



BOARD OF COMMISSIONERS
Annual Meeting - June 13, 2023 at 6:30 pm

Physical Location - North Branch Nature Center, 713 Elm Street, Montpelier, VT

***there will be no hybrid option for this meeting – in person only*¹**

6:00 – Join us for pizza and social

<u>Page</u>	<u>AGENDA</u>
	6:30² Introductions
	Adjustments to the Agenda
	Public Comments
	6:35 Election Results - Janet Shatney, Secretary/Treasurer
2	6:45 Medical Reserve Corps (enclosed)³
5	7:00 Equity Statement (enclosed)
11	7:15 Minutes 5/9/23 (enclosed)³
14	7:20 Reports (enclosed)³
	Update/questions on Staff and Committee Reports
	7:30 Adjourn

Next Meeting: July 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.



MEMO

Date: June 7, 2023

To: Board of Commissioners

From: Christian Meyer, Executive Director

Re: Medical Reserve Corps – Fiscal Agent

☒ **ACTION REQUESTED:** Authorize the executive director to begin developing an agreement to establish CVRPC as the fiscal agent for the Washington and Lamoille County unit of the Medical Reserve Corps.

The Medical Reserve Corps (MRC) is requesting the CVRPC serve as the fiscal agent for the Washington and Lamoille County unit. The MRC is a community-based volunteer organization that helps build emergency response preparedness. Their mission is to engage volunteers to strengthen public health, reduce vulnerability and disaster risk, build resiliency and adaptive capacity, and improve community preparedness, response and recovery capabilities. The Vermont MRC is supported by the Vermont Department of Health.

MRC's emergency response work includes:

Medical Shelter Support
Disaster Behavioral Health
General Shelter Support (Human or Animal)
EOC Support
Vaccinations/Mass Dispensing
Hospital ACS/Med Surge
Wellness Checks

Radiological Reception Centers
Search and Rescue
Volunteer Reception Center
Mass Casualty
Evacuation
Call Center/Communications Support
Epidemiology/Surveillance Support

This work directly complements CVRPC's Emergency management work. In consideration of this partnership, staff spoke with the Northwest Regional Planning Commission, who serves as the fiscal agent to the Franklin and Grand Isle County MRC unit. They noted that serving as a fiscal agent has required very little additional work for their staff but that the relationships have been very valuable in times of emergency.

As the fiscal agent, CVRPC will serve primarily in an administrative capacity. Responsibilities will

include:

- Serving as the signatory lead for grants or contracts associated with the MRC Unit;
- Accepting grants and ensuring the completion of grant activities, accounting and reporting activities as outlined in the grants or contracts;
- Participating on the MRC Advisory Board/Steering Committee.

For additional details on the work of the MRC and the role of the fiscal agent, please see attached documentation.

Because the work of the MRC is directly complementary to the emergency preparedness and response work of the CVRPC, and because we have successfully served similar support roles for other small regional partners (CVT, WBRC, CVFiber...), staff recommends authorizing the executive director to pursue this partnership and begin developing an agreement to establish CVRPC as the fiscal agent for the Washington and Lamoille County unit of the MRC. The Executive Committee will be required to review and direct the executive director to sign any agreements or memoranda of understanding that emerge from this process.



MRC Fiscal Agent Criteria

MRC Units are affiliated with an appropriate local Fiscal Agent. A Fiscal Agent may also be referred to as a sponsoring/housing organization. When selecting a Fiscal Agent, it is important to consider that the mission of the Fiscal Agent aligns with that of the MRC and that they have a similar focus on service in the community.

The description below describes the characteristics of an MRC fiscal agent:

- ▶ Examples of past or existing Fiscal Agents include: Hospitals, Universities, Fire Departments, Public Health Departments, Emergency Planning Committees, Non-Profit Community Organizations and Regional Commissions and Planning Groups.
- ▶ Must have a valid tax identification number and UEI number (formerly DUNS) to enable transfer of grant money.
- ▶ The Fiscal Agent would be the signatory lead for grants or contracts associated with the MRC Unit.
- ▶ Must be able to accept grant monies and ensure the completion of grant activities and conduct accounting and reporting activities as outlined in the grants or contracts.
- ▶ Must be willing to work within a budget process that allows carry-over from previous grants or multi-year grants/contracts, which is the typical means by which MRCs budget.
- ▶ The Fiscal Agent would send a representative to serve on the MRC Advisory Board/Steering Committee.
- ▶ The Fiscal Agent desires to assist MRC Unit to focus on emergency response, and building public health capacity within the community where it aligns with their own mission.
- ▶ The Fiscal Agent works with its own stakeholders on training and drilling activities and supporting their efforts with MRC resources, as appropriate.
- ▶ The Fiscal Agent assists in promoting the MRC with its established partner networks.



MEMO

Date: June 7, 2023

To: Board of Commissioners

From: Christian Meyer, Executive Director

Re: Considering diversity, equity, and inclusion within CVRPC

✉ **ACTION REQUESTED:** Discussion item. Consider approaches and processes to promote equity, diversity and inclusion within CVRPC and in how the organization develops and executes its regular programming.

