



# Central Vermont Regional Planning Commission

## EXECUTIVE COMMITTEE

July 5, 2017

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

Note: People's Bank is expected to be at CVRPC beginning at 3:45 pm to obtain signatures for CVRPC's bank accounts. Officers are requested to arrive between 3:45-4:00 pm to sign forms.

### Page AGENDA

	4:00 <sup>1</sup>	Adjustments to the Agenda
	4:05	Public Comment
2	4:10	Meeting Minutes (enclosed) <sup>2</sup>
5		a) June 5, 2017
		b) June 13, 2017 (two meetings)
7	4:15	Financial Report (enclosed) <sup>2</sup>
15	4:20	Contract/Agreement Authorization (enclosed) <sup>2</sup>
17		a) Northwest Regional Planning Commission – Local Energy Planning Amendment
		b) VT Department of Environmental Conservation - Municipal Class IV Road Remediation and Demonstration Project
19	4:30	Brownfield Program Authorizations <sup>2</sup>
		a) Woodbury General Store
23		b) Montpelier Union Elementary School (enclosed)
26	4:45	5-Year Strategic Goals and FY18 Activities (enclosed) <sup>2</sup>
		Final draft for approval
33	5:00	FY18 Budget and Work Plan (enclosed) <sup>2</sup>
		Final draft for adoption.
	5:15	Transportation Planning Initiative (enclosed) <sup>2</sup>
53		TAC and Commission approval required prior to VTrans submission.
65		a) FFY17 Budget Adjustment for agreement amendment
		b) FFY18 Work Program and Budget for agreement drafting
	5:30	Administrative Services Agreement and Leased Employees
		Update on discussions with organizations served.
77	5:45	Commission Meeting Agenda (enclosed) <sup>2</sup>
	5:50	Anticipated Executive Session <sup>2</sup>
		a) 1 V.S.A §313(3), Personnel
		b) 1 V.S.A §313(1)(A), Contracts
	6:30	Adjourn

<sup>1</sup> All times are approximate unless otherwise advertised

<sup>2</sup> Anticipated action item

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Executive Committee

DRAFT Minutes

June 5, 2017

Present:

<input checked="" type="checkbox"/> Byron Atwood	<input checked="" type="checkbox"/> David Strong	<input type="checkbox"/> Laura Hill-Eubanks
<input checked="" type="checkbox"/> Julie Potter	<input checked="" type="checkbox"/> Don La Haye	<input checked="" type="checkbox"/> Larry Hebert
<input type="checkbox"/> VACANT		

Staff: B. Waninger, B. MacBrien

Guest: Jerry Di'Amico

Chair B. Atwood called the meeting to order at 4:00 pm.

**Adjustments to the Agenda**

B. Waninger recommended action items be moved to the front of the agenda to accommodate David Strong's need to leave at 5:30pm. The Committee agreed.

**Public Comment**

None.

**Consent Items**

J. Potter requested the minutes be removed from the consent agenda.

*J. Potter moved to accept the Executive Director's Report as presented; D. Strong seconded. Motion carried.*

**May 1, 2017 Meeting Minutes**

Potter requested clarification on the change to the minutes. Waninger clarified that La Haye had requested "that at the time of the CVRPC/CVEDC merger discussion" be added between "mentioned" and "the MRVPC" on line 21. B. Atwood noted the adjournment time was 5:26pm.

*J. Potter moved to accept the May 1, 2017 meeting minutes as amended; D. La Haye seconded. Motion carried.*

**Financial Report**

B. MacBrien provided highlights from the financial report. B. Atwood asked about cash flow. MacBrien noted staff was managing cash carefully.

*J. Potter moved to accept the report as presented; D. La Haye seconded. Motion carried.*

**Reserve Account**

B. MacBrien described her research and recommendation regarding reserve accounts. The Committee discussed the account, its opening balance, and whether the Commission should have all its assets in one bank.

*L. Hebert moved to approve the establishment a reserve fund via a money market account with Northfield Savings Bank; J. Potter seconded. Motion carried.*

**Administrative Services and Leased Employees**

Waninger provided an update on her discussions with the Mad River Valley Planning District, Mad River Resource Management Alliance, Cross Vermont Trail, and Wrightsville Beach Recreation District. J. Di'Amico noted he had been unaware that the Commission provided free services to the Alliance. He had spoken with the Selectboard Chair.

**FY18 Meetings**

Waninger requested the Committee review the FY18 meeting dates. She specifically asked whether the July 3 Executive Committee meeting should be moved, and whether the Commission should meet in August. The Committee asked that Waninger poll the newly elected Executive Committee about the July 3 date. The full Commission will not meet in August. Atwood noted the July 1 Commission meeting should be July 11.

**Bank Accounts and Line of Credit**

Line of Credit – Waninger explained that People's United Bank is requiring a letter from CVRPC certifying who is authorized to sign on behalf of the organization for a business line of credit.

*D. D. Strong moved to authorize the Chair, currently Byron Atwood, to sign the line of credit on behalf of CVRPC and to sign the authorization letter as presented; J. Potter seconded. Motion carried.*

Resolution for Account Signatories – Waninger explained the purpose of the resolution was to allow her to have the bank prepare a new signature card for CVRPC's accounts so signatures could be obtained valid when new officers were installed. This will facilitate a smooth transition.

*L. Hebert moved to adopt the resolution as presented; D. La Haye seconded. Motion carried.*

**Procurement Policy**

Waninger explained that VTrans finance staff has questioned RPC procurement policies related to differences between state procurement requirements and federal requirements. The specific concern was micro-purchase language. VTrans is requiring that RPCs amended their policies by July 1 to include the language provided in the updated policy.

*D. Strong moved to adopt the Procurement Policy as amended; L. Hebert seconded. Motion carried.*

**Commission Meeting Agenda**

*D. La Haye moved to approve the agenda as presented; L. Hebert seconded. Motion carried.*

**Executive Session**

1 V.S.A §313(1)(A), Contracts - None held.

1 V.S.A §313(3), Personnel

*J. Potter moved to enter Executive Session at 5:11 pm to discuss personnel evaluations with the inclusion of the Executive Director; D. Strong seconded. Motion carried.*

*J. Potter moved to exit Executive Session at 6:13 pm; B. Atwood seconded. Motion carried.*

No action was taken.

**Adjourn**

*J. Potter moved to adjourn at 6:14 pm; B. Atwood seconded. Motion carried.*



CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Executive Committee

DRAFT Minutes

June 13, 2017

Present:

☒ Byron Atwood  
☒ Julie Potter  
☐ VACANT

☒ David Strong  
☒ Don La Haye

☒ Laura Hill-Eubanks  
☒ Larry Hebert

Staff: B. Waninger

Guest: None

Chair B. Atwood called the meeting to order at 5:36 pm.

Adjustments to the Agenda

None.

Public Comment

None.

Executive Session - 1 V.S.A §313(3), Personnel

*L. Hill-Eubanks moved to enter Executive Session at 5:37 pm to discuss personnel evaluations with the inclusion of the Executive Director; J. Potter seconded. Motion carried.*

*D. La Haye moved to exit Executive Session at 6:15 pm; L. Hill-Eubanks seconded. Motion carried.*

*J. Potter moved to increase the Executive Director's salary by 3% for F18; D. La Haye seconded. Motion carried.*

Adjourn

*J. Potter moved to adjourn at 6:20 pm; L. Hill-Eubanks seconded. Motion carried.*

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Executive Committee

DRAFT Minutes

June 13, 2017

Present:

<input checked="" type="checkbox"/> Julie Potter	<input checked="" type="checkbox"/> Laura Hill-Eubanks	<input checked="" type="checkbox"/> Michael Gray
<input checked="" type="checkbox"/> Dara Torre	<input checked="" type="checkbox"/> Steve Lotspeich	<input checked="" type="checkbox"/> Don La Haye
<input checked="" type="checkbox"/> Byron Atwood		

Staff: B. Waninger

Guest: None

Chair J. Potter called the meeting to order at 9:00 pm.

Adjustments to the Agenda

None.

Public Comment

None.

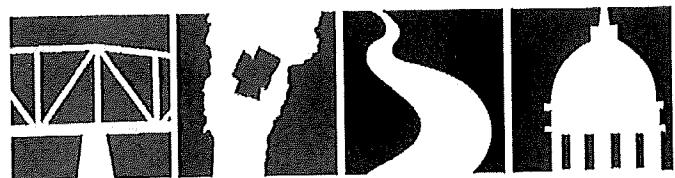
Line of Credit

Due to the change of officers, People's United Bank is requiring a new letter from CVRPC certifying who is authorized to sign on behalf of the organization for a business line of credit.

*B. Atwood moved to authorize the Chair, Juliana Potter, to sign the line of credit on behalf of CVRPC; D. Torre seconded. Motion carried.*

Adjourn

*D. La Haye moved to adjourn at 9:04 pm; D. Torre seconded. Motion carried.*



## Central Vermont Regional Planning Commission

### Financial Report

July 5, 2017

#### May 31, 2017 Summary:

CVRPC's cash flow continues to improve with the ongoing focus on minimizing expense spending where possible and timely submission of accurate invoices. All invoices have been submitted through May 31st.

#### Balance Sheet:

##### Assets:

- Account 1100 Accounts Receivable's aging status is as follows:

	<u>As of 4.30.2017</u>	<u>As of 5.31.2017</u>
0-30 Days	\$ 146,396.84	\$ 34,521.49
31-60 Days	\$ 1,723.00	\$ 67,972.05
61-90 Days	\$ 0.00	\$ 7,847.63
>90 Days	<u>\$ 7,178.22</u>	<u>\$ 3,071.44</u>
<b>Total</b>	<b>\$ 155,298.06</b>	<b>\$ 113,412.61</b>

\$88,945.11 of the \$110,341.17 valid receivables was received in June (approximately 81% of the total outstanding on May 31st). The remaining \$3,071 in the greater than 90 day receivables category is a consequence of multiple incorrect transactions for the same customer in previous fiscal years. Staff continues working to resolve this issue.

##### Liabilities:

- Account 2001 Accounts Payable at \$44,613 is within normal monthly fluctuations. Reimbursable grant/project consultant invoices account for approximately 82% of total May 31<sup>st</sup> payables.

	<u>As of 4/31/17</u>	<u>As of 5/31/17</u>
0-30 Days	\$ 27,329.80	\$ 24,613.00
31-60 Days	\$ 0.00	\$ 20,000.00
61-90 Days	\$ 0.00	\$ 0.00
>90 Days	\$ 0.00	\$ 0.00
<b>Total</b>	<b>\$ 27,329.80</b>	<b>\$ 44,613.00</b>

- Account code 2140 (accrued vacation) increased by approximately \$719 in May which reflects that vacation is generally taken during the summer months. This can be expected to begin decreasing toward the end of this fiscal year.
- Account code 2170 (compensatory time) increased by approximately \$704 since April. Most staff continue to be on track to reduce their liability to zero by the end of the fiscal year. The Executive Director, whose position accounts for the bulk of the liability, has slowed accumulation but has not decreased comp time. It is proving difficult to significantly reduce her accrued comp time payout by the end of the fiscal year.

#### **Profit & Loss Statement:**

##### **Income:**

CVRPC's net income at the end of May is shown as -\$61,551.37 on the Profit & Loss statement. However, due to the limitations of CVRPC's current accounting system as discussed in previous Executive Committee meetings, net income as shown on the Profit & Loss statement is not fully accurate. Until it is fully resolved, \$3,071 in invalid receivables is included in the revenue total. Un-invoiced labor is not shown when accrued. The Profit & Loss statement also does not show the risk of under spending the DCA Core grant that has been already been paid. This will necessitate submitting a plan to ACCD for expending it in the first part of FY18. The Agency has been notified and has expressed understanding of CVRPC's extraordinary circumstances.

Therefore, actual net income for May 31, 2017 is estimated to be -\$64,000.

##### **Expenses:**

Overhead expenses have stayed within budget for the first 11 months of FY 17 but will increase due to increased contractor activity. However, it is expected that overall expenses will remain within the budget for the fiscal year.

**Budget to Actuals:**

**Revenues:**

CVRPC has received 69.8% of its budgeted revenue as of May 31<sup>th</sup>. This is due largely to contractor projects which began to ramp up in April. Natural resource work is behind target because the Department of Natural Resources has not issued contracts for grants awarded last October.

**Expenses**

The Budget to Actual report shows that operational expenses are at 76.1% of the budgeted total. This lower than expected percent is largely due to the consultant budget being only 37% expended. CVRPC will experience a marked uptick in the next few months due to expected contractor activity in multiple projects.

**Looking Ahead:**

Cash flow challenges for the rest of the fiscal year remain from the loss of 2 staff in April, and will require finances to be closely monitored. A number of project contractor invoices will present significant cash outlays over the next three months. However, most of applicable funding agreements allow for invoicing prior to the contractor invoices being due. In addition to the normal quarterly and monthly invoices, several deliverable based invoices will be generated in the final month of FY 2017 which should help generate a positive net income for the year.

As discussed in last month's report, collection of overhead (indirect) costs is under the projected actual cost. VTrans has declined CVRPC's request to modify its FY17 indirect rate but is allowing CVRPC to adjust its FY18 rate upward, instead of waiting until FY 19 for recovery. This should mitigate some of the cash flow challenges.

**QuickBooks Conversion:**

A projected schedule of tasks for the QuickBooks conversion into a new company file is attached. Most of the effort will be completed by June 30<sup>th</sup> in order to have it up and running for FY18. Although it requires a substantial amount of staff time to implement, it will enable CVRPC to have accurate and timely financial reports with much less effort to manage accounting needs.

Respectfully submitted,

Bonnie MacBrien  
Finance and Office Manager

3:31 PM  
06/23/17  
Accrual Basis

Central Vermont Regional Planning Commission  
**Balance Sheet**  
As of May 31, 2017

	May 31, 17
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · Checking	50,397.69
1055 · CD People's United Bank	1,197.27
1070 · Peoples - CDBG Disaster Recover	0.42
Total Checking/Savings	51,595.38
Accounts Receivable	
1100 · Accounts Receivable	113,412.61
Total Accounts Receivable	113,412.61
Total Current Assets	165,007.99
Fixed Assets	
12250 · Accumulated Depreciation	-38,490.00
1800 · Equipment	63,407.25
Total Fixed Assets	24,917.25
Other Assets	
1700 · Deposits	4,415.00
Total Other Assets	4,415.00
<b>TOTAL ASSETS</b>	<b>194,340.24</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 · *Accounts Payable	44,613.00
Total Accounts Payable	44,613.00
Other Current Liabilities	
2110 · State withholding	1,412.39
2135 · LEPC SERC deferred	330.37
2140 · Accrued Vacation	23,059.90
2170 · Accrued Compensatory Time	11,733.43
2200 · Pension Liability	3,291.93
Total Other Current Liabilities	39,828.02
Total Current Liabilities	84,441.02
Total Liabilities	84,441.02
Equity	
3100 · Fund Balance	354,952.91
3200 · Invested in cap	15,812.00
3900 · Retained Earnings	-199,314.32
Net Income	-61,551.37
Total Equity	109,899.22
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>194,340.24</b>

12:19 PM  
06/26/17  
Accrual Basis

Central Vermont Regional Planning Commission  
Profit & Loss  
July 2016 through May 2017

	Jul '16 - May 17
Income	
4050 · DCA Core	255,986.05
4067 · Mad River Corridor Plan	1,089.00
4068 · CCRPC_HMGP_FY16	0.00
4146 · MRVPD Admn	4,354.13
4185 · WBRD Admn	2,600.00
4202 · Town Dues FY 2017	71,537.40
4220 · ECO Northfield SW	8,490.00
4221 · Barre Town Sewer Manholes	3,510.30
4222 · BC/BT/Plainfield Stormwater MP	4,076.00
4223 · Berlin Stormwater Master Plan	2,723.00
4225 · ERP Northfld Village SW	75,590.00
4226 · East Montpelier Master Plan	10,519.41
4233 · LEPC SERC FY17	3,669.63
4401 · BCRC Regional Energy Plan	10,000.00
4410 · Brownfields	18,450.75
4600 · Miscellaneous Income	3,581.15
4601 · MRRMA Reimbursement	14.82
4669 · NRPC Energy	10,900.00
4670 · HMGP MEGA	39,534.91
4670a · HMGP Mega Admin	1,615.53
4671 · EMPG - 15	6,958.60
4671a · EMPG - 16	9,964.46
4673 · Vigilant Guard (EMPG 14)	5,471.56
4683 · CDBG-DR-00018	52,250.00
4684 · CDBG - Washington AM	8,343.50
4700 · Interest Income	8.29
4701 · Minor A/R Charge Off	-72.18
4725 · Plainfield CDBG	749.00
4749.5 · GIS 604B ACRPC	1,818.00
4750 · GIS Project	1,124.49
4810 · Water Quality	20,887.23
4909 · Transportation	126,046.89
4910.5 · Better Back Roads	9,765.70
Total Income	771,558.62
Gross Profit	771,558.62
Expense	
5000 · Personnel	430,237.04
5001 · Staff Relocation Expense	3,000.00
6010 · Health Insurance	69,480.78
6011 · Life Disability Insurance	3,512.42
6012 · CVRPC FICA	30,891.17
6015 · Workmen's comp	3,089.00
6017 · Unemployment Comp	712.00
6018 · Pension Plan	16,157.98
6020 · Bank Fees	55.00
6023 · Cleaning	1,665.00
6040 · Rent	37,637.38
6050 · Telephone	5,702.36
6060 · Postage	2,416.80
6070 · Dues/Pubs/Subs	6,915.11
6080 · Staff Education	769.00
6085a · ACCD - FY17 Core	8,945.66
6086 · CCRPC DEC HMGP	80.31
6087 · Vigilant Guard (EMPG 14) Exp.	54.38
6088 · HMGP - Mega	579.18
6089 · Barre Town man hole map	115.28
6090 · Staff Travel	2,336.99
6092 · EMPG 15	82.30
6092a · EMPG 16	466.75
6097 · LEPC direct expenses	435.60
6100 · Office Supplies	6,807.42
6115 · Copier Lease Payments	4,773.15

