



**Central Vermont Regional Planning Commission**

***BOARD OF COMMISSIONERS***

***March 14, 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>
	7:00	<b>Adjustments to the Agenda</b>
		<b>Public Comments</b>
2	7:05	<b>Meeting Minutes – February 14, 2017</b> (enclosed)*
5	7:10	<b>Staff Reports</b> (enclosed) and any updates
10	7:15	<b>Executive Director’s Report</b> (enclosed) and any updates
	7:20	<b>Central VT Economic Development Corporation Report</b> , <i>Jamie Stewart, Executive Director</i>
	7:25	<b>Legislative Report</b> , <i>Bonnie Waninger, Executive Director</i>
12	7:35	<b>Commission Bylaw Amendment</b> (enclosed)* Commission bylaw amendment to authorize activities in 24 VSA §4345(16)(b).
	7:45	<b>Committee Appointments</b> (enclosed)* <ul style="list-style-type: none"> <li>– Personnel Policy Committee (one Commissioner; 4 meetings anticipated)</li> <li>– Nominating Committee (two Commissioners; 1-2 meetings anticipated)</li> </ul>
23		
25	7:55	<b>Transportation Advisory Committee Rules of Procedure</b> (enclosed)*
28	8:05	<b>Transportation Project Prioritization</b> , <i>Dan Currier, Program Manager</i> (enclosed)* <ul style="list-style-type: none"> <li>– Town Highway Bridge Pre-Candidate Prioritization</li> <li>– District Leveling Prioritization (Paving)</li> </ul>
30	8:25	<b>Economic Development Planning</b> , <i>Eric Vorwald, Senior Planner</i> (enclosed) Presentation and discussion of rural economic development planning, a tour of Central Vermont’s municipal economic plans/strategies, and correlations with <i>Plan Central Vermont’s</i> economic element.
	9:00	<b>Adjournment</b>

\* denotes anticipated action item

Approved: \_\_\_\_\_

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION  
DRAFT MINUTES  
February 14, 2017**

Commissioners:

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

Staff: Bonnie Waninger, Gail Aloisio

Guests: Bill Moore (Central VT Chamber of Commerce); Dr. Harry Chen (Vermont Dept. of Health), Bram Towbin (Plainfield Selectboard), Anita Krauth

**CALL TO ORDER**

Vice-Chair J. Potter called the meeting to order at 7:03 pm. Quorum was present. The meeting began with introductions.

**ADJUSTMENTS TO THE AGENDA**

None.

**PUBLIC COMMENTS**

I. Shadis reported the Senate Finance Committee expressed interest in RPC perspectives on Act 174.

**JANUARY 10, 2017 MEETING MINUTES**

*S. Lotspeich moved to approve the January 10, 2017 minutes as presented; B. Wernecke seconded. J. Ohlsson abstained as she was not in attendance. Motion carried.*

**STAFF REPORTS**

B. Waninger reminded Commissioners about the energy survey sent each local board in all CVRPC municipalities. Boards are asked to respond as individual boards and generating town-wide consensus is not necessary for the purposes of the survey.

1  
2 M. Gray inquired how the survey would be useful in making town opinions honored by the  
3 Public Service Board. B. Waninger responded that under Act 174 towns that chose to develop a  
4 local energy plan with very clear language would be given substantial deference in the PSB  
5 Certificate of Public Good process. CVRPC would like to be sure that the Regional Energy Plan  
6 is reflective of municipal energy goals and objectives.  
7

8 A discussion followed about the State of Vermont's goal to reach 90% renewable energy usage  
9 by 2050 and whether the strategies that the state is going towards for how to reach that goal serve  
10 central Vermont towns well. B. Waninger mentioned that the current RPC energy planning  
11 process provides the region and towns a more substantial voice in guiding the methods used to  
12 reach the goal or determining that the goal should be revised.  
13

#### 14 **HEALTHY COMMUNITIES INITIATIVE**

15 Commissioner Dr. Harry Chen of the Vermont Department of Health presented on Department  
16 initiatives to influence health related behaviors and make healthy decisions the default, easy  
17 decisions. Behaviors have the greatest influence over a person's likelihood to pass away early  
18 and loose years of productive life. Socioeconomic factors and community design are areas  
19 where public policy can have the greatest influence over health outcomes with the least resources  
20 invested. Planning and land use policy affects the opportunities people have to make healthy  
21 behavioral choices. Dr. Chen explained that the Health Department is promoting these concepts  
22 with partners through the 3-4-50 Campaign and Health in All Policies Agency Task Force.  
23

#### 24 **EXECUTIVE DIRECTOR'S REPORT**

25 Pam DeAndrea was hired as the GIS Senior Planner. She begins work March 8<sup>th</sup>. Dan Currier  
26 has transitioned to his new role as transportation Program Manager.  
27

28 With the regional energy plan work, staff has engaged with the Regional Plan again. Staff is  
29 reviewing elements of the plan completed to date and analyzing goals, strategies, and  
30 implementation actions collectively. Commissioners should expect Plan Central Vermont  
31 discussions to move forward in the next few months.  
32

#### 33 **LEGISLATIVE REPORT**

34 B. Waninger reported on planning related bills that are forming: modifications to Act 250,  
35 including Criteria 9L and forest related criteria, three housing bills, telecommunications bill  
36 sunset, tax sale recoupment of brownfield costs, clean water financing, and stormwater permit  
37 thresholds.  
38

#### 39 **COMMISSION BYLAW AMENDMENT**

40 B. Waninger discussed a proposed amendment to the Commission's bylaws recommended by the  
41 Executive Committee. The amendment proposed would allow the Commission to borrow money  
42 and incur indebtedness for the purposes of purchasing or leasing property for office space,  
43 establishing and administering a revolving loan fund, or establishing a line of credit.  
44

1    *B. Fitzgerald motioned to warn a vote for the March 124, 2017 Commission meeting; D. Torre*  
2    *seconded.*

3  
4    Discussion followed regarding who would open and authorize the line of credit, and how  
5    CVRPC would budget to strengthen its reserve fund. In response to a question, Waninger stated  
6    that Vermont Statute specifically states municipalities are not responsible if the RPC defaults on  
7    debt.

8  
9    *Motion carried.* J. Potter reviewed the requirements for an affirmative vote.

10  
11    **ACT 64 CLEAN WATER REPORT**

12    B. Waninger presented a proposal for an RPC role in Clean Water activities. She requested  
13    Commissioner input. Commissioners held a straw poll indicating that there is support for the  
14    proposed role of the RPCs. The role includes:

- 15  
16        • regional prioritization of basin plan projects,  
17        • regional pool of funds for non-capital activities,  
18        • use capital improvement plan approach (not competitive grants),  
19        • support partnerships, and  
20        • develop long-term framework for ensuring maintenance, operations and management.

