



EXECUTIVE COMMITTEE

July 2, 2018

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

Page AGENDA

- 4:00¹ **Adjustments to the Agenda**
Public Comment
- 2 4:05 **Financial Report**²
Discuss financial reports (enclosed) and new cash flow projection (to be provided).
- 7 4:20 **Contract/Agreement Authorization** (enclosed)²
- 12 a) Community Transportation Association of America – Inclusive Coordinated Transportation Partnership Project
- 16 b) Department of Public Safety – State Emergency Operations Center Support Memorandum of Agreement Amendment
- 22 4:30 **FFY19 Transportation Planning Initiative Work Plan & Budget** (enclosed)², *Dan Currier*
Review and adopt work plan and budget. Authorize contract signature.
- 34 4:40 **Credit Card Account** (enclosed)², *Nancy Chartrand*
Recommend to the Commission to open a credit card account. The account would facilitate payment of licenses, registrations, and overnight travel.
- 36 4:50 **Brownfields Program** (enclosed)²
Authorize the Executive Director to sign contracts for brownfields services when the Brownfields Advisory Committee is unable to approve the work.
- 37 5:00 **FY19 Work Plan & Budget** (enclosed)²
Adopt the FY19 work plan and budget.
- 5:15 **Policies & Procedures** (enclosed)²
- 55 a) Grant Application Signatory - Approve Executive Director or designee as signatory
- 56 b) Executive Committee Rules of Procedure - Review and recommend to Board
- 60 5:30 **CVRPC Bylaw Update** (enclosed)
Discuss potential Commission Bylaw update and process for completion
- 62 5:50 **Consent Items** (enclosed)²
- a) Meeting Minutes – June 4, 2018
- 66 5:55 **Commission Meeting Agenda** (enclosed)²
- 6:00 **Adjourn**

Next Meeting: August 6, 2018

¹ All times are approximate unless otherwise advertised

² Anticipated action item

6:08 PM

Central Vermont Regional Planning Commission

06/27/18

Balance Sheet

Accrual Basis

As of May 31, 2018

	May 31, 18
ASSETS	
Current Assets	
Checking/Savings	
Checking	151,179.68
Northfield Savings - Reserve	56,256.86
Peoples - CDBG Disaster Recover	0.42
Total Checking/Savings	207,436.96
Accounts Receivable	
Accounts Receivable	125,629.86
Total Accounts Receivable	125,629.86
Total Current Assets	333,066.82
Fixed Assets	
Equipment	39,785.25
Equipment - Accum. Depreciation	-26,067.00
Total Fixed Assets	13,718.25
Other Assets	
Deposits	4,415.00
Prepaid Expenses	3,896.65
Total Other Assets	8,311.65
TOTAL ASSETS	355,096.72
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	13,970.14
Total Accounts Payable	13,970.14
Credit Cards	
Staples Credit Plan	49.28
Total Credit Cards	49.28
Other Current Liabilities	
Accrued Compensatory Time	7,240.91
Accrued Vacation	24,711.61
Deferred Income	
ACCD FY18	14,365.86
Product Based Projects	
ERP - Mad Kingsbury Stormwater	54,227.88
ERP - Northfield Water St.	33,941.60
Total Product Based Projects	88,169.48
Total Deferred Income	102,535.34
FED/FICA withholding	140.72
Pension Liability	2,775.68
State withholding	-545.16
Total Other Current Liabilities	136,859.10
Total Current Liabilities	150,878.52
Total Liabilities	150,878.52
Equity	
Invested in Fixed Assets	13,718.25

6:08 PM

Central Vermont Regional Planning Commission

Balance Sheet

06/27/18

As of May 31, 2018

Accrual Basis

	May 31, 18
Unrestricted Net Position	
Designated for High Meadows	30,640.15
Unrestricted Net Position - Other	50,355.40
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Total Unrestricted Net Position	80,995.55
Net Income	109,504.40
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Total Equity	204,218.20
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TOTAL LIABILITIES & EQUITY	355,096.72
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Central Vermont Regional Planning Commission
Statement of Revenues and Expenditures
 July 2017 through May 2018

Accrual Basis

	<u>Jul '17 - May ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
ACCD	306,868.62	342,560.00	-35,691.38	89.6%
Community Development				
BCRC Regional Energy Plan	20,000.00	20,000.00	0.00	100.0%
Brownfields Grant	239,643.87	299,780.00	-60,136.13	79.9%
Local Energy Planning - Year 2	0.00	5,400.00	-5,400.00	0.0%
NRPC Energy Grant	13,800.00	11,800.00	2,000.00	116.9%
Total Community Development	273,443.87	336,980.00	-63,536.13	81.1%
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			
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	2,967.80	1,000.00	1,967.80	296.8%
Better Back Roads	7,030.75	35,437.00	-28,406.25	19.8%
Total Municipal Contracts	9,998.55	36,437.00	-26,438.45	27.4%
Natural Resources				
604B	2,657.53	3,636.00	-978.47	73.1%
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	11,258.40	95,000.00	-83,741.60	11.9%
Forest Integrity	1,981.32	12,660.00	-10,678.68	15.7%
High Meadows Resilience	40,000.00	40,000.00	0.00	100.0%
Mad-Kingsbury Stormwater M. Pla	23,772.12	106,000.00	-82,227.88	22.4%
Mad River Corridor Plan	26,789.00	26,878.00	-89.00	99.7%
SWCRPC Clean Water Block Grant	2,279.87	112,140.00	-109,860.13	2.0%
Water Quality	20,579.78	28,506.00	-7,926.22	72.2%
Total Natural Resources	218,408.02	492,910.00	-274,501.98	44.3%
Other Income				
High Meadows Fund	250.00	0.00	250.00	100.0%
Interest Income	59.49	10.00	49.49	594.9%
Miscellaneous Income	13,630.67	5,000.00	8,630.67	272.6%
Total Other Income	13,940.16	5,010.00	8,930.16	278.2%
Public Safety				
CCRPC_HMGP_FY16	2,022.97			
DEMHS DPS MOU	9,606.09	7,722.00	1,884.09	124.4%
EMPG	65,263.45	61,143.00	4,120.45	106.7%
HMGP MEGA	17,784.47	7,000.00	10,784.47	254.1%
HMGP Mega Admin	78.45	65.00	13.45	120.7%
LEPC SERC	7,579.42	5,000.00	2,579.42	151.6%
Total Public Safety	102,334.85	80,930.00	21,404.85	126.4%
Town Dues				
Town Dues	71,537.40	71,537.00	0.40	100.0%
Total 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 May 2018

Accrual Basis

	Jul '17 - May ...	Budget	\$ Over Budget	% of Budget
Transportation				
DEC Class IV Road Demonstration	16,444.31	11,714.00	4,730.31	140.4%
Grants in Aid	13,700.19	24,921.00	-11,220.81	55.0%
TPI	212,290.96	236,842.00	-24,551.04	89.6%
VTrans Better Back Road	6,778.39	9,044.00	-2,265.61	74.9%
Total Transportation	249,213.85	282,521.00	-33,307.15	88.2%
Total Income	1,271,056.36	1,696,003.00	-424,946.64	74.9%
Gross Profit	1,271,056.36	1,696,003.00	-424,946.64	74.9%
Expense				
Advertising	1,277.62	1,890.00	-612.38	67.6%
Cleaning	1,590.00	1,885.00	-295.00	84.4%
Consultants	449,729.48	712,664.00	-262,934.52	63.1%
Copy				
Copier extra copies	1,509.73	825.00	684.73	183.0%
Copier Lease Payments	6,376.37	3,658.00	2,718.37	174.3%
Total Copy	7,886.10	4,483.00	3,403.10	175.9%
Depreciation expense	0.00	7,000.00	-7,000.00	0.0%
Dues/Pubs/Sponsorships				
Government Relations	3,454.56	6,050.00	-2,595.44	57.1%
Dues/Pubs/Sponsorships - Other	6,596.94	4,400.00	2,196.94	149.9%
Total Dues/Pubs/Sponsorships	10,051.50	10,450.00	-398.50	96.2%
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	5,323.58	12,592.00	-7,268.42	42.3%
Office Rent/Occupancy				
Rent/Utility Deposits	37,637.38	41,109.00	-3,471.62	91.6%
Total Office Rent/Occupancy	37,637.38	41,109.00	-3,471.62	91.6%
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	213.09	394.00	-180.91	54.1%
Total Fees	213.09	794.00	-580.91	26.8%
Gifts	300.00	300.00	0.00	100.0%
Total Other Expenses	513.09	1,194.00	-680.91	43.0%
Postage	2,110.85	2,600.00	-489.15	81.2%
Professional Services				
Accounting	48,067.50	52,000.00	-3,932.50	92.4%
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	6,499.30	10,530.00	-4,030.70	61.7%
Legal	1,381.50	4,600.00	-3,218.50	30.0%
Videography	1,400.00	2,825.00	-1,425.00	49.6%
Professional Services - Other	0.00	23,500.00	-23,500.00	0.0%
Total Professional Services	63,713.30	100,820.00	-37,106.70	63.2%
Reserve Contribution	0.00	25,000.00	-25,000.00	0.0%
Software/Licenses/IT	2,921.99	7,798.00	-4,876.01	37.5%
Subscriptions/Publications	0.00	212.00	-212.00	0.0%
Supplies - Billable	6,172.44	9,820.00	-3,647.56	62.9%

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	<u>Jul '17 - May ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Supplies - Office				
Equipment/Server	1,700.43	4,630.00	-2,929.57	36.7%
GIS Supplies	1,199.96	1,000.00	199.96	120.0%
Office Supplies	5,812.14	7,450.00	-1,637.86	78.0%
Total Supplies - Office	8,712.53	13,080.00	-4,367.47	66.6%
Telephone	5,764.73	7,112.00	-1,347.27	81.1%
Travel	12,543.24	24,377.00	-11,833.76	51.5%
Wages and Fringe Benefits				
Fringe Benefits				
Cross Trail VT Fringe	159.00	860.00	-701.00	18.5%
CVRPC FICA	29,216.24	37,046.00	-7,829.76	78.9%
Health Insurance	68,691.98	83,098.00	-14,406.02	82.7%
Life Disability Insurance	3,253.98	5,892.00	-2,638.02	55.2%
MRVPD Employee Fringe	6,051.33	8,056.00	-2,004.67	75.1%
Pension Plan	15,676.73	24,213.00	-8,536.27	64.7%
Unemployment Comp	786.00	1,510.00	-724.00	52.1%
Workmen's comp	2,088.00	2,600.00	-512.00	80.3%
Total Fringe Benefits	125,923.26	163,275.00	-37,351.74	77.1%
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	391,410.50	484,261.00	-92,850.50	80.8%
Total Personnel	406,470.76	515,316.00	-108,845.24	78.9%
Total Wages and Fringe Benefits	532,394.02	678,591.00	-146,196.98	78.5%
Total Expense	1,161,551.96	1,684,637.00	-523,085.04	68.9%
Net Ordinary Income	109,504.40	11,366.00	98,138.40	963.4%
Net Income	109,504.40	11,366.00	98,138.40	963.4%



MEMO

Date: June 25, 2018

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: Contract/Agreement Approvals

GRANTS & SERVICE AGREEMENTS

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

Community Transportation Association of America – Inclusive Coordinated Transportation Partnership Project

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign the Inclusive Coordinated Transportation Partnership Project grant agreement with the Community Transportation Association of America.

