

February 15, 2022

Natural Resources Board / Act 250

Annual Report

Calendar Year 2021



Special Assistant to the Governor Elbert "Al" Moulton, Vermont Attorney General James Jeffords, and Vermont State Representative Arthur Gibb (photo credit: Natural Resources Board photo archives).

10 Baldwin Street

Montpelier, Vermont 05633-3201

Telephone: (802) 828-3309

nrb.vermont.gov

Vermont Natural Resources Board / Act 250

The Natural Resources Board (NRB) is an independent entity in the executive branch of Vermont state government whose primary function is to administer Act 250 (10 V.S.A. Chapter 151.) There are 25 full-time employees and about 70 citizen volunteers serving as commissioners and board members that support the work of the NRB's central and district offices.

The NRB consists of a full-time chair and four citizen volunteer members, plus up to five alternates. Board members are appointed by the Governor to 4-year staggered terms, except for the chair who serves at the pleasure of the Governor.

The board's primary function is to administer Act 250, Vermont's land-use and development law. The NRB's staff serve nine district commissions from five district offices. District staff are responsible for making jurisdictional determinations and guiding applicants, the public, and district commissions through the application review process. The board also promulgates rules, participates in appeals, and enforces against Act 250 violations.

The district commissions sit as three-member quasi-judicial bodies to review Act 250 applications. The commissions issue permit decisions based on the application and other filings if no hearing is requested, and hold contested case hearings when facts are disputed or unclear.

NRB's district coordinators, administrative staff, and attorneys support the commissions in their work. The attorneys' support consists of assisting the district commissions and coordinators on procedural and substantive issues that arise in Act 250 proceedings, including legal counsel, research, and document drafting. NRB participates as a party to Act 250 appeals before the Superior Court, Environmental Division.

Appeals of decisions from district commissions regarding permits and district coordinators regarding jurisdictional opinions (JOs) are heard by the Vermont Superior Court, Environmental Division. NRB appears and participates in such appeals and has authority to hear appeals from commissions related to permit application fees and certain applications for requests for findings of fact and conclusions of law under specific Act 250 criteria for designated growth centers. NRB is also authorized to hear appeals of energy compliance determinations issued by the commissioner of the Department of Public Service under 24 V.S.A. §4352(a).



Covered bridge in Warren, VT. (Photo credit: Dennis Curran, Image Relay).

District Environmental Commissions and Staff

District commissions are the heart of the Act 250 process. The nine district commissions are responsible for assuring that developments and subdivisions comply with the 10 criteria of Act 250. Each commission comprises a chair, two members, and four alternates, all residing in the district they serve. All commissioners are appointed by the Governor. NRB staffs each of the nine commissions with one or two district coordinators and technicians who process Act 250 applications and provide professional and administrative support. The commission offices are found in five regional locations: Springfield, Rutland, Essex, St. Johnsbury, and Montpelier. Over the past 5 years, district offices have collectively processed an average of 430 land-use permit (Act 250) applications per year.

NRB's district coordinators play a critical role in the administration of Act 250:

- (1) Upon request, they determine whether projects, activities, or subdivisions are within Act 250's jurisdiction by issuing JOs.
- (2) They decide whether changes proposed to properties under existing land-use permits will require a land-use permit amendment.
- (3) They determine whether applications can be "deemed complete" and therefore eligible for review by district commissions.

In all cases, these decisions are appealable to the Environmental Division of the Superior Court, *de novo*, in the same manner as decisions by district commissions. District coordinators also collaboratively work with the NRB's compliance and enforcement officers and attorneys to enforce Act 250 statute and land-use permit conditions.



Downtown Bradford (photo credit: Jeff Clarke, Image Relay).

Act 250 Applications and Decisions

Applications “Deemed Complete”

Note: The term "deemed complete" is the date upon which a district coordinator and technician deem an application to be both technically and administratively complete. This critical determination allows an application to move forward with commission review.

Due to the detailed requirements of the Act 250 statute, the Act 250 land-use permit application is necessarily long and complicated. Applications that are not complete enough for a commission to review under the statute are returned to applicants with an outline of information that is missing or in need of clarification. Until an application is deemed complete, it is not presented to the district commission for review or otherwise eligible for Act 250 processing.

Historically, the NRB has reported its statistical analysis of permitting data based only on applications that have been deemed complete. The application processing deadlines established in the Act 250 statute, rules, and performance standards are all based on the receipt of a “complete application.” However, from an applicant’s perspective, the applicant’s time required to address outstanding application questions is part of the Act 250 permitting process. This year’s annual report includes an analysis of received applications to provide additional data to the Legislature: timeframes in which applications were received by district offices but were deemed incomplete. It is during these time periods that NRB staff are waiting for applicants to respond with needed supplemental information.

The NRB’s annual report is based on a statistical analysis of NRB and district commission activity during calendar year 2021 (CY 2021). Fee revenue data analysis presented later in this report is in fiscal years (FY).

