



BOARD OF COMMISSIONERS

January 14, 2025 at 6:30 pm

29 Main Street, Suite 4, Montpelier Vermont

Hybrid Meeting with Remote Participation via Zoom¹

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

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

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

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

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

<u>Page</u>	<u>AGENDA</u>
	6:30² Introductions
	Adjustments to the Agenda
	Public Comments
2	6:35 Nominating Committee Appointments (Action - enclosed)³
3	6:45 Open Meeting Law Resolution (Action - enclosed)³
	6:55 Regional Plan Update – Infrastructure
5	7:30 Public Works Mutual Aid Agreement (Action - enclosed)³
24	7:45 Minutes 12/10/2024 & 12/30/2024 (Action - enclosed)³
30	7:50 Reports (Action - enclosed)³
	Update/questions on Staff and Committee Reports
	8:00 Commissioner Round Table
	8:15 Adjourn

Next Meeting: February 11, 2025

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: January 8, 2025
To: Board of Commissioners
From: Christian Meyer, Executive Director
Re: Nomination and Election of FY26 Nominating Committee

☒ **ACTION REQUESTED:** Open floor to nominations; elect **three** members to the FY26 Nominating Committee.

CVRPC's Bylaws charge the Executive Committee with nominating candidates for the Nominating Committee. Recruitment emails were sent by staff to all commissioners and alternates to determine interest in serving on the committee. Based on the response, a slate of Peter Carbee (Washington), Don La Haye (Waitsfield), Alice Peal (Waitsfield Alternate) is recommended by the Executive Committee.

The Nominating Committee consists of three commissioners or alternates. The duties of the Nominating Committee include identifying and recommending to the Board of Commissioners a slate of candidates for the positions of chair, vice chair, secretary/treasurer and at-large members of the Executive Committee; candidates for Standing and Special Committees; and Board of Commissioners-appointed representatives to other organizations.

The Nominating Committee generally meets 3-4 times throughout the spring. Based on surveys of interest, the committee will meet to make recommendations for each of the committees. Before the Board of Commissioners' meeting in May, the Nominating Committee will vote to recommend a slate of appointments.

CVRPC's practice has been to disallow a commissioner from serving on the Nominating Committee for two consecutive years. The FY25 Nominating Committee consisted of Jerry D'Amico, Michael Gray and Robert Wernecke.



Resolution 2025-01
Complying with Vermont Open Meeting Law (1 V.S.A. § 312)

Whereas the Central Vermont Regional Planning Commission is a public body created in 1967 with membership from the 20 municipalities in Washington County and the Towns of Orange, Washington, and Williamstown in Orange County and is, therefore, subject to Vermont Open Meeting Law; and

Whereas that Law requires that the time and place of all regular meetings subject to Vermont Open Meeting Law shall be clearly designated by statute, charter, regulation, ordinance, bylaw, resolution, or other determining authority of the public body; now, therefore,

Be It Resolved, that the Central Vermont Regional Planning Commission (CVRPC):

1. Adopts the time of the CVRPC Board of Commissioners regular meeting as the second Tuesday of the month, 6:30 pm, at the Central Vermont Regional Planning Commission, 29 Main Street, Suite 4, Montpelier, Vermont;
2. Adopts the following times for regular meeting of its committees:
 - a. Executive Committee: the Monday one week prior to the Board of Commissioners meeting, 4:00 pm.
 - b. Brownfields Advisory Committee: as needed, the third Thursday of the month, 10:00 am.
 - c. Clean Water Advisory Committee: as needed, the second Thursday of every other month, 4:00 pm.
 - d. Project Review Committee: as needed, the fourth Thursday of the month, 4:00 pm.
 - e. Transportation Advisory Committee: the fourth Tuesday of the month, 6:30 pm.
 - f. Regional Plan Committee: as needed, the first Tuesday of the month, 4:00 pm.
 - g. Winooski Basin Water Quality Council: the third Thursday of the month, 1:00 pm.

These Committees will meet at the CVRPC office, 29 Main Street, Suite 4, Montpelier, Vermont unless otherwise noticed on CVRPC's website: www.centralvtplanning.org.

3. Facilitates public access to its meetings by video and telephone. Zoom or Microsoft Teams will be used as CVRPC's virtual meeting platform unless otherwise noted on a meeting agenda. All members of the Board and committees have the ability to communicate contemporaneously during meetings through this platform. The public has access to contemporaneously listen and, if desired, to participate in meetings by using the meeting link or dial in information provided on each meeting's agenda.
4. Names the following locations for posting of meeting notices and agendas:
 - a. CVRPC website: www.centralvtplanning.org.
 - b. CVRPC office, 29 Main Street, Suite 4, Montpelier, Vermont.
 - c. Cabot Town Clerk's Office, 3084 Main Street, Cabot, Vermont.
 - d. Waitsfield Town Office, 4144 Main Street, Waitsfield, Vermont.

Adopted by the Board of Commissioners: January 14, 2025

Gerald D'Amico, Chair
CVRPC Board of Commissioners



MEMO

Date: January 14, 2025
To: Board of Commissioners
From: Keith Cubbon, Emergency Management/Transportation Planner
Re: Public Works Mutual Aid Agreement

☒ **ACTION REQUESTED:** Approve the Public Works Mutual Aid Agreement

Staff is requesting approval of this agreement by the CVRPC Board of Commissioners to oversee and facilitate communications between constituent municipalities. This item was previously presented to the Board of Commissioners in October for informational purposes.

Proposal

Central Vermont municipalities have recognized that they are vulnerable to a variety of natural hazards that can impact roads, drainage and other aspects of public works' resources and cause severe disruption to essential services, local residents, utilities, and public works. Hazards include severe winter conditions, flooding, wind, and ice. Further, it is often prohibitively expensive for any one municipality to acquire and maintain all equipment needed to address each of the unique emergency conditions that may arise. Through the Central Vermont Regional Emergency Management Committee (REMC), member municipalities have recognized that there are economic and logistical benefits to entering into mutual aid agreements to support resource needs and capabilities.

A regional emergency mutual aid agreement is meant to create a means for individual municipal public works departments within the CVRPC planning area to request assistance from other participating municipalities in the form of personnel, equipment, materials, and other services that may be needed related to an event.

Enabling legislation

Under 24 VSA § 4345b the Vermont Legislature has granted authority for regional planning commissions to "promote cooperative agreements and coordinate, implement, and administer service agreements among municipalities, including arrangements and action with respect to planning, community development, joint purchasing, intermunicipal services, infrastructure, and related activities..." Correspondingly, CVRPC has adopted language into its bylaws (Article 8 – Included below) allowing intermunicipal service agreements under 24 VSA § 4345b.

Process

Once the CVRPC has ratified this agreement, member municipalities may also ratify this agreement to participate in this emergency mutual aid agreement. The agreement is with and among each of CVRPC member municipalities to voluntarily share equipment, provide mutual assistance, and execute collective purchasing agreements.

Under this agreement, CVRPC will be responsible for:

- Maintaining the agreement and facilitating communications among participating municipalities;
- Maintaining a contact list of participating municipalities;
- Receiving copies of aid requests;
- Distributing a list of the NIMS typed public works resources;
- Hosting a biennial meeting with all participants to review the terms of this agreement.

Attachments

Attached please find the draft FY 25 Public Works Mutual Aid Agreement for your review.

Excerpted from the CVRPC Articles of Constitution and Bylaws, Amended 4/11/2023.

ARTICLE 8: MUNICIPAL SERVICE AGREEMENTS

Section 801: Participation

Participation by a municipality in a municipal service agreement with CVRPC shall be voluntary and only valid upon action by the Board and each of the legislative bodies of the municipalities who are proposed parties to the service agreement. The agreement may include other parties as may be relevant to a particular service.

Section 802: Content of Agreement

- A. A municipal service agreement shall describe the services to be provided and the amount of funds payable by, and/or a formula for allocating costs to, each municipality that is a party to the service agreement. Service of personnel, use of equipment and office space, and other necessary services may be accepted from municipalities as part of their financial support and shall be clearly documented in the annual budget for the service approved by the parties to the agreement. A municipal service agreement shall include details regarding liability and enforcement.
- B. To become effective, a municipal service agreement shall be executed by a duly authorized agent of CVRPC and of each of the legislative bodies of the municipalities who are proposed parties to the service agreement. The agreement may include other parties as may be relevant to a particular service.
- C. When deemed appropriate by the participating municipalities and CVRPC, municipal service agreements may include a governance committee made up of representatives of the participating municipalities and CVRPC. If a governance committee is formed, the municipal service agreement shall include appropriate details regarding the responsibilities, voting rights and financial obligations of each member.
- D. Any modification to a service agreement shall become effective only when approved by all parties to the service agreement, including CVRPC's Executive Committee and the legislative bodies of all involved municipalities. Such modifications shall be in writing, with a copy provided to all parties to the agreement.

