



## Central Vermont Regional Planning Commission

### BOARD OF COMMISSIONERS

November 12, 2019 at 6:30 pm

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

6:15 pm – Social and pizza

<u>Page</u>	<u>Time</u>	<u>AGENDA</u>
	6:30 <sup>1</sup>	<b>Adjustments to the Agenda</b> <b>Public Comments</b>
2	6:35	<b>Community Health Needs Assessment</b> , <i>Patti Fisher, Chief Medical Officer, Central Vermont Medical Center</i> (enclosed) Presentation of the Assessment and the Accountable Care Act. Assessment at <a href="https://www.cvmc.org/about-cvmc/community/community-health-needs-assessment">https://www.cvmc.org/about-cvmc/community/community-health-needs-assessment</a> .
	7:20	<b>People Centered Communications</b> , <i>Ericka Reil and Nathan Besio, Vermont Center for Independent Living</i> By 2029, more than one in four Vermonters will be of retirement age. Learn how to increase opportunities for older adults and people with disabilities to participate in community events.
11	8:00	<b>CVRPC Bylaw Amendment</b> (enclosed) <sup>2</sup> Discussion and final amendments. Potential action to place on the next Commission agenda for final vote.
	8:20	<b>Committee Appointment</b> <sup>2</sup> Fill vacancy on the Regional Plan Committee
43	8:25	<b>Meeting Minutes – October 8, 2019</b> (enclosed) <sup>2</sup>
47	8:30	<b>Reports</b> (enclosed) Updates and questions on Staff, Executive Director, and Committee Reports
	8:35	<b>Adjournment</b>

**Next Meeting: December 10, 2019**

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

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



EXCERPT - Full document available at: <https://www.cvmc.org/about-cvmc/community/community-health-needs-assessment>.

# Community Health Needs Assessment

## Final Report

### August 2019



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## Our Commitment to Community Health

Central Vermont Medical Center (CVMC) is the primary health care provider for 66,000 people who live and work in Central Vermont. For more than 50 years, we have been dedicated to our Mission: *Central to our community. Caring for a lifetime.*

CVMC works closely with other regional health providers to meet the health care needs for Central Vermonters. Our professional staff of more than 200 physicians and 70 advanced practice providers representing 25 medical specialties provides 24-hour emergency care, and a full spectrum of inpatient and outpatient services.

To ensure these services are aligned with the health care needs of our community, we conduct a Community Health Needs Assessment (CHNA) every three years. This study helps us better serve our community by measuring the health status of residents, gathering wide community input on health concerns, and identifying opportunities to collaborate with partners. The CHNA results and related action plan guide our community health activities over a three year cycle.

The 2019 CHNA was conducted in collaboration with THRIVE, the regional Accountable Community for Health model. This multi-agency coalition, made up of health providers, social service agencies, government, civic, and religious entities, and numerous other community partners, is dedicated to improving health for the residents of Washington and Northern Orange Counties. THRIVE members played an integral role in overseeing data collection and reviewing findings to determine community health priorities based on the CHNA study.

In addition to THRIVE members, nearly 1,500 community residents shared their perspectives on community needs through surveys and open dialogue. We value this feedback and recognize that all community stakeholders play an integral part in advancing the health of Central Vermont.

We invite you to learn more about our activities and to share your thoughts with us on our website [www.cvmc.org](http://www.cvmc.org).

The following report provides an in-depth view of the many factors that influence health in our community. Knowing that social and economic measures often impact health more than health care delivery alone, we sought to demonstrate the correlation between health disparities and social determinants of health—the environmental factors that impact our health.

In response to the findings from this report, CVMC worked with our community partners to outline a plan to guide our community health and benefit activities for the 2019-22 planning cycle. Throughout this planning cycle, we will continue to evaluate our activities and track our progress toward improving the issues that most impact the health of our community. In doing so, we will continue to collaborate with our partners, educate our policy makers, and engage community residents to promote health for all residents of Central Vermont.

For more information about the CHNA and to share your thoughts with us, visit [www.cvmc.org](http://www.cvmc.org).

## CHNA Leadership

The 2019 CHNA was overseen by representatives from CVMC and the THRIVE Accountable Health Communities committee. The Community Action Network (CAN), a subcommittee of THRIVE, and CVMC representatives met monthly with our consultants to review and guide the CHNA process. Consultants assisted in all phases of the CHNA including project management, quantitative and qualitative data collection, analysis, facilitation, and report writing. The CVMC CHNA Steering Committee and the CAN subcommittee members are listed below. A full list of THRIVE committee members is provided in Appendix A.

### Central Vermont Medical Center CHNA Steering Committee

Anna Noonan, President and CEO  
Patricia Fisher, MD, Chief Medical Officer  
Nicole Courtois, CHNA Project Manager

### THRIVE Community Action Network (CAN) Subcommittee Members

Dan Currier, Central Vermont Regional Planning Commission  
Will Eberle, Vermont Agency of Human Services  
Rebecca Goldfinger-Fein, People's Health & Wellness Clinic  
Claire Kendall, Family Center of Washington County  
Tawnya Kristen, Green Mountain United Way  
Theresa Lever, Central Vermont Medical Center  
Zach Maia, Central Vermont Regional Planning Commission  
Sue Minter, Capstone Community Action  
Joan Marie Misek, Vermont Department of Health  
Mary Moulton, Washington County Mental Health Services  
Sandy Rousse, Central Vermont Home Health & Hospice  
Beth Stern, Central Vermont Council on Aging  
Bonnie Waninger, Central Vermont Regional Planning Commission

### Consulting Team

Colleen Milligan, MBA, Director, CHNA Services  
Catherine Birdsey, MPH, CHNA Research Manager  
Jessica Losito, BS, Research Consultant

## Executive Summary

### CHNA Methodology

The comprehensive 2019 CHNA included an in-depth review of primary and secondary data to collect and analyze health trends, socio-economic data, and stakeholder perceptions, among other information to inform community health planning. Primary study methods were used to solicit input from health care consumers and key community stakeholders representing the broad interests of the community. Secondary study methods were used to identify and analyze statistical demographic and health trends. Community engagement was an integral part of the 2019 CHNA with wide participation from nearly 1,500 community stakeholders who participated in surveys, focus groups, planning meetings, and other dialogue.

Specific CHNA study methods included:

- > An analysis of secondary data sources, including national and state health statistics, demographic and social measures, and health care utilization data
- > A Community Member Survey completed by 1,429 residents to collect community perspectives on health concerns, barriers to care, recommendations and related insights
- > Focus Groups with 33 health care consumers to inform action planning and strategies to address community health priorities
- > Prioritization of health needs in collaboration with TRHIVE committee members

### Demographics of the Central Vermont Medical Center Service Area

Washington County is Vermont's third most populous county after Chittenden County and Rutland County. The population and urban resources of Washington County are concentrated in Barre, Berlin, Montpelier, Waterbury, Northfield and Waitsfield, all adjoining centers of industry.

Washington County is a predominantly White and older community with less racial diversity and a higher median age than the state or nation. Consistent with the state and nation, African American and Latino populations are the only growing populations.

Washington County overall has a strong economy. More residents attain higher education and are employed in white collar jobs. The county unemployment rate is lower than the state or nation. The proportion of all residents living in poverty is similar to the state, and percentages for both Washington County and Vermont are lower than the nation. However, more children in Washington County live in poverty, negatively impacting their health status, and ultimately the long-term health of the community.



### Top Health Needs Across the Study Area

Representatives from CVMC, THRIVE, and CAN reviewed CHNA findings in conjunction with the Vermont Department of Health 2019-23 State Health Improvement Plan (SHIP) to determine the most pressing needs impacting residents across Washington County and the CVMC service area. The following criteria were applied to determine priorities on which to focus community wide health improvement efforts.

#### CHNA Findings Prioritization Criteria:

- > Scope: How many people are affected?
- > Severity: How critical is the issue?
- > Ability to Impact: Can we achieve the desired outcome?
- > Community Readiness: Is the community prepared to take action?

Applying these criteria to the list of top health needs identified by the CHNA research, THRIVE and CAN members rank ordered the community's health needs in the following order.

1. Substance Use Disorders
2. Mental Health
3. Social Influencers of Health (housing, food security, transportation, economic stability)
4. Chronic Disease Prevention
5. Healthy Lifestyles and Risk Behaviors

The 2019 CHNA prioritized health needs align with the VT DOH SHIP Priorities, promoting collaboration between public health, hospital, and community based organizations.

2019 CHNA Priority Health Needs	VT DOH 2019-2023 SHIP Priorities
Chronic Disease	Chronic Disease Prevention
Healthy Lifestyle and Risk Behaviors	Child Development Oral Health
Mental Health	Mental Health
Substance Use Disorders	Substance Use Prevention
Social Determinants of Health (SDOH)	SDOH: Housing, Transportation, Food, Economic Stability

Below are outlined specific data findings that demonstrate how these priority issues impact our community.

### **Chronic Disease**

Chronic disease treatment including early diagnosis, medication management and lifestyle modification greatly impacts a person's health today as well as the development of further complications and hospital admissions/readmissions.

- > The coronary heart disease death rate per 100,000 is higher (111.2) than the state (100.8) and nation (97.1)
- > Chronic disease was the #3 community health challenge identified by Community Survey respondents
- > More than 1 in four Washington County adults are obese (26%), lower than the state, but increasing
- > 28% of Washington County adults have hypertension vs. 25% across the state as whole
- > 39% of Washington County adults have high cholesterol vs. 34% across the state as whole
- > 19% of Washington County residents are age 65 or over
- > 28% of senior Medicare beneficiaries within Washington County have 4+ chronic conditions and 12% of seniors live alone

### **Healthy Lifestyles and Risk Behaviors**

Lifestyle behaviors such as healthy diets, smoking abstinence and regular activity can impact a person's health now and can prevent the development of diabetes, heart disease, hypertension and stroke.

