



EXECUTIVE COMMITTEE

September 5, 2017

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

Page AGENDA

- | | | |
|----|-------------------------|---|
| | 4:00¹ | Adjustments to the Agenda |
| | 4:05 | Public Comment |
| | 4:10 | Consent Items (enclosed)² |
| 2 | | a) Meeting Minutes – July 31, August 16, and August 24, 2017 |
| 9 | | b) Executive Director Report |
| | 4:15 | Financial Update |
| | | Committee input for financial statement reorganization. |
| | 4:30 | Administrative Services Agreement and Leased Employees |
| | | Update on discussions with organizations served. |
| | 4:45 | Commissioner Handbook (enclosed)² |
| 10 | 5:00 | FY18 Commission Budget (enclosed)² |
| | | Updated Commission budget in advance of presentation to the Commission. |
| 19 | 5:20 | Project Review Committee (enclosed)² |
| | | Review Project Review Committee recommendation to the Board of Commissioners. |
| 20 | | a) Rules of Procedure |
| 23 | | b) Rules of Process |
| 26 | 5:55 | Commission Meeting Agenda (enclosed)² |
| | 6:00 | Adjourn |

¹ All times are approximate unless otherwise advertised

² Anticipated action item

CENTRAL VERMONT REGIONAL PLANNING COMMISSION**Executive Committee****DRAFT Minutes****July 31, 2017****Present:**☒ Julie Potter☒ Laura Hill-Eubanks☒ Michael Gray☒ Dara Torre☒ Steve Lotspeich☒ Don La Haye☒ Byron Atwood

Staff: B. Waninger, B. MacBrien

Guest: None

Chair J. Potter called the meeting to order at 4:02 pm.

Adjustments to the Agenda

The GIS Services Policy Annual Report was discussed. It had been included in the Committee packet as an information item. Staff will communicate the policy to towns again to foster its use. Potter suggested if the services remain undersubscribed, CVRPC could offer additional free hours for GIS or other tasks. B. Waninger described an idea proposed by Senior Planner Eric Vorwald to have CVRPC create an on-line catalogue for data frequently used in municipal plans. CVRPC could update the data annually as needed. The Committee concurred this was a good idea. Potter noted CVRPC's Planning Technical Nina Truslow was updating data for East Montpelier. The Planning Commission appreciated the service. Potter said the work was excellent.

Public Comment

None.

Consent Items

B. Atwood requested the July 11 minutes be held out.

D. La Haye moved to approve the July 5, 2017 minutes and Executive Director Report as presented; M. Gray seconded. Motion carried.

July 11, 2017 Meeting Minutes

B. Atwood noted that he did not attend the meeting.

L. Hill-Eubanks moved to approve the July 11 meeting minutes as amended; D. La Haye seconded. Motion carried.

Reserve Account

B. MacBrien distributed a contact information sheet for signature by the Chair, Treasurer, and Executive Director. Signatures and information requested by Northfield Saving Bank to open the account were completed.

Financial Report

MacBrien noted that FY17 books are still being closed, so a written financial report is not available. She reported the \$3,071 receivable for Forest Stewardship was researched and written off as bad debt. The receivable was an open, unpaid invoice from FY15. She found an email requesting payment, but she did not find any follow up. MacBrien determined it was a valid receivable, but only for ~\$1,000. The grant has been closed for two years. Given the amount of the valid receivable, staff recommends writing it off. The Committee concurred.

Open +30-day receivables have improved from last month. MacBrien reported CVRPC anticipates ending FY17 at a negative \$6-15,000. She has not analyzed the Budget to Actuals. She does not anticipate much difference from information reported previously. MacBrien noted all figures are unaudited.

B. Atwood requested a report on the Commission's cash position. MacBrien said the ACCD FY18 payment had arrived. The June 30 account balance was \$111,000. Waninger noted that \$73,000 of the \$111,000 is ACCD FY17 deferred revenue (customer deposit). CVRPC's June 30 unencumbered cash is ~\$38,000. Committee members noted it was a substantial improvement from January.

Personnel Policy Manual

Potter reviewed the development history of the policy and the Personnel Policy Committee's recommendations. She directed the Committee's attention to the Director's memo on alternate language for the Director's compensatory time.

The Committee discussed accruals for the Executive Director position. Potter discussed options and how other RPCs address the issue when it occurs. The Committee considered the options.

M. Gray recommended adding "CVRPC" when "Chair" is used as a non-substantive change.

S. Lotspeich moved to adopt the Personnel Policy Manual with the "Revised Proposed Language" proposed in the Executive Director's memo July 28, 2017; B. Atwood seconded. Motion carried. The Committee will revisit compensatory time accrual in 4-6 months.