Scope of Work: Assist Green Mountain Transit (GMT) and other partners to plan and implement transit service changes in Central Vermont. GMT's comprehensive system analysis, the *NextGen Transit Plan*, recommended modifying fixed route deviated service to complementary paratransit service. CVRPC will facilitate development of a local inclusive coordinated transportation system in which people with disabilities, older adults, and caregivers actively participate in both advisory and decision-making capacities. The Vermont Center for Independent Living requested CVRPC act as project lead because CVRPC is perceived as a neutral party with project leadership skills.

Deviated service is flexible bus service. A fully-accessible bus leaves its regular route and provides door-to-door service. ADA complementary paratransit service offers also offers door-to-door service to qualified riders who live within ¾ mile on either side of the fixed route. Paratransit service can be provided by volunteers using personal or GMT vehicles as long as the vehicle meets the accessibility needs of the paratransit user.

Currently, travel time between Barre and Montpelier can vary from a 15-minute ride to 75 minutes due to deviations. Modifying the system to paratransit service will stabilize travel times, maintain or increase the service quality for paratransit users, and reduce costs for GMT.

Funding:

Grant Amount: \$26,199.28 (federal)

Match Amount: \$1,526.28 (Central Vermont Council on Aging in-kind services)

Performance Period: 07/01/18 – 12/31/18

Staff: Dan Currier (primary), Bonnie Waninger

**Vermont Department of Public Safety – State Emergency Operations Center Support
Memorandum of Agreement Amendment 1**

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign the State Emergency Operations Center Support Memorandum of Agreement Amendment with the Vermont Department of public Safety.

Scope of Work: This is an amendment to the existing MOA to extend the performance period. The scope of work is:

- Assist municipalities with preparedness and mitigation activities, such as local emergency operations plans, hazard mitigation plans, critical facility inventories, and training for emergency response personnel.
- Support the State Emergency Operations Center by acting as Local Liaison (LL) and providing staffing to the State EOC when activated by the State.
- Coordinate with municipalities after disasters to connect them with assistance and represent the State on Joint Preliminary Damage Assessments with FEMA and town officials.

Funding: This is an hourly time and materials contract. It is based on services provided when activated by the State. Average annual value is \$2,000-8,000.

Funding Source: VT Department of Public Safety (state)

Performance Period: 06/01/14 – 06/30/18 (amended from 12/31/17)

CVRPC Staff: Laura Ranker (primary for Liaison role), and Bonnie Waninger, Dan Currier, and Pam DeAndrea (primary for SEOC), other staff as needed.

Note: The MOA was signed on June 14, 2014 by the Executive Director. Because the value of this agreement may exceed the \$25,000 limit for the Director's signature, staff is seeking post-signing authorization from the Executive Committee.

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**Southern Windsor County Regional Planning Commission – Clean Water Block Grant Berlin Town Office Stormwater Mitigation Final Design**

Scope of Work: Provide project management and program administration services to the Town. The Town will hire and manager a contractor for the project.

Funding:

Grant Amount: \$7,257 (\$569 CVRPC and \$6,688 Town)

Match Amount: \$1,672 (Town of Berlin cash and/or in-kind services)

Funding Source: VT Department of Environmental Conservation (state)

Performance Period: 10/01/17 – 07/01/19

CVRPC Staff: Pam DeAndrea

CONTRACTS**Town of Berlin – Clean Water Block Grant Town Office Stormwater Mitigation Final Design**

Scope of Work: Complete final design for a stormwater mitigation project at the Town Office.

Funding: \$6,688

Funding Source: VT Department of Environmental Conservation (state)

Performance Period: 10/01/17 – 07/01/19

CVRPC Staff: Pam DeAndrea

Town of Worcester - Class IV Road Remediation and Demonstration

Scope of Work: Implementation of Best Management Practices (BMPs) on Class IV road segments, including drainage and driveway culvert upgrades, turn outs, culvert outlet stabilization, culvert headwalls, grass and stone-lined drainage ditches, road shoulder lowering, and other practices that promote road stormwater disconnection, infiltration and conveyance stability. This project demonstrates BMPs that comply with the Municipal Roads General Permit.

Funding: \$17,857.14

Funding Source: VT Department of Environmental Conservation agreement for the Class 4 Road Remediation and Demonstration Project (federal)

Performance Period: 05/25/18 – 08/31/18

CVRPC Staff: Dan Currier

Town of Waitsfield - Class IV Road Remediation and Demonstration

Scope of Work: Implementation of Best Management Practices (BMPs) on Class IV road segments, including drainage and driveway culvert upgrades, turn outs, culvert outlet stabilization, culvert headwalls, grass and stone-lined drainage ditches, road shoulder lowering, and other practices that promote road stormwater disconnection, infiltration and conveyance stability. This project demonstrates BMPs that comply with the Municipal Roads General Permit.

Funding: \$25,000

Funding Source: VT Department of Environmental Conservation agreement for the Class 4 Road Remediation and Demonstration Project (federal)

Performance Period: 05/25/18 – 08/31/18

CVRPC Staff: Dan Currier

Stantec Consulting Services – Stowe Street Bridge (#36) Existing Conditions Report

Scope of Work: Initiate the process of developing alternatives for improving the crossing by working with CVRPC, the Town of Waterbury, VTrans, and other stakeholders to develop an Existing Conditions Report and the project's Purpose and Needs Statement. This is a task-specific addendum to a transportation master agreement previously approved by the Committee.

Funding: \$14,951

Funding Source: VT Agency of Transportation, Transportation Planning Initiative (TPI) (federal & state)

Performance Period: 06/12/18 – 09/01/18

CVRPC Staff: Dan Currier

The Johnson Company – Site Specific Contract Addendum #8

Scope of Work: Preparation of Evaluation of Corrective Action Alternatives (ECAA) Report for the Montpelier Granite Works property, 43-65 Granite Shed Lane, Montpelier.

Funding: \$7,309 (petroleum)

Funding Source: EPA Brownfields (federal)

Performance Period: 06/20/18 – 08/30/18

CVRPC Staff: Clare Rock

Notes: The Brownfields Advisory Committee did not have quorum at its June meeting. The Committee members present supported reallocating \$6,377 remaining from the Phase 2 site assessment and allocating an additional \$1,000 to fund the ECAA. With the ECCA, the total amount allocated to this property would be \$79,000.

**COMMUNITY TRANSPORTATION ASSOCIATION OF AMERICA
PROJECT AGREEMENT**

Strengthening Inclusive Coordinated Transportation
Partnerships
to Promote Community Living

Inclusive Coordinated Transportation Partnership Project Grant Agreement

THIS agreement to carry out the Inclusive Coordinated Transportation Partnership Project is made between the Community Transportation Association of America, a private nonprofit corporation with principal offices at 1341 G St. NW Suite 250, Washington, D.C. 20005, hereafter known as "CTAA"; and the Central Vermont Regional Planning Commission, hereafter known as CVRPC.

WHEREAS CVRPC submitted a proposal for the Transportation Planning Framework Grants; and

WHEREAS, CVRPC was selected as a successful applicant for the project;

NOW THEREFORE, CTAA wishes to enter into an agreement with CVRPC to carry out the project described in the Proposal, and CTAA and CVRPC mutually agree to the following terms and conditions:

1. **Scope of Work:** CVRPC agrees to carry out a project as described in the attached copy of their Proposal which is incorporated by reference and made a part of this agreement, and as reflected in the approved project budget.
2. **Payment Schedule:** Payment to CVRPC under this Agreement is based on the approved budget of \$26,199.28. Authorization of payment is subject to review and approval by CTAA, contingent upon consistency with work performed, delivery of required products, provision of support documentation, and progress reporting.
3. **Budget:** CVRPC agrees not to exceed the budget as set out in its proposal. Changes to the original project budget, as specified in the proposal, must be requested in writing by CVRPC to CTAA in advance of the end of any reporting period or the final payment invoice.
4. **Terms of Payment:** CVRPC will invoice CTAA within 10 days of the end of each month for work completed during that month. CTAA will pay each invoice within 45 days' receipt of an invoice and the accompanying progress report. Invoices need to document expenses in conformance with the project budget.
5. **Documentation and Invoicing:** Requests for payment must be made on the "Reporting and Reimbursement Request" form supplied by CTAA. Each invoice must be accompanied by the required project report.

All information will be supplied via email attachments and sent to the following:

Your designated Project Liaison,

The Community Transportation Association of America:
transitplanning4all@ctaa.org,

AND

David Bernstein (program evaluator): djbeval@gmail.com

6. Payment of Funds and Record Retention: CVRPC agrees that the payment by CTAA of any charges for work performed under this agreement does not constitute a waiver of any violation of any federal laws or regulations. CVRPC agrees to comply with all applicable requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as published by the Executive Office of the President, Office of Management and Budget. This includes supplying CTAA with CVRPC's DUNS Number, supplying an approved audit for every fiscal year in which project funds are expended, and maintaining a registration with the Federal System of Awards Management.
7. **Schedule:** Terms of this Agreement are not to extend beyond January 15, 2019, unless an extension is mutually agreed upon.
8. **Governance:** This Agreement shall be governed by the laws of the District of Columbia.
9. **Project Manager and Key Staff:** The project manager and key staff proposed and identified in the proposal shall not be changed during the grant period without notifying CTAA.
10. **Subcontracting:** Subcontracting of any portion or all of the work to be performed under this agreement is not allowed without prior approval by CTAA excepting specific subcontracting included in the Proposal and accepted as a part of the award.
11. **Administrative Remedies and Termination:** Either Party may terminate this agreement for cause with thirty days written notice. The notice shall include the specific causes for the termination. Cause for termination may include, but not be limited to, falsification of financial information; material breaches of this agreement; refusal to perform duties as agreed upon; or negligence of duty. CTAA shall also have the right to terminate this contract for reasons beyond the control of CTAA or if notice is received from HHS that the cooperative agreement to implement the project is terminated or suspended. If this contract is terminated for any reason, CVRPC will be paid the agreed upon price for services performed prior to termination which are appropriately documented and invoiced.

