



## BOARD OF COMMISSIONERS

July 18, 2023 at 6:30 pm **(Rescheduled)**

*Hybrid Meeting with Remote Participation via Zoom<sup>1</sup>*

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

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

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

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**

**6:30<sup>2</sup> Introductions**

**Adjustments to the Agenda**

**Public Comments**

**6:35 Renewable Energy Standard** – Peter Sterling, REV

**7:05 Regional Plan Updates** – Clare Rock

**7:20 CEDS Status and Next Steps to Consider** – Christian Meyer

**7:45 Work Program and Budget Presentation** – Christian Meyer

**8:05 Minutes** (enclosed)<sup>3</sup>

**8:10 Reports** (enclosed)<sup>3</sup>

Update/questions on Staff, Director, and Committee Reports

**8:30 Adjourn**

**Next Meeting – September 12, 2023**

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<sup>1</sup> 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](mailto:chartrand@cvregion.com) at least 3 business days prior to the meeting for which services are requested.

<sup>2</sup> Times are approximate unless otherwise advertised.



## MEMO

Date: July 6, 2023  
 To: Board of Commissioners  
 From: Sam Lash, Climate & Energy Planner  
 Re: Context ahead of Presentation: Vermont's Renewable Energy Standard and the Climate Crisis

☒ **ACTION REQUESTED:** Context for Presentation and Discussion

### Renewable Energy Standard<sup>1</sup>

[30 V.S.A. § 8002-8005](#) establishes a renewable energy standard (RES), which requires Vermont electric distribution utilities (DUs) to purchase or buy a certain amount of their energy from renewable sources, which are measured via the retirement of renewable energy credits (RECs). The requirements of the RES are broken down into three categories:

**By 2032 DUs are required to retire qualified RECs<sup>2</sup> or attributes accordingly:**

**Tier I- Total Renewable Energy:** from **any renewable resource** to cover at least 55% of their annual retail electric sales by 2017, 59% in 2020, and **75% of sales by 2032.**

**Tier II- Distributed Renewable Generation:** is a carve out of Tier I, and requires that 1% of DU's annual sales starting in 2017, 2.2% in 2020, and **10% by 2032 be from eligible resources:**

- renewable generation of **less than 5MW**,
- commissioned **after June 30<sup>th</sup>, 2015**,
- connected to Vermont distribution or sub-transmission line.
- Met through existing programs including net-metering, Stand Offer, and Power Purchase Agreements (PPAs)

*\*It is useful to think of Tier II as in-State renewable generation!*

**Tier III- Energy Transformation:** requires DUs to **achieve fossil fuel savings from energy transformation projects** equivalent to 2% of annual retail sales in 2017, 4% in 2020, and **12% by 2032.**

There are lower targets for municipal utilities with fewer than 6000 customers.

Together Tier I and II focus on the supply side; 30 states have similar purchasing requirements typically defined as Renewable Portfolio Standards (RPS). Tier III is unique to Vermont and promotes weatherization, the installation of air source and heat pumps, biomass, and other high-efficiency heating systems; deployment of EV and charging infrastructure; electrification of industrial processes; and the like.

<sup>1</sup> Then Public Service Department held a series of webinars on the RES and associated topics this past winter/spring that provide useful background and resources: *Where Does Vermont's Electricity Come From?* ([video](#), [slides](#)); *Current Renewable Electricity Policies* ([video](#), [slides](#))

<sup>2</sup> *Renewable Energy Certificates (RECs) and their Markets* ([video](#), [slides](#), [Q&A](#))

## Renewable Energy Standard Update & Background

The Department of Public Service is currently undertaking a [comprehensive review of Vermont's Renewable & Clean Electricity Policies and Programs](#) to determine what changes are necessary to achieve state energy and climate goals, as recommended in the 2022 Comprehensive Energy Plan and the 2021 Climate Action Plan. Some key things to note:

- The programs and policies currently in place that are intended to support meeting the RES were created before the RES existed and thus are not well-aligned: Net-Metering 1999, Standard Offer 2009; and the RES replaced the 2005 SPEED Program in 2017 (Act 56, 2015).
- Notable changes have included the 2010 removal of the limit on hydroelectric facilities size. Currently all hydroelectric is considered renewable currently in Vermont. No other states in New England share this definition (size, age, and proximity restrictions prohibit these RECs to meet RPS). Most of Vermont's Tier I Requirements are met by retiring older large hydropower RECs.
- The Public Service Department has collected feedback, hosted a series of webinars, and is currently convening a stakeholder group to support a technical analysis reviewing different options for modifying or expanding the current RES requirements of 75% renewable to 100% renewable and/or carbon free resources. Furthermore, they are working with RPCs to conduct community outreach and feedback sessions on key topics this summer & fall (Keep an eye out for those!).
- [S.112 \(Act 33\)](#) passed this session included the establishment of a Legislative Working Group<sup>3</sup>, to conduct a parallel process (in concert with but not duplicative of the Public Service Department's work) to draft legislation and report on eight broad topics related to the implementation of State energy policies, programs, and goals.

## Key Considerations:

The RES and its supporting policies and programs are being revisited to consider key issues including adequate electricity, affordability of rates, cost-effective and efficient use of resources, economic vitality, environmental justice and energy equity, reliability, security, sustainability and limiting negative environmental impacts. Many, if not all of these, apply to the regional and municipal as well as the state level; however, priorities may differ given the unique characteristics of each region. While we are still in the process of updating our regional energy plan elements, it is clear that long term energy resilience (adaptability, affordability, and crucially reliability) is critical to supporting thriving communities. Due to the Increasing duration and frequency of outages, especially in our rural communities, increasingly disparate electric rates and opportunities to invest in on site renewable generation and storage alternatives depending on DU territory and proximity to energy infrastructure, coupled with an increased reliance on municipal and community hubs as critical social and physical infrastructure, all underscore the need for the Region to advocate for the expansion of TIER II (local generation) and Tier III (energy transformation) policies

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<sup>3</sup> Membership includes 2 members each House and Senate, Green Mountain Power, Burlington Electric Department, Vermont Public Power Supply Authority, Washington Electric Coop, Vermont Electric Coop, Vermont Public Interest Research Group, Renewable Energy Vermont, Conservation Law Foundation, Vermont Electric Power Company, Vermont Housing Finance Agency, Vermont Natural Resources Council, GlobalFoundries, Associated Industries of Vermont, Sierra Club; Stowe Electric and Hyde Park Electric may each name a representative to the Working Group if they choose.



## MEMO

Date: June 6, 2023

To: Board of Commissioners

From: Christian Meyer, Executive Director

Re: Consideration of joining an Economic Development District

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✉ **ACTION REQUESTED:** Discussion of the process to participate in this inter-regional Economic Development District.

The West Central Vermont area has received approval for its Comprehensive Economic Development Strategy (CEDS) from the US Economic Development Administration (EDA). It is now time to consider participating in an Economic Development District (EDD) and what steps will be necessary for us to take internally to participate. The current timeframe is to be ready to sign on to an MOU by in September or October.

### Background

The CVRPC approved the draft CEDS in March, 2023. The CEDS was submitted to EDA in April, 2023. The EDA has reviewed and recently approved the CEDS for the West Central Vermont area, which includes Addison County, Chittenden County, Rutland County, and the CVRPC planning area). This approval makes local governments covered by the CEDS with economically distressed areas eligible to apply for grants under the EDA, provided the grant project would benefit the distressed area. These programs provide funding for infrastructure projects and revolving loan funds and other business assistance programs. In addition, other Federal agencies look favorably on the established regional planning efforts when reviewing proposed projects and grant requests.

### Next Steps

The next step in the process is to consider the formation and participation in a West Central Vermont Economic Development District (EDD). Forming an EDD allows the benefits that currently only apply to distressed geographies to be available to all areas included in the EDD. Furthermore, it formalizes many of the benefits and partnerships formed during the drafting of the CEDS. The EDD will have a board of directors, bylaws, and other organizational documents as required for is government. The board of directors will serve to maintain collaboration between the various geographic areas and partner organizations.

Looking forward, commissioners should continue to direct any questions they have to CVRPC Staff. Throughout the summer, CVRPC and its partners will work on establishing the governing documents for the organization. Once the CVRPC and its partner organizations are comfortable with the proposed structure, we will sign a memorandum of understanding stating our intent to continue as part of the consortium. This will also trigger the beginning of the application process to develop an EDD. The MOU will be presented to Board of Commissioners for review and before final acceptance in September or October.



## MEMO

Date: July 6, 2023  
To: Board of Commissioners  
From: Christian Meyer, Executive Director  
Re: FY24 Budget and Work Program

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✉ **ACTION REQUESTED:** Discussion

### Setting

Following a flurry of new programs out of the legislative session, the governor's budget veto, and the resulting legislative override, the budget and work program going into fiscal year 2024 (FY24) has been marked by uncertainty. The following is a summary of the CVRPC work program and budget as best estimated at the start of the fiscal year.

### Background

CVRPC bylaws state, "The Executive Director shall prepare an annual written work program and budget that shall be presented to the Executive Committee for approval. The approved work program and budget shall be presented to the Board at the July meeting or as soon as possible thereafter." The Executive Committee reviewed and approved the attached FY24 work program and budget at the June 5, 2023 meeting.

### Budget

While it is common for programs to end and new programs to begin, this budget is substantially expanded over last year due in large part to the greatly expanded contractor services that will be procured through the Clean Water Service Provider (CWSP). Additional changes will result from the finalized State budget, which included additional regional planning funding for RPCs. This increase, was the result of support demonstrated by CVRPC commissioners and other regional commissions around the state. While it represents a significant increase to our regional planning funding, with which the RPC will be able to expand many of the services most needed by our municipalities, it does not achieve full statutory formula funding for RPCs.