Among the nine district commissions:

- **503** permit applications were received in CY 2021.
- **438** permit applications were deemed complete in CY 2021 (36 of these applications were received prior to January 1, 2021).
- **442** permit application-related decisions were issued in CY 2021 (87 of these applications were received prior to January 1, 2021).

District commissions decide whether to review applications using the “major,” “minor,” or “administrative amendment” process. Applications are not assigned to one of these categories until they are deemed complete.

Applications Deemed Complete per Year

Application type	CY 2017	CY 2018	CY 2019	CY 2020	CY 2021
Major (Hearing Required)	33	36	23	9	11
Minor (No Hearing)	236	192	220	191	248
Administrative Amendments	254	176	202	139	179
TOTALS	523	404	445	339	438

Data presented: only applications that were deemed complete in the calendar year presented.

Decisions Issued

Of the 442 decisions issued in CY 2021, 180 (41%) were processed as administrative amendments, 248 (56%) as minor applications with no contested-case hearings, and 14 (3%) as major applications. Major applications require a public hearing for the review of a project's conformance to the 10 criteria of Act 250.

Denials

Of the 14 Major permit applications received, 1 was denied in CY 2021.

Application Decisions Issued per Year

Application type	CY 2017	CY 2018	CY 2019	CY 2020	CY 2021
Major (hearing required)	32	36	37	14	14
Minor (no hearing)	235	194	211	185	248
Administrative amendments	256	174	211	139	180
TOTALS	523	404	459	338	442

Data presented: only applications for which permits, findings, or permit denials were issued in the calendar year presented.

Processing Times

For applications for which decisions were issued in CY 2021, the average processing time across all application types (administrative amendments, minors, and majors) was

- 107 days from the date the application was received and 72 days from the date the application was deemed complete.

If considering minor and major applications alone, the average processing time was

- 154 days from the date the application was received and 110 days from the date the application was deemed complete.

For minor and major permit applications, the percentage of decisions issued within:

- 60 days from the date the application was received is 31.3%
- 60 days from the date the application was deemed complete is 50.0%
- 120 days from the date the application was received is 64.5%
- 120 days from the date the application was deemed complete is 76.3%

When administrative amendments are added in, the percentage of permit decisions issued within:

- 60 days from the date the application was received is 53.4%
- 60 days from date the application was deemed complete is 68.3%
- 120 days from the date the application was received is 76.0%
- 120 days from the date the application was deemed complete is 85.1%

Days Between Date Application Received and Decision Issued in CY 2021

Decision issued	Administrative amendments	Minors	Majors and minors that became majors	Minors that became majors	All types combined
0 – 30 days	70.6%	6.0%	0%	0%	32.1%
31 – 60 days	15.0%	27.0%	0%	0%	21.3%
61 – 90 days	5.6%	19.0%	7.1%	0%	13.1%
91 – 120 days	1.7%	14.5%	21.4%	0%	9.5%
>120 days	7.2%	33.5%	71.4%	100%	24.0%

Data presented: only applications for which permits, findings, or permit denials were issued in the calendar year presented.

Days Between Date Application Deemed Complete and Decision Issued in CY 2021

Decision issued ¹	Administrative amendments	Minors	Majors and minors that became majors	Minors that became majors	All types combined
0 – 30 days	91.7%	21.8%	0%	0%	49.5%
31 – 60 days	3.3%	31.0%	0%	0%	18.8%
61 – 90 days	2.2%	16.9%	28.6%	0%	11.3%
91 – 120 days	0.6%	8.9%	7.1%	0%	5.4%
>120 days	2.2%	21.4%	64.3%	100%	14.9%

Data presented: only applications for which permits, findings, or permit denials were issued in the calendar year presented.

Note: The application processing times reported above include time spent by applicants obtaining certain permits from other state agencies that are used to document compliance with several Act 250 criteria. This time can vary from several weeks to several months, and on occasion, a year or more. The board has broken down processing times by type of application review process [administrative amendment, minor review, major review, and applications that started as a minor review, but later went to hearing (major review)]. These figures do not include processing times for altered, remanded, corrected, or withdrawn permits.

Days Between Date Deemed Complete and Decision Issued Compared with Prior Years: Minor and Major Applications Only

Decision issued	CY 2017	CY 2018	CY 2019	CY 2020	CY 2021
0 – 30 days	Not available ¹	16%	21.2%	19.4%	20.6%
31 – 60 days		39%	30.0%	36.8%	29.4%
61 – 90 days		17%	14.0%	13.9%	17.6%
91 – 120 days		8%	10.4%	8.0%	8.8%
> 120 days		20%	24.4%	21.9%	23.7%

Data presented: only applications for which permits, findings, or permit denials were issued in the calendar year presented.

¹ Data is not available because it was not calculated in that annual report.

