



## EXECUTIVE COMMITTEE

August 31, 2020 at 4:00 p.m.

*Remote Participation via GoToMeetings*

Join via computer, tablet or smartphone: <https://global.gotomeeting.com/join/840638069>

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### Page **AGENDA**

#### **4:00<sup>2</sup> Adjustments to the Agenda** **Public Comment**

- 3     **4:05 Financial Report** (enclosed)  
Discuss draft 6/30 financial reports. Meet new accountant.
- 15    **4:20 Contract/Agreement Authorization** (enclosed)<sup>3</sup>
- 46    **4:35 Revised FFY21 Transportation Planning Initiative Work Program & Budget**  
(enclosed)<sup>2</sup>  
Approve for submission and authorize agreement signature.
- 59    **4:40 Barre Town Plan Energy Certification** (enclosed)  
Update and discussion.
- 96    **5:00 Special Meeting Request** (enclosed)  
Set date for potential special meeting for Town Plan approval.
- 97    **5:10 Semi Annual Personnel Review** (enclosed)  
Discuss process for Executive Director mid-year review.
- 98    **5:25 Consent Items** (enclosed)<sup>3</sup>

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

<sup>2</sup> All times are approximate unless otherwise advertised

<sup>3</sup> Anticipated action item

Page **AGENDA**

Meeting Minutes – August 3, 2020

102 **5:30 Commission Meeting Agenda** (enclosed)<sup>3</sup>

**5:35 Possible Executive Session – Contracts 1 V.S.A. § 313(a)(1)(A)**

**5:55 Adjourn**

Potential Special Meeting: Week of September 21, 2020

**Next Meeting: October 5, 2020**



## MEMO

Date: August 29, 2020  
To: Executive Committee  
From: Bonnie Waninger, Executive Director  
Re: Draft Financial Report as of 06/30/20

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The attached 06/30/20 financial reports are draft and considered ~95% complete. CVRPC's accountant continues working to finalize 6/30 invoices, complete journal adjustments, and perform final review of transactions prior to audit.

**Summary:** CVRPC continues to implement its five-year plan to improve its financial position successfully. **As of 08/28/20, CVRPC's net income as June 30<sup>th</sup> is 148,138.66.** The net income may increase or decrease when the financials are finalized.

The fiscal year net income is higher than anticipated. The COVID-19 pandemic affected both expenses and revenues; however, expenses were impacted more, which was to CVRPC's advantage. Revenues slowed for a limited period as project work slowed or stopped during the Stay Home/Stay Safe period. At the same time, expenses such as travel, postage, and meetings/programs continued through fiscal year end due to ongoing telecommute.

### Balance Sheet

- **Assets** – Billing is substantially complete through 6/30. Some invoices are in the review and finalization process. Aging receivables are at \$357,915.24, which is high for CVRPC. Operating cash is \$134,857. CVRPC works to maintain at least \$100,000 in operating funds for cash flow purposes. A balance of \$60,000 would be of concern.
- **Current Liabilities** –
  - CVRPC maintained an average payable balance. CVRPC's accountant entered two months of invoices (\$10,000) this week, which raised the balance retroactively.

- Accrued vacation and compensatory time balanced have not been trued up for year end. They are \$21,975.69 and \$27,257.87 respectively. Accrued compensatory time was almost exclusively the Executive Director.
- ACCD Deferred Income has not been trued for actuals. The balance should be zero. Other Deferred Income is the Barre Town Road Erosion Inventory advance.
- *Equity* – The Working Communities designated funds item has not been trued up for year end. \$10,188.56 of the \$15,000 grant was expended as of 06/30/20 (see receivables).
- *Net Income* of \$148,138.66 primarily reflects retainage of Town Dues to strengthen the reserve fund and a substantial net income on the Northfield stormwater construction project due to lower than anticipated contractor bids.

#### **Budget vs. Actual (a.k.a. Profit & Loss Statement or Net Income Statement)**

- *Revenues* – CVRPC anticipates ~\$3,000 in carry forward funds for ACCD funds. Town Dues will need to be adjusted. What appears to be underpayment by municipalities is actually use of the Town Dues for a contract overage.
- *Expenses* – Some expense items will need to be adjusted on the spreadsheet to better reflect how they were budgeted. Known items requiring adjustment include:
  - Line 24, Equipment/Furniture: This line is for capital expenditures of \$5,000 or more. There were none in FY20. Expenses for this line should be included with Line, 39, Supplies.
  - Line 29, Line of Credit: This items is used for debt repayment if CVRPC accesses its line. The \$500 expense is the annual fee and should be posted to Line 33, Other Expense.

Line 37, Software/Licenses, is low because CVRPC was not required to purchase an updated copy of QuickBooks as it was included in accounting services.
- *Reserves* – CVRPC contributed \$49,379.50 to its reserve fund in FY20. The contribution was less than anticipated due to the impact of delayed billing on operating cash.

#### **Financial Statement Acronyms & Abbreviations Guide**

604b	Clean Water Planning funds originating in Section 604b of the federal Clean Water Act
ACCD	Vermont Agency of Commerce and Community Development
CCRPC	Chittenden County Regional Planning Commission
CTAA	Community Transportation Association of America
CW	Clean Water
DEC	Vermont Department of Environmental Conservation
DPS	Vermont Department of Public Safety



DCRA	Dependent Care Reimbursement Account
EAB	Emerald Ash Borer
EMPG	Emergency Management Performance Grant
EPA	US Environmental Protection Agency
ERP	Ecosystem Restoration Program
HMGP	Hazard Mitigation Grant Program
LCBP	Lake Champlain Basin Program
LEMP	Local Emergency Management Plan
LEPC SERC	Local Emergency Planning Committee 5's State Emergency Response Commission
LHMP	Local Hazard Mitigation Plan
MPG	Municipal Planning Grant
MOA	Memorandum of Agreement (disaster response and recovery assistance)
NEIWPCC	New England Interstate Water Pollution Control Commission
QAPP	Quality Assurance Project Plan
SW	Stormwater
SWCRPC	Southern Windsor County Regional Planning Commission
TPI	VTrans Transportation Planning Initiative
VAPDA	Vermont Association of Planning & Development Agencies (RPCs together)
VOBCIT	Vermont Online Bridge & Culvert Inventory Tool
VEM	Vermont Emergency Management
WBRD	Wrightsville Beach Recreation District
WCA P3	Watershed Consulting Associates public private participation (to identify parcels to which the 3-acre stormwater rule will apply)

## Central Vermont Regional Planning Commission

## FY20 Budget v. Actual

Budget Adopted by the Executive Committee 03/02/2020

03/02/20

Line		FY20 Budget	FY20 Actual
1	<b>REVENUES</b>	<b>1,500,199</b>	<b>1,452,588</b>
2			
3	Community Development	56,579	43,412
4	Fee for Service	6,400	7,160
6	Municipal Contracts	46,800	59,701
7	Natural Resources	681,857	647,273
8	Other Income	485	3,071
9	Public Safety	106,042	103,729
10	Regional Planning Funds (ACCD)	269,638	265,785
11	Town Dues	78,041	77,604
12	Transportation	254,003	244,852
13			
14		<b>FY20</b>	<b>FY20</b>
15		<b>Budget</b>	<b>Actual</b>
16			
17	<b>EXPENSES</b>	<b>1,396,741</b>	<b>1,304,189</b>
18			
19	Advertising	1,642	1,196
20	Contractor Services	553,769	516,597
21	Copy/Print	4,984	4,204
22	Depreciation	3,000	5,316
23	Dues/Memberships/Sponsorships	11,686	10,398
24	Equipment / Furniture	6,000	7,865
26	Fringe Benefits	145,006	142,277
27	Insurance	4,186	5,323
29	Line of Credit	0	500
30	Meeting/Programs	15,444	11,308
31	Office Occupancy	49,663	42,383
33	Other Expense	1,970	2,727
34	Payroll/Wages	456,408	454,671
35	Postage	2,870	748
36	Professional Services	88,813	69,166
37	Software / Licenses	11,055	5,970
39	Supplies	16,841	7,610
41	Telephone / Internet	6,826	7,170
42	Travel	16,177	8,757
43			
44	<b>BAL END</b>	<b>103,458</b>	<b>148,400</b>
45			
46	<b>RESERVES</b>	<b>70,000</b>	<b>0</b>
47	General	55,000	
48	Equipment	0	
49	Office Renovation / Relocation	15,000	

**Central Vermont Regional Planning Commission  
FY20 Balance Sheet**

	<u>Jun 30, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1001 · Community National Bank	134,857.01
1009 · Northfield Savings - Reserve	131,644.59
<b>Total Checking/Savings</b>	<u>266,501.60</u>
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	357,915.24
<b>Total Accounts Receivable</b>	<u>357,915.24</u>
<b>Total Current Assets</b>	624,416.84
<b>Fixed Assets</b>	
1501 · Equipment	50,203.31
1502 · Equipment - Accum. Depreciation	(39,683.39)
<b>Total Fixed Assets</b>	<u>10,519.92</u>
<b>Other Assets</b>	
1301 · Prepaid Expenses	10,050.95
1320 · Deposits	4,415.00
<b>Total Other Assets</b>	<u>14,465.95</u>
<b>TOTAL ASSETS</b>	<u><u>649,402.71</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	22,304.22
Credit Cards	228.95
<b>Other Current Liabilities</b>	
2101 · Accrued Wages - Net	46,154.98
2102 · Accrued Vacation	19,225.36
2103 · Accrued Compensatory Time	17,927.57
2104 · Accrued 457 Retirement	10,800.68
2200 · Deferred Income	
2201 · ACCD	50,321.99
2200 · Deferred Income - Other	13,000.00
<b>Total 2200 · Deferred Income</b>	<u>63,321.99</u>
2303 · HSA deductible withholding	1,455.00
2304 · Dependent Care Deductions	4,001.05
2306 · Pension Liability	8,606.37
<b>Total Other Current Liabilities</b>	<u>171,493.00</u>
<b>Total Current Liabilities</b>	<u>194,026.17</u>
<b>Total Liabilities</b>	194,026.17
<b>Equity</b>	
3100 · Unrestricted Net Position	
3150 · Designated for High Meadows	812.01
3155 · Designated for Working Comm.	19,738.86
3100 · Unrestricted Net Position - Other	270,850.67
<b>Total 3100 · Unrestricted Net Position</b>	<u>291,401.54</u>
3300 · Invested in Fixed Assets	15,836.34
3900 · Retained Earnings	148,138.66
<b>Total Equity</b>	<u>455,376.54</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>649,402.71</u></u>

Central Vermont Regional Planning Commission  
FY20 AR Aging

	<b>Current</b>	<b>1 - 30</b>	<b>31 - 60</b>	<b>61 - 90</b>	<b>&gt; 90</b>	<b>TOTAL</b>
ACCD	21,429.00	14,765.14	-	18,636.40	4,360.66	59,191.20
Barre Town	13,000.00	-	-	-	-	13,000.00
Bennington County Regional Commission - C	-	4,875.00	-	4,875.00	-	9,750.00
Berlin	5,710.62	-	-	-	1,368.38	7,079.00
Cabot	1,573.22	1,047.78	-	3,553.82	14,692.65	20,867.47
Clean Water Act CCRPC	3,700.69	-	1,073.73	-	(464.62)	4,309.80
Cross VT Trail	-	1,200.00	-	-	-	1,200.00
Department of Environmental Conservation	1,088.62	1,146.20	-	4,201.62	2,197.83	8,634.27
Department of Public Safety	158.51	1,693.90	-	1,792.81	-	3,645.22
DPS MOA	-	5,838.11	-	-	-	5,838.11
EMPG	5,119.48	18,968.09	-	9,420.27	4,410.62	37,918.46
Forest Parks and Recreation	1,476.02	1,341.90	-	356.53	794.90	3,969.35
LEPC SERC	1,185.17	998.20	-	1,016.43	-	3,199.80
Marshfield	-	896.96	-	-	8.04	905.00
Misc Income	-	-	-	-	500.00	500.00
Montpelier	-	-	-	-	511.30	511.30
NEIWPC	11,375.85	10,010.00	-	661.23	18,646.01	40,693.09
Northfield	-	-	-	-	967.56	967.56
Northwest Regional Comm'n	1,240.92	2,459.67	-	1,091.40	3,578.46	8,370.45
Orange	-	-	-	-	6,617.68	6,617.68
Southern Windsor Regional Comm'n	2,346.38	-	458.36	-	-	2,804.74
VAPDA_	-	-	-	-	475.04	475.04
Vermont River Conservancy	543.09	-	-	-	-	543.09
VTrans	11,034.34	58,503.05	-	7,869.69	9,428.98	86,836.06
Washington	-	-	-	-	278.28	278.28
Waterbury	-	50.40	-	94.06	9,288.80	9,433.26
Watershed Consulting_	476.74	214.22	-	-	1,169.19	1,860.15
WBRD Admn	-	52.45	-	-	-	52.45
Williamstown	-	-	-	-	8,275.85	8,275.85
Working Communities	5,746.82	2,824.46	-	1,415.24	202.04	10,188.56
<b>TOTAL</b>	<b>87,205.47</b>	<b>126,885.53</b>	<b>1,532.09</b>	<b>54,984.50</b>	<b>87,307.65</b>	<b>357,915.24</b>

08/31/20

**Executive Committee**  
Central Vermont Regional Planning Commission  
**A/R Aging Summary**  
As of June 30, 2020

**Page 9**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	NOTES
<b>ACCD</b>							
<b>ACCD 20</b>							
Core	7,912.32	7,344.06	0.00	5,665.59	0.00	20,921.97	
Municipal Planning	4,763.63	2,265.56	0.00	4,329.09	0.00	11,358.28	
Municipal Training	0.00	872.08	0.00	2,073.48	0.00	2,945.56	
Regional and State Issues	0.00	31.67	0.00	143.66	0.00	175.33	
Regional Planning/Act 250 sec 248	8,753.05	4,751.77	0.00	6,424.58	3,689.11	23,618.51	
<b>Total ACCD 20</b>	21,429.00	15,265.14	0.00	18,636.40	3,689.11	59,019.65	Advance and retainage to be applied.
<b>CNU Housing Bylaw</b>	0.00	-500.00	0.00	0.00	671.55	171.55	Contract for stipend; overage to ACCD
<b>Total ACCD</b>	21,429.00	14,765.14	0.00	18,636.40	4,360.66	59,191.20	
<b>Barre Town</b>							
Road Erosion Inventory	13,000.00	0.00	0.00	0.00	0.00	13,000.00	Project advance; work underway now. Refund town if advance not fully used.
<b>Total Barre Town</b>	13,000.00	0.00	0.00	0.00	0.00	13,000.00	
<b>Bennington County Regional Commission - C</b>							
Energy Implementation	0.00	4,875.00	0.00	4,875.00	0.00	9,750.00	Paid 7/7 and 8/24.
<b>Total Bennington County Regional Commission - C</b>	0.00	4,875.00	0.00	4,875.00	0.00	9,750.00	
<b>Berlin</b>							
Berlin Better Roads FY 20	5,710.62	0.00	0.00	0.00	1,368.38	7,079.00	Invoices sent at project completion & by 12/31/20.
<b>Total Berlin</b>	5,710.62	0.00	0.00	0.00	1,368.38	7,079.00	
<b>Cabot</b>							
MPG Cabot Trail Planning	1,573.22	1,047.78	0.00	3,553.82	14,692.65	20,867.47	Invoices to be sent at project close, 08/31/20
<b>Total Cabot</b>	1,573.22	1,047.78	0.00	3,553.82	14,692.65	20,867.47	
<b>Clean Water Act CCRPC</b>							
Clean Water							
Implementation	748.22	0.00	396.46	0.00	0.00	1,144.68	
Oversight	170.19	0.00	114.01	0.00	0.00	284.20	
Tactical Basin Planning	2,782.28	0.00	563.26	0.00	-464.62	2,880.92	
<b>Total Clean Water</b>	3,700.69	0.00	1,073.73	0.00	-464.62	4,309.80	
<b>Total Clean Water Act CCRPC</b>	3,700.69	0.00	1,073.73	0.00	-464.62	4,309.80	Awaiting final invoice changes
<b>Cross VT Trail</b>	0.00	1,200.00	0.00	0.00	0.00	1,200.00	

**Executive Committee**  
Central Vermont Regional Planning Commission  
**A/R Aging Summary**  
As of June 30, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	NOTES
<b>Department of Environmental Conservation</b>							
<b>Moretown Elem SW Final Design</b>	274.83	660.95	0.00	1,044.32	552.09	2,532.19	Product based. Task 1 awaiting contractor invoice to send.
<b>Plainfield Health Center ERP</b>	194.53	130.18	0.00	1,895.03	203.67	2,423.41	Final project payment received 8/20.
<b>Woodbury Elem/Fire</b>	619.26	355.07	0.00	1,262.27	1,442.07	3,678.67	Product based. Task 1 awaiting contractor invoice to send.
<b>Total Department of Environmental Conservation</b>	1,088.62	1,146.20	0.00	4,201.62	2,197.83	8,634.27	
<b>Department of Public Safety</b>							
<b>LHMP Montpelier &amp; Calais</b>	158.51	1,693.90	0.00	1,792.81	0.00	3,645.22	1st invoice sent 5/7; DPS researching why payment has been delayed.
<b>Total Department of Public Safety</b>	158.51	1,693.90	0.00	1,792.81	0.00	3,645.22	
<b>DPS MOA</b>							
<b>Recovery</b>	0.00	495.70	0.00	0.00	0.00	495.70	Paid 7/24.
<b>Response</b>	0.00	5,342.41	0.00	0.00	0.00	5,342.41	Paid 7/24.
<b>Total DPS MOA</b>	0.00	5,838.11	0.00	0.00	0.00	5,838.11	
<b>EMPG</b>							
<b>EMPG 19</b>							
<b>COVID</b>	2,621.24	4,811.27	0.00	5,432.08	4,410.62	17,275.21	
<b>LEMP</b>	170.41	604.15	0.00	815.82	0.00	1,590.38	
<b>Response</b>	0.00	1,799.21	0.00	22.64	0.00	1,821.85	
<b>Technical Assistance</b>	2,327.83	11,753.46	0.00	3,149.73	0.00	17,231.02	
<b>Total EMPG 19</b>	5,119.48	18,968.09	0.00	9,420.27	4,410.62	37,918.46	Delayed billing. Awaiting DPS signature on grant amendment.
<b>Total EMPG</b>	5,119.48	18,968.09	0.00	9,420.27	4,410.62	37,918.46	
<b>Forest Parks and Recreation</b>							
<b>Forest Integrity</b>	1,476.02	1,341.90	0.00	356.53	794.90	3,969.35	Awaiting final invoice changes
<b>Total Forest Parks and Recreation</b>	1,476.02	1,341.90	0.00	356.53	794.90	3,969.35	
<b>LEPC SERC</b>							
<b>LEPC 20</b>	1,185.17	998.20	0.00	1,016.43	0.00	3,199.80	Sent to DPS on 8/17.
<b>Total LEPC SERC</b>	1,185.17	998.20	0.00	1,016.43	0.00	3,199.80	
<b>Marshfield</b>							
<b>Marshfield Better Roads FY 20</b>	0.00	896.96	0.00	0.00	8.04	905.00	Invoices sent at project completion & by 12/31/20.
<b>Total Marshfield</b>	0.00	896.96	0.00	0.00	8.04	905.00	
<b>Misc Income</b>	0.00	0.00	0.00	0.00	500.00	500.00	Research in progress; payment may have been miscredited.
<b>Montpelier</b>	0.00	0.00	0.00	0.00	511.30	511.30	

**Executive Committee**  
Central Vermont Regional Planning Commission  
**A/R Aging Summary**  
As of June 30, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	NOTES
<b>NEIWPCC</b>							
Berlin SW Final Design							
Task 2 - Kickoff Meeting & 60 Percent Des	0.00	63.17	0.00	0.00	17,967.15	18,030.32	
Task 3 - 90 Percent Designs	0.00	9,217.81	0.00	661.23	678.86	10,557.90	
Task 4 - 100 % Designs & Final Budg	11,375.85	729.02	0.00	0.00	0.00	12,104.87	
<b>Total Berlin SW Final Design</b>	<b>11,375.85</b>	<b>10,010.00</b>	<b>0.00</b>	<b>661.23</b>	<b>18,646.01</b>	<b>40,693.09</b>	
<b>Total NEIWPCC</b>	<b>11,375.85</b>	<b>10,010.00</b>	<b>0.00</b>	<b>661.23</b>	<b>18,646.01</b>	<b>40,693.09</b>	Final project invoice in progress. Awaiting final invoice changes.
<b>Northfield</b>							
Northfield Better Back Roads FY18	0.00	0.00	0.00	0.00	967.56	967.56	Paid 8/24.
<b>Total Northfield</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>967.56</b>	<b>967.56</b>	
<b>Northwest Regional Comm'n</b>							
Municipal Grants in Aid	1,240.92	2,459.67	0.00	1,091.40	3,578.46	8,370.45	Sent 7/28. Anticipate payment in January 2021.
<b>Total Northwest Regional Comm'n</b>	<b>1,240.92</b>	<b>2,459.67</b>	<b>0.00</b>	<b>1,091.40</b>	<b>3,578.46</b>	<b>8,370.45</b>	
<b>Orange</b>							
Orange Better Back Roads FY18	0.00	0.00	0.00	0.00	6,617.68	6,617.68	Sent 1/31. Inquiry 8/7 re: payment with no response. Following up with call.
<b>Total Orange</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,617.68</b>	<b>6,617.68</b>	
<b>Southern Windsor Regional Comm'n</b>							
D/I Block Grant							
Berlin Town Office Construction	121.58	0.00	0.00	0.00	0.00	121.58	Product based. Task 1 awaiting contractor invoice to send.
Wdbry/Cal Program Delivery	2,224.80	0.00	458.36	0.00	0.00	2,683.16	Product based. Task 1 awaiting contractor invoice to send.
<b>Total D/I Block Grant</b>	<b>2,346.38</b>	<b>0.00</b>	<b>458.36</b>	<b>0.00</b>	<b>0.00</b>	<b>2,804.74</b>	
<b>Total Southern Windsor Regional Comm'n</b>	<b>2,346.38</b>	<b>0.00</b>	<b>458.36</b>	<b>0.00</b>	<b>0.00</b>	<b>2,804.74</b>	
<b>VAPDA_</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>475.04</b>	<b>475.04</b>	Invoice sent 8/6.
<b>Vermont River Conservancy</b>	<b>543.09</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>543.09</b>	Paid 7/7.
<b>VTrans</b>							
<b>TPI</b>							
TPI Admin	2,626.03	7,389.04	0.00	2,029.06	1,836.62	13,880.75	
TPI Coordination	2,774.71	11,407.15	0.00	1,237.78	3,518.39	18,938.03	
TPI Long Range	2,775.93	22,444.28	0.00	1,866.60	0.00	27,086.81	
TPI Other VOBCIT	0.00	43.04	0.00	0.00	0.00	43.04	
TPI Other Watershed	1,354.41	1,765.49	0.00	616.43	0.00	3,736.33	
TPI Project Develop	244.62	3,773.76	0.00	798.97	1,339.29	6,156.64	
TPI SRP	1,258.64	11,680.29	0.00	1,320.85	2,734.68	16,994.46	
<b>Total TPI</b>	<b>11,034.34</b>	<b>58,503.05</b>	<b>0.00</b>	<b>7,869.69</b>	<b>9,428.98</b>	<b>86,836.06</b>	Invoices held for VTrans response on overpayment. CVRPC issuing refund check for \$6,846.16 this week.
<b>Total VTrans</b>	<b>11,034.34</b>	<b>58,503.05</b>	<b>0.00</b>	<b>7,869.69</b>	<b>9,428.98</b>	<b>86,836.06</b>	

08/31/20

**Executive Committee**  
Central Vermont Regional Planning Commission  
**A/R Aging Summary**  
As of June 30, 2020

Page 12

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	NOTES
<b>Washington</b>							
Washington Better Roads FY 20	0.00	0.00	0.00	0.00	278.28	278.28	Invoices sent at project completion & by 12/31/20.
<b>Total Washington</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>278.28</u>	<u>278.28</u>	
<b>Waterbury</b>							
Waterbury Ash Tree Inventory	0.00	0.00	0.00	0.00	1,597.66	1,597.66	Paid 7/7.
Waterbury Better Roads FY 20	0.00	50.40	0.00	94.06	7,691.14	7,835.60	Invoices sent at project completion & by 12/31/20.
<b>Total Waterbury</b>	<u>0.00</u>	<u>50.40</u>	<u>0.00</u>	<u>94.06</u>	<u>9,288.80</u>	<u>9,433.26</u>	
<b>Watershed Consulting_</b>							
WCA P3 Acre							
1. Coord/Site Selection	0.00	0.00	0.00	0.00	470.42	470.42	
2. Engage/Report	476.74	214.22	0.00	0.00	698.77	1,389.73	
<b>Total WCA P3 Acre</b>	<u>476.74</u>	<u>214.22</u>	<u>0.00</u>	<u>0.00</u>	<u>1,169.19</u>	<u>1,860.15</u>	Invoices to be sent after August month-end close.
<b>Total Watershed Consulting_</b>	<u>476.74</u>	<u>214.22</u>	<u>0.00</u>	<u>0.00</u>	<u>1,169.19</u>	<u>1,860.15</u>	
<b>WBRD Admn</b>	0.00	52.45	0.00	0.00	0.00	52.45	Paid 7/7.
<b>Williamstown</b>							
Local HMP	0.00	0.00	0.00	0.00	762.00	762.00	Invoice to be sent when VEM issues APA notice; product sent to VEM on 7/23.
Williamstown Better Back Roads FY18	0.00	0.00	0.00	0.00	7,513.85	7,513.85	Invoice sent 7/1.
<b>Total Williamstown</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,275.85</u>	<u>8,275.85</u>	
<b>Working Communities</b>	5,746.82	2,824.46	0.00	1,415.24	202.04	10,188.56	Contract to apply payment advance.
<b>TOTAL</b>	<u><u>87,205.47</u></u>	<u><u>126,885.53</u></u>	<u><u>1,532.09</u></u>	<u><u>54,984.50</u></u>	<u><u>87,307.65</u></u>	<u><u>357,915.24</u></u>	



## Paid Time Off Liability Balances

As of June 30, 2020

## COMPENSATORY TIME

Employee	Pay Rate	Hours	Current Value	Maximum Hours <sup>1</sup>	Maximum Accrual <sup>1</sup>
Andrews, A.	21.11	0.00	\$ -		
Chartrand, N.	25.50	43.75	\$ 1,115.63		
<del>Currier, D.</del>	<del>29.68</del>		\$ -		
DeAndrea, P.	27.75	0.25	\$ 6.94		
<del>DeLaBruere, J.</del>	<del>18.51</del>		\$ -		
Zachary Maia	22.07	0.13	\$ 2.87		
Rock, Clare	27.63	0.00	\$ -		
Vinson, Grace	23.08	1.50	\$ 34.62		
Waninger, B.	42.47	614.50	\$ 26,097.82		
		<b>660.13</b>	<b>\$ 27,257.87</b>		

## SICK LEAVE

Employee	Pay Rate	Hours	Current Value	Maximum Hours <sup>2</sup>	Maximum Accrual
Andrews, A.	21.11	172.29	\$ 3,637.04	360	\$ 7,599.60
Chartrand, N.	25.50	136.50	\$ 3,480.75	118	\$ 2,998.80
<del>Currier, D.</del>	<del>29.68</del>		\$ -	0	\$ -
DeAndrea, P.	27.75	22.30	\$ 618.83	264	\$ 7,326.00
<del>DeLaBruere, J.</del>	<del>18.51</del>		\$ -	0	\$ -
Zachary Maia	22.07	99.25	\$ 2,190.45	64	\$ 1,412.48
Rock, Clare	27.63	112.75	\$ 3,115.28	154	\$ 4,243.97
Vinson, Grace	23.08	29.75	\$ 686.63	8	\$ 184.64
Waninger, B.	42.47	360.00	\$ 15,289.20	360	\$ 15,289.20
		<b>932.84</b>	<b>\$ 29,018.18</b>	<b>1,327</b>	<b>\$ 39,054.69</b>

## VACATION LEAVE

Employee	Pay Rate	Hours	Current Value	Maximum Hours <sup>2</sup>	Maximum Accrual
Andrews, A.	21.11	270.25	\$ 5,704.98	280	\$ 5,910.80
Chartrand, N.	25.50	93.13	\$ 2,374.82	98	\$ 2,500.79
<del>Currier, D.</del>	<del>29.68</del>		\$ -		
DeAndrea, P.	27.75	59.49	\$ 1,650.85	160	\$ 4,440.00
<del>DeLaBruere, J.</del>	<del>18.51</del>		\$ -	0	\$ -
Zachary Maia	22.07	60.69	\$ 1,339.43	58	\$ 1,273.66
Rock, Clare	27.63	53.92	\$ 1,489.81	128	\$ 3,534.43
Vinson, Grace	23.08	39.94	\$ 921.82	7	\$ 153.94
Waninger, B.	42.47	200.00	\$ 8,494.00	200	\$ 8,494.00
		<b>777.42</b>	<b>\$ 21,975.69</b>	<b>930</b>	<b>\$ 26,307.62</b>

## SUMMARY

	Current	Maximum
Total Paid Time Off Liability	\$ 78,251.74	\$ 92,620.17
Maximum versus Current Difference	\$ 14,368.44	Percent of Max 84%

<sup>1</sup>No maximum. Compensatory Time is based on hours worked in excess of regularly scheduled hours. The Personnel Policy discusses monitoring of compensatory time.

