



BOARD OF COMMISSIONERS

September 11, 2018 at 7:00 pm

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

<u>Page</u>	<u>AGENDA</u>
	7:00¹ Adjustments to the Agenda Public Comments
2	7:05 Resolution on Complying with Vermont Open Meeting Law (enclosed) ² Adopt the annual resolution specifying the time and place of regular meetings.
3	7:10 Municipal Plan Approval, Bill Arrand, Town Plan Review Committee Chair (enclosed) ² Report and recommendation from Town Plan Review Committee regarding approval of the 2018 Orange Town Plan per 24 V.S.A. § 4350(b).
4	7:20 Confirmation of Municipal Planning Process, Bill Arrand (enclosed) ² Report and recommendation from Town Plan Review Committee regarding confirmation of the Municipal Planning Process of the Town of Orange per 24 V.S.A. § 4350(a).
5	7:25 Code of Conduct and Conflict of Interest Policy (enclosed) ² Review and act on Executive Committee recommendation for policy updates.
11	8:25 CVRPC FY19 Guiding Documents, Bonnie Waninger (enclosed) Presentation of CVRPC's 5-Year Strategic Goals & FY19 activities to achieve them, and FY19 Work Plan and Budget. Questions from Commissioners.
37	8:50 Reports (enclosed) Updates and questions on Staff, Executive Director, and Committee Reports.
	9:00 Adjournment

Next Meeting: October 9, 2018

¹ Times are approximate unless otherwise advertised.



Resolution on Complying with Vermont Open Meeting Law (1 V.S.A. § 312)

Whereas the Central Vermont Regional Planning Commission is a public body created in 1967 with membership from the 20 municipalities in Washington County and the Towns of Orange, Washington, and Williamstown in Orange County and is, therefore, subject to Vermont Open Meeting Law; and

Whereas that Law requires that the time and place of all regular meetings subject to Vermont Open Meeting Law shall be clearly designated by statute, charter, regulation, ordinance, bylaw, resolution, or other determining authority of the public body; now, therefore, be it

Resolved, that the Central Vermont Regional Planning Commission (CVRPC):

1. Adopts the time and location of the CVRPC Board of Commissioner regular meeting as the second Tuesday of the month, 7:00 pm, at the Central Vermont Chamber of Commerce Conference Room, 963 Paine Turnpike North, Berlin, Vermont;
2. Adopts the following times and locations for regular meeting of its committees:
 - a. Executive Committee: the Monday one week prior to the Board of Commissioners meeting, 4:00 pm;
 - b. Project Review Committee: as needed, the fourth Thursday of the month, 4:00 pm;
 - c. Transportation Advisory Committee: the fourth Tuesday of the month, 6:30 pm; and
 - d. Brownfields Advisory Committee: as needed, the third Monday of the month, 4:00 pm.

These Committees will meet at the CVRPC office, 29 Main Street, Suite 4, Montpelier, Vermont unless otherwise noticed on CVRPC's website: www.centralvtplanning.org.

3. Names the following locations for posting of meeting notices and agendas:
 - a. CVRPC website: www.centralvtplanning.org.
 - b. CVRPC office, 29 Main Street, Suite 4, Montpelier, Vermont.
 - c. Cabot Town Clerk's Office, 3084 Main Street, Cabot, Vermont.
 - d. Waitsfield Town Office, 4144 Main Street, Waitsfield, Vermont.

Adopted by the Board of Commissioners: 09 / 11 / 18

Juliana Potter, Chair

CVRPC Board of Commissioners



MEMO

Date: September 5, 2018
To: Board of Commissioners
From: Bonnie Waninger, Executive Director
Re: Municipal Plan Approvals and Confirmation of Municipal Planning Processes

✉ ACTIONS REQUESTED: Two separate actions are requested (separate motions are required):

- 1) Approve the 2018 Orange Town Plan, adopted August 13, 2018.
- 2) Confirm the planning process of the Town of Orange.

Historically, the Central Vermont Regional Planning Commission has adopted resolutions to simultaneously approve municipal plans and confirm municipal planning processes. This creates awkward and unwieldy motions during the Commission's meetings. Because the resolution combines two actions into one, the entire resolution is read during the Commission meeting followed by a motion authorizing the Chair to sign the resolution.

At the Chair's direction, staff has divided this agenda item into two questions: plan approval and planning process confirmation. If the Commission approves both items, a motion regarding signature of the resolution is not required. This change focuses the agenda item on the approval and confirmation rather than the resolution signing.



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 Orange prepared a municipal plan in accordance with 24 V.S.A Chapter 117;

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

Resolved, that the Central Vermont Regional Planning Commission:

1. approves the 2018 Orange Town Plan, adopted August 13, 2018; and
2. consulted with and confirms the planning process of the Town of Orange.

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 September 11, 2018.

Juliana Potter, Chair



MEMO

Date: September 5, 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.

Issue

On several occasions, Committee members or Commissioners have asked if they have a conflict of interest when a discussion or vote involves a contract, project review, plan approval, etc. involving the Commissioner's appointing municipality. In addition, regulations guiding the Commission's actions for federal grants and contracts have changed. The Committee recommends the Board of Commissioners update its Code of Conduct and Conflict of Interest Policy to clarify when conflicts exist, set transparent guidance on expected conduct, and bring the policy into conformance with federal requirements.

Background

Parties: Federal regulations adopted in 2014 (2 CFR Part 200) require recipients of federal funds adopt conflict of interest statements that address three parties: Commissioners, employees, and agents. The recommended policy achieves this by adapting the Commission's existing Commissioner policy (enclosed) and incorporating information from the Commission's Personnel Policy. Current "agents" of the Commission include its contracted accountant and its attorneys.

Code of Conduct versus Conflict of Interest: The Executive Committee extensively discussed differences between expected level of conduct and conflict of interest. In brief:

- Conflict of Interest relates to financial or tangible personal benefit, especially as it pertains to the award of contracts. Conflict of interest separates personal interest from public interest.
- Code of Conduct outlines specific behaviors that are required or prohibited within an organization. They help build a healthy organizational climate and reputation.



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.

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

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), whether or not the Committee member is a Commissioner:

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 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.

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.

Commented [BW2]: Language of this paragraph is required under 2 CFR §200.318. The Commission could establish a monetary value for nominal gifts, such as \$25 or \$50.

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]: Federal 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.

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

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

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 reference. Depending on the nature and extent of violation, an agent may be removed temporarily or barred permanently from acting on the Commission's behalf.
4. Committee Member. Violations of this Policy by a committee member may result in the committee member being removed temporarily or barred permanently from participating in the committee, project workgroup, or other Commission interest related to the conflict, or may result in the committee member being removed from the committee.

Acknowledgement

I acknowledge that I have read, understand, and agree to comply with this Policy.

Printed Name

Signature

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**Five Year Strategic Goals****Year 4: FY19 Activities and Measures**

07/02/18

MISSION

The mission of CVRPC is to assist member municipalities in providing effective local government and to work cooperatively with them to address regional issues.

GOAL 1: Enhance Financial Security

CVRPC retains the financial resources and policies to support its mission and work priorities, and to continue to operate in fiscally challenging times.

Strategies:

- I. Manage organizational budget and project funds in a sustainable and transparent manner
- II. Increase reserve fund to \$200,000 by 2025 (~2.75 months operating reserves)
- III. Refresh and expand policies to strengthen organizational oversight and comply with 2 CFR Part 200 requirements

FY19 Activities and Measures

- I. *Financial reports are provided monthly in a timely manner*
 - a) Executive Committee receives financial statements and budget to actuals, cash flow, and financial summary reports in meeting packet (Nicole)
 - b) Project financial reports and training assist staff to complete 95% of projects within budget (Staff, Nicole)
 - c) CVRPC maintains unqualified audit reports (Nicole)
- II. *Complete audit annually by October 31 (Nicole)*
 - a) Complete audit field work by September 15
 - b) Submit Audit annually by November 30
 - c) Submit Indirect Rate Proposal annually by March 31
- III. *Implement plan to reduce administrative costs (All)*
 - a) Work with staff to develop strategies and actions to reduce administrative hours by November 30
 - b) Implement strategies and actions, such as system modifications and training.

- 1 c) Administrative costs are reduced to the extend practical by 2022
- 2 IV. *Contribute to reserve fund as funds permit* (Bonnie/Nicole)
- 3 a) Prepay FY19 reserve contribution in FY18
- 4 b) Reserve fund balance reaches 2025 goal
- 5 V. *Create/update the following policies/procedures:* (Nancy)
- 6 a) Update Personnel Policy Manual by 06/30/19 (with Bonnie)
- 7 b) Update Administrative and Financial Procedures by 12/31/18 (with Nicole)
- 8 c) Develop and incorporate grants management procedures into Administrative
- 9 and Financial Procedures by 06/30/18 (with All)
- 10 VI. *Develop 2 CFR Part 200 training schedule for staff by 12/31/18; implement plan* (Nancy
- 11 with Nicole)
- 12 a) Staff acquires and maintains the knowledge and skills required to manage grant-
- 13 funded projects within state and federal requirements
- 14 b) Staff contributes to building effective grants management procedures
- 15 c) CVRPC maintains unqualified audit reports
- 16
- 17

18 **GOAL 2: Create Operational Excellence**

19 CVRPC continually builds a workplace and workplace philosophy in which problem-solving,

20 teamwork, and leadership results in the ongoing improvement of the organization.

21

22 Strategies:

- 23 I. Build a knowledgeable, professional, and interdisciplinary staff
- 24 II. Strengthen Commissioner understanding of, and participation in, Commission activities
- 25 and services
- 26 III. Enhance the office environment to support operations and delivery of services
- 27

28 FY19 Activities and Measures:

- 29 I. *Train staff to enhance knowledge and skills* (All)
- 30 a) Develop a 3-year professional development guide with all staff by 09/30/18 (An
- 31 outcome of the performance review process)
- 32 b) Provide at least three individual professional development opportunities for all
- 33 staff annually, one of which is outside their current project discipline
- 34 II. *Enhance team morale* (Nancy supported by all)
- 35 a) Provide on-going visibility for staff accomplishments through CVRPC's
- 36 communication portals, office celebrations, etc.
- 37 b) Complete quarterly team building activities, including social events, community
- 38 tours, learning opportunities, etc.

1 *III. Enhance Committee effectiveness*

- 2 a) Develop consistent Rules of Procedure for all committees by 12/31/18
- 3 – Project Review – adopted 09/12/17
- 4 – Town Plan Review – draft 09/26/17 (New Planner)
- 5 – Regional Plan – no action (Clare)
- 6 – Executive (reformatting) – draft 01/02/17; incorporate conflict of interest & code of conduct
- 7 policy for 06/05/18 Exec Com review (Bonnie)
- 8 – Nominating – no action (Bonnie)
- 9 – TAC – adopted 04/11/17
- 10 – Brownfields – adopted 10/11/16; need updating (Clare)
- 11 – Regional Energy – adopted 12/13/16; committee needs repurposing or to be dissolved (TBD)
- 12 – Clean Water Advisory – draft 04/10/18; ready for Commission review (Pam)
- 13 b) Designate chairs for all committees by 09/30/18
- 14 – Regional Plan – no action; need to rebuild committee (Clare)
- 15 – Clean Water Advisory – first meeting May 2018 (Pam)
- 16 c) Train chairs on the roles and responsibilities of the chair by 10/31/18 (TBD)
- 17 d) Notice Commissioners of committee meetings with links to agendas (Nancy)
- 18 e) Report Committee activities and actions to Commissioners monthly (All)

19 *IV. Enhance Commissioner engagement*

- 20 a) Hold orientation meeting with new Commissioners within two months of
- 21 appointment (Bonnie)
- 22 b) Conduct Commissioner survey regarding Commission meeting effectiveness and
- 23 understanding of the role of a Regional Commissioner by 08/31/18
- 24 (Bonnie/Nancy)
- 25 c) Implement meeting changes and/or develop tools and/or host trainings as
- 26 needed (Bonnie)
- 27 d) Update Commission bylaws by 06/30/19 (Bonnie/Bylaw Update Committee)

28 *V. Enhance the office working and meeting environment*

- 29 a) Clean and organize office to project a professional work environment by
- 30 01/15/19 (Nancy/All)
- 31 b) Implement furniture replacement plan as funds allow (Nancy)
- 32 c) Obtain cost estimates for structural space improvements by 06/30/19 (Nancy)
- 33 d) Identify opportunities and costs for office relocation by 06/30/19 (Nancy)
- 34
- 35

36 **GOAL 3: Enhance Services**

37 CVRPC focuses on the needs of member municipalities, and continually works to increase their

38 desire and ability to work cooperatively to address regional issues.

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Strategies:

- I. Align organizational thinking to anticipate municipal and regional needs
- II. Increase municipal plan implementation activities by building CVRPC project delivery and management understanding
- III. Pursue funding opportunities more strategically to implement CVRPC priorities

FY19 Activities and Measures:

- I. *Identify municipal planning and implementation priorities for FY20 by 03/31/19*
 - a) Review municipal plans for implementation priorities by 01/31/19 (Clare/New Planner)
 - b) Complete a municipal survey by 02/28/19 (Clare/New Planner)
 - c) Solicit Commissioner input into FY20 workplan by 02/28/19 (Bonnie)
- II. *Build CVRPC project delivery and management skills (Dan)*
 - a) Enhance staff knowledge and skills in project delivery and management through online trainings and team learning
 - b) Develop project tracking materials
 - c) Identify existing projects that need project delivery and management assistance
 - d) Projects and deliverables are produced on time, within budget, and with sufficient quality.
- III. *Complete Plan Central Vermont (Clare)*
 - a) Final Draft completed by 05/01/19
 - b) Final Draft reviewed by Board of Commissioners at June meeting
 - c) Draft distributed for to statutory parties and for public and agency comment by 12/31/19

GOAL 4: Position CVRPC as Leader and Partner

CVRPC assists others to achieve their goals, and in doing so, achieves its own goals.