12. **Nondiscrimination:** CVRPC agrees to comply with all nondiscrimination requirements of the United States Department of Health and Human Services.
13. **Work-for-Hire:** CVRPC agrees that all data and materials produced by it under this Agreement, including graphics or pictorial delineations in media such as drawings or photographs is considered work-for-hire. Any trademark/logo developed for the project belongs to CTAA but may be used by partners during the term of the agreement. CVRPC shall retain the rights to any work produced by CVRPC during the course of the project within the limits of Federal policy and regulations.
14. **Lobbying:** CVRPC agrees to comply with the provisions of 32 U.S.C. §1352, which prohibits the use of Federal funds for lobbying any official or employee of any Federal agency, or member or employee of Congress; and requires the grantee or subgrantee to disclose any lobbying of any official or employee of any Federal agency, or member or employee of Congress in connection with Federal assistance. CVRPC further agrees not to use these funds to lobby any executive or legislative branch of any level of government including Federal, State or local.
15. **Suspension and Debarment:** Both parties hereby warrant that it or they have not been suspended or debarred by any governmental agency and that it will comply with U.S. Department of Health and Human Services, "Government-wide Requirements for Drug-Free Workplace (Grants)."
16. **Modification of Federal Law or Policy:** The Parties understand that Federal laws, regulations, policies and related administrative practices applicable to this Agreement on the date the Agreement was executed may be modified from time to time. The parties agree that the most recent of such Federal requirements will govern the administration of this Agreement at any particular time.
17. **Access of Records:** CVRPC shall allow any authorized employee or representative of CTAA, the United States Department of Health and Human Services, and/or the Comptroller General of the United States access to any fiscal books, documents, papers and records directly pertinent to the project, for the purpose of making audits, examinations, excerpts and transcriptions. CVRPC shall include a similar provision in any subcontract entered into pursuant to the project in excess of \$10,000.
21. **Liability:** Each party agrees for itself, its officers and employees, to assume liability for any action or claim which may be brought against it as a result of its involvement in the project.
22. **Enforceability:** Should any portion or provision of this Agreement be determined to be unenforceable, such determination shall not affect the enforceability of the remainder of the Agreement.

Strengthening Inclusive Coordinated Transportation Partnerships to Promote Community Living
CVRPC –CTAA Contract
Page 4 of 4

23. **Project Monitoring and Evaluation:** CVRPC agrees to cooperate with the project team in the monitoring and evaluation of this project and to provide all information requested in a timely fashion.
24. **Capital Purchases:** Project funds shall not be used for any capital purchase in whole or in part.

Agreed to this 2nd day of July, 2018.

Scott Bogren, Executive Director
Community Transportation Association of America

Bonnie Waninger, Executive Director
Central Vermont Regional Planning Commission



STATE OF VERMONT
DEPARTMENT OF PUBLIC SAFETY

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (hereafter "Agreement") between Central Vermont Regional Planning Commission (hereafter "CVRPC") and the State of Vermont (hereafter "the State") through the Department of Public Safety (DPS) stipulates that:

WHEREAS, the State has responsibility and authority to undertake certain emergency functions as defined by statute, and

WHEREAS, the State seeks to enlist the assistance of CVRPC in carrying out the State's duties; and

WHEREAS, Regional Planning Commissions fulfill a role for disaster preparedness, response, and recovery at a regional level unlike that of any other entity known to exist in the State of Vermont; and,

WHEREAS, Regional Planning Commissions are established as political subdivisions of the State of Vermont concurrent with 24 V.S.A. § 4341 Creation of regional planning commissions; and

WHEREAS, CVRPC has agreed, subject to the terms and conditions set forth herein, to provide such assistance;

NOW, THEREFORE, the parties hereby agree as follows:

1. CVRPC will provide assistance to all municipalities within their jurisdiction and the State of Vermont in preparation for, in response to, and to recover from disaster in Vermont in the following ways:
 - A. Preparedness and Mitigation
 - i. Assist towns with annual update and maintenance of local emergency operations plans and hazard mitigation plans.
 - ii. Maintain information on critical facilities consistent with the parameters as set forth by the Division of Emergency Management and Homeland Security (DEMHS) Homeland Security Section.
 - iii. Coordinate the provision of training for emergency response

- personnel.
- iv. Act as a liaison with DEMHS and towns regarding overall preparedness as well as when preparations are being done for impending disasters.
 - v. Provide staff for training and exercises in order to prepare for response-related activities as outline in the paragraphs below.

B. Response

- i. Perform duties pursuant to the State Emergency Operations Center (SEOC) Local Liaison Procedure on behalf of the State of Vermont in order to expedite communications and requests between the SEOC and local jurisdictions during times of disaster. Activities include but are not limited to: soliciting and consolidating damage reports from the affected areas and providing them to the SEOC Planning Section, disseminating information to local officials in the impacted area, and maintaining communication with local officials. Operations will be conducted consistent with the State Emergency Operations Plan and the Local Liaison Implementing Procedures.
- ii. Assist in staffing the State EOC and other state facilities during activations. Staffing of the Planning, Operations, and Logistics sections is essential to State EOC operations and therefore CVRPC personnel who are trained will be tasked with supplementing section personnel. It is understood this provision will not apply if the towns within the CVRPC jurisdiction are impacted by disaster, at which point it is necessary to perform the duties listed in Bi.

C. Recovery

- i. CVRPC will coordinate with the towns in their area during the aftermath of the disaster in order to connect them with assistance that may be provided in order to restore critical resources and recover from the impacts of the disaster. This includes assisting the State in organizing applicant briefings for the Public Assistance program, ensuring towns, non-profits, and municipal entities impacted are informed of applicant briefings, identifying potential locations for Disaster Recovery Centers, providing information to towns on how homeowners may apply for Individual Assistance, and providing assistance to Long Term Recovery Committees, as well as other forms of disaster assistance.
- ii. CVRPC staff will represent the State of Vermont on Joint Preliminary Damage Assessments with FEMA and town officials when the assessments are being conducted to determine eligibility for the Individual Assistance Program. This activity involves touring damaged areas with significant home damage in order for FEMA officials to make determinations of the level of damage sustained in Vermont.

2. When assistance is requested by DEMHS in response to a disaster or potential disaster, CVRPC will accommodate to the best of their abilities to focus resources it has within its means to assist the state and local jurisdictions. It is understood that disasters can be localized in nature and therefore not affect all RPCs at once. When CVRPC is not impacted, it is expected to provide assistance is necessary to other impacted RPCs in order to ensure continuity of services to affected local officials and the State EOC.

It is further agreed that, when activated by DEMHS to perform the duties listed in the Response and Recovery Sections above, the State agrees to fully reimburse the CVRPC actual documented costs for labor, fringe benefits, indirect and direct expenses and travel. Timesheets for individual staff will show hours worked. When meals are not provided they will be reimbursed at in-state rates set by the Agency of Administration. Lodging, if stationed more than 40 miles from the CVRPC office, may be billed at government rates. Mileage reimbursement will be the current state rate at time of invoice. Payment for these items will be made by the State of Vermont utilizing available funding streams.

Notwithstanding the provisions of this Memorandum of Agreement, when CVRPC performs the duties listed in Preparedness and Mitigation, payment for these items will be made utilizing the Emergency Management Preparedness Grant, the Radiological Emergency Response Program Fund (for Vermont Yankee activities) and other possible funding streams. Payment provisions will be made clear in the associated sub-grant agreements to support such activities.

3. All bills will be submitted from CVRPC to DEMHS.
4. There will be an annual review of the agreement and any modification to this document will be completed through written agreement.
5. This agreement will begin June 1, 2014 and end December 31, 2017.

ACKNOWLEDGED AND AGREED:

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

By: Susan M. Sinclair
Susan M. Sinclair, Executive Director

DATE: 6/20/14

VERMONT DEPARTMENT OF PUBLIC SAFETY

By: Keith Flynn
Keith Flynn, Commissioner

DATE: 7/3/14

Francis X. Pomeroy 3 Deputy



STATE OF VERMONT
DEPARTMENT OF PUBLIC SAFETY

MEMORANDUM OF AGREEMENT
Amendment 1

This Memorandum of Agreement (hereafter "Agreement") between Central Vermont Regional Planning Commission (hereafter "CVRPC") and the State of Vermont (hereafter "the State") through the Department of Public Safety (DPS) stipulates that:

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- ii. Assist in staffing the State EOC and other state facilities during activations. Staffing of the Planning, Operations, and Logistics sections is essential to State EOC operations and therefore CVRPC personnel who are trained will be tasked with supplementing section personnel. It is understood this provision will not apply if the towns within the CVRPC jurisdiction are impacted by disaster, at which point it is necessary to perform the duties listed in Bi.

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- ii. CVRPC staff will represent the State of Vermont on Joint Preliminary Damage Assessments with FEMA and town officials when the assessments are being conducted to determine eligibility for the Individual Assistance Program. This activity involves touring damaged areas with significant home damage in order for FEMA officials to make determinations of the level of damage sustained in Vermont.

2. When assistance is requested by DEMHS in response to a disaster or potential disaster, CVRPC will accommodate to the best of their abilities to focus resources it has within its means to assist the state and local jurisdictions. It is understood that disasters can be localized in nature and therefore not affect all RPCs at once. When CVRPC is not impacted, it is expected to provide assistance is necessary to other impacted RPCs in order to ensure continuity of services to affected local officials and the State EOC.

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3. All bills will be submitted from CVRPC to DEMHS.
4. There will be an annual review of the agreement and any modification to this document will be completed through written agreement.
5. This agreement will begin June 1, 2014 and end December 31, 2017. The Period of Performance end date is amended through June 30, 2018.

ACKNOWLEDGED AND AGREED:

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

By: Bonnie Waninger
Bonnie Waninger, Executive Director

DATE: 06/15/18

VERMONT DEPARTMENT OF PUBLIC SAFETY

By: Erica Bornemann
Erica Bornemann, Director of Vermont Emergency Management

DATE: 6/20/18



MEMO

Date: June 26, 2018

To: Executive Committee

From: Daniel Currier, Program Manager

Re: CVRPC FFY 2019 TPI Work Program and Budget

☒ **ACTION REQUESTED:** Approve the CVRPC FFY 19 Transportation Planning Initiative work program and budget for submission to VTrans.

This work program and budget reflects the updated VTrans guidance on eligible tasks and budget. Exhibit 1 includes the full work program (new tasks are in **bold** text). Exhibits 2-3-4 include the budget.

In brief: The following changes from the FY18 work program and budget are as follows:

Task 1 – Program Administration: No changes to tasks.

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

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

Task 4 – Short Range Planning: Two new tasks have been added.

