



# TWO RIVERS-OTTAUQUECHEE

William B. Emmons, III, Chairman  
Peter G. Gregory, AICP, Executive Director

REGIONAL COMMISSION

**TO:** Regional Commissioners  
**FROM:** William B. Emmons, III, Chairperson  
Peter G. Gregory, Executive Director PGG  
**DATE:** September 16, 2014  
**RE:** Next Commission Meeting - September 24, 2014

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**The Regional Commission will hold its next meeting Wednesday, September 24, 2014 at 6:30 p.m. at the Thompson Senior Center in Woodstock, VT.**

## Proposed Agenda

1. Call to Order/Approval of Agenda/Introductions/Public Comment - 6:30 p.m.
2. Public Hearings - Public comment on Fairlee, Bethel and Chelsea Town Plan Approvals and Confirmation Action (draft decisions enclosed) Close the hearings.
3. Board Action on Fairlee, Bethel and Chelsea Town Plan Approvals and Confirmations.
4. Approval of May Board Minutes. (enclosed)
5. Approval of July and August Financial Reports. (enclosed)
6. TRORC Regional Plan Update schedule for FY 15 (enclosure).

Staff will present and discuss the schedule for Regional Plan chapter updates for this year. This is the second of two rounds of updates required as part of the Regional Plan Independent Assessment Project conducted in 2013.

(Over)

128 King Farm Rd., Woodstock, VT 05091  
802.457.3188, fax: 802.457.4728, www.trorc.org

7. **TRORC Strategic Plan Implementation Update.**

Peter Gregory will provide a verbal overview of the progress in addressing the 14 Actions identified in the adopted TRORC Strategic Plan.

8. **TRORC VISTA staff member - Pollaidh (pronounced Polly) Major.**

Pollaidh will introduce herself, talk a little about the VISTA Program in general and then describe the work she will be doing over the course of the next 12 months.

9. **Commissioner/Executive Director Items:**

- Project Updates
- Act 250
- Legislative Preview
- Other

10. **Adjournment - 8:00 p.m.**

**Enclosures**

**NOTE: If you are unable to attend, please notify your town's other representative so he or she can attend. Thank you!**

***The next Regional Commission Meeting will be held on October 22, 2014.  
A full packet and agenda will be sent out to Commissioners in mid-October.***



# TWO RIVERS-OTTAUQUECHEE

William B. Emmons, III, Chairman  
Peter G. Gregory, AICP, Executive Director

REGIONAL COMMISSION

## TRORC Board Meeting

Thompson Senior Center, Woodstock, VT  
May 28, 2014

**DRAFT**

### Meeting Minutes

**Attendance:** Jerry Frederickson – Barnard, Nancy Jones – Bradford, Mark Bannon – Braintree, Dee Montie - Brookfield, Carl Pepperman – Chelsea, Frank Roderick – Corinth, Peter Berger - Fairlee, Lori Hirshfield – Hartford, Bruce Riddle – Hartford (Alt.), Charles Jeffries - Hartland, Tom Gray – Norwich (Alt.), Del Thompson – Randolph, Bill Emmons – Pomfret, Del Thompson - Randolph, David Brandau – Royalton, Paul Haskell – Sharon, Bill Edgerton – Stockbridge, Steve Campbell – Strafford, Tara Bamford – Thetford, Nancy Malmquist – West Fairlee, Ken Alton – At-Large member, Andrew Winter – At-Large member.

**Staff:** Peter Gregory, Pete Fellows, Dee Gish.

**Guests:** Murray Evans, Ken Gulick.

#### 1. **Call To Order/Public Comments:**

Chairman Bill Emmons convened the meeting at 6:35 p.m. Hearing no public comments, Chairman Emmons closed the public comments.

#### 2. **Approval of April Board Meeting Minutes:**

A motion was made by Nancy Malmquist and seconded by Jerry Frederickson to approve the April minutes. Tara Bamford requested the minutes be amended to read: “Tara would like the full Board to “ratify” any substantive action taken by the Executive Committee.” Minutes were approved as amended.

#### 3. **Acceptance of April Financial Report:**

A motion was made by Frank Roderick and seconded by Nancy Jones to accept the financial report. Peter Gregory noted that Executive Committee Treasurer Jerry Frederickson has been helpful in making sure the monthly financial reports accurately reflect the in-and-out of the CDBG buyouts. Currently, there are two separate TRORC QuickBooks accounts: one for our main programs, and a separate one for the CDBG buyout program. Merging the two together on the financial reports has been tricky. The two accounts will be merged with help from the auditor for the next fiscal year. The April financial report was accepted.

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#### **4. FY15 Budget Discussion:**

Peter Gregory reported that the Executive Committee has seen an initial draft of the FY15 budget and that next year's budget will be uncharacteristically tight. The good news is that Agency of Commerce and Community Development (ACCD) and Municipal Planning Grant funding has increased by 6% each. However, the HUD Sustainable Communities grant ends January 15, 2015, and that grant has funded many staff members, in whole or in part. In addition, the Hazard Mitigation program grant funds to write town Hazard Mitigation Plans have been put on hold with the realization that FEMA will not cover indirect costs for those programs. TRORC is looking for other ways to get the town Hazard Mitigation Plans completed. These plans are approved by FEMA and necessary for compliance with the Emergency Relief Assistance Fund. Twenty eight of our 30 towns have expired Hazard Mitigation Plans. Lori Hirshfield noted that the Plans are very difficult to get FEMA approval. Tara Bamford asked that if TRORC is a subcontractor, could we then charge indirect expenses? Peter noted that yes, that is what many states do, and that in the future, TRORC will get funding as a subcontractor. Peter also noted some staffing changes to the budget. Brian Hamlin will be leaving TRORC in mid-August to attend graduate school in New York. His position will not be filled. We will have a VISTA volunteer beginning in August for one year, and two summer interns. TRORC did not get the Brownfields assessment grant we applied for, since these grants are becoming more competitive and are many times being awarded to state agencies.

#### **5. TRORC Strategic Plan Implementation Update:**

Peter Gregory reported that staff are working on Action Item 1A: investing more time with towns and also Town Plan updates. TRORC is getting information to towns earlier so that they can strengthen their Plans and also include the Village and Downtown Center designations with map and boundaries in their plans. For Town Plans adopted after July 1, the state requires Downtown and Village Designations to be specifically noted in Plans, including a map with delineated boundaries. Peter Berger asked if a town's Village Designation has lapsed, can towns get it back? Peter noted that yes, staff will work with towns to get the boundary maps drawn up. If a town's Plan is not approved, then the Village Designation is lost. Del Thompson noted that in Randolph, some citizens were opposed to the Designation, because it restricted what property owners could do.

