



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>
	6:30¹	Adjustments to the Agenda
		Public Comments
	6:35	Focus on Montpelier, Bill Frasier, City Manager Montpelier is working to encourage new residential development, support its historic downtown, expand its tax base, and reduce the costs of municipal services for current residents. Development opportunities are increasing as the City works to infill its center, develop new neighborhoods, and support transportation options.
2	7:35	Municipal Plan Approval, Clare Rock, Senior Planner (enclosed) Follow-up on provisional approval of Middlesex Town Plan.
3	7:40	Committee Appointment (enclosed) ² Fill vacancy on the Regional Plan Committee
4	7:45	Municipal Dues (enclosed) ² Adopt municipal dues assessment rate for FY2021.
8	8:00	FY20 Work Plan & Budget, Bonnie Waninger (enclosed) Presentation and discussion.
27	8:15	Meeting Minutes – September 10, 2019 (enclosed) ²
30	8:20	Reports (enclosed) Updates and questions on Staff and Committee Reports
	8:30	Adjournment

Next Meeting: November 12, 2019

¹ Times are approximate unless otherwise advertised.

² Anticipated action item.

September 18, 2019

Sarah Merriman, Town Clerk
5 Church Street,
Middlesex, VT 05602

VIA EMAIL

Dear Ms. Merriman,

Thank you for providing the Central Vermont Regional Planning Commission (CVRPC) a copy of the *Middlesex, Vermont Town Plan 2019 as approved by the Middlesex Town Voters on September 10, 2019*.

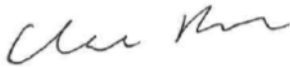
As you are aware, on July 9, 2019 the CVRPC Board signed a resolution confirming the municipal planning process and indicating regional approval of the *Middlesex, VT Town Plan 2019, as approved by the Planning Commission on June 19, 2019* contingent on its adoption by the municipality without substantive changes.

CVRPC staff has reviewed the *approved by the Middlesex Town Voters on September 10, 2019* plan and finds no substantive changes were made. Please find this correspondence as documentation that the contingent status is no longer applicable and your plan stands approved by the CVRPC Board. Congratulations once again on all the hard work your municipality.

The CVRPC has copied the Agency of Commerce and Community Development's Department of Housing and Community Development (ACCD-DHCD) on this communication. Approval of the plan and confirmation of your planning process means that the Town of Middlesex is eligible for future municipal planning grant funding and other statewide programs.

Please don't hesitate to contact the CVRPC if you have any questions or need further assistance.

Regards,



Clare Rock
Senior Planner

Cc: Planning Commission Chair
ACCD-DHCD w/enclosures



MEMO

Date: September 30, 2019
To: Board of Commissioners
From: Bonnie Waninger, Executive Director
Re: Regional Plan Committee Vacancy & Appointment

☒ **ACTION REQUESTED: Appoint a new member to fill out the Regional Plan Committee term vacated by Kirby Keeton.**

With the departure of Commissioner Kirby Keeton, the Regional Plan Committee has a vacancy. Keeton's term expires June 2020. The Regional Plan Committee meeting is scheduled to meet on October 21st to discuss a schedule and process for completing *Plan Central Vermont*, the Regional Plan update.

The Board designates Committee appointments. The Executive Committee discussed the Regional Plan Committee vacancy at its September 30. At the October Commission meeting, the Chair will take nominations from the floor to fill the vacancy. Commissioners and Alternates interested in participating on the Regional Plan Committee may contact the Chair in advance with any questions. Her contact information is Laura Hill-Eubanks, 485-6277 or hilleub@mindspring.com.

Background

The Regional Plan Committee develops and recommends updates to the Regional Plan. The Committee meets monthly as needed. It has not set a regular meeting date. CVRPC expects to complete a Regional Plan update in the next two years.

The current Committee membership includes:

Laura Hill-Eubanks, Northfield, Committee Chair
Dara Torre, Moretown
Ron Krauth, Middlesex
Julie Potter, East Montpelier



MEMO

Date: September 30, 2019
To: Board of Commissioners
From: Executive Committee
Re: FY21 Municipal Dues

☒ **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 15th. 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 Commission. 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). Using these estimates will ease the transition to anticipated 2020 Census outcomes.

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

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
Williamstown	3,389	3,491	102	\$ 4,066.80	\$ 4,363.75	7.3%	\$ 296.95
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
Region	65,034	63,900	(1,134)	\$ 78,040.80	\$ 79,875.00	2.4%	\$ 1,834.20

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 ¹
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

¹Amount Raised by Dues divided by Population



FY2020 Work Plan

Adopted 06/03/19

INTRODUCTION

The Central Vermont Regional Planning Commission (CVRPC) leverages the power of people working together to assist its member municipalities in providing effective local government and to address regional issues. CVRPC's professional, skilled staff expands local capacity, and works to link local, state, and federal visions for the future. This Work Plan is its annual statement of planned activities.

CVRPC is one of eleven Commissions in Vermont. CVRPC operates under the Vermont Municipal and Regional Planning and Development Act (V.S.A. Title 24, Chapter 117) and its adopted bylaws. All municipalities, by law, are members. Active municipal participation in CVRPC affairs is voluntary.

The Central Vermont Regional Planning Commission Board of Commissioners governs its policies and activities. Commissioners are appointed by the Region's 23 municipalities.

In FY20, CVRPC will participate in or manage programs of importance to municipalities, the region and the state. Specific grants generally fund these programs, but they are coordinated across programs. Through this integrated, comprehensive approach, CVRPC will positively impact these outcomes:

- ❖ Municipal permitting is predictable and effective.
- ❖ Central Vermont and the state are 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 and providing public benefit.
- ❖ Central Vermont and the state have access to sufficient energy resources and plans for new generation, efficiency, and conservation to support community and economic advancement.
- ❖ Infrastructure is planned and coordinated to meet the needs of the local and regional 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.

WORK PROGRAM HIGHLIGHTS

Regional Planning

CVRPC continues its work to create *Plan Central Vermont: Shaping Our Region from the Ground Up*. This planning process is bringing together residents, elected leaders, the professional community, and community-based organizations in a conversation around how to best address issues and ensure the long-term health and vitality of the Central Vermont Region. The Plan builds on past regional planning efforts and looks towards the future using the vision created through public engagement.



CVRPC's statutory duties include participating in Act 250 and Section 248 project review, and completing regional approvals of municipal plans upon request of municipalities. Through its participation, CVRPC aims to positively shape development and support municipal and regional growth goals. Regional approvals verify that a municipal plan addresses all elements and State goals required by statute. Municipalities with regionally approved plans are eligible for certain State grants.



CVRPC comments on State and Federal Agency plans and proposals so regional and local viewpoints are considered and policy issues are informed by RPC research and analysis. In FY20, CVRPC anticipates providing a Central Vermont perspective for the Future of Act 250 and other opportunities that may arise.

CVRPC coordinates activities with other organizations and represents the interests of the Region on commissions, committees, and boards, such as: Central Vermont Economic Development Corporation, Green Mountain Transit, and VT Association of Planning & Development Agencies. CVRPC represents regional planning commissions on the State Hazard Mitigation Grant Program Review Committee, VT Urban & Community Forestry Program, and serves as alternate for the VT GIS Enterprise Consortium.

Education & Trainings

CVRPC provides opportunities for Commissioners and municipalities to learn about pertinent topics. In FY20, CVRPC will sponsor, present and publicize multiple workshops and events, such as:

- ❖ Homes for All: Updating Municipal Policies to Improve Housing Opportunities,
- ❖ Essentials of Land Use Planning,
- ❖ Beyond the Floodplain: Protecting River Corridors through Bylaws and Other Tools,
- ❖ Using Village Center Designations,

- ❖ Planning for Economic Development,
- ❖ Resilience and/or water quality,
- ❖ Roundtables for municipal staff and volunteers,
- ❖ Other municipally-requested topics, and
- ❖ Statewide trainings delivered at the regional level.

CVRPC produces a newsletter that contains information about ongoing events, project and program updates, municipal and other assistance, and general education. CVRPC's Facebook page and website host training opportunities, project and program information, and publication resources.



Municipal Assistance

CVRPC assists local communities and their boards/committees to achieve their community visions and goals. Our Geographic Information Systems (GIS) mapping and analysis capabilities are an integral part of ongoing projects at the Commission, as well as a standalone area of work. Municipalities receive up to 12 hours of GIS services at no charge each year.