- Town Highway Major Collector HPMS & Model Inventory of Roadway Elements (MIRE) Data Programs, and
- Dedicated On-Road Bicycle Facility Data Collection

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

Task 6 – Other Planning Activities: Provide Vermont Online Bridge and Culvert Inventory Tool technical support to RPCs and municipalities

Funding Level - \$229,360

Summary of Budget Amounts by Task

Task	Task Description	FFY19 Amount
Task 1	Program Administration	\$16,278
Task 2	Public Participation and Coordination	\$49,148
Task 3	Long Range Transportation Planning	\$57,685
Task 4	Short Range Transportation Planning	\$89,359
Task 5	Project Development Planning	\$13,890
Task 6	VOBCIT Technical Support	\$2,999
Total		\$229,360

CENTRAL VERMONT REGIONAL PLANNING COMMISSION**FFY 2019 Transportation Planning Initiative**

Federal Fiscal Year: October 1, 2018 to September 30, 2019

Approved by: TAC 06/26/18; Executive Committee _____/_____/18

EXHIBIT 1: WORK PROGRAM**Purpose and Summary**

This document describes the Central Vermont Regional Planning Commission (CVRPC) Transportation Planning Initiative (TPI), Federal Fiscal Year 2019 Work Program. The transportation program is continually adapted to meet the needs of our 23 municipalities, the region at large, and the work tasks developed cooperatively with the Vermont Agency of Transportation. This work program is a summary of work tasks with more specific work scope and schedule guidance being provided by VTrans and/or our member communities. Implicit in this agreement is that CVRPC staff will hold themselves to a professional standard and seek training opportunities in all relevant transportation and planning related topics. The regional transportation planning program is intended to achieve the following goals:

1. Enhance cooperative decision-making among state, regional, and local partners about the transportation system.
2. Better connect federal, regional, and statewide transportation planning.
3. Provide technical assistance to municipalities and expand their ability to implement transportation planning best practices.
4. Deliver results that advance VTrans strategic and long range transportation plans.

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

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

This work program is presented in six task areas, each corresponding to VTrans FFY 2019 Transportation Planning Initiative (TPI) guidance materials and direction from VTrans. The narrative for each includes a description of the goals, objectives, and activities/products proposed to address the tasks.

TASK 1. PROGRAM ADMINISTRATION

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

Included are the following activities:

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

Personnel: Executive Director, Contracted Accountant, Office Manager, Program Manager, Senior Planners, Planners

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

includes transportation performance measures.

TASK 2. PUBLIC PARTICIPATION AND COORDINATION

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

Included are the following activities:

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

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

Personnel: Executive Director, Contracted Accountant, Office Manager, Program Manager, Senior Planners, Planners, Planning Technicians

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

TASK 3. LONG RANGE TRANSPORTATION PLANNING

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

Included are the following activities:

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

further Housing + Transportation Affordability outreach.

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

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

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

TASK 4. SHORT RANGE TRANSPORTATION PLANNING

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

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

8. collect information on dedicated On-Road Bicycle Facilities

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

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

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

TASK 5. PROJECT DEVELOPMENT PLANNING

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

activities that can realistically be implemented within a few years.

Included are the following activities:

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

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

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

TASK 6. OTHER PLANNING ACTIVITIES

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

1. Provide VOBCIT technical support to RPCs and municipalities.

Personnel: Program Manager, Senior Planner I, Planner 1

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

Executive Committee
CENTRAL VERMONT REGIONAL PLANNING COMMISSION
FFY 2019 Transportation Planning Initiative
June 2018

Exhibit 2: Budget Detail by Task Category

Task	Task Description	Agreement Amount
Task 1	Program Administration	\$17,354
Task 2	Public Participation and Coordination	\$49,148
Task 3	Long Range Transportation Planning	\$56,250
Task 4	Short Range Transportation Planning	\$89,718
Task 5	Project Development Planning	\$13,890
Task 6	VOBCIT Technical Support	\$2,999
Total		\$229,360

Exhibit 3: Budget Detail by Expense Category

RPC Staff Position	Rate SFY18	Total Hours	Total Cost
Executive Director	\$55.52	326	\$18,100
Program Manager	\$38.26	995	\$38,069
GIS Senior Planner I	\$39.26	235	\$9,226
GIS Planner I	\$33.27	540	\$17,966
Land Use Senior Planner III	\$35.01	115	\$4,026
Office Manager	\$33.32	44	\$1,466
Emerg Mngmt Planner III	\$32.03	135	\$4,324
Land Use Senior Planner II	\$38.42	25	\$961
Planning Technician I	\$13.99	220	\$3,078
Planning Technician II	\$13.99	220	\$3,078
Total		2,855	\$100,293

Indirect Costs	123.97%		
RPC Staff Position	of Hourly Rate	Total Hours	Total Cost
Executive Director	\$68.83	326	\$22,438
Program Manager	\$47.43	995	\$47,194
GIS Senior Planner I	\$48.67	235	\$11,438
GIS Planner I	\$41.24	540	\$22,272
Land Use Senior Planner III	\$43.40	115	\$4,991
Office Manager	\$41.31	44	\$1,817
Emerg Mngmt Planner III	\$39.71	135	\$5,361
Land Use Senior Planner II	\$47.63	25	\$1,191
Planning Technician I	\$17.34	220	\$3,816
Planning Technician II	\$17.34	220	\$3,816
Total		2,855	\$124,333

Direct Costs	Total Cost
Contractual	\$0
Travel	\$2,000
Supplies	\$1,000
Equipment	\$0
Meetings	\$1,000
Data & References	\$100
Postage	\$100
Copy/Print	\$0
Advertising	\$535
Total	\$4,735

Fund Allocation			
Task	Task Description	CVRPC Share ¹	VTrans Share ²
Task 1	Program Administration	\$1,735	\$15,619
Task 2	Public Participation and Coordination	\$4,915	\$44,233
Task 3	Long Range Transportation Planning	\$5,625	\$50,625
Task 4	Short Range Transportation Planning	\$8,972	\$80,746
Task 5	Project Development Planning	\$1,389	\$12,501
Task 6	VOBCIT Technical Support	0	\$2,999
Subtotal by Share		\$22,636	\$206,724
Agreement Total			\$229,360

Notes:

- ¹ CVRPC share comes from annual appropriations from the Vermont Agency of Commerce and Community Development (Municipal & Regional Planning Fund) and CVRPC's member municipalities.
- ² VTrans share comes from federal transportation funds provided by the U.S. Department of Transportation Federal Highway Administration and state transportation funds appropriated by the Vermont Legislature.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
FFY 2019 Transportation Planning Initiative
 June 2018

Exhibit 4: Time-Task-Cost Summary

A. Personnel (Hours)

Task #	Task Description	Exec Director	Transpo Program Mngtr	GIS Sr Planner I	GIS Planner I	Land Use Sr Planner III	Office Manager	Emerg Mngmt Planner II	Land Use Sr Planner II	Planning Tech I	Planning Tech II	Total Hours
1	Administration	36	50	5	10	5	20	5	5			136
2	Public Participation & Coordination	75	330	30	60	20	24	15	15			554
3	Long Range Transportation Planning	175	200	50	50	50	50	50	20			595
4	Short Range Transportation Planning	30	300	110	400	30		65		220	220	1,375
5	Project Development Planning	10	80	40	20	10						160
6	VOBCIT Technical Support		35									35
Total		326	995	235	540	115	44	135	25	220	220	2,855

B. Direct Costs (\$)¹

Task #	Task Description	Contractual	Travel	Supplies	Equipment	Meetings	Data/Ref	Postage	Copy/Print	Advertising	Total
1	Administration		\$2,000	\$1,000		\$1,000	\$100	\$100		\$535	\$4,735
2	Public Participation & Coordination										\$0
3	Long Range Transportation Planning										\$0
4	Short Range Transportation Planning										\$0
5	Project Development Planning										\$0
6	VOBCIT Technical Support										\$0
Total		\$0	\$2,000	\$1,000	\$0	\$1,000	\$100	\$100	\$0	\$535	\$4,735

1400

C. Cost Proposal Summary (\$)

Task #	Hourly Rate	Task Description	Exec Director	Transpo Program Mngtr	GIS Sr Planner I	GIS Planner I	Land Use Sr Planner III	Office Manager	Emerg Mngmt Planner II	Land Use Sr Planner II	Planning Tech I	Planning Tech II	Total	Indirect	Direct	Total Costs
1	Administration		\$55.52	\$38.26	\$1,913	\$196	\$33.27	\$33.32	\$666	\$32.03	\$160	\$192	\$5,634	\$6,985	\$4,735	\$17,354
2	Public Participation & Coordination		\$4,164	\$12,626	\$1,178	\$1,996	\$700	\$800	\$480	\$0	\$0	\$0	\$21,944	\$27,204	\$0	\$49,148
3	Long Range Transportation Planning		\$9,716	\$7,652	\$1,963	\$1,664	\$1,751	\$0	\$1,602	\$768	\$0	\$0	\$25,115	\$31,135	\$0	\$56,250
4	Short Range Transportation Planning		\$1,666	\$11,478	\$4,319	\$13,308	\$1,050	\$0	\$2,082	\$0	\$3,078	\$3,078	\$40,058	\$49,660	\$0	\$89,718
5	Project Development Planning		\$555	\$3,061	\$1,570	\$665	\$350	\$0	\$0	\$0	\$0	\$0	\$6,202	\$7,688	\$0	\$13,890
6	VOBCIT Technical Support		\$0	\$1,339	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,339	\$1,660	\$0	\$2,999
Total		\$18,100	\$38,069	\$9,226	\$17,966	\$4,026	\$1,466	\$4,324	\$961	\$3,078	\$3,078	\$3,078	\$100,293	\$124,333	\$4,735	\$229,360

Agreement Total \$229,360

123.97% Indirect Rate	Indirect per employee	\$22,438	\$47,194	\$11,438	\$22,272	\$4,991	\$1,817	\$5,361	\$1,191	\$3,816	\$3,816	\$124,333
												Total Employee Indirect

Notes

¹ Contractual: Audit services, engineering services as needed for problem evaluation, professional editor

Travel: Mileage, transportation, parking, lodging, per diem

Supplies: Office and traffic counting supplies, mapping supplies used for transportation planning

Equipment: Counting and inventory equipment, computers used for transportation planning

Meetings: Meeting room space, other associated costs, conference / workshop fees

Data / Ref: Reference materials

Postage: Large packages, special mailings

Copies / Printing: Reproduction costs, including photocopies (\$0.05 b&w; \$1.0 color) and outside print/copy services

Advertising: Advertising, legal notices



MEMO

Date: June 28, 2018

To: Executive Committee

From: Nancy Chartrand, Office Manager

Re: Credit Card Account Authorization

☒ **Recommend the Board of Commissioners approve opening a credit card account for CVRPC.**

Issue

When a paper invoice option is not available, staff is required to charge major work-related expenses to personal credit cards. It is not a prudent business practice to have personal accounts charged for organizational items such as the Quickbooks, GIS, and Office 365 licenses. Also, the cost of these items, which can range from \$200-\$1,000, are burdensome to the personal finances of staff. It can result in a need for mid-month expense reimbursements, sometimes in a very short timeframe.

Background

The Office Manager researched credit cards and spoken with potential vendors (i.e. VSECU, People's United, Northfield Savings, Community National, Chase). Many vendors require a personal guarantee from the Executive Director before a credit card will be issued and/or an existing account with the financial institution. Because CVRPC is a subdivision of the State of Vermont, People's United Bank will issue the card with the Executive Director designated as a Controlling Party rather than Guarantor.