- > Consistent with the state, only 34% of youth meet recommended fruit consumption guidelines; 17% meet vegetable guidelines
- > 22% of Washington County youth meet physical activity guidelines vs. 25% across the state as a whole
- > 10% of Washington County teens smoke cigarettes; consistent with 9% statewide
- > Electronic cigarette use is on the rise among teens. 33% of teens have tried e-cigarettes and 12% currently use them
- > More mothers smoke during pregnancy in Vermont (16%) than compared to the US as a whole (7%); 13% of Washington County mothers smoke during pregnancy.

### **Mental Health**

Screening for and mental health services and access to treatment was identified as the #2 community health challenge by Community Survey respondents.

- > Just over one-quarter (26%) of Washington County adults have a depression diagnosis vs. 22% in VT and 17% in the US
- > 15% of Washington County teens report that they have a suicide plan vs. 12% statewide and 14% nationwide
- > Among senior Medicare beneficiaries, 16.5% have a depression diagnosis compared to 15% across VT and 14% across the US as a whole
- > Among Washington County Medicaid beneficiaries, only 3% of youth and 2% of adults are screened for depression
- > The suicide rate declined and is similar to the state and nation, but it has historically been higher than both benchmarks



### **Substance Use Disorders**

Residents named substance abuse including alcohol, opioids, controlled substance prescriptions and marijuana as the top community health issue in the Community Survey.

- > 20% of Washington County adults report binge drinking vs. 18% across VT and 17% nationally
- > More teens (35%) in Washington County report recently drinking alcohol vs. 33% in VT and 30% across the US as a whole
- > More teens in Washington County (27%) report recently using marijuana vs. 24% in VT and 20% in the US
- > The opioid death rate in Washington County has been increasing; at 20.6 it exceeds the state rate of 17.6

### **Social Influencers of Health**

Income, housing status and level of education determine how healthy you are and how long you live.

- > 18% of children in Washington County live in poverty compared to 14.5% statewide
- > Residents identified affordable housing as the #1 social challenge in the Community Survey
- > Lack of livable wages and employment opportunities were the #3 and #4 top social challenges identified by survey respondents, respectively
- > Consistent with the state, 11% of Washington County residents and 16% of Washington County children are food insecure

### **CVMC Adopted Priority Health Needs**

In accordance with requirements set forth in the ACA, Central Vermont Medical Center leadership team used the CHNA research findings, as well as feedback from focus groups and THRIVE representatives, to determine which priority health needs it would address and develop an Implementation Plan to outline community benefit activities over the next three-year cycle.

Based on CVMC's existing expertise and resources, the medical center is best positioned to lead efforts in multiple areas (in no order of importance):

1. Access to primary and specialty care: CVMC will work to improve access to its primary care and specialty care clinicians. Access improvement strategies will include practice standardization, consolidation, improvement in care management services and implementing telemedicine services.
2. Substance Use Disorders: CVMC is a leading partner with the Washington County Substance Abuse Regional Partnership (WCSARP). CVMC, through a collaborative grant with WCSARP members was able to obtain a grant through HRSA to hire a project manager. The project manager is primarily responsible for guiding WCSARP into four domains to address 1. Prevention strategies 2. Treatment programming 3. Recovery support 4. Sustainability which will include additional grant requests. CVMC also has initiatives to improve access to medication assisted treatment (MAT), harm reduction initiatives, mental health support for patients wanting access to recovery, and improving our clinician's opioid prescribing practices.

3. Mental Health Care: CVMC along with UVM Health Network are in the planning stages of adding a 25 bed inpatient psychiatric unit to our current 15 bed unit. This will greatly increase the inpatient psychiatric capacity around the state. This project is hoped to be on target for completion in 2023. Also in an effort to improve outpatient mental health services, CVMC will also be considering integrating behavioral health care into primary care over the next three years.
4. Social Influencers of Health: CVMC is a leading partner with the local community collaborate THRIVE. CVMC will work with THRIVE members to develop and potentially fund additional initiatives to address social influencers of health that were identified in this report.
5. Care of stroke patients: Through collaboration with UVM Health Network and with the support of telemedicine services, CVMC is pursuing becoming a “Stroke Certified Hospital” in 2020. This will help us standardize the care of patients presenting to our emergency department with signs/symptoms of a stroke and will expedite their transfer if needed to a higher level of care.
6. Heart Disease: Identified as the number one cause of death in our region and nationally, CVMC will continue to pursue finding ways to not only improve outcomes of patients with identified heart disease, but also to improve access to life style choices that prevent heart disease. CVMC is implementing a heart failure readmission reduction program in collaboration with Central Vermont Home Health and Hospice to 1. Implement a new heart failure inpatient service 2. Improve the transition of patients with identified heart failure from the inpatient to outpatient side and 3. Develop a care management program to help with compliance of diet, exercise and medication treatment recommendations.

### **Board Approval**

In acknowledgement of the 2019 CHNA findings and approval of the final report and identified priority areas, the CVMC Board of Directors approved the CHNA in September 2019. The corresponding Implementation Plan was reviewed and approved by the Board of Directors in early 2020. Following the Boards’ approval, the CHNA reports were made available to the public via the CVMC website: <https://www.cvmc.org/about-cvmc/community/community-health-needs-assessment>.



## MEMO

Date: November 4, 2019

To: Board of Commissioners

From: Julie Potter, on behalf of the Executive Committee

Re: Proposed CVRPC Bylaws Amendments

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**✉ Action Requested:**

- a) Amend the proposed bylaws amendment based on discussion at the meeting.
- b) Place the proposed bylaws amendment on the December Commission agenda for an adoption vote.

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

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

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

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

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

A draft of the bylaws was presented to the Board in May 2019 and discussed at the June Board meeting. Based on Board discussion and recommendations from legal counsel, the working

group made several revisions to the draft bylaws. The Executive Committee reviewed the revised draft and recommended that it be put on the Board's November agenda.

**What has changed since the June draft?**

- The Board will adopt membership assessments (Section 702).
- New Article 8 addresses the process for municipal service agreements. By statute, this must be specified in the Bylaws.
- New section on indemnification for Commissioners and Alternates (Section 901).
- New section on electronic records and signatures (Section 906).
- Edits for clarity to Appointment and Terms of Commissioners and Alternates (Section 302); Notice of Meetings (Section 606); and Amendments to Bylaws (Section 908).
- Staff has been moved to the article on Organization (Section 406).

**In addition to the above, what significant changes are being proposed to the bylaws?**

- The proposed bylaws have been reorganized and include a table of contents to facilitate document navigation.
- The purposes section in Article 2 has been expanded to better reflect the full scope of CVRPC's programs and functions.
- New sections added on Commissioner resignation (Section 304) and attendance (Section 305).
- The Board of Commissioners is specifically recognized (Section 401).
- Because of the limited responsibilities of the offices of Secretary and Treasurer, they have been combined to be Secretary/Treasurer (Section 402). This results in the addition of another at-large position on Executive Committee (Section 403).
- Committees with long-term roles in CVRPC's operations and core programs are recognized as standing committees, with membership, and purpose and duties identified for each standing committee (Section 403).
- The section on Special Committees has been expanded to address formation, membership, roles, and procedural responsibilities (Section 404).
- The section on nominations is expanded to provide more process detail (Section 501). The Nominating Committee's role is expanded to include nominating members to serve on committees.
- Terms of office are changed to coincide with CVRPC's July 1 fiscal year start date (Section 503).
- The Annual Meeting is changed from May to June, to better align with the fiscal year (Section 603).

- Language is added to clarify that the Board and all committee meetings are subject to the state's Open Meeting Law (Section 601).
- Quorum for meeting is changed to comply with statute. (Section 607)
- New sections added: Work Program and Budget (Section 903); Annual Report (Section 904); Audit (Section 905); and Severability (Section 909).

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

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

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



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

*Annotated Version – notes will be removed upon adoption*

**Amended by the Commissioners on Month ##, 2019**



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

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

3  
4           **ARTICLE 1:   NAME AND ADDRESS**

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

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

9           **ARTICLE 2:   POWERS AND PURPOSES**

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

12           **Section 201:   Legal Basis**

13           The legal basis of CVRPC is established in the Vermont Municipal and Regional Planning and  
14           Development Act, codified at 24 V.S.A. Sections 4301 et seq. [Chapter 117] (hereinafter  
15           referred to as the “Act”), and other such laws as may be enacted by the General Assembly of  
16           the State of Vermont.

17           **Section 202:   General Purpose**

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

22           **Section 203:   Regional Planning**

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

25           CVRPC shall undertake other activities or duties as required or permitted by state or federal law  
26           including, but not limited to, those outlined in 24 V.S.A Sections 4345, 4345(A), 4348, and 4350.

27           **Section 204:   Municipal Planning**

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

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

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

33           In accordance with the provisions of 24 V.S.A. Section 4345, CVRPC may undertake  
34           comprehensive planning and studies, and make recommendations on land development; urban

renewal; transportation; economic, industrial, commercial and social development; urban beautification and design improvements; historic and scenic preservation; capital investment plans; and natural resource protection. CVRPC may also implement, with the cooperation of municipalities within the region, programs for the appropriate development, improvement, protection and preservation of the region's physical and human resources.

#### **Section 206: Municipal Service Agreements**

CVRPC may enter into municipal service agreements, upon complying with the requirements set forth at 24 V.S.A. Section 4345(B), to promote cooperative arrangements and coordinate, implement and administer service agreements among municipalities; including arrangements and actions with respect to planning, community development, joint purchasing, inter-municipal services, infrastructure and related activities. Upon adoption of a municipal service agreement in accordance with Article 8 of these Bylaws, CVRPC may exercise any power, privilege, or authority, as defined within the municipal service agreement, capable of exercise by a municipality (subject to applicable state or federal law) as necessary or desirable for dealing with problems of local or regional concern.

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

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

### **ARTICLE 3: MEMBERSHIP AND REPRESENTATION**

#### **Section 301: Member Municipalities**

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

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

#### **Section 302: Appointment and Terms of Commissioners and Alternates**

*Note: Compare to Section 3.2 in current bylaws. Defines terms to coincide with fiscal year. Edited to improve clarity.*

- A. Representation on the CVRPC shall be by commissioners. The legislative body of each member municipality may appoint one commissioner (a "Commissioner") and one alternate (an "Alternate") to the CVRPC Board of Commissioners (the "Board").
- B. Municipal legislative bodies shall certify the appointment of their Commissioner and Alternate in writing to CVRPC. Commissioners and Alternates begin serving immediately upon certification of appointment unless otherwise specified in the appointment.

