshop was held at Retreat Farm in Brattleboro on May 5th.
  - Kate attended Cover Crop Day to conduct outreach with farmers on May 6th.
  - Kate met with a team from the Virginia Grassland Bird Initiative to exchange knowledge and ideas relating to grassland bird programs.
  - Kate met with the manager of Lebanon Airport on May 18th to discuss meadowlark-friendly management options.
  - Another Birding on the Farm workshop was held at a site with grassland birds in Walpole on June 4th.
- **Whitingham WISPr**
- **NRCC DM Representative:**
  - Cory attended the VACD Full Board Meeting on May 12 and the NRCC meeting on May 28th.
  - Cory worked with other DMs to collect and share feedback and concerns with VACD Executive Director Michelle Monroe.
  - Cory met with Sarah Damsell, Michelle Monroe and Clare Ireland to discuss changes to the DM Rep role in FY27 and FY28. These were presented to DMs and adopted. Nominations are now open for DM rep candidates for FY27. There are now two positions (one 1-year position and one 2-year position). This will enable the positions to be off-set by a year in the future so we don't have two reps depart at the same time.
- **MARC Enhancement Design and Implementation Block Grant Lake Raponda Shoreline Erosion Control Final Design Grant**
  - DuBois & King has finished 60% designs. We're waiting on feedback from partners and the Town before moving to the 90% design stage. A funding request was submitted for implementation funding. If funded we'll need to schedule a presentation for the Selectboard to seek matching funding for the non-clean water block grant elements of the project soon.

- Invoice submitted and paid for work completed through the end of March.
  - DuBois and King has invoiced us for April and May and Cory has submitted an invoice for April and May to MARC.
- **MARC Enhancement Design and Implementation Block Grant SEVCA Stormwater and Wetland Restoration Preliminary Design Grant**

**Other:**

- Cory and Isabel developed four applications to Mount Ascutney Regional Planning Commission for funding for design and implementation of clean water projects. 3 of these projects are preliminary design projects and one is an implementation project. MARC shared that they had more than 2x as much funding requested this round than is available. We anticipate funding decisions by the end of June. If any of these are not selected for funding we can likely apply to NRCC's planned funding round in the fall.
- Dartmouth students held a great community meeting in Dover and presented their findings to the town selectboard. Cory and Isabel attended the end of course presentations at Dartmouth on June 4th. This program has now ended and details on invoicing have been shared. Dartmouth will pay the district \$5,000 to cover staff time supporting this program.
- Emma submitted an application to VACD for Windham NRCD to serve as the VAWQP SE regional coordinator in FY27 and FY28.
- Gina Depaolis, a CCV student has joined the district for an internship this summer. She will complete 80 hours of work with the district as part of her studies. She attended our staff meeting on 6/8 to meet the team and discuss opportunities for her to gain field experience this summer.
- Staff developed a proposal to the National Fish and Wildlife Foundation's Long Island Sound Futures Fund Funding Round to fund an implementation phase of our current watershed planning project. We were able to coordinate with a wide variety of partners, including Essex, Caledonia and Ottauquechee NRCDs, the Connecticut River Watershed Farmers Alliance, Cheshire County Conservation District, and NOFA NH to develop a 3 year, \$1.46 million proposal for technical and financial assistance throughout the CT River Watershed in Vermont and New Hampshire. If funded, this will support development of farmer-to-farmer sharing and education about selected priority agricultural practices (with \$5,000 payments to producers who participate in this aspect of the program), financial assistance to new implementers and technical assistance provided by districts and other key partners. We expect a funding decision in November. This RFP required a 50% match, so our ability to develop a proposal of this size speaks to both the increased funding VT districts have available (larger Ag-CWIP and NRCC Core Services Awards, most notably) and our strong relationships with partners. VACD and NHACD provided letters of support, which is much appreciated.

