



Central Vermont Regional Planning Commission

BOARD OF COMMISSIONERS

October 11, 2016 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>
	7:00	Adjustments to the Agenda
		Public Comments
	7:05	Meeting Minutes – September 13, 2016 (enclosed)*
	7:10	Staff Reports (enclosed) and any updates
	7:15	Executive Director's Report (enclosed) and any updates
	7:25	Central Vermont Economic Development Corporation Report, <i>Jamie Stewart</i>
	7:30	Public Hearing – Transportation Alternatives Grant Application
		The Worcester Woods stormwater mitigation project addresses stormwater runoff impacts from Rt. 12 to old Rt.12 and the North Branch of the Winooski River. CVRPC would serve as fiscal agent for the project and provide coaching to VRC regarding program guidelines.
	7:40	Vermont Agency of Transportation, <i>Michelle Boomhower, Director of Policy, Planning and Intermodal Development, and Kevin Marshia, Highway Division Director / Chief Engineer</i>
		Agency challenges going forward, ongoing/evolving Agency initiatives, the FY17 budget, and regional issues of interest.
	8:15	Statewide Property Parcel Mapping Program, <i>Leslie Pelch, VT Center for Geographic Information</i>
		A project to make consistent, up-to-date, statewide parcel data a reality in Vermont aimed at reducing state costs for parcel data research and improving efficiencies across state agencies. The Legislature enabled the program in this year's Transportation Bill. VTrans is the coordinating partner due its need to do parcel data research for highway projects.
	8:45	Brownfields Advisory Committee Rules of Procedure (enclosed)*, <i>Gail Aloisio</i>
		Final Rules of Procedure for the Committee
	9:00	Adjournment

* denotes anticipated action item

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
DRAFT MINUTES
September 13, 2016

Commissioners:

<input type="checkbox"/> Barre City	Janet Shatney	<input checked="" type="checkbox"/> Montpelier	Tina Ruth, Secretary
<input checked="" type="checkbox"/> Barre Town	Byron Atwood, Chair	<input type="checkbox"/>	Kimberly Cheney, Alt.
<input type="checkbox"/>	Mark Nicholson, Alt.	<input checked="" type="checkbox"/> Moretown	Dara Torre
<input type="checkbox"/> Berlin	Robert Wernecke	<input type="checkbox"/> Northfield	Laura Hill-Eubanks
<input type="checkbox"/>	Karla Nuissl, Alt.	<input type="checkbox"/> Orange	George Malek
<input checked="" type="checkbox"/> Cabot	Dick Payne	<input checked="" type="checkbox"/> Plainfield	David Strong,
			Treasurer
<input type="checkbox"/> Calais	Paul Rose	<input type="checkbox"/>	Robert Atchinson, Alt.
<input type="checkbox"/>	John Brabant, Alt.	<input checked="" type="checkbox"/> Roxbury	Gerry D'Amico
<input type="checkbox"/> Duxbury	Brian Fitzgerald	<input checked="" type="checkbox"/> Waitsfield	Don La Haye
<input checked="" type="checkbox"/>	Alan Quackenbush,	<input type="checkbox"/>	Harrison Snapp, Alt.
	Alt.		
<input checked="" type="checkbox"/> E. Montpelier	Julie Potter, Vice Chair	<input checked="" type="checkbox"/> Warren	Camilla Behn
<input checked="" type="checkbox"/>	Jack Pauly, Alt.	<input type="checkbox"/> Washington	Gary Winders
<input type="checkbox"/> Fayston	Carol Chamberlin	<input type="checkbox"/> Waterbury	Steve Lotspeich
<input checked="" type="checkbox"/> Marshfield	Ivan Shadis	<input checked="" type="checkbox"/> Williamstown	Larry Hebert
<input checked="" type="checkbox"/> Middlesex	Ron Krauth	<input checked="" type="checkbox"/> Woodbury	Michael Gray
		<input checked="" type="checkbox"/> Worcester	Bill Arrand

Staff: Bonnie Waninger, Laura Ranker, and Eric Vorwald

Guests: Michael Snyder, Commissioner, VT Dept. of Forests, Parks & Recreation; Ann Smith, Executive Director, Friends of the Winooski River; Bill Moore, Central Vermont Chamber of Commerce

CALL TO ORDER

Chair B. Atwood called the meeting to order at 7:04 pm. The meeting began with introductions. Atwood asked for a moment of silent reflection for thoughts and prayers on behalf of Laurie Emery.

ADJUSTMENTS TO THE AGENDA

None.

PUBLIC COMMENTS

None

FOREST HEALTH AND INTEGRITY

Chair B. Atwood introduced Commissioner Michael Snyder of the Vermont Department of Forests, Parks & Recreation who presented on the 2015 Vermont Forest Fragmentation Report, Forest Health and Integrity recommendations in response to Act 61, and actions from the 2015-2016 Legislative session. The reports are available at <http://fpr.vermont.gov/> under "Forests & Forestry."

