



BOARD OF COMMISSIONERS

March 14, 2023 at 6:30 pm

Hybrid Meeting with 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/j/81136818419?pwd=dDFDbDhrTm56TUNQUlp3WEorYzRZZz09>

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 appreciated)

Page **AGENDA**

6:30² Introductions

Adjustments to the Agenda

Public Comments

2 **6:35 Appointments to Nominating and Executive Committee** (enclosed)³

6 **6:55 Committee Rules of Procedure/Bylaws Amendment** (enclosed)³

13 **7:15 West Central Vermont Strategic Economic Development Strategy -**
(enclosed)³ Adoption of the CEDS

21 **7:35 Minutes** (enclosed)³

26 **7:45 Reports** (enclosed) - Update/questions on Staff and Committee Reports

7:55 Legislative Update

8:10 Future Agenda Items - share your ideas

8:30 Adjourn

Next Meeting: April 11, 2023

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.

³ Anticipated action item.

From: [Nancy Chartrand](#)
To: [Alan Quackenbush - CVRPC Commissioner - Duxbury](#); [Alexis Leacock - Warren CVRPC Commissioner](#); [Ariane KISSAM - CVRPC Commissioner - Montpelier](#); [Bill Arrand - CVRPC Commissioner - Worcester](#); [Bob Atchinson - Plainfield Energy Committee | TAC Appointee](#); [Clarice Cutler - East Montpelier - CVRPC Alternate / Planning Comm](#); [Dara Torre - CVRPC Commissioner & TAC Alternate - Moretown](#); [David Wendt - Duxbury PC & CVRPC Alternate](#); [Don LaHaye - CVRPC Commissioner - Waitsfield](#); [George Clain - Barre Town CVRPC Commissioner | Planning Commission](#); [Gerry D'Amico - CVRPC Commissioner & TAC Appointee - Roxbury](#); [J. Michael Bridgewater - CVRPC Alternate - Warren](#); [Janet Shatney - CVRPC Commissioner - Barre City](#); [Janice Ohlsson - Calais PC Chair | DRB | CVRPC Alternate](#); [John Brabant - CVRPC Commissioner - Calais](#); [Joyce Manchester - CVRPC Alternate | TAC Appointee - Moretown](#); [Karla NuiSSI - Berlin CVRPC Alternate | PC Chair | Berlin DRB](#); [Lee Cattaneo - CVRPC Commissioner - Orange](#); [Michael Gray - CVRPC Commissioner - Woodbury / Executive Committee](#); [Michael Miller - CVRPC Alternate - Montpelier](#); [Mike Gilbar - Barre Town CVRPC Alternate | PC & DRB](#); [Paula Emery - CVRPC Commissioner - Plainfield](#); [Peter Carbee - CVRPC Commissioner - Washington](#); [Richard Turner - CVRPC Commissioner - Williamstown | Planning Comm](#); [Robert Wernecke - CVRPC Commissioner / DRB Chair - Berlin](#); [Ron Krauth - CVRPC Commissioner - Middlesex](#); [Steve Lotspeich - CVRPC Commissioner - Waterbury](#); [Williamstown Town Manager - Jacqueline Higgins](#)
Bcc: [Nancy Chartrand](#)
Subject: CVRPC Nominating Committee Vacant Seat Recruitment
Date: Tuesday, February 14, 2023 8:38:00 PM
Attachments: [21-01-12 Nominating Committee Rules of Procedure & Guidelines.pdf](#)
[NomCom Roadmap Memo 21-03-25.pdf](#)

At the request of the Board, I am reaching out to all Commissioners and Alternates for interest in serving on the Nominating Committee as we now have a vacancy as a result of Laura Hill-Eubanks stepping down from the Board.

For reference and more information on responsibilities of the Committee, below you will find an excerpt from the updated Bylaws related to Nominating Committee, and attached you will find the Nominating Committee Rules of Procedure & Guidelines, as well as a "Road Map" prepared by the Committee that served in 2021 that provides details on structure and expectations.

If you are interested in serving on this committee, please let me know by February 27th. Thank you for your consideration.

Nominating Committee

1. The nominating committee (the "Nominating Committee") shall consist of three (3) Board members, one of whom may be an Alternate Commissioner. Nominees shall be submitted at the January Board meeting, and additional nominations may be made from the floor. The Board shall elect the Nominating Committee annually at its January meeting.
2. The purpose of the Nominating Committee is to support the Board by seeking and nominating qualified candidates for positions and

committees as directed by the Board.

3. The duties of the Nominating Committee shall be:
 - a. Recommend to the Board a slate of candidates for the Board positions of Chair, Vice Chair, and Secretary/Treasurer and at-large members of the Executive Committee.
 - b. Recommend to the Board candidates for Standing and Special Committees.
 - c. Recommend CVRPC representatives appointed by the Board to other organizations and for other positions when directed by the Board.

Nancy Chartrand, Office Manager
Central Vermont Regional Planning Commission
802-229-0389, ext. 09
www.centralvtplanning.org

From: [Nancy Chartrand](#)
To: [Alan Quackenbush - CVRPC Commissioner - Duxbury](#); [Alexis Leacock - Warren CVRPC Commissioner](#); [Ariane Kissam - CVRPC Commissioner - Montpelier](#); [Bill Arrand - CVRPC Commissioner - Worcester](#); [Bob Atchinson - Plainfield Energy Committee | TAC Appointee](#); [Clarice Cutler - East Montpelier - CVRPC Alternate / Planning Comm](#); [Dara Torre - CVRPC Commissioner & TAC Alternate - Moretown](#); [David Wendt - Duxbury PC & CVRPC Alternate](#); [Don LaHaye - CVRPC Commissioner - Waitsfield](#); [George Clain - Barre Town CVRPC Commissioner | Planning Commission](#); [Gerry D'Amico - CVRPC Commissioner & TAC Appointee - Roxbury](#); [J. Michael Bridgewater - CVRPC Alternate - Warren](#); [Janet Shatney - CVRPC Commissioner - Barre City](#); [Janice Ohlsson - Calais PC Chair | DRB | CVRPC Alternate](#); [John Brabant - CVRPC Commissioner - Calais](#); [Joyce Manchester - CVRPC Alternate | TAC Appointee - Moretown](#); [Karla Nuissl - Berlin CVRPC Alternate | PC Chair | Berlin DRB](#); [Lee Cattaneo - CVRPC Commissioner - Orange](#); [Michael Gray - CVRPC Commissioner - Woodbury / Executive Committee](#); [Michael Miller - CVRPC Alternate - Montpelier](#); [Mike Gilbar - Barre Town CVRPC Alternate | PC & DRB](#); [Paula Emery - CVRPC Commissioner - Plainfield](#); [Peter Carbee - CVRPC Commissioner - Washington](#); [Richard Turner - CVRPC Commissioner - Williamstown | Planning Comm](#); [Robert Wernecke - CVRPC Commissioner / DRB Chair - Berlin](#); [Ron Krauth - CVRPC Commissioner - Middlesex](#); [Steve Lotspeich - CVRPC Commissioner - Waterbury](#); [Williamstown Town Manager - Jacqueline Higgins](#)
Cc: [Christian Meyer \(meyer@cvregion.com\)](#)
Bcc: [Nancy Chartrand](#)
Subject: Executive Committee & Regional Plan Committee Vacancies
Date: Wednesday, March 1, 2023 3:25:00 PM

I want to remind members that Laura Hill-Eubanks' departure has also left vacant seats on the Executive Committee and the Regional Plan Committee, which we hope to fill from nominations at the upcoming Board meeting. The term for these seats will end 6/30/23.

An overview of each Committee is included below.

If you are interested in serving on one of these committees, please let me know by March 6th. Thank you for your consideration.

