



## BOARD OF COMMISSIONERS

### Annual Meeting

June 11, 2019 at 6:30 pm

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

6:15 pm – Social and refreshments

#### Page    **AGENDA**

- |    |                         |   |
|----|-------------------------|---|
|    | <b>6:30<sup>1</sup></b> | <b>Adjustments to the Agenda</b><br><b>Public Comments</b>  |
|    | <b>6:35</b>             | <b>Central Vermont Economic Development Corporation Report, <i>Jamie Stewart</i></b><br>Quarterly briefing on CVEDC activities  |
|    | <b>6:45</b>             | <b>Julie Moore, Secretary of the Vermont Agency of Natural Resources</b><br>Current agency initiatives and water quality activities   |
| 2  | <b>7:35</b>             | <b>CVRPC Bylaw Amendment</b> (enclosed) <sup>2</sup><br>Discuss and amend document. Approve for placement on the July agenda for final vote.  |
|    | <b>8:00</b>             | <b>Elections, <i>Dara Torre, Secretary</i></b><br>Report on results of elections for Executive Committee.   |
| 31 | <b>8:05</b>             | <b>Bank Account Signatories</b> (enclosed) <sup>2</sup><br>Authorize Chair, Treasurer and Executive Director as signatories on the following bank accounts: Northfield Savings Bank, People's United Bank, Community National Bank. |
| 32 | <b>8:10</b>             | <b>Commission Appointments</b> (enclosed) <sup>2</sup><br>Appoint FY20 committees and representatives to outside organizations  |
| 36 | <b>8:20</b>             | <b>Meeting Minutes – May 14, 2019</b> (enclosed) <sup>2</sup>   |
| 41 | <b>8:25</b>             | <b>Reports</b> (enclosed)<br>Updates and questions on Staff and Committee Reports   |
|    | <b>8:30</b>             | <b>Adjournment</b>  |

**Next Meeting: July 9, 2019**

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

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



## MEMO

Date: May 7, 2019  
To: Board of Commissioners  
From: Julie Potter, Chair  
Re: Proposed CVRPC Bylaws Amendments

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### **No Action Required**

#### **Why are these amendments being proposed?**

The current bylaws provide insufficient guidance for current governance needs, particularly maximizing member involvement and assigning Commissioners and Alternates to committees. Although clearly written, the current bylaws are not well organized, and it is often difficult to find where the bylaws address certain topics.

#### **How were the proposed amendments developed?**

In July 2018, the Executive Committee established a working group to prepare a bylaws update. Working group members were Julie Potter, Steve Lotspeich and, initially, Rich Turner. Executive Director Bonnie Waninger participated in each of the meetings, and Nancy Chartrand provided staff support. The working group met monthly from November 2018 to February 2019.

The working group reviewed the strengths and weaknesses of the current bylaws and noted best practices from other RPC bylaws documents. The working group prepared draft amendments that reorganized and restated the bylaws, expanding some topics and adding some new sections. Annotations provide information to assist with review and comparisons to the current bylaws; the annotations are intended to be removed upon adoption.

Executive Committee reviewed the proposed amendments in March, April, and May 2019 and recommended advancing them for Board consideration and approval.

#### **What significant changes are being proposed to the bylaws?**

- The proposed bylaws have been reorganized and include a table of contents to facilitate document navigation.

- The purposes section in Article 2 has been expanded to better reflect the full scope of CVRPC's programs and functions.
- The Board of Commissioners is specifically recognized. (Section 401)
- Because of the limited responsibilities of the offices of Secretary and Treasurer, they have been combined to be Secretary/Treasurer. This results in the addition of another at-large position on Executive Committee. (Section 402)
- Committees with long-term roles in CVRPC's operations and core programs are recognized as standing committees, with membership, and purpose and duties identified for each standing committee. (Section 403)
- The section on Special Committees has been expanded to address formation, membership, roles, and procedural responsibilities. (Section 404)
- The section on nominations is expanded to provide more process detail. (Section 501) The Nominating Committee's role is expanded to include nominating members to serve on committees.
- Terms of office are changed to coincide with CVRPC's July 1 fiscal year start date. (Section 503)
- The Annual Meeting is changed from May to June, to better align with the fiscal year.
- Quorum for meeting is changed to comply with statute. (Section 606)
- Language is added to clarify that the Board and all committee meetings are subject to the state's Open Meeting Law. (Section 607)
- Responsibility for establishing the membership assessment (aka municipal dues) is given to the Executive Committee, reflecting actual practice and the Executive Committee's role in overseeing CVRPC's financial affairs. (Section 802)
- New sections added to identify that CVRPC will prepare a Work Program and Budget (Section 902), Annual Report (Section 903), and obtain an annual audit (Section 904).

### **What is the process to amend the bylaws?**

Under the current bylaws (Article X), there is a 3-step process to amend the bylaws:

- A. Place the proposed amendment on the agenda for a regularly scheduled meeting of the Board. This can be done by the Board or by the Executive Committee.
- B. Discuss the proposed amendment at the next regularly scheduled Board meeting. The proposed amendment can be amended at this meeting. An affirmative vote of the Board is required for the proposed amendments to proceed to a final vote at the next regular Board meeting.
- C. The proposed bylaws amendment (with any amendments) is voted on at the next regular Board meeting. No additional amendments may be made. 60% of Commissioners must vote to approve the bylaws amendments for the amendments to pass and take effect.



## **CENTRAL VERMONT REGIONAL PLANNING COMMISSION BYLAWS**

*Annotated Version – notes will be removed upon adoption*

**Adopted by the Commissioners on Month ##, 201X**



**ARTICLES OF CONSTITUTION AND BYLAWS OF  
THE CENTRAL VERMONT REGIONAL PLANNING COMMISSION  
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**ARTICLES OF CONSTITUTION AND BYLAWS OF  
THE CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

**ARTICLE 1: NAME AND ADDRESS**

*Note: Compare to Article I in the current bylaws. No substantial changes.*

The name of this organization shall be the Central Vermont Regional Planning Commission, hereinafter referred to as CVRPC. The principal address of CVRPC shall be the address of its offices.

**ARTICLE 2: POWERS AND PURPOSES**

*Note: Compare to Article II in the current bylaws. Expanded discussion of powers includes Municipal Service Agreements, which must be explicitly identified in the bylaws for CVRPC to do.*

**Section 201: Legal Basis**

The legal basis of CVRPC is established in the Vermont Municipal and Regional Planning and Development Act, 24 V.S.A. Chapter 117, hereinafter referred to as the Act, and other such laws as may be enacted by the General Assembly of the State of Vermont.

**Section 202: General Purpose**

The purpose of CVRPC is to assist Central Vermont municipalities in providing effective local government and to work cooperatively with them to address regional issues. CVRPC shall coordinate and assist in efforts to promote the present and future health, safety and general welfare of the people of Central Vermont through planning and development activities.

**Section 203: Regional Planning**

CVRPC shall prepare and adopt a Regional Plan in accordance with the provisions of 24 V.S.A., Section 4348 and 4348(a) and consistent with the goals of 24 V.S.A., Section 4302.

CVRPC shall undertake other activities or duties as required by state or federal law including, but not limited to, those outlined in 24 V.S.A, Section 4345, Section 4345(a) and Section 4350.

**Section 204: Municipal Planning**

CVRPC shall assist municipalities and their respective local boards, commissions and committees in developing and implementing municipal plans to promote the health, safety and welfare of residents and the local and regional areas with which CVRPC is concerned.

CVRPC may advise municipal governing bodies in all aspects of municipal governance.

**Section 205: Studies, Plans, and Implementation**

In accordance with the provisions of 24 V.S.A. Section 4345, CVRPC may undertake comprehensive planning and studies, and make recommendations on land development; urban renewal; transportation; economic, industrial, commercial and social development; urban

1 beautification and design improvements; historic and scenic preservation; capital investment  
2 plans, and natural resource protection. CVRPC may also implement, with the cooperation of  
3 municipalities within the region, programs for the appropriate development, improvement,  
4 protection and preservation of the region's physical and human resources.

5 **Section 206: Municipal Service Agreements**

6 CVRPC may enter into municipal service agreements to promote cooperative arrangements and  
7 coordinate, implement, and administer service agreements among municipalities, including  
8 arrangements and actions with respect to planning, community development, joint purchasing,  
9 inter-municipal services, infrastructure, and related activities. CVRPC can exercise any power,  
10 privilege, or authority, as defined within the municipal service agreement, capable of exercise  
11 by a municipality (subject to applicable state or federal law) as necessary or desirable for  
12 dealing with problems of local or regional concern.

13 **Section 207: Other Duties and Responsibilities**

14 CVRPC may perform other acts or functions as it may deem necessary or appropriate to fulfill  
15 the intent and purposes of the Act; to meet the obligations imposed by federal, state and local  
16 law or regulations; and other duties and responsibilities that the Board deems appropriate.

17 **ARTICLE 3: MEMBERSHIP AND REPRESENTATION**

18 **Section 301: Member Municipalities**

19 *Note: Compare to Section 3.1 in current bylaws. No substantial changes.*

20 CVRPC serves the Central Vermont Region, consisting of the following municipalities in  
21 Washington and Orange Counties: Barre Town, City of Barre, Berlin, Cabot, Calais, Duxbury,  
22 East Montpelier, Fayston, Marshfield, Middlesex, City of Montpelier, Moretown, Northfield,  
23 Orange, Plainfield, Roxbury, Waitsfield, Warren, Washington, Waterbury, Williamstown,  
24 Woodbury and Worcester. All municipalities within the Central Vermont Region are members  
25 of CVRPC.

26 **Section 302: Appointment of Commissioners and Alternates**

27 *Note: Compare to Section 3.2 in current bylaws. No substantial changes.*

- 28 A. Representation on the CVRPC shall be by Commissioners. The legislative body of each  
29 member municipality may appoint one Commissioner and one Alternate to the CVRPC  
30 Board of Commissioners. No Commissioner or Alternate may vote or otherwise formally  
31 serve until such appointment has been certified in writing by the appointing legislative  
32 body.
- 33 B. Commissioners and Alternates shall serve for a term of one year or until a successor is  
34 appointed. Commissioners and Alternates may be appointed to succeed themselves.
- 35 C. In the absence of the Commissioner at any meeting of the Board of Commissioners, the  
36 Alternate shall sit as the Commissioner and exercise all of the authority of the  
37 Commissioner at that meeting.

D. Alternates shall not participate in place of Commissioners on committees or in any office.

E. In the event of the death, resignation, disqualification or removal of a Commissioner or Alternate, a successor shall be appointed promptly, as provided in subsection 302.A.

#### **Section 303: Voting**

***Note: Compare to Section 3.4 in current bylaws. Provision for vote by mail removed.***

A. Each Commissioner shall have one vote in all actions taken by the CVRPC Board of Commissioners.

B. Prior to any vote on any matter before the CVRPC Board of Commissioners, a Commissioner may request time and opportunity to consult with the Commissioner's municipal legislative body before casting a vote on such matter. When so requested, the vote shall be postponed, unless such postponement results in violation of State statute requirements.