1
2 Commissioner Snyder gave a brief history on the role of forestry in the state and pre-2014 legislative
3 activity. Vermont experienced an interest in forestland use, which was building over time. In 2014,
4 Senate Bill 100 was introduced to address large-scale ridgeline wind turbines and forest integrity.
5 Commissioner Snyder reported that despite the use of good forestry practices, the Act required new
6 thresholds, new Act 250 triggers and permits. However, the bill was changed and a report was to be
7 made in 2015 that gave the status of the Vermont Forest, defined forest fragmentation, defined the
8 values and benefits of the forest and how fragmentation/parcelization threatened these values and
9 benefits, and finally the report made recommendations.

10
11 In summary, the report noted 78% of Vermont was forest-covered land. The majority of the forest-
12 covered land was in private ownership (85%) and primarily owned by aging persons greater than 60
13 years of age. The elder population in ownership of the majority of the forest-covered land is of
14 concern due to the threat of transfer in ownership and the resulting change in use that traditionally
15 happens. Commissioner Snyder highlighted the value and benefit of the forest land as the foundation
16 to the rural Vermont economy providing over 11,000 jobs and 1.5 billion dollars in forest products.
17 He reviewed the numerous values ranging from job creation to ecosystem services to human health
18 and quality of life and the connection of Vermonter's to and from the land as part of our cultural
19 heritage and deep appreciation for the rural landscape. Vermont is beginning to see a change in the
20 landscape with the loss of forest in Vermont due to parcelization that leads to fragmentation; a loss of
21 function, a loss of value. More lots are created with smaller segments and more owners resulting in
22 increased changes in use and different needs.

23
24 Commissioner Snyder summarized the three main recommendations and the five main areas for
25 concentration. The report recommends a list of options to promote forest integrity; it recognized
26 Vermont's strong forest is happening by chance and not because there are real regulations or rules in
27 place, and it recommends to set policy to address trends happening where forest decline is occurring,
28 including the occurrence by insect infestation and fragmentation. The five areas of concentration
29 include education and outreach; land conservation; incentivizing landowners to keep forestland
30 forested; regional planning and land use initiatives; and the support for sustainable forestry in the
31 forest economy (insurance, fuel, transportation). The working forest is a sustainable forest where
32 trees are cut and good silvicultural and sustainable silvicultural practices are used. Land use Planners
33 need to think about how development will affect the forest.

34
35 Act 61, a product of the 2015 Report, vetted the options in the Report and refined the
36 recommendations leading to recommended policy and Act 171, the Forestry bill. Municipalities
37 must plan for forests locally and by 2018 Municipal Forestry Bylaws are required. The Act formed a
38 Legislative Study Committee. Bonnie Waninger serves on the committee as the VAPDA
39 representative. Questions were taken from the Commissioners.

1 FRIENDS OF THE WINOOSKI RIVER

2 Atwood introduced Ann Smith, Executive Director of Friends of the Winooski River and a regional
 3 partner. Smith reviewed the mission and work of her non-profit organization that promotes
 4 watershed protection and restoration with three part time employees. The Winooski River has the
 5 largest drainage area in Vermont that feeds into Lake Champlain. She highlighted the eight main
 6 program areas and provided examples of projects such as the Streamside Protection program that
 7 provides riparian buffers with the planting of trees and shrubs and the Fish Passages and Retrofits
 8 program that performed work in Duxbury and is currently looking for more projects to do. Smith
 9 noted the current purchase of a water simulation table that is available through their loaner program
 10 and will be used in schools and other venues. She highlighted cooperative projects with CVRPC.
 11 Questions were taken. Smith provided a breakdown of the organization's funding through a variety
 12 of sources. Cabot Creamery provided base funding for the past ten years.

14 JULY 12, 2016 MEETING MINUTES

15 C. Behn was present at the July 12, 2016 meeting.

17 *J. Potter moved to approve the July 12 2016 minutes as amended; T. Ruth seconded. Motion carried.*

19 STAFF REPORTS

20 B. Waninger noted the medical leave of S. Gladczuk will likely continue through November. E.
 21 Vorwald announced the opening of the Municipal Planning Grant cycle with an October 31
 22 application deadline. Chair B.Atwood expressed appreciation to L.Ranker for the 100% LEOP
 23 status. Ranker recognized the work municipalities completed for that status.

25 EXECUTIVE DIRECTOR'S REPORT and any updates

26 B. Waninger reported on the Act 171 Committee activity noting the initial meeting was held that
 27 morning. The Committee is charged with looking at Act 250 and Chapter 117 to determine if any
 28 changes are needed with respect to forest integrity. Commission members shared their thoughts.

30 REGIONAL PARTNERS' REPORT

31 Central Vermont Economic Development Corporation Report - No report.

33 ADJOURNMENT

34 *D. Strong moved to adjourn the meeting at 8:50 pm; D. La Haye seconded. Motion carried.*

36 Respectfully submitted,

37 Laura Ranker

Central Vermont Regional Planning Commission 802/229-0389 Staff Report, October 2016 Fax: 802/223-1977
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LAND USE PLANNING

Regional Plan: Contact Eric Vorwald, vorwald@cvregion.com.

