



FY2023 Work Plan

07/05/22

The Central Vermont Regional Planning Commission (CVRPC) leverages the power of people working together to assist its member municipalities in providing effective local government and to address regional issues. CVRPC's professional, skilled staff expands local capacity, and works to link local, state, and federal visions for the future. This Work Plan is its annual statement of planned activities.

CVRPC is one of eleven Commissions in Vermont. CVRPC operates under the Vermont Municipal and Regional Planning and Development Act (V.S.A. Title 24, Chapter 117) and its adopted bylaws. All municipalities, by law, are members. Active municipal participation in CVRPC affairs is voluntary.

The Central Vermont Regional Planning Commission Board of Commissioners governs its policies and activities. Commissioners are appointed by the Region's 23 municipalities.

In FY23, CVRPC will participate in or manage programs that have an impact for member municipalities, the region and the state. Specific grants generally fund these programs, but they are coordinated across programs. Through this integrated, comprehensive approach, CVRPC will positively impact these outcomes:

- ❖ Municipal permitting is predictable and effective.
- ❖ Central Vermont and the state are prepared for local, regional or statewide emergencies.
- ❖ Transportation systems are planned effectively with local, regional, and state consideration of economic, environmental, and community impact.
- ❖ Brownfield sites are assessed and cleaned up, creating and preserving jobs and housing and providing public benefit.
- ❖ Central Vermont and the state have access to sufficient energy resources and plans for new generation, efficiency, and conservation to support community and economic advancement.
- ❖ Infrastructure is planned and coordinated to meet the needs of the local and regional economy.
- ❖ Community and economic development are coordinated within and across regions to maximize public resources and ensure strong vibrant communities.
- ❖ Vermont's land use laws are implemented.
- ❖ Vermont's working landscape is used effectively for community and economic benefit.
- ❖ Water quality is improved.
- ❖ Natural systems are effectively sustained with consideration of community and health impact.

Fostering Vibrant Communities

REGIONAL PLANNING - CVRPC will initiate an update to the Regional Plan. This planning process will bring together residents, elected leaders, the professional community, and community-based organizations in a conversation around how to best address issues and ensure the long-term health and vitality of the Central Vermont Region. The Plan builds on past regional planning efforts and looks towards the future using a vision created through public engagement.

CVRPC's statutory duties include participating in Act 250 and Section 248 project review, completing approvals of municipal plans when requested by a municipality, consulting with municipalities about implementation of their plans and CVRPC services, and making determinations of compliance regarding municipal plans and State energy goals. By participating in regulatory processes, CVRPC aims to shape development and to support municipal and regional conservation and development goals. Approvals verify that a municipal plan addresses all plan elements and State goals required by statute. Municipalities with approved plans are eligible for certain State grants. Determinations of energy compliance verify that municipalities are working to meet Vermont's energy goals, which provides a municipality with substantial deference in Section 248 proceedings.



CVRPC comments on State and Federal Agency plans and proposals so regional and local viewpoints are considered and policy issues are informed by RPC research and analysis. In FY23, CVRPC anticipates providing a Central Vermont perspective for updates to the State Hazard Mitigation Plan, Winooski River Tactical Basin Plan, and other opportunities that may arise.

CVRPC coordinates activities with other organizations and represents the interests of the Region on commissions, committees, and boards, such as: West Central Vermont Comprehensive Economic Development Strategy Steering Committee, the THRIVE Leadership Partners, Central Vermont Economic Development Corporation, Green Mountain Transit, Washington County Hunger Council, and VT Association of Planning & Development Agencies (VAPDA). CVRPC represents regional planning commissions on the VT Urban & Community Forestry Program and participates in VAPDA's Emergency Management, Transportation, and Energy Committees.

BROWNFIELD REDEVELOPMENT - Brownfields are properties that are abandoned or underused due to the suspicion of contamination by either hazardous substances or petroleum products. These sites would likely be viable commercial, industrial, housing or green space properties if they could be cleared of suspected contamination. CVRPC's Brownfields Program supports environmental assessments and site redevelopment planning that can level the playing field for public, private, and non-profit investors who wish to locate in the heart of our communities.

In FY23, CVRPC will continue assisting property owners with brownfield assessments and accessing redevelopment funding. A program Steering Committee works with CVRPC to select sites that may benefit from environmental assessments, fund those assessments, carry out public outreach, and, if necessary, create plans for how specific sites could be cleaned up for reuse.

