



BOARD OF COMMISSIONERS

November 13, 2018 at 7:00 pm

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

<u>Page</u>	<u>Time</u>	<u>AGENDA</u>
	7:00 ¹	Adjustments to the Agenda Public Comments
	7:05	Central Vermont Public Safety Authority , <i>Francis (Paco) Aumand, Executive Director</i> Combining Barre/Montpelier public safety resources into a single entity. Capitol West, a group of towns that contract with Montpelier for dispatch services would participate.
	7:45	Project Tour: Town Web Maps , <i>Pam DeAndrea</i> Exploring CVRPC's service to make town data more accessible .
2	8:15	Code of Conduct and Conflict of Interest Policy (enclosed) ² Review changes requested by the Commission and adopt the policy.
6	8:30	Meeting Minutes – October 9, 2018 (enclosed) ²
10	8:40	Reports (enclosed) Updates and questions on Staff and Committee Reports
	8:50	Adjournment

Next Meeting: December 11, 2018

¹ Times are approximate unless otherwise advertised.

² Anticipated action item.



Code of Conduct and Conflict of Interest Policy

Adopted by the Board of Commissioners ____ / ____ / 18

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.

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.

1
2 Commissioners are appointed by a municipal elected body to represent the interests of that municipality. Once
3 appointed to the Board, Commissioners have a legal obligation to make decisions in the best interest of the
4 Commission. A Commissioner's municipal perspective is an important part of those decisions. The Board of
5 Commissioners has determined that Commissioners participating in discussions or decisions regarding the
6 municipalities they represent does not constitute a conflict of interest because the Commissioner role functions in
7 the public interest rather than a personal interest.
8

9 **Code of Conduct**

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

- 12
- 13 1. undermining their independence or impartiality of action;
- 14 2. taking official action on the basis of unfair considerations, unrelated to the merits of the matter;
- 15 3. giving preferential treatment to any interest on the basis of unfair considerations, unrelated to the merits
16 of the matter;
- 17 4. using public office for the advancement of personal financial interests;
- 18 5. using public office to secure special privileges or exemptions; or
- 19 6. affecting adversely the confidence of the public in the integrity of affairs of the Commission.
20

21 This Code applies whether the Party's conduct would have a positive or negative effect on the action.
22

23 Party's of both the Commission and the Commission's sub-grantees will neither solicit nor accept gratuities,
24 favors, or anything of monetary value (excluding calendars, pens, and other nominal items) from contractors,
25 potential contractors, or parties to sub-agreements. In these cases, the gift must be disclosed to the
26 Commission's Executive Director, or in the case of the Executive Director, to the Commission Chair.
27

28 **Conflict of Interest**

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

- 30
- 31 1. a Party of the Commission,
- 32 2. any member of his or her immediate family,
- 33 3. his or her partner, or
- 34 4. an organization which employs or is about to employ any of (1) through (3) above,
35

36 have a financial or other interest in or a tangible personal benefit in the outcome of any particular matter
37 pending before the Commission, including the award of contracts and sub-contracts.
38

39 A real conflict of interest exists when a private interest exists leading to a personal benefit or gain. An apparent
40 conflict of interest exists when there is a perception that a conflict of interest exists leading to a personal benefit
41 or gain.
42

1 Party Actions

2 Upon joining the Commission or its committees, Parties will review and sign this Policy to indicate that they have
3 read, understood, and agree to comply with it.
4

5 In the event a real or apparent conflict of interest, as herein defined, or a situation involving real or apparent
6 impartiality does or would result, the Party must act as follows:
7

- 8 1. Prior to taking an official act or action or participating in any official act or action on the matter, publicly
9 disclose at a public meeting or public hearing that s/he has an actual or perceived conflict of interest in
10 the matter under consideration and disclose the nature of the actual or perceived conflict of interest.
- 11 2. Once there has been a disclosure of an actual or perceived conflict of interest, other public officers must
12 be afforded an opportunity to ask questions or make comments about the situation.
- 13 3. A public officer who has recused himself or herself from participating in an official act or action by a public
14 body shall not sit with the public body, deliberate with the public body, or participate in the discussions
15 about that official act or action in any manner in his or her capacity as a public officer, though such
16 member may still participate as a member of the public or private party, if applicable.
17

18 Employee disclosure, actions, and sanctions are governed by the Commission's Personnel Policies. Agents must
19 disclose such interest to the Executive Director immediately, either verbally or in writing, and must not be
20 involved further in the question of the contract issuance.
21