21  
22    **ADJOURNMENT**

23    *D. La Haye moved to adjourn at 9:12 pm; J. Shatney seconded. Motion carried.*

24  
25    Respectfully submitted,

26  
27    Gail Aloisio, Assistant Planner

**Central Vermont Regional Planning Commission**

802/229-0389

**Staff Report, March 2017**

Fax: 802/223-1977

**LAND USE PLANNING**

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

Regional Planning – The Regional Energy Committee discussed methodologies for allocating renewable energy shares to the municipalities. The allocations are guides to understanding a municipality's proportionate share of energy use and generation. CVRPC does not intend to prescribe renewable energy shares to municipalities. The Committee's meets March 30.

Local Energy Planning - CVRPC is reviewing energy elements of the three towns that will receive enhanced assistance on energy planning: Barre Town, East Montpelier, and Waterbury.

**Town Plan Updates:** Barre Town requested review of specific amendments. Woodbury and Worcester have requested assistance with plan updates.

**GIS:** Contact Pam DeAndrea, [deandrea@cvregion.com](mailto:deandrea@cvregion.com) or Ashley Andrews, [Andrews@cvregion.com](mailto:Andrews@cvregion.com).

Staff assisted Cabot town plan map updates and published web maps online for review. Staff created a base web map for Berlin. Staff conducted a field day in Barre Town to gather missing or skipped sewer manhole locations for its inventory and provided the town with an updated set of maps. Staff continues to assist Montpelier with its Natural Resource and Zoning maps.

**MUNICIPAL PLANNING & TECHNICAL ASSISTANCE**

**East Montpelier Village Master Plan:** Staff completed a buildout analysis for the study area and is working on the final buildout report. This buildout evaluated properties under two separate scenarios to identify the potential for new parcels and structures within the study area. Information from the buildout report will be incorporated into the final village mater plan. Staff provided materials to the Planning Commission for display at Town Meeting to promote the project.

**Enhanced Consultations:** Staff is reviewing Town Plans for East Montpelier and Waterbury in preparation for enhanced consultations. Staff completed consultation reports for Montpelier and Washington, and will be working with Woodbury on a consultation and draft plan update.

**EMERGENCY PLANNING & HAZARD MITIGATION**

**LEOPs (Local Emergency Operations Plans)** – LEOP updates begin after Town Meeting Day. An ICS 402 training is scheduled for March 18 from 9 a.m. to 12 noon at the CVRPC office. ICS

402 (and/or ICS 100) is required of the LEOP certifying officer. CVRPC can assist 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 registered town officials for the DEMHS ICS 402 training. Course information and the registration form can be found on the DEMHS website at: <http://demhs.vermont.gov/calendar>.

Staff participated in the DEMHS Spring Flood Briefing. Michael Billingsley, Plainfield EMD, presented *Local Lessons Learned*. CVRPC presented on the coordinating role of the RPC in a disaster and assistance RPCs provide.

**LEPC #5:** Francis (Paco) Aumand III of the Central Vermont Public Safety Authority will be the guest speaker at the March 6 meeting. He will speak about dispatching service consolidation.

**Technical Assistance:** Staff assisted Barre City to prepare for a DEMHS grant monitoring visit. Staff responded to MRC 5 (Medical Reserve Corps) requests related to financial management, past grant awards, and hiring a fiscal agent.

**Local Hazard Mitigation Plans (LHMPs):**

Cabot: DEMHS returned comments on the plan. Staff is incorporating those comments.

Worcester: Staff met twice with the Selectboard to finalize the draft LHMP. Staff assisted the town in posting public notices and distributing the draft plan for public review and comment. The draft LHMP was sent to DEMHS for review. To review the Worcester LHMP, contact the Worcester Board of Selectmen, c/o Katie Winkeljohn, Town Clerk at [worcestertclerk@comcast.net](mailto:worcestertclerk@comcast.net) or call (802) 223-6942. All comments are to be sent in writing to the Worcester Board of Selectmen, c/o Katie Winkeljohn, Town Clerk at [worcestertclerk@comcast.net](mailto:worcestertclerk@comcast.net).

Middlesex: Staff met with the Selectboard to finalize the draft LHMP and sent the draft plan to DEMHS for review.

Barre Town: Staff worked on incorporating data and reformatting the plan. Barre Town department heads are serving as the local hazard mitigation planning team. The team anticipates presenting of the draft LHMP to the Selectboard in April.

Barre City: Staff met with the Barre City Planner to review strategies for performing the hazard risk identification and analysis; review of mitigation actions past, present, and future; NFIP CRS checklist procedure; and shared resources and tools for updating the City's LHMP.

Orange: Staff met with the Planning Commission and a Selectboard member to assess the status of the plan update process and continue work to update the LHMP.

Waitsfield: The LHMP was approved by FEMA pending local adoption. Once the Plan is adopted and formally approved, Waitsfield will be eligible for FEMA Hazard Mitigation Grant funds for projects that reduce long term risk from natural disasters.

Waterbury: Staff presented the river corridor pilot project to the Floodplain Management Working Group.

## **TRANSPORTATION**

**Inventories:** Staff processed the Calais Culvert Inventory and loaded it into VTCulverts. For an updated inventory or more about VTCulverts.org, contact Dan Currier, [currier@cvregion.com](mailto:currier@cvregion.com).

Staff assisted Calais, East Montpelier, Fayston, Northfield, Orange, Woodbury, Worcester, and Williamstown with writing and support documentation for Better Roads grants. The towns are conducting Road Erosion Inventories to prepare for the Municipal Roads General Permit. Applications are due March 17. Visit <http://vtrans.vermont.gov/highway/better-roads>.

Staff provided a summary of 2016 municipal Complete Streets work to VTrans. This summary helps track progress towards including sidewalks, wider shoulders, crosswalks, and improved lighting in municipal roadway and paving projects. Thank you to communities for responding to our information request!

**Transportation Advisory Committee (TAC):** CVRPC wants to engage more communities in transportation planning and development. Thirteen municipalities actively participate in CVRPC's Transportation Advisory Committee. RPC advocacy results in increased local input in the selection of State-funded transportation projects. In February, the TAC reviewed and prioritized District Leveling (paving) and Town Highway Bridge Pre-Candidates. RPC ranking accounts for 15-20% of the overall score for competing projects. If you are interested in find out more about how active our municipalities is in the TAC, contact Dan Currier, [currier@cvregion.com](mailto:currier@cvregion.com).