### Staff

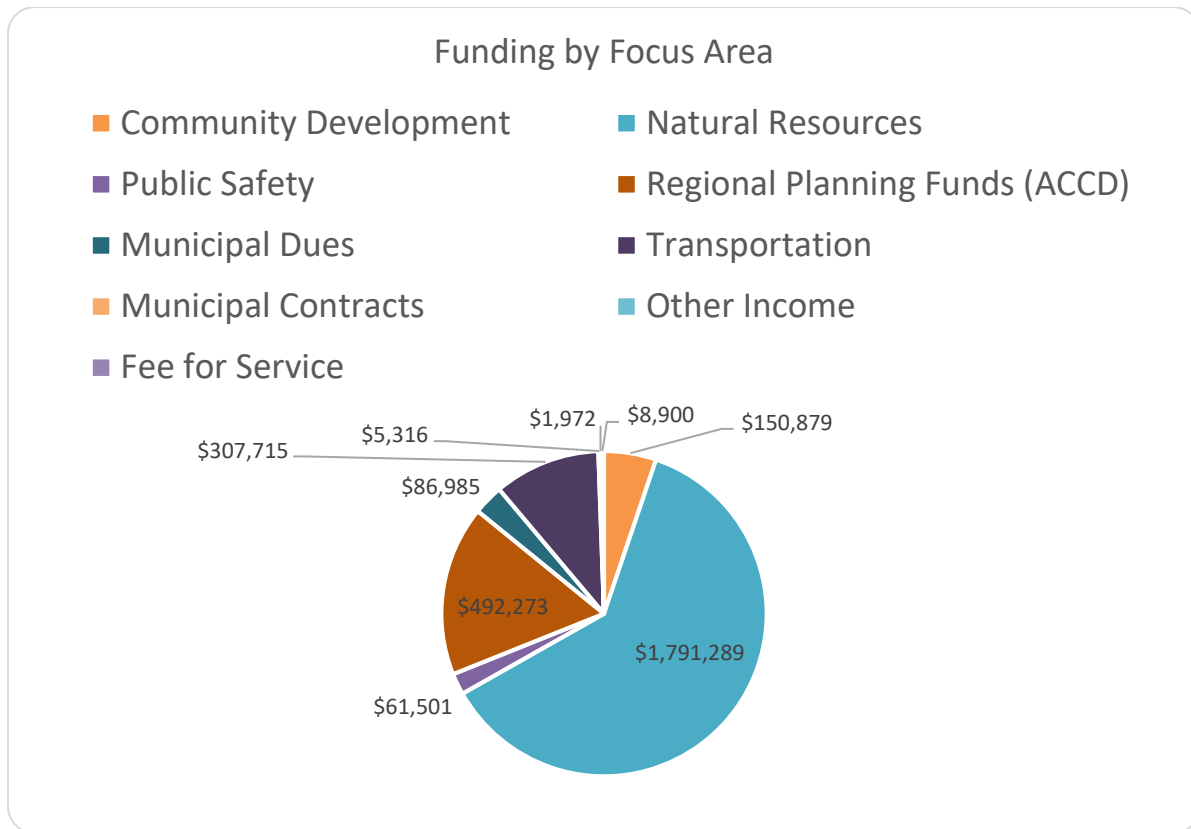
The budget calls for the employment of 10 positions at 9.5 full time equivalent. This includes:

- Executive Director
- Office Manager
- Natural Resources Senior Planner
- Natural Resources Planner
- Energy and Climate Planner
- Transportation Planner (Vacant)

Emergency Management and Transportation Planner  
 Land Use Senior Planner  
 Land Use Planner (Vacant)  
 Community Development (Pending)

### Work Program

The CVRPC FY24 work program is defined by the maintenance of legacy programs such as the Transportation Planning Initiative, land use, town plan support, Act 250, and emergency management paired with short-term or new initiatives such as the year-long initiative of updating the CVRPC Regional Plan, scaled up municipal technical assistance, the operations of the Clean Water Service Provider, and the launch of energy assessments and implementation funding for municipal buildings.



### New for FY23

#### Regional Plan

CVRPC's comprehensive Regional Plan is used to guide growth and development in the Region. The Plan is useful to local communities as a resource in the preparation of local plans, and is also used in the Act 250 and Section 248 review processes to evaluate major land use developments and subdivisions. CVRPC Staff with guidance from the Regional Plan Committee, is executing a data driven process to develop clear goals and actions that will define our work program for years to come. This process will be paired with a broad and deep public outreach process that will actively aim to meet stakeholders and constituents where they are.

#### Technical Assistance

As we do each year, we have worked to develop a list of potential tasks we will complete with each of our municipalities. This list is a starting point and CVRPC welcomes additional requests for assistance throughout the year. Requests are filled on a first come, first served basis based on staffing capacity.

Unique to FY24 is the addition of the Municipal Technical Assistance Program. This program is providing CVRPC staff with additional resources to support municipalities as they assess their planning and investment needs and pair them with the myriad federal programs currently available. This program focuses first on accessing programs that are funded through the American Rescue Plan Act (ARPA), which will sunset in 2026. However, funding is being targeted toward those municipalities with the greatest needs, as defined by Agency of Administration. The RPC will ensure that as funding is expanded, CVRPC communities are kept abreast.

### Clean water Service provider

As a CWSP, CVRPC plays a pivotal role in the implementation of Vermont's Clean Water Service Delivery Act. CWSPs identify, prioritize and receive funding for non-regulatory projects to help meet the State's Phosphorous reduction targets under the Lake Champlain Basin pollution control plan. In FY23, CVRPC staff completed the start up phase of this program. In FY24 CVRPC will Work with watershed and land conservation organizations, Regional Planning Commissions, Natural Resources Conservation Districts and municipalities to identify and construct water quality projects to achieve pollution reduction targets. Most of these funds will be used for consulting services.

### Energy

The Municipal Energy Resilience Program (MERP) which will be substantially scaled up in FY24 will provide staff support, application and technical assistance, and funding to help communities become more energy resilient, reduce energy use and operating costs, and curb greenhouse gas emissions by promoting renewable energy, battery storage, electric vehicle charging, weatherization, thermal improvements, fuel switching, and enhanced building comfort in municipal buildings and facilities. This program is being greatly accelerated in FY24.

### Summary

While amendments to the budget will be needed in the coming months to incorporate the last-minute updates that resulted from the turbulence of the close of the legislative season, the CVRPC Work program is not expected to change. Staff are well positioned to build of their success from FY23 and work with Central Vermont municipalities to take advantage of changing opportunities.



**Central Vermont Regional  
Planning Commission  
Fiscal Year 2024 Work Program  
06/05/2023**

## Introduction CVRPC

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

The central Vermont planning area encompasses 23 municipalities and covers approximately 814 square miles and is home to 65,747 residents. Member municipalities include:

- |                   |              |                |
|-------------------|--------------|----------------|
| ▪ Barre City      | ▪ Marshfield | ▪ Waitsfield   |
| ▪ Barre Town      | ▪ Middlesex  | ▪ Warren       |
| ▪ Berlin          | ▪ Montpelier | ▪ Washington   |
| ▪ Cabot           | ▪ Moretown   | ▪ Waterbury    |
| ▪ Calais          | ▪ Northfield | ▪ Williamstown |
| ▪ Duxbury         | ▪ Orange     | ▪ Woodbury     |
| ▪ East Montpelier | ▪ Plainfield | ▪ Worcester    |
| ▪ Fayston         | ▪ Roxbury    |                |

CVRPC's professional, skilled staff expands local capacity, and works to link local, state, and federal visions for the future planning. This Work Plan is its annual statement of planned activities.

## Our Work

### REGIONAL PLANNING

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

CVRPC's statutory duties include participating in Act 250 and Section 248 project review, completing approvals of municipal plans when requested by a municipality, consulting with municipalities about implementation of their plans and CVRPC services, and making determinations of compliance regarding municipal plans and State energy goals. By participating in regulatory processes, CVRPC aims to shape development and to support municipal and regional conservation and development goals. Approvals

verify that a municipal plan addresses all plan elements and State goals required by statute. Municipalities with approved plans are eligible for certain State grants. Determinations of energy compliance verify that municipalities are working to meet Vermont's energy goals, which provides a municipality with substantial deference in Section 248 proceedings.

CVRPC comments on State and Federal Agency plans and proposals so regional and local viewpoints are considered and policy issues are informed by RPC research and analysis. In FY24, CVRPC anticipates providing a Central Vermont perspective for updates to the State Hazard Mitigation Plan, Winooski River Tactical Basin Plan, Renewable Energy Standards, the State update to Climate Action Plan and other opportunities that may arise.

CVRPC coordinates activities with other organizations and represents the interests of the Region on commissions, committees, and boards, such as: West Central Vermont Comprehensive Economic Development Strategy Steering Committee, the THRIVE Leadership Partners, Central Vermont Economic Development Corporation, Green Mountain Transit, and VT Association of Planning & Development Agencies (VAPDA). CVRPC represents regional interests on the CVEDC Legislative Committee, Mad River Valley Planning District Steering Committee and participates in VAPDA's various committees, including the Vermont Center of Geographic Information.

## BROWNFIELD REDEVELOPMENT

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

In FY24, CVRPC will continue collaborating with the State of Vermont to assist property owners with brownfield assessments and accessing redevelopment funding. A CVRPC Brownfields Advisory Committee works with proposers to select sites that may benefit from environmental assessments, fund those assessments, carry out public outreach, and, if necessary, create plans for how specific sites could be cleaned up for reuse.

CVRPC's Brownfield Program:

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

## EDUCATION & TRAINING

CVRPC provides opportunities for Commissioners and municipalities to learn about pertinent topics. In FY24, CVRPC will sponsor, present and publicize multiple workshops and events, such as:

- ❖ Essentials of Land Use Planning,

- ❖ Enhanced Energy Planning,
- ❖ Municipal Solar Project Development,
- ❖ Health Equity and Town Planning,
- ❖ Village Infrastructure and Housing
- ❖ Roundtables for municipal staff and volunteers,
- ❖ Other municipally-requested topics, and
- ❖ Statewide trainings delivered at the regional level.

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

### Municipal Technical Assistance

CVRPC will work one-on-one with municipalities as need dictates to ensure there is adequate capacity to achieve local planning goals and meets the requirements of state programs.

