



BOARD OF COMMISSIONERS

April 11, 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 the light yellow building on the left.)

AGENDA

<u>Page</u>	<u>Time</u>	<u>Description</u>
	7:00	Adjustments to the Agenda
		Public Comments
2	7:05	Meeting Minutes – February 14, 2017 (enclosed)*
5	7:10	Staff Reports (enclosed) and any updates
9	7:15	Executive Director’s Report (enclosed) and any updates
	7:20	Central VT Economic Development Corporation Report , <i>Jamie Stewart, Executive Director</i>
11	7:25	Legislative Report , <i>Bonnie Waninger, Executive Director</i>
14	7:35	Commission Bylaw Amendment (enclosed)* Amendment to authorize activities in 24 VSA §4345(16)(b).
25	7:45	FY17 Interim Secretary and/or Interim Executive Committee Member (enclosed)*
26	7:50	Committee Appointments , <i>Julie Potter, Vice Chair</i> (enclosed)* <ul style="list-style-type: none">– Vote to fill seats on two Committees: Nominating and Personnel Policy Committees– Review CVRPC Committees for FY18 Committee appointments in June
33	8:00	Transportation Advisory Committee Rules of Procedure (enclosed)*
36	8:15	Economic Development Planning , <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	Adjournment

* denotes anticipated action item

**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 NuiSSL, 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 8th. 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, April 2017

Fax: 802/223-1977

LAND USE PLANNING

Energy Planning: Contact Eric Vorwald, Vorwald@cvregion.com.

Regional Planning – The Regional Energy Committee discussed results from the municipal survey, updated energy targets from the Department of Public Service, and the beginning draft of the regional energy plan. Municipal survey results will be shared more widely later this month. The updated targets now focus on megawatts of power to be produced, not a pro-rated requirement for specific energy generation types. The Committee agreed to use the existing regional plan energy chapter as the basis for the Regional Energy Plan.

Local Energy Planning - CVRPC reviewed existing town plan energy elements for Waterbury, East Montpelier, and Barre Town. Staff will be meeting with Planning Commissions in Waterbury and East Montpelier in April. The Barre Town date has not been set.

Town Plan Updates: Barre Town requested regional approval on minor updates to its plan. CVRPC's Town Plan Review Committee will meet in April to review the changes and make a recommendation regarding statutory compliance. Contact Eric Vorwald, vorwald@cvregion.com.

GIS: Contact Pam DeAndrea, deandrea@cvregion.com, or Ashley Andrews, Andrews@cvregion.com.

Staff created a base map of kiosks that will be part of a wayfinding system for downtown Waterbury. This map will better enable Vermonters and tourists to find information and services. Staff created GIS files of state and federal historic districts for posting on the State's planning atlas.

Web based technology has come to Berlin! Berlin is the most recent town working with CVRPC to develop web maps that allow residents to view zoning districts and parcel data on line and to search for important parcel information with the click of a button. Contact GIS staff to learn more!

MUNICIPAL PLANNING & TECHNICAL ASSISTANCE

East Montpelier Village Master Plan: The Planning Commission will review an overview of the buildout analysis in April. A public hearing on the draft Master Plan is anticipated for June.

Enhanced Consultations: Consultations for Waterbury, East Montpelier, Woodbury, and Washington are scheduled for April and May.

EMERGENCY PLANNING & HAZARD MITIGATION

LEOPs (Local Emergency Operations Plans) – LEOPs are due May 1. Staff worked with Berlin, Barre Town, East Montpelier, Moretown, Duxbury, Worcester, and Orange on updates to their 2017 LEOPs. Appendices for Animal Resources and Shelters were developed. Orange, Moretown, and Duxbury submitted LEOPs to DEMHS. CVRPC staff is summarizing Tier II facility reports by Town for LEOPs. Contact Laura Ranker, ranker@cvregion.com, for assistance.

Trainings and Workshops: CVRPC sponsored ICS 402 training in March. Since 2015, 54 local officials in Central Vermont have been certified through this training. This certification ensures adopted LEOPs can be accepted by DEMHS. LEOPs are one of four steps towns can take to increase disaster reimbursement from the State under ERAF.

LEPC #5: Paco Aumand III of the Central Vermont Public Safety Authority discussed the opportunity and challenges for the Authority to move forward at the LEPC's March meeting. Staff assisted Barre City with a monitor visit from the VT Dept. of Public Safety. Staff assisted Medical Reserve Corps 5 with financial reporting and information on fiscal agent selection. Congratulations to Katina Johnson of East Montpelier, who was elected as the new LEPC 5 Chair!