#### **Section 304: Resignation**

***Note: New section.***

Any resignation of a Commissioner or Alternate shall be submitted to CVRPC in writing.

#### **Section 305: Attendance**

***Note: New section.***

If a Commissioner has an unexplained absence for three Board meetings in a row, the Commissioner will be contacted by the Chair to determine whether the Commissioner has a continued interest in serving on the Board.

### **ARTICLE 4: ORGANIZATION**

#### **Section 401: Board of Commissioners**

***Note: New section.***

The Board of Commissioners, hereinafter called the Board, shall consist of the Commissioners. It shall be the duty of each Commissioner to regularly report on the activities of CVRPC to the legislative body and the local planning commission of the municipality of the Commissioner's appointment.

#### **Section 402: Officers**

***Note: Compare to Section 6.1 in current bylaws. Language combines Secretary and Treasurer into one position. Parliamentary advice is moved from Secretary to Vice Chair. See also the Duties of Officers policy, adopted 2/13/96.***

A. CVRPC's officers shall consist of a Chair, Vice Chair, and Secretary/Treasurer, each of whom shall be duly appointed Commissioners of member municipalities.

B. Duties of officers shall be as follows:

1. The Chair shall call meetings of the Board and the Executive Committee and shall preside at these meetings. The Chair shall prepare and cause to be distributed to members, an agenda for all Board and Executive Committee meetings. The Chair shall perform such other duties as are normal or customary to the office, or which may be assigned by the Board. The Chair shall cast a vote on all issues voted on at a Board or Executive Committee meeting, unless the Chair wishes to abstain.
  2. The Vice Chair shall act as Chair in the absence or incapacity of the Chair and shall perform such other duties as may be assigned by the Board. The Vice Chair may also advise the Chair on parliamentary issues. The Vice Chair shall act as Secretary/Treasurer in the absence or incapacity of the Secretary/Treasurer.
  3. The Secretary/Treasurer is CVRPC's recording officer and the custodian of its records, except as those duties are delegated to CVRPC staff. The Secretary/Treasurer shall perform all duties customary to that office, including overseeing all CVRPC financial records and overseeing minutes of Board meetings and such Committee meetings as the Chair may designate.
- C. Additional officer duties may be assigned by a policy adopted by the Board.

#### **Section 403: Standing Committees**

***Note: New section.***

##### **A. General**

1. Standing Committees have a long-term role in CVRPC's operations and core programs.
2. Each Standing Committee shall have Rules of Procedure approved by the Board. The Rules of Procedure shall specify the committee's purpose, general activities, role, membership, voting procedures, officers, elections, attendance and quorums, communication and coordination, conflict of interest policy, and adoption of organizational procedures.
3. Standing Committees may establish Subcommittees and Workgroups as needed to accomplish committee business.
4. Unless otherwise specified in the Rules of Procedure, all Standing Committee members are eligible to vote on committee business.
5. All Standing Committees shall maintain meeting minutes. Standing Committees shall report to the Board as it directs.

##### **B. Executive Committee**

***Note: Compare to section 6.7 of current bylaws. Expanded to better reflect actual responsibilities of the Executive Committee. See also Duties of Executive Committee Policy, adopted 2/13/96 and Executive Committee Rules of Procedure, adopted 7/2/18.***

1. The Executive Committee shall consist of seven Commissioners, including the three (3) officers and four (4) at-large members, who shall be elected at the Annual Meeting. Duly-appointed Commissioners are eligible for Executive Committee membership. The officers of the Board shall be the officers of the Executive Committee.
2. The purpose and duties of the Executive Committee shall be to:
  - a. Oversee and approve an annual work plan and budget for CVRPC, including budget adjustments.
  - b. Set municipal dues.
  - b. Oversee and approve an organizational plan for CVRPC.
  - c. Authorize and accept grants, agreements and contracts with outside organizations and agencies.
  - d. Review and accept the annual audit.
  - e. Approve the addition and elimination of staff positions as recommended by the Executive Director. Adopt job descriptions and wage ranges for staff positions.
  - f. Adopt and oversee personnel, financial, procurement, operational and administrative policies and procedures.
  - e. Monitor emerging issues affecting CVRPC.
  - f. Approve agendas for Board of Commissioner meetings.
  - g. Recommend to the Board or, if timing requires, take appropriate action on policy issues, including legislative issues, state or federal plans and policy, regional planning commission allocation formulas or other issues affecting the Central Vermont region and its municipalities.
  - h. Act on behalf of the Board in the absence of a quorum of the Board when time precludes the delay of decision or action until the next regular meeting of the Board.
  - i. Carry out other actions as directed by a policy adopted by the Board.

C. Nominating Committee

***Note: Compare to Section 6.3 in current bylaws. This language increases the role of Nominating Committee. See also Nominating Committee Guidelines adopted 3/9/99. Rules of Procedure still need to be developed.***

1. The Nominating Committee shall consist of three (3) Commissioners or Alternate Commissioners. The Executive Committee shall nominate candidates for the Nominating Committee, taking demonstrated commitment to CVRPC into account. Nominees shall be submitted at the January Board meeting, and

additional nominations may be made from the floor. The Board shall elect the Nominating Committee annually at its January meeting.

2. The purpose and duties of the Nominating Committee shall be to:

- a. Identify and recommend to the Board a slate of candidates for the positions of Chair, Vice Chair, Secretary/Treasurer and at-large members of the Executive Committee.
- b. Identify and recommend to the Board candidates for Standing and Special Committees and CVRPC representatives appointed to other organizations.

D. Regional Plan Committee

***Note: Rules of Procedure still need to be completed.***

1. The Regional Plan Committee shall consist of five (5) Commissioners or Alternate Commissioners who shall be elected at the Board's Annual Meeting.
2. The purpose and duties of the Regional Plan Committee shall be to:
  - a. Oversee development and maintenance of the Regional Plan, pursuant to 24 VSA 4347 to 4348(b), and make recommendations for approval by the Board.
  - b. Oversee other tasks related to the Regional Plan, as assigned by the Board.

F. Project Review Committee

***Note: Compare to Project Review Committee Rules of Procedure adopted 9/12/17.***

1. The Project Review Committee shall consist of five (5) members plus one (1) Committee Alternate, each of whom may be a Commissioner or an Alternate Commissioner. Committee members and the committee alternate shall be elected at the Board's Annual Meeting. Members and the Alternate shall have staggered three-year terms.
2. The Project Review Committee shall offer advice, input, and opinions on proposed Act 250 and Section 248 projects, compatible with the plans, policies, positions or resolutions adopted by the Board of Commissioners. Project Review Committee advice, input, and opinions may be reviewed, confirmed or reversed by the CVRPC Board at the Board's discretion.
3. The purpose and duties of the Project Review Committee shall be to:
  - a. Evaluate Act 250 and Section 248 development projects relative to conformance with the Regional Plan.
  - b. Provide input and recommendations to the State, on behalf of the Board, regarding Act 250 and Section 248 projects.



- c. Provide guidance to the staff and the Regional Plan Committee on amendments or changes to the Substantial Regional Impact criteria.
- d. Provide the Board copies of all written decisions and recommendations regarding Act 250 and Section 248 projects.

F. Town Plan Review Committee

***Note: Rules of Procedure still need to be completed. Includes review of municipal plans and municipal enhanced energy plans.***

1. The Town Plan Review Committee shall consist of five (5) members who shall be elected at the Board's Annual Meeting. At least two (2) members shall be Commissioners and no more than (3) members shall be Alternates.
2. The purpose and duties of the Town Plan Review Committee shall be to:
  - a. Review municipal plans for conformance to statutory requirements, in accordance with 24 V.S.A 4350(b), and make recommendations for approval to the Board.
  - b. Review municipal enhanced energy plans for determination of energy compliance, in accordance with 24 V.S.A. 4352(b).
  - c. Review municipal planning processes, in accordance with 24 V.S.A. 4350(a), and make recommendations for confirmation to the Board.
  - d. Provide guidance to municipalities about future plan updates and ways to strengthen planning efforts.

G. Transportation Advisory Committee

***Note: Compare to Transportation Advisory Committee Rules of Procedure adopted 10/11/17.***

1. The Transportation Advisory Committee shall consist of municipal representatives and representatives from transportation-related groups. Each of the member municipalities in the Central Vermont region is eligible to appoint one voting member and one alternate representative to the Transportation Advisory Committee. Municipal participation is discretionary and determined by appointment by the municipality's legislative body. Upon the approval of 51% of the Transportation Advisory Committee, other transportation-related groups will be invited to appoint one voting member and one alternate representative to the Transportation Advisory Committee. The committee membership term is one year, appointed in March.
2. The Transportation Advisory Committee shall be advisory to the Board. The Transportation Advisory Committee will offer advice, input, and opinions to the Vermont Agency of Transportation and other organizations and individuals as appropriate, provided that they are compatible with plans, policies, positions or resolutions adopted by the Board. Transportation Advisory Committee advice, input, and opinions may be reviewed, confirmed or reversed by the CVRPC Board at the Board's discretion. New or amended plans, policies, positions or

resolutions by the Transportation Advisory Committee shall be approved by the CVRPC Board.

3. The purpose and duties of the Transportation Advisory Committee shall be to:
  - a. Oversee the CVRPC transportation planning program in accordance with CVRPC plans, policies and procedures. This includes assisting with the development of CVRPC's annual transportation work program and budget.
  - b. Develop and update a regional transportation element as part of the Regional Plan.
  - c. Provide recommendations on funding and prioritization for the Agency of Transportation's Capital Budget and State Transportation Improvement Program.
  - d. Act as a liaison between local communities and the Vermont Agency of Transportation.
  - e. Provide local and regional input regarding transportation issues important to the region.

#### **Section 405: Special Committees**

***Note: Compare to section 6.8 in current bylaws. Language expanded to address formation, membership, role, rules of procedure, minutes, etc.***

- A. The Board may create Special Committees as needed to address specific tasks or to oversee or advise CVRPC projects or programs.
- B. Special Committees may include Commissioners, Alternates, topic experts, interest group representatives or other public representatives as appropriate to accomplish the purpose of the Special Committee. The Board shall appoint Commissioners or Alternates to serve as members of Special Committees. Special Committee members who are not Commissioners or Alternates shall be appointed as specified in the committee's Rules of Procedure.
- C. Special Committees shall be advisory to the Board. Special Committees may offer advice, input, and opinions to agencies, other organizations and individuals as appropriate, provided that they are compatible with plans, policies, positions or resolutions adopted by the Board.
- D. Each Special Committee shall have Rules of Procedure approved by the Board. The Rules of Procedure shall specify the committee's purpose, general activities, role, membership, voting procedures, officers, elections, attendance and quorums, communication and coordination, conflict of interest policy, and adoption of organizational procedures
- D. Special Committees may establish Subcommittees and Workgroups as needed to accomplish committee business.

