



## BOARD OF COMMISSIONERS

July 13, 2021 at 6:30 pm

### *Physical Location*

Central VT Chamber of Commerce Conference Room, 963 Paine Turnpike North, Berlin  
(Facial coverings are required for in-person participation)

### *Remote Participation via Zoom<sup>1</sup>*

<https://us02web.zoom.us/j/84294221511?pwd=NU0ya3M0ZUoxU25haGpGcVR4ejZGZz09>

One tap mobile: +13017158592,,84294221511#,,,,\*230377# US (Washington DC)

Dial in via phone: 1-929-436-2866 • Meeting ID: 842 9422 1511 • Passcode: 230377

Find your local number: <https://us02web.zoom.us/j/kcjBhj3bIX>

Download the app at least 5 minutes before the meeting starts: <https://zoom.us/download>

### Page **AGENDA**

**6:30<sup>2</sup> Adjustments to the Agenda**

**Public Comments**

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

**6:50 Communications Union District Service, Jeremy Hansen, CVFiber and F.X. Flynn, ECFiber**  
Central Vermont broadband buildout discussions with CUDs.

**2 7:45 Resolution on Complying with Vermont Open Meeting Law (enclosed)<sup>4</sup>**  
Adopt the annual resolution specifying the time and place of regular meetings

**4 7:50 Meeting Minutes – June 8, 2021(enclosed)<sup>3</sup>**

**8 7:55 Reports (enclosed)**

Update/questions on Staff and Committee Reports

**8:00 Adjourn**

**Next Meetings: August 10 (may be cancelled) and September 14, 2021**

<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> Times are approximate unless otherwise advertised.

<sup>3</sup> Anticipated action item.



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

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

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

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

1. Adopts the time of the CVRPC Board of Commissioners regular meeting as the second Tuesday of the month, 6:30 pm, at the Central Vermont Chamber of Commerce Conference Room, 963 Paine Turnpike North, Berlin, Vermont;
2. Adopts the following times for regular meeting of its committees:
  - a. Executive Committee: the Monday one week prior to the Board of Commissioners meeting, 4:00 pm.
  - b. Clean Water Advisory Committee: the second Thursday of the month, 4:00 pm.
  - c. Project Review Committee: as needed, the fourth Thursday of the month, 4:00 pm.
  - d. Transportation Advisory Committee: the fourth Tuesday of the month, 6:30 pm.

These Committees will meet at the CVRPC office, 29 Main Street, Suite 4, Montpelier, Vermont unless otherwise noticed on CVRPC's website: [www.centralvtplanning.org](http://www.centralvtplanning.org). From July 1 through August 31, 2021, alternate meeting locations will be provided due to construction at the CVRPC office. The alternate locations will be noticed on meeting agendas.

3. Facilitates public access to its meetings by video and telephone using Zoom as its virtual meeting platform. All members of the Board and committees have the ability to communicate contemporaneously during meetings through this platform. The public

has access to contemporaneously listen and, if desired, to participate in meetings by using the meeting link or dial in information provided on each meeting's agenda.

4. Names the following locations for posting of meeting notices and agendas:
  - a. CVRPC website: [www.centralvtplanning.org](http://www.centralvtplanning.org).
  - b. CVPRC office, 29 Main Street, Suite 4, Montpelier, Vermont.
  - c. Cabot Town Clerk's Office, 3084 Main Street, Cabot, Vermont.
  - d. Waitsfield Town Office, 4144 Main Street, Waitsfield, Vermont.

Adopted by the Board of Commissioners:        /        / 2021.

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Steve Lotspeich, Chair

CVRPC Board of Commissioners

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**BOARD OF COMMISSIONERS**  
**Draft MINUTES**  
**June 8, 2021**

**Commissioners:**

<input checked="" type="checkbox"/> Barre City	Janet Shatney	<input checked="" type="checkbox"/> Moretown	Dara Torre, Secretary/Treasurer
<input type="checkbox"/>	Heather Grandfield, Alt.	<input type="checkbox"/>	Joyce Manchester, Alt
<input checked="" type="checkbox"/> Barre Town	Byron Atwood	<input checked="" type="checkbox"/> Northfield	Laura Hill-Eubanks, Chair
<input checked="" type="checkbox"/>	George Clain, Alt	<input checked="" type="checkbox"/> Orange	Lee Cattaneo
<input checked="" type="checkbox"/> Berlin	Robert Wernecke	<input checked="" type="checkbox"/> Plainfield	Paula Emery
<input type="checkbox"/>	Karla Nuissl, Alt.	<input type="checkbox"/>	Bob Atchinson, Alt.
<input checked="" type="checkbox"/> Cabot	Amy Hornblas	<input checked="" type="checkbox"/> Roxbury	Gerry D'Amico
<input type="checkbox"/> Calais	John Brabant	<input type="checkbox"/> Waitsfield	Don La Haye
<input type="checkbox"/>	Jan Ohlsson, Alt.	<input type="checkbox"/>	Harrison Snapp, Alt.
<input checked="" type="checkbox"/> Duxbury	Alan Quackenbush	<input type="checkbox"/> Warren	VACANT
<input type="checkbox"/> E. Montpelier	VACANT	<input type="checkbox"/>	J. Michael Bridgewater, Alt.
<input type="checkbox"/>	Clarice Cutler, Alt.	<input checked="" type="checkbox"/> Washington	Peter Carbee
<input type="checkbox"/> Fayston	Russ Bowen	<input checked="" type="checkbox"/> Waterbury	Steve Lotspeich, Vice-Chair
<input checked="" type="checkbox"/> Marshfield	Robin Schunk	<input checked="" type="checkbox"/> Williamstown	Richard Turner
<input checked="" type="checkbox"/> Middlesex	Ron Krauth	<input type="checkbox"/>	Jacqueline Higgins, Alt.
<input checked="" type="checkbox"/> Montpelier	Marcella Dent	<input checked="" type="checkbox"/> Woodbury	Michael Gray
<input type="checkbox"/>	Mike Miller, Alt.	<input checked="" type="checkbox"/> Worcester	Bill Arrand