Local Hazard Mitigation Plans

Cabot: The plan has been submitted to FEMA for review.

Worcester: Staff is working on incorporating DEMHS comments and public comments.

Middlesex: DEMHS has returned comments. Staff is working on incorporating edits.

Barre Town: A draft plan will be discussed with the Selectboard in April.

Barre City: Staff is working with the Barre City Planner on risk assessment and prioritization.

Waterbury: Staff provided feedback on a public survey for pre-planning purposes.

Roxbury: The public comment period for the final plan is open.

Other Towns: CVRPC is contacting additional towns regarding Local Hazard Mitigation Plan updates: Berlin, Duxbury, East Montpelier, Moretown, Plainfield, Warren, Williamstown, and Woodbury. Partial funding is available through CVRPC.

TRANSPORTATION

Counts: Contact Ashley Andrews, Andrews@cvregion.com, with count location requests.

Inventories: The Calais Culvert Inventory map and data tables are complete. For inventory updates or to find out more about VTCulverts.org, contact Dan Currier, currier@cvregion.com.

Grant Assistance: Staff assisted with nine Better Roads grants valued at \$51,400. Towns intend to conduct Road Erosion Inventories in preparation for the Municipal Roads General Permit.

Planning: CVRPC's Transportation Advisory Committee (TAC) prioritized State Capital Program Projects (Paving, State and Town Bridges, Roadway, Safety and Traffic). CVRPC's ranking accounts for 20% of the overall ranking used by VTTrans to select projects. The TAC meets the fourth Tuesday of each month from 6:30-8:30 PM at CVRPC office.

Several communities in Lamoille County are considering joining the Green Mountain Byway, which runs along Route 100 in Waterbury and Stowe. CVRPC and LCPC provide support to the Byway Steering Committee, which plans to update the Byway's Corridor Management Plan this year.

Staff provided guidance to DEC on the Municipal Road General Permit field inventory sheet and methodology. The sheet and methodology will be reviewed by RPC transportation planners throughout the state this month. The goal is to make them user friendly for municipalities.

Public Transit: CVRPC organized two meetings with Central Vermont stakeholders and the new Green Mountain Transit (GMT) management team to discuss rural service concerns, GMT's new operations structure, and initiatives underway that affect Central Vermont service. Stakeholders learned about the Next Generation Transit Plan, shared ideas for improving customer service under the consolidated dispatch plan, and offered to participate in a Central Vermont advisory committee.

NATURAL RESOURCES

Winooski Basin Plan: Contact Pam DeAndrea, deandrea@cvregion.com.

Staff attended the "*Clean Water Road Map*" training. The Road Map spatially depicts phosphorus loading levels to prioritize management actions. Staff collaborated with partners at a planning meeting for the Winooski Basin Plan. Discussions centered on outreach in the upcoming months.

Stormwater Master Planning: Contact Pam DeAndrea at deandrea@cvregion.com.

CVRPC hired Watershed Consulting Associations to complete stormwater master plans for Berlin and for a 3-town collaborative of Barre City, Barre Town, and Plainfield. The Plans will include data gathering, field reconnaissance, and development of 30% design plans for five stormwater mitigation sites in each town. The projects recommended in the plans will be focused on controlling stormwater runoff to help reduce erosion and phosphorus loading to streams. The designs will enable the communities to pursue grant funding for project implementation.

Mad River Ridge-to-River Stormwater: CVRPC participates in the Planning Technical Team, which is currently drafting a model ordinance to address runoff from individual properties.

COMMUNITY DEVELOPMENT

CDBG-18 Elevation: Contact Laura Ranker, ranker@cvregion.com.

Community meetings in April will discuss inundation data vulnerability analysis and solicit public input on vulnerable sites and priorities.

Washington Access Modification Grant, Calef Public Library: Staff assisted town with preparations for a grant close out monitoring visit by State staff.

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

Brownfields assessment work began at five properties in Montpelier, Barre City, Woodbury, and Whiting. The Brownfields Committee will consider a sixth property for the program in April.

NEWS & ANNOUNCEMENTS

CVRPC Transportation Advisory Committee (TAC): CVRPC is looking to engage more communities at our monthly TAC meetings. We currently have 15 of 23 municipalities with active TAC members. To learn more, contact Dan Carrier at currier@cvregion.com.

Staff Updates: Assistant Planner Marian Wolz accepted an Emergency Planner position with the VT Department of Emergency Management and Homeland Security. She'll work as part of a team to update and implement the State Emergency Operations Plan. Wolz served as CVRPC's AmeriCorps/VISTA member in 2015 and was hired as a temporary Assistant Planner last fall. She developed the Central Vermont Location Affordability Analysis and was instrumental in completing municipal consultations and analyzing regional energy data. Congratulations, Marian!