A resolution to be approved by the Board of Commissioners is enclosed. The date would be modified. If Executive is supportive, this item would be placed on the Commission's July meeting agenda.

If the Commission approves opening the account, Executive would develop policy and procedure regarding use of the card.

Staff recommends a maximum limit of \$5,000 for the credit card.



Government Banking & Finance

Two Burlington Square
Burlington, Vermont 05401

T: 802.660.1358 F: 844.885.3580 Toll Free: 800.367.6711

BUSINESSCARD RESOLUTION FORM FOR THE CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Officer's Certificate Regarding BusinessCard Agreement Authorization

The undersigned, the Board Clerk of the Central Vermont Regional Planning Commission (the "Commission"), a municipality created under the laws of the State of Vermont, hereby certifies that the following resolutions were adopted by the Board of Commissioners of the Commission at a meeting duly called and held on the 2nd day of July, 2018 at which a quorum was present and acting throughout, and that such resolutions are now in full force and effect:

RESOLVED, that the following officer(s) of this municipality:

Name

Title

Bonnie Waninger

Executive Director

is hereby authorized and empowered, for and in behalf and in the name of the Central Vermont Regional Planning Commission (i) to execute and deliver to People's United Bank N.A. (the "Bank") a BusinessCard Application for business purposes (the "agreement") setting forth the conditions on which the Bank shall on request issue MasterCard ("Credit Cards") jointly in the names of this municipality and authorized employees or other persons, for use only in connections with the business of this municipality, and (ii) to perform any act and to execute and deliver all instruments and documents which may be deemed necessary to carry out the purposes of the Agreement and these resolutions.

BE IT FURTHER RESOLVED, that each employee or other person designated in writing to the bank at any time for the purposes of the Agreement by any officer named in the immediately preceding resolution, is hereby authorized to use the Credit Card(s) issued pursuant to the Agreement in the joint names of such employee or other person and this municipality, and to charge purchases for the amount of this municipality by means of such Credit Card(s) and in connection therewith to sign sales drafts on behalf of this municipality evidencing such purchases.

BE IT FURTHER RESOLVED, that the bank be requested to extend credit to this municipality up to a maximum of \$5,000 any time outstanding with respect to charges for the account of this municipality pursuant to the provisions of the Agreement.

BE IT FURTHER RESOLVED, that these resolutions shall have force and effect of a continuing agreement between the Bank and this Commission, on which agreement the Bank may rely and this Commission shall be bound until the Bank is otherwise advised in writing by one of the above-named officers of this Commission.

I, the Board Clerk of the Central Vermont Regional Planning Commission certify that the above resolutions were approved by a majority of the Board of Commissioners on the 2nd day of July, 2018.

Attest: _____

Board Clerk



MEMO

Date: June 25, 2018

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: Brownfields Contract Authorization

✕ ACTION REQUESTED: Authorize the Executive Director to sign contracts for brownfields services at properties when the Brownfields Advisory Committee is unable to approve the work in a timely manner and when the work would benefit CVRPC's Brownfields Program.

Issue

The Brownfields Advisory Committee (BAC) is struggling to achieve quorum at its meetings. Decisions on funding allocations are being delayed 2-4 weeks until the Executive or Brownfields Committees can approve work. CVRPC's Brownfields grant ends on September 30, 2018. The delays are jeopardizing CVRPC's ability to expend grant funds for eligible work.

Background

Early in this grant cycle, the Executive Committee previously approved having the Executive Director sign consultant contracts for the Brownfields Program if the Brownfields Advisory Committee agreed to fund work at a property.

The Brownfields Advisory Committee set priorities for how CVRPC's remaining grant funds should be spent. The priorities are:

- Complete Phase 2 assessment work at the Granite Works property in Montpelier
- Complete Phase 2 assessment work at the Woodbury General Store
- Continue work at sites that demonstrate redevelopment "readiness"
- Complete additional work at sites that match available funds (primarily petroleum)

Staff prepares, and the Executive Director reviews and signs, master agreement contract addenda, which creates a separation of duties.



FY2019 Work Plan

Adopted: ____ / ____ /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.
- ❖ Central Vermont and the state are 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.
- ❖ Central Vermont and the state have 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.

20



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 assistance needs. Thus far for FY19, services requested are:

- | | |
|--|--|
| <ul style="list-style-type: none"> ❖ <i>Barre City</i> – Energy planning; Brownfields assessments; stormwater project implementation; Local Emergency Operations Plan. ❖ <i>Barre Town</i> – State Designation assistance; Local Emergency Operations Plan. ❖ <i>Berlin</i> – State designation assistance, Local Hazard Mitigation Plan; Exit 6 Park & Ride assistance; Local Emergency Operations Plan; stormwater project design. ❖ <i>Cabot</i> – Working landscape asset mapping; disaster recovery assistance, road erosion inventory; Winooski Headwaters resilience planning; Local Emergency Operations Plan. | <ul style="list-style-type: none"> ❖ <i>Calais</i> – Energy planning; statutory consultation; Class 4 road project implementation; road erosion & sign inventories; stormwater master plan; Local Hazard Mitigation Plan; Local Emergency Operations Plan. ❖ <i>Duxbury</i> – Stormwater master plan; Local Hazard Mitigation Plan; disaster recovery assistance; Local Emergency Operations Plan. ❖ <i>East Montpelier</i> – Road erosion inventory; road surface management assistance; transportation capital planning; stormwater master plan; energy planning; Local Emergency Operations Plan. ❖ <i>Fayston</i> - Stormwater master plan; road erosion inventory; bridge/culvert 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; Phase II River Corridor Plan Implementation.
 - ❖ *Northfield* – Road erosion inventory; bridge/culvert & sign inventories; 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 Scoping Study; Floodplain Working Group assistance; Local Emergency Operations Plan.
 - ❖ *Williamstown* – Statutory consultation; road erosion & bridge/culvert inventories; 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, hosting road foremen roundtables, increasing field services, and assisting Green Mountain Transit to implement system improvements using inclusive planning for paratransit services initiation.



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.

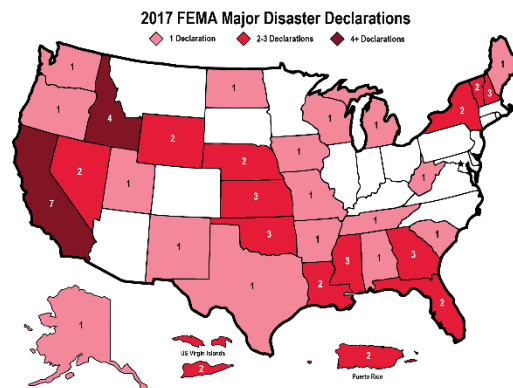
CVRPC staff extends municipal capacity by connecting municipalities to State resources and providing assistance in accessing State program. CVRPC coordinates Road Safety Audits to identify short-term road safety improvements for crash sites. We also assist with Better Roads, Bicycle and Pedestrian, Better 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 seek 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.

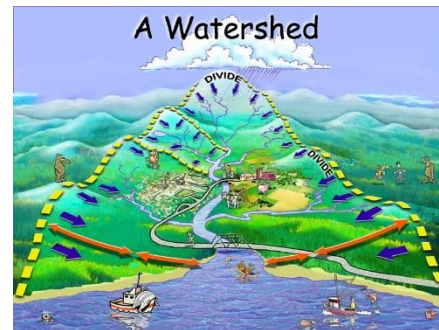
In its seventh year, CVRPC's Brownfields program has received \$800,000 in assessment grant funds from the EPA. Program administration is also supported by state planning (ACCD) funds. A program Steering Committee works with CVRPC to select sites that may benefit from environmental assessments, fund 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 attain a Certification of Energy Compliance for the Regional Plan and begin working with other regional organizations and municipalities to implement the Regional Energy 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 \$1.3 million budget comes from a combination of core sources, special projects, and town dues. In FY19, this includes:

- | | |
|---|---|
| ❖ \$275,308 – Legislative allocation through the Agency of Commerce and Community Development (21%), | Natural Resources, and Fee For Services (23%), |
| ❖ \$300,849 – Annual contracts with the Agency of Transportation, Vermont Emergency Management, Agency of | ❖ \$667,724 – Project specific contracts (51%), and |
| | ❖ \$73,488 - Town Dues (6%). |

Board of Regional Commissioners

<i>Barre City</i>	<i>Janet Shatney</i> <i>Heather Grandfield, Alt.</i>
<i>Barre Town</i>	<i>Byron Atwood</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>Joyce Manchester, Alt.</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>Paula Emery, Alt.</i>
<i>Roxbury</i>	<i>Gerry D'Amico</i>
<i>Waitsfield</i>	<i>Don La Haye</i> <i>Harrison Snapp, Alt.</i>
<i>Warren</i>	<i>Camilla Behn</i>
<i>Washington</i>	<i>VACANT</i>
<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>

Except for town dues, all other funding is associated with a work program and defined deliverables. Town dues are a critical investment in regional shared staffing. Their flexibility leverages special projects and transportation planning funds that benefit municipalities.

The Commission's annual audit is posted to its website, 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 due to 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 FY21. Overall, revenues that support operations have been level funded.

Legislative funding passed through the Agency of Commerce and Community Development is level funded from FY18. The funds are distributed based on a formula. CVRPC's share continues to decrease based on the region's growth rate in proportion to other areas of the state. CVRPC will continue to use 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.

With several large contracts ending, natural resource funds are decreasing. 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 for the contract period beginning October 1, 2018 are level funded. The Municipal Grants in Aid program will continue for FY19. CVRPC also received one-time grants to assist municipalities to implement best management practices on Class IV roads and for inclusive transit planning. Community development funds will decrease as the Commission's brownfields grant closes out. CVRPC increased town dues slightly for FY19. Public Safety funding decreased as a large Hazard Mitigation Grant Program contract closed. 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.

A 10-year reserve fund replenishment plan was initiated in FY18. CVRPC prepaid its FY19 reserve contribution in FY18. Equipment purchases are not planned for FY19. Planned purchases were accelerated into FY18 when that year's equipment replacement costs were lower than anticipated.

Staffing

Staffing in FY19 will include seven employees: Executive Director, Office Manager, Program Manager, Senior Planners (2), and Planner (2). Two summer Planning Technicians will assist with transportation field work and data analysis. The Commission will 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 its transportation, natural resources, and brownfields programs.

