



## BOARD OF COMMISSIONERS

July 14, 2020 at 6:30 pm

*Remote Participation via GoToMeetings<sup>1</sup>*

Join via computer, tablet or smartphone: <https://global.gotomeeting.com/join/552444045>

Dial in via phone<sup>2</sup>: (872) 240-3212; Access Code: 552-444-045

Download the app at least 5 minutes before the meeting starts:

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### Page AGENDA

**6:30<sup>3</sup> Adjustments to the Agenda**

**Public Comments**

**6:35 Central Vermont Economic Development Corporation Update**, *Jamie Stewart, Executive Director*

**2 7:00 Resolution on Complying with Vermont Open Meeting Law** (enclosed)<sup>4</sup>

Adopt the annual resolution specifying the time and place of regular meetings

**4 7:05 Clean Water Advisory Committee Letter of Concern**, *Amy Hornblas, CWAC Chair* (enclosed)<sup>4</sup>

Discuss, and potentially act upon, revised letter

**12 7:20 FY21 Budget**, *Bonnie Waninger* (enclosed)

Presentation and questions.

**23 7:40 Meeting Minutes – June 9, 2020** (enclosed)<sup>4</sup>

**26 7:45 Reports** (enclosed)

Update/questions on Staff, Director, and Committee Reports

**7:50 Adjourn**

**Next Meeting: September 8, 2020**

<sup>1</sup> 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](mailto:chartrand@cvregion.com) at least 3 business days prior to the meeting for which services are requested.

<sup>2</sup> Dial-in numbers are toll numbers. Fees may be charged dependent on your phone service.

<sup>3</sup> Times are approximate unless otherwise advertised.

<sup>4</sup> Anticipated action item.



### **Resolution on Complying with Vermont Open Meeting Law (1 V.S.A. § 312)**

Whereas the Central Vermont Regional Planning Commission is a public body created in 1967 with membership from the 20 municipalities in Washington County and the Towns of Orange, Washington, and Williamstown in Orange County and is, therefore, subject to Vermont Open Meeting Law; and

Whereas that Law requires that the time and place of all regular meetings subject to Vermont Open Meeting Law shall be clearly designated by statute, charter, regulation, ordinance, bylaw, resolution, or other determining authority of the public body; now, therefore, be it

*Resolved*, that the Central Vermont Regional Planning Commission (CVRPC):

1. Adopts the time of the CVRPC Board of Commissioners regular meeting as the second Tuesday of the month, 6:30 pm,
2. Adopts the following times for regular meeting of its committees:
  - a. Executive Committee: the Monday one week prior to the Board of Commissioners meeting, 4:00 pm.
  - b. Project Review Committee: as needed, the fourth Thursday of the month, 4:00 pm.
  - c. Transportation Advisory Committee: the fourth Tuesday of the month, 6:30 pm.
3. Provides public access to its meetings by video and telephone using GoToMeeting as its platform in accordance with the temporary amendments to the Vermont Open Meeting Law. All members of the Board and committees have the ability to communicate contemporaneously during meetings through this platform. The public has access to contemporaneously listen and, if desired, to participate in meetings by using the meeting link or dial in information provided on each meeting's agenda.
4. Designates the following locations for meetings upon resumption of in-person meetings, unless otherwise noticed on CVRPC's website: [www.centralvtplanning.org](http://www.centralvtplanning.org):

- a. Board of Commissioners and Transportation Advisory Committee: Central Vermont Chamber of Commerce Conference Room, 963 Paine Turnpike North, Berlin, Vermont.
  - b. Executive Committee and Project Review Committee: CVRPC office, 29 Main Street, Suite 4, Montpelier, Vermont.
5. Names the following locations for posting of meeting notices and agendas:
- a. CVRPC website: [www.centralvtplanning.org](http://www.centralvtplanning.org).
  - b. CVPRC office, 29 Main Street, Suite 4, Montpelier, Vermont.
  - c. Cabot Town Clerk's Office, 3084 Main Street, Cabot, Vermont.
  - d. Waitsfield Town Office, 4144 Main Street, Waitsfield, Vermont.

Adopted by the Board of Commissioners:        /        / 2020.

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Laura Hill-Eubanks, Chair  
CVRPC Board of Commissioners



## MEMO

Date: July 9, 2020  
To: Board of Commissioners  
From: Bonnie Waninger, Executive Director  
Re: Clean Water Advisory Committee Letter of Concern

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✉ **ACTION REQUESTED:** Authorize the Chair to sign the letter of concern to the Agency of Natural Resources.

The Board reviewed a previous draft of this letter at its January 14, 2020 meeting and requested changes. The Basin Plan was approved by the Secretary of the Agency of Natural Resources on December 7, 2018. However, the CWAC has concerns around water quality issues and compiled a letter expressing them. Since the Committee is an advisory committee, any action on the letter requires approval of the Board of Commissioners.

The CWAC's previous draft and excerpts from the Board's January 2020 meeting minutes regarding the previous draft are included for reference.

### Background

The Basin Plan is a five-year plan for specific waters that have been identified as impaired. If surface water is not on impaired list, it could be added to a list for more monitoring. A large section of the plan is based on EPA's requirements on how phosphorus is being addressed. Other issues in the plan (i.e. chlorides) are also outlined, as well as winter management strategies, which are more of a voluntary effort.

The Clean Water Advisory Committee consists of 3 Commissioners, 5 municipal representatives, 3 watershed organizations, and an interested citizen. In February 2019, a member raised a concern that the CWAC's voice had not been heard during public comments on the Winooski Tactical Basin Plan. When the concern continued to be raised, the CWAC elected to draft a letter expressing the concern. The watershed organizations have withdrawn from CWAC participation.

The Winooski River Tactical Basin Plan is available at  
<https://dec.vermont.gov/sites/dec/files/documents/2018%20Winooski%20River%20TBP.pdf>.





May 14, 2020

Mr. Peter Walke, Commissioner  
Vermont Agency of Natural Resources  
Department of Environmental Conservation  
One National Life Drive  
Montpelier, VT 05602

Re: Water quality program recommendations

Dear Commissioner Walke,

The Central Vermont Regional Planning Commission (CVRPC) is sending this letter as a follow up to the final adoption of the *Winooski River Tactical Basin Plan*, for which the CVRPC reviewed and provided comments and recommendations in 2018.

We would like to express our deep appreciation and recognition for the Department of Environmental Conservation (DEC) staff, especially Basin Planner Karen Bates, in their hard work and commitment to addressing water quality improvement in the waters of Vermont. We also appreciate that some of our comments were incorporated into the basin plan during the plan's development. The purpose of this letter is to highlight issues brought to our attention from our Clean Water Advisory Committee (CWAC) and provide recommendations on water quality issues not addressed in the final *Winooski River Tactical Basin Plan*; Total Maximum Daily Load (TMDL) for phosphorus; clean water funding; and certain state regulations that dictate water quality protection.

Phosphorus load allocations:

1. Phosphorus Load allocations and reduction targets in the TMDL for phosphorus in Lake Champlain do not include the role of chemical fertilizers.

*Recommendation:* In future TMDL modeling, include the role of chemical fertilizer application to estimate phosphorus loading.

2. Residual, legacy phosphorous incorporated in lake sediment does not appear to be identified as a factor limiting phosphorous reduction in the TMDL for phosphorus in Lake Champlain.

*Recommendation:* In future TMDL modeling, include the reintroduction of phosphorus through lake sediments to estimate phosphorus loading.

Agriculture:

1. Recommended agricultural practices to reduce sediment or phosphorus may exacerbate other water quality problems. No-till methods to decrease sediment runoff may increase the use of

Glyphosate (aka Roundup) and other pesticides that reduce water quality and may lead to ecosystem damage and possibly contribute to phosphorus loading. Research in the Maumee River Watershed is showing how no-till and Glyphosate use may actually be increasing dissolved phosphorus loading to Lake Erie: [Article on No-Till Research by University of Arkansas](#); [Article on Ohio Northern University Research on Glyphosate](#).

*Recommendations:* Vermont Agency of Agriculture, Food and Markets (VAAFM) include reduction of use of glyphosate in recommended agricultural practices. VAAFM and DEC coordinate to conduct more extensive monitoring of Glyphosate in groundwater and surface water in and nearby agricultural fields in the Winooski Basin. VAAFM conduct research on links of no-till and glyphosate use to phosphorus loading and explore other ways to prevent farm field erosion aside from no-till.

2. Pesticides, including neonicotinoids, remain and are re-cycled in surface water and groundwater, and are potential threats to beneficial insects.