Section 803: Termination of Agreement

- A. All municipal service agreements shall contain a termination date unless some other method of termination is expressly provided in the agreement. Service agreements shall

also contain a provision describing how parties may withdraw from the agreement prior to the termination date. The method of withdrawing from and/or terminating a service agreement shall generally be the same as the process for entering such agreement – i.e., by majority vote of the members of the municipal legislative body and CVRPC’s Executive Committee, subject to other applicable provisions of law. If, however, the service agreement involves multi-year financial obligations, or other contractual obligations have been incurred in reliance on the service agreement, the withdrawing party shall withdraw only upon satisfaction of those obligations or mutual written agreement regarding the process to satisfy the same.

- B. The withdrawal provision of a municipal agreement with one municipality shall provide for at least 30 days notice unless otherwise provided in the agreement.
- C. The withdrawal provision of a municipal agreement with multiple municipalities shall provide for at least six months notice prior to the beginning of a fiscal year, unless otherwise provided in the agreement.

**CENTRAL VERMONT REGIONAL PLANNING
COMMISSION EMERGENCY MUTUAL AID
AGREEMENT FOR THE PUBLIC WORKS
DEPARTMENTS OF ITS MEMBER
MUNICIPALITIES**

This Mutual Aid Agreement (the “Agreement”) is entered into between the Central Vermont Regional Planning Commission (“CVRPC”) and by and among each member municipality that voluntarily executes and adopts the terms and conditions contained herein.

WHEREAS, the Vermont Supreme Court has held and adopted the position that “‘It is a general and undisputed proposition of law that a municipal corporation possesses and can exercise the following powers, and no others: First, those granted in express words; second, those necessarily or fairly implied in or incident to the powers expressly granted; third, those essential to the accomplishment of the declared objects and purposes of the corporation—–not simply convenient, but indispensable.’” Valcour v. Vill. of Morrisville, 104 Vt. 119, 158 A. 83, 85 (1932), *citing* Dillon, John, The Law of Municipal Corporations (5th Ed.) par. 237; and

WHEREAS, that upon the adoption of bylaws specifying the process for entering into, method of withdrawal from, and method of terminating service agreements with municipalities, the Vermont Legislature has granted express authority for regional planning commissions to “promote cooperative agreements and coordinate, implement, and administer service agreements among municipalities, including arrangements and action with respect to planning, community development, joint purchasing, intermunicipal services, infrastructure, and related activities....” 24 V.S.A. § 4345b(c); and

WHEREAS, the member municipalities of the CVRPC (collectively the “Parties”) may voluntarily agree to participate in mutual aid and public works assistance activities conducted pursuant to 24 V.S.A. § 4345b(d)(2); and

WHEREAS, the CVRPC has duly adopted bylaws pertaining to the creation of intermunicipal service agreements pursuant to 24 V.S.A. § 4345b(a) and (b); and

WHEREAS, the Parties recognize that they are vulnerable to a variety of potential, natural and man-made disasters that impact vital public works resources including hurricanes, flooding and extreme winter conditions that in the past have caused severe disruption of essential public works services and severe property damage to public roads, utilities and other public works property; and

WHEREAS, owning and maintaining all the resources needed to respond to extreme, unexpected and high-demand incidents is cost-prohibitive for most municipalities and entering into a mutual aid agreement provides economic and logistical efficiencies to support any gaps in resources and capabilities; and

WHEREAS, the Parties to this Agreement recognize the benefits of mutual aid in protecting the public, health, safety and welfare and fostering a sense of goodwill and community within a specific geographic region and therefore desire to provide mutual aid and assistance to one another during times of disaster and other types of public works emergencies; and

WHEREAS, the Parties recognize that having this mutual aid agreement and related guidelines is essential to ensuring a consistent, coordinated, and timely response in providing mutual aid; and

NOW, THEREFORE, the Parties hereto agree as follows:

SECTION 1: PURPOSE

The Agreement set forth below, is established to provide a means for public works related entities that are controlled by the CVRPC member municipalities, that are in need of mutual aid assistance, to be able to request and receive such aid and assistance in a timely manner from the participating member municipalities including but not limited to personnel, equipment, materials and any other services that may be reasonably necessary to respond to an emergency. The purpose of this Agreement is to formalize the regional mutual aid program. This Agreement to render aid is expressly not contingent upon a declaration of a major disaster or emergency by the federal government or upon receiving federal funds.

SECTION 2: DEFINITIONS

- A. Aid and Assistance** – includes, but is not limited to, personnel, equipment, administrative services, infrastructure, supplies and materials necessary to respond to a request for mutual aid.
- B. Aiding Official** – means a person who is designated by the Aiding Party to determine whether and to what extent the Aiding Party should provide Public Works Assistance to a Requesting Party.
- C. Aiding Party** – means a Constituent Municipal entity that furnishes, equipment, services, personnel or any other Public Works assistance to a Requesting Party.
- D. Agreement** – refers to this Agreement for public works emergency services. The Central Vermont Region municipalities may become a party to this Agreement upon ratification of this Agreement by the CVRPC and ratification by the legislative body of the Constituent Municipality that is a party to this Agreement. Each Constituent Municipality that ratifies this Agreement, understands that the Agreement contains all Constituent Municipal entities at the time of ratification, and any other eligible municipality in the future.

- E. Constituent Municipality** – Any municipality located in the Central Vermont Regional Planning Commission service area in Vermont that is a party to this Agreement.
- F. Disaster** – any natural, mechanical, human-made, technological, or civil emergency that threatens to cause damages of a severity and scale that exceeds the maximum capabilities of a Constituent Municipality.
- G. Emergency** – an event or imminent potential for such an event, either natural or human caused, that results in or may result in, injury or harm to the residences of the Constituent Municipality, or damage to or loss of property.
- H. Mutual Aid Resource List** – A list maintained by each Constituent Municipality of the public works equipment, personnel and any other resources available for the provision of aid and assistance if needed by another Constituent Municipality.
- I. Period of Assistance** – the period of time beginning when the Aiding Party assists the Requesting party by providing equipment, personnel, supplies or any other Public Works Assistance and ending when all Public Works Assistance returns to the regular duties of the Aiding Party.
- J. Public Works Assistance** – means equipment and personnel including, but not limited to; professional engineers, licensed staff, non-licensed personnel who are employed by a Constituent Municipality and used for activities in response to a disaster or emergency, related to roadways, water, stormwater, wastewater and any other public works program.
- K. Requesting Official** - means any person who is designated by the Requesting Party to request Public Works Assistance from a participating Aiding Party.
- L. Requesting Party** - means a Constituent Municipal entity that requests, equipment, services, personnel or any other Public Works assistance from an Aiding Party.

SECTION 3: PROCEDURES

- A. Operations Oversight** – The CVRPC shall be responsible for overseeing this Agreement and help to facilitate communications between the Constituent Municipalities. The CVRPC will also help to facilitate policies and procedures to guide requests for aid and assistance as set forth below.
- B. Request for Aid** – When a Requesting Party has been impacted by or is in imminent danger of a disaster or emergency, it may request Aid and Assistance from an Aiding Party, by making a verbal request, followed by a written request, to the Aiding Party, within three business days after aid is

needed or contemplated to be needed. An Aid Request Form shall be an addendum, but not an amendment to or modification of this Agreement. Requests should be made by and to the Aiding Party's authorized Aiding Official. A potentially Aiding Party, should not provide aid on its own without first confirming the need for assistance through the communication of the Aiding Official and Requesting Official to ensure that the type of aid being provided is necessary and needed. The provision of aid by an Aiding Party is entirely discretionary under this Agreement and the ultimate decision as to whether to render aid to a Requesting party shall be at the discretion of the Aiding Official in consultation with the legislative body of the Constituent Municipality if possible.

- C. Designation of Officials** – Each Constituent Municipality shall designate an Aiding Official and Requesting Official and at least one alternate Aiding Official and Requesting Official. Each Constituent Municipality shall be responsible for maintaining its own contact list of all Aiding and Requesting Officials and alternate Officials, along with all means of contact including, but not limited to cell phones, telephones, electronic mail and physical addresses and take reasonable steps to ensure that all Constituent Municipalities have the most current list. The CVRPC shall help develop the template of the contact list and annually aid in its distribution after having been provided by the Constituent Municipalities. Said list shall be an addendum, but not an amendment to or modification of this Agreement. The Requesting Officials and the Aiding Officials may be the same person in each municipality (i.e. a director of public works or Road Commissioner).
- D. Information Needed - Request for Aid and Assistance** – The Requesting Official shall provide, at minimum, to the Aiding Official and CVRPC (for informational purposes only): 1) a description of the disaster or emergency prompting the request; 2) what type of specific assistance is needed; 3) a description of the infrastructure impacted and the specific work needed to repair the infrastructure; and 4) an estimate of the type of public works assistance needed and the period of time it will be needed for. It is further recommended that the Requesting Official propose a plan for meeting with the Aiding Official to discuss the scope of the aid and for the Requesting Official to familiarize him or herself with the personnel and equipment of the Aiding Party (similar in nature to a pre-construction meeting). The Aiding Party shall then provide an estimate to the Requesting Party of expected costs for the scope of work requested and needed.
- E. Supervision and Control** – It is the intention of this Agreement that supervision and control of personnel will be structured in accordance with Federal Emergency Management Agency's (FEMA) Incident Command System (ICS) of the National Incident Management System (NIMS), and that if the emergency/disaster is multi-jurisdictional, a Unified Command will be employed when practical.

