



BOARD OF COMMISSIONERS

October 11, 2022 at 6:30 pm

Remote Participation via Zoom¹

<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

Or find your local number: <https://us02web.zoom.us/u/kcjBhj3bIX>

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

Physical Location - 29 Main Street, Suite 4, Montpelier

(Facial coverings required for in-person participation)

Page **AGENDA**

6:30² Introductions

Adjustments to the Agenda

Public Comments

2 **6:35 FY23 Work Plan and Budget, Bonnie Waninger** (enclosed)

Presentation and questions.

6:50 Acting Director Appointment³

7:00 Central Vermont Economic Development Corporation Update, Jamie Stewart,
Executive Director

26 **7:15 West Central Vermont Strategic Economic Development Strategy** (enclosed)

50 **8:20 Minutes³** (enclosed)

63 **8:25 Reports** (enclosed)

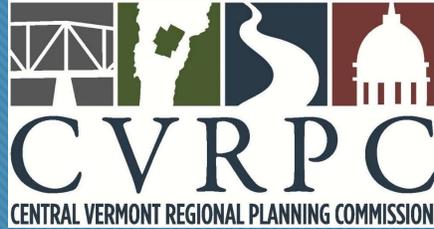
Update/questions on Staff and Committee Reports

8:30 Adjourn

Next Meeting: November 8, 2022

¹ Persons with disabilities who require assistance or alternate arrangements to participate in programs or activities are encouraged to contact Nancy Chartrand at 802-229-0389 or chartrand@cvregion.com at least 3 business days prior to the meeting for which services are requested.

² Times are approximate unless otherwise advertised.



FY23 Work Program & Budget

09/13/22 Board of Commissioners Presentation

5-Year Goals



GOAL 1: Enhance Financial Security

CVRPC retains the financial resources and adopts policies to support its mission and work priorities and to continue operating in fiscally challenging times.

GOAL 2: Create Operational Excellence

CVRPC builds a workplace and philosophy in which problem-solving, teamwork, and leadership results in ongoing improvement of the organization.

GOAL 3: Enhance Services

CVRPC focuses on the needs of member municipalities, and continually works to increase their desire and ability to work cooperatively on regional issues.

GOAL 4: Position CVRPC as Leader and Partner

CVRPC assists others to achieve their goals, and in doing so, achieves its goals.

FY23 Overall Goal

Build our Post-Pandemic Future



Goal	Strategy
1. Financial Security	Maintain a balanced budget Continue strengthening financial reserves
2. Operational Excellence	Enhance the office space to support operations and service delivery Return to in-office operations Stabilize staffing
3. Service Enhancement	Support municipal pandemic recovery needs Initiate Clean Water Service Provider activities Launch the Regional Plan update
4. Leadership	Strengthen partnerships using CVRPC's core skills – conversation facilitation, data collection and analysis, and strategic planning Continue integrating CVRPC and municipal interests into partner efforts

FY23 Work Plan

Project Transitions



Carryover Initiatives

- ❖ Stormwater design/construction
- ❖ Hazard mitigation plans
- ❖ Climate & energy implementation
- ❖ Clean Water Service Provider planning
- ❖ Brownfield assessment
- ❖ Modernizing zoning

New Efforts

- ❖ Stormwater design/construction
- ❖ Health equity planning
- ❖ Clean Water Service Provider implementation
- ❖ Regional Plan update
- ❖ Bicycle and pedestrian planning integration pilot

Retiring Activities

- ❖ Forest integrity planning
- ❖ Comprehensive economic development strategy development
- ❖ Pandemic response
- ❖ Transportation municipal project management
- ❖ Grants in Aid municipal support (program transition to VTrans)

FY23 Work Plan Highlighting Services

MUNICIPAL BRIDGE & CULVERT INVENTORY

INTRODUCTION
The Central Vermont Regional Planning Commission (CVRPC) is pleased to announce the completion of the Municipal Bridge & Culvert Inventory (MBCI) project. This project was a collaborative effort between CVRPC and 15 municipalities in the region. The project involved a comprehensive field survey of all bridges and culverts in the region, resulting in a detailed inventory of their condition and location. This information is crucial for local governments to plan for future infrastructure investments and to ensure the safety and reliability of the region's transportation network.

METHODOLOGY
1. Prior to Field Work:
• Download the official bridge and culvert inventory map of the Vermont municipality inventory database.
• Conduct a preliminary field survey to identify areas where CVRPC employees will be conducting the inventory.
2. In the Field:
• Assign a team to conduct the inventory in a specific geographic area.
• Conduct a visual inspection of the bridge and culvert structure, including the approach, abutments, and roadway.
• Record the location, structure type, and condition of each structure.
• Photograph the structure and roadway from the structure.
• Store the data and upload files to the database.

WHY?
Bridges provide vital connections across natural barriers and are critical components of regional and local transportation systems. The inventory provides the information needed to assess the condition of the region's bridges and culverts, identify areas of concern, and plan for future investments. This information is also used to develop maps highlighting local resources and future land use areas.

FOR MORE INFORMATION
Visit our website at www.cvrpc.org or contact us at info@cvrpc.org.
QR Code:

Project Description

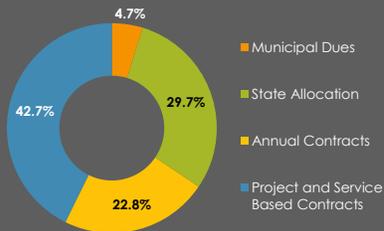
Under contract with the Town of Woodbury, CVRPC worked with the local Planning Commission to update the 2008 municipal plan. The planning process spanned 18 months and culminated in Select Board adoption in December 2021.

- Synthesized data, identified trends, and undertook research on local demographics, housing stock, jobs and employment, energy consumption, transportation network and commuting patterns, municipal facilities and natural resources.
- Worked collaboratively with members of the Planning Commission to identify broad goals and associated actions. Created user-friendly Implementation Program for incorporation into the Plan.
- Designed public meetings and stakeholder engagement utilizing online survey platforms, incorporated input and comments into plan.
- Utilized GIS to develop maps highlighting local resources and future land use areas.
- Drafted narrative, formatted document, and coordinated local review process which resulted in an informative, accessible, adopted plan.

Central Vermont Regional Planning Commission

FY23 Budget Enabling Services

CVRPC Funding By Type



The Commission's \$1.8 million budget draws from a combination of sources:

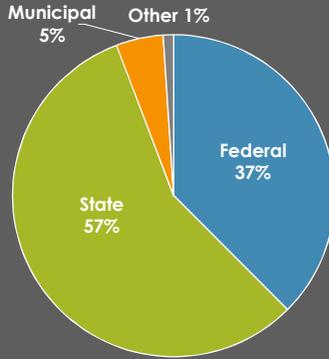
- ❖ **\$86,985 – Municipal dues** provide a base for CVRPC operations, serve as match to leverage grants, and demonstrate municipal engagement (4%)
- ❖ **\$545,167 – Legislative allocation** through the Agency of Commerce and Community Development (30%)
- ❖ **\$418,112 – Annual contracts** with the Agency of Transportation, Vermont Emergency Management, Agency of Natural Resources, and Fee For Services (23%)
- ❖ **\$782,733 – Project specific contracts** for targeted efforts that implement local and regional goals (43%)

FY23 Budget Revenue & Expense Highlights

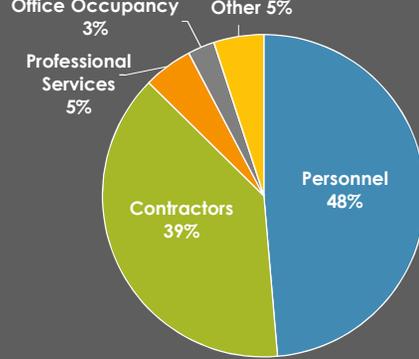
CVRPC is a knowledge-based organization.

It extends municipal capacity through a regional pool of professional staff and project contractors.

Revenue by Source



Expenses by Type



CVRPC Staff



Bonnie Waninger
Executive Director



Nancy Chartrand
Office Manager



Keith Cubbon
Emergency Management & Transportation Planner



Jon Ignatowski
Land Use Planner



Samantha Lash
Climate & Energy Planner



Vacant

Vacant
Land Use Assistant Planner



Christian Meyer
Transportation Senior Planner



Clare Rock
Land Use Senior Planner



Brian Voigt
GIS/IT & Natural Resources Program Manager



New Position

Vacant
Land Use Senior Planner



Modified Position

Vacant
GIS & Natural Resources Planner



Modified Position

Vacant
Transportation Planner



MEMO

Date: June 5, 2022
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: FY23 Work Plan and Budget

☒ **ACTION REQUESTED:** Adopt the FY23 work plan and budget.

Setting

The COVID-19 pandemic continues to present unique challenges with development of a realistic budget and work program. Federal funds to support pandemic response and recovery have boosted available local and state funds and requests for services. Funds are expected to remain plentiful through 2025; when ARAP funding ends, available State and Federal funds may decline sharply.

The pandemic, combined with demographic trends, has resulted in earlier than anticipated exits from the workforce for those ages 60+. In response, wages have begun rising at an increasing pace and costs are increasing to retain workforce and for consumer goods. For New England, wages had been increasing steadily pre-pandemic at 1.6-2.1% per year. From March 2021 to March 2022, wages rose 5.2%. This trend is expected to accelerate as the number of workforce-eligible individuals continues to decline. Increasingly, municipalities are contacting CVRPC for temporary assistance with zoning administration because of an inability to hire. CVRPC is facing a similar issue with employee recruitment and for when hiring consultant services.

The Legislature supported a substantial RPC base funding increase for FY23. RPCs essentially have been level funded since 2001, and the increase will help CVRPC be more competitive in hiring and retaining workforce.

Equity and inclusion activities and requirements are being incorporated into service agreements and contracts. ACCD, VTrans, ANR, and the Dept. of Health have included specific equity and inclusion tasks, reporting requirements, and/or criteria for success. The FY23 budget incorporates assistance from a JEDI consultant, after a scope of work has been defined.

Highlights

The proposed FY 2023 budget projects net income of \$120,503. It should be noted that \$119,200 in cash outlays for capital improvements are not included as expenses because these costs will be depreciated over the life of the asset (ex. office lease term or furniture or server life).

Additional community development funds reflect the shift from pandemic response to recovery. Natural resources funds reflect stormwater construction projects and acceleration of Clean Water Service Provider

(CWSP) activities. From an expense perspective, professional services for audit will increase substantially. Overall, this starting point places CVRPC in a good position for the year.

Revenues: \$1,832,997

Revenues are front-loaded for the first three months of the fiscal year. CVRPC anticipates a carry forward of ~\$42,000 in ACCD annual funds into FY23. TPI and EMPG have significant carry forward balances that expires on 09/30. If those are not used, revenues could be reduced up to \$20-50,000. CVRPC intended to support a transportation study for Barre City. Unfortunately, consultants did not respond to the proposal solicitation. Summer field work and a new Emergency Management/Transportation Planner hire should assist with fund draw down.

Water quality continues to be a strong part of CVRPC's service portfolio. Two significant stormwater projects are scheduled to be constructed. Implementation funding for CVRPC's Clean Water Service Provider (CWSP) role have not been incorporated into the budget given the pace at which the CWSP effort is proceeding. CWSP guidance for Chapters 2, 3 and 4 are in draft form, and draft Chapters 5-9 have not been released for review.

VTrans provided a 5% funding increase and one-time funding to map regional bicycle route improvement priorities and pedestrian facility improvement priorities.

H.518/Act 41 supports an energy resilience program for municipal buildings. The Act also provides funding to RPCs to assist municipalities with accessing the program. CVRPC anticipates it may receive as much as \$200,000 through the program. CVRPC's FY23 budget incorporates only \$25,000 for the program since a delay in rolling out the program has occurred. Also, initial information about the program may result in limited ability for rural municipalities to access the program.

Expenses: \$1,712,494

Direct expenses flex with the makeup of one-time projects. Services of an equity and inclusion consultant guide were included.

CVRPC's administrative expense are predictable. Expenses other than wages, benefits, and professional services were reflect staff returning to the office three days per week, and adjust for office reopening and a return to in-person meetings. Staff did not receive wage increases in FY22 as revenues were lower than anticipated; modest increases were incorporated into the FY23 budget. If supported by actual revenue trends, additional adjustments may occur in January 2023 to continue building compensation competitiveness. Health insurance premiums are presumed to increase by 10%. A new senior planner position has been budgeted.

One-time administrative expense increases include:

- unemployment insurance, which increased substantially.
- server replacement or cloud file share services. While cloud services may appear to be more expenses than a server, the costs are comparable when contractor, IT staff, and down time for server issues is taken into account over the life of a server.
- furnishings that allows full use of CVRPC's expanded conference room and supports an ergonomic and professional work environment for employees.

Reserves: \$690,367

In May 2016, CVRPC established five year strategic goals. Goal 1 was to enhance financial security. Increasing CVRPC's reserve fund was one strategy for reaching the goal. Most auditors and the National Association of Development Organizations advise RPCs to have six months operating reserves given the federal budget environment. For CVRPC in FY23, this equates to ~\$507,748.

In May 2016, CVRPC's reserve balance was \$11,000. As of May 31, 2022, CVRPC has a reserve balance of \$690,367 and an unrestricted reserve balance of \$377,227. While the reserve balance appears to be in excess of CVRPC's needs, project advances that will be used in the upcoming year are artificially inflating reserves. These funds are deferred revenues and restricted funds that can be used only for their stated purposes. The reserve balance will fall back to the unrestricted balance by fiscal year's end.

With the Executive Committee's approval, the majority of funds that would be contributed to reserves in FY23 will be diverted to leaseholder improvements to continue reshaping the office for better utilization of space.

Projections

Revenues: CVRPC has applied for funds or anticipates service requests that may augment current revenues.

- Municipal Planning Grant services: Staff anticipates project assistance requests from Fayston and Roxbury.
- Local Hazard Mitigation Plan Updates: The City of Barre and Towns of Northfield and Waitsfield will be releasing Requests for Proposals. CVRPC will bid on these projects and may be awarded one or more contracts.
- Stormwater project designs and implementation: DEC will be releasing a Request for Proposals to assist Calais and Woodbury with stormwater project implementation. CVRPC will submit a proposal. MARC recently released its Request for Proposals for stormwater project design and implementation. CVRPC will submit three projects for the Town of Fayston. CVRPC may be awarded one or more contracts.
- Clean Water Service Provider project implementation – No implementation funds were included in the FY23 budget. DEC has indicated contracts will be amended for implementation activities. It has not provided amounts beyond its preliminary estimate of \$1.2 million in 2021. At the pace this effort is moving, implementation funding is not projected to be received until at least October 2022, and more likely January 2023. Given the uncertainty of timing, no revenues were incorporated.

Expenses: Goods, services, and personnel costs will continue to increase. The Consumer Price Index (CPI) is based on prices of food, clothing, shelter, and fuels, transportation fares, charges for doctors' and dentists' services, drugs, and the other goods and services that people buy for day-to-day living. New England prices are increasing at a faster rate than the Northeast Region as a whole. The primary driver of cost increases appears to be energy costs, which translate into higher costs for most products and services.

The Employment Cost Index examines wage and benefit changes over time. Wage increases are expected to drive employer costs higher based on a limited workforce pool. The upcoming State bargaining unit negotiations may provide insights into how CVRPC's costs can be expected to increase.

Central Vermont Regional Planning Commission

FY23 Budget

Adopted by the Executive Committee / /22

Steve Lotspeich, Chair

Line		06/30/20	06/30/21	02/28/22	07/05/22	Difference	Percent Change	Notes
		FY20 Audited	FY21 Audited	FY22 Budget	FY23 Budget			
1	REVENUES	1,456,116	1,017,217	1,000,332	1,832,997	832,665	83.2%	
2								
3	Community Development	53,963	35,762	25,044	144,902	119,858	478.6%	New contracts
4	Fee for Service	7,704	13,522	11,900	13,200	1,300	10.9%	
5	Municipal Contracts	53,054	76,353	31,322	5,434	(25,888)	-82.7%	Contracts ending
6	Natural Resources	651,288	116,796	224,012	649,556	425,544	190.0%	Varies annually with project mix
7	Other Income	846	6,672	600	852	252	42.0%	
8	Public Safety	103,686	175,755	66,901	86,515	19,614	29.3%	
9	Regional Planning Funds (ACCD)	267,188	267,580	318,064	545,167	227,103	71.4%	Increase in base funding & carry over funds
10	Municipal Dues	78,005	79,875	81,999	86,985	4,986	6.1%	
11	Transportation	240,381	244,903	240,490	300,386	59,896	24.9%	TPI increase and special task
12								
13								
14		FY20 Audited	FY21 Audited	FY22 Budget	FY23 Budget	Difference 0	Percent Change	Notes
15								
16	EXPENSES	850,911	954,131	1,017,742	1,712,494	694,752	68.3%	
17								
18	Contractor Services	521,582	159,872	197,519	663,181	465,662	235.8%	Varies with project mix
19	Copy/Print	4,394	3,470	4,111	4,111	0	0.0%	
20	Debt Repayment	0	0	0	0	0	-	
21	Depreciation	5,316	5,240	3,433	4,500	1,067	31.1%	Varies with capital improvements
22	Dues/Memberships/Sponsorships	10,398	10,381	10,795	10,783	(12)	-0.1%	
23	Fringe Benefits	141,229	154,115	150,711	231,045	80,334	53.3%	Varies with employee choice; new position
24	Insurance	1,946	6,793	4,954	5,045	91	1.8%	
25	Meeting/Programs	11,276	2,738	2,920	9,460	6,540	224.0%	Anticipate resumption of in-person meetings
26	Miscellaneous Expense	4,000	5,224	5,730	5,730	0	0.0%	
27	Office Occupancy	43,903	44,463	47,523	46,123	(1,400)	-2.9%	
28	Professional Services	69,166	72,654	74,500	84,500	10,000	13.4%	Audit services increase
29	Software / Licenses	6,436	8,239	12,901	12,531	(370)	-2.9%	
30	Supplies	15,276	7,765	15,348	11,848	(3,500)	-22.8%	
31	Telephone / Internet	7,170	6,728	7,080	7,080	0	0.0%	
32	Travel	8,819	6,412	3,197	14,751	11,554	361.4%	Anticipate resumption of in-person meetings
33	Wages	440,052	460,037	477,020	601,806	124,786	26.2%	Town new positions from FY22
34								
35	BAL END	605,205	63,086	(17,410)	120,503	137,913	-792.1%	
36	Bad Debit/Adjustment	58	1,270	(1,425)	0	1,425		
37	Capital Investments							Depreciated over life of item; see line 21
38	Equipment				39,200			Conference room furnishings (19,200); server replacement or move to cloud (12-20,000)
39	Leaseholder Improvements				80,000			Phase 2 office construction
40	RESERVES	49,380	55,000	0	0	0	100.0%	
41	General Reserves	49,380	55,000	0	0	0	100.0%	
42	Capital Equipment	0	0	0	0	0	100.0%	
43	Leaseholder Improvements	0	0	0	0	0	0.0%	

Note: CVRPC fiscal year is July 1 - June 30.

