

TO: Regional Commissioners
FROM: William B. Emmons, III, Chairperson
Peter G. Gregory, Executive Director PGG
DATE: March 16, 2015
RE: Next Commission Meeting - March 25, 2015

If the weather is inclement, please call or check our website. A cancellation will be posted on line and email notification will go out to Commissioners.

The Regional Commission will hold its next meeting Wednesday, March 25, 2015 from 6:30 p.m. to 8:30 p.m. at the Thompson Senior Center in West Woodstock.

Proposed Agenda

1. Call to Order/Approval of Agenda/Introductions/Public Comment - 6:30 p.m.
2. Approval of February Board Minutes. (enclosed)
3. Acceptance of February Financial Reports. (enclosed)
4. TRORC's Transportation Projects Prioritization for FY 17. (List previously distributed)

Rita from TRORC staff will lead a discussion on the draft Prioritization List sent to Commissioners in February. The TRORC Transportation Advisory Committee (TAC) has reviewed it and recommends that the TRORC endorse the priority list and transmit it to VTrans by March 31, 2015.

(Over)

128 King Farm Rd.
Woodstock, VT 05091
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William B. Emmons, III, Chair
Peter G. Gregory, AICP, Executive Director

5. Building Regional Support for Vulnerable Populations (enclosure)

Pollaidh from TRORC staff will lead a discussion about how TRORC can build the region's capacity to support vulnerable populations.

6. Regional Energy Planning - Discussion (enclosure)

TRORC staff members Dee and Chris will discuss the Public Service Department's scope of work with TRORC to engage in energy planning, conservation and siting mapping for the next 18 months and will seek input and guidance on the project from the TRORC Board.

7. Commissioner/Executive Director Items:

- Project Updates
- Act 250 Updates
- Legislative Updates
- Other

8. Adjournment - 8:30 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 April 22, 2015. A full packet and agenda will be sent out to Commissioners in mid-April.

TRORC Board Meeting

Thompson Senior Center
Woodstock, VT
February 25, 2015

DRAFT

Meeting Minutes

Attendance: Jerry Frederickson – Barnard, Nancy Jones – Bradford, Lynne Bertram – Bridgewater, Carl Pepperman – Chelsea, Frank Roderick – Corinth, Peter Berger – Fairlee, Bruce Riddle – Hartford, Charles Jeffries - Hartland, Frank Tegethoff - Newbury, Jerry Drugonis - Pittsfield, Bill Emmons – Pomfret, Larry Straus – Rochester, Paul Haskell – Sharon, Bill Edgerton – Stockbridge, Steve Campbell – Strafford, Jim Bulger – Topsham, Don Bourdon – Woodstock, Andrew Winter – Housing Member-At-Large, Jennifer Colby - Agricultural Member-At-Large.

Staff: Kevin Geiger, Dee Gish, Ellie Ray, Chris Sargent, Rita Seto.

Guests: None.

1. **Call To Order/Agenda Changes/Public Comments:**

Chairman Bill Emmons convened the meeting at 6:35 p.m. A quorum was declared. There were no public comments.

2. **Approval of January Minutes:**

A motion was made by Jerry Frederickson and seconded by Nancy Jones to approve the January minutes. So moved.

3. **Acceptance of January Financial Reports:**

A motion was made by Paul Haskell and seconded by Jerry Drugonis to accept the January Financial Reports. So moved.

4. **TRORC Regional Plan Chapters:**

Rita Seto began the discussion of the draft Regional Plan chapters by highlighting the updates in the Transportation chapter. Rita described how this chapter is a major re-write since the 2007 Regional Plan and incorporates many of the elements from the HUD Sustainable Communities plan.

