

#### **BOARD OF COMMISSIONERS**

September 9, 2025 - 6:30 pm

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

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

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

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

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

Or find your local number: <a href="https://us02web.zoom.us/u/kcjBhj3blX">https://us02web.zoom.us/u/kcjBhj3blX</a>

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

<u>Page</u>	<u>AGENDA</u>					
	6:30 <sup>2</sup> Introductions					
		Confirmation of Meeting Recording				
		Adjustments to the Agenda				
		Public Comments (on items that are not on the agenda)				
2	6:50	CDBG Grant Review (enclosed)				
5	7:00	Meeting Recordings Policy (potential action - enclosed)₃				
	7:15	Commissioner Bios: EMPG Application				
7	7:20	Open Meeting Law Resolution Revision (action - enclosed) <sup>3</sup>				
		Project Review Committee will now hold regular meetings rather than meetings "as needed."				
9	7:30	Public Response to Open Meeting Law Allegation (action - enclosed) <sup>3</sup>				
9 15	7:35	Accept Meeting Minutes 7/8/25 & 8/21/25 (action - enclosed) <sup>3</sup>				
26	7:40	Reports (action - enclosed) <sup>3 -</sup> Staff and Committee Reports				
	7:50	Commissioner Roundtable				
	8:00	Adjourn				

Next Meeting: October 14, 2025

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

<sup>&</sup>lt;sup>1</sup> Persons with disabilities who require assistance or alternate arrangements to participate in are encouraged us at 802-229-1015 or <a href="mailto:cvrpc@cvregion.com">cvrpc@cvregion.com</a> at least 3 business days prior to the meeting for which services are requested.

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

<sup>&</sup>lt;sup>3</sup> Anticipated action item.



#### **MEMO**

Date: September 4, 2025

To: Board of Commissioners

From: Christian Meyer, Executive Director

Re: Community Development Block Grant- Disaster Recovery

### Background

Vermont will receive \$67,845,000 from the US Department of Housing and Urban Development in Community Development Block Grant - Disaster Recovery (CDBG-DR) funds in response to Vermont's July 2023 floods. These funds will help communities with the necessary expenses related to disaster relief, long-term recovery, restoration of infrastructure and housing, and economic revitalization for eligible activities. The following two projects, where CVRPC will serve as the applicant, were approved in the pre-application process to continue to a full application. Both projects will be closely coordinated with a coalition of stakeholders.

As part of these applications, CVRPC will hold two independent public hearings in mid to late September.

#### Winooski Basin - Flood Modeling and Public Engagement

CVRPC will apply to the Community Development Block Grant – Disaster Recovery program to address long term flood recovery and flood adaptation planning and project implementation with the following elements:

**Flood Modeling:** Improve Upper Winooski River Basin flood models. Collect and aggregate existing local flood models into a regional watershed model for the Upper Winooski. The model will be used to assess positive impacts of future implementation projects and identify basin-wide priorities by quantifying local benefits from basin-wide actions, an essential step to mitigating risk for those housed in our most impacted area. Further work will be undertaken to set the model up for integration with the Multi-Objective Optimization.

Alternatives Analysis/Multi-objective Optimization: Using the outputs from the Flood Modeling tasks, identify watershed and municipal scale flood hazard mitigation projects for sub-watersheds (i.e., clusters of towns) in the Upper Winooski by developing and using a multi-objective optimization framework to conduct an alternatives analysis. This is an opportunity to evaluate project benefits across town boundaries and provide a platform for smaller municipalities to develop priorities. This ability to plan regionally will allow for communities with potentially limited flood mitigation opportunities (i.e.

constrained urban areas with little to no flood plain reconnection options) to understand upstream and downstream areas that may provide positive benefits to their local community and support those projects inter-municipally. This type of cross-municipality cooperation is essential to developing the type of flood resilience needed in Vermont.

**Public Engagement**: Local engagement will be undertaken to share the model regionally and with all included municipalities.

**Building floodproofing**: Consultant services will be procured to develop building floodproofing plans for existing buildings that have residential uses. The target areas for this work will be the downtown areas of the CVRPC planning area.

Stakeholders and partners include: Winooski basing municipalities in the CVRPC planning areas as well as several municipalities directly downriver of Waterbury. other municipalities in the water basin, Friends of the Winooski, Montpelier Commission for Recovery and Resilience, DEC Rivers Program, Vermont Emergency Management, State Recovery Office, Dept. Geography and Geosciences, UVM Dep. of Civil and Environmental Engineering

Estimated total grant ask will be \$750,000. CVRPC will work with a grant writer to support the drafting of the application.

### <u>Capital Fire Mutual Aid - Capital Region Emergency Communications Resiliency Improvements</u> CVRPC will apply to the CDBG-DR program as the fiscal agent and project administrator on

behalf of Capital Fire Mutual Aid for emergency communications resiliency improvements.

Per 20 VSA § 2988, Capital Fire Mutual Aid is a public municipal corporation incorporated to "coordinate the services of all fire departments belonging to it so as to provide better and more efficient cooperation in the protection of life and property against fire and in the case of other accidental or natural emergency within the area that it comprises." Further, "it may acquire and operate property and equipment, including a dispatch center and a communications services..."

During the 2023 floods, Montpelier's dispatch center and three of eight towers were compromised for 72 hours, nearly resulting in a catastrophic failure. Both dispatch cores currently reside in areas where water intrusion from utility lines affected them. This severely hindered coordination and endangered lives. Despite these setbacks, Capital Fire Mutual Aid—alongside the cities of Barre and Montpelier—has worked to stabilize and strengthen this system. The project will support long term recovery, focused on resiliency measures. The new system core will be in a protected location well outside of and above the floodplain.

The scope of the application is based on the upgrades identified in the 2019 Televate study, commissioned by the Central Vermont Public Safety Authority. CVRPC will apply for \$2.5 million.

Funding will support the development of an emergency communications system that incorporates:

- P25 digital radio technology
- Trunking and LTE capabilities
- Redundancy and resiliency features

- CAD system integration with the state's Valcour records management system.

#### This funding will directly support:

- Modernization of the16-site microwave network with all associated necessary equipment at tower locations (tower list included- FOIA protect) can provide equipment list upon request.
- Replacing and updating all necessary equipment with a focus on redundancy and resiliency of these towers.
- Deployment of a fully integrated Computer-Aided Dispatch (CAD) system including integration into the State's Valcour record management system and 1week of training for police, fire and Ems and dispatchers.
- Rapid implementation within a 12–18 month timeline
- Oversight by the Central Vermont Regional Planning Commission and resident engineer
- A scalable, resilient, and replicable model for statewide deployment

This project will benefit over 76,000 residents of the CVRPC planning area and beyond, and cover 918 square miles.



#### **MEMO**

Date: September 4, 2025

To: Board of Commissioners

From: Christian Meyer, Executive Director Re: Meeting Recording Retention Policy

#### **☒** ACTION REQUESTED:

- 1. Consider the creation of a Meeting Recording Policy for advisory committees.
- 2. Move to recommend the update the Records Retention Policy for recordings of both advisory and non-advisory meetings and specified retention periods.

#### **Background Policy and Statute**

1. **Background on Recording:** See excerpt below from Christians' 7/8/25 memo to the Commission:

1 V.S.A. § 312 (6) states local non-advisory 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 non-advisory committees, the Board of Commissioners and the Executive Committee.

Outside of the state policy concerning non-advisory 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.

#### **Commission Discussion**

When deliberating on whether to record advisory committee meetings or not, some commissioners stated concerns that statements would be taken out of context from a recording, or that during discussions, often all sides of an argument are being explored, and not the views expressed do not necessarily represent the final the position of a committee member. Some Commissioners have previously received threats and experienced vandalism because of other deliberations in the public sphere. Conversely, some commissioners said that having a recording of meetings is helpful if they miss a meeting, and that comparing meeting minutes against the meeting transcript or recording has proven helpful to correct inaccuracies.

#### Background on Retention:

As summarized above, VT Statute 1 V.S.A. § 312(a)(2)(D) requires recordings of non-advisory meetings be posted for a minimum of 30 days following the approval of official meeting minutes. Consistent with statute, the Vermont League of Cities and Towns suggests keeping recordings for 30 days after the minutes of the meeting have been posted. The current CVRPC Records Retention Policy is to keep all recordings for 3 years.

Staff inquired among other RPCs statewide, and no other regional commissions have a specific policy for advisory committees, nor do they regularly record advisory committees.

#### **Next Steps:**

- 2. **Recording**: Staff request that the Commission give guidance about whether they wish to either:
  - a. Direct each advisory committee to decide if they want to have their meetings recorded or not, or
  - b. Make a universal policy to record and post all or no advisory committee meetings.
- 3. Policy and Retention: Should the Board of Commissioners recommend a policy, staff suggest that for advisory committees, CVRPC retain recordings for <u>three months</u>, then delete them. They suggest that the retention time for recordings of non-advisory committees be shortened to <u>one year</u>, before deletion, not withstanding any state stipulated requirements.



# Resolution 2025-01b 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. <u>Executive Committee:</u> the Monday one week prior to the Board of Commissioners meeting, 4:00 pm.
  - b. <u>Brownfields Advisory Committee:</u> as needed, the third Thursday of the month, 10:00 am.
  - c. <u>Clean Water Advisory Committee:</u> as needed, the second Thursday of every other month, 4:00 pm.
  - d. Project Review Committee: 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. <u>Winooski Basin Water Quality Council</u>: 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: <a href="www.centralvtplanning.org">www.centralvtplanning.org</a>.

- 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. CVPRC 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:	September 9, 2025

Peter Carbee, Chair
CVRPC Board of Commissioners



#### **MEMO**

Date: September 4, 2025

To: Board of Commissioner

From: Christian Meyer, Executive Director

Re: Public response to alleged violation of open meeting law

ACTION REQUESTED: Respond to the notice of alleged violation of Open Meeting Law by acknowledging the violation of open meeting law and state our intent to cure the violation or determine no violation has occurred.