Throughout the year, municipalities identify assistance needs. Thus far for FY20, services requested are:

- | | |
|--|--|
| <ul style="list-style-type: none"> ❖ <i>Barre City</i> – City Plan; stormwater project implementation; Local Emergency Management Plan; bridge & culvert inventory; transportation resiliency tool; public transit assistance ❖ <i>Barre Town</i> – Emerald Ash Borer response planning; Local Emergency Management Plan; bridge & culvert inventory; transportation resiliency tool ❖ <i>Berlin</i> – New Town Center designation assistance; transportation resiliency tool; Local Emergency Management Plan; stormwater project design and implementation; statutory consultation; road erosion inventory; traffic counts; stormwater project design; grant writing ❖ <i>Cabot</i> – Working landscape asset mapping; trails master planning; Local | <ul style="list-style-type: none"> Emergency Management Plan; statutory consultation ❖ <i>Calais</i> – Local Hazard Mitigation Plan; Local Emergency Management Plan; river corridor bylaws update; Emerald Ash Borer management plan; grant writing ❖ <i>Duxbury</i> – Local Emergency Management Plan; parcel map assistance; grant writing; transportation funding research ❖ <i>East Montpelier</i> – Local Hazard Mitigation Plan; Energy planning; Local Emergency Management Plan; web map update; road erosion inventory; road surface management system; Emerald Ash Borer management plan; grant writing ❖ <i>Fayston</i> - Local Emergency Management Plan; public transit assistance; bridge & culvert inventory; grant writing |
|--|--|

- ❖ *Marshfield* – Energy planning & implementation; Local Emergency Management Plan; grant writing; statutory consultation; road erosion inventory; surface water reclassification
- ❖ *Middlesex* – Energy planning; Local Emergency Management Plan; statutory consultation; surface water reclassification; grant writing
- ❖ *Montpelier* – Local Hazard Mitigation Plan; Local Emergency Management Plan; statutory consultation; Growth Center designation assistance; brownfields redevelopment planning; public transit assistance; traffic counts
- ❖ *Moretown* – Energy planning; Local Hazard Mitigation Plan; Local Emergency Management Plan; Phase II River Corridor Plan Implementation; traffic count; stormwater project design; grant writing; transportation project development
- ❖ *Northfield* – Trails master plan; stormwater project construction; Local Emergency Management Plan; public transit assistance; road erosion inventory; road surface management system; transportation project development; grant writing
- ❖ *Orange* – Local Emergency Management Plan; road erosion inventory; tactical basin planning; transportation resiliency tool; road surface management system
- ❖ *Plainfield* – Local Hazard Mitigation Plan; Town Plan maps; energy implementation;
- Local Emergency Management Plan; stormwater design; grant writing
- ❖ *Roxbury* - Local Emergency Management Plan
- ❖ *Waitsfield* – Energy planning; State designation assistance; Class 4 road project implementation; statutory consultation; public transit assistance; bridge & culvert inventory; grant writing
- ❖ *Warren* – Local Emergency Management Plan; public transit assistance; traffic counts; clean water project development
- ❖ *Washington* – Energy planning; Local Hazard Mitigation Plan; Local Emergency Management Plan; bridge & culvert inventory; tactical basin planning
- ❖ *Waterbury* – Floodplain Working Group assistance; grant writing; Local Emergency Management Plan; bridge & culvert inventory; ash tree inventory
- ❖ *Williamstown* – Local Hazard Mitigation Plan; Local Emergency Management Plan; road erosion inventory; bridge & culvert inventory; grant writing; transportation resiliency tool
- ❖ *Woodbury* – Mobile cellular coverage assessment; Town Plan assistance; Local Emergency Management Plan; traffic counts; stormwater designs; grant writing
- ❖ *Worcester* - Local Emergency Management Plan; grant writing; Town Plan maps

CVRPC welcomes additional requests for assistance throughout the year. Requests are filled on a first come, first served basis based on staffing capacity.

Transportation

Transportation investments fuel growth in Central Vermont. CVRPC staff works closely with the Transportation Advisory Committee (TAC) and the Vermont Agency of Transportation (VTrans) regarding regional transportation needs through the Transportation Planning Initiative (TPI). Significant projects for FY20 include: municipal assistance to meet requirements of the VT Clean Water Act, hosting road foremen roundtables, increasing field services, and assisting Green Mountain Transit to implement NextGen system improvements using inclusive planning for paratransit services initiation.



CVRPC conducts traffic, turning movement, and bicycle and pedestrian counts; culvert, sign, sidewalk, road erosion, and ash tree inventories; and park-and-ride lot capacity surveys for the Region's facilities. This work provides data to accompany local knowledge. It positions municipalities to secure funds that augment municipal budgets and enables informed decision making.

CVRPC staff continue to assist municipalities to prepare for the Municipal Roads General Permit (MRGP). The Permit became active in 2018. CVRPC will complete road erosion assessments and culvert inventories for 10 municipalities in FY20. Through the VTrans Better Roads Program, staff will assist many of these communities to develop transportation capital budgets, which works to transition inventories to construction projects. The Program's goal is to promote the use of erosion control and maintenance techniques that save money while protecting and enhancing Vermont's lakes and streams.

CVRPC staff extends municipal capacity by connecting municipalities to State resources and providing assistance in accessing State programs. CVRPC coordinates Road Safety Audits to identify short-term road safety improvements for crash sites. We also assist with Better Roads, Bicycle and Pedestrian, Better Connections, Transportation Alternatives Program, and other grant applications. Through the Municipal Grants in Aid program, CVRPC provides municipalities with access to funding and staff assistance to implement clean water road improvements. Grants in Aid program funding has been secured through FY22.

Emergency Management

CVRPC continues work with communities and other partners to increase the resiliency of roads, bridges, and neighborhoods and to enhance community preparedness in the face of an increasing number and intensity of storm events.

In FY20, CVRPC will:

- ❖ help communities plan, implement, and seek funding for hazard mitigation projects,

- ❖ assist municipalities with Local Emergency Operation Plan development and updates,
- ❖ support Local Hazard Mitigation Plan updates for 2-3 municipalities,
- ❖ staff the State Emergency Operations Center during severe weather events to connect municipalities with resources and increase awareness of road closures and hazards,
- ❖ increase local official knowledge and skills through education and trainings, such as Incident Command Systems courses and the State Emergency Preparedness Conference,
- ❖ coordinate and participate in state and local public safety exercises and drills,
- ❖ provide staff support to Local Emergency Planning Committee (LEPC #5), which works to plan for chemical emergency prevention and response, and
- ❖ assist interested municipalities to meet requirements under the Emergency Relief Assistance Fund (ERAF) rules.

CVRPC assists communities with emergency management and public safety using funding from Vermont Emergency Management and the Federal Emergency Management Agency.

Brownfield Redevelopment

Brownfields are properties that are abandoned or underused due to the suspicion of contamination by either hazardous substances or petroleum products. These sites would likely be viable commercial, industrial, housing or green space properties if they could be cleared of suspected contamination. CVRPC's Brownfields Program supports environmental assessments and site redevelopment planning that can level the playing field for public, private, and non-profit investors who wish to locate in the heart of our communities.



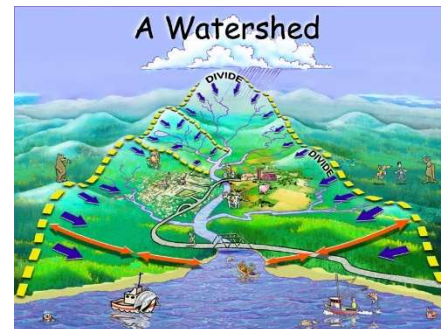
In FY20, CVRPC will continue assisting property owners with accessing brownfields assessment and redevelopment funding. A program Steering Committee works with CVRPC to select sites that may benefit from environmental assessments, fund those assessments, carry out public outreach, and, if necessary, create plans for how specific sites could be cleaned up for reuse. Program priorities for FY20 include clean-up and redevelopment planning support for sites in Montpelier and Woodbury.

CVRPC's Brownfield Program:

- ❖ expands and retains jobs;
- ❖ expands housing choices and supports downtown vibrancy;
- ❖ preserves history and creates public parks;
- ❖ advances community connections through community paths and public transit;
- ❖ grows community knowledge about risks and hazards of contamination; and
- ❖ engages local governments in decisions about brownfield assessments and redevelopment initiatives.