**Public Transit:** Green Mountain Transit (GMT) appointed Mark Sousa as General Manager. Mark has held progressively senior management positions at GMT, beginning in June 2014 as the Operations Manager. He was promoted to the Director of Operations in January 2015, and the Assistant General Manager in July 2015. In January 2017, he was appointed Interim General Manager when the position was vacated. Prior to his arrival at GMT, Mark served in various leadership roles for the city of Nashua NH, as Transportation Director, Emergency Management Director, and Legislative Liaison. GMT provides public transit services in Central Vermont and Lamoille, Chittenden, Franklin, and Grand Isle Counties. CVRPC is a member of the GMT Board.

## NATURAL RESOURCES

**Water Quality:** The Winooski Tactical Basin Plan project has launched. Initially, state staff evaluate river and stream problems and threats based on monitoring and assessment data; identify special uses, values, and characteristics, and work with partners to identify projects or actions needed to protect or restore specific waters. Extensive outreach and data gathering occur over the 18-month planning process. Projects and actions are prioritized in the final Plan. By state statute, CVRPC contributes to project ranking. Contact Dan Currier, [currier@cvregion.com](mailto:currier@cvregion.com).

## COMMUNITY DEVELOPMENT

**Washington Access Modification Grant, Calef Public Library:** A grant closeout monitoring visit is anticipated for March.

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

The Agency of Natural Resources Waste Management Division has released a new Draft Rule that will affect the cost of redevelopment in downtowns and other developed areas. The Rule sets new standards for contaminants commonly found in previously developed soils, namely arsenic, lead and PAH, a by-product of carbon combustion. By setting contamination thresholds, the Rule dictates how much soil must be removed from a contaminated site before redevelopment to protect human health and the environment. This influences the cost of removal, soil management, and redevelopment. The Waste Management Division is taking comments on the Draft Rule until April 19. Information is available at <http://dec.vermont.gov/waste-management>.

**Modest Home Alliance:** Staff participated in a Modest Home Alliance meeting. The Alliance is a partnership of stakeholders focused on identifying innovative solutions to reduce poverty and homelessness in Central Vermont. Its current effort explores the feasibility of tiny homes. The typical American home is around 2,600 square feet, whereas the typical small or tiny house is between 100 and 400 square feet. Tiny houses come in all shapes, sizes, and forms, but they enable simpler living in a smaller, more efficient space.

## NEWS & ANNOUNCEMENTS

**Legislative Map/Art Show:** Staff is participating as a Selection Committee member for a Map/Art show in the Statehouse Cafeteria in May. The show highlights creative approaches to using maps to illustrate or portray Vermont, its landscapes, heritage, institutions, issues that affect Vermonters, or to encourage connections to and understanding of place in the Green Mountain State. Contact Leslie Pelch, VT Center for Geographic Information, [leslie.pelch@vermont.gov](mailto:leslie.pelch@vermont.gov), or visit [http://vcgi.vermont.gov/blog/artshow/call\\_for\\_submissions\\_2017](http://vcgi.vermont.gov/blog/artshow/call_for_submissions_2017).



**DEMHS Grants:** The Division of Emergency Management and Homeland Security is accepting applications for the 2017 Homeland Security Grant Program. Nine grants are open and posted at <http://demhs.vermont.gov/funding/hs>. They include:

- Communications Working Group – Equipment
- Communications Working Group – Lifeline Communications System Maintenance
- Emergency Operations Center Equipment
- Law Enforcement Working Group - Equipment
- Law Enforcement Working Group - Vermont Intelligence Center Operations
- Operation Stonegarden – Operational Details
- Operation Stonegarden – Equipment
- Special Operations Working Group – Equipment
- Special Operations Working Group – Training

Applications are due on March 10 to Richard Deschamps, [Richard.Deschamps@Vermont.Gov](mailto:Richard.Deschamps@Vermont.Gov). Questions can be directed to Jessica Stolz, Homeland Security Section Chief, (802) 241-5094, or (802) 595-1463.

**Upcoming Meetings:**

3/13	8:30 am	VT Dept. of Health Prevention Planning Policy Development, W. Lebanon, NH
3/14	7:00 pm	Board of Commissioners, CV Chamber, Berlin
3/20	4:00 pm	Brownfields Advisory Committee, CVRPC Office
3/22	Noon	VCRD Climate Economies Model Community Webinar
3/24	11:00 am	Road Foreman Roundtable, East Montpelier Fire Department
3/27	3:00 pm	Personnel Policy Committee, CVRPC Office
3/28	6:30 pm	Transportation Advisory Committee, CVRPC Office
3/30	4:00 pm	Regional Energy Committee, CVMC, Berlin
4/3	4:00 pm	Executive Committee, CVRPC Office
4/11	7:00 pm	Board of Commissioners, CV Chamber, Berlin

*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**

March 1, 2017

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### **GMT Next Generation Transit Plan**

What would Green Mountain Transit's system look like if it were designed based on today's population and economic needs? What areas would be served, and how would routes be organized? Where would stops be located, and what amenities would be provided at those stops? GMT's Next Generation Transit Plan aims to answer these and other questions.

GMT's transit system is based on the 1970s needs of Chittenden County and on the 1980s and 90s needs of Northwest and Central Vermont. The system expanded and changed based on community need, development location, and the ability of municipalities to contribute matching funds. However, the underlying system is based on development patterns from 30-40 years ago.

CVRPC aims to insure Central Vermont's voice contributes to the Plan. CVRPC has committed to:

- convening a working group of human service agencies in partnership with the Green Mountain United Way; and
- funneling municipal perspectives into the plan using its Transportation Advisory Committee.

CVRPC would appreciate public and municipal input about specific challenges affecting Central Vermont, and about directions the Next Gen Plan should take to address them. To contribute ideas about these topics or to request a presentation and discussion about the Next Gen Transit Plan, contact Bonnie Waninger at [Waninger@cvregion.com](mailto:Waninger@cvregion.com) or 229-0389.

### **Increasing Municipal Voices in State Transportation Policy and Projects**

Vermont's demand for transportation improvement far exceeds its available funds. VTrans applies asset management principles to the transportation network. These principles take a long-term view of the network and choose activities that minimize long-term costs. *Municipalities can affect state investment in projects by appointing representatives to participate in CVRPC's Transportation Advisory Committee (TAC).* Among its duties, the TAC prioritizes Central Vermont projects for state investment.

Project prioritization assigns numeric scores to competing projects based on defined criteria. VTrans scoring accounts for 80-85% of a project's total score, and RPC TAC input accounts for 15-20%. In 2009, RPC advocacy resulted in increased local input for selecting paving projects, the ability to substitute a new project, and increased information from VTrans about projects so TACs understand the "big picture" in which prioritization operates.