<sup>2</sup>Maximum hours depicted reflect the maximum an employee could have earned based on years of employment and employment status (FT or PT).

## Paid Time Off Liability Balances

As of March 31, 2020

## COMPENSATORY TIME

Employee	Pay Rate	Hours	Current Value	Maximum Hours <sup>1</sup>	Maximum Accrual <sup>1</sup>
Andrews, A.	21.11	10.25	\$ 216.38		
Chartrand, N.	25.50	42.75	\$ 1,090.13		
<del>Currier, D.</del>	<del>29.68</del>		\$ —		
DeAndrea, P.	27.75	0.25	\$ 6.94		
<del>DeLaBruere, J.</del>	<del>18.51</del>		\$ —		
Zachary Maia	22.07	0.13	\$ 2.87		
Rock, Clare	27.63	7.50	\$ 207.23		
Vinson, Grace	23.08	0.00	\$ -		
Waninger, B.	42.47	386.25	\$ 16,404.04		
		<b>447.13</b>	<b>\$ 17,927.57</b>		

## SICK LEAVE

Employee	Pay Rate	Hours	Current Value	Maximum Hours <sup>2</sup>	Maximum Accrual
Andrews, A.	21.11	179.79	\$ 3,795.37	360	\$ 7,599.60
Chartrand, N.	25.50	119.70	\$ 3,052.35	118	\$ 2,998.80
<del>Currier, D.</del>	<del>29.68</del>		\$ —	0	\$ —
DeAndrea, P.	27.75	7.00	\$ 194.25	264	\$ 7,326.00
<del>DeLaBruere, J.</del>	<del>18.51</del>		\$ —	0	\$ —
Zachary Maia	22.07	77.25	\$ 1,704.91	64	\$ 1,412.48
Rock, Clare	27.63	108.25	\$ 2,990.95	154	\$ 4,243.97
Vinson, Grace	23.08	20.75	\$ 478.91	8	\$ 184.64
Waninger, B.	42.47	360.00	\$ 15,289.20	360	\$ 15,289.20
		<b>872.74</b>	<b>\$ 27,505.93</b>	<b>1,327</b>	<b>\$ 39,054.69</b>

## VACATION LEAVE

Employee	Pay Rate	Hours	Current Value	Maximum Hours <sup>2</sup>	Maximum Accrual
Andrews, A.	21.11	251.22	\$ 5,303.25	280	\$ 5,910.80
Chartrand, N.	25.50	79.16	\$ 2,018.58	98	\$ 2,500.79
<del>Currier, D.</del>	<del>29.68</del>		\$ -	280	\$ 8,310.40
DeAndrea, P.	27.75	33.49	\$ 929.35	160	\$ 4,440.00
<del>DeLaBruere, J.</del>	<del>18.51</del>		\$ —	0	\$ —
Zachary Maia	22.07	40.72	\$ 898.69	58	\$ 1,273.66
Rock, Clare	27.63	40.59	\$ 1,121.50	128	\$ 3,534.43
Vinson, Grace	23.08	19.93	\$ 459.98	7	\$ 153.94
Waninger, B.	42.47	200.00	\$ 8,494.00	200	\$ 8,494.00
		<b>665.11</b>	<b>\$ 19,225.36</b>	<b>1,210</b>	<b>\$ 34,618.02</b>

Note: Ashley paid 40 hours of Vacation in February

## SUMMARY

	Current	Maximum
<b>Total Paid Time Off Liability</b>	<b>\$ 64,658.86</b>	<b>\$ 91,600.28</b>
Maximum versus Current Difference	\$ 26,941.42	Percent of Max 71%

<sup>1</sup>No maximum. Compensatory Time is based on hours worked in excess of regularly scheduled hours. The Personnel Policy discusses monitoring of compensatory time.

<sup>2</sup>Maximum hours depicted reflect the maximum an employee could have earned based on years of employment and employment status (FT or PT).



## MEMO

Date: August 31, 2020  
To: Executive Committee  
From: Bonnie Waninger, Executive Director  
Re: Contract/Agreement Approvals

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### GRANTS & SERVICE AGREEMENTS

(Contracts and agreements valued at more than \$25,000)

**Agency of Commerce and Community Development - ACCD Local and Regional Planning FY21**  
(packet page 18)

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign the agreement.

**Scope of Work:** Provides funding to carry out RPC duties and optional duties described in 24 V.S.A. Chapter 117. Generally, the scope of work includes:

- maintaining the Regional Plan,
- participating in Act 250 and Section 248 project review,
- assisting municipalities to prepare and maintain plans, studies, bylaws, applications for designation and other implementation activities,
- carrying out statutory duties related to municipal plan approval and municipal consultation,
- providing training for municipalities, support statewide initiatives identified by ACCD, and
- work on statutory duties as determined by regional priorities.

**Funding:**

Grant Amount: \$269,130

Match Amount: None required.

**Performance Period:** 07/01/20 – 06/30/21

**Staff:** All staff perform work under this program. Primary staff are land use, GIS, and the Executive Director.

**Southern Windsor County Regional Planning Commission – Design/Implementation Block Grant, Calais and Woodbury Stormwater Designs, Amendment 1**

(Packet page 43)

✉ **ACTION REQUESTED:** Authorize the Executive Director to sign the agreement amendment.

**Scope of Work:** Complete four (4) final designs for stormwater mitigation projects. The projects are: Woodbury - Church Street, Woodbury - Fire Station and Post Office, Calais – Moscow Woods Gully, and Calais – East Calais Post Office.

**Funding:**

Grant Amount: \$53,406 (state funds)

Match Amount: \$3,066 (town cash and in-kind)

**Performance Period:** 01/06/2020 – 12/01/2021

**Staff:** Pam DeAndrea (primary and project coordinator for Calais), Grace Vinson (project coordinator for Woodbury)

**Notes:** The amendment adds Item 11, Subconsultants, to Attachment C, Standard Provisions.

## CONTRACTS

(Contracts and agreements valued at more than \$25,000)

None.

## FOR INFORMATION ONLY

(Contracts, agreements, and Stormwater Program addendums valued at \$25,000 or less and site specific contract addendums for the Brownfields Program and task specific contract addendums for the Transportation Program)

## AGREEMENTS

**Addison County Regional Planning Commission, Bennington County Regional Commission, Chittenden County Regional Planning Commission, Lamoille County Planning Commission, Northeastern Vermont Development Association, Northwest Regional Planning Commission, Rutland Regional Planning Commission, Southern Windsor County Regional Planning Commission, Two Rivers-Ottawaquechee Regional Commission, and Windham Regional Commission – Local Government Expense Reimbursement (LGER)**

**Scope of Work:** Provide technical assistance to units of local government in identifying and documenting eligible COVID-19 expenses pursuant to Act 137 of 2020, Section 7, COVID-19 Expense Reimbursement; Local Government.

**Funding:**

Contract Amount: Varies by RPC. Each RPC will receive \$8,172 as a base amount (60% of total funding). RPCs will receive a supplemental amount based on the number of eligible entities in their region applying for LGER funds (30% of total funding). Entities must submit their applications by September 4<sup>th</sup>. Awards are anticipated to range from \$8,172 to ~\$16,000 with most being in the \$10-12,000 range.

**Performance Period:** 08/07/2020 – 12/30/2020

**Notes:** These are sub-grants to RPCs related to CVRPC's grant agreement with the VT Department of Taxes, which being drafted by the State currently.

**CONTRACTS****Town of Cabot – Trails System Study Amendment 2**

**Scope of Work:** Develop a study to identify a potential trail system between Cabot village and other destinations; assist the Cabot Community Association to engage stakeholders; and develop resources to inform the project and the community (ex. trail profiles and typing concepts).

**Funding:**

Contract Amount: \$21,990

Funding Source: Vermont Municipal Planning Grant and private funds

**Performance Period:** 12/01/18 – ~~05/31/20~~ 75 days after the VT COVID-19 Stay at Home order is lifted: 08/31/20

**CVRPC Staff:** Clare Rock ~~Dan Currier~~ (primary), Ashley Andrews, Zachary Maia

**MEMORANDA OF AGREEMENT**

A Memorandum of Agreement (MOA) is a document written between parties to cooperatively work together on an agreed upon project or to meet an agreed upon objective. The purpose of an MOA is to have a written formal understanding of the agreement between parties. An MOA details the obligations and commitments of the parties and allocates and minimizes each party's risks. It can be referred to as a contract and is legally binding.

CVRPC requests that municipalities and project partners making match commitments sign an MOA with CVRPC when CVRPC applies for funding and a municipality or partner commits to providing match to the project. When in-kind match is involved, the MOA commits the in-kind match partner to provide cash match if the partner is unable to meet its in-kind match. This reduces CVRPC's risk of needing to cover a partner's match with CVRPC cash or in-kind services should the partner be unsuccessful in meeting its match commitment.

None.

## STATE OF VERMONT GRANT AGREEMENT

## Part 1 - Grant Award Detail

## SECTION I - GENERAL GRANT INFORMATION

<sup>1</sup> Grant #: 07110-RPC-2021-04		<sup>2</sup> Original <input checked="" type="checkbox"/> Amendment # _____	
<sup>3</sup> Grant Title: Regional Planning Funds: Central Vermont Regional Planning Commission (CVRPC)			
<sup>4</sup> Amount Previously Awarded: \$ 0.00		<sup>5</sup> Amount Awarded This Action: \$269,130.00	
<sup>6</sup> Total Award Amount: \$269,130.00			
<sup>7</sup> Award Start Date: 07/01/2020		<sup>8</sup> Award End Date: 06/30/2021	
<sup>9</sup> Subrecipient Award: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			
<sup>10</sup> Vendor #: 43329		<sup>11</sup> Grantee Name: Central Vermont Regional Planning Commission (CVRPC)	
<sup>12</sup> Grantee Address: 29 Main Street, Suite 4			
<sup>13</sup> City: Montpelier		<sup>14</sup> State: VT	
		<sup>15</sup> Zip Code: 05602	
<sup>16</sup> State Granting Agency: Agency of Commerce and Community Development			<sup>17</sup> Business Unit: 07110
<sup>18</sup> Performance Measures: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		<sup>19</sup> Match/In-Kind: \$ n/a Description: no match required	
<sup>20</sup> If this action is an amendment, the following is amended: Amount: <input type="checkbox"/> Funding Allocation: <input type="checkbox"/> Performance Period: <input type="checkbox"/> Scope of Work: <input type="checkbox"/> Other: <input type="checkbox"/>			

## SECTION II - SUBRECIPIENT AWARD INFORMATION

<sup>21</sup> Grantee DUNS #: 160000311		<sup>22</sup> Indirect Rate: <u>n/a</u> % (Approved rate or de minimis 10%)		<sup>23</sup> FFATA: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
<sup>24</sup> Grantee Fiscal Year End Month (MM format): 06				<sup>25</sup> R&D: n/a
<sup>26</sup> DUNS Registered Name (if different than VISION Vendor Name in Box 11):				

## SECTION III - FUNDING ALLOCATION

## STATE FUNDS

Fund Type	<sup>27</sup> Awarded Previously	<sup>28</sup> Award This Action	<sup>29</sup> Cumulative Award	<sup>30</sup> Special & Other Fund Descriptions
General Fund	\$0.00	\$0.00	\$0.00	
Special Fund	\$0.00	\$269,130.00	\$269,130.00	Regional Planning Funds
Global Commitment (non-subrecipient funds)	\$0.00	\$0.00	\$0.00	
Other State Funds	\$0.00	\$0.00	\$0.00	

## FEDERAL FUNDS

(includes subrecipient Global Commitment funds)

## Required Federal Award Information

<sup>31</sup> CFDA #	<sup>32</sup> Program Title	<sup>33</sup> Awarded Previously	<sup>34</sup> Award This Action	<sup>35</sup> Cumulative Award	<sup>36</sup> FAIN	<sup>37</sup> Federal Award Date	<sup>38</sup> Total Federal Award
		\$0.00	\$0.00	\$0.00			
<sup>39</sup> Federal Awarding Agency:		<sup>40</sup> Federal Award Project Descr:					
		\$0.00	\$0.00	\$0.00			\$0.00
Federal Awarding Agency:		Federal Award Project Descr:					
		\$0.00	\$0.00	\$0.00			\$0.00
Federal Awarding Agency:		Federal Award Project Descr:					
		\$0.00	\$0.00	\$0.00			\$0.00
Federal Awarding Agency:		Federal Award Project Descr:					
		\$0.00	\$0.00	\$0.00			\$0.00
Federal Awarding Agency:		Federal Award Project Descr:					
		\$0.00	\$0.00	\$0.00			\$0.00
Federal Awarding Agency:		Federal Award Project Descr:					
Total Awarded - All Funds		\$0.00	\$269,130.00	\$269,130.00			

## SECTION IV - CONTACT INFORMATION

<b>STATE GRANTING AGENCY</b> NAME: Jenni Lavoie TITLE: Grant Specialist PHONE: 802-828-1948 EMAIL: Jennifer.lavoie@vermont.gov	<b>GRANTEE</b> NAME: Bonnie Waninger TITLE: Executive Director PHONE: 802-229-0389 EMAIL: waninger@cvregion.com
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1. **Parties:** This is a Grant Agreement between the State of Vermont's **Agency of Commerce and Community Development** ("Agency"), **Department of Housing and Community Development** ("DHCD," and collectively with ACCD referred to herein as "State"), and the **Central Vermont Regional Planning Commission** with principal place of business at **29 Main Street, Suite , Montpelier, Vermont 05602** ("RPC" and collectively with State referred to herein as "Parties"). It is the RPC's responsibility to contact the Vermont Department of Taxes to determine if, by law, the RPC is required to have a Vermont Department of Taxes Business Account Number.
2. **Subject Matter:** Funding provided through this Grant Agreement supports **municipal and regional planning and related activities as described in Attachment A, Specifications of Work to be Performed, Appendix I, RPC Work Plan and Performance Measures, and Appendix II, Municipal Plan Consultation Report**. The Funds dedicated to RPC activities consist of those funds identified in 24 V.S.A. § 4306 and Sec. D.100 of Act 120 (2020 Session) (Appropriations) appropriated to the Agency for such purposes and distributed to the RPC pursuant to DHCD's "Rules for the Allocation and Distribution of Regional Planning Funds" adopted May 1992 (hereinafter "Rules").
3. **Amendment:** This Grant Agreement represents the entire agreement between the parties; no changes, modifications, or amendments in the terms and conditions of this grant agreement shall be effective unless reduced to writing, numbered and signed by the duly authorized representative of the State and RPC.
4. **Cancellation:** This grant agreement may be canceled by either party by giving written notice at least 30 days in advance.
5. **Attachments:** This grant agreement consists of 25 pages including the following attachments which are incorporated herein:
  - Attachment A – Specifications of Work to be Performed
  - Attachment B – Payment Provisions
  - Attachment C – Standard State Provisions for Grants and Contracts (December 15, 2017 Revision).
  - Appendix I – FY21 RPC/DHCD Work Plan
  - Appendix II – FY21 Municipal Plan Consultation Report

By signing this Grant Agreement, the duly authorized signatory of the RPC represents that, pursuant to, inter alia, 24 V.S.A. §§ 4341 and 4346, the RPC is an entity to which Funds may be made available, and that, pursuant to, inter alia, 24 V.S.A. § 4341, the RPC has and will comply with all relevant eligibility criteria related to Funds.

**WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS GRANT AGREEMENT:**

By the State of Vermont:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: Josh Hanford

Title: Commissioner

Agency: Department of Housing and  
Community Development

By the RPC:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: Bonnie Waninger

Title: Executive Director

**ATTACHMENT A  
SPECIFICATIONS OF WORK TO BE PERFORMED**

The RPC will perform its statutory responsibilities as required by 24 V.S.A. Chapter 117, Subchapter 3. This Grant Agreement, including the activities outlined in Appendix I and Appendix II, may constitute only a subset of the overall statutory obligations of the RPC.

**1. State's Goal:** The RPC will help build the foundation for orderly growth. RPCs have statutory and contractual obligations in transportation, brownfields, energy, emergency management, economic development, natural resources and local and regional land use planning.

**2. Grant Oversight:**

- 2A.** Funds are provided to the RPC to support the provision of services and completion of products specifically described in this Grant Agreement's Appendix I and Appendix II, and must be used in a manner that conforms to all relevant State standards. The services performed under this Grant shall be monitored by State assigned staff. Reporting requirements will include performance expectations and deliverables, as stated in Appendix I and Appendix II. Any changes to time, scope, and/or resources shall be discussed in advance and the impacts to the work to be performed will be determined and reduced to writing by the State and the RPC in the form of a Grant Agreement amendment. If any Deliverables are not provided to the Agency by the RPC in a timely manner, the Agency may withhold progress payments or institute the process established in Section 4, below.
- 2B.** DHCD will review and comment on all regional plan updates. If any regional plan is adopted after DHCD has found and communicated to the RPC that it does not comply with the intent of statute, DHCD will file the findings with the documentation for the Grant Agreement in addition to sending them to the Regional Commission Chair. The RPC may request a peer review of the non-compliance identified by DHCD. The peers may issue findings and submit them to DHCD to be filed along with DHCD's findings.

**3. RPC Deliverables:**

- 3A.** The RPC **will deliver the prior contract year-end annual report to the State no later than July 31, 2020.** The report will conform to any required format distributed by the Agency and will address services provided and activities completed pursuant to prior year Scope of Work.
- 3B.** The RPC **will deliver a final audit report and financial statements, including any attachments, letters or responses regarding any findings, to the Agency no later than six months after the end of the RPC's fiscal year.** If applicable, the RPC must provide documentation to DHCD to demonstrate that any findings have been or will be addressed.
- 3C.** The RPC **will complete a mid-term report for the period of July 1, 2020 to December 31, 2020, due January 15, 2021, and a final report for the period of January 1, 2021 to June 30, 2021, due July 31, 2021.** These reports will summarize progress and completion of projects outlined in the workplan, and any significant changes made, as approved by the State, in the RPC Appendix I and Appendix II.

Upon receipt of each Report submission, the State, in order to fully assess the effectiveness of this Grant Agreement, may require additional information from the RPC, including anticipated and actual expenses that will include a summary of the RPC's operating budget that identifies all sources of



funding by source (federal, state (by agency), municipal, other) and type (grants, contracts, dues, other).

**4. Default/Recapture of Funds/Termination of Grant Agreement:** Failure by the RPC to fulfill in a timely and proper manner its obligations under, or comply with, any of the terms or conditions of this grant agreement shall constitute a Default. The State shall notify the RPC of the Default, may establish a period not to exceed thirty (30) calendar days to correct such Default, and may cease payment of any portion of Grant funds, until the Default is cured. If the RPC does not cure the Default at the completion of the correction period, then State: (1) may require RPC to immediately reimburse to State any portions of Funds that were not expended or were expended in a manner inconsistent with, or for purposes other than those specifically described in, the terms and conditions of this agreement; or, in the alternative, may forever retain any portion of Funds, equal to the amount of reimbursement that would have otherwise been required by operation of the preceding clause; and/or (2) may immediately terminate this agreement by giving written notice to the RPC, specifying the effective date thereof.

**5. Copyright:** Upon full payment by the State, all products of the RPC's work funded by the State, including but not limited to outlines, reports, charts, sketches, drawings, artwork, plans, photographs, specifications, estimates, computer programs, or similar documents, becomes the joint property of the State of Vermont and the RPC. The RPC will exercise due care in creating or selecting material for publication to ensure that such material does not violate the copyright, trademark, or similar rights of others. The RPC shall not use any copyright protected material in the performance of the work under this agreement that would require the payment of any fee for present or future use of the same by the State. To the extent the RPC uses copyrighted materials in performance of work under this Grant Agreement, the RPC shall document and provide the State with the precise terms of the licensed use granted to the State by the owner of the copyright for future use of the copyrighted material.

(End of Attachment A)

**ATTACHMENT B  
PAYMENT PROVISIONS**

**1. Payment of Funds:** The Funds identified in 24 V.S.A. § 4306 and Sec. D.100 of Act 120 (2020 Session) (Appropriations), shall be payable in four equal advance payments, with five percent (5%) withheld until completion as further described in paragraphs below. To receive payment, the RPC shall submit invoices as described below, along with required insurance documentation and deliverables.

**Please Note:** In the event that state funds appropriated to the Agency of Commerce and Community Development to annually fund the Regional Planning Commissions are reduced or reallocated to a purpose other than the work described in this Agreement, the Agency will work with the RPCs to review and revise the annual work plan through the amendment process. The Agency shall have no obligation to pay the original amounts in this agreement upon notice to the Regional Planning Commissions of the reduction or reallocation of funds.

**Important** – All invoices submitted by the RPC must identify the total amount for the quarter (see the chart on page 6 listing the amounts to be invoiced). Reimbursement of invoices not identifying these amounts will not be processed until a corrected invoice is received. All invoices must be emailed to [jennifer.lavoie@vermont.gov](mailto:jennifer.lavoie@vermont.gov) for processing.

**Payment #1**, equal to funding for the **first quarter** of this twelve-month Grant, will be paid to the RPC **on or about July 15, 2020**, provided that this agreement has been duly executed and if applicable that the RPC has demonstrated that any findings from the RPC's most recent audit have been or will be addressed.

**Payment #2**, equal to funding for the **second quarter** of this twelve-month contract, will be paid to the RPC **on or about October 1, 2020**, but in no event prior to receipt and approval by DHCD of the prior contract year-end annual report.

**Payment #3**, equal to funding for the **third quarter** of this twelve-month Grant, will be **payable upon receipt and approval by the Commissioner of DHCD of the mid-term report showing satisfactory progress in completing the terms of this Grant**. Timing of payment will correspond to the submission date of the mid-term report: submission of a report by December 31, 2020, will result in payment on or about January 15, 2021; submission of a report by January 15, 2021, will result in payment on or about January 30, 2021.

**Payment #4**, equal to funding for the **fourth quarter** of this twelve-month Grant, will be paid to the RPC **on or about April 1, 2021**.

**2.Final Payment:** Final payment, equal to five percent (5%) of the Regional Planning Fund Allocation, will be held pending the RPC's completion of the work required under this Grant Agreement. The State will evaluate performance based on the RPC's completion of required work, reporting, and quality of data supplied. Upon a determination by the Commissioner that the RPC has adequately completed the required work, provision of data, and reporting, and no area of performance is rated as "Needs Improvement" in the Targets of Appendix I's Scope of Work and Performance Measures, the State will release the final payment upon receipt from the RPC of an acceptable invoice for the total final payment amount.

However, if the RPC has tasks in “Needs Improvement,” it may be subject to the 5% being held permanently or until the task is completed. The DHCD Commissioner may meet with the RPC to discuss the areas in need of improvement and consider plans or approaches the RPC may employ to improve performance. The DHCD Commissioner will review any extenuating circumstances on a case-by-case basis.

**Timing of final payment will correspond to the submission date of the final report:** submission of a report by July 15, 2021, will result in payment on or about July 31, 2021; submission of a report by July 31, 2021, will result in payment on or about August 15, 2021.

3. If any portion of the Funds paid to RPC is not expended or obligated at the end of the scheduled term of this grant, the RPC will supply to the State a mutually agreeable plan detailing the anticipated expenditure of such remaining portion of Funds, before such expenditure occurs.

Vendor Name	Regional Planning Fund Allocation	Quarterly Payment	Final Payment Invoice Amount
Addison County Regional Planning Commission	\$233,271.00	\$55,401.86	\$11,663.55
Bennington County Regional Planning Commission	\$223,088.00	\$52,983.40	\$11,154.40
<b>Central Vermont Regional Planning Commission</b>	<b>\$269,130.00</b>	<b>\$63,918.38</b>	<b>\$13,456.50</b>
Chittenden County Regional Planning Commission	\$385,615.00	\$91,583.56	\$19,280.75
Lamoille County Regional Planning Commission	\$212,332.00	\$50,428.85	\$10,616.60
Northwest Regional Planning Commission	\$258,777.00	\$61,459.54	\$12,938.85
Northeast Vermont Development Association	\$333,916.00	\$79,305.05	\$16,695.80
Rutland Regional Planning Commission	\$269,834.00	\$64,085.58	\$13,491.70
Southern Windsor County Regional Planning Commission	\$197,636.00	\$46,938.55	\$9,881.80
Two Rivers-Ottawaquechee Regional Commission	\$280,545.00	\$66,629.44	\$14,027.25
Windham Regional Commission	\$260,273.00	\$61,814.84	\$13,013.65

(End of Attachment B)

**ATTACHMENT C: STANDARD STATE PROVISIONS  
FOR CONTRACTS AND GRANTS  
REVISED DECEMBER 15, 2017**

**1. Definitions:** For purposes of this Attachment, “Party” shall mean the Contractor, Grantee or Subrecipient, with whom the State of Vermont is executing this Agreement and consistent with the form of the Agreement. “Agreement” shall mean the specific contract or grant to which this form is attached.

**2. Entire Agreement:** This Agreement, whether in the form of a contract, State-funded grant, or Federally-funded grant, represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect.

**3. Governing Law, Jurisdiction and Venue; No Waiver of Jury Trial:** This Agreement will be governed by the laws of the State of Vermont. Any action or proceeding brought by either the State or the Party in connection with this Agreement shall be brought and enforced in the Superior Court of the State of Vermont, Civil Division, Washington Unit. The Party irrevocably submits to the jurisdiction of this court for any action or proceeding regarding this Agreement. The Party agrees that it must first exhaust any applicable administrative remedies with respect to any cause of action that it may have against the State with regard to its performance under this Agreement. Party agrees that the State shall not be required to submit to binding arbitration or waive its right to a jury trial.

**4. Sovereign Immunity:** The State reserves all immunities, defenses, rights or actions arising out of the State’s sovereign status or under the Eleventh Amendment to the United States Constitution. No waiver of the State’s immunities, defenses, rights or actions shall be implied or otherwise deemed to exist by reason of the State’s entry into this Agreement.