Strategies:

- I. Increase visibility at local, regional, state, federal levels for CVRPC activities
- II. Increase work with State/Federal Legislators
- III. Enhance CVRPC relationship with other regional organizations

FY19 Activities and Measures:

- I. *Enhance communications with municipalities, partners, and Commissioners (Nancy/All)*
 - a) Publish News Briefs weekly (grant announcements, meeting notices, etc.)
 - b) Publish a newsletter quarterly (articles about projects and programs)

- 1 c) Develop press releases related to project progress (recognize regular and special
- 2 milestones)
- 3 d) Develop 1-2-page project briefing sheets and update at project completion; post
- 4 to website and distribute in Board packet
- 5 e) Update Facebook page weekly (using News Briefs or other information)
- 6 II. *Position CVRPC as a regional and state leader*
- 7 a) Publish the online data library by 07/31/18 (New Planner)
- 8 b) Host bi-monthly regional trainings for municipalities (All)
- 9 c) Participate in at least three activities of regional partners, such as CVEDC,
- 10 Capstone, Downstreet, Solid Waste, Friends of the Winooski River, Friends of the
- 11 Mad River, Winooski Natural Resource Conservation District, etc.; provide
- 12 partner updates on CVRPC activities (All)
- 13 d) Serve as RPC lead for at least one statewide project or shared task (Senior
- 14 Planners/Program Manager)
- 15 III. *Engage Commissioners in statewide policy development*
- 16 a) Identify State plans, policies, and rules and Summer Study Committees of
- 17 interest anticipated for public comment in FY19 by 07/31/18 (All)
- 18 b) Comment on at least two plan, policy or rule documents annually (Senior
- 19 Planners/Program Manager)

5-Year Strategic Goals – FY19 Activities

Priority	Activity	Lead	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Goal 1: Enhance Financial Security														
H	Monthly financial reports	Nicole	X	X	X	X	X	X	X	X	X	X	X	X
H	Complete audit	Nicole				X								
H	Submit Audit/Indirect Proposal	Nicole					Audit				Indirect			
H	Identify strategies to reduce administrative hours	All					X							
L	Contribute to reserve fund	Bonnie & Nicole												X
L	Update Personnel Policy Manual	Nancy with Bonnie												X
H	Adopt Admin/Financial Procedures	Nancy with Nicole						X						
H	Add grants management procedures	Nancy With All												X
L	Develop 2 CFR staff training plan	Nancy with Nicole						Plan						
L	Implement 2 CFR staff training plan	Nancy with Nicole								X		X		X
Goal 2: Create Operational Excellence														
L	Develop 3-year staff development guide	All			X									
M	Conduct team building activities	Nancy With All	X			X			X			X		
H	Finish Rules of Procedure for all committees	As assigned						X						
H	Designate Committee Chairs	As Assigned			X									
H	Host Chair training	TBD				X								
H	Hold new Commissioner orientation meetings	Bonnie												

Priority	Activity	Lead	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
M	Survey Commissioners on meeting effectiveness	Bonnie With Nancy		X										
H	Update Commission bylaws	Bonnie												X
M	Clean office	All							X					
H	Plan structural space improvements	Nancy												X
H	Identify opportunities for office relocation	Nancy												X
Goal 3: Enhance Services														
M	Review Municipal Plans for priorities	Eric & Clare							X					
L	Survey municipal needs	Eric & Clare								X				
M	Solicit Commissioner input for FY20 Work Plan	Bonnie								X				
H	Train staff on project management	Dan												X
H	Complete Plan Central VT	Clare											Draft	Review
Goal 4: Position CVRPC as Leader and Partner														
H	Publish News Briefs weekly	Nancy												
H	Publish newsletter quarterly	Nancy With All		X			X			X			X	
H	Develop press releases at milestones	All	X	X	X	X	X	X	X	X	X	X	X	X
M	Develop project briefing sheets	All			X			X			X			X
L	Update Facebook page weekly	Nancy With All												
H	Publish online data library	Eric	X											
M	Host bi-monthly trainings	All	X		X		X		X		X		X	
M	Participate in 3 partner activities	All												X

Priority	Activity	Lead	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
M	Serve as RPC lead for statewide effort	Sr Planners & Prog Mngr												X
H	Identify State plans/studies for comment	All	X											
M	Comment on two plans, etc.	Sr Planners & Prgm Mngr												X

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Central Vermont Regional Planning Commission

FY19 Budget

Adopted by the Executive Committee 09/04/18

Juliana Potter, Chair

Line		06/30/18	07/02/18	09/04/18	Difference FY19	Percent Change	Notes
		FY18 Actuals	FY19 Budget	FY19 Budget			
1	REVENUES	1,414,846	1,317,379	1,321,482	4,103	0.3%	
2							
3	Community Development	318,537	93,414	93,414	0	0.0%	
4	Fee for Service	25,311	7,300	7,300	0	0.0%	
5	Interest	0	10	10	0	0.0%	
6	Municipal Contracts	22,250	14,935	14,935	0	0.0%	
7	Natural Resources	233,584	411,274	413,956	2,682	0.7%	Adjusted for 6/30 contract balance
8	Other Income	13,961	0	0	0	-	
9	Public Safety	104,276	56,170	58,688	2,518	4.5%	Adjusted for 6/30 contract balance
10	Regional Planning Funds (ACCD)	322,220	275,308	289,338	14,030	5.1%	FY18 carry over funds
11	Town Dues	71,537	73,488	73,488	0	0.0%	
12	Transportation	303,172	385,479	370,352	(15,127)	-3.9%	Adjusted for 6/30 contract balance
13							
14		FY18 Actuals	FY19 Budget	FY19 Budget	Difference FY19	Percent Change	Notes
15							
16							
17	EXPENSES	1,316,477	1,314,151	1,351,035	36,884	2.8%	
18							
19	Advertising	1,278	4,217	4,057	(160)	-3.8%	
20	Contractor Services	516,170	537,433	537,433	(1)	0.0%	
21	Copy/Print	8,814	4,584	4,684	100	2.2%	
22	Depreciation	0	7,000	7,000	0	0.0%	
23	Dues/Memberships	10,052	8,829	8,829	0	0.0%	
24	Equipment / Furniture	11,728	0	0	0	-	
25	Equipment Repair/Srvc	0	400	400	0	0.0%	
26	Fees	239	612	612	0	0.0%	
27	Fringe Benefits	139,546	162,817	168,891	6,074	3.7%	Change in employee benefit election
28	Insurance	1,482	1,500	1,500	0	0.0%	
29	Interest	0	10	10	0	0.0%	
30	Line of Credit	0	0	0	0	-	
31	Meeting/Programs	6,984	10,323	10,323	(1)	0.0%	
32	Office Rent/Util/Repair	42,649	44,202	44,332	130	0.3%	
33	Office Renovations	0	0	0	0	-	
34	Other Expense	315	100	100	0	0.0%	
35	Payroll/Wages	465,758	418,960	449,700	30,740	7.3%	Extend Planning Tech, hire Sr Planner
36	Postage	2,207	2,675	2,675	0	0.0%	
37	Professional Services	68,260	73,960	73,960	0	0.0%	
38	Software / Licenses	2,922	6,647	6,647	0	0.0%	
39	Subscriptions / Publications	19	452	452	(1)	-0.1%	
40	Supplies - Office	11,157	5,200	5,200	0	0.0%	
41	Supplies - Billable	6,172	1,775	1,775	0	0.0%	
42	Telephone / Internet	6,682	6,212	6,212	0	0.0%	
43	Travel	14,043	16,244	16,244	(0)	0.0%	
44							
45	BAL END	98,369	3,229	(29,553)	(32,782)		Restricted revenue of ~\$29,640 from the High Meadows grant will be used for FY19 expenses ¹
46							
47	RESERVES	25,000	0	0	0	-100.0%	FY19 contribution prepaid using FY18 Net Income
48	General	25,000	0	0		-100.0%	
49	Equipment	0	0	0		0.0%	
50	Office Renovation	0	0	0		0.0%	

¹ Restricted revenue is cash received in a prior fiscal year for expenses in subsequent years. Restricted revenue is recorded as income in the year received, rather than the year expended.

Central Vermont Regional Planning Commission

FY19 Budget

As of 09/04/18

Total Revenues			\$1,321,482
Line			
1	Community Development		\$93,414
2	EPA Brownfields FFY15	\$78,064	77,569 contractor pass through
3	NRPC Local Energy Planning Yr 3	\$14,850	Award amount estimated
4	NRPC Local Energy Planning Yr 2	\$500	Barre City, Calais, Marshfield, Warren
5			
6	Fee for Service		\$7,300
7	Wrightville Beach Recreation District Bookkeeping	\$5,000	Reviewed annually in November
8	Cross Vermont Trail Association Admin Services	\$1,200	
9	GIS Mapping	\$1,100	
10			
11	Interest		\$10
12			
13	Municipal Contracts		\$14,935
14	Barre Town Manhole	\$0	Anticipate project end
15	East Montpelier Better Roads FY18	\$1,900	
16	Northfield Better Roads FY18	\$5,200	
17	Orange Better Roads FY18	\$3,420	
18	Williamstown Better Roads FY18	\$2,345	
19	Worcester Better Roads FY18	\$2,070	
20			
21	Natural Resources		\$413,956
22	FFY18 604B	\$2,685	
23	CCRPC FY18 Clean Water Act Outreach	\$14,324	
24	CCRPC FY19 Clean Water Act Outreach	\$18,560	Program reduction and Winooski Basin Plan completion
25	DEC FY17 ERP Northfield Water Street Stormwater	\$159,485	148,431 contractor/town pass through
26	DEC FY17 Mad-Kingbury Stormwater Masterplan	\$84,115	Two plans: East Montpelier/Calais/Woodbury & Duxbury/Moretown/Fayston/Waitsfield/Warren; 79,071 contractor pass through
27	SWCRPC Clean Water Block Grant - Pouliot	\$113,683	103,600 town pass through. CVRPC amount based on 8.5% of 20% project implementation cost
28	SWCRPC Clean Water Block Grant - Berlin	\$8,864	8,000 town pass through. CVRPC amount based on 8.5% of 20% project implementation cost
29	High Meadows Resilience	\$0	Cabot/Plainfield/Marshfield flood resilience; full payment received FY18; year 2 of 2
30	FPR Forest Integrity	\$12,240	Year 2 of 3-year grant
31			
32	Other Income		\$0
33	Miscellaneous	\$0	
34			
35	Public Safety		\$58,688
36	VEM Emergency Mangmt Planning Grant (EMPG) FFY 17	\$5,852	
37	VEM Emergency Mangmt Planning Grant (EMPG) FFY 18	\$36,881	Level funding anticipated
38	Local Emergency Planning Committee (LEPC)	\$2,667	Administrative services
39	LEPC Supplemental	\$11,289	
40	VEM State Emergency Operation Center MOU	\$2,000	
41			
42	Regional Planning Funds (ACCD)		\$289,338
43	FY18 Carry Forward	\$14,030	
44	FY19 Allocation	\$275,308	

Central Vermont Regional Planning Commission

FY19 Budget

As of 09/04/18

Total Revenues			\$1,321,482
Line			
45			
46	Town Dues		\$73,488
47			
48	Transportation		\$370,352
49	VTrans Transportation Planning Initiative (TPI) FFY18	\$70,204	
50	VTrans Transportation Planning Initiative (TPI) FFY19	\$144,286	
51	CTTA Inclusive Planning	\$26,199	Paratransit service transition planning
52	DEC Class IV Road Demonstration	\$96,648	90,000 town pass through for construction
53	NRPC Municipal Grants In Aid FY18	\$2,000	Program admin and municipal outreach & assistance for MRGP BMP implementation
54	NRPC Municipal Grants In Aid FY19	\$31,015	Award amount estimated
55			

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

Central Vermont Regional Planning Commission

FY19 Budget

As of 09/04/18

Total Expenses		\$1,351,035
Line		
1	Advertising	\$4,057
2	Administrative	0
3	ACCD	880
4	Community Development	0
5	Municipal	0
6	Natural Resources	375
7	Public Safety	80
8	Transportation	2,722
9		
10	Contractor Services	\$537,433
11	Admin	0
12	ACCD	0
13	Brownfields	77,569
14	LEPC	600
15	FY17 ERP Northfield Water Street Stormwater	153,126
16	FY17 ERP Mad-Kingsbury Stormwater Masterplan	79,023
17	FFY18 Transportation Planning Initiative (TPI)	15,000
18	FFY19 Transportation Planning Initiative (TPI)	0
19	CTTA Inclusive Planning	3,000
20	DEC Calais Class IV Roads	90,000
21	High Meadows Resilience	7,515
22	Clean Water Block Grant Implementation	111,600
23		
24	Copy / Print	\$4,684
25	Lease	2,784
26	Color Copies	1,800
	Property Tax & Admin Fee	100
27		
	Depreciation	\$7,000
28	Dues / Memberships / Sponsorships	\$8,829
29	VAPDA	5,500
30	VT League of Cities & Towns	854
31	Nat'l Assoc. of Development Orgs	2,000
32	Assoc. of State Floodplain Managers	100
33	VT Planners Assoc.	175
34	Conference/Workshop Sponsorships	0
35	Welcome Legislator Reception	200

Central Vermont Regional Planning Commission

FY19 Budget

As of 09/04/18

Total Expenses			\$1,351,035
Line			
36			
37	Equipment / Furniture		\$0
38	Capital: Non-Billable	0	
39	Capital: Billable	0	
40	Office Furniture	0	
41	Office Equipment	0	
42	Other	0	
43			
44	Equipment Repair & Service		\$400
45	Telephone System	100	
46	Repair & Service	300	Traffic counter repair
47			
48	Fees		\$612
49	Payroll Direct Deposit	462	Direct deposit
50	Line of Credit	150	Annual Fees to maintain line
51	Late fees	0	
52			
53	Fringe Benefits		\$168,891
54	FICA	33,710	Medicaid & Social Security taxes
55	Health Ins.	101,388	Estimated 13% premium increase
56	Dental Ins.	8,237	Estimated 2% premium increase
57	Vision Ins.	0	Not provided
58	Retirement	16,608	5% of gross wages
59	Disability Ins.	920	
60	Life Ins.	4,972	
61	Unemployment Ins.	1,510	
62	Workers Comp Ins.	1,546	Revised based on Compliance Audit
63			
64	Insurance		\$1,500
65	General Liability (Property/Vehicle/Fire)	1,500	Policy includes Public Officials Liability
66			
67	Interest		\$10
68			
69	Line of Credit		\$0
70	Debt Repayment	0	Debt not anticipated
71	Interest	0	
72			
73	Meeting / Programs		\$10,323
74	Admin	500	
75	ACCD	5,565	480 workshops/forums; 825 Commission mtgs
76	Energy Planning	0	
77	Brownfields	50	In-state roundtables
78	Municipal	0	
79	Natural Resources	310	Winooski Basin Plan meetings
80	Public Safety	1,675	LEPC 1200
81	Transportation	2,223	TAC & project mtgs