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
Clare Rock	Senior Planner
Vacant	Senior Planner
Laura Ranker	Planner
Ashley Andrews	Planner
Ashlynn Shanahan	Planning Technician
Tom Archibald	Planning Technician

Central Vermont Regional Planning Commission
FY19 Budget

Adopted by the Executive Committee ___/___/18

Juliana Potter, Chair

Line		01/02/18	07/02/18	Difference FY18-FY19	Percent Change	Notes
		FY18 Budget	FY19 Budget			
1	REVENUES	1,703,524	1,315,130	(388,394)	-22.8%	
2						
3	Community Development	336,980	93,414	(243,566)	-72.3%	Decreased for end of contracts
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%	Decreased for end of contracts
7	Natural Resources	492,909	411,274	(81,635)	-16.6%	Decrease for end of contracts; Reflects accrual budgeting for product-based contracts
8	Other Income	12,523	0	(12,523)	-100.0%	
9	Public Safety	80,930	56,170	(24,760)	-30.6%	Decreased for end of HMGP Mega contract
10	Regional Planning Funds (ACCD)	342,560	275,308	(67,252)	-19.6%	Decreased - no carryover funds from FY18
11	Town Dues	71,537	73,488	1,951	2.7%	
12	Transportation	282,521	383,230	100,709	35.6%	Increased for one-time product-based contract
13						
14		FY 17 Actuals	FY19 Budget	Difference FY18-FY19	Percent Change	Notes
15						
16						
17	EXPENSES	1,667,159	1,314,151	(353,008)	-21.2%	
18						
19	Advertising	1,890	4,217	2,327	123.1%	
20	Contractor Services	712,664	537,433	(175,232)	-24.6%	Decreased for end of contracts
21	Copy/Print	4,483	4,584	101	2.3%	
22	Depreciation	7,000	7,000	0	0.0%	
23	Dues/Memberships	10,450	8,829	(1,621)	-15.5%	
24	Equipment / Furniture	20,000	0	(20,000)	-100.0%	Server purchased in FY18
25	Equipment Repair/Srvc	400	400	0	0.0%	
26	Fees	794	612	(182)	-22.9%	
27	Fringe Benefits	170,798	162,817	(7,981)	-4.7%	Decreased for end of leased employee services and staff vacancy
28	Insurance	1,510	1,500	(10)	-0.7%	
29	Interest	50	10	(40)	-80.0%	
30	Line of Credit	0	0	0	-	
31	Meeting/Programs	12,592	10,323	(2,270)	-18.0%	Reduced for fewer contracts
32	Office Rent/Util/Repair	42,994	44,202	1,208	2.8%	Reflects rent increase per lease terms
33	Office Renovations		0	0	-	
34	Other Expense	400	100	(300)	-75.0%	
35	Payroll/Wages	515,316	418,960	(96,356)	-18.7%	Decreased for end of leased employee services and staff transition
36	Postage	2,600	2,675	75	2.9%	
37	Professional Services	100,820	73,960	(26,860)	-26.6%	Reduced accounting services with financial system transition complete
38	Software / Licenses	7,798	6,647	(1,151)	-14.8%	
39	Subscriptions / Publications	212	452	240	113.0%	
40	Supplies - Office	13,080	5,200	(7,880)	-60.2%	No computer or furniture purchases planned
41	Supplies - Billable	9,820	1,775	(8,045)	-81.9%	No transportation equipment purchases required
42	Telephone / Internet	7,112	6,212	(900)	-12.7%	
43	Travel	24,377	16,244	(8,133)	-33.4%	Based on actual trends
44						
45	BAL END	36,365	979	(35,386)		Restricted revenue of ~\$29,640 from the High Meadows grant will be used for FY19 expenses ¹
46						
47	RESERVES	25,000	0	(25,000)	-100.0%	Contribution prepaid using FY18 Net Income
48	General	25,000	0		-100.0%	
49	Equipment	0	0		0.0%	
50	Office Renovation	0	0		0.0%	

¹Restricted revenue is cash received in a prior fiscal year for expenses in subsequent years. Restricted revenue is recorded as income in the year received, not the year spent.

Central Vermont Regional Planning Commission

FY19 Budget

As of 07/02/18

Total Revenues		\$1,317,379
Line		
1	Community Development	\$93,414
2	EPA Brownfields FFY15	\$78,064 77,569 contractor pass through
3	NRPC Local Energy Planning Yr 3	\$14,850 Year 3 confirmed; award amount estimated
4	NRPC Local Energy Planning Yr 2	\$500 Barre City, Calais, Marshfield, Warren
5		
6	Fee for Service	\$7,300
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	Interest	\$10
12		
13	Municipal Contracts	\$14,935
14	Barre Town Manhole	\$0 Anticipate project end
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	Natural Resources	\$411,274
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 Program reduction and less due to Winooski Basin Plan completion
25	DEC FY17 ERP Northfield Water Street Stormwater	\$159,485 148,431 contractor/town pass through
26	DEC FY17 Mad-Kingbury Stormwater Masterplan	\$84,115 Two 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	SWCRPC Clean Water Block Grant - Berlin	\$8,864 103,600 town pass through. CVRPC amount based on 8.5% of 20% project implementation cost
29	High Meadows Resilience	\$0 Cabot/Plainfield/Marshfield flood resilience; full payment received FY18; year 2 of 2
30	FPR Forest Integrity	\$12,240 Year 2 of 3-year grant
31		
32	Other Income	\$0
33	Miscellaneous	\$0
34		
35	Public Safety	\$56,170
36	VEM Emergency Mangmt Planning Grant (EMPG) FFY 17	\$2,000
37	VEM Emergency Mangmt Planning Grant (EMPG) FFY 18	\$36,881 Level funding anticipated
38	Local Emergency Planning Committee (LEPC)	\$4,000 Administrative services
39	LEPC Supplemental	\$11,289
40	VEM State Emergency Operation Center MOU	\$2,000
41		
42	Regional Planning Funds (ACCD)	\$275,308
43	FY18 Carry Forward	\$0 Carry forward not anticipated
44	FY19 Allocation	\$275,308
45		

Central Vermont Regional Planning Commission

FY19 Budget

As of 07/02/18

Total Revenues			\$1,317,379
Line			
46	Town Dues		\$73,488
47			
48	Transportation		\$385,479
49	VTrans Transportation Planning Initiative (TPI) FFY18	\$77,494	
50	VTrans Transportation Planning Initiative (TPI) FFY19	\$144,286	
51	CTTA Inclusive Planning	\$26,199	Paratransit service transition planning
52	DEC Class IV Road Demonstration	\$96,648	90,000 town pass through for construction
53	NRPC Municipal Grants In Aid FY18	\$9,837	Program admin and municipal outreach & assistance for MRGP BMP implementation
54	NRPC Municipal Grants In Aid FY19	\$31,015	Year 2 confirmed; award amount estimated
55			

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 Budget

As of 07/02/18

Total Expenses	\$1,306,539
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Line			
1	Advertising		\$4,217
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	80	
8	Transportation	2,722	
9			
10	Contractor Services		\$537,433
11	Admin	0	
12	ACCD	0	
13	Brownfields	77,569	Site assessments and corrective action planning
14	LEPC	600	Social media consultant
15	FY17 ERP Northfield Water Street Stormwater	153,126	Stormwater structure installation
16	FY17 ERP Mad-Kingsbury Stormwater Masterplan	79,023	Warren, Waitsfield, Fayston, Duxbury, Moretown & East Montpelier, Calais, Woodbury
17	FFY18 Transportation Planning Initiative (TPI)	15,000	Waterbury Stowe Street Bridge Scoping Study Existing Conditions Report
18	FFY19 Transportation Planning Initiative (TPI)	0	
19	CTTA Inclusive Planning	3,000	
20	DEC Calais Class IV Roads	90,000	Pass through to Towns for project construction
21	High Meadows Resilience	7,515	Pass through to project partners
22	Clean Water Block Grant Implementation	111,600	Pass through to municipalities for construction
23			
24	Copy / Print		\$4,584
25	Lease	2,784	
26	Color Copies	1,800	
27			
28	Dues / Memberships / Sponsorships		\$8,829
29	VAPDA	5,500	Annual Dues; no special projects assessed
30	VT League of Cities & Towns	854	Access to unemployment insurance & other services
31	Nat'l Assoc. of Development Orgs	2,000	
32	Assoc. of State Floodplain Managers	100	Certified Floodplain Mngr continuing education credit
33	VT Planners Assoc.	175	5 staff
34	Conference/Workshop Sponsorships	0	
35	Welcome Legislator Reception	200	
36			

Central Vermont Regional Planning Commission

FY19 Budget

As of 07/02/18

Total Expenses	\$1,306,539
-----------------------	--------------------

Line

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		\$400
45	Telephone System	100	
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 to maintain line
51	Late fees	0	
52			
53	Fringe Benefits		\$162,817
54	FICA	31,359	Medicaid & Social Security taxes
55	Health Ins.	90,089	Estimated 13% premium increase
56	Dental Ins.	16,061	Estimated 2% premium increase
57	Vision Ins.	0	Not provided
58	Retirement	16,061	5% of gross wages
59	Disability Ins.	920	
60	Life Ins.	4,972	
61	Unemployment Ins.	1,510	
62	Workers Comp Ins.	1,846	
63			
64	Insurance		\$1,500
65	General Liability (Property/Vehicle/Fire)	1,500	Policy includes Public Officials Liability
66			
67	Interest		\$10
68			
69	Line of Credit		\$0
70	Debt Repayment	0	Debt not anticipated
71	Interest	0	
72			

Central Vermont Regional Planning Commission

FY19 Budget

As of 07/02/18

Total Expenses			\$1,306,539
Line			
73	Meeting / Programs		\$10,323
74	Admin	500	
75	ACCD	5,565	480 workshops/forums; 825 Commission mtgs
76	Energy Planning	0	
77	Brownfields	50	In-state roundtables
78	Municipal	0	
79	Natural Resources	310	Winooski Basin Plan meetings
80	Public Safety	1,675	LEPC 1200
81	Transportation	2,223	TAC & project mtgs
82			
83	Office Rent / Utilities / Repairs		\$44,202
84	Rent	42,052	Lease through 09/30/2020; Notice by 09/29/2019
85	Office Cleaning	1,950	75 bi-weekly
86	Repairs & Other Maintenance	200	
87			
88	Office Renovations		\$0
89			
90	Other Expense		\$100
91	Miscellaneous	100	Gifts, non-billable fees, etc.
92	Bad Debt	0	
93			
94	Payroll/Wages		\$418,960
95	Gross Pay	409,916	7.8 FTE plus Planning Techs; includes raises, bonuses, & payment in lieu of health insurance benefit
96	Comp Time	9,043	FY19 EOY estimate
97	Overtime	0	Non-exempt employee
98			
99	Postage		\$2,675
100	Postage Machine	875	175/qtr meter lease
101	Machine Postage	1,500	
102	Billable Postage	300	Regional Plan
103			
104	Professional Services		\$73,960
105	Audit	7,725	Single Audit not anticipated
106	Accounting	54,080	Estimated 16 hours per week
107	Benefits Administration	1,000	Section 125 Cafeteria Plan
108	Editing/Graphic Design	0	Regional Plan
109	Employee Assistance Program	0	
110	IT/Computer	5,530	
111	Legal	3,700	Personnel policy review
112	Staff Training	0	
113	Videography	1,925	175/mo for Commission meetings

Executive Committee
Central Vermont Regional Planning Commission
FY19 Budget
As of 07/02/18