**5. No Employee Benefits For Party:** The Party understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees, nor will the State withhold any state or Federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Agreement. The Party understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Party, and information as to Agreement income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.

**6. Independence:** The Party will act in an independent capacity and not as officers or employees of the State.

**7. Defense and Indemnity:** The Party shall defend the State and its officers and employees against all third party claims or suits arising in whole or in part from any act or omission of the Party or of any agent of the Party in connection with the performance of this Agreement. The State shall notify the Party in the event of any such claim or suit, and the Party shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit. The State retains the right to participate at its own expense in the defense of any claim. The State shall have the right to approve all proposed settlements of such claims or suits.

After a final judgment or settlement, the Party may request recoupment of specific defense costs and may file suit in Washington Superior Court requesting recoupment. The Party shall be entitled to recoup costs only upon a showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Party in connection with the performance of this Agreement.

The Party shall indemnify the State and its officers and employees if the State, its officers or employees become legally obligated to pay any damages or losses arising from any act or omission of the Party or an agent of the Party in connection with the performance of this Agreement.

Notwithstanding any contrary language anywhere, in no event shall the terms of this Agreement or any document furnished by the Party in connection with its performance under this Agreement obligate the State to (1) defend or indemnify the Party or any third party, or (2) otherwise be liable for the expenses or reimbursement, including attorneys' fees, collection costs or other costs of the Party or any third party.

**8. Insurance:** Before commencing work on this Agreement the Party must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the State through the term of this Agreement. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the State.

*Workers Compensation:* With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont. Vermont will accept an out-of-state employer's workers' compensation coverage while operating in Vermont provided that the insurance carrier is licensed to write insurance in Vermont and an amendatory endorsement is added to the policy adding Vermont for coverage purposes. Otherwise, the party shall secure a Vermont workers' compensation policy, if necessary to comply with Vermont law.

*General Liability and Property Damage:* With respect to all operations performed under this Agreement, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

- Premises - Operations

- Products and Completed Operations

- Personal Injury Liability

- Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

- \$1,000,000 Each Occurrence

- \$2,000,000 General Aggregate

- \$1,000,000 Products/Completed Operations Aggregate

- \$1,000,000 Personal & Advertising Injury

*Automotive Liability:* The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than \$500,000 combined single limit. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, limits of coverage shall not be less than \$1,000,000 combined single limit.

*Additional Insured.* The General Liability and Property Damage coverages required for performance of this Agreement shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, then the required Automotive Liability coverage shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

*Notice of Cancellation or Change.* There shall be no cancellation, change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written prior written notice to the State.

**9. Reliance by the State on Representations:** All payments by the State under this Agreement will be made in reliance upon the accuracy of all representations made by the Party in accordance with this Agreement, including but not limited to bills, invoices, progress reports and other proofs of work.

**10. False Claims Act:** The Party acknowledges that it is subject to the Vermont False Claims Act as set forth in 32 V.S.A. § 630 *et seq.* If the Party violates the Vermont False Claims Act it shall be liable to the State for civil penalties, treble damages and the costs of the investigation and prosecution of such violation, including attorney's fees, except as the same may be reduced by a court of competent jurisdiction. The Party's liability to the State under the False Claims Act shall not be limited notwithstanding any agreement of the State to otherwise limit Party's liability.

**11. Whistleblower Protections:** The Party shall not discriminate or retaliate against one of its employees or agents for disclosing information concerning a violation of law, fraud, waste, abuse of authority or acts threatening health or safety, including but not limited to allegations concerning the False Claims Act. Further, the Party shall not require such employees or agents to forego monetary awards as a result of such disclosures, nor should they be required to report misconduct to the Party or its agents prior to reporting to any governmental entity and/or the public.

**12. Location of State Data:** No State data received, obtained, or generated by the Party in connection with performance under this Agreement shall be processed, transmitted, stored, or transferred by any means outside the continental United States, except with the express written permission of the State.

**13. Records Available for Audit:** The Party shall maintain all records pertaining to performance under this agreement. "Records" means any written or recorded information, regardless of physical form or characteristics, which is produced or acquired by the Party in the performance of this agreement. Records produced or acquired in a machine readable electronic format shall be maintained in that format. The records described shall be made available at reasonable times during the period of the Agreement and for three years thereafter or for any period required by law for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.

**14. Fair Employment Practices and Americans with Disabilities Act:** Party agrees to comply with the requirement of 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. Party shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Party under this Agreement.

**15. Set Off:** The State may set off any sums which the Party owes the State against any sums due the Party under this Agreement; provided, however, that any set off of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided hereinafter.

**16. Taxes Due to the State:**

- A. Party understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.
- B. Party certifies under the pains and penalties of perjury that, as of the date this Agreement is signed, the Party is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.
- C. Party understands that final payment under this Agreement may be withheld if the Commissioner of Taxes determines that the Party is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.
- D. Party also understands the State may set off taxes (and related penalties, interest and fees) due to the State of Vermont, but only if the Party has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Party has no further legal recourse to contest the amounts due.

**17. Taxation of Purchases:** All State purchases must be invoiced tax free. An exemption certificate will be furnished upon request with respect to otherwise taxable items.

**18. Child Support:** (Only applicable if the Party is a natural person, not a corporation or partnership.) Party states that, as of the date this Agreement is signed, he/she:

- A. is not under any obligation to pay child support; or
- B. is under such an obligation and is in good standing with respect to that obligation; or
- C. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Party makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Party is a resident of Vermont, Party makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

**19. Sub-Agreements:** Party shall not assign, subcontract or subgrant the performance of this Agreement or any portion thereof to any other Party without the prior written approval of the State. Party shall be responsible and liable to the State for all acts or omissions of subcontractors and any other person performing work under this Agreement pursuant to an agreement with Party or any subcontractor.

In the case this Agreement is a contract with a total cost in excess of \$250,000, the Party shall provide to the State a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54).

Party shall include the following provisions of this Attachment C in all subcontracts for work performed solely for the State of Vermont and subcontracts for work performed in the State of Vermont: Section 10 ("False Claims Act"); Section 11 ("Whistleblower Protections"); Section 12 ("Location of State Data"); Section 14 ("Fair Employment Practices and Americans with Disabilities Act"); Section 16 ("Taxes Due the State"); Section 18 ("Child Support"); Section 20 ("No Gifts or Gratuities"); Section 22 ("Certification Regarding Debarment"); Section 30 ("State Facilities"); and Section 32.A ("Certification Regarding Use of State Funds").

**20. No Gifts or Gratuities:** Party shall not give title or possession of anything of substantial value (including property, currency, travel and/or education programs) to any officer or employee of the State during the term of this Agreement.

**21. Copies:** Party shall use reasonable best efforts to ensure that all written reports prepared under this Agreement are printed using both sides of the paper.

**22. Certification Regarding Debarment:** Party certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither Party nor Party's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in Federal programs, or programs supported in whole or in part by Federal funds.

Party further certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, Party is not presently debarred, suspended, nor named on the State's debarment list at: <http://bgs.vermont.gov/purchasing/debarment>

**23. Conflict of Interest:** Party shall fully disclose, in writing, any conflicts of interest or potential conflicts of interest.

**24. Confidentiality:** Party acknowledges and agrees that this Agreement and any and all information obtained by the State from the Party in connection with this Agreement are subject to the State of Vermont Access to Public Records Act, 1 V.S.A. § 315 et seq.

**25. Force Majeure:** Neither the State nor the Party shall be liable to the other for any failure or delay of performance of any obligations under this Agreement to the extent such failure or delay shall have been wholly or principally caused by acts or events beyond its reasonable control rendering performance illegal or impossible (excluding strikes or lock-outs) ("Force Majeure"). Where Force Majeure is asserted, the nonperforming party must prove that it made all reasonable efforts to

remove, eliminate or minimize such cause of delay or damages, diligently pursued performance of its obligations under this Agreement, substantially fulfilled all non-excused obligations, and timely notified the other party of the likelihood or actual occurrence of an event described in this paragraph.

**26. Marketing:** Party shall not refer to the State in any publicity materials, information pamphlets, press releases, research reports, advertising, sales promotions, trade shows, or marketing materials or similar communications to third parties except with the prior written consent of the State.

**27. Termination:**

- A. Non-Appropriation:** If this Agreement extends into more than one fiscal year of the State (July 1 to June 30), and if appropriations are insufficient to support this Agreement, the State may cancel at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority. In the case that this Agreement is a Grant that is funded in whole or in part by Federal funds, and in the event Federal funds become unavailable or reduced, the State may suspend or cancel this Grant immediately, and the State shall have no obligation to pay Subrecipient from State revenues.
- B. Termination for Cause:** Either party may terminate this Agreement if a party materially breaches its obligations under this Agreement, and such breach is not cured within thirty (30) days after delivery of the non-breaching party's notice or such longer time as the non-breaching party may specify in the notice.
- C. Termination Assistance:** Upon nearing the end of the final term or termination of this Agreement, without respect to cause, the Party shall take all reasonable and prudent measures to facilitate any transition required by the State. All State property, tangible and intangible, shall be returned to the State upon demand at no additional cost to the State in a format acceptable to the State.

**28. Continuity of Performance:** In the event of a dispute between the Party and the State, each party will continue to perform its obligations under this Agreement during the resolution of the dispute until this Agreement is terminated in accordance with its terms.

**29. No Implied Waiver of Remedies:** Either party's delay or failure to exercise any right, power or remedy under this Agreement shall not impair any such right, power or remedy, or be construed as a waiver of any such right, power or remedy. All waivers must be in writing.

**30. State Facilities:** If the State makes space available to the Party in any State facility during the term of this Agreement for purposes of the Party's performance under this Agreement, the Party shall only use the space in accordance with all policies and procedures governing access to and use of State facilities which shall be made available upon request. State facilities will be made available to Party on an "AS IS, WHERE IS" basis, with no warranties whatsoever.

**31. Requirements Pertaining Only to Federal Grants and Subrecipient Agreements:** If this Agreement is a grant that is funded in whole or in part by Federal funds:

- A. Requirement to Have a Single Audit:** The Subrecipient will complete the Subrecipient Annual Report annually within 45 days after its fiscal year end, informing the State of Vermont whether or not a Single Audit is required for the prior fiscal year. If a Single Audit is required, the Subrecipient will submit a copy of the audit report to the granting Party within 9 months. If a single audit is not required, only the Subrecipient Annual Report is required.

For fiscal years ending before December 25, 2015, a Single Audit is required if the subrecipient expends \$500,000 or more in Federal assistance during its fiscal year and must be conducted in



accordance with OMB Circular A-133. For fiscal years ending on or after December 25, 2015, a Single Audit is required if the subrecipient expends \$750,000 or more in Federal assistance during its fiscal year and must be conducted in accordance with 2 CFR Chapter I, Chapter II, Part 200, Subpart F. The Subrecipient Annual Report is required to be submitted within 45 days, whether or not a Single Audit is required.

- B. Internal Controls:** In accordance with 2 CFR Part II, §200.303, the Party must establish and maintain effective internal control over the Federal award to provide reasonable assurance that the Party is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- C. Mandatory Disclosures:** In accordance with 2 CFR Part II, §200.113, Party must disclose, in a timely manner, in writing to the State, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures may result in the imposition of sanctions which may include disallowance of costs incurred, withholding of payments, termination of the Agreement, suspension/debarment, etc.

### **32. Requirements Pertaining Only to State-Funded Grants:**

- A. Certification Regarding Use of State Funds:** If Party is an employer and this Agreement is a State-funded grant in excess of \$1,001, Party certifies that none of these State funds will be used to interfere with or restrain the exercise of Party’s employee’s rights with respect to unionization.
- B. Good Standing Certification (Act 154 of 2016):** If this Agreement is a State-funded grant, Party hereby represents: (i) that it has signed and provided to the State the form prescribed by the Secretary of Administration for purposes of certifying that it is in good standing (as provided in Section 13(a)(2) of Act 154) with the Agency of Natural Resources and the Agency of Agriculture, Food and Markets, or otherwise explaining the circumstances surrounding the inability to so certify, and (ii) that it will comply with the requirements stated therein.

(End of Standard Provisions, Attachment C)

# Appendix I

## FY21 CVRPC/DHCD Work Plan & Reporting Form

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The Municipal and Regional Planning Fund for the purpose of assisting municipal and regional planning commissions to carry out the intent of this chapter shall be disbursed to the Secretary of Commerce and Community Development for performance contracts with regional planning commissions to provide regional planning services pursuant to section 4341a of this title; and allocations for performance contract funding to regional planning commissions shall be determined according to a formula to be adopted by rule under 3 V.S.A. chapter 25 by the Department for the assistance of the regional planning commissions. Disbursement of funding to regional planning commissions shall be predicated upon meeting performance goals and targets pursuant to the terms of the performance contract.

### Task Deadlines:

- |                           |   |
|---------------------------|---|
| ▪ September 30, 2020      | Individual report of last fiscal year's regional plan implementation actions in annual report |
| ▪ October 30, 2020        | Zoning for Great Neighborhoods Training Materials Final & Ready for Use                       |
| ▪ January 15, 2021        | Early Mid-term Report (optional)  |
| ▪ January 31, 2021        | Mid-term Report   |
| ▪ June 30, 2021           | Task 3a Training  |
| ▪ July 15, 2021           | Early Final Report Submission (optional)  |
| ▪ July 31, 2021           | Final Report Submission   |
| ▪ RPC's FY-End + 6 months | Final Audit Report Submission   |

### Mid-term Report:

- Reporting form must be accompanied by a budget report (using DHCD template) and an invoice.
- Submission of a report by **January 15, 2021** will result in payment on or about **January 30, 2021**.
- Submission of a report by **January 31, 2021** will result in payment on or about **February 15, 2021**.

### Final Audit Report:

The RPC will deliver a final audit report and financial statements, including any attachments, letters or responses regarding any findings, to the Agency no later than **six months after the end of the RPC's fiscal year**. If applicable, the RPC must provide documentation to the Agency to demonstrate that any findings have been or will be addressed.

### Final Report:

- Reporting Form must be accompanied by a budget report (using DHCD template) and an invoice.
- Submission of a report by **July 15, 2021** will result in payment on or about **July 31, 2021**
- Submission of a report by **July 31, 2021** will result in payment on or about **August 15, 2021**

### COVID-19 Deadline Impacts

Deadlines and work plan tasks may be affected by the COVID-19 emergency. Section 8(a) of [Act 92](#) of the 2019-2020 session enables the extension of certain deadlines by the Agency and extends deadlines for certain expiring instruments. Where COVID-19 hardship prevents the fulfillment of a deadline established by this agreement, the RPC will notify DCHD for any necessary Agency determinations. All determinations will be documented in the program file.

### Needs Improvement:

If the RPC has tasks in “Needs Improvement,” it may be subject to the **5% retainage being held** in accordance with the State Rules for the Allocation and Distribution of Regional Planning Funds. The DHCD Commissioner may meet with the RPC to discuss the areas in need of improvement and consider plans or approaches the RPC may employ to improve performance. The DHCD Commissioner will review any extenuating circumstances on a case-by-case basis.

### Results-Based Accountability Symbol Key:

⊕ = How much was done? \* = How well was it done? ✱ = Is anyone better off?

## CVRPC FY21 Work Plan & Reporting Form

### 1. REGIONAL PLANNING

- a. **REGIONAL PLAN MAINTENANCE.** Maintain a current regional plan that meets statutory requirements and directs implementation.

**Needs Improvement:** Regional plan has expired.

⊕ Regional plan is in effect	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If no, please explain</i>
* If plan was adopted, re-adopted, or amended this fiscal year, the regional plan includes an implementation program that defines tasks, assigns responsibility, and where applicable identifies the means, and indicates priority	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<i>If no or n/a, please explain</i>
* If plan was adopted, re-adopted, or amended this fiscal year, the RPC provided the Department of Housing and Community Development with a copy of the plan at least 30 days prior to the plan hearing as required by <u>24 V.S.A. §4348(c)</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<i>If no or n/a, please explain</i>

✱ The RPC has a properly adopted plan approved by the delegates representing its member municipalities pursuant to the requirements of 24 V.S.A. § 4348 (f)02

☐ Yes  
☐ No

*If no, please explain*

#### REGIONAL PLAN REPORTING TABLE

Date of Most Recent Adoption/Re-adoption	
Date of Most Recent Plan Amendment	
Date of Regional Plan Expiration	

**b. ACT 250 REVIEW. Review Act 250 major applications (or potential applications) in relation to the regional plan.**

**Needs Improvement:** Less than 80% of major applications reviewed and commented upon by region, summary reporting table not completed.

✚ # of major applications in region

#

✚ # of major applications reviewed and commented upon

#

✚ # of those applications considered in conformance with the regional plan

#

✱ % of Act 250 major applications that received review and comment

%

✱ % of reviewed applications considered in conformance with the regional plan

%

✱ Comments that were addressed during project application development, or in a permit decision, are summarized in the mid-term and final reports, providing extra detail about those involving substantive comment (complete reporting table below for all applications commented upon or issued a decision this fiscal year)

☐ Yes  
☐ No  
☐ N/A

*If no or n/a, please explain*

✱ RPC assisted the District Environmental Commission in determining a project's conformance with Act 250 requirements (24 V.S.A. § 4345a (13))

☐ Yes  
☐ No  
☐ N/A

*If no or n/a, please explain*

#### ACT 250 REPORTING TABLE

Application Title	Criteria Addressed	Summarized Comments	Decision Issued? Yes/No	Comments Addressed? Yes/No	Explain (optional)

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c. **SECTION 248 REVIEW. Review Section 248 applications with hearings (or potential applications) in relation to the regional plan.**

**Needs Improvement:** Less than 80% of applications with hearings reviewed, summary not completed or not completed as part of the final report.

✚ # of applications with hearing in the region	#	
✚ # of applications with hearing reviewed	#	
✚ # of those applications considered consistent with the regional plan	#	
* % of applications with a hearing that received review and comment	%	
* % of applications considered consistent with the regional plan	%	
* Comments that were addressed during project application development or in permit decision are summarized in the mid-term and final reports, providing more detail about those involving substantive comment (complete reporting table below for all applications commented upon or issued a decision this fiscal year)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or n/a, please explain
* RPC assisted the Public Service Board in determining project conformance with Section 248 requirements <u>24 V.S.A. § 4345a (14)</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or n/a, please explain

**SECTION 248 REPORTING TABLE**

Application Title	Criteria Addressed	Summarized Comments	Decision Issued? Yes/No	Comments Addressed? Yes/No	Explain (optional)

## 2. MUNICIPAL PLANNING AND TECHNICAL ASSISTANCE

### a. MUNICIPAL PLAN REVIEW. Review municipal plans as requested by municipalities.

**Needs Improvement:** Less than 80% of municipal plan reviews were completed within the statutory timeframe this fiscal year.

+ # of municipal plan adoption or amendment approval requests received	#	
+ # of municipal plan approval requests reviewed and acted upon by the RPC	#	
+ # of municipal plans incorporating consultations recommendations made by the RPC 12-24 months prior to plan expiration	#	
* % of municipal plan requests reviewed and acted upon by the RPC	%	
* % of municipal plan reviews completed within statutory schedule (based on # of approvals requested)	%	
* % of municipalities incorporating consultations recommendations made by RPCs in plans adopted or amended this fiscal year	%	
⚠ Municipalities in the region have an opportunity to receive a decision on regional plan approval in a timely manner in keeping with <u>24 V.S.A. § 4350 (b)</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or n/a, please explain

### MUNICIPAL PLAN REVIEW REPORTING TABLE

Municipality	Date Received	Date Acted Upon by RPC	RPC Recommendations Incorporated? Yes/No	Approved? Yes/No	Explain (optional)

- b. **MUNICIPAL PLAN CONSULTATION.** Conduct statutory consultations with municipalities with plans expiring within **12-24 months** and at least **twice within eight years** and document results. Contact municipalities with plans expiring next fiscal year and offer to assist with updating the plans to meet statutory requirements. (See Appendix II of the DHCD grant agreement for the consultation schedule.)

**Needs Improvement:** Less than 80% of the Appendix II consultations were completed

+ # of consultations scheduled for this fiscal year in Appendix II	#	
+ # of consultations scheduled for this fiscal year completed	#	
* % of statutory consultations completed on time	%	
✱ Municipalities in the region received regular consultations in keeping with <u>24 V.S.A. § 4350</u> and have received information that supports effective local planning and implementation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<i>If no or n/a, please explain</i>

#### MUNICIPAL PLAN CONSULTATION REPORTING TABLE

Municipality	Date of 2 <sup>nd</sup> Consultation	Summary of Key Recommendations

- c. **TECHNICAL PLANNING ASSISTANCE.** Provide technical assistance to municipalities in the preparation and maintenance of plans, capital plans, regulations, mapping, applications for designation under Chapter 76A of Title 24, grant-writing assistance, and other implementation activities under Chapter 117. (For each task indicate the level of assistance provided.)

**Needs Improvement:** Less than 50% of municipalities receive assistance.

+ # of municipalities that received technical assistance		
* % of municipalities that received technical assistance	%	
* The type of technical assistance provided to region's municipalities is documented in the individual RPC annual report (see item 5a below).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
* Municipalities in the region received technical assistance in keeping with <u>24 V.S.A. § 4345a</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If no, please explain</i>



### 3. REGIONAL TRAINING AND EDUCATION FOR MUNICIPALITIES

- a. **TRAINING FOR MUNICIPALITIES.** Propose, produce, organize, lead, and deliver at least two trainings unique to this funding, which may include one training on Zoning for Great Neighborhoods produced by DHCD & VAPDA, other trainings already produced in partnership with DHCD to meet statewide needs (e.g. Land Use Essentials, Housing, Economic Development), help address a COVID-19 response/recovery needs, or feature original content to address regional needs; presentations developed by outside entities or principally produced using other funding streams will not qualify without prior approval.

**Needs Improvement:** Less than one training on each of the two topics completed and surveys not documented in final report.

+ # of trainings held	#		
+ # of participants at each training	#		
+ # of municipalities represented	#		
* % of municipalities attending training	%		
* # of surveyed attendees rating the training useful	#		
* % of surveyed attendees rating the training useful	%		
* Trainings completed, surveys collected and summarized in final report.	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please explain	
* Municipalities in the region received training in keeping with <u>24 V.S.A. § 4345a (1),(2) and(7)</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please explain	

#### TRAINING REPORTING TABLE

Training Module or Type	Location of Training	# participants	# surveys collected	# municipalities represented	% municipalities represented	# surveyed rating training useful	% surveyed rating training useful
TBD							
TBD							

#### 4. SUPPORT FOR STATEWIDE INITIATIVES

- a. **REGIONAL PLAN FUTURE LAND USE MAP MAINTENANCE.** Submit and maintain current GIS files of all regional plan future land use plan maps for access through the Vermont Open Geodata Portal upon update by an RPC.

**Needs Improvement:** Did not produce adequate maps/data on time

✚ # Point and/or shapefiles of effective regional plan future land use maps uploaded to VCGI portal that meet VCGI standards	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or n/a, please explain
* Point and/or shapefiles uploaded within 60 days of adoption	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or n/a, please explain
✳ Region's future land use maps are available to all users statewide	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please explain

- b. **MUNICIPAL ZONING MAP MAINTENANCE.** Submit and maintain adopted municipal zoning district GIS files produced or received by the RPC for access through the Vermont Open Geodata Portal.

**Needs Improvement:** Does not upload maps/data produced or received by the region on behalf of the municipality and does not recommend best practices for municipal GIS submissions on time.

✚ Shapefiles of effective zoning maps uploaded to VCGI portal by RPC upon adoption if produced or received by the RPC.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or n/a, please explain
* Shapefiles uploaded meet VCGI standards.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or n/a, please explain.
✳ Effective zoning maps are available to all users statewide to inform policy and administration and can be updated as zoning maps are amended	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or n/a, please explain

c. **GOVERNOR'S ECONOMIC MITIGATION & RECOVERY TASK FORCE LOCAL SUPPORT AND COMMUNITY ACTION TEAM. Assist the Task Force and Team with a representative from VAPDA.**

**Needs Improvement:** VAPDA representative attends fewer than 50% of the Task Force Team meetings.

+ VAPDA representative attends meetings.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If no, please explain</i>
* VAPDA representative attends at least 50% of the meetings and assists the Task Force in implementing its charge.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If no, please explain.</i>
✱ Task Force work helps Vermont's communities respond and recover from the COVID-19 crisis.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If no, please explain</i>

## 5. CORE FUNCTIONS & IMPLEMENTATION ASSISTANCE

a. **VAPDA ANNUAL REPORT. Work on statutory duties as determined by regional priorities. Report results in individual contract reporting and individual annual reports** (use common reporting elements for consistency, e.g.: regional planning implementation projects/activities, municipal technical assistance, community and economic development, state designations, brownfields, disaster and resilience, housing, public health, emergency preparedness, transportation, water quality, energy, intermunicipal regional services, etc.).

**Needs Improvement:** Individual report of FY19 Regional Plan implementation actions not completed by 9/30/2020.

+ # and type of municipal assistance provided (map included in report)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If no, please explain</i>
+ # and type of major regional planning and implementation efforts (list or description in report)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If no, please explain</i>
* Individual report of FY19 Regional Plan implementation actions included in the annual report developed on time.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If no, please explain</i>
* Other measures as included in annual report	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If no, please explain</i>

✱ Work of RPC is documented in a way that communicates statewide accomplishments of all RPCs

☐ Yes  
☐ No

*If no, please explain*

# Appendix II

## FY21 Municipal Plan Consultation Report

### CVRPC

**Activity:** Conduct statutory consultations with municipalities with plans expiring within 12-24 months and at least twice within eight years and document results (pursuant to 24 V.S.A. §4350). Contact municipalities with plans expiring next fiscal year (FY22: July 1, 2021-June 30, 2022) and offer to assist with updating the plans to meet statutory requirements pursuant to 24 V.S.A. 4345a.

**Form Instructions:** List all municipalities in the region, identify if the municipality has an adopted plan. If yes, identify the date of expiration. List the date of any prior consultation. Identify if consultation is targeted for this fiscal year (FY21). Document any relevant notes.

**Suggestion:** DHCD encourages that consultation be done within the municipality using a consistent regional approach that takes stock of implementation accomplishments, reveals local needs and challenges, and clearly identifies issues of statutory compliance early in the process. Such a consultation could be done in combination with a locally held training on “land-use essentials” to support the ongoing professional development of the state’s rotating volunteer planners.