Summary

CVRPC is a leadership partner in THRIVE. THRIVE is a regional partnership conceived to reduce disparities in the distribution of health and wellness across the region. THRIVE is considering the adoption of an equity commitment to broaden its decision-making and eliminate bias in its operations. As a leadership partner of THRIVE, CVRPC will be encouraged (not required) to draft and adopt our own equity commitment.

Background

THRIVE is a regional partnership conceived to reduce disparities in the distribution of health and wellness across the region. Recognizing that health outcomes are influenced by social determinants and that marginalized communities, such as Indigenous peoples, Black people, people of color, LGBTQIA+ individuals, people with disabilities, women, refugees, immigrants (with or without documentation), unhoused individuals, and those living on low incomes have faced mistreatment, prejudice, and discrimination that has contributed to negative health outcomes, the THRIVE partnership is developing an organizational equity commitment to promote equity and inclusion in the work that it undertakes.

Following this step and as a leadership partner of THRIVE, **CVRPC will be encouraged (not required) to draft and adopt our own equity commitment.** Many of the steps precipitated by adopting a commitment statement, such as the draft statement being considered by THRIVE, already fall within the scope of work that CVRPC is expected to undertake through its ongoing agreements with state agencies and federal funders. Examples of actions that CVRPC staff and Board of Commissioners may undertake to meet the goals of an equity commitment include:

- Identify any neighborhoods within the region that may have historically suffered

- from red lining. Prioritize projects in these areas.
- Identify frontline communities. Prioritize planning in these areas.
- Advertise job postings and RFPs broadly and to minority communities.
- Internally, report on wage disparities annually.
- Complete equity review after each hiring round. Monitor to what extent our practices were inequitable and how can this be mitigated.
- Monitor to what extent CVRPC work programming is inequitable and how this can this be mitigated.
- Review contracts through an equity lens. Consider to what extent are they inequitable and how can this be mitigated.
- Staff and Board members shall take part in annual discussions or trainings as opportunity arises. An engaged staff and governing board will be better equipped to bring this conversation to their greater fields of work.
- Create a committee consisting of people from across the organization to direct diversity, equity and inclusion.
- Develop an action plan, including performance measures.

This list is not meant to be exhaustive nor is it meant to be prescriptive in the prospect that CVRPC does develop and adopt an equity commitment. CVRPC already is officially or unofficially undertaking much of this work at the staff level and is taking steps to meet the equity goals of our state partners (ACCD, VTRANS). As such, the above list is meant to further illustrate the nature of the activities that CVRPC can continue to undertake and expand upon.

CVRPC's relationship with THRIVE has been a fruitful one, directly helping the RPC get involved in initiatives to support healthy communities across our region and engage directly with partners. However, as a partner in this group, CVRPC should expect to take on the hard work of scrutinizing our practices in order to create an inclusive workspace and practice equitable planning.

Possible Next Steps

To help direct this conversation, staff recommends forming a working group to meet periodically to help staff and commissioners work toward developing a commitment statement and evaluate and recommend actions.

THRIVE Equity Commitment

As the Leadership Partners of THRIVE, we are committed to promoting equity in central Vermont. We recognize that historically and currently, marginalized communities, such as Indigenous peoples, Black people, people of color, LGBTQIA+ individuals, people with disabilities, women, refugees, immigrants (with or without documentation), unhoused individuals, and those living on low incomes have faced mistreatment, prejudice, and discrimination.

To address these issues, we will strive to include representation from a variety of identities and experiences, particularly those from marginalized backgrounds, in all decision-making processes, both as THRIVE and in our individual organizations. Our work will seek to eliminate biases and disparities in our organization as well as in the overall system. In this process, we will dedicate our efforts and resources to repairing harm, building trust, and providing support to marginalized communities.

We are committed to integrating equity into everything we do and investing in long-term relationship building with community partners who serve marginalized communities. We prioritize education, collaboration, representation, accountability, data awareness, and centering marginalized voices to ensure that our work is inclusive and equitable.

At THRIVE, we recognize that achieving equity requires ongoing commitment and humility. We are dedicated to the hard work necessary to achieve this goal, and we hold ourselves accountable for creating a more just and equitable central Vermont.

