



BOARD OF COMMISSIONERS

July 8, 2025 - 6:30 pm

Physical Location - 29 Main Street, Suite 4, Montpelier VT

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>

Page **AGENDA**

6:30² Introductions

Adjustments to the Agenda

Public Comments

6:45 Montpelier City Plan – Conditional Approval & Confirmation of Planning Process (potential action - enclosed)³

7:10 FY26 Budget and Work Plan (enclosed)

7:25 Hot Weather Emergency Planning Staff Presentation *Work funded by Vermont Dept. Of Health* (enclosed)

7:40 Discussion of a Meeting Recordings Policy(enclosed)

7:50 Accept Meeting Minutes 6/10/25 (action - enclosed) ³

7:55 Reports (action - enclosed)³ - Staff and Committee Reports

8:05 Commissioner Roundtable

8:15 Adjourn

Next Meeting: *September 9, 2025*

¹ Persons with disabilities who require assistance or alternate arrangements to participate in are encouraged us at 802-229-1015 or cvrpc@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.

Une assistance linguistique gratuite est disponible pour accéder à tous les programmes



MEMO

Date: July 3, 2025

To: CVRPC Board of Commissioners

From: Niki Sabado on behalf of Municipal Plan Review Committee

Re: Conditional Approval of the *Montpelier City Plan 2025* and Confirmation of Planning Process

⊗ **ACTIONS REQUESTED:** Dependent on the recommendations provided by the Municipal Plan Review Committee, consider taking the following actions.

- 1) **Approval of the Montpelier City Plan 2025, conditioned on Montpelier City Council adoption of the Montpelier City Plan 2025 with no major changes.**
- 2) **Confirm the planning process of the City of Montpelier, conditioned on Montpelier City Council adoption of the Montpelier City Plan 2025 with no major changes.**
- 3) **Adopt the resolution documenting the Montpelier City Plan approval and planning process confirmation by CVRPC, conditioned on Montpelier City Council adoption of the Montpelier City Plan 2025 with no major changes.**

Prior to the Board of Commissioners meeting on July 8, 2025, the Municipal Plan Review Committee (MPRC) will hold a hearing to consider approval of the Draft *Montpelier City Plan 2025* (Plan) and to consider confirmation of Montpelier's planning process.

The Montpelier City Council is scheduled to meet July 9th, 2025, to vote on adopting the Plan. The City preemptively requested approval of their plan and planning process to provide assurances that the plan, as currently drafted, contains all state planning elements and that the City is engaging in a planning process that will further state planning goals.

The Municipal Plan Review Committee will consider if the Draft *Montpelier City Plan 2025* is:

- consistent with the State goals established in section 24 VSA §4302;
- compatible with the Central Vermont Regional Plan;
- compatible with approved plans of other municipalities in the region; and
- contains all the elements included in section 24 VSA § 4382.

Based the above state criteria, the Committee will provide an update and recommendation to the Board regarding conditional approval of the Plan.

The Committee will also consider the Town's planning efforts and provide an update and recommendation to the Board regarding confirmation of the Town's planning process as noted in the draft resolution provided to the Board.

The plan is available for review as a web based plan: <https://montpelier-city-plan-segroup.hub.arcgis.com/>

Or as a single document: <https://www.montpelier-vt.org/DocumentCenter/View/11957/City-Plan-2025--Complete-Archival?bidId=>



RESOLUTION 2025-03

Whereas Title 24, VSA, Section §4350 requires that regional planning commissions, after public notice, shall review the planning process of member municipalities and shall so confirm when a municipality:

1. is engaged in a continuing planning process that, within a reasonable time, will result in a plan that is consistent with the goals contained in 24 V.S.A. § 4302;
2. is engaged in a process to implement its municipal plan, consistent with the program for implementation required under 24 V.S.A. § 4382; and
3. is maintaining its efforts to provide local funds for municipal and regional planning purposes;

Whereas as part of the consultation process, a regional planning commission shall consider whether a municipality has adopted a plan;

Whereas a regional planning commission shall review and approve plans of its member municipalities, when approval is requested and warranted, and a commission shall approve a plan if it finds that the plan:

1. is consistent with the goals established in 24 V.S.A. § 4302;
2. is compatible with its regional plan;
3. is compatible with approved plans of other municipalities in the region; and
4. contains all the elements included in 24 V.S.A. § 4382(a)(1)-(12);

Whereas the City of Montpelier prepared a municipal plan in accordance with 24 V.S.A Chapter 117;

Whereas the Central Vermont Regional Planning Commission concluded that the *Montpelier City Plan 2025* meets the requirements for approval; now, therefore, be it

Resolved, that the Central Vermont Regional Planning Commission:

1. approves the *Montpelier City Plan 2025*, adopted July 9, 2025; and
2. consulted with and confirms the planning process of the City of Montpelier.

Under 24 V.S.A. § 4350, when an adopted municipal plan expires, its approval and confirmation of the municipality's planning process also expire. Recommendations made by the Central Vermont Regional Planning Commission are attached and should be considered when developing the next municipal plan.

A municipality that has adopted a plan may define and regulate land development in any manner that the municipality establishes in its bylaws, provided those bylaws are in conformance with the plan and are adopted for the purposes set forth in 24 V.S.A. § 4302.

ADOPTED by the Central Vermont Regional Planning Commission on July 8, 2025

Peter Carbee, Chair



MEMO

Date: July 2, 2025
To: Board of Commissioners
From: Christian Meyer, Executive Director
Re: FY26 Budget & Work Plan

✉ **ACTION REQUESTED:** Discussion

Setting

The FY26 budget continues and builds upon our core programs from FY25. Funding and work programs with our major state partners have not been drastically adjusted nor have our annual contracts been substantially revised. The largest change to our programming and budget is the addition of additional capacity and funding for our brownfields program through two EPA grants.

As in other years, this budget and work plan is marked by some programs winding down while new programs are launched. This year CVRPC will be working with three central Vermont communities to deliver planning work funded through state Municipal Planning Grants. At the same time, CVRPC has wrapped up construction work with the town of Calais and is also expecting a decrease in the number of possible LHMPs proposals. Major programs like the Clean Water Service Provider (CWSP) are now established and producing a regular volume of new projects.

Staffing in FY26 will include 13 employees comprising 12.5 Full Time Equivalent Positions Executive Director

- Executive Director
- Finance Manager (1/2 time)
- Office Manager (3/4 time)
- Natural Resources Program Manager
- Natural Resources Planner
- Energy and Climate Planner
- Transportation Senior Planner
- Community Development and GIS Planner
- Emergency Management and Transportation Planner
- Four Community Development/Land Use Planners
- Municipal Fellow

Work Program

The FY 26 Work Program follows many of the themes of previous work plans. The forthcoming fiscal year will be distinguished with substantial staff time being committed public outreach associated with the regional plan,

work to set up new brownfields programs, and flood recovery continues to impact our work, specifically around municipal engagement in federal disaster recovery grants. Finally, staff will be heavily engaged in developing a safety action plan with federal highway funding.

Summary

Funding is stable into FY26. CVRPC is continuing the work it began in previous years. CVRPC is nearly fully staffed with only one full time position to be filled, allowing us to provide a full suite of services and technical assistance to our member municipalities.

Central Vermont Regional Planning Commission

FY26 Budget Summary

Adopted by the Executive Committee:

June 30, 2025

6/30/25

Jerry D'Amico, Chair

Acct		FY24	FY25	FY26	%		
Row	No.	Revenue	Audited	3/3/2025	Proposed	Change	Notes
10	4100	Regional Planning Funds (ACCD)	626,342	826,635	767,832	-7.1%	
11	4200	Community Development	163,073	199,800	739,991	270.4%	New EPA Brownfields Grants
12	4300	Fee for Services	9,744	8,350	8,400	0.6%	
13	4400	Municipal Contracts	87,052	51,002	70,921	39.1%	Three new municipal grants for CVRPC support
14	4500	Natural Resources	545,859	982,073	730,910	-25.6%	Close of construction work
15	4600	Public Safety	95,836	93,053	46,538	-50.0%	Decrease in LHMPs and reduced FEMA funding opportunities
16	4700	Town Dues	86,985	86,985	90,255	3.8%	
17	4800	Transportation	175,128	418,651	500,525	19.6%	USDOT Safety Planning Grant
18	4900	Other Income	21,843	30,372	27,562	-9.3%	
19		Total Revenue	1,811,861	2,696,921	2,982,935	10.6%	
21 Personnel Costs							
22	5001	Salaries	542,523	744,611	875,014	17.5%	
23	5100	Fringes	221,803	294,512	338,095	14.8%	
24		Total Personnel Costs	764,326	1,039,123	1,213,109	16.7%	
26 Contractual & Professional Services							
27	5315	Consultants	513,241	1,041,328	1,280,645	23.0%	
28	5201	Accounting	60,000	60,000	76,000	26.7%	
29	5202	Audit	18,400	18,900	33,000	74.6%	
30	5203	IT/Computer	33,750	18,632	20,000	7.3%	
31	5204	Legal	617	3,500	4,000	14.3%	
32	5200	Other	1,135	300	397	32.3%	
33		Total Contractual & Professional Services	627,143	1,142,660	1,414,042	23.7%	
35 Operating Costs							
36	5303	Advertising	2,220	3,600	1,239	-65.6%	
37	5325	Copy	2,917	2,800	3,508	25.3%	
38	5330	Supplies	23,679	31,748	27,108	-14.6%	
39	5344	Insurance	5,225	5,257	5,225	-0.6%	
40	5350	Meetings / Programs	4,775	13,070	14,700	12.5%	
41	5355	Postage	1,216	800	800	0.0%	
42	5360	Dues / Membership / Sponsorships	7,620	18,845	7,888	-58.1%	
43	5370	Office Occupancy	30,002	30,002	30,003	0.0%	Rent & Cleaner minus Lease Interest

