



BOARD OF COMMISSIONERS

November 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> ¹	<u>Description</u>
	7:00	Adjustments to the Agenda
		Public Comments
2	7:05	Green Mountain Transit Next Generation Transit Plan (enclosed), Presentation and input on Central Vermont service improvements.
19	7:35	State Hazard Mitigation Plan (enclosed) Small working groups to provide input into the Plan's development.
	8:05	Best Practices for Local Energy Planning , <i>Eric Vorwald</i> Results of local energy planning as a prelude to a second round of assistance.
21	8:20	FY2018 Work Plan and Budget , <i>Bonnie Waninger</i> (enclosed) Presentation of CVRPC's FY2018 activities and funding.
34	8:30	Meeting Minutes – October 10, 2017 (enclosed) ²
46	8:35	Staff Reports (enclosed)
48	8:40	Executive Director's Report (enclosed)
	8:50	Committee Reports (enclosed)
	9:00	Adjournment

¹ Times are approximate unless otherwise advertised.

² Anticipated action item.



MEMO

Date: November 7, 2017

To: Transportation Advisory Committee (TAC)

From: Bonnie Waninger, Executive Director

Re: Board Engagement on GMT Next Generation Plan and Route Scenarios

Staff requests Commissioner engagement with Green Mountain Transit on its Comprehensive System Analysis, also known as the NextGen Plan, in regards to route service scenarios.

- **How might communities, employers, and transit users view proposed changes?**
- **Are there alternate recommendations that might enhance service?**

Green Mountain Transit is approximately halfway through its Comprehensive Service Analysis (CSA), also known as the GMT NextGen Transit Plan. The goal of GMT's work is to improve service throughout its service area, which includes the greater Burlington, Montpelier, Barre, Stowe, Mad River Valley, and St. Albans regions. The plan consists of a number of elements, all of which are designed to ensure that GMT provides the best service possible.

These changes will be designed to improve service for existing riders, and attract new riders to transit. Some of the most important goals of this work include:

- making transit more convenient and accessible;
- connecting people to life's activities (work, school, medical care, etc.);
- improving people's quality of life; and, providing service in a financially and environmentally sustainable manner

Service Scenarios can be viewed by visiting - <http://ridegmt.com/service-improvement-scenarios/> .

Route by route profiles can be viewed by visiting - <http://ridegmt.com/route-profiles/>.

Visit <http://ridegmt.com/nextgen> for more information on the Next Generation Plan.

SERVICE IMPROVEMENT SCENARIOS

CAPITAL DISTRICT

As completed for the Chittenden County service area, two service improvement scenarios have been developed for GMT's local routes serving the Capital District including Montpelier, Barre, and Berlin. Both scenarios include a mix of revised route alignments and schedule changes. The major themes that guided the scenario development process are described below, and the service improvements for each scenario are summarized in the following pages. A table summarizing the major service improvements for each route is presented on page 10.

MAJOR THEMES

Major themes includes in both Scenarios 1 and 2 include:

- **Simplified Service.** A top priority for service improvements is making service simpler and easier to use. This includes making route alignments more direct so that service is faster and more efficient, as well as simplifying schedules to make service consistent and easy to understand.
 - **Simplified Route Alignments.** Most routes would have more direct alignments, with fewer deviations and meandering paths of travel. Service would be focused on corridors and destinations where demand is higher, and many unproductive deviations would be discontinued.
 - **Consistent Schedules.** Many routes would have fewer or no variants, and would instead operate a consistent service throughout the day rather than serving different alignments on different trips. This makes service more predictable and easier for riders to plan their trip.
- **Core Service between Montpelier and Barre.** Routes 80 City Route Mid-day and 89 City Commuter would be combined into a new single route that would provide all day service between Barre and Montpelier. This route would serve as the "backbone" of Capital District services.
- **Improved Service to Major Locations on Hospital Hill.** Routes 81 Barre Hospital Hill and 82 Montpelier Hospital Hill would be combined into a single route that would operate between Montpelier and Barre via Hospital Hill, serving Central Vermont Medical Center (CVMC) and the Berlin Mall/Walmart, as well as the Berlin Shaw's in Scenario 1.
- **Anchored Flex Service on Hospital Hill.** Route 91 Berlin Hospital Hill Demand Response would be converted to "Anchored Flex Service," where buses would operate with scheduled departures and arrivals at the Berlin Mall. This route would provide service to the small medical and social service facilities that would not be served by regular fixed-route service.
- **Streamlined Local Service in Montpelier.** Local circulator service within Montpelier would be streamlined to provide more convenient and direct service with less out-of-direction travel, while still serving neighborhoods and local destinations. Under both scenarios, circulator service would run every 60 minutes on weekdays, from 7 AM until 6 PM. (Operated by Route 92 in Scenario 1 and by Route 88 in Scenario 2.)
- **More Service in Barre.** Daily service would be extended from downtown Barre down VT Route 14/S Barre Road to the Hannaford Supermarket. A redesigned Route 82 would

provide more direct service from Barre to the Berlin Mall, Central Vermont Medical Center, and Hospital Hill.

- **Better Weekday Service.** Key services would operate longer hours and more frequent and consistent service on weekdays. Consolidated Routes 80 and 82 would operate from 5:30 AM until 8:30 PM on weekdays. Route 80 would run every 30 minutes during peak periods and 60 minutes during midday and evening hours, and Route 82 would run 60 minutes all day. Route 91 Hospital Hill Demand Response would operate Monday through Friday from 8AM until 4PM.
- **Better Weekend Service.** On Saturdays, consolidated Routes 80 and 82 would operate every 60 minutes from 7:30 AM until 8:30 PM. Sunday service would be added to these routes under Scenario 1.

Both scenarios include major improvements in level of service as well as improved route alignments, and incorporate the themes highlighted above. Key differences between the two scenarios are summarized below.

Scenario 1 would provide some new service on weekends, and additional service in Barre.

- **Sundays.** New Sunday service would be added on Routes 80 Barre-Montpelier via US Route 302/Barre-Montpelier Road and Route 82 Barre-Montpelier via Hospital Hill. This would be the first Sunday service in the Capital District
- **Daily Service to Hannaford Supermarket.** Southern Barre and Hannaford Supermarket would have daily service with the extension of Route 80.

Scenario 2 presents a more modest set of improvements, which would require fewer additional resources to implement.

- **Sundays.** Sunday service would not be added under Scenario 2.
- **Barre Circulator.** A local circulator route, Route 94, is included in Scenario 2. This route would provide the extended service to Hannaford Supermarket instead of Route 80, and would operate on weekdays only. The route would also provide local circulator service through neighborhoods just east of downtown Barre.

ROUTE-BY-ROUTE IMPROVEMENTS

80 City Route Mid-Day

Route 80 City Route Mid-Day operates between Barre and Montpelier along US Route 302/Barre-Montpelier Road during the midday, and Route 89 City Commuter operates along the same alignment during peak periods. In both scenarios the two routes would be combined into one route, with differences in alignments and the amount of service provided. For the purposes of these scenarios, the route is called Route 80 Barre-Montpelier via Barre-Montpelier Road.

Route Alignment

Under both scenarios, Routes 89 City Commuter would be consolidated with Route 80 to operate as a single route between Montpelier and Barre via the Barre - Montpelier Road. In Montpelier, Route 80 would begin service at National Life, then serve downtown via Memorial Drive, Bailey Avenue, State Street, and Barre Street. All trips would serve Price Chopper off of Route 302/ Barre-Montpelier Road. Buses would serve Barre via N Main Street.

SUMMARY OF SERVICE IMPROVEMENT OPTIONS BY SCENARIO

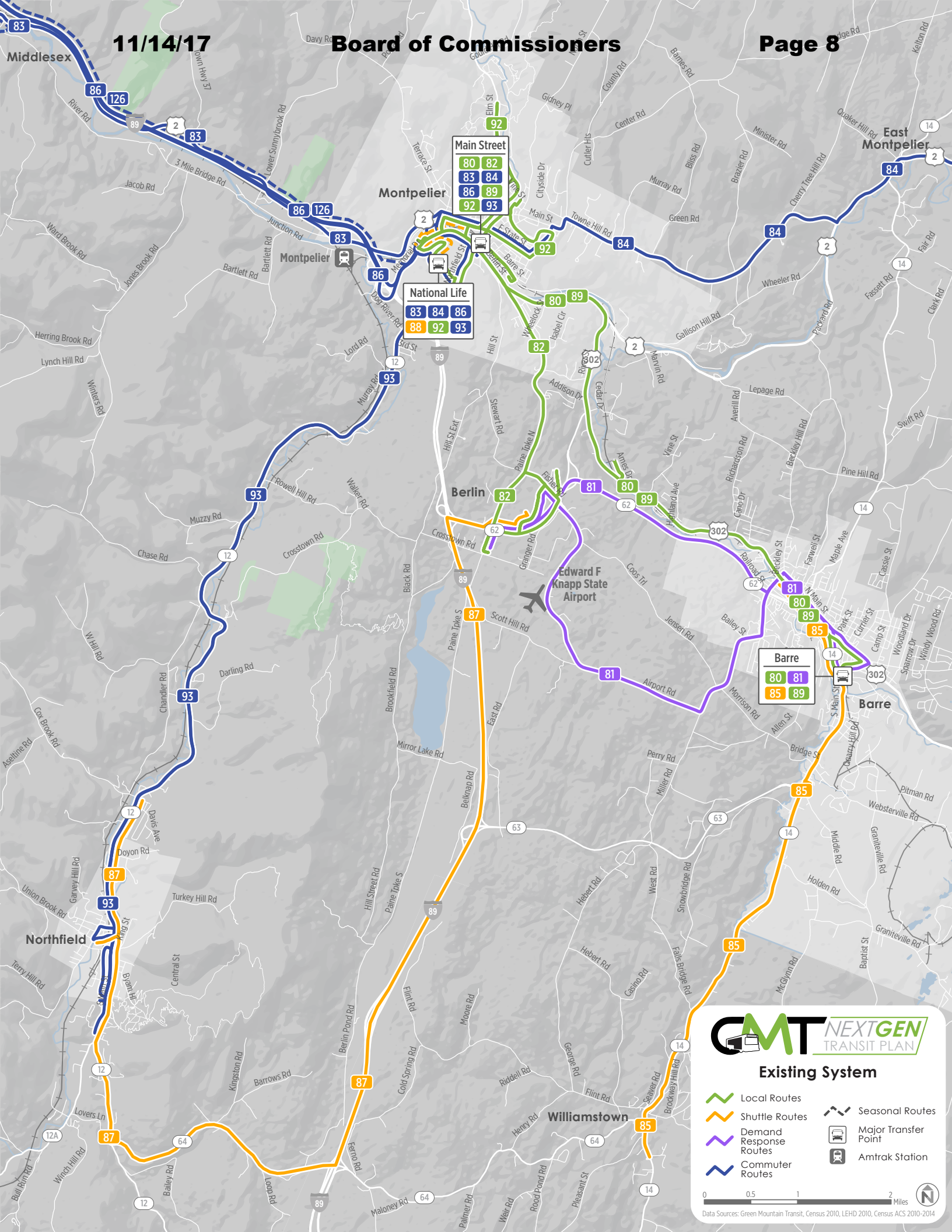
Bold = Service level differences between scenarios