Commissioners and Alternates may not vote or otherwise formally serve until such appointment has been certified.

C. Terms for Commissioners and Alternates are one year, from July 1 to June 30. Commissioners and Alternates may be appointed to serve successive terms.

D. Commissioners and Alternates who are appointed mid-term shall serve out the term ending June 30 and may continue serving for the subsequent term starting July 1 without recertification. Once a Commissioner or Alternate serves a complete term the appointment must be re-certified for the next term beginning on July 1.

E. A Commissioner or Alternate may continue serving until reappointed or until a successor is appointed.

F. Commissioners and Alternates serve at the pleasure of the appointing legislative body, which may revoke a Commissioner or Alternate's appointment at any time pursuant to 24 V.S.A. Section 4343(a).

G. In the absence of the Commissioner at any meeting of the Board, the Alternate shall sit as the Commissioner and exercise all of the authority of the Commissioner at that meeting.

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

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

### **Section 303: Voting**

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

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

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

### **Section 304: Resignation**

**Note: New section.**

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

### **Section 305: Attendance**

**Note: New section.**

If a Commissioner is absent without good reason for three sequential Board meetings, the Chair shall contact that Commissioner to determine whether the Commissioner has a continued interest in serving and availability to serve on the Board.

**ARTICLE 4: ORGANIZATION****Section 401: Board of Commissioners**

*Note: New section.*

The Board shall consist of the Commissioners and Alternates serving in the absence of a Commissioner. It shall be the duty of each Commissioner to regularly report on the activities of CVRPC to the legislative body and the local planning commission of the municipality of the Commissioner's appointment.

**Section 402: Officers**

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

- A. CVRPC's officers shall consist of a chair (the "Chair"), vice chair (the "Vice Chair"), and secretary/treasurer (the "Secretary/Treasurer"), each of whom shall be duly appointed Commissioners of member municipalities.
- B. Duties of officers shall be as follows:
  1. The Chair shall call meetings of the Board and the Executive Committee and shall preside at these meetings. The Chair shall prepare and cause to be distributed to members, an agenda for all Board and Executive Committee meetings. The Chair shall perform such other duties as are normal or customary to the office, or which may be assigned by the Board. The Chair shall cast a vote on all issues voted on at a Board or Executive Committee meeting, unless the Chair wishes to abstain.
  2. The Vice Chair shall act as Chair in the absence or incapacity of the Chair and shall perform such other duties as may be assigned by the Board. The Vice Chair may also advise the Chair on parliamentary issues. The Vice Chair shall act as Secretary/Treasurer in the absence or incapacity of the Secretary/Treasurer.
  3. The Secretary/Treasurer shall be CVRPC's recording officer and the custodian of its records, except as those duties are delegated to CVRPC staff. The Secretary/Treasurer shall perform all duties customary to that office, including overseeing all CVRPC financial records and overseeing minutes of Board meetings and such Committee meetings as the Chair may designate.
- C. Additional officer duties may be assigned by a policy adopted by the Board.

**Section 403: Standing Committees**

*Note: New section.*

**A. General**

1. Standing committees (the "Standing Committees") have a long-term role in CVRPC's operations and core programs.



2. Each Standing Committee shall have rules of procedure approved by the Board (the “Rules of Procedure”). The Rules of Procedure shall specify the committee’s purpose, general activities, role, membership, voting procedures, officers, elections, attendance and quorums, communication and coordination, conflict of interest policy, and adoption of organizational procedures.
3. Standing Committees may establish subcommittees and workgroups as needed to accomplish committee business.
4. Unless otherwise specified in the Rules of Procedure, all Standing Committee members are eligible to vote on committee business.
5. All Standing Committees shall maintain meeting minutes. Standing Committees shall report to the Board as it directs.

B. Executive Committee

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

1. The executive committee (the “Executive Committee”) shall consist of seven Commissioners (in accordance with 24 V.S.A. Section 4343(b)), including the three (3) officers and four (4) at-large members who shall be elected at the Annual Meeting. Duly-appointed Commissioners are eligible for Executive Committee membership. The officers of the Board shall be the officers of the Executive Committee.
2. The purpose and duties of the Executive Committee shall be to:
  - a. Oversee and approve an annual work plan and budget for CVRPC, including budget adjustments.
  - b. Set municipal dues.
  - c. Oversee and approve an organizational plan for CVRPC.
  - d. Authorize and accept grants, agreements and contracts with outside organizations and agencies.
  - e. Review and accept the annual audit.
  - f. Approve the addition and elimination of staff positions as recommended by the executive director. Adopt job descriptions and wage ranges for staff positions.
  - g. Adopt and oversee personnel, financial, procurement, operational and administrative policies and procedures.
  - h. Monitor emerging issues affecting CVRPC.
  - i. Approve agendas for Board meetings.

- j. Recommend to the Board or, if timing requires, take appropriate action on policy issues, including legislative issues, state or federal plans and policy, regional planning commission allocation formulas or other issues affecting the Central Vermont Region and its municipalities.
- k. Act on behalf of the Board in the absence of a quorum of the Board when time precludes the delay of decision or action until the next regular meeting of the Board.
- l. Carry out other actions in accordance with 24 V.S.A. Section 4343(b) or as directed by a policy adopted by the Board.

C. Nominating Committee

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

1. The nominating committee (the “Nominating Committee”) shall consist of three (3) Commissioners or Alternate Commissioners. The Executive Committee shall nominate candidates for the Nominating Committee, taking demonstrated commitment to CVRPC into account. Nominees shall be submitted at the January Board meeting, and additional nominations may be made from the floor. The Board shall elect the Nominating Committee annually at its January meeting.
2. The purpose and duties of the Nominating Committee shall be to:
  - a. Identify and recommend to the Board a slate of candidates for the positions of Chair, Vice Chair, Secretary/Treasurer and at-large members of the Executive Committee.
  - b. Identify and recommend to the Board candidates for Standing and Special Committees and CVRPC representatives appointed by the Board to other organizations.

D. Regional Plan Committee

***Note: Rules of Procedure are in development.***

1. The regional plan committee shall consist of five (5) Commissioners or Alternate Commissioners (the “Regional Plan Committee”) who shall be elected at the Board’s Annual Meeting.
2. The purpose and duties of the Regional Plan Committee shall be to:
  - a. Oversee development and maintenance of the Regional Plan, pursuant to 24 V.S.A. Section 4347 and the requirements and allowances in 24 V.S.A. Section 4348(b), and make recommendations for approval by the Board.
  - b. Oversee other tasks related to the Regional Plan as assigned by the Board or required or permitted by the Act.

E. Project Review Committee

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

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

F. Municipal Plan Review Committee

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

1. The municipal plan review committee (the “Municipal Plan Review Committee”) shall consist of five (5) members who shall be elected at the Board’s Annual Meeting. At least two (2) members shall be Commissioners and no more than (3) members shall be Alternate Commissioners.
2. The purpose and duties of the Municipal Plan Review Committee shall be to:
  - a. Review municipal plans for conformance to statutory requirements, in accordance with 24 V.S.A. Section 4350(b), and make recommendations for approval to the Board.
  - b. Review municipal enhanced energy plans for determination of energy compliance, in accordance with 24 V.S.A. Section 4352(b).
  - c. Review municipal planning processes, in accordance with 24 V.S.A. Section 4350(a), and make recommendations for confirmation to the Board.

d. Review the compatibility of all municipal plans at least every eight years and in accordance with 24 V.S.A. Section 4345a(9) and report its findings to the Board.

e. Provide guidance to municipalities about future plan updates and ways to strengthen planning efforts.

G. Transportation Advisory Committee

***Note: Compare to Transportation Advisory Committee Rules of Procedure adopted 10/11/17. Terms changed to be aligned with fiscal year.***

1. The transportation advisory committee (the “Transportation Advisory Committee”) shall consist of municipal representatives and representatives from transportation-related groups. Each of the member municipalities in the Central Vermont Region is eligible to appoint one voting member and one alternate to the Transportation Advisory Committee. Municipal participation is discretionary and determined by appointment by the municipality’s legislative body. Upon the approval of 51% of the Transportation Advisory Committee, other transportation-related groups will be invited to appoint one voting member and one alternate to the Transportation Advisory Committee.

2. Municipal legislative bodies shall certify the appointment of the committee member and alternate in writing to CVRPC. Committee members and alternates begin serving immediately upon certification of appointment unless otherwise specified in the appointment.

3. Terms for committee members and alternates are one year, from July 1 to June 30. Committee members and alternates may be appointed to serve successive terms.

4. Committee members and alternates who are appointed midterm shall serve out the term ending June 30 and may continue serving for the subsequent term starting July 1 without recertification. Once a committee member or alternate serves a complete term the appointment must be re-certified for the next term beginning on July 1. Committee members and alternates may continue serving until reappointed or until a successor is appointed.

5. The Transportation Advisory Committee shall be advisory to the Board. The Transportation Advisory Committee will offer advice, input, and opinions to the Vermont Agency of Transportation and other organizations and individuals as appropriate, provided that they are compatible with plans, policies, positions or resolutions adopted by the Board. Transportation Advisory Committee advice, input and opinions may be reviewed, confirmed or reversed by the Board at the Board’s discretion. New or amended plans, policies, positions or resolutions by the Transportation Advisory Committee shall be approved by the Board.

6. The purpose and duties of the Transportation Advisory Committee shall be to:

a. Oversee the CVRPC transportation planning program in accordance with

1 CVRPC plans, policies and procedures. This includes assisting with the  
2 development of CVRPC's annual transportation work program and  
3 budget.

4 b. Develop and update a regional transportation element as part of the  
5 Regional Plan.

6 c. Provide recommendations on funding and prioritization for the Agency of  
7 Transportation's Capital Budget and State Transportation Improvement  
8 Program.