Staff identified specific goals, policies, and objectives from the 2016 Central Vermont Regional Plan that outline future actions. This information will be the basis for an implementation plan to be used for evaluating and tracking the effectiveness of the Regional Plan.

Energy Planning:

Regional - Vermont Energy Investment Corporation (VEIC) released draft energy modeling data for Central Vermont. The final data model will serve as the regional baseline and provide a target for future energy needs. Staff is beginning development of maps identifying what resources are available within the region and what environmental constraints should be considered. Staff is recruitment participants for a project steering committee that will guide the project. Contact Eric Vorwald, vorwald@cvregion.com, for project information or to express interest for joining the committee.

Guidelines: The Department of Public Service released draft standards and guidelines for review. RPCs and municipalities desiring to have “substantial deference” during Public Service Board reviews will need to meet these guidelines. The draft standards and recommendations, along with an overview, can be found here – <http://publicservice.vermont.gov/content/act-174-recommendations-and-determination-standards>.

The Department is due to issue final standards and recommendations by November 1. The public is encouraged to review and comment on the draft standards and recommendations through October 20. In addition, the Department will host a public hearing to present the draft standards and gather feedback in Randolph on October 11.

At first glance, the guidelines and standards appear arduous to meet. CVRPC wishes to advise municipalities that CVRPC will be developing a municipal atlas that includes data and maps to assist with comprehensive energy planning. The Department of Public Services is also expected to release data guidance prior to the close of the public comment period to assist the public in understanding the requirements.

Local Energy Plans - CVRPC will be soliciting letters of interest from municipalities regarding comprehensive energy plan development in the upcoming months. CVRPC will have a pool of funding available to assist at least three, and up to seven, municipalities that can demonstrate

support from both the Planning Commission and Selectboard for creating of a comprehensive energy plan. Contact Eric Vorwald, Vorwald@cvregion.com.

Town Plan Updates: As Cabot's request, CVRPC is reviewing draft municipal plan text. Berlin and Woodbury are also in the plan update process. Plans adopted after July 1, 2015 now have an 8-year expiration. Municipal and regional plans adopted or amended on or after January 1, 2018 must meet new requirements for forest integrity planning. Municipalities applying for Municipal Planning Grants for plan updates should consider this new requirement as part of the application process. Contact Eric Vorwald, vorwald@cvregion.com for information about Act 171 requirements.

MUNICIPAL PLANNING & TECHNICAL ASSISTANCE

East Montpelier Village Master Plan: The East Montpelier Planning Commission will host its second public open house on October 20th. This open house will solicit input regarding proposed densities and uses within the village study area. This input will be used to develop growth scenarios that can be utilized by the municipality to determine possible future impacts in the community and how to best plan for any needed infrastructure or public facilities to accommodate this potential development. Funding for this project is being provided through a Municipal Planning Grant.

Enhanced Consultations: Staff is reviewing Town Plan for Middlesex and Orange in preparation for consultations. Staff is scheduling a meeting with the Worcester Planning Commission.

Technical Assistance: Contact Eric Vorwald, vorwald@cvregion.com, for assistance writing, reviewing, or implementing Municipal Planning Grants. Grants are due in October.

HUD Manufactured Home Installation Brochure: Staff crafted a brochure to educate manufactured home owners on the new Manufactured Home Installation Program enforcement by the Department of Housing and Urban Development (HUD). Enforcement of the program began throughout Vermont on May 1, 2016 and requires that all new manufactured (previously known as mobile) homes are inspected. CVRPC can customize the brochure with contact information for any municipality. Contact Marian Wolz, wolz@cvregion.com.

EMERGENCY PLANNING & HAZARD MITIGATION

Agency Engagement: Staff is working with the American Red Cross Disaster (ARC) Program Manager VT-South on updating local shelter data and coordinating information/education outreach on the ARC Local Disaster Shelter Initiative.

LEOPs (Local Emergency Operations Plans) - Central Vermont 2016 LEOP adoption is at 100%. Congratulations to all municipalities! Contact Laura Ranker, ranker@cvregion.com

Local Hazard Mitigation Plans (9-Town Project):

Northfield and Fayston have concluded the bulk of their planning processes by selecting hazard mitigation projects to implement over the next five years. Northfield remains committed to a floodplain restoration project to protect the Water Street neighborhood, where 14 repetitively flooded properties have been acquired and demolished. A riverside area will be regarded to allow more floodwater storage, and access to the river as a community park. In addition to working towards addressing four slumping hazards in town, Fayston will undertake outreach and analysis to determine if the community will eventually adopt River Corridor regulations. Fayston currently prohibits new structures in the floodplain, but does not regulate areas prone to fluvial erosion. Contact Gail Aloisio, Aloisio@cvregion.com.