Municipality	Adopted Plan <sup>1</sup> (Y/N)	Plan Expiration Date <sup>2</sup> [XX/XX/XXXX]	Prior Consultation Date <sup>3</sup> [XX/XX/XXXX]	Consultation Targeted for FY21? (Y/N)	Notes
Barre City	Y	06/17/2019	02/07/2018		Update in progress; PC public hearing 07/23/2020
Barre Town	Y	06/23/2028	04/18/2018		
Berlin	Y	08/14/2026	03/23/2016		NTC planning underway; next consultation ~2022
Cabot	Y	08/15/2025	02/04/2016	Y	FY20 consultation delayed to FY21 due to COVID
Calais	Y	02/01/2024	05/07/2019		
Duxbury	Y	10/27/2019	05/10/2018		Update in progress; SB hearing anticipated 07/2020
East Montpelier	Y	06/04/2026	04/20/2017	Y	Consultation focus is plan implementation
Fayston	Y	10/01/2019	05/07/2018		Update in progress; PC hearing held 03/09/20; progress delayed due to COVID
Marshfield	Y	08/21/2026	03/05/2020		
Middlesex	Y	09/10/2027	01/18/2017	Y	Consultation focus is plan implementation
Montpelier	Y	12/20/2025	06/08/2020		
Moretown	Y	01/04/2024	02/19/2019		

Municipality	Adopted Plan <sup>1</sup> (Y/N)	Plan Expiration Date <sup>2</sup> [XX/XX/XXXX]	Prior Consultation Date <sup>3</sup> [XX/XX/XXXX]	Consultation Targeted for FY21? (Y/N)	Notes
Northfield	Y	09/09/2019	08/21/2017		Update in progress; 3 <sup>rd</sup> SB public hearing scheduled for 08/11/20.
Orange	Y	08/13/2026	01/11/2017	Y	Consultation focus is plan implementation
Plainfield	Y	02/10/2019	05/21/2018		Update in progress; COVID delayed
Roxbury	Y	06/01/2019	05/23/2018		Update in progress
Waitsfield	Y	12/18/2025	01/28/2020		
Warren	Y	04/23/2027	11/08/2018		
Washington	Y	11/12/2018	05/01/2017	Y	Update in progress; Consultation focus depends on plan progress.
Waterbury	Y	12/03/2026	04/10/2017	Y	Consultation focus is plan implementation
Williamstown	Y	04/11/2024	02/13/2019		
Woodbury	Y	04/10/2003	11/25/2019		Town released RFP for consultant services June 2020
Worcester	Y	11/20/2012	10/17/2019		Update in progress; COVID delayed

1. Even if expired

2. Even if passed. Red text indicates expired plan.

3. Doesn't have to be exact date, but please include month and year for example, 05/00/2019.

**SOUTHERN WINDSOR COUNTY REGIONAL PLANNING COMMISSION  
AMMENDMENT #1 TO  
STANDARD SUB-GRANT AGREEMENT  
#CVRPC-2019DIBG-01 (BUNDLE)**

This AMENDMENT to contract #CVRPC-2019DIBG-01(Contract), dated April 20, 2020, by and between the Southern Windsor County Regional Planning Commission (SWCRPC) and Central Vermont Regional Planning Commission shall be made effective on this 6<sup>th</sup> day of July, 2020, for the purposes of revisions to Attachment C: Standard State Provisions for Subcontracts and Subgrants. This is the first Amendment to the Contract. The Contract amendments are as follows:

**Attachment C – Standard State Provisions for Subcontracts and Subgrants**

- 1. Fair Employment Practices and Americans with Disabilities Act:** CONSULTANT agrees to comply with the requirement of 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. CONSULTANT shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the CONSULTANT under this Agreement.
- 2. False Claims Act:** The CONSULTANT acknowledges that it is subject to the Vermont False Claims Act as set forth in 32 V.S.A. § 630 et seq. If the CONSULTANT violates the Vermont False Claims Act it shall be liable to the State for civil penalties, treble damages and the costs of the investigation and prosecution of such violation, including attorney's fees, except as the same may be reduced by a court of competent jurisdiction. The CONSULTANT's liability to the State under the False Claims Act shall not be limited notwithstanding any agreement of the State to otherwise limit CONSULTANT's liability.
- 3. Whistleblower Protections:** The CONSULTANT shall not discriminate or retaliate against one of its employees or agents for disclosing information concerning a violation of law, fraud, waste, abuse of authority or acts threatening health or safety, including but not limited to allegations concerning the False Claims Act. Further, the CONSULTANT shall not require such employees or agents to forego monetary awards as a result of such disclosures, nor should they be required to report misconduct to the CONSULTANT or its agents prior to reporting to any governmental entity and/or the public.
- 4. Taxes Due to the State:**
  1. CONSULTANT understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.
  2. CONSULTANT certifies under the pains and penalties of perjury that, as of the date the Agreement is signed, the CONSULTANT is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.

3. CONSULTANT understands that final payment under this Agreement may be withheld if the Commissioner of Taxes determines that the CONSULTANT is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.
4. CONSULTANT also understands the State may set off taxes (and related penalties, interest and fees) due to the State of Vermont, but only if the CONSULTANT has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the CONSULTANT has no further legal recourse to contest the amounts due.
5. **Child Support:** (Only applicable if the CONSULTANT is a natural person, not a corporation or partnership.) CONSULTANT states that, as of the date this Agreement is signed, he/she:
  1. is not under any obligation to pay child support; or
  2. is under such an obligation and is in good standing with respect to that obligation; or,
  3. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

CONSULTANT makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the CONSULTANT is a resident of Vermont, CONSULTANT makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.
6. **No Gifts or Gratuities:** CONSULTANT shall not give title or possession of anything of substantial value (including property, currency, travel and/or education programs) to any officer or employee of the State during the term of this Agreement.
7. **Certification Regarding Debarment:** CONSULTANT certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither CONSULTANT nor CONSULTANT's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in Federal programs, or programs supported in whole or in part by Federal funds.

CONSULTANT further certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, CONSULTANT is not presently debarred, suspended, nor named on the State's debarment list at: <http://bgs.vermont.gov/purchasing/debarment>
8. **Certification Regarding Use of State Funds:** If CONSULTANT is an employer and this Agreement is a State-funded Grant in excess of \$1,001, CONSULTANT certifies that none of these State funds will be used to interfere with or restrain the exercise of CONSULTANT's employee's rights with respect to unionization.
9. **State Facilities:** If the State makes space available to the CONSULTANT in any State facility during the term of this Agreement for purposes of the CONSULTANT's performance under this Agreement, the CONSULTANT shall only use the space in accordance with all policies and procedures governing access to and use of State facilities which shall be made available upon request. State facilities will be made available to CONSULTANT on an "AS IS, WHERE IS" basis, with no warranties whatsoever.
10. **Location of State Data:** No State data received, obtained, or generated by the CONSULTANT in connection with performance under this Agreement shall be processed, transmitted, stored, or



transferred by any means outside continental United States, except with the express written permission of the State.

- 11. Subconsultants:** CONSULTANT shall not assign or subcontract the performance of this agreement or any portion thereof to any other consultant without the prior written approval of the State. CONSULTANT also agrees to include in all subcontract agreements a tax certification in accordance with section 4 above.

All other language in the Contract remains the same.

WE, THE UNDERSIGNED PARTIES, AGREE TO BE BOUND BY THIS AGREEMENT.

SOUTHERN WINDSOR COUNTY  
REGIONAL PLANNING COMMISSION

SUB-GRANTEE

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: Thomas J. Kennedy, A.I.C.P.

Name: \_\_\_\_\_

Title: Executive Director

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## MEMO

Date: August 7, 2020  
To: Executive Committee  
From: Bonnie Waninger, Executive Director  
Re: Updates to CVRPC FFY 2021 TPI Work Program and Budget

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✉ **ACTION REQUESTED:** Approve the revised CVRPC FFY 21 Transportation Planning Initiative work program and budget.

During the VTrans review process for the FFY2021 TPI work program and budget, VTrans noted an error with the grant amount and requested minor updates to the work program to refine program deliverables.

The TAC will review these changes at its next meeting, which is scheduled for September 22.

### Work Program Updates

Updates to the work program are noted using bolded text for additions and strike through for deletions. They include:

- Task 1 – Program Administration: No changes.
- Task 2 – Public Participation and Coordination: No changes.
- Task 3 – Long Range Planning: Remove duplicate language. Add Regional Plan transportation element as a deliverable.
- Task 4 – Short Range Planning: Note Montpelier microtransit project participation and Green Mountain Transit Chair role. Update Safe Routes to School language. Delete old language. Update deliverables.
- Task 5 – Project Development Planning: Include implementation of VPSP2 project prioritization process and regional prioritization process update. Delete old language. Update deliverables.
- Task 6 – Other Planning Activities: None

### Summary of Budget Amounts by Task

CVRPC's TPI award was \$12,471 higher than was included in the original budget.

Task	Task Description	Original Amount	Updated Amount	Difference	% Change
Task 1	Administration	\$29,230	\$29,172	(\$58)	-0.20%
Task 2	Public Participation & Coordination	\$39,217	\$36,441	(\$2,776)	-7.08%
Task 3	Long Range Planning	\$43,083	\$47,856	\$4,773	11.08%
Task 4	Short Range Planning	\$96,898	\$102,515	\$5,617	5.80%
Task 5	Project Development	\$14,721	\$17,165	\$2,444	16.60%
Task 6	Other Planning	\$0	\$0	\$0	0.00%
	<b>TOTAL</b>	<b>\$223,149</b>	<b>\$233,149</b>	<b>\$12,471</b>	

The budget update:

Task 1 – Administration: Minor change to adjust for math.

Task 2 – Public Participation and Coordination: Reduced funds based on Assistant Planner participation in these activities.

Task 3 - Long Range Planning: Added funds to continue work on the Regional Plan transportation element. Staff is currently working on the element by updating data and identifying implementation actions. TAC engagement is anticipated in late fall.

Task 4 - Short Range Planning: Added funds to compensate for staff hours to support the Regional Elders and Persons with Disabilities Committee. CVRPC intended to have its VISTA member provide significant Committee support. The member withdrew from the program.

Task 5 – Project Development: Added hours for Senior Planner to participate in studies completed by municipalities (ex. Better Connections program).

Task 6 – Other Planning: No change.

## CENTRAL VERMONT REGIONAL PLANNING COMMISSION

### FFY 2021 Transportation Planning Initiative

Federal Fiscal Year: October 1, 2020 to September 30, 2021

Approved by: TAC \_\_\_\_/\_\_\_\_/\_\_\_\_; Executive Committee \_\_\_\_/\_\_\_\_/\_\_\_\_

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#### EXHIBIT 1: WORK PROGRAM

##### Purpose and Summary

This document describes the Central Vermont Regional Planning Commission (CVRPC) Transportation Planning Initiative (TPI), Federal Fiscal Year 2021 Work Program. The transportation program is continually adapted to meet the needs of our 23 municipalities, the region at large, and the work tasks developed cooperatively with the Vermont Agency of Transportation. This work program is a summary of work tasks with more specific work scope and schedule guidance being provided by VTrans and/or our member communities. Implicit in this agreement is that CVRPC staff will hold themselves to a professional standard and seek training opportunities in all relevant transportation and planning related topics. The regional transportation planning program is intended to achieve the following goals:

1. Enhance cooperative decision-making among state, regional, and local partners about the transportation system.
2. Better connect federal, regional, and statewide transportation planning.
3. Provide technical assistance to municipalities and expand their ability to implement transportation planning best practices.
4. Deliver results that advance VTrans strategic and long range transportation plans.

The CVRPC TPI Work Program has enabled creation of the Transportation Element of the Regional Plan, organizes regional priorities for VTrans projects, enables municipalities to learn about VTrans planning processes, provides transportation planning services to municipalities, provides local input into state planning processes, and studies transportation problems.

The current Work Program continues the above activities. In addition, activities have been added to strengthen the transportation / land use linkage, assist municipalities to plan for a resilient transportation system, and plan for Clean Water initiatives.

This work program is presented in six task areas, each corresponding to VTrans FFY 2021 Transportation Planning Initiative (TPI) guidance materials and direction from VTrans. The narrative for each includes a description of the goals, objectives, and activities/products proposed to address the tasks.

**TASK 1. PROGRAM ADMINISTRATION**

CVRPC will be responsible for the management of financial, reporting, and auditing requirements related to agreement fulfillment. Staff is experienced in the administration of federal, state, and local agreements and is familiar with federal and state financial and audit procedures. Local officials, Commission representatives, and members of the public will have access to information regarding the administration of this planning initiative. This task involves activities necessary for the proper management of the TPI work program and the development of future work programs.

Included are the following activities:

1. hire, train, and supervise staff, and hire, supervise, and evaluate consultants as necessary to undertake the work program.
2. prepare and update policies and procedures to maintain compliance with state and federal laws, procedures, and requirements.
3. participate in a commission-wide audit, in conjunction with other CVRPC programs and in conformance with federal standards.
4. develop an indirect cost proposal.
5. work cooperatively with VTrans in an evaluation of the overall program to define strengths and deficiencies in meeting the objectives as defined in the VTrans/CVRPC agreement for services.
6. develop work plans and budgets and participate in the mid-year review process.
7. conduct financial and progress reporting to meet federal and VTrans requirements, such as preparation of monthly billings, monthly progress reports, and weekly status reports regarding work accomplishments and financial status.
8. purchase supplies, equipment (traffic counter), and software directly related to TPI activities and necessary to complete the work program; repair and maintain equipment as necessary.
9. complete annual TPI and VAPDA Performance Reporting.
10. attend monthly TPI meeting.
11. training to enhance knowledge and skills specific to transportation planning best practices.

Personnel: Executive Director, Office Manager, Senior Planners, Planners

Products: Administrative activities will be ongoing throughout the agreement period. Specific products will include procurement documentation, monthly invoices, progress reports, an

annual audit report, indirect cost proposal, related proposals, subcontracts, work programs, budgets, updated policies, and the CVRPC FY21 Annual Report and VAPDA SFY2021 Annual Report that includes transportation performance measures.

## **TASK 2. PUBLIC PARTICIPATION AND COORDINATION**

The purpose of this task is to ensure that the public, business owners, and other stakeholders have the opportunity to participate in the regional transportation planning process both individually and through their locally elected officials. This includes work efforts related to municipal, regional, and interagency coordination, citizen participation, public informational meetings associated with the Regional Commission's transportation planning program and special transportation planning projects. Staff will continue to act as a liaison between the municipalities and VTrans.

Included are the following activities:

1. coordinate transportation planning activities with adjacent regional commissions, public transit providers, economic development agencies, human service providers and advocates, housing organizations, VTrans, and other organizations.
2. publish and advertise informational materials regarding activities of the Regional Transportation Planning Program and related VTrans planning efforts. Media can include newsletters, website and social media content, and other materials to enhance understanding of the planning process, evaluation of needs, and development of transportation solutions.
3. meet regularly with VTrans staff to discuss the development, implementation and progress of programs and activities of interest to the region's member municipalities.
4. monitor the development of legislation affecting local and regional transportation; communicate information as appropriate.
5. coordinate and facilitate the Central Vermont Transportation Advisory Committee (TAC) and coordinate its activities with local officials, groups, and other regional TACs and its involvement in statewide modal and policy plans.
6. solicit public participation in the planning process, including sponsor and convene informational meetings and public hearings (such as annual STIP/Capital Program hearings) and coordinate and participate in VTrans-sponsored events.
7. engage the public in the identification of transportation problems and solutions.
8. participate in the update and implementation of current VTrans plans by facilitating public input through forums, public meetings, and other engagement tools as appropriate.
9. coordinate, facilitate, and provide technical support for quarterly road foreman roundtables.

10. serve on various transportation-related task forces and study committees.
11. attend meetings of local boards and commissions on transportation related topics including safety improvements, capital planning, infrastructure planning, etc.
12. provide outreach and assistance to municipalities in integrating good access management practices into local plans, regulations, and ordinances.
13. conduct outreach to municipalities on adoption and use of Town Road and Bridge Standards and how they relate to the Emergency Relief Assistance fund reimbursement.
14. engage the public in the Regional Plan update as it pertains to various modes of transportation, goals for transportation planning, and future transportation needs.
15. participate in emergency management training and activities to support a resilient transportation system.
16. monitor current transportation projects by reviewing the five year VTrans Capital Program and Project Development Plan, and the STIP.
17. participate and coordinate Travel Demand Management initiatives to meet the needs of Central Vermont.
18. coordinate the region's participation in the VTrans Aviation Program, including participation in State Aviation Council meetings and exploration of a State Airport Committee for the Edward F. Knapp Airport.
19. obtain in-house reference materials, such as periodicals, manuals and textbooks, on transportation planning, engineering, and related topics, for use by staff, local officials and the public.

Personnel: Executive Director, Office Manager, Senior Planners, Planners, Assistant Planner, Planning Technicians

Products: Public participation and outreach activities will be ongoing throughout the agreement period. Specific products will include meeting announcements and minutes, written recommendations and correspondence as appropriate, the newsletter, a written report regarding the Way to Go! Challenge planning efforts.

### **TASK 3. LONG RANGE TRANSPORTATION PLANNING**

Long range transportation planning includes development and incorporation of transportation planning into the Regional Plan, corridor management plans and modal specific plans. All modes of

transportation should be considered and integrated into the overall transportation system. A basic component of a region's planning work should be a systematic review of multi-modal transportation needs based on existing and future land use patterns, socioeconomic characteristics and trends, environmental challenges and other driving factors. This task includes activities specifically related to long-range transportation system planning and analysis, i.e., database and GIS system development and maintenance, systems analyses, the adoption of the regional transportation plan to the Regional Plan, corridor management, and all long-range transportation system management activities.

Included are the following activities:

1. maintain, distribute, and verify through local officials and business/community leaders future land use, demographic, and transportation network characteristics.
2. continue to incorporate transportation planning into the Regional Plan.
3. conduct outreach to local officials and the public on, and participate in, State modal and other transportation planning.
4. participate in working groups, steering committees, and/or advisory committees of VTrans-managed planning projects, such as acting as a technical advisor.
5. participate in work groups and committees and conduct outreach to local officials and the public on environmental policy and planning items.
6. participate in Corridor Management Planning efforts to integrate local and regional perspectives.
7. coordinate intermodal, multimodal, and freight transportation planning activities, including bike/pedestrian systems planning.
8. coordinate inter-regional efforts, such as clean water planning for inter-regional roads.
9. integrate, and assist municipalities to integrate, the results of the statewide analysis and Transportation Resilience Planning Tool into regional and local plans and planning efforts.
10. provide technical support to assist municipalities with municipal plan updates, zoning ordinances, subdivision regulations, highway ordinances, and other transportation-related documents or ordinances.
11. provide planning, technical assistance, and grant management support as needed for communities participating in the Better Connections program.
12. develop and implement analytical methods to identify gaps in the connectivity of the transportation system.



13. Coordinate inter-regional efforts, such as the Scenic Byways Program, public transit, and others.
14. identify transportation opportunities and challenges in meeting State land use planning goals.
15. develop and maintain statistics and GIS data and analyses used to support transportation planning and project development, such as 2020 Census data.
16. identify wildlife corridors, roadway barriers and crossings, and other environmental transportation connections.
17. ~~Integrate, and assist municipalities to integrate, the results of the statewide analysis and Transportation Resilience Planning Tool into regional and local plans and planning efforts.~~  
(duplicate of #9)
17. **Update the transportation element of the Central Vermont Regional Plan, including a program for the implementation of the Regional Plan's transportation objectives.**

Personnel: Executive Director, Office Manager, Senior Planners, Planners, Assistant Planner

Products: Updates to the Regional Plan; GIS coverages/maps (updated base, land use, transportation network, associated transportation data, GIS updates of long-range plan maps); Project related products as applicable.

#### **TASK 4. SHORT RANGE TRANSPORTATION PLANNING**

Short range transportation planning projects may be identified in long range plans, conducted in response to an emerging issue, or prepared at the request of a municipality to address a specific need. The planning work may focus on a smaller area such as a downtown, commercial area or school and recommendations would be developed at a greater level of detail than typically provided in long range planning work. Short range planning includes collection of data to support all phases of transportation planning and project development. This task includes activities specifically emphasizing short-range transportation system analysis and problem solving, including the evaluation of specific local or regional transportation problems or issues of a one-time or short-term duration.

1. review and provide recommendations on transportation elements of municipal plans and assist municipalities to develop transportation capital improvement plans.
2. assist communities participating in the planning aspects of Transportation Alternatives, Byway, Bicycle/Pedestrian, Better Connections, discretionary, and other grant programs and in regional bicycle and pedestrian initiatives, such as the Cross Vermont Trail, Central Vermont Path, and Mad River Path.
3. review transportation issues and impacts of proposed development projects with impacts to the

regional transportation system, and provide technical assistance to municipalities for transportation impact review of local development projects as necessary to strengthen local transportation planning.

4. conduct traffic monitoring by maintaining current data for major roads and problem areas, and by responding to local requests.
5. conduct traffic, parking space, bicycle and pedestrian, turning movement, and park and ride counts.
6. collect municipal highway major collector HPMS data and model inventory of roadway elements (MIRE) data programs.
7. update information on dedicated On-Road Bicycle Facilities
8. assist municipalities to plan for Complete Streets, and conduct a municipal complete streets implementation inventory.
9. assist municipalities to inventory, assess, plan for, and manage local transportation systems by conducting municipal road, culvert, bridge, ditch, roadway sign, and bicycle and pedestrian infrastructure inventories and assessments, road erosion assessments, tree inventories, and by supporting development and maintenance of road surface management systems, municipal road stormwater management plans, and capital improvement plans. This work will, in part, assist towns in applying for Municipal Road General Permits and complying with the Vermont Clean Water Act.
10. participate in public transit planning, **including collaboration on the Montpelier microtransit project**, update of Transit Development Plans, coordination of human service needs with transportation options, monitoring changes of transit systems in the region, and updating transit mapping.
11. support enhancement of Human Services Transportation Coordination, including enhancement of the Regional Elders and Persons with Disabilities Advisory Committee, serving on the Public Transit Advisory Committee (PTAC) and public transit boards (**serve as Chair of the Green Mountain Transit Board**), continuing to provide technical support to regional public transit providers, advisory groups, and groups working to identify and fill transportation gaps for the public and underserved populations (Green Mountain Transit, Rural Community Transportation, Mad River TAC, THRIVE Transportation Collaborative Action Network), and participating in activities as necessary; continue to serve on Boards and committees to act as a liaison between providers and local needs.
12. participate and coordinate efforts with VTrans, GMT, and communities to develop travel demand management measures.

13. support Safe Routes to School **efforts as needed by increasing awareness and participation of schools and municipalities with the program, assisting with updating School Travel Plans, collecting traffic data to support school travel plans, and serving as a member of regional expert panels available to help schools with their local programs.** ~~outreach, planning, implementation, and evaluation.~~
14. participate in the Systemic Local Road Safety Program and Road Safety Audit Reviews.
15. ~~review of functional classification system.~~

Personnel: Executive Director, Senior Planners, Planners, Assistant Planner, Planning Technicians, Consultant/Contract staff as needed

Products: Municipal Plan updates; Traffic, parking space, bicycle and pedestrian, and turning movement counts; Sufficiency rating data on VTrans identified miles of municipal highway major collectors; Complete Streets implementation inventory; Municipal transportation system inventories, assessments, and capital plans; Nominations and mapping of high hazard locations and programmatic corridors to the HRRR Program; Updated school area infrastructure maps **and/or School Travel Plans** developed for SRTS Program as needed; **at least four quarterly E&D Committee meetings held in accordance with Vermont Open Meeting Law; E&D Committee workplan; FFY20 E&D Rider Survey respondents follow up; attendance at E&D Summit; Welcome packet for new E&D riders/clients;** Other products as applicable.

## **TASK 5. PROJECT DEVELOPMENT PLANNING**

The task includes activities emphasizing project-specific planning and development. Project development activities provide continuity between planning and implementation and provide a framework for on-going public participation as specific design alternatives, costs and impacts are explored. The work will involve developing transportation projects and preparing them for state or local implementation. The project development assistance will be extended to municipalities and VTrans first with a secondary priority of serving nonprofit and interest groups. These are projects and planning activities that can realistically be implemented within a few years.

Included are the following activities:

1. identify local issues that relate to scoping analysis, and conduct feasibility and location studies.
2. facilitate public participation during scoping analysis and the project development process, and participate in public meetings.
3. assist and review transportation projects that can be funded outside the statewide prioritization system, such as Transportation Alternatives, Bicycle and Pedestrian, and other locally or regionally managed projects.

4. prioritize VTrans projects and evaluate conformance with the Regional Plan; **implement the new VPSP2 project prioritization process as directed by VTrans and adapt CVRPC's regional process as needed.**
5. ~~prioritize District paving projects.~~
6. provide outreach, assistance, and coordination for accelerated and high impact projects, participate in meetings, and provide assistance to municipalities as needed.
7. provide outreach to identify road diet projects and coordinate municipal education and participation.
8. provide input into the new VPSP2 project prioritization process.
9. provide input on draft New Project Summaries and provide regional and local context and supplemental plans.

Personnel: Executive Director, Senior Planners, Planners, Assistant Planner, Consultant/Contract staff as needed

Products: Regional project prioritization list and map; ~~District paving prioritization list~~; scoping and feasibility studies as applicable; **New Project Summaries input**; Project assistance as applicable.

<b>TASK 6. OTHER PLANNING ACTIVITIES</b>
--

None anticipated.

## CENTRAL VERMONT REGIONAL PLANNING COMMISSION

## FFY 2021 Transportation Planning Initiative

August 2020

## Exhibit 2: Budget Detail by Task Category

Task	Task Description	Agreement Amount
Task 1	Program Administration	\$29,172
Task 2	Public Participation and Coordination	\$36,441
Task 3	Long Range Transportation Planning	\$47,856
Task 4	Short Range Transportation Planning	\$102,515
Task 5	Project Development Planning	\$17,165
Task 6	Other Planning Activities	\$0
<b>Total</b>		<b>\$233,149</b>

## Exhibit 3: Budget Detail by Expense Category

RPC Staff Position	Rate SFY21	Total Hours	Total Cost
Executive Director	\$59.34	516	\$30,619
Senior Planner (GIS)	\$45.64	225	\$10,269
Senior Planner (LU)	\$37.09	270	\$10,014
Planner (GIS)	\$35.28	915	\$32,281
Planner (EM)	\$29.07	300	\$8,721
Assistant Planner	\$25.28	275	\$6,952
Office Manager	\$34.41	65	\$2,237
Planning Technician I	\$13.99	2	\$28
Planning Technician II	\$13.99	217	\$3,036
<b>Total</b>		<b>2,785</b>	<b>\$104,157</b>

Indirect Costs	115.13%		
RPC Staff Position	of Hourly Rate	Total Hours	Total Cost
Executive Director	\$68.32	516	\$35,252
Senior Planner (GIS)	\$52.55	225	\$11,823
Senior Planner (LU)	\$42.70	270	\$11,529
Planner (GIS)	\$40.62	915	\$37,165
Planner (EM)	\$33.47	300	\$10,040
Assistant Planner	\$29.10	275	\$8,004
Office Manager	\$39.62	65	\$2,575
Planning Technician I	\$16.11	2	\$32
Planning Technician II	\$16.11	217	\$3,495
<b>Total</b>		<b>2,785</b>	<b>\$119,916</b>

Direct Costs	Total Cost
Contract	\$0
Travel	\$3,000
Supplies	\$400
Data/Ref	\$0
Postage	\$800
Phone	\$120
Copy/Print	\$0
Meetings	\$2,955
Equipment	\$1,800
<b>Total</b>	<b>\$9,075</b>

Fund Allocation			
Task	Task Description	CVRPC Share <sup>1</sup>	VTrans Share <sup>2</sup>
Task 1	Program Administration	\$2,917	\$26,255
Task 2	Public Participation and Coordination	\$3,644	\$32,796
Task 3	Long Range Transportation Planning	\$4,786	\$43,070
Task 4	Short Range Transportation Planning	\$10,252	\$92,264
Task 5	Project Development Planning	\$1,717	\$15,449
Task 6	Other Planning Activities	\$0	\$0
<b>Subtotal by Share</b>		<b>\$23,315</b>	<b>\$209,834</b>
<b>Agreement Total</b>		<b>\$233,149</b>	

## Notes:

<sup>1</sup> CVRPC share comes from annual appropriations from the Vermont Agency of Commerce and Community Development (Municipal & Regional Planning Fund) and CVRPC's member municipalities.

<sup>2</sup> VTrans share comes from federal transportation funds provided by the U.S. Department of Transportation Federal Highway Administration and state transportation funds appropriated by the Vermont Legislature.