- ❖ *Barre City* – Energy assessments and implementation assistance, VCRD Window Dressers in collaboration with Montpelier, floodplain bylaw update assistance, Local Hazard Mitigation Plan, Local Emergency Management Plan, transit-oriented development master planning, transit assistance, Barre Auditorium final design, and road erosion inventory.
- ❖ *Barre Town* – Energy assessments and implementation assistance, floodplain bylaw update assistance, Village Center Designation, Local Hazard Mitigation Plan, Local Emergency Management Plan, and traffic counts.
- ❖ *Berlin* – Energy assessments and implementation assistance, manhole inventory, Local Development District Northern Borders Regional Commission grant, study support for transit-oriented development master planning in Riverton Village, New Town Center implementation assistance (Fisher Road implementation and Route 62/Berlin Mall Road realignment funding plan), floodplain bylaw updates assistance, Local Emergency Management Plan.
- ❖ *Cabot* – Grant writing and bylaw assistance, energy assessments and implementation assistance (Town Hall), floodplain bylaw update assistance, statutory consultation, Local Hazard Mitigation Plan, and Local Emergency Management Plan.
- ❖ *Calais* – East Calais Moscow Road bridge replacement grant support, Kent Hill Road scoping study, Town Plan update support, energy assessments and implementation assistance, floodplain bylaw update assistance, bridge and culvert inventory, Moscow Woods Road stormwater implementation, speed study – various locations, and Local Emergency Management Plan.
- ❖ *Duxbury* – Bridge and culvert inventory, floodplain bylaw update assistance, energy assessments and implementation assistance, Local Hazard Mitigation Plan, and Local Emergency Management Plan.
- ❖ *East Montpelier* – Enhanced Energy Plan support, bridge and culvert inventory, energy assessments and implementation assistance, floodplain bylaw update assistance, and Local Emergency Management Plan.
- ❖ *Fayston* – Energy assessments and implementation assistance, floodplain bylaw update assistance, cooling/warming shelter planning, and Local Emergency Management Plan.

- ❖ *Marshfield* – Active transportation scoping, energy assessments and implementation assistance, Enhanced Energy Plan assistance, pedestrian counts in Stranahan Forest, statutory consultation, and Local Emergency Management Plan.
- ❖ *Middlesex* – Traffic counts and speed study in village, energy assessments and implementation assistance, Window Dressers, floodplain bylaw update assistance, Local Hazard Mitigation Plan, and Local Emergency Management Plan.
- ❖ *Montpelier* – MyRide Advisory Committee, traffic and pedestrian counts, energy assessments and implementation assistance, school fuel switching, EV buses, Window Dressers, statutory consultation, floodplain bylaw update assistance, Local Emergency Management Plan, City Plan assistance, Downtown Program renewal, revisions to Growth Center or Neighborhood Development Designation, and zoning map updates around Country Club Road.
- ❖ *Moretown* – Community Rating System, traffic counts, school stormwater project, energy assessments and implementation assistance, Window Dressers, floodplain bylaw update assistance, and Local Emergency Management Plan.
- ❖ *Northfield* – Energy assessments and implementation assistance, electric vehicle charger grant assistance, floodplain bylaw update assistance, Downtown Designation, brownfields assessment, Community Visit follow-up, Local Emergency Management Plan, transit-oriented development master planning, Northfield Falls crosswalk, and Northfield Community Development Network multi-use trail to Norwich.
- ❖ *Orange* – Energy assessments and implementation assistance, floodplain bylaw update assistance, Local Emergency Management Plan and Transportation Alternatives scoping study.
- ❖ *Plainfield* – Plainfield Health Center stormwater facility, capital improvement planning, grant writing, Brook Road Bridge administrative support, energy assessments and implementation assistance, river corridor bylaws, floodplain bylaw update assistance, and Local Emergency Management Plan.
- ❖ *Roxbury* – Sidewalk implementation support, MPG grant writing for economic development, energy assessments and implementation assistance, school fuel switching, EV buses, floodplain bylaw update assistance, wastewater grant, and Local Hazard Mitigation Plan.
- ❖ *Waitsfield* – Local Hazard Mitigation Plan, Local Emergency Management Plan, EV buses, trail counts, Route 17/100 intersection, energy assessments and implementation assistance, Window Dressers, floodplain bylaw update assistance, and statutory consultation.
- ❖ *Warren* – Sugarbush multiuse path, energy assessments and implementation assistance (Town Hall and Fire department), cooling/warming shelter planning, and Local Emergency Management Plan.
- ❖ *Washington* – Bridge and culvert inventory, Town Plan update support, bike and pedestrian planning, energy assessments and implementation assistance, floodplain bylaw update assistance, statutory consultation, Local Emergency Management Plan.
- ❖ *Waterbury* – Energy assessments and implementation assistance, Floodplain bylaw update assistance, Bike and Pedestrian planning in Waterbury Center, and stormwater master planning, Local Emergency Management Plan.
- ❖ *Williamstown* – Town Plan update support, energy assessments and implementation assistance, floodplain bylaw update assistance, pedestrian and bike planning, consultant assistance on stormwater master planning, and Local Emergency Management Plan.

- ❖ *Woodbury* – Training volunteer recruitment, grant writing and bylaw assistance, energy assessments and implementation assistance, floodplain bylaw update assistance, bridge and culvert inventory, bike and pedestrian planning, traffic calming in the village, stormwater implementation, and Local Emergency Management Plan.
- ❖ *Worcester* – Active transportation planning, Enhanced Energy Plan, energy assessments and implementation assistance, floodplain bylaw update assistance, and Local Emergency Management Plan.

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

### Modernizing Mobility

Transportation investments fuel growth in Central Vermont. CVRPC staff works closely with the Transportation Advisory Committee (TAC) and the Vermont Agency of Transportation (AOT) regarding regional transportation needs through the Transportation Planning Initiative (TPI). Significant projects for FY24 include:

- ❖ assist Northfield to implement its Ridge + River Routes study and VCRD Community Visit Goals, including intermunicipal coordination,
- ❖ conduct a traffic calming/Complete Streets study for Barre City's Berlin Street corridor,
- ❖ develop a funding and implementation plan for the Rt. 62/Berlin Mall Road intersection with Berlin,
- ❖ assist Orange with scoping active transportation improvements,
- ❖ initiate municipal discussions regarding the potential for Rt.14 corridor planning related to village centers,
- ❖ participate in on-demand transit planning for the Barre area,
- ❖ work with the City of Barre and Montpelier to restore full service to the city commuter bus route,
- ❖ conduct regional sidewalk gap analysis,
- ❖ provide administrative support to Calais and Plainfield on flood hazard bridge projects,
- ❖ municipal assistance to meet requirements of the VT Clean Water Act,
- ❖ hosting road foremen roundtables,
- ❖ conducting bridge and culvert inventories,
- ❖ ash tree inventory for Warren,
- ❖ assist Northfield to implement crosswalk improvements in Northfield Falls, and
- ❖ assisting the regional Mobility Committee work toward a vision of mobility for all.

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

CVRPC staff continue to assist municipalities to prepare for the Municipal Roads General Permit (MRGP). The Permit became active in 2018. CVRPC will complete a road erosion assessment for Barre City and culvert inventories for multiple municipalities in FY24. As requested, staff will assist communities with Better Roads grant applications to implement transportation capital budgets projects. The Program's

goal is to promote the use of erosion control and maintenance techniques that reduce maintenance while protecting and enhancing Vermont's lakes and streams.

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

### Strengthening Community Resilience

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

In FY24, CVRPC will:

- ❖ help communities plan, implement, and seek funding for hazard mitigation projects,
- ❖ assist municipalities to transition Local Emergency Management Plans to the State's new e-platform,
- ❖ support Local Hazard Mitigation Plan updates for 6-8 municipalities,
- ❖ assist municipalities with development of Continuity of Operations Plans as requested,
- ❖ staff the State Emergency Operations Center during severe weather events to connect municipalities with resources and increase awareness of road closures and hazards,
- ❖ increase local official knowledge and skills through education and trainings, such as Incident Command Systems courses and the State Emergency Preparedness Conference,
- ❖ coordinate and participate in state and local public safety exercises and drills,
- ❖ assist the Regional Emergency Management Committee (REMC) to plan and implement projects that benefit from cross municipal cooperation, and
- ❖ assist interested municipalities to meet requirements under the Emergency Relief Assistance Fund (ERAF) rules,
- ❖ assist municipalities to mitigate high hazard locations, and
- ❖ train staff as Certified Floodplain Manager.



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

### Clean Water

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

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

CVRPC also serves as the Clean Water Service Provider (CWSP) for the Winooski River Basin. CWSPs identify, prioritize and receive funding for non-regulatory projects to help meet the State's Phosphorous reduction targets under the Lake Champlain Basin pollution control plan (i.e. the total maximum daily load (TMDL)). Examples of projects eligible for funding under this program include green stormwater management practices, conservation initiatives on farms, wetlands restoration or vegetated buffer plantings.

In FY24, CVRPC will:

- ❖ work with municipalities to identify, develop and fund projects that mitigate conflicts between infrastructure and streams,
- ❖ work with communities on understanding requirements for participation in the National Flood Insurance Program (NFIP) and its Community Rating System, a voluntary program that rewards community floodplain management activities with flood insurance premium rate reductions,
- ❖ engage municipalities in the State's Tactical Basin Planning efforts for the Winooski Basin,
- ❖ assist municipalities with stormwater project design and implementation,
- ❖ assist municipalities and watershed organizations to identify and protect water resources in the region via town planning, land use regulation, and project implementation,
- ❖ assist the State to develop tools municipalities can use to plan and assess protection mechanisms for forest blocks and connecting corridors,
- ❖ improve flood resilience in headwaters by identifying and assisting municipalities to implement strategies for upland forest management,
- ❖ coordinate water quality work with transportation and emergency planning efforts including workshops for road crews and outreach related to river corridors and flood mitigation, and
- ❖ subgrant funds as the Winooski River Basin Clean Water Service Provider to develop, design, and implement projects.

### Cultivating Energy Transitions

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

In FY24, CVRPC will be centrally involved in the roll out of the Municipal Energy Resilience Program (MERP). MERP will provide staff support, application and technical assistance, and funding to help communities become more energy resilient, reduce energy use and operating costs, and curb greenhouse gas emissions by promoting renewable energy, battery storage, electric vehicle charging, weatherization, thermal improvements, fuel switching, and enhanced building comfort in municipal buildings and facilities.

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



## Supporting Regional Entities

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

Our accounting services are provided to inter-municipal organizations and regional non-profits. These services leverage value and security for CVRPC's member municipalities, who participate in or contribute funds to the served organizations. For FY24, CVRPC will provide bookkeeping services and staff support to the Wrightsville Beach Recreation District, and assist the Cross Vermont Trails Association with payroll.

