



Central Vermont Regional Planning Commission

BOARD OF COMMISSIONERS

Annual Meeting

June 9, 2020 at 6:30 pm

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<u>Page</u>	<u>Time</u>	<u>AGENDA</u>
	6:30 ²	Adjustments to the Agenda Public Comments
3	6:35	Population Changes and Vermont State Revenues , <i>Seán Sheehan, Vermont Tax Structure Commission</i> Demographic trends and their implications for Vermont's state revenue. Full report available at: https://lifo.vermont.gov/assets/Subjects/Commission-Resources/05a742b874/Population-Changes-and-Vermont-State-Revenue-FULL-REPORT.pdf .
	7:15	Elections , <i>Dara Torre, Secretary/Treasurer</i> Report on results of elections for Executive Committee.
5	7:20	Committees and Appointments , <i>Janet Shatney, Nominating Committee Chair</i> (enclosed) ³ Appoint CVRPC Committees and representatives.
8	7:30	Committee Rules of Procedure Updates (enclosed) ²

¹ Dial-in numbers are "Toll" numbers. Fees may be charged to the person calling in dependent on their phone service.

² Times are approximate unless otherwise advertised.

³ Anticipated action item.

<u>Page</u>	<u>Time</u>	<u>AGENDA</u>
9		a) Executive Committee
12		b) Nominating Committee
15	7:45	Meeting Minutes – May 12, 2020 (enclosed) ²
18	7:50	Reports (enclosed) Updates and questions on Staff, Executive Director, and Committee Reports
	8:00	Adjournment

Next Meeting: July 14, 2020

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.

EXECUTIVE SUMMARY

Vermont's population has been remarkably stable for the last fifteen years, at least in terms of total numbers. The state had 620,000 people in 2004, 626,000 in 2010, and still 626,000 in 2018. In addition, at least two projections suggest little movement over the next decade (p5). However, a look beyond that total number reveals significant change. Three trends in particular stand out:

- 1) **More Seniors, Fewer Children, and Fewer Working-age Adults** – 2017 marked the first time that Vermont had as many seniors (65+) as children (<18). Proportionally Vermont has one of the nation's largest populations of baby boomers. When the youngest boomers turn 65 in 2029, more than one in four Vermonters will be seniors. Only Maine will have a higher proportion (p7).
- 2) **More Metropolitan, Less Rural** – Vermont is one of the most rural states in the nation, but its population is shifting from rural areas to its one metropolitan region. Since 2000, three counties around Burlington have grown by more than eight percent, while the other 11 counties have either lost population or are virtually unchanged (p11). The trend has accelerated since 2010.
- 3) **More Households with Fewer People** – The average Vermont household is statistically tied with North Dakota and Maine for smallest in the nation, having shrunk five percent since 2000 due to fewer families with children and more Vermonters living alone. Among owner-occupied housing units, one-person households are more prevalent in Vermont than in any other state in the Northeast (p15).

None of the trends are unique to Vermont. All three affect public finance. On the spending side, health care and retirement costs increasingly loom large. On the revenue side, the trends will impact Vermont's three largest revenue sources: personal income tax, consumption taxes, and education property tax. This paper explores the impact on personal income tax and consumption taxes. The effect on education property tax will be discussed in the Commission's next paper, which focuses on Vermont's education finance system.

None of the revenue impacts are unique to Vermont either, although Vermont's tax structure does play a role in determining the extent of the impacts.

Personal Income Tax is the largest source of revenue in Vermont, accounting for nearly two-thirds of General Fund dollars.

- **Less Taxable Income Puts Downward Pressure on Revenue** – An aging population portends a slowdown in taxable income, leading to a decrease or less growth in revenue from personal income taxes. Younger baby boomers (age 55-64) account for more than a fifth of tax returns and more than a quarter of personal income tax dollars. As this most populous age cohort retires, their decreasing incomes will no longer contribute as disproportionately high a share of revenue. The age cohorts following behind are smaller and a growing gap in income tax revenues is likely (p20).
- **Multiple Factors Could Temper Impact** – Revenue decreases could be partially offset for at least a decade to the extent workers retire later, higher salaries are paid to workers moving into more senior positions at a younger age, and the labor shortage attracts in-migrants to fill job vacancies, including jobs taking care of seniors (p21).
- **More Stability than Most States** – The federal government gives tax breaks to seniors and states typically give more, sometimes exempting retirement income that is taxable at the federal level. As a result, seniors in some states pay less than half as much income tax as non-seniors pay at similar income levels. Vermont is one of the top three states for parity however, thus positioning the State to


avoid the larger revenue drop-offs faced by states that treat retirement income dramatically different than the federal government. It should be noted that the trade-off for greater stability is a reduced comparative advantage for seniors, a relevant consideration as states compete for both wealthy seniors and workers (p22).


Consumption Taxes support both the Education Fund (100% of Sales and Use and 25% of Meals and Rooms revenue) and General Fund (75% of Meals and Rooms).

- **Somewhat Fewer Taxable Expenditures** – Seniors' spending tends to focus on mostly non-taxable categories, such as health care and cash contributions, rather than the taxable goods favored by younger cohorts (p24).
- **Multiple Factors Could Temper Impact for at Least a Decade** – First, the median senior is now wealthier than the median non-senior and has resources to support higher spending. Second, to the extent Vermont workers retire later and spend accordingly, a drop in revenue would be delayed. Third, newer retirees in surrounding states have the time and resources to travel and spend (p26).

In addition to examining population trends and their prospective impact on Vermont's revenue system, this report also calls for consideration that trends do change, some trends are less likely to change than others, and in-migration is critical on many levels (p28).

Both Vermont's legislative and executive branches have taken early steps to address demographic pressures on the budget. The Tax Structure Commission publishes this report with the hope its findings will contribute to other planning efforts in the state while also providing building blocks for the Commission's subsequent research and deliberations.