The following memo outlines the alleged violation of open meeting law received by CVRPC, and the possible actions triggered by said allegation.

#### Allegation

On Tuesday, September 2, 2025, CVRPC received the attached notice of alleged violation of open meeting law from Stephen Whitaker, a resident of Montpelier. Mr. Whitaker is alleging that the CVRPC Executive Committee (a Public Body) violated open meeting law by not recording its August 4 meeting.

#### Public response

Per 1 V.S.A. § 314 (b)(2), upon receipt of the written notice of alleged violation, the public body shall respond publicly to the alleged violation within 10 calendar days by:

- (A) acknowledging the violation and stating an intent to cure the violation within 14 calendar days; or
- (B) stating that the public body has determined that no violation has occurred and that no cure is necessary.

#### **Open Meeting Law**

The requirements of 1 V.S.A. § 312(a)(6)(A) states:

A public body of a municipality or political subdivision, except advisory bodies, shall record, in audio or video form, any meeting of the public body and post a copy of the recording in a designated electronic location for a minimum of 30 days following the approval and posting of the official minutes for a meeting.

#### Background

On Monday, August 4, 2025, at the close of our regularly scheduled Executive Committee meeting, Office Manager Nancy Chartrand realized that she had accidentally forgotten to record the meeting per usual practice. She immediately advised the Vice Chair who was in the meeting room and contacted the

Executive Director via phone. Subsequently she contacted Vermont League of Cities & Towns for advice regarding the error.

Per VLCT recommendation (attached) and prior to the receipt of the allegation, staff proposed to "cure" the inadvertent violation by adding to our agenda along with Adjustments to the Agenda – "Recording Confirmation" for our Executive Committee and Board of Commissioners meetings, i.e., the agendas of all CVRPC Public Bodies. If recording has not been started, it can be, and the meeting called to order at that time. Staff has also placed a physical reminder in the meeting room.

#### Possible actions

First the Board should either:

- 1. acknowledge a violation
- 2. determine that no violation occurred, or
- decide the violation has been cured.

Should the Board of Commissioners acknowledge the alleged violation, per 1 V.S.A. § 314(a)(4)

Within 14 calendar days after a public body acknowledges a violation under subdivision (2)(A) of this subsection, the public body shall cure the violation at an open meeting by:

- (A) either ratifying, or declaring as void, any action taken at or resulting from:
  - (i) a meeting that was not noticed in accordance with subsection 312(c) of this title; or
  - (ii) a meeting that a person or the public was wrongfully excluded from attending; or
  - (iii) an executive session or portion thereof not authorized under subdivisions 313(a)(1)-(10) of this title; **and**
- (B) adopting specific measures that actually prevent future violations.

While the allegation was addressed to the Board of Commissioners, the allegation is directed to the Executive Committee. Therefore, staff is recommending the Board of commissioners move to make a recommendation to the Executive Committee. The Executive Committee has scheduled a meeting directly following the 9/9/2025 Board of Directors meeting to act on any recommendations.



#### NOTICE IF OPEN MEETING LAW VIOLATION

From Stephen Whitaker < whitaker.stephen@gmail.com>

Date Tue 9/2/2025 9:30 PM

To Christian Meyer <meyer@cvregion.com>; CVRPC EXCOMM <dgreason1@gmail.com>; CVRPC EXCOMM <accuratecounts.vt@gmail.com>; CVRPC EXCOMM <r.delegge@comcast.net>

Cc Lindsay Kurrle lindsay.kurrle@vermont.gov>; Brian Collamore <bcollamore@leg.state.vt.us>; Matt Birong <mbirong@leg.state.vt.us>

Inadvertent is implausible.

#### Christian: please send to all Commissioners.

**Subject:** The CVRPC August 4, 2025 Executive Committee Meeting – Missing Recording and Records Retention Decisions

To: CVRPC Executive Committee; Board of Commissioners

**CC:** Christian Meyer, Executive Director; Lindsay Kurrle, Secretary of ACCD; [Other Officials/Legislative Oversight as appropriate]

Dear Executive Committee Members and Commissioners,

I am writing to register strong objection to the circumstances surrounding the August 4, 2025 Executive Committee meeting—specifically, that the meeting was not recorded in violation of Act 133 and that the discussion focused on reducing recording/retention for public bodies.

It is not plausible that a meeting of such consequence would go unrecorded "inadvertently."

The agenda included "Records Retention – Advisory and Non-Advisory Meetings," where staff recommendations reportedly included reducing retention for non-advisory meeting recordings from three years to one year, limiting advisory committee recordings to three months, and narrowing which advisory committees are recorded at all.

At the same time, the Executive Committee was part of the chain of decisions about whether and how the full Board would conduct a public hearing on Montpelier's municipal plan—an issue central to public participation.

The failure to record that particular meeting creates an unacceptable appearance problem.

The September 2 EC meeting packet labels the omission as an "inadvertent violation of open meeting law" and proposes to "cure" it with a reminder on the agenda and a sign near the equipment.

That does not cure what matters most: the complete absence of a public record of deliberations on policies that directly affect transparency and accountability.

**09/09/25**Even if the omission were unintentional, the effect is the same: the public cannot know what was said or why.

This situation undermines public trust and invites reasonable inferences that the omission served to shield a controversial discussion from public scrutiny.

The Board and Executive Committee should not ask the public to accept "we forgot to turn it on" as sufficient. The only credible response is to fully reconstruct the meeting record.

Accordingly, I request the following actions:

- 1. Engage an independent, neutral interviewer to take separate sworn affidavits from all attendees (Committee members, staff, and members of the public present) regarding what was discussed and decided at the August 4 meeting.
- 2. Publish the compiled affidavits as the reconstructed record of the meeting and place them on the CVRPC website alongside the minutes.
- 3. Adopt a clear, public policy that all non-advisory meetings will be recorded and posted, with a retention period no shorter than three years; and that advisory committees that bear on statutory duties or plan approvals will also be recorded with a retention period adequate to ensure meaningful public access.
- 4. Commit that any decision on whether to hold a public hearing on a municipal plan will be taken by the full Board after a recorded discussion, and that the hearing—when required—will be held before the full Board.

Please confirm, in writing within 10 business days, how the Executive Committee and Board intend to proceed on the above. If reconstruction will not be undertaken, please explain why not and identify the legal basis for declining to rebuild the record.

For the avoidance of doubt: nothing in this letter accuses any individual of intentional misconduct; rather, the combination of (a) a recording failure at precisely the meeting where recording/retention was debated, and (b) subsequent proposals to reduce retention, creates the appearance of a troubling culture of opacity. The Board should dispel that appearance with decisive corrective action.

Respectfully, Stephen Whitaker ← MY ACTION ITEMS

### AI 90244: Non-Advisory Meeting Recordings

Legal Question (Legal Inquiry) Out-Standing Follow Up

Member Info Organization Info

> Nancy Chartrand Member: Organization: Central Vermont Regional Planning

Commission- 500205 - ASSOCIATE Date Submitted: 8/5/2025

**VERB Member:** Contact-AMP, Contact-HLTH-P. Relationship(s): Contact-UI-P, Other PACIF Member: No

Requested Due Date: N/A Town Manager Form

> of Government: Topic: OML

Phone: (802) 229-0389 Assigned To: MAC\_LEGAL Primary Contact: Nancy Chartrand

Contact Email: chartrand@cvregion.com

Messages

+ ADD A MESSAGE

Search messages...

Susan Senning - Staff Attorney II

Last Updated: 8/5/2025

(§) 9 minutes ago

Hi Nancy.

This would constitute an inadvertent violation of the Open Meeting Law. I recommend acknowledging it as accidentally at the next meeting, saying what you will do to "cure" the inadvertent violation in the future (e.g., having the chair confirm the recording has begun), and document this in the minutes. That way, if anyone does complain, you've already followed the law in terms of curing it. Hope that helps.

Susan

Nancy Chartrand - Office Manager

© 52 minutes ago

Our Executive Committee is a non-advisory committee, and we have routinely recorded and posted the recordings of each meeting since the change in the law last July, however, I inadvertently neglected to hit the record button at the start of our meeting last night (realized when I went to stop recording at the end of the meeting). I am wondering what type of consequences there are for this type of error. Thank you.

Related Documents

**1** UPLOAD DOCUMENT

**Notifications** 

09/09/25	<b>Board of Commissioners</b>	14
chartrand@cvregion.com, sse	enning@vlct,org	
SUBMIT REQUEST		
SUBMIT REQUEST		

15

# 5 Board of Commissioners CENTRAL VERMONT REGIONAL PLANNING COMMISSION BOARD OF COMMISSIONERS Draft MINUTES

July 8, 2025

_		•	•		
Co	mn	าเร	SIC	ne	rs:

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

Staff: Christian Meyer, Nancy Chartrand, Niki Sabado, Lorraine Banbury, Sam Lash

Guests: Stephen Whitaker, Montpelier resident; Thomas Weiss, Montpelier resident; Peter Kelman, Montpelier resident

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

Adjustments to the Agenda: None

**Public Comments:** Chair Carbee advised there would be a three-minute time limit per person during public comment. Peter Kelmen noted he is a resident of Montpelier and has spent a lot of time on the plan since 2018 when he was on the Montpelier Housing Task Force. He has recommendations for staff to include as suggestions to Montpelier. He believes the plan should be professionally copy edited and thoroughly proofread for errors. He requested that all maps in printed and web based version clearly show their source and date; and prior to copy editing and proof reading, inconsistencies between story maps and implementation plans in additional materials must be resolved and implementation strategies while they are prioritized are not prioritized in a visually clear way. He believes someone with a design sense needs to make clear what are the highest priorities in each of the chapters, and all strategies be put in an addendum to distinguish between old and new strategies. He also suggests that the printed version be the official version, not the online version. He hopes staff can include this information in comment even with conditional approval of the plan.

