



## EXECUTIVE COMMITTEE

September 30, 2019

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

Page **AGENDA**

- 4:00<sup>1</sup> Adjustments to the Agenda**  
**Public Comment**
- 2 **4:05 Financial Report** (enclosed)<sup>2</sup>
- 12 **4:15 Contract/Agreement Authorization** (enclosed)<sup>2</sup>  
 a) Northwest Regional Planning Commission – Municipal Grants in Aid FY19 Amendment #1
- 4:20 Office Lease**  
 Update on progress.
- 19 **4:25 Municipal Dues** (enclosed)<sup>2</sup>  
 Recommend a FY21 municipal dues assessment rate to the Board.
- 4:40 Committees** (enclosed)  
 23 a) Discuss vacancy on the Regional Plan Committee.  
 26 b) Clarify items for Board report.
- 28 **4:55 Act 76, An Act Relating to the Provision of Water Quality Services** (enclosed)  
 Initial briefing on Act 76 and the concept of a Clean Water Service Provider
- 31 **5:15 Strategic Plan FY20 Action Progress Review** (enclosed)  
 Quarterly review of progress.
- 34 **5:25 Consent Items** (enclosed)<sup>2</sup>  
 a) Meeting Minutes – September 3, 2019
- 37 **5:30 Commission Meeting Agenda** (enclosed)<sup>2</sup>  
 Approval or adjustments to draft agenda.
- 38 **5:45 Commissioner Handbook** (enclosed)  
 Review a final draft of the Handbook.
- 6:00 Adjourn**

**Next Meeting: Monday, November 4, 2019**

<sup>1</sup> All times are approximate unless otherwise advertised

<sup>2</sup> Anticipated action item



## MEMO

Date: September 26, 2019  
To: Executive Committee  
From: Nicole Sancibrian, Financial Manager  
Re: Financial Report as of 08/31/19

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CVRPC continues to implement its five-year plan to improve its financial position successfully. **CVRPC's net income as August 31<sup>st</sup> is \$86,841.52.**

### Balance Sheet

- *Assets* – Billing is substantially complete through 8/30, and work is underway to prepare grant invoice packets for distribution to funders. Aging receivables are at \$221,876.42 which is comparable to the August 2019 receivable balance of \$222,244.26. Cash is \$269,495 which is substantially higher than prior periods due to the receipt of funds related to the Northfield Water Street project that were used to pay consultant costs in September 2019.
- *Current Liabilities* – CVRPC maintained an average payable balance with the largest payable being a consultant invoice related to the Northfield Water Street project at 08/31/19. ACCD Deferred Income is on track for the first quarter with approximately \$20,000 left to be spent of the 1<sup>st</sup> quarter funds that were advanced.
- *Net Income* of \$86,841.52 is primarily due to the billing of Town Dues as of July 1<sup>st</sup> totaling \$78,041.

### Budget vs. Actual (a.k.a. Profit & Loss Statement or Net Income Statement)

- Revenues and expenses are generally on track for expectations for the first two months of Fiscal Year 20. There have been no significant unexpected costs or additional revenues. Billable supplies are over budget early in the year due to the unexpected purchased of a computer for the LEPC. CVRPC will be fully reimbursed for this cost.

### Looking Ahead

- Over the upcoming weeks, an in-depth cash flow analysis will be completed to evaluate the needs of CVRPC and any potentially shortfalls that could occur. The Northfield Water Street project is in the final stages of construction and will incur costs of over \$150,000. These costs will be paid by CVRPC over the next month. However, these

costs will not be recovered until December or January based on early estimates from DEC.

Coupled with our routine grants that do not allow us to bill until a project ends or milestones are reached, it will be of the upmost important that we invoice and receive cash on a timely basis from some of our routine grants, such as TPI and EMPG.

### Financial Statement Acronyms & Abbreviations Guide

604b	Clean Water Planning funds originating in Section 604b of the federal Clean Water Act
ACCD	Vermont Agency of Commerce and Community Development
CCRPC	Chittenden County Regional Planning Commission
CTAA	Community Transportation Association of America
CW	Clean Water
DEC	Vermont Department of Environmental Conservation
DPS	Vermont Department of Public Safety
DRRA	Dependent Care Reimbursement Account
EAB	Emerald Ash Borer
EMPG	Emergency Management Performance Grant
EPA	US Environmental Protection Agency
ERP	Ecosystem Restoration Program
HMGP MEGA	Hazard Mitigation Grant Program Mega grant to work with 8 towns (hence “mega”)
LCBP	Lake Champlain Basin Program
LEMP	Local Emergency Management Plan
LEPC SERC	Local Emergency Planning Committee 5’s State Emergency Response Commission
LHMP	Local Hazard Mitigation Plan
MPG	Municipal Planning Grant
MOA	Memorandum of Agreement (disaster response and recovery assistance)
NEIWPCC	New England Interstate Water Pollution Control Commission
QAPP	Quality Assurance Project Plan
SW	Stormwater
SWCRPC	Southern Windsor County Regional Planning Commission
TPI	VTrans Transportation Planning Initiative
VAPDA	Vermont Association of Planning & Development Agencies (RPCs working together)
VOBCIT	Vermont Online Bridge & Culvert Inventory Tool
VEM	Vermont Emergency Management
WBRD	Wrightsville Beach Recreation District
WCA P3	Watershed Consulting Associates public private participation (to identify parcels to which the 3-acre stormwater rule will apply)

**Executive Committee**  
**Central Vermont Regional Planning Commission**  
**Balance Sheet**

Accrual Basis

As of August 31, 2019

	Aug 31, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Checking	120,706.62
Community National Bank	67,027.01
Northfield Savings - Reserve	81,761.03
Total Checking/Savings	269,494.66
Accounts Receivable	
Accounts Receivable	221,876.42
Total Accounts Receivable	221,876.42
Total Current Assets	491,371.08
Fixed Assets	
Equipment	50,203.31
Equipment - Accum. Depreciation	-34,367.00
Total Fixed Assets	15,836.31
Other Assets	
Deposits	4,415.00
Prepaid Expenses	3,392.00
Total Other Assets	7,807.00
<b>TOTAL ASSETS</b>	<b>515,014.39</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	85,370.96
Total Accounts Payable	85,370.96
Credit Cards	
Peoples United Bank Visa	19.00
Total Credit Cards	19.00
Other Current Liabilities	
Accrued Vacation	20,483.98
Deferred Income	
ACCD	20,538.36
Product Based Projects	
ERP - Northfield Water St.	2,283.65
Total Product Based Projects	2,283.65
Total Deferred Income	22,822.01
Dependent Care Deductions	1,990.60
FED/FICA withholding	3,620.00
Pension Liability	4,141.05
State withholding	409.86
Total Other Current Liabilities	53,467.50
Total Current Liabilities	138,857.46
Total Liabilities	138,857.46
Equity	
Invested in Fixed Assets	15,836.34
Unrestricted Net Position	
Designated for High Meadows	1,939.55
Unrestricted Net Position - Other	271,539.52
Total Unrestricted Net Position	273,479.07

**Executive Committee**  
Central Vermont Regional Planning Commission  
**Balance Sheet**

Accrual Basis

As of August 31, 2019

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	Aug 31, 19
Net Income	86,841.52
Total Equity	376,156.93
TOTAL LIABILITIES & EQUITY	<u>515,014.39</u>

