



Central Vermont Regional Planning Commission

BOARD OF COMMISSIONERS

May 12, 2020 at 6:30 pm

Remote Participation via GoToMeetings

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<u>Page</u>	<u>Time</u>	<u>AGENDA</u>
	6:30 ¹	Adjustments to the Agenda
		Public Comments
2	6:35	E-meeting Etiquette (enclosed) Opportunity for questions.
4	6:40	Nominating Committee Report , <i>Janet Shatney, Committee Chair</i> Final slate of candidates for Executive Committee and Committees; additional nominations.
6	6:55	Basin 14 Basin Plan Brief discussion of review and comment process.
9	7:05	Meeting Minutes – March 10, 2020 (enclosed) ²
14	7:10	Reports (enclosed) Updates and questions on Staff and Committee Reports
	7:25	Adjournment

Next Meeting: June 9, 2020

¹ Times are approximate unless otherwise advertised.

² Anticipated action item.

Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact Nancy Chartrand at 802-229-0389 or chartrand@cvregion.com at least 3 business days prior to the meeting for which services are requested.


Video Conferencing Etiquette


DO THIS

- 🌀 Download the e-meeting app before the meeting and test your technology (camera/microphone)
- 🌀 Mute your cell phone
- 🌀 Turn off notifications (ding!)
- 🌀 Always assume your microphone is on
- 🌀 Be courteous to other participants
- 🌀 Give your full attention to others as you do when in the same room
- 🌀 Raise your hand or say “question” or “comment” then wait to be recognized by the Chair
- 🌀 Speak clearly
- 🌀 Keep body movements minimal
- 🌀 Move and gesture slowly and naturally
- 🌀 Maintain eye contact by looking into the camera when speaking
- 🌀 Dress appropriately
- 🌀 Make the session animated - please keep your video on
- 🌀 Be yourself and have fun!

AVOID THIS

- 🌀 Don't make distracting sounds
- 🌀 Don't shout
- 🌀 Don't make distracting movements
- 🌀 Don't interrupt other speakers
- 🌀 Don't carry on side conversations
- 🌀 Don't wear "noisy" jewelry
- 🌀 Don't cover the microphone or camera
- 🌀 Don't be distracted by eating, drinking, checking email, Web surfing or texting

 <div>CVRPC CENTRAL VERMONT REGIONAL PLANNING COMMISSION</div>		CENTRAL VERMONT REGIONAL PLANNING COMMISSION			
		Committees and Appointed Positions			
		PROPOSED SLATE	highlights reflect nominees		
STANDING COMMITTEES				ADVISORY COMMITTEES	
Executive		Nominating		Project Review	
Meets: Monthly, 4:00 pm, week prior to Commission meeting		Meets: April/May, as needed		Meets: Monthly (as needed), on the fourth Thursday, 4:00 pm	
Members: 3 officers and 4 at-large Commissioners		Members: 3 Commissioners		Members: 5 Commissioners plus 1 alternate and the project's host Commissioner	
Term: 1 year; officers typically two years		Term: 1 year; cannot serve consecutive terms		Term: 3-year; staggered terms	
Elected: By Board of Commissioners		Appointed: By Board of Commissioners		Appointed: By Board of Commissioners	
Duties:		Duties:		Duties:	
- Act on behalf of the Commission in absence of a Commission quorum		- Nominate officers and at-large members of the Executive Committee.		- Determine Act 250/Section 248 project conformance with the Regional Plan	
- Approve budgets, contracts & audits				- Provide input and recommendations for projects with Significant Regional Impact	
- Add/eliminate staff and contractors				- Solicit input from other parties as needed to gather information and render a decision	
- Amend Personnel Policies				- Evaluate potential cumulative impacts for projects	
- Approve policy actions				- Provide guidance on amendments or changes to Substantial Regional Impact criteria	
- Recommend positions to be taken					
- Approve Commission agendas					
7 Appointments to be Made		Appointed in March 2020 by Executive Committee		2 Appointments to be made (Date indicates end of term)	
Laura Hill-Eubanks, (Northfield)		Janet Shatney, Chair (Barre City)		2022 - Peter Carbee, Washington	
Steven Lotspeich, (Waterbury)		Michael Gray (Woodbury)		2022 - Lee Cattaneo, Orange	
Dara Torre, (Moretown)		Rich Turner (Williamstown)		2021 - Bob Wernecke, Berlin	
Michael Gray, At Large (Woodbury)				2021 - Gerry D'Amico, Roxbury (Alternate)	
Janet Shatney, At Large (Barre City)				2023 - John Brabant, Calais	
Julie Potter, At Large (East Montpelier)				2023 - Janet Shatney, Barre City	
Gerry D'Amico, At Large (Roxbury)					
		ADVISORY COMMITTEES			
Regional Plan		Town Plan Review		Transportation Advisory	
Meets: Monthly, as needed		Meets: As needed.		Meets: Monthly on 4th Tuesday, 6:30 pm	
Members: 5 Commissioners		Members: 5 Commissioners		Members: Municipal representatives	
Term: changed from 1 year to 2 year (May 2018)		Term : 1 year		Term : 1 year	
Appointed: By Board of Commissioners		Appointed: By Board of Commissioners		Appointed: By municipal legislative body	
Duties:		Duties:		Duties:	
- Develop and recommend updates to the Regional Plan		- Review municipal plans for conformance to statutory requirements and recommend whether a plan should be approved		- Recommend Transportation Planning Initiative (TPI) work program & budget to Executive Committee	
		- Review each municipality's planning process and recommend whether it should be confirmed		- Prioritize transportation studies funded by the Commission's TPI program	
		- Review municipal plans for conformance with enhanced energy planning requirements		- Recommend Regional Plan transportation element	
		- Provide guidance to municipalities about future plan updates and ways to strengthen planning efforts		- Prioritize state-funded transportation projects	
5 appointments to be made (Term expires June 2022)		5 appointments to be made (Term expires June 2021)		2020 Members	
Laura Hill-Eubanks, Northfield, Chair		Ron Krauth, Middlesex		Appointed by the 23 municipalities	
Dara Torre, Moretown		Lee Cattaneo, Orange		Steve Lotspeich, Chair	
Ron Krauth, Middlesex		Jan Ohlsson, Calais Alternate			
Marcella Dent, Montpelier		Joyce Manchester, Moretown Alternate			
Julie Potter, East Montpelier - 1 year only		Bill Arrand, Worcester (Chair)			