Central Vermont Regional Planning Commission

FY23 Budget

As of 07/05/22

Total Revenues				\$1,832,997
Line	Account No.			
1		Community Development		\$144,902
2	4220	MARC Brownfields	\$39,000	35,000 contractor pass through
3	4230	NRPC NRBC Grant Administration	\$1,421	Grant administration coaching
4		H.518 Municipal Resilience	\$25,000	Support municipal building energy assessments/improvements
5	4215	CCRPC Regional Economic Strategy	\$5,000	4-region Comprehensive Economic Development Strategy (Regional Plan element)
6	4247	LCPC Health Equity	\$40,200	3,000 stipend pass through
7		USDA RD Plainfield Co-op	\$29,931	Plainfield Co-op business development assistance
8		Plainfield Co-op Partner Match	\$4,350	Cash match provided by project participants
9				
10		Fee for Service		\$13,200
11	4308	Wrightville Beach Recreation District Bookkeeping	\$4,700	
12	4302	Cross Vermont Trail Association Admin Services	\$1,200	
13	4315	CVFiber Admin Services	\$7,000	
14		CVFiber Planning Services	\$0	
15	4304	GIS Mapping	\$300	
16				
17		Municipal Contracts		\$5,434
18		Barre City REI	\$0	Road erosion inventory
19	New	Orange LHMP	\$5,434	Local Hazard Mitigation Plan update
20			\$0	
21				
22		Natural Resources		\$649,556
23	4501	604b Water Quality Planning	\$3,636	
24	4516	Tactical Basin Planning	\$25,423	Municipal outreach, Basin Plan assistance
25	4500	DEC Clean Water Service Provider	\$70,115	Program administration, project implementation
26	4519	DIBG Barre Auditorium SW Final Design	\$37,793	Contract signing in process
27	4519	DIBG Moretown School SW Construction	\$314,051	Contract signing in process
28	4530	DEC Plainfield Gully SW Construction	\$198,038	16,950 contractor pass through
29	4525	FWR Water Wise Woodlands	\$500	Resilience planning in Upper Winooski watershed
30				
31		Other Income		\$852
32	4999	Miscellaneous	\$0	
33	4901	Interest	\$480	
34	4905	Dividends	\$372	
35				
36		Public Safety		\$86,515
37	4602	VEM Emergency Mangmt Performance Grant (EMPG)	\$82,996	Preparedness, assistance, and education
38	4630	RRPC ARPA	\$3,289	Municipal assistance
39	4611	VEM State Emergency Operation Center MOA	\$230	Disaster event support
40				

Central Vermont Regional Planning Commission

FY23 Budget

As of 07/05/22

Total Revenues				\$1,832,997
Line	Account No.			
41	Regional Planning Funds (ACCD)			\$545,167
42	4100	ACCD Annual	\$461,667	Local and regional planning & implementation
43	4100	ACCD Climate & Energy Planning	\$46,000	Municipal, regional & state plan implementation
44	4100	ACCD Pandemic	\$37,500	For increased workload due to the pandemic
45				
46	4701	Municipal Dues		\$86,985
47				
48	Transportation			\$300,386
49	4804	VTrans Transportation Planning Initiative (TPI)	\$292,627	50,000 contractor pass through
50	4803	Municipal Grants in Aid Equipment	\$7,759	Support road erosion BMPs & equipment purchases

Notes: Orange shading denotes risk areas, such as annual contracts that will not be confirmed until the fiscal year has begun, grant award not under contract, and prospective contracts with a reasonable expectation of award.

Central Vermont Regional Planning Commission

FY23 Budget

As of 07/05/22

Total Expenses	\$1,712,494
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Line	Account No.			
1	5315	Contractor Services		\$663,181
2		ACCD	15,000	Equity and inclusion coaching
3		H.518 Municipal Resilience	0	
4		MARC Brownfields	35,000	Brownfield assessments
5		LCPC Health Equity	3,000	Participant stipends
6		USDA RD Plainfield Co-op	22,260	Architect, marketing, financial feasibility, & internal readiness consultants
7		DEC Clean Water Service Provider	500	Legal & contract assistance
8		DIBG Barre Auditorium SW Final Design	35,744	Stormwater design
9		DIBG Moretown School SW Construction	306,627	Stormwater construction
10		DEC Plainfield Gully SW Construction	195,050	Stormwater construction
11		Transportation Planning Initiative (TPI)	50,000	Project scoping studies
12				
13	5325	Copy / Print		\$4,111
14	5327	Lease	2,311	Cost of new lease for FY23-26 unknown at this time, but anticipate this cost will increase
15	5326	Extra Copies	1,800	
16				
17	5320	Depreciation		\$4,500
18				
19	5360	Dues / Memberships / Sponsorships		\$10,783
20		VAPDA	5,500	Annual Dues
21		VT League of Cities & Towns	998	Access to unemployment insurance & other services
22		Nat'l Assoc. of Development Organizations	3,000	
23		Assoc. of State Floodplain Managers	285	Certified Floodplain Manager
24		Event Sponsorships	1,000	
25				
26	5000	Fringe Benefits		\$231,045
27	5101	FICA	46,038	Medicaid & Social Security taxes
28	5110	Health Ins.	144,509	
29	5112	Dental Ins.	8,516	
30		Vision Ins.	0	Not provided
31	5120	Retirement	21,315	5% of gross wages after 1 year employment
32	5115	Disability & Life Ins.	3,889	
33				
34	5130	Unemployment Ins.	1,238	VLCT Employment Resources and Benefits Turst
35	5135	Workers Comp Ins.	3,480	

Central Vermont Regional Planning Commission

FY23 Budget

As of 07/05/22

Total Expenses	\$1,712,494
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Line	Account No.			
36	5125	Technology Stipend	2,060	Assumes up to 3 months remote work for office construction
37				
38	5344	Insurance		\$5,045
39	5345	General Liability	1,538	Property/Vehicle/Fire
40	5346	Public Officials	3,507	Legal/Employment Practices Liability
41				
42		Debit Repayment		\$0
43		Line of Credit	0	Debt not anticipated
44		Interest	0	
45				
46	5350	Meetings / Programs		\$9,460
47		Administrative	1,000	
48		ACCD	5,400	
49		Community Development	0	
50		Municipal	0	
51		Natural Resources	0	
52		Public Safety	560	
53		Transportation	2,500	TAC & project mtgs
54		VAPDA	0	Jan meeting reimbursement
55				
56	5999	Miscellaneous Expense		\$5,730
57	5339	Gifts	380	Staff recognition, etc.
58		Equipment Repair & Service	400	100 telephone; 300 Traffic Counters
59	5380	Fees	630	500 Line of Credit; 100 misc; DCRA 30
60		Interest	10	
61	5355	Postage	710	Meter lease; 500 postage
62	5305	Advertising	3,600	Plan approval/adoption hearings, meeting & CWSP ads; position ads
63				
64	5370	Office Occupancy		\$46,123
65	5371	Rent	42,383	
66	5310	Office Cleaning	3,540	
67		Repairs & Other Maintenance	200	
68				

Central Vermont Regional Planning Commission

FY23 Budget

As of 07/05/22

Total Expenses	\$1,712,494
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Line Account No.

69		Professional Services		\$84,500
70	5202	Audit	18,000	Single Audit not anticipated
71	5201	Accounting	60,000	Accounting services, audit preparation, train new staff
72	5203	IT/Computer	2,700	425 quarterly maintenance; IT support as needed
73	5204	Legal	3,300	Bylaw update
74		Website Update	200	
75	5205	Videography	0	175/mo for Commission meetings
76	5200	Other	300	Archive document scanning; shredding services
77				
78	5375	Software / Licenses		\$12,531
79		ESRI GIS License	3,000	
80		Intuit Quickbooks	3,730	QuickBooks Desktop (+2 additional licenses), payroll module, QuickBooks Time
81		Microsoft Exchange 365	530	Remote access to email
82		Register.com	80	Domain names for email
83		Network Solutions	90	Domain for websites
84		Bit Defender	115	Antivirus license for up to 25 computers
85		Ormsby's Computer Systems	3,781	181 Acronis Server Backup License; 629 Cloud Storage License; FortiClient 423; 2548 server warranty (2 yrs)
86		Adobe Acrobat Pro 2020	705	Updates program and adds e-signature function
87		ArcGIS Credits	500	For online GIS presence (web maps) and storage of data
88				
89	5330	Supplies		\$11,848
90	5333	General Office	3,500	
91	5331	Equipment & Furniture	5,800	
92	5332	GIS	500	
93	5335	Subscriptions	1,698	Newspapers, virtual meeting subscriptions & associated video storage, e-news
94	5334	Billable Supplies	350	Transportation field supplies and meeting materials
95				

Central Vermont Regional Planning Commission

FY23 Budget

As of 07/05/22

Total Expenses	\$1,712,494
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Line	Account No.			
96	5385	Telephone / Internet		\$7,080
97		Telephone Lease/Service	5,400	Cost of new lease for FY23-26 unknown at this time, but anticipate this cost will increase
98		Internet Service	1,680	
99				
100	5390	Travel		\$14,751
101		Administrative	3,500	VAPDA, prof dev & other mtgs
102		ACCD	4,950	Local, regional, and state meetings
103		Community Development	255	
104		Municipal	17	Meetings
105		Natural Resources	554	Meetings
106		Public Safety	875	Site visits, meetings, CFM continuing ed requirement
107		Transportation	4,600	
108				
109	5001	Wages		\$601,806
110		Gross Pay	585,278	9.3 FTE plus Planning Techs; includes raises, bonuses, & payment in lieu of health insurance benefit
111		Compensatory Time	16,380	Year end estimate
112		Overtime	148	Non-exempt employee

Notes: Orange shading denotes risk areas, such as new equipment leases that will be bid this fiscal year.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Reserve Fund

As of 05/31/22

Reasons for Reserve Fund:

- to fund all cash flows of the organization;
- to ensure the Commission can continue to provide a useful level of services in times of tight budget years;
- to provide for emergency funds, should they be needed; and
- to ensure sufficient funding to close down, should that ever be the case.

Recommendation: **6 months minimum operating expenses**
\$512,284.97

Current Reserves: **\$690,367** (Goal: \$200,000 by 2025 or ~3 months operating expenses)
\$162,967 Unrestricted/Unassigned - General reserves
\$20,000 Unrestricted/Committed - Emergency equipment purchases & other capital expenses
\$43,620 Unrestricted/Committed - Accrued compensated absences (Paid Time Off liability)
\$100,000 Unrestricted/Committed - Office Renovation / Relocation
\$80,000 Unrestricted/Assigned - Office Renovation / Relocation
\$75,191 Restricted - Plainfield Gully Stormwater Construction
\$164,127 Restricted - ACCD
\$44,462 Restricted - MARC Brownfields

Unrestricted Reserves: **\$406,587**
Balance (+/-): **(\$105,698)**
No. Months Unrestricted Reserves: **4.8** Goal: 6 months unrestricted

Minimum Monthly Expenses:
Total \$85,381

Copy / Print	\$343
Fringe Benefits	\$19,254
Insurance	\$420
Miscellaneous Expense	\$478
Office Occupancy	\$3,844
Professional Services	\$7,042
Software / Licenses	\$1,044
Supplies	\$987
Telephone / Internet	\$590
Travel	\$1,229
Wages	\$50,151

Recommendations

1. Contribute \$25,600 per year to reach goal of \$200,000 by 2025 (~3 months operating reserves)
2. For this year, contribute \$0 to reserves. Support capital investments to improve office environment.
3. Recommended set aside should be reviewed annually and adjusted as needed.



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

-
- 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.

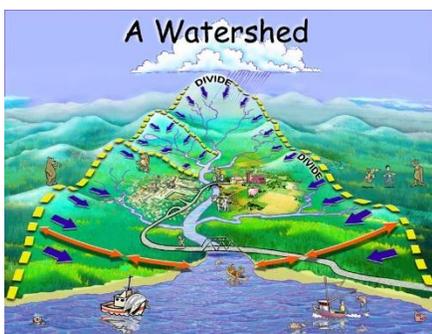


In FY23, CVRPC will:

- ❖ 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

-
- ❖ 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).



© Can Stock Photo - csp15354157

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.

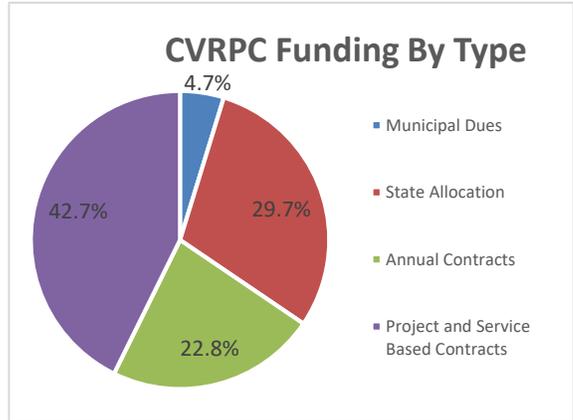
CVRPC provides administrative services to CVFiber in support of its efforts to increase broadband accessibility.

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

<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.

WEST CENTRAL VERMONT

Comprehensive Economic Development Strategy (CEDS)

October 11, 2022

As of September 13, 2022:

- ▶ Need additional time for review
- ▶ Remove Act 250 reform as an action
- ▶ Remove permit reform as an action
- ▶ Strengthen actions related to the rural economy and its needs
- ▶ Develop the equity section for review

CVRPC BOARD COMMENTS

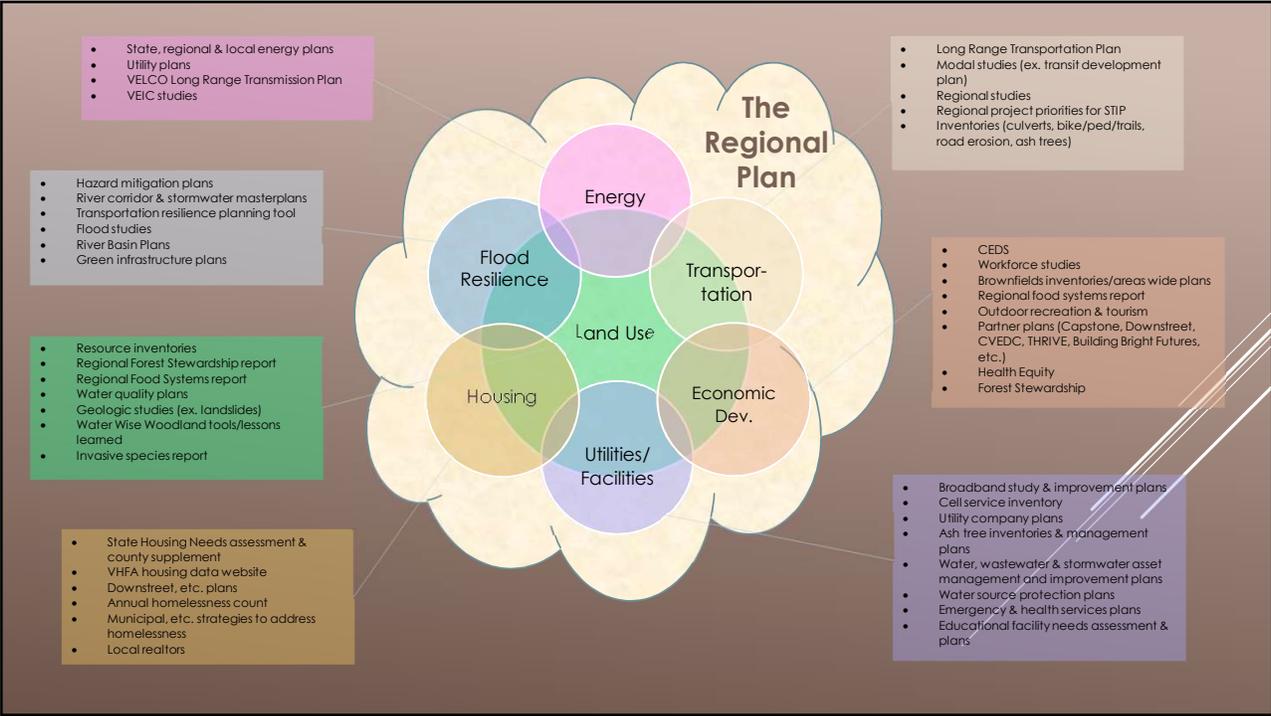
- ▶ Need additional time for review
 - ▶ *Partners requested 6-month grant extension; in discussion with EDA*
- ▶ Remove Act 250 reform as an action
 - ▶ *In discussion, removal anticipated*
- ▶ Remove permit reform as an action
 - ▶ *In discussion, making progress*
- ▶ Strengthen actions related to the rural economy and its needs
 - ▶ *Partners requested information about CVRPC needs*
- ▶ Develop the equity section for review
 - ▶ *Under development; seeking feedback from underrepresented entities*

PROGRESS TO DATE

- ▶ Need additional time for review
 - ▶ *Partners requested 6-month grant extension; in discussion with EDA*
- ▶ Remove Act 250 reform as an action
 - ▶ *In discussion, removal anticipated*
- ▶ Remove permit reform as an action
 - ▶ *In discussion, making progress*
- ▶ **Strengthen actions related to the rural economy and its needs**
 - ▶ *Partners requested information about CVRPC needs*
- ▶ Develop the equity section for review
 - ▶ *Under development; seeking feedback from underrepresented entities*

TONIGHT'S DISCUSSION

REGIONAL PLAN AND CEDS





Regional Studies

Local Plans

State Plans

Regional Plan

Compatibility
Existing together without problems or conflict.

