



EXECUTIVE COMMITTEE
Tuesday, September 4, 2018
 4:00 p.m.

Change of Location!

Central Vermont Chamber of Commerce Committee Room, 963 Paine Turnpike, Berlin

Page **AGENDA**

- 4:00¹ Adjustments to the Agenda**
Public Comment
- 3 **4:05 Financial Report** (enclosed)²
 Review June 30 financials.
- 11 **4:15 RPC Finance**, Nicole Sancibrian (enclosed)
 Review cash flow projection. Training on understanding indirect costs.
- 17 **4:45 Contract/Agreement Authorization** (enclosed)²
 - 21 a) VT Agency of Transportation – FFY18 Transportation Planning Initiative Amendment
 - 24 b) Nicole Sancibrian – Accounting Services Amendment
 - 25 c) Town of Worcester – Class 4 Road Demonstration Amendment
- 26 **4:50 FY19 Budget Adjustment** (enclosed)²
 Approve budget adjustment to reflect State allocation carryover and other changes
- 35 **4:55 SEP – Individual Retirement Accounts Contribution Agreement** (enclosed)²
 Authorize the Executive Director to sign IRS Form 5305-SEP.
- 37 **5:00 Policies & Procedures** (enclosed)²
 - a) Employee Use of Credit Cards or Charge Accounts Policy
- 42 **5:10 Committees** (enclosed)²
 Designate, or recommend the Commission designate, the Town Plan Review Committee as committee of jurisdiction for municipal energy plan certification.
- 5:15 Emerging Issues Briefings** (enclosed)
 - 43 a) Office air conditioning
 - 44 b) Fiscal agent request
 - 45 c) ANR update to indirect rate policy
 - 46 d) Potential State proposal to move VTrans offices to E.F. Knapp Airport in Berlin
 - 47 e) Municipal Plan approvals
- 5:50 Consent Items** (enclosed)²
 - 48 a) Meeting Minutes – July 2, July 10, and July 16, 2018

¹ All times are approximate unless otherwise advertised

² Anticipated action item

- 54 b) Executive Director Report
- 55 **5:55 Commission Meeting Agenda** (enclosed)²
- 6:00 Anticipated Executive Session – 1 V.S.A §313(3), Personnel** (enclosed)
- 6:15 Adjourn**

Next Meeting: Monday, October 1, 2018

Balance Sheet

As of June 30, 2018

Accrual Basis

	Jun 30, 18
ASSETS	
Current Assets	
Checking/Savings	
Checking	129,962.20
Northfield Savings - Reserve	61,256.86
Peoples - CDBG Disaster Recover	0.42
Total Checking/Savings	191,219.48
Accounts Receivable	
Accounts Receivable	160,997.05
Total Accounts Receivable	160,997.05
Total Current Assets	352,216.53
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	4,750.65
Total Other Assets	9,165.65
TOTAL ASSETS	375,100.43
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	45,050.57
Total Accounts Payable	45,050.57
Credit Cards	
Staples Credit Plan	49.28
Total Credit Cards	49.28
Other Current Liabilities	
Accrued Compensatory Time	8,740.46
Accrued Vacation	24,106.85
Accrued Wages & FICA	18,130.97
Deferred Income	
Product Based Projects	
ERP - Mad Kingsbury Stormwater	53,005.56
ERP - Northfield Water St.	32,933.34
Total Product Based Projects	85,938.90
Total Deferred Income	85,938.90
Total Other Current Liabilities	136,917.18
Total Current Liabilities	182,017.03
Total Liabilities	182,017.03
Equity	
Invested in Fixed Assets	13,718.25
Unrestricted Net Position	
Designated for High Meadows	26,950.48
Unrestricted Net Position - Other	54,045.07
Total Unrestricted Net Position	80,995.55

Executive Committee
Central Vermont Regional Planning Commission
Balance Sheet

Accrual Basis

As of June 30, 2018

	Jun 30, 18
Net Income	98,369.60
Total Equity	193,083.40
TOTAL LIABILITIES & EQUITY	<u>375,100.43</u>

Executive Committee
Central Vermont Regional Planning Commission
A/R Aging Summary
As of June 30, 2018

