

Central Vermont Regional Planning Commission

EXECUTIVE COMMITTEE MEETING

Monday, June 6, 2016

4:00 p.m. at CVRPC's Office

AGENDA

Page	4:00	Public Comment
	4:05	Adjustments to the Agenda
2	4:10	Meeting Minutes – May 2, 2016* (enclosed)
5	4:15	Financial Report (enclosed)
11	4:20	Executive Director Report (enclosed)
13	4:30	Contract Approval (attached)* a) CCRPC, DEC HMGP – Participate in the State's update of the State Hazard Mitigation Plan by developing hazard mitigation project tables for Plainfield and Waterbury, and piloting the municipal river corridor revision process and implementing it with Waterbury.
31	4:35	Dental Insurance Renewal (enclosed)* Recommendation to maintain CVRPC's current dental plan and contribution for FY17.
	4:40	Draft Personnel Policy Manual The Personnel Policy Committee will introduce the Manual for Committee review.
32	4:50	FY2017 CVRPC Budget and Workplan (enclosed)* Presentation of the final FY17 budget and workplan for Committee adoption.
	5:10	Regional Plan Adoption Review comments from Commissioners. Frame discussion for Commission meeting.
49	5:20	Commission Meeting Agenda (enclosed)*
50	5:25	FY 2017 Meeting Schedule*
	5:30	Anticipated Executive Session – 1 V.S.A §313(3), Personnel
	6:00	Adjourn

*Denotes anticipated action item

NEXT MEETING: Tuesday, July 5, 2016 at 4:00 p.m.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Executive Committee

DRAFT Minutes

May 2, 2016

Present were: L. Hill-Eubanks, D. La Haye, B. Atwood, J. Potter, and T. Ruth.

Staff: B. Waninger

B. Atwood called the meeting to order at 4:03 p.m.

Public Comment

None.

Adjustments to the Agenda

None.

Meeting Minutes

Two changes to the April 4 minutes were noted: Modify "April 14" to read "April 4" and Contracts, second bullet modify "is" to "in". *J. Potter moved to approve the April 4, 2016 minutes with changes; D. La Haye seconded. Motion carried.*

Financial Report

B. Waninger provided an overview of the financials. Revenue corrections made include: 4323-LEPC should be \$4,000 and 4410-Brownfields #2 revenue was reposted to the 4400-Brownfields grant and the two grant amounts were combine. J. Potter asked about the brownfields grant. Waninger reported that the grant is a single award with separate award amounts for hazardous materials and petroleum products. The Commission reports the grant in Commission-wide financials as one grant. Grant expenditures are tracked and reported separately in quarterly progress reports. B. Atwood explained that improving CVRPC reserves required setting aside town dues, and asked whether this was acceptable to Executive Committee members. Members confirmed it was. Potter noted that town funds leverage the rest of the RPC services.

Executive Director Report

Waninger noted that the VT Futures Forum was at 8:30 am, not pm. She briefed the Committee on Berlin's pursuit of New Town Center Designation. CVRPC was requested to assist with a Town Plan update, and will do so this summer. She reviewed her testimony regarding the Montpelier Charter change as it related to Berlin Pond and briefed the Committee on the issue and its progress. Waninger provided an update on the Finance and Office Manager hiring process.

Contract Approval

Waninger discussed the NRPC PDM grant history and the reason an extension is needed. Staff has submitted the final local mitigation plan to FEMA and is awaiting FEMA review. *T. Ruth moved to approve the amendment to extend the completion date for the Northwest Regional Planning Commission sub-grant to CVRPC for Local Hazard Mitigation Plans; D. La Haye seconded. Motion carried.*

5-Year Goals

Waninger reviewed the development of the 5-year goals and discussed staff involvement and prior Committee member input. T. Ruth commented that the municipal survey sounded interesting and said different town groups (SB, PC, DRB, CC, etc.) should be surveyed. Committee members noted the goals are a workable projection for the future. *J. Potter moved to approve the CVRPC 5-year goals, strategies and measurements as presented; seconded. Motion carried.*

Draft FY17 Budget

Waninger noted that minimal changes had been made as noted in the memo. The final budget will include a Commission-wide workplan outlining expected services.

Job Descriptions

J. Potter discussed the need for new job descriptions. The Personnel Policy Committee discussed what it wanted to accomplish, such as communicating having staff working in more than one area and the opportunities for growth. The Executive Director built the descriptions for the Committee's review. The descriptions set the stage for positions and make expectations clear for staff. The Committee's intent is to have job descriptions as an appendix to the Personnel Policies Manual. Potter noted that the descriptions also assist new Commissioners to understand what the Commission does. The Committee asked for job description approval now because staff evaluations are underway. In addition, it will be easier to digest draft Personnel Policies Manual in bites. *D. La Haye moved to approve job descriptions as presented; B. Atwood seconded. Motion carried.*

May 10, 2016 CVRPC Meeting Agenda

The agenda was reviewed. Waninger noted two changes: the Regional Plan adoption hearing will be next month, and the 6-7pm social time and dinner will include project displays developed by staff.

Potter noted that 2017 is CVRPC's 50th anniversary and recommended the Commission celebrate it with a more formal dinner. J. Potter requested that the June and July Commission agendas include a discussion of CVRPC committees. *L. Hill-Eubanks moved to accept the agenda with the changes noted; T. Ruth seconded. Motion carried.*

Executive Director Evaluation

Form review - Waninger relayed comments received from Bob Werneke. Members noted the Executive Description job description is new and provides a framework for evaluating the position.

1 Process – Committee members and the Executive Director will complete the evaluation form by May
2 27th. J. Potter volunteered to who compiles the Committee's comments for discussion in Executive
3 Session at the June meeting. Waninger will upload the form's questions to Survey Monkey so outcomes
4 can be easily compiled.

5
6 *D. La Haye moved to approve the Executive Director Evaluation Form as presented; J. Potter seconded.*
7 *Motion carried.*

8
9 **Executive Session – Personnel**

10 *J. Potter moved to enter Executive Session under 1 VSA § 313(a)(3); L. Hill-Eubanks seconded. Motion*
11 *carried.*

12
13 *J. Potter moved to exit Executive Session; T. Ruth seconded. Motion carried. No action was taken.*

14
15 **Adjourn**

16 *D. La Haye moved to adjourned at 6:00 pm; L. Hill-Eubanks seconded. Motion carried.*



Central Vermont Regional Planning Commission

TO: Executive Committee

FROM: Laurie Emery

DATE: May 25, 2016

RE: Financial Statement

We continue to look healthy and things are going well. Granted, the profit is no longer at \$109,000, but then again we knew it wouldn't be. One anomaly this time of the year is that the quarter ends June 30 at which point we will have five or six grants to invoice and those receivables cover the April 1 to June 30 period and are not reflected in financial reports until invoiced. So, our current profit of \$37,012 could still end up being \$20,000 at year end.

Staff continues to have a lot of work to accomplish and is diligent about getting the tasks done on time and with excellent quality. It's always been my pleasure to work with this staff!

Central Vermont Regional Planning Commission
Balance Sheet
As of May 27, 2016

	<u>May 27, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Checking	75,227.81
1055 · CD Chittenden	11,188.48
1070 · Peoples - CDBG Disaster Recover	0.42
Total Checking/Savings	<u>86,416.71</u>
Accounts Receivable	
1100 · Accounts Receivable	64,645.61
Total Accounts Receivable	<u>64,645.61</u>
Other Current Assets	
1120 · Prepaid Payroll	3,915.76
Total Other Current Assets	<u>3,915.76</u>
Total Current Assets	154,978.08
Other Assets	
1700 · Deposits	4,415.00
1960 · Other Prepaid Expense	13,388.85
Total Other Assets	<u>17,803.85</u>
TOTAL ASSETS	<u><u>172,781.93</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · FED/FICA withholding	-66.70
2110 · State withholding	981.93
2120 · HSA deductible withholding	952.70
2135 · LEPC deferred income	2,640.90
2140 · Accrued Vacation	21,665.28
2160 · Accrued Expenses	8,583.05
2200 · Pension Liability	2,810.64
Total Other Current Liabilities	<u>37,567.80</u>
Total Current Liabilities	<u>37,567.80</u>
Total Liabilities	37,567.80
Equity	
3100 · Fund Balance	354,952.91
3900 · Retained Earnings	-237,724.26
Net Income	17,985.48
Total Equity	<u>135,214.13</u>
TOTAL LIABILITIES & EQUITY	<u><u>172,781.93</u></u>

2:27 PM

05/18/16

Accrual Basis

Central Vermont Regional Planning Commission

Profit & Loss Budget vs. Actual

July 1, 2015 through May 27, 2016

	CVRPC		
	Jul 1, '15 - May 27, 16	Budget	\$ Over Budget
Income			
1145 · Prepaid REVENUE	0.00	0.00	0.00
4040 · US Treasury	0.00	0.00	0.00
4042 · Treasury Refund	0.00	0.00	0.00
4045 · CDBG Admin	0.00	750.00	-750.00
4046 · EDA Resiliency	0.00	0.00	0.00
4050 · DCA Core	272,253.00	272,253.00	0.00
4051 · Chapter 117	0.00	0.00	0.00
4055 · Brownfields State Admn-DHCA	0.00	0.00	0.00
4060 · VDH Healthy Communities	0.00	0.00	0.00
4065 · Food Systems Council pass thru	0.00	0.00	0.00
4070 · Energy Planning	0.00	3,333.00	-3,333.00
4071 · Marshfield Bylaw Update	0.00	1,250.00	-1,250.00
4072 · East Mont Village MPG	0.00	6,214.00	-6,214.00
4080 · Montpelier DRB	0.00	0.00	0.00
4085 · Mtplr Open Space Admn	0.00	0.00	0.00
4100 · Cross VT Trail	0.00	0.00	0.00
4110 · Cross VT Trail reimbursement	0.00	0.00	0.00
4112 · Trail Finder/Local Motion	0.00	0.00	0.00
4146 · MRVPD Admn	4,354.13	4,750.00	-395.87
4150 · RC&D Admn	0.00	0.00	0.00
4185 · WBRD Admn	2,600.00	2,600.00	0.00
4190 · SWCRPC Forest	0.00	0.00	0.00
4192 · Urban Forest Grant	1,000.00	0.00	1,000.00
4195 · VERI TRORC	1,036.47	931.00	105.47
4200 · Town Dues	0.00	0.00	0.00
4201 · TownDues FY 16	70,540.80	71,537.00	-996.20
4220 · ECO Northfield SW	18,570.00	0.00	18,570.00
4225 · ERP Northfld Village SW	20,070.00	0.00	20,070.00
4230 · RERP DPS	1,672.65	0.00	1,672.65
4232 · LEPC 5	1,359.10	0.00	1,359.10
4235 · CDBG 16	3,867.53	0.00	3,867.53
4240 · DEMHSDPS MOU	501.06	0.00	501.06
4250 · Barre Town CDBG	0.00	0.00	0.00
4300 · Reparative Justice Grant	0.00	0.00	0.00
4350 · Central VT Food System	0.00	0.00	0.00
4400 · Brownfields Grant	10,442.55	15,960.00	-5,517.45
4410 · Brownfields #2	0.00	0.00	0.00
4410Rut · EPA Brown Rutland RPC	0.00	0.00	0.00
4420 · Petroleum Grt, EPA	0.00	0.00	0.00
4425 · Brownfields Rev. State	0.00	0.00	0.00
4500 · DOE Energy grant	0.00	0.00	0.00
4510 · ACRPC Energy Sub	0.00	0.00	0.00
4520 · Energy - DOE - Two Rivers RPC	0.00	0.00	0.00
4550 · DPS EECBG energy	0.00	0.00	0.00
4560 · Efficiency Vermont	0.00	0.00	0.00
4600 · Miscellaneous Income	0.00	0.00	0.00
4640 · Broadband Contract	0.00	0.00	0.00
4650 · VEM	0.00	0.00	0.00
4655 · VEM-MMMS FHAR	0.00	0.00	0.00
4660 · LCPC/PDM now NWRPC	1,950.00	0.00	1,950.00
4665 · SWCRPC Debris Mgmt	0.00	0.00	0.00
4668 · NRPC PDM-C grant	260.00	0.00	260.00
4670 · HMGP MEGA	8,957.53	12,000.00	-3,042.47
4671 · EMPG CVRPC	39,548.33	58,894.00	-19,345.67
4672 · HMGP - Statewide	0.00	0.00	0.00
4675 · EMPG CCRPC	0.00	0.00	0.00
4678 · EMPG CCRPC 2013	0.00	0.00	0.00
4679 · EMPG CCRPC 2014	0.00	0.00	0.00
4680 · NFIP flood review	0.00	0.00	0.00
4682 · CDBG-DR-RPC 16	1,272.00	0.00	1,272.00
4683 · CDBG-DR-00018	0.00	0.00	0.00
4685 · Green Infrastructure ccrpc rev	5,355.88	4,952.00	403.88