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The new Transportation chapter is more concise and actionable. Discussion ensued regarding highway interchanges. Steve Campbell suggested the word "specific" be used in front of "interchange areas" so that interchanges where truck stops would be appropriate can be identified. Bruce Riddle suggested that the word "gateway" be used as a goal when describing interchanges. Kevin Geiger read Lori Hirshfield's written comments. There was also discussion regarding wildlife corridors. Rita suggested that a seventh action item could be added stating "consideration of installing wildlife bridges and/or tunnels." Bill Edgerton suggested that a goal could include "context sensitive solutions" to wildlife movements. Other comments included the need for better state inter-agency coordination and outreach when dealing with transportation and the desire for more bike/pedestrian loops.

Ellie Ray led the discussion of the Education chapter. From the Independent Assessment of the Regional Plan, it was noted that the Education chapter needed more specific policies with actionable goals and recommendations. The new chapter addresses the need for educational opportunities for all ages and abilities. Changes were incorporated from comments from Tara Bamford and Bruce Riddle since the November draft. There was discussion regarding the availability of technology and internet access in our communities relating to education as well as the possibility of VTC and VLS leaving our region. Suggestions were made to find and include data relating to homeschooling and homelessness as it relates to education.

Kevin Geiger discussed the Emergency Management chapter. The chapter has been updated to include policies. Kevin has already incorporated some of Bruce Riddle's and Tara Bamford's comments regarding emergency services, fire prevention and dispatch services. Kevin said something will be added to the chapter regarding sprinklers. Other suggestions included educating communities about the many services rendered by the local fire departments and regarding shared and consolidated services between towns.

Chris Sargent described the Implementation Matrix. The Matrix is attached to the Implementation chapter and took the action items from each chapter. Action items from the Transportation chapter need to be added. Paul Haskell asked what the accountability mechanism will be to make sure the implementation items are addressed. Chris noted that TRORC will need to formulate a program to verify responsibility, and how to report to the Board. Bill Edgerton suggested that two "shalls" on the Utilities and Facilities section on page 7 should be changed to "should", likewise make the change for infiltration. Chris noted that these will be changed.

Kevin noted that staff welcome additional comments on these chapters, but we must receive them soon as these will be sent out early next week.

5. Authorization to proceed to Public Hearing on Regional Plan amendments:

A motion was made by Don Bourdon to move the Transportation, Education, Emergency Management, Implementation, Implementation Matrix, Economic Development and Utilities and Facilities chapters as revised by staff to public hearing and seconded by Paul Haskell. So moved. There will be the required hearings and informal work sessions with members of the public and with a second round of hearings in May if needed, and adoption at the June annual meeting.

6. Commissioner/Executive Director Items:

Kevin Geiger gave project updates on the Randolph Supplemental Environmental Program (SEP) for a storm water plan project, a new project with Mt. Ascutney Hospital that resulted from the HUD Sustainable Communities project, and the HUD Disaster Infrastructure projects that Rita is working on. Chris Sargent gave updates on Act 250 proceedings for SP Land in Killington, B&M Realty at Quechee Highlands and the Green Mountain Center at Exit 4 in Randolph. Chris Sargent described TRORCs opposition to the Mullen project in Chelsea, a proposed primary retail establishment outside of the village center, which is in conflict with the Regional Plan. Chris noted that due to timing, he could not get Board authorization to comment. Kevin gave legislative updates on H.35/S.49 on water quality and H.249 the COG Enabling statute. Jim Bulger reported on legislative discussions relating to Current Use that we should be aware of.

