



BOARD OF COMMISSIONERS

February 11, 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/j/81136818419?pwd=dDFDbDhrTm56TUNQUlp3WEorYzRZZz09>

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

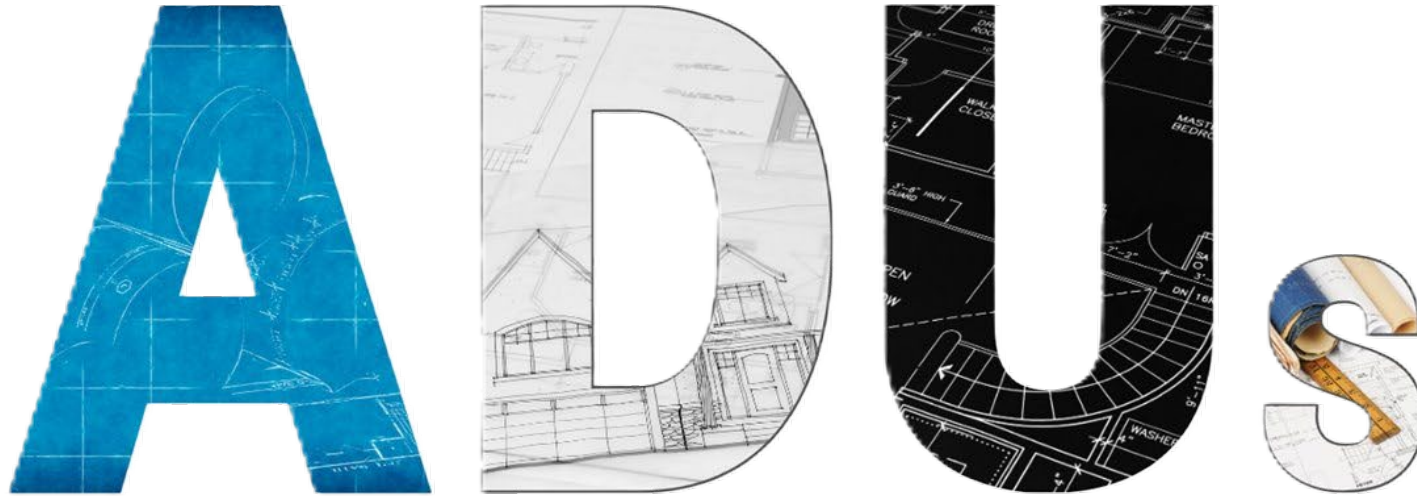
<u>Page</u>	<u>AGENDA</u>
	6:30² Introductions
	Adjustments to the Agenda
	Public Comments
2	6:35 ADU Presentation
	7:05 Regional Plan Update – Energy chapter decision points
32	7:35 Open Meeting Law Resolution Revision (Action - enclosed)³
34	7:40 Minutes 12/10/2024 & 12/30/2024 (Action - enclosed)³
37	7:45 Reports (Action - enclosed)³
	Update/questions on Staff and Committee Reports
	7:55 Commissioner Round Table
	8:10 Adjourn

Next Meeting: March 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.



Accessory Dwelling Units Design Program 2024

Project Description

CVRPC used \$15,000 of ACCD Housing Navigation funds to contract with Osso Studio of Waterbury for consultant services to help residents develop conceptual plans to convert existing structures into Accessory Dwelling Units (ADUs). CVRPC is seeking the services of an architect, plumber, and electrician to conduct site visits with local residents to assess budget and conceptual designs for an ADU conversion. The deliverable of Homeowner ADU Conceptual Plans based on homeowner goals and technical input for ADU modification of existing Structures was the deliverable of this contract. The project started with 7 projects and ended with 6 projects plans completed.

2/11/25 What is an ADU?

All homeowners in Vermont (outside of certain flood areas) can get a zoning permit to build what's called an "Accessory Dwelling Unit," or ADU. ADUs can be built inside existing structures, built onto existing structures as additions, or built from scratch as freestanding structures. ADUs can help address the acute need for smaller and more affordable homes in Vermont and can help families navigate changing housing and financial needs. ADUs can be a solution for workforce housing, aging in place, and getting a foothold in Vermont communities. Recent legislation has made developing ADUs more accessible to more homeowners in Vermont.

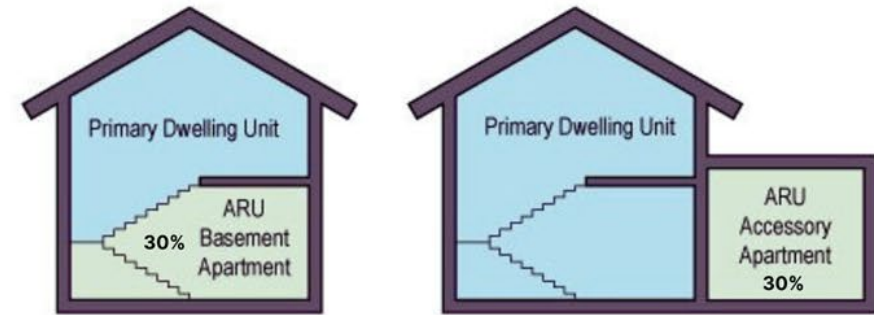


Facilities and provisions for sleeping, food preparation, and sanitation



Owner must live on lot, may occupy either accessory or primary dwelling unit

Small, size not more than 30% of primary dwelling or 900 square feet, whichever is greater



Project 1 – Basement ADU

1970s Ranch with finished basement,
city water/sewer

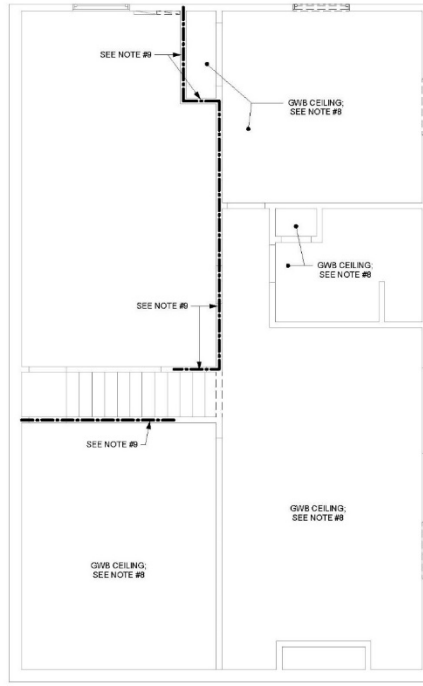
Needs;

- Separate electrical panel
- Separation wall from main house
- Window upgrade for secondary egress
- Fire safety upgrades, and
- Sequestration of mechanical room from basement unit

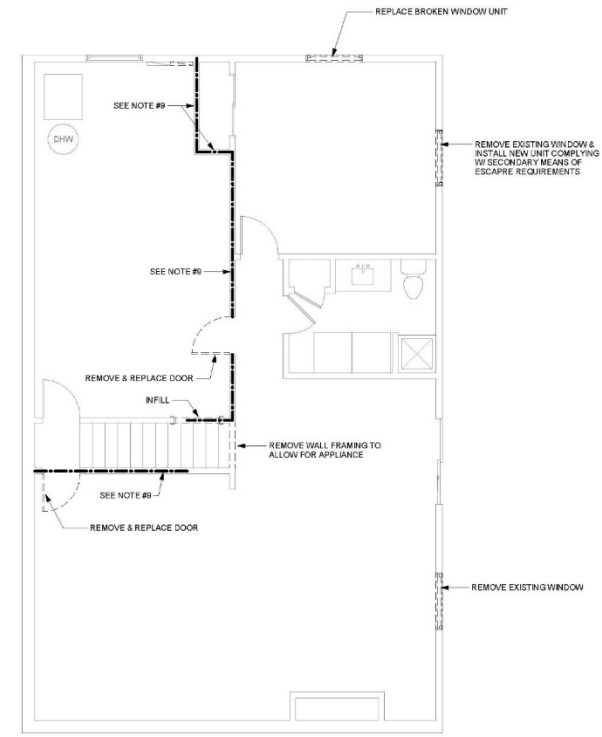


LEGEND	
	1-HOUR FIRE BARRIER
	2-HOUR FIRE BARRIER
	EXTERIOR EXIT
	INTERIOR EXIT

- GENERAL NOTES - DEMOLITION**
- REMOVE ALL EXISTING CONSTRUCTION AND FINISHES NECESSARY FOR THE COMPLETION OF THE WORK AS DEPICTED ON THE DRAWINGS. NECESSARY DISCONNECTS AND ALTERATIONS TO MECHANICAL AND ELECTRICAL SYSTEMS INCLUDED.
 - REPAIR DEMOLITION PERFORMED IN EXCESS OF THAT REQUIRED. REPAIR, PATCH, AND PAINT AS NEEDED. SURFACES WHICH ARE TO REMAIN BUT HAVE BECOME SOILED OR DAMAGED BY THE WORK, TO LIKE NEW CONDITION.
 - WHERE CONTRACTOR IS DESIGNATED TO MAKE REMOVALS, DISPOSAL OF MATERIAL IS THE RESPONSIBILITY OF THE CONTRACTOR. VERIFY WITH OWNER DISPOSITION AND REMOVAL OF ANY COMPONENT OF SALVAGEABLE VALUE.
 - ALL STRUCTURAL SYSTEMS SHALL BE MAINTAINED AND SHALL BE OF SUFFICIENT STRENGTH TO SUPPORT THE DESIGN LOADS AND TO RESIST THE DEFORMATION CAUSED BY SUCH LOADS.
 - PROTECT ALL EXISTING STRUCTURE, SYSTEMS, FINISHES, AND GENERAL CONSTRUCTION THAT ARE TO REMAIN THROUGHOUT THE COURSE OF THE WORK TO PREVENT DAMAGE OR LOSS.
 - CONTRACTOR IS TO VERIFY UTILITY LINE LOCATIONS AND MAINTAIN THOSE THAT SERVE OTHER PARTS OF THE BUILDING OR SITE THAT ARE NOT AFFECTED BY THE DEMOLITION.
 - DEMOLITION CONTRACTOR WILL ARRANGE FOR SHUT OFF OF EXISTING UTILITIES AS REQUIRED.
 - CONTRACTOR TO DETERMINE THE THICKNESS OF THE GYPSUM WALL BOARD CEILING. 1 HR RATING IS REQUIRED IN CEILING/FLOOR ASSEMBLY BETWEEN UNITS.
 - REMOVE WALL FINISH MATERIAL AS REQUIRED TO ENSURE 1 HR RATE ASSEMBLY CAN BE OBTAINED AND CONTINUOUS.



2 BASEMENT RCP
Scale: 1/4" = 1'-0"



1 DEMOLITION PLAN
Scale: 1/4" = 1'-0"

- KEYNOTES**
- DEMOLITION KEY**
- EXISTING TO REMAIN
 - EXISTING TO BE DEMOLISHED
 - EXISTING FLOOR/CEILING TO BE DEMOLISHED

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OSSO STUDIO

SCHEMATIC
DESIGN

DEMOLITION
PLANS



LEGEND	
	1-HOUR FIRE BARRIER
	2-HOUR FIRE BARRIER
	EXTERIOR EXIT
	INTERIOR EXIT

CEILING FIXTURE KEY	
	RECESSED/SPOT LIGHT FIXTURE
	STRIP/LINEAR LIGHT FIXTURE
	LINEAR FIXTURE CONCEALED FROM VIEW
	WALL MOUNT LIGHT FIXTURE
	EXHAUST FAN
	ACCESS PANEL
	SMOKE ALARM
	OCCUPANCY SENSOR

CEILING MATERIAL KEY	
	GYPSUM WALL BOARD
	WOOD BOARD CEILING

GENERAL NOTES

- CONTRACTOR IS RESPONSIBLE FOR ENSURING ALL WORK PERFORMED CONFORMS WITH ALL FEDERAL, STATE, AND LOCAL CODES.
- ALL DIMENSIONS SHOWN ARE TO STRUCTURAL GRID OR FACE OF STUD, UNLESS NOTED OTHERWISE.
- ALL WINDOW AND DOOR LOCATION DIMENSIONS ARE REFERENCED TO THE CENTER OF THE WINDOW/DOOR. REFERENCE SHEET A8.0 FOR MORE DIMENSIONAL INFORMATION.
- PROVIDE NEW ENERGY STAR, TOP FREEZER REFRIGERATOR AND ELECTRIC RANGE.
- INSTALL NEW LVP FINISH FLOORING THROUGHOUT THE ADU.
- REPAINT EXISTING SHEETROCK TO REMAIN WITH (1) COAT OF PAINT. NEW SHEETROCK TO RECEIVE (1) COAT PRIMER AND (2) COATS OF PAINT.
- EXISTING WINDOWS TO REMAIN UNLESS DAMAGED.
- EXISTING DOORS TO REMAIN UNLESS DAMAGED.
- MAINTAIN 1HR FIRE RATED PARTITION BETWEEN UNITS FOR WALLS AND CEILING. FIRE CAULK PENETRATIONS, CRACKS ETC. AS REQUIRED TO MAINTAIN CONTINUITY.
- ENSURE EXISTING BEDROOM WINDOW MEETS SECONDARY MEANS OF ESCAPE REQUIREMENTS. MAX SILL HEIGHT OF 44" ABOVE FFE, ETC.
- SCOPE OF WORK INCLUDES ADDING A NEW LAUNDRY AREA ON THE UPPER FLOOR IN EXISTING BEDROOM DIRECTLY ABOVE EXISTING BASEMENT LAUNDRY AREA. SCOPE INCLUDES CONSTRUCTING AND SHEETROCKING AN ENCLOSURE AS WELL AS ASSOCIATE PLUMBING/VENTING, ETC.
- SCOPE OF WORK INCLUDES A STONE DUST PATH WITH METAL EDGING FROM THE ADU PARKING SPOT IN THE EXISTING DRIVEWAY, AROUND THE SOUTH OF THE GARAGE, TO THE NEW ENTRY DOOR ON THE LOWER LEVEL. CAST IN PLACE CONCRETE STEPS WILL BE NEEDED TO NAVIGATE THE GRADE CHANGE ALONG THE GARAGE. PATH SHOULD BE TIGHT AGAINST THE GARAGE SO STAIR HAND DRILL CAN BE MOUNTED DIRECTLY TO THE SIDE OF THE GARAGE.

KEYNOTES

SCOPE OF WORK: ELECTRICAL

- MOVE AND REPLACE BREAKER PANEL FOR SECOND FLOOR MAIN UNIT TO ACCOMMODATE BREAKER ACCESS FOR RESIDENTS. NEW PANEL TO BE LOCATED IN THE EXISTING LAUNDRY ROOM AND EXISTING CIRCUITS RE-ROUTED.
- REPLACE UNIT 2 BREAKER PANEL AT EXISTING LOCATION.
- REWIRE UNIT 2 AS NEEDED FOR NEW KITCHEN, CHANGES TO LAYOUT, SMOKE DETECTION, RECEPTACLES AND LIGHTING TO CODE.
- MOVE EXISTING LAUNDRY OUTLETS OUT OF CABINETS TO MEET CODE.
- ALTERNATE: UPGRADE METER SOCKET TO 2X100 METER PACK FOR SEPARATE METERING.

SCOPE OF WORK: PLUMBING / MECHANICAL

- ADD LAUNDRY TO THE HOUSE ABOVE PER GENERAL NOTE #1.
- PLUMB NEW KITCHEN SINK W/ NEW LIFT STATION.
- CREATE A NEW SEPARATE HEAT ZONE AND ADJUST BOILER CONTROLS TO ALLOW FOR INDIVIDUAL THERMOSTAT AND CONTROL.