Executive Committee Meets: 4-6pm on the Monday of the week before the Commission meeting

Duties:

- To support the Board by facilitating the general operation of CVRPC as directed by the Board and to act on behalf of the Board in the absence of a Board quorum when time precludes the delay of decision or action.
- Oversee and approve an annual work plan and budget for CVRPC, including budget adjustments.
- Recommend municipal dues.
- Oversee and approve an organizational plan for CVRPC.
- Authorize and accept grants, agreements and contracts with outside organizations and agencies.
- Review and accept the annual audit.
- Approve the addition and elimination of staff positions as recommended by the executive director. Adopt job descriptions and wage ranges for staff positions.
- Adopt and oversee personnel, financial, procurement, operational and administrative policies and procedures.
- Monitor emerging issues affecting CVRPC and inform the Board as appropriate.

Approve agendas for Board meetings.

- Recommend to the Board or, if timing requires, take appropriate action on policy issues, including legislative issues, state or federal plans and policy, regional planning commission allocation formulas or other issues affecting the Central Vermont Region and its municipalities.
- Nominate candidates for the Nominating Committee, taking demonstrated commitment to CVRPC into account.
- Review committee Rules of Procedure drafted by committees. Draft Rules of Procedure for new committees. Recommend revised or new Rules to the Board.
- Carry out other actions as directed by the Board.

Regional Plan Review Committee Meets: 1st Tuesday of the Month at 4:00 pm

Duties:

- Oversee development and maintenance of the Regional Plan, pursuant to 24 V.S.A. Section 4347 and the requirements and allowances in 24 V.S.A. Section 4348(b), and make recommendations for approval by the Board.
- Provide advice and recommendations on plans, policies, programs, budgets, and issues related to Plan implementation.
- Oversee other tasks related to the Regional Plan as assigned by the Board or required or permitted by the Act.

Nancy Chartrand, Office Manager

Central Vermont Regional Planning Commission

802-229-0389, ext. 09

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MEMO

Date: March 8, 2023
To: Board of Commissioners
From: Christian Meyer, Executive Director
Re: Rules of Procedure Update

✉ ACTION REQUESTED: Discuss the adoption of revised Nominating Committee Rules of Procedures.

Nominating Committee Rules of Procedure

The Board adopted Rules of Procedure (ROP) for the Nominating Committee on 01/12/21. In order to ensure conformance with the recent Bylaws Update adopted on 9/13/22, the ROP have been amended to reflect language used in the Bylaws and to allow for the timely replacement of any seats that become vacant in order to maintain the nomination schedule.

Action on this item may be pursuant to the Board's final adoption of the revised language to Section 504.A – Vacancies of the Bylaws. In this scenario, staff recommends action be postponed until the April Board meeting.



NOMINATING COMMITTEE

RULES OF PROCEDURE

PURPOSE: The Nominating Committee is responsible for nominating qualified candidates for election or appointment to the Executive Committee, Standing and Special Committees, and other organizations for which CVRPC appoints a representative.

GENERAL ACTIVITIES:

- ◆ Identify and recommend to the Board a slate of candidates for the positions of Chair, Vice Chair, Secretary/Treasurer and at-large members of the Executive Committee.
- ◆ Identify and recommend to the Board candidates for Standing and Special Committees and CVRPC representatives appointed by the Board to other organizations.

ADVISORY ROLE: The Nominating Committee shall be advisory to the Board of Commissioners. It will recruit and recommend candidates for election or appointment by the Board based on guidance provided or adopted by the Board (Attachment A). The Committee's actions must be compatible with plans, policies, positions or resolutions previously adopted by the Board of Commissioners. In nominating candidates, the Committee shall seek to balance the interests of the Commission to have committees as reflective of the Commission as possible.

MEMBERSHIP: The Nominating Committee shall consist of three (3) Commissioners, one of whom may be an or Alternate Commissioners. The Executive Committee shall nominate candidates for the Nominating Committee, taking demonstrated commitment to CVRPC into account. Nominees shall be submitted at the January Board meeting, and additional nominations may be made from the floor. The Board shall elect the Nominating Committee annually at its January meeting. If any member of the Committee resigns, position on the Committee is vacated, the Executive Committee shall appoint additional members to the Committee such vacancy shall be filled by nominations from the floor at the next regular Board meeting to maintain the nomination schedule.

Commented [NC1]: Amended to conform with Bylaws 403.C.1

VOTING PROCEDURES: All members are eligible to vote on committee business.

Commented [NC2]: Amended to conform with Bylaws 504A (with a plan to request that section of Bylaws be amended to include Nominating Committee in addition to Executive Committee)

Commented [NC3]: Added to conform with Bylaws Section 403.A.3 using language of 403.A.7

OFFICERS/ELECTIONS: The Nominating Committee will elect a Chair and Vice-Chair annually at its first meeting. The Chair will be responsible for running meetings, setting agendas in conjunction with staff, reviewing and signing correspondence on behalf of the Nominating Committee, and representing the Nominating Committee at various meetings as needed. The Vice-Chair will provide support to the Chair as needed. If the Chair or Vice Chair should resign before term expiration, the Executive Committee shall appoint additional members to the

Commented [NC4]: Addressed above under membership

~~Committee to maintain the nomination schedule.~~

ATTENDANCE AND QUORUMS: A quorum shall consist of a majority of members. Members are expected to attend all regular meetings and special meetings as they arise.

COMMUNICATION AND COORDINATION:

- ◆ Meetings shall be noticed and held in accordance with Vermont Open Meeting Law.
- ◆ Minutes of all regular and special meetings will be prepared by staff, distributed to Committee members and interested parties, and made available to the public in accordance with open meeting and public records laws described in 1 V.S.A. §§ 310-320.
- ◆ Commissioners and Alternate Commissioners are encouraged to offer input on nominations and are encouraged to bring up items of local or regional concern for Committee consideration.
- ◆ The Committee shall report to the Board as it directs and the Board shall "accept" committee reports to signify receipt.

Commented [NC5]: Added to conform with Bylaws Section 403 A.8

CONFLICT OF INTEREST: ~~Upon joining the Commission or its committees, individuals must review and sign the Commission's most recently adopted Code of Conduct and Conflict of Interest Policy to indicate that they have read, understood, and agree to comply with it.~~

ADOPTION OF ORGANIZATIONAL PROCEDURES: The Nominating Committee may, at any time, vote to recommend amendments of these procedures, upon 51% vote of the Committee membership. Proposed amendments will then be forwarded to the Executive Committee and interested parties. The Executive Committee then will make a recommendation to the Board of Commissioners regarding adoption.

Commented [NC6]: Amended to match language in Bylaws Section 403 A.3

The Nominating Committee is a standing committee of the Commission, and is therefore subject to the Commission's bylaws. These Rules of Procedure, combined with Robert's Rules of Order, provide procedural and administrative guidance for the Committee in addition to the Commission's bylaws. In the case of a conflict between these Rules and the Commission's Bylaws, the Bylaws shall take precedence. This document supersedes all other direction, policies, and procedures pertaining to the Nominating Committee.

Recommended by the Executive Committee: __ / __/2023

Adopted by the Board of Commissioners: __ / __/2023

Steve Lotspeich Chair
CVRPC Board of Commissioners



MEMO

Date: March 8, 2023
To: Board of Commissioners
From: Christian Meyer
Re: Bylaws Change

✉ **ACTION REQUESTED:** Move that the Board of Commissioners endorse the recommended change to Bylaws Section 504.A - Vacancies to also include the Nominating Committee and direct that the final proposed amendment be placed on the agenda of the April regular meeting for a final vote.

The Executive Committee is recommending that Section 504.A - Vacancies of the current Bylaws be modified to include the Nominating Committee.