Days Between Deemed Complete and Decision Issued Compared with Prior Years: All Application Types Combined

Decision issued	CY 2017	CY 2018	CY 2019	CY 2020	CY 2021
0 – 30 days	56%	49%	55.3%	50.3%	49.5%
31 – 60 days	22%	24%	16.8%	22.8%	18.8%
61 – 90 days	9%	10%	7.8%	8.6%	11.3%
91 – 120 days	4%	6%	6.1%	5.0%	5.4%
> 120 days	9%	11%	13.9%	13.3%	14.9%

Data presented: only applications for which permits, findings, or permit denials were issued in the calendar year presented.

Note: The application processing times reported above include time spent by applicants obtaining certain permits from other state agencies that are used to document compliance with several Act 250 criteria. This time can vary from several weeks to several months, and on occasion, a year or more. The board has broken down processing times by type of application review process [administrative amendment, minor review, major review, and applications that started as a Minor Review, but later went to hearing (major review)]. These figures do not include processing times for altered, remanded, corrected, or withdrawn permits.

Permit Application Processing Performance Standards

Statutory and internal performance standards guide the performance of the district coordinators and commissions. Average CY 2021 performance is listed below.

Performance Standards for the Year in Calendar Days

Category	Standard	CY 2021 ¹
All applications Average days for initial application completeness review (internal standard)	7 days	8.7 days
Minor applications Average days to issue after end of comment period or last item received (internal standard)	10 days	3.3 days
Major applications Average days to issue after adjournment (Act 250 Rule standard)	20 days	4.1 days
Major applications Average days from deemed complete to pre-hearing or hearing (statutory standard)	40 days	58.6 days
Minor-to-major applications Average days from end of comment period to pre-hearing or hearing (statutory standard)	20 days	78.3 days

¹ These figures do not include time periods for decisions on motions to alter, decisions remanded from the court, corrections made to permits to clarify simple errors, formal abandonment proceedings, or application withdrawal proceedings for permit applications that had been inactive for years. Specifics on the omissions are available upon request.

Performance Standards: Comparison with Prior Years in Calendar Days

Category	Standard	CY 2017	CY 2018 ¹	CY 2019 ¹	CY 2020 ¹	CY 2021 ¹
All applications Average days for initial application completeness review (internal standard)	7 days	2.6 days	4.6 days	6.7 days	4.8 days	8.7 days
Minor applications Average days to issue after end of comment period or last item received (internal standard)	10 days	NR	7.5 days	7.1 days	3.8 days	3.3 days
Major applications Average days to issue after adjournment (Act 250 Rule standard)	20 days	4.3 days	7.6 days	8.0 days	1.4 days	4.1 days
Major applications Average days from application deemed complete to pre-hearing or hearing (statutory standard)	40 days	NR	42.1 days ²	50.1 days	40.2 days ³	58.6 days
Minor-to-major applications Average days from end of comment period to pre-hearing or hearing (statutory standard)	20 days	NA	21.5 days	37.4 days	19.4 days ³	78.3 days

NR = not reported; NA = not available because not previously presented in annual reports.

¹ These figures do not include time periods for decisions on motions to alter, decisions remanded from the court, corrections made to permits to clarify simple errors, formal abandonment proceedings, or application withdrawal proceedings for permit applications that had been inactive for years. Specifics on the om missions are available upon request.

² This average figure includes 1 case in which a district commission granted an applicant's request for additional time to revise the application materials prior to scheduling a hearing. This extended period lasted more than 3.5 months. If this one unusual case were omitted, this average would be 39.9 days.

³ These figures do not include one application that followed the minor-to-major review process because that decision was issued without a hearing.



Farm in Shelburne, VT (photo credit: Karen Pike, Image Relay).

NRB Special Fund: Permit Application Fees

The NRB is funded by a combination of General Funds and Special Funds generated by Act 250 application fees. Act 250 permit application fees are based on the following statutory formulas¹ for each application:

- For every \$1,000 of estimated construction cost, \$6.65 is collected for the first \$15 million of construction costs, and \$3.12 for each \$1,000 of construction costs above \$15 million. For example, a \$1 million project would be assessed an estimated \$6,650 in Act 250 fees.
- For every \$1,000 of estimated construction cost, an additional \$0.75 is collected for the Agency of Natural Resources (ANR) to help offset the cost of ANR's participation in the Act 250 process on applications that are not administrative in nature.
- For subdivisions, a fee of \$125 per lot is collected for each lot created.
- For applications involving earth extraction, a fee is collected equal to the greater of: (1) a fee based on construction cost (see first bullet); or (2) a fee equivalent to the rate of \$0.02 per cubic yard of the first million cubic yards of the total volume of earth resources to be extracted over the life of the permit, and \$0.01 per cubic yard of any such earth resource extraction above one million cubic yards.
- For applications involving the review of a master plan, a fee is collected equivalent to \$0.10 per \$1,000 of total estimated construction costs in current dollars in addition to the fee established for any portion of the project seeking construction approval (see first bullet). For new applications, a minimum application fee of \$187.50 is collected. For amended applications, a minimum application fee of \$62.50 is collected.
- State and municipal projects are exempt from fees.



Bennington Battle monument, Bennington, VT (photo credit: Stephen Goodhue, Image Relay).