Commissioner Survey

Waninger noted the purpose of the survey was to engage Commissioner's in planning and development of the Board of Commissioner's meeting.

1 The Executive Committee recommended additional questions related to committees, enhancing on-
2 boarding of new Commissioners, meeting time/day, and alternates. The Committee recommended the
3 table for meeting content have each subject rated separately.
4

5 L. Hill-Eubanks offered to act advisor should the Director desire feedback on the new questions.
6

7 **Executive Session - 1 V.S.A §313(1)(A), Contracts**

8 The Committee continued discussion of a potential professional services contract.
9

10 *L. Hill-Eubanks moved to find that premature general public knowledge of the contract would clearly*
11 *place CVRPC at a substantial disadvantage; D. La Haye seconded. Motion carried.*
12

13 *D. Torre moved to enter Executive Session to discuss a proposed contract at 5:30 pm; S. Lotspeich*
14 *seconded. Motion carried.*
15

16 *B. Atwood moved to exit Executive Session at 5:49 pm; M. Gray seconded. Motion carried.*
17

18 *D. La Haye moved to authorize the Executive Director to sign a contract for accounting services with*
19 *Nicole Sancibrian, CPA; S. Lotspeich seconded. Motion carried.*
20

21 **Adjourn**

22 *D. La Haye moved to adjourn at 5:51 pm; B. Atwood seconded. Motion carried.*

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT Minutes
August 16, 2017

Present:

<input checked="" type="checkbox"/> Julie Potter	<input checked="" type="checkbox"/> Laura Hill-Eubanks	<input 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 4:02 pm.

Adjustments to the Agenda

None.

Public Comment

None.

Contract/Agreement Authorization

S. Lotspeich noted a correction to the contract with Lamoureux & Dickinson. On Attachment A: Scope of Work, 2nd paragraph, 3rd line, "sign" should be replaced with "sight" as in "...intersection of Lords Road has poor sight distance..."

L. Hill-Eubanks moved to approve the contract as modified and the agreements as presented, and to authorize the Executive Director to sign the contract and agreements; D. La Haye seconded. Motion carried.

Designation of Intuit Primary Contact

B. Waninger explained that the Commission needs to update its primary contact for QuickBooks due to staffing changes. Intuit, which owns the product QuickBooks, requested a letter from Commission. The Executive Committee is authorized to complete this type of action. Staff requests that the Executive Director be authorized as the primary contact. The primary contact can add and delete users from the account. CVRPC would delete authorization for past employees and add its contracted accountant.

B. Atwood moved to authorize the Chair to sign the letter to Intuit to designate Bonnie Waninger, Executive Director, as primary contact for the account; D. La Haye seconded. Motion carried.

Staffing Update

Waninger informed the Committee that the Commission has hired Clare Rock as a Senior Planner. Rock worked for CVRPC as an Assistant Planner ~8 years ago, was the zoning administrator in Waterbury for several years, and currently serves as Richmond's Town Planner. She lives in Montpelier. Rock adds long term planning and graphic skills to the Commission staff skill set. She begins work September 19.

Adjourn

D. La Haye moved to adjourn at 4:20 pm; B. Atwood seconded. Motion carried.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT Minutes
August 24, 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 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 4:02 pm.

Adjustments to the Agenda

J. Potter requested a discussion for contract approvals and information the Committee receives in advance.

Public Comment

None.

Contract/Agreement Authorization

M. Gray abstained from the discussion and vote due to his role as a Woodbury Selectman. Woodbury is a participant in the contract.

D. La Haye moved to authorize the Executive Director to sign the DEC Municipal Class IV Road Remediation and Demonstration Project contract contingent upon State affirmation in writing that Attachment D does not apply, CVRPC is not required to track actual costs, and CVRPC is not required to bid construction work done by a municipality, and modification of the deliverable schedule and contract term to a date satisfactory to the Executive Director; B. Atwood seconded. Motion carried.

Brownfields Budget Adjustment

J. Potter requested a Commission budget update for the Committee's September meeting.

L. Hill-Eubanks moved to approve the brownfields budget adjustment as presented; D. Torre seconded. Motion carried.

Brownfield Program Authorizations

Bonacorsi-Capital Candy - Phase 2 Environmental Site Assessment

B. Atwood abstained from the discussion and vote due to a potential conflict of interest.

1
2 *L. Hill-Eubanks moved to authorize up to \$40,000 in brownfields funding for a Phase 2 environmental site*
3 *assessment at the Bonacorsi property; M. Gray seconded. Motion carried.*
4

