



## BOARD OF COMMISSIONERS

November 9, 2021 at 6:30 pm

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

<https://us02web.zoom.us/j/81136818419?pwd=dDFDbDhrTm56TUNQUlp3WEorYzRZZz09>

One tap mobile: +19294362866,,81136818419#,,,,\*722490# US (New York)

Dial in via phone: 1-929-436-2866 • Meeting ID: 811 3681 8419 • Passcode: 722490

Find your local number: <https://us02web.zoom.us/j/81136818419?pwd=dDFDbDhrTm56TUNQUlp3WEorYzRZZz09>

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

### *Physical Location*

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

### Page **AGENDA**

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

2 **6:35 Lamoille Tactical Basin Plan, Danielle Ozcwarski, VT Department of Environmental Conservation** (enclosed)<sup>3</sup>

14 **7:15 Winooski Basin Water Quality Council** (enclosed)<sup>3</sup>

20 **7:30 Regional Economic Development Project Priority Committee Appointment** (enclosed)<sup>3</sup>

28 **7:45 Municipal Dues** (enclosed)<sup>3</sup>

31 **7:55 Meeting Minutes** (enclosed)<sup>3</sup>

38 **8:05 Reports** (enclosed)

Update/questions on Staff and Committee Reports

**8:20 Adjourn**

**Next Meeting: December 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.



## MEMO

Date: November 2, 2021  
To: Board of Commissioners  
From: Bonnie Waninger, Executive Director  
Re: Lamoille Tactical Basin Plan Conformance Review and Comments

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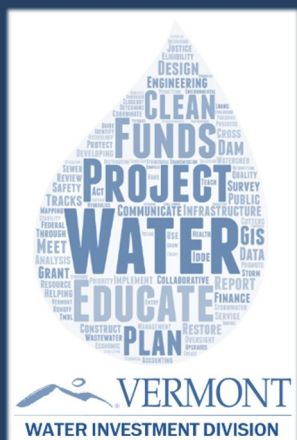
☒ **ACTION REQUESTED:** Approve the CVRPC letter of comment and conformance on the Lamoille Tactical Basin Plan.

Via 10 V.S.A. § 1253(d), the Agency of Natural Resources is required to consult with regional planning commissions (RPCs) regarding Basin Plan conformance with the Regional Plan. In addition, RPCs are to assist the Secretary to implement a project evaluation process to prioritize water quality improvement projects within the region to assure cost effective use of State and federal funds.

Danielle Owczarski will be presenting on the Lamoille Basin Plan. A summary of the Plan is included in the meeting packet. The full plan is available at <https://dec.vermont.gov/sites/dec/files/documents/2021%20DRAFT%20Lamoille%20River%20Tactical%20Basin%20Plan.pdf>. A story map of the plan is available at <https://storymaps.arcgis.com/stories/e3d32820004b4e07aaaf0ce15df6d53d>.

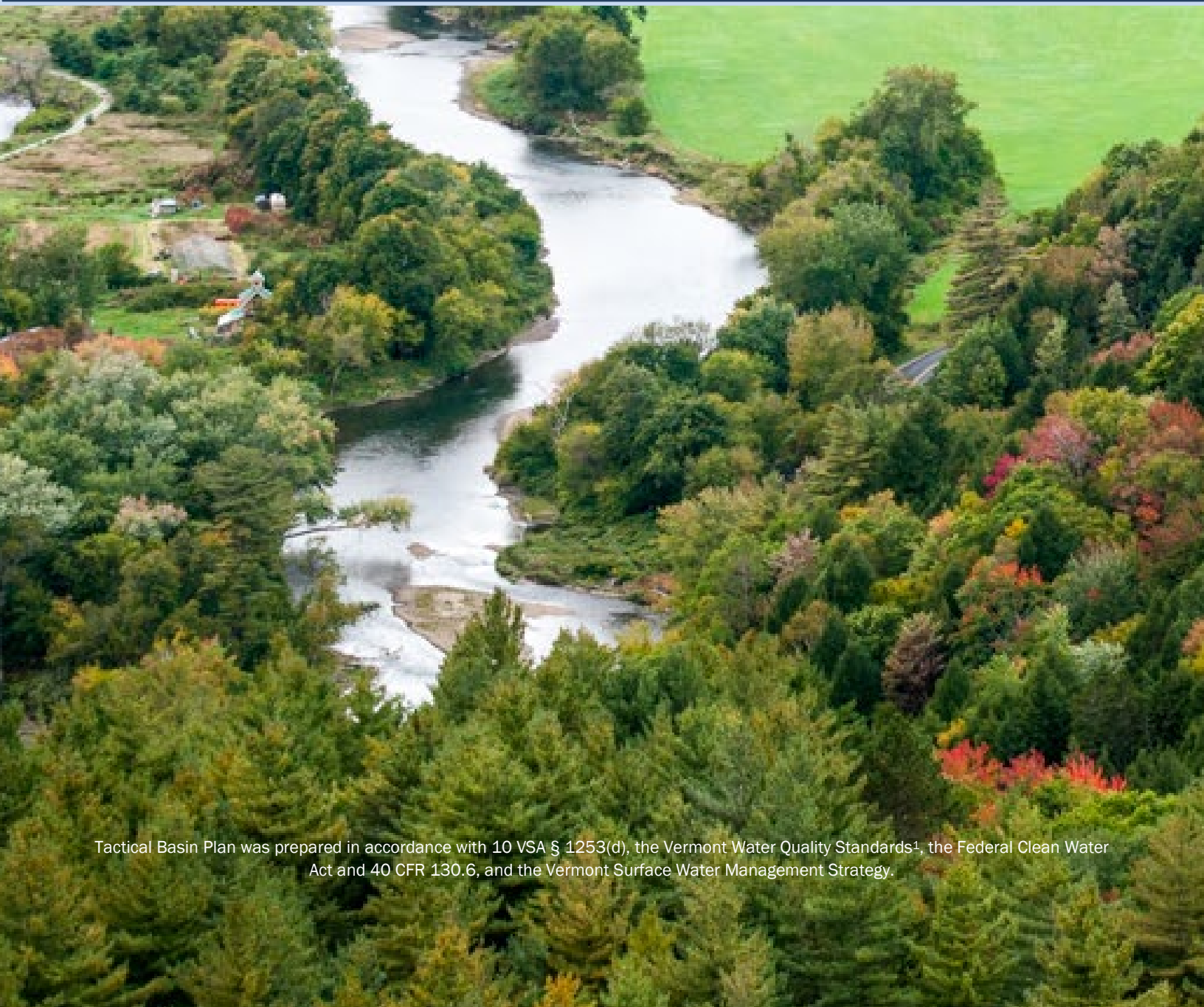
In reviewing the Lamoille Basin Plan, the Clean Water Advisory Committee and Regional Plan Committee focused their reviews on the portions of the plan affecting the Town of Woodbury. Woodbury is the only municipality in Central Vermont affected by the Plan.

The draft CVRPC letter includes information about the Basin Plan's conformance with the draft Woodbury Town Plan. I recommend this be stricken from CVRPC's letter for two reasons. First, the entity owning a plan should determine conformance with its plan. CVRPC should not substitute its opinion for the Town's. If a municipality submits a letter regarding conformance with its adopted plan, CVRPC could reinforce those comments. Second, the document used was a draft; the Plan has not been adopted by the Town. The Plan has no standing in any review process because its contents could change prior to adoption. Using a draft Plan weakens CVRPC comments and suggests the organization does not understand a basic premise of statute.



# Lamoille River Watershed Basin 7 Tactical Basin Plan Summary

October 2021 | DRAFT



Tactical Basin Plan was prepared in accordance with 10 VSA § 1253(d), the Vermont Water Quality Standards<sup>1</sup>, the Federal Clean Water Act and 40 CFR 130.6, and the Vermont Surface Water Management Strategy.

## What is a Tactical Basin Plan?

A Tactical Basin Plan (TBP) is a strategic guidebook produced by the Vermont Agency of Natural Resources (ANR) to “protect the best and restore the rest” of Vermont’s surface waters. TBPs target strategies and prioritization of resources to those actions that will have the greatest influence on surface water protection or restoration.



**Figure 2. The five major policy requirements that feed into the tactical basin planning**

10 V.S.A. § 1253.

Tactical basin planning is carried out by the Water Investment Division (WID) in collaboration with the Watershed Management Division (WSMD) and in coordination with other state agencies and watershed partners. TBPs are integral to meeting a broad array of both state and federal requirements (see Figure 2) including the U.S Environmental Protection Agency’s (EPA) 9-element framework for watershed plans (Environmental Protection Agency, 2008) and state statutory obligations including those of the Vermont Clean Water Act, and Act 76 of 2019 and

The basin-specific water quality goals, objectives, strategies, and projects described in the TBPs aim to protect public health and safety and ensure public use and enjoyment of Vermont waters and their ecological health as set forward in the [Vermont Surface Water Management Strategy](#) (VSWMS) and the [Vermont Water Quality Standards](#) (VWQS). The TBP process (Figure 3) allows for the issuance of plans for Vermont’s fifteen basins every five years.

The steps in the basin planning process are:

1. Monitor water quality.
2. Assess and analyze water quality data.
3. Identify strategies and projects to protect and restore waters identified through the monitoring and assessment process.
4. Gather and incorporate public input on the plan and finalize the plan.
5. Implement and track plan priorities as they are accomplished.



**Figure 3. Steps to the basin planning process on a 5-year schedule.**



Chapters 1 through 4 in the TBP describe water quality in the basin, protection and restoration priorities, and efforts to protect and restore water quality for each sector. This information supports the targeted strategies listed in the implementation table in Chapter 5 as outlined in Figure 4.

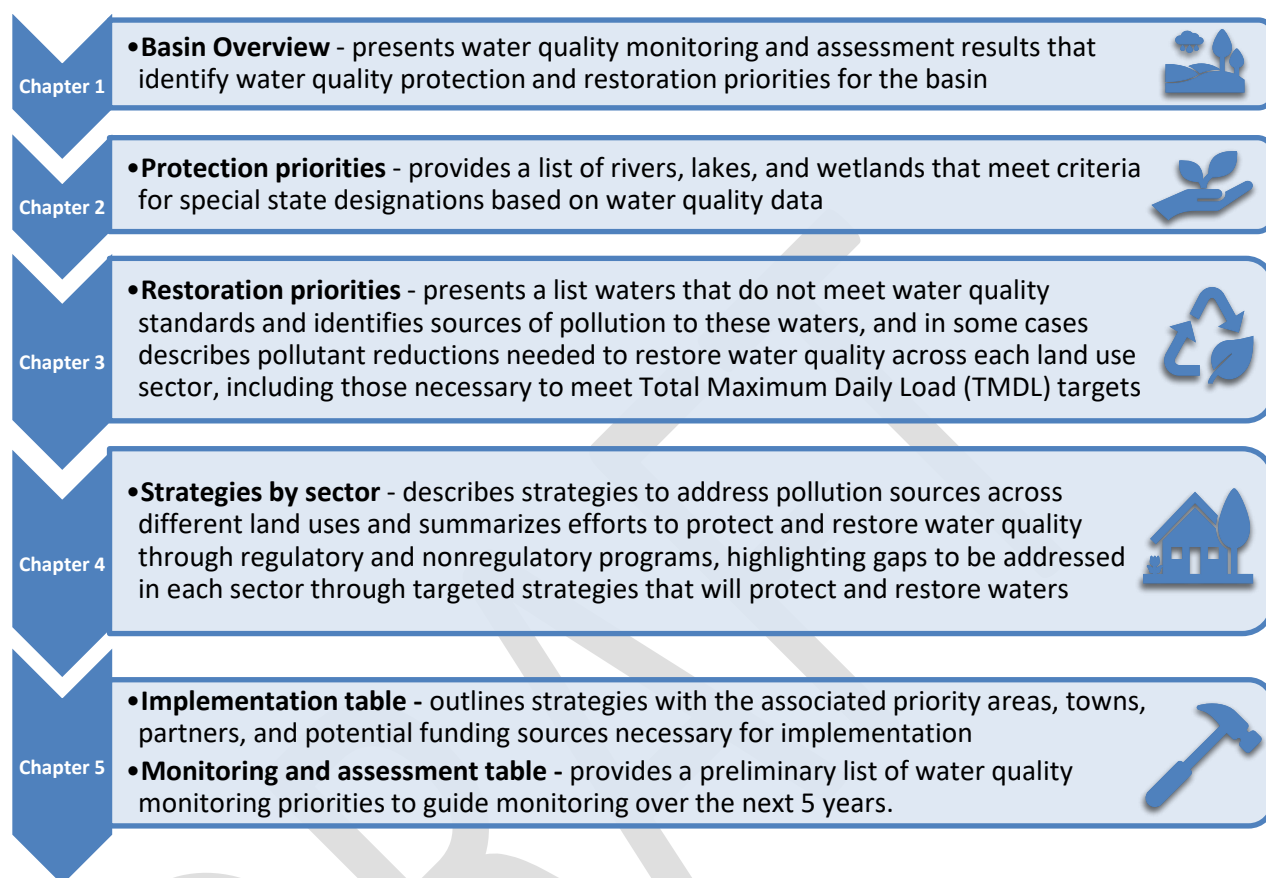


Figure 4. Key roles of the five chapters in Vermont Tactical Basin Plans.