Fees are deposited into the Act 250 Special Fund. In FY 2021, the NRB relied on Special Funds to cover 81% of its annual expenditures for personal service and operating costs, with the remaining 19% covered by General Funds.

¹ 10 V.S.A. § 6083a

Total permit application fees collected by Act 250 in the last five fiscal years:

FY 2017	\$2.881M
FY 2018	\$1.773M
FY 2019	\$2.135M
FY 2020	\$2.091M
FY 2021	\$1.726M

Certification of Actual Construction Cost Fees

Following the completion of project construction, each permittee is required to file a form certifying actual construction costs (CACCs) and pay any additional Act 250 permit fees due. Because CACC fees are directly related to the actual costs of construction, total annual fees can vary significantly from one year to the next. CACC fees collected for the last 5 years are presented below:

FY 2017	\$49,884
FY 2018	\$105,421
FY 2019	\$161,355
FY 2020	\$212,608
FY 2021	\$60,799



Canada geese in Lake Champlain (photo credit: Karen Pike, Image Relay).

Participation in Court Appeals in CY 2021

The NRB has statutory authority to participate as a party in Act 250 appeals to the Superior Court, Environmental Division. In CY 2021, the NRB participated in four Act 250 district commission decisions and two jurisdictional opinions that were appealed to the Superior Court, Environmental Division. The NRB participated, through its attorneys, as a party in all appeals. Only one case was appealed from the Superior Court, Environmental Division to the Vermont Supreme Court in 2021.

Appeals per Year

Type of appeal	CY 2017	CY 2018	CY 2019	CY 2020	CY 2021
JO reconsiderations	NA	NA	NA	NA	0
JO appeals (district coordinators)	8	3	6	7	2
District commission decision appeals	14	5	8	3	4
TOTALS	22	8	14	10	6

NA = Data not available.

Compliance and Enforcement

The NRB is authorized to enforce Act 250 pursuant to the Environmental Enforcement Act, Title 10, Chapter 201. The NRB has direct authority to issue administrative orders (AOs), emergency AOs, assurances of discontinuance (AODs), and civil citations with respect to violations of Act 250; and the NRB cooperates with ANR on mixed Act 250/ANR enforcement matters. The NRB's Enforcement staff consists of the general counsel, the associate general counsel, and two full-time compliance and enforcement officers. The chair of the board directs the board's enforcement program. The second enforcement officer position became open in August 2021, and the NRB is actively recruiting to refill the position.

2021 Enforcement Activity

This year, despite the challenges of COVID, the enforcement officers investigated approximately 164 complaints, including 107 new complaints received in 2021. Some of these complaints were not deemed violations, and some were referred to ANR. The enforcement team addressed or initiated 34 formal enforcement actions. In addition, 51 complaints were resolved without formal enforcement action through voluntary compliance, or through determinations of no violations or no jurisdiction.

The board assessed \$14,175 in penalties this year and assessed enforcement costs of approximately \$5,604. All assessed penalties are deposited in the General Fund, whereas assessed NRB enforcement costs are deposited in the Act 250 Special Fund. Several enforcement cases resulted in environmental protection, such as restoration or reclamation activities not reflected in penalty amounts.

The NRB enforcement program resolved cases this year through 3 AODs and 2 civil citations. AODs are settlement agreements that often include civil penalties and compliance directives. Civil citations are tickets issued by the enforcement officers that levy fines of up to \$3,000 per citation. The enforcement team sent 13 notices of alleged violation (NOAVs) in 6 different Act 250 Districts in 2021. NOAVs are warning letters that set out the facts of an alleged violation and invite a response. These often include compliance directives on a calendar schedule and may be followed up with further enforcement action, including penalties.

Enforcement

	CY 2017	CY 2018	CY 2019	CY 2020	CY2021
New investigations opened	84	93	60	86	107
Formal enforcement actions initiated or ongoing	16	6	16	21	34
Violations resolved through formal enforcement	22	9	13	9	14
Violations and complaints resolved without formal enforcement	62	38	25	44	51
Total penalties assessed ¹	\$117,100	\$47,895	\$209,375 ²	\$35,800	\$14,175
Total penalties collected ³	\$185,273	\$41,920	\$92,767 ⁴	\$34,760 ⁵	\$23,808
Enforcement costs assessed ⁶	\$15,485	\$3,407	\$29,931 ⁷	\$2,510	\$5,604

¹ All penalties assessed are deposited in the General Fund and include issued AODs, AOs, and civil citations.

² Total penalties assessed include NRB penalties of \$156,375 + ANR penalties of \$24,750 (for cases that included an ANR violation in which NRB took the lead) + Supplemental Environmental Project funds of \$28,250.

³ Total penalties collected may include penalties assessed in previous years that are on a payment plan.

⁴ CY 2019 total penalties collected include \$72,950 of NRB penalties + \$19,817 of NRB enforcement costs.