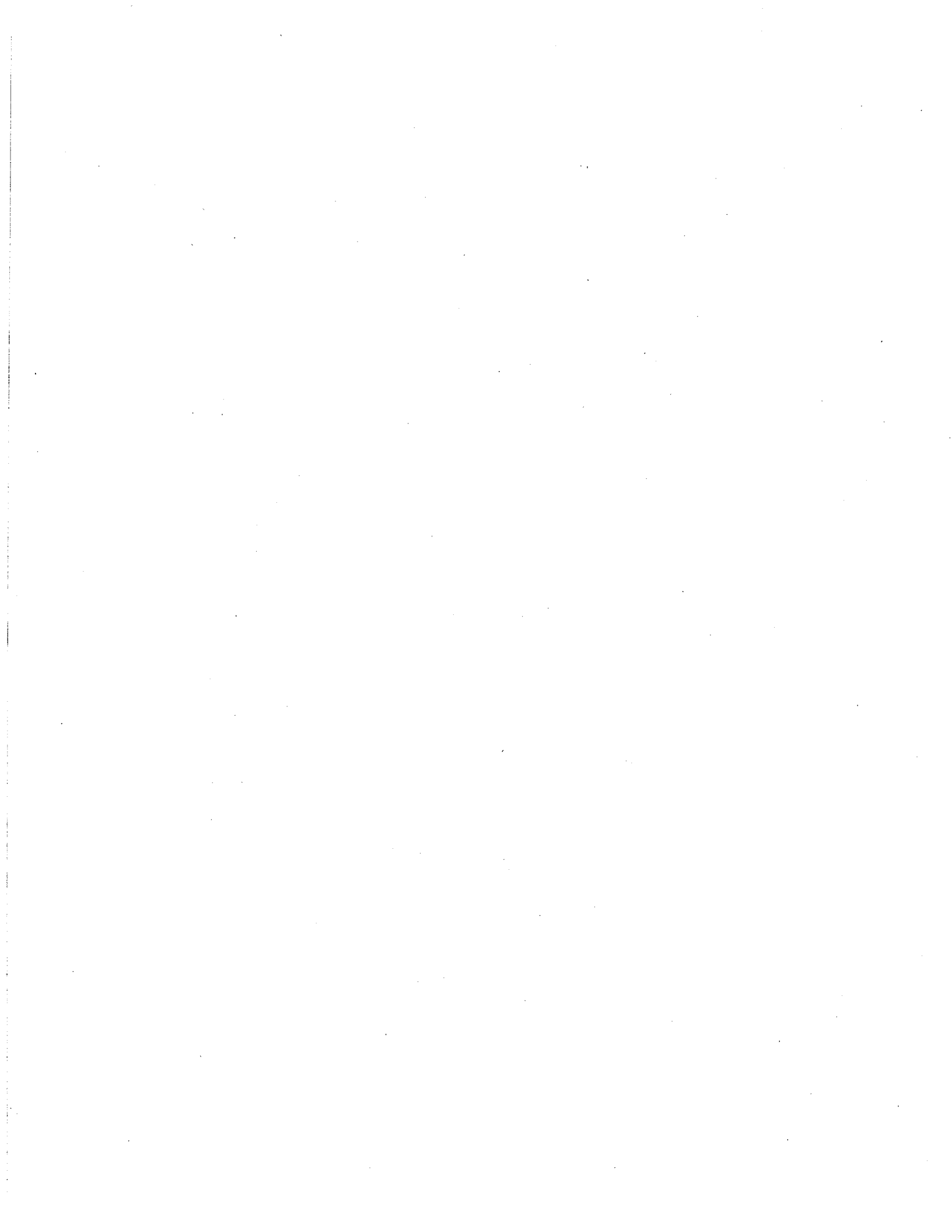
Jennifer Colby announced that she will be the UVM Extension lead on a 5-year, \$10 million NRCS grant for Long Island Sound watershed improvements. Bill Emmons reported that the Town of Pomfret is seeking support for a Resolution giving communities more influence relating to solar array siting in the Public Service Board process.

8. Adjournment – 8:25 pm.

A motion to adjourn was made by Don Bourdon. Meeting was adjourned at 8:25 pm.

The next Board meeting will be held Wednesday, March 25, 2015.

Minutes Prepared By Dee Gish – February 27, 2015.



