

Lamoille County Planning Commission

Board Member Handbook

Fiscal Year 2018



LCPC's Vision

The implementation of the Regional Plan will facilitate sustainable development for Lamoille County. Sustainable development improves the quality and quantity of natural resources and improves the social, cultural and economic systems that are necessary for a healthy quality of life.

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Introduction

Welcome to Lamoille County Planning Commission

We greatly appreciate your willingness to serve as a Board member and the time that you are taking out of your busy schedules to represent and serve your community. Serving on the Commission calls upon you to think regionally and invest your best efforts to help LCPC succeed on behalf of all of the communities and organizations it convenes. Your service requires a certain level of commitment and investment of time. The learning curve is fairly steep, but there are plenty of people and resources available to help and support you.

We want you to succeed as a board member. To be successful, you should:

- Prepare thoroughly before each meeting by reading the board packet and related materials;
- Communicate the ideas and opinions of your community or organization clearly;
- Listen fully to the ideas and opinions of others;
- Be flexible and diplomatic; and
- Be true to the organization's guiding principles and laws.

The more you invest in the organization, the more rewarding you will find your service to be.

This Board Member Handbook describes:

- What the Lamoille County Planning Commission (LCPC) is;
- How it is organized;
- What activities LCPC can and must do;
- The planning and funding processes;
- The powers and duties you have as a Board member;
- How you can be an effective board member;
- Staff and staff responsibilities; and
- The resources available to you.

The Handbook cannot possibly answer every question you will have. Please do not hesitate to ask your fellow Board members (especially members of the Executive Committee) and the Executive Director for guidance and assistance. You are also welcome to contact the Executive Director with any questions or comments or visit our website at www.lcpcvt.org. We try and keep the website up to date with information about current projects and events and we also include a wealth of background information. You will be able to find our bylaws, staff listings, annual audits as well as a copy of our Regional Plan and information about our role in the Act 250 process. Feel free to surf around.

What is LCPC?

The Lamoille County Planning Commission is one of eleven Regional Planning Commission's that are located around the state. The Regional Planning Commissions were created in Vermont Statute and are considered political subdivisions of the state. If you are interested in

learning about all eleven planning commissions, you can visit the Vermont Association of Planning and Development Agencies (VAPDA) website at www.VAPDA.org. The Regional Planning Commissions work closely together- Executive Directors meet together once a month- and VAPDA is the umbrella organization for the planning commissions. Collaboration among the Regional Planning Commissions allows the organizations to share best practices and continually improve our professional services.

The overall purpose of planning at the regional level in Vermont is to bring communities together to address common issues and concerns. The Lamoille County Planning Commission (LCPC) does this by providing planning and technical assistance that meets the needs of member municipalities and the public, while remaining consistent with our federal and state requirements. The term 'member municipalities' refers to both towns and incorporated villages in Lamoille County so the Planning Commission represents a total of fifteen municipalities. Our work results in the development and implementation of plans that support sustainable development and improve the region's quality of life and environment.

Enabling Legislation

To understand the role of Regional Planning Commissions it is helpful to read the underlying statute. The legal basis for the Regional Planning Commissions is included in:

Title 24: Municipal and County Government

Chapter 117: Municipal and Regional Planning and Development

Sub-Chapter 3: Regional Planning Commissions.

A link to the Vermont Statutes is included here for your convenience:

<http://legislature.vermont.gov/statutes/chapter/24/117>

The legal basis and powers for Lamoille County Planning Commission as the region's regional planning commission stem from the above Vermont laws. The LCPC was chartered by the municipalities of Lamoille County on February 13, 1964 as the Lamoille County Development Council, with an amendment to the original charter dated February 9, 1988 to change the name to Lamoille County Planning Commission, Inc.

Funding

Contracts with individual state agencies provide the basis of much of LCPC's funding for program activities, such as the regional transportation program, community development planning, and emergency preparedness. LCPC also receives funding from Town Appropriations. Staff also work hard to identify Federal, Foundation and Non-Profit funding sources for special projects. For example the Trailhead projects along the Lamoille Valley Rail Trail were largely funded through a grant from the Norther Borders Regional Commission, a federal entity. Likewise, Brownfields (used for assessing and cleaning up contaminated properties) funds are allocated through a competitive grant program of the Federal Environmental Protection Agency.

Agency of Commerce

The Vermont Legislature provides funding for all Regional Planning Commissions (RPCs) through the Property Transfer Tax. The funding is dispersed to RPCs through the Agency of Commerce and Community Development using a formula. The formula provides an equal share to all RPCs for operating expenses and balances anticipated planning needs with a proportional share for number of municipalities served, number of residents served, and property transfer tax receipts from the region. Each year, LCPC signs a contract with the Agency of Commerce that describes the work and services that will be provided to municipalities

Other State Agencies

Several other state agencies have consistently provided funds to RPCs through annual contracts. The Vermont Agency of Transportation funds the Transportation Planning Initiative. These funds support a range of Transportation planning activities including public transit, traffic counting services, as well as traffic and parking studies.

The Department of Emergency Management and Homeland Security support local and regional planning and appreciate RPC efforts to bring local successes and concerns to statewide discussions.

Funding from the Agency of Natural Resources is used for Water Quality work. Most often, in the case of this funding, an individual Regional Planning Commission (RPC) is the lead entity and manages disbursements to other RPCs through individual contracts.

To receive funding once contracts are signed, LCPC sends detailed invoices on a quarterly or monthly basis. The invoices are accompanied by reports on the work performed.

Project-Based Contracts

LCPC also seeks non-grants from many sources and uses project-based contracts to support local efforts or regional strategies. One-time grants and contracts aim to further specific planning efforts or to implement projects with communities.

Town Appropriations/Dues

LCPC depends upon allocations from the ten towns served. Since the late 1980s, the Board has requested a total of \$20,000 from towns. The town requests are included in Town Budgets and approved at annual town meetings. Individual town requests are based on a long standing formula. Town appropriations demonstrate support for LCPC's services and leverage additional funds that support local and regional planning.

Board Financial Review

The Board reviews and approves all of LCPC's major grants and contracts. The Board also approves an annual budget and the organization's fiscal year runs from June through July. Some contracts—such as with the Agency of Transportation—are based on the Federal fiscal year and run from October through September. The planning commission is subject to an annual audit and the audit results are presented to the Board each year and posted on the LCPC website. In

Fiscal Year 2016, the LCPC Board updated and approved detailed financial procedures. These procedures as well as any of LCPC’s policies are available from the staff.

Getting to Know the Organization

The Board

LCPC is governed by a Board of Directors and functions with a professional staff. Standing and advisory committees complement the work that the Board of Directors. An overview of how the Board is formed and operates, Committee assignments and responsibilities, and staff positions are listed below. This information is also covered in detail in the LCPC bylaws, available on the website.

The Board of Directors is composed of “Municipal Directors” and “County Directors”. Municipal Directors include one representative from each municipality, with municipalities of populations larger than 2,500 having two municipal directors. Representatives are appointed annually by each member municipality’s locally elected legislative body.

The Board of Directors is representative of the following municipalities:

- | | | |
|----------------------------|----------------------------|----------------------|
| ☞ <i>Belvidere</i> | ☞ <i>Hyde Park Town</i> | ☞ <i>Morristown</i> |
| ☞ <i>Cambridge Town</i> | ☞ <i>Hyde Park Village</i> | ☞ <i>Morrisville</i> |
| ☞ <i>Cambridge Village</i> | ☞ <i>Jeffersonville</i> | ☞ <i>Stowe</i> |
| ☞ <i>Eden</i> | ☞ <i>Johnson Town</i> | ☞ <i>Waterville</i> |
| ☞ <i>Elmore</i> | ☞ <i>Johnson Village</i> | ☞ <i>Wolcott</i> |

There are five County Director seats. County Directors are nominated annually by the Nominating Committee of the Board of Directors, following advertisement in the local media to solicit applications. County Directors are elected by a majority of the LCPC membership at the Annual Meeting. County Directors represent Lamoille County at-large. County Directors are not entitled to vote on the adoption or amendment of the Lamoille County Regional Plan or on the confirmation of a municipality’s planning process.

Annually, the Nominating Committee recommends to the Board of Directors a Chair, Vice-Chair, Secretary, and Treasurer. Officers are elected by a majority vote at the first meeting after June 30.

You can learn more about this in the Bylaws section in Appendix A.

Meetings follow an established agenda. The agendas are generally distributed to Board members about week before each scheduled meeting. To add an item to the agenda, contact either the Chair or the Executive Director at least ten (10) days prior to the meeting date. Time permitting, “other” items of interest to any Director may be provided at the end of each meeting.

Meetings of the Board of Directors are the fourth Tuesday of each month and begin at 6:30 pm. Committee meetings are scheduled individually. All meetings are open for public attendance. LCPC Board of Directors and Committee meetings are subject to Vermont's Open Meetings Law. You can read more about the Open Meetings Law in Appendix B.

When a motion has been made, seconded, and opened for discussion, no other business should be discussed until action has been taken on the motion before the Directors. All Directors are encouraged to add to the discussion of a motion. The Chair will make every effort to ensure that all members are given the opportunity to speak. Except when otherwise provided by LCPC's Bylaws, meetings and voting are conducted in accord with *Roberts Rules of Order Newly Revised*.

Committees

LCPC has four standing committees: Executive, Plan and Project Review, Nominating, and Regional Plan. In addition, there are three advisory committees: Transportation Advisory Committee, Brownfields Steering Committee and the Local Emergency Planning Committee, and LCPC staff assist the Committees in all functions as needed.

All LCPC Board members are encouraged to participate in a minimum of at least one standing committee.

Standing Committees

Executive Committee

The Executive Committee consists of the four officers of the Board of Directors and three other Directors appointed by the Chair at the first meeting of the Board of Directors after June 30. The appointments to the Executive Committee by the chair shall be deemed ratified unless the Board votes otherwise at the meeting when the appointments are made. Vacancies on the Executive Committee may be reappointed at any time if necessary.

Key Duties

1. Carry out all decisions and instructions of the Board of Directors, and act on their behalf
2. Oversee all activities of the Executive Director and staff
3. Review all new project and program proposals

Nominating Committee

The Nominating Committee consists of at least four (4) members appointed by the Executive Committee.

Key Duties

1. Nominate officers annually
2. Solicit, review, recommend award recipients

Plan and Project Review Committee

The Plan and Project Review Committee (PPR) consist of no fewer than five (5) members of the Board of Directors. The Chair of the Board appoints a member of the Executive Committee to serve as the Chair of PPR. To better understand LCPC role in project review, Board members might wish to click on the 'Act 250 and other permitting' link on the website. There is a document which clearly outlines the project review process.