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

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

## Resourcing Operations

### FINANCE

Funding for the Commission's \$2.88 million budget comes from a combination of core sources, special projects, and town dues. In FY24, this includes:

- ❖ \$776,498 – Legislative allocation through the Agency of Commerce and Community Development (27%),
- ❖ \$14,816 – Contracting direct Fee For Services with municipal and regional partners (0.5%),
- ❖ \$859,632 – Project specific contracts (30%),
- ❖ \$1,143,029 – Legislative allocation to administer the Clean Water Service Provider and contract for project implementation (40%),
- ❖ \$86,985 – Town Dues (3%), and
- ❖ \$1,972 – Other miscellaneous income from interest and dividends (0.1%).

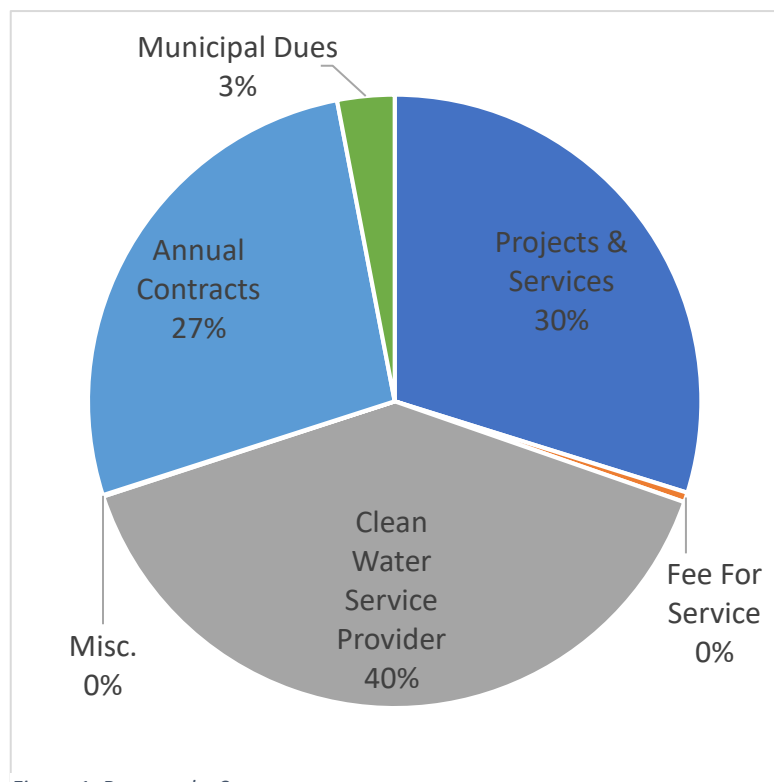


Figure 1: Revenue by Source



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

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

A 10-year reserve fund replenishment plan was initiated in FY16. CVRPC reached its second interim goal of \$200,000 in FY21, four years early. Equipment purchases planned for FY24 include a new server and conference room furnishings.

The Commission's annual audit is posted to its website, [www.centralvtplanning.com](http://www.centralvtplanning.com).

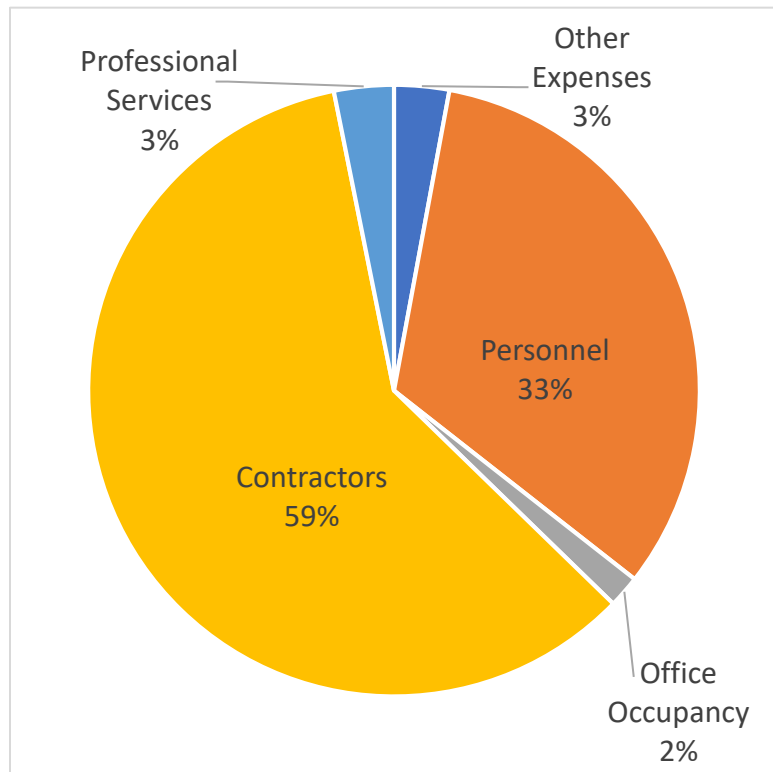


Figure 2: Expenses by Type

## STAFFING

Staffing in FY24 will include 10 employees comprising 9.5 Full Time Equivalent: Executive Director, Office Manager, Senior Planners (2), and Planners (6). The Commission hires seasonal interns (Planning Technicians) and temporary staff as needed. It will also hire contractors to assist with technical projects under its transportation, natural resources, and brownfields programs.

### CVRPC Staff

Brian Voigt	Senior Planner
Clare Rock	Senior Planner
Christian Meyer	Executive Director
Keith Cubbon	Planner
Lincoln Frasca	Planner
Nancy Chartrand	Office Manager
Samantha Lash	Planner
Samuel Church	Planning Technician
Vacant	Community Development Planner
Vacant	Land Use Planner
Vacant	Transportation Planner

## Recognizing Service

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

### 2024 Board of Regional Commissioners

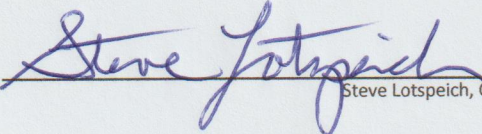
*PENDING FORMAL ELECTION/APPOINTMENT*

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



Central Vermont Regional Planning Commission  
FY24 Budget

Adopted by the Executive Committee 6/5/2023

  
Steve Lotspeich, Chair

Line		06/30/21 FY21 Audited	02/28/22 FY22 Audited	03/06/23 FY23 Budget	06/05/23 FY24 Budget	Difference (Budget)	Percent Change	Notes
1	REVENUES	1,017,217	971,541	2,119,635	2,906,830	787,195	37.1%	
2								
3	Community Development	35,762	19,947	203,719	150,879	(52,840)	-25.9%	
4	Fee for Service	13,522	13,259	11,500	8,900	(2,600)	-22.6%	
5	Municipal Contracts	76,353	37,243	7,128	5,316	(1,812)	-25.4%	
6	Natural Resources	116,796	223,622	946,349	1,791,289	844,940	89.3%	New CWSP programming
7	Other Income	6,672	1,590	852	1,972	1,120	131.5%	
8	Public Safety	175,755	69,075	63,518	61,501	(2,017)	-3.2%	
9	Regional Planning Funds (ACCD)	267,580	311,426	513,754	492,273	(21,481)	-4.2%	Decreased funding for energy planning/ Increased allocation from legislature
10	Municipal Dues	79,875	81,999	86,985	86,985	0	0.0%	
11	Transportation	244,903	213,380	285,830	307,715	21,885	7.7%	Steady core funding, new Bike/Ped programming
12								
13								
14		FY21 Audited	FY22 Audited	FY23 Budget	FY24 Budget	Difference (Budget)	Percent Change	Notes
15								
16	EXPENSES	954,131	979,143	1,966,080	2,720,992	754,912	38.4%	
17							0.0%	
18	Contractor Services	159,872	183,869	1,025,628	1,618,269	592,641	57.8%	Varies with project mix
19	Copy/Print	3,470	4,237	4,111	1,600	(2,511)	-61.1%	
20	Debt Repayment	0	0	0	0	0	0.0%	
21	Depreciation	5,240	3,432	4,500	4,500	0	0.0%	Varies with capital improvements
22	Dues/Memberships/Sponsorships	10,381	9,962	10,783	11,545	762	7.1%	
23	Fringe Benefits	154,115	167,157	155,185	257,408	102,223	65.9%	
24	Insurance	6,793	6,092	5,045	5,107	62	1.2%	
25	Meeting/Programs	2,738	2,152	9,460	4,970	(4,490)	-47.5%	
26	Miscellaneous Expense	5,224	1,325	5,730	5,730	0	0.0%	
27	Office Occupancy	44,463	47,523	46,123	46,123	0	0.0%	Lease through 9/30/2026
28	Professional Services	72,654	74,500	84,500	85,800	1,300	1.5%	Accounting, Audit, legal
29	Software / Licenses	8,239	12,901	13,531	9,746	(3,785)	-28.0%	
30	Supplies	7,765	14,132	12,848	19,798	6,950	54.1%	
31	Telephone / Internet	6,728	6,857	7,080	7,080	0	0.0%	
32	Travel	6,412	2,439	14,751	13,262	(1,489)	-10.1%	
33	Wages	460,037	442,565	566,805	630,054	63,249	11.2%	
34								
35	BAL END	63,086	(7,602)	153,555	185,838	32,283	21.0%	Includes \$69K to true up Indirect from FY23;
36	Bad Debit/Adjustment	1,270	(1,425)	0	0	0		
37	Capital Investments							Depreciated over life of item; see line 21
38	Equipment			0	39,200	39,200		Conference room furnishings (19,200); server replacement or move to cloud (12-20,000)
39	Leaseholder Improvements			0	0	0		
40	RESERVES	0	0	0	0	0	100.0%	
41	General Reserves	55,000	0	0	0	0	100.0%	
42	Capital Equipment	0	0	0	0	0	100.0%	
43	Leaseholder Improvements	0	0	0	0	0	0	