44	5375	Software / Licenses / IT Subscriptions	6,063	7,858	7,233	-8.0%	
45	5385	Telephone / Internet	7,569	7,720	7,541	-2.3%	
46	5390	Travel	5,357	21,901	28,000	27.8%	
47	5990	Interest Expense	15,566	15,566	15,565	0.0%	Per GASB 87 office lease interest
48	5339	Gifts	133	350	250	-28.6%	
49	5380	Fees	293	130	178	36.9%	
50	5999	Miscellaneous	21	100	150	50.0%	
51	5320	Depreciation	2,912	2,500	1,125	-55.0%	Depreciation on equipment and improvements
52		Total Operating Costs	115,569	162,247	150,512	-7%	
54		Total Expenditures	\$1,507,037	\$2,344,030	\$2,777,662	18%	
56		Net	\$304,824	\$352,891	\$205,273	-42%	



Fiscal Year 2026 Work Plan

Effective July 1, 2025 – June 30, 2026

Adopted: 06/30/2025

Introduction to CVRPC

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

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

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

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

Our Work

REGIONAL PLANNING

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

engagement. A major element of this work will be engaging with municipalities on a new regional Future Land Use Area map and municipal housing targets.

CVRPC's statutory duties include participating in Act 250 and Section 248 project review, completing approvals of municipal plans when requested by a municipality, consulting with municipalities about implementation of their plans and CVRPC services, and making determinations of compliance regarding municipal plans and State energy goals. By participating in regulatory processes, CVRPC aims to shape development and to support municipal and regional conservation and development goals. Municipal plan review and approval includes verifying that a municipal plan addresses all plan elements and State goals required by statute. Regional approval of municipal plans is required for eligibility for certain State grants. Determinations of energy compliance verify that municipalities are working to meet Vermont's energy goals and provides a municipality with substantial deference in Section 248 proceedings.

CVRPC comments on State and Federal plans and proposals so regional and local viewpoints are considered and policy issues are informed by RPC research and analysis. This year, CVRPC anticipates providing a Central Vermont perspective on a UVM municipal technical assistance initiative, FEMA flood map roll out, statewide freight plan, and flood recovery assistance and mitigation planning.

CVRPC coordinates activities with other organizations and represents the interests of the Region on commissions, committees, and boards, such as: West Central Vermont Comprehensive Economic Development Strategy Steering Committee, the THRIVE Leadership Partners, Central Vermont Economic Development Corporation, Green Mountain Transit, and VT Association of Planning & Development Agencies (VAPDA). CVRPC represents regional planning commissions on the Community Investment Board and participates in VAPDA's Emergency Management, and Transportation Committees.

MUNICIPAL ASSISTANCE

CVRPC assists member communities and their boards and committees to achieve their planning goals. Examples of the services CVRPC will provide in the coming year include:

- ❖ Support municipalities in the development of their municipal plans and local bylaws
- ❖ Provide technical assistance for municipalities pursuing state designations or renewing state designations
- ❖ Municipal plan drafting support
- ❖ Provide municipal grant writing assistance
- ❖ Complete municipal planning consultations
- ❖ Participate in VT Council on Rural Development Community Visits
- ❖ Support developing water and wastewater planning activities
- ❖ Serve as the Local Development District for organizations pursuing Northern Borders Regional Commission Catalysts funding
- ❖ Provide municipal project management services on municipal scoping and construction projects
- ❖ Participate on municipal project steering committees
- ❖ Other municipal fee-for-services are available depending on capacity.

In collaboration with the Vermont Bond Bank, beginning in FY 2026 CVRPC staff will be outreaching and working with municipal water boards and fire districts to inventory water and wastewater systems and aggregate needs for future investment.

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

Municipal Contracts

- ❖ Northern Borders Regional Commission Local Development District administrative services: CVTA, Barre City Prospect Heights, Neck of the Woods Child Care
- ❖ Local Hazard Mitigation Planning – Berlin, East Montpelier, and Warren

BROWNFIELD REDEVELOPMENT

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

Recent awards by the EPA to CVRPC for assessment and revolving loan fund will allow us to expand our brownfield program and increase our capacity to assist property owners with brownfield assessments and accessing remediation funding. A program advisory committee works with CVRPC to select sites that may benefit from environmental assessments, fund those assessments, carry out public outreach, and, if necessary, create plans for how specific sites could be cleaned up for reuse. In the coming year, CVRPC will be setting up its revolving loan fund to help landowners directly finance cleanup work.

CVRPC's Brownfield Program:

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

EDUCATION & TRAINING

CVRPC provides opportunities for Commissioners and municipalities to learn about pertinent topics. This year, CVRPC will sponsor, present, and publicize multiple workshops. Possible topics for this year include:

- ❖ Maximizing Flood Relief Funding and Protecting Community Investments
- ❖ Understanding Act 181
- ❖ Essentials of Land Use Planning,
- ❖ Infill opportunities in Central Vermont's downtowns,
- ❖ Developing energy targets for municipalities,
- ❖ Understanding Act 250,
- ❖ Resilience and/or water quality,
- ❖ Leveraging the Municipal Vulnerability Index for local planning,
- ❖ Emergency Relief Assistance Fund (ERAF),
- ❖ Roundtables for municipal staff and volunteers,
- ❖ Other municipally-requested topics, and

- ❖ Statewide trainings delivered at the regional level.

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

Active Project and Service Agreements

- ❖ Agency of Commerce and Community Development (ACCD) Regional Planning Grant
- ❖ Mount Ascutney Regional Commissions Brownfields
- ❖ Northern Borders Regional Commission – Local Development District
- ❖ Climate Pollution Reduction Grant

Modernizing Mobility

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

- ❖ Provide transit-oriented development master planning project management for Barre City, Berlin, and Northfield.
- ❖ Provide technical assistance for Road Erosion Inventories
- ❖ Complete municipal Bridge and Culvert inventories
- ❖ Develop a Safety Action plan for the Central Vermont planning area (A plan for zero traffic fatalities)
- ❖ Provide active transportation conceptual design support
- ❖ Implement traffic calming demonstration projects for requesting municipalities
- ❖ Conduct an active transportation asset gap analysis
- ❖ Assistance municipalities to meet requirements of the VT Clean Water Act
- ❖ Host highway supervisor roundtables
- ❖ Assist the Regional Elders and Persons with Disabilities Advisory Committee (REDPAC) to transition to a mobility committee.
- ❖ Complete Streets Demonstration Projects

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

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

CVRPC has served as the Washington County representative to the Green Mountain Transit Board of Commissioners. In the coming year, CVRPC staff will support through communications and assistance the transfer of transit services from GMT to Tri-Valley Transit.

Active Project and Service Agreements

- ❖ Vermont Agency of Transportation (VAOT) Transportation Planning Initiative (TPI)
- ❖ VAOT TPI Bike and Ped planning task
- ❖ VAOT Mad River Path Scoping Study
- ❖ VOAT Bike Network Study
- ❖ US Department of Transportation Safe Streets and Routes for All Regional Safety Action Plan
- ❖ Chittenden County Regional Planning Commission RAISE grant sub-award for Transit Oriented Development

Strengthening Community Resilience

CVRPC continues to work with communities and other partners to respond to the flood events of 2023 and 2024 and increase the resiliency of roads, bridges, and neighborhoods and to enhance community preparedness as storm events increase in number and intensity.

In the coming year, CVRPC will:

- ❖ Ensure municipalities with need receive pre-engineering support for projects qualifying for the Hazard Mitigation Grant Program
- ❖ Provide technical assistance for floodplain bylaw updates
- ❖ Draft local hazard mitigation plans (where CVRPC is selected)
- ❖ Support municipalities plan for cooling and warming shelters in extreme weather
- ❖ Provide technical assistance to municipalities pursuing the Community Rating System
- ❖ Help communities plan, implement, and seek funding for hazard mitigation projects
- ❖ Serve as Local Liaison and staff the State Emergency Operations Center during severe weather events to connect municipalities with resources and increase awareness of road closures and hazards
- ❖ Increase local official knowledge and skills through education and trainings, such as Incident Command Systems courses and the State Emergency Preparedness Conference
- ❖ Coordinate and participate in state and local public safety exercises and drills
- ❖ Assist the Regional Emergency Management Committee (REMC) to plan and implement projects that benefit from cross municipal cooperation
- ❖ Work with communities on understanding requirements for participation in the National Flood Insurance Program (NFIP) and its Community Rating System, a voluntary program that rewards community floodplain management activities with flood insurance premium rate reductions
- ❖ Assist interested municipalities to meet requirements under the Emergency Relief Assistance Fund (ERAF) rules



CVRPC assists communities with emergency management and public safety using funding from Vermont Emergency Management and the Federal Emergency Management Agency. In the coming fiscal year, CVRPC expects to provide increased assistance to municipalities for recover and mitigation project development and project management.