Central Vermont Regional Planning Commission

FY19 Budget

As of 09/04/18

Total Expenses			\$1,351,035
Line			
82			
83	Office Rent / Utilities / Repairs		\$44,332
84	Rent	42,052	Lease through 09/30/2020; Notice by 09/29/2019
85	Office Cleaning	2,080	80 bi-weekly
86	Repairs & Other Maintenance	200	
87			
88	Office Renovations		\$0
89			
90	Other Expense		\$100
91	Miscellaneous	100	Gifts, non-billable fees, etc.
92	Bad Debt	0	
93			
94	Payroll/Wages		\$449,700
95	Gross Pay	440,656	7.8 FTE plus Planning Techs; includes raises, bonuses, & payment in lieu of health insurance benefit
96	Comp Time	9,043	FY19 EOY estimate
97	Overtime	0	Non-exempt employee
98			
99	Postage		\$2,675
100	Postage Machine	875	175/qtr meter lease
101	Machine Postage	1,500	
102	Billable Postage	300	Regional Plan
103			
104	Professional Services		\$73,960
105	Audit	7,725	Single Audit not anticipated
106	Accounting	54,080	Estimated 16 hours per week
107	Benefits Administration	1,000	Section 125 Cafeteria Plan
108	Editing/Graphic Design	0	Regional Plan
109	Employee Assistance Program	0	
110	IT/Computer	5,530	
111	Legal	3,700	Personnel policy review
112	Staff Training	0	
113	Videography	1,925	175/mo for Commission meetings
114			
115	Software / Licences / IT Subscriptions		\$6,647
116	ESRI GIS License	3,600	1600 single; 1500 concurrent; 500 Spatial Analyst
117	Intuit Quickbooks Pro	970	1-yr QB payroll module; additional user seat 500
118	Microsoft Exchange 365	562	Remote access (email)
119	Tech Soup	0	
120	Log Me In	840	Remote access
121	Community Remarks	0	Community outreach map for Regional Plan
122	Network Solutions	75	CVRPC website
123	Tablet Data Plan	600	Field services GPS data accuracy

Central Vermont Regional Planning Commission

FY19 Budget

As of 09/04/18

Total Expenses			\$1,351,035
Line			
124			
125	Subscriptions		\$452
126	Times Argus	190	e-subscription
127	Valley Reporter	22	e-subscription
128	Constant Contacts	240	e-listserve for newsletter & weekly updates
129	Front Porch Forum	0	Allows postings to 23 forums in the region
130			
131	Supplies - Office		\$5,200
132	General Office	4,000	
133	Equipment	0	
134	GIS	1,200	
135	Office Furniture	0	
136			
137	Supplies - Billable		\$1,775
138	ACCD	75	
139	Municipal	0	
140	Community Development	0	
141	Public Safety	0	
142	Natural Resources	150	
143	Transportation	1,550	Field supplies
144			
145	Telephone / Internet		\$6,212
146	Telephone Lease/Service	4,820	
147	Internet Service	1,392	
148			
149	Travel		\$16,244
150	Administrative	3,000	VAPDA & other mtgs
151	ACCD	4,000	Municipal & State meetings
152	Community Development	270	Brownfields trainings/site visits; energy regional outreach & local plans
153	Municipal	949	Municipal contract meetings & field work
154	Natural Resources	724	Meetings
155	Public Safety	673	Site visits, meetings, CFM continuing ed requirement
156	Transportation	6,627	TPI 2000

CENTRAL VERMONT REGIONAL PLANNING COMMISSION**Reserve Fund**

As of 09/04/18

Reasons for Reserve Fund:

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

Recommendation: 6 months minimum operating expenses**\$381,077.12****Current Reserves: \$61,257**

\$61,257 Unrestricted/Unassigned - general reserves
 \$0 Unrestricted/Committed - emergency equipment purchases & other capital expenses
 \$0 Unrestricted/Committed - accrued compensated absences (Paid Time Off liability)

Balance (+/-): (\$319,820)**Minimum Monthly Expenses:****Total \$63,513**

Equipment	\$0
Fringe Benefits	\$13,329
Insurance	\$125
Office Rent/Utilities	\$3,694
Other Expense	\$8
Payroll	\$36,721
Postage	\$223
Printing/Copies	\$390
Prof Services	\$6,163
Software (licenses)	\$554
Supplies Office	\$433
Telephone/Internet	\$518
Travel	\$1,354

Recommendations

1. Contribute \$23,200 per year to reach goal of \$200,000 by 2025 (~3.5 months operating reserves)
2. For this year, prepay reserves using FY18 Net Income.
2. Recommended set aside should be reviewed annually and adjusted as needed.



FY2019 Work Plan

Adopted: 07/02/18

INTRODUCTION

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

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

The Central Vermont Regional Planning Commission Board of Commissioners governs its policies and activities. Commissioners are appointed by the Region's 23 municipalities.

In FY19, CVRPC will participate in or manage programs of importance to municipalities, the region and the state. Specific grants generally fund these programs, but they are coordinated across programs. Through this integrated, comprehensive approach, CVRPC will positively impact these outcomes:

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

- ❖ Vermont's working landscape is used effectively for community and economic benefit, water quality is improved, and environmentally sensitive areas are protected.

WORK PROGRAM HIGHLIGHTS

Regional Planning

CVRPC continues its work to create *Plan Central Vermont: Shaping Our Region from the Ground Up*. This planning process is bringing together residents, elected leaders, the professional community, and community-based organizations in a conversation around how to best address issues and ensure the long-term health and vitality of the Central Vermont Region. The Plan builds on past regional planning efforts and looks towards the future using the vision created through public engagement.



CVRPC's statutory duties include participating in Act 250 and Section 248 project review, and completing regional approvals of municipal plans upon request of municipalities. Through its participation, CVRPC aims to positively shape development and support municipal and regional growth goals. Regional approvals verify that a municipal plan addresses all elements and State goals required by statute. Municipalities with regionally approved plans are eligible for certain State grants.

20



CVRPC comments on State and Federal Agency plans and proposals so regional and local viewpoints are considered and policy issues are informed by RPC research and analysis. In FY19, CVRPC anticipates providing a Central Vermont perspective for the Future of Act 250 and other opportunities that may arise.

CVRPC coordinates activities with other organizations and represents the interests of the Region on commissions, committees, and boards, such as: Central Vermont Economic Development Corporation, Green Mountain Transit, VT GIS Enterprise Consortium, VT Urban & Community Forestry Program, and VT Association of Planning & Development Agencies. CVRPC represents regional planning commissions on the Transportation Alternatives and State Hazard Mitigation Grant Program review committees.

Education & Trainings

CVRPC provides opportunities for Commissioners and municipalities to learn about pertinent topics. In FY19, CVRPC will sponsor, present and publicize multiple workshops and events, such as:

- ❖ Homes for All: Updating Municipal Policies to Improve Housing Opportunities,
- ❖ Essentials of Land Use Planning,
- ❖ Beyond the Floodplain: Protecting River Corridors through Bylaws and Other Tools,
- ❖ Using Village Center/Vermont Neighborhood Designations,

- ❖ Planning for Economic Development,
- ❖ Resilience and/or water quality,
- ❖ Roundtables for road foreman, planners, planning and development boards, and energy committees,
- ❖ Other municipally-requested topics, and
- ❖ Statewide trainings delivered at the regional level.

CVRPC produces a newsletter that contains information about ongoing events, project and program updates, municipal and other assistance, and general education. CVRPC's Facebook page and website host training opportunities, project and program information, and publication resources.



Municipal Assistance

CVRPC assists local communities and their boards/committees to achieve their community visions and goals. Our Geographic Information Systems (GIS) mapping and analysis capabilities are an integral part of ongoing projects at the Commission, as well as a standalone area of work. Municipalities receive up to 12 hours of GIS services at no charge each year.

Throughout the year, municipalities identify assistance needs. Thus far for FY19, services requested are:

- | | |
|--|--|
| <ul style="list-style-type: none"> ❖ <i>Barre City</i> – Energy planning; Brownfields assessments; stormwater project implementation; Local Emergency Operations Plan. ❖ <i>Barre Town</i> – State Designation assistance; Local Emergency Operations Plan. ❖ <i>Berlin</i> – State designation assistance, Local Hazard Mitigation Plan; Exit 6 Park & Ride assistance; Local Emergency Operations Plan; stormwater project design. ❖ <i>Cabot</i> – Working landscape asset mapping; disaster recovery assistance, road erosion inventory; Winooski Headwaters resilience planning; Local Emergency Operations Plan. | <ul style="list-style-type: none"> ❖ <i>Calais</i> – Energy planning; statutory consultation; Class 4 road project implementation; road erosion & sign inventories; stormwater master plan; Local Hazard Mitigation Plan; Local Emergency Operations Plan. ❖ <i>Duxbury</i> – Stormwater master plan; Local Hazard Mitigation Plan; disaster recovery assistance; Local Emergency Operations Plan. ❖ <i>East Montpelier</i> – Road erosion inventory; road surface management assistance; transportation capital planning; stormwater master plan; energy planning; Local Emergency Operations Plan. ❖ <i>Fayston</i> - Stormwater master plan; road erosion inventory; bridge/culvert inventory; transportation capital |
|--|--|

- planning; Local Emergency Operations Plan; Capital Budget update.
- ❖ *Marshfield* – Energy planning; stormwater master plan; road erosion inventory; bridge/culvert inventory; transportation capital planning; Winooski Headwaters resilience planning; Local Emergency Operations Plan.
 - ❖ *Middlesex* - Local Emergency Operations Plan.
 - ❖ *Montpelier* – Brownfield assessments; road erosion inventory; Local Hazard Mitigation Plan; Local Emergency Operations Plan.
 - ❖ *Moretown* - Stormwater master plan; statutory consultation; Class 4 road project implementation; Local Hazard Mitigation Plan; Local Emergency Operations Plan; Phase II River Corridor Plan Implementation.
 - ❖ *Northfield* – Road erosion inventory; bridge/culvert & sign inventories; transportation capital planning; stormwater project implementation; Local Emergency Operations Plan.
 - ❖ *Orange* – Town Plan update; road erosion inventory; road surface management assistance; transportation capital planning; Local Emergency Operations Plan.
 - ❖ *Plainfield* – Local Hazard Mitigation Plan; Winooski Headwaters resilience planning; bridge/culvert inventory; Local Emergency Operations Plan.
 - ❖ *Roxbury* - Local Emergency Operations Plan.
 - ❖ *Waitsfield* – Stormwater master plan; State designation assistance; Class 4 road project implementation.
 - ❖ *Warren* – Energy planning; Local Hazard Mitigation Plan; bridge/culvert inventory; transportation capital planning; stormwater master plan; Local Emergency Operations Plan; Capital Budget update.
 - ❖ *Washington* – Road erosion inventory; bridge/culvert inventory; Local Emergency Operations Plan.
 - ❖ *Waterbury* – Bridge/culvert inventory; Stowe Street Bridge Scoping Study; Floodplain Working Group assistance; Local Emergency Operations Plan.
 - ❖ *Williamstown* – Statutory consultation; road erosion & bridge/culvert inventories; transportation capital planning; Local Emergency Operations Plan.
 - ❖ *Woodbury* – Local Hazard Mitigation Plan; road erosion inventory; transportation capital planning; floodplain buyout/brownfields assessment; Local Emergency Operations Plan.
 - ❖ *Worcester* - Road erosion inventory; transportation capital planning; Local Emergency Operations Plan.

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

Transportation

Transportation investments fuel growth in Central Vermont. CVRPC staff works closely with the Transportation Advisory Committee (TAC) and the Vermont Agency of Transportation (VTrans) regarding regional transportation needs through the Transportation Planning Initiative (TPI). Significant projects for FY19 include: municipal assistance to meet requirements of the VT Clean Water Act, hosting road foremen roundtables, increasing field services, and assisting Green Mountain Transit to implement system improvements using inclusive planning for paratransit services initiation.



CVRPC conducts traffic, turning movement, and bicycle and pedestrian counts; culvert, sign, sidewalk, and road erosion inventories; and park-and-ride lot capacity surveys for the Region's facilities. This work provides data to accompany local knowledge. It positions municipalities to secure funds that augment municipal budgets and to enable informed decision making. In FY19, CVRPC will provide inventory services to assist municipalities with Emerald Ash Borer preparedness planning for road rights of way.

CVRPC staff continue to assist municipalities to prepare for the Municipal Roads General Permit (MRGP). The Permit becomes active in 2018. CVRPC will complete road erosion assessments and culvert inventories for 14 of its 23 member municipalities in FY19. Three communities will receive sign inventories. Through the VTrans Better Roads Program, staff will assist many of these communities to develop transportation capital budgets, which works to transition inventories to construction projects. The Program's goal is to promote the use of erosion control and maintenance techniques that save money while protecting and enhancing Vermont's lakes and streams.

