



## BOARD OF COMMISSIONERS

July 10, 2018 at 7:00 pm

Central VT Chamber of Commerce Conference Room, 963 Paine Turnpike North, Berlin

<u>Page</u>	<u>AGENDA</u>
	<b>7:00<sup>1</sup> Adjustments to the Agenda</b>
	<b>Public Comments</b>
	<b>7:05 Central Vermont Economic Development Corporation Report, Jamie Stewart</b> Opportunity zone update & CVEDC initiatives
2	<b>7:15 Municipal Plan Approval and Confirmation of Planning Process</b> (enclosed) <sup>2</sup> Authorize Chair to sign a resolution approving the 2018 East Montpelier Town Plan and confirming the Planning Process for the Town of East Montpelier
3	<b>7:25 2018 VELCO Long Range Transmission Plan, Deena Frankel and Hantz Pr��sum��</b> VELCO operates Vermont's electric transmission system. This 3-year update of Vermont's Long-Range Transmission Plan identifies reliability concerns and alternatives to address them. Access the draft Plan and public outreach presentation at <a href="https://www.velco.com/our-work/planning/long-range-plan/longrangeplan2018">https://www.velco.com/our-work/planning/long-range-plan/longrangeplan2018</a> .
15	<b>8:10 Committee Rules of Procedure</b> (enclosed) <sup>2</sup> Adopt Rules of Procedure for the following committees:
16	a) Clean Water Advisory Committee
19	b) Executive Committee
25	<b>8:25 Code of Conduct and Conflict of Interest Policy</b> (enclosed) <sup>2</sup> Review and act on Executive Committee recommendation for policy updates.
30	<b>8:45 Meeting Minutes – June 12, 2018</b> (enclosed) <sup>2</sup>
37	<b>8:50 Reports</b> (enclosed) Updates and questions on Staff and Committee Reports
	<b>9:00 Adjournment</b>

**Next Meeting: September 11, 2018**

<sup>1</sup> Times are approximate unless otherwise advertised.

<sup>2</sup> Anticipated action item.



## RESOLUTION

**Whereas** Title 24, VSA, Section §4350 requires that regional planning commissions, after public notice, shall review the planning process of member municipalities and shall so confirm when a municipality:

1. is engaged in a continuing planning process that, within a reasonable time, will result in a plan that is consistent with the goals contained in 24 V.S.A. § 4302;
2. is engaged in a process to implement its municipal plan, consistent with the program for implementation required under 24 V.S.A. § 4382; and
3. is maintaining its efforts to provide local funds for municipal and regional planning purposes;

**Whereas** as part of the consultation process, a regional planning commission shall consider whether a municipality has adopted a plan;

**Whereas** a regional planning commission shall review and approve plans of its member municipalities, when approval is requested and warranted, and a commission shall approve a plan if it finds that the plan:

1. is consistent with the goals established in 24 V.S.A. § 4302;
2. is compatible with its regional plan;
3. is compatible with approved plans of other municipalities in the region; and
4. contains all the elements included in 24 V.S.A. § 4382(a)(1)-(12);

**Whereas** the Town of East Montpelier prepared a municipal plan in accordance with 24 V.S.A Chapter 117;

**Whereas** the Central Vermont Regional Planning Commission concluded that the 2018 East Montpelier Town Plan meets the requirements for approval; now, therefore, be it

**Resolved**, that the Central Vermont Regional Planning Commission:

1. approves the 2018 East Montpelier Town Plan, adopted June 4, 2018; and
2. consulted with and confirms the planning process of the Town of East Montpelier.

Under 24 V.S.A. § 4350, when an adopted municipal plan expires, its approval and confirmation of the municipality's planning process also expire. Recommendations made by the Central Vermont Regional Planning Commission are attached and should be considered when developing the next municipal plan.

A municipality that has adopted a plan may define and regulate land development in any manner that the municipality establishes in its bylaws, provided those bylaws are in conformance with the plan and are adopted for the purposes set forth in 24 V.S.A. § 4302.

ADOPTED by the Central Vermont Regional Planning Commission on July 10, 2018.

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Juliana Potter, Chair

# 2018 Vermont Long-Range Transmission Plan

vermont electric power company



Public Review Draft

# The short story

07/10/18

Board of Commissioners

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Vermont  
depends on  
transmission

2018-2028  
no load  
growth  
expected

No upgrades  
to serve peak  
load

Some upgrades  
may be needed  
to meet renew-  
ables goals

Major growth in  
solar will require  
some combo of...

...storage, curtailment, load  
management, grid upgrades,  
operational changes etc.;  
voltage control from solar PV  
inverters; statewide coordi-  
nated planning.

# No upgrades needed to serve load within 10-year horizon

## Bulk system Predominantly bulk system

- No peak load concerns
- Issues addressed by tie line adjustments
- Issues addressed by lower loads, Rutland Area Reliability Plan
- Acceptable loss of load (5-145 MW)

## Subtransmission issues

- Will be evaluated by distribution utilities

## High-load scenario

- Minimal effect
- Raises no concerns

# Results of base solar PV forecast (about 510 MW using 2018 solar PV distribution)

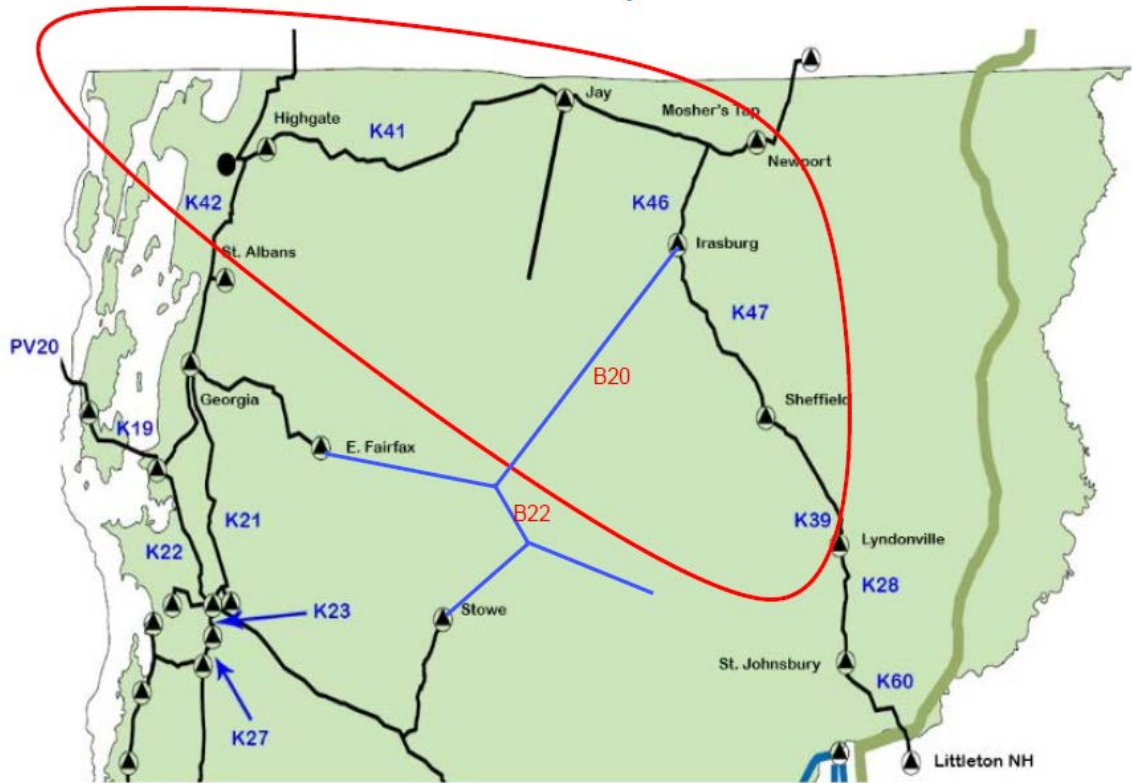
- Spring load and renewable generation modeled at maximum capacity
- System losses increased by about 13 MW
- Existing constraints aggravated
  - Voltage collapse in N. VT
  - Additional overloads along Highgate-St Albans-Georgia line
  - Overloads south of Georgia depending on Plattsburgh-Sand Bar tie flow

Zone names	Gross MW loads	MW AC solar PV capacity	Net MW loads
Newport	19.8	14.5	5.3
Highgate	23.8	20.3	3.5
St Albans	39.7	30.1	9.6
Johnson	6.6	8.3	-1.7
Morrisville	24.3	8.8	15.5
Montpelier	48.6	45.1	3.5
St Johnsbury	14.7	7.2	7.5
BED	39.8	9.2	30.6
IBM	60.6	0.0	60.6
Burlington	94.1	106.5	-12.4
Middlebury	19.7	45.4	-25.7
Central	37.6	74.3	-36.7
Florence	22.6	0.4	22.2
Rutland	61.7	58.4	3.3
Ascutney	39.5	22.4	17.1
Southern	65.6	61.3	4.3
Total	618.7	512.2	106.5
Losses	33.6	N/A	46.5



# 07/10/18 Board of Commissioners Page 7 Sheffield-Highgate Export Interface (SHEI)

- Created to monitor power flows exiting highlighted area and maintain reliability
- Voltage concern more critical
- Thermal concern slightly less limiting
- Export limits change dynamically
- Flows maintained below limits by adjusting generation under operator control in anticipation of a system event



