



## EXECUTIVE COMMITTEE

**April 30, 2018**

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

<u>Page</u>	<u>AGENDA</u>
	<b>4:00<sup>1</sup> Adjustments to the Agenda</b>
	<b>Public Comment</b>
2	<b>4:05 Financial Report</b> (enclosed) <sup>2</sup>
11	<b>4:15 Contract/Agreement Authorization</b> (enclosed) An opportunity to ask questions about Information Only contracts/agreements.
14	<b>4:20 2016 Regional Plan Update</b> (enclosed) Briefing on Regional Plan Committee recommendation to Board of Commissioners regarding 2016 Regional Plan and Regional Energy Plan compatibility.
16	<b>4:35 Strategic Plan FY19 Actions</b> (enclosed) Review staff input and second draft. Recommend changes prior to June adoption.
23	<b>4:40 FY19 Work Plan &amp; Budget</b> (enclosed) Discuss draft workplan and second draft of budget. Recommend changes prior to June adoption.
	<b>4:50 Committees</b>
	a) Personnel Policy Review – Appoint Executive Committee working committee <sup>2</sup>
42	b) Regional Plan – Discuss membership and recommend any changes to the Board of Commissioners (enclosed) <sup>2</sup>
44	<b>5:10 Consent Items</b> (enclosed) <sup>2</sup> a) Meeting Minutes – April 2, 2018
46	<b>5:15 Commission Meeting Agenda</b> (enclosed) <sup>2</sup>
	<b>5:25 Possible Executive Session – 1 V.S.A §313(3), Personnel</b> <sup>2</sup>
	<b>5:45 Adjourn</b>

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

<sup>2</sup> Anticipated action item



## MEMO

Date: April 25, 2018

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: Financial Report as of March 31, 2018

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### Audit

VTrans requested supplemental information regarding CVRPC's calculations, which Nicole provided. Per agreement with VTrans, CVRPC had increased its FY18 indirect rate to accelerate cost recovery. Costs that would have been recovered in FY19 were partially recovered in FY18. CVRPC is required to track this recovery through FY20 and adjust subsequent rates. The FY20 indirect rate is based on FY18 audited costs and adjusted for the draft FY19 budget. VTrans subsequently approved CVRPC's proposed rate of 123.97%. The substantial increase in rate is driven by lower billable wages and benefits (fewer billable contracts).

### Financial Statement Explanations

#### Overall Position

CVRPC remains on target to achieve its financial goals this year. Cash continues to improve. In FY16, CVRPC aimed to maintain an operating account (checking) balance of at least \$60,000, and it had ~\$11,000 in the reserve fund (cash position of \$71,000). As of March 2018, CVRPC maintained an end-of-month operating account balance of \$99,594 with \$26,228 in reserves (cash position of \$125,822).

#### Balance Sheet

##### ASSETS

*Cash Balance* - The Commission's cash balance continues to improve. The checking account balance of \$99,594 includes designated funds for the High Meadows project (~\$33,000) and deferred income for ACCD FY18 (\$5,953) and SERC FY18 (\$1,303). Month-to-month cash variations are due to quarterly advances, product-based contract payments, and contractor invoices paid at month end.

CVRPC has contributed \$15,000 towards its \$25,000 FY18 reserve contribution goal, and is on track to

meet its contribution goal. Additional reserve contributions will be made when EPA Brownfield payments resume next week.

*Aged Receivables* - Of receivables, \$16,838.23 is accrued earnings that will be collected when project milestones are reached in 1-4 months.

Aged	Amount
Current	\$74,900.30
1-30 days	\$913.24
31-60 days	\$102,255.12
61-90 days	\$42,638.60
>90 days	\$34,067.61
<i>Total</i>	<i>\$254,774.87</i>

Invoices for EMPG FY18 (\$17,373.18) and VTrans TPI (\$52,524.16) have been sent to the agencies for payment. EPA Brownfields invoices also await payment. EPA shifted to an online payment system on January 1. Completing the enrollment process, a multi-step process, has been challenging. The process is complete, and a payment request for \$101,159.52 was made on 4/25. The online system results in payments within 24 hours of invoicing.

#### LIABILITIES

*Aged Payables* - As of April 20, all March payables had been paid except funds owed to The Johnson Company, a brownfield contractor. The contractor will be paid in full (\$63,468.53) after CVRPC is paid by the EPA. Staff has updated the contractor on payment timing.

*Other Current Liabilities* – Advanced, but unearned, funds are listed as Deferred Income on the Balance Sheet. These funds include ACCD and LEPC SERC. They are discussed under *Cash* above.

*Net Income* - CVRPC budgeted for its Net Income to increase by \$36,365 by fiscal year end. As of March 31, Net Income increased by \$90,624 to \$185,339 from June 30, 2017. Net Income was expected to increase significantly in the first half of FY18 as product-based payments were made. It will decrease in the last quarter of the year when the majority of non-staff overhead expenses (server, computers, and office insurance) are paid. Staff wishes to remind the Executive Committee that Net Income is accrual rather than cash based.

#### **Statement of Revenues and Expenditures (Budget versus Actuals)**

We use a benchmark to determine how well we are following our budget. We calculate the benchmark as the percentage of the budget that we would expect to earn/spend if all revenues and expenses were earned/spent equally over 12 months. This would be 75% for March 31. Significant variances unrelated to timing (product-based payments, field season, etc.) are explained below.

#### REVENUES

Revenues are tracking behind target by 9%. Areas of note for Revenues include:

Brownfields – Delays at the Woodbury property slowed progress in early FY18. The assessment will move forward when the ground thaws and budgeted contractor funds will shift to FY19.

Local Energy Planning – Local energy plans did not move to Selectboards for adoption. If they do not move by August 31, these funds will not be available to CVRPC.

Fee for Service – The budget estimated 6 months of service. MRVPD transitioned services in August.

Cross Vermont was budgeted at 50%; however, the bulk of its payroll is April-October so less payroll pass through should have been budgeted. MVRPD Admin appears to have an incorrect budget amount. WBRD paid its FY17 admin fee, which was held with CVRPC's permission due to a payment error by Washington Electric Coop.

604b – Payments under the new contract are lump sum at contract end, rather than 50% at contract signing and 50% at contract end.

Forest Integrity – Budget was based on the draft contract, which was reimbursement based. The final contract shifted to reimbursement based at contract deliverables. The first payment will not be made until March 2019 (18 months after contract start).

High Meadows Resilience – Full payment was made upon award. CVRPC expects to use \$14,000 of the \$40,000 in FY18.

Mad-Kingsbury Stormwater Master Plan – Work began later than anticipated due to a 9-month delay in contract execution by DEC.

Water Quality – Award notification occurred in December. Staff essentially stopped work due to a lack of contract. ANR recently agreed to pay the July-September pre-award costs.

Other Income – Includes COBRA payments and copier lease reimbursement payments.

HMGP Mega – Work to closeout 8 Local Hazard Mitigation Plans has taken longer than anticipated. Funds are available in the grant.

Grants in Aid – The budget estimated how quickly towns would implement projects. Many waited for the 2018 construction season.

VTrans Better Roads – Staff has been very efficient in completing the field inventories.

#### EXPENSES

Most variances are timing issues; some expenses, such as insurance, are not evenly spent throughout the year. This report focuses on items of note rather than items with benchmark variances solely due to timing. These items include:

Advertising – Budgeted include public hearing for the 2016 Regional Plan Amendment and Plan Central Vermont completion. Progress on Plan Central Vermont has been delayed.

Cleaning – Bi-weekly service. Some months have 3 payments.

Consultants – Budgeted for Plan Central Vermont editing services, which will not be used. Brownfield work at one site was delayed.

Copy – Color copy use is occurring higher than anticipated, possibly due to Regional Plan work. CVRPC is paying lease expenses on two copiers through December. This cost is offset by the lease buyout payment from National. National neglected to return the old copier, and CVRPC is continuing to incur double lease payments. Reimbursement of the extra expense is anticipated.

Other Dues/Publications/Subscriptions - Staff determined an item has been misclassified.

Meetings/Programs – Expenses have not been occurring due to project delays and professional development choices.

Postage – The Regional Plan was mailed in digital format rather than in hard copy.

Professional Services – IT/Computer is lower because all costs related to server installation should have been budgeted under Equipment-Capital as they are eligible to be capitalized.



Videography is lower because two Commission meetings were cancelled due to weather. Other is lower because editing services are not being used for Plan Central Vermont.

Reserve Contributions – Contributions will not be shown on this statement. \$15,000 has been contributed towards the goal of \$25,000.

Software and IT costs were recorded under Dues/Pubs/Subs – Other

Supplies-Office – Server installation supplies should have been budgeted under Equipment-Capital.

Travel – Professional development has not included out of state and overnight travel.

Wages and Fringe Benefits –Fringe expenses are lower than expected due to employees exercising the payment-in-lieu-of health benefit. Wages/Personnel are lower than anticipated due to the Office Manager vacancy.

### Looking Forward

Overall, CVRPC anticipates ending FY19 at or above budgeted estimates. CVRPC may be able to contribute higher than estimated amounts into its reserve fund.

Net Income will begin decreasing from current levels in April as server costs are paid and CVRPC begins to incur fourth quarter overhead expenses, such as insurance. The server was replaced in March, and new computers were purchased in April. Based on budgeted versus actual expenses for the server (\$25,000 budgeted; \$17,000 actual) and the outlook for the FY19 budget, staff moved two FY19 computer purchases forward into FY18. As invoices for these costs arrive, they will be accrued into the appropriate months.