#### **6. Ottauquechee River Projects:**

Pete Fellows reported on Ottauquechee River and tributaries projects that TRORC is working on, noting that the Ottauquechee was largely overlooked before Irene, but is now getting more attention and funding for rehabilitation projects. Pete noted three steps to flood resiliency: 1. Town Zoning Ordinance, 2. Upgrade Infrastructure, and 3. Manage toward stream equilibrium conditions. New flood plain maps are being drawn with money from the US Geological Survey and the US Army Corps of Engineers. That data was included by Woodstock in the Economic Development grant. The state is also contracting to do flood mapping along the White River along Routes 107 and 100 through an approximate model study. These studies won't replace the FEMA maps, but they will provide good information for risk assessment, insurance purposes and map

modifications. The state is also creating maps of river corridor erosion risks later this year. Pete noted that VTrans is doing good work by re-doing to codes some of the emergency fixes done immediately after Irene. Del Thompson noted that this Pete presented some good information that should be disseminated to the public. Bill Emmons suggested contacting the media. Pete responded that the Vermont Standard and perhaps Valley News will run a story on the river enhancement projects.

**7. Commissioner/Executive Director Items:**

Peter Gregory noted that TRORC did not receive the Brownfield grant. The updated Regional Plan adoption vote will take place at the June 25 TRORC Annual Meeting. If adopted, the Plan's effective date would be 30 days later, or July 25. Peter thanked Tara Bamford and the town of Thetford for their thoughtful comments on the Regional Plan and noted that ACCD also provided comments. Staff are beginning to look at next years' chapter revisions. Act 250 updates: TRORC commented on the Lake Morey Inn project in Fairlee, and has been following the Twin State Sand & Gravel project in Hartland that was granted a permit. The Killington project is still in negotiations. The three RPCs would like to preserve TRORC's ability to participate in Killington proceedings. The Exit 1 Milne project is still at the Court level. Legislative update: At the national level, the Map 21 reauthorization for the highway bill will see either a short or long term fix, as the Highway Trust Fund will run out of money in August. The brownfields reauthorization bill would allow indirect expenses to be funded, but won't be re-authorized this session. The Farm Bill Rural Development title requires USDA to respect Regional, Economic Development or CEDS Plans. At the state level, the Growth Centers bills #809 and 823 were signed by Governor Shumlin. They allow for a lesser standard for Act 250 projects in Growth Centers. The TRORC annual meeting will be June 25 at the King Farm. The guest speaker is Anne Macksoud, a Vermont author and filmmaker. Invitations will be mailed soon. The TRORC Bylaw amendment notification has already been mailed.

Steve Campbell asked for an update on the Wilder Dam renewal process. Peter Gregory noted that it is a long process, now in the study phase. Bruce Riddle noted that Hartford held a VTel tower hearing last night and is hoping for a larger discussion about internet access in our region. Peter Gregory agreed that would be a good idea and asked Bruce to contact him with ideas of how to structure the discussion and whom to invite. Del Thompson reported that he will be going back to work for the state on the Local Roads projects and urged towns to take advantage of the program. Selectboards and Road Commissioners should be aware of the program.

**8. Adjournment:**

A motion to adjourn was made by Nancy Jones. Meeting was adjourned at 8:01 pm.

The next Board meeting will be our Annual Meeting on Wednesday, June 25 beginning at 5:00 pm social hour at the King Farm, Woodstock, VT

Minutes Prepared By Dee Gish – May 29, 2014



Two Rivers-Ottawaquechee Regional Commission  
 All Programs - FY 2015 (July 1, 2014 - June 30, 2015)  
 Income and Expense Summary Report (Cash Basis)

As of July 31, 2014

**INCOME SUMMARY**

Category	July '14 Totals	July '14 Budget	Monthly Percentage Variance Budget	Actual Total to Date	Fiscal Year to Date Budget	Percentage Variance from YTD Budget
<b>SUMMARY TOTALS:</b>						
TOTAL INFLOWS	\$396,754.14	\$487,547.52	-19%	\$396,754.14	\$487,547.52	-19%
TOTAL OUTFLOWS	\$368,859.84	\$412,107.42	-10%	\$368,859.84	\$408,909.42	-10%
NET:	\$27,894.30	\$75,440.10		\$27,894.30	\$78,638.10	
<b>REGIONAL PLANNING INCOME</b>						
Agency of Transportation	\$22,156.57	\$20,539.50	8%	\$22,156.57	\$20,539.50	8%
Agency of Commerce	\$13,176.25	\$69,736.50	-81%	\$13,176.25	\$69,736.50	-81%
HUD Buyouts	\$258,310.70	\$278,332.42	-7%	\$258,310.70	\$278,332.42	-7%
Vermont Economic Resiliency	\$0.00	\$37,432.50	-100%	\$0.00	\$37,432.50	-100%
CDBG DR Culvert	\$0.00	\$4,166.67	-100%	\$0.00	\$4,166.67	-100%
EDD Planning Grant	\$0.00	\$0.00	0%	\$0.00	\$0.00	0%
HUD Regional Plan	\$12,035.57	\$9,155.67	31%	\$12,035.57	\$9,155.67	31%
Municipal Dues	\$66,501.00	\$54,175.50	0%	\$66,501.00	\$54,175.50	23%
Total Planning Income	\$372,180.09	\$473,538.76	-21%	\$372,180.09	\$473,538.76	-21%
<b>CONTRACT INCOME</b>						
State Contracts	\$14,192.34	\$5,349.58	165%	\$14,192.34	\$5,349.58	165%
Municipal Contracts	\$5,646.14	\$5,225.42	8%	\$5,646.14	\$5,225.42	8%
Other Contract Services	\$4,721.31	\$3,225.42	46%	\$4,721.31	\$3,225.42	46%
Total Contract Income	\$24,559.79	\$13,800.42	78%	\$24,559.79	\$13,800.42	78%
<b>FEE INCOME</b>						
Municipal Fees	\$0.00	\$41.67	-100%	\$0.00	\$41.67	-100%
Other Fees	\$0.00	\$62.50	-100%	\$0.00	\$62.50	-100%
Total Fee Income	\$0.00	\$104.17	-100%	\$0.00	\$104.17	-100%
<b>MISCELLANEOUS INCOME</b>						
Interest	\$14.26	\$62.50	-77%	\$14.26	\$62.50	-77%
Sales/Miscellaneous	\$0.00	\$41.67	-100%	\$0.00	\$41.67	-100%
Total Misc. Income	\$14.26	\$104.17	-86%	\$14.26	\$104.17	-86%
<b>TOTAL INFLOWS</b>	<b>\$396,754.14</b>	<b>\$487,547.52</b>	<b>-19%</b>	<b>\$396,754.14</b>	<b>\$487,547.52</b>	<b>-19%</b>