				CENTRAL VERMONT REGIONAL PLANNING COMMISSION			
				Committees and Appointed Positions			
				PROPOSED SLATE		highlights reflect nominees	
				ADVISORY COMMITTEES			
Brownfields Advisory				Clean Water Advisory			
Meets: Monthly on 3rd Monday, 4:00 pm				Meets: Ad hoc, as needed			
Members: 4 Commissioners + 1 Commissioner alternate, CVEDC, VT Dept of Health, 5 representatives of housing, real estate, finance, at-risk populations, and the environment				Members: 13 members - 3 Commissioners + 1 Commissioner Alternate, 5 municipal representatives, 3 named watershed organization, VANR, and 1 interested stakeholder			
Term : 2 years; staggered terms - Commissioners even years & Interest Groups odd years				Term : Staggered 2-year terms			
Appointed: By Board of Com				Appointed: By Board of Commissioners			
Duties:				Duties:			
- Oversee CVRPC Brownfields Program				- Identify activities, policies, and direction for CVRPC's clean water support			
- Prioritize sites for brownfields redevelopment				- Determine CVRPC direction and goals regarding the Lake Champlain TMDL, Tactical Basin Plans, and the Regional Plan			
- Participate in brownfields assessments							
- Recommend brownfields-related policy							
- Participate in public outreach							
(Date indicates end of term)				2 Appointments to be made (Date indicates end of term)			
4 Regional Commissioners + 1 Alternate				3 Regional Commissioners + 1 Alternate			
2020 - Janet Shatney, Barre City, Chair				2021 - Amy Hornblas, Cabot (Chair)			
2020 - Amy Hornblas, Cabot				2021 - Alternate, Rich Turner, Williamstown			
2020 - Ron Krauth, Middlesex				2022 - Ron Krauth, Middlese			
2020 - Don La Haye, Waitsfield				2022 - John Brabant, Calais			
2020 - Michael Gray, Woodbury, Alternate Seat							



MEMO

Date: May 12, 2020

To: CVRPC Board of Commissioners

From: Bonnie Waninger, Executive Director

Re: CVRPC Adapted Review Process for Basin 14 Tactical Basin Plan

✉ **ACTION REQUESTED: Informational only. No action requested.**

Due to the COVID-19 pandemic, the Executive Committee concluded an alternate process should be used to carry out the Commission's statutory role of determining the Basin 14 Tactical Basin Plan's conformance with the Regional Plan. This memo describes municipalities affected by the Basin 14 Plan; provides an overview of Basin Plan content; discusses CVRPC's role and how it is normally carried out; and discusses the alternate process.

What Towns are Affected by the Basin 14 Tactical Basin Plan?

The term "basin" refers to [the 15 major drainage basin planning units](#) which cover Vermont. Basin 14 includes the Ompompanoosuc, Stevens, Wells, Waits and Connecticut River Direct Tributaries (see enclosed map). In Central Vermont, portions of the basin are included in:

Marshfield	Upper Wells River (minimal upper watershed)
Plainfield	Upper Wells River (minimal upper watershed)
Orange	Upper Waits River (~half of town)
Washington	South Branch Waits River and Upper Waits River (~1/3 of town)

What is a Tactical Basin Plan?

A Tactical Basin Plan is a five-year water quality management plan. The Plan provides an overall assessment of the health of a river basin and defines on-going and future actions and strategies to address high-priority stressors such as encroachment, stream channel erosion, land erosion, and pathogens. The central component of a Tactical Basin Plan is an implementation table with targeted actions to protect very high quality waters and address the water quality issues.¹

¹ Adapted from Vermont Agency of Natural Resources *Basin Planning Process* webpage, <https://dec.vermont.gov/water-investment/watershed-planning/basin-planning-process>.

What is CVRPC's Role and How Does it Carry Out this Role?

As part of the public engagement process, RPCs are asked to host a public hearing on the Basin Plan. The public hearing customarily takes place at a regular Commission meeting. It includes a presentation about the Draft Plan, an opportunity for the public and Commissioners to ask questions and make comments, and a decision on the Commission's recommendation regarding Regional Plan conformance and implementation project priorities.