## A/R Aging Summary

As of August 31, 2019

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>Cabot</b>						
MPG Cabot Trail Planning	1,122.53	0.00	5,547.07	0.00	0.00	6,669.60
<b>Total Cabot</b>	1,122.53	0.00	5,547.07	0.00	0.00	6,669.60
<b>Calais</b>						
Calais Better Back Roads FY18	0.00	0.00	0.00	0.00	85.42	85.42
<b>Total Calais</b>	0.00	0.00	0.00	0.00	85.42	85.42
<b>Clean Water Act CCRPC</b>						
Clean Water						
Implementation 19	2,521.42	0.00	0.00	0.00	0.00	2,521.42
Oversight	309.12	0.00	0.00	0.00	0.00	309.12
Tactical Basin Planning 19	1,112.30	0.00	0.00	0.00	0.00	1,112.30
<b>Total Clean Water</b>	3,942.84	0.00	0.00	0.00	0.00	3,942.84
<b>Total Clean Water Act CCRPC</b>	3,942.84	0.00	0.00	0.00	0.00	3,942.84
<b>Cross VT Trail</b>	1,200.00	0.00	0.00	0.00	0.00	1,200.00
<b>Department of Environmental Conservation</b>						
Plainfield Health Center ERP	198.72	0.00	1,053.84	2,759.06	0.00	4,011.62
<b>Total Department of Environmental Conservation</b>	198.72	0.00	1,053.84	2,759.06	0.00	4,011.62
<b>DPS MOA</b>						
Response	0.00	0.00	4,237.91	0.00	0.00	4,237.91
DPS MOA - Other	0.00	0.00	0.00	0.00	261.10	261.10
<b>Total DPS MOA</b>	0.00	0.00	4,237.91	0.00	261.10	4,499.01
<b>East Montpelier</b>						
East Montpelier Better Back Roads	570.23	0.00	0.00	0.00	0.00	570.23
<b>Total East Montpelier</b>	570.23	0.00	0.00	0.00	0.00	570.23
<b>EMPGFY18</b>						
EMPG FY 18 Response	888.57	0.00	553.38	1,224.23	0.00	2,666.18
EMPG FY18 Tech Asst & Education	3,091.86	0.00	1,025.72	2,684.51	0.00	6,802.09
LEMP	1,017.41	0.00	4,137.17	1,782.44	0.00	6,937.02
Special Projects - EAB	2,746.72	0.00	854.97	477.37	0.00	4,079.06
Special Projects - LHMP	880.75	0.00	752.19	4,014.33	0.00	5,647.27
<b>Total EMPGFY18</b>	8,625.31	0.00	7,323.43	10,182.88	0.00	26,131.62
<b>Forest Parks and Recreation</b>						
Forest Integrity	15,893.77	0.00	0.00	0.00	0.00	15,893.77
<b>Total Forest Parks and Recreation</b>	15,893.77	0.00	0.00	0.00	0.00	15,893.77
<b>HMGP MEGA</b>	853.30	0.00	0.00	0.00	0.00	853.30
<b>HMPG Admin</b>	156.78	0.00	0.00	0.00	0.00	156.78
<b>LEPC SERC</b>	5,991.78	0.00	0.00	0.00	0.00	5,991.78
<b>Marshfield</b>						
Marshfield Better Roads FY 20	40.46	0.00	0.00	0.00	0.00	40.46
<b>Total Marshfield</b>	40.46	0.00	0.00	0.00	0.00	40.46
<b>Montpelier</b>	0.00	0.00	0.00	511.30	0.00	511.30
<b>Moretown</b>						
Moretown LHMP	131.11	0.00	2,390.30	619.88	3,901.56	7,042.85
<b>Total Moretown</b>	131.11	0.00	2,390.30	619.88	3,901.56	7,042.85

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## Executive Committee

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## Central Vermont Regional Planning Commission

09/26/19

## A/R Aging Summary

As of August 31, 2019

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>NEIWPCC</b>						
Berlin SW Final Design						
Task 1 - Hire Design Engineer QAPP Develop	972.72	0.00	1,010.22	0.00	0.00	1,982.94
Task 2 - Kickoff Meeting & 60 Percent Des	1,242.31	0.00	0.00	0.00	0.00	1,242.31
Total Berlin SW Final Design	2,215.03	0.00	1,010.22	0.00	0.00	3,225.25
Total NEIWPCC	2,215.03	0.00	1,010.22	0.00	0.00	3,225.25
<b>Northfield</b>						
Northfield Better Back Roads FY18	269.31	0.00	0.00	0.00	0.00	269.31
Total Northfield	269.31	0.00	0.00	0.00	0.00	269.31
<b>Northwest Regional Comm'n</b>						
Energy Plan						
Year 3	4,085.39	0.00	0.00	14,112.31	0.00	18,197.70
Total Energy Plan	4,085.39	0.00	0.00	14,112.31	0.00	18,197.70
Municipal Grants in Aid	11,791.84	0.00	1,739.20	4,796.84	0.00	18,327.88
Total Northwest Regional Comm'n	15,877.23	0.00	1,739.20	18,909.15	0.00	36,525.58
<b>Orange</b>						
Orange Better Back Roads FY18	0.00	0.00	5,285.16	0.00	31.33	5,316.49
Total Orange	0.00	0.00	5,285.16	0.00	31.33	5,316.49
Plainfield	0.00	0.00	0.00	15.00	0.00	15.00
Ranker Laura	0.00	0.00	0.00	0.00	239.38	239.38
<b>Southern Windsor Regional Comm'n</b>						
Pouliet CW Block Grant	2,276.40	0.00	0.00	0.00	538.07	2,814.47
Total Southern Windsor Regional Comm'n	2,276.40	0.00	0.00	0.00	538.07	2,814.47
<b>Two Rivers Ottawaquechee Comm'n</b>						
TROC 604b	1,265.66	485.17	0.00	267.29	1,617.88	3,636.00
Total Two Rivers Ottawaquechee Comm'n	1,265.66	485.17	0.00	267.29	1,617.88	3,636.00
<b>VAPDA_</b>	0.00	0.00	0.00	333.58	0.00	333.58
<b>VTrans</b>						
TPI						
TPI Admin	1,991.87	0.00	2,014.45	0.00	0.00	4,006.32
TPI Project Develop	3,087.51	0.00	1,428.17	0.00	0.00	4,515.68
TPI Coordination	3,481.49	0.00	2,720.23	0.00	0.00	6,201.72
TPI Long Range	10,840.80	0.00	5,769.24	0.00	0.00	16,610.04
TPI Other VOB/CIT	212.38	0.00	250.18	0.00	0.00	462.56
TPI Other Watershed	4,052.11	0.00	0.00	0.00	0.00	4,052.11
TPI SRP	16,321.47	0.00	8,648.77	0.00	0.00	24,970.24
Total TPI	39,987.63	0.00	20,831.04	0.00	0.00	60,818.67
Total VTrans	39,987.63	0.00	20,831.04	0.00	0.00	60,818.67
<b>Washington</b>						
Washington Better Roads FY 20	40.46	0.00	0.00	0.00	0.00	40.46
Washington - Other	0.00	0.00	0.00	1,246.80	0.00	1,246.80
Total Washington	40.46	0.00	0.00	1,246.80	0.00	1,287.26
<b>Waterbury</b>						
Waterbury Better Roads FY 20	4,379.91	0.00	0.00	0.00	0.00	4,379.91
Total Waterbury	4,379.91	0.00	0.00	0.00	0.00	4,379.91

**09/30/19**

**Executive Committee**  
**Central Vermont Regional Planning Commission**  
**A/R Aging Summary**  
**As of August 31, 2019**

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	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
<b>Watershed Consulting_</b>						
<b>WCA P3 Acre</b>						
1. Coor/Site Selection	132.48	0.00	1,564.63	260.66	0.00	1,957.77
2. Engage/Report	0.00	0.00	238.94	0.00	0.00	238.94
<b>Total WCA P3 Acre</b>	<u>132.48</u>	<u>0.00</u>	<u>1,803.57</u>	<u>260.66</u>	<u>0.00</u>	<u>2,196.71</u>
<b>Total Watershed Consulting_</b>	132.48	0.00	1,803.57	260.66	0.00	2,196.71
<b>Williamstown</b>						
<b>Local HMP</b>	0.00	0.00	0.00	5,492.97	2,119.03	7,612.00
<b>Williamstown Better Back Roads FY18</b>	7,305.22	0.00	64.93	0.00	39.17	7,409.32
<b>Total Williamstown</b>	<u>7,305.22</u>	<u>0.00</u>	<u>64.93</u>	<u>5,492.97</u>	<u>2,158.20</u>	<u>15,021.32</u>
<b>Woodbury</b>						
<b>Woodbury Better Back Roads</b>	0.00	0.00	0.00	0.00	4,984.00	4,984.00
<b>Total Woodbury</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,984.00</u>	<u>4,984.00</u>
<b>Worcester</b>						
<b>Worcester Better Back Roads FY 18</b>	0.00	0.00	191.29	0.00	3,021.62	3,212.91
<b>Total Worcester</b>	<u>0.00</u>	<u>0.00</u>	<u>191.29</u>	<u>0.00</u>	<u>3,021.62</u>	<u>3,212.91</u>
<b>TOTAL</b>	<u><b>112,476.16</b></u>	<u><b>485.17</b></u>	<u><b>51,477.96</b></u>	<u><b>40,598.57</b></u>	<u><b>16,838.56</b></u>	<u><b>221,876.42</b></u>



