

# Municipal Planning for Health Equity

Actions to create a healthy  
community



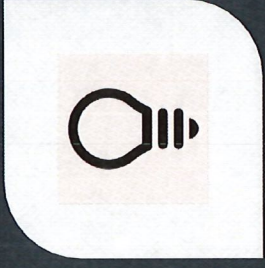
# Goals



WHY HEALTH  
EQUITY?



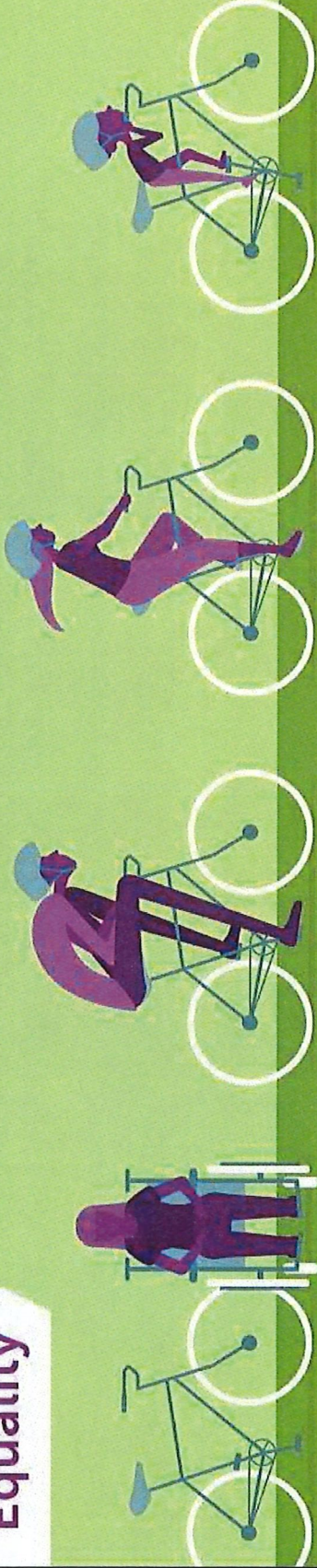
HEALTH EQUITY  
TOOLKIT



SHARING IDEAS  
AND EXAMPLES



# Equality



# Equity



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# Health Equity Definition

Opportunity to attain  
full health potential

No one is  
disadvantaged



# Planning for Healthy, Equitable Communities

Most things that we experience every day in our communities are the result of planning decisions.



ELEMENTS OF COMMUNITIES	HOUSING	TRANSPORTATION	PARKS & OPEN SPACE	EDUCATION	FOOD
<p><b>PLANNING PRACTICES &amp; POLICIES THAT HARM HEALTH</b>                      Planning practices often benefit some communities while burdening others. The differences can be stratified by income and race/ethnicity.</p>	<p>Discriminatory housing policies lead to residential segregation, insufficient affordable housing, and poorly maintained housing.</p>	<p>Auto-oriented planning leads to over-reliance on cars for travel and neighborhoods that lack infrastructure for walking, biking, or public transit.</p>	<p>Inequities in budgeting lead to neighborhoods with poor access to safe and well-maintained parks, playgrounds, and open spaces.</p>	<p>Policies perpetuating residential segregation lead to under-resourced schools, and neighborhood designs (eg, poor walkability) isolate school communities.</p>	<p>Land use decisions create poor access to affordable, nutritious foods.</p>
<p><b>PLANNING PRACTICES &amp; POLICIES THAT IMPROVE HEALTH</b>                      Planners and public health practitioners can remedy past harms through equity-forward planning practices, authentic and inclusive community engagement, and cross-sector collaboration.</p>	<p>Plan mixed-income neighborhoods by preserving, protecting, and expanding affordable housing.</p>	<p>Invest in multimodal transportation networks that serve neighborhoods that historically have lacked capital investment.</p>	<p>Increase access and availability of high-quality parks, playgrounds, and open spaces, especially in underserved neighborhoods.</p>	<p>Design school neighborhoods that include safe, walkable access to schools and connect to key community resources.</p>	<p>Plan for and incentivize access to healthy and affordable foods in areas that have historically lacked access.</p>