Active Project and Service Agreements

- ❖ Department of Public Safety Emergency Mitigation Planning Grant
- ❖ Vermont Emergency Management memorandum of understanding for disaster response

Clean Water

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

This year, CVRPC will:

- ❖ work with municipalities to identify, develop, and fund projects that mitigate conflicts between infrastructure and streams
- ❖ Engage municipalities to implement the State's Tactical Basin Plan for the Winooski Basin
- ❖ Assist municipalities with stormwater project design and implementation
- ❖ Assist municipalities and watershed organizations to identify and protect water resources in the region via town planning, land use regulation, and project implementation
- ❖ Assist the State to develop tools municipalities can use to plan and assess protection mechanisms for forest blocks and connecting corridors
- ❖ Improve flood resilience in headwaters by identifying and assisting municipalities to implement strategies for upland forest management
- ❖ Coordinate water quality work with transportation and emergency planning efforts including workshops for road crews and outreach related to river corridors and flood mitigation
- ❖ Provide project management services for local storm water management construction projects
- ❖ Subgrant funds as the Winooski River Basin Clean Water Service Provider to develop, design, and implement projects.

Active Project Service Agreements

- ❖ Rutland RPC 604b Water Quality Planning
- ❖ Chittenden County RPC Tactical Basin Planning
- ❖ DEC CWSP Administration
- ❖ Mount Ascutney Regional Commission Flood Bylaw updates

Energy Transitions

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

In the coming year, CVRPC will:

- ❖ Provide regional support to municipalities as they implement projects under the state Municipal Energy Resilience Program.

- ❖ Provide support to municipalities developing enhanced energy plans
- ❖ Host energy roundtables
- ❖ Support local energy committees
- ❖ Foster connections between energy planning and climate change resilience

Active Project Service Agreements

- ❖ Municipal Energy Resilience Program

Supporting Regional Entities

CVRPC provides services through fee-for-service arrangements. Geographic Information System (GIS) services are provided to municipalities, non-profit partners, and – as time and resource permit – private entities. These services assist people to understand and visualize data and make decisions based on the best information. Municipalities receive up to 12 hours of GIS services at no charge each year.

Our accounting services are provided to intermunicipal organizations and regional non-profits. These services leverage value and security for CVRPC's member municipalities, who participate in or contribute funds to the organizations served. CVRPC will continue to provide bookkeeping services and staff support to the Wrightsville Beach Recreation District and assist the Cross Vermont Trails Association with payroll and serve as the fiscal agent for the Central Vermont Medical Reserve Corps.

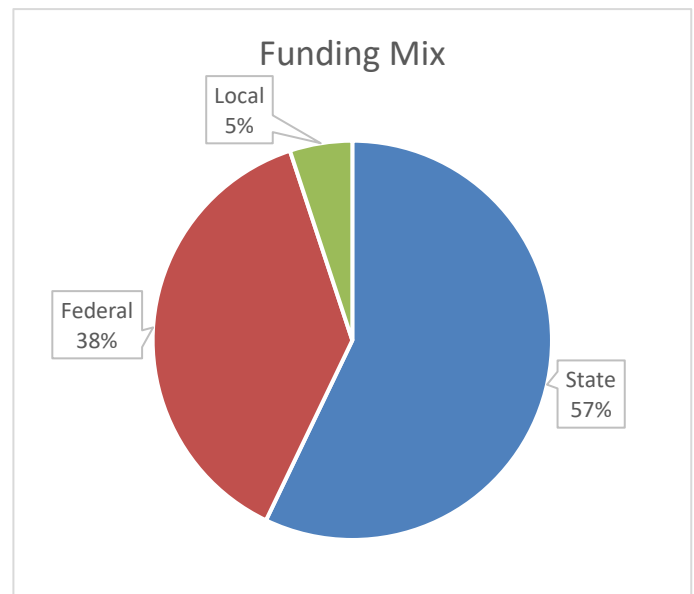
CVRPC welcomes additional requests for assistance throughout the year. Requests are filled on a first come, first served basis based on our capacity.

Resourcing Operations

FINANCE

Funding for the Commission's \$2.9 million budget comes from a combination of core funding sources, special projects, and municipal dues. In FY 26, this includes:

- ❖ \$1,080,850 – Annual contracts through Agency of Conservation and Community Development, Agency of Transportation, Vermont Emergency Management, Agency of Natural Resources.
- ❖ \$450,354 – Contracts with stakeholders for projects and services. This includes storm water



implementation funding, federally funded traffic safety planning, Municipal Energy Resilience program and other projects with project horizons of several years or less.

- ❖ \$650,000 – Operation of the Clean Water Service Provider. Funding is split between project implementation and program administration (85/15).
- ❖ \$665,000 – Facilitation of brownfields assessment and mitigation work. This program has grown significantly in the last year and is primarily pass through for projects.
- ❖ \$8,400 – Direct contracting for fee for services such as subcontracting accounting services for the Cross Vermont Trail and Wrightsville Beach Recreation District
- ❖ \$27,562 – Miscellaneous revenue mostly composed of interest income.
- ❖ \$90,254 – Municipal Dues

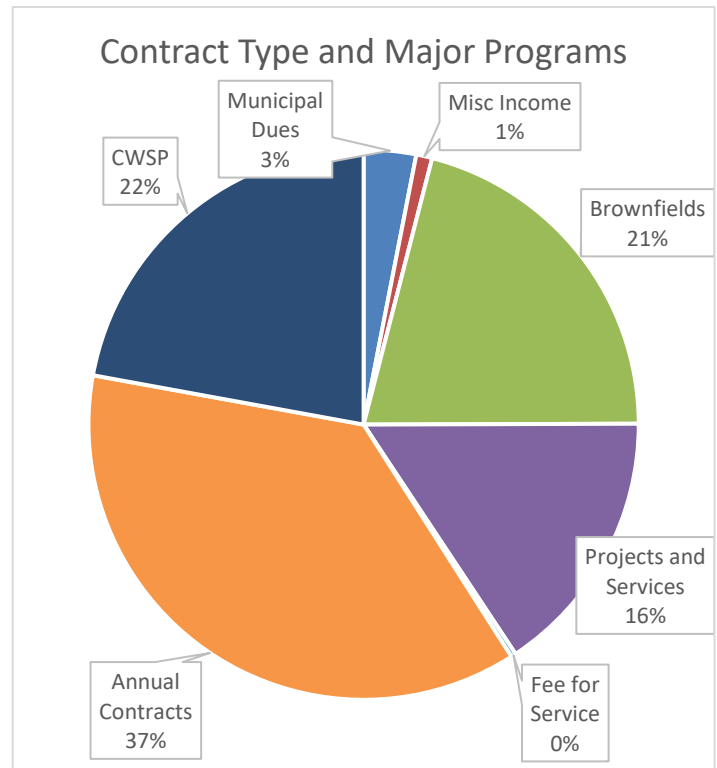
Except for municipal dues, all other funding is associated with a work program and defined deliverables. Municipal dues are a critical investment in regional shared staffing. Their flexibility leverages special projects and transportation planning funds that benefit municipalities. The RPC leverages every dollar of municipal dues to bring in over 30 dollars in additional program and project funding.

CVRPC funding is also variable from one year to the next. CVRPC is the Clean Water Service Provider as well as operates a brownfield program with federal funding. These programs provide some stability from one year to the next but are not guaranteed in the long run. The remainder of the CRPC budget is made-up by one time funding tied directly to specific projects or requested services.

The Commission's annual audit is posted on its website, www.centralvtplanning.com.

The Commission has a policy to have six months of operating funds set aside as reserves. Based on the fiscal year 2024 audited net position, CVRPC's reserves currently stand at about eight and a half months. However, our reserves are expected to decrease in the coming years with changing indirect costs. These resources help to cushion the impact of fluctuating funding and help to preserve the Commission's ability to provide services.

Planning equipment purchases include conference room equipment and furnishings, new computers, and lease improvements.



STAFFING

Staffing in FY 26 will include 13 employees comprising 12.5 Full Time Equivalent Positions: Executive Director, Office Manager, Finance Manager, Senior Planners (3), Planners (6), and Assistant Planner (1). The Commission hires seasonal interns (Planning Technicians) and temporary staff as needed. It will also hire contractors to assist with technical projects under its transportation, natural resources, and brownfields programs.