Key Duties

1. Review and comment on projects of regional significance
2. Review and recommend municipal plans for approval to the Executive Committee.

Regional Plan Committee

The Regional Plan Committee consists of no fewer than five (5) members of the Board of Directors. The Vice-Chair of the Board of Directors serves as the Chair. Members of the Committee should become familiar with the Lamoille County Regional Plan which was recently updated and included on the LCPC website.

Key Duties

1. Review the Regional Plan annually
2. Coordinate updates for the Regional Plan.

Advisory Committees

LCPC has three advisory committees: Brownfields Steering Committee, Local Emergency Planning Committee, and Transportation Advisory Committee.

Brownfields Steering Committee

The Brownfields Steering Committee consists of representatives from the 10 towns, the Lamoille Region Chamber of Commerce, Lamoille Economic Development Corporation, Lamoille Housing Partnership, Lamoille Area Board of Realtors, Lamoille County Solid Waste District, VT Department of Environmental Conservation, VT Department of Economic Development, VT Department of Health, and two at-large positions in business and banking. The chair is elected by the Committee. The Board of Directors has the final authority in decision making related to this program.

Key Duties

1. Review and prioritize sites for the Region's brownfields program
2. Provide oversight for the program, consultants, and project completion

Key Duties

1. Identify energy systems and resources to meet Lamoille County future growth
2. Be the catalyst to integrate energy issues into existing LCPC projects and programs

Local Emergency Planning Committee #11 (LEPC)

LEPCs are established through State and Federal Statute. They provide resources and guidance through education, coordination, and assistance in all-hazard mitigation, preparedness, response,

and recovery planning to assure public health and safety. LEPCs prepare and review emergency operations plans and the Hazardous Materials Emergency Planning program.

Membership of LEPC #11 includes Emergency Management Directors from each town in Lamoille County, American Red Cross, VT Department of Health, VT Division of Emergency Management and Homeland Security, Lamoille County Mutual Aid, Lamoille County Sheriff's Department, EMS District #4, Copley Health Systems, Lamoille County Planning Commission, an owner/operator of industrial plants/other users of chemicals, and at-large representatives of other interest groups.

The LEPC elects its own officers. LCPC is the fiscal agent for LEPC #11 and traditionally holds the Treasurer and Secretary offices. LEPC meets on even months of the year.

Key Duties

1. Facilitate Tier II and EPCRA reporting program
2. Provide resources and guidance in all hazard mitigation, emergency preparedness, response, and recovery planning
3. Coordinate Community Emergency Response Team (CERT)

Transportation Advisory Committee

The Transportation Advisory Committee (TAC) provides local input to the Vermont Agency of Transportation to identify needs and to develop transportation improvement programs for Lamoille County and from a county perspective. The TAC's membership includes appointed representatives from Lamoille County's 10 towns, Morristown-Stowe State Airport, Rural Community Transport, Green Mountain Transit Agency, Vermont Agency of Transportation Districts 6 & 8 Administrators, Vermont Agency of Transportation Planning Division, Lamoille Economic Development Corporation, Lamoille Regional Chamber of Commerce, and a bicycle-pedestrian representative. TAC meets bi-monthly or as otherwise needed.

Key Duties

1. Provide decision making and policy recommendations for the Regional Transportation Planning Program
2. Oversee expenditure of state/federal transportation planning funds
3. Represent needs and interests of their organization

The Planning Commission has had three other advisory committees active in the past. Currently Energy planning issues are addressed by the Regional Plan Committee.

Economic Development Committee

This committee was formed in 2013. The committee's first assignment was to define its role. In its final form, the committee was expected to be expanded to include non-Board participants.

Key Duties

1. Under development

Energy Committee

The Energy Committee evolved out of federal stimulus funding to identify energy systems and

resources to meet the needs and wants of Lamoille County's future growth.

Personnel Committee

The Personnel Committee was open to all Board members and elects its own chair. The Personnel Committee met as needed.

Key Duties

1. Develops, administers, reviews, and recommends changes to LCPC's personnel policy
2. Participates in hiring and evaluating staff

Staff

LCPC has seven professional staff. They include the Executive Director, Principal Planner, Two Regional Planners, a Transportation Planner, GIS Planner and Part time Office Manager. Financial Management Services are provided by a Certified Public Accountant that works under contract.

All Commission staff work collaboratively to integrate LCPC programs, including transportation, land use, emergency preparedness, natural resources, municipal planning, community development, and energy planning.

Executive Director

The Executive Director translates Board policy into programs, plans, and actions for staff, Board members, and committees and ensures that the LCPC is responsive to its member municipalities and other stakeholders. The Director is responsible for overall management of all programs and staff, and for development and oversight of the organizational budget and for long-range organizational planning. The Director is directly accountable to, and meets on a regular basis with, the Executive Committee and reports to, plans, and coordinates regular and special meetings of the full Commission. The Director is responsible for preparing, or working with staff to prepare applications and work programs required by funding agencies and for preparation of special grant applications to support the LCPC's work. The Director is responsible for ensuring that all required reporting to funding agencies is complete and correct. The Executive Director provides regular reports to the Commission on the status of projects, personnel and fiscal matters. The Director most often works with municipal leadership and State and Federal agency leadership from department/division heads to Agency Secretaries. The Director is LCPC's representative on statewide organizations and to the Legislature.

Principal Planner

The Principal Planner manages major projects and core programs of the Commission and conducts policy analysis and regional studies and other similar work as necessary. The Principal Planner performs advanced professional work related to all regional program areas; manages complex planning studies; reviews development proposals; develops project budgets; administers bidding processes, manages consultants, and verifies contract expenditures and compliance; provides professional planning assistance to member communities and manages projects on behalf of municipalities on varied projects; develops plans, studies and analyses on varied subjects; and supervises more junior planners within the organization as determined by the Executive Director. The Principal Planner most

often works with municipal boards on intermunicipal projects and State and Federal agency program staff, and may work with municipal leadership and State and Federal agency department/division heads.

GIS Planner

The GIS Planner operates and maintains the Commission's Regional GIS Service Center, providing mapping and spatial analysis services related to all regional program areas and municipal projects and programs. The GIS Planner manages and works on independent projects related to emergency management and other subject areas, and acts as primary contact to LCPC's IT consultant and manages the LCPC's IT equipment. The GIS Planner supports the Commission's emergency preparedness and management program by staffing the Local Emergency Planning Committee, assisting with project development and grant applications related to emergency preparedness and hazard mitigation efforts, supporting the planning efforts of local emergency service providers, and coordinating preparedness and training opportunities with local, regional, state, and federal partners. The GIS Planner most often works with municipal staff and volunteer board members and State and Federal agency program staff.

Transportation Planner

The Transportation Planner staffs and manages the Regional Transportation Planning Initiative and supervises other Commission staff and private consultants in transportation work. This includes working with staff at VTrans to provide information on funding opportunities; identify transportation system needs and project priorities; and related activities. The Transportation Planner also develops, updates, and integrates the Transportation Chapter of the Regional Plan; conducts and oversees special transportation planning studies; works with municipalities, regional partners, and VTrans to identify and develop projects that increase the resiliency and diversity of the transportation system; provides technical assistance to municipalities in the form of traffic counts, turning movement studies, and level of service analyses; reviews the transportation impacts of new land development proposals; works with organizations and volunteer committees that oversee the region's scenic byways and trails; works with municipalities, regional and state partners, and local organizations to integrate concepts, such as Complete Streets and Healthy Communities, into transportation initiatives; provides management support for local transportation facility project development; and completes other transportation project development as needed. The Planner may also staff non-transportation projects and/or manage other core planning programs. The Transportation Planner most often works with municipal staff and boards and State and Federal agency program staff, and may work with municipal leadership and State and Federal agency department/division heads.

The Regional Planners

The Regional Planners assist municipalities with various planning activities and works to integrate land use planning with other municipal planning activities. Land use planning activities commonly include drafting or updating land use plans, zoning and other ordinances, subdivision regulations, capital improvement plans, and other planning and growth management tools. The Regional Planners manage all Water Quality planning projects and associated work as well as Energy Planning Efforts and Municipal Planning Grants. The Planners also facilitate comprehensive regional planning efforts necessitated by Vermont Statute as well as the various collaborative planning efforts LCPC conducts in partnership with other regional, state, and federal agencies. The Planners most often

work with municipal staff and volunteer board members and State and Federal agency program staff.

Office Manager

The Office Manager is responsible for assisting with the smooth operation of the Commission's office, including review of office operating procedures and policies, coordination of all contract billing and reporting, research and coordination of employee benefit packages, ordering/purchasing, mailings/communications, overseeing the operation and maintenance of office equipment, maintaining office insurance and worker's compensation records, and other activities as assigned by the Executive Director. The Office Manager warns meetings and takes minutes for the Executive Committee and the Full Board. The Office Manager most often works with LCPC staff and may interact with municipal staff or State and Federal agency administrative staff.

Financial Management services are provided under contract and include full charge bookkeeping and other financial tasks, such as Accounts Payable and Receivable, payroll and its associated functions including tracking vacation and compensatory time, tax reporting, deposit preparation, account reconciliation, maintaining the petty cash account, grant reporting, audit and indirect cost proposal preparation, draft budget preparation, cash-flow projections, and end of year reports

The Board Member as Citizen Planner

As a Citizen Planner, you can look forward to a rich and challenging experience. To help you better understand your role, please read the Board Member Job Description in Appendix D.

Being an effective Board member requires you to get involved in your community, be informed, communicate with your Selectboard or Trustees, and use common sense, fairness, and objectivity in all of the decisions that come before you. It is your responsibility to balance the public good with private rights and interests. Most of all, this Board makes decisions that impact an entire region, so it is important to be able to "think regionally" even though you are representing a local municipality or organization.

To understand what "regional planning" is, it helps first to understand that a "region" is a set of places that share common features or characteristics so that they relate to each other in one or more significant ways. These relationships may be defined by a specific geography (i.e. Lamoille County), a common natural resource (such as a watershed), a feature of the built-environment (such as a highway corridor), or a non-physical social, economic, or political feature (such as a housing market area).

Each place in a region is interrelated with the other places in the region. Consequently, it is challenging for any one place to successfully address a regional concern without considering what is happening in the region's other places. By understanding what is happening in the entire region and coordinating local actions, a region's places can address opportunities and problems more effectively and efficiently.

Board Member Roles, Responsibilities, & Expectations

Take a look at the Job Description and Expanded Duties in Appendix D. Your role is important and the public trust is invested in you.