12:19 PM

## Central Vermont Regional Planning Commission

06/26/17

## Profit &amp; Loss

Accrual Basis

July 2016 through May 2017

	Jul '16 - May 17
6116 · Copier extra copies	805.42
6140 · Liability Insurance	1,509.00
6160a · Meetings/Programs	367.14
6170 · Miscellaneous	135.00
6171 · Advertising	195.00
6180 · NRPC PDM-C	21.71
6181 · NRPC Energy Training	52.99
6182 · NRPC Energy General TA	6.47
6187 · CDBG-18	50,000.00
6188-17 · Clean Water Act 17	540.16
6188 · Clean Water Act 16	44.82
6190 · Northfield ECO SW	7,834.00
6191 · BC/BT/Plainfield SW MP Expense	11,215.55
6192 · Berlin Stormwater MP Expenses	3,739.05
6195 · Northfld Village SW ERP	48,126.46
6330 · GIS Eqpt/Software	3,600.00
6350 · GIS Supplies	870.46
6400 · Regional Plan	0.00
6450 · East Montpelier MPG	81.94
6521 · BCRC Energy Plan	232.28
6683 · CDBG- Washington AM	304.77
66900 · Reconciliation Discrepancies	-0.51
6825 · SafetyNet/server maintenance	8,338.00
6850 · CVRPC Audit	6,180.00
6855 · Legal Assistance	14,561.87
6860 · Government Relations	3,567.05
7000 · Transportation Direct	7,469.55
7000a · Vtrans TPI Admin	5,648.68
7000d · Vtrans TPI Short Range	1,445.68
7002 · VTrans Better Roads FY 16	307.26
7003 · VTrans Better Roads 17 Roxbury	50.83
7005 · VTrans Better Roads Warren	68.48
7400 · Brownfields expense	16,102.94
7801 · Bad Debt	2,769.88
Total Expense	833,109.99
Net Income	-61,551.37



Central Vermont Regional Planning Commission  
Budget to Actuals as of 5.31.2017

	FY 17	FY 17	FY17
	Budget	Actual	% of Bud
<b>REVENUES</b>	<b>1,382,408</b>	<b>965,220</b>	<b>69.8%</b>
Community Development	172,250	39,351	22.8%
GIS Fee For Service	1,400	1,124	80.3%
Interest	10	8	80.0%
Municipal Contracts	24,849	22,373	90.0%
Natural Resources	286,335	114,673	40.0%
Other Income	183,660	207,212	112.8%
Public Safety	169,488	117,215	69.2%
Regional Planning Funds (ACCD)	271,550	255,986	94.3%
Town Appropriations	71,537	71,537	100.0%
Transportation	201,329	135,813	67.5%
Reserves	0	0	
Line of Credit	0	0	
Minor AR charge off		-72	
<b>EXPENSES</b>	<b>1,348,134</b>	<b>1,026,212</b>	<b>76.1%</b>
Advertising	550	350	64%
Consultants	377,988	138,163	37%
Copy/Print	6,075	5,579	92%
Dues/Memberships	10,167	9,467	93%
Equipment	0		
Equipment Repair/Srvc	550	0	0%
Fringe Benefits	213,530	163,856	77%
Insurance	1,517	1,509	99%
Interest *	10	2,769	27694%
Line of Credit	0	0	
Meeting/Programs	12,289	10,375	84%
Office Rent/Util/Repair	43,054	39,302	91%
Other Expense	3,650	3,190	87%
Payroll	596,002	586,906	98%
Postage	1,900	2,417	127%
Professional Services	31,605	30,167	95%
Reserve Contribution	0	0	
Software / Licenses	7,381	6,027	82%
Subscriptions / Publications	961	771	80%
Supplies - Office	7,820	6,232	80%
Supplies - Billable	7,927	6,509	82%
Telephone / Internet	6,509	5,702	88%
Travel	18,650	6,922	37%
<b>BAL END</b>	<b>34,274</b>	<b>(60,992)</b>	

now includes comp & vacation accrual (\$34,793); XVT PR increase

\* bad debt & reconciliation discrepancies which was not budgeted

Tasks and Schedule for New QuickBooks CVRPC set up		
Task	Start	Completed
	Week of	
1 Upgrade to QuickBooks Pro 2017 & Enhanced Payroll	5.8	5.12
2 Determine naming convention for employees as vendors, vendors, customers & jobs	5.15	5.21
3 Set up company preferences	5.15	
4 Set up vendors - name, address, payment terms, account #'s, 1099 required ?	5.15	6.23
5 Set up expense account codes (based on budget categories)	5.22	
6 Set up revenue account codes (based on budget categories)	5.22	
7 Set up items	5.22	
8 Set up ability to link vendor invoices to items for customer billing	5.29	
9 Set up customers - name, address, payment terms, invoice messages	5.29	
10 Set up customer price lists (ex - GIS maps)	5.29	
11 Set up jobs (grants/programs)	5.29	
12 Set up invoice templates	6.5	
13 Test - vendor entry/customer invoicing	6.5	
14 Set up employees - name, addresss, ss#,	6.5	
15 payroll info - payroll items, direct deposit info	6.5	
16 Set up bank accounts	6.26	
17 Bring over bank balances and uncleared checks as of 6.30.17	7.3	
18 enter FY18 budget	7.3	
19 Set up time keeping import option - on QB & employees computers	7.10	
20 vacation accrual	7.24	
21 sick time accrual	7.31	
22 comp time accrual	8.7	
Tasks completed		
Tasks begun but not yet completed		



**Central Vermont Regional Planning Commission**

**MEMO**

Date: June 19, 2017

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: Contract/Agreement Approvals

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I am requesting Executive Committee approval of the following:

**GRANT AND SERVICE AGREEMENTS**

(Contracts and agreements valued at more than \$25,000)

**Northwest Regional Planning Commission – Local Energy Planning**

**Scope of Work:** Amends Scope of Work to provide custom local energy planning assistance to a fourth municipality – the Village of Waterbury - for development of a local comprehensive energy plan. The Town and Village of Waterbury are creating a joint plan. Performance period is also modified to provide NRPC with time to collate statewide products for delivery to the Public Service Department.

**Funding:**

Grant Amount: \$22,000 (100% state funds)

Amended Amount: \$24,700 (100% state funds)

Match Amount: None required.

**Performance Period:** 10/26/16 – 08/31/17, amended to end 08/15/17

**Staff:** Eric Vorwald (primary) and Pam DeAndrea

**VT Department of Environmental Conservation – Municipal Class IV Road Remediation and Demonstration Project**

**Scope of Work:** This construction demonstration project will address erosion from hydrologically connected roads in Calais, Waitsfield, Woodbury, and potentially other communities. Participating Towns will plan and construction projects that use Best Management Practices associated with the VT Municipal Roads General Permit. CVRPC will provide grant management services, host two municipal training workshops to highlight practices used, and host a train-the-trainer workshop for RPC staff.

**Funding:**

Grant Amount: \$113,000 (100% federal funds)

Match Amount: \$20,000

Match Source: Town cash and cash-in-kind services for construction and materials

**Performance Period:** 07/10/17 – 03/31/18

**Staff:** Dan Currier and Pam DeAndrea. Support may be provided by Planning Technicians or other staff as needed.

**Staff recommends approval of the agreement and amendment.**

**FOR INFORMATION ONLY**

(Contracts and agreements valued at \$25,000 or less and site specific contract addendums for the Brownfields Program)

**Bear Creek Environmental – Mad River Corridor**

**Scope of Work:** Create a River Corridor Plan for the Mad River in Moretown.

**Funding:**

Contract Amount: \$21,982

Funding Source: VT DEC Ecosystem Restoration System (ERP) grant

**Performance Period:** 05/24/17 – 05/31/18

**CVRPC Staff:** Pam DeAndrea

**Notes:**

**NORTHWEST REGIONAL PLANNING COMMISSION  
SUB-GRANT AGREEMENT**

**With  
Central Vermont Regional Planning Commission  
Amendment #1**

**ATTACHMENT A, SCOPE OF WORK AND BUDGET**

**Task 3b: Custom Technical Assistance** is amended as follows:

**Original Language-**

NRPC will ensure the delivery of custom technical assistance to further the goals of Act 174 within each region as follows:

1. CVRPC will provide custom technical assistance to a minimum of three municipalities per region, with the goal of accommodating a diverse selection of municipalities and with consideration given to the need, size, and any other assistance, expertise, or funds available to that municipality. RPCs with a larger region, greater need, and/or more capacity to provide detailed technical assistance may propose to provide assistance to additional municipalities.

**Revised Language-**

NRPC will ensure the delivery of custom technical assistance to further the goals of Act 174 within each region as follows:

1. CVRPC will provide custom technical assistance to a minimum of four municipalities per region, with the goal of accommodating a diverse selection of municipalities and with consideration given to the need, size, and any other assistance, expertise, or funds available to that municipality.

**Deliverable and Payment Schedule** is revised as shown (changes shown in *underlined italics*)

	<b>Task 1</b>	<b>Task 2a</b>	<b>Task 2b</b>	<b>Task 3a</b>	<b>Task 3b</b>	<b>Task 4</b>	<b>Total</b>
<b>Central</b>		2,000	2,000	8,900	<i>8,800</i>	3,000	<i>\$24,700</i>
<b>Deadline</b>	11/30/2016	12/31/2016	2/28/2017	4/30/2017	7/31/2017	<i>8/15/2017</i>	
<b>Expected Payment</b>	1/15/2017	2/1/2017	4/21/2017	6/30/2017	8/31/2017	9/30/2017	

**ATTACHMENT B, PAYMENT PROVISIONS**

The following language is added to the end of section B. Payment Procedures

Deadlines in the scope of work are firm and can only be modified in the case of unexpected circumstances beyond the control of NRPC or SUBRECIPIENT. Failure to complete deliverables by the deadline without prior approval of NRPC may result in a payment penalty of up to 10% reduction in the expected

07/05/17

Executive Committee

Act 174 Assistance Subgrant Amendment #1

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without prior approval of NRPC may result in a payment penalty of up to 10% reduction in the expected payment amount and/or cancellation of the agreement.

**All other provisions of the original agreement remain in place and unchanged.**

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

NORTHWEST

SUBRECIPIENT

REGIONAL PLANNING COMMISSION

Signature: Catherine Dimitruk

Signature: \_\_\_\_\_

Name: Catherine Dimitruk

Name: \_\_\_\_\_

Title: Executive Director

Title: \_\_\_\_\_

Date: 6/8/17

Date: \_\_\_\_\_



## Central Vermont Regional Planning Commission

### MEMO

Date: June 23, 2017

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: Brownfield Program Actions

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The Brownfields Advisory Committee did not have quorum at its June meeting. Action is required prior to the next Committee meeting to facilitate program progress. I am requesting Executive Committee action related to two properties:

- a) Woodbury General Store
  - i. authorize extension of time for the Purchase and Sales Agreement (P&S) signature to July 31, 2017, and
  - ii. authorize limited work on the site assessment prior to execution of the P&S.
- b) Montpelier Union Elementary School
  - i. accept site into program, and
  - ii. authorize up to \$65,000 for a Phase 2 Environmental Site Assessment and Corrective Action Plan, including site redesign, if needed.

Brownfields Program funds are available to add the Montpelier School site. The Woodbury site was allocated funds previously and has been assigned to The Johnson Company.

#### Woodbury General Store

The Woodbury General Store, which operated as a service station during its history, is a frequently flooded property. Located in the heart of the village and over the stream, the structure diverts floodwater through other properties. The property is currently abandoned and a portion of its roof collapsed in April. For more than 3 years, the Town of Woodbury has been working with the Store's property owners to complete a FEMA-funded buyout and floodplain restoration. Multiple State and Federal programs are contributing resources to the project.

Last fall, the property owners and Town requested CVRPC assistance with a brownfields assessment. The assessment will identify any potential issues that need to be addressed so the property purchase and restoration can proceed. The Brownfields Advisory Committee approved the site for enrollment and authorized \$40,000 for assessment and cleanup planning activities.

Relations between the Town and property owners have varied from functional to contentious. The Selectboard has transitioned to new members while the project has been underway. Extended time was required to bring multiple partners and funding sources to the project. Expectations of the owners have not always matched grant regulations. The roof collapse aggravated relations.

In April, communications between the owners and the Town stalled. CVRPC was working to arrange an all-parties meeting for our brownfields contractor to begin work. An email from one of the property owners indicated permission for site access (program requirement) had been modified. I issued a stop-work order, which was reinforced by the Brownfields Steering Committee in May. The Committee directed the work stoppage be maintained until the Purchase and Sales Agreement (P&S) is signed, which was expected to be July 1. The owners subsequently provided clarification in writing that site access is available to CVRPC and its contractor.

Negotiations between the Town and owners have progressed. The Town anticipates the P&S will be signed by July 31. **The Town has requested that the date for the P&S progress be extended to July 31.**

Staff would like to arrange an all-parties meeting with our contractor present. Finding a date can take a month or more given the number of parties involved. **Staff requests that the stop-work order be lifted now so the all-parties meeting can be held in July.** This will allow the site assessment to progress immediately upon execution of the P&S.

Members of the Brownfields Advisory Committee present at the June 19 meeting voiced support for both these actions.

#### Montpelier Union Elementary School (MUES)

Three years ago, the Montpelier Union Elementary School elected to upgrade its playground. A parents group formed to assist with the project and to support fundraising. SE Group was hired for design services. Six months ago, it advised the School of proposed changes to State rules related to development (urban) soils. Development soils may have higher levels of lead and arsenic and of PAHs, a byproduct of incomplete combustion, all of which may have health impacts at certain levels. These contaminants are prevalent in urban areas due to historic development. VT has naturally high levels of arsenic in its soils. Remediating one urban site does not necessarily reduce overall exposure and risk.

The School contracted with The Johnson Company to sample soils for disposal. Composite samples (mixing multiple samples together) were taken. The sampling confirmed development soils were



present. The Johnson Company and VT DEC recommended the School contact CVRPC to request brownfields assistance.

**Staff requests the Committee accept this site into CVRPC's program and approve up to \$65,000 in brownfields funding for the Phase 2 ESA and Corrective Action Planning.** The enclosed document demonstrates how the site meets CVRPC's Site Selection Criteria.

Members of the Brownfields Advisory Committee present at the June 19 meeting voiced support for both these actions.



## Central Vermont Regional Planning Commission

### CENTRAL VERMONT BROWNFIELDS PROGRAM Site Selection Criteria

#### Nominated Site: Montpelier Union Elementary School (MUES)

#### Threshold Criteria

Is the property eligible under U.S EPA regulations? ☒ Yes ☐ No

Due to the rapid evolution of the site's referral to our program, staff has not sought a determination from the EPA yet. However, the property was referred to our program by both the DEC Brownfields Coordinator and the City's contractor, who is experienced with the EPA Brownfields Program. The property meets the definition of a brownfields. Verbal consultation with the EPA Project Coordinator suggested the site would be eligible.

Has the property owner provided site access and agreed to conditions of participation?

☒ Yes ☐ No

Criteria	Comments/Notes
1) Does the applicant have site control?	Yes. The City of Montpelier has owned the site for ~100 years.
2) Is there a prospective purchaser?	Yes. The Montpelier and Roxbury voted to merge school districts in June. The assets of both Districts will be merged into a new district on July 1, 2018. The new District is the prospective purchaser.  The City of Montpelier developed expertise in brownfields redevelopment with the One Taylor

Criteria	Comments/Notes
	<p>Street project, and more recently with the development soils issue at MUES.</p> <p>The School District addressed a significant petroleum spill in 2010. It gained experience in assessment, remediation, and VT's Petroleum Cleanup Fund during that incident and, more recently, through learning about development soils.</p>
<p>3) Site redevelopment potential:</p> <p>a) Are conceptual site plans available?</p> <p>b) Does redevelopment conform to local zoning regulations?</p> <p>c) Other: _____?</p>	<p>SE Group developed plans for the playground improvements (enclosed).</p> <p>The project is in the site plan review process now.</p>
<p>4) Will the site assessment assist in addressing:</p> <p>a) Public health</p> <p>b) Environmental quality/health</p> <p>c) Land use issues (Local &amp; Regional land use goals)</p>	<p>The site assessment will assist in addressing all three criteria. The playground project will include new and expanded recreation opportunities for children and would make improvements to a barren site with soil contamination and stormwater erosion issues. Redevelopment will address development soils issues. The redevelopment project is supported by local and regional land use goals related to fostering sustainable growth and recreational opportunities.</p>
<p>5) To what degree does the site assessment and redevelopment have community and/or municipal support &amp;/or commitments?</p>	<p>The project and site assessment has a high degree of support. Over 400 children use the site every day. Parents and the school have collaborated on the playground project for three years. Contractors were retained for site design, and the Playground Project Committee worked with the contractors. Two Contractors were retained for site design. The project received the largest grant ever awarded by VT's Land and Water Conservation Fund in 2015. Both the School District and two private donors have contributed funds. Two special events were held to raise funds.</p>

Criteria	Comments/Notes
	<p>When the development soils issue was raised six months ago, the District retained contractors for sampling. The District kept parents informed of progress and results via email/news blasts. The Times Argus also published articles.</p> <p>The community is not likely to oppose this project. It assists to ensure a safe and healthy environment for the community's children.</p>
<p>6) Will redeveloping the site offer public benefit, such as:</p> <p>a) Housing,</p> <p>b) Parkland/greenspace,</p> <p>c) Economic development job creation/retention or</p> <p>d) Other: _____?</p>	<p>The site is a public facility and will remain as educational and park land. In addition to school use, the playground is used by the public after school hours and during the summer.</p>
<p>7) Has the owner or developer provided willingness and can provide financial support/in-kind help for cleanup, if it is needed?</p>	<p>The School District has budgeted for redevelopment of the playground and stormwater improvements, including soil disposal. The Facilities Manager indicated the District could bond for cleanup, if needed.</p>
<p>8) Are results achievable?</p> <p>a) Is the project financially feasible?</p> <p>b) Is the timeline realistic?</p> <p>c) Is there commitment from necessary partners (public &amp;/or private)?</p> <p>d) Other _____?</p>	<p>The District divided the project into two phases to assist with feasibility issues. Summer 2017 construction is overly ambitious. Summer 2018 construction is realistic. Construction prior to the school district merger in June 2018 would be ideal.</p> <p>The City Council was approached in May about closing a \$150-200,000 funding gap that would allow Phase 1 to be constructed this summer. While any end-of-year surplus will likely go to roadway reconstruction cost overruns this year, the City Council agreed to keep the playground project in mind if funds were available.</p>

### **Staff Recommendation**

Staff recommends enrolling the property for up to \$65,000 of assessment and remediation planning work. This recommendation includes:

- a Quality Assurance Project Plan (QAPP) and Phase 2 Environmental Site Assessment (ESA) that will define the extent of contamination and whether any remedial action is required,
- a Corrective Action Feasibility Investigation to provide the City and School with available remediation options and estimated costs to facilitate decision making, and
- a Corrective Action Plan that outlines approved remediation choices. Completion of the Plan is expected to include extensive site re-design based on anticipated contamination.