*\*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 Raopnda 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 the 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 VAAFAM.
- 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**  
**Supervisory Board Meeting Minutes (DRAFT)**

Wednesday, May 6th, 2026, 6:30 pm

USDA Service Center, 28 Vernon Street, Suite 332, Brattleboro, VT 05301

Hybrid Meeting

Present: Cory Ross, Executive Director; Arrow Branwen, Administrative Assistant; Heather Blunk, Agricultural Specialist; Meg Kluge and Linda Corse, board supervisors;

Zoom Participants: Pieter van Loon and Katie Morrison, board supervisors; Olivia Carlson, NRCS

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

1. Review Agenda for Additions or Changes
  - a. Cory wants to add: Petition to allow bear baiting; Geof felt strongly that we should comment as a district
  - b. Heather wants to add: DEI Prep for November retreat at Soul Fire Farm
  
2. New Business
  - a. NRCS Updates
    - i. Conservation stewardship program, ranking deadline May 15th; extended deadline date
    - ii. Appendix D-1 Locally Led FY27 Proposals Training on May 25th reminder; another training for it tomorrow, May 7th
    - iii. Vernal Pool training 5/7, 9am-3pm
      1. Reach out to Toby Alexander, Proctor Maple Research Center
    - iv. May 19th, 9am-4pm NRCS FSA Food Security Act Training
      1. Highly recommended for partners to go that are working with Highly Erodible Land Determinations and Wetland Compliance REquirements
      2. Understanding forms and help with program delivery of those forms, help producers understand the forms they need to fill out for these programs
      3. In Randolph, VT
    - v. National office is doing soil health office hours

1. Third Tuesday each month
2. Sending out invites to everyone
3. Talked about soil carbon amendment in the last one
- vi. Toby Alexander shared cool video about strategic wood addition
  1. Benefits to Vermont Fish & Wildlife with adding wooded areas to streams
  2. Will send out links
- b. FY26 Q3 Financial Reports
  - i. Cory was able to take in our budget to estimate when we will get funding for grants with Quickbooks
  - ii. 99% of expected income for this time period
    1. Overperformance in sales income, underperformance in grant income
  - iii. 80% expected expenses, somewhat tentative
  - iv. Meeting expenses more than expected due to Act 59 listening session, had grant funding to partially cover this
  - v. Budget amendment approved by USFWS
  - vi. Increased net assets over first three quarters, anticipated a shortage but have a surplus due to various income streams that were not expected
  - vii. Three of largest grants haven't dispensed any funds during this quarter due to the timing of when they pay funds
  - viii. Have a bit of a cushion cashflow wise currently; still a challenge, but doing better than we were a couple of months ago
  - ix. FY27 should include full cashflow prediction for the entire fiscal year
  - x. Budget to actual shows that total income is at 91% of total budget, at 81% of total expenses, running a bit below projected budget but are still expecting some funding to come in before end of FY26
- c. 2026 Greeters and Invasive Species Technician Hires - Board to Potentially Approve Hires
  - i. Invasive Technician Hires:
    1. Have 3 candidates being recommended to be hired, have funding for 3 positions
    2. Want to rehire a former technician who worked last year as a crew leader to be paid a little more; \$23 for the crew lead who is the technician who has worked in the past, and \$21 for the other two
    3. Finding housing for summer workers continues to be a challenge; try talking to Landmark and SIT if there is summer housing available

4. Will start on or around June 1st - end of August
  5. **Meg moves to approve recommended hires for IST**
    - a. **Pieter seconds the motion**
    - b. **No other discussion**
    - c. **All in favor, none opposed**
    - d. **Motion passed 7:08PM**
  6. **Meg moves to approve recommendation that one of the IST hires that has worked for us before is giving the Crew Leader role at the higher rate of pay.**
    - a. **Pieter seconds**
    - b. **No other discussion**
    - c. **All in favor, none opposed**
    - d. **Passes 7:09PM**
- ii. Greeter Hires
1. Have several former greeters who want to come back, but don't want to work as many hours, so will need at least a couple more greeters
  2. South Pond, Harriman, Somerset, and Lake Raponda coverage needed
  3. **Meg moves to accept recommendations for 7 hires for Greeters with the knowledge that it may be needed to hire more**
    - a. **Pieter seconds**
    - b. **No further discussion**
    - c. **All in favor, none opposed**
    - d. **Motion passed 7:14PM**
  4. **Meg moves that Cory has discretion to perform hiring if we get applications and want to hire someone ASAP before the next board meeting for greeter program**
    - a. **Pieter seconds**
    - b. **No further discussion**
    - c. **All in favor, none opposed**
    - d. **Motion passed 7:18PM**
3. On-Going Items
- a. Update from Budget and Building Acquisition Subcommittee
    - i. The space is still available, but there is still other interest
    - ii. Have to spend USFWS by November, a great deal of it is for personnel, but we did get the funding for that