Annually after Town Meeting, CVRPC requests municipalities appoint representatives to its Board of Regional Commissioners and its Transportation Advisory Committee (TAC). The TAC addresses regional transportation issues through VTrans project prioritization, facilitates local involvement in

transportation planning, selects transportation projects for CVRPC funding, and provides input and policy recommendations to the Board of Commissioners, including review of State plans, policies, and legislation. The TAC is an avenue for municipalities to influence state and regional transportation policy.

As we move into a new fiscal year, I encourage municipalities to fill vacant TAC seats, and to encourage TAC representatives to participate regularly in monthly meetings. Both are necessary to insure Central Vermont's transportation system works for all 23 municipalities.



## **MEMO**

Date: March 7, 2017

To: Board of Commissioners

From: Bonnie Waninger, Executive Director

Re: Bylaw amendment vote

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At the February 14 meeting, Commissioners voted to warn a bylaw amendment vote for the March 14 Commission meeting. The amendment authorizes CVRPC to borrow money and incur indebtedness for the purposes of purchasing or leasing property for office space, establish and administer a revolving loan fund, or establish a line of credit. Should the bylaw amendment pass, the Executive Committee has authorized staff to open a line of credit.

**For the amendment to pass,**

- **a quorum of Commissioners (51%) must be present to take action, and**
- **14-16 Commissioners (depending on attendance) must vote in favor of the amendment.**

The Commission's bylaws require:

- 1) a quorum of Commissioners (51%) be present to take action.
- 2) an affirmative vote of 60% of the municipal Commissioners [14 affirmative votes].

Vermont Statute s requires:

- 1) a quorum of Commissioners (51%) be present to take action [Open Meeting Law].
- 2) approval by a two-thirds (67%) vote of those representatives to the regional planning commission present and voting at a meeting to approve such action [24 VSA § 4345] [8-16 affirmative votes].

**INFORMATIONAL ONLY****CVRPC BYLAWS****ARTICLE X. AMENDMENTS TO THESE ARTICLES OF CONSTITUTION AND BYLAWS**

...

C. The proposed amendment, as it may have been amended, shall be placed on the agenda for the next regular meeting of the Commission for final vote. No amendment to the proposed amendment shall be allowed at the Commission meeting during which the final vote is taken. The proposed amendment shall become effective upon affirmative vote of 60% of the municipal Commissioners. If a 60% affirmative vote is not attained, the proposed amendment fails.

**VERMONT STATUTE****24 VSA § 4345. Optional powers and duties of regional planning commissions**

Any regional planning commission created under this chapter may:

.....

(16) Include in its charter and bylaws adopted pursuant to section 4343 of this chapter the power to:

(A) Acquire and dispose of a fee simple or lesser interest in real property through purchase, lease, grant, gift, bequest, or devise for the purpose of fulfilling its duties pursuant to this section and section 4345a of this title.

(B) Borrow money and incur indebtedness for the purposes of purchasing or leasing property for office space, establish and administer a revolving loan fund, or establish a line of credit, if approved by a two-thirds vote of those representatives to the regional planning commission present and voting at a meeting to approve such action. Any obligation incurred under this subdivision (B):

(i) shall not encumber the grand list or any property of a member municipality; and

(ii) in the case of a purchase, shall pledge the property to be purchased as collateral and shall not exceed the fair market value of such property.



**Central Vermont Regional Planning Commission**

**ARTICLES OF CONSTITUTION AND BYLAWS  
of the  
CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

**ARTICLE I. NAME AND ADDRESS**

The name of this organization shall be the Central Vermont Regional Planning Commission. The regional area with which this Commission shall be concerned and serve shall be those parts of Orange and Washington Counties embraced within the boundaries of the following municipal corporations: Barre Town , City of Barre, Berlin, Cabot, Calais, Duxbury, East Montpelier, Fayston, Marshfield, Middlesex, City of Montpelier, Moretown, Northfield, Orange, Plainfield, Roxbury, Waitsfield, Warren, Washington, Waterbury, Williamstown, Woodbury, and Worcester. The principal address of this Commission shall be the address of its offices.

**ARTICLE II. POWERS AND PURPOSES**

The legal basis and powers of this Commission are stipulated in the Vermont Municipal and Regional Planning and Development Act, 24 V.S.A. Chapter 117, and such other laws as may be enacted by the General Assembly of the State of Vermont.

The mission and purpose of the Central Vermont Regional Planning Commission is to assist Central Vermont municipalities in providing effective local government and to work cooperatively with them to address regional issues. The Commission shall coordinate and assist in efforts to promote the health, safety and general welfare of the people of Central Vermont through development and planning activities affecting physical, natural, and human resources. In all efforts, the Commission shall foster the wise expenditure of public funds and resources necessary for the efficient delivery of governmental and community services.

**ARTICLE III. MEMBERS, REPRESENTATION, AND VOTING**

**SECTION 3.1 MEMBERSHIP**

All municipalities within the Central Vermont Region are members of this Commission. However, a participating member in the Commission is further defined as a municipality that regularly sends a

representative to the Commission's meetings, and pays their annual assessment by October 1 of each year.

SECTION 3.2 COMMISSIONERS

The Commissioners of this Commission shall consist of one person from each of the participating town or city municipal corporations within the regional area designated in Article I hereof which have agreed to accept the conditions imposed by this Commission for such participant membership.

Commissioners shall be subject to the following conditions of appointment and tenure:

a. he/she shall be appointed by the legislative body of the municipality or its agent, or elected by the voters, as allowed by Statute. No Commissioner may vote or otherwise formally serve until such appointment has been certified in writing to the Commission by the appointing legislative body.

b. such Commissioners, so appointed, shall serve for a term of one year or until a successor shall have been appointed, provided, however, that a Commissioner may be appointed to succeed himself;

c. in the event of the death, resignation, disqualification or removal of a Commissioner of this Commission, a successor shall be appointed forthwith as provided in Subsection 3.2a hereof;

d. an alternate Commissioner of this Commission may be appointed, as provided in Subsection 3.2a thereof, for the same term and subject to the same qualifications as a Commissioner and such alternate Commissioner, in the absence of the Commissioner at any meeting of this Commission, shall sit as the Commissioner and exercise all of the authority of the Commissioner in such meeting.

Said alternate shall not assume the office or committee chair of the regular commissioner nor participate on the Executive Committee in place of the regular commissioner.

e. it shall be the duty of each Commissioner to regularly report as to the activities of the Commission to the legislative body and the local planning commission of the town/city of his/her appointment.