**Executive Committee**  
**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**FFY 2021 Transportation Planning Initiative**  
**August 2020**

**Exhibit 4: Time-Task-Cost Summary****A. Personnel (Hours)**

		Bonnie	Pam	Clare	Ashley	Grace	Zach	Nancy	Elena		
Task #	Task Description	Exec Director	GIS Sr Planner I	Land Use Sr Planner II	GIS Planner I	Emerg Mngmt Planner II	Land Use Asst Plan I	Office Manager	Planning Tech I	Planning Tech II	Total Hours
1	Administration	60	5	0	140	0	0	15	2	5	227
2	Public Participation & Coordination	20	5	70	260	30	80	25	0	0	490
3	Long Range Transportation Planning	37	160	150	45	85	110	10	0	0	597
4	Short Range Transportation Planning	394	55	30	370	85	65	15	0	212	1,226
5	Project Development Planning	5	0	20	100	100	20	0	0	0	245
6	Other Planning Activities	0	0	0	0	0	0	0	0	0	0
<b>Total</b>		<b>516</b>	<b>225</b>	<b>270</b>	<b>915</b>	<b>300</b>	<b>275</b>	<b>65</b>	<b>2</b>	<b>217</b>	<b>2,785</b>

**B. Direct Costs (\$)<sup>1</sup>**

B. Direct Costs (\$) <sup>1</sup>		25%	11%	16%	44%	14%	13%	4%			
Task #	Task Description	Contract	Travel	Supplies	Data/Ref	Postage	Phone	Copy/Print	Meetings	Equipment	Total
1	Administration	\$0	\$3,000	\$400	\$0	\$800	\$120	\$0	\$2,955	\$1,800	\$9,075
2	Public Participation & Coordination										\$0
3	Long Range Transportation Planning										\$0
4	Short Range Transportation Planning										\$0
5	Project Development Planning										\$0
6	Other Planning Activities										\$0
	Total	\$0	\$3,000	\$400	\$0	\$800	\$120	\$0	\$2,955	\$1,800	\$9,075

**C. Cost Proposal Summary (\$)**

Task #	Task Description	Exec Director	GIS Sr Planner I	Land Use Sr Planner II	GIS Planner I	Emerg Mngmt Planner II	Land Use Asst Plan I	Office Manager	Planning Tech I	Planning Tech II	Total Personnel	Indirect	Direct	Total Costs
	Hourly Rate	\$59.34	\$45.64	\$37.09	\$35.28	\$29.07	\$25.28	\$34.41	\$13.99	\$13.99				
1	Administration	\$3,560	\$228	\$0	\$4,939	\$0	\$0	\$516	\$28	\$70	\$9,342	\$10,755	\$9,075	\$29,172
2	Public Participation & Coordination	\$1,187	\$228	\$2,596	\$9,173	\$872	\$2,022	\$860	\$0	\$0	\$16,939	\$19,502	\$0	\$36,441
3	Long Range Transportation Planning	\$2,196	\$7,302	\$5,564	\$1,588	\$2,471	\$2,781	\$344	\$0	\$0	\$22,245	\$25,611	\$0	\$47,856
4	Short Range Transportation Planning	\$23,380	\$2,510	\$1,113	\$13,054	\$2,471	\$1,643	\$516	\$0	\$2,966	\$47,653	\$54,862	\$0	\$102,515
5	Project Development Planning	\$297	\$0	\$742	\$3,528	\$2,907	\$506	\$0	\$0	\$0	\$7,979	\$9,186	\$0	\$17,165
6	Other Planning Activities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>		<b>\$30,619</b>	<b>\$10,269</b>	<b>\$10,014</b>	<b>\$32,281</b>	<b>\$8,721</b>	<b>\$6,952</b>	<b>\$2,237</b>	<b>\$28</b>	<b>\$3,036</b>	<b>\$104,157</b>	<b>\$119,916</b>	<b>\$9,075</b>	<b>\$233,149</b>

<b>115.13% Indirect Rate</b>											<b>Total Employee Indirect</b>			
Indirect per employee		\$35,252	\$11,823	\$11,529	\$37,165	\$10,040	\$8,004	\$2,575	\$32	\$3,495	<b>\$119,916</b>			

**Notes**

<sup>1</sup> Contract : Audit; design and planning services as needed (problem evaluation); design / layout for transportation program materials

Travel: Mileage, non-mileage transportation, rooms, meals, conference / workshop fees

Supplies: Office, mapping and traffic counting supplies used specifically for the transportation program

Data / Ref: Reference materials, portion of cost of new data

Postage: for materials specific to the transportation program

Phone: for calls or data plans specific to transportation program activities

Copies / Printing: Reproduction costs, including photocopies

Meetings: Meeting room space, legal notices, other associated costs

Equipment: Any eligible equipment purchased during the implementation of the grant agreement e.g. traffic counters and computer equipment.



## MEMO

Date: August 31, 2020  
To: Executive Committee  
From: Bonnie Waninger, Executive Director  
Re: Barre Town Plan Certificate of Energy Compliance

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**This agenda item is for discussion only to assist the Committee with framing the issue for the Board discussion.**

Barre Town requested CVRPC review its adopted Town Plan for statutory approval [24 V.S.A. § 4350(b)(1)] and a Determination of Energy Compliance [24 V.S.A. § 4352(b)]. CVRPC's Municipal Plan Review Committee (MPRC) recommended approval and confirmation of the Town's planning process. It *did not recommend* issuance of a Certificate of Energy Compliance. Rather, it continued its hearing to allow the Town time to bring the plan into conformance with State standards. Staff did speak with the Town in advance of the Committee meeting to alert them to the staff recommendation to not to issue the Certificate.

The municipal plan is missing a required map related to existing energy generation. A Town can present a compelling cause for not meeting one of the required energy standards (maps). The RPC must decide whether to accept the argument to issue the Certificate of Energy Compliance.

At the MPRC meeting, Barre Town made the case that this requirement is not applicable because the map will be outdated upon publication, and there was no need to hold up the plan because of this background-information map. The MPRC disagreed, stating this would set a precedent for all other municipalities.

Barre Town's Planning Commission commented that the missing map is partly CVRPC's fault, and CVRPC shouldn't hold up the plan because of this one standard (as CVRPC technically should be assisting the towns). The fault argument is based on CVRPC providing the Town with the base text and maps (maps for all towns were posted on CVRPC's website for town access). When CVRPC staff completed a preliminary review of the plan for the Town's Planning Commission hearing, staff noted that energy-related maps in the Plan seem to be encountering formatting errors and offered to send the original copies of the maps so they could be re-

inserted into the plan for better readability and reference. Those maps were subsequently sent on March 26, 2020.

**There are to be two issues for Committee discussion:**

1. how the Board might respond to the MPRC's hearing continuance, and
2. addressing confusion on whether producing a map by the Board meeting will satisfy the energy certification requirement.

Regarding the first issue, it would be prudent to extend the time dedicated to the Plan Review process. The Commission agenda was crafted prior to this issue emerging, and the meeting is scheduled to last two hours. I recommend that the Berlin presentation be rescheduled to October so that Barre Town and the Commission have ample time to discuss the energy certification.

Regarding the second issue, the map must be included in the municipally adopted plan for the plan to receive a Certificate of Energy Compliance. The map is not optional unless the Board of Commissioners agrees with the compelling cause provided by Barre Town.

The following items have been included in the Executive Committee meeting packet to facilitate discussion of this item:

- Review comments provided by staff in March 2020 for the Planning Commission.
- The maps originally included in the Town Plan.
- A March 2020 email from CVRPC to the Town providing required energy maps.
- The existing renewable energy general map (map missing from the plan).
- Staff memo to the Municipal Plan Review Committee.
- The Energy Compliance checklist for the Plan.
- Draft minutes of the Municipal Plan Review Committee 8/27 meeting.



March 25, 2020

VIA EMAIL

Chris Violette  
Planning and Zoning Administrator  
149 Websterville Road, PO Box 116  
Websterville, VT 05678-0116

Dear Mr. Violette,

Thank you for submitting the 2020 Barre Town Plan to the Central Vermont Regional Planning Commission for review prior to the Town's warned public hearing on March 25, 2020. Staff has conducted a preliminary review of the municipal plan and has found that it currently includes all criteria in §4382 (elements of municipal plan), includes goals of §4302 (goals), and includes all criteria required by §4348a and §4352 (enhanced energy planning).

Staff has outlined the few following comments for consideration of the Barre Town Planning Commission at their public hearing:

***§4382(a)(2)(c): Identifies those areas, if any, proposed for designation under chapter 76A of this title, together with, for each area proposed for designation, an explanation of how the designation would further the plan's goals and the goals of section 4302 of this title, and how the area meets the requirements for the type of designation to be sought.***

The Land Use chapter discusses concentrating development in already-existing, locally designated villages (Graniteville, Websterville, East Barre, and South Barre). If the Town seeks to pursue State Village Center Designation for any of these villages, there must be language in the plan regarding the Town's intent to apply for such designation for these areas.

The [Village Center Designation Program](#) (identified in CVRPC's 2018 consultation report) is operated through the Agency of Commerce and Community Development (ACCD), and provides municipalities with designated villages access to historic preservation and building rehabilitation funding, technical assistance from ACCD, as well as priority consideration for many state grant programs (for example, municipal planning grants). There are many other benefits to the program. CVRPC would be glad to provide more information on the program and support in the application process.

***§4348a(a)(3) An energy element, which may include an analysis of resources, needs, scarcities, costs, and problems within the region across all energy sectors...***

CVRPC staff has found the enhanced energy plan element to be complete, and offers the following comments for consideration by the Barre Town Planning Commission:

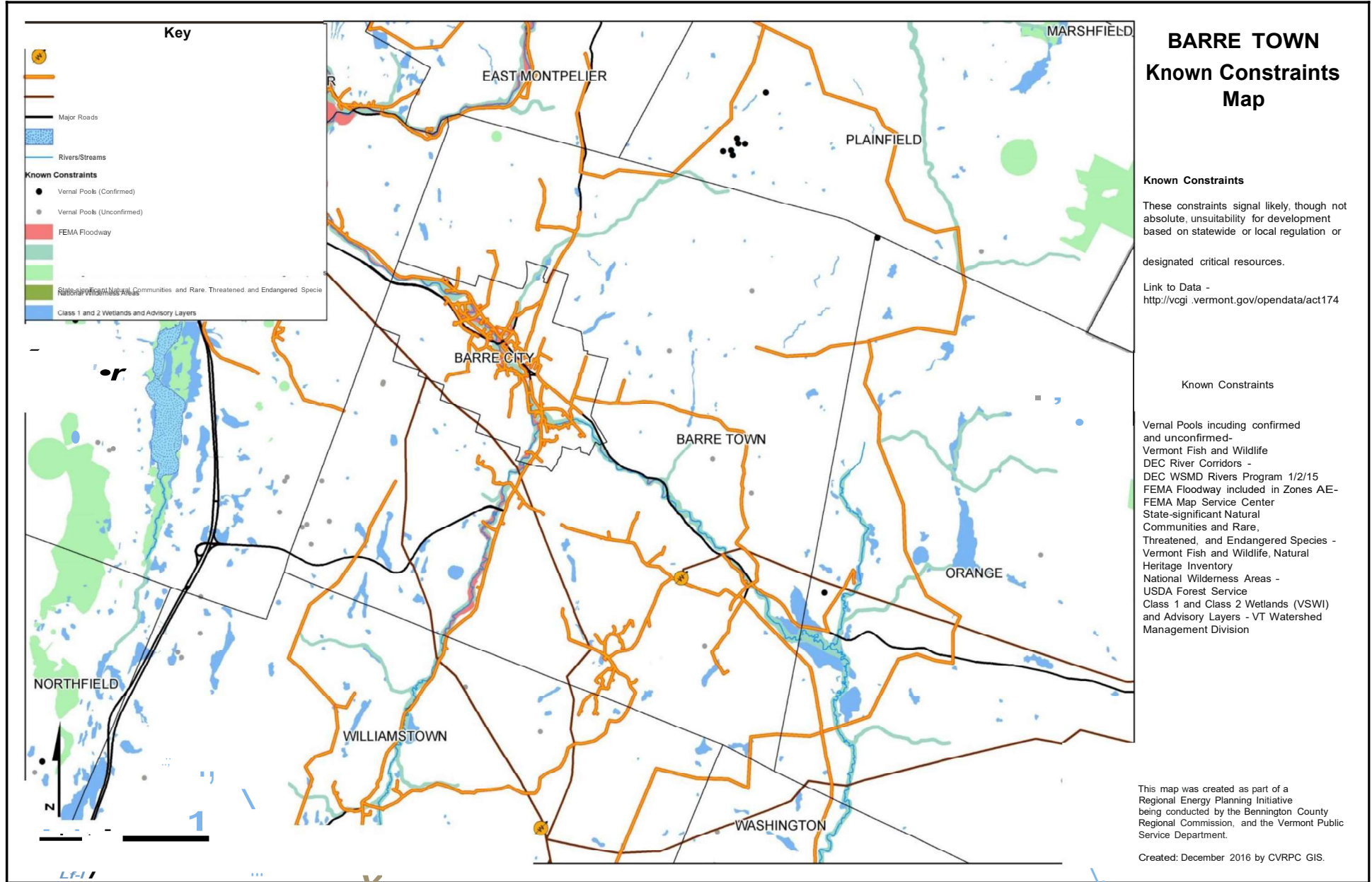
1. Mention is made on page 69 under “Visual Mitigation” to the following:  
*“Commercial solar arrays larger than 500 kW would encompass a land mass greater than any other structure within Barre Town and even with somewhat rolling topography cannot be screened or mitigated to blend into the Town’s landscape or rural cultural aesthetics and are therefore prohibited.”*  
Staff cannot find this prohibition of solar arrays over 500 kW in the appendix Enhanced Energy Plan and would recommend its inclusion for consistency between the chapters.
2. In Table 11 of the Enhanced Energy Plan, the amount of solar current generation is listed as 4.02 MW. [CVRPC’s provided data](#) from 2016 lists generation as 1.67 MW. In checking the [Vermont Community Energy Dashboard](#), the current solar generation is listed at 0.9 MW. While this is a planning tool and not required to be an exact number, staff would recommend citing the source of the amended data and including this in a footnote.
3. Staff noticed the attached maps seem to be encountering formatting errors. Staff would be willing to send the original copies of the maps to be re-inserted into the plan for better readability and reference. Please contact [maia@cvregion.com](mailto:maia@cvregion.com) for the clean copies of the maps.

Please contact Zachary Maia at [maia@cvregion.com](mailto:maia@cvregion.com) or by phone at 802.229.0389 for clarification or questions regarding these points. We look forward to the submission of your plan for regional approval in the future.

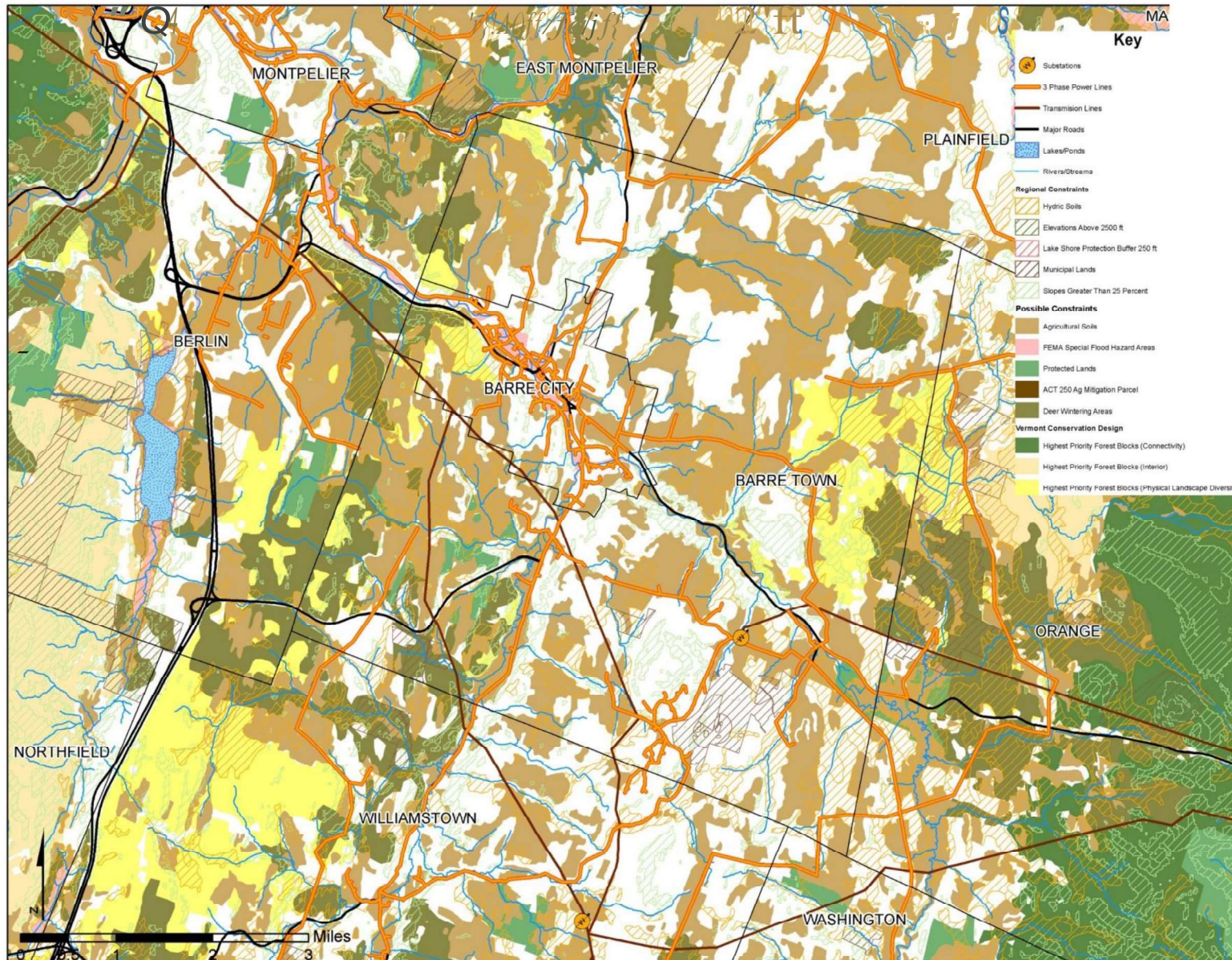
Sincerely,

A handwritten signature in blue ink that reads "Zachary Maia". The signature is written in a cursive, flowing style.

Zachary Maia  
Assistant Planner







## BARRE TOWN Possible Constraints Map

### Possible Constraints

These constraints signals conditions that would likely require mitigation, and which may prove a site unsuitable after site-specific study, based on statewide or regional/ local policies that are currently adopted or in effect.

Link to Data- <http://vcgi.vermont.gov/opendata/act174>

Possible Constraints Data Sources  
Agricultural Soils include local, prime and statewide classifications - NRCS  
FEMA Special Flood Hazard Areas include Zones A and AE - FEMA Map Service Center  
Protected Lands- Include State fee lands and private conservation lands - VCGI  
Act 250 Ag Mitigation Parcels include parcel as of 2006 - VT Dept. of Ag  
Deer Wintering Areas- VT Fish and Wildlife  
Vermont Conservation Design include the following Highest Priority Forest Blocks: Connectivity, Interior, and Physical Landscape Diversity) - VT Fish and Wildlife  
Hydric Soils include soils that have hydric named components in the map unit - NRCS

This map was created as part of a Regional Energy Planning Initiative being conducted by the Bennington County Regional Commission, and the Vermont Public Service Department.

Created: December 2016 by CVRPC GIS.



## BARRE TOWN

## Solar Resources Map

## Legend

- Substations
- 3 Phase Power Lines
- Distribution Lines
- Solar Potential
  - Prime (No Constraint)
  - Secondary (Possible Constraint)
- Parcels
- Roads
  - Interstate
  - US Highway
  - Vermont State Highway
- Town Class 1-3

## Known Constraints

- Areas not shown on map
- Vernal Pools
- River Corridors
- FEMA Floodways
- Natural Communities & Rare, Threatened and Endangered Species
- National Wilderness Areas
- Wetlands Class 1 and 2

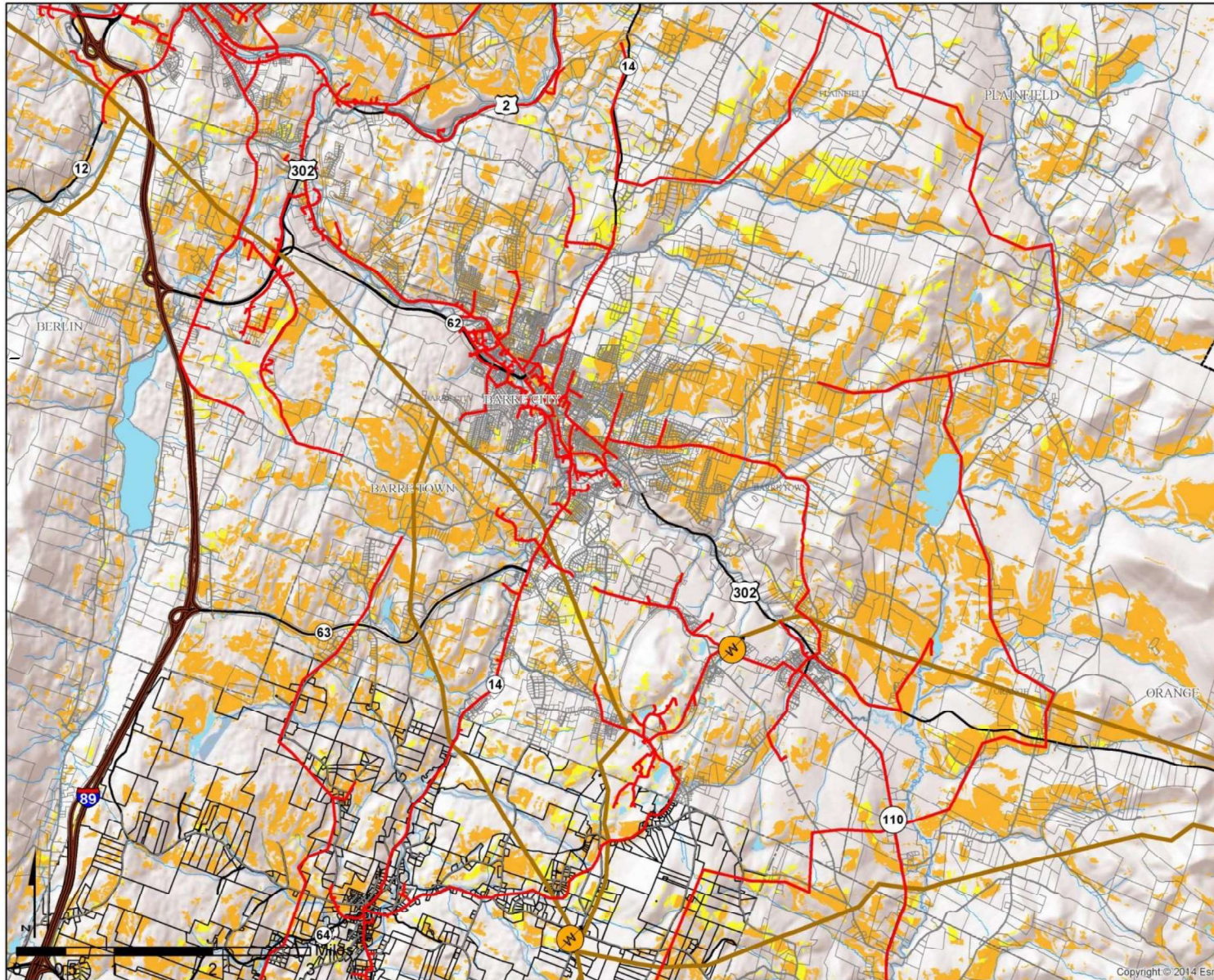
## Possible Constraints

- VT Agriculturally Important Soils
- FEMA Special Flood Hazard Areas
- Protected Lands
- Act 250 Agricultural Soil Mitigation Areas
- Deer Wintering Areas
- Highest Priority Forest Blocks
- Hydric Soils
- Elevations Above 2500ft
- Lake Shore Protection Buffer 250 Ft
- Municipal Lands
- Slopes Greater Than 25 Percent

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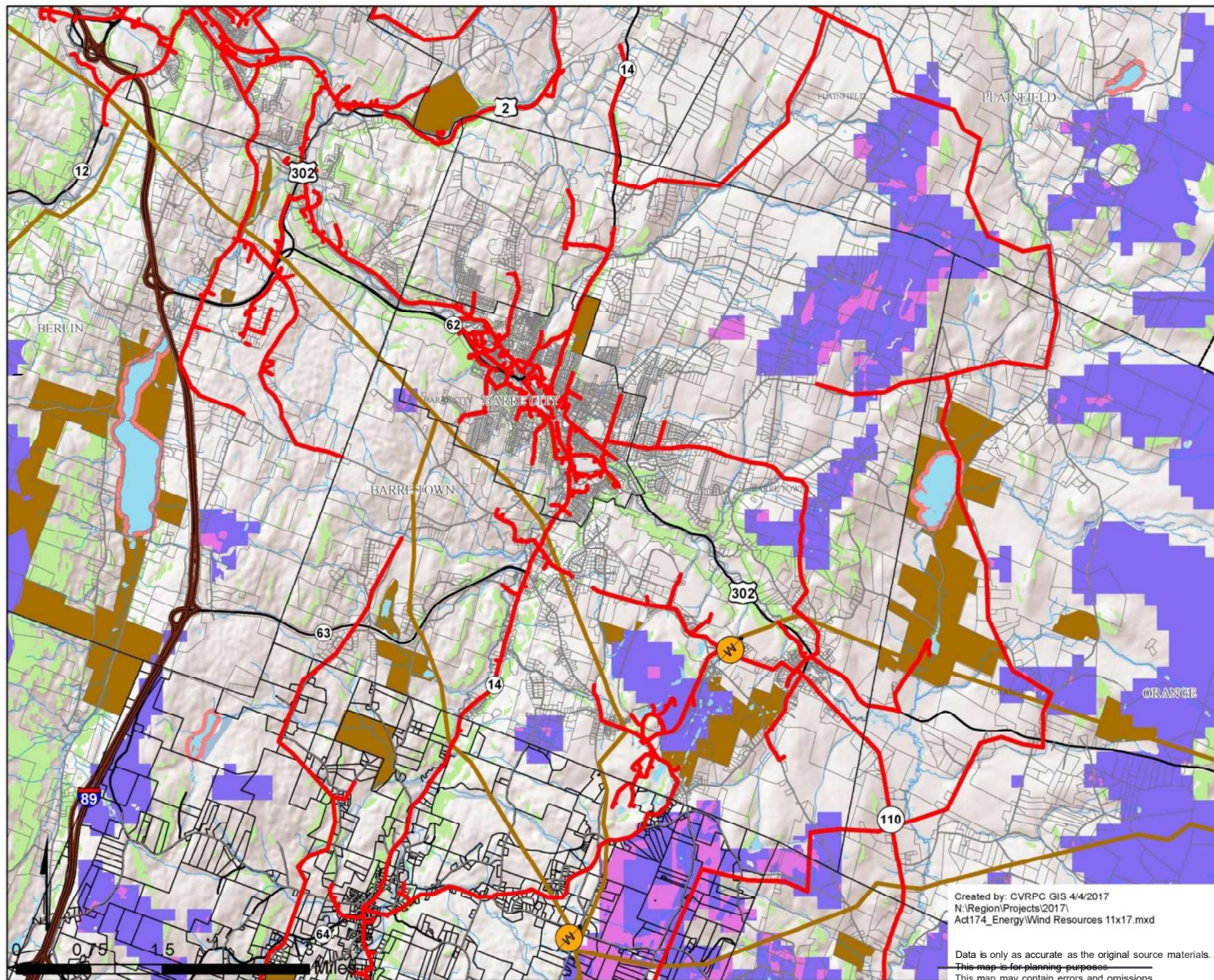
Data is only as accurate as the original source materials.  
 This map is for planning purposes.  
 This map may contain errors and omissions