- iii. Needs to be mapped out a little better
- iv. Core funding from the state of VT via VAAFM has been passed for now, but the budget could be vetoed; uncertain of state funding at this time
- v. AG-CWIP is highly unlikely that there will be any changes to awards for districts
- vi. No idea when we will know about NACD
- vii. We could schedule a special meeting for the end of May to try to make a decision, or wait until we have funding news to schedule special meeting; need 3 day notice for special meeting for open meeting law
- viii. Meet as needed
- b. Technical Service Provider Work
  - i. No news on this yet
  - ii. One of the districts tried to get FA funds to do conservation planning, but NRCS did not want that
  - iii. Haven't heard of when MOU needs to be signed with NRCS, Olivia said end of the federal fiscal year (September 30, 2026)
  - iv. Still a concern of separating district work and TSP work
    - 1. Not using government laptops to do TSP work
- c. 2026 Plant Sale and Plant Palooza Debrief
  - i. Not sure on total revenue yet; have trout sale costs still, and have to figure out trees pulled from plant sale inventory for tree planting and workshops
  - ii. Over \$55000 earned from total sales this year; about \$14000 more than last year
  - iii. Hours and time for staff working on plant sale is not included yet, because it is all in the middle of a pay period
  - iv. Good visibility
  - v. \$1066 in credits of what wasn't able to be filled, only \$160 actually issued in refunds
  - vi. Lots of people came just to browse, most left having bought something
  - vii. The rain did not deter anyone, everyone was very excited
  - viii. One of the smoothest run plant sales in the last few years, both prepping and day of
  - ix. Want to provide something to the folks at Green Mountain Orchards in thanks
    - 1. Send certificate to Andrea for Putney Diner to share with other staff to enjoy
  - x. Having more information for how to plant certain things next year

- xi. Looking into donating leftover plants to various places
- xii. Need some roping in Green Mountain Orchards sale area to close it off from where our plant orders are sitting.
- xiii. Plant palooza event would not be possible without an Abby Reed/other Americorps person who is able to take that on; Abby's work was great

#### 4. Secretary's Report

- a. Approve minutes from April 15
  - i. **Pieter moves to approve April 15th minutes**
  - ii. **Meg seconds**
  - iii. **No other discussion**
  - iv. **All in favor, none opposed**
  - v. **Motion passed 8:20PM**
- b. Review Upcoming Supervisor Meeting Dates:
  - i. **Next meeting: June 10**

#### 5. Other Business

- a. Petition to allow bear baiting; Geof felt strongly that we should comment as a district
  - i. Petition from Vermont Bowhunters Association to be allowed to bait bears to specific locations to be able to target them
  - ii. Most people spoke against at USWF board meeting
  - iii. Basic understanding of executive director is that baiting is typically bad, goes against science, not good for populations and the behavior of bears
  - iv. Meg in favor of sending a letter strongly opposing the passing of this petition; not in best interest of bears and human neighbors; make sure to stress that hunting in general is fine and necessary as long as it is done ethically and does not endanger the populations of the wildlife and humans
  - v. None of the landowners in the area seem to have voiced any support or opposition to this petition
  - vi. **Meg moves to authorize a letter to go forward to state fish and wildlife board about our concerns about bear baiting**
    - 1. **Pieter seconds**
    - 2. **Katie agrees with the thoughts so far. Cory will ask Geof if he wants to try to write some of it as well. Cory does not feel like it compromises us at all to take this stand; concerned that our**

voice will likely not matter, maybe not worth our time if we know that it isn't going to pass anyway.

**3. Meg would like to amend that the sending of this letter is based on whether Cory hears that the state fish and wildlife board is seriously considering allowing this to pass or not**

**4. All in favor, none opposed**

**5. Motion passed 8:41**

b. DEI Exercise at Soul Fire Farm

- i. November 3hr training
- ii. Sent a packet for everyone to complete
- iii. This months was an exercise about where we came from
- iv. Some thoughts about the map not being US-centric, Heather's family coming over from the Mayflower from England, not being especially proud of them in general but acknowledging that they must have had a lot of courage to leave the life they knew to live in a place that was not established in a European way at all
- v. Meg's grandparents came to the US from Germany and Ireland

**6. Motion to adjourn meeting:**

- **Seconded**
- **All in favor, none opposed**
- **Passed 8:53PM**

Respectfully submitted,

Arrow Branwen

7. Future Agenda Items:

- a. None at the end of the meeting

8. FY27 Budget and Work Plans

- a. Start working on/approve budget next meeting