Watersheds

CVRPC continues to be active in water quality and river management activities in the Region. Many of these activities are aimed at assisting municipalities to protect critical infrastructure like roads, bridges, and water/sewer lines, to restore floodplain areas and river buffers, and to implement clean water projects. Watershed organizations leverage CVRPC's planning services into on-the-ground project benefits. Both the VT Department of Environmental Conservation and municipalities use CVRPC as a knowledgeable, local project manager to complete implementation projects efficiently. CVRPC uses multiple funding sources for its watershed services and projects, primarily Clean Water Funds and the Ecosystem Restoration Program.



In FY20, CVRPC will:

- ❖ work with municipalities to identify, develop and fund projects that mitigate conflicts between infrastructure and streams,
- ❖ work with communities on understanding requirements for participation in the National Flood Insurance Program (NFIP) and its Community Rating System, a voluntary program that rewards community floodplain management activities with flood insurance premium rate reductions,
- ❖ participate in the State's efforts to implement the Winooski and White River Tactical Basin Plans, including prioritizing projects,
- ❖ engage municipalities in the State's Tactical Basin Planning efforts,
- ❖ assist municipalities with stormwater master planning and project implementation,
- ❖ assist municipalities and watershed organizations to identify and protect water resources in the region via town planning, land use regulation, and project implementation,
- ❖ assist the State to develop tools municipalities can use to plan and assess protection mechanisms for forest blocks and connecting corridors,
- ❖ improve flood resilience in headwaters by identifying and assisting municipalities to implement strategies for upland forest management, and
- ❖ coordinate water quality work with transportation and emergency planning efforts including workshops for road crews and outreach related to river corridors and flood mitigation.



Energy Planning

In FY18, the Commission developed a Regional Energy Plan, an effort funded through the Vermont Public Service Department. The project focused on meeting Vermont's energy goal of having renewable energy sources provide 90% of the state's total energy demand by 2050. The Regional Plan attained a Certification of Energy Compliance, which provides it with substantial deference in the

Certificate of Public Good process (Section 248). In FY20, CVRPC will work with other regional organizations and municipalities to implement the Plan.

CVRPC also anticipates assisting up to four municipalities with local energy planning in FY20. Municipalities who meet Local Energy Standards can take advantage of the substantial deference provision in Act 174 of 2016, which integrates energy and land use planning. CVRPC will complement its planning efforts with implementation activities, such as hosting energy committee roundtables.

Fee For Services

CVRPC provides several types of services through fee-for-service arrangements. Our Geographic Information System (GIS) services are provided to municipalities and non-profit partners. They help people understand and visualize data to make decisions based on the best information. CVRPC also provides GIS services to private entities in a fee-for-service arrange as time and resources permit.

Our accounting services are provided to inter-municipal organizations and regional non-profits. These services leverage value and security for CVRPC's member municipalities, who participate in or contribute funds to the served organizations. For FY20, CVRPC will provide bookkeeping services and staff support to the Wrightsville Beach Recreation District, bookkeeping services to the Cross Vermont Trail Association, and fiscal agent services for Local Emergency Planning Committee #5.

CVRPC welcomes additional requests for assistance throughout the year. Requests are filled on a first come, first served basis based on our capacity.

FINANCE AND STAFFING

Finance

Funding for the Commission's \$1.3 million budget comes from a combination of core sources, special projects, and town dues. In FY20, this includes:

- | | |
|---|---|
| ❖ \$269,638 – Legislative allocation through the Agency of Commerce and Community Development (19%), | Natural Resources, and Fee For Services (27%), |
| ❖ \$390,821 – Annual contracts with the Agency of Transportation, Vermont Emergency Management, Agency of | ❖ \$721,754 – Project specific contracts (49%), and |
| | ❖ \$78,041 - Town Dues (5%). |

Except for town dues, all other funding is associated with a work program and defined deliverables. Town dues are a critical investment in regional shared staffing. Their flexibility leverages special projects and transportation planning funds that benefit municipalities.

Board of Regional Commissioners

<i>Barre City</i>	<i>Janet Shatney Heather Grandfield, Alt.</i>
<i>Barre Town</i>	<i>Byron Atwood Mark Nicholson, Alt.</i>
<i>Berlin</i>	<i>Bob Wernecke Karla Nuissl, Alt.</i>
<i>Cabot</i>	<i>Amy Hornblas</i>
<i>Calais</i>	<i>John Brabant Jan Ohlsson, Alt.</i>
<i>Duxbury</i>	<i>Alan Quackenbush.</i>
<i>E. Montpelier</i>	<i>Julie Potter Jack Pauly, Alt.</i>
<i>Fayston</i>	<i>Carol Chamberlin</i>
<i>Marshfield</i>	<i>Robin Schunk</i>
<i>Middlesex</i>	<i>Ron Krauth</i>
<i>Montpelier</i>	<i>Kirby Keeton Mike Miller, Alt.</i>
<i>Moretown</i>	<i>Dara Torre, Secretary Joyce Manchester, Alt.</i>
<i>Northfield</i>	<i>Laura Hill-Eubanks, Chair</i>
<i>Orange</i>	<i>Lee Cattaneo</i>
<i>Plainfield</i>	<i>Bram Towbin Jim Volz, Alt.</i>
<i>Roxbury</i>	<i>Gerry D'Amico</i>
<i>Waitsfield</i>	<i>Don La Haye Harrison Snapp, Alt.</i>
<i>Warren</i>	<i>Alison Duckworth</i>
<i>Washington</i>	<i>Peter Carbee</i>
<i>Waterbury</i>	<i>Steve Lotspeich, Vice Chair</i>
<i>Williamstown</i>	<i>Richard Turner</i>
<i>Woodbury</i>	<i>Michael Gray, Treasurer</i>
<i>Worcester</i>	<i>Bill Arrand</i>

The Commission's annual audit is posted to its website, www.centralvtplanning.com.

The Commission has a four-year plan for equipment upgrade and replacement and maintains a long-term reserve fund. These resources help to cushion the impact of fluctuating funding and help to preserve the Commission's ability to provide services.

FY20 Budget

The FY20 CVRPC Budget Summary reflects an anticipated increase in revenue due to construction of the Northfield stormwater project. Overall, revenues that support operations have been level funded.

Legislative funding passed through the Agency of Commerce and Community Development is level funded from FY19. The funds are distributed based on a formula. CVRPC's share continues to decrease based on the region's growth rate in proportion to other areas of the state. CVRPC will continue to use these funds to help our work under the region's technical assistance program. This funding provides match as required under agreements such as the Vermont Agency of Transportation and Vermont Emergency Management. It also supports our brownfields and local hazard mitigation planning assistance program.

Natural resource funds increased significantly due to stormwater planning and construction projects. They continue to be a strong part of the Commission's work program. Clean water education and planning will continue. Transportation planning funds for the contract period beginning October 1, 2019 are level funded. The Municipal Grants in Aid program will continue through FY22. Community development funds will continue to decrease as the Commission's local energy grant closes out. CVRPC increased town dues slightly for FY20. Public Safety funding increased due to special projects. CVRPC will continue to pursue additional sources of funding for program support and implementation.

Decreases in expense line items relate to the program and project changes noted above. Changes to wages and fringe benefits reflect staffing changes. The Commission implemented a 5-year overhead cost reduction plan in FY16. Cost decreases have been achieved through equipment replacement, modernization of the financial system, employee training, and other initiatives. Savings in these areas were offset by contracting for accounting services.

A 10-year reserve fund replenishment plan was initiated in FY16. CVRPC expects to reach its first interim goal of \$100,000 in FY20. Equipment purchases planned for FY20 include an office laptop, computer desktop, projector, and two tablets.

Staffing

Staffing in FY20 will include eight employees: Executive Director, Office Manager, Program Manager, Senior Planners (2), Planner, and Assistant Planners (2). A summer Planning Technician will assist with transportation field work and data analysis. CVRPC also anticipates hosting an AmeriCorps VISTA member whose service will focus on projects that help alleviate poverty. The Commission will look towards additional assistance through seasonal interns (Planning Technicians) and temporary staff as needed. It will also hire contractors to assist with technical projects under its transportation, natural resources, and brownfields programs.

SERVICE RECOGNITION

The Commission appreciates the thoughtful contributions of volunteers who serve as Regional Commissioners and Alternates.