SECTION 3.4 VOTING AND QUORUMS

a. Each Commissioner shall have one vote in all actions taken by the Commission. except Commissioners of area wide citizen interest groups who, according to State Statute (Act 200) may

not vote on the adoption or amendments to municipal/town plans, the Regional Plan, or confirmation of any municipal planning process.

b. A quorum of Commissioners of this Commission for holding meetings and transacting business shall be a majority of the duly appointed municipal Commissioners. In the event of a tie vote on any matter before this Commission, including the vote of the Chairman, such motion, resolution, or action shall be considered as lost.

c. If, prior to any vote on any matter before the Commission, a Commissioner shall request time and opportunity to consult with the body which appointed him to this Commission prior to casting his vote on such matter, such vote shall be postponed unless such postponement results in violation of State statute requirements.

d. By order of the Commission, any vote may be taken by postal ballot prior to the next ensuing meeting of the Commission by mailing such votes to the Secretary of the Commission.

#### SECTION 3.5 CONFLICT OF INTEREST

Commissioners have an obligation to conduct the affairs of their office in such a manner as to instill public trust and confidence. As such, the Commission shall maintain a written policy on conflict of interest and code of conduct. A copy of said policy shall be provided to all Commissioners at the time of their appointment.

### ARTICLE IV. MEETINGS

#### SECTION 4.1 REGULAR MEETINGS

Regular meetings of the Commission shall be held on the second Tuesday of the month, or as may otherwise be determined by either the Executive Committee or the Commission. The time and place of the meetings shall serve the convenience of the greatest number of Commissioners and member towns, as determined by the Commission.

The monthly meeting that occurs in May shall be considered the Annual Meeting.

#### SECTION 4.2 ADDITIONAL MEETINGS

Additional meetings may be called by the Chairman, the Executive Committee, or by a majority vote of the Commission, at any time.



SECTION 4.3 NOTIFICATION OF MEETINGS

Notice of regular meetings of the Commission shall be mailed not less than five days prior to such meetings to all Commissioners, alternate Commissioners, Municipal Planning Commission Chairs, Chairs of Boards of Selectmen and Aldermen, Mayors, City/Town Managers, and municipal planners of all member municipalities.

Whenever possible, Commissioners and alternates shall receive advance written notification of any special or additional meetings.

SECTION 4.4 MINUTES

Minutes of all meetings of the Commission shall be kept and copies thereof shall be available to all Commissioners, member towns, and the general public.

SECTION 4.5 ROBERTS RULES OF ORDER

Roberts Rules of Order, Revised shall generally govern the proceedings of the Commission in all cases which are not otherwise specifically covered within these Bylaws or by any other special rules the Commission may adopt.

ARTICLE V FISCAL AND OPERATIONAL YEAR

The fiscal and operational year of this Commission shall be from July 1 of one year to June 30 of the next.

ARTICLE VI. OFFICERS, EXECUTIVE COMMITTEE, AND STAFF

SECTION 6.1 OFFICERS

The officers of the Commission shall consist of a Chair, a Vice-Chair, a Secretary, and a Treasurer, all of whom shall be duly appointed Commissioners or alternates of member towns.

SECTION 6.2 COUNCIL OF REGIONAL COMMISSIONS REPRESENTATIVE

Annually, the Commission shall elect a representative to the Council of Regional Commissions who shall be a duly appointed Commissioner or alternate of a member town.

SECTION 6.3 ELECTION OF OFFICERS

Officers shall be elected by the Commission from among the membership established in Article III, Section 3.1. A nominating committee, consisting of three Commissioners, shall be appointed by the Commission at the February meeting of each year. The nominating committee may nominate candidates for each office, and three additional Commissioners on the Executive Committee.

The Nominating Committee shall present an initial slate of candidates at the March meeting with a final slate of candidates at the April meeting of each year. Additional candidates may be nominated from the floor at the April meeting, at which time nominations will be closed.

A ballot, containing the final slate of candidates, shall be sent, not less than 10 days prior to the May meeting, to all Commissioners eligible to vote. The officers of the Commission and other elected officials shall be elected by receiving the most votes. The results of the ballot shall be ascertained and announced at the Annual Meeting.

SECTION 6.4 TERMS OF OFFICE

The terms of office of all officers and other elected officials shall be from Annual Meeting to Annual Meeting or until their successors have been elected and installed.

In the event that any office or other elected position is vacated, such vacancy shall be filled at the next regular Commission meeting. Officers so elected are to hold office only for the balance of the current year or until their successors are elected and installed.

Any officer may be removed from office for cause by a 2/3 vote of those present and voting. Any action for removal must be warned one month in advance of the Commission meeting at which such vote will be taken.

SECTION 6.5 DUTIES OF OFFICERS AND COUNCIL OF REGIONAL COMMISSIONS REPRESENTATIVE

a. The CHAIR shall preside at all meetings of the Commission and the Executive Committee. The Chair shall perform such other duties as are normal or customary to the office, or which may be assigned by the Commission.

b. The VICE-CHAIR shall act as Chair in the absence or incapacity of the Chair, and shall perform such other duties as may be assigned by the Commission.

c. The SECRETARY shall perform all duties customary to that office, including the overseeing of the minutes of Commission meetings and such Committee meetings as the Chair may designate.

d. The TREASURER shall oversee all financial records of the Commission and perform such other duties as are normal and customary to the office.

e. The REPRESENTATIVE TO THE COUNCIL OF REGIONAL COMMISSIONS shall represent the Commission on the state-wide Council of Regional Commissions pursuant to 24 VSA 4305 and shall report to the Commission at least quarterly on the Council of Regional Commissions' activities.

The Commission shall establish and maintain a policy which further delineates the specific duties of officers.

#### SECTION 6.6 STAFF

a. The staff of the Commission shall include an Executive Director and any other administrative or technical staff determined necessary by the Commission. All personnel practices shall be in accordance with the Commission's Personnel Policies which shall be maintained and may be amended from time to time. Consultants and/or special project staff may be used to augment the regular staff when there is a need for special expertise or additional staff resources.

b. The staff through the Executive Director shall undertake such duties as the Commission or Executive Committee may assign.

c. It is the policy of the Commission that no person seeking employment or having business with the Commission shall be discriminated against for reasons of race, religion, color, familial status, sex, age or place of national origin.

#### SECTION 6.7 EXECUTIVE COMMITTEE

a. COMPOSITION    The Executive Committee shall consist of seven Commissioners, including the four officers and three additional Commissioners who shall be elected at the Annual Meeting.

b. PURPOSE    The Executive Committee shall facilitate the general operation of the Commission by acting on behalf of the Commission. Decisions or actions by the Executive Committee are subject to rescission or amendment by the Commission. The Executive Committee shall distribute minutes of its meetings for review by Commissioners.

c. **POWERS AND DUTIES** The powers and duties of the Executive Committee shall be to:

- 1) Carry out all decisions and instructions of the Commission.
- 2) Recommend to the Commission positions to be taken by the Commission, its committees, or staff.
- 3) Act on behalf of the Commission in the absence of a quorum of the Commission when time precludes the delay of decision or action until the next regular meeting of the Commission.
- 4) Execute other actions as outlined in a policy adopted by the Commission; said policy may be amended as the Commission so directs.