THRIVE Equity Commitments <i>Thinking About Measurable and Tangible Actions</i>		
Commitment(s)	Short-Term Action(s)	Long-Term Action(s)
As the Leadership Partners of THRIVE, we are committed to promoting equity in central Vermont.	<p>Encourage and support Leadership Partner organizations (LPs) to draft their own equity commitments.</p> <p>Conduct an organizational assessment of existing policies and practices using an equity lens, particularly in relation to community engagement and empowerment.</p> <p>Review and assess THRIVE membership requirements to evaluate who is currently at the table and identify who may be missing from the conversation.</p>	<p>Develop an Equity Strategic Plan for THRIVE.</p> <p>Make it a requirement for organizations joining THRIVE to have an equity commitment and to sign onto THRIVE's Equity Commitment.</p> <p>Commit to spending at least x% (suggested 20%) of THRIVE's all future program spending (if any) specifically on, and directly benefitting, marginalized communities.</p>
We recognize that historically and currently, marginalized communities, such as Indigenous peoples, Black people, people of color, LGBTQIA+ individuals, people with disabilities, women, refugees, immigrants (with or without documentation), unhoused individuals, and those living on low incomes have faced mistreatment, prejudice, and discrimination.	<p>Host additional coffee and chat sessions and trainings that focus on the disparities faced by marginalized communities. Clearly name identities and impacts during these conversations. Invite community members with lived experiences to facilitate these conversations.</p> <p>Encourage LPs to implement a bias reporting system (both internal and client-focused) in their organizations, providing clear guidance on how such reports will be addressed.</p>	<p>Commit to conducting bias, equity, and impact assessments before launching any major/new projects and programs (individually at the organizational level and collectively as THRIVE).</p> <p>Develop a culture of annual DEI and cultural competency audits at the organizational level. Larger organizations with resources should commit to supporting LPs that need support (financial, expertise, etc.) to do this work.</p>
To address these issues, we will strive to include representation from a variety of identities and experiences, particularly those from marginalized backgrounds, in all decision-making processes, both as	Amplify voices through community outreach by ensuring they are included in all policy discussions. Dedicate at least five (5) minutes of all THRIVE meetings to reading out loud and reflecting on some of these voices.	<p>Develop partnerships with community organizations that are led by and/or serve marginalized communities.</p> <p>Commit to doing the necessary legwork, such as relationship and trust building, guidance on technical aspects of being a</p>

<p>THRIVE and in our individual organizations. Our work will seek to eliminate biases and disparities in our organization as well as in the overall system. In this process, we will dedicate our efforts and resources to repairing harm, building trust, and providing support to marginalized communities.</p>	<p>Make testimonials from community members available to all THRIVE Leadership Partners (LPs) and encourage them to reflect on these in their internal staff and board meetings.</p> <p>Host a "Turn the Table" conversation series that recognizes lived experiences as expertise in community impact work.</p>	<p>THRIVE member, etc., to welcome at least two (2) of these organizations by the beginning of 2024.</p> <p>Collaborate in creating hiring and retention practices that emphasize diversity, and equity and recognize lived experience as expertise among LPs.</p> <p>Establish a culture of sharing data on the diversity of applicants, staff, personnel, and retention within each organization as well as with THRIVE (annually).</p>
<p>We are committed to integrating equity into everything we do and investing in long-term relationship building with community partners who serve marginalized communities. We prioritize education, collaboration, representation, accountability, data awareness, and centering marginalized voices to ensure that our work is inclusive and equitable.</p>	<p>Adopt this Equity Statement as the official commitment of THRIVE. Encourage and support LP organizations to adopt similar commitments in their organizations.</p> <p>Develop an equity framework to guide decision-making and program development. Share this as a resource with LP organizations.</p> <p>Commit to a specific percentage of membership dues collected by THRIVE to ensure the sustainability of selected projects funded through the VTCHEP grant. Prioritize projects led by member(s) of marginalized communities with direct support and impact among people with marginalized identities.</p>	<p>Commit to creating a grant program to support organizations and initiatives that serve marginalized communities and prioritize partnerships with these groups in program development.</p> <p>Develop an allyship program through which members of marginalized groups receive individual mentorship and support from leaders of LPs.</p> <p>Publish annual assessment report that evaluates THRIVE's actions as they relate to the commitments expressed in this Equity Commitment.</p>
<p>At THRIVE, we recognize that achieving equity requires ongoing commitment and humility. We are</p>	<p>Establish a practice of reviewing and revising (if necessary) this Equity Commitment every three (3) months.</p>	<p>Develop a practice of including equity and impact assessment for all policies and programming implemented by LPs at the individual</p>

<p>dedicated to the hard work necessary to achieve this goal, and we hold ourselves accountable for creating a more just and equitable central Vermont.</p>	<p>Set at least two (2) measurable and tangible goals to meet the commitments expressed in this statement on a biannual basis. Evaluate progress during monthly meetings.</p>	<p>organization and coalition level.</p> <p>Conduct an annual assessment in which community members, partner organizations, and clients from marginalized communities will evaluate THRIVE's progress on commitments made in this Equity Commitment.</p> <p>Host an annual retreat among THRIVE LPs to review and revise the equity commitment, reflect on the annual assessment and progress, and draft annual commitments.</p>
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CENTRAL VERMONT REGIONAL PLANNING COMMISSION
BOARD OF COMMISSIONERS
Draft MINUTES
May 9, 2023

Commissioners:

<input checked="" type="checkbox"/> Barre City	Janet Shatney, Sec/Treas	<input checked="" type="checkbox"/> Moretown	David Stapleton
<input type="checkbox"/>	Vacant, Alt.	<input type="checkbox"/>	Joyce Manchester, Alt
<input checked="" type="checkbox"/> Barre Town	George Clain	<input checked="" type="checkbox"/> Northfield	Royal DeLegge
<input type="checkbox"/>	Mike Gilbar, Alt	<input type="checkbox"/>	Jeff Schulz, Alt
<input checked="" type="checkbox"/> Berlin	Robert Wernecke	<input checked="" type="checkbox"/> Orange	Lee Cattaneo
<input type="checkbox"/>	Karla Nuissl, Alt.	<input checked="" type="checkbox"/> Plainfield	Paula Emery
<input checked="" type="checkbox"/> Cabot	Brittany Butler	<input type="checkbox"/>	Bob Atchinson, Alt.
<input checked="" type="checkbox"/> Calais	John Brabant	<input checked="" type="checkbox"/> Roxbury	Jerry D'Amico, Vice Chair
<input type="checkbox"/>	Jan Ohlsson, Alt.	<input checked="" type="checkbox"/> Waitsfield	Don La Haye
<input type="checkbox"/> Duxbury	Alan Quackenbush	<input checked="" type="checkbox"/>	Alice Peal, Alt.
<input checked="" type="checkbox"/>	David Wendt, Alt.	<input checked="" type="checkbox"/> Warren	Lexi Leacock
<input type="checkbox"/> E. Montpelier	Vacant	<input type="checkbox"/>	Vacant, Alt.
<input type="checkbox"/>	Clarice Cutler, Alt.	<input type="checkbox"/> Washington	Peter Carbee
<input type="checkbox"/> Fayston	Vacant	<input checked="" type="checkbox"/> Waterbury	Steve Lotspeich, Chair
<input type="checkbox"/> Marshfield	Vacant	<input checked="" type="checkbox"/> Williamstown	Richard Turner
<input checked="" type="checkbox"/> Middlesex	Ron Krauth	<input type="checkbox"/>	Jacqueline Higgins, Alt.
<input type="checkbox"/> Montpelier	Ariane Kissam	<input type="checkbox"/> Woodbury	Michael Gray
<input checked="" type="checkbox"/>	Mike Miller, Alt.	<input checked="" type="checkbox"/> Worcester	Bill Arrand

Staff: Christian Meyer, Nancy Chartrand, Clare Rock

Guests: Melissa Bounty, CVEDC

Call to Order: Chair Lotspeich called the meeting to order at 6:32; a roll call was conducted and a quorum was present.

Adjustments to the Agenda: Christian Meyer advised he wanted to provide a Green Mountain Transit representative update as part of FY24Nominations and staff update as part of reports.

Public Comments: Condolences to Janet Shatney on death of her father-in-law. Congratulations to Steve Lotspeich on his Hamilton Tree Warden award.

FY24 Nominations: Chair Lotspeich directed the Board to the slate outlined in the packet. Lee Cattaneo provided a quick overview and Chair Lotspeich opened the floor to nominations. None were heard. It was advised a ballot would be mailed to Commissioners.

Lee Cattaneo moved to close nominations; Bill Arrand seconded. Motion carried.

There was discussion as to whether or not the ballots would include a section for write-ins; it was noted that it may be in conflict with the bylaws as they state a member must be present to accept a nomination. It was

suggested to check with the League of Cities and Towns or Secretary of State's office regarding the issue. Staff will gather more information and address the situation at a future meeting, however it was concluded to move forward with the FY24 ballot at this time without a write-in.

Christian Meyer noted that Green Mountain Transit has a seat on its Board for a Washington County representative which should be filled by either CVRPC Commissioner or Staff. Currently Christian Meyer sits on the Board and is happy to continue to do so, however, there is no current alternate. The Board was queried as to whether or not a member wished to sit as alternate and to please advise Christian of interest. Alice Peal advised she was interested in this role.

Municipal Infrastructure Assistance Program: Christian Meyer advised this is a new program passed through the Budget Adjustment Act with \$3M allocated for additional technical assistance for Vermont municipalities with the greatest need. He reviewed the memorandum in the packet advising that the pre-qualified top tier towns in our region are: Roxbury, Worcester, Washington, and Plainfield. Towns that are not pre-qualified can complete a form for consideration and there is potential for them to become qualified should other towns not use the earmarked funds. Programs generally focus on water, wastewater, housing. It is an opportunity to take towns from planning to implementation. Funds can be used for CVRPC staff time or direct consultant time.

Discussion ensued and it was noted that the index scoring was done by the Agency of Administration and that town staff, population change, high school graduation rates, income per capita change, houses with broadband were some of the categories taken into consideration. It was confirmed that of the \$3M in total funds \$1.65M is earmarked for RPCs and VLCT for technical assistance and \$1.35M is earmarked for private consultants (which can be reallocated to VLCT/RPC's if consultants do not respond to the RFPs). There was also discussion as to the number of towns in other regions' top tier as opposed to Washington County having four. It was confirmed some other regions have significantly more such as NVDA which has almost 20 in their top tier. The Agency of Administration will have a form posted online which will allow other towns to announce their interest and request to be included in consideration.

Christian Meyer also advised he would share leverage grant information in the near future.

Draft Work Plan: Chair Lotspeich directed the Board to the information in the packet and Christian Meyer requested specific focus on the Municipal Assistance list. There was discussion of the Window Dressers grant which is a community-based volunteer effort that creates interior window inserts that are well insulated and can decrease fuel consumption. It was noted that input from municipalities into the list outlined in the draft work plan is encouraged and to please send that information to Christian.

Minutes - (April 11, 2023):

Jerry D'Amico moved to approve the minutes of April 11th, Lexi Leacock seconded. Motion carried.