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



## Central Vermont Regional Planning Commission

## FY24 Budget

As of 04/22/23

Total Revenues			\$2,906,830
Line	Account No.		
1	<b>Community Development</b>		<b>\$150,879</b>
2	VCRD Climate Catalyst	\$4,000	Support community energy efficiency
3	4220 MARC Brownfields	\$50,000	35,000 contractor pass through
4	4230 NRPC CVTA Grant Administration	\$3,700	Grant administration coaching
5	4471 Municipal Energy Resilience	\$54,179	Support municipal building energy assessments/improvements
6	4247 LCPC Health Equity	\$21,500	3,000 stipend pass through
7	BAA Rural Capacity	\$14,000	Technical assistance to municipalities
8	4249 VCRD Community Visit Stipend	\$3,500	Provide technical assistance to visting team.
10			
11	<b>Fee for Service</b>		<b>\$8,900</b>
12	4308 Wrightville Beach Recreation District Bookkeeping	\$5,000	
13	4302 Cross Vermont Trail Association Admin Services	\$1,200	
14	4315 CVFiber Admin Services	\$2,400	
15	CVFiber Planning Services	\$0	
16	4304 GIS Mapping	\$300	
17			
18	<b>Municipal Contracts</b>		<b>\$5,316</b>
19	Barre City REI	\$818	Road erosion inventory
20	4345 Calais Kent Hill Bric	\$998	Project admin
21	Williamstown Muni Plan	\$3,500	Support on Town Plan
22	Municipal LHMPs	\$0	We will be a proposer for several municipal plans
23			
24	<b>Natural Resources</b>		<b>\$1,791,289</b>
25	4501 604b Water Quality Planning	\$5,181	
26	4516 Tactical Basin Plannnig FY23	\$19,900	Municipal outreach, Basin Plan assistance
27	4535 DEC Clean Water Service Provider	\$102,082	Program admininstration, project implementation
28	4545 DEC Clean Water Service Provider Formula	\$1,040,947	Contractor pass through and staff admin
29	4519 DIBG Barre Auditorium SW Final Design	\$37,793	
30	4519 DIBG Moretown School SW Construction	\$326,514	
31	4525 FWR Water Wise Woodlands	\$0	
32	4530 DEC Plainfield Gully SW Construction	\$38,893	Contractor pass through
33	4248 LCPC Flood Bylaws	\$8,500	Support municipal work to update bylaws to meet new maps
9	Climate Action Strategy Plan - GHG	\$0	State application for Federal funding not confirmed
34	Upper Winooski - Woodbury Calais	\$211,479	Stormwater implementation in Upper Winooski watershed
35			
36			
37	<b>Other Income</b>		<b>\$1,972</b>
38	4999 Miscellaneous	\$0	
39	4901 Interest	\$1,600	
40	4905 Dividends	\$372	
41			
42	<b>Public Safety</b>		<b>\$61,501</b>
43	4602 VEM Emergency Mangmt Performance Grant (EMPG)	\$58,375	Preparedness, assistance, and education
44	4630 RRPC ARPA	\$2,526	Municipal assistance
45	4611 VEM State Emergency Operation Center MOA	\$600	Disaster event support

**07/11/2023**

**Board of Commissioners**

**21**

**Central Vermont Regional Planning Commission**

**FY24 Budget**

As of 04/22/23

<b>Total Revenues</b>		<b>\$2,906,830</b>
-----------------------	--	--------------------

Line Account  
No.

46		
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## Central Vermont Regional Planning Commission

## FY24 Budget

As of 04/22/23

Total Revenues			\$2,906,830
Line	Account No.		
47	Regional Planning Funds (ACCD)		\$492,273
48	4100	ACCD Annual	\$427,273
50	4100	ACCD Pandemic	\$65,000
51			
52	4701	Municipal Dues	\$86,985
53			
54	Transportation		\$307,715
55	4804	VTrans Transportation Planning Initiative (TPI)	\$290,848
56	4803	Municipal Grants in Aid Equipment	\$200
57		CCRPC TOD RAISE Grant Tech Assistance	\$16,667

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

## Central Vermont Regional Planning Commission

## FY24 Budget

As of 04/22/23

Total Expenses				\$2,724,538
Line	Account No.			
1	5315	<b>Contractor Services</b>		<b>\$1,618,269</b>
2		VCRD Climate Catalyst	3,900	Weatherization education and Implementation
3		MARC Brownfields	45,000	Brownfield assessments
4		DEC Clean Water Service Provider	58,650	Legal, contract assistance, Contractor training
5		DEC Clean Water Service Provider Formula	884,805	Construction clean water infrastructure
6		DIBG Barre Auditorium SW Final Design	35,744	Stormwater design
7		DIBG Moretown School SW Construction	320,325	Stormwater construction
8		DEC Plainfield Gully SW Construction	34,045	Stormwater construction
9		Upper Winooski - Woodbury Calais	208,300	BMP Implementation
10		Transportation Planning Initiative (TPI)	27,500	Project scoping studies
11				
12	5325	<b>Copy / Print</b>		<b>\$1,600</b>
13	5327	Lease	600	Cost of new lease for FY23-26 unknown at this time, but anticipate this cost will increase
14	5326	Extra Copies	1,000	
15				
16	5320	<b>Depreciation</b>		<b>\$4,500</b>
17				
18	5360	<b>Dues / Memberships / Sponsorships</b>		<b>\$11,545</b>
19		VAPDA	6,000	Annual Dues
20		VT League of Cities & Towns	1,000	Access to unemployment insurance & other services
21		Nat'l Assoc. of Development Organizations	3,000	
22		Assoc. of State Floodplain Managers	545	Certified Floodplain Manager; Trainings for additional staff
23		Event Sponsorships	1,000	
24				
25	5000	<b>Fringe Benefits</b>		<b>\$257,806</b>
26	5101	FICA	48,423	Medicaid & Social Security taxes
27	5110	Health Ins.	172,429	
28	5112	Dental Ins.	8,107	
29		Vision Ins.	0	Not provided
30	5120	Retirement	20,092	5% of gross wages after 1 year employment
31	5115	Disability & Life Ins.	4,375	
32	5130	Unemployment Ins.	900	VLCT Employment Resources and Benefits Turst
33	5135	Workers Comp Ins.	3,480	
34	5125	Technology Stipend	0	Discontinued
35				
36	5344	<b>Insurance</b>		<b>\$5,107</b>
37	5345	General Liability	1,600	Property/Vehicle/Fire
38	5346	Public Officials	3,507	Legal/Employment Practices Liability
39				
40		<b>Debit Repayment</b>		<b>\$0</b>
41		Line of Credit	0	Debt not anticipated; Annual fee
42		Interest	0	
43				

## Central Vermont Regional Planning Commission

## FY24 Budget

As of 04/22/23

## Total Expenses

\$2,724,538

Line	Account No.			
44	5350	<b>Meetings / Programs</b>		<b>\$4,970</b>
45		Administrative	1,000	
46		ACCD	2,500	Staff training and professional Conferences
47		Community Development	0	
48		Municipal	0	
49		Natural Resources	0	
50		Public Safety	560	
51		Transportation	910	TAC & project mtgs
52		VAPDA	0	Meetings reimbursed
53				
54	5999	<b>Miscellaneous Expense</b>		<b>\$5,730</b>
55	5339	Gifts	350	Staff recognition, etc.
56		Equipment Repair & Service	100	100 telephone
57	5380	Fees	630	500 Line of Credit; 100 misc; DCRA 30
58		Interest/fees	50	
59	5355	Postage	1,000	Meter lease; 500 postage
60	5305	Advertising	3,600	Plan approval/adoption hearings, meeting & CWSP ads; position ads
61				
62	5370	<b>Office Occupancy</b>		<b>\$46,123</b>
63	5371	Rent	42,383	
64	5310	Office Cleaning	3,540	
65		Repairs & Other Maintenance	200	
66				



## Central Vermont Regional Planning Commission

## FY24 Budget

As of 04/22/23

## Total Expenses

\$2,724,538

Line Account  
No.

67		<b>Professional Services</b>		<b>\$85,800</b>
68	5202	Audit	18,000	Single Audit not anticipated
69	5201	Accounting	60,000	Accounting services, audit preparation, train new staff
70	5203	IT/Computer	3,800	IT support, cloud back up, firewall, as needed
71	5204	Legal	3,500	
72		Website Update	200	
73	5205	Videography	0	175/mo for Commission meetings
74	5200	Other	300	Archive document scanning; shredding services
75				
76	5375	<b>Software / Licenses</b>		<b>\$9,746</b>
77		ESRI GIS License	3,000	
		ArcGIS Credits	1,500	For online GIS presence (web maps) and storage of data
79		Intuit Quickbooks	0	Supplied through our consulting accounting services
80		Microsoft Exchange 365	1,155	Remote access to email
81		Register.com	100	Domain names for email
82		Network Solutions	90	Domain for websites
83		Bit Defender	120	Antivirus license for up to 25 computers
84		Ormsby's Computer Systems	3,781	181 Acronis Server Backup License; 629 Cloud Storage License; FortiClient 423; 2548 server warranty (2 yrs)
85		Adobe Acrobat Pro 2020	0	Updates program and adds e-signature function
86				
87				
88	5330	<b>Supplies</b>		<b>\$19,798</b>
89	5333	General Office	3,000	\$1000 added for air filters
90	5331	Equipment & Furniture	9,600	Standing desks and office chairs
91	5332	GIS	500	
92	5335	Subscriptions	1,698	Newspapers, virtual meeting subscriptions & associated video storage, e-news
93	5334	Billable Supplies	5,000	Transportation field supplies and meeting materials
94				

## Central Vermont Regional Planning Commission

## FY24 Budget

As of 04/22/23

Total Expenses				\$2,724,538
Line	Account No.			
95	5385	<b>Telephone / Internet</b>		<b>\$7,080</b>
96		Telephone Lease/Service	5,400	Cost of new lease for FY23-26 unknown at this time, but anticipate this cost will increase
97		Internet Service	1,680	
98				
99	5390	<b>Travel</b>		<b>\$13,262</b>
100		Administrative	3,500	VAPDA, prof dev & other mtgs
101		ACCD	3,000	Local, regional, and state meetings
102		Community Development	236	
103		Municipal	500	Meetings
104		Natural Resources	619	Meetings
105		Public Safety	907	Site visits, meetings, CFM continuing ed requirement
106		Transportation	4,500	
107				
108	5001	<b>Wages</b>		<b>\$633,202</b>
109		Gross Pay	629,149	9.5 FTE plus Planning Techs; includes raises, bonuses, & payment in lieu of health insurance benefit
110		Compensatory Time	3,835	Year end estimate
111		Overtime	218	Non-exempt employee

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

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**BOARD OF COMMISSIONERS**  
**Draft MINUTES**  
**June 13, 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 type="checkbox"/> Barre Town	George Clain	<input checked="" type="checkbox"/> Northfield	Royal DeLegge
<input type="checkbox"/>	Alice Farrell, 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 type="checkbox"/> Plainfield	Paula Emery
<input 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 checked="" type="checkbox"/> Duxbury	Alan Quackenbush	<input type="checkbox"/>	Alice Peal, Alt.
<input type="checkbox"/>	David Wendt, Alt.	<input type="checkbox"/> Warren	Alexis Leacock
<input type="checkbox"/> E. Montpelier	Vacant	<input type="checkbox"/>	Vacant, Alt.
<input type="checkbox"/>	Clarice Cutler, Alt.	<input checked="" 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 checked="" type="checkbox"/>	Mitch Osiecki, Alt.	<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, Brian Voigt, Keith Cubbon, Sam Lash, Clare Rock, Lincoln Frasca

Guests: Evelyn O'Hare-Short, Medical Reserve Corp

**Call to Order:** Chair Lotspeich called the meeting to order at 6:35; introductions were made and a quorum was present.