The School District will fund the Phase 1 ESA and a workplan to accelerate the assessment schedule.

### **Enrollment Determination**

Two decisions are requested:

1. Should the property be enrolled into CVRPC's Brownfields Program?
2. If so, what amount of funding is recommended?
  - ☐ Phase 2 ESA - \$40,000 (based DEC workplan requests and contractor cost estimates)
  - ☐ CAFI/CAP with site redesign - \$25,000

Updated By: Bonnie Waninger, CVRPC Executive Director on 06/30/17



## Central Vermont Regional Planning Commission

### MEMO

Date: June 30, 2017  
To: Executive Committee  
From: Bonnie Waninger, Executive Director  
Re: FY18 Strategic Activities

---

In FY16, the Executive Committee approved 5-year strategic goals as statements of what CVRPC desires to achieve through 2021. The goals included strategies and measures to achieve the goals. The strategies and measures were intended to be updated annually as an ongoing plan of action. Due to FY17's extraordinary events, CVRPC did not update or track activities for that year.

For FY18, strategies were refined and activities and measures were targeted to set direction for the upcoming year. The Executive Committee reviewed and recommended changes to the document at its April meeting. Goal 2 was updated to add Activity III and its measures.

I am requesting Executive Committee approval of the final document. It is my hope that this document will refocus CVRPC for FY18. Some activities have been incorporated into staff performance goals; other activities require a team effort. One of the Executive Committee's roles is to monitor the organization's progress through quarterly check-ins.

#### Background

The strategic goals are an outline for action, not a formal strategic plan for CVRPC. The goals:

- **Provide Focus** for the Executive Committee and staff to meet CVRPC's mission;
- **Work to Increase Motivation and Cohesion** by giving staff a direction for excellence and involving them in the outcomes; and
- **Offer Measurability** to gauge progress and determine whether/how the efforts have an impact.

Each goal is followed by strategies designed to assist CVRPC to reach the goals, activities for the fiscal year, and measures to act as goalposts for knowing if we have succeeded annually and made progress during the five year period.

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

**Five Year Strategic Goals**

**FY18 Activities and Measures**

07/05/17

**MISSION**

The mission of CVRPC is to assist member municipalities in providing effective local government and to work cooperatively with them to address regional issues.

**GOAL 1: Enhance Financial Security**

CVRPC retains the financial resources and policies to support its mission and work priorities, and to continue to operate in fiscally challenging times.

Strategies:

- I. Manage organizational budget and project funds in a sustainable and transparent manner
- II. Increase reserve fund to \$200,000 by 2023 (~2.75 months operating reserves)
- III. Refresh and expand policies to strengthen organizational oversight and comply with 2 CFR Part 200 requirements

FY18 Activities and Measures

- I. *Restructure financial system by September 30, 2017*
  - a) Financial tracking and reporting time reduced by ~15%
  - b) Executive Committee receives monthly balance sheet, profit and loss statement, budgets to actuals report, and financial summary report
  - c) Financial system assists staff to complete 95% of projects within budget
  - d) CVRPC maintains unqualified audit reports
- II. *Complete audit annually by October 31*
  - a) Executive Committee reviews audit at November meeting
  - b) Audit and Indirect Rate Proposal submitted annually by November 30
- III. *Develop 5-year plan to reduce administrative costs*
  - a) Plan with targets developed by 09/30/17; plan identifies the most administratively efficient level of expenses for use as direct costs, which is reflected in CVRPC's FY19 Indirect Rate Proposal Cost Policy Statement
  - b) Administrative costs are reduced to the extend practical by 2022
- IV. *Budget \$20,000 contribution to reserve fund for FY18*
  - a) Pro-rated contributions made at least quarterly (\$5,000)
  - b) Reserve fund balance reaches 2023 goal
- V. *Create/update the following policies/procedures:*
  - a) Personnel Policies updated by 09/30/17
  - b) Records Retention and Access Policy updated by 10/31/17
  - c) Administrative and Financial Procedures updated by 12/31/17

- d) Grants Management procedures incorporated into Administrative and Financial Procedures by 06/30/18

VI. *Develop 2 CFR Part 200 training schedule for staff by 12/31/17; implement plan*

- a) Staff acquires and maintains the knowledge and skills required to manage grant-funded projects within federal requirements
- b) Staff contributes to building effective grants management procedures
- c) CVRPC maintains unqualified audit reports
- d) CVRPC achieves unqualified outcomes from program audits

**GOAL 2: Create Operational Excellence**

CVRPC continually builds a workplace and workplace philosophy in which problem-solving, teamwork, and leadership results in the ongoing improvement of the organization.

Strategies:

- I. Build a knowledgeable, professional, and interdisciplinary staff
- II. Strengthen Commissioner understanding of, and participation in, Commission activities and services
- III. Enhance the office environment to support operations and delivery of services

FY18 Activities and Measures:

- I. *Train staff to enhance knowledge and skills*
  - a) Develop a 3-year professional development plan with/for all staff by 02/28/18
  - b) Provide at least three individual professional development opportunities for all staff annually, one of which is outside their current project discipline
  - c) Credential 1-2 staff as Certified Floodplain Managers and/or Certified Planners by 06/30/18
- II. *Enhance team morale*
  - a) Provide on-going visibility for staff accomplishments through CVRPC's communication portals, office celebrations, etc.
  - b) Complete quarterly team building activities, including social events, community tours, learning opportunities, etc.
- III. *Enhance Committee effectiveness*
  - a) Develop consistent Rules of Procedure for all committees by 12/31/17
  - b) Designate chairs for all committees by 09/30/17
  - c) Train chairs on the roles and responsibilities of the chair by 10/31/17
  - d) Notice Commissioners of committee meetings with links to agendas
  - e) Report Committee activities and actions to Commissioners regularly
- IV. *Enhance Commissioner engagement*
  - a) Host new Commissioner training by 07/31/17
  - b) Conduct Commissioner survey regarding Commission meeting effectiveness and understanding of the role of a Regional Commissioner by 08/31/17
  - c) Implement meeting changes and/or develop tools and/or host trainings as needed



- d) Complete and distribute Commissioner Handbook by 09/30/17
- e) Solicit Commissioner input into FY19 workplan development by 01/31/18
- V. *Implement office enhancements to include:*
  - a) Clean and organize office to project a professional work environment 10/31/17
  - b) Develop a furniture replacement schedule by 12/31/17, and budget for its implementation beginning FY19
  - c) Paint walls to increase staff energy and project a more fresh and vibrant organization by 03/31/18

### GOAL 3: Enhance Services

CVRPC focuses on the needs of member municipalities, and continually works to increase their desire and ability to work cooperatively to address regional issues.

#### Strategies:

- I. Align organizational thinking to anticipate municipal and regional needs
- II. Increase municipal plan implementation activities by building CVRPC project development and management services
- III. Pursue funding opportunities more strategically to implement CVRPC priorities

#### FY18 Activities and Measures:

- I. *Identify municipal planning and implementation priorities for FY19 by 03/31/18*
  - a) Review municipal plans to identify local and regional areas of assistance by 01/31/18
  - b) Complete a municipal survey assessing local assistance and regional needs by 02/28/18
  - c) Host at least one Commission meeting in which Commissioners share the top three challenges faced by their communities by 01/31/18
- II. *Market CVRPC municipal project manager services*
  - a) Identify municipalities that may need project management assistance in FY18 by 09/30/17
  - b) Identify municipalities that may need project management assistance in FY19 by 04/30/18
- III. *Complete Plan Central Vermont*
  - a) Final Draft completed by 02/01/18
  - b) Final Draft reviewed by Board of Commissioners at March meeting
  - c) Draft distributed for to statutory parties and for public and agency comment by 06/30/18
- IV. *Target 10% of FY19 and 20% FY20 funding applications to regional action priorities in Plan Central Vermont*
  - d) Identify *Plan Central Vermont* implementation link in contract approval requests
  - e) Include report on regional plan implementation in annual report

**GOAL 4: Increase Perception of CVRPC as Leader and Partner**

CVRPC assists others to achieve their goals, and in doing so, achieves its own goals.

Strategies:

- I. Increase visibility for activities at local, regional, state, federal levels
- II. Increase work with State/Federal Legislators
- III. Enhance CVRPC relationship with other regional organizations

FY18 Activities and Measures:

- I. *Enhance communications with municipalities*
  - a) Develop communications plan by 09/30/17
  - b) Implement the communications plan
  - c) Meet with each Selectboard/Trustee/Council and each Planning Commission at least annually
- II. *Position CVRPC as a regional leader*
  - d) Participate in, or lead, two or more VAPDA shared activities or initiatives
  - e) Participate in at least three partner activities that address Regional Plan priorities and provide partner updates on CVRPC activities
- III. *Engage Commissioners in statewide policy development*
  - a) Identify State plans, policies, and rules anticipated for public comment by 07/31/17
  - b) Comment on at least two plan, policy or rule documents developed by the State annually
  - c) Submit comments to at least one Summer Study Committee annually
  - d) Identify FY18 Summer Study Committees of interest by 07/31/17

## 5-year Strategic Goals – FY18 Activities

Activity	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>Goal 1: Enhance Financial Security</b>												
Financial restructure complete			X									
Complete audit				X								
Audit/Indirect Proposal submitted					X							
Administrative cost reduction plan			X									
Reserve contribution	X			X			X			X		
Personnel Policy adopted			X									
Records Retention Policy adopted				X								
Admin/Financial Procedures adopted						X						
Grants Management Manual complete												X
2 CFR staff training plan and implementation						X	X	X	X	X	X	X
<b>Goal 2: Create Operational Excellence</b>												
3-year staff development plan								X				
Credential 1-2 staff as CFM or AICP												X
Develop Committee Rules of Procedure						X						
Designate Committee Chairs			X									
Host Chair training				X								
Host new Commissioner training	X											
Commissioner survey		X										
Commissioner Handbook			X									
Commissioner input into FY19 Work Plan							X					
Clean office				X								
Furniture replacement plan						X						
Paint office walls									X			
<b>Goal 3: Enhance Services</b>												
Municipal Plan review for needs identification							X					
Municipal needs survey								X				
3-Challenges Commission meeting							X					
Identify towns for project management services			X							X		
Plan Central VT to Commission									X			

Activity	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Draft Plan Central VT sent for review												X
<b>Goal 4: Increase Perception of CVRPC as Leader and Partner</b>												
Communications Plan			X									
Identify State Plans, etc. for comment	X											
Identify Summer Study Committees for comment	X											



**Central Vermont Regional Planning Commission**

## **MEMO**

Date: June 26, 2017

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: FY18 CVRPC Work Plan and Budget

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**I am requesting Executive Committee approval of CVRPC's FY18 Work Plan and Budget.** Greater than normal detail is provided in this memo as background information for new Committee members.

### **WORK PLAN**

Regional Planning Commission (RPC) Work Plans focus on program areas. All RPCs work in core program areas. The depth and breadth of that work and the addition of other program areas depends on the economic drivers and core values of a region and its residents.

#### CVRPC Program Areas

Transportation – CVRPC has a strong transportation program focused on the highway system and regional bicycle and pedestrian paths. Studies resulted in project implementation due to project choice and staff liaison with VTrans. Current staff is strengthening CVRPC's works in bicycle, pedestrian, rail, and air, and working to engage communities and the public in regional and state policy development.

Transportation resiliency is a high priority state policy area in which CVRPC is working to catch up. Significant implementation funding from Tropical Storm Irene is no longer available. CVRPC was a statewide leader in road erosion work, developing an award-winning road erosion inventory process that was refined by the State for use in the Municipal Roads General Permit.

Land Use – In the past 7-10 years, CVRPC has not been known for extensive local or regional land use work. The Regional Plan land use chapter has not been modernized to reflect current-day practices and the role of land use in achieving local and regional goals, such as economic prosperity,

community resilience, and tax rate stabilization. The Regional Plan would benefit from having the region's residents, communities, and Commissioners consider areas they wish to maintain, transform, and evolve.

Staff turnover has affected progress and service continuity. The Executive Committee requested staff stability as a primary focus for the organization. This requires:

- hiring staff with at least five years experience to address municipal service requests. Early career staff were being hired and asked to complete senior-level work.
- increasing communication, cross training staff, and encouraging staff to break down program area silos.
- modifying personnel policies and the evaluation process to increase the competitiveness of employee compensation and to highlight professional development expectations and growth opportunities within the organization.

Natural Resources - CVRPC's work focused on river stabilization and resiliency tools in the past ten years. Agriculture, forest integrity, and floodplain restoration have not been emphasized. Natural resource-based tourism and recreation, while a staple of the region's economy and a quality of life driver, have seen little effort from CVRPC. State and non-profit purchase of significant natural resources is occurring at a steady pace in Central Vermont. The region would benefit from placing its natural resource goals in the context of other goals, especially for the rural landscape.

Emergency Preparedness and Hazard Mitigation – CVRPC is a new player in this arena. Other RPCs have worked with VT Emergency Management to train municipal representatives, provide technical assistance, plan for natural disasters, and mitigate potential damages since the late 1990s. CVRPC did not begin work in this arena until 2013, and did not provide in-house staff services until 2014.

Tropical Storm Irene prompted CVRPC's natural resource response. Staff assisted towns to develop new data about rivers and their movements. RPCs have been working to assist towns to develop Local Hazard Mitigation Plans since 2003. Early plans focused on transportation needs to insure towns were eligible for Hazard Mitigation Grant Program (HMGP) funds. After Irene, towns used the plans to identify and plan for other needs too, and to qualify for a larger share of state matching funds under the Emergency Relief Assistance Fund (ERAF). CVRPC's assistance for plan development is strongly desired by towns. This work plan strongly supports that need. CVRPC has not provided extensive assistance to towns for project development and implementation, grant writing, or project management.

Community Development – Community development can encompass a wide assortment of efforts, including brownfields redevelopment, housing, energy planning, healthy communities, infrastructure development and project management, and economic development planning. It does not appear CVRPC focused much attention in this area historically. The Dept. of Health and Agency of Human Services have expressed a strong desire for CVRPC's entry into the healthy

communities' arena. DEC expressed a desire for a stronger brownfields effort – one that links property owners and developers to redevelopment assistance regardless of whether CVRPC has an open EPA grant.

**Brownfields** - Many RPCs have won multiple EPA brownfield grants, received DEC pass through funds for specific properties, and received pass through funds from other RPCs since 2003. CVRPC's program is still in its infancy with two brownfield grants awarded. Most properties are DEC referrals. CVRPC would benefit from maintaining staff stability in this area, and from assigning mid- to senior-level staff to the program. These staff are skilled in balancing competing needs and interests during the assessment and redevelopment.

**Housing** – Interfaith and homelessness partners expressed hope CVRPC would participate in the Barre and Montpelier initiative to address homelessness.

**Healthy Communities** – CVRPC developed a Regional Foods Systems Assessment in 2012 using funding from the VT Dept. of Health. Follow up work was not completed due to staff turnover. Changes to the health care industry model of operations – a funding model shifting to sustaining healthy habits – offer CVRPC a new arena for linking community needs to funding sources.

**Infrastructure** – Communities would benefit from CVRPC assistance to map and assess infrastructure (sidewalks, trails, water, wastewater, broadband, etc.) and to develop asset management plans for infrastructure. DEC has grants for water and wastewater system assessments and asset management plan development.

**Municipal Contracts** – RPCs typically assist municipalities to write or implement Municipal Planning Grants (MPG). CVRPC has reviewed, but not written, MPG applications in recent years. Central VT communities began working with outside contractors several years ago due to CVRPC staff instability. CVRPC has begun bidding on municipal RFPs to signal our interest in serving municipalities.

**Fee for Services** – Fee for Services historically involved only GIS services and financial services for two intermunicipal districts. Two years ago, the Executive Committee learned that CVRPC had the equivalent of leased employees. CVRPC provided wages and benefits, but it did not exercise an operational control over the employees. Written agreements for these services did not exist. Because the cost of these employees were billed back to their host organizations, the income and expenses were treated as pass through and were not reflected in CVRPC's budget or financials.

Earlier this year, CVRPC began exploring the implication of these services with the intent to develop written agreements. When the concept of "leased employees" was explored with the Commission's attorney and implications became clear, the Executive Committee elected to end leased employee and financial services by 12/31/17. CVRPC is working with the affected organizations to transition services. Two of the four anticipate transitioning by July 31.

## **BUDGET**

### RPC Finance 101

Activity Types - A Regional Planning Commission (RPC) budget reflects four types of activities:

- 1) *Annual Agreements with State Agencies* - Examples include Legislative funding for local and regional planning passed through ACCD, the VTrans Transportation Planning Initiative, DEMHS (now VEM) Emergency Planning Performance Grants, and ANR 604(b) Clean Water Act planning funds. Funding for these agreements is relatively steady each year. The agencies value RPC effectiveness in assisting them to implement state goals and requirements related to local and regional planning and education.
- 2) *Legislative or State Agency Direct Requests* – Examples include Clean Water agreements, Municipal Grants-In-Aid, Clean Water Block Grants, and local and regional energy planning. Funding for these awards may be one time or multi-year, and may be direct pass through or a competitive process. These projects/programs are distinguished from one-time grants/awards because RPCs have been requested to act as service provider by the Legislature or a State agency due to RPC knowledge of, and skill in meeting, municipal needs.
- 3) *One-Time Project Grants or Program Awards* – Examples include Brownfields, ERP grants, and Better Roads contracts. Funding for these projects and programs requires competitive grant applications. These projects match one-time municipal needs with funding sources or use the RPC as a regional service provider for programs in which a single municipality would not be competitive. The RPC serves as grant applicant and extends municipal staff capacity.
- 4) *Fee for Services* - Examples include leasing employees, financial or administrative services, project management (completing project-based work), and grant or program administration (assuring compliance with grant terms and conditions). CVRPC extends municipal capacity by offering a pool of professional staff that municipalities can borrow as needed. Our day-to-day working relationship builds an intimate knowledge of municipal needs and capacity across subject areas. Municipalities trust us to help them facilitate local relationships.