Reports: Chair Lotspeich directed the Board to the information in the packet. In addition, Christian Meyer noted the approach of federal funds running out for hotel programs that lodged houseless individuals in Central Vermont. He noted that in our region we expect between eighty to several hundred people to be homeless. He advised that CVRPC already does work to support this population (i.e. work through transit, health equity work we are integrating into our programs and the regional plan addresses housing and shortages). Brief discussion ensued and it was suggested that as we work our way through our Regional Plan we address the issues outlined. Christian Meyer also advised that a new Natural Resources Planner Lincoln Frasca will be starting on June 13th. Also shared were kudos to the Town of Woodbury and Clare Rock for the VPA Plan of the Year Award. Clare

1 worked very closely with town on their Town Plan and she noted that Michael Gray and Skip Lindsey worked
2 very hard on the update that there will be recognition at the June VPA Conference. It was also noted that Board
3 members Mike Miller and Steve Lotspeich will both be speaking at the conference.

4
5 Interest was expressed in the recent seminar Brian Voigt attended on the development of a Vermont Zoning
6 Atlas. It was noted the project is being run out of UVM and staff will get more information on the status of the
7 project and if a presentation in the future would be possible.

8
9 *Lexi Leacock moved to accept CVRPC Staff Report for April 2023. Seconded by Don LaHaye. Motion carried.*

10
11 *Bill Arrand moved to accept CVRPC Committee and Appointed Representatives Report for April 2023. Seconded*
12 *by Lexi Leacock. Motion carried.*

13
14 There was discussion as to whether or not to reopen nominations to include the GMT Alternate as that seat is
15 listed on the slate of nominations.

16
17 *Lee Cattaneo moved to reopen nominations, Lexi Leacock seconded. Motion carried.* Jerry D'Amico nominated
18 Alice Peal as alternate to GMT, seconded by Lee Cattaneo. Alice Peal accepted nomination. *Lee Cattaneo*
19 *moved to close nominations, Lexi Leacock seconded. Motion carried.*

20
21 **Adjournment**

22 *Don LaHaye moved to adjourn at 7:31 pm; seconded by Rich Turner.* Rich Turner expressed gratitude for the
23 assistance that Williamstown received from CVRPC staff (Clare Rock and Zach Melcher) assisting them to get
24 their Village Center Designation ready to go to the Designation Board. *Vote called and motion carried.*

25
26
27 Respectfully submitted,
28 Nancy Chartrand, Office Manager
29

Central Vermont Regional Planning Commission

P: 802-229-0389

Staff Report, May 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:

- Assisted Williamstown with submission of their Village Center Designation application packet.
- Updated the Worcester Village Center map for submission with their Village Center application.
- Met with Marshfield recreation representative to discuss RPC services for trail mapping.
- Started compiling census data for individual towns to use in municipal plan updates.
- Met with Washington Planning Commission Chair to learn about local efforts and needs in local municipal plan update.
- Uploaded Middlesex Natural Resource Survey onto Survey Monkey and monitored response levels. Closed survey and mapped survey responses on interactive map viewer to use in local planning process.
- Presented Middlesex Planning Commission Natural Resource Survey results, updated map viewer and ideas for town plan strategies as they relate to Natural Resources.
- Participated in the VT Council of Rural Development's next round of community meetings in Northfield as part of their Community Visit project, served as a member of the Resource Team.
- Researched Zoning for Campgrounds and Road Ordinance language for restrictions on Class 4 Roads and sent to Moretown to aid in local planning process.
- Created a map illustrating location of critical culvert in Moretown for which the town is seeking grant funding to implement repairs. (Brian Voigt)
- Drafted a Request for Proposals for a Clerk of the Works to oversee stormwater project implementation at the Moretown Town Office & Elementary School Complex. (Brian Voigt)
- Discussed potential trail mapping and kiosk development project at the Marshfield Elementary School.
- Attended Plainfield Planning Commission meeting to discuss cannabis and zoning bylaws. (Brian Voigt)

Regional Planning and Implementation:

- Regional Plan Update:
 - Continued to gathered data and worked on outlining chapters of the new Regional Plan.
 - Inventoried existing regional plan goals and policies for review.
 - Lead staff through the process of identifying regional stakeholders and drafted Communication and Engagement Plan for use in the update process.
 - Guided new intern with gathering some additional census data for plan inclusion.
 - Commented on VAPDA subcommittee recommendations regarding methodology for regional land use plans and maps.
 - Continued to gathered data and worked on outlining chapters of the new Regional Plan.
 - Inventoried existing regional plan goals and policies for review.
 - Lead staff through the process of identifying regional stakeholders and drafted Communication and Engagement Plan for use in the update process.
 - Guided new intern with gathering some additional census data for plan inclusion.

- Commented on VAPDA subcommittee recommendations regarding methodology for regional land use plans and maps.
- Monitored and logged Act 250 and Section 248 correspondence

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

- Attended Barriers to Benefits: A conversation about everyday hurdles (discussion with Montpelier Homelessness Task Force/THRIVE and those experiencing homelessness).
- Distributed flyer on Barriers to Benefits upcoming event to internal staff, other commissions, and towns.
- Reviewed Montpelier homelessness needs assessment and action plan.
- Participated in health equity trainings: Community Power Mapping with HRiA

Economic Development: (Contact Christian Meyer, meyer@cvregion.com)

- Met with the Western Central Vermont CEDS team for status update and share resources on the formation of a economic development district

Brownfields: (Contact Clare Rock, rock@cvregion.com)

- Staff continues to monitor progress of Turning Point Corrective Action Plan.