<div><div>CENTRAL VERMONT REGIONAL PLANNING COMMISSION</div></div> <div>CENTRAL VERMONT REGIONAL PLANNING COMMISSION</div>				CENTRAL VERMONT REGIONAL PLANNING COMMISSION			
				Committees and Appointed Positions			
				Color signifies appointment proposed for June 9, 2020			
STANDING 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: 4 officers and 3 at-large Commissioners			Members: 3 Commissioners			Members: 5 Commissioners plus 1 alternate and the project's host Commissioner	
Term: 1 year			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							
Elected in June 2019			Appointed in February 2020			(Date indicates end of term)	
Laura Hill-Eubanks, Northfield, Chair			Janet Shatney, Barre City, Chair			2023 - Janet Shatney, Barre City (Chair)	
Steven Lotspeich, Waterbury, Vice Chair			Micheal Gray, Woodbury			2023 - Peter Carbee, Washington	
Dara Torre, Moretown, Secretary/Treasurer			Richard Turner, Williamstown			2023 - Lee Cattaneo, Orange	
Michael Gray, Woodbury						2022 - Bob Wernecke, Berlin	
Janet Shatney, Barre City, At Large						2022 - Gerry D'Amico, Roxbury (Alternate)	
Julie Potter, East Montpelier, At Large						2024 - John Brabant, Calais	
Gerry D'Amico, Roxbury, At Large							
STANDING COMMITTEES							
Regional Plan			Municipal 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: 2 year			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 - Review each municipality's planning process and recommend whether it should be confirmed - Review municipal plans for conformance with enhanced energy planning requirements - Provide guidance to municipalities about future plan updates and ways to strengthen planning efforts			- Recommend Transportation Planning Initiative (TPI) work program & budget to Executive Committee	
					- Prioritize transportation studies funded by the Commission's TPI program		
					- Recommend Regional Plan transportation element		
					- Prioritize state-funded transportation projects		
Term expires June 2020			Appointed in June 2019			2020 Members	
Laura Hill-Eubanks, Northfield, Chair			Bill Arrand, Worcester, Chair			Appointed by the 23 municipalities	
Dara Torre, Moretown			Ron Krauth, Middlesex			Steve Lotspeich, Chair	
Ron Krauth, Middlesex			Lee Cattaneo, Orange				
Julie Potter, East Montpelier			Jan Ohlsson, Calais Alternate				
Marcella Dent, Montpelier			Joyce Manchester, Moretown Alternate				

 <div>CENTRAL VERMONT REGIONAL PLANNING COMMISSION</div>				CENTRAL VERMONT REGIONAL PLANNING COMMISSION			
				Committees and Appointed Positions			
				Color signifies appointment proposed for June 9, 2020			
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 (Commissioners even years & Interest Groups odd years)			Term : 2-years; staggered				
Appointed: By Board of Commissioners			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 assessment			- Determine CVRPC direction and goals regarding the Lake Champlain TMDL, Tactical Basin Plans, and the Regional Plan				
- Participate in hiring contractors							
- Recommend brownfield-related policy							
- Participate in public outreach							
(Date indicates end of term)			(Date indicates end of term)				
4 Regional Commissioners + 1 Alternate (2020)			3 Regional Commissioners + 1 Alternate				
Janet Shatney, Barre City, Chair			2021 - Amy Hornblas, Cabot, Chair				
Amy Hornblas, Cabot			2021 - Rich Turner, Williamstown (Alternate)				
Ron Krauth, Middlesex			2020 - Ron Krauth, Middlesex				
Don La Haye, Waitsfield			2020 - John Brabant, Calais				
Michael Gray, Woodbury (Alternate)							
Interest Group Representatives			Municipal Representatives				
Designated			2020 - Dona Bate, Montpelier City Council				
Economic - Central VT Economic Development Corporation			2020 - Russ Barrett, Northfield Conservation Commission				
Health - VT Dept. of Health Barre District			2020 - John Hoogenboom, Moretown Selectboard				
			2021 - Larry Becker, Middlesex Conservation Commission				
Non-Designated (2019)							
At Risk Populations - VACANT, Capstone Community Action			2021 - Stewart Clark, Worcester Planning Commission				
VACANT			Vermont Agency of Natural Resources (ex-officio, non-voting), Karen Bates				
Housing - Steve Comolli, Downstreet Housing			Winooski Natural Resource Conservation District				
Environment - Shawn White, Friends of the Winooski River (requested non-voting status)			Friends of the Winooski River				
Finance - Tim Ross, Union Bank			Friends of the Mad River				
Non-Voting			Private companies or interested stakeholders				
Dorrie Paar, US EPA			2021 - Joyce Manchester, Moretown TAC				



CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Committees and Appointed Positions

Color signifies appointment proposed for June 9, 2020

COMMISSION APPOINTMENTS

Vermont Association of Planning & Development Agencies

Meets: First Thursday in June and December

Appointee: As desired by the Commission, usually the Chair

Term: 1 year

Appointed: By Board of Commissioners

Duties:

- Participate in two policy meetings

FY20 Representative

Laura Hill-Eubanks

Vermont Economic Progress Council

Meets: Monthly, 4th Thursday of the month

Term: 1 year

Appointee: As desired by the Commission, usually the Executive Director

Appointed: By Board of Commissioners

Duties:

- Attend as needed and comment on projects in the region

FY20 Representative

Bonnie Waninger, Executive Director

Green Mountain Transit

Meets: Monthly on 3rd Tuesday, 7:30 am

Term: 3 years

Appointee: As desired by the Commission, usually Executive Director or Transportation Planner

Appointed: By Board of Commissioners

Duties:

- Guide the organization through setting goals and annual priorities
- Participate on at least one committee as designated by the Chair

FY20-22 Representatives

Bonnie Waninger, Executive Director

VACANT, Alternate

Mad River Valley Planning District

Meets: Monthly on 3rd Thursday, 7:00 pm

Term: 1 year

Appointee: As desired by the Commission, usually staff

Appointed: By Board of Commissioners; Delegated to Executive Director

Duties:

- Manage business and affairs of the District as an ex-officio, non-voting member of its Steering Committee

FY20 Representative

Bonnie Waninger, Executive Director

Clare Rock, Senior Planner, Alternate



MEMO

Date: June 2, 2020

To: Board of Commissioners

From: Bonnie Waninger, Executive Director

Re: Policy and Procedure Updates

☒ **ACTION REQUESTED:** Adopted updates to the Executive Committee Rule of Procedure.

The Board adopted new bylaws on December 10, 2019. The Executive Committee Rules of Procedure were adapted to reflect the Bylaw's language, including merger of the Secretary/Treasurer positions.

☒ **ACTION REQUESTED:** Adopt updates to the Nominating Committee Rules of Procedure and Guidance.

The Nominating Committee Rules of Procedure are a new document. They were drafted based on the Commission's bylaws and other Board-adopted guidance for the Committee.