Staff: Bonnie Waninger, Nancy Chartrand, Clare Rock

**Call to Order**

Chair Hill-Eubanks called the meeting to order at 6:32 pm and conducted a roll call. Quorum was present.

**Adjustments to the Agenda**

None.

**Public Comments**

Hornblas advised she finished the final report for the Mask Survey that she personally compiled and presented in preliminary form to the Board for informational purposes last fall. She has continued to collect surveys and compiled it all in a final report. She has requested N. Chartrand to share her report with Commissioners should they wish to review and share it.

In follow-up to Hornblas comments, Atwood reiterated the question he posed to Dr. Levine at our meeting last fall about unintended consequences of COVID – specifically related to overdose death and concern that the Health Commissioner did not appear to be aware of the increase in overdoses during 2020.

**Elections**

D. Torre, Secretary/Treasurer advised the votes were tallied today with Chartrand. 14 ballots were received for the new slate of officers and committee members. She outlined the number of votes received for all positions. The slate of officers and committees was elected. Hill-Eubanks congratulated those elected and advised all duties will begin July 1<sup>st</sup>. Chartrand advised that there were no write-ins offered on the ballot provided, as the final slate was approved at the May Board meeting, at which time the floor was open to additional nominations. The ballot consisted of the approved final slate.

**Tools and Resources for Complying with Act 171, Forest Integrity**

C. Rock presented on Tools and Resources for Complying with Act 171. Act 171 went into effect in 2018 to encourage and allow municipalities to address protection of forest blocks and habitat connectors while also supporting the local forest products industry. Shared were multiple resources that municipalities can access. A copy of the presentation and links to resources is posted to CVRPC's webpage, as is the video of the presentation.

Discussed was that Vermont is experiencing overall loss of forest cover incrementally which threatens the forest's ecological health, function and value. Threats such as parcelization and forest fragmentation were also discussed. The resources reviewed and shared will help with the update that is underway of the Regional Plan and also assist municipalities as they update their Municipal Plans. CVRPC incorporated a new map and language into the 2016 Regional Plan Amendment in 2018 and many towns have also incorporated the Act 171 requirement into their Municipal planning process. Currently CVRPC is undertaking a regional analysis using BioFinder data and municipally identified forest blocks as identified in municipal plans. We hope to use this analysis to identify regional progress and inform regional plan updates and are anticipating completing the analysis later this year. CVRPC has also provided input on draft language that will be incorporated in the update of the Vermont Natural Resource Council's Community Strategies Guide, which will be available soon.

The floor was open to questions and the following topics were discussed: finding a balance to ensure wood is not over harvested for energy use, promoting awareness to keep forest blocks connected to help species stay resilient in the face of climate change, keeping track of areas that are reverting back into forests as well as forests that are being lost, and that Conservation Commissions in municipalities are doing a lot of good work and are a valuable resource.

**Municipal Plan Approval & Confirmation of Planning Process & Certificate of Energy Compliance**

B. Arrand, Chair of the Municipal Plan Review Committee, advised the Committee met last week on the Plainfield Town Plan. Four members of the public were present at the hearing including Will Colgan, Chairman of the Plainfield Planning Commission. He advised there was a good presentation of the tools utilized and review which was put together by Grace Vinson. The Committee concurred it was a good plan with a good review. They are suggesting that the Commission approve Plainfield's 2021 Town Plan, confirm their planning process, and issue a certificate of energy compliance.

*R. Krauth moved to approve the Plainfield 2021 Town Plan; B. Arrand seconded. Motion carried.*

1 *P. Carbee moved to issue an affirmative determination of energy compliance for the Plainfield Town*  
2 *Plan; R. Turner seconded. Motion carried.*

3  
4 *J. Shatney moved to confirm the Town of Plainfield's planning process; P. Carbee seconded. Motion*  
5 *carried.*

6  
7 Waninger advised the Board needed to adopt the resolution. Hill-Eubanks summarized the resolution  
8 language into a motion for the Board as *"it is resolved that the Central Vermont Regional Planning*  
9 *Commission approves the 2021 Plainfield, Vermont 2021 Town Plan adopted April 12, 2021; and*  
10 *consulted with and confirms the planning process of the Town of Plainfield"*. B. Arrand moved this  
11 *motion; P. Carbee seconded. Motion carried.*  
12

### 13 **VELCO 2021 Long Range Transmission Plan Comments**

14 Rock provided an overview of the June 7, 2021 comment letter that was provided. Commissioners  
15 shared general comments regarding concern that more should be done now to prepare for what we will  
16 need 10 years from now; that more communication as it relates to general public needs to be  
17 considered; and also a need to better address renewable energy and the grid. There also were  
18 comments related to potential grid deflection concerns; equipment failures; and cyber security.  
19