E. Unless otherwise specified in the Rules of Procedure, all committee members are eligible to vote on committee business.

F. Special Committees shall maintain meeting minutes and report to the Board as it directs.

#### **Section 406: Appointed Representatives**

*Note: Compare to Section 6.2 in current bylaws. Language modified to more generally apply to appointments. Examples might be Council of Regional Commissions, VAPDA, GMTA, VEPC, Mad River Planning District.*

The Board may appoint Commissioners, Alternates or staff to represent CVRPC on state councils or the governing bodies of other organizations. Appointments shall be made at the Annual Meeting, or when representation is requested.

### **ARTICLE 5: NOMINATIONS, ELECTIONS, APPOINTMENTS AND TERMS**

#### **Section 501: Nominations**

*Note: See Section 6.3 in current bylaws. Expanded language on process.*

A. The Nominating Committee will be appointed in accordance with Section 403.C.

B. The Nominating Committee shall seek to balance the interests of CVRPC in order to have the Executive Committee and Standing Committees be as reflective of the Board as possible.

C. The Nominating Committee shall follow its adopted Rules of Procedure and the adopted Nominating Committee Guidelines.

D. The Nominating Committee shall present an initial slate of Officers and at-large Executive Committee members at the Board's April meeting, with a final slate of candidates at the May meeting. Additional candidates may be nominated from the floor at the May meeting, at which time nominations will be closed.

E. The Nominating Committee shall present a slate of other Standing and Special Committee members and other appointed representatives at the Board's May meeting. Additional candidates may be nominated from the floor at the May meeting, at which time nominations will be closed.

#### **Section 502: Elections**

*Note: See Section 6.3 in current bylaws. Slightly expanded language.*

A ballot, containing the final slate of Officers, Executive Committee and other committee candidates, shall be sent not more than five (5) days after the May meeting to all members of the Board. The Secretary shall oversee vote counting and shall announce the results at the Annual Meeting. The candidates receiving the most votes shall be elected. In the event of a tie, the Board shall vote at the Annual Meeting.

**Section 503: Terms of Office**

***Note: See Section 6.4 of current bylaws. Changes terms to coincide with fiscal year.***

- A. The terms of office for Officers and the Executive Committee are one year, from July 1 to June 30.
- B. The terms of office for other Committees and appointments shall be from July 1 (or the date of appointment) to June 30, unless otherwise specified in the Committee Rules of Procedure.

**Section 504: Vacancies**

***Note: See Section 6.4 in current bylaws. No substantial changes.***

- A. In the event that any Officer or Executive Committee position is vacated, such vacancy shall be filled at the next regular Board meeting. Members so elected shall hold office only for the balance of the current year or until their successors are elected and installed.
- B. Committee Rules of Procedure shall address vacancies on other committees.

**Section 505: Removal from Office**

***Note: See Section 6.4 in current bylaws. Clarifies that "cause" is violation of Code of Conduct and Conflict of Interest Policy.***

- A. Any Officer or member of any committee may be removed from a committee for violations of CVRPC's adopted Code of Conduct and Conflict of Interest Policy. Removal requires a 60% vote of all members of the Board. Any action for removal must be warned one month in advance of the Board meeting at which such a vote will be taken.
- B. Commissioners and Alternates can only be removed from the Board through action by their municipal governing body.

**ARTICLE 6: MEETINGS**

**Section 601: Regular Board of Commissioners Meetings**

***Note: See Section 4.1 in current bylaws. No substantial changes.***

Regular meetings of the Board shall be held on the second Tuesday of the month, or as otherwise determined by either the Executive Committee or the Board. The time and place of the meetings shall serve the convenience of the greatest number of Commissioners, as determined by the Board.

**Section 602: Annual Meeting**

***Note: See Section 4.1 in current bylaws. Annual meeting moved from May to June to have new positions start with fiscal year and enable newly-appointed Commissioners and Alternates a chance to participate on committees their first year.***

The Annual Meeting shall be the monthly meeting that occurs in June.

**Section 603: Additional Board of Commissioners Meetings**

*Note: See Section 4.2 in current bylaws. No substantial changes.*

Additional meetings may be called by the Chair, the Executive Committee, or by a majority vote of the Board.

**Section 604: Committee Meetings**

*Note: New section.*

Committees shall meet at a day and time determined by the Committee.

**Section 605: Notice of Meetings**

*Note: See Section 4.3 in current bylaws. Slightly expanded discussion.*

A. Notice of regular meetings of the Board shall be distributed by mail or email to Commissioners and Alternates not less than five (5) days prior to such meetings. Notice shall also be sent to other parties requesting notice.

B. Notice of regular meetings of committees shall be distributed by mail or email to committee members not less than five (5) days prior to such meetings. Notice of committee meetings shall also be made to Commissioners and Alternates.

C. Notice of Special or Emergency meetings shall be in accordance with the Vermont Open Meeting Law (1 V.S.A. Sections 310-314).

**Section 606: Quorum**

*Note: See Section 3.4 in current bylaws. Language changed from majority of Commissioners to majority of seats in order to comply with statute.*

A. A majority of Commission seats shall comprise a quorum for Board meetings and transacting business. In the event of a tie vote on any matter before the Board, including the vote of the Chair, such motion, resolution or action shall be considered as defeated.

B. A majority of voting committee seats shall comprise a quorum for committee meetings. In the event of a tie vote on any matter before the committee, including the vote of the Chair, such motion, resolution or action shall be considered as defeated.

**Section 607: Open Meeting Law**

*Note: New section.*

All meetings of the Board and committees established by the Board are subject to the Vermont Open Meeting Law (1 V.S.A. Sections 310-314).

**Article 608: Parliamentary Authority**

*Note: See Section 4.5 in current bylaws. No substantial changes.*

Roberts Rules of Order, Revised shall generally govern the proceedings of the Board and all CVRPC committees, unless otherwise specifically covered within these Bylaws or by any other special rules the Board may adopt.

**Section 609: Minutes**

*Note: See Section 4.4 in current bylaws. Language slightly expanded.*

Minutes of all meetings of the Board and all committees established by the Board shall be kept and copies shall be available to all Commissioners, member towns and the general public in accordance with the Vermont Open Meeting Law (1 V.S.A. Sections 310-314).

**ARTICLE 7: STAFF**

*Note: See Section 6.6 in the current bylaws. Minor changes to address work plan.*

- A. CVRPC staff shall consist of an Executive Director and any other administrative or technical staff as approved by the Executive Committee.
- B. The Executive Director and staff shall implement the work plan approved by the Executive Committee and undertake other duties as the Board or Executive Committee assign.
- C. All personnel matters shall be managed in accordance with the adopted Personnel Policies. Job descriptions for all staff shall be kept on file.
- D. No person seeking employment or having business with CVRPC shall be discriminated against for reasons of race, color, national origin, ancestry, place of birth, religion, gender identity, sexual orientation, pregnancy, age, marital status, military/veteran status, genetic information, physical or mental disability, HIV status or any other characteristic protected by state or federal law.

**ARTICLE 8: FUNDING**

**Section 801: Fiscal and Operational Year**

*Note: See Article V in current bylaws. No substantial changes.*

CVRPC's fiscal and operational year shall be from July 1 to June 30.

**Section 802: Membership Assessment**

*Note: See Article VIII in current bylaws. Changes dues establishment from Board to Executive Committee, as has been previously delegated. Modifies policy on services to municipalities not paying dues.*

- A. CVRPC shall annually establish dues in accordance with a schedule and rate established by the Executive Committee. CVRPC shall notify in writing all municipalities within the region on or before November 15<sup>th</sup> of the sums it deems necessary to be received from said municipalities for the ensuing fiscal year.
- B. CVRPC shall prioritize services to dues paying municipalities.

**Section 803: Grants, Contracts and Contributions**

*Note: See Article VIIIc in current bylaws. Slightly expanded language.*

CVRPC may receive and expend monies from any source, without limitation, including funds made available from individuals, municipalities, the State of Vermont, the federal government, private foundations, corporate partners or trusts.

**Section 804: Borrowing Authority**

*Note: See Article VIII d in current bylaws. No substantial changes. This language is not grammatically correct, but is taken verbatim from statute.*

CVRPC may borrow money and incur indebtedness for the purposes of purchasing or leasing property for office space, establish and administer a revolving loan fund, or establish a line of credit.

**Section 805: Signatory**

*Note: See Article VII in current bylaws. Language is expanded to more clearly define signatory roles.*

- A. The Executive Committee is responsible for approving contracts and agreements, and shall authorize an Officer or the Executive Director to sign approved contracts and agreements on behalf of CVRPC.
- B. The Chair, Treasurer and Executive Director are authorized to sign checks, notes, drafts and orders related to an approved Work Plan, contract or agreement. All other payments must be approved and authorized by the Executive Committee.

**ARTICLE 9: SUPPLEMENTARY PROVISIONS**

**Section 901: Conflict of Interest**

*Note: See Section 3.5 in current bylaws. No substantial changes.*

Commissioners have an obligation to conduct the affairs of their office in such a manner as to instill public trust and confidence. CVRPC shall maintain a written policy on code of conduct and conflict of interest. A copy of this policy shall be provided to all Commissioners and Alternates at the time of their appointment.

**Section 902: Work Plan and Budget**

*Note: New section. Adapted from SWCRPC VI.9*

The Executive Director shall prepare an annual written work plan and budget that shall be presented to the Executive Committee for approval. The approved work plan and budget shall be presented to the Board at the July meeting or as soon as possible thereafter.

**Section 903: Annual Report**

*Note: New section. Adapted from TRORC 7.9*

The Executive Director shall prepare a written annual report to the towns in December of each year.

**Section 904: Audit**

*Note: New section. Adapted from SWCRPC VI.9*

An annual audit, conducted by an independent CPA, shall be performed and a report shall be presented to the Executive Committee at a duly warned meeting.

**Section 905: Dissolution**

*Note: See Article IX in current bylaws. No substantial changes.*

CVRPC shall be dissolved or terminated:

- A. Upon the affirmative vote of all of the Board at an annual meeting, provided notice of the proposal of dissolution shall have been given in writing to each Commissioner and Alternate at least thirty days prior to such meeting;
- B. When the number of participating municipalities represented by Commissioners shall be less than five.

**Section 906: Amendments to Bylaws**

*Note: See Article X in the current bylaws. No substantial changes.*

- A. A proposed amendment shall be placed on the agenda for any regularly scheduled meeting of the Board by vote of the Board or by vote of the Executive Committee.
- B. The proposed amendment shall be discussed at the next regularly scheduled meeting of the Board and may be amended at that meeting. The proposed amendment shall proceed only upon vote of the Board.
- C. The proposed amendment, as it may have been amended, shall be placed on the agenda for the next regular meeting of the Board for final vote. No amendment to the proposed amendment shall be allowed at the Board meeting during which the final vote is taken. The proposed amendment shall become effective upon affirmative vote of 60% of the municipal Commissioners. If a 60% affirmative vote is not attained, the proposed amendment fails.