**Adjustments to the Agenda:** It was noted that FY24 meeting dates were included in the packet with the reports.

**Public Comments:** None

**Election Results:** Secretary/Treasurer Janet Shatney announced the results of the ballot counting as outlined on the **attached ballot**. Sixteen ballots were returned and everyone as outlined on the ballot received more than 51% of votes. Members were thanked for their willingness to serve and the Nominating Committee was thanked for preparing the slate.

**Medical Reserve Corps:** Christian Meyer provided an overview of the Medical Reserve Corps (MRC) and the overlap it has with work we do in emergency management and response. He noted that Northwest Regional Planning has served as fiscal agent for the unit in their region and found the partnership to be beneficial. He believes the same type of partnership in our region would be beneficial and similar to the work we have provided to other partners such as Wrightsville Beach and Cross Vermont Trail. Evelyn O'Hare-Short, Central Vermont MRC Unit Coordinator was introduced and provided additional detail regarding the organization. They cover all of Washington County and five towns in Orange County. They are one of several units located in Vermont as part of a larger nationwide organization. They were very active in the vaccination clinics and testing during COVID and they continue to distribute test kits through the Vermont Foodbank. MRC also has volunteers staff the People's Health and Wellness clinic in Barre, and do various vaccination clinics through Good Samaritan Haven and Bridges to Help. They are currently building and distributing tick kits to schools and homeless shelters. They also have volunteers serve as adult mental health first aiders and are training volunteers through Vermont Cares to administer NARCAN in overdose situations.

There was discussion regarding the status of their advisory board which is currently being setting up for oversight of the unit and which CVRPC staff would serve on if we moved forward as a fiscal agent. The goal is to have 5-7 members (i.e. fiscal agent, health care organization, EMS agency, community partner, etc.). Peter Carbee offered to assist in organization of an advisory board. Christian Meyer advised the next step would be to develop an agreement with the organization and then bring that agreement to the Board for review. The work would be very similar to other grant management that we do. Evelyn further advised that all grant funding they receive is directly related to the number of hours volunteers put in and they are reimbursed for those hours. Christian advised that the staff time needed would likely be less than one hour per month and that there could potentially be an administrative draw down as part of the MRC funding source.

*Janet Shatney moved to authorize the executive director to begin developing an agreement to establish CVRPC as the fiscal agent for the Washington and Orange County unit of the Medical Reserve Corps. Seconded by David Stapleton. Motion carried.*

**Equity Statement:** Chair Lotspeich directed the Board to the information in the packet related to the THRIVE equity commitment. Christian Meyer reviewed the information provided, noting we have been involved with THRIVE as a leadership partner for several years. THRIVE is focused on equalizing health outcomes in the entire population and are working on an equity commitment across their organization and encouraging their partners to do the same. He would like to work on specific steps we could take to keep integrating and improving protocols around diversity, equity and inclusion in our organization and suggested an working group might be initiated at the organizational level to address the topic. Sam Lash provided additional details as to who is involved with THRIVE, i.e. Vermont Department of Health, Central Vermont Medical Center, Washington County Mental Health, Recovery Vermont, Turning Point, Downstreet Housing, Central Vermont Home Health & Hospice, Capstone, Vermont Foodbank, Green Mountain United Way. She noted they create working groups to address current needs and long-term needs, they were very involved in the pandemic response and are now focused on meeting other needs in the region. She also noted that equity plans are going to become more important and likely be required so it is important to consider what is meaningful for us and our organization; and also, what we 'have' to do as well.

1 Discussion ensued regarding the economics of the situation, the need to address root causes and not just  
2 consequences (i.e. homelessness, lack of healthcare). There was also discussion on how equity, diversity and  
3 inclusion is being addressed in the regional plan update and it was confirmed the update is being addressed  
4 through an equity lens. Christian Meyer was requested to put together a task description of what a working  
5 group would do and put that information out to the organization to see who might be interested in  
6 participating.

7  
8 In addition, Christian advised that THRIVE is going to vote on adopting their equity commitment and asked that  
9 as a member of that group does the organization support us in voting in favor of THRIVE adopting their equity  
10 commitment?

11  
12 *John Brabant moved that the Commission support staff in their efforts to support the mission of THRIVE,*  
13 *seconded by Bill Arrand.* Additional discussion ensued regarding our ongoing relationship with THRIVE and the  
14 noting that the statement is broad and doesn't bind us to a specific commitment. *Motion carried.*

15  
16 **Minutes** - (May 9 2023): *Lee Cattaneo moved to approve the minutes of May 9th, Rich Turner seconded. Motion*  
17 *carried.*

18  
19 **Reports:** Chair Lotspeich directed the Board to the information in the packet. CM pointed out the breadth of  
20 work staff has being doing and his appreciation for that. CM noted that EC adopted budget and work plan at  
21 their June meeting and a presentation of those would be provided to the Board in July.

22  
23 *Peter Carbee moved to accept CVRPC Staff Report for May 2023. Seconded by Janet Shatney. Motion carried.*

24  
25 *Bill Arrand moved to accept CVRPC Committee and Appointed Representatives Report for May 2023. Seconded*  
26 *by Robert Wernecke. Motion carried.*

27  
28 Chair Lotspeich passed the gavel to incoming Board Chair Jerry D'Amico.

29  
30 **Adjournment**

31 *Don La Haye moved to adjourn at 7:46 pm; seconded by Lee Cattaneo. Motion carried.*

32  
33  
34 Respectfully submitted,  
35 Nancy Chartrand, Office Manager  
36

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION****BALLOT FOR ELECTION OF EXECUTIVE COMMITTEE MEMBERS****Fill the 1-Year Term Ending June 30, 2024***Vote for Officers:*

- ☐ Chair: Jerry D'Amico, Roxbury
- ☐ Vice Chair: Peter Carbee, Washington
- ☐ Secretary/Treasurer: Janet Shatney, Barre City

*Vote for up to FOUR At-Large Members:*

- ☐ Alexis Leacock, Warren
- ☐ Lee Cattaneo, Orange
- ☐ Michael Gray, Woodbury
- ☐ Paula Emery, Plainfield

**BALLOT FOR ELECTION OF PROJECT REVIEW COMMITTEE MEMBERS****Fill the 3-Year Term Ending June 30, 2026***Vote for up to TWO:*

- ☐ John Brabant, Calais
- ☐ Ron Krauth, Middlesex

**Fill the Vacant Seat - Term Ending June 30, 2025***Vote for up to ONE:*

- ☐ Peter Carbee, Washington

**BALLOT FOR ELECTION OF REGIONAL PLAN COMMITTEE MEMBERS****Fill the 1-Year Term Ending June 30, 2024***Vote for up to FIVE:*

- ☐ Rich Turner, Williamstown
- ☐ George Clain, Barre Town
- ☐ Michael Miller, Montpelier Alt
- ☐ Alice Peal, Waitsfield Alt
- ☐ John Brabant, Calais

*Please return your ballot to CVRPC in the enclosed SASE  
by Friday, June 2<sup>nd</sup>, 2023*

*Thank you!*

Questions? Call CVRPC at 229-0389; e-mail [chartrand@cvregion.com](mailto:chartrand@cvregion.com)

**BALLOT FOR ELECTION OF MUNICIPAL PLAN REVIEW COMMITTEE MEMBERS****Fill the 1-Year Term Ending June 30, 2024*****Vote for up to FIVE:***

- ☐ Bill Arrand, Worcester
- ☐ Ron Krauth, Middlesex
- ☐ Alexis Leacock, Warren
- ☐ Jan Ohlsson, Calais Alt
- ☐ Joyce Manchester, Moretown Alt

**BALLOT FOR ELECTION OF BROWNFIELDS ADVISORY COMMITTEE MEMBERS****Fill the 2-Year Term Ending June 30, 2025 (Interested Group Representatives)*****Vote for up to THREE:***

- ☐ Melissa Bounty, Central Vermont Economic Development Corporation (economic)
- ☐ Joan Marie Misek, Vermont Department of Health (health)
- ☐ Liz Scharf, Capstone Community Action (at risk populations)

*\*Note: Four vacant seats remain of Interested Group Representatives in the following sectors: housing, environment, finance, and real estate*

**BALLOT FOR ELECTION OF  
CENTRAL VERMONT ECONOMIC DEVELOPMENT CORPORATION  
REGIONAL PROJECT PRIORITIZATION COMMITTEE MEMBERS****Fill the 1-Year Term Ending June 30, 2024*****Vote for up to THREE:***

- ☐ Robert Wernecke, Berlin
- ☐ Richard Turner, Williamstown
- ☐ Peter Carbee, Washington

***Please return your ballot to CVRPC in the enclosed SASE  
by Friday, June 2<sup>nd</sup>, 2023***

***Thank you!***

Questions? Call CVRPC at 229-0389; e-mail [chartrand@cvregion.com](mailto:chartrand@cvregion.com)

**BALLOT FOR ELECTION OF CLEAN WATER ADVISORY COMMITTEE MEMBERS****Fill the 2-Year Term Ending June 30, 2025*****Vote for up to TWO Board Representatives:***

- ☐ John Brabant, Calais
- ☐ Royal DeLegge, Northfield – Committee Alternate

***Vote for up to THREE Municipal/Stakeholder Representatives***

- ☐ Jeff Schulz, Northfield Town Manager
- ☐ Joyce Manchester, Moretown TAC Representative
- ☐ Joseph Whelan, Montpelier Conservation Commission

*\*Note: One vacant municipal representative seat remains (term ending 6/30/24)***BALLOT FOR APPOINTMENT OF  
VERMONT ECONOMIC PROGRESS COUNCIL REPRESENTATIVE****Fill the 1-Year Term Ending June 30, 2024*****Vote for up to ONE representative:***

- ☐ Christian Meyer, Executive Director

**BALLOT FOR APPOINTMENT OF  
GREEN MOUNTAIN TRANSIT BOARD OF COMMISSIONERS REPRESENTATIVES****Fill the 1-Year Term Ending June 30, 2024*****Vote for ONE representative and ONE alternate representative:***

- ☐ Christian Meyer, Executive Director
- ☐ Alice Peal, Waitsfield Alternate –Alternate Representative

***Please return your ballot to CVRPC in the enclosed SASE  
by Friday, June 2<sup>nd</sup>, 2023***

***Thank you!***

Questions? Call CVRPC at 229-0389; e-mail [chartrand@cvregion.com](mailto:chartrand@cvregion.com)



## Central Vermont Regional Planning Commission

P: 802-229-0389

Staff Report, June 2023

[cvrpc@cvregion.com](mailto: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](mailto:rock@cvregion.com) unless otherwise noted.