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

As of February 28, 2015

INCOME SUMMARY

Category	February '15 Totals	February '15 Budget	Monthly Percentage Variance Budget	Actual Total to Date	Fiscal Year to Date Budget	Percentage Variance from YTD Budget
SUMMARY TOTALS:						
TOTAL INFLOWS	\$99,534.87	\$373,079.96	-73%	\$2,495,903.37	\$3,050,587.24	-18%
TOTAL OUTFLOWS	\$115,621.08	\$370,008.14	-69%	\$2,428,470.87	\$3,042,867.52	-20%
NET:	-\$16,086.21	\$3,071.82		\$67,432.50	\$7,719.72	
REGIONAL PLANNING INCOME						
Agency of Transportation	\$16,375.92	\$20,539.50	-20%	\$129,146.05	\$164,316.00	-21%
Agency of Commerce	\$0.00	\$0.00	0%	\$212,503.84	\$209,209.50	2%
HUD Buyouts	\$37,163.00	\$278,332.42	-87%	\$1,634,294.46	\$2,226,659.33	-27%
Vermont Economic Resiliency	\$17,354.54	\$37,432.50	-54%	\$58,906.19	\$112,297.50	-48%
CDBG DR Culvert	\$6,897.05	\$4,166.67	66%	\$32,622.05	\$33,333.33	-2%
EDD Planning Grant	\$0.00	\$9,444.44	-100%	\$3,043.29	\$47,222.20	-94%
HUD Regional Plan	\$0.00	\$9,155.67	-100%	\$138,603.47	\$73,245.33	89%
Municipal Dues	\$823.00	\$0.00	0%	\$73,057.00	\$72,234.02	1%
Total Planning Income	\$78,613.51	\$359,071.20	-78%	\$2,282,176.35	\$2,938,517.23	-22%
CONTRACT INCOME						
State Contracts	\$4,964.98	\$5,349.58	-7%	\$139,112.42	\$42,796.67	225%
Municipal Contracts	\$12,939.60	\$5,225.42	148%	\$55,159.19	\$41,803.33	32%
Other Contract Services	\$3,000.00	\$3,225.42	-7%	\$19,353.28	\$25,803.33	-25%
Total Contract Income	\$20,904.58	\$13,800.42	51%	\$213,624.89	\$110,403.33	93%
FEE INCOME						
Municipal Fees	\$0.00	\$41.67	-100%	\$0.00	\$333.33	-100%
Other Fees	\$0.00	\$62.50	-100%	\$0.00	\$500.00	-100%
Total Fee Income	\$0.00	\$104.17	-100%	\$0.00	\$833.33	-100%
MISCELLANEOUS INCOME						
Interest	\$16.78	\$62.50	-73%	\$102.13	\$500.00	-80%
Sales/Miscellaneous	\$0.00	\$41.67	-100%	\$0.00	\$333.33	-100%
Total Misc. Income	\$16.78	\$104.17	-84%	\$102.13	\$833.33	-88%
TOTAL INFLOWS	\$99,534.87	\$373,079.96	-73%	\$2,495,903.37	\$3,050,587.24	-18%