Stephen Whitaker believes the process and commission needs to take a step back and really review. He believes statutorily the entire commission is supposed to hold the hearing and not the subcommittee. He stated

he takes issue with a draft resolution being in the packet. He believes the plan should be disapproved and believes the commission is doing a disservice to Montpelier by letting the Committee hold the public hearing vs. the Board of Commissioners. He requests the Board do their homework before they vote on it. He believes the plan is insufficient. He believes there was a charade of a public process and believes the way the regional planning commission is handling, including staff, is contrary to statute; and that the process in statute needs to be implemented, not rubber-stamped. He noted many people in Montpelier don't participate because it doesn't make any difference and believes we are proving why that is so; and reiterated be believes the subcommittee level is not the forum for the hearing.

**Montpelier City Plan:** Chair Carbee introduced the agenda item. Christian Meyer advised the City of Montpelier City Council is scheduled to adopt the City Plan tomorrow night and have requested an early review by the RPC in an effort to gage how well the plan is meeting statute. We have followed the process we always follow which is using our Municipal Plan Review checklist which goes line by line through the statute and requires a staff member identify where and how that statute is met. He noted we work off legally defined definitions where they exist. Some complaints we have heard fall outside of the regional review and this does not mean they are invalid, just that they do not fall within our review.

Planner Niki Sabado provided a brief overview of the *Montpelier City Plan 2025*, noting that staff reviewed the draft City Plan for statutory requirements and found the City of Montpelier to be engaged in a continuing planning process and maintaining its efforts to provide funds for planning purposes and found the plan to be consistent with the State goals, compatible with the regional plan, and to contain all required elements. She also briefly reviewed CVRPC's evaluation standard.

Jerry D'Amico moved to approve, seconded by John Brabant. Significant discussion ensued regarding the process of review and having the Municipal Plan Review Committee hearing directly before the Board of Commissioner's meeting. It was confirmed that there is nothing in statute that requires the Board of Commissioners must be the host of the hearing. In many RPCs it is led by committees such as ours, in some RPCs staff leads hearings within the municipality of which the plan is being reviewed, but not necessarily in front of the full Board of Commissioners. Christian noted that prior to 2018 our full Board of Commissioners did hold these hearings, however in 2018 that transitioned to the Municipal Plan Review Committee. Further that was codified by the adoption of Rules of Procedure for each of our committees that outlines that the Municipal Plan Review Committee will hold the hearings in alignment with statute and make recommendations regarding approval to the Board. It was noted by members that a report outlining comments received and staff/committee response should be made available for Board review.

Bill Arrand, Chair of the Municipal Plan Review Committee advised that many of the comments heard during their meeting appeared to be outside the process of how the Municipal Plan Review Committee looks at the plan. He noted all requirements were met, and that suggestions were heard of how it could be done better next time. He believed most important to consider was how staff had looked at it and what they were suggesting. He noted the committee voted unanimously in favor of the plan.

Stephen Whitaker advised the process in Montpelier is what is defective. He advised various committee members in Montpelier resigned as a result of that process. He reiterated people of Montpelier will be disenfranchised by our process.

Thomas Weiss of Montpelier advised he made comments earlier before the Municipal Plan Review Committee which he believes were germane and substantive to the requirements of the statutes, and what the Regional Planning Commission is required to review. He suggested requesting a report on the hearing, and that he believed there were a few areas in the City Plan that did not conform with statute.

There was also suggestion to table and discussion as to what impact tabling the vote may have on the timeline the City has in place for the plan, which Mike Miller addressed, noting that pushing the vote out until the September board meeting would have a significant impact.

John Brabant moved to table until special meeting in August so Montpelier does not miss its deadline for growth center application.

Chair Carbee advised the is a current motion on floor must be disposed of. *Jerry D'Amico and John Brabant rescinded their original motion*.

John Brabant made a motion to table this vote on approving the Montpelier Municipal Plan as being in conformance with state and regional planning requirements until a date to be scheduled in August, at which time the Board will have received a summary of responses to comments to conduct the vote on. David Stapleton seconded. There was discussion on amending the motion to hold a meeting as soon as possible. John amended his motion to table until a meeting is decided prior to September, seconded by Jerry' D'Amico.

A vote was called, which was not unanimous, and therefore a roll call vote was conducted.

Roll Call: Barre City – yes, Cabot – yes; Calais – yes; Duxbury – yes; Montpelier – abstain, Moretown – yes;

Northfield – abstain; Orange – yes; Roxbury – yes; Waitsfield – yes; Warren – yes; Washington – yes; Waterbury – yes; Williamstown – yes; Worcester – yes; Middlesex – yes. It was confirmed there was a quorum with 14 affirmative – 0 no – 2 abstains, therefore the motion passes.

**FY26 Budget and Work Plan:** Christian Meyer provided an overview of the information outlined in the packet, noting the Executive Committee met on 6/30/25 and adopted a budget and work plan for FY26. He noted there are no major changes from previous years, overall budget is increasing by roughly 18%, much of this due to the new Brownfields program. We are looking at a small surplus and will be looking at opportunities for short term technical support for our regional plan or other planning work. Municipal technical assistance highlights include Williamstown and Orange municipal plan rewrites, culvert work with the town of Middlesex, housing assessment work with City of Montpelier. Funding is a mix of state, federal, and local, with 3% being dues, as well as interest income. Staff will be at roughly 13 FTE. The floor opened to questions and there was an inquiry of how much dues would be raised and Christian advised it would not be a large bump.

Hot Weather Emergency Planning Staff Presentation: Sam Lash shared a Hot Weather Preparedness Planning Wrap Up Summary from our work on the Vermont Department of Health (VDH) subgrant. It was noted that both warm and cold weather create health risks for Vermonters and this grant program was to start addressing that. A regional summary was completed using VDH heat vulnerability tool. The RPC and VDH came up with a guide for how to plan for hot weather and cold weather that can be used by municipalities in town plans and local emergency management plans which is available online and on the resources slide included in the presentation (available on our website). Current cooling sites were shared and it was noted libraries in the region play a key role and formalizing processes for sites would be helpful moving forward. Sam reviewed lessons learned and recommendations, noting this is an ongoing part of town planning.

Alice Peal noted what is being done in Waitsfield, and Sam encouraged creating a formal plan for the municipality.

**Discussion of Meeting Recordings Policy:** Christian Meyer reviewed the information in the meeting packet. He noted the non-advisory committees of the organization are the Board of Commissioners and the Executive Committee and all other committees of the Board are advisory committees which recommend action to the Board. The State requires we record all non-advisory meetings and hold them 30 days past when minutes are posted. Internally records retention policy states all meeting recordings will be held for three years. Recently

we have received records requests for all meetings for which we had recordings, which we subsequently posted our website. Not all advisory committee meetings have been recorded as it is an individual staff decision. Christian requested Board members input in this discussion.

Lee Cattaneo moved to direct staff to develop a policy to record all meetings that are on Zoom and retain the files a period that would satisfy the 30-day requirement but could be longer if desired. Seconded by Royal DeLegge.

Significant discussion ensued noting that in an advisory setting you want to encourage open and frank discussion. There was suggestion that in advisory settings, minutes be taken vs. recorded, allowing people to be open and frank on controversial issues and feel they can express themselves fully and without fear of repercussion. It was also noted by members that recordings are helpful when a member misses a meeting. It was suggested there should be a policy on all the advisory committees that is consistent, with a minimum retention that accomplishes goals to help staff write minutes and absent staff members to catch up on a missed meeting, and that an advisory time frame could be a different time frame than non-advisory. Some members would like to see all meetings recorded and saved an appropriate length of time, and it was also noted that recordings can allow for addressing discrepancies that may exist in the written minutes. Lee reiterated his motion suggests recording meetings that are Zoom meetings. The length of retention is another issue and up for staff to determine. With this direction staff will come back with a draft of something. *Vote was called and motion passed unanimously*.

#### Minutes - (6/10/25):

Rich Turner moved to accept the minutes June 10, 2025; Lee Cattaneo seconded. Motion passed unanimously.

**Reports:** Christian pointed out some of the upcoming workshops and events we are involved in. He also advised we are organizing meet ups with Selectboards and Planning Commissions to discuss Future Land Use Mapping and housing targets.

Lee Cattaneo moved to accept the Staff and Committee reports, seconded by John Brabant. Motion passed unanimously.

#### **Commissioner Round Table:**

Lee Cattaneo suggested that a special Board meeting to review the Montpelier Plan be held 8/4 following the Executive Committee meeting. He also spoke of the amount of development towns will have to accommodate to meet population numbers given and questions if specific areas must be identified in town plans when they are updated for where new population will be accommodated. He is concerned current plans need to be redone to identify those areas.

Christian advised his understanding is a town needs to show how it would work to accommodate the number identified. i.e. short-term rentals, community septic system needed to accommodate, etc. Towns need to show how they are thinking about how they could accommodate the planning target, and if they can't meet the target, what the obstacles are.

John stated he thought it odd that we are "planning" for what may be private property not municipally owned property. He reminded that it is a national issue as well as a world-wide issue. Putting maps on paper is not going to change the fact of how expensive building is.

Peter advised he and Eli Toohey will be attending the Brownfields 2025 Conference in Chicago the first week of August as part of the EPA grants recently received.