CVRPC staff continues to incorporate current data into the Barre Town LHMP. Staff met with the Barre City Planner and reviewed next steps for identification of new mitigation actions and strategies, updating the status of existing strategies, performing a risk assessment, provided instruction on using the Local Hazard Mitigation Planning Review Tool. Staff also provided resources for tracking mitigation actions. Contact Laura Ranker, ranker@cvregion.com.

Staff completed the initial draft update for Cabot and met with Cabot Selectboard members and the Zoning Administrator to discuss the draft Cabot LHMP. A follow-up meeting with the full Selectboard is planned for October to review and provide comments before the plan is sent to DEMHS for review. The draft plan has also been distributed to Cabot stakeholders for review and comment. Contact Ashley Andrews, Andrews@cvregion.com.

Staff worked with DEMHS on the best effective use of the National Flood Insurance Program Community Rating System (CRS) checklist tool for the nine communities. Communities in the CRS program can earn flood insurance discounts for policy holders.

Technical Assistance: Staff assisted the Town of Plainfield with Dam Safety data resources and planning tools and provided feedback concerning correspondence with GMP.

Trainings and Workshops: Staff assisted DEMHS Emergency Management Planner in coordinating an EMD/EMC class. This new course will be held on December 7, 2016 at the Knapp Airport in Berlin from 6 pm – 10 pm. Contact Laura Ranker, ranker@cvregion.com. Other DEMHS training dates can be viewed by going to <http://vcm.vermont.gov/event>.

LEPC #5: CVRPC provides fiscal services and administrative support to the LEPC 5. The September meeting focused on business. LEPC 5 expects to develop its Annual Response Plan. David Muse and Kristen Binau of the American Red Cross will present at the next meeting on November 7, 2016 and focus on the Local Disaster Shelter Initiative program.

TRANSPORTATION

Road Foreman Roundtable: Staff facilitated the September Road Foreman Roundtable and coordinated guest speakers, including Randy Bronson of VTAlert.

Counts: Staff set up road, bicycle, and pedestrian counters in Cabot, Warren, Waterbury, Calais, and Northfield. Contact Ashley Andrews, Andrews@cvregion.com, if your community is interested in have a count completed.

Inventories: Staff has begun an inventory for Washington. This is the Town's first inventory using GPS. This inventory will be loaded into VTCulverts.org, an online data base of all town owned culvert and bridge locations. To have your town's inventory updated or to find out more about VTCulverts.org, contact Dan Currier, currier@cvregion.com.

Staff completed the Moretown road erosion inventory. This inventory is the second in the region to follow VANR's Interim road erosion guidance and collection methodology. Staff is preparing data summaries and will review them with the Town to identify the top sites for planning and capital budgeting. Staff will be working with Middlesex, Waitsfield, 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 Currier, currier@cvregion.com.

VT Route 100 Repaving Project: The Vermont Agency of Transportation has proposed a repaving project on Route 100 that will extend from Waterbury to Stowe. This project will include rebuilding and resurfacing the roadbed, installation of underdrains, and replacement of culverts. There will also be restriping that will incorporate wider shoulders and turn lanes in selective locations. The project is expected to last approximately two construction seasons beginning in May of 2017. CVRPC provided comments to VTTrans related to access management, bicycle and pedestrian facilities, and signage throughout the corridor. All the work on this project will take place within the existing right-of-way. Contact Eric Vorwald, Vorwald@cvregion.com.

Location Affordability Project: Staff presented the Central Vermont Location Affordability Index to the Transportation Advisory Committee (TAC). TAC members discussed the challenges and opportunities of living, working and commuting in the Central Vermont Region. Several TAC members expressed interest in further information and collaboration on location affordability, which resulted in CVRPC being invited to discuss the Index with economists at the Legislative Joint Fiscal Office. Joint Fiscal is reviewing Vermont's Basic Needs Budget and Livable Wage.

NATURAL RESOURCES

GIS: Staff assisted Marshfield with a Village Center Designation map. This map is a required

element for Village Center Designation. One benefit of this designation is access to funds for improvements to commercial buildings in the designation area.

Staff assisted Waterbury to update its village center maps, and Montpelier to update its zoning maps.

Water Quality: Staff have begun reviewing towns plans that are schedule to be updated in 2016/17 for incorporation of river corridor protection and stormwater management practices. Please contact Dan Currier at currier@cvregion.com if you are interested in this review.

Northfield Village Green Stormwater: Construction of the stormwater bio-retention area behind the American Legion Hall in Northfield is complete, and the site has been landscaped.

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 Planning Technical Team met twice last month with the goal and is developing a list of recommended regulations that a municipality can incorporate to assist in these efforts. The final outcome is expected to be a list of best practices that can be utilized and metrics by which a municipality can evaluate its progress towards achieving better stormwater management practices. The effort is funded by the High Meadows Fund through a grant to the Friends of the Mad River.