The Executive Committee recommends the Nominating Committee Guidelines be adopted into the Rules of Procedure to maintain institutional knowledge. This document originally was adopted by the Board in 1999. The Guidelines were updated to reflect the Committee's new role/activity related to recruitment and nomination of representatives to all CVPRC committees and appointed positions (per Commission bylaw updates).



Central Vermont Regional Planning Commission

EXECUTIVE COMMITTEE

RULES OF PROCEDURE

(adoption date to be inserted)

PURPOSE: The Executive Committee shall facilitate the general operation of the Commission by acting on behalf of the Commission.

GENERAL ACTIVITIES:

- ◆ Oversee and approve an annual work plan and budget for CVRPC, including budget adjustments.
- ◆ Set municipal dues.
- ◆ Oversee and approve an organizational plan for CVRPC.
- ◆ Authorize and accept grants, agreements and contracts with outside organizations and agencies.
- ◆ Review and accept the annual audit.
- ◆ Approve the addition and elimination of staff positions as recommended by the executive director. Adopt job descriptions and wage ranges for staff positions.
- ◆ Adopt and oversee personnel, financial, procurement, operational and administrative policies and procedures.
- ◆ Monitor emerging issues affecting CVRPC.
- ◆ Approve agendas for Board meetings.
- ◆ Nominate candidates for the Nominating Committee.
- ◆ 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.
- ◆ 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.
- ◆ Carry out other actions in accordance with 24 V.S.A. Section 4343(b) or as directed by a policy adopted by the Board.

ROLE: The Executive Committee has the authority to act on behalf of the Commission for activities outlined under “General Activities” without further approval by the Commission unless the Commission chooses to do so.

The Committee’s actions must be compatible with plans, policies, positions or resolutions previously adopted by the Board of Commissioners. , New or amended plans, policies, positions or resolutions other than “General Activities” shall be provided to the Board of Commissioners in the packet for the Commission’s next regular meeting. Committee action shall be deemed ratified/approved by the Board of Commissioners unless acted upon by the Commission at that meeting.

MEMBERSHIP: The Executive Committee shall consist of seven Commissioners, including the three officers and four additional Commissioners who shall be elected at the Annual Meeting. Each member shall have one vote. Membership term shall be one year from July 1 to June 30. Vacancies on the Committee shall be filled by the Board of Commissioners at its next meeting. Members so elected shall hold office only for the balance of the current year or until their successors are elected and installed.

OFFICERS/ELECTIONS: The Chair of the Committee shall be the Chair of the Board of Commissioners. The Chair will be responsible for running meetings, setting agendas in conjunction with staff, reviewing and signing correspondence on behalf of the Executive Committee, and representing the Executive Committee at various meetings as needed. The Vice-Chair shall act as Chair in the absence or incapacity of the Chair and will provide support to the Chair as needed. Section 504 of the Commission's Bylaws address how vacancies will be filled in the event that any Officer or Executive Committee position is vacated. Members so elected shall hold office only for the balance of the current year or until their successors are elected and installed.

ATTENDANCE AND QUORUMS: A quorum shall consist of a majority of members. Members are expected to attend all regular meetings and special meetings as they arise. Members with three consecutive unexplained absences will be contacted by the Chair to determine if they still wish to serve on the Executive Committee. The Committee meets monthly or as determined by the Chair to be necessary to carry out the stated purpose.

COMMUNICATION AND COORDINATION:

- ◆ Meetings shall be noticed and held in accordance with Vermont Open Meeting Law.
- ◆ Draft policies and resolutions shall be forwarded to Committee members and interested/affected parties for comment before action by the Committee or final recommendation to the Board of Commissioners.
- ◆ Minutes of all regular and special meetings will be prepared by staff, distributed to Committee members and interested parties, and made available to the public in accordance with open meeting and public records laws described in 1 V.S.A.
- ◆ Committee members are encouraged to serve as liaisons to the Board of Commissioners in addition to their local legislative boards by facilitating communication and coordination on a regular basis.
- ◆ Executive Committee members are encouraged to offer input on all matters before the Committee, and are encouraged to bring up items of local or regional concern for Committee or Commission consideration.

CONFLICT OF INTEREST: Upon joining the Commission or its committees, individuals must review and sign the Commission's most recently adopted Code of Conduct and Conflict of Interest Policy to indicate that they have read, understood, and agree to comply with it.

1 **ADOPTION OF PROCEDURES:** The Executive Committee may, at any time, vote to recommend
2 amendments of these procedures, upon 51% vote of the Committee membership. Proposed
3 amendments will then be forwarded to the Board of Commissioners for ratification.
4

5 The Executive Committee is a standing committee of the Regional Planning Commission, and is
6 therefore subject to the Commission's bylaws. These Rules of Procedure, combined with Robert's Rules
7 of Order, provide procedural and administrative guidance for the Committee in addition to the
8 Commission's bylaws. In the case of a conflict between these Rules and the Commission's Bylaws, the
9 Bylaws shall take precedence. This document supersedes all other direction, policies, and procedures
10 pertaining to the Executive Committee.
11

12 Recommended by the Executive Committee: 05/04/20
13

14 Adopted by the Board of Commissioners: ____/____/____
15
16
17

18 _____
19 Laura Hill-Eubanks, Chair
CVRPC Board of Commissioners



NOMINATING COMMITTEE

RULES OF PROCEDURE

(adoption date to be inserted)

PURPOSE: The Nominating Committee is responsible for recruiting the best-qualified candidates for election or appointment to the Executive Committee, Standing and Special Committees, and other organizations for which CVRPC appoints a representative and for ensuring committee membership represents a range of perspectives.

GENERAL ACTIVITIES:

- ◆ 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.
- ◆ Identify and recommend to the Board candidates for Standing and Special Committees and CVRPC representatives appointed by the Board to other organizations.

ADVISORY ROLE: The Nominating Committee shall be advisory to the Board of Commissioners. It will recruit and recommend candidates for election or appointment by the Board based on guidance provided or adopted by the Board. The Committee's actions must be compatible with plans, policies, positions or resolutions previously adopted by the Board of Commissioners. In nominating candidates, the Committee shall seek to balance the interests of the Commission to have committees as reflective of the Commission as possible.

MEMBERSHIP: The Nominating Committee shall consist of three (3) Commissioners or Alternate Commissioners.