FY26 Staff

Brian Voigt	Senior Planner
Christian Meyer	Executive Director
Dee Gish	Finance Manager
Eli Toohey	Planner
Keith Cubbon	Planner
Lincoln Frasca	Planner
Lorrain Banbury	Planner
Nancy Chartrand	Office Manager
Niki Sabato	Planner
Pamela Sonn	Assts Planner
Reuben MacMartin	Senior Planner
Sam Lash	Planner
Community Planner	Vacant
Fellow	Vacant

Recognizing Service

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

<i>Board of Commissioners</i>			
<i>Barre City</i>	<i>Janet Shatney, Sec/Treas</i>	<i>Northfield</i>	<i>Royal DeLegge</i>
	<i>VACANT, alt</i>		<i>VACANT, alt</i>
<i>Barre Town</i>	<i>Alice Farrell</i>	<i>Orange</i>	<i>Lee Cattaneo, Vice Chair</i>
	<i>Phil Cecchini, alt</i>		<i>VACANT, alt</i>
<i>Berlin</i>	<i>Robert Wernecke</i>	<i>Plainfield</i>	<i>Paula Emery</i>
	<i>Karla Nuissl, alt</i>		<i>Bob Atchinson, alt</i>
<i>Cabot</i>	<i>Brittany Butler</i>	<i>Roxbury</i>	<i>Gerry D'Amico</i>
	<i>VACANT, alt</i>		<i>VACANT, alt</i>
<i>Calais</i>	<i>John Brabant</i>	<i>Waitsfield</i>	<i>Alice Peal</i>
	<i>Melanie Kehne, alt</i>		<i>Don La Haye, alt</i>
<i>Duxbury</i>	<i>David Wendt</i>	<i>Warren</i>	<i>Jim Crafts</i>
	<i>VACANT, alt</i>		<i>Adam Zawistowski, alt</i>
<i>E. Montpelier</i>	<i>Zoe Christiansen</i>	<i>Washington</i>	<i>Peter Carbee, Chair</i>
	<i>Clarice Cutler, alt</i>		<i>VACANT, alt</i>
<i>Fayston</i>	<i>Andrew McNealus</i>	<i>Waterbury</i>	<i>Doug Greason</i>
	<i>VACANT, alt</i>		<i>VACANT, alt</i>
<i>Marshfield</i>	<i>VACANT</i>	<i>Williamstown</i>	<i>Richard Turner</i>
	<i>VACANT, alt</i>		<i>Jacqueline Higgins, alt</i>
<i>Middlesex</i>	<i>Ronald Krauth</i>	<i>Woodbury</i>	<i>Michael Gray</i>
	<i>Mitch Osiecki, alt</i>		<i>VACANT, alt</i>
<i>Montpelier</i>	<i>Michael Miller</i>	<i>Worcester</i>	<i>Bill Arrand</i>
	<i>VACANT, alt</i>		<i>VACANT, alt</i>
<i>Moretown</i>	<i>David Stapleton</i>		
	<i>Joyce Manchester, alt</i>		



MEMO

Date: July 3, 2025

To: Board of Commissioners

From: Christian Meyer, Executive Director

Re: Recorded advisory meetings digital records retention policy discussion

✉ **ACTION REQUESTED:** Discuss if the Regional Planning Commission should adopt a universal policy for advisory committee meeting recordings.

Background Policy and Statute

The current CVRPC Records retention policy states that all digital recordings of meetings shall be retained for 3 years.

1 V.S.A. § 312 (6) states local nonadvisory public bodies must record all meetings and post meeting recordings for a minimum of 30 days following the approval of official meeting minutes. There are no similar requirements for an advisory committee. Currently CVRPC has two nonadvisory committees, the Board of Commissioners and the Executive Committee.

Outside of the state policy concerning nonadvisory committees, CVRPC has no policy on when advisory committees record meetings. In reviewing recordings to date, there seem to be two dominant reasons why a committee would choose to record a meeting, (1) to allow absent committee members to review the meeting at a later date, and (2) to aid staff in drafting meeting minutes.

In recent weeks, CVRPC has received several records requests for meeting recordings. In an effort to demonstrate transparency and not overly obfuscate the process of requesting recordings, staff posted all existing meeting recordings to our web site. Because there is no pattern by which meetings are recorded, this may cause additional confusion. I anticipate some members of the public (or commissioners) asking why some recordings are available while others are not.

Next Steps

While there is no legal requirement to have a policy around posting advisory committee recordings, staff is seeking commissioner feedback on what they believe would be the best

policy or procedure to promote transparency, allow flexibility, and efficiently manage digital records.

No action is required but possible next steps include:

- Take no action. Each committee and staff member can manage their processes as circumstance require (max flexibility – minimum predictability).
- Modify committee guidelines to direct each committee to adopt their own policy annually at their first meeting (moderate flexibility and moderate predictability).
- Record and post all/no meetings (minimal flexibility and maximum predictability).

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
BOARD OF COMMISSIONERS
Draft MINUTES
June 10, 2025

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 type="checkbox"/> Barre Town	Alice Farrell	<input checked="" type="checkbox"/> Northfield	Royal DeLegge
<input checked="" type="checkbox"/>		<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 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 checked="" type="checkbox"/> Warren	Jim Crafts
<input type="checkbox"/> E. Montpelier	Clarice Cutler	<input type="checkbox"/>	Adam Zawistowski, Alt.
<input checked="" type="checkbox"/>	Renee Carpenter, 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

Staff: Christian Meyer, Nancy Chartrand, Eli Toohey, Brian Voigt, Reuben MacMartin, Niki Sabado, Pamela Sonn, Lorraine Banbury, Teddy Jorgensen, Emily Lelli, Will Pitkin

Guests: Phil Cecchini, Barre Town; Andrea Pedersen, Montrose Environmental; Derek Street, Montrose Environmental; Anita Krauth, Middlesex

Call to Order: Chair D'Amico called the meeting to order at 6:31 pm, a roll call was completed, and a quorum was present.

Adjustments to the Agenda: None

Public Comments: None

Election Results: Chair D'Amico introduced Janet Shatney, Secretary/Treasurer of the Board. Janet advised that 17 ballots were received counted and all named on the ballot were voted in unanimously.

Brownfields Presentation: Christian Meyer advised the Board that the organization has been awarded \$2.2 million from the EPA in Brownfields funds. \$1.1 million is for Brownfields assessments and \$1 million is for a revolving loan fund (RLF). There is an outline in the packet regarding this funding. Eli Toohey, from CVRPC's Brownsfields Program provided an overview of the needs for the funding that has been received and introduced our presenters Andrea Pedersen and Derek Street from Montrose Environmental, our pre-qualified environmental consultants to address any questions from floor.

It was confirmed that the RLF will be initially funded at \$1,000,000 by EPA (highest amount it can be statutorily) and that interest rates will be variable and up to the CVRPC to determine. CVRPC intends to work with a bank for underwriting, risk assessment and servicing, so we would work with the bank to determine appropriate interest rates with them. It was noted that loan recipients can be private or municipal, however, subgrants

must be other governmental entities and non-profits. All terms and conditions of CVRPC's grant flow down through sub-awards when you do a loan or a sub-grant. With a loan, however, you don't have to do federal procurement.

There was discussion on who determines qualified brownfield sites. CVRPC will set policy based on the specific EPA guidelines and our Brownfields Advisory Committee (BAC) and Montrose will be part of the review for potential projects. Ultimately it is EPA who is deciding if a site is eligible for funding or not.

There was also discussion on whether any of these programs have had difficulty getting the money disbursed that's been obligated? It was noted that while recently some other EPA programs and grants have been terminated / rescinded; Brownfields has not. Additional items discussed were administrative costs, how funds are held, supplemental funding, loan amounts, and oversight assistance – which is very project specific. It was noted that Montrose is also working with Northern Vermont Development Association.

As part of the revolving loan fund application process to obtain the grant, there were a number of sites identified in our region, and it is likely those projects would be prioritized, i.e. projects that have had assessments completed already and show the need for this type of funding.

Chair D'Amico read the resolution (attached) into the record.

Peter Carbee moved to pass Resolution 2025-02 – Establishment of Brownfields Revolving Loan Fund. Seconded by David Stapleton. Motion passed unanimously.

Regional Land Use Maps: Brian Voigt provided an update on Future Land Use mapping that is ongoing. Brian reviewed in brief the different tiers, named future land use areas, process considerations, and VAPDA methodology. Work on these maps is very preliminary and lots of assessment is still necessary. It is anticipated that a complete draft map will be available in July. CVRPC is still reviewing stakeholder survey results that were gathered this spring and there are lots of gap areas across the region that still need to be addressed. Once a draft map is ready, staff intends to meet with each municipality (combined selectboard/ council, planning commission, other interested municipal committees) to review. Revised draft maps will be created following municipal feedback, and the goal is to have a map ready for the Land Use Review Board by December 2025 or January 2026.

Staff welcomes assistance from Commissioners in coordinating meetings with legislative bodies in each municipality and to also start the conversation about Tier 1A and B status in their municipalities. Brian advised he is happy to come meet with municipalities.

There was a request to send the posted map out to all commissioners and to also send out an update of the draft that is completed in July. It was noted CVRPC will also be creating an online version.

It was reiterated that input from municipalities is essential in completing this process. Additional discussion regarding Tier 3 ensued and it was noted that the Regional Plan Committee has been in discussion regarding this process. A draft report from the Land Use Review Board should be available soon and will need to be reviewed and commented on quickly. Commissioners were encouraged to provide comments to be shared on behalf of the organization.

