



BOARD OF COMMISSIONERS

December 11, 2018 at 7:00 pm

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

6:45 pm - Holiday snacks will be provided prior to the Commission meeting.

<u>Page</u>	<u>Time</u>	<u>AGENDA</u>
	7:00¹	Adjustments to the Agenda
		Public Comments
	7:05	Central Vermont Economic Development Corporation Report, <i>Jamie Stewart</i>
	7:15	Central Vermont Brownfields Program, <i>Clare Rock, Senior Planner</i>
		Transitioning blight to might, we are revitalizing abandoned and underutilized properties to bring economic and quality of life opportunities to Central Vermont.
	7:45	Transit for All, <i>Dan Currier, Program Manager</i>
		Transportation is changing, make it work for you! With robust inclusiveness, we are transforming the way transportation is being offered in Central Vermont.
2	8:15	Code of Conduct and Conflict of Interest Policy (enclosed)²
		Review changes requested by the Commission and adopt the policy.
	8:30	Meeting Minutes (enclosed)²
8		– July 10, 2018
12		– October 9, 2018
13		– November 13, 2018
19	8:40	Reports (enclosed)
		Updates and questions on Staff and Committee Reports
	8:50	Adjournment

Next Meeting: January 8, 2019

¹ Times are approximate unless otherwise advertised.

² Anticipated action item.



MEMO

Date: December 7, 2018
 To: Board of Commissioners
 From: Bonnie Waninger, Executive Director
 Re: Code of Conduct and Conflict of Interest Policy Revisions

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

At its September meeting, the Board of Commissioners requested the following items be reviewed:

- 1) Add text to note that influence may be positive or negative on an issue.
- 2) Verify whether the Commission's bylaws address the removal of a Commissioner for egregious violations of the Code of Conduct and Conflict of Interest Policy.
- 3) Verify if barring a Commissioner from discussions when a conflict of interest exists is required by federal rules.

Staff researched items 2 and 3. Information is below.

- *Can the Board of Commissioners remove a Commissioner?* Currently, only a municipality may remove its appointed Commissioner.
- *Must a Commissioner abstain from participating in discussions if the Commission has a Conflict of Interest?* Staff reviewed 2 CFR Part 200, State of Vermont contract and agreement conditions, a 2008 VT Secretary of State publication about Adopting Conflict of Interest Ordinances for Local Officials, and the Commission's Bylaws. None of these documents barred a Commissioner from participating in discussions when the Commissioner has a real or apparent conflict of interest. The Vermont League of Cities and Towns published a Conflict of Interest and Ethical Conduct Model Policy in January 2018. Language from that model policy was included in the Commission's policy to address this question.

The Executive Committee reviewed draft changes and recommends the enclosed policy. Yellow highlights signify areas where text has been changed. A summary of those changes are:

<i>Text Modification</i>	<i>Policy Page & Line</i>
The line is new text to address Item #1 above.	Page 2, Line 21

<i>Text Modification</i>	<i>Policy Page & Line</i>
This text is new at the request of the Executive Committee. The intent is to clarify “apparent” and “perception”.	Page 2, Lines 41-42
This text was rewritten. It reflects language recommended by VLCT in its municipal Conflict of Interest Policy template to address the actions a Party must take and may take.	Page 3, Lines 8-16
The text was modified to remove “from discussion”. It previously said “...being barred from discussion and voting on...”	Page 4, Line 2
The text was modified to remove the first sentence, which read “Violations of this Policy by a Commissioner may result in removal from office. “	Page 4, Lines 9-10



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.

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.

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

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. An apparent conflict of interest is one in which a reasonable person would think that the individual's judgment is likely to be compromised. A conflict of interest implies only the potential for bias, not a likelihood.

Party Actions

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

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

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

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.