**Section 907: Severability**

*Note: New section. Adapted from ACRPC 1403*

If any provision of these Bylaws is held invalid, the other provisions of CVRPC's Bylaws shall not be affected thereby.

**Central Vermont Regional Planning Commission Bylaws History**

*Note: Compare to Certificate at end of current bylaws. Language edited to retain only adoption and amendment dates.*

Bylaws first adopted April 27, 1967.



- 1 Amended May 27, 1980.
- 2 Amended January 10, 1989.
- 3 Amended May 10, 1994.
- 4 Amended November 11, 1997.
- 5 Amended May 8, 2001.
- 6 Amended April 13, 2010.
- 7 Amended April 11, 2017.
- 8 Amended MONTH ##, 2019

DRAFT

**Current Bylaws**

**ARTICLES OF CONSTITUTION AND BYLAWS**  
of the  
**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

**ARTICLE I. NAME AND ADDRESS**

The name of this organization shall be the Central Vermont Regional Planning Commission. The regional area with which this Commission shall be concerned and serve shall be those parts of Orange and Washington Counties embraced within the boundaries of the following municipal corporations: Barre Town, City of Barre, Berlin, Cabot, Calais, Duxbury, East Montpelier, Fayston, Marshfield, Middlesex, City of Montpelier, Moretown, Northfield, Orange, Plainfield, Roxbury, Waitsfield, Warren, Washington, Waterbury, Williamstown, Woodbury, and Worcester. The principal address of this Commission shall be the address of its offices.

**ARTICLE II. POWERS AND PURPOSES**

The legal basis and powers of this Commission are stipulated in the Vermont Municipal and Regional Planning and Development Act, 24 V.S.A. Chapter 117, and such other laws as may be enacted by the General Assembly of the State of Vermont.

The mission and purpose of the Central Vermont Regional Planning Commission is to assist Central Vermont municipalities in providing effective local government and to work cooperatively with them to address regional issues. The Commission shall coordinate and assist in efforts to promote the health, safety and general welfare of the people of Central Vermont through development and planning activities affecting physical, natural, and human resources. In all efforts, the Commission shall foster the wise expenditure of public funds and resources necessary for the efficient delivery of governmental and community services.

**ARTICLE III. MEMBERS, REPRESENTATION, AND VOTING**

**SECTION 3.1 MEMBERSHIP**

All municipalities within the Central Vermont Region are members of this Commission. However, a participating member in the Commission is further defined as a municipality that regularly sends a

representative to the Commission's meetings, and pays their annual assessment by October 1 of each year.

### SECTION 3.2 COMMISSIONERS

The Commissioners of this Commission shall consist of one person from each of the participating town or city municipal corporations within the regional area designated in Article I hereof which have agreed to accept the conditions imposed by this Commission for such participant membership.

Commissioners shall be subject to the following conditions of appointment and tenure:

a. he/she shall be appointed by the legislative body of the municipality or its agent, or elected by the voters, as allowed by Statute. No Commissioner may vote or otherwise formally serve until such appointment has been certified in writing to the Commission by the appointing legislative body.

b. such Commissioners, so appointed, shall serve for a term of one year or until a successor shall have been appointed, provided, however, that a Commissioner may be appointed to succeed himself;

c. in the event of the death, resignation, disqualification or removal of a Commissioner of this Commission, a successor shall be appointed forthwith as provided in Subsection 3.2a hereof;

d. an alternate Commissioner of this Commission may be appointed, as provided in Subsection 3.2a thereof, for the same term and subject to the same qualifications as a Commissioner and such alternate Commissioner, in the absence of the Commissioner at any meeting of this Commission, shall sit as the Commissioner and exercise all of the authority of the Commissioner in such meeting.

Said alternate shall not assume the office or committee chair of the regular commissioner nor participate on the Executive Committee in place of the regular commissioner.

e. it shall be the duty of each Commissioner to regularly report as to the activities of the Commission to the legislative body and the local planning commission of the town/city of his/her appointment.

### SECTION 3.4 VOTING AND QUORUMS

a. Each Commissioner shall have one vote in all actions taken by the Commission. except Commissioners of area wide citizen interest groups who, according to State Statute (Act 200) may

not vote on the adoption or amendments to municipal/town plans, the Regional Plan, or confirmation of any municipal planning process.

b. A quorum of Commissioners of this Commission for holding meetings and transacting business shall be a majority of the duly appointed municipal Commissioners. In the event of a tie vote on any matter before this Commission, including the vote of the Chairman, such motion, resolution, or action shall be considered as lost.

c. If, prior to any vote on any matter before the Commission, a Commissioner shall request time and opportunity to consult with the body which appointed him to this Commission prior to casting his vote on such matter, such vote shall be postponed unless such postponement results in violation of State statute requirements.

d. By order of the Commission, any vote may be taken by postal ballot prior to the next ensuing meeting of the Commission by mailing such votes to the Secretary of the Commission.

#### SECTION 3.5 CONFLICT OF INTEREST

Commissioners have an obligation to conduct the affairs of their office in such a manner as to instill public trust and confidence. As such, the Commission shall maintain a written policy on conflict of interest and code of conduct. A copy of said policy shall be provided to all Commissioners at the time of their appointment.

### **ARTICLE IV. MEETINGS**

#### SECTION 4.1 REGULAR MEETINGS

Regular meetings of the Commission shall be held on the second Tuesday of the month, or as may otherwise be determined by either the Executive Committee or the Commission. The time and place of the meetings shall serve the convenience of the greatest number of Commissioners and member towns, as determined by the Commission.

The monthly meeting that occurs in May shall be considered the Annual Meeting.

#### SECTION 4.2 ADDITIONAL MEETINGS

Additional meetings may be called by the Chairman, the Executive Committee, or by a majority vote of the Commission, at any time.

#### SECTION 4.3 NOTIFICATION OF MEETINGS

Notice of regular meetings of the Commission shall be mailed not less than five days prior to such meetings to all Commissioners, alternate Commissioners, Municipal Planning Commission Chairs, Chairs of Boards of Selectmen and Aldermen, Mayors, City/Town Managers, and municipal planners of all member municipalities.

Whenever possible, Commissioners and alternates shall receive advance written notification of any special or additional meetings.

#### SECTION 4.4 MINUTES

Minutes of all meetings of the Commission shall be kept and copies thereof shall be available to all Commissioners, member towns, and the general public.

#### SECTION 4.5 ROBERTS RULES OF ORDER

Roberts Rules of Order, Revised shall generally govern the proceedings of the Commission in all cases which are not otherwise specifically covered within these Bylaws or by any other special rules the Commission may adopt.

#### **ARTICLE V FISCAL AND OPERATIONAL YEAR**

The fiscal and operational year of this Commission shall be from July 1 of one year to June 30 of the next.

#### **ARTICLE VI. OFFICERS, EXECUTIVE COMMITTEE, AND STAFF**

##### SECTION 6.1 OFFICERS

The officers of the Commission shall consist of a Chair, a Vice-Chair, a Secretary, and a Treasurer, all of whom shall be duly appointed Commissioners or alternates of member towns.

##### SECTION 6.2 COUNCIL OF REGIONAL COMMISSIONS REPRESENTATIVE

Annually, the Commission shall elect a representative to the Council of Regional Commissions who shall be a duly appointed Commissioner or alternate of a member town.

### SECTION 6.3 ELECTION OF OFFICERS

Officers shall be elected by the Commission from among the membership established in Article III, Section 3.1. A nominating committee, consisting of three Commissioners, shall be appointed by the Commission at the February meeting of each year. The nominating committee may nominate candidates for each office, and three additional Commissioners on the Executive Committee.

The Nominating Committee shall present an initial slate of candidates at the March meeting with a final slate of candidates at the April meeting of each year. Additional candidates may be nominated from the floor at the April meeting, at which time nominations will be closed.

A ballot, containing the final slate of candidates, shall be sent, not less than 10 days prior to the May meeting, to all Commissioners eligible to vote. The officers of the Commission and other elected officials shall be elected by receiving the most votes. The results of the ballot shall be ascertained and announced at the Annual Meeting.

### SECTION 6.4 TERMS OF OFFICE

The terms of office of all officers and other elected officials shall be from Annual Meeting to Annual Meeting or until their successors have been elected and installed.

In the event that any office or other elected position is vacated, such vacancy shall be filled at the next regular Commission meeting. Officers so elected are to hold office only for the balance of the current year or until their successors are elected and installed.

Any officer may be removed from office for cause by a 2/3 vote of those present and voting. Any action for removal must be warned one month in advance of the Commission meeting at which such vote will be taken.

### SECTION 6.5 DUTIES OF OFFICERS AND COUNCIL OF REGIONAL COMMISSIONS REPRESENTATIVE

a. The CHAIR shall preside at all meetings of the Commission and the Executive Committee. The Chair shall perform such other duties as are normal or customary to the office, or which may be assigned by the Commission.

b. The VICE-CHAIR shall act as Chair in the absence or incapacity of the Chair, and shall perform such other duties as may be assigned by the Commission.

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

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

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

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

#### SECTION 6.6 STAFF

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

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

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

#### SECTION 6.7 EXECUTIVE COMMITTEE

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

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

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

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

#### **SECTION 6.8 SPECIAL COMMITTEES**

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

#### **ARTICLE VII. SIGNATORY OF THE COMMISSION**

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

#### **ARTICLE VIII. APPROPRIATIONS**

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

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

c. The Commission may receive and expend funds from any source.



- d. The Commission may borrow money and incur indebtedness for the purposes of purchasing or leasing property for office space, establish and administer a revolving loan fund, or establish a line of credit,

#### **ARTICLE IX. DISSOLUTION OF THE COMMISSION**

Upon the affirmative vote of all of the Commissioners of this Commission at an annual meeting of this Commission, provided notice of the proposal of dissolution at the meeting shall have been given in writing to each Commissioner of the Commission and each alternate Commissioner at least thirty days prior to such meeting, or when the number of participating towns and cities represented by Commissioners on this Commission shall be less than five, this Commission be dissolved and terminated.

#### **ARTICLE X. AMENDMENTS TO THESE ARTICLES OF CONSTITUTION AND BYLAWS**

A. A proposed amendment shall be placed on the agenda for any regularly scheduled meeting of the Commission by vote of the Commission or by vote of the Executive Committee.

B. The proposed amendment shall be discussed at the next regularly scheduled meeting of the Commission and may be amended at that meeting. The proposed amendment shall proceed only upon vote of the Commission.

C. The proposed amendment, as it may have been amended, shall be placed on the agenda for the next regular meeting of the Commission for final vote. No amendment to the proposed amendment shall be allowed at the Commission meeting during which the final vote is taken. The proposed amendment shall become effective upon affirmative vote of 60% of the municipal Commissioners. If a 60% affirmative vote is not attained, the proposed amendment fails.

#### ***CERTIFICATE***

The foregoing Articles of Constitution and Bylaws were adopted by the affirmative vote of a majority of the duly appointed Commissioners of the Central Vermont Regional Planning Commission at a regularly noticed meeting thereof at which a quorum was present, which meeting was reconvened and held the 27th day of April, 1967 at East Montpelier, Vermont.