2:27 PM

Central Vermont Regional Planning Commission

Profit & Loss Budget vs. Actual

July 1, 2015 through May 27, 2016

05/18/16

Accrual Basis

CVRPC

	Jul 1, '15 - May 27, 16	Budget	\$ Over Budget
4700 · Interest Income	9.32	0.00	9.32
4720 · CVRegional Cooperative Admn	0.00	0.00	0.00
4725 · Plainfield CDBG	1,500.00	0.00	1,500.00
4730 · Forest Stewardship LCPC	4,072.44	1,000.00	3,072.44
4745 · Waterbury ERP FEH GIS	18,916.00	0.00	18,916.00
4749 · GIS 604B LCPC	0.00	0.00	0.00
4749.5 · GIS 604B ACRPC	2,000.00	4,000.00	-2,000.00
4750 · GIS Project	14,023.00	15,305.00	-1,282.00
4751 · GIS Federal Income	0.00	74,871.00	-74,871.00
4752 · GIS fluvial	0.00	0.00	0.00
4753 · GIS Critical Facilities	0.00	0.00	0.00
4754 · ANR/PDM fluvial	0.00	0.00	0.00
4755 · NW Growth Study	0.00	0.00	0.00
4756 · GIS FEH State/DEC	0.00	0.00	0.00
4757 · CCMPO growth study 2009	0.00	0.00	0.00
4758 · GIS LID/ARRA	0.00	0.00	0.00
4759 · Sketch Up	0.00	0.00	0.00
4800 · Safe Routes to School	0.00	0.00	0.00
4810 · Water Quality	11,470.55	18,600.00	-7,129.45
4907 · Lamoureux Dickinson TPI	0.00	0.00	0.00
4908 · GO Vermont, VTrans	0.00	0.00	0.00
4909 · Transportation	159,346.72	206,948.00	-47,601.28
4910 · VTrans traffic counts	0.00	0.00	0.00
4910.5 · Better Back Roads	0.00	8,000.00	-8,000.00
4911 · Flood Recovery, VTrans	0.00	0.00	0.00
4920 · VAPDA Chapter 117	0.00	0.00	0.00
4980 · Misc, Income	0.00	0.00	0.00
Total Income	676,949.06	784,148.00	-107,198.94
Cost of Goods Sold			
50000 · Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	676,949.06	784,148.00	-107,198.94
Expense			
CDBG-	0.00	0.00	0.00
500.1 · LEPC 5 Personnel costs	0.00	0.00	0.00
5000 · Personnel	360,966.66	420,885.00	-59,918.34
5009 · Trans Personnel	0.00	0.00	0.00
6000 · Flex Benefits	0.00	0.00	0.00
6005 · ED Job Search	0.00	3,000.00	-3,000.00
6010 · Health Insurance	61,961.33	84,207.00	-22,245.67
6011 · Life Disability Insurance	3,274.15	4,471.00	-1,196.85
6012 · CVRPC FICA	26,655.71	32,618.00	-5,962.29
6015 · Workmen's comp	621.00	3,300.00	-2,679.00
6016 · MRVPD Insurance	0.00	0.00	0.00
6016.5 · MRVPD staff travel	34.50	0.00	34.50
6017 · Unemployment Comp	1,439.00	1,100.00	339.00
6018 · Pension Plan	10,951.58	11,707.00	-755.42
6019 · RC&D Insurance	0.00	0.00	0.00
6023 · Cleaning	1,540.00	1,680.00	-140.00
6025 · Consolidation Committee	0.00	0.00	0.00
6027 · Trash/Recycle	0.00	0.00	0.00
6030 · Rent/Utility Deposits	0.00	0.00	0.00
6040 · Rent	37,637.38	41,059.00	-3,421.62
6050 · Telephone	5,568.39	5,650.00	-81.61
6055 · Consultant studies, non-VTrans	0.00	0.00	0.00
6060 · Postage	2,801.66	2,530.00	271.66
6065 · Food systems Council expense	50.00	0.00	50.00
6070 · Dues/Pubs/Subs	3,640.46	4,810.00	-1,169.54
6080 · Staff Education	1,573.20	3,000.00	-1,426.80
6082 · Marshfield Zoning	10.26	0.00	10.26

2:27 PM

Central Vermont Regional Planning Commission

Profit & Loss Budget vs. Actual

July 1, 2015 through May 27, 2016

05/18/16

Accrual Basis

		CVRPC	
	Jul 1, '15 - May 27, 16	Budget	\$ Over Budget
6085 · ACCD - other	7,207.31	0.00	7,207.31
6088 · MEGA HMPG	356.26	0.00	356.26
6089 · Barre Town man hole map	396.18	0.00	396.18
6090 · Staff Travel	249.12	12,000.00	-11,750.88
6090.5 · Staff Travel - Admin	1,588.31	0.00	1,588.31
6091 · Flood recovery	0.00	0.00	0.00
6092 · EMPG travel etc	474.90	0.00	474.90
6093 · PlainfieldCDBG	11.50	0.00	11.50
6094 · RERP	126.87	0.00	126.87
6095 · Disaster Recovery	0.00	0.00	0.00
6096 · Green Infrastructure ccrpc	0.00	0.00	0.00
6097 · LEPC direct expenses	106.49	0.00	106.49
6100 · Office Supplies	4,799.15	4,500.00	299.15
6115 · Copier Lease Payments	4,675.00	5,550.00	-875.00
6116 · Copier extra copies	17.60	0.00	17.60
6117 · Copier property tax	98.36	0.00	98.36
6120 · Commission Meetings	4,033.36	6,730.00	-2,696.64
6130 · Home Energy Challenge - VEIC	0.00	0.00	0.00
6140 · Liability Insurance	1,149.00	1,576.00	-427.00
6150 · Mapping/Printing	0.00	0.00	0.00
6160 · Workshops	0.00	1,200.00	-1,200.00
6170 · Miscellaneous	0.00	0.00	0.00
6180 · NRPC PDM-C	45.43	0.00	45.43
6185 · ECO-Geo-Waterbury	0.00	0.00	0.00
6186 · CDBG-16 LIDAR	3,000.00	0.00	3,000.00
6188 · Clean Water	585.37	0.00	585.37
6190 · Northfield ECO SW	31,904.65	61,662.00	-29,757.35
6195 · Northfld Village SW ERP	8,592.00	0.00	8,592.00
6250 · Benefit Strategies Cost	0.00	0.00	0.00
6320 · VEM/fluvial geo contractual	0.00	0.00	0.00
6330 · GIS Eqpt/Software	3,601.44	3,700.00	-98.56
6340 · GIS Consultants	0.00	0.00	0.00
6350 · GIS Supplies	474.06	1,200.00	-725.94
6352 · River Debris Grant	0.00	0.00	0.00
6355 · GIS Computer Lease	0.00	0.00	0.00
6358 · Growth Study	0.00	0.00	0.00
6370 · Fluvial geo studies/intern	0.00	0.00	0.00
6380 · Local Motion Trail grant	0.00	0.00	0.00
6400 · Regional Plan	8,665.65	7,200.00	1,465.65
6450 · East Montpelier MPG	14.58	0.00	14.58
6500 · DOE Energy Audit Expense	0.00	0.00	0.00
6510 · DOE Energy WX reimburse towns	0.00	0.00	0.00
6520 · Energy-DOE-Two Rivers RPC	0.00	0.00	0.00
6682 · CDBG-DR-RPC TA	0.00	0.00	0.00
6685 · Green Infrastructure CCRPC Exp	51.93	0.00	51.93
66900 · Reconciliation Discrepancies	0.00	0.00	0.00
6730 · Forest Stewardship exp	39.10	0.00	39.10
6745 · Waterbury ERP FEH GIS expense	5,593.00	0.00	5,593.00
6750 · Two Rivers VERI	0.00	0.00	0.00
6800 · Interns	0.00	0.00	0.00
6820 · Equipment/Server	0.00	0.00	0.00
6821 · Equipment installation	0.00	0.00	0.00
6825 · SafetyNet/server maintenance	4,865.00	5,500.00	-635.00
6850 · CVRPC Audit	6,000.00	20,400.00	-14,400.00
6855 · Legal Assistance	1,200.00	1,700.00	-500.00
6860 · Government Relations	3,727.28	3,000.00	727.28
6880 · Legal	0.00	0.00	0.00
6885 · Website development	0.00	0.00	0.00
6999 · GO Vermont	0.00	0.00	0.00
7000 · Transportation Direct	16,150.52	18,904.00	-2,753.48
7001 · Safe Routes to School, VTrans	0.00	0.00	0.00
7100 · XVermont Trail	0.00	0.00	0.00
7200 · Energy Program - DPS	0.00	0.00	0.00

2:27 PM

05/18/16

Accrual Basis

Central Vermont Regional Planning Commission

Profit & Loss Budget vs. Actual

July 1, 2015 through May 27, 2016

	Jul 1, '15 - May 27, 16	CVRPC	
		Budget	\$ Over Budget
7300 · WC Reparative Justice	0.00	0.00	0.00
7400 · Brownfields expense	1,394.89	0.00	1,394.89
7401 · Brownfields Travel	17.28	0.00	17.28
7410 · Brownfields Grt #2	0.00	0.00	0.00
7410Rut · EPA Brown Rutland RPC \$	0.00	0.00	0.00
7420 · Petroleum Grt	0.00	0.00	0.00
7425 · Brownfields State	0.00	0.00	0.00
7500 · Reparative Justice	0.00	0.00	0.00
7600 · CV Cooperative	0.00	0.00	0.00
7800 · contingency	0.00	0.00	0.00
8000 · Equipment Reserve	0.00	0.00	0.00
Total Expense	639,936.87	774,839.00	-134,902.13
Net Income	37,012.19	9,309.00	27,703.19

Executive Director's Report

May 25, 2016

Federal Overtime Regulation Revisions

The U.S. Department of Labor's Wage and Hour Division ("DOL") has published its final overtime regulation applicable to "white collar" (executive, administrative and professional) employees. The rule becomes effective December 1, 2016.