CVRPC's Brownfield Program:

- ❖ expands and retains jobs;
- ❖ expands housing choices and supports downtown vibrancy;
- ❖ preserves history and creates public parks;
- ❖ advances community connections through community paths and public transit;
- ❖ grows community knowledge about risks and hazards of contamination; and
- ❖ engages local governments in decisions about brownfield assessments and redevelopment initiatives.



EDUCATION & TRAINING - CVRPC provides opportunities for Commissioners and municipalities to learn about pertinent topics. In FY23, CVRPC will sponsor, present and publicize multiple workshops and events, such as:

- ❖ Homes for All: Updating Municipal Policies to Improve Housing Opportunities,
- ❖ Essentials of Land Use Planning,
- ❖ Village Center Wastewater,
- ❖ Using Village Center Designations,
- ❖ Planning for Economic Development,
- ❖ Resilience and/or water quality,
- ❖ Emergency Relief Assistance Fund (ERAF),
- ❖ Roundtables for municipal staff and volunteers,
- ❖ Other municipally-requested topics, and
- ❖ Statewide trainings delivered at the regional level.

CVRPC produces an e-newsletter that contains information about ongoing events, project and program updates, municipal and other assistance, and general education. CVRPC's Facebook page and website host training opportunities, project and program information, and publication resources.

MUNICIPAL ASSISTANCE - CVRPC assists local communities and their boards/committees to achieve their community visions and goals. Our Geographic Information Systems (GIS) mapping and analysis capabilities are an integral part of ongoing projects at the Commission, as well as a standalone area of work. Municipalities receive up to 12 hours of GIS services at no charge each year.

Throughout the year, municipalities identify assistance needs. Thus far for FY23, services requested are:

- ❖ *Barre City* – Stormwater project implementation; Local Emergency Management Plan; on demand public transit study assistance; brownfield site assessment; bridge and culvert inventory; and road erosion inventory
- ❖ *Barre Town* – Local Emergency Management Plan; bridge & culvert assessment; and traffic counts
- ❖ *Berlin* – New Town Center implementation assistance (Rt.62/Berlin Mall Road realignment funding plan and grant writing); Local Emergency Management Plan; on

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- demand public transit study assistance; traffic counts; bridge and culvert inventory; and Fisher Road Road Diet Advisory Committee participation.
 - ❖ *Cabot* – Village Center Designation application; Local Emergency Management Plan; and Planning Commission trainings
 - ❖ *Calais* – statutory consultation; stormwater project implementation; Local Emergency Management Plan; and Continuity of Operations Plan
 - ❖ *Duxbury* – Local Emergency Management Plan
 - ❖ *East Montpelier* – Enhanced energy plan
 - ❖ *Fayston* - Local Emergency Management Plan; Local Hazard Management Plan; bridge and culvert inventory; grant writing for Town Plan update; and Planning Commission training
 - ❖ *Marshfield* – Recreation economy planning; Local Emergency Management Plan
 - ❖ *Middlesex* – Local Emergency Management Plan; Town Hall grant administration; and sidewalk construction project management
 - ❖ *Montpelier* – MyRide Advisory Committee; recreation economy collaborative; and Local Emergency Management Plan
 - ❖ *Moretown* – Statutory consultation; bridge and culvert inventory; stormwater project construction; Zoning Administrator training, and Local Emergency Management Plan
 - ❖ *Northfield* – Traffic count; trails coordination; and Northfield Falls crosswalk planning
 - ❖ *Orange* – Capital improvement planning; Town Forest trails mapping; and Local Hazard Mitigation Plan
 - ❖ *Plainfield* – Local Emergency Management Plan; stormwater project construction; and intersection/village center follow up
 - ❖ *Roxbury* - Local Emergency Management Plan; Village Center Designation implementation assistance; water and wastewater planning; bridge and culvert inventory; and ash tree inventory and management plan
 - ❖ *Waitsfield* – Bridge and culvert inventory
 - ❖ *Warren* – Window Dressers and solar project energy implementation; and statutory consultation
 - ❖ *Washington* – Bridge and culvert inventory
 - ❖ *Waterbury* – Undefined
 - ❖ *Williamstown* – Statutory consultation; Village Center Designation renewal; bridge and culvert inventory; and stormwater master plan implementation
 - ❖ *Woodbury* – Bylaw modernization, bridge and culvert inventory Local Emergency Management Plan; stormwater project implementation; and grant writing
 - ❖ *Worcester* – Bridge and culvert inventory; and Local Emergency Management Plan

CVRPC welcomes additional requests for assistance throughout the year. Requests are filled on a first come, first served basis based on staffing capacity.