1. When any personnel or equipment is deployed under the terms of this agreement, the Aiding Official shall meet with the Requesting Official. Orders by the Requesting Official will be given to the Aiding Official who will then give orders or direction to their personnel. The Aiding Official shall maintain reasonable contact with the Requesting Official as long as the Aiding Party is providing Public Works Assistance. The personnel of the Aiding Party may only be under the direct control of the Requesting party by a written mutual agreement.
2. In all instances and at all times, the Requesting Official or a designee thereof, shall have the right and responsibility to ensure that all personnel from the Aiding Party are asked to perform only those tasks or operations that are consistent with their training and are in accordance with their home protocols and accepted safe practices.
3. Personnel from the Aiding Party shall continue with the assigned tasks until the Requesting Party releases said personnel and equipment or until the Aiding Party recalls said personnel and equipment. No recall by an Aiding Party shall occur until, if reasonable given the facts and circumstances, the Aiding Official discusses the need for recall with the Requesting Official.
4. Each Aiding Party shall operate in accordance with the protocols of its Constituent Municipality, and all Aiding Party personnel shall act within the scope of his or her own training and certification or under the supervision of a person with the appropriate training and certification. Aiding Party personnel shall not be required to perform in a way that is inconsistent with the practices of their Constituent Municipality protocols or inconsistent with safe practices.
5. The Aiding Official shall be responsible for maintaining all records for time, materials and equipment provided to the Requesting Party; be responsible for the operation and maintenance of equipment provided by the Aiding Party; and report work process to the Requesting Party.

F. Mutual Aid Resource List – NIMS typed public works resources are included in the annual local emergency plan for each Constituent Municipality. The CVRPC shall annually distribute a list of the NIMS typed public works resources for all Constituent Municipalities. All original and updated NIMS typed public works resource lists shall be considered an addendum to, but not a modification of this Agreement.

G. Funds Payable By Each Municipality – the Constituent Municipalities agree that the funds, coming in the form of the amount of services provided by each Constituent Municipality shall be based on the resources available to them at the time aid and assistance is made by a Requesting Party in accordance with Section 4 Part A.

SECTION 4: REQUESTS FOR REIMBURSEMENT

- A. Procedures for Reimbursement** – Unless the Aiding Party and the Requesting Party agree to a different structure in writing, the Requesting Party shall be ultimately responsible for the reimbursement of the Aiding Party's costs incurred under this Agreement.
1. Within 30 days of the return of all personnel and equipment of the Aiding Party to the Constituent Municipality's homework station, the Aiding Municipality may submit to the Requesting Party, an invoice of all charges related to the aid provided pursuant to this Agreement. The invoice provided by the Aiding Party shall be paid within 30 days of receipt.
 2. All invoices generated by the Aiding Party shall be provided to the Requesting Party.
 3. Invoices by the Aiding Party shall follow the following standards.
 - a. Personnel. Charges for personnel shall be in accordance with the standard practices of the Aiding Party, including wages, salaries, contributions for insurance and retirement and personnel from the Aiding Party shall continue to accumulate seniority at the rate of the Aiding Party.
 - b. Equipment. Charges for equipment supplied by the Assisting Party, shall be reimbursed at the rental rate established for the same or substantially similar equipment by the regulations of the Federal Emergency Management Agency (i.e., current FEMA Schedule of Equipment Rates), or at any other rate agreed to by the Aiding Party and Requesting Party in writing. Rent for equipment includes the cost of fuel and other consumable supplies, maintenance, service, repairs and ordinary wear and tear.
 - c. Transportation. The Aiding Party shall transport needed personnel and equipment by reasonable and customary means and in accordance with the Aiding Party's usual transportation and travel payment schedule. If such a schedule is unavailable, transportation charges shall be the reasonable and customary rates for such transportation.
 - d. Materials and Ancillary Expenses. Charges for materials and ancillary expenses such as consumable supplies, related to the provision of aid pursuant to this agreement shall be the reasonable and actual costs incurred by the Aiding Municipality.

4. The Aiding Party may invoice the Requesting Party for all expenses incurred during the Period of Assistance. All invoices shall be submitted by the Aiding Official to the Requesting Official. The invoices shall clearly delineate the time and expenses associated with personnel, equipment, transportation and any materials or ancillary expenses. Any question or dispute about an invoice from an Aiding Party shall first be discussed between the Requesting Official and the Aiding Official. If the Parties are still unable to reconcile an invoice, then they shall follow the next sequential procedures of the Dispute Resolution section of this Agreement.

SECTION 5: INSURANCE AND LIABILITY

- A. Insurance** – Each Constituent Municipality shall bear the risk of its own actions, as it does with its day-to-day operations. The Aiding Party shall be responsible for providing insurance to the fullest extent possible, including but not limited to workman’s compensation insurance, general liability insurance, excess liability insurance, and any other types of insurance coverage in amounts recommended by the Vermont League of Cities and Towns, Property and Casualty Intermunicipal Fund (VLCT-PACIF). Such insurance shall cover damage or injury to person, property or equipment owned or provided by an Aiding Party to the extent the damage or injury may have occurred while rendering aid to a Requesting Party.
- B. Indemnification** - To the extent allowed by law, each Requesting Party agrees to indemnify and hold harmless any Aiding Party and its employees, officers, administrators, elected officials and agents from any claim relating to cost, damage or injury of any description to any person or property caused by or through the action of any Aiding Municipality while rendering aid pursuant to his Agreement. Acts of gross negligence, willful misconduct, malfeasance, and/or criminal/illegal behavior are exempt from indemnification.
- C. Liability** – No Constituent Municipality shall have any liability to any other Constituent Municipality by reason of their inability or lack of desire to respond to a request for aid.

SECTION 6: TERM, MODIFICATION AND PERIODIC REVIEW

- A. Term** – This Agreement shall be in effect for one (1) year from the date signed by the initial Constituent Municipality. Thereafter, this Agreement shall be renewed for additional one year terms on an annual basis in conjunction with the local emergency plan.
- B. Termination** – Any Constituent Municipality may voluntarily terminate and withdraw from its participation in this Agreement at any time by a Requesting or Aiding Official giving written notification to the designated Requesting or Aiding

Officials of all other Constituent Municipalities to this Agreement. Electronic mail communications shall be considered written notification for purposes of this Agreement. Termination and withdrawal shall not be effective until sixty (60) days after written notification has been sent. Withdrawal by a Constituent Municipality shall not impact the liability or obligation incurred by the Constituent Municipality under this Agreement prior to the date of termination.

- C. Modification** – Pursuant to 24 V.S.A. § 4345b(d)(4) any modification or amendment to this Agreement shall not become effective unless approved by the CVRPC and the legislative body of all the municipalities who are a party to this Agreement. The CVRPC shall assist in coordinating any modifications or amendments to this Agreement.
- D. Periodic Review** – On a biennial basis, the designated Aiding and Requesting Officials shall meet to review the terms of this Agreement and make any suggestions as to alterations or modifications if needed base on past performance. The CVRPC shall coordinate all meetings under this section.

SECTION 7: MISCELLANEOUS PROVISIONS

- A. Dispute Resolution** – In respect to any dispute that arises pursuant to this agreement the Parties shall first make a good faith effort to work out differences among themselves. Should informal discussions between the Parties fail, then the Parties shall engage the services of a mutually agreed upon third party mediator. The costs of this third party mediator shall be split evenly between the Parties. Should attempts at mediation through a third party mediator fail, then any Party may seek redress in any Vermont Court of competent jurisdiction.
- B. Severability** – Should any clause, portion, section, provision or any other part of this Agreement be held invalid by a court of competent jurisdiction, such judgment shall not affect, impair or invalidate any other portion of the Agreement. The remaining portions of this Agreement shall remain in full force and effect without regard to the provisions that have been invalidated.
- C. Execution of Counterparts** – This agreement may be signed in any number of counterparts with the same effect as if the signatures thereto and hereto were upon the same instrument.

NOW THEREFORE, both the Central Vermont Regional Planning Commission through its duly authorized representative has executed this agreement and all counterparts thereto.

Photographic copies shall be considered valid counterparts.

Each of the Constituent Municipalities so desiring, have caused this Agreement to be executed by a duly authorized representative, after a vote allowing that duly authorized representative to execute this Agreement by the Constituent Municipality's governing

legislative body.