#### Municipal Planning & Plan Implementation:

- Provided Waitsfield with Census data folder to use in municipal plan updates.
- Researched cannabis zoning regulations and provided Plainfield Planning Commission with zoning considerations.
- Consulted with the Berlin Planning Commission.
- Presented Village Center Designation information to the Roxbury Planning Commission.
- Provided Calais Planning Commission with guidance on the zoning adoption process.
- Drafted new language for the Middlesex Natural Resource Chapter of the town plan based upon research and survey results and included a list a new town plan strategies to consider. Presented information to the Planning Commission and shared mapping guidance for significant habitats and forest blocks.
- Attended Northfield Housing Committee and shared general RPC info.
- Discussed recreation planning for the forested land behind Twinfield Union High School (Marshfield).
- Reviewed funding and grant opportunities for trail construction in the Orange Town Forest and communicated findings to town staff.
- Met with preapproved municipalities of Plainfield, Roxbury, Washington, and Worcester to discuss needs and opportunities for support under the Municipal Technical Assistance Program.
- Participated in Governor's Cabinet Tour for assistance programs held in Plainfield.

#### Regional Planning and Implementation:

- Regional Plan Update:
  - Continued to gather data and worked on outlining chapters of the new Regional Plan.
  - Developed concept from regional plan data layers.
  - Reviewed chapter outlines and provided comments.
  - Monitored and logged Act 250 and Section 248 correspondence; attended I Love Cows public hearing (Barre City solar project.)

Met with consultant from Parker Associates to learn more about homelessness and the recently released Montpelier homelessness needs assessment and action plan.

#### Health Equity: (Contact Sam Lash, [lash@cvregion.com](mailto:lash@cvregion.com))

- Reviewed sub-grant agreement extension
- Discussed THRIVE Equity Commitment and Health Equity at Annual board meeting- provided examples of how health equity is integrated into our planning work
- Outreach to Berlin and Marshfield participating in Vermont Department of Health Technical Assistance Pilot Program

#### Economic Development: (Contact Christian Meyer, [meyer@cvregion.com](mailto:meyer@cvregion.com))

- Met with the Western Central Vermont CEDS team for status update on accepted CEDS and to kick off conversation on the evolution of the group into an Economic Development District.

**Brownfields:** (Contact Clare Rock, [rock@cvregion.com](mailto:rock@cvregion.com))

- Reviewed the draft Corrective Action Plan for Turning Point Center and scheduled meeting with Vt DEC and ACCD to coordinate next steps in clean up funding.
- Issued a Request for Proposal for 11 North Main Street, Northfield, VT.
- Participated in a DEC and RPC meeting to discuss funding and coordination.

**Partnerships for Progress:**

CVFiber: Processed incoming mail and publicized construction RFP.

THRIVE: Participated in monthly meeting; reviewed equity commitment

CVEDC: Joined the board meeting for the legislative debrief.

WBRD: Provided support for mail processing.

MRVPD: Participated in monthly Steering Committee meeting. And helped lead a governance sub committee meeting to aid in the development of organizational bylaws.

**EMERGENCY MANAGEMENT & HAZARD MITIGATION**

Contact Keith Cubbon, [cubbon@cvregion.com](mailto:cubbon@cvregion.com), unless otherwise noted.

**Local/Regional Planning:**

- Reviewed and submitted 5 Local Emergency Management Plans (LEMPs) to Vermont Emergency Management for their review.
- Continued discussions with Central Vermont Medical Reserve Corp related to their need for fiscal agent and scope of work.
- Provided guidance to multiple towns in LEMP process.
- Prepared report on dams within each town to disseminate to towns for hazard mitigation or capital planning.
- Communicated with Woodbury about possible dam removal project on Mill pond.
- Attended VEM/RPC meeting.
- Reviewed plans and attended Hands Mill Dam 100% design stakeholder meeting.
- Attended Barre City trestle #308 scoping study start up meeting.
- Attended Municipal Vulnerability index meeting.
- Reviewed draft State Hazard Mitigation Plan outline.
- Communicated with Plainfield EMD regarding generator funding and researched options.
- Explained process for determining ERAF scores to Calais Planning Commission.
- Reviewed template contract and tasks, guidance and example plans for Vermont Department of Health Hot Weather Preparedness Program in preparation for implementation with 5 towns.

**American Rescue Plan Act (ARPA):**

- No activity to report.

**TRANSPORTATION**

Contact Keith Cubbon, [cubbon@cvregion.com](mailto:cubbon@cvregion.com), unless otherwise noted.

**Field Services:**

- Installed pedestrian counters in Stranahan Town Forest, Marshfield
- Installed, collected and processed traffic counter on Camp Street in Barre Town.
- Installed, collected and processed traffic counter on Terrace Street in Montpelier
- Installed three traffic counters in Duxbury around Camel's Hump Rd.
- Started Bridge and Culvert inventories in Washington and Woodbury.

- Attended Municipal Roads General Permit (MRGP) training in Underhill.

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

- Board of Commissioners – See Committee updates.

#### **Municipal Assistance:**

- Supported Roxbury in request for stormwater infrastructure information from VTrans.
- Supported Cabot in discussion about salt shed funding.
- Prepared letter of support for Northfield Bike and Pedestrian grant submission.
- Collected data on town equipment replacement schedules for possible Diesel Emissions Reduction Act grants.
- Provided outreach related to road closure on Route 12 in Worcester.
- Supported Waitsfield in Route 100/17 intersection project report information and review.
- Provided a letter of support to the town of Berlin for their bike and ped applications

#### **Regional Activities:**

- Attended TPI monthly meeting.
- Hosted Transportation Advisory Committee meeting.
- Attended VTrans meeting for bike and pedestrian inventory data collection.
- Completed first draft of Federal Fiscal Year-24 TPI work plan and budget.
- Assisted with Highway Safety Improvement Program grant applications.
- Supported Sugarbush Access Path group in Bike and Pedestrian grant application.
- Hosted Central Vermont Mobility Advisory Committee meeting.
- Developed regional fleet inventory, annual fuel usage, replacement schedules; attended Drive Electric Stakeholder Quarterly Meeting and Energy Planner Meeting with Green Mountain Power on upcoming launch of State EVSE funding opportunities and other programs in development to support municipal fleet efficiency and electrification. (Sam)
- Coordinated and hosted CV Mobility Committee meeting with regional partners.
- Considering regional data purchase to inform transportation metrics for transportation element of regional plan.

## **NATURAL RESOURCES**

Contact Brian Voigt, [voigt@cvregion.com](mailto:voigt@cvregion.com), unless otherwise noted.

#### **Tactical Basin Planning Assistance:**

- Reviewed draft Tactical Basin Plan.
- Attended the following meetings:
  - Regional coordination meeting organized by the Winooski Basin Planner.
  - Dam Task Force meeting organized by the Vermont Natural Resources Council.
- Met with regional partners (Vermont Department of Environmental Conservation, Friends of the Winooski River, Chittenden County Regional Planning Commission) to discuss stormwater project development ideas.

#### **Clean Water Service Provider (CWSP):**

- Received two submissions in response to the Request for Proposals for non-regulatory, phosphorous reduction projects in the Winooski River Basin. Staff completed a preliminary review of the proposals and shared the materials with the Basin Water Quality Council in advance of their June meeting.
- Hosted June Winooski Basin Water Quality Council meeting.

- Drafted Master Agreements for six Project Implementors: Chittenden County Regional Planning Commission, Friends of the Mad River, Friends of the Winooski River, Lamoille County Conservation District, Vermont Land Trust and Winooski Natural Resources Conservation District.
- Attended the following meetings:
  - Clean Water Conversation - Clean Water Project Design and Implementation Block Grant Q&A Panel.
  - Executive Committee – presented request for authorization for the Executive Director to sign Master Agreements with the six organizations that responded to the Request for Qualifications for Clean Water Partners.
  - Chittenden County Clean Water Advisory Committee – presented Winooski Basin Clean Water Service Provider updates.
  - CWSP bi-weekly check-in meetings hosted by the Department of Environmental Conservation.
- Attended the following trainings:
  - Functioning Floodplain Initiative tool training hosted by the Vermont Department of Environmental Conservation.

**604b:**

- No activity to report.

**FEMA Map & Flood Bylaw Updates:**

- Completed review of municipal bylaws to determine compliance with model ordinance language approved by FEMA.
- Attended monthly check-in meeting to discuss project updates.

**Stormwater Projects:**

Barre City Auditorium Final Designs – Communicated with project partners regarding project schedule.

Calais / Woodbury Stormwater Implementation – No activity.

Moretown School Stormwater Implementation – Communicated with project partners to confirm project construction schedule.

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](mailto:lash@cvregion.com) unless otherwise noted.

**Municipal Energy Resilience Program (MERP)**

- 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](mailto:lash@cvrpc.org).
  - Duxbury, Plainfield, Williamstown, Marshfield, Calais, Orange, East Montpelier, Woodbury, Worcester, Berlin, Washington, Roxbury, Montpelier, Cabot, Barre City, Waitsfield, Moretown, Northfield
  - Prepped shared folders for each municipality with instructions for each component, developed lighting schedule template, pulled old ARRA audits, and began summarizing town building summaries, priorities, and goals for each municipality.
- Developed and provided invoice template for municipalities for mini-grant.
- Coordinated with Building & General Services (BGS) and other Regional Planning Commissions: energy assessment application, design bundling, benchmarking and program tracking software; provided summary of municipal buildings, needs, assessment level, and prioritization at BGS request for all municipalities.
- Coordinated municipal building walkthroughs with BGS (Barre City, Cabot, Roxbury).