**Executive Committee**  
**Central Vermont Regional Planning Commission**  
**Balance Sheet**

Accrual Basis

As of March 31, 2018

	Mar 31, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Northfield Savings - Reserve	26,228.77
1000 · Checking	99,594.69
1070 · Peoples - CDBG Disaster Recover	0.42
<b>Total Checking/Savings</b>	125,823.88
Accounts Receivable	
1100 · Accounts Receivable	254,774.87
<b>Total Accounts Receivable</b>	254,774.87
<b>Total Current Assets</b>	380,598.75
<b>Fixed Assets</b>	
12250 · Accumulated Depreciation	-26,067.00
1800 · Equipment	39,785.25
<b>Total Fixed Assets</b>	13,718.25
<b>Other Assets</b>	
1700 · Deposits	4,415.00
1960 · Other Prepaid Expense	3,700.45
<b>Total Other Assets</b>	8,115.45
<b>TOTAL ASSETS</b>	<b>402,432.45</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2001 · *Accounts Payable	69,129.99
<b>Total Accounts Payable</b>	69,129.99
<b>Credit Cards</b>	
Staples Credit Plan	49.28
<b>Total Credit Cards</b>	49.28
<b>Other Current Liabilities</b>	
2100 · FED/FICA withholding	4,025.69
2110 · State withholding	461.47
2111 · Direct Deposit Liabilities	2.91
2120 · HSA deductible withholding	1,237.50
2135 · LEPC SERC deferred	1,302.72
2140 · Accrued Vacation	22,284.85
2160 · Accrued Expenses	73.75
2170 · Accrued Compensatory Time	9,339.95
2200 · Pension Liability	4,339.81
2300 · Deferred Income	
ACCD FY18	5,953.34
<b>Total 2300 · Deferred Income</b>	5,953.34
<b>Total Other Current Liabilities</b>	49,021.99
<b>Total Current Liabilities</b>	118,201.26
<b>Total Liabilities</b>	118,201.26
<b>Equity</b>	
3100 · Unrestricted Net Position	80,995.55
3200 · Invested in cap	13,718.25
3900 · Retained Earnings	4,178.56
Net Income	185,338.83

**Executive Committee**  
Central Vermont Regional Planning Commission  
**Balance Sheet**

Accrual Basis

As of March 31, 2018

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	Mar 31, 18
Total Equity	<u>284,231.19</u>
TOTAL LIABILITIES & EQUITY	<u><u>402,432.45</u></u>

## Central Vermont Regional Planning Commission

## Statement of Revenues and Expenditures

July 2017 through March 2018

Accrual Basis

	Jul '17 - Mar 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
ACCD	251,751.31	342,560.00	-90,808.69	73.5%
Community Development				
BCRC Regional Energy Plan	20,000.00	20,000.00	0.00	100.0%
Brownfields Grant	177,087.53	299,780.00	-122,692.47	59.1%
Local Energy Planning	0.00	5,400.00	-5,400.00	0.0%
NRPC Energy	13,800.00	11,800.00	2,000.00	116.9%
Total Community Development	210,887.53	336,980.00	-126,092.47	62.6%
Fee for Services				
Cross VT Trail	2,159.00	10,149.00	-7,990.00	21.3%
Cross VT Trail reimbursement	0.00	650.00	-650.00	0.0%
GIS Project	308.99	1,100.00	-791.01	28.1%
MRVPD Admn	791.74	30,219.00	-29,427.26	2.6%
MRVPD Payroll Reimbursements	17,051.31			
4185 - WBRD Admn	5,000.00	5,000.00	0.00	100.0%
Total Fee for Services	25,311.04	47,118.00	-21,806.96	53.7%
Municipal Contracts				
Barre Town Sewer Manholes	1,745.48	1,000.00	745.48	174.5%
Better Back Roads	6,349.94	35,437.00	-29,087.06	17.9%
Total Municipal Contracts	8,095.42	36,437.00	-28,341.58	22.2%
Natural Resources				
604B	1,818.00	3,636.00	-1,818.00	50.0%
BC/BT/Plainfield Stormwater MP	61,565.00	41,565.00	20,000.00	148.1%
Berlin Stormwater Master Plan	27,525.00	26,525.00	1,000.00	103.8%
ERP Northfld Village SW	45,200.00	95,000.00	-49,800.00	47.6%
Forest Integrity	0.00	12,660.00	-12,660.00	0.0%
High Meadows Resilience	40,000.00	40,000.00	0.00	100.0%
Mad-Kingsbury Stormwater M. Pla	55,000.00	106,000.00	-51,000.00	51.9%
Mad River Corridor Plan	13,000.00	26,878.00	-13,878.00	48.4%
SWCRPC Clean Water Block Grant	0.00	112,140.00	-112,140.00	0.0%
Water Quality	14,242.69	28,506.00	-14,263.31	50.0%
Total Natural Resources	258,350.69	492,910.00	-234,559.31	52.4%
Other Income				
High Meadows Fund	250.00	0.00	250.00	100.0%
Interest Income	31.40	10.00	21.40	314.0%
Miscellaneous Income	12,182.67	5,000.00	7,182.67	243.7%
Total Other Income	12,464.07	5,010.00	7,454.07	248.8%
Public Safety				
CCRPC_HMGP_FY16	2,577.75			
DEMHS DPS MOU	9,606.09	7,722.00	1,884.09	124.4%
EMPG	48,579.56	61,143.00	-12,563.44	79.5%
HMGP MEGA	17,201.04	7,000.00	10,201.04	245.7%
HMGP Mega Admin	130.06	65.00	65.06	200.1%
LEPC SERC	5,560.68	5,000.00	560.68	111.2%
Total Public Safety	83,655.18	80,930.00	2,725.18	103.4%
Transportation				
DEC Class IV Road Demonstration	11,714.28	11,714.00	0.28	100.0%
Grants in Aid	13,700.19	24,921.00	-11,220.81	55.0%
TPI	173,173.93	236,842.00	-63,668.07	73.1%
VTrans Better Back Road	4,990.05	9,044.00	-4,053.95	55.2%
Total Transportation	203,578.45	282,521.00	-78,942.55	72.1%
4200 - Town Dues				
Town Dues	71,537.40	71,537.00	0.40	100.0%

## Central Vermont Regional Planning Commission

## Statement of Revenues and Expenditures

July 2017 through March 2018

Accrual Basis

	Jul '17 - Mar 18	Budget	\$ Over Budget	% of Budget
Total 4200 · Town Dues	71,537.40	71,537.00	0.40	100.0%
Total Income	1,125,631.09	1,696,003.00	-570,371.91	66.4%
Gross Profit	1,125,631.09	1,696,003.00	-570,371.91	66.4%
Expense				
Advertising	1,125.94	1,890.00	-764.06	59.6%
Cleaning	1,290.00	1,885.00	-595.00	68.4%
Consultants	354,126.75	712,664.00	-358,537.25	49.7%
Copy				
Copier extra copies	1,244.34	825.00	419.34	150.8%
Copier Lease Payments	5,125.11	3,658.00	1,467.11	140.1%
Total Copy	6,369.45	4,483.00	1,886.45	142.1%
Depreciation expense	0.00	7,000.00	-7,000.00	0.0%
Dues/Pubs/Subs				
Government Relations	2,590.92	6,050.00	-3,459.08	42.8%
Dues/Pubs/Subs - Other	5,185.58	4,400.00	785.58	117.9%
Total Dues/Pubs/Subs	7,776.50	10,450.00	-2,673.50	74.4%
Equipment - Capital	11,728.11	20,000.00	-8,271.89	58.6%
Equipment - Repairs and Mainten	0.00	400.00	-400.00	0.0%
Interest Expense	0.00	50.00	-50.00	0.0%
Liability Insurance	1,482.00	1,510.00	-28.00	98.1%
Meetings/Programs	3,359.01	12,592.00	-9,232.99	26.7%
Office Rent/Occupancy				
Rent/Utility Deposits	30,794.22	41,109.00	-10,314.78	74.9%
Total Office Rent/Occupancy	30,794.22	41,109.00	-10,314.78	74.9%
Other Expenses				
Bad Debt	0.00	100.00	-100.00	0.0%
Fees				
Annual Fees - Line of Credit	0.00	150.00	-150.00	0.0%
Bank Fees	0.00	250.00	-250.00	0.0%
Payroll Direct Deposit Fees	198.00	394.00	-196.00	50.3%
Total Fees	198.00	794.00	-596.00	24.9%
Gifts	300.00	300.00	0.00	100.0%
Total Other Expenses	498.00	1,194.00	-696.00	41.7%
Postage	1,478.71	2,600.00	-1,121.29	56.9%
Professional Services				
Accounting	38,203.75	52,000.00	-13,796.25	73.5%
Audit	6,365.00	6,365.00	0.00	100.0%
Benefits Administration	0.00	1,000.00	-1,000.00	0.0%
IT/Computer	5,583.05	10,530.00	-4,946.95	53.0%
Legal	1,381.50	4,600.00	-3,218.50	30.0%
Videography	1,050.00	2,825.00	-1,775.00	37.2%
Professional Services - Other	0.00	23,500.00	-23,500.00	0.0%
Total Professional Services	52,583.30	100,820.00	-48,236.70	52.2%
Reserve Contribution	0.00	25,000.00	-25,000.00	0.0%
Software/Licenses/IT	1,848.00	7,798.00	-5,950.00	23.7%
Subscriptions/Publications	0.00	212.00	-212.00	0.0%
Supplies - Billable	5,673.37	9,820.00	-4,146.63	57.8%
Supplies - Office				
Equipment/Server	314.50	4,630.00	-4,315.50	6.8%
GIS Supplies	1,050.30	1,000.00	50.30	105.0%
Office Supplies	3,134.11	7,450.00	-4,315.89	42.1%
Total Supplies - Office	4,498.91	13,080.00	-8,581.09	34.4%
Telephone	4,720.93	7,112.00	-2,391.07	66.4%

## Central Vermont Regional Planning Commission

## Statement of Revenues and Expenditures

July 2017 through March 2018

Accrual Basis

	Jul '17 - Mar 18	Budget	\$ Over Budget	% of Budget
Travel	10,443.92	24,377.00	-13,933.08	42.8%
Wages and Fringe Benefits				
Fringe Benefits				
Cross Trail VT Fringe	159.00	860.00	-701.00	18.5%
CVRPC FICA	23,815.69	37,046.00	-13,230.31	64.3%
Health Insurance	58,291.82	83,098.00	-24,806.18	70.1%
Life Disability Insurance	2,645.22	5,892.00	-3,246.78	44.9%
MRVPD Employee Fringe	6,051.33	8,056.00	-2,004.67	75.1%
Pension Plan	12,901.05	24,213.00	-11,311.95	53.3%
Unemployment Comp	664.00	1,510.00	-846.00	44.0%
Workmen's comp	2,088.00	2,600.00	-512.00	80.3%
Total Fringe Benefits	106,616.11	163,275.00	-56,658.89	65.3%
Personnel				
Cross VT Trail	2,000.00	9,288.00	-7,288.00	21.5%
MRVPD Leased Employees	13,060.26	21,767.00	-8,706.74	60.0%
Personnel - Other	318,818.77	484,261.00	-165,442.23	65.8%
Total Personnel	333,879.03	515,316.00	-181,436.97	64.8%
Total Wages and Fringe Benefits	440,495.14	678,591.00	-238,095.86	64.9%
Total Expense	940,292.26	1,684,637.00	-744,344.74	55.8%
Net Ordinary Income	185,338.83	11,366.00	173,972.83	1,630.6%
Net Income	<b>185,338.83</b>	<b>11,366.00</b>	<b>173,972.83</b>	<b>1,630.6%</b>



## MEMO

Date: April 23, 2018

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: Contract/Agreement Approvals

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### FOR INFORMATION ONLY

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

### GRANTS & SERVICE AGREEMENTS

#### **Mureta Family Properties – Granite Works Supplemental Phase 2 ESA Hazardous Materials Assessment**

**Scope of Work:** Complete the hazardous materials portion of a Supplemental Phase 2 Environmental Site Assessment for the Montpelier Granite Works property, 43-65 Granite Shed Lane, Montpelier.