THE REGIONAL PLAN

RURAL ECONOMIC DEVELOPMENT

To thrive, rural economies need:

- ▶ **Sectors** - tradable goods and services that bring wealth, create employment, and carry multiplier effects
- ▶ **Workforce** - healthy, skilled people
- ▶ **Community and Connectivity** – services and amenities critical to quality of life (infrastructure, health care, childcare, arts/culture, etc.)

RURAL ECONOMIC DEVELOPMENT

- ▶ Home-based or village-centered businesses
- ▶ Resource-based enterprises, such as agriculture, forestry, and mining
- ▶ Health centers
- ▶ Businesses and facilities based in:
 - ▶ Tourism
 - ▶ Outdoor recreation
 - ▶ Creative economy

RURAL BUSINESSES

WHAT'S ACTIONS ARE MISSING?

WEST CENTRAL VERMONT CEDS – GOALS AND ACTIONS

Goals and Actions

Summarized in Section IV of draft West Central Vermont CEDS

- ▶ Goal #1 – Attract new workers and expand labor force
- ▶ Goal #2 – Equity
- ▶ Goal #3 – Business development and job creation
- ▶ Goal #4 – Workforce development and employee retention
- ▶ Goal #5 – Infrastructure and resilience
- ▶ Goal #6 – Quality of life

WEST CENTRAL VERMONT CEDS – GOALS AND ACTIONS

Goal #1 – Attract New Workers and Expand Labor Force

Attract new workers of all skill sets, training, and expertise to the Region, and remove existing barriers to workforce participation for existing residents to combat the statewide labor shortage due to the impacts of COVID-19, an aging population, and other structural barriers to labor participation.

Actions

- ▶ **Housing** – increase supply in areas designated for growth & near transit
- ▶ **Child care** – identify sites that could support facilities; assist to access funding
- ▶ **Marketing and support** – seek grants to support on-going workforce attraction efforts
- ▶ **New American/Refugee programs** – aid municipalities/non-profits seeking to establish programs
- ▶ **Partner inclusion program** – create a program (ex. trailing spouse integration)
- ▶ **Returnship programs** – strengthen DOL program to help experienced workers transition to new careers

WEST CENTRAL VERMONT CEDS – GOALS AND ACTIONS

Goal #2 – Equity

Facilitate equitable economic development planning, and the delivery of services and programs, that advance opportunities for the traditionally under-represented populations in the regional economy.

Actions (section under development)

- ▶ **Engage and connect** – in future grants, request funding to ensure engagement
- ▶ **Advance diversity, equity, inclusion, & belonging** – organizations on the economic district board must intentionally address bias by implementing policies, trainings, and awareness
- ▶ **Access to capital** – advocate for flexibility in federal and state programs and lending programs
- ▶ **BIPOC Business Basics** – develop course/guide/directory specifically for small business owners
- ▶ **BIPOC Business Support** – create better awareness of available programs
- ▶ **Hiring and retention** – create/support trainings for employers
- ▶ **Funding** – prioritize seeking funding/assisting to under-served businesses
- ▶ **Data** – collect data about race/gender in future related to populations served/impacted

WEST CENTRAL VERMONT CEDS – GOALS AND ACTIONS

Goal #3 – Business Development and Job Creation

Support job retention and growth at existing high wage employers, expand economic diversification, and create a supportive ecosystem for entrepreneurs to create and grow their business within the Region.

Actions

- ▶ **High wage employers** – attract/grow businesses with high location quotients (unique and specialized to our regional economy)
- ▶ **Economic gardening** – help local entrepreneurs grow their existing companies
- ▶ **Access to capital** – develop/administer programs that provide low-barrier access for start-up small businesses
- ▶ **Innovation and entrepreneurial development** – promote/expand support systems for entrepreneurs
- ▶ **Entrepreneurship ecosystems** – establish/support/expand entrepreneurship ecosystems in sub-regions (qualified workforce, favorable culture, markets, finance, governance and policy)
- ▶ **Canadian exports** – strengthen partnerships to support exports to Canada

WEST CENTRAL VERMONT CEDS – GOALS AND ACTIONS

Goal #4 – Workforce Development and Employee Retention

Facilitate connection-building across public and private labor force stakeholders to improve workforce training and education alignment, collaboration, insights, and strategies on the regional level. Provide regional coordination among stakeholders to deliver effective workforce training and education to new and existing workforce.

Actions

- ▶ **Improve short/long-term recruitment/retention practices** – seek funding to help businesses learn to find/retain talent
- ▶ **Develop partnerships that build pathways to careers** – facilitate connections across labor force stakeholders to improve workforce training
- ▶ **Improve Career Center (CC) education** – encourage CC pathways; advocate for more facilities funding and systems changes; advocate for adult education programs at CCs
- ▶ **Emerging workforce needs** – seek funding with partners to support CCV's efforts
- ▶ **Non-profit sector support** – work with Common Good Vermont to support workforce development for non-profits

WEST CENTRAL VERMONT CEDS – GOALS AND ACTIONS

Goal #4 – Workforce Development and Employee Retention

Facilitate connection-building across public and private labor force stakeholders to improve workforce training and education alignment, collaboration, insights, and strategies on the regional level. Provide regional coordination among stakeholders to deliver effective workforce training and education to new and existing workforce.

Actions (continued)

- ▶ **Weatherization** – support Weatherization Assistance programs' workforce efforts and trainings
- ▶ **Nursing and health care** – work with partners to close workforce needs for this sector
- ▶ **Mental health and substance misuse** – assist entities that seek/fund programs to support employee retention
- ▶ **Worker reentry support** – support partners to provide training/support for people leaving incarceration and reentering the workforce
- ▶ **Employer of Choice program** – develop programs to recognize employer that modernize their efforts to attract workforce
- ▶ **Learn As You Earn programs** – support partners' effort to create ongoing training programs for existing workers

WEST CENTRAL VERMONT CEDS – GOALS AND ACTIONS

Goal #5 – Infrastructure and Resilience

Actively participate in the planning, funding, and construction of infrastructure projects needed to strengthen the regional economy and that support equity, smart growth principals, and economic resilience in response to climate change and other disasters.

Actions

- ▶ **RDC project priority list** – update the list annually and seek funds for projects
- ▶ **Tax-increment financing** – support creation of TIF districts and legislation
- ▶ **Water and wastewater planning** – work with partners to plan for future needs and complete preliminary reports
- ▶ **Water and wastewater funding** – advocate for State plans and RDC project lists to provide greater priority for project focused on economic and community development
- ▶ **Electric transmission and distribution infrastructure** – work with VELCO/utilities to plan and fund transmission and distribution upgrades
- ▶ **Electric vehicle charging** – work with stakeholders to plan for local networks to support regional destinations and transportation routes

WEST CENTRAL VERMONT CEDS – GOALS AND ACTIONS

Goal #5 – Infrastructure and Resilience

Actively participate in the planning, funding, and construction of infrastructure projects needed to strengthen the regional economy and that support equity, smart growth principals, and economic resilience in response to climate change and other disasters.

Actions

- ▶ **Broadband** – assist CUDs and service providers to accomplish universal broadband access
- ▶ **Streets** – cooperate with stakeholders to plan/fund/construct walkable/multi-modal transportation improvements in areas planned for growth
- ▶ **Rail** – cooperate with stakeholders to plan/fund/construct appropriate rail infrastructure
- ▶ **Brownfields** – seek funding from EPA to continue funding assessment/planning/RLF/clean up
- ▶ **Underutilized sites** – support efforts to develop master redevelopment plans for underutilized sites
- ▶ **Data** – cooperate with partners to develop an integrated data and research infrastructure
- ▶ **Funding** – investigate ways an economic development district could access grants and/or develop programs to assist infrastructure projects

WEST CENTRAL VERMONT CEDS – GOALS AND ACTIONS

Goal #6 – Quality of Life

Balance economic development goals and growth with the importance of retaining key elements of our high quality of life in West Central Vermont (e.g. ample access to outdoor recreation, arts and culture, high quality K-12 public schools, and compact settlement surrounded by rural countryside).

Actions

- ▶ **Land use** – implement land use goals/policies from regional plans
- ▶ **Farm to Plate** – cooperate with stakeholders to implement VT Farm to Plate & regional agricultural/ag product projects
- ▶ **Outdoor recreation** – collaborate with partners to further economic interests in this economy
- ▶ **Forest economy** – cooperate with stakeholders to implement projects/actions to strengthen the forest economy
- ▶ **Act 250 reform** – advocate for Act 250 permit relief and/or jurisdictional remove in existing state-designated centers in municipalities with permanent zoning and subdivision bylaws that incorporate smart growth principles

WEST CENTRAL VERMONT CEDS – GOALS AND ACTIONS

Goal #6 – Quality of Life

Balance economic development goals and growth with the importance of retaining key elements of our high quality of life in West Central Vermont (e.g. ample access to outdoor recreation, arts and culture, high quality K-12 public schools, and compact settlement surrounded by rural countryside).

Actions (continued)

- ▶ **Permit reform** - advocate for less duplicative and overlapping federal, state, and local permitting processes
- ▶ **Creative economy and the arts** – strengthen recognition of the economic impact of/support for the creative economy
- ▶ **Tourism** – cooperate with partners to support growth of the tourism industry



MEMO

Date: October 5, 2022
To: Board of Commissioners
From: Jon Ignatowski, Planner
Re: CEDS and Regional Plan Compatibility

☒ **ACTION REQUESTED:** No action is requested. This memo provides information for the Board's consideration.

A question was raised at the September meeting regarding the compatibility of the West Central Vermont Comprehensive Economic Development Strategy (CEDS) with the CVRPC Regional Plan. Staff has prepared a spreadsheet that analyzes the compatibility for the Board's consideration.

The first column, titled "Goal / Action", lists the specific goal or action from the CEDS. The second column contains the full-text language associated with the specific goal or action from the June 17, 2022 draft. The third column contains full-text language from the September 29, 2022 draft. All revisions made between the June 17 and September 29 draft are green and underlined. The September draft incorporates feedback received when the CEDS was available for public comment. The CEDS strategy group currently is evaluating the CVRPC Board comments and has requested additional input regarding content and language.

For the spreadsheet, the column titled "Regional Plan Alignment" provides a staff assessment of the conformity of goal or action with the Regional Plan for the Board's consideration.

- "Aligned" indicates that a goal or action conforms to the Regional Plan.
- "Silent" indicates that the Regional Plan does not contain language that supports or contradicts the goal or action.
- "Contradict" indicates that a goal or action does not conform to the Regional Plan.

The column titled "Regional Impact" evaluates if the goal or action would impact urban or rural communities. A rationale has been provided for goals or actions that impact only one type of community.

Staff concludes that the CEDS generally is aligned with the Regional Plan. Out of 58 goals and actions, the Regional Plan is aligned with 35 and is silent on 23. There does not appear to be any goals or actions that contradict the Regional Plan.

Lastly, staff concluded that almost all of the CEDS goals and actions provide benefits to both rural and urban communities. Staff identified two actions that appeared to primarily impact urban communities, while identifying two actions that appeared to primarily impact rural communities.

Staff believes that the CEDS is compatible with the Regional Plan. The Regional Plan is available on CVRPC's website at <https://centralvtplanning.org/wp-content/uploads/2021/11/2016-CVRPC-Regional-Plan-amended-2020.pdf>. The September 29, 2022 draft of the CEDS is enclosed.

West Central Vermont CEDS and Regional Plan Alignment

Goal / Action	Language from 06.17.22 CEDS draft	Language from 09.29.22 CEDS draft (revisions are <u>underlined</u>)	Regional Plan Alignment	Regional Impact	Rationale
Goal #1: Attract New Workers and Expand Labor Force	Attract new workers of all skills sets, training, and expertise to the Region, and remove existing barriers to workforce participation for existing residents, to combat the state-wide labor shortage due to the impacts of COVID-19, an aging population, and other structural barriers to labor participation.	<i>same language</i>	Aligned - The Economic Element supports attracting new workers and expanding the labor force (see page 7-12).	Urban & Rural	
Housing	Implement actions in partner regional plans that support increases in housing supply through the development of perpetually affordable, workforce, and market rate housing in geographic areas designated for growth and located near public transit. This includes working with municipalities to implement practices in the Zoning for Great Neighborhoods Guide to incrementally remove zoning barriers to housing development in areas planned for growth.	Implement actions in partner regional plans that support increases in housing supply, <u>including housing for agricultural workers</u> , through the development of perpetually affordable, workforce, and market rate housing in geographic areas designated for growth and located near public transit. This includes working with municipalities to implement practices in the Zoning for Great Neighborhoods Guide to incrementally remove zoning barriers to housing development in areas planned for growth.	Aligned - The Housing Element supports the development of housing opportunities for all residents (see page 6-17).	Urban & Rural	
Child Care	Work with stakeholders in the child care field (e.g. Building Bright Futures, existing childcare providers, school districts) and potential funders (e.g. Vermont Community Development Program, Northern Borders Regional Commission, Economic Development Administration) to identify existing sites that could support child care facilities (particularly for infant care) and assist with accessing grant/loan funds for costs associated with business startup, associated workforce development, and construction. Improve access and funding for prekindergarten programs so that children are ready to learn by the time they begin kindergarten and support the ability of early care and education providers to develop the skills and knowledge needed to care for and educate children. Support increased public investment in child care.	Work with stakeholders in the child care field (e.g. Building Bright Futures, existing childcare providers, school districts) and potential funders (e.g. Vermont Community Development Program, Northern Borders Regional Commission, Economic Development Administration) to identify existing sites that could support child care facilities (particularly for infant care) and assist with accessing grant/loan funds for costs associated with business start-up, associated workforce development, and construction. Improve access and funding for pre-kindergarten programs so that children are ready to learn by the time they begin kindergarten and support the ability of early care and education providers to develop the skills and knowledge needed to care for and educate children. Support increased public investment in child care <u>and programs designed to provide childcare for students enrolled in post-secondary education (e.g. Child Care Access Means Parents in School Program).</u>	Aligned - The Child Care Goal supports this action (see page 5-58).	Urban & Rural	
Marketing and Support	Seek grant funding to support on-going marketing efforts by project partners and local employers to attract new workers to the West Central Vermont Region. Work collaboratively with the Stay to Stay network, a group that connects potential Vermont residents to local employers, realtors, and community leaders, in an effort to attract new residents and ease their transition to the state.	<i>same language</i>	Aligned - Policy 11 of Goal 3 in the Economic Element encourages efforts to market careers and opportunities poised for growth (see page 7-18).	Urban & Rural	
New American / Refugee Programs	Aid municipalities, and associated non-profits, seeking to establish designated refugee resettlement community programs within the Region. These programs provide refugees with direct assistance with securing housing, employment, education/training, and other essential support, like translation, to overcome social, cultural, and economic barriers.	<i>same language</i>	Silent	Urban & Rural	
Partner Inclusion Program	Create a Partner Inclusion Program (e.g. Trailing Spouse Integration), to serve the Region, or specific Regional Development Corporation territories, based on an existing program at Middlebury College. The program should aim to assist with establishing employment for spouses and helping new Vermonters understand local resources and opportunities available to them.	<i>same language</i>	Silent	Urban	Rationale: larger institutions that this would apply to are generally located in more populated areas
Returnship Programs	Work with the Vermont Returnship Program, created by the VT Department of Labor and administered by Associates for Training & Development, to strengthen and expand existing programs that help experienced workers transition to new careers that maximize their existing knowledge, transferable skills, and job goals.	<i>same language</i>	Aligned - Policy 2 of the Economic Element supports life-long training opportunities (see page 7-13).	Urban & Rural	

West Central Vermont CEDS and Regional Plan Alignment

Goal / Action	Language from 06.17.22 CEDS draft	Language from 09.29.22 CEDS draft (revisions are <u>underlined</u>)	Regional Plan Alignment	Regional Impact	Rationale
Goal #2: Equity		<u>Facilitate equitable economic development planning, and the delivery of services and programs, that advance opportunities for the traditionally under-represented populations in the regional economy</u>	Silent	Urban & Rural	
Continued Engagement and Intentionally Connecting		<u>Future applications for EDA Planning and Technical Assistance grants will request funding to ensure engagement with the BIPOC community and other underrepresented segments (refugees and immigrants, the LGBTQ+ community, Veterans, people living with handicaps, women, and rural/micro enterprises) of West Central Vermont’s population. This engagement may be general in nature or may be focused on a particular CEDS implementation project. Engagement may occur in coordination with organizational partners focused on entrepreneurship and the professional development of under-represented communities. Engagement efforts will strive to reach underrepresented folks in their communities and will address transportation, childcare, and food-related barriers that prevent some community members from actively participating in outreach efforts.</u>	Silent	Urban & Rural	
Advancing Diversity, Equity, Inclusion, and Belonging (DEIB)		<u>Organizations participating on any future West Central Vermont Economic Development District (EDD) Board of Directors must intentionally address bias and inequality by actively implementing diversity, equity, inclusion, and belonging policies, training, and awareness for both leadership, staff members, and board members to ensure organization-wide understanding of systemic inequities faced by BIPOC individuals and business owners. Training should be included in both the employee onboarding and board of director training. Trainings should provide touchpoints to critique, evaluate, and implement new processes to dismantle system in equalities and uplift historically underserved individuals, community members, and businesses. EDD partners will incorporate diversity, equity, inclusion, and belonging goals in their operations, programs, and services.</u>	Silent	Urban & Rural	
Rules and Practices Restricting Access to Capital		<u>Most grant and loan programs available through regional and local organizations are funded by state and federal agencies, which do not provide the latitude to adjust program rules and requirements for specific individuals or groups. We can, however, advocate on behalf of underserved populations with Federal and State funders to provide flexibility when financing and making grants to underserved business communities. Similarly, we will advocate for change among financial institutions and equity investor lending and investment to better serve socially and economically disadvantaged individuals (SEDI) and businesses.</u>	Silent	Urban & Rural	