The Board adopted updated Bylaws on 9/13/22. While reviewing Nominating Committee Rules of Procedure amendments with Committee members, at their February 16th meeting and in consideration of the recent resignation of a member of the Nominating Committee prior to that meeting, it was requested that consideration be given to amending Section 504.A - Vacancies of the current Bylaws in order to allow the timely replacement of any seats that become vacant.

Currently Section 504.A allows replacement of any officer or Executive Committee position to be filled by nominations from the floor at the next regular Board meeting. However, for all other standing committees, appointment must follow the same process by which they were originally formed. This means, for the Nominating Committee, the Executive Committee must review and make a recommendation before the Board can vote to fill the vacancy. The Nominating Committee differs from other committees in its need to maintain a tight nomination schedule. The committee is expected to form itself, elect a chair, and carry out nominations in roughly 4 months. As the current Bylaws are crafted, it can take up to 5 weeks before a new member can be replaced on the Committee, as we are seeing in the current situation. Therefore, committee members and staff recommended to the Executive Committee that the Nominating Committee be added to Section 504.A to follow the same process for vacancies as the Executive Committee. The revised language can be reviewed on the following page.

Bylaws Excerpts

Section 504: Vacancies

- A. In the event that any Officer, ~~or Executive Committee~~, or Nominating Committee position is vacated, such vacancy shall be filled by nominations from the floor at the next regular Board meeting. Members so elected shall hold office only for the balance of the current year or until their successors are elected and installed.
- B. B. In the event of the death, resignation or inability to act as a Commissioner, member of all other committees, or appointee, a successor shall be elected or appointed using the same process as provided in the case of the original election or appointment.



MEMO

Date: March 9, 2023
To: Board of Commissioners
From: Christian Meyer
Re: Bylaws Correction

✉ **ACTION REQUESTED:** Move that the Board of Commissioners endorse the recommended correction to Section 1003D (Amendments to Bylaws) to accurately reference subsection 1003C and direct that the final proposed amendment be placed on the agenda of the April regular Board meeting for a final vote.

The Executive Committee is recommending that Section 1003D of the current Bylaws be correct to reference subsection 1003C instead of 1004D.

The Board adopted updated Bylaws on 9/13/22. While reviewing the bylaws for the proposed amendment for the nomination of participants of the Nominating Committee, staff noticed a typo in the adopted Bylaws. Under Section 1003: Amendments to the Bylaws, Subsection D where it should reference the proceeding subsection 1003C, it erroneously references 1004D. The correction can be viewed on the following excerpt.

Proposed change to section 1003 of the CVRPC Bylaws

Section 1003: Amendments to Bylaws

- A. A proposed amendment shall be submitted in writing to the Executive Director.
- B. The proposed amendment shall be placed on the Executive Committee agenda for its review prior to being placed on the Board agenda. Following review by the Executive Committee, the proposed amendment, along with any recommendations of the Executive Committee, shall be placed on the agenda of the next regularly scheduled meeting of the Board.
- C. The draft proposed amendment shall be discussed at the next regular meeting of the Board and may be amended at that meeting. An affirmative vote of the Board is required to advance the agreed upon final proposed amendment. That vote must direct that the final proposed amendment be placed on the agenda of the subsequent regular meeting for a final vote.
- D. After the affirmative vote described in 1003C, the proposed amendment shall be placed on the agenda for a final vote at the subsequent regular meeting of the Board. No amendment to the proposed amendment shall be allowed at the Board meeting during which the final vote is taken.
- E. The proposed amendment shall become effective upon the affirmative vote of 60% of the Board. If a 60% affirmative vote is not attained, the proposed amendment fails.



MEMO

Date: March 8, 2023
To: Board of Commissioners
From: Christian Meyer, Executive Director
Subject: Comprehensive Economic Development Strategy (CEDS) adoption

✉ **Action Requested:** Adopt the resolution adopting the West Central Vermont Comprehensive Economic Development Strategy (CEDS).

[A CEDS](#) - or a Comprehensive Economic Development Strategy - is a strategy-driven plan for regional economic development. The West Central Vermont CEDS is the result of two-and-a-half year, regionally-led planning process designed to build capacity, support local initiatives, and develop economic resiliency in West Central Vermont (Addison County, Chittenden County, Rutland County, Washington County and part of Orange County).

The primary purpose of the West Central Vermont CEDS is to improve the economic wealth and well-being of all the Region's residents by strengthening local economic partnerships and enabling the Region to meet current and anticipated economic challenges. The intended outcome of this effort is to bolster the prosperity of the Region through collaboration and the leveraging of each participating region's strengths and assets, while also meeting the requirements of the EDA to secure new funding sources.

Between May 2021 and September 2022, the regional partners composing the CEDS Strategy Committee conducted several rounds of public engagement, which included four stakeholder workshops, 132 employer survey responses, six focus groups, and extensive one-on-one engagement with community partners. The West Central Vermont CEDS is a living document that will be updated annually, premised on the shared goal of ensuring that the four participating regions will be represented equally when data and survey responses are collected.

The Central Vermont Regional Planning Commission Board provided comments on the CEDS at the October 11, November 8, December 13, and January 10 Board of Commissioner meetings. All of the feedback collected from the Board was reviewed by the West Central CEDS Strategy Committee. As

detailed in an attached staff report, all staff and Commissioner comments were addressed by the Strategy Committee, resulting in revisions to the CEDS that directly address the feedback from the CVRPC and result in a final CEDS document that reflects the economic priorities of the Central Vermont region.

The final draft CEDS is available at the West Central Vermont CEDS website by navigating to

Read The CEDS at <https://www.westcentralvt.org/ceds-draft-material>

The website also includes videos that provide an overview of the intent and purpose of the West Central Vermont CEDS, a summary of the public engagement process, key findings, and review of proposed goals and actions.

CEDS integration of CVRPC Commissioner Feedback

The final draft of the CEDS was released on February 1, 2023 and is available for download at <https://www.westcentralvt.org/>. The CEDS was revised in response to feedback from CVRPC Commissioners and staff, and this memo highlights the specific language that was adopted. Added language is **blue** and **underlined**, while removed language is **red** with a ~~strike through~~.

CVRPC staff are pleased to report that the final draft of the CEDS incorporated all CVRPC feedback.

Commissioner feedback: *Due to the decarbonization of Vermont's economy and energy infrastructure, the CEDS should address the fossil-fuel related jobs that will be impacted by this transition.*

This feedback was integrated into the CEDS in the following goals:

Goal #2: Equity

Action 8: Just Transitions

Work with the Vermont Climate Council to develop public policy and business actions that will ensure that the impacts of Vermont's transition into a low or zero greenhouse gas emitting economy will benefit and support all residents of the State of Vermont fairly and equitably.

Goal #3: Business Development and Job Creation

Action 2: Economic Gardening

Practice economic gardening as the primary method of economic development. Create jobs by supporting local entrepreneurs and existing companies, especially those with local ownership, including employee ownership, and other connections to the community. Actions may include:

- a. Seek resources, make referrals to resources, and provide technical assistance to small and medium-size businesses in the region.
- b. Strengthen business networking and communication networks in the region, especially between sectors.
- 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.

- d. [Assist fossil-fuel based businesses \(e.g. fuel dealers\) develop plans and strategies to transition into the clean-energy economy while retaining and creating jobs \(see also Goal #4, Action #12\).](#)
- e. Work with statewide partners to expand efforts to support ownership of local businesses.