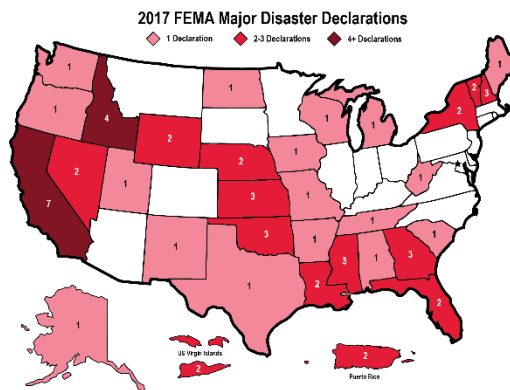
CVRPC staff extends municipal capacity by connecting municipalities to State resources and providing assistance in accessing State program. CVRPC coordinates Road Safety Audits to identify short-term road safety improvements for crash sites. We also assist with Better Roads, Bicycle and Pedestrian, Better Connections, Transportation Alternatives Program, and other grant applications. Through the Municipal Grants in Aid program, CVRPC provides municipalities with access to funding and staff assistance to implement clean water road improvements. Year 2 funding is available for FY19.

Emergency Management

CVRPC continues work with communities and other partners to increase the resiliency of roads, bridges, and neighborhoods and to enhance community preparedness in the face of an increasing number and intensity of storm events.

In FY19, CVRPC will:

- ❖ help communities plan, implement, and seek funding for hazard mitigation projects,
- ❖ assist municipalities with Local Emergency Operation Plan development and updates,
- ❖ support Local Hazard Mitigation Plan updates for at least 8 municipalities,
- ❖ staff the State Emergency Operations Center during severe weather events to connect municipalities with resources and increase awareness of road closures and hazards,
- ❖ increase local official knowledge and skills through education and trainings, such as Incident Command Systems courses and the State Emergency Preparedness Conference,
- ❖ coordinate and participate in state and local public safety exercises and drills,
- ❖ provide staff support to Local Emergency Planning Committee (LEPC #5), which works to plan for chemical emergency prevention and response, and
- ❖ assist interested municipalities to meet requirements under the Emergency Relief Assistance Fund (ERAF) rules.



CVRPC assists communities with emergency management and public safety using funding from Vermont Emergency Management and the Federal Emergency Management Agency.



Brownfield Redevelopment

Brownfields are properties that are abandoned or underused due to the suspicion of contamination by either hazardous substances or petroleum products. These sites would likely be viable commercial, industrial, housing or green space properties if they could be cleared of suspected contamination. CVRPC's Brownfields Program supports environmental assessments and site redevelopment planning that can level the playing field for public, private, and non-profit investors who wish to locate in the heart of our communities.

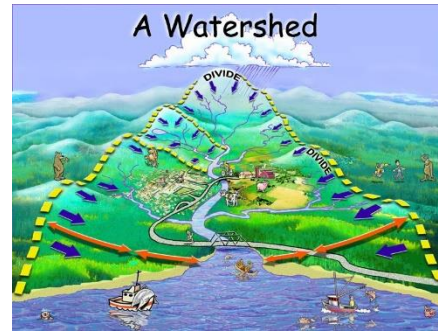
In its seventh year, CVRPC's Brownfields program has received \$800,000 in assessment grant funds from the EPA. Program administration is also supported by state planning (ACCD) funds. A program Steering Committee works with CVRPC to select sites that may benefit from environmental assessments, fund those assessments, carry out public outreach, and, if necessary, create plans for how specific sites could be cleaned up for reuse. Program priorities for FY19 include completing clean-up and redevelopment plans for eight sites enrolled in the program and assisting four sites to access redevelopment funding.

CVRPC's Brownfield Program:

- ❖ expands and retains jobs;
- ❖ expands housing choices and supports downtown vibrancy;
- ❖ preserves history and creates public parks;
- ❖ advances community connections through community paths and public transit;
- ❖ grows community knowledge about risks and hazards of contamination; and
- ❖ engages local governments in decisions about brownfield assessments and redevelopment initiatives.

Watersheds

CVRPC continues to be active in water quality and river management activities in the Region. Many of these activities are aimed at assisting municipalities to protect critical infrastructure like roads, bridges, and water/sewer lines and to restore floodplain areas and river buffers. Watershed organizations leverage CVRPC's planning services into on-the-ground project benefits. Both the VT Department of Environmental Conservation and municipalities use CVRPC as a knowledgeable, local project manager to complete implementation projects efficiently. CVRPC uses multiple funding sources for its watershed services and projects, primarily Clean Water Funds and the Ecosystem Restoration Program.



In FY19, CVRPC will:

- ❖ work with municipalities to identify, develop and fund projects that mitigate conflicts between infrastructure and streams,
- ❖ work with communities on understanding requirements for participation in the National Flood Insurance Program (NFIP) and its Community Rating System, a voluntary program that rewards community floodplain management activities with flood insurance premium rate reductions,
- ❖ participate in the State's efforts to develop the Winooski and White River Tactical Basin Plans, including prioritizing projects,
- ❖ engage municipalities in the State's Tactical Basin Planning efforts,
- ❖ assist municipalities with stormwater master planning and project implementation,
- ❖ assist municipalities and watershed organizations to identify and protect water resources in the region via town planning, land use regulation, and project implementation,
- ❖ assist the State to develop tools municipalities can use to plan and assess protection mechanisms for forest blocks and connecting corridors,
- ❖ improve flood resilience in headwaters by identifying and assisting municipalities to implement strategies for upland forest management, and
- ❖ coordinate water quality work with transportation and emergency planning efforts including workshops for road crews and outreach related to river corridors and flood mitigation.

Energy Planning

In FY17, the Commission began development of a Regional Energy Plan, an effort funded through the Vermont Public Service Department. The project focuses on accomplishing the Vermont's energy goal of having renewable energy sources provide 90% of the state's total energy demand by 2050. In FY19, the Commission expects to attain a Certification of Energy Compliance for the Regional Plan and begin working with other regional organizations and municipalities to implement the Regional Energy Plan.



CVRPC also anticipates assisting up to four additional municipalities with local energy planning in FY19. Municipalities who meet Local Energy Standards can take advantage of the substantial deference provision in Act 174 of 2016, which integrates energy and land use planning.

Fee For Services

CVRPC provides several types of services through fee-for-service arrangements. Our Geographic Information System (GIS) services are provided to municipalities and non-profit partners. They help people understand and visualize data to make decisions based on the best information. CVRPC also provides GIS services to private entities in a fee-for-service arrange as time and resources permit.

Our accounting services are provided to inter-municipal organizations and regional non-profits. These services leverage value and security for CVRPC's member municipalities, who participate in or contribute funds to the served organizations. For FY19, CVRPC will provide bookkeeping services and staff support to the Wrightsville Beach Recreation District, bookkeeping services to the Cross Vermont Trail Association, and fiscal agent services for Local Emergency Planning Committee #5.

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

FINANCE AND STAFFING

Finance

Funding for the Commission's \$1.3 million budget comes from a combination of core sources, special projects, and town dues. In FY19, this includes:

- | | |
|---|---|
| ❖ \$275,308 – Legislative allocation through the Agency of Commerce and Community Development (21%), | Natural Resources, and Fee For Services (23%), |
| ❖ \$300,849 – Annual contracts with the Agency of Transportation, Vermont Emergency Management, Agency of | ❖ \$667,724 – Project specific contracts (51%), and |
| | ❖ \$73,488 - Town Dues (6%). |

Board of Regional Commissioners

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

Except for town dues, all other funding is associated with a work program and defined deliverables. Town dues are a critical investment in regional shared staffing. Their flexibility leverages special projects and transportation planning funds that benefit municipalities.

The Commission's annual audit is posted to its website, www.centralvtplanning.com.

The Commission has a four-year plan for equipment upgrade and replacement and maintains a long-term reserve fund. These resources help to cushion the impact of fluctuating funding and help to preserve the Commission's ability to provide services.

FY19 Budget

The FY19 CVRPC Budget Summary reflects an anticipated decrease in revenue due to closeout of several large projects and the on-going impact of extraordinary events in FY17. FY17 events, along with limited reserve funds, will affect CVRPC's operations in diminishing degrees through FY21. Overall, revenues that support operations have been level funded.

Legislative funding passed through the Agency of Commerce and Community Development is level funded from FY18. The funds are distributed based on a formula. CVRPC's share continues to decrease based on the region's growth rate in proportion to other areas of the state. CVRPC will continue to use these funds to help our work under the region's technical assistance program. This funding provides match as required under agreements such as the Vermont Agency of Transportation and Vermont Emergency Management. It also supports our brownfields and local hazard mitigation planning assistance program.

With several large contracts ending, natural resource funds are decreasing. They continue to be a strong part of the Commission's work program. Clean water education, planning, and construction activities will all

continue. Transportation planning funds for the contract period beginning October 1, 2018 are level funded. The Municipal Grants in Aid program will continue for FY19. CVRPC also received one-time grants to assist municipalities to implement best management practices on Class IV roads and for inclusive transit planning. Community development funds will decrease as the Commission's brownfields grant closes out. CVRPC increased town dues slightly for FY19. Public Safety funding decreased as a large Hazard Mitigation Grant Program contract closed. CVRPC will continue to pursue additional sources of funding for program support and implementation.

Decreases in expense line items relate to the program and project changes noted above and reductions in basic operational expenses. Changes to wages and fringe benefits reflect staffing changes. The Commission implemented a 5-year overhead cost reduction plan in FY16. Cost decreases have been achieved through equipment replacement, modernization of the financial system, employee training, and other initiatives. As a result, overhead costs continue to decrease in FY19.

A 10-year reserve fund replenishment plan was initiated in FY18. CVRPC prepaid its FY19 reserve contribution in FY18. Equipment purchases are not planned for FY19. Planned purchases were accelerated into FY18 when that year's equipment replacement costs were lower than anticipated.

Staffing

Staffing in FY19 will include seven employees: Executive Director, Office Manager, Program Manager, Senior Planners (2), and Planner (2). Two summer Planning Technicians will assist with transportation field work and data analysis. The Commission will look towards additional assistance through seasonal interns (Planning Technicians) and temporary staff as needed. It will also hire contractors to assist with technical projects under its transportation, natural resources, and brownfields programs.

SERVICE RECOGNITION

The Commission appreciates the thoughtful contributions of individuals whose term as Regional Commissioners ended in FY18:

- ❖ Dick Payne, Cabot
- ❖ Brian Fitzgerald, Duxbury
- ❖ Ivan Shaddis, Marshfield
- ❖ Daniel Raddock, Warren

Your service enables effective local government and builds strong links between local and regional planning.

FY19 Staff

Bonnie Waninger	Executive Director
Nancy Chartrand	Office Manager
Dan Currier	Program Manager
Pam DeAndrea	Senior Planner
Clare Rock	Senior Planner
Vacant	Senior Planner
Laura Ranker	Planner
Ashley Andrews	Planner
Ashlynn Shanahan	Planning Technician
Tom Archibald	Planning Technician

Central Vermont Regional Planning Commission

P: 802-229-0389

Staff Report, July-August 2018

F: 802-223-1977

LAND USE PLANNING & MUNICIPAL ASSISTANCE

Regional Plan: Contact Clare Rock, rock@cvregion.com.

The amended 2016 Regional Plan became effective July 17. Staff presented the Central Vermont Regional Energy Plan at a Public Service Department public meeting on the Plan. On August 6, 2018, the Central Vermont Regional Plan received a "determination of energy planning compliance" from the Vermont Department of Public Service. Receiving the "determination" enables the Regional Plan to have a greater weight in proceedings before the Vermont Public Utilities Commission.

One component of enhanced energy planning is designating "Preferred Sites" for siting renewable energy generation facilities. CVRPC adopted the State's list of preferred sites into the Regional Plan. As requests for designation were submitted, the Board of Commissioners recognized the Plan would benefit from additional policy development. The Regional Plan Committee will recommend a revised policy to the Board. Meanwhile, the Project Review Committee will evaluate prospective projects using locational guidance in the Regional Plan. Three of four requesting sites were designated as preferred.

Staff participated in a Public Utilities Commission workshop related to state-designated preferred sites. Regional Planning Commissions submitted a joint letter of comment focused on definitions 2, 4 and 7: canopies over parking lots, brownfields, and sites designated in municipal plans.

There have been no Act 250 or Section 248 applications meeting Substantial Regional Impact threshold.

Staff met with a working group of the Washington County Hunger Council. The Council wants to target its work. CVRPC is completing a food access mapping analysis. See Executive Director report.

Local Energy Planning: Contact Bonnie Waninger, waninger@cvregion.com.

Staff developed materials to solicit municipal participation in Year 3 of enhanced local energy plans. This is expected to be the final year of special funding for municipal assistance. CVRPC anticipates assisting 3-6 municipalities. Responses are due by October 1. Work with municipalities will begin in November and December. Northfield, Washington, and Waitsfield have expressed preliminary interest.

Municipal Plans: Staff completed three plan reviews for statutory conformance. The Commission approved the East Montpelier Town Plan. Staff determined the adopted Berlin Town Plan did not meet some requirements. Staff corresponded and met with the Town. Berlin has requested approval of the Plan. Staff submitted comments on the Planning Commission hearing draft for the Waterbury Town Plan. Staff worked with the Town to identify areas which should be strengthened, mainly updating data, and assisted the Town with maps updates. Orange and Marshfield also requested plan approval. The

Orange Town Plan hearing is scheduled for Sept. 10. Scheduling for the Marshfield and Berlin hearings is underway. Meetings are being scheduled in the communities requesting approval when possible.

Staff discussed the benefits of subdivision regulations with the Moretown Planning Commission.

Mapping: Staff updated web maps for Calais and East Montpelier. Staff began parcel mapping for Middlesex using the State standard parcel data.

Emerald Ash Borer Response: Staff attended the State's July public information session. Vermont is undertaking a "Slow the Spread" campaign. Staff worked with the Dept. of Forest, Parks, and Recreation and UVM Extension Service to identify outreach initiatives for municipalities and landowners, targeting areas of infestation. Staff discussed Response Plan implementation with Montpelier and options for ash tree inventory assistance with Barre Town.

EMERGENCY PLANNING & HAZARD MITIGATION

Local Planning: Staff reviewed Local Emergency Management Plans (LEMP) for Barre Town, Waitsfield, Woodbury, and Washington. The plans were submitted to VEM for acceptance. 100% of CVRPC-member municipalities have submitted LEMPs to VEM. Congratulations!