20 *A. Quackenbush moved to approve the letter containing comments on VELCO's long range transmission*  
21 *plan; J. Shatney seconded. Motion carried with one abstention.*  
22

### 23 **Municipal Updates**

24 A. Quackenbush asked for assistance in getting on agency mailing lists as a member of the Duxbury  
25 Planning Commission. Currently the Zoning Administrator is getting communications on such things as  
26 heliports and agriculture projects but he is not. Waninger advised staff would follow-up to see if we can  
27 assist him to get on lists based on the types of correspondence.  
28

29 P. Emery asked about an information sharing event regarding what towns are doing with COVID funds  
30 that will be coming to municipalities. Waninger advised we are willing to come and speak directly to the  
31 Plainfield Selectboard and also build this type of discussion into a future Board agenda. She noted that  
32 US Treasury Guidance recently came out decided that Vermont had county governments (Court  
33 System/Sherriff). Currently towns will only be receiving the municipal share of funds not the county  
34 share, which cuts the amount of funding coming into Vermont. Many groups are working together to  
35 determine whether the county funds can be moved to municipalities. Staff will also share the link to a  
36 recent webinar hosted by VLCT on the forthcoming funds.  
37

38 Hill-Eubanks brought up in-person meetings as Northfield is deciding when to start their meetings in-  
39 person and will likely start with hybrid meetings, noting that a hybrid option may make people feel more  
40 secure and help with attendance. Quackenbush advised Duxbury is starting hybrid meetings next week.  
41 Torre noted that technology for hybrid meetings would be a good use of the ARPA monies. Lotspeich  
42 advised Waterbury Selectboard had their first hybrid meeting utilizing an Owl Pro camera that is good  
43 for moderate size meetings and works well with Zoom, and that allowing people to participate by Zoom  
44 is a good option.

Lotspeich asked Waninger to speak about the potential to go hybrid for the Board. Waninger advised CVRPC has purchased an Owl and has tested it once. Staff encountered some initial issues, and are not yet ready to host with this equipment. Lotspeich offered assistance with settings. Hill-Eubanks requested CVRPC be a resource if we are able to successfully get things up and going.

#### **Meeting Minutes – May 8, 2021**

*P. Carbee moved to approve the minutes from the May 11<sup>th</sup> meeting; R. Wernecke seconded. Motion carried.*

#### **Reports**

Hill-Eubanks inquired if staff had highlights. There was discussion on the trainings being offered by VBSR on equality and equity. Waninger advised staff has been participating in a few of these trainings and found them very helpful as they combine an educational component with real life experiences.

Hill-Eubanks noted some of the dates outlined in the Executive Director report – CEDS workshop on June 24<sup>th</sup> and Regional Energy forum on June 28<sup>th</sup>.

There was discussion regarding funds for a Climate Coordinator. Waninger confirmed these funds approved by Legislature will likely mean CVRPC can hire one full-time mid-level position. This position will help implement the regional energy plan and local energy plans, as well as the State Climate Action Plan scheduled to be completed by end of December.

Hill-Eubanks thanked the Board for their patience this year as we navigated the pandemic. The next meeting will be chaired by S. Lotspeich. Lotspeich thanked Hill-Eubanks for a great job and service to the Board and Executive Committee.

#### **Adjournment**

*A. Quackenbush moved to adjourn at 8:12 pm; R. Wernecke seconded. Motion carried.*

Respectfully submitted,  
Nancy Chartrand, Office Manager

## Central Vermont Regional Planning Commission

P: 802-229-0389

Staff Report, June 2021

F: 802-223-1977

All CVRPC staff continue to work remotely per the Governor's order to support remote work for employees to the extent possible. (Addendum 12 to Executive Order 01-20)

### COMMUNITY DEVELOPMENT

Contact Clare Rock, [rock@cvregion.com](mailto:rock@cvregion.com) unless otherwise noted.

#### Municipal Planning & Plan Implementation:

- Set up mapping application for trails in the Orange Town Forest. Provided Town with maps to help them flag trail locations.
- Reviewed the Worcester draft Land Use Chapter, provided feedback, and responded to additional questions.
- Reviewed the Roxbury Town Plan ahead of the formal hearing process and provided feedback.
- Drafted site plan review zoning language and other minor amendments to streamline the permit process for Moretown. Presented the information at a Planning Commission meeting.
- Drafted minor changes to the Middlesex zoning regulations and provided them to the Planning Commission Chair.
- Continued Woodbury Town Plan story map. Drafted second homeowner survey questions and provided them to the Planning Commission for community outreach on the Town Plan and Future Land Use element.
- Completed a statutory consultation with the Waterbury Planning Commission.
- Attended a Calais Planning Commission meeting for its Village Center Designation conversation with DHCD. Provided input on draft Forest Integrity language for the Town Plan.
- Responded to Barre City plan inquiries.
- Provided Regional Plan information to Act 250 applicant for a Montpelier municipal project.
- Contacted municipalities about Zoning for Great Neighborhoods assistance. DHCD will be operating a Municipal Planning Grant-like program specifically funding this work.
- Provided information and municipal plan review documents to Mad River Planning District to aid in its assistance to the Waitsfield Planning Commission.