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

As of February 28, 2015

EXPENSE SUMMARY

Category	February '15 Totals	February '15 Budget	Monthly Percentage Variance Budget	Actual Total to Date	Fiscal Year to Date Budget	Percentage Variance from YTD Budget
PERSONNEL SERVICES						
Salaries/Wages	\$48,331.09	\$48,336.15	0%	\$450,700.74	\$435,025.36	4%
Payroll Taxes	\$3,387.60	\$3,697.69	-8%	\$32,486.13	\$33,279.22	-2%
EAP - Employee Assistance	\$150.00	\$0.00	0%	\$450.00	\$300.00	50%
Workers' Compensation	\$0.00	\$358.33	-100%	\$5,233.00	\$2,866.67	83%
VT Unemployment Insurance	\$412.03	\$150.00	175%	\$1,169.99	\$1,200.00	-3%
Health & Dental Insurance	\$7,431.66	\$6,360.25	17%	\$57,286.58	\$50,882.00	13%
Life Insurance	\$44.24	\$541.67	-92%	\$3,156.63	\$4,333.33	-27%
Retirement Fund	\$8,230.45	\$7,968.69	3%	\$75,051.06	\$71,718.22	5%
Disability Insurance	\$817.63	\$829.17	-1%	\$6,576.74	\$6,633.33	-1%
Total Personnel Services	\$68,804.70	\$68,241.95	1%	\$632,110.87	\$606,238.13	4%
INSURANCES/OCCUPANCY						
Rent & Utilities	\$5,675.04	\$2,916.67	95%	\$24,646.72	\$23,333.33	6%
Occupancy Expenses - King Farm	\$0.00	\$83.33	-100%	\$406.30	\$666.67	-39%
Professional Liability	\$0.00	\$0.00	0%	\$4,890.00	\$3,500.00	40%
Fidelity Bond Policy	\$0.00	\$0.00	0%	\$3,198.15	\$3,000.00	7%
Property Insurance	\$0.00	\$458.33	-100%	\$5,127.00	\$3,666.67	40%
Total Insurances/Occupancy	\$5,675.04	\$3,458.33	64%	\$38,268.17	\$34,166.67	12%
PROFESSIONAL SERVICES						
Legal Services	\$724.66	\$833.33	-13%	\$11,020.30	\$6,666.67	65%
Accounting Services	\$0.00	\$125.00	-100%	\$0.00	\$1,000.00	-100%
Program Audit	\$0.00	\$0.00	0%	\$6,500.00	\$11,000.00	-41%
Total Professional Services	\$724.66	\$958.33	-24%	\$17,520.30	\$18,666.67	6%
CONSULTANTS						
Planning	\$3,092.91	\$21,237.92	-85%	\$156,194.86	\$169,903.33	-8%
HUD Buyout Consultants	\$7,359.07	\$1,208.33	509%	\$268,720.43	\$9,666.67	2680%
HUD Buyout Funds to Towns	\$18,559.88	\$261,207.42	-93%	\$1,207,618.88	\$2,089,659.36	-42%
Total Consultants	\$29,011.86	\$283,653.67	-90%	\$1,632,534.17	\$2,269,229.36	-28%

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

As of February 28, 2015

EXPENSE SUMMARY

Category	February '15 Totals	February '15 Budget	Monthly Percentage Variance Budget	Actual Total to Date	Fiscal Year to Date Budget	Percentage Variance from YTD Budget
TRAVEL						
Travel Reimbursement	\$2,556.26	\$3,750.00	-32%	\$26,629.76	\$30,000.00	-11%
Commissioner travel reimb.	\$231.15	\$208.33	11%	\$1,926.55	\$1,666.67	16%
Mtgs, Conf & Training	\$1,382.35	\$2,166.67	-36%	\$13,584.78	\$17,333.33	-22%
Total Travel	\$4,169.76	\$6,125.00	-32%	\$42,141.09	\$49,000.00	-14%
OFFICE EXPENSES						
General Supplies	\$475.40	\$916.67	-48%	\$5,385.79	\$7,333.33	-27%
Printing	\$0.00	\$500.00	-100%	\$5,486.44	\$4,000.00	37%
Advertising	\$65.25	\$625.00	-90%	\$1,806.26	\$5,000.00	-64%
Dues/Publications/Data	\$3,498.00	\$1,916.67	83%	\$20,212.28	\$15,333.33	32%
Postage	\$331.88	\$666.67	-50%	\$2,882.01	\$5,333.33	-46%
Telephone/Internet/Web	\$659.44	\$904.17	-27%	\$6,744.47	\$7,233.33	-7%
Repairs	\$0.00	\$41.67	-100%	\$0.00	\$333.33	-100%
Bank/Payroll Fees	\$16.50	\$62.50	-74%	\$832.00	\$500.00	66%
Equip/Software Contracts	\$1,180.90	\$1,479.17	-20%	\$9,086.34	\$11,833.33	-23%
Total Office Expenses	\$6,227.37	\$7,112.52	-12%	\$52,435.59	\$56,900.02	-8%
OFFICE EQUIPMENT						
Computer Hardware	\$7.69	\$250.00	-97%	\$4,405.56	\$2,000.00	120%
Office Equipment/Furniture	\$0.00	\$83.33	-100%	\$1,100.37	\$666.67	65%
Computer Software	\$0.00	\$41.67	-100%	\$3,351.56	\$333.33	905%
Total Office Equipment	\$7.69	\$375.00	-98%	\$8,857.49	\$3,000.00	195%
OTHER EXPENSES						
Transportation Equip./Supplies	\$0.00	\$41.67	-100%	\$603.19	\$333.33	81%
STEM Scholarship Program	\$1,000.00	\$0.00	0%	\$4,000.00	\$5,000.00	-20%
Miscellaneous/Bad Debt	\$0.00	\$41.67	-100%	\$0.00	\$333.33	-100%
Total Other	\$1,000.00	\$83.34	1100%	\$4,603.19	\$5,666.67	-19%
TOTAL OUTFLOWS	\$115,621.08	\$370,008.14	-69%	\$2,428,470.87	\$3,042,867.52	-20%

