



## ***BOARD OF COMMISSIONERS***

*January 10, 2017 at 7:00 pm*

*Central VT Chamber of Commerce*

*Paine Turnpike South, Berlin*

(Coming off the interstate at exit 7, turn left at the first light.

At the next crossroads, the Chamber is on your left. It is the light yellow building.)

### **AGENDA**

<u>Page</u>	<u>Time</u>	<u>Description</u>
	<b>7:00</b>	<b>Adjustments to the Agenda</b>
		<b>Public Comments</b>
<b>2</b>	<b>7:05</b>	<b>Meeting Minutes – December 13, 2016</b> (enclosed)*
<b>5</b>	<b>7:10</b>	<b>Staff Reports</b> (enclosed) and any updates
<b>11</b>	<b>7:15</b>	<b>Executive Director’s Report</b> (enclosed) and any updates
	<b>7:20</b>	<b>Legislative Report</b> , Bonnie Waninger
	<b>7:25</b>	<b>Central VT Economic Development Corporation Report</b> , <i>Jamie Stewart, Executive Director</i>
	<b>7:30</b>	<b>CVRPC Projects and Activities</b>
		- Local Hazard Mitigation Plans, <i>Laura Ranker</i>
		- Engaging Stakeholders, <i>Gail Aloisio</i>
		- Field Services, <i>Ashley Andrews</i>
	<b>9:00</b>	<b>Adjournment</b>

\* denotes anticipated action item

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
MINUTES
December 13, 2016

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Commissioners:

- List of commissioners with checkboxes and names: Barre City (Janet Shatney), Barre Town (Byron Atwood, Chair), Berlin (Robert Wernecke), Cabot (Dick Payne), Calais (Paul Rose), Duxbury (Brian Fitzgerald), E. Montpelier (Julie Potter, Vice Chair), Fayston (Carol Chamberlin), Marshfield (Ivan Shadis), Middlesex (Ron Krauth), Montpelier (Tina Ruth, Secretary), Moretown (Dara Torre), Northfield (Laura Hill-Eubanks), Orange (George Malek), Plainfield (David Strong, Treasurer), Roxbury (Gerry D'Amico), Waitsfield (Don La Haye), Warren (Camilla Behn), Washington (Gary Winders), Waterbury (Steve Lotspeich), Williamstown (Larry Hebert), Woodbury (Michael Gray), Worcester (Bill Arrand).

Staff: Bonnie Waninger, Eric Vorwald, Marion Wolz, Daniel Currier

Guests: Lauren Masseria (Agency of Agriculture), Stephanie Smith (Agency of Agriculture) Bill Moore (Central Vermont Chamber of Commerce)

CALL TO ORDER

Vice-Chair J. Potter called the meeting to order at 7:00 pm. The meeting began with introductions.

ADJUSTMENTS TO THE AGENDA

None.

PUBLIC COMMENTS

None.

MEETING MINUTES

J. Shatney moved to approve the November 8, 2016 minutes as presented; D. La Haye seconded. B. Wernecke asked for a clarification on page 2, line 20. The clarification was noted. The Commission voted unanimously in favor of approving the motion.

STAFF REPORTS

No additional information was provided.

1 **EXECUTIVE DIRECTOR’S REPORT**

2 B. Waninger reported that Municipal Planning Grants were announced and the CVRPC is talking  
3 with municipalities regarding Local Hazard Mitigation Plans and energy planning in an effort to  
4 start setting the FY18 work plan. Discussion also included information regarding a memo that  
5 was included in the agenda from the Vermont Association of Planning & Development Agencies  
6 (VAPDA) regarding comments on revenue options for water quality funding.  
7

8 **CENTRAL VERMONT ECONOMIC DEVELOPMENT CORPORATION REPORT**

9 No report was provided. B. Waninger noted that J. Stewart would be providing quarterly updates  
10 to the Commission instead of monthly reports.  
11