Reserve Fund - The structure of most federal and state agreements are actual-cost based up to a maximum limiting amount. This means the RPC can only recover the actual costs of services. It cannot charge “profit” like a private business can. DEC and some other state agencies have move toward performance-based agreements that reward completing products under budget. These types of agreements are thought to incent achieving the same product for less cost. These agreements offer some potential for generating a “profit”. Other than performance-based agreements, the potential for RPCs to build a reserve fund is limited to town appropriations.

Financing Services - RPCs must think at least 2-3 years ahead to position it to meet local, regional, and state needs. Grants applied for, or services agreed to, this year will result in work 6-24 months into the future. RPCs must foresee upcoming local needs and maintain awareness of state and federal program



and policy directions. RPCs must also balance requests for assistance to maintain short-term responsiveness and long-term viability.

Statewide Agreements - RPC's alternate program administration responsibilities for state-wide initiatives. The designated program administrator sub-contracts with the other RPCs and is responsible for overall reporting and liaison with the applicable state agency. In exchange, it receives a larger share of funds for this additional work. From a performance perspective, acting as statewide program administrator demonstrates an RPC's strength and builds positive relationships with state agencies.

Because statewide program administration can lead to a budget loss in that program (especially for new programs), the statewide administration role is rotated among RPCs in a fair-share relationship. CVRPC has never volunteered for this role; it must take its turn in the future. However, CVRPC should not act as statewide administrator until its reserve fund sufficiently covers two months operating costs and any anticipated contract loss, and until it's staff is sufficiently trained in contract administration and management.

Indirect Rate - All expenses for RPCs are classified as either "direct" or "indirect" expenses.

Direct – Project or program specific costs associated with a specific agreement or contract. The majority of RPC expenses are direct costs.

Indirect – Shared, organization-wide costs that cannot be directly tied to a specific project or program (rent, telephone, office insurance). In the private world, these costs are known as "overhead". CVRPC designates these expenses as a "project" called "Admin" to facilitate tracking.

Indirect expenses are recovered using an indirect rate charged against salary and benefits. The rate reflects the ratio of direct wages and benefits to eligible indirect costs based on an annual audit. The rate is applied two years in the future (FY17 audited rate will be used for FY19 projects). The 2-year delay in recouping costs can affect cash flow. Federal regulations mandate that some indirect costs are not eligible for recoupment. Examples include lobbying and gifts.

#### Revenues

Brownfields – CVRPC will transfer funds from the contractor category to personnel in FY18. The EPA Project Officer will approve this administrative amendment. ACCD funds are leveraged to cover indirect (overhead) costs for brownfields planning activities.

Regional Energy Planning – Work for this product-based agreement was front loaded for FY17, and payments were back loaded for FY18. The result is a "loss" in FY17, and a "profit" in FY18.

Local Energy Planning – Also product-based loss/profit agreements. The Legislature initially agreed to a 3-year effort to assist municipalities; however, funds must be approved each year.

Better Roads – In FY17, VTrans sought approval from municipalities to contract directly with RPCs if the municipality proposed to use the RPCs services. This provided administrative efficiencies for all parties. An oversight this year resulted in individual contracts with municipalities, who then contracted with CVRPC.

Clean Water Block Grant – RPCs were awarded \$1.5 million in project and program administration funds last week. An additional \$500,000 could be awarded if the first \$1.5 M works successfully.

Individual RPCs may be awarded project administration funds if design and construction projects in their region are awarded funds. This will be determined in the next two months.

Forest Integrity – CVRPC partnered with FPR on a 3-year grant to develop state maps and model materials for the Chapter 117 forest integrity requirements. USFS has stated it will award the first 22 ranked projects funds; the FPR/CVRPC application was ranked #21. CVRPC's role will be to participate in the project steering committee (year 1) and to work with Cabot, Marshfield, and Plainfield to address Chapter 117 requirements (year 2-3). CVRPC may also work with Lamoille RPC, Waterbury, and Stowe on a cross-regional initiative as funds and timing allow.

HMGP Mega – The original application and award for this agreement included completing eight local hazard mitigation plans. During the contracting process, FEMA Region 1 began disallowing reimbursement of indirect costs. CVRPC covered these costs for the initial eight communities. In exchange, DEMHS (not VEM) agreed to cover the agreement's 25% match provided RPC's worked to leverage in-kind local match.

Approximately half the original award will remain once the plans are complete. After consultation with VEM and eight new communities, CVRPC has requested a scope of work amendment to complete an additional eight local hazard mitigation plans. The eight new communities agreed to provide \$3,000 each in cash and/or in-kind services over two years. CVRPC's indirect cost is ~\$7,000-9,000 per community. ACCD funds are leveraged for these planning activities.

HMGP Mega Towns- This represents the anticipated first year cash contribution from towns. CVRPC will sign a Memorandum of Understanding with each town prior to beginning work and will invoice towns for cash match prior to the end of the towns' fiscal year.

EMPG FFY16 – This annual agreement was restructured by VEM in FFY16 from a technical assistance service agreement to a competitive agreement. CVRPC received the maximum award of \$50,000.

EMPG FFY17 – CVRPC under spent its FFY15 grant due to staffing limitations, and may under spend its FFY16 grant. If this occurs, it is likely CVRPC will receive a conservative award for FFY17.

Town Appropriations – CVRPC sets a per capita assessment rate annually. Staff will recommend a rate increase this fall (for FY19) and the eventual development of a policy for regular adjustments that provide predictability for municipalities.

ACCD – Provides direct local and regional planning services, and used to leverage additional planning activities. Generally, CVRPC leverages less than one third (33%) of total available funds. For FY18, it will leverage 38%.

ACCD FY17 Carry Forward – Due to staff illness and position vacancy, CVRPC under spent its FY17 allocation by ~\$45,000 and will submit a plan for expending those funds in FY18. Because the funds have been received but not expended, they are not considered revenue for FY18. CVRPC will show these funds as a liability on its Balance Sheet until they are expended.

Class IV Road Demonstration – DEC released a competitive solicitation for Class IV Road demonstration projects. The project includes implementing BMPs for the MRGP, which must be maintained into the future. Due to an extremely short turnaround, CVRPC advertised the program to all municipalities, and recruited a few who had projects that might suit the solicitation. Calais was

very receptive, asking CVRPC to be the applicant due to a requirement for outreach and training on the demonstration project. CVRPC utilized the RPC network to leverage statewide training and was awarded the contract. Contract negotiations are in progress. The contract approval is expected to be on the Executive Committee's August agenda.

**Municipal Grants In Aid** – Due to the large number of Clean Water contracts and a state limitation on adding staff, ANR is exploring alternatives for program administration of Clean Water funds. ANR requested RPC assistance to administer Grants In Aid to municipalities because of RPC's unique relationship with municipalities and extensive experience managing grants. Each RPC has been guaranteed \$3,200 in base funding for program administration plus additional program management funds for each participating town in its region. To date, 17 of Central Vermont's 23 municipalities have committed to participating in the program. The current budget incorporates modest funds. Allocations will be developed in the next month. CVRPC's final allocation is expected to be larger than currently budgeted.

#### Expenses

Expense amounts can vary significantly from year to year based on the type and number of agreements in place.

**Contractors** – Costs fluctuated substantially due to project mix. CVRPC will have contractors for transportation planning and project implementation, stormwater planning, brownfield assessments, and a river corridor plan.

**Equipment** – CVRPC will replace its server this year in accordance with its equipment replacement plan.

**Fringe Benefits** – CVRPC benefits for leased employees will end this year. BCBSVT requested a 12.7% premium increase. Dental premiums increased by 2% for FY18. Dental premiums have been stable for three years.

**Meetings/Programs** – CVRPC celebrates its 50<sup>th</sup> anniversary this year. A formal celebration/dinner is included in the budget.

**Payroll** - Leased employee services will end this year.

**Professional Services** – Increased for server installation and accounting coaching to modernize the financial system. CVRPC anticipates expending more than \$750,000 in federal funds in FY18, and the budget includes a Single Audit. Staff will be releasing an Request for Proposals for IT services in FY18, which may result in decreased annual cost in this area.

**Reserves** – CVRPC will contribute to its reserve fund in accordance with its 5-year strategic goals.

**Supplies (Office)** – CVRPC delayed purchase of a new computer for the Emergency Management Planner in FY17 due to cash flow challenges. The computer is included in the FY18 budget. Federal regulations classify equipment valued at less than \$5,000, regardless of useful life, as supplies. While this cost was originally budgeted as a direct cost to the EMPG program, the EM Planner also works on other contracts. Federal regulations require the cost be classified as an indirect cost.

#### Acronyms

604B – Section 604B of the Federal Clean Water Act provides funds for clean water planning

ACCD – Agency of Commerce and Community Development

BCRC – Bennington County Regional Commission

BMP – Best Management Practice

CCRPC – Chittenden County Regional Planning Commission

Chapter 117 – State act guiding municipal and regional planning requirements

COBRA – Federal act related to maintaining health insurance coverage

CY – Calendar Year. The fiscal year of some municipalities follow the calendar, January 1–December 31.

DEC – Department of Environmental Conservation

DEMHS – Department of Emergency Management and Homeland Security (now VEM)

DPS – Department of Public Service

EPA – US Environmental Protection Agency

ERP – Ecosystem Restoration Program (a clean water initiative grant)

FPR – Department of Forests, Parks, and Recreation

FY – Fiscal Year. CVRPC and State's are July 1–June 30. Some municipalities follow this cycle.

FFY – Federal Fiscal Year. October 1–September 30.

HMGP – Hazard Mitigation Grant Program

MPG – Municipal Planning Grant

MRGP – Municipal Roads General Permit

NRPC – Northwest Regional Planning Commission

USFS – United State Forest Service

VEM – Vermont Emergency Management (formerly DEMHS)

VIPER – Vermont act extends federal COBRA coverage requirements to employers with 20 employees or fewer

VTrans – Vermont Agency of Transportation



## **FY 2018 Work Plan**

### **Introduction**

The Central Vermont Regional Planning Commission (CVRPC) leverages the power of people working together to assist its member municipalities in providing effective local government and to address regional issues. CVRPC's professional, skilled staff expands local capacity and works to link local, state, and federal visions for the future. This Work Plan is CVRPC'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. Active municipal participation in CVRPC affairs is voluntary.

The Central Vermont Regional Planning Commission Board of Commissioners governs its policies and activities. Each of Region's 23 municipalities appoints one Commissioner and an Alternate.

In FY 18, CVRPC will participate in or manage programs of importance to municipalities, the region and the state. Specific grants, as noted, generally fund these programs, but they are coordinated across programs. Through this integrated, comprehensive approach, CVRPC will positively impact the following outcomes:

- ❖ Municipal permitting is predictable and effective.
- ❖ Vermont is prepared for local, regional or statewide emergencies.
- ❖ Transportation systems are planned effectively with local, regional, and state consideration of economic, environmental, and community impact.
- ❖ Brownfield sites are assessed and cleaned up, creating and preserving jobs and housing and providing public benefit.
- ❖ Vermont has access to sufficient energy resources and plans for new generation, efficiency, and conservation to support community and economic development.
- ❖ Infrastructure is planned and coordinated to meet the needs of the local and regional economy.
- ❖ Community and economic development are coordinated within and across regions to maximize public resources and ensure strong vibrant communities.
- ❖ Vermont's land use laws are implemented.
- ❖ Vermont's working landscape is used effectively for community and economic benefit, water quality is improved, and environmentally sensitive areas are protected.

## **Budget, Staffing, and Administration**

The FY 18 CVRPC Budget Summary reflects an anticipated increase in revenue for the coming fiscal year largely due to an increase in projects with contractor services, the administration and implementation of clean water programs, and continued funding for local energy planning. Revenues that support operations are level funded.

Legislative funding passed through the Agency of Commerce and Community Development (ACCD) is level funded from FY 17. The funds are distributed based on a formula, and CVRPC's share decreased based on the region's rate of growth in proportion to other areas of the state. CVRPC expects to continue to utilize these funds to help our work under the region's municipal assistance program. This funding provides match as required under our agreements with the Vermont Agency of Transportation and Vermont Emergency Management and supports our Brownfields and Local Hazard Mitigation planning assistance program.

Transportation planning funds are expected to be level for the contract period beginning October 1, 2017. Due to spending schedules in FY17, transportation shows as a budget increase in FY 18. CVRPC also received a one-time grant to demonstrate best management practices on Class IV roads and will administer a Municipal Grants In Aid and Clean Water Block Grant programs along with other RPCs. Public Safety funding increased due to the spending schedule for the Emergency Management Performance Grant and a scope modification to assist eight additional communities with Local Hazard Mitigation Plans. VANR funding is increased due to delays in state contracting that pushed multiple FY 17 projects into FY 18. Better Roads assessments will be direct contracts with municipalities rather than VTrans in FY 18. CVRPC will continue to pursue additional sources of funding for program support and implementation as needed.

Increases in expense line items are related to the program and project changes noted above. Overhead costs will increase in FY 18 due to replacement of CVRPC's server, delayed purchase of a staff computer from FY 17, and contracted assistance to modernize CVRPC's financial management system. Changes to payroll and fringe benefits reflect staffing changes, primarily CVRPC's decision to end leased employee services to the Mad River Valley Planning District and the Cross Vermont Trail.

Reserve funds are allocated for operating funds and long-term, equipment, and accrued compensated absences reserves. CVRPC's reserve funds were depleted substantially over the past 10 years. A 10-year replenishment plan is being initiated in FY 18. The Commission has established a four-year plan for equipment and software upgrades and replacement. Anticipated needs for FY 18 are based on that plan and are included in the budget's equipment/furniture and office supplies line items. A change in federal regulations designated items costing less than \$5,000, regardless of useful life, as supplies.

Staffing in FY 18 will include 10.5 employees: the Executive Director, Finance & Office Manager, Program Manager, Senior Planners (3), Planners (2), and Leased Employees (2.5). Leased Employees are being transitioned away from CVRPC in FY 18. Two summer Planning Technicians will assist with transportation field work. During this year, the Commission may look towards additional assistance through seasonal interns (Planning Technicians), school to work programs, and temporary or full time staff as needed. CVRPC will hire contractors to assist with technical projects.

## **Work Program Highlights**

**Local and Regional Planning** – The Agency of Commerce and Community Development (ACCD) ACCD provides state oversight for CVRPC's core funding from the municipal and regional planning fund. In accordance with state statute, a portion of property transfer taxes collected each year is passed through this fund to provide financial support for regional planning commissions and the municipal planning grant program. This funding supports CVRPC basic operations and local and regional planning, and leverages work for several other programs including transportation planning, emergency preparedness, and brownfield revitalization. In FY 18, CVRPC will strengthen its local technical assistance program, host planning and zoning roundtables, engage in policy issues important to the region and state, and complete the regional plan update. CVRPC provides technical assistance to municipalities upon request. Municipalities can receive up to 12 hours of free GIS assistance through this program annually.

**Vermont Agency of Transportation (VTrans)** - CVRPC staff works closely with the Transportation Advisory Committee and the Vermont Agency of Transportation regarding regional transportation needs through an effort called the Transportation Planning Initiative (TPI). Because the TPI program follows a different fiscal year than the CVRPC, CVRPC will operate under the FFY 17 work program adopted by the Executive Committee until September 30, 2017. A specific FFY 18 work program required by VTrans will be presented to the Committee for consideration.

CVRPC staff continues assistance to municipalities in preparation for the Municipal Roads General Permit (MRGP). The Permit activates in 2018. CVRPC will complete road erosion assessments and culvert inventories for 11 of 23 municipalities in FY 18. Staff will also assist the majority to develop transportation capital budgets. This work is funded through the TPI and the Better Roads program.

**Public Safety** - Through funding from Vermont Department of Emergency Management and Homeland Security (DEMHS), CVRPC will assist communities, the region and the state with coordinated all-hazard emergency planning and preparedness. In FY 18, CVRPC will:

- ❖ complete Local Emergency Operations, Hazard Mitigation and Continuity of Operations Plans.
- ❖ provide education and training for local officials and the general public.
- ❖ coordinate and participate in state and local public safety exercises and drills.
- ❖ provide staff support to the Central Vermont Local Emergency Planning Committee (LEPC#5).
- ❖ assist interested municipalities with meeting requirements under the Emergency Relief Assistance Fund (ERAF) rules.
- ❖ host National Flood Insurance Program trainings for local floodplain administrators.

**Water Resources Planning and Implementation** - Reinforcing its mission, in FY 17 CVRPC assisted three municipalities to manage stormwater on a watershed basis through joint stormwater master planning. CVRPC will expand this effort in FY18 with additional two stormwater plans and forest integrity planning for the upper Winooski watershed. Following three successful projects, Northfield will continue utilizing CVRPC as a knowledgeable, local project manager for a stormwater implementation project in FY 18. CVRPC continues to increase our work assisting the state and our municipalities with implementation of Act 64, the Clean Water Act. In addition, projects in FY 18 will include:

- ❖ participate in development of a Tactical Basin Plan for the Winooski River watershed.
- ❖ provide assistance to local municipalities and watershed organizations to identify and protect water resources via town planning, land use regulation and project implementation.

- ❖ continue support to the Mad River Ridge to River stormwater team to implement municipal land use activities and transportation projects.
- ❖ continue work with stormwater master plan towns to implement plan recommendations.
- ❖ facilitate the transition of river corridor regulations in up to nine communities from interim to permanent status so the municipalities can maintain their ERAF status.
- ❖ coordinate water quality work with transportation and emergency planning efforts, including workshops for road crews and outreach related to fluvial erosion hazards and flood mitigation.