*Recommendations:* DEC include reduction of neonicotinoids use in the Vermont Surface Water Management Strategy. VAAFM and DEC coordinate to conduct more extensive monitoring of pesticides and herbicides (including neonicotinoids) in groundwater and surface water in and nearby agricultural fields in the Winooski Basin.

3. Regulatory efforts to address phosphorus, such as the *Required Agricultural Practices*, do not focus sufficient attention on chemical fertilizers.

*Recommendation:* VAAFM update the *Required Agricultural Practices* for farms to include the reduction of the use of chemical fertilizers.

#### Policies and regulation:

1. In regards to the Municipal Roads General Permit (MRGP), municipalities are required to spend funding and resources on road best management practices which may result in small phosphorus load reductions.

*Recommendation:* Allow municipalities more leeway with deciding which road segments need to be addressed and when.

2. Agriculture policies do not appear to encourage small-farm agriculture, which can lead to phosphorus loading on a larger scale from large farms.

*Recommendation:* VAAFM should create policy incentives to shift from large-scale farming operations to local small-farm agriculture to better control phosphorus loading from larger farms.

#### Water quality monitoring:

1. Response to potential statewide PFAS (including PFOA) contamination does not appear to be included in the Vermont Surface Water Management Strategy (VSWMS).

*Recommendations:* Incorporate PFOAs into the (VSWMS). DEC conduct statewide monitoring for PFOAs in groundwater and surface water to protect water quality and public health.

2. In the Phosphorus TMDL and the Winooski Tactical Basin Plan, groundwater quality and the interaction between groundwater and surface water does not appear to be factored into the understanding of phosphorus loading to Lake Champlain.

*Recommendation:* The DEC and the VGS expand monitoring and research on the interaction of phosphorus exchange in groundwater and surface water and incorporate these results in the VSWMS and basin planning efforts.

Thank you for the opportunity to present this letter to you. We look forward to working with ANR in the future on the development of Tactical Basin Plans and their implementation and other related projects.

Sincerely,

Laura Hill-Eubanks, Chair  
Central Vermont Regional Planning Commission

CC: Laura DiPietro, Vermont Agency of Agriculture, Food, and Markets  
Rick Levey, Watershed Management Division

## Excerpts from January 14, 2020 Board of Commission meeting

### Clean Water Advisory Committee

Lotspeich introduced the water quality concerns letter from the Clean Water Advisory Committee and introduced Amy Hornblas, Chair of CVRPC's Clean Water Advisory Committee (CWAC). It was noted Hornblas participated in the January Executive Committee meeting to discuss the letter in detail.

Lotspeich also introduced Karen Bates of Agency of Natural Resources (ANR), who coordinated the Winooski River Basin Planning process.

The Basin Plan was approved; however, the CWAC has concerns around water quality issues and compiled a letter expressing them. Since the committee is an advisory committee, any action on the letter requires approval of the Board of Commissioners. Lotspeich invited Hornblas to go through the letter and welcomed comments and questions.

Hornblas thanked Bates for her work on the plan and acknowledged that federal directions were followed in the planning process. She noted the Committee worked together on the letter during portions of their meetings since April; many subjects were thoroughly discussed, and the letter edited as a collaborative effort. She thanked the Committee for its hard work. CWAC member Dona Bates continued with a brief presentation on how the Committee approached its charge to review the Basin Plan. They looked at the purpose of the basin plan as resulting in clean water and undertook that as their charge. They felt their purpose was to give the Commission and the State their input on the plan; and now they have follow-up concerns to share.

A robust discussion ensued raising several points related to the Basin Plan and the letter. There was a question raised regarding what we need to do to accomplish solutions versus just disagreeing and stating concerns. It was noted that the plan appropriately addressed phosphorus, but there are other pollutants that need to be considered; that the planning directive was too narrow, and the letter was the Committee's best effort to get the information on the table. It was suggested that if the purpose of the plan is cleaner water and the plan is too narrow and needs to address broader issues, that should be stated in the first paragraph of the letter.

Disappointment was voiced about increased permitting by ANR for spraying on fields next to the Winooski River. Comment also was made that the Agency of Agriculture regulates spreading of manure and can waive land application rule requirements in emergency cases. It was expressed that all requests to spread on snow were granted as an emergency and enforcement actions are not being taken.

A question was raised that if the Commission approves and sends the letter, does CWAC anticipate any action at the ANR level? Comment was made that it would be followed up on in an attempt to see action; and also that it depends on what the Commission does with the letter, such as go into the record in other venues. It was noted that the Basin Plan is likely not to be changed, but the letter could raise awareness. Additionally, the CWAC hope the letter could accompany the Basin Plan as a reference.

Further comment was made that we have never faced what we are facing now with climate change and that stormwater needs to be controlled. Does the Basin Plan have enough teeth to do that?

Discussion then ensued regarding process and who the letter would be addressed to and who it would sign it. Hornblas confirmed the intent was to address the letter to ANR initially; she also suggested it be sent to other CWAC's. She anticipated the CWAC would sign it. It was noted that CWAC is an advisory committee, and the letter should be sent by the Board.

A question was raised about when the plan would next be updated. It was confirmed the plan would be reviewed and revised in three years. Clarification was requested as to whether the Basin Plan starts with waters already on the impaired list, but is not targeted at keeping waters off the impaired list. Bates confirmed the plan is a five-year plan for specific waters that have been identified as impaired. If surface water is not on impaired list, it could be added to a list for more monitoring. She advised a large section of the plan is based on EPA's requirements on how phosphorus is being addressed. Other issues in the plan (i.e. chlorides) are also outlined, as well as winter management strategies, which are more of a voluntary effort. Bates further noted that pesticides are outlined in Vermont Surface Water Management Strategies instead of the Basin Plan; and monitoring is being discussed with the Agency of Agriculture. Since no surface water is currently impaired by pesticides, pesticides are not part of the plan. She noted that perhaps these items need to be referenced so folks know where they are being addressed if not in the plan itself.

Further comment was made that the context of basin plan is in a policy framework. ANR is attempting to do strategic and tactical basin plans to make them more actionable and sets priorities. While we may not agree with some of the choices made, a letter that outlines we don't like your priorities and you didn't listen to our comments may not be route to go. The Basin Plan is the State's plan, not ours. Not all comments will get addressed.

Lotspeich suggested the CWAC make adjustments to the letter to address Commissioner comments and present it again at the next Commission meeting. A specific request was made to address the letter to specific party (ANR Secretary) with recommendation to have the Executive Director sign it.

A suggestion was made to do a straw poll among Commissioners to see who would be in favor of moving forward with the letter. Lotspeich elected to move forward without the straw poll, noting that any motion deserves an opportunity for discussion and that discussion could be lengthy. He requested CWAC come back with a final draft for the Board to discuss and vote on. He thanked the Committee for attending the meeting and for its work.

Additional comment was made that there may be a misconception that the phosphorus issue is being dealt with as ANR increases spraying of material next to Winooski and that spraying in winter should be addressed.

January, 2020

RE: Concerns from CVRPC Clean Water Advisory Committee

The Clean Water Advisory Committee (CWAC) reviewed the Winooski River Tactical Basin Plan and found gaps in water quality policies and practices. As the scope of water quality considerations is wide, at present CWAC is concerned with the following:

1. The Winooski Basin Plan is incomplete and thus contributes to ill-informed allocation of funds to improve water quality.
  - Phosphorus load allocations and reduction targets do not include the role of chemical fertilizers.
  - Many municipalities are required to spend more on technological infrastructure to create small changes in loading.
2. Practices to reduce sediment or phosphorus may exacerbate other water quality problems.
  - No-till methods to decrease sediment runoff may increase the use of Glyphosate (aka Roundup) and other pesticides that reduce water quality and may lead to ecosystem damage.
3. Other Pesticide / Herbicide Concerns are not included in the plan:
  - Pesticides, including neonicotinoids, remain and are re-cycled in surface water and groundwater, and are potential threats to beneficial insects.
  - The Statewide PFAS (including PFOA) contamination problem needs to be identified and described.
4. Phosphorus reduction programs will not go far in reducing the problem:
  - Efforts to address phosphorus, such as the *Required Agricultural Practices*, do not focus sufficient attention on chemical fertilizers.
  - Reducing phosphorous input to Lake Champlain, while important, will not by itself solve the Lake's phosphorous problem. Residual, legacy phosphorous incorporated in lake sediment must be identified as a factor limiting phosphorous reduction in lake waters.
5. Groundwater:
  - Groundwater quality and the interaction between groundwater and surface water is not

factored into surface water management strategies. The CWAC recommends including the interaction of groundwater and surface water in the planning and strategies for surface water quality improvement.