#### **SECTION 6.8 SPECIAL COMMITTEES**

The Commission may create such Committees as may be needed from time to time. Such Committees shall report to the Commission as it so directs.

#### **ARTICLE VII. SIGNATORY OF THE COMMISSION**

All contracts, checks, orders and other instruments which require the signature of the Commission shall be signed in the name of this Commission by such officers or agents as the Commission shall designate from time to time for that purpose.

#### **ARTICLE VIII. APPROPRIATIONS**

a. The Commission shall annually establish dues in accordance with a schedule and rate established by the Commission. The Commission shall notify in writing all municipalities within the region on or before November 15th of the sums it deems necessary to be received from said municipalities for the ensuing fiscal year.

b. Municipalities not appropriating funds in an amount equal to their annual dues shall not be entitled to services afforded to those municipal members that have appropriated such funds. Services to member municipalities not paying the annual dues shall be provided on the basis of a rate schedule approved by the Commission. Non-payment of the annual dues does not otherwise affect membership status. Unless directed otherwise by the Commission, prioritizing and scheduling the delivery of services to municipal members that have not paid their annual dues in full shall be at the discretion of the Executive Director.

c. The Commission may receive and expend funds from any source.

d. The Commission may borrow money and incur indebtedness for the purposes of purchasing or leasing property for office space, establish and administer a revolving loan fund, or establish a line of credit.

#### **ARTICLE IX. DISSOLUTION OF THE COMMISSION**

Upon the affirmative vote of all of the Commissioners of this Commission at an annual meeting of this Commission, provided notice of the proposal of dissolution at the meeting shall have been given in writing to each Commissioner of the Commission and each alternate Commissioner at least thirty days prior to such meeting, or when the number of participating towns and cities represented by Commissioners on this Commission shall be less than five, this Commission be dissolved and terminated.

#### **ARTICLE X. AMENDMENTS TO THESE ARTICLES OF CONSTITUTION AND BYLAWS**

A. A proposed amendment shall be placed on the agenda for any regularly scheduled meeting of the Commission by vote of the Commission or by vote of the Executive Committee.

B. The proposed amendment shall be discussed at the next regularly scheduled meeting of the Commission and may be amended at that meeting. The proposed amendment shall proceed only upon vote of the Commission.

C. The proposed amendment, as it may have been amended, shall be placed on the agenda for the next regular meeting of the Commission for final vote. No amendment to the proposed amendment shall be allowed at the Commission meeting during which the final vote is taken. The proposed amendment shall become effective upon affirmative vote of 60% of the municipal Commissioners. If a 60% affirmative vote is not attained, the proposed amendment fails.

#### ***CERTIFICATE***

The foregoing Articles of Constitution and Bylaws were adopted by the affirmative vote of a majority of the duly appointed Commissioners of the Central Vermont Regional Planning Commission at a regularly noticed meeting thereof at which a quorum was present, which meeting was reconvened and held the 27th day of April, 1967 at East Montpelier, Vermont.

On May 27, 1980, the Central Vermont Regional Planning Commission, amended the Constitution and Bylaws adopted April 27, 1967. Those amendments have been incorporated into this document.

On January 10, 1989 the Central Vermont Regional Planning Commission amended the Constitution and Bylaws adopted April 27, 1967. Those amendments have been incorporated into this document.

On May 10, 1994 the Central Vermont Regional Planning Commission amended the Constitution and Bylaws adopted April 27, 1967. Those amendments have been incorporated into this document.

On November 11, 1997 the Central Vermont Regional Planning Commission amended the Constitution and Bylaws adopted April 27, 1967. Those amendments have been incorporated into this document.

On May 8, 2001 the Central Vermont Regional Planning Commission amended the Constitution and Bylaws adopted April 27, 1967. Those amendments have been incorporated into this document.

On April 13, 2010 the Central Vermont Regional Planning Commission amended the Constitution and Bylaws adopted April 27, 1967. Those amendments have been incorporated into this document.



**Nominating Committee Guidelines**

Adopted by the Commission March 9, 1999

The prime consideration of the Nominating Committee should be the best interest of the Commission and its future.

The Nominating Committee shall seek to balance the interests of the Commission in order to have the Executive Committee as reflective of the Commission as possible.

As long as one member of the Nominating Committee wants an individual considered, the entire Committee will objectively evaluate that potential candidate. The Nominating Committee, having any reasonable interest in a qualified candidate, shall request that the candidate express his or her interest in being considered.

The quality of Executive Committee participation is more important than length of stay on the Committee. Candidates willing to dedicate one year to the Executive Committee should be considered.

The Nominating Committee feels that in order to continuously provide fresh views it is good to have a small turn over in members of the Executive Committee.

The Chairperson will be elected with the assumption that the Chairperson will serve for two terms. The Nominating Committee will first consider a previous vice-chair (if at all possible). A service record that shows dedication to the Commission shall be considered.

To be nominated for vice-chairperson, the person should have previously served on the Executive Committee for at least one year and have an attendance record that shows dedication to the Commission. It is assumed the vice-chair will succeed to the chair.

The treasurer, secretary, and three members-at-large will also be nominated. The following requirements must be met by the candidates:

- served on the Commission for at least one year;
- participated on one or more committees during their term; and
- an attendance record that shows dedication to the Commission.

**CVRPC Nominating Committee**

Executive Director serves as ex officio member.

2003

Harrison Snapp, Waitsfield  
Carol Davis, Washington  
Kathleen Lott, Northfield

2004

Peter Comart, Worcester  
Ed Larson, Montpelier  
Tim Carver, East Montpelier

2005

Mark Nicholson, Barre Town  
Rhonda Shippee, Calais  
Margaret Torizzo, Fayston

2006

Stan Walker, Duxbury  
Carol Davis, Washington  
Harrison Snapp, Waitsfield  
George Malek, Orange

2007

Ed Larson, Montpelier  
John Hurley, Berlin  
Tom Frazier, Roxbury  
Dick Payne, Cabot

2008

Harrison Snapp, Waitsfield  
Tim Carver, East Montpelier  
Don La Haye, Warren

2009

Tom Frazier, Roxbury  
Larry Hebert, Williamstown  
Ray McCormack, Washington  
Gunner McCain, Waterbury

2010

Robert Wernecke, Berlin  
Tim Carver, East Montpelier  
Rhonda Shippee, Calais

2011

Larry Hebert, Williamstown  
Gunner McCain, Waterbury  
George Malek, Orange

2012

Bill Arrand, Worcester  
Tim Carver, East Montpelier  
Byron Atwood, Barre Town

2013

Gunner McCain, Waterbury  
Bob Wernecke, Berlin  
Larry Hebert, Williamstown

2014

Faetterri Silver, Marshfield  
Tina Ruth, Montpelier  
Ron Krauth, Middlesex

2015

Bob Wernecke, Berlin  
Dara Torre, Moretown  
Laura Hill-Eubanks, Northfield

2016

Don La Haye, Waitsfield  
Bill Arrand, Worcester  
Steve Lotspeich, Waterbury

2017

David Strong, Plainfield





## Central Vermont Regional Planning Commission

### TRANSPORTATION ADVISORY COMMITTEE (TAC)

#### *RULES OF PROCEDURE*

January 24, 2017

**PURPOSE:** To oversee the Central Vermont Regional Planning Commission's (CVRPC) transportation planning program in accordance with CVRPC plans, policies, and procedures, to act as a liaison between local communities and the Vermont Agency of Transportation (VTrans), and to provide local and regional input regarding transportation issues important to the region.