**Brownfields** - The CVRPC Brownfields program leverages EPA assessment grant funds to support public, private, and non-profit development and green space projects. The program administration is also supported by state planning (ACCD) funds. A program Steering Committee works with CVRPC to select sites that may benefit from environmental assessments, fund those assessments, carry out public outreach, and, if necessary, create plans for how sites can be cleaned up and redeveloped for reuse. Program priorities for FY 18 include:

- ❖ assisting Woodbury with a FEMA-funded buyout and floodplain restoration project,
- ❖ implementing Barre's downtown redevelopment initiative through multiple site assessments,
- ❖ supporting a business expansion in Barre,
- ❖ enhancing safety for children at a new playground in Montpelier; and
- ❖ targeting up to three new sites for assessment of petroleum issues.

**Local and Regional Energy Planning** – CVRPC continues its work to build a regional energy plan and to support municipalities in the development of local energy plans. Much of the regional work will focus on public engagement on the draft plan and incorporating the plan language into Plan Central Vermont. In 2016, the Legislature made a three-year commitment to provide regional planning commissions with annual funding for local energy plan development. CVRPC provided data and mapping that meets state requirements to all municipalities in FY17 and provided custom assistance to four municipalities. In FY 18, it will support plan development in at least three additional municipalities.

**Fee for Service** – CVRPC provides administrative, fiscal, Geographic Information System (GIS), and project management services on a fee-for-service basis to intermunicipal districts and non-profits. CVRPC provides payroll services and staff support to the Wrightsville Beach Recreation District, leased employee and bookkeeping services to the Mad River Valley Planning District, bookkeeping services to the Mad River Resource Management Alliance, leased employee services to the Cross Vermont Trail, and fiscal agent services for Local Emergency Planning Committee #5. For FY 18, CVRPC has chosen to end leased employee and bookkeeping services to focus on its core planning services.

Member municipalities, non-profit partners, and private individuals use CVRPC's GIS services. GIS mapping analysis helps our partners understand and visualize data to make informed decisions. Municipalities receive up to 12 hours of GIS services free of charge annually.

CVRPC's project management services provide municipalities with flexible staffing for grant administration, program management, and project implementation. Our staff is experienced in a variety of programs, including Community Development Block Grants (CDBG), Ecosystem Restoration grants, and transportation grants.

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



**Central Vermont Regional Planning Commission  
FY18 Budget**

Adopted by the Executive Committee \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Juliana Potter, Chair

Line		03.06.17	07.05.17	FY17-FY18		Budget Change Notes
		FY 17 Budget*	FY 18 Budget	FY17-FY18 Difference	Percent Change	
1	<b>REVENUES</b>	<b>1,365,447</b>	<b>1,700,457</b>	<b>335,010</b>	<b>24.5%</b>	Primarily contractor pass through
2	Community Development	172,250	344,480	172,230	100.0%	FY17 accruals & brownfields pass through
3	Fee for Service	181,606	25,143	(156,463)	-	Decreased for leased employee & admin/finance services end
4	Interest	10	10	0	-	
5	Municipal Contracts	24,849	35,437	10,588	42.6%	Increase for Better Roads grants
6	Natural Resources	265,335	431,743	166,408	62.7%	New contracts
7	Other Income	3,454	0	(3,454)	-100.0%	Varies by year
8	Public Safety	173,528	112,660	(60,868)	-35.1%	FY17 carryforward & anticipated EMPG reduction
9	Regional Planning Funds (ACCD	271,550	269,585	(1,965)	-0.7%	Formula allocation; other regions growing faster than Central VT
10	Town Appropriations	71,537	71,537	0	0.0%	
11	Transportation	201,328	409,864	208,536	103.6%	Increase for Class IV road grant, Grants In Aid & FY17 carryforward
12	Reserves	0	0	0	-	
		FY 17 Budget	FY 18 Budget	FY17-FY18 Difference	Percent Change	Budget Change Notes
	<b>EXPENSES</b>	<b>1,365,426</b>	<b>1,697,572</b>	<b>332,146</b>	<b>24.3%</b>	Primarily contractor pass through
13	Advertising	700	2,210	1,510	-	
14	Contractors	389,848	797,085	407,237	104.5%	Increased for new grants; adjusted for existing grant actuals
15	Copy/Print	6,075	6,200	125	2.1%	
16	Dues/Memberships	10,167	10,635	468	4.6%	
17	Equipment / Furniture	0	20,000	20,000	-	Server purchase based on equipment replacement plan
18	Equipment Repair/Srv	1,070	450	(620)	-	
19	Fringe Benefits	216,271	202,183	(14,088)	-6.5%	Decreased for leased employee service end
20	Insurance	1,517	1,510	(7)	-0.5%	
21	Interest	10	50	40	-	
22	Line of Credit	0	150	150	-	Annual fee
23	Meeting/Programs	12,064	12,629	565	4.7%	
24	Office Rent/Util/Repair	43,054	42,929	(125)	-0.3%	
25	Other Expense	3,650	500	(3,150)	-86.3%	Varies by year
26	Payroll	603,506	485,569	(117,937)	-19.5%	Decreased for leased employee services end; increase for 2nd summer intern
27	Postage	1,900	2,600	700	36.8%	Increased for Regional Plan completion
28	Professional Services	25,775	36,205	10,430	40.5%	Increased for server installation & financial system modernization
29	Reserve Contribution	0	20,000	20,000	-	Based on 5-year goals
30	Software / Licenses	7,381	7,038	(343)	-4.6%	
31	Subscriptions / Publications	541	212	(330)	-	
32	Supplies - Office	7,820	7,380	(440)	-5.6%	
33	Supplies - Billable	7,927	9,026	1,099	-	Based on project mix
34	Telephone / Internet	6,509	6,812	303	4.7%	
35	Travel	19,641	26,200	6,559	33.4%	Based on project mix
36	<b>BAL END</b>	<b>21</b>	<b>2,885</b>	<b>2,864</b>		

\*Revenues for leased employees & admin/finance services recategorized for comparison

**07/05/17 Executive Committee Page 46**

**Central Vermont Regional Planning Commission**

**FY18 Budget**

As of 07/05/17

<b>Revenues</b>	<b>\$1,700,457</b>
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<b>Community Development</b>		<b>\$344,480</b>
EPA Brownfields FFY15	\$299,780	274,323 contractor pass through for assessments
BCRC Regional Energy Planning	\$20,000	Outreach/engagement and final plan
NRPC Local Energy Planning FY17	\$11,800	Waterbury Town/Village, E. Montpelier, Barre Town
NRPC Local Energy Planning FY18	\$12,900	3 new communities
<b>Fee for Service</b>		<b>\$25,143</b>
Mad River Valley Planning District Bookkeeping	\$396	Anticipate July 31 end
Mad River Valley Planning District Leased Employees	\$12,923	Billed back to MRVPD; anticipate July 31 end
Wrightville Beach Recreation District Bookkeeping	\$1,300	Anticipate December 31 end
Cross Vermont Trail Leased Employees	\$9,424	Billed back to Cross VT Trail; anticipate December 31 end
Municipal GIS Mapping	\$1,000	
Non-Profit/Regional Partner GIS Mapping	\$0	
Private GIS Mapping	\$100	
<b>Interest</b>		<b>\$10</b>
<b>Municipal Contracts</b>		<b>\$35,437</b>
Barre Town Manhole	\$0	Anticipate June 30, 2017 end
Better Roads FY18 - Calais	\$6,524	
Better Roads FY18 - East Montpelier	\$8,000	
Better Roads FY18 - Fayston	\$4,653	
Better Roads FY18 - Northfield	\$6,300	
Better Roads FY18 - Orange	\$3,375	
Better Roads FY18 - Williamstown	\$3,150	
Better Roads FY18 - Woodbury	\$1,050	
Better Roads FY18 - Worcester	\$2,385	
contl	\$0	May be added at mid-year adjustment
<b>Natural Resources</b>		<b>\$431,743</b>
FFY17 604B	\$1,800	Awaiting ANR approval of ACRPC/CVRPC subaward
FY17 Clean Water Act Outreach	\$3,760	
FY18 Clean Water Act Outreach	\$16,900	Estimated 50% FY17 award
FY16 ERP 3-Town Stormwater Masterplan	\$41,565	Barre Town, Barre City & Plainfield; 21,478 contractor pass through
FY17 ERP Berlin Stormwater Masterplan	\$26,525	21,478 contractor pass through
FY17 ERP Moretown Mad River Corridor Plan	\$26,878	25,150 contractor pass through
FY17 ERP Northfield Water Street Stormwater	\$173,785	166,431 contractor/town pass through
FY17 Mad-Kingbury Stormwater Masterplan	\$140,530	Two joint plans: East Montpelier, Calais, Woodbury & Duxbury, Moretown, Fayston, Waitsfield, Warren; 133,235 contractor pass through
CCRPC Clean Water Block Grant	\$0	\$1.5 M awarded to RPCs; 10% program administration funds; specific RPC amount TBD
FPR Forest Integrity	\$0	USFS award anticipated (per FPR); 3-year grant
<b>Other Income</b>		<b>\$0</b>
Workers Compensation Refund		Anticipated due to reduced payroll in 2016
Health Insurance Premium Reimbursement		G.Aloisio COBRA/VIPER

**07/05/17    Executive Committee    Page 47**  
**Central Vermont Regional Planning Commission**  
**FY18 Budget**  
As of 07/05/17

<b>Revenues</b>	<b>\$1,700,457</b>
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<b>Public Safety</b>		<b>\$112,660</b>
VEM Emergency Mangmt Planning Grant (EMPG) FFY 16	\$25,450	
VEM Emergency Mangmt Planning Grant (EMPG) FFY 17	\$18,750	Estimated 75% FFY16 award
Local Emergency Planning Committee (LEPC)	\$4,000	Administrative services, including expenses
VEM HMGP Mega	\$60,000	Added 8 new Local Hazard Mitigation Plans to scope of work
VEM HMGP Mega Administration	\$960	
VEM HMGP Mega Town Contribution	\$3,500	Estimated year 1 town commitment
<b>Regional Planning Funds (ACCD)</b>		<b>\$269,585</b>
<b>Town Appropriations</b>		<b>\$71,537</b>
<b>Transportation</b>		<b>\$409,864</b>
VTrans Transportation Planning Initiative (TPI) FFY17	\$119,206	45,000 contractor pass through for study
VTrans Transportation Planning Initiative (TPI) FFY18	\$146,363	Maintain FFY17 award amount; VTCulverts reduced 50%; final year for VTCulverts coaching
VTrans Better Roads FY17 - Montpelier	\$8,000	Road erosion & culvert inventory and transportation capital budget
VTrans Better Roads FY17 - Roxbury	\$4,594	Road erosion inventory & transportation capital budget
VTrans Better Roads FY17 - Warren	\$0	Road erosion inventory; anticipate completion
DEC Class IV Road Demonstration	\$113,000	100,000 town pass through for construction
NRPC Municipal Grant In Aid	\$18,700	Program administration, and municipal outreach & assistance for MRGP BMP implementation

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.

**Central Vermont Regional Planning Commission**

**FY18 Budget**

As of 07/05/17

<b>Total Expenses</b>	<b>\$1,697,572</b>
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<b>Advertising</b>		<b>\$2,210</b>
Administrative	0	
ACCD	1,040	Regional Plan & up to 11 Municipal Plan approval hearings
Community Development	250	
Municipal	0	
Natural Resources	400	
Public Safety	160	Annual flood insurance awareness & annual ads
Transportation	360	
<b>Contractors</b>		<b>\$797,085</b>
Admin	0	
ACCD	0	
Brownfields	274,323	Site assessments and corrective action planning
FY16 ERP 3-Town Stormwater Masterplan	21,478	Barre City, Barre Town, Plainfield
FY17 ERP Northfield Water Street Stormwater	166,431	Stormwater installation
FY16 ERP Berlin Stormwater Masterplan	21,478	
FY17 ERP Moretown Mad River Corridor Plan	25,150	
FY17 ERP Mad-Kingsbury Stormwater Masterplan	133,225	Warren, Waitsfield, Fayston, Duxbury, Moretown & East Montpelier, Calais, Woodbury
FFY17 Transportation Planning Initiative (TPI)	55,000	
DEC Calais Class IV Roads	100,000	Pass through to Towns for project construction
Clean Water Block Grant Implementation	0	To be determined
<b>Copy / Print</b>		<b>\$6,200</b>
Lease	5,250	Billable estimate 4320
Color Copies	850	
Property Tax	100	
<b>Dues / Memberships / Sponsorships</b>		<b>\$10,635</b>
VAPDA	6,050	Annual Dues 4550; special project assessment 500; CVRPC participation in multi-RPC activities 1000
VT League of Cities & Towns	835	
Nat'l Assoc. of Development Orgs	2,000	
Assoc. of State Floodplain Managers	100	Certified Floodplain Manager
VT Planners Assoc.	150	7 staff
American Planning Association	0	Salary based
Conference/Workshop Sponsorships	1,500	Housing data portal 1000; conference sponsorship 500
<b>Equipment / Furniture</b>		<b>\$20,000</b>
Capital: Non-Billable	20,000	Server replacement
Capital: Billable	0	
Office Furniture	0	
Office Equipment	0	
Other	0	
<b>Equipment Repair &amp; Service</b>		<b>\$450</b>
Telephone System	150	
Repair & Service	300	Traffic counter repair

**Central Vermont Regional Planning Commission**

**FY18 Budget**

As of 07/05/17

<b>Total Expenses</b>		<b>\$1,697,572</b>
<b>Fringe Benefits</b>		<b>\$202,183</b>
FICA	35,723	Medicaid & Social Security taxes
Health Ins.	120,568	12.7% premium increase requested by BCBSVT for CY18
Dental Ins.	8,442	2% premium increase confirmed
Vision Ins.	0	Not provided
Retirement	23,348	5% of wages
Disability Ins.	920	
Life Ins.	4,972	
Unemployment Ins.	1,510	
Workers Comp Ins.	2,600	Fluxuates between \$2400-\$2600 annually
MRVPD Leased Employee Fringe	3,440	All benefits
Cross Vermont Trail Leased Employee Fringe	660	FICA only
<b>Insurance</b>		<b>\$1,510</b>
General Liability (Property/Vehicle/Fire)	1,510	Policy includes Public Officials Liability
<b>Interest</b>		<b>\$50</b>
<b>Line of Credit</b>		<b>\$150</b>
Annual Fee	150	
Debt Repayment	0	Debt not anticipated
Interest	0	
<b>Meeting / Programs</b>		<b>\$12,629</b>
Admin	2,500	50th celebration 1500; NADO Policy Conf 500
ACCD	6,500	700 workshops/forums; 800 Commission mtgs; prof dev
Energy Planning	750	
Brownfields	500	In-state trainings, national conference
Municipal	0	
Natural Resources	149	Winooski Basin Plan meetings
Public Safety	610	LEPC 500; floodplain administrator training
Transportation	1,620	TAC & project mtgs
<b>Office Rent / Utilities / Repairs</b>		<b>\$42,929</b>
Rent	41,059	Lease through 09/30/2020; 1-year notice
Office Cleaning	1,820	70/bi-weekly
Repairs & Other Maintenance	50	
<b>Other Expense</b>		<b>\$500</b>
Miscellaneous	300	Gifts, non-billable fees, etc.
Interest & Fees	100	
Bad Debt	100	

**07/05/17 Executive Committee Page 50**

**Central Vermont Regional Planning Commission**

**FY18 Budget**

As of 07/05/17

<b>Total Expenses</b>		<b>\$1,697,572</b>
<b>Payroll</b>		<b>\$485,569</b>
Gross Pay	463,563	8 FTE plus 2 interns; includes raises & bonuses
Comp Time	3,402	Included in Personnel Policies; adapted ED position 2017
Overtime	0	Non-exempt employee
	9,432	MRVPD Leased Employees
	8,625	Cross VT Trail Leased Employees
	546	Payroll direct deposit fees
<b>Postage</b>		<b>\$2,600</b>
Postage Machine	875	175/qtr meter lease
Machine Postage	1,500	1000/year unless Regional Plan work
Billable Postage	225	ACCD 200
<b>Professional Services</b>		<b>\$36,205</b>
Audit	12,000	Single Audit anticipated
Accounting Coaching	9,600	8 hours per month for 10 months
Benefits Administration	250	Section 125 Cafeteria Plan
Employee Assistance Program	0	
IT/Computer	10,530	Base 4980, Problems 550, Server install 5000
Legal	1,900	3000 Personnel & benefits; 600 Brownfield; 1000 other
Staff Training	0	
Videography	1,925	175/mo for Commission meetings
<b>Reserve Contribution</b>		<b>\$20,000</b>
General	20,000	
Equipment/Capital	0	
Office Renovation	0	
<b>Software / Licences / IT Subscriptions</b>		<b>\$7,038</b>
ESRI GIS License	3,600	1600 single; 1500 concurrent; 500 Spatial Analyst
Intuit Quickbooks Pro	390	1-yr QB payroll module; 3-year annual license due 2020
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	600	Remote access
Symquest	488	1-year server warranty
AT&T	300	GPS symcard data service (GPS data accuracy corrections)
Community Remarks	280	Community outreach map for Regional Plan
Network Solutions	400	CVRPC & Plan Central VT websites
CV Chamber of Commerce	100	Chamber web hosting

**07/05/17    Executive Committee    Page 51**  
**Central Vermont Regional Planning Commission**  
**FY18 Budget**  
As of 07/05/17

<b>Total Expenses</b>		<b>\$1,697,572</b>
<b>Subscriptions</b>		<b>\$212</b>
Times Argus	190	e-subscription
Valley Reporter	22	e-subscription
Front Porch Forum	0	Allows postings to 23 forums in the region (outreach tool)
<b>Supplies - Office</b>		<b>\$7,380</b>
General Office	3,500	
Equipment	2,230	Laptop & monitor 1@2230 (EM)
GIS	1,000	
Bottled Water	650	
Office Furniture	0	
<b>Supplies - Billable</b>		<b>\$9,026</b>
ACCD	150	
Municipal	0	
Community Development	320	
Public Safety	56	
Natural Resources	400	
Transportation	8,100	Field supplies 1100; Bicycle counter 7000
<b>Telephone / Internet</b>		<b>\$6,812</b>
Telephone Lease/Service	4,820	
Internet Service	1,392	
Tablet Data Plan	600	For GPS accuracy during field work
<b>Travel</b>		<b>\$26,200</b>
Administrative	4,000	VAPDA & other mtgs
ACCD	6,500	Municipal & State meetings; professional development
Community Development	3,128	Brownfields trainings/site visits/conference; energy regional outreach & local plans
Municipal	1,550	Municipal contract meetings
Natural Resources	1,249	Meetings
Public Safety	3,335	Site visits, meetings, CFM continuing education requirement
Transportation	6,438	TPI 5250; Better Roads Inventories 450

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

**Reserve Fund**

As of 07/05/17

**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; and
- to ensure sufficient funding to close down, should that ever be the case.