6. Solutions:

- Consideration should be given to allocating funding to sectors where phosphorus reduction per dollar would be greater. However, the modeling used to assess those contributions should include all sources, especially chemical phosphorus application.
- A shift to local small-farm agriculture will provide better control of phosphorous release to surface waters, and programs/policies should support this shift.
- Greater funding needed where phosphorus loading is greatest.
- Strengthen heavy forest cutting regulations to reduce storm water runoff.

Thank you for assisting our efforts to address water quality concerns we feel are lacking in the river basin plans. The CWAC would like to forward this letter to others. The Chair and members of the CWAC are available to meet to explain these concerns. Thank you for your assistance.

Sincerely,  
The CVRPC Clean Water Advisory Committee

Dona Bate – Montpelier City Council  
Russ Barrett – Northfield Conservation Commission  
Larry Becker – Middlesex Conservation Commission  
John Brabant – Calais/Board of Commissioners  
Stewart Clark – Worcester Planning Commission  
John Hoogenboom – Moretown Selectboard  
Amy Hornblas – CWAC Chair, Cabot/Board of Commissioners  
Ron Krauth – Middlesex/Board of Commissioners  
Joyce Manchester – Moretown TAC



## MEMO

Date: July 9, 2020  
To: Board of Commissioners  
From: Bonnie Waninger, Executive Director  
Re: FY21 Budget

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☒ ACTION REQUESTED: No action is required by the Board. The Executive Committee is charged with overseeing and approving an annual work plan and budget for CVRPC.

### Budget Summary

The COVID-19 crisis presents unique challenges with development of a realistic budget and work program for FY21. State and local revenues are expected to decline significantly. While there are some additional federal funds to support pandemic response and recovery, the amount is uncertain and restrictions on use of the funds may limit their availability to regional planning organizations. In addition, grants are competitive and approval/award timelines may extend beyond this budget.

The Legislature developed an initial three-month budget (July – September). The budget for the balance of the fiscal year is expected to be released in late August. The approach to addressing the anticipated fiscal constraints and level of uncertainty is to develop a budget that supports a work program for the entire fiscal year, with the understanding that the budget will be revised as needed to reflect fiscal and programmatic realities. Any major program and/or staffing changes would be phased in during the second quarter and fully implemented by January 2021.

The proposed FY 2021 budget presented here includes a projected net income of \$29,487 plus use of \$6,400 in advanced income from the Working Communities grant. It represents the Commission's known starting point - before state and federal budgets are adjusted in response to COVID.

Staff discussed four alternate budget scenarios with the Executive Committee that consider how changes to state and federal programs and agreements may affect CVRPC in FY21 and FY22. RPCs are anticipating that one or more of the following may occur and cause financial outlooks to change:

- reduction in RPC State allocation funds by the Legislature,
- increase in state and/or federal program match requirements,
- reduction or elimination of other annual agreements or special project funds, and/or
- increase in expectations that RPCs will participate in pandemic response activities, with or without sufficient resources provided to do so.



In each scenario, CVRPC's overall goal was to maintain a balanced budget to the extent possible. While CVRPC's reserves have grown over the past five years, they are insufficient to support a significant deficit for FY21 and may be needed for budget shortfalls in future years. The State's economists have projected that the pandemic's effects will last at least through FY24. Sufficient reserves must be maintained to flex with longer term impacts.

### Budget Highlights

This budget should be viewed as a starting point for year-long adjustments. As COVID-19 impacts continue to unfold, CVRPC will find itself on constantly shifting ground. The extent to which the organization positions/can position itself to be nimble/adaptable will drive outcomes related to organization health and services.

#### **Revenues: \$1,010,211**

Revenues are heavily front-loaded for the first six months of the fiscal year due to contract end dates. This front-loading, combined with reduced staff capacity due to the pandemic's impacts to school schedules and child care, may affect CVRPC's ability to complete work in the first half of the fiscal year. Both Senior Planners have reduced their hours to address childcare needs at least through September.

#### **Expenses: \$980,724**

Expenses other than wages were projected "normally" with adjustments to reflect recent trends. Generally, they were not adjusted to reflect the office closure and transition to remote work. This presents CVRPC's "worst case" scenario for expenses. Wages were held constant at FY20 levels. The transportation planner position is budgeted to remain unfilled.

Expense items were consolidated to reflect cost materiality (financial significance). For instance, equipment repair/service and interest were added to Other Expense. Billable supplies and subscriptions were added to Supplies. This reformatting is designed to assist the organization to focus on more significant items that affect the budget.

#### **Reserves: \$111,645**

In May 2016, CVRPC established five year strategic goals. Goal 1 was to enhance financial security. Increasing CVRPC's reserve fund was one strategy for reaching the goal. Most auditors and the National Association of Development Organizations advise RPCs to maintain six months operating reserves given the federal budget environment. For CVRPC, this equates to ~\$354,295. In May 2016, CVRPC's reserve balance was \$11,000. As of June 30, 2020, it is \$111,645. CVRPC exceeded its five-year goal of \$100,000 in reserves in four years thanks to diligent work on the part of its dedicated Board and staff. The goal for FY21-FY25 will be to retain those reserves in light of the pandemic's effects on local, state, and federal budgets.

CVRPC has applied for or will serve as RPC statewide lead for several grants and contracts that may augment current revenues.

Central Vermont Regional Planning Commission  
FY21 Budget

Adopted by the Executive Committee 07/06/20

Laura Hill-Eubanks, Chair

Line		06/30/19	03/02/20	07/06/20	Difference	Percent Change	Notes
		FY19 Actuals	FY20 Budget	FY21 Budget			
1	<b>REVENUES</b>	<b>1,202,533</b>	<b>1,500,199</b>	<b>1,010,211</b>	<b>(489,988)</b>	<b>-32.7%</b>	
2							
3	Community Development	56,958	56,579	9,875	(46,704)	-82.5%	Energy planning completed
4	Fee for Service	10,307	6,400	5,900	(500)	-7.8%	
6	Municipal Contracts	40,731	46,800	50,708	3,908	8.4%	
7	Natural Resources	343,091	681,857	251,524	(430,333)	-63.1%	Large construction project completed
8	Other Income	7,614	485	485	0	-	
9	Public Safety	65,485	106,042	83,634	(22,408)	-21.1%	Anticipating reduced award
10	Regional Planning Funds (ACCD)	288,996	269,638	269,323	(315)	-0.1%	Based on initial Legislative appropriation
11	Town Dues	73,488	78,041	79,875	1,834	2.4%	
12	Transportation	315,862	254,003	258,887	4,884	1.9%	
13							
14		<b>FY19 Actuals</b>	<b>FY20 Budget</b>	<b>FY21 Budget</b>	<b>Difference</b>	<b>Percent Change</b>	<b>Notes</b>
15							
16							
17	<b>EXPENSES</b>	<b>1,109,434</b>	<b>1,396,741</b>	<b>980,272</b>	<b>(416,469)</b>	<b>-29.8%</b>	
18							
19	Advertising	2,865	1,642	1,486	(156)	-9.5%	
20	Contractor Services	374,700	553,769	191,797	(361,972)	-65.4%	Large construction project completed
21	Copy/Print	3,307	4,984	4,984	0	0.0%	
22	Depreciation	2,786	3,000	6,000	3,000	100.0%	
23	Dues/Memberships/Sponsorship	9,283	11,686	11,775	89	0.8%	
24	Equipment / Furniture	0	6,000	9,000	3,000	-	Plotter purchase in FY21
26	Fringe Benefits	133,403	145,006	148,883	3,877	2.7%	Projected 12% increase in health insurance rates
27	Insurance	1,738	4,186	4,186	0	0.0%	
29	Line of Credit	0	0	0	0	-	
30	Meeting/Programs	10,844	15,444	15,208	(236)	-1.5%	
31	Office Occupancy	43,732	49,663	49,663	0	0.0%	Office lease extended at current rate
33	Other Expense	1,673	1,970	1,800	(170)	-8.6%	
34	Payroll/Wages	410,313	456,408	400,403	(56,005)	-12.3%	Position vacancy
35	Postage	2,398	2,870	2,050	(820)	-28.6%	
36	Professional Services	73,559	88,813	87,255	(1,558)	-1.8%	
37	Software / Licenses	6,518	11,055	10,516	(539)	-4.9%	
39	Supplies	13,655	16,841	12,734	(4,107)	-24.4%	Flexes due to billable supplies
41	Telephone / Internet	5,927	6,826	7,426	600	8.8%	Moved tablet data plan from Software / Licenses
42	Travel	12,734	16,177	15,106	(1,071)	-6.6%	
43							
44	<b>BAL END</b>	<b>93,099</b>	<b>103,458</b>	<b>29,939</b>	<b>(73,519)</b>	<b>-71.1%</b>	6,400 from Working Communities grant advanced and recorded as revenue in FY20
45							
46	<b>RESERVES</b>	<b>10,000</b>	<b>70,000</b>	<b>25,000</b>	<b>(45,000)</b>	<b>-64.3%</b>	
47	General	10,000	55,000	25,000		0.0%	
48	Equipment	0	0	0		0.0%	
49	Office Renovation / Relocation	0	15,000	0		0.0%	