**Adjournment:** Alice Peal moved to adjourn at 8:21 pm; seconded by John Brabant. Motion passed unanimously.

Respectfully submitted, Nancy Chartrand, Office Manager

#### 20

# 5 Board of Commissioners CENTRAL VERMONT REGIONAL PLANNING COMMISSION BOARD OF COMMISSIONERS

# Special Meeting Draft Minutes

August 21, 2025

#### **Commissioners:**

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

Staff: Christian Meyer, Nancy Chartrand, Niki Sabado, Brian Voigt, Reuben MacMartin, Lory Banbury Guests: Stephen Whitaker, Montpelier; Thomas Weiss, Montpelier; Sarah Miller; Sean Linehan, Montpelier Planning Commission; Renee Carpenter, East Montpelier; Leah Candland, Montpelier Planning Commission; Ben Doyle, Montpelier City Council; Aaron Kisicki, Montpelier Planning Commission; Andrew Christiansen

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

Adjustments to the Agenda: There was clarification on what would be voted on as outlined in the agenda.

**Public Comments:** Chair Carbee advised that for the Montpelier City Plan there would be a five minute time limit per person. For comments unrelated to items on the agenda there would be a three-minute time limit per person during public comment and opened the floor. Stephen Whitaker read from a prepared statement, asserting that a public hearing is required by 24 VSA, \$4350 and noted today's meeting was warned as a public meeting so he believes it may not meet statutory requirements. He also asserted the Regional Planning Commission's (RPC's) role in the review process may compromised when author of the municipal plan being reviewed is also the municipality's appointed RPC's commissioner, serves on the Regional Plan Committee and participates in shaping the review process. He asserted recusal from final vote is necessary. Christian Meyer responded there is nowhere in statute that it states a hearing should be before the full board of commissioners, and this has been our practice since 2018 when adopted by municipal plan review committee, executive committee and the full board as part of the rules of procedure for each committee; he also noted this is how it is done throughout the state.

**Montpelier City Plan:** Christian Meyer reviewed the three motions outlined in the meeting packet and outlined the process for the meeting. He advised the Montpelier City Plan has been adopted by the municipality, staff has reviewed the plan, the Municipal Plan Review Committee (MPRC) has held a hearing and moved to recommend approval, the Board wanted additional time to receive response to public testimony and requested this special meeting. The packet includes regional checklist (state requirements and state planning goals), compatibility assessment with the regional plan, public comments with staff research and response. Niki Sabado also reviewed background of the plan review process as outlined in the packet.

The floor was opened to public comment on the Montpelier City Plan (MCP):

Mike Miller opened the public comment with an intro to the MCP noting it was a long-involved process that resulted in a new innovative plan design. It is intended to be viewed as a web-based document but is also downloadable and printable. He advised it was the first of its kind in Vermont and was awarded Vermont Planners Association Plan of the Year for 2025. He noted the process included many opportunities for public participation which were detailed. He noted the plan meets state requirements and deserves Commissioner approval. He also took a few moments to share matrices of comments from public, staff comments, and decisions made as a result of the comments.

Brian Voigt read Mayor McCullough's letter into the record. In which the mayor urged the Board to approve Montpelier's plan. It was confirmed the date of the letter was August 21, 2025.

Thomas Weiss noted some unaddressed concerns from his previous comments. He asserted the plan does not show inventory studies and analyses of current trends where appropriate and was troubled by the lack of response to this comment. He believes there was no solid information and analyses as required by statute in the City Plan. He also noted the lack of cost estimates and method of financing for future needs. He noted the cost level of high-med-low but stated the plan has no outline of the definitions of those. He believes staff response is inappropriate given the city's annual budget. He noted the City's present Capital Improvement Plan only extends to middle of 2028. He believes these are serious omissions in the City Plan.

Stephen Whitaker stated he believes there is dysfunction in the Montpelier Planning Department and in the Regional Planning Commission review process. He read from a memo as to why the MCP should not be approved at this time. He asserted the MPC is not compatible with the existing Regional Plan. Specifically noting the following four-part compatibility test which examines:

- 1. land use designation alignment
- 2. Impacts on critical resources
- 3. Infrastructure capacity
- 4. Potential for mitigation

He believes the MCP does not have the outlined analysis for Country Club Road (CCR) and believes it must before the plan can be found compatible and further went on to state his transportation concerns. He protested the 5-minute limit, again stating it was required to be a public hearing. He noted additional concerns with the White & Burke report on CCR, master planning development, the city decision to not pursue a growth center. He believes the MCP has no binding integrative framework for CCR. He reiterated he does not believe the MCP is compatible and a public hearing is required.

Ben Doyle, resident and member of City Council thanked the Board for their leadership and noted the importance of planning and stated he strongly supports the MCP. He reiterated there was an active participation process throughout and that the critics are full of passionate intensity and are entitled to those opinions, but noted it is important that it not subvert the process. He further outlined the process that was

undertaken and reiterated the importance to the City of Montpelier that we move forward in a positive and optimistic way and requests the RPC's approval.

Sean Linehan, Montpelier Planning Commission, also spoke in support of the City Plan, reiterating points made by Mike Miller, Ben Doyle and the Mayor. He thanked the RPC for putting together the assessment document that was included in tonight's packet.

The floor was opened to discussion by the Board. Zoe Christiansen stated that she does not disagree with the plan based only on feelings and emotion but based on statistics and data. She shared concerns about housing and traffic issues which she asserted have not been addressed.

Alice Peal raised concerns regarding the City's Growth Center application being withdrawn. She asserted the Plan can't be voted on until document is edited with the narrative changed because City Council applying for the Growth Center is still a goal highlighted in housing and land use chapters. She requested Montpelier come back with a plan the Board can vote on, suggesting that an extension could be applied for.

John Brabant reiterated he met with Peter Carbee and Christian Meyer regarding his concerns in July. He asserted most of the plan appears to be well done but noted there are problems with the traffic. He asserted the Board's role is not to just approved town plans. He noted the role of the commission is to look out for the region to cooperatively work together on a plan for development and its infrastructure. He stated it should be ensured we put together a program where everyone works well together, and burdens aren't shifted from one municipality to another. He went on to further state his traffic concerns related to the potential CCR development. He noted concerns with the town being a developer and self-regulator. He shared concern with staff's review of the transportation and requested the Board not vote for the City Plan. He reminded board members they are only voting on the plan language and reiterated CCR is currently designated as rural ag, stating it is conflict. He stated if we are not going to be the check on development spilling into other communities, we are not doing our jobs.

Mike Miller noted that CCR is just one portion of the City Plan and reminded the Board that plans are aspirational – and the growth center is a strategy – not a goal. The goal to develop the area is still in play. He reiterated the housing needs in Montpelier and the numbers suggested to be needed in the region. He reiterated Montpelier is a job center and the need for more housing close to the downtown to avoid pressure on rural countryside. He reiterated 600 units was planned throughout Montpelier, not specifically at CCR. He noted currently the city is working to address the traffic concerns and that traffic impact statements occur when you have a project. He noted a preliminary assessment was completed two years ago, and a full assessment would not be completed until a project is planned. He reiterated that Montpelier has professional staff (engineer) to complete analysis and have a traffic impact study completed. He again reiterated plans are aspirational documents and don't need to be revised every time something within them changes and noted it is required to have options in the plan. He reiterated the Board will have opportunity to have a say when such projects may come forward in the future.

Zoe Christiansen shared additional concerns related to housing and regarding new development and economics of new workers and whether they could afford brand new housing. She also shared her concern regarding short term rentals and urged people to take more time to review stating there is no need to rush and for it to be refined before it is pushed through.

Alice Peal took issue with the comment that Montpelier is solving problems for the rest of towns, noting it will not solve Mad River Valley's problems. She reiterated the traffic issue and its regional impact. She also noted the Land Use Review Board Tier III overlay may affect the type of building and environmental issues in many areas. She states every municipality has unique problems and noted the plan is conceptual but doesn't believe

it is ready for completion yet. She again made note of Montpelier needing to change growth center language due to withdrawing its recent application, specifically related to HO.7 "continue to participate in the growth center program and expand the district as appropriate".

Mike Miller clarified that the city already has a growth center so the description "continue to participate in the growth center program and expand the district as appropriate" is correct as they will expand as appropriate in the future. He commented Montpelier is not trying to solve everyone's problem, but they want to try to do their part to bring more housing to the region and to Montpelier. He noted the city purchased the CCR property with the intention to try and create affordable housing up to a certain percentage. He noted the design of the through roads are to make public transportation more efficient. He also noted that the three major barriers to participation in workforce are affordable housing, childcare and public transportation. Montpelier has plans for each one of those pieces. He reiterated future traffic assessments will be completed.

Christian Meyer followed up on some of the comments that have been made. He stated he believed the plan is strong on data, specifically the housing section. The point about short term rentals is great and is a level of detail that hasn't been required yet. He clarified the need to take action within 60 days/2 months of the last public hearing per statute and noted we are coming up to that near the end of this month and if we haven't approved the plan, we need to provide a reason to the municipality as to why not. Our not approving does not invalidate the plan. He also spoke to the fact that incentives and statutes are constantly changing and requiring plans to constantly change to meet those seems to be a hard bar to pass. He clarified there is not an option to extend a municipal plan. He stated the plan being conceptual is what is usually expected of a municipal/master plan. He asserted a lot of the details related to traffic are going to come in the implementation process. It is the board's responsibility to address the regional burden in the regional plan, speaking to rural land use and vague interpretations of compatibility.

Zoe Christiansen again reiterated she has received no information on why more affordable housing should be built and states we only need affordable housing in the legislative sense. She also shared her opinions on public transportation. She also brought up concerns with homelessness and transitional housing.

John Brabant reiterated the problem is conflating what is in the plan with what is going on outside the plan, noting we are voting on the language that is in the plan. He stated the plan does not discuss CCR development, and alternative routes to that development and reiterated his concerns related to that and current transportation issues. He's concerned with that project going to the Land Use Review Board and our Project Review Committee stating it is consistent with our regional plan based on our approval of the MPC if we approve tonight. He again urged commissioners to not vote yes and believes the board is setting itself up for legal jeopardy if they vote yes.