12 **ACT 250 AGRICULTURAL LANDS MITIGATION MAPPING PROJECT**

13 L. Masseria and S. Smith from the Agency of Agriculture provided an overview of a mapping  
14 project that has been on-going within the agency to map lands that have been mitigated through  
15 the Act 250 process. The presentation included an overview of the Agency of Agriculture’s role  
16 in the Act 250 process with L. Masseria noting the agency primarily deals with Criterion 9b  
17 which addresses prime agricultural soils. The presentation included information regarding on-  
18 site and off-site mitigations noting that off-site mitigations typically involved a fee to the  
19 Vermont Housing Conservation Board for funds to be used to conserve active farms.  
20

21 It was noted that the mapping project began in 2015 and was for Chittenden County only. The  
22 2016 project included the rest of the state and has been completed. L. Masseria noted that the  
23 project included applications from 2006 to the present. It was noted that many of the records do  
24 not exist or are not detailed enough to determine what lands were mitigated on-site prior to 2006.  
25 It was noted that there are 111 on-site mitigation areas that total approximately 1,400 acres of land  
26 with District 5 (which includes the CVRPC) having the second most land with on-site mitigation  
27 in the state.  
28

29 L. Masseria outlined the goals of the project and discussed next steps. Members of the  
30 Commission engaged in discussion including questions regarding the program including  
31 enforcement and how off-site mitigation has been used. This item was included for information  
32 and did not require action.  
33

34 **REGIONAL ENERGY PLANNING**

35 E. Vorwald provided an overview of the rules of procedure for the Regional Energy Committee  
36 noting that the committee met and discussed the document. E. Vorwald noted one correction  
37 related to the date of Act 174. G. Malek made a motion to approve the rules of procedure with the  
38 correction to the date as noted. B. Fitzgerald seconded the motion.  
39

40 Discussion included questions about why the committee was exempt from following the  
41 Commission’s bylaws. This discussion continued involving multiple members of the Commission  
42 and staff. The question was called for and vote was taken on the motion. The Commission voted  
43 unanimously to approve the rules of procedure for the Regional Energy Committee including the  
44 change in date for Act 174.

1 D. Currier provided the Commission with an overview of the mapping requirements for the  
2 regional energy plan including known constraints, possible constraints, and the differences  
3 between the two. D. Currier also discussed additional constraints that were specific to the region  
4 that should be considered including steep slopes, elevation limits, municipal lands, lakeshore  
5 protection, and properties in Current Use program.  
6

7 Discussion continued regarding the purpose of the maps and deadlines for information. D. Currier  
8 asked the Commission to identify areas that they felt were appropriate for renewable energy siting  
9 as well as any additional constraints that should be included in the mapping. D. Currier noted that  
10 a deliverable of maps was due December 15, 2016, however edits would be made after that date  
11 to address specific issues or concerns. Commissioners were generally in favor of adding the  
12 specific constraints as noted in the presentation. This item was for information and did not require  
13 official action.  
14

15 **RESOLUTION REGARDING REGULAR MEETING DATES**

16 B. Waninger noted that a resolution was included with the regular meeting dates and times of  
17 committees of the Commission. The resolution is required as per open meeting laws. G. Malek  
18 made a motion to approve the resolution as presented. D. La Haye seconded the motion. S.  
19 Lotspeich noted that the Transportation Advisory Committee discussed changing their starting  
20 time to 6:30pm. The motion was amended to reflect this change. With no other comments, the  
21 Commission voted unanimously to approve the resolution with the change in time for the  
22 Transportation Advisory Committee.  
23

24  
25 **ADJOURNMENT**

26 B. Wernecke moved to adjourn the meeting which was seconded by G. Malek. The Commission  
27 voted unanimously to adjourn the meeting. With no other business the meeting was adjourned at  
28 8:50pm.  
29

30 Respectfully submitted,

31  
32 Eric Vorwald

Central Vermont Regional Planning Commission

802/229-0389

Staff Report, January 2017

Fax: 802/223-1977

**LAND USE PLANNING**

**Regional Plan:** Contact Eric Vorwald, [vorwald@cvregion.com](mailto:vorwald@cvregion.com).

Staff is working on the energy element (see Energy Planning below) of Plan Central Vermont. A draft of the energy element will be completed in May of 2017. Staff is reviewing goals and policies of all elements to ensure consistency.