## Central Vermont Regional Planning Commission

## FY21 Budget

As of 07/06/2020

Total Revenues				\$1,010,211
Line	Account No.			
1		<b>Community Development</b>		<b>\$9,875</b>
2	4201	BCRC Energy Implementation	\$4,875	VEIC funding for energy plan implementation
3	3155	Working Communities	\$5,000	Barre Region workforce development initiative; using 6,400 of advanced funds (revenue recorded FY20)
4				
5		<b>Fee for Service</b>		<b>\$5,900</b>
6	4308	Wrightville Beach Recreation District Bookkeeping	\$4,000	End date 12/31/21
7	4302	Cross Vermont Trail Association Admin Services	\$1,200	End date 09/30/20
8	4304	GIS Mapping	\$700	
9				
10		<b>Municipal Contracts</b>		<b>\$50,708</b>
11	4404	Cabot Trails MPG	\$0	
12		Montpelier Trails Convening	\$5,000	VT Outdoor Recreation Economy Community grant
13	4403	FY20 Better Roads Berlin	\$1,236	Road erosion inventory
14	4403	FY20 Better Roads Cabot	\$7,922	Road erosion inventory
15	4403	FY20 Better Roads Duxbury	\$7,922	Road erosion inventory
16	4403	FY20 Better Roads Marshfield	\$1,766	Road erosion inventory
17	4403	FY20 Better Roads Moretown	\$8,000	Road erosion inventory
18	4403	FY20 Better Roads Plainfield	\$5,594	Road erosion inventory
19		Waitsfield Road Erosion Inventory	\$5,546	Road erosion inventory
20	4403	FY20 Better Roads Washington	\$7,722	Road erosion inventory
21	4403	FY20 Better Roads Waterbury	\$0	Road erosion inventory
22				
23		<b>Natural Resources</b>		<b>\$251,524</b>
24	4501	FY20 604b Water Quality Planning	\$2,336	
25	4501	FY21 604b Water Quality Planning	\$2,424	Outreach for surface water reclassification
26	4516	FY20 Tactical Basin Planning Support	\$0	Municipal outreach, Basin Plan assistance
27	4516	FY21 Tactical Basin Planning Support	\$15,122	Municipal outreach, Basin Plan assistance
28	4506	FPR Forest Integrity	\$44,442	18,765 contractor pass through
29	4518	WCA 3-Acre SW Partnership	\$5,510	3-acre stormwater site selection & stakeholder outreach
30	4512	NEIWPCC Berlin SW Final Design	\$300	
31	4505	DEC Woodbury Elm/Fire SW Final Design	\$25,938	18,038 contractor pass through
32		DEC Moretown School SW Final Design	\$36,210	31,958 contractor pass through
33	4515	DIBG Calais & Woodbury SW Final Design	\$50,146	48,106 contractor pass through
34	4515	DIBG Berlin Town Office & Garage	\$69,096	62,930 contractor pass through
35				
36		<b>Other Income</b>		<b>\$485</b>
37	4999	Miscellaneous	\$475	VAPDA Jan meeting reimbursement
38	4901	Interest	\$10	
39				
40		<b>Public Safety</b>		<b>\$83,634</b>
41	4602	VEM Emergency Mangmt Performance Grant (EMPG) FFY 20	\$41,795	Preparedness, assistance, and education
42	4602	VEM EMPG FFY19	\$7,143	Preparedness, assistance, and education
43	4607	Local Emergency Planning Committee 5 FY20	\$9,195	Bookkeeping, administrative services & Tier II support
44	4607	Local Emergency Planning Committee 5 FY21	\$9,750	Bookkeeping, administrative services & Tier II support
45	4607	Local Emergency Planning Committee 5 Old Funds	\$1,433	TBD
46	4609	VEM Montpelier & Calais LHMPs	\$13,118	Local Hazard Mitigation Plans
47	4611	VEM State Emergency Operation Center MOA	\$1,200	Disaster event support

## Central Vermont Regional Planning Commission

## FY21 Budget

As of 07/06/2020

Total Revenues				\$1,010,211
Line	Account No.			
48				
49		<b>Regional Planning Funds (ACCD)</b>		<b>\$269,323</b>
50	4100	FY20 Carry Forward	\$0	
51	4100	FY21 Allocation	\$269,323	Local and regional planning & implementation
52				
53	4701	<b>Town Dues</b>		<b>\$79,875</b>
54				
55		<b>Transportation</b>		<b>\$258,887</b>
56	4804	VTrans Transportation Planning Initiative (TPI) FFY20	\$85,924	Includes Stevens Branch tranpo resiliency study
57	4804	VTrans TPI FFY21	<b>\$146,884</b>	
58	4803	NRPC Municipal Grants in Aid FY20	\$13,595	Program extended to 10/31/2020
59	4803	NRPC Municipal Grants in Aid FY21	<b>\$12,485</b>	Support municipal roads BMP implementation
60				

Notes: Orange shading denotes risk areas, such as annual contracts that will not be confirmed until the fiscal year has begun, grant award not under contract, and prospective contracts with a reasonable expectation of award.

## Central Vermont Regional Planning Commission

## FY21 Budget

As of 07/06/2020

Total Expenses				\$980,272
Line	Account No.			
1	5305	<b>Advertising</b>		<b>\$1,486</b>
2		Administrative	0	
3		ACCD	756	Regional Plan & 7 Municipal Plan approval hearings
4		Community Development	0	
5		Municipal	0	
6		Natural Resources	0	
7		Public Safety	730	
8		Transportation	0	
9				
10	5315	<b>Contractor Services</b>		<b>\$191,797</b>
11		ACCD	7,000	AmeriCorp VISTA member
12		Brownfields	0	Site assessments and corrective action planning
13		Working Communities	5,000	Inclusive planning for workforce & employer support
14		#REF!	18,765	Pass through to other RPCs for municipal assistance
15		#REF!	0	
16		#REF!	18,038	
17		#REF!	31,958	
18		#REF!	48,106	
19		#REF!	62,930	Stormwater construction project
20		FFY20 Transportation Planning Initiative (TPI)	0	
21		FFY19 Transportation Planning Initiative (TPI)	0	
22				
23	5325	<b>Copy / Print</b>		<b>\$4,984</b>
24		Lease	2,884	
25		Color Copies	2,100	Estimate based on FY19 plus 300 Regional Plan
26				
27	5320	<b>Depreciation</b>		<b>\$6,000</b>
28				
29	5360	<b>Dues / Memberships / Sponsorships</b>		<b>\$11,775</b>
30		VAPDA	5,500	Annual Dues
31		VT League of Cities & Towns	950	Access to unemployment insurance & other services
32		VLCT Employment Resources and Benefits	275	Unemployment insurance trust fee
33		Nat'l Assoc. of Development Organizations	2,500	
34		Assoc. of State Floodplain Managers	500	3 Certified Floodplain Managers
35		VT Planners Association	300	6 staff
36		Event Sponsorships	1,750	Welcome Legislator Reception 250; VT Downtown/Hist Pres Conf 1000; Envirothon 250; VPA 250
37				