Two Rivers-Ottauquechee Regional Commission  
 All Programs - FY 2015 (July 1, 2014 - June 30, 2015)  
 Income and Expense Summary Report (Cash Basis)

As of July 31, 2014

**EXPENSE SUMMARY**

Category	July '14 Totals	July '14 Budget	Monthly Percentage Variance Budget	Actual Total to Date	Fiscal Year to Date Budget	Percentage Variance from YTD Budget
<b>PERSONNEL SERVICES</b>						
Salaries/Wages	\$77,122.36	\$72,504.23	6%	\$77,122.36	\$72,504.23	6%
Payroll Taxes	\$5,632.22	\$5,546.54	2%	\$5,632.22	\$5,546.54	2%
EAP - Employee Assistance	\$0.00	\$150.00	0%	\$0.00	\$150.00	0%
Workers' Compensation	\$0.00	\$358.33	-100%	\$0.00	\$358.33	-100%
Unemployment Insurance	\$31.38	\$150.00	-79%	\$31.38	\$150.00	-79%
Health & Dental Insurance	\$7,066.46	\$6,360.25	11%	\$7,066.46	\$6,360.25	11%
Life Insurance	\$727.31	\$541.67	34%	\$727.31	\$541.67	34%
Retirement Fund	\$13,920.72	\$11,953.04	16%	\$13,920.72	\$11,953.04	16%
Disability Insurance	\$809.94	\$829.17	-2%	\$809.94	\$829.17	-2%
<b>Total Personnel Services</b>	<b>\$105,310.39</b>	<b>\$98,393.23</b>	<b>7%</b>	<b>\$105,310.39</b>	<b>\$98,393.23</b>	<b>7%</b>
<b>INSURANCES/OCCUPANCY</b>						
Rent & Utilities	\$1,812.92	\$2,916.67	-38%	\$1,812.92	\$2,916.67	-38%
Occupancy Expenses - King Farm	\$0.00	\$83.33	-100%	\$0.00	\$83.33	-100%
Professional Liability	\$0.00	\$0.00	0%	\$0.00	\$0.00	0%
Fidelity Bond Policy	\$3,198.15	\$3,198.00	0%	\$3,198.15	\$3,198.00	0%
Property Insurance	\$0.00	\$708.33	-100%	\$0.00	\$708.33	-100%
<b>Total Insurances/Occupancy</b>	<b>\$5,011.07</b>	<b>\$6,906.33</b>	<b>-27%</b>	<b>\$5,011.07</b>	<b>\$3,708.33</b>	<b>35%</b>
<b>PROFESSIONAL SERVICES</b>						
Legal Services	\$467.04	\$833.33	-44%	\$467.04	\$833.33	-44%
Accounting Services	\$0.00	\$125.00	-100%	\$0.00	\$125.00	-100%
Program Audit	\$0.00	\$8,500.00	0%	\$0.00	\$8,500.00	-100%
<b>Total Professional Services</b>	<b>\$467.04</b>	<b>\$9,458.33</b>	<b>-95%</b>	<b>\$467.04</b>	<b>\$9,458.33</b>	<b>95%</b>
<b>CONSULTANTS</b>						
Planning	\$5,031.47	\$21,237.92	-76%	\$5,031.47	\$21,237.92	-76%
HUD Buyout Consultants	\$8,388.38	\$1,208.33	594%	\$8,388.38	\$1,208.33	594%
HUD Buyout Pass-Thru funds	\$237,152.87	\$261,207.42	-9%	\$237,152.87	\$261,207.42	-9%
<b>Total Consultants</b>	<b>\$250,572.72</b>	<b>\$283,653.67</b>	<b>-12%</b>	<b>\$250,572.72</b>	<b>\$283,653.67</b>	<b>-12%</b>



Two Rivers-Ottawaquechee Regional Commission  
 All Programs - FY 2015 (July 1, 2014 - June 30, 2015)  
 Income and Expense Summary Report (Cash Basis)

As of July 31, 2014

**EXPENSE SUMMARY**

Category	July '14 Totals	July '14 Budget	Monthly Percentage Variance Budget	Actual Total to Date	Fiscal Year to Date Budget	Percentage Variance from YTD Budget
<b>TRAVEL</b>						
Travel Reimbursement	\$1,588.66	\$3,750.00	-58%	\$1,588.66	\$3,750.00	-58%
Commissioner travel reimb.	\$712.68	\$208.33	242%	\$712.68	\$208.33	242%
Mtgs, Conf & Training	\$985.94	\$2,166.67	-54%	\$985.94	\$2,166.67	-54%
<b>Total Travel</b>	<b>\$3,287.28</b>	<b>\$6,125.00</b>	<b>-46%</b>	<b>\$3,287.28</b>	<b>\$6,125.00</b>	<b>-46%</b>
<b>OFFICE EXPENSES</b>						
General Supplies	\$649.08	\$916.67	-29%	\$649.08	\$916.67	-29%
Printing	\$450.80	\$500.00	-10%	\$450.80	\$500.00	-10%
Advertising	\$77.00	\$625.00	-88%	\$77.00	\$625.00	-88%
Dues/Publications/Data	\$1,358.58	\$1,916.67	-29%	\$1,358.58	\$1,916.67	-29%
Postage	\$488.73	\$666.67	-27%	\$488.73	\$666.67	-27%
Telephone/Internet/Web	\$546.95	\$904.17	-40%	\$546.95	\$904.17	-40%
Repairs	\$0.00	\$41.67	-100%	\$0.00	\$41.67	-100%
Bank/Payroll Fees	\$111.20	\$62.50	78%	\$111.20	\$62.50	78%
Equip/Software Contracts	\$35.00	\$1,479.17	-98%	\$35.00	\$1,479.17	-98%
<b>Total Office Expenses</b>	<b>\$3,717.34</b>	<b>\$7,112.52</b>	<b>-48%</b>	<b>\$3,717.34</b>	<b>\$7,112.52</b>	<b>-48%</b>
<b>OFFICE EQUIPMENT</b>						
Computer Hardware	\$0.00	\$250.00	-100%	\$0.00	\$250.00	-100%
Office Equipment/Furniture	\$0.00	\$83.33	-100%	\$0.00	\$83.33	-100%
Computer Software	\$0.00	\$41.67	-100%	\$0.00	\$41.67	-100%
<b>Total Office Equipment</b>	<b>\$0.00</b>	<b>\$375.00</b>	<b>-100%</b>	<b>\$0.00</b>	<b>\$375.00</b>	<b>-100%</b>
<b>OTHER EXPENSES</b>						
Transportation Equip./Supplies	\$494.00	\$41.67	1086%	\$494.00	\$41.67	1086%
STEM Scholarship Program	\$0.00	\$0.00	0%	\$0.00	\$0.00	0%
Miscellaneous/Bad Debt	\$0.00	\$41.67	-100%	\$0.00	\$41.67	-100%
<b>Total Other</b>	<b>\$494.00</b>	<b>\$83.34</b>	<b>493%</b>	<b>\$494.00</b>	<b>\$83.33</b>	<b>493%</b>
<b>TOTAL OUTFLOWS</b>	<b>\$368,859.84</b>	<b>\$412,107.42</b>	<b>-10%</b>	<b>\$368,859.84</b>	<b>\$408,909.42</b>	<b>-10%</b>