Roles and Responsibilities

1. Define and oversee the vision and mission of the organization and keep it relevant to the needs of the region and its individual local governments and communities through policy development;
2. Approve programs and services and monitor their effectiveness and usefulness;
3. Provide strategic guidance to the organization and the Executive Director; and
4. Ensure financial solvency, integrity, and soundness.

Keep Your Commitments

- Know the organization's vision, mission, goals, products, and services;
- Do your homework before all meetings; and
- Focus on solving problems and achieving positive results for the region.

Here are some tips to help you in this role:

- Recognize and avoid, or make public, any conflict of interest your position may place you in as defined in Article IV(D) of the LCPC Bylaws;
- Don't pursue special privileges;
- Maintain confidentiality;
- Let your behavior contribute to the smooth operation of the Board. Since so much of your time is spent in meetings, you can help them run efficiently by preparing ahead and following the rules and agreements;
- Ask questions to gain a fuller understanding of the topics at hand;
- Communicate regularly with your local legislative body and/or constituents; and
- Become familiar with the laws that cover public open meetings and hearings.

During your term, you will become conversant in planning lingo: new terms, acronyms, and legal citations such as Act 250, SRI, ACCD will be rolling off your tongue. There will be a virtual alphabet soup of just the acronyms. (Never be afraid to ask for explanations of terms you don't understand.) You will form new relationships with other boards and commissions; you will learn to write legally binding policies; and you will have the opportunity to influence decision making that may stand for decades.

There will be times when your decisions, in whole or in part, may not be popular. Some of these may be challenged in court or written up in the local paper. You'll be thought of as a villain by some and a hero by others and the tides can change easily.

There will be times when the learning curve is steep. Take advantage of training sessions offered at board meetings, by LCPC, or by the state in order to learn about general planning issues and technical topics which will be the underpinning of your decision-making process.

Planning Basics

Planning involves a wide range of activities such as:

- Land use;
- Community and economic development;
- Community wellness;
- Transportation;
- Conservation and recreation;
- Historic preservation; and
- Fiscal planning.

Planning can address just about any issue of local or regional concern. In Vermont, planning is performed collaboratively by the State, RPCs, and municipalities. Laws define how this collaboration is to work, specifying different responsibilities for each level of government. This means that the regional planning undertaken by each RPC is intended to be different from the planning undertaken by municipalities and the State.

The regional planning commission is the primary body responsible for planning for the region, with the culmination of that planning documented in the regional plan. The regional planning commission or other groups may also prepare plans on specific topics, for instance, the Lamoille Economic Development Corporation may develop a plan for economic development or the Lamoille Solid Waste District may develop a plan for solid waste.

Planning can be divided into two steps:

1. **Planning** where the visions and goals of the community or region are discussed and established and a means of achieving the goals are determined. Typically, this is done in conjunction with the adoption or amendment of a plan but doesn't need to be. The development of a specific plan such as a watershed plan or economic strategy plan would follow the same process. 95% of LCPC's work is planning.
2. **Implementation** where the goals from the planning stage are brought to reality through projects or regulations. The development of projects and regulations is principally undertaken by local and state government in Vermont. LCPC may assist with project implementation by managing a local or regional project or being the applicant for and managing an intermunicipal project.

Regional Planning

Planning for an entire region is especially challenging. While we all agree that Lamoille County should be a "great place to live, work, and play," there are myriad visions of exactly what this means and which actions we should undertake to achieve this goal. LCPC is statutorily designated as the County's official forum for developing public consensus on the future of Lamoille County.

Regional planning performed by RPCs is at an intermediate level between the most local planning performed by municipalities and the most general planning performed by the State. As a consequence, the regional planning responsibilities of RPCs are intended primarily to promote the coordination and collaboration of planning activities, both between each RPC's member municipalities and between those municipalities and the State.

The Legislature calls upon each RPC to fulfill eighteen duties (Appendix E). The majority of an RPC's work will be dedicated to the six of the duties:

1. Promote the mutual cooperation of the RPC's member municipalities and cooperate with neighboring states, regions, counties, and municipalities;
2. Assist and advise municipalities in the preparation of plans, studies, and bylaws regarding the appropriate development and use of the region's physical and human resources;
3. Prepare a regional plan at least every eight years;
4. Review proposed State capital expenditures for compatibility with the RPC's regional plan and assist municipalities in assessing compatibility with municipal plans;
5. Appear before District Environmental Commissions to aid in Act 250 reviews of proposed developments and appear before the Public Service Board to aid in Section 248 reviews of proposed utilities and telecommunications facilities; and
6. Confirm municipal planning programs and approve municipal plans.

In order to fulfill these responsibilities, the Legislature empowered each RPC to exercise certain powers (Appendix E), including but not limited to:

1. Prepare studies, plans, and recommendations on a broad set of issues;
2. Retain staff and consultant assistance, enter upon land with the prior approval of the owner to make examinations and surveys, hold public hearings, and require municipalities and the State to provide information;
3. Carry out, with the cooperation of member municipalities, programs for the appropriate development and use of the region's physical and human resources; and
4. Perform other acts or functions that the RPC deems to be necessary or appropriate.

The Lamoille County Planning Commission carries out programs in local and regional planning, public safety, transportation infrastructure, natural resources and water quality, brownfield redevelopment, and energy to impact these outcomes:

- Municipal permitting is predictable and effective.
- Vermont is prepared for a local, regional, or statewide disaster.
- Transportation systems are planned effectively with local, regional, and state consideration of economic, environmental, and community impact.
- Brownfield sites are assessed and cleaned up, creating and preserving jobs and housing.
- Regions and the state have access to sufficient energy resources and plans for new generation, efficiency, and conservation to support community and economic development.
- Infrastructure is planned and coordinated to meet the needs of the local economy.
- Community and economic development are coordinated within and across regions to maximize public resources and ensure strong vibrant communities.
- Vermont's land use laws are implemented.

- Vermont's working landscape is used effectively for community and economic benefit.
- Water quality is improved, and environmentally sensitive areas are protected.

Municipal Planning

Lamoille County has a diverse mix of municipalities, with populations ranging from 350 to over 5,000. Some municipalities have professional planning staff and others do not. For all communities, LCPC provides technical assistance. Technical assistance comes in the form of requests by municipalities for services, by hiring LCPC as a consultant, or through responsibilities delegated to RPCs by the Legislature.

Community development assistance LCPC provides includes:

- **Municipal plan and bylaw updates and related technical assistance:** Through municipal planning grant funds or other funding sources, LCPC acts as a cost effective professional planning staff for many municipalities. Current plans and bylaws are essential in smooth state and local permitting. LCPC works with communities to adopt or update bylaws, including flood hazard regulations, form-based code, zoning, and subdivisions.
- **Geographic information services (GIS), including mapping:** In addition to enhancing our own work, LCPC provides its municipalities, state agencies, and regional groups with mapping and data analysis in support of their projects.
- **Transportation planning:** Through a contract with VTrans, LCPC coordinates the Transportation Planning Initiative (TPI) in Lamoille County. The TPI is designed to meet federal requirements to ensure local involvement in transportation decision making, and provides local and regional services such as intersection studies, corridor plans, and traffic counts.
- **Watershed planning and related project development:** LCPC works with the Agency of Natural Resources to complete river assessments, which result in better and safer growth management decisions, help municipalities identify areas prone to erosion and damage from floods, assist communities with erosion and stormwater management, and ensure river corridor projects are designed to be their most effective. LCPC is also playing an increasing role in Water Quality efforts associated with the goal of phosphorous reduction in watersheds throughout Vermont.
- **Working landscape planning and related project development:** LCPC works with municipalities, other regional organizations, and state agencies to complete forest, soil, and other assessments aimed at using and maintaining Lamoille County's working landscape.
- **Grants:** LCPC assists local and regional groups and state agencies with identifying appropriate grant sources, defining a project scope, and writing grant applications. We have experience in all types of grants from CDBG applications to federal disaster mitigation grants and private foundations. LCPC matches many federal sources from the Environmental Protection Agency, Federal Highway Administration, Department of Homeland Security, Housing and Urban Development, Federal Emergency Management

- Agency, and the Federal Transit Administration. These funds benefit our communities and businesses.
- **Emergency response planning:** LCPC works with VT Division of Emergency Management and Homeland Security, local emergency service responders, and municipalities to coordinate local and regional emergency response and hazard mitigation planning. LCPC works with the LEPC to complete exercises and training to better prepare our state for disasters.
 - **Brownfields:** LCPC has sought and been awarded over \$600,000 for this economic development initiative. Environmental site assessments allow properties to be sold, developed, or re-developed in ways that benefit the local and state economy, create or protect jobs, and increase housing opportunities.
 - **Regional Plans:** LCPC coordinates planning at the regional level through the development, adoption, and administration of a comprehensive regional plan and related studies. The Regional Plan guides investment decisions of the public and private sectors.
 - **Special Projects:** LCPC also works on special projects such as downtown revitalization, recreation paths, farmland preservation, economic development, energy, capital planning, and affordable housing projects.

The Importance of Public Engagement

Community planning and regional planning enable people with different outlooks and awareness to learn about important and sometimes controversial matters, to agree on common objectives, and to collaborate on undertaking coordinated agendas of actions. Planning by public bodies strives to engage people not only because our laws and democratic traditions require it, but also because public engagement makes planning better. Planning that engages affected people, communities, and organizations promotes:

- Greater understanding of key facts,
- Deeper and more widespread appreciation of divergent views,
- Increased consensus on important goals and objectives, and
- Improved collaboration in undertaking complicated sequences of interrelated actions.

Public engagement entails more than hosting public hearings/meetings. Engagement includes listening to, developing an understanding of, and interacting with people who are not commonly considered “stakeholders”.. Effective public engagement invites average citizens to get involved in deliberation, dialogue and action on public issues that they care about. And, it helps leaders and decision makers better understand the perspectives, opinions, and concerns of citizens and stakeholders. When done well, public engagement goes far beyond the “usual suspects” to include those members of the community whose voices have traditionally been left out of political and policy debates.

Appendix A: Bylaws

LAMOILLE COUNTY PLANNING COMMISSION

BYLAWS

Adopted: September 23, 1981
Amended: February 9, 1988
December 13, 1988
May 14, 1991
April 12, 1994
May 10, 2005
May 8, 2007
April 22, 2008
April 27, 2010

Article I. Name

The name of this organization shall be the Lamoille County Planning Commission, Inc. The organization shall hereafter be referred to as LCPC. Each city, town or incorporated village within Lamoille County that is a municipality under 24 V.S.A. Chapter 117 is a municipal member of LCPC.

Article II. Organization and Authority

The LCPC is organized pursuant to 24 V.S.A. Chapter 117 and shall have all the powers conferred by law upon regional planning commissions.