## Central Vermont Regional Planning Commission

## FY21 Budget

As of 07/06/2020

<b>Total Expenses</b>	<b>\$980,272</b>
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Line	Account No.			
38		<b>Equipment / Furniture (&gt;\$5,000)</b>		<b>\$9,000</b>
39		Capital	9,000	Plotter
40		Office Furniture/Equipment	0	
41				
42	5000	<b>Fringe Benefits</b>		<b>\$148,883</b>
43		FICA	29,518	Medicaid & Social Security taxes
44		Health Ins.	83,989	
45		Dental Ins.	5,660	
46		Vision Ins.	0	Not provided
47		Retirement	18,903	5% of gross wages after 1 year employment
48		Disability Ins.	2,803	
49		Life Ins.	1,296	
50		Unemployment Ins.	1,400	VLCT Employment Resource & Benefits Trust
51		Workers Comp Ins.	3,394	Revised based on Compliance Audit; reclassification of field staff into surveyor class code
52		Technology Stipend	1,920	40/mo/employee (prorated for hours worked)
53				
54		<b>Insurance</b>		<b>\$4,186</b>
55	5345	General Liability	1,738	Property/Vehicle/Fire
56	5346	Public Officials	2,448	Legal/Employment Practices Liability
57				
58		<b>Line of Credit</b>		<b>\$0</b>
59		Debt Repayment	0	Debt not anticipated
60		Interest	0	
61				
62	5350	<b>Meetings / Programs</b>		<b>\$15,208</b>
63		Administrative	4,500	1350 Commission mtgs; 650 team building; 2000 prof dev
64		ACCD	5,271	480 workshops/forums; 825 Commission mtgs; 2500 prof dev; 1800 meetings
65		Brownfields	0	
66		Energy	260	
67		Municipal	0	
68		Natural Resources	100	
69		Public Safety	1,200	
70		Transportation	3,402	TAC & project mtgs
71		VAPDA	475	Jan meeting reimbursement
72				

## Central Vermont Regional Planning Commission

## FY21 Budget

As of 07/06/2020

Total Expenses				\$980,272
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Line	Account No.			
73	5370	<b>Office Occupancy</b>		<b>\$49,663</b>
74	5371	Rent	42,383	Lease extension through 09/30/2021
75	5310	Office Cleaning	2,080	80 bi-weekly
76		Repairs & Other Maintenance	200	
77		Office Renovations / Relocation	5,000	
78				
79		<b>Other Expense</b>		<b>\$1,800</b>
80		Miscellaneous	220	Gifts, non-billable fees, etc.
81		Equipment Repair & Service	400	100 telephone; 300 Traffic Counters
82		Fees	1,170	420 Payroll direct deposit; 500 Line of Credit; 100 misc; 150 DCRA
83	5960	Bad Debt	0	
84		Interest	10	
85				
86	5001	<b>Payroll/Wages</b>		<b>\$400,403</b>
87		Gross Pay	385,856	7.5 FTE plus Planning Techs; includes raises, bonuses, & payment in lieu of health insurance benefit
88		Compensatory Time	14,303	Year end estimate
89		Overtime	244	Non-exempt employee
90				
91	5355	<b>Postage</b>		<b>\$2,050</b>
92		Postage Machine	210	
93		Machine Postage	1,500	Includes add postage fees
94		Billable Postage	340	Regional Plan
95				
96		<b>Professional Services</b>		<b>\$87,255</b>
97	5202	Audit	7,950	Single Audit not required
98	5201	Accounting	65,000	5000 monthly fee
99	5203	IT/Computer	3,700	425 quarterly maintenance; it support as needed
100	5204	Legal	3,000	Personnel policy update
101		Website Update	5,000	Modernize the website
102	5205	Videography	1,925	175/mo for Commission meetings
103	5200	Other	680	Scanning service ~35/mo; Shredding services 260
104				

## Central Vermont Regional Planning Commission

## FY21 Budget

As of 07/06/2020

Total Expenses				\$980,272
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Line	Account No.			
105	5375	<b>Software / Licenses</b>		<b>\$10,516</b>
106		ESRI GIS License	3,300	1500 concurrent; 500 Spatial Analyst; 1300 basic
107		Intuit Quickbooks Pro	4,020	Update QB program; maintain two QB licenses; 1-yr QB payroll module
108		Microsoft Exchange 365	562	Remote access to email
109		FortiClient	390	Remote access to server
110		Register.com	500	Domain name (cvregion.org & cvregion.com)
111		Network Solutions	80	CVRPC website
112		Bit Defender	115	Antivirus license for up to 25 computers
113		Ormsby's Computer Systems	1,079	Acronis Server Backup License 180.15 & Cloud Storage License 899
114		Register.com	470	Domain Gateway
115				
116		<b>Supplies</b>		<b>\$12,734</b>
117	5333	General Office	4,500	
118	5331	Equipment	1,800	Laptops
119	5332	GIS	1,600	
120		Furniture	2,000	Standing desks
121	5335	Subscriptions	1,544	190 Times Argus; 22 Valley Reporter; 240 Constant Contact; 192 Survey Monkey; 300 GoToMeeting; 600 Miro
122	5334	Billable Supplies	1,290	500 transportation field supplies
123				
124	5385	<b>Telephone / Internet</b>		<b>\$7,426</b>
125		Telephone Lease/Service	5,160	Added new line & conference phone
126		Internet Service	1,666	
127		Tablet Data Plan	600	Field services GPS data accuracy
128				



## Central Vermont Regional Planning Commission

## FY21 Budget

As of 07/06/2020

Total Expenses				\$980,272
----------------	--	--	--	-----------

Line Account  
No.

129	5390	Travel		\$15,106
130		Administrative	5,000	VAPDA, prof dev & other mtgs
131		ACCD	2,300	Local, regional, and state meetings
132		Community Development	67	Local energy planning
133		Municipal	1,678	Meetings & field work
134		Natural Resources	847	Meetings
135		Public Safety	653	Site visits, meetings, CFM continuing ed requirement
136		Transportation	4,561	TPI 3900
137				

## CENTRAL VERMONT REGIONAL PLANNING COMMISSION

## Reserve Fund

As of 06/30/2020

## Reasons for Reserve Fund:

- to ensure the Commission can continue to provide a useful level of services in times of tight budget years;
- to provide for emergency funds, should they be needed; and
- to ensure sufficient funding to close down, should that ever be the case.

**Recommendation:**      **6 months minimum operating expenses**  
**\$295,288**

**Current Reserves:**      **\$111,645** (Interim goal: \$200,000 by 2025 or ~3 months operating expenses)  
                                  \$64,412 Unrestricted/Unassigned - General reserves  
                                  \$0 Unrestricted/Committed - Emergency equipment purchases & other capital expenses  
                                  \$0 Unrestricted/Committed - Accrued compensated absences (Paid Time Off liability)  
                                  \$20,000 Designated - Office Renovation / Relocation  
                                  \$27,233 Designated - FY19 indirect overrecovery

**Balance (+/-):**                      **(\$183,644)**

**No. Months Reserves:**              **2.3** Goal: 6 months

## Minimum Monthly Expenses:

<b>Total</b>	<b>\$49,215</b>
Equipment	\$750
Fringe Benefits	\$0
Insurance	\$349
Office Rent/Utilities	\$4,139
Other Expense	\$150
Payroll	\$32,155
Postage	\$171
Printing/Copies	\$415
Prof Services	\$7,271
Software (licenses)	\$876
Supplies	\$1,061
Telephone/Internet	\$619
Travel	\$1,259

Recommendations

1. Contribute \$25,600 per year to reach goal of \$200,000 by 2025 (~3 months operating reserves)
2. For this year, contribute \$25,000 to reserves.
3. Recommended set aside should be reviewed annually and adjusted as needed.

## CENTRAL VERMONT REGIONAL PLANNING COMMISSION

## DRAFT MINUTES

June 9, 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 checked="" 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 checked="" type="checkbox"/>	Cabot	Amy Hornblas	<input checked="" type="checkbox"/>	Roxbury	Jerry D'Amico
<input type="checkbox"/>	Calais	John Brabant	<input checked="" type="checkbox"/>	Waitsfield	Don La Haye
<input type="checkbox"/>		Jan Ohlsson, Alt.	<input type="checkbox"/>		Harrison Snapp, Alt.
<input checked="" type="checkbox"/>	Duxbury	Alan Quackenbush	<input type="checkbox"/>	Warren	
<input checked="" type="checkbox"/>	E. Montpelier	Julie Potter	<input type="checkbox"/>		J. Michael Bridgewater, Alt.
<input type="checkbox"/>		Clarice Cutler, Alt.	<input 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 type="checkbox"/>	Williamstown	Richard Turner
<input checked="" type="checkbox"/>	Middlesex	Ron Krauth	<input type="checkbox"/>		Jacqueline Higgins, Alt.
<input checked="" type="checkbox"/>	Montpelier	Marcella Dent	<input checked="" type="checkbox"/>	Woodbury	Michael Gray
<input type="checkbox"/>		Mike Miller, Alt.	<input checked="" type="checkbox"/>	Worcester	Bill Arrand

Staff: Bonnie Waninger, Nancy Chartrand, Clare Rock

Guests: Seán Sheehan, Vermont Tax Structure Commission

**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 and roll call was completed.

**Adjustments to the Agenda**

Hill-Eubanks advised that Dara Torre will be late so we will reverse the order on the agenda of Elections, Committees and Appointments, and Rules of Procedure Updates. Rules of Procedure will be first, followed by Committees and Appointments, and then Elections

**Public Comments**

None.