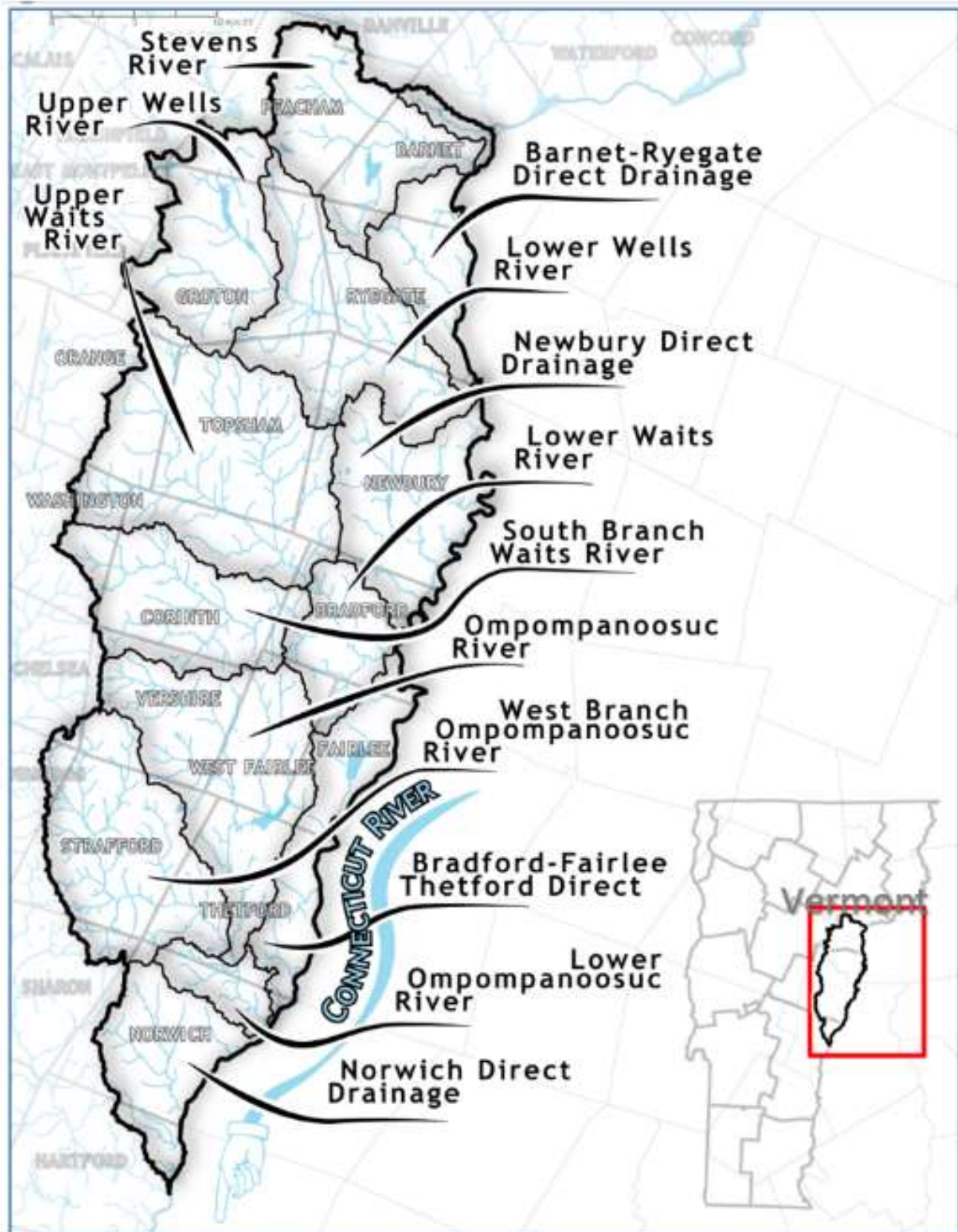
Normally, Commissioners are asked to:

- make formal recommendation on the draft Plan's conformance with the goals and objectives of the Regional Plan, and
- make recommendations regarding implementation project priorities. As part of the implementation project recommendation, the Commission will identify where there would be transportation, hazard mitigation, and other co-benefits and where additional resources may be leveraged.

What is the Alternate Review Process?

Due to the COVID-19 pandemic, the Executive Committee concluded an alternate process may be more effective for the Draft 2020 Basin 14 Tactical Basin Plan given that the hearing and meeting will be held virtually. That process includes:

- ANR staff will prepare an online presentation about the Basin 14 Plan.
- Commissioners and the public will be asked to review the presentation on their own and provide comments to the Executive Committee by a specific date.
- As time allow, the Clean Water Advisory and Regional Plan Committees will meet and recommend comments to the Executive Committee. (timing may preclude this based on the Draft Plan release date, 30-day public comment period, and the meeting schedules for all three committees)
- The Executive Committee will host the public hearing, review comments received, and develop and submit the Commission's comments. In addition to the public hearing announcement, affected Towns will be invited to participate in the Committee meeting.



Overview of the Basin 14 watershed and sub-watershed boundaries.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
DRAFT MINUTES
March 10, 2020

Commissioners:

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

Staff: Bonnie Waninger, Nancy Chartrand, Clare Rock

Call to Order

Chair Hill-Eubanks called the meeting to order at 6:30 pm. Quorum was present to conduct business.

Adjustments to the Agenda

None

Public Comments

None

Regional Planning

Hill-Eubanks advised that the Regional Plan Committee (RPC) is looking for input as it pursues amendments to the current Regional Plan. Rock advised that this is a brainstorming session to share ideas so the RPC can document and address during the amendment process.

a) Municipal Needs, Challenges, and Successes Roundtable

Board members shared experiences they are seeing in their municipalities. Examples of success:

Duxbury - Grant to look at erosion projects throughout the town which was narrowed to most pertinent.

1 East Montpelier - Putting in place a capital plan and budget process.
2 Waterbury - 3 affordable housing projects as well as new section 8 housing. Protection of wildlife
3 corridor (also a challenge)
4 Berlin – Town Center designation grant awarded. Water system improvements.
5 Roxbury – School merger has worked well for residents and is encouraging growth.
6 Woodbury – Proactive with MRGP in the past which has resulted in having roads in good shape.
7 Alleviation of some of the flooding issues in village.
8 Waitsfield – well organized with MRVPD to help with their issues
9 Moretown – village sidewalks are to be installed this year – were able to leverage stormwater
10 funding due to infrastructure needs for the sidewalks
11 Repaving of village and bridge replacement also planned for this summer
12 Large tracts of forested land going on the market at the same time which creates opportunities for
13 utilization with regard to conservation – land donation was made to the town
14 Vitality in recreation committees and trail planning
15 Plainfield – dedicated grant writer that's gotten sidewalks, kiosks, etc.
16 Willingness for volunteer service
17 Williamstown – renewable energy and solar farm growth
18 LHMP process with RPC which opened up emergency services conversations in the town
19 Grant for EAB (WNRCD) mitigation (inventory and management plan)
20 Montpelier – downtown development zone and new growth
21 Involvement of Montpelier Alive
22 Orange – Brook Road and Reservoir Road to be reclassified to be a connector between 302 and 2
23 (along with Plainfield)
24 Barre City – does a good job with small staff – budget just passed
25 Worcester – recent survey showed they are on target in reserving natural aspects of the town – very
26 few houses and jobs added, but that is how community wants it
27

28 **Example of challenges:**

29 Duxbury: storm events, volunteer service and leadership; infrastructure – community wastewater,
30 broadband

31 East Montpelier - Inadequate village water supply and no village wastewater system; affordable
32 housing; affordable employee health insurance; financial impact of maintaining ambulance
33 service

34 Washington – no wastewater system; affordable housing; old dam that needs removal; need to
35 maintain the rural characteristics of the town

36 Barre Town – Town Plan Goals were reiterated – including, growth is likely and desirable and should
37 be managed so as not to burden capacity of public resources; town should encourage economic
38 development, growth and development should be planned and managed to respect natural
39 resources, growth and development should be balanced among residential, industrial and
40 commercial uses, valued resources and their preservation should be balanced with other
41 considerations, flash flooding is a primary concern.