9 d. Act as a liaison between local communities and the Vermont Agency of  
10 Transportation.

11 e. Provide local and regional input regarding transportation issues  
12 important to the region.

### 13 **Section 404: Special Committees**

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

16 A. The Board may create special committees ("Special Committees") as needed to address  
17 specific tasks or to oversee or advise CVRPC projects or programs.

18 B. Special Committees may include Commissioners, Alternates, topic experts, interest  
19 group representatives, or other public representatives as appropriate to accomplish the  
20 purpose of the Special Committee. The Board shall appoint Commissioners or  
21 Alternates to serve as members of Special Committees. Special Committee members  
22 who are not Commissioners or Alternates shall be appointed as specified in the Special  
23 Committee's Rules of Procedure.

24 C. Special Committees shall be advisory to the Board. Special Committees may offer  
25 advice, input, and opinions to agencies, other organizations and individuals as  
26 appropriate, provided that they are compatible with plans, policies, positions or  
27 resolutions adopted by the Board.

28 D. Each Special Committee shall have Rules of Procedure approved by the Board. The  
29 Rules of Procedure shall specify the committee's purpose, general activities, role,  
30 membership, voting procedures, officers, elections, attendance and quorums,  
31 communication and coordination, conflict of interest policy and adoption of  
32 organizational procedures.

33 D. Special Committees may establish subcommittees and workgroups as needed to  
34 accomplish committee business.

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

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

**Section 405: Appointed Representatives**

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

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

**Section 406: Staff**

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

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

**ARTICLE 5: NOMINATIONS, ELECTIONS, APPOINTMENTS AND TERMS****Section 501: Nominations**

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

- A. The Nominating Committee will be appointed in accordance with Section 403C.
- B. The Nominating Committee shall seek to balance the interests of CVRPC in order to have the Executive Committee and Standing Committees be as reflective of the Board as possible.
- C. The Nominating Committee shall follow its adopted Rules of Procedure and the adopted Nominating Committee Guidelines.
- D. The Nominating Committee shall present an initial slate of Officers and at-large Executive Committee members at the Board’s April regular meeting, with a final slate of candidates presented at the May regular meeting. Additional candidates may be nominated from the floor at the May regular meeting, at which time nominations will be closed, and those nominations added to the slate.
- E. The Nominating Committee shall present a slate of other Standing and Special Committee members and other appointed representatives at the Board’s May regular



meeting. Additional candidates may be nominated from the floor at the May regular meeting, at which time nominations will be closed, and those nominations added to the slate.

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

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

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

#### **Section 503: Terms of Office**

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

- A. The terms of office for Officers and the Executive Committee are one year, from July 1 to June 30.
- B. The terms of office for other committees and appointments shall be from July 1 (or the date of appointment) to June 30, unless otherwise specified in the Committee Rules of Procedure.
- C. For the terms of office for Commissioners and Alternates, see Section 302C of these Bylaws.

#### **Section 504: Vacancies**

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

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

#### **Section 505: Removal from Office**

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

- A. Any Officer or member of any committee may be removed from a committee for violations of CVRPC's adopted Code of Conduct and Conflict of Interest Policy. Removal requires a 60% vote of all members of the Board. Any action for removal must be warned one month in advance of the Board meeting at which such a vote will be taken.
- B. Commissioners and Alternates may only be removed from the Board through action by their municipal governing body, in accordance with Section 302F.

**ARTICLE 6: MEETINGS****Section 601: Open Meeting Law**

*Note: New section.*

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

**Section 602: Regular Board of Commissioners Meetings**

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

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

**Section 603: Annual Meeting**

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

The annual meeting shall be the regular meeting that occurs in June (the “Annual Meeting”).

**Section 604: Special Board of Commissioners Meetings**

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

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

**Section 605: Committee Meetings**

*Note: New section.*

Committees shall meet at a day, place and time determined by each committee.

**Section 606: Notice of Meetings**

*Note: See Section 4.3 in current bylaws. Text edited to focus on compliance with OML. Specific distribution list removed.*

A. Notice of Board meetings shall be provided in accordance with the Open Meeting Law. To the extent possible, CVRPC will provide five (5) days notice of meetings.

B. Notice of committee meetings shall be provided in accordance with the Open Meeting Law. To the extent possible, CVRPC will provide five (5) days notice of meetings. Notice and agendas for committee meetings shall be provided to Commissioners and Alternates.

**Section 607: Quorum**

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

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

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

#### **Article 608: Parliamentary Authority**

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

Roberts Rules of Order (the most current edition then in effect) shall generally govern the proceedings of the Board and all CVRPC committees, unless otherwise specifically covered within these Bylaws or by any other special rules the Board may adopt.

#### **Section 609: Minutes and Public Records**

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

Minutes of all meetings of the Board and all committees established by the Board shall be kept and copies shall be available to all Commissioners, member towns, and the general public in accordance with the Vermont Public Records Act (codified at 1. V.S.A. Sections 315-320).

### **ARTICLE 7: FUNDING**

#### **Section 701: Fiscal and Operational Year**

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

CVRPC's fiscal and operational year shall be from July 1 to June 30 (the "Fiscal Year").

#### **Section 702: Membership Assessment**

*Note: See Article VIII in current bylaws.*

The Executive Committee shall annually recommend a schedule and rate for membership dues to the Board. The Board shall annually adopt membership dues. CVRPC shall notify in writing all municipalities within the region on or before November 15<sup>th</sup> of the sums it deems necessary to be received from said municipalities for the next CVRPC Fiscal Year.

#### **Section 703: Grants, Contracts and Contributions**

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

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

#### **Section 704: Borrowing Authority**

*Note: See Article VIIIId in current bylaws. Slightly edited for clarity and to reference statute.*

CVRPC may borrow money and incur indebtedness for the purposes of purchasing or leasing property for office space, establish and administer a revolving loan fund, or establish a line of credit, if approved by a two-thirds vote of the Board. Any obligation by CVRPC incurred under this section shall comply with the requirements set forth at 24 V.S.A. Section 4345(16)(B)(i)-(ii).

#### **Section 705: Signatory**

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

A. The Executive Committee is responsible for approving contracts and agreements, and shall authorize an Officer or the Executive Director to sign approved contracts, instruments, and agreements on behalf of CVRPC.

B. The Chair, Secretary/Treasurer and Executive Director are authorized to sign checks, notes, drafts and orders related to an approved budget, work plan, contract, or agreement. All other payments must be approved and authorized by the Executive Committee.

### **ARTICLE 8: MUNICIPAL SERVICE AGREEMENTS**

*Note: New article. Specifies process for municipal service agreements, as required by statute. Adapted from NRPC.*

#### **Section 801: Participation**

Participation by a municipality in a municipal service agreement with CVRPC shall be voluntary and only valid upon action by the Board and each of the legislative bodies of the municipalities who are proposed parties to the service agreement. The agreement may include other parties as may be relevant to a particular service.

#### **Section 802: Content of Agreement**

A. A municipal service agreement shall describe the services to be provided and the amount of funds payable by, and/or a formula for allocating costs to, each municipality that is a party to the service agreement. Service of personnel, use of equipment and office space, and other necessary services may be accepted from municipalities as part of their financial support and shall be clearly documented in the annual budget for the service approved by the parties to the agreement. A municipal service agreement shall include details regarding liability and enforcement.

B. To become effective, a municipal service agreement shall be executed by a duly authorized agent of CVRPC and of each of the legislative bodies of the municipalities who are proposed parties to the service agreement. The agreement may include other parties as may be relevant to a particular service.

C. When deemed appropriate by the participating municipalities and CVRPC, municipal service agreements may include a governance committee made up of representatives of the participating municipalities and CVRPC. If a governance committee is formed, the municipal service agreement shall include appropriate details regarding the responsibilities, voting rights and financial obligations of each member.

- D. Any modification to a service agreement shall become effective only when approved by all parties to the service agreement, including CVRPC's Executive Committee and the legislative bodies of all involved municipalities. Such modifications shall be in writing, with a copy provided to all parties to the agreement.

#### **Section 803: Termination of Agreement**

- A. All municipal service agreements shall contain a termination date unless some other method of termination is expressly provided in the agreement. Service agreements shall also contain a provision describing how parties may withdraw from the agreement prior to the termination date. The method of withdrawing from and/or terminating a service agreement shall generally be the same as the process for entering such agreement – i.e., by majority vote of the members of the municipal legislative body and CVRPC's Executive Committee, subject to other applicable provisions of law. If, however, the service agreement involves multi-year financial obligations, or other contractual obligations have been incurred in reliance on the service agreement, the withdrawing party shall withdraw only upon satisfaction of those obligations or mutual written agreement regarding the process to satisfy the same.
- B. The withdrawal provision of a municipal agreement with one municipality shall provide for at least 30 days notice unless otherwise provided in the agreement.
- C. The withdrawal provision of a municipal agreement with multiple municipalities shall provide for at least six months notice prior to the beginning of a fiscal year, unless otherwise provided in the agreement.

#### **Section 804: Other Contracted Services**

Nothing within this article shall limit CVRPC's ability to enter into contracts or agreements to provide services with other entities or governmental organizations, including those serving multiple municipalities.

### **ARTICLE 9: SUPPLEMENTARY PROVISIONS**

#### **Section 901: Indemnification**

*Note: New section recommended by attorneys. Language adapted from VLCT bylaws.*

To the fullest extent permitted by law, CVRPC shall indemnify and hold harmless its officers, Commissioners, Alternates and employees from loss, damage or claim arising out of the discharge or any duty or responsibility; provided, however, that any act or occurrence or omission from which indemnification is sought is within the scope of such person's duties or employee's employment, and is not the result of criminal or gross negligence.

#### **Section 902: Conflict of Interest**

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

Commissioners have an obligation to conduct the affairs of their office in such a manner as to instill public trust and confidence. CVRPC shall maintain a written policy on code of conduct

1 and conflict of interest. A copy of this policy shall be provided to all Commissioners and  
2 Alternates at the time of their appointment.