**Energy Planning:** Contact Eric Vorwald, [Vorwald@cvregion.com](mailto:Vorwald@cvregion.com).

Regional Planning – CVRPC formed a Regional Energy Committee. The Committee’s first meeting introduced the project and presented expectations and desired outcomes for the Committee’s consideration. Staff presented initial drafts of regional maps for feedback. The Committee’s January meeting will focus on a public and municipal engagement plan.

Standards & Guidelines - CVRPC hosted a December training on the Act 174 Local and Regional Energy Planning Guidelines. Twenty-five (25) participants representing 14 municipalities asked questions about the guidelines’ expectations, data to be used, and data and map availability. A second of training will be scheduled in February. Contact Marian Wolz, [wolz@cvregion.com](mailto:wolz@cvregion.com).

Local Energy Planning - CVRPC will assist at least three municipalities to develop comprehensive energy plans. These plans can be stand alone or updated elements of a municipal plan. CVRPC solicited interest from municipalities and received interest from six municipalities. Requests will be reviewed against project criteria, with municipalities notified in early January.

**MUNICIPAL PLANNING & TECHNICAL ASSISTANCE**

**East Montpelier Village Master Plan:** Staff is working on a buildout analysis for the village that incorporates additional density and a mix of uses for properties along the U.S. 2 and S.R. 14 corridors. Surrounding properties will be proposed to have increased density for residential development. The East Montpelier Planning Commission will review draft development regulations to help implement the vision for the Village in January.

**Enhanced Consultations:** Town Plan reviews for Montpelier and Washington are in progress. Staff will be meeting with Planning Commissioners in Orange and Middlesex in January.

**Technical Assistance:** Staff is working with Calais on a Better Connections Grant. Calais hopes to create connections between East Calais Village and the recreation field to the north, calm traffic

through East Calais Village, and identify park and ride locations. A pre-application call with the funding partners provided insight and direction for developing the final application. Staff is helping prepare the application and assist with other aspects of the application process.

## **EMERGENCY PLANNING & HAZARD MITIGATION**

**LEOPs (Local Emergency Operations Plans):** DEMHS will be releasing information on the 2017 LEOPs shortly. LEOPs are due to DEMHS between March 8 and May 1, 2017. CVRPC can provide technical assistance with your communities LEOP update and adoption. Contact Laura Ranker, [ranker@cvregion.com](mailto:ranker@cvregion.com).

**Trainings and Workshops:** Contact Laura Ranker, [ranker@cvregion.com](mailto:ranker@cvregion.com)  
Staff assisted DEMHS with notification, information dissemination, registration, and/or coordination for the following trainings and workshops:

Local Emergency Directors – The December 7 training was cancelled, and staff assisted with notification of the 23 registrants. A new training is anticipated in spring 2017.

ICS 402 – Scheduled for Saturday, March 18, 9 am – Noon, at the CVRPC office. Selectboard members that have completed the training are certified to sign adopted LEOPs.

FirstNet Meeting and Technology Demonstration – Scheduled for January 20, 9 am to 3 pm in Burlington. In 2017, the National Public Safety Broadband Network starts its actual build-out phase, providing access to a high-speed 4G LTE cellular network for Vermont first responders. Representatives from FirstNet's early builders group will present on how they are using broadband networks to enhance their emergency response.

Emergency Planning and Community Right to Know Act (EPCRA) and Risk Management Program – Scheduled for 8 am – Noon on January 25 in Middlebury and January 26 in Lyndonville (attend one of the two dates). The workshops inform and educate environmental compliance managers at Tier II facilities/business about Tier II requirements and risk management activities. **EPCRA requires facilities having certain chemicals, with quantities as low as one pound, to submit annual chemical inventory (Tier II) reports. For calendar year 2016, the reporting deadline is March 1, 2017.**

Certain sectors of industry and businesses are required to provide a Tier II report to the LEPC, local Fire Department and state agency. In 2017, the CVRPC will be updating its GIS Tier II facility database and maps with current data received from the state and LEPC 5. CVRPC will be mapping Tier II facility sites with the most recent information and providing it in a map format by town. CVRPC will complete outreach to each town to discuss how Tier II information and maps will support Hazard Mitigation Plans, LEPC 5's Emergency Response Plan, LEOPs, and local and

regional planning related to flood resiliency and erosion risk mitigation activities. Please encourage compliance reporting in your community to help ensure the database is accurate and complete.