On May 27, 1980, the Central Vermont Regional Planning Commission, amended the Constitution and Bylaws adopted April 27, 1967. Those amendments have been incorporated into this document.

On January 10, 1989 the Central Vermont Regional Planning Commission amended the Constitution and Bylaws adopted April 27, 1967. Those amendments have been incorporated into this document.

On May 10, 1994 the Central Vermont Regional Planning Commission amended the Constitution and Bylaws adopted April 27, 1967. Those amendments have been incorporated into this document.

On November 11, 1997 the Central Vermont Regional Planning Commission amended the Constitution and Bylaws adopted April 27, 1967. Those amendments have been incorporated into this document.

On May 8, 2001 the Central Vermont Regional Planning Commission amended the Constitution and Bylaws adopted April 27, 1967. Those amendments have been incorporated into this document.

On April 13, 2010 the Central Vermont Regional Planning Commission amended the Constitution and Bylaws adopted April 27, 1967. Those amendments have been incorporated into this document.

On April 11, 2017 the Central Vermont Regional Planning Commission amended the Constitution and Bylaws adopted April 27, 1967 to authorize activities permitted under 24 V.S.A. §4345(16)(B) . Those amendments have been incorporated into this document.



## MEMO

Date: June 5, 2019  
To: Board of Commissioners  
From: Nancy Chartrand, Office Manager  
Re: Authorization of Bank Signatories

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**✉ ACTION REQUESTED:** Authorize newly elected Chair and Treasurer; and Executive Director Bonnie Waninger as signatories on the Northfield Savings, People's United, and Community National bank accounts.


Upon election of new officers, it is required that we update our bank signatories for the following bank accounts:


Northfield Savings:	Savings (Reserve Fund)
People's United Bank:	Checking
Community National Bank:	Checking



Following is the slate of nominees for CVRPC Committee appointments for FY20 for consideration of approval by CVRPC's Board of Commissioners at their June 11, 2019 Board Meeting.

COMMITTEE	APPOINTEE	TERM
<b>Project Review Committee</b>	Byron Atwood (Barre Town)	2022
2 Seats	Laura Hill-Eubanks (Northfield)	2022
<b>Town Plan Review Committee</b>	Ron Krauth (Middlesex)	1 year
5 Seats	Lee Cattaneo (Orange)	1 year
	Jan Ohlsson (Calais -Alternate)	1 year
	Joyce Manchester (Moretown – Alternate)	1 year
	Bill Arrand (Worcester)	1 year
<b>Clean Water Advisory Committee</b>	Amy Hornblas (Cabot)	2021
2 seats	Michael Gray – Alternate Seat (Woodbury)	2021

	<b>CENTRAL VERMONT REGIONAL PLANNING COMMISSION</b>		
	<b>Committees and Appointed Positions</b>		
<b>STANDING COMMITTEES</b>			<b>ADVISORY COMMITTEES</b>
<b>Executive</b>		<b>Nominating</b>	<b>Project Review</b>
<i>Meets:</i> Monthly, 4:00 pm, week prior to Commission meeting		<i>Meets:</i> April/May, as needed	<i>Meets:</i> Monthly (as needed), on the fourth Thursday, 4:00 pm
<i>Members:</i> 4 officers and 3 at-large Commissioners		<i>Members:</i> 3 Commissioners	<i>Members:</i> 5 Commissioners plus 1 alternate and the project's host Commissioner
<i>Term:</i> 1 year; officers typically two years		<i>Term:</i> 1 year; cannot serve consecutive terms	<i>Term:</i> 3-year; staggered terms
Elected: By Board of Commissioners		Appointed: By Board of Commissioners	Appointed: By Board of Commissioners
<i>Duties:</i>		<i>Duties:</i>	<i>Duties:</i>
- Act on behalf of the Commission in absence of a Commission quorum		- Nominate officers and at-large members of the Executive Committee.	- Determine Act 250/Section 248 project conformance with the Regional Plan
- Approve budgets, contracts & audits			- Provide input and recommendations for projects with Significant Regional Impact
- Add/eliminate staff and contractors			- Solicit input from other parties as needed to gather information and render a decision
- Amend Personnel Policies			- Evaluate potential cumulative impacts for projects
- Approve policy actions			- Provide guidance on amendments or changes to Substantial Regional Impact criteria
- Recommend positions to be taken			
- Approve Commission agendas			
<b>7 Appointments to be Made</b>		<b>Appointed in March 2019</b>	<b>(Date indicates end of term) - 2 Appointments to be Made</b>
Laura Hill-Eubanks, Chair (Northfield)		Byron Atwood, Chair (Barre Town)	2022 - Byron Atwood, Barre Town (TBD)
Steven Lotspeich, Vice Chair (Waterbury)		Robert Wernecke (Berlin)	2022 - Laura Hill-Eubanks, Northfield (TBD)
Dara Torre, Secretary (Moretown)		Alan Quackenbush (Duxbury)	2021 - Bob Wernecke, Berlin
Michael Gray, Treasurer (Woodbury)			2021 - Gerry D'Amico, Roxbury (Alternate)
Janet Shatney, At Large (Barre City)			2020 - John Brabant, Calais
Julie Potter, At Large (East Montpelier)			2020 - Janet Shatney, Barre City (Chair)
Gerry D'Amico, At Large (Roxbury)			
		<b>ADVISORY COMMITTEES</b>	
<b>Regional Plan</b>		<b>Town Plan Review</b>	<b>Transportation Advisory</b>
<i>Meets:</i> Monthly, as needed		<i>Meets:</i> As needed.	<i>Meets:</i> Monthly on 4th Tuesday, 6:30 pm
<i>Members:</i> 5 Commissioners		<i>Members:</i> 5 Commissioners	<i>Members:</i> Municipal representatives
<i>Term:</i> changed from 1 year to 2 year (May 2018)		<i>Term :</i> 1 year	<i>Term :</i> 1 year
Appointed: By Board of Commissioners		Appointed: By Board of Commissioners	<i>Appointed:</i> By municipal legislative body
<i>Duties:</i>		<i>Duties:</i>	<i>Duties:</i>
- Develop and recommend updates to the Regional Plan		- Review municipal plans for conformance to statutory requirements and recommend whether a plan should be approved	- Recommend Transportation Planning Initiative (TPI) work program & budget to Executive Committee
		- Review each municipality's planning process and recommend whether it should be confirmed	- Prioritize transportation studies funded by the Commission's TPI program
		- Review municipal plans for conformance with enhanced energy planning requirements	- Recommend Regional Plan transportation element
		- Provide guidance to municipalities about future plan updates and ways to strengthen planning efforts	- Prioritize state-funded transportation projects
<b>Term expires June 2020</b>		<b>5 Appointments to be Made</b>	<b>2018 Members</b>
Laura Hill-Eubanks, Northfield, Chair		Ron Krauth, Middlesex (TBD)	<b>Appointed by the 23 municipalities</b>
Dara Torre, Moretown		Lee Cattaneo, Orange (TBD)	Steve Lotspeich, Chair
Ron Krauth, Middlesex		Jan Ohlsson, Calais Alternate (TBD)	
Kirby Keeton, Montpelier		Joyce Manchester, Moretown Alternate (TBD)	
Julie Potter, East Montpelier		Bill Arrand, Worcester (TBD)	

				CENTRAL VERMONT REGIONAL PLANNING COMMISSION			
				Committees and Appointed Positions			
				ADVISORY COMMITTEES			
Brownfields Advisory				Clean Water Advisory			
Meets: Monthly on 3rd Monday, 4:00 pm				Meets: Ad hoc, as needed			
Members: 4 Commissioners + 1 Commissioner alternate, CVEDC, VT Dept of Health, 5 representatives of housing, real estate, finance, at-risk populations, and the environment				Members: 13 members - 3 Commissioners + 1 Commissioner Alternate, 5 municipal representatives, 3 named watershed organization, VANR, and 1 interested stakeholder			
Term : 2 years; staggered terms - Commissioners even years & Interest Groups odd years				Term : Staggered 2-year terms			
Appointed: By Board of Commissioners				Appointed: By Board of Commissioners			
Duties:				Duties:			
- Oversee CVRPC Brownfields Program				- Identify activities, policies, and direction for CVRPC's clean water support			
- Prioritize sites for assessment				- Determine CVRPC direction and goals regarding the Lake Champlain TMDL, Tactical Basin Plans, and the Regional Plan			
- Participate in hiring contractors							
- Recommend brownfield-related policy							
- Participate in public outreach							
(Date indicates end of term) - 1 Appointment to be Made				(Date indicates end of term) - 2 Appointments to be Made			
4 Regional Commissioners + 1 Alternate				3 Regional Commissioners + 1 Alternate			
2020 - Janet Shatney, Barre City, Chair				2021 - Amy Hornblas, Cabot (TBD)			
2020 - Amy Hornblas, Cabot				2021 - Alternate, Michael Gray, Woodbury (TBD)			
2020 - Ron Krauth, Middlesex				2020 - Ron Krauth, Middlesex			
2020 - Don La Haye, Waitsfield				2020 - John Brabant, Calais			
2020 - Alternate, Seat currently vacant							
Interest Group Representatives				Municipal Representatives			
<u>Designated</u>				2019 - Larry Becker, Middlesex Conservation Commission			
Economic - Central VT Economic Development Corporation				2019 - Stewart Clark, Worcester Planning Commission			
Health - VT Dept. of Health Barre District				2020 - Dona Bate, Montpelier City Council			
<u>Non-Designated</u>				2020 - Russ Barrett, Northfield Conservation Commission			
2019 - At Risk Populations - VACANT, Capstone Community Action				2020 - John Hoogenboom, Moretown Selectboard			
2019 - VACANT				Vermont Agency of Natural Resources (ex-officio, non-voting), Karen Bates			
2019 - Housing - Steve Comolli, Downstreet Housing				Winooski Natural Resource Conservation District			
2019 - Environment - Shawn White, Friends of the Winooski River (requested non-voting status)				Friends of the Winooski River			
2019 - Finance - Tim Ross, Union Bank				Friends of the Mad River			
Non-Voting				Private companies or interested stakeholders			
Dorrie Paar, US EPA				VACANT			

[illegible]

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**DRAFT MINUTES**  
**May 14, 2019**

**Commissioners:**

<input checked="" type="checkbox"/> Barre City	Janet Shatney	<input type="checkbox"/> Moretown	Dara Torre, Secretary
<input type="checkbox"/>	Heather Grandfield, Alt.	<input checked="" type="checkbox"/>	Joyce Manchester, Alt
<input checked="" 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 type="checkbox"/>	Karla Nuissl, Alt.	<input type="checkbox"/>	Jim Volz, Alt.
<input checked="" type="checkbox"/> Cabot	Amy Hornblas	<input checked="" 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	Alison Duckworth
<input checked="" type="checkbox"/> E. Montpelier	Julie Potter, Chair	<input type="checkbox"/>	J. Michael Bridgewater, Alt.
<input checked="" type="checkbox"/>	Jack Pauly, Alt.	<input type="checkbox"/> Washington	Peter Carbee
<input type="checkbox"/> Fayston	Karl Klein	<input checked="" type="checkbox"/> Waterbury	Steve Lotspeich
<input checked="" type="checkbox"/> Marshfield	Robin Schunk	<input checked="" type="checkbox"/> Williamstown	Richard Turner
<input checked="" type="checkbox"/> Middlesex	Ron Krauth	<input type="checkbox"/> Williamstown	Jacqueline Higgins, Alt.
<input checked="" type="checkbox"/> Montpelier	Kirby Keeton	<input type="checkbox"/> Woodbury	Michael Gray, Treasurer
<input type="checkbox"/>	Mike Miller, Alt.	<input checked="" type="checkbox"/> Worcester	Bill Arrand

Staff: Bonnie Waninger, Nancy Chartrand, Clare Rock

Guests: Joshua O'Gorman, Waterbury Record

**CALL TO ORDER**

Chair J. Potter called the meeting to order at 6:33 pm. Quorum was present to conduct business. The meeting began with introductions. Chair Potter welcomed new Board member Robin Schunk of Marshfield.