**Funding:**

Contract Amount: \$1,440

Match: None required. CVRPC will complete the petroleum assessment work using EPA Brownfields Assessment funds.

**Performance Period:** 04/17/18 – 07/31/18

**CVRPC Staff:** Clare Rock

**Note:** The property owner is paying for the assessment. To simplify contracting, the owner elected to advance funds to CVRPC. CVRPC is contracting with The Johnson Company for both the petroleum and hazardous materials portions of the Phase 2 assessment.

**CONTRACTS****The Johnson Company – Site Specific Brownfield Addendum #8**

**Scope of Work:** Complete a Supplemental Phase 2 Environmental Site Assessment for the Montpelier Granite Works property, 43-65 Granite Shed Lane, Montpelier. The Addendum authorized work for the petroleum portion of the assessment only.

**Funding:**

Contract Amount: \$27,353

Funding Source: EPA Brownfields

**Performance Period:** 04/09/18 – 07/31/18

**CVRPC Staff:** Clare Rock

**The Johnson Company – Site Specific Brownfield Addendum #8A**

**Scope of Work:** Amend the existing agreement to complete a Supplemental Phase 2 Environmental Site Assessment for the Montpelier Granite Works property 43-65 Granite Shed Lane, Montpelier. The amendment authorizes work for the hazardous materials portion of the assessment, which was paid in advance by Mureta Family Properties.

**Funding:**

Contract Amount: \$1,440

Funding Source: EPA Brownfields

**Performance Period:** 04/17/18 – 07/31/18

**CVRPC Staff:** Clare Rock

**Stone Environmental – Site Specific Brownfield Addendum #4**

**Scope of Work:** Complete a Supplemental Soil Gas Assessment for 561 & 567 N. Main Street, Barre. DEC requested this investigation after agreeing the property could move into Corrective Action Planning. The work will more definitively rule out off-property impacts.

**Funding:**

Contract Amount: \$1,509

Funding Source: EPA Brownfields

**Performance Period:** 01/31/18 – 07/31/18

**CVRPC Staff:** Clare Rock



**Stone Environmental – Site Specific Brownfield Addendum #5**

**Scope of Work:** Complete a Corrective Action Plan for 561 & 567 N. Main Street, Barre.

**Funding:**

Contract Amount: \$6,866

Funding Source: EPA Brownfields

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

**CVRPC Staff:** Clare Rock

**Notes:** Work had already begun on the CAP prior to DEC requesting the supplemental soil investigation (Addendum #4). Execution of this addendum was delayed as a result.



## MEMO

Date: April 20, 2018

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: Regional Plan & Energy Plan Consistency

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### **No action is requested for this item.**

Following the April Board of Commissioners meeting, staff contacted the Department of Public Service for a preliminary opinion on the Regional Energy Plan changes. The changes included:

- limiting wind turbine hub height to 116 feet and
- a prohibition on wind turbines above 2,500-foot elevation.

### **ISSUE**

The Department indicated the prohibition on wind generation over 2,500 feet was inconsistent with policies outlined in the 2016 Regional Plan Land Use Element. That element “discourages” rather than “prohibits” development above 2,500 feet. The Department considers the difference in CVRPC’s development approach as inconsistent with Energy Plan Guidance Standard 12. Standard 12 relates to the identification of areas unsuitable for renewable energy development. The inconsistency means the Regional Plan would not receive a Certificate of Energy Compliance. Without the Certificate, CVRPC could not certify municipal plans. Neither CVRPC nor municipalities could receive substantial deference in the Section 248 siting process for energy generation.

Additionally, the Department suggested that CVRPC consider using the definitions for wind facilities outlined in the Standards, or explicitly define and include rationale for utilizing alternative language for the height of wind generation facilities as outlined in Standard 11A.

### **RESOLUTION APPROACH**

After consultation with the Chair, staff convened the Regional Plan Committee to consider options and recommend action to the Board. The Regional Plan Committee did not have quorum at its meeting. The

members present will offer recommendations to the Commission.

#### Language Consistency

The options included: 1) make no changes, 2) modify the Regional Plan language, and 3) modify the Regional Energy Plan language.

The Regional Plan Committee members present recommend the Commission adapt the Energy Plan to be consistent with the Regional Plan. Development would be “restricted” rather than “prohibited” above 2,500-foot elevation. The Committee will also recommend that language currently in the Regional Plan be copied into the Regional Energy Plan. The specific language is on page Land Use 2-31 and 2-32 in the Regional Plan. It discusses the Commission’s approach to and goals for the “Resource” area Future Land Use Planning Area.

#### Hub Height Limit

Regarding hub height limit, the Committee members present recommend maintaining the hub height limit adopted by the Commission in April, which was 116 feet. Because the 116-foot height limit would apply to structures throughout the region, staff was directed to research heights of other structures and the height of farm-type wind turbines. A preliminary list of structure types throughout the region that may be taller than 116 feet (and thereby affected by the current height limit) include: city halls, cellular and TV transmission towers, power transmission towers, and churches with steeples.

The recommendations will be presented at the May 9 Commission meeting.

# CENTRAL VERMONT REGIONAL PLANNING COMMISSION

## Five Year Strategic Goals

Year 4: FY19 Activities and Measures

04/30/18 Draft

### 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 2025 (~2.75 months operating reserves)
- III. Refresh and expand policies to strengthen organizational oversight and comply with 2 CFR Part 200 requirements

#### FY19 Activities and Measures

- I. *Financial reports are provided monthly in a timely manner*
  - a) Executive Committee receives financial statements and budget to actuals, cash flow, and financial summary reports in meeting packet (Nicole)
  - b) Project financial reports and training assist staff to complete 95% of projects within budget (Staff, Nicole)
  - c) CVRPC maintains unqualified audit reports (Nicole)
- II. *Complete audit annually by October 31 (Nicole)*
  - a) Complete audit field work by September 15
  - b) Submit Audit annually by November 30
  - c) Submit Indirect Rate Proposal annually by ~~January-March~~ 31
- III. *Implement plan to reduce administrative costs (All)*
  - a) Work with staff to develop strategies and actions to reduce ~~administrative unbilled staff~~ hours by November 30
  - b) Implement strategies and actions, such as system modifications and training.
  - c) Administrative costs are reduced to the extend practical by 2022
- IV. ~~Budget \$20,000 eContribution~~ *to reserve fund as funds permit (Bonnie/Nicole)*
  - a) ~~Pro-rated contributions made at least quarterly (\$5,000)~~
  - b) ~~Reserve fund balance reaches 2025 goal~~
- V. *Create/update the following policies/procedures: (Nancy)*
  - a) Update Personnel Policy Manual by 06/30/19 ~~(with Bonnie)~~
  - b) Update Administrative and Financial Procedures by 12/31/18 (with Nicole)

- c) Develop and incorporate grants management procedures into Administrative and Financial Procedures by 06/30/18 (Nancy)

VI. *Develop 2 CFR Part 200 training schedule for staff by 12/31/18; implement plan* (Nancy with Nicole)

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

## 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

### FY19 Activities and Measures:

- I. *Train staff to enhance knowledge and skills* (All)
  - a) Develop a 3-year professional development ~~plan-guide~~ with ~~for~~ all staff by 09/30/18 (An outcome of the performance review process)
  - b) Provide at least three individual professional development opportunities for all staff annually, one of which is outside their current project discipline
  - ~~c) Credential 2 staff as Certified Floodplain Managers and/or Certified Planners by 11/30/18 (Maintain Eric as AICP and Pam as CFM; Add Clare as CFM; Others interested?)~~
- II. *Enhance team morale* (Nancy supported by all)
  - 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 12/31/18
    - Project Review – adopted 09/12/17
    - Town Plan Review – draft 09/26/17 (Eric)
    - ~~Regional Plan – no action (Clare)~~
    - Executive (reformatting) – draft 01/02/17; ~~incorporate awaiting resolution of~~ conflict of interest & code of conduct policy ~~for 04/30/06/05/18 Exec Com review~~ (Bonnie)
    - Nominating – no action (Bonnie)
    - TAC – adopted 04/11/17
    - Brownfields – adopted 10/11/16; need updating (Clare)

**Commented [BW1]:** Staff Input: The Committee needs reconstituting, so it may take additional time to develop Rules of Procedures.