Alice Peal provided the following links in the chat:

<https://act250.vermont.gov/sites/acttwofifty/files/documents/tier3-052225-mtg-summary.pdf>

<https://act250.vermont.gov/tier-3-rulemaking-and-report>

Minutes – (5/13/25):

Lee Cattaneo moved to accept the minutes as written; seconded by Rich Turner. Motion passed unanimously.

Reports: Chair D’Amico called attention to the donation made by the organization in memory of past Board chair Steven Lotspeich. Christian provided an overview of staff activity and programs.

Peter Carbee moved to accept the Staff and Committee reports, seconded by David Stapleton. Motion passed unanimously.

Commissioner Round Table: Ron Krauth brought up the proposal of a crosswalk on Route 2 near Camp Meade and concerns about safety.

Outgoing Chair D’Amico passed the gavel to incoming Chair Carbee.

Adjournment: **Don La Haye** moved to adjourn to 8:01 pm; seconded by Lee Cattaneo. Motion passed unanimously.

Respectfully submitted,
Nancy Chartrand, Office Manager



Resolution 2025-02
Establishment of Brownfields Revolving Loan Fund

WHEREAS, the Central Vermont Regional Planning Commission (“CVRPC”) has been awarded \$1,000,000 under the U.S. Environmental Protection Agency’s Fiscal Year 2025 Individual Revolving Loan Fund (RLF) Program for the purpose of supporting brownfield cleanup and redevelopment projects through loans and subgrants; and

WHEREAS, 24 V.S.A. § 4345(16)(B) authorizes regional planning commissions to borrow money and incur indebtedness for the purposes of purchasing or leasing property for office space, establishing and administering a revolving loan fund, or establishing a line of credit; and

- i. No obligation incurred under this subdivision shall encumber the grand list or any property of a member municipality; and
- ii. In the case of a purchase, any collateral pledged shall be limited to the property being purchased and shall not exceed the fair market value of that property; and

WHEREAS, Section 704 of the CVRPC Bylaws likewise authorizes CVRPC to borrow money and incur indebtedness for the purposes described in the statute, including establishing and administering a revolving loan fund, if approved by a two-thirds vote of the Board;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Central Vermont Regional Planning Commission that:

1. CVRPC is hereby authorized to establish and administer a Revolving Loan Fund (RLF) using the \$1,000,000 awarded by the U.S. Environmental Protection Agency under the FY25 RLF Program.
2. Any obligation by CVRPC shall comply with the requirements set forth in 24 V.S.A. Section 4345(16)(B)(i)-(ii).

Adopted by a two-thirds vote of the Board of Commissioners at a duly warned meeting of the CVRPC Board on the 10th day of June, 2025.

Gerald D'Amico, Chair
CVRPC Board of Commissioners



Upcoming Workshops – Trainings – Events

Regional Selectboard Meet Up

On July 17th, selectboard members, city councilors, and village trustees from across the Central Vermont region are invited to meet each other, network, and share successes and challenges in their municipalities. The Central Vermont Regional Planning Commission (CVRPC) and Vermont League of Cities and Towns (VLCT) are hosting this informal gathering at the Montpelier Senior Activity Center – 58 Barre Street in Montpelier. Complimentary pizza and soft drinks will be served starting at 5:30 pm

Christian Meyer, Central Vermont Regional Planning Commission Executive Director, and Abby Friedman, VLCT Municipal Assistance Center Director, will be on hand to facilitate discussion, answer questions, and provide updates.

This event is free, but registration is necessary to plan for space and refreshments.

Registration link – [Central Vermont Selectboard Meet-Up](#) (Anyone who needs help with online registration can contact Abigail at 802-262-1926 or afriedman@vlct.org)



VERTA Municipal Focus Groups

In collaboration with the UVM Center for Rural Studies, CVRPC is hosting two Vermont Evaluation of Technical Assistance (VERTA) Municipal Focus Groups this July (one virtual and one in-person),

We are inviting a limited number of officials and/ or volunteers from municipalities in the region with knowledge and experience with the technical assistance system for community and economic development. This is a broad term that is inclusive of assistance (funding, human, and knowledge resources) for such things as public infrastructure (wastewater, sidewalks, roads, etc.), housing development, climate resilience and disaster preparedness, historic preservation, disaster recovery, workforce and economic development, and more.

CVRPC staff will provide a report to Commissioners following these focus groups.

Central Vermont Regional Planning Commission

Committee & Appointed Representative Reports, June 2025

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

EXECUTIVE COMMITTEE - *(Approves budgets, contracts and audits; adds/eliminates staff and contractors; amends personnel policies; approves policy actions; approves Commission agendas.) Currently meets each month on the Monday one week prior to the Board of Commissioners meeting at 4:00 pm. [6/30/25]*

- Authorized the Executive Director to sign the following grants/contracts: Master Agreement for Clean Water Partners – New England Forestry Consultants, LLC; East Calais Post Office & Moscow Woods Road Gully Stormwater Implementation Project Amendment #3
- Adopted the FY26 Budget and Work Plan
- Accepted the May 2025 unaudited financials.
- Authorized the Executive Director to engage CBIZ CPAs for FY25 – FY27 audit services.
- Authorized a 10% increase in the Executive Director's salary for FY26

NOMINATING COMMITTEE *(Responsible for nominating qualified candidates for election or appointment to the Executive Committee, Standing and Special Committees, and other organizations for which CVRPC appoints a representative.) Generally, meets February - April; scheduled by Committee*

- Did not meet

PROJECT REVIEW COMMITTEE - *(Determines Act 250/Section 248/Section 248a project conformance with the Regional Plan. Provides input and recommendations for projects with substantial regional impact.) Currently meets, as needed, on the fourth Thursday of the month at 4:00 pm.*

- Did not meet.
- Staff reviewed recent Act 250, Section 248, and Section 248a permit applications and distributed monthly summary to committee members.
- Staff drafted updates to the committee Rules of Process.
- Next meeting scheduled for 7/24/25 (as needed).

REGIONAL PLAN COMMITTEE - *(Develops and recommends updates to the Regional Plan - updated plan due August 2024). Currently meets on first and third Tuesday of the month at 4:00 pm.*

- Discussed the Future Land Use mapping methodology and progress on map development.
- Discussed the 5/22 Land Use Review Board public meeting on Tier 3 mapping.
- Discussed aspirations, goals, strategies, and policies in the Regional Plan.
- Reviewed the aspirations, goals, strategies, and policies in the Housing chapter.
- Next meetings scheduled for 7/1/25 and 7/15/25.

MUNICIPAL PLAN REVIEW COMMITTEE - *(Reviews municipal plans for conformance to statutory requirements and recommends whether a plan should be approved. Reviews municipal planning process and recommends whether it should be confirmed. Reviews municipal plans for conformance with enhanced energy planning requirements. Provides guidance to municipalities about future plan updates and way to strengthen planning efforts.) Currently meets as needed dependent on receipt of plans for approval.*

- Did not meet. A public hearing to consider the City of Montpelier's 2025 Plan is scheduled for July 8, 2025

TRANSPORTATION ADVISORY COMMITTEE – *(Oversees the CVRPC transportation planning program in accordance with CVRPC plans, policies and procedures, provides recommendations on funding and prioritization for the Vermont Agency of Transportation's Capital Budget and State Transportation Improvement Program, acts as a liaison between local communities and the Vermont Agency of Transportation.) Currently meets 4th Tuesday of the month at 6:30 pm*

- GMT provided an update on impending service changes and the switch of providers for transit in the region to Tri-Valley Transit coming in summer of 2026.
- VTrans Environmental Policy & Sustainability staff presented on Vermont's climate action initiatives including Electric Vehicle (EV) charging infrastructure and disaster resilience planning tools and analyses.
- Discussed logistics of TAC field trip to Waterbury Stowe Street Bridge construction site for July field trip

CLEAN WATER ADVISORY COMMITTEE - *(Identifies activities, policies and direction for CVRPC's clean water support. Determines CVRPC direction and goals regarding the Lake Champlain TMDL, Tactical Basin Plans, and their relationship to the Regional Plan.) Currently meets the second Thursday of every other month at 4:00 pm.*

- Did not meet
- Next meeting scheduled 10 July 2025

BROWNFIELDS ADVISORY COMMITTEE - *(Oversees CVRPC's Brownfields Program. Prioritizes sites for assessment. Participates in hiring contractors. Recommends brownfield-related policy. Participates in public outreach.) Currently meets, as needed, 3rd Thursdays 10-10:30am*

- Brownfield Advisory Committee met on June 19, 2025, but did not have a quorum.
- The next Brownfields Advisory Committee meeting is scheduled for July 17, 2025, 10-10:30 AM.

WINOOSKI BASIN WATER QUALITY COUNCIL - *(Establishes policy and makes decisions for the Clean Water Service Provider (CWSP) program regarding the most significant water quality impairments that exist in the basin and prioritizing the projects that will address those impairments based on the basin plan.) Currently meets the third Thursday of every month at 1:00 pm.*

- Did not meet
- Next meeting scheduled: 17 July 2025

VERMONT ASSOCIATION OF PLANNING & DEVELOPMENT AGENCIES (VAPDA)

- Reviewed FY 26 Budget
- Ongoing committee developments updates from state partners
- Act 181 updates included discussion of LURB process development and Tier 3
- Directors participated in a round table on incorporating RPC affiliated non-profits
- UVM Sea Grant provided an update on their education efforts for the Flood Safety Act.

