



EXECUTIVE COMMITTEE

September 3, 2019

4:00 p.m. at CVRPC's Office

Page	AGENDA
	4:00¹ Adjustments to the Agenda
	Public Comment
	4:05 Financial Report (enclosed) ²
	Discuss financial reports.
2	4:20 Contract/Agreement Authorization (enclosed) ²
	a) VT Agency of Transportation - FFY 2019 Transportation Planning Initiative Amendment 2 (sent separately)
5	b) G&N Construction – Northfield Water Street Stormwater Implementation Construction Change Order 3
7	4:30 Municipal Dues (enclosed) ²
	Recommend a FY21 municipal dues assessment rate to the Board.
11	4:40 Central Vermont Regional Plan (enclosed)
	Update on plan approach and progress.
13	5:15 Commissioner Handbook (enclosed)
	Review a final draft of the Handbook.
50	5:40 Consent Items (enclosed) ²
	a) Meeting Minutes – July 9 & August 5, 2019
53	5:45 Commission Meeting Agenda (enclosed) ²
	5:50 Office Lease
	Update on progress. Proposal to hold a special meeting to review options.
	Notification to landlord required by 09/30/19.
	6:00 Adjourn

Next Meeting: September 30, 2019

¹ All times are approximate unless otherwise advertised

² Anticipated action item



MEMO

Date: August 27, 2019
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Contract/Agreement Approvals

GRANTS & SERVICE AGREEMENTS

(Contracts and agreements valued at more than \$25,000)

VT Agency of Transportation - FFY 2019 Transportation Planning Initiative Amendment #2

☒ **ACTION REQUESTED:** Approve the budget amendment and authorize the Executive Director to sign the agreement amendment.

Scope of Work: Enhance cooperative decision-making among state, regional, and local partners about the transportation system. Better connect federal, regional, and statewide transportation planning. Provide technical assistance to municipalities and expand their ability to implement transportation planning best practices. Deliver results that advance VTrans strategic and long range transportation plans.

Funding:

Grant Amount: \$226,724 (\$199,488 federal & \$27,236 state)

Match Amount: \$22,636

Match Source: State Allocation (ACCD)

Performance Period: 10/01/18 – 09/30/19

Staff: Dan Currier (primary), all staff work on this contract to varying degree

Notes: The scope for work for this program did not change.

CONTRACTS WRITTEN

(Contracts and agreements valued at more than \$25,000)

G&N Construction – Northfield Water Street Stormwater Implementation Construction Change Order 3

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign Change Order #3, which extends the performance period, with G&N Construction.

Scope of Work: Construction of a stormwater remediation project. The site is located on Water Street near the intersection of Union Brook Road. The project is an infiltration chamber system. Replacing drainage lines, catch basins, curbing and sidewalks are part of the construction plans.

Change Order #3 extends the contract performance period by 14 days. CVRPC's project engineer is reviewing this change for approval.

Funding:

Contract Amount: \$460,816.75 (no change)

Funding Source: Vermont Department of Environmental Conservation

Performance Period: 05/15/19 – ~~08/30/19~~ 09/13/19

CVRPC Staff: Pam DeAndrea

Note: CVRPC has 10 days to sign change orders after the project engineer approves and signs them.

FOR INFORMATION ONLY

(Contracts, agreements, and Stormwater Program addendums valued at \$25,000 or less and site specific contract addendums for the Brownfields Program and task specific contract addendums for the Transportation Program)

GRANT AND SERVICE AGREEMENTS RECEIVED**4 Towns – Better Roads FY20**

Scope of Work: Complete a road erosion inventory to assist the Towns in meeting requirements of the Municipal Roads General Permit.

Funding:

Amounts: Berlin \$7,079; Marshfield \$6,427; Washington \$8,000; and Waterbury \$7,922

Match Amount: None required.

Performance Period: 07/01/19 – 12/31/20

CVRPC Staff: Ashley Andrews (primary), Planning Technician(s)

Note: These are individual contracts with the four towns. They are combined for this report for space efficiency as the scopes are identical. Funding differences reflect the number of hydrologically connected road segments in the towns. Connected roads are roads that road segments that could potentially impact waterways.

CONTRACTS WRITTEN

None.

MEMORANDA OF AGREEMENT WRITTEN

A Memorandum of Agreement (MOA) is a document written between parties to cooperatively work together on an agreed upon project or to meet an agreed upon objective. The purpose of an MOA is to have a written formal understanding of the agreement between parties. An MOA details the obligations and commitments of the parties and allocates and minimizes each party's risks. It can be referred to as a contract and is legally binding. CVRPC requests that municipalities and project partners making match commitments sign an MOA with CVRPC when CVRPC applies for funding and a municipality or partner commits to providing match to the project. When in-kind match is involved, the MOA commits the in-kind match partner to provide cash match if the partner is unable to meet its in-kind match. This reduces CVRPC's risk of needing to cover a partner's match with CVRPC cash or in-kind services should the partner be unsuccessful in meeting its match commitment.

The following MOAs were signed by the Executive Director in 2019. Executive Committee approval is not required.

None.

CHANGE ORDER # 3

Owner's Project Number RF/VT/STAG # _____
Contract #: 2019-01
Contract Title: Water St Stormwater Improvements
Owner: CVRPC
Contractor: G+N Excavation
Engineer: Aldrich + Elliott

Date: 8/28/19
Agreement Date: 5/17/19
ORIGINAL PRICE: \$ 455125
Notice to Proceed Date: 5/15/19
Calendar Days: 90
Original Completion Date: 8/13/19

The following changes are hereby made to the CONTRACT DOCUMENTS:

DESCRIPTION: Completion date extension

JUSTIFICATION: Lost time due to unforeseen circumstances, weather and pending decision by Northfield on Scope of work for Town Match. Paving contractor Schedule.

PRICE: This C.O. (1) will (not change/increase/decrease) the Contract Price By: \$ _____
Current Contract Price per most recent C.O.: \$ 460816.75
The new Contract Price including this C.O. is: \$ 460816.75

TIME: Current Contract Calendar Days as per most recent C.O.: Calendar Days 107
This C.O. will (not change/increase/decrease) the Contract Calendar Days by: Calendar Days 14
The new Contract Calendar Days including this C.O. is: Calendar Days 121
The new Contract Completion Date is, therefore: 9/13/19

NOTE: The CONTRACTOR must provide a Revised Project Schedule to reflect increases or decreases in Contract Time as authorized by this C.O. Attached

REQUESTED BY: G+N Excavation
Print or Type Name

Michele Gaborian
Signature

SIGNATURES/APPROVALS:

Stipulated price and time adjustment includes all costs and time associated with the above described change. CONTRACTOR waives all rights for additional compensation or time extension for said change. CONTRACTOR and OWNER agree that the price(s) and time adjustment(s) stated above are equitable and acceptable to both parties.

Recommended By (Engineer): _____
Print or Type Name Signature

Accepted By (CONTRACTOR): Michele Gaborian
Print or Type Name

Michele Gaborian
Signature

Concurred By: _____
(FED Construction Project Manager) Print or Type Name Signature

Ordered By (OWNER): _____
Print or Type Name Signature

(1) C.O. means Change Order

[illegible]



MEMO

Date: August 27, 2019
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: FY21 Municipal Dues

✉ **ACTION REQUESTED:** Recommend the Board approve an FY21 Municipal Dues assessment rate of \$1.25 per capital using the Vermont Department of Health's most recent population estimates as the base data.

CVRPC has two flexible sources of funds: municipal assessments and regional planning funds provided by the Vermont Legislature. When viewed together, CVRPC's flexible funds have not kept pace with the rate of inflation over the past 10 years. This coincided with increased match requirements for state and federal grants and increased municipal service requests.

Raising dues helps maintain CVRPC's regional staff capacity so municipalities can rely on our services and reach into our staff pool for support. Municipalities invested \$78,041 in dues for FY20, and leveraged \$1.38 million in additional services from CVRPC.

Background

Level funding municipal assessments over time has led to the municipal assessment becoming less and less effective as a source of funds, in terms of buying power. CVRPC must ensure that municipal assessments continue to be an integral part of the CVRPC budget, that the buying power of this resource is not diminished over time, and that the funds continue to keep pace with the increasing state and federal interest in higher percentages of local match.

Municipal Assessments

Of the two sources of flexible funds, the municipal assessment funds are the most flexible. They are provided to the RPC with the trust that they will be used wisely for local and regional planning and implementation programs. Once received by the municipalities, these funds are controlled and managed by the CVRPC. They are used to match other grants sources, make up shortfalls or reductions in grants and contracts, and help support ongoing operations and maintenance of a professional staff. State officials and legislators look to municipal assessments (both the rate and the overall participation)

as one indicator of the success of a regional planning commission.

Setting the Assessment Rate

The CVRPC bylaws require that the municipal assessment rate be set each year by November 15; the Executive Committee acts on behalf of the Commission as part of the budgeting process. For many years, the Commission worked to keep rates level, as the goodwill of maintaining a level request was more valuable than the amount of money each increase would bring to CVRPC. For the past 10 years, rate changes reacted to major changes in regional planning funds, although they did not fill gaps from reductions in those funds. The rate was held steady from FY16-18 as CVRPC worked to assess its finances and work towards greater efficiency in operations. For FY19 and FY20, the Executive Committee supported rate increases after the Commission strengthened its financial system and worked to reduce its indirect (overhead) costs.

Municipal Assessment History

YEAR	CVRPC REVENUES ¹	REVENUES % CHANGE	PER CAPITA RATE	DUES RAISED	DUES % CHANGE	DUES \$ CHANGE
FY 2010	\$600,759	-20.2%	\$0.95	\$61,929	0.0%	\$0
FY 2011	\$684,324	13.9%	\$1.05	\$68,447	10.5%	\$6,518
FY 2012	\$655,202	-4.3%	\$1.05	\$68,447	0.0%	\$0
FY 2013	\$725,084	10.7%	\$1.05	\$68,286	-0.2%	(\$161)
FY 2014	\$658,166	-9.2%	\$1.05	\$68,286	0.0%	\$0
FY 2015	\$731,626	11.2%	\$1.10	\$71,537	4.8%	\$3,251
FY 2016	\$778,499	6.4%	\$1.10	\$71,537	0.0%	\$0
FY 2017	\$1,124,300	44.4%	\$1.10	\$71,537	0.0%	\$0
FY 2018	\$1,316,361	17.1%	\$1.10	\$71,537	0.0%	\$0
FY 2019	\$1,103,520 ²	-16.2%	\$1.13	\$73,488	2.7%	\$1,951
FY 2020	\$1,460,254 ³	32.3%	\$1.20	\$78,041	6.2%	\$4,553
FY10-FY20 Change	\$859,495	143.1%	\$0.25	\$16,112	26.0%	

¹Audited

²Not audited

³Budgeted

Vermont RPC Municipal Dues Rates and Structures

The Executive Committee customarily requests information about how CVRPC's activities compare to other RPCs. The table below reflects RPC dues as of 10/23/18. It is sorted by Per Capita Equivalent to assist with comparisons. CVRPC's FY20 Dues as Percentage of Total Revenues is 5%, and its dues rate is \$1.20.