**LEPC #5:** Staff coordinated with Emily Harris, DEMHS School Crisis Planning team leader, and Anthony Facos, team member and Montpelier Police Chief for a presentation to the LEPC 5 on January 9, 6–7 pm, at the Central Vermont Medical Center, Conference Room #2. Emily will provide a presentation on School Crisis planning, and Tony will introduce and present the video, “Coming Storm.” Time will be allotted for questions and school superintendents have been invited and encouraged to attend. In late December, staff was notified of the decision to disband CERT 5. Staff is working with DEMHS and the LEPC during this transition.

**Local Hazard Mitigation Plans (9-Town Project):**

Northfield & Fayston: Plans for both municipalities were submitted for state and federal review. Upon approval, the towns will be eligible for Hazard Mitigation Grants and the highest level state contribution from the Emergency Relief & Assistance Fund extended for five years. Hazard Mitigation Grants fund projects such as buyout of flood damaged homes and major culvert improvements. The Vermont Emergency Relief and Assistance Fund contributes to a portion of the cost for eligible repairs to municipal infrastructure after a Federal disaster. Contact Gail Aloisio, [Aloisio@cvregion.com](mailto:Aloisio@cvregion.com).

Cabot: DEMHS returned comments, and staff is incorporating those comments for the town.

Worcester: Staff is working with the Selectboard and road foreman to identify priority mitigation actions as identified in the North Branch of the Winooski River Corridor Plan for incorporation. The Selectboard will finalize the draft plan for submittal to DEMHS in early February.

Middlesex: Staff met with the Road Foreman to review and finalize priority areas for incorporation into the plans mitigation actions. The Selectboard will finalize the draft plan for submittal to DEMHS in late January.

Barre Town: Staff is incorporating updated resource data into the final draft plan for presentation to the Selectboard and local hazard mitigation planning team.

Barre City: Staff will be working with City Planning staff as the City prepares to apply for participation in the Community Rating System. Barre City is reviewing past mitigation actions in an effort to provide a status update for incorporation in the plan update.

**TRANSPORTATION**

**Counts:** Contact Ashley Andrews, [Andrews@cvregion.com](mailto:Andrews@cvregion.com), to have a count location added to CVRPC’s work list for spring 2017.

**Inventories:** Staff has been processing the Calais Culvert Inventory and loading that data into VTCulverts. To have your town's inventory updated or to find out more about VTCulverts.org, contact Dan Carrier, [currier@cvregion.com](mailto:currier@cvregion.com).

Staff meet with and sent out capital plans summarizing the connected roads erosion inventories to Moretown, Middlesex, Waitsfield, and Duxbury. Staff will be working with Warren, Roxbury and Montpelier on inventories in the upcoming year. Towns apply for Better Roads grants in the spring. If your town wishes to have an inventory done by CVRPC next summer under this funding source, contact Dan Carrier, [currier@cvregion.com](mailto:currier@cvregion.com).

Staff inventoried all Town Highway Major Collectors across the region looking for changes in surface condition, material type, and width. This inventory occurs yearly and is part of our Transportation Planning Initiative work program.

**Transit:** Green Mountain Transit (GMT) General Manager Karen Walton will leave the organization on January 20, 2017. Mark Sousa, GMT's Assistant General Manager will serve as Interim General Manager starting January 21 while the GMT Board works on a transition plan.

