

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **BOARD OF COMMISSIONERS**
3 **Draft MINUTES**
4 **September 14, 2021**

5 **Commissioners:**

<input type="checkbox"/>	Barre City	Janet Shatney, Sec’y/Treas	<input checked="" type="checkbox"/>	Moretown	Dara Torre
<input type="checkbox"/>		Heather Grandfield, Alt.	<input type="checkbox"/>		Joyce Manchester, Alt
<input type="checkbox"/>	Barre Town	Byron Atwood	<input checked="" type="checkbox"/>	Northfield	Laura Hill-Eubanks
<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 type="checkbox"/>	Cabot	Amy Hornblas	<input checked="" type="checkbox"/>	Roxbury	Gerry D’Amico, Vice-Chair
<input type="checkbox"/>	Calais	John Brabant	<input checked="" type="checkbox"/>	Waitsfield	Don La Haye
<input checked="" type="checkbox"/>		Jan Ohlsson, Alt.	<input type="checkbox"/>		Harrison Snapp, Alt.
<input checked="" type="checkbox"/>	Duxbury	Alan Quackenbush	<input type="checkbox"/>	Warren	VACANT
<input checked="" type="checkbox"/>	E. Montpelier	Clarice Cutler (Interim)	<input type="checkbox"/>		J. Michael Bridgewater, Alt.
<input type="checkbox"/>		VACANT	<input checked="" type="checkbox"/>	Washington	Peter Carbee
<input type="checkbox"/>	Fayston	Russ Bowen	<input checked="" type="checkbox"/>	Waterbury	Steve Lotspeich, Chair
<input type="checkbox"/>	Marshfield	Robin Schunk	<input type="checkbox"/>	Williamstown	Richard Turner
<input checked="" type="checkbox"/>	Middlesex	Ron Krauth	<input type="checkbox"/>		Jacqueline Higgins, Alt.
<input checked="" type="checkbox"/>	Montpelier	Marcella Dent	<input checked="" type="checkbox"/>	Woodbury	Michael Gray
<input type="checkbox"/>		Mike Miller, Alt.	<input checked="" type="checkbox"/>	Worcester	Bill Arrand

6
7 Staff: Bonnie Waninger, Nancy Chartrand, Clare Rock, Grace Vinson

8
9 **Call to Order**

10 Chair Lotspeich called the meeting to order at 6:34 pm. Quorum was present to conduct business.

11
12 **Adjustments to the Agenda**

13 None.

14
15 **Public Comments**

16 None

17
18 **West Central Vermont Comprehensive Economic Development Strategy (CEDS)**

19 Waninger provided an overview of the CEDS and provided an abbreviated version of the CEDS outreach
20 presentation, which will be posted on our website with the minutes. She advised participants they will
21 then be moved into breakout rooms for discussion, and then come back and highlight what was
22 discussed. It was noted that the West Central Vermont Region is comprised of the following Planning
23 Commissions: Central Vermont, Chittenden County, Rutland County and Addison County. At the State’s
24 suggestion, as they are the regions that have yet to create a CEDS, they have banded together to create
25 one.

1
2 During the presentation, Jan Ohlsson asked in the chat – “of the 90 municipalities in this group, how
3 many of them - percentage wise - are under 2000 population?” Waninger advised that we would
4 include the answer in our minutes. (see ** below)
5

6 Waninger advised that each breakout room would be hosted by a CVRPC staff person and the six topic
7 areas participants to focus on are:

- 8 • Workforce and Education
- 9 • Business Climate
- 10 • Innovation and Entrepreneurship
- 11 • Infrastructure
- 12 • Quality of Life
- 13 • Civic and Government Systems
- 14 • Land Use and Natural Resources

15
16 Chair Lotspeich opened the floor to any questions about the breakout room process. None were raised
17 and the breakout rooms were opened.
18

19 Participants returned to the main meeting to share. The highlights of some of the areas discussed
20 included the following strengths, opportunities, aspirations and results **(S O A R)**:

21 **Infrastructure:** Interstate 89 **(S)**, Broadband infrastructure in some areas **(S)**, Being the seat of State
22 Government **(S)**, Rail networks that could be leveraged with federal funding **(O)**, Public water supplies to
23 build off of **(O)**, Continue building out Electric Vehicle Network **(O)**, Rural transportation improvements
24 **(O)**, Separation of stormwater/wastewater (increased capacity) **(A)**, Utility incentives to all customers
25 **(A)**, Resilient roads and infrastructure and how climate change factors into this **(A/R)**; Widely available
26 broadband **(R)**