COMMUNITY DEVELOPMENT

CDBG-18 Elevation: Staff developed the draft Request for Proposals. A copy was provided to the ANR Floodplain Manager, whose comments were considered for the final RFP. Staff notified municipalities in the study area of the intent to advertise for a contractor to perform the tasks under the grant award. Contact Laura Ranker, ranker@cvregion.com

Brownfields: Contact Gail Aloisio, Aloisio@cvregion.com.

The Brownfields Advisory Committee added Tim Ross and Steve Comolli as new committee members. Tim is the Vice President of Commercial Lending at Union Bank in Barre City. He has worked with businesses in the Central Vermont area for nearly 20 years. Tim served on the CVRPC's Brownfields Committee in the past and is glad to be rejoining its efforts. Steve Comolli is Facilities Manager at Downstreet Housing and Community Development. He oversees building operations and maintenance of Downstreet owned projects (formerly CVCLI), several of which are located on remediated brownfields sites.

Northfield Area Wide Plan: The Northfield Area Wide Planning Project concluded with a public presentation to the community in late September. The Plan provides redevelopment concepts and implementation steps for three key areas of Northfield's village. The community will now embark on initial steps, such as incorporating the Plan into the upcoming Town Plan update and considering applications for a parking study and a scoping study for river walk options. Technical assistance

from CVRPC and its partner, CVEDC, will be valuable to the community in implementing the plan.

Washington Access Modification Grant, Calef Public Library: Staff assisted the Town with understanding grant award conditions. Staff attended job construction meetings, performed employee interviews for Davis Bacon compliance, and reviewed payroll certifications.

NEWS & ANNOUNCEMENTS

Staff Updates: Steve Gladczuk, Senior Planner, remains on leave through the end of November.

Dan Currier participated in the STATEMAP Advisory Committee (SMAC) meeting organized by VT Geologic Survey. Each year the SMAC helps the State Geologist set priorities for mapping and advises them on broader statewide needs such as groundwater resources, sand and gravel resources, and hazard avoidance.

Working Together: Staff participated in interviews for a new Health Dept. District Director.

Remember to visit CVRPC's web site at www.centralvtplanning.org to view our blog and for the latest planning publications and news.

Executive Director's Report

September 23, 2016

Clean Water Phosphorus Planning Targets

VT DEC is modeling “planning level” targets for phosphorus reductions in the Lake Champlain Basin. The targets move river basin information to a sub-watershed level by sector. The outcome will be maps and tables that describe hot spots and stable areas by sector (agriculture, roads, forests, developed land) and by the reductions needed by municipality. These targets are intended to assist parties in prioritizing the types and locations of activities that would have the most impact on phosphorus reduction; they are not intended to be prescriptive reductions.

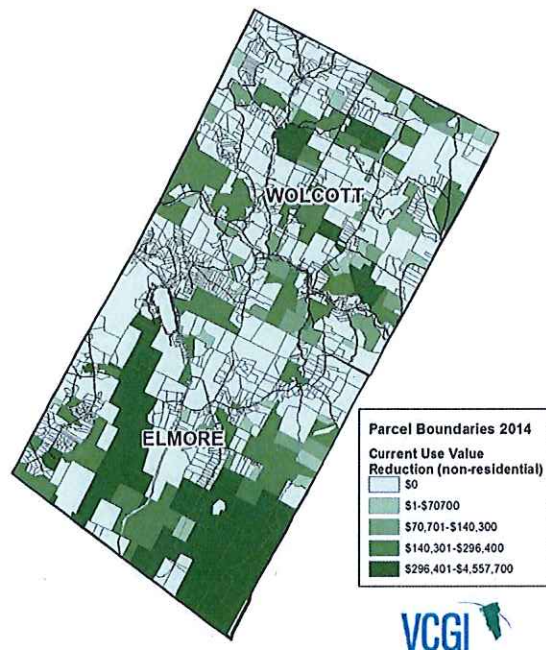
RPCs previewed the Missisquoi Basin model earlier this month. CVRPC anticipates data for the Lamoille Basin will be available for the Commission's November meeting, which includes a presentation and discussion of the Lamoille Tactical Basin Plan. Commissioners will decide whether the Basin Plan conforms with the Regional Plan, and will recommend priorities for implementation.

The New Statewide Property Parcel Mapping Program
July 2016

Primary Information Contact: Leslie Pelch, Property Parcel Mapping Program Manager, VT Center for Geographic Information, 802-882-3002, leslie.pelch@vermont.gov

What is the Statewide Property Parcel Mapping Program Project?

- A project funded by the VT Agency of Transportation to create or update parcel data (the mapping data that depicts ownership boundaries on tax maps, plus associated attributes, like SPAN) to meet the state data standard over 3 years AND to establish an ongoing Program to support annual updates to that data. The Vermont Center for Geographic Information is providing staff and coordination to the creation of the Program.
- Mapping contractors will be chosen by VTrans to do the initial creation/update. Criteria for choosing which contractors work with which towns will include towns preferences and the ability of contractors to create mapping data that meet the state standard.
- A request for proposals will be published in late fall of 2016, seeking mapping contractors interested in working with multiple towns. We expect that about 1/3 of the state will be mapped each year for 3 years. We have not yet determined which towns will be priorities in each year.