22 No Party of the Commission may participate in the selection, award, or administration of a contract supported by
23 a Federal or State award if he or she has a real or apparent conflict of interest. The Commission must disclose in
24 writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with
25 applicable Federal awarding agency policy.
26

27 Resolving Conflicting Interests and Situations Involving Impartiality

28 In the event a Commissioner or member of a Commission committee or workgroup is uncertain whether he or she
29 has a conflict of interest in any matter or is challenged in any matter, the Board of Commissioners or the
30 Committee or workgroup in which the Party is involved, must state for the record its position as determined by
31 roll call vote.
32

33 The Board of Commissioners has the ultimate authority over conflict of interest and situations involving
34 impartiality decisions for the Commission's committees and workgroups. It may negate a decision made by a
35 committee or workgroup if it votes to override a conflict of interest decision made by those groups at the
36 Commission's next meeting. Staff must appraise the Commission of any conflict of interest decisions made by a
37 committee or workgroup.
38

39 The Commission's Personnel Policies govern resolution of conflict of interests regarding employees. In the event
40 an Agent is uncertain or is challenged, the Executive Director must determine whether a conflict of interest exists.
41
42

1 **Sanctions**

2 Failure of a Party to sign the Policy will result in the individual or organization being barred from voting on
3 Commission business and/or other sanctions imposed by the Commission. If the Party has been appointed to the
4 Board of Commissioners or a committee by a municipality, the appointee’s municipality also will be notified.
5

6 If a Party subject to this Code of Conduct and Conflict of Interest Policy violates the Policy, the following sanctions
7 will apply:
8

9 1. Commissioner. Violations of this policy by a Commissioner will result in the Commission making a written
10 report of the violation to the governing body of the municipality the Commissioner represents. The
11 Commission must make written report of a violation of this Policy to the governing body of the
12 municipality the Commissioner represents. Additionally, the Commissioner may be removed temporarily
13 or barred permanently from participating in the committee, project workgroup, or other Commission
14 interest related to the conflict.
15

16 2. Employee. All employees are subject to the Commission’s Personnel Policies. The Policies may provide
17 additional guidance and standards for employee conduct in regards to conflicts of interest. Violations of
18 this Policy or supplemental conflict of interest and code of conduct information in the Personnel Policies
19 by employees will result in disciplinary actions as described in the Commission’s Personnel Policies.
20

21 3. Agent. Violations of this Policy by an agent may result in removal from agent status. The Commission will
22 document the violation in writing and maintain such documentation in the organization’s files for future
23 reference. Depending on the nature and extent of violation, an agent may be removed temporarily or
24 barred permanently from acting on the Commission’s behalf.
25

26 4. Committee Member. Violations of this Policy by a committee member may result in the committee
27 member being removed temporarily or barred permanently from participating in the committee, project
28 workgroup, or other Commission interest related to the conflict, or may result in the committee member
29 being removed from the committee.
30

31 **Acknowledgement**

32
33 I acknowledge that I have read, understand, and agree to comply with this Policy.
34
35

36 _____
37 Printed Name

38
39
40 _____
41 Signature Date

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION
DRAFT MINUTES
October 9, 2018**

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Commissioners:

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

Staff: Bonnie Waninger, Nancy Chartrand, Clare Rock, Pam DeAndrea
Guests: Karen Bates, VT DEC; Danielle Owczarski, VT DEC; Lane Durkee, Quechee

CALL TO ORDER

Chair J. Potter called the meeting to order at 7:04 pm. Quorum was present to conduct business.

ADJUSTMENTS TO THE AGENDA

Switch order of the two basin plans. White River first – then Winooski.

PUBLIC COMMENTS

None.

MUNICIPAL PLAN APPROVAL & CONFIRMATION PLANNING PROCESS

J. Potter gave an overview of the process to review both the Marshfield and Berlin Town Plan recommendations and planning process.

Marshfield: B. Arrand summarized the Town Plan Review Committee (TPRC) meeting, which had two attendees from the Marshfield Planning Commission. C. Rock advised that there were no comments specific to Marshfield. However, the Committee recognized overall a trend of declining population and a need for different strategies to address this within plans.

M. Seifert noted that there is 80% conserved land in Marshfield, which presents a challenge for balancing growth and conservation. She noted the Town will be amending its Zoning Regulations.