RPC	Population (2010 Census)	Amount Raised by Municipal Dues	# of Municipalities	Dues as Percentage of Total Revenue	Calculation Method	Per Capita Equivalent
Bennington	37,701	\$ 102,686	17	7%	Population: 0-250 = \$2,000; 251-500 = \$3,000; 501-1,000 = \$4,000; 1,001-2,000 = \$5,000; 2,001-3,000 = \$6,000; 3,001-4,000 = \$7,000; 4,001-5,000 = \$8,000; Over 5,000 = \$8,000 + (Population-5,000) * 3	\$2.72
Windham	45,562	\$ 105,040	27	5%	\$2.30 per capita - minimum \$250	\$2.31
Chittenden	156,545	\$ 250,400	19	5%	Pro-rated based on municipal share of the county Equalized Education Grand List (EEGL) value	\$1.60
Two Rivers	55,996	\$ 81,196	30	5%	\$1.45 per capita	\$1.45
Southern Windsor	24,711	\$ 30,889	10	4%	\$1.25 per capita	\$1.25
Central	65,034	\$ 73,488	23	6%	\$1.13 per capita	\$1.13
Addison	36,821	\$ 41,023	21	5%	\$1.23 per capita, minus group quarters	\$1.11
Northwest	54,715	\$ 58,818	22	4%	\$1.075 per capita	\$1.07
Lamoille	24,475	\$ 20,000	10	3%	Pro-rated 50/50, most recent Census population and equalized grand list value; towns only, not villages	\$0.82
Northeast Kingdom	62,438	\$ 50,215	50	3%	\$0.75 per capita - minimum dues of \$500 (few do pay \$100); \$3,500 cap	\$0.80
Rutland	61,642	\$ 24,050	26	2%	\$975/year per municipality	\$0.39

Central Vermont Regional Planning Commission

FY21 Municipal Dues

Options & Recommendation as of 08/27/19

						RECOMMENDED		
Dues Rate Change ➡			Maintain	Maintain	Increase 5¢	Increase 5¢		
Population Source Used ➡			2010 Census	2017 VDH Est.	2010 Census	2017 VDH Est.		
Municipality	2010 Census ¹	2017 VT Dept of Health Est. ¹	FY 20 Dues at \$1.20	FY 21 Dues at \$1.20	FY 21 Dues at \$1.25	FY 21 Dues at \$1.25	% Change	\$ Change
Barre City	9,052	8,659	\$ 10,862.40	\$ 10,390.80	\$ 11,315.00	\$ 10,823.75	-0.4%	\$ (38.65)
Barre Town	7,924	7,723	\$ 9,508.80	\$ 9,267.60	\$ 9,905.00	\$ 9,653.75	1.5%	\$ 144.95
Berlin	2,887	2,807	\$ 3,464.40	\$ 3,368.40	\$ 3,608.75	\$ 3,508.75	1.3%	\$ 44.35
Cabot	1,433	1,437	\$ 1,719.60	\$ 1,724.40	\$ 1,791.25	\$ 1,796.25	4.5%	\$ 76.65
Calais	1,607	1,597	\$ 1,928.40	\$ 1,916.40	\$ 2,008.75	\$ 1,996.25	3.5%	\$ 67.85
Duxbury	1,337	1,320	\$ 1,604.40	\$ 1,584.00	\$ 1,671.25	\$ 1,650.00	2.8%	\$ 45.60
East Montpelier	2,576	2,576	\$ 3,091.20	\$ 3,091.20	\$ 3,220.00	\$ 3,220.00	4.2%	\$ 128.80
Fayston	1,353	1,335	\$ 1,623.60	\$ 1,602.00	\$ 1,691.25	\$ 1,668.75	2.8%	\$ 45.15
Marshfield	1,588	1,501	\$ 1,905.60	\$ 1,801.20	\$ 1,985.00	\$ 1,876.25	-1.5%	\$ (29.35)
Middlesex	1,731	1,747	\$ 2,077.20	\$ 2,096.40	\$ 2,163.75	\$ 2,183.75	5.1%	\$ 106.55
Montpelier	7,855	7,484	\$ 9,426.00	\$ 8,980.80	\$ 9,818.75	\$ 9,355.00	-0.8%	\$ (71.00)
Moretown	1,658	1,667	\$ 1,989.60	\$ 2,000.40	\$ 2,072.50	\$ 2,083.75	4.7%	\$ 94.15
Northfield	6,207	6,032	\$ 7,448.40	\$ 7,238.40	\$ 7,758.75	\$ 7,540.00	1.2%	\$ 91.60
Orange	1,072	1,101	\$ 1,286.40	\$ 1,321.20	\$ 1,340.00	\$ 1,376.25	7.0%	\$ 89.85
Plainfield	1,243	1,260	\$ 1,491.60	\$ 1,512.00	\$ 1,553.75	\$ 1,575.00	5.6%	\$ 83.40
Roxbury	691	706	\$ 829.20	\$ 847.20	\$ 863.75	\$ 882.50	6.4%	\$ 53.30
Waitsfield	1,719	1,708	\$ 2,062.80	\$ 2,049.60	\$ 2,148.75	\$ 2,135.00	3.5%	\$ 72.20
Warren	1,705	1,682	\$ 2,046.00	\$ 2,018.40	\$ 2,131.25	\$ 2,102.50	2.8%	\$ 56.50
Washington	1,039	1,018	\$ 1,246.80	\$ 1,221.60	\$ 1,298.75	\$ 1,272.50	2.1%	\$ 25.70
Waterbury	5,064	5,142	\$ 6,076.80	\$ 6,170.40	\$ 6,330.00	\$ 6,427.50	5.8%	\$ 350.70
Williamstown	3,389	3,491	\$ 4,066.80	\$ 4,189.20	\$ 4,236.25	\$ 4,363.75	7.3%	\$ 296.95
Woodbury	906	888	\$ 1,087.20	\$ 1,065.60	\$ 1,132.50	\$ 1,110.00	2.1%	\$ 22.80
Worcester	998	1,019	\$ 1,197.60	\$ 1,222.80	\$ 1,247.50	\$ 1,273.75	6.4%	\$ 76.15
Region	65,034	63,900	\$ 78,040.80	\$ 76,680.00	\$ 81,292.50	\$ 79,875.00	2.4%	\$ 1,834.20
Change from FY20			\$ -	\$ (1,360.80)	\$ 3,251.70	\$ 1,834.20		

¹Dues Calculations use the most recent US Census or estimated census (2017 Population Projection Estimates Bulletin, VT Dept. of Health, <https://www.healthvermont.gov/health-statistics-vital-records/vital-records-population-data/vermont-population-estimates>, November 2018)



MEMO

Date: August 26, 2019
To: Executive Committee
From: Clare Rock, Senior Planner
Re: Regional Plan – progress and proposed work

Background

The Central Vermont Regional Plan will expire in 2024 (amendments were adopted in 2018, principally the energy plan component.) *Plan Central Vermont*, the process for updating the 2016 plan, was initiated and active during 2014-2016. Progress on completing the plan update has remained largely dormant for the past few years. Staff is starting to review the draft *Plan Central Vermont* chapters and is preparing to dedicate a portion of staff time in FY20 toward updating the regional plan.

Status of *Plan Central Vermont*

Approximately 75% of the required elements/chapters have been drafted. These chapters are based upon somewhat outdated information and assumptions. The format of each chapter varies, and the number of proposed policies are extensive. Staff recognizes the need to revisit, fact check, reformat and edit/revise each draft chapter. No maps have been created for the plan.

Proposed next steps

Staff recommends a fairly extensive editing/re-writing of each of the draft chapters. The revision will ensure each chapter follows a similar format, with an eye toward shorter, more concise analysis of trends, challenges and opportunities. Staff proposes each chapter's list of policies and objectives be revised to ensure the statements of intent are more specifically relevant to the work of the regional planning commission and its member municipalities. Undertaking this task will require more staff capacity than available during FY20. With this recognition, staff proposes to focus efforts during FY2020 on the housing element of the plan.

Dedicating efforts to the housing chapter will ensure the Regional Plan remains relevant to member municipalities and leverages other housing relating efforts taking place concurrently. The 2016 Regional Plan contains a regional housing distribution plan. The distribution plan was based upon an outdated economic forecast and directs municipalities to identify locations for future housing growth through 2020. With the current regional plan, municipal plans seeking approval by the RPC in 2020 will be expected to undertake a housing analysis which is no longer relevant nor applicable. Staff recommends the regional plan be amended as soon as possible to remove this outdated and irrelevant planning

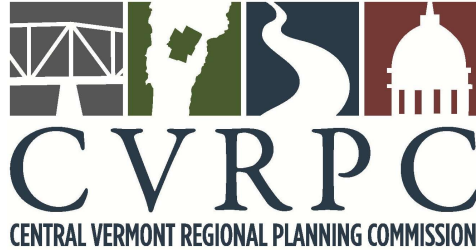
exercise requirement.

During FY2020, the following housing-related initiatives and activities will occur:

- Vermont Planners Association Fall Workshop will include a panel discussion on implementing affordable housing policies. CVRPC staff will be moderating this panel discussion.
- The Montpelier Housing Task Force has requested CVRPC assistance on hosting a Housing Summit this winter.
- The VT Agency of Commerce and Community Development has contracted with the Congress on New Urbanism (CNU) to develop a housing bylaw tool kit geared to municipalities. CVRPC is one of several RPC's providing input into the tool kit's development. The toolkit is slated for completion in spring 2020.
- CVRPC's AmeriCorps VISTA member will be updating CVRPC's Central Vermont Housing Resource Guide and helping identify strategies and actions municipalities can use to meet the State's planning goal of *ensuring safe and affordable housing for all Vermonters*.

All these efforts can help inform and feed into the new updated housing chapter of the regional plan.

Adopting the updated housing chapter into the current regional plan within the next 12-14 months is recommended.