Total Expenses			\$1,306,539
Line			
114			
115	Software / Licences / IT Subscriptions		\$6,647
116	ESRI GIS License	3,600	1600 single; 1500 concurrent; 500 Spatial Analyst
117	Intuit Quickbooks Pro	970	1-yr QB payroll module; additional user seat 500
118	Microsoft Exchange 365	562	Remote access (email)
119	Tech Soup	0	
120	Log Me In	840	Remote access
121	Community Remarks	0	Community outreach map for Regional Plan
122	Network Solutions	75	CVRPC website
123	Tablet Data Plan	600	Field services GPS data accuracy
124			
125	Subscriptions		\$452
126	Times Argus	190	e-subscription
127	Valley Reporter	22	e-subscription
128	Constant Contacts	240	e-listserve for newsletter & weekly updates
129	Front Porch Forum	0	Allows postings to 23 forums in the region
130			
131	Supplies - Office		\$5,200
132	General Office	4,000	
133	Equipment	0	
134	GIS	1,200	
135	Office Furniture	0	
136			
137	Supplies - Billable		\$1,775
138	ACCD	75	
139	Municipal	0	
140	Community Development	0	
141	Public Safety	0	
142	Natural Resources	150	
143	Transportation	1,550	Field supplies
144			
145	Telephone / Internet		\$6,212
146	Telephone Lease/Service	4,820	
147	Internet Service	1,392	
148			
149	Travel		\$16,244
150	Administrative	3,000	VAPDA & other mtgs
151	ACCD	4,000	Municipal & State meetings
152	Community Development	270	Brownfields trainings/site visits; energy regional outreach & local plans
153	Municipal	949	Municipal contract meetings & field work
154	Natural Resources	724	Meetings
155	Public Safety	673	Site visits, meetings, CFM continuing ed requirement
156	Transportation	6,627	TPI 2000

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Reserve Fund

As of 07/02/18

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

\$362,404.91

Current Reserves: \$61,257

\$61,257 Unrestricted/Unassigned - general reserves

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

\$0 Unrestricted/Committed - accrued compensated absences (Paid Time Off liability)

Balance (+/-): (\$301,148)

Minimum Monthly Expenses:

Total \$60,401

Equipment	\$0
Fringe Benefits	\$12,797
Insurance	\$125
Office Rent/Utilities	\$3,684
Other Expense	\$8
Payroll	\$34,160
Postage	\$223
Printing/Copies	\$382
Prof Services	\$6,163
Software (licenses)	\$554
Supplies Office	\$433
Telephone/Internet	\$518
Travel	\$1,354

Recommendations

1. Contribute \$23,200 per year to reach goal of \$200,000 by 2025 (~3.5 months operating reserves)
2. For this year, prepay reserves using FY18 Net Income. (\$57,143 by FY19 end)
2. Recommended set aside should be reviewed annually and adjusted as needed.



RESOLUTION GRANTING SIGNING AND AUTHORITY TO CONDUCT BUSINESS

Whereas the Central Vermont Regional Planning Commission regularly requests funding from federal, state, local, and non-governmental sources to support local and regional planning and project implementation;

Whereas the Central Vermont Regional Planning Commission has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to support project and program applications; and

Whereas the Central Vermont Regional Planning Commission desires to grant signing authority for those applications to certain person(s) described hereunder; now, therefore, be it

Resolved, that the Central Vermont Regional Planning Commission:

1. authorizes and empowers Bonnie Waninger, Executive Director, to sign and submit funding requests and any required forms and instruments necessary to the applications; and
2. authorizes and empowers the Executive Director to delegate signing and submittal authority to staff as appropriate provided that delegation is completed in writing.

I hereby certify that the foregoing resolution was duly adopted by the Central Vermont Regional Commission Executive Committee at a legal meeting held on the second day of July, 2018.

By: _____
Dara Torre, Secretary



EXECUTIVE COMMITTEE

RULES OF PROCEDURE

July 2, 2018

PURPOSE: The Executive Committee shall facilitate the general operation of the Commission by acting on behalf of the Commission.

Commented [B1]: From Commission Bylaws

GENERAL ACTIVITIES:

- ◆ Carry out all decisions and instructions of the Commission.
- ◆ Recommend to the Commission, or if timing requires take, appropriate action on policy issues, including legislative issues, state or federal plans and policy, RPC allocation formula, or other issues affecting the Central Vermont region and its municipalities.
- ◆ Act on behalf of the Commission in the absence of a quorum of the Commission when time precludes the delay of action until the next regular meeting of the Commission.
- ◆ Keep the resources of the Commission in line with the Commission's work program and budget.
- ◆ Determine and approve Commission meeting agendas.
- ◆ Execute other actions as outlined in a policy adopted by the Commission; said policy may be amended as the Commission so directs.

Commented [B2]: Should commenting on state and federal plans be this Committee's responsibility? It could be delegated to the Regional Plan Committee if that Committee's role were revised. The Regional Plan is the organization's policy document.

Legislative and state and federal policy input often requires action in short timeframes. Thus, they are more appropriate as an Executive Committee role.

Commented [B3]: Modified to bring into alignment roles outlined in the Commission's bylaws and the *Role of the Executive Committee*, as adopted.

ROLE: The Executive Committee has the authority to act on behalf of the Commission without needing further approval by the Commission unless the Commission chooses to do so. That authority extends to the following items:

- ◆ Approve the annual budget and any budget adjustments.
- ◆ Set municipal dues.
- ◆ Accept grants, agreements, and contracts with outside organizations and agencies as outlined in the Commission's Bylaws. At its discretion, the Committee may delegate acceptance of some grants, agreements, and contracts to the Executive Director to facilitate Commission or Committee operations. In the case of delegation, the Director shall inform the Committee of his/her acceptance of grants, agreements, and contracts.
- ◆ Accept the annual audit.

Commented [B4]: See Page 4, line 7 regarding conflicts between the Commission Bylaws and this document until such time as the Commission modifies its Bylaws.

- 1 ♦ Approve the addition and elimination of staff positions as recommended by the
- 2 Executive Director. Adopt job descriptions and wage ranges for staff positions.
- 3 ♦ Review applications for the position of Executive Director and recommend a qualified
- 4 candidate for approval and action by the Commission.
- 5 ♦ Determine compensation for and conduct an annual performance appraisal of the
- 6 Executive Director.
- 7 ♦ Approve uncompensated leaves of absences by staff.
- 8 ♦ Approve changes to employee benefits.
- 9 ♦ Approve amendments to Personnel Policies and administer the policies as they relate to
- 10 the Executive Director.
- 11 ♦ Approve and amend other policies necessary to smooth functioning of the Commission's
- 12 operations or required by funding entities.
- 13 ♦ Approve the retention of consultant services as recommended by the Executive Director
- 14 and as provided for in the Commission's Procurement Procedures. Approval of
- 15 contracts will deem to be approval of the payment of invoices provided the work has
- 16 been done to the satisfaction of the Executive Director.

Commented [BW5]: Excerpted from the Personnel Policies Manual. Because the Committee has the power to approve the policies, duties granted to it by the policies should be outlined in the Rules of Procedure.

Commented [B6]: New role previously taken by the Committee but not explicitly stated in its responsibilities.

17
18 The Committee's actions must be compatible with plans, policies, positions or resolutions
19 previously adopted by the Board of Commissioners. Other than those described above, new or
20 amended plans, policies, positions or resolutions shall be provided to the Board of
21 Commissioners in the packet for the Commission's next regular meeting. Committee action
22 shall be deemed ratified/approved by the Board of Commissioners unless acted upon by the
23 Commission at that meeting.

24
25 **MEMBERSHIP:** The Executive Committee shall consist of seven Commissioners, including the
26 four officers and three additional Commissioners who shall be elected at the Annual Meeting.
27 Each member shall have one vote. Membership term shall be one year, elected or appointed in
28 May as appropriate. Vacancies on the Committee shall be filled by the Board of Commissioners
29 at its next meeting.

Commented [BW7]: From the Commission's bylaws.

30
31 **OFFICERS/ELECTIONS:** The Chair of the Committee shall be the Chair of the Board of
32 Commissioners. The Chair will be responsible for running meetings, setting agendas in
33 conjunction with staff, reviewing and signing correspondence on behalf of the Executive
34 Committee, and representing the Executive Committee at various meetings as needed. The
35 Vice-Chair shall act as Chair in the absence or incapacity of the Chair and will provide support to
36 the Chair as needed. The Commission's Bylaws address how vacancies will be filled if the Chair
37 or Vice-Chair should resign before his/her term expires.

ATTENDANCE AND QUORUMS: A quorum shall consist of a majority of members. Members are encouraged to attend all regular meetings and special meetings as they arise. Members with three consecutive unexplained absences will be contacted by the Chair to determine if they still wish to serve on the Executive Committee. The Committee meets monthly or as determined by the Chair to be necessary to carry out the stated purpose.

COMMUNICATION AND COORDINATION:

- ◆ Meetings shall be noticed and held in accordance with Vermont Open Meeting Law.
- ◆ Draft policies and resolutions shall be forwarded to Committee members and interested/affected parties for comment before action by the Committee or final recommendation to the Board of Commissioners.
- ◆ Minutes of all regular and special meetings will be prepared by staff, distributed to Committee members and interested parties, and made available to the public in accordance with open meeting and public records laws described in 1 V.S.A.
- ◆ Committee members are encouraged to serve as liaisons to the Board of Commissioners in addition to their local legislative boards by facilitating communication and coordination on a regular basis.
- ◆ Executive Committee members are encouraged to offer input on all matters before the Committee, and are encouraged to bring up items of local or regional concern for Committee or Commission consideration.

CONFLICT OF INTEREST: In the event any Executive Committee member has a personal or financial interest with any individual, partnership, firm or corporation seeking to contract with the Commission or to provide materials or labor thereto, or has a personal or financial interest in any project being considered by the Commission, the member shall state on the record the nature of his or her interest. If the member feels this conflict interferes with his/her ability to be objective, the member shall not participate in any vote on any related motion. If the member is uncertain whether he/she should participate in the decision, the Executive Committee shall determine by vote whether the member should participate.

The Committee may also make a determination of conflict of interest and disallow voting by a member if the majority of voting Committee members in attendance at the meeting determine a conflict of interest exists.

ADOPTION OF PROCEDURES: The Executive Committee may, at any time, vote to recommend amendments of these procedures, upon 51% vote of the Committee membership. Proposed amendments will then be forwarded to the Board of Commissioners for ratification.

Commented [BW8]: This section would be updated after the Commission adopts the Code of Conduct and Conflict of Interest Policy. It would be revised to read:

“Code of Conduct and Conflict of Interest: Members of this Committee shall follow the Commission’s adopted Code of Conduct and Conflict of Interest Policy.”

