

**Executive Committee
Draft Minutes
August 31, 2015**

Present were: D. La Haye, J. Potter, L. Hebert, L. Hill-Eubanks, B. Atwood, T. Ruth, D. Strong, B. Waninger, and L. Emery.

The minutes of the July 6 and July 14 meetings of the Executive Committee were accepted as written.

Executive Director's Report: B. Waninger noted that she is sending weekly reports to the Executive Committee members on the week's activities related to CVRPC. It is requested that Executive Committee members bring their questions up at the Executive Committee meetings. She reported on receipt of the Brownfields assessment grant, that it is two funding parts--hazardous materials and petroleum; that each comes with slightly different requirements, and that towns will be asked to nominate sites for assessment.

Clean Water Act: Three acre sites of impermeable surfaces will need to be permitted and the acreage limit may be down-sized to all one acre sites in a few years to further reduce the phosphorous run off to Lake Champlain. Storm water runoff from roads and other impervious surfaces is the issue in Central Vermont. Municipal permits will be combined for waste water treatment plants, roads, and impervious surfaces. The Clean Water fund will be funded partly by an addition to the property transfer tax.

Contracts to be signed: The Department of Emergency Management Homeland Security (DEMHS) mega grant is to assist nine communities with the development and adoption of their local hazard mitigation plan. The grant is for \$148,500 over three years, and there is an administrative agreement for \$2960 to cover the costs of invoicing and reporting. These are both FEMA funds and FEMA does not pay indirect costs; they only pay personnel, fringe benefits, and direct costs such as mileage and supplies. The match requirement is 50%, but DEMHS is able to match 25% of the grant through other revenue sources. Local officials time spent on developing their plan will be part of the remaining 25% match. Towns could also make a cash match, but it's late to ask them to contribute to this grant now. It was discussed that the nine towns should pay some of the match cost rather than using the dues of all the towns to offset what FEMA won't pay. Having a local hazard mitigation plan increases the match that the State will pay for emergency relief assistance. Using local officials in-kind time as a match increases participation at the local level. It was moved, seconded, and voted unanimously to authorize the Chair to sign the DEMHS mega grant for \$148,500.

After discussion, it was moved, seconded, and approved unanimously to authorize the Chair to sign the DEMHS administrative agreement for \$2960.

The Back Roads grant is for \$16,000 for road erosion work. The Towns of Duxbury, Moretown, Middlesex, and Waitsfield applied for and received funding for this work and the Better Back Roads

program agreed to have the work done through the regional planning commissions. There is a 20% match that will be paid by each of the four towns involved in this round. The planning contract will be forthcoming shortly. They used a construction contract in error. It was moved and seconded to authorize the Chair to sign the final Better Back Roads planning contract for \$16,000. The towns have committed to the 20% match through their application for these funds. The motion was unanimously approved.

Brownfields three year agreement: There is no requirement to sign the agreement; applying for the funds (and the funds being awarded) is the signature. However, the Executive Committee should accept the EPA Brownfields grant agreement. The funding includes the purchase of a laptop, and funds personnel, fringe, and supplies, but does not pay for indirect costs. It was moved, seconded and unanimously approved to accept the EPA Brownfields grant agreement.

FY 16 Budget Update and Work Plan: The budget adjustment is to reflect new grants that have come in and some associated expenditures, including the need to replace our phone system. The surplus for FY 16 is estimated at \$45,406 recognizing that \$35,000 of that is past years' indirect costs that are collected as part of the indirect rate per the Agency of Transportation. The GIS/fluvial/build out/LID line of the expense budget is decreased because the consultant for the Northfield storm water project completed the work in June and hence, that became an FY 15 payable. New grant work requires that we have a senior planner rather than a regional planner. In addition, we may need to have the part time planner stay on longer until we know whether we need a contractual person for a longer term. The personnel budget has \$42,000 for a regional planner to be paid starting July 1. However, we have not hired that person yet. Also, we may need to have an intern on for a few months to complete the road inventories. These funds are included in the budget adjustment, but we added money for a senior planner at the higher salary. It was moved, seconded, and unanimously voted to approve the FY 16 budget adjustment as presented.

FY 16 Work Plan: The work plan outlines the projects and technical assistance that CVRPC will be doing. It will be posted on the web site and emailed to local officials and Commissioners. It was suggested that C. Violette of Barre Town would be a good person to share his experience working with CVRPC.

Commission agenda for September 8: The agenda for the 9/8 meeting was agreed to.