Central Vermont Regional Planning Commission

Board of Commissioner Handbook

20XX

DRAFT September 3, 2019

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Getting Started

Welcome to the Central Vermont Regional Planning Commission

Welcome to the Board of Commissioners! We appreciate your willingness to serve. CVRPC fills an important need in the region, and we believe that you will find serving on the Board a rich and rewarding experience. As a Commissioner, you and your fellow board members are responsible for overseeing the organization's operations while maintaining our commitment to CVRPC's mission. This involves establishing strategic direction, ensuring compliance with all applicable legal requirements, and keeping the organization financially healthy. This manual will help you understand your rights and responsibilities as a Commissioner so that you can effectively carry out these duties. We encourage you to refer to it whenever you have questions about your service.

This Commissioner Handbook describes:

- ❖ What the Central Vermont Regional Planning Commission (CVRPC) is;
- ❖ How it is organized;
- ❖ What activities CVRPC can and must do;
- ❖ The legislation and funding that makes our work possible;
- ❖ The powers and duties you have as a Commissioner;
- ❖ How you can be an effective Commissioner;
- ❖ Staff and their responsibilities; and
- ❖ The resources available to you.

The Handbook cannot possibly answer every question you will have. Your fellow Commissioners (especially members of the Executive Committee) and the Executive Director are resources you can use for guidance and assistance. They can supplement the Handbook's information by describing how the Commission may have addressed any concerns or opportunities previously.

Serving on the Commission calls upon you to think regionally and invest your best efforts to help CVRPC succeed on behalf of all of the communities and organizations it convenes. Your service requires a certain level of commitment and investment of time. The learning curve is fairly steep, but there are plenty of people and resources available to help and support you.

We want you to succeed as a Commissioner. To be successful, you should:

- ❖ Prepare thoroughly before each meeting by reading the meeting packet and related

1 materials;

- 2 ❖ Communicate the ideas and opinions of your community clearly;
- 3 ❖ Communicate back to your community about the issues and decisions of the RPC;
- 4 ❖ Listen fully to the ideas and opinions of others;
- 5 ❖ Be flexible and diplomatic; and
- 6 ❖ Be true to the organization's guiding principles and laws.

7
8 The more you invest in the organization, the more rewarding you will find your service.

9 10 *What is CVRPC?*

11
12 The Central Vermont Regional Planning Commission (CVRPC) is a compact of 23 municipalities. It
13 was founded on in 1967. CVRPC is also a political subdivision of the State of Vermont.
14 Representatives appointed by the Selectboard or City Council of each community govern CVRPC.

15
16 CVRPC brings communities together to address common issues and concerns. It does this by
17 providing services and assistance that meet the needs of its member municipalities and the public,
18 and helping to bridge opportunities and concerns that exist between municipalities and the State.
19 Our work results in the development and implementation of plans that support sustainable
20 development and improve the region's quality of life and environment.

21 22 *Organizational Policies and Procedures*

23
24 CVRPC has developed and adopted numerous policies and procedures, which dictate or guide the
25 operations of the organization. These documents are available at
26 <http://centralvtplanning.org/about/operating-policies/>.

27 28 *Enabling Legislation*

29
30 The legal basis and powers for Central Vermont Regional Planning Commission as the region's
31 regional planning commission stem from Vermont laws as stipulated in 24 V.S.A. § 4301 et seq., as
32 amended, 24 V.S.A. § 4345 et seq. CVRPC's activities are funded in part through the State of
33 Vermont property transfer tax as outlined in 24 V.S.A. § 4306(a).

34 35 *Funding*

36
37 CVRPC receives funding from four main sources. Legislative funding and municipal dues provide the
38 base of funding for CVRPC's work program activities. Other funding sources build on these two.

39 40 **Municipal Dues**

41 CVRPC depends upon dues from the 23 municipalities it serves. Municipal dues demonstrate

support for CVRPC's services and leverage additional funds that support local and regional planning. The dues are per capita based, meaning the amount is based on the municipality's population. For FY20, municipalities contributed \$78,041 to the Commission, which was 5% of its annual budget. In the same year, municipal dues leveraged \$1.4 million in services. Municipal dues are CVRPC's most flexible funds.

State Allocation

The Vermont Legislature provides funding for all Regional Planning Commissions (RPCs) through the Property Transfer Tax. The funding is dispersed to RPCs through the Agency of Commerce and Community Development using a four-part formula. The formula provides an equal share to all RPCs for operating expenses. It also provides a proportional share for number of municipalities served, number of residents served, and property transfer tax receipts from the RPC's service area. The proportional share balances anticipated needs.

Annual Contracts

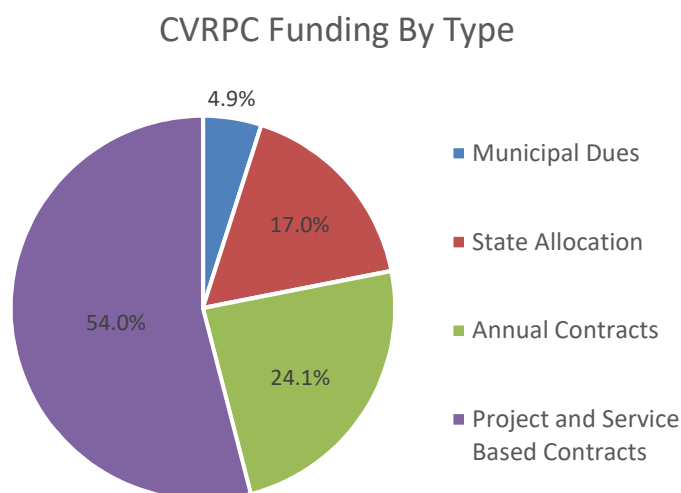
Three state agencies have consistently provided funds to RPCs through annual contracts. The Vermont Agencies of Transportation and Natural Resources and Vermont Emergency Management support local and regional planning. This consistent funding reflects appreciation of RPC success in bringing local and regional input to statewide policy and plan discussions and RPC ability to assist the State to manage implementation funds for municipalities.

Project and Service-Based Contracts

CVRPC uses project-based contracts to support local efforts or regional implementation priorities. These one-time grants and contracts further specific planning efforts or implement specific projects with communities.

CVRPC's fee-for-service arrangements support intermunicipal efforts, such as the Wrightsville Beach Recreation District, and to provide technical services to small non-profits that further local and regional goals. The majority of fee-for-service arrangements are for bookkeeping and administrative services.

CVRPC's funding by type for FY20 is depicted in the right-hand graphic.



Getting to Know the Organization

The Board of Commissioners

CVRPC is governed by a Board of Commissioners and functions with a professional staff. Standing and special committees complement the work performed by the Board. An overview of how the Commission is formed and operates is provided below. Committee responsibilities and membership and a description of current staff are included on the Commission's website at www.centralvtplanning.org. Contact information for Commissioners is included in Appendix C.

The Board of Commissioners

The Board of Commissioners is composed of one representative from each of the Commission's 23 member municipalities. The municipality's locally elected legislative body (Selectboard or City Council) may appoint a Commissioner and an Alternate Commissioner, who votes in the Commissioner's absence. CVRPC requires annual certification of the appointment.

Alternate Commissioners provide a voice for the municipality when the appointed Commissioner is unable to participate in meetings. Commissioners can facilitate participation by Alternates by:

- encouraging alternates to attend Commission meetings;
- linking alternates to Commission committees and workgroups;
- regularly conveying updates;
- helping them understand their duties;
- insuring they are provided with all information that a Commissioner receives; and
- briefing them when they will be the voting member at a Commission meeting.

CVRPC member municipalities include:

Barre City	East Montpelier	Northfield	Washington
Barre Town	Fayston	Orange	Waterbury
Berlin	Marshfield	Plainfield	Williamstown
Cabot	Middlesex	Roxbury	Woodbury
Calais	Montpelier	Waitsfield	Worcester
Duxbury	Moretown	Warren	

Annually, the Nominating Committee recommends to the Board of Commissioners a Chair, Vice-Chair, Secretary, and Treasurer. Officers are elected by a majority vote and announced at the

1 annual meeting. You can learn more about this in the Bylaws section in Appendix A.

3 **Board Meetings**

4 Meetings follow an established agenda. Vermont Open Meeting Law no longer allows for agenda
5 items previously described as “Other Business”. To add an item to the agenda, contact either the
6 Chair or the Executive Director at least ten (10) days prior to the meeting date. While meeting
7 agendas may be amended at the start of any meeting, arranging time in advance of the meeting
8 helps insure adequate time is dedicated to discussion of each topic.

9
10 Meetings of the Board of Commissioners occur the second Tuesday of each month and begin at
11 6:30 pm. Committee meetings are scheduled individually. All meetings of the Commission, its
12 committees, and any workgroups are open for public attendance. Meetings of the CVRPC Board of
13 Commissioners and Committees established by the Commissions - whether standing, advisory, or
14 project related - are subject to Vermont’s Open Meetings Law. You can read more about the Open
15 Meetings Law in Appendix F.

16
17 The Commission uses Roberts Rules of Order to guide discussion and decision making during its
18 meetings. While the procedures associated with Roberts Rules can seem awkward initially, they are
19 designed to ensure that everyone has a chance to participate and to share ideas.

20
21 When a motion has been made, seconded, and opened for discussion, no other business should be
22 discussed until action has been taken on the motion before the Commissioners. All Commissioners
23 are encouraged to add to the discussion of a motion. The Chair makes every effort to ensure that
24 all members are given the opportunity to speak. Except when otherwise provided by CVRPC’s
25 Bylaws, meetings and voting are conducted in accord with Vermont Open Meeting Law and *Roberts*
26 *Rules of Order Newly Revised*. You can learn more about Roberts Rules, including commonly heard
27 terms and motions, in Appendix F.

29 **Committees**

30
31 CVRPC has two standing committees, Executive and Nominating. It also has six special committees:
32 Project Review, Town Plan Review, Regional Plan, Transportation Advisory, Brownfields Advisory,
33 and Clean Water Advisory. Project based committees also support Commission work, and generally
34 dissolve at the project’s conclusion. All standing and advisory committees are governed by Rules of
35 Procedure adopted by the Board of Commissioners. CVRPC staff members assist the Committees in
36 all functions as needed.

37
38 All CVRPC Commissioners and Alternates are encouraged to participate in at least one committee.
39 Committee descriptions and member information is available on the Commission’s website.