**Population Changes and Vermont State Revenues**

Hill-Eubanks introduced Sean Sheehan of Vermont Tax Structure Commission, who presented on *Population Changes and Vermont State Revenues* with assistance from Joyce Manchester. Specifically outlined were the following trends in Vermont: #1 - More Seniors, Fewer Children, and Fewer Working-

age Adults; #2 – More Metropolitan, Less Rural Growth; #3 – More Households with Fewer People. A copy of the presentation slides are available on CVRPC's website.

Following the presentation there were several topics discussed that included what type of work the statistics for those age 65 and older include, one person households income, expenditures and demographics, creating a tax structure and/or regulations that support home and farm shares to assist people with aging in place, work force shortages and job training, in migration and out migration trends, county growth, use of the report for future tax structure change, the effect of aging in place on the housing stock, and the increase in single family households as it relates to the population data.

### **Committee Rules of Procedure Updates**

Executive Committee - The Executive Committee Rules of Procedure incorporates updates to reflect changes in the new Bylaws. There was a request for a definition of 'general activities' on page 14, Line 35. It was confirmed that those activities are outlined above in Lines 13 – 32 and that these are the activities the Board authorizes the Executive Committee to do on its behalf. There was further question as to how much this list has been expanded upon since the last bylaws revision. It has not been expanded.

*R. Wernecke moved to adopt the Executive Committee Rules of Procedure; D. La Haye seconded. Question was raised if a roll call vote was necessary. Chair Hill-Eubanks advised a roll call would be requested if there was not a unanimous decision. Voting proceeded and motion carried.*

Nominating Committee - The Nominating Rules of Procedure were tabled because they need further review for conformance with the Bylaws before a request for adoption by the Board.

### **Committees and Appointments**

J. Shatney reported that the Nominating Committee confirmed all Commissioners and Alternates serving on committees wanted to remain on their committees. Question was raised about getting new membership in committees and if the Nominating Committee reached out to new potential members. It was noted that new members were not contacted. Nominations were opened from the floor at the last meeting, and no additional nominations were made. Discussion ensued over the need to be revolving people involved and that we should reach out and ask who wants to serve on committees. Hill-Eubanks advised there were a lot of new members rolled in last year. This year was harder due to many people being involved in COVID response. She advised we could try harder next year with outreach to address turnover and get Commissioners who are not involved more involved.

Question was raised regarding the Executive Committee's one year term and why the Vice Chair doesn't replace the Chair after one year. It was noted that the Commission's practice is to have the Chair and Vice Chair typically serve two years to maintain continuity and governance. It was further clarified that there may be confusion between term limits and term of election. The Commission Bylaws do not outline term limits; they speak to term of election. A person could be re-elected to the same role for several years in a row. There was additional reference to Page 14 in packet – Nominating Committee Guidelines - where it is stated the Executive Committee Chair will be elected with the assumption that the Chair will serve two terms and the Committee will consider a previous Vice Chair if at all possible.

1 *R. Wernecke moved to approve the slate; G. D'Amico seconded. Motion carried.*

2  
3 **Elections**

4 D. Torre, Secretary/Treasurer, provided the results of the voting for the Executive Committee. Torre  
5 advised 15 ballots were collected and reviewed. The full slate of seven Executive Committee members  
6 was voted for on those ballots. There was question if ballots went out to both Commissioners and  
7 Alternates. N. Chartrand advised that ballots were only sent to Alternates in the event that there was  
8 not currently Commissioner representation to vote on behalf of the municipality, as in Plainfield. It was  
9 noted that in the future we may want to send to both Alternates and Commissioners. B. Waninger  
10 advised this would be reviewed.

11  
12 **Meeting Minutes**

13 *R. Wernecke moved to approve the minutes of May 12; J. Potter seconded. Motion carried.*

14  
15 **Reports**

16 Waninger said Duxbury is planning to apply for a Broadband Innovation Grant and is looking to do a  
17 feasibility study. The Commission's role would be related to community engagement and pulling  
18 together statistics for marketing. She noted we will also be contacting Waterbury to see if they would  
19 like to join this study. L. Cattaneo advised the Project Review Committee looked at a second site for  
20 energy generation and still is not able to look at these sites and reference guidance as to whether or not  
21 they should have onsite storage or if there is an appropriate location for infrastructure in the area. He  
22 inquired as to the status of a review of energy policy in the Energy Plan to assist the committee in  
23 review of these sites. Waninger said the Regional Plan Committee initiated work on the Regional Plan  
24 update right before COVID; however, it would be some time before a new Regional Plan is in place. C.  
25 Rock further noted that the Project Review Committee voiced strong support for addressing energy  
26 storage in the Regional Plan as soon as possible.

27  
28 There was also a suggestion made that the Regional Plan address issues that have arisen as a result of  
29 COVID that may create conflicts within the plan (i.e. mass transit and town centers being in conflict with  
30 guidance as related to physical distancing).

31  
32 **Adjournment**

33 *R. Wernecke moved to adjourn at 8:02 pm; D. La Haye seconded. Motion carried.*

34  
35 Respectfully submitted,

36  
37 Nancy Chartrand, Office Manager

## Central Vermont Regional Planning Commission

P: 802-229-0389

Staff Report, July 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 quote to Roxbury.
- Reviewed Middlesex Zoning regulations and discussed potential zoning changes with Planning Commission.
- Responded to East Montpelier zoning question.
- Meet with Montpelier Planning Commission for municipal consultation.
- Met with Woodbury Planning Commission to discuss Enhanced Energy Plan and regional services.
- Conducted outreach to Barre City, Barre Town, Duxbury, Fayston, Northfield and Plainfield to determine municipal plan adoption status.

#### Training & Education:

- Facilitated a training with Waterbury LEAP and Capstone Community Action for local energy committees focused on weatherization and public engagement during COVID-19.
- Presented municipal challenges and opportunities in a COVID world to the Vermont Urban & Community Forestry Council.

#### Regional Planning and Implementation:

- Submitted grant application to develop a Comprehensive Economic Development Strategy with RPCs/RDCs in Central VT, Addison, Chittenden, and Rutland regions and the Agency of Commerce and Community Development.
- Coordinated with municipalities and regional non-profits in submitting economic development projects to CVEDC for regional prioritization.

#### Partnerships for Progress:

Working Communities Challenge: Participated in statewide meeting focused on systems change and race, diversity, and inclusion. Facilitated three team meetings to discuss collaborative leadership, community engagement, and systems change principles and refine approach. Recruited Central VT Adult Basic Education onto the team. Participate in check-in with Federal Reserve Bank.

Central Vermont Economic Development Corporation (CVEDC): Participate in Board meeting. Participated in meeting to rank regional project for the State Comprehensive Economic Development Strategy update.

THRIVE – Participated in weekly Leadership Partners check in; presented CVRPC updates on CEDS and FY21 VISTA service activities. Agreed to have VISTA work with homelessness task force to inventory public restrooms and shower facilities. Interviewed five Partners to assist THRIVE to move its ideas to action. Participated in Design Team meeting to craft meeting agenda for same.

BADC – Participated in BADC meeting and provided CVRPC updates.

Washington County Regional Response: Participated in participant synch meeting to keep abreast of response

activities among partners.

## EMERGENCY MANAGEMENT & HAZARD MITIGATION

### Local/Regional Planning:

- Attended State Emergency Response Commission (SERC) meeting on LEPC consolidation and realignment.
- Attended SERC meeting with LEPC Chairs presenting information on LEPC consolidation.
- Reviewed and submitted the following Local Emergency Management Plans (LEMPs) to VEM for approval: Plainfield, Roxbury, Northfield, and Fayston.
- Attended Annual Training and Exercise Planning Workshop and submitted 2020-2022 calendar of trainings and exercises to VEM.
- Discussed Orange County Community Recovery Vision with Vermont Council on Rural Development.

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

Calais – Continuing data updates. Town forming a planning committee. Emailed data gathering worksheets to Selectboard.

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 – VEM comments returned and addressed; Selectboard review in progress.