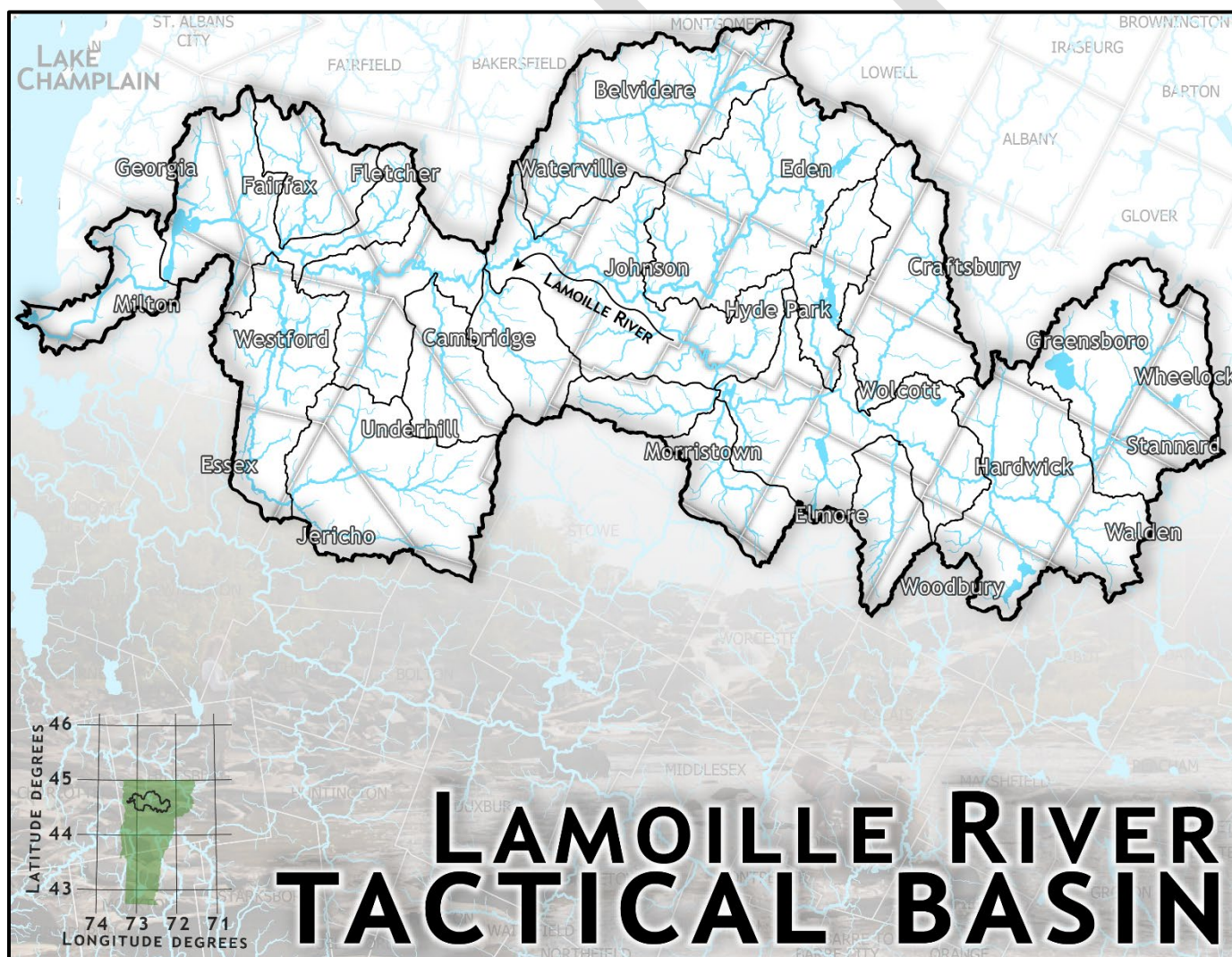
The 2021 Lamoille River Tactical Basin Plan identifies strategies that will help ANR, and its partners, prioritize activities for the next five years. These strategies inform individual projects that are identified and tracked in the [Watershed Projects Database](#) (WPD) and the [Watershed Projects Explorer](#). The project database and explorer are found on ANR's Clean Water Portal and are continuously updated to capture project information throughout the TBP process.

[ANR's Clean Water Portal](#) is an online platform that houses a variety of clean water tools to assist with project planning, project identification, and funding opportunities. The Clean Water Portal links to the Vermont Clean Water Initiative Program's (CWIP) Annual Performance Report. The report outlines progress in implementing clean water practices for each basin. The [Clean Water Interactive Dashboard](#) is a data visualization tool that allows users to filter and customize Vermont's clean water data presented in the CWIP Annual Performance Report.

## Lamoille River Basin Towns

Bakersfield*	Essex	Johnson	Walden
Belvidere	Fairfax	Lowell*	Waterville
Bolton*	Fletcher	Milton	Westford
Cabot*	Georgia	Montgomery*	Wheelock
Cambridge	Glover*	Morristown	Wolcott
Colchester*	Greensboro	Sheffield*	Woodbury
Craftsbury	Hardwick	Stannard	Worcester*
Eden	Hyde Park	Stowe*	
Elmore	Jericho	Underhill	

*\*Only a very small area of the town is in the watershed and is covered in more detail in corresponding basin plans.*



## Executive Summary

Basin 7, the Lamoille River Watershed, covers approximately 706 square miles, and accounts for 7.5 percent of Vermont's land area. The mainstem of the Lamoille River flows 85 miles from Wheelock to Milton and drops approximately 1,200 feet in elevation. The basin occupies a major part of Lamoille County and lesser parts of Franklin, Chittenden, Orleans, Washington, and Caledonia counties. The entire watershed includes thirty-five towns and is roughly 76% forest, 13% agriculture, 6% surface waters and wetlands, and 5% developed area including roads. The Basin 7 Tactical Basin Plan (TBP) provides a detailed description of current watershed conditions and identifies water quality focused strategies to protect and restore the basin's surface waters.

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*The Lamoille River Tactical Basin Plan (TBP) provides a detailed description of current watershed conditions and identifies water quality focused strategies to protect and restore the basin's surface waters.*

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Information from monitoring events over the last five years have been incorporated in Chapters 1, 2, and 3, which cover the condition of surface waters, protection priorities, and restoration priorities, respectively. Generally, the surface waters monitored in Basin 7 meet or exceed water quality standards.

In Chapter 2, a total of nine river segments, lakes, ponds, and wetlands are priorities for protection. Of the nine waters, six river segments are reclassification candidates for fishing (5) and aquatic biota (1) and three lakes and ponds are reclassification candidates for aesthetics. No wetlands are identified as Class I candidates but six are recommended as potential candidates in Chapter 4.

Although many surface waters monitored in Basin 7 meet or exceed water quality standards, there are waters in need of restoration and continued monitoring. In Chapter 3, a total of 39 lakes, ponds, or river segments are identified for restoration. Nine river segments and three lakes are considered impaired, fourteen are considered stressed, two are impacted by aquatic exotic species, and eleven are considered altered by flow regime. Chapter 3 also includes progress reporting and target setting (or Phase 3 content) for the Lake Champlain Phosphorus Total Maximum Daily Load (TMDL) Implementation Plan. Only the Lamoille River watershed contribution to the Mallet's Bay segment of Lake Champlain is addressed.

Chapters 4 and 5 outline sector-based strategies to meet overall protection and restoration goals, as well as strategies to achieve targets of the Lake Champlain Phosphorus TMDL, with a focus on voluntary actions to be carried out by watershed partners and the Basin's Clean Water Service Provider. This chapter includes a list of 63 geographically explicit strategies and 65 monitoring priorities for the next five years. Monitoring priorities have been identified to fill data gaps, track changes in water quality condition, and identify waters for reclassification and Class I designation.

Focus areas and strategies for restoration and protection are summarized by land use sector in Table 1.



Table 1. Basinwide priority strategies and focus areas for restoration and protection in Basin 7.

	Focus Areas	Priority Strategies
Agriculture	Deer Brook, Stones Brook, Streeter Brook, Mill Brook, Browns River, Lower and Middle Lamoille River, Centerville Brook, Wild Branch, Beaver Meadow Brook, Perkins Meadow Brook, Porter Brook	<ul style="list-style-type: none"> <li>Form agricultural sector workgroups for priority watersheds.</li> <li>Identify areas of nutrient input through AAFM inspections and landowner outreach.</li> <li>Implement Nutrient Management Plans and agricultural water quality practices in high priority catchments.</li> <li>Provide education and assistance to agricultural communities in priority watersheds.</li> <li>Support monitoring efforts to track results of practices applied in priority watersheds.</li> <li>Continue funding programs to support water quality practices in high priority watersheds.</li> </ul>
Developed Lands - Stormwater	Lamoille mainstem, Lamoille River Tributary #4, Deer Brook, three-acre sites, Streeter Brook, Lake Elmore, Lake Eden, Lower Gihon River, Centerville Brook, Greensboro Brook, Browns River, Brewster River	<ul style="list-style-type: none"> <li>Provide technical and funding support to develop high priority projects from stormwater master plans (SWMPs) and Phosphorus Control Plans.</li> <li>Provide information to municipalities on DEC standards and training opportunities for operations and maintenance of installed stormwater Best Management Practices (BMPs).</li> <li>Encourage participation in the Green Schools Block Grant and support three-acre schools with funding and technical assistance for project development, implementation, and design.</li> <li>Provide outreach to towns on and promote the adoption of Green Stormwater concepts.</li> <li>Implement projects addressing vulnerabilities from flooding, severe rainstorms, and fluvial erosion from county and municipal All-Hazards Mitigation Plans.</li> </ul>
Developed Lands -	Caspian Lake, Streeter Brook, Deer Brook, Lake Eden, Lake Elmore, Stannard Brook, Kate Brook	<ul style="list-style-type: none"> <li>Provide support for towns and contractors to attend Road Roundtable Forums.</li> <li>Implement high priority road projects identified in Municipal Road General Permit (MRGP) road erosion inventories, lake watershed action plans, and SWMPs.</li> <li>Support outreach and funding for MRGP equipment for towns.</li> <li>Support training, outreach, and funding for equipment sharing programs.</li> </ul>
Waste-water	Lamoille Mainstem	<ul style="list-style-type: none"> <li>Provide technical assistance and funding to towns interested in exploring and implementing village wastewater systems and septic replacement.</li> <li>Support and ensure monitoring and permit compliance for waste management systems.</li> </ul>
Rivers	Wild Branch, Deer Brook, North Branch Lamoille, Browns River, Seymour River, Centerville Brook, Stones Brook, Stannard Brook, Brewster River, Gihon River, Lamoille River	<ul style="list-style-type: none"> <li>Provide technical assistance to help towns implement stronger protections for surface water in their town plans and municipal regulations.</li> <li>Work with towns to increase their Emergency Relief Assistance Funds (ERAF) rating.</li> <li>Develop projects identified in the River Corridor Plans and by the Functioning Floodplain Initiative tool.</li> <li>Scope, design, and implement high priority bridge and culvert replacements to improve aquatic organism passage, stream geomorphic compatibility, and flood resilience.</li> </ul>
Lakes	Caspian Lake, Lake Eden, Lake Elmore, Round Pond, East Long Pond, Nichols Pond	<ul style="list-style-type: none"> <li>Develop lake watershed action plans and implement priority projects.</li> <li>Maintain and build the capacity for existing aquatic invasive species programs.</li> <li>Initiate stakeholder meetings to discuss fair to poor shoreland condition in target waters.</li> <li>Where applicable, increase protections for high-quality lakes through reclassification.</li> </ul>
Wetlands	Potential Class I wetlands, Browns River watershed, wetlands identified for restoration in assessments	<ul style="list-style-type: none"> <li>Provide outreach and technical assistance for Class I wetland assessment, stakeholder discussions, and petition development where there is interest.</li> <li>Increase wetland acreage and function through restoration of wetlands.</li> <li>Provide support to the Wetlands Program by publicizing volunteer wetland mapping workshops and training for the public.</li> </ul>
Forests	Browns River, Lamoille River tributaries, Lake Eden, State Lands, North Branch Lamoille	<ul style="list-style-type: none"> <li>Develop forestland focused workgroups in priority watersheds to carry out strategies in the 2021 Lamoille TBP.</li> <li>Implement forestry Acceptable Management Practices (AMPs) and natural resource restoration and conservation projects on state and private lands.</li> <li>Maintain and increase UVA enrolled forestland among eligible parcels by providing outreach and technical assistance to private landowners, foresters, and loggers to equip them with tools to apply, enroll and manage forestland in accordance with program standards, including implementation of AMPs.</li> </ul>



The 2016 Basin 7 plan identified 88 strategies to address protection and restoration of surface waters. Of the 88 strategies identified, 27 are complete, 21 are in progress, 17 are ongoing, 13 are awaiting action, and 10 have been discontinued (Figure 1). Eighty-five percent (65) of the priority strategies identified in the 2016 TBP are ongoing (19%), in progress (24%), complete (31%), or discontinued (11%)<sup>1</sup>. Of the 21 priorities “in progress”, five are 75% complete, seven are 50% complete, and nine are 25% complete. The Basin 7 report card, to be included in the [Vermont Clean Water Initiative 2021 Performance Report](#), will include a list of detailed updates for each strategy identified in the 2016 Plan. Several strategies will be carried over to this plan.