41 **Standing Committees**

Executive Committee

The Executive Committee consists of the Commission's four officers and three other Commissioners elected by the Board of Commissioners at the May meeting. Vacancies on the Executive Committee are filled by the Board at its next meeting, except for the Chair and Vice Chair, which are reappointed within two meetings of the Board of Commissioners.

Key Duties

- ❖ Carry out all decisions and instructions of the Board.
- ❖ Recommend or take action on policy issues affecting the region and its municipalities.
- ❖ Act on behalf of the Board in the absence of a quorum of the Board.
- ❖ Keep the resources of the Commission in line with its work program and budget.
- ❖ Determine and approve Board meeting agendas.
- ❖ Execute other actions as outlined in a policy adopted by the Board.

Nominating Committee

The Nominating Committee consists of at least three (3) members appointed by the Board. The appointments are on a rotating basis, and a Commissioner may not serve two successive terms.

Key Duties

- ❖ Nominate candidates for the Executive Committee for election by the Commission.

Special Committees

CVRPC has six special committees: Project Review, Town Plan Review, Regional Plan, Transportation, Brownfields, and Clean Water.

Project Review Committee

The Project Review Committee (PPR) consists of five (5) Commissioners and one (1) Commissioner alternate. Members serve three year staggering terms and are appointed by the Board. The Chair is elected from the committee by its members.

Key Duties

- ❖ Evaluate Act 250 (10 V.S.A. Chapter 151) and Section 248 (30 V.S.A. Chapter 5) projects and make a determination of project conformance with the Regional Plan.
- ❖ Provide input and recommendations for projects with Significant Regional Impact.
- ❖ Solicit input from other parties as needed to gather information and render a decision.
- ❖ Evaluate potential cumulative impacts for projects.
- ❖ Provide guidance on amendments or changes to Substantial Regional Impact criteria.

Town Plan Review Committee

The Town Plan Review Committee consists of five (5) members of the Board of Commissioners.

Members serve one year terms and are appointed annually by the Board. The Chair is elected from the committee by its members.

Key Duties

- ❖ Review municipal plans for conformance to statutory requirements and recommend to the Board whether a plan should be approved.
- ❖ Review municipal plans for conformance to enhanced energy planning requirements and recommend to the Board whether a plan should receive a Certificate of Energy Compliance.
- ❖ Review each municipality's planning process and recommend to the Board whether it should be confirmed.
- ❖ Provide guidance to municipalities about future plan updates and ways to strengthen planning efforts.

Regional Plan Committee

The Regional Plan Committee consists of five (5) members of the Board of Commissioners. Members serve two year terms and are appointed by the Board. The Chair is elected from the committee by its members.

Key Duties

- ❖ Develop and recommend updates to the Regional Plan.

Transportation Advisory Committee

The Transportation Advisory Committee (TAC) consists of one representative from each of CVRPC's 23 member municipalities. Members are appointed by the local legislative body of the municipality. TAC members serve at the pleasure of the municipality. CVRPC requires annual certification of the municipality's appointment. The Chair is elected from the committee by its members.

Key Duties

- ❖ Recommend a Transportation Planning Initiative (TPI) work program and budget to the Executive Committee.
- ❖ Prioritize transportation studies funded by the Commission's TPI program.
- ❖ Develop and recommend the Regional Plan transportation element.
- ❖ Prioritize state-funded transportation projects as requested by VTrans.

Brownfields Advisory Committee

The Brownfields Steering Committee consists of five (4) Commissioners plus one alternate, one representative each from the Central Vermont Economic Development Corporation and the VT Department of Health, and five (5) members representing housing, real estate, finance, at-risk populations, and the environment. Members serve two year terms and are appointed by the Board. The Chair is elected from the committee by its members.

Key Duties

- ❖ Oversee CVRPC's Brownfields Program.
- ❖ Prioritize brownfield sites for assessment.
- ❖ Participate in hiring contractors.
- ❖ Recommend brownfield-related policy.
- ❖ Participate in public outreach.

Clean Water Advisory Committee

The Clean Water Advisory Committee consists of 13 members:

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

Members serve two year terms and are appointed by the Board or by named organizations. The Chair is elected from the Committee by its members.

Key Duties

- ❖ Recommend the actions, policies, and direction CVRPC should take with regards to water quality, such as the Lake Champlain Total Maximum Daily Load (TMDL) Plan, Tactical Basin Plans, and the Regional Plan.

Staff

CVRPC maintains a permanent professional staff and may employ temporary staff with the approval of the Executive Committee. All Commission staff work to integrate CVRPC's planning and implementation programs. These programs currently include:

- ❖ land use,
- ❖ transportation,
- ❖ emergency preparedness and hazard mitigation,
- ❖ natural resources (water quality, agriculture, forest integrity, mineral resources), and
- ❖ community development (brownfields, housing, infrastructure, healthy communities, economic planning, energy, etc.).

Each position has a job description. Some positions have a major program focus in one or more areas. You can find a list of current CVRPC staff, their backgrounds, and current roles on the Commission's website. Staff contact information is included in Appendix D.

Executive Director

The Director most often works with municipal leadership and State and Federal agency leadership

from department/division heads to Agency Secretaries. The Director is CVRPC's representative on statewide organizations and to the Legislature. Key duties include:

- ❖ Translates Board policy into programs, plans, and actions.
- ❖ Ensures that the CVRPC is responsive to its municipalities and other stakeholders.
- ❖ Is responsible for overall management and long-range organizational planning.

Program Manager

Program Managers are senior planning staff with additional management responsibilities. In addition to the Senior Planner role, they may work with State and Federal agency leadership including department/division heads and Commissioners. They may represent CVRPC on boards or committees of other organizations. In addition to Senior Planner duties, key duties include:

- ❖ Supervise one or more staff.
- ❖ Manage and staff one or more program areas.
- ❖ Develop program budgets and work plans.

Senior Planner

Senior Planners carry out and manage major projects and coordinate core programs. They also conduct policy analysis and regional studies. Senior Planners most often work with municipal staff and volunteers, Commissioners, and State and Federal agency program staff. They may represent CVRPC or RPCs on state policy working groups. Key duties include:

- ❖ Carry out and manage complex planning studies.
- ❖ Review development proposals.
- ❖ Develop project budgets and work plans.
- ❖ Administer bidding processes and manage consultants and contracts.
- ❖ Supervise the project work of one or more staff.

Planner

Planners assist municipalities with planning activities and implement projects. Planners most often work with municipal staff and volunteer boards and support CVRPC committees. They may represent CVRPC on working groups for state projects. Key duties include:

- ❖ Assist municipalities and committees with local and regional projects and programs.
- ❖ Support more senior staff with project and program work.
- ❖ Coordinate planning studies.
- ❖ Develop less complex project budgets and work plans.
- ❖ Administer bidding processes and manage consultants and contracts with oversight.

Assistant Planner

Assistant Planners work with other planning staff to implement projects and programs of the

Commission. Assistant Planners most often work with other CVRPC staff, municipal staff and volunteers, and staff at other regional organizations. Key duties include:

- ❖ Gather and maintain data and statistics.
- ❖ Participate in analysis and interpretation of data and trends.
- ❖ Compile information and make recommendations on special studies.
- ❖ Research and draft documents and prepare graphic displays for review by more senior staff.
- ❖ Assist with grant writing.

Planning Technician

Planning Technicians are interns who conduct field work or support other planning staff. Planning Technicians most often work with CVRPC staff and may work with municipal staff. Key duties include:

- ❖ Provide data collection, research, writing, and meeting support to CVRPC planners.
- ❖ Prepare maps and planning reports of limited or variable complexity.
- ❖ Produce sketches and renderings of limited or variable complexity.

Office Manager

The Office Manager is responsible for insuring the smooth operation of the Commission's office.

The Office Manager works with CVRPC staff and service providers. Key duties include:

- ❖ Review and develop office operating procedures and policies.
- ❖ Maintain office insurance and worker's compensation records.
- ❖ Research and coordinate employee benefit packages.
- ❖ Complete ordering and purchasing.
- ❖ Carry out mailings and communications.
- ❖ Oversee the operation and maintenance of office equipment.

Finance Manager

The Commission currently contracts for accounting services.

Roles and Responsibilities of Commissioners

The Role of the Citizen Planner

As a citizen planner, you can look forward to a rich and challenging experience! Your role is important, and the public trust is invested in you.

Being an effective Commissioner requires you to get involved in your community, be informed, communicate with your Selectboard/City Council, and use common sense, fairness, and objectivity in all of the decisions that come before you. It is your responsibility to balance the public good with private rights and interests. Most of all, this Board makes decisions that impact an entire region, so it is important to be able to “think regionally” even though you are representing a municipality.

To understand what “regional planning” is, it helps first to understand that a “region” is a set of places that share common features or characteristics so that they relate to each other in one or more significant ways. These relationships may be defined by a specific geography (i.e. Washington County), a common natural resource (such as a watershed), a feature of the built-environment (such as a highway corridor), or a non-physical social, economic, or political feature (such as a housing market area).

Each place in a region is interrelated with the other places in the region. Consequently, it is challenging for any one place to successfully address a regional concern without considering what is happening in the region’s other places. By understanding what is happening in the entire region and coordinating local actions, a region’s places can address opportunities and problems more effectively and efficiently.

Commissioner Roles

Commissioners have three main roles: policy setting, stewardship, and advocacy. Commissioners are legally responsible for the Commission and its actions.

Policy Setting

Establish Policy

- ❖ Define and oversee the vision and mission of the organization and keep it relevant to the needs of the region.

- ❖ Focus on the common good of the region, not just your individual community.
- ❖ Set policies that guide the board to run effectively, legally, and ethically.
- ❖ Recognize and define policy decisions as those that affect the region as a whole.
- ❖ Establish policy and governance frameworks that allow staff to implement the vision and priorities of the Board.

Nurture a Vision

- ❖ Establish a shared vision, sense of mission, and common goals at the board level and be able to articulate them to others.
- ❖ Take the long-term view with incremental performance measures to evaluate progress.
- ❖ Provide direction through strategic planning to establish long-term goals and objectives.

Stewardship

Establish a Partnership with the Executive Director

- ❖ Set guidelines for authority, responsibility, and accountability of the Executive Director.
- ❖ Provide support as necessary for management to succeed in advancing Board goals and policies.
- ❖ Understand that the Board and Commission are not the same as a local government.

Ensure the Financial Integrity of the Organization

- ❖ Develop a financial vocabulary.
- ❖ Have a firm understanding of the financial condition of the organization.
- ❖ Conduct an annual financial audit using a reliable outside firm.
- ❖ Monitor financial outcomes and performance.