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
ACCD - FY18						
Reg Planning/250 Sec 248	985.58	0.00	0.00	0.00	0.00	985.58
Total ACCD - FY18	985.58	0.00	0.00	0.00	0.00	985.58
Clean Water Act CCRPC						
Clean Water						
Basin Plan						
Project Implementation 3F.	53.44	1,101.16	0.00	463.77	0.00	1,618.37
Basin Plan - Other	935.07	1,863.19	0.00	687.05	0.00	3,485.31
Total Basin Plan	988.51	2,964.35	0.00	1,150.82	0.00	5,103.68
Education	1,161.85	937.44	0.00	788.65	0.00	2,887.94
Municipal Planning	396.28	860.41	0.00	156.04	0.00	1,412.73
Oversight	160.29	284.97	0.00	137.41	0.00	582.67
Total Clean Water	2,706.93	5,047.17	0.00	2,232.92	0.00	9,987.02
Total Clean Water Act CCRPC	2,706.93	5,047.17	0.00	2,232.92	0.00	9,987.02
DEMHS DPS MOU	0.00	0.00	0.00	0.00	1,621.46	1,621.46
Department of Environmental Conservation						
Class 4 Road Remediation	36,367.86	0.00	0.00	0.00	4,730.03	41,097.89
Mad River Corridor Plan	0.00	0.00	0.00	9,789.00	0.00	9,789.00
Total Department of Environmental Conservation	36,367.86	0.00	0.00	9,789.00	4,730.03	50,886.89
East Montpelier						
East Montpelier Better Back Roads	1,758.10	0.00	0.00	0.00	422.30	2,180.40
Total East Montpelier	1,758.10	0.00	0.00	0.00	422.30	2,180.40
EMPGFY18						
EMPG FY 18 Response	430.26	288.73	0.00	0.00	0.00	718.99
EMPG FY18 Mitigation/Preparedness	1,286.97	4,766.10	0.00	0.00	0.00	6,053.07
Total EMPGFY18	1,717.23	5,054.83	0.00	0.00	0.00	6,772.06
EPA Brownfields						
Site Assessment Hazardous	2,999.58	-918.34	0.00	-504.34	0.00	1,576.90
Site Assessment Petro	8,027.10	0.00	0.00	0.00	0.00	8,027.10
Total EPA Brownfields	11,026.68	-918.34	0.00	-504.34	0.00	9,604.00
Fayston						
Fayston Better Back Roads	2,931.61	0.00	0.00	0.00	0.00	2,931.61
Total Fayston	2,931.61	0.00	0.00	0.00	0.00	2,931.61
Forest Parks and Recreation						
Forest Integrity	5,783.35	0.00	0.00	0.00	4,394.32	10,177.67
Total Forest Parks and Recreation	5,783.35	0.00	0.00	0.00	4,394.32	10,177.67
HMGP MEGA	32.70	478.78	0.00	104.65	0.00	616.13
HMPG Admin	0.00	0.00	0.00	0.00	78.45	78.45
Northwest Regional Comm'n						
Local Energy Year 2	0.00	15,200.00	0.00	0.00	0.00	15,200.00
Municipal Grant In Aid FY17	2,850.06	0.00	0.00	0.00	0.00	2,850.06
Total Northwest Regional Comm'n	2,850.06	15,200.00	0.00	0.00	0.00	18,050.06
Southern Windsor Regional Comm'n						
CW Block Grant						
Berlin Storm Office Stormwater	195.92	0.00	0.00	0.00	0.00	195.92
CW Block Grant - Other	516.51	0.00	2,279.87	0.00	0.00	2,796.38
Total CW Block Grant	712.43	0.00	2,279.87	0.00	0.00	2,992.30
Total Southern Windsor Regional Comm'n	712.43	0.00	2,279.87	0.00	0.00	2,992.30

Executive Committee
Central Vermont Regional Planning Commission
A/R Aging Summary
As of June 30, 2018