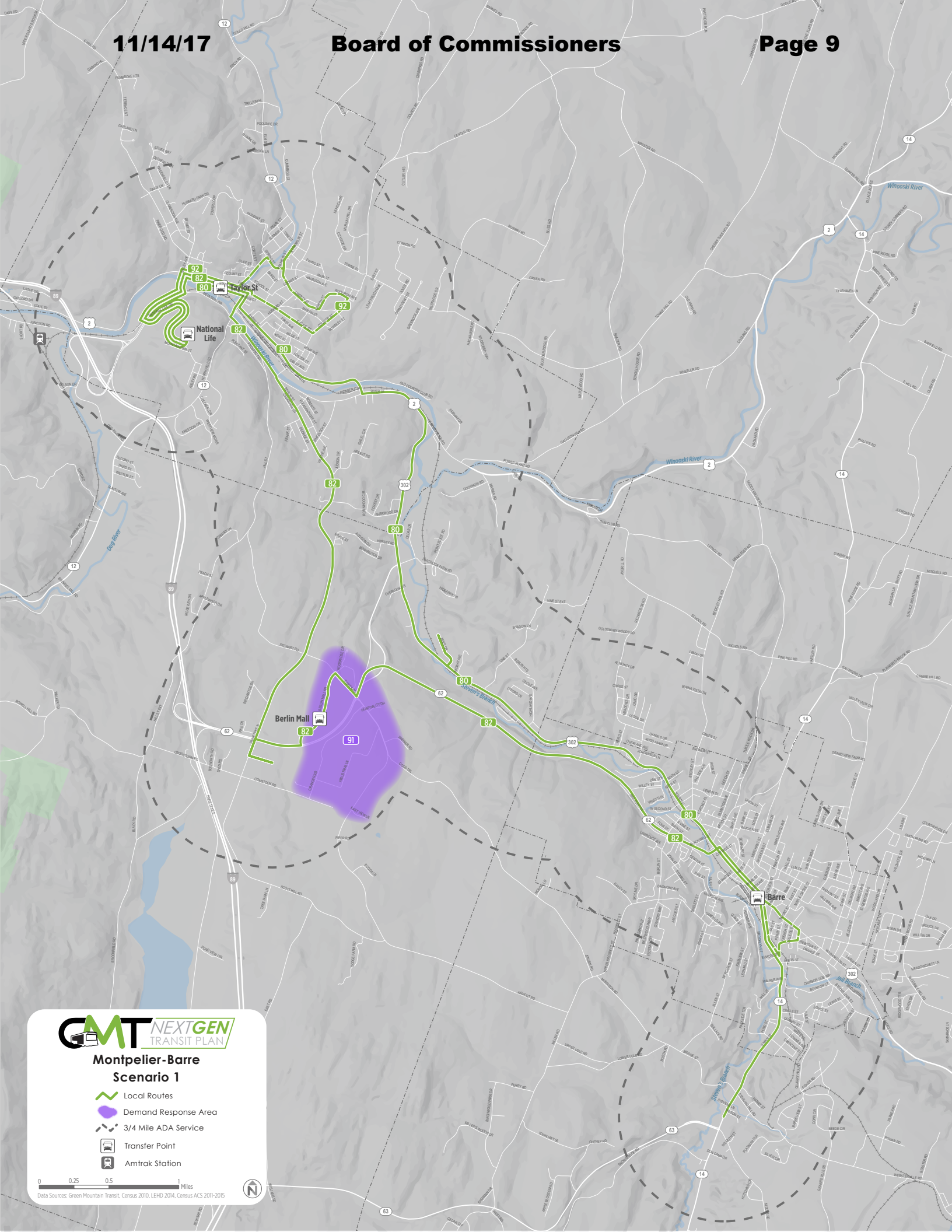
ROUTE	CHANGES IN ALL SCENARIOS	EXISTING	SCENARIO 1	SCENARIO 2
<i>Rural Local</i>				
80 City Mid-Day	<ul style="list-style-type: none"> Consolidated with Route 89 City Commuter to provide consistent service through the day Montpelier terminus at National Life All trips serve Price Chopper on Barre – Montpelier Road 	<ul style="list-style-type: none"> Weekday: 9:20 AM – 3:40 PM 75 midday Saturday: 9:20 AM – 3:40 PM 75 midday Sunday: no service Service between Montpelier (National Life and downtown) and downtown Barre via Barre-Montpelier Road 	<ul style="list-style-type: none"> Weekday: 5:30 AM – 8:30 PM 30 peak/60 midday/60 eve Saturday: 7:30 AM – 8:30 PM 60 all day Sunday: 9 AM – 3 PM 60 all day Consolidated with Route 89 for all-day service Barre terminus at existing terminal loop 	<ul style="list-style-type: none"> Weekday: 5:30 AM – 8:30 PM 30 peak/60 midday/60 eve Saturday: 7:30 AM – 8:30 PM 60 all day Sunday: no service Consolidated with Route 89 for all-day service Barre terminus at new Depot Square transit center
81 Barre Hospital Hill	<ul style="list-style-type: none"> Combined with Route 82 Montpelier Hospital Hill Simplified alignment through Hospital Hill 	<ul style="list-style-type: none"> Weekday: 6:55 AM – 6:20 PM 60 all day Saturday: 7:55 AM – 5:55 PM 60 all day Sunday: no service Large and circuitous one-way loop that serves Barre and provides deviated fixed-route service across the Hospital Hill area 	<ul style="list-style-type: none"> Weekday: 5:30 AM – 8:30 PM 60 all day Saturday: 7:30 AM – 8:30 PM 60 all day Sunday: 9 AM – 3 PM 60 all day Bidirectional alignment between Barre and Montpelier via Hospital Hill Montpelier terminus at National Life Barre terminus at Hannaford Supermarket 	<ul style="list-style-type: none"> Weekday: 5:30 AM – 8:30 PM 60 all day Saturday: 7:30 AM – 8:30 PM 60 all day Sunday: no service Bidirectional alignment between Barre and Montpelier via Hospital Hill Montpelier terminus at new transit center downtown (no service to National Life/Memorial Drive) Buses would not serve Berlin Shaw's Barre terminus at new Depot Square transit center
82 Montpelier Hospital Hill	<ul style="list-style-type: none"> Combined with Route 81 Barre Hospital Hill Simplified alignment through Hospital Hill 	<ul style="list-style-type: none"> Weekday: 7:16 AM – 6:16 PM 60 all day Saturday: 8:16 AM – 6:16 PM 60 all day Sunday: no service Service between downtown Montpelier and major facilities at Hospital Hill 	<ul style="list-style-type: none"> Weekday: 5:30 AM – 8:30 PM 60 all day Saturday: 7:30 AM – 8:30 PM 60 all day Sunday: 9 AM – 3 PM 60 all day Montpelier terminus at National Life Barre terminus at Hannaford Supermarket 	<ul style="list-style-type: none"> Weekday: 5:30 AM – 8:30 PM 60 all day Saturday: 7:30 AM – 8:30 PM 60 all day Sunday: no service Montpelier terminus at new transit center downtown (no service to National Life/Memorial Drive) Buses would not serve Berlin Shaw's Barre terminus at new Depot Square transit center

ROUTE	CHANGES IN ALL SCENARIOS	EXISTING	SCENARIO 1	SCENARIO 2
92 Montpelier Circulator		<ul style="list-style-type: none"> • Weekday: 6:50 AM – 5:50 PM 60 all day • Saturday: no service • Sunday: no service • Circuitous route with two loops that travel through Montpelier north of the river and to National Life south of the river 	<ul style="list-style-type: none"> • Weekday: 7 AM – 6 PM 60 all day • Saturday: no service • Sunday: no service • Bidirectional service through downtown and out to National Life, and simplified loop circulating through neighborhoods • No deviation from alignment 	<ul style="list-style-type: none"> • Replaced by Route 88
94 Barre Circulator (new)		<ul style="list-style-type: none"> • Route does not currently exist 	<ul style="list-style-type: none"> • New route not introduced in Scenario 1 	<ul style="list-style-type: none"> • Weekday: 7:30 AM – 5:30 PM 60 all day • Saturday: no service • Sunday: no service • Local circulation in Barre and direct service to Hannaford
Commuter				
89 City Commuter	<ul style="list-style-type: none"> • Consolidated with Route 80 City Mid-Day to provide consistent service through the day • Montpelier terminus at National Life • All trips serve Price Chopper on Barre – Montpelier Road 	<ul style="list-style-type: none"> • Weekday: 5:25 AM – 9:55 AM, 3:25 PM – 8:25 PM 30 peak • Saturday: 7:55 AM – 9:55 AM, 3:25 PM – 7:20 PM 30 peak • Sunday: no service • Service between Montpelier (National Life and downtown) and downtown Barre via Barre-Montpelier Road 	<ul style="list-style-type: none"> • Weekday: 5:30 AM – 8:30 PM 30 peak/60 midday/60 eve • Saturday: 7:30 AM – 8:30 PM 60 all day • Sunday: 9 AM – 3 PM 60 all day • Barre terminus at existing terminal loop 	<ul style="list-style-type: none"> • Weekday: 5:30 AM – 8:30 PM 30 peak/60 midday/60 eve • Saturday: 7:30 AM – 8:30 PM 60 all day • Sunday: no service • Barre terminus at new Depot Square transit center
Seasonal Local				
88 Capital Shuttle		<ul style="list-style-type: none"> • Weekday: 7:20 AM – 5:20 PM 20 all day • Saturday: no service • Sunday: no service • Shuttle that serves National Life, the Department of Labor building, and the Vermont State House 	<ul style="list-style-type: none"> • Replaced by Routes 80, 82, and 92 	<ul style="list-style-type: none"> • Weekday: 7:30 AM – 5:30 PM 30 all day • Saturday: no service • Sunday: no service • Bidirectional service between National Life and downtown via Department of Labor and State Street • Alternate trips would extend to operate a loop through Montpelier in place of the existing Route 92

ROUTE	CHANGES IN ALL SCENARIOS	EXISTING	SCENARIO 1	SCENARIO 2
<i>Flex/Demand Response</i>				
79 UVM/CVMC Barre Health Shuttle	<ul style="list-style-type: none"> No changes proposed for Route 79 	<ul style="list-style-type: none"> Weekdays: 9 AM – 3 PM Demand Response Saturday: no service Sunday: no service General demand-response service 	<ul style="list-style-type: none"> No changes to Route 79 	<ul style="list-style-type: none"> No changes to Route 79
90 Plainfield Health Center Shuttle	<ul style="list-style-type: none"> No changes proposed for Route 90 	<ul style="list-style-type: none"> Tuesday: 10 AM – 2 PM ; Wednesday, 8 AM – 12 PM ; Thursday, 10 AM – 2 PM Demand Response Saturday: no service Sunday: no service General demand-response service, serving Barre on Tuesdays and greater Washington County on Wednesdays and Thursdays 	<ul style="list-style-type: none"> No changes to Route 90 	<ul style="list-style-type: none"> No changes to Route 90
91 Barre Hospital Hill Demand Response	<ul style="list-style-type: none"> Flex service limited to the Hospital Hill area, with connections to fixed routes 	<ul style="list-style-type: none"> Tuesday – Thursday: 9 AM – 2 PM Demand Response Saturday: no service Sunday: no service General demand-response service 	<ul style="list-style-type: none"> Weekdays: 8 AM – 4 PM 60 all day Saturday: no service Sunday: no service Anchored Flex Service, departing and arriving at the Berlin Mall 	<ul style="list-style-type: none"> Tuesday – Thursday: 9 AM – 2 PM 60 min Saturday: no service Sunday: no service Anchored Flex Service, departing and arriving at the Berlin Mall
<i>Shuttle</i>				
85 Hannaford Shopping Special	<ul style="list-style-type: none"> Discontinue weekly shuttle and replace with daily service on other routes 	<ul style="list-style-type: none"> Tuesday: One trip Saturday: no service Sunday: no service Shopping shuttle that serves downtown Barre, Hannaford Supermarket on S Barre Road, and Williamstown with one weekly trip 	<ul style="list-style-type: none"> Replaced by Route 80 Barre – Montpelier via Barre–Montpelier Road 	<ul style="list-style-type: none"> Replaced by new Route 94 Barre Circulator
87 Northfield Community Shuttle	<ul style="list-style-type: none"> No changes proposed for Route 87 	<ul style="list-style-type: none"> Wednesday: One trip Saturday: no service Sunday: no service Shopping shuttle that connects housing and shopping destinations in Northfield to the Berlin Mall with one weekly trip 	<ul style="list-style-type: none"> No changes to Route 87 	<ul style="list-style-type: none"> No changes to Route 87

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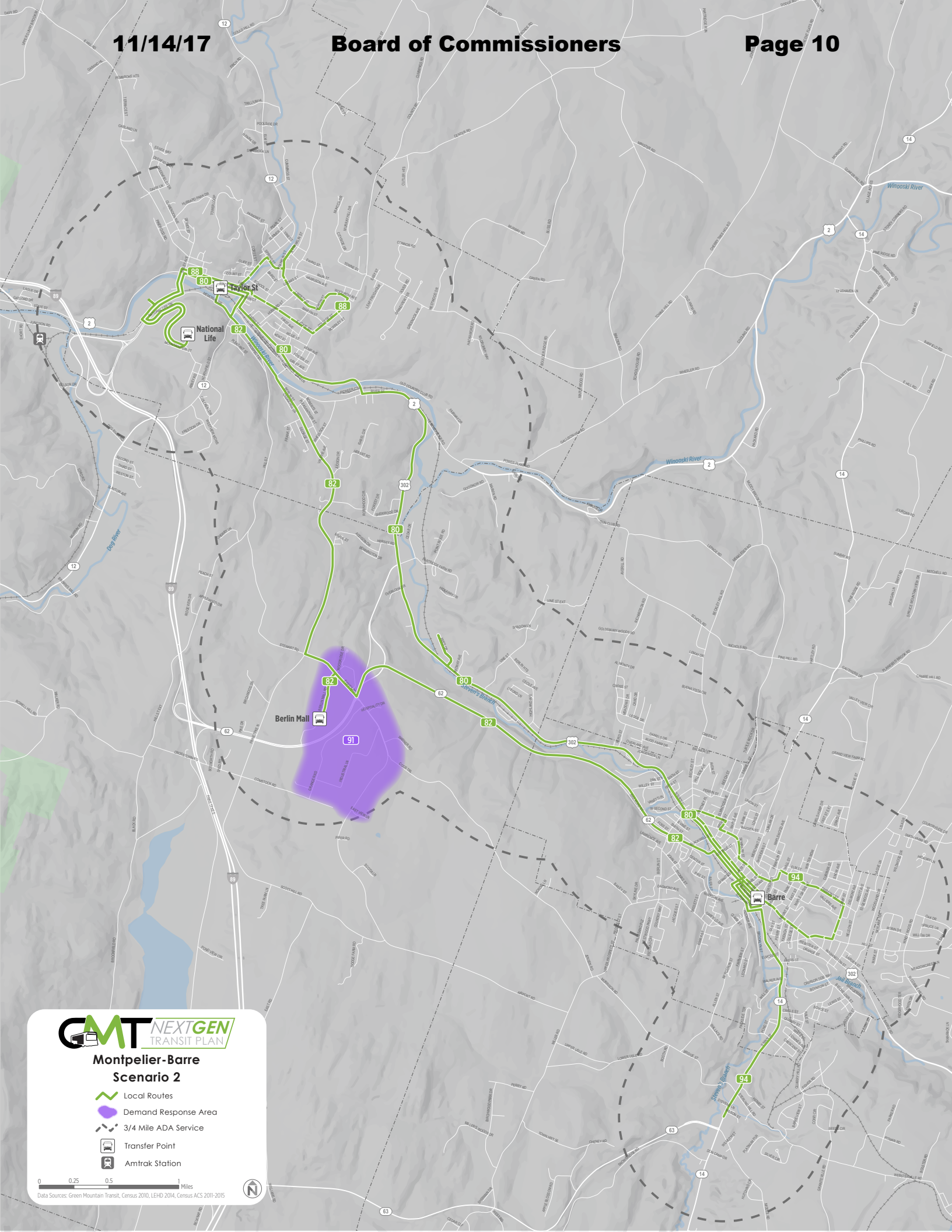
**Montpelier-Barre
Scenario 1**

- Local Routes
- Demand Response Area
- 3/4 Mile ADA Service
- Transfer Point
- Amtrak Station