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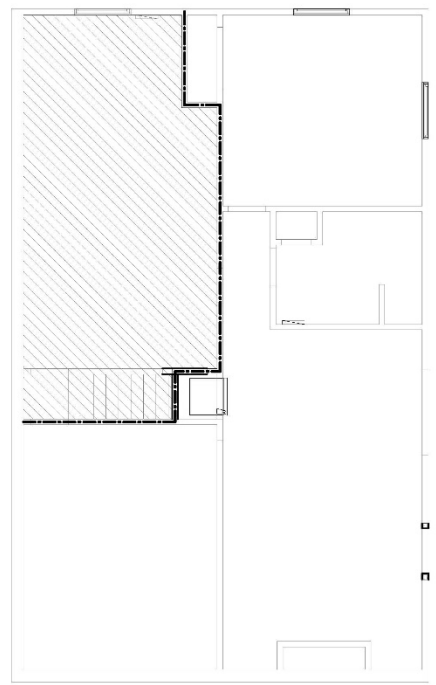
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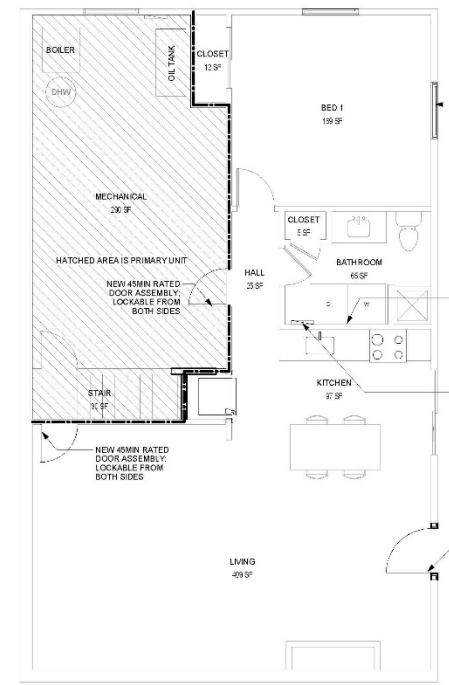
SCHEMATIC DESIGN

PLANS

A1



2 BASEMENT RCP
Scale: 1/4" = 1'-0"



1 BASEMENT FLOOR PLAN
Scale: 1/4" = 1'-0"

INSTALL REPLACEMENT WINDOW MEETING ALL SECONDARY MEANS OF ESCAPE REQUIREMENTS

EXISTING LAUNDRY PLUMBING IS GRANDFATHERED AS IS, BUT IS NO LONGER COMPLIANT IF KITCHEN SINK IS TIED TO THE WASTEWATER LINE. PROVIDE LIFT STATION FOR KITCHEN SINK.

RELOCATE NEW ADU ELECTRICAL PANEL

NEW FULL LITE 3680 ENTRY DOOR

Budget – Project 1, Basement ADU

The cost provided is not a bid number, but rather a preliminary budgeting number intended to give you an idea of the order of magnitude of the cost of the project.

- Electrical Work (est. by Summit Electric) \$10,500
- Plumbing/Mechanical Work (est. by Moorbys) \$14,000
- General Construction Work (est. by Slide Brook Builders) \$50,346

Total = \$74,846



Project 2 – Garage ADU (new build)

Existing Garage, city water/sewer

Needs;

- New build on existing garage footprint
- New electrical service and plumbing
- Tie in to city water/wastewater



2/11/25

CEILING FIXTURE KEY	
⊕ LF1	RECESSED SPOT LIGHT FIXTURE
— LF1	STRIP LINEAR LIGHT FIXTURE
— LF1	LINEAR FIXTURE CONCEALED FROM VIEW
⊕ LF1	WALL MOUNT LIGHT FIXTURE
⊕	EXHAUST FAN
⊕	ACCESS PANEL
⊕	SMOKE ALARM
⊕	OCCUPANCY SENSOR

CEILING MATERIAL KEY	
□	GYPSUM WALL BOARD
□	WOOD BOARD CEILING

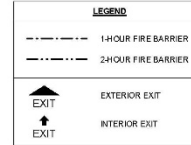
WINDOW SCHEDULE (CW)			NOTES
MARK	WIDTH	HEIGHT	
A1	2'-6"	2'-6"	
A2	2'-6"	4'-2"	
A3	2'-6"	3'-6"	
A4	2'-6"	5'-6"	
A5	3'-0"	5'-6"	
A6	6'-0"	4'-0"	

SCOPE OF WORK: PLUMBING / MECHANICAL

1. INSTALL COMPLETE DUCTED MINI-SPLIT SYSTEM HUNG IN MECH ROOM WITH CONDENSATE TRAY AND PUMP. SEE MECH ROOM SCHEDULE FOR SIZES AND MODELS.
2. ADD 2" LONG BACK UP ELECTRIC BASEBOARD STRIPS IN BATHROOM, BEDROOM, AND LIVING AREA. INSTALL WITH OUTDOOR TEMPERATURE SENSOR CONTROL. SETTINGS SO THEY DON'T TURN ON UNLESS THE OUTDOOR TEMPERATURE IS BELOW 40 DEGREES F.
3. INSTALL COMPLETE, DUCTED, BALANCED ENERGY RECOVERY VENTILATION SYSTEM WITH EXTERIOR PENETRATIONS FOR SUPPLY AND EXHAUST. HANG UNIT IN MECH ROOM. SUPPLY TO BEDROOM AND LIVING ROOM. EXHAUST FROM BATHROOM WITH BOOST CONTROL FEATURE.
4. PROVIDE NEW MUNICIPAL WATER AND WASTEWATER CONNECTION OUT TO ROAD. WORK WILL REQUIRE CUTTING UP THE DRIVEWAY. REPAIR ASPHALT AS REQ'D.
5. ROUGH-IN AND TRIM KITCHEN, BATHROOM, AND LAUNDRY.
6. PROVIDE 50GA HEAT PUMP WATER HEATER.
7. INSTALL (2) FLOOR DRAINS IN GARAGE SLAB AND DAYLIGHT.

SCOPE OF WORK: ELECTRICAL

1. INSTALL NEW OVERHEAD 200AMP SERVICE ON STREET SIDE.
2. INSTALL NEW BREAKER PANEL INSIDE NEAR METER SOCKET.
3. INSTALL NEW WIRING FOR STUDIO UNIT AND GARAGE. INCLUDES LIGHTING AND RECEPTACLES TO COOL, SMOKE DETECTION, RANGE, LAUNDRY WATER HEATER, HEAT PUMP VENTILATION, AND ELECTRIC BASEBOARD. PROVIDE DEDICATED BREAKER SPACE FOR FUTURE ELECTRIC VEHICLE CHARGING.
4. ALL LIGHTING SHALL BE LED AND COMPLY WITH ZONING REQUIREMENTS AS APPLICABLE. PROVIDE WALL MOUNTED VANITY LIGHT ABOVE BATHROOM SINK AND EXTERIOR WALL SCONES AS SHOWN ON ELEVATIONS/PLANS. ALL OTHER LIGHTING TO BE RECESSED TYPE.



GENERAL NOTES

1. DEMOLITION WORK ENTAILS REMOVING EXISTING GARAGE BUILDING IN ITS ENTIRETY. DEMO CONTRACTOR RESPONSIBLE FOR REMOVING ALL MATERIAL, CHECKING UTILITY LOCATIONS AND TURNING THEM OFF PRIOR TO BEGINNING WORK, AND REPAIRING ANY DAMAGE TO THE SITE OR BUILDINGS CAUSED BY DEMOLITION.
2. CONTRACTOR IS RESPONSIBLE FOR ENSURING ALL WORK PERFORMED CONFORMS WITH ALL FEDERAL, STATE, AND LOCAL CODES.
3. ALL DIMENSIONS SHOWN ARE TO STRUCTURAL GRID OR FACE OF STUD, UNLESS NOTED OTHERWISE.
4. ALL WINDOW AND DOOR LOCATION DIMENSIONS ARE REFERENCED TO THE CENTER OF THE WINDOW/DOOR. REFERENCE SHEET A8.0 FOR MORE DIMENSIONAL INFORMATION.
5. 8" CONCRETE STEM WALLS W/ 2" RIGID INSULATION ON INTERIOR SIDE OF WALL TO EXTEND 6" BELOW GRADE ONTO CONCRETE FOOTINGS. INSTALL AND DAYLIGHT FOOTING DRAIN AROUND PERIMETER. POUR NEW 4" CONCRETE SLAB OUTSIDE OF 8" CRUSHED STONE MIN. COORDINATE WORK WITH FLOOR DRAINS IN CONCRETE SLAB.
6. ALL EXTERIOR WALLS TO BE 2X8 FRAMING W/ 1/2" SHEATHING & 2" POLYISO RIGID INSULATION. ADD 1/2" STRAPPING AND WOOD SOINGS PER ELEVATION. FILL CAVITY WITH BATT INSULATION.
7. PROVIDE 12" DEEP CLEAR SPAN FLOOR TRUSSES @ 16"OC W/ 3/4" SUBROOSING.
8. PROVIDE SINGLE PITCH RAISED HELL ROOF TRUSSES WITH 4" TOP CHORD OVERHANGS ON BOTH ENDS W/ 5/8" ROOF SHEATHING, UNDERLAYMENT, AND COMPOSITE ASPHALT SHINGLE ROOFING. BLOW LOOSE CELLULOSE INSULATION EQUIVALENT TO R30 ONTO CEILING.
9. PROVIDE NEW ENERGY STAR, TOP FREEZER REFRIGERATOR AND ELECTRIC RANGE.
10. INSTALL NEW LVP FLOORING THROUGHOUT THE A2, EXCEPT THE BATHROOM WHICH SHOULD GET SHEET LINOLEUM. GARAGE SLAB TO REMAIN CONCRETE.
11. GARAGE AND UPSTAIRS INTERIOR FINISH WILL BE 1/2" GWB THROUGHOUT W/ (1) COAT PRIMER AND (2) COATS OF PAINT.
12. NEW WINDOWS WILL BE FIBER GLASS, ENERGY STAR RATED FOR OUR CLIMATE, DOUBLE GLAZED LOW E W/ ARGON GLASS, CASEMENT/TAWNING TYPE WINDOWS.
13. NEW DOORS WILL BE THERMATRU FIBERGLASS SHAKER STYLE HALF OR FULL LITE DOORS (PER ELEVATIONS) W/ GLAZING TO MATCH WINDOWS.
14. GARAGE DOORS TO BE INSULATED STEEL FLUSH PANEL TYPE, 4 SECTION, 8' X 7' W/ AUTOMATIC OPENERS.
15. PROVIDE ATTIC ACCESS HATCH, INSULATED TO R30.
16. PLYWOOD BOX CABINETS, SHAKER STYLE DOORS, MAPLE.
17. PLAM COUNTERTOPS W/ INTEGRAL BACKSPLASH.
18. MAINTAIN 1HR FIRE RATED FLOOR ASSEMBLY BETWEEN GARAGE AND UPSTAIRS UNIT BY USING (2) LAYERS OF 5/8" TYPE X GWB.
19. EXTERIOR STAIRS TO BE 4" DIMENSIONAL LUMBER AND 5/4 DECKING BOARDS FOR TRUCKS, RISERS, AND LANDING. CABLE HANDGUARDRAIL W/ PT 2x4 TOP RAIL. LANDING STRUCTURE TO BE CANTILEVERED FLOOR STRUCTURE TO AVOID POSTS AND PIERS.
20. COORDINATE SITE WORK WITH NEW MUNICIPAL WATER AND WASTEWATER SERVICES. REPAIR DRIVEWAY AND SURROUNDING LANDSCAPE AS REQUIRED.

KEYNOTES

- 03.1 CONCRETE LANDING PAD
- 08.1 ATTIC ACCESS; INSULATED TO R50.



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DATE: 12/29/2024
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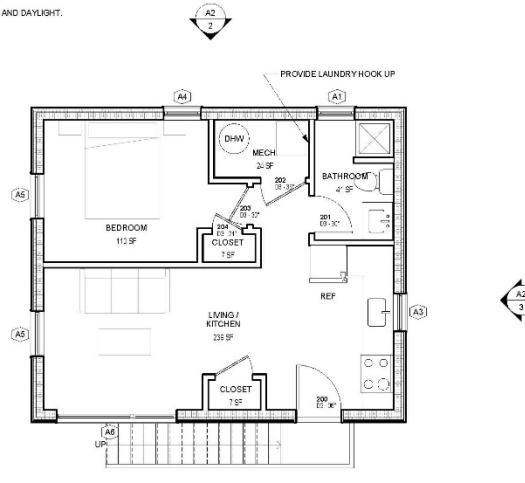
SCHEMATIC DESIGN

PLANS

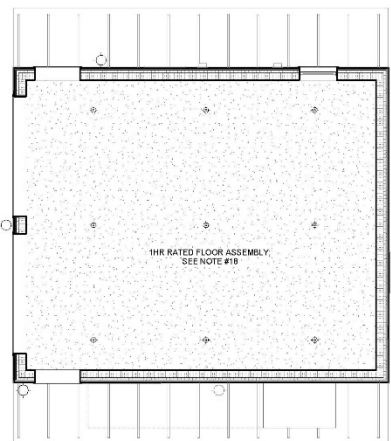
A1



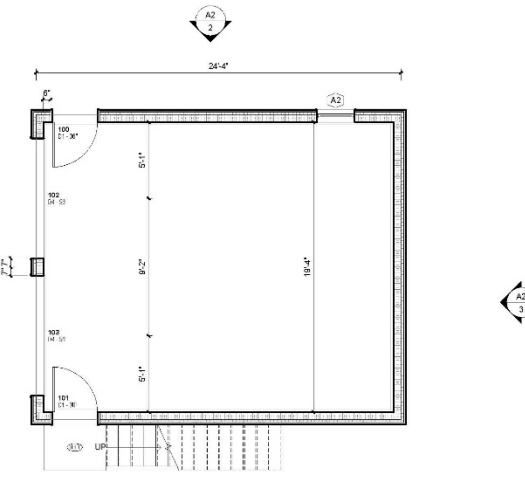
4 RCP - SECOND FLOOR
Scale: 1/4" = 1'-0"



3 02 SECOND FLOOR
Scale: 1/4" = 1'-0"



2 RCP - GROUND FLOOR
Scale: 1/4" = 1'-0"

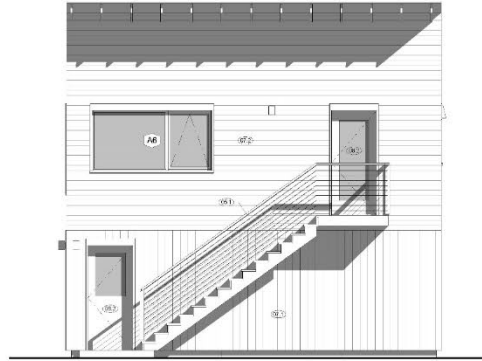


1 GROUND FLOOR PLAN
Scale: 1/4" = 1'-0"

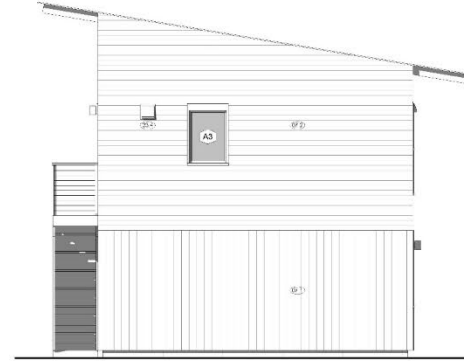
Board of Commissioners

KEYNOTES

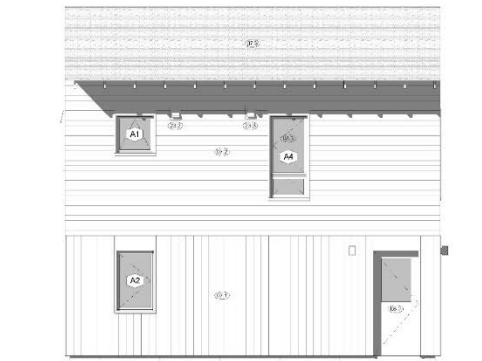
- 05.1 CABLE HANDGUARD RAIL
- 07.1 VERTICAL, H&W WOOD SIDING
- 07.2 HORIZONTAL, CLAPBOARD WOOD SIDING, 4" EXPOSURE
- 07.3 ASPHALT SHINGLE ROOFING
- 08.1 ATTIC ACCESS, INSULATED TO R50
- 08.2 FIBERGLASS DOOR, SEE GENERAL NOTES
- 08.3 FIBERGLASS WINDOW, SEE GENERAL NOTES
- 08.4 GARAGE DOOR, SEE GENERAL NOTES
- 23.2 VENTILATION SUPPLY GRILL
- 23.3 VENTILATION EXHAUST GRILL
- 23.4 RANGE HOOD EXHAUST GRILL



4 EXT ELEVATION - SOUTH
Scale: 1/4" = 1'-0"



3 EXT ELEVATION - EAST
Scale: 1/4" = 1'-0"



2 EXT ELEVATION - NORTH
Scale: 1/4" = 1'-0"



1 EXT ELEVATION - WEST
Scale: 1/4" = 1'-0"

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RETRIEVAL SYSTEM.