- Regional Energy – adopted 12/13/16; committee needs repurposing or to be dissolved (TBD after Exec Com discussion)
- Clean Water Advisory – draft 04/10/18; ready for Commission review (Pam)
- b) Designate chairs for all committees by 09/30/18
  - Regional Plan – no action; need to rebuild committee (Clare)
  - Clean Water Advisory – first meeting May 2018 (Pam)
- c) Train chairs on the roles and responsibilities of the chair by 10/31/18 (TBD)
- d) Notice Commissioners of committee meetings with links to agendas (Nancy)
- e) Report Committee activities and actions to Commissioners regularly using monthly Committee reports (All)

#### IV. Enhance Commissioner engagement

- a) Hold orientation meeting with new Commissioners within two months of appointment (Bonnie)
- b) Conduct Commissioner survey regarding Commission meeting effectiveness and understanding of the role of a Regional Commissioner by 08/31/18 (Bonnie/Nancy)
- c) Implement meeting changes and/or develop tools and/or host trainings as needed (Bonnie)
- d) ~~Solicit Commissioner input into FY20 workplan development by 01/31/19 (Bonnie)~~
- e) Update Commission bylaws by 06/30/19 (Bonnie/Bylaw Update Committee)

#### V. Enhance the office working and meeting environment

- a) Clean and organize office to project a professional work environment by 12/31/15/198 (Nancy/All)
- b) Implement furniture replacement plan as funds allow (Nancy)
- c) Obtain cost estimates for structural space improvements by 06/30/19 (Nancy)
- d) Identify opportunities and costs for office relocation by 06/30/19 (Nancy)

**Commented [BW2]:** Notice must be given on CVRPC's current lease by 09/01/19

### 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 delivery development and management understandings services
- III. Pursue funding opportunities more strategically to implement CVRPC priorities

#### FY19 Activities and Measures:

- I. Identify municipal planning and implementation priorities for FY20 by 03/31/19
  - a) Review municipal plans for implementation priorities to identify areas of assistance by 01/31/19 (Eric/Clare)
  - b) Complete a municipal survey by 02/28/19 (Eric/Clare)

c) Solicit Commissioner input into FY20 workplan development by 01/31/19  
(Bonnie)

d) ~~Host a Commission meeting in which Commissioners share the top three challenges faced by their communities by 01/31/19 (Bonnie)~~

II. Build CVRPC ~~municipal project~~ delivery and management skills (Dan)

a) Enhance staff knowledge and skills in project delivery and management through online trainings and team learning

b) Develop project tracking ~~marketing~~ materials

c) Identify existing projects ~~municipalities~~ that ~~may~~ need project delivery and management assistance

d) Projects and deliverables are produced on time, within budget, and with sufficient quality.

III. Complete Plan Central Vermont (Clare)

a) Final Draft completed by 05/01/19

b) Final Draft reviewed by Board of Commissioners at ~~June~~ March meeting

c) Draft distributed for to statutory parties and for public and agency comment by 12/31/19 ~~06/30/19~~

IV. ~~Target 10% of FY19 and 20% FY20 funding applications to regional action priorities in Plan Central Vermont (All)~~

a) ~~Identify Plan Central Vermont implementation link in contract approval requests~~

b) ~~Include report on regional plan implementation in annual report~~

**GOAL 4: Position 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 at local, regional, state, federal levels for CVRPC activities

II. Increase work with State/Federal Legislators

III. Enhance CVRPC relationship with other regional organizations

FY19 Activities and Measures:

I. Enhance communications with municipalities, partners, and Commissioners (Nancy/All)

a) Publish News Briefs weekly (grant announcements, meeting notices, etc.)

b) Publish a newsletter quarterly (articles about projects and programs)

c) Develop press releases related to project progress ~~monthly~~ (recognize regular and special milestones)

d) Develop 1-2 page project briefing sheets ~~at project initiation~~ and update at project completion; post to website and distribute in Board packet

e) Update Facebook page weekly (using News Briefs or other information)

~~f) Update blog bi-weekly~~

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Commented [BW3]: Staff Input: Simplify and target communications.

- 1 ~~g) Present project or program to Board of Commissioners at least quarterly~~  
2 ~~h) Meet with each Legislative body and Planning Commission at least annually;~~  
3 ~~report progress and needs through Staff Reports~~

4 II. *Position CVRPC as a regional and state leader*

- 5 a) Publish the online data library by 07/31/18 (Eric)  
6 b) Host bi-monthly regional trainings for municipalities (All)  
7 c) Participate in at least three ~~partner~~ activities of regional partners, such as  
8 CVEDC, Capstone, Downstreet, Solid Waste, etc. that address Regional Plan  
9 priorities; provide partner updates on CVRPC activities (All)  
10 d) Serve as RPC lead for at least one statewide project or shared task (Senior  
11 Planners/Program Manager)

12 III. *Engage Commissioners in statewide policy development*

- 13 a) Identify State plans, policies, and rules and Summer Study Committees of  
14 interest anticipated for public comment in FY19 by 07/31/18 (All)  
15 b) Comment on at least two plan, policy or rule documents annually (Senior  
16 Planners/Program Manager)

**Commented [BW4]:** Staff Input: Level of effort should be defined prior to beginning the comment process. Time should be budgeted for staff support.



## 5-year Strategic Goals – FY19 Activities

Priority	Activity	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>Goal 1: Enhance Financial Security</b>													
<u>H</u>	Monthly financial reports	X	X	X	X	X	X	X	X	X	X	X	X
<u>H</u>	Complete audit				X								
<u>H</u>	Submit Audit/Indirect Proposal					Audit				Indirect			
<u>H</u>	Identify strategies to reduce administrative hours					X							
<u>L</u>	Contribute to reserve fund												X
<u>L</u>	Update Personnel Policy Manual												X
<u>H</u>	Adopt Admin/Financial Procedures						X						
<u>H</u>	Add grants management procedures												X
<u>L</u>	Develop 2 CFR staff training plan						Plan						
<u>L</u>	Implement 2 CFR staff training plan								X		X		X
<b>Goal 2: Create Operational Excellence</b>													
<u>L</u>	Develop 3-year staff development guide			X									
<u>M</u>	Conduct team building activities	X			X			X			X		
<u>H</u>	Finish Rules of Procedure for all committees						X						
<u>H</u>	Designate Committee Chairs			X									
<u>H</u>	Host Chair training				X								
<u>H</u>	Hold new Commissioner orientation meetings												
<u>M</u>	Survey Commissioners on meeting effectiveness		X										
<u>M</u>	Clean office							X					
<u>H</u>	Plan structure space improvements												X
<u>H</u>	Identify opportunities for office relocation												X
<b>Goal 3: Enhance Services</b>													
<u>M</u>	Review Municipal Plans for priorities							X					
<u>L</u>	Survey municipal needs								X				
<u>M</u>	Commissioner input for FY20 Work Plan								X				
<u>H</u>	Plan Central VT draft											Draft	Review
<b>Goal 4: Increase Perception of CVRPC as Leader and Partner</b>													
<u>H</u>	Publish News Briefs weekly												

Priority	Activity	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<u>H</u>	Publish newsletter quarterly		X			X			X			X	
<u>H</u>	Develop press releases at milestones	X	X	X	X	X	X	X	X	X	X	X	X
<u>M</u>	Develop project briefing sheets			X			X			X			X
<u>L</u>	Update Facebook page weekly												
<u>H</u>	Publish online data library	X											
<u>M</u>	Host bi-monthly trainings	X		X		X		X		X		X	
<u>M</u>	Participate in 3 partner activities												X
<u>M</u>	Serve as RPC lead for statewide effort												X
<u>H</u>	Identify State plans/studies for comment	X											
<u>M</u>	Comment on two plans, etc.												X

1



## FY2019 Work Plan

Draft 04/30/18

### 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 its 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. Commissioners are appointed by the Region's 23 municipalities.

In FY19, CVRPC will participate in or manage programs of importance to municipalities, the region and the state. Specific grants generally fund these programs, but they are coordinated across programs. Through this integrated, comprehensive approach, CVRPC will positively impact these 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.

## WORK PROGRAM HIGHLIGHTS

### Regional Planning

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



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



CVRPC comments on State and Federal Agency plans and proposals so regional and local viewpoints are considered and policy issues are informed by RPC research and analysis. In FY19, CVRPC anticipates providing a Central Vermont perspective for the Future of Act 250 and other opportunities that may arise.

CVRPC coordinates activities with other organizations and represents the interests of the Region on commissions, committees, and boards, such as: Central Vermont Economic Development Corporation, Green Mountain Transit, VT GIS Enterprise Consortium, VT Urban & Community Forestry Program, and VT Association of Planning & Development Agencies. CVRPC represents regional planning commissions on the Transportation Alternatives and State Hazard Mitigation Grant Program review committees.

### Education & Trainings

CVRPC provides opportunities for Commissioners and municipalities to learn about pertinent topics. In FY19, CVRPC will sponsor, present and publicize multiple workshops and events, such as:

- ❖ Homes for All: Updating Municipal Policies to Improve Housing Opportunities,
- ❖ Essentials of Land Use Planning,
- ❖ Beyond the Floodplain: Protecting River Corridors through Bylaws and Other Tools,
- ❖ Using Village Center/Vermont Neighborhood Designations,

- ❖ Planning for Economic Development,
- ❖ Resilience and/or water quality,
- ❖ Roundtables for road foreman, planners, planning and development boards, and energy committees,
- ❖ other municipally-requested topics, and
- ❖ statewide trainings delivered at the regional level.

CVRPC produces a newsletter that contains information about ongoing events, project and program updates, municipal and other assistance, and general education. CVRPC's Facebook page and website host training opportunities, project and program information, and publication resources.



### Municipal Assistance

CVRPC assists local communities and their boards/committees to achieve their community visions and goals. Our Geographic Information Systems (GIS) mapping and analysis capabilities are an integral part of ongoing projects at the Commission, as well as a standalone area of work. Municipalities receive up to 12 hours of GIS services at no charge each year.

Throughout the year, municipalities identify areas of assistance. For FY19, the following services have been requested:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>❖ <i>Barre City</i> – Energy planning; Brownfields assessments; stormwater project implementation; Local Emergency Operations Plan.</li> <li>❖ <i>Barre Town</i> – State Designation assistance; Local Emergency Operations Plan.</li> <li>❖ <i>Berlin</i> – State designation assistance, Local Hazard Mitigation Plan; Exit 6 Park &amp; Ride assistance; Local Emergency Operations Plan.</li> <li>❖ <i>Cabot</i> – Working landscape asset mapping; disaster recovery assistance, road erosion inventory; Winooski Headwaters resilience planning; Local Emergency Operations Plan.</li> </ul> | <ul style="list-style-type: none"> <li>❖ <i>Calais</i> – Energy planning; statutory consultation; Class 4 road project implementation; road erosion inventory; sign inventory; stormwater master plan; Local Hazard Mitigation Plan; Local Emergency Operations Plan.</li> <li>❖ <i>Duxbury</i> – Stormwater master plan; Local Hazard Mitigation Plan; disaster recovery assistance; Local Emergency Operations Plan.</li> <li>❖ <i>East Montpelier</i> – Road erosion inventory; road surface management assistance; transportation capital planning; stormwater master plan; energy planning; Local Emergency Operations Plan.</li> <li>❖ <i>Fayston</i> - Stormwater master plan; road erosion inventory; bridge/culvert</li> </ul> |
|---|---|

inventory; transportation capital planning; Local Emergency Operations Plan; Capital Budget update.