Why Statewide Property Parcel Mapping?

- Parcel data support many kinds of mapping and analysis; here are just a few examples:
 - Fair and Accurate Taxation and Reappraisal
 - Informed Community Planning and Economic Development
 - Targeted Natural Resource Conservation
- Current Parcel Data varies from town to town in terms of content, age, and availability, which makes it difficult to do mapping and analysis in some towns or across multiple towns.
- An ongoing Program will work with each town to determine the best way to ensure annual data updates that continue to meet the state data standard: from simply collecting updated parcel data from the town's mapping contractor, to actually editing and updating the parcel data for the town.

You will have opportunities to learn about this project and provide your input at the following events in the coming months:

- Parcel Data Standard Update focus group, August 24 in Montpelier - http://vcgi.vermont.gov/events/parcel_standard_20160824
- VT Assessors and Listers Association Annual Meeting, September 19 in Fairlee
- VLCT Town Fair, October 6 in Essex
- Meetings and Brown Bag Lunch events at Regional Planning Commissions - To Be Scheduled.

More information about the project will be posted as it becomes available at the VCGI website: <http://vcgi.vermont.gov/parcels>

Cont'd



MEMORANDUM

TO: Central Vermont Regional Planning Commission

FROM: Daniel Currier
GIS Manager

RE: **Statewide Property Parcel Mapping Program**

DATE: October 11, 2016

The purpose of this memo is to provide, to information on the Statewide Property Parcel Mapping Program. The Vermont Agency of Transportation is funding a project to accomplish the initial creation and update of parcel data over the next 3 years. This project will help to create a statewide, consistent, and up-to-date GIS database of parcel boundaries.

Parcel data supports many kinds of mapping and analysis such as:

- Fair and Accurate Taxation and Reappraisal
- Informed Community Planning and Economic Development
- Targeted Natural Resource Conservation

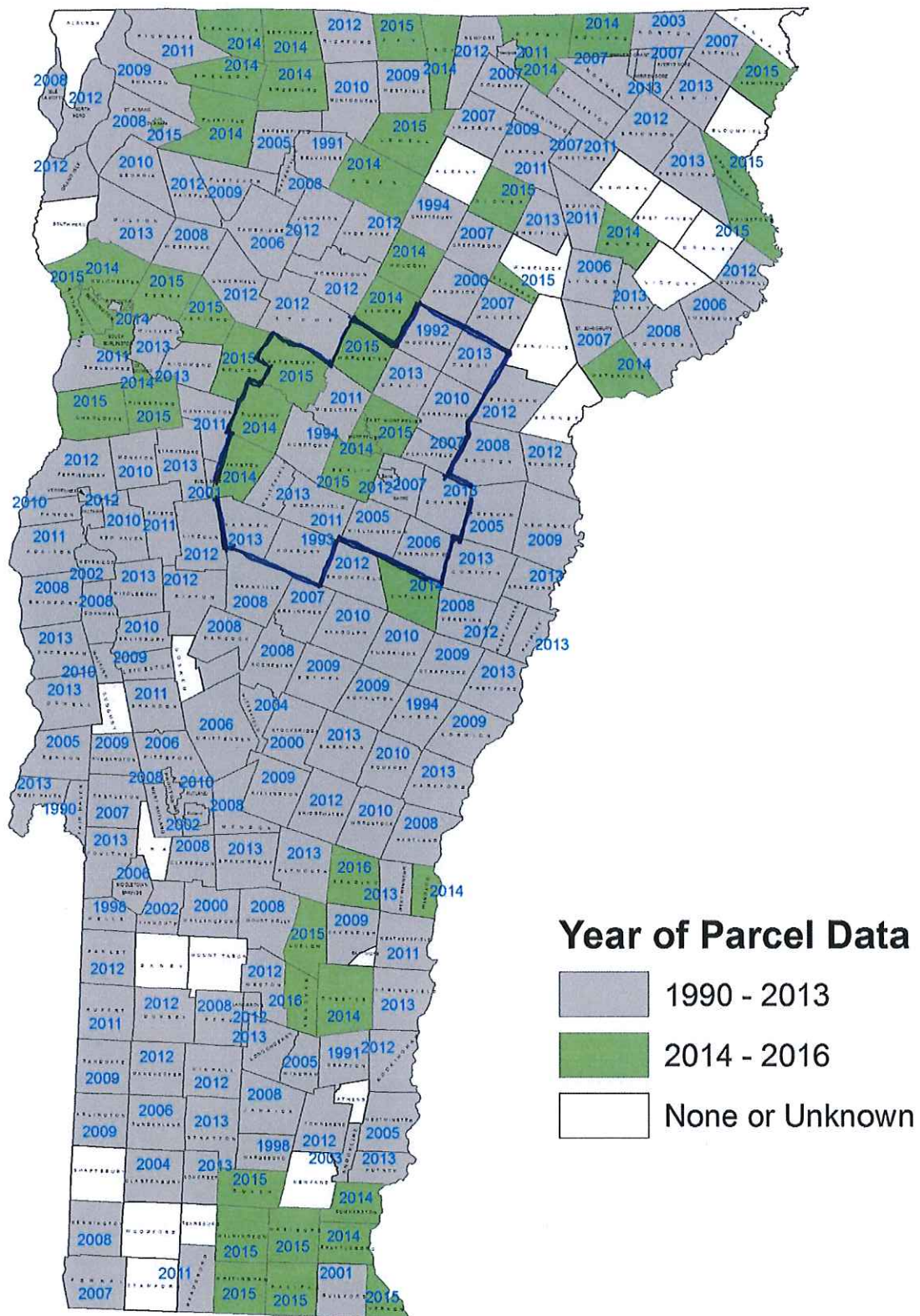
Current parcel data varies from town to town in terms of content, age, and availability which makes it difficult to complete mapping and analysis in some towns or across multiple towns.