**Recommendation:    6 months minimum operating expenses\***

**\$409,510.17**

**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, Sick, and Compensatory Time)

**Balance (+/-):**

**(\$398,324)**

**Minimum Monthly Expenses:**

**Total                    \$68,252**

Equipment	\$1,667
Fringe Benefits	\$16,507
Insurance	\$126
Office Rent/Utilities	\$3,577
Other Expense	\$42
Payroll	\$38,630
Postage	\$217
Printing/Copies	\$517
Prof Services	\$3,017
Software (licenses)	\$586
Supplies Office	\$615
Telephone/Internet	\$568
Travel	\$2,183

**Recommendations**

1. During this year, contribute \$20,000 to existing reserves.
2. Recommended set aside should be reviewed at mid-year and adjusted as needed.





**Central Vermont Regional Planning Commission**

**MEMO**

Date: June 28, 2017

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: CVRPC TPI FFY17 Adjusted Work Program and Budget

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**Staff requests Executive Committee approval of an amendment to CVRPC's FFY 17 Transportation Planning Initiative work program and budget.**

This is our second amendment to the FFY 17 Transportation Planning Initiative (TPI) agreement. The first amendment adjusted match to correct for an error on the State share related to Task 6, Other Planning. This amendment adjusts the amount of funding in each Task to reconcile actual personnel hours, billing rates, and shifts in tasks based on personnel changes. Federal regulations require we maintain no more than a 10% deviation from budgeted to actual expenses. Amendments are required after 10% deviations. Exhibits 2-3-4 include the adjusted budget.

We added two new staff positions to the budget including our new Senior GIS Planner and a second Planning Technician. Additionally, we added the purchase of two new tube bicycle counters to the equipment line. The counters will allow counting of vehicles and bicycle traffic simultaneously.

Task 1 – Program Administration: Added the purchase of two new Eco Tube Bicycle Counters.

Task 2 – Public Participation and Coordination: No changes to tasks.

Task 3 – Long Range Planning: No changes to tasks.

Task 4 – Short Range Planning: Added the \$25,000 to consultant studies for a total of \$45,000.

Task 5 – Project Development Planning: No change to tasks.

The overall effect of the amendment to individual tasks is demonstrated below.

<b>Task</b>	<b>Task Description</b>	<b>Approved</b>	<b>Amended</b>	<b>Difference</b>	<b>% Change</b>
Task 1	Administration	\$18,900	\$32,493	\$13,593	71.92%
Task 2	Public Participation & Coordination	\$50,835	\$40,751	(\$10,084)	-19.84%
Task 3	Long Range Planning	\$47,361	\$18,755	(\$28,606)	-60.40%
Task 4	Short Range Planning	\$94,585	\$114,558	\$19,973	21.12%
Task 5	Project Development	\$15,572	\$19,825	\$4,253	27.31%
Task 6	Other Planning	\$9,129	\$10,000	\$871	9.54%
<b>TOTAL</b>		<b>\$236,382</b>	<b>\$236,382</b>	<b>\$0</b>	

Equipment, personnel training, and contractor procurement and management are part of Task 1, Administration.

The overall total remains unchanged at \$236,382.

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION  
FFY 2017 Transportation Planning Initiative**

Federal Fiscal Year: October 1, 2016 to September 30, 2017

Approved by: CVRPC TAC 06/27/17; CVRPC Executive Committee 07/05/17 (Anticipated)

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**EXHIBIT 1: WORK PROGRAM**

Note: Changes have been highlighted in **bold** text.

**Purpose and Summary**

This document describes the Central Vermont Regional Planning Commission (CVRPC) Transportation Planning Initiative (TPI), Federal Fiscal Year 2017 Work Program. The transportation program is continually adapted to meet the needs of our 23 municipalities, the region at large, and the work tasks developed cooperatively with the Vermont Agency of Transportation. This work program is a summary of work tasks with more specific work scope and schedule guidance being provided by VTrans and/or our member communities. Implicit in this agreement is that CVRPC staff will hold themselves to a professional standard and seek training opportunities in all relevant transportation and planning related topics. The regional transportation planning program is intended to achieve the following goals:

1. To improve linkages between transportation planning and planning for land use, economic development, and natural resources at the regional and local levels;
2. To provide for increased participation by municipalities and members of the public, in making transportation decisions;
3. To facilitate implementation of transportation projects through greater understanding of transportation issues and opportunities; and
4. To improve and streamline the linkage between the transportation planning process and GIS resources.

The CVRPC TPI Work Program has enabled creation of the Transportation Element of the Regional Plan, organizes regional priorities for VTrans projects, enables municipalities to learn about VTrans planning processes, provides transportation planning services to municipalities, provides local input into state planning processes, and studies transportation problems.

The current Work Program continues the above activities. In addition activities have been added to strengthen the transportation / land use linkage, assist municipalities to plan for a resilient transportation system, and plan for Clean Water initiatives.

This work program is presented in six task areas, each corresponding to VTrans FFY 2017 Transportation Planning Initiative (TPI) guidance materials and direction from VTrans. The narrative for each includes a description of the goals, objectives, and activities/products proposed to address the tasks.

<b>TASK 1. PROGRAM ADMINISTRATION</b>
---------------------------------------

CVRPC will be responsible for the management of financial, reporting, and auditing requirements related to agreement fulfillment. Staff is experienced in the administration of federal, state, and local agreements and is familiar with federal and state financial and audit procedures. Local officials, Commission representatives, and members of the general public will have access to information regarding the administration of this planning initiative. This task involves the activities necessary for the proper management of the TPI work program and the development of future work programs.

Included are the following activities:

1. hire, train, and supervise staff, and hire, supervise, and evaluate consultants as necessary to undertake the work program.
2. prepare and update policies and procedures to maintain compliance with state and federal laws, procedures, and requirements.
3. participate in a commission-wide audit, in conjunction with other CVRPC programs and in conformance with federal standards.
4. develop an indirect cost proposal.
5. work cooperatively with VTrans in an evaluation of the overall program to define strengths and deficiencies in meeting the objectives as defined in the VTrans/CVRPC agreement for services.
6. develop work plans and budgets and staff time devoted to mid-year reviews.
7. conduct financial reporting to meet federal and VTrans requirements, such as preparation of monthly billings, monthly progress reports, and weekly status reports regarding work accomplishments and financial status.
8. purchase supplies, equipment (**two bicycle counters**), and software necessary to complete the work program; repair and maintain equipment as necessary.
9. complete annual TPI and VAPDA Performance Reporting.

Personnel: Executive Director, Finance & Office Manager, Senior Planners, Program Manager, Planner I

Products: Administrative activities will be ongoing throughout the agreement period. Specific products will include equipment purchase and procurement documentation, monthly invoices, progress reports, an annual audit report, indirect cost proposal, related proposals, subcontracts, work programs and budgets, and the CVRPC FY16 Annual Report and VAPDA SFY2016 Annual Report.

<b>TASK 2. PUBLIC PARTICIPATION AND COORDINATION</b>
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The purpose of this task is to ensure that the general public, business owners, and other stakeholders have the opportunity to participate in the regional transportation planning process both individually and through their locally elected officials. This includes work efforts related to municipal, regional and interagency coordination, citizen participation, public informational meetings associated with the Regional Commission's transportation planning program and special transportation planning projects. Staff will continue to act as a liaison between the municipalities and VTrans.

Included are the following activities:

1. coordinate transportation planning activities with adjacent regional commissions, public transit providers, economic development agencies, human service providers & advocates, housing organizations, VTrans, and other organizations, such as development and implementation of CVRPC's Housing + Transportation Affordability outreach program.
2. publish and advertise informational materials regarding activities of the Regional Transportation Planning Program and related VTrans planning efforts. Media can include newsletters, website and social media content, and other materials to enhance understanding of the planning process, evaluation of needs, and development of transportation solutions.
3. meet regularly with VTrans staff to discuss the development, implementation and progress of programs and activities of interest to the region's member municipalities.
4. monitor the development of legislation affecting local and regional transportation; communicate information as appropriate.
5. attend various trainings, seminars, and conferences in an effort to expand knowledge and expertise in subjects relevant to transportation planning.
6. coordinate and facilitate the Central Vermont Transportation Advisory Committee (TAC) and coordinate their activities with local officials, groups, and other regional TACs and their involvement in statewide modal and policy plans.
7. solicit public participation in the planning process, including sponsor and convene informational meetings and public hearings (such as annual STIP/Capital Program hearings) and coordinate and participate in VTrans-sponsored events (such as TPI meetings and workshops).
8. engage the public in the identification of transportation problems and solutions.
9. participate in the update and implementation of current VTrans plans by facilitating public input through forums, public meetings, and other engagement tools as appropriate.
10. coordinate, facilitate, and provide technical support for quarterly road foreman roundtables.
11. serve on various transportation-related task forces and study committees.

12. attend meetings of local boards and commissions on transportation related topics.
13. provide outreach and assistance to municipalities in integrating good access management practices into local plans, regulations, and ordinances, such as Marshfield's rural and village districts zoning update.
14. conduct outreach to municipalities on adoption and use of codes and standards.
15. engage the public in the Regional Plan update as it pertains to transportation planning.
16. participate in emergency management training and activities to support a resilient transportation system.
17. monitor current transportation projects by reviewing the five year VTrans Capital Program and Project Development Plan, and the STIP.
18. participate and coordinate VTrans Way to Go! Initiatives to meet the needs of Central Vermont.
19. educate the region on the Vermont State Highway Safety Program.
20. coordinate the region's participation in the VTrans Aviation Program, including organizing a Knapp Airport Committee.
21. obtain in-house reference materials, such as periodicals, manuals and textbooks, on transportation planning, engineering, and related topics, for use by staff, local officials and the public.

**Personnel:** Executive Director, Finance and Office Manager, Senior Planners, Program Manager, Planners, Assistant Planners, Planning Technicians

**Products:** Public participation and outreach activities will be ongoing throughout the agreement period. Specific products will include meeting announcements and minutes, written recommendations and correspondence as appropriate, the newsletter, a written report regarding the Way to Go! Commuter Challenge planning efforts.

### **TASK 3. LONG RANGE TRANSPORTATION PLANNING**

Long range transportation planning includes development and incorporation of transportation planning into the Regional Plan, corridor management plans and modal specific plans. All modes of transportation should be considered and integrated into the overall transportation system. A basic component of a region's planning work should be a systematic review of multi-modal transportation needs based on existing and future land use patterns, socioeconomic characteristics and trends, environmental challenges and other driving factors. This task includes activities specifically related to long-range transportation system planning and analysis, i.e., database and GIS system development and maintenance, systems analyses, the adoption of the regional transportation plan to the Regional Plan,

corridor management, and all long-range transportation system management activities.

Included are the following activities:

1. maintain, distribute, and verify through local officials and business/community leaders future land use, demographic, and transportation network characteristics.
2. continue to incorporate transportation planning into the Regional Plan.
3. conduct outreach to local officials and the public on, and participate in, the Statewide Long Range Transportation Plan update .
4. participate in working groups, steering committees, and/or advisory committees of VTrans-managed planning projects, such as acting as a technical advisor and participating in task teams for VTrans' Transportation System Resiliency Planning.
5. inventory and evaluate on-road bicycle facilities along state highways.
6. participate in Corridor Management Planning efforts to integrate local and regional perspectives.
7. coordinate intermodal, multimodal, and freight transportation planning activities, including bike/pedestrian systems planning.
8. coordinate inter-regional efforts, such as clean water planning for inter-regional roads.
9. provide technical support to assist municipalities with transportation resilience planning, such as updates to the transportation sections of Local Hazard Mitigation Plans for Moretown, East Montpelier, Warren, Duxbury, Waterbury, Berlin, Plainfield, Williamstown, and Woodbury; and assistance to the 5-town Mad River Ridge to River stormwater planning effort.
10. provide technical support to assist municipalities with municipal plan updates, zoning ordinances, subdivision regulations, highway ordinances, and other transportation-related documents or ordinances, such as Berlin's plan update incorporating New Town Center designation and annual transportation capital budget updates for Fayston and Warren.
11. provide planning, technical assistance, and grant management support as needed for communities participating in the Strong Communities, Better Connections Program, such as the Mad River Valley Active Transportation Plan and Montpelier's Compete Streets Guide.
12. develop and implement analytical methods to identify gaps in the connectivity of the transportation system.
13. continue to provide technical support to regional public transit providers and advisory groups (Green Mountain Transit, Rural Community Transportation, Mad River TAC) and participate in activities as necessary; continue to serve on Boards and committees to act as a liaison between providers and local needs.

14. identify transportation opportunities and challenges in meeting State land use planning goals.
15. develop and maintain statistics and GIS data and analyses used to support transportation planning and project development, such as using Dunn & Bradstreet employment data to further Housing + Transportation Affordability outreach.
16. identify wildlife corridors, roadway barriers and crossings, and other environmental transportation connections.

Personnel: Executive Director, Senior Planners, Program Manager, Planners, Assistant Planners, Contractors as needed

Products: Updates to the Regional Plan; Inventory and map of on-road state highway bike facilities; GIS coverages/maps (updated base, land use, transportation network, associated transportation data, GIS updates of long-range plan maps); Project related products as applicable.

#### **TASK 4. SHORT RANGE TRANSPORTATION PLANNING**

Short range transportation planning projects may be identified in long range plans, conducted in response to an emerging issue, or prepared at the request of a municipality to address a specific need. The planning work may focus on a smaller area such as a downtown, commercial area or school and recommendations would be developed at a greater level of detail than typically provided in long range planning work. Short range planning includes collection of data to support all phases of transportation planning and project development. This task includes activities specifically emphasizing short-range transportation system analysis and problem solving, including the evaluation of specific local or regional transportation problems or issues of a one-time or short-term duration.

1. review and provide recommendations on transportation elements of municipal plans.
2. assist communities participating in the planning aspects of Transportation Alternatives, Byway, Bicycle/Pedestrian, Strong Communities/Better Connections, discretionary, and other grant Programs and in Cross Vermont Trail Association and Mad River Path Association initiatives.
3. review transportation issues and impacts of proposed development projects with impacts to the regional transportation system, and provide technical assistance to municipalities for transportation impact review of local development projects as necessary to strengthen local transportation planning.
4. conduct traffic monitoring by maintaining current data for major roads and problem areas, and by responding to local requests.
5. conduct traffic, parking space, bicycle and pedestrian, and turning movement counts.
6. assist municipalities to form local stormwater utilities and complete an annual inventory of



utilities formed.

7. collect municipal highway major collector HPMS data.
8. assist municipalities to plan for Complete Streets, and conduct a municipal complete streets implementation inventory.
9. assist municipalities with inventory, assessment, planning, and management of local transportation systems by conducting municipal road, culvert, bridge, ditch, roadway sign, and bicycle and pedestrian infrastructure inventories and assessments, road erosion assessments, and by supporting development and maintenance of road surface management systems, road stormwater management plans, and capital improvement plans. This work will, in part, assist towns in applying for Municipal Road General Permits and complying with the Vermont Clean Water Act.
10. participate in public transit planning, such as GMT's system redesign process, update of the GMT Transit Development Plan, coordination of human service needs with transportation options, monitoring changes of transit systems in the region, updating transit mapping, and supporting enhancement of the Elderly and Disabled Transportation Program.
11. participate and coordinate efforts with VTrans, GMT, and communities to develop travel demand management measures (including Go Vermont, Montpelier Multi-modal Center).
12. support Safe Routes to School outreach, planning, implementation, and evaluation.
13. participate in the Systemic Local Road Safety Program and Road Safety Audit Reviews.

**Personnel:** Executive Director, Senior Planners, Program Manager, Planner I, Assistant Planners, Planning Technician, Contractors as needed

**Products:** Municipal Plan updates; Traffic, parking space, bicycle and pedestrian, and turning movement counts; Local Stormwater Utilities Report; Sufficiency rating data on VTrans identified miles of municipal highway major collectors; Complete Streets implementation inventory; Municipal transportation system inventories, assessments, and capital plans; Nominations and mapping of high hazard locations and programmatic corridors to the HRRR Program; Updated school area infrastructure maps developed for SRTS Program as needed; Other projects as applicable.

## **TASK 5. PROJECT DEVELOPMENT PLANNING**

The task includes activities emphasizing project-specific planning and development. Project development activities provide continuity between planning and implementation and provide a framework for on-going public participation as specific design alternatives, costs and impacts are explored. The work will involve developing transportation projects and preparing them for state or local implementation. The project development assistance will be extended to municipalities and VTrans first

with a secondary priority of serving nonprofit and interest groups. These are projects and planning activities that can realistically be implemented within a few years.

Included are the following activities:

1. identify local issues that relate to scoping analysis, and conduct feasibility and location studies, **such as the Plainfield Bridge Scoping Study Archeological Resources Analysis and traffic safety study of the Towne Hill Road/Gallison Hill Road/Brazier Road intersection in East Montpelier.**
2. facilitate public participation during scoping analysis and the project development process, and participate in public meetings.
3. provide assistance to communities for projects that can be funded and developed outside the statewide prioritization system.
4. prioritize VTrans projects and evaluate conformance with the Regional Plan.
5. prioritize District paving projects.
6. provide outreach, assistance, and coordination for accelerated and high impact projects, participate in meetings, and provide assistance to municipalities as needed.
7. provide outreach to identify road diet projects and coordinate municipal education and participation.

Personnel: Executive Director, Senior Planners, Program Manager, Planners, Assistant Planners, Contractors

Products: Regional project prioritization list and map; District paving prioritization list; **scoping and feasibility studies as applicable**; Project assistance as applicable.