The most significant change is an increase of the salary exemption threshold from \$455 a week (\$23,660 per year) to \$913 a week (\$47,476 per year). CVRPC will have three exempt (overtime eligible) employees now. Working with municipal boards makes +8 hour days a regular occurrence for CVRPC staff, and we will need to adapt our approach to using compensatory time. The Personnel Policy Committee included controls for accrual of overtime in the overhaul of CVRPC's draft Personnel Policies, which is being distributed to the Executive Committee for review in June. From a policy perspective, CVRPC will need to decide whether to include overtime pay with regular payroll or to incorporate a time and a half compensatory time policy into the Personnel Policies when its accrual cannot be avoided.

Professional Development: Conveying What We Do in 30 Seconds or Less

Staff recently completed a communications training to assist us in more effectively conveying the value of our work. Titled "Elevator Speeches," the training was scenario-based: You step into an elevator and, as the door closes, the person next to you asks, "What do you do?" You have 30 seconds to answer that question. How do you summarize what you do and how it adds value to our customers? "I'm a planner" rarely invites a longer conversation about the innovative work of CVRPC and its communities.

Staff is practicing our elevator speeches. The next time you see one of us, I hope you'll ask us what we do. Practicing strengthens the effectiveness of our advocacy for communities and the region.

Federal Directions: Climate Adaptation

Participating in state and federal policy development is one way CVRPC serves its member municipalities. We work to insure local capacity, perspective, and challenges are incorporated into state and federal policy.

CVRPC was one of four RPCs asked to participate in the FEMA Region 1-sponsored New England Climate Adaptation, Preparedness, and Resilience Seminar as part of the State of Vermont's

team. Shifts in precipitation patterns, higher temperatures, rising sea levels, and more frequent extreme weather events are expected to add to economic challenges that communities already face. The Seminar highlighted innovations and identified potential areas for improvement to increase collaboration between state and federal agencies. *Climate change adaptation and mitigation are beginning to appear in state and federal programs, and communities should expect a stronger emphasis to appear over the next few years.*

State agencies participating in the seminar noted that New England is unique nationally because of its lack of county government. Because federal policy is framed in the context of working with cities and counties, federal agencies find it challenging to adapt programs to New England's governmental system. They lack the capacity to work with every municipality. More and more, federal agencies serving New England are looking to Regional Planning Commissions (Northern New England) and Councils of Governments (Southern New England) to assist them in bridging this gap. State agencies spoke positively about RPC work, its ability to increase local capacity for action, and its value in connecting local actions and state and federal policy.



MEMO

Date: May 25, 2016

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: Contract Approval

I am requesting Executive Committee approval of a project agreement with the Chittenden County Regional Planning Commission.

Scope of Work: Participate in the update of the State Hazard Mitigation Plan by developing hazard mitigation project tables for Plainfield and Waterbury, and piloting the municipal river corridor revision process and implementing it with Waterbury.

All RPCs will be developing the project tables and working with municipalities on the river corridor revision process. Development of project tables involves reviewing local documents and plans to glean data about mitigation projects or project ideas. CVRPC has been asked to pilot a template procedure for collecting data and local input to update and revise the Statewide River Corridor base layer. Once a statewide process has been defined, CVRPC will work with Waterbury to implement the process and refine the towns' river corridor.

Funding:

Grant Amount: \$15,750 (federal)

Match Amount: \$5,250

Match Source: Clean Water grant (state)

Performance Period: April 14, 2016 – November 30, 2017

Waterbury has been waiting for this grant to proceed for the past six months. Plainfield requested CVRPC assistance to update its Local Hazard Mitigation Plan. This contract puts funding in place for a portion of the update process.

CVRPC has the ability and capacity to complete this work. I recommend approval of the agreement.

**CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
STANDARD SUB-GRANT AGREEMENT
With CENTRAL VERMONT REGIONAL PLANNING COMMISSION
AGREEMENT #CVRPC_HMGP_FY16**

1. Parties: This is an Agreement for services between the Chittenden County Regional Planning Commission, a public body formed by its member municipalities as enabled under 24 V.S.A. 4341, with principal place of business at 110 West Canal Street, Suite 202, Winooski, Vermont 05404-2109, (hereinafter called "CCRPC") and Central Vermont Regional Planning Commission with its principal place of business at 29 Main St., Suite 4, Montpelier, VT 05602 (hereinafter called "SUBRECIPIENT"). It is the SUBRECIPIENT's responsibility to contact the Vermont Department of Taxes to determine if, by law, the SUBRECIPIENT is required to have a Vermont Department of Taxes Business Account Number.
2. Subject Matter: The subject matter of this Grant Agreement is to assist in the updating of the 2018 State Hazard Mitigation Plan. The SUBRECIPIENT's Scope of Work and Budget is detailed in ***Schedule A. Scope of Work and Budget.***
3. Maximum Amount: In consideration of the services to be performed by SUBRECIPIENT, the CCRPC agrees to pay SUBRECIPIENT, in accordance with the payment provisions specified in Attachment B, a sum not to exceed \$15,750.

Required match is equal to at least **25%** of costs per deliverable up to the maximum amount per deliverable. This grant award cannot be used as match for the purpose of obtaining additional federal funds by the SUBRECIPIENT without the written approval of the State.

4. Subcontracting: SUBRECIPIENT shall not assign labor duties to a subcontractor without the prior written approval of the CCRPC. Written approval is obtained by completing the Request for Approval to Subgrant/Subcontract form.
5. Agreement Term: The period of SUBRECIPIENT's performance shall begin on April 14, 2016 and end on November 30, 2017.
6. Source of Funds: **Federal**

- a. For grants funded with federal dollars only.

CFDA Title	Hazard Mitigation Grant Program
CFDA Number	97.039
Award Name	Hazard Mitigation Grant Program
Award Number	FEMA-4022-DR-VT
Award Year	2012
Federal Granting Agency	FEMA
Research and Development Grant?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

7. Amendment: No changes, modifications, or amendments in the terms and conditions of this Agreement shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of the CCRPC and SUBRECIPIENT.
8. Cancellation: This Agreement may be cancelled by either party by giving written notice at least thirty (30) days in advance.
9. Contact persons for this award:

CCRPC: Dan Albrecht	P: (802) 846-4490	E: dalbrecht@ccrpcvt.org
SUBRECIPIENT: Dan Currier	P: (802) 229-0389	E: currier@cvregion.com

10. Attachments: This Agreement consists of sixteen (16) pages including the following attachments which are incorporated herein:

- Attachment A - Scope of Work and Budget
- Attachment B - Payment Provisions
- Attachment C - Standard State Provisions for Contracts and Grants
- Attachment D - Other Grant Agreement Provisions
- Attachment E - Standard Terms and Conditions for Federal Subrecipients

WE, THE UNDERSIGNED PARTIES, AGREE TO BE BOUND BY THIS AGREEMENT.

CHITTENDEN COUNTY
REGIONAL PLANNING COMMISSION

SUBRECIPIENT

Signature: _____

Signature: _____

Name: Andrew H. Montroll

Name: _____

Title: CHAIR

Title: _____

Date: _____

Date: _____

ATTACHMENT A SCOPE OF WORK AND BUDGET

The Vermont Department of Environmental Conservation (DEC) entered into an agreement with CCRPC provide necessary resources to assist the State in updating the 2018 State Hazard Mitigation Plan.

CCRPC had subgranted a portion of the Vermont DEC Scope of Work, shown below for reference and context, which is contained in the Agreement with Vermont DEC, to the SUBRECIPIENT.

The SUBRECIPIENT's Scope of Work and Budget is contained in the *Schedule A. Scope of Work and Budget*. The SUBRECIPIENT is only responsible for completing the Tasks and Deliverables in the *Schedule A. Scope of Work and Budget*, which is a subset of the DEC Scope of Work.

Vermont DEC Scope of Work to be Performed

- a. The Subrecipient will develop and pilot a template procedure during 2016 for identifying hazard mitigation projects at the municipal scale, to include:
 - i. Subrecipient will prepare tables characterizing flood and fluvial erosion hazard mitigation projects and draft language for how the tables would be incorporated into the resiliency elements of town plans and cross-referenced as stream stability and water quality improvement projects into tactical basin plans, using existing:
 - 1. river corridor plans,
 - 2. bridge and culvert inventories,
 - 3. dam inventories,
 - 4. road and river assessments developed using State methodologies,
 - 5. risk / vulnerability assessments of other public infrastructure, facilities, and economic assets, including those identified in Local Hazard Mitigation Plans.

The intent is not to recreate an existing mitigation plan, but rather to fold high priority specific project recommendations, or develop more specific projects, from mitigation plans into flood resiliency elements and the state tactical basin planning project tracking system.

- ii. Subrecipient will provide a training and feedback session for other Regional Planning Commissions (RPCs) and interested agencies on developing such local hazard mitigation project tables; and
 - iii. Subrecipient will prepare a report to the State on the process for organizing and describing local hazard mitigation projects in the flood resiliency component of town plans, hazard mitigation plans, and/or in tactical basin plans. The report will also include methods for cross-walking these projects into the relevant tactical basin plan(s) consistent with our work to provide coordinated outreach for the *Vermont Clean Water Act* (see Attachment D). These procedures will be consistent with goals and objectives of the *2013 State Hazard Mitigation Plan*, the *DEC Flood Hazard Area and River Corridor Protection Procedures* (see attachment D), and Vermont statutory procedures for regional and municipal plan flood resiliency elements.
 - iv. During the second half of 2016 through spring of 2017, the Subrecipient will work with other Vermont RPCs to use the planning processes and standard tables developed above to

complete and submit in a report to the State: Tables characterizing local hazard mitigation projects for at least 20 municipalities must be completed to fulfill the scope of work for this sub-task (that may include those completed under a.i).

- b. Subrecipient will develop and pilot a template procedure during 2016 for collecting the data and local input necessary for the Rivers Program to update and/or administratively revise the Statewide River Corridor Base Layer based on the *DEC Procedure for Flood Hazard Area and River Corridor Protection Procedure*, that would include:
- i. The Subrecipient will prepare draft river corridor maps by incorporating updates and administrative revisions to the Statewide River Corridor Base Map consistent with the *DEC Procedure for Flood Hazard Area and River Corridor Protection Procedure (FHARCPP)*. They will document the process of working with local officials and the State's River Scientist to create a locally supported map. The draft River Corridor map will be submitted to the State's River Program. All updates and revisions consistent with the FHARCPP will be publically noticed and incorporated by the State into the Statewide Layer.
 - ii. The Subrecipient will present the draft river corridor maps to the municipal planning commission and select board for the town's consideration and possible adoption as part of their local river corridor protection regulations and/or flood resiliency element;
 - iii. The Subrecipient will provide training and feedback session for other RPCs and interested agency staff on developing a municipally revised river corridor map;
 - iv. The Subrecipient will prepare a report to the State on the process for carrying out the river corridor map update and administrative revisions process as outlined in the *DEC Procedure for Flood Hazard Area and River Corridor Protection Procedure*. The report will also include methods for cross-walking these map revisions into the relevant tactical basin plan(s) consistent with our work to provide coordinated outreach for the *Vermont Clean Water Act*. These procedures will be consistent with goals and objectives of the *2013 State Hazard Mitigation Plan*, the *DEC Flood Hazard Area and River Corridor Protection Procedures*, and Vermont statutory procedures for regional and municipal plan flood resiliency elements.
 - v. During the second half of 2016 through 2017, the Subrecipient will work with other RPCs to use the planning processes developed above to complete and submit in a report to the State: drafts of at least six updated/revised river corridor maps and documentation of how the process worked within the selected municipalities (the six may include the Town of Waterbury completed under b.i) and ii) for inclusion in flood resiliency (town plan) elements and potentially regulations.