West Central Vermont CEDS and Regional Plan Alignment

Goal / Action	Language from 06.17.22 CEDS draft	Language from 09.29.22 CEDS draft (revisions are <u>underlined</u>)	Regional Plan Alignment	Regional Impact	Rationale
BIPoC Business Basics		<p><u>Work with partners to develop a “business basics” course specifically for BIPOC small business owners in the “start-up” or early stages of developing their business. Work with the State partners to develop a step-by step guide and a directory of programs, services, and technical assistance and make it available to everyone. There are several programs currently available or coming available soon that are targeted to the BIPOC community, including: a. Community Navigator Pilot Program (CNPP): SBA-funded technical assistance program targeted at underserved populations, coordinated by the Vt Small Business Center with eight “spokes” delivering various services, including: i. RDCs of Vermont ii. Center for Women & Enterprise iii. Vermont Principals’ Association iv. Vermont Law School v. Vermont Main Street Alliance vi. Vermont Sustainable Jobs Fund vii. Champlain Valley Office of Economic Opportunity viii. Vermont Professionals of Color Network b. Vermont received \$58 million for the State Small Business Credit Initiative (SSBCI), a multi-year Federal program administered by the US Treasury, providing a combination of credit and investment programs for existing small businesses and start-ups, as well as technical assistance for small businesses applying for SSBCI funding and other government programs. The program is aimed at providing expanded access to capital for small businesses, not for profit, and agricultural enterprises emerging from the pandemic, building ecosystems of opportunity and entrepreneurship, and creating high-quality jobs. Separate allocations have been established by Treasury for Very Small Businesses (under 10 employees) and Socially and Economically Disadvantaged Individuals (SEDI), including BIPOC-owned businesses. c. Vermont Department of Economic Development, through a contract, is providing Cannabis Business Development Technical Assistance to BIPOC-owned businesses. d. Vermont Department of Economic Development, through a statewide contract, will deliver business coaching and other forms of training to BIPOC business owners, including networking, and special convenings. They will also deliver career fairs, workshops, paid internships, and career guidance for BIPOC workers. See Act 183, Section 4).</u></p>	Silent	Urban & Rural	
BIPoC Business Support		<p><u>Create better awareness of availability of existing programs (regional development corporations, Small Business Administration, VT Agency of Commerce and Community Development) that support small businesses and connect BIPOC businesses to the West Central Vermont economy. Capitalize on the entrepreneurial spirit of recent immigrants and ensure that they are a cornerstone of economic development policy and actions.</u></p>	Silent	Urban & Rural	
Hiring and Retention		<p><u>Work with partners to create and/or support trainings to help employers better understand the needs of immigrant and refugee communities and build relationships with employees from underrepresented communities.</u></p>	Silent	Urban & Rural	
Funding		<p><u>Prioritize seeking grant funding and technical assistance to support the needs of BIPOC and women-owned businesses, and other under-served populations.</u></p>	Silent	Urban & Rural	
Data		<p><u>Data. Ensure that all data collection conducted by a future WCVT EDD includes information about race and gender to more accurately understand and report on economic development efforts and populations served/impacted.</u></p>	Silent	Urban & Rural	
Goal #3: Business Development and Job Creation	Support job retention and growth at existing high wage employers, expand economic diversification, and create a supportive ecosystem for entrepreneurs to create and grow their business within the Region.	<i>same language</i>	Aligned - The Economic Element supports job retention and growth of "high quality jobs" (see page 7-12 through 7-15).	Urban & Rural	
High Wage Employers	The Region should increase economic diversity by identifying and supporting businesses in sectors with high location quotients. The high wage sectors which West Central Vermont expects to drive our economy are: Information Technology, Communications and Media (including Information Technology, E-Commerce, and Digital Media); High Value- Added Manufacturing; Higher Education; Clean Tech/Green Tech; and Health Care and Wellness.	<p><u>To add high wage employment, attract businesses with high location quotients and encourage the growth of those already here, including: a. Information Technology b. Communications and Media (including Information Technology, E-Commerce, and Digital Media) c. Advanced Manufacturing d. Higher Education e. Clean Tech/Green Tech f. Health Care and Wellness.</u></p>	Aligned - Goal 3 of the Economic Element supports incomes that meet all household needs and Policy 9 encourages livable wages (see page 7-17).	Urban & Rural	

West Central Vermont CEDS and Regional Plan Alignment

Goal / Action	Language from 06.17.22 CEDS draft	Language from 09.29.22 CEDS draft (revisions are <u>underlined</u>)	Regional Plan Alignment	Regional Impact	Rationale
Economic Gardening		<p><u>Practice economic gardening as the primary method of economic development, creating jobs by supporting local entrepreneurs and existing companies, especially those with local ownership, including employee ownership, and other connections to the community.</u></p> <p><u>Actions to include:</u></p> <p><u>a. Seek resources, make referrals to resources, and provide technical assistance to small- and medium-size businesses in the region.</u></p> <p><u>b. Strengthen business networking and communication networks in the region, especially between sectors.</u></p> <p><u>c. Seek resources and provide assistance to small operations important to the vitality of rural villages and towns, such as general stores, independently-owned grocery stores, farm stands, food hubs, etc., to keep them vibrant and locally-owned.</u></p>	<p>Aligned - Policy 3 of the Economic Element supports the retention, growth and development of businesses that are a good fit with the existing economic base (see page 7-13).</p>	<p>Urban & Rural</p>	
Access to Capital		<p><u>Work with partners to develop and administer programs that provide low-barrier access to capital for start-up small businesses, particularly BIPoC and women-owned small businesses. This may include grants with low match, or no match, requirements. This may also include exploration of a shared-equity program for commercial properties similar to existing residential shared-equity programs in the region.</u></p>	<p>Aligned - Policy 4 of the Economic Element supports the expansion of capital for entrepreneurs (see page 7-14).</p>	<p>Urban & Rural</p>	
Innovation and Entrepreneurial Development		<p><u>Promote and expand support systems for entrepreneurs from every sector, including the creation of a system of resources that is easily navigable at all stages of the innovation and entrepreneurial continuum, including the following:</u></p> <p><u>a. Engage business leaders and entrepreneurs to understand business needs, including an assessment of regional needs to attract, support, and expand businesses.</u></p> <p><u>b. Fund, aggregate, and make referrals for services such as capital, mentorship, prototyping, business incubation, and commercialization.</u></p> <p><u>c. Ensure services are available to entrepreneurs as appropriate for each stage of growth.</u></p> <p><u>d. Develop co-working spaces, shared office spaces, incubators, business accelerators, and support maker spaces in cooperation with municipalities or other partners.</u></p> <p><u>e. Work with partners to seek funding to establish, support, and expand entrepreneurial ecosystems in each sub-region, at the appropriate scale and aimed at the appropriate sectors for the sub-region.</u></p>	<p>Aligned - Policy 4 of the Economic Element promotes entrepreneurship and innovation in all business sectors (see page 7-14).</p>	<p>Urban & Rural</p>	
Entrepreneurship Ecosystems	<p>Work with partners to seek funding to establish entrepreneurship ecosystems in each sub-region. Entrepreneurship ecosystems should be of appropriate scale to the sub-region and ideally located in locations with access to sufficient infrastructure (e.g. high-speed broadband, water, sewer).</p>	<p>Work with partners to seek funding to establish, <u>support, and expand</u> entrepreneurship ecosystems in each sub-region. Entrepreneurship ecosystems should be of appropriate scale to the sub-region and ideally located in locations with access to sufficient infrastructure (e.g. high-speed broadband, water, sewer).</p>	<p>Aligned - Policy 4 of the Economic Element promotes entrepreneurship ecosystems (see page 7-14 through 7-15).</p>	<p>Urban & Rural</p>	
Canadian Exports		<p><u>Canadian Exports. Strengthen partnerships with the US International Trade Administration and Vermont’s Trade and Investment Representative to Canada with the intent to support the Vermont State Trade Expansion Program (STEP) and to develop other specific programs to support the expansion of Regional exports to Canada.</u></p>	<p>Silent</p>	<p>Urban & Rural</p>	

West Central Vermont CEDS and Regional Plan Alignment

Goal / Action	Language from 06.17.22 CEDS draft	Language from 09.29.22 CEDS draft (revisions are <u>underlined</u>)	Regional Plan Alignment	Regional Impact	Rationale
Goal #4: Workforce Development and Employee Retention	Facilitate connection-building across public and private labor force stakeholders to improve workforce training and education alignment, collaboration, insights, and strategies on the regional level. Provide regional coordination among stakeholders to deliver effective workforce training and education to new and existing workforce.	<i>same language</i>	Aligned - The policies of Goal 2 and 3 of the Economic Element support workforce training and education (see page 7-12 through 7-18).	Urban & Rural	
Improve Short-term and Long-term Business Recruitment and Retention Practices		<u>Seek funding to provide assistance to businesses to take short-term steps and develop long-term strategies to improve their chances of finding and retaining talent:</u> <u>a. Short-term:</u> i. <u>Pursue talent from previously untapped pools such as retired, Veterans, historically underserved populations, and justice-involved or previously justice involved individuals;</u> ii. <u>Adjust wages and benefits and offering non-wage incentives;</u> iii. <u>Onboard and train new employees quickly;</u> iv. <u>Build-in flexibility with scheduling while ensuring adequate hours;</u> v. <u>Work with service providers (like Vermont Department of Health and the United Way of Northwest Vermont) that can provide wrap-around services and wellness programs, for employees;</u> vi. <u>Provide employee training to increase the understanding of generational differences;</u> and vii. <u>Provide quality, ongoing employee bias training.</u> <u>b. Long-term:</u> i. <u>Develop strategies to keep employees, such as staging rewards;</u> ii. <u>Make workforce planning a higher priority and an executive conversation;</u> iii. <u>Identify best workers quickly and have career paths ready for them;</u> iv. <u>Invest in industry job engineering.</u>	Aligned - The policies of Goal 2 and 3 of the Economic Element generally support the recruitment and retention of talent (see page 7-12 through 7-18).	Urban & Rural	
Develop Partnerships that Build Pathways to Promising Careers		<u>Facilitate connection-building across public and private labor force stakeholders to improve workforce training (including agricultural workforce training) and education alignment, and collaboration at the regional level.</u> <u>a. Coordinate among regional stakeholders to ensure new, existing, and future members of the labor force are aware of workforce training and education resources.</u> <u>b. Ensure connections are made between employers and middle schools, high schools, career and technical centers, and others:</u> i. <u>Arrange employer visits to schools;</u> ii. <u>Coordinate internships, job shadowing, coop experiences; and</u> iii. <u>Facilitate employer participation on career center boards.</u>	Aligned - The policies of Goal 2 and 3 of the Economic Element generally support the recruitment of and retention of workers (see page 7-12 through 7-18).	Urban & Rural	
Improve Career Center Education		<u>Increase the percentage of students entering CTE education and the trades by:</u> <u>a. Encouraging high school guidance counselors and parents to include CTE education when considering their students' career pathway.</u> <u>b. Advocate for more funding for CTE facilities and for changes to the CTE funding system to encourage higher attendance at CTE centers.</u> <u>c. Advocate for permanent funding for adult education programs and staffing at CTE Centers.</u>	Aligned - Policy 1 of Goal 2 in the Economic Element generally supports career exploration for all young people and to reduce barriers to education (see page 7-12 through 7-13).	Urban & Rural	
Emerging Workforce Needs	Seek funding in cooperation with Community College of Vermont (CCV), and other partners, to support CCV's work to develop courses/curriculum to address emerging workforce needs in the West Central Vermont Region.	<i>same language</i>	Aligned - Policy 1 of Goal 2 in the Economic Element generally supports the expansion of curriculum at CCV (see page 7-12 through 7-13).	Urban & Rural	
Non-profit Sector Support	In cooperation with Common Good Vermont, seek funding to support workforce development efforts, business planning, and training specifically targeted to the needs of the non-profit sector.	<i>same language</i>	Silent	Urban & Rural	
Weatherization	Collaborate with existing Weatherization Assistance programs that serve the Region (e.g. Champlain Valley Office of Economic Opportunity, BROCC Community Action, Capstone Community Action) in their efforts to expand and retain their workforce and to implement recommendations of the Weatherization Workforce Plan developed by Efficiency Vermont in October 2021. Support the development of an in-state weatherization training center based on the ReSource model.	<i>same language</i>	Silent	Urban & Rural	

West Central Vermont CEDS and Regional Plan Alignment

Goal / Action	Language from 06.17.22 CEDS draft	Language from 09.29.22 CEDS draft (revisions are <u>underlined</u>)	Regional Plan Alignment	Regional Impact	Rationale
Nursing and Health Care	Work with regional partners, including local hospitals and universities, to implement the recommendations of the Green Mountain Care Board’s Health Care Workforce Development Strategic Plan to close the workforce needs identified by the Vermont Talent Pipeline in the Health Hiring Needs Assessment.	<i>same language</i>	Silent	Urban & Rural	
Mental Health and Substance Misuse Services	Assist regional non-profits and governmental entities that seek to fund programs that provide mental health support and substance abuse-related services to regional workers to support employee retention and positive economic outcomes for all parties.	Assist regional non-profits and governmental entities that seek to fund programs that provide mental health support and substance <u>misuse</u> -related services to regional workers to support employee retention and positive economic outcomes for all parties.	Silent	Urban & Rural	
Worker Reentry Support	Support partner efforts to provide training and support for people who are leaving incarceration and reentering the workforce. This includes programs at Vermont Works for Women, Working Fields, and local community justice centers.	<i>same language</i>	Silent	Urban & Rural	
Employer of Choice Program	Develop regional programs that recognize employers who tailor their work requirements, conditions, and expectations to attract the work force of today and the future.	<i>same language</i>	Silent	Urban & Rural	
Learn as You Earn Programs		<u>Support partners efforts to create “learn as you earn” programs where workers receive ongoing training leading to certifications and credentials that are pathways to well-paying jobs and essential jobs.</u>	Silent	Urban & Rural	
Goal #5: Infrastructure and Resilience	Actively participate in the planning, funding, and construction of infrastructure projects needed to strengthen the regional economy and that support equity, smart growth principals, and economic resilience in response to climate change and other disasters.	<i>same language</i>	Aligned - Policy 7 of Goal 2 of the Economic Element encourages the planning of infrastructure to support business growth and expansion (see page 7-16 and 7-17).	Urban & Rural	
RDC Priority Project List	Annually update Regional Priority Project Lists (See Appendix D) and seek funding to plan and implement identified projects. All projects identified on Regional Priority Project Lists are hereby adopted as a part of the CEDS.	Annually update Regional Priority Project Lists (See Appendix D) and seek funding to plan and implement identified projects. All projects identified on Regional Priority Project Lists, <u>as most recently amended</u> , are hereby adopted as a part of the CEDS.	Silent	Urban & Rural	
Tax - Increment Financing	Support the creation of Tax Increment Financing (TIF) Districts within the Region and legislation that would enable the development of project-specific TIFs.	<i>same language</i>	Aligned - Policy 2 of Goal 3 in the Land Use Element recognizes TIF as a valuable tool for infrastructure development (see pages 2-39 through 2 - 40).	Urban & Rural	
Water and Wastewater Planning	Work with municipalities, VT ANR, NBRC, and USDA-RD to plan for future water and sewer needs and to complete preliminary engineering reports (PER) which are necessary to make informed municipal decisions regarding project affordability and required to access to State and Federal funding sources for final design/construction.	<i>same language</i>	Aligned - Policy 7 of Goal 2 of the Economic Element calls for the implementation of the goals and policies of the Energy, Utilities, Facilities and Services, and Transportation Element of the Plan, which supports water and wastewater systems that encourage appropriately scaled development (see pages 7-16 through 7-17).	Urban & Rural	
Water and Wastewater Funding	Advocate for the Clean Water State Revolving Fund and Drinking Water State Revolving Loan Fund Intended Use Plans, and RDC Priority Project Lists, to provide greater priority to projects focused on economic development and community development. This includes projects located in smart growth locations, areas with unmet housing need, and areas where housing costs are misaligned with area median income.	<i>same language</i>	Aligned - The wastewater treatment goal and the water system goal of the Utilities, Facilities & Services Element generally supports the funding of water and wastewater infrastructure for appropriate development (see pages 5-48 through 5-50)	Urban & Rural	
Electric Transmission and Distribution Infrastructure	Work with VELCO and distribution utilities to plan, and seek grant funding, for upgrades to the electric transmission and distribution system to ensure a resilient, renewable, and low-carbon electric grid that supports a vibrant renewable energy-related economy and low electricity costs.	<i>same language</i>	Silent	Urban & Rural	
EV Charging	Work with municipalities and relevant stakeholders to plan for local EV charging networks that support regional destinations (e.g. downtowns, villages, resorts, tourist sites) and along major regional transportation routes.	<i>same language</i>	Aligned - CVRPC’s Regional Energy Plan specifies actions for protecting and enhancing the EV charging network (see page 25)	Urban & Rural	