08/13/14

**Two Rivers-Ottawaquechee Regional Commission**  
**Accounts Receivable Aging Detail**  
 As of July 31, 2014

Type	Date	Num	Name	Due Date	Open Balance
<b>Current</b>					
Total Current					
<b>1 - 30</b>					
Invoice	07/01/2014	15-1	Agency of Commerce and Community Devel...	07/01/2014	66,442.53
Invoice	06/30/2014	14-158	Town of Royalton - c.	07/03/2014	6,597.06
Invoice	06/30/2014	14-163	Chittenden County RPC - c	07/08/2014	304.24
Invoice	07/18/2014	15-3	TRORC- CDBG DR Grant	07/18/2014	4,963.54
Invoice	07/25/2014	15-4	Chittenden County RPC - c	07/25/2014	163.90
Invoice	07/25/2014	15-5	Southern Windsor County RPC - c	07/25/2014	81.95
Total 1 - 30					78,553.22
<b>31 - 60</b>					
Invoice	06/11/2014	14-147	VT Dept of Environmental Conservation - c	06/11/2014	1,769.00
Invoice	06/30/2014	14-150	Agency of Commerce and Community Devel...	06/18/2014	9,323.04
Invoice	06/30/2014	14-161	Town of West Fairlee	06/30/2014	2,600.74
Invoice	06/30/2014	14-162	VT Division of Emergency Management	06/30/2014	1,157.11
Invoice	06/30/2014	14-168	Town of Thetford	06/30/2014	1,083.45
Total 31 - 60					15,933.34
<b>61 - 90</b>					
Total 61 - 90					
<b>&gt; 90</b>					
Total > 90					
<b>TOTAL</b>					<b>94,486.56</b>

Two Rivers-Ottawaquechee Regional Commission  
 All Programs - FY 2015 (July 1, 2014 - June 30, 2015)  
 Income and Expense Summary Report (Cash Basis)

As of August 31, 2014

**INCOME SUMMARY**

Category	August '14 Totals	August '14 Budget	Monthly Percentage Variance Budget	Actual Total to Date	Fiscal Year to Date Budget	Percentage Variance from YTD Budget
<b>SUMMARY TOTALS:</b>						
TOTAL INFLOWS	\$273,069.06	\$487,547.52	-44%	\$669,823.20	\$818,265.15	-18%
TOTAL OUTFLOWS	\$306,162.90	\$402,425.07	-24%	\$675,022.74	\$787,667.54	-14%
NET:	-\$33,093.84	\$85,122.45		-\$5,199.54	\$30,597.61	
<b>REGIONAL PLANNING INCOME</b>						
Agency of Transportation	\$0.00	\$20,539.50	-100%	\$22,156.57	\$41,079.00	-46%
Agency of Commerce	\$66,442.53	\$69,736.50	-5%	\$79,618.78	\$69,736.50	14%
HUD Buyouts	\$181,286.54	\$278,332.42	-35%	\$439,597.24	\$556,664.83	-21%
Vermont Economic Resiliency	\$8,966.92	\$37,432.50	-76%	\$8,966.92	\$37,432.50	-76%
CDBG DR Culvert	\$0.00	\$4,166.67	-100%	\$0.00	\$8,333.33	-100%
EDD Planning Grant	\$0.00	\$0.00	0%	\$0.00	\$0.00	0%
HUD Regional Plan	\$9,921.59	\$9,155.67	8%	\$21,957.16	\$18,311.33	20%
Municipal Dues	\$2,125.00	\$54,175.50	0%	\$68,626.00	\$58,690.13	17%
Total Planning Income	\$268,742.58	\$473,538.76	-43%	\$640,922.67	\$790,247.64	-19%
<b>CONTRACT INCOME</b>						
State Contracts	\$2,926.11	\$5,349.58	-45%	\$17,118.45	\$10,699.17	60%
Municipal Contracts	\$1,083.45	\$5,225.42	-79%	\$6,729.59	\$10,450.83	-36%
Other Contract Services	\$304.24	\$3,225.42	-91%	\$5,025.55	\$6,450.83	-22%
Total Contract Income	\$4,313.80	\$13,800.42	-69%	\$28,873.59	\$27,600.83	5%
<b>FEE INCOME</b>						
Municipal Fees	\$0.00	\$41.67	-100%	\$0.00	\$83.33	-100%
Other Fees	\$0.00	\$62.50	-100%	\$0.00	\$125.00	-100%
Total Fee Income	\$0.00	\$104.17	-100%	\$0.00	\$208.33	-100%
<b>MISCELLANEOUS INCOME</b>						
Interest	\$12.68	\$62.50	-80%	\$26.94	\$125.00	-78%
Sales/Miscellaneous	\$0.00	\$41.67	-100%	\$0.00	\$83.33	-100%
Total Misc. Income	\$12.68	\$104.17	-88%	\$26.94	\$208.33	-87%
<b>TOTAL INFLOWS</b>	<b>\$273,069.06</b>	<b>\$487,547.52</b>	<b>-44%</b>	<b>\$669,823.20</b>	<b>\$818,265.15</b>	<b>-18%</b>

Two Rivers-Ottawaquechee Regional Commission  
 All Programs - FY 2015 (July 1, 2014 - June 30, 2015)  
 Income and Expense Summary Report (Cash Basis)