Modernizing Mobility

Transportation investments fuel growth in Central Vermont. CVRPC staff works closely with the Transportation Advisory Committee (TAC) and the Vermont Agency of Transportation (VTrans) regarding regional transportation needs through the Transportation Planning Initiative (TPI). Significant projects for FY23 include:



- assist Northfield to implement its Ridge + River Routes study, including intermunicipal coordination,
- conduct a traffic calming/Complete Streets study for Barre City's Berlin Street corridor,
- develop a funding and implementation plan for the Rt. 62/Berlin Mall Road intersection with Berlin,
- assist Orange with transportation capital improvement planning;
- initiate municipal discussions regarding the potential for Rt.14 corridor planning related to village centers,
- participate in on-demand transit planning for the Barre area;
- municipal assistance to meet requirements of the VT Clean Water Act,
- hosting road foremen roundtables, bridge and culvert inventories, and
- assisting the Regional Elders and Persons with Disabilities Advisory Committee (REDPAC) to transition to a mobility committee.

CVRPC conducts traffic, turning movement, and bicycle and pedestrian counts; culvert, sign, sidewalk, road erosion, and ash tree inventories; and park-and-ride lot capacity surveys for the Region's facilities. This work provides data to accompany local knowledge. It positions municipalities to secure funds that augment municipal budgets and enables informed decision making.

CVRPC staff continue to assist municipalities to prepare for the Municipal Roads General Permit (MRGP). The Permit became active in 2018. CVRPC will complete a road erosion assessment for Barre City and culvert inventories for multiple municipalities in FY23. Staff will assist communities with Better Roads grant applications to implement transportation capital budgets projects. The Program's goal is to promote the use of erosion control and maintenance techniques that save money while protecting and enhancing Vermont's lakes and streams.

CVRPC staff extends municipal capacity by connecting municipalities to State resources and providing assistance in accessing State programs. CVRPC coordinates Road Safety Audits to identify short-term road safety improvements for crash sites. We also assist with Better Roads, Bicycle and Pedestrian, Better Connections, Transportation Alternatives Program, and other grant applications. RPCs have worked with municipalities to build program understanding of the Municipal Grants in Aid program for several years. For FY23, Grants in Aid program assistance will transition from RPCs to VTrans and be integrated with the Better Roads program.

Strengthening Community Resilience

CVRPC continues work with communities and other partners to increase the resiliency of roads, bridges, and neighborhoods and to enhance community preparedness as storm events increase in number and intensity.

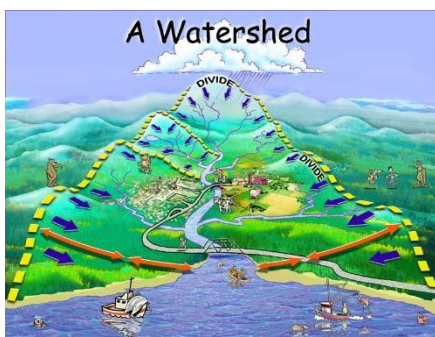


In FY23, CVRPC will:

- ❖ help communities plan, implement, and seek funding for hazard mitigation projects,
- ❖ assist municipalities to transition Local Emergency Management Plans to the State's new e-platform,
- ❖ support Local Hazard Mitigation Plan updates for 2-4 municipalities,
- ❖ assist 2 municipalities with development of Continuity of Operations Plans,
- ❖ staff the State Emergency Operations Center during severe weather events to connect municipalities with resources and increase awareness of road closures and hazards,
- ❖ increase local official knowledge and skills through education and trainings, such as Incident Command Systems courses and the State Emergency Preparedness Conference,
- ❖ coordinate and participate in state and local public safety exercises and drills,
- ❖ assist the Regional Emergency Management Committee (REMC) to plan and implement projects that benefit from cross municipal cooperation, and
- ❖ assist interested municipalities to meet requirements under the Emergency Relief Assistance Fund (ERAF) rules.