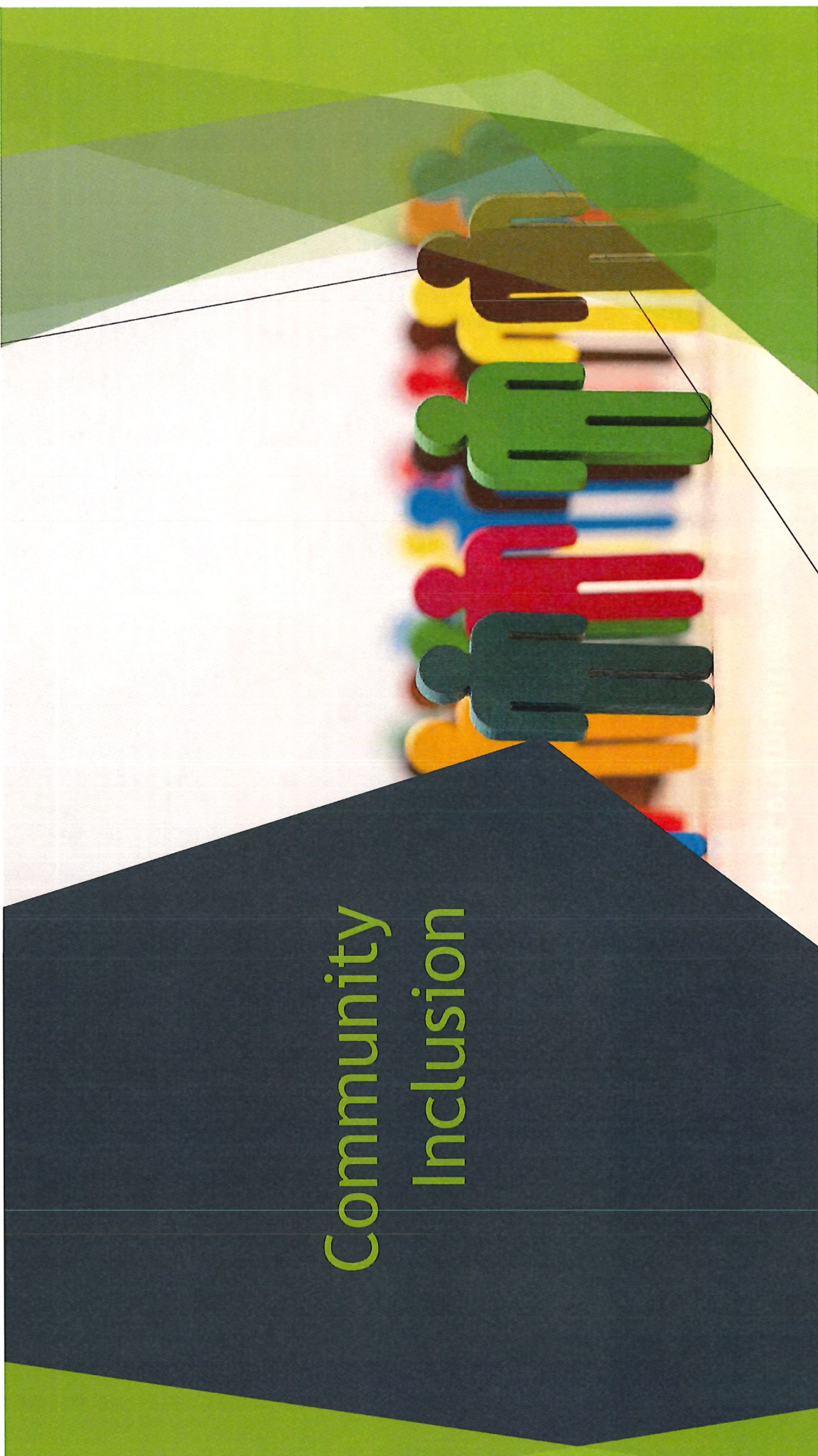
Changelab Solutions

[www.changelabsolutions.org](http://www.changelabsolutions.org)

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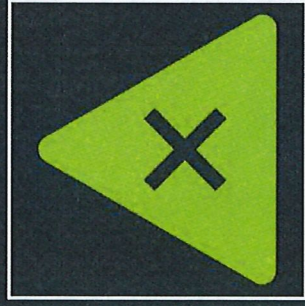


# Community Inclusion

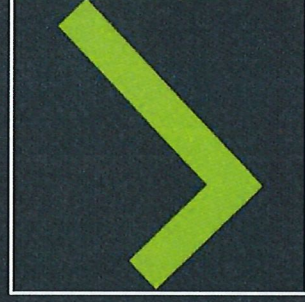




# Applying Community Inclusion



Who is missing?



Alternative ways to include underrepresented groups



# Health Equity Integration

- ▶ Health Equity Lens
- ▶ Questions to ask:
  - ▶ Who benefits?
  - ▶ Who pays?
  - ▶ Who decides?
  - ▶ How will we measure success?





# Health Equity within a Municipality



TOWN PLAN



MUNICIPAL BYLAWS



TRANSPORTATION  
PLANS



GRANT  
WRITING/PROJECT  
MANAGEMENT



RECREATION AND  
ENVIRONMENTAL  
CONSERVATION







# Objectives

This Plan recognizes that diverse housing, employment, civic, and recreational opportunities are essential for the future health of the community. The Plan seeks to manage and direct growth in ways that preserve Cambridge's rural, agricultural character and quality of life for all residents while preserving the property rights of the town's landowners.

Development and change within the municipality is inevitable, this plan seeks to manage and direct growth while remaining inclusive and ensuring that all populations and minority groups can participate and help guide decision making within the municipality.

To provide a healthy and scenic recreation environment for all.

To provide residents with services that promote safety, well-being, and health equity.

To plan for an efficient and equitable system of public facilities and services.

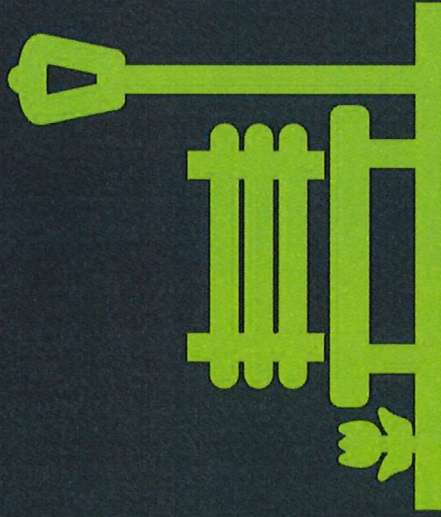


# Land Use

- ▶ Mixed-use developments are encouraged in Village and Growth Areas to allow commercial, business, low-intensity industrial, and residential uses. **Mixed-use allows for goods and services to be accessible to all and encourages walkability and community health.**
- ▶ Especially in the Rural Residential and Conservation/Forest areas, the clustering and/or siting of development is encouraged in order to protect rural and scenic character and to maintain contiguous tracts of resources and open spaces **for recreation and environmental health impacts.**