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Two Rivers Ottauquechee Comm'n						
TROC 604b	0.00	950.88	0.00	0.00	0.00	950.88
Total Two Rivers Ottauquechee Comm'n	0.00	950.88	0.00	0.00	0.00	950.88
VTrans						
Better Back Roads						
Montpelier	0.00	0.00	0.00	0.00	4,950.16	4,950.16
Roxbury FY17	656.67	0.00	0.00	0.00	4,122.82	4,779.49
Warren FY17	16.09	0.00	0.00	152.72	5,635.61	5,804.42
Total Better Back Roads	672.76	0.00	0.00	152.72	14,708.59	15,534.07
TPI						
TPI Admin	3,570.78	0.00	0.00	0.00	0.00	3,570.78
TPI Project Develop	1,102.75	0.00	0.00	0.00	0.00	1,102.75
TPI Coordination	1,046.02	0.00	0.00	0.00	0.00	1,046.02
TPI Long Range	2,687.95	0.00	0.00	0.00	0.00	2,687.95
TPI Other	114.55	0.00	0.00	0.00	0.00	114.55
TPI SRP	9,611.71	0.00	0.00	0.00	0.00	9,611.71
Total TPI	18,133.76	0.00	0.00	0.00	0.00	18,133.76
Total VTrans	18,806.52	0.00	0.00	152.72	14,708.59	33,667.83
Woodbury						
Woodbury Better Back Roads	5,470.94	0.00	0.00	1,323.75	2,700.02	9,494.71
Total Woodbury	5,470.94	0.00	0.00	1,323.75	2,700.02	9,494.71
TOTAL	91,149.99	25,813.32	2,279.87	13,098.70	28,655.17	160,997.05

<u>Jun-18</u>	Rate Pay	CTO Hours	Total
Andrews, A.	20.70	0.50	\$ 10.35
Chartrand, N.	25.00	14.25	\$ 356.25
Currier, D.	33.35	0.00	\$ -
DeAndrea, P.	25.50	0.00	\$ -
Rock, Clare	30.35	16.75	\$ 508.36
Ranker, L.	21.63	0.00	\$ -
Waninger, B.	38.89	202.25	\$ 7,865.50
			<u>8,740.46</u>

		Vacation Hours	
Andrews, A.	20.70	254.50	\$ 5,267.42
Chartrand, N.	25.00	12.85	\$ 321.25
Currier, D.	33.35	181.63	\$ 6,057.36
DeAndrea, P.	25.50	26.10	\$ 665.55
Rock, Clare	30.35	33.33	\$ 1,011.57
Ranker, L.	21.63	138.96	\$ 3,005.70
Waninger, B.	38.89	200.00	\$ 7,778.00
			<u>24,106.85</u>

		Sick	
Andrews, A.	20.70	217.29	\$ 4,497.28
Chartrand, N.	25.00	13.80	\$ 345.00
Currier, D.	33.35	356.75	\$ 11,897.61
DeAndrea, P.	25.50	6.50	\$ 165.75
Rock, Clare	30.35	46.85	\$ 1,421.90
Ranker, L.	21.63	45.18	\$ 977.24
Waninger, B.	38.89	273.90	\$ 10,651.97
			<u>29,956.75</u>

Central Vermont Regional Planning Commission

Statement of Revenues and Expenditures

July 2017 through June 2018

Accrual Basis

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
ACCD	322,220.06	342,560.00	-20,339.94	94.1%
Community Development				
BCRC Regional Energy Plan	20,000.00	20,000.00	0.00	100.0%
Brownfields Grant	269,536.59	299,780.00	-30,243.41	89.9%
Local Energy Planning - Year 2	15,200.00	5,400.00	9,800.00	281.5%
NRPC Energy Grant	13,800.00	11,800.00	2,000.00	116.9%
Total Community Development	318,536.59	336,980.00	-18,443.41	94.5%
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	19,281.90	35,437.00	-16,155.10	54.4%
Total Municipal Contracts	22,249.70	36,437.00	-14,187.30	61.1%
Natural Resources				
604B	2,768.88	3,636.00	-867.12	76.2%
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	12,266.66	95,000.00	-82,733.34	12.9%
Forest Integrity	10,177.67	12,660.00	-2,482.33	80.4%
High Meadows Resilience	40,000.00	40,000.00	0.00	100.0%
Mad-Kingsbury Stormwater M. Pla	24,994.44	106,000.00	-81,005.56	23.6%
Mad River Corridor Plan	26,789.00	26,878.00	-89.00	99.7%
SWCRPC Clean Water Block Grant	2,992.30	112,140.00	-109,147.70	2.7%
Water Quality	24,504.61	28,506.00	-4,001.39	86.0%
Total Natural Resources	233,583.56	492,910.00	-259,326.44	47.4%
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	13,651.31	5,000.00	8,651.31	273.0%
Total Other Income	13,960.80	5,010.00	8,950.80	278.7%
Public Safety				
CCRPC_HMGP_FY16	2,039.02			
DEMHS DPS MOU	9,606.09	7,722.00	1,884.09	124.4%
EMPG	67,775.68	61,143.00	6,632.68	110.8%
HMGP MEGA	17,801.12	7,000.00	10,801.12	254.3%
HMGP Mega Admin	78.45	65.00	13.45	120.7%
LEPC SERC	6,975.56	5,000.00	1,975.56	139.5%
Total Public Safety	104,275.92	80,930.00	23,345.92	128.8%
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 June 2018