Goal #4: Workforce Development and Employee Retention

Action 12: Reskill workers in Fossil-Fuel Based Industries

[Work with the Vermont Climate Council, Community College of Vermont \(CCV\), and other partners to assist workers in fossil-fuel based industries obtain the skills and job training needed for better-paying employment in low or zero greenhouse gas emitting sectors.](#)

Commissioner feedback: *Commissioners expressed discomfort with a CEDS action regarding Act 250 permitting reform.*

The CEDS action regarding Act 250 permit reform was removed from the CEDS.

Goal #6: Quality of Life

~~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.~~

Commissioner feedback: *Commissioners expressed discomfort with permit reform language in the 6.17.22 draft of the CEDs, which stated: Advocate for the removal of duplicative Federal, State, and local development review permitting jurisdiction and processes.*

The language for permit reform was revised:

Goal #5: Infrastructure and Resilience

Goal 14: Permit Reform.

~~Advocate for the removal of duplicative Federal, State, and local development review permitting jurisdiction and processes.~~

[Advocate for less duplicative and overlapping federal, state and local permitting processes.](#)

Commissioner feedback: *Commissioner Mike Gilbar expressed his interest in including a goal to attract new high wage employers to the region.*

The language for Goal 3 was revised:

Goal #3, Business Development and Job Creation

Support job retention and growth at existing high wage employers, [attract new high wage employers to the region](#), expand economic diversification, and create a supportive ecosystem for entrepreneurs to create and grow their business within the Region.

Commissioner feedback: *Commissioner Mike Gilbar asked for the CEDS employer survey data to be disaggregated by County so audiences can compare employer priorities between each region, and for future surveys to ask if an employer is located in a “rural” or “urban” area.*

The CEDS now states the following:

Employer Survey

The West Central Vermont CEDS Strategy Committee conducted a survey of employers between August and October 2021. The brief survey asked questions about workforce development, infrastructure, and contained a SWOT exercise. An Executive Summary of the Employer Survey results is in Appendix B. [Future iterations of the Employer Survey shall include additional questions about location of business \(by county\) and will ask employers if they are located in a “rural” or “urban” area.](#)

Commissioner feedback: *Commissioner George Clain asked how substance abuse was addressed in the CEDS.*

The CEDS identifies the impacts of substance misuse on the regional economy in the economic profile. This includes impacts such as the loss of productivity, poor school performance, increased costs related to public assistance and criminal justice, and the shrinking workforce. The CEDS integrates solutions, which include prevention-based strategies, into the Action Plan. Specifically, Goal 4.8 of the CEDS calling for the Region to “Assist regional non-profits and governmental entities...that provide mental health support and substance misuse related services to regional workers...”

CVRPC feedback: *CVRPC staff evaluated employer survey responses of Central Vermont region employers, and determined that the CEDS did not reflect that a majority of the region's employers were concerned about the state of existing roads and bridges.*

The following language has been included in the CEDS:

Goal #5: Infrastructure and Resilience

[Action 9: Roads and Bridges.](#)

[Cooperate with municipalities, VTrans, and other stakeholders to plan, engineer, fund, and perform the repair or reconstruction of roads and bridges integral to supporting and growing the Region's economy.](#)



RESOLUTION

Adoption of the West Central Vermont Comprehensive Economic Development Strategy (CEDS)

WHEREAS, Title 24, V.S.A. §4345a in part requires that regional planning commissions promote the mutual cooperation of its municipalities and assist municipalities, compacts, and authorities within the region to facilitate economic development programs for the appropriate development, improvement, protection, and preservation of the region's physical and human resources; and

WHEREAS, regional development corporations are private, not-for-profit corporations governed by a Board of Directors with a mission to promote sound economic development in their regions; and

WHEREAS, Chittenden County Regional Planning Commission applied for and received a Planning and Technical Assistance Grant from the US Department of Commerce Economic Development Administration (EDA) in 2020 to develop a comprehensive economic development strategy (CEDS) in cooperation and partnership with Addison County Economic Development Corporation, Addison County Regional Planning Commission, Central Vermont Economic Development Corporation, Central Vermont Regional Planning Commission, Chamber and Economic Development of the Rutland Region, Greater Burlington Industrial Corporation, and Rutland Regional Planning Commission (hereafter referred to as the CEDS Partners); and

WHEREAS, West Central Vermont includes the geographic service territory of Addison County Regional Planning Commission, Central Vermont Regional Planning Commission, Chittenden County Regional Planning Commission, and Rutland Regional Planning Commission; and

WHEREAS, the CEDS Partners engaged in a two-year and a half planning process from 2020 to 2023 to develop the *West Central Vermont Comprehensive Economic Development Strategy* in compliance with 13 CFR 303.6; and

WHEREAS, the CEDS Partners solicited public comment on the draft *West Central Vermont Comprehensive Economic Development Strategy* on June 21, 2022, and again on November 1, 2022, and incorporated feedback into the document; and

THEREFORE BE IT RESOLVED, that the Central Vermont Regional Planning Commission Board of

Commissioners, in compliance with 13 CFR 303.6, CCPRC adopts the *West Central Vermont Comprehensive Economic Development Strategy*.

This resolution shall become effective as of March 14, 2023.

I do hereby certify that the resolution adopted by the Central Vermont Regional Planning Commission at a public meeting held on March 14, 2023, at which a quorum was present and that the same is a correct and true transcript from the original thereof.

Steve Lotspeich, Chair

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
BOARD OF COMMISSIONERS
Draft MINUTES
February 14, 2023

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	Vacant
<input 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 type="checkbox"/>	Bob Atchinson, Alt.
<input type="checkbox"/> Cabot	Vacant	<input checked="" type="checkbox"/> Roxbury	Jerry D'Amico, Vice Chair
<input type="checkbox"/> Calais	John Brabant	<input checked="" type="checkbox"/> Waitsfield	Don La Haye
<input type="checkbox"/>	Jan Ohlsson, Alt.	<input type="checkbox"/>	Vacant, Alt.
<input checked="" type="checkbox"/> Duxbury	Alan Quackenbush	<input checked="" type="checkbox"/> Warren	Alexis Leacock
<input checked="" type="checkbox"/>	David Wendt, Alt.	<input type="checkbox"/>	Vacant, Alt.
<input type="checkbox"/> E. Montpelier	Vacant	<input 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 type="checkbox"/> Woodbury	Michael Gray
<input type="checkbox"/> Montpelier	Ariane Kissam	<input checked="" type="checkbox"/> Worcester	Bill Arrand
<input type="checkbox"/>	Mike Miller, Alt.		

Staff: Christian Meyer, Nancy Chartrand, Clare Rock,
 Guests: Alice Peal, Waitsfield; Toni Kaeding, Worcester

Call to Order

Chair Lotspeich called the meeting to order at 6:34 pm and completed a roll call. Quorum was present to conduct business. He announced the resignation of Board Member Laura Hill-Eubanks and expressed appreciation for her years of service to the Commission.

Adjustments to the Agenda

L. Cattaneo noted the need to appoint another person to the Nominating Committee, and requested it be addressed at tonight's meeting. Lotspeich advised he planned to address at the next regular meeting nominations for both Executive Committee and Nominating Committee, however, an item can be added before reports on the agenda for the Board to determine whether or not to move tonight or next month with a nomination for Nominating Committee.

Public Comments

None

COVID Protocol Update

C. Meyer provided an overview of the information in the packet. It was noted that the major change will be a shift to a “mask appreciated” policy in the office vs. “mask required” given transmission being at a low level. Also noted was the expectation that this could change based on transmission levels in the future. It was requested that the memorandum be amended to clarify staff will be present at physical locations of meetings. Also, the last bulleted item should remove the word “may” and keep the word “will”.

Chair Lotspeich confirmed no action is necessary as it is Executive Director protocol to set the safety standards in the office.