**VTrans On-Road Bicycle Plan:** VTrans hosted a public meeting on the plan in December to present a summary of the Phase I findings/outcomes. Phase I mapped the areas of high, medium, and low bicycle use on state highways, either for recreational or transportation use. In Central Vermont the following roadways were identified as "high use priority state roads" on the VTrans Bicycle Corridor Priority map: Route 17 (Fayston); Route 100 B (Moretown); Route 100 (Waitsfield, Warren, Middlesex, Duxbury, Waterbury); Route 2 (Duxbury, Waterbury, Middlesex, Moretown, East Montpelier, Plainfield); Route 12 (Northfield, Roxbury, Berlin, Montpelier, East Montpelier); Route 214 (East Montpelier, Plainfield); Route 64 (Williamstown, Northfield); Route 14 (Williamstown, Barre Town, Barre City); and Route 302 (Berlin, Barre City, Montpelier). Phase II will develop roadway evaluation criteria to determine the comfort level of the high use priority corridors and identify areas of need. The roadway evaluation criteria will be available for public comment and input in January 2017 via an online survey at the AOT website: <http://vtrans.vermont.gov/planning/bikeplan>

The VTrans Bicycle Corridor Priority map is the result of significant public participation and reflects the current and potential bicycle use on Vermont state roads. The map will be used by VTrans to prioritize improvements in projects and maintenance activities. For more information, visit the project webpage (<http://vtransplanning.vermont.gov/bikeplan>).



## **NATURAL RESOURCES**

**GIS:** Staff assisted the Warren Planning Commission with town plan maps updates and made these maps available as web maps online. Staff collaborated with Northfield's Town Manager on draft zoning map updates. The updates were approved by the Planning Commission and are on their way to the Selectboard for review. Staff provided Barre City with an updated to its zoning GIS files and TIF district map. Staff conducted a follow up field day in Barre Town to gather missing or skipped sewer manhole locations for its inventory.

**Water Quality:** Staff and partners held a meeting to share outreach ideas and to kick off the update to the Winooski Tactical Basin Plan. This plan expires in 2018. The update will include a list of project priorities to address water quality concerns. Contact Dan Currier at [currier@cvregion.com](mailto:currier@cvregion.com).

**Mad River Ridge-to-River Stormwater:** The 5-town Ridge to River initiative continues to work to identify actions that can be taken at the municipal level to help mitigate stormwater impacts. The Ridge to River Steering Committee hosted an open house in December. The Committee showcased work completed and informed the community about stormwater issues that may impact property. Additionally, the Planning Technical Team continues to meet to identify specific areas that municipalities can explore to provide enhanced protection of their stormwater facilities. The effort is funded by the High Meadows Fund through a grant to the Friends of the Mad River.

## **COMMUNITY DEVELOPMENT**

**CDBG-18 Elevation:** This project is developing elevation data and hydraulic modeling. The project consultant, Dubois and King, has completed the field survey cross section work on the Thatcher Brook and is about 70% complete on the cross section survey work for the Mad River. Work in Fayston, Moretown, and Waitsfield is done. Weather conditions will dictate whether additional field work can be performed before spring. Work has begun on updating the data bases which will be used to create the hydraulic modeling. Staff coordinated communication between landowners and the contractor as the survey crew gathered data. Contact Laura Ranker, [ranker@cvregion.com](mailto:ranker@cvregion.com)

**Washington Access Modification Grant, Calef Public Library:** Staff continued to support the Town and Library with grant administration and project management services. The project was substantially complete in December. Staff will be assisting with the grant close out, the final requisition, and preparations for the monitoring visit.

**CDBG Plainfield:** Staff coordinated with Hartgen Archeological Associates to complete an Archeological Resources Assessment for the Plainfield Village Bridges Alternatives Analysis. This assessment helps determine if there are any archeological sensitive areas within the study area and assists the town to further define the project scope before advancing the preferred alternative

towards construction.

**Brownfields:** Contact Gail Aloisio, [Aloisio@cvregion.com](mailto:Aloisio@cvregion.com).

The Northfield Economic Development Committee met with CVRPC and the Central Vermont Economic Development Corporation to discuss strategies for leveraging the community's economic development resources, and strategies for recruiting and growing businesses that save on the costs of marketing the community outside the state.