#### **GENERAL ACTIVITIES:**

- ◆ Foster public and member municipality participation in the planning for transportation improvements in the region; support and encourage intergovernmental cooperation on regionally important transportation issues.
- ◆ Develop and update a Regional Transportation Plan as part of the Regional Plan and Transportation Improvement Program for Board of Commissioners consideration and subsequent submission to the Agency of Transportation and the Legislature.
- ◆ Review the Agency of Transportation's Capital Budget and State Transportation Improvement Program, providing recommendations on funding and project prioritization.
- ◆ Participate in special studies conducted by the Regional Planning Commission.
- ◆ Assist in the development of the Commission's annual work program and budget to be submitted to the Agency of Transportation.
- ◆ Provide input and policy recommendations to the Board of Commissioners regarding pertinent regional transportation issues, including review of State plans, policies, and legislation.
- ◆ Provide support to member municipalities and other partners working on transportation issues determined to be in conformance with the Regional Plan.

**ADVISORY ROLE:** The TAC shall be advisory to the Board of Commissioners. The TAC will offer advice, input, and opinions to VTrans and other organizations and individuals as appropriate, provided it is compatible with plans, policies, positions or resolutions adopted by the Board of Commissioners. TAC advice, input, and opinions may be reviewed, confirmed or reversed by the CVRPC Board of Commissioners at the Board's discretion. New or amended plans, policies, positions or resolutions shall be ratified/approved by the Board of Commissioners.

**MEMBERSHIP:** Each of the 23 member municipality in the Central Vermont region is eligible to appoint one voting member and one alternative representative. Municipal participation is discretionary, and determined by submission of a written resolution by the municipality's legislative body to the Board of Commissioners. Other transportation related groups and/or organizations, upon 67% vote of the TAC membership (at least 16 votes in favor) at a regular TAC meeting, will be invited to appoint one voting member and one alternate representative to the TAC. Membership term shall be one year, appointed in March.

**OFFICERS/ELECTIONS:** The TAC will elect a Chairperson and Vice-Chairperson annually at the TAC's May meeting. The Chair will be responsible for running meetings, setting agendas in conjunction with staff, reviewing and signing correspondence on behalf of the TAC, and representing the TAC at various meetings as needed. The Vice-Chair will provide support to the Chair as needed. If the Chair or Vice-Chair should resign before his/her term is expired, an interim election shall be held within two meetings or when regular elections are held in May, whichever is earlier.

**ATTENDANCE AND QUORUMS:** As the TAC is advisory, a quorum shall consist of a majority of members, currently 12. Members are encouraged to attend all regular meetings and special meetings as they arise. Members with three consecutive unexplained absences will be contacted by the Chairperson to determine if they still wish to serve on the TAC. The TAC shall meet at least eight (8) times per year, or as determined by the Chair to be necessary to carry out the stated purpose.

**COMMUNICATION AND COORDINATION:**

- ◆ Meetings shall be noticed and held in accordance with Vermont Open Meeting Law.
- ◆ Draft policies and resolutions shall be forwarded to TAC members and interested/affected parties for comment before action by the TAC, or final action/approval by the Board of Commissioners.
- ◆ Minutes of all regular and special meetings will be prepared by staff, distributed to TAC members and interested parties, and made available to the public in accordance with open meeting and public records laws described in 1 V.S.A.
- ◆ TAC members are encouraged to serve as liaisons to their local legislative boards by facilitating communication and coordination on a regular basis.
- ◆ TAC members are encouraged to offer input on all matters before the TAC, and are encouraged to bring up items of local or regional concern for TAC consideration.

**CONFLICT OF INTEREST:** In the event any TAC member has a personal or financial interest with any individual, partnership, firm or corporation seeking to contract with the CVRPC, or to provide materials or labor thereto, or has a personal or financial interest in any

project being considered by the TAC, the member shall 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 vote on any related motion. If the member is uncertain whether he/she should participate in the decision, the TAC shall determine by vote whether the member should participate.

The Committee may also make a determination of conflict of interest and disallow voting by a member if the majority of voting Committee members in attendance at the meeting determine a conflict of interest exists.

**ADOPTION OF ORGANIZATIONAL PROCEDURES:** The TAC may, at any time, vote to amend these procedures, upon 67% vote of the TAC membership (at least 16 votes in favor). Proposed amendments will be forwarded to TAC members, chairs of local legislative boards, and interested parties before consideration at a regular TAC meeting. Amendments will then be forwarded to the Board of Commissioners for ratification.

The TAC is not a standing or special committee of the Regional Planning Commission, and is therefore not subject to the Commission's bylaws. These Rules of Procedure, combined with Robert's Rules of Order, provide procedural and administrative guidance for the TAC.

Adopted by the Transportation Advisory Committee: \_\_\_\_\_ / \_\_\_\_\_ / 2017

Adopted by the Board of Commissioners: \_\_\_\_\_ / \_\_\_\_\_ / 2017

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Byron Atwood, Chair  
CVRPC Board of Commissioners



## **MEMO**

Date: March 7, 2017

To: Board of Commissioners

From: Daniel Currier Program Manager

Re: TAC Project Prioritization

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The Central Vermont Regional Planning Commission Transportation Advisory Committee (CVRPC TAC) has been evaluating and prioritizing transportation projects in the Region for more than 20 years. **The TAC requests the Board of Commissioners approve two transportation project ranking lists and authorize staff to submit these lists to VTrans as CVRPC's official project rankings.** The TAC lacked quorum at its meeting to officially approve the lists.