0 0.25 0.5 1 Miles

Data Sources: Green Mountain Transit, Census 2010, LEHD 2014, Census ACS 2011-2015





**Montpelier-Barre
Scenario 2**

-  Local Routes
-  Demand Response Area
-  3/4 Mile ADA Service
-  Transfer Point
-  Amtrak Station

0 0.25 0.5 1 Miles

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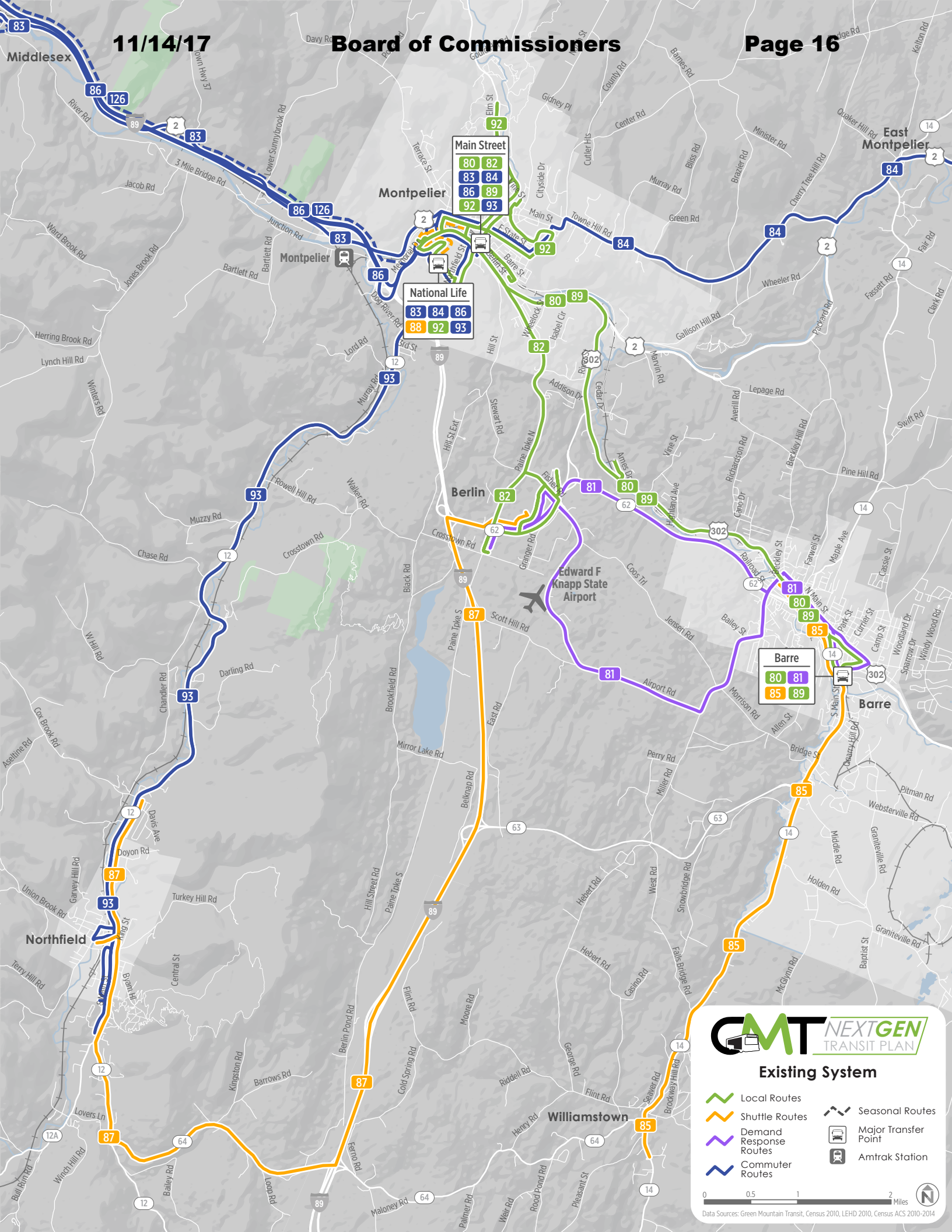
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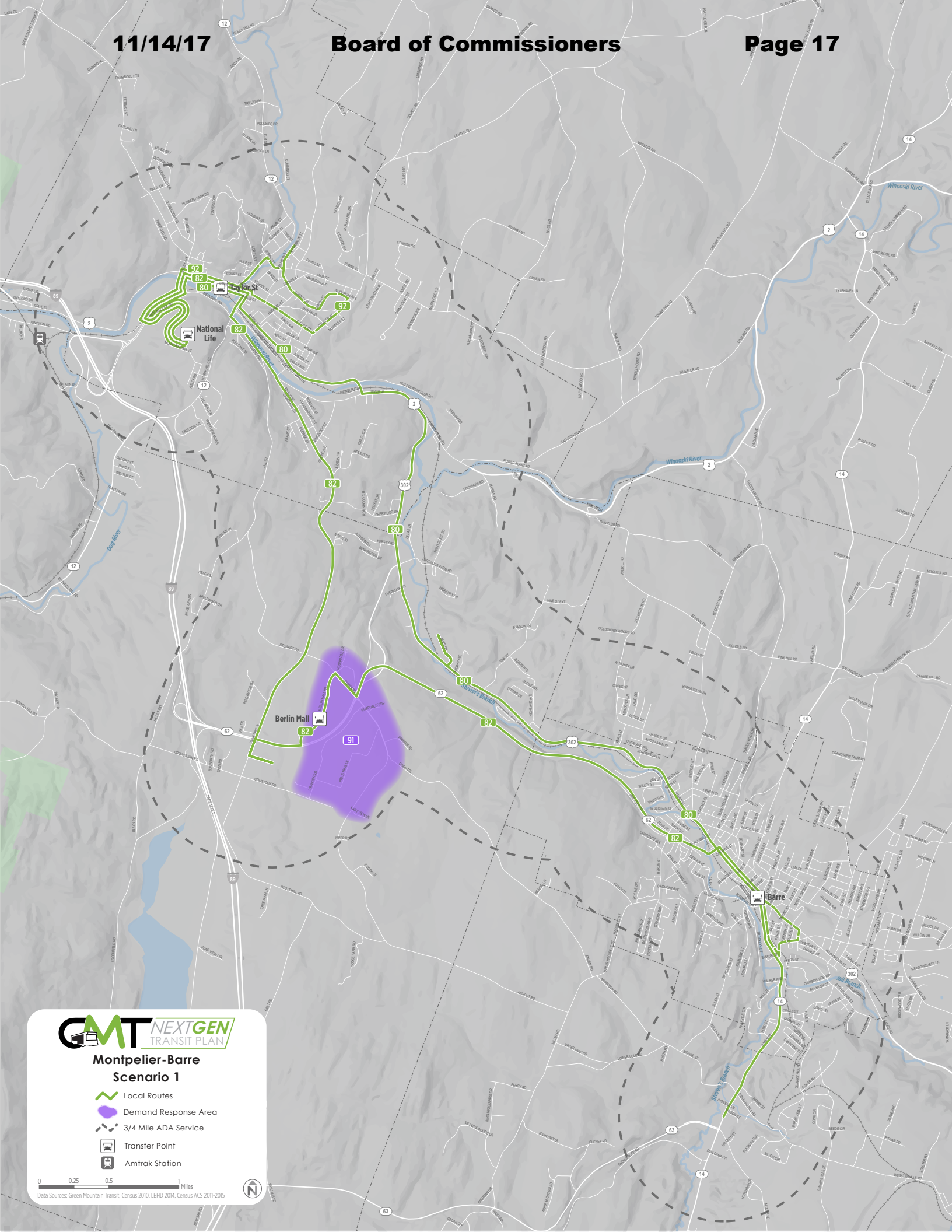
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<i>Flex/Demand Response</i>				
79 UVM/CVMC Barre Health Shuttle	<ul style="list-style-type: none"> No changes proposed for Route 79 	<ul style="list-style-type: none"> Weekdays: 9 AM – 3 PM Demand Response Saturday: no service Sunday: no service General demand-response service 	<ul style="list-style-type: none"> No changes to Route 79 	<ul style="list-style-type: none"> No changes to Route 79
90 Plainfield Health Center Shuttle	<ul style="list-style-type: none"> No changes proposed for Route 90 	<ul style="list-style-type: none"> Tuesday: 10 AM – 2 PM ; Wednesday, 8 AM – 12 PM ; Thursday, 10 AM – 2 PM Demand Response Saturday: no service Sunday: no service General demand-response service, serving Barre on Tuesdays and greater Washington County on Wednesdays and Thursdays 	<ul style="list-style-type: none"> No changes to Route 90 	<ul style="list-style-type: none"> No changes to Route 90
91 Barre Hospital Hill Demand Response	<ul style="list-style-type: none"> Flex service limited to the Hospital Hill area, with connections to fixed routes 	<ul style="list-style-type: none"> Tuesday – Thursday: 9 AM – 2 PM Demand Response Saturday: no service Sunday: no service General demand-response service 	<ul style="list-style-type: none"> Weekdays: 8 AM – 4 PM 60 all day Saturday: no service Sunday: no service Anchored Flex Service, departing and arriving at the Berlin Mall 	<ul style="list-style-type: none"> Tuesday – Thursday: 9 AM – 2 PM 60 min Saturday: no service Sunday: no service Anchored Flex Service, departing and arriving at the Berlin Mall
<i>Shuttle</i>				
85 Hannaford Shopping Special	<ul style="list-style-type: none"> Discontinue weekly shuttle and replace with daily service on other routes 	<ul style="list-style-type: none"> Tuesday: One trip Saturday: no service Sunday: no service Shopping shuttle that serves downtown Barre, Hannaford Supermarket on S Barre Road, and Williamstown with one weekly trip 	<ul style="list-style-type: none"> Replaced by Route 80 Barre – Montpelier via Barre–Montpelier Road 	<ul style="list-style-type: none"> Replaced by new Route 94 Barre Circulator
87 Northfield Community Shuttle	<ul style="list-style-type: none"> No changes proposed for Route 87 	<ul style="list-style-type: none"> Wednesday: One trip Saturday: no service Sunday: no service Shopping shuttle that connects housing and shopping destinations in Northfield to the Berlin Mall with one weekly trip 	<ul style="list-style-type: none"> No changes to Route 87 	<ul style="list-style-type: none"> No changes to Route 87

Bold = Service level differences between scenarios





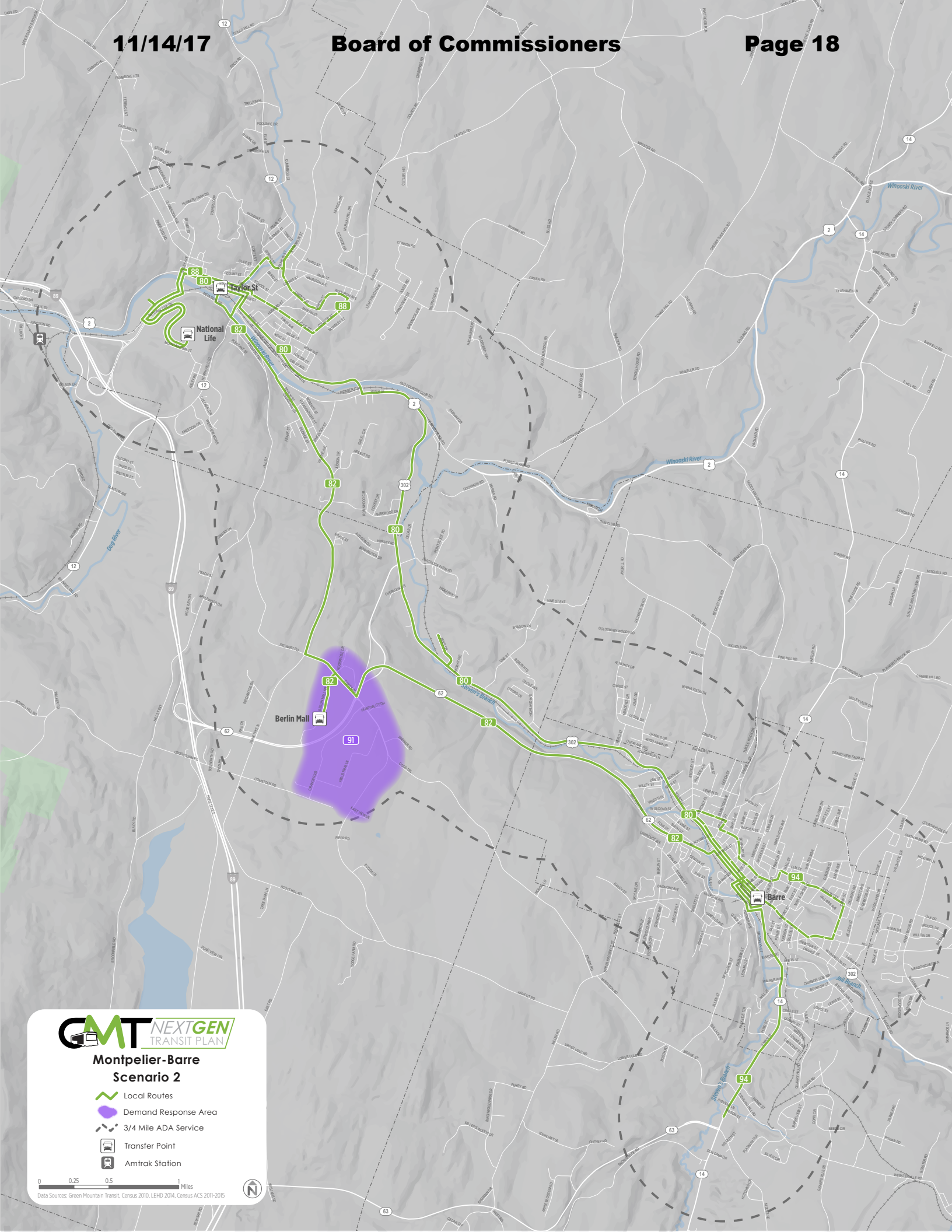
**Montpelier-Barre
Scenario 1**

-  Local Routes
-  Demand Response Area
-  3/4 Mile ADA Service
-  Transfer Point
-  Amtrak Station

0 0.25 0.5 1 Miles

Data Sources: Green Mountain Transit, Census 2010, LEHD 2014, Census ACS 2011-2015





Montpelier-Barre Scenario 2

- Local Routes
- Demand Response Area
- 3/4 Mile ADA Service
- Transfer Point
- Amtrak Station

0 0.25 0.5 1 Miles

Data Sources: Green Mountain Transit, Census 2010, LEHD 2014, Census ACS 2011-2015





STRONGER TOWNS
**STRONGER
VERMONT**

IRENE RECOVERY PROVED THAT VERMONT IS STRONG, BUT THE HAZARDS KEEP COMING.
We’ve faced 33 federally declared disasters since 1990 alone, with hundreds of millions of dollars in damages. From ice storms to heat events, microbursts to flash flooding, climate change is increasing our risk by the day.