VEM has released the new models for the 2019 Local Emergency Management Plan (formerly known as an LEOP) and municipalities are encouraged to begin developing their plans now. Contact Laura Ranker, ranker@cvregion.com, for assistance.

Staff updated the local Points of Contact spreadsheet to reflect changes to the LEMPs. The information is used to contact municipalities for damage reports when disaster occur.

Local Emergency Management Directors/Coordinators (EMD/EMC): Staff distribution materials for VEM's new EMD Certification Program. An EMD course will be offered in Central Vermont in January 2019. Staff responded to requests of local EMDs in support of their daily responsibilities. In response to changes, staff updated the EMD/EMC master list and provided a copy to VEM.

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

Staff attended a meeting to be implementing the State Hazard Mitigation Plan (SHMP) and participated in new working groups for ERAF Evaluation and Update and Education and Outreach Materials. The ERAF working group will recommend improvements to the program.

Staff participated in the webinar for the FEMA FY18 Pre-Disaster Mitigation and Flood Mitigation Assistance Application cycle. Under the FY18 cycle, funding has been set aside for Advance Assistance as an eligible activity. The purpose of Advance Assistance is to provide resources to develop mitigation strategies and obtain data to prioritize, select and develop complete HMGP applications in a timely

manner. Applications are due by January 2019. Contact Laura Ranker, ranker@cvregion.com.

Local Emergency Planning Committee (LEPC) #5: The LEPC initiated an effort to increase Tier II facility participation. At the LEPC's July meeting, Lisa Holmberg of Vermont Creamery shared information about its emergency planning and reporting. The facility handles "Extremely Hazardous Substances". LEPC 5 and Vermont Creamery will work together over the next 18 months to develop a table top exercise to exercise the Creamery's Emergency Response Plan.

Staff facilitated communications and logistics on the transfer of the CERT 5 trailer and contents to Central Vermont Disaster Animal Response Team (CVDART).

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

Duxbury: The Plan was adopted by the Selectboard and sent to VEM/FEMA. The remaining steps are receiving FEMA's notice of final approval with the Plan's effective date.

Warren: Staff provided a revised draft Plan to the Warren LHMP team for review. The next step is public outreach.

Collaboration with Partners: Staff attended the Waterbury Floodplain Working Group monthly meetings. Staff assisted with development of Community Rating System trainings. Staff continued to assist the Group and DEC with updates to the river corridor map for Waterbury.

Staff attended two public meetings of the Central Vermont Public Safety Authority (CVPSA). CVPSA held a Communication/Dispatching Community Listening Session to gain feedback on the plan to consolidate Montpelier and Barre City dispatch service. Staff assisted with outreach for the sessions and directed interested persons on where to send comments. Staff met with the CVPSA Executive Director to discuss CVRPC support of the CVPSA's initiatives and organizational needs.

Staff submitted the annual Emergency Management Performance Grant application to VEM. In addition to its regular work supporting communities, CVRPC requested funding to support Emerald Ash Borer outreach and response planning and Local Hazard Mitigation Plan development.

TRANSPORTATION

Field Services: Contact Ashley Andrews, Andrews@cvregion.com, for counts and inventories.

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

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

Transportation Studies:

Stowe Street Bridge: Staff attended a local concerns meeting with Waterbury and the contractor, Stantec. The meeting sought input on the existing conditions report and purpose and needs statements. The meeting was well attended, allowing the consultant to document community concerns.

Paratransit Inclusive Planning: CVRPC organized and chaired the first meeting of the Paratransit Planning Committee. Paratransit is a wheelchair-accessible shared ride transportation service for individuals whose disability prevents them from using the regular fixed route buses. This means that a person must be unable, because of a disability, to get to or from the bus stop, get on or off a lift or ramp equipped bus, or successfully travel by bus to or from the destination. Green Mountain Transit has proposed a transition of paratransit services in Barre and Montpelier from on-call deviations of fixed route service to door-to-door service for eligible riders within ¼-mile of fixed routes. This special project aims to engage paratransit riders and their caregivers in developing the service change.

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

- Leadership Committee – Did not participate due to conflict.
- Board of Commissioners – See Committee updates.
- GMT/SSTA Paratransit Committee – GMT is exploring options for providing ADA paratransit and other demand responsive services in Chittenden County. SSTA currently provides those services under contract to GMT. GMT conducts competitive procurements every five years for services that are contracted out. The current contract with SSTA expires next year. SSTA will be experience a leadership transition at that time, and the two organizations elected to discuss whether GMT should provide services in-house rather than contracting them out. CVRPC staff is one of three GMT Commissioners participating in a 6-month, joint committee to explore what a transition of SSTA services to GMT could look like. The first meeting explored SSTA's services, operations, and organization. The second meeting included a tour of SSTA's facilities and a financial discussion. September's meeting will focus on operational areas in which combined services might be beneficial, such as dispatch and financial services.
- Staff met with the GMT General Manager to discuss challenges being expressed by Central Vermont residents and businesses. The Manager was receptive to the conversation and agreed that enhancing communications would help address many of the challenges. As a first step, a meeting was held with the Mad River Valley Planning District and Sugarbush Resort to discuss service transitions in the Valley.
- Staff met with the new GMT Board Chair and General Manager to plan a Board retreat and discuss direction for the upcoming year.

Municipal Roads General Permit (MRGP): Staff completed road erosion inventories in East Montpelier, Fayston, Woodbury, and Northfield.

Class 4 Roads Demonstration Project: Staff worked with representatives from Moretown, Calais and

ANR to plan two workshops. The workshops demonstrated the importance of addressing severe erosion on Class 4 roads. The workshops were attended by 31 people.

Municipal Roads Grants in Aid: Contact Daniel Currier, Currier@cvregion.com.

Staff completed site visits to Waterbury, East Montpelier, and Orange. Contact Dan to schedule the required site visit prior to starting work.

Capital for a Day Planning: Staff worked with VTrans to develop descriptions of regional transportation projects and a short list of sites to visit to be used for the Washington County *Capital for a Day* visit. The initiative takes State government on the road to hear from people in all corners of the state.

Awards: The National Association of Development Organizations (NADO) awarded the Grants In Aid effort a 2018 Innovation Award. The Award honors NADO members for their creative approaches to advancing regional community and economic development and improving quality of life. These projects have made significant impacts on their regions and demonstrate the diversity of services and program delivery provided by regional development organizations across the country. Award-winning projects are recognized at a special reception during NADO's Annual Training Conference. NADO also features the projects in an interactive online Story Map released shortly before the October conference. CVRPC congratulates Grants In Aid participating municipalities throughout Vermont on their outstanding effort!

NATURAL RESOURCES

Tactical Basin Planning Assistance: Contact Pam DeAndrea, 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 the July and August Clean Water Advisory Committee (CWAC) meetings. The CWAC reviewed implementation tables in the plan and recommended other strategies and objectives to include in the plan.
- Conducting a Regional Plan conformance review and drafting comments to the Agency of Natural Resources. Staff met with the Regional Plan Committee, which made the final recommendation to the Board of Commissioners.
- Scheduling September meetings with municipalities to share updates and gather comments on the Draft Winooski River Tactical Basin Plan. Meetings are scheduled with Barre City, Waitsfield, Waterbury, and jointly with the Winooski headwater towns of Cabot, Marshfield and Plainfield.
- Scheduling public meetings for the Winooski and White River Tactical Basin Plans in conjunction with October Commission meeting.
- Offering river corridor assistance to municipalities and meeting with the ANR Regional Floodplain Manager to identify which municipalities are of greatest interest to the State.

Clean Water Block Grant Program: Contact Pam DeAndrea, deandrea@cvregion.com.

Berlin Town Office Stormwater Design: Staff organized a site visit with potential contractors and the Town Manager, which was well attended. Review of the three proposals received is underway with

Town officials. 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.

Pouliot Avenue Stormwater Construction: The Pouliot Avenue stormwater mitigation is remediation of a gully caused by stormwater runoff. Construction is scheduled to begin this fall.

Ecosystem Restoration Program Grants: Contact Pam DeAndrea, deandrea@cvregion.com.

Staff is writing a grant application for a final design for stormwater mitigation at the Plainfield Health Center. Runoff from roads and parking areas collects on this property. It has resulted in a large gully and sediment deposition into the Winooski River. The Health Center has treated its parking lot runoff in a detention pond, but the collected runoff from the larger watershed has concentrated downslope from its treatment. The Health Center's leadership demonstrates how private entities can work with other stakeholders to address off-site stormwater challenges. Staff will be working with Waterbury, Middlesex, and Worcester to discuss potential stormwater master plans.

Mad River and Kingsbury Branch Stormwater Master Plans: The Friends of the Mad River (FMR), Watershed Consulting Associates (WCA) and CVRPC met with the five towns in the Mad River watershed to present the site opportunities for stormwater improvement and to prioritize 20 sites for inclusion in the plan and to select 5 sites for 30% design. In September the team will be meeting with the Town officials in the Kingsbury Branch towns (Calais, East Montpelier and Woodbury) for the same process. The stormwater master plans are expected to be completed in December 2018. Contact Pam DeAndrea, deandrea@cvregion.com.

Northfield Water Street Stormwater Mitigation: Project partners approved design changes to improve the stormwater structures water quality performance. They increased the project cost. The project team discussed options with DEC. DEC agreed the change and cost increase was appropriate, and will amend the grant agreement for additional funding. The project will be constructed in two phases. Fall 2018 construction activities will install stormwater pipes and catch basins. Summer 2019 construction activities will install an infiltration chamber. CVRPC appreciates the team's willingness to consider design improvements and DEC's flexibility with funding. This positive solution will enhance water quality benefits while meeting the needs of all parties. Contact Pam DeAndrea, deandrea@cvregion.com.

Upper Winooski Forest and Flood Resilience Project/Water Wise Woodlands: The steering committee adopted a community-friendly project name, Water Wise Woodlands. Friends of the Winooski will be hosting project information on its website. Committee continue to shape up Walk in the Woods events for the fall. Contact Clare Rock, rock@cvregion.com.

Staff participate in the Vermont Forest Roundtable. Two tools were debuted that CVRPC expects will be very useful for local and regional planning. The Vermont Natural Resource Council is building a new web tool that tracks property parcelization trends by municipality and regional planning commission area. This tool can help measure whether goals for land use and zoning districts are being achieved. The tool is expected to be released this fall. The Forest Ecosystem Monitoring Cooperative built the Vermont

Forest Indicators Dashboard. This landscape-scale tool (built on New England-level data) can be used to look at forest health and threats. The Council also learned about VT Fish and Wildlife's upcoming Big Game Plan Process. The Department is updating the Deer Browse and Forest Regeneration portion of the plan. It sought the Council's input on how to engage non-traditional partners in the planning process, including municipalities.

COMMUNITY DEVELOPMENT

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

A draft Phase II report was completed for the Bonacorsi property in Barre City. DEC required additional indoor air sampling, which is being conducted this month. Dec approved the draft Phase II report for the Woodbury General Store. The consultant is preparing a remediation plan. The Petroleum Clean Up Fund will pay to remove soils with residual petroleum products in them. Work continues on the Evaluation of Corrective Action Alternatives for Granite Works in Montpelier.

Staff is in communication about a potential petroleum-eligible site in Hardwick. An updated Phase I is needed for a property transfer. Staff is gathering information to enroll the site in the program. CVRPC's Brownfields grant closes out at the end of September.

East Montpelier Revolving Loan Fund: Staff is assisting the East Montpelier Revolving Loan Fund Advisory Committee to develop draft policies and procedures for the administration and management of the fund. The fund was created through a Community Development Block Grant. Staff attended the July Advisory Committee meeting, and met with ACCD staff to review questions on policy development.

NEWS & ANNOUNCEMENTS

Office: CVRPC completed interviews for its Planner/Senior Planner position. Reference checks are in progress. CVRPC has extended Tom Archibald's term as Planning Technician. A graduate of Bucknell University, Tom has been working on road erosion data collection throughout the summer. He will continue the data collection work and prepare reports for towns through September 30. Thanks for the assist, Tom!

Those who have attended CVRPC meetings in August have noted that the air conditioning for CVRPC's office is inoperable. CVRPC meetings are being held in alternate locations until repairs are completed.

Professional Development:

Dan Currier, Transportation Program Manager, and Ashley Andrews, GIS Planner, attended an introduction to ArcPro at the University of New Hampshire. ArcPro is the latest mapping software from ESRI. The course provided a solid foundation for staff to learn how to use ArcPro and differences between it and ArcMap. The GIS world is beginning a transition to ArcPro.

Pam DeAndrea, Senior GIS Planner, will be attending the fall New England Arc User's (NEARC) conference in October thanks to a scholarship from the NEARC Board. She will be presenting her GIS analysis work as part of the Water Wise Woodlands project. She conducted a spatial analysis of factors that contribute to increased surface runoff and prioritized forested parcels to assist the steering committee to target landowner outreach.

Upcoming Meetings:

Please verify meeting location at www.centralvtplanning.org by viewing meeting agendas.

SEPTEMBER

Sept 3		Labor Day Holiday – CVRPC Office Closed
Sept 4	4 pm	Executive Committee, Central VT Chamber, Berlin
Sept 6	2 pm	Transit 4 All/Paratransit Planning, VT Center for Independent Living, Montpelier
Sept 10	6 p.m.	LEPC 5, Central Vermont Medical Center Conference Room #2, Berlin
Sept 11	7 pm	Board of Commissioners, CV Chamber of Commerce, Berlin
Sept 12	10 am	Central Vermont Workforce Summit, Sugarbush Resort, Warren
Sept 12	6 pm	Commission on Act 250 Public Forum, Burlington
Sept 17	4 pm	Brownfields Advisory Committee, TBD
Sept 17	4 pm	Regional Plan Committee, TBD
Sept 20	7 pm	Mad River Valley Planning District Steering Committee, Waitsfield
Sept 20	4 pm	Clean Water Advisory Committee, TBD
Sept 25	6 pm	Transportation Advisory Committee, Central VT Chamber, Berlin
Sept 27	4 pm	Project Review Committee, TBD (if necessary)

OCTOBER

Oct 1	9 am	VCRD Leadership Summit, Castleton University
Oct 1	4 pm	Executive Committee, TBD
Oct 2	6 pm	Central Vermont Button Up Vermont Workshop, CVRPC Office
Oct 4	2 pm	Transit 4 All/Paratransit Planning, VT Center for Independent Living, Montpelier
Oct 8		Columbus Day Holiday – CVRPC Offices Closed
Oct 9	7 pm	Board of Commissioners, Central VT Chamber, Berlin
Oct 11	4:30 pm	CVEDC Annual Meeting, Capitol Plaza, Berlin
Oct 18	7 pm	Mad River Valley Planning District Steering Committee, Waitsfield
Oct 23	6 pm	Transportation Advisory Committee, Central VT Chamber, Berlin
Oct 25	4 pm	Project Review Committee, CVRPC Office (if necessary)

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

Executive Director's Report

August 23, 2018

Increasing Food Access in Central Vermont

CVRPC is working with the Washington County Hunger Council to develop a food access gap analysis. The Council will use the analysis to target its role in addressing food access gaps.