1 Arrand stated that the Town Plan Review Committee recommended approval of the 2018 Marshfield
2 Town Plan. J. Potter advised three actions that needed to be taken: approve the plan; confirm the
3 planning process; and approve signature of the resolution in the Commission packet.
4

5 *L. Catteneo moved to approve the 2018 Marshfield Town Plan; R. Krauth seconded. Motion carried.*
6

7 *R. Wernecke moved to confirm the planning process of the Town of Marshfield; J Shatney seconded.*
8 *Motion carried.*
9

10 *D. La Haye moved to approve signature of the resolution in the Commission packet; R. Wernecke*
11 *seconded. Motion carried.*
12

13 B. Arrand congratulated Marshfield.
14

15 Berlin: Arrand said the Town Plan Review Committee held the public hearing on the *A Plan for Berlin, VT*
16 (August 2018) on October 4. Four individuals attended from the Town of Berlin. He noted it was a little
17 unusual. Staff had recommended approval of most of the plan, but there were a couple of items that
18 needed to be appropriately addressed. Therefore, discussion at the hearing focused on how to address
19 the issues. As a result, CVRPC requested documentation of how the Town was making progress towards
20 its goals, such as zoning updates that make it easier to have childcare and educational facilities.
21

22 The Committee indicated it would recommend approval of the plan provided the Town provide
23 additional baseline data by close of business on October 9. This data has been received, and there is
24 sufficient baseline information within the document received to compare to what the Town may come
25 up with in the future town plan of 2022. Therefore, the Committee recommends approval of *A Plan for*
26 *Berlin, VT* (August 2018).
27

28 J. Potter advised all the information was outlined in the memo provided to the Commission. She said
29 Vermont statute requires a four-year check-in now that town plans are on an eight-year cycle. B.
30 Towbin inquired if R. Wernecke wanted to discuss any of the issues in the plan. K. Nuisl said a
31 consultant developed the plan, which was clear and concise. It addressed the town center and
32 infrastructure issues, however the Town had not addressed opportunities with regard to childcare and
33 educational facilities. R. Wernecke confirmed the plan included the necessary goals/policies, but it did
34 not include the baseline data. It is information that is readily available and changes annually. B. Arrand
35 confirmed baseline figures received would not be put into the plan per se, but would be kept on file.
36

37 J. Potter outlined the four actions that needed to be addressed: approve the town plan; confirm the
38 planning process; direct staff to write a letter to the town stating the need to document progress; and
39 approve signing of resolution in the packet.
40

41 *B. Towbin moved to approve A Plan for Berlin, VT (August 2018); R. Turner seconded. Motion carried.*
42

43 *S. Lotspeich moved to confirm the planning process of the Town of Berlin; R. Krauth seconded. Motion*
44 *carried.*
45

46 *D. Torre moved to direct staff to write a letter to the Town of Berlin stating that the Town will need to*
47 *document progress on meeting the education and childcare goals in the Town Plan for the Commission to*
48 *confirm the Town's planning process in 2022; B. Arrand seconded. Motion carried.*

1
2 *R. Wernecke moved to approve signing the resolution in the packet; J. Shatney seconded. Motion*
3 *carried.*

4
5 J. Potter noted review and approval of municipal plans is a core and important function of the RPC and
6 as statute gets more complicated and the legislature adds additional requirements. Staff is always
7 available to answer questions and provide guidance. Once a plan starts moving through the hearing
8 process, it gets difficult to make any substantial changes. She advised requesting a staff review of the
9 plan prior to hearings to ensure all requirements are met.

10
11 J. Potter congratulated Berlin.

12 **WHITE RIVER TACTICAL BASIN PLAN**

13 J. Potter advised that RPCs have been directed to provide feedback on state plans as a regional voice.
14 The Commission must decide whether to approve the recommended comments in the Commission
15 packet.

16
17
18 Danielle Owczarski, DEC's Watershed Coordinator for the White River Tactical Basin Plan, provided a
19 detailed presentation addressing what a watershed or basin is; what the purpose of a basin plan is; an
20 overview of White River Watershed; and what the protection and restoration strategies and
21 remediation priorities are within the tactical basin planning process. Owczarski noted there is a five-
22 year process of monitoring and assessment of the watershed, developing funding sources, outreach and
23 awareness of the basin planning process, implementation and tracking of the plan. Plans are developed
24 with input and feedback from multiple stakeholders and watershed partners (conservation districts,
25 RPCs, and staff from the Agencies of Natural Resources, Transportation, Agriculture staff, etc.).
26 Implementation is by watershed partners, State staff, towns, VNRC, and conservation districts.