Milestone and Deliverables Table

Milestone	Deliverable	Estimated Due Date	Payment
1. <u>Tasks a (i-iii)</u> : Develop and Pilot template procedure for identifying hazard mitigation projects at the municipal scale	Report on piloting project tables for municipal resiliency plans and training	September 30, 2016	\$3,750
2. <u>Task a (iv)</u> : Complete hazard mitigation tables for at least 20 municipalities	Reports containing hazard mitigation project tables for at least two towns from each of the eleven Regional Planning Commissions (RPC)	June 30, 2017	Not to exceed \$57,750 (\$5,250 for each report on two municipalities)
3. <u>Task b (i-iv)</u> : Develop and pilot a template procedure for collecting the data and local input to update/revise the Statewide Corridor Base Layer	Report on piloting the municipal river corridor revision process and training	April 30, 2017	\$10,500
4. <u>Task b (v)</u> : Complete drafts of at least six updated/revise river corridor maps and documentation of the process	Report containing revised river corridor maps and public process documentation for at least one town from each of the eight participating RPCs	November 30, 2017	Not to exceed \$48,000 (\$6,000 for each report on one municipality)
Total			\$120,000

End Vermont DEC Scope of Work.

Schedule A. Scope of Work and Budget

Task	Deliverable	Estimated Due Date	Payment	Match
1. To be completed by CCRPC	Report on piloting project tables for municipal resiliency plans and training	September 30, 2016		
2. Task: Complete hazard mitigation tables for at least 2 municipalities	Report containing hazard mitigation project tables for Waterbury and Plainfield	June 30, 2017	75% of costs not to exceed \$5,250 for the report	25% of costs up to \$1,750
3. Task: Develop and pilot a template procedure for collecting the data and local input to update/revise the Statewide Corridor Base Layer	Report on piloting the municipal river corridor revision process and training	April 30, 2017	75% of costs not to exceed \$10,500 for the report	25% of costs up to \$3,500
4. Task: Complete report containing updated/revise river corridor maps and documentation of the process for at least one municipality	Report containing revised river corridor maps and public process documentation for Waterbury, <i>included as part of Task 2</i>	November 30, 2017		
Total			\$15,750	\$5,250

ATTACHMENT B PAYMENT PROVISIONS

The CCRPC agrees to compensate the SUBRECIPIENT for services performed up to the maximum amounts stated below provided such services are within the scope of the agreement and are authorized as provided for under the terms and conditions of this agreement. The SUBRECIPIENT's budget is listed in the *Schedule A. Scope of Work and Budget*.

A. General. The CCRPC agrees to pay the SUBRECIPIENT and the SUBRECIPIENT agrees to accept, as compensation for the performance of all services, expenses and materials encompassed under this Agreement, as described in Attachment A, a maximum reimbursement not to exceed \$15,750. This grant is a performance based grant. Payments made to the SUBRECIPIENT by the CCRPC are based on the successful completion of deliverables as described in *Schedule A. Scope of Work and Budget*. All costs necessary to carry out the activities described in Attachment A, are to be determined by actual cost records kept by the SUBRECIPIENT and any contractors of the SUBRECIPIENT in accordance with the provisions of this Agreement.

B. Payment Procedures. The CCRPC shall pay, or cause to be paid, to the SUBRECIPIENT payments for invoices which will be submitted **with or following completion and submission of deliverables**. Match amounts submitted for actual costs incurred as determined by using cost records for each Task and expense line items such as labor, benefits and direct and indirect costs of the required services covered by this Agreement must be calculated and documented. Match amounts may also be calculated, documented, and submitted using State Form 430-M, which shall be provided to the SUBRECIPIENT. Requests for payment shall be made directly to the CCRPC, for all work.

C. Other Provisions. Up to 90 days of pre-award costs are allowable under this agreement as determined by the CCRPC and as related to *Schedule A. Scope of Work and Budget*.

The SUBRECIPIENT must submit invoices with expenses listed by Task as detailed in the *Schedule A. Scope of Work and Budget*. A sample invoice format is provided below. CCRPC does not require that time and effort documentation (timesheets) for personnel costs be included with invoices for this agreement; however, that documentation must be retained by the SUBRECIPIENT and provided upon request. Documentation for other direct costs must be provided with each invoice. The SUBRECIPIENT certifies the accuracy of costs when signing each invoice.

The CCRPC shall pay for all approved services, expenses and materials accomplished or used during the period of this Agreement, and only that effort will be included on invoices under this Agreement.

All payments by the CCRPC under this Agreement will be made in reliance upon the accuracy of all prior representations by the SUBRECIPIENT including but not limited to bills, invoices, progress reports and other proofs of work.

SAMPLE INVOICE**Subrecipient Name:****Grant #:****Payment#:****Amount Requested:****Performance Measures and Deliverables:**

Milestones and Submitted Deliverable	Budget Amount	Amount Requested	Remaining Amount	Total Match Documented (if applicable, use total from Form 430-M)	Match Committed (if applicable)*
1. Tasks a (i-iii): Report on piloting project tables for municipal resiliency plans and training	\$			\$	\$
2. Task a (iv): Reports containing hazard mitigation project tables for at least two towns from each of the eleven RPCs (\$5,250 per report)	\$			\$	\$
3. Tasks b (i-iv): Report on piloting the municipal river corridor revision process and training	\$			\$	\$
4. Task b (v): Report containing revised river corridor maps and public process documentation for at least one town from each of the eight participating RPCs	\$			\$	\$
Total	\$			\$	\$

Match is required to be 25% of total costs invoiced for on per deliverable basis*Approvals for Payment****Signed by:**

Subrecipient: _____ Date: _____

Title: _____

The Subrecipient certifies that deliverables being billed on this invoice have been completed as outlined in the grant agreement.

Please include backup documentation as needed, including: hours worked times rate detail for personnel costs and other direct cost receipts or appropriate expense documentation.

ATTACHMENT C: STANDARD STATE PROVISIONS FOR CONTRACTS AND GRANTS

1. **Entire Agreement:** This Agreement, whether in the form of a Contract, State Funded Grant, or Federally Funded Grant, represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect.
2. **Applicable Law:** This Agreement will be governed by the laws of the State of Vermont.
3. **Definitions:** For purposes of this Attachment, "Party" shall mean the Contractor, Grantee or Subrecipient, with whom the State of Vermont is executing this Agreement and consistent with the form of the Agreement.
4. **Appropriations:** If this Agreement extends into more than one fiscal year of the State (July 1 to June 30), and if appropriations are insufficient to support this Agreement, the State may cancel at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority. In the case that this Agreement is a Grant that is funded in whole or in part by federal funds, and in the event federal funds become unavailable or reduced, the State may suspend or cancel this Grant immediately, and the State shall have no obligation to pay Subrecipient from State revenues.
5. **No Employee Benefits For Party:** The Party understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees, nor will the state withhold any state or federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Agreement. The Party understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Party, and information as to Agreement income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.
6. **Independence, Liability:** The Party will act in an independent capacity and not as officers or employees of the State.

The Party shall defend the State and its officers and employees against all claims or suits arising in whole or in part from any act or omission of the Party or of any agent of the Party. The State shall notify the Party in the event of any such claim or suit, and the Party shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit.

After a final judgment or settlement the Party may request recoupment of specific defense costs and may file suit in Washington Superior Court requesting recoupment. The Party shall be entitled to recoup costs only upon a showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Party.

The Party shall indemnify the State and its officers and employees in the event that the State, its officers or employees become legally obligated to pay any damages or losses arising from any act or omission of the Party.

7. **Insurance:** Before commencing work on this Agreement the Party must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the state through the term of the Agreement. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the State.

Workers Compensation: With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont.

General Liability and Property Damage: With respect to all operations performed under the contract, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

Premises - Operations

Products and Completed Operations

Personal Injury Liability

Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Per Occurrence

\$1,000,000 General Aggregate

\$1,000,000 Products/Completed Operations Aggregate

\$ 50,000 Fire/ Legal/Liability

Party shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this Agreement.

Automotive Liability: The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than: \$1,000,000 combined single limit.

Party shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this Agreement.

8. **Reliance by the State on Representations:** All payments by the State under this Agreement will be made in reliance upon the accuracy of all prior representations by the Party, including but not limited to bills, invoices, progress reports and other proofs of work.
9. **Requirement to Have a Single Audit:** In the case that this Agreement is a Grant that is funded in whole or in part by federal funds, the Subrecipient will complete the Subrecipient Annual Report annually within 45 days after its fiscal year end, informing the State of Vermont whether or not a Single Audit is required for the prior fiscal year. If a Single Audit is required, the Subrecipient will submit a copy of the audit report to the granting Party within 9 months. If a single audit is not required, only the Subrecipient Annual Report is required.

For fiscal years ending before December 25, 2015, a Single Audit is required if the subrecipient expends \$500,000 or more in federal assistance during its fiscal year and must be conducted in

accordance with OMB Circular A-133. For fiscal years ending on or after December 25, 2015, a Single Audit is required if the subrecipient expends \$750,000 or more in federal assistance during its fiscal year and must be conducted in accordance with 2 CFR Chapter I, Chapter II, Part 200, Subpart F. The Subrecipient Annual Report is required to be submitted within 45 days, whether or not a Single Audit is required.

10. Records Available for Audit: The Party shall maintain all records pertaining to performance under this agreement. "Records" means any written or recorded information, regardless of physical form or characteristics, which is produced or acquired by the Party in the performance of this agreement. Records produced or acquired in a machine readable electronic format shall be maintained in that format. The records described shall be made available at reasonable times during the period of the Agreement and for three years thereafter or for any period required by law for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.

11. Fair Employment Practices and Americans with Disabilities Act: Party agrees to comply with the requirement of Title 21V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. Party shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Party under this Agreement. Party further agrees to include this provision in all subcontracts.

12. Set Off: The State may set off any sums which the Party owes the State against any sums due the Party under this Agreement; provided, however, that any set off of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided hereinafter.

13. Taxes Due to the State:

- a. Party understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.
- b. Party certifies under the pains and penalties of perjury that, as of the date the Agreement is signed, the Party is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.
- c. Party understands that final payment under this Agreement may be withheld if the Commissioner of Taxes determines that the Party is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.
- d. Party also understands the State may set off taxes (and related penalties, interest and fees) due to the State of Vermont, but only if the Party has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Party has no further legal recourse to contest the amounts due.