Adopted by the Board of Commissioners: January 9, 2024.

Gerald D'Amico, Chair
CVRPC Board of Commissioners

Photographic copies shall be considered valid counterparts.

Each of the Constituent Municipalities so desiring, have caused this Agreement to be executed by a duly authorized representative, after a vote allowing that duly authorized representative to execute this Agreement by the Constituent Municipality's governing legislative body.

The following municipalities have elected to participate in the Central Vermont Regional Public Works Mutual Aid Agreement for 2024. Copies of signature pages are on file at the Central Vermont Regional Planning Commission.

2024 Central Vermont Regional Public Works Mutual Aid Agreement Participating Municipalities:

Municipality

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
PUBLIC WORKS MUTUAL AID AGREEMENT AID REQUEST FORM

To be completed by the Requesting Official.

Requesting Municipality: Town/City of _____

Incident Name: Briefly describe the nature of the disaster or emergency prompting the aid request.

Damages and Needed Repairs: Briefly describe the infrastructure impacted and the specific work needed to repair the infrastructure.

Specific Assistance Needed: Briefly describe what type of assistance (personnel, equipment, materials) is needed.

Cost Estimate and Schedule: Provide an estimate for the needed assistance and period of time it will be needed for (start and end dates).

Plan for Meeting with Aiding Official to Review Project Scope (Optional): Briefly describe, if needed, the Requesting Official’s plan for meeting with the Aiding Official to review the scope of work and for the Requesting Official to familiarize him/herself with the personnel and equipment of the Aiding Party.

Requesting Official Signature: _____

Date: _____ Time: _____

To be completed by the Aiding Official.

Request: Approved _____ Denied (Reason) _____

Resource Deployed: Date: _____ Time: _____

Cost Estimate:

Aiding Official Signature: _____

Date: _____ Time: _____

Municipality	Name	Phone - Primary	Phone - Alternate	Email
Barre City				
Requesting Official – Primary				
Requesting Official – Alternate				
Aiding Official – Primary				
Aiding Official - Alternate				
Barre Town				
Berlin				
Cabot				
Calais				
Duxbury				
East Montpelier				

Fayston				
Marshfield				
Middlesex				
Montpelier				
Moretown				
Northfield				
Orange				

Plainfield				
Roxbury				
Waitsfield				
Warren				
Washington				
Williamstown				
Woodbury				

Worcester				

	Town 1																			
Marine Vessel																				
Firefighting, Brush Patrol Engine																				
Fire Engine (Pumper)																				
Firefighting Crew Transport																				
Hand Crew																				
Water Tender (Tanker)																				
Air Compressor																				
Generator																				
Grader																				
Hydraulic Excavator, Medium Mass Excavation																				
Street Sweeper																				
Snow Blower (Track Mounted)																				
Track Skid Steer																				
Track Loader																				
Trailer, Equipment Tag Trailer																				
Truck, On-Road Dump																				
Truck, Plow																				
Water Pumps, De-Watering																				
Water Truck																				
Wheel Loader, Backhoe																				
Wheel Loader, Small																				
Wheel Loader, Medium																				
Wheel Loader, Large																				
Wood Chipper																				

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
 2 **BOARD OF COMMISSIONERS**
 3 **Draft MINUTES**
 4 **December 10, 2024**

5 **Commissioners:**

- | | | | |
|---|--------------------------|--|--------------------------|
| <input checked="" type="checkbox"/> Barre City | Janet Shatney, Sec/Treas | <input type="checkbox"/> Moretown | David Stapleton |
| <input type="checkbox"/> | Vacant | <input type="checkbox"/> | Joyce Manchester, Alt |
| <input checked="" type="checkbox"/> Barre Town | Alice Farrell | <input checked="" type="checkbox"/> Northfield | Royal DeLegge |
| <input type="checkbox"/> | Vacant | <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 type="checkbox"/> Cabot | Brittany Butler | <input type="checkbox"/> | Bob Atchinson, Alt. |
| <input checked="" type="checkbox"/> Calais | John Brabant | <input type="checkbox"/> Roxbury | Jerry D’Amico, Chair |
| <input type="checkbox"/> | Melanie Kehne, Alt. | <input type="checkbox"/> Waitsfield | Don La Haye |
| <input checked="" type="checkbox"/> Duxbury | David Wendt | <input checked="" type="checkbox"/> | Alice Peal, Alt. |
| <input type="checkbox"/> | Vacant | <input type="checkbox"/> Warren | Alexis Leacock |
| <input checked="" type="checkbox"/> E. Montpelier | Zoe Christiansen | <input type="checkbox"/> | Jenny Faillace, Alt. |
| <input type="checkbox"/> | Clarice Cutler, Alt. | <input checked="" type="checkbox"/> Washington | Peter Carbee, Vice Chair |
| <input type="checkbox"/> Fayston | Andrew McNealus | <input checked="" type="checkbox"/> Waterbury | Doug Greason |
| <input type="checkbox"/> Marshfield | Vacant | <input type="checkbox"/> Williamstown | Richard Turner |
| <input 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 | Mike Miller, Alt. | <input checked="" type="checkbox"/> Worcester | Bill Arrand |

6
7 Staff: Christian Meyer, Nancy Chartrand, Eli Toohey, Will Pitkin

8 Guests: Stephen Whitaker, Montpelier Resident

9
10 **Call to Order:** Vice Chair Carbee called the meeting to order at 6:32 pm, a roll call was completed, and a quorum
11 was present.

12 **Adjustments to the Agenda:** Christian Meyer advised the addition of discussion of the Washington Town Plan
13 and review of the Regional Project Priority List – both to be put in before the minutes.

14 **Public Comments:** Stephen Whitaker requested that the Board consider discussing at a future meeting how
15 they might assist Montpelier with their municipal plan process. He read to those present his emailed comments
16 that were sent to Montpelier’s Planning Commission members following his participation in their meeting last
17 night. He requests that the Regional Planning Commission offer advice and support to the Montpelier Planning
18 Commission. Vice Chair Carbee advised his comments would be taken under consideration. Christian Meyer
19 advised he will be following up with staff and the City directly as well.

20
21 **Committee Appointments:** It was noted that currently there is an open municipal representative seat on the
22 Clean Water Advisory Committee and an open Board seat on the Brownfields Advisory Committee. The Board
23 was advised that the Nominating Committee had met and made recommendations for the Board to appoint
24 Clark Amadon of Moretown to the Clean Water Advisory Committee and Lee Cattaneo to the Brownfields

1 Advisory Committee. Vice Chair Carbee opened the floor to additional nominations for the Clean Water
2 Advisory Committee – none were heard and nominations were closed.

3
4 *Alice Peal moved to approve appointment of Clark Amadon of Moretown to the Clean Water Advisory
5 Committee, seconded by Robert Wernecke. Motion carried unanimously.*

6
7 Vice Chair Carbee opened the floor to additional nominations for the Brownfields Advisory Committee – none
8 were heard and nominations were closed.

9
10 *John Brabant moved to approve appointment of Lee Cattaneo of Orange to the Brownfields Advisory Committee,
11 seconded by Janet Shatney. Motion carried unanimously.*

12
13 It was also noted that the Commission is seeking Board members interested in serving on the FY26 Nominating
14 Committee. Peter Carbee has already offered to be on the Committee. Nominating Committee appointments
15 will likely be voted on in January.

16
17 **EPA Grant – Revolving Loan Fund:** Christian Meyer went on to provide an overview of the memorandum
18 provided in the packet. We have had a high demand for our Brownfields Program currently funded as a
19 subrecipient through Mount Ascutney Regional Commission. We have submitted an application for EPA funding
20 for 2025 in order to expand assessment work, and we have also submitted an application to create a revolving
21 loan fund which would allow us to expand work to include remediation or clean up. It was noted that our
22 Bylaws state that CVRPC may establish and administer a revolving loan fund, however, doing so must be
23 approved by a two-thirds vote of the Board. We will not be voting on this tonight; however, Christian opened
24 the floor to any questions/concerns Board members may have before bringing the item to an upcoming meeting
25 for a vote.

26
27 It was confirmed that the funding would only be coming from the EPA. Other questions/comments included
28 that this would authorize us to operate in a management capacity for the expenditure of funds for remediation,
29 taking us to the next level where we would be in a position of issuing loans, so would have more legal
30 involvement in contracts that are established with parties looking to remediate a property. We would have
31 more attorney involvement before entering into any contracts and there would be full Commission review on a
32 project-by-project basis. Does the organization envision managing directly or partnering with a bank for
33 management of the loans and what would that take to set up (staff time & expertise). It was noted that other
34 RPCs have these revolving loan funds, and we would communicate with them regarding their management and
35 expertise involved in managing. There was additional discussion on whether our staff was qualified and ready
36 to take this responsibility. Christian noted that was the right question and he believes we are, that other RPCs
37 are doing it, and he will provide all those details before requesting approval. He further requested that if there
38 are any additional questions to please contact him direct before next meeting.