As of August 31, 2014

**EXPENSE SUMMARY**

Category	August '14 Totals	August '14 Budget	Monthly Percentage Variance Budget	Actual Total to Date	Fiscal Year to Date Budget	Percentage Variance from YTD Budget
<b>PERSONNEL SERVICES</b>						
Salaries/Wages	\$51,842.72	\$72,504.23	-28%	\$128,965.08	\$120,840.38	7%
Payroll Taxes	\$3,810.26	\$5,546.54	-31%	\$9,442.48	\$9,244.23	2%
EAP - Employee Assistance	\$150.00	\$150.00	0%	\$150.00	\$150.00	0%
Workers' Compensation	\$3,184.00	\$358.33	789%	\$3,184.00	\$716.67	344%
Unemployment Insurance	\$20.34	\$150.00	-86%	\$51.72	\$300.00	-83%
Health & Dental Insurance	\$7,346.34	\$6,360.25	16%	\$14,412.80	\$12,720.50	13%
Life Insurance	-\$72.76	\$541.67	-113%	\$654.55	\$1,083.33	-40%
Retirement Fund	\$8,837.68	\$7,968.69	11%	\$22,758.40	\$19,921.73	14%
Disability Insurance	\$816.93	\$829.17	-1%	\$1,626.87	\$1,658.33	-2%
<b>Total Personnel Services</b>	<b>\$75,935.51</b>	<b>\$94,408.88</b>	<b>-20%</b>	<b>\$181,245.90</b>	<b>\$166,635.18</b>	<b>9%</b>
<b>INSURANCES/OCCUPANCY</b>						
Rent & Utilities	\$5,551.03	\$2,916.67	90%	\$7,363.95	\$5,833.33	26%
Occupancy Expenses - King Farm	\$0.00	\$83.33	-100%	\$0.00	\$166.67	-100%
Professional Liability	\$0.00	\$3,500.00	0%	\$0.00	\$3,500.00	0%
Fidelity Bond Policy	\$0.00	\$0.00	0%	\$3,198.15	\$3,000.00	7%
Property Insurance	\$5,127.00	\$708.33	624%	\$5,127.00	\$916.67	459%
<b>Total Insurances/Occupancy</b>	<b>\$10,678.03</b>	<b>\$7,208.33</b>	<b>48%</b>	<b>\$15,689.10</b>	<b>\$13,416.67</b>	<b>17%</b>
<b>PROFESSIONAL SERVICES</b>						
Legal Services	\$1,572.18	\$833.33	89%	\$2,039.22	\$1,666.67	22%
Accounting Services	\$0.00	\$125.00	-100%	\$0.00	\$250.00	-100%
Program Audit	\$6,050.00	\$2,500.00	0%	\$6,050.00	\$11,000.00	-45%
<b>Total Professional Services</b>	<b>\$7,622.18</b>	<b>\$3,458.33</b>	<b>120%</b>	<b>\$8,089.22</b>	<b>\$12,916.67</b>	<b>37%</b>
<b>CONSULTANTS</b>						
Planning	\$19,343.51	\$21,237.92	-9%	\$24,374.98	\$42,475.83	-43%
HUD Buyout Consultants	\$900.00	\$1,208.33	-26%	\$9,288.38	\$2,416.67	284%
HUD Buyout Pass-Thru funds	\$176,321.17	\$261,207.42	-32%	\$413,474.04	\$522,414.83	-21%
<b>Total Consultants</b>	<b>\$196,564.68</b>	<b>\$283,653.67</b>	<b>-31%</b>	<b>\$447,137.40</b>	<b>\$567,307.33</b>	<b>-21%</b>

Two Rivers-Ottawaquechee Regional Commission  
 All Programs - FY 2015 (July 1, 2014 - June 30, 2015)  
 Income and Expense Summary Report (Cash Basis)

As of August 31, 2014

**EXPENSE SUMMARY**

Category	August '14 Totals	August '14 Budget	Monthly Percentage Variance Budget	Actual Total to Date	Fiscal Year to Date Budget	Percentage Variance from YTD Budget
<b>TRAVEL</b>						
Travel Reimbursement	\$2,739.71	\$3,750.00	-27%	\$4,328.37	\$7,500.00	-42%
Commissioner travel reimb.	\$394.00	\$208.33	89%	\$1,106.68	\$416.67	166%
Mtgs, Conf & Training	\$1,489.59	\$2,166.67	-31%	\$2,475.53	\$4,333.33	-43%
<b>Total Travel</b>	<b>\$4,623.30</b>	<b>\$6,125.00</b>	<b>-25%</b>	<b>\$7,910.58</b>	<b>\$12,250.00</b>	<b>-35%</b>
<b>OFFICE EXPENSES</b>						
General Supplies	\$725.77	\$916.67	-21%	\$1,374.85	\$1,833.33	-25%
Printing	\$271.35	\$500.00	-46%	\$722.15	\$1,000.00	-28%
Advertising	\$370.69	\$625.00	-41%	\$447.69	\$1,250.00	-64%
Dues/Publications/Data	\$5,654.25	\$1,916.67	195%	\$7,012.83	\$3,833.33	83%
Postage	\$26.20	\$666.67	-96%	\$514.93	\$1,333.33	-61%
Telephone/Internet/Web	\$1,716.10	\$904.17	90%	\$2,263.05	\$1,808.33	25%
Repairs	\$0.00	\$41.67	-100%	\$0.00	\$83.33	-100%
Bank/Payroll Fees	\$87.90	\$62.50	41%	\$199.10	\$125.00	59%
Equip/Software Contracts	\$1,886.94	\$1,479.17	28%	\$1,921.94	\$2,958.33	-35%
<b>Total Office Expenses</b>	<b>\$10,739.20</b>	<b>\$7,112.52</b>	<b>51%</b>	<b>\$14,456.54</b>	<b>\$14,225.02</b>	<b>2%</b>
<b>OFFICE EQUIPMENT</b>						
Computer Hardware	\$0.00	\$250.00	-100%	\$0.00	\$500.00	-100%
Office Equipment/Furniture	\$0.00	\$83.33	-100%	\$0.00	\$166.67	-100%
Computer Software	\$0.00	\$41.67	-100%	\$0.00	\$83.33	-100%
<b>Total Office Equipment</b>	<b>\$0.00</b>	<b>\$375.00</b>	<b>-100%</b>	<b>\$0.00</b>	<b>\$750.00</b>	<b>-100%</b>
<b>OTHER EXPENSES</b>						
Transportation Equip./Supplies	\$0.00	\$41.67	-100%	\$494.00	\$83.33	493%
STEM Scholarship Program	\$0.00	\$0.00	0%	\$0.00	\$0.00	0%
Miscellaneous/Bad Debt	\$0.00	\$41.67	-100%	\$0.00	\$83.33	-100%
<b>Total Other</b>	<b>\$0.00</b>	<b>\$83.34</b>	<b>-100%</b>	<b>\$494.00</b>	<b>\$166.67</b>	<b>196%</b>
<b>TOTAL OUTFLOWS</b>	<b>\$306,162.90</b>	<b>\$402,425.07</b>	<b>-24%</b>	<b>\$675,022.74</b>	<b>\$787,667.54</b>	<b>-14%</b>