- Attended Plainfield kick-off listening tour, met with BGS; walked through Barre Auditorium and confirmed use of mini grant for engineer stamp on Norwich design; walk through Cabot Municipal Complex; walkthrough Roxbury Community Hall, Clerk's Office, and Fire Station.
- Provided recommendations and coordination for final review of energy assessment applications with BGS; began coordination with contractors and potential report template & tracking.

### **Municipal Planning and Implementation**

- Outreach to Northfield regarding potential thermal network projects, facilitated conversation with [Vermont Community Geothermal Alliance](#) to explore potential opportunities
- Solar Canopy Tour at Lawson's (project development, financing, public EVSE charging models, design&tech), coordinated with TRORC (attended also by Waitsfield & Moretown Energy coordinators; coordination with Berlin and SunCommon).
- Outreach to Middlesex regarding Clean School Bus Program.
- Met with WindowDressers, Efficiency Vermont, and Capstone to outline fall weatherization campaign and regional approach; coordination stakeholders, asks, timeline, and next steps to support program in Montpelier/Barre City, Mad River Valley+ and other interested towns.
- Provided update to East Montpelier on timeline and workflow of Enhanced Energy Plan updated data and supporting guidance documents.
- Met with Duxbury Energy Champion and discussed town and regional approach to municipal building energy tracking, data infrastructure, and resilience.
- Began Municipal breakout and explanation for Enhanced Energy Planning underway in Worcester, East Montpelier, Marshfield, and potentially Duxbury.

### **Regional Planning and Implementation**

- Reviewed LEAP regionalization outputs (final draft from Public Service Department except GHG) and 3 supplementary tools (to support municipal breakdown); drafted outline of regional plan energy elements
- Promoted Public Service Department's call [for Stakeholder Advisory Group to review technical analyses](#) component of Renewable Energy Standard.
- Coordinated with Renewable Energy Vermont (REV) on proposal for special municipal session at annual conference to connect municipal leadership with renewable energy leaders to develop municipal projects.
- Attended Thermal Networks working group meetings focused on developing models for ideal projects (site suitability criteria) and community toolkit development/community outreach.
- Reviewed [Solar for All](#) launch
- Met with GMP and ACCD to prepare for July 6<sup>th</sup> launch of the [Vermont Community EV Charging Incentive Program](#), developed [EV & EVSE update campaign](#) and sent to all towns.
- Reviewed Efficiency VT updated Energy Burden Report draft and shared feedback with NVDA Energy Planner per request.
- Participated in [Energy Equity Project](#) Community of Practice(national collaborative effort to create a standardized framework for equity measurement, reporting, and tracking that drives clean energy investment and impact for BIPOC and frontline communities).
- Reviewed comments back from Public Service Department on RPC community engagement Scope of Work (RES update).
- Reviewed acceptance and proposed topics covered & took participant survey Department of Energy/National Renewable Energy Laboratory cohorts: Implement on-site clean energy procurement strategy, and Incorporating Community Voices in Clean Energy Planning and Deployment cohorts.
- Outreach to Department of Energy regarding Energy Efficiency and Conservation Block Grant County Allocation and Pre-Award Information Sheet.

- Shared upcoming programs and events with staff and via announcements to towns.

## OFFICE & ANNOUNCEMENTS

### Office:

- New employee orientation for Natural Land Use Planner Lincoln Frasca.
- Hosted CVRPC Annual Meeting at North Branch Nature Center.
- Conducted Planning Technician interviews and made job offer.
- Counted ballots with Board Secretary/Chair.
- Distributed Committee appointments to Board and sent welcome emails new and returning appointees.
- Initiated necessary signatory changes to bank accounts related to transition of Board Chair.
- Engaged services of IT Service Provider to initiate a network security analysis.

### Professional Development:

- Interviewed candidates for the community development planner position.
- Clare attended VPA awards ceremony and annual meeting held in Randolph, VT. The Woodbury Town Plan received the "Plan of Year Award."
- Clare participated in a 2-part VLCT Planning and Zoning Training in which VLCT give an overview of Act 47 (The HOME bill) and held a panel discussion on regulating short term rentals.
- Staff participated in Front Porch Forum for RPCs info session.

### Upcoming Meetings:

CVRPC meetings currently offer remote access unless otherwise noted. Meeting access information is provided on agendas at [www.centralvtplanning.org](http://www.centralvtplanning.org).

### July

July 4		Office Closed - Holiday
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
July 13	4 pm	Clean Water Advisory Committee
July 17	6 pm	Brownfields Advisory Committee
July 20	1 pm	Winooski Basin Water Quality Council
July 25	6:30 pm	Transportation Advisory Committee
July 27	4 pm	Project Review Committee
July 31	4 pm	Executive Committee (August)

### August

Aug 1	4 pm	Regional Plan Committee
Aug 8	6:30 pm	Board of Commissioners (may be cancelled)
Aug 9	5:00 pm	Regional Emergency Management Committee
Aug 17	1 pm	Winooski Basin Water Quality Council
Aug 22	6:30 pm	Transportation Advisory Committee
TBD	4 pm	Project Review Committee
TBD		Brownfields 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](#).*  
Visit CVRPC's web site at [www.centralvtplanning.org](http://www.centralvtplanning.org) to view our blog and for the latest publications and news.

#### 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
- Updates from the Vt. Dept. of Housing & Community Development
- What's New in the State's Hazard Mitigation Plan

#### June 23<sup>rd</sup>

- The Great Housing Hunt
- VLCT's IRS Guidance for Municipal Tax Credits
- 2023 Planning Survey
- 2023 VPA Legislative Summary
- HOME Act (Act 47 | S.100) Resource Page
- 2023 FY2024 Building Communities Grant Funding
- Renewable Energy Standards Regional Listening Sessions
- Homes for All Project
- VCRD Leadership Summit
- Vermont Community Leadership Network Annual Legislative Roundup

#### June 30<sup>th</sup>

- Request for Proposals - Brownfields Phase II Environmental Site Assessment
- Village Center Designation Renewal - Town of Williamstown
- H.171, Veto Session Legislation – Effective Date Amendments to Act 47 (S.100, 2023)
- Woodbury's "Plan of the Year"
- VCRD Leadership Summit

#### July 7<sup>th</sup>

- Parcelization and Land Use Trends Webinar
- Workplace Charging Opportunities and Resources July 25th, 10:30 am
- Launch of Vermont Community EV Charging Incentives Program (and more EVSE Opportunities)
- Launch of Energy Assessments Application, Municipal Energy Resilience Program

## Central Vermont Regional Planning Commission

### Committee & Appointed Representative Reports, June, 2023

*Meeting minutes for CVRPC Committees are available at [www.centralvtplanning.org](http://www.centralvtplanning.org).*

#### **EXECUTIVE COMMITTEE** (Monday of week prior to Commission meeting; 4pm) [7/5/23]

- Accepted the May 2023 unaudited financial reports.
- Received a personnel update.
- Discussed a presentation related to the consideration of CVRPC participation in West Central Vermont an Economic Development District (EDD).

#### **NOMINATING COMMITTEE** (February - April; scheduled by Committee)

- Did not meet

#### **PROJECT REVIEW COMMITTEE** (4<sup>th</sup> Thursday, 4pm)

Did not meet. Staff continue to monitor other projects.

#### **REGIONAL PLAN COMMITTEE** (as needed; scheduled by Committee)

Soon-to-be committee members met to review draft Communications Plan and draft Data Profile presentation.. At the next meeting in July 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** (4<sup>th</sup> Tuesday; 6:30 pm)

- Discussed workplan tasks and priorities for FFY-24 TPI budget.
- Staff presented on Safe Streets and Roads for all grant opportunity and asked for TAC letter of support to pursue a regional safety action plan funded by this grant.
- Appointed new Chair & Vice Chair.
- Discussed July meeting's tour of Waterbury's recently completed Downtown Project.

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

Did not meet. Scheduled to meet July 13<sup>th</sup>

#### **BROWNFIELDS ADVISORY COMMITTEE** (3<sup>rd</sup> Monday, 6pm)

Did not meet. Scheduled to meet July 17<sup>th</sup>

#### **WINOOSKI BASIN WATER QUALITY COUNCIL** (3<sup>rd</sup> Thursday, 1pm)

- Chris Rottler (Department of Environmental Conservation – Water Investment Coordinator) attended the June meeting to introduce himself to the Basin Water Quality Council and answer questions.
- Conducted preliminary review of the two proposals submitted in response to the first project solicitation. Representatives for both projects were available to answer questions.
- Established meeting and project solicitation schedules through the end of the 2023 calendar year.



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

Discussion in the May meeting included:

- Commissioner Goldstein, Department of Economic Development, and Nate Formalarie, Director of Communications and Strategic Initiatives, joined the meeting to discuss the Statewide Economic Strategy. VAPDA members were joined by the directors of the state's Economic Development Corporations.
- VAPDA will update four initial planning manuals from the VPIC resources list for updating. They include: The zoning administrator's handbook, Development Review Templates, Essentials of Local Land Use Planning and Regulation, and Rules of Procedure and Ethics Manual.
- VAPDA adopted a budget of \$6,000 for FY24. The dues would ensure VAPDA can maintain the same areas of work in the face of increased costs.
- The directors discussed and coordinated ongoing work towards developing a coherent future land use map and possible benefits of this exercise for our regions and municipalities

**VERMONT ECONOMIC PROGRESS COUNCIL**

No Central Vermont activity.

**GREEN MOUNTAIN TRANSIT**

- The Board heard public comment from a Barre City rider regarding the importance of bookend bus trips as being crucial in getting people to and from work.
- General manager announced the return of 1/2 hour service on the Barre/Montpelier Commuter during AM and PM peak traffic and the resumption of the Northfield mid-day route.
- Ross MacDonald of VTrans provided an update on FY24 grant processing.
- Awarded a 12-month fuel contract to Sprague Operating Resources.
- Approved adjustments to Maintenance and Urban Operator wages.

**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. CVRPC staff also helped lead the governance sub committee in a discussion with the Executive Director to inform the creation of organization bylaws.