SCHEMATIC
DESIGN

EXTERIOR
ELEVATIONS

A2

Budget – Project 2, Garage ADU (new build)

The cost provided is not a bid number, but rather a preliminary budgeting number intended to give you an idea of the order of magnitude of the cost of the project.

- Electrical Work (est. by Summit Electric) \$13,500
- Plumbing/Mechanical Work (est. by Moorbys) \$45,000
- General Construction Work (est. by Slide Brook Builders) \$182,775

Total = \$241,275

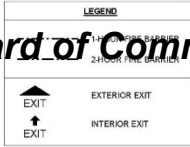


Project 3 – Garage ADU (conversion)

Existing Garage converted into studio ADU, city water/sewer
Needs;

- New insulated slab
- New electrical service
- Windows replaced to accommodate fire safety
- New city water service
- Conversion of existing structure to studio ADU





GENERAL NOTES - DEMOLITION

1. REMOVE ALL EXISTING CONSTRUCTION AND STRUCTURE TO BE DEMOLISHED. UPON THE COMPLETION OF THE DEMOLITION, THE CONTRACTOR SHALL REPAIR AND ALTERATIONS TO MECHANICAL AND ELECTRICAL SYSTEMS INCLUDED.
2. REPAIR DEMOLITION PERFORMED IN EXCESS OF THAT REQUIRED. REPAIR, PATCH, AND PAINT AS NEEDED. SURFACES WHICH ARE TO REMAIN BUT HAVE BECOME SOILED OR DAMAGED BY THE WORK TO LIKE NEW CONDITION.
3. WHERE CONTRACTOR IS DESIGNATED TO MAKE REMOVALS, DISPOSAL OF MATERIAL IS THE RESPONSIBILITY OF THE CONTRACTOR. VERIFY WITH OWNER DISPOSITION AND REMOVAL OF ANY COMPONENT OF SALVAGEABLE VALUE.
4. ALL STRUCTURAL SYSTEMS SHALL BE MAINTAINED AND SHALL BE OF SUFFICIENT STRENGTH TO SUPPORT THE DESIGN LOADS AND TO RESIST THE DEFORMATION CAUSED BY SUCH LOADS.
5. PROTECT ALL EXISTING STRUCTURE, SYSTEMS, FINISHES, AND GENERAL CONSTRUCTION THAT ARE TO REMAIN THROUGHOUT THE COURSE OF THE WORK TO PREVENT DAMAGE OR LOSS.
6. CONTRACTOR IS TO VERIFY UTILITY LINE LOCATIONS AND MAINTAIN THOSE THAT SERVE OTHER PARTS OF THE BUILDING OR SITE THAT ARE NOT AFFECTED BY THE DEMOLITION.
7. DEMOLITION CONTRACTOR WILL ARRANGE FOR SHUT OFF OF EXISTING UTILITIES AS REQUIRED.
8. REMOVE EXISTING ROOFING AND UNDERLAYMENT. REPAIR ROOF SHEATHING AS REQUIRED FOR INSTALLATION OF NEW ROOFING.
9. REMOVE ALL EXISTING ELECTRICAL WIRING AND EQUIPMENT.



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DATE: 12/28/2024

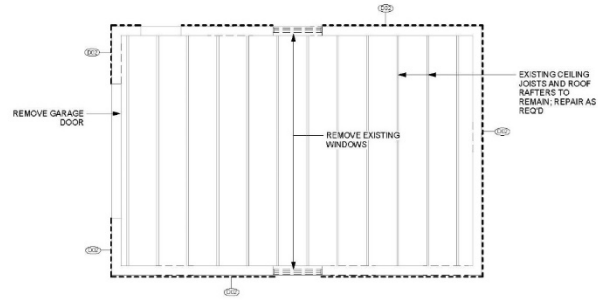
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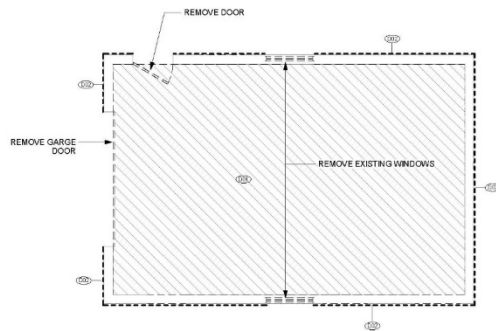
SCHEMATIC
DESIGN

DEMOLITION
PLANS

D1



2 DEMOLITION RCP
Scale: 1/4" = 1'-0"



1 DEMOLITION PLAN
Scale: 1/4" = 1'-0"

KEYNOTES

- D01 REMOVE EXISTING CONCRETE SLAB AND EXCAVATE TO ALLOW FOR 6" CRUSHED STONE AND 2" RIGID INSULATION UNDER NEW 4" SLAB. FFE TO REMAIN AT EXISTING ELEVATION
- D02 REMOVE EXISTING SIDING AND REPAIR EXISTING SHEATHING AS REQD.

DEMOLITION KEY

- EXISTING TO REMAIN
- - - EXISTING TO BE DEMOLISHED
- - - EXISTING FLOOR/CEILING TO BE DEMOLISHED

2/11/25

Board of Commissioners

SCOPE OF WORK: PLUMBING / MECHANICAL

1. INSTALL COMPLETE SPLIT SYSTEM HUNG IN FORCED AIR SYSTEM WITH 100% EXHAUST AIR HANDLING RETURN FROM BATHROOM. BASELINE DESIGN: MITSUBISHI SEZ MODELS.
2. ADD 2' LONG BACK UP ELECTRIC BASEBOARD STRIPS IN BATHROOM, BEDROOM, AND LIVING AREA. INSTALL WITH OUTDOOR TEMPERATURE SENSOR CONTROL. SETTINGS SO THEY DON'T TURN ON UNLESS THE OUTDOOR TEMPERATURE IS BELOW 10 DEGREES F.
3. INSTALL COMPLETE, DUCTED, BALANCED ENERGY RECOVERY VENTILATION SYSTEM WITH EXTERIOR PENETRATIONS FOR SUPPLY AND EXHAUST. SUPPLY TO BEDROOM AND LIVING ROOM. EXHAUST FROM BATHROOM WITH BOOST CONTROL FEATURE.
4. ROUGH-IN SLAS FOR LIBERTY SECTOR PIT W/ BURIED SANITARY LINE TYING BACK INTO THE MAIN HOUSE SANITARY.
 - ALTERNATE OPTION IS TO PROVIDE NEW 50GPA PUMP STATION OUTSIDE OF THE ADU W/ A NEW FORCED MAIN OUT TO THE STREET.
5. PROVIDE NEW MUNICIPAL WATER SUPPLY TO THE ADU.
6. ROUGH IN AND TRIM KITCHEN, BATHROOM, AND LAUNDRY.
7. PROVIDE 50GA HEAT PUMP WATER HEATER SUSPENDED OVER S/ECTOR PIT.

SCOPE OF WORK: ELECTRICAL

1. INSTALL NEW OVERHEAD 100 AMP ELECTRICAL SERVICE ON STRUCTURE.
2. INSTALL NEW BREAKER PANEL NEAR METER SOCKET, OR USE METER/BREAKER PANEL COMBO TO SAVE SPACE INSIDE.
3. INTERIOR WIRING TO CODE. INCLUDES BASIC LIGHTING, RECEPTACLES, SMOKE DETECTION, EXTERIOR LIGHT AT ENTRY, SEPTIC PUMP, ELECTRIC DRYER, AND HEAT SYSTEM CONTROLS.
4. ALL LIGHTING SHALL BE LED AND COMPLY WITH ZONING REQUIREMENTS AS APPLICABLE. PROVIDE WALL MOUNTED VANTY LIGHT ABOVE BATHROOM SINK AND EXTERIOR WALL SCENIC BY ENTRY DOOR. ALL OTHER LIGHTING TO BE RECESSED TYPE.

WINDOW SCHEDULE			
TYPE MARK	WIDTH	HEIGHT	NOTES
A1	2'-0"	2'-0"	
A2	2'-0"	3'-0"	
A3	2'-0"	4'-0"	
A4	3'-0"	4'-0"	

LEGEND	
---	1-HOUR FIRE BARRIER
---	2-HOUR FIRE BARRIER
EXIT	EXTERIOR EXIT
↑ EXIT	INTERIOR EXIT

CEILING FIXTURE KEY	
⊕ LF1	RECESSED/SPOT LIGHT FIXTURE
⊖ LF1	STRIP/LINEAR LIGHT FIXTURE
⊖ LF1	LINEAR FIXTURE CONCEALED FROM VIEW
⊖ LF1	WALL MOUNT LIGHT FIXTURE
⊖	EXHAUST FAN
⊖	ACCESS PANEL
⊖	SMOKE ALARM
⊖	OCCUPANCY SENSOR

CEILING MATERIAL KEY	
□	GYPSUM WALL BOARD
□	WOOD BOARD CEILING

GENERAL NOTES

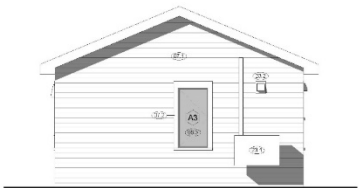
1. CONTRACTOR IS RESPONSIBLE FOR ENSURING ALL WORK PERFORMED CONFORMS WITH ALL FEDERAL, STATE, AND LOCAL CODES.
2. ALL DIMENSIONS SHOWN ARE TO STRUCTURAL GRID OR FACE OF STUD, UNLESS NOTED OTHERWISE.
3. ALL WINDOW AND DOOR LOCATION DIMENSIONS ARE REFERENCED TO THE CENTER OF THE WINDOW/DOOR. REFERENCE SHEET A8.9 FOR MORE DIMENSIONAL INFORMATION.
4. PROVIDE NEW 4" CONCRETE SLAB ON TOP OF 6" CRUSHED STONE, 2" RIGID INSULATION, AND 15 MIL VAPOR BARRIER. TAPE SEAMS OF VAPOR BARRIER AND WRAK IT UP INTERIOR FACE OF EXISTING STUDS TO PROVIDE CONTINUITY TO AIR BARRIER. SEE NOTES ABOUT E-ECTOR PITS TO ENSURE ROUGHIN FOR SANITARY SYSTEM.
5. WALLS WILL RE-USE EXISTING 2X4 FRAMING AND WALL SHEATHING. ADD 2" FOIL FACED POLYISO INSULATION TO EXTERIOR FACE OF EXISTING SHEATHING. ADD 1x3 STRAPPING TO SECURE NEW HP SMART SIDE CLAPBOARDS, PREFINISHED. FILL WALL CAVITY WITH BATT INSULATION.
6. ROOF RAFTERS AND SHEATHING TO REMAIN. SPRAY FOAM UNDERSIDE OF ROOF SHEATHING WITH CLOSED CELL SPRAY FOAM INSULATION TO R50 (+/- 1/2").
7. PROVIDE STRIP DOWN THE MIDDLE OF THE ATTIC SPACE OF 3/4" SUBFLOOR ON CEILING JOISTS TO ALLOW FOR MECHANICAL ACCESS AND LIMITED STORAGE.
8. PROVIDE NEW ENERGY STAR TOP FREEZER REFRIGERATOR AND ELECTRIC RANGE. PROVIDE COMPACT LAUNDRY CENTER APPLIANCE.
9. NEW WINDOWS WILL BE FIBERGLASS. ENERGY STAR RATED FOR OUR CLIMATE. DOUBLE GLAZED LOW E W/ ARGON GLASS, CASEMENT/TAWNING TYPE WINDOWS.
10. NEW DOOR WILL BE THERMATRIX FIBERGLASS SHAKER STYLE QUARTER LITE DOOR W/ GLAZING TO MATCH WINDOWS.
11. PL/WOOD BOX CABINETS: SHAKER STYLE DOORS. 18" X 18".
12. PLAM COUNTERTOPS WITH INTEGRAL BACKSPASH.
13. INTERIOR FINISH SHALL BE 1/2" GWB THROUGHOUT, W/ 1 COAT PRIMER AND 2 COATS INTERIOR LATEX PAINT.
14. FLOORING SHALL BE LVP THROUGHOUT, EXCEPT BATHROOM, WHICH WILL HAVE SHEET LINOLEUM.

KEYNOTES

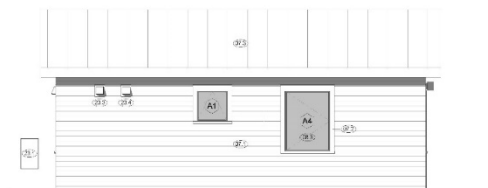
- 03.1 PROVIDE 24" X 24" HOLE IS SLAB BELOW THE D/HV FOR EXHAUST PIT
- 07.1 2" FOIL FACED POLYISO INSULATION WITH 1x3 STRAPPING AND HP SMART SIDE CLAPBOARDS ON EXISTING SHEATHING AND FRAMING
- 07.2 COMPOSITE TRIM/FASCIA/SOFFIT, PAINTED
- 07.3 30GA STANDING SEAM METAL ROOFING W/ NEW UNDERLAYMENT
- 08.1 ATTIC ACCESS: NOMI INSULATED
- 08.2 THERMATRIX OR EQUAL FIBERGLASS DOOR, SHAKER STYLE W/ QUARTER LITE
- 08.3 FIBERGLASS WINDOW SYSTEM
- 23.1 OUTDOOR CONDENSING UNIT MOUNTED ON 18" METAL SNOW STAND ATTACHED TO CONCRETE MECHANICAL PAD.
- 23.2 ERV SUPPLY GRILL
- 23.3 ERV EXHAUST GRILL
- 23.4 DRYER EXHAUST GRILL
- 23.5 RANGE HOOD EXHAUST GRILL.