Upcoming Meetings:

April 11	9 am-4 pm	Town Officers Education Conference, Capitol Plaza, Montpelier
April 11	7 pm	Board of Commissioners, Central VT Chamber of Commerce
April 17	4 pm	Brownfields Advisory Committee, CVRPC Office
April 26	9 am-3 pm	Brownfields VT Lenders Guide Event, Waterbury Municipal Offices
April 26	6 pm	Transportation Advisory Committee, CVRPC Office
April 27	4 pm	Regional Energy Committee, Central VT Medical Center, Berlin

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

March 27, 2017

Federal Policy Messages

In late March, I participated in the National Association of Development Organization's (NADO) Washington Policy Conference. This annual conference provides CVRPC the opportunity to discuss federal policy issues critical to regional organizations, local governments, and communities. In the past, major policy discussions and decisions happening at the federal level have pass through to states in two years and local governments in four years. Transitions may occur more rapidly in the upcoming years.

Key messages heard this year include:

- *Significantly reduced funding for state and local governments is planned.*
Unresolved is how deep the cuts will be, and to which programs.
- *Federal investments will need to pay for themselves.*
State and local governments should prepare to demonstrate that a federal investment will result in a *federal* return on investment. This can be very difficult for rural areas.
- *The anticipated infrastructure package will likely occur in CY2018.*
Current discussions suggest it will be based on bonds and private investment.

Multiple policy experts, political observers, and agency officials encouraged conference participants to highlight policy impacts from a local perspective. Local stories help agencies and Legislators understand the impact of policies and rules. Local anecdotes also help them characterize program/project benefit.

I invite Commissioners, municipal officials and staff, and others to share stories with CVRPC staff so we can strengthen advocacy for the programs you value most.

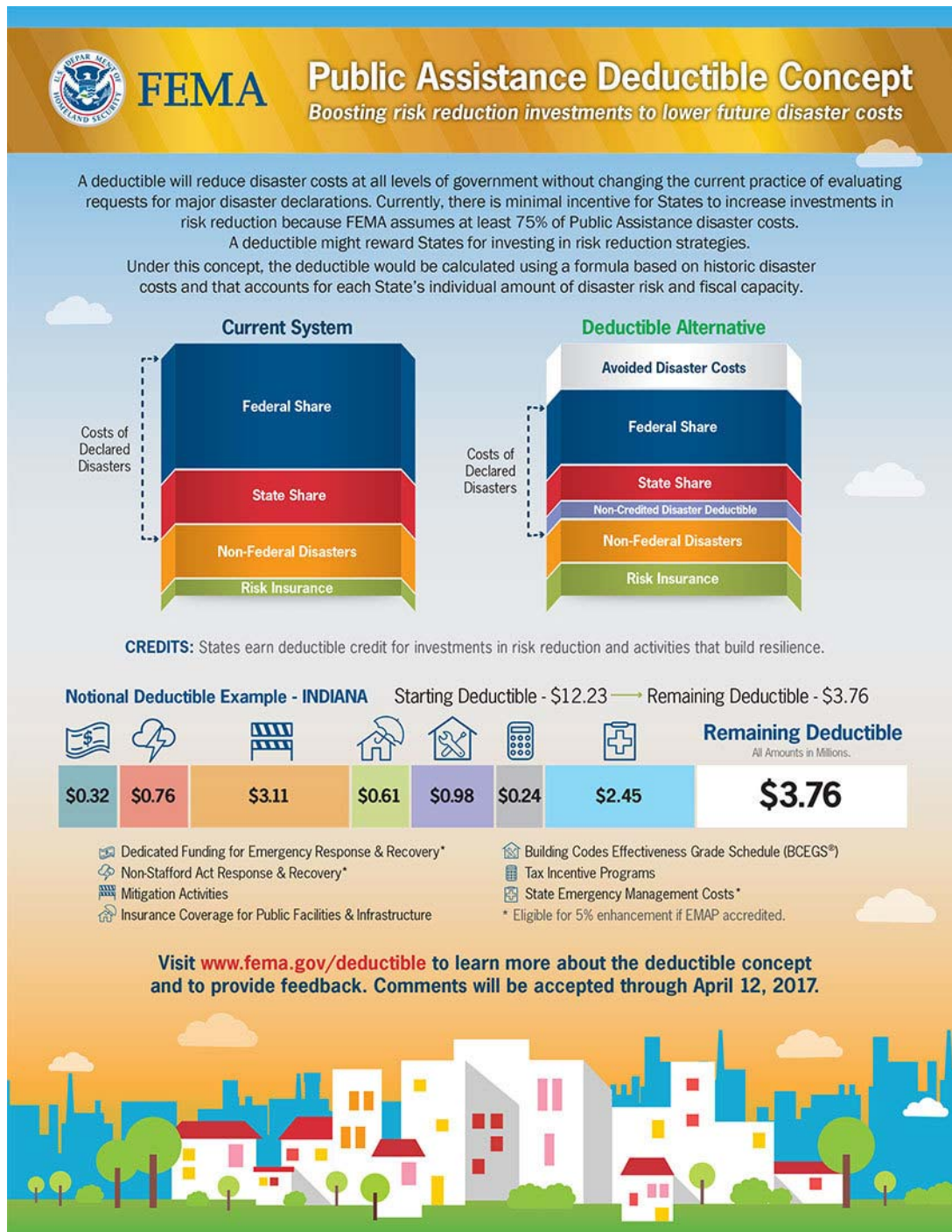
FEMA Public Assistance Deductible Concept