**ADJUSTMENTS TO THE AGENDA**

None

**PUBLIC COMMENTS**

None

**MUNICIPAL PLAN APPROVAL & CONFIRMATION OF PLANNING PROCESS**

B. Arrand provided a report from the Town Plan Review Committee summarizing the public hearing on approval of and certification of energy compliance for the the Waterbury Town Plan. Individuals



1 participating in the hearing questioned the energy component of the plan and methodology used to  
2 calculate available land for wind energy generation. Arrand directed the Board to aa memo in the  
3 meeting packet, which outlined the Committee's opinion regarding the methodology. He noted that it  
4 was good to have people actively engaged in plan review. S. Lotspeich noted the energy plan had was  
5 drafted by Eric Vorwald, previously of CVRPC, and the Waterbury Local Action Energy Partnership (LEAP)  
6 provided a lot of input. Lotspeich believed there was a misunderstanding on how known constraints  
7 and possible constraints are mapped; specifically related to large scale wind development. Known  
8 constraints (rare endangered species sites, significant habitat – especially with state lands) are deleted  
9 so as not to be shown as possible wind sites. Possible constraints (slopes over 25%, deer overwintering  
10 yards, bear habitat) areas are shaded. Lotspeich noted there was a misunderstanding that the Town  
11 might be trying to encourage development in the shaded area; which is not the case. Concerns remain.  
12

13 Participants in the public hearing were also concerned that the Schutesville Wildlife Corridor does not  
14 appear on the Plan's Land Use Map. Lotspeich stated the Municipal Plan addresses the Schutesville  
15 Wildlife Corridor. He stated the Plan does not have a specific map of the corridor because it is still under  
16 development and needs more public input.  
17

18 Lotspeich noted another important point that arose was if a municipality prohibits the development of  
19 renewable energy in a certain area in their plan, the municipality must prohibit any type of development  
20 (i.e. if wind is disallowed, all other development may need to be disallowed as well). Therefore,  
21 municipalities need to be careful in the energy plans in how they address these types of issues.  
22

23 Arrand directed the Board to page 3 of the packet, which lists recommendations for Waterbury to  
24 consider in its next plan update. Arrand stated that the Committee determined the public comments  
25 about wildlife and wind did not affect whether the plan complied with the statutory requirements  
26 related to plan approval. J. Brabant inquired if any adjustments were made as a result of the public  
27 comments received. C. Rock said that based on the outcome of the hearing the plan was not sent back  
28 to the Town to make any adjustments. The Plan Review Committee did recommend a minor change to  
29 update a page reference to reference the correct map. S. Lotspeich advised the Waterbury Planning  
30 Commission did not see any need to make any changes based on the public comment. Lotspeich  
31 confirmed the Town Plan was adopted in December 2018. The Town Plan Review Committee found the  
32 Waterbury Town Plan was in conformance with statutory requirements. It met all the municipal plan  
33 requirements, showed progress toward attainment of the goals, and met the standards as required for  
34 the certification of energy compliance.  
35

36 Chair Potter noted additional public comment had been received on the day of the Commission  
37 meeting. Copies of comments were distributed. Rock noted the comments echoed those made at the  
38 public hearing in that the Plan more stringently address development of constraints for the wildlife  
39 corridor and the ridgeline. Similar comments were brought up at the Town Plan Review Committee  
40 hearing and the Town Plan Review Committee stated the comments did not negate the Plan meeting  
41 the statutory requirements.  
42

1 Chair Potter advised that the Town Plan Review Committee has recommended that the Board confirm  
2 the local planning process and recommended that the Board approve the Municipal Plan. The  
3 Committee also recommended the Board issue the Determination of Energy Compliance; however, staff  
4 had determined there was a procedural problem with the public hearing warning. That problem did not  
5 affect the Municipal Plan, approval of the Plan or confirmation of the Town's planning process. It only  
6 affected the determination of energy compliance. Staff recommended, and the Executive Committee  
7 concurred, that the Town Plan approval proceed and planning process confirmation move forward, and  
8 that CVRPC hold a second hearing regarding the determination of energy compliance.

9  
10 Additional discussion ensued regarding precluding wind development in certain areas and whether  
11 height constraints were included in the Waterbury Plan.

12  
13 Chair Potter suggested proceeding with motions related to the Town Plan and then having a discussion  
14 regarding the energy compliance.

15  
16 *B. Atwood moved to approve the Waterbury Town Plan to be in compliance with the Regional Plan and*  
17 *approving the process of the Waterbury Plan, and the energy compliance portion being subject*  
18 *to another warned hearing; J. Brabant seconded.*

19  
20 B. Waninger suggested the motion be amended, *"to approve the municipal plan per 24 V.S.A. §4350(b)*  
21 *with the recommendation that the plan text on page 72 be corrected to reference the correct map". B.*  
22 *Atwood revised his motion; J. Brabant seconded.* G. D'Amico asked whether the plan approval could  
23 change if a second hearing results in a chance to the plan. Waninger responded that the second hearing  
24 will address the determination of energy compliance only. If the Plan does not receive a positive  
25 determination, the Plan approval and confirmation would still be valid. B. Wernecke requested for  
26 clarification that the current motion solely was to approve the Municipal Plan. Potter confirmed it was.  
27 *Motion carried with 1 no vote.*

28  
29 Potter state the second component was to confirm the municipality's planning process per state statute.  
30 *B. Atwood moved to confirm the municipality's planning process per state statute. R. Krauth seconded.*  
31 *Motion carried.*

32  
33 The Board requested the Town Plan Review Committee hold a second hearing regarding the  
34 Determination of Energy Compliance and bring this item to Board at a future meeting.

35  
36 *B. Wernecke moved to have the Chair sign the resolution regarding approval of the Waterbury Town*  
37 *Plan and confirmation of the Town's planning process; J. Shatney seconded. Motion carried.*

### 38 39 **CVRPC Bylaws**

40 Potter noted the draft bylaws are being brought as an introduction and discussion item; no action is  
41 being requested. She advised the Board of the reasoning behind the Bylaw amendments and the work

1 of the Bylaws Work Group. The Executive Committee has reviewed the draft and believes the  
2 amendments are appropriate. It recommends the Board adopt the revised bylaws.

3  
4 Potter outlined the bylaw adoption process. Once the Board reaches consensus on the amendments,  
5 Commissioners must vote to place the Bylaws on a subsequent meeting's agenda for approval. 60% of  
6 Board-designated seats (14 Commissioners) must vote in favor for the amendments to be approved.

7  
8 Questions ensued regarding quorum number change (seats vs. members). A municipality without an  
9 appointed Commissioner counts towards the vote.

10  
11 Potter noted the current bylaws are available on CVRPC's website under Operating Policies. N.  
12 Chartrand will provide a link to Commissioners.

13  
14 CVRPC's attorney will be asked to review the draft prior to next Board meeting.

15  
16 Further discussion ensued regarding establishment of Committees and voting vs. non-voting seats. L.  
17 Cattaneo suggested further clarification in Section 606 regarding individuals vs. towns being the  
18 appointed seats on Committees.

19  
20 Following a question by J. Brabant, it was confirmed that dissolution of the Commission requires an  
21 affirmative vote of all Board members.

#### 22 23 **PROPOSED LEGISLATIVE CHANGES TO ACT 250**

24 B. Waninger advised the bill is not out of Legislature yet. She provided a presentation regarding two  
25 provisions in the bill - interstate interchange jurisdiction and enhanced designation jurisdiction – for  
26 discussion.

27  
28 Significant discussion ensued regarding triggering of Act 250 jurisdiction near interstate interchanges.  
29 Jurisdiction would apply to commercial or industrial construction within a 3,000 foot radius of an  
30 interchange, unless within an existing settlement. The Board requested additional information about  
31 the definition of "existing settlement" and the Interstate Interchange Design Guidelines referenced in  
32 the bill.

33  
34 Enhanced designation jurisdiction is the trigger for when a municipality can apply to complete Act 250  
35 review in designated downtowns, growth centers, village centers, new town centers, and/or  
36 neighborhood development areas. For a municipality to be eligible, it must have an approved  
37 Municipal Plan and meet a multitude of other requirements. Commissioners concurred that smaller  
38 towns would be unable to meet all the necessary requirements. It was suggested that small towns need  
39 to be considered more in this process and how Act 250 can better serve them.

#### 40 41 **NOMINATING COMMITTEE REPORT**

1 B. Atwood, Nominating Committee Chair, presented the final slate for Officers/Executive Committee as  
2 follows:

3  
4 Julie Potter, Member at Large / Past Chair

5 Gerry D'Amico, Member at Large

6 Janet Shatney, Member at Large

7 Dara Torre, Secretary

8 Michael Gray, Treasurer

9 Steven Lotspeich, Vice Chair

10 Laura Hill-Eubanks, Chair  
11

12 J. Potter entertained nominations from the floor. None were made, and Potter closed nominations. She  
13 said CVRPC's bylaws state the election is done by paper ballot. Staff will mail the ballots within the week.  
14 It was questioned if the Commission could move the slate at the meeting. Potter noted he bylaws state  
15 paper ballots must be used. Results will be shared at June meeting (Annual Meeting). The current  
16 bylaws dictate the elected positions take effect upon announcement of the election results.  
17

18 B. Towbin commended Chair Potter on her job as chair, which the entire Board endorsed.  
19

## 20 MEETING MINUTES

21 *G. D'Amico moved to approve April 9, 2019 minutes; B. Atwood seconded. Motion carried.*  
22

## 23 REPORTS

24 J. Brabant thanked staff for all the help they've provided Calais; J. Shatney mirrored the sentiment  
25 indicating CVRPC has a great staff. Chair Potter requested the Director relay the sentiments to staff.  
26

## 27 ADJOURNMENT

28 *D. La Haye moved to adjourn at 8:10 pm; B. Wernecke seconded. Motion carried.*  
29

30 Respectfully submitted,

31  
32 Nancy Chartrand

33 Office Manager

## Central Vermont Regional Planning Commission

P: 802-229-0389

Staff Report, May 2019

F: 802-223-1977

### LAND USE PLANNING & COMMUNITY DEVELOPMENT

#### **Municipal Planning:**

- Met with Berlin to finalize and submit village center applications for Berlin Corners and Riverton.
- Met with Calais Planning Commission for consultation.
- Provided feedback on Roxbury's draft community survey.
- Discussed ideas for Worcester's community survey with Planning Commission member.
- Shared information & provided coordination for Middlesex Town Plan adoption/approval process.
- Provided town plan assistance to Plainfield regarding housing, childcare, and education.
- Met with Berlin Asst. Town Administrator regarding potential CVRPC assistance with a new economic development position and the Town's New Town Center work.
- Participate in ACCD/Federal Reserve Bank of Boston Working Communities Challenge event.
- Created Town Plan maps for Middlesex and Worcester.
- Assisted the Northfield Public Works Department with setup of its GIS software and new GPS Unit.