3 **Section 903: Work Plan and Budget**

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

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

8 **Section 904: Annual Report**

9 *Note: New section. Adapted from TRORC 7.9*

10 The Executive Director shall prepare a written annual report to the member municipalities by  
11 December 31<sup>st</sup>.

12 **Section 905: Audit**

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

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

16 **Section 906: Electronic Records and Signatures**

17 *Note: New section recommended by attorneys.*

18 To the maximum extent permissible by law, these Bylaws shall be construed so that electronic  
19 documents or records shall be the legal equivalent of written instruments and authenticated  
20 documents or records shall be the legal equivalent of signed or executed written instruments.

21 **Section 907: Dissolution**

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

23 CVRPC shall be dissolved or terminated:

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

29 **Section 908: Amendments to Bylaws**

30 *Note: See Article X in the current bylaws. Slightly edited for clarity.*

- 31 A. A proposed amendment shall be placed on the agenda for any regularly scheduled  
32 meeting of the Board by vote of the Board or by vote of the Executive Committee.
- 33 B. The proposed amendment shall be discussed at the next regular meeting of the Board  
34 and may be amended at that meeting. An affirmative vote of the Board is required to  
35 advance the agreed upon proposed amendment. That vote must direct that the final



1 proposed amendment be placed on the agenda of a subsequent regular meeting for a  
2 final vote.

3 C. After the affirmative vote described in 908B, a proposed amendment shall be placed on  
4 the agenda for a final vote at a subsequent regular meeting of the Board. No  
5 amendment to the proposed amendment shall be allowed at the Board meeting during  
6 which the final vote is taken.

7 D. The proposed amendment shall become effective upon the affirmative vote of 60% of  
8 the Commissioners. If a 60% affirmative vote is not attained, the proposed amendment  
9 fails.

#### 10 **Section 909: Severability**

11 ***Note: New section. Adapted from ACRPC 1403***

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

#### 14 **Central Vermont Regional Planning Commission Bylaws History**

15 ***Note: Compare to Certificate at end of current bylaws. Language edited to retain only adoption and***  
16 ***amendment dates. New date will be added upon adoption.***

17 Bylaws first adopted April 27, 1967.

18  
19 Amended May 27, 1980.

20 Amended January 10, 1989.

21 Amended May 10, 1994.

22 Amended November 11, 1997.

23 Amended May 8, 2001.

24 Amended April 13, 2010.

25 Amended April 11, 2017.

26 Amended MONTH ##, 2019.



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

**ARTICLE I. NAME AND ADDRESS**

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

**ARTICLE II. POWERS AND PURPOSES**

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

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

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

**SECTION 3.1 MEMBERSHIP**

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

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

### SECTION 3.2 COMMISSIONERS

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

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

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

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

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

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

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

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

### SECTION 3.4 VOTING AND QUORUMS

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

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

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

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

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

#### **SECTION 3.5 CONFLICT OF INTEREST**

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

### **ARTICLE IV. MEETINGS**

#### **SECTION 4.1 REGULAR MEETINGS**

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

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

#### **SECTION 4.2 ADDITIONAL MEETINGS**

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

**SECTION 4.3 NOTIFICATION OF MEETINGS**

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

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

**SECTION 4.4 MINUTES**

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

**SECTION 4.5 ROBERTS RULES OF ORDER**

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

**ARTICLE V FISCAL AND OPERATIONAL YEAR**

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

**ARTICLE VI. OFFICERS, EXECUTIVE COMMITTEE, AND STAFF****SECTION 6.1 OFFICERS**

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

**SECTION 6.2 COUNCIL OF REGIONAL COMMISSIONS REPRESENTATIVE**

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

### SECTION 6.3 ELECTION OF OFFICERS

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

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

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

### SECTION 6.4 TERMS OF OFFICE

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

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

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

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

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

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

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

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

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

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

#### SECTION 6.6 STAFF

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

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

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

#### SECTION 6.7 EXECUTIVE COMMITTEE

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

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

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

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

#### SECTION 6.8 SPECIAL COMMITTEES

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

#### ARTICLE VII. SIGNATORY OF THE COMMISSION

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

#### ARTICLE VIII. APPROPRIATIONS

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

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



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

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

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

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

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

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

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

#### ***CERTIFICATE***

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

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

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

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

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

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

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

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

## CENTRAL VERMONT REGIONAL PLANNING COMMISSION

## DRAFT MINUTES

October 8, 2019

## Commissioners:

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

Staff: Bonnie Waninger, Ashlynn Shanahan

Guests: Bill Frasier, Montpelier City Manager

**Call To Order**

Chair Hill-Eubanks called the meeting to order at 6:31 pm. Quorum was present to conduct business.

The meeting began with introductions.

**Adjustments To The Agenda**

No adjustments were made.

**Public Comments**

No public comments were made.

**Focus on Montpelier**

Bill Frasier, Montpelier City Manager, presented on Montpelier's Economic Development Strategic Plan.

Its purpose is to identify key sectors in the local economy and direct strategic investments toward those businesses. Key sectors include higher education, food processing, entrepreneurs, finance, non-profits,

1 tech services, specialty retail, tourism/hospitality, and the arts. The zoning and permitting process was  
2 redone to be more user friendly and yield more predictable outcomes. The importance of continuing to  
3 support organizations and institutions that already add to the character of Montpelier was emphasized.  
4

5 Frasier discussed the new transit center and possibilities for development of a hotel and parking garage.  
6 The State will be repairing the State Street bridge in the next few years. The City would like to complete  
7 its own repairs on State Street in tandem with the bridge repair to minimize disruption.  
8

9 S. Lotspeich asked about plans for Sabin's pasture; this is part of Montpelier's TIF district. Frasier noted  
10 it functionally has become a privately-owned, unofficial park to the local community. Proposals to  
11 develop this land have faced backlash. Proposals for housing and development to be allowed along  
12 Barre Street and the river while preserving the rest as open space have been well received by  
13 community and landowners. VCFA is selling part of this parcel, and it has been proposed that a  
14 bathhouse and housing be developed on it.  
15

16 A. Quackenbush asked why the apartments on Main Street stayed vacant. Frasier said apartments were  
17 in deplorable condition and costly to repair. Aubuchon Hardware purchasing the property at modern  
18 pricing allowing it to be renovated through their investment and a partnership with Downstreet.  
19

20 B. Waninger asked Frasier to discuss inclusion of the Crestview area in the City's Designated Growth  
21 Center. Frasier said it was initially taken out because there was some pressure to reduce the span of  
22 Montpelier's proposed Growth Center. The landowner objected, and it was proposed to put it back in  
23 growth area. The parcel is served by water and sewer although the utilities do not enter the site, so  
24 development in that section is feasible.  
25

26 L. Hill-Eubanks asked if tax stabilization been successful at attracting business to Montpelier. Frasier  
27 said tax stabilization helps to create an environment for the City to work with businesses. He noted  
28 Vermont has limited options for these types of incentives. Initially the municipal tax was all that was  
29 included in tax stabilization. Using education tax was more attractive to business and has helped. It is  
30 used to help with lease payments for potential tenants. This strategy is not the single solution for  
31 attracting businesses but it helps project a business-friendly environment.  
32

33 Questions were raised about parking, which is always tight in Montpelier. Recent construction has  
34 made parking more difficult. Frasier said the plan for downtown parking while a parking garage is built  
35 depends on the time of year the garage will be constructed. There is no concrete plan on how to  
36 address this as of now but it was acknowledged that this will need to be considered.  
37

38 Concerns were raised about the emphasis on new construction being in close proximity to the rivers,  
39 and how that would impact management of dams and storm water. The City's plans follow state  
40 regulations with regard to construction within the floodplain. The Transit Center is built off the ground,  
41 and other new construction does have sizable setbacks from the river. Communication and  
42 coordination with dams around large rain events has been good.

1  
2 It was asked why the planned parking garage can't be in area E on the TIF district map. Frasier said the  
3 City completed an analysis. The impact of traffic and pedestrians crossing State Street was more drastic  
4 that the current location. TIF money could be used to develop a smaller parking facility in this location.  
5

6 Concerns were raised about serious weaknesses in water infrastructure in Montpelier. Frasier  
7 acknowledged that water lines are old. He discussed the City's capital plan to improve water and sewer.  
8

9 R. Krauth asked if residents will be upset if proposed rail transit creates disruptions at intersections and  
10 noise. Frasier said the State is doing an assessment of rail lines to see what it would take to bring them  
11 to that standard. He noted a lot of operational issues have not been considered yet.  
12

13 B. Waninger asked Frasier to share his thoughts about why development activity in Montpelier was  
14 quiet and seems to have become more activity. Frasier said development has increased thanks to the  
15 efforts of City staff, an improved economy, opportunities presenting themselves, messages sent that  
16 City was interested in working with businesses, improved business atmosphere, and permitting and tax  
17 changes.  
18

#### 19 **Municipal Plan Approval**

20 Waninger noted the Commission granted provisional plan approval to the Middlesex Town Plan. The  
21 municipality has adoption process without substantive changes. Staff provided the Town with a letter  
22 confirming the plan as officially approved. Rock will work with the Town Plan Review Committee to  
23 document how the provisional approval process should work and how to define what "substantial  
24 change to a plan" means.  
25

#### 26 **Committee Appointment**

27 L. Hill-Eubanks noted that the Regional Plan Committee will begin working on regional plan again. With  
28 Kirby Keeton's departure, the Committee has a vacancy. She noted one person has expressed interest in  
29 filling position. She requested Commissioner and Alternates interested in participating on the  
30 Committee contact her. The appointment will be made at the November Commission meeting.  
31

#### 32 **Municipal Dues**

33 The Executive Committee is assigning the duty of establishing municipal dues. During a recent bylaw  
34 update discussion, Commissioners indicated they want the Board to set that rate, so the Committee has  
35 recommended a rate to the Board. The recommended rate, data source used to set dues, and other  
36 questions were discussed.  
37

38 *R. Wernecke moved to approve a FY21 municipal dues assessment rate of \$1.25 per capita and use the*  
39 *Vermont Department of Health's most recent population estimates as the base data for population; D. La*  
40 *Haye seconded. Motion carried.*  
41

#### 42 **FY20 Work Plan & Budget**

1 Waninger presented CVRPC's FY20 work plan and budget.

2  
3 P. Carbee asked if the lease for CVRPC's office was renewed. Waninger said the Commission requested  
4 an extension, which the landlords granted. CVRPC has proposals for other spaces, and the current  
5 landlord is working on its proposal.