**Additional SHEI info at**  
<https://www.vermontspc.com/grid-planning/shei-info>

# Tested three solar PV distributions for the 1000 MW solar PV scenario

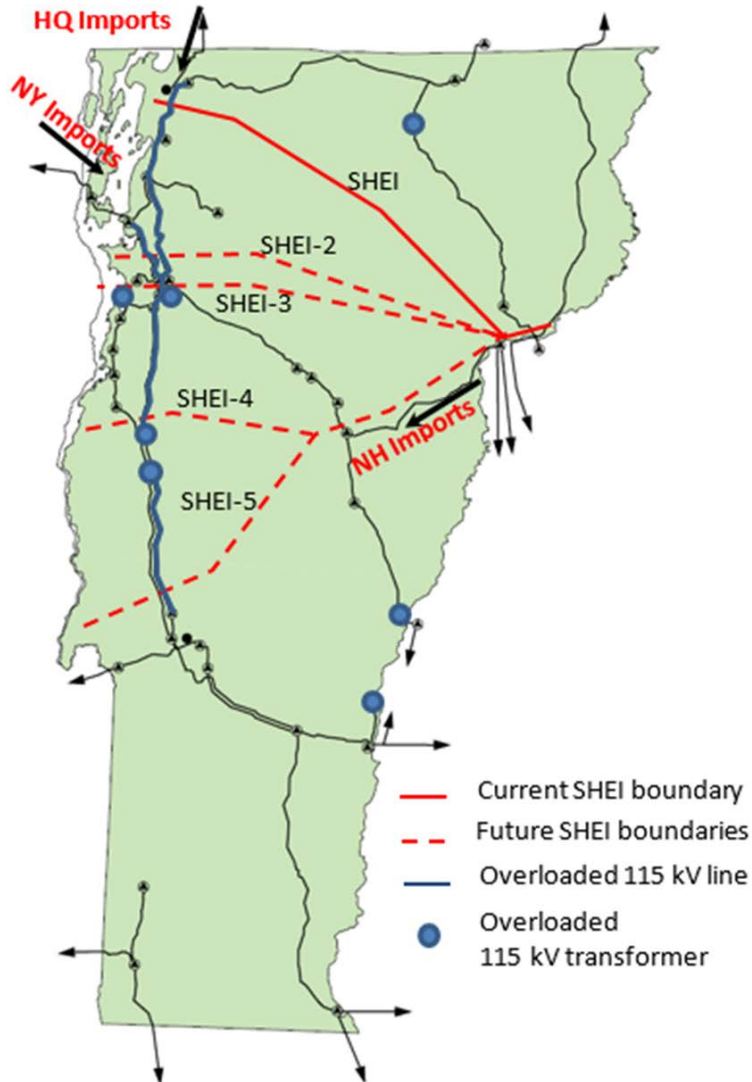
		Same as 2018 solar PV distribution		MW load ratio share		MWh load ratio share	
Zone names	Gross loads	MW AC PV capacity	Net loads	MW AC PV capacity	Net loads	MW AC PV capacity	Net loads
Newport	19.8	27.1	-7.3	36.9	-17.1	40.0	-20.2
Highgate	23.8	34.9	-11.1	39.1	-15.3	38.0	-14.2
St Albans	39.7	58.0	-18.3	68.2	-28.5	63.6	-23.9
Johnson	6.6	17.0	-10.4	11.5	-4.9	12.0	-5.4
Morrisville	24.3	18.2	6.1	35.1	-10.8	36.7	-12.4
Montpelier	48.6	91.2	-42.6	86.0	-37.4	91.3	-42.7
St Johnsbury	14.7	13.3	1.4	26.2	-11.5	28.9	-14.2
BED	39.8	20.4	19.4	61.9	-22.1	61.8	-22.0
IBM	60.6	0.0	60.6	62.4	-1.8	70.5	-9.9
Burlington	94.1	203.8	-109.7	164.5	-70.4	142.4	-48.3
Middlebury	19.7	93.0	-73.3	36.1	-16.4	30.5	-10.8
Central	37.6	147.1	-109.5	67.5	-29.9	67.2	-29.6
Florence	22.6	0.9	21.7	25.6	-3.0	34.1	-11.5
Rutland	61.7	112.7	-51.0	93.0	-31.3	92.8	-31.1
Ascutney	39.5	45.7	-6.2	71.7	-32.2	69.7	-30.2
Southern	65.6	117.0	-51.4	114.4	-48.8	120.4	-54.8
Total	618.7	1000.3	-381.6	1000	-381.3	1000	-381.3
Losses	33.6	N/A	82.8	N/A	74.1	N/A	72.9



# Results of high solar PV scenario (using 2018 solar PV distribution, MW or MWh ratio)

- 2018 PV distribution will introduce major operational challenges
  - System losses increased by about 50 MW
  - Very large flows pre-contingency
  - Transmission overloads extend south of SHEI towards Rutland
    - Even with no imports from NY along the Plattsburgh-Sand Bar tie
    - May run out of angle range on Sand Bar phase angle regulator to maintain flows low enough to prevent overloads under some conditions
    - Any reduction in Northern Vermont generation will be annulled by NY-VT tie flows
  - Voltage collapse in northern VT
  - Low voltage on bulk system and high voltage on subsystem
    - Managing pre- and post-contingency voltages will require dynamic voltage support
- MW or MWh ratio distribution results are the same as 2018 solar PV distribution, but with fewer transmission and distribution transformer overloads

# Bulk and predominantly bulk concerns in high solar scenario (2018 solar PV distribution)



- SHEI is current constraint interface
- SHEI-1 to SHEI-5 are expansions of constraint
- Timing of expansion is unknown
  - Depends on how quickly solar PV is installed in individual zones
  - Not necessarily sequential—e.g., SHEI-3 could occur before SHEI-2
  - Optimal solar PV distribution analysis gives some insights

# Summary of thermal overloads for different load and generation levels

Solar PV distribution	2018 solar PV distribution	MW ratio solar PV distribution					
VT load w/o losses	620 MW	620 MW			745 MW		
Northern VT generation without solar PV	425 MW	425 MW	355 MW	280 MW	425 MW	355 MW	280 MW
Miles of Transmission Lines	49	49	49	49	49	49	11
Miles of Subtransmission Lines	87	75	60	29	46	31	29
Number of Transmission Transformers	5	1	1	1	1	1	1
Number of Subtransmission Transformers	9	1	1	1	1	1	1

\* Voltage control will also be a concern

# 07/10/18 Board of Commissioners Page 12 Assumptions affecting optimal PV distribution

- AC tie line imports reduced to 0 MW—may not always be possible
- Solar PV provides voltage control—essential to maximize solar PV
- Daytime load is not reduced below current levels—every reduced load MW = reduction in maximum zonal solar PV
- 5% over equipment thermal capacity allowed—accounts for occasional curtailments, future storage, load management, and other network management measures
- Existing system concerns, not related to solar PV additions, will be addressed by system upgrades—necessary to maximize solar PV.
- Distribution system concerns are addressed—if not, these concerns may limit solar PV below levels indicated in analysis
- Larger scale ISO-NE interconnected generation or elective transmission projects are not implemented—probably unrealistic due to economics and FERC open access requirements
- Solar PV will be installed exactly as laid out in this optimized distribution—unlikely because of several objectives or constraints including project economics, aesthetic impacts, regional acceptance of solar PV levels significantly higher than regional loads, etc.
  - Maximum zonal solar PV levels are interdependent—amount of solar PV in one zone will affect amount that can be installed in other zones

# Maximum amount of solar PV that may be hosted with minimal system upgrades

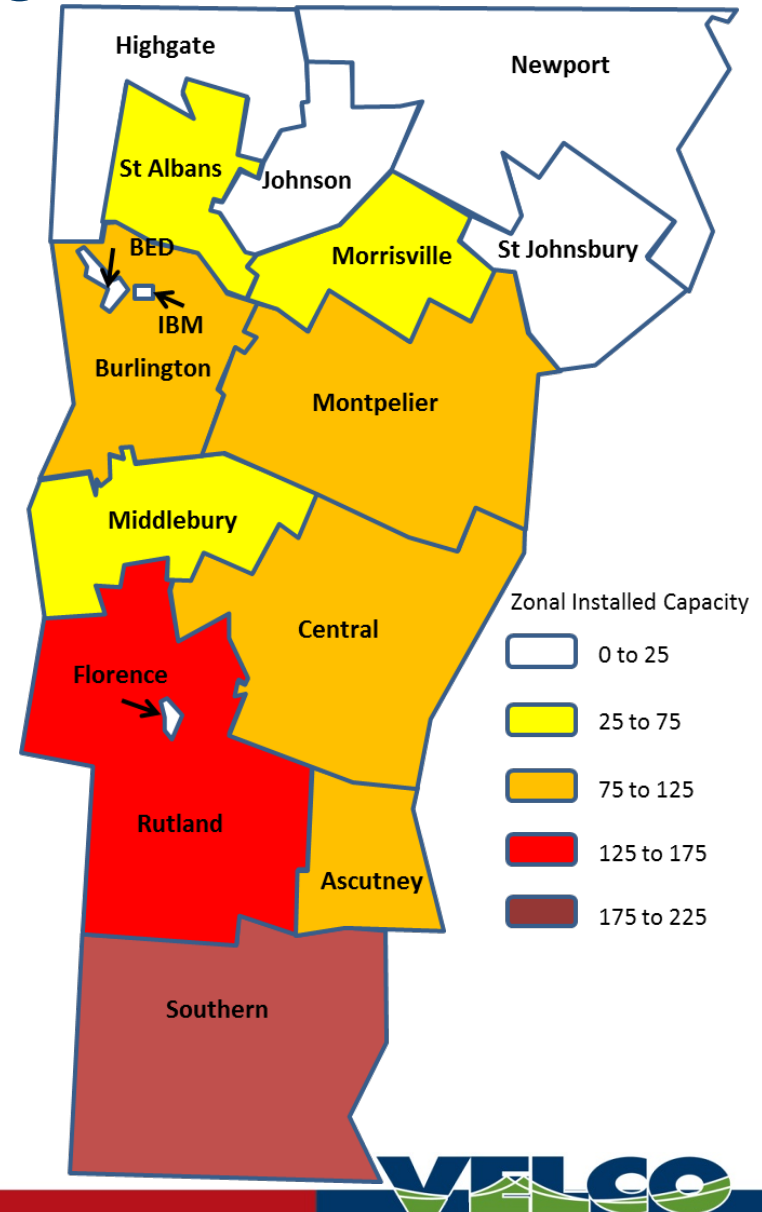
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Dependent on assumptions on previous slide

Zone names	Gross MW loads	MW AC solar PV capacity	Net MW loads
Newport	19.8	10.3	9.5
Highgate	23.8	15.5	8.3
St Albans	39.7	42.9	-3.2
Johnson	6.6	16.4	-9.8
Morrisville	24.3	50.7	-26.4
Montpelier	48.6	104.9	-56.3
St Johnsbury	14.7	12.1	2.6
BED	39.8	5.6	34.2
IBM	60.6	20.0	40.6
Burlington	94.1	107.4	-13.3
Middlebury	19.7	57.7	-38.0
Central	37.6	91.2	-53.6
Florence	22.6	21.2	1.4
Rutland	61.7	164.6	-102.9
Ascutney	39.5	112.8	-73.3
Southern	65.6	224.9	-159.3
Total	618.7	1058.2	-439.5
Losses	33.6	N/A	53.4



- Vermont is highly dependent on transmission
- No load growth for the first ten years of the forecast—many uncertainties and emerging trends: economic, technological, climatic, societal, state and federal policies
- No transmission upgrades needed to serve peak load
- Some subtransmission issues to be evaluated by DUs
- Upgrades may be needed to support renewable energy resources depending on amount, location and whether they provide grid support
- System will be unable to host 1000 MW without a drastic change in solar PV distribution and other measures
  - Some combination of storage, curtailment, load management, grid upgrades, operational changes ...
  - Voltage control from solar PV inverters is necessary
  - A statewide conversation regarding a coordinated plan for solar PV growth should be considered





## MEMO

Date: July 2, 2018

To: Board of Commissioners

From: Bonnie Waninger, Executive Director

Re: Committee Rules of Procedure

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CVRPC's 5-Year Strategic Goals directed staff to work with the Commission's Committees to develop consistent Rules of Procedure for all committees. The following committees have drafted Rules of Procedure for the Commission's review and adoption.

### Clean Water Advisory Committee

✉ **ACTION REQUESTED:** Adopt the Clean Water Advisory Committee Rules of Procedure.