COMMUNITY INVESTMENT BOARD – VAPDA Representative

No meeting was held

VERMONT ECONOMIC PROGRESS COUNCIL

No Central Vermont activity.

GREEN MOUNTAIN TRANSIT

The GMT Board of Commissioners conducted the following business:

- The Board approved adjustments to several the #1, #11, and #9 routes
- The Board approved beginning public meetings for fare adjustments to the #11
- The Board discussed the transition of rural service to new providers. Service in Washington County will be transferred from Green Mountain Transit to Tri Valley Transit. As details emerge, CVRPC will ensure local municipalities are engaged in the process.

CENTRAL VERMONT ECONOMIC DEVELOPMENT CORPORATION

- Staff was unable to participate in the monthly meeting.

MAD RIVER VALLEY PLANNING DISTRICT

- Staff was unable to participate

Central Vermont Regional Planning Commission

P: 802-229-0389

Staff Report, June 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, or Niki Sabado sabado@cvregion.com unless otherwise noted.

Municipal Planning & Plan Implementation:

- Barre City – Attended Housing Taskforce meeting to discuss how to use the infill housing interactive map to evaluate parcels. (Eli, Brian)
- Berlin:
 - Ongoing project management for TOD Master Plan project. (Reuben)
 - Participated in Berlin Planning Commission meeting to discuss the regional future land use map. (Brian, Niki)
- Middlesex – provided technical assistance for the final version of the updated zoning regulations. (Niki)
- Montpelier - Commenced data gathering for Montpelier Housing Assessment (Pamela and Emily)
- Moretown – Developed a letter of support for the VTrans Bike and Ped grant, design and construction phase of the share use path project in North Moretown. (Niki)
- Orange - Met with the Town of Orange Planning Commission to discuss the timeline and process for the Town Plan update with the Municipal Planning Grant funding. (Niki, Pamela)
- Plainfield:
 - Met with engineers for MPM work on upper Brook Road project sites per VTrans Municipal Assistance Bureau process. Moved forward with contracting for this work with engineers. (Keith)
 - Met with Vermont Council on Rural Development and Plainfield stakeholders about Housing Community Visit in July. (Eli)
- Northfield - Ongoing project management and coordination with consultant and town on next steps to draft code language for TOD Plan. (Reuben)
- Waterbury - Met with the Planning Commission to discuss future land use, tier framework and Act 250 permitting requirements. (Niki)
- Williamstown - Met with Planning Commission to kick off town plan revision efforts. (Eli and Lory)
- Wrightsville Beach Recreation District – Continued to host board meetings and provide technical and administrative assistance. (Lincoln/Nancy)

Regional Planning and Implementation:

- Coordinated meetings with Selectboards and Planning Commissions to discuss the regional future land use map. (Niki, Brian)
- Participated in Statewide Regional Planning Commission staff workshops to discuss challenges with implementing the VAPDA Future Land Use mapping methodology. (Brian)
- Staff trainings and workshops
- Attended Regional Planning Commission meetup for planners state-wide in Chester. (Eli, Lory, Pamela)
- Attended Preservation Trust of Vermont Village Meet-up for state-wide local leaders and community partners in Felchville, Reading. (Niki, Pamela)
- Attended Vermont League of Cities and Towns future land use mapping meeting. (Brian)

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

- Vermont Historical Society – Funding Stacking meeting with Central Vermont Economic Development Corporation. (Eli)
- Attended Vermont Trust Initiative Informational webinar. (Niki, Eli)

- Met with Barre Area Development Corporation and stakeholders for projects updates and grant administration coordination. (Eli)
- Provided staff support for Economic Development District Board Meeting. (Eli)
- Participated in 2-day Housing Finance Course hosted by Council of Development Finance Agencies to learn about Low Income Housing Tax Credits, Tax Increment Financing and New Market Tax Credits. (Eli)

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

- Brownfields Advisory Committee meeting – no quorum
- Announced EPA Grants awards to Brownfields Advisory Committee and partners. Coordinated with grant writer on work plan. (Eli)
- Participated in EPA Brownfields Grants paperwork event in Boston, submitted grant paperwork to EPA. (Christian, Eli)
- Met with DEC and Stone Environmental (MTAP consultant) about FEMA Buyout Phase Is. (Eli)

State Permitting

Act 250

Act 250 is Vermont's development and control law, established in 1970. The law provides a public, quasi-judicial process for reviewing and managing the environmental, social and fiscal consequences of major subdivisions and development in Vermont through the issuance of land use permits. The RPC is a state designated statutory party and participates in permit application review for all major applications and projects with substantial regional impact.

- Staff tracked all regional applications for substantial regional impact.
- No major projects applications were received.

Section 248

Section 248 of Title 30 requires companies to obtain a permit (Certificate of Public Good) from the VT Public Utility Commission before beginning site preparation or construction of electric transmission facilities, electric generation facilities and certain gas pipelines within Vermont. CVRPC participates in the permit application review process when there is a hearing or when substantial regional impact is established. (Sam)

- Staff tracked all regional applications for substantial regional impact.
- Conducted review of Irasville Substation project, summarized upcoming PUC hearings and workshops of interest for Project Review Committee.
 - Spoke with Regional Wetland Specialist (ANR), GMP engineers, Waitsfield leadership, etc regarding both Irasville Substation project, wetlands mapping updates, and trends in region more broadly re electric infrastructure.
- Met with Energy Equity Project regarding [Vermont State Factsheet](#) and data best practices regarding resilience and reliability as well as VT rates and dynamics compared to other states (with NVDA).
- Attended and Participated in Grid Resilience Study hearings (Valuation and Planning)

Section 248a

Section 248a of Title 30 requires companies to obtain a permit (Certificate of Public Good) from the VT Public Utility Commission before beginning site preparation or construction of telecommunications facilities within Vermont. CVRPC participates in the permit application review process when there is a hearing or when substantial regional impact is established.

- Staff tracked all regional applications for substantial regional impact.
- No permit applications with substantial regional impact or hearings were received.

EMERGENCY MANAGEMENT & HAZARD MITIGATION

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

Local/Regional Planning:

- Local hazard mitigation planning:
 - CVRPC staff are currently working under contract to draft Local Hazard Mitigation Plans for the following member municipalities: East Montpelier, Berlin, and Warren (Keith, Lincoln, Pamela)
- Provided technical assistance and grant writing on the applications for the Hazard Mitigation Grant Program in Montpelier, Cabot, Waterbury, and Barre City while working through VEM process for final submissions to FEMA (Keith).
- Participated in THRIVE-Emergency Preparedness and Crisis Action Network. (Keith&Sam)
- Continued work with Capital Fire Mutual Aid for possible Community Development Block Grant for Disaster Recovery application for radio tower communication upgrades.
- Emergency Watershed Protection Program
 - Staff are currently providing grant administration and technical assistance to the towns of: Middlesex, Plainfield, and Woodbury (Lincoln & Brian)
- Staff participated in monthly statewide coordination meetings between the RPCs and VEM.
- Finalized Hot Weather Preparedness Planning: draft Extreme Temperature Plans for Barre City, Montpelier, Warren, Cabot, and Moretown (LEMP addendum); prepared Cooling Facility Report and Technical Assistance Summary (Keith & Sam)
- Met with Green Mountain United Way regarding Long Term Recovery Groups in region to establish liaisons to THRIVE CAN and enhance support and institutional memory. (Sam)

TRANSPORTATION

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

Field Services:

- Training with planning technician (Keith)
- Performed traffic count in Calais and set up counts in Worcester. (Keith)
- Finalizing Road Erosion Inventory in Middlesex, Marshfield, and Moretown. (Keith and Planning Techs)
- Started Bridge and Culvert survey in Plainfield. (Planning Techs)

Public Transit:

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

Municipal Assistance:

- Coordinated meeting with Waitsfield and VTrans to discuss Meadow Road Bridge for municipal options. (Keith)
- Washington and Roxbury - Outreach to Road Commissioners and Town Clerk's offering assistance with meeting Municipal Roads General Permit requirements (Lincoln)
- Middlesex – Met with VTrans to discuss demonstration proposal feedback. Drafted modifications and additional documentation in response to VTrans demonstration feedback. (Reuben)
- Calais – Held final public meeting for feedback on East Calais demonstration proposal. (Reuben)

Regional Activities:

- Ongoing management of Mad River Path feasibility study. (Reuben)
- Facilitated June Transportation Advisory Committee meeting. (Keith and Reuben)
- Facilitated quarterly Older Adults and Persons with Disabilities (O&D) Mobility Committee meeting. (Reuben)
- Attended yearly VTrans O & D summit meeting. (Keith and Reuben)
- Attended monthly VTrans Transportation Planning Initiative meeting. (Keith and Reuben)

- Worked with planning technician to draft analysis of per capita municipal road maintenance burden as a function of development dispersion. (Reuben)
- Safe Streets and Routes for All (SS4A):
 - Met internally with spatial analysis team to refine scope and commence data gathering and network build. (Pamela, Brian, Reuben)
 - Recruited and convened project steering committee for kick-off meeting. (Reuben)
- Reviewed Federal and State policy and programmatic changes regarding EV and EVSE (Advanced Clean Cars & Trucks, NOX; EV and EVSE incentives, etc.) to inform municipal assistance. (Sam)
- Attended Drive Electric quarterly stakeholder meeting which included update on VT Public EV charging sales tax, vehicle emissions rules, federal & state EV policy, EV charging planning and funding, EV parking structure fire safety, Act 44, and Renewable Energy Standards Tier 3. (Sam)

NATURAL RESOURCES

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

Tactical Basin Planning Assistance: Provide outreach regarding the Vermont Clean Water Act and Regional Planning Commission Tactical Basin Planning Support through regional, sector-based workgroup coordination, technical assistance to municipalities and participation in water quality trainings.