03/02/15

Two Rivers-Ottauquechee Regional Commission
Accounts Receivable Aging Detail
As of February 28, 2015

Type	Date	Num	Name	Due Date	Open Balance
Current					
Total Current					
1 - 30					
Invoice	02/06/2015	15-87	Town of Bethel - c	02/06/2015	4,000.00
Invoice	02/09/2015	15-91	Agency of Commerce and Community Devel...	02/09/2015	3,125.96
Invoice	02/25/2015	15-94	US Dept of Commerce - EDA	02/25/2015	6,415.06
Invoice	02/25/2015	15-95	Northwest RPC - c	02/25/2015	7,000.00
Invoice	02/27/2015	15-96	Town of Rochester - c	02/27/2015	2,001.07
Total 1 - 30					22,542.09
31 - 60					
Invoice	02/25/2015	15-82	Town of Sharon - c	01/21/2015	1,199.45
Total 31 - 60					1,199.45
61 - 90					
Total 61 - 90					
> 90					
Total > 90					
TOTAL					23,741.54

To: TRORC Commissioners
From: Pollaidh Major, TRORC VISTA
Date: March 16, 2015
Subject: Building Regional Support for Vulnerable Populations

Dear Commissioners,

How can TRORC build the region's capacity to support vulnerable populations? This is a timely question. Roughly one third of our region's population is currently made up of residents whose age, physical or mental ability, or income leave them precariously vulnerable to changes in their built environment and their social environment. With the incoming tide of rising seniors, this proportion is steadily increasing.

At the last TRORC staff meeting we held a lively discussion on the needs of vulnerable populations and how our work impacts these residents. Through this discussion it became clear that by planning for healthy communities, the growth of livable wage jobs, an increased supply of affordable housing, and the availability of elderly and disabled transit within each of its 30 member towns, TRORC helps to build the region's capacity to include and support those who are most reliant on their communities.

We also discussed how the roles which TRORC currently plays in the region can be used to address issues affecting vulnerable populations. We discussed how, as **Planners**, we can focus on ensuring a healthy build environment and an adequate supply of safe and affordable housing in our region. As **Facilitators**, we can bring together direct service providers to hear from them about regional needs and to work with them to address emerging challenges. As **Consultants**, we can offer our skills to social service organizations in order to enhance the level of support offered throughout the region. And finally for our favorite, as **Actors**, we can continue to help towns access funding to develop the infrastructure and services necessary to enable all their residents to participate in town life and contribute to a vibrant local economy.