In April 2016, the Commission authorized staff to create a Clean Water Advisory Committee. The Commission experience extraordinary events in FY17, and staff was unable to dedicate time to member recruitment. The committee was created earlier this year. It has met twice.

Committee membership was shared with the Commission in June 2018, and Commissioners appointed their representatives to the Committee. The Clean Water Advisory Committee recommends the Commission adopt these Rules of Procedure.

### Executive Committee

✉ **ACTION REQUESTED:** Adopt the Executive Committee Rules of Procedure.

This draft for the Executive Committee merges previously approved guidance from the Commission, including the Commission's bylaws and an augmenting Role's document adopted in 1996. Both are provided in the Committee's meeting packet. The information was reorganized to reflect the Commission's standard format for Rules of Procedure.

The Executive Committee reviewed this document and recommends the Commission adopt these Rules of Procedure.



## **CLEAN WATER ADVISORY COMMITTEE (CWAC)**

### *RULES OF PROCEDURE*

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

#### **GENERAL ACTIVITIES:**

1. Oversee programming related to the CVRPC's assistance to ANR with basin planning and surface water management, including but not limited to:
  - a. Development of tactical basin plans.
  - b. Technical assistance and data collection activities, including information from watershed organizations, to inform municipal officials and the State in making water quality investment decisions.
  - c. Coordinating municipal planning and adoption or implementation of municipal development regulations to meet State water quality policies and investment priorities.
  - d. Implementing a project evaluation process to prioritize water quality improvement projects within the region to assure cost effective use of State and federal funds.
  - e. Guidance for project prioritization for submittal of grant applications for water quality improvement or planning projects.
2. Undertake water quality related technical assistance and policy activities and coordinate activities with the Transportation Advisory Committee including but not limited to activities related to implementation of Municipal Roads Stormwater General Permits.
3. Participate in special studies conducted by the CVRPC.
4. Provide input and policy recommendations to the Board of Commissioners regarding pertinent water quality issues, including review of State plans, policies, and legislation.

**ADVISORY ROLE:** The CWAC shall be advisory to the Board of Commissioners. The advice of this committee should, where possible, be science-based, not opinion, whim, or personal attitude. At the very minimum the advice shall not be contrary to research-based water quality and water process facts. The CWAC will offer advice and input to ANR and other organizations and individuals as appropriate,

provided it is compatible with plans, policies, positions or resolutions adopted by the Board of Commissioners. CWAC advice and input may be reviewed, confirmed or reversed by the CVRPC Board of Commissioners at the Board's discretion. New or amended plans, policies, positions or resolutions shall be ratified/approved by the Board of Commissioners.

**MEMBERSHIP:** The Chair of the CWAC shall be a CWAC member elected by the CWAC or appointed by the Chair of the CVRPC. There shall be up to 13 members with representation as follows:

- 3 CVRPC Commissioners and 1 Alternate
- 5 Representatives of the region's municipalities
- 1 Representative of the Vermont Agency of Natural Resources (ex-officio, non-voting)
- 1 Representative of the Winooski Natural Resource Conservation District
- 1 Representative of the Friends of the Winooski River
- 1 Representative of the Friends of the Mad River
- 1 Interested stakeholder

For organizations, the organization may appoint its representative and may send an alternate as needed by the organization. Alternates may vote when an appointed representative is unable to make the meeting.

The CVRPC Board of Commissioners will make initial appointments to one and two year terms to create staggered terms. Membership term shall be two years thereafter. Appointments not associated with a named group above will be appointed by the CVRPC Board of Commissioners.

**ATTENDANCE AND QUORUMS:** A quorum shall consist of a majority of members (51%). Members are encouraged to attend all regular meetings and special meetings as they arise. Members with three consecutive unexplained absences will be contacted by the Chair to determine if they still wish to serve on the CWAC. The CWAC shall meet at least eight (8) times per year, or as determined by the Chair to be necessary to carry out the stated purpose.

**COMMUNICATION, COORDINATION, AND EXPECTATIONS:**

- Meetings shall be noticed and held in accordance with Vermont Open Meeting Law.
- Draft policies and resolutions shall be forwarded to CWAC members and interested/affected parties for comment before action by the CWAC, or final action/approval by the Board of Commissioners.
- Committee membership brings the expectation of active involvement outside of meeting time. CWAC members are expected to review shared materials in advance of meetings and to become knowledgeable concerning background facts and information regarding issues to be discussed.
- Minutes of all regular and special meetings will be prepared by staff, distributed to CWAC members and interested parties, and made available to the public in accordance with open meeting and public records laws described in 1 V.S.A.
- CWAC members are encouraged to serve as liaisons to their local legislative boards by facilitating communication and coordination on a regular basis.

- CWAC members are encouraged to offer input on all matters before the CWAC, and are encouraged to bring up items of local or regional concern for CWAC consideration.

**CONFLICT OF INTEREST:** In the event any CWAC member has a personal or financial interest with any individual, partnership, firm or corporation seeking to contract with the CVRPC, or to provide materials or labor thereto, or has a personal or financial interest in any project being considered by the CWAC, the member shall state on the record the nature of his or her interest. If the member feels this conflict interferes with his/her ability to be objective, the member shall not participate in any vote on any related motion. If the member is uncertain whether he/she should participate in the decision, the CWAC shall determine by vote whether the member should participate.

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

**ADOPTION OF ORGANIZATIONAL PROCEDURES:** The CWAC may, at any time, vote to amend these procedures, upon 51% vote of the CWAC membership. Proposed amendments will be forwarded to CWAC members, chairs of local legislative boards, and interested parties before consideration at a regular CWAC meeting. Amendments will then be forwarded to the Board of Commissioners for ratification.

The CWAC is a special committee of the Regional Planning Commission, and is therefore subject to the Commission's bylaws. These Rules of Procedure, combined with Robert's Rules of Order, provide procedural and administrative guidance for the CWAC.

Recommended by the Clean Water Advisory Committee: 06/08/18

Adopted by the Board of Commissioners: \_\_\_\_\_ / \_\_\_\_\_ /18

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Julie Potter, Chair  
CVRPC Board of Commissioners



## EXECUTIVE COMMITTEE

### *RULES OF PROCEDURE*

**PURPOSE:** The Executive Committee shall facilitate the general operation of the Commission by acting on behalf of the Commission.

**GENERAL ACTIVITIES:**

- ◆ Carry out all decisions and instructions of the Commission.
- ◆ Recommend to the Commission or, if timing requires, take appropriate action on policy issues, including legislative issues, state or federal plans and policy, RPC allocation formula, or other issues affecting the Central Vermont region and its municipalities.
- ◆ Act on behalf of the Commission in the absence of a quorum of the Commission when time precludes the delay of action until the next regular meeting of the Commission.
- ◆ Keep the resources of the Commission in line with the Commission's work program and budget.
- ◆ Determine and approve Commission meeting agendas.
- ◆ Insure the Commission and its committees maintain transparency in decision making through activities such as including Committee reports in Commission meeting packets.
- ◆ Execute other actions as outlined in a policy adopted by the Commission; said policy may be amended as the Commission so directs.

**ROLE:** The Executive Committee has the authority to act on behalf of the Commission without needing further approval by the Commission unless the Commission chooses to do so. That authority extends to the following items:

- ◆ Approve the annual budget and any budget adjustments.
- ◆ Set municipal dues.
- ◆ Accept grants, agreements, and contracts with outside organizations and agencies as outlined in the Commission's Bylaws. At its discretion, the Committee may delegate acceptance of some grants, agreements, and contracts to the Executive Director to facilitate Commission or Committee operations. In the case of delegation, the Director shall inform the Committee of his/her acceptance of grants, agreements, and contracts.
- ◆ Accept the annual audit.
- ◆ Approve the addition and elimination of staff positions as recommended by the Executive Director. Adopt job descriptions and wage ranges for staff positions.
- ◆ Review applications for the position of Executive Director and recommend a qualified candidate for approval and action by the Commission.

- ◆ Determine compensation for and conduct an annual performance appraisal of the Executive Director.
- ◆ Approve uncompensated leaves of absences by staff.
- ◆ Approve changes to employee benefits.
- ◆ Approve amendments to Personnel Policies and administer the policies as they relate to the Executive Director.
- ◆ Approve and amend financial, procurement, and other operational policies and procedures necessary to smooth functioning of the Commission's operations or required by funding entities.
- ◆ Approve the retention of consultant services as recommended by the Executive Director and as provided for in the Commission's Procurement Procedures. Approval of contracts will deem to be approval of the payment of invoices provided the work has been done to the satisfaction of the Executive Director.

The Committee's actions must be compatible with plans, policies, positions or resolutions previously adopted by the Board of Commissioners. Other than those described above, new or amended plans, policies, positions or resolutions shall be provided to the Board of Commissioners in the packet for the Commission's next regular meeting. Committee action shall be deemed ratified/approved by the Board of Commissioners unless acted upon by the Commission at that meeting.

**MEMBERSHIP:** The Executive Committee shall consist of seven Commissioners, including the four officers and three additional Commissioners who shall be elected at the Annual Meeting. Each member shall have one vote. Membership term shall be one year, elected or appointed in May as appropriate. Vacancies on the Committee shall be filled by the Board of Commissioners at its next meeting.

**OFFICERS/ELECTIONS:** The Chair of the Committee shall be the Chair of the Board of Commissioners. The Chair will be responsible for running meetings, setting agendas in conjunction with staff, reviewing and signing correspondence on behalf of the Executive Committee, and representing the Executive Committee at various meetings as needed. The Vice-Chair shall act as Chair in the absence or incapacity of the Chair and will provide support to the Chair as needed. The Commission's Bylaws address how vacancies will be filled if the Chair or Vice-Chair should resign before his/her term expires.

**ATTENDANCE AND QUORUMS:** A quorum shall consist of a majority of members. Members are expected to attend all regular meetings and special meetings as they arise. Members with three consecutive unexplained absences will be contacted by the Chair to determine if they still wish to serve on the Executive Committee. The Committee meets monthly or as determined by the Chair to be necessary to carry out the stated purpose.

**COMMUNICATION AND COORDINATION:**

- ◆ Meetings shall be noticed and held in accordance with Vermont Open Meeting Law.
- ◆ Draft policies and resolutions shall be forwarded to Committee members and interested/affected parties for comment before action by the Committee or final recommendation to the Board of Commissioners.



- ◆ Minutes of all regular and special meetings will be prepared by staff, distributed to Committee members and interested parties, and made available to the public in accordance with open meeting and public records laws described in 1 V.S.A.
- ◆ Committee members are encouraged to serve as liaisons to the Board of Commissioners in addition to their local legislative boards by facilitating communication and coordination on a regular basis.
- ◆ Executive Committee members are encouraged to offer input on all matters before the Committee, and are encouraged to bring up items of local or regional concern for Committee or Commission consideration.