Robert Wernecke stated he would like the board to move forward noting we've heard from the same people repeatedly.

Royal DeLegge echoed Robert's comment and also noted Northfield's plan is an aspirational plan and their planning commission would not want the RPC to specify infinitely small details on what they could and could not do in an aspirational document. He believes the RPC role is simple - is this plan that Montpelier has presented conformant with the regional plan, he reiterated the process that has occurred and stated he would like to see process move forward.

Paula Emery noted hearing strong positions on both sides, and asked if there was a no vote are there specific recommendations that the board would need to make at this meeting tonight.

Robert Wernecke moved to approve the City of Montpelier Plan, seconded by David Stapleton.

Page | 4 August 21, 2025 Christian responded to Paula's question, noting we would have to supply a reason to municipality why it did not pass. "We" would be the board, so dissenters would have to play a role in drafting that.

Bill Arrand asked Christian how he would address this major problem of the traffic. Christian spoke to compatibility stating we would have to demonstrate how the traffic impact of development along the two phased project of Sabins Pasture and CCR would negatively impact one of our policies, we do have a policy around maintaining a good level of service on all our roads, so would need to then demonstrate that this would not significantly reduce the desired effect of the implementation of the other plan. We would have to show that it would significantly reduce the desired effect of the implementation of the CVRPC plan as currently written. John Brabant reframed what he said for clarity – he reiterated it was because the CCR project in the plan was so specific stating it would use one road, and our approving the plan would say using one road is consistent and not a conflict with our regional plan expectations.

Bill Arrand asked Mike Miller to address John's comments. Mike read from the MCP the LU1 CCR Strategy reiterating that it states what the CCR site could accommodate, not what it will accommodate. It states "this site could accommodate at least 300 housing units, although the exact number will be determined by the development process, the housing will likely be built by for-profit and non-profit entities over the coming years but it will require the city to extend the utilities such as sewer and water, and to build out the road system". For transportation for CCR the MPC states "regarding transportation this site offers an opportunity to provide significant improvements in Montpelier's connectivity. Today nearly all vehicles are funneled through the downtown. The CCR and Sabins Pasture projects could allow a complete street that connects the East Montpelier Road to Barre Street and College Street. In the future a connection could also be made to to Towne Hill but no route has been identified at this time." He stated these are not definitive, but they are aspirations that they are aspirations / goals. He encouraged commissioners to support the plan. He reiterated every project would have a traffic study which would analyze the most appropriate way to address. He reiterated the document is aspirational and that housing is needed.

Royal Delegge thanked the Chair Carbee for hearing all opinions and stated a lot of reiteration is occurring and called the question. Chair Carbee requested the public comment be allowed first. Royal requested new information only be allowed. Brian Voigt spoke briefly on Tier III designations under the future land use map, noting skepticism that much if any of Montpelier would be designated as a Tier III. With regard to an Act 250 project coming to the board for review, he noted this is not a forgone conclusion, primarily because to the City may choose pursue either Tier Ia or Tier Ib designations under the future land use map, both of which carry some waivers for review of housing. Therefore review of any CCR housing project may not go for review in front of the Act 250 board.

Chair Carbee opened the floor to public comment – 2 minutes per person.

Stephen Whitaker asserted CCR was not walkable/bikeable, stating it was several miles from town. He stated that a traffic study wasn't completed for the lease with Turtle Island for a day care of 100 students. He believes it should have triggered a study. He asserted the areas where this is not compliant is traffic, the rural designation on the existing regional plan, and on prime ag soils. He stated the 4 part analysis has not been done by staff or the City Planner for these, which requires identifying inconsistency, consider reasonable alternatives and evaluate the benefit vs the detriment and propose mitigation. He states the MPC can't be approved as is until the regional plan is readopted next year.

Aaron Kisicki stated he's been on Planning Commission for 7-8 years and noted work was already underway for this plan at that time. He stated the Planning Commission grappled mightily with how to properly scope this plan and document. They acknowledged it was a fluid situation with respect to housing, economical development and transportation and deliberately scoped it in a way that would allow them to be flexible and

allow for implementation plans to fill in any significant gaps in the aspirations and goals that are laid out by the plan. He noted the Planning Commission is committed to have continued discussions with stakeholders in potentially revisiting certain chapters of the plan to improve it.

Chair Carbee reviewed the motions before the Board:

- 1) Approval of the Montpelier City Plan 2025.
- 2) Confirm the planning process of the City of Montpelier.
- 3) Adopt the resolution documenting the Montpelier City Plan approval and planning process confirmation by CVRPC.

Vote called for approval of the plan and roll call conducted with discussion stating Mike Miller should vote: Barre City – yes; Berlin – aye; Cabot – aye; Calais – no; East Montpelier – no; Middlesex – yes; Montpelier – aye; Moretown – aye; Northfield – aye; Orange – aye; Plainfield - abstain; Waitsfield – no; Washington – aye; Waterbury – aye; Williamstown – no; Woodbury – yes; Worcester – aye; It was confirmed the motion passes with 12 ayes, 4 nays and 1 abstention

Lee Cattaneo moved confirmation of planning process seconded by Bill Arrand.

Vote called and roll call conducted: Barre City – aye; Berlin – aye; Cabot – aye; Calais – dropped from meeting; East Montpelier – dropped from meeting; Middlesex – yes; Montpelier – yes; Moretown – yes; Northfield – yes; Orange – yes; Plainfield - abstain; Waitsfield – abstain; Washington – aye; Waterbury – aye; Williamstown – no; Woodbury – yes; Worcester – aye.

It was confirmed the motion passes with 12 ayes, 1 nay, and 2 abstentions

Chair Carbee read the resolution into the record.

Robert Wernecke moved to sign the resolution, seconded by Janet Shatney.

Vote called and roll call conducted: Barre City – yes; Berlin – aye; Cabot – aye; Calais – dropped from meeting; East Montpelier – dropped from meeting; Middlesex – yes; Montpelier – yes; Moretown – yes; Northfield – aye; Orange – aye; Plainfield - abstain; Waitsfield – dropped from meeting; Washington – aye; Waterbury – aye; Williamstown – no; Woodbury – yes; Worcester – aye.

It was confirmed the motion passes with 12 ayes, 1 nay, and 1 abstention and that Chair Carbee would be signing.

**Adjournment:** Lee Cattaneo moved to adjourn at 8:48 pm; seconded by David Stapleton. Motion passed unanimously.

Respectfully submitted, Nancy Chartrand, Office Manager

## **Central Vermont Regional Planning Commission**

P: 802-229-0389

Staff Report, July & August 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, <u>toohey@cvregion.com</u>, or Niki Sabado <u>sabado@cvregion.com</u> unless otherwise noted. **Municipal Planning & Plan Implementation:** 

- Berlin:
  - Ongoing project management for TOD Master Plan project. (Reuben)
- Berlin Prepared RFP for Consulting Services for the Berlin Town Plan update. (Niki)
  - Ongoing project management of Riverton planning project. (Reuben)
- Montpelier:
  - o Staff Reviewed the Draft 2025 City Plan for regional conformance.
  - Collaborated with Montpelier Commission for Recovery and Resilience to solicit appraisal, legal, and design services for the property located at 87 State Street. Conducted interviews with top two design firm candidates. (Lincoln)
  - Held Municipal Plan Review Committee Meeting to review and recommend the Montpelier City Plan for regional approval. (Niki)
  - Participated in the Special Board Meeting to consider regional approval of the Montpelier City Plan.
     (Niki, Brian)
  - A petition signed by a little over 20 property owners in Montpelier is requesting the review of the CVRPC decision to approve the Montpelier plan under 24 V.S.A. § 4476. The matter is complicated by the repeal of 24 V.S.A. § 4305, which delegated authority for this process. Staff is seeking legal counsel to advise how the regional planning commission needs to respond to request.
- Orange Developed outreach survey and communications plan for the Town of Orange Town Plan update with the Municipal Planning Grant funding. (Niki, Pamela)
- Plainfield:
  - Provided technical assistance for the Neighborhood Development Area boundary amendment application. (Niki, Brian)
  - Plainfield Community Visit, visiting team participation. (Keith, Eli)
- Northfield Ongoing project management and coordination with consultant and town on next steps to draft code language for TOD Plan. (Reuben)
- Waitsfield:
  - Funding strategy meeting for Waitsfield Wastewater upgrades. (Eli)
  - Neck of the Woods NBRC LDD meeting, RFP Support. (Eli)
  - Providing potential funding opportunities and assistance on development of Town Garage Project (Sam)
- Warren- Provided assistance regarding ordinance process (approval and enforcement) (Sam)
- Worcester- met with Planning Commission Chair and provided summary introduction to Acts 250 and 181, Future Land Use maps, and State Designation programs, as well as intersection of housing and energy planning (Sam)
- Wrightsville Beach Recreation District Continued to host board meetings and provide technical and administrative assistance. (Lincoln/Nancy)
- Attended VLCT Municipal Ordinance Adoption and Enforcement Workshop (Sam)

#### **Regional Planning and Implementation:**

- Reviewed NEK Waste Management District 2025 Solid Waste Implementation Plan and submitted letter of Regional Conformance. (Lincoln)
- Participated in Vermont Conservation Plan listening session in South Burlington hosted by the Vermont Housing Conservation Board and Agency of Natural Resources on the status and next steps for implementing Act 59 Community Resilience and Biodiversity Act. (Lincoln)
- Met with National Park Service for outdoor recreation visioning in coordination with FEMA buyout locations in Montpelier, Barre City, Waterbury, Moretown and Plainfield (Keith, Lincoln)
- Continued work on draft Housing Chapter Goals, Strategies and Policies. (Brian)
- Met with Marshfield, Fayston, Barre Town and Barre City City Council/Selectboards and Planning Commissions to discuss the regional future land use map and Tier 1A / 1B designations. (Brian, Niki)
- Met with staff from the Two Rivers Ottauquechee Regional Commission regarding the shared boundaries of our regional future land use maps. (Brian)
- Selectboard meetup. (Eli, Keith, Christian)

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

- Participated in Peter Welch Flood Recovery Listening Session. (Eli)
- Met with EDD about Central Vermont projects that may be eligible for EDA Dister Recovery Supplemental funding. (Eli)
- Participated in USDA RD Introduction and Listening Session. (Eli)
- Participated in Capital Absorption webinar. (Eli)

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

- Brownfields Advisory Committee meeting July 17, 2025, Next meeting is September 18, 2025
- Met with DEC and Stone Environmental for strategies to fund Phase Is for FEMA Buyouts
- Participated in TRORC meeting for CDBG-DR funding for Phase Is of FEMA Buyouts, statewide. (Eli, Keith, Christian)
- Brownfields 2025 Conference in Chicago (Eli, Emmanuelle, Peter)

#### **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 and reviewed for preferred siting, substantial regional impact, and/or compliance with regional plan as needed
  - Reviewed 4.999 MW battery storage facility in Barre City, submitted and resolved inquiries.
  - Updated all ongoing projects (<u>Project Review Committee Inventory</u>), and began new monthly summary of smaller petitions for Certificates of Public Good by town to track infrastructure across region.