The NADO Policy Conference provides participants with access to federal agency staff. I spent time with FEMA officials discussing its proposal to implement a Public Assistance deductible. The deductible would condition states' receipt of FEMA reimbursement for the repair and replacement of public infrastructure damaged by a disaster event.

Reducing the costs of disaster events is essential. The deductible concept is similar to, and difference from, Vermont's Emergency Relief Assistance Fund (ERAF) program. It incentivizes greater resilience to future disasters to reduce future disaster costs, but it operates like an insurance deductible.

States would be expected to expend a predetermined, annual amount of funds on emergency management and disaster costs before FEMA would provide Public Assistance for the repair and replacement of public infrastructure damaged by a disaster event. Only repair and replacement

assistance would be subject to satisfaction of the deductible. Other types of assistance, such as Individual Assistance, debris removal, and emergency protective measures would not be affected.¹



FEMA is accepting public comments on this concept at <https://www.regulations.gov/document?D=FEMA-2016-0003-0150> until April 12, 2017.

¹ <https://www.fema.gov/deductible>

Legislative Report*

April 5, 2017

*Adapted in part from Legislative Reports from the Vermont Planners Association, Vermont League of Cities and Towns, and the Vermont Association of Planning and Development Agencies

Crossover has occurred. Crossover is the date non-budgetary bills have to clear one chamber to be considered by the other chamber that session. Bills that aren't passed by one chamber by the crossover date are still active and discussed, but typically won't obtain House and Senate approval or move to the Governor until the following year's session (i.e. second year of the legislative biennium)

Clean Water

Clean Water Funding - The House recommendation implements tax increases starting in 2019 to cover the short term need for clean water funding, and establish a working group to create a statewide parcel based fee system for the long-term. Funding for the next two years would be covered from existing revenue streams per the State Treasurer's recommendation, and then temporary tax increases would kick in for several years. When those sunset, they would be replaced by the clean water parcel fee system. The temporary tax increases include the rooms/meals tax, alcohol tax, and additional motor vehicle registration fees among others (e.g., retention of the existing property transfer tax percentage, limousine sales tax, marina slip sales tax, etc.). Does not really address projected funding gap of \$62 million annually for the next 20 years.

A Governor's veto is possible. The Governor indicated that time is not of the essence. Clean water requirements related to more stringent municipal wastewater treatment standards, more comprehensive required agricultural practices, and the beginning of stormwater permitting for municipal roads are in effect. Uncertainty at the Federal level drives a desire to delay making decisions.

H.38, Expansion of Clean Water Fund Board – *Passed the House.* Expands the Board to include six members of the public, including at least two municipal officials and requiring representation from the four major watersheds.

Economic Development

S.135 - Economic Development Omnibus – *Passed the Senate, having incorporated many other bills.* Includes multiple options for defining median household income upon which to calculate affordability. This flexibility may address problems with affordability measures in Vermont, or may increase confusion. The House may continue adding other bills into S.135. Based on the House's 04/03 draft bill, H.459, Rural Economic Infrastructure Districts, is being added for discussion. Already included are:

- **S.99, TIF Districts** - TIFs utilize new property tax revenues generated by private redevelopment in a designated area to invest in public infrastructure in the same area. Because tax revenues are redirected, the Legislature must approve new districts. Currently, there is a cap on the number of districts. Many communities hoped the Legislature would lift the cap completely or substantially. S.135 added the potential for a district in South Burlington's New Town Center.



Is the Commission supportive of staff advocating for additional TIF Districts? Montpelier, Waterbury, and possibly Northfield could potentially use this tool to increase development and tax revenues.