6  
7 S. Lotspeich asked Waninger to discuss the Clean Water Service Provider concept. Waninger said under  
8 Act 76 Clean Water Service Providers:

- 9 • act as grant administrators for the projects that are not included in a permit programs, such as
- 10 riparian buffers,
- 11 • maintain responsibility for maintenance and operations of funded projects over the life of the
- 12 project, and
- 13 • provide staffing for a Clean Water Council.

14  
15 The Council prioritizes projects for funding. The State will give each provider a pollution reduction  
16 allocation to achieve and funding to invest in improvements. The State will designate providers for all  
17 12 watersheds. CVRPC can express interest in becoming a Service Provider. If it does, it would like  
18 chose to cover the Winooski watershed. This would include activities in Chittenden County.

19  
20 RPCs met with VT DEC last week. DEC asked for input on what providers could and should do. Providers  
21 will be designated by December 2021. CVRPC will need to make a decision about applying for provider  
22 status over next year.

23  
24 Commissioners asked if the Commission would vote on this issue. Waninger said that is unknown and  
25 up to the Commission. It may depend on how this unfolds and how much time there is. She will be  
26 keeping the Executive Committee apprised.

## 27 28 **Meeting Minutes**

29 *R. Wernecke moved to approve the September 10, 2019 minutes; P. Carbee seconded. Motion carried.*

## 30 31 **Reports**

32 Waninger described the Working Communities grant from the Federal Reserve Bank of Boston. Barre  
33 City is the only eligible municipality in the region, although other municipalities could participate in the  
34 City's application. The grant is focused on systems change.

## 35 36 **Adjournment**

37 *D. La Haye moved to adjourn at 6:27 pm; L. Cattaneo seconded. Motion carried.*

38  
39 Respectfully submitted,

40  
41 Ashlynn Shanahan, Planning Technician

**Central Vermont Regional Planning Commission**

P: 802-229-0389

Staff Report, October 2019

F: 802-223-1977

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

- Attended Downtown Board meeting to support Middlesex and North Montpelier Village Center Designation applications; applications were successful!
- Met with Roxbury Planning Commission to discuss Village Center Designation and its planning efforts.
- Met with Waitsfield Planning Commission about enhanced energy planning pathways and implementation actions.
- Met with Middlesex Planning Commission to introduce enhanced energy planning and a draft plan.
- Worked with Moretown Energy Committee to hold a public engagement event focused on renewable energy siting maps.
- Met with Woodbury Planning Commission to introduce enhanced energy planning and its draft plan.
- Met with Worcester Planning Commission to discuss Flood Hazard Regulation administration and to consult on municipal plan update process.
- Provided weekly interim planning & zoning administration services to the Town of Waitsfield.
- Provided comments on Northfield's draft Town Plan ahead of Planning Commission hearing.
- Meet with Vermont Alliance for Recovery Residences representatives to discuss statutory provisions for recovery housing in municipal bylaws.
- Met with Barre Town representative for Town Plan mapping.
- Developed Town Plan maps for Duxbury and Barre Town.
- Worked on parcel maps and web map update for Orange.
- Met with Cabot representatives to provide coaching on updating and navigating its QGIS system.
- Updated Montpelier's zoning maps.
- Discussed information available through RPC and energy planning lessons learned with Barre City energy planning consultant.

**Training & Education:**

- Coordinated with Vermont Council on Rural Development and Vermont Natural Resources Council to hold a regional energy roundtable with 45 guests focused on transportation transformation.

**Regional Planning and Implementation:**

- Participated in the Barre City Housing Forum, which brought together landlords, tenants, and other groups to discuss housing needs in Barre City.
- Attended RPC/Efficiency Vermont meeting to review energy data and plan for Button Up events.
- Staffed Regional Plan Committee to discuss amendments to the current plan and to start strategizing for new plan development.

- Reviewed housing data, trends and info in preparation of next Housing Summit Planning meeting. Reached out to economic development partners and MRVPD about collaboration on housing event.
- Participated in call with Central Vermont Medical Center facility manager regarding current and potential CVMC projects.

## EMERGENCY MANAGEMENT PLANNING

### Local/Regional Planning:

- Met with new VEM Planning Director as part of RPC Emergency Management Committee to brief him on RPC/VEM partnership and RPC role with municipal engagement and support.
- Met with Fayston to discuss potential HMGP application for undersized culvert. The stream culvert is overtopped during rainstorms, which results in damage to the Elementary School driveway and German Flats Road.
- Participated in monthly RPC/VEM call. RPC Financial Managers participated to hear about new requirements for invoicing Dept. of Public Safety grants.
- Responded to two VEM surveys. One accepted input to frame potential changes to the Emergency Relief Assistance Fund (ERAF). The other was an annual survey about municipal use of the National Incident Management System (NIMS).

**Local Hazard Mitigation Plans (LHMP):** Contact Bonnie Waninger, [waninger@cvregion.com](mailto: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 East Montpelier Selectboard to review VEM and Department of Environmental Conservation comments, and prepare LHMP for final submission to FEMA.

Moretown – Public comment period ended. Planning Team and CVRPC working to integrate comments.

Washington – Held initial meeting with planning team to discuss LHMP planning process, town role, and CVRPC support. Will provide checklists, supporting information, and public engagement posters to assist the team with its work through December.

Williamstown – Addressing comments submitted by VEM and DEC.

## TRANSPORTATION

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

Traffic Counts: Set up counters in Duxbury and Calais.

Ash Tree Inventories: No active inventories.

Bike and Ped Counters: No active counts.

### 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 SE Group to organize the kick off meeting



and stake holder engagement.

Transportation Resilience Planning Tool: Met with Stevens Branch Watershed stakeholders in Barre City. 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. CVRPC is planning a public meeting to review vulnerability data in mid-November.

**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 – Reviewed ideas to possibly increase employee contribution to health care and potential changes to Combined Time Off policy. Discussed fact sheet and an introductory letter mailed out to town officers, introducing GMT’s new Public Affairs & Community Relations Manager and inviting towns to meet with her. Discussed current policy and request by an outside advertiser. Supported staff decision to deny advertising that advocates or poses an issue or cause within denomination, religion, or creed. Approved items for the Board agenda. Held executive session to discuss a personnel matter. No action taken.

Strategy Committee - Discussed strategic plan and the process to review the goals and strategies.

Received an update on proposed route changes in Barre City and a request for service in Bolton.

Operations Committee – Received update that electric bus delivery will be delayed to November 1.

Received facilities update. Discussed the viability of the Berlin space, which is in the floodplain, has wastewater challenges, and does not currently have bus fueling capacity. Received an overview of challenges GMT’s Computer Aided Dispatch and Automatic Vehicle Location system; the current dispatch process is time intensive and prone to mistakes. Staff is reviewing options. Discussed upgrades to payroll software service to improve time tracking and payroll processing.

General Manager Search Committee – Assisted GMT to hire an executive search firm. Organized and facilitated a Search Committee meeting. Scheduled stakeholder interviews with the search firm. Prepared agenda and materials for a special Board meeting with the firm.

Other Transit Activities:

- Worked with VTrans to present the results of the Public Transit Policy Plan.
- Worked with VTrans to develop a survey for older adults and people with disability on transit ridership satisfaction.
- Met with new GMT Commissioner Alternate from Burlington to provide perspectives on GMT and the Board.
- Promoted the Northfield Energy Committee’s transit and transportation survey.

**Municipal Assistance:**

- Conducted three, post-construction site visits and four pre-construction site visits for Grants In Aid.
- Completed a road erosion inventory for Marshfield and began an inventory for Berlin for the MRGP.

- Hosted a meeting between Waterbury and VTrans to discuss the Stowe Street Bridge scoping plans.
- Meet with Duxbury to review traffic calming solutions for the Main St/River Rd intersection.

#### Regional Assistance:

- Participated in VTrans meeting to update its project selection and prioritization processes.
- Met with the Vermont Center for Independent Living and Green Mountain Transit to discuss the locations of bus stops after operations begin at the Montpelier transit center.
- Provided input on VT Urban & Community Forestry Council's Ash Tree Management grant program.
- Requested to assist the Agency of Natural Resources support a team working to extend wastewater to the VTrans facility on Rt. 12 in Berlin. This site is the Green Mountain Transit (GMT) facility. Participated in call with ANR wastewater staff and spoke with Town of Berlin and GMT staff. Subsequently participated in team meeting. Provided information about grants available to an adjacent mobile home park to assist it in connecting to the proposed new wastewater line. See Executive Director updates for additional information.
- Met with Adam "Phoenix" Mitchell to discuss expansion of his "Hitching Post" rideshare concept throughout Central Vermont. ([https://www.timesargus.com/news/local/coffee-pooling-program-taking-off/article\\_43bd0c32-f214-536e-9786-960839b1ce8b.html](https://www.timesargus.com/news/local/coffee-pooling-program-taking-off/article_43bd0c32-f214-536e-9786-960839b1ce8b.html)). CVRPC's assistance was requested by local energy committees as a result of its regional energy roundtable. Mitchell is a volunteer with an idea; CVRPC may serve as fiscal agent and convener for grants to support Mitchell's time (up to 20 hours per week) and community expenses to foster concept growth.
- Met with planning team for a Public Transit Week campaign. CVRPC's assistance for this event was requested by local energy committees as a result of its regional energy roundtable.

### NATURAL RESOURCES

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

#### Tactical Basin Planning Assistance:

- Began the basin planning process for the Stevens-Wells-Waits-Ompompanoosuc Basin (14) with Basin Planner, Danielle Owczarski, and other stakeholders within that watershed. This basin includes areas in Orange and Washington. A public discussion for the Basin Plan will be held on **November 13, 4:30-6 PM** at the Space on Main in Bradford. CVRPC will host a concurrent satellite meeting at the CVRPC office for those who want to participate without travelling to Bradford.
- 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.
- Presented to the Williamstown Selectboard on stormwater master planning.