**CONFLICT OF INTEREST:** In the event any Executive Committee member has a personal or financial interest with any individual, partnership, firm or corporation seeking to contract with the Commission or to provide materials or labor thereto, or has a personal or financial interest in any project being considered by the Commission, the member shall state on the record the nature of his or her interest. If the member feels this conflict interferes with his/her ability to be objective, the member shall not participate in any vote on any related motion. If the member is uncertain whether he/she should participate in the decision, the Executive Committee shall determine by vote whether the member should participate.

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

**ADOPTION OF PROCEDURES:** The Executive Committee may, at any time, vote to recommend amendments of these procedures, upon 51% vote of the Committee membership. Proposed amendments will then be forwarded to the Board of Commissioners for ratification.

The Executive Committee is a standing committee of the Regional Planning Commission, and is therefore subject to the Commission's bylaws. These Rules of Procedure, combined with Robert's Rules of Order, provide procedural and administrative guidance for the Committee in addition to the Commission's bylaws. In the case of a conflict between these Rules and the Commission's Bylaws, the Bylaws shall take precedence. This document supersedes all other direction, policies, and procedures pertaining to the Executive Committee.

Recommended by the Executive Committee: 07/02/18

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

\_\_\_\_\_  
Juliana Potter, Chair  
CVRPC Board of Commissioners

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

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

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

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

#### SECTION 6.6 STAFF

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

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

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

#### SECTION 6.7 EXECUTIVE COMMITTEE

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

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

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

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

#### SECTION 6.8 SPECIAL COMMITTEES

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

#### ARTICLE VII. SIGNATORY OF THE COMMISSION

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

#### ARTICLE VIII. APPROPRIATIONS

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

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



## ROLE OF THE EXECUTIVE COMMITTEE

*Adopted by the Central Vermont Regional Planning Commission this 13th day of February, 1996.*

It is the role of the Executive Committee to lead and guide the Commission to productive ends. The Executive Committee will endeavor to keep the resources of the Commission in line with the Commission's work program and budget. Pursuant to the Commission's Bylaws, the Executive Committee has the power to act on behalf of the Commission provided that such actions are reported to the Commission. Actions of the Executive Committee will be reported to the Commission via minutes of the Executive Committee and are subject to rescission or amendment by the Commission.

In its effort to promote the effectiveness of the Commission, the Executive Committee is recommending that the role of the Executive Committee be further delineated so that Commission meetings may be spent discussing planning issues and reaching consensus on said issues. The Executive Committee will act on the following items on behalf of the Commission without needing further approval by the Commission unless the Commission chooses to do so.

### 1. Management/Operations

- A. Approve the annual budget, ACCD contract, and Transportation contract
- B. Accept the annual audit
- C. Approve budget adjustments that may arise during the year
- D. Accept grants or other contracts with outside organizations or agencies, et al.

### 2. Personnel

- A. Approve the addition/elimination of staff positions and the retention of consultant services as recommended by the Executive Director
- B. Approve amendments to Personnel Policies

### 3. Contractual Commitments

- A. Approve contracts with consultants as provided for in the Commission's Procurement Procedures
- B. Approval of contracts will deem to be approval of the payment of invoices provided the work has been done to the satisfaction of the Executive Director.

### 4. Organizational Issues

- A. Determine and approve Commission meeting agendas
- B. Determine appropriate action on policy issues that arise from time to time including legislative issues, RPC allocation formula, or other issues affecting the Central Vermont region and its individual constituent cities and towns.



## MEMO

Date: July 2, 2018

To: Board of Commissioners

From: Bonnie Waninger, Executive Director

Re: Code of Conduct and Conflict of Interest Policy

---

**✉ ACTION REQUESTED:** Adopt the Code of Conduct and Conflict of Interest Policy.

On several occasions, Committee members or Commissioners have asked if they have a conflict of interest when a contract or other issues, such as project review, town plan, etc., that involves that Commissioner's town comes up for an approval vote. The Executive Committee discussed this issue extensively and recommends the Commission update its Conflict of Interest Policy.

The Executive Committee also identified changes required by 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Those changes include:

- address "agents", when used by the Commission,
- address gifts and gratuities,
- address conflicts of interest during participation in selection, award, or administration of a contract supported by a Federal or State award, and
- define disciplinary actions the Commission will impose if the Policy is violated.

The Commission's current Conflict of Interest Policy, adopted in 1996 and the policy recommended by the Executive Committee are enclosed for the Commission's consideration.



## Code of Conduct and Conflict of Interest Policy

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

### Preamble

A public official must exercise his or her authority solely for the benefit of the public and, in fact, stand in a fiduciary relationship to the public. He or she is held to a most rigid standard with respect to any activity which places his or her individual interest in a position where collision with public responsibility becomes possible. Not only must public officials actually separate private interests from public responsibility, but must also give every appearance of this separation.

### Definition

**Commissioner.** "Commissioner" means a member of the Central Vermont Regional Planning Commission's Board of Commissioners. Alternate Commissioners are considered "Commissioners" for purposes of this Policy.

**Agent.** An "Agent" is a party that has express (oral or written) or implied authority to act for the Commission so as to bring the Commission into a contractual relationship with another party. An agent is under the control (is obligated to) the Commission, and when acting within the scope of his or her authority delegated by the Commission binds the Commission with his or her acts.

**Committee Member.** "Committee Member" means a member of a committee formed by the Central Vermont Regional Planning Commission and under its authority via adopted Rules of Procedure. "Committee Member" also means a member of a project-based committee formed by the Commission to provide advice or recommendations to the Commission, whether or not the Committee member is a Commissioner.

### Applicability

This Policy applies in the event a Commissioner, employee, agent, or Committee member (collectively as "Party") of the Central Vermont Regional Planning Commission (Commission):

1. has a personal or fiduciary relationship with any individual, partnership, firm or corporation seeking to contract with the Commission, or to provide materials or labor thereto;
2. has a personal or fiduciary interest in a project of the Commission or in a project before Act 250 or other regulatory board where the Commission is a party; or
3. is involved in any action or circumstance which might result in, or create the appearance of, undermining their independence or impartiality of action.

Commissioners are appointed by a municipal elected body to represent the interests of that municipality. Once appointed to the Board, Commissioners have a legal obligation to make decisions in the best interest of the Commission. A Commissioner's municipal perspective is an important part of those decisions. The Board of

**Commented [BW1]:** Current project committee(s) that would not fall under this Policy include: Upper Winooski Resilience



Commissioners has determined that Commissioners participating in discussions or decisions regarding the municipalities they represent does not constitute a conflict of interest because the Commissioner role functions in the public interest rather than a personal interest.

### Code of Conduct

Parties of the Commission must take all reasonable steps to avoid any action or circumstance, whether or not strictly prohibited by this code, which might result in, or create the appearance of:

1. undermining their independence or impartiality of action;
2. taking official action on the basis of unfair considerations, unrelated to the merits of the matter;
3. giving preferential treatment to any interest on the basis of unfair considerations, unrelated to the merits of the matter;
4. using public office for the advancement of personal financial interests;
5. using public office to secure special privileges or exemptions; or
6. affecting adversely the confidence of the public in the integrity of affairs of the Commission.

Party's of both the Commission and the Commission's sub-grantees will neither solicit nor accept gratuities, favors, or anything of monetary value (excluding calendars, pens, and other nominal items) from contractors, potential contractors, or parties to sub-agreements. In these cases, the gift must be disclosed to the Commission's Executive Director, or in the case of the Executive Director, to the Commission Chair.

**Commented [BW2]:** Language required under 2 CFR §200.318. A monetary value could be established for nominal gifts, such as \$25 or \$50.

### Conflict of Interest

"Conflict of interest" means a personal or pecuniary interest of a Party. Such a conflict would arise when:

1. a Party of the Commission,
2. any member of his or her immediate family,
3. his or her partner, or
4. an organization which employs or is about to employ any of (1) through (3) above,

have a financial or other interest in or a tangible personal benefit in the outcome of any particular matter pending before the Commission, including the award of contracts and sub-contracts.

A real conflict of interest exists when a private interest exists leading to a personal benefit or gain. An apparent conflict of interest exists when there is a perception that a conflict of interest exists leading to a personal benefit or gain.

### Party Actions

Upon joining the Commission or its committees, Parties will review and sign this Policy to indicate that they have read, understood, and agree to comply with it.

In the event a real or apparent conflict of interest, as herein defined, or a situation involving real or apparent impartiality does or would result, the Party must act as follows:

1. state on the record the nature of his or her interest,
2. refrain from all formal or informal discussion with any other Parties with respect to such contract or project, and
3. must not vote on the question of its issuance or approval or disapproval.

Employee disclosure, actions, and sanctions are governed by the Commission's Personnel Policies. Agents must disclose such interest to the Executive Director immediately, either verbally or in writing, and must not be involved further in the question of the contract issuance.

No Party of the Commission may participate in the selection, award, or administration of a contract supported by a Federal or State award if he or she has a real or apparent conflict of interest. The Commission must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy.

**Commented [BW3]:** Language required under 2 CFR §200.318. Best practice is to include "State" since state policies often mirror federal policy.

### Resolving Conflicting Interests and Situations Involving Impartiality

In the event a Commissioner or member of a Commission committee or workgroup is uncertain whether he or she has a conflict of interest in any matter or is challenged in any matter, the Board of Commissioners or the Committee or workgroup in which the Party is involved, must state for the record its position as determined by roll call vote.

The Board of Commissioners has the ultimate authority over conflict of interest and situations involving impartiality decisions for the Commission's committees and workgroups. It may negate a decision made by a committee or workgroup if it votes to override a conflict of interest decision made by those groups at the Commission's next meeting. Staff must appraise the Commission of any conflict of interest decisions made by a committee or workgroup.

The Commission's Personnel Policies govern resolution of conflict of interests regarding employees. In the event an Agent is uncertain or is challenged, the Executive Director must determine whether a conflict of interest exists.

### Sanctions

Failure of a Party to sign the Policy will result in the individual or organization being barred from discussion and voting on Commission business and/or other sanctions imposed by the Commission. If the Party has been appointed to the Board of Commissioners or a committee by a municipality, the appointee's municipality also will be notified.

**Commented [BW4]:** 2 CFR §200.318 requires that the Commission define disciplinary actions it will impose if this Policy is violated by any Party.

If a Party subject to this Code of Conduct and Conflict of Interest Policy violates the Policy, the following sanctions will apply:

1. Commissioner. Violations of this Policy by a Commissioner may result in removal from office. The Commission must make written report of a violation of this Policy to the governing body of the municipality the Commissioner represents. Additionally, the Commissioner may be removed temporarily or barred permanently from participating in the committee, project workgroup, or other Commission interest related to the conflict.
2. Employee. All employees are subject to the Commission's Personnel Policies. The Policies may provide additional guidance and standards for employee conduct in regards to conflicts of interest. Violations of this Policy or supplemental conflict of interest and code of conduct information in the Personnel Policies by employees will result in disciplinary actions as described in the Commission's Personnel Policies.
3. Agent. Violations of this Policy by an agent may result in removal from agent status. The Commission will document the violation in writing and maintain such documentation in the organization's files for future

1 reference. Depending on the nature and extent of violation, an agent may be removed temporarily or  
2 barred permanently from acting on the Commission's behalf.