# Economic Development



Mixed use  
development



Increase  
transportation  
connectivity



Space for pop-up  
shops in a village or  
town green



# Bylaw Updates

## Areas of Reform

- Main Street Revitalization and Workforce - reduce barriers to economic viability, promote local businesses and jobs
- Walkable and Affordable Neighborhoods - build exercise into daily life and provide options on where and how to get around
- Street Design - standards that enable active lifestyles, increase efficiency of public infrastructure, reduce vehicle miles traveled (VMT)
- Stormwater and Open Space - protect and preserve open space for recreation, forests and habitat, farming, watersheds



# Bylaw Updates

## Introduce Health Equity as a community goal:

- Zoning provides the legal framework to encourage healthy uses, activities, or development patterns that can positively impact community health.
- Conduct a health impact assessment when updating the comprehensive plan, a comprehensive zoning reform, or land development processes
- “Sell” residents with placemaking activities that welcome people coming together to envision change
- Place “audits” - get input on what would you like to see/do that you can't now (comments about the built environment reveal social attributes that are lacking)





# Transportation Planning

Bicycle & Pedestrian/Multi-  
Use pathways

Sidewalk Master Plans

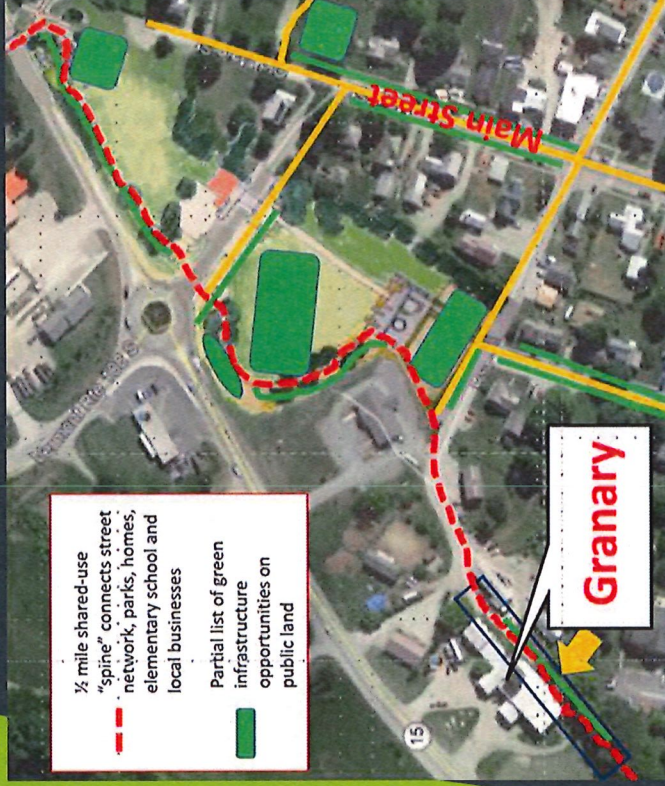




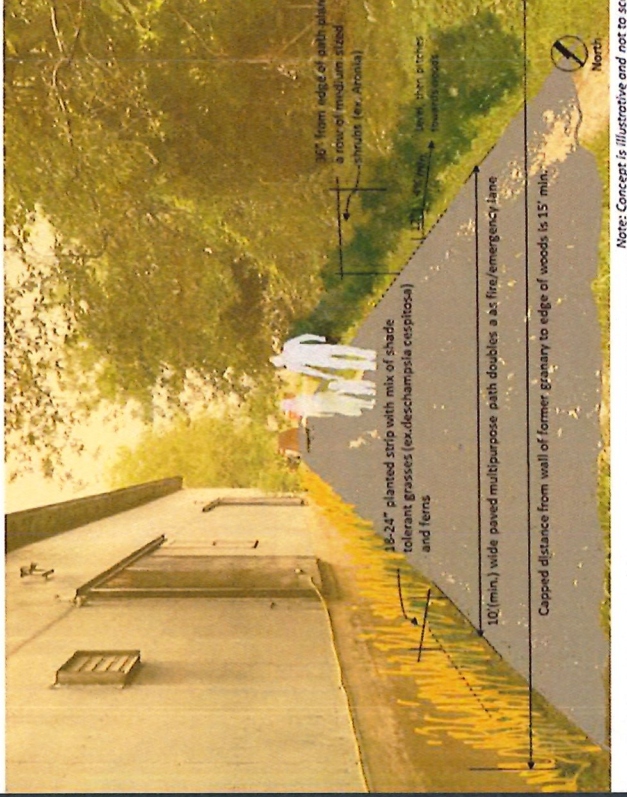
# Recreation, Parks, & Green Space



# Recreation, Parks, & Green Space



Design Concept for new multipurpose path on former railbed



In the Village of Jeffersonville, walking and biking for local transportation and healthy exercise coordinates with use of public spaces and ROWs to manage stormwater in the flood prone village. A planned public walking and biking route includes a segment of an abandoned rail that once delivered goods to a former Granary, a historic landmark and Brownfield property being repurposed as a hub for local food-based businesses.