OFFICERS/ELECTIONS: The Nominating Committee will elect a Chair and Vice-Chair annually at its first meeting. The Chair will be responsible for running meetings, setting agendas in conjunction with staff, reviewing and signing correspondence on behalf of the Nominating Committee, and representing the Nominating Committee at various meetings as needed. The Vice-Chair will provide support to the Chair as needed. If the Chair or Vice-Chair should resign before term expiration, the Executive Committee shall appoint additional members to the Committee to maintain the nomination schedule.

ATTENDANCE AND QUORUMS: A quorum shall consist of a majority of members. Members are expected to attend all regular meetings and special meetings as they arise.

COMMUNICATION AND COORDINATION:

- ◆ Meetings shall be noticed and held in accordance with Vermont Open Meeting Law.
- ◆ Minutes of all regular and special meetings will be prepared by staff, distributed to Committee

members and interested parties, and made available to the public in accordance with open meeting and public records laws described in 1 V.S.A.

- ◆ Commissioners and Alternate Commissioners are encouraged to offer input on nominations and are encouraged to bring up items of local or regional concern for Committee consideration.

CONFLICT OF INTEREST: Upon joining the Commission or its committees, individuals must review and sign the Commission's most recently adopted Code of Conduct and Conflict of Interest Policy to indicate that they have read, understood, and agree to comply with it.

ADOPTION OF PROCEDURES: The Nominating Committee may, at any time, vote to recommend amendments of these procedures, upon 51% vote of the Committee membership. Proposed amendments will then be forwarded to the Executive Committee and interested parties before being considered at a Nominating Committee meeting. Amendment will then be forwarded to the Board of Commissioners for its consideration.

The Nominating Committee is a standing committee of the Commission, and is therefore subject to the Commission's bylaws. These Rules of Procedure, combined with Robert's Rules of Order, provide procedural and administrative guidance for the Committee in addition to the Commission's bylaws. In the case of a conflict between these Rules and the Commission's Bylaws, the Bylaws shall take precedence. This document supersedes all other direction, policies, and procedures pertaining to the Nominating Committee.

Note: Recommend inserting Nominating Committee Guidelines into the Rules of Procedure or referencing them as the Board adopted them to provide additional guidance to the Committee.

Recommended by the Executive Committee: 05/04/20

Adopted by the Board of Commissioners: ____/____/20

Laura Hill-Eubanks, Chair

CVRPC Board of Commissioners



Central Vermont Regional Planning Commission

NOMINATING COMMITTEE

Guidelines

Adopted by the Commission _____ / _____ / _____

The prime consideration of the Nominating Committee should be the best interest of the Commission and its future.

The Nominating Committee shall seek to balance the interests of the Commission to have all committees be as reflective of the Commission as possible.

As long as one member of the Nominating Committee wants an individual considered, the entire Committee will objectively evaluate that potential candidate. The Nominating Committee, having any reasonable interest in a qualified candidate, shall request that the candidate express their interest in being considered.

The quality of committee participation is more important than length of stay on the committee. Candidates willing to dedicate one year to a committee should be considered.

To continuously provide fresh views and to foster knowledge of and participation in CVRPC, the Nominating Committee should consider having a small turn over in members of committees.

The Executive Committee Chair will be elected with the assumption that the Chair will serve for two terms. The Nominating Committee will first consider a previous vice-chair (if at all possible). A service record that shows dedication to the Commission shall be considered.

To be nominated for Executive Committee Vice Chair, a candidate should have previously served on the Executive Committee for at least one year and have an attendance record that shows dedication to the Commission. It is assumed the Vice Chair will succeed to the Chair.

The following requirements must be met by the candidates for the Secretary/Treasurer and Executive Committee member-at-large positions:

- served on the Commission for at least one year;
- participated on one or more committees during their term; and
- has an attendance record that shows dedication to the Commission.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
DRAFT MINUTES
May 12, 2020

Commissioners:

<input checked="" type="checkbox"/>	Barre City	Janet Shatney	<input checked="" type="checkbox"/>	Moretown	Dara Torre, Secretary/Treasurer
<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 checked="" type="checkbox"/>		George Clain, Alt	<input checked="" type="checkbox"/>	Orange	Lee Cattaneo
<input checked="" type="checkbox"/>	Berlin	Robert Wernecke	<input type="checkbox"/>	Plainfield	
<input type="checkbox"/>		Karla Nuissl, Alt.	<input checked="" type="checkbox"/>		Paula Emery, Alt.
<input type="checkbox"/>	Cabot	Amy Hornblas	<input checked="" type="checkbox"/>	Roxbury	Jerry D'Amico
<input type="checkbox"/>	Calais	John Brabant	<input 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	
<input checked="" type="checkbox"/>	E. Montpelier	Julie Potter	<input type="checkbox"/>		J. Michael Bridgewater, Alt.
<input checked="" type="checkbox"/>		Clarice Cutler, Alt.	<input checked="" type="checkbox"/>	Washington	Peter Carbee
<input type="checkbox"/>	Fayston		<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 type="checkbox"/>	Montpelier	Marcella Dent	<input checked="" type="checkbox"/>	Woodbury	Michael Gray
<input type="checkbox"/>		Mike Miller, Alt.	<input type="checkbox"/>	Worcester	Bill Arrand

Staff: Bonnie Waninger, Nancy Chartrand

Call to Order

Chair L. Hill-Eubanks called the remote meeting to order at 6:31 pm. Quorum was present to conduct business. She read documentation which explained compliance with Open Meeting Law. Roll call was completed.

Adjustments to the Agenda

None

Public Comments

None.

E-Meeting Etiquette

L. Hill-Eubanks directed the Board to the information in the packet.

Nominating Committee Report

J. Shatney, Chair of the Nominating Committee, provided an overview of how the slate was compiled and the contacts that were made. She directed the Board to the revised slate that was forwarded and posted prior to the meeting. In addition to Shatney, the Nominating Committee included Michael Gray

1 and Rich Turner. Chair Hill-Eubanks opened the slate to nominations from the floor. No nominations
2 were submitted. A paper ballot will be mailed to the Board for voting on officers.