5 Montpelier Granite Works – Site Enrollment and Phase 2 Environmental Site Assessment

6 *B. Atwood moved to enroll the Montpelier Granite Works property in the Central Vermont Brownfields*
7 *Program and to authorize up to \$40,000 in brownfields funding for a Phase 2 environmental site*
8 *assessment; D. La Haye seconded. Motion carried.*
9

10 The Committee reviewed the program goals and progress and discussed Steering Committee
11 membership and quorum.
12

13 **Contract Approvals**

14 J. Potter requested Committee input on whether staff should include Attachment C: Standard State
15 Provisions For Contracts And Grants in the Committee's packet for contract approvals. The Committee
16 suggested staff not include the Attachment. The attachment will only be included if it changes. A link to
17 the Attachment on the State's website will be provided for future approvals.
18

19 **Adjourn**

20 *D. La Haye moved to adjourn at 3:55 pm; B. Atwood seconded. Motion carried.*

Executive Director's Report

August 28, 2017

Local Energy Planning – Round 2

The Legislature, through the Public Service Department, has provided a second round of funding for local energy planning. Regional Planning Commissions will deliver custom technical assistance to at least four municipalities in each region to ensure implementation of Act 174. Municipalities desirous of developing local energy plans to obtain substantial deference in the Certification of Public Good process (a.k.a. Section 248) can contact Eric Vorwald at CVRPC (Vorwald@cvregion.com) to express interest in assistance. A formal announcement will be sent in the upcoming month. We're anticipating a start date of October to November. Similar to the last round of assistance, CVRPC asks that interested towns have support from the Planning Commission, Selectboard, and Energy Committee (if applicable). RPCs are developing a Best Practices and Resource Guide aimed at sharing information from "first round" towns.

House Committee Approves Brownfields Reauthorization Legislation

The House Transportation and Infrastructure Committee approved legislation to reauthorize the U.S. Environmental Protection Agency's (EPA) Brownfields Program. The Brownfields Reauthorization Act of 2017 (H.R. 1758) would authorize the program for six years, increase the authorized level for clean-up grants, create a new multipurpose grant program, make non-profit entities eligible for grants, and allow for up to 9% of the grant award to be used for administrative costs.

The administrative cost item is relevant to Vermont. Currently, grantees like VT's RPCs cannot recover overhead costs on brownfield program expenses as they do on other federal grants. This means another RPC funding source bears this cost. Given the program's impressive record for success, having it support its fair share of overhead costs makes sense.

CVRPC is working with eight properties through its Brownfields Program using EPA funding. Reuse and redevelopment scenarios include floodplain restoration, business expansion or retention (jobs), downtown parking, a municipal facility, and a school/community playground.

New Animated Short Video on Economic Resilience

The NADO Research Foundation created a short, animated video to explain the basic concepts of economic resilience and its connection to regional economic development. The video was designed for a mix of audiences and to be shared across a variety of platforms, including at planning workshops, community events, and board/city council meetings, as well as on regional development organization websites and social media. This video lays out the basics of resilience and aims to spark a conversation about what resilience means to your residents, businesses, and other local stakeholders. View the video at <https://www.nado.org/resilience-video/>. This video was developed as part of NADO RF's [Stronger CEDS, Stronger Regions program](#), supported through a grant from the U.S. Economic Development Administration.