#### Training & Education:

##### Regional Planning and Implementation:

- West Central Vermont Comprehensive Economic Development Strategy (CEDS):
  - Updated the Draft Regional Economic Profile with refined and new data.
  - Compiled and formatted county-specific Economic Profile summaries to post on website
  - Discussed engagement next steps at a Strategy Committee meeting.
  - Met with consultant to prepare June engagement workshop logistics and train facilitators.
  - Prepared invitations via email, website, social media, and newspaper to invite public and stakeholders to attend the CEDS engagement workshop.
  - Drafted presentation and hosted the Central Vermont workshop for regional constituents to discuss economic Strengths, Opportunities, Aspirations and desired Results.
- Worked with Montpelier Parks to develop workshop for a regional trails and recreation networks to foster economic development as part of Vermont Outdoor Recreation Economic Collaborative (VOREC) grant. 34 participants from around the region and representing various stakeholder groups participated and established next steps for this collaborative effort.
- Drafted CVRPC comments for VELCO 2021 Long Range Transmission Plan.
- Assisted CVFiber by taking minutes at its Governing Board and Finance and Audit Committee meetings.

- Hosted input meeting for State Comprehensive Energy Plan and presented regional data.
- Continued work to develop a project intake process for the Middlesex Capital Improvement Plan.

**Partnerships for Progress:**

Central Vermont Economic Development Corporation (CVEDC): Participated in Board meeting. Met with CVEDC Director to discuss CEDS outreach meeting.

THRIVE: Participated in Design Team meeting to design retreat agenda, weekly Leadership Partners check ins, and monthly Community and Leadership Partners meetings. Interviewed three additional candidates for VISTA service. Discussed funding of potential staff position with Dept. of Health District Director.

Washington County Hunger Council: Chaired Council meetings discussion how the council can reach out to organizations that formed during COVID to keep the work going.

**EMERGENCY MANAGEMENT & HAZARD MITIGATION**

Contact Grace Vinson, [vinson@cvregion.com](mailto:vinson@cvregion.com), unless otherwise noted.

**Local/Regional Planning:**

- Attended monthly VEM/RPC meeting.
- Attended LEPC/SERC liaison meeting to discuss LEPC consolidation
- Sent Marshfield, Middlesex, Northfield LEMPs to VEM for approval. Received VEM approval for Barre City, Calais, Fayston, Middlesex, Warren, Waterbury, and Woodbury LEMPs. 15 of 23 LEMPs are approved.
- Provided information to Calais regarding FEMA funding opportunities for Kent Hill culvert replacement.
- Participated in information session on FY22 Building Resilient Infrastructure and Communities (BRIC) grant.
- Began web map for Barre Town, Barre City, Berlin, Northfield, and Waitsfield to show flood and fluvial erosion hazards with protected lands for Community Rating System program assistance.
- Drafted VT Dept. of Health grant support letter for continuation of Hot Weather Workgroup. CVRPC serves as VAPDA's representative to the workgroup.
- Participated in VEM/VAPDA Emergency Management Committee meeting to discuss changes for upcoming grant program. At RPC urging, VEM is moving to a more TPI-like program to reduce the administrative burden of the annual program.

**Local Hazard Mitigation Plans (LHMP)**: Staff supported communities in the development, review, and adoption of local hazard mitigation plans.

Calais – Updated plan text based on DEC comments. Submitted revised LHMP and draft Review Tool to VEM.

Marshfield – Attended two Selectboard meetings to discuss mitigation actions, mitigation goals, and maintenance process. Circulated draft LHMP to Selectboard and Town Clerk for comment. Submitted draft LHMP for public comment.

Montpelier – Met with Committee. Updated plan text based on Committee feedback. Submitted updated LHMP and draft Review Tool to VEM for review.

**COVID-19 Response & Recovery:**

- Participated in State Emergency Operation Center and Health Operation Center meetings to maintain situational awareness regarding response and recovery needs/actions.
- Conducted outreach to provide COVID planning assistance as EMD roundtable follow up.

**American Recovery Plan Act (ARPA):**

- Participated in RPC services kickoff meetings.

- Participated in RPC/VLCT meeting to coordinate services to municipalities. Please note: VLCT services may only be available to its member municipalities. If your municipality is not a member, please let CVRPC know and we will keep you updated on ARPA guidance changes.
- Discussed potential projects for Duxbury Selectboard member.

## TRANSPORTATION

Contact Christian Meyer, [meyer@cvregion.com](mailto:meyer@cvregion.com), unless otherwise noted.

**Field Services:** Contact Ashley Andrews, [Andrews@cvregion.com](mailto:Andrews@cvregion.com).

- Updated Montpelier's outdated Road Erosion Inventory.

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

Board of Commissioners – See Committee updates.

Leadership Committee – Discussed two-month extension of General Manager's employment agreement to accommodate COVID-related delays in the annual appraisal process. Discussed whether to resume in-person Board meetings. Elected to use hybrid meetings into the future to accommodate those traveling significant distances. Held an Executive Session to discuss labor relations agreements. GMT is bargaining with its urban drivers, rural drives, and maintenance staff in three separate negotiations. No action taken as a result of the Session. At the General Manager's request, discussed a service request from Milton and its relationship to GMT's New Service Policy. The Committee concurred with the General Manager's determination that the service constituted new service and is covered by the policy.