Both the State and the RPC's participate in the prioritization process. The State's ranking process is based on engineering factors such as sufficiency ratings, vehicle per mile impacts, cost-benefit ratios, and project development momentum. These are the types of data specific criteria that you would expect an Agency of Transportation (AOT) to consider when developing project rankings. Their factors constitute 80% of the total ranking process. The State looks to the Regional Planning Commissions to provide the local voice and input into the prioritization process. CVRPC's TAC evaluation process includes how well the projects corresponds with the priorities established in the Regional Transportation Plan, and the social, cultural, and economics of our communities. Regional Planning Commission ranking accounts for remaining 20% of the State's project ranking.

Project prioritization is carried out each year by the TAC from January through March. The type of projects prioritized include paving, bridge (Town and State), roadway, safety & traffic operations (intersection design), park & ride, and bicycle/pedestrian.

On February 28, 2017 the TAC began the project prioritization process by reviewing and ranking the Paving and Town Highway Bridge projects. The TAC members present agreed on a ranking for both projects. Because the TAC lack of quorum (12 members present) they could not approve the ranking as CVRPC's official project prioritization list.

Now the TAC members present asking the Board of Commissioners to approve the below ranking as CVRPC official ranking for Paving and Town Highway Bridge projects for 2017.

**Paving**

RPC Ranking FY 2018	Town	Road Name	Project Miles
1	MORETOWN	V100B	1.5
2	FAYSTON	V017	5.9
3	BARRE TOWN/WASHINGTON	V110	4.1
4	PLAINFIELD	V214	2.061
5	CALAIS	V014	5.4
6	MORETOWN	U002	6.7
7	MIDDLESEX	V012	6
8	BARRE TOWN	V014	6

**Town Highway Bridge**

RPC Pre-Candidate Ranking 2017	Town Name	Route	Bridge Number
1	MONTPELIER	USBR2 (State St)	0B2-1
2	NORTHFIELD VILLAGE	VT12 (Main St)	00060
3	MORETOWN	C2001 (Moretown Mountain Rd)	00021
4	FAYSTON	C2001 (North Fayston Rd)	00006
5	MONTPELIER	US2	00064
6	MONTPELIER	C30GR (Grout Rd)	00015
7	PLAINFIELD	C2002 (Brook Rd)	00021
8	NORTHFIELD	C3057 (Rabbit Hollow Rd)	00065



## Central Vermont Regional Planning Commission

### MEMORANDUM

**TO:** Central Vermont Regional Planning Commission

**FROM:** Eric Vorwald, AICP  
Senior Planner

**RE:** **Regional Economic Development Information**

**DATE:** March 14, 2017

The purpose of this memo is to provide the Central Vermont Regional Planning Commission with information regarding economic development planning including techniques that can be used by municipalities to encourage and plan for economic development.

In order to support continued growth, municipalities need to ensure their economic development plans are current and can meet the demands of changing needs for businesses. Many techniques and tools are available to assist municipalities in planning and preparing for their economic development future. To this end, the CVRPC staff will provide a presentation that outlines:

- How to focus economic development
- The components of economic development
- Techniques for getting started
- Information on existing resources to assist municipalities
- Examples of economic development efforts from around the region

This information will help municipalities identify possible strengths, weaknesses, or opportunities with their current economic development planning efforts.

#### Action Requested:

This presentation is being provided for informational purposes only and does not require any formal action by the Commission however members should feel free to discuss their own economic development activities including any challenges or successes that may serve as “lessons learned” for other communities. Additionally, staff will ask the Commission members to complete a survey regarding the presentation and information provided to evaluate the effectiveness of the information.

INFORMATIONAL ONLY  
FY 2016 AUDIT

CENTRAL VERMONT REGIONAL PLANNING COMMISSION  
STATEMENTS OF NET POSITION  
JUNE 30, 2016 and 2015

EXHIBIT A

	2016	2015
<b>ASSETS</b>		
Current assets:		
Cash and cash equivalents	\$ 55,652	\$ 83,667
Investments	11,190	11,179
Accounts receivable	128,666	81,085
Prepaid payroll	-	3,916
Prepaid expenses	8,625	13,389
Total current assets	204,133	193,236
Non-current assets:		
Deposits	4,415	4,415
Capital assets, net of accumulated depreciation	24,917	15,812
Total non-current assets	29,332	20,227
Total assets	\$ 233,465	\$ 213,463
<b>LIABILITIES</b>		
Current liabilities:		
Accounts payable	\$ 20,351	\$ -
Accrued expenses	-	40,466
Accrued payroll taxes	18,210	5,659
Deferred income	-	3,548
Pension liability	4,364	9,085
Total current liabilities	42,925	58,758
Noncurrent liabilities:		
Vacation payable	19,090	21,665
Total noncurrent liabilities	19,090	21,665
Total liabilities	62,015	80,423
<b>NET POSITION</b>		
Net investment in capital assets	24,917	15,812
Unrestricted	146,533	117,228
Total net position	\$ 171,450	\$ 133,040
Total liabilities and net position	\$ 233,465	\$ 213,463

The accompanying notes are an integral part of these financial statements.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL  
YEAR ENDED JUNE 30, 2016

EXHIBIT D

	Budget	Actual	Favorable (Unfavorable) Variance
<b>REVENUES</b>			
Town and local assessments	\$ 71,537	\$ 71,537	\$ -
State department of community development	272,253	272,253	-
Contracted services	7,350	6,954	(396)
Federal and state transportation grants	206,948	166,521	(40,427)
Other federal and state grants	86,295	233,364	147,069
GIS project income	139,765	27,870	(111,895)
Interest income	-	11	11
Total revenues	<u>784,148</u>	<u>778,510</u>	<u>(5,638)</u>
<b>EXPENDITURES</b>			
Personnel	420,885	414,332	6,553
FICA and fringe benefits	140,403	124,804	15,599
Office supplies	4,500	7,608	(3,108)
Cleaning	1,680	1,680	-
Copier	5,550	5,299	251
Computer equipment and maintenance	5,500	5,993	(493)
Depreciation	-	4,433	(4,433)
Dues and subscriptions	7,810	7,867	(57)
Postage	2,530	2,802	(272)
Rent and utilities	41,059	41,059	-
Insurance	1,576	1,517	59
Travel	12,000	1,899	10,101
Telephone	5,650	7,382	(1,732)
Audit and legal services	22,100	7,203	14,897
Meetings	6,730	4,344	2,386
Direct project costs	93,866	100,205	(6,339)
Education	3,000	1,673	1,327
Total expenditures	<u>774,839</u>	<u>740,100</u>	<u>34,739</u>
Excess (Deficiency) of revenue over expenditures	<u>9,309</u>	<u>38,410</u>	<u>29,101</u>
 Fund Balance - July 1, 2015	 <u>133,040</u>	 <u>133,040</u>	 <u>-</u>
Fund Balance - June 30, 2016	<u>\$ 142,349</u>	<u>\$ 171,450</u>	<u>\$ -</u>

The accompanying notes are an integral part of these financial statements.