WE CAN INTERRUPT THE DISASTER CYCLE WITH HAZARD MITIGATION.
We can’t prevent storms and flooding, but they don’t need to be disastrous. If we take action today, we can save money, prevent damage, and save lives in the future.

AND WE CAN IMPROVE COMMUNITY OUTCOMES IN THE PROCESS.
Many of the best strategies to mitigate hazards also directly help implement many other local community goals, such as reducing town budgets, protecting the environment, supporting vibrant downtowns and strengthening infrastructure.

WE NEED
**YOUR HELP
& IDEAS**

VERMONT STRONGER is Vermont’s 2018 State Hazard Mitigation Planning Process. Diverse Vermonters are coming together to idetrnify strategies that makes us safer – and make us eligible for millions of dol-lars in federal disaster relief and mitigation funding. We need your help to ensure that hazard mitigation supports related goals - such as clean water - and that the plan includes strategies and partners from around the state.

What **STATE-LEVEL ACTIONS** can we take to mitigate hazards in Vermont? What actions would support your efforts to mitigate hazards on the ground in your own communities? We need your help to identify state policies, programs, materials and direct actions that can help advance our mutual goals.

WHAT STATE-LEVEL ACTIONS WOULD HELP YOU MITI-GATE HAZARDS IN YOUR TOWNS?



WHAT IT LOOKS LIKE:
HAZARD MITIGATION & RESILIENCE

This field in Brandon used to be the site of a home. When it was de-destroyed during Tropical Storm Irene, a statewide buyout program helped remove the damaged house, restore the site and protect it from future development, while paying the homeowners fair market value.

Today the site is important for local hazard mitigation. It absorbs flood-waters and allows them to spread out, protecting developed areas downstream. It also improves water quality by reducing impervious sur-face in the floodplain, while absorbing and filtering runoff.

1

SHARE YOUR IDEAS

Use the next poster to tell us what **state-level actions, programs or policies** would help your work with local hazard mitigation planning and action. The state plan won’t include lo-cal strategies themselves, but higher level ac-tions that support them.

BE A CHAMPION

The State Hazard Mitigation Plan isn’t just a plan for state government. Organizations, towns and groups all over Vermont have a role to play. **Sign up to champion an idea** that you’d like to work on - or that you’re already doing.

2

3

JOIN THE TEAM

The planning process is open, and we welcome participants to join our working groups, provide feedback online and get involved.

Contact Stephanie Smith, State Hazard Mitigation Planner, for info.
stephanie.a.smith@vermont.gov (802) 241-5362

STRONGER TOWNS
**STRONGER
VERMONT**

WHAT DO YOU THINK?

We're asking this question around the state, and your ideas will become the actions in Vermont's 2018 State Hazard Mitigation Plan. Please write in your ideas below, comment on other ideas, and tell us what you think.

[illegible]



FY 2018 Work Plan

Introduction

The Central Vermont Regional Planning Commission (CVRPC) leverages the power of people working together to assist its member municipalities in providing effective local government and to address regional issues. CVRPC's professional, skilled staff expands local capacity and works to link local, state, and federal visions for the future. This Work Plan is CVRPC's annual statement of planned activities.

CVRPC is one of eleven Commissions in Vermont. CVRPC operates under the Vermont Municipal and Regional Planning and Development Act (V.S.A. Title 24, Chapter 117) and its adopted bylaws. All municipalities, by law, are members. Active municipal participation in CVRPC affairs is voluntary.

The Central Vermont Regional Planning Commission Board of Commissioners governs its policies and activities. Each of Region's 23 municipalities appoints one Commissioner and an Alternate.

In FY 18, CVRPC will participate in or manage programs of importance to municipalities, the region and the state. Specific grants, as noted, generally fund these programs, but they are coordinated across programs. Through this integrated, comprehensive approach, CVRPC will positively impact the following outcomes:

- ❖ Municipal permitting is predictable and effective.
- ❖ Vermont is prepared for local, regional or statewide emergencies.
- ❖ Transportation systems are planned effectively with local, regional, and state consideration of economic, environmental, and community impact.
- ❖ Brownfield sites are assessed and cleaned up, creating and preserving jobs and housing and providing public benefit.
- ❖ Vermont has access to sufficient energy resources and plans for new generation, efficiency, and conservation to support community and economic development.
- ❖ Infrastructure is planned and coordinated to meet the needs of the local and regional economy.
- ❖ Community and economic development are coordinated within and across regions to maximize public resources and ensure strong vibrant communities.
- ❖ Vermont's land use laws are implemented.
- ❖ Vermont's working landscape is used effectively for community and economic benefit, water quality is improved, and environmentally sensitive areas are protected.

Budget, Staffing, and Administration

The FY 18 CVRPC Budget Summary reflects an anticipated increase in revenue for the coming fiscal year largely due to an increase in projects with contractor services, the administration and implementation of clean water programs, and continued funding for local energy planning. Revenues that support operations are level funded.

Legislative funding passed through the Agency of Commerce and Community Development (ACCD) is level funded from FY 17. The funds are distributed based on a formula, and CVRPC's share decreased based on the region's rate of growth in proportion to other areas of the state. CVRPC expects to continue to utilize these funds to help our work under the region's municipal assistance program. This funding provides match as required under our agreements with the Vermont Agency of Transportation and Vermont Emergency Management and supports our Brownfields and Local Hazard Mitigation planning assistance program.

Transportation planning funds are expected to be level for the contract period beginning October 1, 2017. Due to spending schedules in FY17, transportation shows as a budget increase in FY 18. CVRPC also received a one-time grant to demonstrate best management practices on Class IV roads and will administer a Municipal Grants In Aid and Clean Water Block Grant programs along with other RPCs. Public Safety funding increased due to the spending schedule for the Emergency Management Performance Grant and a scope modification to assist eight additional communities with Local Hazard Mitigation Plans. VANR funding is increased due to delays in state contracting that pushed multiple FY 17 projects into FY 18. Better Roads assessments will be direct contracts with municipalities rather than VTrans in FY 18. CVRPC will continue to pursue additional sources of funding for program support and implementation as needed.

Increases in expense line items are related to the program and project changes noted above. Overhead costs will increase in FY 18 due to replacement of CVRPC's server, delayed purchase of a staff computer from FY 17, and contracted assistance to modernize CVRPC's financial management system. Changes to payroll and fringe benefits reflect staffing changes, primarily CVRPC's decision to end leased employee services to the Mad River Valley Planning District and the Cross Vermont Trail.

Reserve funds are allocated for operating funds and long-term, equipment, and accrued compensated absences reserves. CVRPC's reserve funds were depleted substantially over the past 10 years. A 10-year replenishment plan is being initiated in FY 18. The Commission has established a four-year plan for equipment and software upgrades and replacement. Anticipated needs for FY 18 are based on that plan and are included in the budget's equipment/furniture and office supplies line items. A change in federal regulations designated items costing less than \$5,000, regardless of useful life, as supplies.

Staffing in FY 18 will include 10.5 employees: the Executive Director, Finance & Office Manager, Program Manager, Senior Planners (3), Planners (2), and Leased Employees (2.5). Leased Employees are being transitioned away from CVRPC in FY 18. Two summer Planning Technicians will assist with transportation field work. During this year, the Commission may look towards additional assistance through seasonal interns (Planning Technicians), school to work programs, and temporary or full time staff as needed. CVRPC will hire contractors to assist with technical projects.

Work Program Highlights

Local and Regional Planning – The Agency of Commerce and Community Development (ACCD) ACCD provides state oversight for CVRPC's core funding from the municipal and regional planning fund. In accordance with state statute, a portion of property transfer taxes collected each year is passed through this fund to provide financial support for regional planning commissions and the municipal planning grant program. This funding supports CVRPC basic operations and local and regional planning, and leverages work for several other programs including transportation planning, emergency preparedness, and brownfield revitalization. In FY 18, CVRPC will strengthen its local technical assistance program, host planning and zoning roundtables, engage in policy issues important to the region and state, and complete the regional plan update. CVRPC provides technical assistance to municipalities upon request. Municipalities can receive up to 12 hours of free GIS assistance through this program annually.

Vermont Agency of Transportation (VTrans) - CVRPC staff works closely with the Transportation Advisory Committee and the Vermont Agency of Transportation regarding regional transportation needs through an effort called the Transportation Planning Initiative (TPI). Because the TPI program follows a different fiscal year than the CVRPC, CVRPC will operate under the FFY 17 work program adopted by the Executive Committee until September 30, 2017. A specific FFY 18 work program required by VTrans will be presented to the Committee for consideration.

CVRPC staff continues assistance to municipalities in preparation for the Municipal Roads General Permit (MRGP). The Permit activates in 2018. CVRPC will complete road erosion assessments and culvert inventories for 11 of 23 municipalities in FY 18. Staff will also assist the majority to develop transportation capital budgets. This work is funded through the TPI and the Better Roads program.

Public Safety - Through funding from Vermont Department of Emergency Management and Homeland Security (DEMHS), CVRPC will assist communities, the region and the state with coordinated all-hazard emergency planning and preparedness. In FY 18, CVRPC will:

- ❖ complete Local Emergency Operations, Hazard Mitigation and Continuity of Operations Plans.
- ❖ provide education and training for local officials and the general public.
- ❖ coordinate and participate in state and local public safety exercises and drills.
- ❖ provide staff support to the Central Vermont Local Emergency Planning Committee (LEPC#5).
- ❖ assist interested municipalities with meeting requirements under the Emergency Relief Assistance Fund (ERAF) rules.
- ❖ host National Flood Insurance Program trainings for local floodplain administrators.

Water Resources Planning and Implementation - Reinforcing its mission, in FY 17 CVRPC assisted three municipalities to manage stormwater on a watershed basis through joint stormwater master planning. CVRPC will expand this effort in FY18 with additional two stormwater plans and forest integrity planning for the upper Winooski watershed. Following three successful projects, Northfield will continue utilizing CVRPC as a knowledgeable, local project manager for a stormwater implementation project in FY 18. CVRPC continues to increase our work assisting the state and our municipalities with implementation of Act 64, the Clean Water Act. In addition, projects in FY 18 will include:

- ❖ participate in development of a Tactical Basin Plan for the Winooski River watershed.
- ❖ provide assistance to local municipalities and watershed organizations to identify and protect water resources via town planning, land use regulation and project implementation.

- ❖ continue support to the Mad River Ridge to River stormwater team to implement municipal land use activities and transportation projects.
- ❖ continue work with stormwater master plan towns to implement plan recommendations.
- ❖ facilitate the transition of river corridor regulations in up to nine communities from interim to permanent status so the municipalities can maintain their ERAF status.
- ❖ coordinate water quality work with transportation and emergency planning efforts, including workshops for road crews and outreach related to fluvial erosion hazards and flood mitigation.

Brownfields - The CVRPC Brownfields program leverages EPA assessment grant funds to support public, private, and non-profit development and green space projects. The program administration is also supported by state planning (ACCD) funds. A program Steering Committee works with CVRPC to select sites that may benefit from environmental assessments, fund those assessments, carry out public outreach, and, if necessary, create plans for how sites can be cleaned up and redeveloped for reuse. Program priorities for FY 18 include:

- ❖ assisting Woodbury with a FEMA-funded buyout and floodplain restoration project,
- ❖ implementing Barre's downtown redevelopment initiative through multiple site assessments,
- ❖ supporting a business expansion in Barre,
- ❖ enhancing safety for children at a new playground in Montpelier; and
- ❖ targeting up to three new sites for assessment of petroleum issues.

Local and Regional Energy Planning – CVRPC continues its work to build a regional energy plan and to support municipalities in the development of local energy plans. Much of the regional work will focus on public engagement on the draft plan and incorporating the plan language into Plan Central Vermont. In 2016, the Legislature made a three-year commitment to provide regional planning commissions with annual funding for local energy plan development. CVRPC provided data and mapping that meets state requirements to all municipalities in FY17 and provided custom assistance to four municipalities. In FY 18, it will support plan development in at least three additional municipalities.

Fee for Service – CVRPC provides administrative, fiscal, Geographic Information System (GIS), and project management services on a fee-for-service basis to intermunicipal districts and non-profits. CVRPC provides payroll services and staff support to the Wrightsville Beach Recreation District, leased employee and bookkeeping services to the Mad River Valley Planning District, bookkeeping services to the Mad River Resource Management Alliance, leased employee services to the Cross Vermont Trail, and fiscal agent services for Local Emergency Planning Committee #5. For FY 18, CVRPC has chosen to end leased employee and bookkeeping services to focus on its core planning services.

Member municipalities, non-profit partners, and private individuals use CVRPC's GIS services. GIS mapping analysis helps our partners understand and visualize data to make informed decisions. Municipalities receive up to 12 hours of GIS services free of charge annually.