27 **Workforce & Education:** Tech systems working well **(S)**, High number of higher education locations and
28 livable jobs **(S)**, Better linkage between entire education system and more capacity and promotion of
29 career centers and post high school paths other than 4 year degrees **(O)**, Aging population and lack of
30 available workforce **(O)**, More capacity at universities **(O)**

31 **Quality of Life:** Social Networks in Communities **(S)**, Recreation and Trails **(S)**, Affordable housing which
32 meets the market need **(A)**, Affordable housing with livable wage jobs in communities **(A/R)**, Poverty
33 rate lowered **(R)**

34 **Civic and Government Systems:** Increased coordination on a regional or county level vs. town by town
35 to address infrastructure needs **(O)**
36

37 Discussion ensued as to where the process goes from here. It was noted that additional groups and
38 organizations are being contacted for input and to create focus groups for additional input. It is
39 anticipated that a draft plan will be brought back to the Board for perusal in late winter. Concern was
40 raised about implementation of the plan once finalized, beyond being part of the CV Regional Plan
41 economic update. Concern was also raised regarding whether or not the plan will recognize and address
42 the needs of small rural villages. The CEDS website link was shared where additional comments can be
43 provided and more information accessed: <https://www.westcentralvt.org/ways-to-participate>
44

1 **FY22 Work Plan and Budget**

2 Chair Lotspeich directed the Board to the information in the packet. Waninger provided an overview of
3 the work plan and budget as outlined with a brief presentation which included our five-year goals and
4 how we are progressing towards achieving them, specifically in FY22 and how we can assist
5 municipalities in the region. Also outlined was where funds are obtained to accomplish the work
6 outlined. A copy of the presentation will be posted to the website with the minutes.
7

8 Opened floor to questions. There was discussion regarding timely receipt of payment from
9 municipalities and state agencies and if late charges are included in contracts. Also discussed was
10 whether the organization advertised its services to private industry in addition to municipalities and it
11 was noted that our charter from Legislature is to assist municipalities. Question was raised if the Board
12 needed to approve the Executive Committee’s approval of the budget and the Chair noted it was not. G.
13 Clain advised he wanted to make such a motion and the Chair indicated such a motion would be out of
14 order.
15

16 **Meeting Minutes – July 13, 2021**

17 Chair Lotspeich directed the Board to the information in the packet.
18 *L Cattaneo moved to approve the minutes; D. La Haye seconded. L. Hill Eubanks noted a technical*
19 *correction was needed by removing “Chair” following her name in the list of attendees. So noted.*
20 *Motion carried.*
21

22 **CVRPC COVID-19 Policy**

23 Chair Lotspeich directed the Board to the information in the packet and advised of a recent Committee
24 meeting that involved a masking issue and reiterated that the CVRPC policy is to be masked during
25 meetings. Waninger advised that businesses are allowed to establish safety policies in the workplace
26 and that this policy requires facial coverings at CVRPC meetings for employees and participants. She
27 noted that in accordance with open meeting law we are required to have an in person location and are
28 providing this, but also providing other ways to participate.
29

30 Discussion ensued regarding CVRPC staff participation in meetings in municipalities. Waninger
31 confirmed staff will participate in meetings in municipalities in person when necessary, and confirmed
32 we could not require that masks be worn by non-CVRPC staff at those meetings. It was suggested that
33 Waninger provide a letter to municipalities advising of what our policy is in advance of staff participating
34 in meetings in the municipality so that they are aware of the policy staff is operating under.
35

36 **Reports**

37 Chair Lotspeich directed the Board to the information in the packet and opened the floor to questions.
38 He advised they will likely institute a process where Board will be requested to accept the Reports in the
39 future as part of the Bylaws update.
40

41 Lotspeich requested a hiring update. Waninger noted we are hosting an AmeriCorps VISTA volunteer
42 this year who started two weeks ago, Dana Hock started last week as the organization’s bookkeeper and
43 is currently cross training with our contracted accountant. We are also recruiting for a new Land Use
44 Planner and are on our second round of applicants. We will also be recruiting for a Climate & Energy

1 position as funded by Legislature.

2

3 **Adjournment**

4 *D. La Haye moved to adjourn at 8:37 pm; L. Cattaneo seconded. Motion carried.*

5

6 Respectfully submitted,

7 Nancy Chartrand, Office Manager

8

9 ** ~61% of the municipalities in the West Central Vermont Region for CEDS development have less than
10 2,000 residents.

DRAFT