⁵ CY 2020 total penalties collected include \$28,323 of NRB penalties + \$6,437 of NRB enforcement costs.

⁶ All NRB enforcement costs assessed are deposited in the Act 250 Special Fund.

⁷ Enforcement costs include costs for both NRB (\$27,928) and ANR (\$2,003).



Recreation on the Green River Reservoir (photo credit: Skye Chalmers, Image Relay).

Information Technology and Business Process Improvement

New Act 250 Database, Online Application Form Development, and Continued Technological Innovation

NRB has been working on a multi-year software project with IT staff from the Agency of Digital Services (ADS) and ANR to build an improved public Act 250 database website integrated with an online Act 250 application system through an existing portal used by ANR. NRB's new system, launched February 1, 2022, is designed to enhance the user's all-in-one experience by expanding the current Act 250 permit information available to the public, providing additional record and data search capabilities, and publishing the permit program's reported performance standards. Data from two separate databases has been merged into the new database, giving both staff and the public online access to more records in one place than previously possible.

Digitization Project

In 2021, ANR submitted a request on behalf of the NRB to the Agency of Administration for State Fiscal Recovery funding to expedite the digitization of paper-based land-use permit records. The scanning project was approved in January 2022 with a project completion date of December 31, 2024. The appropriation is relevant for American Rescue Plan Act of 2021 (ARPA)-funded infrastructure projects when they fall under Act 250 jurisdiction, including broadband, water, and sewer investments, to expedite the drafting and processing of new Act 250 permit applications. The online availability of digitized legacy paper files will facilitate permit processing given NRB's offices are closed to the public and most staff is teleworking because of COVID-19. As of this writing, all NRB/Act 250 offices are open to the public by appointment.

Thanks to Coronavirus Relief funding received in 2020, NRB conducted an earlier digitization project, which incidentally served to explore and manage the numerous challenges and risks associated with digitization. The NRB team assigned to the ARPA-funded digitization project, comprising district coordinators and technicians from the chosen districts and information management staff, is currently in the planning phase and using lessons learned from the 2020 project. ADS IT and Vermont State Archives staff are also collaborating with NRB on this project.

The legacy land-use permit-related documents to be scanned are from two of the 9 busiest Act 250 district commissions: namely districts 4 and 7, respectively the Essex and St. Johnsbury regional offices.

National Life Storage Room and Records Management Initiatives

In October 2021, NRB conducted an analysis of its offsite storage area at the National Life building in Montpelier. It was concluded that records in this storage area can either be moved or disposed of in accordance with established records schedules. A five-phase plan was developed to accomplish the clean-out. The first phase of the project involved eliminating refuse, recycling materials, emptying filing cabinets, and removing office equipment. Phase I was completed December 28, 2021. Phase II is currently underway which involves inventorying closed enforcement records and their possible transfer to permanent storage. When all five phases have been completed, NRB will save about \$10,000 per year.



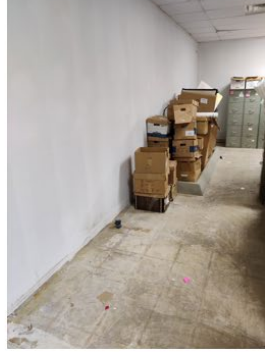
Before: Left wall walking into the storage area



Before: Row across from left wall

After: Left wall walking into the storage area

Removed: Multiple boxes of recycling and two large office supply cabinets sent to BGS Surplus.



After: Row across from left wall

Removed: Multiple empty filing cabinets and excess odd office supplies (pictures taken from different angles).



Before and after photos: phase I of a five-phase NRB records storage room management project at National Life in Montpelier, VT. Photos courtesy of Kara Wheeler.

2021 Natural Resources Board’s Regional, District, and Central Office Staff and Commissioners

Board Members

- Sabina Haskell, Chair
- Brad Aldrich, Vice Chair (Exp. 1/31/2021)
- Steven Larrabee (Exp. 1/31/2022)
- Donald Turner (Exp. 1/31/2023)
- Andrew Collier (Exp. 2/29/2024)

Alternate Board Members

- Elizabeth Courtney (Exp. 1/31/2020)
- Gail Fallar (Exp. 1/31/2017)
- Julie Wolcott (Exp. 1/31/2018)
- VACANT
- VACANT

The chair of the NRB is charged with the overall administration of Act 250. These duties include management of the offices and employees of NRB, developing and monitoring the NRB budget, procedural and substantive rulemaking, enforcement of Act 250 and mixed Act 250/ANR violations, general oversight of court appeals, stakeholder relations, coordination with other state agencies, and legislative matters. The chair, or designee, is also a member of the Downtown Development Board, and as such, NRB participates in all Downtown Board decision making. The Downtown Development Board is responsible for designating downtown development districts, village centers, new town centers, growth centers, and neighborhood development areas; and for awarding financial incentives pursuant to 24 V.S.A. Chapter 76A.



Vermont backroads (photo credit: Dennis Curran, Image Relay).