**Executive Committee**  
**Central Vermont Regional Planning Commission**  
**FY 20 Budget VS. Actual**  
**July through August 2019**

Accrual Basis

	Jul - Aug 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>ACCD</b>	40,130.19	269,638.00	-229,507.81	14.9%
Community Development				
Local Energy Planning	4,085.39	17,300.00	-13,214.61	23.6%
<b>Total Community Development</b>	4,085.39	17,300.00	-13,214.61	23.6%
<b>Fee for Services</b>				
Cross VT Trail	0.00	1,200.00	-1,200.00	0.0%
GIS Mapping	131.00	700.00	-569.00	18.7%
WBRD Admn	0.00	4,000.00	-4,000.00	0.0%
<b>Total Fee for Services</b>	131.00	5,900.00	-5,769.00	2.2%
<b>Municipal Contracts</b>				
Better Back Roads	12,124.88	15,081.00	-2,956.12	80.4%
Cabot Trails MPG 19	1,122.53	18,911.00	-17,788.47	5.9%
Local Hazard Mitigation Plans	417.55	2,209.00	-1,791.45	18.9%
<b>Total Municipal Contracts</b>	13,664.96	36,201.00	-22,536.04	37.7%
<b>Natural Resources</b>				
604B Water Planning	1,070.17	2,418.00	-1,347.83	44.3%
DEC Moretown School SW Design	0.00	19,636.00	-19,636.00	0.0%
DEC Woodbury SW Final Design	0.00	17,080.00	-17,080.00	0.0%
Forest Integrity	1,274.95	9,000.00	-7,725.05	14.2%
NEIWPCC Berlin SW Final Design	2,215.03	45,306.00	-43,090.97	4.9%
Northfield Water Street	184,009.48	516,932.00	-332,922.52	35.6%
Plainfield Health Center ERP	375.36	21,610.00	-21,234.64	1.7%
SWCRPC Clean Water Block Grant	1,218.93			
Water Quality	3,825.68	26,129.00	-22,303.32	14.6%
WCA P3	132.48	2,565.00	-2,432.52	5.2%
<b>Total Natural Resources</b>	194,122.08	660,676.00	-466,553.92	29.4%
<b>Other Income</b>				
Interest Income	0.00	10.00	-10.00	0.0%
<b>Total Other Income</b>	0.00	10.00	-10.00	0.0%
<b>Public Safety</b>				
EMPG	8,625.31	86,998.00	-78,372.69	9.9%
LEPC SERC	3,881.38	27,964.00	-24,082.62	13.9%
LHMP	0.00	12,819.00	-12,819.00	0.0%
VEM Emergency Operation MOA	0.00	1,500.00	-1,500.00	0.0%
<b>Total Public Safety</b>	12,506.69	129,281.00	-116,774.31	9.7%
<b>Town Dues</b>				
Town Dues	78,040.80	78,041.00	-0.20	100.0%
<b>Total Town Dues</b>	78,040.80	78,041.00	-0.20	100.0%
<b>Transportation</b>				
DEC Class IV Road Demonstration	0.00	12,257.00	-12,257.00	0.0%
Grants in Aid	11,791.84	10,338.00	1,453.84	114.1%
TPI	39,987.63	240,613.00	-200,625.37	16.6%
<b>Total Transportation</b>	51,779.47	263,208.00	-211,428.53	19.7%
<b>Total Income</b>	394,460.58	1,460,255.00	-1,065,794.42	27.0%
<b>Gross Profit</b>	394,460.58	1,460,255.00	-1,065,794.42	27.0%
<b>Expense</b>				
Advertising	505.26	2,385.00	-1,879.74	21.2%
Cleaning	400.00	2,080.00	-1,680.00	19.2%
Consultants	183,991.50	611,740.00	-427,748.50	30.1%
Copy				
Copier extra copies	186.35	2,000.00	-1,813.65	9.3%

**Executive Committee**  
**Central Vermont Regional Planning Commission**  
**FY 20 Budget VS. Actual**

Accrual Basis

July through August 2019

	Jul - Aug 19	Budget	\$ Over Budget	% of Budget
Copier Lease Payments	380.00	2,784.00	-2,404.00	13.6%
Total Copy	566.35	4,784.00	-4,217.65	11.8%
Depreciation expense	0.00	6,000.00	-6,000.00	0.0%
Dues/Pubs/Sponsorships				
Government Relations	882.00			
Dues/Pubs/Sponsorships - Other	0.00	11,104.00	-11,104.00	0.0%
Total Dues/Pubs/Sponsorships	882.00	11,104.00	-10,222.00	7.9%
Equipment - Repairs and Mainten	0.00	400.00	-400.00	0.0%
Interest Expense	0.00	10.00	-10.00	0.0%
Liability Insurance	1,344.00	1,550.00	-206.00	86.7%
Meetings/Programs	1,044.17	11,442.00	-10,397.83	9.1%
Office Renovation/Relocation	0.00	5,000.00	-5,000.00	0.0%
Office Rent/Occupancy				
Rent/Utility Deposits	7,063.90	42,583.00	-35,519.10	16.6%
Total Office Rent/Occupancy	7,063.90	42,583.00	-35,519.10	16.6%
Other Expenses				
Fees				
Annual Fees - Line of Credit	0.00	1,035.00	-1,035.00	0.0%
Bank Fees	35.00	100.00	-65.00	35.0%
DRRA Fees	20.70	150.00	-129.30	13.8%
Payroll Direct Deposit Fees	60.00	420.00	-360.00	14.3%
Total Fees	115.70	1,705.00	-1,589.30	6.8%
Other Expenses - Other	0.00	140.00	-140.00	0.0%
Total Other Expenses	115.70	1,845.00	-1,729.30	6.3%
Postage	52.50	2,010.00	-1,957.50	2.6%
Professional Services				
Accounting	10,710.50	56,576.00	-45,865.50	18.9%
Audit	0.00	7,500.00	-7,500.00	0.0%
IT/Computer	332.45	5,530.00	-5,197.55	6.0%
Legal	2,491.50	5,000.00	-2,508.50	49.8%
Professional Services - Other	47.00	6,860.00	-6,813.00	0.7%
Videography	175.00	2,285.00	-2,110.00	7.7%
Website Update	0.00	5,000.00	-5,000.00	0.0%
Total Professional Services	13,756.45	88,751.00	-74,994.55	15.5%
Reserve Contribution	0.00	25,000.00	-25,000.00	0.0%
Software/Licenses/IT	0.00	7,205.00	-7,205.00	0.0%
Subscriptions/Publications	38.00	644.00	-606.00	5.9%
Supplies - Billable	1,879.00	1,908.00	-29.00	98.5%
Supplies - Office				
Equipment/Server	280.93	5,050.00	-4,769.07	5.6%
GIS Supplies	0.00	1,600.00	-1,600.00	0.0%
Office Supplies	143.45	5,500.00	-5,356.55	2.6%
Total Supplies - Office	424.38	12,150.00	-11,725.62	3.5%
Telephone	1,072.54	6,445.00	-5,372.46	16.6%
Travel	1,643.25	14,156.00	-12,512.75	11.6%
Wages and Fringe Benefits				
Fringe Benefits				
FICA	7,021.01	33,958.00	-26,936.99	20.7%
Health Insurance	13,453.96	82,904.00	-69,450.04	16.2%
Life Disability Insurance	642.67	4,099.00	-3,456.33	15.7%
Pension Plan	3,785.10	20,087.00	-16,301.90	18.8%
Unemployment Comp	275.00	1,400.00	-1,125.00	19.6%
Workmen's comp	1,351.00	1,546.00	-195.00	87.4%
Total Fringe Benefits	26,528.74	143,994.00	-117,465.26	18.4%

**Executive Committee**  
**Central Vermont Regional Planning Commission**  
**FY 20 Budget VS. Actual**  
**July through August 2019**

Accrual Basis

	<u>Jul - Aug 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Personnel	66,311.32	455,939.00	-389,627.68	14.5%
Total Wages and Fringe Benefits	92,840.06	599,933.00	-507,092.94	15.5%
Total Expense	307,619.06	1,459,125.00	-1,151,505.94	21.1%
Net Ordinary Income	86,841.52	1,130.00	85,711.52	7,685.1%
Net Income	<u>86,841.52</u>	<u>1,130.00</u>	<u>85,711.52</u>	<u>7,685.1%</u>



## MEMO

Date: September 26, 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)

#### Northwest Regional Planning Commission – Municipal Grants in Aid FY19 Amendment #1

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign the agreement amendment.