27
28 Owczarski said the presentation is posted on DEC's website at
29 <https://dec.vermont.gov/watershed/map/basin-planning/basin9>. P. DeAndrea advised any comments
30 can be submitted directly to her, which will be forwarded to DEC.

31
32 Comments were developed by Clean Water Advisory Committee and reviewed by the Regional Plan
33 Committee. J. Brabant suggested the last set of comments on Winooski Basin Plan letter to the Agency
34 of Natural Resources should be added to the White River Basin Plan letter too. The Commission agreed,

35
36 S. Lotspeich asked if the plans recognize river corridors in built up areas. P. DeAndrea said the plan
37 doesn't preclude that development.

38
39 *J. Brabant moved to approve comments from CVRPC on the Draft White River Tactical Basin Plan with*
40 *changes discussed; R. Turner seconded. Motion carried.*

41 **WINOOSKI TACTICAL BASIN PLAN**

42 Karen Bates, DEC's Watershed Coordinator for the Winooski Tactical Basin Plan, provided an overview of
43 that Plan. The presentation is posted on DEC's website at
44 <https://dec.vermont.gov/watershed/map/basin-planning/basin8>. Bates . She outlined the partners
45 and organizations involved in the plan's development and differences and similarities to the White River
46 Basin. Bates reviewed the predominant water resource concerns: sediment /phosphorus, E coli, thermal
47 modification, and altered flows. She noted that many tributaries in the Winooski Basin are in good
48

1 shape, and it is important to keep them that way to promote cold water fisheries. Bates briefly
2 reviewed the Plan's objectives and strategies were briefly reviewed and are also available in detail on
3 the last table in the plan online. She said the public comment period ends the end of October.
4 Comments can be sent direct to Karen Bates at Karen.Bates@vermont.gov
5

6 J. Potter directed Board to draft letter in the Board Packet outlining the review of the Plan and the
7 comments to be submitted to ANR. She noted that there was a typo on page 3 of the letter that
8 needed to be addressed for inclusion in both comment letters.
9

10 *D. La Haye moved to approve the CVRPC comments on the Draft Winooski River Tactical Basin Plan; S.*
11 *Lotspeich seconded . B. Towbin noted toxics related to industrial pollution/agricultural spraying are*
12 *being addressed and felt additional language was not necessary. Motion carried.*
13

14 J. Potter commended staff and CWAC for their thorough review of these plans. She also thanked Karen
15 and Danielle for coming.
16

17 **MEETING MINUTES - SEPTEMBER 11, 2018**

18 The following typos were noted for correction: page 3, line 9 - Waninger; line 25 – the CVEDC event
19 should be Montpelier, not Berlin; line 28 - adjacent to.
20

21 *R. Wernecke moved to approve the September 11, 2018 minutes as corrected; J. Brabant seconded.*
22 *Motion carried.*
23

24 **REPORTS**

25 S. Lotspeich commented on how thorough the reports are.
26

27 **ADJOURNMENT**

28 *D. La Haye moved to adjourn at 8:53 pm; J. Brabant seconded. Motion carried.*
29
30

31 Respectfully submitted,
32

33 Nancy Chartrand
34 Office Manager

Central Vermont Regional Planning Commission

P: 802-229-0389

Staff Report, October 2018

F: 802-223-1977

LAND USE PLANNING & MUNICIPAL ASSISTANCE

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

CVRPC received one preferred site request. One Act 250 application was determined to meet the Commission's Substantial Regional Impact (SRI) criteria. The project is a proposed 48-lot residential PUD with a maximum of 48 new housing units.

Staff participated in an Efficiency Vermont/RPC call focused on accelerating weatherization.

State Policy Input: The Working Land Enterprise Board solicited staff input regarding changes to Act 250 and challenges faced by the forest products industry. Staff observed that the larger challenge faced by the industry is a lack of Vermonter's understanding and acceptance of the working landscape, a social problem that Act 250 cannot solve.

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

Staff is reviewing East Montpelier's new Town Plan and its draft energy plan for conformance with energy planning standards. CVRPC can assist 3-6 municipalities with enhanced energy planning in the upcoming year. Applications were received from Waitsfield and Moretown. If your town is interested in assistance or would like to learn more, please contact Bonnie at waninger@cvregion.com.