West Central Vermont CEDS and Regional Plan Alignment

Goal / Action	Language from 06.17.22 CEDS draft	Language from 09.29.22 CEDS draft (revisions are <u>underlined</u>)	Regional Plan Alignment	Regional Impact	Rationale
Broadband	Assist Communication Utility Districts and existing service providers in accomplishing universal broadband access within the Region and plans to implement high-speed broadband service expansion in areas planned for growth.	Assist Communication <u>Union</u> Districts and existing service providers in accomplishing universal broadband access within the Region (<u>including rural areas</u>) and plans to implement high-speed broadband service expansion in areas planned for growth.	Aligned - The Broadband Goal of the Utilities, Facilities & Services Element encourages the expansion of broadband access (see page 5-60).	Urban & Rural	
Streets	Cooperate with municipalities, VTrans and other stakeholders to plan, engineer, fund, and construct walkable/multi-modal transportation improvements (“Complete Streets”) in areas planned for growth that can enable economic development and housing development.	Cooperate with municipalities, VTrans and other stakeholders to plan, engineer, fund, and construct walkable/multi-modal transportation improvements (“Complete Streets”) in areas planned for growth that can enable economic development, housing development, <u>and access for all residents (including those that lack access to a vehicle) to a range of safe and affordable transportation modes when commuting to work.</u>	Aligned - Goal 1 of the Transportation Element (see page 4-5), Goal 4 of the Economic Element (see page 7-18, 7-19) and the Regional Energy Plan (page 22 & 26) encourages multi-modal transportation improvements.	Urban & Rural	
Rail	Cooperate with municipalities, VTrans, and other stakeholder to plan, engineer, fund, and construct appropriate rail infrastructure that support commercial and industrial development.	<i>same language</i>	Aligned - Goal 5 of the Transportation Element (pages 4-7 through 4-8), Goal 4 of the Economic Element (see page 7-18, 7-19) and the Regional Energy Plan (page 23) support rail infrastructure.	Urban	Rationale: commercial and industrial development near rail may be applicable to some rural areas
Brownfields	Seek funding from the EPA to continue funding assessment and site planning and to establish a Brownfields Revolving Loan Fund (RLF) to specifically serve brownfield cleanup in the West Central Vermont Region.	<i>same language</i>	Aligned - Policy 3 of the Land Use Element (page 2-22), Goal 3 of the Land Use Element (page 2-40) encourage brownfield cleanup and development.	Urban & Rural	
Underutilized Sites		<u>Support partner efforts to develop master redevelopment plans for currently underutilized sites within the Region, particularly closed college campuses and public schools, that could be used to support housing, commercial development, municipal uses, or community uses.</u>	Aligned - Policy 3 of the Land Use Element (page 2-22), Goal 2, Policy 6 of the Economic Element (page 7-16), and Goal 4, Policies 13 & 14 advocates for the redevelopment of existing buildings.	Urban & Rural	
Investment in Historic Structures		<u>Support partner efforts to secure funding to rehabilitate and reuse historic structures in our Regional downtowns and villages.</u>	Aligned - The Historical and Archeological Resources Goal of the Utilities, Facilities & Services Element encourages the rehabilitation and reuse of historic structures.	Urban & Rural	
Data	Cooperate with the University of Vermont Office of Engagement, and other statewide and regional economic development organizations, to develop an Integrated Data and Research Infrastructure to create the “capacity for the state of Vermont to have extensive access to data across scales and sectors.”	<i>same language</i>	Aligned - Policies 2 & 6 of Goal 2 of the Economic Element supports data collection regarding the workforce and commercial and industrial spaces.	Urban & Rural	
Funding	Investigate ways that a future EDD could access grant funding, and/or develop funding programs, to assist with the planning, engineering, and construction of infrastructure projects that support economic development within the Region.	Investigate ways that a future <u>Economic Development District</u> (EDD) could access grant funding, and/or develop funding programs, to assist with the planning, engineering, and construction of infrastructure projects that support economic development within the Region. <u>Work with municipalities interested in leveraging local ARPA funds to invest in economic development.</u>	Silent	Urban & Rural	
Goal #6: Quality of Life	Balance economic development goals and growth with the importance of retaining key elements of our high quality of life in West Central Vermont (e.g. ample access to outdoor recreation, arts and culture, high quality K-12 public schools, and compact settlement surrounded by rural countryside).	<i>same language</i>	Aligned - The Plan supports all the aforementioned examples and promotes a high quality of life in West Central Vermont	Urban & Rural	
Land Use	Implement the land use goals and policies from partner regional plans that plan for housing and economic development in our areas planned for growth and for conservation of our working lands for use in agriculture, forestry, and outdoor recreation.	<i>same language</i>	Aligned - The Plan develops land use goals and policies that include related housing and economic development policies and goals	Urban & Rural	
Farm to Plate	Cooperate with stakeholders to implement projects identified in the 2021-2030 Vermont Agricultural and Food Systems Strategic Plan (Vermont Farm to Plate), or other regional projects intended to support local agriculture and value-added food product sales, that will support continued growth of the local farm, food system, and forestry economy within the Region.	<i>same language</i>	Aligned - Policies 2 & 3 of the Land Use Element (page 2-29), Goal 2 of the Land Use Element (pages 2-37 through 2-38) support farm and forest economies.	Rural	Rationale: Significantly pertains to rural communities, may have an impact on some urban areas
Forest Economy		<u>Cooperate with stakeholders to implement projects and actions intended to strengthen the Region’s Forest Economy as identified in the 2017 Vermont Forest Action Plan and the Vermont Forest Sector Systems Analysis.</u>	Aligned - Policies 2 & 3 of the Land Use Element (page 2-29), Goal 2 of the Land Use Element (pages 2-37 through 2-38) support forest economies.	Rural	Rationale: Rural communities are generally the most significant stakeholders in the forest economy
Act 250 Reform	Advocate for the removal of Act 250 permitting jurisdiction, and release from existing Act 250 permits, within state-designated centers and existing industrial parks.	Advocate for Act 250 permit relief and/or jurisdiction removal in existing state-designated centers in municipalities with permanent zoning and subdivision bylaws that incorporate smart growth principles, including pedestrian-friendly, compact mixed-use growth.	Silent - Albeit, the Plan does support "Growth Centers", which currently enjoy some level of Act 250 relief for qualified projects.	Urban & Rural	

West Central Vermont CEDS and Regional Plan Alignment

Goal / Action	Language from 06.17.22 CEDS draft	Language from 09.29.22 CEDS draft (revisions are <u>underlined</u>)	Regional Plan Alignment	Regional Impact	Rationale
Permit Reform	Advocate for the removal of duplicative Federal, State, and local development review permitting jurisdiction and processes.	<u>Advocate for less duplicative and overlapping federal, state and local permitting processes.</u>	Aligned - The Plan identifies the following policy in regards to housing: "Encourage towns to develop a streamlined permitting process for housing along with density bonuses and lowering of impact fees in growth centers, village centers and downtowns, and other areas where housing growth is desired" (page 6-18). Additionally, lengthy permitting processes have been identified as a "challenge" to economic development in the region (pages 7-8 to 7-9).	Urban & Rural	
Creative Economy and the Arts	Cooperate with stakeholders to implement projects identified in the 2021 CreateVT – Action Plan for Vermont’s Creative Sector. This portion of the economy is fundamentally unique in that it is a significant contributor to the culture in our Region.	<u>Continue to strengthen the recognition of the economic impact of, and support for, the creative economy.</u> Cooperate with stakeholders to implement projects identified in the 2021 CreateVT – Action Plan for Vermont’s Creative Sector. This portion of the economy is fundamentally unique in that it is a significant contributor to the culture in our Region.	Aligned - Goal 2, Policy 4 of the Economic Element advocates for the promotion of the creative economy.	Urban & Rural	
Tourism	Cooperate with partners, including the VT Convention Bureau, local Chambers of Commerce, Vermont Outdoor Recreation Economic Collaborative and Lake Champlain Byway, to support growth of the tourism industry in the Region.	<i>same language</i>	Aligned - Policy 3, 16, & 17 of the Economic Element supports the growth of tourism in the Region.	Urban & Rural	



MEMO

Date: October 4, 2022
To: Board of Commissioners
From: Bonnie Waninger, Executive Director
Subject: Comprehensive Economic Development Strategy Questions

The following questions were submitted to staff by Mike Gilbar, Barre Town Alternate Commissioner. Mike asked that staff either provide a Q&A in the Board packet or answer the questions at the meeting. It seemed more helpful to provide Q&A document in advance of the meeting.

- Q. Was the process discussed with the full Board before being initiated? If not, why not? Given the impact on all members, it seems to me that the municipalities should have been fully apprised of the process and what it meant before developing the plan which seems to have been the prelude to creating a district.*
- A. The process was discussed with the Board. A presentation was provided to the Board in April 2021 and again in September 2021 that included the project process. The Board discussed six topic areas in September: workforce and education, business climate, innovation and entrepreneurship, infrastructure, quality of life, civic and government systems, and land use and natural resources.
- Q. What is the benefit of being in this district besides accessing grant funding? Why wouldn't we just incorporate goals of the CEDS that we felt were appropriate for our own municipalities and/or RPC given the differences in our more rural county from Chittenden County in particular?*
- A. The main benefit of engaging in an economic development district is to work cooperatively to address regional issues.

The power of the Chittenden County economy is substantial due to its size, and it impacts Central Vermont both positively and negatively. Neither economy operates in a vacuum; both regions offer employment, housing, and workforce for one another. The top two economic sectors of all four regions are the same: Education and health services and trade, transportation and utilities. Central Vermont's economy diverges from the rest due to its role as the center of State government.

Central Vermont's economy has been stagnant for many years; we gain and lose employer/employment at a similar rate. Working with other regions offers Central Vermont the opportunity to increase its partnerships and build its revitalization strategies. Engagement in a regional economic district often

catalyzes economic ecosystems that support entrepreneurship and business growth. It also fosters post-disaster recovery; 60% of impacted businesses do not reopen after major disasters with the most compromised being small businesses.

Opening access to grant funding for economic development projects, such as business assistance programs, public works infrastructure investments, etc. is the main reason planning and development entities through the United States form economic development districts (EDD). Without an EDD designation, only projects in select areas would be eligible to receive EDA funds. Select areas include economically distressed areas, disaster impacted areas, coal producing areas, etc. depending on the specific program.

Q. Regarding the grant funding, if we did approve becoming part of a West Central CED, what requirements would we be faced with in order to receive such funding? I assume there would be zoning bylaw changes required?

A. The CEDS is not the same as an economic development district (EDD). The CEDS is a planning document that outlines a shared strategy. An EDD is a partnership body that works to implement the CEDS' strategies and actions. A region can have a CEDS without participating in an EDD. A region cannot be part of an US EDA-designated EDD without adopting a CEDS.

Zoning is not part of an economic development district. Economic development districts are related to regional partnerships and shared visions that groups work cooperatively to implement. Zoning is a tool municipalities chose to use to implement their local plans.

The CEDS itself is not a land use document; it is a strategy for encouraging economic development. The CEDS may include land use strategies, but is not required to do so. Via the Regional Plan, CVRPC addresses land use by incorporating its goals and actions for required regional plan elements into a map and statement of present and prospective land use. Even if CVRPC adopted the Comprehensive Economic Development Strategy (CEDS) into the Regional Plan by reference, the CEDS would have no more or less authority than the Regional Plan gave it through the goals and actions the Regional Plan names as appropriate for Central Vermont.

Regarding requirements of EDA funding, most requirements are administrative in nature and similar to those of any federal funding CVRPC accepts. For instance, meeting the requirements of 2 CFR Part 200, the Uniform Administrative Requirements for federal awards. Additionally, to retain EDD status, the EDD would be required to have a governing body and update the CEDS every five years.

Q. How will the strategic plan and becoming part of a common district impact us locally? Will CVRPC require us to incorporate elements of the plan into our town plans? What if we choose not to do so?

A. The impact of the CEDS and an economic development district locally will be to provide municipalities and non-profits with greater access to funding to implement economic and infrastructure projects. Participation in an economic development district also should raise awareness about how Central

Vermont's economy is impacted by, and has an impact on, the economy of adjacent regions and Vermont's economy.

CVRPC can only require municipalities to incorporate elements of the CEDS into local plans to the extent the CVRPC Board requires it via the Central Vermont Regional Plan. The CEDS and economic development district do not have power or authority over local plans. Similar to other plans and studies developed by CVRPC or other organizations, a municipality may choose to incorporate CEDS strategies and actions into its plan, or choose to cite the CEDS as a supporting document in its local plan or in funding applications.

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **BOARD OF COMMISSIONERS**
3 **Draft MINUTES**
4 **September 13, 2022**

5 **Commissioners:**

<input checked="" 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 checked="" type="checkbox"/> Barre Town	George Clain	<input type="checkbox"/> Northfield	Laura Hill-Eubanks
<input checked="" type="checkbox"/>	Mike Gilbar, Alt	<input checked="" type="checkbox"/> Orange	Lee Cattaneo
<input checked="" type="checkbox"/> Berlin	Robert Wernecke	<input type="checkbox"/> Plainfield	Paula Emery
<input type="checkbox"/>	Karla Nuissl, Alt.	<input checked="" type="checkbox"/>	Bob Atchinson, Alt.
<input type="checkbox"/> Cabot	Amy Hornblas	<input checked="" type="checkbox"/> Roxbury	Jerry D'Amico, Vice Chair
<input checked="" type="checkbox"/> Calais	John Brabant	<input checked="" type="checkbox"/> Waitsfield	Don La Haye
<input type="checkbox"/>	Jan Ohlsson, Alt.	<input type="checkbox"/>	Vacant, Alt.
<input checked="" type="checkbox"/> Duxbury	Alan Quackenbush	<input checked="" type="checkbox"/> Warren	Alexis Leacock
<input type="checkbox"/>	David Wendt, Alt.	<input type="checkbox"/>	Vacant, Alt.
<input checked="" type="checkbox"/> E. Montpelier	Spencer Harding	<input checked="" type="checkbox"/> Washington	Peter Carbee
<input type="checkbox"/>	Clarice Cutler, Alt.	<input checked="" type="checkbox"/> Waterbury	Steve Lotspeich, Chair
<input type="checkbox"/> Fayston	Vacant	<input checked="" type="checkbox"/> Williamstown	Richard Turner
<input type="checkbox"/> Marshfield	Vacant	<input type="checkbox"/>	Jacqueline Higgins, Alt.
<input checked="" type="checkbox"/> Middlesex	Ron Krauth	<input checked="" type="checkbox"/> Woodbury	Michael Gray
<input type="checkbox"/> Montpelier	Ariane Kissam	<input checked="" type="checkbox"/> Worcester	Bill Arrand
<input type="checkbox"/>	Mike Miller, Alt.		

6
7 Staff: Bonnie Waninger, Nancy Chartrand, Clare Rock,
8 Guests: Sandy Levine, Middlesex Planning Commission

9
10 **Call to Order**

11 Chair Lotspeich called the meeting to order at 6:37 pm. Roll call was conducted. Quorum was present to conduct
12 business.

13
14 **Adjustments to the Agenda**

15 Chair Lotspeich advised he would like to add a personnel matter at the end of the meeting. There was a request
16 for a headcount of Commissioners present and suggestion to move the Bylaws vote forward. It was concluded
17 to keep it where it was as there was quorum, and no one was planning to depart early.

18
19 **Public Comments**

20 None

21
22 **West Central Vermont Strategic Economic Development Strategy**

23 B. Waninger advised the goal of tonight's presentation was to identify comments for the draft plan from the
24 Board. She provided an overview of what a comprehensive economic development strategy was and the focus
25 of the draft plan being shared which is economic recovery following the pandemic.

1
2 Following the presentation the Board was asked for comments on the plan.

3
4 Significant discussion ensued which resulted in a request for a full transcript of the Board discussion (attached)
5 to be submitted as comments on behalf of the Board.

6
7 After significant discussion as outlined in the transcription, *J. Brabant moved that “The CVRPC Board does not*
8 *support the West Central Vermont Economic Development Strategy as currently drafted”*; *B. Arrand seconded.*
9 The vote was called, and resulted in a roll call.

10
11 Roll Call: *Barre City – no; Barre Town – yes; Berlin – yes (but believed the motion out of order); Cabot – not*
12 *present; Calais – yes; Duxbury – yes; East Montpelier – yes ; Fayston – vacant; Marshfield – vacant; Middlesex –*
13 *yes; Montpelier – not present; Moretown – no; Northfield – not present; Orange –yes ; Plainfield – yes; Roxbury –*
14 *no; Waitsfield – no; Warren – abstain; Washington – yes (agrees out of order); Waterbury – no; Williamstown –*
15 *yes; Woodbury – yes; Worcester –yes. The motion passes with 14 ayes, 5 nays, and 1 abstention.*

16
17 It was confirmed that B. Waninger would take the transcribed comments (attached) to the CEDS group.

18 19 **Bylaw Amendment Adoption**

20 Chair Lotspeich provided an overview of the status of the Bylaw amendment. He noted that if additional
21 amendments are to be made, it would postpone the vote to adopt.

22
23 *J. Brabant moved to adopt the Bylaws as amended; P. Carbee seconded.* Discussion: A. Quackenbush thanked
24 the Bylaw Committee for their work. B. Atchison suggested that a comma be inserted on page 42, line 25 so
25 Worcester and Woodbury don’t look like one town. He also made note that the role of alternates is not
26 succinct, and it doesn’t cover long-term departures of Commissioners. It was confirmed that if a Commissioner
27 made the Executive Director aware of an issue of needing to be away for a period of time it would suffice. The
28 only time there might be follow-up would be if someone is not notifying the organization that they will not be
29 available multiple times, then contact might be made to determine their interest in continuing as a
30 Commissioner. It was also confirmed that this was a discussion of the motion and if further amendments were
31 recommended we would not be able to adopt. The vote was called and resulted in a roll call.

32
33 *Roll Call: Barre City – yes; Barre Town – no; Berlin – yes; Cabot – not present; Calais – yes; Duxbury – yes; East*
34 *Montpelier – yes ; Fayston – vacant; Marshfield – vacant; Middlesex – yes ; Montpelier – not present; Moretown*
35 *– yes ; Northfield – not present; Orange – yes ; Plainfield – no; Roxbury – yes; Waitsfield – yes; Warren – yes ;*
36 *Washington – yes ; Waterbury – yes; Williamstown – yes; Woodbury – yes; Worcester – yes. The bylaw*
37 *amendments were adopted with 16 ayes and 2 nays.*

38 39 **Municipal Plan Approval & Confirmation of Planning Process & Certificate of Energy Compliance**

40 B. Arrand provided an overview of the Municipal Plan Review Committee hearing and meeting held on August
41 30, 2022. Tom Badowski from Berlin and Sandy Levine from Middlesex were present at that meeting to
42 represent their towns.

43 44 Town of Berlin – plan approval, confirmation

1 Arrand advised the committee recommends the Board approve Berlin’s Town Plan and confirm the Town’s
2 planning process.

3
4 *P. Carbee moved to approve the Berlin Town Plan Amendment; G. Clain seconded.* Discussion: There was a
5 request that the document be shared. There was brief discussion on the documents and notation the resolution
6 is the third motion. The vote was called, and the *motion carried.*

7
8 *J. Shatney moved to confirm the Town of Berlin planning process per 24 VSA § 4350(a) B. Arrand seconded.*
9 *Motion carried.*

10
11 *P. Carbee moved to adopt the resolution documenting the Berlin Plan approval and planning process*
12 *confirmation by CVRPC; J. Shatney seconded.* Discussion ensued regarding the wording of the resolution. No
13 changes were made, and the vote was called. *Motion carried.*

14
15 Town of Middlesex – plan approval, confirmation, energy certification

16 B. Arrand advised the Committee recommends the Board approve the Middlesex Town Plan and Energy Plan.

17
18 *P. Carbee moved to approve the 2022 Middlesex Town Plan & Energy Plan per statute; J. Shatney seconded.*
19 *Motion carried.*

20
21 *P. Carbee moved to confirm the Town of Middlesex planning process under statute; B. Arrand seconded.* *Motion*
22 *carried.*

23
24 *B. Atchinson moved to adopt the resolution documenting the Middlesex Plan approval and planning process*
25 *confirmation by CVRPC; J. Brabant seconded.* Discussion again ensued regarding the wording. No changes were
26 made, and the vote was called. *Motion carried.*

27
28 *P. Carbee moved to issue an affirmative determination of energy compliance for the 2022 Middlesex Town Plan*
29 *& Energy Plan per statute; R. Wernecke seconded.* *Motion carried.*

30
31 Chair Lotspeich thanked Sandy Levine for joining.