39
40 It was reiterated that at whichever Board meeting addresses this item, that we will need to ensure an
41 appropriate quorum for the two-thirds vote.

42
43 **Winooski Flood Resilience Roundtable Update:** Christian Meyer advised the event went well and the steering
44 committee of the event continues to meet. Several municipalities expressed excitement that we were beginning

1 to talk as a watershed about flood resilience at the watershed level. At the close of the event there was a
2 general feeling that this sort of collaboration should continue going forward. The steering committee includes
3 municipalities, non-profits, CCRPC, CVRPC, and the State Recovery Office. Going forward they will start with a
4 survey related to expectations and what would be valuable to municipalities to fill the gaps in the work they are
5 doing; such as trainings on buyouts, best management practices for riverbanks and avoiding fluvial erosion, etc.
6 We could potentially see an action item in the future if we were applying for some type of joint funding
7 opportunity that might be administered out of CVRPC.

8 **Central Vermont Economic Development Corporation Regional Project Priority List Discussion:** Eli Toohey put
9 together a presentation to review with the Board related to Regional Project Priority List process. Annually,
10 CVEDC & CVRPC partner to review and choose projects for the Regional Project Priority List for presentation to
11 ACCD and used in different funding opportunities and decisions by that agency. The criteria projects are judged
12 by is outlined by the State. The reviewing Committee is made up of three commissioners from CVRPC and three
13 board members from CVEDC and they come together to choose after reviewing submitted project applications.
14 A complete list of projects chosen and details about the projects was shared (presentation available on website).

15 It was noted that if these projects applied for funds through Northern Borders Regional Commission (NBRC),
16 they would get points that correlate to their ranking on the list and such funding requires applicants be on the
17 Regional Project Priority List. Discussion ensued related to the ranking and project timelines. It was noted that
18 projects can stay on the list for multiple years and that a project is not expected to come to completion in the
19 year it is chosen.

20 There was additional discussion on the process noting that of the 22 project applications, each was reviewed by
21 two people rather than the full committee to streamline the process. It was suggested that reviewers be able to
22 review all proposals, or assign more than two people each. Last year they were all reviewed by hand and this
23 year they were reviewed in a new Cognito program COGNITO which streamlined the process.

24 Vice Chair Carbee suggested that CVRPC get together with CVEDC to spend time between now and next year
25 working on the process. It was also noted that a detailed report back to the RPC would be helpful.

26 It was confirmed that NBRC funds are federal monies (Vermont Upstate New York and New Hampshire) and
27 predominately fund infrastructure projects and projects with an economic driver element to them.

28 Janet Shatney stated she is currently in charge of two NBRC grants in Barre, and she is happy to help and answer
29 any questions others may have. She noted NBRC allows three years to complete projects when you receive your
30 award. She also noted that Melissa at CVEDC and Eli at CVRPC are a great help in the process.

31 CVRPC staff will take the suggestions shared back to CVEDC.

32 **Special Meeting of Board of Commissioners – December 30th** CVRPC has received a request from the Town of
33 Washington to review and approve their municipal plan. We have 60 days to review, however the way the 2025
34 Municipal Planning Grant (MPG) program is set up this year is only those municipalities with a municipal plan
35 approved prior to January 1, 2025, would be eligible to apply for MPG funds. If we can hold meeting and agree
36 their plan met all the regional and state standards it would be beneficial to the Town of Washington to be able
37 to take advantage of MPG grants which they would like to do. It was noted that the Municipal Plan Review
38 Committee has committed to meeting on December 30th and the Board would then need hold a special meeting
39 to act on the recommendation of the Municipal Plan Review Committee. It was noted that we are not trying to

1 rush this through the Municipal Plan Review Committee as they will have the plan in hand along staff comments
2 from review of the plan very soon.

3 The Board offered no concern to calling a special meeting on December 30th. There was a request that the
4 agenda email be noted as urgent when sent out to Commissioners, and that staff follow-up to remind
5 Commissioners of the need for a quorum.

6 **Minutes – (11/12/24):** *Lee Cattaneo moved to accept the minutes the November 12, 2024, seconded by Alice
7 Farrell. Motion passed unanimously.*

8
9 **Reports:** Christian Meyer provided a brief update on GMT. They are continuing cuts in services. Some services
10 have been cut on the Montpelier Link (reduced by two trips), in addition the Legislature requested a study of the
11 potential of transiting some of GMT services away from GMT if it would have financial benefits to the state
12 transit system. Tri-Valley Transit (rural) would be primary candidate to receive GMT services and this is being
13 discussed at the Board level of both organizations.

14 The following programs we are currently working on were also mentioned: Neighborhood Development Areas
15 (NDA) designations (Plainfield & Northfield), Route 100 Routing Study along the Mad River, the Resilience
16 Initiative for Vermont Empowerment and Recovery (RIVER) program offering special technical assistance to the
17 municipalities hardest hit by 2023 flooding. It was also noted our Water Quality section keeps growing with the
18 Clean Water Service Provider program. Also of note is the almost \$2.5 million awarded in Central Vermont
19 through Municipal Energy Resilience Program to many of the town Same worked with.

20 Alice Peal advised the Regional Plan Committee continues its work. The next chapter to be reviewed at the
21 December 17th meeting is the Infrastructure Chapter with Keith Cubbon. The Energy Chapter has had some
22 discussion, but they have moved Infrastructure before Energy for further review.

23 *Alice Farrell moved to accept the Staff and Committee reports, seconded by Paula Emery. Motion passed
24 unanimously.*

25 **Commissioner Round Table:**

26 Lee Cattaneo suggested a mid-cycle ranking of the Regional Project Priority List rather than just once a year.
27 Alice Farrell made mention of the house on 100B that is raised up significantly on platforms during its
28 reconstruction phase. Alice Peal spoke about new FEMA regulations to raise homes in flood hazard zones (not
29 this one, but another one in Moretown was impacted by this regulation).

30 Paula Emery suggested the Regional Project Priority List committee have at least one meeting prior to the
31 project selection meeting.

32
33 **Adjournment:** *Lee Cattaneo moved to adjourn at 7:43 pm; seconded by John Brabant. Motion carried
34 unanimously.*

35
36 Respectfully submitted,
37 Nancy Chartrand, Office Manager

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION
BOARD OF COMMISSIONERS
Draft MINUTES
December 30, 2024**

Commissioners:

<input checked="" type="checkbox"/>	Barre City	Janet Shatney, Sec/Treas	<input checked="" type="checkbox"/>	Moretown	David Stapleton
<input type="checkbox"/>		Vacant	<input type="checkbox"/>		Joyce Manchester, Alt
<input checked="" type="checkbox"/>	Barre Town	Alice Farrell	<input checked="" type="checkbox"/>	Northfield	Royal DeLegge
<input type="checkbox"/>		Vacant	<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 checked="" type="checkbox"/>	Cabot	Brittany Butler	<input type="checkbox"/>		Bob Atchison, Alt
<input checked="" type="checkbox"/>	Calais	John Brabant	<input checked="" type="checkbox"/>	Roxbury	Jerry D'Amico, Chair
<input type="checkbox"/>		Melanie Kehne, Alt.	<input checked="" type="checkbox"/>	Waitsfield	Don La Haye
<input checked="" type="checkbox"/>	Duxbury	David Wendt	<input checked="" type="checkbox"/>		Alice Peal, Alt.
<input type="checkbox"/>		Vacant	<input type="checkbox"/>	Warren	Alexis Leacock
<input checked="" type="checkbox"/>	E. Montpelier	Zoe Christiansen	<input type="checkbox"/>		Jenny Faillace, Alt.
<input type="checkbox"/>		Clarice Cutler, Alt.	<input checked="" type="checkbox"/>	Washington	Peter Carbee, Vice Chair
<input type="checkbox"/>	Fayston	Andrew McNealus	<input checked="" type="checkbox"/>	Waterbury	Doug Greason
<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"/>	Middlesex	Mitch Osiecki, Alt.	<input checked="" type="checkbox"/>	Woodbury	Michael Gray
<input checked="" type="checkbox"/>	Montpelier	Mike Miller, Alt.	<input checked="" type="checkbox"/>	Worcester	Bill Arrand

Staff: Christian Meyer, Nancy Chartrand, Niki Sabado

Guests: Joshua Bell and Sheila Duranleau; Washington Selectboard; Kara Williams, Washington Planning Commission

Call to Order: Chair D'Amico called the meeting to order at 6:01 pm, a roll call was completed, and a quorum was present.

Adjustments to the Agenda: None

Public Comments: None

Washington Municipal Plan Approval and Confirmation of Planning Process: William Arrand, Chair of CVRPC's Municipal Plan Review Committee advised a meeting was held at 4:00 pm on December 30th for review of the Washington Town Plan. He noted that five representatives from Washington were present. There was discussion of data and maps that could be added to an updated plan in the future. He advised that CVRPC staff reviewed the plan and completed the checklist and the Committee voted unanimously to recommend that the Board approve the 2024 Washington Town Plan and confirm their planning process.