- Participated in the following meetings & trainings:
 - Vermont Natural Resources Council and Town of Warren to discuss possible removal of the Warren Village Dam.
 - Lake Champlain Sea Grant regarding Act 121 outreach and presenting at a future Clean Water Advisory Committee meeting.
 - Department of Environmental Conservation:
 - Clean Water Conversation: Stormwater Infrastructure and the Green Schools Initiative.
 - Flood Manager's Drop-in Discussion: "National Rivers Month" with White River Partnership & Friends of the Winooski.
- Waterbury – Assisted the Conservation Commission with accessing Wetlands Mapping update data.
- Coordinated with Department of Environmental Conservation staff regarding 3 – acre permit obtainment status and funding opportunities for eligible sites in Central VT.

Clean Water Service Provider: CVRPC serves as the [Winooski River Basin Clean Water Service Provider \(CWSP\)](#) to identify, develop, design, implement, operate & maintain non-regulatory water quality restoration projects. Efforts strive to meet or exceed federal pollution targets for the Lake Champlain Basin as identified through the [Clean Water Service Delivery Act 76](#).

- Program Administration:
 - Published [June 2025 CWSP solicitation on VT Bid Registry](#) (closes 10 July 2025) and distributed directly to Winooski Basin clean water partners.
 - Pre-qualification of Engineering & Construction Contractors:
 - New England Forestry Consultants, Inc: Met with staff to score statement of qualifications and drafted three-year Master Agreement.
 - Attended monthly meeting with other Clean Water Service Providers to discuss forest road and skid trail project development, project solicitation approaches, issues with bat habitat, in-stream work and completing strategic wood addition projects and engineering delays disrupting project timelines and subsequent project phases.
- Outreach & Education:
 - East Montpelier: Met with Town Administrator and corresponded with Road Foreman regarding stormwater projects including culvert replacements.

- Friends of the Mad River: Met with new staff and offered technical assistance with project development and management.
- Friends of the Winooski River: Corresponded with staff regarding funding potential for the removal of the East Calais Mill Dam and project development activities in Northfield.
- Northfield: Met with Economic Development Director to discuss funding assistance for Operations & Maintenance of a stormwater project.
- Vermont Land Trust: Met with staff to discuss project development on lands owned by the organization.
- Waitsfield: Met with Conservation Commission to discuss potential forest road and skid trail restoration opportunities on municipal land.
- Waterbury: continued conversation with staff and consultant regarding funding assistance for water quality restoration projects.
- Department of Environmental Conservation coordination:
 - Met with Department of Environmental Conservation & Lake Champlain Sea Grant to plan Clean Water Project Verification Field Training.
 - Clean Water Service Provider Check-in: Attended monthly meeting to discuss project development with the Vermont Land Trust, using Formula Grant money as match, operation and maintenance challenges, project adoption, and the development of outreach materials.
 - Basin Planner & Rivers Program: Phosphorous-crediting methodology for culvert replacement and gully stabilization projects.
- Sub-award Administration:
 - Chittenden County Regional Planning Commission:
 - Huntington River Select Reaches – Project Development: Scope and develop 15 riparian buffer planting, river corridor protection, berm removal and stormwater projects along select reaches of the Huntington River.
 - Discussed reporting requirements with the contractor. Contractor identified additional project site for consideration. Approved request for additional time and funding to complete the project.
 - Friends of the Winooski River:
 - Coburn Road Floodplain Restoration – Final Design: Restore floodplain connectivity by removing a small berm and streambank armoring at a site that was severely damaged by the July 2023 floods.
 - No updates to report.
 - Fecteau Riparian Buffer Planting: Plant trees and shrubs in the 1.25-acre upstream end of the floodplain situated between the agricultural fields and nearby residence. The project will result in a 50' – 150' riparian buffer averaging 400 stems / acre.
 - No updates to report.
 - John Fowler Road Riparian Buffer Planting: Plant trees and shrubs on 1.25 acres of a former hayfield situated along the main stem of the Winooski River. The project will result in a 50' riparian buffer averaging 400 stems / acre.
 - No updates to report.
 - Huntington Acres Buffer Planting: Plant trees and shrubs on 1.25 acres of land on parcels that were bought out by the Federal Emergency Management Agency following a flood event. The project will result in a 150' riparian buffer averaging 300 stems / acre.
 - No updates to report.
 - Tyler Place Buffer Planting: Plant trees and shrubs on 1.5 acres of land owned by the Jericho Land Trust. The project will result in a 50'+ riparian buffer averaging 400 stems / acre.
 - No updates to report.

- Lamoille County Conservation District:
 - Upper Little River – Project Development: Identify and develop up to 15 riparian buffer planting, stream / floodplain restoration, river corridor easement and wetland restoration projects in the Upper Little River Watershed.
 - No updates to report.
- Vermont Land Trust:
 - John Fowler Road Berm Removal – Implementation: Remove berm to reconnect ~4.5 acres of floodplain along the main stem of the Winooski River in Marshfield.
 - The berm has been removed. Site restoration is currently underway.
- Meetings & Trainings
 - Coordinated with the Winooski Natural Resources Conservation District and the Department of Forest Parks and Recreation to plan a Forest Road Erosion Inventory Workshop in August 2025.

CVRPC Water Quality Restoration Projects:

- Berlin Riparian Buffer Planting and Culvert Replacement – Project Development: The Berlin Conservation Commission and CVRPC are developing nonregulatory, water quality restoration projects that will reduce the amount of phosphorus entering local waterways. This project is focused on identifying culvert replacement and riparian buffer planting opportunities.
 - Corresponded with Conservation Commission, project engineer, and Department of Environmental Conservation regarding priority projects and culvert site visit findings.
- Waitsfield (Floodplain Restoration Project Development): The Waitsfield Conservation and Planning Commissions, in collaboration with CVRPC, are developing nonregulatory, water quality and flood resilience projects along the reaches of the upper Mad River. This project is focused on developing floodplain reconnection projects on four municipal- and one privately-owned parcels.
 - No updates to report.
- Marshfield Road Gully Stabilization and Culvert Replacement (Calais): This project will produce a final design to stabilize a gully and identify a suitable replacement structure for an undersized, perched culvert.
 - No updates to report.

CVRPC Stormwater Projects:

- Upper Winooski Stormwater Implementation (Calais):
 - Met with Department of Environmental Conservation staff to discuss project deliverables and reporting requirements.
 - Attended post-construction site visit with project engineer, municipal staff and construction contractor.
 - Construction is complete and site has been demobilized.

604b Water Quality Program: Compile assessment-based priority projects for integration with the Department of Environmental Conservation (DEC) Watershed Project Database. Additional work activities include enhanced regional planning for water quality as it related to climate change, flood resilience, and environmental justice. Project stakeholders include the municipalities served by the CVRPC, watershed and land conservation groups, the Agency of Natural Resources, the Winooski Clean Water Service Provider and its Basin Water Quality Council, and the Winooski Natural Resources Conservation District.

- Developed interactive map to facilitate project identification and evaluation.
- Completed review of Northfield Stormwater Infrastructure Mapping Report:
 - Identified 18 stormwater retrofit projects absent from the DEC Watershed Project Database.
 - Corresponded with DEC Basin Planner and Stormwater Staff about next steps for confirming status of stormwater retrofit projects.

Federal Emergency Management Agency Flood Insurance Rate Map & Flood Bylaw Updates: Outreach and technical assistance to municipalities to support the adoption of new FEMA Flood Insurance Rate Maps and update municipal flood hazard bylaws.

- Met with Sea Grant staff to discuss River Corridor regulation training opportunities.

CLIMATE & ENERGY

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

Note this report is for May and June- staff was on leave 5/30-6/27

Municipal Energy Resilience Program (MERP) Implementation Phase

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**

- CVRPC provides technical assistance to both towns that were awarded and to those who were not, this month CVRPC focused on developing projects scopes and RFPs for awarded projects, meetings with towns to review awarded measures and priorities and identify working groups/next steps, prepared and submitted and/or reviewed VT Historic Preservation Review Forms, prepared grant scope amendments (Cabot, Orange, Plainfield; Washington, Worcester, Roxbury, Barre City).
- Prepared and submitted Cabot's financial hardship case and reviewed approval, supported reporting.
- Provided Middlesex, Calais and Waterbury guidance and detailed options for expending mini-grant.
- Coordinated with BGS and VDHP on grant amendments, historic preservation review, and reimbursement process. Coordinated with NVDA on RFP components and language.
- Continued development of municipal building and facilities inventory to support future project scoping and tracking, energy siting, shared procurement, and capital planning.