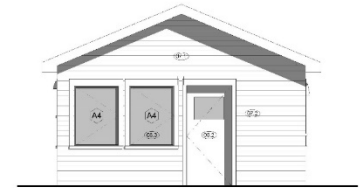
6 EXT ELEVATION - SOUTH
Scale: 1/4" = 1'-0"



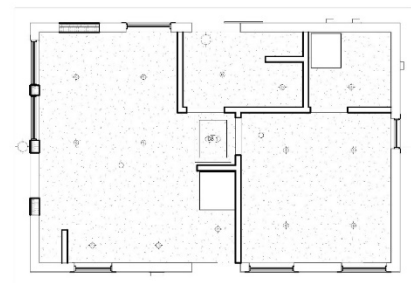
5 EXT ELEVATION - EAST
Scale: 1/4" = 1'-0"



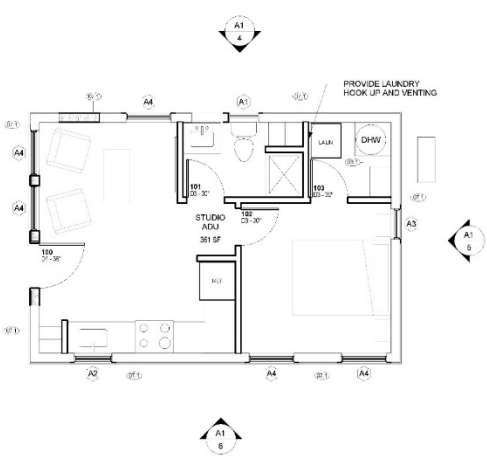
4 EXT ELEVATION - NORTH
Scale: 1/4" = 1'-0"



3 EXT ELEVATION - WEST
Scale: 1/4" = 1'-0"



2 RCP - GROUND FLOOR
Scale: 1/4" = 1'-0"



1 GROUND FLOOR PLAN
Scale: 1/4" = 1'-0"



16

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SCHEMATIC DESIGN

PLANS / ELEVATIONS

A1

Budget – Project 3, Garage ADU (conversion)

The cost provided is not a bid number, but rather a preliminary budgeting number intended to give you an idea of the order of magnitude of the cost of the project.

- Electrical Work (est. by Summit Electric) \$8,500
- Plumbing/Mechanical Work (est. by Moorbys) \$44,000
- General Construction Work (est. by Slide Brook Builders) \$73,953

Total = \$126,453



Project 4 – Attached ADU



Existing building attached to primary residence, neighborhood septic Needs;

- Independent/upgraded electrical service
- Additional septic (on neighborhood septic system)
- Breezeway converted to bathroom
- Fire safety code upgrades

LEGEND	
	1-HOUR FIRE BARRIER
	2-HOUR FIRE BARRIER
	EXIT
	INTERIOR EXIT

- GENERAL NOTES - DEMOLITION**
- REMOVE ALL EXISTING CONSTRUCTION AND FINISHES NECESSARY FOR THE COMPLETION OF THE WORK AS DEPICTED ON THE DRAWINGS. NECESSARY DISCONNECTS AND ALTERATIONS TO MECHANICAL AND ELECTRICAL SYSTEMS INCLUDED.
 - REPAIR DEMOLITION PERFORMED IN EXCESS OF THAT REQUIRED. REPAIR, PATCH, AND PAINT AS NEEDED. SURFACES WHICH ARE TO REMAIN BUT HAVE BECOME SOILED OR DAMAGED BY THE WORK, TO LIKE NEW CONDITION.
 - WHERE CONTRACTOR IS DESIGNATED TO MAKE REMOVALS, DISPOSAL OF MATERIAL IS THE RESPONSIBILITY OF THE CONTRACTOR. VERIFY WITH OWNER DISPOSITION AND REMOVAL OF ANY COMPONENT OF SALVAGEABLE VALUE.
 - ALL STRUCTURAL SYSTEMS SHALL BE MAINTAINED AND SHALL BE OF SUFFICIENT STRENGTH TO SUPPORT THE DESIGN LOADS AND TO RESIST THE DEFORMATION CAUSED BY SUCH LOADS.
 - PROTECT ALL EXISTING STRUCTURE, SYSTEMS, FINISHES, AND GENERAL CONSTRUCTION THAT ARE TO REMAIN THROUGHOUT THE COURSE OF THE WORK TO PREVENT DAMAGE OR LOSS.
 - CONTRACTOR IS TO VERIFY UTILITY LINE LOCATIONS AND MAINTAIN THOSE THAT SERVE OTHER PARTS OF THE BUILDING OR SITE THAT ARE NOT AFFECTED BY THE DEMOLITION.
 - DEMOLITION CONTRACTOR WILL ARRANGE FOR SHUT OFF OF EXISTING UTILITIES AS REQUIRED.
 - REMOVE WALL FINISH MATERIAL AS REQUIRED TO ENSURE 1 HR RATE ASSEMBLY CAN BE OBTAINED AND CONTINUOUS.



- KEYNOTES**
- D01 REMOVE EXISTING GYPSUM WALL BOARD AS REQUIRED TO ACHIEVE CONTINUOUS 1 HOUR RATING BETWEEN NEW ADU AND PRIMARY DWELLING. PROVIDE OPENING FOR NEW CEILING. R50 ATTIC ACCESS.
- DEMOLITION KEY**
- EXISTING TO REMAIN
 - EXISTING TO BE DEMOLISHED
 - EXISTING FLOOR/CEILING TO BE DEMOLISHED

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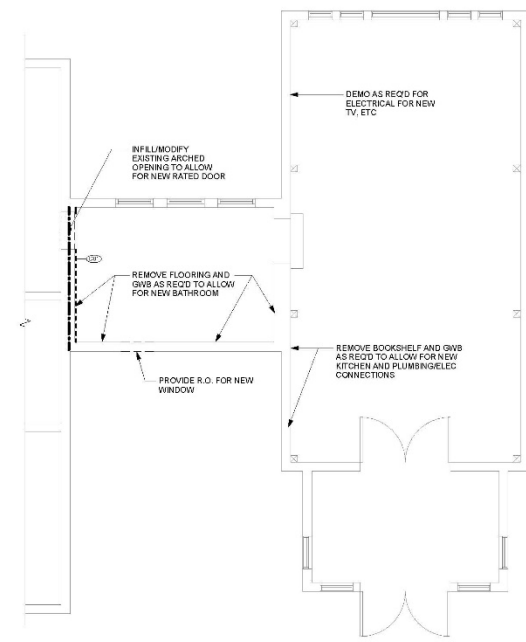
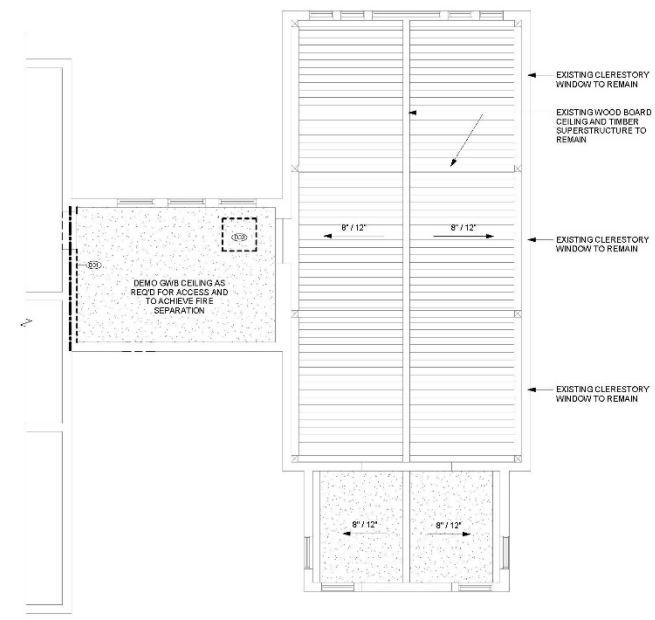
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2024-06-18
I HEREBY CERTIFY AS A REGISTERED PROFESSIONAL ENGINEER THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SCHEMATIC DESIGN

DEMOLITION PLANS

D1



2/11/25

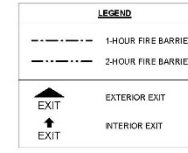
Board of Commissioners

SCOPE OF WORK: PLUMBING / MECHANICAL

- ROUGH IN AND TRIM KITCHEN SINK (LOWE'S) AND DISHWASHER. THE EXISTING 20 AMP SERVICE FEEDS THE ADU AREA. THE EXISTING SERVICE MAY NOT BE ADEQUATE FOR TWO UNITS WITH ELECTRIC RANGES, HEAT PUMPS, DRYERS, AND WATER HEATERS. RATHER THAN EXCAVATING A BIGGER SERVICE FROM THE POLE, THE OWNER MAY CONSIDER PROPANE RANGES, PROPANE OR HEAT PUMP DRYERS, AND ON-DEMAND PROPANE WATER HEATERS. TENANTS MUST HAVE ACCESS TO THEIR BREAKER PANELS IF THE EXISTING SUB-PANEL REMAINS FED FROM THE MAIN PANEL, THE TENANT WOULD NEED ACCESS TO THE MAIN PANEL AS WELL. IF A NEW SERVICE WITH SEPARATE METERING WAS INSTALLED, THEN ONLY ACCESS TO THE SUB-PANEL WOULD BE REQUIRED. GIVEN THE TIGHT SPACE, IT IS NOT PRACTICAL TO MOVE THE SUB-PANEL INTO THE ADU.
- ADD HEAT PUMP WATER HEATER IN CRAWL SPACE BELOW BATHROOM.
- ADD BASEBOARD STRIP TO NEW BATHROOM AND REZONE BOILER CONTROLS TO ADD THE NEW STRIP TO THE EXISTING BASEBOARD IN THE 'CONNECTOR'.
- ERV VENTILATION UNIT HUNG IN CLOSET. PROVIDE EXTERIOR PENETRATIONS FOR SUPPLY AND EXHAUST AIR. SUPPLY TO LIVING SPACE AND HALLWAY. RETURN FROM BATHROOM.

SCOPE OF WORK: ELECTRICAL

- EXISTING SUNROOM AND CONNECTOR TO BE CONVERTED INTO ADU. THERE IS AN EXISTING 20 AMP SINGLE METER SERVICE, AND A SUB-PANEL WHICH FEEDS THE ADU AREA. THE EXISTING SERVICE MAY NOT BE ADEQUATE FOR TWO UNITS WITH ELECTRIC RANGES, HEAT PUMPS, DRYERS, AND WATER HEATERS. RATHER THAN EXCAVATING A BIGGER SERVICE FROM THE POLE, THE OWNER MAY CONSIDER PROPANE RANGES, PROPANE OR HEAT PUMP DRYERS, AND ON-DEMAND PROPANE WATER HEATERS. TENANTS MUST HAVE ACCESS TO THEIR BREAKER PANELS IF THE EXISTING SUB-PANEL REMAINS FED FROM THE MAIN PANEL, THE TENANT WOULD NEED ACCESS TO THE MAIN PANEL AS WELL. IF A NEW SERVICE WITH SEPARATE METERING WAS INSTALLED, THEN ONLY ACCESS TO THE SUB-PANEL WOULD BE REQUIRED. GIVEN THE TIGHT SPACE, IT IS NOT PRACTICAL TO MOVE THE SUB-PANEL INTO THE ADU.
- RE-FEED TWO HEAT PUMPS IN ORDER TO SEPARATE UNITS INTO THEIR OWN BREAKER PANELS.
- WIRE NEW KITCHENETTE, BATH AND LAUNDRY.
- WIRE NEW WATER HEATER.
- ALTERNATE 1: REPLACE METER SOCKET WITH DIAL METER SOCKET FOR SEPARATE ADU METERING.
- ALTERNATE 2: REPLACE UNDERGROUND SERVICE, UPGRADE TO 320 AMPS.



CEILING FIXTURE KEY	
⊙ LF1	RECESSED SPOT LIGHT FIXTURE
⊞ LF1	STRIP LINEAR LIGHT FIXTURE
⊞ LF1	LINEAR FIXTURE CONCEALED FROM VIEW
⊙ LF1	WALL MOUNT LIGHT FIXTURE
⊞	EXHAUST FAN
⊞	ACCESS PANEL
⊙	SMOKE ALARM
⊞	OCCUPANCY SENSOR

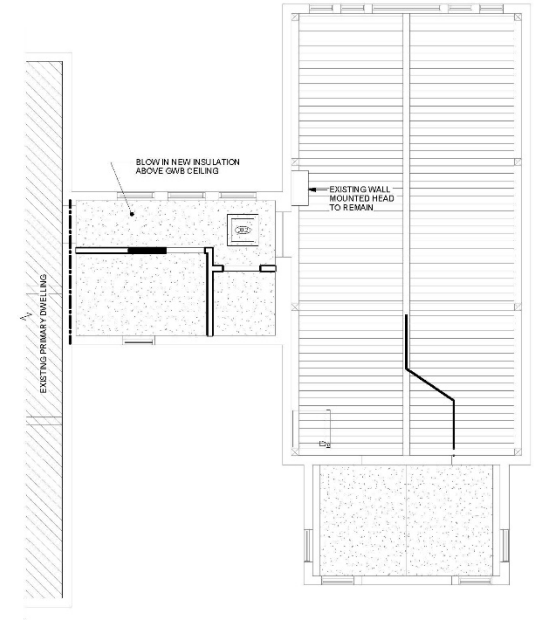
CEILING MATERIAL KEY	
⊞	GYPSUM WALL BOARD
⊞	WOOD BOARD CEILING

GENERAL NOTES

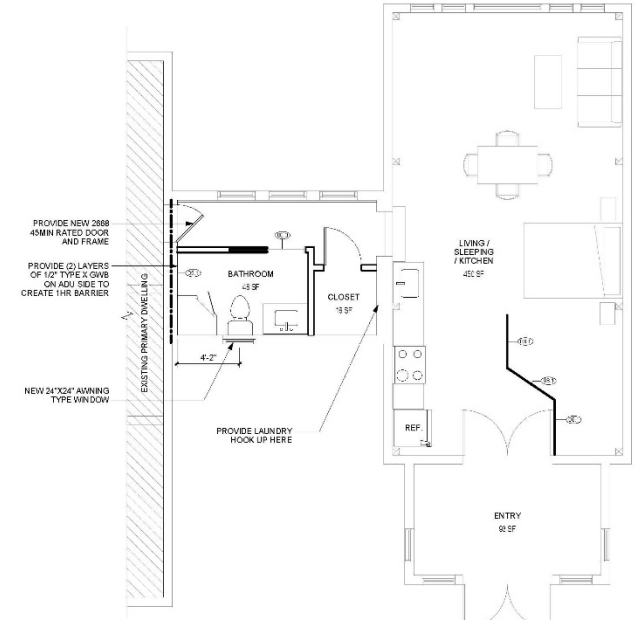
- CONTRACTOR IS RESPONSIBLE FOR ENSURING ALL WORK PERFORMED CONFORMS WITH ALL FEDERAL, STATE, AND LOCAL CODES.
- ALL DIMENSIONS SHOWN ARE TO STRUCTURAL GRID OR FACE OF STUD, UNLESS NOTED OTHERWISE.
- ALL WINDOW AND DOOR LOCATION DIMENSIONS ARE REFERENCED TO THE CENTER OF THE WINDOW/DOOR. REFERENCE SHEET A1.0 FOR MORE DIMENSIONAL INFORMATION.
- PROVIDE NEW ENERGY STAR, TOP FREEZER REFRIGERATOR AND ELECTRIC RANGE.
- INSTALL NEW SHEET VINYL FLOORING IN THE BATHROOM. EXISTING FLOORING TO REMAIN EVERYWHERE ELSE. CONTRACTOR IS RESPONSIBLE FOR PROTECTING EXISTING FINISH FLOORS.
- REPAIR EXISTING SHEETROCK TO REMAIN WITH (1) COAT OF PAINT, NEW SHEETROCK TO RECEIVE (1) COAT PRIMER AND (2) COATS OF PAINT.
- EXISTING WINDOWS TO REMAIN UNLESS DAMAGED.
- MAINTAIN 1HR FIRE RATED PARTITION BETWEEN UNITS. FIRE CALK PENETRATIONS, CRACKS ETC AS REQUIRED TO MAINTAIN CONTINUITY. REFERENCE KEY NOTES FOR MORE DETAILS.
- PROVIDE NEW PLAM COUNTERTOPS W/ BACKSPLASH AND PLYWOOD BOX, SHAKER STYLE, MAPLE CABINETS FOR NEW KITCHEN.
- PROVIDE ACOUSTIC/FIRE MINERAL WOOL BATT INSULATION IN PARTY WALL.
- REMOVE EXISTING INSULATION ABOVE GWB CEILING IN 'CONNECTOR' SPACE AND BLOW IN NEW CELLULOSE INSULATION TO R50.