- **S.100, Housing Reform/Promotion** - Promotes affordable and sustainable housing through bonding for affordable housing development; through changes to State and municipal land use laws concerning affordable and priority housing projects; through education and outreach to municipalities concerning municipal authority on water and sewer connections; and through allowing captive insurance companies to participate in the tax credit for affordable housing.



Is the Commission supportive of staff advocating for the housing bond proposal? Revenue bonding would be used to address identified housing needs and closing gaps. The original proposal was for 25% of the bond funds to support housing for <50% median income and for 25% of the bond funds to support housing for 80-120% of median income.

- **H.194, Act 250 Priority Housing Projects Revision** - Amends Act 250 so as not to require review within certain community size and dwelling unit thresholds with respect to priority housing projects - i.e., mixed income housing or mixed use development in State designation areas (downtowns, village centers, growth centers, neighborhood development areas). Also would eliminate Act 250 review for permit amendments of priority housing projects that remain within the unit count thresholds. The bill comes directly from one of the recommendations from the ACCD Act 157 Housing Report.

Act 250/Section 248

Permit Reform - Numerous bills aim to modify Act 250. *Expectations are that H.424 will be the survivor.* It commissions a study of Act 250 aimed at meaningful, integrated permit reform versus the somewhat scattershot reforms that continues to happen. Specific Act 250 bills include:

- H.18, Releasing Land from Act 250 Jurisdiction
- H.45, Act 250 Criterion 9L Revision
- H.233, Protecting Working Forests and Habitat (Forest Integrity)
- H.321, Act 250 Jurisdiction
- H.362, Act 250 Exemption for Utility Poles

- H.464, Act 250 Farming Definition

S.52, Public Service Board Proceedings Revisions – *Passed the Senate.* Revises PSB proceedings based on recommendations of the Access to Public Service Board Working Group. Recommendations include allowing municipal and regional planning commissions to hold hearings, to request that the Dept. of Public Service retain independent experts with the cost covered by the applicant, to make recommendations prior to and after a PSB application is filed, etc.

H.50, Telecom Facility Permitting Authority – *Passed the House.* Keeps telecommunication facility review in the hands of the Public Service Board until July 1, 2020. Municipalities hoped the review would reverting to municipal review authority this year per the current statute (Title 30, Section 248a(i)).

House Appropriations Bill Related to RPCs

H.518, FY18 Appropriations – *Passed the House.*

- Base RPC Funding, Page 110: Maintains Regional Planning Commission funding amount from the property transfer tax. CVRPC refers to these funds as its “state allocation funds.” The funds are passed through from the Legislature to the RPCs through the Agency of Commerce.
- Energy Planning, Page 127: Provides an additional \$300,000 to RPCs and to municipalities for trainings under Act 174, energy planning work. Similar to last year, the Public Service Department bills these costs back to electric distribution utilities.

H.519, Capital Construction and State Bonding – *Passed the House.*

- Clean Water, Page 33: Directs ANR to include RPCs in Clean Water Funding discussions for 2019 budget discussions.



MEMO

Date: March 7, 2017

To: Board of Commissioners

From: Bonnie Waninger, Executive Director

Re: Bylaw amendment vote

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.



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.



MEMO

Date: April 5, 2017
To: Board of Commissioners
From: Bonnie Waninger, Executive Director
Re: Interim Elections

Tina Ruth, who served as the Commission's Secretary, resigned her seat as Montpelier's representative to pursue other volunteer opportunities. The Commission's bylaws state that "vacancies shall be filled at the next regular Commission meeting." The newly elected Secretary would hold office only through the June meeting, unless the individual were elected to the position in June to serve for the FY18 term.

The Commission has two potential actions to take:

- 1) Elect an interim Secretary – In the past, the Commission has chosen to select an interim officer candidate from among existing Executive Committee members. Nominations are made from the floor before ballots are cast.
- 2) Elect an interim Executive Committee member: This action is not required. If the new Secretary is an existing Executive Committee member, the Commission could chose to fill the vacancy on the Executive Committee on an interim basis OR to leave the position open until the June elections.

At the April 11 meetings, Commissioners may nominate themselves and may nominate other Commissioners for the position(s).

The Executive Committee meets monthly on Monday of the week prior to the Commission meeting from 4-6 pm at the CVRPC office.



MEMO

Date: April 5, 2017
To: Board of Commissioners
From: Bonnie Waninger, Executive Director
Re: Committee Appointments

The Commission will be appointing Committee members for the Nominating and Personnel Policy Committees at its April meeting, as well as discussing Committees in general in advance of Committee appointments in June.