**H-j**  
**CVRPC**  
VT's Regional Planning Commission



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## BARRE TOWN Wind Resources Map

### Legend

Substations

— 3 Phase Power Lines

— Transmission Lines

### Wind Potential

Prime Wind (No Constraint)

Hub Height (m)

< 10

< 10

Secondary Wind (Possible Constraint)

Hub Height (m)

< 10

< 10

Parcels

### Roads

— Interstate

— US Highway

— Vermont State Highway

— Town Class 1-3

### Regional Constraints

— Elevations Above 2500 ft

— Lake Shore Protection Buffer 250 ft

— Municipal Lands

— Slopes Greater Than 25 Percent

### Known Constraints

Areas not shown on map

Vernal Pools

River Corridors

FEMA Floodways

Natural Communities & Rare,

Threatened and Endangered

Species

National Wilderness Areas

Wetlands Class 1 and 2

### Possible Constraints

VT Agriculturally Important Soils

FEMA Special Flood Hazard Areas

Protected Lands

Act 250 Agricultural Soil Mitigation Areas

Deer Wintering Areas

Highest Priority Forest Blocks

Hydric Soils

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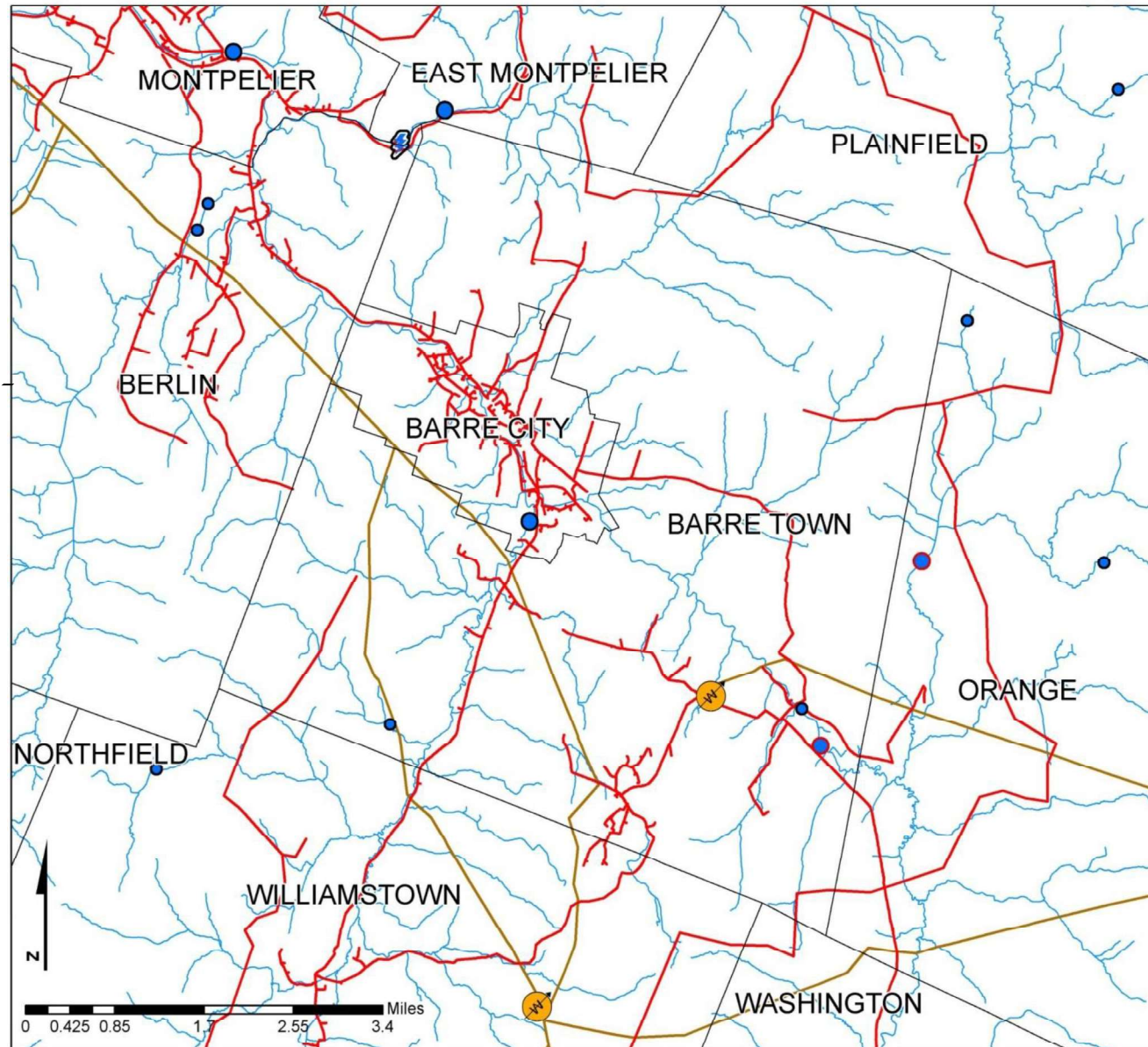
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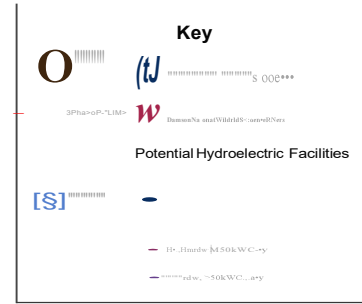
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P.J.I. r.  
CVRPC





### BARRE TOWN Hydroelectric Resources Map



#### Methodology

This map shows areas of resource potential for

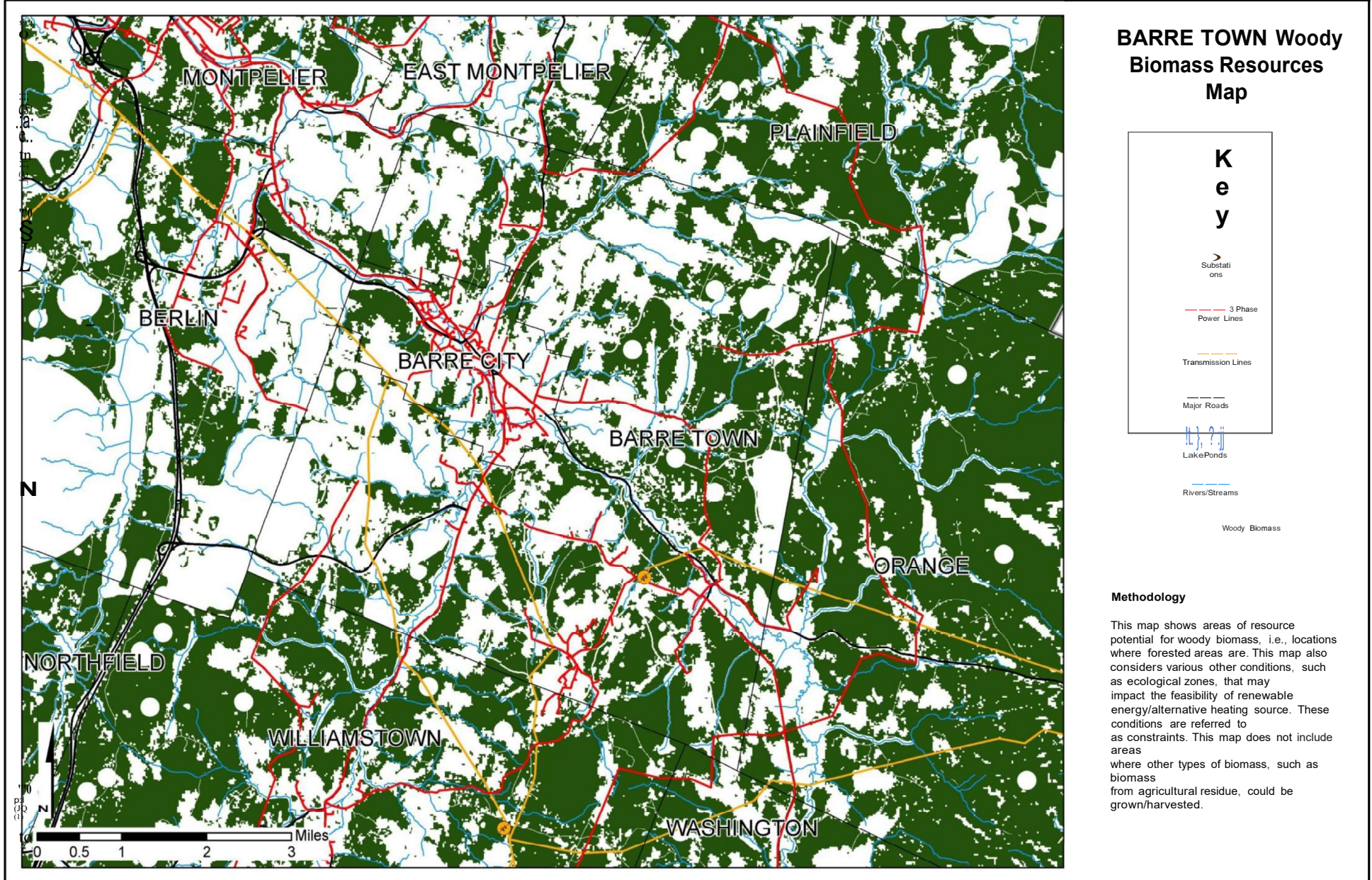
renewable energy generation from hydroelectric, i.e., dams that could be converted in to hydroelectric facilities as well as active hydroelectric sites. Existing hydroelectric dam information was extracted from the Vermont Dam Inventory, while potential hydroelectric sites were derived from a study conducted by Community Hydro in 2007.1 Based on estimates conducted within the report, this map categorizes dams based on their potential hydroelectric generation capacity, and the downstream hazard risk that would be involved in hydroelectric production at each site.

High hazard potential dams are those where failure or mis-operation will probably cause loss of human life. The other rankings were grouped together and their failure or mis-operation results in no probable loss of human life, but could cause economic loss, environmental damage, disruption of lifeline facilities, or impact other concerns. These dams are often located in predominately rural or agricultural areas, but could be located in areas with population and significant infrastructure.

This map was created as part of a Regional Energy Planning Initiative being conducted by the Bennington County Regional Commission, and the Vermont Public Service Department.

**Created:** December 2016 by CVRPC GIS.  
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**Zachary Maia**

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**From:** Zachary Maia  
**Sent:** Thursday, March 26, 2020 9:34 AM  
**To:** Chris Violette  
**Cc:** Cindy Spaulding  
**Subject:** RE: CVRPC Comments on Barre Town Plan  
**Attachments:** Energy\_Plan\_Generation11x17\_BARRE TOWN.pdf; Existing Renewable Energy Generation\_BARRE TOWN.pdf; Hydroelectric Resources 11x17\_BARRE TOWN.pdf; Known Constraints Map 11x17\_BARRE TOWN.pdf; Possible Constraints Map 11x17\_BARRE TOWN.pdf; Solar Resources 11x17\_BARRE TOWN.pdf; Wind Resources 11x17\_BARRE TOWN.pdf; Woody Biomass Resources 11x17\_BARRE TOWN.pdf

No problem, Chris! I've gone ahead and attached the maps as standalone pdf's to this email. Hopefully they all get through, if not, [here is a dropbox link](#) to all of the files.

These should be easy enough to insert into the plan – however if it doesn't seem to work, let me know and I can quickly insert them for you.

Best,  
Zach

--

Zachary Maia, Assistant Planner  
Central Vermont Regional Planning Commission  
29 Main Street, Suite 4, Montpelier, Vermont 05602  
Office: (802)-229-0389 / Email: [maia@cvregion.com](mailto:maia@cvregion.com)  
[www.centralvtplanning.org](http://www.centralvtplanning.org)



### Central Vermont Regional Planning Commission

As of Tuesday, March 16, 2020, CVRPC has taken the recommendation of Governor Scott and moved to primarily remote work for all CVRPC employees. Although our physical office is closed, the organization remains open and working. To reach our staff, please contact us via email or telephone.

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**From:** Chris Violette [<mailto:CViolette@barretown.org>]  
**Sent:** Wednesday, March 25, 2020 3:34 PM  
**To:** Zachary Maia <[maia@cvregion.com](mailto:maia@cvregion.com)>  
**Cc:** Cindy Spaulding <[cspaulding@barretown.org](mailto:cspaulding@barretown.org)>  
**Subject:** RE: CVRPC Comments on Barre Town Plan

Thank you Zach, I'm sure we'll be back about that maps, I may have my assistant work with your on that, she is pretty good at it.

Chris

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**From:** Zachary Maia <[maia@cvregion.com](mailto:maia@cvregion.com)>  
**Sent:** Wednesday, March 25, 2020 3:18 PM

To: Chris Violette <[CViolette@barretown.org](mailto:CViolette@barretown.org)>

Subject: RE: CVRPC Comments on Barre Town Plan

Hi Chris,

No problem on the comments! That language is good; I think it's fine to say that considering there are four possible villages, and four applications would be a lot of work to promise considering other implementation actions.

The requirement for a Village Center designation application states: "Evidence that the municipal plan includes the intention to apply for village center designation and the municipal plan explains how the designation would further the plan and statewide goals (include municipal plan excerpts)."

Ultimately I believe your discussion on the villages in the plan (and the future land use map) satisfies the second part of the requirement, and the proposed language you sent me would satisfy the first.

Again, glad to support you in the effort to apply for the program, and I'm able to answer any questions if they arise. Let me know!

Best,  
Zach

--

Zachary Maia, Assistant Planner  
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**From:** Chris Violette [<mailto:CViolette@barretown.org>]

**Sent:** Wednesday, March 25, 2020 3:06 PM

**To:** Zachary Maia <[maia@cvregion.com](mailto:maia@cvregion.com)>

**Subject:** RE: CVRPC Comments on Barre Town Plan

Hi Zach, thank you for getting that done before tonight's meeting, I know these are trying times.

If I used the following, would that be enough to apply for Village Center Designation if we choose to?

Barre Town may consider applying for village center designation through the Agency of Commerce and Community Development's Village Center Designation Program.

Thanks,

Chris

**From:** Zachary Maia <[maia@cvregion.com](mailto:maia@cvregion.com)>  
**Sent:** Wednesday, March 25, 2020 11:56 AM  
**To:** Chris Violette <[CViolette@barretown.org](mailto:CViolette@barretown.org)>  
**Cc:** Cindy Spaulding <[cspaulding@barretown.org](mailto:cspaulding@barretown.org)>  
**Subject:** CVRPC Comments on Barre Town Plan

Hi Chris,

Attached please find CVRPC's comments on the 2020 Barre Town Plan up for public hearing tonight. Don't worry – nothing major! Please let me know if you have any questions.

Best of luck tonight, and let us know how your e-meeting goes!

Best,  
Zach

--









Zachary Maia, Assistant Planner  
Central Vermont Regional Planning Commission  
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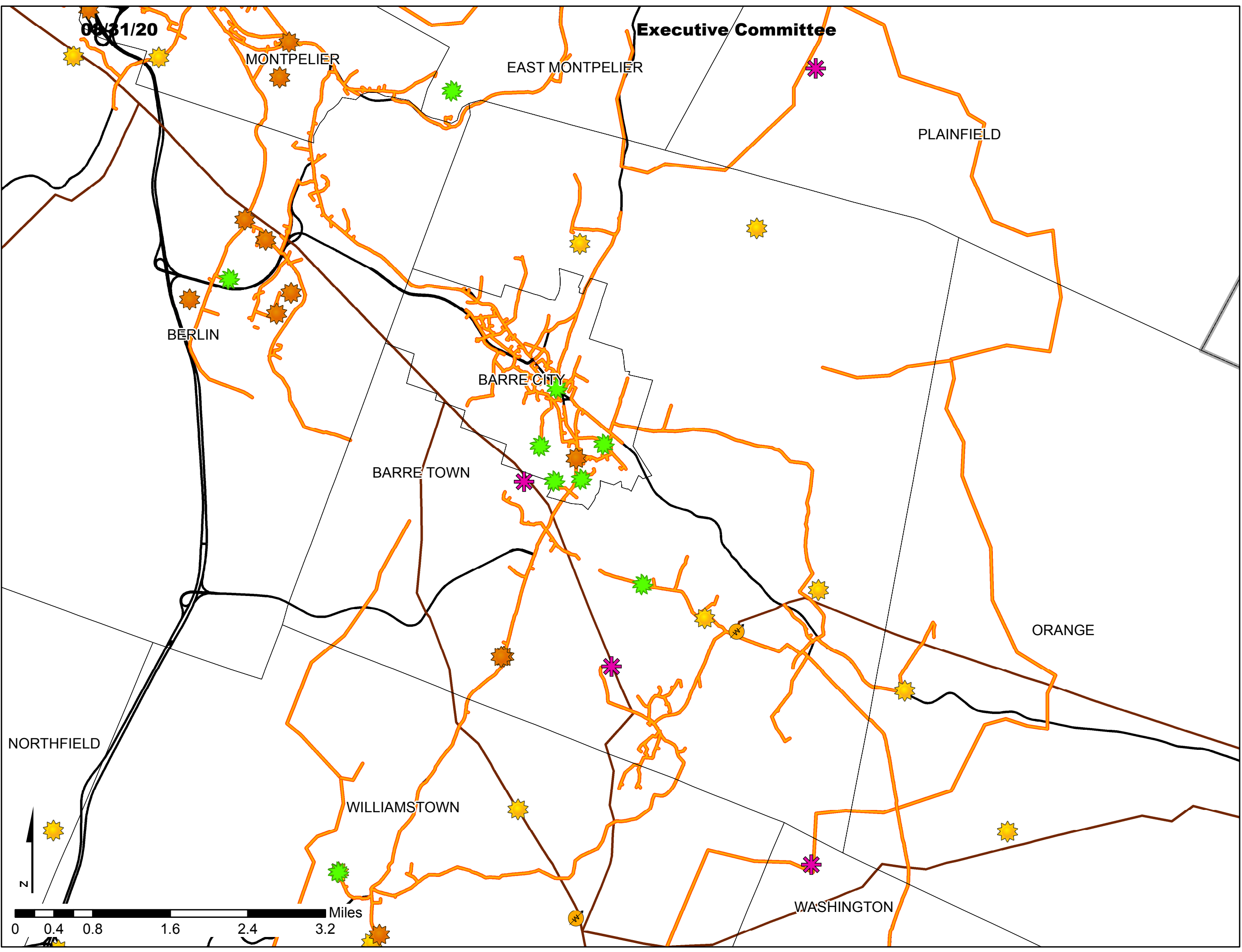


**Central Vermont Regional Planning Commission**

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Key

-  Biomass for Heat - Current Sites
-  Wind Generation - Current Sites
- Solar Sites - Current Generation > 15 KW**
  -  Ground-mounted PV
  -  Roof-Mounted PV
-  Substations
-  3 Phase Power Lines
-  Transmission Lines
-  Major Roads



Data:  
Wind and Biomass generation:  
VT Energy Dashboard  
Solar Sites: VT Energy Dashboard

This map was created as part  
of a Regional Energy Planning Initiative  
being conducted by the Bennington  
County Regional Commission,  
and the Vermont Public Service Department.

Created: November 2017 by CVRPC GIS.



## MEMO

Date: August 25, 2020  
To: Municipal Plan Review Committee  
CC: Chris Violette, Planning and Zoning Administrator  
From: Zachary Maia, Assistant Planner  
Re: Barre Town Municipal Plan Review for Determination of Energy Compliance

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✉ **ACTION REQUESTED:** At the meeting, the Committee will hold a public hearing on the *Barre, Vermont 2020 Town Plan*. Following the hearing the Committee will be tasked with making one recommendation to the Board of Commissioners regarding:

- a. Issuance of an affirmative Determination of Energy Compliance per 24 V.S.A. §4352

Staff recommends the following action after reviewing the *Town of Barre, Vermont 2020 Town Plan*:

- a. An affirmative determination of energy compliance is not warranted at this time for the *Town of Barre, Vermont 2020 Town Plan* because the plan does not contain the required Existing Generation map.
- b. The public hearing can be continued to the next MPRC meeting (September 8, 2020 at 4:30pm via GoToMeeting) on this portion of the municipal plan to provide the Town with time to meet requirements for an affirmative determination of energy compliance.

If staff receives the map prior to the hearing or the Town can demonstrate that the required map was part of the adopted *Town of Barre, Vermont 2020 Town Plan* at the hearing, the staff recommendation will be to provide the *Town of Barre, Vermont 2020 Town Plan* with an affirmative determination of energy compliance per 24 V.S.A. §4352.

### Town of Barre, Vermont 2020 Town Plan

To view the plan, please visit: <https://centralvtplanning.org/wp-content/uploads/2020/08/20-08-23-Barre-Town-plan-2020-ADOPTED.pdf>. If you would prefer hard copies of the Plan, please contact Nancy Chartrand or Zachary Maia at 229-0389.

### Staff Review

The Town of Barre, Vermont 2020 Town Plan meets nearly all standards set forth by the Public Utility Commission under 24 V.S.A. §4352. Please see completed municipal planning standards checklist for more information.

Mapping Standard 11 states, “Does the Plan identify and map existing electric generation sources? *Maps may depict generators of all sizes or just those larger than 15 kW as long as information on generators smaller than 15 kW is summarized and provided or referenced elsewhere. It is expected that the best available information at the time of plan created will be used. This information is available from the DPS.*”

The Plan includes all required maps except for the map on existing generation facilities. In recognizing the possibility of a formatting error, Staff sent original PDF copies of the maps needed for plan approval to the Town on March 23, 2020. Included in this email was the existing generation map that would satisfy Mapping Standard 11.

Staff contacted the Town of Barre on August 24 and August 25 to discuss the required existing generation map. The Existing Generation map was provided to the Town as part of the regional energy planning process in a data and maps pdf file. In reviewing the 2017 Barre Town Enhanced Energy Plan draft completed by the Town of Barre and CVRPC, the existing generation map was not originally included.

The Vermont Community Energy Dashboard currently lists 62 solar facilities and 2 wind facilities in Barre Town. This web-based resource does not include the larger generation facilities in Barre Town. However, there exist at least four facilities in Barre Town that would need to be mapped in order to meet Standard 11.

Until the Existing Generation map is included in the adopted *Town of Barre, Vermont 2020 Town Plan*, Staff recommends continuing the hearing until the amended plan is resubmitted to the MPRC, and postponing a decision on the determination of energy compliance for the plan until that time.

#### References:

To view the Central Vermont Regional Plan visit: <http://centralvtplanning.org/wp-content/uploads/2012/03/2016-Central-Vermont-Regional-Plan-ADOPTED-06.12.2018-Reduced.pdf>

To view Title 24 Chapter 117: Municipal and Regional Planning and Development statutory requirements in their entirety please visit: <https://legislature.vermont.gov/statutes/title/24>

To view Title 24 Chapter 117 Section 4352 Optional Determination of Energy Compliance please visit: <https://legislature.vermont.gov/statutes/section/24/117/04352>

To view the Vermont Community Energy Dashboard, please see: <https://www.vtenergydashboard.org/>

For a copy of the completed Municipal Plan Review Tool (checklist), completed 8/19/2020, please contact Nancy Chartrand ([Chartrand@cvregion.com](mailto:Chartrand@cvregion.com)) or Zachary Maia ([maia@cvregion.com](mailto:maia@cvregion.com)).



# Energy Planning Standards for Municipal Plans

## Instructions

Before proceeding, please review the requirements of Parts I and II below, as well as the Overview document. Submitting a Municipal Plan for review under the standards below is entirely voluntary, as enabled under [Act 174](#), the Energy Development Improvement Act of 2016. If a Municipal Plan meets the standards, it will be given an affirmative “determination of energy compliance,” and will be given “substantial deference” in the Public Service Board’s review of whether an energy project meets the orderly development criterion in the Section 248 process. Specifically, with respect to an in-state electric generation facility, the Board:

*[S]hall give substantial deference to the land conservation measures and specific policies contained in a duly adopted regional and municipal plan that has received an affirmative determination of energy compliance under 24 V.S.A. § 4352. In this subdivision (C), “substantial deference” means that a land conservation measure or specific policy shall be applied in accordance with its terms unless there is a clear and convincing demonstration that other factors affecting the general good of the State outweigh the application of the measure or policy. The term shall not include consideration of whether the determination of energy compliance should or should not have been affirmative under 24 V.S.A. § 4352.*

Municipal Plans should be submitted by the municipality’s legislative body to the Regional Planning Commission (RPC) if the Regional Plan has received an affirmative determination of energy compliance. If a Regional Plan has not received such a determination, until July 1, 2018<sup>1</sup>, a municipality may submit its adopted and approved Municipal Plan to the Department of Public Service (DPS) for a determination of energy compliance (determination), along with the completed checklist below. After a Municipal Plan and completed checklist have been submitted to the RPC (or DPS), the RPC or DPS will schedule a public hearing noticed at least 15 days in advance by direct mail to the requesting municipal legislative body, on the RPC or DPS website, and in a newspaper of general publication in the municipality. The RPC or DPS shall issue a determination in writing within two months of the receipt of a request. If the determination is negative, the RPC or DPS shall state the reasons for the denial in writing and, if appropriate, suggest acceptable modifications. Submissions for a new determination following a negative determination shall receive a new determination within 45 days.

The plans that Municipalities submit must:

- Be adopted
- Be confirmed under 24 V.S.A. § 4350
- Include an energy element that has the same components as described in 24 V.S.A. § 4348a(a)(3)
- Be consistent with state energy policy (described below), in the manner described in 24 V.S.A. § 4302(f)(1)
- Meet all standards for issuing a determination of energy compliance (see below)

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<sup>1</sup> These standards will be revised after July 1, 2018 to reflect that Municipal Plans should be submitted only to the Regional Planning Commissions – which will all have had an opportunity to seek a determination of energy compliance – from that point forward.



Municipalities are encouraged to consult with their reviewer (either their RPC or DPS) before undertaking the process of plan adoption, which may help in identifying any deficiencies or inconsistencies with the standards or other requirements that would be more difficult to remedy after a plan has gone through the formal adoption process.

The state's Comprehensive Energy Plan (CEP) is revised on a 6-year basis. When the next CEP is published in 2022, it will include a revised set of standards, as well as Recommendations that are customized to regions and municipalities. The Recommendations that accompany this initial set of Standards represent a subset of recommendations from the 2016 CEP, which were not written with regions and municipalities specifically in mind. A Guidance document – which is expected to evolve as best practices from regions and municipalities emerge – will be published shortly after the Standards are issued. It will serve as the warehouse for relevant recommendations from the 2016 CEP, links to data sources, instructions on conducting analysis and mapping, and sample language/best practices. Once issued and until the 2022 CEP is published, this Guidance document will supplant the Recommendations document.

Affirmative determinations last for the life cycle of a revision of the Municipal Plan, and Municipal Plans that are submitted after the 2022 CEP is issued will be expected to meet the Standards that are issued at that time. Municipalities are encouraged to consult with their RPC or DPS regarding interim amendments that might affect any of the standards below, to discuss whether a new review is triggered.

If you wish to submit your Municipal Plan to your RPC or to DPS for a determination, please read closely the specific instructions at the start of each section below, and attach your Municipal Plan to this checklist.

Determination requests to an RPC (and any other questions) should be submitted to your RPC's designated contact. Determination requests to DPS until July 1, 2018 – and only for municipalities whose Regions' plans have not received an affirmative determination – should be submitted to:

[PSD.PlanningStandards@vermont.gov](mailto:PSD.PlanningStandards@vermont.gov).