#### STATUS OF 2016 LAMOILLE TBP STRATEGIES

Total Number of Strategies = 88

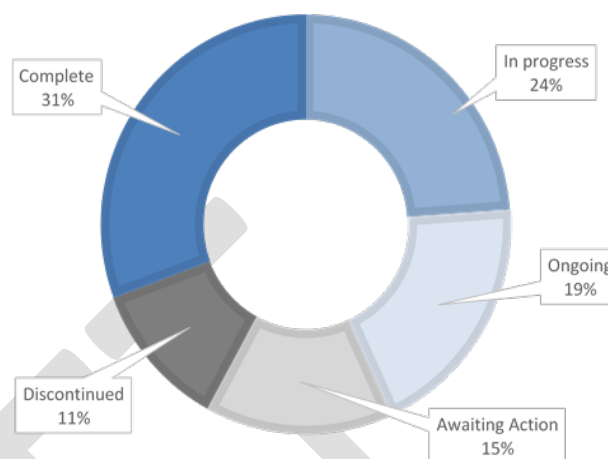


Figure 1. Status of 88 strategies from the 2016 Lamoille TBP.

While many water quality improvements are being made in Basin 7, limited staff capacity of partners, funding gaps, and lack-of-interest are primary challenges to voluntary implementation for the strategies awaiting action. In terms of the Lake Champlain Phosphorus TMDL, many programs are still in the beginning stages of implementation and tracking. New and expanded collaboration through the Clean Water Service Providers and state regulatory programs will continue to fill gaps through future iterations of the phased implementation plans. Implementing regulatory programs and continued tracking improvements are also foremost in achieving TMDL goals. In fiscal year (FY) 2022, which started July 1, 2021, the State of Vermont allocated \$100 million in American Rescue Plan Act (ARPA) funds for clean water. This includes money to invest in water and sewer infrastructure to help address funding gaps and water quality needs.

The 63 priority strategies identified in this plan reflect input from the public, state and federal water quality staff, sector-based workgroups, watershed groups, and regional planning commissions. They also serve as a location specific guide to meeting the 5-year total phosphorus reduction targets and milestones required by EPA. During the basin planning process, stakeholders expressed that unified clean water messaging, technical support and training on how to protect and maintain surface waters, and continued financial and technical support, are all critical to meet water quality goals. There was also a strong sentiment that all waters in the Lamoille River Basin should be protected regardless of their status.

<sup>1</sup> Discontinued = strategies that have not been initiated and are no longer being pursued. Awaiting action = strategies that have not been initiated for various reasons such as a lack of resources or local support.



November 9, 2021

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

Re: Draft Lamoille Tactical Basin Plan Conformance with the Central Vermont Regional Plan

Dear Mr. Walke,

The Central Vermont Regional Planning Commission (CVRPC) has reviewed the *Draft Lamoille River Watershed, Basin 7, Tactical Basin Plan*, dated October 2021. The purpose of this memorandum is to analyze the relative conformance of the Draft Tactical Basin Plan (TBP) with the relevant Goals, Strategies and Recommended Actions of the Regional Plan and the Woodbury Town Plan.

### Introduction

The CVRPC has the opportunity to provide recommendations to the Agency of Natural Resources regarding tactical basin plans pursuant to Vermont Statutes Title 10, Chapter 47, §1253(d). Statute directs regional planning commissions to:

- (2)(G) ... the Secretary [of Natural Resources] shall: develop, in consultation with the regional planning commission, an analysis and formal recommendation on conformance with the goals and objectives of applicable regional plans.
- (3)(D) ... [the regional planning commissions are to] assist the Secretary in implementing a project evaluation process to prioritize water quality improvement projects within the region to assure cost effective use of State and federal funds.

CVRPC staff completed a review of the *Draft Lamoille River Watershed, Basin 7, Tactical Basin Plan* in October, 2021. Staff then presented the review to CVRPC's Clean Water Advisory Committee (CWAC) on October 14, 2021 for review and comment, to the Regional Plan Committee on October 25, 2021 for review and comment, and to the CVRPC Board of Commissioners for review and approval on November 9, 2021. Based upon this process the CVRPC presents these comments to the VT Agency of Natural Resources.

### Central Vermont Regional Plan Conformance

The *Draft Lamoille River Watershed, Basin 7, Tactical Basin Plan* and the *2016 Central Vermont Regional Plan, amended 2018 and 2020*, contain overarching conforming Goals and Objectives. The accompanying table on pages 4 through 10 lists the TBP's top objectives and strategies and identifies those Regional Plan goals, policies, and actions which are mutually supportive. (See attachment titled "Conformance Analysis of Goals & Objectives: Draft Lamoille Tactical Basin Plan to the CV Regional Plan"). CVRPC found that the Draft Lamoille TBP conforms to the following main policies and strategies of the Land Use, Outdoor Recreation, Economic, Emergency Management, and Transportation Goals in the Regional Plan:

- General Land Use Goal 1, Policy 3, Strategy 3a; Goal 7, Policy 3: Promoting sound management, conservation, and use of natural resources, and employing Acceptable Management Practices (AMPs) on all agricultural operations. The TBP objectives and strategies to develop Best Management Practices (BMP) projects and Implement Nutrient Management Plans for farmers conforms to these policies.
- General Land Use Goal 1, Policy 2, Goal 7, Policy 1, 2, 4, and 5; Transportation Goals 2 & 5, Policy 1: Adopting policies and practices to reduce stormwater runoff volume and minimizing negative environmental impacts associated with the transportation system. The TBP objectives to identify and address negative impacts from stormwater, implement high priority projects from stormwater master plans and Municipal Road General Permit (MSRP) road erosion inventories, and replace/retrofit high priority stream crossings.
- General Land Use, Goal 1, Policy 3, Strategy 3f; Policy 5, Strategies 5a-c, 5e; Goal 3, Policy 1: Facilities, Services, and Utilities; Emergency Management Goal 1, 2, Policies 1-9: Supporting municipalities to 1) limit development in hazard zones 2) enhance their flood hazard regulations 2) implement land use policies and regulations that consider disaster resilience. The TBP objectives to work with Towns to increase their Emergency Relief and Assistance Fund (ERAF) rating, develop projects to increase flood resilience, protect river corridors from erosive and flood damage, and return floodplains to their natural function conforms to these policies.
- General Land Use, Goal 1, Policy 7, Strategy 7a-b; Goal 2, Policy 4, Goal 7, Policy 3; Economic Goal 2, Policy 7c-d, Policy 8, Strategy D: Minimizing forest and habitat fragmentation, and ensuring that resource extraction operations follow Accepted Management Practice's (AMP). Promoting Use Value Appraisal (UVA) program and implementing land use policies for continued, sustainable and protected productive forests. The TBP objectives to reduce runoff and erosion from forests, develop forestland focused workgroups, implement forestry AMPs, and maintain and increase UVA enrolled forestland conforms to these policies.
- General Land Use Goal 1, Policy 2, Strategy 2b & 5d, Policy 3, Strategy 3b and Strategy 3d; Goal 4, Policy 8; Outdoor Recreation Policy 7: Preserving wetlands to protect their function and productivity, improving wetland identification and mapping, and maintaining classification of wetlands. The TBP objectives to protect and restore wetlands, provide outreach on Class 1 wetland assessment, and provide support for wetland mapping conform to these policies.

- General Land Use Goal 1, Policy 3, Strategy 3b; Outdoor Recreation Policy 7: Generally opposing downgrading of water classifications and supporting maintenance/upgrading of classifications. The TBP objective to recommend reclassification of Cooper Brook to B(1) for fishing conforms to these policies.
- General Land Use Goal 1, Policy 3, Strategy 3b, 3d, 3g; Outdoor Recreation Policy 5, 7: Generally opposing downgrading of water classifications and supporting maintenance/upgrading of classifications and restoring and protecting lake shoreland areas. The TBP objectives to develop lake watershed action plans, priority shoreland restoration projects, improve Nichols Pond shoreland condition, and increase lake protections through reclassification conform to these policies.
- General Land Use Goal 1, Policy 3, Strategy 3c: Protecting public health and safety and supporting the betterment of surface water quality in the region. The TBP objective to protect public health and safety and ensure public use and enjoyment of waters and their ecological health conforms to this policy.
- General Land Use Goal 1, Policy 3: Supporting the betterment of surface water quality. Identifying and addressing pollutants in Kate Brook (habitat alterations due to channelization, rip-rap, dredging) conforms to this policy.

### Conformance with Woodbury Town Plan

Woodbury is the only Central Vermont Town in the Lamoille TBP. In general, the *draft Woodbury Town Plan, dated September 9, 2021* includes goals and objectives consistent with the TBP. The following goals and objectives conform with objectives and strategies in the TBP that improve water quality, protect wetlands, lakes, ponds, and streams, promote ecologically sensitive forest management, conserve forest blocks, implement stormwater BMPs for roads and impervious surfaces:

- Natural Features and Ecological Systems Goal, Objectives A, B & C: Protecting and conserving Woodbury's forests, lakes, ponds, and wetlands; maintaining and improving water quality and protecting shorelines; protecting wetlands, floodplains and riparian areas; maintaining and improving ecological integrity of forest and habitat blocks.
- Working Lands Goal: Committing to sound management practices of working lands.
- Transportation Goal, Objective B, Action ii: Maintaining environmental integrity of Woodbury's roads, maintaining and improving road system for increased water quality and flood resilience, and participating in the MRGP.
- Municipal and Regional Facilities and Services Goal, Objective G, Action x: Managing stormwater mitigation systems where feasible and implementing recommendations of the Stormwater Management Plan.

### Other Comments

CVRPC offers the following general comments:

- The TBP recommends reclassification of surface waters (Chapter 2, Table 3 & Figure 11). There



is no guidance and little information relating to the process of reclassification and what the regulatory land use restrictions would be once waters are reclassified. Please provide more clarification and direction within the plan on reclassification of Surface Waters.

Thank you for the opportunity to review the *Draft Lamoille River Watershed, Basin 7, Tactical Basin Plan*. We look forward to working with ANR on the Plan implementation and other related projects in the future.

Sincerely,

Steve Lotspeich  
Chair, Board of Commissioners



## MEMO

Date: November 3, 2021  
To: Board of Commissioners  
From: Executive Committee  
Re: Clean Water Service Provider Start Up

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**✉ ACTION REQUESTED: Approve a process for appointment of municipal seats to the Winooski Basin Water Quality Council.**

As the Clean Water Service Provider (CWSP; pronounced “Qu-isp”) for the Winooski Basin, CVRPC is responsible for establishing and empaneling a Basin Water Quality Council (BWQC; pronounced “Buh-Wick”). The purpose of a BWQC is to establish policy and make decisions for the CWSP regarding the most significant water quality impairments that exist in the basin and prioritizing the projects that will address those impairments based on the basin plan. A BWQC also participates in the basin planning process. Under its contract with VT DEC, CVRPC must empanel a BWQC by December 31, 2021.

A BWQC is composed of nine seats. Interest areas for the seats are designated in Act 76 § 924(g) [see BWQC Membership). BWQC seats are selected by different entities. Of the nine statutorily-directed seats, the CWSP is wholly or partially responsible for selecting three seats. One local or statewide land conservation organization is selected by the conservation organization consulting with the CWSP. Two municipal seats are appointed by the CWSP in consultation with municipalities.

### **Appointment Process Recommendations**

The BWQC is not a standing or advisory committee of the CVRPC. It will develop and have its own meeting rules, policies, and bylaws. BWQC membership must be balanced to reflect the Basin’s socio-economic characteristics, culture, interests, and land use of the basin. In appointing municipal members, CVRPC also should seek to achieve balance with representation from different parts of the basin and different perspectives (ex. legislative body, Planning Commission, Conservation Commission, roads).