- 3  
4 4. Committee Member. Violations of this Policy by a committee member may result in the committee  
5 member being removed temporarily or barred permanently from participating in the committee, project  
6 workgroup, or other Commission interest related to the conflict, or may result in the committee member  
7 being removed from the committee.  
8

9 **Acknowledgement**

10 I acknowledge that I have read, understood, and agree to comply with this Policy.  
11  
12

13  
14 \_\_\_\_\_  
15 Printed Name

16  
17 \_\_\_\_\_  
18 Signature

19 \_\_\_\_\_  
Date



## CONFLICT OF INTEREST POLICY

*Adopted by the Central Vermont Regional Planning February 13, 1996.*

**Definition:** "Conflict of interest" means a personal or pecuniary interest of a Commissioner, or such an interest known to the Commissioner, or his or her immediate family or household or of a business associate, in the outcome of any particular matter pending before CVRPC.

**Code of Conduct:** Commissioners have an affirmative obligation to conduct the affairs of their office in such a manner as to instill public trust and confidence. Commissioners shall take all reasonable steps to avoid any action or circumstance, whether or not strictly prohibited by this code, which might result in, or create the appearance of:

1. undermining their independence or impartiality of action;
2. taking official action on the basis of unfair considerations, unrelated to the merits of the matter;
3. giving preferential treatment to any interest on the basis of unfair considerations, unrelated to the merits of the matter;
4. using public office for the advancement of personal financial interests;
5. using public office to secure special privileges or exemptions; or
6. affecting adversely the confidence of the public in the integrity of affairs of the regional planning commission.

### **Commissioners' Actions**

1. Commissioners shall not take any official action in any particular matter in which they have a conflict of interest or in which there is an appearance of conflict of interest that will undermine public confidence.

2. Commissioners shall not take any official action that advances the interests of an entity with which they have a financial relationship or are actively seeking employment.

### **Resolving Conflicting Interests**

In the event a Commissioner is uncertain whether he or she has a conflict of interest in any matter, he or she may request the Commission to determine whether a conflict of interest exists. Prior to action being taken by the Commission, any Commissioner may request that the Commission discuss whether a conflict of interest exists as to another Commissioner or him/herself. When any conflict is unresolved, a Commissioner or the full Commission can request that it be noted in the minutes that a potential conflict may exist.

Signature acknowledges agreement with this Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**DRAFT MINUTES**  
**June 12, 2018**

**Commissioners:**

<input checked="" type="checkbox"/> Barre City	Janet Shatney	<input type="checkbox"/> Montpelier	Kirby Keeton
<input type="checkbox"/>	Heather Grandfield, Alt.	<input checked="" type="checkbox"/>	Mike Miller, Alt.
<input checked="" type="checkbox"/> Barre Town	Byron Atwood	<input checked="" type="checkbox"/> Moretown	Dara Torre, Secretary
<input type="checkbox"/>	Mark Nicholson, Alt.	<input type="checkbox"/>	Joyce Manchester, Alt
<input checked="" type="checkbox"/> Berlin	Robert Wernecke	<input checked="" type="checkbox"/> Northfield	Laura Hill-Eubanks, Vice-Chair
<input type="checkbox"/>	Karla Nuissl, Alt.	<input checked="" type="checkbox"/> Orange	Lee Cattaneo
<input type="checkbox"/> Cabot	Amy Hornblas	<input checked="" type="checkbox"/> Plainfield	Bram Towbin
<input checked="" type="checkbox"/> Calais	John Brabant	<input checked="" type="checkbox"/>	Paula Emery, Alt.
<input type="checkbox"/>	Jan Ohlsson, Alt.	<input checked="" type="checkbox"/> Roxbury	Jerry D'Amico
<input checked="" type="checkbox"/> Duxbury	Alan Quackenbush	<input checked="" type="checkbox"/> Waitsfield	Don La Haye
<input checked="" type="checkbox"/> E. Montpelier	Julie Potter, Chair	<input type="checkbox"/>	Harrison Snapp, Alt.
<input checked="" type="checkbox"/>	Jack Pauly, Alt.	<input checked="" type="checkbox"/> Warren	Camilla Behn
<input type="checkbox"/> Fayston	Carol Chamberlin	<input type="checkbox"/> Washington	VACANT
<input checked="" type="checkbox"/> Marshfield	Melissa Seifert	<input checked="" type="checkbox"/> Waterbury	Steve Lotspeich
<input type="checkbox"/> Middlesex	Ron Krauth	<input type="checkbox"/> Williamstown	Rodney Graham
		<input checked="" type="checkbox"/> Woodbury	Michael Gray, Treasurer
		<input checked="" type="checkbox"/> Worcester	Bill Arrand

Staff: Bonnie Waninger, Nancy Chartrand, Eric Vorwald, and Clare Rock

Guests: Stewart Clark, Worcester Planning Commission; Troy McBride, Norwich Solar Technologies, Michael Curtis, Washington County Mental Health (WCMH)

**CALL TO ORDER**

Chair J. Potter called the meeting to order at 7:01 pm. Quorum was present. Introductions were made.

**ADJUSTMENTS TO THE AGENDA**

A clipboard was passed among members asking how members preferred to receive meeting packets. No changes were made to the agenda.

**PUBLIC COMMENTS**

M. Curtis said he hoped to participate in the renewable energy preferred sites agenda item.

**RENEWABLE ENERGY PREFERRED SITES**

J. Potter said discussion would break at 7:30pm for the warned public hearing on Regional Plan.

1 E. Vorwald provided an overview of preferred siting and how CVRPC is addressing it. He reviewed State-  
2 defined sites and discussed joint letters by the municipality and regional planning commission.

3  
4 The Regional Plan and Regional Energy Plan do not have a process or policy to review preferred sites.  
5 Project review is completed by the Project Review Committee using substantial regional impact criteria.  
6 Board policy states projects shall only be reviewed for consistency with the Regional Plan, so the  
7 Committee cannot evaluate preferred site requests. The Executive Committee recommended the  
8 Regional Plan Committee be directed to develop updates to the Commission's policies and procedures.

9  
10 S. Clark said he understood the need for consistent policy and, as a municipality, understands the  
11 criteria for a preferred site. He asked whether the Regional Planning Commission is withdrawing from  
12 the process? E. Vorwald said it was not; the discussion would determine how CVRPC would engage.

13  
14 Clark asked if it was possible to have a vote to move forward. Vorwald confirmed the Commission could  
15 vote; however, committees could not complete a review until the Commission designated policy.

16  
17 L. Cattaneo proposed to direct the Regional Plan Committee to develop criteria for approval. He also  
18 proposed to allow the Commission to approve any site until July 1, 2018 provided that the site meets  
19 the standards of a town, as approved by Town Planning Commission, and that the site is not inconsistent  
20 with the Regional Plan in effect.

21  
22 S. Lotspeich noted Waterbury did not feel prepared to evaluate preferred sites designations with its  
23 draft energy plan. He understood projects want the financial incentives and understood the municipal  
24 and development motivation. As a Commissioner, he was hesitant to set precedent for site approvals  
25 without criteria for basing decisions. Staff had provided criteria ideas for the Executive Committee.  
26 They were discussed at length, and Executive Committee was not prepared to recommend criteria.

27  
28 J. Brabant stated it was his understanding from statehouse participation that State category #7 was  
29 designed to empower towns to designate sites beyond the state-designated sites.

30  
31 At 7:30 pm, Chair Potter postponed the discussion for the Regional Plan amendment public hearing.

### 32 33 **2016 REGIONAL PLAN UPDATE**

#### 34 Public Hearing

35 *B. Atwood moved to open the public hearing on the 2016 Regional Plan Amendment; D. LaHaye*  
36 *seconded. Motion carried.*

37  
38 E. Vorwald reviewed the purpose of the amendments. Potter noted that Commissioners had received  
39 an email from Cabot Commissioner Amy Hornblas with comments on the forest integrity component.

40  
41 S. Clark said the natural resources map coverage for Worcester and Middlesex needed updating. All  
42 lands west of Route 12 extending to Rumney School in Middlesex should be green as forest blocks. He



1 stated connections between Class III and IV roads and private roads were not correct. He requested the  
2 Commission consider reevaluating the area west of Route 12 and east of Rumney Hill. Large blocks of  
3 uninterrupted forest have scattered housing along their perimeter. He noted that when Worcester's  
4 Town Plan is updated, Worcester will be showing areas in white on the regional map as forest blocks.

5  
6 Potter requested that Commissioners and staff hold responses to comments for the Commissioner  
7 discussion. There were no additional public comments.

8  
9 *L. Hill-Eubanks moved to close the public hearing; M. Miller seconded. Motion carried.*

10  
11 Regional Plan Adoption

12 C. Rock said roads were based on a GIS layer. She will confirm the most current data was used.

13  
14 Rock explained that data used for forest blocks was the "highest priority" blocks and "highest priority"  
15 connectivity blocks as depicted on BioFinder. The high priority forest blocks would address more locally  
16 significant forest blocks. Towns can identify more forest blocks than exist in the Regional Plan. This  
17 would not create a local-regional plan conflict. Municipalities can choose to use more detailed data.  
18 Clark said he understood the best available data was used. He requested it be updated.

19  
20 J. Brabant recommended the amended plan be adopted without changes. Commissioners can decide  
21 whether to task staff with amending the plan further with greater detail and protection.

22  
23 *B. Atwood moved to adopt the Regional Plan amendment to incorporate the Regional Energy Plan and*  
24 *forest integrity language.* J. Potter noted the resolution in the Board packet should state Regional Plan  
25 "amendment" rather than "update". *Atwood amended his motion to adopt the Resolution as revised; L.*  
26 *Cattaneo seconded.* In discussion:

- 27  
28
  - C. Behn said the Warren Planning Commission was uncomfortable with restricting wind tower
  - 29 height to rule out industrial across the entire region. They believe this policy would not help the
  - 30 region meet State energy goals.
  - 31 • J. Brabant said developing projects in core habitat and splitting up habitat undermined the
  - 32 function of that habitat. Wind development on mountaintops is in core habitat.
  - 33 • C. Behn said all habitats are threatened by energy production all over the world. She
  - 34 questioned whether smaller or commercial scale wind could be used as solutions.

35  
36 Potter confirmed a headcount was required for the vote due to the 60% adoption requirement.

37  
38 *Motion carried with 16 yes, 1 no (C. Behn), and 1 abstention (A. Quackenbush).*  
39  
40

**RENEWABLE ENERGY PREFERRED SITES CONTINUED**

B. Atwood requested clarification about the Public Utility Commission process and preferred site letters. Vorwald said developers seek preferred site designation during the 45-day advanced notice period when statutory parties complete a preliminary review of proposed projects. Statutory parties can review the full project when full applications are submitted. Atwood said a full review could be completed then.

R. Wernecke noted the Commission could develop criteria/guidance for preferred siting and refer preferred site designation requests to the Project Review Committee to use available data for a review.