People with visual impairment or who use a wheelchair have difficulty connecting with nature. When designing trails consider who in the community faces barriers to access.

## Nature for Everyone

Sensory and “Braille trails” enable the visually impaired to walk unassisted. Guided ropes help with footing and signage in braille orients and informs. Paths can be designed for direct sensory experiences - feeling textures, scents, sounds, etc.



Left and right (above). The 600' long 5' wide boardwalk at the Barnes Camp Visitor Center in Smugglers Notch allow two wheelchairs to pass each other. Raised outer curbs provide safety and multiple interpretive panels describe the area's special features. *(image credit LCPC)*



Above, a spherical block on a cable alerts a braille trail user in Watertown, MA that there is a bench opposite. *(image credit Robin Lubbock/WBUR)*



# Health Equity Toolkit

- ▶ [Health Equity Planning Toolkit](#)
- ▶ [Community Resources Guide](#)
- ▶ [Sample Language for Municipalities](#)





**REQUEST FOR PROPOSALS**  
***Consultant Services Sought for Regional Housing Inventory***  
***Mount Ascutney Regional Commission, Ascutney, Vermont***  
**Issued March 3, 2023**  
**Proposal Due On March 24, 2023**

**Overview**

The Mount Ascutney Regional Commission (MARC) requests proposals from qualified consultants to conduct a regional housing study. This housing study will help to address our regional housing needs by identifying potential development and redevelopment sites well suited for housing that are located within community centers and are served by municipal water and sewer.

**Context and Background**

The MARC serves 10 member towns in southern Windsor County: Andover, Baltimore, Cavendish, Chester, Ludlow, Reading, Springfield, Weathersfield, West Windsor, and Windsor. This region is experiencing a housing crisis as described in more detail in the [Keys to the Valley initiative](#). Households in the region struggle to afford their homes, while others lack access to safe, supportive housing and housing services. Employers struggle to recruit new employees, who frequently cite a lack of housing in the area as a primary reason for declining a job offer.

The intent of this study is to address the need for homes across the MARC region by identifying potential sites for housing development. Potential sites include undeveloped lots, underutilized parcels, and vacant buildings.

**Funding**

The project budget is \$50,000. It is being funded by MARC through its regional planning funds grant agreement with the VT Agency of Commerce and Community Development (ACCD). All consultants, and any sub-contractors, must comply with any and all applicable laws, statutes, ordinances, rules, regulations, and/or requirements of federal, state, and local governments and agencies thereof, which relate to or in any manner affect the performance of this agreement.

**Work Plan**

This project involves identifying potential development and redevelopment site in the following community centers served by municipal infrastructure: Chester, Ludlow, Windsor, Springfield, North Springfield, Brownsville, Cavendish and Proctorsville. The project should consider not only multi-unit dwellings, but also a range of missing middle housing types (e.g. single-detached



homes, duplexes, triplexes, tiny homes, accessory dwelling units, co-housing, manufactured and/or tiny house communities).

This project also involves conducting an internal audit of each Town's zoning rules as they relate to potential for housing development. This will help determine which sites would face local constraints to development.

The inventory of potential sites should include the location of site, size of site, approximate cost to purchase the site (if available), and other relevant details. The inventory should also include a "suitability ranking" for each location.

By identifying potential lots and examining them within the context of local zoning regulations, the inventory should prioritize which sites are best suited for residential development. Suitability may also be based on housing costs, utility costs, and whether the lot is serviced by municipal sewer and water. Suitability is also impacted by floodways, steep slopes, and other environmental constraints.

Firms submitting a proposal may suggest modifications to the scope based on the available funding level and/or their professional experience. MARC staff may be able to assist the firm with the work in order to complete the full scope of work envisioned.

#### **Timeframe**

Proposals due March 24, 2023 at 4:00 PM.

Questions about the RFP are due by March 17, 2023 at 1:00 PM.

MARC may schedule interviews if determined necessary.

Consultant selection by March 31, 2023.

Project Work to begin immediately thereafter.

Complete project on or by June 30, 2023. An extension beyond this date maybe considered.

#### **Deliverables**

The consultant will prepare a report that describes the project results and includes maps and tables that identify development and redevelopment opportunities for housing, such as vacant or underutilized properties. Mapping data will be provided to MARC in Geographic Information Systems (GIS), Illustrator or similar file types.

The report will include criteria for prioritizing potential sites and as much available relevant information, such as assessed property value, real estate listings, available financial incentives, etc. This information may be found, in part, through coordination with the MARC, Windham and Windsor Housing Trust, Springfield Regional Development Corporation and other partner organizations.



## PROPOSAL REQUIREMENTS

### Submission Requirements

All responses to the RFP shall include the following information:

1. **Cover Letter** - A letter of interest and a summary of qualifications, recommended approaches, scope of work, processes and deliverables for the project.
2. **Scope of Work** - Provide a detailed scope of work based on the work plan provided above, broken down by task. Describe the approach to the project and proposed methodology including:
  - a. detailed scope of work with associated list of tasks broken down by task and team member
  - b. description of the proposed deliverables
3. **Proposed Schedule** – Provide a schedule that includes completion of work tasks and deliverables including key meetings and complies with the timeframe provided above
4. **Project Budget** – Provide a detailed budget broken down by task and team member. Include your overhead and hourly rates for the individuals involved.
5. **Qualifications and Staffing** – Provide a qualifications profile of the lead consultant and sub-consultants, including indication of the lead consultant, the role of each consultant on the team with organizational staffing chart and percentage of time devoted to the project by each consultant. Also provide detailed information on each consultant, including contact information, the name of the firm, year established, including a description of relevant experience on similar projects for each firm and listing of their individual work experience in this role on similar projects
6. **References** – A minimum of three (3) professional references for whom a similar project has been completed within the last ten (10) years.
7. **Page Limit** – The proposal, encompassing items 1-6 above, shall not exceed 20 double-sided pages (40 total pages) including cover letter, table of contents, project lists and contacts.