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 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:

1. Commissioner. Violations of this policy by a Commissioner will result in the Commission making a written report of the violation to the governing body of the municipality the Commissioner represents. 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

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

DRAFT MINUTES

July 10, 2018

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 checked="" type="checkbox"/>	Barre Town	Byron Atwood	<input 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 type="checkbox"/>		Karla Nuissl, Alt.	<input checked="" type="checkbox"/>	Roxbury	Paula Emery, Alt.
<input checked="" type="checkbox"/>	Cabot	Amy Hornblas	<input checked="" type="checkbox"/>	Waitsfield	Jerry D'Amico
<input type="checkbox"/>	Calais	John Brabant	<input checked="" type="checkbox"/>	Warren	Don La Haye
<input checked="" type="checkbox"/>		Jan Ohlsson, Alt.	<input type="checkbox"/>	Washington	Harrison Snapp, Alt.
<input checked="" type="checkbox"/>	Duxbury	Alan Quackenbush	<input checked="" type="checkbox"/>	Waterbury	Camilla Behn
<input checked="" type="checkbox"/>	E. Montpelier	Julie Potter, Chair	<input type="checkbox"/>	Williamstown	VACANT
<input type="checkbox"/>		Jack Pauly, Alt.	<input checked="" type="checkbox"/>	Williamstown	Steve Lotspeich
<input type="checkbox"/>	Fayston	Carol Chamberlin	<input checked="" type="checkbox"/>	Woodbury	Richard Turner
<input checked="" type="checkbox"/>	Marshfield	Melissa Seifert	<input checked="" type="checkbox"/>	Worcester	Jacqueline Higgins, Alt.
<input checked="" type="checkbox"/>	Middlesex	Ron Krauth			Michael Gray, Treasurer
<input checked="" type="checkbox"/>	Montpelier	Kirby Keeton			Bill Arrand
<input type="checkbox"/>		Mike Miller, Alt.			

Staff: Bonnie Waninger, Nancy Chartrand, Pam DeAndrea, Clare Rock

Guests: Jamie Stewart, CVEDC; Peter Carbee, Washington; Hantz Presume; VELCO; Lou Cecere, VELCO;
Barbara Conrey, Montpelier Energy Committee

CALL TO ORDER

Chair J. Potter called the meeting to order at 7:05 pm. Quorum was present to conduct business.

ADJUSTMENTS TO THE AGENDA

None.

PUBLIC COMMENTS

None.

CENTRAL VERMONT ECONOMIC DEVELOPMENT CORPORATION REPOT

1 J. Stewart presented on Opportunity Zones. The zones represent the federal government incenting
2 investment in underserved areas. Barre City is the only designated zone in Central Vermont. Business
3 can use this when investing in equipment and development.
4

5 DOL Workforce Investment Training grant – CVEDC will invest in a comprehensive summit by September
6 14. Stewart requested CVRPC participation as CVEDC needs broad-based representation. The Summit
7 must be dominated by employers who will use the training and employee advocates.
8

9 Stewart said workforce development is a need expressed by all businesses. Ex. Granite industry is
10 updating a training document created in 1946. It has established a pilot apprenticeship program.
11

12 **MUNICIPAL PLAN APPROVAL AND CONFIRMATION OF PLANNING PROCESS**

13 B. Arrand presented the Town Plan Review Committee's recommendation to have the Commission
14 approve the East Montpelier Town Plan and confirm the Town's planning process. Arrand noted it was a
15 commendable effort and solid plan. The Village Master Plan was its strength. It addressed forest
16 integrity and village center designation, and had a robust energy section. The Town plans to work
17 towards a certificate of energy compliance in the future.
18

19 *R. Krauth moved to authorize the Chair to sign a resolution approving the 2018 East Montpelier Town*
20 *Plan and confirming the Planning Process for the Town of East Montpelier; B. Arrand seconded. Motion*
21 *carried.*
22

23 **2018 VELCO LONG RANGE TRANSMISSION PLAN (presentation at www.centralvtplanning.org)**

24 J. Potter welcomed Hantz Pr  sume and Lou Cecere of VELCO. VELCO has submitted its Long Range
25 Transmission Plan update to the Public Service Department.
26

27 Pr  sum   shared hard copies of the presentation with the Board and provided a PowerPoint
28 presentation. VELCO is responsible for preparing a transmission plan every 3 years. Part of its goal is to
29 make sure Vermont has enough transmission capacity for peak demand. It is also required to look at
30 non-traditional solutions. The Vermont System Planning Committee (VSPC) provides input to forecast
31 and for the overall plan. VELCO's analysis looks at emerging issues. Pr  sume believes Vermont is on
32 track to meet its renewable energy goals. VELCO's analysis provides information to help VT regulators,
33 utilities and stakeholders to meet long term goals. In response to a question on its infrastructure,
34 Pr  sume noted the infrastructure was old and needs attention. VELCO is gradually replacing it.
35