32
33 **VAPDA Relationship**

34 Waninger advised the acronym represents the Vermont Association of Planning and Development agencies;
35 VAPDA essentially is the RPCs working together. The Executive Directors meet monthly and every 2-3 months
36 State agency representatives meet with them and exchange information. If they are asked by the Legislature for
37 comments, they work to frame up a shared position regarding RPCs. It is not always unanimous; when not
38 unanimous, VAPDA shares what dissenting opinions were. Generally, VAPDA is the RPC’s working collectively
39 and talking about issues.

40
41 G. Clain asked for this to be on the agenda and provided an overview of a situation that involved a letter being
42 brought before the Board at its March 8, 2022 meeting for their support of S.148. He went on to outline
43 research he performed following the meeting and concerns related to how the letter was completed and
44 distributed, initially on VPIRG’s website as being ‘endorsed’ by VAPDA, as well as follow-up with Tasha Wallis,

1 Chair of VAPDA, who explained she took a straw poll of members of the group and 3 declined to support the
2 letter. She also explained VAPDA was a non-profit and did not have to abide by open meeting laws. Clain stated
3 that he believes VAPDA did not need Board approval; that they already did it without the Board's approval. He
4 believes this type of action needs to be addressed as it diminishes a municipality's power. He also believes
5 VAPDA needs to incorporate an open meeting requirement and record their meetings. Chair Lotspeich
6 confirmed that VAPDA is a non-profit, it lobbies with legislature, is not required to operate under open meeting
7 law, and the Board does not have an oversight role as it is an association of the RPCs. B. Waninger further
8 advised VAPDA cannot control what VPIRG does with information. When Clain brought up the type of
9 representation that was on the VPIRG website, VAPDA requested VPIRG remove it as it misrepresented what
10 happened at the meeting. Waninger noted that she did abstain from the vote (which was a straw poll) at the
11 meeting because she was not sure how the CVRPC Board would weigh in on the issue. It was represented to the
12 Legislature that not all members of VAPDA supported it. The Legislature moved on with discussion of the bill,
13 which was passed in another form. She described how VAPDA operates and noted there is a very brief
14 window to weigh in on legislation. Waninger said the Legislature values the opinions of RPCs, and the RPCs work
15 together to provide a statewide perspective about proposed legislation. VAPDA does post minutes as a result of
16 Clain's questions although it is not required to under open meeting law. Chair Lotspeich proposed further
17 discussion happen at a subsequent meeting. G. Clain stated he was not implying Waninger did anything wrong
18 with the Board, but rather implying that VAPDA carried a yes vote without the Board's consent. He believes it
19 diminishes the regional planning commission's vote.
20

21 **FY23 Work Plan & Budget**

22 *J. D'Amico moved to table the discussion of FY23 work plan and budget; D. Torre seconded. Motion passed.*
23

24 **Minutes**

25 *J. Shatney moved to accept the July 12, 2022 minutes; A. Leacock seconded. Vote was called. B. Atchinson noted*
26 *neither he nor the Town's Commissioner were at the meeting, so he abstained. A roll call vote was held because*
27 *the vote was not unanimous.*
28

29 *Roll Call: Barre City –yes; Barre Town – yes; Berlin –yes; Cabot –not present; Calais – yes; Duxbury –yes; East*
30 *Montpelier –yes; Fayston – vacant; Marshfield – vacant; Middlesex –yes ; Montpelier – not present; Moretown –*
31 *yes; Northfield – not present; Orange –yes ; Plainfield –abstained; Roxbury – yes; Waitsfield yes– ; Warren –yes;*
32 *Washington –yes; Waterbury - yes; Williamstown - yes; Woodbury – no longer present; Worcester – yes. The*
33 *motion passes with 16 ayes and 1 abstention.*
34

35 **Reports**

36 B. Waninger advised a new temporary planner started this week. Jon Ignatowski, who currently is Planning and
37 Zoning Administrator in Bolton and was previously Economic Development Director in Northfield, is now
38 working for CVRPC temporarily and entirely remotely from New York.
39

40 There was discussion on the current number of vacancies in the organization. Waninger confirmed CVRPC is in
41 the process of trying to hire four total positions. Jon is providing temporary capacity for the land use program,
42 and CVRPC is building capacity in land use planning, GIS/natural resources, and transportation. There is a
43 challenge of filling positions statewide at this time.
44

1 B. Waninger also confirmed CVRPC was awarded the USDA Rural Development grant to provide assistance to the
2 Plainfield Co-op. She noted it is one of the projects Jon Ignatowski will work on.

3

4 **Personnel Matter**

5 B. Waninger advised that she tendered her resignation to the Chair on Friday. She has accepted a position at the
6 Vermont League of Cities & Towns. She noted it has truly been a pleasure to work with the Board and that she
7 will be departing on October 12. In the interim, staff is looking at what must absolutely keep going, noting they
8 are an outstanding team. The Executive Committee will meet with Bonnie about the process to secure a new
9 Executive Director.

10

11 Multiple board members offered congratulations and shared their gratitude for Bonnie's work.

12

13 **Adjournment**

14 *D. La Haye moved to adjourn at 8:46 pm; R. Wernecke seconded. Motion carried.*

15

16 Respectfully submitted,
17 Nancy Chartrand, Office Manager

18

DRAFT

1 **West Central Vermont Strategic Economic Development Strategy** - Board Comments from 9/13/2022 CVRPC
2 Board Meeting

3
4 A request for a full transcriptions of the comments was made.
5

6 John Brabant: Yeah, I must say I'm just playing catch up on actually reading this plan. So goal number 6 is what
7 caught my eye and made me curious. So again, I'm the rep from Calais and if you go into the actual plan, not the
8 summary that Bonnie provided it on page 57 they advocate in the plan for a specific actions and action Number
9 2 is advocate for remove the Act 250 permitting jurisdiction and release existing Act 250 permits existing
10 permits within State designated centers and existing industrial parks. So does this, then, create an expectation
11 that our regional planning commission will work side by side with the development interests when they're
12 advocating at the legislature for weakening, and it is weakening, reform as it is being proposed here is
13 weakening, reducing jurisdiction of Act 250.

14 In my town, for instance, our town planning and zoning has an incorporated expectation that when projects get
15 larger and they move to the realm of triggering Act 250 jurisdiction, that Act 250 will be assisting us in evaluating
16 those projects. For us to start supporting plans that are talking about removing jurisdiction that are outside our
17 regional plan, it begs a question for me about whether our towns need to be further engaged in this, and see if
18 we all agree with this, number one, and number 2, does this at any level like, either the local level that the
19 municipal level or at the regional level, does this plan set/establish conflicts, and how are those conflicts
20 resolved, if they are in fact in place? Do we...does it muzzle us? Do we go in hand in hand at the legislature
21 when there's advocacy for bills to gut or eliminate Act 250?

22 It goes on to say in item 3 in goal 6, advocate for removal of duplicative federal, state, and local development
23 review permitting jurisdiction and processes. I was at the Legislature when I heard this rhetoric spewed, and a
24 lot of it is not true. For instance, there was a case, and I'm gonna get off my podium here, but I'm really
25 concerned about this, there was a testimony provided that said Act 250 is duplicative when reviewing
26 development in downtowns. ANR does all the review, and we're okay. Well ANR has not issued permits, for
27 instance, Montpelier's permits were expired at the time of this this testimony for a number of years. Rutland's
28 permit for the wastewater plant, I'm sorry, had been expired for over 10 years, 15 years, no 20 years. I mean
29 the benefit of Act 250 in those instances is Act 250 says developer, does this existing sewage treatment
30 infrastructure have the capacity to accept the new discharges from your development? Is the water supply,
31 adequate? Municipalities larger ones, like Montpelier's and stuff, they like the economic development dollars,
32 but if their wastewater treatment facilities are overflowing like Montpelier's does on a regular basis, that stuff
33 runs downstream to Middlesex to Waterbury to all the downstream towns. I'm on the CWAC, on the Clean
34 Water Advisory Committee. Here we are trying to clean up Winooski river and come up with strategies for
35 eliminating the current pollution sources, which include waste water treatment facilities, and at the same time,
36 now we're gonna be advocating for a plan that reduces regulatory oversight at the state, federal and local level. I
37 think this is really broad brush, I think it's inconsistent with our regional plan, not doing a side by side. It's
38 certainly inconsistent with my Town's plan and vision of the future.

39 I don't like this. I don't like that it's full of broad brush language, and it's going to be used to advocate in the
40 name of my municipality and the region that we are part of, CVRPC region, to say that we agree with this and
41 this strategy, and there's no specific language for us to shoot at. You know there's no...there's...commonly
42 legislation has trade off language. Well, we'll give up this jurisdiction, but we gain jurisdiction and greater

1 protections here. There's no trade; there's no specific language to look at. Yet we are accepting these policies,
2 these platitudes. I think it's bad policy...just, number 6 is bad. I'm just gonna leave it at that, and I'm not
3 supporting this at all.

4 Not Identified: Thank you John. I'm glad you said all of that I love it. I totally agree.

5 Steve Lotspeich: We'll move on to the next comment here in a minute. I would encourage you to submit your
6 comments, in writing, before tomorrow if you can. I mean you just gave us a lot.

7 John Brabant: Before tomorrow?

8 Steve Lotspeich: I don't know. That's the deadline. That is, tomorrow for written comments.

9 John Brabant: I thought it was the thirtieth of September.

10 Bonnie Waninger: No. By the thirtieth of September, we have to have our final document to the US EDA.
11 Comments were actually due in August. They extended for us since our board meeting with later, and for a few
12 other groups.

13 John Brabant: How do I coordinate that with my planning commission and my Selectboard and my Conservation
14 Commission? This is not practical.

15 Steve Lotspeich: You could submit individual comments as an individual. I think any of us can submit
16 comments.

17 John Brabant: That's totally undemocratic; that's totally inappropriate.

18 Steve Lotspeich: That's totally...that's an option. Okay, Alright, Well, thanks for your comments that's good.
19 Does anybody else have any comments that they'd like to add? George, go ahead.

20 I think you're on mute George; we're not hearing anything anyway? Can you get yourself off mute?

21 George Clain: There we go. Good. Yeah, John, could you just forward this video to them for your comments
22 section? That'd be great. The video of this meeting.

23 Steve Lotspeich: I don't think...I don't know that a video could be transmitted. Bonnie's taking notes, and I think
24 the notes of this meeting.

25 John Brabant: I would like my statements transcribed and submitted, remitted. This is, I agree with George.

26 Steve Lotspeich: Okay. Alright, are there more comments? Mike, go ahead.

27 Mike Gilbar: Apart from the comments that I that I previously made, I agree with John. I'm not happy with this
28 for a variety of reasons, and one of them is you know just the fact that, that it, it seems like this, even though
29 this has been a 2 year enterprise, I'm not sure this that the CVRPC Board really has had an understanding of
30 what this strategic plan entailed right from the beginning. And I could be wrong about that because I've only
31 been on the Board as an alternate for a short time. But, but it seemed like there just wasn't enough time to
32 really grasp what was in this report, and or just the concept of the CEDS and, you know, the fact that that we're
33 looking at creating another layer of a multi-district that's going to be a layer on top of the State and RPC and
34 our...over and above our town plans. And so I guess...so I'm not really crazy about that and I'm fairly certain that
35 Barre Town Selectboard would not be happy with it. And you know my biggest question, I guess, is what's the

1 benefit that we get from this? I understand that there'd be some grant funding available, but the grant funding
2 is always available with some sort of strings attached, and some of those strings, from what I can see would not
3 be palatable to the, to our planning commission in Barre Town or to the Barre Town Selectboard.

4 So I know as an alternate I don't have a vote, but I would, you know, strongly encourage George to vote "no" on
5 this at this point unless there's some way to really get into this a little bit more and have more discussion, so
6 that the RPC Board of Commissioners all have, you know, get a chance to comment and absorb this thing and
7 get all their questions answered.

8 Steve Lotspeich: That's fine. Okay, thanks Mike for those comments. Does anybody else having comments? Go
9 ahead, Jerry.

10 Jerry D'Amico: I think what we're missing is the gorillas in the room, Rutland and Chittenden, and yeah, all the
11 economic development they can be do doubled up...(unable to hear comment)

12 Bonnie Waninger: Can you guys hear Jerry's comments?

13 Steve Lotspeich: Jerry, you have to project a little more to the owl. I don't think it's picking up your voice.

14 Jerry D'Amico: Alright, hey, it was just what I want to note it is heavily in favor of those who, oh, this one is
15 from Chittenden County, but the other one has already been done in Rutland, and I haven't seen theirs but
16 knowing, having worked with the Rutland people before, I know that everything tends to focus in their direction.
17 I don't want to go any further. Okay, anyway. I just wanna actually I believe those are the gorillas in the room,
18 and we have to watch out.

19 Steve Lotspeich: Okay, good. Good thanks. Lee go ahead.

20 Lee Cattaneo: Yes, my concern is that the equity portion isn't fully developed, and...I'm sure under the
21 impression with this that it favors the built-up municipalities more than the more rural communities. And
22 coming from a very rural community, that that's the concern. So I'll leave it at that. I wish it was developed a
23 little bit more than it is.

24 Steve Lotspeich: Bonnie can you just speak to the equity? How is that gonna get finished in time.

25 Bonnie Waninger: Because it's being written right now. Between the time we released the draft, so folks would
26 have some time to review it and now, essentially, in addition to talking with specific groups, we worked with a
27 particular consultant who did one on one...who did focus groups with under represented businesses. They just
28 gave us their reports so we're trying to write all that up. Taylor at Chittenden is the lead on that part. He's
29 trying to create the synopsis of that, and those groups have asked if they can see that information before they
30 give their comments. So they asked for additional time as well. So I can't tell you what it will say yet, except
31 that, in reviewing the consultant report in some of the focus groups, many of the comments they're sharing are
32 the same comments as other traditionally represented businesses are sharing. It's workforce it's housing, it's
33 childcare, it's transportation, all of those things are greatly impacting, it's access to capital, are greatly impacting
34 their businesses. They do have some more specific comments, especially women-owned businesses, about what
35 would be useful for helping those businesses start up, thrive, and grow. So, we've got to get the synopsis
36 together. I will bring that back to you when it's ready.

37 Steve Lotspeich: Okay, thanks. Peter, do you have a comment?

1 Peter Carbee: Okay, Yeah. Finally, get off mute. Basically my comment echoes a lot of what Lee was...I mean
2 what Lee Cattaneo was saying. Mine in particular, is both Lee and I live in very rural towns, and we're in Orange
3 County, and we are the red headed stepchildren of this organization, as it is and really when you add it in with
4 all of Chittenden County, and all Rutland County, or Chittenden and Rutland areas. I fear that our little town will
5 get lost, and I had submitted that comment prior, and it stands. Thank you.

6 Steve Lotspeich: Thank you. Alright, Thanks, thanks, Peter. Are there other comments? George, you still have
7 your hand up. Did you have another comment?

8 George Clain: Yes, I do. I'd like...I don't know what the governance of this regional committee is. I'd like to know
9 that. I don't know what they're filed with with the Secretary of State, even under what auspice they'll have as
10 far as open meeting rules. Oh, and then again, I don't know Mr. Chairman, if it would require a motion, to get
11 the transcript of all these comments made and filed within the deadline. Is that going to require motion to have
12 that done, or is it going to be done?

13 Steve Lotspeich: No, I think the request has been made to, for staff to make a transcript. I think that's fine. I
14 don't think we need to have a motion. I think we can trust staff to take care of getting these comments.

15 George Clain: The other thing...I thought I saw Orange in two regional districts. Can you explain that? Talk
16 about getting lost.

17 Bonnie Waninger: Well actually, they get double attention. Orange County does. But in reality Orange County
18 for regional development corporations and regional planning commissions is divided. The county and its
19 municipalities are divided among 3 regional planning commissions. Because when regional commissions first
20 started, we were regional planning and development commissions, and we were all organized around
21 economics. And so the Towns of Orange, Washington, and Williamstown, their workforce, primarily not
22 exclusively, but primarily goes towards Barre City and Montpelier and Barre Town for work, so they were
23 brought into the Central Vermont region as their economic tie. There's one town, I'm trying to remember who it
24 is at the north of the Orange County, that actually goes, I think, to NVDA, I could be wrong, (background noise)
25 and then the rest of them are affiliated with the Two Rivers Ottaquechee RPC region and I think it's the Green
26 Mountain Economic Development Corporation. So Orange County economically looks to three different
27 directions for the basis of its economics. So when the Two Rivers and Southern Windsor regions are called the
28 Central Vermont regions, East Central Vermont their called. When they wrote their CEDS they pulled in the
29 Orange County statistics, but they named their member towns as included in the CEDS. So when this CEDS was
30 created for West Central Vermont, the initial proposal from the other regions was, let's just do Washington
31 County. We said, well and Jamie raised his hand too, these towns, these three Orange County towns are part of
32 our economy, so we tried to incorporate their statistics in. We could have done it at the county level, but when
33 Zach, for those who don't know Zach Maia was a planner here, when he looked at that information, those three
34 towns, their economics statistics don't match the rest of Orange County. They're different than the rest of
35 Orange County. So he tried to pull them in as best he could, understanding that you're looking at Washington
36 County statistics and the statistics of three towns. Those towns also have different statistics than Washington
37 County, and as we move into the regional plan, that's a... our regional plan, the Central Vermont Regional Plan,
38 that's a great place to start sussing that out because it's focused on that area whereas this plan is focused on the
39 four counties or four region area.

40 Steve Lotspeich: Good thanks. So we need to wrap this up. Do you have a final comment Lee before we move
41 on here?

1 Lee Cattaneo: I guess my comment goes to what was brought up by George before the governance. The
2 economic development commission, whatever it is, it doesn't have any municipal representatives on it. It's all
3 business representatives, and...I think they you should really look at how this is going to be implemented
4 without having the government for municipal representatives involved in it. That's another concern that I have
5 with it.