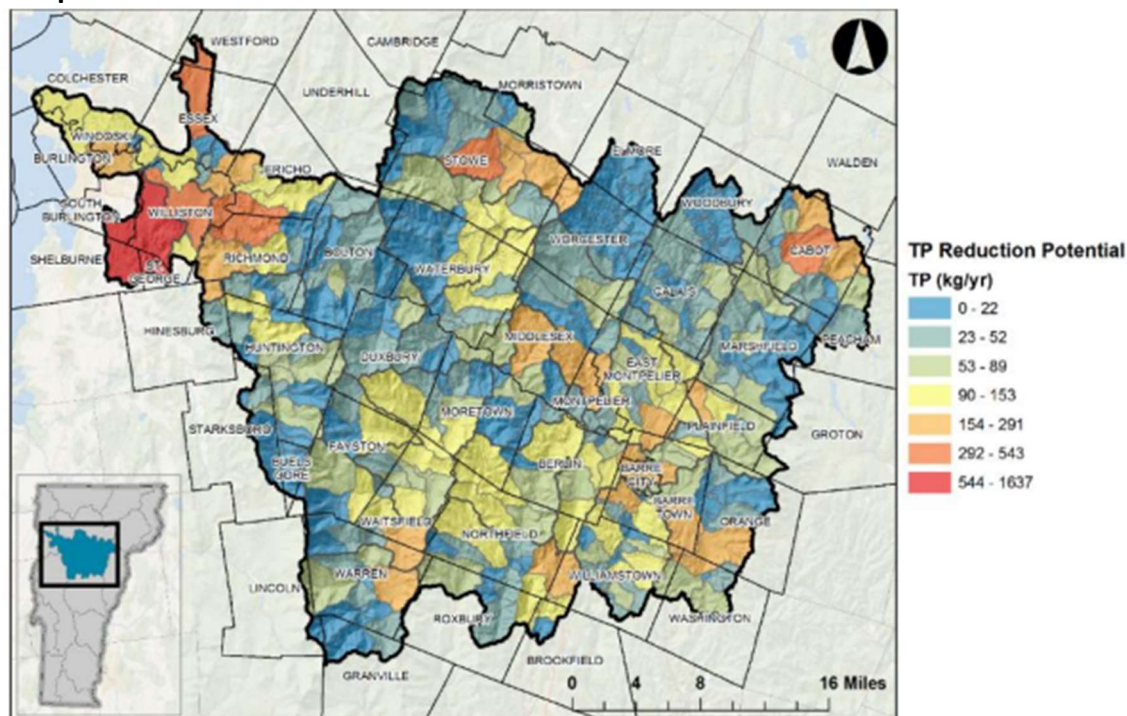
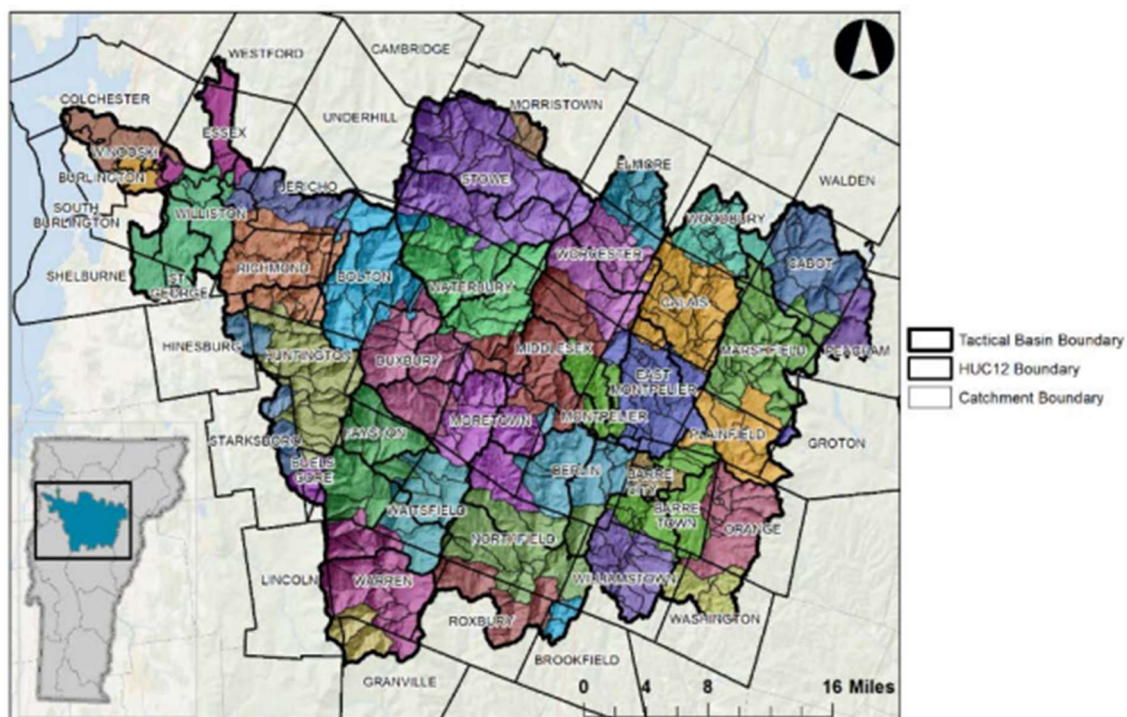
The Executive Committee recommends that, following solicitation of applicants from all municipalities in the Winooski Basin, the Nominating Committee, in consultation with staff, make a recommendation to the Board for appointment of two municipal members to the Basin Water Quality Council. In

addition, the Executive Committee recommends the Board set a 2-year, staggered term for the municipal BWQC members. This means for the initial appointment one appointment will be for a one-year term and the other appointment will be for a two-year term to transition to staggered terms.

### BWQC Membership

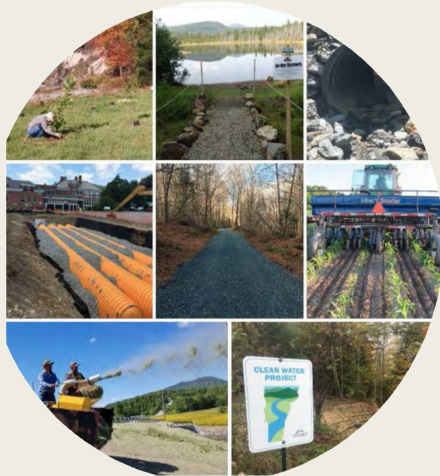
#	Interest	Selected By	Potential Representatives
2	Natural Resource Conservation Districts (NRCD) in the basin	NRCDs	Caledonia County NRCD Lamoille County NRCD Winooski NRCD
2	Regional Planning Commissions (RPC) in the basin	RPC	ACRPC, CCRPC, CVRPC, LCPC, NVDA, TRORC
2	Local watershed protection organizations (WPO) operating in the basin	WPOs	Friends of the Browns River, Friends of the Mad River, Friends of the Winooski River, Friends of Waterbury Reservoir, Lake Champlain Committee, Lake Champlain International, Lake Iroquois Association, South Chittenden River Watch, Voice for the Potash Brook Watershed
1	Local or statewide land conservation organization	Conservation organization, consulting with CWSP	The Nature Conservancy, The Trust for Public Land, VT Land Trust, VT River Conservancy, Northeast Wilderness Trust, Trout Unlimited (Mad Dog & Central VT Chapters), Burlington Community Land Trust, Champlain Housing Trust, Charlotte Land Trust, Cross Vermont Trail Association, Downstreet Housing & Community Development, Duxbury Land Trust, Hinesburg Land Trust, Huntington River Conservation Partnership, Green Mountain Club, Jericho Underhill Land Trust, Lake Champlain Land Trust, Richmond Land Trust, South Burlington Land Trust, Stowe Land Trust, Vermont Housing & Conservation Board, Winooski Valley Park District
2	Municipalities within the basin	CWSP, consulting with municipalities	49 municipalities in the basin. By county: 3 Addison County 3 Caledonia County 16 Chittenden County 3 Lamoille County 4 Orange County 20 Washington County

Additional BWQC membership is allowed if a) unanimously approved by the BWQC, b) approved by the Secretary of the Agency of Natural Resources, and c) if the proportionality of representation established by 10 V.S.A. § 924(g)(2) is maintained, either by membership or weighting of votes.

**Winooski River Basin** (excerpted maps from Winooski Tactical Basin Plan)**Phosphorus Reduction Potential****Association of Catchments to Municipalities in the Basin**



## Winooski CWSP: BWQC Empanelment



Source: VTDEC - Proposed Clean Water Service Provider Rule Hearing Orientation

### Clean Water Service Delivery Act of 2019

- Establishment of a network of decentralized Clean Water Service Providers (CWSPs) for watersheds in Lake Champlain and Lake Memphremagog basins
- CVRPC is CWSP for Winooski Basin
- CWSPs will provide *"boots on the ground"* project delivery for non-regulatory clean water projects

#### Non-regulatory clean water projects examples

- Small scale stormwater management practices
- Natural resource restoration projects (floodplain reconnections, wetlands restoration, vegetated buffer planting)
- Forestry or agricultural projects

1

## Winooski CWSP: BWQC Empanelment

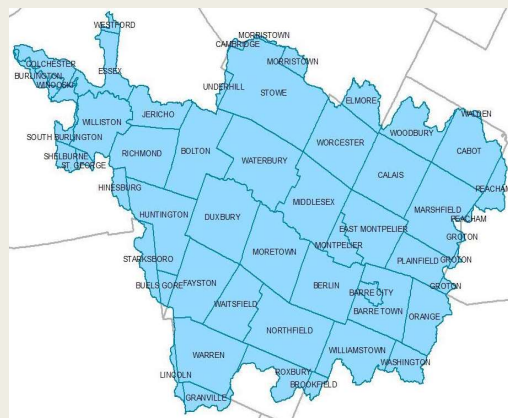
### CWSP Structure

#### CWSP will:

- Create and convene Basin Water Quality Councils (BWQCs) to advise CWSP on project identification and prioritization
- Oversee project development, design, construction, verification, and operations and maintenance

#### BWQC will:

- Use local knowledge to establish policy and make decisions for the CWSP
- Meet 4 times/year to prioritize and select projects to address impairments based on Basin Plan and meeting pollution reduction targets
- Participate in the basin planning process



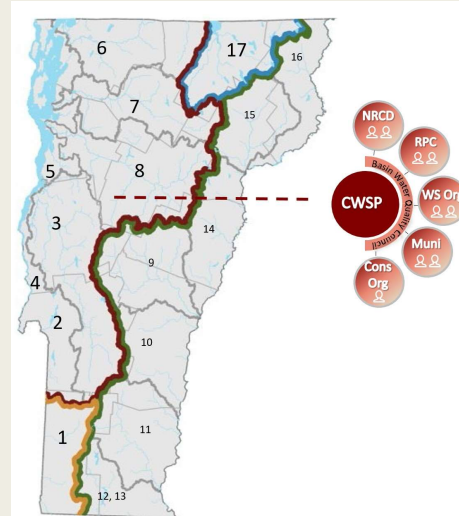
Source: [Winooski NRCD](#)

2

## Winooski CWSP: BWQC Empanelment

### BWQC Membership

- (2) Members from Natural Resource Conservation Districts (NRCDs)
  - (2) Members from RPCs
  - (2) Members from Watershed Protection Organizations
  - (1) Member from local/statewide land conservation organization
- (2) Members from municipalities in the basin



3

## Winooski CWSP: BWQC Empanelment

### BWQC Membership Considerations

- BWQC is not Committee of CVRPC.
  - BWQC is established by the CWSP, but it will develop its own meeting rules, bylaws, and policies.
- Per CWSP Rule, members *"shall be knowledgeable on clean water topics for the basin(s) served"* such as:
  - Stormwater and developed lands projects (municipal roads)
  - Natural resource protection/restoration (river corridor, floodplain, wetland restoration, riparian and lakeshore protection, woody buffers)
  - Forestry, agricultural projects
  - Basin Planning
- Membership should be balanced to reflect the Basin's socioeconomic characteristics, culture, interests, and land use.

#### Municipalities in the Winooski Basin by County

3 Addison  
 3 Caledonia  
 16 Chittenden  
 3 Lamoille  
 4 Orange  
 20 Washington  
 -----  
 49 Total

4

## Winooski CWSP: BWQC Empanelment

### BWQC Empanelment Proposed Process

Week of	Action
<b>Nov 9<sup>th</sup></b>	CVRPC Board confirms process for appointment Staff distributes invitation letter to municipal boards and committees
<b>Nov 15<sup>th</sup></b>	CVRPC hosts informational sessions
<b>Nov 22<sup>nd</sup></b>	Candidates submit letters of interest
<b>Nov. 29<sup>th</sup></b>	Staff seeks additional information about candidates
<b>Dec 6<sup>th</sup></b>	Nominating Committee meets to recommend appointees
<b>Dec. 14<sup>th</sup></b>	CVRPC Board appoints BWQC municipal representatives
<b>Dec. 31<sup>st</sup></b>	Other entities appoint representatives; BWQC empaneled



## MEMO

Date: November 1, 2021

To: Board of Commissioners

From: Bonnie Waninger, Executive Director

Re: Regional Economic Project Prioritization Committee Appointment

---

✉ **ACTION REQUESTED:** Appoint one additional Board member as a representative to CVEDC's economic development project prioritization committee for FY22.

The State has requested that Regional Development Corporations (RDCs) prioritize economic development and infrastructure projects for inclusion in the Vermont Comprehensive Economic Development Strategy. CVEDC requested a joint project review committee composed of CVEDC and CVRPC Board members and Executive Directors. Review Committee members would commit 1-3 hours to review project applications and participate in one committee meeting.

In March 2021, the Board appointed Paula Emery and Peter Carbee to represent the RPC. After the meeting, Michael Miller, Montpelier's Alternate Commissioner, expressed interest noting that he would participate only if no other Board member stepped forward and only if his schedule allowed. It would be helpful to have a third CVRPC Board member participate in the Review Committee.