**Clean Water Block Grant Program:** Assisting towns to access funds. Funding for projects <\$20,000 is now available very soon. Significant changes in the program include no match requirement and the municipality may be the direct applicant/grantee for these projects. Applications are due on December 10<sup>th</sup>. Funding for projects >\$20,000 will be available shortly thereafter. 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](mailto:deandrea@cvregion.com).

CVRPC is working on the following Block Grant projects.

Pouliot Avenue Stormwater Mitigation, Barre City: Avery Excavation, Inc. completed the gully restoration and retrofit the culvert that outfalls at the end of Pouliot Avenue. This will reduce stormwater impacts.

**Northfield Water Street Stormwater Mitigation:** Construction of the stormwater chamber system, stormwater piping and catch basins, sidewalk replacement and paving are complete. Staff is working to close out the grant. 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 is drafting the 60% design plans, which will be presented to the Health Center, landowner, and Plainfield Selectboard for comments.

**Berlin Stormwater Final Designs:** CVRPC staff and the consultants followed up with remaining stakeholders to ensure that they are in agreement with moving these designs forward. The consultant team is further refining the concept design for the Berlin Elementary School stakeholders (Principal, District Superintendent, and Berlin Elementary School Board representative). The consultant team met with Chimney Sweep landowners to review design specifications and gain approval on moving the concept to final design.

**Public-Private Partnership on 3-acre Stormwater Sites (P3):** This project involves identifying stormwater sites subject to the stormwater general permit 3-acre rule where a collaborative treatment approach may be more prudent. CVRPC is assisting Watershed Consulting Associates, LLC to work with municipalities and private landowners to design treatment solutions that will satisfy the 3-acre permit requirements. Staff has begun municipal outreach for selected sites.

**Forest Integrity:** Drafted survey to gather input on possible municipal strategies to support wood products industry. Met with subcommittee to discuss survey for distribution.

## COMMUNITY DEVELOPMENT

**Brownfields:** Hosted Granite Works meeting for parties to discuss Corrective Action Planning and Remediation. Contact Clare Rock, [rock@cvregion.com](mailto:rock@cvregion.com).

### Partnerships for Progress:

THRIVE – Invited to participate as a Design Team member. The Design Team plans THRIVE community group and leadership team meetings. THRIVE was using a revolving meeting planning team, which did not support advancing its shared agenda.

Washington County Hunger Council – Converted food access map into a web map. Met with the Council to discuss the web map, which 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. The map was well received!

Good Samaritan Haven – Met with Executive Director to exchange information on organizational initiatives and strengthen CVRPC's understanding of GSH's approach to homeless individuals. As a result, linked him with Green Mountain Transit to discuss resident access to GMT's services.

**Working Communities Challenge Grant:** Participated in convening meeting hosted by Central Vermont Medical Center. Participants crafted a shared vision for a Barre City application. Agreed to act as neutral facilitator for the Barre City partnership. Held 1:1 interviews with multiple partners, crafted surveys to build knowledge about participants and their ideas, scheduled four partner meetings, researched "trauma-informed community" materials to build shared understanding, and met with Barre City Council, which endorsed the shared vision.

## OFFICE & ANNOUNCEMENTS

### Office:

- Hired Grace Vinson as Planner as of November 4<sup>th</sup>. Grace earned a Bachelor of Science in Environmental Policy from the University of Vermont in 2014. For the past ~5 years, she has worked with The Clark Group, LLC, an environmental consulting firm in Montpelier, supporting federal and state agencies to develop and implement environmental programs, policies, and procedures. In that position, she has served as Project Manager for Vermont Department of Environmental Conservation's Vermont Green Business Program and was the communications lead for the US Environmental Protection Agency's ENERGY STAR Commercial and Industrial Program. She also worked as a legislative intern for VTrans in 2015 and an intern at Efficiency VT in 2014. Grace is a Certified Floodplain Manager (CFM) with experience in stakeholder engagement and outreach on diverse projects.
- Completed the FY19 audit (to be posted on CVRPC's website). Auditor praised CVRPC's systems.
- Received a program audit from the VT Dept. of Public Safety for the Emergency Management Performance Grant. Awaiting final results; auditor verbally indicated it went well.
- Completed an informational interview with a new graduate about regional planning, its role, and how to enter this field.
- Hosted staff meeting with Prudential to discuss CVRPC's new 457 Plan. This plan allows employees to utilize voluntary payroll deduction to build retirement savings. CVRPC is able to utilize this low-fee, State of Vermont program because it is a political subdivision of the State. The program compliments CVRPC's current retirement program, which provides a 5% employer contribution.

### Professional Development:

- Participated in VTrans Rivers and Roads Tier II training to learn about river morphology and understanding how to plan for resilient infrastructure around rivers.

- Multiple staff attended the Vermont Planners Association's Annual Meeting, which focused on energy planning and affordable housing. Senior staff facilitated the Housing Panel at event.
- Two staff attended the Northeast Arc Users Group fall conference. Ashley presented a poster of her food access work in partnership with the Hunger Council of Washington County.
- Participated in Infographics for Policy Makers workshop at VT College of Fine Arts.
- Attended VHCB's Annual Conference.
- Elected to serve as Executive Committee member for VT Urban & Community Forestry Program.

#### Upcoming Meetings:

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

#### November

Nov 11		<i>CVRPC Office Closed – Holiday</i>
Nov 12	6:30 pm	Board of Commissioners, Central VT Chamber, Berlin
Nov 13	4:30 pm	Basin 14 Watershed Plan Public Discussion via webcast, CVRPC Office
Nov 14	4 pm	Clean Water Advisory Committee, CVRPC Office
Nov 14	5:30 pm	Working Communities Grant Team, Barre City Elementary School
Nov 19	3:30 pm	Regional Plan Committee, CVRPC Office
Nov 20	5 pm	Working Communities Grant Team, Barre City Elementary School
Nov 21	7 pm	Mad River Valley Planning District Steering Committee, Waitsfield
Nov 25	4:30 pm	Working Communities Grant Team, Barre City Elementary School
Nov 26	6:30 pm	Transportation Advisory Committee, Central VT Chamber, Berlin
Nov 28-29		<i>CVRPC Office Closed – Holiday</i>

#### December

Dec 2	4 pm	Executive Committee, CVRPC Office
Dec 3	4:30 pm	Working Communities Grant Team, Barre City Elementary School
Dec 10	6:30 pm	Board of Commissioners, Central VT Chamber, Berlin
Dec 19	7 pm	Mad River Valley Planning District Steering Committee, Waitsfield
Dec 25		<i>CVRPC Office Closed – Holiday</i>

#### January

Jan 1		<i>CVRPC Office Closed – Holiday</i>
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**Visit CVRPC's web site at [www.centralvtplanning.org](http://www.centralvtplanning.org) to view our blog and for the latest planning publications and news.**

## Executive Director's Report

October 28, 2019

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CVRPC's mission-oriented role as a regional convener moved to the forefront of my activities this month. Our partners requested CVRPC assist them as facilitator of two efforts:

- a Barre City-focused Working Communities Challenge grant application and
- a wastewater system extension for the VTrans property/Green Mountain Transit facility in Berlin.

### Barre City Working Communities Challenge Grant

The Working Communities Challenge<sup>1</sup> is a 3-year grant competition that advances collaborative efforts that build strong, healthy economies and communities. The funding accelerates promising local work with a focus on sustainable development and increased economic opportunities for residents. Vermont designated Barre City as one of 30 *priority communities* eligible for this grant. The grant supports working as a diverse, local collaborative leadership team to tackle complex challenges facing Barre City. Applications that pursue changes that may be applicable and replicable to other communities across the state will be more competitive.

Multiple grant concepts emerged in Barre. Central Vermont Medical Center facilitated a joint meeting to bring the concepts together into a Letter of Intent. The new team requested CVRPC act as a neutral facilitator to assist its members to craft a planning grant application.

In its first meeting, the 23 team members present described the overall initiative/concept as:

*Barre City seeks to increase opportunities for economic upward mobility through a combination of: trauma-informed engagement<sup>2</sup> of community members, public and private sector partnerships, a culture of volunteerism, mentorships between individuals, families, and groups, and leveraging assets at every level to grow, gather, and retain thriving community members.*

Subsequent telephone interviews, surveys, and meetings will focus on identifying an opportunity/challenge(s) to be addressed and an approach to addressing it.

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<sup>1</sup> The Working Communities Challenge grant is a program of the Federal Reserve Bank of Boston (Boston Fed). The Boston Fed promotes economic growth in New England's low income communities to achieve maximum employment. Its research determined that community resurgence from population and economic decline resulted from the ability of leaders to collaborate across sectors around a long-term vision for their success. More information about the grant is available at <https://www.bostonfed.org/workingcities/vermont/index.htm>.

<sup>2</sup> Trauma-informed engagement builds trauma awareness through education; creates an environment of physical/emotion/cultural safety and trustworthiness; provides opportunity for choice, collaboration, and connection with stakeholders; and uses strengths-based approaches and skills building. Having one or more Adverse Childhood Experiences (ACEs) has a direct effect on an individual's mental and physical health. An individual may bounce back from one adverse experience; experiencing two or more events changes brain chemistry and has a direct impact on decision making and health. Evidence shows that addressing the trauma of adverse childhood experiences creates a stronger platform for making personal change and for delivery of program and services.

A planning application is due December 13<sup>th</sup>. If awarded planning funds, the team would work from late January through mid-June 2020 to refine its concept and approach. Planning teams are eligible to compete for a \$300,000 implementation grant. Implementation occurs over 3 years, beginning ~August/September 2020.

### **Wastewater System Extension**

The wastewater system at the Green Mountain Transit (GMT) facility on Rt. 12 in Berlin can no longer accommodate the quantity of wastewater generated by the facility. Currently, GMT must wash buses off site, adding cost to an already cost-strapped budget.