09/05/14

**Two Rivers-Ottauquechee Regional Commission**  
**Accounts Receivable Aging Detail**  
 As of August 31, 2014

Type	Date	Num	Name	Due Date	Open Balance
<b>Current</b>					
Total Current					
<b>1 - 30</b>					
Invoice	08/13/2014	15-7	TRORC- CDBG DR Grant	08/13/2014	24,622.79
Invoice	08/14/2014	15-9	TRORC- CDBG DR Grant	08/14/2014	999.14
Invoice	08/18/2014	15-6	VT Agency of Transportation	08/18/2014	20,491.05
Invoice	08/18/2014	15-8	VT Division of Emergency Management	08/18/2014	4,784.60
Invoice	08/22/2014	143	Agency of Commerce and Community Devel...	08/22/2014	11,678.00
Invoice	08/22/2014	144	Agency of Commerce and Community Devel...	08/22/2014	145,565.13
Invoice	08/25/2014	145	Agency of Commerce and Community Devel...	08/25/2014	465.00
Invoice	08/25/2014	146	Agency of Commerce and Community Devel...	08/25/2014	24,623.00
Invoice	08/25/2014	147	Agency of Commerce and Community Devel...	08/25/2014	1,000.00
Invoice	08/28/2014	15-11	Town of West Fairlee	08/28/2014	1,827.26
Invoice	08/29/2014	15-12	VT Division of Emergency Management	08/29/2014	1,103.71
Total 1 - 30					237,159.68
<b>31 - 60</b>					
Invoice	06/30/2014	14-158	Town of Royalton - c	07/03/2014	6,597.06
Total 31 - 60					6,597.06
<b>61 - 90</b>					
Invoice	06/30/2014	14-161	Town of West Fairlee	06/30/2014	2,600.74
Total 61 - 90					2,600.74
<b>&gt; 90</b>					
Total > 90					
<b>TOTAL</b>					<b>246,357.48</b>

10:13 AM

09/15/14

**Two Rivers-Ottauquechee Regional Commission**  
**A/P Aging Summary**  
As of August 31, 2014

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Town of Jamaica	145,565.13	0.00	0.00	0.00	0.00	145,565.13
Town of Londonderry	11,677.75	0.00	0.00	0.00	0.00	11,677.75
Town of Moretown	465.00	0.00	0.00	0.00	0.00	465.00
Two Rivers-Ottauquechee Regional Com.	25,621.93	0.00	0.00	0.00	0.00	25,621.93
<b>TOTAL</b>	<b><u>183,329.81</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>183,329.81</u></b>





# 2015 Regional Plan Updates

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## Chapters to be updated:

- **Utilities/Facilities**

*Work on chapter has begun, will be completed in early November*

- **Economic Development (and Stronger Economy in Distressed Areas Goal)**

*Work on this chapter will begin in October, completed in late November or early December (depends on HUD ED chapter)*

- **Education**

*Work on chapter is nearly complete. Will be ready for review in October*

- **Transportation**

*Work on this chapter is ongoing. Will be completed in November/December*

- **Implementation**

*This chapter depends on Utilities/Facilities & Economic Development chapters for content, will be completed immediately when Ut/Fac is done (November)*

## Timeline

- September-December: Chapters Drafted
- October-January: Chapters reviewed by Executive Committee/Board
- February: Final drafting and board authorization to go to hearing (February 25, 2015)
- March: Amendments mailed 30 days in advance of first hearing
- April: Public Hearings (two)
- May: Final hearing/Board Review/Final Changes (May 27, 2015)
- June: Board Adoption of amendments (June 24, 2015)
- July: Plan effective



## Two Rivers-Ottauquechee RPC Transportation Advisory Committee Meeting

Thursday July 10, 2014

Bethel Town Hall, Bethel, VT, 9:30am – 11:00am

### Meeting Summary

**Attended:** Bill Hall, Bethel; Frank Roderick, Corinth; Rich Menge, Hartford; Nancy Jones, Bradford; Bob Moyer, Braintree; Aaron Brown, Vital Communities; Bob Stacey, Hartland; Bill Morgan, Randolph; Rod Maclay, Strafford; Dee Montie, Brookfield; Jackie Cassino VTrans; Kevin Geiger and Rita Seto, TRORC.

**Regrets:** Phil Dechert, Norwich; Michael Brands, Woodstock; Kent Gilman, Sharon; Jon Mackinnon, Strafford; Rose Hemond, Royalton; Matt Osborn, Hartford; Phil Page, Bradford; Sam Van Dam, Thetford; Van Chesnut, Advance Transit; George Deblon, Pittsfield; Neil Fulton, Norwich; Paul Haskell, Sharon.

1. **Introductions** – Rod called meeting to order at 9:35am. Group made introductions.
2. **Approval of May 8 Minutes** – Motion by Dee, 2<sup>nd</sup> Bob S. Minutes approved.
3. **“Strong Communities, Better Connections” Agency of Commerce + Community Development-VTrans Grant Program** – Jackie Cassino, VTrans  
Jackie talked about a new grant partnership between ACCD and VTrans which encourages better alignment of policies between agencies and helps support FHWA Livability principles. This grant is to promote implementation projects working with land use and transportation. SCBC is doing a pilot launch August 2014 and is looking for 2 communities to pilot to start Fall 2014. Total annual grant funding will be \$200,000 aiming to work with 3-5 communities each year lasting 24 months. A 10% local cash match is required. 4 types of eligible action-oriented project scopes: Activity Center Plans, Non-motorized Transportation + Land Use Plans, Innovative Transportation + Land Use Guidelines + Policies, and Transportation Infrastructure Funding. RPCs will be asked to help towns with applications funding out of the TPI program. Call Rita if you are interested in being a pilot community.
4. **VTrans Mapping Ancient Roads Reminder** – Jackie Cassino, VTrans  
Jackie reminded the group of the letter sent to Towns by Johnathan Croft for the Ancient Roads deadline for next July 1, 2015. Towns have until then to address any class 1, 2, 3, 4, ancient roads, and legal trails road changes to VTrans. This is to update the Town Highway Mileage maps and that changes really should be in by Feb. 10, 2015 in time for the July 1 Legislative deadline. If your town is in process but may not meet the Feb deadline, please contact Johnathan Croft [Johnathan.Croft@state.vt.us](mailto:Johnathan.Croft@state.vt.us) to give him a heads up.
5. **Town Capital Improvement Plans** – Kevin Geiger, TRORC  
Kevin presented on how Towns can create Capital Improvement Plans if they don't have one already. It's an extension of a Town Plan and helps the Town financially plan ahead for managing their utilities, facilities as well as transportation equipment. This will help with questions at Town Meeting of “why did you do it that why? Why does it cost that much? Why are you asking for that amount?” and a vetting process will help formalize the Capital Plan. TRORC has developed a spreadsheet template as part of the HUD grant efforts and can help towns create one. The spreadsheet encourages a 10 yr program vs. a 5 yr program. Rita mentioned as part of the FY15 TPI work plan, a new task is to help at least 1 town with creating a CIP. Bill Hall recommended integrating past town payment history into the spreadsheet which can support “oh we've always been reserving this amount” and that the Town can afford the future yearly payments.