### COVID-19 Response & Recovery:

- Participated in meetings to maintain situational awareness regarding response and recovery needs/actions:
  - SEOC (Monday, Wednesday, Friday) – situational awareness briefing.
  - Health Operations Center (Monday, Wednesday, Friday) - situational awareness briefings.
  - Agency of Commerce (weekly) - economic response and impacts, recovery planning.
- Submitted a Request for Public Assistance (RPA) for CVRPC under the Public Assistance Program. Gathered information and materials required for CVRPC's PA Project Application.

## TRANSPORTATION

**Field Services:** Contact Ashley Andrews, [Andrews@cvregion.com](mailto:Andrews@cvregion.com), for 2020 counts and inventories.

- Completed Berlin road erosion inventory field work. Drafting report.

### Transportation Studies:

Cabot Trail Planning (Municipal Planning Grant): Finalizing report. Attended a Trails Committee meeting.

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 election of officers. Agreed to delay revisions to the Combined Time Off Policy. Reviewed and approved Board agenda.

Operations Committee – Reviewed proposed changes to No Smoking Policy. Received update on Micro-Transit effort and rural electric buses. Discussed performance reporting.

GMT Board of Commissioners Chair Role Activities:

- Fostered initiation of GMT Fairness & Inclusion Committee and recruited Board member as its chair.
- Finalized General Manager contract.
- Spoke with multiple Board members regarding their interest in the Vice Chair position.

**Municipal Assistance:**

- Discussed possible public outreach and engagement activities with Plainfield Select Board member regarding the Rt. 2 intersection project.
- Reviewed invoices and for answered questions from multiple towns about Grants in Aid program.
- Completed Grants in Aid post-construction site visit in Barre Town.
- Participated in Northfield Ridge to River trails meeting.

**Regional Activities:**

- Reviewed Section 1111 (highway access) permits (indication of potential development project).
- Participated in micro-transit advisory group meeting. Micro-transit is on-demand transit provided with small vans. A pilot service operated by GMT is expected to begin in Montpelier in January 2021.
- Participated in Public Transit Advisory Committee meeting as VAPDA representative.
- Provided Transportation Advisory Committee guidance on quorum and Open Meeting Law.
- Participated in Transit 4 All grant information session.
- Participated in I-89 Study Advisory Committee meeting. The Committee prioritized interchanges for further study.
- Participated in Vermont Elders and Persons with Disabilities Summit.

## NATURAL RESOURCES

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

**Tactical Basin Planning Assistance:**

- Attended public meeting host by the Department of Environmental Conservation on pre-Draft of the Basin 14 Tactical Basin Plan. Provided materials to officials in Orange and Washington, as well as CVRPC Board members to solicit feedback on the Basin 14 plan during the public comment period. Met with Clean Water Advisory Committee (CWAC) and Executive Committee (EC) to approve the CVRPC Regional Plan conformance and comment letter developed by staff. Submitted conformance letter to the Agency of Natural Resources.
- 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.

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

Woodbury Stormwater Mitigation Final Designs – Finalized contract with Dubois and King (D&K) to complete final designs for four stormwater mitigation projects in the Village of Woodbury: Woodbury Elementary School, Fire Department Annex, Fire Department and Post Office, and along Church Street. The project



team, including selectboard member Michael Gray, D&K and CVRPC staff, met for a kickoff meeting to discuss the concept designs, schedule and deliverables. Final designs anticipated by spring 2021.

Calais Stormwater Mitigation Final Designs – Hired Milone and MacBroom, Inc. (MMI) to complete the final designs for two projects in 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. Finalizing MMI contract and holding a kickoff meeting for the project with community stakeholders in July. Designs to be complete by the fall 2021.

Berlin Town Office Stormwater Implementation – Grant Agreement received. Working with the Town Administrator to determine when to solicit bids for construction of a gravel wetland to remediate stormwater at the Berlin Town Office. Project completion is November 2021.

**Berlin Stormwater Final Designs:** Watershed Consulting Associates (WCA) and Civil Engineering Associates (CEA) completed the 100% designs for three sites: Berlin Elementary School, Chimney Sweep, and Berlin Fire Station. This project is complete except for obtaining a wetland permit from the Agency of Natural Resources for the Berlin Elementary School and Fire Department sites.

**Moretown Elementary School Stormwater Final Design:** This project will develop a final design for stormwater treatment at the Moretown Elementary School and Town Office. The project team includes CVRPC, Watershed Consulting Associates, LLC (WCA), Civil Engineering Associates (CEA), Moretown Selectboard member, Friends of the Mad River representative, and School District Maintenance Manager. The team met for a virtual kickoff meeting. 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. Final design is expected to be complete in June of 2021.

**Clean Water Planning (604b):** Submitted web map of monitoring locations and 2019 results to Friends of the Winooski River (FWR) for review. Met with both FWR and the Friends of the Mad River for comments. Project will be finalized by August 2020.

**Forest Integrity:** Reviewed returned RPC Project Solicitation forms from other RPC, initiated drafting of sub-recipient contracts.

## OFFICE & ANNOUNCEMENTS

### Office:

- On-boarded new summer planning technician, Elena Juodisius, who will conduct road erosion inventories.
- Created an employee health check process for office entry to reduce the spread of COVID-19.
- Interviewed candidates for VISTA service; candidate offer in progress.
- “Toured” new technologies. Harvest is a timesheet program that may provide efficiencies for time and effort reporting. Bamboo is an online HR tool. Miro is a remote meeting whiteboard tool that allows multiple users to use sticky notes and markers to share and connect ideas.
- Reviewed VTrans Title IV website for resources to update CVRPC’s Title VI Plan. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq. prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives Federal funds or other Federal financial assistance. As a sub-recipient of

Federal funds, CVRPC must make sure that its programs and activities are free of discrimination. The Title VI Plan describes how CVRPC complies with Civil Rights legislation and principles. It also contains a section on complaint procedures for CVRPC programs.

#### **Professional Development/Leadership:**

- Clare completed the renewal process to maintain her Certified Floodplain Manager status.
- Clare continues to work with the Vermont Planners Association Professional Development subcommittee to develop a series of Brown Bag webinars for roll out this spring.
- Clare participated in one ACCD zoning webinar.
- Grace participated in an ASFPM webinar on Predictions for the 2020 Hurricane Season, a FEMA webinar on the new Building Resilient Infrastructure and Communities (BRIC) hazard mitigation program, and a FEMA webinar on the COVID-19 Pandemic Operational Guidance (CPOG).
- Pam, Zach, and Elena participated in a roadside hazard safety webinar held by Vermont Local Roads.
- Zach participated in a training on the US Census Bureau's new data interface, [data.census.gov](https://data.census.gov).

#### **Upcoming Meetings:**

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

#### **July**

July 10	9 am	VTrans Elders and Persons with Disabilities Summit
July 14	6:30 pm	Board of Commissioners
July 16	2 pm	Regional Elders and Persons with Disabilities Advisory Committee
July 21	6:30 pm	Orange County Economic Recovery Forum
July 28	6:30 pm	Transportation Advisory Committee
July 30	4 pm	Project Review Committee

#### **August**

Aug 3	4 pm	Executive Committee
Aug 11	6:30 pm	Board of Commissioners (if needed; customarily does not meet in August)
Aug 25	6:30 pm	Transportation Advisory Committee
Aug 27	4 pm	Project Review Committee

**Visit CVRPC's web site at [www.centralvtplanning.org](http://www.centralvtplanning.org) to view our blog and for the latest planning publications and news.**

**Central Vermont Regional Planning Commission**  
**Committee & Appointed Representative Reports**  
July 2020

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

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

- Authorized signature of the following agreements
  - DuBois & King - Stormwater Services Master Agreement, Addendum 1, Woodbury Stormwater Final Designs, Amendment 1
  - Watershed Consulting Associates – Stormwater Services Master Agreement, Addendum 1, Berlin Stormwater Final Designs, Amendment 1
  - Department of Public Safety – EMPG 2019 Amendment 2
  - Bigglestone – Office Lease Extension (one year)
- Approved the Chair's signature on a letter to the Agency of Natural Resources outlining the Commission's comments to the Draft Steven, Wells, Waits, Ompompanoosuc & Connecticut River Direct Tactical Basin Plan.
- Adopted FY21 Budget and reviewed future budget scenarios.
- Approved proceeding with the hearings to amend the Regional Plan.
- Resolved to make an exception based on offers made to current part-time employees, which would allow part-time employees (24 hours/week minimum) to continue their retirement benefit until the current Personnel Policy can be updated to address the full-time status.