Your service enables effective local government and builds strong links between local and regional planning.

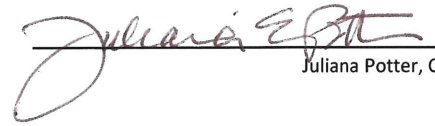
FY20 Staff

Bonnie Waninger	Executive Director
Nancy Chartrand	Office Manager
Dan Currier	Program Manager
Pam DeAndrea	Senior Planner
Clare Rock	Senior Planner
Ashley Andrews	Planner
Jonathan DeLaBruere	Assistant Planner
Zachary Maia	Assistant Planner
Ashlynn Shanahan	Planning Technician

Central Vermont Regional Planning Commission

FY20 Budget

Adopted by the Executive Committee 06/03/19



Juliana Potter, Chair

Line		06/30/18	03/04/19	06/03/19	Difference FY19-FY20	Percent Change	Notes
		FY18 Actuals	FY19 Budget	FY20 Budget			
1	REVENUES	1,414,846	1,204,528	1,460,254	255,726	21.2%	
2							
3	Community Development	318,537	52,163	17,300	(34,863)	-66.8%	Brownfields & local energy planning project end
4	Fee for Service	25,311	6,900	5,900	(1,000)	-14.5%	Reduced WBRD based on actuals
5	Interest	0	10	10	0	0.0%	
6	Municipal Contracts	22,250	51,708	36,201	(15,507)	-30.0%	Better Roads contract end
7	Natural Resources	233,584	368,282	660,676	292,394	79.4%	Stormwater project design & construction
8	Other Income	13,961	2,125	0	(2,125)	-100.0%	
9	Public Safety	104,276	46,672	129,281	82,609	177.0%	Reflects project mix
10	Regional Planning Funds (ACCD)	322,220	289,339	269,638	(19,701)	-6.8%	Carry over not anticipated
11	Town Dues	71,537	73,488	78,041	4,553	6.2%	Increased dues
12	Transportation	303,172	313,841	263,208	(50,633)	-16.1%	End of several special projects
13							
14		FY18	FY19	FY20	Difference	Percent	
15		Actuals	Budget	Budget	FY19-FY20	Change	Notes
16							
17	EXPENSES	1,316,477	1,178,652	1,434,124	255,472	21.7%	
18							
19	Advertising	1,278	5,375	2,385	(2,990)	-55.6%	Reflects project mix
20	Contractor Services	516,170	392,353	611,740	219,387	55.9%	Primarily stormwater projects
21	Copy/Print	8,814	4,684	4,784	100	2.1%	
22	Depreciation	0	7,000	6,000	(1,000)	-14.3%	
23	Dues/Memberships	10,052	11,104	11,104	0	0.0%	
24	Equipment / Furniture	11,728	0	0	0	-	
25	Equipment Repair/Srvc	0	400	400	0	0.0%	
26	Fringe Benefits	139,546	141,056	143,993	2,937	2.1%	Reflects new staff and dental insurance increase
27	Insurance	1,482	1,550	1,550	0	0.0%	
28	Interest	0	10	10	0	0.0%	
29	Line of Credit	0	0	0	0	-	
30	Meeting/Programs	6,984	9,782	11,442	1,660	17.0%	Reflects project mix
31	Office Rent/Util/Repair	42,649	44,332	44,663	331	0.7%	
32	Office Renovations / Relocation	0	0	5,000	5,000	-	For expenses to be paid in FY20
33	Other Expense	554	1,695	1,845	150	8.8%	
34	Payroll/Wages	465,758	421,544	455,939	34,395	8.2%	Increased for full staffing
35	Postage	2,207	3,103	2,010	(1,093)	-35.2%	Based on new meter lease
36	Professional Services	68,260	83,955	88,751	4,796	5.7%	
37	Software / Licenses	2,922	7,205	7,205	0	0.0%	
38	Subscriptions / Publications	19	644	644	(1)	-0.1%	
39	Supplies - Office	11,157	12,996	12,150	(846)	-6.5%	
40	Supplies - Billable	6,172	3,978	1,908	(2,070)	-52.0%	Reflects project mix
41	Telephone / Internet	6,682	6,370	6,445	75	1.2%	
42	Travel	14,043	19,516	14,156	(5,360)	-27.5%	Reflects project mix
43							
44	BAL END	98,369	25,876	26,130	254		
45							
46	RESERVES	25,000	10,000	25,000	15,000	0.0%	
47	General	25,000	10,000	20,000		0.0%	
48	Equipment	0	0	0		0.0%	
49	Office Renovation	0	0	5,000		0.0%	For FY21 relocation/renovations

Central Vermont Regional Planning Commission

FY20 Budget

As of 06/03/19

Total Revenues			\$1,460,254
Line			
1	Community Development		\$17,300
2	EPA Brownfields	\$0	Grant awards made in June
3	Owner/Developer Brownfields	\$0	Cost share contribution
4	NRPC Local Energy Planning Yr 3	\$17,300	Middlesex, Moretown, Plainfield, Waitsfield, Washington
5	BCRC Energy Implementation	\$0	Efficiency VT funding for energy plan implementation
6			
7			
8	Fee for Service		\$5,900
9	Wrightville Beach Recreation District Bookkeeping	\$4,000	Reviewed in November; end date 12/31/21
10	Cross Vermont Trail Association Admin Services	\$1,200	End date 09/30/20
11	GIS Mapping	\$700	
12			
13	Interest		\$10
14			
15	Municipal Contracts		\$36,201
16	FY18 Better Roads Orange	\$9,820	Road erosion inventory & capital plan
17	FY18 Better Roads Williamstown	\$5,261	Road erosion inventory & capital plan
18	Williamstown LHMP	\$1,447	Local Hazard Mitigation Plan
19	Moretown LHMP	\$762	Local Hazard Mitigation Plan
20	Cabot Trails FY19 MPG	\$18,911	Trail master plan
21			
22			
23	Natural Resources		\$660,676
24	FY20 604b Water Quality Planning	\$2,000	Outreach for surface water reclassification
25	FY19 604b Water Quality Planning	\$418	Upload projects into ANR Watershed Database
26	FY20 Clean Water Act	\$21,928	Municipal outreach, Basin Plan assistance
27	FY19 Clean Water Act	\$4,201	Municipal outreach, Basin Plan assistance
28	Clean Water Block Grant	\$0	Design and construction project assistance
29	DEC Northfield Water Str. SW Construction	\$516,932	515,000 contractor pass through
30	FPR Forest Integrity	\$9,000	Municipal tools and education
31	WCA 3-Acre SW Partnership	\$2,565	3-acre stormwater site selection & stakeholder outreach
32	DEC Plainfield Health Center SW Design	\$21,610	17,6400 contractor pass through
33	NEIWPC Berlin SW Final Design	\$45,306	35,000 contractor pass through
34	DEC Woodbury SW Final Design	\$17,080	10,900 contractor pass through
35	DEC Moretown School SW Final Design	\$19,636	16,200 contractor pass through
36			
37	Other Income		\$0
38	Miscellaneous	\$0	
39			
40	Public Safety		\$129,281
41	VEM Emergency Mangmt Planning Grant (EMPG) FFY 18	\$41,998	Preparedness, assistance, and education
42	EMPG FFY19	\$45,000	Preparedness, assistance, and education
43	Local Emergency Planning Committee 5 FY19	\$5,698	Bookkeeping, administrative services & Tier II support
44	Local Emergency Planning Committee 5 FY20	\$22,266	Bookkeeping, administrative services & Tier II support
45	Montpelier & Calais LHMPs	\$12,819	Local Hazard Mitigation Plans; Agreement anticipated for July 2019
46	VEM State Emergency Operation Center MOA	\$1,500	Disaster event support

Central Vermont Regional Planning Commission

FY20 Budget

As of 06/03/19

Total Revenues		\$1,460,254
Line		
47		
48	Regional Planning Funds (ACCD)	\$269,638
49	FY19 Carry Forward	\$0 None anticipated
50	FY20 Allocation	\$269,638 Local and regional planning & implementation
51		
52	Town Dues	\$78,041
53		
54	Transportation	\$263,208
55	VTrans Transportation Planning Initiative (TPI) FFY20	\$152,608 Includes Stevens Branch tranpo resiliency study
56	TPI FFY19	\$88,005 Includes Stevens Branch tranpo resiliency study
57	DEC Class IV Road Demonstration	\$12,257 11,000 town pass through for construction
58	Municipal Grants In Aid FY20	\$10,338 Support municipal roads Best Management Practices implementation
59		

Notes: Blue shading denotes risk areas, such as annual contracts that will not be confirmed until the fiscal year has begun, grant award not under contract, and prospective contracts with a reasonable expectation of award.