The initial map-based analysis will example relationships between demographics, socio-economic factors, structural and infrastructure challenges (transportation, food shelf locations, housing), and food retailers accepting benefits. Future analysis may focus on increasing healthy food access.

This work builds on CVRPC's 2012 Regional Food System Assessment. The assessment supported the Fit and Healthy Vermonters 2020 program goals of reducing the proportion of adults, children, and adolescents that are obese. CVRPC completed research, gathered information, and gathered public input to guide the creation of a central repository of information related to the region's food systems. The intent was to ensure greater distribution, more frequent updating of information, and facilitation and networking among local and state food systems groups to increase access to healthy local food.

The food access gap analysis will support work on *Plan Central Vermont* and municipal planning efforts related to community health and wellness.

When the Wood Comes Down: Emerald Ash Borer Response Workshops

CVRPC is working with the VT Dept. of Forests, Parks and Recreation and the Winooski Natural Resource Conservation District to plan Emerald Ash Borer response workshops for municipalities. The workshop is expected to:

- provide updates on Vermont's ash borer detection and response planning,
- outline management strategies and options,
- highlight available resources to support inventory and response work,
- address tree removal safety (trees infected by EAB become brittle), and
- include a roundtable for municipalities to share their work and needs.

Planning is underway; the workshop date is expected to be after Thanksgiving. FPR recommends conducting ash tree inventories after leaf fall. We advise municipalities to consider EAB response and debris management in Local Hazard Mitigation Plan updates.

Municipalities have begun contacting CVRPC regarding inventory and response resources. Later this fall, CVRPC will hold trainings for volunteers interested in assisting municipalities to inventory ash trees. CVRPC anticipates having limited funding to complete inventory work later this year, and we encourage municipalities to budget for EAB response for CY2019.

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

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

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

- Reviewed FY18 financials and cash flow projection and r
- Received training on indirect rates from contracted accountant.
- Approved adjustment to the FFY18 Transportation Planning Initiative budget
- Approved contract amendments for FY18 accounting services and Class 4 Road Demonstration agreements with Worcester and Moretown.
- Adopted a FY19 budget adjustment to reflect State allocation carryover and other changes.
- Authorize the Executive Director to sign IRS Form 5305-SEP, Individual Retirement Accounts Contribution Agreement. No changes were made to the SEP benefit.
- Approved Employee Use of Credit Cards or Charge Accounts Policy.
- Designated the Town Plan Review Committee for municipal energy plan certification review.
- Received briefings from staff on office air conditioning failure, a potential request for CVRPC to serve as a fiscal agent, modifications to ANR's indirect rate policy, proposed movement of State offices, and municipal plan approvals.

NOMINATING COMMITTEE (February and March; scheduled by Committee)

Did not meet.

PROJECT REVIEW COMMITTEE (4th Thursday, 4pm)

In July, the Committee discussed whether Section 248 Applications in Barre Town rose to the level of Substantial Regional Impact. It was determined they did not. In August the Committee reviewed a request for Preferred Site Designation for a 500 kW solar project site in Worcester. The Committee agreed to provide a letter of support, which designates the site as Preferred.

REGIONAL PLAN COMMITTEE (as needed; scheduled by Committee)

In July:

- Elected Laura Hill-Eubanks as Chair and Julie Potter as Vice Chair of the Committee.
- Initiated discussion of Preferred Site guidance for CVRPC review of renewable energy generation projects. The discussion focused on developing a common understanding among Committee members and setting direction for the work.

In August:

- Heard staff presentation on the Winooski River Tactical Basin Plan; endorsed comments and Regional Plan compatibility determination for recommendation to the Commission.

- Discussed renewable energy, siting, and preferred sites with Rick Weston, Director of Policy at the Regulatory Assistance Program.
- Review components of a municipal process that might be required by CVRPC for preferred site designation deference.
- Briefly discussed what the de minimis-level might regarding when CVRPC should weigh in on preferred site designations.

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

The Committee held a public hearing on the East Montpelier Town Plan in July. The Committee recommended the Board approve the Plan.

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

In July, the TAC heard a presentation on the draft VTrans Long Range Transportation Plan and provided feedback. It also had a presentation from GMT on Transit Ridership in Central Vermont. The TAC did not meeting in August. In September, the TAC will go on a field trip to the Knapp Airport in Berlin to learn more about that facility.

BROWNFIELDS ADVISORY COMMITTEE (4th Monday, 4pm)

The Committee voted to have staff make decisions about how remaining petroleum funds will be spent. The brownfield grant ends in September. Time is of the essence for decision making.

CLEAN WATER ADVISORY COMMITTEE (3rd Thursday, 4pm)

The Committee (CWAC) continued review of the Winooski Tactical Basin Plan with Karen Bates, DEC's Watershed Coordinator. The CWAC reviewed the Plan's implementation tables. Staff summarized comments for the Regional Plan Committee and the Board of Commissioners. The CWAC had a lengthy discussion with Karen on incorporating strategies and objectives around pesticide/herbicide impacts to water quality and aquatic health. Karen and CVRPC staff have invited pesticide/herbicide experts to attend upcoming CWAC meetings to discuss pesticide/herbicide impacts.

VERMONT ASSOCIATION OF PLANNING & DEVELOPMENT AGENCIES

- Appointed representatives to the State Emergency Response Committee and Public Transportation Advisory Council.
- Discussed annual retreat goals and agenda items to support them.
- Discussed VAPDA Annual Report; CCRPC will compile this year's report.
- Discussed Legislative outcomes.
- Discussed Basin Planning FY19 draft scope of work.
- Reviewed Committee work for the previous month.

VAPDA did not meet in August.

VERMONT ECONOMIC PROGRESS COUNCIL

VEPC approved a Tax Increment Financing District (TIF) for the City of Montpelier. 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 extends through most of its designated downtown, and primarily concentrates 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.

GREEN MOUNTAIN TRANSIT

The GMT Board of Commissioners met in July.

- Approved a contract to create a driveway connections ramp between 15 and 1 Industrial Parkway, repaving of the 1 Industrial front apron and parking lot, repaving the rear parking lot, and adding parking area exterior lighting. The contract was awarded to Don Weston Excavating for an amount not to exceed \$384,000.
- Discussed the GMT's Federal Transit Administration Triennial Review onsite audit.
- Provided preliminary input into the annual retreat agenda.
- Provided with an update on a new employee wellness program.
- Approve the Rural Operators Contract as negotiated.

The GMT Board and its Committees did not meet in August.

MAD RIVER VALLEY PLANNING DISTRICT

- Introduced Mariah Noth, MRVPD's new Community Planner.
- Heard Sugarbush annual data report.
- Discussed. 2018 Legislative changes to local planning and regulation.

The Steering Committee does not meet in August.

August 1, 2018

**INFORMATIONAL
ONLY**

Ms. Judith Whitney, Clerk
Vermont Public Utility Commission
112 State Street
Montpelier, VT 05702

Chris Campany, WRC
President

Tasha Wallis, LCPC
Vice-President

Charlie Baker, CCRPC
Secretary/Treasurer

RE: Comments of Vermont's Regional Planning Commissions Following the July 19th, 2018 Public Utility Commission Workshop on Commission Rule 5.103 Preferred Site Definition.

Dear Commissioners:

The Vermont Association of Planning and Development Agencies (VAPDA), writing on behalf of the eleven regional planning commissions of Vermont, is providing these written comments following the Public Utility Commission (PUC) workshop on Commission Rule 5.103 Preferred Site Definition. We thank the PUC for hosting the workshop and being open to input on the aforementioned rule and its implementation.

Engagement with Regional Planning Commissions (RPC) as Statutory Parties: As statutory parties to Section 248 and 248(a) petitions, we respectfully request direct notice to each RPC when the PUC opens a docket or otherwise solicits comments on the application of regional plans in PUC proceedings. We often learn of PUC dockets from other parties, and sometimes after the fact or too close to comment deadlines to respond effectively. RPCs are tasked with implementing the plans that we develop, and PUC proceedings are the primary regulatory means through which our energy development and telecommunications policies are implemented. We have a stake in your process and proceedings, and hope you value our input. As for PUC deliberation on the application of municipal plans in its proceedings, the RPCs have the capacity to inform each municipal legislative body and planning commission that the PUC is soliciting input. We hope you will engage more directly with the state's RPCs in the future.

Preferred Site Definition 2 - A parking lot canopy over a paved parking lot, provided that the location remains in use as a parking lot: While Section 248 precludes the regulation of energy development projects through municipal bylaws, those same bylaws regulate uses and structures. In its definition of a parking lot canopy as a preferred site, the PUC recognizes that parking must remain the primary use of the site. We support the concept of the use of parking lot canopies over paved parking lots for the generation of solar energy, but as the canopy in question would be a structure built over a paved parking lot, the PUC should recognize and support municipal rules regulating structures (size, height, placement) to ensure orderly development and consistency in application of those rules.

Preferred Site Definition 4 - Land certified by the Secretary of Natural Resources to be a brownfield site as defined under 10 V.S.A. § 6642: We generally support the use of brownfield sites for renewable energy generation, recognizing that there may be instances when the development policies of our respective plans and those of municipalities may give priority to other uses. But reuse of brownfields, by definition, “may be complicated by the release or threatened release of a hazardous material.” As such the application of brownfields rules must be consistent statewide, and the assessment and clean-up process must apply to renewable energy projects as it would any other development per the rules. Many regions have their own brownfield programs and are committed to ensuring that the rules be followed.

Preferred Site Definition 7 - A specific location designated in a duly adopted municipal plan under 24 V.S.A. chapter 117 for the siting of a renewable energy plant or specific type or size of renewable energy plant, provided that the plant meets the siting criteria recommended in the plan for the location; or 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: We appreciate the PUC’s recognition of municipal plans that identify a specific location for the siting of a renewable energy plant. We also appreciate the recognition by the PUC that it may take some time for municipal plans to be revised to include such designated locations. However, the requirement of a joint letter of support is problematic for two reasons.

First, as separate political subdivisions or units with separate statutory planning authorities, both regional planning commissions and municipalities are enabled to appear as separate parties in Section 248 proceedings to represent their respective plans. Second, as a matter of policy, some regional commissions and municipalities may not write letters of support. A “support letter” may connote a subjective value judgment rather than an objective assessment of consistency with plan policy.

Regional planning commissions are political subdivisions of the state, and municipalities are political units. 24 V.S.A. § 4341(a) states, “For the purpose of a regional planning commission's carrying out its duties and functions under State law, such a designated region shall be considered a political subdivision of the State.” 24 V.S.A. § 4345a(14) states that with respect to proceedings under 30 V.S.A. § 248, regional planning commissions “(A) have the right to appear and participate; and (B) appear before the Public Utility Commission to aid in making determinations under that statute when requested by the Commission.”

30 V.S.A. § 248(a)(4) notes that regional planning commissions and municipalities have the right to appear as a party in proceedings held under this section, commonly known as Section 248. Subsection (G) states, “The regional planning commission for the region in which the facility is located shall have the right to appear as a party in any proceedings held under this subsection.” Subsection H goes on to state, “The legislative body and the planning commission for the municipality in which a facility is located shall have the right to appear as a party in any proceedings held under this subsection.”

We are not aware of another circumstance whereby the PUC requires two separate political units of the state, with their own duly adopted plans and their own right to appear as a party in proceedings before it, to define a site through a joint letter of support. This would seem to compromise the rights and powers conferred upon regional planning commissions and municipalities through statute to represent their positions as independent parties in PUC proceedings. It would further seem to compromise the

rights of petitioners by asking for a subjective value assessment of a project, rather than an objective assessment as to the extent to which an energy development proposal comports with the policies of the plan in question.

We suggest the PUC consider replacing the “joint letter of support” requirement with the following:

...or letters from the legislative body and municipal and regional planning commissions that the *site* in question is potentially preferred for solar energy development based upon the policies their respective plans. The PUC recognizes that such letters in no way constitute confirmation of *project* conformance with the respective plans, that conformance cannot be determined until a complete petition has been filed with the PUC, and that letters of site preference in no way limit further engagement of municipalities and regional planning commissions in the petition review process going forward.

Finally, RPCs request that the rule instruct petitioners to provide a minimum level of information to municipalities and the RPCs in order to make a determination of whether a location is a preferred site. This should include at minimum a site plan with the area of disturbance shown. Alternatively, the rule could state that the preferred site determination will be made after submittal of the 45-day notice.

One other item of note is the nature of questions raised by PUC staff during the workshop. It seemed that there may be some expectation that regional energy plans that have received determinations of energy compliance will contain specific locations for energy development. They do not, primarily because of the scale and nature of these plans. Regions were directed to accommodate renewable energy development through their policies, not the identification of specific locations. Furthermore, this is not what the Rule calls for. The Rule recognizes specific locations identified by municipal plans.

Thank you for your consideration of these comments. We look forward to further engagement with the PUC and hope you will consider direct outreach to us in the future development of rules that govern the application of regional and municipal plans. We believe we would be a valuable resource in that process.

Sincerely,

A handwritten signature in dark ink, appearing to read 'C. Campany', with a stylized, flowing script.