**Scope of Work:** The Grants In Aid program provides funding to municipalities to implement Best Management Practices (BMPs) on hydrologically connected municipal road segments that do not or partially meet Municipal Roads General Permit standards. CVRPC will administer and deliver the program in Central Vermont.

**Funding:**

Grant Amount: \$34,212 (state funds)  
Match Amount: None.

**Performance Period:** 07/01/18 – ~~06/30/19~~ 07/31/19

**Staff:** Dan Currier (primary), Ashley Andrews, Ashlynn Shanahan, Bonnie Waninger.

**Note:** Municipalities were provided an extension for the performance period to July 31 for construction activities. This amendment provides the same extension to RPCs.

### CONTRACTS WRITTEN

(Contracts and agreements valued at more than \$25,000)  
None.

**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****VT Department of Public Safety – Calais & Montpelier Local Hazard Mitigation Plans**

**Scope of Work:** Update local hazard mitigation plans for the Town of Calais and the City of Montpelier. The scope of services includes documenting, assessing, and prioritizing risks, hazards, and mitigation strategies the Town and City should implement to avoid or minimize damage from disaster events.

**Funding:**

Amount: \$14,958 (federal)

Match Amount: \$4,986

Match Source: In-kind services from the City of Montpelier and Town of Calais

**Performance Period:** 08/16/17 – 08/06/21

**Note:** Indirect costs are not allowable under this program. CVRPC will cover approximately \$18,377 in indirect costs using its State allocation funds for local and regional planning (ACCD).

**SERC LEPC FY20 – Administrative Support**

**Scope of Work:** Provide administrative support to the Local Emergency Management Committee #5 including maintaining the LEPC 5 distribution and member list, distributing meeting packets, preparing meeting minutes, acting as fiscal agent, managing the LEPC's grant and keeping its financial and meeting records, distributing informational materials provided by the LEPC Chair, and participating in Table Top Exercise Planning Team meetings, the exercise, and the after action report meeting as funds allow.

**Funding:**

Amount: \$4,000 (state)

Match Amount: None required.

**Performance Period:** 07/01/19 – 06/30/20

**CVRPC Staff:** Bonnie Waninger (temporary), New Planner

**CONTRACTS WRITTEN****Town of Moretown – Class 4 Road Demonstration Project**

**Scope of Work:** Implementation of Best Management Practices (BMPs) on Class IV road segments, including drainage and driveway culvert upgrades, turn outs, culvert outlet stabilization, culvert headwalls, grass and stone-lined drainage ditches, road shoulder lowering, and other practices that promote road stormwater disconnection, infiltration and conveyance stability. This project demonstrates BMPs that comply with the Municipal Roads General Permit.

**Funding:**

Contract Amounts: \$12,500

Funding Source: VT Department of Environmental Conservation

**Performance Period:** 07/01/19 – 09/30/19

**CVRPC Staff:** Dan Currier

**Note:** CVRPC had previously sought a grant extension for so that the Town of Waitsfield could complete its demonstration work. Waitsfield recently withdrew from the project because it could not complete its work. Staff contacted Moretown, which had been a participant in the program. Moretown had eligible work it could complete, and it agreed to complete additional work to assist CVRPC to meet its contract requirements. This is a second contract to Moretown, rather than a contract extension, because its previous contract expired in 2018.

**G&N Construction – Northfield Water Street Stormwater Implementation Construction****Change Order 4**

**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 #4 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~~ 09/27/19

**CVRPC Staff:** Pam DeAndrea

**Note:** The value of work previously proposed as match by the Town of Northfield did not meet the Town's required match. The Town has proposed completing additional work, such as paving. This would shift work from the contractor to the Town. The 2-week extension provides additional time for negotiations between the Town, contractor, and CVRPC to be completed. Staff anticipates a 5<sup>th</sup> change order will be submitted to reflect the outcome of those negotiations.

#### **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.

#### **Town of Northfield – Northfield Stormwater Construction MOA Amendment 2**

**Scope of Work:** Capture and treat stormwater runoff from 13 acres of untreated impervious surface in the Village of Northfield by designing and constructing a large bioretention/infiltration system.

**Match Commitment:** \$25,120 cash or in-kind services

**Intended Match:**

- Eliminate connection between catch basin CB-A2 and SDMH5 following engineer specifications and directions.
- Truck all material, excavated by G&N, from the chamber system away from the site and properly dispose of it.
- Supply and truck all screened topsoil required for covering (restoring) of chamber system site.
- Pave street along Union Brook Road and Water Street following construction.
- Conform to any requirements of the project's construction bid documents and any applicable state and federal regulations for all services performed and materials used or provided by the Municipality as in-kind match.
- Document cash and in-kind services using the Vermont DEC Form 430-M. The following information must accompany Form 430-M as match verification:
  - for cash match, include paving contractor invoices and copies of cancelled checks.

- for in-kind match, record services for personnel and equipment used for catch basin connection, material trucking and disposal, topsoil supply, and trucking and provide invoices and receipts for supplies.
- for in-kind match, record services for personnel and equipment used for administrative and project oversight on this project if the value of the work listed above does not meet the Town's match commitment of \$25,120.

**Performance Period:** 05/06/19 – ~~12/31/19~~ 12/16/19

**CVRPC Staff:** Pam DeAndrea

**Note:** The Town completed in-kind services for its match commitment. The value of the work was less than \$25,120. The Town requested it be allowed to complete paving work using its own contractor, an activity originally assigned to G&N Construction. G&N agreed to amend its scope of work. The MOA amendment adds paving services, clarifies documentation required for cash and in-kind services, and modifies the Town's performance period to an earlier date. The performance period modification is intended to insure CVRPC has the appropriate paperwork to close out its grant as of 12/31/19. Once the MOA amendment is fully executed, CVRPC & G&N will execute Change Order 5.



**NORTHWEST REGIONAL PLANNING COMMISSION  
MUNICIPAL GRANTS IN AID PROGRAM  
SUB-GRANT AGREEMENT**

**With  
Central Vermont Regional Planning Commission  
Amendment #1**

This is AMENDMENT #1 for an agreement for services between the Northwest Regional Planning Commission (NRPC) a public body formed by its member municipalities as enabled under 24 V.S.A. 4341, with principal place of business at 75 Fairfield Street, St. Albans, VT and Central Vermont Regional Planning Commission with its principal place of business at 29 Main Street, Suite 4, Montpelier, VT (hereinafter called "SUBRECIPIENT"). The subject matter of this Subgrant Agreement is to provide program delivery for the Municipal Grants in Aid Program under NRPC's agreement with the Vermont Department of Environmental Conservation (2017-ERP-CA-01).

This amendment extends the period of performance for the sub-grant agreement.

4. Agreement Term: The period of SUBRECIPIENT's performance shall begin on July 1, 2018 and end on June 30, 2019.

Is amended to read:

4. Agreement Term: The period of SUBRECIPIENT's performance shall begin on July 1, 2018 and end on July 31, 2019.

All other provisions of the original agreement remain unchanged and in force.

WE, THE UNDERSIGNED PARTIES, AGREE TO BE BOUND BY THIS AGREEMENT.