42 Waterbury – more reliability on renewable energy; traffic congestion off exit 10; effectively
43 addressing drug and alcohol use in community; affordable housing to serve their employment
44 center

1 Northfield – cost of roads and bridges; cost of police services; finances – lots of non-profits and large
2 university that impact tax base

3 Berlin – Housing impacts getting medical professionals into area; volunteers for town committees,
4 fire department; Master Plan needed for New Town Center designation

5 Roxbury – volunteers for boards, fire department; keeping up with state mandates – i.e. stormwater
6 requirements; municipal road upkeep – more funding necessary (perhaps block grants)

7 Woodbury – service that helps community be connected to modern digital world (poor cell service,
8 mediocre internet service); substandard housing throughout town (old camps); policing issues;
9 public transportation (very limited due to location); village limited for development due to
10 flooding issues

11 Waitsfield – health and safety and need for companies to have health and safety officers; housing
12 impacts getting medical professionals into area

13 Moretown – MRV schools and towns under unified board are trying to figure out how to use and
14 optimize the current buildings to accommodate needs; costs of emergency services (pay four
15 different providers currently); economic development

16 Marshfield – affordable housing; lack of volunteers for town services; trouble balancing business
17 and conservation (conserved land) with regard to the impact on tax base

18 Cabot – age in place and keep you here; squeezing out of small farms and homesteads; affordability
19 (fix what is holding towns back in the regional plan)

20 Barre Town – decommissioning (i.e. solar panels)

21 Plainfield – old housing stock in the village; development in the village vs. other areas in town;
22 volume and impact of vehicular traffic on Route 2

23 Williamstown - Downtown business development; increased ATV traffic and using town roads to
24 connect trails to enhance business development ; since no zoning working to use ordinances to
25 address some downtown issues; infrastructure – lots of stormwater runoff that needs
26 maintenance – working on stormwater master plan grant moving forward; youth engagement
27 and volunteer services

28 Montpelier – housing stock to house those who work in Montpelier

29 Orange – small tax base – lots of conserved land; volunteers are almost non-existent; cell and
30 internet service issues; implementation of tactical basin plans and administration is likely to be a
31 challenge (insuring headwaters are protected) due to town size. Suggests a Regional Basin
32 Commission vs. town administration.

33 Barre City – aging infrastructure; transportation opportunities – Route 302 through City but doesn't
34 get people to stop and take advantage of the city; affordable housing – lots of housing stock but
35 not lots of great quality; lot of homelessness and poverty needs appropriate measures; flood
36 resiliency and the rules and regulations related to that; changes to housing board of review; no
37 grocery store in the downtown; climate change and dependency on fossil fuels and impact on
38 reaching 2050 goal

39 Worcester – climate change; no zoning; important to protect unfragmented forest blocks;
40 preserving agricultural land for agriculture; finalizing Town Plan and alternative energy plan

41
42 George Clain of Barre Town suggested opening up another chapter in the Regional Plan addressing
43 substance abuse and prevention to help with addressing the project regionwide. He shared some
44 statistics of the economic impact of the issue, both national and statewide. He requested the Executive

Director try and get a seat at the table to have a say on where marijuana tax is going to be distributed statewide.

Waninger noted municipal finance issues and substance use issues were not on the table for Regional Plan in the past, but now are coming forward.

b) New Regional Plan Development Process and Draft Vision

Rock directed the Board to information in the packet and provided additional details regarding the Plan Development and Planning Process Guide. Current Regional Plan was written in 2003 and has gone through amendments and re-adoptions – with last amendment in 2016. It expires in 2024. Staff recommends creating a new plan. Plan Central Vermont was initiated a few years ago. Good work was done, but the process did not come to completion. Information from that process will be used in the development of a new Regional Plan.

Floor opened to questions on the guide. Public participation levels were clarified. Rock confirmed that the Board is responsible for plan adoption.

Workforce was brought up to be addressed as a region to encourage, attract, develop and retain a workforce. Also noted was a need for a statewide economic platform with a pro-business attitude. Comment was made that schools need to stop communicating to students that out of state is where they will succeed. Trades schools need to be better utilized.

As a second exercise, members were asked to “vote” with dots on the outlined aspirations as part of the Vision & Aspirations process. Staff will take the information and organize it at the RPC meeting upcoming next week.

M. Gray commented that the exercise was good to show that municipalities share common themes.

Meeting Minutes

R. Wernecke moved to approve the minutes of February 11, 2020; D. La Haye seconded. Motion carried.

Reports

There were no questions or comments.

Adjournment

D. La Haye moved to adjourn at 8:17 pm; A. Quackenbush seconded. Motion carried.

ADDENDUM: Results of voting in second exercise are as follows:

1. *Steward a strong **culture of cooperative planning** with residents working together to find solutions to sustaining the vitality of local communities and high quality of life enjoyed in our Region. **3 votes***

2. *Foster a **prosperous, equitable, and adaptable economy** that will provide full employment in a*

- 1 *broad range of occupations at a livable wage. 11 votes*
- 2
- 3 3. Preserve an **economically viable working landscape** of farms and forests, with increased local
- 4 *food production and access to healthy food. 10 votes*
- 5
- 6 4. Protect **ecologically functioning natural systems** and sustainably manage natural resources
- 7 *including wildlife, habitat and water resources. 13 votes*
- 8
- 9 5. Minimize contribution to a **changing climate** and be prepared to mitigate impacts from
- 10 *increased natural hazards. 7 votes*
- 11
- 12 6. Ensure a **range of housing choices** that are high quality, safe and attractive, and provide
- 13 *affordable options for all residents. 7 votes*
- 14
- 15 7. Accommodate the availability of **reliable and affordable energy** supplies, increased energy
- 16 *efficiency, and diverse renewable energy resources and facilities. 9 votes*
- 17
- 18 8. Preserve the **rural character and unique historic settlements** with thriving downtown and village
- 19 *centers serving as cultural and economic hubs. 9 votes*
- 20
- 21 9. Guide construction and maintenance of **cost-effective infrastructure** that supports desired
- 22 *growth patterns, public health and environmental sustainability. 8 votes*
- 23
- 24 10. Stimulate a **healthy, active and connected population** in communities that work for all
- 25 *residents. 7 votes*
- 26
- 27 11. Provide an **integrated, regional transportation system** that encourages various modes of travel.
- 28 **6 votes**
- 29
- 30 Respectfully submitted,
- 31
- 32 Nancy Chartrand, Office Manager