Municipal Plan Approval & Confirmation of Planning Process

B. Arrand reported the Municipal Plan Review Committee met on February 6, 2023 and reviewed the Worcester Town Plan. Toni Kaeding and Chani Waterhouse, of the Worcester Planning Commission were present at that meeting. He advised the Municipal Plan Review Committee recommends approval and confirmation the Worcester Town Plan adopted by the Worcester Selectboard on January 3, 2023.

L. Cattaneo moved to approve the Worcester Town Plan adopted 1/3/2023; J. D’Amico seconded. Motion carried.

D. La Haye moved to confirm the Town of Worcester planning process per 24 VSA § 4350(a). R. Wernecke seconded. Motion carried.

R. Wernecke moved to adopt the resolution documenting the Worcester Plan approval and planning process confirmation by CVRPC; L. Cattaneo seconded. G. Clain noted he continues to have issues with the language of the resolution as previously stated, however, no changes were requested. Vote called and motion carried.

Regional Plan Update

Chair Lotspeich introduced Senior Planner Clare Rock. Rock shared a brief presentation in follow-up to the memorandum provided in the packet. She provided an overview of the Regional Plan Project and advised work is being undertaken now and will continue through FY23 and FY24. The current Regional Plan expires in August 2024. The plan development process will be led by staff, guided by the Regional Plan Committee and adopted by the Board of Commissioners. Staff is currently gathering necessary data for the plan and undertaking assessments of current conditions. We will also be using some of the draft narrative from the Plan Central Vermont effort undertaken a few years ago. A draft vision and aspiration statement, which was brainstormed with Board members prior to the pandemic, has been put together and was included in the packet.

It was noted there is a good foundation for this project to work from and it will be a team effort and collaboration between staff, the Regional Plan Committee, and the Board. Regular updates will be provided to the Board and they will have the opportunity to review and comment on the drafts and provide input on proposed policies. We will also need involvement from stakeholder groups throughout the process. The goal is for the new plan to be short and concise with an accessible writing style. It will be focused on emerging trends and will work to link the findings in the plan and the policies. It will include a strategic implementation program which will be an important part in assisting staff with their annual work plan and will focus on what the RPC can do to forward the goals of the plans and the policies vs. what municipalities *should* do.

The 1st Tuesdays of the month will be the regular meeting schedule for the Regional Plan Committee.

1 There was discussion related to balancing goals and policies of State Comprehensive Energy Plan and to what
2 degree we can identify areas that would be off-limits to development that can be collectively agreed upon. It
3 was confirmed that the Regional Energy Plan will also be updated, however, we are currently waiting to hear
4 back from Department of Public Service who is recalibrating the data we need to use in that process and we will
5 revisit components of the energy plan when that information is available.

6 7 **Legislative Update**

8 C. Meyer provided a brief overview of the following bills:

9 H.129 – Brownfields: includes one million dollars for assessment work to buttress work already being done.

10 H.68 - Omnibus Housing DR0091: pre-emptive zoning limits on density; includes specific regional language
11 regarding creation of a position for an RPC Housing Navigator to connect resources to housing needs; influences
12 the housing element of regional plans; addresses additional dwelling units (ADUs) and number of housing units
13 per acre. He noted there is an open hearing on 2/16 and that he would share information on that hearing to the
14 Board via email.

15 H.124 - Rural Capacity: would change funding formula for regional planning commissions based on number of
16 towns per region to create more financial resources for rural communities. It would also take funds from some
17 regions. It is viewed somewhat problematically from a regional planning perspective.

18 H.129 - River Corridors: would create statewide jurisdiction and permitting authority for mapped river corridors

19 H.126 Conservation (last session was H606): looks to create 30% of state as conserved land by 2030 and 50% by
20 2050.

21
22 Meyer went on to provide detail on the memorandum in the packet noting there are many issues being
23 discussed in the legislature that RPCs could help address if adequate funding were provided. These issues
24 include rural capacity, housing, shared services, climate change, economic development, etc. To address this,
25 the RPC Directors are recommending full statutory formula funding be provided to RPCs. If full statutory formula
26 funding is provided, it will approximately double our regional planning funds. These funds are our core funding
27 (Municipal & Regional Planning), which we use to support all of our regional planning work, as well as leverage
28 as matching funds for other grants. It was confirmed that the language in the proposed statement was
29 developed by the Government Relations Committee of Vermont Association of Planning and Development
30 Agencies (VAPDA) with the intent that RPC board members across the State could sign onto this concept and
31 that it could be transmitted to the appropriate legislative committees.

32 A graph was shared showing the statutory formula for funding from the Property Transfer Tax for RPC allocation
33 and the actual RPC funding that has been approved since 2001. The actual funding falls below the allocation and
34 the request is to support full funding of RPCs as outlined in statute.

35 Proposed Statement: As regional planning commission board members, we are requesting support from the
36 Legislature to provide full statutory formula funding to regional planning commissions. The capacity of our
37 towns is strained, which has resulted in towns not taking advantage of federal and state funding opportunities.
38 The continued underfunding of RPCs has resulted in lost opportunities and support for our towns. The Property
39 Transfer Tax funding is the foundation that RPCs use to provide support to leverage federal and state resources.
40 We hereby ask the Legislature to support full statutory formula funding for the RPCs increasing the funding from
41 \$4,574,416 in FY23 to the full property transfer tax formula amount of \$10,134,624.

42
43 Discussion ensued regarding the challenges of small communities in meeting state requirements with much of
44 the work being done by volunteers and that the RPCs would be able to assist these smaller towns better with

increased funding. It was noted that the hiring of new planners at CVRPC has been amazing for towns and there has been an increase of support to municipalities and an increase in funds would in turn increase that support. There was inquiry as to where the rest of the allocation goes that RPCs are not receiving, and Meyer advised he would need to confirm. There was concern that signing on to the proposed statement may imply towns agree with other proposed legislation. Concern also shared about how much legislature is asking towns to do and dictating what commissions need to do. It was confirmed the proposed legislation is different than the funding formula that allocates funds from the Property Transfer Tax (PTT) fund. The statutory formula is for 17% of the current \$10,000,000 PTT fund go to RPCs and currently RPCs get less than 50% of what the statute allocates resulting in RPCs being underfunded based on this statute. The proposed statement encourages legislature to fully fund RPCs as stipulated in statute and has nothing to do with other proposed legislation.

G. Clain made a motion that the proposed statement come via individual board members, not the Board as a whole. No second. Motion failed. R. Wernecke advised the statement would be more effective if it came from Board members individually but would be even more effective if it came from member municipalities.

Meyer advised the statement needs to be submitted before 2/24.

A. Leacock moved to approve the proposed statement from the Board; seconded by R. Wernecke. Discussion: Confirmation that VAPDA membership is Directors of the 11 RPCs. The signatures would be pooled by VAPDA from the RPCs across the state. Support of the statement could come directly from CVRPC or through VAPDA. *Vote called. One nay and one abstention resulted in a Roll call vote: Barre City – yes; Barre Town – no; Berlin – yes; Duxbury – abstain; Middlesex – yes, Moretown – yes; Orange – yes; Roxbury – yes; Waitsfield – yes, Warren – yes, Waterbury – yes, Williamstown – yes, Worcester – yes. 11 yeas, 1 no, 1 abstention. The vote does not pass.*

G. Clain made note of previous VAPDA action which initially noted including all RPCs and wants to be sure that doesn't happen again.

As suggested, Meyer advised he would follow-up individually with members to confirm if they want to sign on directly to statement.

Minutes - (January 10, 2023)

R. Wernecke moved to approve the minutes as written, seconded by L. Cattaneo. Motion carried.

Reports

Chair Lotspeich directed the Board to the information in the packet. C Meyer advised of current recruitment for a Natural Resources Planner.