KEYNOTES

- PROVIDE TRANSLUCENT, FREESTANDING ROOM DIVIDER SCREENS.
- PROVIDE NEW ATTIC ACCESS; R60 MODEL.
- PROVIDE NEW 2889 FULL LITE POCKET DOOR WITH PROTECTED GLASS.
- (2) LAYERS OF 1/2" TYPE X GWB. 1HR BARRIER MUST BE CONTINUOUS FROM BASEMENT SLAB TO UNDERSIDE OF ROOF DECKING. INFILL BASEMENT FOUNDATION WALL AS REQUIRED TO PARTITION CRAWL SPACE AND ADD RATED ACCESS DOOR TO ACCESS CRAWL SPACE AREA. GWB MUST EXTEND ABOVE CEILING TO UNDERSIDE OF ROOF DECK. FIRE CALK ALL SEAMS AND PENETRATIONS TO ENSURE CONTINUITY.



2 RCP - GROUND FLOOR
Scale: 1/4" = 1'-0"



1 GROUND FLOOR PLAN
Scale: 1/4" = 1'-0"



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SCHEMATIC DESIGN

PLANS

A1

Budget – Project 4, Attached ADU

The cost provided is not a bid number, but rather a preliminary budgeting number intended to give you an idea of the order of magnitude of the cost of the project.

- Electrical Work (est. by Summit Electric) \$8,500
- Plumbing/Mechanical Work (est. by Moorbys) \$19,500
- General Construction Work (est. by Slide Brook Builders) \$31,279
- **Total = \$59,279**



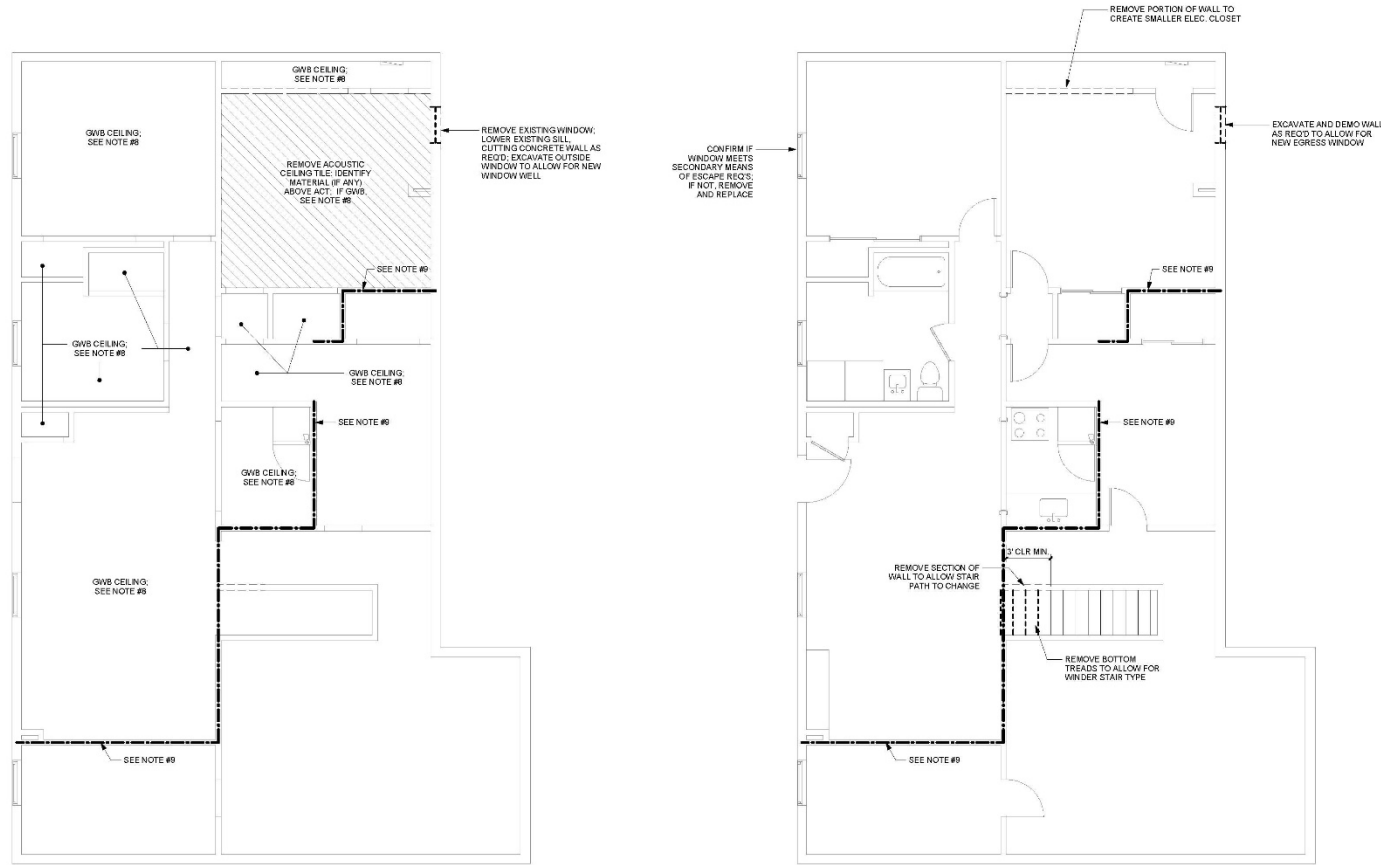
Project 5 – Basement ADU

Existing partially finished basement, city water/sewer

Needs;

- Fire safety code upgrades including new window where one exists for proper egress
- Sequestration of mechanical room from basement unit
- Conversion of basement into 2-bedroom ADU





2 BASEMENT RCP Scale: 1/4" = 1'-0"

1 BASEMENT FLOOR PLAN Scale: 1/4" = 1'-0"

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SCHEMATIC DESIGN

DEMOLITION PLANS

D1

2/11/25

Board of Commissioners

CEILING MATERIAL KEY	
	GYPSUM WALL BOARD
	WOOD BOARD CEILING

LEGEND	
	1-HOUR FIRE BARRIER
	2-HOUR FIRE BARRIER
	EXTERIOR EXIT
	INTERIOR EXIT

CEILING FIXTURE KEY	
	RECESSED SPOT LIGHT FIXTURE
	STRIP/LINEAR LIGHT FIXTURE
	LINEAR FIXTURE CONCEALED FROM VIEW
	WALL MOUNT LIGHT FIXTURE
	EXHAUST FAN
	ACCESS PANEL
	SMOKE ALARM
	OCCUPANCY SENSOR

GENERAL NOTES

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- ALL DIMENSIONS SHOWN ARE TO STRUCTURAL GRID OR FACE OF STUD, UNLESS NOTED OTHERWISE.
- ALL WINDOW AND DOOR LOCATION DIMENSIONS ARE REFERENCED TO THE CENTER OF THE WINDOW/DOOR. REFERENCE SHEET A1.0 FOR MORE DIMENSIONAL INFORMATION.
- PROVIDE NEW ENERGY STAR, TOP FREEZER REFRIGERATOR, ELECTRIC COOKTOP AND OVEN.
- INSTALL NEW FINISH FLOORING THROUGHOUT THE ADU: LVP IN LIVING, KITCHEN, HALL, CARPET IN BEDROOMS, SHEET VINYL IN BATHROOM.
- REPAIR EXISTING SHEETROCK TO REMAIN WITH (1) COAT OF PAINT, NEW SHEETROCK TO RECEIVE (1) COAT PRIMER AND (2) COATS OF PAINT.
- EXISTING WINDOWS TO REMAIN UNLESS DAMAGED.
- EXISTING DOORS TO REMAIN UNLESS DAMAGED.
- EXISTING CABINETS AND COUNTERTOPS TO REMAIN.
- MAINTAIN 1HR FIRE RATED PARTITION BETWEEN UNITS FOR WALLS AND CEILING. FIRE CAULK PENETRATIONS, CRACKS ETC AS REQUIRED TO MAINTAIN CONTINUITY.
- NEW BEDROOM WINDOW MUST MEET SECONDARY MEANS OF ESCAPE REQUIREMENTS: MAX SILL HEIGHT OF 44" ABOVE FFE. INSTALL EXTERIOR WINDOW WELL COMPLIANT WITH NFPA 101 GUIDELINES FOR SECONDARY MEANS OF ESCAPE.

KEYNOTES

SCOPE OF WORK: ELECTRICAL

- MOVE AND REPLACE BREAKER PANEL FOR SECOND FLOOR MAIN UNIT TO ACCOMMODATE BREAKER ACCESS FOR RESIDENTS. NEW PANEL TO BE LOCATED IN THE EXISTING LAUNDRY ROOM AND EXISTING CIRCUITS RE-ROUTED.
- REPLACE UNIT 2 BREAKER PANEL AT EXISTING LOCATION.
- REWIRE UNIT 2 AS NEEDED FOR NEW KITCHEN. CHANGES TO LAYOUT, SMOKE DETECTION, RECEPTACLES AND LIGHTING TO CODE.
- MOVE EXISTING LAUNDRY OUTLETS OUT OF CABINETS TO MEET CODE.
- IF ADDITIONAL GWS IS REQUIRED ON THE CEILING TO CREATE 1HR BARRIER, REMOVE CEILING FIXTURES AND ADD 58" JUNCTION BOX EXTENSIONS.
- ALTERNATE: UPGRADE METER SOCKET TO 2X100 METER PADS FOR SEPARATE METERING.

SCOPE OF WORK: PLUMBING / MECHANICAL

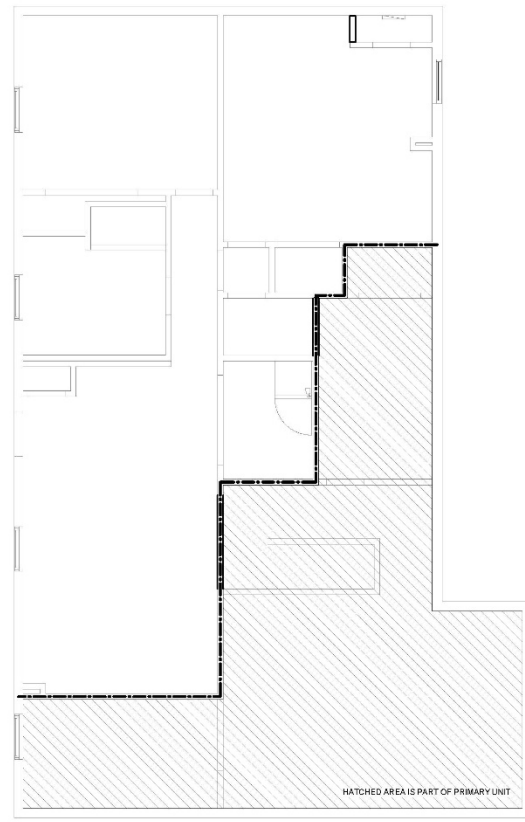
- REPLACE KITCHEN PUMP STATION AND DRAINAGE. RUN NEW LINE TO STACK (BY EXISTING LAUNDRY) THROUGH DROP CEILING.
- SEPARATE HEAT ZONE AND CHANGE BOILER CONTROLS TO ALLOW FOR INDIVIDUAL CONTROL OVER ADU ZONE.

SECONDARY MEANS OF ESCAPE REQ'S

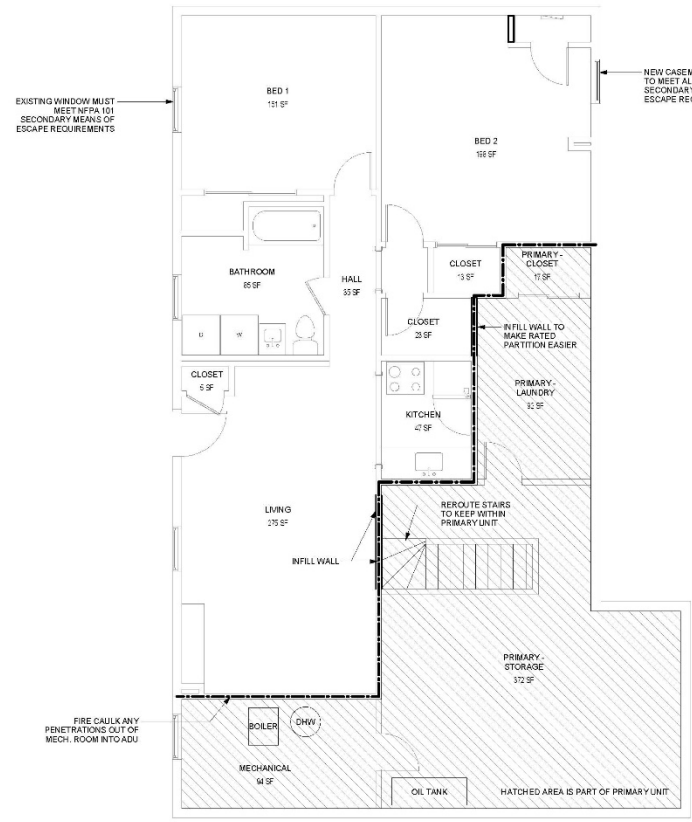
SILL HEIGHT	= 44" MAX
MIN. OPENING AREA	= 5.7 SQFT
MIN. OPENING HEIGHT	= 24"
MIN. OPENING WIDTH	= 20"

SUCH MEANS OF EGRESS SHALL BE ACCEPTABLE WHERE ONE OF THE FOLLOWING CRITERIA ARE MET:

- THE WINDOW SHALL BE WITHIN 20' OF THE FINISHED GROUND LEVEL.
- THE WINDOW SHALL BE DIRECTLY ACCESSIBLE TO FIRE DEPARTMENT RESCUE APPARATUS AS APPROVED BY THE AHJ.
- THE WINDOW OR DOOR SHALL OPEN ONTO AN EXTERIOR BALCONY.
- WINDOWS HAVING A SILL HEIGHT BELOW THE ADJACENT FINISHED GROUND LEVEL SHALL BE PROVIDED WITH...