6 Steve Lotspeich: Oh, okay, thanks. So let's move on, Bonnie.

7 John Brabant: I have a hand raised.

8 Steve Lotspeich: Hold on please John, hold on. So we...we represent municipalities, so I think that's part of the
9 voice here; it's...that's our job representing municipalities. So I'm cognizant of the time, so John do you have a
10 brief comment so we can move on.

11 John Brabant: Yeah, I'd like to put a motion on the floor.

12 Steve Lotspeich: We're not gonna hold on, John. We're not gonna take action on this plan until October. So the
13 plan is not been finalized as Bonnie mentioned earlier. We're going to be taking action on this plan later. The
14 purpose of this evening is for us to provide comments, and we've had a lot of really good comments.

15 John Brabant: So I would like to provide a comment from the entire board *that the Central Vermont Regional*
16 *Planning Commission Board does not support the West Central Vermont Strategic Economic Development*
17 *Strategy as currently drafted.*

18 Steve Lotspeich: Well John, I'm gonna call that out of order because we're not taking action on the plan at this
19 point. It's not finalized.

20 John Brabant: This is how we send our collective position on it before it becomes final so we don't have to kill
21 the plan. I'm looking for a second.

22 Bill Arrand: *I will second it.*

23 Steve Lotspeich: Okay, so it was seconded by Bill.

24 Bill Arrand: I'm in trouble, too. I'll second it.

25 Steve Lotspeich: So what is your motion John?

26 John Brabant: The motion is *the CVRPC Board does not support the draft West Central Vermont Strategic*
27 *Economic Development Strategy as it currently reads.*

28 Steve Lotspeich: Okay, so I just like to caution everybody, were not, we don't have any action warned in in this
29 on our agenda...so I just like to caution everybody about that we're not at the point of approving or denying our
30 support for the plan based on how this meeting was warned, but I understand we have a motion and a second
31 on the table. So is there any discussion on the motion?

32 John Brabant: The reason for my motion, if I may, is to communicate a collective message that (sound) be which
33 I'm unclear of as many have already stated, because there's no time to put together a message of any level of
34 detail or quality, so I think there's a lot of concern raised with the current draft, and we can communicate that
35 while it's still a draft, and hopefully slow this thing down and get us all up to speed and maybe get the bad..the
36 plan improved.

1 Steve Lotspeich: Okay, Bonnie

2 Bonnie Waninger: So I understand your motion. What the group will want to know, and I will send out an email
3 tomorrow to answer that question about governance. There isn't governance, we're a partnership, um, but
4 taking that motion back to them will simply be the Board saying, "no". The question they're going to ask is what
5 specific changes do you want in order to say yes. I heard some comments tonight from individuals. I heard some
6 of them echoed multiple times. What are the Board's comments versus individual comments? That's what
7 would be helpful.

8 The plan was available earlier. The Board has been working on bylaws. You were going to have a presentation in
9 July on the plan. The Board, and I was very clear, the Board moved that off the agenda to talk about bylaws, so
10 time is very short now.

11 Steve Lotspeich: Okay, so we have a motion second, let's go ahead. Is there any more discussion on the motion?
12 So that...so...George go ahead.

13 George Clain: Yeah I think this motion allows just for what Bonnie is asking; it allows us time to really flush this
14 thing out amongst ourselves and not be expeditious about what's going on here, and I think, John's comment
15 exactly voiced that and I totally agree.

16 Bonnie Waninger: I do need to state that you're assuming the four region area will wait further for the Board's
17 comments...

18 Unidentified: Well, that's the...

19 Bonnie Waninger: The rest of the group may simply vote to move forward.

20 John Brabant: They can do that.

21 Bonnie Waninger: ...so please don't expect that fleshing out your comments will make them incorporated...and
22 I'm not meaning to pressure you, I just want you to understand they've already waited it.

23 John Brabant: Well they can do that, but it won't be in our name, and when they go to the legislature to change
24 substantial statewide policy and environmental policy and planning policy, they won't be able to say that we are
25 on board with this, and we will be able to advocate our own interests purely, which is what we can do right now.
26 I don't like this is good government at all, this thing.

27 Bonnie Waninger: Understood, John. Thank you.

28 Steve Lotspeich: Could we hear the motion again? Nancy if you can repeat it.

29 Nancy Chartrand: Steve, I'm sorry, but I was trying to deal with an audio issue when that motion was made
30 stepping into your room, so I did not hear it.

31 Steve Lotspeich: Bonnie, do you have it?

32 Bonnie Waninger: Sure. The motion, as I heard it, was *the CVRPC Board does not support the West Central*
33 *Vermont Economic Development Strategy as currently drafted.*

1 Steve Lotspeich: Okay, so we have a motion and a second, let's go ahead and have a vote. All those in favor of
2 the motion say aye (*the ayes were heard*); all those opposed say nay (*the nays were heard*). Okay, so we're
3 gonna need a roll call vote because we have ayes and nays. Are there any abstentions?

4 Alexis Leacock: This is Alexis Leacock, Warren. I abstain.

5 Steve Lotspeich: Okay, so alright, so let's go down... I'll do a roll call and if you could say whether your vote
6 is...what your vote is, "yes" or "no".

7 Barre City – Nay; Barre Town – Yes; Berlin - I think the motion is out of order, but I vote Yes; Cabot - I
8 don't think Amy's on yet; Calais – Yes; Duxbury – Yes; East Montpelier – Yes; Fayston – not present,
9 Marshfield – not present; Middlesex – Yes; Montpelier – not present; Moretown – No; Northfield – I
10 don't think Laura's here; Orange – Yes; Roxbury – No; Waitsfield – No; Warren – abstain; Plainfield – yes;
11 Washington – Yes and I agree with Bob Wernecke, I think it's out of order, but I'm voting yes; Waterbury
12 – No; Williamstown – Yes; Woodbury – Yes; Worcester – Yes.

13 Steve Lotspeich: Okay so give us a minute. We'll get a tally here for yeses and abstentions.

14 Bonnie Waninger: Nancy, when you are ready I have my count.

15 Steve Lotspeich: Did you just count 12?

16 Nancy Chartrand: Sorry, I had a technical issue here. I need a confirmation of Orange, Roxbury, and Waitsfield
17 to give a count.

18 Bonnie Waninger: I had Orange as Yes, Roxbury as No, and Waitsfield as No.

19 Nancy Chartrand: OK (counting) I have 12 yeas, does that match with you, Bonnie?

20 Bonnie Waninger: It does.

21 Nancy Chartrand: (counting) four nos and one abstention...no, that's not right

22 Bonnie Waninger: I have five nos.

23 Nancy Chartrand: Five nos...yes, that's right.

24 Steve Lotspeich: So we have 23 seats so the motion passes.

25 Nancy Chartrand: Yes, five "nos". I'm sorry.

26 Steve Lotspeich: Okay, so the motion passes. Alright, so we'll communicate that.

27 Bonnie Waninger: So I will take that information back. And then my question for the Board is, I heard that you
28 want to talk about it more and talk specifically about things. How would you like to move forward with that?

29 Steve Lotspeich: Well, I don't know if we really know, Bonnie. If the plan is being finalized at the end of the
30 month, we're not going to have another opportunity...unless we have a special meeting.

31 Bonnie Waninger: So then what I'm hearing for that is, I will take the comments back that you brought, and we'll
32 enter those in. If there's no addressing on those comments or if the Board doesn't feel like they have been
33 addressed adequately, that we can expect when it comes up for adoption, the Board would vote "no"?

1 Steve Lotspeich: Well, I don't think we can predict that, Bonnie. I think we need...I think we have to wait. Let's
2 not go there, okay? I just don't think we know. So, it may be true, but...okay, I'd like to move on with the rest of
3 our agenda, please.

4 John Brabant: Steve, just to help out. Bonnie, you could always from your notes communicate some of the
5 comments or the comments that were raised in specific as at least the beginning, so they could maybe attempt
6 to amend the plan to provide some redress. Thank you.

7 Steve Lotspeich: Yeah, I think that'll be the transcription of the comments that will go. So, okay, Peter, I'd like,
8 to wrap this up. If you have a final comment.

9 Peter Carbee: Just very briefly, I think, with this vote and the comments, I think Bonnie can pass onto them that
10 we just do not feel it's ready at this time. If it's fleshed out, but we did not like the draft. Thank you.

11 Bonnie Waninger: Thank you, Peter.

12 Steve Lotspeich: Thank you. Good point. Okay. Sounds good. Thanks, everybody. Good discussion.

DRAFT

Central Vermont Regional Planning Commission

P: 802-229-0389

Staff Report, September 2022

F: 802-223-1977

The CVRPC office remains closed to the public. Staff are in the office on Mondays through Thursdays. Due to telework schedules, please schedule in-person meetings in advance. Masks are required in public areas of the office.

COMMUNITY DEVELOPMENT

Contact Clare Rock, rock@cvregion.com unless otherwise noted.

Municipal Planning & Plan Implementation:

- Finalized region-wide bylaw review matrix to be used to strengthen understanding of local regulatory approaches.
- Plainfield Co-operative Business Assistance - Prepared Memorandum of Agreement for project match commitment. Met with Co-op representatives and held kickoff meeting with Co-op Board to review scope of work and schedule. Drafted USDA memo regarding personnel changes and qualifications.
- Reviewed East Montpelier draft zoning maps and followed up with Town regarding updates.
- Drafted updates to the East Montpelier and Plainfield zoning maps and Cabot Village Center Designation map.
- Met with Orange to map (GPS) a proposed trail network in the Town Forest.
- Responded to two private citizens' zoning inquiries.
- Provided Calais with zoning adoption process information.
- Sent Duxbury and East Montpelier information about the municipal plan approval and confirmation of the local planning processes.
- Compiled permit tracking software information and send to Moretown Zoning Administrator.
- Send "Welcome" email to new East Montpelier and Fayston Zoning Administrators.
- Connected Barre Town with DHCD contact regarding next steps in the Village Center Designation application process and provide feedback to Roxbury about Village Center Designation outreach and education.
- Participated in Ridge to River 2.0/Friends of the Mad River transition conversation around coordination and interim support of initiative.
- Met with Berlin Recreation Committee Chair to discuss possible funding sources for an ice rink expansion.

Regional Planning and Implementation:

- Participated in two Comprehensive Economic Development Strategy (CEDs) Strategy Committee meetings to discuss the draft CEDs and engagement. Presented CEDs to the CVRPC Board. Discussed Board perspective with project partners. Reviewed Change the Story reports and contacted several organizations representing traditionally underserved populations regarding CEDs engagement. Worked with CCRPC staff on augmenting the draft CEDs to reflect rural economic development support.
- Compiled and edited CVRPC's contribution to the VAPDA Annual Report and map.
- Started an inventory of census data needed for regional plan update.
- Monitored Section 248 and Act 250 applications.
- Provided regional data to Public Service Department for LEAP modeling to support the Regional Plan update and municipal enhanced energy planning.

Health Equity: (Contact Sam Lash, lash@cvregion.com)

- Participated in RPC statewide meetings to discuss development of Toolkit and implementation projects.
- Developed draft of modules on energy, medical access, and health equity resources.

- Researched obesity in Vermont looking at intersection with income and other co-occurring factors to identify potential municipalities and communities for implementation projects. Projects will focused on integrating health equity into planning to expand access/resources for physical activity and healthy food.
- Developed workshop and accompanying materials on health equity, integrating equity frameworks into project selection process, and transportation and health equity case studies for discussion with the Transportation Advisory Committee.

Partnerships for Progress:

CVFiber: Prepared minutes for two Planning & Development Committee, two Executive Committee, and for Governing Board meetings. Posted meeting agendas and minutes to website. Processed incoming mail.

THRIVE: Participated in THRIVE meeting focused on its community health equity initiative.

CVEDC: Participated in monthly meeting. Discussed the 2022 regional project priorities process.

EMERGENCY MANAGEMENT & HAZARD MITIGATION

Contact Keith Cubbon, cubbon@cvregion.com, unless otherwise noted.

Local/Regional Planning:

- Submitted one Local Emergency Management Plan (LEMP) to Vermont Emergency Management (VEM) for acceptance.
- Sent Emergency Relief Assistance Fund (ERAF) report to Montpelier to encourage building of increased State cost share. As a result, Montpelier requested CVRPC assistance with a State discussion, and the City subsequently was credited for work done and its ERAF score increased. Congratulations, Montpelier!
- Provide outreach and attended Green Mountain Power Turbine #5 exercise. The exercise strengthened emergency service provider understanding of how to respond safely should a turbine facility public safety event occur.
- Met with Cabot Selectboard about Clark Sawmill Dam and options of removal or consequences of dam failure. The Selectboard has established a new workgroup for this project.
- Submitted CVRPC's EMPG 22 grant application and responded to State questions.
- Participated in Vermont Emergency Management/RPC monthly meeting.
- Attended Survivermont active shooter training/presentation at the Berlin armory.
- Posted Capital Fire Mutual Aid (CFMA) agenda to CFMA page on CVRPC website.

Local Hazard Mitigation Plans (LHMP): Staff supported communities in the development, review, and adoption of local hazard mitigation plans. Contact Samantha Last at lash@cvregion.com.

Fayston – Continued text development for the hazard profile, historic data, planning process progress, and community profile. Held 1:1 meetings with planning team members to coordinate updates and outreach to town entities and to identify key mitigation actions. Facilitated planning team meeting focused on public outreach, reviewing hazard analysis results, map products, and mitigation action brainstorming.

Orange – Facilitated team meeting to plan two outreach efforts, review general milestones and timeline, review the status of previous hazard mitigation projects, and set individual tasks for next meeting.

American Rescue Plan Act (ARPA): Attended monthly meeting of RPCs/VLCT. Responded to Barre City request for project prioritization services.

TRANSPORTATION

Contact Christian Meyer, meyer@cvregion.com, unless otherwise noted.

Field Services: Coordinated work in the State right of way and placed traffic counters on Route 14 in Woodbury. Placed traffic counters near the intersection of Route 12 and Cox Brook Road in Northfield as part of a pedestrian safety feasibility study. Completed inventory of bridges and culverts in Moretown. Processed traffic counting data from Orange and completed staff training on using counting software.

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 departures of leadership team staff. Discussed moving JEDI Committee forward in the absence of the Committee chair. Held Executive Session to discuss personnel; recommended to the Board that the General Manager Search Committee, in cooperation with the General Manager, be tasked with searching for an Assistant General Manager.

Operations Committee – Discussed departures of leadership team staff. Discussed operations and performance updates. Received update on the low/no emissions grant and electrification of the GMT fleet.

- Participated on the General Manager Search Committee. Attended weekly meetings. Conducted second interview with candidate for Interim General Manager.
- Discussed Finance Manager wage with GMT General Manager.
- Met with GMT General Manager and Chair to discuss General Manager search process.

Municipal Assistance:

- Coordinated with staff on technical assistance to Calais for design work on the Kent Hill Road Bridge. The Town was awarded a FEMA grant, and CVRPC was requested to serve as the Town's project manager.
- Completed Roxbury ash tree inventory report.
- Discussed funding opportunities for bridge work on Brook Road with Plainfield.
- Communicated with Northfield and landowners on rail freight supportive parcels.
- Participated in Moretown roadway technical assistance planning meeting to help Town identify best course forward on road improvements and applicable funding sources and requirements.
- Researched the reconnecting communities grant for a potential Barre City project.
- Participated in a Fisher Road Bicycle and Pedestrian Planning Advisory Committee to review initial design concepts.

Regional Activities:

- Hosted a Central Vermont Mobility Committee to discuss the current mobility budget and ongoing initiatives to provide mobility to all Central Vermonters.
- Hosted a road/highway supervisors meeting focused on changes to the Municipal Roads General Permit.
- Participated in statewide discussion on projects selected for the inclusion in the State Transportation Capital Plan.
- Participated in debrief with Capstone Community Action and Central Vermont Economic Development Corporation regarding Capstone's application to the Northern Borders Regional Commission for the Community Rides project, which was not funded, and to explore other funding sources for this transportation initiative.
- Meet with UVM intern who will help inventory municipal pedestrian infrastructure.
- Attended stakeholder meeting regarding proposed rules for medium- and heavy-duty-vehicle emissions and electric vehicles.
- Assisted ANR with venue coordination and attended public meeting on ANR's proposed Low Emission and Electric Vehicle Rulemaking. Prepared comments on proposed rulemaking for submission to ANR.

Contact Brian Voigt, voigt@cvregion.com, unless otherwise noted.

Tactical Basin Planning Assistance:

- Met with DEC Basin Planner to discuss opportunities for collaboration during the Tactical Basin Plan update process. Attended Basin 8 regional coordination meeting to discuss the organization of topic meetings to help inform development of the Basin Plan.
- Queried the DEC Watershed Projects Database to identify water quality improvement projects in the Winooski River Basin. Corresponded with DEC Basin Planner to request additional information related to the identified projects.
- Coordinated presentation from the DEC Basin Planner to the Clean Water Advisory Committee, and attended Chittenden County RPC Clean Water Advisory Committee meeting.
- Met with the Roxbury Planning Commission to discuss surface water reclassification, stream corridors, and basin planning objectives.

Clean Water Service Provider (CWSP):

- Communicated with DEC staff regarding on-line tools and data resources to use for identifying projects for Winooski Basin Water Quality Council review.
- Communicated with DEC staff regarding the status of CWSP policy development.
- Corresponded with entities seeking clarification of the pre-qualification process.
- Completed review of CVRPC policies related to CWSP activities to identify required policy updates and initiated updates for future Executive Committee review.
- Attended Vermont State Archives and Records Administration meeting to discuss CWSP records retention requirements.
- Attended DEC CWSP check-in meeting to discuss program status and guidance.
- Met with CWSP planners to discuss development of a project tracking database.
- Revised draft bylaws and public participation policy for Winooski Basin Water Quality Council. The Winooski Basin Water Quality Council adopted the revised bylaws and recommended the policy for adoption by CVRPC.
- Hosted a Basin Water Quality Council meeting. Coordinated presentation from the DEC Basin Planner to the Winooski Basin Water Quality Council.

Stormwater Projects:

Barre City Auditorium Final Designs – No progress to report.

Calais / Woodbury Stormwater Implementation – DEC has award CVRPC a contract for this project. Review draft contract.

Moretown School Stormwater Implementation – Received Project Engineer’s kick-off meeting draft minutes.