Article III. Purpose and Function

A. Regional Plans

The LCPC shall prepare and maintain regional plans related to the development of Lamoille County; it shall work towards the implementation of such plans; and it shall promote the coordination of the planning and development efforts of member municipalities. The LCPC's plans shall take into account the present and future needs of the county, efficient and wise use of its resources, and the economic, social and environmental impact of existing and proposed patterns of regional development and land use.

B. Community Assistance

The LCPC shall coordinate and assist in efforts to promote the health, safety and general welfare of Lamoille County through community development and planning activities. LCPC shall coordinate and assist efforts to develop, promote, and protect the recreational, agricultural, industrial, and natural resources of the county and work for the betterment of social, economic, and environmental conditions within the county.

Article IV. Membership**A. Membership**

In addition to municipal members, any individual, partnership, corporation, organization or business that is a resident, owns property in, or transacts business within Lamoille County, and who subscribes to the purpose of LCPC may also become an individual member entitled to vote at the LCPC Annual Meeting contingent upon the timely payment of the annual individual membership fee. Such fees and the deadline for their payment shall be established by the Board of Directors.

A member, other than a municipal member, may resign by submitting their resignation in writing but shall not be entitled to the return of their membership fee.

Article V. Board of Directors

A Board of Directors shall govern the LCPC. These Directors shall be the Regional Planning Commissioners for Lamoille County.

A. Composition, Voting

The Board of Directors shall be composed of the number of “Municipal Directors” determined in accordance with Article V and five (5) “County Directors.” All Directors shall be eighteen (18) years of age or older and all County Directors shall be residents of Lamoille County, Vermont at the time of their appointment. All Directors shall serve a one (1) year term from July 1 to June 30. Directors appointed to fill a vacancy shall serve until the following June 30. All Municipal Directors shall serve until a successor has been appointed.

Each Director shall have one (1) vote except that County Directors shall not be entitled to vote on the adoption or amendment of the Lamoille County Regional Plan or on the confirmation of a municipality’s planning process.

B. Municipal Directors

Each city, town or incorporated village within Lamoille County, which qualifies as a “municipality” under 24 V.S.A., Chapter 117, shall be represented on the LCPC Board of Directors.

1. The legislative body of each qualifying municipality shall appoint one Municipal Director for municipalities with populations between 1-2,500 and two Municipal Directors for municipalities with populations over 2,500 according to the U. S. Census. Qualifying incorporated village populations will be deducted from the total town population for the purpose of calculating voting representation (see Appendix A).
2. No Municipal Director shall take office until their appointment has been certified, in writing, to the Executive Director of LCPC by the appointing legislative body.

3. It shall be the duty of each Municipal Director to communicate on the activities and actions of LCPC to the legislative body and planning commission of the municipality that they represent, and to act as a liaison between the municipality and LCPC.
 4. Municipal Directors shall serve at the pleasure of the appointing legislative body which may, by majority vote of the entire body, revoke the appointment of their Municipal Director at any time.
 5. In the event of a vacancy of one or more Municipal Directors, a successor shall be appointed as provided for in Article V (B) for the remainder of the LCPC operational year.
- C. County Directors
Candidates for the five (5) County Directors shall be nominated annually by a nominating committee of the Board of Directors, established in accordance with Article VII B(3) hereof, and following advertisement in the local media to solicit applications. The County Directors shall be elected by a majority of the LCPC membership present at the Annual Meeting, provided, however, that not more than two County Directors shall be from the same municipality. Absentee ballots are available up to the date of the Annual Meeting for members unable to attend in person. In the event a vacancy of one or more County Directors, a successor shall be elected by the Board of Directors for the remainder of the unexpired term. County Directors shall represent Lamoille County at-large.
- D. Conflict of Interest
1. Definition
“Conflict of interest” means a pecuniary interest of a Director or LCPC staff member, or such an interest, known to the Director or staff member, of his or her immediate family or household or of a business associate, in the outcome of any particular matter pending before LCPC. A “conflict of interest” does not arise where the interest is no greater than that of other persons generally affected by the outcome of the matter.
 2. Code of Conduct
The staff and Directors have an affirmative obligation to conduct the affairs of their office in such a manner as to instill public trust and confidence. Thus, the staff and Directors shall take all reasonable steps in the conduct of their duties on behalf of LCPC to avoid any action or circumstance, whether or not specifically prohibited by this code, which might result in or create the appearance of:
 - a) undermining their independence or impartiality of action;
 - b) taking official action on the basis of unfair considerations, unrelated to the merits of the matter;

- c) giving preferential treatment to any private interest on the basis of unfair considerations, unrelated to the merits of the matter;
- d) using public office for the advancement of personal interest;
- e) using public office to secure special privileges or exemptions; or
- f) affecting adversely the confidence of the public in the integrity of regional affairs.

The staff and Directors shall not take any official action in any particular matter in which they have a conflict of interest or in which there is an appearance of a conflict of interest that will undermine public confidence.

The staff and Directors shall not take any office action that advances the interests of a private entity with which they have a significant financial relationship or are actively seeking employment.

3. **Resolving Conflicting Interests**
Conflict of interest issues shall be resolved in accordance with applicable state law and the provisions of LCPC Personnel Policies and Operating Procedures and as that policy may be subsequently amended.
4. The LCPC Board of Directors or staff shall not use any local, state or federal funds for political partisan activities in the course of LCPC associated business activities.

Article VI. Funding

- A. **Annual Appropriation**
Annually, each municipal member shall be requested to appropriate and provide funds to the LCPC in an amount determined by the Board of Directors, which shall be each municipality's annual appropriation.
- B. **Failure to Pay Appropriation**
Municipalities not appropriating funds in an amount equal to their annual appropriation shall not be entitled to services of LCPC afforded to those municipal members which have appropriated such funds. Services to member municipalities not paying the annual appropriation shall be provided on the basis of a rate schedule approved by the Board of Directors. Nonpayment of the annual appropriation does not otherwise affect membership status. Unless directed otherwise by the Board, prioritizing and scheduling the delivery of services to municipal members that have not paid their annual appropriation in full shall be at the discretion of the Executive Director.
- C. **Grants**
Grants and gifts consistent with the purpose and function of the LCPC may be accepted upon approval by the Executive Committee or the Board of Directors.
- D. **Fiscal and Operational Year**

The fiscal and operational year of the LCPC, including all activities, the reporting period, and the terms of office of members and officers, shall be from July 1 to June 30, except that officers shall continue to serve until their successors are duly elected. The LCPC Annual Meeting shall be held in June on a date determined by the Board of Directors, at which meeting the County Directors shall be elected for the ensuing operational year.

Article VII. Officers and Executive Committee

A. Election of Officers

The officers of the LCPC Board of Directors shall be the Chair, the Vice Chair, the Secretary and the Treasurer. All such officers shall be elected from and by the LCPC Board of Directors annually at its first meeting after June 30. The vote of a majority of the Directors shall be sufficient to elect. Paper ballots shall be used for the election of any officer when requested by one (1) or more Directors. The Nominating Committee shall recommend a slate of officers to the Board of Directors. Candidates may also be nominated from the floor by Board members. Vacancies in any office shall be filled for the remainder of the term of a majority vote of the Board of Directors at the next meeting of the Board of Directors after the vacancy is announced.

B. Duties of the Chair

The Chair shall:

1. Call all meetings of the Board of Directors and the Executive Committee on his/her own initiative, or upon the written request of two (2) or more members of the Executive Committee, or upon written request of five (5) or more Directors.
2. Preside at all meetings of the Board of Directors and the Executive Committee.
3. Appoint the Chair and members of all committees, subject to the approval of the Board of Directors. Failure of the Board to object at the meeting at which such appointments are announced shall be deemed approval by the Board.
4. Appoint a Nominating/Awards Committee on an annual basis of no less than four members.
5. Sign all contracts, proposals and requests for grants and funding in excess of \$25,000, and other instruments required to be signed on LCPC's behalf, in accordance with any policy that the LCPC Board of Directors may adopt.
6. Exercise the full rights and privileges of other Directors. However, the Chair shall not be able to make and second motions. In the event the Chair would like to exercise the right to make and second motions, the Chair shall relinquish their position for the vote in accordance with *Robert's Rules of Order Newly Revised*.
7. Perform such other duties as are normal and customary to the office or which may be assigned by the Board of Directors.

C. Duties of the Vice Chair

The Vice Chair shall:

1. Serve as Acting Chair in the absence, recusal or incapacity of the Chair.
2. Preside at meetings of the Regional Plan Committee, and appoint a Committee Vice-

Chair.

3. Perform such other duties as may be assigned by the Board of Directors.

D. Duties of the Secretary

The Secretary shall oversee, or shall appoint and oversee a LCPC staff representative to:

1. Keep true and accurate records of all meetings of the Board of Directors and the Executive Board. Such records include exact notation of all motions proposed and the votes thereon.
2. Act as Treasurer in the absence or incapacity of the Treasurer.
3. Perform such other duties as are normal and customary to the office or which may be assigned by the Board of Directors.

E. Duties of the Treasurer

The Treasurer shall oversee, or shall appoint and oversee a LCPC staff representative to:

1. Oversee the receipt and expenditure of monies as authorized by the Board of Directors and oversee maintenance of all financial records of LCPC during each fiscal year.
2. Submit a monthly and an annual report to the Board of Directors.
3. Maintain an individual account for each project or program undertaken by the LCPC.
4. Perform such other duties as are normal and customary to the office or which may be assigned by the Board of Directors.

F. Executive Committee - Composition

The Executive Committee shall consist of the officers of the Board of Directors and three (3) other Directors appointed by the Chair at the first meeting of the Board of Directors after June 30. The appointments to the Executive Committee by the Chair shall be deemed ratified unless the Board votes otherwise at the meeting when the appointments are made. Vacancies on the Executive Committee may be reappointed at any time if necessary.

G. Executive Committee - Duties

The Executive Committee shall:

1. Carry out all decisions and instructions of the Board of Directors.
2. Act on behalf of the Board of Directors when, in the Committee's judgment, time precludes consideration of the Board of Directors. Any action taken by the Executive Committee on behalf of the Board shall be placed on the agenda of the next meeting of the Board of Directors. The Committee's actions shall be deemed to be ratified unless the Board votes to reverse or modify the Committee's actions.
3. Oversee all activities of the Executive Director and staff.
4. Review all new project and program proposals and refer them with a report thereon to the Board of Directors for action.
5. Recommend to the Board of Directors proposed positions to be taken by the LCPC.
6. Direct the Executive Director to audit and evaluate project and program performance and regularly present a report thereon to the Board of Directors, at

- least semi-annually.
7. Direct the Executive Director to present to the Board of Directors, before the end of the fiscal year, a report on the activities of the LCPC, the Committees and the staff during the twelve (12) preceding months.
 8. Appoint adhoc, temporary and sub-committees as necessary and dissolve such committees upon completion of their work.
 9. The Executive Committee may appoint non-Commission members to serve as Assistant Secretary and Assistant Treasurer and, as such, to aid the officers in the day-to-day performance of their duties. Such assistants shall not be members of the LCPC Board of Directors or of the Executive Committee.