The information the State provided to RDCs is enclosed. Each region can submit up to ten priority projects. The State has indicated it intends to use this priority list for any grant programs for which the State makes decisions or has input. Examples include, but are not limited to: ARPA funds, Community Development Block Grants, Northern Border Regional Commission grants, water/wastewater program.



**Note: This is the guidance provided by the State to the Regional Development Corporations.**

**APPENDIX III:**

**Regional Priority Project Process for State and Federal Funding Decisions**

**Goal:** To produce a list of high priority economic and community development projects that meet certain eligibility requirements (see below). The regional lists are considered living, dynamic documents that are continually updated and edited. The lists will be used by regional and local organizations to understand the funding needs of the region and allow regional economic and community development staff help match federal and state funding announcements to projects.

The regional lists express the highest priority projects for each region and the top ten projects from each region will be included in a consolidated statewide list submitted to the Agency of Commerce, who will share it with other funders, to be used by state and federal funders when making funding decisions.

**Process:** The Regional Priority Project process consists of three major steps to be implemented on an annual basis (see process detail below):

1. Regional solicitation and input.
2. Regional scoring and prioritization.
3. Consolidation of top ten regional projects into a statewide priority list to be submitted to the Agency of Commerce.

**Eligibility and Scoring Criteria:** Projects should address the following criteria to be included on the Regional Priority Project list. These are the criteria that will be used to score and prioritize each project. Scoring and prioritization is conducted on a continuum for each criterion regarding the degree to which the project meets each criterion. For example, a project that is truly “shovel-ready” (no obstacles to implement except the funding gap) will score higher than one that requires permitting or the project managers do not have site control. A second example is a project that creates 20 new, high-paying jobs will score higher than a project that retains a few jobs. Projects that meet the criteria to a higher degree will score higher and be placed in a higher priority. Because the lists are living and dynamic, projects can be added to the list each year and move up in priority as the project is more fully developed and more fully meets criteria. Projects should, at a minimum be able to address the following on the Project Information Form:

**Project Purpose and Benefits to the Region:** The project should build capacity in the region for improved economic and community development. Projects that advance economic and community development, especially in areas such as workforce development, developing entrepreneurial ecosystems, and enhancing business clusters, will score highest.

**Project Timeline, Milestones, and Status:** The project should be prepared to get underway if funded, including factors such as site control, engineering and design, permitting, and funding identification and commitment. Project should also have identified milestones measurable outcomes. Projects that are considered “shovel-ready;” that is, the project is underway, ready to implement or close to ready, and identifies milestones and outcomes, will score higher.

**Project Principal Experience:** The project should involve an entity that has successfully executed similar projects, managed federal or state grants, and/or successfully developed similar business models, or involve a partnership or collaboration that provides adequate experience. Projects showing experienced project managers or a collaboration/partnership that provides experience, will score higher.

**Project Support and Regional Need:** The project should address and advance local and regional economic and community development goals and objectives, as identified by the regional plan and/or other studies and reports and have community support and engagement. The project should not be redundant or duplicate ongoing projects or programs in the region unless there remains a need, such as with housing or childcare; rather, projects should fill a need in the region. Projects that address a regional goal as expressed in the regional plan and are not duplicative, will score higher.

**Project Cost, Identified and Committed Funding/Financing, and a Funding Gap:** The project should have a budget developed that includes total project cost, identified sources and uses, and a clearly identified funding gap. The project description should state the funding sources the project is pursuing, the status of those funding/financing sources and, if not secured, identify when the sources are expected to be committed. Also, identify the type of resource (cash, grant, loan, sponsor in-kind, third party in-kind, etc.) and describe which resources can serve as a match, noting that, for example, some grant sources do not allow matching federal funding with other federal funds. Projects that include a budget, all funding information, have an identified gap, and have funding commitments and a match, will score higher.

**Job Creation and Retention:** The project should create or retain jobs. The project description should state the number and type of jobs to be retained and/or created, including the period of time over which the jobs will be created, the average wage of the jobs, and the benefits expected to be offered. Projects that create new, high-paying jobs with good benefits, will score higher.

**Regional Priority Project Process Detail:****1. Solicitation for Projects:**

- a. Using the Regional Priority Project Information Form as a model, RDCs will develop a project information collection form, preferably available in paper and electronic formats, to collect project descriptions.
- b. Annually, RDCs will:
  - i. post a solicitation for project descriptions and provide access to the Regional Priority Project Information Form through newsletters, website postings and other means of reaching the general public, regional organizations, developers, etc., including sharing the information with regional partners and asking that they share the information with their constituencies.
  - ii. hold at least one public meeting that involves all municipalities in their region, regional organizations, developers, and the general public to communicate the Regional Priority Project process and purpose; and
  - iii. present the Regional Priority Project process and purpose to their partner RPC and RPC member municipalities by attending an RPC meeting.
- c. As local and regional plans are updated and reports issued, RDCs will consult the following to identify local and regional priorities and potential projects. The RDC will communicate with the municipality or entity and solicit project descriptions based on:
  - i. adopted Regional Plans;
  - ii. "Report and Priority Action Plans" for communities within their region that have participated in VCRD's *Community Visit* process;
  - iii. reports and project lists developed by the Working Community process;
  - iv. adopted municipal plans within their region and, in particular, those communities with state-designated areas (downtowns, village centers, industrial parks, etc.); and
  - v. adopted municipal capital plan/budgets or published priorities and goals.
- d. RDCs, in consultation with partner RPCs, may add other projects as they become aware of them.

**2. Prioritization Process:**

- a. RDCs will establish a scoring and prioritization team of at least 5 individuals, representing regional organizations involved in economic and community development, one of which must represent the regional planning commission. Other individuals can represent chambers of commerce, other business organizations, housing organizations, non-profits, municipalities, the general public, and under-served populations.

- b. The RDC will populate, from the Project Information Forms, the Regional Priority Project Scoring Matrix with the basic project information and compile all Project Information Forms into one PDF.
  - c. The RDC will provide a familiarization and training session with the scoring and prioritization team.
  - d. The scoring and prioritization team will use the Regional Priority Project Scoring Matrix and the Project Information Forms to individually score and prioritize each project.
  - e. The RDC will collect the Scoring Matrix from everyone on the scoring and prioritization team and compile the results.
  - f. The RDC will convene the scoring and prioritization team to discuss the scoring and prioritization results and work out any ties or issues, resulting in a list that prioritizes all projects.
3. **Alternative for Regions with an Active CEDS:** Providing that the CEDS process to identify and prioritize projects uses a process that, at a minimum, follows the process described in sections 1 and 2 above, RDCs that are part of an EDA district may utilize their adopted CEDS plan and process to identify and prioritize projects.
4. **Submission to State:**
- a. In accordance with the schedule below, each RDC will submit to the RDC Regional Priority Project fiscal agent, the scoring matrix and Project Information Forms for the top ten projects on their regional list
  - b. The RDC fiscal agent will compile all regional lists into one statewide list that incorporates the top ten projects from each region and submit that list to the Agency of Commerce. The list may also include any joint projects that are a priority for the RDCs of Vermont.
5. **Publication of Regional Priority Project Information and List:**
- a. RDCs will post on their websites this Regional Priority Project List information, an explanation of the purpose, process, and how to add a project to the list, a copy of the Project Information Form (preferably in a format that can be filled out and submitted, including on-line forms), and a copy of the Scoring and Prioritization Matrix.
  - b. Annually, the RDCs will post the final Regional Priority Project list on their website and share it with appropriate regional partners.

**Regional Priority Project Process Timeline:**

[Note: if date falls on a weekend or holiday, the deadline falls on the closest previous weekday.]

**January-February:** Project solicitation and outreach.

**March- September:** Project Information Forms Submitted; RDCs communicate with project sponsors.

**October 1:** Last day to submit Project Information Form.

**October 15:** Project scoring and prioritization started.

**November 1:** Project scoring and prioritization completed.

**November 15:** Regional Priority Project List, containing top ten prioritized projects, and one PDF containing top ten Project Information Forms submitted to RDC fiscal agent by each RDC.

**December 15:** Consolidated Statewide Priority List submitted to the Agency of Commerce by RDC fiscal agent.

(End of Appendix III)

#### **APPENDIX IV:**

#### **REGIONAL PROJECT PRIORITIZATION PROJECT INFORMATION FORM**

##### **1.0 PROJECT NAME:**

##### **2.0 TYPE OF PROJECT: (Check Type and Circle Subtype)**

☐ Infrastructure: Water, Wastewater, Broadband, Transportation, Public Facility, Other

☐ General Development: Industrial, Commercial, Residential, Mixed

☐ Site/Facility Development for Specific Business

☐ Workforce Development

☐ Business Development

☐ Other: \_\_\_\_\_

**3.0 PROJECT SPONSOR:** Name, address, contact info for who is submitting project information.

**4.0 PROJECT PRINCIPALS:** Name, Address, Contact Info.

##### **5.0 PROJECT DESCRIPTION:**

**6.0 PROJECT PURPOSE AND BENEFITS:** Describe the purpose and benefits to the region of the project. Describe if/how the project builds capacity within the region for improved regional development/economic development/community development, including: advancing workforce development; expanding entrepreneurship efforts; supporting or enhancing existing business clusters, or other economic impacts within the region.



**7.0 PROJECT TIMELINE, MILESTONES, AND STATUS:** Describe the project timeline, the current status, and impediments to proceeding. Include factors such as site control, engineering and design, financing/funding identification and commitment, and permitting. Clearly identify where the project is in the timeline and what work remains.

**8.0 PROJECT PRINCIPAL EXPERIENCE:** Describe project principal experience, ability to complete the project, and describe any partnerships that will help ensure success.

**9.0 PROJECT SUPPORT AND REGIONAL NEED:** Describe how the project is consistent with identified local and regional goals, advances regional needs identified in plans, reports or public forums, and describe the community support and engagement. Include reference and link to the municipal and/or regional plan, report, or forum identified. Also describe how the project leverages regional human, social, financial, cultural, and/or physical capital, and supports, compliments, or enhances existing efforts.

**10.0 PROJECT COST, IDENTIFIED AND COMMITTED FUNDS/FINANCING, AND FUNDING GAP:** Provide the total project cost, include a simple source and uses chart, describe the amount of funds/financing that have been identified and include a clear status of the funds (Received, committed, applied for, identified, etc.) including the dates of receipt, commitment, application, expected distribution, etc. Clearly identify any funding gap.

**11.0 JOB CREATION:** Provide the number of full-time jobs to be created and/or retained by the project, a description of the benefits package to be offered to the majority of the new/retained jobs, and the average wage of the jobs to be created/retained.  
(End of Appendix IV)

## APPENDIX V:

Vermont Regional Priority Projects Scoring Matrix									
Line Number:	Type of Project:	Project Sponsor:	Project Principals:	Project Description:	Type and subtype from the Project Information Form	Name Address Contact of person submitting project information	Name, Address, Contact Info	Description	Project Name:
2.0	Type of Project:								
3.0	Project Sponsor:								
4.0	Project Principals:								
5.0	Project Description:								
Score 1-5, with 5 being best	6.0	PROJECT PURPOSE AND BENEFITS:			The degree to which the project builds capacity within the region for improved regional development/economic development/community development, including: advancing workforce development; expanding entrepreneurship efforts; supporting or enhancing existing business clusters within the region. (Other economic/community development project types are welcome, but these will score the highest for this criteria.)				
	7.0	PROJECT TIMELINE, MILESTONES, AND STATUS:			The degree to which the project is prepared to get underway, including factors such as site control, engineering and design; permitting, and funding identification and commitment.				
	8.0	PROJECT PRINCIPAL EXPERIENCE:			The degree to which project principals have successfully executed previous projects, managed grant funds or developed successful business models.				
	9.0	PROJECT SUPPORT AND REGIONAL NEED:			The degree to which the project is consistent with identified goals and strategies in local and regional plans, advances regional needs identified in reports, plans and public forums, and has community support and engagement.				
	10.0	PROJECT COST, IDENTIFIED AND COMMITTED FUNDS/FINANCING, AND FUNDING GAP:			Degree to which information includes total project cost, a simple sources and uses chart, description of the amount of funds/financing that have been identified and a clear status of the funds (Received, committed, applied for, identified, etc.), the dates of receipt, commitment, application, expected distribution, etc, and clearly identifies any funding gap.				
					The degree to which the project is compatible with the requirements and goals of available funding sources (NBRC, EDA, CDBG, USDA etc.)				
		JOB CREATION:	Scoring: 5: 51+ 4: 21-50 3: 11-20 2: 1-10 1: <1	Number of full time jobs directly created or retained by project.					
			Scoring: 1-5 with 5 being best	Quality of benefits and overall benefits package to accompany jobs to be created/retained					
			Scoring: 5: 11% or more above median wage for the region 4: Between 0-10% above median wage for the region 3: At median wage for the region 2: Between 0-10% below median wage for the region 1: 11% or more below median wage for the region	Wages compared to region					
TOTAL SCORE									
PRIORITY									



## MEMO

Date: November 1, 2021  
To: Board of Commissioners  
From: Executive Committee  
Re: FY23 Municipal Dues

---

☒ **ACTION REQUESTED:** Adopt an FY23 municipal dues assessment rate of \$1.33 per capita to the Board.