36 Pr  sume discussed voltage capacity challenges that can create overloads and blackout power. This
37 occurs when there is high generation from renewable sources but not enough load to use it. High loads
38 (i.e. heat waves) can also cause this type of blackout. The Public Utilities Commission is taking these
39 types of scenarios into consideration and working with utilities on how to address them.
40

41 The Sheffield Highgate Export Interface (SHEI) in Northern Vermont does not have enough transmission
42 capacity for the amount of generation occurring. Generation curtailment is required. Multiple entities

1 are working towards solutions, such as storage, more robust transmission system, etc. If more
2 statewide solar PV is added to the system without solutions in place, curtailment will increase and may
3 expand through the state. Better management of the overall load and upgrades may be needed to
4 support renewable energy generation.

5
6 VELCO is working on non-traditional alternatives to accommodate solar PV generation. Adding solar PV
7 only where there is transmission capacity in the southern part of the state is one solution.

8
9 Présume summarized the Plan's findings:

- 10 • Vermont is highly dependent on transmission.
- 11 • No load growth is projected for the first ten years of the forecast – many uncertainties and
12 emerging trends: economic, technological, climatic, societal, state and federal policies.
- 13 • No transmission upgrades are needed to serve peak load.
- 14 • Some subtransmission issues need to be evaluated by distribution utilities.
- 15 • Upgrades may be needed to support renewable energy resources depending on amount,
16 location and whether they provide grid support.
- 17 • The system will be unable to host 1000 MW without a drastic change in solar PV distribution and
18 other measures, such as:
 - 19 - A combination of storage, curtailment, load management, grid upgrades, and operation
20 changes.
 - 21 - Voltage control from solar PV inverters.

22
23 VELCO recommends a statewide conversation regarding coordinated plan for solar PV growth.

24
25 The full plan is at <https://www.velco.com/assets/documents/2018%20LRTP%20Final%20asfiled.pdf> .

26 27 COMMITTEE RULES OF PROCEDURE

28 Clean Water Advisory Committee (CWAC) – P. DeAndrea noted the CWAC has held two meetings. The
29 Committee's purpose is to oversee CVRPC's water quality program and to act as a liaison between
30 municipalities, CVRPC, and the Vermont Agency of Natural Resources. Current activity includes
31 development of the Winooski Tactical Basin Plan. The Committee will provide comments on the plan
32 to the Regional Planning Committee, which will provide input into the Commission's determination
33 of conformance with the Regional Plan. DeAndrea reviewed committee membership and member
34 affiliation. She discussed staggered terms. The Rules of Procedure are similar to those adopted for
35 the Transportation Advisory Committee.

36
37 *R. Wernecke moved to adopt the Rules of Procedure for the Clean Water Advisory Committee; D. La*
38 *Haye seconded. Motion carried.*

39
40 Executive Committee - J. Potter noted these Rules of Procedure follow the same general structure as all
41 other Rules of Procedure for CVRPC committees, but with more detail as to be clear as to what types

1 of action the Executive Committee can take on behalf of the full Commission. The contents are from
2 the Commission's bylaws and additional guidance provided by the Commission in 1996.

3
4 *R. Wernecke moved to adopt the Rules of Procedure for the Executive Committee; B. Atwood*
5 *seconded. Motion carried.*

7 **CODE OF CONDUCT AND CONFLICT OF INTEREST POLICY**

8 This item was moved to the September agenda due to time constraints.

10 **MEETING MINUTES**

11 *G. D'Amico moved to approve the June 12, 2018 minutes with edits; L. Cattaneo seconded. Motion*
12 *carried.*

14 **REPORTS**

15 B. Waninger noted upcoming meetings:

- 16 • Regional Plan Committee meets Monday afternoon (7/16) to start the preferred site designation
- 17 discussion as directed by the Board last month.
- 18 • Public Utilities Commission is discussing preferred sites at a workshop next Thursday (7/19).
- 19 • Public Service Department is holding its hearing on CVRPC request for a Certificate of Energy
- 20 Compliance for the Regional Plan. The hearing is at 6 pm at the Central Vermont Medical
- 21 Center. CVRPC staff will be presenting the plan.
- 22 • The Vermont Department of Forests, Parks & Recreation and the Agency of Agriculture are
- 23 hosting a workshop on Emerald Ash Borer at 6:30 on 7/11 at the Montpelier Elks Club. Laura
- 24 Ranker will be attending.