Central Office Staff

Greg Boulbol, General Counsel

Natural Resources Board
10 Baldwin Street
Montpelier, VT 05633-3201
(802) 595-2735
e-mail: greg.boulbol@vermont.gov

Alexandra Pastor, Information Management Officer

Natural Resources Board
10 Baldwin Street
Montpelier, VT 05633-3201
(802) 828-5449
e-mail: Alexandra.Pastor@vermont.gov

Aaron Brondyke, State Coordinator

Natural Resources Board
10 Baldwin Street
[Montpelier_VT](mailto:Montpelier_VT@vermont.gov) 05633-3201
(802) 595-2735
e-mail: aaron.brondyke@vermont.gov

Alison Stone, Associate General Counsel

Natural Resources Board
10 Baldwin Street
[Montpelier_VT](mailto:Montpelier_VT@vermont.gov) 05633-3201
(802) 477-2346
e-mail: alison.stone@vermont.gov

Katie Emerson, Legal Technician

Natural Resources Board
10 Baldwin Street
[Montpelier_VT](mailto:Montpelier_VT@vermont.gov) 05633-3201
(802) 828-3266
e-mail: katie.emerson@vermont.gov

Michaela Stickney, Compliance and Enforcement Officer

Natural Resources Board
10 Baldwin Street
[Montpelier_VT](mailto:Montpelier_VT@vermont.gov) 05633-3201
(802) 585-4046
e-mail: michaela.stickney@vermont.gov

Sabina Haskell, Chair

Natural Resources Board
10 Baldwin Street
Montpelier, VT 05633-3201
(802) 461-8072
e-mail: Sabina.Haskell@vermont.gov

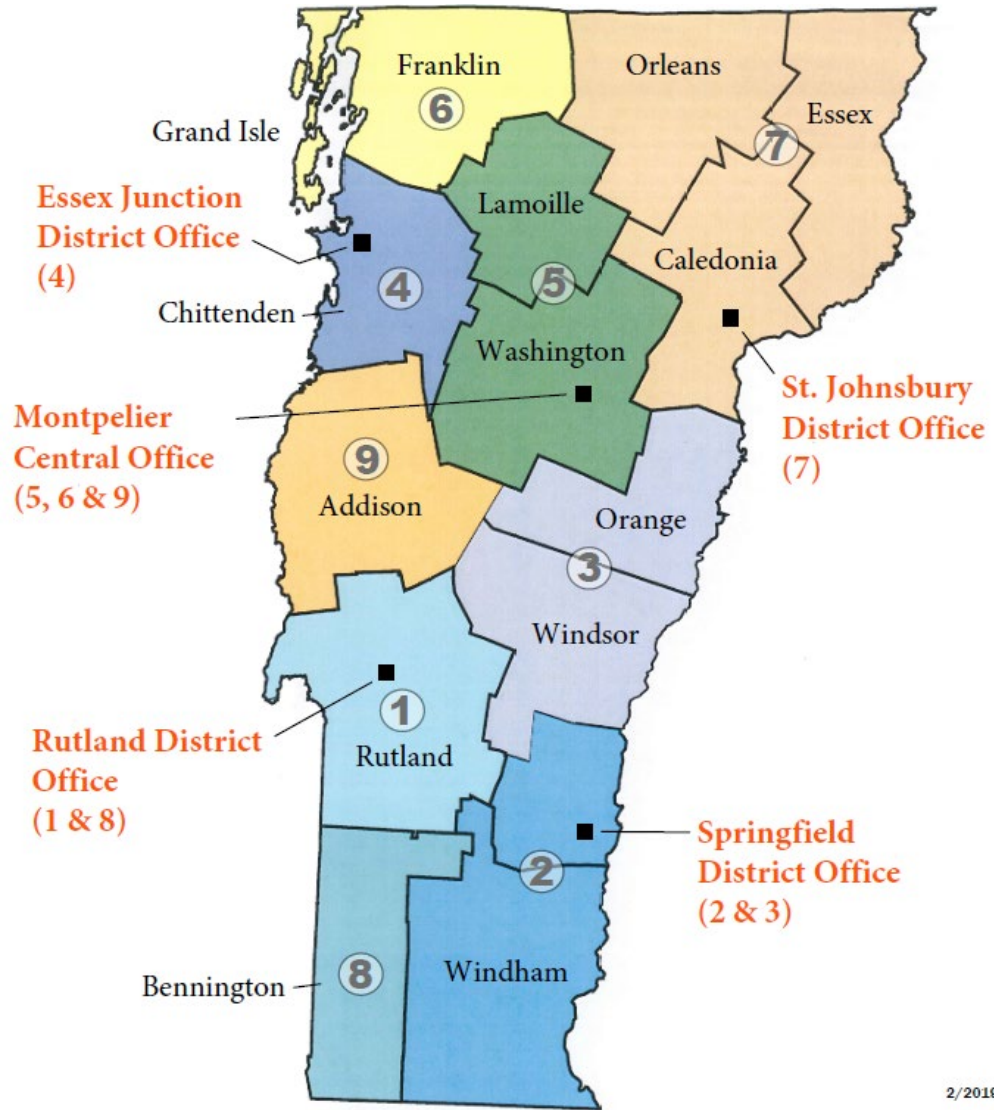
Kara Wheeler, Information Management Technician