After the three years has passed there will be an ongoing program to work with each town to ensure annual data updates continue to meet the state data standard from simply collecting updated parcel data from the town's mapping contractor, to actually editing and updating the parcel data for the town.

For more information about the Vermont Statewide Property Parcel Mapping Program please reach out to The Vermont Center for Geographic Information that is staffing and coordinating the Program. The primary contract, Leslie Pelch, Property Parcel Mapping Program Manager for VT Center for Geographic Information, 802-882-3002, leslie.pelch@vermont.gov

If your town is interested in participating please email Leslie directly or Daniel Currier GIS Manager at currier@cvregion.com or call him at 802-229-0389 for assistance.

VT Parcel Mapping Data Status July 2016





Brownfields Advisory Committee
RULES OF PROCEDURE

PROGRAM MISSION: The CVRPC Brownfields Program facilitates the return of undeveloped or underdeveloped properties with real or perceived contamination to more productive use in both the public & private sector.

COMMITTEE PURPOSE: To oversee the Commission's brownfields program and to provide local and regional input regarding brownfield issues important to the region.

GENERAL ACTIVITIES:

- ♦ Submit recommendations to the Executive Committee for investment of funds designated for brownfields work to achieve the program mission.
- ♦ Assist to identify and prioritize communities or neighborhoods in need of support for brownfields revitalization and the projects that will support those efforts
- ♦ Develop brownfield-related policies for recommendation to the Commission, and provide input into any policies developed by the Commission related to brownfields.
- ♦ Provide oversight for and assist in the development of the Commission's brownfields work program and budget.
- ♦ Participate in public outreach efforts, including, but not limited to education of the professional community, public notification, liaison to municipalities and other local and regional boards as appropriate.
- ♦ Maintain site selection criteria.
- ♦ Review and prioritize nominated sites for inclusion in the Region's brownfields program
- ♦ Assist in the hiring of consultants and oversee consultant progress in order to bring projects to completion, including reviewing staff decisions as appropriate.

ADVISORY ROLE: The Committee shall be advisory to the Regional Commission, who shall have final authority over decisions related to this program. The Committee will offer recommendations, advice, input, and opinions to the Commission, the US EPA, the State of Vermont, and other organizations and individuals as appropriate, provided it is compatible with plans, policies, positions or resolutions adopted by the Commission. New or amended plans, policies, positions or resolutions shall be ratified/approved by the Board of Commissioners.

Expenditure of Commission funds as recommended by the Committee may only be authorized by the Executive Committee. The Commission has the ultimate authority over program decisions. The Commission shall designate staff to assist the Committee as necessary.

MEMBERSHIP: Participation is optional. The Brownfields Advisory Committee will constitute eleven (11) voting membership seats and three alternates to the Committee as follows:

Regional Commissioner Representation: Four (4) membership seats and one alternate shall be designated for Regional Commissioners. These representatives shall represent the interests of the region as a whole and municipalities in general. Commissioners will be appointed by the CVRPC Board of Commissioners.

Comment [GA1]: If Commission wants to keep 5, need to appoint 5th Commissioner. NEED ALTERNATE

Interest Group Representation: Non-Regional Commission representation on the Committee shall be limited to 7 members. Of these, membership seats shall be designated for the following: Central Vermont Economic Development Corporation and Vermont Department of Health, each of which may appoint one voting representative and one alternate to the Committee. Other brownfield interest groups, organizations and/or individuals may be considered for a membership seat by the Committee and invited to nominate one voting member to the Committee. The Committee may also directly nominate interest groups, organizations and/or individuals to be considered for appointment. Representation should be sought from the following five (5) interest groups: housing, real estate, finance, at-risk populations, and the environment.

Non-Voting Membership: The Committee may also appoint non-voting members to serve on the committee and advise on special topics or as unique issues arise. Staff from the US Environmental Protection Agency, Vermont Agency of Commerce and Community Affairs, Vermont Department of Environmental Conservation, and other agencies and departments may serve on the Committee in a non-voting advisory capacity.