Nominating Committee

There was discussion as to the appropriateness of accepting nominations from the floor for a new Nominating Committee member. It was concluded that a recommendation needs to come from the Executive Committee and then nominations opened, so this will be addressed at the next regular Board meeting. It was requested that staff send out a recruitment email to all Commissioners/Alternates.

Consideration of Executive Committee Recommendation for Executive Director - Executive Session - 1 V.S.A. § 313(a)(3), Personnel

Chair Lotspeich requested the Executive Director recommendation be provided in executive session.

J. D'Amico moved to enter executive session to discuss a personnel matter; G. Clain seconded. Alternate David Wendt was invited. Motion carried. Executive session was entered at 8:13.

L. Cattaneo moved to exit executive session; seconded by A. Leacock. Motion carried. Executive session ended at 8:29 pm.

R. Wernecke moved to approve the recommendation of the Executive Committee - Christian Meyer, seconded by D. LaHaye. Motion carried.

Adjournment

R. Wernecke moved to adjourn at 8:32 pm; D. La Haye seconded. Motion carried.

Respectfully submitted,
Nancy Chartrand, Office Manager

Central Vermont Regional Planning Commission

P: 802-229-0389

Staff Report, February 2023

cvrpc@cvregion.com

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

COMMUNITY DEVELOPMENT

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

Municipal Planning & Plan Implementation:

- Provided Middlesex Planning Commission with a proposed scope to assist in their planning for wildlife and recreation.
- Participated in a Marshfield steering committee meeting to review the draft recreation plan as part of the towns Recreation Economy planning process.
- Staffed Municipal Plan Review Committee for the Worcester Town Plan approval and confirmation process.
- Met with the new Fayston Planning Commission chair to discuss housing related regulations and initiatives.
- Prepared zoning adoption process information for the Warren Planning Commission chair.
- Coordinated with staff on helping Plainfield and Worcester in their Village Center Designation application efforts.
- Prepared DRB process information for the Duxbury Clerk.
- Scheduled consultation visits with Williamstown and Calais.
- Performed zoning bylaw reviews for Duxbury and East Montpelier.
- Located historic aerial photos of the Barre City Auditorium and shared with city staff for use in stormwater management project planning.
- Met with Town of Berlin staff to discuss options for conducting manhole survey and inspection and infrastructure asset planning.
- Created a map for the Town of Berlin to support their application for a Better Connections grant.

Regional Planning and Implementation:

- Provided five Letters of Support for Community Recovery & Revitalization Program (CRRP) funding.
- Met with Central Vermont Habitat for Humanity Director to learn more about the multi-unit housing project being planned off Northfield Street in Montpelier.
- Reviewed and researched Montpelier's Country Club Development.
- Researched the regulatory tools that Morrisville has employed to significantly boost their housing supply.
- Regional Plan Update
 - Staff met to coordinate draft outlines for chapters in the new Regional Plan.
 - Continued to add to the data catalog and outline for the new Regional Plan.
 - Coordinated with Planning Technician to gather inventory data for childcare, water/wastewater systems, historic sites/places and other information for plan update.
 - Gathered data and worked on outlining the Cooperative Planning, Natural Systems, Infrastructure, and Economy chapters of the new Regional Plan.
 - Met with the Economic Development Directors in the region to discuss their projects, the trends that they are observing and the goals of the new Economy chapter.
 - Met with Melissa Bounty from the Central Vermont Economic Development Corporation (CVEDC) to discuss the goals of the Economy chapter, the relationship between the CVRPC and CVEDC, and the roles that each organization has in developing the regional economy.

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

- Participated in RPC statewide meetings to discuss Health Equity Toolkit (next steps and training), update on grant, and Implementation Projects.
- Developed and reviewed with staff proposed regional implementation project: sidewalk inventory and community food asset inventory update followed by gap analysis and site-specific targeted implementation recommendations (walk to shop campaigns, sidewalk projects, rural transit route foci). Coordinated collaboration with District Health Office and Capstone Rural Transit project launch.
- Continued to develop integrated health equity workshop to host toolkit introduction and training, get feedback, identify projects for implementation, and identify community locations/partners for frontline community outreach.
- Outreach regarding launch of Vermont Department of Health and Department of Housing & Community Development [Health Equity and Community Design Technical Assistance Pilot](#) and [Health Equity Ambassador](#) programs.

Economic Development: (Contact Jon Ignatowski, ignatowski@cvregion.com)

- Plainfield Co-operative Business Assistance
 - Completed contract negotiation process for Task 1 (Architectural Review and Design) with Coe and Coe Architects, held kickoff meeting with consultants to review existing documentation on the Coop building and proposed expansion plans.
 - Completed contract negotiation process for Task 2 (Financial Feasibility) with Columinate, held a kickoff meeting with consultants to discuss the financial health of the Coop and business plans.
- Continued involvement for the Western Central Vermont CEDS to ensure local needs are reflected in the multi county report.
- Conducted a LQ and shift-share analysis of Washington County employment data to understand how individual sectors were performing in the region.
- Wrote support letters for the Cabot Creamery Cooperative and Green Mountain Club for the Community Recovery & Revitalization Program

Brownfields:

- Coordinated communications between Barre City Site and Department of Environmental Conservation (DEC) and scheduled a meeting to discuss the Corrective Action Plan process.

Partnerships for Progress:

CVFiber: Processed incoming mail.

THRIVE: Participated in monthly meeting: provided update and asks on RPC Health Equity Toolkit and upcoming regional trainings.

CVEDC: CVRPC participated in the monthly CVEDC board meeting. Executive director, Jamie Stewart, formally retired March 3, 2023. We look forward to working with Melissa Bounty, the incoming executive director.

WBRD: Provided support for mail, invoicing processing, shelter reservations to WBRD General Manager.

MRVPD: Participated in monthly Steering Committee meeting and offered to work with sub-committee charged with reviewing the organizations governance structure and making recommendations to the Steering Committee.

EMERGENCY MANAGEMENT & HAZARD MITIGATION

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

Local/Regional Planning:

- Participated in Vermont Emergency Management (VEM)/RPC monthly meeting.
- Posted Capital Fire Mutual Aid (CFMA) agenda and minutes to CFMA page on CVRPC website.
- Attended first meeting of Cabot dam group for investigating options for the Clark Sawmill dam.

- Participated in stakeholder meeting for Municipal Climate toolkit.
- Distributed information about spring flooding webinar via email and [CVRPC Weekly News](#).
- Attended VEM spring flooding webinar.
- Offered aid to Moretown if Selectboard chooses to pursue Community Rating System (CRS) enrollment as part of the National Flood Insurance Program.
- Planned February Regional Emergency Management Committee (REMC) meeting and obtained Scott Whittier National Weather Service as speaker.
- Supported Montpelier with their Local Hazard Mitigation Plan maintenance.
- Attended VT Floodplain map update webinar.
- Researched Team 2 training for first responders will bring up topic to determine interest at next REMC meeting.
- Answered questions for Plainfield about Assistance to Firefighters Grant.
- Submitted Berlin Local Emergency Management Plan (LEMP) with changes in new WebEOC format to test new website usage.
- Gathered data for Climate chapter of regional plan.
- Provided online resources per Berlin's Chief Pontibrand request for red cross shelter training.
- Notified Orange of FEMA flood map process/timeline and support.

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

Fayston- Prepared LHMP Update draft for review for public and stakeholder comment, and by Vermont Emergency Management.

Orange: - Facilitated Core Planning Team meeting to finalize mitigation actions and strategy; identified gap in access to dry hydrant data across state platforms. Prepared LHMP Update draft for review for public and stakeholder comment, and by Vermont Emergency Management.