In 2006, VTrans, which leases the property to GMT, was awarded a federal grant to design and construct a 2-inch wastewater pipe from the Montpelier wastewater system to the property. As the design progressed, the design team noted the volume of GMT's sewage was insufficient to keep it from going septic; GMT would need to pump fresh water into the sewage to assist the materials to flow.

VTrans contacted property owners along the planned route to ascertain their interest in accessing the line. The owner of a mobile home park adjacent to GMT facility expressed interest. Each home in the park has an on-site septic system; some systems are becoming compromised due to age. With funding from participating private properties, the wastewater line could be upgraded to a 4-inch line, with the private parties paying the cost difference. DEC subsequently issued permit extensions for the mobile home park with the condition that the park would tie into the wastewater line.

In December 2018, the mobile home park was sold to cooperative of the park's residents. When the Town approached the cooperative to discuss park's obligation, the cooperative's board expressed surprise at the obligation and was disinclined to support joining the line due to the cost of construction and transition to paying a monthly sewer bill. Residents in the park have low to moderate incomes.

VT DEC requested CVRPC assistance to facilitate conversations among the partners, and potentially assist the mobile home park to access grant and/or loan funds. Staff has begun contacting participants to ascertain their interest in having CVRPC participate. Thus far, staff at the Town of Berlin and GMT are supportive. Discussions with VTrans will occur shortly.

There is a possibility that the GMT Board may choose to abandon this effort as the property has other significant challenges. In that case, the mobile home park still will need a wastewater alternative, and CVRPC may continue work to assist the park.

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

October 2019

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

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

- Authorized the Director to sign a grant agreement with Northwest Regional Planning Commission for Municipal Grants in Aid FY20 and contract amendment #2 with Watershed Consulting Associates for the Northfield Water Street Stormwater Project Implementation.
- Met with auditor regarding the FY19 Audit, which was very favorable.
- Received an update on the current office space and line of credit.
- Received an update on current staffing; new Planner started November 4<sup>th</sup>.
- Recommended the draft Bylaws be forwarded to the Board for review and adoption.
- Reviewed draft Commissioner Handbook.

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

Did not meet.

**PROJECT REVIEW COMMITTEE** (4<sup>th</sup> 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. (From 9/26 meeting)
- Committee did not meet in October due to no pending applications. Next meeting date will either be November 21, 2019 or December 5, 2019 (due to Thanksgiving Holiday.)

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

- Elected Dara Torre as Chair and Julie Potter as Vice Chair.
- Discussed minor amendments to the current regional plan which included housing distribution plan.
- Approved recommending the Rules of Procedure with amendment to be forwarded to the Board for Adoption.
- Initiated discussion of expectations of the new regional plan
- Next meeting scheduled for November 19<sup>th</sup> @ 3:30 pm.

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

Did not meet.



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

- Presentation on Public Transit Policy Plan.
- Presentation on Public Transit older adults and people with disabilities satisfaction survey.
- Presentation on new project prioritization process.

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

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

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

- Quorum not present so no action items were moved.
- Information shared regarding Act 76 and the provision of water quality services under the Act.
- Continued discussion of draft letter of resolution to the Board of Commissioners describing concerns about the Winooski River Basin Tactical Plan.

**VERMONT ASSOCIATION OF PLANNING & DEVELOPMENT AGENCIES**

- Discussed response to Public Utilities Commission docket related to preferred sites for renewable energy generation. Supported the vehicle of continuing to allow an alternative to designation in municipal plans. Continued to ask that municipal comments be tied to the municipal plan. Reiterating that applicants need to define the limits of disturbance when they want preferred sites status. ANR is asking that municipalities outline why a site is preferred in their determination and link it to the town plan. Deferring to towns and RPCs on site review. Requesting site plans have limits of disturbance and natural resources identified.
- Public Service Department is developing guidance or tools on energy storage.
- John Zicconi, Executive Secretary to Vermont Transportation Board, discussed the uptick in requests for private helipads and air strips. Private helipads/airstrips need three approvals: local zoning permit, then State permit for safety issues (trees, getting up/down), and then a federal permit for airspace control. The courts have said if municipalities have no way to approve (nothing in zoning addresses the issue), they cannot say “no”. Not addressing the issue in zoning is considered defacto municipal approval. RPCs designated a representative to participate in the discussion. All RPCs will see the draft report.
- Forest partners and the Vermont Trail Alliance is seeking an alternative process for trails and Act 250. They are proposing a tier level of review with a suite of BMPs. ANR requested CVRPC reach out to RPCs to ask if anyone has experience in this area based on CVRPC’s forest integrity work.

**VERMONT ECONOMIC PROGRESS COUNCIL**

No activities from Central Vermont.

**GREEN MOUNTAIN TRANSIT**

- Held Executive Session with Acting General Manager and attorney related to labor relations.

- Discussed quotes for the electric bus charging stations. Installation will be delayed due to contractor availability.
- Discussed potential to add solar panels to the rooftop at 101 Queen City Park Road through a lease arrangement.
- Discussed design for the relocation of the existing body shop to 31 Queen City Park Road, with the goal of maximizing indoor bus parking. Value engineering underway due to high cost of implementing the initial design.
- Notified by Acting General Manager that GMT received service requests to expand or add service to the Central Vermont Medical Center (CVMC) facility on Rt.14 in Barre, Richmond Village, and the Bolton Valley ski resort. Initiating policy for service expansion prioritization and process.
- VTTrans representative discussed the earmark for the Berlin facility improvements, which include wastewater and building upgrades, and a Legislative-directed study about methods to increase use of public transit in Vermont for both residents and visitors.
- Set a special meeting for Nov. 12 at 7:30am at which the executive search firm will interview the Board about what GMT offers, what skills, characteristics, education, traits the Board is looking for in the next General Manager, and what opportunities and challenges the position will face.
- Discussed goals and approach for increasing funding from rural communities. Generally, GMT has not requested rural funding increases since 2008.
- Reviewed options for inclusion and equitable practices training for employees and the Board.
- Reviewed Standing Committee Policies and assigned duties for each committee.

#### **MAD RIVER VALLEY PLANNING DISTRICT**


- Local Options Tax Committee is focusing on a communications plan to disseminate information. They are planning for a November 2020 vote.
- The Housing Coalition will be focusing on community outreach and education and developing a roadmap to help it move forward.
- Heard an initial review of the 2019 MRV Data Report, including indicators related to the economy, transportation, and housing. Steering Committee members provided feedback and asked questions, including the impact of the ski industry on the community and how to more clearly communicate data points and the connections between them.
- Discussed FY21 budget, including 20% increase in health insurance premiums and how to convey the District's impact to residents.
- Discussed Nov. 21 5-Town Leadership meeting and the agenda.

Local

# Working Communities

INFORMATIONAL ONLY

## Barre up for 'Working Communities' challenge

 David Delcore / By David Delcore Staff Writer 10.31.19

BARRE — With the City Council's blessing, a broad-based coalition of community partners is hoping to leverage more than \$300,000 in out-of-state money to advance its evolving vision of a better Barre.

Recently identified by Reader's Digest as "the nicest place in Vermont," there is still work to do in the Granite City, and the diverse group is eager to participate in the "Working Communities Challenge" that was launched in the lobby of the Barre Opera House last May.

The local team, led by Bonnie Waninger, executive director of the Central Vermont Regional Planning Commission, pitched its plan to a supportive City Council on Tuesday night and will participate in a statewide competition that officially starts today.

Joined by Anna Noonan, president and chief operating officer of Central Vermont Medical Center in Berlin, and Joel Schwartz, executive director of Barre Area Development Corp., Waninger sought and obtained the council's endorsement of a letter of intent the team plans to submit by today's 5 p.m. deadline.

There are sure to be others.

Similar teams in many, if not all, of the 29 other "priority communities" that could meet the competition's demographic requirements are expected to submit letters of intent as part of a tiered review process.

Submitting a letter of intent is the first step in a process that will end in the award of up to three three-year, \$300,000 implementation grants available through the Working Communities Challenge.

The competition is a Green Mountain riff on the "Working Cities Challenge" that the Federal Reserve Bank of

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Boston launched in Massachusetts six years ago, and has since replicated in Connecticut and Rhode Island.

Though some of the rules were tweaked to reflect Vermont's rural character, the concept is the same. The Boston Fed is interested in underwriting big, but sustainable ideas that "... build strong economies and healthy communities with (a) focus on residents who have lower incomes."

Noonan said the team from Barre – one of only nine communities that is automatically eligible because it is home to more than 6,000 residents – is hoping to make a compelling case for one of the available grants.

The team, which includes representatives of the dozens of organizations and agencies that are members of the group Thrive, hasn't yet settled on a proposal, but it has distilled its initiative to a single sentence that came in just under the 50-word requirement.

"... Barre City seeks to increase opportunities for economic upward mobility through a combination of: trauma-informed engagement of community members, public and private sector partnerships, a culture of volunteerism, mentorships between individuals, families, and groups, and leveraging assets at every level to grow, gather, and retain thriving community members."

That's a mouthful, but Noonan said, it touches a number of important topics that Thrive members have been discussing for three years, and will frame the team's effort to identify opportunities and challenges facing the city and an approach to addressing one or more of them.

Noonan said those conversations will occur in coming weeks as the team prepares to apply for a planning grant of up to \$15,000. Six to eight of those intermediate grants will be awarded early next year. The deadline for submission is Dec. 13.

Waninger said the team will confer with the council days before submitting what it hopes will be a successful application.

Noonan said she likes Barre's chances.

"I think we're really, really well-positioned to at a minimum get that \$15,000 planning grant," she said, noting the teams eyes are on the bigger prize and it hopes to leverage the efforts of Thrive and an expanding alliance that includes the city and the business community.

If the team is awarded one of the planning grants it will have the resources and time – more than four months – to refine its proposal before competing for one of the multi-year implementation grants that will be awarded by the end of next summer.

Schwartz said Barre Area Development embraced the opportunity to be an active participant in the process amid its efforts to change the Barre narrative. Securing one of the planning grants would be crucial, he said, because it would buy the team time to develop a focused proposal.

"We need that time to really figure out what is a game-changer," he said.

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