## **NEWS & ANNOUNCEMENTS**

**Staff Updates:** It is with great sadness that CVRPC mourns the death of Steve Gladczuk, who passed away on January 4, 2017. Steve served as CVRPC's Transportation Planner for 23 years. While our staff was aware his passing was anticipated, Steve's family asked for privacy. Our hearts go out to his wife and daughter.

Steve was a calm, unassuming individual who provided a steady, knowledgeable presence at CVRPC. Beneath that calm, he had an impish sense of humor. His behind the scenes advocacy for municipal and regional needs and the complicated work involved in keeping our infrastructure up to date was less visible, but never less important. Steve was always quick to return phone calls and generous with his time. His dedication to his work and his family was admirable. He is missed.

### **Upcoming Meetings & Events:**

Rt. 100B Moretown Bridge: The Vermont Agency of Transportation will be holding a Public Information/Local Concerns Meeting to discuss the Route 100B Moretown Bridge over the Mad River. The meeting will be held on Tuesday January 17, 2017 at 7:00PM at the new Moretown Town Offices, located in the parking lot near the Moretown Elementary School. This meeting provide an opportunity to learn more about the preferred bridge design, alignment, and traffic routing under consideration by VTrans.

Vermont State House GIS Legislative Outreach and Map Display: The Vermont Center for Geographic Information (VCGI) and partners from across VT will be at the Statehouse Card Room displaying maps and talking with our Representatives. If you are at the Statehouse on **Friday** January 6, 2017 between 8 am – 2 pm, we hope you will stop by and visit.

***Remember to visit CVRPC's web site at [www.centralvtplanning.org](http://www.centralvtplanning.org) to view our blog and for the latest planning publications and news.***

## Executive Director's Report

January 2, 2017

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### Regional Partnerships - Tiny House Workgroup

CVRPC is participating in a regional workgroup to assess the viability of creating a Tiny House Community in Central Vermont. Tiny Houses are homes of less than 1,000 SF (small house) and less than 500 SF (tiny house). Tiny Houses are a growing part of the affordable housing movement.

CVRPC's role is to research national zoning models and develop an outreach brochure and zoning language that municipalities could choose to adopt. CVRPC will also contact select communities to discuss the concept and, if appropriate, identify potential properties.

The goal for the Central Vermont Tiny House Community is to create a socioeconomically diverse community where people live independently and autonomously. On-site support services may be provided for some individuals. AHS and non-profit housing organizations have found that delivering services on site provides add-on benefits and can create an economy of service.

The Central Vermont workgroup has been organized by the Agency of Human Services Barre-Morrisville Field Director. Other organizations participating in the initial workgroup include Downstreet Housing & Community Development (site identification), Washington and Lamoille County Mental Health Services (feasibility study), Green Mountain United Way (construction volunteers), and Voc Rehab (tech center construction liaison). Some tech centers are already engaged in building tiny houses.

### Municipal Energy Plans

CVRPC, in cooperation with the Vermont Public Service Department, trained municipal officials on the Department's Energy Standards Guidelines for Local and Regional Plans. The training focused on the goals of Act 174, the implications for Section 248 (Certificate of Public Good) proceedings, and the specific requirements of the determination standards for local and regional plans.

Twenty-five (25) representatives from 14 Central Vermont municipalities participated in the training. Of 12 evaluations returned, 11 rated the trainings as *good* or *excellent*. Municipal officials left the training with a better understanding of Act 174, the determination standards, and what will be necessary for municipalities to achieve *substantial deference* in Section 248 proceedings. Currently, local and regional plans receive *due consideration* in the Section 248 process.

*Substantial deference* means a plan's land conservation measures and specific policies shall be applied unless there is a clear and convincing demonstration that other factors affecting the public good outweigh the plan's application. *Due consideration* provides a lower threshold for considering a plan and its standards and recommendations, essentially the Section 248 process provides due care in considering a plan's conservation measures and policies, and it is not obligated to follow them.

In 2017, CVRPC will provide each member municipality with a compilation of maps and data. CVRPC will work directly with at least three municipalities to complete energy plans that meet the requirements.