#### 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. (Sam)

- Staff tracked all regional applications:
  - Reviewed 5 *De Minimis* Modification Applications (Middlesex, Warren, Northfield, Montpelier, & Waitsfield)- all qualified;
  - o Reviewed complete petition for Marshfield telecommunications project (25-1543);
  - Reviewed Middlesex project (25-1632), began drafting comments (support for co-location) at direction of Project Review Committee.

#### **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 (LHMP) for the following member municipalities: East Montpelier, Berlin, and Warren (Keith, Lincoln, Pamela)
- Assisting Plainfield with LHMP development due to lack of funding and to allow buyouts to proceed.
  - o Participated in the following Department of Environmental Conservation training webinar (Lincoln):
    - Flood Manager's Drop-in Discussion: "Local Hazard Mitigation Planning with Vermont Emergency Management" focused on opportunities to engage whole communities in planning.
- Provided technical assistance and grant writing on the applications for the Hazard Mitigation Grant Program in Montpelier, 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 (Brian)
- Staff participated in monthly statewide coordination meetings between the RPCs and VEM.
- Held Regional Emergency Management Committee meeting with National Weather Service presenting on Flood Inundation Mapping.
- Waterbury: Attended municipal flood recovery working group to discuss project priorities and funding opportunities.
- Met with THRIVE partners to connect libraries and schools with existing social services, partners, and emergency resources; met with Community Resilience Organizations (CROs) to provide feedback on Resilience Hub Toolkit and integrate existing municipal and planning processes. (Sam)
- Prepared and delivered Extreme Temperature Emergency Planning Summary for board (Sam)
- Gave talk on Community-Led resilience Hubs to VT Dept. of Health Emergency Preparedness Coordinators (by invitation, Sam)
- Provided Green Mountain United Way mapping resources on flooding in Central Vt (Sam)

#### **TRANSPORTATION**

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

#### **Field Services:**

Managed field techs data gathering (Keith)

- Performed traffic count in Barre Town and Waterbury and pedestrian counts in Warren and Waitsfield for long term Mad River Valley Planning District project. (Keith)
- Finalizing Road Erosion Inventory in East Montpelier. (Keith and Planning Techs)
- Completed Bridge and Culvert survey in Waterbury and Northfield. (Planning Techs)
- Completed Bridge and Culvert survey for Middlesex as part of road resiliency plan project funded by Municipal Planning Grant (Planning Techs)

#### **Public Transit:**

- Staff participated rural service steering committee meetings with Tri-Valley Transit representative.
- See Committee Report for participating in GMT Board of Commissioners work.

#### **Municipal Assistance:**

- Provided guidance to Waitsfield staff on Meadow Road Bridge for municipal options for maintenance. (Keith)
- Warren Reviewed MRGP progress and priority projects from the last five years. Identified culverts along Sugarbush Access Road that are priorities for replacement. Analyzed risk of fluvial erosion along Route 100 with Transportation Resilience Planning Tool. Outreach to Road Foreman regarding replacement of culvert liners along Sugarbush Access Road. (Lincoln)
  - o Provided letter of support for Mad River Path Segment 1 design funding application. (Reuben)
- Moretown Provided letter of support for North Moretown sidewalk grant funding application, (Reuben)
- Middlesex Revised demonstration proposal per VTrans feedback and took field measurements to confirm cartway cross-section. (Reuben)
- Calais Revised demonstration proposal per VTrans feedback and took field measurements to confirm cartway cross-section. (Reuben)
- Waterbury Joined steering committee for Waterbury Center Multimodal scoping study. (Reuben)

#### **Regional Activities:**

- Ongoing management of Mad River Path feasibility study. (Reuben)
- Facilitated July Transportation Advisory Committee meeting. (Keith and Reuben)
- Attended monthly VTrans Transportation Planning Initiative meeting in July. (Reuben)
- Crafting handout on Right of Way maintenance benefits for town road foreman usage with residents. (Keith and planning techs)
- Researched new traffic counting equipment for performing counts outside of summer season. (Keith & Reuben)
- Drafted RFP and initiated steering committee recruitment for community bike-share scoping study. (Reuben)
- Safe Streets and Routes for All (SS4A):
  - Compiled and evaluated base network data. (Reuben)
  - Drafted preliminary base maps including activity locations. (Reuben)
  - Pulled and geocoded 10 years of regional crash data and began KABCO analysis and hotspot identification. (Reuben)
- Conducted outreach to Orange, Williamstown, and Washington on Charge Vermont (EVSE) Funding Re-Launch (Apply <a href="here">here</a> for Workplace and Multi-Unit EV Charging Funding or contact Sam). Coordinated with GMP, RPCs, and ACCD re eligible projects & technical requirements (e.g. off-grid options).
- Began developing Municipal Fleet Inventories (Sam).
- Provided resources to CVMC/UVM Health Network by request on transportation options to Waterbury for Mad River Valley residents due to location closing; provided planning resources to THRIVE partners on vulnerable transportation infrastructure in region (emergency response), etc. (Sam).
- Reviewed Federal and State policy and programmatic changes regarding EV and EVSE; as well as community transportation programs to inform municipal assistance. (Sam)

• Reviewed Transportation Sector Section Draft of Energy Action Network's Annual Progress Report for Vermont (on Emissions, Energy, Equity, & the Economy) and provided detailed feedback (by request- Sam).

#### **CLIMATE & ENERGY**

Contact Sam Lash, <a href="mailto:lash@cvregion.com">lash@cvregion.com</a> unless otherwise noted.

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, supported reporting
  across mini-grants (19 towns) and implementation grants (7 towns) as well as reimbursements; prepared
  grant scope amendments (Cabot, Orange, Plainfield; Washington, Worcester, Roxbury, Barre City).
- Coordinated with BGS and VDHP on grant amendments, historic preservation review, and reimbursement
  process. Coordinated with NVDA on RFP components and language. Coordinated with BGS/RPCs on baseline
  establishment, HVAC training and customization, reviewed support sheet and draft handbook, etc.
- Prepared and submitted Washington's financial hardship case and reviewed approval.
- Administrative support so Plainfield can receive upfront cost coverage.
- Reviewed Washington & Cabots' VDHP preliminary approvals.
- Met with Efficiency Vermont regarding Northfield Small Business Walkthrough Campaign.
- Met with Roxbury's Project Manager, aggregated and walked through project resources and progress.
- Reviewed Worcester contract; coordinated on next steps with solar project and utility transition for Garage.
- Provided guidance and detailed options for expending mini-grant (Duxbury, Williamstown, Middlesex):
  - o Calais: WindowDressers and self-certification re income-based participation,
  - Barre Town: Efficiency VT walkthrough for lighting projects and use of mini-grant for WindowDressers,
  - Berlin: town garage project and sola canopy/recreation project assistance,
  - Marshfield: provided Energy Audit reports and support resources for Old Schoolhouse Common projects and coordination with enhanced energy plan efforts,
  - Waitsfield & Warren (WindowDressers; Town Garage project support);
  - Waterbury: Windowdressers and/or Town Plan Community Outreach (energy&climate).
- Created funding stack options for Cutler Memorial Library capital projects (building envelope&HVAC, DER, VDHP, Brownfields and other potential site assessment and planning resources); met with Resilience Hub stakeholders (Plainfield).
- Reviewed HUD Public Facilities Preservation Initiative Grant and Rural Libraries Funding Upcoming
  Application release; conducted outreach to VT Dept. of Libraries and summarized current library projects and
  needs (e.g. Moretown, Plainfield, Marshfield, etc).
- Attended Solar & Battery Storage Fire Safety (Residential & Commercial; Utility Scale).

#### **Municipal Planning and Implementation**

- Reviewed Town Planning Climate Action Framework (CAO/ANR, ACCD, RPCs).
- Provided drafting support for Worcester's Enhanced Energy Plan and data supplement.
- Continued work on municipal Energy Target & Analyses breakouts: added data summary on municipal tax
  revenue impacts from DER projects and utility taxation changes; reviewed Efficiency VT annual summary data
  and conducted outreach on consistency issues and errors; merged 2016-2024 Efficiency VT data and regraphed.
- Worked with Public Service Department on Distributed Generation Inventory, updating Generation Scenarios
   Tool values based on VELCO's 2024 Long Range Transmission Plan (optimized solar model transmission

constraints), and light-duty vehicle LEAP target error (across all), housing rate future modeling, and regional wood heat target method.