Municipal Planning and Implementation

- Met with Efficiency VT regarding summer campaign of small business energy walkthroughs with Northfield Energy Committee.
- Reviewed Efficiency VT new programs and process to submit custom quotes.
- Met with Northfield Energy Committee, town staff and master planning consultants to discuss the potential of integrating Thermal Energy Networks into housing planning and identify key municipal facility project opportunities.
- Met with GMP systems planner and WEC energy coach regarding process to switching utilities (municipal buildings) to overcome interconnection challenges, as well as regarding timing for upcoming RES Tier 2 RFPs and Solar for All ACRE program site selection.
- Met with Worcester SB Chair on options for potential municipal solar projects.
- Hosted a table at the Middlesex Energy fair!

Climate Pollution Reduction Grant:

- Reviewed Climate Action Office's summaries of feedback from all regional events (per request).
- Provided drafting support for Worcester's Enhanced Energy Plan and data supplement- provided list of key outstanding decision points, updated targets & analyses supplement, and met with working group.
- Developed final template for all municipal Energy Target & Analyses breakouts and began for each town.
- Met with ANR and RPCs on forest block analysis to establish shared data layers and expectations.
- Developed method for regional analysis identifying potential suitable sites for 500kw+ projects for integration into municipal draft maps for review and consideration.

Regional Energy Planning and Implementation

- Applied for National Renewable Energy Laboratory Cohort *Successful Local Partnerships with Electric Utilities* (accepted)
- Attended National Weather Service Historic Floodings & Flood Forecasting Webinar.

- Energy Action Working Group on Thermal Energy Networks monthly meeting included updates from NYGEO conference, Middlebury students practicum municipal project support, and an update on projects.
- Met with Evernorth regarding budgeting, timeline, municipal role, and considerations regarding choice of Ground-Source Heat Pumps for two upcoming projects and potential re TENs. Met with Efficiency VT regarding intersection of energy and housing targets (community scale infrastructure support).
- Attended CCRPC's Residential Building Energy Standards training ([slides](#)).
- Reviewed VT Clean Energy Industry Jobs Report and discussed with Public Service Department; conducted outreach to CVEDC. Met with CVEDC regarding next issue of their Central Vermont Booklets focused on Energy (check out their Maple one here: <https://www.centralvermont.org/central-vermont-maple>)
- Attended Efficiency VT partner meetings on financing residential weatherization and federal incentives.
- Attended VT Pathways Scenario Modeling Stakeholder Input Session kicking off State Comprehensive Energy Plan Update- provided feedback including missing commercial weatherization targets, pushing for more targets with tangible units (vs MMBTUs standard), data clarity and sharing, ground-up data collection, and making space for regional strategies like the combination of high efficiency cord wood and heat pumps.

Vermont Climate Council Climate Action Plan Update: member of Just Transitions Sub-Committee & Cross-Sector Mitigation Liaison- No Action this Month.

Energy Efficiency & Conservation Block Grant:

- No Action this Month

GIS – Geographic Information System Mapping

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

- VAPDA: Attended Enterprise Geospatial Consortium meeting to discuss the new data releases, major changes to GIS software and the New England GIS User's Conference.
- Capital Fire Mutual Aid: Updated map displaying emergency services and communication towers for the region.
- Plainfield: updated map set for Neighborhood Development Area application based on feedback from Agency of Commerce and Community Development staff.
- Warren: Prepared draft map set for Local Hazard Mitigation Plan.

PUBLIC RECORDS REQUESTS

- Fulfilled records request for all committee meeting video from Stephen Whitaker of Montpelier – videos posted to website
- Fulfilled records request for all communication on Montpelier City Plan from Thomas Weiss of Montpelier – provided secure access through OneDrive to requested documents.

OFFICE & ANNOUNCEMENTS

Office:

- Onboarding of new Municipal Planner Lory Banbury and Transportation Planning Technician Teddy Jorgensen
- Coordination of region-wide Selectboard Meet-Up with VLCT
- Coordination of Annual Board of Commissioners meeting
- Accepted, with regret, resignation of Community Planner Will Pitkin

Upcoming Meetings:

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

July

July 1	4 pm	Regional Plan Committee
July 8	4 pm	Municipal Plan Review Committee
July 8	6:30 pm	Board of Commissioners
July 10	4 pm	Clean Water Advisory Committee
July 15	4 pm	Regional Plan Committee
July 17	10 am	Brownfields Advisory Committee
July 17	1 pm	Winooski River Basin Water Quality Council
July 17	5:30 pm	Regional Selectboard Meet-Up
July 22	6:30 pm	Transportation Advisory Committee
July 24	4 pm	Project Review Committee

August

August 4	4 pm	Executive Committee
August 5	4 pm	Regional Plan Committee
August 13	5 pm	Regional Emergency Management Committee
August 19	4 pm	Regional Plan Committee
August 21	10 am	Brownfields Advisory Committee
August 21	1 pm	Winooski River Basin Water Quality Council
August 26	6:30 pm	Transportation Advisory Committee – to be confirmed (usually cancelled)
August 28	4 pm	Project Review Committee – to be confirmed

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](http://www.centralvtplanning.org).*
Visit CVRPC's web site at www.centralvtplanning.org to view our blog and for the latest publications and news.

June 20th

- Regional Selectboard Meet-Up
- No Cost Cybersecurity Trainings
- Public Hearing Notice
- Open Meeting Law Updates 2025
- Save the Date - 2025 VCRD Leadership Summit
- VTrans Bike & Ped Grants
- Village Trust Initiative
- Regional Future Land Use Mapping – Municipal Meetings

July 3rd

- Vermont Municipal Officials and Staff Boat Trip 2025
- Join the CVRPC Team
- NBRC Announces Grant Awards
- Legacy Designation Applications/Amendments
- Homes For All

Vermont's Open Meeting Law



Open Meeting Law resources have been updated to reflect revisions to the law from the 2025 legislative session. [Text of Bill](#)

January 1, 2025 - New Open Meeting Law training requirements took effect

June 9, 2025 - [Act 51 \(2025\)](#) changes took effect.

Open Meeting Law Changes 2025

- Require the posting of meeting recordings when the minutes are posted, as opposed to when the minutes are approved
- Change the definition of “undue hardship”
- Add an exception to the law's recording requirements for non-advisory public bodies' site inspections or field visits
- Allow meeting notices to be posted in a neighboring town if there are not enough public places within the municipality's borders
- Require meeting agendas to include sufficient details on the specific business to be discussed and details on proposed executive session, if included
- Add a requirement to vote to exit executive session (not just enter it)
- Add two allowances for executive session (one being cybersecurity if jeopardizing public safety)
- Defines “disturbs any lawful assembly or meeting of persons” for purposes of managing meetings, consistently with our past guidance.



General Information

In Act 133 (2024) and Act 51 (2025), the Legislature made permanent changes to the Open Meeting Law. They are summarized in the resources below, which include a webinar that incorporates the 2024 changes. Note that the VLCT webinar is ***not the required annual training*** offered by the Secretary of State. Beginning January 1, 2025, the law requires annual OML training for State chairs of non-advisory ("decision-making") bodies and for local chairs of legislative bodies, municipal managers, and mayors.

Access the Vermont Secretary of State's required training, here: [Open Meeting Law Training](#)

Transparency is an essential element of open and democratic government. In Vermont, the primary means of providing transparency are the State's open meeting law, [1 V.S.A. §§ 310-314](#), and the public records law, [1 V.S.A. §§ 315-320](#). These laws implement the command of Chapter I, Article 6 of the Vermont Constitution that officers of government are "trustees and servants" of the people and are "at all times, in a legal way, accountable to them."

The Open Meeting Law clearly emphasizes the openness of and accessibility to government. It declares that "All meetings of a public body are declared to be open to the public at all times, except as provided in section 313 of this title [on executive sessions]." [1 V.S.A. § 312\(a\)](#). The Open Meeting Law and its requirements are meant to empower the public to play an effective role as not only an active participant in government but also a check on it as well.



Every municipal board, council, commission and committees (legally defined as “public bodies”) of a municipality is required to comply with the Open Meeting Law. The Law applies when there is (1) a quorum of a public body; (2) involved in a discussion or taking action; and (3) the subject matter of the discussion is one over which the body has authority or responsibility.

Scroll down to view our current Open Meeting Law Resources.

Disclaimer: This resource is only intended to provide information and it does **NOT** constitute legal advice. Readers with specific legal questions are encouraged to contact an attorney. The use or downloading of this resource does **NOT** create an attorney-client relationship and will not be treated in a confidential manner.

If you have additional questions please use the ask a question button to submit them.

Ask a Question

Open Meeting Law Basics

Hybrid and Remote Meetings

Procedures and Effective Meetings