26 **BYLAW UPDATE COMMITTEE**

27 J. Potter said the Executive Committee discussed challenges with issues related to how the bylaws
28 interface with committee structure. Bylaws are not providing appropriate guidance to allow efficiency
29 and effectiveness in management of committees. The Executive Committee has created a bylaw update
30 working group. J. Potter and S. Lotspeich will serve on behalf of Executive. Executive is soliciting
31 additional volunteers from the Board. She noted there will be full Commission approval of any proposed
32 changes. R. Turner said he would be interested in serving on the committee.

33
34 *D. Torre moved to have Richard Turner serve on bylaws update working group; K. Keeton seconded.*
35 *Motion carried.*

37 **ADJOURNMENT**

38 *R. Wernecke moved to adjourn at 8:47 pm; A. Quackenbush seconded. Motion carried.*

39
40 Respectfully submitted,

41
42 Nancy Chartrand
43 Office Manager

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
DRAFT MINUTES
October 9, 2018

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. Nussli 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

42 **WINOOSKI TACTICAL BASIN PLAN**

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

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
DRAFT MEETING SUMMARY
November 13, 2018

Commissioners:

<input type="checkbox"/> Barre City	Janet Shatney	<input 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 type="checkbox"/> Orange	Lee Cattaneo
<input type="checkbox"/> Berlin	Robert Wernecke	<input checked="" type="checkbox"/> Plainfield	Bram Towbin
<input type="checkbox"/>	Karla Nuissl, Alt.	<input checked="" type="checkbox"/>	Paula Emery, Alt.
<input checked="" type="checkbox"/> Cabot	Amy Hornblas	<input checked="" type="checkbox"/> Roxbury	Jerry D'Amico
<input type="checkbox"/> Calais	John Brabant	<input 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 checked="" 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 type="checkbox"/> Williamstown	Richard Turner
<input checked="" type="checkbox"/> Marshfield	Melissa Seifert	<input type="checkbox"/> Williamstown	Jacqueline Higgins, Alt.
<input type="checkbox"/> Middlesex	Ron Krauth	<input type="checkbox"/> Woodbury	Michael Gray, Treasurer
<input type="checkbox"/> Montpelier	Kirby Keeton	<input checked="" type="checkbox"/> Worcester	Bill Arrand
<input type="checkbox"/>	Mike Miller, Alt.		

Staff: Bonnie Waninger, Nancy Chartrand, Pam DeAndrea

Guests: Francis (Paco) Aumand, CVPSA

CALL TO ORDER

Chair J. Potter called the meeting to order at 7:05 pm. Quorum was not present for voting purposes.

ADJUSTMENTS TO THE AGENDA

Potter noted business that needs action would not be addressed due to lack of a quorum.

PUBLIC COMMENTS

None.

CENTRAL VERMONT PUBLIC SAFETY AUTHORITY (CVPSA)

J. Potter introduced and welcomed Francis (Paco) Aumand, Executive Director of the CVPSA. Aumand said the Authority was presenting the latest plan for consolidated dispatching services to the Montpelier and Barre City Councils on November 14. Leaders from Barre Town, Barre City, Montpelier, Berlin joined forces about a decade ago to launch a unified organization to work together to provide individualized

1 community services. The Authority was launched with only Montpelier and Barre City voter support to
2 work toward sharing services/resources.

3
4 Capital Fire Mutual Aid System, Inc., who has a contract with Montpelier for dispatching services, has
5 joined the Authority. This is considered a significant success for the organization.

6
7 Per CVPSA, dispatching in Central Vermont would benefit from consolidation due to multiple dispatch
8 centers being used by towns for their different services – sometimes several centers used by one town,
9 hence a need for multiple rollovers for an emergency call.

10
11 CVPSA is fully supportive of implementing regional dispatching. In addition, they have interest in
12 providing other valued added public safety services to the region and working with Capital Fire Mutual
13 Aid System to improve radio coverage.

14
15 Aumand noted it is important to create awareness around the need for a new radio system and
16 spreading the word about their organization. CVPSA is looking to partner with the Regional Planning
17 Commission to work on and promote this need regionally.

18
19 Various questions were raised and addressed related to the concept of a regional dispatching model.
20 Aumand suggested partnering with the RPC for planning purposes would be useful to setting and
21 reaching goals.