Municipal Plans: Staff reviewed the Berlin and Marshfield Town Plan for statutory conformance. The Board of Commissioners approved both plans. Staff initiated discussions with Middlesex regarding its expired town plan and services CVRPC can provide.

Parcel Mapping: Staff worked with Middlesex to create Town Parcel maps based on new parcel GIS data. This data was updated by a private consultant with funding from the Agency of Transportation and support from Vermont Center of Geographic Information. Staff began a parcel map update project for Woodbury and will be working with Duxbury to complete their parcel maps in the coming months.

Emerald Ash Borer Response: Staff continued workshop planning with the Dept. of Forest, Parks, and Recreation and UVM Extension. The workshop is November 28 from 4 p.m. - 6 p.m. at the UVM Extension Office in Berlin. Staff is working with VEM and FPR to plan an EAB train-the-trainer event for regional planning commission staff.

EMERGENCY PLANNING & HAZARD MITIGATION

Local Planning: Staff distributed notice of the release of FEMA's New - NFIP Flood Insurance Manual.

Local Emergency Management Directors/Coordinators (EMD/EMC): Staff continues to work with VEM in the planning up an 8-hour EMD course which will be held in Barre, VT in January 2019. A 2-hour EMD course has been scheduled for December 12 at CVMC in Berlin. To register, contact Bonnie at waninger@cvregion.com.

Trainings and Workshops: Staff provided notice to State Fire Safety personnel regarding upcoming ethanol safety seminars to be coordinated.

Local Emergency Planning Committee (LEPC) #5: Staff continued to work with VEM and LEPC members for registration for the MGT458 trainings being offered.

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

Marshfield – Staff provided guidance on next steps for the draft Plan.

Moretown – Staff submitted a proposal for LHMP update services. CVRPC was awarded the contract.

Northfield – Staff responded to a request for information regarding stormwater studies within their LHMP.

Plainfield - Staff responded to questions about timing and process for plan approval.

Warren - Staff provided assistance with the plan review process.

Williamstown - Staff submitted a proposal for LHMP update services. CVRPC was awarded the contract.

Woodbury - Staff submitted a proposal for LHMP update services. CVRPC was awarded the contract. To retain a FEMA buyout grant, the Town has ~6 weeks to submit a draft Plan to VEM. Work is underway to meet that deadline.

Worcester – The Plan received FEMA approval pending adoption by the Town. The Town adoption vote is scheduled for November 5.

TRANSPORTATION

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

Road Counts: Staff collected data from the permanent Mad River counter. Staff completed counts in Warren. All counts were processed and shared with the communities. Road counts have concluded for the season. Contact Ashley Andrews to schedule counts for 2019.

Pedestrian Counts: Staff collected data on pedestrian use of trails and sidewalks in Warren, Fayston, and Waitsfield.

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

Road Surface Inventories: Staff collected road surface condition information on paved and gravel roads in Northfield.

Transportation Studies:

Plainfield Sidewalk and Parking: Staff provided input to Plainfield on possible curb cut locations and

impacts of improvements to the parking lot across the street from the Plainfield Opera House.

Paratransit Inclusive Planning: Staff organized the third meeting of the Paratransit Planning Committee.

The meeting was our first Community Meeting where we presented on the studies goals and purpose. We also completed the creation of an input survey and began distributing it.

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

- Board of Commissioners – See Committee updates.
- Leadership Committee – Discussed revising the advertising policy and pursuit of additional funding.
- Finance Committee – The Committee discussed the FY18 audit to strengthen its understanding of the rural deficit.
- Operations Committee – Reviewed the Performance Improvement Plan. Rural maintenance is increasing due to fleet age. Discussed ongoing projects including 1 Industrial Parkway improvements and electric bus procurement.

Municipal Roads General Permit (MRGP): Staff started work on road erosion inventory Capital Plans for Calais and Woodbury.

Municipal Roads Grants in Aid: Staff completed pre and post site visits in East Montpelier, Marshfield, Moretown, Northfield, Orange, Plainfield, Warren, Washington, Williamstown, Woodbury, and Worcester. Contact Dan at currier@cvregion.com to schedule a site visit prior to starting work.

Green Mountain Byway: The Vermont Transportation Board approved the Green Mountain Byway Committee's request to expand the Green Mountain Byway beyond Waterbury and Stowe to include Morristown, Hyde Park, Johnson and Cambridge. The Committee will update its marking material next.

Municipal Assistance: Staff provided Middlesex with funding options for its proposed study of village area improvements along Rt. 2.