CVRPC has two flexible sources of funds: municipal assessments and regional planning funds provided by the Vermont Legislature. When viewed together, CVRPC's flexible funds have not kept pace with the rate of inflation over the past 10 years. This coincided with increased match requirements for grants and increased municipal service requests.

Raising dues helps maintain CVRPC's staff capacity so municipalities can rely on our services and reach into our staff pool for support. Municipalities invested \$81,999 for FY22 dues, and will leverage \$1.28 million in services from CVRPC.

### **How are municipal dues used?**

Municipal dues are used to match grants, make up shortfalls or reductions in grants and contracts, and help support ongoing operations and maintenance of a professional staff. State officials and legislators look to municipal assessments (the rate and the overall participation by municipalities) as one indicator of a regional planning commission's success.

### **How was the recommended rate developed?**

The Executive Director assesses potential budgetary needs. Factors considered include overall budget, dues as a percentage of budget (buying power of municipal dues), cash and in-kind match needs, projected municipal service needs over the next 2-3 years, and potential future needs of the Commission. Wages and benefits are CVRPC's primary cost beyond consultants. CVRPC wages ranges are due to be updated. From June 2020 to June 2021, the cost of wages and salaries in New England rose by 3.7%<sup>1</sup>, reflecting a tightening labor market. The Director provides alternatives and a recommendation to the Executive Committee, which recommends a rate to the Board.

### **How do dues fit within CVRPC other funding?**

CVRPC is funded by municipal dues assessments, an annual allocation of regional planning funds from the Legislature, grants, and contracts for services. Of these, municipal assessments and regional planning funds are the only flexible funds. Municipal assessments are the most flexible.

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<sup>1</sup> New England - Employment Cost Index , wages and salaries only - <http://www.bls.gov/regions/new-england/data/xg-tables/ro1xg04.htm>

How will the dues change for my municipality?

## RECOMMENDED

Dues Rate Change Options →				Maintain	Increase 1.6%	Increase 3.9%	Increase 5%	\$ Change
Municipality	2019 VDH Est. <sup>1</sup>	2020 US Census	Population Change	FY 22 Dues at \$1.28	FY 23 Dues at \$1.30	FY 23 Dues at \$1.33	FY 23 Dues at \$1.35	\$1.28→\$1.33
Barre City	8,528	8,491	(37)	\$ 10,868.48	\$ 11,038.30	\$ 11,293.03	\$ 11,462.85	\$ 424.55
Barre Town	7,720	7,923	203	\$ 10,141.44	\$ 10,299.90	\$ 10,537.59	\$ 10,696.05	\$ 396.15
Berlin	2,781	2,849	68	\$ 3,646.72	\$ 3,703.70	\$ 3,789.17	\$ 3,846.15	\$ 142.45
Cabot	1,433	1,443	10	\$ 1,847.04	\$ 1,875.90	\$ 1,919.19	\$ 1,948.05	\$ 72.15
Calais	1,604	1,661	57	\$ 2,126.08	\$ 2,159.30	\$ 2,209.13	\$ 2,242.35	\$ 83.05
Duxbury	1,305	1,413	108	\$ 1,808.64	\$ 1,836.90	\$ 1,879.29	\$ 1,907.55	\$ 70.65
East Montpelier	2,551	2,598	47	\$ 3,325.44	\$ 3,377.40	\$ 3,455.34	\$ 3,507.30	\$ 129.90
Fayston	1,330	1,364	34	\$ 1,745.92	\$ 1,773.20	\$ 1,814.12	\$ 1,841.40	\$ 68.20
Marshfield	1,473	1,583	110	\$ 2,026.24	\$ 2,057.90	\$ 2,105.39	\$ 2,137.05	\$ 79.15
Middlesex	1,724	1,779	55	\$ 2,277.12	\$ 2,312.70	\$ 2,366.07	\$ 2,401.65	\$ 88.95
Montpelier	7,372	8,074	702	\$ 10,334.72	\$ 10,496.20	\$ 10,738.42	\$ 10,899.90	\$ 403.70
Moretown	1,665	1,753	88	\$ 2,243.84	\$ 2,278.90	\$ 2,331.49	\$ 2,366.55	\$ 87.65
Northfield	6,522	5,918	(604)	\$ 7,575.04	\$ 7,693.40	\$ 7,870.94	\$ 7,989.30	\$ 295.90
Orange	1,113	1,048	(65)	\$ 1,341.44	\$ 1,362.40	\$ 1,393.84	\$ 1,414.80	\$ 52.40
Plainfield	1,262	1,236	(26)	\$ 1,582.08	\$ 1,606.80	\$ 1,643.88	\$ 1,668.60	\$ 61.80
Roxbury	709	678	(31)	\$ 867.84	\$ 881.40	\$ 901.74	\$ 915.30	\$ 33.90
Waitsfield	1,693	1,844	151	\$ 2,360.32	\$ 2,397.20	\$ 2,452.52	\$ 2,489.40	\$ 92.20
Warren	1,671	1,977	306	\$ 2,530.56	\$ 2,570.10	\$ 2,629.41	\$ 2,668.95	\$ 98.85
Washington	1,010	1,032	22	\$ 1,320.96	\$ 1,341.60	\$ 1,372.56	\$ 1,393.20	\$ 51.60
Waterbury	5,155	5,331	176	\$ 6,823.68	\$ 6,930.30	\$ 7,090.23	\$ 7,196.85	\$ 266.55
Williamstown	3,530	3,515	(15)	\$ 4,499.20	\$ 4,569.50	\$ 4,674.95	\$ 4,745.25	\$ 175.75
Woodbury	883	928	45	\$ 1,187.84	\$ 1,206.40	\$ 1,234.24	\$ 1,252.80	\$ 46.40
Worcester	1,028	964	(64)	\$ 1,233.92	\$ 1,253.20	\$ 1,282.12	\$ 1,301.40	\$ 19.28
Region	64,062	65,402	1,340	\$ 83,714.56	\$ 85,022.60	\$ 86,984.66	\$ 88,292.70	\$ 3,241.18

<sup>1</sup>Dues Calculations use the most recent US Census or estimated census (2019 Population Projection Estimates Bulletin, VT Dept. of Health, <https://www.healthvermont.gov/sites/default/files/documents/pdf/HS-STAT-2019-Population-Estimates-Bulletin.pdf>, November 2020)

### Vermont RPC Municipal Dues Rates and Structures

The Executive Committee customarily requests information about how CVRPC's activities compare to its peers. The table below reflects how CVRPC's current dues compare to other RPCs as of 10/25/21. The data is sorted by Per Capita Equivalent to assist with comparisons. Note: CVRPC's FY22 due rate is \$1.28.

RPC	Population	Data Source	\$ Raised from Dues	# of Municipalities	Dues as % of Total Revenue	Calculation Method	Per Capita Equivalent <sup>1</sup>	Notes
Bennington	37,701	US Census	\$102,686	17	6%	Population: 0-250 = \$2,000; 251-500 = \$3,000; 501-1,000 = \$4,000; 1,001-2,000 = \$5,000; 2,001-3,000 = \$6,000; 3,001-4,000 = \$7,000; 4,001-5,000 = \$8,000; Over 5,000 = \$8,000 + (Population-5,000) * 3	\$2.72	
Windham	45,044	US Census	\$109,006	27	5%	\$2.42 per capita - minimum \$250	\$2.42	
TRORC	57,116	US Census	\$90,243	30	5%	\$1.58 per capita	\$1.58	
Chittenden	168,323	US Census	\$255,408	19	5%	Pro-rated based on municipal share of the county Equalized Education Grand List (EEGL) value	\$1.52	
Addison	33,517	VDH Population Estimates	\$43,997	21	6%	\$1.32 per capita, minus group quarters	\$1.31	
Central	63,900	VDH Population Estimates	\$81,999	23	6%	\$1.28 per capita	\$1.28	FY22 rate
Mt. Ascutney	24,711	US Census	\$30,889	10	4%	\$1.25 per capita	\$1.25	FY20 rate
Northwest	54,715	US Census	\$60,576	22	4%	\$1.107 per capita; annual change based on employer cost price index	\$1.11	FY21 rate
Lamoille	24,475	US Census	\$20,000	10	3%	Pro-rated 50/50, most recent Census population and equalized grand list value; towns only, not villages	\$0.82	No 2020 Census adjustment
NVDA	62,438	US Census	\$50,215	50	3%	\$0.75 per capita - minimum dues of \$500 (few do pay \$100); \$3,500 cap	\$0.80	FY20 rate
Rutland	61,642	US Census	\$27,000	27	2%	\$1,000/year per municipality	\$0.44	

<sup>1</sup>Amount Raised by Dues divided by Population



**CENTRAL VERMONT REGIONAL PLANNING COMMISSION  
BOARD OF COMMISSIONERS  
Draft MINUTES  
September 14, 2021**

**Commissioners:**

<input type="checkbox"/> Barre City	Janet Shatney, Sec/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

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

**Call to Order**

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

**Adjustments to the Agenda**

None.

**Public Comments**

None

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

Waninger provided an overview of the CEDS and provided an abbreviated version of the CEDS outreach presentation. The presentation will be posted on the CVRPC website with the minutes. The West Central Vermont Region is comprised of Regional Planning Commissions and Regional Development Corporations in Central Vermont and in Chittenden, Rutland, and Addison Counties. ~61% of the municipalities in the West Central Vermont Region have fewer than 2,000 residents.

Break out rooms were used by participants to discuss six topic areas: workforce and education, business

climate, innovation and entrepreneurship, infrastructure, quality of life, civic and government systems, and land use and natural resources.

The highlights of some of the areas discussed included the following Strengths, Opportunities, Aspirations, and Results (SOAR):

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

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

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

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

Waninger noted that additional groups and organizations are being contacted for input and to create focus groups for additional input. A draft plan will be brought back to the Board for review in late winter. Concerns were raised about plan implementation and whether the plan will recognize and address the needs of small rural villages. Information and additional comments can be accessed via <https://www.westcentralvt.org/ways-to-participate>.

### FY22 Work Plan and Budget

Waninger presented an overview of the work plan and budget, including our five-year goals and how we are progressing towards achieving them and how we can assist municipalities in the region. Also outlined was where funds are obtained to accomplish the work outlined. A copy of the presentation will be posted to the website with the minutes.

There was discussion regarding timely receipt of payment from municipalities and state agencies and if late charges are included in contracts. Also discussed was whether the organization advertised its services to private industry in addition to municipalities. It was noted that our charter from Legislature is to assist municipalities. Question was raised if the Board needed to approve the Executive Committee's approval of the budget; the Chair noted it was not. G. Clain advised he wanted to make such a motion and the Chair indicated such a motion would be out of order as the Board has authorized the Executive Committee to adopt the budget and work plan.

### Meeting Minutes

*L. Cattaneo moved to approve the July 13, 2021 minutes; D. La Haye seconded. L. Hill Eubanks noted a*

1 *technical correction was needed by removing "Chair" following her name in the list of attendees. Motion*  
2 *carried.*

#### 4 **CVRPC COVID-19 Policy**

5 Chair Lotspeich directed the Board to the information in the packet and advised of a recent committee  
6 meeting that involved a masking issue and reiterated that the CVRPC policy is to be masked during  
7 meetings. Waninger advised that businesses are allowed to establish safety policies in the workplace.  
8 She said CVRPC's policy requires facial coverings at CVRPC meetings for employees and participants. She  
9 noted that in accordance with Open Meeting Law CVRPC is required to have an in-person location and is  
10 providing this. It also continues to provide other ways to participate.

11  
12 Discussion ensued regarding CVRPC staff participation in meetings in municipalities. Waninger  
13 confirmed staff will participate in meetings in municipalities in-person when necessary. CVRPC cannot  
14 require masks be worn by non-CVRPC staff at those meetings. It was suggested that Waninger provide a  
15 letter to municipalities advising of what our policy is in advance of staff participating in meetings so  
16 municipalities are aware of the policy staff is operating under.

#### 18 **Reports**

19 Chair Lotspeich advised the Bylaw Work Group will recommend the Board institute a process to accept  
20 the Reports in the future.

21  
22 Lotspeich requested a hiring update. Waninger noted CVRPC is hosting an AmeriCorps VISTA volunteer,  
23 who started two weeks ago. Dana Hock started last week as the organization's bookkeeper and is  
24 currently cross training with our contracted accountant. CVRPC is recruiting for a new Land Use Planner  
25 and is on its second round of applicants. CVRPC also will be recruiting for a Climate & Energy position as  
26 funded by Legislature.