CVRPC's project management services provide municipalities with flexible staffing for grant administration, program management, and project implementation. Our staff is experienced in a variety of programs, including Community Development Block Grants (CDBG), Ecosystem Restoration grants, and transportation grants.

CVRPC welcomes requests for assistance throughout the year. Requests are filled on a first come, first served basis.

Central Vermont Regional Planning Commission

FY18 Budget Adjustment

Adopted by the Executive Committee 10/02/17

Juliana Potter, Chair

Line		03.06.17	07.11.17	09.05.17	10.02.17	Difference from Current	Percent Change	Budget Change Notes
		FY 17 Budget*	FY 18 Budget	FY 18 Budget	FY 18 Budget			
1	REVENUES	1,365,447	1,700,457	1,646,188	1,629,187	(17,001)	-1.0%	
2	Community Development	172,250	344,480	346,980	346,980	0	0.0%	
3	Fee for Service	181,606	25,143	25,143	42,767	17,624	70.1%	Increase for leased employee actual
4	Interest	10	10	10	10	0	0.0%	
5	Municipal Contracts	24,849	35,437	35,737	35,737	(0)	0.0%	
6	Natural Resources	265,335	431,743	423,301	423,301	(0)	0.0%	
7	Other Income	3,454	0	5,000	5,000	0	0.0%	
8	Public Safety	173,528	112,660	50,763	44,702	(6,061)	-11.9%	Decrease for EMPG actuals
9	Regional Planning Funds (ACCD)	271,550	269,585	269,585	342,560	72,975	27.1%	Increase for deferred FY17 revenues
10	Town Appropriations	71,537	71,537	71,537	71,537	0	0.0%	
11	Transportation	201,328	409,864	418,133	316,593	(101,540)	-24.3%	Decrease for TPI actuals & DEC contracting delay for Class IV Road Demonstration
12	Reserves	0	0	0	0	0	-	
		FY 17 Budget	FY 18 Budget	FY 18 Budget	FY 18 Budget	Difference from Current	Percent Change	Budget Change Notes
	EXPENSES	1,365,426	1,697,572	1,645,997	1,628,515	(17,482)	-1.1%	
13	Advertising	700	2,210	2,410	2,350	(60)	-2.5%	
14	Contractor Services	389,848	797,085	764,017	714,017	(50,000)	-6.5%	Decreased for actual contract start
15	Copy/Print	6,075	6,200	4,483	4,483	(1)	0.0%	
16	Dues/Memberships	10,167	10,635	10,110	10,250	140	1.4%	
17	Equipment / Furniture	0	20,000	20,000	20,000	0	0.0%	
18	Equipment Repair/Srvc	1,070	450	450	400	(50)	-11.1%	
19	Fringe Benefits	216,271	202,183	171,112	154,308	(16,804)	-9.8%	Decreased for health & insurance benefits
20	Insurance	1,517	1,510	1,510	1,510	0	0.0%	
21	Interest	10	50	50	50	0	0.0%	
22	Line of Credit	0	150	150	150	0	0.0%	
23	Meeting/Programs	12,064	12,629	12,929	12,819	(110)	-0.9%	
24	Office Rent/Util/Repair	43,054	42,929	42,929	42,929	0	0.0%	
25	Other Expense	3,650	500	500	500	0	0.0%	
26	Payroll	603,506	485,569	424,469	480,539	56,070	13.2%	Increased for FY17 comp liability, leased employee actual, health benefit, & fall intern
27	Postage	1,900	2,600	2,600	2,600	0	0.0%	
28	Professional Services	25,775	36,205	111,175	108,175	(3,000)	-2.7%	Single Audit not required for FY17
29	Reserve Contribution	0	20,000	20,000	13,000	(7,000)	-35.0%	Decreased to balance budget
30	Software / Licenses	7,381	7,038	7,898	7,798	(100)	-1.3%	
31	Subscriptions / Publications	541	212	212	212	(1)	-0.2%	
32	Supplies - Office	7,820	7,380	7,380	7,380	0	0.0%	
33	Supplies - Billable	7,927	9,026	9,120	9,920	800	8.8%	Increased for fields services tablet
34	Telephone / Internet	6,509	6,812	6,812	7,112	300	4.4%	
35	Travel	19,641	26,200	25,683	28,014	2,331	9.1%	Increased for projects
36	BAL END	21	2,885	191	672	481		

*Revenues for leased employees & admin/finance services recategorized for comparison

Board of Commissioners
Central Vermont Regional Planning Commission
FY18 Budget
As of 10/02/17

Total Revenues			\$1,629,187
Line			
1	Community Development		\$346,980
2	EPA Brownfields FFY15	\$299,780	274,323 contractor pass through for assessments
3	BCRC Regional Energy Planning	\$20,000	Outreach/engagement and final plan
4	NRPC Local Energy Planning FY17	\$11,800	Waterbury Town/Village, E. Montpelier, Barre Town
5	NRPC Local Energy Planning FY18	\$15,400	4 new communities
6			
7	Fee for Service		\$42,767
8	Mad River Valley Planning District Bookkeeping	\$396	Anticipate July 31 end
9	Mad River Valley Planning District Leased Employees	\$29,823	Billed back; anticipate July 31 end
10	Wrightville Beach Recreation District Bookkeeping	\$1,300	Anticipate December 31 end
11	Cross Vermont Trail Leased Employees	\$10,149	Billed back; anticipate December 31 end
12	GIS Mapping	\$1,100	
13			
14	Interest		\$10
15			
16	Municipal Contracts		\$35,737
17	Barre Town Manhole	\$300	
18	Calais Better Roads FY18	\$6,524	
19	East Montpelier Better Roads FY18	\$8,000	
20	Fayston Better Roads FY18	\$4,653	
21	Northfield Better Roads FY18	\$6,300	
22	Orange Better Roads FY18	\$3,375	
23	Williamstown Better Roads FY18	\$3,150	
24	Woodbury Better Roads FY18	\$1,050	
25	Worcester Better Roads FY18	\$2,385	
26			
27			
28	Natural Resources		\$423,301
29	ACRPC FFY17 604B	\$1,818	
30	CCRPC FY17 Clean Water Act Outreach	\$3,760	
31	CCRPC FY18 Clean Water Act Outreach	\$18,718	Estimated 75% FY17 award
32	DEC FY16 ERP 3-Town Stormwater Masterplan	\$41,565	Barre Town, Barre City & Plainfield; 21,478 contractor pass through
33	DEC FY17 ERP Berlin Stormwater Masterplan	\$26,525	21,478 contractor pass through
34	DEC FY17 ERP Moretown Mad River Corridor Plan	\$26,878	25,150 contractor pass through
35	DEC FY17 ERP Northfield Water Street Stormwater	\$173,785	166,431 contractor/town pass through; Awarded and awaiting contract
36	DEC FY17 Mad-Kingbury Stormwater Masterplan	\$106,000	Two joint plans: East Montpelier, Calais, Woodbury & Duxbury, Moretown, Fayston, Waitsfield, Warren; 100,521 contractor pass through
37	CCRPC Clean Water Block Grant	\$0	\$1.5 M awarded to RPCs; 10% program administration funds; specific RPC amount TBD
38	High Meadows Resilience	\$22,222	Cabot, Plainfield, Marshfield flood resilience
39	FPR Forest Integrity	\$2,030	Contract in progress; Year 1 of 3-year grant
40			

FY18 Budget

As of 10/02/17

Total Revenues		\$1,629,187
Line		
41	Other Income	\$5,000
42	Donation	\$5,000
43		
44	Public Safety	\$44,702
45	VEM Emergency Mangmt Planning Grant (EMPG) FFY 16	\$19,389
46	VEM Emergency Mangmt Planning Grant (EMPG) FFY 17	\$18,750 Estimated 75% FFY16 award
47	Local Emergency Planning Committee (LEPC)	\$4,000 Administrative services, including expenses
48	VEM HMGP Mega	\$1,603
49	VEM HMGP Mega Administration	\$960
50	VEM HMGP Mega Town Contribution	\$0
51		
52	Regional Planning Funds (ACCD)	\$342,560
	FY17 Carry Forward	\$72,975
	FY18 Allocation	\$269,585
53		
54	Town Appropriations	\$71,537
55		
56	Transportation	\$316,593
57	VTrans Transportation Planning Initiative (TPI) FFY17	\$85,266 45,000 contractor pass through for studies
58	VTrans Transportation Planning Initiative (TPI) FFY18	\$146,363 6,000 contractor pass through for studies
59	VTrans Better Roads FY17 - Montpelier	\$5,674 Road erosion & culvert inventory and transportation capital budget
60	VTrans Better Roads FY17 - Roxbury	\$1,736 Road erosion inventory & transportation capital budget
61	VTrans Better Roads FY17 - Warren	\$1,634 Road erosion inventory
62	DEC Class IV Road Demonstration	\$51,000 50,000 town pass through for construction
63	NRPC Municipal Grants In Aid	\$24,921 Program admin and municipal outreach & assistance for MRGP BMP implementation

Notes: Gray shading denotes risk areas, such as annual contracts that will not be confirmed until the fiscal year has begun, grant award not under contract, and prospective contracts with a reasonable expectation of award.

Central Vermont Regional Planning Commission

FY18 Budget

As of 10/02/17

Total Expenses

\$1,628,515

Line

1	Advertising		\$2,350
2	Administrative	0	
3	ACCD	1,040	Regional Plan & 11 Municipal Plan approval hearings
4	Community Development	250	
5	Municipal	0	
6	Natural Resources	600	
7	Public Safety	160	
8	Transportation	300	
9			
10	Contractor Services		\$714,017
11	Admin	0	
12	ACCD	0	
13	Brownfields	274,323	Site assessments and corrective action planning
14	Tactical Basin Planning	3,636	
15	FY16 ERP 3-Town Stormwater Masterplan	21,478	Barre City, Barre Town, Plainfield
16	FY17 ERP Northfield Water Street Stormwater	166,431	Stormwater installation
17	FY16 ERP Berlin Stormwater Masterplan	21,478	
18	FY17 ERP Moretown Mad River Corridor Plan	25,150	
19	FY17 ERP Mad-Kingsbury Stormwater Masterplan	100,521	Warren, Waitsfield, Fayston, Duxbury, Moretown & East Montpelier, Calais, Woodbury
20	FFY17 Transportation Planning Initiative (TPI)	51,000	Intersection studies for E. Montpelier & Orange
21	DEC Calais Class IV Roads	50,000	Pass through to Towns for project construction
22	Clean Water Block Grant Implementation	0	To be determined
23			
24	Copy / Print		\$4,483
25	Old Lease	1,338	Prorated 3 months
26	New Lease	2,320	Prorated 10 months
27	Color Copies	725	Reduced for new copier lease
28	Property Tax	100	
29			
30	Dues / Memberships / Sponsorships		\$10,250
31	VAPDA	6,050	Annual Dues, includes special project assessment and CVRPC participation in multi-RPC activities
32	VT League of Cities & Towns	835	
33	Nat'l Assoc. of Development Orgs	2,000	
34	Assoc. of State Floodplain Managers	240	Certified Floodplain Manager
35	VT Planners Assoc.	125	5 staff
36	American Planning Association	0	Salary based
37	Conference/Workshop Sponsorships	1,000	

Central Vermont Regional Planning Commission

FY18 Budget

As of 10/02/17

Total Expenses			\$1,628,515
38			
39	Equipment / Furniture		\$20,000
40	Capital: Non-Billable	20,000	Server replacement
41	Capital: Billable	0	
42	Office Furniture	0	
43	Office Equipment	0	
44	Other	0	
45			
46	Equipment Repair & Service		\$400
47	Telephone System	100	
48	Repair & Service	300	Traffic counter repair
49			
50	Fringe Benefits		\$154,308
51	FICA	34,355	Medicaid & Social Security taxes
52	Health Ins.	72,086	12.7% premium increase requested by BCBSVT for CY18; removed payment in lieu of health insurance
53	Dental Ins.	6,494	2% premium increase
54	Vision Ins.	0	Not provided
55	Retirement	22,454	5% of gross wages
56	Disability Ins.	920	
57	Life Ins.	4,972	
58	Unemployment Ins.	1,510	
59	Workers Comp Ins.	2,600	Fluxuates between \$2400-\$2600 annually
60	MRVPD Leased Employee Fringe	8,056	All benefits
61	Cross Vermont Trail Leased Employee Fringe	860	FICA only
62			
63	Insurance		\$1,510
64	General Liability (Property/Vehicle/Fire)	1,510	Policy includes Public Officials Liability
65			
66	Interest		\$50
67			
68	Line of Credit		\$150
69	Annual Fee	150	
70	Debt Repayment	0	Debt not anticipated
71	Interest	0	

Central Vermont Regional Planning Commission

FY18 Budget

As of 10/02/17

Total Expenses			\$1,628,515
72			
73	Meeting / Programs		\$12,819
74	Admin	2,500	50th celebration 1500; NADO Policy Conf 500
75	ACCD	6,500	700 workshops/forums; 800 Commission mtgs; prof dev
76	Energy Planning	750	
77	Brownfields	500	In-state trainings, national conference
78	Municipal	0	
79	Natural Resources	449	Winooski Basin Plan meetings
80	Public Safety	610	LEPC 500; floodplain administrator training
81	Transportation	1,510	TAC & project mtgs
82			
83	Office Rent / Utilities / Repairs		\$42,929
84	Rent	41,059	Lease through 09/30/2020
85	Office Cleaning	1,820	70/bi-weekly
86	Repairs & Other Maintenance	50	
87			
88	Other Expense		\$500
89	Miscellaneous	300	Gifts, non-billable fees, etc.
90	Interest & Fees	100	
91	Bad Debt	100	
92			
93	Payroll		\$480,539
94	Gross Pay	432,867	7 FTE plus Planning Techs; includes raises, bonuses, & payment in lieu of health insurance benefit
95	Comp Time	3,411	FY18 estimate
	Comp Time	12,812	FY17 unpaid liability
96	Overtime	0	Non-exempt employee
97		21,767	MRVPD Leased Employees
98		9,288	Cross VT Trail Leased Employees
99		394	Payroll direct deposit fees
100			
101	Postage		\$2,600
102	Postage Machine	875	175/qtr meter lease
103	Machine Postage	1,500	1000/year unless Regional Plan work
104	Billable Postage	225	