Accrual Basis

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Transportation				
DEC Class IV Road Demonstration	52,812.17	11,714.00	41,098.17	450.8%
Grants in Aid	16,550.25	24,921.00	-8,370.75	66.4%
TPI	228,448.71	236,842.00	-8,393.29	96.5%
VTrans Better Back Road	5,360.65	9,044.00	-3,683.35	59.3%
Total Transportation	303,171.78	282,521.00	20,650.78	107.3%
Total Income	1,414,846.85	1,696,003.00	-281,156.15	83.4%
Gross Profit	1,414,846.85	1,696,003.00	-281,156.15	83.4%
Expense				
Advertising	1,277.62	1,890.00	-612.38	67.6%
Cleaning	1,590.00	1,885.00	-295.00	84.4%
Consultants	516,170.04	712,664.00	-196,493.96	72.4%
Copy				
Copier extra copies	1,850.90	825.00	1,025.90	224.4%
Copier Lease Payments	6,963.47	3,658.00	3,305.47	190.4%
Total Copy	8,814.37	4,483.00	4,331.37	196.6%
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	6,984.22	12,592.00	-5,607.78	55.5%
Office Rent/Occupancy				
Rent/Utility Deposits	41,058.96	41,109.00	-50.04	99.9%
Total Office Rent/Occupancy	41,058.96	41,109.00	-50.04	99.9%
Other Expenses				
Bad Debt	0.00	100.00	-100.00	0.0%
Fees				
Annual Fees - Line of Credit	0.00	150.00	-150.00	0.0%
Bank Fees	0.00	250.00	-250.00	0.0%
Payroll Direct Deposit Fees	239.09	394.00	-154.91	60.7%
Total Fees	239.09	794.00	-554.91	30.1%
Gifts	315.00	300.00	15.00	105.0%
Total Other Expenses	554.09	1,194.00	-639.91	46.4%
Postage	2,206.84	2,600.00	-393.16	84.9%
Professional Services				
Accounting	52,438.75	52,000.00	438.75	100.8%
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	1,575.00	2,825.00	-1,250.00	55.8%
Professional Services - Other	0.00	23,500.00	-23,500.00	0.0%
Total Professional Services	68,259.55	100,820.00	-32,560.45	67.7%
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	19.00	212.00	-193.00	9.0%
Supplies - Billable	6,172.44	9,820.00	-3,647.56	62.9%