Central Vermont Regional Planning Commission

P: 802-229-0389

Staff Report, March & April 2020

F: 802-223-1977

All CVRPC staff continue to work remotely per the Governor's order to continue procedures to support work from home and telecommuting for all workers to the extent possible. (Addendum 12 to Executive Order 01-20)

COMMUNITY DEVELOPMENT**Municipal Planning & Plan Implementation:**

- Updated Design Review District and Zoning map for Montpelier.
- Updated web map for Middlesex.
- Reviewed 2020 Barre Town Plan and provided comments.
- Participated in a walk-through of Orange Village and East Orange in conjunction with ACCD.
- Attended Marshfield Planning Commission meeting to provide input on zoning changes.
- Provided feedback and advice to Barre City and Northfield regarding municipal plan review, local adoption and regional approval process.
- Met with 2 members of the Roxbury Planning Commission to discuss town plan update and provide guidance on the local food systems requirement and forest integrity.
- Reviewed draft 2020 Barre City Plan and provided comments.
- Attended Middlesex Planning Commission meeting to follow up on a possible preferred site, as well as catch up on the progress towards adoption of its Enhanced Energy Plan.
- Provided grant coaching to East Calais Community Trust (ECCT), which is working to purchase and rehabilitate the East Calais General Store. Participated in grant discussion with ECCT, Northern Borders Regional Commission, and VT Agency of Commerce and Community Development.

Training & Education:

- Tabled at Middlesex and Berlin Town Meetings to distribute Efficiency VT Rebate information.
- Provided Efficiency Vermont rebate information to seven towns for distribution at Town Meeting.
- Planned Planning & Zoning (P&Z) Roundtable, cancelled due to COVID-19. Subsequently hosted and facilitated a virtual P&Z Roundtable, *COVID over Coffee*. 15 people attended, representing 11 municipalities and 1 State agency.
- Continued planning for virtual Home Efficiency Roundtable with Waterbury LEAP and Capstone.

Regional Planning and Implementation:

- Continued Regional Plan data development.
- Facilitated CVRPC Board meeting on municipal needs, challenges and successes and on draft Vision Statement and Aspirations for Regional Plan update. Compiled responses and feedback.
- Discussed CVFiber progress and upcoming grant application with CVFiber Board member.
- Monitored VT Downtown Board meeting for discussion of South Hero Village Center Designation expansion. Boundary was expanded to foster new development outside the historic village core, a significant policy shift for the program.

- Discussed ideas for regional use and promotion of the *Local Planning for Food Access* toolkit with the Vermont Agency of Agriculture.

Partnerships for Progress:

Working Communities Challenge: Participated in two grantee work sessions to strengthen understanding of the program and discuss COVID-related adaptations. The Federal Reserve Bank of Boston is allowing grantees to repurpose their funds towards a COVID-related use and will provide additional funds for the original award. Organized call with Greater Barre Region team to discuss how team members were responding to COVID-19 and assess whether the team wants to refocus. The team is considering expanding its effort to address all COVID-impacted individuals to assist with economic recovery.

Central Vermont Economic Development Corporation (CVEDC): Participate in Board meeting regarding COVID-19 response and business assistance.

Regional Housing Summit - Met with CVEDC, Montpelier Housing Task Force, and Mad River Valley Planning District to continue development of a regional housing summit.

Barre Area Development Corporation – Shared housing summit planning information at Board meeting.

EMERGENCY MANAGEMENT & HAZARD MITIGATION

Local/Regional Planning:

- Attended State Emergency Response Commission (SERC)/Local Emergency Planning Committee (LEPC) liaison meeting and a SERC meeting aimed at moving forward with consolidation of LEPCs.
- Submitted FY2021 application for SERC Hazchem grant on behalf of LEPC5.
- Reviewed and submitted the following Local Emergency Management Plans (LEMPs) to VEM for approval: Cabot, Barre Town, Waterbury, Orange, East Montpelier, and Middlesex.

Local Hazard Mitigation Plans (LHMP): Contact Grace Vinson, vinson@cvregion.com, for assistance. Staff supported communities in the development, review, and adoption of local hazard mitigation plans.

Berlin – Reviewed plan during public comment period and offered comments to strengthen the plan.

Calais – Municipal actions on hold. Moving forward with data updates.

Montpelier – Gathered resident feedback on priority hazards to address through poster at City Hall on Election Day. Additional municipal actions on hold. Moving forward with data updates.

Plainfield - Updated draft plan to address VEM comments and provided to Plainfield for final review.

Washington – Municipal actions on hold. Moving forward with data updates.

Williamstown – Finalized plan approved by Selectboard and submitted to VEM.

COVID-19 Response & Recovery:

- Developed draft CVRPC Continuity of Operations Plan (COOP).
- Central VT COVID-19 Homeless Task Force – Secured transit vehicle to help Good Samaritan Haven, Central Vermont's only shelter for homeless individuals, to move its 70 residents to four emergency housing sites that kept them safe from the epidemic.
- THRIVE – Participated in meeting to learn how social service agency and organizations were responding to COVID-19 individually and to discuss a regional response. (result = WNOC-RRCC; see below)
- Partnered in Washington and Northern Orange Counties Regional Response Command Center (WNOC-RRCC).