1 The Executive Committee is a standing committee of the Regional Planning Commission, and is
2 therefore subject to the Commission's bylaws. These Rules of Procedure, combined with
3 Robert's Rules of Order, provide procedural and administrative guidance for the Committee in
4 addition to the Commission's bylaws. In the case of a conflict between these Rules and the
5 Commission's Bylaws, the Bylaws shall take precedence. This document supersedes all other
6 direction, policies, and procedures pertaining to the Executive Committee.

Commented [BW9]: Added from previous draft.

7
8
9 Adopted by the Executive Committee: ____/____/____

10
11 Adopted by the Board of Commissioners: ____/____/____

12
13
14 _____
15 Juliana Potter, Chair
16 CVRPC Board of Commissioners



MEMO

Date: June 28, 2018

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: Bylaw Update

☒ **Recommend to the Board of Commissioners a process for updating the Commission's bylaws.**

Issue

CVRPC has developed policy and practices that expand on the bylaws or may be edging toward operating outside the scope of the organization's bylaws. Bylaws must reflect the current business and decision-making structure of an organization and be in alignment with the Articles of Incorporation. If action is taken outside the permissible scope of authority set forth in its bylaws, the organization risks unintentional consequences or challenges. Policy tweaking to "fix" areas where bylaws are unclear or no longer match the way an organization wants or needs to operate is a sign that the bylaws may need to be updated.

Recommended Process

- The Board of Commissioners establishes a bylaw review committee and appoints Commissioners representing a diversity of opinions.
- The Committee identifies issues to be addressed, discusses and vets ideas, and prepares a set of changes for Commission review.
- The Board of Commissioner provides input on the direction taken for addressing changes.
- The Committee revises language as needed, and addresses any new issues that have emerged.
- The Board of Commissioners discuss the language until final language is crafted.
- The bylaw adoption process is initiated.

Background

CVRPC last updated its bylaws in 2017 to authorize activities permitted under 24 V.S.A. §4345(16)(B) [permit borrowing money and incur indebtedness for office space, a revolving loan fund or a line of credit]. Prior to that, the bylaws had not been updated since 2010.

Commissioners have mentioned the following issues should be considered during a bylaw updates:

Committees

- Authorize Alternates to participate on committees, and consider if any limitations should apply. Ex. Commissioner and Alternate from the same municipality cannot serve on the same committee.
- Add Project Review, Town Plan Review, Regional Plan and/or TAC as Standing Committees.
- Define how committee appointments happen and what happens when interest exceeds available seats.
- Specify when the new Executive Committee takes office.
- Reconsider duties for the Draft Regional Plan Review. For example, make it a standing committee that recommends Regional Plan updates, directs the Commission's 5-year and annual work program (which should be based in the Regional Plan), and comments on Federal and State policy and plans on behalf of the Commission.
- Consider whether some or all Committees should be authorized to act on behalf of the Commission as long as actions are within the policy set by the Commission.
- Modify the Committee appointment process to simplify.
- Define Standing Committee duties and refer to Rules of Procedures or incorporate standard Committee Rules of Procedure into the bylaws and allow membership to be set separately for advisory committees.

Other

- Add remaining 2016 statutory changes from optional duties.
- Revisit the Annual Meeting month.
- Under Terms of Office, address that vacancies for officers "shall" be filled at the next meeting.
- Discuss adjustment to Appropriations to include a policy of adding a cost of living adjustment annually while permitting larger updates as needed.
- Establish term limits for officers and/or committee participation to assist with growing leadership.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT Minutes
June 4, 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"/> Janet Shatney
<input type="checkbox"/> Byron Atwood		

Staff: Bonnie Waninger, Nancy Chartrand, Nicole Sancibrian, Eric Vorwald

Guests: None

Chair J. Potter called the meeting to order at 4:00 pm. Quorum was present to conduct business.

Adjustments to the Agenda

The work plan and budget were removed from this month's agenda to increase time for the preferred sites discussion; they will be reviewed on next month's meeting.

Public Comment

Bonnie advised she notified developers who had contacted her regarding preferred sites that it would be addressed on today's agenda.

D. Torre entered at approximately 4:05 pm.

Financial Report

N. Sancibrian was present to discuss financials. CVRPC is in much better financial shape than it was one year ago. J. Potter questioned how/where are we with recognizing the liability for accrued sick time. N. Sancibrian advised sick time is not paid out at termination therefore not included on balance sheet (it is an off balance sheet item). It can be a liability if a staff member goes out on leave for an extended period of time and can impact CVRPC's indirect rate. Potter requested that quarterly reports of Paid Time Off balances be provided to the Executive Committee.

The Committee requested a financials tutorial at a future meeting. S. Lotspeich noted additional detail on the balance sheet and an explanation of indirect costs would be helpful.

J. Potter thanked N. Sancibrian for the good reporting that she has been providing.

Renewable Energy Preferred Sites

E. Vorwald joined to give an overview of this addition to the agenda. He discussed provisions in the existing Net Metering Rules, which went into effect 7/1/2017, that:

- 1 • identify various categories of renewable energy projects. Any project over 150KW is required
2 to be on a preferred site. Projects 150KW or less can be on a non-preferred site, but the project
3 does not receive the additional financial incentive; and
- 4 • identify State-defined preferred sites. If a project is not proposed on a State defined preferred
5 site, a preferred site can be designated as outlined: "A specific location designated in a duly
6 adopted municipal plan under 24 V.S.A., chapter 117 for the siting of a renewable energy plant
7 or specific type or size of renewable energy plant, provided that the plant meets the siting
8 criteria recommended in the plan for the location; or a specific location that is identified in a
9 joint letter of support from the municipal legislative body and the municipal and regional
10 planning commissions in the community where the net-metering system will be located."

11
12 Projects on preferred sites receive funding incentives. Effective 7/1/2018, the incentives will decrease.
13 As a result, the number of requests for preferred site designation have increased. Vorwald noted that
14 CVRPC's Regional Energy Plan only identifies State defined preferred sites and defers to municipalities
15 to identify additional preferred sites as they see fit. CVRPC doesn't have any policy guidance on
16 determining additional preferred sites. The Regional Energy Plan is not in effect because the Regional
17 Plan is pending adoption. The Project Review Committee comments on prospective developments.

18
19 The Committee discussed options for addressing the requests and policy formation. Vorwald provided
20 draft interim guidance for reviewing preferred site requests. It was noted preferred site designation is
21 about a project's location. Any project can be reviewed in detail when a full application is filed. The
22 Regional Energy Plan's preferred site list is limited in scope.

23
24 *L. Hill-Eubanks moved that the Executive Committee recommend the Commission request the Regional*
25 *Plan Committee recommend policy or guidance to evaluate sites for preferred site designation; S.*
26 *Lotspeich seconded. Motion carried.*

27
28 J. Potter requested that staff draft a memo for her review for the Board packet.

29 30 **Contract/Agreement Authorization**

31 Proposals for Accounting and Auditing Services were due Thursday. The same company cannot provide
32 both services due to conflict of interest. Waninger reviewed the bids received and discussed differences
33 among them. The Committee discussed whether auditing services should be rotated among firms.

34
35 *S. Lotspeich moved to authorize the Executive Director to sign a 3-year contract with Nicole Sancibrian,*
36 *CPA, PLLC for accounting services; J. Shatney seconded. Motion carried.*

37
38 *J. Shatney moved to authorize the Executive Director to sign a one-year contract with Batchelder*
39 *Associates for audit services; D. Torre seconded. Motion carried.*

Dental Insurance

L. Hill-Eubanks moved to maintain CVRPC's existing dental benefit and 100% employer contribution; J. Shatney seconded. Motion carried.

FY19 Executive Committee & Commission Meeting Schedule

The Committee reviewed dates. N. Chartrand will poll members regarding a date for the July meeting. For the January Committee meeting:

- the Committee will meet immediately prior to the Board meeting for any pressing business, and
- the Chair, Vice Chair, and Executive Director will develop the January Board agenda.

Commissioners will be polled on availability for an August Board meeting at the July meeting.

Committee Appointments

L. Hill-Eubanks provided an update on the nominating process. She requested this process be done by a Committee next year versus just the Vice Chair given the work involved.

B. Waninger noted L. Hill-Eubanks has done an excellent job of involving Alternate Commissioners in committees. S. Lotspeich thanked Hill-Eubanks for all her work.

J. Shatney inquired regarding alternates serving on committees. Board Alternates cannot act as an alternate for their Commissioner on a committee, but an Alternate can serve on committees.

N. Chartrand will provide a clean draft of the slate for the Vice Chair's review and for the Board packet.

Strategic Plan FY19 Actions

L. Hill-Eubanks moved to approve Year 4 FY19 Activities and Measures of the 5 Year Strategic Goals; M. Gray seconded. Motion carried.

Wrightsville Beach Recreation District (WBRD) Administrative Services

B. Waninger reminded the Committee that the Commission's agreement with WBRD included a term that WBRD develop internal controls by June 30, 2018. Basic controls have been put in place. Waninger is comfortable with progress to date and recommended the Commission continue work on the contract. The Committee agreed to continue.

Commission Meeting Agenda

Changes to the agenda were made to facilitate the preferred sites discussion.

J. Shatney moved to approve the Commission meeting agenda with changes as discussed; M. Gray seconded. Motion carried.

Meeting Minutes

J. Shatney noted “budge” should have a “t” on page 102, line 20.

L. Hill-Eubanks moved to approve the April 30, 2018 minutes with changes; D. Torre seconded. Motion carried.

Executive Session – Personnel

None held.

Adjourn

J. Shatney moved to adjourn at 6:40 pm; L. Hill-Eubanks seconded. Motion carried.



BOARD OF COMMISSIONERS

July 10, 2018 at 7:00 pm

Central VT Chamber of Commerce Conference Room, 963 Paine Turnpike North, Berlin

Page

AGENDA

- 7:00¹** **Adjustments to the Agenda**
Public Comments
- 7:05** **Central Vermont Economic Development Corporation Report**, *Jamie Stewart*
- 7:15** **Municipal Plan Approval and Confirmation of Planning Process** (enclosed)²
 Authorize Chair to sign a resolution regionally approving the East Montpelier Town Plan and Confirming the Planning Process for the Town of East Montpelier
- 7:25** **2018 VELCO Long Range Transmission Plan**, *Deena Frankel and Hantz Pr sum *
 VELCO operates Vermont's electric transmission system. This 3-year update of Vermont's Long-Range Transmission Plan identifies reliability concerns and alternatives to address them.
- 8:15** **Clean Water Advisory Committee Rules of Procedure**, *Pam DeAndrea* (enclosed)²
 Adopt Committee Rules of Procedure.
- 8:25** **Code of Conduct and Conflict of Interest Policy** (enclosed)²
 Review and act on Executive Committee recommendation for policy updates.
- 8:45** **Meeting Minutes – June 12, 2018** (enclosed)²
- 8:50** **Reports** (enclosed)
 Updates and questions on Staff, Executive Director, and Committee Reports
- 9:00** **Adjournment**

Next Meeting: September 11, 2018

¹ Times are approximate unless otherwise advertised.

² Anticipated action item.