Natural Resources Board
10 Baldwin Street
[Montpelier_VT](mailto:Montpelier_VT@vermont.gov) 05633-3201
(802) 828-3354
e-mail: kara.wheeler@vermont.gov

Pam Morin, Legal Technician

Natural Resources Board
10 Baldwin Street
[Montpelier_VT](mailto:Montpelier_VT@vermont.gov) 05633-3201
(802) 828-5043
e-mail: pamela.morin@vermont.gov

Map of the Regional, District, and Central Offices



District Commissions and Staff

District 1 - Call for appointment

Rutland County

Staff

District 1 Coordinator

Kim Lutchko, Tel. (802) 786-5099
e-mail: kim.lutchko@vermont.gov

NRB Technician

Sabrina Urich, Tel. (802) 786-5920
e-mail: Sabrina.Urich@vermont.gov

Address

District #1 Environmental Commission
440 Asa Bloomer State Office Building
88 Merchants Row, 4th Floor
Rutland, VT 05701

District 1 Environmental Commission

Chair:

John Casella (Exp. 1/31/2021)

Members:

Devon Fuller (Exp. 1/31/2023)
Mary Shaw (Exp. 1/31/2023)

Alternates:

John Bloomer (Exp. 1/31/2021)
Mike Miller (Exp. 1/31/2025)
Cort Jones (Exp. 1/31/2023)
VACANT

District 2 - Call for appointment

Roughly Windham County and the southern half of Windsor County

Staff

District 2 Coordinator

Stephanie Gile, Tel. (802) 289-0597
e-mail: stephanie.gile@vermont.gov

NRB Technician

Rebecca Bezanson, Tel. (802) 289-0599
e-mail: rebecca.bezanson@vermont.gov

Main Number

Tel. (802) 289-0603

Address

District #2 Environmental Commission
100 Mineral Street, Suite 305
Springfield, VT 05156-3168

District 2 Environmental Commission

Chair:

Thomas Fitzgerald (Exp. 1/31/2021)

Members:

Abbie Corse (Exp. 1/31/2021)
Gabrielle Ciuffreda (Exp. 1/31/2023)

Alternates:

Chris Callahan (Exp. 1/31/2021)
Cheryl Cox (Exp. 1/31/2021)
Julia Schmitz (Exp. 1/31/2017)
Mark Mullen (Exp. 1/31/2020)

District 3 - Call for appointment

Roughly Northern Windsor County and Orange County (except the towns of Washington, Williamstown and Orange, which are all within District 5)

Staff

District 3 Coordinator

Linda Matteson, Tel. (802) 289-0598
e-mail: linda.matteson@vermont.gov

NRB Technician

Gina St. Sauveur, Tel. (802) 751-0120
e-mail: gina.stsauveur@vermont.gov

Main Number

Tel. (802) 289-0603

Address

District #3 Environmental Commission
100 Mineral Street, Suite 305
Springfield, VT 05156-3168

District 3 Environmental Commission

Chair:

Tim Taylor (Exp. 1/31/2021)

Members:

Roderick J. Maclay (Exp. 1/31/2023)
Suzanne Butterfield (Exp. 1/31/2021)

Alternates:

Anne Margolis (Exp. 1/31/2021)
Marvin Harvey (Exp. 1/31/2020)
Linda Gray (Exp. 1/31/2021)
Clotilde Hryshko (Exp. 1/31/2021)

District 4 - Call for appointment

Chittenden County

Staff

District 4 Coordinators

Rachel Lomonaco, Tel. (802) 879-5658
e-mail: rachel.lomonaco@vermont.gov

Stephanie Monaghan, Tel. (802) 879-5662
e-mail: stephanie.monaghan@vermont.gov

NRB Technician

Christine Commo, Tel. (802) 879-5660
e-mail: christine.commo@vermont.gov

NRB Technician

Jessa Mason, Tel. (802) 879-5670
e-mail: jessica.mason@vermont.gov

Main Number

Tel. (802) 879-5614

Address

District #4 Environmental Commission
111 West Street
Essex Junction, VT 05452

District 4 Environmental Commission

Chair:

Thomas A. Little, Esq. (Exp. 1/31/2023)

Members:

Monique Gilbert (Exp. 1/31/2025)
Parker Riehle (Exp. 1/31/2023)

Alternates:

James McNamara (Exp. 1/31/2023)
Scott Baldwin (Exp. 1/31/2023)
Kate Purcell (Exp. 1/31/2023)
Pamela Loranger (Exp. 1/31/2022)

District 5 - Call for appointment

Washington and Lamoille Counties and the towns of Williamstown, Washington and Orange