Central Vermont Regional Planning Commission

Statement of Revenues and Expenditures

July 2017 through June 2018

Accrual Basis

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
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	8,256.87	7,450.00	806.87	110.8%
Total Supplies - Office	11,157.26	13,080.00	-1,922.74	85.3%
Telephone	6,682.00	7,112.00	-430.00	94.0%
Travel	14,043.34	24,377.00	-10,333.66	57.6%
Wages and Fringe Benefits				
Fringe Benefits				
Cross Trail VT Fringe	159.00	860.00	-701.00	18.5%
CVRPC FICA	34,006.44	37,046.00	-3,039.56	91.8%
Health Insurance	75,606.50	83,098.00	-7,491.50	91.0%
Life Disability Insurance	3,558.36	5,892.00	-2,333.64	60.4%
MRVPD Employee Fringe	6,051.33	8,056.00	-2,004.67	75.1%
Pension Plan	17,290.78	24,213.00	-6,922.22	71.4%
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	139,546.41	163,275.00	-23,728.59	85.5%
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	450,697.25	484,261.00	-33,563.75	93.1%
Total Personnel	465,757.51	515,316.00	-49,558.49	90.4%
Total Wages and Fringe Benefits	605,303.92	678,591.00	-73,287.08	89.2%
Total Expense	1,316,477.25	1,684,637.00	-368,159.75	78.1%
Net Ordinary Income	98,369.60	11,366.00	87,003.60	865.5%
Net Income	98,369.60	11,366.00	87,003.60	865.5%