H. Committees

Standing Committees of LCPC shall include the Executive Committee, the Regional Plan Committee, the Plan and Project Review Committee.

Regional Plan Committee

The Vice-Chair of the Board of Directors shall serve as the Chair of the Regional Plan Committee. The Committee will consist of no fewer than five (5) members of the Board of Directors. The Committee shall meet on a regular basis, but no fewer than four (4) times per year. The Committee shall be responsible for annual review of the Regional Plan, annual review of the Annual and Five Year Work Programs, and coordination of updates for the Regional Plan and the Work Programs, as well as other duties as assigned by the Executive Committee. LCPC staff shall assist the Regional Plan Committee in all functions.

Plan and Project Review Committee

The Chair of the Board shall appoint a member of the Executive Committee to serve as the Chair of the Plan and Project Review Committee. The Committee will consist of no fewer than five (5) members of the Board of Directors. The Committee shall meet on a regular basis, but no fewer than four (4) times per year. The Committee shall be responsible for review and comment on projects of regional significance, as defined in the LCPC Regional Plan. The Committee shall also review and recommend Municipal Plans for approval to the Executive Committee, as well as participate in any other duties as assigned by the Executive Committee. LCPC staff shall assist the Plan and Project Review Committee in all functions.

Nominating Committee

The Executive Committee shall appoint a Nominating Committee consisting of at least four (4) members at the first meeting following the Annual Meeting. The Nominating Committee shall be responsible for presenting a slate of officers each year at first meeting of the LCPC Board after June 30 and shall solicit, review, and recommend award recipients for awards presented by the LCPC Board of Directors.

Article VIII. Staff

A. General

The staff of the LCPC shall include an Executive Director and such other necessary administrative and technical staff as shall be determined by the Board. All personnel shall be hired in accordance with the LCPC Personnel Policies.

1. The staff, through the Executive Director, shall undertake such duties as the Board of Directors or Executive Committee may assign.
2. The Executive Director may sign all contracts and requests for grants or funding that are not in excess of \$25,000.

B. Policy of Nondiscrimination

It is the policy of the LCPC that no person seeking appointment to the Board of Directors, seeking employment, employed by or having business with the LCPC shall be discriminated against because of sex, race, religion, sexual orientation, marital/civil union status, national origin, age, or against a qualified individual with a disability because of that disability to the extent that discrimination is illegal under state or federal laws. The Board shall ensure that this policy is followed.

Article IX. Meetings - Board of Directors, Executive Committee

A. Regular Meetings

1. There shall be at least six (6) regular meetings of the Board of Directors each year held on the fourth Tuesday of the month or as called by the Board of Directors. The meetings shall be held at a time and place determined by the Chair which best serves the convenience of the greatest number of Directors and member municipalities throughout the county.
2. Additional meetings may be called by the Chair or by a majority vote of the Board and shall be held within fifteen (15) days upon written request of five (5) or more Directors.

B. Annual Meeting

There shall be held in June of each year an Annual Meeting of the LCPC at a time and place determined by the Board.

C. Notice of Meetings

Seven (7) days' notice of each meeting of the Board of Directors, including the agenda of business to be transacted at the meeting, shall be sent to each Director and/or by publication in local newspapers. Notification of Executive Committee meetings will be made to all members of the Committee and to any Director(s) or any other person requesting such notice from the Executive Director.

- D. Minutes
Minutes of all meetings of the Board of Directors and of the Executive Committee shall be kept as public records and copies thereof shall be sent to all Directors and the legislative bodies of all member municipalities.
- E. Quorum, Votes Necessary to Take Action
Disregarding vacancies, Directors representing a minimum of fifty-one (51) percent of the Board of Directors or the Executive Committee, or a minimum of nine (9) members and four (4) members respectively, shall constitute a quorum for each body. The favorable vote of Directors representing a majority of the members present of the Board of Directors or the Executive Committee shall be necessary for either board to take any action.
- F. Conduct of Meetings
Except where these Bylaws provide otherwise, all meetings shall be conducted in accordance with *Robert's Rules of Order Newly Revised*.
- G. Attendance Policy
Board members are expected not to miss three (3) consecutive meetings at any time or more than one-third (1/3) of the meetings in any twelve (12) month period. Failure to comply with this policy shall be cause for removal from the Board by the appointing legislative body in the case of Municipal Directors or by the Board in the case of County Directors. Any time this policy is violated, the Executive Director shall give notice in writing to the Director affected and the appointing authority.

Article X. Amendments of Bylaws

These bylaws may be amended as follows:

- A. Proposed Amendments
A proposed amendment shall be placed on the agenda for any meeting of the Board of Directors upon vote by the Board or upon written request of five (5) Directors. Any proposed amendment shall be discussed at not less than one meeting of the Board of Directors prior to adoption and may be amended at any meeting at which the proposed amendment is on the agenda.
- B. Adoption of Amendments
Any proposed amendment may not be adopted at a meeting at which it is amended. The affirmative vote of fifty-one (51) percent of all Directors at an official meeting of the Board of Directors shall be sufficient to adopt an amendment, which shall immediately become effective, unless the vote or amendment provides otherwise.

Article XI. Dissolution

In case of dissolution, none of the assets of the LCPC shall benefit any member or individual. Inasmuch as a substantial portion of the assets of the LCPC have been contributed to the LCPC from the municipalities in the county, the assets of the LCPC, in case of dissolution, shall be prorated back to each member municipality in a ratio proportionate to their total contribution.

History of Bylaws

Adopted Bylaws: September 23, 1981.

Amended February 9, 1988 and effective March 2, 1988; Article I amended to change the name from “Lamoille County Development Council, Inc.” to “Lamoille County Planning Commission, Incorporated” and change “LCDC” to “LCPC” throughout these Bylaws.

Amended December 13, 1988 and effective July 2, 1989: Completely rewrote Article V to accommodate villages and municipalities (as per Act 200) and changed LCPC membership to a system based on population. Also amended the Bylaws to change to words: “town,” “town’s,” “towns,” etc. to “municipality,” “municipal,” “municipality’s,” or “municipalities,” as grammatically appropriate, and deleted the words “25 member” from Article IV., Section C.

Amended May 14, 1991. Clarify municipal membership, insert new paragraph Article VI, Section B on services to nonmember municipalities, and other minor clarifications.

Amended April 12, 1994. Revised Article V on Municipal Directors’ membership allocation, Code of Conduct section, Article IX, Quorums and Attendance Policy. Restructured language to flow in a consistent manner. Included *Robert’s Rules of Order, Newly Revised* reference.

Amended May 11 2005. Revised Article V, Section D, #3, Resolving Conflicting Interests; Article VII, Section A, Election of Officers; Section D, Duties of Secretary, Section E, Duties of Treasurer, Section G, Executive Committee Duties, Section H, Committees; Article VIII, Section B, Policy on Nondiscrimination.

Amended May 8, 2007. Revised Article V, Section A, to specify that County Directors shall be residents of Lamoille County; Revised Article VII, Section B, #4 to add appointment of the Nominating/Awards Committee to the duties of the Chair, Revised Article VII, Section B, #5, from \$10,000 to \$25,000; Revised Article VII, Section B, #6, to change Robert’s Rules to Robert’s Rules of Order Newly Revised; Article VII, Section C, #2, Vice Chair Duties; Article VII, Section G, #8, Executive Committee Duties; Article VII, Section H, Committees; Article VIII, Section A, #2, from \$10,000 to \$25,000; Article IX, Section A, #1 changed “each” month to “the” month.

Amended April 22, 2008. Revised Article IV, Section A, #1 to specify the regular meetings of the LCPC Board of Directors take place on the *fourth* Tuesday of the month.

Amended April 27, 2010. Revised Article IX, Section E to disregard vacancies and establish minimum numbers of 9 and 4 respectively for Board and Executive Committee quorums.

Appendix B: A GUIDE TO OPEN MEETINGS

A GUIDE TO OPEN MEETINGS

Revised June 2014

James Condos, Vermont Secretary of State

Living in Vermont, we expect openness in government. Any day the legislature is in session we can sit down in either chamber, or in the various committee rooms, and see laws being made. Any day we can walk into the county courthouse and attend any hearing or trial, or watch the arguments being given before the Vermont Supreme Court. We can attend Act 250 hearings and meetings of the local zoning board, and any other public body, and we can expect to see notices of those meetings in the newspaper or on public bulletin boards. We can review and copy public documents in state and local offices.

One important foundation of openness in Vermont is the “Right to Know” laws, including those related to open meetings and public records. Together they are the most important public laws we have because they allow us direct access to the decisions that affect us. A full understanding of these laws makes everyone a better citizen. This guide is an introduction to the open meeting law.

You can read the open meeting law for yourself. The open meeting law is found in every town clerk’s office, in Title 1 of the Vermont Statutes Annotated. Title 1 is in the first volume of a set of green law books that include all of the statutory laws of the state. Look for sections 310 through 314, and make sure you check the pocket part to see if there is newer law to review for each section. You can also find this law on the internet at the Vermont State Legislature’s website at: <http://www.leg.state.vt.us/statutes/sections.cfm?Title=01&Chapter=005>

MEETINGS OF A PUBLIC BODY MUST BE OPEN TO THE PUBLIC

- Public must be given notice of the meeting.
- Public must be allowed to attend the meeting and be heard.
- Minutes of the meeting must be taken.

WHO DOES THE OPEN MEETING LAW APPLY TO?

Vermont’s open meeting laws apply to all boards, councils and commissions of the state and its political sub-divisions (i.e. municipalities), including committees and subcommittees of these bodies. **1 V.S.A. § 310(3)**. This means the open meeting law governs meetings of selectboards, planning commissions, boards of civil authority, recreation commissions, municipal public library trustees, auditors, listers, etc., as well as any committee created by one of these public bodies. The open meeting laws apply to boards and commissions, not to individual officials. There is no right to sit in the town manager’s office and watch her conduct town business. There is no right to be present at site visits for tax assessments or abatements, or to oversee the routine day-to-day administration of the town. **1 V.S.A. § 312(g)**.

WHEN DOES THE OPEN MEETING LAW APPLY?