Chris Campany, President

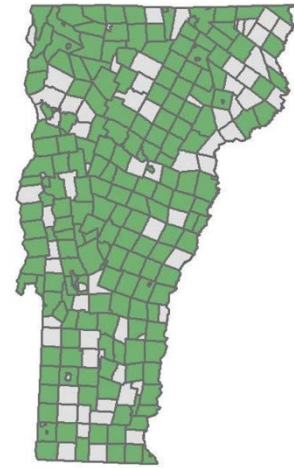
GRANTS IN AID PILOT PROJECT

INFORMATIONAL
ONLY

State Fiscal Year 2018- FINAL REPORT

INTRODUCTION

The Grants-in-Aid pilot project provided funding for municipalities to construct best management practices on municipal roads ahead of the Municipal Roads General Permit. The project was designed to be a streamlined approach to providing financial and technical support to municipalities. 187 municipalities committed to participate and 44.7 miles of roadway were improved. The Grants in Aid Project has been continued for FY 19.



Participating Municipalities

The State of Vermont released a Municipal Roads General Permit (MRGP) in 2017, pursuant to Act 64 and part of the implementation milestones for the Lake Champlain Phosphorus Total Maximum Daily Loads (TMDLs). The “best management practices” (BMPs) used to address water quality concerns on unpaved roads are among the most cost-effective actions to reduce nutrient and sediment pollution. BMP implementation will also enhance municipalities’ resilience to flood damages and will help reduce long-term maintenance costs. There are approximately 13,000 miles of municipal roads in Vermont, of which approximately half directly drain into surface waters (streams, rivers, ponds, lakes and wetlands), referred to as “hydrologically connected road segments.”

BMPs eligible for funding under the Grants in Aid pilot project were based on the draft MRGP, and included the following:

- Grass and stone-lined drainage ditches, turnouts, and other disconnection and infiltration practices;
- Removal of grader berms and lowering of high road shoulders;
- Improvement and replacement of drainage culverts and installation of culvert headwalls and outlet stabilization;
- Addressing gully erosion on Class 4 roads; and
- Stabilizing catch basin outlets.

The State of Vermont made \$2.65 million available for completion of this pilot project. Of this total, \$2,125,000 was available for construction, \$375,000 was for technical assistance provided by regional planning commissions, and \$150,000 was for engineering assistance provided by consulting engineers.

PARTNERS

Project partners each served a unique role in the project. Vermont Department of Environmental Conservation staff provided administrative oversight and technical assistance regarding the best management practices. Regional Planning Commissions worked with each individual municipality to identify the best project sites, plan for best management practices, and verify construction. Northwest Regional Planning Commission served as the fiscal agent and overall program manager. VTrans staff in the Better Roads program and at the District offices provided additional expertise and technical assistance. Municipalities completed construction with municipal staff or through contractors.

Partner	Disburse Funds	Enroll	Assist	Implement	Track	Report
DEC Staff	✓					✓
RPCs		✓	✓		✓	✓
Municipalities		✓		✓		
VTrans			✓			

Project Partners, graphic credit VT DEC



Regional Planning Commissions held pre-construction site visits with all participating municipalities to identify and select priority project locations and BMPs that were necessary to bring road segments into full MRGP compliance (based on draft MRGP standards).

VTrans Better Roads and District staff participated in select site visits. Private consulting engineers provided additional assistance for complicated construction projects.

This combination of technical assistance provided municipalities with on the ground advice and ensured that projects were constructed to comply with best management practices.

RESULTS

Overall, 85% of Vermont's municipalities signed up to participate in the program. Nearly all were able to complete the construction projects. In total, 44.7 miles of roadway were improved to fully comply with the draft MRGP standards (720 100-meter road segments).

187	Municipalities submitted Letters of Intent
173	Municipalities completed construction
720	Road segments improved to meet MRGP draft standards
1322	Best management practices constructed
187	Pre-construction site meetings conducted
173	Post construction project reviews completed

The specific break-down of best management practices constructed is shown below.

Best Management Practice	Number Constructed ¹
Grass and stone-lined drainage ditches, turnouts, and other disconnection and infiltration practices	574
Removal of grader berms and lowering of high road shoulders	401
Improvement and replacement of drainage culverts and installation of culvert headwalls and outlet stabilization	245
Addressing gully erosion on Class 4 roads	10
Stabilizing catch basin outlets	9
¹ incomplete, some final post construction details still pending	

Sample Project: Long Hill Road, Concord, VT, Before and After

Several BMPs were constructed, including: stone-lined drainage ditches, turnouts, and other disconnection and infiltration practices; removal of grader berms and lowering of high road shoulders; and improvement and replacement of drainage culverts and installation of culvert headwalls and outlet stabilization.



Concord, VT, Before and After, Photo: NVDA

BENEFITS AND CHALLENGES

In addition to the miles of roadway that were improved and the number of best management practices that were constructed, there are programmatic benefits from this project.

- Water Quality Benefits- Targets hydrologically connected roads, constructed projects count towards permit compliance and TMDL targets.
- Municipal Education- Pre-construction meetings, water quality education and technical assistance familiarized municipalities with Municipal Roads General Permit standards in advance of the permit being finalized.
- Accountability- Post-project field verification and reporting assistance to track and account for results.

Regional Planning Commissions polled the municipalities that did not participate in the pilot program, and identified three main challenges:

- Permit Concerns- Not comfortable certifying number of connected road segments because of concern it would lock them in for permit compliance.
- Capacity Issues- Not enough staff resources to allocate to the project in the grant time period. Staff turnover impacted ability to get the construction work done.
- Timing- Not enough time to understand and consider the project and schedule a meeting to approve participation.

Two of the concerns were addressed in the design of year 2 of the project. With the release of the MRGP, there was no need to certify connected road segments. In year 2, municipalities were given extra time to respond to the letter of intent, and they were already familiar with the program. Capacity issues remain a challenge. In addition to being a barrier for initial sign up, lack of staff and resources were the main reasons 14 municipalities did not complete the projects they initially planned to construct.

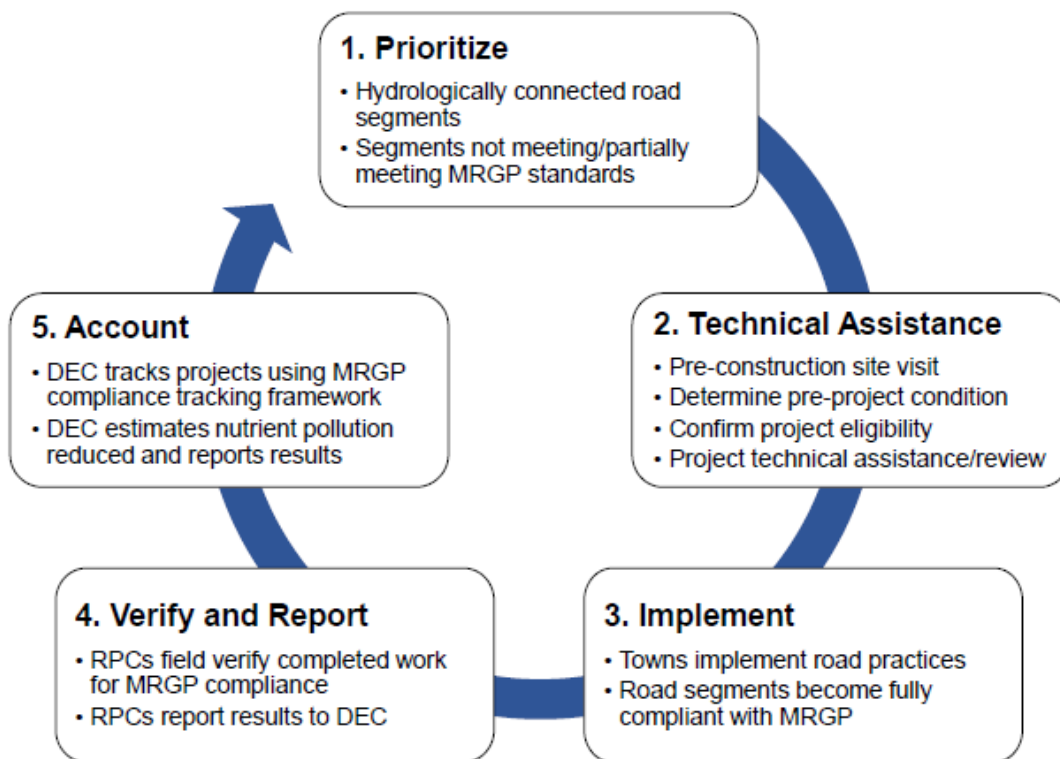
PROJECT MANAGEMENT

Regional Planning Commissions, led by Northwest Regional Planning Commission, coordinated the program and provided technical assistance and program administration at the local and regional level. Regional Planning Commissions served as the point-of-contact for municipalities regarding this pilot project.

To accomplish these tasks in a comprehensive consistent manner statewide, NRPC hosted weekly conference calls with RPC staff and developed several templates to communicate project requirements. NRPC also developed protocols for site visits and provided an online reporting structure for the best management practices and before/after photos.

These materials are included as attachments to this report.

Municipal Roads Grants-in-Aid Project Process



Graphics credit VTDEC

PROJECT TIMELINE

TIME PERIOD	TASKS
June 2017	Announce the pilot program and invite municipalities to participate.
June 2017	Provide maps to participating municipalities that show the number and location of municipally-owned hydrologically connected roads.
July 2017	Obtain letter of intent from participating municipalities. Obtain verification from the participating municipalities of the number of hydrologically connected roads in their municipalities using best available
July 2017	Identify participating municipalities, where towns agree to: Install road BMPs to bring connected road segments up to draft state MRGP standards.
August 2017	Create two lists identifying which participating municipalities can complete the work by October 31, 2017, and which participating towns can complete the work by June 30, 2018.
July-October 2017	Hold pre-construction site visits with participating municipalities to identify and select priority project locations (i.e., connected road segments) and BMPs that are necessary to bring road segments into full MRGP compliance (based on draft MRGP standards).
August 2017	Collect information from non-participating municipalities on why they decided not to participate in the pilot project.
September 2017 – July 2018	Reimbursing municipalities for BMP construction costs up to a maximum limiting amount, based on a formula developed by the State and based on connected road-miles by town. Document construction project costs to ensure a substantial contribution of a minimum of 20% local match, including in-kind, transportation, municipal staff time, cash or other demonstration of substantial contribution
September 2017 – July 2018	Complete BMP reporting to the State, on behalf of the municipalities, on construction of BMPs including submission of “before and after” photographs.

APPENDICES

Sample Invitation Letter

Sample Municipal Letter of Intent

Sample Confirmation Letter

Site Visit Protocol

Pre- and Post-Construction Report sample

SAMPLE INVITATION TO PARTICIPATE IN MUNICIPAL ROADS GRANTS-IN-AID PILOT PROJECT

TO: Select Board/Village Trustee Chairs, Administrators/Managers, Municipal Clerks, Road Foremen and Public Works Directors
CC: NRPC Regional Commissioners and TAC Representatives
FROM: Catherine Dimitruk, Executive Director, Northwest Regional Planning Commission
DATE: June 5, 2017
RE: Letter of Intent to Participate in a **Municipal Roads Grants-In-Aid Pilot Program:**
 A New Project to Provide Funding Assistance in Municipal Road General Permit Compliance

Vermont's Regional Planning Commissions (RPCs) and the Department of Environmental Conservation (DEC) invite your municipality to participate in a new **Municipal Roads Grants-In-Aid Pilot Project**. The intent of this new pilot project is to provide funding for municipalities to implement best management practices (BMPs) on municipal roads ahead of the forthcoming DEC **Municipal Roads General Permit (MRGP)**.¹

DEC has set aside \$2.5 million to support this pilot project and will work with the Regional Planning Commissions to make available grant funds to all participating Vermont municipalities that agree to terms contained in the attached commitment letter. Your municipality must return the signed letter by July 5, 2017 to be eligible (page 3 of this invitation letter).

DEC will offer participating municipalities funding to implement BMPs on hydrologically connected road segments that currently do not meet standards.² A municipality's funding award depends upon:

- The number of hydrologically connected roads sorted into five-mile increments. (DEC used its mapped Geographic Information Systems (GIS) data layer to estimate the number of hydrologically-connected municipal roads by Vermont municipality³); and
- The number of participating municipalities. Additional funds may become available, should some municipalities decide not to participate. Refer to page 5 of this letter to see the DEC Base Offer for your municipality.⁴

Grants-In-Aid awards will be made available through Regional Planning Commissions, which will submit reimbursement requests to DEC on behalf of municipalities. DEC will reimburse up to 80% of the municipality's documented construction expenses, including in-kind support, for BMPs on hydrologically connected roads.

Participating municipalities agree to:

- Construct the additional road BMPs on hydrologically connected roads to bring road segments up to MRGP standards;

¹ Act 64 requires VDEC to develop the MRGP. Municipalities will begin applying for coverage under the MRGP in July of 2018. Municipalities will ultimately be required to conduct road erosion inventories, develop road Stormwater Management Plans and begin implementing road BMP priorities contained within those plans.

² Hydrologically connected roads are those that drain directly into surface waters (streams, rivers, ponds, lakes and wetlands).

³ DEC map layer for hydrologically-connected municipal roads in Vermont is available at: <http://anr.vermont.gov/maps/nr-atlas>.

⁴ A municipality may prefer to use a recent road-erosion inventory to determine the number connected road-miles, provided that the inventory is less than two years old and is consistent with the Municipal Road General Permit Erosion Inventory.

- Complete the project by October 31, 2017, or if more time is necessary, by the final completion date of June 30, 2018;
- Sign the commitment letter to confirm the mileage of hydrologically connected roads in your municipality;
- Document project costs and provide a minimum of 20% local match (cash or in-kind). Match can include in-kind contributions such as transportation, municipally-owned road equipment, crew labor, municipal staff time and other costs directly related to the BMP construction project. Funds from other federal or state grant programs or local match for those other federal and state grant programs cannot be included as match.
- Work with your Regional Planning Commission to select projects, conduct site visits, obtain technical assistance, complete the report template for each additional BMP (page 4 of this invitation letter) and seek reimbursement from DEC.