All information submitted becomes property of the Mount Ascutney Regional Commission upon submission. The MARC reserves the right to issue supplemental information or guidelines relating to the RFP as well as make modifications to the RFP or withdraw the RFP. Once submitted, the consultant team (including specific staff assigned to the project) may not be changed without written notice to and consent of MARC. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant.

The MARC reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of the MARC. This solicitation of proposals in no way obligates the MARC to award a contract.



**Submission Requirements**

Respondents should submit one (1) digital copy (PDF) of the proposal by **March 24, 2023 at 4:00 PM** to:

**Municipality/Local Project Manager Contact Information**

Malia Cordero, Assistant Planner  
Mount Ascutney Regional Commission  
PO Box 320, Ascutney VT 05030  
802-674-9201  
[mcordero@marcvt.org](mailto:mcordero@marcvt.org)

Please expect a confirmation email upon receipt of the proposal by MARC.

If you have any questions about this project or the RFP, please address them in writing either via U.S. mail or email to Malia Cordero by March 17, 2023 at 1:00 PM. We will respond to all questions in writing by March 21, 2023. Both the question and response will be shared with the other consultants who have contacted Malia Cordero and provided their email address to receive RFP questions and answers.

**Proposal Selection**

Proposals will be reviewed by a selection committee comprised of representatives from MARC and partner organizations. A short-list of consultants may be selected for interviews, if determined necessary.

**Proposal Evaluation**

Respondents will be evaluated according to the following factors:

1. Consultant Qualifications (experience with similar projects in Vermont, ability to work with municipalities to attain desired outcomes, and knowledge of the topic) - 40%
2. Scope of work, fees, methodology and schedule - 40%
3. Proposal quality, completeness and clarity - 20%

**Interview Framework [Optional]**

The MARC reserves the right to select the top two to three highly scored consultants and invite them for an interview prior to awarding the contract. In this process, the selection committee may ask the respondents to give an oral presentation of their respective proposals. The purpose of this oral presentation is to provide an in-depth analysis of certain qualifications, experience in performing similar services, and an opportunity for the consultant to clarify or elaborate on their qualifications without restating the proposal. The interview and presentation is merely to present facts and explanation to the review committee and allow the selection committee to ask targeted questions of the consultant team. The interview and presentation, if deemed necessary by the review committee, will be scheduled the week of March 27, 2023. All costs and expenses incurred in traveling for the purpose of interview and presentation shall be the responsibility of the consultant.



**Final Consultant Selection**

Following the selection process, one team will be selected to negotiate a final contract for services. The final scope of work with specified deliverables may be modified through negotiation of the final contract. The final project team may also be modified through negotiation of the final contract. Any expenses resulting from the interview and proposal process will be the sole responsibility of the consultant.

**Contract Requirements**

The consultant contract will be subject to the terms of the Attachment C of the Regional Planning Grant Agreement (Standard State Provisions for Contracts and Grants). A sample contract meeting these requirements is available [here](#).



## Changes to Keeping the Grand List in Vermont

The Grand List is an inventory of all the defined parcels of land in Chester, with the acreage, dwellings, out buildings, features (ponds, streams) and site improvements such as wells, septic systems, pools, tennis courts, etc. It includes the owner(s) names and mailing addresses and the calculated value of each parcel.

Chester has about 2,000 parcels in its Grand List.

Listers assign a market value to every parcel, usually using one of two software programs. Chester uses Microsolve, a NEMRC product. The value of a parcel is based on a number of factors including acreage, building square feet, condition of the land (flat, steep, rocky, wet), quality of the buildings.

The detailed information in the Grand List can be of great service to planning processes. Though not exact, it can provide information about the number of residences, businesses, kitchens, fireplaces, acreage, etc.

Before state-wide financing of schools, the method of valuation chosen by each town had no impact on other towns.

The advent of a state-wide school tax created a need to standardize the property valuations across the state in order to be fair. There are also some differences between the information used in the education tax process and the municipal tax process. Chester maintains one Grand List with added data elements for the education tax process.

Schools account for about 2/3 of a town's tax burden. Other municipal functions (roads, fire, ambulance, recreation) make up the other 1/3.

Each year the division of Property Valuation and Review looks at and evaluates how close the Grand List valuations are to the current year sales. When the overall difference gets too big, the state orders a town to revalue its Grand List, to maintain parity with other towns.

At present 165 of the 254 towns in Vermont have been ordered to do a full reappraisal.

At the normal rate of processing in Vermont this would take about 10 years. There are only 3 firms authorized to perform town-wide valuations in Vermont.

Bill H-480 proposes to implement a single method of valuation for the entire state, removing the responsibility for valuation from the local listers. The method of valuation would apply to both the municipal Grand List and the educational Grand List.