Central Vermont Regional Planning Commission
FY18 Draft Budget

Adopted by the Executive Committee ___ / ___ / ___

Juliana Potter, Chair

Line		03.06.17	07.11.17	09.05.17	FY18	
		FY 17 Budget*	FY 18 Budget	FY 18 Budget	FY18 Difference	Percent Change
						Budget Change Notes
1	REVENUES	1,365,447	1,700,457	1,646,188	-54,269	-3.2%
2	Community Development	172,250	344,480	346,980	2,500	0.7%
3	Fee for Service	181,606	25,143	25,143	(0)	0.0%
4	Interest	10	10	10	0	0.0%
5	Municipal Contracts	24,849	35,437	35,737	300	0.8%
6	Natural Resources	265,335	431,743	423,301	(8,442)	-2.0%
7	Other Income	3,454	0	5,000	5,000	-
8	Public Safety	173,528	112,660	50,763	(61,898)	-54.9%
9	Regional Planning Funds (ACCD)	271,550	269,585	269,585	0	0.0%
10	Town Appropriations	71,537	71,537	71,537	0	0.0%
11	Transportation	201,328	409,864	418,133	8,269	2.0%
12	Reserves	0	0	0	0	-
		FY 17 Budget	FY 18 Budget	FY 18 Budget	FY17-FY18 Difference	Percent Change
						Budget Change Notes
	EXPENSES	1,365,426	1,697,572	1,645,997	-51,575	20.5%
13	Advertising	700	2,210	2,410	200	-
14	Contractors	389,848	797,085	764,017	(33,068)	96.0%
15	Copy/Print	6,075	6,200	4,483	(1,718)	-26.2%
16	Dues/Memberships	10,167	10,635	10,110	(525)	-0.6%
17	Equipment / Furniture	0	20,000	20,000	0	-
18	Equipment Repair/Srvc	1,070	450	450	0	-
19	Fringe Benefits	216,271	202,183	171,112	(31,071)	-20.9%
20	Insurance	1,517	1,510	1,510	0	-0.5%
21	Interest	10	50	50	0	-
22	Line of Credit	0	150	150	0	-
23	Meeting/Programs	12,064	12,629	12,929	300	7.2%
24	Office Rent/Util/Repair	43,054	42,929	42,929	0	-0.3%
25	Other Expense	3,650	500	500	0	-86.3%
26	Payroll	603,506	485,569	424,469	(61,100)	-29.7%
27	Postage	1,900	2,600	2,600	0	36.8%
28	Professional Services	25,775	36,205	111,175	74,970	331.3%
29	Reserve Contribution	0	20,000	20,000	0	-
30	Software / Licenses	7,381	7,038	7,898	860	7.0%
31	Subscriptions / Publications	541	212	212	(1)	-
32	Supplies - Office	7,820	7,380	7,380	0	-5.6%
33	Supplies - Billable	7,927	9,026	9,120	94	-
34	Telephone / Internet	6,509	6,812	6,812	0	4.7%
35	Travel	19,641	26,200	25,683	(517)	30.8%
36	BAL END	21	2,885	191	(2,694)	

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

FY18 Budget

As of 09/05/17

Total Revenues	\$1,646,188
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Community Development		\$346,980
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	\$15,400	4 new communities
Fee for Service		\$25,143
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
GIS Mapping	\$1,100	
Interest		\$10
Municipal Contracts		\$35,737
Barre Town Manhole	\$300	
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	
Municipal Planning Grants FY18	\$0	May be added at mid-year adjustment
Natural Resources		\$423,301
ACRPC FFY17 604B	\$1,818	Awaiting ANR approval of ACRPC/CVRPC subaward
CCRPC FY17 Clean Water Act Outreach	\$3,760	
CCRPC FY18 Clean Water Act Outreach	\$18,718	Estimated 75% FY17 award
DEC FY16 ERP 3-Town Stormwater Masterplan	\$41,565	Barre Town, Barre City & Plainfield; 21,478 contractor pass through
DEC FY17 ERP Berlin Stormwater Masterplan	\$26,525	21,478 contractor pass through
DEC FY17 ERP Moretown Mad River Corridor Plan	\$26,878	25,150 contractor pass through
DEC FY17 ERP Northfield Water Street Stormwater	\$173,785	166,431 contractor/town pass through
DEC FY17 Mad-Kingbury Stormwater Masterplan	\$106,000	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
High Meadows Forest-Flood Resilience	\$22,222	Cabot, Plainfield, Marshfield resilience
FPR Forest Integrity	\$2,030	Awarded, not contracted; Year 1 of 3-year grant

FY18 Budget

As of 09/05/17

Total Revenues	\$1,646,188
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Other Income		\$5,000
Donation	\$5,000	
Public Safety		\$50,763
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	\$1,603	
VEM HMGP Mega Administration	\$960	
VEM HMGP Mega Town Contribution	\$0	
Regional Planning Funds (ACCD)		\$269,585
Town Appropriations		\$71,537
Transportation		\$418,133
VTrans Transportation Planning Initiative (TPI) FFY17	\$115,266	45,000 contractor pass through for study
VTrans Transportation Planning Initiative (TPI) FFY18	\$146,363	Maintain FFY17 award amount; TCulverts reduced 50% for final year
VTrans Better Roads FY17 - Montpelier	\$5,674	Road erosion & culvert inventory and transportation capital budget
VTrans Better Roads FY17 - Roxbury	\$1,736	Road erosion inventory & transportation capital budget
VTrans Better Roads FY17 - Warren	\$1,634	Road erosion inventory; anticipate completion FY17
DEC Class IV Road Demonstration	\$113,000	100,000 town pass through for construction
NRPC Municipal Grant In Aid	\$34,461	Program admin 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 09/05/17