3
4 *P. Carbee moved to accept the proposed slate; B. Wernecke seconded. S. Lotspeich inquired how*
5 *appointments to other organizations (MRVPD, GMT, etc) would be handled. Waninger advised they are*
6 *typically included in the slate. The Board could move them tonight or could vote on them in June. P.*
7 *Carbee amended his motion to accept the proposed slate including committees as presented and the*
8 *officers; Wernecke seconded the amended motion. Motion carried. There were no oppositions or*
9 *abstentions, and a roll call was not necessary.*

11 **Basin 14 Plan**

12 B. Waninger provided an overview of the basin planning review process. Usually the basin planner
13 makes a presentation to the Board. The Board would then make a decision as to whether the draft
14 basin plan conforms to the Regional Plan. In advance of that vote, the Clean Water Advisory Committee
15 reviews the draft plan from a water quality perspective and the Regional Plan Committee reviews it
16 from a Regional Plan conformance perspective. Both committees provide comments to inform the
17 Board's decision. Due to the pandemic, the Basin Plan presentation will be online and a copy of the
18 draft basin plan will be made available to the committees and the Board. Comments and questions will
19 be provided to the Executive Committee, which will draft the final letter to be submitted to the Agency
20 of Natural Resources (ANR). The Executive Committee will invite the communities impacted by the
21 Basin 14 Plan (Marshfield, Plainfield, Orange, Washington) to its review meeting. J. Potter inquired if a
22 staff report would be forthcoming on the Basin Plan and its conformance with the Regional Plan.
23 Waninger advised that can be completed and provided to the Executive Committee. S. Lotspeich noted
24 that Danielle Owczarski of ANR should be invited to participate in the Executive Committee meeting.
25 The draft plan is expected to be released on Monday or Tuesday, and scheduling of the above should
26 occur over the next few weeks. Waninger advised members to contact Nancy for a hard copy of the
27 presentation/plan. Potter asked if this was a tighter schedule than usual for the basin plan review.
28 Waninger advised it was the usual schedule.

30 **Meeting Minutes**

31 *R. Wernecke moved to approve the March 10, 2020 minutes as written; S. Lotspeich seconded. Lotspeich*
32 *requested that acronyms be spelled out in the minutes as a rule. D'Amico noted a discrepancy when we*
33 *were talking about the concerns from the Towns. He had noted the school merger had worked well;*
34 *however, he had noted increased growth in the school, which is a good thing. Wernecke amended his*
35 *motion to approve the minutes as amended; Lotspeich accepted the amended motion. Motion carried.*

37 **Reports**

38 G. Clain requested clarification on page 22, last bullet – "Potential for ~25% reduction in State allocation
39 funds for FY21". Waninger said the State is recovering money from State agencies to cover pandemic
40 expenses. RPCs were told ACCD has returned two million dollars, and that ACCD had been requested to
41 return the 4th quarter payment for Regional Planning Commissions and Regional Development
42 Corporations. The Agency successfully argued that the money had been distributed and should not be
43 returned. Based on this request, Directors are anticipating a potential 25% decrease in RPC FY21
44 funding. VANR has notified its grant recipients that if a recipient has an award letter but not a grant
45 agreement, the award will be cancelled. Clain also inquired about Article 7.2 in the Bylaws regarding

1 Municipal Assessments and asked for clarification of the November date. Waninger said the assessment
2 rate is established in November to advise municipalities of the rate for their next fiscal year budgets. L.
3 Catteneo inquired when it was announced that if contracts weren't signed they were going to withhold
4 grant funds. Waninger advised ANR sent out notification 3-4 weeks ago.

5
6 L. Hill-Eubanks notified the Board that Ashley Andrews received an award for her GIS work on the
7 Washington County Hunger Council Food Access map. Andrews also has been participating in the
8 Hunger Council's meetings to monitor food access needs during the pandemic.

9
10 Hill-Eubanks advised the next scheduled meeting was June 9th. Waninger advised the Board should plan
11 to meet remotely for at least 9 months. The State Economist informed the Legislature that Vermont's
12 pandemic recovery will look like a "W". It will go down, bounce back up partway and then go back down
13 again before climbing back up again as recovered (by approximately FY25). Carbee noted that
14 municipalities may be hard pressed paying the Regional Planning Commission (RPC) dues. P. Emery
15 requested more clarification on the 25% reduction in budgeting; Waninger advised the 25% was related
16 to RPC budget, not municipal budgets. She said some municipalities are building contingency budgets as
17 a planning tool.

18
19 Waninger noted there will be a tremendous amount of recovery funding available through grants.
20 CVRPC is providing information to municipalities on these opportunities, and CVRPC is happy to answer
21 questions about them. CVRPC and Addison, Chittenden, and Rutland RPCs are talking with the US
22 Economic Development Administration regarding a joint grant application. More information will be
23 provided at a future meeting.

24
25 A question was raised via chat about VTrans projects. Waninger advised they are starting up again;
26 essential projects are the first to start. She noted Clare Rock is checking in on the Plainfield/Marshfield
27 project and will advise soon of its status.

28
29 Chartrand advised CVRPC is publishing funding opportunities in its Municipal Updates.

30
31 **Adjournment**

32 *B. Wernecke moved to adjourn at 7:21 pm; L. Catteneo seconded. Motion carried.*

33
34 Respectfully submitted,

35
36 Nancy Chartrand, Office Manager

Central Vermont Regional Planning Commission

P: 802-229-0389

Staff Report, May-June 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:

- Provided town plan mapping information to Roxbury.
- Preliminary communication with Middlesex about upcoming zoning revisions.
- Responded to Waitsfield subdivision questions.
- Presented to the Woodbury Planning Commission on CVRPC services and background, and provided input into the Woodbury Enhanced Energy Plan draft as refined by the commission.

Training & Education:

- Planned and facilitated Zoning Administrators Roundtable.
- Coordinated an Energy Data discussion with Central Vermont Energy Committee members and Jared Duval of the Energy Action Network.

Regional Planning and Implementation:

- Planned Regional Plan Committee meeting to review Basin 14 conformance and review of March 10 Board meeting comment and feedback on Vision and Aspirations.
- Conducted staff review and participated in May Project Review Committee meeting regarding Emancipation Energy's request for a preferred site designation in Middlesex, VT.
- Met with US EDA representative and RPCs/RDCs in Central VT, Addison, Chittenden and Rutland regions to discuss Comprehensive Economic Development Strategy grant application approach.
- Participated in a Button-Up Vermont coordination call ahead of the autumn campaign.
- Reviewed CVFiber Feasibility Study.
- Provided letters of support to CVFiber, East Calais Community Trust, and Green Mountain United Way for the Northern Borders Regional Commission Infrastructure grant.