Whenever a quorum (a majority) of a public body is gathered to discuss the business of the board or to take action, the open meeting laws apply. **1 V.S.A. § 310(2)**. This means that if a

majority of a board find themselves together at a social function they must take care not to discuss the business of the board. In 2014 the Vermont legislature clarified that a public body is not meeting if members are exchanging emails “for the purpose of scheduling a meeting, organizing an agenda, or distributing materials to discuss at a meeting, . . .” Two members of a five-person board may meet without the need for public notice. The entire public body may meet without notice or public attendance when it deliberates on its written decision, following a quasi-judicial hearing on an application or permit. In this instance, although the hearing is open, only interested parties have the right to be heard, and deliberations that follow may be closed to the public. **1 V.S.A. § 312(e) & (f)**. When acting on these cases, a public body must issue its decisions in writing, but may do so without the formality of a meeting where the decision is announced.

HOW DOES A BOARD PROVIDE NOTICE OF ITS MEETINGS?

- A board schedules regular meetings by adopting a resolution setting the time and place of the meeting. This information must be made available to the public. When a board meets, for example, on the first Tuesday of every month, the law does not require formal public notice. However, the board does need to adopt a resolution specifying its regular meeting schedule. **1 V.S.A. § 312(c)(1)**.
- A board holding a special meeting, i.e. a meeting that is not a regular or emergency meeting, must, at least 24 hours before the meeting, publicly announce the time, place and purpose of the meeting by notifying the board members and the local news media and any other person that has specifically requested notification, and by posting notice of the meeting in or near the municipal office and in two other designated public places in the municipality. **1 V.S.A. § 312(c)(2)**.
- An emergency meeting may be held in the event of a true emergency, i.e. when “necessary to respond to an unforeseen occurrence or condition requiring immediate attention”, without public announcement as long as some public notice is given as soon as possible before the meeting. **1 V.S.A. § 312(c)(3)**. An emergency meeting should not be used if the public body is able comply with the 24-hour notice requirements for special meetings.

N.B. When a meeting is “adjourned,” or continued to a new time or place, the meeting will not be considered a new meeting and will not require additional notice so long as the time and place of the new meeting is announced before the first meeting is closed. **1 V.S.A. § 312(c)(4)**.

WHAT ARE THE REQUIREMENTS FOR MINUTES OF A PUBLIC BODY?

Public bodies are required to take minutes. Minutes must at least include the names of all members of the public body present at the meeting, and other active participants, and all motions, proposals, and resolutions made, and their dispositions, and the results of any votes taken. **1 V.S.A § 312 (b)(1)**. Minutes are public records, which must be available for public inspection and copying after five days from the date of the meeting. Minutes also must be posted no later than five days from the date of the meeting to a website, if one exists, that the public body maintains or has designated as the official website of the body. **1 V.S.A § 312 (b)(2)**. Minutes are the permanent record of the formal actions of the public body and play an important role in recording the history of municipal business.

DO MEMBERS OF A PUBLIC BODY NEED TO BE PHYSICALLY PRESENT?

As long as the requirements of the open meeting laws are met, one or more members of a public body may fully participate in discussing the business of the public body and vote to take an action at a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location. In this situation, any vote of the public body must be taken by roll call. In addition, if a member is not physically present, the member is required to identify himself or herself when the meeting is convened and be able to hear the conduct of the meeting and be heard throughout the meeting. If a quorum or more of the members of a public body attend a meeting without being physically present at a designated meeting location, the public body must publicly announce and post notice of the meeting at least 24 hours prior to the meeting. This notice must designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the public body, or at least one staff or designee of the public body, is required to be physically present at each designated meeting location. **1 V.S.A. § 312(a)(2).**

WHEN CAN A BOARD MEET IN PRIVATE?

- A public body may meet in private to deliberate in connection with a quasi-judicial hearing. This is not an open meeting and does not have to be warned. 1 V.S.A. § 312(e).
- A public body may enter into executive session, which is a closed meeting within a public meeting. A public body may only enter into executive session upon a majority vote (2/3 vote of a state board), on a motion made in an open meeting, that indicates the reason for going into executive session. The only permissible reasons for going into executive session are set forth in 1 V.S.A. § 313. One category, requires the public body to make a specific finding that “premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage” prior to considering one of the following in executive session:
 - contracts;
 - labor relations agreements with employees;
 - arbitration or mediation;
 - grievances, other than tax grievances;
 - pending or probable civil litigation or a prosecution, to which the public body is or may be a party; or
 - confidential attorney-client communications made for the purpose of providing professional legal services to the body.
 - Other things a public body may consider in executive session are:
- The negotiating or securing of real estate purchase or lease options;
- The appointment or employment or evaluation of a public officer or employee, provided that the public body makes its final decision to hire or appoint a public officer or employee in an open meeting and must explain the reasons for its final decision during the open meeting;
- A disciplinary or dismissal action against a public officer or employee; but nothing in this subsection shall be construed to impair the right of such officer or employee to a public hearing if formal charges are brought;

- A clear and imminent peril to the public safety;
- Discussion or consideration of records or documents that are not public documents under the access to public records act. However, when the board discusses or considers the excepted record or document it may not also discuss the general subject to which the record pertains;
- The academic records or suspension or discipline of students;
- Municipal or school security or emergency response measures, the disclosure of which could jeopardize public safety.
- Abusing the law of executive session is offensive to the purpose of open meetings. Boards should close their meetings rarely, and then only for legitimate purposes. No formal action may be taken in executive session except for those related to securing a real estate purchase option. In all other instances, appropriate topics may be discussed in executive session but ultimate action must be taken by motion and vote in open session. **1 V.S.A. § 313(a)**.
- A board may invite into executive session its attorney, administrative staff and persons who are subjects of the discussion or whose information is needed. **1 V.S.A. § 313(b)**.
- No decision may be made in executive session except for actions relating to the securing of real estate options. Decisions may be made in deliberative session so long as there is a written decision that is public record.
- Some boards go beyond the requirements of the law and do everything in public (except when acting in a quasi-judicial capacity when due process may require private deliberations.) The risks entailed in letting everybody know its business are not small, but there is no penalty for extra openness and a high return on the investment if the public understands you have nothing to hide.

WHEN DO AGENDAS HAVE TO BE MADE AVAILABLE?

At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda must be posted to a website that the public body maintains or designates, if one exists. In addition, a municipal public body must post the agenda in or near the municipal office and in at least two other designated public places in the municipality. A meeting agenda must be made available to a person prior to the meeting upon specific request. Any addition to or deletion from the agenda is required to be made as the first act of business at the meeting, but any other adjustment to the agenda may be made at any time during the meeting. **1 V.S.A. § 312(d)**. Agendas should allow interested members of the public to be reasonably informed of what will be discussed at the meeting.

WHAT RIGHTS DO MEMBERS OF THE PUBLIC HAVE?

- Upon request, the agendas of regular or special meetings must be made available to any person prior to a meeting. **1 V.S.A. § 312(d)**.
- Persons that wish to be notified of special meetings should provide a written request to the public body.
- Members of the public have the right to attend meetings, to express their opinions on matters being considered by the public body, and to tape or videotape meetings so long

as it is not done in a manner that disrupts the meeting. **1 V.S.A. § 312(h)**. Many boards allow public comment at the start of the meeting while others place it as the final agenda item. Some boards allow public comment whenever anyone present has something to add to the discussion. Public comment is often the one opportunity that members of the public have to speak openly about their concerns. The public comment period, however, is not a free-for-all. The chair of the board may establish reasonable rules to maintain order, and reasonable limitations on the amount of time for each speaker are not unusual or improper. A school board must provide a written response whenever a member of the public requests a written response to his or her public comments. **16 V.S.A. § 554(b)**.

- The public has the right to know the reason a board is going into executive session.

HOW ARE VERMONT'S OPEN MEETING LAWS ENFORCED?

The following persons can be found guilty of a misdemeanor and fined up to \$500.00:

- A person who is a member of a public body and who knowingly and intentionally violates the provisions of the open meeting laws;
- A person who knowingly and intentionally violates the provisions of the open meeting laws on behalf or at the behest of a public body;
- A person who knowingly and intentionally participates in the wrongful exclusion of any person or persons from any meeting. **1 V.S.A. § 314(a)**.

The Attorney General or any person aggrieved by a violation of the open meeting laws may file suit in the Civil Division of the Superior Court in the county in which the violation has taken place for appropriate injunctive relief or for a declaratory judgment. Such an action must be filed no later than one year after the meeting at which the alleged violation occurred or to which the alleged violation relates. The Court is required to give priority to these suits on its docket. Prior filing suit, however, the Attorney General or aggrieved person must provide the public body written notice that alleges a specific violation and requests a specific cure of such violation. The public body will not be liable for attorney's fees and litigation costs if it cures in fact the violation. Upon receipt of written notice of the alleged violation, the public body must respond publicly to the alleged violation within seven business days by either acknowledging the violation and stating an intent to cure the violation within 14 calendar days or by stating that the public body has determined that no violation has occurred and that no cure is necessary. If the public body fails to respond to a written notice of an alleged violation within seven business days, this shall be treated as a denial of the violation. In order to cure a violation, within 14 calendar days after a public body acknowledges a violation, the public body shall cure the violation at an open meeting by ratifying, or declaring as void, any action taken at or resulting from a meeting in violation and adopting specific measures that actually prevent future violations. The Court is required to assess against a public body found to have violated the requirements of this subchapter reasonable attorney's fees and other litigation costs reasonably incurred in which the complainant has substantially prevailed, unless the Court finds that the public body had a reasonable basis in fact and law for its position and the public body acted in good faith. In determining whether a public body acted in good faith, the Court must consider,

among other factors, whether the public body responded to a notice of an alleged violation in a timely manner or whether the public body cured the violation. **1 V.S.A. § 314(b)**

Appendix C: Board Member Job Description & Duties

Board Member Job Description

Roles and Responsibilities

1. Define and oversee the vision and mission of the organization and keep it relevant to the needs of the region and its individual local governments and communities;
2. Approve programs and services and monitor their effectiveness and usefulness;
3. Provide strategic guidance to the organization and the Executive Director; and
4. Ensure financial solvency, integrity, and soundness.

Keep Your Commitments

1. Know the organization's vision, mission, goals, products, and services;
2. Do your homework before all meetings; and
3. Focus on solving problems and achieving positive results for the region.