Central Vermont Regional Planning Commission

FY18 Budget

As of 10/02/17

Total Expenses			\$1,628,515
105			
106	Professional Services		\$108,175
107	Audit	9,000	Single Audit not anticipated
108	Accounting	81,120	Bookkeeping, audit preparation, QuickBooks conversion
109	Benefits Administration	1,000	Section 125 Cafeteria Plan
110	Employee Assistance Program	0	
111	IT/Computer	10,530	Base 4980, Problems 550, Server install 5000
112	Legal	4,600	3000 Personnel & benefits; 600 brownfields; 1000 other
113	Staff Training	0	
114	Videography	1,925	175/mo for Commission meetings
115			
116	Reserve Contribution		\$13,000
117	General	13,000	
118	Equipment/Capital	0	
119	Office Renovation	0	
120			
121	Software / Licences / IT Subscriptions		\$7,798
122	ESRI GIS License	3,600	1600 single; 1500 concurrent; 500 Spatial Analyst
123	Reimage	42	ARCGIS online patch
124	Intuit Quickbooks Pro	1,390	1-yr QB payroll module; 3-year annual license due 2020; 5 additional user seats 1000
125	Microsoft Exchange 365	562	Remote access (email)
126	Tech Soup	318	Quickbooks license 1@50; Adobe Standard 4@55 each; Antivirus 12@4
127	Log Me In	600	Remote access
128	Symquest	488	1-year server warranty
129	AT&T	300	GPS symcard data service (GPS data accuracy corrections)
130	Community Remarks	280	Community outreach map for Regional Plan
131	Network Solutions	218	CVRPC & Plan Central VT website
133			
134	Subscriptions		\$212
135	Times Argus	190	e-subscription
136	Valley Reporter	22	e-subscription
137	Front Porch Forum	0	Allows postings to 23 forums in the region (outreach tool)

Central Vermont Regional Planning Commission

FY18 Budget

As of 10/02/17

Total Expenses			\$1,628,515
138			
139	Supplies - Office		\$7,380
140	General Office	3,500	
141	Equipment	2,230	EM laptop & monitor
142	GIS	1,000	
143	Bottled Water	650	
144	Office Furniture	0	
145			
146	Supplies - Billable		\$9,920
147	ACCD	150	
148	Municipal	0	
149	Community Development	320	
150	Public Safety	0	
151	Natural Resources	550	
152	Transportation	8,900	Field supplies 1100; Bicycle counter 7000; Tablet 800
153			
154	Telephone / Internet		\$7,112
155	Telephone Lease/Service	4,820	
156	Internet Service	1,392	
157	Tablet Data Plan	900	For GPS accuracy during field work
158			
159	Travel		\$28,014
160	Administrative	4,000	VAPDA & other mtgs
161	ACCD	8,125	Municipal & State meetings; professional development
162	Community Development	3,128	Brownfields trainings/site visits/conference; energy regional outreach & local plans
163	Municipal	1,550	Municipal contract meetings & field work
164	Natural Resources	1,475	Meetings
165	Public Safety	2,591	Site visits, meetings, CFM continuing education requirement
166	Transportation	7,145	TPI 5250; Better Roads Inventories 450; Water quality 1444
167			

CENTRAL VERMONT REGIONAL PLANNING COMMISSION**Reserve Fund**

As of 10/02/17

Reasons for Reserve Fund:

- to ensure the Commission can continue to provide a useful level of services in times of tight budget years;
- to provide for emergency funds, should they be needed; and
- to ensure sufficient funding to close down, should that ever be the case.

Recommendation: **6 months minimum operating expenses**
\$404,379.68

Current Reserves: **\$16,198**
 \$16,198 Unrestricted/Unassigned - general reserves
 \$0 Unrestricted/Committed - emergency equipment purchases & other capital expenses
 \$0 Unrestricted/Committed - accrued compensated absences (liability for Vacation & Sick Leave and Compensatory Time)

Balance (+/-): (\$388,182)

Minimum Monthly Expenses:

Total **\$67,397**

Equipment	\$1,667
Fringe Benefits	\$12,116
Insurance	\$126
Office Rent/Utilities	\$3,577
Other Expense	\$42
Payroll	\$36,072
Postage	\$217
Printing/Copies	\$374
Prof Services	\$9,015
Software (licenses)	\$650
Supplies Office	\$615
Telephone/Internet	\$593
Travel	\$2,334

Recommendations

1. During this year, contribute \$13,000 to existing reserves.
2. Recommended set aside should be reviewed at mid-year and adjusted as needed.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

DRAFT MINUTES

October 10, 2017

Commissioners:

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

Staff: Pam DeAndrea, Eric Vorwald, Clare Rock

Guest: Jamie Stewart

CALL TO ORDER

Chair J. Potter called the meeting to order at 7:00 pm and introduced herself and let people know that Bonnie Waninger is attending an out of state conference. Those present introduced themselves. Potter welcomed new planner Clare Rock back on board and passed around a thank you card for Commissioners to sign for recently retired Commissioner Dick Payne. Potter reminded Commissioners if they want a hard copy of the packets please let B. Waninger know.

ADJUSTMENTS TO THE AGENDA

None.

PUBLIC COMMENTS

None.

SEPTEMBER 12, 2017 MEETING MINUTES

It was noted that page 4 line 9 contained a misspelling.: "Norther" should be "Northern".

J. Shatney moved to approve as amended, D. Torre seconded. Motion carried.

Staff Reports

E. Vorwald noted CVRPC is accepting requests from towns who would like assistance drafting local energy plans to meet the Public Service Board's substantial deference requirement.

Executive Director's Report

No comments or questions.

Committee Reports

P. DeAndrea is seeking volunteers to the Clean Water Advisory Committee. S. Lotspeich identified a correction to the TAC committee report – the meeting with the Transportation Board will be rescheduled.

Potter directed attention to the letters contained within the back of the packet. The copies of project review letters have been attached as per a request of the Commission.

Center Vermont Economic Development Corporation Report

J. Stewart reported CVEDC is working on recruitment and retention initiatives. CVEDC believes new growth and expansion will come from existing businesses. Some businesses have been bought by large multi-national and national companies. Stewart reported new owners are planning on employee retention and potential expansion which would generate new capital.

CVEDC technical assistance program serves business with < 10 employees. One example is Sawyer Made, a second generation company which makes Windsor chairs, is located in Woodbury and looking to expand. Another aspect of the TA program provides QuickBooks setup and training assistance, and web site development by working with college students. CVEDC provides other technical assistance, including a \$50,000 Revolving Loan Fund.

CVEDC is working on workforce development, and the challenge of finding skilled workers. CVEDC convened a group of HR managers to discuss working collaboratively and is a working with schools to develop training programs. CVEDC will convene the manufacturing industries.

CVEDC will be hosting its annual meeting on October 17. Awards will be presented to Montpelier Chief Tony Facos, Beniot Electric, Desereau Machines, and Northfield Savings Bank.

Cabot Municipal Plan Approval and Confirmation of Planning Process

E. Vorwald provided an overview of the plan. The Town has adopted the plan. Vorwald reviewed the criteria for plan approval. The Town Plan Review Committee recommended approval.

Commission questions included:

- inclusion or reference of Act 46 and school consolidation. The plan did touch upon the school buildings and the town's desire to ensure these buildings will remain in use into the future, and

- whether specific land use map is required. Collectively, other maps provided the information required.

Municipal Plan Public Hearing

J. Potter reminded attendees that the purpose of the hearing is for the public to have the opportunity to comment on the plan.

R. Krauth moved to open the public hearing; D. La Haye seconded. Motion carried.

No members of the public present.

J. Brabant moved to close the public hearing; S. Lotspeich seconded. Motion carried.

Municipal Plan Regional Approval & Confirmation of Planning Process

Potter noted a draft Resolution to approve the plan and confirm the Town's planning process had been included on page 34 of the packet.

B. Towbin moved to adopt the Resolution approving the Town of Cabot's municipal plan and confirm the Town's planning process; R. Krauth seconded. Motion carried.

Winooski River Tactical Basin Plan

Karen Bates was unable to make the meeting. P. DeAndrea gave the presentation, noting page 35 of the CVRPC packet included some information. DeAndrea said tactical basin plans focus on the projects or actions needed to protect or restore specific waters and identify appropriate funding sources to complete the work, based upon monitoring and assessment data.

P. DeAndrea stated the purpose of the presentation was to provide the Commission with an overview of the project and to gather input from Commissioners. DeAndrea has presented the project to Plainfield and Waterbury and hosted a presentation at the Chamber, inviting Barre City, Barre Town, Montpelier and Berlin. DeAndrea will be presenting in Calais on October 18.

B. Towbin said he finds the details of Act 64 troubling due to the costs town will be required to bare. Towns may consider paying a percentage of their road budget to help cover the cost of this new rule. He suggested towns provide input on the basin planning process and provide comments on the Municipal Road General Permit process.

Discussion followed regarding funding sources, the purpose of the clean water act, and the tactical basin plan's focus to reduce phosphorous.

B. Towbin said he has grave concerns about the dam in Marshfield and the need to ensure dam safety given climate models and that past data will not be sufficient to address future events.

P. DeAndrea will provide Karen Bates feedback based upon the meeting. Staff will review the draft Winooski Tactical Basin Plan to ensure there is no conflict with the Regional Plan. Staff

1 will then provide recommendations to the Commission. The Commission will make comments
2 to the Secretary of the Agency of Natural Resources as provided Vermont statute.

3
4 Lastly, DeAndrea is seeking members to join the Clean Water Advisory Committee.

5
6 Potter reminded Commissioners that the next Commission meeting will be November 14, 2017.

7
8 **Adjourn**

9 *D. La Haye moved to adjourn; L. Cattaneo seconded. Motion carried.*

10
11
12 Respectful submitted by,
13 Clare Rock, Senior Planner

Central Vermont Regional Planning Commission

802-229-0389

Staff Report, November 2017

Fax: 802-223-1977

LAND USE PLANNING & MUNICIPAL ASSISTANCE

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

The Public Service Department returned comments on the draft regional energy plan. Most comments focused on augmenting text and policies to strengthen the plan's standing. The Regional Energy Committee will meet to review updates and consider a final recommendation to the Board.

Project Review: The Project Review Committee continued to discuss substantial regional impact criteria (see Committee Report). The Committee anticipates one more meeting on this subject before recommending action by the Board. No new projects were reviewed.

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

CVRPC has been soliciting interest from communities that desire substantial deference in the Section 248 process for their municipal plan. CVRPC can assist three or more municipalities to develop local energy plans that meet Act 174 standards.

Municipal Consultations: Staff is reviewing the Barre City Municipal Development Plan in preparation of their consultation and will be working on consultations for Barre Town, Duxbury, Fayston, and Roxbury. Staff has completed a consultation with Northfield and is working to schedule one with Plainfield.

Town Plan Assistance: CVRPC is working with Orange on its municipal plan update. Staff has also received a request from Barre City to assist with its municipal development plan update.

CVRPC provides up to 12 hours of free GIS assistance to municipalities each year. Staff has been working on maps for the East Montpelier Town Plan update. The Town Planning Commission identified several mapping changes that would better convey the Town's planning goals.

Statewide GIS Parcel data updates: The Vermont Center for Geographic Information (VCGI) is continuing its statewide parcel mapping program. CVRPC hosted a presentation regarding the program and how a municipality can get its GIS parcel data updated or created. Contact Pam DeAndrea, deandrea@cvregion.com, for information.

EMERGENCY PLANNING & HAZARD MITIGATION

LEOPs (Local Emergency Operations Plans): Woodbury adopted its LEOP, bringing Central Vermont to 100% compliance for the region. With the LEOP, Woodbury retains its ERAF rating of 12.5%.

Vermont Emergency Management is developing a new local emergency operations plan model and template. A draft will be available for comment in January 2018. The new template is expected to be used for 2019.

Trainings and Workshops: Contact Laura Ranker at ranker@cvregion.com.

The success of the Rail Car Incident Response Course in Central Vermont prompted VEM and Addison County RPC to collaborate on a spring training for the western area of the State. Eighteen individuals from Berlin, Barre Town, Barre City, Middlesex, and Montpelier earned credit for this awareness level training. They are better able to respond and protect the public after a hazardous material rail incident.

The Local EMD 8-hour course is now available. The course is being offered as a one day class or in four 2-hour blocks. The course objective is to prepare the local Emergency Management Director to perform his/her duties through all phases of a local emergency: Preparation, Response, Recovery, and Mitigation. Go to the Vermont Training Calendar at <https://vermont.csod.com>. In addition, the new EMD Introductory 2-hour class on the Role of an EMD/EMC is available by contacting Emily Harris at Emily.Harris@vermont.gov or Laura Ranker at ranker@cvregion.com.

Collaborating with ANR, CVRPC hosted a second NFIP training. Zoning Administrators (ZA) and Administrative Officers (AO) received an in-depth discussion on specific areas of floodplain regulation. Participants requested continuation of the NFIP trainings on a regular basis. CVRPC, VLCT, and ANR will collaborate to meet this needs.