Partnerships for Progress:

CVFiber: Processed incoming mail.

THRIVE: Participated in monthly meeting including focus on crises and long term approaches/actions in response temporary housing exodus.

CVEDC: CVRPC was unable to participate.

WBRD: Distributed FY24 assessments and provided support for mail processing.

MRVPD: Participated in monthly Steering Committee meeting.

EMERGENCY MANAGEMENT & HAZARD MITIGATION

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

Local/Regional Planning:

- Attended meeting discussing Mill Pond Dam in Woodbury possible Flood Resilient Community Fund project.
- Reviewed and submitted 7 LEMPs to Vermont Emergency Management for acceptance.
- Met with Central Vermont Medical Reserve Corp to discuss their need for fiscal agent.
- Provided guidance to multiple towns in LEMP process.
- Held May Regional Emergency Management Committee meeting with Eric Nordenson, Montpelier Police Chief discussing planning for active shooter threats.
- Supported Plainfield in EMD transition and provided Transportation Resiliency Planning Tool information for town use in planning.

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 & Orange: Prepared LHMP Update draft for review for public and stakeholder comment, and by Vermont Emergency Management.

American Rescue Plan Act (ARPA):

- Provided follow up to communities listed on VLCT as having not completed reporting.

TRANSPORTATION

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

Field Services:

- Installed, collected and processed pedestrian counter on Main Street in Montpelier, prepared report and submitted to city.
- Installed and collected 3 traffic counters in Barre Town.
- Collected outfall data for Barre City Road Erosion Inventory (REI).

Public Transit: *CVRPC represents Central Vermont on the Green Mountain Transit (GMT) Board of Commissioners.*

- Board of Commissioners – See Committee updates.

Municipal Assistance:

- Provided support to Fayston with VTrans to get school speed feedback signs fixed.
- Researched process for completing REI in closed infrastructure with catch basins.
- Crafted plan for helping Barre City complete initial REI.
- Met with Worcester planning commission chair to discuss bike and pedestrian projects and funding options.
- Supported Plainfield in Route 2 intersection project and town need for funding infrastructure relocation.
- Supported multiple towns in bike and pedestrian grant discussions.
- Pursued answers to town questions on usage of Highway Safety Improvement Program grants.
- Planned and held spring road foreman's meeting.
- Met with Sugarbush Access path group to discuss project and discussed with VTrans how to move project forward.
- Provided plans for state projects through Northfield per town request.
- Monitored Trestle #308 in Barre City and scheduled outreach meeting in City.
- Prepared Letter of Support for Sugarbush Access path grant submission.
- Provided Calais road commissioner with guidance for changing speed limits on town roads.
- Met Presented to the Roxbury Selectboard on the opportunity for the CVRCP to provide technical assistance under the Municipal Technical Assistance Program.

Regional Activities:

- Hosted TPI monthly meeting.
- Began drafting Federal Fiscal Year-24 TPI work plan.
- Hosted monthly Transportation Advisory Committee meeting.
- Provided outreach for Highway Safety Improvement Program grants.
- Attended Bike and Pedestrian program webinar.
- Met with Mad River Pathway to discuss scoping projects to build path through the valley.
- Provided outreach for Transportation Resiliency Planning Tool training being offered by Two Rivers Ottauquechee Regional Commission.

NATURAL RESOURCES

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

Tactical Basin Planning Assistance:

- Reviewed draft Tactical Basin Plan strategies.
- Revised FY23 budget and workplan.

- Revised and submitted FY24 workplan.
- Reviewed River Corridor Planning and Protection materials on the DEC website.
- Met with Staff to discuss priority towns for River Corridor planning.
- Provided Friends of the Winooski River with a Clean Water sign for an ongoing project.

Clean Water Service Provider (CWSP):

- Completed work on revisions to the CVRPC Procurement and Grants Management Policies to bring them into compliance with Act 76 (the Clean Water Service Delivery Act) and Environmental Protection Rule Chapter 39 (the Rule). Prepared memo for Executive Committee describing proposed changes. Attended Executive Committee meeting to discuss proposed changes.
- Communicated with Basin Water Quality Council members regarding meeting and project solicitation schedules through the end of the calendar year.
- Issued a Request for Proposals for non-regulatory, phosphorous reduction projects in the Winooski River Basin. Posted information on CVRPC website and the Vermont Bid Registry. Distributed materials directly to respondents to the Request for Qualifications.
- **Attended** the following meetings:
 - CVRPC Executive Committee to discuss changes to Procurement and Grants Management Policies.
 - Vermont State Archives and Records meeting to discuss proposed changes to Records Retention Policy.
 - CWSP bi-weekly check-in meetings hosted by the Department of Environmental Conservation.
- Communicated with Department of Environmental Conservation staff regarding Basin Water Quality Council membership.
- Staff reviewed responses to Request for Qualifications for Project Implementors and scored proposals.

604b:

- Completed 604b proposal and submitted materials to the Rutland Regional Planning Commission.