NATURAL RESOURCES

Municipal Planning Assistance: Staff met with the Northfield Planning Commission Chair, Dog River Conservancy members, and Norwich University students to review Dog River Corridor Plan projects. High priority projects not yet completed were selected for inclusion in the Northfield Town Plan.

Winooski River Tactical Basin Planning Assistance: Contact Pam DeAndrea, deandrea@cvregion.com.

- Presented conformance letter and comment documents on the Winooski River Plan to the CVRPC Board and submitted final conformance letter to the ANR.
- Offered river corridor assistance to municipalities.

- Worked on project development and began grant application for final designs of stormwater projects in Berlin.
- Met with Gianna Petito, WNRCD director, and Karen Bates, Watershed Planner about project implementation.
- Staffed the Clean Water Advisory Committee (CWAC) meeting and reviewed the Winooski Basin Story Map with the CWAC.

White River Tactical Basin Planning Assistance: Contact Pam DeAndrea, deandrea@cvregion.com.

- Presented conformance letter and comment documents on the White River Plan to the CVRPC Board and submitted final conformance letter to the ANR.

Clean Water Block Grant Program: Contact Pam DeAndrea, deandrea@cvregion.com. CWBG funds are still available. If your project is ready for final design or implementation, please contact Pam to see if it is eligible. There is a 20% match for these funds, which can be in-kind.

Berlin Town Office Stormwater Design: Staff and the Berlin Town Manager held a successful kick off meeting with Dubois & King (D&K), the contractor selected for final design of the project. D&K will be providing a 60% design for review before proceeding to the 90% design phase.

Pouliot Avenue Stormwater Construction: The Pouliot Avenue stormwater mitigation is remediation of a gully caused by stormwater runoff. Construction has been delayed to next spring.

Ecosystem Restoration Program Grants: Please contact Pam at deandrea@cvregion.com for assistance with a grant application. The next application deadline is January.

CVRPC was awarded funding for a final design of a stormwater mitigation project at the Plainfield Health Center. This project was identified during a stormwater masterplan process. 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. CVRPC staff helped to broker a path forward among stakeholders.

Mad River and Kingsbury Branch Stormwater Master Plans: The Friends of the Mad River, Watershed Consulting Associates, and CVRPC conducted visits to high priority sites in the Mad River Valley and Calais to determine project implementation feasibility. In November, the team will finish up the site visits with East Montpelier and Woodbury. Once the site visits are complete, the consultants will create 30% engineering designs to help projects secure implementation funding. The master plans will be completed in December 2018. Contact Pam DeAndrea, deandrea@cvregion.com.

Northfield Water Street Stormwater Mitigation: This project is awaiting approval of additional funds from the DEC. Additional funds are needed due to design changes related to floodplain challenges and adjacent property opportunities. If the funding is approved, construction would occur in summer 2019.

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. 48 acres of stormwater will be treated. Contact Pam DeAndrea, deandrea@cvregion.com.

Water Wise Woodlands: ~31 people participated in forest walks in Marshfield, Cabot and Plainfield. A cartoon is under development as an outreach tool to increase awareness about the project focus. The group anticipates planning a workshop for woodland owners this winter. Contact Clare Rock, rock@cvregion.com.

COMMUNITY DEVELOPMENT

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

Staff hosted a wrap up meeting with the Bonacorsi site property owner and the prospective purchaser, DEC site manager, and CVRPC's consultant. Staff is assisting two brownfield sites apply for assessment fund from another RPC to continue work started under CVRPC's grant (the grant has closed). Staff worked with DEC to plan a *Bagels and Brownfields* information meeting in Barre City on November 13 from 8-10 am. At the event, DEC sites managers will present information on all appropriate inquiries, due diligence, liability protections, the environmental site assessment process, and available resources.

OFFICE & ANNOUNCEMENTS

Office: CVRPC has made an offer to a candidate for the Land Use Planner position previously held by Eric Vorwald. Laura Ranker has left the CVRPC. Staff will hold interviews with two candidates for this position on November 14.

Staff meet with the Williamstown Town Manager to discuss town initiatives and CVRPC services. The Town is focused on economic development for its village center.

Professional Development: CVRPC participated in an off-site staff meeting. Staff visited Barre Granite Museum for a tour and discussion with the Museum's Director about the state of the industry and current workforce development efforts. The day included a discussion with Ceres sculptor Chris Miller about the art of wood sculpting and a walk at Millstone Trails in Websterville to view former quarry sites and the larger quarrying landscape. As a result of the off-site meeting, CVRPC offered to assist the Museum write grants for the Central Vermont Path, which travels through the Museum property.