1 Christian advised the plan was reviewed by Niki Sabado of CVRPC. He advised there are areas where CVRPC can
2 work with the municipality to make it more robust as they go through a more robust update process and
3 ultimately the plan was found in conformance.

4
5 Sheila Duranleau of Washington Selectboard thanked committee and board members for coming together for a
6 special meeting to review the municipal plan ahead of 12/31/24. She provided a brief overview of the process
7 Washington undertook and noted they have recommendations from CVRPC to move forward and produce a
8 plan with updated goals that is visionary for the future. Chair D'Amico reviewed the information for the town
9 plan review as outlined in the packet.

10
11 *Peter Carbee moved to approve the Washington Town Plan, seconded by Rich Turner.* Alice Farrell asked if
12 Washington citizens had an opportunity to comment on the plan. Niki Sabado provided an overview of the
13 timeline for public hearings held in the Town of Washington and the CVRPC hearing held this afternoon. David
14 Stapleton asked what town encountered writing the plan and what they learned. Peter Carbee advised that the
15 plan update for Washington has been a long-term process interrupted by COVID, and worked on by members
16 from the Planning Commission, members of the Selectboard, and some members of the public. They would
17 have liked more participation from the public, and they will be attempting to gain more public participation in
18 the next 6-9 months as they update the plan. Sheila Duranleau added that as Chair of the Selectboard they
19 learned they need a lot of assistance with community engagement and are hopeful CVRPC can help them with
20 that. She noted a challenge of organizing around community engagement, updating their data and having
21 meaningful discussions around the data so they can have a plan that has vision for the town for the future. A lot
22 of the plan is currently historical and needs more vision and goals for the future. *Vote was called and the motion*
23 *passed unanimously.*

24
25 *William Arrand moved to confirm the planning process of the Town of Washington, seconded by David Stapleton.*
26 *Motion passed unanimously.*

27
28 Chair D'Amico read the proposed resolution into the record.

29
30 *Richard Turner moved to approve the resolution, seconded by John Brabant. Motion passed unanimously.*

31
32 Christian thanked all the commissioners for gathering for this special meeting and noted how this approval
33 allows Washington to pursue funding and grants to continue work they are already doing.

34
35 **Adjournment:** *Don LaHaye moved to adjourn at 6:22 pm; seconded by Peter Carbee. Motion passed*
36 *unanimously.*

37
38 Respectfully submitted,
39 Nancy Chartrand, Office Manager

Central Vermont Regional Planning Commission Committee & Appointed Representative Reports, December 2024

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

EXECUTIVE COMMITTEE (Monday of week prior to Commission meeting; 4pm) [1/6/2025]

- Accepted the FY24 draft financial audit.
- Accepted the November 2024 unaudited financials.
- Reviewed updated draft for Executive Director evaluation, made comments for amendments and requested initiation for staff completion prior to next meeting.
- Moved to recommend a slate of Alice Peal, Don La Haye and Peter Carbee to the Board for the FY26 Nominating Committee.

NOMINATING COMMITTEE (February - April; scheduled by Committee)

- Did not meet.

PROJECT REVIEW COMMITTEE (4th Thursday, 4pm)

- Met on 12/3/2024.
- Approved request to issue preferred site letter of support for proposed solar energy development in Berlin.
- Discussed recent projects' conformance with the Regional Plan with emphasis on proposed cell towers in Washington and Marshfield that are scheduled to have public meetings with municipalities and developers in January.
- Next meeting scheduled for 1/30/2025 at 4pm.

REGIONAL PLAN COMMITTEE (1st Tuesday, 4pm) – (12/17/24)

- Staff reviewed with committee a draft of the Infrastructure chapter and meeting schedule for early 2025.
- Next meetings scheduled for 1/7/2025 and 1/21/2025

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

- Met on December 30th, 2024. Bill Arrand was elected Chair and Joyce Manchester was elected as Vice Chair.
- A public hearing was held to consider approval of the 2024 Washington Town Plan and confirmation of the local planning process. The committee moved to recommend confirmation of the Town of Washington municipal planning process and approval of the 2024 Washington Town Plan to the CVRPC Board of Commissioners. The motion carried.

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

- Did not meet.

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

- Did not meet in December.
- Welcomed new municipal representative from Moretown Planning Commission, Clark Amadon.
- Next meeting: 9 January 2025.
 - Meeting topic: *Community Wastewater Management Assistance*.
 - Conducted targeted outreach to municipal wastewater committees, utility directors, and zoning administrators.

BROWNFIELDS ADVISORY COMMITTEE (3rd Thursdays 10-10:30am)

- Approved funding for Phase I for Old Dessureau Machines location, 53 Granite Street, Barre
- Approved funding for Phase I for 57 Freight Yard Way, Northfield (anticipated housing project)
- Approved funding for Supplemental Phase II, 173 South Main Street, Barre (Quality Inn, housing with services project)
- Approved funding for Corrective Action Plan Planning for 300-302 Granger Road (future site of CVSWMD Administrative Offices and permanent hazardous waste center)
- Next meeting scheduled for January 16, 2025

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

- Awarded funding for four proposals:
 - Friends of the Winooski:
 - Riparian Buffer Planting - Huntington (2 locations)
 - Riparian Buffer Planting - Marshfield
 - Riparian Buffer Planting - Jericho
- Next meeting scheduled for 16 January 2025

VERMONT ASSOCIATION OF PLANNING & DEVELOPMENT AGENCIES (VAPDA)

- CVRPC will lead a statewide application for USDOT PROTECT (Promoting Resilient Operations for Transformative, efficient, and Cost Saving Transportation) grant funding to develop priority mitigation project lists for each RPC. CVRPC believes it can use this funding locally to advance our processes for evaluating the impacts of mitigation strategies to better assess cost benefit and prioritization.
- Members discussed the early drafts of the NADO RPC assessment. VAPDA will ask for an extension.
- State Treasurer Mike Pieciak joined VAPDA to discuss policy and programs for the new year
- RPCs will work with the Bond bank to assess the sustainability of some small, mostly rural water systems and will assess how we may be able to provide long-term administrative assistance. ACRPC will serve as the lead RPC on the project.

COMMUNITY INVESTMENT BOARD – VAPDA Representative

No meetings were held this month

VERMONT ECONOMIC PROGRESS COUNCIL

No Central Vermont activity.

GREEN MOUNTAIN TRANSIT

The GMT Board of Commissioners conducted the following business:

- Update the approval of a Chittenden County special assessment of \$308,000
- Approved the FY26 capital budget
- Reviewed the and gave preliminary approval to the FY26 operating budget
- Scheduled to public meetings to discuss further service changes in Chittenden County
- Discussed labor negotiations

CENTRAL VERMONT ECONOMIC DEVELOPMENT CORPORATION

- Staff did not participate in the November meeting.

MAD RIVER VALLEY PLANNING DISTRICT

- Staff were not available to participate.

Central Vermont Regional Planning Commission

P: 802-229-0389

Staff Report, December 2024 cvrpc@cvregion.com

Staff are in the office Monday - Friday. Due to telework schedules, please schedule in-person meetings in advance.

COMMUNITY DEVELOPMENT

Contacts: Eli Toohey, toohey@cvregion.com, Niki Sabado sabado@cvregion.com & Will Pitkin, pitkin@cvregion.com, unless otherwise noted.

Municipal Planning & Plan Implementation:

- Barre City - Held kick-off meeting with town staff, consultant, and CCRPC staff, for the Transit Oriented Development (TOD) Planning Study (Reuben, Niki).
- Berlin – Met with town staff and SE Group to evaluate and provide feedback on preliminary design concepts for Riverton and its environs (Reuben)
- Moretown:
 - Met with planning commission and municipal representatives to discuss Neighborhood Development Area planning and application (Niki).
 - Corresponded with municipal representative regarding interim Act 250 exemption status for designated Village Center and surrounding area (Niki, Will).
- Northfield:
 - Met with Select Board, Planning Partners, and Town Administration for coordinating venues, event schedule, and form-based code process for the upcoming charette for Transit Oriented Development (TOD) Planning Study (Reuben, Niki).
 - Met with consultant team and town staff to discuss local knowledge of real estate market dynamics, major employers, economic initiatives, and connecting with major landholders. (Reuben)
 - Met with planning commission and municipal representatives to discuss Neighborhood Development Area planning and application (Niki).
 - Corresponded with municipal representative regarding recent legislation and its effect on town’s development plans (Niki, Will).
- Plainfield - Met with municipal representatives and Department of Housing and Community Development Staff to discuss Neighborhood Development Area application (Niki).
- Washington - Met with Municipal Plan Review Committee to consider approval of the 2024 Washington Town Plan and municipal planning process and recommendation to the CVRPC Board of Commissioners (Niki).
- Wrightsville Beach Recreation District – hosted Board meeting and discussed VT Outdoor Recreation Economy Collaborative Flood Recovery and Adaptation grant (Lincoln).