Advocacy

Communicate Effectively

- ❖ Meet at least 1-2 times per year with your Selectboard/City Council and Planning Commission. (Staff can assist you with points of discussion and accompany you.)
 - Update them on the issues and decisions facing the region and seek input.
 - Learn about local challenges and successes and relay their comments and perspectives back to the Board.
- ❖ Conduct regular outreach and feedback sessions with the public.
- ❖ Don't limit your input and feedback to only Commissioners.
- ❖ Provide constructive and timely feedback.
- ❖ Respect the diversity of thoughts and opinions.
- ❖ Speak for the Board and CVRPC only when authorized to do so.

Participating Responsibly

Commit the Time Necessary to Serve on the Board

- ❖ Prepare for all meetings thoroughly by reading the meeting packet.
- ❖ Attend each meeting of the board.
- ❖ Participate in Board retreats.
- ❖ Serve on at least one committee.
- ❖ Share ideas for CVRPC support to your municipality and for regional activities.
- ❖ Get to know and mentor new Commissioners.

Understand Your Role as a Leader of this Organization

- ❖ Know and help shape the organization's vision, mission, goals, products, and services.
- ❖ Participate in statewide and regional activities of the organization.
- ❖ Promote decisions and solutions in the best interest of the region and the organization.
- ❖ Ask informed, thoughtful questions.
- ❖ Respect the confidentiality of the Board's business.
- ❖ Think regionally even when you act locally.
- ❖ Evaluate performance at all levels including your own and the Board's.
- ❖ Be a goodwill ambassador for the organization at the local, regional, and state levels.
- ❖ Do NOT micromanage the day-to-day operations of the organization. Work at the Board level, not at the staff level.

Maintain the Integrity of the Board and Organization

- ❖ Hold the organization to a high, ethical standard and monitor its performance regularly.
- ❖ Keep local politics in perspective relative to regional needs and priorities.
- ❖ Follow the conflict of interest policy.
- ❖ Don't pursue special privileges.
- ❖ Develop trust.
- ❖ Listen carefully and considerately to others and maintain an open mind.
- ❖ Focus on solving problems and achieving positive results for the region.
- ❖ Be familiar with Vermont Open Meeting Law.

During your term, you will become conversant in planning lingo: new terms, acronyms, and legal citations such as Act 250, SRI, ACCD will be rolling off your tongue. There will be a virtual alphabet soup of just the acronyms. Never be afraid to ask for explanations of terms.

You will form new relationships with other boards and commissions; you will learn to write legally

1 binding policies; and you will have the opportunity to influence decision making that may stand for
2 decades.

3
4 There will be times when your decisions, in whole or in part, may not be popular. Some of these
5 may be challenged in court or written up in the local paper. You'll be thought of as a villain by some
6 and a hero by others, and the tides can change easily.

7
8 The learning curve can be steep. Take advantage of training sessions offered at Commission
9 meetings, by CVRPC, or by the State to learn about general planning issues and technical topics
10 which will be the underpinning of your decision making process.

Planning Basics

Planning can address just about any issue of local or regional concern. In Vermont, planning is performed collaboratively by the State, RPCs, and municipalities. Laws define how this collaboration is to work, specifying different responsibilities for each level of government. This means that the regional planning undertaken by each RPC is intended to be different from the planning undertaken by municipalities and the State.

The regional planning commission is the primary body responsible for planning for the region, with the culmination of that planning documented in the regional plan. The regional planning commission or other groups may also prepare plans on specific topics, for instance, Downstreet Housing and Community Development may develop a plan for housing or the Central Vermont Solid Waste Management District may develop a plan for solid waste.

Planning can be divided into three steps:

1. **Planning** where the visions and goals of the community or region are discussed and established and a means of achieving the goals are determined. 50% of CVRPC's work is planning.
2. **Project development** where the vision or ideas of a planning effort is further developed to insure they fit with on-the-ground conditions. Project development may include focused studies or plans that further refine a concept.
3. **Implementation** where the goals from the planning and project development stages are brought to reality through projects or regulations. CVRPC may assist local or state government with project implementation by being the funding applicant or project manager for a local or intermunicipal project or administering state implementation funding.

Regional Planning

Planning for an entire region is especially challenging. While we all agree that the Central Vermont Region should be a "great place to live, work, and play," there are myriad visions of exactly what this means and which actions we should undertake to achieve this goal. CVRPC is designated statutorily as the region's official forum for developing public consensus on the future of the Central Vermont.

Regional planning performed by RPCs is at an intermediate level between the local planning performed by municipalities and the general planning performed by the State. As a consequence, the regional planning responsibilities of RPCs are intended primarily to promote the coordination and collaboration of planning activities, both between member municipalities of RPCs and between those municipalities and the State.

The Legislature calls upon each RPC to fulfill eighteen duties (Appendix E). The majority of an RPC's work usually is dedicated to six of these duties:

1. Promote cooperation,
2. Assist and advise municipalities,
3. Prepare a regional plan,
4. Review proposed State capital expenditures for compatibility with the regional plan,
5. Aid in Act 250 and Section 248 reviews of proposed developments and proposed utilities and telecommunications facilities, and
6. Confirm municipal planning programs and approve municipal plans.

To fulfill these responsibilities, the Legislature empowered each RPC to exercise certain powers (Appendix E) including but not limited to:

1. Prepare studies, plans, and recommendations on a broad set of issues,
2. Retain staff and consultant assistance, enter upon land with the prior approval of the owner to make examinations and surveys, hold public hearings, and require municipalities and the State to provide information,
3. Carry out, with the cooperation of member municipalities, programs for the appropriate development and use of the region's physical and human resources, and
4. Perform other acts or functions that the RPC deems to be necessary or appropriate.

The Central Vermont Regional Planning Commission carries out programs to affect these outcomes:

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

- ❖ Water quality is improved.
- ❖ Natural systems are effectively sustained with consideration of community and health impact.

Regional Planning Services

The Central Vermont Region has a diverse mix of municipalities, with populations ranging from 691 to 6,092. Some municipalities have professional planning staff, and others do not. CVRPC provides professional assistance for all municipalities. Assistance comes in the form of services funded by CVRPC at the request of one or more municipalities, by a municipality hiring CVRPC as a consultant or service provider, through responsibilities delegated to RPCs by the Legislature or through services requested by State agencies.

CVRPC provides planning and implementation services, such as:

Municipal Plan and Bylaw Updates

CVRPC acts as a cost effective professional planning staff for municipalities. Current plans and bylaws are essential for smooth state and local permitting. CVRPC works with communities to adopt or update bylaws, including flood hazard regulations, form-based code, zoning, and subdivisions.

Geographic Information Services (GIS)

In addition to enhancing our own work, CVRPC provides its municipalities, state agencies, and regional groups with mapping and data analysis in support of their projects.

Transportation Planning and Project Development

CVRPC coordinates the Transportation Planning Initiative (TPI) in Central Vermont for the Vermont Agency of Transportation. The TPI is designed to meet federal requirements to ensure local involvement in transportation decision making, and provides local and regional services such as intersection studies, corridor plans, and traffic counts. CVRPC also completes transportation inventories and assists municipalities to build transportation capital budgets. Recently, RPCs began acting as administrators for state clean water funds aimed at municipal transportation infrastructure improvements.

Watershed Planning and Project Development

CVRPC works with the Agency of Natural Resources to complete river assessments, which result in better and safer growth management decisions, help municipalities identify areas prone to erosion and damage from floods, assist communities with erosion and stormwater management, and ensure river corridor projects are designed to be their most effective. Recently, RPCs began acting as administrators for state funds aimed at high priority, non-agricultural clean water construction projects.

Working Landscape Planning and Project Development

CVRPC works with municipalities, other regional organizations, and state agencies to complete forest, soil, and other assessments and projects aimed at using and maintaining Central Vermont's working landscape.

Grant Writing and Management

CVRPC assists local and regional groups and state agencies with identifying appropriate grant sources, defining a project scope, writing grant applications, and managing grant-funded projects. Staff have experience in all types of grants from Community Block Grant (CDBG) applications to federal disaster mitigation grants and private foundations.

Emergency Response Planning

CVRPC works with Vermont Emergency Management, local emergency service responders, and municipalities to coordinate local and regional emergency response and hazard mitigation planning. CVRPC works with Local Emergency Planning Committee 5 to complete exercises and training to better prepare our state for disasters.

Brownfield Redevelopment

CVRPC has been awarded over \$800,000 for this community development initiative. Environmental site assessments allow properties to be sold, developed, or re-developed in ways that benefit the local and state economy, create or protect jobs, and increase housing opportunities.

Regional Plans

CVRPC coordinates planning at the regional level through the development, adoption, and administration of a comprehensive regional plan and related studies. The Regional Plan guides investment decisions of the public and private sectors.

Special Projects

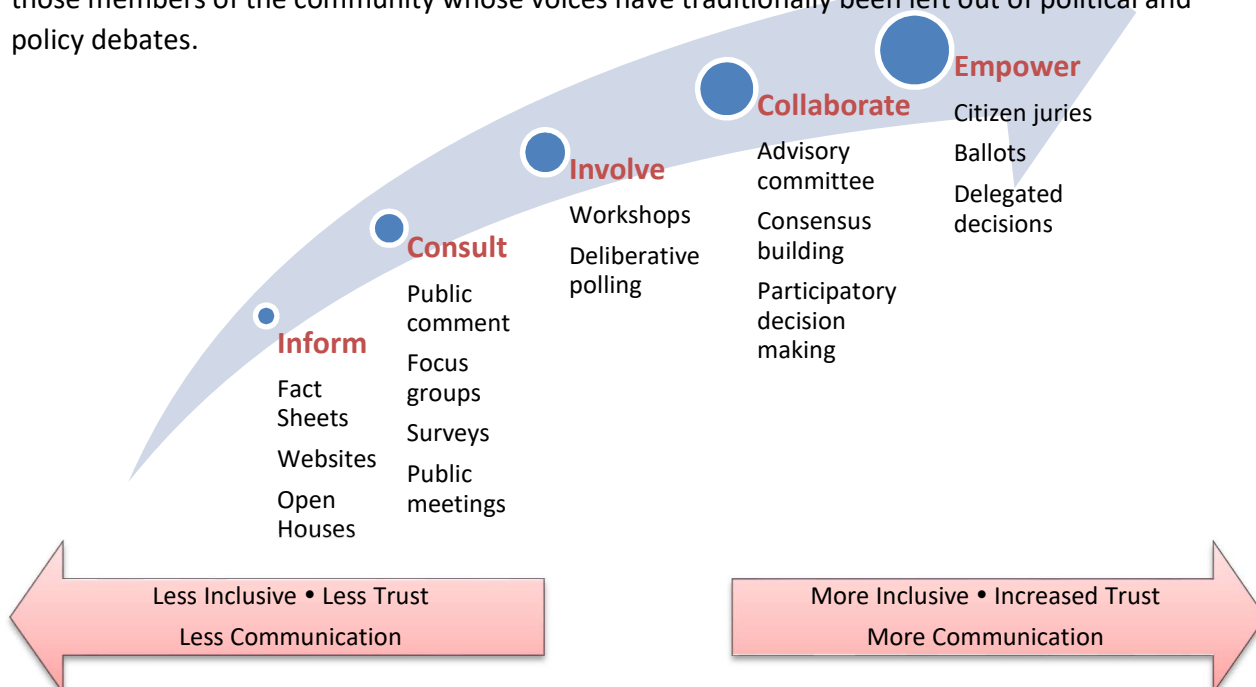
CVRPC also works on special projects such as downtown revitalization, recreation paths, farmland preservation, economic development, energy, capital planning, and affordable housing projects.