American Rescue Plan Act (ARPA):

- Drafted quarterly progress report
- Received update on Berlin use of ARPA funds
- Attended quarterly meeting

TRANSPORTATION

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

Field Services:

- Collecting counts from Ped counter installed at Wrightsville Beach Recreation District.

Public Transit: CVRPC represents Central Vermont on the Green Mountain Transit (GMT) Board of Commissioners. Board of Commissioners – See Committee updates.

Municipal Assistance:

- Organized meeting with VTrans District office to discuss municipally proposed crosswalks in Northfield Falls.
- Provided details to Orange regarding completion of their ash tree inventory.
- Began drafting Bridge and Culvert inventory maps for Town of Middlesex.
- Confirmed status of Route 302 Projects in Orange with VTrans project manager and connected town to resources including [VTrans Construction Projects page](#) for future project tracking.

- Prepared materials for turning movement counts at three locations in Montpelier. Conducted counts at the intersections of Main Street and State Street, Main Street and Barre Street, Main Street and River Street. Processed data and sent info to the City.
- Discussed strategies for bike and pedestrian planning in Worcester village with recreation committee members.
- Reviewed potential funding options for Moscow Woods Road bridge in East Calais.

Regional Activities:

- Submitted data on municipal usage of VT Culverts website.
- Wrote memo for TPI task 2.1.4 Equity framework.
- Staff met with CCRPC to discuss Berlin, Northfield and Barre City letters of interest for the CCRPC transit oriented development zoning and master planning grant (funded through RAISE - Rebuilding American Infrastructure with Sustainability and Equity discretionary grant program).
- Compiled Complete Street compliance documentation from all CV municipalities and submitted info to VTRANS, per legislative requirements.
- Completed region wide park and ride counts.
- Collected data for transportation segment of regional plan: bus routes, airports, traffic crash and vehicle miles by county.
- Coordinated with municipalities to identify and catalogue any local active transportation planning efforts for the active transportation planning TPI task (Task 7).
- Provided feedback on the VT Transportation Equity Framework Meeting to refine recommendations and implementation plan.

NATURAL RESOURCES

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

Tactical Basin Planning Assistance:

- Corresponded with Department of Environmental Conservation Basin Planner regarding a potential restoration project on Slate Brook in Northfield.
- Corresponded with staff from the Chittenden County Regional Planning Commission regarding an opportunity to collaborate on a water quality improvement project.
- Attended the following meetings:
 - Chittenden County Regional Planning Commission Clean Water Advisory Council: provided an update on Winooski Clean Water Service Provider activities.
 - “Clean Water Conversation: Looking Ahead to Cleaner Water!” presentation organized by the Department of Environmental Conservation.
 - Dam removal coordination meeting organized by the Vermont Natural Resources Council.

Clean Water Service Provider (CWSP):

- Prepared memo summarizing efforts to-date on quantifying co-benefits during project review and shared with the Winooski Basin Water Quality Council.
- Organized and hosted a Basin Water Quality Council meeting.
- Updated CVRPC CWSP webpage – meeting materials, meeting minutes and DEC presentation.
- Responded to inquiry from contractor regarding pending Request for Qualifications to be released by the CWSP in February 2023.
- Reviewed the Chapter 8: Data Management Guidance Chapter and provided Department of Environmental Conservation staff with feedback.

- Attended a Records Retention Policy meeting with representatives from the Vermont State Archives and Records.
- Attended Act 76 advisory meeting to discuss the current draft of the Chapter 6 Guidance Chapter.
- Attended CWSP check-in meetings hosted by the Department of Environmental Conservation.
- Prepared and submitted the State Fiscal Year 2023 Q2 report.
- Met with Department of Environmental Conservation staff to discuss the procedure for requesting Formula Grant funds.
- Prepared and submitted Form 430 to request an initial advance of Formula Grant funds from the Department of Environmental Conservation.

604b:

- This effort has concluded for FY23.

FEMA Map & Flood Bylaw Updates:

- Met with consultant for the Town of Northfield to discuss their ongoing work to update the Zoning Bylaws.
- Attended check-in meeting with DEC staff to discuss progress and anticipated next steps.

Stormwater Projects:

Barre City Auditorium Final Designs – Regular correspondence with Project Partners to advance project objectives.

Calais / Woodbury Stormwater Implementation – No activity.

Moretown School Stormwater Implementation – Regular correspondence with project partners. Attended pre-bid site visit with consulting engineer and eight prospective bidders. Attended bid opening meeting to discuss construction contractor options.

Plainfield Gully Stormwater Implementation – Project has been shut down for the winter. Minor landscaping and site recovery will be completed in the spring.

CLIMATE & ENERGY

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

Municipal Planning and Implementation

- Attended Worcester Planning Commission meeting (2/23): provided overview of ACT 174 Enhanced Energy Planning process and approaches (additionally provided update on Municipal Energy Resilience Program [MERP] and other upcoming funding opportunities).
- Provided additional resources and consulted with the Agency of Agriculture for Roxbury Energy Coordinator to support resident home energy inquiries.
- Provided Montpelier & Roxbury School Board Facilities and Energy Committee with requested feedback on Net Zero Resolution and attended meeting along with Montpelier Energy Advisory Committee (MEAC) representative (2/16):
 - Feedback included: adding language around unprecedented funding landscape and key recommendation to consider using budget to build capacity (grant writing and management), potential revolving fund structure, stakeholder engagement - consider working group to keep pace with funding program release; updated incentives, programs, and considerations memo.
- Met with Montpelier Energy Advisory Committee (MEAC) Chair to continue developing residential weatherization campaign
- Checked-in with regional and state partners on current initiatives and upcoming opportunities for municipalities including ACCD (EVSE programs, Better Places, etc.), ANR (Municipal Vulnerability Index and VT Climate Toolkit), Public Service Department (Renewable Energy Policies Webinars; Regionalized LEAP Data and Generation Scenarios update for Enhanced Energy Planning), and closed loop networked geothermal.

Municipal Energy Resilience Program (MERP)

- Created [landing page](#) and resource to support and coordinate towns in preparation for program application release (TBD) in consultation with Buildings & General Services (BGS) and other RPC Energy Planners. Find office hours, workshops, and additional resources via landing page; to sign-up for energy specific emails please email lash@cvregion.com.
- Collaborated with other RPC Energy Planners, VLCT, VECAN, and BGS to develop funding matrices, outreach materials (provided recommendations to BGS on draft materials), applications and criteria. Met with VLCT and BGS, and VECAN and BGS re collaboration on program.
- Continued to sign-post program in all municipal and collaborator communication; fielded questions and outlined resources and roles.
- Continued to aggregate municipal building data, register municipal interest and priorities, etc. (see landing page).