B. Towbin asked towns with proposed projects if projects would proceed without the preferred site incentive. J. Potter said projects above a certain size cannot be built without the designation regardless of the financial incentives. E. Vorwald stated projects above 150 kW cannot move forward under net metering rules but can move outside net metering rules. J. Brabant reiterated the relationship to net metering rules; there is a financial incentive with net metered projects. Net metering was originally meant for putting panels on residential rooftops and has morphed into very large scale projects.

B. Towbin said he was in favor of a deliberative process, and wants to hear from towns if that is appropriate. B. Atwood advised he could not answer that because he did not ask principals behind the project. He sees a project that town governance wants to have happen, but CVRPC doesn't have a mechanism to review it. He agreed with R. Wernecke that in the interim, CVRPC should allow projects to be reviewed by the Project Review Committee while the Commission develops a review process.

*B. Atwood moved to allow the Project Review Committee to consider information in the 2016 Regional Plan, as amended, in its deliberations of preferred sites until the Regional Plan Amendment becomes effective; M. Miller seconded. In discussion:*

- B. Waninger clarified the Commission can delegate authority to the Project Review Committee.
- L. Cattaneo requested the Commission act only after a Town Planning Commission acted.
- E. Vorwald clarified that the Public Service Department stated a municipality would receive project credit regardless of how renewable energy credits were used, but Vermont would not.
- T. McBride, Norwich Solar Technologies, clarified the 2017 net metering rules assigns all renewable credits to Green Mountain Power unless they take the six cent lower rate.
- S. Clark said Worcester is discussing a project; three towns will be affected by the vote.
- M. Miller supported review by the Project Review Committee as the projects are small.
- J. Potter clarified a timeframe for Regional Plan Committee work on criteria had not been set.

*J. Brabant offered a friendly amendment to include clear directive that the plan amendment process continue with due haste so the Commission can finalize the additional criteria. B. Atwood accepted the amendment; M. Miller seconded.*

1 For clarity, Potter restated the motion as amended: *To allow the Project Review Committee, on an*  
2 *interim basis, to consider information in the 2016 Regional Plan as amended tonight in its deliberations*  
3 *of preferred sites until the Plan Amendment becomes effective, and to direct the Regional Plan*  
4 *Committee to develop and recommend updates to the Commission's policies and procedures regarding*  
5 *preferred site designation. Motion carried.*

#### 6 7 **COMMISSION APPOINTMENTS**

8 Potter recognized L. Hill-Eubanks' work in encouraging Commissioners to participate on committees,  
9 matching interests, and recruiting members to participate. Potter reviewed the Committee slate.

10  
11 *J. Brabant moved to appoint Robert Wernecke (2021), John Brabant (2020), Gerry D'Amico (Alternate*  
12 *Seat 2021) to the Project Review Committee; J. Shatney seconded. Motion carried.*

13  
14 *B. Arrand moved to appoint Laura Hill-Eubanks, Dara Torre, Ron Krauth, Kirby Keeton, Julie Potter to two*  
15 *year terms to the Regional Plan Committee; C. Behn seconded. Motion carried.*

16  
17 Potter noted the proposal to add an alternate seat to the Town Plan Review Committee for quorum.

18  
19 *D. Torre moved to appoint Lee Cattaneo, Bill Arrand, Jan Ohlsson, Ron Krauth, Joyce Manchester, and*  
20 *Karla Nuissl (Alternate Seat) to the Town Plan Review Committee; A. Quackenbush seconded. Motion*  
21 *carried.*

22  
23 *R. Wernecke moved to appoint Janet Shatney, Amy Hornblas, Ron Krauth, and Don LaHaye to the*  
24 *Brownfields Advisory Committee; J. Shatney seconded. Motion carried.*

25  
26 Potter stated that the Clean Water Advisory Committee was new, and the Commission had not  
27 approved Rules of Procedure. The Committee recommended having 13 members – 3 Commissioners  
28 with an Alternate, 5 municipal representatives, 3 watershed organizations, and 1 interested stakeholder  
29 (citizen, business, etc). Committee members self-selected alternating terms.

30  
31 *S. Lotspeich moved to appoint Ron Krauth (2020), Amy Hornblas (2019), John Brabant (2020), and*  
32 *Michael Gray (Alternate Seat, 2019) to the Clean Water Advisory Committee; B. Towbin seconded.*  
33 *Motion carried.*

34  
35 Potter noted the Regional Energy Committee has finished its charge.

36  
37 *B. Atwood moved to appoint Julie Potter as the Commissioner representative to the Vermont Association*  
38 *of Planning & Development Agencies; R. Wernecke seconded. Motion carried.*

39  
40 *D. La Haye moved to appoint Bonnie Waninger to the Vermont Economic Progress Council; C. Behn*  
41 *seconded. Motion carried.*

1 C. Behn moved to appoint Bonnie Waninger as Commissioner and Dan Currier as Alternate Commission  
2 to Green Mountain Transit; M. Miller seconded. Motion carried.

3  
4 J. Brabant moved to authorize the Executive Director to appoint the Representative and Alternate to the  
5 Mad River Valley Planning District; D. Torre seconded. Motion carried.

6  
7 **MINUTES**

8 S. Lotspeich asked to provide minor non-substantive edits directly to staff for inclusion in the minutes.

9  
10 S. Lotspeich moved to approve the May 8, 2018 minutes with edits; B. Arrand seconded. Motion carried.

11  
12 **FUTURE OF ACT 250: FRAMING CVRPC COMMENTS**

13 C. Rock stated the Legislature created the Commission on Act 250 Next 50 Years in 2017. It was tasked  
14 with a broad range of issues as it pertains to Vermont's Land Use Permitting. The Commission's report is  
15 due to the Legislature in December 2018. The Commission has published its outreach schedule.

16  
17 To prepare comments, staff generated a survey and conducted interviews. The Project Review  
18 Committee will draft comments for the Commission's review. Survey results were reviewed.

19  
20 The final public outreach meeting is September 10. It would be helpful to have CVRPC comments by  
21 then. Commissioners can provide comments beyond the survey to C. Rock.

22  
23 **REPORTS**

24 Potter congratulated Vorwald on his new position; the Commission will miss his energy and enthusiasm.

25  
26 B. Waninger shared an idea from the VPA Act 250 Conference. Mark Delaney from Smuggler's Notch  
27 Resort suggested Act 250 should be a gathering of statutory parties to vet the development concept  
28 before a developer creates detailed plans. This would allow statutory parties to work out differences on  
29 a conceptual level before the developer invests in detailed studies. Delaney suggested state permits  
30 comprise a technical review of development plans. Waninger said this idea might make the process  
31 work better for statutory parties and reduce the developer's upfront costs. It is unclear how other  
32 interested parties might participate in this process.

33  
34 **ADJOURNMENT**

35 D. La Haye moved to adjourn at 8:50 pm; B. Atwood seconded. Motion carried.

36  
37 Respectfully submitted,

38  
39 Nancy Chartrand

40 Office Manager

**Central Vermont Regional Planning Commission**

P: 802-229-0389

Staff Report, July 2018

F: 802-223-1977

**LAND USE PLANNING & MUNICIPAL ASSISTANCE**

**Regional Plan:** Contact Clare Rock, [rock@cvregion.com](mailto:rock@cvregion.com).

The Commission adopted the 2016 Regional Plan amendment on June 12. The Plan becomes effective July 17 unless rescinded by 60% of municipalities. CVRPC sent a request for Determination of Energy Compliance to the Public Service Department. The Department scheduled a hearing for public comments on the Plan and its certification on July 17, 6:00 pm, at the Central VT Medical Center in Berlin. If the Regional Plan is certified, CVRPC can certify municipal plans for energy compliance.

The Commission also directed staff to work with the Regional Plan Committee to develop policy and process for renewable energy preferred sites designation. A Committee meeting is being scheduled for mid-July. Contact Bonnie Waninger, [waninger@cvregion.com](mailto:waninger@cvregion.com).

Staff participated in a meeting of the RPC Energy Committee, Vermont Energy Investment Corporation, and Green Mountain Power to discuss implementation of regional energy plans. Collectively agreed the most impact is needed for thermal and home efficiency measures and for transportation. Future workgroup meetings will focus on barriers to achieving goals and solution steps in these areas.

**Local Energy Planning:** Contact Clare Rock, [Rock@cvregion.com](mailto:Rock@cvregion.com).

Barre City, Calais, and Warren have approved draft plan language. Staff completed a municipal standards determination review checklist for these municipalities. Marshfield is finalizing its draft language. Staff worked with Waterbury to finalize its local energy plan. Waterbury anticipates submitting its municipal plan to the Selectboard in early July.

**Municipal Plans:** East Montpelier requested approval of the 2018 East Montpelier Town Plan. CVRPC scheduled a hearing for July 10 at 6pm at the Chamber of Commerce. Staff identified municipalities with expired plans or plans expiring in 2018-2019 and will target Municipal Planning Grant outreach and RPC services to these municipalities. As part of this effort, CVRPC's summer Planning Technicians are continuing development of annual data reports for all municipalities. The reports contain core data that can be used for community planning purposes, such as plan updates, grant applications, and Census 2020 preparation. Information used in the reports originates from the U.S. Census Bureau's online American FactFinder tool and the Vermont Department of Taxes online statistical report database.

Staff attended the Orange Planning Commission Town Plan public hearing. The Planning Commission voted to approved the plan and forwarded it to the Selectboard.

**Mapping:** Staff completed maps for Plainfield to depict flood hazard areas from naturally caused

flooding and from dam release inundation. The maps will be incorporated into its hazard mitigation plan. Staff finished the GIS analysis and maps for the High Meadows project steering committee to help its make decisions on target parcels for outreach. Staff completed zoning map updates for Marshfield. Staff created forest integrity and future land use maps for the Waterbury Town Plan.

**Planning & Zoning Administrators Roundtable:** CVRPC hosted a Zoning Administrator Roundtable. Topics included handling municipally-exempt agricultural uses and structures and silvicultural Practices, administering flood hazard regulations and the requirements of the National Flood Insurance Program (NFIP), and best practice discussions for collaboration between the Planning Commission and Zoning Administrator during bylaw updates.

**Permit Training:** Staff coordinated and co-presented information on the land use permit process in Vermont to staff of the Vermont Housing and Conservation Board.

## EMERGENCY PLANNING & HAZARD MITIGATION

**Local Planning:** Staff reviewed Local Emergency Management Plans and submitted the following to VEM for acceptance: Barre Town, Waitsfield, and Woodbury. Plainfield made additional updates and readopted its LEOP. Washington finalized its Plan, which is scheduled for Selectboard action in July.

The Points of Contact spreadsheet, used during an activation of the local liaison, was updated to reflect changes to the LEOPs. Having an adopted LEMP (formerly known as an LEOP) increases a municipality's Emergency Relief Assistance Fund (ERAF) rating, providing them with more state aid after a federally declared disaster. Contact Laura Ranker, [ranker@cvregion.com](mailto:ranker@cvregion.com), for assistance.