Staff

District 5 Coordinator

Susan Baird, Tel. (802) 476-0134
e-mail: susan.baird@vermont.gov

NRB Technician

Lori Grenier, Tel. (802) 476-0185
e-mail: lori.grenier@vermont.gov

Main Number
Tel. (802) 476-0185

Address

District #5 Environmental Commission
10 Baldwin Street
Montpelier, VT 05633-3201

District 5 Environmental Commission

Chair:

Matthew F. Krauss (Exp. 1/31/2021)

Members:

Joslyn Wilscheck (1/31/2022)
Jeremy Reed (Exp. 1/31/2021)

Alternates:

Josh Fitzhugh (Exp. 1/31/2022)
Ken Goslant (Exp. 1/31/2022)
Norma Malone (Exp. 1/31/2023)
Gary Nolan (Exp. 1/31/2023)

District 6 - Call for appointment

Franklin and Grand Isle Counties

Staff

District 6 Coordinator

Josh Donabedian, Tel. (802) 879-5657
e-mail: joshua.donabedian@vermont.gov

NRB Technician

Lori Grenier, Tel. (802) 476-0185
e-mail: lori.grenier@vermont.gov

Main Number
Tel. (802) 476-0185

Address

District #6 Environmental Commission
10 Baldwin Street
Montpelier, VT 05633-3201

District 6 Environmental Commission

Chair:

Daniel Luneau (Exp. 1/31/2021)

Members:

Dave Kimel (Exp. 1/31/2023)
John Brigham (Exp. 1/31/2021)

Alternates:

Mark Naud (Exp. 1/31/2021)
Megan Manahan (Exp. 1/31/2018)
Ashley Toof (Exp. 1/31/2020)
Sylvia Jensen (Exp. 1/31/2021)

District 7 - Call for appointment

Caledonia, Orleans and Essex Counties

Staff

District 7 Coordinator

Kirsten Sultan, Tel. (802) 751-0126
e-mail: kirsten.sultan@vermont.gov

NRB Technician

Gina St. Sauveur, Tel. (802) 751-0120
e-mail: gina.stsauveur@vermont.gov

Main Number
Tel. (802) 751-0120

Address

District #7 Environmental Commission
374 Emerson Falls Road, Suite 4
St. Johnsbury, VT 05819-2099

District 7 Environmental Commission

Chair:

Eugene Reid (Exp. 1/31/2021)

Members:

Keith Johnson (Exp. 1/31/2025)
Nicole Davignon (Exp. 1/31/2023)

Alternates:

Clark Atwell (Exp. 1/31/2017)
Dexter Randall (Exp. 1/31/2017)
Patricia Sears (Exp. 1/31/2017)
VACANT

District 8

Bennington County

Staff

District 8 Coordinator

Kim Lutchko, Tel. (802-786-5099)
e-mail: kim.lutchko@vermont.gov

NRB Technician

Sabrina Urich, Tel. (802-786-5920)
e-mail: Sabrina.Urich@vermont.gov

Address

District #8 Environmental Commission
440 Asa Bloomer State Office Building
88 Merchants Row, 4th Floor
Rutland, VT 05701



District 8 Environmental Commission

Chair:

VACANT

Members:

Richard Kobik (Exp. 1/31/2021)
Don Miller (Exp. 1/31/2023)

Alternates:

Leslie Keefe (Exp. 1/31/2021)
VACANT
Michael McDonough (Exp. 1/31/2019)
VACANT

District 9 - Call for appointment



Addison County

Staff

District 9 Coordinator

Josh Donabedian, Tel. (802) 879-5657

e-mail: joshua.donabedian@vermont.gov

NRB Technician

Lori Grenier, Tel. (802) 476-0185

e-mail: lori.grenier@vermont.gov

Address

District #9 Environmental Commission

10 Baldwin Street

Montpelier, VT 05633-3201

Tel. (802) 476-0185

District 9 Environmental Commission

Chair:

Brian Carpenter (Exp. 1/31/2023)

Members:

Al Karnatz (Exp. 1/31/2020)

Connie Houston (1/31/2023)

Alternates:

VACANT

VACANT

VACANT

VACANT



This document has been prepared pursuant to 10 V.S.A. Section 6083(d), which requires that the Natural Resources Board submit a report annually to the General Assembly (see statutory reference below.) In addition, a copy is made available to the Governor.

(d) The Board and Commissions shall make all practical efforts to process matters before the Board and permits in a prompt manner. The Board shall establish time limits for the processing of land-use permits issued under section 6086 of this title as well as procedures and time periods within which to notify applicants whether an application is complete. The Board shall report annually by February 15 to the General Assembly by electronic submission. The annual report shall assess the performance of the Board and Commissions in meeting the limits; identify areas which hinder effective performance; list fees collected for each permit; summarize changes made to improve performance; and describe staffing needs for the coming year. The annual report shall list the number of enforcement actions taken by the Board, the disposition of such cases, and the amount of penalties collected. The provisions of 2 V.S.A. § 20(d)(expiration of required reports) shall not apply to the report to be made under this subsection.