## Part I: Applicant Information

<b>The plan being submitted for review is a:</b>	<input checked="" type="checkbox"/> Municipal Plan in a region whose regional plan has received an affirmative determination of energy compliance from the Commissioner of Public Service  <b>Please submit these plans to your RPC</b>	<input type="checkbox"/> Municipal Plan in a region whose regional plan has <u>not</u> received a determination of energy compliance  <b>Until July 1, 2018, please submit these to the DPS. After July 1, 2018, this option ceases to exist.</b>
<b>Applicant:</b>	Town of Barre, VT	
<b>Contact person:</b>	Chris Violette, Planning and Zoning Administrator	
<b>Contact information:</b>	cviolette@barretown.org	
<b>Received by:</b> Zachary Maia	<b>Date:</b> 8/11/2020	

## Part II: Determination Standards Checklist

The checklist below will be used to evaluate your plan's consistency with statutory requirements under Act 174, including the requirement to be adopted and approved, contain an enhanced energy element, be consistent with state energy policy, and meet a set of standards designed to ensure consistency with state energy goals and policies.

Please review and attach your plan (or adopted energy element/plan, along with supporting documentation) and self-evaluate whether it contains the following components. Use the Notes column to briefly describe how your plan is consistent with the standard, including relevant page references (you may include additional pages to expand upon Notes). If you feel a standard is not relevant or attainable, please check N/A where it is available and use the Notes column to describe the situation, explaining why the standard is not relevant or attainable, and indicate what measures your municipality is taking instead to mitigate any adverse effects of not making substantial progress toward this standard. If N/A is not made available, the standard must be met (unless the instructions for that standard indicate otherwise) and checked "Yes" in order to receive an affirmative determination. There is no penalty for checking (or limit on the number of times you may check) N/A where it is available, as long as a reasonable justification is provided in the Notes column.

### Plan Adoption Requirement

[Act 174](#) requires that municipal plans be adopted and approved in order to qualify for a determination of energy compliance. In the near term, it is likely municipalities will revise and submit isolated energy plans or elements, particularly due to long planning cycles. Therefore, the plan adoption requirement can be met through an amendment to an existing plan in the form of an energy element or energy plan, as long as the amendment or plan itself is duly adopted as part of the municipal plan and incorporated by reference or appended to the underlying, full plan (i.e., is officially "in" the municipal plan), as well as approved for confirmation with the region. If this route is chosen, the municipality should also attach the planning commission report required for plan amendments under 24 V.S.A. § 4384, which should address the internal consistency of the energy plan/element with other related elements of the underlying plan (particularly Transportation and Land Use), and/or whether the energy plan/element supersedes language in those other elements. Standards 1 and 2 below must be answered in the affirmative in order for a plan to receive an affirmative determination of energy compliance.

1. Has your plan been duly adopted and approved for confirmation according to <a href="#">24 V.S.A. § 4350</a> ?	<input checked="" type="checkbox"/> Yes. Adoption date: 6/23/2020 Confirmation date: TBD; 9/8/2020	<input type="checkbox"/> No	Plan has yet to be regionally approved, but will be considered at 8/27/2020 MPRC and approved at 9/8/2020 Board meeting.
2. Is a copy of the plan (or adopted energy element/plan, along with underlying plan and planning commission report addressing consistency of energy element/plan with other elements of underlying plan) attached to this checklist?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Notes: Begins on p. 101 of Municipal Plan

## Energy Element Requirement

To obtain a determination of energy compliance, Act 174 requires municipalities to include an “energy element” that contains the same components described in 24 V.S.A. § 4348a(a)(3), which was revised through Act 174 to explicitly address energy across all sectors and to identify potential and unsuitable areas for siting renewable energy resources:

*An energy element, which may include an analysis of resources, needs, scarcities, costs, and problems within the region across all energy sectors, including electric, thermal, and transportation; a statement of policy on the conservation and efficient use of energy and the development and siting of renewable energy resources; a statement of policy on patterns and densities of land use likely to result in conservation of energy; and an identification of potential areas for the development and siting of renewable energy resources and areas that are unsuitable for siting those resources or particular categories or sizes of those resources.*

The standards below are generally organized to integrate each component of the enhanced energy element with related determination standards that evaluate the plan’s consistency with state goals and policies. **Energy element components are identified in bolded text.**

While municipalities may choose to primarily address energy used for heating, transportation, and electricity in the required energy element, they may also choose to address some of these components in related plan elements (e.g., Transportation and Land Use) and should indicate as much in the Notes column. To the extent an energy element is designed to comprehensively address energy, it should be complementary to and reference other relevant plan elements.

**3. Does the plan contain an energy element, that contains the same components described in 24 V.S.A. § 4348a(a)(3)?**

*Individual components of the energy element will be evaluated through the standards below.*

☒ Yes

☐ No

Page: Click here to enter text.

Notes: Click here to enter text.

## Consistency with State Goals and Policies Requirement

Act 174 states that regional and municipal plans must be consistent with the following state goals and policies:

- Greenhouse gas reduction goals under [10 V.S.A. § 578\(a\)](#) (50% from 1990 levels by 2028; 75% by 2050)
- The 25 x 25 goal for renewable energy under [10 V.S.A. § 580](#) (25% in-state renewables supply for all energy uses by 2025)
- Building efficiency goals under [10 V.S.A. § 581](#) (25% of homes – or 80,000 units – made efficient by 2020)
- State energy policy under [30 V.S.A. § 202a](#) and the recommendations for regional and municipal planning pertaining to the efficient use of energy and the siting and development of renewable energy resources contained in the [State energy plans](#) adopted pursuant to [30 V.S.A. §§ 202](#) and [202b](#)
- The distributed renewable generation and energy transformation categories of resources to meet the requirements of the Renewable Energy Standard under [30 V.S.A. §§ 8004](#) and [8005](#)

The standards in the checklist below will be used to determine whether a plan is consistent with these goals and policies. The standards are broken out by category. *Analysis and Targets* standards address how energy analyses are done within plans, and whether targets are established for energy conservation, efficiency, fuel switching, and use of renewable energy across sectors. *Pathways (Implementation Actions)* standards address the identification of actions to achieve the targets. *Mapping* standards address the identification of suitable and unsuitable areas for the development of renewable energy.

Municipalities may choose to incorporate the information necessary to meet the standards in their energy elements, and/or in other sections of their plans (many transportation items may fit best in the Transportation chapters of plans, for instance). However, plans must be internally consistent, and applicants should cross-reference wherever possible.

### Analysis and Targets Standards

For the *Analysis & Targets* determination standards below, municipalities will be provided with analyses and targets derived from regional analyses and targets no later than April 30, 2017 (and likely much sooner). Municipalities may choose to rely on these “municipalized” analyses and targets to meet the standards in this section. Municipalities which elect to use the analysis and targets provided by a region will be presumed to have met the standards in this section. Alternatively, municipalities may develop their own custom analyses and targets or supplement the analyses and targets provided by the regions with specific local data; if this option is chosen, the analysis and targets must include all of the same components and meet the standards required of regions, as described below.

For municipalities that choose to undertake their own analysis and target-setting (and for regions), DPS is providing a guidance document to explain the expected level of detail in and data sources and methodologies available for meeting the standards (including areas where it is understood data at the municipal level is unavailable, and therefore not expected). Note that standards 5A-4E are all derived directly from requirements in Act 174 (with minor modifications to make them feasible) and must be met affirmatively in order for a municipal plan to receive an affirmative determination of energy compliance.

Targets set by regions and municipalities should be aligned with state energy policy (see the goals and policies listed above). Where targets (and efforts to reach them) depart significantly from state energy goals and policies, an explanation for how the plan otherwise achieves the intent of the state goal or policy should be provided. The guidance document also offers additional clarification on alignment with state goals and policies.

The analysis items below are intended to provide regions and municipalities with an overview of their current energy use, and with a sense of the trajectories and pace of change needed to meet targets, which can be translated into concrete actions in the *Pathways* standards below. Targets provide regions and municipalities with milestones or checkpoints along the way toward a path of meeting 90% of their total energy needs with renewable energy, and can be compared with the potential renewable energy generation from areas identified as potentially suitable in the *Mapping* standards exercise below to give regions and municipalities a sense of their ability to accommodate renewable energy that would meet their needs.

4. Does your plan’s energy element contain an analysis of resources, needs, scarcities, costs, and problems within the municipality across all energy sectors (electric, thermal, transportation)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Page: P. 1-15 Notes: <a href="#">Click here to enter text.</a>
5. Does your plan contain an analysis that addresses A-E below, either as provided by your Regional Planning Commission or as developed by your municipality? <i>Municipalities may meet this standard by using the analysis and targets provided by their regions, or by developing their own analyses and targets. If using the analysis &amp; targets provided by your region, please answer “Yes-Region” and skip ahead to #6. If</i>	<input checked="" type="checkbox"/> Yes-Region <input type="checkbox"/> Yes-Custom	<input type="checkbox"/> No	Page: <a href="#">Click here to enter text.</a> Paragraph #: <a href="#">Click here to enter text.</a> Notes: <a href="#">Click here to enter text.</a>

<i>developing a custom analysis, please answer “Yes-Custom” and address 5A-5E separately, below.</i>			
A. Does the plan estimate current energy use across transportation, heating, and electric sectors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Page: 2-4 Paragraph #: <a href="#">Click here to enter text.</a> Notes: <a href="#">Click here to enter text.</a>
B. Does the plan establish 2025, 2035, and 2050 targets for thermal and electric efficiency improvements, and use of renewable energy for transportation, heating, and electricity?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Page: 4-6 Paragraph #: <a href="#">Click here to enter text.</a> Notes: <a href="#">Click here to enter text.</a>
C. Does the plan evaluate the amount of thermal-sector conservation, efficiency, and conversion to alternative heating fuels needed to achieve these targets?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Page: 7-8 Paragraph #: <a href="#">Click here to enter text.</a> Notes: <a href="#">Click here to enter text.</a>
D. Does the plan evaluate transportation system changes and land use strategies needed to achieve these targets?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Page: 8-11 Paragraph #: <a href="#">Click here to enter text.</a> Notes: <a href="#">Click here to enter text.</a>
E. Does the plan evaluate electric-sector conservation and efficiency needed to achieve these targets?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Page: 11-14 Paragraph #: <a href="#">Click here to enter text.</a> Notes: <a href="#">Click here to enter text.</a>

### Pathways (Implementation Actions) Standards

This section examines whether plans meet the Act 174 expectation that they include pathways and recommended actions to achieve the targets identified through the *Analysis and Targets* section of the Standards (above). Plans are expected to include or otherwise address all of the pathways (implementation actions) below; some actions may not be applicable or equally relevant to all applicants (small vs. large municipalities, for instance), in which case N/A may be checked (if available) and the justification provided in the Notes column. There is no penalty for choosing N/A one or more times, as long as a reasonable justification is provided in the Notes column, preferably including an explanation of how the plan alternatively achieves attainment of the targets should be included. If N/A is not provided as an option, the standard must be met, and “Yes” must be checked, in order for the plan to meet the requirements for a determination (unless the instructions particular to that standard indicate otherwise).

DPS will be issuing a guidance document in the near term providing potential implementation actions derived from the Comprehensive Energy Plan (relevant formal Recommendations as well as opportunities not specifically called out as Recommendations), from recent regional and municipal plans, and from other sources. The guidance document will be revised after the regions have compiled best practices from early municipalities pursuing energy planning to seek a determination of energy compliance, in the summer of 2017.

For the time being, we offer potential implementation action options for consideration as italicized text under each standard. Plans are encouraged to promote as diverse a portfolio of approaches as possible in each sector, or if not, to explain why they take a more targeted approach. Implementation actions may fit best in a holistic discussion contained within a plan’s energy element, though cross-referencing to other relevant plan elements is also acceptable.

Municipalities must demonstrate a commitment to achieving each standard in both policies and implementation measures in clear, action-oriented language.			
<b>6. Does your plan's energy element contain a statement of policy on the conservation and efficient use of energy?</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Page: 16-19 Paragraph #: <a href="#">Click here to enter text.</a> Notes: <a href="#">Click here to enter text.</a>
A. Does the plan encourage conservation by individuals and organizations? <i>(Actions could include educational activities and events such as convening or sponsoring weatherization workshops, establishing local energy committees, encouraging the use of existing utility and other efficiency and conservation programs and funding sources, etc.)</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Page: 16-17 Paragraph #: <a href="#">Click here to enter text.</a> Notes: Includes info on lighting upgrades, new construction policies, regional/statewide information sharing, and creation of an energy committee.
B. Does the plan promote efficient buildings? <i>(Actions could include promoting compliance with residential and commercial building energy standards for new construction and existing buildings, including additions, alterations, renovations and repairs; promoting the implementation of residential and commercial building efficiency ratings and labeling; considering adoption of stretch codes, etc.)</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Page: 17 Paragraph #: <a href="#">Click here to enter text.</a> Notes: Includes info on sharing RBES standards, DRB integration of efficiency, encourage ENERGYSTAR assessments,
C. Does the plan promote decreased use of fossil fuels for heating? <i>(Actions and policies could promote switching to wood, liquid biofuels, biogas, geothermal, and/or electricity. Suitable devices include advanced wood heating systems and cold-climate heat pumps, as well as use of more energy efficient heating systems; and identifying potential locations for, and barriers to, deployment of biomass district heating and/or thermal-led combined heat and power systems in the municipality)</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Page: 18 Paragraph #: <a href="#">Click here to enter text.</a> Notes: Includes info on sharing contact info of contractors with residents, education of residents on alternative heating, and identify local district heating opportunities.
D. Does the plan demonstrate the municipality's leadership by example with respect to the efficiency of municipal buildings? <i>(Actions could include building audits and weatherization projects in schools and town offices, etc.)</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A	Page: 19 Paragraph #: <a href="#">Click here to enter text.</a> Notes: Includes info on municipal building upgrades, possible renewable energy on buildings, and protocols for integrating energy improvements into municipal budgets.
E. Other (please use the notes section to describe additional approaches that your municipality is taking)	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Page: <a href="#">Click here to enter text.</a> Paragraph #: <a href="#">Click here to enter text.</a> Notes: <a href="#">Click here to enter text.</a>
<b>7. Does your plan's energy element contain a statement of policy on reducing transportation energy demand and single-occupancy vehicle use, and encouraging use of renewable or lower-emission energy sources for transportation?</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Page: 19-24 Paragraph #: <a href="#">Click here to enter text.</a> Notes: <a href="#">Click here to enter text.</a>

<p>A. Does the plan encourage increased use of public transit?  <i>(Actions could include participation in efforts to identify and develop new public transit routes, promote full utilization of existing routes, integrate park-and-rides with transit routes, etc.)</i></p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A	<p>Page: 20  Paragraph #: <a href="#">Click here to enter text.</a>  Notes: Continue/expand GMT services, identify large employer needs, and work with underserved populations who could utilize it.</p>
<p>B. Does the plan promote a shift away from single-occupancy vehicle trips, through strategies appropriate to the municipality?  <i>(Actions could include rideshare, vanpool, car-sharing initiatives; efforts to develop or increase park-and-rides; enhancement of options such as rail and telecommuting; education; intergovernmental cooperation; etc.)</i></p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<p>Page: 21  Paragraph #: <a href="#">Click here to enter text.</a>  Notes: Encourage developers to plan for sidewalk, bike, or park and ride facilities, identify and map fiber infrastructure for remote work, regularly inventory park and ride facilities, and pursue grant funding.</p>
<p>C. Does the plan promote a shift away from gas/diesel vehicles to electric or other non-fossil fuel transportation options through strategies appropriate to the municipality?  <i>(Actions could include promoting the installation of electric vehicle charging infrastructure, providing education and outreach to potential users, supporting non-fossil fuel vehicle availability through outreach to vehicle dealers, etc.)</i></p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<p>Page: 22  Paragraph #: <a href="#">Click here to enter text.</a>  Notes: Integration of alternative fuel vehicles into large fleet users in town, inventory existing ev charging capacity, update regulations to require non-residential development to include ev charging infra.</p>
<p>D. Does the plan facilitate the development of walking and biking infrastructure through strategies appropriate to the municipality?  <i>(Actions could include studying, planning for, seeking funding for, or implementing improvements that encourage safe and convenient walking and biking; adopting a "Complete Streets" policy, etc.)</i></p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A	<p>Page: 23  Paragraph #: <a href="#">Click here to enter text.</a>  Notes: Continue bike-focused master planning efforts townwide, parking located along potential bike routes pedestrian needs integrated into upgrading of roads in town, and analyze pedestrian needs in town.</p>
<p>E. Does the plan demonstrate the municipality's leadership by example with respect to the efficiency of municipal transportation?  <i>(Actions could include purchasing energy efficient municipal and fleet vehicles when practicable, installing electric vehicle charging infrastructure, etc.)</i></p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A	<p>Page: 24  Paragraph #: <a href="#">Click here to enter text.</a>  Notes: Energy efficient town-owned lighting, and purchase of most efficient municipal vehicles.</p>
<p>F. Other (please use the notes section to describe additional approaches that your municipality is taking)</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<p>Page: <a href="#">Click here to enter text.</a>  Paragraph #: <a href="#">Click here to enter text.</a>  Notes: <a href="#">Click here to enter text.</a></p>
<p>8. Does your plan's energy element contain a statement of policy on patterns and</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p>Page: 24-25</p>



densities of land use likely to result in conservation of energy?			Paragraph #: <a href="#">Click here to enter text.</a> Notes: <a href="#">Click here to enter text.</a>
A. Does the plan include land use policies (and descriptions of current and future land use categories) that demonstrate a commitment to reducing sprawl and minimizing low-density development? <i>(Actions could include adopting limited sewer service areas, maximum building sizes along highways, policies or zoning that require design features that minimize the characteristics of strip development [multiple stories, parking lot to the side or back of the store], and requirements that development in those areas be connected by means other than roads and cars; adopting a capital budget and program that furthers land use and transportation policies; etc.)</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Page: 24 Paragraph #: <a href="#">Click here to enter text.</a> Notes: <a href="#">Click here to enter text.</a>
B. Does the plan strongly prioritize development in compact, mixed-use centers when physically feasible and appropriate to the use of the development, or identify steps to make such compact development more feasible? <i>(Actions could include participating in the state designation program, such as obtaining state designated village centers, downtowns, neighborhoods, new town centers, or growth centers; exploration of water or sewage solutions that enable compact development; etc.)</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A	Page: 25 Paragraph #: <a href="#">Click here to enter text.</a> Notes: <a href="#">Click here to enter text.</a>
C. Other (please use the notes section to describe additional approaches that your municipality is taking)	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Page: <a href="#">Click here to enter text.</a> Paragraph #: <a href="#">Click here to enter text.</a> Notes: <a href="#">Click here to enter text.</a>
<b>9. Does your plan's energy element contain a statement of policy on the development and siting of renewable energy resources?</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Notes: <a href="#">Click here to enter text.</a>
A. Does the plan evaluate (estimates of or actual) generation from existing renewable energy generation in the municipality? <i>Municipalities should be able to obtain this information from their regions.</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Page: 12, Paragraph #: Table 11 Notes: <a href="#">Click here to enter text.</a>
B. Does the plan analyze generation potential, through the mapping exercise (see <i>Mapping</i> standards, below), to determine potential from preferred and potentially suitable areas in the municipality? <i>Municipalities should be able to obtain this information from their regions.</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Page: 14 Paragraph #: <a href="#">Click here to enter text.</a> Notes:
C. Does the plan identify sufficient land in the municipality for renewable energy development to reasonably reach 2050 targets for renewable electric generation, based on population and energy resource potential (from potential resources identified in the <i>Mapping</i> exercise, below), accounting for the fact that land may not be available due to private property constraints, site-specific constraints, or grid-related constraints?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A	Page: 13 Paragraph #: <a href="#">Click here to enter text.</a> Notes: Plan states goal (50,000 MWh) vs. potential (3,000,000 MWh) and how there is enough land to satisfy goal.



<i>If N/A, please describe how you are working with your regional planning commission to ensure overall regional objectives are achieved.</i>			
<p>D. Does the plan ensure that any local constraints (locally designated resources or critical resources, from 12B and 12C under <i>Mapping</i>, below) do not prohibit or have the effect of prohibiting the provision of sufficient renewable energy to meet state, regional, or municipal targets?</p> <p><i>If N/A, please describe how you are working with your regional planning commission to ensure overall regional objectives are achieved.</i></p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A	<p>Page: 29</p> <p>Paragraph #: <a href="#">Click here to enter text.</a></p> <p>Notes: Plan identifies bear habitat as a local constraint, but recognizes that some development may be appropriate at some scales. Restates importance of class 1 and 2 wetlands, vernal pools, and deer wintering areas.</p>
<p>E. Does the plan include statements of policy to accompany maps (could include general siting guidelines), including statements of policy to accompany any preferred, potential, and unsuitable areas for siting generation (see 12 and 13 under <i>Mapping</i>, below)?</p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<p>Page: 29</p> <p>Paragraph #: <a href="#">Click here to enter text.</a></p> <p>Notes: See above.</p>
<p>F. Does the plan maximize the potential for renewable generation on preferred locations (such as the categories outlined under 12E in the <i>Mapping</i> standards, below)?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<p>Page: <a href="#">Click here to enter text.</a></p> <p>Paragraph #: <a href="#">Click here to enter text.</a></p> <p>Notes: Plan only identifies state preferred locations.</p>
<p>G. Does the plan demonstrate the municipality's leadership by example with respect to the deployment of renewable energy?</p> <p><i>(Actions could include deploying renewable energy to offset municipal electric use, etc.)</i></p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A	<p>Page: 19</p> <p>Paragraph #: <a href="#">Click here to enter text.</a></p> <p>Notes: Identify town buildings capable of supporting renewable energy generation.</p>
<p>H. Other (please use the notes section to describe additional approaches that your municipality is taking)</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<p>Page: <a href="#">Click here to enter text.</a></p> <p>Paragraph #: <a href="#">Click here to enter text.</a></p> <p>Notes: <a href="#">Click here to enter text.</a></p>

### Mapping Standards

Act 174 requires plans to identify potential areas for the development and siting of renewable energy resources and areas that are unsuitable for siting those resources or particular categories or sizes of those resources. It furthermore requires that the standards address the potential generation from the potential siting areas.

The *Mapping* standards lay out a sequence of steps for planners to examine existing renewable resources and to identify potential (and preferred) areas for renewable energy development, and to identify likely unsuitable areas for development, by layering constraint map layers on to raw energy resource potential map layers. The maps should help municipalities visualize and calculate the potential generation from potential areas, and compare it with the 2025, 2035, and 2050 targets from the *Analysis and Targets* standards to get a sense of the scale and scope of generation that could be produced within the region to

meet the municipality's needs. DPS will provide additional guidance to accompany the standards that fleshes out the steps, layers, and standards more fully.

Plans must include maps that address all of the standards below, unless N/A is provided as an option, in which case a compelling reason why the standard is not applicable or relevant should be provided in the Notes column. Regions must develop their own maps (already underway through support being provided to regions by DPS), and to then break out the maps for their municipalities, who can use their region-provided maps to meet the municipal *Mapping* standards (such "municipalization" work is being supported through a training & technical assistance contract between DPS and regions, and all regions must supply completed maps to their municipalities by April 30, 2017, though many are expected to do so much sooner).

Municipalities may choose to rely on the maps provided by the regions to meet the standards in this section. Those maps should be somewhat familiar to municipalities, who are expected to be consulted as regions develop their maps. Alternatively, municipalities may choose to undertake their own mapping, according to the same set of standards as regions. Additionally, municipalities are expected to work collaboratively with their regions and with neighboring municipalities to ensure compatibility between the final products.

The map and the text describing the policies or rules used to construct the map, as well as the text describing specific policies applicable to map features, should be complementary. That should help ensure that any "land conservation measures and specific policies" that might be given substantial deference in the context of a particular project review under 30 V.S.A. § 248 are clearly identifiable in the text, should a map lack sufficient clarity or granularity regarding the area in which a project is proposed.