The Importance of Public Engagement

Community planning and regional planning enable people with different outlooks and awareness to learn about important and sometimes controversial matters, to agree on common objectives, and to collaborate on undertaking coordinated agendas of actions. Planning by public bodies strives to engage people not only because our laws and democratic traditions require it, but also because public engagement makes planning better. Planning that engages affected people, communities, and organizations promotes:

- ❖ Greater understanding of key facts,
- ❖ Deeper and more widespread appreciation of divergent views,
- ❖ Increased consensus on important goals and objectives, and
- ❖ Improved collaboration in undertaking complicated sequences of interrelated actions.

Public engagement entails more than hosting public hearings/meetings. Engagement includes listening to, developing an understanding of, and interacting with people who are not commonly considered “stakeholders”. Effective public engagement invites average citizens to get involved in deliberation, dialogue and action on public issues that they care about. And, it helps leaders and decision makers better understand the perspectives, opinions, and concerns of citizens and stakeholders. When done well, public engagement goes far beyond the “usual suspects” to include those members of the community whose voices have traditionally been left out of political and policy debates.



1

2

3 **Appendix A: Bylaws**

4

5

6 Printed version of this Handbook includes current bylaws. The web version provides it as a separate
7 document.

1

2

3 **Appendix B: Code of Conduct & Conflict of Interest Policy**

4

5

6 Printed version of this Handbook includes current Policy. The web version provides it as a separate
7 document.

8

Appendix C: Commissioner Contact Information

(contact info will be updated)

Municipality	Commissioner Name	Telephone	Email Address
Barre City	Janet Shatney	476-0245	jshatney@barrecity.org
Barre Town	Byron Atwood	479-1088	byron@eamesoffice.com
	Mark Nicholson, Alt.	476-4250	mnicholson@nicomcoatings.com
Berlin	Robert Wernecke	485-8793	rwernecke@hotmail.com
	Karla Nuissl, Alt.	828-2963	karla.nuissl@vermont.gov
Cabot	Amy Horblas	246-3083	amyhornblas@gmail.com
	Jackie Folsom, Alt.	426-3579	
Calais	John Brabant	229-9870	calaissbjohn@gmail.com
	Janice Ohlsson, Alt.	456-8730	jgohlsson@gmail.com
Duxbury	Alan Quackenbush	244-7512	aqbogs@myfairpoint.net
	Vacant, Alt.		
E. Montpelier	Julie Potter	262-6119	julianapotter@yahoo.com
	John Pauly, Alt.	223-7539	
Fayston	Karl Klein		
	Vacant, Alt.		
Marshfield	Robin Schunk		
	Vacant, Alt.		
Middlesex	Ronald Krauth	229-5496	rakrauth@gmavt.net
	Vacant, Alt.		
Montpelier	Kirby Keeton	505-5274	kirbykeeton@gmail.com
	Mike Miller, Alt.	223-9506	mmiller@montpelier-vt.org
Moretown	Dara Torre	496-9786	daratorre@gmail.com
	Joyce Manchester, Alt.		
Northfield	Laura Hill-Eubanks	485-6277	lhilleub@mindspring.com
	Vacant, Alt.		
Orange	Lee Cattaneo	454-8435	cattaneo241@msn.com
	Vacant, Alt		
Plainfield	Bram Towbin	476-5789	hihoau@gmail.com
Plainfield	Jim Volz, Alt		
Roxbury	Gerry D'Amico	485-5590	jerrydamico@tds.net
	Vacant, Alt		
Waitsfield	Don La Haye	583-2902	donlahaye@madriver.com
	Harrison Snapp, Alt.	496-2280	3ursus@accessvt.com

Municipality	Commissioner Name	Telephone	Email Address
Warren	Alison Duckworth		
	J. Michael Bridgewater, Alt.		
Washington	Peter Carbee		
	Vacant, Alt.		
Waterbury	Steven Lotspeich	244-1012	slotspeich@waterburyvt.com
	Vacant, Alt.		
Williamstown	Richard Turner		
	Jacquiline Higgins, Alt.	433-6671	twnmgr@williamstownvt.org
Woodbury	Michael Gray	456-1983	grhayes1956@comcast.net
	Vacant, Alt.		
Worcester	Bill Arrand		arrand@myfairpoint.net
	Vacant, Alt.		

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Appendix D: Staff Contact Information

Central Vermont Regional Planning Commission

Address: 29 Main Street, Suite 4, Montpelier, VT 05602

Phone Number: (802) 229-0389

Fax Number: (802) 223-1977

General email: cvrpc@cvrpcvt.com

Website: www.centralvtplanning.org

Position	Staff Member	Primary Program Area	Email
Executive Director	Bonnie Waninger		waninger@cvregion.com
Office Manager	Nancy Chartrand		Chartrand@cvregion.com
Program Manager	Dan Currier	Transportation	currier@cvregion.com
Senior Planner	Pam DeAndrea	GIS & Natural Resources	deandrea@cregion.com
Senior Planner	Clare Rock	Land Use & Brownfields	rock@cvregion.com
Planner	Ashley Andrews	GIS & Transportation	andrews@cvregion.com
Assistant Planner	Vacant	Land Use & Emergency Management	
Assistant Planner	Zachary Maia	Land Use & Energy	maia@cvregion.com
Planning Technician	Ashlynn Shanahan	Transportation	Planningtechnician@cvregion.com

CVRPC currently contracts for accounting services. It also adds staff capacity using AmeriCorps VISTA members. CVRPC's FY20 VISTA member is Nick Kramer, kramer@cvregion.com.

Appendix G: Vermont Statutes

The legal basis and powers for Central Vermont Regional Planning Commission as the region's regional planning commission stem from Vermont laws as stipulated in the Vermont Planning and Development Act (24 V.S.A. § 4301 et seq., as amended, 24 V.S.A. § 4345 et seq.).

The Vermont Statutes Online is an unofficial copy of the Vermont Statutes Annotated. Available at <https://legislature.vermont.gov/statutes/>, it provides a quick reference to aspects of statute relating to regional planning commission.

Title 24: Municipal and County Government

Chapter 117: MUNICIPAL AND REGIONAL PLANNING AND DEVELOPMENT

Sub-Chapter 3: Regional Planning Commissions

[§ 4341 Creation of regional planning commissions](#)

[§ 4341a Performance grants for regional planning service](#)

[§ 4342 Regional planning commissions; membership](#)

[§ 4343 Appointment, term and vacancy; rules](#)

[§ 4344 Repealed. 2009, No. 146 \(Adj. Sess.\), § G5.](#)

[§ 4345 Optional powers and duties of regional planning commissions](#)

[§ 4345a Duties of regional planning commissions](#)

[§ 4345b Intermunicipal service agreements](#)

[§ 4346 Appropriations](#)

[§ 4347 Purposes of regional plan](#)

[§ 4348 Adoption and amendment of regional plan](#)

[§ 4348a Elements of a regional plan](#)

[§ 4348b Readoption of regional plans](#)

[§ 4349 Regional plan; adoption by municipality](#)

[§ 4350 Review and consultation regarding municipal planning effort](#)

[§ 4351 Review by Commissioner of Housing and Community Development](#)

[§ 4352 Optional determination of energy compliance; enhanced energy planning](#)

Printed version of this Handbook includes §4345, §4345a, and §4347 in their entirety.

Appendix H: Resources

There are a number of resources available to help you become acquainted with CVRPC.

- ❖ Veteran Commissioners are an invaluable resource for new recruits.
- ❖ Talk with your predecessor, other Commissioners, and members of CVRPC.
- ❖ Staff can help you connect with other Commissioners who share similar interests and concerns, as well as provide administrative and technical support to the organization in order to fulfill the mission and vision. Get to know staff and other Commissioners and partner with them as you fulfill your duties on the board. Carpooling to meetings with other Commissioners, speaking with locally elected officials, and joining Committees give additional opportunities for preparation and review. Contact information for staff and Commissioners are listed in Appendices E and F.
- ❖ Reading through the Regional Plan, as well as local municipal plans, will help familiarize you with the goals and policies of each community as well as the direction CVRPC sets for the region. Copies of local plans and the regional plan are available on our website, www.centralvtplanning.org. Printed copies are available upon request.
- ❖ Staying tuned in to current events in your community, neighboring communities, and across the state will help strengthen your understanding of the context in which local and regional planning occurs.
- ❖ The following pages include additional resources to help you succeed in your role as a Regional Commissioner:
 - Abbreviations & Acronyms
 - Roberts Rules of Order
 - Commonly Heard Terms
 - Roberts Rules Cheat Sheet
 - A Guide to Open Meetings