Staff collaborated with Woodbury, VEM, and adjacent regional planning commissions to facilitate an ICS 402, Incident Command System Summary for Executives, class. Seven town officials earned certifications, including four from Woodbury.

**Local Emergency Management Directors/Coordinators (EMD/EMC):** Staff updated EMD contact data for VEM. Staff worked with VEM to confirm an Emergency Management Director 8-hour course for fall.

**LEPC #5:** Staff participated in SERC meetings to address concerns about the SERC's direction for LEPCs and FY19 funding. Most of the immediate concerns regarding LEPC role and capacity of volunteers were addressed, and RPC/SERC/VEM discussions for the remaining concerns are continuing. LEPC 5 was awarded SERC FY19 grants of \$4,000 for base work and \$13,069 for special projects.

**Local Hazard Mitigation Plans (LHMP):** Contact Laura Ranker, [ranker@cvregion.com](mailto:ranker@cvregion.com). Staff supported communities in the development, review, and adoption of local hazard mitigation plans.

Duxbury: The Plan received "Approval Pending Adoption" status from FEMA. Staff assisted with

updates to the Certificate of Adoption form and provided guidance on the public hearing and adoption process.

Middlesex: The Plan received formal FEMA Approval; The Plan is complete!

Plainfield: Staff provide guidance and reviewed the Plan draft. The Town's Committee continues to finalize sections of the Plan. GIS staff provided map support.

Warren: Staff is reviewing an initial draft, providing edits, and coordinating with stakeholders about information to be incorporated, such as the Town's MRGP Road Inventory Report.

Worcester: The Plan is under VEM/FEMA review.

**Collaboration with Partners:** VEM announced it will conduct a catastrophic statewide exercise on October 23-24, 2019. CVRPC will provide staff for planning meetings and the exercise event. VEM is soliciting interested communities, agencies, private, non-profit and other parties to participate in this exercise. Greater participation from the local level will make the exercise more realistic and beneficial. Interested participants should complete this brief survey:

<https://www.surveymonkey.com/r/Cat4LocalInterest>.

Staff participated in a meeting of the RPC Emergency Management Committee and VEM to discuss the FFY18 scope of work for Emergency Management Performance Grants.

## TRANSPORTATION

**Field Services:** Contact Ashley Andrews, [Andrews@cvregion.com](mailto:Andrews@cvregion.com), for counts and inventories.

Counts: Staff collected data from the permanent Mad River counter. Staff set out and retrieved counters in Cabot, Montpelier, Waitsfield, and East Montpelier. All counts were processed and shared with the communities.

Bridge and Culvert Inventories: Staff collected data on bridge and culvert locations in Warren.

### Transportation Studies:

Stowe Street Bridge: Staff held a kickoff meeting with Waterbury and Stantec for the Stowe Street Bridge existing conditions report and purpose and needs statements. The team developed a list of stakeholders and potential meeting dates for the community concerns meeting.

Paratransit Inclusive Planning: CVRPC was awarded an inclusive planning grant from Community Transportation Association of America. This grant will be used to involve paratransit system users in planning the transition from fixed route to standalone paratransit services in Central Vermont.

Transit Oriented Development: Staff met with the City of Montpelier to discuss a grant application aimed at Transit Oriented Development. TOD development creates compact, walkable, pedestrian-oriented, mixed-use communities centered around high quality transit systems (train, bus). Transit oriented development greatly reduces the need for driving and energy consumption. The project aims to complete an economic analysis for rail bus service between Montpelier and Barre and to identify



policy and improvements needed to further transit oriented development in this corridor.

**Public Transit:** CVRPC represents Central Vermont on the GMT Board of Commissioners. Staff participated in the following Green Mountain Transit meetings:

- Strategy Committee – Provided input on the Paratransit Study. The study is an initial exploration of the possibility of a merger between GMT and Special Services Transportation Agency (SSTA). SSTA is a private, non-profit organization providing accessible transportation for people in Chittenden County who have specialized mobility needs. GMT currently contracts with SSTA for Chittenden County paratransit services. Provided input on items for discussion at the Board of Commissioners meeting.
- Operations Committee – Provided input on the Paratransit Study. Discussed FY19 worplan.
- NextGen Advisory Committee – Discussed public input on final plan recommendations. Voted to accept the plan as complete and recommend its approval by the Board of Commissioners. The Committee will transition into an implementation advisory committee.
- Leadership Committee – VTrans Secretary Joe Flynn discussed the outlook for public transit funding and challenges VTrans' faces for funding transportation throughout the state.
- Board of Commissioners – See Committee updates.

Staff also met with the new Board Chair to provide input on strategic direction and FY19 actions, and for Chair-Vice Chair coordination.

**Municipal Roads General Permit (MRGP):** Staff hosted a MRPG Road Erosions Training with ANR and fellow RPC's to learn more about the new Road Erosion Inventory methodology and tools. Staff continue to work with East Montpelier, Fayston, and Woodbury inventorying road erosion.

**Class 4 Roads Demonstration Project:** Staff meet with representative from Moretown and ANR to review and document the completed Class 4 road work. In total, the town fixed five hydrologically connected segments of road. Work by Moretown, Calais, Worcester, and Waitsfield will be showcased in a workshop and site visit in August. Workshop participants will be from throughout Vermont.

**Municipal Roads Grants in Aid:** Contact Daniel Currier, [Currier@cvregion.com](mailto:Currier@cvregion.com).

Year 1 projects close July 1. Staff met with Worcester, Williamstown, Calais, Cabot, Barre City, Roxbury, Montpelier and Northfield to help them complete their projects and reporting by July 1, 2018.

Year 2 funding is available. 20 of CVRPC's 23 towns agreed to participate. Staff initiated site visits with Montpelier, Duxbury, and Cabot. Contact Dan to schedule the required site visit prior to starting work.

## NATURAL RESOURCES

**Tactical Basin Planning Assistance:** Contact Pam DeAndrea, [deandrea@cvregion.com](mailto:deandrea@cvregion.com).

Staff supported the State's Tactical Basin Planning (TBP) efforts for the Winooski River Watershed by:

- Bringing Basin Planner Karen Bates to June's TAC meeting for a presentation on the Basin Plan. The presentation focused on the Municipal Roads General Permit and its connection to the Plan;
- Facilitating the first Clean Water Advisory Committee meeting. Karen Bates discussed the Plan's goals and priorities.
- Providing additional comments on first drafts of Basin Plans for the White and Winooski Rivers.

Staff continued review of the first Draft Winooski Tactical Basin Plan. This summer, staff will work with the Clean Water Advisory Committee, Regional Planning Committee, and the Board of Commissioners to develop CVRPC's comments and address conformance with the Central Vermont Regional Plan.

**Clean Water Block Grant Program:** Contact Pam DeAndrea, [deandrea@cvregion.com](mailto:deandrea@cvregion.com).

**Berlin Town Office Stormwater Design:** The contracts for funding and with Berlin have been executed.

The project is final design of a stormwater mitigation project at the Town Offices. This project emerged from the Town's Stormwater Master Plan, funded by a grant from the DEC Ecosystem Restoration Program to CVRPC. The Town was happy to see a quick outcome from the plan.

**Pouliot Avenue Stormwater Construction:** The Pouliot Avenue stormwater mitigation is remediation of a gully caused by stormwater runoff. Construction will occur in August – September.

**Mad River and Kingsbury Branch Stormwater Master Plans:** Watershed Consulting Associates (WCA) is conducting site visits with municipalities identify stormwater problem sites of concern in five Mad River towns and three Kingsbury Branch towns. After the site visits, each town will receive maps and site lists. The towns will set priorities for action. Outreach meetings will be completed with stakeholders identified for the project. The plans are expected to be completed in December 2018.

**Northfield Water Street Stormwater Mitigation:** Staff, Watershed Consulting Associates (WCA), Aldrich & Elliott (A & E), and the Town of Northfield discussed the final design plans and construction funding options. Changes to the project location and design significantly increased construction costs. This updated design – an infiltration chamber rather than a stone infiltration system - will treat significantly more runoff and will be competitive for the cost per the amount of phosphorus removal. Staff is exploring funding options the Town can use to construct the project.

**Forest Integrity:** Contact Clare Rock, [rock@cvregion.com](mailto:rock@cvregion.com).

Staff assisted East Montpelier and Waterbury to develop maps and provided comments on town plan text to address Act 171 provisions.

Staff represented RPCs on at the quarterly VT Urban and Community Forestry Council meeting. Updates on the Emerald Ash Borer infestation were provided. The Council provided input on how UCF grant funding might best support communities.

**Upper Winooski Forest and Flood Resilience Project:** The steering committee met to review the final GIS analysis, which will be used to identify target stakeholders who may benefit from direct outreach.

The committee brainstormed ideas for a project catch phrase to help engage and forest land owners who are interested in actively stewarding their forests for flood resilience in addition to other associated benefits (ecological and economical). The committee is seeking a landowner in either Cabot, Plainfield, or Marshfield who is currently managing their land for water quality and forest management. Contact Clare Rock, [rock@cvregion.com](mailto:rock@cvregion.com).

## COMMUNITY DEVELOPMENT

**Brownfields:** Contact Clare Rock, [rock@cvregion.com](mailto:rock@cvregion.com).

Assessment work is complete for four properties (Whiting, Ayers Auto, 51 Prospect Street and Keith Ave). The Corrective Action Plan for the Montpelier UES site was finalized; construction will begin this summer. A draft Phase II report was completed for the Bonacorsi property, and DEC has provided comments. The draft Phase II for Woodbury was submitted to DEC for review. Work started on an Evaluation of Corrective Action Alternatives for Granite Works.

**East Montpelier Revolving Loan Fund:** Staff assisted the East Montpelier Revolving Loan Fund (RLF) Advisory Committee by providing guidance and coaching on the CDBG Closeout Agreement terms and conditions which created the fund. Staff is assisting the Committee with agreement compliance and development of a *Plan for Use of Program Income* and associated RLF Policies and Procedures to guide application and lending practices.

## NEWS & ANNOUNCEMENTS

**Office:** CVRPC bid farewell to Senior Planner, Eric Vorwald. Eric accepted the Planning and Zoning Manager position in Winooski, trading his one-hour bus ride for a 10-minute bike commute. We will miss his energy and enthusiasm.

**Professional Development:** Pam DeAndrea, GIS Senior Planner, attended a workshop on erosion control held by the Memphremagog Watershed Association with presentations from the Vermont DEC and vendors of erosion control materials. Dan Currier and Ashley Andrews attended a training at the University of New Hampshire on ArcGISPro. Bonnie Waninger and Julie Potter, Chair, participated in CVEDC's Leadership Seminar. Staff meet with former CVRPC Commissioner Brian Fitzgerald for a briefing on the federal licensing process and state water quality permits for dams. Fitzgerald previously headed ANR's dam safety division and currently works for VNRC on dam licensing issues. Staff attended the VLCT Economic Development Forum in Killington.