Central Vermont Regional Planning Commission

FY20 Budget

As of 06/03/19

Total Expenses

\$1,434,124

Line

1	Advertising		\$2,385
2	Administrative	0	
3	ACCD	880	Regional Plan & 9 Municipal Plan approval hearings
4	Community Development	0	
5	Municipal	0	
6	Natural Resources	0	
7	Public Safety	810	
8	Transportation	695	
9			
10	Contractor Services		\$611,740
11	Administrative	0	
12	ACCD	6,000	VISTA member
13	Brownfields	0	Site assessments and corrective action planning
14	LEPC	0	
15	Clean Water Block Grant	0	Pass through to XXX for project construction
16	DEC Northfield Water Str. SW Construction	515,000	Stormwater structure installation
17	DEC Plainfield Health Center SW Design	17,640	
18	NEIWPCC Berlin SW Final Design	35,000	
19	DEC Woodbury SW Final Design	10,900	
20	DEC Moretown School SW Final Design	16,200	
21	FFY20 Transportation Planning Initiative (TPI)	0	
22	FFY19 Transportation Planning Initiative (TPI)	0	
23	DEC Calais Class IV Roads	11,000	Pass through to Towns for project construction
24			
25	Copy / Print		\$4,784
26	Lease	2,784	
27	Color Copies	2,000	Estimate based on FY18 plus 300 Regional Plan
28			
29			
30	Depreciation		\$6,000
31			
32	Dues / Memberships / Sponsorships		\$11,104
33	VAPDA	5,500	Annual Dues
34	VT League of Cities & Towns	854	Access to unemployment insurance & other services
35	Nat'l Assoc. of Development Organizations	2,000	
36	Business Resource Services	250	Health insurance association
37	Assoc. of State Floodplain Managers	440	Certified Floodplain Managers
38	VT Planners Assoc.	360	6 staff
39	Event Sponsorships	1,700	Welcome Legislator Reception 200; VT Downtown/Hist Pres Conf 1000; Envirothon 250

Central Vermont Regional Planning Commission

FY20 Budget

As of 06/03/19

Total Expenses

\$1,434,124

Line

40			
41	Equipment / Furniture (>\$5,000)		\$0
42	Capital: Non-Billable	0	
43	Capital: Billable	0	
44	Office Furniture	0	
45	Office Equipment	0	
46			
47	Equipment Repair & Service		\$400
48	Telephone System	100	
49	Repair & Service	300	Traffic counter repair
50			
51	Fringe Benefits		\$143,993
52	FICA	33,958	Medicaid & Social Security taxes
53	Health Ins.	75,759	
54	Dental Ins.	7,145	
55	Vision Ins.	0	Not provided
56	Retirement	20,087	5% of gross wages after 1 year employment
57	Disability Ins.	2,803	
58	Life Ins.	1,296	
59	Unemployment Ins.	1,400	
60	Workers Comp Ins.	1,546	Revised based on Compliance Audit
61			
62	Insurance		\$1,550
63	General Liability (Property/Vehicle/Fire)	1,550	Policy includes Public Officials Liability; increased for additional insureds for automotive liability
64			
65	Interest		\$10
66			
67	Line of Credit		\$0
68	Debt Repayment	0	Debt not anticipated
69	Interest	0	
70			
71	Meeting / Programs		\$11,442
72	Administrative	4,000	1350 Commission mtgs
73	ACCD	2,392	480 workshops/forums; 825 Commission mtgs
74	Energy Planning	0	
75	Brownfields	0	
76	Municipal	0	
77	Natural Resources	160	
78	Public Safety	2,890	LEPC 700
79	Transportation	2,000	TAC & project mtgs

Central Vermont Regional Planning Commission

FY20 Budget

As of 06/03/19

Total Expenses

\$1,434,124

Line

80			
81	Office Rent / Utilities / Repairs		\$44,663
82	Rent	42,383	Lease through 09/30/2020; Notice by 09/29/2019
83	Office Cleaning	2,080	80 bi-weekly
84	Repairs & Other Maintenance	200	
85			
86	Office Renovations / Relocation		\$5,000
87			
88	Other Expense		\$1,845
89	Miscellaneous	140	Gifts, non-billable fees, etc.
90	Fees	1,705	420 Payroll direct deposit; 1035 Line of Credit; 100 misc; 150 DCRA
91	Bad Debt	0	
92			
93	Payroll/Wages		\$455,939
94	Gross Pay	443,897	7.5 FTE plus Planning Techs; includes raises, bonuses, & payment in lieu of health insurance benefit
95	Comp Time	11,564	Year end estimate
96	Overtime	477	Non-exempt employee
97			
98	Postage		\$2,010
99	Postage Machine	210	
100	Machine Postage	1,500	Includes add postage fees
101	Billable Postage	300	Regional Plan
102			
103	Professional Services		\$88,751
104	Audit	7,500	Single Audit not required
105	Accounting	56,576	Estimated 16 hours per week
106	Employee Assistance Program	0	
107	IT/Computer	5,530	
108	Legal	5,000	Personnel policy and bylaw update reviews
109	Website Update	5,000	Update and modernize the website; new service provider
110	Videography	2,285	175/mo for Commission meetings plus two workshop tapings
111	Other	6,860	Scanning service 6600; Shredding services 260

Central Vermont Regional Planning Commission

FY20 Budget

As of 06/03/19

Total Expenses			\$1,434,124
Line			
112			
113	Software / Licences / IT Subscriptions		\$7,205
114	ESRI GIS License	3,300	1500 concurrent; 500 Spatial Analyst; 1300 basic
115	Intuit Quickbooks Pro	720	1-yr QB payroll module; additional user seat 250
116	Microsoft Exchange 365	562	Remote access (email)
117	Log Me In	840	Remote access
118	Community Remarks	0	Community outreach map for Regional Plan
119	Network Solutions	75	CVRPC website
120	Tablet Data Plan	600	Field services GPS data accuracy
121	Symatec	56	Antivirus license for 14 computers
122	Ormsby's Computer Systems	1,052	Server Backup License 153; Cloud Storage License 899
123			
124			
125	Subscriptions		\$644
126	Times Argus	190	e-subscription
127	Valley Reporter	22	e-subscription
128	Constant Contact	240	e-listserve for newsletter & weekly updates
129	Front Porch Forum	0	Allows postings to 23 forums in the region
130	Survey Monkey	192	Shared with BCRC
131			
132	Supplies - Office		\$12,150
133	General Office	4,500	
134	Equipment	5,050	1200 office laptop; 1250 AP desktop; 800 projector; 2@900 each tablet
135	GIS	1,600	
136	Office Furniture	1,000	
137			
138	Supplies - Billable		\$1,908
139	ACCD	150	
140	Municipal	0	
141	Community Development	0	
142	Public Safety	160	
143	Natural Resources	0	
144	Transportation	1,598	Field supplies
145			
146	Telephone / Internet		\$6,445
147	Telephone Lease/Service	4,800	
148	Internet Service	1,645	

Central Vermont Regional Planning Commission

FY20 Budget

As of 06/03/19

Total Expenses

\$1,434,124

Line

149			
150	Travel		\$14,156
151	Administrative	5,000	VAPDA & other mtgs
152	ACCD	2,500	Local, regional, and state meetings
153	Community Development	209	Local energy planning
154	Municipal	592	Municipal contract meetings & field work
155	Natural Resources	426	Meetings
156	Public Safety	770	Site visits, meetings, CFM continuing ed requirement
157	Transportation	4,659	TPI 3900
158			

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Reserve Fund

As of 06/03/19

Reasons for Reserve Fund:

- to ensure the Commission can continue to provide a useful level of services in times of tight budget years;
- to provide for emergency funds, should they be needed; and
- to ensure sufficient funding to close down, should that ever be the case.