2 BASEMENT RCP
Scale: 1/4" = 1'-0"



1 BASEMENT FLOOR PLAN
Scale: 1/4" = 1'-0"



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SCHEMATIC DESIGN

PLANS

A1

Budget – Project 5, Basement ADU

The cost provided is not a bid number, but rather a preliminary budgeting number intended to give you an idea of the order of magnitude of the cost of the project.

- Electrical Work (est. by Summit Electric) \$11,000.00
- Plumbing/Mechanical Work (est. by Moorbys) \$11,900.00
- General Construction Work (est. by Slide Brook Builders) \$36,950.00

Total = \$59,850



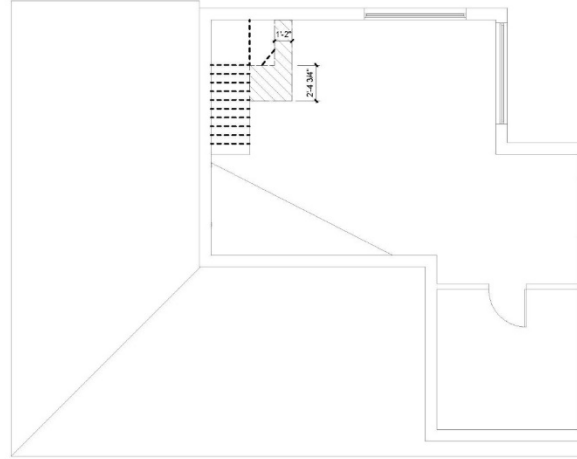
Project 6 – Existing detached building (not technically an ADU due to size)

Existing building that had fallen into disrepair, own septic/water Needs;

- New electrical service and new plumbing
- Fire safety code upgrades
- Spiral staircase and guardrails to replace old staircase
- New bathroom entryway



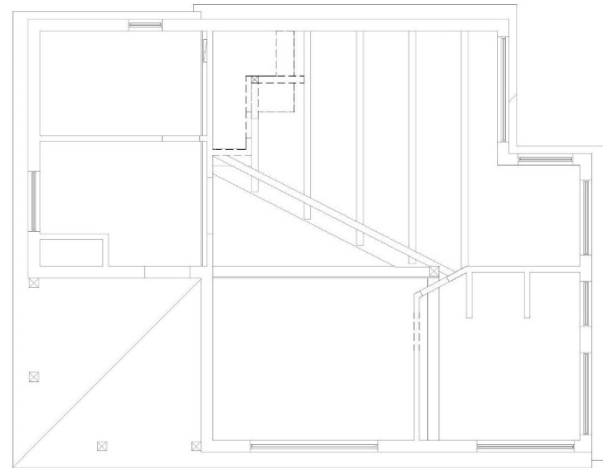
- GENERAL NOTES - DEMOLITION**
- REMOVE ALL EXISTING CONSTRUCTION AND FINISHES NECESSARY FOR THE COMPLETION OF THE WORK AS DEPICTED ON THE DRAWINGS. NECESSARY DISCONNECTS AND ALTERATIONS TO MECHANICAL AND ELECTRICAL SYSTEMS INCLUDED.
 - REPAIR DEMOLITION PERFORMED IN EXCESS OF THAT REQUIRED. REPAIR, PATCH, AND PAINT AS NEEDED. SURFACES WHICH ARE TO REMAIN BUT HAVE BECOME SOILED OR DAMAGED BY THE WORK, TO LIKE NEW CONDITION.
 - WHERE CONTRACTOR IS DESIGNATED TO MAKE REMOVALS, DISPOSAL OF MATERIAL IS THE RESPONSIBILITY OF THE CONTRACTOR. VERIFY WITH OWNER DISPOSITION AND REMOVAL OF ANY COMPONENT OF SALVAGEABLE VALUE.
 - ALL STRUCTURAL SYSTEMS SHALL BE MAINTAINED AND SHALL BE OF SUFFICIENT STRENGTH TO SUPPORT THE DESIGN LOADS AND TO RESIST THE DEFORMATION CAUSED BY SUCH LOADS.
 - PROTECT ALL EXISTING STRUCTURE, SYSTEMS, FINISHES, AND GENERAL CONSTRUCTION THAT ARE TO REMAIN THROUGHOUT THE COURSE OF THE WORK TO PREVENT DAMAGE OR LOSS.
 - CONTRACTOR IS TO VERIFY UTILITY LINE LOCATIONS AND MAINTAIN THOSE THAT SERVE OTHER PARTS OF THE BUILDING OR SITE THAT ARE NOT AFFECTED BY THE DEMOLITION.
 - DEMOLITION CONTRACTOR WILL ARRANGE FOR SHUT OFF OF EXISTING UTILITIES AS REQUIRED.
 - REMOVE SHEETROCK AS REQUIRED TO RUN NEW WIRING. CONTRACTOR SHOULD ASSUME TAKING OUT 2 RIPS AROUND THE BOTTOM OF MOST WALLS AT A MINIMUM, AS WELL AS CEILING AS REQUIRED. IF SHEETROCK IS REMOVED IN AN AREA, CONTRACTOR WILL INSPECT INSULATION AND REPLACE BATTS AS REQUIRED.
 - REMOVE ANY EXPOSED BATT INSULATION IN THE EXTERIOR WALLS THAT APPEARS DAMAGED OR NO LONGER USABLE.
 - CONTRACTOR TO REMOVE ALL EXISTING GAS PIPING THROUGHOUT THE BUILDING.
 - EXISTING SPRING FED WATER SERVICE TO BE ABANDONED. REMOVE PIPING AS REQUIRED TO ALLOW FOR NEW WELL SUPPLY CONNECTION.
 - ASSUMPTION IS THAT EXISTING WASTEWATER SYSTEM IS STILL SERVICEABLE. NO DEMO OR CONSTRUCTION WORK IS PROPOSED HERE. CONTRACTOR SHOULD HIRE SOMEONE TO INSPECT AND SCOPE THE LINE TO ENSURE THERE ARE NO BLOCKAGES AND SYSTEM IS STILL OPERATIONAL.
 - ASSUMPTION IS THAT ALL EXISTING ELECTRICAL WIRING AND PANELING WILL BE ABANDONED. REMOVE ALL ELECTRICAL EQUIPMENT AND WIRING TO ALLOW FOR NEW INSTALLATION.



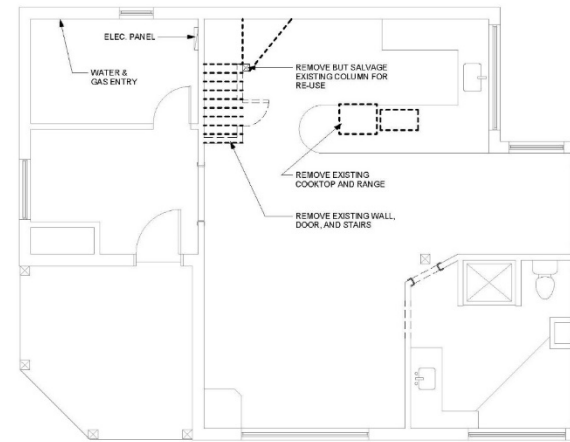
2 DEMOLITION - SECOND FLOOR PLAN
Scale: 1/4" = 1'-0"

- DEMOLITION KEY**
- EXISTING TO REMAIN
 - EXISTING TO BE DEMOLISHED
 - EXISTING FLOOR/CEILING TO BE DEMOLISHED

KEYNOTES



3 DEMOLITION - RCP - GROUND FLOOR
Scale: 1/4" = 1'-0"



1 DEMOLITION - GROUND FLOOR PLAN
Scale: 1/4" = 1'-0"

NOT FOR CONSTRUCTION

DATE: 11/19/2024
A REVISIONS

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SCHEMATIC DESIGN - PROGRESS

DEMOLITION PLANS

D1

2/11/25

Board of Commissioners



28

NOT FOR CONSTRUCTION

DATE: 11/13/2024
A 1111111111

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SCHEMATIC
DESIGN -
PROGRESS

PLANS

A1

CEILING FIXTURE KEY	
⊙ LF1	RECESSED SPOT LIGHT FIXTURE
▭ LF1	STRIP/LINEAR LIGHT FIXTURE
▭ LF1	LINEAR FIXTURE CONCEALED FROM VIEW
⊙ LF1	WALL MOUNT LIGHT FIXTURE
⊙ LF1	WALL MOUNT LIGHT FIXTURE
⊙	EXHAUST FAN
⊙	ACCESS PANEL
⊙	SMOKE ALARM
⊙	OCCUPANCY SENSOR

PLAN MATERIAL KEY	
▨	GYPSUM WALL BOARD
▨	WOOD BOARD CEILING
▨	WALL INFILL AREA

GENERAL NOTES

- CONTRACTOR IS RESPONSIBLE FOR ENSURING ALL WORK PERFORMED CONFORMS WITH ALL FEDERAL, STATE, AND LOCAL CODES.
- ALL DIMENSIONS SHOWN ARE TO STRUCTURAL GRID OR FACE OF STUD, UNLESS NOTED OTHERWISE.
- ALL WINDOW AND DOOR LOCATION DIMENSIONS ARE REFERENCED TO THE CENTER OF THE WINDOW/DOOR. REFERENCE SHEET A1.0 FOR MORE DIMENSIONAL INFORMATION.
- PROVIDE NEW ENERGY STAR, TOP FREEZER REFRIGERATOR, ELECTRIC COOKTOP AND OVEN.
- INSTALL NEW FINISH FLOORING THROUGHOUT THE GROUND LEVEL AS REQUIRED.
- REPAINT EXISTING SHEETROCK TO REMAIN WITH (1) COAT OF PAINT. NEW SHEETROCK TO RECEIVE (1) COAT PRIMER AND (2) COATS OF PAINT.
- EXISTING WINDOWS TO REMAIN UNLESS DAMAGED.
- EXISTING DOORS TO REMAIN UNLESS DAMAGED.
- EXISTING CABINETS AND COUNTERTOPS TO REMAIN.

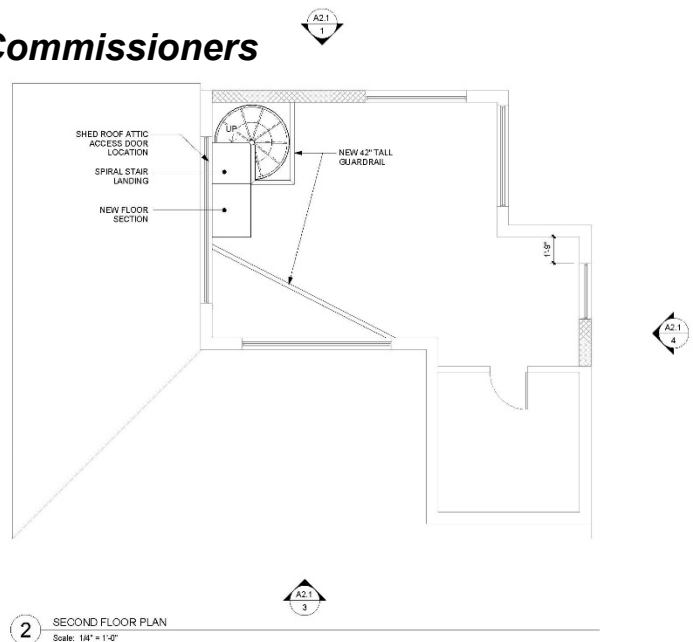
KEYNOTES

SCOPE OF WORK: ELECTRICAL

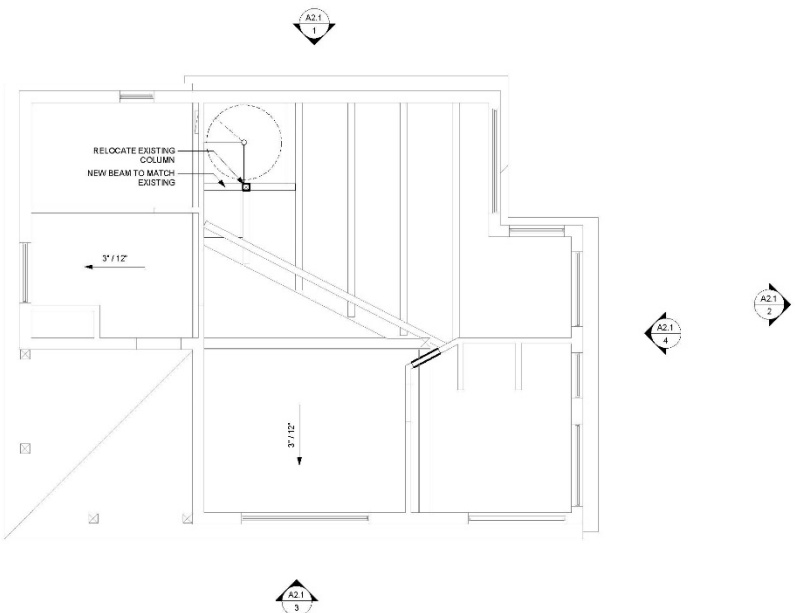
- NEW 200 AMP ELECTRICAL SERVICE, APPROXIMATELY 280 FEET UNDERGROUND PUC TO NEW METER PEDestal, W/EC TO INSTALL PRIMARY POWER OVERHEAD OR UNDERGROUND FROM EXISTING POLE.
- INSTALL NEW BREAKER PANEL AND BREAKERS IN UTILITY ROOM.
- REWIRE HOUSE AS NEEDED. VISIBLE WIRING HAS EXTENSIVE RODENT DAMAGE. SOME WIRING MAY BE USABLE BUT ASSUME COMPLETE REPLACEMENT OF BRANCH CIRCUITS. THIS WILL REQUIRE OPENINGS OF SHEETROCK IN MANY AREAS.
- NEW WIRING TO INCLUDE SMOKE DETECTION TO CODE. CIRCUITS FOR NEW WELL PUMP SYSTEM AND OTHER UTILITIES. GENERAL LIGHTING AND RECEPTACLES.
- INVESTIGATE "MYSTERY SWITCH" IN LIVING ROOM CURRENTLY CONNECTED TO WIRE UNDERGROUND. REWIRE AS NEEDED DEPENDING ON WHAT IT IS CONNECTED TO.
- PROVIDE NEW LED LIGHTING THROUGHOUT.