CVRPC will host a Tier II Reporting and the ERCRA (Emergency Planning and Community Right-to-Know Act of 1986) training on December 13, 8:00 am - Noon, VTrans Dill Building, 2178 Airport Road – Unit A, in Berlin. This course increases awareness and compliance in Tier II reporting by facilities. Register with Laura Ranker at ranker@cvregion.com. *Most municipalities should be reporting as a Tier II facility. Attend and learn why and how.*

Disaster Declaration 4330-VT: Severe storm and flooding, June 29 – July 1, 2017: FEMA Program Delivery Managers are working with towns to complete their Damage Inventory forms and submit them through FEMA's Grants Portal <https://grantee.fema.gov/>. CVRPC staff or your FEMA Manager can assist with difficulties completing and or uploading the damage inventory.

Hazard Mitigation Program Grants Available: VEM is accepting applications through March 2018. These grant funds are in addition to Public Assistance. Typical hazard mitigation projects include: mitigation of local roads and bridges, home acquisition (buyout), structural elevations or relocations, replacement of undersized culverts, mitigation outreach and education, critical facility generators, etc. Project proposals *do not* need to be directly connected to damages incurred from the most recent declared disaster. Letters of Intent are encouraged. Please contact Laura Ranker, ranker@cvregion.com, for information or for project development and grant writing assistance. Staff has advised five communities on potential applications for generators for critical facilities.

FMA Flood Mitigation Assistance: Staff assisted Plainfield with a Flood Mitigation Assistance

application to replace the Brook Road Bridge. This project was identified in the Town's Local Hazard Mitigation Plan and is a high priority for the Town and the State.

LEPC #5: the LEPC will meet November 6 at 6 pm in the CVMC Boardroom to discuss the After Action Report from its Table Top Exercise. The LEPC5 is updating the Annual Response Plan. Information requests to municipalities for contact information and services are part of the plan update process.

American Red Cross: ARC Regional Disaster Program Manager Davis Muse left his position and no longer acts as Disaster Program Manager for southern Vermont. A replacement is being sought. If you have questions on sheltering, contact Laura Ranker at, ranker@cvregion.com.

State Emergency Operation Center (SEOC) Support: Following the High Wind storm event, VEM activated the SEOC and the Local Liaison role. Staff gathered situational data and coordinated efforts with towns, VTrans District Techs, and VEM. Two staff also provided coverage in the SEOC under the Planning and GIS Support Functions to insure support to towns and businesses was available when requested. Vermont is seeking a federal disaster declaration to assist with ~\$4.6 million in damages.

Local Hazard Mitigation Plans (LHMP): Contact Laura Ranker, ranker@cvregion.com.

Barre City – VEM submitted the Plan to FEMA for review and approval.

Barre Town – The Selectboard approved submittal of the final draft plan to VEM.

Orange – FEMA approved the Plan pending adoption by the Town. The Town will host a public hearing on November 13, after which the Selectboard expects to adopt the Plan.

Roxbury - Staff made recommended corrections to the Plan and re-submitted it to VEM for review and submittal to FEMA. VEM forwarded the Plan to FEMA for review.

Waterbury Town and Village – Staff participates in the Floodplain Working Management Group. The Group submitted the draft Plan to VEM for review. Staff provided support for plan development.

Plans Expiring in 2018 – CVRPC can assist municipalities with Local Hazard Mitigation Plans expiring in 2018. Contact Laura Ranker for assistance. Staff met with the Williamstown Planning Commission to review the process for updating the Town's LMHP. Staff answered questions from other towns about process and next steps and provided plan development resources.

Tri-Town Dam Safety Meeting – Staff facilitated a meeting between Marshfield, Plainfield, Cabot, and Green Mountain Power to continue the dialogue on dam safety concerns for the Molly Falls dam. A well-attended public meeting was held. GMP will schedule a table top exercise of the dam's Emergency Operations Plan. CVRPC will help facilitate outreach to the stakeholders for the exercise.

Statewide Hazard Mitigation Plan Support: CVRPC will host an input session for the State Hazard Mitigation Plan at the November 14 Board of Commissioners' meeting. Commissioners and other participants will identify specific outcomes or changes they would like to see to advance hazard mitigation and local and regional planning goals. They will also identify what they need from the state, or state-level actions that could help advance those ideas. Town officials are invited to participate.

TRANSPORTATION

Counts: Contact Ashley Andrews, Andrews@cvregion.com, to request counts for roads or sidewalks. Counts are useful for identifying vehicle speeds, the number of cars on a road, or the number of trucks verses cars on a road. Staff installed counters on Brazier Rd and Schoolhouse Rd in East Montpelier.

Inventories: Staff is working on a road erosion inventory in Woodbury. Contact Ashley Andrews, Andrews@cvregion.com. Staff is wrapping up the culvert and bridge inventories for Warren and Marshfield. For inventory updates or to find out more about VTCulverts.org, contact Dan Currier, currier@cvregion.com.

CVRPC will be hosting a Road Foreman's roundtable on November 14, from 11 am-1 pm at the East Montpelier Fire Department. Contact Ashley Andrews, andrews@cvregion.com, or Dan Currier, currier@cvregion.com, for information.

Grant Assistance: Contact Dan Currier, currier@cvregion.com, for t grant assistance or letters of support. VTrans and ACCD are accepting applications for the Better Connections grant. The program awards up to \$200,000 in planning funds to help municipalites outside of Chittenden County build more livable, walkable, and strong communities. VTrans is also accepting applications for the Better Roads program. The program provides technical support and funding to promote the use of erosion control and maintenance techniques that save money while protecting and enhancing water quality.

Municipal Grants In Aid: Staff completed 9 of 21 post construction site visits. The site visit is CVRPC's opportunity to meet with the town and review the work that was done. Towns have until June 2018 to complete all work. This grant helps towns address connected road segments that are not in compliance with the current draft of the Municipal Roads General Permit. An estimated 80 segments of road totaling ~5 miles will be enhanced.

Transportation Advisory Committee: Green Mountain Transit (GMT) presented on its Comprehensive Service Analysis, also known as the Next Gen Transit Plan. The goal of GMT's work is to improve service throughout its service area, which includes Central Vermont and Lamoille, Chittenden, Franklin, and Grant Isle counties. Capital District service scenarios were reviewed for TAC input. The scenarios, route by route profiles, and other information can be viewed at <http://ridegmt.com/nextgen>.

Staff also updated the TAC on the municipally selected preferred alternatives for intersection studies being completed by CVRPC. The two studies are for the Gallison Hill, Brazier, and Towne Hill Roads intersection in East Montpelier and the Reservoir and Lords Roads intersections in Orange. With the selection of the preferred alternatives, the consultant will move to drafting the final report.

Class IV Road Erosion Remediation and Demonstration: Contact Dan Currier, currier@cvregion.com.

Staff is working with Calais, Woodbury and Moretown on identifying segments of class 4 roads for inclusion in the grant. Calais has begun work.

Public Transit: As part of GMT's Comprehensive System Analysis, called the Next Gen Study, substantial changes are proposed for Central Vermont's public transit services. Routes in the Barre-Montpelier service area are proposed to be streamlined to improve service times for passengers. GMT has begun year-round service for the Capital Shuttle in Montpelier. The route only ran during the Legislative season previously. For the Mad River Valley service area, GMT will end the Snow Cap Commuter, which was found to duplicate service being provided by the Montpelier Recreation Department. GMT will also revise the Valley Floor service to improve transit service for Sugarbush employees. CVRPC represents Central Vermont on the GMT Board of Commissioners.

Staff participated in the American Public Transit Association conference and Expo as a GMT Board member. Staff learned of the transit industry's transition towards customer oriented systems, spoke with representatives of electric and fuel cell buses, and listened to Federal Transit Authority representatives discuss upcoming changes to performance based measures for transit organizations. Three Commissioners and three GMT staff participated in the training event.

NATURAL RESOURCES

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

CVRPC hosted outreach meetings were held at its October Board meeting and in Calais. The outcomes were as follows:

Board of Commissioners:

- Discussion on municipal general road permit and how it relates to the Basin Plan.
- Discussion of Stormwater Master Plans and how they are incorporated into the Plan.
- Identifying what was missing on the state maps in terms of flow alteration.
- Discussion of CVRPC and Board involvement in reviewing/approving the Plan for regional plan conformance.

Calais/Woodbury:

- Requested to monitor water quality in the Kingsbury Branch.
- Discussed how stream geomorphic assessments in Calais will be incorporated into plan.
- Requested for private road assessments for erosion and stormwater runoff – can be included in Kingsbury Branch stormwater master plan.
- Road Standards should be considered when designing erosion control projects on roads.
- Concerns over impacts from logging; determined more outreach to loggers is needed.

The draft Basin Plan is scheduled to be completed by early spring 2018. Additional meetings to review the plan's contents and received feedback from stakeholders will occur. Watch for announcements

from CVRPC on dates and locations. Once the draft is released, staff will assist the Board in drafting recommendations to the Secretary of the ANR for the Basin Plan.

Grant Assistance: Contact Pam DeAndrea, deandrea@cvregion.com, for project development and grant writing assistance for the Ecosystem Restoration Program. Municipalities with projects already designed area also eligible for funding through the Clean Water Block Grant program. Staff is working to screen a stormwater mitigation project at Pouliot Avenue in Barre for inclusion in the Clean Water Block Grant program. Fayston was awarded Clean Water Initiative funding for a collaborative stormwater project in the Chase Brook Watershed with the assistance of Friends of the Mad River.

Mad River Moretown Stream Geomorphic Assessment: CVRPC and Bear Creek Environmental completed field work for the stream geomorphic assessments on the Mad River and tributaries in Moretown. Preliminary data have been uploaded to the state's stream geomorphic database. The draft river corridor plan will be completed by the end of 2017. This plan will identify potential improvement projects for water, flood resilience, and habitat enhancement in addition to describing the physical and habitat conditions of the stream channels. Contact Pam DeAndrea at deandrea@cvregion.com.

Mad River and Kingsbury Branch Stormwater Master Plans: CVRPC, Friends of the Mad River (FMR), and community stakeholders selected Watershed Consulting Associates, LLC (WCA) to complete the two Stormwater Master Plans. The plans will be for the five towns in the Mad River watershed (Duxbury, Fayston, Moretown, Warren, and Waitsfield) and the three towns in the Kingsbury Branch watershed (Woodbury, Calais, and East Montpelier). The project continues into 2019. As part of the planning process, each town will receive partial (30%) engineering design for five projects and online story maps describing the projects. Those projects with 30% design will be in good standing for future funding for implementation. Contact Pam DeAndrea deandrea@cvregion.com for more information.

Berlin and 3-Town (Barre Town, Barre City, and Plainfield) Stormwater Master Plans: These two projects also share Watershed Consulting Associates as a consultant. Staff found that hiring one consultant for two plans reduces administrative time to manage consultants and improves service to the communities. Staff accompanied the consultant on site visits for priority stormwater mitigation projects. The top 5 sites will receive 30% design plans (concept plans) for stormwater treatment and various field efforts such as surveying, infiltration testing are needed to complete the designs. These designs will be integral to securing funding for project design and implementation. The stormwater master plans for these communities will be completed by mid-January 2018, allowing projects to move into the Clean Water Initiative funding stream. Contact Pam DeAndrea at deandrea@cvregion.com.

Upper Winooski Resilience: Staff is working with the Friends of the Winooski River, the Vermont Woodlands Association, the County Forester, and Cabot, Marshfield, and Plainfield to identify stakeholders to serve as the project steering committee. The project will engage landowners in demonstration projects and activities to improve watershed resilience through upland forest management. Project partners and High Meadows staff will convene in November will discuss progress and identify techniques for successful project development. Contact Clare Rock, rock@cvregion.com.

Forest Integrity: Effective January 1, 2018, municipal plans must map and address forests as described in 24 V.S.A. § 4382(a)(2). This requirement, passed in 2016, aims to minimize forest fragmentation and promote the health, viability, and ecological function of forests. Staff is working with project partners to develop a webinar to assist communities in meeting the new requirements. Contact Clare Rock, rock@cvregion.com.

COMMUNITY DEVELOPMENT

ACCD VCDP Workshop: Staff attended a workshop on the Community Development Block Grant Program to learn about changes to the online grant system and program policies.

Brownfields: Contact Clare Rock, rock@cvregion.com.

CVRPC's Program has funded work at eight properties located in Woodbury, Barre City, and Montpelier. Last month, the Brownfields Advisory Committee approved additional funding at the following sites:

Ayer Auto/Former Ernie's Garage, Barre City: The Phase II ESA is being finalized. The Committee approval an additional \$8,000 for a Corrective Action Plan (CAP). The new property owner is seeking to make improvements to the existing auto repair facility and expand services.

Montpelier Granite Works, Montpelier: The Committee approved an additional \$6,000 for the Phase II ESA to investigate hazardous materials. Initial funding was for assessment of potential petroleum products only. While Global Values purchased the business operations, it is no longer interested in purchasing the property. A new prospective purchaser has expressed interest in buying the property.

Union Elementary School, Montpelier: The Committee approval an additional \$6,000 to assist with redesign of the playground as related to soils management. Soils have been impacted by urban development and a previous fire. The school team, DEC, and CVRPC have been meeting regularly to consider next steps; plan a meeting to inform parents and the community and engage them in decisions about soils management; and identify potential funding options for stormwater features and soils management. The team scheduled a public meeting for November 13. DEC is working with the VT Department of Health (VDH) to prepare a fact sheet. VDH staff will attend the meeting to answer any risk-based questions that may arise. Contact Bonnie Waninger, Waninger@cvregion.com.

Other Sites: Phase II work continues at the former Clarks Feed and the Bonacorsi sites, both located on Prospect Street in Barre City. The Corrective Action Plan for the Keith Avenue site is complete.

Based upon the recent funding requests, CVRPC has invested the vast majority of its hazardous substances funding. Petroleum funds are available. Staff is preparing a new grant application to request an additional \$300,000 in EPA brownfields assessment funds.