<b>TASK 6. OTHER PLANNING ACTIVITIES</b>
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The Vermont Online Bridge and Culvert Inventory Tool (VOBCIT/VTculverts.org) is an integrated software product to handle data entry, access, and status reporting of municipal bridge and culvert inventories currently collected by Regional Planning Commissions (RPCs), municipalities, and their contractors. VTrans initiated, updates, and provides financial support for the software. CVRPC and the Chittenden County RPC support other RPCs and municipalities in using the software.

1. Provide VOBCIT technical support to RPCs and municipalities.

Personnel: Program Manager, **Senior Planner I, Planner I**

Products: Technical support to RPC's and municipalities throughout the agreement period.

Exhibit 2: Budget Detail by Task Category

Task	Task Description	Agreement Amount
Task 1	Program Administration	\$32,493
Task 2	Public Participation and Coordination	\$40,751
Task 3	Long Range Transportation Planning	\$18,755
Task 4	Short Range Transportation Planning	\$114,558
Task 5	Project Development Planning	\$19,825
Task 6	VOBCIT Technical Support	\$10,000
Total		\$236,382

Exhibit 3: Budget Detail by Expense Category

RPC Staff Position	Rate SFY17	Total Hours	Total Cost
Executive Director	\$37.76	305	\$11,517
Senior Planner I	\$25.00	305	\$7,625
Program Manager	\$27.88	1,128	\$31,459
Planner I	\$20.19	790	\$15,950
Asst. Planner I	\$18.63	68	\$1,258
Finance & Office Mngr	\$27.64	136	\$3,759
Asst. Planner II	\$16.10	149	\$2,391
Planner II	\$21.63	86	\$1,860
Senior Planner II	\$30.11	110	\$3,312
Planning Technician I	\$13.00	140	\$1,820
Planning Technician II	\$13.00	250	\$3,250
Total		3,466	\$84,200

Indirect Costs	106.90%		
RPC Staff Position	of Hourly Rate	Total Hours	Total Cost
Executive Director	\$40.37	305	\$12,311
Senior Planner I	\$26.73	305	\$8,151
Program Manager	\$29.80	1,128	\$33,629
Planner I	\$21.58	790	\$17,051
Asst. Planner I	\$19.92	68	\$1,344
Finance & Office Mngr	\$29.55	136	\$4,018
Asst. Planner II	\$17.21	149	\$2,556
Planner II	\$23.12	86	\$1,989
Senior Planner II	\$32.19	110	\$3,541
Planning Technician I	\$13.90	140	\$1,946
Planning Technician II	\$13.90	250	\$3,474
Total		3,466	\$90,010

Direct Costs	Total Cost
Contractual	\$45,000
Travel	\$5,309
Supplies	\$8,383
Equipment	\$0
Meetings	\$1,780
Data & References	\$200
Postage	\$500
Copy/Print	\$500
Advertising	\$500
Total	\$62,172

Task	Task Description	CVRPC Share <sup>1</sup>	VTrans Share <sup>2</sup>
Task 1	Program Administration	\$3,249	\$29,243
Task 2	Public Participation and Coordination	\$4,075	\$36,675
Task 3	Long Range Transportation Planning	\$1,876	\$16,880
Task 4	Short Range Transportation Planning	\$11,456	\$103,102
Task 5	Project Development Planning	\$1,983	\$17,843
Task 6 <sup>3</sup>	VOBCIT Technical Support	0	\$10,000
Subtotal by Share		\$22,638	\$213,744
Agreement Total			\$236,382

Notes:

<sup>1</sup> CVRPC share comes from annual appropriations from the Vermont Agency of Commerce and Community Development (Municipal & Regional Planning Fund) and CVRPC's member municipalities.

<sup>2</sup> VTrans share comes from federal transportation funds provided by the U.S. Department of

<sup>3</sup> VTrans agreed to cover the 20% match requirement for this task (Amy Bell, 06/21/16 email).

Exhibit 4: Time-Task-Cost Summary

A. Personnel (Hours)

Task #	Task Description	Exec. Dir.	GIS Sr. Planner I	Transpo Program Mgr	GIS Planner I	Asst. Planner I	Fin/Off Mgr	Asst. Planner II	EM Planner II	LU Sr. Planner II	Planning Tech I	Planning Tech II	Total Hours
1	Administration	40	5	55	25			135	80	5	20		260
2	Public Participation & Coordination	125	10	350	80	1		73	0	75			745
3	Long Range Transportation Planning	85	120	0	30		0		3	0			283
4	Short Range Transportation Planning	40	180	250	650	50	64	64	5	30	100	250	1,519
5	Project Development Planning	15	110	180	25	17	9		1		20		377
6	VOBCIT Technical Support			173									173
	<b>Total</b>	<b>305</b>	<b>305</b>	<b>1,128</b>	<b>750</b>	<b>68</b>	<b>136</b>	<b>149</b>	<b>86</b>	<b>110</b>	<b>140</b>	<b>250</b>	<b>3,466</b>

B. Direct Costs (\$)<sup>1</sup>

Task #	Task Description	Contractual	Travel	Supplies	Equipment	Meetings	Data/Ref	Postage	Copy/Print	Advertising	Total
1	Administration		\$5,309	\$8,383		\$1,780	\$200	\$500	\$500	\$500	\$17,172
2	Public Participation & Coordination										\$0
3	Long Range Transportation Planning										\$0
4	Short Range Transportation Planning	\$45,000									\$45,000
5	Project Development Planning										\$0
6	VOBCIT Technical Support										\$0
	<b>Total</b>	<b>\$45,000</b>	<b>\$5,309</b>	<b>\$8,383</b>	<b>\$0</b>	<b>\$1,780</b>	<b>\$200</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$62,172</b>

C. Cost Proposal Summary (\$)

Task #	Task Description	Hourly Rate	Exec. Dir.	GIS Sr. Planner I	Transpo Program Mgr	GIS Planner I	Asst. Planner I	Fin/Off Mgr	Asst. Planner II	EM Planner II	LU Sr. Planner II	Planning Tech I	Planning Tech II	Total Personnel	Indirect	Direct	Total Costs
1	Administration	\$1,510	\$37.76	\$125	\$1,533	\$505	\$0	\$3,731	\$0	\$0	\$0	\$0	\$0	\$7,405	\$7,916	\$17,172	\$32,493
2	Public Participation & Coordination	\$4,720		\$250	\$9,758	\$1,615	\$5	\$28	\$1,179	\$1,730	\$151	\$260	\$0	\$19,696	\$21,035	\$0	\$40,731
3	Long Range Transportation Planning	\$3,210		\$0	\$3,446	\$202	\$9	\$0	\$40	\$0	\$2,258	\$0	\$0	\$9,065	\$9,690	\$0	\$18,755
4	Short Range Transportation Planning	\$1,510		\$4,500	\$6,970	\$13,124	\$932	\$0	\$1,023	\$108	\$908	\$1,300	\$3,250	\$33,619	\$35,939	\$45,000	\$114,558
5	Project Development Planning	\$566		\$2,750	\$5,018	\$505	\$312	\$0	\$149	\$32	\$0	\$260	\$0	\$9,582	\$10,243	\$0	\$19,825
6	VOBCIT Technical Support	\$0		\$0	\$4,833	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,833	\$5,167	\$0	\$10,000
	<b>Total</b>	<b>\$11,517</b>	<b>\$7,625</b>	<b>\$31,459</b>	<b>\$15,950</b>	<b>\$12,58</b>	<b>\$2,591</b>	<b>\$37,59</b>	<b>\$1,860</b>	<b>\$3,402</b>	<b>\$1,820</b>	<b>\$3,250</b>	<b>\$52,172</b>	<b>\$84,200</b>	<b>\$90,010</b>	<b>\$62,172</b>	<b>\$236,382</b>

<b>Agreement Total</b>	<b>\$236,382</b>
	<b>\$0.00</b>

<b>106.9% Indirect Rate</b>	<b>\$12,311</b>	<b>\$8,151</b>	<b>\$33,629</b>	<b>\$17,051</b>	<b>\$1,344</b>	<b>\$2,556</b>	<b>\$4,018</b>	<b>\$1,989</b>	<b>\$3,541</b>	<b>\$3,474</b>	<b>\$86,064</b>
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Notes

- <sup>1</sup> Contractual: Audit services, engineering services as needed for problem evaluation, editing professional services
- Travel: Mileage, transportation, parking, rooms
- Supplies: Office and traffic counting supplies, mapping supplies used for transportation planning, eco-counter data service
- Equipment: Counting and inventory equipment, computers used for transportation planning
- Meetings: Meeting room space, meals, conference / workshop fees
- Data / Ref: Reference materials
- Postage: Large packages, special mailings
- Copies / Printing: Reproduction costs, including photocopies (\$0.05 b&w; \$1.0 color) and outside print/copy services
- Advertising: Advertising, legal notices



## Central Vermont Regional Planning Commission

### MEMO

Date: June 30, 2017

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: CVRPC FFY 2018 TPI Work Program and Budget

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**Staff requests Executive Committee approval of the CVRPC FFY 18 Transportation Planning Initiative work program and budget.**

This work program and budget reflect CVRPC's anticipate work and expenses for the contract period October 1, 2017 through September 30, 2018 (FFY18). Exhibit 1 includes the full work program. It is similar to the FFY17 work program. New tasks have been added in **bold** text. Exhibits 2-3-4 are the budget, presented in three different formats as required by VTrans.

The Transportation Advisory Committee approved the FFY18 work program and budget on June 27. The budget presented to the Executive Committee is different. The original budget included \$20,000 for contractor studies. CVRPC's FY18 organizational budget does not accommodate transportation studies. The FFY18 TPI budget has been modified from the TAC-approved budget to reduce contractor studies and increase staff services.

The changes from the FFY17 work program are:

Task 1 – Program Administration: Staff training added to facilitate transition of the new Transportation Program Manager.

Task 2 – Public Participation and Coordination: No changes.

Task 3 – Long Range Planning: New task added.

- Participating in task teams for VTrans' Transportation System Resiliency Planning.

Task 4 – Short Range Planning: Three tasks added.

- Model inventory of roadway elements (MIRE) data programs,
- Municipal road stormwater management plans, and
- Review of functional classification system.

Task 5 – Project Development Planning: No changes.

Task 6 – Other Planning Activities: No changes. CVRPC and CCRPC receive a special allocation to provide technical support to RPCs and municipalities for the Vermont Online Bridge and Culvert Inventory Tool (VOBCIT), otherwise known as VTCulverts. CVRPC and CCRPC worked with VTrans and its contractor to transition this tool into a more user friendly format in FFY16. VTrans subsequently provided funding to the two RPCs to train and assist others to use the new tool. The FFY17 allocation was \$10,000. The FFY18 allocation is expected to be \$5,000. CVRPC does not anticipate receiving funds for this task in FFY19 because training will be complete.

Agreement Funding - \$231,370

Summary of budget amounts by task

TAC-Approved Budget

Task	Task Description	Agreement Amount
Task 1	Program Administration	\$32,174
Task 2	Public Participation and Coordination	\$41,758
Task 3	Long Range Transportation Planning	\$25,847
Task 4	Short Range Transportation Planning	\$106,154
Task 5	Project Development Planning	\$20,437
Task 6	VOBCIT Technical Support	\$5,000
<b>Total</b>		<b>\$231,370</b>

Revised Budget for Executive Committee Approval

Task	Task Description	Agreement Amount
Task 1	Program Administration	\$27,429
Task 2	Public Participation and Coordination	\$44,933
Task 3	Long Range Transportation Planning	\$31,397
Task 4	Short Range Transportation Planning	\$96,402
Task 5	Project Development Planning	\$26,209
Task 6	VOBCIT Technical Support	\$5,000
<b>Total</b>		<b>\$231,370</b>

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

**FFY 2018 Transportation Planning Initiative**

Federal Fiscal Year: October 1, 2017 to September 30, 2018

Approved by: TAC 06/27/17; Executive Committee 07/05/17 (Anticipated)

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**EXHIBIT 1: WORK PROGRAM**

Note: Changes from the FFY17 work program have been highlighted in **bold text**.

**Purpose and Summary**

This document describes the Central Vermont Regional Planning Commission (CVRPC) Transportation Planning Initiative (TPI), Federal Fiscal Year 2018 Work Program. The transportation program is continually adapted to meet the needs of our 23 municipalities, the region at large, and the work tasks developed cooperatively with the Vermont Agency of Transportation. This work program is a summary of work tasks with more specific work scope and schedule guidance being provided by VTrans and/or our member communities. Implicit in this agreement is that CVRPC staff will hold themselves to a professional standard and seek training opportunities in all relevant transportation and planning related topics. The regional transportation planning program is intended to achieve the following goals:

1. To improve linkages between transportation planning and planning for land use, economic development, and natural resources at the regional and local levels;
2. To provide for increased participation by municipalities and members of the public, in making transportation decisions;
3. To facilitate implementation of transportation projects through greater understanding of transportation issues and opportunities; and
4. To improve and streamline the linkage between the transportation planning process and GIS resources.

The CVRPC TPI Work Program has enabled creation of the Transportation Element of the Regional Plan, organizes regional priorities for VTrans projects, enables municipalities to learn about VTrans planning processes, provides transportation planning services to municipalities, provides local input into state planning processes, and studies transportation problems.

The current Work Program continues the above activities. In addition activities have been added to strengthen the transportation / land use linkage, assist municipalities to plan for a resilient transportation system, and plan for Clean Water initiatives.

This work program is presented in six task areas, each corresponding to VTrans FFY 2018 Transportation Planning Initiative (TPI) guidance materials and direction from VTrans. The narrative for each includes a description of the goals, objectives, and activities/products proposed to address the tasks.

**TASK 1. PROGRAM ADMINISTRATION**

CVRPC will be responsible for the management of financial, reporting, and auditing requirements related to agreement fulfillment. Staff is experienced in the administration of federal, state, and local agreements and is familiar with federal and state financial and audit procedures. Local officials, Commission representatives, and members of the general public will have access to information regarding the administration of this planning initiative. This task involves the activities necessary for the proper management of the TPI work program and the development of future work programs.

Included are the following activities:

1. hire, train, and supervise staff, and hire, supervise, and evaluate consultants as necessary to undertake the work program.
2. prepare and update policies and procedures to maintain compliance with state and federal laws, procedures, and requirements.
3. participate in a commission-wide audit, in conjunction with other CVRPC programs and in conformance with federal standards.
4. develop an indirect cost proposal.
5. work cooperatively with VTrans in an evaluation of the overall program to define strengths and deficiencies in meeting the objectives as defined in the VTrans/CVRPC agreement for services.
6. develop work plans and budgets and staff time devoted to mid-year reviews.
7. conduct financial reporting to meet federal and VTrans requirements, such as preparation of monthly billings, monthly progress reports, and weekly status reports regarding work accomplishments and financial status.
8. purchase supplies, equipment (none expected), and software directly related to TPI activities and necessary to complete the work program; repair and maintain equipment as necessary.
9. complete annual TPI and VAPDA Performance Reporting.
10. attend month TPI meeting.
11. training to enhance knowledge and skills specific to transportation planning best practices.

Personnel: Executive Director, Finance/Office Manager, Program Manager, Senior Planners, Planner I

Products: Administrative activities will be ongoing throughout the agreement period. Specific products will include procurement documentation, monthly invoices, progress reports, an annual audit report, indirect cost proposal, related proposals, subcontracts, work programs and budgets, and the CVRPC FY18 Annual Report and VAPDA SFY2018 Annual Report that includes transportation performance measures.



## TASK 2. PUBLIC PARTICIPATION AND COORDINATION

The purpose of this task is to ensure that the general public, business owners, and other stakeholders have the opportunity to participate in the regional transportation planning process both individually and through their locally elected officials. This includes work efforts related to municipal, regional and interagency coordination, citizen participation, public informational meetings associated with the Regional Commission's transportation planning program and special transportation planning projects. Staff will continue to act as a liaison between the municipalities and VTrans.

Included are the following activities:

1. coordinate transportation planning activities with adjacent regional commissions, public transit providers, economic development agencies, human service providers & advocates, housing organizations, VTrans, and other organizations, such as continued development and implementation of CVRPC's Housing + Transportation Affordability outreach program.
2. publish and advertise informational materials regarding activities of the Regional Transportation Planning Program and related VTrans planning efforts. Media can include newsletters, website and social media content, and other materials to enhance understanding of the planning process, evaluation of needs, and development of transportation solutions.
3. meet regularly with VTrans staff to discuss the development, implementation and progress of programs and activities of interest to the region's member municipalities.
4. monitor the development of legislation affecting local and regional transportation; communicate information as appropriate.
5. coordinate and facilitate the Central Vermont Transportation Advisory Committee (TAC) and coordinate their activities with local officials, groups, and other regional TACs and their involvement in statewide modal and policy plans.
6. solicit public participation in the planning process, including sponsor and convene informational meetings and public hearings (such as annual STIP/Capital Program hearings) and coordinate and participate in VTrans-sponsored events (such as TPI meetings and workshops).
7. engage the public in the identification of transportation problems and solutions.
8. participate in the update and implementation of current VTrans plans by facilitating public input through forums, public meetings, and other engagement tools as appropriate.
9. coordinate, facilitate, and provide technical support for quarterly road foreman roundtables.
10. serve on various transportation-related task forces and study committees.
11. attend meetings of local boards and commissions on transportation related topics.

12. provide outreach and assistance to municipalities in integrating good access management practices into local plans, regulations, and ordinances, such as Marshfield's rural and village districts zoning update.
  13. conduct outreach to municipalities on adoption and use of codes and standards.
  14. engage the public in the Regional Plan update as it pertains to transportation planning.
  15. participate in emergency management training and activities to support a resilient transportation system.
  16. monitor current transportation projects by reviewing the five year VTrans Capital Program and Project Development Plan, and the STIP.
  17. participate and coordinate VTrans Way to Go! Initiatives to meet the needs of Central Vermont.
  18. coordinate the region's participation in the VTrans Aviation Program, including participation in State Aviation Council meetings.
  19. obtain in-house reference materials, such as periodicals, manuals and textbooks, on transportation planning, engineering, and related topics, for use by staff, local officials and the public.
- Personnel: Executive Director, Finance and Office Manager, Program Manager, Senior Planners, Planners, Planning Technicians
- Products: Public participation and outreach activities will be ongoing throughout the agreement period. Specific products will include meeting announcements and minutes, written recommendations and correspondence as appropriate, the newsletter, a written report regarding the Way to Go! Challenge planning efforts.