14. Child Support: (Applicable if the Party is a natural person, not a corporation or partnership.) Party states that, as of the date the Agreement is signed, he/she:

- a. is not under any obligation to pay child support; or
- b. is under such an obligation and is in good standing with respect to that obligation; or
- c. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Party makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Party is a resident of Vermont, Party makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

- 15. Sub-Agreements:** Party shall not assign, subcontract or subgrant the performance of this Agreement or any portion thereof to any other Party without the prior written approval of the State. Party also agrees to include in all subcontract or subgrant agreements a tax certification in accordance with paragraph 13 above.
- 16. No Gifts or Gratuities:** Party shall not give title or possession of any thing of substantial value (including property, currency, travel and/or education programs) to any officer or employee of the State during the term of this Agreement.
- 17. Copies:** All written reports prepared under this Agreement will be printed using both sides of the paper.
- 18. Certification Regarding Debarment:** Party certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither Party nor Party's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in federal programs, or programs supported in whole or in part by federal funds.
- Party further certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, Party is not presently debarred, suspended, nor named on the State's debarment list at: <http://bgs.vermont.gov/purchasing/debarment>
- 19. Certification Regarding Use of State Funds:** In the case that Party is an employer and this Agreement is a State Funded Grant in excess of \$1,001, Party certifies that none of these State funds will be used to interfere with or restrain the exercise of Party's employee's rights with respect to unionization.
- 20. Internal Controls:** In the case that this Agreement is an award that is funded in whole or in part by Federal funds, in accordance with 2 CFR Part II, §200.303, the Party must establish and maintain effective internal control over the Federal award to provide reasonable assurance that the Party is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- 21. Mandatory Disclosures:** In the case that this Agreement is an award funded in whole or in part by Federal funds, in accordance with 2CFR Part II, §200.113, Party must disclose, in a timely manner, in writing to the State, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures may result in

the imposition of sanctions which may include disallowance of costs incurred, withholding of payments, termination of the Agreement, suspension/debarment, etc.

22. Conflict of Interest: Party must disclose in writing any potential conflict of interest in accordance with Uniform Guidance §200.112, Bulletin 5 Section X and Bulletin 3.5 Section IV.B.

23. Certification Regarding Lobbying: No Federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," to the State.

The Subrecipient shall require that the language of this certification be included in the award documents for all Grants at all tiers (including subgrants, and grants under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

24. OMB Circular A-133 Assurance: Subrecipient assures State that it complies with A-133 and that it will notify State of completion of required audits and of any adverse findings, which impact this Grant.

25. FFATA Compliance: Subrecipient agrees to comply with the requirements of the Federal Funding Accountability and Transparency Act (2 CFR Part 33), which requires the reporting of each transaction that obligates \$25,000 or more to a subrecipient to the USAspending.gov database within 30 days of the action.

26. Supplanting: If required, the Subrecipient will submit a Certification that funds will not be used to supplant local or other funding.

27. Audit of federal sub-recipient: Under current interpretations of federal law, Subrecipient will be considered a "sub-recipient" subject to the federal single audit act. Subrecipient will comply with audit requirements contained in Circular A-128/ Circular A110 and/or other applicable circulars of the U.S. Office of Management and Budget. The cost of such an audit will be borne by the Subrecipient/is included in the payment provisions of this contract.

28. Availability of federal funds: This contract is funded in whole or in part by federal funds. In the event the federal funds supporting this contract become unavailable or are reduced, the State may cancel this contract immediately, and the State shall have no obligation to pay Subrecipient from State revenues.

Attachment D
Other Grant Agreement Provisions

1. References Cited: Below is a list of references cited in Attachment A:

Vermont Clean Water Act, Act No 64 (2015), available at:

<http://legislature.vermont.gov/assets/Documents/2016/Docs/ACTS/ACT064/ACT064%20Act%20Summary.pdf>

State of Vermont Hazard Mitigation Plan, November 2013, available at:

<http://demhs.vermont.gov/sites/demhs/files/pdfs/plans/VT-SHMP2013-FINAL-APPROVED-ADOPTED-2013-VT-SHMP.pdf>

Department of Environmental Conservation Flood Hazard Area and River Corridor Protection Procedure, December 5, 2014, available at:

http://www.watershedmanagement.vt.gov/rivers/docs/FHARCP_12.5.14.pdf

**ATTACHMENT E: STANDARD TERMS AND CONDITIONS FOR FEDERAL
SUBRECIPIENTS
(DEPARTMENT OF HOMELAND SECURITY)**

Federal funds must be used to supplement and not replace (or supplant) local or state funds which have been appropriated for the same purpose. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

Conditions for Federal Funding Source: This Agreement is subject to the requirements of all federal laws, policies and bulletins. Most notably:

Final Guidance, 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards became effective 12/26/2014 for Federal awards that are issued post 12/26/2014. This regulation supersedes requirements from OMB Circulars A-21, A-87, A-110, and A-122 (which have been placed in 2 C.F.R. Parts 220, 225, 215, and 230); Circulars A-89, A-102, and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up. See final guidance and OMB Policy Statements for more information.

2 CFR 180 OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)

2 CFR 215 (formerly A-110) Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations,

2 CFR 220 (formerly A-21) Cost Principles for Education Institutions,

2 CFR 225 (formerly A-87) Cost Principles for State, Local and Indian Tribal Governments,

2 CFR 230 (formerly A-122) Cost Principles for Non-Profit Organizations, and

A-133 Audits of States, Local Governments and Non-Profit Organizations.

This agreement is subject to the requirements for the federal agency providing the funds. This agreement is subject to the following Code of Federal Regulation (CFR) and Grant Guidance:

CFR 44 - Emergency Management and Assistance



Central Vermont Regional Planning Commission

MEMO

Date: May 25, 2016

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: Dental Insurance

I am requesting Executive Committee approval to maintain CVRPC's Dental Insurance Policy and employer dental premium contribution for FY 2017.

CVRPC's policy documents, including its Bylaws, Personnel Policies, and Role of the Executive Committee document, do not define how the organization selects employee benefit programs, or how the organization sets the employer's contribution to these programs.

The draft Personnel Policy Manual being submitted for review to the Executive Committee at its June 6 meeting specifically states that the Executive Committee approves any changes to employee benefits. Although the Commission is not operating under these policies, it seems prudent to involve the Committee in employee benefit determination.

CVRPC currently offers dental insurance through Northeast Delta Dental's Group B2 program. This program is a standard dental plan. Medically-related dental work, such as oral surgery, may be covered through the Commission's health insurance program.

CVRPC pays 100% of the premium for employees and family members. The value of this benefit is:

Single	Couple	Family
\$ 411.24	\$774.12	\$1,368.48

Employees are responsible for paying 100% of any deductibles and co-pay amounts.

This benefit is above average for VT RPCs. The most common coverage is 100% of the employee premium. Two RPCs do not provide dental insurance.

Given that several of CVRPC's personnel policies are not competitive with the other RPCs in Vermont, and the cost of dental insurance is not excessive, my recommendation is to maintain the current dental plan and employer contribution.



MEMO

Date: May 25, 2016

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: Dental Insurance

I am requesting Executive Committee approval to maintain CVRPC's Dental Insurance Policy and employer dental premium contribution for FY 2017.

CVRPC's policy documents, including its Bylaws, Personnel Policies, and Role of the Executive Committee document, do not define how the organization selects employee benefit programs, or how the organization sets the employer's contribution to these programs.

The draft Personnel Policy Manual being submitted for review to the Executive Committee at its June 6 meeting specifically states that the Executive Committee approves any changes to employee benefits. Although the Commission is not operating under these policies, it seems prudent to involve the Committee in employee benefit determination.

CVRPC currently offers dental insurance through Northeast Delta Dental's Group B2 program. This program is a standard dental plan. Medically-related dental work, such as oral surgery, may be covered through the Commission's health insurance program.

CVRPC pays 100% of the premium for employees and family members. The value of this benefit is:

Single	Couple	Family
\$ 411.24	\$774.12	\$1,368.48

Employees are responsible for paying 100% of any deductibles and co-pay amounts.

This benefit is above average for VT RPCs. The most common coverage is 100% of the employee premium. Two RPCs do not provide dental insurance.

Given that several of CVRPC's personnel policies are not competitive with the other RPCs in Vermont, and the cost of dental insurance is not excessive, my recommendation is to maintain the current dental plan and employer contribution.



Central Vermont Regional Planning Commission

Date: May 24, 2016

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: FY17 Budget and Workplan

The FY17 Budget continues to project a positive budget and CVRPC's ability to contribute \$16,300 to its reserve fund. The final budget added confirmed revenues and adjustments to expenses.

Revenues

- Did not change significantly from previous drafts.
- VTrans increased TPI funds slightly for FFY17.
- S.230 local energy planning added based on Legislative outcome. Bill may be vetoed by the Governor. If so, CVRPC would still have a positive budget.

Expenses

- Dues: VAPDA dues will increase. RPCs have contributed special projects money separately for several years. We agreed to incorporate funds for special projects into the budget, and to save those funds in reserve if they are not needed in a given year.
- Meetings: Added \$2,000 for a formal dinner to celebrate the Commission's 50th anniversary per Executive Committee request.
- Payroll: Added \$5,000 for overtime pay. Did not budget for compensatory time payouts at fiscal year end. Will adjust this at mid-year if Personnel Policy Manual is adopted.
- Professional Services: Add funds for a CPA to provide training and oversight to the Finance and Office Manager as she works to restructure QuickBooks and learn payroll.
- Billable Supplies: CVRPC will purchase economic data.
- Telephone: Added internet service, which was not included with the new telephone service package.

Reserves:

- Increased FY17 set aside by \$6,300 to \$16,300. This could increase if S.230 funding arrives, grant applications are awarded funds, or operational efficiencies occur with the transition fully into Quickbooks.

Summary

The final FY17 budget increased the projected surplus significantly and increased the reserve contribution to \$16,300,000.

New contracts typically come in for RPCs in fall and spring. A balanced budget for the May draft means CVRPC anticipates having the ability to shift funds from staff support to consultant studies in the second half of the fiscal year. The contracts most likely to see this shift would be the Transportation Planning Initiative or Agency of Commerce.

The new budget format will increase transparency for the Commission's regular expenses. It also will improve tracking of the Commission's financial position because the budget will correlate with Quickbook expense items.