NEWS & ANNOUNCEMENTS

Commission on the Future of Act 250: The Executive Branch Working Group released its recommendations, which are highlighted in the Executive Director's report. The Act 250 Commission heard a full day's presentation about the history, evolution, and operation of Act 250 and land use planning in Vermont as context for future discussions. Upcoming meetings include:

- November 15, 10:00 - 4:00, Statehouse Room 11: Advisors Comments
- December 13, 2017 - Plan Public Outreach

To view presentations and recommendations, or to keep apprised of the Commission's meetings and discussions, visit <http://legislature.vermont.gov/committee/document/2018/333/Date#documents-section>.

Upcoming Meetings:

NOVEMBER

Nov 10		Veterans Day Holiday, CVRPC office closed
Nov 14		Vermont Development Conference, Burlington
Nov 14	10 am	Road Foreman Roundtable, East Montpelier Fire Station
Nov 14	7 pm	Board of Commissioners, Central VT Chamber of Commerce, Berlin
Nov 20	4 pm	Brownfields Advisory Committee, CVRPC Office
Nov 23-24		Thanksgiving Holidays, CVRPC Office Closed
Nov 24	10 am	Washington County Regional Partnership, Barre (may be rescheduled)
Nov 28	6 pm	Transportation Advisory Committee, CVRPC Office

DECEMBER

Dec 4	4 pm	Executive Committee, CVRPC Office
Dec 12	7 pm	Board of Commissioners, Central VT Chamber of Commerce, Berlin
Dec 13	8 am	EPA Tier II Workshop, VTrans Dill Building, Berlin
Dec 13	1 pm	State Hazard Mitigation Plan Workgroup, SEOC, Waterbury
Dec 18	4 pm	Brownfields Advisory Committee, CVRPC Office
Dec 25		Christmas Holiday, CVRPC Office Closed
Dec 22	10 am	Washington County Regional Partnership, Barre
Dec 26	6 pm	Transportation Advisory Committee, CVRPC Office (may be rescheduled)

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

November 6, 2017

The Commission on the Future of Act 250

For those who might not have time to follow proceeding of the Commission on Act 250, here's an update. The Commission's activities can be followed at <http://legislature.vermont.gov/committee/document/2018/333/Date#documents-section>. The website includes all presentations and written materials provided by date, and any written public comment submitted.

Executive Branch Working Group Report Released

Agencies and departments within the Executive Branch that have the greatest nexus with Act 250 released their working group recommendations. Recommendations included:

Jurisdiction

- *State Designated Centers:*
 - Exempt projects from Act 250 jurisdiction in state designated centers.
 - Modify the current standards for designation to ensure municipalities have the tools and resources to administer effective, local land use and environmental regulatory protections.
 - Review the appropriateness of levying agricultural soil mitigation fees for projects in areas the state has designated for growth.
 - Develop best practices in local zoning bylaws that would meet the requirements to obtain designated center status.
- *Landscape of Special Value:* Consider whether contiguous blocks of primary agricultural soils, high-value forest blocks and high-value connectivity habitat can be clearly defined, prioritized for their relative importance, and adjust jurisdiction accordingly.
- *Working Lands:* Explore strategies to assist businesses that process farm and forest commodities into higher value consumer goods to navigate Act 250's permitting framework.
- *Business Enterprise Areas:* Identify areas outside of downtowns that are planned and well-suited for economic development projects, including larger-scale commercial operations or manufacturing facilities.
- *Transportation Projects:* Minimize Act 250 review of federal-aid transportation projects.
- *Recreation Trails:* Consider the most appropriate means to encourage and facilitate new trail development and provide sufficient and appropriate state regulatory oversight, which may not be Act 250.

Criteria

- Examine areas where Act 250 criteria overlap with or deviate from other state regulatory programs so that Act 250 review focuses on areas that add value.
- Retain the coordination and cumulative review functions Act 250 provides
- Clarify the sequencing of permits to avoid conflicting mitigation requirements among agencies.

- Modernize Act 250 to consider climate change and to insure impacts to landscape-scale features such as forest blocks and connecting habitat are sufficiently addressed.
- Review whether Criterion 9(L) is serving its intended purpose, or whether additional modifications to other criteria (such as 9(A) – impact of growth or 9(H) – cost of scattered development) in conjunction with 9(L) would better serve Act 250’s goal.

Appeals

- Evaluate party status requirements and eligibility to obtain party status under enumerated criteria for those who could be considered “market competitors.”
- Evaluate whether the number of judges in the Environmental Division of the Superior Court is appropriate and/or identify other appeal processes to alleviate Environmental Court case load.
- Evaluate the NRB Jurisdictional Opinion reconsideration process.
- Explore the potential for “on the record review” for appeals to the Environmental Division of the Superior Court, as an alternative to the existing *De Novo* review.

The Executive Branch Working Group includes representatives from the Natural Resources Board and the Agencies of Transportation, Agriculture, Natural Resources, and Commerce and Community Development.

Act 250 Commission Meeting

The Commission’s October meeting set the stage for discussions through six hours of presentations. These presentations are available on the Commission’s website. They include:

- a history and overview of Act 250,
- a history of Vermont’s environmental history,
- a deeper dive into Act 250’s operation, examining the process, analyzing trend data, reviewing appeals, and discussing enforcement trends,
- a discussion of how climate change might be addressed through Act 250, and
- a history of land use planning in Vermont.

The deeper dive document is good for identifying Act 250 myths and reinforcing challenges that have been voiced. If you are interested and have 15 minutes to focus on one document, the deep dive summary is the one I’s recommend reading. The climate change memo also provides insight into directions the Commission might take for modernizing criteria.

The next meeting of the Commission on the Future of Act 250 is scheduled for November 15 from 10am-4pm at the Statehouse. The Commission will meet on December 15 to plan public outreach.

Central Vermont Regional Planning Commission**Committee & Appointed Representative Reports****November 2017**

Meeting minutes for CVRPC Committees are available at www.centralvtplanning.org.

EXECUTIVE COMMITTEE (Monday of week prior to Commission meeting; 4pm)

- Reviewed CVRPC's services to other organizations. Elected to continue providing administrative services to the Wrightsville Beach Recreation District and office space and payroll services to the Cross Vermont Trail Association.
- Discussed FY17 draft financials. The Commission's loss relates to a staff medical leave and work-versus-payment timing for product-based contracts. The Commission will recover this "loss" in future years as contract payments are received and through its overhead rate for the staff cost.
- Set FY2019 municipal dues at \$1.13 per capita, a 2.7% increase.
- Elected to maintain CVRPC's health insurance benefit with no changes for CY2018.

NOMINATING COMMITTEE (February and March; scheduled by Committee)

Did not meet.

PROJECT REVIEW COMMITTEE (4th Thursday, 4pm)

The project Review Committee continued its Substantial Regional Impact discussion. General guidelines for all projects are being considered, as well as more detailed thresholds for specific uses. The most recent discussion focused on how to incorporate traffic impacts into the overall criteria. The goal of this process is to develop information that will be clear and consistent for all projects. A recommendation to the Board of Commissioners is anticipated in early 2018. No projects were submitted that required review and comment from the committee. Due to the holidays, the Committee cancelled its November and December meetings.

REGIONAL PLAN COMMITTEE (as needed; scheduled by Committee)

The Regional Plan Committee met to discuss an update to the 2016 Central Vermont Regional Plan energy element. The update will incorporate the Central Vermont Regional Energy Plan so that CVRPC can attain "substantial deference" in the Certificate of Public Good process (Section 248). The proposed update will be distributed at the Commission meeting for consideration at the December meeting.

TOWN PLAN REVIEW COMMITTEE (as needed; scheduled by Committee)

Did not meet.

TRANSPORTATION ADVISORY COMMITTEE (4th Tuesday; 6:30 pm)

Green Mountain Transit (GMT) presented on its Comprehensive Service Analysis, also known as the Next Gen Transit Plan. The goal of GMT's work is to improve service throughout its service area, which includes Central Vermont and Lamoille, Chittenden, Franklin, and Grant Isle counties. Capital District

service scenarios were reviewed for TAC input. The scenarios, route by route profiles, and other information can be viewed at <http://ridegmt.com/nextgen>.

Staff also updated the TAC on the municipally selected preferred alternatives for intersection studies being completed by CVRPC. The two studies are for the Gallison Hill, Brazier, and Towne Hill Roads intersection in East Montpelier and the Reservoir and Lords Roads intersections in Orange. With the selection of the preferred alternatives, the consultant will move to drafting the final report.

In November, the TAC prioritize municipal transportation planning studies for investment by CVRPC. Staff will contact municipalities and partners and release a press release requesting project ideas.

BROWNFIELDS ADVISORY COMMITTEE (4th Monday, 4pm)

Heard contractor report for the Ayers Auto/former Ernie's Garage Phase II ESA and for the Montpelier Union Elementary School soil investigation.

The Committee approved the following funding requests:

- Ayer Auto/Former Ernie's Garage, Barre City: Additional \$8,000 for a Corrective Action Plan.
- Montpelier Granite Works, Montpelier: Additional \$6,000 for the Phase II ESA hazardous materials investigation.
- Union Elementary School, Montpelier: Additional \$6,000 for site redesign costs related to impacted soils.

Based upon the recent funding requests, CVRPC has invested the vast majority of its hazardous substances funding. Petroleum funds are available. The Committee briefly discussed the need to prioritize the remaining sites because remaining funds are not sufficient to move all enrolled sites through to completion. The Committee requested staff prepare an assessment of current sites for a prioritization discussion at the Committee's next meeting.

CLEAN WATER ADVISORY COMMITTEE (to be determined)

CVRPC is still soliciting members for a Clean Water Advisory Committee (CWAC). Staff has advertised this committee during the Winooski Tactical Basin Plan outreach meetings. Given the clean water legislation and upcoming permits, this committee would help prioritize water quality projects within Central Vermont and guide CVRPC in its basin planning activities. So far we have received commitment from one person to join the CWAC and all the Basin Plan outreach meetings have been done. We really had hoped to have representation from each municipality so we will continue to outreach to folks in the future. Please forward this information to anyone you think might want to serve on the committee. Contact Pam DeAndrea, deandrea@cvregion.com.

ENERGY ADVISORY COMMITTEE (As needed; scheduled by committee)

Did not meet.

VERMONT ASSOCIATION OF PLANNING & DEVELOPMENT AGENCIES

The October Directors meeting focused on updates and the status of projects and VAPDA Committee work.

- Agreed to support VEM's statewide application for Local Hazard Mitigation Plan development.
- Reviewed contract requirements for Year 2 local energy plan development. All RPCs to assist with at least three plans and to support municipal adoption process for Year 1 plans.
- Reviewed deliverables and progress on regional planning services. Discussed ACCD proposal to change statutory relationship with ACCD. Provided input supporting existing relationship and noting that disconnection might erode RPC effort to increase consistency and accountability among RPCs.
- Reviewed ANR decision regarding basin planning RFP. Discussed potential implications to municipal and regional involvement in water quality planning, and to basin plan consistency with local and regional plans.
- Reviewed transportation related water quality programs to identify strengths and opportunities for improved services. Noted ANR effort to date has been very transparent compared to past activities.

The November Directors and Agency representative meeting included:

- Presentation by US Census New York regional office on the Local Update of Census Address (LUCA) process. LUCA is the only opportunity for states and municipalities to look at the Census address list. LUCA is the municipal opportunity to see what addresses have been culled or added since the last Census and what addresses might be missing. Vermont unique in that its number of housing units are greater than number of residents due to second/vacation homes. Census recommends designating seasonal homes as Census residential addresses in case a home converts to a permanent residence before the 2020 Census. If municipalities don't have the capacity to participate, they can request RPC assistance.

Municipalities must register with Census for LUCA by December 15. Webinars will be held for participants. Towns have 120 days to review addresses upon receipt. A town's Census population count affects the direction of federal funds to the town and the State of Vermont, can affect federal Legislative seats, and provides the town with more accurate data about its population and service needs. The 2020 Census will be first census where people can respond online.

- Supported ACCD legislative change to the Downtown and Village Center Designation Process to extent the period for renewals from 5 to 8 years. Suggested ACCD consider a change to have municipalities send adopted bylaws and plans to RPCs and ACCD. Currently, municipalities must send drafts only, which causes confusion related to adopted documents.
- ANR is creating guidelines on brownfield site use as preferred solar sites. Not all sites are suitable or advisable for solar development. Ex. downtowns and sites away from transmission lines.
- ANR will reissue its RFP for Basin Planning assistance. RPCs and NRCDs responded to the initial RFP. ANR's first decision was not in keeping with the competitive process required in open competition. It was reported that the Natural Resources Conservation Council (NRCC) voted not to have NRCDs collaborate with RPCs in the first RFP, even though several NRCDs had expressed interest to partner with their RPC and the NRCC includes state agency representatives.

- ANR staff are reviewing permitting processes over next 15-18 months. ANR requested RPCs forward issues identified by towns.
- Agency of Human Services is developing a dashboard for community health indicators. VT Department of Health (VDH) is creating a module for how town plans can address for food access/food deserts. VHD will host training on placemaking with AARP.

VERMONT ECONOMIC PROGRESS COUNCIL

No applications from Central Vermont.

GREEN MOUNTAIN TRANSIT

- Commissioners and staff shared lessons learned from the American Public Transit Association annual conference and expo. Discussion of customer oriented service organization perspectives, modern fleets with electric and fuel cell buses, and how other organizations fund transit services.
- Reviewed Capital Shuttle year round service proposal. GMT supports providing this service.
- Reviewed potential increase in Stowe service. New owners of Stowe Mountain Resort requested modified services to improve reliability and match services typically provided to western ski areas. More regular service to be provided. All rider pickups will be along roadway, not in developments.
- Voted to modify Valley Floor bus route to allow better employee access to Sugarbush Resort at Lincoln Peak, with very limited impact to other riders.

MAD RIVER VALLEY PLANNING DISTRICT

The Steering Committee discussed the District's work plan and budget for FY 18 and possible agenda items for its November 3 retreat.