Operations Committee – Reviewed the Performance Dashboard. Reviewed the draft Transit Asset Management (TAM) Plan, which guides the procurement, operation, maintenance, and replacement of capital assets at GMT. Recommended TAM adoption by the Board. Discussed the Neighborhood Tripper service in Burlington. Based on concerns raised by a Commissioner that some services offered did not meet Vermont State statutes regarding student transportation, a VTrans Assistant Attorney General reviewed the service. As a result of the review, the service is being redesigned as a fixed route service rather than entering neighborhoods for pickup. Received update on the Washington County Site Selection Study. A Town of Berlin property appears to be the best candidate for relocating GMT's services. However, property access is hindered due to a narrow road leading to it and neighborhood concerns about increased traffic.

- Drafted General Manager employment agreement amendment.
- Hosted the Regional Elders and Persons with Disabilities Transportation Committee (REDPAC) meeting. Participants shared program updates, approved the REDPAC's workplan, and reviewed the Ride Guide.

### Municipal Assistance:

- Assisted Cabot and Waitsfield with development ash tree management plans. Contacted the VT Urban and Community Forestry Program to determine which municipalities adjacent to Central VT had completed ash tree inventories or management plans.
- Created draft road maps for East Montpelier emergency services.
- Contacted municipalities awarded Grant in Aid funds to schedule pre-construction site visits. Sent conformation/notice to proceed letters to several towns. Contacted Towns regarding the due date for the FY22 Grants in Aid Program letter of intent. Completed site visits for Moretown, Warren, and Duxbury.
- Provided Calais with funding source recommendations for replacement of a culvert vulnerable to flood damage.

- Selected a consultant for the Northfield Ridge + River Routes implementation study and modified the project's scope of work.
- Acted as Municipal Project Manager for the West Village sidewalk construction project in Waitsfield.
- Acted as Municipal Project Manager for the Walkable Middlesex Scoping Study.

#### **Regional Activities:**

- Worked with Barre City, Barre Town, Berlin, and the Cross VT Trail Association to schedule a coordination meeting for the Central Vermont Path.
- Reviewed the Draft State Visitor Information Center Study for impacts within the region.

**Transportation Resiliency Planning Tool (TRPT):** This project is funded through VTrans. CVRPC is providing administration, oversight, and training of other RPCs in addition to conducting work in Central Vermont. Completed review of the TRPT damage, vulnerability, and road importance data for the Central Vermont portions of the White and Passumpsic Basins. Attended team meeting with VTrans and consultants and coordinated with other RPCs to complete their reviews of TRPT model data. The statewide coverage of this tool will allow Towns to better plan for infrastructure replacement from a flood resilience lens. Once the tool is completed statewide, CVRPC will be available to help towns incorporate this information into Municipal Plans and Local Hazard Mitigation Plans. Contact Pam DeAndrea, [deandrea@cvregion.com](mailto:deandrea@cvregion.com).

## **NATURAL RESOURCES**

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

#### **Tactical Basin Planning Assistance:**

- Submitted work plan to the DEC for FY22 Basin Planning assistance.
- Continued project development and implementation inquiries to municipalities in anticipation for next round of block grant funding.

**Clean Water Service Provider (CWSP):** Participated in Act 76 Advisory Committee meeting to review DEC changes to the Rule in light of public comment. Significant discussion of procurement and pre-qualification of project sponsors resulted in DEC submitting revised language to the Legislative Committee on Administrative Rules (LCAR). Testified to LCAR on behalf of RPC CWSPs. Reviewed DEC Rule clarifications/changes requested by LCAR. Monitored subsequent LCAR meeting.

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

Woodbury Stormwater Mitigation Final Designs – Contractor conducted infiltration testing at alternative Church St. site.

Next steps are to develop preliminary estimate of pollutant removal and discuss project feasibility with Town. Plan on presenting 60% designs for Post Office concurrent with presentation of 90% designs for Elementary School/Fire Dept. Annex. Contact Grace Vinson at [vinson@cvregion.com](mailto:vinson@cvregion.com).

Calais Stormwater Mitigation Final Designs – Contractor, has been finalizing the 90% plans, which are expected in August. The team will present to the Calais Selectboard in September to obtain final comments.

Berlin Town Office Stormwater Implementation – Construction is complete on this gravel wetland off to the south of the parking lot at the Berlin Town Office. This wetland will treat stormwater from the lot and the Town Office, which will meet the Town's requirements for the 3-acre General Stormwater Permit. The final project report is due in August.

**Moretown Elementary School Stormwater Final Design:** After conducting outreach to adjacent landowners on the 60% designs, the project team addressed concerns about standing water in the gravel wetland. The Selectboard voted to

move ahead with the existing design. 90% designs are anticipated to be approved in July.

**Woodbury Elementary School/Fire Department Annex Final Design:** Reviewed 90% designs. The next step is to present the designs to the Selectboard. Contact Grace Vinson at [vinson@cvregion.com](mailto:vinson@cvregion.com).

**Clean Water Planning (604b):** Met with Friends of the Mad River (FMR) to determine the format and content for a web map of water quality monitoring locations within the Mad River watershed. The map will build capacity to communicate stories on water quality conditions to stakeholders and interested parties.

**Plainfield Gully Restoration:** CVRPC was awarded a \$224,749 contract from the VT Department of Environmental Conservation (DEC) for construction of a stormwater mitigation and gully restoration at The Health Center in Plainfield. This project originated from a Stormwater Master Plan that was funded for final design from the DEC, which was completed in 2019. Contract signature is in progress.