Commitments

1. Attend each meeting of the board
2. Participate in the board's retreats
3. Participate in statewide and regional activities of the organization
4. Serve on at least one committee
5. Hold the organization to a high, ethical standard and monitor its performance regularly
6. Prepare for all meetings thoroughly by reading the meeting packet
7. Listen carefully and considerately to others and maintain an open mind
8. Promote decisions and solutions that are in the best interest of the region and the organization
9. Respect the confidentiality of the board's business
10. Be familiar with the open meeting laws
11. Avoid conflicts of interest

Board Member Expanded Duties

Establish Policy

1. Focus on the needs of your region and constituents
2. Focus on the common good of the region, not just your individual community or organization
3. Set policies that guide the regional board to run effectively, legally, and ethically
4. Recognize policy decisions as those that effect the region as a whole
5. Establish policy and governance frameworks needed to allow management and staff to implement the vision and priorities of the board

Establish a Partnership with the Executive Director

1. Set guidelines for authority, responsibility, and accountability of the Executive Director
2. Provide support as necessary for management to succeed in advancing board goals and policies
3. Do NOT micromanage the day-to-day operations of the organization
4. Understand that the board is not the same as a local government

Nurture a Vision

1. Establish a shared vision, sense of mission, and common goals at the board level
2. Be able to articulate it to others
3. Take the long-term view with incremental performance measures to evaluate progress
4. Provide direction through regular strategic planning to establish long-term goals and objectives

Communicate Effectively

1. Conduct regular outreach and feedback sessions with the public
2. Don't limit your input and feedback to only board members
3. Convey the issues and decisions facing the region back to your local legislative body or organization, seek input, and relay their comments and perspectives back to the board
4. Provide constructive and timely feedback
5. Respect the diversity of thoughts and opinions
6. Speak for the board only when authorized to do so

Maintain the Financial Integrity of the Organization

1. Develop a financial vocabulary
2. Have a firm understanding of the financial condition of the organization including its financial position, obligations, operations, budget, and expenditures
3. Conduct an annual financial audit using a reliable outside firm
4. Monitor financial outcomes and performance

Participate Responsibly

1. Commit the time necessary to serve on the board
2. Understand your role as a leader of this organization
3. Keep local politics in perspective relative to regional needs and priorities
4. Review meeting agendas and materials prior to attending any meeting
5. Ask informed, thoughtful questions
6. Work at the board level, not at the staff level
7. Follow the conflict of interest policy
8. Be open to participating on committees and serve on at least one
9. Support member retention and recruitment efforts
10. Maintain confidentiality
11. Develop trust
12. Think regionally even when you act locally
13. Evaluate performance at all levels including your own
14. Be a goodwill ambassador for the organization at the local, regional, and state levels

Appendix D: Staff Contact Information

Lamoille County Planning Commission

Physical Address: 52 Portland Street, 2nd Floor

Mailing Address: PO Box 1637
Morrisville, VT 05661

Phone Number: (802) 888-4548

General email: lcpc@lpcvt.org

Website: www.lpcvt.org

Position	Name	Direct Line	E-mail
Executive Director	Tasha Wallis	851-6346	tasha@lpcvt.org
Principal Planner	Seth Jensen	851-6337	seth@lpcvt.org
Transportation Planner	Rob Moore	851-6347	ryan@lpcvt.org
GIS Planner	Ryan Murphy	851-6350	ryan@lpcvt.org
Regional Planner	Lea Kilvdyov	851-6348	lea@lpcvt.org
Regional Planner	Meghan Rodier	851-6339	meghan@lpcvt.org
Office Manager	Ellen McNulty	851-6351	ellen@lpcvt.org

Appendix E: Statutes

The legal basis and powers for Lamoille County Planning Commission as the region's regional planning commission stem from Vermont laws as stipulated in the Vermont Planning and Development Act (24 V.S.A. § 4301 et seq., as amended, 24 V.S.A. § 4345 et seq.).

The Vermont Statutes Online is an unofficial copy of the Vermont Statutes Annotated. Available at <http://www.leg.state.vt.us/statutes/sections.cfm?Title=24&Chapter=117> for convenience, it has NOT been edited for publication, and is not official. It does, however, provide a quick reference to aspects of statute relating to:

Title 24: Municipal and County Government

Chapter 117: MUNICIPAL AND REGIONAL PLANNING AND DEVELOPMENT

Sub-Chapter 3: Regional Planning Commissions

- [§ 4341](#) Creation of regional planning commissions
- [§ 4341a](#) Performance contracts for regional planning services
- [§ 4342](#) Regional planning commissions; membership
- [§ 4343](#) Appointment, term and vacancy; rules
- [§ 4344](#) Repealed. 2009, No. 146 (Adj. Sess.), § G5.
- [§ 4345](#) Optional powers and duties of regional planning commissions
- [§ 4345a](#) Duties of regional planning commissions
- [§ 4346](#) Appropriations
- [§ 4347](#) Purposes of regional plan
- [§ 4348](#) Adoption and amendment of regional plan
- [§ 4348a](#) Elements of a regional plan
- [§ 4348b](#) Readoption of regional plans
- [§ 4349](#) Regional plan; adoption by municipality
- [§ 4350](#) Review and consultation regarding municipal planning effort
- [§ 4351](#) Review by Commissioner of Housing and Community Development

§ 4345. Optional powers and duties of regional planning commissions

Any regional planning commission created under this chapter may:

(1) Develop an inventory of the region's fire and safety facilities; hospitals, rest homes, or other facilities for aging or disabled persons; correctional facilities; and emergency shelters; and work with regulated utilities, the Department of Public Service, the Department of Public Safety, potential developers of distributed power facilities, adjoining regional planning commissions, interested adjoining regional entities from adjoining states, and citizens of the region to propose and evaluate alternative sites for distributed power facilities that might provide uninterrupted local or regional power at least for identified critical service providers in time of extended national, statewide, or regional power disruption or other emergency.

(2) -(5) [Repealed.]

(6) Undertake studies and make recommendations on land development, urban renewal, transportation, economic, industrial, commercial, and social development, urban beautification and design improvements, historic and scenic preservation, the conservation of energy and the development of renewable energy resources, State capital investment plans, and wetland protection.

(7) [Repealed.]

(8) Require of each municipality in its area and all State agencies such available information as relates to the work of the regional planning commission.

(9) In the performance of its functions, enter upon land, with prior approval of the landowner, to make examinations and surveys.

(10) Retain staff and consultant assistance in carrying out its duties and powers, and contract with one or more persons to provide administrative, clerical, information technology, human resources, or related functions.

(11) Undertake comprehensive planning, including related preliminary planning, State capital investment plans, and engineering studies.

(12) Carry out, with the cooperation of municipalities within the region, economic development programs for the appropriate development, improvement, protection, and preservation of the region's physical and human resources.

(13) Provide planning, training, and development services to local and regional communities and assist communities in evaluating economic conditions and prepare for economic growth and stability.

(14) Gather economic and demographic information concerning the area served.

(15) Assist existing business and industry, encourage the development and growth of small business, and to attract industry and commerce.

(16) Include in its charter and bylaws adopted pursuant to section 4343 of this chapter the power to:

(A) acquire and dispose of a fee simple or lesser interest in real property through purchase, lease, grant, gift, bequest, or devise for the purpose of fulfilling its duties pursuant to this section and section 4345a of this title;

(B) borrow money and incur indebtedness for the purposes of purchasing or leasing property for office space, establish and administer a revolving loan fund, or establish a line of credit, if approved by a two-thirds vote of those representatives to the regional planning commission present and voting at a meeting to approve such action. Any obligation incurred under this subdivision (B):

(i) shall not encumber the grand list or any property of a member municipality; and

(ii) in the case of a purchase, shall pledge the property to be purchased as collateral and shall not exceed the fair market value of such property;

(C) at the request of one or more member municipalities, act as an escrow agent and hold funds related to a municipal capital project or a project subject to a municipal land use permit in an escrow account, including taxes to be paid by the project, fines, and developer fees. Funds so held shall be segregated in a special account for each project on the books of the regional planning commission and, within each project account, by municipality. However, this subdivision (C) shall not confer authority on a regional planning commission to hold tax increment revenues received from a tax increment financing district under chapter 53, subchapter 5 of this title; and

(D) enter into contracts with public and private entities, including the State of Vermont and the federal government to provide regional planning services and fulfill its duties pursuant to this section and section 4345a of this title.

(17) Perform such other acts or functions as it may deem necessary or appropriate to fulfill the duties and obligations imposed by, and the intent and purposes of, this chapter. (Added 1967, No. 334 (Adj. Sess.), § 1, eff. March 23, 1968; amended 1971, No. 257 (Adj. Sess.), § 3, eff. April 11, 1972; 1979, No. 174 (Adj. Sess.), § 5; 1981, No. 132 (Adj. Sess.), § 6; 1985, No. 188 (Adj. Sess.), § 8; 1987, No. 200 (Adj. Sess.), § 20, eff. July 1, 1989; 1989, No. 280 (Adj. Sess.), § 3; 2005, No. 208 (Adj. Sess.), § 9; 2009, No. 146 (Adj. Sess.), § G5; 2011, No. 104 (Adj. Sess.), § 30, eff. May 7, 2012; 2013, No. 36, § 1.)

§ 4345a. Duties of regional planning commissions

A regional planning commission created under this chapter shall:

(1) Promote the mutual cooperation of its municipalities and assist and advise municipalities, compacts, and authorities within the region to facilitate economic development programs for the appropriate development, improvement, protection, and preservation of the region's physical and human resources.

(2) Advise municipal governing bodies with respect to public financing.

(3) Provide technical and legal assistance to municipalities in the preparation and maintenance of plans, capacity studies, and bylaws and in related implementation activities.

(4) Cooperate with the planning, legislative, or executive authorities of neighboring states, regions, counties, or municipalities to promote coordination of planning for, conservation and development of the region and adjoining or neighboring territory.

(5) Prepare a regional plan and amendments that are consistent with the goals established in section 4302 of this title, and compatible with approved municipal and adjoining regional plans. When preparing a regional plan, the regional planning commission shall:

(A) develop and carry out a process that will encourage and enable widespread citizen involvement;

(B) develop a regional data base that is compatible with, useful to, and shared with the geographic information system established under 3 V.S.A. § 20;

(C) conduct capacity studies;

(D) identify areas of regional significance. Such areas may be, but are not limited to, historic sites, earth resources, rare and irreplaceable natural areas, recreation areas and scenic areas;

(E) use a land evaluation and site assessment system, that shall at a minimum use the criteria established by the Secretary of Agriculture, Food and Markets under 6 V.S.A. § 8, to identify viable agricultural lands;

(F) consider the probable social and economic benefits and consequences of the proposed plan; and

(G) prepare a report explaining how the regional plan is consistent with the goals established in section 4302 of this title.