CVRPC initiated a discussion with DHCD and the Preservation Trust about the decline of village stores in Washington County and assistance that can be provided to municipalities and community groups. This may lead to the development of a tool kit and/or other resources.

Clare Rock attended the VLCT Planning and Zoning Forum.

Bonnie Waninger participated in the Annual Training Conference of the National Association of Development Organizations. Opioids, community engagement, and scenario-based planning were highlighted.

Pam DeAndrea presented her GIS analysis for the Water Wise Woodlands project at the Northeast Arc User Conference (NEARC). The analysis incorporated variables that make upland forested parcels important for forestry stewardship from a flood resilience and water quality perspective.

Staff is coordinating a diversity training for regional planning commission staff, and working with VLCT to develop a similar training for municipalities.

Upcoming Meetings:

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

NOVEMBER

Nov 12		Veterans Day Holiday – CVRPC Offices Closed
Nov 13	7 pm	Board of Commissioners, Central VT Chamber, Berlin
Nov 14	All day	Vermont Statewide Housing Conference, Hilton Hotel, Burlington
Nov 15	All day	Vermont Development Conference, Hilton Hotel, Burlington
Nov 15	7 pm	Mad River Valley Planning District Steering Committee, Waitsfield
Nov 22		Thanksgiving Holiday – CVRPC Offices Closed
Nov 23		Thanksgiving Holiday – CVRPC Offices Closed
Nov 27	6 pm	Transportation Advisory Committee, Central VT Chamber, Berlin
Nov 28	2 pm	Public Transit Forum, Town Offices, Waterbury
Nov 28	4 pm	Emerald Ash Borer Workshop, UVM Extension, Berlin
Nov 29	4 pm	Project Review Committee, CVRPC Office (if necessary)

DECEMBER

Dec 3	4 pm	Executive Committee, CVRPC Office
Dec 5	4 pm	Bylaw Update Workgroup, CVROC Office
Dec 11	7 pm	Board of Commissioners, Central VT Chamber, Berlin
Dec 12	6 pm	2-hour Emergency Management Director course, CVMC, Berlin
Dec 20	7 pm	Mad River Valley Planning District Steering Committee, Waitsfield
Dec 25		Christmas Holiday – CVRPC Offices Closed

JANUARY

Jan 1		New Year's Day Holiday – CVRPC Offices Closed
Jan 30	6 pm	Planning & Zoning Roundtable on Community Engagement – Save the Date!

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

Central Vermont Regional Planning Commission
Committee & Appointed Representative Reports
October 2018

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

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

- Accepted the terms and conditions of a Line of Credit offered by Community National Bank; authorized the Director to sign the offer; designated the Chair as signatory for documents required to execute it; and designated the Chair, Treasurer, and Executive Director as account signatories. This Line of Credit replaces a previous one from People's United. It increases CVRPC Line of Credit to \$100,000 to facilitate payment of consultant invoices in advance of grant reimbursement.
- Authorized signature the three agreements: Northwest Regional Planning Commission Municipal Grants in Aid FY19, Vermont Agency of Transportation – Memorandum of Understanding (MOU) Regarding Indirect Cost Rates; and Chittenden County Regional Planning Commission – Tactical Basin Planning Support.
- Approved CVRPC's employee health insurance benefit for CY2019. Maintained CVRPC's approach to its health care benefit and moved to the Business Resources Services (BRS) Association Plan administered through BCBSVT.
- Reviewed a draft Commissioner Survey to evaluate Commission meetings.
- Discussed the FY18 GIS 12-hours free services report. Elected to continue the policy and to discontinue the report.

NOMINATING COMMITTEE (February and March; scheduled by Committee)

Did not meet.

PROJECT REVIEW COMMITTEE (4th Thursday, 4pm)

CVRPC received one preferred site request for a project in Williamstown. One Act 250 application was determined to meet the Commission's Substantial Regional Impact (SRI) criteria. The project is a proposed 48-lot residential PUD with a maximum of 48 new housing units.

REGIONAL PLAN COMMITTEE (as needed; scheduled by Committee)

Did not meet.

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

The Committee held hearings on the Berlin and Marshfield Town Plans and recommended they be approved by the Commission.

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

The TAC hosted a public hearing on the VTrans Aviation Plan and started review of local transportation planning projects. The TAC will complete its review of local transportation planning projects in December.