Recommendation: 6 months minimum operating expenses

\$382,202.36

Current Reserves: **\$71,668** (Interim goal: \$200,000 by 2025 or ~3 months operating expenses)
 \$71,668 Unrestricted/Unassigned - general reserves
 \$0 Unrestricted/Committed - emergency equipment purchases & other capital expenses
 \$0 Unrestricted/Committed - accrued compensated absences (Paid Time Off liability)

Balance (+/-): **(\$310,534)**# Months Reserves: **1.13** Final Goal: 6 months

Minimum Monthly Expenses:

Total	\$63,700
--------------	-----------------

Equipment	\$0
Fringe Benefits	\$11,412
Insurance	\$129
Office Rent/Utilities	\$3,722
Other Expense	\$154
Payroll	\$36,991
Postage	\$168
Printing/Copies	\$399
Prof Services	\$7,396
Software (licenses)	\$600
Supplies Office	\$1,013
Telephone/Internet	\$537
Travel	\$1,180

Recommendations

1. Contribute \$25,600 per year to reach goal of \$200,000 by 2025 (~3.2 months operating reserves)
2. For this year, contribute at least an additional \$25,000.
3. Recommended set aside should be reviewed annually and adjusted as needed.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
DRAFT MINUTES
September 10, 2019

Commissioners:

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

Staff: Bonnie Waninger, Nancy Chartrand, Clare Rock

Guests: Jon Copans, Vermont Council on Rural Development

Call To Order

Chair Hill-Eubanks called the meeting to order at 6:32 pm. Quorum was present to conduct business.

The meeting began with introductions.

Adjustments To The Agenda

None

Public Comments

None

Climate Economy Model Communities

Chair Hill-Eubanks introduced Jon Copans of Vermont Council on Rural Development (VCRD), who provided a presentation on Climate Economy Model Communities. Copans provided an overview of the VCRD Organization. Its work includes community visits statewide, climate economy initiative, leadership development, and working lands.

1 For working communities, VCRD uses a three-step process that strives to engage as many people as
2 possible – Community Visit Day, Community Meeting Day, and Community Resource Day. Regional
3 Planning Commission staff participate in this process alongside VCRD.
4

5 Copans discussed VCRD's Climate Economy Program. VCRD is viewing actions related to climate change
6 as economic opportunities, noting economic growth and a reduction in fossil fuel utilization can go hand
7 in hand. The program works directly with individual communities to address setting priorities for
8 climate initiative opportunities and creating task forces within the communities to address the priorities
9 they choose to focus on. VCRD also partners with Efficiency Vermont, which provides free home
10 energy visits as part of this program.
11

12 VCRD is working with Marshfield and Plainfield, which set a priority to get their collective community
13 voice heard to improve streetscapes when the VTrans completes Route 2 corridor work occurs in the
14 future. Past work completed in Danville was raised as an example.
15

16 There was discussion regarding the challenges with weatherization of existing buildings and how
17 communities are addressing this.
18

19 VCRD advised its has worked with six towns over three years on the program. Funding for the towns to
20 leverage is a result of the community engagement and priorities set and pursuing grants and other
21 resources. USDA Rural Development and Vermont Community Foundation have programs that can
22 assist with funding.
23

24 VCRD is looking to recruit another community to participate in the Climate Economy Model Community
25 Project in 2020. It is also recruiting 8-10 community leaders for the Community Climate Economy
26 Accelerator to direct targeted projects in their communities. There will be an application process for
27 these later this fall.
28

29 **Municipal Plan Approval & Confirmation of Planning Process**

30 B. Arrand, Chair of the Town Plan Review Committee, provided an overview of the Committee's meeting
31 on August 27th regarding the Warren Town Plan. Warren's Zoning Administrator and its Planning
32 Commission Vice Chair participated. C. Rock noted that Zach Maia was responsible for a good deal of
33 the work on the review and coordination for the town plan review approval process. It was noted the
34 meeting involved a considerable amount of discussion regarding the Town's housing challenges. A
35 significant amount of housing is being used for Air BnB purposes or as second homes rather, making it
36 unavailable to address resident needs for housing.
37

38 Arrand advised the Town Plan Review Committee recommends that the Commission approve the
39 Warren Town Plan and the Town's planning process.
40

1 *P. Carbee moved to approve the 2019 Warren Town Plan per 24 V.S.A. § 4350(b); to confirm the local*
2 *planning process as per 24 V.S.A. § 4350(a); and to approve signature of the CVRPC resolution by the*
3 *Chair. L. Catteneo seconded. Motion carried.*

5 **Meeting Minutes**

6 *S. Lotspeich moved to approve the July 9, 2019 minutes as presented; J. Potter seconded. Motion*
7 *carried.*

9 **Reports**

10 C. Rock provided supplemental information regarding village center designation applications (Middlesex
11 & East Montpelier). Waninger advised a Regional Energy Roundtable will be held on 10/2, which is co-
12 sponsored with VECAN and VCRD. Commissioners requested a flyer be sent to
13 Commissioners/Alternates should they want to distribute. Waninger welcomed Nick Kramer as CVRPC's
14 AmeriCorps VISTA member. Kramer has begun driving the region to assess cell service. He will also be
15 participating in activities related to housing and childcare and will be presenting ideas at Planning &
16 Zoning roundtables in the spring. He is assisting with energy roundtables.

17
18 With regard to the cell service inventory being conducted, question arose as to how the communities
19 will obtain the data collected. Waninger said the Public Service Department will download our
20 information so CVRPC can generate maps for towns. D'Amico requested that Roxbury be provided with
21 its information in advance of Town Meeting.

22
23 In follow-up to the Project Review Committee information in the Committee report, it was noted there
24 needs to be emphasis addressing storage for solar projects in the Regional Plan.

25
26 Waninger thanked the Commissioners who participated in the Transportation Climate Initiative meeting
27 last week.

28
29 Hill-Eubanks thanked Bill Arrand for his work on the Town Plan Review Committee; she welcomed Paula
30 Emery back to the Board; and she thanked Kirby Keeton for his service as he is stepping down from the
31 Commission. Keeton indicated another member of the Montpelier Planning Commission will be
32 appointed.

34 **Adjournment**

35 *D. La Haye moved to adjourn at 7:57 pm; B. Wernecke seconded. Motion carried.*

36
37 Respectfully submitted,

38
39 Nancy Chartrand

40 Office Manager

Central Vermont Regional Planning Commission

P: 802-229-0389

Staff Report, September 2019

F: 802-223-1977

LAND USE PLANNING & COMMUNITY DEVELOPMENT**Municipal Planning:**

- Created historic district maps for Waterbury.
- Updated parcel maps for Orange using the new standardized GIS parcel data created with the State Parcel Mapping Program funded by VTrans.
- Provided comments on Town Plans for Middlesex, Plainfield, Washington, and Worcester. Confirmed Middlesex Plan approval after voter approval.
- Continued to assist Middlesex with a Village Center Designation application for Middlesex Village.
- Assisted Moretown, Woodbury, Worcester and Montpelier with Municipal Planning Grant applications.
- Provided Moretown with materials for energy planning public engagement at Morefest.
- Worked with Moretown Energy Committee on mapping workshop to identify renewable energy siting potential.
- Continued work with Waitsfield Planning Commission to amend plan language and developed a presentation on implementation actions/pathways.
- Gathered and summarized information on renewable energy incentives.

Training & Education:

- Continued work with VT Natural Resources Council and VT Council on Rural Development to plan a regional energy roundtable focused on Local Action for Transportation Transformation.

Regional Planning and Implementation:

- Participated in preliminary meeting with Efficiency Vermont to review workplan and expectations for implementation under contract for FY20 – FY21.
- Scheduled Regional Plan Committee meeting to strategize next steps in the plan update process.
- Analyzed regional housing data for *Plan Central Vermont*, investigation correlations among demographic and economic factors and housing affordability and access across the region. Recognized need to expand information on vulnerable populations. Subsequently scheduled meeting with Vermont Refugee Resettlement Program.
- Initiated cell service drive tests. Completed drive tests for 80% of region.
- Initiated update of Central Vermont Housing Guide.
- Participated in Montpelier Housing Task Force meeting. The Task Force requested CVRPC collaboration on a regional Housing Summit.

Partnerships for Progress:

THRIVE – Participated in a Community Action Network (CAN) focused on transportation access. A CAN is a group of community residents, representatives from community-based organizations, healthcare, government, and other groups that chose to work together to address a pressing need. Multiple organizations and individuals have recognized that public transit cannot serve the full transportation needs of rural communities. The CAN will work to find alternate solutions. CVRPC and Capstone Community Action are co-leading the CAN's work.