### **TASK 3. LONG RANGE TRANSPORTATION PLANNING**

Long range transportation planning includes development and incorporation of transportation planning into the Regional Plan, corridor management plans and modal specific plans. All modes of transportation should be considered and integrated into the overall transportation system. A basic component of a region's planning work should be a systematic review of multi-modal transportation needs based on existing and future land use patterns, socioeconomic characteristics and trends, environmental challenges and other driving factors. This task includes activities specifically related to long-range transportation system planning and analysis, i.e., database and GIS system development and maintenance, systems analyses, the adoption of the regional transportation plan to the Regional Plan, corridor management, and all long-range transportation system management activities.

Included are the following activities:

1. maintain, distribute, and verify through local officials and business/community leaders future land use, demographic, and transportation network characteristics.
2. continue to incorporate transportation planning into the Regional Plan.
3. conduct outreach to local officials and the public on, and participate in, the Statewide Long Range Transportation Plan update .
4. participate in working groups, steering committees, and/or advisory committees of VTrans-managed planning projects, such as acting as a technical advisor.
5. **participate in task teams for VTrans' Transportation System Resiliency Planning.**
6. inventory and evaluate on-road bicycle facilities along state highways.
7. participate in Corridor Management Planning efforts to integrate local and regional perspectives.
8. coordinate intermodal, multimodal, and freight transportation planning activities, including bike/pedestrian systems planning.
9. coordinate inter-regional efforts, such as clean water planning for inter-regional roads.
10. provide technical support to assist municipalities with transportation resilience planning, such as updates to the transportation sections of Local Hazard Mitigation Plans for Moretown, East Montpelier, Warren, Duxbury, Waterbury, Berlin, Plainfield, Williamstown, Woodbury, Washington, Calais, and Montpelier; and assistance to the 5-town Mad River Ridge to River stormwater planning effort.
11. provide technical support to assist municipalities with municipal plan updates, zoning ordinances, subdivision regulations, highway ordinances, and other transportation-related documents or ordinances, such as Berlin's plan update incorporating New Town Center designation and annual transportation capital budget updates for Fayston and Warren.
12. provide planning, technical assistance, and grant management support as needed for communities participating in the Better Connections program.
13. develop and implement analytical methods to identify gaps in the connectivity of the transportation system.
14. continue to provide technical support to regional public transit providers and advisory groups (Green Mountain Transit, Rural Community Transportation, Mad River TAC) and participate in activities as necessary; continue to serve on Boards and committees to act as a liaison between providers and local needs.
15. identify transportation opportunities and challenges in meeting State land use planning goals.

16. develop and maintain statistics and GIS data and analyses used to support transportation planning and project development, such as using Dunn & Bradstreet employment data to further Housing + Transportation Affordability outreach.

17. identify wildlife corridors, roadway barriers and crossings, and other environmental transportation connections.

Personnel: Executive Director, Program Manager, Senior Planners, Planners, Contract staff as needed

Products: Updates to the Regional Plan; Inventory and map of on-road state highway bike facilities; GIS coverages/maps (updated base, land use, transportation network, associated transportation data, GIS updates of long-range plan maps); Project related products as applicable.

#### TASK 4. SHORT RANGE TRANSPORTATION PLANNING

Short range transportation planning projects may be identified in long range plans, conducted in response to an emerging issue, or prepared at the request of a municipality to address a specific need. The planning work may focus on a smaller area such as a downtown, commercial area or school and recommendations would be developed at a greater level of detail than typically provided in long range planning work. Short range planning includes collection of data to support all phases of transportation planning and project development. This task includes activities specifically emphasizing short-range transportation system analysis and problem solving, including the evaluation of specific local or regional transportation problems or issues of a one-time or short-term duration.

1. review and provide recommendations on transportation elements of municipal plans.
2. assist communities participating in the planning aspects of Transportation Alternatives, Byway, Bicycle/Pedestrian, Better Connections, discretionary, and other grant programs and in regional bicycle and pedestrian initiatives, such as the Cross Vermont Trail, Central Vermont Path, and Mad River Path.
3. review transportation issues and impacts of proposed development projects with impacts to the regional transportation system, and provide technical assistance to municipalities for transportation impact review of local development projects as necessary to strengthen local transportation planning.
4. conduct traffic monitoring by maintaining current data for major roads and problem areas, and by responding to local requests.
5. conduct traffic, parking space, bicycle and pedestrian, and turning movement counts.
6. assist municipalities to form local stormwater utilities and complete an annual inventory of utilities formed.

7. collect municipal highway major collector HPMS data and **model inventory of roadway elements (MIRE) data programs.**
8. assist municipalities to plan for Complete Streets, and conduct a municipal complete streets implementation inventory.
9. assist municipalities with inventory, assessment, planning, and management of local transportation systems by conducting municipal road, culvert, bridge, ditch, roadway sign, and bicycle and pedestrian infrastructure inventories and assessments, road erosion assessments, and by supporting development and maintenance of road surface management systems, **municipal road stormwater management plans**, and capital improvement plans. This work will, in part, assist towns in applying for Municipal Road General Permits and complying with the Vermont Clean Water Act.
10. participate in public transit planning, such as GMT's system redesign process, update of the GMT Transit Development Plan, coordination of human service needs with transportation options, monitoring changes of transit systems in the region, updating transit mapping, and supporting enhancement of the Elderly and Disabled Transportation Program.
11. participate and coordinate efforts with VTrans, GMT, and communities to develop travel demand management measures (including Go Vermont, Montpelier Multi-modal Center).
12. support Safe Routes to School outreach, planning, implementation, and evaluation.
13. participate in the Systemic Local Road Safety Program and Road Safety Audit Reviews.
14. **review of functional classification system.**

Personnel: Executive Director, Program Manager, Senior Planners, Planner I, Planning Technician, Consultant/Contract staff as needed

Products: Municipal Plan updates; Traffic, parking space, bicycle and pedestrian, and turning movement counts; Local Stormwater Utilities Report; Sufficiency rating data on VTrans identified miles of municipal highway major collectors; Complete Streets implementation inventory; Municipal transportation system inventories, assessments, and capital plans; Nominations and mapping of high hazard locations and programmatic corridors to the HRRR Program; Updated school area infrastructure maps developed for SRTS Program as needed; Other projects as applicable.

#### **TASK 5. PROJECT DEVELOPMENT PLANNING**

The task includes activities emphasizing project-specific planning and development. Project development activities provide continuity between planning and implementation and provide a framework for on-going public participation as specific design alternatives, costs and impacts are explored. The work will involve developing transportation projects and preparing them for state or local implementation. The project development assistance will be extended to municipalities and VTrans first

with a secondary priority of serving nonprofit and interest groups. These are projects and planning activities that can realistically be implemented within a few years.

Included are the following activities:

1. identify local issues that relate to scoping analysis, and conduct feasibility and location studies.
2. facilitate public participation during scoping analysis and the project development process, and participate in public meetings.
3. assist and review transportation projects that can be funded outside the statewide prioritization system, such as Transportation Alternatives, Bicycle and Pedestrian, and other locally or regionally managed projects.
4. prioritize VTrans projects and evaluate conformance with the Regional Plan.
5. prioritize District paving projects.
6. provide outreach, assistance, and coordination for accelerated and high impact projects, participate in meetings, and provide assistance to municipalities as needed.
7. provide outreach to identify road diet projects and coordinate municipal education and participation.

Personnel: Executive Director, Program Manager, Senior Planners, Planners, Consultant/Contract staff as needed

Products: Regional project prioritization list and map; District paving prioritization list; scoping and feasibility studies as applicable; Project assistance as applicable.

#### **TASK 6. OTHER PLANNING ACTIVITIES**

The Vermont Online Bridge and Culvert Inventory Tool (VOBCIT/VTculverts.org) is an integrated software product to handle data entry, access, and status reporting of municipal bridge and culvert inventories currently collected by Regional Planning Commissions (RPCs), municipalities, and their contractors. VTrans initiated, updates, and provides financial support for the software. CVRPC and the Chittenden County RPC support other RPCs and municipalities in using the software.

1. Provide VOBCIT technical support to RPCs and municipalities.

Personnel: Program Manager, Senior Planner I, Planner 1

Products: Technical support to RPC's and municipalities throughout the agreement period.

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

**FFY 2018 Transportation Planning Initiative**

June 2017

**Exhibit 2: Budget Detail by Task Category**

Task	Task Description	Agreement Amount
Task 1	Program Administration	\$27,429
Task 2	Public Participation and Coordination	\$44,933
Task 3	Long Range Transportation Planning	\$31,397
Task 4	Short Range Transportation Planning	\$96,402
Task 5	Project Development Planning	\$26,209
Task 6	VOBCIT Technical Support	\$5,000
<b>Total</b>		<b>\$231,370</b>

**Exhibit 3: Budget Detail by Expense Category**

RPC Staff Position	Rate SFY18	Total Hours	Total Cost
Executive Director	\$53.41	260	\$13,887
Program Manager	\$37.70	1,257	\$47,400
GIS Senior Planner I	\$38.23	415	\$15,865
GIS Planner I	\$32.77	610	\$19,990
Land Use Planner III	\$36.41	75	\$2,731
Finance & Office Manager	\$37.95	20	\$759
Emerg Mngmt Planner III	\$32.04	25	\$801
Land Use Senior Planner II	\$41.12	25	\$1,028
Planning Technician I	\$14.06	270	\$3,796
Planning Technician II	\$14.06	270	\$3,796
<b>Total</b>		<b>3,227</b>	<b>\$110,053</b>

Indirect Costs	99.84%		
RPC Staff Position	of Hourly Rate	Total Hours	Total Cost
Executive Director	\$53.32	260	\$13,864
Program Manager	\$37.64	1,257	\$47,324
GIS Senior Planner I	\$38.17	415	\$15,840
GIS Planner I	\$32.72	610	\$19,958
Land Use Planner III	\$36.35	75	\$2,726
Finance & Office Manager	\$37.89	20	\$758
Emerg Mngmt Planner III	\$31.99	25	\$800
Land Use Senior Planner II	\$41.05	25	\$1,026
Planning Technician I	\$14.04	270	\$3,790
Planning Technician II	\$14.04	270	\$3,790
<b>Total</b>		<b>3,227</b>	<b>\$109,877</b>

Direct Costs	Total Cost
Contractual	\$0
Travel	\$5,250
Supplies	\$1,410
Equipment	\$0
Meetings	\$1,780
Data & References	\$200
Postage	\$200
Copy/Print	\$1,500
Advertising	\$1,100
<b>Total</b>	<b>\$11,440</b>

Fund Allocation		
Task	Task Description	
Task 1	Program Administration	CVRPC Share <sup>1</sup> \$2,743 VTrans Share <sup>2</sup> \$24,686
Task 2	Public Participation and Coordination	\$4,493 \$40,440
Task 3	Long Range Transportation Planning	\$3,140 \$28,258
Task 4	Short Range Transportation Planning	\$9,640 \$86,761
Task 5	Project Development Planning	\$2,621 \$23,588
Task 6 <sup>3</sup>	VOBCIT Technical Support	0 \$5,000
<b>Subtotal by Share</b>		<b>\$22,637 \$208,733</b>
<b>Agreement Total</b>		<b>\$231,370</b>

**Notes:**

<sup>1</sup> CVRPC share comes from annual appropriations from the Vermont Agency of Commerce and Community Development (Municipal & Regional Planning Fund) and CVRPC's member municipalities.

<sup>2</sup> VTrans share comes from federal transportation funds provided by the U.S. Department of Transportation Federal Highway Administration and state transportation funds appropriated by the

<sup>3</sup> VTrans agreed to cover the 20% match for this task.

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**FFY 2018 Transportation Planning Initiative**  
 June 2017

**Exhibit 4: Time-Task-Cost Summary****A. Personnel (Hours)**

Task #	Task Description	Exec Dir.	Transpo Program Mgr	GIS Sr Planner I	GIS Planner I	Land Use Sr Planner III	Fin/Off Mgr	Emerg Mngmt Planner II	Land Use Sr Planner II	Planning Tech	Planning Tech	Total Hours
1	Administration	20	150	5	10		20					205
2	Public Participation & Coordination	90	341	30	60	25		25				571
3	Long Range Transportation Planning	100	200	30	20				25			375
4	Short Range Transportation Planning	40	300	250	500	50				250		1,640
5	Project Development Planning	10	200	100	20					20		370
6	VOBCIT Technical Support		66									66
<b>Total</b>		<b>260</b>	<b>1,257</b>	<b>415</b>	<b>610</b>	<b>75</b>	<b>20</b>	<b>25</b>	<b>25</b>	<b>270</b>	<b>270</b>	<b>3,227</b>

**B. Direct Costs (\$)<sup>1</sup>**

Task #	Task Description	Contractual	Travel	Supplies	Equipment	Meetings	Data/Ref	Postage	Copy/Print	Advertising	Total
1	Administration		\$5,250	\$1,410		\$1,780	\$200	\$200	\$1,500	\$1,100	\$11,440
2	Public Participation & Coordination										\$0
3	Long Range Transportation Planning										\$0
4	Short Range Transportation Planning										\$0
5	Project Development Planning										\$0
6	VOBCIT Technical Support										\$0
<b>Total</b>		<b>\$0</b>	<b>\$5,250</b>	<b>\$1,410</b>	<b>\$0</b>	<b>\$1,780</b>	<b>\$200</b>	<b>\$200</b>	<b>\$1,500</b>	<b>\$1,100</b>	<b>\$11,440</b>

1400

**C. Cost Proposal Summary (\$)**

Task #	Task Description	Exec. Dir.	Transpo Program Mgr	GIS Sr Planner I	GIS Planner I	Land Use Sr Planner III	Fin/Off Mgr	Emerg Mngmt Planner II	Land Use Sr Planner II	Planning Tech	Planning Tech	Total	Indirect	Direct	Total Costs
1	Hourly Rate	\$53,41	\$37,70	\$38,23	\$32,77	\$36,41	\$37,95	\$32,04	\$41,12	\$14,06	\$14,06	\$8,001	\$7,988	\$11,440	\$27,429
2	Administration	\$1,068	\$5,655	\$191	\$328	\$0	\$759	\$0	\$0	\$0	\$0	\$22,485	\$22,449	\$0	\$44,933
3	Public Participation & Coordination	\$4,807	\$12,853	\$1,147	\$1,966	\$910	\$0	\$801	\$0	\$0	\$0	\$15,711	\$15,686	\$0	\$31,397
4	Long Range Transportation Planning	\$5,341	\$7,540	\$1,147	\$655	\$0	\$0	\$0	\$1,028	\$0	\$0	\$48,229	\$48,182	\$0	\$96,402
5	Short Range Transportation Planning	\$2,136	\$11,310	\$9,558	\$16,385	\$1,821	\$0	\$0	\$0	\$3,515	\$3,515	\$13,115	\$13,094	\$0	\$26,209
6	Project Development Planning	\$534	\$7,540	\$3,823	\$655	\$0	\$0	\$0	\$0	\$281	\$281	\$2,502	\$2,498	\$0	\$5,000
	VOBCIT Technical Support	\$0	\$2,502	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>		<b>\$13,887</b>	<b>\$47,400</b>	<b>\$15,885</b>	<b>\$19,990</b>	<b>\$2,731</b>	<b>\$759</b>	<b>\$801</b>	<b>\$1,028</b>	<b>\$3,796</b>	<b>\$3,796</b>	<b>\$110,053</b>	<b>\$109,877</b>	<b>\$11,440</b>	<b>\$231,370</b>

99.84% Indirect Rate	Indirect per employee	\$13,864	\$47,324	\$15,840	\$19,958	\$2,726	\$758	\$800	\$1,026	\$3,790	\$3,790	Total Employee Indirect	\$109,877

Agreement Total	\$231,370
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**Notes**

- <sup>1</sup> Contractual: Audit services, engineering services as needed for problem evaluation, professional editor  
 Travel: Mileage, transportation, parking, lodging, per diem  
 Supplies: Office and traffic counting supplies, mapping supplies used for transportation planning  
 Equipment: Counting and inventory equipment, computers used for transportation planning  
 Meetings: Meeting room space, other associated costs, conference / workshop fees  
 Data / Ref: Reference materials  
 Postage: Large packages, special mailings  
 Copies / Printing: Reproduction costs, including photocopies (\$0.05 b&w, \$1.0 color) and outside print/copy services  
 Advertising: Advertising, legal notices





## Central Vermont Regional Planning Commission

### BOARD OF COMMISSIONERS

July 11, 2017 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.)

6:30 pm – New Commissioner Training (optional; longer-serving Commissioners welcome too)

#### AGENDA

<u>Page</u>	<u>Time</u> <sup>1</sup>	<u>Description</u>
	7:00	<b>Adjustments to the Agenda</b> <b>Public Comments</b>
	7:05	<b>Meeting Minutes – June 13, 2017</b> (enclosed) <sup>2</sup>
	7:10	<b>Staff Reports</b> (enclosed)
	7:15	<b>Executive Director's Report</b> (enclosed)
	7:25	<b>Central VT Economic Development Corporation Report</b> , <i>Jamie Stewart, Executive Director</i>
	7:30	<b>Legislative Report</b> (enclosed)
	7:40	<b>5-Year Strategic Goals</b> (enclosed) Discussion of CVRPC's 5-year direction and FY18 activities to achieve them.
	8:00	<b>FY2018 Workplan and Budget</b> , <i>Bonnie Waninger</i> (enclosed) Presentation about CVRPC's FY2018 activities and funding.
	8:30	<b>Municipal Consultations</b> , <i>Eric Vorwald, Senior Planner</i> Trends observed by staff. Commissioners share local training and assistance needs.
	9:00	<b>Adjournment</b>

Note: This meeting is designed to provide strategic background about what CVRPC is doing to organize and focus itself into the future.

<sup>1</sup> Times are approximate unless otherwise advertised.

<sup>2</sup> Anticipated action item.