- Provided task force with Selectboard, EMD, fire, and rescue contacts.
 - Participated in Incident Command System (ICS) 100 training to assist with standing up regional response effort. Provided early coaching to Operations Section participants on ICS as it relates to operations and logistics.
 - Led Transportation Group, which worked to meet transportation needs that could not be addressed by volunteers using personal vehicles. Primary task was securing donated vehicles and developing safety systems to use them. Ex. researched and developed vehicle cleaning protocols.
 - Assisted with planning for Medically Assisted Treatment transportation.
 - Acted as WNOC-RRCC liaison with Central Vermont Medical Center to assist COVID-affected persons with transportation for essential needs.
- Participated in meetings to maintain situational awareness regarding response and recovery needs/actions:
 - SEOC (daily) – situational awareness briefing.
 - Health Operations Center (daily) - situational awareness briefings.
 - WNOC-RRCC (daily) – incident action plan meeting, situational awareness briefing, Operations Section work planning.
 - State Emergency Operations Center (SEOC) (weekly) - municipal officials/EMDs/RPCs awareness.
 - Agency of Commerce (two per week) - economic response and impacts, recovery planning.
 - Washington County Hunger Council (bi-weekly) - insure CVRPC activities are supportive of food access and distribution plans.
 - Economic Development Administration – discussed local and regional needs for recovery funding.
 - Vermont Planners Association (two calls) - local, regional and statewide response efforts.
 - VT Council on Rural Development (bi-weekly) – discussed volunteer safety needs. VCRD subsequently worked to harness volunteer enthusiasm. CVRPC participating in the network.
- Contacted municipalities multiple times to ascertain how they were responding to the pandemic and addressing Stay Home Stay Safe requirements.
- Developed bi-weekly municipal updates to assist towns in maintaining situational awareness and disseminating information on local, state, and federal resources available.
- Updated website to include a COVID-19 Outreach webpage.
- Contacted Road Foreman to inquire how they/their municipalities were addressing Stay Home Stay Safe requirements and directives related to maintenance and construction activities.
- Coordinated with the Central Vermont Economic Development Corporation (CVEDC) to plan a municipal leadership roundtable to learn about recovery funding opportunities and provide ideas for leveraging them (due to reduced revenues, grant match funds are limited for some municipalities)
- Provided consultant with ideas for spaces the State could use to house individuals with mild COVID symptoms who cannot self-isolate.
- Participated in FEMA Grants Portal training and Applicant Briefing and distributed information to municipalities on FEMA Public Assistance funding, Grant Portal training sessions, and Applicant Briefings. Researched whether CVRPC should apply for reimbursement for its COVID response actions (qualifies = yes; likely to be reimbursed = no)
- Host two Municipal Leadership Roundtables on Leading Through Change focused collaboration and sharing, lessons learned during pandemic response, and looking forward for pandemic recovery. Participating municipalities requested CVRPC continue to host municipal leadership roundtables into the future.

TRANSPORTATION

Field Services: Contact Ashley Andrews, Andrews@cvregion.com, to be put on a list for 2020 counts and inventories. Field services work anticipated to resume in late May/early June.

Transportation Studies:

Cabot Trail Planning (Municipal Planning Grant): Continued to draft final report. Shared first draft with Trails Committee and started compiling Implementation Program. Attended two Trails Committee meetings.

Transportation Resilience Planning Tool: Awaiting data from UVM, which is calculating criticality on structures or road segments. Once criticality data is shared with CVRPC, road importance will be incorporated into the model and updated vulnerability and criticality maps will be developed for outreach meetings to communities. Shared data with Berlin for incorporation into its Local Hazard Mitigation Plan.

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

Board of Commissioners – See Committee updates.

Leadership Committee – Discussed upcoming Vermont Labor Relations Board (VLRB) hearing regarding unionization of operations supervisors. GMT subsequently prevailed; the VLRB determined the supervisors did not qualify for union representation under Vermont law. Held Executive Session to receive legal advice regarding the Human Rights Commission case from the May 2019 incident with school children on board a GMT vehicle. Discussed impacts of the pandemic and staff actions.

Operations Committee – Received updates on electric bus operation, revised approach to Standards Operating Procedures, the Swifly transit app (bud locator) pilot project, and microtransit ride sharing delivery model being implemented in Montpelier.

General Manager Search Committee – Participated in three meetings to prepare for and interview General Manager candidates. Recommended three candidates be interviewed by the Board of Commissioners.

GMT Board of Commissioners Chair Role Activities:

- Stewarded General Manager candidates as they toured GMT facilities and met with GMT staff, stakeholders, and the public.
- Developed press release announcing the GMT Board's hiring of Jon Moore as General Manager.
- Maintained regular contact with Interim General Manager regarding COVID 19 planning, response, and recovery activities.
- Worked with consultant to plan GMT Board of Commissioners retreat. (postponed due to pandemic)
- Participated in call with VTrans, GMT, and Rural Communities Transportation regarding transitioning Rt. 2 Commuter services from GMT to RCT. Transition may be delayed due to COVID impacts (reduced workforce at RCT).

Other Transit Activities:

- Hosted REDPAC (Regional Elderly and Disabled Persons Advisory Committee) meeting to discuss COVID impacts to FY20 grant budget and to plan the FY21 application.

Municipal Assistance:

- Attended TPI meeting on the Bicycle and Pedestrian Summit to identify what VTrans can do to help municipalities to plan for bicycle and pedestrian facilities.
- Contacted Orange, Washington, and Williamstown to discuss potential infrastructure site visits for Governor's Orange County Capitol For a Day.
- Coordinated support with The Hitching Post regarding potential funding sources for implementation.
- Assisted East Montpelier with securing VTrans engagement on safety issues at Towne Hill Rd/Rt. 2 intersection.
- Assisted Warren and Moretown with grant searches.
- Provided information to Williamstown resident regarding ATVs and town ordinances.
- Met with Plainfield Selectboard and agreed to plan and facilitate a public meeting about the design concept for the Rt. 2/Main Street intersection project. This VTrans-funded project would lower the intersection grade, realign the intersection, and add a traffic light to improve traffic flow and enhance intersection safety. Spoke with citizen, Selectboard Chair, and VTrans project manager about the project and citizen engagement.

Regional Activities:

- Attended a joint meeting with Lamoille County Planning Commission and Vermont Highway Safety Alliance to create an RPC training.
- Researched history of REDPAC meetings for VTrans effort to strengthen E&D advisory committees statewide.
- Completed spring Park and Ride Surveys.
- Reviewed Section 1111 (highway access) permits (indication of potential development project).
- Updated the Central Vermont Path map at the request of Barre City. Map includes Cross Vermont Trail data, bike lanes, bike paths, and on road facilities.
- Hosted 2 TAC meetings to prioritize Town Highway Bridge Pre Candidates, Capitol Projects, and VTrans District paving projects.
- Participated in two Mad River Valley Transportation Advisory Committee meetings.
- Participated in Transportation Planning Initiative grant mid-year program review.