<p>10. Does your plan contain one or more maps that address 11-13 below, as provided by your Regional Planning Commission or as developed by your municipality?</p> <p><i>Municipalities may meet this standard by using the maps provided by their regions, or by developing their own maps. If using the maps provided by your region, please answer "Yes-Region" and skip ahead to #14. If developing custom maps, please answer "Yes-Custom" and address 11-13 separately, below.</i></p>	<input type="checkbox"/> Yes-Region <input type="checkbox"/> Yes-Custom	<input type="checkbox"/> No	<p>Page: 37-43</p> <p>Paragraph #: <a href="#">Click here to enter text.</a></p> <p>Notes: Plan contains regionally provided maps, but does not satisfy Standard 11 below.</p>
<p>11. Does the plan identify and map existing electric generation sources? Maps may depict generators of all sizes or just those larger than 15 kW, as long as information on generators smaller than 15 kW is summarized and provided or referenced elsewhere. It is expected that the best available information at the time of plan creation will be used. This information is available from the DPS.</p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	<p>Page: <a href="#">Click here to enter text.</a></p> <p>Paragraph #: <a href="#">Click here to enter text.</a></p> <p>Notes: No map included. Community Energy Dashboard lists 4 sites (3 solar, 1 wind) over 15 kW that would need to be mapped.</p>
<p>12. Does the plan identify potential areas for the development and siting of renewable energy resources and the potential generation from such generators in the identified areas, taking into account factors including resource availability, environmental constraints, and the location and capacity of electric grid infrastructure?</p> <p><i>Maps should include the following (available from VCGI and ANR), and the</i></p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<p>Page: <a href="#">Click here to enter text.</a></p> <p>Paragraph #: <a href="#">Click here to enter text.</a></p> <p>Notes: <a href="#">Click here to enter text.</a></p>

<i>resulting Prime and Secondary Resource Maps will together comprise “potential areas”:</i>			
A. Raw renewable energy potential analysis (wind and solar), using best available data layers (including LiDAR as appropriate)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Page: 39, 40 Paragraph #: <a href="#">Click here to enter text.</a> Notes: <a href="#">Click here to enter text.</a>
B. Known constraints (signals likely, though not absolute, unsuitability for development based on statewide or local regulations or designated critical resources) to include: <ul style="list-style-type: none"> <li>• Vernal Pools (confirmed and unconfirmed layers)</li> <li>• DEC River Corridors</li> <li>• FEMA Floodways</li> <li>• State-significant Natural Communities and Rare, Threatened, and Endangered Species</li> <li>• National Wilderness Areas</li> <li>• Class 1 and Class 2 Wetlands (VSWI and advisory layers)</li> <li>• Regionally or Locally Identified Critical Resources</li> </ul> <i>If areas are constrained for the development of renewable energy due to the desire to protect a locally designated critical resource (whether a natural resource or a community-identified resource), then the land use policies applicable to other forms of development in this area must be similarly restrictive; for this category, policies must prohibit all permanent development (and should be listed in the Notes column).</i> <i>These areas should be subtracted from raw renewable energy resource potential maps to form Secondary Resource Maps</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Page: 37 Paragraph #: <a href="#">Click here to enter text.</a> Notes: <a href="#">Click here to enter text.</a>
C. Possible constraints (signals conditions that would likely require mitigation, and which may prove a site unsuitable after site-specific study, based on statewide or regional/local policies that are currently adopted or in effect), including but not limited to: <ul style="list-style-type: none"> <li>• Agricultural Soils</li> <li>• FEMA Special Flood Hazard Areas</li> <li>• Protected Lands (State fee lands and private conservation lands)</li> <li>• Act 250 Agricultural Soil Mitigation areas</li> <li>• Deer Wintering Areas</li> </ul>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Page: 38 Paragraph #: <a href="#">Click here to enter text.</a> Notes: <a href="#">Click here to enter text.</a>

<ul style="list-style-type: none"> <li>• ANR's Vermont Conservation Design Highest Priority Forest Blocks (or Habitat Blocks 9 &amp; 10, for plans using regional maps in regions whose plans will be submitted for adoption at the regional level by March 1, 2017)</li> <li>• Hydric Soils</li> <li>• Regionally or Locally Identified Resources</li> </ul> <p><i>If locations are constrained for the development of renewable energy due to the desire to protect a locally designated resource (whether a natural resource or community-identified resource, like a view), then the land use policies applicable to other forms of development must be similarly restrictive (and should be listed in the Notes column).</i></p> <p><i>These areas should be subtracted from Secondary Resource Maps to form Prime Resource Maps.</i></p>			
<p>D. Transmission and distribution resources and constraints, as well as transportation infrastructure.</p> <p><i>(Including three-phase distribution lines, known constraints from resources such as Green Mountain Power's solar map, known areas of high electric load, etc.)</i></p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<p>Page: 37-43</p> <p>Paragraph #: <a href="#">Click here to enter text.</a></p> <p>Notes: <a href="#">Click here to enter text.</a></p>
<p>E. Preferred locations (specific areas or parcels) for siting a generator or a specific size or type of generator, accompanied by any specific siting criteria for these locations</p> <p><i>Narrative descriptions of the types of preferred areas in accompanying plan text are acceptable, though mapping of areas and especially specific parcels (to the extent they are known) is highly encouraged, to signal preferences to developers, particularly for locally preferred areas and specific parcels that do not qualify as a statewide preferred location under i. below.</i></p> <p><i>The locations identified as preferred must not be impractical for developing a technology with regard to the presence of the renewable resource and access to transmission/distribution infrastructure.</i></p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A	<p>Page: 43</p> <p>Paragraph #: <a href="#">Click here to enter text.</a></p> <p>Notes: <a href="#">Click here to enter text.</a></p>
<p>i. Statewide preferred locations such as rooftops (and other structures), parking lots, previously developed sites, brownfields, gravel pits, quarries, and Superfund sites</p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A	<p>Page: 43</p> <p>Paragraph #: <a href="#">Click here to enter text.</a></p> <p>Notes: <a href="#">Click here to enter text.</a></p>
<p>ii. Other potential locally preferred locations</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p>Page: <a href="#">Click here to enter text.</a></p>

<p><i>For example, customer on- or near-site generation, economic development areas, unranked and not currently farmed agricultural soils, unused land near already developed infrastructure, locations suitable for large-scale biomass district heat or thermal-led cogeneration, potential locations for biogas heating and digesters, etc.</i></p> <p><i>These are particularly important to map if possible, as “a specific location in a duly adopted municipal plan” is one way for a net metering project to qualify as being on a preferred site.</i></p>		<input checked="" type="checkbox"/> N/A	Paragraph #: <a href="#">Click here to enter text.</a> Notes: None identified
<p><b>13. Does the plan identify areas that are unsuitable for siting renewable energy resources or particular categories or sizes of those resources?</b>  <i>Either Yes or No (“No” if the plan chooses not to designate any areas as unsuitable) is an acceptable answer here. “Resources” is synonymous with “generators.”</i></p>	<input checked="" type="checkbox"/> Yes (“Yes” for A and B must also be selected below)	<input type="checkbox"/> No	Page: <a href="#">Click here to enter text.</a> Paragraph #: <a href="#">Click here to enter text.</a> Notes: <a href="#">Click here to enter text.</a>
<p>A. Are areas identified as unsuitable for particular categories or sizes of generators consistent with resource availability and/or land use policies in the regional or municipal plan applicable to other types of land development (answer only required if “Yes” selected above, indicating unsuitable areas have been identified)?  <i>If areas are considered unsuitable for energy generation, then the land use policies applicable to other forms of development in this area should similarly prohibit other types of development. Please note these policies in the Notes column.</i></p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A (if no unsuitable areas are identified)	Page: <a href="#">Click here to enter text.</a> Paragraph #: <a href="#">Click here to enter text.</a> Notes: Plan’s wildlife habitat discussion works alongside bear habitat consideration in EEP.
<p>B. Does the plan ensure that any regional or local constraints (regionally or locally designated resources or critical resources, from 12b-12c above) identified are supported through data or studies, are consistent with the remainder of the plan, and do not include an arbitrary prohibition or interference with the intended function of any particular renewable resource size or type?  <i>Please explain in the Notes column.</i></p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Page: <a href="#">Click here to enter text.</a> Paragraph #: <a href="#">Click here to enter text.</a> Notes: <a href="#">Click here to enter text.</a>
<p><b>14. Municipalities seeking a determination of energy compliance from the Department and not using their region’s maps only:</b> Does the plan ensure that its approach, if applied regionally, would not have the effect of prohibiting any type of renewable generation technology in all locations?</p>	<input checked="" type="checkbox"/> Yes (also check Yes if seeking determina	<input type="checkbox"/> No	Page: <a href="#">Click here to enter text.</a> Paragraph #: <a href="#">Click here to enter text.</a> Notes: <a href="#">Click here to enter text.</a>

	tion from region, or from DPS but using region- provided maps)		
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**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Municipal Plan Review Committee**  
**Draft Minutes**

August 27, 2020 at 6:30pm  
Via GoToMeeting Software

**Committee Members:**

X	Bill Arrand, Worcester
	Lee Cattaneo, Orange Commissioner
X	Ron Krauth, Middlesex Commissioner
X	Joyce Manchester, Moretown Alternate Commissioner
X	Jan Ohlsson, Calais Alternate Commissioner

Municipal Representative: Chris Violette, Barre Town Planning and Zoning Administrator  
Public: George Clain, Barre Town Planning Commission; Mike Gilbar, Barre Town Planning Commission;  
Cedric Sanborn, Barre Town Planning Commission Chair; Byron Atwood, Barre Town Planning  
Commission  
Staff: Zach Maia, Clare Rock

**CALL TO ORDER**

The meeting was called to order by Chair B. Arrand at 6:47 pm. Introductions were made.

**CHANGES TO THE AGENDA**

None.

**PUBLIC COMMENTS**

None.

**ELECTION OF OFFICERS**

B. Arrand asks for nomination for chair, J. Manchester nominates B. Arrand for chair, J. Ohlsson seconds. Motion carries.

J. Ohlsson nominates J. Manchester for vice-chair, B. Arrand seconds. Motion carries.

**COMMITTEE PROCESS**

Z. Maia provided an overview of the revised Rules of Procedure, dated February 2020. The changes primarily relate to changing the name of the Town Plan Review Committee to the Municipal Plan Review Committee and making the membership details align with the Board of Commissioner's Revised Bylaws, adopted December 2019.

J. Ohlsson moved to approve the revised Rules of procedure, dated February 2020, seconded by J. Manchester. Motion carried.

**PUBLIC HEARING: APPROVAL OF THE BARRE TOWN PLAN AND CONFIRMATION OF THE LOCAL**

**PLANNING PROCESS**

*B. Arrand moved to open the hearing; seconded by J. Ohlsson. Motion carried.*

Z. Maia introduced the Barre Town Plan and explained the plan is a straightforward update of the previous plan and builds upon the Town's previous planning effort. New inclusions in this update are updated language regarding forest integrity, and flood resilience elements. Z. Maia notes that the plan includes employment data and good background information on the town's economic activity.

Z. Maia continued to note that the plan includes mention of pursuing Village Center Designation, which will provide the Town with historical redevelopment opportunities when pursued and designated in the future. The Plan also includes an Enhanced Energy Plan appendix.

C. Violette provides overview of planning process of developing the Enhanced Energy Plan in 2017. Town was seeing influx of Renewable Energy projects, but then had to work on town plan as an addendum. Updated for statutory requirements, created new maps, and overall kept it as a solid plan.

B. Atwood was reading discussions about what to include in future updates and is finding that plans are wide-reaching and that this seems to be a new development. Asks MPRC and B. Arrand if planning is becoming more elaborate, cumbersome. B. Arrand says they were almost always green-lighted. B. Atwood recalled a plan being approved without land use plan. B. Arrand questions if review is getting too strict. B. Atwood raises question again.

J. Ohlsson clarified her interpretation of suggestions and discussed housing especially as something to think about post-COVID. C. Violette adds that they are suggestions, and as long as they remain as suggestions, it is OK. Z. Maia clarifies that they are just suggestions.

J. Ohlsson questions about if this discussion is in line with the planning process. B. Arrand reminds that there are two separate items under this public hearing.

J. Ohlsson had one comment in plan with elderly populations and housing. Would like to see more discussion and thought towards multi-generational housing opportunities

G. Clain asks if the public hearing has been opened. J. Ohlsson clarifies that there is no public here. It is clarified that the public hearing is open.

*J. Manchester moved to close the public hearing, J. Ohlsson seconds. Motion Carries.*

**PUBLIC HEARING: ISSUANCE OF A DETERMINATION OF ENERGY COMPLIANCE**

*B. Arrand moved to open the hearing; seconded by J. Ohlsson. Motion carried.*

C. Violette provides overview of Energy planning process. CVRPC drafted enhanced energy plan and turned it over to the Town. Barre Town spent time tweaking plan and included personal input, and then put it on hold while working on Town Plan. Feels that because CVRPC put plan together for town, it should be recommended that it meet all requirements.

C. Violette clarifies that it is missing the requirement [of Existing Generation Map]. The map is not policy



making, not regulatory, just states information. Omission is a partnership between Town of Barre and CVRPC. Hopes it does not hold up approval as Town would have to go through 3-month amendment process for PC hearing and 2 legislative hearings.

Z. Maia provides overview of why the map must be included and presents the need for MPRC to decide if the reason is compelling. C. Violette states that a compelling reason is that the map is not accurate, and once more solar is built, it is out of date and does not stand up to an online dashboard. The map could mislead the public over time.

J. Manchester says the map would represent situation at a point in time. In 5-8 years, it would be useful to see how much generation exists in the town at a certain time. J. Ohlsson adds that ANR claims all maps are inaccurate. Says that once we set the standard, it is the standard for everyone else. C. Violette says he disagrees, but why not have the map in the plan by approving it.

J. Manchester asks staff if the MPRC can issue a conditional approval pending inclusion of the map by Sept. 8. B. Arrand recollects that they've done this before. C. Rock says that staff have identified an option for the public hearing to continue, especially since PSD does not recognize conditional plans.

J. Ohlsson asks if the map is provided by September 8, will the Town have to hold more hearings? C. Rock states that determination is on a locally adopted plan meeting all standards. J. Ohlsson says that if the hearing is kept open, and we get the map prior to September 8, then decision can be made?

C. Violette states that he is hopeful that Town and CVRPC could update the map in partnership as part of the plan by September 8. C. Rock states that the plan is already adopted. B. Atwood says no one attended any hearing. C. Rock clarifies that plan has already been adopted.

M. Gilbar says that bringing the Plan back through the Selectboard would make this a beauracatic beaucratic, crazy process that will further un-endeare them.

J. Ohlsson asks where information in Table 11 came from – the citation says PSD. C. Violette says that it was part of CVRPC information. Z. Maia clarifies that it is RPC provided information.

B. Arrand asks C. Rock is the Town can meet requirements by September 8. C. Rock states that the map needs to be part of an adopted municipal plan.

Z. Maia and B. Arrand discuss the timeline. C. Violette says that avenue makes sense, but there is not time to get the plan readopted by Sept. 8. Goes back to issue of it not being necessary in this case. J. Ohlsson asks if anyone attended to comment on energy plan. C. Violette clarifies none. J. Ohlsson says that if map was or was not in it; it doesn't matter since no one commented. Wonders if it is worth it to put the Town back through it.

B. Arrand clarifies that they are voting to send it along, or not, or to move the hearing to Sept 8. J. Manchester says that in this case, the Selectboard is acting as the public hearing. In this case, can the Selectboard make a motion to include this map, and would this carry? J. Manchester says this would wait until Sept 8. C. Rock says that there is some hesitancy around that procedure. The cleanest way to do this would be to revisit the idea of relevancy of applicability of map, rather than on process. Staff perspective is to clarify where the decision is – whether or not the map is included.

C. Violette wonders if we could do both. Will still take it to the selectboard and have the map in there for September 8. J. Manchester says that MPRC is setting the precedent that this map is not needed for any municipality. B. Arrand asks for suggestions or proposals on a vote.

J. Manchester asks if Board can reject the vote. C. Rock states that board can take or not take the recommendation. B. Arrand says that it will be put off until September 8 and may not be able to recommend to the Board.

J. Ohlsson asks what the rush is to get this plan in, to which C. Violette states that the plan won't have substantial deference and Barre is a hotspot for solar, due to slopes and proximity to 3-phase power. Nothing is on the radar currently. J. Manchester asks if on September 8 they can approve the plan, noting that the map was not included, but it wouldn't have changed the compliance plan. Then RPC can decide if this is a big deal to them.

G. Clain says that as PC member, it throws Barre under the bus if an attorney wants to get involved. The better course is to state that this map is not required in Barre Town's case.

B. Atwood asks if the board can go against staff recommendation. Board would appreciate that this is a mix-up between staff and town, and the declination of this plan would put CVRPC in a different light where the RPC is not lenient or assisting the Town. Doesn't look good that we have this mix-up going on. It is important for CVRPC and relations with municipalities to be lenient.

C. Violette suggests to MPRC that there is always more information that is more applicable. More up-to-date data is elsewhere. G. Clain agrees and says that the best outcome would be to say that this is not applicable and helps relations with towns.

J. Manchester stands by that this is a snapshot of this Town in 2020, and this would set a precedent for other towns, and it worries her. J. Ohlsson agrees and says that one way around this would be to include the map and state that this map would be outdated.

B. Arrand says that they are just recommending something to the commission. Wants to recommend that the Board approves it.

J. Ohlsson and C. Rock clarify that the hearing can be continued to a specific date and time. B. Arrand asks for a motion. J. Manchester asks what action the board will take? C. rock advises the committee to close one hearing.

G. Clain asks about appendix plan nature. C. Rock clarifies that the review is of the adopted municipal plan, and an appendix must be adopted through the same process as the municipal plan.

Vote to continue public hearing on energy section under September 8 at 4:30pm. Motion by Ron, second by JO. Discussion ensued regarding the timing of the hearing.

*R. Krauth moves to continue hearing to September 8 at 5:00pm via GoToMeeting, second by J. Manchester. Motion carries.*

#### **RECOMMENDATIONS TO THE CVRPC BOARD OF COMMISSIONERS:**

##### **a. CONFIRMATION OF THE TOWN OF BARRE MUNICIPAL PLANNING PROCESS**

**b. APPROVAL OF THE TOWN OF BARRE TOWN PLAN****c. ISSUANCE OF A DETERMINATION OF ENERGY COMPLIANCE**

*J. Manchester moved to recommend to the CVRPC Board confirmation of the local planning process; seconded by R. Krauth. Motion carried.*

*J. Manchester moved to recommend to the CVRPC Board approval of the Barre Town Plan; seconded by J Ohlsson. Motion carried.*

**APPROVAL OF MINUTES**

*J. Manchester moved to approve the August 27, 2019 minutes; seconded by B. Arrand. R. Krauth and J. Ohlsson abstain. Motion carried.*

**ADJOURNMENT**

*R. Krauth moved to adjourn at 8:11pm; seconded by J. Manchester. Motion carried.*



## MEMO

Date: August 31, 2020  
To: Executive Committee  
From: Bonnie Waninger, Executive Director  
Re: Special Meeting & Semi Annual Personnel Review

---

### Special Meeting

Up to three communities are hoping to submit their municipal plans for approval so they can apply for Municipal Planning Grants (MPG). MPG applications are due October 1<sup>st</sup>. RPCs must submit information about confirmed municipalities to the Agency of Commerce by 9/30. Plan approval is required to confirm a municipality's planning process.

Plans from the municipalities and their subsequent review by the Municipal Plan Review Committee will not be available by the Board meeting. The Board has three options:

*Address plan approvals in October.*

- Pro: Precedent for special meetings would not be set.
- Con: Municipalities would miss the opportunity to apply for MPG funds.

*Direct the Executive Committee to complete the approvals on the Board's behalf.*

- Pro: It may be easier to obtain a quorum among fewer people. The Executive Committee was successful in meeting the 3<sup>rd</sup> Monday of the month (Sept. 21).
- Con: Plan approval, process confirmation, and energy certification is an important statutory Board function.

*Hold a special Commission meeting.*

- Pro: Allows the Board to fulfill an important statutory role. Allows municipal representatives to interact with the Board.
- Con: Obtaining quorum may be challenging. Planned quorum may not materialize on the meeting date.

Any special meeting would need to be held September 21<sup>st</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup>, 28<sup>th</sup>, or 29<sup>th</sup>. Staff prefers the week of September 21<sup>st</sup>, which facilitates providing information to municipalities and the State. If a special Commission meeting is planned, best practice would be to warn the

special meeting as a special Executive Committee meeting too. This would allow the Executive Committee to take action if the Board did not achieve quorum.

**How would the Executive Committee like to frame this discussion for the Board?**

### Semi Annual Personnel Review

CVRPC's personnel evaluations occur for a January through December timeframe. Its personnel appraisal process includes an informal mid-year meeting to review progress towards the employee's goals, make adjustments to the goals and action plan if needed, and facilitate a constructive discussion about any performance issues, obstacles, or opportunities related to the employee's goals, professional development or performance. Agreed-upon modifications to the employee's goals and action plan are documented, signed by both the employee and Executive Director or direct supervisor, and used in the annual performance evaluation process.

Options for conducting the Director's mid-year meeting include:

- Verbal check in between Director and Executive Committee.
- Director provides a written progress report on goals for discussion by the Committee.
- Director and Chair discuss progress with documentation provided to the Committee for information or discussion.
- Other?

**How would the Executive Committee like to conduct the review?**

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Executive Committee**  
**DRAFT MINUTES**  
**August 3, 2020 Meeting**

Present:

☒ Julie Potter  
☒ Dara Torre  
☒ Gerry D'Amico

☒ Laura Hill-Eubanks  
☒ Steve Lotspeich

☒ Michael Gray  
☒ Janet Shatney

Staff: Bonnie Waninger, Nancy Chartrand

**Call to Order**

Chair Hill-Eubanks called the meeting to order at 4:01 pm.

**Adjustments to the Agenda**

None

**Public Comment**

None

**Contract/Agreement Authorization**

Stormwater Planning and Engineering Services Master Agreement Amendment 1 (Watershed Consulting Associates LLC, Fitzgerald Environmental LLC, Milone & MacBroom Inc., and Dubois & King Inc.

B. Waninger advised Southern Windsor Regional Planning Commission (SWRPC) has identified additional contract requirements that CVRPC is passing through to pre-qualified consultants for stormwater planning and engineering services in this requested amendment.

*G. D'Amico moved to authorize the Executive Director to sign the Master Agreement Amendments with the four firms prequalified to provide stormwater services; J. Potter seconded. Motion carried.*

Town of Berlin – Stormwater Mitigation Construction, Berlin Town Offices

Waninger advised that while SWRPC will provide funding for work at the Town Office and Garage, the Town of Berlin needs to hire the construction contractor prior to our contract amendment being signed with SWRPC (anticipated for next meeting). The Town will hire a construction firm and pay them. CVPPC will reimburse the Town from the funds through SWRPC contract. CVRPC will oversee the engineer who oversees the project. The Town will manage the construction contractor. This contract with Berlin needs to be addressed prior to the CVRPC and Dubois & King contract being signed so construction can occur this season.

It was confirmed that the information in the packet outlines both total Master Agreement costs and costs for this project. The Town of Berlin will hire a contractor for a total not to exceed \$56,915, and CVRPC will hire Dubois & King to oversee construction activity for a total not to exceed \$9,670. It was

1 also confirmed that the location of the project is the Town Office and Garage. Waninger advised she will  
2 amend the language to make this clear. There was question if the Department of Environmental  
3 Conservation was okay with the Town managing the construction. Waninger confirmed they were  
4 because CVRPC is hiring an engineer for oversight.

5  
6 *J. Potter moved to authorize the Executive Director to sign the contract; S. Lotspeich seconded. Motion*  
7 *carried.*  
8

### 9 **FFY21 Transportation Planning Initiative (TPI) Work Program and Budget**

10 Waninger advised the Transportation Advisory Committee (TAC) approved this work program and  
11 budget last week. Additional detail regarding the program was provided. She highlighted tasks that are  
12 different from previous years, and provided information on the budget process, how tasks are billed per  
13 VTrans direction, and which staff will be assigned to work on different aspects of the program.  
14

15 It was noted that on page 37 it states FY2020, which should read FY2021. There was question as to why  
16 there was no comparison of last year's budget to this year's budget. Waninger advised this is usually  
17 done for budget amendments rather than year-to-year comparisons. TAC requested a comparison for  
18 next year. There was also a request to correct the header for the budget before it is sent to VTrans.  
19

20 Additional discussion ensued regarding TPI and TAC's role in integrating planning to successfully electrify  
21 transportation. It was noted that this will take state level directives, and that TAC is very interested in  
22 this topic and recently had a presentation on the State's Freight Plan and Rail Plan and good questions  
23 were posed to VTrans about these plans and public participation. Specifically, TAC believes it's  
24 important to push the trucking industry into electrification and it is on TAC's radar screen. It was noted  
25 that Green Mountain Transit is adding two electric buses in our region and that good initiatives are  
26 moving in the electrification direction. Also noted was that the Regional Plan could include goals that  
27 address electrification.  
28

29 Discussion ensued regarding the process for public input on transportation projects and whether there  
30 is enough to address bike/pedestrian infrastructure prior to roads being improved. It was noted that the  
31 current process VTrans uses on the projects is sending copy of plans to a municipality and region.  
32 Municipalities or CVRPC must respond to these plans for such infrastructure to be considered. It was  
33 noted that it can take a long time to get projects facilitated and that East Montpelier was successful in  
34 getting bike/pedestrian infrastructure in the village due to their Town Administrator being persistent in  
35 obtaining this type of infrastructure with VTrans.  
36

37 *G. D'Amico moved to approve the FFY21 Transportation Planning Initiative work program and budget for*  
38 *submission to VTrans and to authorize the Executive Director to sign the agreement; D. Torre seconded.*  
39 *Motion carried.*  
40

### 41 **Updates**

42 Waninger provided a COVID response update noting that staff is continuing to operate remotely. She  
43 noted two staff will return to normal hours once school is back in session. She plans to discuss with staff  
44 the possibility of rotating into the office a day per week in teams of three to enhance team and  
45 conversation as she wants to ensure staff is comfortable from a COVID exposure perspective. Finance  
46 and budget-wise, she noted the accounting contractor is making progress. Two deadlines were missed

1 therefore they have not met their contract obligations and a breach of contract will be issued. They will  
2 have 30 days to cure and we may need to go back out to bid.

3  
4 She advised that VTrans informed RPCs they are maintaining the 10% match for TPI. She advised two  
5 more planning technicians (interns) will be hired for bridge/culvert assessments, ash tree inventories  
6 and other transportation work. With regard to the Clean Water Service Provider (CWSP) bid, the Agency  
7 of Natural Resources (ANR) notified CVRPC that it was the only submitter for the Winooski Basin CWSP  
8 and the Agency intends to assign CVRPC to the role. Staff participated in an orientation meeting.  
9 Rulemaking will be delayed until at least January 1<sup>st</sup> and startup funds will not be available until at least  
10 March so CVRPC will need to cover some startup costs. RPCs are discussing with ANR that if they want  
11 them to do CWSP work, they have to fund it up front. In preliminary discussions, ANR suggested RPCs  
12 begin transitioning Clean Water Advisory Committees to Basin Water Quality Councils. Waninger noted  
13 the Councils have limited municipal seats. More information will be available about the potential need  
14 to transition in the future.

### 15 16 Meeting Minutes

17 J. Potter recommended the following changes to the minutes: On page 42 of packet, line 33, she  
18 suggested modifying the sentence to read: "She noted that retirement benefits don't have to be tied to  
19 full-time employment" rather than "She noted it is not standard to make retirement benefits solely tied  
20 to full-time (40) hours". Potter advised she provided this amended language because she didn't feel the  
21 minutes captured her intent.

22  
23 *J. Potter moved to approve the minutes as amended; J. Shatney seconded. Motion carried.*

### 24 25 Commission Meetings

26 Waninger advised there is no pressing business for August and recommended cancelling the August  
27 meeting. Further noted was that the Barre Town Plan may come in for approval this month and will  
28 likely be on the September or October agenda. She also advised that the Town of Berlin has asked if the  
29 Board would like a presentation on its new Town Center Designation planning and how it has been  
30 amended to accommodate COVID restrictions. Significant discussion ensued as to whether the  
31 presentation provided benefit to the Commission. It was agreed that given the potential for regional  
32 implications it would be a good idea. The Committee requested that Clare talk about what Town Center  
33 Designation is in general and the benefits of such designation prior to the Town's presentation and that  
34 the Town's presentation should be structured as an informational presentation only, not an action item.  
35 It was further suggested to include this in the September meeting following the Regional Plan  
36 Amendment hearing with Clare providing an introduction addressing what the regional plan states.

37  
38 Question was raised about resuming in-person meetings. Discussion ensued regarding the current  
39 guidelines of being masked and six feet apart, and the challenges that will raise in holding in-person  
40 meetings. Significant discussion ensued about the efficacy of meeting in-person at this time, what  
41 options might be available, and the need to look into offering hybrid meetings and what technologies  
42 would be necessary to do so successfully. It was agreed to stay remote at least through September or  
43 October and determine how to suitably address hybrid meetings before going back to meeting in-  
44 person. It was confirmed that CVRPC doesn't currently have a policy addressing meeting



1 participation/hosting, but does have a practice in place that staff doesn't go to in-person meetings  
2 unless it is absolutely necessary, and must leave a meeting if masking / distancing is not being observed.  
3 Further noted with respect to creating a hybrid model was that internet connections at the Chamber can  
4 be problematic and that should be considered in addition to other technology aspects of facilitating  
5 hybrid meetings.

6  
7 An update will be provided to the Board regarding plans for upcoming meetings. Staff will survey the  
8 Board regarding experiences with remote meetings. S. Lotspeich advised he will forward a survey for  
9 consideration.

10  
11 **Possible Executive Session – Contracts, 1 V.S.A. § 313(a)(1)(A)**

12 An executive session was not held.

13  
14 **Adjourn**

15 *J. Shatney moved to adjourn at 5:37 pm; S. Lotspeich seconded. Motion carried.*

16  
17 Respectfully submitted,

18  
19 Nancy Chartrand, Office Manager



## BOARD OF COMMISSIONERS

September 8, 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:

<https://global.gotomeeting.com/install/552444045>

### Page **AGENDA**

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

##### **Public Comments**

#### **6:35 Regional Plan Amendment(enclosed)<sup>4</sup>**

- a) City of Montpelier Growth Center Designation process, *Mike Miller, City Planning Director*
- b) Public hearing
- c) Board discussion and approval to hold public hearing #2

- 7:00 Berlin New Town Center & Neighborhood Development Area, *Clare Rock, CVRPC, Brandy Saxton, PlaceSence, Karla Nuissl, Planning Commission Chair, Tom Badowski, Assistant Town Manager, and Paul Simon, ???* (enclosed)**  
Presentation about New Town Center (NTC) and Neighborhood Development Area (NDA) designations, Berlin NTC and NDA planning efforts, and Regional Plan compatibility.
- 7:45 Municipal Plan Approval & Confirmation of Planning Process & Certificate of Energy Compliance, *Bill Arrand, Town Plan Review Committee Chair* (enclosed; additional information provided at meeting)<sup>4</sup>**  
Report and recommended from Committee regarding:

<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.

Page   **AGENDA**

- a) Town of Northfield – plan approval, planning process confirmation, energy compliance certificate
- b) Town of Barre – plan approval, planning process confirmation, energy compliance certificate

**8:15   Meeting Minutes – July 14, 2020 (enclosed)<sup>4</sup>**

**8:20   Reports (enclosed)**

Update/questions on Staff, Director, and Committee Reports

**8:30   Adjournment**

**Next Meeting: October 13, 2020**