Abbreviations & Acronyms

Acronym	Explanation
604b	A grant program established under Section 604b of the federal Clean Water Act
AAP	Accepted Agricultural Practices
ACCD	Agency of Commerce and Community Development
ACRPC	Addison County Regional Planning Commission
AHS	Agency of Human Services
AMP	Accepted Management Practices (for silviculture)
ANR	Agency of Natural Resources (sometimes referred to as VANR or VT ANR)
AO	Administrative Officer
AOT	Agency of Transportation (also referred to as VTrans)
APA	American Planning Association
BAC	Brownfields Advisory Committee
BADC	Barre Area Development Corporation
BBL	Brown Bag Lunch
BCRC	Bennington County Regional Commission
BEOP	Basic Emergency Operations Plan (also referred to as LEOP)
BGS	Buildings and General Services (State of Vermont)
BMP	Best Management Practices
BOA	Board of Adjustment
BR	Better Roads Program
CCMPO	Chittenden County Metropolitan Planning Organization
CCRPC	Chittenden County Regional Planning Commission
CCTA	Chittenden County Transit Authority (operates as GMT)
CDBG	Community Development Block Grant
CERT	Community Emergency Response Team
COOP	Continuity of Operations Plan
CRS	Community Rating System
CVCC	Central Vermont Chamber of Commerce
CVEDC	Central Vermont Economic Development Corporation
CVRPC	Central Vermont Regional Planning Commission
CVMC	Central Vermont Medical Center
CVSWMD	Central Vermont Solid Waste Management District
CVTA	Cross Vermont Trail Association
CWA	Vermont Clean Water Act
CWBG	Clean Water Block Grant
CWI	Clean Water Initiative
DAD	Department of Aging and Disabilities
DEC	Department of Environmental Conservation
DFPR	Department of Forests, Parks and Recreation (also referred to as FPR)

Acronym	Explanation
DFW	Department of Fish and Wildlife (also referred to as F&W)
DHCD	Department of Housing and Community Development
DOJ	Department of Justice
DOL	Department of Labor
DPS	Vermont Department of Public Safety
DRB	Development Review Board
EC	Executive Committee
EDA	Economic Development Administration (US)
EDC	Economic Development Corporation
EMC	Emergency Management Coordinator
EMD	Emergency Management Director
EMPG	Emergency Management Performance Grant
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
ERP	Ecosystem Restoration Program
F&W	Department of Fish and Wildlife (also referred to as DFW)
FEMA	Federal Emergency Management Agency
FMR	Friends of the Mad River
FPF	Front Porch Forum
FPR	Department of Forests, Parks and Recreation (also referred to as DFPR)
FWR	Friends of the Winooski River
FTE	Full Time Equivalent
GIA	Grants in Aid (also referred to as MGIA)
GIS	Geographic Information Systems
GMT	Green Mountain Transit
GPD	Gallons Per Day
HCA	Vermont Health Care Authority
HMEP	Hazard Mitigation Emergency Planning
HMGP	Hazard Mitigation Grant Program
HSU	Homeland Security Unit
HUD	Housing and Urban Development
INS	Immigration and Naturalization Services
IPP	Independent Power Producer
KSA	Knapp State Airport
Kw	Kilowatt
LCBP	Lake Champlain Basin Program
LCPC	Lamoille County Planning Commission
LEC	Local Exchange Carrier
LEOP	Local Emergency Operations Plan (aka Basic Emergency Operations Plan)
LEMP	Local Emergency Management Plan (replaced LEOPs in 2019)
LEPC	Local Emergency Planning Committee

Acronym	Explanation
LESA	Land Evaluation and Site Assessment
LPG	Liquid Petroleum Gas
MGD	Million Gallons per Day
MGIA	Municipal Grants in Aid (also referred to as GIA)
MOMS	Municipal Officers Management Seminar
MPG	Municipal Planning Grant
MRRMA	Mad River Resource Management Alliance
MRV	Mad River Valley
MRVPD	Mad River Valley Planning District
Mw	Megawatts
NADO	National Association of Development Organizations
NEARC	New England Association of Regional Commissions
NFIP	National Flood Insurance Program
NFLC	Northern Forest Land Council
NFLS	Northern Forest Land Study
NRCS	Natural Resource Conservation Service
NRPC	Northwest Regional Planning Commission
NVDA	Northeastern Vermont Development Association
NWI	National Wetlands Inventory
PC	Planning Commission
PCS	Personal Communications Services
PDM	Pre-Disaster Mitigation
PL	Public Law
Ppm	parts per million (equal to milligrams/liter)
PRC	Project Review Committee
PSB	Vermont Public Service Board (now known as the Public Utilities Commission)
PSD	Vermont Public Service Department
PSD	Public Safety District
PUC	Public Utilities Commission (formerly known as the Public Service Board)
RAP	Required Agricultural Practices
RCT	Rural Community Transportation
RDC	Regional Development Corporation
REC	Regional Energy Credit
RMO	Regional Marketing Organization
RPC	Regional Planning Commission
RRPC	Rutland Regional Planning Commission
RSMS	Road Surface Management Systems
RTP	Long-Range Regional Transportation Plan (also known as LRTP)
SB	Selectboard
SEP	Supplemental Environmental Program or Simplified Employee Pension
SERC	State Emergency Response Committee

Acronym	Explanation
SHMO	State Hazard Mitigation Officer (acronym pronounced “SHH-MOE”)
SHPO	State Historic Preservation Officer (acronym pronounced “SHIP-POE”)
SPA	Source Protection Areas
SWCRPC	Southern Windsor County Regional Planning Commission
TAC	Transportation Advisory Committee
TIP	Transportation Improvement Program
TMDL	Total Maximum Daily Load
TNC	The Nature Conservancy
TOEC	Town Officers Education Conference
TPI	Transportation Planning Initiative
TRORC	Two Rivers-Ottawaquechee Regional Commission
USDA	United States Department of Agriculture
USFS	United States Forest Service
VAL	Vermont Adult Learning
VANR	Vermont Agency of Natural Resources (also referred to as ANR)
VAOT	Vermont Agency of Transportation (also referred to as VTrans)
VAPDA	Vermont Association of Planning and Development Agencies
VCDP	Vermont Community Development Program
VCEP	Vermont Comprehensive Energy Plan
VCGI	Vermont Center for Geographic Information
VCIC	Vermont Criminal Information Center
VCIL	Vermont Center for Independent Living
VCRD	Vermont Council on Rural Development
VDH	Vermont Department of Health
VDPS	Vermont Department of Public Safety
VEDA	Vermont Economic Development Authority
VEM	Vermont Emergency Management
VEPC	Vermont Economic Progress Council
VHCB	Vermont Housing and Conservation Board
VLCT	Vermont League of Cities and Towns
VLT	Vermont Land Trust
VMT	Vehicle Miles Traveled
VNRC	Vermont Natural Resources Council
VPA	Vermont Planners Association
VPSP	Vermont Public Service Department
VRC	Vermont River Conservancy
VSA	Vermont Statutes Annotated
VTP	Vermont Telecommunications Plan
VWA	Vermont Woodlands Association
VTrans	Vermont Agency of Transportation (also referred to as VAOT or AOT)
WBRD	Wrightsville Beach Recreation District

Acronym	Explanation
WHPA	Wellhead Protection Area
WHPP	Wellhead Protection Program
WMZ	Waste Management Zone
WNRCD	Winooski Natural Resource Conservation District
WRC	Windham Regional Commission
ZA	Zoning Administrator
ZBA	Zoning Board of Adjustment

Roberts Rules of Order

Roberts Rules of Order is a guidebook aimed at creating fair and orderly meetings and conventions. It provides common rules and procedures for deliberation and debate to place everyone on the same footing and speaking the same language.

Under Roberts Rules, the conduct of all business is controlled by the general will of everyone in the room - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. The use of Roberts Rules should never be allowed to intimidate participants or limit full participation.

Commonly Heard Terms

- ❖ **Point of Privilege:** Pertains to noise, personal comfort, etc.
- ❖ **Point of Information:** Used to interrupt a speaker to ask the speaker (or group if the question is related to the speaker's point) a question
- ❖ **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- ❖ **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- ❖ **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- ❖ **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- ❖ **Refer to Committee:** Send a question or action to a committee for work
- ❖ **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- ❖ **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- ❖ **Object:** Objection must be stated before discussion or another motion is stated
- ❖ **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending

- ❖ **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- ❖ **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- ❖ **Committee of the Whole:** Informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes are formal.
- ❖ **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

Roberts Rules Cheat Sheet

Printed version of this Handbook includes the 5-page cheat sheet. The web version provides it as a separate document. The Cheat Sheet was developed by the University of North Carolina.

A Guide to Open Meetings

Printed version of this Handbook include the publication. The most recent edition can be found on the Vermont Secretary of State's website at <https://www.sec.state.vt.us/municipal/handbooks-guides/open-government-ethics.aspx>.

Table of Contents

- ❖ Why do we have an open meeting law?
- ❖ To whom does the open meeting law apply?
- ❖ When does the open meeting law apply?
- ❖ Notice
- ❖ Agendas
- ❖ Minutes
- ❖ Private meetings; deliberative and executive sessions
- ❖ Participation in meetings through electronic means
- ❖ Use of electronic communications and social media
- ❖ Rights of members of the public
- ❖ Penalties
- ❖ Enforcement
- ❖ Resources; contact information for the Secretary of State

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT MINUTES
July 9, 2019

Present:

<input checked="" type="checkbox"/> Julie Potter	<input checked="" type="checkbox"/> Laura Hill-Eubanks	<input checked="" type="checkbox"/> Michael Gray
<input checked="" type="checkbox"/> Dara Torre	<input checked="" type="checkbox"/> Steve Lotspeich	<input checked="" type="checkbox"/> Janet Shatney
<input checked="" type="checkbox"/> Jerry D'Amico		

Staff: Bonnie Waninger

CALL TO ORDER

Chair L. Hill-Eubanks called the meeting to order at 6:04 pm. Quorum was present to conduct business.

ADJUSTMENTS TO THE AGENDA

B. Waninger noted the Executive Session should be deleted from the agenda, and a personnel discussion added. She also requested time to update the committee on Green Mountain Transit and discuss an upcoming Town Plan approval. J. Potter requested that the Committee discuss options for Town Plan actions should the Board not have quorum at its meeting.

PUBLIC COMMENTS

None.

PERSONNEL

Waninger informed the Committee that Assistant Planner Jonathan DeLaBruere had submitted his resignation. It had become difficult to maintain separation between his work for the Town of Duxbury and for CVRPC. At Waninger's request, the Committee discussed the Personnel Policies and advertisement of vacant positions. The Committee asked that the position be advertised for at least two weeks before initiating interviews.

GREEN MOUNTAIN TRANSIT

Waninger updated the Committee on emerging issues at Green Mountain Transit. Jon Moore has been appointed Acting General Manager.

CONTRACT/AGREEMENT AUTHORIZATION

VT Department of Forests, Parks, and Recreation – Forest Integrity Project Aid Amendment #1 – J. Potter moved to authorize the Executive Director to sign the Forest Integrity Project Aid agreement amendment; J. Shatney seconded. Motion carried.