6. FY15 Transportation Planning Initiative Work Plan – Rita

Rita presented a 1 page summary of the proposed FY15 transportation work plan with VTrans and talked about the 5 general categories (administration/management, public participation + coordination, long range planning, short range planning and project + program development).

7. Other business?

- **2014 VTrans Bike Ped** application submissions: Town of Hartford submitted an implementation application for US5 sidewalk under I-91 bridges, Town of Rochester submitted a feasibility study for village sidewalk and focusing on priority sidewalk segment, and Town of Bradford submitted a feasibility study for N Pleasant St sidewalk.
- **RT4 Intercity Bus Service** – Rita browsed to the Vermont Translines website to show the new Route 4 bus service that began last month. The group looked at the schedule and had comments of ease of booking a trip. Comments included why the service started so late 10:30am at Rutland, that the 2hr window for the return trip isn't enough time for people going to DHMC for appointments, and that it misses the Amtrak connection in WRJ by an hour.

Meeting adjourned 10:55 am

Next meeting on **Thursday September 18, 2014 – 9:30am – 11am. Location TBD**

**Two Rivers-Ottauquechee RPC Transportation Advisory Committee Meeting**

Thursday September 11, 2014

Bradford Academy Building, VT, 9:30am – 11:00am

Meeting Summary

Town	Representative	Present	Town	Representative	Present	Town	Representative	Present
Barnard	Tom Morse Lance Webster		Hancock	-		Royalton	Rose Hemond	
Bethel	Bill Hall		Hartford	Rich Menge Matt Osborn		Sharon	Kent Gilman	
Bradford	Nancy Jones	X	Hartland	Bob Stacey		Stockbridge	-	
Braintree	Bob Moyer	X	Newbury	-		Strafford	Rod Maclay Jon Mackinnon	X
Bridgewater	Norm Martin		Norwich	Phil Dechert Neil Fulton		Theford	Sam Van Dam	
Brookfield	Dee Montie	X	Pittsfield	George Deblon		Topsham	Thomas Flannigan	
Chelsea	Doug Lyford		Plymouth	-		Tunbridge	Susan Clark	
Corinth	Frank Roderick	X	Pomfret	-		Vershire	-	
Fairlee	Frank Barrett Jr		Randolph	Bill Morgan	X	West Fairlee	-	
Granville	-		Rochester	-		Woodstock	Michael Brands	
<b>At-Large Members</b>								
Advance Transit	Van Chesnut				VTrans		Jackie Cassino	
Stagecoach	Jim Moulton				VTrans D7		Lance Duquette	X
Vital Communities	Aaron Brown							

- 1. Introductions** – Dee called meeting to order at 9:35am. Group made introductions.
- 2. Approval of July 10 Minutes** – Motion by Frank, 2<sup>nd</sup> Nancy. Minutes approved.
- 3. TRORC Culvert Resiliency Project** – *Rita*  
Rita talked about the CDBG DR Planning funds (\$99,900) TRORC received to assist 12 towns in updating their culvert inventories in the next 2 years. The project scope will include updating GPS locations, mapping atlas for towns, uploading data into [www.vtculverts.org](http://www.vtculverts.org), prioritizing Poor/Bad culverts, and creating capital plans for 5-10 high priority erosion locations. This will provide towns with a strategic plan to pursue funding for culvert replacements as well as be integrated into the Hazard Mitigation Plans.
- 4. I-91 Twin bridges over US5** – *Rita*  
Rita showed a video about a similar project using the innovative slide technique that will be used to replace the bridges next Fall 2015. Check it out here: <http://www.youtube.com/watch?v=CuPQxvkETrI>. For more info on the bridge project, check out the website: <http://www.i91wrj.vtransprojects.vermont.gov/>
- 5. Road salt prices + impacts to Town budgets** – *Rita*  
Rita presented the quick town survey on road salt prices – most towns using Cargill. Last year

the tonnage price varied between \$56-\$82/ton while this year is between \$75-\$83/ton. Town rock salt budgets range from \$15K-\$200K. Towns are facing level budgets and yet the price per ton has nearly doubled. Does that mean less salt usage? Can towns afford using less without jeopardizing road safety? What is the possibility of the budgets being increased and approved by residents? Will towns consider salt/sand mixes? Salt brine mixes? Towns are vulnerable to price gouging if there is high demand and salt shortage. A solution remains to be seen – but the advice is to talk with the vendor one on one and if you have a good relationship with them, maybe they'll offer you a decent rate. There was also a discussion of, what if 3-4 towns that are in a similar delivery range could do a mini-bulk agreement? This is a possibility but will depend on the one town being lead and if they have enough storage for the other towns supply.

6. **Other business?**

- 2014 Transportation Alternatives applications due October **16 (not 31)**. VIT sessions on August 26<sup>th</sup>, 2014 (2-4 PM) and September 4<sup>th</sup> (6-8 PM). Rita noted the only town so far interested in submitting an application is Hartland for the 3 Corners intersection project.
- Transportation Board Hearings: The Transportation Board has set a schedule for its Fall Public Hearings. This year the Board plans to conduct a "college tour" so that it can engage young adults about the future of Transportation Policy. The Board in October and November will visit eight college campuses. The visit for TRORC region is on **October 22: VT Tech in Randolph**. The Board's focus is young adults (ages 18-34) and transportation. Please help us reach young adults beyond just the college kids.

Meeting adjourned 10:35 am

Next meeting on Thursday November 13, 2014 – 9:30am – 11am. Damon Hall, Hartland, VT

# LEPC # 12

LOCAL EMERGENCY PLANNING COMMITTEE

LEPC12@TRORC.ORG

C/O TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION  
128 KING FARM RD  
WOODSTOCK, VT 05091

802-457-3188  
WWW.LEPC12.ORG

June 19, 2014 - 6pm – 8pm  
VA Hospital, Bldg 44, Room 103B, WRJ, VT  
JOINT LEPC12 + LEPC3 MEETING

## MINUTES – DRAFT

Attendees: John Durkee, Amanda Maurier, Mark Warner, Gary Moore, Ann Ackley, Gidget Lyman, Mark Belisle, Mary Hamisevicz, Wendy Walsh, John Van Wetering, Bill Burden, Jerry Fredrickson, Robert Schell, Jim Tonkovich, Jack Schonberg, Steve Leinoff, Mike Manning, David Aldrighetti, Capt. Ray Bushey, Joe Truss, Lance Colby, Brad Salzmann, Lt. Bill Jenkins, Becky Thomas, Kevin Geiger, John Broker-Campbell and Rita Seto.