- ❖ *Marshfield* – Energy planning; stormwater master plan; road erosion inventory; bridge/culvert inventory; transportation capital planning; Winooski Headwaters resilience planning; Local Emergency Operations Plan.
- ❖ *Middlesex* - Local Emergency Operations Plan.
- ❖ *Montpelier* – Brownfield assessments; road erosion inventory; Local Hazard Mitigation Plan; Local Emergency Operations Plan.
- ❖ *Moretown* - Stormwater master plan; statutory consultation; Class 4 road project implementation; Local Hazard Mitigation Plan; Local Emergency Operations Plan.
- ❖ *Northfield* – Road erosion inventory; bridge/culvert inventory; sign inventory; transportation capital planning; stormwater project implementation; Local Emergency Operations Plan.
- ❖ *Orange* – Town Plan update; road erosion inventory; road surface management assistance; transportation capital planning; Local Emergency Operations Plan.
- ❖ *Plainfield* – Local Hazard Mitigation Plan; Winooski Headwaters resilience planning; bridge/culvert inventory; Local Emergency Operations Plan.

- ❖ *Roxbury* - Local Emergency Operations Plan.
- ❖ *Waitsfield* – Stormwater master plan; State designation assistance; Class 4 road project implementation.
- ❖ *Warren* – Energy planning; Local Hazard Mitigation Plan; bridge/culvert inventory; transportation capital planning; stormwater master plan; Local Emergency Operations Plan; Capital Budget update.
- ❖ *Washington* – Road erosion inventory; bridge/culvert inventory; Local Emergency Operations Plan.
- ❖ *Waterbury* – Bridge/culvert inventory; Stowe Street Bridge Study; Floodplain Working Group assistance; Local Emergency Operations Plan.
- ❖ *Williamstown* – Statutory consultation; road erosion inventory; bridge/culvert inventory; transportation capital planning; Local Emergency Operations Plan.
- ❖ *Woodbury* – Local Hazard Mitigation Plan; road erosion inventory; transportation capital planning; floodplain buyout/brownfields assessment; Local Emergency Operations Plan.
- ❖ *Worcester* - Road erosion inventory; transportation capital planning; Local Emergency Operations Plan.

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

### Transportation

Transportation investments fuel growth in Central Vermont. CVRPC staff works closely with the Transportation Advisory Committee (TAC) and the Vermont Agency of Transportation (VTrans) regarding regional transportation needs through the Transportation Planning Initiative (TPI). Significant projects for FY19 include: municipal assistance to meet requirements of the VT Clean Water Act, increasing field services, assisting Green Mountain Transit with implementing system updates especially for para transit services, and hosting road foremen roundtables.



CVRPC conducts traffic, turning movement, and bicycle and pedestrian counts; culvert, sign, sidewalk, and road erosion inventories; and park-and-ride lot capacity surveys for the Region's facilities. This work provides data to accompany local knowledge. It positions municipalities to secure funds that augment municipal budgets and to enable informed decision making. In FY19, CVRPC will provide inventory services to assist municipalities with Emerald Ash Borer preparedness planning for road rights of way.

CVRPC staff continue to assist municipalities to prepare for the Municipal Roads General Permit (MRGP). The Permit becomes active in 2018. CVRPC will complete road erosion assessments and culvert inventories for 14 of its 23 member municipalities in FY19. Three communities will receive sign inventories. Through the VTrans Better Roads Program, staff will assist many of these communities to develop transportation capital budgets, which works to transition inventories to construction projects. The Program's goal is to promote the use of erosion control and maintenance techniques that save money while protecting and enhancing Vermont's lakes and streams.

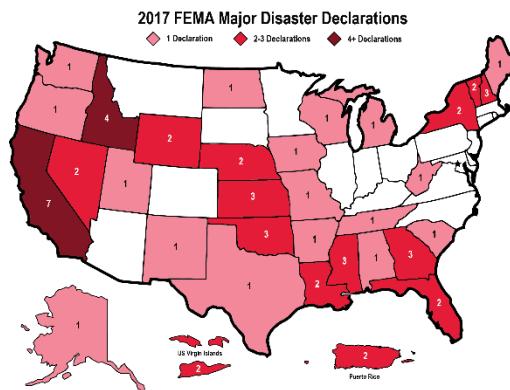
CVRPC staff extends municipal capacity by connecting municipalities to State resources and providing assistance in accessing State program. CVRPC coordinates Road Safety Audits to identify short-term road safety improvements for crash sites. We also assist with Better Roads, Bicycle and Pedestrian, Better Connections, Transportation Alternatives Program, and other grant applications. Through the Municipal Grants in Aid program, CVRPC provides municipalities with access to funding and staff assistance to implement clean water road improvements. Year 2 funding is available for FY19.

### Emergency Management

CVRPC continues work with communities and other partners to increase the resiliency of roads, bridges, and neighborhoods and to enhance community preparedness in the face of an increasing number and intensity of storm events. In FY19, CVRPC will:

- ❖ help communities plan, implement, and seeking funding for hazard mitigation projects,

- ❖ assist municipalities with Local Emergency Operation Plan development and updates,
- ❖ support Local Hazard Mitigation Plan updates for at least 8 municipalities,
- ❖ staff the State Emergency Operations Center during severe weather events to connect municipalities with resources and increase awareness of road closures and hazards,
- ❖ increase local official knowledge and skills through education and trainings, such as: Incident Command Systems courses and the State Emergency Preparedness Conference,
- ❖ coordinate and participate in state and local public safety exercises and drills,
- ❖ provide staff support to Local Emergency Planning Committee (LEPC #5), which works to plan for chemical emergency prevention and response, and
- ❖ assist interested municipalities to meet requirements under the Emergency Relief Assistance Fund (ERAF) rules.



CVRPC assists communities with emergency management and public safety using funding from Vermont Emergency Management and the Federal Emergency Management Agency.



### Brownfield Redevelopment

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

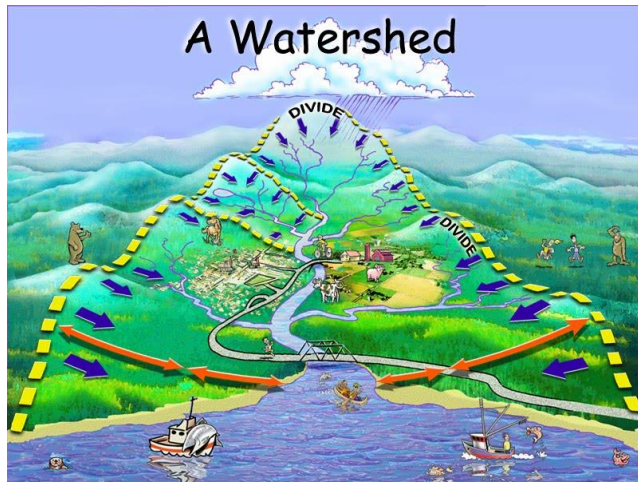
In its seventh year, CVRPC's Brownfields program has received \$800,000 in assessment grant funds from the EPA. Program administration is also supported by state planning (ACCD) funds. A program Steering Committee works with CVRPC to select sites that may benefit from environmental assessments, fund those assessments, carry out public outreach, and, if necessary, create plans for how specific sites could be cleaned up for reuse. Program priorities for FY19 include completing clean-up and redevelopment plans for eight sites enrolled in the program and assisting four sites to access redevelopment funding.

CVRPC's Brownfield Program:

- ❖ expands and retains jobs;
- ❖ expands housing choices and supports downtown vibrancy;
- ❖ preserves history and creates public parks;



- ❖ advances community connections through community paths and public transit;
- ❖ grows community knowledge about risks and hazards of contamination; and
- ❖ engages local governments in decisions about brownfield assessments and redevelopment initiatives.



### Watersheds

CVRPC continues to be active in water quality and river management activities in the Region. Many of these activities are aimed at assisting municipalities to protect critical infrastructure like roads, bridges, and water/sewer lines and to restore floodplain areas and river buffers. Watershed organizations leverage CVRPC's planning services into on-the-ground project benefits. Both the VT Department of Environmental Conservation and municipalities use CVRPC as a knowledgeable, local project

manager to complete implementation projects efficiently. CVRPC uses multiple funding sources for its watershed services and projects, primarily Clean Water Funds and the Ecosystem Restoration Program.

In FY19, CVRPC will:

- ❖ work with municipalities to identify, develop and fund projects that mitigate conflicts between infrastructure and streams,
- ❖ work with communities on understanding requirements for participation in the National Flood Insurance Program (NFIP) and its Community Rating System, a voluntary program that rewards community floodplain management activities with flood insurance premium rate reductions,
- ❖ participate in the State's efforts to develop the Winooski and White River Tactical Basin Plans, including prioritizing projects,
- ❖ engage municipalities in the State's Tactical Basin Planning efforts,
- ❖ assist municipalities with stormwater master planning and project implementation,
- ❖ assist municipalities and watershed organizations to identify and protect water resources in the region via town planning, land use regulation, and project implementation,
- ❖ assist the State to develop tools municipalities can use to plan and assess protection mechanisms for forest blocks and connecting corridors,
- ❖ improve flood resilience in headwaters by identifying and assisting municipalities to implement strategies for upland forest management, and
- ❖ coordinate water quality work with transportation and emergency planning efforts including workshops for road crews and outreach related to river corridors and flood mitigation.

### Energy Planning

In FY17, the Commission began development of a Regional Energy Plan, an effort funded through the Vermont Public Service Department. The project focuses on accomplishing the Vermont's energy goal of having renewable energy sources provide 90% of the state's total energy demand by 2050. In FY19, the Commission expects to finalize incorporating the Regional Energy Plan into the Regional Plan and to begin working with other regional organizations and municipalities to implement the plan.



CVRPC also anticipates assisting up to four additional municipalities with local energy planning in FY19. Municipalities who meet Local Energy Standards can take advantage of the substantial deference provision in Act 174 of 2016, which integrates energy and land use planning.

### Fee For Services

CVRPC provides several types of services through fee-for-service arrangements. Our Geographic Information System (GIS) services are provided to municipalities and non-profit partners. They help people understand and visualize data to make decisions based on the best information. CVRPC also provides GIS services to private entities in a fee-for-service arrange as time and resources permit.

Our accounting services are provided to inter-municipal organizations and regional non-profits. These services leverage value and security for CVRPC's member municipalities, who participate in or contribute funds to the served organizations. For FY19, CVRPC will provide bookkeeping services and staff support to the Wrightsville Beach Recreation District, bookkeeping services to the Cross Vermont Trail Association, and fiscal agent services for Local Emergency Planning Committee #5.