Central Vermont Regional Planning Commission

FY17 Budget

Adopted by the Executive Committee ____/____/____

Byron Atwood, Chair

	04.04.16 FY 16 Budget*	05.24.16 FY 17 Budget	FY16-17 Difference	Percent Change	Budget Change Notes
REVENUES	784,148	1,466,450	682,302	87.0%	
Community Development	20,224	247,557	227,333	1124.1%	Brownfield consultants, energy planning
GIS Fee For Service	6,000	6,000	0	0.0%	
Interest	0	0	0	-	
Municipal Contracts	16,769	221,606	204,837	1221.5%	Consultant funds for stormwater projects
Natural Resources	28,552	41,094	12,542	43.9%	
Other Income	7,350	182,206	174,856	2379.0%	Majority is MRVPD & Cross VT Trail personnel pass through
Public Safety	145,765	183,626	37,861	26.0%	
State Allocation (ACCD)	272,253	272,253	0	0.0%	
Town Appropriations	71,537	71,537	0	0.0%	
Transportation	215,698	240,571	24,873	11.5%	3% increase in TPI funding
Reserves	0	0	0	0.0%	
	FY 16 Budget	FY 17 Budget	FY16-17 Difference	Percent Change	FY 17 Budget Change Notes
EXPENSES	774,139	1,445,896	671,757	86.8%	
Advertising	0	3,030	3,030	-	
Consultants	81,066	441,930	360,864	445.1%	Reflects annual project makeup
Copy/Print	5,550	5,550	0	0.0%	
Dues/Memberships	7,810	10,520	2,710	34.7%	Begin budgeting for event sponsorships
Equipment	3,600	7,420	3,820	106.1%	Purchasing 3 computers FY17
Equipment Repair/Srvc	0	1,220	1,220	-	
Fringe Benefits	137,403	222,357	84,954	61.8%	Increase for Emer Planner to full-time & new F-OM benefits; include passthrough payroll amounts
Insurance	1,576	1,517	(59)	-3.7%	
Interest	0	10	10	-	
Meeting/Programs	6,730	13,833	7,103	105.5%	Reflects project makeup & budgeting for professional dev
Office Rent/Util/Repair	42,739	42,859	120	0.3%	
Other Expense	3,000	1,248	(1,752)	-58.4%	
Payroll	420,885	582,542	161,657	38.4%	Increase for Emergency Planner to full-time; include passthrough service amounts
Postage	2,530	3,000	470	18.6%	
Professional Services	26,900	47,930	21,030	78.2%	Staff training
Reserve Contribution	10,000	16,300	6,300	63.0%	Server
Software / Licenses	1,000	6,080	5,080	508.0%	
Subscriptions / Publications	0	2,941	2,941	-	
Supplies - Office	5,700	5,350	(350)	-6.1%	
Supplies - Billable	0	2,570	2,570	-	
Telephone / Internet	5,650	6,480	830	14.7%	
Travel	12,000	21,209	9,209	76.7%	Reflects project makeup and budgeting for professional dev
BAL END	10,009	20,554	10,545	105.4%	

*Categorization is an estimate for purposes of comparison

Central Vermont Regional Planning Commission

FY17 Budget

As of 05/24/16

Total Revenue **\$1,466,450**

Community Development		\$247,557
EPA Brownfields FFY15	\$217,557	
BCRC Regional Energy Planning	\$10,000	
S.230 Local Energy Planning	\$20,000	
GIS Fee For Service		\$6,000
Municipal Parcel Mapping	\$2,165	
Municipal Other	\$2,735	
Non-Profit/Regional Partner	\$1,000	
Private	\$100	
Interest		\$0
Municipal Contracts		\$221,606
FY16 ERP Stormwater Masterplan	\$95,641	Barre Town, Barre City & Plainfield
Northfield Village Green Stormwater	\$99,450	FY16 ERP grant
East Montpelier Village Masterplan	\$15,536	
Barre Town Manhole	\$5,000	
Marshfield Bylaws	\$3,750	
CDBG Washington Library	\$2,229	Program management services for accessibility modifications to the library
FY17 MPG	\$0	Marshfield zoning, 4 town plans,
Natural Resources		\$41,094
VANR 604B FFY17	\$4,000	Application due in fall
Clean Water Initiative FY16	\$12,400	Planning and municipal education for VT Clean Water
Clean Water Initiative FY17	\$5,250	Preliminary indication from Agency that work will continue.
DEC HMGP River Corridors	\$19,444	Mitigation project tables for Plainfield/Waterbury & river corridor maps for Waterbury
Other Income		\$182,206
Mad River Valley Planning District Bookkeeping	\$4,750	
Mad River Valley Planning District Pass-through	155,823	MVRPD staff are paid through CVRPC and billed back to the organization
Wrightville Beach Recreation District Bookkeeping	\$2,600	
Cross Vermont Trail Pass-through	\$19,033	Cross Vermont Trail staff are paid through CVRPC and billed back to the organization
Public Safety		\$183,626
DEMHS Emergency Mangmt Planning Grant (EMPG) FFY 16	\$31,261	Award amount anticipated to return to FY15 amount
DEMHS Emergency Mangmt Planning Grant (EMPG) FFY 15	\$0	Anticipate fully expending by 6/30
Local Emergency Planning Committee (LEPC)	\$4,000	Administrative services, including expenses
DEMHS Vigilant Guard Exercise	\$9,840	State Emergency Operations Center staffing
DEMHS HMGP Mega	\$70,000	Hazard Mitigation Plans for 9 Towns
DEMHS HMGP Mega Administration	\$1,395	
DEMHS HMGP Mega Town Contribution	\$0	Town contributions to project
ACCD CDBG 18 Elevation	\$67,130	Hydrologic analysis and develop flood inundation data and
State Allocation (ACCD)		\$272,253
Town Appropriations		\$71,537
Transportation		\$240,571
VTrans Transportation Planning Initiative (TPI) FFY17	\$169,787	
VTrans Transportation Planning Initiative (TPI) FFY16	\$54,784	
VTrans Better Back Roads FY16	\$8,000	Road erosion assessments for 4 towns
VTrans Better Back Roads FY17	\$8,000	Road erosion assessments for 4 towns

Notes: Gray shading denotes risk areas, such as annual contracts that will not be confirmed until the fiscal year has begun, grant award not under contract, and prospective contracts with a reasonable expectation of award.

P 36
Central Vermont Regional Planning Commission
FY17 Budget
As of 05/24/16

Total Expenses	\$1,445,896
-----------------------	--------------------

Advertising		\$3,030
Administrative	300	
ACCD	300	Regional Plan & Municipal Plan Approval hearings
Community Development	550	
Municipal	0	
Natural Resources	0	
Public Safety	1,730	Annual flood insurance awareness; LEPC; Haz Mit Plans
Transportation	150	
Consultants		\$441,930
Admin	0	
ACCD	0	
Brownfields	200,000	Site assessments and corrective action planning
CDBG 18 Elevation	60,000	Flood model
FY16 ERP Stormwater Masterplan	85,000	3-town project
Northfield Village Green ERP FY16	96,930	Stormwater installation
Copy / Print		\$5,550
Lease	5,100	
Color Copies	325	Regional Plan
Property Tax	125	
Dues / Memberships / Sponsorships		\$10,520
VAPDA	6,050	Increased for special projects
VT League of Cities & Towns	760	
Nat'l Assoc. of Development Orgs	2,000	
Assoc. of State Floodplain Managers	240	Certified Floodplain Manager exam & ASFPM membership
VT Community Development Assoc.	50	
VT Planners Assoc.	150	7 staff
American Planning Association	270	Salary based
Conference/Workshop Sponsorships	1,000	Estimated 2-4 at \$250-500 each
Equipment / Furniture		\$7,420
Capital: Non-Billable	2,000	computers 2@1000 (FOM, ED)
Capital: Billable	4,700	computers 1@1000 ea (EM); booster antennae 3700
Office Furniture	720	File cabinets for FOM office
Office Equipment	0	
Other	0	
Equipment Repair & Service		\$1,220
Telephone System	300	
Repair & Service	920	Traffic counter repair

Central Vermont Regional Planning Commission

FY17 Budget

As of 05/24/16

Total Expenses		\$1,445,896
Fringe Benefits		\$222,357
FICA	34,370	Medicaid & Social Security taxes
Health Ins.	103,127	Budgeted 10% premium increase for CY17
Dental Ins.	7,764	
Vision Ins.	0	Not provided
Retirement	22,464	5% of salary
Disability Ins.	920	
Life Ins.	3,551	
Unemployment Ins.	1,039	Anticipated increase at mid-year reconciliation
Workers Comp Ins.	1,752	Anticipated increase at mid-year reconciliation
MRVPD Staff Fringe	46,024	FICA, retirement, health, dental, life, disability, workers comp ins, unemployment ins
Cross Vermont Trail Staff Fringe	1,346	FICA, workers comp ins, unemployment ins
Insurance		\$1,517
General Liability (Property/Vehicle/Fire)	1,517	Policy includes Public Officials Liability
Interest		\$10
Meeting / Programs		\$13,833
Admin	7,000	professional development; 2000 formal dinner for 50th celebration
ACCD	4,200	300 educational workshops; 775 Commission mtgs; prof dev
Energy Planning	300	
Brownfields	450	in-state trainings, EPA conference
Municipal	0	
Natural Resources	200	
Public Safety	533	LEPC meetings, Haz Mit Plans
Transportation	1,150	TAC & project mtgs, professional development
Office Rent / Utilities / Repairs		\$42,859
Rent	41,059	Lease through 09/30/2020; 1-year notice
Office Cleaning	1,680	140/mo
Repairs & Other Maintenance	120	
Other Expense		\$1,248
Miscellaneous	300	Gifts, non-billable fees, etc.
LEPC storage rental	948	
Payroll		\$582,542
Gross Pay	449,285	8 FTE plus intern; includes raises & bonuses
Overtime	5,000	New US DOL law reclassifies 3 employees as non-exempt
	109,799	MRVPD pass through
	17,600	Cross VT Trail pass through
	858	direct deposit fees

P 38
Central Vermont Regional Planning Commission
FY17 Budget
As of 05/24/16

Total Expenses		\$1,445,896
Postage		\$3,000
Postage Machine	700	175/qtr meter lease
Postage	2,300	1500/year; Regional Plan
Professional Services		\$47,930
Audit	10,500	Single Audit not anticipated
Bookkeeping	16,480	CPA training of and audit assistance to Finance/Office
Benefits Administration	250	Section 125 Cafeteria Plan
IT/Computer	5,500	
Legal	3,100	1000 general contract/personnel; 1000 Personnel Policy review; 600 Brownfields; 500 CDBG
Staff Training	10,000	High impact presentations 2-day workshop (all staff)
Videography	2,100	175/mo for Commission meetings
Reserve Contribution		\$16,300
General	6,300	
Equipment/Capital	10,000	Server due for replacement in FY18
Office Renovation	0	
Software / Licences		\$6,080
ESRI GIS License	3,600	1600 single; 1500 concurrent; 500 Spatial Analyst
Intuit Quickbooks Pro	519	Annual service plan
Microsoft Exchange 365	562	Remote access (email)
Tech Soup	318	Quickbooks license 1 @ 50; Adobe Standard 4 @ 55 each; Antivirus 12@4
Log Me In	349	Remote access
Community Remarks	280	Community outreach map for Regional Plan
Network Solutions	352	CVRPC & Plan Central VT websites
Domain Name	100	Sovernet
Subscriptions		\$2,941
Times Argus	190	e-subscription
Valley Reporter	22	e-subscription
Front Porch Forum	2,160	Allows postings to 23 forums in the region (outreach tool)
HRHero.com	329	VT Employment Law Letter (human resource law updates)
E-marketing	240	e-marketing (newsletter, workshop notices, etc.)
Supplies - Office		\$5,350
General Office	3,500	
GIS	1,200	
Water	650	

P 38
Central Vermont Regional Planning Commission
FY17 Budget
 As of 05/24/16

Total Expenses		\$1,445,896
Supplies - Billable		\$2,570
ACCD	1,740	Economic data
Municipal	0	
Economic Development	0	
Public Safety	500	
Natural Resources	30	
Transportation	300	traffic counting
Telephone / Internet		\$6,480
Telephone Lease	5,100	
Internet Service	1,380	2-year contract ends
Travel		\$21,209
Administrative	5,000	VAPDA & other mtgs
ACCD	4,540	Municipal & State meetings
Community Development	2,100	Brownfields trainings and site visits; energy outreach
Municipal	560	Municipal contract meetings
Natural Resources	625	Trainings
Public Safety	2,084	Site visits, meetings
Transportation	6,300	TPI 4950; BBR Rd Erosion 1350

CENTRAL VERMONT REGIONAL PLANNING COMMISSION**Reserve Fund**

As of 05/24/16

Reasons for Reserve Fund:

- to ensure the Commission can continue to provide a useful level of services in times of tight budget years;
- to provide for emergency funds, should they be needed;
- to ensure sufficient funding to close down, should that ever be the case.