DEC agrees to:

- Use a formula, based on the number of hydrologically connected municipal road miles, in determining the monies appropriated to each participating municipality; and
- Make payments on a reimbursement basis, upon receipt of invoices submitted from Regional Planning Commission on behalf of participating municipalities. DEC will reimburse 80% of documented costs of the project up to the final award amount for each municipality.

Regional Planning Commissions agree to:

- Assist municipalities by: (a) serving as the municipalities' point-of-contact and fiscal agent for reimbursement of expenses under the pilot project; (b) providing maps of connected road segments to participating municipalities; (c) providing technical assistance to towns in project selection, mapping and construction techniques; and (d) aiding towns in tracking and reporting deliverables
- Securing letters of intent to participate in the pilot project coordinated statewide through the Northwest Regional Planning Commission in St. Albans).

Eligible BMPs according to the draft MRGP Standards:

- Grass and stone-lined drainage ditches, turnouts, and other disconnection and infiltration practices;
- Removal of grader berms and lowering of high road shoulders;
- Improvement and replacement of drainage culverts and installation of culvert headwalls and outlet stabilization;
- Addressing gully erosion on Class 4 roads; and
- Stabilizing catch basin outlets.

If you have any questions, please contact Catherine Dimitruk at 802-524-5958, cdimitruk@nrpcvt.com or refer to the VDEC website:

<http://dec.vermont.gov/watershed/stormwater/permit-information-applications-fees/municipal-roads-program>.

Thank you for your attention, and we look forward to hearing from you soon.

**SAMPLE LETTER OF INTENT TO PARTICIPATE IN THE
RPC/DEC MUNICIPAL ROADS GRANTS-IN-AID PILOT PROJECT**

We, the Legislative Body of the Municipality of _____ certify that there are _____ miles of hydrologically connected municipal roads in our municipality, based on (check one):

- ☐ Vermont Department of Environmental Conservation's map layer for hydrologically-connected municipal roads in Vermont, (most common approach, contact your Regional Planning Commission or see: <http://anr.vermont.gov/maps/nr-atlas>), or
- ☐ A municipal road erosion risk inventory completed within the past two years (provide excerpt).

As a municipality participating in the Municipal Roads Grants-in-Aid Pilot Project, we also certify that the municipality will:

- Construct one or more road Best Management Practices (BMPs) to bring additional connected road segments up to Municipal Roads General Permit (MRGP) standards, to be completed, if possible, by October 31, 2017, or by the final completion date of June 30, 2018.
- Construct the additional road BMPs on hydrologically connected roads – roads that drain directly into surface waters (streams, rivers, ponds, lakes and wetlands). Contact your Regional Planning Commission or refer to the VDEC map layer for *hydrologically-connected* municipal roads in Vermont. This map layer is available at: <http://anr.vermont.gov/maps/nr-atlas>.
- Consult with the Regional Planning Commission prior to construction of the BMPs to conduct a required site visit and verify the appropriate location of the connected road segment and BMP to meet draft MRGP Standards.
- BMPs will bring road segment up to MRGP Draft Standards.
- Provide a minimum of 20% local match (in-kind and cash). Match can include quantified in-kind contributions such as transportation, municipally-owned road equipment, crew labor, municipal staff time and other costs directly related to the BMP construction project as part of this pilot project. Funds from other federal or state grant programs or local match for those other federal and state grant programs cannot be included as match.
- Work with the Regional Planning Commissions to complete the report template for each additional BMP, which includes: (a) location of the BMP (road segment number), (b) itemized practice installed and (c) before/after photographs (refer to page 4 of the invitation letter).

Date:

(Duly Authorized Representatives)

Return signed commitment letter to: Municipal Roads Grants-in-Aid Pilot Program, c/o Northwest Regional Planning Commission, 75 Fairfield Street, St. Albans, Vermont 05478

**MUNICIPAL ROADS GRANTS-IN-AID PILOT PROJECT
FINAL PERFORMANCE REPORT**

Project Information

Municipality:

Report date:

Direct aid funding amount:

Total documented cost including match (20% of total project(s) cost):

For your reference. Do not
return with Letter of Intent.

Complete this table indicating road segments worked on and *linear practices* implemented along paved and gravel roads with ditches (e.g., stone-lined ditch, berm removal).

Road Segment ID #	Hydrologically Connected? Yes/No	Road condition* before project implementation	Itemized practices implemented to improve road condition	Road condition* after project implementation

* Road conditions are based on Municipal Roads General Permit (MRGP) draft standards. Please indicate one of the following three standards: (1) not meeting standards, (2) partially meeting standards, or (3) fully meeting standards. If road erosion inventory has not yet been completed or new MRGP inventory template not used, assume the before project implementation condition does not meet standards.

If your project involved outlet stabilization on paved roads with catch basins, Class 4 gully erosion remediation and/or municipal winter sand pile erosion remediation, complete this table.

Road Segment ID #	Hydrologically Connected? Yes/No	Average estimated length of erosion	Average estimated width of erosion	Average estimated depth of erosion

Attach before and after photos for each road segment worked on and work completed. Photos should be taken from the same perspective before and after project implementation and submitted as individual JPG files (minimum resolution 300ppi).

SITE VISIT PROTOCOL

When scheduled, enter the date, time and starting location on the google form under the folder for site visits.

<https://docs.google.com/spreadsheets/d/1gbhl2WNIbock4FnMe37Gxa7L7EeUjbdORhAAAzCTpzw/edit?usp=sharing>

(DTA and Better Roads staff will have access to this list and will initial if they plan to attend.)

Prior to the site visit:

- Verify whether the potential segments have been inventoried
- Verify the final grant amount

At the site visit:

- Review the goal of the program- bring full segment(s) up to meeting draft standards
- Take inventory of the site if needed, or verify conditions from previous inventory
- Identify deficiencies and what eligible BMPs will address the deficiencies
- Determine the potential time frame of construction and reinforce deadlines
- Discuss estimated cost, +/- the grant amount?
- Determine if any additional technical assistance is needed
- Reinforce the importance of tracking costs
- Take 'before' photos of the site

After the site visit:

- Fill out the site visit reporting form
- Send follow up/confirmation information to the municipality

Site visits should be prioritized based on which municipalities are ready to go. All site visits will be completed and summarized by September 30, 2017. [This may not be possible in storm damaged areas, in that case site visits must be completed by 10/30/2017.]

SAMPLE SITE VISIT FOLLOW UP LETTER

TO: [Municipal Official]
FROM: [insert RPC name and contact person]
RE: Confirmation of Site Visit and Notice to Proceed

Thank you for participating in the recent site visit for the Municipal Roads Grants in Aid Pilot Project. Enclosed is a copy of the information from that site visit. Your municipality can move forward on construction of the Best Management Practices as described on the site visit summary (enclosed). Completion of these BMPs will bring the identified road segment(s) up to the draft standards for the Municipal Roads General Permit.

The maximum funding award for your municipality is [\$] as determined by the VT Department of Environmental Conservation and a 20% local match is required. Your municipality will need to document all eligible project costs and will be reimbursed for 80% of documented costs up to the award amount. Therefore in order to be reimbursed for the full award amount your municipality will need to document eligible expenses of [\$]. Funds from other federal or state grant programs or local match for those other federal and state grant programs cannot be included as match. If you have questions about eligible expenses, local match or documenting costs please contact me.

[MUNICIPALITY] has indicated that construction will be completed by [October 30, 2017/June 30, 2018]. Please note that the final deadline for this grant is June 30, 2018 and projects must be completed by that date or a municipality will not be eligible for reimbursement. Upon project completion, RPC staff will work with municipal staff to conduct a post-construction site visit, take post-construction photos, and assist with project reports and reimbursement requests.

We will be in touch again as the construction season moves forward. If you have any questions in the meantime, please contact [insert name and contact information for the applicable regional planning commission].

The municipal responsibilities from your Letter of Intent are listed below as a reminder. We look forward working with you on this pilot project!

Municipal Responsibilities from the Letter of Intent

- Construct one or more road Best Management Practices (BMPs) to bring additional connected road segments up to Municipal Roads General Permit (MRGP) standards, to be completed, if possible, by October 31, 2017, or by the final completion date of June 30, 2018.
- Construct the additional road BMPs on hydrologically connected roads – roads that drain directly into surface waters (streams, rivers, ponds, lakes and wetlands). Contact your Regional Planning Commission or refer to the VDEC map layer for hydrologically-connected municipal roads in Vermont. This map layer is available at: <http://anr.vermont.gov/maps/nr-atlas>.
- Consult with the Regional Planning Commission prior to construction of the BMPs to conduct a required site visit and verify the appropriate location of the connected road segment and BMP to meet draft MRGP Standards.
- BMPs will bring road segment up to MRGP Draft Standards.
- Provide a minimum of 20% local match (in-kind and cash). Match can include quantified in-kind contributions such as transportation, municipally-owned road equipment, crew labor, municipal staff time and other costs directly related to the BMP construction project as part of this pilot project. Funds from other federal or state grant programs or local match for those other federal and state grant programs cannot be included as match.
- Work with the Regional Planning Commissions to complete the report template for each additional BMP, which includes: (a) location of the BMP (road segment number), (b) itemized practice installed and (c) before/after photographs (refer to page 4 of the invitation letter).

**Central Vermont RPC
Regional Transportation Summary¹**

**INFORMATIONAL
ONLY**

Recent Studies/Planning Efforts

Inclusive Planning Paratransit Study

CVRPC received an Inclusive Transportation Planning Grant for the Community Transportation Association of America to conduct an innovative “bottom-up” way to explore a paratransit system for Washington County recommended in Green Mountain Transit’s NextGen plan. Switching from route deviation of the fixed route system for all riders to a separate system only for riders who meet ADA criteria may result in a net rider gain or loss. Project involves paratransit riders in creating system change. Study completion in December 2018.

Transit Oriented Design (TOD) Grant Proposal

Proposal to explore how land use changes in Barre, Berlin, and Montpelier could support enhanced bus or train service and economic development. Project would also explore the cost and viability of train services to support community conversations about transit services.

Roadway Projects

Cabot: VT 2

Material being removed for the reconstruction of US2 project was taken by the contractor to an approved site off a town road. Communication with the Town was incomplete, and the heavy trucks deteriorated the road significantly. VTrans, the contractor, and the Town are currently working through mitigation.

Middlesex: I-89 and VT 2

New bridge is open. Demolition is finishing up on the old bridge that includes closures of I-89.

Paving

Waterbury-Stowe: VT 100 Rehabilitation Project

Major multi-part project coordinated with other current and upcoming projects: Route 108 (Mountain Road) Paving Project, I-89 Montpelier – Waterbury Paving Project, Middlesex US 2 Bridge Replacement Project, and next summer’s Waterbury Main Street project. Slab removal continues at night, with alternating one-way traffic.

Bike and Pedestrian Infrastructure

Montpelier and East Montpelier: Bike Path Bridge

New bridge over North Branch of Winooski River is part of improvements that will connect the path from just east of I-89 at Peace Park to the path adjacent to Stone Cutters Way. Another improvement will continue the path into East Montpelier where it joins the Cross Vermont Bike Trail. A bridge project for that trail is planned in East Montpelier to cross the Winooski River.

¹ Prepared for the Vermont Agency of Transportation in support of agenda planning for Governor Scott’s “Capitol for a Day” initiative. Through this initiative, the Governor, along with members of his cabinet and extended cabinet, are spending the day in each region of the state to meet with area constituents, lawmakers, local partners and state employees.

Other Efforts:

- Waterbury - Walking and bicycling plan done, has construction funds.
- East Montpelier – Walking and bicycling plan underway, has construction funds.
- Moretown and Waitsfield – Sidewalk connection projects underway.
- Cabot – Initiating trail planning effort to link village center with Lamoille Valley Rail Trail and more.
- Mad River Valley – Active Transportation Plan implementation, 3-town walk/bike connections

Public Transportation***Montpelier Transit Center***

The City of Montpelier will transform what was once a scrap yard and train depot into a state-of-the-art transportation and housing center starting in June of 2018. In addition, the shared use path will be extended through this parcel out to Main Street, providing easy access for bicyclists, walkers and runners and connecting the existing path from Junction Road through the downtown and along Stone Cutters Way. Thirty new residential housing units will be constructed on the upper floors of the transit center providing residents with easy access to transportation and the downtown. This project is funded through a Federal Highway Administration Grant, a Federal Transit Administration Grant, the City of Montpelier and a partnership with Housing Vermont and Downstreet Housing and Community Development for the housing aspect of the building.

Bridges***Plainfield Village Bridges Alternatives Analysis***

CVRPC, the Town, a consultant, and UVM coordinated on a study that used cutting-edge unmanned aerial systems, or drone technology, with hydraulic analysis to devise alternative designs for two bridges. Extreme weather events, which wash large woody debris to the bridges, resulted in tens of thousands of dollars in damage to both bridges on multiple occasions over the past decade. The National Association of Development Organization awarded the project a 2017 Excellence in Regional Transportation Award. Construction of the locally selected preferred alternative will be funded with a FEMA Flood Mitigation Assistance Grant.

Scoping is starting for:

- Barre Town: VT Route 110, Bridge 21, over the Jail Brook
- Montpelier: US Route 2, Bridge 64, over the Winooski River
- Waterbury: US Route 2, Bridge 44, over the Little River

Waterbury, Stowe Street ((by VT 100 and park-and-ride lot) Bridge 36 over Thatcher Brook

The Town and CVRPC are working on an existing conditions study for this bridge, which is the region's highest priority on the pre-candidate list. This study is coordinated with VTrans Project Initiation (scoping) and Asset Management staff so if selected for VTrans funding the initial work would already be done.

Clean Water Progress

- **Northfield** – Multi-year effort implementing transportation-related stormwater improvements in the village area
- **Waitsfield, Mooretown, Worcester, Calais** – Class 4 roads project re MRGP covered in WCAX interview aired 8/13
- **Various** - Use of Grants-in-Aid program on class 2, 3, and 4 to reduce erosion problems