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

## FINANCE AND STAFFING

### Finance

Funding for the Commission's \$1.25 million budget comes from a combination of core sources, special projects, and town dues. In FY19, this includes:

- |   |   |
|---|---|
| ❖ \$265,115 – Legislative allocation through the Agency of Commerce and Community Development (21%),      | Natural Resources, and Fee For Services (23%),      |
| ❖ \$284,710 – Annual contracts with the Agency of Transportation, Vermont Emergency Management, Agency of | ❖ \$629,615 – Project specific contracts (50%), and |
|   | ❖ \$73,488 - Town Dues (6%).                        |

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**Board of  
Regional Commissioners**

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<i>Barre City</i>	<i>Janet Shatney</i> <i>Heather Grandfield, Alt.</i>
<i>Barre Town</i>	<i>Byron Atwood, Chair</i> <i>Mark Nicholson, Alt.</i>
<i>Berlin</i>	<i>Bob Wernecke</i> <i>Karla Nuissl, Alt.</i>
<i>Cabot</i>	<i>Amy Hornblas</i>
<i>Calais</i>	<i>John Brabant</i> <i>Jan Ohlsson, Alt.</i>
<i>Duxbury</i>	<i>Alan Quackenbush.</i>
<i>E. Montpelier</i>	<i>Julie Potter, Chair</i> <i>Jack Pauly, Alt.</i>
<i>Fayston</i>	<i>Carol Chamberlin</i>
<i>Marshfield</i>	<i>Melissa Siefert</i>
<i>Middlesex</i>	<i>Ron Krauth</i>
<i>Montpelier</i>	<i>Kirby Keeton</i> <i>Mike Miller, Alt.</i>
<i>Moretown</i>	<i>Dara Torre, Secretary</i>
<i>Northfield</i>	<i>Laura Hill-Eubanks, Vice Chair</i>
<i>Orange</i>	<i>Lee Cattaneo</i>
<i>Plainfield</i>	<i>Bram Towbin</i> <i>Robert Atchinson, Alt.</i>
<i>Roxbury</i>	<i>Gerry D'Amico</i>
<i>Waitsfield</i>	<i>Don La Haye</i> <i>Harrison Snapp, Alt.</i>
<i>Warren</i>	<i>Camilla Behn</i>
<i>Washington</i>	<b>Gary Winders</b>
<i>Waterbury</i>	<i>Steve Lotspeich</i>
<i>Williamstown</i>	<i>Rodney Graham</i>
<i>Woodbury</i>	<i>Michael Gray, Treasurer</i>
<i>Worcester</i>	<i>Bill Arrand</i>

Town dues are a critical investment in regional shared staffing. Their flexibility leverages special project and transportation planning funds that benefit municipalities.

The Commission's annual audit is posted to its website, [www.centralvtplanning.com](http://www.centralvtplanning.com).

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

### FY19 Budget

The FY19 CVRPC Budget Summary reflects an anticipated decrease in revenue for the coming fiscal year due to the closeout of several large projects and the on-going impact of extraordinary events in FY17. FY17 events, along with limited reserve funds, will affect CVRPC's operations in diminishing degrees through at least FY21. Revenues that support operations are decreasing slightly or are level funded.

Legislative funding passed through the Agency of Commerce and Community Development (ACCD) are level funded from FY18. The funds are distributed based on a formula, and CVRPC's share continues to decrease 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 technical assistance program. This funding provides match as required under agreements such as the Vermont Agency of Transportation and Vermont Emergency Management. It also supports our brownfields and local hazard mitigation planning assistance program.

While natural resource funds decrease for end of contracts, they continue to be a strong part of the Commission's work program. Clean water education, planning, and construction activities will all continue.

Transportation planning funds are expected to be level in FY19, including for the contract period beginning October 1, 2018. The Municipal Grants in Aid program will continue for FY19. CVRPC also received a one-time grant to assist municipalities to implement best management practices on a Class IV road. Community development funds will decrease as the Commission's brownfields and local energy assistance grants close out. Revenues from town dues will raise slightly due to a dues increase. Public Safety funding decreased as a large Hazard Mitigation Grant Program contract closes. CVRPC will continue to pursue additional sources of funding for program support and implementation.

Decreases in expense line items relate to the program and project changes noted above and reductions in basic operational expenses. Changes to wages and fringe benefits reflect staffing changes. The Commission implemented a 5-year overhead cost reduction plan in FY16. Cost decreases have been achieved through equipment replacement, modernization of the financial system, employee training, and other initiatives. As a result, overhead costs continue to decrease in FY19.

CVRPC depleted its reserve fund over the past 10 years. A 10-year replenishment plan was initiated in FY18. CVRPC does not anticipate making a contribution in FY19. FY19 equipment purchases were moved forward to FY18 when that year's equipment replacement costs were lower than anticipated. Therefore, CVRPC does not anticipate making equipment purchases in FY19.

### Staffing

Staffing in FY19 will include seven employees: Executive Director, Office Manager, Program Manager, Senior Planners (3), and Planners (1). Two summer Planning Technicians will assist with transportation field work and shepherding and analyzing planning data. During this year, the Commission may look towards additional assistance through seasonal interns (Planning Technicians) and temporary staff as needed. It will also hire contractors to assist with technical projects under our transportation, natural resources, and brownfields programs. Additional work related to water quality may necessitate hiring additional staff.

### SERVICE RECOGNITION

The Commission appreciates the thoughtful contributions of individuals whose term as Regional Commissioners ended in FY18:

- ❖ Dick Payne, Cabot
- ❖ Brian Fitzgerald, Duxbury
- ❖ Ivan Shaddis, Marshfield
- ❖ Daniel Raddock, Warren

Your service enables effective local government and builds strong links between local and regional planning.

#### *FY19 Staff*

Bonnie Waninger	Executive Director
Nancy Chartrand	Office Manager
Dan Currier	Program Manager
Pam DeAndrea	Senior Planner
Eric Vorwald	Senior Planner
Clare Rock	Senior Planner
Ashley Andrews	Planner
Laura Ranker	Planner
Matt Germaine	Planning Technician



## MEMO

Date: April 23, 2018

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: Second Draft FY19 Budget

---

### No action is required.

This second draft is for discussion purposes. The final budget will be presented for adoption in June.

### SUMMARY

Specific changes to revenue and expense categories are reflected in notes on the enclosed documents. CVRPC's FY19 budget reflects the on-going impact of FY17's extraordinary events. FY17 events, along with limited reserve funds, will affect CVRPC's operations in diminishing degrees through at least FY21.

The second draft budget is not balanced. Two outstanding grant applications may close the gap by June. Other approaches to closing the gap will be discussed at this month's meeting. Either way, staff will need to carefully monitor revenues and expenses throughout the year as flexible approaches to using funds from major contracts (ACCD, TPI, EMPG) cannot be maintained for FY19. Funding for required activities must be reserved prior to committing to optional activities.

### REVENUES

Revenues are lower for FY19 due to less grant writing in FY17 and to closure of several contracts with significant contractor services. FY17's ~14-month staff vacancy meant existing staffing focused on meeting contract deliverables. Staff was unable to dedicate time to writing grants that would fund services 1-2 year into the future. Additionally, revenues are lower because several FY18 contracts with significant contractor expenses, such as brownfields and stormwater master plans, will end (see Preliminary Draft, Line 21).

**EXPENSES**

FY19 expenses reflect reductions in the number of contracts and reduction in basic expenses to maintain operations. For example, all dues, professional development, and travel not required by contracts have been removed. No equipment or furniture will be replaced. All potential changes in wages and benefits discussed at the Committee's March and April meetings are included in this draft budget.



## Central Vermont Regional Planning Commission

## FY19 Budget - Preliminary Draft

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

Juliana Potter, Chair

Line		01/02/18	04/30/18	Difference FY18-FY18	Percent Change	Notes
		FY18 Budget	FY19 Budget			
1	REVENUES	1,703,524	1,252,938	(450,586)	-26.5%	
2						
3	Community Development	336,980	102,301	(234,679)	-69.6%	Decreased for end of brownfield contract
4	Fee for Service	47,117	7,300	(39,817)	-84.5%	Decreased for end of leased employee services
5	Interest	10	10	0	0.0%	
6	Municipal Contracts	36,437	14,935	(21,502)	-59.0%	
7	Natural Resources	492,909	394,731	(98,178)	-19.9%	Decrease for end of contracts; Reflects accrual budgeting for product-based contracts
8	Other Income	12,523	5,936	(6,587)	-52.6%	
9	Public Safety	80,930	47,799	(33,131)	-40.9%	Decreased for end of HMGP Mega contract
10	Regional Planning Funds (ACCD)	342,560	265,115	(77,445)	-22.6%	Decreased - no carryover funds from FY18
11	Town Dues	71,537	73,488	1,951	2.7%	
12	Transportation	282,521	341,323	58,802	20.8%	Increased for one-time product-based contract
13	Reserves	0	0	0	-	
14						
15		FY 17 Actuals	FY19 Budget	Difference FY18-FY18	Percent Change	Notes
16						
17						
18	EXPENSES	1,692,159	1,268,740	(423,419)	-25.0%	
19						
20	Advertising	1,890	1,802	(88)	-4.7%	
21	Contractor Services	712,664	506,138	(206,527)	-29.0%	Decreased for end of contracts
22	Copy/Print	4,483	4,584	101	2.3%	
23	Depreciation	7,000	7,000	0	0.0%	
24	Dues/Memberships	10,450	6,985	(3,465)	-33.2%	Reduce to minimum
25	Equipment / Furniture	20,000	0	(20,000)	-100.0%	Server purchased in FY18
26	Equipment Repair/Srvc	400	300	(100)	-25.0%	
27	Fees	794	612	(182)	-22.9%	
28	Fringe Benefits	170,798	157,569	(13,229)	-7.7%	Decreased for end of leased employee services and FY19 staffing
29	Insurance	1,510	1,510	0	0.0%	
30	Interest	50	10	(40)	-80.0%	
31	Line of Credit	0	0	0	-	
32	Meeting/Programs	12,592	7,292	(5,300)	-42.1%	Reduced for fewer contracts and limited professional development
33	Office Rent/Util/Repair	42,994	44,002	1,008	2.3%	Reflects planned rent increase per lease terms
34	Office Renovations		0	0	-	
35	Other Expense	400	0	(400)	-100.0%	
36	Payroll/Wages	515,316	426,117	(89,199)	-17.3%	Decreased for end of leased employee services and FY19 staffing
37	Postage	2,600	2,175	(425)	-16.3%	
38	Professional Services	100,820	70,235	(30,585)	-30.3%	Office Manager assumes non-financial and data entry accounting duties
39	Software / Licenses	7,798	5,827	(1,971)	-25.3%	Decreased to essential digital activities
40	Subscriptions / Publications	212	212	(1)	-0.2%	
41	Supplies - Office	13,080	5,350	(7,730)	-59.1%	No computer or furniture purchases
42	Supplies - Billable	9,820	1,100	(8,720)	-88.8%	No transportation equipment purchases
43	Telephone / Internet	7,112	6,212	(900)	-12.7%	
44	Travel	24,377	13,708	(10,669)	-43.8%	Professional developing requiring travel removed
45						
46	BAL END	11,365	(15,802)	(27,167)		
47						
78	RESERVES	25,000	0	(25,000)	-100.0%	
79	General	25,000	0		-100.0%	
50	Equipment	0	0		0.0%	
51	Office Renovation	0	0		0.0%	