Total Expenses**\$1,645,997**

Advertising		\$2,410
Administrative	0	
ACCD	1,040	Regional Plan & 11 Municipal Plan approval hearings
Community Development	250	
Municipal	0	
Natural Resources	600	
Public Safety	160	
Transportation	360	
Contractors		\$764,017
Admin	0	
ACCD	0	
Brownfields	274,323	Site assessments and corrective action planning
Tactical Basin Planning	3,636	
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	100,521	Warren, Waitsfield, Fayston, Duxbury, Moretown & East Montpelier, Calais, Woodbury
FFY17 Transportation Planning Initiative (TPI)	51,000	Intersection studies for E. Montpelier & Orange
DEC Calais Class IV Roads	100,000	Pass through to Towns for project construction
Clean Water Block Grant Implementation	0	To be determined
Copy / Print		\$4,483
Old Lease	1,338	Prorated 3 months
New Lease	2,320	Prorated 10 months
Color Copies	725	Reduced for new copier lease
Property Tax	100	
Dues / Memberships / Sponsorships		\$10,110
VAPDA	6,050	Annual Dues, includes special project assessment and CVRPC participation in multi-RPC activities
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.	125	5 staff
American Planning Association	0	Salary based
Conference/Workshop Sponsorships	1,000	

Central Vermont Regional Planning Commission

FY18 Budget

As of 09/05/17

Total Expenses		\$1,645,997
Equipment / Furniture		\$20,000
Capital: Non-Billable	20,000	Server replacement
Capital: Billable	0	
Office Furniture	0	
Office Equipment	0	
Other	0	
Equipment Repair & Service		\$450
Telephone System	150	
Repair & Service	300	Traffic counter repair
Fringe Benefits		\$171,112
FICA	31,049	Medicaid & Social Security taxes
Health Ins.	98,205	12.7% premium increase requested by BCBSVT for CY18
Dental Ins.	7,462	2% premium increase confirmed
Vision Ins.	0	Not provided
Retirement	20,293	5% of gross 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
Insurance		\$1,510
General Liability (Property/Vehicle/Fire)	1,510	Policy includes Public Officials Liability
Interest		\$50
Line of Credit		\$150
Annual Fee	150	
Debt Repayment	0	Debt not anticipated
Interest	0	

Central Vermont Regional Planning Commission

FY18 Budget

As of 09/05/17

Total Expenses		\$1,645,997
Meeting / Programs		\$12,929
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	449	Winooski Basin Plan meetings
Public Safety	610	LEPC 500; floodplain administrator training
Transportation	1,620	TAC & project mtgs
Office Rent / Utilities / Repairs		\$42,929
Rent	41,059	Lease through 09/30/2020
Office Cleaning	1,820	70/bi-weekly
Repairs & Other Maintenance	50	
Other Expense		\$500
Miscellaneous	300	Gifts, non-billable fees, etc.
Interest & Fees	100	
Bad Debt	100	
Payroll		\$424,469
Gross Pay	402,463	7 FTE plus 2 interns; includes raises & bonuses
Comp Time	3,402	Included in Personnel Policies
Overtime	0	Non-exempt employee
	9,432	MRVPD Leased Employees
	8,625	Cross VT Trail Leased Employees
	546	Payroll direct deposit fees
Postage		\$2,600
Postage Machine	875	175/qtr meter lease
Machine Postage	1,500	1000/year unless Regional Plan work
Billable Postage	225	ACCD 200

Central Vermont Regional Planning Commission

FY18 Budget

As of 09/05/17

Total Expenses		\$1,645,997
Professional Services		\$111,175
Audit	12,000	Single Audit anticipated
Accounting	81,120	Bookkeeping, audit preparation, QuickBooks conversion
Benefits Administration	1,000	Section 125 Cafeteria Plan
Employee Assistance Program	0	
IT/Computer	10,530	Base 4980, Problems 550, Server install 5000
Legal	4,600	3000 Personnel & benefits; 600 Brownfield; 1000 other
Staff Training	0	
Videography	1,925	175/mo for Commission meetings
Reserve Contribution		\$20,000
General	20,000	
Equipment/Capital	0	
Office Renovation	0	
Software / Licences / IT Subscriptions		\$7,898
ESRI GIS License	3,600	1600 single; 1500 concurrent; 500 Spatial Analyst
Reimage	42	ARCGIS online patch
Intuit Quickbooks Pro	1,390	1-yr QB payroll module; 3-year annual license due 2020; 5 additional user seats 1000
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	218	CVRPC & Plan Central VT website
CV Chamber of Commerce	100	Do we want to purchase these? Chamber currently owns them and will be letting them go
Subscriptions		\$212
Times Argus	190	e-subscription
Valley Reporter	22	e-subscription
Front Porch Forum	0	Allows postings to 23 forums in the region (outreach tool)