**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** (4<sup>th</sup> Thursday, 4pm)

Did not meet.

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

Did not meet.

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

Did not meet.

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

VTrans presented about updates to the 2015 Vermont Rail Plan and the 2012 Vermont Freight Plan. The updates will be closely coordinated to efficiently incorporate the overlap of freight rail components. Both plan updates will address developing issues, including changes to the global economy and evolving

trade agreements, e-commerce, technological advancements, and the reliability and resilience of our transportation system.

A. Andrews presented a brief overview of the Washington County Railroad Montpelier Barre Section Rail Study commissioned by VTrOans .

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

Provided comment on the Draft Steven-Wells-Waits- Ompompanoosuc & Connecticut River (Basin 14) Tactical Basin Plan. Reviewed Rules of Procedure revisions.

#### **VERMONT ASSOCIATION OF PLANNING & DEVELOPMENT AGENCIES**

- Agency of Commerce & Community Development staff discussed COVID-related actions. Anticipating Legislative cuts to RPC State allocation funding. Municipal Planning Grant program may be cut entirely.
- Dept. of Public Safety shared information about its upcoming Request for Proposals for RPCs to verify connectivity for public WiFi hotspots in advance of 2020-2021 school year.
- Dept. of Taxes highlighted bills related to creating an integrated property tax management system. Also will be managing three programs to assist municipalities: \$13 million for reimbursement of eligible COVID-related expenses, \$150,000 for RPCs to assist municipalities to identify and document eligible expenses (CVRPC to act as statewide contract lead), and funding to digitize land records. Program guidelines will be available by July 12.
- Discussed Local Support and Community Action Team of the Governor's Economic Mitigation and Recovery Task Force proposal for regional Community Recovery Visits. This program would be operated by the Vermont Council on Rural Development and would run very similar to VCRD's Community Visit process. A Visit would be completed in each county. The Orange County visit is scheduled for July 21<sup>st</sup>. The Washington County forum will be September 10<sup>th</sup>. Both are from 6:30-8:30 pm. Details to follow ~2 weeks prior to the event. CVRPC is assisting to plan both events.

#### **VERMONT ECONOMIC PROGRESS COUNCIL**

No activities from Central Vermont.

#### **GREEN MOUNTAIN TRANSIT**

- VTrans provided a brief overview to the Elders and Persons with Disabilities program.
- Starting July 6<sup>th</sup>, the Lamoille County and US 2 Commuter services will transition from GMT to Rural Community Transportation (NE Kingdom provider).
- Approved a \$3,000 performance bonus for the Interim General Manager based on the extended time in the position and significant accomplishments achieved, including navigating the organization through the pandemic.
- Agreed to resume work on fairness and inclusion, which was paused for COVID-19 response activities. Meg Polyte of Burlington will chair a Fairness and Inclusion Committee, with participation by up to 3 Commissioners and staff from GMT's operations and administrative staff.
- Initiated Collective Bargaining Agreement (CBA) education with a presentation on GMT's Progressive Discipline and Grievance Procedures. The CBA will be renegotiated in FY21 and a series of educational presentations will re-familiarize the Board with its contents.

- Endorsed the General Manager contract.
- Voted to extend premium pay for certain employees to July 15<sup>th</sup>.
- Adopted an amendment to the No Smoking Policy. Thanked Alt. Commissioner Brewer for her work assisting staff to identify smoking cessation resources the organizations can use to support the policy.
- Approved seeking additional grant funds from VTrans for the Micro-transit pilot project.
- Held an Executive Session to discuss confidential attorney client communications.
- Approved the Human Rights Commission Mediation Settlement as reviewed in Executive Session.

**MAD RIVER VALLEY PLANNING DISTRICT**

- Reviewed changes to the proposal for a MRV Community Indicators Project. Established 7-member project advisory committee.
- Reviewed updates to trailfinder.info to incorporate MRV trailhead kiosk project.
- Discussed potential changes to the 5-Town Leadership meeting.

INFORMATIONAL ONLY

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https://vermontbiz.com/news/2020/june/23/food-access-map-demonstrates-importance-community-design-improving-health

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June 1, 2020

Ms. Judith C. Whitney, Clerk  
Vermont Public Utility Commission  
112 State Street  
Montpelier, VT 05620-2701

Re: 20-0871-AN: 58 Center Road, Middlesex, VT - Designation as "Preferred Site" under Rule 5.103

Dear Ms. Whitney:

Emancipation Energy, LLC is proposing a 150 kW ground mounted net-metered solar array to be sited on 1 acre of the property, located at 58 Center Road in Middlesex, Vermont ("the Project"). The applicant has requested that the Central Vermont Regional Planning Commission (CVRPC) provide a letter of identifying the Project site as a Preferred Site in accordance with the Vermont Public Utility Commission's Net Metering Rule 5.103.

The definition of a "Preferred Site" under PUC Rule 5.103 (7) includes "a specific location that is identified in a joint letter of support from the municipal legislative body and municipal and regional planning commissions in the community where the net-metering system will be located."

The Central Vermont Regional Planning Commission's Project Review Committee has considered the request and reviewed the information provided by the applicant during their meeting on May 28, 2020. Based on this review, the CVRPC provides an affirmative designation identifying the Project site as a "Preferred Site" under Net Metering Rule 5.103.

In making this determination the CVRPC does not take a position certifying or approving the Project's compliance with any other applicable provisions of the Central Vermont Regional Plan and reserves the right to review and comment on this project's conformance with the Central Vermont Regional Plan and policies that have been adopted by the CVRPC Board of Commissioners when the full petition is submitted.

Please feel free to contact the CVRPC if you need additional information or clarification on any of the above information.

Sincerely,

Clare Rock  
Senior Planner

Cc: Mr. Nils Behn, Aegis Renewable Energy, Inc.  
Mr. T.J. Kingsbury, Emancipation Energy, LLC.





July 9, 2020

Adolfo Bailon  
Mountain Alliance  
7 Summer St.  
Randolph, VT 05060

Dear Adolfo,

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 July, 2020. Based on this review, the CVRPC presents the following comments to Mountain Alliance.

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 referenced in the SWIP that is on the Mountain Alliance website 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. The SWIP commits to providing education to both business and schools on these topics, especially composting for schools and



- hazardous waste management for businesses.
- Managing solid waste as close to the source as possible and to have convenient and de-centralized drop-off facilities. With two transfer stations (Randolph & Northfield) for the four member towns provides close and accessible drop-off and close to hauling for the Towns.
  - Re-use of various materials to keep them out of the waste stream. The SWIP references the A-Z recycling guide that provides information on how to donate textiles.
  - Managing hazardous waste and keeping it away from important regional natural resources. The SWIP plans for hazardous household waste collection events in 2020 as long as pandemic restrictions allow. The SWIP's reference of the transfer station allowance of landfill banned and dangerous materials also conforms to this goal.
  - Encourage composting of organic waste. The SWIP refers to an event called "Stump Dump" from May through November where residents can bring leaves, yard and clean wood debris to the Randolph old landfill for composting.

Other comments:

Under Section G3, Plan for Updating Webpage, and for following sections, please identify what CWM stands for. This organization is mentioned frequently throughout the plan.

**Recommendation:** Spell CWM out initially to help the reader know what this acronym stands for.

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 and the A-Z guide mentions only that food scraps can be brought to transfer stations.

**Recommendation:** Within the SWIP, specify how haulers will provide these services.

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

Sincerely,



Pamela DeAndrea  
Senior Planner



July 9, 2020

Paul Tomasi, Executive Director  
Northeast Kingdom Waste Management District  
224 Church St.  
Lyndonville, VT 05851

Dear Paul,

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 July, 2020. Based on this review, the CVRPC presents the following comments to the Northeast Kingdom 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. The SWIP commits to providing education to both business and schools on these topics.
- Managing solid waste as close to the source as possible. The district has 8-10 satellite locations for collection of HHW and nine facilities to accept leaf and yard waste. Solid waste hauling services are required to register and provide information on their services, which is updated annually.
- Re-use of various materials to keep them out of the waste stream, such as textiles. The SWIP

indicates several initiatives to keep textiles out of the waste stream such as clothing swaps and drives for donation.

- 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.

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. And the A-Z guide mentions only that food scraps can be accepted at food scrap collection locations.

**Recommendation:** Within the SWIP, specify how 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 NEKWMD to proceed with the final stages of plan approval and adoption with the above recommendations incorporated.

Sincerely,



Pamela DeAndrea  
Senior Planner