1 City of Barre – Pouliot Avenue Stormwater Mitigation Amendment #1 – J.Shatney disclosed that she had
2 a conflict of interest regarding this agreement because she is the project contact for the City. She
3 recused herself from the discussion and vote.
4

5 *J. D’Amico moved to retroactively authorize the Executive Director to sign the Pouliot Avenue*
6 *Stormwater Mitigation contract amendment; M. Gray seconded. Motion carried.*
7

8 **FFY20 TRANSPORTATION PLANNING INITIATIVE WORK PLAN & BUDGET**

9 *J. Potter moved to approve the FFY20 Transportation Planning Initiative Work Plan and Budget; S.*
10 *Lotspeich seconded. Motion carried.*
11

12 **TOWN PLAN APPROVAL**

13 Waninger noted that Northfield has requested a preliminary review of its draft Town Plan. The Planning
14 Commission has not held its hearing yet. The Plan includes a request that CVRPC modify the Regional
15 Plan Future Land Use Planning District to accommodate infill between Downtown Northfield and
16 Northfield Falls. Clare Rock is reviewing the Plan for conformance with the existing Regional Plan to
17 determine whether the draft Plan is compatible with the current Regional Plan. Based on her
18 preliminary determination, she will discuss the review with the Town Plan Review Committee and
19 possibly the Regional Plan Committee.
20

21 Regarding a potential lack of quorum for the Board meeting, Waninger said the Commission had several
22 options:

- 23 • The Executive Committee could hold a special meeting to act on behalf of the Board.
- 24 • CVRPC could wait until the September Board meeting to make decisions. In this case, CVRPC
25 would miss its statutory deadlines for actions. If selecting this option, CVRPC would want to
26 contact the Towns in advance to insure the approval and certifications could wait.
- 27 • The Board could hold a special meeting.
28

29 **ADJOURN**

30 *J. Potter moved to adjourn; D. La Haye seconded. Motion carried.*
31

32 Respectfully submitted,
33

34 Bonnie Waninger
35 Executive Director

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT MINUTES
August 5, 2019

Present:

<input checked="" type="checkbox"/> Julie Potter	<input checked="" type="checkbox"/> Laura Hill-Eubanks	<input checked="" type="checkbox"/> Michael Gray
<input checked="" type="checkbox"/> Dara Torre	<input checked="" type="checkbox"/> Steve Lotspeich	<input checked="" type="checkbox"/> Janet Shatney
<input checked="" type="checkbox"/> Jerry D'Amico		

Staff: Bonnie Waninger, Nancy Chartrand

CALL TO ORDER

Chair Hill-Eubanks called the meeting to order at 4:01 pm. Quorum was present to conduct business.

ADJUSTMENTS TO THE AGENDA

Adjustments were requested to address insurance, commissioner commentary, and contracts.

PUBLIC COMMENTS

None.

FINANCIAL REPORT

L. Hill-Eubanks directed the Committee to the information in the packet. B. Waninger updated the Committee on current status of the Commission and provided details regarding the ongoing mission to build the reserve fund and how that is being achieved. A table of information was provided in a supplemental packet at the meeting which included an Analysis of June 30, 2019 Net Income. The Committee discussed deferred income, reserve funding, over recovery of indirect costs, receivables, paid time off, and transition of accounts to Community National Bank.

CONTRACT/AGREEMENT AUTHORIZATION

VT Agency of Commerce and Community Development (ACCD) – FY20 Municipal and Regional Planning
J. Shatney moved to authorize the Executive Director to sign the FY20 Planning grant agreement with ACCD; J. Potter seconded. Motion carried.

Bennington County Regional Commission – Regional and Local Energy Plan Implementation

J. D'Amico moved to authorize the Executive Director to sign the energy planning implementation agreement with Bennington County Regional Commission; S. Lotspeich seconded. J. Potter raised a question regarding the scope of work outlined in the packet and as to whether or not current programs at Downstreet and Capstone could be incorporated and highlighted. Waninger stated they could be. D. Torre inquired if she should abstain from voting due to her husband working for Efficiency Vermont. The

1 Committee agreed that she did need not abstain as the work provided no personal financial benefit.
2 Motion carried.

3
4 Watershed Consulting Associates – Stormwater Master Agreement Addendum 1, Berlin Stormwater
5 Final Designs

6 J.Potter moved to authorize the Executive Director to sign the contract addendum for the Watershed
7 Consulting Associates Stormwater Master Agreement Addendum 1, Berlin Stormwater Final Designs; M.
8 Gray seconded. Motion carried.

9
10 G & N Construction – Northfield Water Street Stormwater Implementation Construction Change Order 1
11 and 1A

12 J. Shatney moved to authorize the Executive Director to sign the change orders with G&N Construction
13 for Change Orders 1 and 1A; J. D’Amico seconded. Motion carried.

14
15 G & N Construction – Northfield Water Street Stormwater Implementation Construction Change Order 2

16 S. Lotspeich moved to authorize the Executive Director to sign the change order with G&N Construction
17 Northfield Water Street Stormwater Implementation Construction Change Order 2; D. Torre seconded. A
18 question was raised as to CVRPC’s risk related to this change; Waninger confirmed the risk is if Northfield
19 decides not to pay the contracted \$29,000 match. Motion carried.

20
21 G & N Construction – Northfield Water Street Stormwater Implementation Construction Future Change
22 Orders

23 Discussion ensued regarding the options presented in the memorandum in the packet and questions
24 were addressed. Option #3 dictates any changes be within the scope of the grant, so the risk would be
25 limited. D’Amico offered his availability to consult with Waninger should staff require any assistance.

26
27 J. Potter moved to approve authorizing the Executive Director to sign future change orders with G&N
28 provided any cost increase is within the approved grant agreement budget and the change order is
29 reported to the Executive Committee at its next regular meeting; M. Gray seconded. Motion carried.

30
31 CVRPC FFY 2020 TPI Budget Modification

32 J. D’Amico moved to approve modification of the draft FFY2020 TPI Budget as outlined on page 7 of the
33 supplemental packet; J. Shatney seconded. Motion carried.

34
35 **STRATEGIC PLAN FY19 ACTION PROGRESS REVIEW**

36 Waninger provided an overview of the FY19 Action Plan including detailed information regarding several
37 of the items and their status, including reasons for any delays.

38
39 **CVRPC PARTICIPATION IN STATE OF VERMONT 457B PLAN**

40 N. Chartrand provided an overview of the State of Vermont 457B Deferred Compensation Plan.
41 Discussion ensued regarding the details of the plan and CVRPC’s participation.

1 *S. Lotspeich moved to authorize the Executive Director to enter CVRPC into an agreement with Prudential*
2 *as Third Party Administrator of the State of Vermont's Deferred Compensation Plan, and to*
3 *authorize the Executive Director to endorse the Operational Requirements for Employers – State of*
4 *Vermont Deferred Compensation Plan; J. Potter seconded. Motion carried.*

6 **COMMISSIONER HANDBOOK**

7 This item was tabled due to time constraints.

9 **ADDITIONAL AGENDA ITEMS**

10 Survey for Board Members for Insurance – Waninger advised that CVRPC does not have Directors and
11 Officers insurance; she recommended the Commission purchase it. To complete the policy application,
12 CVRPC needs to survey the Board with specific questions. Waninger requested the Committee provide
13 advice on the best method for addressing this as the questions ask for personal information.

14
15 The Committee discussed the need for the insurance. It was agreed that information about the need
16 and what the insurance covers should be provided to the members with the survey questions to assist in
17 garnering responses to the survey. A letter sent to Board members and alternates digitally and in hard
18 copy would be appropriate. The Committee recommended sending it prior to the September meeting
19 and including the letter in the Board packet for discussion.

20
21 Newspaper Commentary – The Committee discussed a concern raised by a Commissioner regarding a
22 recent newspaper commentary and whether such commentary may appear to be misinterpreted to be
23 made on behalf of the Commission versus personal opinion. Chair Hill-Eubanks will follow-up. It was
24 also suggested that the Commissioner Handbook, when finalized, addresses this type of situation.

25
26 Contracts – See above: G & N Construction – Northfield Water Street Stormwater Implementation
27 Construction Change Order 2.

29 **CONSENT ITEMS**

30 *J. D'Amico moved to approve the minutes of June 3 and July 9, 2019; D. Torre seconded. Motion carried.*

32 **COMMISSION MEETING AGENDA**

33 *J. Potter moved to cancel the August Board meeting; J. Shatney seconded. Motion carried.*

35 **ADJOURN**

36 *J. Shatney moved to adjourn at 6:18 pm; J. Potter seconded. Motion carried.*

37
38 Respectfully submitted,

39
40 Nancy Chartrand
41 Office Manager



Central Vermont Regional Planning Commission

BOARD OF COMMISSIONERS

September 10, 2019 at 6:30 pm

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

6:15 pm – Social and pizza

<u>Page</u>	<u>Time</u>	<u>AGENDA</u>
	6:30 ¹	Adjustments to the Agenda
		Public Comments
	6:35	Note to Exec Com: The scheduled Board meeting speaker cancelled. Finding a replacement is in progress. The highlights below are potential speakers in the order I am pursuing them.
		Climate Economy Model Communities , Jon Copans, Vermont Council on Rural Development This program helps communities build and implement priority actions that increase economic vitality and affordability in a time of climate change.
		People Centered Communications , Ericka Reil, Vermont Center for Independent Living Foster engagement in planning and projects through the use of inclusive language.
		Floodplains and River Corridors , Ned Swanberg, VT Department of Environmental Conservation
	7:35	Municipal Plan Approval and Confirmation of Planning Process , Bill Arrand, Town Plan Review Committee Chair (enclosed) ² Report and recommendation from Town Plan Review Committee regarding the <i>Town of Warren</i> . As warranted, actions may include: <ul style="list-style-type: none"> – Approve the municipal plan per 24 V.S.A. § 4350(b), – Confirm the municipality's planning process per 24 V.S.A. § 4350(a), and – Approve signature of the CVRPC resolution by the Chair.
	7:45	Municipal Dues (enclosed) ² Adopt municipal dues assessment rate for FY2021.
	8:15	Meeting Minutes – July 9, 2019 (enclosed) ²
	8:20	Reports (enclosed)

¹ Times are approximate unless otherwise advertised.

² Anticipated action item.

<u>Page</u>	<u>Time</u>	<u>AGENDA</u>
		Updates and questions on Staff, Executive Director, and Committee Reports
8:30		Adjournment

Next Meeting: October 8, 2019

DRAFT