- Began forest/habitat block analysis and developed memo on regional and municipal impacts re siting.
- Worked on regional analysis identifying potential suitable sites for 500kw+ projects for integration into municipal draft maps for review and consideration.
- Coordinated with community builds for upcoming WindowDressers season!
- Continued development of municipal building and facilities inventory to support future project scoping and tracking, energy siting, shared procurement, and capital planning. Met with partners regarding unmet need, project scopes, coordination across programs and community scale infrastructure gap design. Conducted outreach on how buy-out properties show up in grand list, inquired re authoritative list of historic buy outs, etc.
- Checked-in with ongoing Enhanced Energy Planning re up-coming data updates (Barre Town, Waterbury, Marshfield, Berlin, Williamstown, Orange, Moretown, etc.)

#### **Regional Energy Planning and Implementation**

- Participated in Public Utility Commission Proceeding on Grid Resilience- working group sessions including planning, measuring, valuation, and proposal review (25-0339-PET).
- Read VEIC updated reports on wood use and wood heat industry; coordinated with lead author on custom regional target and data gaps.
- Reviewed VT Climate Action Plan Draft and priority pathways.
- Reviewed Load Growth Report and attended webinar on how states are accommodating increasing electric demand (webinar&report).
- Provided feedback to Public Service Department on Energy Mapping/Act 174 Planning Atlas.
- Annual outreach to utilities for data.
- Reviewed draft updated wetland mapping (VSWI) and flagged potential impacts for mapping and planning for our region; began overlay with infrastructure.
- Participated in first 2 workshops of National Renewable Energy Laboratory Cohort Successful Local Partnerships with Electric Utilities.
- Reviewed Measuring Climate Action and Progress Update (ANR) and provided feedback on tool; reviewed Annual GHG Emissions Inventory and provided feedback.
- Supported VT Solar for All program development; tracked news regarding pause of funding.
- Reviewed Resilience Implementation Strategy Update (Governor/Treasurer) including draft strategies and priorities and tracked integrated feedback (provided previously).
- Energy Action Working Group on Thermal Energy Networks monthly meeting included developing fall series
  including a housing developer roundtable and presentation on electric grid benefits (VT Systems Planning);
  discussion of workforce challenges, and town project updates.
- Attended Assessing Hydrogen for Long Duration Energy Storage: Use Cases, Costs, and Affordability Concerns
- Reviewed and provided extensive feedback on Energy Action Networks Draft Annual Report for Vermont on Emissions, Energy, Equity, and the Economy.
- Attended meeting with other RPCs with Roaring River to discuss micro- and pico- hydro projects in Vermont.

#### **Energy Efficiency & Conservation Block Grant:**

• No Action this Month

#### **NATURAL RESOURCES**

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

#### **Municipal Assistance:**

• Waitsfield: met with Conservation Commission Chair to discuss potential ideas for a Northfield Range Management Plan.

**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.

- Met with DEC Stormwater staff to discuss prioritizing funding for Stormwater Master Planning in municipalities without a Master Plan.
- Facilitated 3 Acre meeting with DEC Stormwater Program staff to discuss regulatory history, permit obtainment process, funding, and strategies for municipal outreach and assistance.
- Reviewed Act 37 Relating to Stormwater Management and discussed legislative study committee opportunity with DEC representatives.
- Calais / Woodbury Sabin Pond Lake Watershed Action Plan:
  - o Participated in kick-off meeting facilitated by the Winooski Natural Resources Conservation District
  - Began planning DEC Wastewater Workshop for the Spring of 2026
- Participated in the following meetings & trainings:
  - Basin 8 Regional Coordination Meeting to discuss project updates, progress reporting and topics for future coordination meetings.
  - Friends of the Mad River project kick-off meeting to discuss the development of a project database and website / interactive map to make the data publicly accessible.

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:
  - Completed SFY25 Q4 reporting requirements.
  - Pre-qualification of Engineering & Construction Contractors:
    - New England Forestry Consultants, Inc: Completed Master Agreement.
    - J Lowell Logging, LLC: Application in process.
  - Participated in the following meetings/trainings:
    - Clean Water Service Provider Enhancement Program funding coordination: Reviewed Clean Water Action Plan progress and updates, cost rate methodology updates and co-funding opportunities.
    - Department of Environmental Conservation + Forest, Parks & Recreation staff to discuss procurement issues surrounding forest road and skid trail projects.
    - Lake Champlain Sea Grant Shelburne Stormwater Training: met with regional stakeholders and engineers for a tour of successful phosphorus reduction practices including VELCO Gravel wetland, Hullcrest Park StormFilter and Shelburne Town Beach Rain Garden.
    - Winooski Aquatic Organism Passage Team meeting: Facilitated by Friends of the Mad River to coordinate on culvert project development in Mad River Valley.
    - Chittenden County Regional Planning Commission Clean Water Advisory Committee: provided status update for ongoing projects and highlighted upcoming funding opportunities.
    - Hosted Winooski River Basin Water Quality Council meetings:
      - Annual meeting held on 17 July 2025 to elect officers, review committee bylaws and rules of procedure, conduct initial review of two project proposals and discuss a budget amendment request for an ongoing project.

- Meeting on 21 August 2025 was held to conduct final review of two project proposals and discuss project verification, operations and maintenance funding for recently completed projects.
- Winooski Forest Road and Skid Trail Erosion Inventory Workshop 22 August 2025, Berlin Town Forest
  - Co-facilitated with Department of Forest Parks and Recreation and Winooski Natural Resources Conservation District. Identified a suitable training site and worked with partners to lead participants through project evaluation using Department of Environmental Conservation survey application.
- DEC Verification Training 7 August 2025, Moretown / Middlesex Area
- Co-facilitated with DEC and Lake Champlain Sea Grant. Identified suitable training sites to conduct stormwater and riparian buffer planting verification exercises using Department of Environmental Conservation survey applications.

#### Outreach & Education:

- Friends of the Mad River: Corresponded with staff and Basin Planner to review project development opportunities for the following project types: floodplain restoration, riparian buffer plantings and culvert replacements. Discussed priority aquatic organism passage projects and if / how they fit into Formula Grant funding priorities and project adoption eligibility.
- Friends of the Winooski River: Corresponded with staff and VT Agency of Agriculture and Food Markets regarding potential buffer planting projects. Met with staff to discuss funding for project verification and Operations & Maintenance activities.
- Harwood Union Unified School District: communicated with the Director of Facilities & Operations regarding potential projects on school district properties.
- Montpelier: Met with Aldrich & Elliot Water Resource Engineers to discuss possible floodplain restoration and buffer planting along the North Branch River.
- Northfield: communicated with municipal staff regarding the potential to adopt an existing stormwater project to provide ongoing Operations & Maintenance funding.
- Shelburne: met with staff to discuss potential wetland restoration, buffer planting and / or strategic wood addition project on private land. Coordinated site visit with Winooski Natural Resources Conservation District staff.
- Trout Unlimited Mad Dog Chapter: Corresponded on buffer planting opportunities and outreach at the upcoming Dog River Day in the fall of 2025.
- UVM NR4060 Environmental Problem-Solving Lab: Collaborated with DEC and Poultney Mettowee Natural Resources Conservation District to pitch a Forestry Outreach Plan semester project to lab students.
- Vermont Land Trust: Corresponded with staff to discuss assistance with developing a request for funding to support project development on lands owned by the organization.
- Winooski Natural Resources Conservation District: Corresponded with staff regarding timeline of developing a project development proposal for the adoption of old tree buffer planting projects.
- Department of Environmental Conservation coordination:
  - Clean Water Service Provider Check-in: Attended monthly meetings to discuss cost of implementing projects, updated State Financial Reporting Form, Operation and Maintenance Interim Adoption, upcoming trainings, communications coordination and basin-specific updates.
  - Clean Water Service Provider Quarterly Check-in: Met with the DEC Technical Program Manager to discuss project advancement and reporting, Operations & Maintenance, pending updates to the cost rate methodology, partnering with UVM on a Forestry Outreach Plan and current and potential projects.
  - o Collaborated with Basin Planner on the review of priority culvert replacement projects and discuss crediting methodology.

- Coordinated with staff to develop trainings for stormwater and riparian buffer planting project verification and forest road and skid trail assessment. CVRPC staff identified training locations, communicated with landowners and promoted the training opportunities.
- Northfield:
  - Worked with staff to confirm eligibility of 2017 Northfield Water Street Stormwater project for Clean Water Service Provider adoption.
  - Met with Stormwater Staff to discuss prioritization of Northfield's cost-efficient phosphorus reduction projects identified in the 2019 Stormwater Infrastructure Mapping Report.
- Waterbury: Met with Basin Planner to discuss water quality project eligibility, prioritization, and development.
- 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.
      - No updates to report.
  - 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.
      - The riparian buffer planting occurred in July. Final reporting materials have been received and reviewed. This project is complete.
    - 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.
      - The riparian buffer planting occurred in July. Final reporting materials have been received and reviewed. This project is complete.
    - 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.
      - The riparian buffer planting occurred in July. Final reporting materials have been received and reviewed. This project is complete.
    - 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.
      - The riparian buffer planting occurred in July. Final reporting materials have been received and reviewed. This project is complete.
  - 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.
      - Met with project coordinator to discuss extending project timeline.
  - O 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.
      - This project is complete.

 Project Development in the Winooski River Basin: Evaluate land owned by or under easement to the Vermont Land Trust to identify potential water quality restoration projects.

#### **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 Engineer and Town Administrator on the final prioritization of sites for further development.
  - Received final deliverables from engineer including a cost estimate for the most promising project identified during the Project Development effort (McCarty Road Culverts).
- 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.
  - o Communicated with Project Engineer regarding timeline and deliverables.
- 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.
  - o Communicated with Project Engineer regarding timeline and deliverables.

#### **CVRPC Stormwater Projects:**

- Upper Winooski Stormwater Implementation (Calais):
  - Worked with Project Engineer to complete deliverables and reporting requirements.