FEMA Map & Flood Bylaw Updates:

- Reviewed municipal bylaws within region for status per FEMA requirements.
- Attended National Flood Insurance Policy drop-in session to learn about development in the Special Flood Hazard Area.
- Attended monthly check-in meeting to discuss project updates.

Stormwater Projects:

Barre City Auditorium Final Designs – No activity.

Calais / Woodbury Stormwater Implementation – No activity.

Moretown School Stormwater Implementation – Communicated with Moretown Road Foreman regarding the pending construction of a stormwater mitigation project on municipal property. Communicated with C Poulin (Poulin Companies, LLC) to finalize contract.

Plainfield Gully Stormwater Implementation – Project resumed construction work, including inspecting plantings to assess survival rates and site clean up.

CLIMATE & ENERGY

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

Municipal Planning and Implementation

- Outlined next steps for Northfield on moving forward EVSE project.
- Discussed Clean Bus program logistics/timeline and other opportunities with Waitsfield Energy Coordinator.

- Attended meeting with Harwood HS Youth Group regarding their efforts to propose a Clean School Bus pilot; consulted on funding opportunities, next steps, stakeholder engagement
- Provided update to East Montpelier on timeline and workflow of Enhanced Energy Plan updated data.
- Met with Worcester Selectboard member regarding solar in town and region.
- Participated in Middlesex Energy Fair.

Municipal Energy Resilience Program (MERP)

- Coordinated with Public Service Department regarding MERP program data collection and town-up data infrastructure.
- Continued 1.:1 town meetings (program introduction & project development) to support mini-grant applications and preparation for energy assessment applications- I am happy to come to Selectboard and/or energy, building, or other relevant committee meetings in your town! Please email Sam at lash@cvrpc.org.
- Provided support to Worcester Town Clerk on mini grant application.
- Updated Outreach and education plan and provided to Buildings & General Services (BGS).

Regional Planning and Implementation

- Reviewed Scope of Work in Renewable Energy Standards technical analyses and provided recommendations to Public Service Department per request.
- Reviewed VT Thermal Energy Networks proposal, met with networked geothermal working group (EAN) and agreed to facilitate in upcoming meetings.
- Met with Vermont Department of Health extreme temperature planning and intersection with ongoing planning efforts.
- Shared upcoming programs and events with staff and via announcements.
- Outreach to side judges and County Clerk Jo Romano re Energy Efficiency and Conservation Block Grant (EECBG); provided form letter to side judges with email template language to approve EECBG county allocation to CVRPC instead of Washington County Courts.
- Attended National Adaptation forum's responding to climate amplified extreme weather events- resilient communities perspectives (resilience, equity, energy landscapes).

OFFICE & ANNOUNCEMENTS

Office:

- Provided staff support to the Nominating Committee, including meeting information preparation.
- Continued recruitment for Planning Technicians.
- Distributed ballots for annual elections.
- Hosted VAPDA GIS meeting.
- Initiated recruitment for Community Development/Land Use Planner.
- Continued annual municipal contacts updates to include new officials and appointees.
- New employee orientation for Planning Technician Sam Church.
- Obtained approval and renewed employee dental plan.

Professional Development:

- Staff participated in Integrating Equity in Planning Training
- Brian completed cybersecurity training offered by Vermont Emergency Management

- Sam attended VT Community Health Equity Partnership training: Community Power Mapping with HRiA for potential use in toolkit training and for towns to exercise.

Upcoming Meetings:

CVRPC meetings currently offer remote access unless otherwise noted. Meeting access information is provided on agendas at www.centralvtplanning.org.

June		
June 5	4 pm	Executive Committee
June 6	4 pm	Regional Plan Committee
June 13	6:30 pm	Board of Commissioners Annual Meeting
June 14	2 pm	Central Vermont Mobility Advisory Committee
June 15	1 pm	Winooski Basin Water Quality Council
June 22	4 pm	Clean Water Advisory Committee
June 22	4 pm	Project Review Committee
June 27	6:30 pm	Transportation Advisory Committee
TBD		Brownfields Committee
July		
July 5*	4 pm	Executive Committee - * meeting Wednesday due to holiday
July 11	4 pm	Regional Plan Committee
July 11	6:30 pm	Board of Commissioners Annual Meeting
July 13	1 pm	Winooski Basin Water Quality Council
July 25	6:30 pm	Transportation Advisory Committee
TBD		Project Review Committee
TBD		Brownfields 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](http://www.centralvtplanning.org).*
Visit CVRPC's web site at www.centralvtplanning.org to view our blog and for the latest publications and news.