Recommendation: 6 months minimum operating expenses***\$386,457.43****Current Reserves: \$11,186**

\$11,186 Unrestricted/Unassigned - general reserves

\$0 Unrestricted/Committed - emergency equipment purchases & other capital expenses

\$0 Unrestricted/Committed - accrued compensated absences (liability for Vacation and Sick time)

Balance (+/-): (\$375,272)**Minimum Monthly Expenses:****Total \$64,410**

Equipment	\$618
Fringe Benefits	\$14,582
Insurance	\$126
Office Rent/Utilities	\$3,572
Other Expense	\$104
Payroll	\$37,440
Postage	\$250
Printing/Copies	\$463
Prof Services	\$3,994
Software (licenses)	\$507
Supplies	\$446
Telephone/Internet	\$540
Travel	\$1,767

Recommendations

1. During this year, contribute \$16,300 to existing reserves.
2. Recommended set aside should be reviewed at mid-year and adjusted as needed.



Central Vermont Regional Planning Commission

FY2017 Workplan

Introduction

The Central Vermont Regional Planning Commission (CVRPC) leverages the power of working together to enhance the vitality and prosperity of Central Vermont communities and residents. CVRPC's professional, skilled staff expands local capacity, and works to link local, state, and federal visions for the future. This Workplan is the Commission's annual statement of planned activities.

CVRPC is one of eleven Commissions in Vermont. CVRPC operates under the Vermont Municipal and Regional Planning and Development Act (V.S.A. Title 24, Chapter 117) and its adopted bylaws. All municipalities, by law, are members. However, active municipal participation in CVRPC affairs is voluntary.

The Central Vermont Regional Planning Commission Board of Commissioners governs its policies and activities. Commissioners are appointed by the Region's 23 municipalities. The Central Vermont Regional Planning Commission:

- ❖ conducts regional planning programs;
- ❖ assists our municipalities through education, technical assistance, grants and funding and aids them in their planning efforts as authorized by Vermont planning laws;
- ❖ serves as a center of information and as a resource to support the region and its municipalities' interest, growth patterns, and common goals; and
- ❖ provides a forum for discussion of issues which cross municipal boundaries, are regional in nature and/or unique to our area of the state.

Finance

Funding for the Commission's \$1.4 million budget comes from a combination of core sources, special projects, and town appropriations. In FY2017, this includes:

- ❖ \$71,537 - Town appropriations (5%);
- ❖ \$272,253 - Agency of Commerce and Community Development (19%);
- ❖ \$224,571 - Agency of Transportation (15%);
- ❖ \$35,261 - Division of Emergency Management (2%); and
- ❖ \$687,972 - special project contracts (47%).

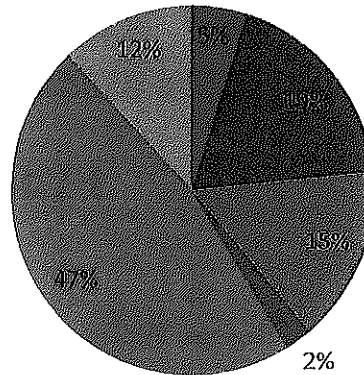
The Commission also provides payroll and benefit services to the Mad River Valley Planning District and Cross Vermont Trail, resulting in pass through funds total \$174,856.

Town appropriations total less than 5% of CVRPC's budget. Yet, this critical investment in regional shared staffing leverages the majority of special project and transportation planning funds that benefit municipalities.

The Commission's yearly audit is posted to its website, www.centralvtplanning.com, as audits are completed.

The Commission has a four-year plan for equipment upgrade and replacement and maintains a long-term reserve fund. These resources help to cushion the impact of fluctuating funding and help to preserve the Commission's ability to provide services.

FY2017 Budget Sources



Regional Planning



CVRPC continues its work to create *Plan Central Vermont: Shaping Our Region From the Ground Up*. This planning process is bringing together residents, elected leaders, the professional community, and community-based organizations in a conversation around how to best address issues and ensure the long-term health and vitality of the Central Vermont Region. The Plan builds on past regional planning efforts and looks towards the future using the vision created through public engagement.

In FY2017, CVRPC continues its partnership with SerVermont to host an AmeriCorps VISTA member. The VISTA member will work to integrate aspects of poverty alleviation into *Plan Central Vermont* by developing, promoting and implementing various stakeholder and community engagement activities.

CVRPC's statutory duties include participating in Act 250 and Section 248 project review, and completing regional approvals of municipal plans upon request of municipalities. Through its participation, CVRPC aims to positively shape development and support municipal and regional growth goals. Regional approvals verify that a municipal plan addresses all elements and State goals required by statute. Municipalities with regionally approved plans are eligible for certain State grants.

CVRPC comments on State and Federal Agency plans and proposals so regional and local viewpoints are considered and policy issues are informed by RPC research and analysis. In FY2107, CVRPC anticipates providing a Central Vermont perspective for the Vermont's Forest Fragmentation approach, State discussions about the infrastructure needed to support economic development in downtowns and village centers, the State Planning Manual, Vermont's Comprehensive Energy Plan update, and other opportunities that may arise.



CVRPC coordinates activities with other organizations within the region and represents the interests of the Region on commissions, committees, and boards including: Central Vermont Economic Development Corporation, Green Mountain Transit, VT GIS Enterprise Consortium, Urban &

Community Forestry Program, Transportation Alternatives Program, and VT Association of Planning & Development Agencies.

Education & Trainings

CVRPC provides opportunities for its Commission and municipalities to learn about pertinent topics. In FY2017, CVRPC will sponsor or present multiple workshops, such as:

- ❖ Planning for Economic Development;
- ❖ Village Center/Vermont Neighborhood;
- ❖ Housing
- ❖ Essentials of Land Use Planning and Regulation;
- ❖ Hazard mitigation plans;
- ❖ Essentials of Land Use Planning;
- ❖ Resiliency and/or water quality, such as municipal plan requirements for flood resiliency, ERAF requirements, river corridor procedures for Act 250, or VANR stream emergency protection measures; or
- ❖ other municipally-requested topics.



CVRPC will also publicize and host statewide trainings delivered at the regional level.

CVRPC produces a newsletter that contains information about ongoing events as well as technical assistance and general education. CVRPC hosts a Facebook page and both Commission and Plan Central Vermont websites, and it writes the Plan Central Vermont blog.

Municipal Assistance

CVRPC assists local communities and their boards/committees to achieve their community visions and goals. Our Geographic Information Systems (GIS) mapping and analysis capabilities are an integral part of ongoing projects at the Commission, as well as a standalone area of work.

Throughout the year, municipalities identify areas of assistance, including the following FY2017 efforts:

- ❖ *Barre City* - Flood resiliency implementation; local hazard mitigation plan; Brownfields technical assistance/potential assessment; Stormwater Master Planning; Local Emergency Operations Plan.
- ❖ *Barre Town* - Manhole inventory attribution; local hazard mitigation plan; road erosion inventory; S.230 energy planning (tentative); assess Middle Rd in the High Risk Rural Road Program; Stormwater Master Planning; Local Emergency Operations Plan.
- ❖ *Berlin* - Town Plan update; New Town Center designation planning; S.230 energy planning (tentative); culvert inventory; Parcel Mapping Web Site; Local Emergency Operations Plan.

- ❖ *Cabot* - Local hazard mitigation plan; CDBG grant writing assistance; Parcel Map Assistance; Local Emergency Operations Plan.
- ❖ *Calais* - Town Plan review/update assistance; culvert inventory; Local Emergency Operations Plan.
- ❖ *Duxbury* - Ridge-to-River stormwater assistance; culvert inventory; road erosion inventory; Local Emergency Operations Plan.
- ❖ *East Montpelier* - Village master plan and zoning assistance; Town Plan consultation; culvert inventory; Local Emergency Operations Plan.
- ❖ *Fayston* - Ridge-to-River stormwater assistance; local hazard mitigation plan; requested review of LUR revisions; assess German Flats Road in the High Risk Rural Road Program; Local Emergency Operations Plan; Capital Budget update.
- ❖ *Marshfield* - Zoning update assistance; grant writing assistance; Local Emergency Operations Plan.
- ❖ *Middlesex* - Local hazard mitigation plan; Town Plan consultation; road erosion inventory; Local Emergency Operations Plan.
- ❖ *Montpelier* - Brownfields technical assistance/potential assessment; Town Plan consultation; culvert inventory; participate in the Complete Streets Design Guidelines; Local Emergency Operations Plan.
- ❖ *Moretown* - Ridge-to-River stormwater assistance; road erosion inventory; Local Emergency Operations Plan.
- ❖ *Northfield* - Stormwater project implementation and funding assistance; brownfield area wide assessment assistance; local hazard mitigation plan; Local Emergency Operations Plan.
- ❖ *Orange* - Local hazard mitigation plan; road erosion inventory; Town Plan consultation; Local Emergency Operations Plan.
- ❖ *Plainfield* - Local hazard mitigation plan update; River Corridor Assistance; Stormwater Master Planning; Local Emergency Operations Plan.
- ❖ *Roxbury* - Local hazard mitigation plan; Local Emergency Operations Plan.
- ❖ *Waitsfield* - Ridge-to-River stormwater assistance; local hazard mitigation plan; road erosion inventory; Local Emergency Operations Plan.
- ❖ *Warren* - Ridge-to-River stormwater assistance; S.230 energy planning (tentative); Town Plan update; participate in the Sugarbush Access Road bicycle and pedestrian study; Local Emergency Operations Plan; Capital Budget update.
- ❖ *Washington* - Library accessibility grant administration; Town Plan consultation; culvert inventory; Local Emergency Operations Plan.
- ❖ *Waterbury* - River Corridor Zone Assistance; local hazard mitigation plan; Town Plan consultation; Local Emergency Operations Plan.
- ❖ *Williamstown* - Town Plan implementation assistance; culvert inventory; Local Emergency Operations Plan.
- ❖ *Woodbury* - Town Plan update; Country Store buyout/Brownfields technical assistance; potential assessment; Local Emergency Operations Plan.
- ❖ *Worcester* - Local hazard mitigation plan; Town Plan consultation; Local Emergency Operations Plan.

Transportation

Transportation investments fuel growth in Central Vermont. CVRPC staff works closely with the Transportation Advisory Committee (TAC) to advise the Vermont Agency of Transportation regarding regional transportation needs through the Transportation Planning Initiative. Significant projects for FY2017 include: municipal assistance to meet requirements of the VT Clean Water Act, preparing transportation resiliency analysis, participating on the Green Mountain Transit board during a transit system redesign effort, and hosting workshops for road foremen.

CVRPC conducts traffic, turning movement and bicycle and pedestrian counts, culvert and road erosion inventories, and park-and-ride lot capacity surveys for the Region's facilities. This work provides hard data to accompany local knowledge, positioning municipalities to secure funds that augment municipal budgets and enabling informed decision making.