## FY19 DRAFT Budget

As of 04/30/18

Total Revenues		\$1,252,938	
Line			
1	<b>Community Development</b>		<b>\$102,301</b>
2	EPA Brownfields FFY15	\$78,064	77,569 contractor pass through
3	NRPC Local Energy Planning Yr 3	\$14,850	Year 3 in legislative discussion
4	NRPC Local Energy Planning Yr 2	\$9,387	Barre City, Calais, Marshfield, Warren
5			
6	<b>Fee for Service</b>		<b>\$7,300</b>
7	Wrightville Beach Recreation District Bookkeeping	\$5,000	Reviewed annually in November
8	Cross Vermont Trail Association Admin Services	\$1,200	
9	GIS Mapping	\$1,100	
10			
11	<b>Interest</b>		<b>\$10</b>
12			
13	<b>Municipal Contracts</b>		<b>\$14,935</b>
14	Barre Town Manhole	\$0	Anticipating completion of services
15	East Montpelier Better Roads FY18	\$1,900	
16	Northfield Better Roads FY18	\$5,200	
17	Orange Better Roads FY18	\$3,420	
18	Williamstown Better Roads FY18	\$2,345	
19	Worcester Better Roads FY18	\$2,070	
20			
21	<b>Natural Resources</b>		<b>\$394,731</b>
22	FFY18 604B	\$364	Reflects accrual budget (cash payment is 1,818)
23	CCRPC FY18 Clean Water Act Outreach	\$17,676	
24	CCRPC FY19 Clean Water Act Outreach	\$14,848	Anticipating program award reduction
25	DEC FY17 ERP Northfield Water Street Stormwater	\$151,806	148,431 contractor/town pass through
26	DEC FY17 Mad-Kingbury Stormwater Masterplan	\$84,115	Two joint plans: East Montpelier, Calais, Woodbury & Duxbury, Moretown, Fayston, Waitsfield, Warren; 79,071 contractor pass through
27	SWCRPC Clean Water Block Grant - Pouliot	\$113,683	103.600 town pass through. CVRPC amount based on 8.5% of 20% project implementation cost
28	High Meadows Resilience	\$0	Cabot, Plainfield, Marshfield flood resilience; full payment at project start; year 2 of 2
29	FPR Forest Integrity	\$12,240	Year 2 of 3-year grant
30			
31	<b>Other Income</b>		<b>\$5,936</b>
32	Miscellaneous	\$0	
33	Health Insurance Reimbursement	\$5,936	COBRA pass through
34			
35	<b>Public Safety</b>		<b>\$47,799</b>
36	VEM Emergency Mangmt Planning Grant (EMPG) FFY 18	\$12,294	Anticipating program award reduction
37	VEM Emergency Mangmt Planning Grant (EMPG) FFY 17	\$29,505	
38	Local Emergency Planning Committee (LEPC)	\$4,000	Administrative services
39	VEM MOU	\$2,000	Staff SEOC & fulfill Local Liaison role
40			
41	<b>Regional Planning Funds (ACCD)</b>		<b>\$265,115</b>
42	FY18 Carry Forward	\$0	Carry forward not anticipated
43	FY19 Allocation	\$265,115	Reduced 5% based on 3-year trend
44			
45	<b>Town Dues</b>		<b>\$73,488</b>
46			
47	<b>Transportation</b>		<b>\$341,323</b>
48	VTrans Transportation Planning Initiative (TPI) FFY18	\$61,781	
49	VTrans Transportation Planning Initiative (TPI) FFY19	\$142,043	VT Culverts support ends FFY18
50	DEC Class IV Road Demonstration	\$96,648	90,000 town pass through for construction
51	NRPC Municipal Grants In Aid FY18	\$9,837	Program admin and municipal outreach & assistance for MRGP BMP implementation
52	NRPC Municipal Grants In Aid FY19	\$31,015	Successful program; Year 2 anticipated

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

## FY19 DRAFT Budget

As of 04/30/18

## EXPENSES

Line

1	<b>Advertising</b>		<b>\$1,802</b>
2	Administrative	0	
3	ACCD	1,040	Regional Plan & 11 Municipal Plan approval hearings
4	Community Development	0	
5	Municipal	0	
6	Natural Resources	375	
7	Public Safety	0	
8	Transportation	387	
9			
10	<b>Contractor Services</b>		<b>\$506,138</b>
11	Admin	0	
12	ACCD	0	
13	Brownfields	77,569	Site assessments and corrective action planning
14	FY17 ERP Northfield Water Street Stormwater	148,431	Stormwater structure installation
15	FY17 ERP Mad-Kingsbury Stormwater Masterplan	79,023	Warren, Waitsfield, Fayston, Duxbury, Moretown & East Montpelier, Calais, Woodbury
16	FFY18 Transportation Planning Initiative (TPI)	0	
17	FFY19 Transportation Planning Initiative (TPI)	0	
18	DEC Calais Class IV Roads	90,000	Pass through to Towns for project construction
19	High Meadows Resilience	7,515	Pass through to project partners
20	Clean Water Block Grant Implementation	103,600	Pass through to municipality for construction
21			
22	<b>Copy / Print</b>		<b>\$4,584</b>
24	Lease	2,784	
25	Color Copies	1,800	
26	Property Tax	0	
27			
28	<b>Dues / Memberships / Sponsorships</b>		<b>\$6,985</b>
29	VAPDA	6,050	Annual Dues, includes special project assessment and CVRPC participation in multi-RPC activities
30	VT League of Cities & Towns	835	Access to unemployment insurance & other services
31	Nat'l Assoc. of Development Orgs	0	
32	Assoc. of State Floodplain Managers	100	Certified Floodplain Mngr continuing education credit
33	VT Planners Assoc.	0	5 staff
34	Conference/Workshop Sponsorships	0	
35	Welcome Legislator Reception	0	
36			

## Central Vermont Regional Planning Commission

## FY19 DRAFT Budget

As of 04/30/18

## EXPENSES

37	Equipment / Furniture		\$0
38	Capital: Non-Billable	0	
39	Capital: Billable	0	
40	Office Furniture	0	
41	Office Equipment	0	
42	Other	0	
43			
44	Equipment Repair & Service		\$300
45	Telephone System	0	
46	Repair & Service	300	Traffic counter repair
47			
48	Fees		\$612
49	Payroll Direct Deposit	462	Direct deposit
50	Line of Credit	150	Annual Fees
51	Late fees	0	
52			
53	Fringe Benefits		\$157,569
54	FICA	31,579	Medicaid & Social Security taxes
55	Health Ins.	70,598	Estimated 13% premium increase
56	Health Ins.	5,936	COBRA
57	Dental Ins.	18,267	Estimated 2% premium increase
58	Vision Ins.	0	Not provided
59	Retirement	18,267	5% of gross wages
60	Disability Ins.	920	
61	Life Ins.	4,972	
62	Unemployment Ins.	1,510	
63	Workers Comp Ins.	5,520	Increased due to reclassification of employees due to travel
64			
65	Insurance		\$1,510
66	General Liability (Property/Vehicle/Fire)	1,510	Policy includes Public Officials Liability
67			
68	Interest		\$10
69			
70	Line of Credit		\$0
71	Debt Repayment	0	Debt not anticipated
72	Interest	0	
73			



## Central Vermont Regional Planning Commission

## FY19 DRAFT Budget

As of 04/30/18

## EXPENSES

74	Meeting / Programs		\$7,292
75	Admin	500	NADO Policy Conf 500
76	ACCD	4,525	700 workshops/forums; 825 Commission mtgs; prof dev
77	Energy Planning	0	
78	Brownfields	150	In-state trainings, national conference
79	Municipal	0	
80	Natural Resources	467	Winooski Basin Plan meetings
81	Public Safety	50	LEPC 500; floodplain administrator training
82	Transportation	1,600	TAC & project mtgs
83			
84	Office Rent / Utilities / Repairs		\$44,002
85	Rent	42,052	Lease through 09/30/2020; Notice by 09/29/2019
86	Office Cleaning	1,950	75 bi-weekly
87	Repairs & Other Maintenance	0	
88			
89	Office Renovations		\$0
90			
91	Other Expense		\$0
92	Miscellaneous	0	Gifts, non-billable fees, etc.
93	Bad Debt	0	
94			
95	Payroll/Wages		\$426,117
96	Gross Pay	412,797	7.8 FTE plus Planning Techs; includes raises, bonuses, & payment in lieu of health insurance benefit
97	Comp Time	13,320	FY19 EOY estimate
98	Overtime	0	Non-exempt employee
99			
100	Postage		\$2,175
101	Postage Machine	875	175/qtr meter lease
102	Machine Postage	1,000	
103	Billable Postage	300	Regional Plan
104			
105	Professional Services		\$70,235
106	Audit	8,000	Estimate does not include Single Audit
107	Accounting	54,080	Estimated 16 hours per week
108	Benefits Administration	0	Section 125 Cafeteria Plan
109	Editing/Graphic Design	0	Regional Plan
110	Employee Assistance Program	0	
111	IT/Computer	5,530	Base 4980, Problems 550
112	Legal	700	1200 Personnel & benefits; 500 contracts & other
113	Staff Training	0	
114	Videography	1,925	175/mo for Commission meetings