May 5th

- Highway Safety Improvement Program Small Scale Grants
- Creative Futures Grant Program
- 2023 VPA Awards Reception and Spring Conference
- Emerald Ash Borer Awareness Week - May 22 - 28
- Vermont Energy and Climate Network Spring Summit - Community Energy Committee Leader Gathering
- Community Recovery and Revitalization Awards

May 19th

- Barre Town BF 0169(12) - Vermont Route 110 Bridge #21 Replacement Project
- Save The Date - VCRD Leadership Summit

- Update of Projects Included in the Agency of Natural Resources Projects Database
- FEMA Mapping 101 Webinar
- Steve Lotspeich Receives Hamilton Award
- Highway Safety Improvement Program Small Scale Grants

May 26th

- Animating Infrastructure Grant program
- Electric School Bus Peer Exchange - June 1, 9:30 am
- PSD Seeks Consultant(s) to Provide Technical Analysis of a 100% Renewable or Clean Energy Standard for Vermont Distribution Utilities
- 2023 Vermont Survey on Planning Grants
- We Are Entering the EAB Flight Season

- Partner with DCF to Address Unsheltered Homelessness
- Vermont Revitalization Assessment Grant Program

June 2nd

- 2023 Plan of the Year Award
- S.100 - Next Steps
- Village Center Designation - Town of Worcester
- Request for Proposals – Kent Hill Scoping Study
– Calais

Central Vermont Regional Planning Commission

Committee & Appointed Representative Reports, May 2023

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

EXECUTIVE COMMITTEE (Monday of week prior to Commission meeting; 4pm) [5/9/23 & 6/5/23]

- Adopted amendments to the Procurement Policy and the Grants Management Policy.
- Authorized Executive Director to sign Two Rivers Ottauquechee Regional Commission – Municipal Technical Assistance Program sub-agreement; Vermont Emergency Management – Local Liaison to State Emergency Operations Center – Memorandum of Agreement; Mount Ascutney Regional Commission – Brownfields Revitalization Assessment Grant Program Agreement; Lamoille County Regional Commission – Health Equity Toolkit and Implementation Amendment; Chittenden County Regional Planning Commission – FY23 Tactical Basin Planning Support Grant Amendment.
- Authorized Executive Director to sign Master Agreements with Chittenden County Regional Planning Commission, Friends of the Mad River, Friends of the Winooski River, Lamoille County Conservation District, Vermont Land Trust, Winooski Natural Resources Conservation District for project management services to facilitate water quality improvements as envisioned by Act 76, the Clean Water Services Delivery Act
- Approved a revision to the Office Manager job description to reflect up to 30 hours/week.
- Accepted the April 2023 unaudited financial reports.
- Approved the FY24 budget and work plan.
- Reviewed FY24 meeting dates for Executive Committee and Board of Commissioners.

NOMINATING COMMITTEE (February - April; scheduled by Committee)

- Did not meet

PROJECT REVIEW COMMITTEE (4th Thursday, 4pm)

Did not meet. Staff continue to monitor other projects.

REGIONAL PLAN COMMITTEE (as needed; scheduled by Committee)

Committee members and prospective new committee members met to review structure and organization of the plan, preliminary Stakeholder Engagement. At the next meeting Committee will to adopt updated Rules of Procedure and Elect of Officers.

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

Did not meet.

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

- Staff reviewed the timeline for the Federal Fiscal Year-24 (FFY-24) workplan acceptance
- The group discussed the workplan tasks and priorities for FFY-24 TPI budget
 - 2 main focuses emerged from group for additional planning work
 - multimodal corridor planning for Barre-Montpelier corridor
 - EV charger site planning for municipalities

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)

Did not meet.

VERMONT ASSOCIATION OF PLANNING & DEVELOPMENT AGENCIES (VAPDA)

Discussion in the May meeting included:

- Bill Colvin of Bennington County Regional Commission was appointed to represent the RPCs on the Consolidated Plan Committee
- RPC leaders met with Dough Farnham, Deputy Secretary of the Agency of Administration, to discuss the role out of the Municipal Technical Assistance Program.

VERMONT ECONOMIC PROGRESS COUNCIL

No Central Vermont activity.

GREEN MOUNTAIN TRANSIT

- Steve Falbel gave an overview of the Title VI program and updates made since the 2020 Title VI plan was adopted.
- GM Clark discussed the resumption of fares in Chittenden County scheduled to commence January 2, 2024

MAD RIVER VALLEY PLANNING DISTRICT

CVRPC participated in the monthly MRVPD Steering Committee meeting where the committee continued to discuss the MRVPD priorities and role of the organization based upon the feedback received at the beginning of the year. The Executive Director reported progress working on the Waitsfield Wastewater project and the MRVPD welcomed new staff member Sam Robinson.



FY 24 Meeting Dates

Executive Committee

(Meets at 4:00 pm on Monday of the week prior to the Board meeting, typically for 1.5 - 2 hours, *unless that Monday falls on a holiday*)

Wednesday	July 5, 2023
Monday	July 31, 2023
Tuesday	September 5, 2023
Monday	October 2, 2023
Monday	November 6, 2023
Monday	December 4, 2023
Tuesday	January 2, 2024
Monday	February 5, 2024
Monday	March 4, 2024
Monday	April 1, 2024
Monday	May 6, 2024
Monday	June 3, 2024

Board of Commissioners

(Meets at 6:30 pm on the second Tuesday of the month, typically for 1.5 - 2 hours)

Tuesday	July 11, 2023
Tuesday	August 8, 2023 <i><u>(typically cancelled if no action items)</u></i>
Tuesday	September 12, 2023
Tuesday	October 10, 2023
Tuesday	November 14, 2023
Tuesday	December 12, 2023
Tuesday	January 9, 2024
Tuesday	February 13, 2024
Tuesday	March 12, 2024
Tuesday	April 9, 2024
Tuesday	May 14, 2024
Tuesday	June 11, 2024 – Annual Meeting