Washington County Hunger Council – Converted food access map into a web map. The map allows the Council to analyze relationships between demographics, socio-economic factors, structural and infrastructure challenges, and food retailers accepting benefits so the Council can work to fill gaps in low-income Vermonter's access to food in retail settings.

Central Vermont Council on Aging – Met with Executive Director to exchange information on organizational initiatives and strengthen CVRPC's understanding of CVCOA's approach to assisting older adults and fostering statewide discussion on Vermont's demographic change.

Winooski Natural Resources Conservation District – Interviewed by the District Director regarding organization collaboration and input on the District's strategic plan. Discussed potential partnership to complete ash tree inventories for municipalities.

Friends of the Mad River – Met with FMR Director to strengthen working relationship and discuss Clean Water Service Provide concept.

EMERGENCY MANAGEMENT PLANNING

Local/Regional Planning:

- Contacted Marshfield, Middlesex, and Roxbury regarding questions and modifications to LEMPs.
- Met with LEPC 5 Chair regarding scope of work progress and strengthening LEPC membership.
- Staffed LEPC 5 meeting. LEPC discussed ideas for membership recruitment, the potential statewide LEPC consolidation, hosting Tier II training for reporting facilities, and Vermont Emergency Preparedness Conference sessions.
- Met with VEM staff for training on Local Emergency Management Plans.
- Contacted VEM and EPA regarding hosting a Tier II training for reporting facilities in January 2020.

Local Hazard Mitigation Plans (LHMP): Contact Bonnie Waninger, waninger@cvregion.com for assistance on your town's plan. Staff supported communities in the development, review, and adoption of local hazard mitigation plans.

East Montpelier – Met with VEM staff to review comments. Addressing comments from VEM and Department of Environmental Conservation. Scheduled review meeting with Selectboard.

Moretown – Draft Plan submitted to Vermont Emergency Management for review. Public comment process initiated.

Williamstown – Addressing comments submitted by Vermont Emergency Management and Department of Environmental Conservation.

Calais & Montpelier – Agreement signing in process. Work expected to begin in ~November.

TRANSPORTATION

Field Services: Contact Ashley Andrews, Andrews@cvregion.com, for 2019 counts and inventories.

Traffic Counts: Set up counters in Barre City and Northfield.

Ash Tree Inventories: Completed Ash Tree Management Plans with Barre Town, East Montpelier, and Calais.

Bike and Ped Counters: Met with Sustainable Montpelier about conducting bike and pedestrian counts around Montpelier.

Transportation Studies:

Cabot Trail Planning (Municipal Planning Grant): Worked with the Committee to plan for an upcoming landowner outreach meeting.

Northfield Trails (Better Connections Grant): Worked with Town to select the SE Group as consultant.

Transportation Resilience Planning Tool: Met with Steven's Branch Watershed stakeholders in Barre Town, Berlin, Orange, Plainfield, Washington, and Williamstown. Stakeholders shared information about past damages to municipal infrastructure from streams and rivers. This information is entered into a GIS tool that evaluates infrastructure vulnerability and criticality to damage from storm events. With minimal training, municipalities will be able to use an online map to identify and prioritize vulnerable locations and create potential solutions.

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

Board of Commissioners – See Committee updates.

Leadership Committee – Discussed proposals for General Manager search assistance. Received update on two Human Rights Commission complaints against GMT stemming from the May 23 incident in Burlington. Central Vermont Medical Center is very interested in extending service to its facility on Route 12; GMT is determining if this can be added to the current schedule. GMT analyzing rural models funding outside New England.

Strategy Committee - Did not meet.

Operations Committee – Discussed metrics for the Performance Improvement Plan. Received update on the progress of the Montpelier Transit Center and staffing progress. Electric buses are estimated to be on-site October 17, 2019. Received brief update on the current bus fleet.

General Manager Search Committee – Assisted GMT staff to craft a stakeholder survey to engage stakeholders in the General Manager hiring process. Facilitated two Search Committee meetings to discuss funding and search firm proposals.

Other Transit Activities:

- Researched diversity trainers and training to discuss with GMT Acting General Manager and Board. Discussed cultural change with Director of VT Partnership for Fairness and Diversity.
- Assisting Mad River Valley towns with potential proportional share formula for municipal contribution to transit service match. Currently, Sugarbush provides 100% of the local match.

- Attended a meeting of the Public Transit Advisory Council as the VAPDA representative.
- With Rural Community Transportation, met with Woodbury, Calais and East Montpelier Selectboards to discuss the new Morrisville to Barre commuter services, which begins November 4. Updated Barre City Mayor and City Manager on the service and corresponded with RCT and stakeholders regarding the service.

Municipal Assistance:

- Conducted 15 post-construction site visits and three pre-construction site visits for Grants In Aid.
- Completed a Road Erosion Inventory for Waterbury for the MRGP.
- Began a Road Erosion Inventory for Marshfield for the MRGP.
- Visited Class IV road sites in Moretown; improvements at one or more sites may be funded through CVRPC's Class IV Road Demonstration Project grant from DEC.
- Meet with Marshfield about improvement to the US 2 corridor in Marshfield Village.

Regional Assistance:

- Hosted regional stakeholders meeting for the Transportation Climate Initiative. See Exec Dir update.
- Participated in VTrans meeting to update its Project Selection & Prioritization Processes.
- Met with the Vermont Center for Independent Living and Green Mountain Transit to discuss their training activities for potential transit service riders and the concept of Bus Buddies.
- Participated in radio interview on transportation and energy initiatives in Central Vermont.
-

NATURAL RESOURCES

Contact Pam DeAndrea, deandrea@cvregion.com, unless otherwise noted.

Tactical Basin Planning Assistance:

- Continued project development with Winooski Basin Planner, Winooski Natural Resources Conservation District, Friends of the Winooski River, and the Friends of the Mad River for projects within the Winooski River Basin.
- Participated in meeting with the Curtis Pond Association, Calais Road Commissioner, and Friends of the Winooski River in partnership with the Winooski Basin Planner and Calais Lakes and Streams to address sedimentation into Curtis Pond.
- Participated in a kickoff meeting with Basin Planner and partners for the Stevens-Wells-Waits-Ompompanoosuc Tactical Basin Plan, which involves land in Washington and Orange. Plan scheduled for completion in June 2020.
- Refined CWAC draft resolution letter to the Board.

Clean Water Block Grant Program: New funds will be available very soon and a number of significant changes were made to the program. For instance, *there is no longer a match requirement*. Eligible project types have been reduced. Both large and small projects are eligible. All projects must be completed and closed out prior to December 31, 2021. Berlin, Calais, Duxbury and Woodbury have

expressed interest in applying for this funding. If your project is ready for design or implementation and you are interested, please contact Pam DeAndrea to determine eligibility at deandrea@cvregion.com.

CVRPC is working on the following Block Grant projects.

Pouliot Avenue Stormwater Mitigation, Barre City: Avery Excavation, Inc. is stabilizing the enormous gully at this site and retrofitting the culvert that outfalls at the end of Pouliot Avenue to reduce stormwater impacts. Construction is expected to be completed in early October.

Northfield Water Street Stormwater Mitigation: Construction of the stormwater chamber system is complete, and sidewalk replacement and paving of the road is expected to be completed in October. This stormwater mitigation project will truly be a showcase for the region in managing stormwater runoff pollution and bringing many parties together to implement solutions.

Plainfield Health Center Stormwater Final Design: This project, gully stabilization, emerged from the Plainfield Stormwater Master Plan. Milone and MacBroom are drafting the 60% design plans and have conducted two site visits to collect data necessary for final design: one with George Springston, local gully/landslide expert, and one with state regulators to determine what, if any, permits will be required to implement this project. Once the 60% design is complete, the team will present to the Health Center, landowner, and Plainfield Selectboard for comments.

Berlin Stormwater Final Designs: CVRPC staff and the Town Administrator followed up with remaining stakeholders to ensure that they are in agreement with moving these designs forward. The team met with the Berlin Elementary School stakeholders (Principal, District Superintendent, and Berlin Elementary School Board representative) and conducted a site visit at the school. Once the concept of the final design is agreed upon, the consultant will present the plan to the newly formed Washington Central Unified Union School Board. The consultant team and CVRPC also will meet with Chimney Sweep landowners to review design specifications. These final designs will enable the stakeholders to move forward with implementation of stormwater mitigation.