Partnerships for Progress:

Working Communities Challenge: Participated in statewide meeting focused on collaborative leadership, community engagement, and seeing and dismantling racism. Very engaging meeting! Facilitated team meeting to finalize Compelling Cause.

Central Vermont Economic Development Corporation (CVEDC): Participate in Board meeting. Participated in web meeting with Congressman Welch, CVEDC Board, and several local businesses to discuss economic recovery for businesses.

THRIVE – Participated in a Leadership Partners meeting to discuss stepdown of WNOC-RRCC and potential integration into THRIVE.

Central VT Chamber – Offered to facilitate discussion regarding regional marketing application for pandemic recovery funds.

EMERGENCY MANAGEMENT & HAZARD MITIGATION**Local/Regional Planning:**

- Attended weekly SEOC call with municipal officials, EMDs, and RPCs starting on March 13th
- Attended daily SEOC/Health Operations Center briefing and daily SEOC Situational Awareness briefing starting on March 17th.
- Attended State Emergency Response Commission (SERC)/Local Emergency Planning Committee (LEPC) liaison meeting aimed at moving forward with consolidation of LEPCs.
- Developed and distributed bi-weekly municipal update documents to assist towns in maintaining COVID-19 situational awareness and disseminating information on local, state, and federal resources available
- Reviewed and submitted the following Local Emergency Management Plans (LEMPs) to VEM for approval: Warren, Calais, Moretown, Woodbury, and Montpelier.

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.

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

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

Plainfield - Updated draft plan to 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:

- Partnered in Washington and Northern Orange Counties Regional Response Command Center (WNOC-RRCC). Assisted WNOC-RRCC with stepdown and transition of activities. Participated in After Action Review meeting.
- 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 (weekly) - insure CVRPC activities are supportive of food access and distribution plans.
- Contacted municipalities multiple times to ascertain how they were responding to the pandemic and addressing Stay Home Stay Safe requirements.
- Developed ~weekly municipal updates to assist towns in maintaining situational awareness and disseminating information on local, state, and federal resources available.
- Added information to COVID-19 Outreach webpage.

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): Incorporated committee comments into draft plan. Finalizing implementation program. Attended two Trails Committee meetings.

Transportation Resilience Planning Tool: No activity.

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 COVID response and organizational impacts. Discussed Labor Relation Board decision that supervisors may not join the Union bargaining unit. Reviewed Board agenda items.

Operations Committee – Discussed No Smoking and Idling Policy updates. Reviewed Montpelier Microtransit projects. Request for Proposal to be released in June/July. Received training on Collective Bargaining Agreement Discipline & Discharge and Grievance Procedure.

GMT Board of Commissioners Chair Role Activities:

- Drafted General Manager contract; reviewed with attorney.
- Provided comment on General Manager Year 1 goals.

Municipal Assistance:

- Attended TPI monthly meeting
- Attended a STIP Amendment Public Hearing on moving projects forward after COVID
- Assisted Moretown with Better Roads questions
- Distributed Grants in Aid Guidance and updates to the Towns for FY20-21 changes
- Corresponded with Cabot regarding ash tree management plan support.
- Met with and provided transportation resource list to Barre Mutual Aid representative working with the Street Outreach team.

Regional Activities:

- Reviewed Section 1111 (highway access) permits (indication of potential development project).

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 for conformance with CVRPC Regional Plan, developed conformance memo and crosswalk, and presented conformance review to Regional Plan Committee. Central Vermont towns within Basin 14 include Orange and Washington with small pieces of

Plainfield and Marshfield in the headwaters. Met with Regional Planning Committee regarding conformance. Submit comments or questions to Pam at deandrea@cvregion.com.

- 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. Submitted CVRPC proposal to act as CWSP for the Winooski Basin.

Design Implementation Block Grant Program (DIBG, formerly Clean Water Block Grant Program):

Woodbury Stormwater Mitigation Final Designs – Hired Dubois and King to complete final designs for four stormwater mitigation projects. The projects were identified in the Kingsbury Branch Stormwater Master Plan. The projects were combined 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. Final designs anticipated by spring 2021.

Calais Stormwater Mitigation Final Designs – Two final design projects, also from the Kingsbury Branch Stormwater Master Plan, to mitigate stormwater runoff in East Calais. The two sites reduce stormwater coming down Moscow Woods Road and Batten Road that has formed a gully on private land causing sediment to enter the nearby Kingsbury Branch. The designs entail an underground infiltration system at the East Calais Post Office, an infiltration basin along Moscow Woods Rd., and the stabilization of the gully. Designs to be complete by the fall 2021. Requested scope of works and cost estimates from pre-qualified consultants.

Berlin Town Office Stormwater Implementation – Contracting underway to complete construction of a gravel wetland to remediate stormwater at the Berlin Town Office project. Project completion is November 2021.

Berlin Stormwater Final Designs: Watershed Consulting Associates (WCA) and Civil Engineering Associates (CEA) completed the 100% designs for the three sites: Berlin Elementary School, Chimney Sweep, and Berlin Fire Station. The team has shared all designs with stakeholders and presented the designs with the Selectboard. The team met remotely with the owners of the property across the street from the Chimney Sweep Fireplace Shop to discuss that design and how it may be able to meet their requirements under the 3-acre stormwater permit. Included in the discussion was coordination of Operations and Maintenance of the system.

Moretown Elementary School Stormwater Final Design: Hired Watershed Consulting Associates, LLC and Civil Engineering Associates to complete the 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. Project kick anticipated in June.

Clean Water Planning (604b): Working with the Friends of the Winooski River and possibly Friends of the Mad River to incorporate their water quality monitoring sites and data statistics into a web based map for better public and member visibility of their monitoring efforts and water quality.

Forest Integrity: Compiled Forest Economy survey results and summarized results. Outlined municipal information sheet. Circulated RPC Project Solicitation form to engage other RPC's in providing tech assistance.

OFFICE & ANNOUNCEMENTS

Office:

- Negotiated one-year lease extension with current landlord
- On-boarded new accounting contractor.
- Registered CVRPC in FEMA Public Assistance portal. Costs to participate in WNOC-RRCC efforts related to homeless response may be recoverable as part of the Agency of Human Services' effort.