SCOPE OF WORK: PLUMBING / MECHANICAL

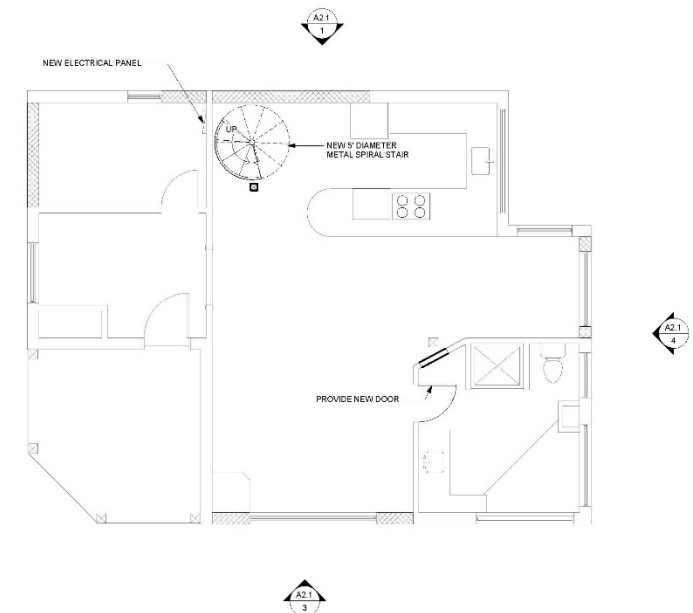
- TEST AND REPLACE AS NECESSARY DOMESTIC HOT AND COLD WATER INFRASTRUCTURE. ALL FIXTURES TO REMAIN ASSUMING THEY ARE IN GOOD WORKING CONDITION.
- CONNECT DOMESTIC WATER SUPPLY TO NEW PRESSURE TANK.
- INSTALL PROPANE FRED ON DEMAND WATER HEATER WITH MIXING VALVE.
- TEST AND REPLACE AS NECESSARY DWV SYSTEM. REPIPE KITCHEN SINK DRAINAGE, CHECK TUBS AND SHOWER TRAPS. REPIPE LAUNDRY.
- INSTALL PROPANE RINNAI 38K BTU WALL FURNACE AND DUCTING AS REQUIRED.
- REMOVE MOST OF EXISTING GAS INFRASTRUCTURE. TEST AND REPLACE AS NECESSARY LINES TO NEW PROPANE UNITS - WATER HEATER, RINNAI, RANGE (?)
- FINAL INSPECTION WITH FIRE MARSHAL.



2 SECOND FLOOR PLAN
Scale: 1/4" = 1'-0"



3 RCP - GROUND FLOOR
Scale: 1/4" = 1'-0"



1 GROUND FLOOR PLAN
Scale: 1/4" = 1'-0"

Budget – Project 6, Existing detached building (not technically an ADU due to size)

The cost provided is not a bid number, but rather a preliminary budgeting number intended to give you an idea of the order of magnitude of the cost of the project.

- Electrical Work (est. by Summit Electric) \$21,700.00
- Plumbing/Mechanical Work (est. by Moorbys) \$24,000.00
- General Construction Work n/a

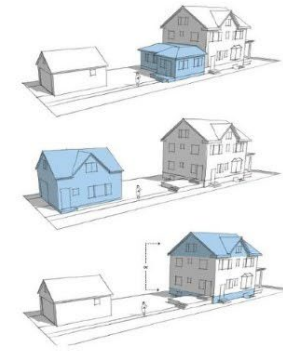
Total = \$45,700



2/11/25
Resources CVRPC provides: *Board of Commissioners*



Guide to Creating Accessory Dwelling Units



Other resources:

2/11/25

[Vermont Housing Improvement Program — Downstreet
VHIP 2.0 – ACCD Program Overview](#)

[All About Accessory Dwelling Units - AARP](#)

[Accessory Dwelling Units - ACCD](#)

[ADU VSHA](#)

Permit resources:



Water/Wastewater Permits:

[ANR: DEC – Permit Navigator](#)



Fire Safety:

[Department of Public Safety: Fire Safety Division – Central Office](#)



Residential Building Energy Standards:

[Energy Code Handbook](#)



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.
5. Designates the following location for posting minutes of the Board and all committees; and posting meeting recordings of Executive Committee and Board:
 - a. CVRPC website: www.centralvtplanning.org.

Adopted by the Board of Commissioners: February 11, 2025

Gerald D'Amico, Chair
CVRPC Board of Commissioners

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
 2 **BOARD OF COMMISSIONERS**
 3 **Draft MINUTES**
 4 **January 14, 2025**

5 **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 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 checked="" type="checkbox"/> Roxbury	Jerry D’Amico, Chair
<input checked="" 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 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 checked="" 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"/>	Mitch Osiecki, Alt.	<input type="checkbox"/> Woodbury	Michael Gray
<input checked="" type="checkbox"/> Montpelier	Mike Miller	<input checked="" type="checkbox"/> Worcester	Bill Arrand

6
7 Staff: Christian Meyer, Nancy Chartrand, Keith Cubbon, Eli Toohey

8 Guests: Stephen Whitaker, Montpelier resident

9
10 **Call to Order:** Chair D’Amico called the meeting to order at 6:30 pm, a roll call was completed, and a quorum
11 was present.

12 **Adjustments to the Agenda:** None

13 **Public Comments:** Stephen Whitaker of Montpelier shared his concerns related to the Montpelier Growth
 14 Center application and Municipal Plan. He requested discussion at a future meeting for the board to adopt a
 15 protocol on who is speaking for the Commission. Chair D’Amico stated staff is currently tasked with
 16 representing Board positions. John Brabant suggested Montpelier can work on their project and provide an
 17 early draft to the Board of Commissioners and Christian and staff can provide periodic updates. Mike Miller
 18 noted that he is the professional planner and staff representative on the Commission working for the City. He
 19 noted Steve does not agree with the way and order the process is proceeding. Information will be presented to
 20 the Commission, and he is having preliminary conversations with staff. He has not represented that the Board
 21 has approved anything yet. Montpelier will be bringing information to the Board when it is ready and it appears
 22 current direction is appropriate and the Commission should be comfortable with the process and what is being
 23 put together.

1 **Nominating Committee Appointments:** Chair D’Amico reviewed the information that was provided in the
2 meeting packet and opened the floor to additional nominations for the FY26 Nominating Committee – none
3 were heard and nominations were closed.

4
5 *John Brabant moved to approve the recommended slate of Alice Peal, Don La Haye, and Peter Carbee for the*
6 *FY26 Nominating Committee, seconded by Lee Cattaneo. Motion passed unanimously.*

7
8 **Open Meeting Law Resolution:** *Peter Carbee moved to adopt and have the Chair sign the Open Meeting Law*
9 *Resolution, seconded by David Stapleton. Discussion included comments on the Transportation Advisory and*
10 *Regional Plan Committees. It was also suggested that we need to include details related to required recordings*
11 *of Executive Committee & Board meetings. An amendment to the motion was suggested to include “with the*
12 *understanding that it will be amended to include recording information as needed.” Peter and David agreed to*
13 *the amendment. Vote called and motion passed unanimously.*

14
15 A revision of the resolution, as needed, will be addressed at the February meeting.

16
17 **Regional Plan Update - Infrastructure:** Christian Meyer advised we will be discussing the Infrastructure
18 chapter which has been brought before Regional Plan Committee, comments received and updates made. Staff
19 will review the goals and strategies to point out areas where there are proposed changes from the previous plan
20 and why those changes are being considered. Eli Toohey and Keith Cubbon provided a presentation (available
21 on website). There was discussion on why the Infrastructure chapter has been updated to be the Utilities,
22 Facilities and Services chapter and where information was combined and/or added to other chapters. Language
23 was also changed to clarify goals and strategies. A timeline has not currently been established, strategy is being
24 laid out for getting all chapters into final draft stage.

25 John Brabant suggested we have language in the plan that deals with the PFAs. It was also noted that there may
26 need to be clarification in the reference to biosolids (Class A and/or B). Chair D’Amico requested John Brabant
27 work with Keith on this. Alice Peal also made note that it would be coming back before the Regional Plan
28 Committee.

29 Lee Cattaneo urged caution in changing language around shall and should. Christian advised that the Regional
30 Plan Committee is going to work through the goals to determine where shall and should be utilized.

31 Alice Peal advised the Regional Plan Committee is now working twice per month on the Regional Plan and in
32 many cases each chapter will have two meetings of review. Christian noted we want to find a platform to allow
33 commissioners to provide feedback on goals themselves to find balance.

34 It was clarified that public health is included in the Utilities, Facilities and Services chapter. There was also
35 discussion related to communication towers and also flexibility in inter-utility connections where there will be
36 beneficial impact to consumers and the environment.

37 The crosswalk of the chapter was briefly reviewed and it was noted that the crosswalk will be shared with all
38 commissioners in the near future to obtain additional comment.

39 John Brabant shared the following in the chat for additional info on PFAs - Milorganite and PFAS story from local
40 Milwaukee Journal Sentinel: [https://www.jsonline.com/story/news/local/wisconsin/2021/06/07/milorganite-](https://www.jsonline.com/story/news/local/wisconsin/2021/06/07/milorganite-fertilizer-what-you-should-know-forever-chemicals-pfas-pfos/7491610002/)
41 [fertilizer-what-you-should-know-forever-chemicals-pfas-pfos/7491610002/](https://www.jsonline.com/story/news/local/wisconsin/2021/06/07/milorganite-fertilizer-what-you-should-know-forever-chemicals-pfas-pfos/7491610002/)

1 **Public Works Mutual Aid Agreement:** it was noted that this information was introduced to the Board
2 previously. Our role is as host and it was noted we are allowed to host this type of agreement under our Bylaws.
3 It is an administrative in function which should have a beneficial impact on our municipalities.

4 *Paula Emery moved to approve the Public Works Mutual Aid Agreement, seconded by Alice Farrell.* There was
5 discussion on how the information will be rolled out to municipalities and those doing the work, and concern it
6 will be a shelf item and those with boots on the ground will not be aware of it. It was noted it will be advocated
7 at the road foreman level through our transportation program and it was suggested there needs to be a visual
8 that municipalities can post on-site. Vote was called and *motion passed unanimously.*

9 **Minutes – (12/10/24 & 12/30/24):** *Peter Carbee moved to pass the consent agenda minutes, seconded by*
10 *John Brabant. Motion passed unanimously.*

11
12 **Reports:** Christian Meyer provided a very brief overview of the information provided in the meeting packet.
13 Chair D’Amico noted the most important task is the Regional Plan in the coming year and the importance for
14 Board to provide feedback and attend meetings.

15 Eli Toohey advised the Board of the opening of Municipal Planning Grants on January 27th, \$30,000/town or
16 \$45,000 for consortium of towns. Grants are for municipal plans, climate resilience and flood recovery projects,
17 housing projects, capital programs/budgets. She will be sending info out to all the towns regarding this funding.

18 Paula Emery noted that on February 8th Plainfield is holding a community design event that may be of interest to
19 commissioners. It is scheduled for 10:00 am at the Opera House.

20 *Doug Greason moved to accept the Staff and Committee reports, seconded by David Stapleton. Motion passed*
21 *unanimously.*

22 **Commissioner Round Table:** John made note of the devastation done to Brook Road in Plainfield as a result of
23 the July flood. Paula Emery noted the federal government states they are going to rebuild it.
24 Chair D’Amico advised that all municipalities are required to do ethics training annually and suggested individual
25 commissioners view the 45 minute video put together by VLCT. Nancy will share the link to the video with
26 members.

27
28 **Adjournment:** *Don La Haye moved to adjourn at 7:57 pm; seconded by David Stapleton. Motion passed*
29 *unanimously.*

30

31 Respectfully submitted,

32 Nancy Chartrand, Office Manager

Central Vermont Regional Planning Commission Committee & Appointed Representative Reports, January 2025

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

EXECUTIVE COMMITTEE (Monday of week prior to Commission meeting; 4pm) [2/3/2025]

- Accepted the December 2024 unaudited financials.
- Reviewed Executive Director evaluation process and assigned Jerry D’Amico as lead.
- Moved to the allocation of up to \$7,500 in town dues as matching funds for a Better Connections Grant to conduct a Regional Low Stress Multi Use Network Analysis.

NOMINATING COMMITTEE (February - April; scheduled by Committee)

- Scheduled to meet February 13, 2025.

PROJECT REVIEW COMMITTEE (4th Thursday, 4pm)

- Discussed the committee’s authority and responsibilities in Act 250 and Act 248 and 248a applications.
- Discussed amending the Substantial Regional Impact (SRI) guidelines and definition.
- Heard updates on recent Section 248 and 248a applications.

REGIONAL PLAN COMMITTEE (1st Tuesday, 4pm) – (1/21/25)

- Staff reviewed with committee Energy chapter decision points.
- Next meetings scheduled for 2/4/25 and 2/18/25
- The 1/7/25 meeting was cancelled

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

- Did not meet

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

- Committee moved to have recommend that Executive Committee approve use of town dues as matching funds for a Better Connections grant to identify and analyze a regional low-stress active transport network and produce a publicly available data tool.
- Next meeting scheduled for 2/25/2025

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

- Hosted 9 January 2025 meeting.
 - Meeting topic: *Community Wastewater Management Assistance*
 - Guest speakers:
 - Cristin Ashmankas: Compliance, Outreach, Operations, and Logistics Program Manager
 - Ashley Hellman: Environmental Analyst and ARPA Pretreatment Initiative Lead
 - Lynnette Claudon: PE, Chief Pollution Control Design Engineer & Planning Advance Program Lead
 - Next meeting: 13 March 2025. Meeting topic: *Wetlands Mapping and Reclassification*

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

- Brownfield Advisory Committee did not meet in January.
- Next meeting scheduled for February 2, 2025

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

- No meeting this month.
- Next meeting scheduled for 20 February 2025

VERMONT ASSOCIATION OF PLANNING & DEVELOPMENT AGENCIES (VAPDA)

- VAPDA met with associates to discuss ongoing planning initiatives across state agencies.
- NADO gave an update to the committee on the progress on the RPC network analysis. A first draft will be available in February.

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:

- To discuss urban service reductions
- Approved capital budget
- Review the legislative report
- And approve the work program

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, January 2025 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:

- Marshfield – attended public meeting with residents and developer of proposed telecom tower, provided technical assistance to town staff during Section 248a permitting process (Will)
- Moretown:
 - Met with proponents of new trail network and discussed CVRPC assistance and external funding opportunities (Brian, Eli).
 - Corresponded with municipal representative regarding interim Act 250 exemption status for designated Village Center and surrounding area and municipality-wide Act 250 jurisdictional threshold (Niki, Christian, Will).
- Wrightsville Beach Recreation District – hosted January Board meeting to discuss FY25 budget and per capita municipal rates (Lincoln).
- Montpelier - Submitted letter of support for VT Urban Forestry Community Tree Planting Grant Application (Lincoln).
- Berlin – Provided Zoning Administrator with Regional Plan goals that support their Recreation Trails Program grant application for a new scenic overlook.
- Orange – Met with Planning Commission and Select Board to review Act 181 criteria and future land use planning, and to hold a statutory planning consultation for their town plan update (Niki).
- East Montpelier – Met with Planning Commission to hold a statutory planning consultation for their town plan update, and to discuss housing and future land use planning (Niki).
- Northfield – Participated in the Transit-oriented development (TOD) planning, via the TOD RAISE grant, for the consultant-led Community Design Charette Workshop (Niki, Reuben).
- Attended FY25 Municipal Planning Grant-online grants management training (Niki, Eli).
- Plainfield - Met with Plainfield Grants Committee to discuss Municipal Planning Grant Application projects. (Eli)
- East Montpelier - Met with Planning Commission members to discuss housing and economic development projects for Municipal Planning Grant application. (Eli)

Regional Planning and Implementation:

- Participated in VT Trails and Greenway Council Trail Accessibility Hub Summit - speaker and breakout sessions focused on work completed so far and resources still needed to amplify the impact of the Trails Accessibility Hub project (Lincoln).
- Participated in Building Resilience in Rural Communities Speaker Series: "Regional Planning and Leveraging Nature as Climate Infrastructure" (Lincoln).
- Attended Act 181 Regional Planning Commission working group (Brian).
- Attended the 2025 Omnibus Housing Bill Public Town Hall (Niki, Eli).