**Forest Integrity:** Developed a web map to show municipal and regional protections for forested areas and compare with recommended BioFinder data used for compliance of Act 171. Provided input to VNRC regarding report on statewide progress toward managing forests. Presented "Tools and Resources for meeting Act 171" to CVRPC Board. Reviewed RPC sub-recipient reports for Act 171 assistance; CVRPC contracted with five RPCs for municipal assistance in their regions under this statewide agreement. Coordinated RPC meet up to discuss Act 171 process and challenges. Coordinated data sharing meeting with the Forest Ecosystem Monitoring Cooperative for forest cover projections data to use in regional analysis. Contact Clare Rock at [rock@cvregion.com](mailto:rock@cvregion.com).

## OFFICE & ANNOUNCEMENTS

### Office:

- Initiated office space lease negotiations with Bigglestone Investments in follow-up to RFP selection process.
- Conducted interviews for Finance Manager/Bookkeeper and Assistant Planner positions. Checking references on Bookkeeper candidate. Assistant Planner second interviews scheduled for early July.
- Facilitated a hybrid meeting set-up to accommodate combined in-person and virtual meetings.
- Submitted FY22 indirect cost proposal to VTrans; received approval for requested recovery rate.
- Participated in VT Urban and Community Forestry Council Leadership Committee and Council meetings. Moved into Vice Chair position for FY22.
- Drafted proposed plan for CVRPC office improvements, scheduled IT contractor and furniture movers, and initiated packing office and moving boxes. Landlord will be enlarging and enclosing the conference room, expanding an office, adding a sink and cabinets to the kitchen and insulating and adding heat to an office. CVRPC make additional investments to better utilize the space for its needs. Those investments are related to reconfiguring the space to increase the number of office spaces. Contacted bank to explore potential loan. Construction of the landlord's improvements is scheduled for July 12 through August 27. The CVRPC office will remain closed to the public during this time, and staff will continue to work remotely.
- Developed the annual Transportation Planning Initiative work program and budget to integrate new any changes from the VTrans guidance and budget the federal fiscal year 2022 funding allocation for TAC and Executive Committee review.

### Professional Development/Leadership:

- Pam continued to participate in the New England Arc Users Conference (NEARC) Board meetings.
- Pam attended the Enterprise Geospatial Consortium monthly meeting.
- Nancy participated in the Vermont Leaders for Equity and Equal Pay Toolkit Launch.

- Nancy participated in Normalizing Racial Equity in Local Government Session 1 sponsored by VLCT.
- Bonnie participated in a USDA Placemaking Grants webinar.
- Clare participated in the DHCD RPC virtual meet up.

#### Upcoming Meetings:

All CVRPC meetings currently are being held as virtual meetings. Meeting access information is provided on agendas at [www.centralvtplanning.org](http://www.centralvtplanning.org).

#### July

July 5		<i>Independence Day Holiday, CVRPC Office Closed</i>
July 6	4 pm	Executive Committee
July 13	6:30 pm	Board of Commissioners
July 27	6:30 pm	Transportation Advisory Committee
July TBD	4 pm	Project Review Committee
July 28	10:30 am	Bylaw Work Group

#### August

Aug 2	4 pm	Executive Committee
Aug 10	11 am	Bylaw Work Group
Aug 10	6:30 pm	Board of Commissioners (note: may be cancelled)
Aug 12	4 pm	Clean Water Advisory Committee
Aug 24	6:30 pm	Transportation Advisory Committee
Aug 26	4 pm	Project Review Committee
Aug 25	10:30 am	Bylaw Work Group

### WEEKLY NEWS HEADLINES

Click on a specific week to read more about the headlines listed. *To receive Weekly News via email, sign up on our [website](http://www.centralvtplanning.org).*

#### June 10<sup>th</sup>

- FY22 Building Communities Grants
- Community Kitchen Academy Training Opportunities
- Economic Recovery Bridge Program
- Public Places Awards
- Pop-Up Vaccine Clinics
- Green Mountain United Way Volunteers Needed
- Virtual Vermont Emergency Director Course – July 20 - 21

#### June 24<sup>th</sup>

- Towns must apply for ARPA funds in the next 30 days
- Fostering a Regional Recreation Economy - Creating Networks in Central Vermont
- 2021 State of the Lake Report Released
- 2021 Design and Implementation Block Grant Open Round

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

## Central Vermont Regional Planning Commission

### Committee & Appointed Representative Reports, June 2021

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

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

- Accept May unaudited financial report.
- Approved FFY22 Transportation Planning Initiative Work Plan and Budget for submission to VTrans.
- Authorized Executive Director to sign the following agreements, amendments, and contracts:
  - Cross Vermont Trails Association - Administrative Services Amendment 2
  - Department of Environmental Conservation – Plainfield Gully Stormwater Construction
  - Northwest Regional Planning Commission – Municipal Grants in Aid FY21 Amendment 1
  - Watershed Consulting Associates, LLC - Stormwater Services Master Agreement, Addendum 2, Amendment 1, Moretown Elementary School & Town Offices Stormwater Mitigation Final Design
  - Ijaz and Associates – Accounting Services Amendment #1
  - Dubois & King - Master Agreement for Transportation Planning and Engineering Services Amendment 1
- Received update from the Bylaw Work Group about its progress.
- Discussed office updates from the Executive Director, including hiring progress, office lease, landlord construction activities, additional proposed office improvements, and potential schedule for resuming normal operations.
- Approved May meeting minutes
- Approved the Commission meeting agenda

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

Did not meet.

