

Town of Woodbury Planning Commission

May 18, 2020 Meeting Minutes

Planning Commission Members Present: Thomas “Skip” Lindsay-Chair; Michael Gray, Dave Barnowski; Jayne Nold-Laurendeau; Jim Schweithelm, Ph.D.; Nora Demuth

The “virtual” meeting was called to order at 6:04 PM.

Members of the Public Present: Zach Mia-Planner Central Vermont Regional Planning Commission

Adjustments to the Agenda: None

Public Comment: None

Welcome New Planning Commission Member:

The Planning Commission welcomed Norah DeMuth to the group. Norah brings a wealth of media editing and production experience to the team. Norah’s skills will prove vital as the team moves forward with promulgating a planning assistance request for proposal (RFP), finalizing the Enhanced Energy Plan, and creating the 2021 Municipal Plan.

Central Vermont Regional Planning Commission Overview of Service Offerings:

Zach Mia facilitated a presentation focused on the role of the Regional Planning Commission and the Municipal Plan Adoption process.

Here are highlights from Zach’s presentation: The entire presentation may be found on the Woodbury Town Web Site: <https://www.woodburyvt.org/wp-content/uploads/2020/05/20-05-18-Woodbury-PC-Presentation-CVRPC-Services.pdf>

- The CVRPC is comprised of 7 Professional Staff
 - Board of Commissioners represent all municipalities in the region
 - Committees include:
 - Executive Committee
 - Transportation Advisory Committee
 - Project Review Committee
 - Municipal Plan Review Committee
 - Clean Water Advisory Committee
 - Regional Plan Committee
 - Brownfields Advisory Committee
 - Nominating Committee
- The Municipal Plan-What and Why
 - A guide for accomplishing community aspirations and intentions through public investments, land use regulations and actions the town can take to achieve its vision.
 - Inclusive process develops community-wide vision

- Empowers communities to respond to change in ways that reflect their own goals, needs, priorities and values.
- Allows communities to designate areas to maintain as is, evolve over time or to transform more quickly into a better place.

Draft Energy Plan:

- Continue Review and Edits with Zach Mia

Skip displayed the May 13, 2020 version of the draft Plan which included edits based on the document review during the April 20, 2020 Planning Commission meeting and input from a concerned Woodbury citizen regarding kilowatt-hour (kWh)¹ use and existing solar electric generation in Woodbury.

Norm Etkind reached out to Woodbury’s electrical service providers and found actual kWh usage figures for commercial and industrial use. Norm’s research resulted in a substantial, 837,623 kWh, usage reduction as presented by the CVRPC in the plan. Table 2 now reads:

Table 2 Current Electricity Use	
Use Sector	Current Electricity Use
Residential (Efficiency Vermont) (kWh)	4,618,193
Commercial and Industrial (kWh)-Hardwick Electric	128,000
Commercial and Industrial (kWh)-Washington Electric	5,278
Total (kWh)	4,751,471

This table displays current electricity use within the municipality. Commercial and Industrial (kWh) data was verified by Woodbury’s serving electrical providers. Residential usage data is available from Efficiency Vermont (EVT).

Table 13 in the original plan listed names of Woodbury residents who have solar arrays producing energy generation and kilowatt capacity. The Commissioners strongly believed listing the names of these individuals was totally unnecessary. The table now reads:

Existing Renewable Solar Energy Generation in Woodbury based on existing Certificates of Public Good			
Renewable Resource Type	Utility	Capacity kW	Number of Sites
Solar	Hardwick Electric Department	98.3 kW	16
Solar	Washington Electric Coop	10.3 kW	2

¹ A kilowatt-hour is equal to the power consumption of 1,000 watts sustained for one hour.

All changes to the Energy Plan were reviewed. Zach noted the Energy Plan cannot be used as a “stand-alone” document and must be included as part of the Town’s Municipal Plan.

Table 8 was reviewed and discussed again:

Table 8 Thermal Sector Conversions Per Target Year (Residential and Commercial)			
Year	2025	2035	2050
New Efficient Wood Heat Systems (in units)	1	0	8
New Heat Pumps (in units)	42	107	204

The Commissioners asked Zach why the target number of fuel-efficient wood heat systems was so low compared to the target number of heat pumps. Zach’s responded noting that this plan is part of the overall Central Vermont Regional Plan which includes urban centers-Montpelier, Barre, Waterbury, etc. where residents would more likely install heat pumps vs new wood heat systems. The Commissioners do not agree with these projections and will conduct their own analysis and populate the table with realistic targets that reflect the local economy and values in Woodbury.

The most current iteration of the draft Energy Plan may be found on the Woodbury Website: <https://www.woodburyvt.org/wp-content/uploads/2020/05/05.11.2020-Woodbury-Enhanced-Energy-Plan-Draft.pdf>

TOWN PLAN REQUEST FOR PLANNING ASSISTANCE:

- Review of the Draft Request for Proposal (RFP) Document

Skip displayed a draft RFP for discussion. The draft contained information provided by the Town Treasurer with regards to applicable insurance coverages a vendor must possess in order to submit a proposal and Jim Schweithelm provided a concise statement of work.

The Commissioners reviewed the RFP and determined the document should include:

- A not to exceed cost for the project
- A scoring matrix
- A list of Woodbury commissions, boards, and societies the successful bidder must include in the Municipal Plan development.

Skip will edit the RFP and send the document for review by the Commissioners no later than June 1, 2020.

- Funding Sources:
 - The voters at Town Meeting authorized the expenditure of \$10,000 earmarked for planning assistance with creating the new Town Plan.
 - Skip noted a second source of funding could be the 2021 Municipal Planning Grant offered by the Department of Housing and Community Development. Grant applications are due by October 1, 2020.

- Project Time Line Discussion:
 - Skip displayed a Municipal Plan project GANNT² Chart that outlined tasks, subtasks, resources, dependencies, and milestones associated with the project. Skip will adjust the start and complete dates based on the release of the RFP.
 - The RFP is scheduled for release on July 1, 2020.

The meeting was adjourned virtually at 8:07 PM.

Next Meeting:

6:00 PM June 15, 2020 in the Community Room at the Woodbury Town Library or virtually using the ZOOM cloud-based meeting application contingent on guidance from the Governor's office.

² GANNT Chart: A type of bar chart that illustrates a project schedule.