NORTHWEST  
REGIONAL PLANNING COMMISSION

SUBRECIPIENT

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: Catherine Dimitruk

Name: \_\_\_\_\_

Title: Executive Director

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_





## MEMO

Date: September 26, 2019  
To: Board of Commissioners  
From: Executive Committee  
Re: FY21 Municipal Dues

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☒ **ACTION REQUESTED:** Approve an FY21 municipal dues assessment rate of \$1.25 per capita and use the Vermont Department of Health's most recent population estimates as the base data for population.

CVRPC's bylaws prescribe that CVPRC must notify municipalities of municipal dues assessments by November 15<sup>th</sup>. Historically, the Executive Committee has established the dues rate. As part of CVRPC's Bylaw update, Commissioners requested that dues be set by the Board of Commissioners. The Executive Committee recommends a municipal dues assessment rate of \$1.25 per capita for FY21, a 2.4% increase over FY20. FY21 extends from July 1, 2020 through June 30, 2021.

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

### How are municipal dues used?

Municipal dues are used to match 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 by municipalities) as one indicator of the success of a regional planning commission.

### How was the recommended rate developed?

The Executive Director assesses potential budgetary needs for the upcoming fiscal year. Factors considered include overall budget, dues as a percentage of budget (buying power of municipal dues), cash and in-kind match needs, projected municipal service needs over the next 2-3 years, and potential future needs of The Director provides alternatives and a recommendation to the Executive Committee, which considers how to proceed.

How do dues fit within CVRPC other funding?

CVRPC is funded by municipal dues assessments, an annual allocation of regional planning funds from the Legislature, grants, and contracts for services. Of these, municipal assessments and regional planning funds are the only flexible funds. Municipal assessments are the most flexible.

Why is the source for population data recommended for change?

2010 Census data is nearly 10 years old. 2020 Census numbers will not be available until 2022. Shifting the data source will provide a more accurate reflection of population distribution among municipalities. When 2020 Census population data is released, CVRPC would use those numbers as a “true up”.

Why use the Vermont Department of Health population estimates?

The Vermont Department of Health estimates are considered to be the most accurate estimates of municipal population. The estimates are produced by the United States Census Bureau, which adapts data from the most recent Census using data on births, deaths, and domestic and international migration obtained from the National Center for Health Statistics (NCHS).

How will the dues increase affect my municipality?

The table below reflect the change in population if Vermont Department of Health (VDH) are used and the dues change by municipality in terms of percentage change and actual dollar change.

Municipality	POPULATION CHANGE			DUES CHANGE			
	2010 Census	2017 VDH Estimate	Population Change	FY 20 Dues at \$1.20	FY 21 Dues at \$1.25	Dues % Change	\$ Change
Barre City	9,052	8,659	(393)	\$ 10,862.40	\$ 10,823.75	-0.4%	\$ (38.65)
Barre Town	7,924	7,723	(201)	\$ 9,508.80	\$ 9,653.75	1.5%	\$ 144.95
Berlin	2,887	2,807	(80)	\$ 3,464.40	\$ 3,508.75	1.3%	\$ 44.35
Cabot	1,433	1,437	4	\$ 1,719.60	\$ 1,796.25	4.5%	\$ 76.65
Calais	1,607	1,597	(10)	\$ 1,928.40	\$ 1,996.25	3.5%	\$ 67.85
Duxbury	1,337	1,320	(17)	\$ 1,604.40	\$ 1,650.00	2.8%	\$ 45.60
East Montpelier	2,576	2,576	0	\$ 3,091.20	\$ 3,220.00	4.2%	\$ 128.80
Fayston	1,353	1,335	(18)	\$ 1,623.60	\$ 1,668.75	2.8%	\$ 45.15
Marshfield	1,588	1,501	(87)	\$ 1,905.60	\$ 1,876.25	-1.5%	\$ (29.35)
Middlesex	1,731	1,747	16	\$ 2,077.20	\$ 2,183.75	5.1%	\$ 106.55
Montpelier	7,855	7,484	(371)	\$ 9,426.00	\$ 9,355.00	-0.8%	\$ (71.00)
Moretown	1,658	1,667	9	\$ 1,989.60	\$ 2,083.75	4.7%	\$ 94.15
Northfield	6,207	6,032	(175)	\$ 7,448.40	\$ 7,540.00	1.2%	\$ 91.60
Orange	1,072	1,101	29	\$ 1,286.40	\$ 1,376.25	7.0%	\$ 89.85
Plainfield	1,243	1,260	17	\$ 1,491.60	\$ 1,575.00	5.6%	\$ 83.40
Roxbury	691	706	15	\$ 829.20	\$ 882.50	6.4%	\$ 53.30
Waitsfield	1,719	1,708	(11)	\$ 2,062.80	\$ 2,135.00	3.5%	\$ 72.20
Warren	1,705	1,682	(23)	\$ 2,046.00	\$ 2,102.50	2.8%	\$ 56.50
Washington	1,039	1,018	(21)	\$ 1,246.80	\$ 1,272.50	2.1%	\$ 25.70
Waterbury	5,064	5,142	78	\$ 6,076.80	\$ 6,427.50	5.8%	\$ 350.70
Williamstown	3,389	3,491	102	\$ 4,066.80	\$ 4,363.75	7.3%	\$ 296.95

Municipality	POPULATION CHANGE			DUES CHANGE			
	2010 Census	2017 VDH Estimate	Population Change	FY 20 Dues at \$1.20	FY 21 Dues at \$1.25	Dues % Change	\$ Change
Woodbury	906	888	(18)	\$ 1,087.20	\$ 1,110.00	2.1%	\$ 22.80
Worcester	998	1,019	21	\$ 1,197.60	\$ 1,273.75	6.4%	\$ 76.15
<b>Region</b>	<b>65,034</b>	<b>63,900</b>	<b>(1,134)</b>	<b>\$ 78,040.80</b>	<b>\$ 79,875.00</b>	<b>2.4%</b>	<b>\$ 1,834.20</b>

## Vermont RPC Municipal Dues Rates and Structures

The Executive Committee customarily requests information about how CVRPC's activities compare to its peers. The table below reflects how CVRPC's dues compare to other RPCs as of 09/09/19. The data is sorted by Per Capita Equivalent to assist with comparisons.

RPC	Population	Population Data Source	Amount Raised by Dues	# of Municipalities	Dues as Percentage of Total Revenue	Calculation Method	Per Capita Equivalent <sup>1</sup>
Bennington	37,701	US Census	\$102,686	17	6%	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	US Census	\$106,931	27	5%	\$2.30 per capita - minimum \$250	\$2.35
Chittenden	156,545	US Census	\$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	US Census	\$83,434	30	5%	\$1.49 per capita	\$1.49
Addison	33,517	VT Dept. of Health Estimates	\$43,237	21	6%	\$1.23 per capita, minus group quarters	\$1.29
South Windsor	24,711	US Census	\$30,889	10	4%	\$1.25 per capita	\$1.25
Central VT	65,034	US Census	\$78,040	23	5%	\$1.20 per capita	\$1.20
Northwest	54,715	US Census	\$60,576	22	4%	\$1.107 per capita; annual change based on employer cost price index	\$1.11
Lamoille	24,475	US Census	\$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	US Census	\$50,215	50	3%	\$0.75 per capita - minimum dues of \$500 (few do pay \$100); \$3,500 cap	\$0.80
Rutland	61,642	US Census	\$24,050	27	2%	\$975/year per municipality	\$0.39

<sup>1</sup>Amount Raised by Dues divided by Population



## MEMO

Date: September 25, 2019  
To: Executive Committee  
From: Nancy Chartrand, Office Manager  
Re: Regional Plan Committee Vacancy

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☒ No action requested.

With the departure of Commissioner Kirby Keeton, the Regional Plan Committee now has a vacancy which needs to be filled. The next Regional Plan Committee meeting is scheduled for October 21<sup>st</sup>.

The Executive Committee may want to discuss which Commissioners may be interested in filling this role so they can be contacted in advance of the next Commission meeting.

Noted below is the current Bylaw language regarding vacancies for officers and other elected officials. There is no specific language as related to Committees. The Board customarily makes Committee appointments to the Regional Plan Committee.