CVRPC staff extends municipal capacity by connecting municipalities to State resources and providing technical assistance, such as coordinating Road Safety Audits and High Risk Rural Road analysis to identify short-term road safety improvements for crash sites. We also assist with Better Back Roads and Transportation Alternatives Program grant applications.

In FY2017, CVRPC will also assist four communities to conduct road erosion inventories and build capital budgets for project implementation through the Vermont Better Back Roads Program. The Program's goal is to promote the use of erosion control and maintenance techniques that save money while protecting and enhancing Vermont's lakes and streams.

Emergency Management

CVRPC has continued working with communities and other partners to increase the resiliency of roads, bridges, and neighborhoods and to enhance community preparedness in the aftermath of 2011 flood events. In FY2017, CVRPC will:

- ❖ provide technical assistance to communities on flood hazard mitigation projects;
- ❖ assist municipalities with Local Emergency Operation Plan development and updates;
- ❖ updated Hazard Mitigation Plans for at least 9 municipalities;
- ❖ staff the State Emergency Operations Center during severe weather events to connect municipalities with resources and increase awareness of road closures;
- ❖ increase knowledge through trainings and workshops, such as: Incident Command Systems courses and the State Emergency Preparedness Conference; and
- ❖ provide administrative and staff support to the Local Emergency Planning Committee (LEPC #5), which works to plan for chemical emergency prevention and response.

CVRPC assists communities with emergency management and public safety using funding from the Vermont Division of Emergency Management and Homeland Security and the Federal Emergency Management Agency

Brownfield Redevelopment

Brownfields are properties that are abandoned or underused due to the suspicion of contamination by either hazardous substances or petroleum products. These sites would likely be viable commercial, industrial, housing or green space properties if they could be cleared of suspected contamination. CVRPC's Brownfields Program supports environmental assessments and site redevelopment planning that can level the playing field for public, private, and non-profit investors who wish to locate in the heart of our communities.

CVRPC's Brownfield Program:

- ❖ expands housing choices and supports downtown vibrancy;
- ❖ fosters workforce training opportunities for disadvantaged youth;
- ❖ preserves history and creates public parks;
- ❖ advances community connections through community paths and public transit;
- ❖ grows community knowledge about risks and hazards of contamination; and
- ❖ engages local governments in decisions about brownfield assessments and redevelopment initiatives.



Watersheds

CVRPC continues to be active in water quality and river management activities in the Region. Many of these activities are aimed at assisting municipalities to protect critical infrastructure like roads, bridges, and water/sewer lines and restoring floodplain areas. In FY2017, CVRPC will:

- ❖ work with municipalities to identify, develop and fund projects that mitigate conflicts between infrastructure and streams;
- ❖ work with communities on understanding requirements for participation in the National Flood Insurance Program (NFIP) and its Community Rating System, a voluntary incentive program that rewards community floodplain management activities that exceed the minimum NFIP requirements through flood insurance premium rate reductions for community residents and businesses;
- ❖ build on river assessments by compiling and prioritizing mass failures, landslides, and gully locations to better understand what makes some of these location more active than others;
- ❖ support a five-town planning effort aimed at reducing stormwater impacts using regulatory and non-regulatory approaches. CVRPC will participate in the project task force, advance land use planning initiatives in partnership with the Mad River Valley Planning District, and foster implementation of priority recommendations from CVRPC's Mad River Valley transportation resilience study; and
- ❖ pilot a template procedure for collecting data and local input to update and revise the Statewide River Corridor base layer.

Energy Planning

In FY2017, the Commission will begin development of a Regional Energy Plan, an effort funded through the Vermont Public Service Department. The project focuses on accomplishing the Vermont's energy goal of having renewable energy sources provide 90% of the state's total energy demand by 2050.

Vermont Energy Investment Corporation (VEIC) has create a model that would enable the State to meet 90% of its regional energy demand through renewable sources by 2050. CVRPC will work with VEIC to develop a regional model to provide CVRPC with information about what future energy demand in the region may look like in 35 years, and how the state goal would look from a regional perspective. It will also provided CVRPC with information about how much additional renewable energy would ideally be generated in the region to ensure that the State meets its renewable energy goals.



© Can Stock Photo · csp15354157

Another key element of the project is to analyze siting of renewable energy generation facilities in Central Vermont. CVRPC will host meetings to gather public input on the topic of siting. The meetings will provide an opportunity for the public to contribute to the conversation about the siting of renewable energy generation facilities and to discuss their implications, both positive and negative, upon the region and the state.

CVRPC intends to have the future Regional Energy Plan clearly identify areas in the region appropriate for renewable energy generation facilities development. The project will also focus upon creating specific regional goals and actions to be accomplished for the State's energy goals.

CVRPC will participate in the Public Service Department's effort to develop guidance for local and regional energy plans. For local communities desiring to take advance of the substantial deference provision in S.230, CVRPC will provide comprehensive energy planning services.

GIS Services

CVRPC provides fee-for-service Geographic Information System (GIS) services to member municipalities and non-profit partners. GIS mapping analysis helps our partners understand and visualize data to make decisions based on the best information.

CVRPC welcomes additional requests for assistance throughout the year. Requests are filled on a first come, first served basis based on staffing capacity.

Fiscal Services

CVRPC provides a variety of fiscal services to local organizations and non-profits. CVRPC provides payroll services and staff support to the Wrightsville Beach Recreation District, payroll and bookkeeping services for the Mad River Valley Planning District, bookkeeping services to the Mad River Resource Management Alliance, and fiscal agent services for Local Emergency Planning Committee #5.

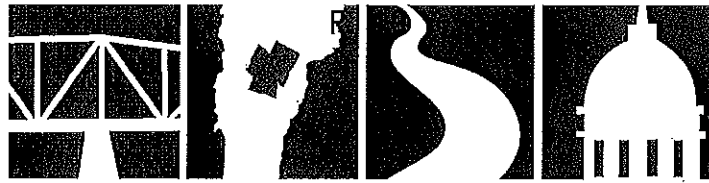
Board of Regional Commissioners

<i>Barre City</i>	<i>Janet Shatney</i>
<i>Barre Town</i>	<i>Byron Atwood, Chair</i> <i>Mark Nicholson, Alt.</i>
<i>Berlin</i>	<i>Bob Werneck</i>
<i>Cabot</i>	<i>Dick Payne</i>
<i>Calais</i>	<i>Paul Rose</i> <i>John Brabant, Alt.</i>
<i>Duxbury</i>	<i>Brian Fitzgerald</i> <i>Alan Quackenbush, Alt.</i>
<i>E. Montpelier</i>	<i>Julie Potter, Vice Chair</i> <i>Jack Pauby, Alt.</i>
<i>Fayston</i>	<i>Carol Chamberlin</i>
<i>Marshfield</i>	<i>VACANT</i>
<i>Middlesex</i>	<i>Ron Krauth</i>
<i>Montpelier</i>	<i>Tina Ruth, Secretary</i> <i>Kim Cheney, Alt.</i>
<i>Moretown</i>	<i>Dara Torre</i>
<i>Northfield</i>	<i>Laura Hill-Babanks</i>
<i>Orange</i>	<i>George Malek</i>
<i>Plainfield</i>	<i>David Strong, Treasurer</i> <i>Robert Atchinson, Alt.</i>
<i>Roxbury</i>	<i>Gerry D'Amico</i>
<i>Waitsfield</i>	<i>Don La Haye</i> <i>Harrison Snapp, Alt.</i>
<i>Warren</i>	<i>Camilla Behn</i>
<i>Washington</i>	<i>Gary Winders</i>
<i>Waterbury</i>	<i>Steve Lotspeich</i>
<i>Williamstown</i>	<i>Larry Hebert</i>
<i>Woodbury</i>	<i>Michael Gray</i>
<i>Worcester</i>	<i>Bill Arrand</i>



FY2017 CVRPC Staff

<i>Bonnie Waninger</i>	<i>Executive Director</i>
<i>Bonnie MacBrien</i>	<i>Finance & Office Manager</i>
<i>Steve Gladczuk</i>	<i>Senior Transportation Planner</i>
<i>Dan Currier</i>	<i>GIS Manager</i>
<i>Ashley Andrews</i>	<i>GIS Planner</i>
<i>Eric Vorwald</i>	<i>Senior Planner</i>
<i>Gail Aloisio</i>	<i>Assistant Planner</i>
<i>Laura Ranker</i>	<i>Emergency Planner</i>
<i>Sarah McShane</i>	<i>Regional Planner</i>
<i>Marianne Wolz</i>	<i>AmeriCorps VISTA</i>



Central Vermont Regional Planning Commission

BOARD OF COMMISSIONERS

June 14, 2016 at 7:00 pm

Central VT Chamber of Commerce

Paine Turnpike South, Berlin

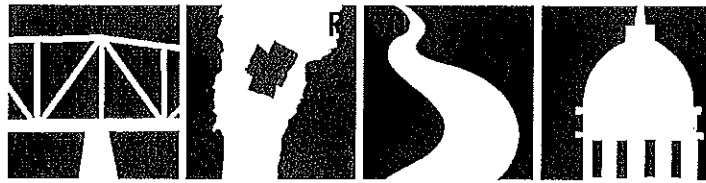
(Coming off the interstate at exit 7, turn left at the first light.

At the next crossroads, the Chamber is on your left. It is the light yellow building.)

AGENDA

<u>Time</u>	<u>Description</u>
7:00	Public Hearings <ul style="list-style-type: none">— Williamstown Plan— 2016 Regional Plan
7:10	Adjustments to the Agenda Public Comments
7:15	Regional Approval of Town Plan and Confirmation of Planning Process – Williamstown (enclosed)*, <i>Eric Vorwald</i>
7:20	2016 Regional Plan (enclosed)*, <i>Eric Vorwald</i> Discussion of public and Commissioner comments. Decisions on Plan changes, as needed.
7:50	Meeting Minutes - May 10, 2016 (enclosed)*
7:52	Staff Reports (enclosed) and any updates
7:55	Executive Director's Report (enclosed) and any updates
8:05	Central VT Economic Development Corporation Report , <i>Sam Andersen</i>
8:10	Central VT Chamber of Commerce Report , <i>Bill Moore</i>
8:15	Collaboration Proposal - Bright Blue Media , <i>Victor Guadagno</i> (enclosed)* Bright Blue Media is requesting a collaboration with CVRPC to apply permaculture design principles on a regional scale in Central Vermont. Collaboration would include free GIS services and staff services from CVRPC.
8:40	FY17 Municipal Assistance Report (enclosed) Commissioner input on CVRPC FY17 municipal assistance.
8:50	CVRPC Committees (enclosed), <i>Julie Potter</i> Discussion of committee purpose and makeup in advance of July Commissioner assignments.
9:00	Adjournment

* denotes anticipated action item



Central Vermont Regional Planning Commission

Draft FY 2017 Meetings

Executive Committee*

July 5, 2016 (Tuesday)
Aug 1 - no meeting
Sept 6 (Tuesday)
Oct 3
Oct 31
Dec 5
Jan 2, 2017
Feb 6
Mar 6
Apr 3
May 1
June 5

Board of Commissioners

July 12, 2016
Aug - no meeting
Sept 13
Oct 11
Nov 8
Dec 13
Jan 10, 2017
Feb 14 (Valentine's Day)
Mar 14
Apr 11
May 9 – annual meeting
June 13

*When a regular Committee meetings occurs on a holiday, the meeting date has been shifted to Tuesday.