**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.

- Continued identifying projects in Roxbury Stormwater Infrastructure Mapping Report to be included in the Department of Environmental Conservation Watershed Projects Database.
- Prioritized review of the Waterbury Stormwater Infrastructure Mapping Report for project identification.
- Communicated with DEC Water Investment Division staff regarding funding for stormwater master planning in Waterbury.
- Met with DEC Water Investment Division staff to discuss review of old state stormwater assessments.

**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 staff to prepare for outreach and offer technical assistance to Worcester, Waterbury, Cabot, and Woodbury regarding release of updated Lamoille Watershed FEMA Flood Maps.
- Warren: Corresponded with Town Administrator and Emergency Planner regarding review of Land Use Regulations and areas to improve conformance with NFIP standards. Offered assistance with bylaw update process.

#### **GIS – Geographic Information System Mapping**

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

• Cabot: Met with Trails Committee to discuss the development of a new town-wide trail map. Delivered draft map to the Committee for their review.

- Moretown: Met with Planning Commission to discuss map updates for revised Town Plan.
- Plainfield: Developed updated Neighborhood Development Area boundary to support the town's application.
- VAPDA:
  - Attended Enterprise Geospatial Consortium meeting to discuss ESRI's new licensing structure, municipal boundary updates, 3DHP proposals for the Winooski, White & Connecticut river basins.
  - Met with staff from the Vermont Center for Geographic Information and the Public Service Department to discuss changes to the way Act 174 data will be made available to the public.
  - Met with the Ortho Working Group to discuss plans for issuing a Request for Proposals for statewide imagery acquisition for the next five years.
- Warren:
  - o Delivered draft set of maps to accompany Local Hazard Mitigation Plan.
  - o Prepared updated zoning district boundary dataset and map for the Zoning Administrator.
  - Shared revised zoning district boundary with municipal consultant.

#### **PUBLIC RECORDS REQUESTS**

- Fulfilled records request for all communication on Montpelier City Plan from Stephen Whitaker of Montpelier.
- Fulfilled a records request for Municipal Plan Review Rules of Procedure from Thomas Weiss of Montpelier.

#### **OFFICE & ANNOUNCEMENTS**

#### Office:

- Initiated recruitment of new Municipal & Transportation Planner
- Hosted region-wide Selectboard Meet-Up with VLCT
- Hosted UVM Center for Rural Studies Municipal Focus Groups for Technical Assistance
- Consulted VLCT for counsel regarding inadvertent open meeting law violation in response to an accidental omission of recording the 8/4 Executive Committee meeting.

#### **Upcoming Meetings:**

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

_					
Λ		a		•	٠
м	u	ĸ	u	3	L

August 4	2 pm	Project Review Committee
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 21	6:30 pm	Board of Commissioners Special Meeting
August 28	4 pm	Project Review Committee

#### September

Sept 2	4 pm	Executive Committee (Tuesday due to holiday)
Sept 3	4 pm	Regional Plan Committee (Wednesday due to holiday)
Sept 9	6:30 pm	Board of Commissioners
Sept 11	4 pm	Clean Water Advisory Committee
Sept 16	4 pm	Regional Plan Committee
Sept 18	10 am	Brownfields Advisory Committee

Sept 18	1 pm	Winooski River Basin Water Quality Council
Sept 23	5 pm	Public Hearing – CDBG-DR Application (flood modeling)
Sept 23	6:30 pm	Transportation Advisory Committee
Sept 24	5:30 pm	Public Hearing – CDBG-DR Application (emergency communications)
Sept 25	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 <u>www.centralvtplanning.org</u> to view our blog and for the latest publications and news.

#### 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

#### July 25th

- Clean Water Project Verification Field Training Dates
- Vermont Conservation Plan Info and Listening Sessions
- Regional Future Land Use Mapping Municipal Meetings
- Disaster Recovery Funding Application Now Open
- Community Drivers Needed!
- Requests for Cost Estimates Phase I Environmental
   Site Assessments

#### August 1st

- Request for Proposals Design Services 87 State Street
- Request for Proposals Real Estate Legal Services –
   87 State Street
- Barre City Railroad Crossing Projects Announced
- VCDA Fall Conference Repurposing Civic Buildings into Community Assets

#### August 15<sup>th</sup>

- Announcing FY26 Municipal Planning Grants
- VLCT Town Fair Early Registration ends 8/31
- Winooski Basin Forest Road & Trail Inventory Workshop

- Provide Feedback on Rural Technical Assistance to the State of Vermont
- Cross Vermont Trail News
- Northern Border Regional Commission (NBRC)
   Catalyst Program Funding Opportunity

#### August 22<sup>nd</sup>

- Drive Electric Vermont Webinar Your Guide to Going Electric in the Green Mountain State
- News from "Summer in the Field"
- VT AOT September Symposium 2025 A People-Centered Approach to Transportation

# **Central Vermont Regional Planning Commission**

Committee & Appointed Representative Reports, July & August 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. [8/4/25 & 9/2/25]

- Authorized the Executive Director to sign the following grants/contracts: Williamstown Town Plan Update; ACRPC –
   VT Bond Bank Support for Rural Municipal Water Suppliers
- Granted the Executive Director limited authority to enter into all service agreements related to DHCD Grant #07110-26-CVRPC-GSA Property related to the redevelopment and assessment of the federal property in Montpelier, not to exceed \$100,000 in aggregate.
- Agreed to staff presenting a full brief and draft language be provided to the Board regarding changes in our retention policy for meeting recordings.
- Addressed inadvertent open meeting law violation due to not recording the 8/4 meeting in error.
- Accepted the June 2025 unaudited financials.
- Moved to table action on municipal dues until next meeting.
- Heard an outline of the CDBG applications being worked on: Winooski Basin Model Resiliency & Planning; and Capital Region Emergency Communications Resiliency Improvements
- Approved the FFY26 TPI budget and work plan.

**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. [8/4/25 & 8/28/25]

- Staff reviewed recent Act 250, Section 248, and Section 248a permit applications and distributed monthly summary to committee members.
- Committee amended the Rules of Process and added Guidelines for Project Review— awaiting ratification by the full board.
- Staff is creating guidance for reviewing conservation easements when they overlap any area on Future Land Use Map *other* than the three rural categories.
- Directed staff to make comments on 4.999 MW battery storage facility in Barre City.
- Notified about the upcoming Act 250 application by CVRPC for flood hazard mitigation in Montpelier at the Pioneer Street Bridge Dam to remove dam and reclaim historic floodplain for water storage.

**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. [8/5/25 and 8/19/25]

- Discussed the Future Land Use mapping methodology and progress on map development.
- Discussed the Land Use Review Board public meetings on Tier 3 mapping.
- Developed a list of keywords to be used when drafting the goals, strategies and policies of the Regional Plan.
- Reviewed the Housing Chapter aspirations, goals, strategies and policies.
- Next meeting scheduled 3 September 2025.

**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.

- Reviewed City of Montpelier's 2025 Plan on 7/8/25
- Staff drafted report for the full Commission analyzing the Montpelier Plan's compatibility with the current Regional Plan and plans of neighbors Berlin, East Montpelier and Middlesex. Montpelier plan was found to be in compliance with each of them.
- Staff drafted response to public comments on City of Montpelier's 2025 plan at the 7/8/25 hearing.

**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 4<sup>th</sup> Tuesday of the month at 6:30 pm. [7/22/25]

- Elected Officers for FY 26
- Tabled approval of Federal FY 26 Transportation Planning Initiative Workplan pending delivery of budget for review
- Next meeting scheduled 23 September 2025

**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.

- Annual meeting, 10 July 2025, Draft minutes & presentation slides
  - Elected officers
  - Reviewed CVRPC Water Resources Program Areas
  - Discussed meeting topics for the year
- Next meeting scheduled 11 September 2025
- Confirmed Lake Champlain Sea Grant presentation on Act 121 The Flood Safety Act for the November 2025 meeting.

**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, 3<sup>rd</sup> Thursdays 10-10:30am

- Brownfield Advisory Committee met on July 17, 2025 to review program updates.
- Appointed Emmanuelle Soumeilhan from Capstone Community Action to the committee representing at-risk populations.
- The next Brownfields Advisory Committee meeting is scheduled for September 18, 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.

- Annual meeting, 17 July 2025: Minutes & meeting materials
  - Reviewed bylaws and policies
  - Elected officers
  - Initial review of proposals:
    - Vermont Land Trust Project Development in the Winooski River Basin
    - Central Vermont Regional Planning Commission Northfield Stormwater Project Adoption
  - Discussed budget amendment for Chittenden County Regional Planning Commission Huntington River Project Development
- Hosted 21 August 2025 meeting: <u>Draft minutes & meeting materials</u>
  - Final review of proposals:
    - Vermont Land Trust Project Development in the Winooski River Basin
    - Central Vermont Regional Planning Commission Northfield Stormwater Project Adoption
    - The Basin Water Quality Council approved funding for both projects.
  - Discussed Project Verification + Operation & Maintenance expenses
- Next meeting scheduled 18 September 2025

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

Met with associates

#### **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 elected offices
- Moved to delegate authority to procure fuel
- Moved to end Free Fare Service on the Burlington portion of the # 11
- Moved to end the ADA Let them Ride policy the motion was later rescinded and modified to show the GMT staff would work to recoup unpaid fares but rides will not be denied.
- The commissioners entered executive session to discuss GMT operator negotiations. The Board moved to approve the collective bargaining agreement with the urban operator members of Teamsters 597.
- The Board moved to adjust the capital budget

#### CENTRAL VERMONT ECONOMIC DEVELOPMENT CORPORATION

• Staff participated in several Board meetings. No Actions taken.

#### MAD RIVER VALLEY PLANNING DISTRICT

• Staff was unable to participate