CVRPC assists communities with emergency management and public safety using funding from Vermont Emergency Management and the Federal Emergency Management Agency.

Advancing Clean Water



CVRPC continues to be active in water quality and river management activities in the Region. Many of these activities are aimed at assisting municipalities to protect critical infrastructure like roads, bridges, and water/sewer lines, to restore floodplain areas and river buffers, and to implement clean water projects. Watershed organizations leverage CVRPC's planning services into on-the-ground project benefits. Both the VT Department of Environmental Conservation and municipalities use CVRPC as a knowledgeable, local project manager to complete implementation projects efficiently. CVRPC uses multiple funding sources

for its watershed services and projects, primarily Clean Water Funds and the Ecosystem Restoration Program.

In FY23, CVRPC will:

- ❖ work with municipalities to identify, develop and fund projects that mitigate conflicts between infrastructure and streams,
- ❖ work with communities on understanding requirements for participation in the National Flood Insurance Program (NFIP) and its Community Rating System, a voluntary program that rewards community

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- ❖ floodplain management activities with flood insurance premium rate reductions,
 - ❖ participate in State and municipal efforts to implement the Lamoille and White River Tactical Basin Plans, including prioritizing projects,
 - ❖ engage municipalities in the State’s Tactical Basin Planning efforts for the Winooski Basin,
 - ❖ assist municipalities with stormwater project design and implementation,
 - ❖ assist municipalities and watershed organizations to identify and protect water resources in the region via town planning, land use regulation, and project implementation,
 - ❖ assist the State to develop tools municipalities can use to plan and assess protection mechanisms for forest blocks and connecting corridors,
 - ❖ improve flood resilience in headwaters by identifying and assisting municipalities to implement strategies for upland forest management,
 - ❖ coordinate water quality work with transportation and emergency planning efforts including workshops for road crews and outreach related to river corridors and flood mitigation, and
 - ❖ subgrant funds as the Winooski River Basin Clean Water Service Provider to develop, design, and implement projects.

Cultivating Energy Transitions

CVRPC’s Regional Energy Plan focuses on meeting Vermont’s energy goal of having renewable energy sources provide 90% of the state’s total energy demand by 2050. The Regional Plan attained a Certification of Energy Compliance, which provides it with substantial deference in the Certificate of Public Good process (Section 248).



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In FY23, CVRPC will work with other regional organizations and municipalities to implement local and regional energy plans. CVRPC will host energy roundtables, support local energy committees, and foster connections between energy planning and climate change resilience.

Supporting Regional Entities

CVRPC provides services through fee-for-service arrangements. Geographic Information System (GIS) services are provided to municipalities, non-profit partners, and – as time and resource permit – private entities. These services assist people to understand and visualize data and make decisions based on the best information.

Our accounting services are provided to inter-municipal organizations and regional non-profits. These services leverage value and security for CVRPC’s member municipalities, who participate in or contribute funds to the served organizations. For FY23, CVRPC will provide bookkeeping services and staff support to the Wrightsville Beach Recreation District, and assist the Cross Vermont Trails Association with payroll.

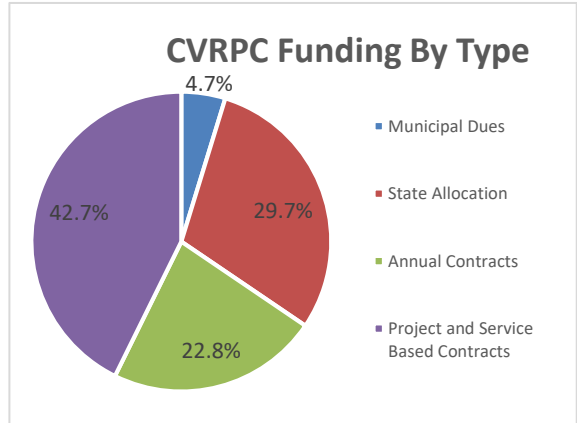
CVRPC provides administrative services to CVFiber in support of its efforts to increase broadband accessibility.

CVRPC welcomes additional requests for assistance throughout the year. Requests are filled on a first come, first served basis based on our capacity.