Professional Development/Leadership:

- Pam and Ashley attended the Spring Northeast Arc User Conference (NEARC) virtually to learn about new solutions for field data collection, transportation analytics mapping, Hub web solution design, and COVID19.
- Clare participated in multiple webinars to maintain her Certified Floodplain Manager status.
- 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.
- Nancy participated in Vermont Department of Labor & VOSHA's Town Hall on Workplace Health and Safety
- Bonnie, Nancy and Ashley participated in Title VI Training with VTrans and Federal Highway Administration.
- Multiple staff participation in Project Management for Planners webinar.
- Clare participated in Fiscal Impacts of Development webinar.
- Clare and Zach participated in two ACCD zoning webinars.
- Bonnie participated in the NADO Federal Grants Management webinar focused on federal grants management changes in response to COVID-19 and documentation to prepare in advance of audit.

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.

June

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
June 23	6:30 pm	Transportation Advisory Committee
June 25	4 pm	Project Review Committee

July

July 6	4 pm	Executive Committee
July 14	6:30 pm	Board of Commissioners
July 9	4 pm	Clean Water Advisory Committee
July 16	7 pm	Mad River Valley Planning District Steering Committee
July 28	6:30 pm	Transportation Advisory Committee
July 30	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.

Executive Director's Report

May 26, 2020

Pandemic Transition

CVRPC is transitioning from disaster response to disaster recovery. The team is participating in:

- Transitioning the WNOC-RRCC regional response efforts to ongoing response and recovery efforts via the THRIVE partnership and a Montpelier-based Street Outreach team.
- Working with RDCs and RPCs from three other regions to submit a joint application to the US EDA to develop a Comprehensive Economic Development Strategy (CEDS – see below).
- Working with RPCs to develop municipal coaching/guidance related to interim bylaws that facilitates economic recovery and business operations during pandemic recovery.
- Keeping projects and programs moving forward as municipal offices reopen and boards and committees resume meeting.

Comprehensive Economic Development Strategy

CVRPC and CVEDC have joined with RPCs and RDCs in Addison, Chittenden, and Rutland Counties to apply for funding to develop a Comprehensive Economic Development Strategy (CEDS). A CEDS is a strategy-driven, regionally developed guide for community and economic development, with the ultimate goal of having a stronger, more diverse regional and resilient economy. The goal of a CEDS is to have organizations, agencies, municipalities, nonprofits, etc. pulling together in the same direction. As the only regions not covered by regional CEDS, EDA requested we unite to close Vermont's gap.

The CEDS process provides the opportunity for individuals, organizations, local governments, educational institutions, and private industry to engage in meaningful discussions about what economic development efforts could best serve the region. The most critical function of the CEDS is to provide an economic development framework. The plan also serves as a required vehicle through which some federal agencies (especially the EDA) evaluate requests for grant assistance. Currently, Central Vermont is covered by the State of Vermont CEDS, which expires in 2020 and does not reflect current practice.

EDA's CEDS practice changed over the past 5-7 years. In the past, CEDS concentrated on identifying and analyzing data and developing an extensive *project list* that responded to needs identified in the data. Projects had to be listed in the CEDS to be eligible for EDA funding. Today's CEDS is a *strategy* - a plan of action with policies and actions designed to strengthen a region's economy. Projects are listed as examples of priority actions that represent how the strategy can be translated to action. Projects do not need to be listed in the CEDS to be eligible for EDA funding.

Examples of recently-developed CEDS in Vermont include:

- Northern Vermont Economic Development District (6 northern counties) CEDS - <http://nvedd.org/Publications/DRAFTComprehensiveEconomicDevelopmentStrategy2021-2025.pdf> (draft update for review)
- East Central Vermont Economic Development District CEDS - https://www.ecvedd.org/wp-content/uploads/2020/05/CEDS_ECVEDD_2020_draft-for-review.pdf (draft for review)
- Southeastern Vermont Economic Development Strategy (SeVEDS) – <https://seveds.com/> (2019)
- State of Vermont CEDS - <https://accd.vermont.gov/economic-development/major-initiatives/ceds> (developed 2014)

Central Vermont Regional Planning Commission
Committee & Appointed Representative Reports
June 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 the following agreements
 - Northwest Regional Planning Commission – Municipal Grants in Aid FY20 Amendment 1
 - Watershed Consulting Associates – Stormwater Services Master Agreement, Addendum 2
 - Southern Windsor County RPC – DIBG Berlin Town Office & Garage Stormwater Implementation (Revised)
 - Bigglestone Investments – One-year office space lease extension (to September 2021).
- Approves FY21 dental benefit to maintain the existing dental policy and 100% employer contribution.
- Discussed State Budget “skinny” budget implications.
- Approved forwarding the Executive Committee Rules of Procedure to the Board for adoption.
- Adopted updates to the Administrative and Financial Policies and Procedures.
- Held Executive Sessions to discuss the Executive Director’s annual personnel evaluation.
- Requested the Clean Water Advisory Committee make changes to its proposed Rules of Procedure update to conform with Open Meeting Law and the Commission’s new Bylaws. Agreed to forward Rules to Board once changes are made.
- Discussed Comprehensive Economic Development Strategy relationship to the Regional Plan.
- Agreed to resume regular Commission meetings using web technology.

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

Meetings on hold due to COVID.

NOMINATING COMMITTEE (February and March; scheduled by Committee)

Did not meet.

PROJECT REVIEW COMMITTEE (4th Thursday, 4pm)

- Designated 58 Center Road, Middlesex as a preferred site for renewable energy generation based on a proposal and request by Aegis/ Emancipation Energy for a 150 KW solar installation.
- Voiced need for better guidance in the Regional Plan to address onsite storage.
- Reviewed Project Review Summary document. Discussed potential traffic impacts from development in Berlin, including the hospital expansion (on hold) and housing project.

REGIONAL PLAN COMMITTEE (as needed; scheduled by Committee)

- Reviewed Basin 14 Tactical Basin Plan for conformance to the Regional Plan.
- Reviewed results of Board discussion on the new Regional Plan. Revised Aspirations statements.

- Discussed EDA grant application to develop a Comprehensive Economic Development Strategy (CEDs) in partnership with RPCs and RDCs in Addison, Chittenden, and Rutland regions. Requested staff provide additional information about CEDs and its intersection with the Regional Plan at the next Committee meeting.

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

Did not meet.