#### **BYLAW WORK GROUP** (A sub-committee of the Executive Committee)

- Transportation Advisory Committee: Discussed enabling language on TAC membership and modified language for clarity and alignment with language for other committees.
- Special Committees: Added language to clarify relationship among items and for clarity and alignment with language for other committees.
- No changes were recommended.
- Staff: Discussed the role of the Board and Executive Committee related to adoption of the work plan and budget. No changes were recommended.

#### **NOMINATING COMMITTEE** (February - April; scheduled by Committee)

Did not meet

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

Did not meet.

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

Reviewed draft VELCO Long Range Transmission Plan and developed comments for Board review.

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

Held hearing for the Plainfield Municipal Plan which included an request for a Determination of Energy Compliance. Made positive recommendation to the Board.

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

- Reviewed nominations for TAC officers. The TAC elected Steve Lotspeich as Chair and Robert Wernecke as Vice Chair.
- Approved the FFY22 Transportation Planning Initiative Work Program and Budget.

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

- Did not meet.

**VERMONT ASSOCIATION OF PLANNING & DEVELOPMENT AGENCIES (VAPDA)**

- Presentation by Al Wakfield and Bob Harnish regarding statewide municipal campaign to adopt Statements of Inclusivity. These statements affirm an organization's commitment to, and aspiration to be, inclusive of a variety of diverse people in a visible, vocal, and just way.
- Met with Kiah Morris of the Rights in Democracy Vermont regarding the Renew New England Alliance collaborative's effort to create Green Justice Zones. H.440 was introduced to initiate a discussion of the Zones in the Vermont Legislature. This designation would provide pilot funding for at least two communities to establish a community-led, participatory planning, budgeting, and referendum process. This process would implement projects to address social and environmental vulnerabilities in that community. The bill sponsors are spending time on community outreach before moving to long form bill. Morris' request to VAPDA was an ask to bring together municipal representatives, professionals, researchers, etc. for an October/November Summit. RPCs agreed to participate.
- Approved a \$1,000 sponsorship request for the Northern New England Chapter of the American Planning Association conference, which will be held in Vermont this fall.
- Supported contacting the Governor's office to speak in favor of S.79, creating of a State rental housing registry.
- Discussed RPC administrative, recruiting, and other current organizational issues.

**VERMONT ECONOMIC PROGRESS COUNCIL**

No activities from Central Vermont.

**GREEN MOUNTAIN TRANSIT**

- Extend Jon Moore's contract as General Manager until August 31, 2021 to clear the union negotiation process and allow an annual evaluation process to conclude.

- Reviewed FY21 quarter 3 financials.
- Adopted the Transit Asset Management (TAM) Plan Update.
- Held executive session to discuss Collective Bargaining Agreement negotiations. No action was taken as a result of the session.

**MAD RIVER VALLEY PLANNING DISTRICT**

MRVPD staff presented information about short term rentals and suggestions for a Valley wide approach to managing short term rentals. To move forward, MRVPD proposed to form a subcommittee with representation from each town to review the suggestions and develop a proposal. Participants suggested the lodging industry be contacted about their perspective and participants also suggested that each member town share the idea of a Valley wide approach with their respective towns to see if they all share the need and desire to pursue an approach to short term rentals.



## FY 2022 Meeting Dates

### Executive Committee

(Meets at 4:00 pm on Monday of the week prior to the Board meeting, typically for 2 hours)

Tuesday	July 6, 2021
Monday	August 2, 2021
TBD due to holiday. Customarily either Monday, August 30 <sup>th</sup> or Tuesday, September 7 <sup>th</sup>	
Monday	October 4, 2021
Monday	November 1, 2021
Monday	December 6, 2021
Monday	January 3, 2022
Monday	January 31, 2022 (for February)
Monday	February 28, 2022 (for March)
Monday	April 4, 2022
Monday	May 2, 2022
Monday	June 6, 2022

### Board of Commissioners

(Meets at 6:30 pm on the second Tuesday of the month, typically for 2 hours)

Tuesday	July 13, 2021
Tuesday	August 10, 2021 (typically cancelled if no action items)
Tuesday	September 14, 2021
Tuesday	October 12, 2021
Tuesday	November 9, 2021
Tuesday	December 14, 2021
Tuesday	January 11, 2022
Tuesday	February 8, 2022
Tuesday	March 8, 2022
Tuesday	April 12, 2022
Tuesday	May 10, 2022
Tuesday	June 14, 2022



CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Committees and Appointed Positions  
Fiscal Year 22