#### **Enhanced Energy Planning:**

- Met with the Moretown Energy Committee to discuss data, maps and preferred sites.
- Met with Plainfield Energy Coordinator to review draft energy plan and materials.
- Provided Waitsfield's Planning Commission with a grouping of municipal documents to guide decision-making at its next meeting with CVRPC on preferred sites.
- Completed a pre-check on Washington and Plainfield existing town plans for municipal energy planning standards conformance; provided comments to Town Planning Commissions.

#### **Act 250 & Section 248:**

- Monitored applications and provided an activities summary to the project review committee.

#### **Training & Education:**

- Met with VT Council on Rural Development and the VT Natural Resources Council to discuss local energy committee regional roundtable effort.

**Brownfields:** Met with a Middlesex property owner to discuss a property in Middlesex.

#### **Regional Planning/Partnerships for Progress:**

Central Vermont Medical Center – Participated in a monthly Community Health Needs Assessment steering committee meeting to review the health needs prioritization.

Washington County Hunger Council – Met with the full Council to present CVRPC's food access mapping work and discuss how it might be used to focus the Council's next step efforts with food retailers.

Barre Area Development Corporation – Participated in meeting to provide feedback on dynamic new on marketing plan.

## EMERGENCY MANAGEMENT PLANNING

### Local/Regional Planning:

- Responded to questions from Cabot, Plainfield, and Worcester regarding Emergency Management Director position duties, NIMS type resource designations, and LEMPs.
- Participated in LEPC bi-monthly meeting.
- Conducted a site visit in Worcester with ANR River Engineer identify challenges at the Hampshire and Minister Brook Roads intersection for a FEMA grant application.
- Reviewed Local Emergency Management Plans for Barre City, Berlin, Cabot, Montpelier, Moretown, Orange, Plainfield, Waitsfield, Woodbury.

### Trainings and Workshops:

Emerald Ash Borer (EAB) – Working with Calais and East Montpelier to conduct ash tree inventories, create maps from the collected data, and create draft response plans. CVRPC staff are qualified to train others on the inventory apps. Met with East Montpelier team to discuss the inventory and held training for volunteers.

Emergency Management Director (EMD) Seminar – Hosted a seminar in collaboration with Vermont Emergency Management. The EMD seminar is a 2 hour training for new EMDs or EMCs, which provides an introduction to duties, available resources, and best practices.

Incident Command System (ICS) 402 – Hosted a course in collaboration with Vermont Emergency Management. This course provides Executives and Senior Officials (including Elected Officials, City/County Managers, Agency Administrators, etc.) an orientation to the ICS.

### Local Hazard Mitigation Plans (LHMP):

Staff supported communities in the development, review, and adoption of local hazard mitigation plans.

East Montpelier – Created maps. Met with the planning team to discuss hazard analysis map updates and finalize mitigation actions.

Moretown – Refined language in the plan to meet FEMA Standards and drafted language regarding relevant Town Plan policies and actions. Met with planning team to discuss plan status and the development of mitigation actions.

Plainfield – Plan submitted to VEM for review.

Williamstown – Updated maps. Met with Planning Commission to review changes to the hazard analysis map and plan text.

CVRPC has funding available to assist towns whose plans have expired or will expire in 2019. Contact Jonathan DeLaBruere, [delabruere@cvregion.com](mailto:delabruere@cvregion.com), if your town is interested in these services.

**State Emergency Operation Center Support:** Contacted towns to ascertain damages from May flood

event and relayed information to VEM and VTrans.

## TRANSPORTATION

**Field Services:** Contact Ashley Andrews, [Andrews@cvregion.com](mailto:Andrews@cvregion.com), for 2019 counts and inventories.

Traffic Counts: Collected data from the permanent Mad River counter.

Ash Tree Inventories: Inventoried ash trees in Barre Town's right of way.

Culvert Inventories: Will be starting inventories soon

### Transportation Studies:

Cabot Trail Planning (Municipal Planning Grant): Created maps. Presented at a public meeting on the Cabot Trails Committee. Reviewed the project's purpose and needs statements and lead a table top map exercise where people identified trails and destinations.

Northfield Trails (Better Connections Grant): Worked with Town to revise grant work plan, budget and project study area.

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

Board of Commissioners – See Committee updates.

Leadership Committee – Discussed items for the Board of Commissioners meeting agenda. Held executive sessions to discuss the General Manager's contract and personnel.

Operations Committee – Discussion with VTrans regarding continuous improvement and GMT's Performance Improvement Plan and strategic plan. Targeted area for improvement effort are customer service, public relations outreach, and finance. Discussed progress to create and energy efficiency plan.

### Other Transit Activities:

- Met with GMT staff and drove VT 14 to identify possible bus stops for a possible commuter route from Hardwick to Barre City.
- Facilitated Central VT Paratransit Planning Committee meeting to discuss next steps.
- Facilitated Central Vermont Elderly and Disabled Committee meeting to discuss current and future funding and services.
- Discussed potential increased contribution with Sugarbush.

### **Municipal Roads General Permit (MRGP):**

- Participated in a road erosion application training which staff will share with interested towns.
- Worked with Calais on road erosion inventory capital plan.
- Provided training to Warren and Fayston on using the new ANR MRGP Road Erosion Implementation Portal.

### **Municipal Assistance:**

- Meet with Marshfield and Moretown to review potential VTrans Bike and Pedestrian grant applications.
- Met with Marshfield Selectboard member, Town Clerk, and resident to discuss potential improvements to the Rt 2 and Cabot Road intersection.
- Participated in meeting to develop the story board and script for VTCulvert training videos.
- Met with VTrans and Plainfield for an update on the Plainfield NH 028-3(41) project (US 2/Main St Intersection redesign).
- Attended the Washington Hyland Hill Road safety audit with the Town and VTrans.
- Met with Orange and Plainfield about reclassification of Brook Road and Reservoir Road as major collectors.
- Updated the road map for Waterbury.

**Regional Assistance:**

- Provided support letter for a Northern Borders grant application.
- Assisted VTrans with outreach for the Exit 6 I-89 Ledge Removal.
- Made final edits to the 2020 Census block boundaries and submitted them to the Census for review.

**NATURAL RESOURCES**

Contact Pam DeAndrea, [deandrea@cvregion.com](mailto:deandrea@cvregion.com), unless otherwise noted.

**Tactical Basin Planning Assistance:**

- Continued to work on project development with Winooski Basin Planner, Winooski Natural Resources Conservation District, Friends of the Winooski River, and the Friends of the Mad River for projects within the Winooski River Basin.
- Began work with ANR on the Stevens-Wells-Waits-Ompompanoosuc Tactical Basin Plan, which involves land in Washington and Orange. Plan scheduled for completion in June 2020.

**Re-classification of Surface Waters (604b):** ANR continues work on templates for reclassification and will be finishing up in the coming year. Staff continued work with Middlesex, Northfield, and Marshfield to convey their interest in reclassification to the ANR.

**Clean Water Block Grant Program:** If your project is ready for design or implementation, please contact Pam to determine eligibility. This year, there is no match requirement of 20% as in the previous year.

CVRPC is working with two communities on Block Grant projects.

Berlin Town Office Stormwater Design: Project complete and ready to apply for construction funding.

**Ecosystem Restoration Program Grants:** Received notice of award on two grant applications for stormwater project final designs - the Woodbury Elementary School and Fire Station and the Moretown Elementary School. These projects were identified and scoped in stormwater master plans.



**Mad River and Kingsbury Branch Stormwater Master Plans:** Final Stormwater Master Plans and Story Maps for the eight towns are complete! As a result, CVRPC, Friends of the Mad River, and partner towns can move 40 preliminary stormwater designs to funding for final design and eventually implementation.

**Northfield Water Street Stormwater Mitigation:** CVRPC hired G&N Excavation, a Woman Business Enterprise located in Fayston, to construct the project.

**Plainfield Health Center Stormwater Final Design:** This project emerged from the Plainfield Stormwater Master Plan. Staff requested a scope of work and cost estimate for final design from pre-qualified consultants.

**Berlin Stormwater Final Designs:** The Lake Champlain Basin Program awarded CVRPC ~\$50,000 for final design of three stormwater mitigation projects. The projects were identified as priorities in the Town's Stormwater Master Plan. The sites include the Fire Department, the Berlin Elementary School, and the Chimney Sweep Fireplace Shop.

**Forest Integrity:** Presented Act 171 implementation at a statewide RPC training event.

## OFFICE & ANNOUNCEMENTS

### Office:

- Initiated interviews for a 12-month AmeriCorps VISTA member to support land use transportation and planning.
- Hired Ashlynn Shanahan as CVRPC's Planning Technician (intern) to support summer field work.

### Professional Development:

- Two staff attended the 2019 Northeast Arc Users Spring Conference.
- Two staff participated in the Regional Planning Commission Spring Meet Up.
- Attended the VCDA Annual Conference.
- Attended a VTrans training to use its vulnerable transportation infrastructure mapping tool.
- Two staff participated in a VEM Public Assistance training for RPC staff.
- Toured Waterbury's Main Street reconstruction project and discussed challenges and lessons learned with Town staff and Revitalize Waterbury representatives.
- Participated in Statewide Geospatial Consortium monthly meeting.

### Upcoming Meetings:

Please verify meeting location at [www.centralvtplanning.org](http://www.centralvtplanning.org) by viewing meeting agendas.