- Housing Targets Methodology work (Niki, Eli, Pamela)
- Attended first meeting of newly-formed VT Land Use Review Board (Will, Niki, Pamela)
- Reviewed definitions of Substantial Regional Impact from previous CVRPC documents and other RPCs, continued editing new draft definition for Board consideration with Project Review Committee and staff input (Will, Sam)
- Reviewed incoming Act 250, Section 248, and Section 248a permit applications for conformance with the Regional Plan (Sam, Will)
- Met with VT Department of Health on Community Resilience Hub work and developing Central VT hubs (Sam)

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

- Participated in EDD Annual Meeting (Eli)
- Drafted [Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation \(PROTECT\) Grant](#). (Eli)
- Northern Borders Regional Commission LDD work with Barre City (Prospect Heights). (Eli)

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

- Procurement and contract development for Phase II Supplemental, 173 South Main Street Barre (Quality Inn), Housing project. (Eli)
- Procurement and contract development for CAP, 300-302 Berlin Rd. (CVSWMD). (Eli)
- Participated in Brownfield Redevelopment and TAB Services webinar. (Eli)

EMERGENCY MANAGEMENT & HAZARD MITIGATION

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

Local/Regional Planning:

- Local hazard mitigation planning:
 - East Montpelier – continued work drafting of LHMP.
 - Middlesex – received FEMA’s final approval of LHMP.
 - Berlin – Held hazard review meeting for Berlin LHMP.
 - Warren-Held kick-off and hazard review meeting with town for LHMP. (Keith & Lincoln)
 - Worcester – Corresponded with Worcester Hazard Mitigation Planning Team to address Vermont Emergency Management’s required revisions.
- Plainfield – Hosted Great Brook Roundtable, a gathering of municipal leaders, watershed organizations, state agencies and state representatives to discuss municipal priorities for flood recovery, opportunities for learning and collaboration, and planning next steps for implementation. (Lincoln, Keith, Brian)
- Provided technical assistance on the application for the Hazard Mitigation Grant in Montpelier and Barre City.
- Attended Winooski Flood Resilience partners meeting (Keith, Brian).
- Attended Water Resources Institute Water Connects panel on flood hazard mitigation (Brian).
- Participated in THRIVE-Emergency Preparedness and Crisis Response meeting (Keith, Sam)
- Continued assistance with Capital Fire Mutual Aid to find funding for communications upgrades
- Emergency Watershed Protection Program
 - Reviewed FY24 program documents to prepare to assist Middlesex, Plainfield and Woodbury with program administration.
 - Middlesex (Lincoln & Brian):
 - Corresponded with engineer and contractor regarding final invoicing and inspection of completed construction.
 - Submitted Reimbursement Request #5 to the Natural Resources Conservation Service.
 - Met with the Selectboard to discuss municipal participation in the 2024 program (Brian).

- Plainfield (Brian):
 - Communicated with Grant Administrator regarding municipal participation.
 - Attended Selectboard meeting to discuss program administration and past experience with this program.
- Woodbury (Brian):
 - Communicated with Planning Commission representative regarding municipal participation.
 - Attended Selectboard meeting to discuss program administration and past experience with this program.

TRANSPORTATION

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

Field Services:

- Initiated recruitment for summer interns to perform field services and scheduled interviews (Keith)

Public Transit:

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

Municipal Assistance:

- Assisted Waitsfield and Cabot in developing application to Rural and Tribal assistance pilot program regarding Meadow Road and Route 215 Bridges for design work for replacement.
- Met with town to align needs and budget for inventorying Middlesex roads and culverts for 5-year plan for Municipal Planning Grant application.
- Identified transport data sources/provide data for Moretown Town Plan update
- Provided Letter of Support for Montpelier's BUILD Grant application

Regional Activities:

- Provided information to Municipal Roads General Permit director on town impacts from flooding and Road Erosion Inventory status of towns (Keith)
- Held Transportation Advisory Meeting (Reuben & Keith)
- Participated in Vermont Aviation Advisory Council meeting (Reuben)
- Submitted materials and participated in pre-application interview for Better Connections Grant proposal to create a regional low-stress active transport network analysis and data tool (Reuben)

NATURAL RESOURCES

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

Tactical Basin Planning Assistance:

- Hosted January Clean Water Advisory Committee meeting on *Community Wastewater Management Assistance*
 - Panel speakers:
 - Cristin Ashmankas: Compliance, Outreach, Operations, and Logistics Program Manager
 - Ashley Hellman: Environmental Analyst and ARPA Pretreatment Initiative Lead
 - Lynnette Claudon: PE, Chief Pollution Control Design Engineer & Planning Advance Program Lead
- Collaborated with Friends of the Mad River, Yestermorrow Design / Build School, and the Department of Environmental Conservation to plan and promote a Wastewater Workshop for the Mad River Valley (27 March 2025):

- Workshop Description: Discover how on-site 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.
- Participated in the Department of Environmental Conservation Floodplain Drop-in meeting: *The Potential of Vermont's Landscape to Attenuate Floods and Enhance Flood Resilience*

Clean Water Service Provider (CWSP):

- Developed budget tracking template for awarded projects.
- Prioritized Basin Planner's list of adoptable riparian buffer planting and stormwater mitigation projects and prepared for outreach to regional partners regarding Winooski River Basin Clean Water Service Provider strategy for adopting previously implemented projects.
- Winooski River Basin Water Quality Council: The Council did not meet this month.
- Subgrant administration
 - Received project deliverables from Friends of the Winooski River Strategic Wood Addition Final Design project. Reviewed deliverables and requested additional information from Friends of the Winooski and feedback from Department of Environmental Conservation staff.
- Met / corresponded with the following regional partners:
 - Bear Creek Environmental: discussed Sabin Pond Lake Watershed Action Plan and provided CWSP pre-qualification materials.
 - 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 insurance requirements for subgrantees.
 - JustWater & FluidState Consulting: requested more information regarding LakeWise Project Development work on Sabin/Nelson ponds to inform funding eligibility.
 - North Branch Nature Center: discussed promotion of CWSP program.
 - Winooski Natural Resources Conservation District:
 - Discussed project eligibility and status of gully stabilization projects on Nelson and Sabin Ponds.
 - Provided Project Manager with templates for project proposals and Request for Proposals.
 - Discussed funding for Rouleau Dam Removal implementation with the Department of Environmental Conservation.
 - Met with Clean Water Service Provider Network to discuss:
 - Phosphorous crediting for riparian buffer planting projects.
 - Private Road Project Development.
- Attended the following UVM & Lake Champlain Basin Program Research Presentations:
 - Water Resources Institute Water Connects panel on flood hazard mitigation (Brian).
- Participated in the following Department of Environmental Conservation meetings and trainings:
 - Clean Water Service Provider Check-in:
 - Discussed the Draft DEC Clean Water Action Plan, Functioning Floodplain Initiative phosphorous crediting methodology, new reporting requirements and Operation & Maintenance budgets.
 - Winooski River Basin Planner:
 - Discussed eligibility determination of potential Formula Grant projects.

- Functioning Floodplain Initiative Updates Training on interface and methodology changes with Stone Environmental staff.
- CWSP only check-in with presentation from Northwest Regional Planning Commission on Private Road Project Development.
- Clean Water Conversation: "Clean Water Initiative Program 2024 Performance Report".

FEMA Map & Flood Bylaw Updates:

- Corresponded with the Duxbury Zoning Administrator and Regional Floodplain Manager regarding the timeline for Flood Hazard bylaw updates and Flood Safety Act 121 implementation.

Water Quality Restoration Projects:

- Berlin (Riparian Buffer Planting and Culvert Replacement Project Development):
 - Hosted project kick-off meeting with Fitzgerald Environmental Associates to confirm project expectations and work plan.
 - Conducted outreach to landowners interested in hosting a project on their property. The landowners were identified by the Berlin Conservation Commission.
 - Submitted list of 17 potential riparian buffer plantings and 10 culvert replacement projects to the Winooski River Basin Planner for review.
 - Collaborated with state and local watershed partners to review riparian buffer planting opportunities along the Dog River.
- Waitsfield (Floodplain Restoration Project Development):
 - Reviewed engineering proposals and selected an engineering consultant to assist with project development activities.

Stormwater Projects:

- Marshfield Road Gully Stabilization and Culvert Replacement (Calais):
 - Corresponded with Watershed Consulting Associates, Department of Environmental Conservation, and landowner regarding culvert replacement.
- Upper Winooski Stormwater Implementation (Calais):
 - Received five (5) bids for construction services. Evaluated bids with engineering consultant and Town staff. Consulted references for low-cost bidder. Contacted firm to notify our intent to move forward with a contract.
 - Spoke with Department of Environmental Conservation and Engineering Consultant regarding delays in contracting and implementation due to uncertainty with the federal budget.
- Barre City Auditorium & Ice Rink Stormwater Final Design:
 - Still waiting for confirmation of Stormwater General Permit approval before this project can be closed out.

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. Conducted outreach and provided recommendations and answered questions on next steps, requirements, Energy Conservation Measures, prioritization, etc.) to selectboards, municipal staff, and energy coordinators

- Conducted outreach with towns and attended Building & General Services and VT Department of Historic Preservation webinar on implementation of MERP projects and review process.
- Prepared hardship cases for 7 participating towns

VDH Hot Weather Preparedness

- Followed-up with Marshfield, Barre City, Calais, East Montpelier, Montpelier, Duxbury, Berlin, Worcester, Roxbury, and Cabot on developing Extreme Temperature Preparedness Plans (amendments to LEMPs)

Municipal Planning and Implementation

- Follow-up on ongoing municipal project/planning support:
 - East Montpelier, Waterbury, Calais, Worcester, and Moretown enhanced energy planning
 - Attended Northfield Energy Committee meeting and provided funding and technical resources for Thermal Energy Network project technical assistance, scoping & design, and construction; facilitated conversations with town staff. Provided resources and next steps support for specific pilot projects
 - Plainfield coordination across MERP and village extension projects, RBES, and TENs initiatives.
- Attended Montpelier Energy Action Committee meeting and provided recommendations on potential foci for upcoming work including intersection of energy and resilience&recovery, community-focused campaigns (weatherization, fuel switching, etc.), 2050 phase II of Net Zero plan, etc.

Climate Pollution Reduction Grant:

- Reviewed additional forest analysis addition to regional enhanced energy plan update and coordinated methodology questions with other RPCs, PSD, and Climate Action Office.
- Provided guidance and technical assistance to Worcester planning commission working group on enhanced energy plan development.
- Provided logistical support for Climate Action Plan Public Engagement session.

Regional Energy Planning and Implementation

- Reviewed incoming projects and responded to Section 248 inquiries; updated GMP interconnection process; began review of Waterbury line and Berlin Williams St projects for upcoming hearings 248 hearings.
- Provided graphics and analyses feedback to Energy Action Network for next Annual Report on Emissions
- Reviewed Act 179 report: Recommendations for a successor grout net-metering report and coordinated with other RPCs to articulate impacts to municipal generation projects (including those in development& funding via MERP) as well as affordable housing and other local community-offtaker projects.
- Wrapped up Municipal Climate Vulnerability Indicator Tool Grant and provided next step recommendations.
- Attended USDA REAP funding rural small-scale hydropower energy projects workshop.
- Participated in Efficiency VT partner working group focused on heat pumps (technical issues, customer survey results regarding perceptions, barriers, and use, etc.).

Regional Plan 2025 update:

- Worked with Efficiency Vermont to correct annual data report error.
- Worked with VELCO and Public Service Department (PSD) to integrate updated 2024 Long Range Transmission Plan into Generation Scenario Tool (and analyses behind incremental renewable energy generation targets); on developing work product scope to assess potential grid benefits of community-scale thermal infrastructure.

- Reviewed CVRPC custom high efficiency cord wood stove targets, incremental renewable energy target & distribution across technology types, siting, and mapping analyses with Regional Plan Review Committee for direction on key inputs and feedback on overall approach.
- Reviewed Climate Threads approach outline (Sam, Brian).

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

Energy Efficiency & Conservation Block Grant:

- Awarded \$77,100 to purchase small mobile solar generators for use at municipal buildings in Washington County (formula grant) which will serve to offset a portion of electric demand during blue-sky conditions while towns implement weatherization & fuel-switching projects with the co-benefit of acting as a mobile source of back-up power during outages.

GIS – Geographic Information System Mapping

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

- Capital Fire Mutual Aid: prepared map of existing and planned communication tower sites in the region.
- East Montpelier: developed template for Local Hazard Mitigation Maps.
- Enterprise Geospatial Consortium: offered input on the draft Vermont Imagery Plan (2025 – 2030)
- Middlesex: communicated with Listers to provide guidance on the information required to update parcel boundaries.
- Montpelier: provided a Natural Resources Inventory map to City staff.
- Plainfield: prepared draft zoning district boundary updates and shared with the Planning Commission; developed map displaying critical resources and hazard areas along the Great Brook.
- VAPDA: met with Regional Planning Commission GIS users to discuss data access & processing and the development of the regional Future Land Use map.
- Waterbury: created a SharePoint site as a collaboration space for developing maps for Town Plan updates.
- Woodbury: provided consultant with digital data to support parcel boundary map updates.

OFFICE & ANNOUNCEMENTS

Office:

- Initiated recruitment for 2025 planning technician interns
- Distributed ethics training information to all commissioners
- Updated Open Meeting Law Resolution and posted to website
- Provided staff support to FY26 Nominating Committee

Upcoming Meetings:

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

February

Feb 3	4 pm	Executive Committee Meeting
Feb 4	4 pm	Regional Plan Committee

Feb 11	6:30 pm	Board of Commissioners
Feb 13	4 pm	Nominating Committee
Feb 17		Office Closed – Holiday
Feb 20	10 am	Brownfields Advisory Committee
Feb 20	1 pm	Winooski River Basin Water Quality Council
Feb 20	4 pm	Regional Plan Committee
Feb 25	6:30 pm	Transportation Advisory Committee
Feb 27	4 pm	Project Review Committee

March

Mar 3	4 pm	Executive Committee Meeting
Mar 4	4 pm	Regional Plan Committee
Mar 11	4 pm	Clean Water Advisory Committee
Mar 11	6:30 pm	Board of Commissioners
Mar 18	4 pm	Regional Plan Committee
Mar 20	10 am	Brownfields Advisory Committee
Mar 20	1 pm	Winooski River Basin Water Quality Council
Mar 25	6:30 pm	Transportation Advisory Committee
Mar 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.

[January 3rd](#)

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

[January 17th](#)

- Report of Act 181 Affordable Housing Study
- Recruiting Planning Technicians for 2025 Spring/Summer Season
- HUD Citizen Survey
- Affordable Housing Survey
- WNRCD Locally Led Survey
- FMR Watershed Project Coordinator
- Emergency Preparedness Kit Workshop
- [VLCT Publishes Funding Opportunities for Trails, Paths & Sidewalks](#)
- [Opportunities for Trails, Paths & Sidewalks](#)

[January 24th](#)

- Municipal Planning Grants Open January 27th
- Building Resilience in Rural Communities
- 2025 NBRC Funding Opportunities
- AARP Community Challenge Grants
- Water Connects: *Dialogues on Applied Water Research Across Sectors*
- New Regional Housing Targets and Housing Data Dashboard

[January 31](#)

- Learn About Cap-and-Invest Study Findings
- Regional Plan Update
- VEM - Mobilizing Faith-Based Community Organizations in Preparing for Disaster.
- Call for Ranking Committee Members: Land and Water Conservation Fund Grants
- Downstreet Housing News