Nominating Committee

Annually, the Commission appoints three representatives to the Nominating Committee. In May, the Committee will present an initial slate of candidates for the four officer positions and for three additional Commissioners to serve on the Executive Committee. Additional candidates may be nominated from the floor at the May meeting, at which time nominations will be closed.

At the June meeting, the Nominating Committee presents a final slate of candidates. A ballot containing the final slate of candidates will be sent to Commissioners not less than 10 days prior to the June meeting. The officers of the Commission and the at large Executive Committee members are elected by receiving the most votes. The results of the ballot will be announced at the June meeting.

The Committee is expected to meet 1-2 times for no more than an hour. Commissioners who participated on the Nominating Committee last year are not eligible to participate this year.

Personnel Policy Committee

This 3-member Committee serves as a working group of the Executive Committee. From 2015-2016, the Committee drafted new Personnel Policies, which were adopted by the Executive Committee in September 2016. These policies replaced very general policies adopted in 2000 with some amendments thereafter. The Executive Committee will be modifying several sections of the policy based on advice from the Commission's attorney and recent case law.

Tina Ruth served as a member of the Personnel Policy Committee. The Executive Committee is requesting that another Commission fill the vacant seat.

The Committee is expected to meet 3-4 times for 1.5-2 hours. Initial comments from the attorney were reviewed and prioritized by the Committee last month.

FY18 Committee Appointments

The Vice Chair will review the role and makeup of CVRPC's existing committees at the April meeting. A summary is enclosed for Commissioner preview.

Commissioners are welcome to contact Bonnie Waninger, Waninger@cvregion.com, or Julie Potter, julianapotter@yahoo.com, to discuss participation on any committee.



CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Committees and Appointed Positions

As of April 4, 2017

STANDING COMMITTEES

Executive
<i>Meets:</i> Monthly, 4:00 pm, week prior to Commission meeting
<i>Members:</i> 4 officers and 3 at-large Commissioners
<i>Term:</i> 1 year; officers typically two years
<i>Elected:</i> By Commission
<i>Duties:</i>
<ul style="list-style-type: none"> - Act on behalf of the Commission in absence of a Commission quorum - Approve budgets, contracts & audits - Add/eliminate staff and contractors - Amend Personnel Policies - Approve policy actions - Recommend positions to be taken - Approve Commission agendas

2017 Members

Byron Atwood, Barre Town, Chair
 Julie Potter, East Montpelier, Vice Chair
 David Strong, Plainfield, Treasurer
 Tina Ruth, Montpelier, Secretary (Resigned)
 Don La Haye, Waitsfield, At Large
 Larry Hebert, Williamstown, At Large
 Laura Hill-Eubanks, Northfield, At Large

Nominating
<i>Meets:</i> April/May, as needed
<i>Members:</i> 3 Commissioners
<i>Term:</i> 1 year; cannot serve consecutive terms
<i>Appointed:</i> By Commission
<i>Duties:</i>
<ul style="list-style-type: none"> - Nominate officers and at-large members of the Executive Committee.

2016 Members

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

Project Review
<i>Meets:</i> Monthly (as needed), 4:00 pm
<i>Members:</i> 5 Commissioners plus 1 alternate and the project's host Commissioner
<i>Term:</i> 3-year; staggered terms
<i>Appointed:</i> By Commission
<i>Duties:</i>
<ul style="list-style-type: none"> - Determine Act 250/Section 248 project conformance with the Regional Plan

Term Ends - 2017 Members

2019 - Byron Atwood, Barre Town, Chair
 2019 - Laura Hill-Eubanks, Northfield
 2018 - Bob Werneke, Berlin
 2018 - Brian Fitzgerald, Duxbury (Alternate)
 2017 - Dick Payne, Cabot
 2017 - Larry Hebert, Williamstown

Personnel Policy Review
A Working Committee of the Executive Committee
<i>Meets:</i> As needed
<i>Members:</i> 3 Commissioners
<i>Term:</i> None established
<i>Appointed:</i> By Executive Committee
<i>Duties:</i>
<ul style="list-style-type: none"> - Recommend revisions to Personnel Policies

2017 Members

Julie Potter, East Montpelier, Chair
 Laura Hill-Eubanks, Northfield
 Tina Ruth, Montpelier (Resigned)



CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Committees and Appointed Positions

As of April 4, 2017

ADVISORY COMMITTEES

Regional Plan
<i>Meets:</i> Monthly, as needed
<i>Members:</i> 5 Commissioners & 4 regional organizations
<i>Term:</i> 1 year
<i>Appointed:</i> By Commission
<i>Duties:</i>
- Develop and recommend updates to the Regional Plan