22 23 **PROJECT TOUR: TOWN WEB MAPS**

24 J. Potter introduced Pam DeAndrea of CVRPC to provide an overview of Web Maps. DeAndrea
25 described CVRPC's online mapping service. She provided an online tutorial of functions available
26 through the service. The map is originally created by CVRPC's GIS Planners per a town's individual
27 requirements and is then published online for access to the public.

28
29 There was an inquiry as to how a community could obtain one of these maps. It was noted that CVRPC
30 can offer this individualized service to all of our communities, and then provide regular updates. Each
31 community is entitled to 12 free hours of mapping services each year through CVRPC; if those hours
32 have been used, there would be a fee; otherwise there would be no charge. Some maps may take more
33 than 12 hours to create dependent on the layers requested.

34
35 B. Waninger noted Zoning Administrators like this tool as a visual aid when meeting with residents.

36 37 **CODE OF CONDUCT AND CONFLICT OF INTEREST POLICY**

38 This action item was tabled.

39 40 **MEETING MINUTES**

41 This action item was tabled.

REPORTS

B. Waninger said Commissioners would be receiving a link in an upcoming email with a Commissioner Survey for completion. Commissioners desiring a hard copy of the survey can contact Nancy Chartrand, Office Manager.

Waninger noted that Enhanced Energy Planning has room for one more community. Applications received from Moretown and Waitsfield, and CVRPC can work with three communities.

J. Potter directed the Board to last page of packet regarding Emerald Ash Borer (EAB) Workshop on November 28th and advised it was a good opportunity for towns to obtain pertinent information regarding this infestation. Waninger noted CVRPC has a grant to assist two communities with EAB inventories. CVRPC will work with the communities to train volunteers and create management plans. The workshop on the 28th is an introductory training. CVRPC will host a second workshop to train volunteers this winter. Staff confirmed the State is not mandating any specific type of management. It is raising awareness of management options.

ADJOURNMENT

J. Potter thanked participants for coming. The meeting adjourned at 8:35 pm.

Respectfully submitted,

Nancy Chartrand
Office Manager

Central Vermont Regional Planning Commission

P: 802-229-0389

Staff Report, November 2018

F: 802-223-1977

LAND USE PLANNING & MUNICIPAL ASSISTANCE

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

Staff provided a letter to Act 250 regarding conformance of the Fecteau Housing development in Barre Town. Staff attended the site visit and the Act 250 hearing.

Municipal Plans: Staff reviewed the draft Warren Town Plan and submitted comments to the Planning Commission. Staff provided information about town plan adoption to the Middlesex Planning Commission. Staff will meet with Middlesex in early December to further discuss the adoption process. Staff reviewed the Berlin and Marshfield Town Plans for statutory conformance.

Mapping: Staff worked with Middlesex and Duxbury to create parcel maps based on new parcel GIS data. This data was updated by private consultants with funding from the Agency of Transportation and support from Vermont Center of Geographic Information. Staff is helping Cabot update its zoning maps. Staff created a region-wide trails map. Staff worked with Marshfield to calculate acreages for zoning district changes. Staff participated in a meeting regarding online posting of town zoning and future land use data and began posting the data to VCGI's site. Staff provided a presentation to the Board on web mapping. Staff created planning maps for towns attending the Emerald Ash Borer workshop.

EMERGENCY PLANNING & HAZARD MITIGATION

Local Planning: Staff is working with Vermont Association of Realtors and the Department of Environmental Conservation to facilitate a floodplain training as it relates to real estate transactions. The training will be held in early 2019. Contact Clare Rock, rock@cvregion.com.

Trainings and Workshops: Staff continues to work with VEM to plan an 8-hour EMD course. The course will be held in Barre on January 16. A 2-hour EMD course has been scheduled for December 12 at CVMC in Berlin. To register for the 2-hour course, contact Bonnie, waninger@cvregion.com.

Local Emergency Planning Committee (LEPC) #5: Staff provided notice regarding Vermont's free, half-day compliance assistance workshop on Emergency Planning and Community Right-to-Know Act (EPCRA) and Clean Air Act, Section 112(r) Risk. The workshop is available on both December 5 and 13. Staff attended LEPC #5 meeting and took minutes.

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.

Woodbury - Staff completed substantial work on the plan, and met twice with the Town's Planning Team. The Town and CVRPC are working to complete a draft for VEM review in six weeks so the

Town can retain a FEMA buyout grant.

TRANSPORTATION

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

Road Counts: Staff collected data from the permanent Mad River counter. Contact Ashley Andrews to schedule counts for 2019.