Resourcing Operations

FINANCE - Funding for the Commission’s \$1.83 million budget comes from a combination of core sources, special projects, and town dues. In FY23, this includes:

- ❖ \$545,167 – Legislative allocation through the Agency of Commerce and Community Development (30%),
- ❖ \$418,112 – Annual contracts with the Agency of Transportation, Vermont Emergency Management, Agency of Natural Resources, and Fee For Services (23%),
- ❖ \$782,733 – Project specific contracts (43%), and
- ❖ \$86,985 - Town Dues (4%)



Except for municipal dues, all other funding is associated with a work program and defined deliverables. Municipal dues are a critical investment in regional shared staffing. Their flexibility leverages special projects and transportation planning funds that benefit municipalities.

The Commission’s annual audit is posted to its website, www.centralvtplanning.com.

The Commission has a four-year plan for equipment upgrade and replacement. It maintains a long-term reserve fund. These resources help to cushion the impact of fluctuating funding and help to preserve the Commission’s ability to provide services.

A 10-year reserve fund replenishment plan was initiated in FY16. CVRPC reached its second interim goal of \$200,000 in FY21, four years early. Equipment purchases planned for FY23 include a new server and conference room furnishings.

STAFFING - Staffing in FY23 will include 10 employees comprising 9.3 Full Time Equivalent: Executive Director, Office Manager, Senior Planners (4), Planners (3), and Assistant Planner (1). The Commission hires seasonal interns (Planning Technicians) and temporary staff as needed. It will also hire contractors to assist with technical projects under its transportation, natural resources, and brownfields programs.

| <i>FY23 Staff</i> | |
|--------------------------|---------------------|
| Ashley Andrews | Planner |
| Blaine Hoskins | Assistant Planner |
| Bonnie Waninger | Executive Director |
| Brian Voigt | Senior Planner |
| Clare Rock | Senior Planner |
| Christian Meyer | Senior Planner |
| Keith Cubbon | Planner |
| Nancy Chartrand | Office Manager |
| Nick Pellegrini | Planning Technician |
| Rachel Bogart | Planning Technician |
| Samantha Lash | Planner |
| Vacant | Senior Planner |

Recognizing Service

Board of Regional Commissioners

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|----------------------|---|
| <i>Barre City</i> | <i>Janet Shatney, Sec/Treas</i> <i>Vacant, Alt.</i> |
| <i>Barre Town</i> | <i>George Clain</i> <i>Michael Gilbar, Alt.</i> |
| <i>Berlin</i> | <i>Bob Wernecke</i> <i>Karla Nuissl, Alt.</i> |
| <i>Cabot</i> | <i>Amy Hornblas</i> |
| <i>Calais</i> | <i>John Brabant</i> <i>Jan Ohlsson, Alt.</i> |
| <i>Duxbury</i> | <i>Alan Quackenbush</i> <i>David Wendt, Alt.</i> |
| <i>E. Montpelier</i> | <i>Spencer Hardy</i> <i>Vacant, Alt.</i> |
| <i>Fayston</i> | <i>Vacant</i> |
| <i>Marshfield</i> | <i>Vacant</i> |
| <i>Middlesex</i> | <i>Ron Krauth</i> |
| <i>Montpelier</i> | <i>Vacant</i> <i>Gabriel Lajeunesse, Alt.</i> |
| <i>Moretown</i> | <i>Dara Torre</i> <i>Joyce Manchester, Alt.</i> |
| <i>Northfield</i> | <i>Laura Hill-Eubanks</i> |
| <i>Orange</i> | <i>Lee Cattaneo</i> |
| <i>Plainfield</i> | <i>Paula Emery</i> <i>Bob Atchinson, Alt.</i> |
| <i>Roxbury</i> | <i>Gerry D'Amico, Vice Chair</i> |
| <i>Waitsfield</i> | <i>Don La Haye</i> <i>Harrison Snapp, Alt.</i> |
| <i>Warren</i> | <i>Alexis Leacock</i> <i>J. Michael Bridgewater, Alt</i> |
| <i>Washington</i> | <i>Peter Carbee</i> |
| <i>Waterbury</i> | <i>Steve Lotspeich, Chair</i> |
| <i>Williamstown</i> | <i>Richard Turner</i> |
| <i>Woodbury</i> | <i>Michael Gray</i> |

The Commission appreciates the thoughtful contributions of volunteers who serve as Regional Commissioners and Alternates and participate on municipal boards and committees. Your service enables effective local government and builds strong links between local and regional planning.