2017 Members

Commissioners

Laura Hill-Eubanks, Northfield
Dara Torre, Moretown
David Strong, Plainfield
Ron Krauth, Middlesex
Vacant, Regional Commissioner
Dan Hoxworth, Capstone Community Action
Scott Bascom, VTTrans (now retired)
Vacant, Winooski Conservation District
Vacant, Barre Granite Association

Town Plan Review
<i>Meets:</i> As needed.
<i>Members:</i> Commissioners
<i>Term:</i> 1 year
<i>Appointed:</i> By Commission
<i>Duties:</i>
- Review town plans for conformance to statutory requirements
- Recommend Regional Approvals

2017 Members

Julie Potter, East Montpelier
Ron Krauth, Middlesex
Paul Rose, Calais
Bill Arrange, Worcester
Ivan Shadis, Marshfield

Transportation Advisory
<i>Meets:</i> Monthly on 4th Tuesday, 6:30 pm
<i>Members:</i> Municipal representatives
<i>Term:</i> 1 year
<i>Appointed:</i> By municipal legislative body
<i>Duties:</i>
- Recommend Transportation Planning Initiative work program & budget to Executive Committee
- Recommend Regional Plan transportation element
- Prioritize state-funded transportation projects
- Prioritize transportation projects funded by the Commission's TPI program

2017 Members

As appointed by the 23 municipalities

Brownfields Advisory
<i>Meets:</i> Monthly (as needed), 4:00 pm
<i>Members:</i> 5 Commissioners plus 1 alternate, CVEDC, VT Dept of Health, up to 12 representatives of housing, real estate, finance, at-risk populations, solid waste, and the environment
<i>Term:</i> 2 years, beginning July 1, 2016
<i>Appointed:</i> By Commission
<i>Duties:</i>
- Oversee CVRPC Brownfields Program
- Prioritize sites for assessment
- Participate in hiring contractors
- Recommend brownfield-related policy
- Participate in public outreach

2016-2018 Members

Janet Shatney, Barre City, Chair
Julie Potter, East Montpelier
George Malek, Orange
Ron Krauth, Middlesex
Vacant, Regional Commissioner
Vacant, Capstone Community Action
Brad Denny, Northfield
Steve Comolli, Downstreet Housing
Gunner McCain, CVEDC
Vacant, VT Dept. of Health
Tim Ross, Union Bank

Non-Voting

Dorrie Paar, US EPA
Shawn White, Friends of the Winooski River

Clean Water Advisory*
<i>Meets:</i> Ad hoc, as needed
<i>Members:</i> 2 Commissioners and at minimum 3 representatives from partner organizations, the public, and private companies
<i>Term:</i> None identified
<i>Appointed:</i> By Commission
<i>Duties:</i>
- Identify activities, policies, and direction for CVRPC's clean water support
- Determine CVRPC direction and goals regarding the Lake Champlain TMDL, Tactical Basin Plans, and the Regional Plan
*To be formed by 09/30/17

2017 Members

Micheal Gray, Woodbury
Ron Krauth, Middlesex

Energy Advisory
<i>Meets:</i> Monthly (as needed), 4:00 pm
<i>Members:</i> 5 Commissioners and 12 stakeholders from municipalities & energy committees, utilities, economic development, transportation & transit, State agencies, and renewable energy developers
<i>Term:</i> Duration of project or March 1, 2018
<i>Appointed:</i> By Commission
<i>Duties:</i>
- Recommend regional energy plan to Commission
- Oversee public outreach
- Recommend to Commission energy policies

2017 Members

Steve Fitzhugh, Northfield Planning Com., Chair
Janet Shatney, Barre City
Julie Potter, East Montpelier
Brian Fitzgerald, Duxbury
Ron Krauth, Middlesex
Don La Haye, Waitsfield
Jamie Stewart, CVEDC
Bram Towbin, Town of Plainfield
Alex Bravakis, Novus Energy Development
Karin McNeill, Agency of Natural Resources
Jackie Cassino, Agency of Transportation
Robert Dostis, Green Mountain Power
Barbara Conrey, Montpelier Energy Committee
Paul Zabriskie, Capstone Community Action
Karen Horn, Vermont League of Cities & Towns
Patty Richards, Washington Electric Coop
Mark Sousa, Green Mountain Transit
Dan Potter, Public Service Department



CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Committees and Appointed Positions
 As of April 4, 2017

COMMISSION APPOINTMENTS

Vermont Association of Planning & Development Agencies

Meets: First Thursday in June and December

Appointee: As desired by the Commission, usually the Chair

Term: 1 year

Appointed: By Commission

Duties:

- Participate in two policy meetings

2017 Representative

Byron Atwood

Vermont Economic Progress Council

Meets: Monthly, 4th Thursday of the month

Term: 1 year

Appointee: As desired by the Commission, usually the Executive Directors

Appointed: By Commission

Duties:

- Attend as needed and comment on projects in the region

2017 Representative

Bonnie Waninger

Green Mountain Transit

Meets: Monthly on 3rd Tuesday, 7:30 am

Term: 3 years

Appointee: As desired by the Commission, usually Executive Director or Transportation Planner

Appointed: By Commission

Duties:

- Guide the organization through setting long-term goals and annual priorities
- Participate on a Committee as designated by the Chair

2017-2019 Representatives

Harold Garabedian, Commissioner
 Bonnie Waninger, Alternate

Mad River Valley Planning District

Meets: Monthly on 3rd Thursday, 7:00 pm

Term: 1 year

Appointee: As desired by the Commission, usually staff

Appointed: By Commission

Duties:

- manage business and affairs of the District as an ex-officio, non-voting member of the Steering Committee

2017 Representative (This position has not been appointed recently; MRVPD bylaws specify appointment)

- Eric Vorwald, Representative
- Bonnie Waninger, Alternate



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.

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Nominating Committee Members**

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

Faeterri 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 Lospeich, Waterbury



TRANSPORTATION ADVISORY COMMITTEE (TAC)

RULES OF PROCEDURE

March 28, 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 municipalities in the Central Vermont region is eligible to appoint one voting member and one alternative representative. Municipal participation is discretionary, and determined by appointment from the municipality's legislative body to the Board of Commissioners. Other transportation related groups and/or organizations, upon 51% vote of the TAC membership (at least 12 votes in favor) at a regular TAC meeting, will be invited to appoint one voting member and one alternate representative to the TAC. These new members will then be forwarded to the Board of Commissioners for approval. 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 51% vote of the TAC membership (at least 12 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: 03 / 28 / 2017

Adopted by the Board of Commissioners: / / 2017

Byron Atwood, Chair
CVRPC Board of Commissioners



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 ≡

Regional Planning Commissions

Act 174, Technical Assistance for Municipalities

Progress Report, January 26, 2017

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Workshops

Regional Planning Commissions, in partnership with the Department of Public Service, held eleven trainings over the course of two weeks in December 2016. The training focused on the goals of Act 174, the implications for Section 248 proceedings and the specific requirements of the determination standards for local and regional plans. RPCs may also hold trainings for specific local or regional audiences, and each RPC will hold another region-wide training in spring 2017. Summary of the trainings: **227** local officials attended, **121** municipalities were represented, **87%** rated the training excellent or good.

Technical Assistance for Municipal Plans

By April 30, 2017 RPCs will provide each municipality with a compilation of maps and data that comply with the standards. By July 2017 RPCs will complete detailed local plan development in 45 municipalities statewide, a minimum of three municipalities per region. *Interest and need for technical assistance already exceeds the first year Act 174 technical assistance funding for 45 municipalities.* As shown below, Regional Planning Commissions have **requests for assistance from 75 municipalities** and the list continues to grow.

Addison County Regional Planning Commission	Addison Middlebury Salisbury	Bristol New Haven Shoreham	Cornwall Panton Weybridge	Leicester Ripton Whiting
Bennington County Regional Commission	Dorset Peru Stamford	Sunderland Rupert	Bennington Shaftsbury	Landgrove Manchester
Central VT Regional Planning Commission	Waterbury Barre City Moretown	Barre Town Calais	East Montpelier Marshfield	City of Montpelier Plainfield
Chittenden County Regional Planning Commission	Shelburne	Colchester	Winooski	
Lamoille County Planning Commission	Hyde Park Johnson	Stowe	Wolcott	Elmore
Northeastern VT Development Association	Irasburg Greensboro	Holland Groton	Morgan	Glover
Northwest Regional Planning Commission	Fairfax Richford	Enosburgh North Hero	Highgate	Franklin
Rutland Regional Planning Commission	Tinmouth Middletown Springs	Sudbury	Rutland Town	Brandon
Southern Windsor County Regional Planning Commission	Springfield Chester	Ludlow Reading	Andover Windsor	Cavendish
Two Rivers-Ottawaquechee Regional Commission	Bethel Brookfield Tunbridge	Braintree Granville Woodstock	Randolph Norwich	Bradford Thetford
Windham Regional Commission	Westminster	Vernon	Londonderry	

Strengthening the Capability of Governments