Central Vermont Regional Planning Commission

FY18 Budget

As of 09/05/17

Total Expenses		\$1,645,997
Supplies - Office		\$7,380
General Office	3,500	
Equipment	2,230	Laptop & monitor 1@2230 (EM)
GIS	1,000	
Bottled Water	650	
Office Furniture	0	
Supplies - Billable		\$9,120
ACCD	150	
Municipal	0	
Community Development	320	
Public Safety	0	
Natural Resources	550	
Transportation	8,100	Field supplies 1100; Bicycle counter 7000
Telephone / Internet		\$6,812
Telephone Lease/Service	4,820	
Internet Service	1,392	
Tablet Data Plan	600	For GPS accuracy during field work
Travel		\$25,683
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	1,475	Meetings
Public Safety	2,591	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 08/31/17

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
 \$400,221.96

Current Reserves: \$16,197

\$16,197	Unrestricted/Unassigned - general reserves
\$0	Unrestricted/Committed - emergency equipment purchases & other capital expenses
\$0	Unrestricted/Committed - accrued compensated absences (liability for Vacation & Sick Leave and Compensatory Time)

Balance (+/-): (\$384,025)

Minimum Monthly Expenses:

Total	\$66,704
Equipment	\$1,667
Fringe Benefits	\$13,918
Insurance	\$126
Office Rent/Utilities	\$3,577
Other Expense	\$42
Payroll	\$33,539
Postage	\$217
Printing/Copies	\$374
Prof Services	\$9,265
Software (licenses)	\$658
Supplies Office	\$615
Telephone/Internet	\$568
Travel	\$2,140

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.



MEMORANDUM

TO: Executive Committee

FROM: Eric Vorwald, AICP
Senior Planner

RE: Project Review Committee DRAFT Rules of Procedure & DRAFT Rules of Process

DATE: August 30, 2017

The Executive Committee should review the draft Rules of Procedure and draft Rules of Process for the Project Review Committee and consider a motion to forward the documents to the Board of Commissioners for adoption.

The Project Review Committee (PRC) has been working for the past several meetings to update their Rules of Procedure to establish consistency with other committees of the Commission and to make specific changes for clarity. The draft Rules of Procedure outlines the purpose, role, general procedures, membership, quorum requirements, and conflicts of interest for the PRC. The current procedures were last updated in June of 2010 and do not include specific detail on election of a chair and vice chair; conflicts of interest, or other standard procedural information. Draft Rules of Procedure were proposed in 2015, however that draft was never adopted by the Commission.

In addition to the Rules of Procedure, the PRC has been developing Rules of Process to provide guidance to staff and to the public on how the PRC will get involved in the review of projects. This is a new document and outlines information such as review by staff, review by the PRC, and review by the full Commission. The purpose of the Rules of Process are to outline a more formalized set of standards to be followed when applications for Act 250 or Section 248 permits are received.

At their regular meeting on August 24, 2017, the PRC unanimously voted to forward the two drafts to the Executive Committee for consideration and, if appropriate, to forward the drafts to the full Commission for ratification.

**PROJECT REVIEW COMMITTEE***RULES OF PROCEDURE*

September 12, 2017

PURPOSE: The Project Review Committee (PRC) serves in an advisory capacity to the CVRPC Board of Commissioners for projects that are seeking a permit through Act 250 (10 V.S.A. Chapter 151) as a state designated statutory party; or projects seeking a Certificate of Public Good through Section 248 (30 V.S.A. Chapter 5) of Vermont Statute. The primary purpose of the PRC is to provide guidance to the Commissioners and staff on how and when the Regional Planning Commission participates in proceedings related to a specific project. This is a standing committee of the Regional Planning Commission and maintains an active role in review, oversight, and guidance on projects that meet the Region's threshold for Significant Regional Impact.

GENERAL ACTIVITIES:

- ◆ Evaluate projects in relation to the criteria for Substantial Regional Impact and provide a determination.
- ◆ Provide input and recommendations on behalf of the Board of Commissioners regarding projects that are identified as having Significant Regional Impact.
- ◆ Solicit input from staff, applicants, or other parties as needed to gather information and render a decision.
- ◆ Evaluate potential cumulative impacts for specific projects that are phased, projects within a specific geographic area, or other factors that may result in cumulative impacts within a five year time period.
- ◆ Make a determination regarding conformance between a proposed project and the Regional Plan.
- ◆ Provide guidance to staff regarding amendments or changes to the criteria used to define Substantial Regional Impact as may be necessary to address changing conditions or development trends over time.

ADVISORY ROLE: The PRC shall be advisory to the Board of Commissioners. The PRC will offer advice, input, and opinions to applicants, the District 5 Environmental Commission, the Vermont Public Utility Commission, and other organizations and individuals as appropriate, consistent with plans, policies, positions or resolutions adopted by the Board of Commissioners. The advice, input, and opinions provided by the PRC may be reviewed, confirmed or reversed by

the CVRPC Board of Commissioners at the Board's discretion.