### Upcoming Meetings:

#### JULY

July 10	7 pm	Board of Commissioners, Central VT Chamber of Commerce, Berlin
July 11	6 pm	Emerald Ash Borer Workshop, Elks Lodge, 203 Country Club Rd, Montpelier

July 12	4 pm	Clean Water Advisory Committee, CVRPC Office
July 16	4 pm	Brownfields Advisory Committee, CVRPC Office
July 16	6 pm	LEPC 5 bimonthly meeting
July 17	6 pm	Public Service Department Public Hearing on Central Vermont Regional Plan Energy Compliance Certification, Central Vermont Medical Center, Berlin
July 19	10 am	Public Utilities Commission Preferred Sites Workshop, Montpelier
July 19	7 pm	Mad River Valley Planning District Steering Committee, Waitsfield
July 24	6 pm	Transportation Advisory Committee, Central VT Chamber, Berlin
July 26	4 pm	Project Review Committee, CVRPC Office (if necessary)

#### AUGUST

Aug 6	4 pm	Executive Committee, CVRPC Office
Aug 16	7 pm	Mad River Valley Planning District Steering Committee, Waitsfield
Aug 20	4 pm	Brownfields Advisory Committee, CVRPC Office
Aug 23	4 pm	Project Review Committee, CVRPC Office (if necessary)
Aug 28	6 pm	Transportation Advisory Committee, Central VT Chamber, Berlin

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

**Central Vermont Regional Planning Commission**  
**Committee & Appointed Representative Reports**  
**July 2018**

*Meeting minutes for CVRPC Committees are available at [www.centralvtplanning.org](http://www.centralvtplanning.org).*

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

- Approved the FFY19 Transportation Planning Initiative work plan and budget for submission to VTrans.
- Approved opening a credit card account with a \$5,000 limit.
- Authorize the Executive Director to sign contracts for brownfields services through September 30, 2018 when the Brownfields Advisory Committee is unable to approve the work.
- Adopted the Commission's FY19 work plan and budget.
- Approved the Executive Director or her designee as signatory for grant applications.
- Recommended Executive Committee Rules of Procedure to the Board of Commissioners.
- Discussed a Commission Bylaw update and a process for its completion. Will solicit workgroup participants from Commissioners and Alternate Commissioners, at least one of who should be an Executive Committee member.

**NOMINATING COMMITTEE** (February and March; scheduled by Committee)

Did not meet.

**PROJECT REVIEW COMMITTEE** (4<sup>th</sup> Thursday, 4pm)

At the direction from the Commission, the Project Review Committee held a special meeting to discuss requests for preferred sites designation. The Committee designated two locations in Barre Town as preferred site. It elected not to designate a site in Washington as a preferred site. Discussion by the Committee was primarily centered on environmental impacts and overall impacts to the rural nature of the towns where the projects would be located. The Committee requested criteria to use for evaluating these requests.

**REGIONAL PLAN COMMITTEE** (as needed; scheduled by Committee)

Did not meet. Staff is working to schedule a meeting for the preferred sites guidance/criteria discussion.

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

Did not meet. Will meet prior to the Commission meeting.

**TRANSPORTATION ADVISORY COMMITTEE** (4<sup>th</sup> Tuesday; 6:30 pm)

The TAC heard a presentation on the draft Winooski Tactical Basin Plan and provided feedback. It also reviewed and approved the CVRPC FFY19 Transportation Planning Initiative work plan and budget. In July, the TAC will have a presentation from VTrans on the Long Range Transportation Plan.

**BROWNFIELDS ADVISORY COMMITTEE** (4<sup>th</sup> Monday, 4pm)

The BAC did not achieve quorum for its meeting. The members present recommended CVRPC fund an Evaluation of Corrective Action Alternatives for the Granite Works property. This activity defines the types of corrective actions to be applied at the site during redevelopment.

New Commissioner representative Amy Hornblas was appointed to the committee. Commissioners Janet Shatney, Don La Haye and Ron Krauth will remain on the Committee. The BAC is still seeking one alternate from Commissioners and Alternate Commissioners.

Most sites are nearing completion of assessment work, except for Granite Works in Montpelier, Bonacorsi in Barre City, and the Woodbury Store. Assessment work on these sites is anticipated to be complete by late summer/early fall.

**CLEAN WATER ADVISORY COMMITTEE** (2<sup>nd</sup> Thursday, 4pm)

The Clean Water Advisory Committee, also known as the “CWAC”, is working hard on the Winooski Tactical Basin Plan review with Karen Bates, DEC’s Watershed Coordinator. This month Karen reviewed the priorities and goals of the Basin Plan and received comments from the CWAC. The CWAC also discussed a process being developed at ANR to determine when a gully restoration project would be eligible for funding. Next month the CWAC will review the implementation tables in the Basin Plan and provide comments to the Regional Plan Committee and the Board of Commissioners.

**ENERGY ADVISORY COMMITTEE** (As needed; scheduled by committee)

With adoption of the Regional Plan update, this ad hoc advisory committee has completed its work and was dissolved by the Commission.

**VERMONT ASSOCIATION OF PLANNING & DEVELOPMENT AGENCIES**

- Heard legislative outcome update from Necrason Group. RPC’s generally fared well, securing funding for Year 3 of local energy planning (final year), Year 2 of the Grants in Aid program, and level funding through the Agency of Commerce agreement. ANR requested a 20% reduction in water quality planning funds, which the Legislature accepted.
- Learned the Public Utilities Commission is taking comments on how to define “preferred sites”.
- ANR is producing new guidance to be used in Act 250 proceeding on Riparian Buffers. It is looking to expand the buffer zone from 50 to 100 feet on small streams. It will be holding hearings soon.
- ANR Secretary Julie Moore discussed water quality, in particular, the new three-acre rule concerning storm water and impervious surfaces which is due out in July, 2018. She noted that storm water permitting requirements would drop down to cover projects with ½ acre of impervious surface. She also discussed some revenue sources ANR may pursue to pay for clean water.

**VERMONT ECONOMIC PROGRESS COUNCIL**

The City of Montpelier presented its proposed Tax Increment Financing District (TIF). TIF is a public financing method that is used as a subsidy for redevelopment, infrastructure, and other community-improvement projects. Through the use of TIF, municipalities divert future property tax revenue increases from a defined area or district toward one or more economic development or public improvement project in the district.

Montpelier's TIF District would extend through most of its designated downtown, and primarily concentrate on a corridor extending from Bailey Avenue along State and Barre Streets to and including Sabins. Potential infrastructure investments would include a parking garage and water and sewer system improvements.

This meeting was a presentation and prospective TIF district tour; VEPC will consider whether to approve this new TIF district at a future meeting.

### **GREEN MOUNTAIN TRANSIT**

- Elected FY19 officers: Chair - Tom Chittenden, South Burlington; Vice Chair – Bonnie Waninger, Central Vermont Regional Planning Commission; Treasurer - Paul Bohne, Essex; and Secretary – Dennis Barton, Shelburne.
- Accept the NextGen Comprehensive Service Analysis as complete. Staff will begin implementing the plan in FY19. Full implementation will take several years, and will involve additional public engagement and planning to more fully develop specific recommendations.
- Formed a joint advisory committee with Special Services Transportation Agency (SSTA) to explore a potential merger between GMT and SSTA. SSTA is a private, non-profit organization providing accessible transportation for people in Chittenden County who have specialized mobility needs. GMT currently contracts with SSTA for Chittenden County paratransit services. The committee's recommendation will be made in early 2019.
- Received Capital Plan presentation. Discussed GMT's Berlin facility and challenges VTrans is experiencing with a sewer line upgrade. The facility's septic system is failing. VTrans has a grant to install a sewer line. If other potential users along the corridor (businesses, mobile home park) contribute to the project, the sewer line size can be increased to accommodate their needs. Without their contributions, VTrans can only install a line sized to the GMT facility needs.

### **MAD RIVER VALLEY PLANNING DISTRICT**

Staff did not participate in the monthly meeting due to a last-minute family illness.





June 22, 2018

Ms. Judith C. Whitney, Clerk  
Vermont Public Utility Commission  
112 State Street  
Montpelier, VT 05620-2701

**INFORMATIONAL  
ONLY**

Re: Beckley Hill Solar, LLC - Designation as "Preferred Site" under Rule 5.103

Dear Ms. Whitney:

Beckley Hill Solar, LLC has proposed a 500 kW ground mounted group net-metered solar array to be sited on 3.1 acres ( $\pm$ ) of an approximately 17-acre parcel of land located at 260 Beckley Hill Road in Barre, Vermont ("the Project"). The applicant has requested that the Central Vermont Regional Planning Commission (CVRPC) provide a letter of identifying the Project site as a Preferred Site in accordance with the Vermont Public Utility Commission's Net Metering Rule 5.103.

Beckley Hill Solar, LLC issued its 45 Day Advanced Notice for the Project on May 10, 2018, and presented the proposed Project at the CVRPC's Project Review Committee meeting on June 21, 2018.

The definition of a "Preferred Site" under PUC Rule 5.103 (7) includes "a specific location that is identified in a joint letter of support from the municipal legislative body and municipal and regional planning commissions in the community where the net-metering system will be located."

The Central Vermont Regional Planning Commission's Project Review Committee reviewed the information provided by the applicant. Based on this review, the CVRPC provides an affirmative designation identifying the Project site as a "Preferred Site" under Net Metering Rule 5.103.

In making this determination, the CVRPC does not take a position certifying or approving the Project's compliance with any other applicable provisions of the Central Vermont Regional Plan. CVRPC reserves the right to review and comment on this Project's conformance with the Central Vermont Regional Plan and policies that have been adopted by the CVRPC Board of Commissioners when the full petition is submitted.

Please feel free to contact the CVRPC if you need additional information or clarification on any of the above information.

Sincerely,

Bonnie Waninger  
Executive Director



June 22, 2018

Ms. Judith C. Whitney, Clerk  
Vermont Public Utility Commission  
112 State Street  
Montpelier, VT 05620-2701

**INFORMATIONAL  
ONLY**

Re: Grandview Solar, LLC - Designation as "Preferred Site" under Rule 5.103

Dear Ms. Whitney:

Grandview Solar, LLC has proposed a 500 kW ground mounted group net-metered solar array to be sited on 4.3 acres ( $\pm$ ) of an approximately 46-acre parcel of land located at 50 Grandview Drive in Barre, Vermont ("the Project"). The applicant has requested that the Central Vermont Regional Planning Commission (CVRPC) provide a letter of identifying the Project site as a Preferred Site in accordance with the Vermont Public Utility Commission's Net Metering Rule 5.103.

Grandview Solar, LLC issued its 45 Day Advanced Notice for the Project on May 10, 2018, and presented the proposed Project at the CVRPC's Project Review Committee meeting on June 21, 2018.

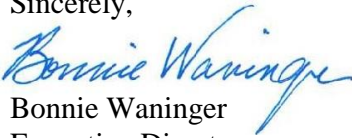
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Please feel free to contact the CVRPC if you need additional information or clarification on any of the above information.

Sincerely,

  
Bonnie Waninger  
Executive Director