BROWNFIELDS ADVISORY COMMITTEE (4th Monday, 4pm)

The September meeting was the last regular meeting as the grant closed on September 30th. The Committee maybe be called together later in the fall otherwise they will be reconvened upon receiving additional funds.

CLEAN WATER ADVISORY COMMITTEE (2nd Thursday, 4pm)

The CWAC followed up on the Winooski and White River Tactical Basin Plans, including an interactive look at the [Winooski Story Map](#). It reviewed the Board of Commissioner approval of conformation letters to be sent to the ANR. It also followed up on last month's presentation by Nat Shambaugh on pesticide and herbicide monitoring data for the Lake Champlain Basin as it relates to ecological impact. The CWAC discussed how it might move forward with information presented and requested that VAAFM participate in a future meeting to discuss its groundwater monitoring program and explore possibilities of monitoring and potential treatment of toxins that come from the railroad beds and enters tributaries to the Winooski.

VERMONT ASSOCIATION OF PLANNING & DEVELOPMENT AGENCIES

- Discussion of the Public Utilities Commission's (PUC) open docket on Efficiency Vermont.
- Concerns expressed about VTrans' proposed approach for project prioritization changes and whether the weighting of community input through regional TACs is being decreased.
- Discussed timing of the Grants In Aid program and whether towns would benefit from having a full summer construction season. NRPC will work with DEC on moving the FY20 grant timing to October/November 2019 – December 2020.
- The PUC has offered to train RPCs on how the Amicus Brief process could be used in lieu of formal entry of comments. This could reduce legal costs for RPCs.
- Marissa Parisi provided an overview of the RiseVT expansion and some examples of how they've worked with regional planning commissions. RiseVT emerged from a community collaborative between the Northwestern Medical Center and Vermont Department of Health. It is aimed at changing the way health care is addressed by focusing on making healthful living easier.

VERMONT ECONOMIC PROGRESS COUNCIL

No activities from Central Vermont.

GREEN MOUNTAIN TRANSIT

The GMT Board of Commissioners:

- Approved service changes in the Mad River Valley.

- Discussed GMT's FY18 year end financial position. The rural area suffered a substantial loss.
- VTrans provided an overview of the Statewide Management Report that it performs every three years.
- Discussed conversion of the annual strategic plan to a 10-year plan.
- Received staff presentation on 1 Industrial Parkway Improvements.

MAD RIVER VALLEY PLANNING DISTRICT

The Steering Committee continued discussion of "MRV for Local Opportunities", a proposal to develop a predictable funding stream to plan and implement projects and activities in the Mad River Valley. The stream would be primarily aimed at addressing transportation, housing and recreation needs. The proposal was highlighted in the latest edition of the Valley Reporter.



Emerald Ash Borer Preparedness & Management for Central Vermont Communities

Emerald ash borer (EAB) is a destructive and invasive forest pest that feeds on and kills all species of ash trees. EAB is now confirmed in Washington, Caledonia, Orange, Bennington, and Grand Isle counties and communities are encouraged to prepare for the impacts of the pest. This training, led by staff from the [VT Urban & Community Forestry Program](#), is intended to teach participants about EAB, introduce management options, and to help towns assess risk and establish a plan. Participants will engage in an activity to strategize an approach to EAB management and will leave the training with action steps to take back to their community.

This training is intended for municipal staff; Selectboard members; Conservation Commission, Planning Commission, and Tree Committee members; Tree Wardens; Forest Pest First Detectors; and anyone else who may be engaged in planning for EAB at the local level in **central Vermont communities**.

This training is free but registration is required. **Space is limited and registration will close on Wednesday, November 21st**.

Questions? Contact Elise Schadler, Technical Assistance Coordinator with VTUCF at Elise.Schadler@vermont.gov.

When

Wednesday, November 28th, 2018
4:00—6:00 p.m.

Where

UVM Extension
327 US Rte 302
Barre, VT 05641

To Register

centralvtteabtraining.eventbrite.com
or visit the Events section on
VTcommunityforestry.org

Agenda

4:00 Introduction
4:10 The story of EAB
4:30 Slowing the Spread of EAB
4:45 Planning for EAB
5:10 Local Strategies: Activity
5:45 Overview of Resources

Partners

- Vermont Urban & Community Forestry Program: A partnership between the Department of Forests, Parks & Recreation and UVM Extension
- Central Vermont Regional Planning Commission