Starting date		Jul-18												
	Beginning	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
Cash on hand (beginning of month)	\$191,219	\$191,219	\$122,740	\$197,075	\$169,575	(\$45,165)	\$78,973	\$88,413	\$113,354	\$82,196	\$47,112	\$70,466	\$31,103	
CASH RECEIPTS		Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
ACCD (Quarterly)			64,889	14,031		64,889		64,889			64,889			273,587
TPI (Monthly)18				24,347	24,347	24,347								73,041
TPI (Monthly) 19							16,032	16,032	16,032	16,032	16,032	16,032	16,032	112,224
EMPG (Monthly)				1,951	3,902									5,853
EMPG (Monthly)						3,073	3,073	3,073	3,073	3,073	3,073	3,073	3,073	24,584
Town Dues		1,024	37,195	36,293										74,512
Wrightsville Beach Recreation District					5,000									5,000
Cross VT Trails Association								1,200						1,200
CCRPC Water Quality 18						19,920								19,920
CCRPC Water Quality 19									4,950			4,950		9,900
LEPC				1,107	1,107	1,107	1,107	1,107	1,107	1,107	1,107	1,107	1,107	11,074
Brownfields					78,064									78,064
Better Roads FY19						14,935								14,935
604B				2,685										2,685
Grants in Aid 18					1,703									1,703
Grants in Aid 19							7,754			7,754			7,754	23,261
Forest Integrity									12,240					12,240
GIS Mapping				110	110	110	110	110	110	110	110	110	110	1,100
CTAA (Paratransit Planning)				4,366	4,366	4,366	4,366	4,366	4,366					26,196
Task Based:														
Northfield Stormwater				70,000		10,000	51,206	17,379						148,585
Mad & Kingsbury Stormwater Masterplna				8,000	20,000						10,000			38,000
DEC Class VI Road Demo				0		98,474								98,474
NRPC - Energy Year 2						510								510
SWCRPC Clean Water - Pouliot							111,391							111,391
SWCRPC Clean Water Berlin							8,864							8,864
NRPC - Energy Year 2				500										500
NRPC - Energy Year 3													14,850	14,850
Receivables at 06.30.18:														
ACCD				1,434										1,434
CCRPC Water Quality 18				9,987										9,987
EMPG				6,772										6,772
Brownfields			9,604											9,604
Forest Integrity									10,178					10,178
HMGP				694										694
Local Energy				15,200										15,200
Grants in Aid				2,850										2,850
Better Roads FY18						30,141								30,141
604B				951										951
SW Block Grants				2,992										2,992
DPS MOU				1,621										1,621
TPI			18,134											18,134
Mad River Corridor			9,790											9,790
DEC Class VI Road Demo			39,286			1,812								41,098
		1,024	178,898	157,197	89,905	224,990	187,871	92,124	36,024	28,076	95,211	25,272	42,926	1,207,617
Total Cash Available	\$191,219	\$192,243	\$301,638	\$354,272	\$259,481	\$179,825	\$266,844	\$180,537	\$149,379	\$110,273	\$142,323	\$95,738	\$74,030	
CASH PAID OUT		Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
Advertising				422	422	422	422	422	422	422	422	422	422	4,217
Consultants:														
Consultants Northfield		4,695	30,000	46,900	71,531									153,126
Consultants Mad River				18,911		31,674			39,244	1,000	4,675	2,430		97,934
Consultants Class 4 Road				35,130	88,286									123,416
Consultants High Meadows				7,515										7,515
Consultants TPI			480	14,520										15,000
Consultants Brownfields					77,569									77,569
Consultants LEPC									600					600
Consultants CTAA							3,000							3,000
Consultants CW Block Grant							111,600							111,600
Equipment Repairs				40	40	40	40	40	40	40	40	40	40	400
Fees		51	51	51	51	51	51	51	51	51	51	51	51	612
Insurance													1,500	1,500
Meetings/Programs		860	860	860	860	860	860	860	860	860	860	860	860	10,323
Professional Services														0
Professional Services: Accounting		2,194	6,013	4,587	4,587	4,587	4,587	4,587	4,587	4,587	4,587	4,587	4,588	54,078
Professional Services: Audit						7,725								7,725
Professional Services: IT			35	549	549	549	549	549	549	549	549	549	554	5,530
Professional Services: Videography		175	0	175	175	175	175	175	175	175	175	175	175	1,925
Professional Services: Legal			63	364	364	364	364	364	364	364	364	364	361	3,700
Professional Services: Benefits							1,000							1,000
Copier Lease Payments			177	260	267	260	260	260	260	260	260	260	260	2,784
Copier Extra Copies				180	180	180	180	180	180	180	180	180	180	1,800
Rent or lease		3,422	3,422	3,422	3,532	3,532	3,532	3,532	3,532	3,532	3,532	3,532	3,531	42,052
Office Cleaning				195	195	195	195	195	195	195	195	195	195	1,950
Repairs and maintenance				20	20	20	20	20	20	20	20	20	20	200
Postage		175		250	250	250	250	250	250	250	250	250	250	2,675
Supplies		433	433	433	433	433	433	433	433	433	433	433	433	5,200
Software				665	665	665	665	665	665	665	665	665	665	6,647
Subscriptions		19		43	43	43	43	43	43	43	43	43	43	452
Supplies Billable		148	148	148	148	148	148	148	148	148	148	148	148	1,775
Telephone		518	518	518	518	518	518	518	518	518	518	518	518	6,212
Travel		1,354	1,354	1,354	1,354	1,354	1,354	1,354	1,354	1,354	1,354	1,354	1,354	16,244
Wages		31,835	49,215	35,930	35,930	35,930	35,930	35,930	35,930	35,930	35,930	35,930	35,930	440,350
Wages /Comp Pay Out		8,861												8,861
Fringe Benefits:														
Payroll Taxes		3,050	3,671	2,853	2,853	2,853	2,853	2,853	2,853	2,853	2,853	2,853	2,853	35,255
Health/Dental Insurance		488	6,370	7,513	7,513	7,513	7,513	8,264	8,264	8,264	8,264	8,264	8,264	86,494
Life/Disability Insurance		304	379	379	379	379	379	379	379	379	379	379	379	4,473
Retirement					4,424			3,603			3,603			11,630
Workers Compensation				378			378			378			378	1,512
Dues: VAPDA			1,375		1,375			1,375			1,375			5,500
Dues: NADO		1,000					1,000							2,000
Dues: Other				133	133	133	133	133	133	133	133	133	133	1,329
														0
Payables at 06.30.18		9,921												9,921
SUBTOTAL		69,503	104,563	184,697	304,646	100,853	178,432	67,183	67,183	63,161	71,858	64,635	64,088	1,376,086
Total Cash Paid Out		\$69,503	\$104,563	\$184,697	\$304,646	\$100,853	\$178,432	\$67,183	\$67,183	\$63,161	\$71,858	\$64,635	\$64,088	
Cash on hand (end of month)	\$191,219	\$122,740	\$197,075	\$169,575	(\$45,165)	\$78,973	\$88,413	\$113,354	\$82,196	\$47,112	\$70,466	\$31,103	\$9,942	

For the Committee's meeting discussion, this report will be printed wall-sized. Generally, the most important things to note are the negative cash flow in November and the small end of fiscal year cash balance. The negative cash balance results from the timing of consultant bills and grant payments. CVRPC will need to reinstate its Line of Credit to cover cash flow until it is reimbursed by its grants.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
STATEMENT OF OPERATIONS
BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2017