### Existing Bylaw Language

#### 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.

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION  
BOARD OF COMMISSIONERS**

FY 2020

Municipality	Commissioner	Appointed	No Yrs	Committee Assignment
Barre City	Janet Shatney	Woodbury July 2009-Feb 2014; Barre City June 2014	9	Brownfields (Chair), Project Review (Chair), Executive
	Heather Greenfield, Alt	May 2018		
Barre Town	Byron Atwood,	October 2009	9	Nominating (Chair)
	Mark Nicholson, Alt.	1995 (Comm)	11	
Berlin	Robert Wernecke	December 2008	11	Project Review, Transportation, Nominating
	Karla NuiSSL, Alt.	July 2016	3	
Cabot	Amy Hornblas	11/06/17	2	Clean Water (Chair), Brownfields
Calais	John Brabant	Woodbury 1990's; Calais 03/27/17	2	Clean Water, Project Review
	Jan Ohlsson, Alt	10/2016	2	Town Plan Review
Duxbury	Alan Quackenbush	Alt Commissioner April 2016; Commissioner 06/12/18	1	Transportation, Nominating
	VACANT, Alt			
E. Montpelier	Julie Potter	Alt Commissioner April 2013; Commissioner May 2014	5	Executive (Past Chair), Regional Plan, Bylaw (Chair)
	Jack Pauly, Alt.	April 2015	3	
Fayston	Karl Klein/Carol Chamberlin	June 2018 / April 2019	<1	
Marshfield	Robin Schunk	May 2019	2	Transportation
Middlesex	Ron Krauth	December 2004	15	Regional Plan, Town Plan Review, Brownfields, Clean Water, Transportation
Montpelier	Kirby Keeton/Vacant	April 2017/	2	Regional Plan/
	Mike Miller, Alt.	June 2016	3	
Moretown	Dara Torre, Secretary	Sept 2013	5	Regional Plan, Executive
	Joyce Manchester, Alt	2018?		Town Plan Review
Northfield	Laura Hill-Eubanks, Chair	May 2013	5	Regional Plan, Executive (Chair), Project Review
Orange	Lee Cattaneo	May 2017	2	Transportation, Town Plan Review, Project Review
Plainfield	Bram Towbin	July 2017	2	



Municipality	Commissioner	Appointed	No Yrs	Committee Assignment
	Jim Volz/Paula Emery, Alt.	March 2019/Sept 2019	<1	
Roxbury	Gerry D'Amico	August 2015	4	Transportation, Project Review (Alternate), Executive
Waitsfield	Don La Haye	Warren Alt Commissioner Jan 2003, Commissioner April 2005; Waitsfield Nov 2012	16	Brownfields, Transportation
	Harrison Snapp, Alt.	1995 (Comm)	11	Transportation (Alternate)
Warren	Alison Duckworth	Mar 2019	<1	
	J. Michael Bridgewater, Alt.	Mar 2019		
Washington	Peter Carbee	July 2018	1	Project Review
Waterbury	Steve Lotspeich, Vice Chair	Aug 2014	4	Executive, Transportation (Chair), Bylaw
Williamstown	Richard Turner	June - Nov 2018; reappointed 01/14/19	1	Bylaw, Clean Water (Alt
	Jacqueline Higgins, Alt.	Sept 2018	1	
Woodbury	Michael Gray, Treasurer	Jan 2016	3	Executive, Brownfields
Worcester	Bill Arrand	May 2010	9	Town Plan Review (Chair), Transportation



## MEMO

Date: September 26, 2019  
To: Executive Committee  
From: Bonnie Waninger, Executive Director  
Re: Clarification on items for Board reports.

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**✉ ACTION REQUESTED:** No action is required.

Two items converged in September that suggest the Board of Commissioners should consider whether committees should daylight any challenges they encounter when using the Regional Plan and other Commission policy or procedure documents.

The first item was noted during a staff review of the City of Montpelier's Growth Center Designation renewal application. Staff noticed a potential non-conformance between an area proposed for boundary expansion and the 2016 Regional Plan. Senior Planner Clare Rock researched this issue. She concluded the boundary line adjustment had already been found to be in conformance with the Regional Plan.

In brief, staff identified the inconsistency during the municipal plan approval process. The inconsistency was highlighted in staff recommendations to the Town Plan Review Committee along with a discussion of the future land use planning district maps and Regional Plan policy language. The Committee voted in favor of approval and submitted its recommendation to approval to the Board of Commissioners. The recommendation did not note the inconsistency between the Regional Plan's policies and map or the Committee's policy-level decision.

The second item was highlighted when Clare and I discussed the Montpelier designation research. Clare noted that the Project Review Committee had recently considered a request for Preferred Site status for a renewable energy generation project. The site was located in an area the Regional Plan designates as a rural land use planning area. The proposed project was considered a utility-scale energy generation project.

The Project Review Committee invested considerable time discussing this project. While the Regional Plan identifies limitations and constraints on industrial-scale wind, it doesn't specify any specific

limitation or constraints for varying scales of solar facility development. In making its determination that the project did not meet the definition of Substantial Regional Impact, the Committee discussed parameters that could be used as siting criteria should the Commission chose to incorporate them into the Regional Plan. In addition, the Committee recommended that CVRPC revise the Regional Plan to include and address energy storage and transmission.

As CVRPC moves forward with future updates to the Regional Plan, the Board may find it useful to have committees daylight and document challenges with using the Regional Plan or policy issues that should be included so that future plan updates can consider them. Documenting these issues would contribute to institutional memory that survives future staff and Board changes.

Act No. 76  
2019

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This act summary is provided for the convenience of the public and members of the General Assembly. It is intended to provide a general summary of the act and may not be exhaustive. It has been prepared by the staff of the Office of Legislative Council without input from members of the General Assembly. It is not intended to aid in the interpretation of legislation or to serve as a source of legislative intent.

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**Act No. 76 (S.96). Conservation and land development; water quality; funding; water quality services**

**An act relating to the provision of water quality services**

This act establishes a long-term funding source for water quality programs and amends how clean water projects are implemented, administered, and funded. Under the act, six percent of revenues from the meals and rooms taxes are deposited into the Clean Water Fund. The percentage of the rooms and meals tax dedicated to the General Fund is reduced by six percent.

The act establishes a mechanism for delivery of water quality services in impaired waters. The Agency of Natural Resources (ANR) shall designate by rule an entity, known as a clean water service provider, to be responsible for identification, design, construction, operation, and maintenance of clean water projects in a basin of an impaired water. A provider shall maintain clean water projects for at least the design life of each project. Each provider shall establish a basin water quality council to establish policy and make project decisions. ANR shall assign a provider for Lake Champlain and Lake Memphremagag by November 1, 2020. ANR shall assign providers for other impaired waters six months prior to scheduled pollution allocations.

After a water is listed as impaired, ANR shall, as part of the cleanup plan for the water, evaluate whether existing regulatory programs will achieve water quality standards in the water. If existing programs will not achieve water quality standards, ANR shall determine the amount of additional pollutant reduction necessary to achieve water quality standards. ANR shall allocate to each clean water service provider for that water an amount of pollution reduction the provider shall be responsible for achieving. The allocations shall be expressed in annual pollution reduction goals and five-year pollution reduction targets.

ANR shall establish a methodology for establishing the standard cost per unit of pollutant reduction. The standard cost shall include the costs of project identification, design, and construction. ANR also shall publish methodologies for establishing the design life of a project and for calculating pollution reduction values for a clean water project in that water. ANR shall conduct the pollution reduction and standard costs analyses for Lake Champlain by November 1, 2021 and for Lake Memphremagag by November 1, 2022. For all other impaired waters, ANR shall adopt an implementation schedule by November 1, 2023.

Act No. 76  
2019

Page 2 of 3

A clean water service provider shall report annually to ANR regarding implementation of clean water projects and compliance with pollution reduction allocations. If a clean water service provider fails to meet its allocated reduction goals or its five-year target or fails to maintain previously implemented clean water projects, ANR shall take appropriate steps to hold the provider accountable, including entering a compliance plan or designating an alternate provider.