H-480 would implement a new system of classification for parcels, with a view to break out rental housing, affordable housing, and second homes. This could have some impact on planning. For instance the state could require that towns set goals for different types of housing in town centers in their town plans. A bill that was not accepted this year proposed the attached set of categories.

Another bill, H. 276, would establish a state rental housing registry. Residential rental properties would be required to register with the state. Both bills have passed the House and will be taken up by the Senate.



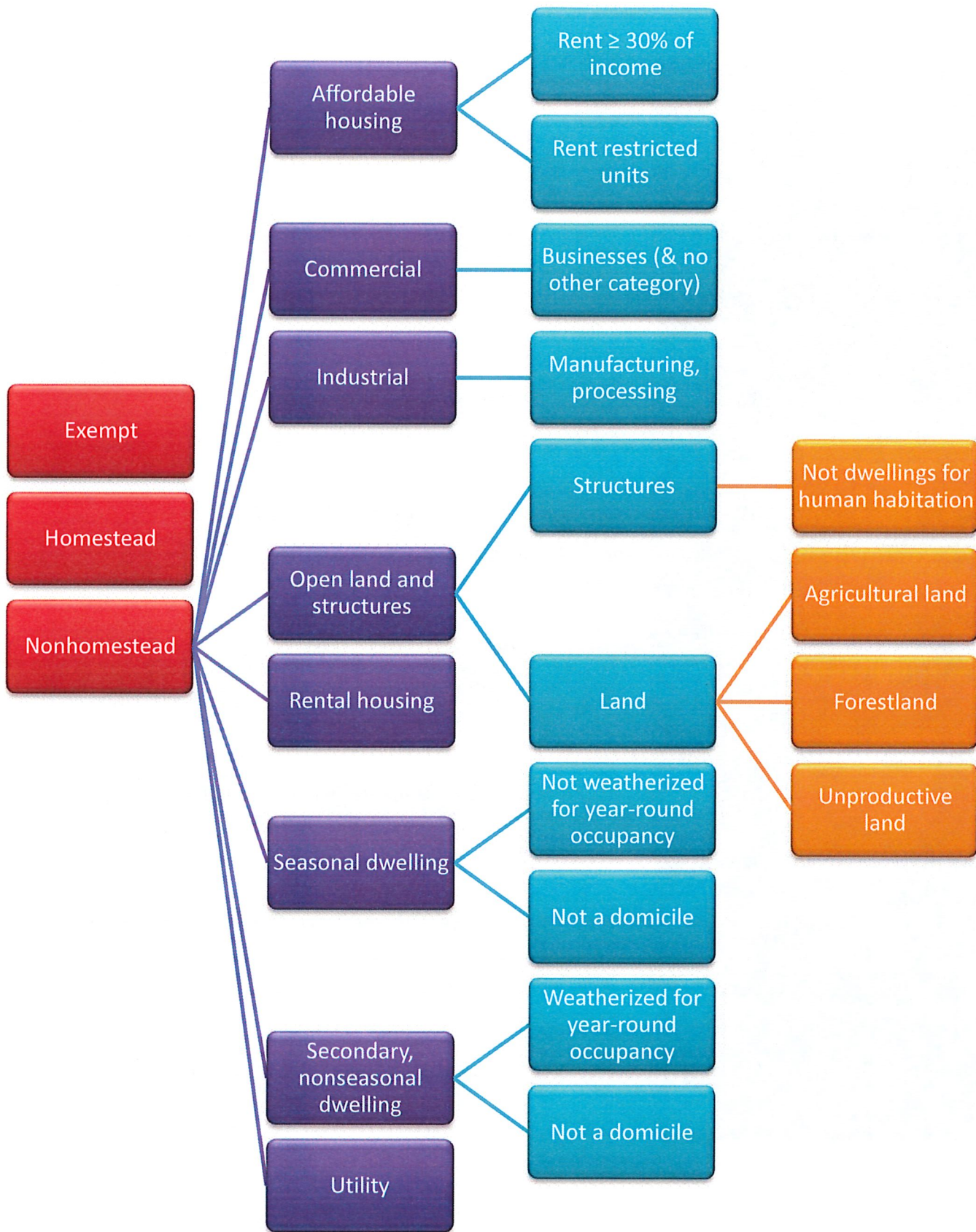
## CATEGORY CODES

as of 3/31/23

Grand List Category Code - Description	Abbreviation
00 - TO BE ASSIGNED	N/A
01 - RESIDENTIAL <6 ACRES	R1
02 - RESIDENTIAL > 6 ACRES	R2
03 - MOBILE HOME / <i>UNlanded</i>	MHU
04 - MOBILE HOME / <i>LAND</i>	MHL
05 - SEASONAL < 6 ACRES	S1
06 - SEASONAL > 6 ACRES	S2
07 - COMMERCIAL	COMM
08 - COMMERCIAL APT	CMA
09 - INDUSTRIAL	IND
10 - UTILITIES ELEC	UE
11 - UTILITIES OTHER	UO
12 - FARM	FRM
13 - OTHER	OTH
14 - WOODLAND	WOOD
15 - MISCELLANEOUS	MISC