SCHEDULE 1

	Budget	Actual	Favorable (Unfavorable) Variance
OPERATING REVENUES			
State of Vermont - Agency of Commerce and Community Development (ACCD)	\$ 271,550	\$ 204,060	\$ (67,490)
Federal, state and other grants	855,659	587,510	(268,149)
Local communities - annual dues	71,537	71,537	-
Other income	183,660	184,448	788
Total operating revenues	<u>1,382,406</u>	<u>1,047,555</u>	<u>(334,851)</u>
OPERATING EXPENSES			
Salaries and wages	596,002	619,603	(23,601)
Payroll taxes and benefits	213,530	177,355	36,175
Consultants	377,988	168,778	209,210
Professional services	31,605	31,632	(27)
Advertising	550	350	200
Insurance	1,517	1,509	8
Copy and printing	6,075	6,329	(254)
Depreciation	-	11,199	(11,199)
Rent and utilities	43,054	41,059	1,995
Office expenses	15,747	16,587	(840)
Equipment, repairs and software	7,931	4,629	3,302
Dues and subscriptions	11,128	9,231	1,897
Telephone	6,509	6,369	140
Travel	18,650	14,350	4,300
Meetings and programs	12,289	6,602	5,687
Postage	1,900	2,618	(718)
Other	3,659	6,100	(2,441)
Total operating expense	<u>1,348,134</u>	<u>1,124,300</u>	<u>223,834</u>
OPERATING INCOME	<u>\$ 34,272</u>	<u>\$ (76,745)</u>	<u>\$ (111,017)</u>

TO BE USED FOR INDIRECT RATE TRAINING

Excerpt from FY2017 Audit

This is the Budget versus Actuals Report. Numbers from this report are divided into billable costs (direct) and overhead/administrative costs (indirect). See next page.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
SCHEDULE OF DIRECT AND INDIRECT COSTS
FOR THE YEAR ENDED JUNE 30, 2017

SCHEDULE 2

	Total Expenses	Direct Expense	Unallowable Indirect Expense (a)	Total Allowable Indirect Expense
Salaries and wages	\$ 619,603	\$ 405,137	\$ 1,950	\$ 212,516
Payroll taxes and benefits	177,355	66,695	-	110,660
Audit and legal services	21,129	-	-	21,129
Consultants	168,778	168,778	-	-
Meetings, conferences	6,602	5,466	-	1,136
Travel	14,350	11,964	-	2,386
Supplies	16,587	7,834	-	8,753
Office - equipment/repairs	4,629	-	-	4,629
Office - insurance	1,509	-	-	1,509
Office - postage	2,618	24	-	2,594
Office - rent, utilities & maintenance	41,059	-	-	41,059
Office - telephone	6,369	159	-	6,210
Office - copying and printing	6,329	545	75	5,709
Depreciation	11,199	-	1,246	9,953
Professional services	10,503	1,750	-	8,753
Subscriptions and publications	9,231	-	3,455	5,776
Marketing	350	155	-	195
Other	6,100	-	5,841	259
	<u>\$ 1,124,300</u>	<u>\$ 668,507</u>	<u>\$ 12,567</u>	<u>\$ 443,226</u>

(a) Costs not allowed under 2 CFR Part 200 Subpart E - Cost Principles

Excerpt from FY2017 Audit

This Schedule of Direct and Indirect Costs uses number from the previous page and highlights which were billable to a contract (direct expense) and which were applicable to all programs (overhead/administrative, aka indirect expenses.)

Under Federal regulations, some costs cannot be recouped through the indirect rate. These costs are "unallowable". One example is the donations CVRPC made in memory of Laurie Emery and Steve Gladczuk.