MEMBERSHIP: The PRC shall consist of five (5) representatives of the Board of Commissioners and one (1) alternate who serve three year staggered terms. The alternate may participate in committee discussions but will only vote in the absence of a standing member.

OFFICERS/ELECTIONS: The PRC will elect a Chairperson and Vice-Chairperson at the first meeting following the annual appointment by the Board of Commissioners. The Chair will be responsible for running meetings, setting agendas in conjunction with staff, and representing the PRC at various meetings as needed. The Vice-Chair will provide support to the Chair as needed. If the Chair or Vice-Chair should resign before his/her term is expired, an interim election shall be held within two meetings.

ATTENDANCE AND QUORUMS: Members are encouraged to attend all regular meetings and special meetings as they arise. A quorum shall consist of a majority of the voting members.

COMMUNICATION AND COORDINATION:

- ◆ Meetings shall be noticed and held in accordance with Vermont Open Meeting Law.
- ◆ Draft policies and resolutions shall be forwarded to PRC members and interested/affected parties for comment before action by the PRC, or final action/approval by the Board of Commissioners.
- ◆ Minutes of all regular and special meetings will be prepared by staff, distributed to PRC members and interested parties, and made available to the public in accordance with open meeting and public records law described in 1 VSA.
- ◆ The PRC will report on committee discussions or activities to the Board of Commissioners on a regular basis.
- ◆ PRC members are encouraged to offer input on all matters before the PRC, and are encouraged to bring up items of local or regional concern for PRC consideration.

CONFLICT OF INTEREST: In the event any PRC member has a personal or financial interest with any individual, partnership, firm or corporation seeking to contract with the CVRPC, or to provide materials or labor thereto, or has a personal or financial interest in any project being considered by the PRC, the member shall state on the record the nature of his or her interest. If the member is uncertain whether he/she should participate in the discussion or decision, the PRC shall determine by vote whether the member should participate. The PRC may also make a determination of conflict if the majority of voting PRC members in attendance at the meeting determine a conflict of interest exists. A member of the PRC with an identified conflict of interest shall not deliberate or vote with the PRC but may participate in the open public discussion.

ADOPTION OF ORGANIZATIONAL PROCEDURES: The PRC may, at any time, vote to amend these procedures, in accordance with quorum requirements noted above. Proposed amendments will be forwarded to PRC members before consideration at a regular PRC meeting. Amendments will then be forwarded to the Board of Commissioners for ratification.

The PRC is a standing committee of the Regional Planning Commission, and is therefore subject to the Commission's bylaws. As such, these Rules of Procedure, combined with the Central Vermont Regional Planning Commission's bylaws and Robert's Rules of Order, provide procedural and administrative guidance for the PRC.

Adopted by the Board of Commissioners: _____ / _____ / 2017

Julie Potter, Chair

CVRPC Board of Commissioners

**PROJECT REVIEW COMMITTEE***RULES OF PROCESS*

September 12, 2017

PURPOSE: To provide a uniform and consistent process by which the Project Review Committee (PRC) will review, evaluate, and comment on projects that meet the thresholds for Significant Regional Impact. The PRC serves in an advisory capacity to the CVRPC Board of Commissioners for projects that are seeking a permit through Act 250 (10 V.S.A. Chapter 151) as a state designated statutory party; or projects seeking a Certificate of Public Good through Section 248 (30 V.S.A. Chapter 5) of Vermont Statute. This process will ensure a fair and equitable evaluation of projects that are submitted for review.

INVOLVEMENT BY THE REGIONAL PLANNING COMMISSION: The PRC will make a determination on behalf of the full Commission regarding conformance or non-conformance with the Regional Plan when a Substantial Regional Impact has been identified, cumulative impacts will result in a Substantial Regional Impact, or may set a precedent within the Region. The conclusions reached will so state that they are made on available information. The PRC may also reserve its statutory right to participate in the Act 250/Section 248 hearing process if it must appear to ensure proposed projects are in conformance with the Regional Plan, regardless of whether the proposal has Substantial Regional Impact.

The PRC will become involved in the review of a project on behalf of a member municipality according to the following:

1. Staff will provide limited technical assistance at the request of either the legislative body or the planning commission. Limited technical assistance will consist of providing factual information allowing the requesting body to develop its own independent determinations regarding its participation and position. Limited technical assistance will not consist of involvement in hearings on behalf of a municipality or statements of support of municipal participation or positions.
2. PRC involvement on behalf of a member municipality beyond the scope of limited technical assistance as defined above must be at the request of the municipality's legislative body, in writing. This involvement will be provided only if the local position is compatible with the adopted Regional Plan.