STANDING COMMITTEES		
Executive	Nominating	Project Review
<i>Meets:</i> Monthly, 4:00 pm, week prior to Commission meeting	<i>Meets:</i> April/May, as needed	<i>Meets:</i> Monthly (as needed), on the fourth Thursday, 4:00 pm
<i>Members:</i> 3 officers and 4 at-large Commissioners	<i>Members:</i> 3 Commissioners	<i>Members:</i> 5 Commissioners plus 1 alternate and the project's host Commissioner
<b><i>Term:</i> 1 year</b>	<b><i>Term:</i> 1 year; cannot serve consecutive terms</b>	<b><i>Term:</i> 3-year; staggered terms</b>
Elected: By Board of Commissioners	Appointed: By Board of Commissioners	Appointed: By Board of Commissioners
<i>Duties:</i> <ul style="list-style-type: none"><li>- Act on behalf of the Commission in absence of a Commission quorum</li><li>- Approve budgets, contracts &amp; audits</li><li>- Add/eliminate staff and contractors</li><li>- Amend Personnel Policies</li><li>- Approve policy actions</li><li>- Recommend positions to be taken</li><li>- Approve Commission agendas</li></ul>	<i>Duties:</i> <ul style="list-style-type: none"><li>- Nominate officers and at-large members of the Executive Committee.</li></ul>	<i>Duties:</i> <ul style="list-style-type: none"><li>- Determine Act 250/Section 248 project conformance with the Regional Plan</li><li>- Provide input and recommendations for projects with Significant Regional Impact</li><li>- Solicit input from other parties as needed to gather information and render a decision</li><li>- Evaluate potential cumulative impacts for projects</li><li>- Provide guidance on amendments or changes to Substantial Regional Impact criteria</li></ul>

<b>Term ends June 30</b>
Steven Lotspeich, Waterbury, Chair
Gerry D'Amico, Roxbury, Vice Chair
Janet Shatney, Barre City, Secretary/Treasurer
Michael Gray, Woodbury, At Large
Lee Cattaneo, Orange, At Large
Marcella Dent, Montpelier, At Large
Laura Hill-Eubanks, Northfield, At Large

<b>Appointed in January 2021</b>
Julie Potter, East Montpelier, Chair
Gerry D'Amico, Roxbury
Peter Carbee, Washington

<b>Term ends on June 30 of fiscal year noted</b>
FY24 - Janet Shatney, Barre City (Chair)
FY23 - Peter Carbee, Washington
FY23 - Lee Cattaneo, Orange
FY25 - Robert Wernecke, Berlin
FY25 - Bill Arrand, Worcester (Alternate Member)
FY24 - John Brabant, Calais

Bylaws Work Group
A Working Committee of the Executive Committee
<i>Meets:</i> As needed
<i>Members:</i> 3 Commissioners
<i>Term:</i> None established
Appointed: By Executive Committee
<i>Duties:</i> <ul style="list-style-type: none"><li>- Recommend revisions to Bylaws</li></ul>

Personnel Policy Work Group
A Working Committee of the Executive Committee
<i>Meets:</i> As needed
<i>Members:</i> 3 Commissioners
<i>Term:</i> None established
Appointed: By Executive Committee
<i>Duties:</i> <ul style="list-style-type: none"><li>- Recommend revisions to Personnel Policies</li></ul>

<b>Appointed January 2021</b>
Michael Gray, Woodbury
George Clain, Barre Town Alternate
Steve Lotspeich, Waterbury

<b>Appointed May 2018</b>
<del>Julie Potter, East Montpelier, Chair</del>
Laura Hill-Eubanks, Northfield
Steve Lotspeich, Waterbury

STANDING COMMITTEES		
Regional Plan	Municipal Plan Review	Transportation Advisory
<i>Meets:</i> Monthly, as needed	<i>Meets:</i> As needed.	<i>Meets:</i> Monthly on 4th Tuesday, 6:30 pm
<i>Members:</i> 5 Commissioners	<i>Members:</i> 5 Commissioners	<i>Members:</i> Municipal representatives
<b><i>Term:</i> 1 year</b>	<b><i>Term :</i> 1 year</b>	<b><i>Term : 1 year</i></b>
Appointed: By Board of Commissioners	Appointed: By Board of Commissioners	<i>Appointed:</i> By municipal legislative body
<i>Duties:</i> <ul style="list-style-type: none"><li>- Develop and recommend updates to the Regional Plan</li></ul>	<i>Duties:</i> <ul style="list-style-type: none"><li>- Review municipal plans for conformance to statutory requirements and recommend whether a plan should be approved</li><li>- Review each municipality's planning process and recommend whether it should be confirmed</li><li>- Review municipal plans for conformance with enhanced energy planning requirements</li><li>- Provide guidance to municipalities about future plan updates and ways to strengthen planning efforts</li></ul>	<i>Duties:</i> <ul style="list-style-type: none"><li>- Recommend Transportation Planning Initiative (TPI) work program &amp; budget to Executive Committee</li><li>- Prioritize transportation studies funded by the Commission's TPI program</li><li>- Recommend Regional Plan transportation element</li><li>- Prioritize state-funded transportation projects</li></ul>

<b>Appointed in June 2021</b>
Laura Hill-Eubanks, Northfield
Dara Torre, Moretown
Russ Bowen, Fayston
Karla Nuissl, Berlin Alternate
Byron Atwood, Barre Town

<b>Appointed in June 2021</b>
Bill Arrand, Worcester
Ron Krauth, Middlesex
Peter Carbee, Washington
Jan Ohlsson, Calais Alternate
Joyce Manchester, Moretown Alternate

Appointed by the 23 municipalities
Steve Lotspeich, Chair



CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Committees and Appointed Positions  
Fiscal Year 22

ADVISORY COMMITTEES																					
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COMMISSION APPOINTMENTS																				
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Vermont Association of Planning & Development Agencies
<i>Meets:</i> First Thursday in June and December
<i>Appointee:</i> As desired by the Commission, usually the Chair
<i>Term:</i> 1 year
Appointed: By Board of Commissioners
<i>Duties:</i> <ul style="list-style-type: none"><li>- Participate in two policy meetings</li></ul>

<b>FY22 Representative</b>
Steve Lotspeich