Regional Planning and Implementation:

- Participated in 2025 VT Recreation Conference & Trails Symposium Conference planning meeting with VT Recreation and Parks Association and Vermont Trails and Greenways council; discussed conference goals with a focus on accessibility in outdoor recreation (Lincoln).
- Staff participated in Montpelier Winooski Flood Resilience Roundtable: a gathering of municipal representatives to discuss the status of their communities after flooding, the barriers they face to recovery, and opportunities for collaboration.
- Participated in Libraries as Community Building Spaces Webinar and Considerations for Housing Friendly Planning and Zoning Webinar, Maryland Department of Planning (Eli)

- Participated in Final Presentation by UPENN students on Barre City, Montpelier, and Plainfield Flood Resiliency visioning workshop (Eli, Reuben, Niki, Keith)
- Participated in planning meeting for PROTECT Grant (Promoting Resilient Operations for Transformative, efficient, and Cost Saving Transportation Program) regarding regional and statewide applications for priority projects and risk modeling. (Eli, Christian)
- Participated in Northwest VT TOD- RPC Quarterly Meeting (Reuben, Niki).
- Led a municipal training on recent legislative actions and land use reform (Niki, Will).
- Participated in RPC Future Land Use Methodology draft preparation (Brian, Niki, Will).

Economic Development: (Contact Eli Toohey, toohey@cvregion.com and Christian Meyer, meyer@cvregion.com)

- Presentation provided to the Board of Commissioners on the selection process for the Regional Project Prioritization conducted with Central Vermont Economic Development Corp; and overview of projects selected (Eli, Christian)

Brownfields: (Contact Eli Toohey, toohey@cvregion.com)

- Presented 2 Phase I Environmental Assessment Projects (Old Dessureau Machines property in Barre City and 57 Freight Yard Way (housing) in Northfield to Brownfields Advisory Committee for funding approval (Eli)
- Presented Phase II Environmental Assessment for Quality Inn project in Barre City to Brownfields Advisory Committee for funding approval (housing) (Eli)
- Presented Corrective Action Planning funding request for 300-302 Granger Road to Brownfields Advisory Committee (Eli)
- Participated in RPC/DEC Brownfields Quarterly Roundtable Gathering (Eli)

EMERGENCY MANAGEMENT & HAZARD MITIGATION

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

Local/Regional Planning:

- Staff is participating on a statewide committee to develop recommendations toward reducing the risk of loss of life related to high hazard potential dams (Christian).
- Local hazard mitigation planning:
 - East Montpelier – continued work drafting of LHMP.
 - Barre City – received FEMA’s final approval of LHMP.
 - Middlesex – received VEM approval of LHMP, corresponded municipal representatives to coordinate town adoption of LHMP (Keith, Will).
 - Berlin – Held kick off meeting for Berlin LHMP.
 - Worcester – Corresponded with Worcester Hazard Mitigation Planning Team to address Vermont Emergency Management’s required revisions.
 - Orange - Met with selectboard and town clerk on existing policy implementation and plan update regarding inundation regulations and LHMP
- Plainfield – Planned a roundtable to discuss flood recovery and resilience issues along the Great Brook. (Lincoln, Keith, Brian)
- Provided technical assistance on the application for the Hazard Mitigation Grant in Montpelier and Barre City.
- Facilitated Extreme Weather Plan workshop at Barre Labor Hall (Keith and Sam)
- Waterbury – Provided Planning Commission with comparative analysis between FEMA National Flood Insurance Program requirements and local Flood Hazard Regulations. (Keith and Lincoln)
- Emergency Watershed Protection Program
 - Middlesex (Lincoln & Brian):
 - Submitted a letter to the Natural Resources Conservation Service requesting additional time to complete the project.

- Corresponded with contractor regarding construction status and invoice processing.
- Presented a list of action items to the Selectboard to complete the FY23 projects.
- Provided the Selectboard and Conservation Commission with updates on FY24 funding in response to the July 2024 storm.
- Submitted third and fourth reimbursement requests to Natural Resources Conservation Service for completed construction work.
- Facilitated contract amendment process for engineering and construction contractors to include updated design work for one of the project sites.

TRANSPORTATION

Contact Reuben MacMartin, macmartin@cvregion.com or Keith Cubbon, cubbon@cvregion.com, unless otherwise noted.

Field Services:

- Submitted Bridge and Culvert yearly VTrans report.
- Submitted yearly Transportation Resiliency Planning report.
- Submitted end of year Municipal Road General Permit report.

Public Transit:

- See Committee Report for participating in GMT Board of Commissioners work.

Municipal Assistance:

- Assisted Waitsfield in developing application to VTrans regarding Meadow Road Bridge for design work for replacement.
- Developed budget for inventorying Middlesex roads and culverts for 5-year plan for Municipal Planning Grant application.
- Signed contracts to conduct Road Erosion Inventories for Middlesex and Marshfield. Discussed contracting with Woodbury.
- Provided support letter for Waterbury TAP Grant application for Path Rehabilitation
- Provided support letter for Transportation Alternatives application for Segment 2 of the Sugarbush Access Road Shared Use Path (Warren)

Regional Activities:

- Reviewed list of PROTECT Grant (Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation Program) projects from VTrans staff (Keith, Reuben)
- Participated in Statewide Travel Model Update meeting (Reuben)
- Met with VTrans and AARP to determine possible funding for safety planning and flagging services for demonstration project installation and removal (Reuben)
- Hosted quarterly Central Vermont Mobility Advisory (O&D) Committee meeting
- Participated in last Technical Advisory Group Meeting regarding State GHG Transportation policy (reviewed analyses and potential implementation recommendations) (Sam)

NATURAL RESOURCES

Contact Brian Voigt voigt@cvregion.com and Lincoln Frasca frasca@cvregion.com, unless otherwise noted.

Tactical Basin Planning Assistance:

- Partnered with Friends of the Mad River and the Department of Environmental Conservation to plan and promote a Wastewater Workshop for the Mad River Valley (date TBD, Spring of 2025):

- Discover how onsite wastewater treatment (septic) systems work and the various kinds of systems installed in Vermont. Learn why newer systems are no longer the septic systems of the past. Understand the regulatory framework for on-site wastewater systems and potable water supplies. Develop an understanding of how to maintain your onsite wastewater system to keep it functional in the years to come.
- Conducted outreach to the ~50 municipalities in the Winooski River Basin to promote the January 2025 Clean Water Advisory Committee meeting on *Community Wastewater Management Assistance*, featuring a panel of speakers from the Department of Environmental Conservation's Water Infrastructure and Drinking & Groundwater Protection Divisions.
- Confirmed Agency of Natural Resources District Wetland Ecologist presentation for the March 2025 Clean Water Advisory Committee meeting.
- Participated in Dam Taskforce December meeting – updates and presentations from the VT Fish & Wildlife Department, Department of Environmental Conservation Rivers Program and Dam Safety Program.

Clean Water Service Provider (CWSP):

- Winooski River Basin Water Quality Council:
 - Awarded funding for four Riparian Buffer Planting project proposals.
 - Promoted Clean Water Advisory Committee January 2025 meeting on wastewater solutions and Spring 2025 wastewater workshop in the Mad River Valley.
 - Encouraged partners to complete Operation & Maintenance and Project Verifier trainings.
 - Noted the opportunity for partners to comment on the Clean Water Initiative Program State Fiscal Year 2025 Funding Policy Update.
- Met / corresponded with the following regional partners:
 - Chittenden County Regional Planning Commission: offered a presentation on water quality restoration opportunities in the Winooski River Basin to the Clean Water Advisory Committee.
 - Friends of the Winooski River: discussed project deliverables, Operation & Maintenance and Site Access Agreements for riparian buffer planting and strategic wood addition projects.
 - Waitsfield Conservation Commission: discussed the role of the Clean Water Service Provider in administering the Formula Grant for the Winooski River Basin.
 - Winooski Natural Resources Conservation District: discussed gully stabilization projects, Lakewise Assessments, and Project Development work on Nelson and Sabin Pond.
 - Vermont Land Trust: continued discussion regarding culvert project eligibility with Vermont Land Trust and Department of Environmental Conservation staff; reviewed award document for John Fowler Road Berm Removal Implementation.
- Attended the following UVM & Lake Champlain Basin Program Research Presentations:
 - "Consequences of Warming Winters on Nutrient Export to Lake Champlain."
 - "Economics of Mitigating Harmful Algal Blooms in Transboundary Lake Champlain and Vermonters' Willingness to Pay."
- Participated in the following Department of Environmental Conservation meetings and trainings:
 - CWSP Check-in to discuss updated reporting requirements, Operation & Maintenance Plans, Watershed Project Database updates, the DEC Clean Water Action Plan and developing a coordinated communication strategy.
 - Clean Water Conversation, "Vermont Climate and Water Quality Connection."