1. Call to order and introductions 6:04pm – *Bill Burden presided.*
2. Election of LEPC12 Officers: Current slate – Chair – Bill Burden, V-Chair – Mark Belisle, Treasurer – John Durkee, Secretary – Cindy Spaulding. Kevin Geiger nominated Mark Warner as Chair. Mark accepts. Bill Burden removed his name from slate. Gary Moore motioned for new slate, Joe Truss 2<sup>nd</sup>. All approved. Bill Burden was thanked for his many years of service being Chair of the LEPC12 group.
3. Approval of minutes for 04/17/14 – no comments, filed for record.
4. Treasurer's report – *John Durkee*  
John reported \$5 balance. Jack Schonberg motioned to authorize TRORC to apply on behalf of LEPC12 for 2014 VEM \$4000 allotment. Mark Belisle 2<sup>nd</sup>. All approved.
5. Animal Response during Disasters – *Jack Schonberg, UVDART*  
Hurricane Katrina put a spot light on deserted pets during a disaster evacuation. People will ignore evacuation orders to stay with pets which endanger rescuers. There are 2 levels Vermont DART and Upper Valley DART. Red Cross has not taken animals in the past. There is still no fix for our regional ARC at Hartford High as no animals are allowed there. Jack reviewed UVDART creation and remaining issues. UVDART is only operational but RC may allow small shelters and UVDART could supply personnel. Local shelter teams could do animals too but will require training (offered by UVDART). Jack reviewed need for sheltering and animal needs along with the attached handout. Ann Ackley is Chair of UVDART. There is pet first aid training July 27 at Mount Ascutney Hospital. If anyone is interested in joining the group please contact Ann.
6. VT Alert – *Robert Schell, VEM*  
Rob gave overview of VT Alert, how it was created and how it can be used. The aim is to reach the public and notify persons on life safety events. It's proven to be robust, economical, secure and can use reverse 911. The system can be customized to the public, private, targeted to specific groups or individuals or by geography. Signing up is free and you can register family and friends who do not have computers or smartphones.
7. Other Business/Upcoming training:

- LEPC Plan – Kevin is going to start updating.
- Citizen Corps rep – On behalf of Tom Harty, CERT, Rita requested motion to have Tom represent LEPC12 at the Citizen Corps. Mark Belisle 1<sup>st</sup>, Jerry Fredrickson 2<sup>nd</sup>. All agreed.
- Prouty on July 12, Richmond Middle School in Hanover is EOC.
- Aug 8 communication grants are out (Mark Belisle)

Meeting adjourned 8:02pm

Next meeting – August 20, 2014, location TBD

Respectfully submitted by Rita Seto for Cindy Spaulding, Secretary



# LEPC # 12

LOCAL EMERGENCY PLANNING COMMITTEE

LEPC12@TRORC.ORG

C/O TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION  
128 KING FARM RD  
WOODSTOCK, VT 05091

802-457-3188  
WWW.LEPC12.ORG

August 21, 2014 - 6pm – 8pm  
Royalton Barracks, Royalton, VT

## MINUTES – DRAFT

Attendees: Amanda Maurier, Mark Warner, Gidget Lyman, Mark Belisle, Mary Hamisevicz, Wendy Walsh, Bill Burden, Dot Burden, Robert Weinert, Jim Tonkovich, Capt. Ray Bushey, Lance Colby, Cindy Spaulding, Brad Salzmann, Lt. Bill Jenkins, Kevin Geiger and Rita Seto.

1. Call to order and introductions 6:05pm – *Mark Warner presided.*
2. Approval of minutes for 06/19/14 – no comments, filed for record.
3. Treasurer's report – *Rita Seto on behalf of John Durkee*  
Rita reported \$5 balance. Kevin updated group that paperwork is underway on submitting \$4000 allocation request to SERC.
4. LEPC Hazardous Materials Response Plan – *Kevin Geiger, TRORC*  
Kevin talked about how the LEPC12 is to meet Title 20, Section 32 items despite not being an operations organization. TRORC has previously applied for Hazardous Materials Emergency Planning (HMEP) funding to do mapping of hazmat sites (1/2 mile buffer rings), commodity flow surveys and other planning tools that would be helpful to our communities. Chris Herrick will give all LEPCs the latest Tier 2 database so we can do some analysis.  
  
On Sept 24, there will be a mini tabletop discussion on HazMat (location being finalized). Fire depts, EMS/EMDs, police/law enforcements, road foreman will be invited to participate.
5. Stolen Street Name Signs – *Rita Seto, TRORC*  
Rita talked about the new standards of street name signs (12" aluminum blade, 6" mixed lettering, and minimum Type 3 retroreflectivity). Towns are required to upgrade to this standard – a street sign and post is about \$100. Towns are experiencing thefts on mostly street signs (some are stolen for aluminum value but most causes are students/kids competing with each other on how many they can steal in a night). This causes a burden on the existing highway budget but also impacts emergency response, especially if your town shares mutual aid (other responders not as familiar with the roads will not be able to find their way to the incident). A solution hasn't been found to deter thefts at this point but Rita wanted to make the group aware of this situation.
6. Disaster Response Protocol – *Kevin Geiger, TRORC*  
Kevin talked about the July 28 rainstorm and how the RPCs are working with VEM and VTrans Districts on contacting towns on damages. We're continuing to refine our standard operating procedure in collecting damage reports from towns. Cindy suggested a letter to Towns reminding them of this new procedure and to expect multiple calls from the RPCs and VTrans during activation.

7. Other Business/Upcoming training:

- DLAN – the current version is undergoing renovation and will be unveiled later this year. Folks currently trained in DLAN will want to take another once the new version is released. Any comments for improvement to current DLAN please send to Kate Hammond ([Kate.Hammond@state.vt.us](mailto:Kate.Hammond@state.vt.us)).
- Ebola update – Wendy Walsh handed out some Ebola factsheets and discussed current CDC protocols including prescreening passengers boarding flights into the US (similar protocols used in SARS). She also clarified the Ebola virus symptoms and how it's transmitted (only via bodily fluids). She confirmed that all hospitals are prepared for any outbreaks but does not anticipate that there will be.

Meeting adjourned 7:45pm

Next meeting – October 16, 2014, location TBD

Respectfully submitted by Rita Seto for Cindy Spaulding, Secretary