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

Road Surface Inventories: Staff completed the collection of road surface condition information on paved and gravel roads in Northfield and has begun entering the information into the Road Surface Management System.

Transportation Studies:

Plainfield US 2 Main St Intersection: Staff provided input to Plainfield and VTrans staff on the US2/Main Street Intersection preferred alternatives in Plainfield village.

Paratransit Inclusive Planning: Staff organized the fourth meeting of the Paratransit Planning Committee. The meeting focused on survey distribution and a public service video highlighting the existing public transit services. Staff distributed 771 surveys. This project aims to engage the paratransit community in planning for transit services.

Post-Disaster Data Collection: Staff meet with VTrans to discuss post-disaster data collection and how to proceed with creating the Survey123 database and forms.

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 the General Manager contract and the FY19 and FY20 budgets.
- Operations Committee – Reviewed the Performance Improvement Plan and requested staff research industry standards. Received a preliminary presentation on the Transit Asset Management Plan. GMT will be installing driver barriers in some buses due to improve safety for the drivers.

Municipal Roads General Permit (MRGP): Staff began work on Montpelier's road erosion inventory capital plan.

Municipal Roads Grants in Aid: Staff completed post-construction site visits in Washington, Waterbury, Warren, Worcester, Moretown, Northfield, Woodbury, Orange and Calais. Contact Dan, currier@cvregion.com.

Municipal Assistance: Staff is working with Northfield on the development of a Better Connections grant to help masterplan a trail network. Staff worked with Washington to set up a Road Safety Audit for Hyland Hill Road.

Emerald Ash Borer Response: CVRPC, the Dept. of Forest, Parks, and Recreation, and UVM Extension hosted an EAB Preparedness and Management workshop. Over 25 participants representing seven Central Vermont towns as well as several towns outside the region attended. Staff is continuing to work with VEM and FPR to plan a February EAB train-the-trainer event for regional planning commission staff.

NATURAL RESOURCES

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

- Worked on project development and submitted a grant application to the Lake Champlain Basin Program for final design of three stormwater projects in Berlin.
- Staffed the Clean Water Advisory Committee (CWAC) meeting. Presented the Vermont Clean Water Road Map (an interactive web map) and reviewed project prioritization with the CWAC.
- Created a map for the Friends of the Mad to help the Friends visual the locations of parcels lacking riparian buffers. The Friends will use the information for project development.

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 determine eligibility. There is a 20% match for these funds, which can be in-kind.

Berlin Town Office Stormwater Design: Staff continued project management for this final design project for stormwater mitigation. Dubois and King is providing a 60% design for review before proceeding to the 90% design phase.

Pouliot Avenue Stormwater Construction: Staff continued project management for this project for stormwater mitigation of a gully. Construction has been delayed to next spring.

Ecosystem Restoration Program Grants: Please contact Pam DeAndrea, deandrea@cvregion.com for assistance with a grant application. The next application deadline is January. CVRPC received an award for final design of a stormwater mitigation project at the Plainfield Health Center. Staff worked with the DEC on contract development.

Mad River and Kingsbury Branch Stormwater Master Plans: The Friends of the Mad River, Watershed Consulting Associates, and CVRPC completed site visits with East Montpelier and Woodbury. The consultants are continuing to develop design specifications and anticipates designs will be completed by February. The master plans will be completed in spring 2019. Contact Pam DeAndrea, deandrea@cvregion.com.

Northfield Water Street Stormwater Mitigation: This project has been approved for ~\$350,000 in additional funds from the DEC! Additional funds are needed due to design changes related to floodplain challenges and adjacent property opportunities. Construction is expected to occur in summer 2019. Contact Pam DeAndrea, deandrea@cvregion.com.

Water Wise Woodlands: A cartoon has been developed as an outreach tool to increase awareness

about the project focus. It is available at www.centralvtplanning.org. The project team anticipates planning a workshop for woodland owners this winter. Contact Clare Rock, rock@cvregion.com.

Forest Integrity: Staff uploaded an online survey and distributed it to other RPC's and via the VPA listserv. The survey will gauge what types of information planning commissions and conservation commission use to gather information on forest integrity. The Steering Committee will meet in early December to review survey results and identify additional resources that would be useful for local planning. Contact Clare Rock, rock@cvregion.com.