#### 28 **Adjournment**

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

30  
31 Respectfully submitted,  
32 Nancy Chartrand, Office Manager

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**BOARD OF COMMISSIONERS**  
**Draft MINUTES**  
**October 12, 2021**

**Commissioners:**

<input type="checkbox"/> Barre City	Janet Shatney, Sec/Treas	<input checked="" type="checkbox"/> Moretown	Dara Torre
<input type="checkbox"/>	Vacant, Alt.	<input type="checkbox"/>	Joyce Manchester, Alt
<input type="checkbox"/> Barre Town	Byron Atwood	<input type="checkbox"/> Northfield	Laura Hill-Eubanks
<input 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 type="checkbox"/> Roxbury	Gerry D'Amico, Vice-Chair
<input type="checkbox"/> Calais	John Brabant	<input checked="" type="checkbox"/> Waitsfield	Don La Haye
<input type="checkbox"/>	Jan Ohlsson, Alt.	<input type="checkbox"/>	Harrison Snapp, Alt.
<input checked="" type="checkbox"/> Duxbury	Alan Quackenbush	<input type="checkbox"/> Warren	VACANT
<input type="checkbox"/> E. Montpelier	Clarice Cutler (Interim)	<input type="checkbox"/>	J. Michael Bridgewater, Alt.
<input type="checkbox"/>	Vacant, Alt.	<input checked="" type="checkbox"/> Washington	Peter Carbee
<input type="checkbox"/> Fayston	Russ Bowen	<input checked="" type="checkbox"/> Waterbury	Steve Lotspeich, 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

Guests: Jamie Stewart, Central Vermont Economic Development Corporation; Trey Martin, Let's Grow Kids

**Call to Order**

Chair Lotspeich called the meeting to order at 6:33 pm. Quorum was present to conduct business.

**Adjustments to the Agenda**

None

**Public Comments**

None

**Central Vermont Economic Development Corporation Update**

Jamie Stewart reminded towns to identify potential projects for the Capital Grant Program the Agency of Commerce has been promoting. Applications are live at this time. Grant funds are available for projects that are transformative. Projects should be shovel ready and tie to a need identified as a result of the pandemic, but are generally systemic in nature and have not been able to be addressed due to lack of funding. Information is available on ACCD website under Capital Grants Program - <https://accd.vermont.gov/economic-development/funding-incentives/capitalinvestmentgrant>.

Another program expected soon is the Small Business Development Center Hub & Spoke Technical Assistance Program. He noted there will be a lot of emphasis on underserved populations, but it will be available to all businesses. It will be similar to the technical assistance grants offered last fall through Regional Development Corporations, however, it will be available over two years.

He reiterated the challenges of a smaller workforce as a result of the pandemic and a tight labor pool is only going to get tighter. There will be a lot of effort and time spent on skills training to meet the needs of growing sectors. He also advised the West Central Comprehensive Economic Development Strategy (CEDS) is moving along well with lots of input. They will be identifying priority projects in the region in the coming month.

Floor discussion included comments related to less students applying to college. It was noted that nationally Vermont has one of the highest percentages of students going into college, but we need to get students who are not college bound into additional skills/technical training. It was also noted that Regional Development Corporations are very engaged with Let's Grow Kids and supporting the priority of child care in the state.

### **Lifting All Boats, Child Care in Vermont**

Trey Martin of Let's Grow Kids (LGK) described his role in the LGK's organization. LGK's mission is to help Vermont policymakers, state officials and Vermont communities ensure there is quality, affordable childcare by 2025. Martin provided an overview of the child care crisis which COVID 19 exacerbated. Child care is not affordable for most families; there are not enough high quality spots available; and most early care educators do not earn a livable wage or have access to basic benefits. Access to childcare is a barrier to sustainable employment. Working mothers are three times more likely to leave their careers when unable to find or afford child care. The State has started tracking access to high quality care as a key measure of economic health.

LGK has advocated to invest in Vermont's Child Care Financial Assistance Program (CCFAP) over the long term, to cap family contributions at 10% of annual gross adjusted income, and to reimburse programs at a rate that allows early care educators to be compensated appropriately with access to benefits. These funds come from a mix of sources (both State and Federal). They are also advocating in the interim to invest one-time federal dollars for professional development and temporary wage supports, to stabilize the system and increase the quality of the workforce, and to increase program capacity in numerous communities where planning is already underway to grow high quality spots.

They are advocating at the both the federal and State level to be able to address the 'true cost of care'.

He reviewed why it is important to invest in child care. Quality child care is an opportunity to take lives that would end up as public cost and change them to public benefit.

There was discussion surrounding the definition of high quality care. Also discussed was if towns support senior centers and recreational programs, why are they not doing the same for childcare centers. Martin suggested this may be related to regulations and cost. There was also discussion on the



1 accountability of funds for reimbursement and utilization of school space for day care and after school  
2 care.

3  
4 Martin reviewed what CVRPC and member municipalities can do to help, which includes planning,  
5 understanding policy, collaboration with partner organizations, state agencies and other municipalities,  
6 working with stakeholders, and advocating for the state to prioritize resources for child care projects  
7 and a sustainable child care system. He noted it also is important to understand the opportunities to  
8 dedicate ARPA funding for child care businesses.

9  
10 Waninger shared that CVRPC's 2021-22 VISTA member, Gavin Bodnar, will be creating an idea guide for  
11 municipal action to address child care. For example, one municipality had a link to the State's childcare  
12 provider database on its website. Another agreed to apply for a Community Development Block Grant  
13 to build a facility. The municipality "loaned" the grant to the childcare business and then forgave it.

14  
15 Martin said he welcomes suggestions for specific providers in municipalities that need LGK's assistance.

### 16 17 **Committee Nominations**

18 P. Carbee advised the Nominating Committee met to address vacancies on the Clean Water Advisory  
19 Committee (CWAC) and Brownfields Advisory Committee. He provided an overview of the process it  
20 undertook to make the recommendations. For CWAC, Emily Ruff, Orange Selectboard, was nominated  
21 as a municipal representative and Joseph Whelan, Montpelier Conservation Commission, was  
22 nominated as the Interested Stakeholder.

23  
24 Chair Lotspeich opened the floor to additional CWAC nominations. No additional nominations were  
25 made. Chair requested a motion to appoint the two representatives for the terms described in the  
26 memorandum, Emily Ruff, Orange Selectboard and Joseph Whelan, Montpelier Conservation  
27 Commission.

28  
29 *R. Wernecke moved to set aside the rules for written ballots and appoint Emily Ruff and Joseph Whelan*  
30 *to the CWAC; L. Cattaneo seconded. Motion carried.*

31  
32 Carbee provided an overview of the process the Nominating Committee undertook to nominate a  
33 candidate for the Brownfields Committee. *P. Carbee moved to suspend the rules and to elect Janet*  
34 *Shatney to the Brownfields Advisory Committee, pending any other nominees; B. Arrand seconded.* Chair  
35 Lotspeich opened the floor to additional nominations. No additional nominations were offered. *Motion*  
36 *carried.*

### 37 38 **Reports**

39 Lotspeich requested Waninger discuss staffing. Waninger advised of two recent resignations – the  
40 newly hired bookkeeper accepted another position after two weeks, and Pam DeAndrea is leaving to  
41 take a position with the VTrans Mapping Unit. She advised Ashley Andrews will transition into a GIS and  
42 IT position. CVRPC is re-advertising the Bookkeeper position. If unsuccessful in hiring, it will continue  
43 contracting for accounting services. Waninger is completing reference checks for the Land Use Planner  
44 position. Staff is considering options for additional positions in the near future related to Climate and

1 Energy, Clean Water Service Provider and the natural resources vacancy created by Pam's departure.

2  
3 Chair Lotspeich requested an update on office renovations. Waninger said the conference room has  
4 been expanded, which was funded by the landlord as part of renewing our lease for ten years. It should  
5 accommodate most committees. Renovations also included installing a sink with running water in the  
6 kitchen. A second phase of construction, funded by CVRPC, will make space to accommodate the new  
7 positions. This has not gone out to bid yet.

8  
9 Discussion ensued as to whether or not we could use the CVRPC conference room for Board meetings  
10 instead of the Chamber. It was suggested this be discussed in more detail once we are meeting in  
11 person again.

12  
13 Waninger advised redistricting is expected to be a high point of discussion for the legislative session.  
14 Our role is to talk to legislators and be sure they are aware of rural issues.

15  
16 Chair Lotspeich advised that the September 14<sup>th</sup> minutes were not included as an item on the agenda,  
17 however they are in the packet. It was suggested they be put in the next board packet instead of going  
18 back and revising the agenda to include the minutes for action.

19  
20 P. Carbee asked R. Wernecke for an update on the road construction project by the hospital. R.  
21 Wernecke said the Town is awaiting arrival of the precast concrete structure. The site is well prepared  
22 for the arrival of that piece. He advised if he gets an update he will share it.

23  
24 **Adjournment**

25 *D. La Haye moved to adjourn at 8:04 pm; L. Cattaneo seconded. Motion carried.*

26  
27 Respectfully submitted,  
28 Nancy Chartrand, Office Manager

**Central Vermont Regional Planning Commission**

P: 802-229-0389

Staff Report, October 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:**

- Continued Middlesex parcel GIS data update and tax map revisions.
- Reviewed rural zoning district regulations and discussed dwelling unit density with the Middlesex Planning Commission. Researched conservation subdivision models for upcoming discussion.
- Updated Moretown zoning survey document and distributed it for Planning Commission review.
- Provided additional town plan hearing and adoption procedures to Roxbury and Worcester.
- Supported the Woodbury Planning Commission for its first town plan hearing meeting.
- Review the Roxbury Town Plan and provided written comments for the hearing.
- Research energy plan data and methodology of targets for Woodbury.
- Research energy plan mapping standards for Waitsfield.
- Attended Calais Town Plan hearing and provided comments.
- Drafted Orange MPG application and met with Town to discuss.
- Reviewed draft MPG application and provided cost estimate information to Northfield.
- Reached out to towns with reminder for MPG and Bylaw Modernization grant opportunities.
- Developed housing data summary report for Barre City Homeless Task Force.
- Researched child care in preparation for developing a municipal action idea guide.
- Discussed capital improvement planning assistance with Barre City.
- Provided Barre City with information about indirect cost(overhead) rate development. The City is considering developing a rate to assist it in fully recovering its costs.
- Met with Cabot Planning Commission regarding Village Center Designation renewal and a Town Plan amendment. Discussed renewal requirements with State program director. Updated the Designated area map for inclusion in the Town Plan. Developed Town Plan amendment report.
- Developed draft zoning maps for Waterbury and for Waitsfield energy update.

**Training & Education:** No activity.

**Regional Planning and Implementation:**

- Read CVMC Community Health Needs Assessment in preparation for participating in the 2022 update committee.
- Participated in an interview for the Lake Champlain Basin Program water quality economic valuation study.
- Discussed the forest economy with FPR forest products manager for CEDS.

**Partnerships for Progress:**

Central Vermont Economic Development Corporation (CVEDC): Participated in Board meeting. Met with Director to discuss Regional Project Priorities process.

THRIVE: Met 1:1 with four Leadership Partners. Prepared Leadership Committee meeting agenda and minutes.

Participated in Leadership Committee meeting to provide CVRPC updates and introduce VISTA member.

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 and to check in on the status of shelters.

Wrightsville Beach Recreation District (WBRD): Provided MPG application information and planning project ideas.

CVFiber: Prepared Governing Board Committee meeting minutes.

Mad River Valley Planning District (MRVPD): Attended Steering Committee meeting.

## EMERGENCY MANAGEMENT & HAZARD MITIGATION

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

### Local/Regional Planning:

- Attended monthly regional RPC/VEM meeting
- Attended Project Review Committee meeting re: Flood Resilient Communities Fund (FRCF). Communicated with Friends of the Mad River on FRCF application assistance.
- Held call with VT Dept. of Health to discuss possible RPC assistance with municipal hot weather planning.
- Attended FEMA Discovery meeting for Winooski River watershed and completed questionnaire.
- Conducted outreach to all municipalities regarding appointment of Regional Emergency Management Committee (REMC) representatives. Discussed REMC with Barre Town and Warren. Attended Waitsfield, Calais, and Moretown Selectboard meetings. Distributed survey to REMC members on meeting frequency and initial work topics of interest.
- Communicated with Plainfield Selectboard and grant writer on 2021 HMGP application. Met with Selectboard.
- Communicated with Calais Selectboard on 2021 BRIC Application for Kent Hill Road culvert.
- LEMPs: 21 out of 23 LEMPs received and approved by VEM.

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

Calais: Sent adopted Plan to VEM for State and FEMA Approval. Received VEM approval and FEMA approval!

Marshfield: Sent adopted LHMP to VEM for State and FEMA Approval. Received VEM e and FEMA approval!

### 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.

### American Recovery Plan Act (ARPA):

- Participated in RPC/VLCT meeting to coordinate services to municipalities.
- Conducted outreach with municipalities on updated allocations.
- Monitored Selectboard meeting minutes for ARPA situational awareness
- Distributed summary of ANR webinar on Water & Wastewater Infrastructure Programs
- Attended Northfield and Middlesex Selectboard meetings to discuss ARPA and answer questions.
- Attended 10/19 VLCT webinar on state ARPA funding.
- Communicated with Woodbury, Northfield, Middlesex, Worcester on ARPA process.