FEMA Map & Flood Bylaw Updates:

- No activity this month

Water Quality Project Development:

- Berlin (Riparian Buffer Planting and Culvert Replacement Project Development):
 - Conducted outreach to interested landowners identified by the Berlin Conservation Commission.
 - Updated phosphorus-reduction estimates for priority projects with Basin Planner's input.
 - Awarded Project Development contract to Fitzgerald Engineering Associates.
- Calais:
 - Rt. 14 Floodplain Restoration / Easement - Corresponded with landowner and facilitated project hand-off to Vermont River Conservancy.
- Plainfield:
 - Corresponded with Conservation Commission and Basin Planner on eligibility of priority floodplain restoration and riparian buffer planting projects.
 - Prepared one-page talking points memo for the Conservation Commission to use when engaging residents on riparian buffer planting opportunities.
- Waitsfield (Floodplain Restoration Project Development):
 - Issued Request for Proposals for engineering services to assist with Project Development activities.

Stormwater Projects:

- Upper Winooski Stormwater Implementation (Calais):
 - Attended pre-bid site visit.
 - Published Addendum to Request for Bids to answer questions received during the site visit.
- Barre City Auditorium & Ice Rink Stormwater Final Design:
 - Submitted Final Performance Report.

CLIMATE & ENERGY

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

Municipal Energy Resilience Program (MERP) Implementation Phase *grant agreements fully executed 12/16/24*

Summary: all 20 eligible municipalities applied for a total of over \$6.5million in projects across 39 municipal buildings (focused on building envelope & fuel switching); **7 towns received \$2,475,644.44 in awards**

- Barre City, Plainfield, Cabot, Worcester, Roxbury, Orange, and Washington were awarded almost \$2.5million for building envelope and HVAC projects. Reviewed grant agreements, and administrative requirements – conducted outreach and provided recommendations and answered questions on next steps, requirements, Energy Conservation Measures, prioritization, etc.) to selectboards, municipal staff, and energy coordinators
- Met with Efficiency VT and conducted outreach to core supporting partners for town project development and implementation including thermal energy networks and waste heat recovery projects (Cabot & Plainfield; Northfield); attended workshop on balancing power storage and bill reduction for short and medium term financial benefits
- Provided utilities with summary of projects and potential assistance needed
- Aggregated questions for VT BGS, coordinated with other RPCs and BGS regarding grant agreement execution and Vermont Department of Historic Preservation process

VDH Hot Weather Preparedness

- Held Extreme Weather Preparedness Municipal Planning workshop (Register: <https://forms.gle/1NX6r3EAeCZE72UUA>), December 13th 11am-1pm at the Old Labor Hall, Barre City (attendees included representatives from Marshfield, Barre City, Calais, East Montpelier, Montpelier, Capstone, VT

Department of Health, Vermont Emergency Management; as well as follow ups with those from Duxbury, Berlin, Worcester, Roxbury, and Cabot who were unable to attend).

Municipal Planning and Implementation

- Follow-up on ongoing municipal project support:
 - East Calais Fire District projects
 - Supported Orange coordination of Municipal Planning Grant, mini grant, and MERP implementation awards (Town Hall & Office projects)
 - East Montpelier enhanced energy planning
 - Conducted outreach to state partners on Middlesex heating system needs, submitted to Public Service Dept. for consideration under sustainable energy program; provided additional options to selectboard and energy committee chairs
 - Provided guidance and technical assistance to Worcester planning commission working group on enhanced energy plan development
- Met with Waterbury town planner, planning commission, and LEAP representative and walked through enhanced energy plan targets and analyses; provided guidance on outline and organization.
- Attended Efficiency VT summary launch on new residential programs.
- Reviewed National Electric Vehicle Infrastructure site announcements- includes Berlin as 1 of 11 state charging hubs.
- Responded to inquiry from Montpelier Energy Action Committee and prepared to attend January meeting to support redefining their purpose/focus.
- Streamlined municipal energy map draft process and began to develop town-specific parcel layers.

Climate Pollution Reduction Grant:

- No action this month.

Regional Energy Planning and Implementation

- Reviewed definitions of Substantial Regional Impact from previous CVRPC documents and other RPCs, drafted new definition for Board consideration (Sam & Will).
- Reviewed incoming projects and responded to Section 248 inquiries.
- Attend State summit on emerging federal and state energy policy and programs (Federal, State, and Legislative panels; hosted by Energy Action Network).
- Attended webinar on expanding clean energy access and benefits (CT Green Bank's Green Liberty Notes Program and Maryland's Energy Administration's Community Solar Low-to-Moderate Income Power Purchase Agreement Grant Program) and on green energy and health (impacts of outages on vulnerable and elderly populations, affordable and senior housing solutions)
- Provided feedback and context for ACT 179 Report: Recommendations for a group net-metering successor program Draft for Review (Public Service Department)

Energy Efficiency & Conservation Block Grant:

- No Action (approval expected January 2025)

Regional Plan 2025 update:

- Updated energy chapter; outreach to WEC on \$11.2M USDA award (electrical line improvements and smart grid technologies), Enhanced Energy Planning (region and municipal), Wrightsville hydrogeneration plan future, and to meet new energy coordinator; update from state science and data committees regarding underlying

modeling for energy chapter; coordinated with staff on future land use priorities across program areas and considerations of climate adaptation; updated methods and discussion supplement on generation scenario tool and incremental renewable energy targets.

- **Vermont Climate Council Climate Action Plan Update:** participated as member of Just Transitions Sub-Committee & Cross-Sector Mitigation Liaison (thermal working group): reviewed priority actions for cross sector mitigation (thermal, electricity, & transportation sectors) submission to climate council, tracked potential municipal benefits/impacts; contributed to outline of just transitions text update

GIS – Geographic Information System Mapping

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

- Moretown: assisted the Grant Manager in accessing the [VT Culverts interactive map](#).
- Waterbury: engaged Planning Commission on map revisions for the updated Town Plan.

OFFICE & ANNOUNCEMENTS

Office:

- Completed CVRPC's update of entity registration in the federal government's System for Award Management (SAM).
- Completed benefits enrollment for CY25 health plans.
- Assisted with recruitment of representatives for FY26 Nominating Committee
- Continued work with auditor on FY24 CVRPC audit

Upcoming Meetings:

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

January

Jan 1		Office Closed – Holiday
Jan 6	4 pm	Executive Committee Meeting
Jan 7	4 pm	Regional Plan Committee
Jan 9	4 pm	Clean Water Advisory Committee
Jan 14	6:30 pm	Board of Commissioners
Jan 16	10 am	Brownfields Advisory Committee
Jan 16	1 pm	Winooski River Basin Water Quality Council

Jan 20		Office Closed – Holiday
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Jan 21	4 pm	Regional Plan Committee
Jan 28	6:30 pm	Transportation Advisory Committee
Jan 30	4 pm	Project Review Committee

February

Feb 3	4 pm	Executive Committee Meeting
Feb 4	4 pm	Regional Plan Committee
Feb 11	6:30 pm	Board of Commissioners
Feb 17		Office Closed – Holiday
Feb 18	4 pm	Regional Plan Committee
Feb 20	10 am	Brownfields Advisory Committee
Feb 20	1 pm	Winooski River Basin Water Quality Council

Feb 25	6:30 pm	Transportation Advisory Committee
Feb 27	4 pm	Project Review Committee

RECENT CVRPC 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 to view our blog and for the latest publications and news.

[December 6th](#)

- 2025 Municipal Planning Grants Announcement
- Barre Area Development Inc. Seeks Executive Director
- Land Use Reform Municipal Training
- Extreme Weather Preparedness Workshop
- 2025 Central Vermont Regional Project Priority List
- VCDCA Winter Conference
- Efficiency Vermont Offers Nonprofits Access to Rebates for Equipment
- \$3.3 Million Available for Municipal Outdoor Recreation Projects

[December 13th](#)

- Notice of Public Hearing- Municipal Plan Review
- Affordable Housing Incentives Survey for Act 181 Study Report
- Better Connections
- Cross Vermont Trail Happenings
- Downtown Transportation Funds

[December 20th](#)

- Vermont Trails & Greenways Council News
- Regional Plan Update
- New Homes in Floodplain Must be Elevated for Financing
- VCRD Climate Resilient Communities Program
- Vermont Community Leadership Network Workshop – Civic Health Index of Vermont
- MERP Grant Awards Announced
- Updated Local Emergency Management Plan Requirements for 2025

[January 3, 2025](#)

- Vermont Community Development Conference: Navigating Funding in the Post-Pandemic World
- Land Use Reform Municipal Training Resources
- Statewide Municipal Code of Ethics – Act 171