Regional Planning and Implementation

- Prepared and presented/facilitated Community-Led Resilience Hub Webinar with collaborator VCRD, 54 attendees participated ([Slides, Resources, Video](#)).
- Prepared slides, polls, and post-workshop survey for Municipal Solar Workshop: Part I; hosted 18 participants for Part I on 2/23. Began preparing Part II. Find more information on the series, slides & recording for Part I, and take [the survey here](#) if you'd like to participate! ([Recording, Slides, and more!](#))
 - Participants included representatives from Berlin, Marshfield, Warren, East Montpelier, Montpelier, Waterbury, Middlesex, and Roxbury, as well as partners including Capstone, VPPSA, and more.
 - Outreach via CVRPC Weekly News, energy listserv, and direct outreach based on past interest (Warren, Fayston, Northfield, Middlesex, Moretown, Plainfield, East Montpelier, Duxbury, Montpelier, and Worcester).
- Met with RPC Energy Planners and collaborated on list of possible regional projects for VT County Allocation [Energy, Efficiency and Conservation Block Grant \(EECBG\)](#) (e.g. establishing revolving fund to cover up-front replacement costs (e.g. fuel switching municipal buildings).
- Collaborated on developing multi-region approach to Federal funding programs (technical energy planning, data gaps, grid modernization, potential sites inventory, siting criteria refinement, etc.).
- Closed-Loop Networked Geothermal Working Group ([Energy Action Network](#)): continue to develop finance/ownership potential models; review feasibility data (as available); develop model project types and sites, etc. If your town is considering networked geothermal projects/interested in exploring application in upcoming projects- please reach out.
- Provided recommendations and support to PSD public engagement plan implementation as part of [Renewable Energy Standards \(RES\) and supporting programs review](#).
 - Attended and performed outreach for "Where does VT Get its Electricity" ([Slides, Recording](#)) and "Current Renewable Energy Programs and Policies" ([Slides, Recording](#)),
 - Provided feedback and questions on webinars, and coordinated re [upcoming parking lot sessions](#).
- Participated in for other Energy and Climate programming including: Affordable Heat Act Q&A webinar and forum; [Climate Community Project](#): More Mobility with Less Mining (transforming transportation while considering impact on frontline communities)

OFFICE & ANNOUNCEMENTS

Office:

- Provided staff support to the Nominating Committee and distributed Commissioner & Alternate Interest Surveys for FY24 Committee appointments.
- Initiated recruitment for a Natural Resources Planner.
- Distributed recruitment email to fill vacant seat on Nominating Committee.

- Completed and submitted 2022 US Economic Census.
- Completed SAMS registration renewal for federal funding.
- Completed and submitted 2022 UI Wage Report.
- Distributed email advising on interim open seats on Executive and Regional Plan Committees.
- Initiated updates on Committee Rules of Procedure to bring into conformance with the Bylaws Update.

Upcoming Meetings:

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.

March		
Mar 6	4 pm	Executive Committee
Mar 7	4 pm	Regional Plan Committee
Mar 8	2 pm	Central Vermont Mobility Advisory Committee
Mar 9	4 pm	Clean Water Advisory Committee
Mar 14	6:30 pm	Board of Commissioners
Mar 16	1 pm	Winooski Basin Water Quality Council
Mar 16	4 pm	Nominating Committee
TBD		Project Review Committee
TBD		Brownfields Committee
Mar 28	6:30 pm	Transportation Advisory Committee
Mar 29	6 pm	Planning & Zoning Roundtable – Fundamentals of Land Use Planning
April		
Apr 3	4 pm	Executive Committee
Apr 4	4 pm	Regional Plan Committee
Apr 11	6:30 pm	Board of Commissioners
TBD		Project Review Committee
TBD		Brownfields Committee
TBD		Nominating Committee
TBD		Clean Water Advisory Committee
Apr 25	6:30 pm	Transportation Advisory Committee

RECENT 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](#).*

[February 17th](#)

- CVRPC Seeks Natural Resources Planner
- Vermont State Walking College Opportunity
- Vermont Diesel Emissions Reduction Financial Assistance Program
- Thermal Energy Networks for VT Webinar Series
- Planning & Zoning Director - Town of Waterbury

[March 3rd](#)

- Vermont Works for Women Trailblazers Program comes to Barre

- AARP VT 2023 Community Challenge Grant Applications
- Intro to MERP - Grants for Efficient Municipal Buildings – April 14th
- Community Supported Agriculture Grants
- Vermont Community Broadband Job Posting
- Request for Qualifications (RFQ) – Clean Water Partners
- State Hazard Mitigation Plan Update - Input Requested

Central Vermont Regional Planning Commission
Committee & Appointed Representative Reports, February 2023

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

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

[2/10/23, 2/24/23, 3/6/23]

- Moved to bring a recommendation for filling the Executive Director position to the full Board of Commissioners.
- Approved the salary and benefits for Executive Director.
- Recommended the Board of Commissioners adopt amended Nominating Committee Rules of Procedure.
- Recommended a change to the Bylaws Section 504.A - Vacancies to include the Nominating Committee - be brought before the Board of Commissioners.
- Adopted revised wage schedule for existing staff descriptions.
- Adopted an amendment to the FY23 budget.
- Authorized Executive Director to Chittenden County Regional Planning Commission – Comprehensive Economic Development Strategy Amendment #3.
- Accepted the January 2023 unaudited financial reports.

NOMINATING COMMITTEE (February - April; scheduled by Committee)

- Postponed election of officers until 3rd committee member is appointed.
- Discussed need of Rules of Procedures to be brought into alignment with Bylaws.
- Confirmed distribution of interest surveys to go out to Commissioners and Alternates with a deadline of March 8th.
- Scheduled next meeting for March 16th following appointment of new member.

PROJECT REVIEW COMMITTEE (4th Thursday, 4pm)

Did not meet. Staff continue to monitor other projects.

REGIONAL PLAN COMMITTEE (as needed; scheduled by Committee)

March 7 meeting cancelled due to lack of quorum. Next meeting scheduled for April 4.

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

Met on February 6th for Worcester Town Plan review and recommended approval by the Board.

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

- Agenda items included sharing the recently developed regional sidewalks layer and its potentials uses for bike and pedestrian planning and grant applications, discussion on the FY23 TPI budget, updates on the regional project prioritization process, and a discussion on resources funding resources for transportation funding.

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

Did not meet.

BROWNFIELDS ADVISORY COMMITTEE (3rd Monday, 6pm)

Did not meet.

WINOOSKI BASIN WATER QUALITY COUNCIL (3rd Thursday, 1pm)

- Provided update on Clean Water Service Provider (CWSP) policy development.
- Adopted a co-benefits matrix and scoring methodology for quantifying project-specific co-benefits.
- Adopted a project solicitation schedule for the remainder of State Fiscal Year 2023 and the first half of State Fiscal Year 2024.
- Established a meeting schedule and required agenda items for meetings through the end of the 2023 calendar year.

VERMONT ASSOCIATION OF PLANNING & DEVELOPMENT AGENCIES (VAPDA)

Discussion in the February meeting included:

- Discussion on housing a natural resource planner in each RPC in cooperation with the Agency of Natural Resources (ANR) and funded through the America the Beautiful program. VAPDA members voted to support the effort.
- Vermont Department of Forests, Parks & Recreation is interested in partnering with the state RPCs on the roll out of a major funding program. Specifically, they want to work together on supporting community forestry in disadvantaged communities, on tree planting, planning for urban trees, and educational outreach.
- In emergency management, VT Emergency Management is working on legislative changes to the quorum requirements for the Regional Emergency Committees to facilitate work.
- Municipal planning grants (MPG) should be announced shortly; additional funding is expected for bylaw modernization and MPGs.
- ANR will allow towns to contract directly with RPCs to provide technical assistance during the design phase of creating wastewater systems. They will also allow towns to hire RPCs for planning and outreach services under the Clean Water revolving loan fund.

VERMONT ECONOMIC PROGRESS COUNCIL

No Central Vermont activity.

GREEN MOUNTAIN TRANSIT

- GMT is unlikely to remain completely fare free. There is unlikely to be legislative support for this. However, it is still possible that the rural routes which includes the CVRPC area will remain fare free.
- GMT accepted its FY23 audit with no deficiencies.
- Everyone should take a ride on the bus when they can to better understand how it works and why investment in this transportation asset is important.

MAD RIVER VALLEY PLANNING DISTRICT

MRVPD has posted the vacant position for a community planner. The Steering Committee discussed the upcoming year's workplan and their Executive Director will be dedicating a majority of their time to helping manage the Waitsfield Wastewater project. The Committee also continued discussion on their organizational structure and sought volunteers to decide next steps on their governance structure. CVRPC staff as ex-officio member has volunteered to participate on the subcommittee.