Plainfield Gully Stormwater Implementation – Project construction has begun! The facility will collect and slow stormwater runoff from Route 2 and neighboring streets to minimize sediment deposit in the Winooski River.

CLIMATE & ENERGY

Contact Sam Lash, lash@cvregion.com unless otherwise noted.

Municipal Planning and Implementation

- Attended Middlesex Energy Committee meeting. Provided guidance around collaborating with its Community Fund. The Committee hopes to seed a revolving fund to support community weatherization. Facilitated conversation around [Residential Building Energy Standards](#). Recommended the Committee consider a side-by-side comparison of proposed zoning updates with the Town’s energy plan to focus its comments to the Planning Commission and Selectboard.

- Met with Warren Energy Coordinator around potential product of standardized presentation template for reporting municipal energy use, energy policy development for school districts, and next steps regarding extreme temperature preparedness.
- Fielded inquiries from Barre Town, Orange, Middlesex, and Northfield regarding utility rate increases and implications for electrification and siting renewable energy generation facilities.
- Conducted targeted outreach around upcoming opportunities including outreach to Montpelier and Barre City regarding potential eligibility for the [U.S. Department of Energy's Energy Efficiency and Conservation Block Grant](#).
- Connected [WindowDressers](#) campaign efforts with Capstone Community Action services to better support lowest income residents. Met with Montpelier, Warren, Moretown, and Middlesex ahead of community window builds. Submitted [Climate Catalysts Innovation Fund](#) application for multi-town effort to provide lowest income residents with window inserts and to expand existing municipal WindowDressers program into a regional effort.

Regional Planning and Implementation

- Prepared and presented a pitch presentation on [Re]Imagining Community Resilience Hubs in Vermont: Shifting Power to Communities at Summit ([video](#)).
- Kicked off partnership with Middlebury College Capstone student projects by reviewing work plans and project products and resuming outreach to municipalities for collaboration. The two projects are 1) development of a municipal energy use baseline and tracking template to support Enhanced Energy Planning and project development, and 2) adapting the resilience hub model to rural communities via a need assessment and a template for upgrades.
- Attended Efficiency Vermont's Button-Up State Kick-Off Meeting and follow-up meeting with community managers to discuss regional approach to button-up campaign.

OFFICE & ANNOUNCEMENTS

Office:

- Completed an interview with Sullivan and Powers representative regarding CVRPC FY22 audit; the audit is nearly complete and going well. Met with auditor and accountant regarding GASB 87 requirement related to treating leases as capital assets. Filed FY22 Subrecipient Annual Report.
- Initiated onboarding of new Planner Jonathan Ignatowski to supplement CVRPC's land use and community development capacity. Staff members individually met with Jon as part of the on-board process.
- The Executive Committee accepted, with regret, the resignation of Executive Director Bonnie Waninger, who accepted a new position at the Vermont League of Cities & Towns.
- Coordinated VAPDA's 2022 Annual Retreat.
- Discussed CVRPC's masking requirement with several Board members.
- Began briefing senior staff on Director duties as part of transition planning.
- Discussed 2015 Executive Director search process with former East Montpelier Commissioner; reviewed documents and provided a summary to the Executive Committee.
- Negotiated CWSP formula grant agreement with DEC.
- Responded to inquiries from prospective Executive Director candidates and from State agencies regarding Director transition.
- Met with CCRPC IT Manager to discuss CCRPC's experience with migrating from a in-office server to the cloud. CVRPC will either invest in a new server in FY23 or migrate from a server to the cloud for file storage.
- Additional correspondence with New York attorney for legal advice regarding hiring CVRPC's first fully remote employee.

Professional Development:

- Brian completed State Emergency Operations Center Orientation in preparation for staffing the GIS position in the State Emergency Operations Center during disaster response.
- Brian provided all staff with a training on using the data.census.gov website to access US Census data.
- Bonnie and Keith participated in VLCT's *IJJA Funding for Vermont with the US DOT* webinar. There are multiple opportunities for municipalities to access funding, including a program related to bridges and culverts.
- Nancy participated in a portion of the *State of the States Vermont Budget, GASB Update and ARPA Reporting Training Day* webinar for information regarding updated internal controls.
- Clare attended the *Municipal Budgeting and Capital Planning* webinar.
- Sam attended a roundtable discussion on *Cannabis Control Commission for Towns and Municipalities* featuring updates on permitting processes, enforcement, relation to liquor control and tobacco licensing.
- Keith attended webinars on *FEMA's Building Resilient Infrastructure and Communities (BRIC) grant* and the *Flood Resilient Community Funds*.
- Keith and Brian attended the Vermont Dam Task Force's Pellitier Dam Removal event in Castleton to learn more about the dam removal process.
- Sam attended Energy Action Network's 2022 Summit.

Upcoming Meetings:

Beginning in September, all CVRPC meetings will host a physical location and offer remote access unless otherwise noted. Meeting access information is provided on agendas at www.centralvtplanning.org.

October

Oct 10		Office Closed - Holiday
Oct 11	4:30 pm	Municipal Plan Review Committee
Oct 11	6:30 pm	Board of Commissioners
Oct 20	1 pm	Winooski Basin Water Quality Council
Oct 25	6:30 pm	Transportation Advisory Committee
Oct 27	4 pm	Project Review Committee
Oct 31	4 pm	Executive Committee

November

Nov 8	6:30 pm	Board of Commissioners
Nov 10	4 pm	Clean Water Advisory Committee
Nov 11		Office Closed - Holiday
Nov 17	1 pm	Winooski Basin Water Quality Council
	4 pm	Project Review Committee
	6:30 pm	Transportation Advisory Committee
Nov 24 & 25		Office Closed - Holiday

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](http://www.centralvtplanning.org).

Visit CVRPC's web site at www.centralvtplanning.org to view our blog and for the latest publications and news.

September 2nd

- Bylaw Modernization Grants
- LCBP Clean Water and Healthy Ecosystems Planning and Implementation Projects

- Human Services and Educational Facilities Grant Program
- Recreational Facilities Grant Program
- Regional Economic Development Grant Program
- Environmental Leadership Training – Fall Series
- Vermont Fish & Wildlife- Fall Education Series
- Low Emission and Electric Vehicle Rulemaking Public Events
- Increasing Emergency Relief and Assistance Funding Score
- AVCC 2022 Conservation Summit – Resilient Communities and Landscapes: Planning for a Climate-Changed Future
- Lend Your Voice in Support of Vermont’s Urban & Community Forests

September 9th

- HUD’s Funding Opportunity to Address Unsheltered and Rural Homelessness
- AARP Livable Communities Workshop: Housing for All Ages
- FY 23 Municipal Planning Grants Due December 1
- Participate in the Vermont Extreme Heat Survey
- Growing Urban Forests in the Face of Emerald Ash Borer Grants
- Communities Caring for Canopy Grants

September 23rd

- AARP VT Accepting Grant Applications – Winter Placemaking Projects Promote Livability for All Ages

Central Vermont Regional Planning Commission

Committee & Appointed Representative Reports, September 2022

Meeting minutes for CVRPC Committees are available at www.centralvtplanning.org.

EXECUTIVE COMMITTEE (Monday of week prior to Commission meeting; 4pm) [two meetings]

- Discussed appointment of an Acting or Interim Director. Held an Executive Session related to discuss the appointment of an employee as Acting Director. No action was taken as a result of the session. Requested the Director provide a wage recommendation.
- Discussed organizational structure and whether modifications to the job description or staffing structure were required.
- Reviewed the Executive Director hiring process as outlined in CVRPC's Personnel Policy Manual.
- Discussed structuring of a Search Committee and potential membership. Steve Lotspeich, Laura Hill-Eubanks, and Peter Carbee will represent the Executive Committee, and Lee Cattaneo will be asked to serve as an alternate. The Committee will contact prospective Board members to assess their interest and availability to serve on the Search Committee.
- Requested the Director recommend a wage range for the Executive Director position and provide job advertisement placement ideas at the next Committee meeting.
- Held Executive Session for personnel. Recommended that the Board of Commissioner appoint Christian Meyer as Acting Director.
- Held Executive Session for personnel. Adopted \$83,000 as the wage for the Acting Director.
- Approved a wage range for the Executive Director position at \$90,000 minimum, \$105,000 middle, and \$120,000 maximum.
- Selected locations to advertise the Executive Director position advertisement.
- Appointed Steve Lotspeich, Laura Hill-Eubanks, Peter Carbee, Robert Werneke, and Dara Torre to the Executive Director Search Committee with Lee Cattaneo and Janet Shatney as alternates.
- Reviewed the Executive Director job description. S. Lotspeich, L. Hill-Eubanks, and P. Carbee will update the description for discussion at the Committee's October 3 meeting
- Discussed holding an exit interview with the Executive Director.
- Briefly discussed a position profile and requested the Executive Director draft a template.

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

Did not meet.

NOMINATING COMMITTEE (February - April; scheduled by Committee)

Did not meet.

PROJECT REVIEW COMMITTEE (4th Thursday, 4pm)

Did not meet.

REGIONAL PLAN COMMITTEE (as needed; scheduled by Committee)

Did not meet.

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

Anticipating late September/early October meeting for Worcester Town Plan approval and planning process confirmation.

TRANSPORTATION ADVISORY COMMITTEE (4th Tuesday; 6:30 pm)

- Discussed ongoing work on the VTrans' Transportation Equity Framework.
- Conducted a practical exercise on thinking about the equity framework in the in the context of selecting a transportation project for funding.
- Nominated officers.

CLEAN WATER ADVISORY COMMITTEE (2nd Thursday, 4pm)

- Elected Larry Becker as the new Committee Chair
- Hosted DEC Basin Planner Karen Bates to discuss the Winooski Tactical Basin Plan update – data collection, timeline, and the role of the CWAC.
- Provided CWAC members with an update on the Clean Water Service Provider program.

BROWNFIELDS ADVISORY COMMITTEE (3rd Monday 6pm)

Did not meet.

WINOOSKI BASIN WATER QUALITY COUNCIL

- Hosted DEC Basin Planner (Karen Bates) to discuss the Winooski Tactical Basin Plan update – data collection, timeline, and the role of the BWQC.
- Discussed Procurement Policy (pre-qualification of municipalities and organizations), Records Retention, Conflict of Interest, Internal Controls and Personnel Policies.
- Discussed project advancement and the quantification of co-benefits.
- Introduced on-line data resources (databases and planning tools) for discovering water quality improvement projects in the Winooski River Basin.

VERMONT ASSOCIATION OF PLANNING & DEVELOPMENT AGENCIES (VAPDA)

The September meeting was a Director's retreat.

- Spotlighted a new project or initiative for each RPC.
- Held an internal management roundtable. Significant items of discussion were available workforce and re-normalizing operations.
- Made VAPDA committee assignments, and will be available at <https://www.vapda.org/about.html>.
- Provided updates on collaborative RPC projects, such as health equity planning, water quality project development, and energy.
- Held a Legislative discussion to receive an overview of the past session, a synopsis of the coming session, discussion of RPC priorities, and assignments of Legislator outreach.
- Identified priorities areas for State agency outreach by program area.
- Discussed a Future Land Use Map task included in the RPC agreement with the Agency of Commerce and Community Development. The Agency requested that RPCs work on methods to improve regional plan and future land use map consistency. The FY23 task is to recommend a methodology to improve consistency. Directors outlined a rough workplan: a) inventory current future land use plans and maps to identify similarities and differences among land use planning areas and definitions, related policies and map formats,

and b) identify baseline similarities for definitions, policies and standardized mapping formats that could be incorporated. Many questions were raised about potential future use of this effort, how local plans will be considered, and whether there is a reason to complete this effort at the regional level.

VERMONT ECONOMIC PROGRESS COUNCIL

No Central Vermont activity.

GREEN MOUNTAIN TRANSIT

- VTrans briefed the Board on a potential new program that would change the Volunteer Driver program to a Community Rides program. The change would offer more options to build capacity and reduce reliance on volunteers.
- Approve the FY24 capital budget.
- Accepted the FY2023-2026 Transit Asset Management Plan.
- Approved the third and final step of the new service planning process to implement Stowe Mountain Road Shuttle Service expansion.
- Held an Executive Session for personnel.
- Extended the General Manager contract by up to six months (~April 30, 2023)
- Accepted and thanked VTrans for its offer of additional assistance in the form of funding for an Assistant General Manager position.
- Discussed the potential to complete additional studies to assess microtransit feasibility in the GMT service area. Currently, letters of interest have been received from the Franklin/Grand Isle region, Mad River Valley, Williston, Winooski, and Essex. If your community is interested in having a study completed, it should send a letter of interest to Jamie Smith, GMT Director of Marketing and Planning, via jamie@ridegmt.com. The GMT Board will make a decision at its October 11, 2022 meeting.

MAD RIVER VALLEY PLANNING DISTRICT

CVRPC provided a partner update, highlighting work the RPC has undertaken in the Valley over the summer, sharing staffing news, and providing updates on the Comprehensive Economic Development Strategy and Clean Water Service Provider activities. The MRVPD is planning a housing summit on October 16, 2022. The summit aims to provide education, ideas, methods, and honest conversation that will enable the community to move forward on the urgent issue of sustainable and equitable housing for current and future Valley residents. For more information see: <https://www.eventbrite.com/e/mrv-housing-summit-tickets-413007044187>. The Steering Committee continues to discuss the role of the MRVPD in the housing arena.

September 29, 2022

Dear CVRPC Executive Committee and Executive Director,

No matter what crises we face as humans, we will always fair better when we work together. Compassion and accurate information are good for our health. That is the spirit with which I am writing to you.

When responding to COVID-19, [OSHA](#) confirms that requirements related to employee use of PPE still apply:

“OSHA requirements apply to preventing occupational exposure to SARS-CoV-2.”

According to the OSHA Standard, [1910.134\(c\)\(2\)\(i\)](#) any employer who allows their employee to wear a respirator (such as an N95) – even voluntarily- has a responsibility to examine and weigh the potential hazards caused by the respirator itself, and to warn the employee that the device can, in itself, be hazardous:

OSHA Standard 1910.134(c)(2)(i)

“An employer may provide respirators at the request of employees or permit employees to use their own respirators, if the employer determines that such respirator use will not in itself create a hazard. If the employer determines that any voluntary respirator use is permissible, the employer shall provide the respirator users with the information contained in appendix D to this section (“Information for Employees Using Respirators When Not Required Under the Standard”)”

Appendix D: *“...if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker.”*

If employees are allowed to use respirators (such as N95’s and dust masks), at the very least it appears that you are responsible for meeting section [1910.134\(c\)\(2\)\(i\)](#) of the OSHA standards, and of providing proper supervision.

In response to CVRPC’s recent policy requiring mask use by all employees and visitors, I have repeatedly requested evidence that CVRPC has conducted a process to determine if respirator use will not in itself create a hazard, as required in the standards, but have received none.

According to OSHA, proper supervision of respirator use includes addressing, and remedying, issues encountered by the wearers. While serving as chair at a Clean Water Advisory Committee meeting on September 8th, I pointed out several incidents of poor supervision of the use of respirators (such as poor fit and difficulty breathing). However, the Executive Director refused to discuss or address my concerns, and informed me that the Executive Committee was the appropriate place to have them resolved. Yet, my request for time to address this issue with the Executive Committee has also been

denied. The unwillingness of this organization to discuss and address common sense concerns only confirms the impression that it is not competent to meet its obligations to the employees and volunteers.

Most of the public entities in the state have stopped requiring masks over a year ago. When given a choice, the overwhelming majority of Vermonters have chosen not to wear masks, with no observable problems. Even the CDC and Vermont Department of Health have backed off and are leaving the decision of wearing a mask up to personal choice. By mandating masks, this organization is choosing to go further than recommended. Why not also do the same on the other side by reading and adhering to the applicable OSHA standards related to respirator use? In light of the fact that people at every level of this organization appear completely unaware of the hazards or how to address them, it would be prudent to rely on the process provided by the OSHA standards.

Employers who require respirators (such as N95's) are required to complete a *written Respiratory Protection Program*. This document will walk you through the process, and ensure you are following Best Practices as related to employee safety. These OSHA protections regarding respirator use have been developed carefully over decades and provide clear guidance for safe and proper supervision. Why not follow the regulations? Whether or not we are legally bound, ethically the choice is clear. Taking this step would demonstrate your commitment to protecting employees to the fullest extent possible, instead of trying to find legal loopholes to avoid responsibility.

Thank you for your time and continued attention to this important subject. No other body function is more important to our health than proper respiration. *Breath Is Life*.

I look forward to continuing to learn together with you.

Sincerely,
Amy Hornblas
CVRPC Commissioner and former Chair of the CWAC

Bonnie Waninger

From: anita krauth <rakrauth@gmavt.net>
Sent: Friday, October 7, 2022 11:31 AM
To: Nancy Chartrand
Cc: Anita/Ron Krauth; Bonnie Waninger; Amy Hornblas/health Educator/planning Commission
Subject: Fwd: Mask wearing FYI from A.Krauth (retired RN)

Please forward to commissioners as requested by exec. committee.

Begin forwarded message:

From: anita krauth <rakrauth@gmavt.net>
Subject: Mask wearing FYI from A.Krauth (retired RN)
Date: October 7, 2022 at 10:52:08 AM EDT
To: Anita Krauth <RAKRAUTH@gmavt.net>, amyhornblas@gmail.com

A few notes re' Masking Effectiveness and Uses in various settings.

Using Facemasks in surgical setting is quite different than in public applications.

1. Masks are used for several hours, not more than 5 hours average.
2. Masks are discarded after one use, and not pulled down and worn around the wearer's neck or dangling from a car's visor!?!
3. Compromised patients wear masks to protect themselves from being exposed to other germs or disease that they have no immunity to.
4. In OR settings masks are put on at beginning of surgery, and not touched, Especially for sterile staff (nurses and doctors) that are directly doing the procedure or are in the sterile field.
5. In hospital settings, if mask wearer sneezes or coughs they carefully remove mask and replace it with clean one.

My other thoughts and observations are that OSHA and Department of health "rules" do change with new info when a disease goes from pandemic to endemic!!

Also, I notice that in even in federal buildings, ie, post office, masking is by personal choice, NOT MANDATORY!

Central Vermont planning board should be consistent with federal masking guidelines.

I'm available to offer any additional information, and appreciate being consulted.
Anita Krauth (RN, retired)