COMMUNITY DEVELOPMENT

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

Staff co-hosted *Bagels and Brownfields*. DEC site managers presented information on all appropriate inquiries, due diligence, liability protections, the environmental site assessment process, and available resources. Fourteen people attended.

Staff also participated in a meeting to review project status, next steps, and funding resources for the Granite Works property in light of a new prospective purchaser. Staff submitted and shepherded successful funding requests to CCRPC and LCPC on behalf of Granite Works and Bonacorsi. CVRPC has expended its grant funds, and these project require additional assessment work. CVRPC will be pursuing a new brownfield grant in 2019. If awarded, funds would be available July 1.

OFFICE & ANNOUNCEMENTS

Office: CVRPC was unsuccessful in its first round of hiring for its vacant Land Use position. The position has been readvertised. The Executive Committee is considering revising position salary ranges. An increasing tight labor market has resulted in a \$5,000-\$10,000 increase in wages in the planning field over the past 18 month. CVRPC anticipates making an offer to a candidate for its vacant Emergency Planner position next week. In the meantime, staff is adjusting work assignments to insure contract deadlines are met and municipal services continue.

CVRPC issued a Request for Bids for brownfield grant writing services. Third Sector Associates of Burlington was hired to provide services.

Staff distributed CVRPC's quarterly newsletter. It can be accessed at <http://centralvtplanning.org/wp-content/uploads/2012/03/Autumn-2018-Newsletter.pdf>

Professional Development: Clare Rock participated in a Vermont Planner Association (VPA) meeting to discuss potential amendments to regional and municipal plan requirements. Rock also attended a recent Montpelier Housing Task Force meeting to learn about the latest work of this advisory committee and share an update on the work of the VPA subcommittee.

Clare Rock and Pam DeAndrea attended an RPC Meet Up. Participants toured Montpelier's downtown improvement projects and learned about wastewater planning and VHFA's updated housing data portal.

Pam DeAndrea attended the Northeast Arc User Group Conference. She participated in workshops on new GIS technologies, including field data collection and upcoming GIS software changes. She presented her work for the Water Wise Woodlands project on *Spatial Prioritization of Headwater Parcels for Enhanced Flood Resilience*. The analysis incorporated variables that make upland forested parcels important for forestry stewardship from a flood resilience and water quality perspective.

Upcoming Meetings:

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

DECEMBER

Dec 11	7 pm	Board of Commissioners, Central VT Chamber, Berlin
Dec 12	6 pm	2-hour Emergency Management Director course, CVMC, Berlin
Dec 17	3:30 pm	Paratransit Public Meeting, Barre Manor, Barre
Dec 18	3:30 pm	Paratransit Public Meeting, Vermont Center for Independent Living, Montpelier
Dec 20	7 pm	Mad River Valley Planning District Steering Committee, Waitsfield
Dec 25		<i>Christmas Holiday – CVRPC Offices Closed</i>

JANUARY

Jan 1		<i>New Year's Day Holiday – CVRPC Offices Closed</i>
Jan 7	6 pm	Local Emergency Planning Committee, CVMC, Berlin
Jan 8	6 pm	Executive Committee, Central VT Chamber, Berlin (if needed)
Jan 8	7 pm	Board of Commissioners, Central VT Chamber, Berlin
Jan 9	10 am	Local Emergency Management Plan Training/Writing Workshop, CVRPC
Jan 10	4 pm	Clean Water Advisory Committee, CVRPC
Jan 16	8 am	8-hour Emergency Management Director course, Civic Center, Barre
Jan 17	7 pm	Mad River Valley Planning District Steering Committee, Waitsfield
Jan 21		<i>MLK Holiday – CVRPC Offices Closed</i>
Jan 22	6 pm	Transportation Advisory Committee, Central VT Chamber, Berlin
Jan 24	4 pm	Project Review Committee, CVRPC
Jan 29	5 pm	Welcome Back, Legislators Reception, Capitol Plaza, Montpelier
Jan 30	6 pm	Planning & Zoning Roundtable on Community Engagement

FEBRUARY

Feb 4	4 pm	Executive Committee, CVRPC
Feb 12	7 pm	Board of Commissioners, Central VT Chamber, Berlin

