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## FY2020 Work Plan

Adopted 06/03/19

### INTRODUCTION

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

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

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

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

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

- ❖ Vermont’s working landscape is used effectively for community and economic benefit.
- ❖ Water quality is improved.
- ❖ Natural systems are effectively sustained with consideration of community and health impact.

## WORK PROGRAM HIGHLIGHTS

### Regional Planning

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



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

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

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

### Education & Trainings

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

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

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



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

### Municipal Assistance

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

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

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| <ul style="list-style-type: none"> <li>❖ <i>Barre City</i> – City Plan; stormwater project implementation; Local Emergency Management Plan; bridge &amp; culvert inventory; transportation resiliency tool; public transit assistance</li> <li>❖ <i>Barre Town</i> – Emerald Ash Borer response planning; Local Emergency Management Plan; bridge &amp; culvert inventory; transportation resiliency tool</li> <li>❖ <i>Berlin</i> – New Town Center designation assistance; transportation resiliency tool; Local Emergency Management Plan; stormwater project design and implementation; statutory consultation; road erosion inventory; traffic counts; stormwater project design; grant writing</li> <li>❖ <i>Cabot</i> – Working landscape asset mapping; trails master planning; Local</li> </ul> | <ul style="list-style-type: none"> <li>Emergency Management Plan; statutory consultation</li> <li>❖ <i>Calais</i> – Local Hazard Mitigation Plan; Local Emergency Management Plan; river corridor bylaws update; Emerald Ash Borer management plan; grant writing</li> <li>❖ <i>Duxbury</i> – Local Emergency Management Plan; parcel map assistance; grant writing; transportation funding research</li> <li>❖ <i>East Montpelier</i> – Local Hazard Mitigation Plan; Energy planning; Local Emergency Management Plan; web map update; road erosion inventory; road surface management system; Emerald Ash Borer management plan; grant writing</li> <li>❖ <i>Fayston</i> - Local Emergency Management Plan, public transit assistance; bridge &amp; culvert inventory; grant writing</li> </ul> |
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- ❖ *Marshfield* – Energy planning & implementation; Local Emergency Management Plan; grant writing; statutory consultation; road erosion inventory; surface water reclassification
- ❖ *Middlesex* – Energy planning; Local Emergency Management Plan; statutory consultation; surface water reclassification; grant writing
- ❖ *Montpelier* – Local Hazard Mitigation Plan; Local Emergency Management Plan; statutory consultation; Growth Center designation assistance; brownfields redevelopment planning; public transit assistance; traffic counts
- ❖ *Moretown* – Energy planning; Local Hazard Mitigation Plan; Local Emergency Management Plan; Phase II River Corridor Plan Implementation; traffic count; stormwater project design; grant writing; transportation project development
- ❖ *Northfield* – Trails master plan; stormwater project construction; Local Emergency Management Plan; public transit assistance; road erosion inventory; road surface management system; transportation project development; grant writing
- ❖ *Orange* – Local Emergency Management Plan; road erosion inventory; tactical basin planning; transportation resiliency tool; road surface management system
- ❖ *Plainfield* – Local Hazard Mitigation Plan; Town Plan maps; energy implementation; Local Emergency Management Plan; stormwater design; grant writing
- ❖ *Roxbury* - Local Emergency Management Plan
- ❖ *Waitsfield* – Energy planning; State designation assistance; Class 4 road project implementation; statutory consultation; public transit assistance; bridge & culvert inventory; grant writing
- ❖ *Warren* – Local Emergency Management Plan; public transit assistance; traffic counts; clean water project development
- ❖ *Washington* – Energy planning; Local Hazard Mitigation Plan; Local Emergency Management Plan; bridge & culvert inventory; tactical basin planning
- ❖ *Waterbury* – Floodplain Working Group assistance; grant writing; Local Emergency Management Plan; bridge & culvert inventory; ash tree inventory
- ❖ *Williamstown* – Local Hazard Mitigation Plan; Local Emergency Management Plan; road erosion inventory; bridge & culvert inventory; grant writing; transportation resiliency tool
- ❖ *Woodbury* – Mobile cellular coverage assessment; Town Plan assistance; Local Emergency Management Plan; traffic counts; stormwater designs; grant writing
- ❖ *Worcester* - Local Emergency Management Plan; grant writing; Town Plan maps

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

## Transportation

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



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

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

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

## Emergency Management

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

In FY20, CVRPC will:

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

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

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

### Brownfield Redevelopment

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



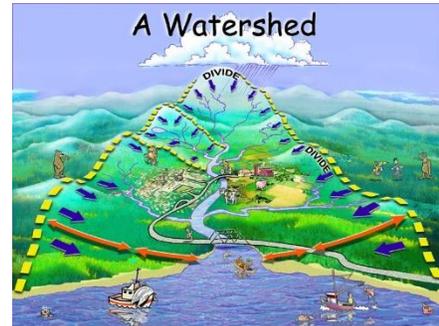
In FY20, CVRPC will continue assisting property owners with accessing brownfields assessment and redevelopment funding. A program Steering Committee works with CVRPC to select sites that may benefit from environmental assessments, fund those assessments, carry out public outreach, and, if necessary,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

CVRPC's Brownfield Program:

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

## Watersheds

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



In FY20, CVRPC will:

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



## Energy Planning

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

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

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

### Fee For Services

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

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

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

## FINANCE AND STAFFING

### Finance

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

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

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

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**Board of  
Regional Commissioners**

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

The Commission's annual audit is posted to its website, [www.centralvtplanning.com](http://www.centralvtplanning.com).

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

### **FY20 Budget**

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

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

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

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

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

### Staffing

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

## SERVICE RECOGNITION

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

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

<i><b>FY20 Staff</b></i>	
Bonnie Waninger	Executive Director
Nancy Chartrand	Office Manager
Dan Currier	Program Manager
Pam DeAndrea	Senior Planner
Clare Rock	Senior Planner
Ashley Andrews	Planner
Jonathan DeLaBruere	Assistant Planner
Zachary Maia	Assistant Planner
Ashlynn Shanahan	Planning Technician