REVIEW PROCESS: Staff will review all applications that are submitted. Through this review, staff will evaluate the nature of the project and make an initial determination of Substantial Regional Impact based on the established criteria, application type¹, and project description. This determination will guide staff in establishing which of the following processes will be used.

1. Action by Staff

If a clear determination can be made that no Substantial Regional Impact will occur, staff will provide a letter to the appropriate oversight body (the District 5 Environmental Commission or the Vermont Public Utility Commission) including all interested parties, that the project does not meet the criteria for Substantial Regional Impact as identified in the Regional Plan. A clear determination would include applications that are classified as jurisdictional opinions or administrative amendments which typically propose time extensions, lot line adjustments, change of use for an existing structure, or similar activities.

2. Action by the Project Review Committee

If, after review, staff determines that a project may meet any or all of the criteria for Substantial Regional Impact, a summary of the proposal including the criterion on which staff feels the project may meet Substantial Regional Impact and any pertinent information related to the application will be forwarded to the PRC in advance of a regularly scheduled meeting. At the meeting, the PRC will discuss the project and make a determination regarding Substantial Regional Impact. The applicant and Commissioner from the host municipality (if not a Committee member) will be invited to attend and provide information related to the project or answer questions. If the PRC determines that Substantial Regional Impact has been met, they will identify whether the project is in conformance or not in conformance with the Regional Plan. Staff will prepare a letter to the District 5 Environmental Commission or the Public Utility Commission outlining the position of the PRC including any follow-up that may be requested.

3. Action by the Board of Commissioners

If, after review and discussion by the PRC, the scope and potential impacts are such that the PRC cannot reach a decision, the PRC will request that the project be reviewed by the full Commission in order to provide a position including the project's conformity with the Regional Plan. If the Board of Commissioners are unable to provide a determination of a project's conformity with the Regional Plan, the Board of Commissioners can choose to:

¹ Applications are generally classified as jurisdictional opinion, administrative amendment, minor application, or major application.

- a. Refer the project back to the PRC and request the PRC to continue the discussion in an effort to provide a determination
- b. Transmit correspondence to the District 5 Environmental Commission or the Public Utility Commission outlining the Board's discussion and indicating that no decision could be reached. In this case, specific reasons shall be included to fully inform and detail the reasons or issues that led to this result.

ADDITIONAL CONSIDERATIONS: Appeals of a decision by the District 5 Environmental Commission or the Public Utility Commission on a project shall be approved by the Executive Committee or the full Commission.

If, in its review, the PRC determines that a conflict exists between the provisions of municipal plans and the Regional Plan, the Commission will work with municipal officials to alleviate or minimize the conflict.

ADOPTION OF ORGANIZATIONAL PROCESS: The PRC may, at any time, vote to amend these rules of process, in accordance with quorum requirements noted in the Project Review Committee Rules of Procedure. Proposed amendments will be forwarded to PRC members before consideration at a regular PRC meeting. Amendments will then be forwarded to the Board of Commissioners for ratification.

Adopted by the Board of Commissioners: _____ / _____ / 2017

Julie Potter, Chair
CVRPC Board of Commissioners



BOARD OF COMMISSIONERS

September 12, 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.)

AGENDA

<u>Page</u>	<u>Time</u> ¹	<u>Description</u>
	7:00	Adjustments to the Agenda
		Public Comments
	7:05	Meeting Minutes – June 13, 2017 (enclosed) ²
	7:10	Staff Reports (enclosed)
	7:15	Executive Director's Report (enclosed)
	7:20	Committee Reports (enclosed)
	7:30	Northern Borders Regional Commission Expansion , <i>Ted Brady, Deputy Secretary, VT Agency of Commerce and Community Development</i> (enclosed) ² Request from Sen. Leahy for support letter on the Commission's expansion to include all of VT. Information about the NBRC can be found at http://www.nbrc.gov/ .
	7:55	Green Mountain Transit Appointment ² Appoint Washington County representative and alternate to GMT Board of Commissioners.
	8:00	ANR Model Flood Hazard and River Corridor Bylaw , <i>Eric Vorwald</i> (enclosed) ² Presentation of draft bylaw and proposed CVRPC comments for discussion.
	8:20	Project Review Committee (enclosed) ² Review Project Review Committee recommendation to the Board of Commissioners. a) Rules of Procedure b) Rules of Process
	8:35	Regional Energy Plan , <i>Eric Vorwald</i> (enclosed) ² a) Introduction/Executive Summary b) Conflict Resolution Policy
	9:00	Adjournment

¹ Times are approximate unless otherwise advertised.

² Anticipated action item.