#### June

June 6		Vermont Downtown Conference, Montpelier
June 11	6:30 pm	Board of Commissioners, Central VT Chamber, Berlin
June 13	5:00 pm	Town Plan Review Committee Hearing, Town Office, Waterbury

June 13	4 pm	Clean Water Advisory Committee, CVRPC Office
June 20	6:30 pm	Marshfield-Plainfield RAMP, Twinfield School, Plainfield
June 20	7 pm	Mad River Valley Planning District Steering Committee, Waitsfield
June 25	6:30 pm	Transportation Advisory Committee, Central VT Chamber, Berlin
June 27	4 pm	Project Review Committee, CVRPC Office
<u>July</u>		
July 1	4 pm	Executive Committee, CVRPC Office
July 4		Offices Closed - Holiday
July 9	6:30 pm	Board of Commissioners, Central VT Chamber, Berlin
July 18	7 pm	Mad River Valley Planning District Steering Committee, Waitsfield
July 23	6:30 pm	Transportation Advisory Committee, Central VT Chamber, Berlin
July 25	4 pm	Project Review Committee, CVRPC Office

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

**Central Vermont Regional Planning Commission**  
**Committee & Appointed Representative Reports**  
May 2019

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

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

- Approved the CVRPC FFY19 Transportation Planning Initiative work plan and budget adjustment.
- Approved CVRPC's FY20 dental benefit - to maintain the existing dental policy and 100% employer contribution.
- Adopted the Year 5 activities and measures on the strategic plan.
- Adopted the CVRPC FY20 work program and budget.
- Received an update on Green Mountain Transit discussions.

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

Did not meet.

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

Did not meet.

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

Did not meet.

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

Did not meet in May.

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

- Approved a FFY19 budget adjustment, which included a \$20,000 increase to add the Stevens Branch Watershed to the Transportation Resiliency Planning Tool.
- Heard a presentation from staff on the results of the Paratransit planning grant.
- Heard a presentation from staff on the transportation planning studies CVRPC conducts each summer and how towns can request these services.

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

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

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

- Discussed 2019 Committee appointments.

- Reviewed draft RPC project prioritization, which is based on natural resource and water quality benefits, to assist in project prioritization for CWAC.
- Continued discussion to draft a resolution for presentation to the Board about concerns related to over use of pesticides in the watershed.

**VERMONT ASSOCIATION OF PLANNING & DEVELOPMENT AGENCIES**

- Discussed legislative items.

**VERMONT ECONOMIC PROGRESS COUNCIL**

No activities from Central Vermont.

**GREEN MOUNTAIN TRANSIT**

- Approved a contract with Token Transit for a 1-year pilot of a mobile ticketing program.
- Heard update from VTrans regarding implementation of a new real-time bus location app to be implemented statewide.
- Heard staff presentation on GMT's hiring process.
- Held Executive Session related to discuss General Manager's contract renewal. Approved contract.

**MAD RIVER VALLEY PLANNING DISTRICT**

- Valley-wide trailhead kiosk project: 20 of 50 kiosks in place by June 1.
- Discussed progress on transit discussions with GMT.
- Discussed a community transportation initiative; pilot program by Senior Center to provide local services.
- Heard update on Local Options Tax proposal progress.
- Heard progress update on MRV Housing Demand and Market Analysis; finalizing consultant contract.
- Local updates:
  - Fayston Town Plan update in progress.
  - Sugarbush won 2019 National Ski Area Association (NSAA) Climate Change Impact Award and NSAA Sustainable Slopes Grant for six electric vehicle chargers.
  - Warren considering zoning change to accommodate larger boarding houses; Town Plan adopted by Selectboard.
  - Waitsfield planning June public meeting on proposed zoning change.



## MEMO

Date: May 28, 2019  
 To: Board of Commissioners  
 From: Bonnie Waninger, Executive Director  
 Re: CVRPC FY20 Meeting Calendar

The Executive Committee annually establishes the calendar for meetings for itself and the Board of Commissioners. The dates shown below reflect current calendar dates for regular meetings of each body with adjustments for holidays. This calendar is provided so that Commissioners can reserve dates.

### FY 2020 Meetings

<u>Executive Committee<sup>1</sup></u>	<u>Board of Commissioners</u>
July 1, 2019	July 9, 2019
Aug 5, 2019	Aug 13, 2019 <sup>2</sup>
Sept 3, 2019 (Tuesday)	Sept 10, 2019
Sept 30, 2019	Oct 8, 2019
Nov 4, 2019	Nov 12, 2019
Dec 2, 2019	Dec 10, 2019
Jan 6, 2020	Jan 14, 2020
Feb 3, 2020	Feb 11, 2020
Mar 2, 2020 at 3 pm	Mar 10, 2020
Apr 6, 2020	Apr 14, 2020
May 4, 2020	May 12, 2020
June 1, 2020	June 9, 2020

Unless otherwise noted, the Executive Committee meets at 4 pm at the CVRPC Office in Montpelier, and the Board of Commissioners meets at 6:30 pm at the Central Vermont Chamber of Commerce in Berlin.

<sup>1</sup> When a regular Committee meeting occurs on a holiday, the meeting date is shifted to the next day (with the day noted in parenthesis).

<sup>2</sup> The Board of Commissioners customarily does not meet in August unless there is pressing business, such as a municipal plan approval.

# TRANSPORTATION RESILIENCE

## The Vermont Transportation Resiliency Planning Tool

CVRPC and eight member communities in the Stevens Branch watershed were awarded funding to add the watershed to the Vermont Transportation Resiliency Planning Tool.

The Tool is a web-based application that identifies bridges, culverts, and road embankments that are vulnerable to damage from flood inundation, erosion, and deposition for 10-year, 50-year, and 100-year storm events. It estimates risk based on the vulnerability and criticality of roadway segments and identifies potential mitigation measures based on the factors driving the vulnerability.

The Tool combines river science, hydraulics, and transportation planning methods. It is applied at a watershed scale.

With a minimal training, the on-line map service can be used by anyone with an interest in planning to identify and prioritize vulnerable locations and to create a list of potential solutions for watershed in the Tool.

### The Stevens Branch Watershed

Municipalities within this watershed have seen their share of flood related damage recently.

The road network in downtown Barre City, including Route 302, is especially vulnerable to flood risk because it is predominantly in the Stevens Branch and Gunner's Brook river valleys. In May 2001, Barre City suffered damage from a significant flood event where areas in the 150-year floodplain were flooded with up to five



feet of water. Ten culverts were damaged, and the City incurred over \$1 million in damages.

Flood prone areas with Barre Town and Berlin include key infrastructure, including the Route 302 and 14 transportation corridors. Route 110 in Washington also is very vulnerable to flood risk.

In the Stevens Branch watershed, there are 225 miles of roads and 78 structures considered vulnerable to flood waters by inundation, erosion or deposition. Road miles and structure degree of risk include:

High:	14 miles, 0 structures
Medium:	19 miles, 25 structures
Low:	193 miles, 53 structures

Figure 1 provides a map of the roadways and structures affected by flood vulnerability. While the severity of the flood risk in this watershed primarily is low, the percentage of roadways susceptible to flooding (77%) is high, making this a high priority watershed for gathering information on the infrastructure flood vulnerability.



# TRANSPORTATION RESILIENCE

## The Vermont Transportation Resiliency Planning Tool

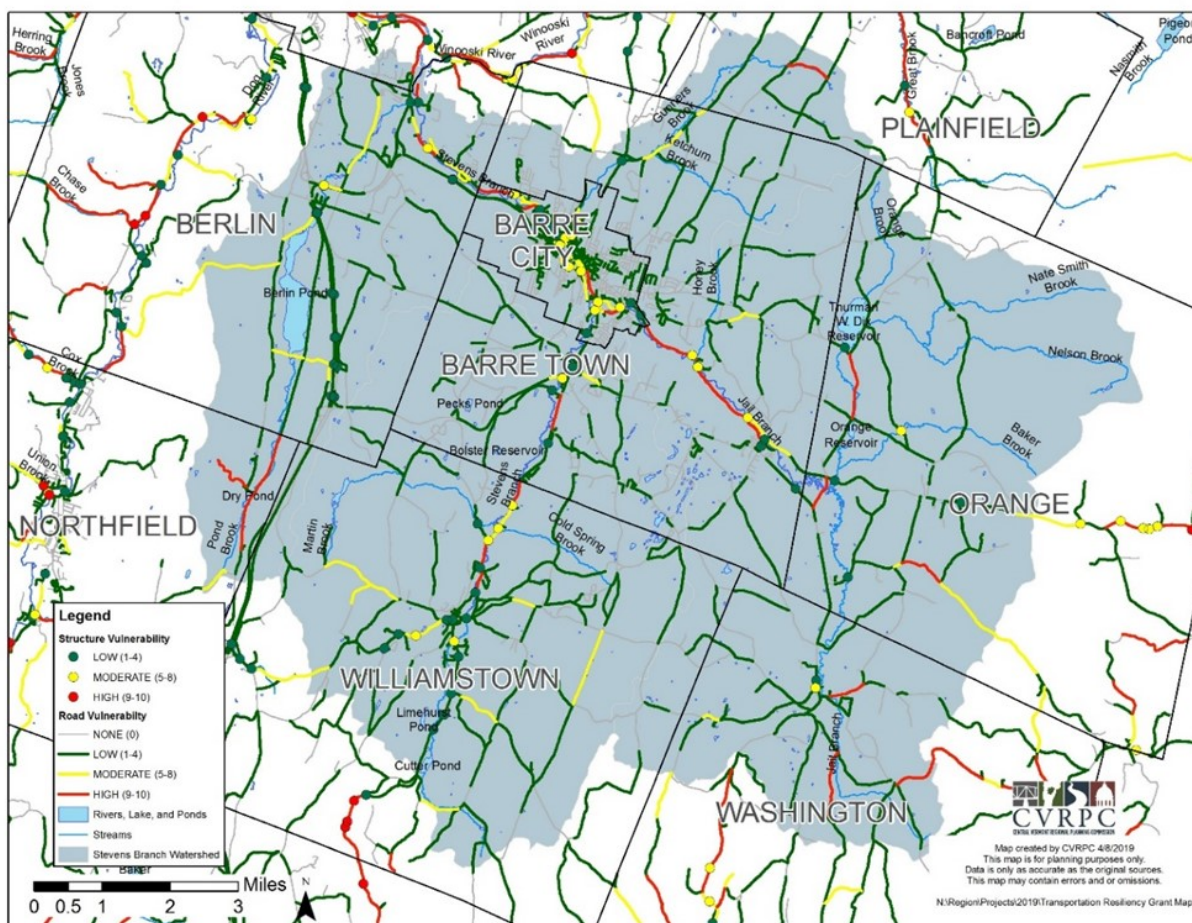


Figure 1: Stevens Branch Watershed

Infrastructure vulnerability data will help the valley municipalities (Barre City, Barre Town, and Berlin) understand their risk, and help the headwater municipalities (Orange, Washington, Williamstown, Plainfield, and Northfield) plan for and support flood resilience efforts.

### Applying the Tool's Results

This Tool will assist communities to be proactive in how they approach infrastructure improvement projects. The Tools' results — a list of vulnerable infrastructure, potential mitigation measures,

and priority projects — can be incorporated into a municipality's Local Hazard Mitigation Plan. These Plans are reviewed annually. They drive future mitigation grant applications.

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