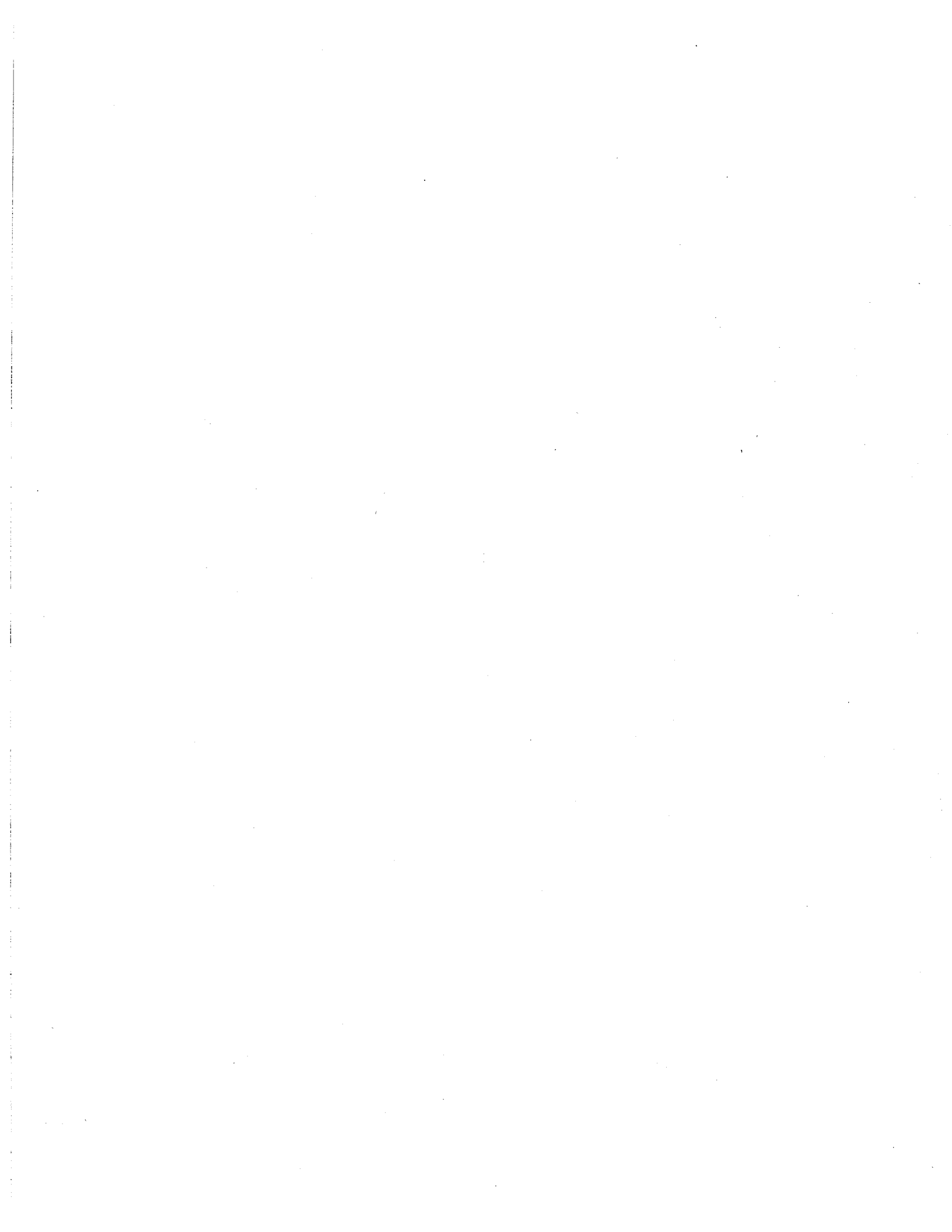
At the upcoming board meeting we will have the opportunity to continue the conversation surrounding TRORC's role in building supportive towns and communities. I want to delve deeper into how we can use our four key functions to both strengthen the existing support system and create a stronger and more inclusive region moving forwards. We came out of the staff discussion better able to articulate how our work touches vulnerable populations, my hope is that we come out of this discussion with more clarity around how we will work to affect those populations in the future.