NATURAL RESOURCES

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

Tactical Basin Planning Assistance:

- Reviewed pre-Draft of the Basin 14 Tactical Basin Plan and provided comments to DEC.
- 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 Winooski River Basin projects.
- Participated in discussions regarding Act 76 and the formation of Clean Water Service Providers (CWSP) and Basin Water Quality Councils:
 - Participated in partners' discussion for the Lamoille Basin.
 - Facilitated a partners' meeting for the Winooski Basin.
 - Developed CVRPC proposal to act as CWSP for the Winooski Basin.

Design Implementation Block Grant Program (formerly Clean Water Block Grant Program): Funding for projects >\$20,000 is now available for implementation of clean water projects. Significant program changes include no match requirement, and the municipality may be the direct applicant/grantee for these projects. All projects must be completed and closed out prior to December 31, 2021. If your town's project is ready for implementation funding, please contact Pam DeAndrea at deandrea@cvregion.com to determine eligibility.

Woodbury Final Designs – Completing final designs for four projects; 2 funded through DIBG and 2 through Ecosystem Restoration Program. Combined projects into a single effort to facilitate delivery of grant administration and project management activities. Projects are located at Elementary School, Fire Department Annex, Fire Department and Post Office, and along Church Street. Requested and evaluated scopes of work and costs estimates from engineers. Signed match Memorandum of Agreement with Town. Signed contract with Dubois & King. Final designs anticipated by spring 2021.

Berlin Town Office - Construction of a gravel wetland to remediate stormwater at the Town Office. Project on hold pending outcome of ANR decision regarding retraction of all funding not currently under contract.

Berlin Stormwater Final Designs: Watershed Consulting Associates (WCA) and Civil Engineering Associates (CEA) completed 60% designs for the three sites: Berlin Elementary School, Chimney Sweep, and Berlin Fire Station. The team met with the Elementary School stakeholders (Principal, District Project Manager, and Buildings and Grounds personnel) to discuss designs. Design revisions are in progress and will be shared with stakeholders for final comments. Final designs are expected to be completed in May 2020.

Moretown Elementary School Stormwater Final Design: Released a Scope of Work and Cost Estimate request to pre-qualified engineers for a final design for stormwater treatment at the Moretown Elementary School and Town Office. This project was a high priority in the Mad River Stormwater Master Plan. The main treatment proposed is a gravel wetland along with improvements around the school to move stormwater away from the school. Stormwater contributes to flooding in classrooms. This project is expected to kick off in June.

Clean Water Planning (604b): Working with the Friends of the Winooski River to incorporate its water quality monitoring sites and data statistics into a web based map.

Flood Resilience Planning: Meet with the Friends of the Winooski River and other partners to discuss submittal of a High Meadows Grant for increasing flood resilience in the Upper Winooski. Provided comments on the grant application and a letter of support.

OFFICE & ANNOUNCEMENTS

Office:

- Set up staff to work remotely and closed the office to the public. Developed safety protocols for staff members who are required to work in the office infrequently for continuity purposes (IT fixes, retrieve and process mail, sign checks, etc.)
- Updated internal controls for operation of CVRPC's financial system to help insure separation of duties while working remotely. Subsequently drafted updates to CVRPC's Administrative and Financial Procedures.
- Participated in RPC Directors call regarding COVID-19 office impacts and actions, impacts to work flow and productivity, and RPC municipal and state support.

- Hired new accounting contractor, Ijaz & Associates LLP. Currently onboarding services. Coordinated transition activities with Wrightville Beach Recreation District and Cross Vermont Trails Association.
- Created timesheet training for staff.
- Researched fiscal sponsorship versus fiscal agent responsibilities to assist the Executive Committee with its consideration of providing fiscal sponsorship for the East Calais Community Trust.
- Began development of pandemic safety plan for resuming field services.
- Celebrated receipt of ESRI Special



ESRI Special Achievement in GIS Award
CVRPC & Washington Co. Hunger Council

Achievement in GIS award. Ashley Andrews assisted the Washington County Hunger Council with a GIS analysis examining opportunity and challenges to improving food access by low income residents at food retailers. ERSI cited the map and analysis as an innovative use of technology, very forward thinking and eye catching, and collaborative! All ESRI accounts managers worldwide nominate projects; only a handful receive an award! Congratulations to Ashley and the Council!

Professional Development/Leadership:

- Clare participated in multiple webinars to maintain her Certified Floodplain Manager status.
- Grace and Zach learned about Efficiency Vermont's small business offerings and improved data to be released mid-2020.
- Zach participated in two NADO webinars focused on economic data sources that can be used to update the Regional Plan.
- Grace and Bonnie participated in FEMA COVID procurement training.
- All staff participated in VOSHA training on appropriate safety measures necessary to return to work.
- Bonnie completed a Telework Manager training.
- Clare participated in *Planning Effectively in a Rapidly Changing World* webinar.
- Clare has been working with the Vermont Planners Association Professional Development subcommittee to develop a series of Brown Bag webinars for roll out this spring.
- Clare and Zach participated in a statewide RPC Meet-Up where Clare presented on the success of CVRPC's *Planning and Zoning Roundtable: COVID over Coffee*.
- Nancy participated in Green Mountain Safety Consulting's webinar *Preparing the Workplace for COVID-19: Now and Beyond*.

Upcoming Meetings:

All CVRPC meetings currently are being held as virtual meetings. Meeting access information is provided on agendas at www.centralvtplanning.org. For non-CVRPC meetings, please visit websites for host organizations.