(6) Prepare implementation guidelines that will assist municipalities and the regional commission in developing a planning process that will attain, within a reasonable time, consistency with the goals established in section 4302 of this title. Guidelines, which may be revised at any time, shall be prepared initially by July 1, 1989.

(7) Prepare, in conjunction with the Commissioner of Housing and Community Development, guidelines for the provision of affordable housing in the region, share information developed with respect to affordable housing with the municipalities in the region and with the Commissioner of Housing and Community Development, and consult with the Commissioner when developing the housing element of the regional plan.

(8) Confirm municipal planning efforts, where warranted, as required under section 4350 of this title and provide town clerks of the region with notice of confirmation.

(9) At least every eight years, review the compatibility of municipal plans, and if the regional planning commission finds that growth in a municipality without an approved plan is adversely affecting an adjoining municipality, it shall notify the legislative body of both municipalities of that fact and shall urge that the municipal planning be undertaken to mitigate those adverse effects. If, within six months of receipt of this notice, the municipality creating the adverse effects does not have an approved municipal plan, the regional commission shall adopt appropriate amendments to the regional plan as it may deem appropriate to mitigate those adverse effects.

(10) Develop strategies specifically designed to assist municipalities in defining and managing growth and development that have cumulative impacts.

(11) Review proposed State capital expenditures for compatibility with regional plans.

(12) Assist municipalities to review proposed State capital expenditures for compatibility with municipal plans.

(13) Appear before district environmental commissions to aid them in making a determination as to the conformance of developments and subdivisions with the criteria of 10 V.S.A. § 6086.

(14) Appear before the Public Service Board to aid the board in making determinations under 30 V.S.A. § 248.

(15) Hold public hearings.

(16) Before requesting the services of a mediator with respect to a conflict that has arisen between adopted or proposed plans of two or more regions or two or more municipalities located in different regions, appoint a joint interregional commission, in cooperation with other affected regional commissions for the purpose of negotiating differences.

(17) As part of its regional plan, define a substantial regional impact, as the term may be used with respect to its region. This definition shall be given due consideration, where relevant, in state regulatory proceedings.

(18) If a municipality requests the assistance of the regional planning commission in coordinating the way that its plan addresses projects of substantial regional impact with the way those

projects are addressed by its neighbors' planning efforts, the regional planning commission shall convene an ad hoc working group to address the issue. The working group shall be composed of representatives of all municipalities likely to be affected by the plan in question, regardless of whether or not they belong to the same region. With the assistance of a facilitator provided by the regional planning commission, the ad hoc working group will attempt to develop a proposed consensus with respect to projects of substantial regional impact. If a proposed consensus is developed, the results of the consensus will be reported to the planning commissions and legislative bodies represented. (Added 1987, No. 200 (Adj. Sess.), § 21, eff. July 1, 1989; amended 1989, No. 280 (Adj. Sess.), § 4; 2003, No. 42, § 2, eff. May 27, 2003; 2009, No. 146 (Adj. Sess.), § G5.)

§ 4347. Purposes of regional plan

A regional plan shall be made with the general purpose of guiding and accomplishing a coordinated, efficient and economic development of the region which will, in accordance with the present and future needs and resources, best promote the health, safety, order, convenience, prosperity and welfare of the inhabitants as well as efficiency and economy in the process of development. This general purpose includes, but is not limited to recommending a distribution of population and of the uses of the land for urbanization, trade, industry, habitation, recreation, agriculture, forestry and other uses as will tend to:

(1) create conditions favorable to transportation, health, safety, civic activities and educational and cultural opportunities;

(2) reduce the wastes of financial, energy and human resources which result from either excessive congestion or excessive scattering of population;

(3) promote an efficient and economic utilization of drainage, energy, sanitary and other facilities and resources;

(4) promote the conservation of the supply of food, water, energy and minerals;

(5) promote the production of food and fiber resources and the reasonable use of mineral, water, and renewable energy resources; and

(6) promote the development of housing suitable to the needs of the region and its communities. (Added 1967, No. 334 (Adj. Sess.), § 1, eff. March 23, 1968; amended 1979, No. 174 (Adj. Sess.), § 6; 1987, No. 200 (Adj. Sess.), §§ 22, 23, eff. July 1, 1989.)

Appendix F: Resources

There are a number of resources available to you to help get acquainted with LCPC. Veteran Directors are an invaluable resource for board members. Speak with your predecessor, other Directors, and members of LCPC. Staff can help you connect with other Directors who share similar interests and concerns, as well as provide administrative and technical support to the organization in order to fulfill the mission and vision. Get to know staff and other Directors and partner with them as you fulfill your duties on the board. Carpooling to meetings with other Directors, speaking with locally elected officials, and joining Committees give additional opportunities for preparation and review.

Contact information for staff and Board members are listed in Appendices E and F. Reading through the Regional Plan, as well as local municipal plans, will help familiarize you with the goals and policies of each community as well as the direction LCPC sets for the region. Copies of the plan are found on our website, www.lpcvt.org, or are available upon request. Staying tuned in to current events in your community, neighboring communities, and across the state will help prepare you to better understand the context in which local and regional planning occurs.

Appendix G: Abbreviations & Acronyms

AAP	Accepted Agricultural Practices
ACCD	Agency of Commerce and Community Development
ACRPC	Addison County Regional Planning Commission
AMP	Accepted Management Practices (for silviculture)
ANR	Agency of Natural Resources (sometimes referred to as VANR or VT ANR)
APA	American Planning Association
BCRC	Bennington County Regional Commission
BEOP	Basic Emergency Operations Plan
BMP	Best Management Practices
BOA	Board of Adjustment
CDBG	Community Development Block Grant
CERT	Community Emergency Response Team
CCMPO	Chittenden County Metropolitan Planning Organization
CCRPC	Chittenden County Regional Planning Commission
CCTA	Chittenden County Transit Authority
COOP	Continuity of Operations Plan
CVRPC	Central Vermont Regional Planning Commission
DAD	Department of Aging and Disabilities
DCA	Department of Community Affairs
DDMHS	Vermont Department of Developmental and Mental Health Services
DEC	Department of Environmental Conservation
DEMHS	Department of Emergency Management & Homeland Security
DOH	Vermont Department of Health
DOJ	Department of Justice (US)
DPS	Vermont Department of Public Service
DPS	Vermont Department of Public Safety
DRB	Development Review Board
EC	Executive Committee
EDA	Economic Development Administration (US)
EM	Emergency Management (also referred to as VEM)
EMC	Emergency Management Coordinator
EMD	Emergency Management Director
EMO	Emergency Management Organization
EMPG	Emergency Management Planning Grant
EOP	Emergency Operations Plan

EPA	Environmental Protection Agency (US)
F&W	Department of Fish and Wildlife
FEMA	Federal Emergency Management Agency
FP&R	Department of Forests, Parks and Recreation
FTE	Full Time Equivalent
GIS	Geographic Information Systems
GMTA	Green Mountain Transit Authority
HMEP	Hazard Mitigation Emergency Planning
HMGP	Hazard Mitigation Grant Program
HSU	Homeland Security Unit
HUD	Housing and Urban Development (US)
INS	Immigration and Naturalization Services
IPP	Independent Power Producer
kw	Kilowatt
LCBP	Lake Champlain Basin Program
LCCD	Lamoille County Conservation District (same as LCRCD)
LCNC	Lamoille County Nature Center
LCPC	Lamoille County Planning Commission
LCRCD	Lamoille County Resource & Conservation District (same as LCCD)
LCTAC	Lamoille County Transportation Advisory Committee
LEC	Local Exchange Carrier
LEDC	Lamoille Economic Development Corporation
LEPC #11	Local Emergency Planning Committee #11
LESA	Land Evaluation and Site Assessment
LPG	Liquid Petroleum Gas
LRSWMD	Lamoille Regional Solid Waste Management District
LVCC	Lamoille Valley Chamber of Commerce
LVRT	Lamoille Valley Rail Trail
MPG	Municipal Planning Grant
MSAA	Morrisville Stowe Airport Advisory
mw	megawatts
NADO	National Association of Development Organizations
NBRC	Northern Borders Regional Commission
NEARC	New England Association of Regional Commissions
NFLC	Northern Forest Land Council
NFLS	Northern Forest Land Study
NRC	Natural Resources Committee
NRCS	Natural Resource Conservation Service

NRPC	Northwest Regional Planning Commission
NVDA	Northeastern Vermont Development Association
NVEDD	Northern Vermont Economic Development District
NWI	National Wetlands Inventory
PC	Planning Commission
PDM	Pre-Disaster Mitigation
ppm	parts per million (equal to milligrams/liter)
PSB	Vermont Public Service Board
PPR	Plan & Project Review Committee
RDC	Regional Development Corporation
RPC	Regional Planning Commission
RPU	Regional Plan Update
RRPC	Rutland Regional Planning Commission
RSMS	Road Surface Management Systems
RCT	Rural Community Transportation
RTP	Long-Range Regional Transportation Plan (also known as LRTP)
SAA	Stowe Area Association
SB	Selectboard
SEP	Supplemental Environmental Program
SERC	State Emergency Response Committee
SHMO	State Hazard Mitigation Officer (acronym pronounced "SHH-MOE")
SHPO	State Historic Preservation Officer (acronym pronounced "SHIP-POE")
SPA	Source Protection Areas
SWRPC	Southern Windsor County Regional Planning Commission
TAC	Transportation Advisory Committee
TIP	Transportation Improvement Program
TPI	Transportation Planning Initiative
TRORPC	Two Rivers-Ottawaquechee Regional Commission
USDA	United States Department of Agriculture
USFS	United States Forest Service
VANR	Vermont Agency of Natural Resources (also referred to as ANR)
VAPDA	Vermont Association of Planning and Development Agencies
VCDP	Vermont Community Development Program
VCEP	Vermont Comprehensive Energy Plan
VCGI	Vermont Center for Geographic Information
VCIC	Vermont Criminal Information Center
VEDA	Vermont Economic Development Authority
VEM	Vermont Emergency Management (now known as DEMHS)

VELCO	Vermont Electric Power Company
VEPC	Vermont Economic Progress Council
VHCA	Vermont Housing and Conservation Board
VLCT	Vermont League of Cities and Towns
VMT	Vehicle Miles Traveled
VPA	Vermont Planners Association
VSA	Vermont Statutes Annotated
VTP	Vermont Telecommunications Plan
VTrans	Vermont Agency of Transportation
WHPA	Wellhead Protection Area
WHPP	Wellhead Protection Program
WRC	Windham Regional Commission
WMZ	Waste Management Zone
ZBA	Zoning Board of Adjustment
604b	A grant program established under Section 604b of the federal Clean Water Act