Forest Integrity: Met with subcommittee to discuss next steps in the development of resources and strategies in support of wood products industry at the local level. Contact Clare Rock, rock@cvregion.com.

COMMUNITY DEVELOPMENT

Brownfields: Prepared successful Site Nomination Form for an updated Phase I ESA for Granite Works to Chittenden County RPC. Updating the Phase I will facilitate a property transfer on behalf of the prospective purchaser. Attend the Union Elementary School playground ribbon cutting ceremony. Participated in an EPA grant application debrief to strengthen CVRPC's 2020 grant application. Contact Clare Rock, rock@cvregion.com.

OFFICE & ANNOUNCEMENTS

Office:

- Posted Calais Zoning Administrator opening on CVRPC's website, news, and social media at Town request.
- Developed proposal to provide interim Zoning Administrator services for Waitsfield.
- Conducted team building event at Wrightsville Reservoir.
- Welcomed CVRPC's 2019-2020 AmeriCorps VISTA member, Nick Kramer. Nick lives in Corinth. He will assist CVRPC with housing and childcare strategies, conduct cell service drive tests, support energy roundtables, recruit Bus Buddies and potential riders of public transit, and enhance CVRPC's digital inventory of sidewalk and path locations and water and wastewater infrastructure.
- Conducted interviews for CVRPC's vacant position. Have a strong candidate pool!
- Prepared CVRPC submission to RPC FY19 Annual Report.
- Facilitated annual RPC salary survey and conducted RPC municipal dues survey.

Professional Development:

- Participated in the NADO's "Art of the Narrative" webinar.
- Participated in the VPA Professional Development subcommittee to plan for its Annual Meeting and Workshop; CVRPC facilitated the workshop's housing panel. Four staff participated in the workshop.
- Two staff attended FEMA Benefit – Cost Analysis (BCA) Training to learn about the new format FEMA expects for BCAs for use in various grant applications.
- Two staff attended FEMA Local Hazard Mitigation Plan Training to understand the difference in submission process for January 2020.
- Multiple staff completed emergency management training to fulfill requirements for working in the State Emergency Operations Center in advance of the October statewide catastrophic exercise. Certificates of Completion were earned for FEMA ICS 100 & 200 and IS 700, 800 & 2200 courses.

Upcoming Meetings:

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

October

Oct 8	6:30 pm	Board of Commissioners, Central VT Chamber, Berlin
Oct 10	4 pm	Clean Water Advisory Committee, CVRPC Office
Oct 10		VT Housing & Conservation Board Building and Sustaining Healthy Communities Conference, Barre
Oct 14		<i>CVRPC Office Closed – Holiday</i>
Oct 17	7 pm	Mad River Valley Planning District Steering Committee, Waitsfield
Oct 21	3 pm	Regional Plan Committee, CVRPC Office
Oct 22	6:30 pm	Transportation Advisory Committee, Central VT Chamber, Berlin
Oct 23-25	All Day	State of Vermont Catastrophic Exercise #4, Throughout VT
Oct 24	4 pm	Project Review Committee, CVRPC Office

Oct 24	5:30 pm	Central VT Economic Development Corp Annual Meeting, Capital Plaza, Montpelier
<u>November</u>		
Nov 4	4 pm	Executive Committee, CVRPC Office
Nov 4	6 pm	LEPC 5, Central Vermont Medical Center, Berlin
Nov 6	9 am	Central VT Workforce Summit for Employers, Sugarbush Resort, Warren
Nov 6	Noon	Central VT Workforce Summit for Service Providers, Sugarbush Resort, Warren
Nov 11		<i>CVRPC Office Closed – Holiday</i>
Nov 12	6:30 pm	Board of Commissioners, Central VT Chamber, Berlin
Nov 14	4 pm	Clean Water Advisory Committee, CVRPC Office
Nov 21	7 pm	Mad River Valley Planning District Steering Committee, Waitsfield
Nov 26	6:30 pm	Transportation Advisory Committee, Central VT Chamber, Berlin
Nov 28-29		<i>CVRPC Office Closed – Holiday</i>

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

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

September 2019

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

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

- Approved Contract Amendment (extension) with Northwest Regional Planning Commission – Municipal Grants in Aid FY19.
- Discussed fiscal year-end paid time off balance payouts. Acknowledged the Committee has reviewed the Paid Time Off report as 06/30/19.
- Received update regarding current office lease and status of possible move and contacts made.
- Recommended the Board approve a FY21 Municipal Dues Assessment rate of \$1.25 per capita and use of the Vermont Department of Health's most recent population estimates as the base data for population.
- Discussed process for filling the Regional Plan Committee vacancy at the October Board meeting.
- Discussed whether/how use of the Regional Plan should be reported to the Board.
- Received initial briefing on Act 76's Clean Water Service Provider concept and requirements. Discussed initial thoughts on whether CVRPC should apply to be the Winooski watershed Provider.
- Agreed to hold a special meeting at 6:15 pm on October 8th to approve signature of the Transportation Planning Initiative contract.

NOMINATING COMMITTEE (February and March; scheduled by Committee)

Did not meet.

PROJECT REVIEW COMMITTEE (4th Thursday, 4pm)

The Cross Vermont Trail Association presented on its Act 250 application for construction of a segment of the Cross Vermont Trail along the Winooski River. The project will entail construction or improvement of 4.1 miles of trail and construction of two small trailheads with parking and sign installations. The Committee determined that the project is of substantial regional impact as it crosses multiple town. It also determined that the project is in conformance with the Regional Plan.

REGIONAL PLAN COMMITTEE (as needed; scheduled by Committee)

Did not meet. Next meeting is October 21st at 3:00 pm

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

Did not meet.

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

- Presentation on Vermont Autonomous Vehicle Law & Community Testing
- Approved Plainfield/Orange Brook Road Functional Classification change request
- Presentation of Community Rail grant submission; discussion of whether TAC support/ approval is required for grant submissions. It was noted that TAC members may not have been briefed by their municipalities about the project and municipal support for the application.

BROWNFIELDS ADVISORY COMMITTEE (4th Monday, 4pm)

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

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

- Approved August 8, 2019 minutes with corrections.
- Discussed complaint driven nature of water quality testing and the need for baseline measurements for constituents.
- Discussed draft letter of resolution to the Board of Commissioners describing concerns about the Winooski River Basin Tactical Plan.

VERMONT ASSOCIATION OF PLANNING & DEVELOPMENT AGENCIES

No update since last report.

VERMONT ECONOMIC PROGRESS COUNCIL

No activities from Central Vermont.

GREEN MOUNTAIN TRANSIT

- Discussed terms of the Burlington Electric Department grant for electric buses.
- Montpelier Transit Center (MTC) opening is November 4, 2019. Celebration event is October 9th. VTrans committed to providing funds towards partial staffing at the MTC. Awaiting response from the City of Montpelier regarding additional funds.
- Increased the spending limit for an executive search firm engagement from \$8,000 to \$24,000 based on proposals received. Funding for the cost will be 80% VTrans, 20% GMT.
- Discussed FY20-FY24 Transit Planning Assistance Request For Proposal. Tabled the award until additional information is provided by staff regarding contract structure.
- Discussed financial report. Both urban and rural systems continue to operate at a loss. Major changes will need to be implemented to reverse course. The Board requested staff propose changes.
- Adopted FY20 Capital budget adjustment to reflect actual grant awards.
- Held Executive Session to discuss pending civil litigation and associated confidential attorney client communications.

MAD RIVER VALLEY PLANNING DISTRICT

- Discussed progress on current projects.
- Discussed progress by Committees working on the Local Options Tax and housing. Discussed draft Housing Demand Analysis extensively and how to present the information once the analysis is complete. Agreed communication of the analysis finding should be paired with a housing strategy or action.
- Set agenda for the Mad River Valley Town Leadership meeting. Selectboards from Warren, Waitsfield, Moretown, Fayston, and Duxbury participate. Agenda to include annual data report and presentations by Green Mountain Transit, on Housing Demand Analysis, and updates from the Recreation District and Ridge to River.
- Sugarbush discussed plans for its employee village, which has been shifted to the former Rositas property on the Sugarbush Access Road to allow it to connect to mountain water. Construction is anticipated for next season.