May

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|--------|---------|---|
| May 12 | 6:30 pm | Board of Commissioners |
| May 13 | 1 pm | Municipal Leader Roundtable – Pandemic Recovery Funding |

May

May 14	2 pm	Statewide Transportation Improvement Program (STIP) Amendment #1 Public Hearing
May 14	4 pm	Clean Water Advisory Committee
May 18	3 pm	Executive Committee Special Meeting
May 19	8 am	VEM Emergency Management Director Course, via technology
May 21	7 pm	Mad River Valley Planning District Steering Committee, via technology
May 25		<i>Memorial Day Holiday – CVRPC Closed</i>
May 26	6:30 pm	Transportation Advisory Committee
May 28	4 pm	Project Review Committee

June

June 1	4 pm	Executive Committee
June 2	9 am	VEM Annual Training and Exercise Planning Workshop, via technology
June 9	6:30 pm	Board of Commissioners
June 11	4 pm	Clean Water Advisory Committee
June 15	3 pm	Executive Committee Special Meeting
June 18	7 pm	Mad River Valley Planning District Steering Committee, via technology
June 23	6:30 pm	Transportation Advisory Committee
June 25	4 pm	Project Review Committee

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

Central Vermont Regional Planning Commission
Committee & Appointed Representative Reports
March - April 2020

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

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

- Authorized signature of three agreements
 - Southern Windsor County Regional Planning Commission – 2019 Design/Implementation Block Grants, Woodbury/Calais Final Designs and Berlin Town Office and Garage Stormwater Implementation.
 - VT Department of Public Safety – Emergency Management Performance Grant FFY19 Amendment #1
 - MVP – Flexible Spending Account Plan (FSA)
 - Department of Forests, Parks & Recreation – Forest Integrity Amendment #2
 - Ijaz & Associates - Accounting Services
- Approved revisions to the FFY20 Transportation Planning Budget Initiative adjustment 1, and at subsequent special meeting authorized the Executive Director signature.
- Authorized the Chair to sign a Letter of Support for a FY21 VISTA member.
- Adopted an FY20 Budget Adjustment. The adjustment reflected new contracts, 12/31 actuals, and project progress.
- Reviewed an initial draft of the FY21 Budget.
- Approved a \$40 monthly technology stipend for employees while working remotely.
- Adopted temporary modifications to internal controls to address remote work (twice).
- Approved forwarding the Clean Water Advisory Committee's letter of concern to the Board for consideration in June following clarification.
- Passed a resolution with Community National Bank attesting to new signatories on the CVRPC checking account (necessary due to Bylaw changes).
- Authorized staff to submit a Clean Water Service Provider proposal for the Winooski River Basin.
- Approved regional priorities for the State Transportation Capital Program, Pre-Candidate Program and District leveling projects.
- Discussed a process for committee nominations in light of COVID-19's reliance on virtual meetings.
- Approved acting as fiscal sponsor for East Calais Community Trust pending clarification of ownership/site control condition related to the Northern Borders Regional Commission grant.
- Discussed current and potential future CVRPC budget impacts from pandemic. Potential for ~25% reduction in State allocation funds for FY21.

PERSONNEL POLICY COMMITTEE (A sub-committee of the Executive Committee)

- Initiated review of attorney mark-up – completed through Section 2.3.
- Meetings on hold due to COVID.

NOMINATING COMMITTEE (February and March; scheduled by Committee)

Did not meet.

PROJECT REVIEW COMMITTEE (4th Thursday, 4pm)

Did not meet.

REGIONAL PLAN COMMITTEE (as needed; scheduled by Committee)

Meetings on hold due to COVID.

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

Did not meet.

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

- Received updates for GMT regarding proposed permanent service changes and COVID-19-related temporary changes.
- Discussed Capitol Program Project Prioritization and Town Highway Bridge Pre-Candidate List for FY2021 (no quorum; could not act)
- Prioritized District Leveling projects for VTrans.

BROWNFIELDS ADVISORY COMMITTEE (4th Monday, 4pm)

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

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

- Discussed staff revisions to the draft letter and voted on final letter to ANR for Board of Commissioner review.
- Discussed changes to CWAC Rules of Procedure.

VERMONT ASSOCIATION OF PLANNING & DEVELOPMENT AGENCIES

- Discussed COVID-19, RPC continuity of operations, and potential RPC services to State agencies.
- Discussed Act 250 bill and areas of RPC consensus.
- State agencies discussed COVID-19 response activities and how RPCs might assist. In summary, help raise awareness about COVID response and recovery information. Also messaged that RPC funding may be reduced during resource allocation decisions.
- Discussed COVID unemployment and RPC staff furloughs.

VERMONT ECONOMIC PROGRESS COUNCIL

No activities from Central Vermont.

GREEN MOUNTAIN TRANSIT

- Interviewed three candidates for the General Manager position.
- Received COVID-related ridership update. Ridership is down 75% as riders shift to essential travel and adapt for Stay Home Stay Safe requirements. Supported General Manager's action to implement a fare free practice and other safety measures for drivers and passengers.

- Approved a Service Agreement with the Town of Colchester. Colchester is not a GMT-member municipality. The agreement walks Colchester another step closer to membership.
- Accepted the FY19 audit.
- Reviewed draft and subsequently approved a Continuity of Operations Plan.
- Heard presentation from VTTrans regarding CARES Act funding for transit and guidance for use of funds.
- Approved providing premium pay to certain classes of eligible employees at \$3.00/hour through May 15, 2020.
- Approved implementing service reductions for the urban and rural systems take effect in June 2020 (urban) and July 2020 (rural). In Central Vermont, services reductions include:
 - Barre LINK Express/ Waterbury LINK Express - Consolidation of one PM trip
 - City Route - Elimination of the first and last trip of the day.
 - US 2 Commuter – Shifting services to Rural Community Transit (RCT) effective 07/01/20.
- Approved shifting Route 100 Commuter, Morrisville Loop, and Morrisville Shopping Shuttle services to Rural Community Transit (RCT) effective 07/01/20.
- Received update on Americans with Disabilities Act (ADA) services Request for Proposals. GMT currently contracts with Special Services Transportation Agency (SSTA) for ADA services in Chittenden County.
- Closed General Manager hiring process with no candidate selected from the pool. Subsequently hired Jon Moore, Interim General Manager, as General Manager.

MAD RIVER VALLEY PLANNING DISTRICT

- March meeting cancelled due to COVID-19 protocols. Two meetings held in April.
- Shared municipal and Sugarbush actions in response to COVID-19.
- Reviewed draft MRVPD Communications Plan.
- Reviewed draft MRVPD Social Media Policy.
- Discussed MRVPD PostCV19 Role document provided by staff.
- Presentation of MRV Housing Demand Analysis by staff. Next steps are sharing information and collaboration with stakeholders and public.
- MRV Housing Coalition update shared by Coalition Chair.