**TRANSPORTATION**

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

**Field Services:** Road counters are done for this year. Please contact Ashley Andrews, [Andrews@cvregion.com](mailto:Andrews@cvregion.com), to be placed on next year's service list.

**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 labor shortage and its impacts to seasonal service. Discussed progress on Collective Bargaining Agreement negotiations. Discussed zero fare policy continuation and began framing a discussion for the Board.

Operations Committee – Reviewed Performance Dashboard metrics. Discussed Burlington Transit Center maintenance challenges. The Center is being used as a public restroom. It was not designed for this use, which is straining its facilities. Discussed GMT's approach to its labor shortage. Reviewed proposed reductions in seasonal services resulting from the labor shortage.

- Drafted GMT General Manager contract extension.
- Discussed operational and policy items with GMT General Manager.
- Developing regional mid cycle-transit services survey.
- Prepared General Manager annual evaluation survey and reviewed resulting data.
- Continued organizing CVMC afterhours transit discussion.
- Recruited Commissioner to participate in rural Collective Bargaining Agreement negotiations on behalf of the Board of Commissioners.
- Discussed zero fare policy with GMT Commissioners and General Manager.
- Responded to inquiry from Another Way regarding MyRide services for individuals who are homeless.

**Municipal Assistance:**

- Studying the feasibility of improved forest access for the town of Northfield using consulting services. Recent work included identifying preliminary alternatives and narrowing them down to three most feasible for further study.
- Presented to Waitsfield Select Board about completing a road side Ash Tree Management Plan.
- Participated in Waitsfield/VTrans pedestrian safety 'Tiger Team' meeting to discuss recent VTrans speed study, current planning and next steps.
- Preparing to support municipalities with transportation Capital Improvement Plans.
- Served as municipal project manager for the Waitsfield Village West sidewalks construction project.
- Served as municipal project manager for the Walkable Middlesex Scoping Study.
- Completed site visits in Worcester, Williamstown, Marshfield, and Orange for FY22 Grants in Aid segments.
- Consulted with VEM and responded to Rep. Anthony's inquiry regarding progress on Trestle 308 project. Emailed update to VTrans, Senator Leahy's staff, VEM, and Senator Perchlik.

**Regional Activities:**

- Participated in an Amtrak Station Study Working Group meeting in support of a forthcoming VTrans CRISI grant application.
- Coordinated and executed regional park and ride counts.
- Participated in Green Mountain Byway meeting.



**Transportation Resiliency Planning Tool (TRPT):**

Completed management of RPC assistance on this VTrans-funded project. The statewide coverage of this tool allows municipalities to better plan for infrastructure replacement from a flood resilience lens. The Winooski Watershed data has been uploaded to a test site that consultants are finalizing before loading it into the tool web application (<https://roadfloodresilience.vermont.gov/#/map>) which is expected very soon. Once the tool is completed, CVRPC will assist municipalities to incorporate information into Municipal Plans and Local Hazard Mitigation Plans.

**NATURAL RESOURCES**

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

**Tactical Basin Planning Assistance:**

- Continued implementation activities to prepare municipalities and submitted grants to the Design Implementation Block Grant Program for the following projects: Barre City Auditorium (a 3-acre site) stormwater final design and the Moretown Elementary School & Town Office stormwater construction.
- Performed conformance review of the Draft Lamoille Tactical Basin Plan with the Central Vermont Regional Plan. Presented conformance review to the CWAC and hosted a satellite meeting for the DEC public meeting on of the Draft Lamoille Tactical Basin Plan.

**Clean Water Service Provider (CWSP):** Reviewed governance guidance. Participated in CWSP start up meeting with DEC. Prepared information for the Executive Committee regarding appointment of municipal representatives.

**Design Implementation Block Grant Program (DIBG):**

Woodbury Stormwater Mitigation Final Designs – Discussed sites with funder and Town. Contact Grace Vinson at [vinson@cvregion.com](mailto:vinson@cvregion.com).

Calais Stormwater Mitigation Final Designs – Contractor has completed the 100% plans and staff has sent deliverables to the grantor. The project is ready for construction upon availability of funding. Developed press release for East Calais stormwater treatment design phase. Met with Calais Selectboard.

**Moretown Elementary School Stormwater Final Design:** The consultant team completed the 100% design. Final deliverables were sent to DEC. Developed press release. Submitted construction grant application to the DIBG program.

**Woodbury Elementary School/Fire Department Annex Final Design:** Contractor has completed the 100% plans for Elementary School. Contact Grace Vinson at [vinson@cvregion.com](mailto:vinson@cvregion.com).

**Plainfield Gully Restoration:** Facilitated a kick-off meeting with the consultant team, Health Center staff, Plainfield Selectboard representative, and DEC project manager. Researched easement development process. This project originated from a Stormwater Master Plan that was funded for final design from the DEC, which was completed in 2019. Construction is expected to occur summer 2022. Contact Christian Meyer at [meyer@cvregion.com](mailto:meyer@cvregion.com).

**OFFICE & ANNOUNCEMENTS****Office:**

- Initiated recruitment for Bookkeeper / Finance Manager.
- Interviewed land use planners and hired Blaine Hoskins.
- Hosted staff send-off for Pam DeAndrea, who has taken a position with the VTrans Mapping Section.
- Prepared CVRPC's new conference room for hosting hybrid meetings.
- Reviewed CY22 Health Plan information and provided memorandum to Executive Committee for consideration.

**Professional Development/Leadership:**

- Pam participated in Enterprise Geospatial Consortium (EGC) monthly meeting.
- Pam continued effort with the Northeast Arc Users Conference (NEARC) Board to discuss logistics of the Fall 2021 conference and other matters.
- Ashley and Pam participated in the Fall NEARC Conference.
- Bonnie participated in the Inclusive Recovery Initiative Community of Practice Launch.

**Upcoming Meetings:**

All CVRPC meetings currently are being held as hybrid meetings, with a physical location and remote access. Meeting access information is provided on agendas at [www.centralvtplanning.org](http://www.centralvtplanning.org).

**November**

Nov 9	6:30 pm	Board of Commissioners, Central Vermont Chamber of Commerce and via Zoom
Nov 11		Office Closed - Holiday
Nov 16	10:00	Bylaw Work Group, CVRPC Office and via Zoom
Nov 23	6:30 pm	Transportation Advisory Committee, CVRPC Office and via Zoom
Nov 25 & 26		Office Closed - Holiday

**December**

Dec 6	4 pm	Executive Committee, CVRPC Office and via Zoom
Dec 9	4 pm	Clean Water Advisory Committee, CVRPC Office and via Zoom
Dec 14	6:30 pm	Board of Commissioners, Central Vermont Chamber of Commerce and via Zoom
Dec 23	4 pm	Project Review Committee, CVRPC Office and via Zoom
Dec 24		Office Closed - Holiday
Dec 28	6:30 pm	Transportation Advisory Committee, CVRPC Office and via Zoom

**WEEKLY NEWS HEADLINES**

Click on a week to read more about the headlines listed. To receive Weekly News via email, sign up on our [website](#).

**October 8<sup>th</sup>**

- Stormwater Treatment Design Phase in East Calais
- Regional Emergency Management Committee (REMC) Appointments: November 1<sup>st</sup> deadline
- ARPA Reporting Deadline Extended
- Bylaw Modernization Grant Application Form Now Available

**October 15<sup>th</sup>**

- CVRPC Welcomes Gavin Bodnar
- New State Brownfields Cleanup Grants Announced
- Community Development Grants Awarded
- Working Lands Enterprise Board Releases New Request for Applications
- Building Resilient Infrastructure and Communities (BRIC) Grant Program

- 106 Ways to Protect and Restore Water Quality in the Lake Champlain Basin
- CVRPC Search Reopened for Bookkeeper or Finance Manager
- ARPA News from VLCT

**October 22<sup>nd</sup>**

- ARPA Child Care Stabilization Grant Program
- FEMC Launches New Online Tool
- CVRPC and Town of Moretown Complete Stormwater Treatment Final Design Phase
- Reviewing Town Plan & Regulations for Wildlife Considerations - Lessons from our Comprehensive Review
- Wanted: Local Leaders Working on Climate Solutions

**October 29<sup>th</sup>**

- Funding Opportunity: Recreation Economy for Rural Communities Planning Assistance
- Resilient Forests for All from Vermont's Urban and Community Forestry Program
- Comment on the Draft Clean Water Budget Now Through November 19<sup>th</sup>
- ARPA Funds: Take Your Time and Think Big - Webinar on Demand
- Animating Infrastructure Grants

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, October 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)

- Accepted September unaudited financial report.
- Recommended an FY23 municipal dues assessment rate of \$1.33 per capita to the Board.
- Approved amendments to CVRPC's Personnel Policy to revised Major Areas of Work for Natural Resources and Climate and Energy as part of job descriptions.
- Approved a process for solicitation and recommendation to the Board of Commissioners for appointment of two Basin Water Quality Council municipal members as part of the Clean Water Service Provider program.
- Approved CY22 health insurance offering, to include maintaining health insurance contribution as 100% of the cost of the MVP Gold 3 HDHP Plan, maintaining employee choice of available health plans, and maintaining 50% payment in lieu of benefit for employees.
- Received update from the Bylaw Work Group about its progress.
- Discussed Justice, Equity, Diversity and Inclusion video.

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

Did not meet.

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

- Section 403.A.: Add language to parallel Special Committee language: "Subcommittees and workgroups must adhere to the same requirements as the Special Committee."
- Section 502: Referred discussion of elections process revisions/clarifications to the Executive Committee.
- Section 503.C: Add second sentence: "If the other body does not designate a term, the term shall be one year, from July 1 (or the date of appointment) to June 30."
- Section 403, Project Review Committee: Approved language adding Federal Energy Regulatory Commission (FERC) license applications and renewals as Committee duty.
- Section 501, Nominations: Clarified that the final slate submitted to the Board by the Nominating Committee is a draft as additional candidates may be nominated from the floor.
- Section 901, Insurance: Approved language related to Public Officials liability insurance.
- Section 1004, Amendments to Bylaws: Clarified the proposed process for bylaw amendments.
- Briefly reviewed a draft transmittal memo for the Executive Committee.

**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 the draft Lamoille Tactical Basin Plan, comments prepared by the Clean Water Advisory Committee

(CWAC), and regional plan conformance review. The Committee recommended the draft letter for approval by the Board.

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

Did not meet.

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

- Steve Lotspeich presented on the completion of the Waterbury Main Street project.
- Discussed the forthcoming Better Roads Grant from VTrans.

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

Discussed Draft Lamoille Tactical Basin Plan and Regional Plan conformance letter. The CWAC approved the conformance letter and attended the DEC Lamoille TBP public meeting via a live feed.

**BROWNFIELDS ADVISORY COMMITTEE**

Did not meet. Upon receiving the Brownfields funding contract staff will schedule the next meeting to coordinate program set up.

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

- Andrew Perchlik, PSD Clean Energy Development Fund Director, discussed upcoming funding for school and municipal sustainable energy projects (wood heat, solar, etc), community scale renewable energy project for low income Vermonters, and renewable energy projects (may include emergency generator backup for emergency shelters).
- Discussed legislative proposals from State agencies, and potential RPC support.
- Discussed the Net Metering Rule Update and ANR comments that projects coming in via letters of support from municipalities and RPCs involve the most forests clearing. The Agency provided three options for addressing “excessive forest clearing”, one of which would remove the joint letter option. VAPDA proposal is to avoid forest clearing in high value forest blocks and wildlife corridors.
- Drafting of the Climate Action Plan is underway. Anticipating disagreements as the draft Plan is being written prior to the Committee discussing policies.
- Chris Koliba, Director of the Office of Engagement, discussed UVM engagement. UVM provides data services free of charge via its data request portal. There is a 2-week turn around and those receiving assistance are required to complete a survey to assess the quality of services.

**VERMONT ECONOMIC PROGRESS COUNCIL**

No projects related to Central Vermont. The MTX Group VEGI incentive remains under discussion and may be withdrawn.

**GREEN MOUNTAIN TRANSIT**

- Held special meeting to approve the urban operator Collective Bargaining Agreement.
- Approved a \$200 COVID-19 booster shot incentive payment for employees.
- Held Executive Session to discuss the FY22 contractual rate with SSTA to provide Elders and Persons with Disabilities service in Chittenden County. No action taken.

- Held Executive Session on a pending arbitration based on a grievance filed by the Maintenance bargaining unit related to premium pay. No action taken.
- Held Executive Session on rural operator and maintenance Collective Bargaining Agreement negotiations. No action taken.
- Discussed potential data points the Board would like staff to analyze to frame the upcoming zero-fare discussion.
- Held special meeting to discuss the Collective Bargaining Agreement.

**MAD RIVER VALLEY PLANNING DISTRICT**

Received an update on the Community Data dashboard, which contains a variety of data points derived from various sources including Census, VT Housing Finance Agency and Valley Survey results. Discussed the process of finalizing the platform for public release, how often the data could and should be updated, and how the data can be used. Outreach with stakeholders regarding implementing a Valley-wide short-term rental registry is on hold while the District seeks to fill its open staff position. The District will be planning their tri-town meeting this winter and discussed possible meeting topics including ARPA.