The act establishes four new grant programs to fund water quality programs in the State. The Water Quality Restoration Formula Grant Program provides grants to clean water service providers to meet the pollution reduction requirements. The Water Quality Enhancement Grant Program funds projects that protect high quality waters, maintain or improve water quality in all waters, restore degraded or stressed waters, create resilient watersheds communities, and promote the public use and enjoyment of waters. The Developed Lands Implementation Grant Program provides grants to persons who are required to obtain a three-acre impervious surface permit. The Municipal Stormwater Assistance Grant Program provides grants to municipalities to implement a municipal roads general permit, MS4 permit, or a three-acre impervious surface permit.

The act adds a finding that success in implementing the Clean Water Initiative will depend on sustained and adequate funding to support implementation, including committing to annual appropriations of between \$50 and \$60 million. The act also clarifies that when making recommendations for appropriations from the Clean Water Fund, the Clean Water Fund shall make its recommendations according to established priorities. In addition, the Board shall make funding recommendations for water quality programs and projects to be funded from capital appropriations, not from the Clean Water Fund.

The act amends the priorities for the Clean Water Board's recommended appropriations from the Clean Water Fund. First and equal priority shall be given to: grants to clean water service providers to fund costs associated with clean water projects; agricultural water quality programs; the Water Quality Enhancement Grant Program, at a funding level of at least 20 percent of the Clean Water Fund, with a \$5 million annual maximum; funding to partners for basin planning of at least \$500,000.00 annually. As a second priority, the Board shall recommend funding for programs or projects to address riparian conditions; funding for education, outreach, demonstration, and water quality practices on logging jobs; and funding for the Municipal Stormwater Assistance Grant. Third priority shall be funding for the Developed Lands Implementation Grant Program.

The act also clarifies the authority of natural resource conservation districts and regional planning commissions to act as clean water service providers. It requires ANR to report to the General Assembly with recommendation for implementing a market-based mechanism that allows the purchase of water quality credits by water quality and other entities. The act requires ANR to convene a Land and Water Conservation Study Stakeholder Group to develop a

Act No. 76  
2019

Page 3 of 3

recommended framework for statewide land conservation. Last, the act requires the Secretary of Administration to report to the General Assembly regarding administration and funding of water quality projects on farms.

Multiple effective dates, beginning on July 1, 2019

**Executive Committee**  
**5-Year Strategic Goals – FY20 Activities**  
**09/30/19 Progress Report**

Priorit y	Activity	Lead	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Ma r	Apr	Ma y	June
<b>Goal 1: Enhance Financial Security</b>														
H	Monthly financial reports	Nicole	✕	✕	✓06/30/19 & 08/31/19	X	X	X	X	X	X	X	X	X
H	Complete & submit audit & indirect proposal	Nicole			✓Fieldwork			Audit	Indirect Proposa I					
M	Implement plan to reduce administrative cost	All												X
H	Contribute to reserve fund	Bonnie & Nicole												X
H	Update Personnel Policy	Bonnie												X
M	Update Admin/Financial Procedures	Nancy with Nicole			In progress									X
M	Implement 2 CFR staff training	Bonnie			✓Timesheet & Expenses			X			X			X
<b>Goal 2: Create Operational Excellence</b>														
M	Conduct team building activities	Nancy With All	✓Celebrate Dan 15 <sup>th</sup> Yr		✓WBRD Outing	X			X			X		
M	Finish Committee	As			Reg Plan		Reg Plan	Nom Com						

Legend:

X = Planned

✓ = Accomplished

✕✕✕ = Delayed with new projection

Priorit y	Activity	Lead	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Ma r	Apr	Ma y	June
	Rules of Procedure	assigne d												
L	Host Chair training	TBD									X			
M	Hold new Commissioner orientation meetings	Bonnie										X		
H	Implement Commission meeting changes	Bonnie		Draft to Exec Com										Handboo k
M	Clean office	All							X					
H	Lease Renewal Decision	Nancy			✕ Extension Granted		X							X
<b>Goal 3: Enhance Services</b>														
L	Review Municipal Plans for priorities	Zach & Jonatha n							X					
L	Survey municipal needs	Clare & Nancy								X				
M	Train staff on project management	Nancy												X
H	Complete Plan Central VT	Clare			Housing Proposal to Exec Com								Draft	
<b>Goal 4: Position CVRPC as Leader and Partner</b>														
H	Publish News Briefs biweekly/Update Facebook	Nancy	✓	✓	✓	X	X	X	X	X	X	X	X	X

Legend:

X = Planned

✓ = Accomplished

XXX = Delayed with new projection



Priorit y	Activity	Lead	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
M	Publish newsletter quarterly	Nancy With All		✓			X			X			X	
H	Develop press releases at milestones	All	<del>Better Roads</del> 604b Stream Reclassification	<del>High Meadows</del>	EAB	Better Roads & EAB	CWBG Projects	Northfield Stormwater	LHMPs	Energy Plannin g		Forest Integrity	Cabo t Trails	Plainfield HC Design
M	Develop project briefing sheets	All	<del>Better Roads</del>	<del>High Meadows</del>	EAB		CWBG Projects	Northfield Stormwater	LHMPs	Energy Plannin g		Forest Integrity	Cabo t Trails	Plainfield HC Design
L	Publish online data library	Zach												X
M	Host bi-monthly trainings	All	X		✓Transportation Climate Initiative (TCI)	Energy Roundtable	X		X		X		X	
M	Participate in 3 partner activities	All			✓THRIVE Transportation CAN									X
L	Serve as RPC lead for statewide effort	Senior Staff												X
M	Comment on two plans, etc.	Senior Staff	Act 250 Changes & TCI											X

Legend:

X = Planned

✓ = Accomplished

XXX = Delayed with new projection

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION****Executive Committee****DRAFT MINUTES****September 3, 2019**

Present:

☒ Julie Potter☒ Laura Hill-Eubanks☒ Michael Gray☒ Dara Torre☒ Steve Lotspeich☐ Janet Shatney☒ Jerry D'Amico

Staff: Bonnie Waninger, Nancy Chartrand, Clare Rock

**CALL TO ORDER**

Chair L. Hill-Eubanks called the meeting to order at 4:06 pm. Quorum was present to conduct business.

**ADJUSTMENTS TO THE AGENDA**

B. Waninger requested the Financial Report item be removed from the agenda as a report was not available.

**PUBLIC COMMENTS**

None.

**FINANCIAL REPORT**

See above.

**CONTRACT/AGREEMENT AUTHORIZATION**VT Agency of Transportation – FFY2019 Transportation Planning Initiative Amendment #2

*J. D'Amico moved to approve the budget amendment and authorize the Executive Director to sign the agreement amendment; M. Gray seconded. Brief discussion ensued regarding the project development item in the amendment. Motion carried.*

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

Discussion ensued regarding whether or not action was needed on this change order given the motion passed during our previous meeting. It was concluded that action was not necessary. The update was for informational purposes only. Waninger provided additional details on the change order.

Additional details were also provided regarding the other contracts outlined in the packet for informational purposes.

**MUNICIPAL DUES**

This item was discussed extensively. Waninger confirmed that CVRPC's Bylaws require notice to municipalities annually by November 15<sup>th</sup> so they can plan for budgets. She confirmed staff is recommending a FY21 dues increase of 2.4%. Staff also recommends updating the population information from 2010 Census numbers to 2017 Department of Health estimates, which are considered the best representation of Vermont's population. Using the Dept. of Health estimates should better align dues allocations to municipalities for the 2020 Census numbers. The Committee recommended changes to the memo prepared for the Executive Committee when the memo is presented to the Board. Waninger will revise the memo for consideration at the Committee's next meeting.

**CENTRAL VERMONT REGIONAL PLAN**

Clare Rock joined the meeting to provide information on a proposed work plan and progress on the Regional Plan. Waninger provided an initial overview of Plan Central Vermont. Rock outlined the approach to address Regional Plan updates for FY20 with a plan to focus on the housing element and create a format to apply across all chapters. Plan Central Vermont chapters would be used as a starting point to revisit the information for continuity and up to date information.

Significant discussion ensued regarding both the 2016 Regional Plan and the draft Plan Central Vermont.