# Nonhomestead Property Categories





## Nonhomestead Property Categories

Affordable Housing	<ul style="list-style-type: none"><li>• Rent-restricted units</li><li>• Section 8</li><li>• Housing vouchers</li><li>• Rural development rental housing</li></ul>
Commercial	<ul style="list-style-type: none"><li>• Businesses, including retail and restaurants</li><li>• Property not otherwise categorized</li></ul>
Industrial	<ul style="list-style-type: none"><li>• Manufacturing, processing, and fabricating property</li></ul>
Open land and structures	<ul style="list-style-type: none"><li>• Forests, agricultural land, and unproductive land, regardless of current use enrollment</li><li>• Structures like fences, barns, silos; as long as not dwellings for human habitation</li></ul>
Rental housing	<ul style="list-style-type: none"><li>• All rental property that does not qualify as affordable housing</li><li>• Units used as renters' domicile; require landlord to provide annual Landlord Certificate to Dept. of Taxes</li></ul>
Seasonal dwelling	<ul style="list-style-type: none"><li>• Camps, cabins, cottages, as long as the dwelling cannot be used year-round</li><li>• Some short-term rentals</li></ul>
Secondary, nonseasonal dwelling	<ul style="list-style-type: none"><li>• Vacation homes, dwellings that aren't a primary home but that can be used year-round</li><li>• Most short-term rentals</li></ul>
Utilities	<ul style="list-style-type: none"><li>• Utilities regulated by Department of Public Service or Public Utility Commission</li></ul>



## **New Zoning and Housing Draft from the Senate Economic Development, Housing and General Affairs Committee**

On Monday, even as they continued to take testimony, the Senate Economic Development, Housing and General Affairs Committee reviewed a new draft of their omnibus housing bill, S. 100. On Thursday evening, in a joint hearing with the House General and Housing Committee, legislators heard from housing advocates, providers, and individuals about how the catastrophic housing shortage in Vermont has impacted them and their clients. Those stories will inform the Senate committee's work as it finishes its work on the bill.

As the latest draft is written, the bill would prohibit a municipality from requiring more than one parking space per dwelling unit or accessory dwelling unit. There are ongoing discussions about how this one-size-fits-all prohibition might be amended to acknowledge the needs in different communities for parking, given scarcity of parking options particularly in more urban areas.

The bill would establish that duplexes are allowed in any district allowing "year-round" residential development. If a zoning district allowing residential development is served by sewer and water, multi units with at least four units must be allowed, bylaw requirements for building and lot dimensions would be required to allow five or more unit per acre, and mixed use and affordable housing developments could exceed density limits for residential units by 20 percent as long as the structure complies with the Vermont Fire and Safety Building Code. "Served by water and sewer" is defined in the bill. It would specify that a decision rendered by the appropriate municipal panel for a housing development may not require a larger lot size or more parking spaces than the minimum allowed in the bylaws; nor limit building size or density to less than that allowed in the bylaws. An appropriate municipal program could require adjustments if they state their reasons in writing.

The bill would allow emergency shelters to be located anywhere in town, and regulating the daily or seasonal hours of operation would constitute interfering with their intended functional use. Your advocacy staff suggested that "emergency shelters" so allowed would need to be defined as only those regulated by the Agency of Human Services, which incorporate wrap around support services and staffing to meet the needs of those who rely on emergency shelters.

The municipal plan would now need to be consistent with the goals of the municipal and regional planning statute, Title 24 Chapter 117. The municipal plan would need to include a recommended program for public and private actions to address housing needs as identified by the regional commission, include specific actions to address low and moderate income persons' housing needs, and account not only for permitted accessory dwelling units but also any material impact of short-term rentals.



New language would require regional plans to include in their housing elements the regional and community-level needs for housing that will result in an adequate supply of building code and energy code compliant homes where most households spend no more than 30 percent of their income on housing and no more than 15 percent on transportation. The Department of Housing and Community Development would need to publish those targets as part of the Statewide Housing Needs Assessment.

The committee would dedicate \$750,000 in FY24 from the General Fund to the Municipal and Regional Planning Fund and \$300,000 to the Vermont Association of Planning and Development Agencies to hire housing navigators to work with municipalities and interested parties to identify opportunities, match communities with funding resources, and provide project management support.