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

- Review of Draft TAC Rules of Procedure, which are being updated to reflect the Commission's new bylaws. Requested staff provide additional information about quorum requirements and Open Meeting Law.
- Heard presentations on multiple projects in the region, including Berlin 1-89 bridge replacements, Montpelier Multimodal Transit Center, Route 12S crack sealing, replacement of BR13 on Cummings St in Montpelier, Waterbury Main St Project, and Plainfield Main St intersection.
- Heard presentations on ash tree inventories and management plans in Central Vermont. CVRPC has funding to conduct inventories and assist with management plans now.

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

Meets June 11th.

VERMONT ASSOCIATION OF PLANNING & DEVELOPMENT AGENCIES

- Discussed COVID response and recovery with State agency representatives as it relates to RPC assistance. VEM received supplemental Emergency Management Performance Grant funding, some of which will pass to RPCs for work completed. Property Transfer Tax receipts are down, which is expected to affect RPC funding.
- Agreed to work with ACCD on Zoning for Great Neighborhoods training.
- ANR received one proposal per basin for the Clean Water Service Provider RFP. RPCs applied in all basins except Mephremegog. VHCB applied for that basin.
- Met with Government Relations firm to discuss legislative activities - big picture review and issues of interest to RPCs.
- Discussed RPC approaches to FY21 budget development, telework vs office opening, staff and organizational COVID impacts, approach to employee benefits when hours reduced, and approach to in-person meetings.

VERMONT ECONOMIC PROGRESS COUNCIL

No activities from Central Vermont.

GREEN MOUNTAIN TRANSIT

- Heard overview of overview of the FY19 Transit Performance Report from VTrans
- Reduced the FY21 urban assessments by 4% as originally budgeted.

- Approves raising Paratransit fares to \$3.00 to bring paratransit fares in Chittenden County in line with federal guidance and guidelines. Increase will become effective when GMT resumes collecting fares.
- Approve updated Title Vi plan with addition of a committee section if determined necessary.
- Extend premium pay for selected classes of employees until June 15, 2020.
- Adopted Idling Policy update.
- Held executive session to discuss legal matters.
- Approves the Human Rights Commission Mediation Settlement related to a bus incident in May 2019 in Burlington.

MAD RIVER VALLEY PLANNING DISTRICT

- Discussed staff proposal for a MRV Community Indicators Project. “Community Indicators” are data points used to measure community wellbeing, often within a specific framework (e.g. “Quality of life” or “Sustainability”). A major component of community indicator projects is translation of data into action. Success requires community ownership through involvement of stakeholders through the process of identifying priorities and selecting indicators. Project would transition annual data report into a community indicators effort in light of COVID disruption. Will continue discussion at Special Meeting.
- Sugarbush not intending to hire international workers this summer. Considering rehiring those who worked at the resort previously and college students who may be home taking classes remotely.



April 23, 2020

INFORMATIONAL ONLY

Cathleen Gent, General Manager
Central Vermont Solid Waste Management District
137 Barre Street
Montpelier, VT 05602

RE: 2020 Solid Waste Management Plan Conformance with the Central Vermont Regional Plan

Dear Ms. Gent:

The Central Vermont Regional Planning Commission (CVRPC) has reviewed the *2020 Solid Waste Implementation Plan* (SWIP) as required by the *Conformance with Other Plans* Section of the SWIP. The purpose of this letter is to inform you on the analysis and relative conformance of the SWIP with the relevant Goals, Strategies and Recommended Actions of the *2016 Central Vermont Regional Plan, amended 2018*. The CVRPC has the opportunity to review the SWIP for conformance with the Central Vermont Regional Plan in accordance with 24 V.S.A. Chapter 117. The CVRPC staff completed a review of the *2020 Solid Waste Implementation Plan* (SWIP) in April, 2020. Based on this review, the CVRPC presents the following comments to the Central Vermont Solid Waste Management District.

The *2020 Solid Waste Implementation Plan* (SWIP) and the *2016 Central Vermont Regional Plan, amended 2018*, contain overarching conforming Goals and Objectives. Waste reduction policies are a priority in the Region through reduction, re-use, recycling, composting, proper management and disposal of solid waste help minimize detrimental impacts on surface and ground waters, air quality, soil, plant and animal and human communities. CVRPC found that the SWIP conforms to the following main Policies of the Solid Waste Goal in the Regional Plan:

- Supporting a “zero waste” concept for environmental and economic reasons, as outlined in Vermont’s Universal Recycling Law. The 2020 SWIP goals that commit to “zero waste” strategies such as the A-Z Waste and Recycling guide conform to this policy.
- Promoting education and outreach to both schools and businesses on recycling, composting, and proper hazardous waste disposal with an emphasis on individual participation and responsibility.
- Managing solid waste as close to the source as possible. The SWIP requires licensed solid waste hauling services to provide service information to residents annually and to offer recycling services to their customers, which supports this regional goal.

- Re-use of various materials to keep them out of the waste stream, such as building materials and textiles.
- Composting residential, commercial and institutional organic waste with efforts that are financially self-supporting and locally controlled.
- Support of public drop-off facilities for hard to recycle materials.

Other strategies included in the 2020 SWIP commit to safe waste management by including landfill and facility siting criteria and strategies to keep toxins out of water resources also conform to the Regional Plan. The CVSWMD states that it will reject any facility that impacts air, sound, water, and soil quality such as a facility that will incinerate solid waste as a means of waste reduction.

The Regional Plan Future Land Use section calls for public spaces and services to be located within Regional Centers, Town, or Village Centers. The SWIP conforms to activities within these centers. One example is the use of the Additional Recyclables Collection Center in Barre City, which is a regional center. This facility accepts specific materials including hazardous waste except oil and white goods assisting in the regional goal of such facilities to be located in regional centers. Another example within the 2020 SWIP is the goal to implement a year-round household hazardous waste facility within the region.

Recommendation: The CVRPC recommends that the SWIP include siting preference to an already existing industrial area within a Regional or Town Center to conform to the Regional Plan policy to locate industrial uses first in existing industrial areas.

According to the Vermont Universal Recycling Law, by July 2020, haulers must offer food scrap collection to specified customers. There is no mention of hauler requirements to this measure in the SWIP Plan.

Recommendation: Within the SWIP, specify when and to whom haulers will be required to provide these services.

In conclusion, the 2020 SWIP is in conformance with the Central Vermont Regional Plan. The CVRPC encourages the CWSWMD to proceed with the final stages of plan approval and adoption with the above recommendations incorporated.

Sincerely,



Pamela DeAndrea
Senior Planner