## Central Vermont Regional Planning Commission

## FY19 DRAFT Budget

As of 04/30/18

## EXPENSES

115			
116	<b>Software / Licences / IT Subscriptions</b>		<b>\$5,827</b>
117	ESRI GIS License	3,600	1600 single; 1500 concurrent; 500 Spatial Analyst
118	Intuit Quickbooks Pro	390	1-yr QB payroll module; 3-year annual license due 2020; 5 additional user seats 1000
119	Microsoft Exchange 365	562	Remote access (email)
120	Tech Soup	0	
121	Log Me In	600	Remote access
122	Community Remarks	0	Community outreach map for Regional Plan
123	Network Solutions	75	CVRPC & Plan Central VT website
124	Tablet Data Plan	600	Provides field services GPS data accuracy
125			
126	<b>Subscriptions</b>		<b>\$212</b>
127	Times Argus	190	e-subscription
128	Valley Reporter	22	e-subscription
129	Front Porch Forum	0	Allows postings to 23 forums in the region
130			
131	<b>Supplies - Office</b>		<b>\$5,350</b>
132	General Office	4,150	
133	Equipment	0	
134	GIS	1,200	
135	Office Furniture	0	
136			
137	<b>Supplies - Billable</b>		<b>\$1,100</b>
138	ACCD	150	
139	Municipal	0	
140	Community Development	0	
141	Public Safety	0	
142	Natural Resources	150	
143	Transportation	800	Field supplies 1100
144			
145	<b>Telephone / Internet</b>		<b>\$6,212</b>
146	Telephone Lease/Service	4,820	
147	Internet Service	1,392	
148			
149	<b>Travel</b>		<b>\$13,708</b>
150	Administrative	2,000	VAPDA & other mtgs
151	ACCD	4,000	Municipal & State meetings; professional development
152	Community Development	416	Brownfields trainings/site visits/conference; energy regional outreach & local plans
153	Municipal	949	Municipal contract meetings & field work
154	Natural Resources	117	Meetings
155	Public Safety	300	Site visits, meetings, CFM continuing ed requirement
156	Transportation	5,926	TPI 5250



## CENTRAL VERMONT REGIONAL PLANNING COMMISSION

## Reserve Fund

As of 04/30/18

## 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  
\$355,523.84

**Current Reserves:** \$26,229

\$26,229	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 (+/-):** (\$329,295)

## Minimum Monthly Expenses:

**Total** \$59,254

Equipment	\$0
Fringe Benefits	\$12,054
Insurance	\$126
Office Rent/Utilities	\$3,667
Other Expense	\$0
Payroll	\$34,400
Postage	\$181
Printing/Copies	\$382
Prof Services	\$5,853
Software (licenses)	\$486
Supplies Office	\$446
Telephone/Internet	\$518
Travel	\$1,142

Recommendations

1. During this year, contribute \$0 to existing reserves.
2. Recommended set aside should be reviewed annually and adjusted as needed.



## MEMO

Date: April 25, 2018

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: Regional Plan Committee

**⊗ ACTION REQUESTED:** Recommend Regional Plan Committee membership to the Board of Commissioners.

The Regional Plan Committee is struggling to achieve quorum. The struggle revolves around two issues: lack of clarity regarding appointed membership and lack of regular meetings for the past two years. The Chair and Vice Chair recommended that the Executive Committee discuss the membership of the Regional Plan Committee as it is uncertain who should be appointed and to how many positions during upcoming committee appointments. It is important for the Commission to reinvigorate this committee so that progress can be made on the 2016 Regional Plan update and Plan Central Vermont.

### Background

The “Regional Plan Draft Review Committee” was created by the Board of Commissioners in 2013 to assist with development of Plan Central Vermont. The Committee’s duties included developing and recommending updates to the Regional Plan. It was also charged with developing a guiding Vision Statement for Plan Central Vermont (PCV) in coordination with PCV’s Public Participation Working Group. The November 12, 2013 Commission meeting minutes indicate membership included 5 Commissioners and 4 regional organizations. The following were appointed:

#### Commissioners

Mike Miller, Barre City  
 Tim Carver, East Montpelier  
 Laura Hill-Eubanks, Northfield  
 David Strong, Plainfield  
 Dara Torre, Moretown

#### Organizations

Winooski Natural Resources Conservation District (Sophie Sauve)  
 Central VT Community Action Council (Dave Rubin) [now Capstone Community Action]  
 Barre Granite Association (Ed Larson)  
 VT Agency of Transportation (Scott Bascom)

The minutes note that the committee was expected to meet for two years. The first meeting occurred in December 2013. Commissioner Ron Krauth, Middlesex, joined the committee in December 2014.

For FY18, the Commission appointed the following members:

Commissioners

Laura Hill-Eubanks, Northfield  
Dara Torre, Moretown  
Ron Krauth, Middlesex  
Janet Shatney, Barre City  
Vacant, Regional Commissioner

Organizations

Winooski Natural Resource Conservation District (Vacant)  
Capstone Community Action (Dan Hoxworth)  
Agency of Transportation (Scott Bascom)  
Non-designated (Vacant)

Ed Larson no longer works for the Granite Association. He is currently Executive Director of the Vermont Traditions Coalition, an organization formed in 2001 in response to the Champion Lands proposal. He has expressed interest in participating. Scott Bascom has retired from VTrans. He represents Barre City on the CVRPC Transportation Advisory Committee and participated in an April Regional Plan Committee meeting. Dan Hoxworth recently stepped down from his position at Capstone. From meeting minutes, it does not appear that the Conservation District has participated in meetings. Staff has not approached the District recently to assess its interest in participating.

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Executive Committee**  
**DRAFT Minutes**  
**April 2, 2018**

**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

Guests: None

Chair J. Potter called the meeting to order at 4:01 pm. Quorum was present to conduct business.

**Adjustments to the Agenda**

B. Waninger requested a discussion about the May Commission meeting be added after the Commission Meeting Agenda item.

**Public Comment**

None.

**Financial Report**

Waninger said written financials through February 28 will be provided via email this week. Generally, CVRPC remains on track for achieving its financial goals for FY18. She reported net income is at ~\$164,000. Of that, ~\$30,000 is designated for the High Meadows Resilience project which concludes in spring 2019 and ~\$72,000 is the revenue offset for the FY17 loss.

B. Attwood and S. Lotspeich entered at 4:07 pm.

Waninger discussed CVRPC's requested FY19 indirect rate and factors contributing to how the rate increases or decreases. CVRPC's rate will increase for FY19.

**Strategic Plan**

FY18 Actions: Clarifications were provided for several items actions. Items that could not be accomplished in FY18 have been added to the FY19 actions.

FY19 Actions: Recommended changes include:

- Goal 1, Strategy II: Modify reserve fund goal to 2025.
- Goal 1, Action II, item c: The submission date for the Indirect Rate Proposal is March 31.
- Goal 3, Action II: Modify the action to "Enhance staff knowledge and skills in project management."
- Goal 4, Action I: Consider priorities for implementation.
- Overall: Consider prioritizing tasks.



**Policies & Procedures**

Code of Conduct and Conflict of Interest: Changes include (page numbers are based on the policy, not the meeting packet):

- Page 1, Line 19: Modify “agency” to read “agent”.
- Page 1, Line 26: Modify end of sentence to read “...Commission, whether or not the Committee member is a Commissioner.”
- Page 1, Line 29: Add comma between “employee” and “agent”.
- Page 2, lines 4-5: Delete last sentence in the paragraph.
- Page 2, line 40: Delete “or at the beginning of each fiscal year”.
- Page 2, line 44: Remove comma between “must” and “act”.
- Page 4, Line 7: Underline “Committee Member.”

*B. Atwood moved to recommend the Code of Conduct and Conflict of Interest Policy to the Board of Commissioners with changes; L. Hill-Eubanks seconded. Motion carried.*

**Consent Items**

*L. Hill-Eubanks moved to approve the consent agenda as presented; D. La Haye seconded. Motion carried.*

**Commission Meeting Agenda**

*S. Lotspeich moved to approve the Commission meeting agenda as presented; M. Gray seconded. Motion carried.*

**May Commission Meeting**

Waninger noted that 2017 was the Commission’s 50<sup>th</sup> Anniversary. She asked the Committee’s input on whether the May meeting should include a celebration of the event. The Committee requested staff organize hors d’oeuvres and Commission highlights for May 8 at 6pm.

**Executive Session – Personnel**

*D. La Haye moved to enter Executive Session at 5:44 pm to discuss a personnel evaluation; D. Torre seconded. Motion carried.*

*B. Atwood moved to exit Executive Session at 6:05 pm; D. La Haye seconded. Motion carried.*

*L. Hill-Eubanks moved to authorize the Chair to sign the Executive Director’s Evaluation Form with modifications to the objectives; M. Gray seconded. Motion carried.*

*B. Atwood moved to increase the Executive Director’s salary by 4% as of July 1, 2018; S. Lotspeich seconded. Motion carried.*

**Adjourn**

*D. La Haye moved to adjourn at 6:06 pm; B. Atwood seconded. Motion carried.*



## BOARD OF COMMISSIONERS

### Annual Meeting

May 8, 2018 at 7:00 pm

Steak House Restaurant, 1239 US Route 302, Barre, VT 05641

Change of  
location!

6:00 pm - CVRPC 50<sup>th</sup> Anniversary Celebration & Social. *Commissioners and Alternates, we hope you will join us for hors d'oeuvres!*

<u>Page</u>	<u>Time<sup>1</sup></u>	<u>AGENDA</u>
	7:00	<b>Adjustments to the Agenda</b> <b>Public Comments</b>
	7:05	<b>Elections, Dara Torre, Secretary</b> Report on results of elections for Executive Committee.
	7:10	<b>Winooski Tactical Basin Plan</b> , Karen Bates, VT DEC, and Pam DeAndrea (enclosed) <sup>2</sup> Presentation & discussion of the draft plan. CVRPC priorities will be set at a future meeting.
	7:55	<b>Regional Energy Plan &amp; 2016 Regional Plan Update</b> (enclosed) <sup>2</sup> Act on Regional Plan Committee recommendation.
	8:30	<b>CVRPC Committees, Laura Hill-Eubanks, Vice Chair</b> (enclosed) a) Appointments - Solicit committee members in advance of appointments b) Regional Plan Committee - Act on recommendation from the Executive Committee <sup>2</sup>
	8:55	<b>Meeting Minutes – April 10, 2018</b> (enclosed) <sup>2</sup>
	8:50	<b>Reports</b> (enclosed) Updates and questions on Staff, Executive Director, and Committee Reports
	9:00	<b>Adjournment</b>

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