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
November 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 the Line of Credit offered by Community National Bank; designated the Chair as signatory for documents required to execute the line of credit; and designated the Chair, Treasurer, and Executive Director as account signatories.
- Reviewed September financial reports; CVRPC is on track to meet its FY19 financial goals.
- Approved signature of the following agreements: Northwest Regional Planning Commission Municipal Grants in Aid FY19; Vermont Agency of Transportation Memorandum of Understanding Regarding Indirect Cost Rates; and Chittenden County Regional Planning Commission Tactical Basin Planning Support.
- Maintained CVRPC health care benefit for CY2019; changed health plans to Business Resources Services (BRS) Association Plans administered through BCBSVT; and set the employer contribution equal to 100% of the Option B Plan premium.
- Provided input on the Board of Commissioner survey.
- Continued the current policy of municipalities receiving 12 hours of GIS services per year at no charge and discontinued the annual report to the Executive Committee.

NOMINATING COMMITTEE (February and March; scheduled by Committee)

Did not meet.

PROJECT REVIEW COMMITTEE (4th Thursday, 4pm)

CVRPC provided a Preferred Site Letter for the Williamstown water tower solar project site and provided a Regional Plan Conformance Letter for Fecteau's proposed 48-lot residential PUD in Barre Town.

Rescheduled the December Committee meeting. The agenda includes review of two Montpelier items: the Jurisdiction Opinion request related to all redevelopment projects and the Act 250 application for the hotel and parking garage.

REGIONAL PLAN COMMITTEE (as needed; scheduled by Committee)

Did not meet.

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

Did not meet in November.

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

The meeting was cancel due to weather. The TAC will not meet in December. In January, the TAC will complete its review of the local transportation planning projects.

BROWNFIELDS ADVISORY COMMITTEE (4th Monday, 4pm)

This Committee will not be meeting regularly until new grant funds are secured.

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

The CWAC reviewed the Vermont Clean Water Road Map, which is a web based interactive mapping tool related to implementation of the Total Maximum Daily Loading (TMDL) for phosphorus in the Lake Champlain Basin. Pam DeAndrea showed the group how to use the map and see what the phosphorus loading is for current conditions and would be if best management practices were implemented. Grant programs were discussed. The recently awarded Plainfield Health Center stormwater project was reviewed. The CWAC discussed how project prioritization would play out for Basin Plan project implementation.

VERMONT ASSOCIATION OF PLANNING & DEVELOPMENT AGENCIES

- Discussed a possible shift in the timing of Grants In Aid grants to achieve a more rational process for municipalities and RPCs.
- Was alerted to the release of the 2018 state health assessment and that the state was creating a state health improvement plan.
- Heard presentation from Rise VT; they have expanded to statewide activities. Rise VT works with individuals, employers, schools, childcare providers, and municipalities to provide opportunities to make the healthy choice the easy choice.

VERMONT ECONOMIC PROGRESS COUNCIL

No activities from Central Vermont.

GREEN MOUNTAIN TRANSIT

- Approved changes to the Mad River Valley Service. Rt. 17 was eliminated due to low/no ridership. Valley Floor service was adapted to enhance the route and better serve the Sugarbush workforce.
- Discussed FY18 year-end financials. The rural side of GMT experienced a deficit of \$441,00. The Board discussed events that lead to this deficit. Since 2014, GMT's state funding has increased 1.4% for existing services in the rural region while costs have increased 10.3%. GMT has worked to reduce costs; however, it appears GMT is in an unsustainable position to continue services at current levels.
- Ross McDonald from VTrans provided the Board with an overview of the Statewide Management Report that VTrans performs every three years.
- Discussed the annual strategic goals and the possibility of moving them to 10-year goals.

- Hear staff presentation on improvements to GMT's properties at 1 Industrial including: adding the ramp to connect 1 Industrial and 15 Industrial, paving on the front and back apron of 1 Industrial and lot striping.

MAD RIVER VALLEY PLANNING DISTRICT

- Reviewed transit service changes.
- Discussed wastewater funding options.
- Discussed development potential of a property owned by Downstreet Housing & Community Development.
- Continued discussion of MRV For Local Opportunities (FLO). Meetings were held with the three town Selectboards, which were asked to endorse that the proposal is ready for additional public review. The MRVPD Steering Committee met jointly with the MRV Chamber Board to discuss the proposal.
- Discussed the MRVPD's FY20 draft workplan and budget. The preliminary workplan showed staff would be asked to complete an unsustainable level of work. Staff will focus on "Required" work – must the MRVPD must do to function and fulfill its mission.
- Discussed the agenda for the annual tri-town leadership meeting.