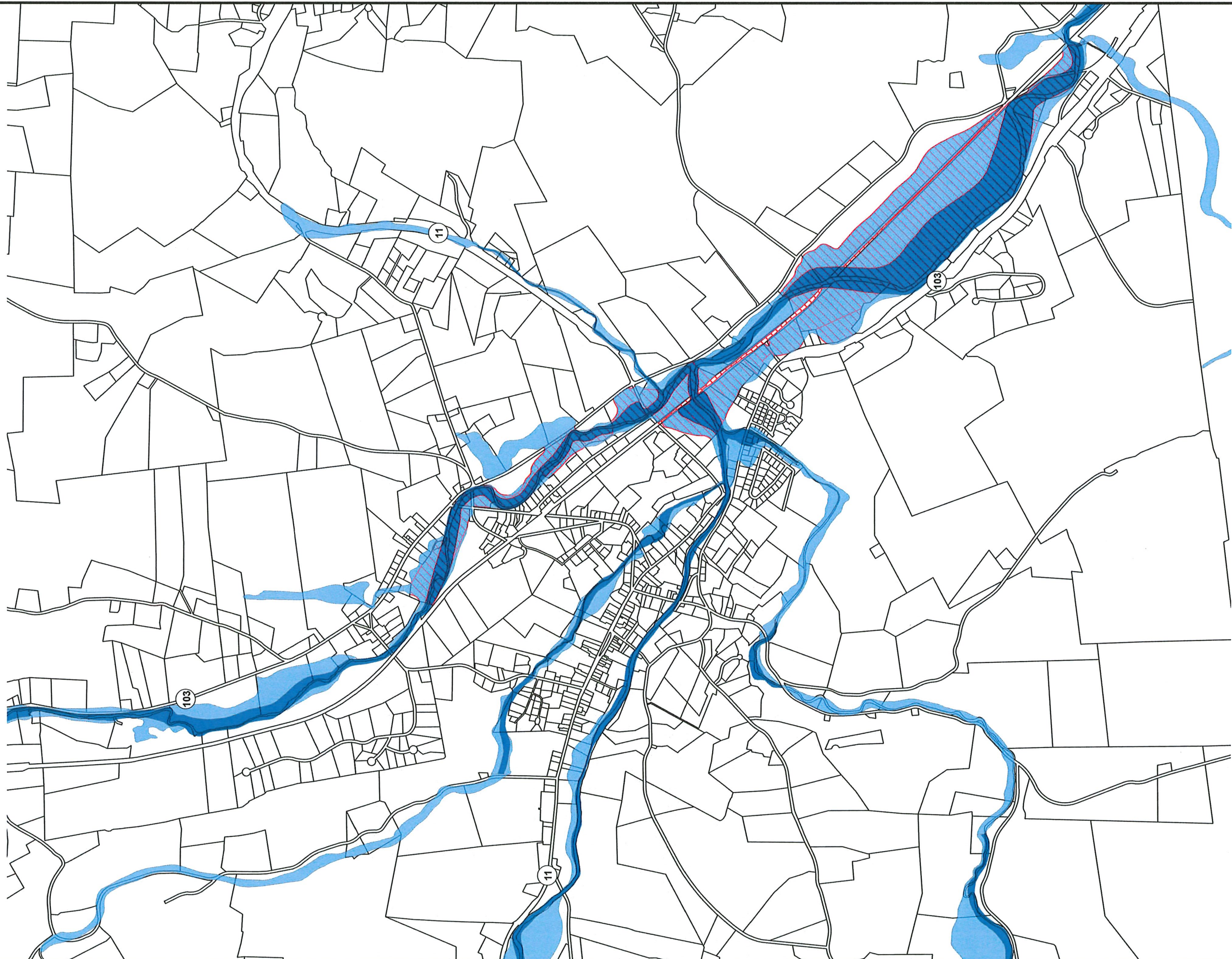
As of today, the draft would make a few changes to Act 250. Development would be defined to include the construction of housing with 25 or more units, constructed or maintained on a tract or tracts of land, owned or controlled by a person, within five miles and five years. Priority housing projects in designated centers would not be subject to Act 250. Priority housing projects could be located in a designated village center that has permanent zoning and subdivision bylaws in place, in addition to the currently allowed designated downtowns, growth center or neighborhood development area, or new town center. Subdivisions on tracts of land owned or controlled by a person divided for resale into 15 or more lots in a designated downtown, village center, or designated neighborhood would be subject to Act 250.

**In light of the recommendations the committee heard throughout its consideration of the bill and at the hearing last evening, the committee is poised to consider Act 250 exemptions in designated downtowns.** This is a priority housing policy adopted by the VLCT membership at the annual meeting last October.

Senate Economic Development, Housing and General Affairs Committee members are Senators Kesha Ram Hinsdale, Chair ([Kramhinsdale@leg.state.vt.us](mailto:Kramhinsdale@leg.state.vt.us)), Alison Clarkson ([Aclarkson@leg.state.vt.us](mailto:Aclarkson@leg.state.vt.us)), Randy Brock ([Rbrock@leg.state.vt.us](mailto:Rbrock@leg.state.vt.us)), Ann Cummings ([acummings@leg.state.vt.us](mailto:acummings@leg.state.vt.us)), and Wendy Harrison ([Wharrison@leg.state.vt.us](mailto:Wharrison@leg.state.vt.us)).

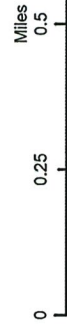
The bill also includes numerous appropriations for programs designed to fund and spur the development of housing. Those proposed appropriations would eventually be incorporated in the appropriations for FY24. Once the committee has completed its work and voted, the omnibus housing bill (with a bill number) will be sent to the Senate Natural Resources Committee and then to Senate Appropriations. Stay tuned!





Flood Hazard Areas 2015

- FLOODWAY
- Zones A and AE
- Parcels
- General Business
- Mixed Use
- Stone Village
- Village Green
- Open Space
- Village Center
- Neighborhood



Data sources: Zoning (Place Sense 2020 and RPC 2023),  
Parcels (VCGI 2022), Road names (VTrans 2021)

VT State Plane. Meters, NAD 83

For planning purposes only.  
Not for regulatory interpretation.

Map drawn: March 30, 2023



Mount Ascutney  
Regional Commission

P.O. Box 320, Ascutney, VT 05030  
802-674-9201 www.marcvt.org



**Town of Chester  
Draft Zoning Districts**

**Draft: March 30, 2023**



- Parcels
- General Business
- Mixed Use
- Stone Village
- Village Green
- Open Space
- Village Center
- Neighborhood



Data sources: Zoning (Place Sense 2020 and RPC 2023),  
Parcels (VCGI 2022), Road names (VTrans 2021)

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802-674-9201 [www.marvcvt.org](http://www.marvcvt.org)