Membership terms shall be two years beginning July 1, 2016. Appointments will be renewed or replaced annually on a staggered basis thereafter. The first year after commencement of terms, Interest Group appointments will be renewed or replaced. The second year after commencement of terms, Regional Commissioner appointments will be renewed or replaced. Annual appointments will occur according to this alternating pattern thereafter.

ATTENDANCE AND QUORUMS: A quorum shall consist of a majority of the total voting membership seats designated on the body. As there are 11 voting membership seats on the Committee, a quorum will consist of 6 voting members present. Members and alternates are encouraged to attend all regular meetings and special meetings as they arise. Members with three unexplained absences in a row will be contacted by the Chair or Commission staff to

determine if they still wish to serve on the Committee. The Committee shall meet monthly, or as needed, to carry out the stated purpose.

VOTING: A quorum is required for the Committee to conduct a vote. Each appointed member shall have one vote. Alternates may participate in discussion and will only vote when filling in for the regular Commission or named seats. One member from each participating organization apportioned a membership seat shall be appointed to vote by that organization. Proxy voting is not permitted.

As of the date of adoption of these rules, the following agencies and departments have been determined to have a potential conflict and do not have voting privileges: US Environmental Protection Agency, Vermont Agency of Commerce and Community Affairs, Vermont Department of Environmental Conservation.

Voting privileges for other State and Federal agencies and departments shall be determined on an individual basis by the Committee. This determination shall be based on the potential for conflicts of interest to arise.

Non-voting members and Regional Commission staff do not have voting privileges.

CONFLICTS OF INTEREST: In the event any Committee member has a personal or financial interest with any individual, partnership, firm or corporation seeking to contract with the Commission, or to provide materials or labor thereto, or has a personal or financial interest in any project being considered by the Committee, the member shall disclose and state on the record the nature of his or her interest.

If the member feels this conflict interferes with his/her ability to be objective, the member shall not participate in any discussions or vote on any related motion.

If the member is uncertain whether he/she should participate in the discussion or decision, the Committee shall determine by vote whether the member should participate. The Committee may also make a determination of conflict of interest and disallow participation and voting by a member if the majority of voting Committee members in attendance at the meeting determine a conflict of interest exists.

OFFICERS/ELECTIONS: The Committee will elect a Chair and Vice-Chair for one year terms, upon Committee formation and annually thereafter at the Committee's July meeting. The Chair will be responsible for running meetings, setting agendas in conjunction with staff, reviewing and signing correspondence on behalf of the Committee, and representing the Committee at various meetings as needed.

The Chair and Vice-Chair may be elected from the Commissioner or Interest Group membership. Members elected to any office may not be represented by an alternate in the performance of their duties as officers.

The Vice-Chair will serve as Chair when the Chair is unavailable. If the Chair should resign before his/her term is expired, the Vice Chair shall serve as Chair until elections are held to fill the vacancy for the remainder of the term. Chair and Vice-Chair shall be limited to serving two consecutive terms within an eight year cycle.

COMMUNICATION AND COORDINATION:

- ♦ Committee members are encouraged to serve as liaisons to their local legislative boards or the group/organization/interest they are representing by reporting on activities on a regular basis.
- ♦ Committee members are encouraged to offer input on all matters before the Committee, and are encouraged to bring up items of local or regional concern for Committee consideration.
- ♦ Draft policies and resolutions shall be forwarded to Committee members and interested/affected parties for comment before action by the Committee, or final action/approval by the Commission.
- ♦ Agendas and notices of all regular meetings shall be sent to Committee members, the Board of Commissioners, the media, and interested persons at least five days before the scheduled meeting, and shall be posted at the Commission.
- ♦ Meetings shall be noticed and held in accordance with Vermont Open Meeting Law.
- ♦ Minutes of all regular and special meetings will be prepared by staff, distributed to Committee members and interested parties, and made available to the public in accordance with public records and open meeting law.
- ♦ Minutes will report the results of any vote taken by the Committee, noting which members voted and their position on the question.

Comment [GA2]: Does the BoC want to keep this still, now that a specified committee size and quorum has been defined?

RESOLUTION OF DIFFERENCES: Any issue that cannot be reasonably resolved by the Committee may be taken up by the Executive Committee.

ADOPTION OF ORGANIZATIONAL PROCEDURES: The Committee may, at any time, vote to amend these procedures, in accordance with quorum requirements noted above. Proposed amendments will be forwarded to Committee members, and interested parties, before consideration at a regular Committee meeting. Amendments will then be forwarded to the Commission for review and ratification.

The Committee is not a standing or special committee of the Central Vermont Regional Planning

Commission, and is therefore not subject to the Commission's bylaws. These rules of procedure, combined with Robert's Rules of Order, and Vermont Open Meeting and Public Records Law, provide procedural and administrative guidance for the Committee.

Recommended by the Brownfields Advisory Committee to the Board of Commissioners for Adoption: September 19th, 2016

Adopted by the Board of Regional Commissioners: ____/____/____