Yours Sincerely,

Pollaidh Major
TRORC VISTA

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



Regional Energy Planning Project - Overview of Activities

Document Current Energy Usage, Generation, and Establish Milestones: February – May, 2015

- EAN and VEIC work with RPCs to document current energy usage and amount of existing generation (from renewable and nonrenewable sources).
 - *Discuss/clarify existing thermal generation to be documented.*
- VEIC, consulting with RPCs, establishes 2025 and 2035 milestones for each region based on progress toward state goals.
 - *Question: What is the basis for the milestones? (i.e., Linear progression toward "90 by 2050" goal or use of other goals/targets, or ???).*
 - Thermal
 - Building weatherization
 - Conversion to alternative fuels (# and type)
 - Transportation and Land Use
 - Change in composition of vehicle fleet
 - Reduction in VMT / increase in use of public transportation, bike-ped,...
 - Increased population density in centers
 - Electricity Conservation
 - Change in electricity usage based on the net of conservation and increased use for space heating (e.g., heat pumps) and electric vehicles
 - New Generation from Renewables Within Region and Amount of Imported Electricity (from Renewable Sources)

Map Energy Resources and Known Constraints: June – July, 2015

- RPCs produce maps of potential renewable energy generation sites based on resource availability and known/agreed upon constraints (using existing data from the Renewable Energy Atlas and Natural Resources Atlas).
 - Overlay electric grid infrastructure.
 - *Need meeting (RPCs, PSD, ANR, EAN, others?) to agree on constraints. Is training required?*
 - *Note: additional sites and constraints to be added following community outreach.*

State and Local Meetings to Identify Strategies: June – September, 2015

Note: This step involves identification of appropriate strategies, and may require some modification of scenarios developed through the LEAP analysis. Details and descriptions of the strategies will be developed during preparation of the final energy plan elements (due May 2016).

- Statewide meeting/Thermal Efficiency and Alternative Heating Systems
 - RPCs, EV, PSD, WAP providers, NeighborWorks, utilities, to identify potential strategies
 - *Involve fuel (oil and propane) dealers?*
- RPCs hold regional/local meetings to select strategies and implementation programs and activities.
 - Energy committees and local organizations as appropriate.
 - Must include consideration of potential biofuel district heating locations.

-
- Statewide meeting/Transportation and Land Use
 - RPCs, PSD, VTrans, ACCD to identify potential strategies.
 - RPCs hold regional/local meetings to select strategies and identify implementation programs and activities.

-
- Statewide meeting/Conserving Electricity and Improving Efficiency of Delivery and End Use
 - RPCs, PSD, EV to identify potential strategies: residential, commercial, industrial, institutional and public sector.
 - Discuss "efficiency of delivery and end use."
 - Acknowledge net effect on usage of proposed thermal and transportation strategies.
 - RPCs hold regional/local meetings to select strategies and identify implementation programs and activities.

Refine Renewable Energy Siting Maps:

July – October, 2015

- RPCs hold regional/local meetings to identify additional potential areas for generation facilities and constraints.
 - Additional areas: locations that might not have been identified in the initial screening, but are identified as positive sites (large rooftops, municipally owned land, underutilized industrial park land,...).
 - Additional constraints: critical scenic resources, historic sites, neighborhoods, etc.
- Add new locations and constraints to regional map.
- Estimate potential generating capacity, prioritize sites, preliminary approaches for development (*refine during plan preparation*).
- Meeting with RPCs and PSD to check on consistency in map methodology and format.
- Meetings to review maps with municipalities; provide maps to local officials.

Draft Regional Energy Plans:

November 2015 – April 2016

- RPCs combine energy usage and generation data, strategies and implementation recommendations, and renewable energy generation siting maps into a complete energy plan.
 - Ideas identified earlier in the process are developed in more detail working with energy committees, local communities, and other interested parties.

Final Regional Energy Plans, Review, and Adoption Process:

May 2016 – December 2016

- Review of draft plans by PSD, municipalities, other interested parties. Regional meetings and other outreach. Comments submitted to RPCs.
- RPCs make revisions to draft plans based on comments.
- Hearing draft prepared and submitted for review/hearings.
- Hearings warned and held, final changes made. Possible adoption by full RPCs.

Final Reporting:

January – February 2017

- Final project report prepared (BCRC) and submitted to PSD.
- Plans and "lessons learned" provided to PSD and other RPCs.