There was agreement on removing the housing distribution plan from 2016 Regional Plan as a minor amendment. The Committee requested staff provide a more concrete timeframe for finalizing Plan Central Vermont and provide a proposal for amending the housing information in the 2016 Regional Plan in the short-term. The Committee noted several different scenarios for task completion would be helpful. The information will be presented to the Regional Plan Committee for review prior to presentation to the Executive Committee.

**COMMISSIONER HANDBOOK**

Tabled in the interest of time.

**CONSENT ITEMS**

It was confirmed that the July minutes had previously been approved.

*J. Potter moved to approve the August 5, 2019 minutes as presented; M. Gray seconded. Motion carried.*

**COMMISSION MEETING AGENDA**

The agenda was amended to remove the municipal dues item. Waninger confirmed the speaker would be Jon Copans on Climate Economy Model Communities Program.

*J. Potter moved to approve the Commission agenda for September 10<sup>th</sup> as amended; D. Torre seconded. Motion carried.*

**OFFICE LEASE**

Waninger provided an update on the status of office space research. Staff expects to bring a recommendation to the Committee in October or November.

**ADJOURN**

*J. Potter moved to adjourn at 6:01 pm; M. Gray seconded. Motion carried.*

Respectfully submitted,

Nancy Chartrand

Office Manager



## Central Vermont Regional Planning Commission

### BOARD OF COMMISSIONERS

October 8, 2019 at 6:30 pm

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

6:15 pm – Social and pizza

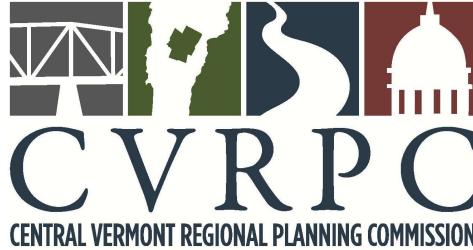
<u>Page</u>	<u>Time</u>	<u>AGENDA</u>
	<b>6:30<sup>1</sup></b>	<b>Adjustments to the Agenda</b>
		<b>Public Comments</b>
	<b>6:35</b>	<b>People Centered Communications, <i>Ericka Reel and Nathan Besio, Vermont Center for Independent Living</i></b> By 2029, more than one in four Vermonters will be of retirement age. This training focuses on increasing opportunities for people to participate in community's events and meetings. Topics covered: using person first language, invisible vs. visible disabilities, common misconceptions, accommodations for persons with disabilities, and etiquette around various disabilities.
	<b>7:35</b>	<b>Municipal Plan Approval, <i>Clare Rock, Senior Planner</i></b> (enclosed) Follow-up on provisional approval of Middlesex Town Plan.
	<b>7:40</b>	<b>Committee Appointment</b> (enclosed) <sup>2</sup> Fill vacancy on the Regional Plan Committee
	<b>7:45</b>	<b>Municipal Dues</b> (enclosed) <sup>2</sup> Adopt municipal dues assessment rate for FY2021.
	<b>8:00</b>	<b>FY20 Work Plan &amp; Budget, <i>Bonnie Waninger</i></b> (enclosed) Presentation and discussion.
	<b>8:15</b>	<b>Meeting Minutes – September 10, 2019</b> (enclosed) <sup>2</sup>
	<b>8:20</b>	<b>Reports</b> (enclosed) Updates and questions on Staff, Executive Director, and Committee Reports
	<b>8:30</b>	<b>Adjournment</b>

**Next Meeting: November 12, 2019**

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

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

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# **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

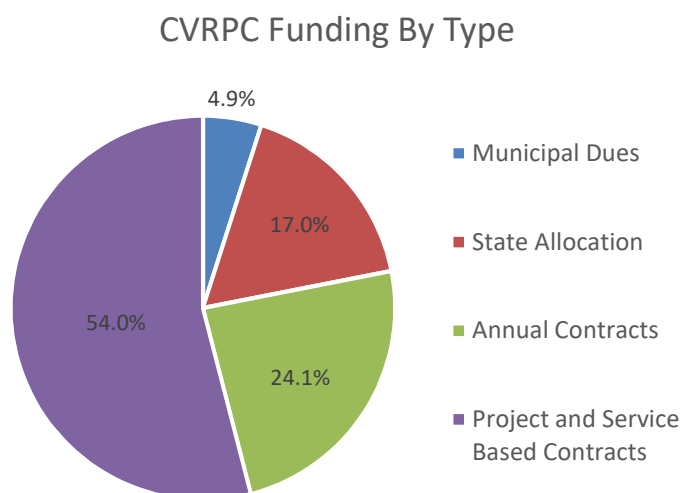
Three state agencies have consistently provided funds to RPCs through annual contracts. The Vermont Agencies of Transportation and Natural Resources and Vermont Emergency Management support local and regional planning. This consistent funding reflects appreciation of RPC success in bringing local and 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](http://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**

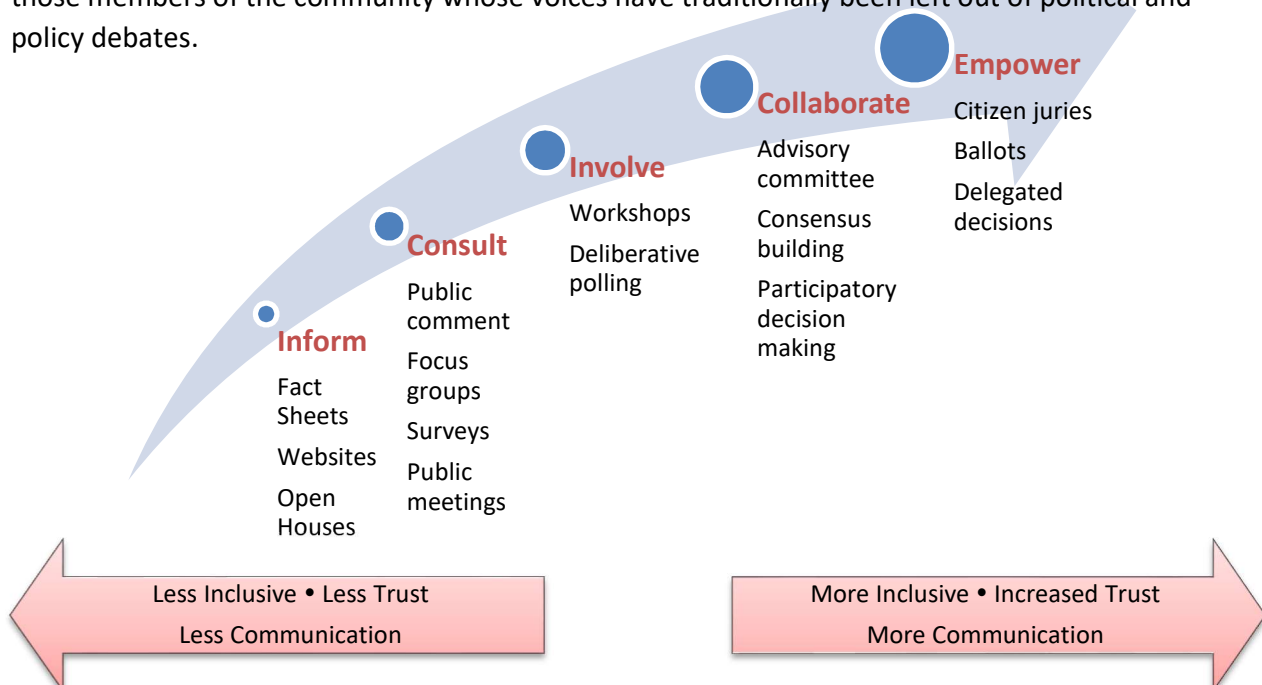
CVRPC also works on special projects such as downtown revitalization, recreation paths, farmland preservation, economic development, energy, capital planning, and affordable housing projects.

## 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.



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### 3 **Appendix A: Bylaws**

4

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

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

## 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](mailto:cvrpc@cvrpcvt.com)

Website: [www.centralvtplanning.org](http://www.centralvtplanning.org)

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

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](mailto: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](http://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)

<b>Acronym</b>	<b>Explanation</b>
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

<b>Acronym</b>	<b>Explanation</b>
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

<b>Acronym</b>	<b>Explanation</b>
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>.

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