FY2019 INDIRECT RATE CALCULATION WORKSHEET

Step 1 - Document Previously Approved Indirect Rates

Approved FY14 Indirect Rate	148.06%
Approved FY15 Indirect Rate	153.40%
Approved FY16 Indirect Rate	137.31%
Approved FY17 Indirect Rate	106.90%
Approved FY18 Indirect Rate	99.84%

Step 2 - Show Actual Audited Indirect Costs and Base for FY2017

As Shown in FY17 Audit Report, page 18

Actual Audited FY17 INDIRECT COSTS	\$	443,226
Actual Audited FY17 Direct salaries	\$	405,137
Actual Audited FY17 Direct fringe	+ \$	66,695
Actual Audited DIRECT COSTS	\$	471,832

Actual Indirect Rate for FY17 (INDIRECT/DIRECT) = 93.94%

Step 3 - Calculate the Carry Forward Adjustment

	Direct	Indirect
Actual recovered Direct & Indirect Costs in FY17	\$ 205,734	\$ 198,421
Indirect that should have been recovered	93.94%	\$ 193,261
Adjustment- Difference in indirect costs recovered		\$ 5,160

Step 4 - Estimate Indirect Costs and Base for Proposed Indirect Rate Calculation

ESTIMATED FY19 INDIRECT COSTS	\$ 385,777	Based on draft FY19 budget. Draft FY19 budget includes contracted accounting services. In addition, direct wage/fringe costs will be less. The actual indirect rate for FY18 is estimated to be within 5% of the approved rate of 99.84%. CVRPC began contracting for accounting services in August 2017.
ESTIMATED FY19 Direct salaries	\$ 233,265	
ESTIMATED FY18 Direct fringe	\$ 73,758	
Estimated DIRECT COSTS	\$ 307,023	

Step 5 - Calculate the Proposed Rate with Carry Forward Adjustment

	Estimated Costs for FY19		Carry Forward Adjustment		
INDIRECT COSTS	\$ 385,777	+/-	\$ (5,160)	=	\$ 380,617
DIRECT COSTS					\$ 307,023

Proposed Indirect Rate for FY19

123.97%

Federal regulations allow organizations to use multiple methods to calculate indirect rates. In 2014, RPCs signed an Memorandum of Agreement (MOA) with VTrans. Through the MOA, VTrans agreed to play the federal agency role of reviewing costs proposals, and all RPCs agreed to use the same method to calculate indirect rates. This form helps RPCs do that.

Nicole will explain how this form transform the audited numbers into the next year's rate.

COST ALLOCATION METHODOLOGY

The Indirect Cost Proposal for Central Vermont Regional Planning Commission (CVRPC) is based on Fiscal Year 2017 (July 1, 2016 – June 30, 2017) audited costs, with an adjustment for expected higher FY19 indirect salaries and an increase in professional services related to contracted accounting. This Indirect Cost Proposal is to be effective for Fiscal Year 2019.

This Indirect Cost Proposal addresses all elements of cost incurred by the Commission and identifies common or shared costs that require consistent and sound allocation in order to be equitably shared by all programs and activities.

Two categories of shared or indirect costs are identified by this proposal. They are combined to calculate a single indirect cost rate which can be applied against a common base to distribute indirect cost proportionately. As a result, each project bears a fair share as envisioned by applicable Federal Cost Principles.

Individual elements of cost have been classified as either direct or indirect in accordance with the principles contained in *2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*.

Direct Costs

These costs can be identified with a particular project and are accounted for as direct charges to each grant/project. The Commission records actual direct costs incurred in each project and these remain within each project without further distribution. These costs consist of salaries, fringe benefits and other expenditures directly identifiable to project/grant programs.

Indirect Costs

These costs are incurred for a common purpose benefiting or supporting all Regional Commission programs and activities, and are not readily directly assignable. Indirect cost categories have been identified in the indirect cost proposal and are related to bases to facilitate an equitable, rational, and consistent system. Indirect cost categories accumulate actual expenditures on an annual basis. This category of costs consists of Management/Administrative (M/A) salaries, fringe benefits related to M/A salaries, and non-salary support costs necessary for carrying out all programs. These costs are developed individually and then combined to compute a single rate.

Management/Administrative Salaries: This is actual time spent in Commission-wide management and administrative support necessary to carry out the programs of CVRPC, and only represents that time which cannot be charged directly to a grant or project. CVRPC is a

These pages are excerpts from CVRPC FY2019 Indirect Rate Proposal. They explain what "direct" and "indirect" costs are and how CVRPC distributes them when billing contracts. The calculated indirect rate percentage is applied to the costs of wages and benefits billed to the contract. Wages and benefits are the "base for distribution."

small group and most all of the staff is directly engaged in grant/project work, with only a portion of their time used for administration or management.

COST CATEGORIES AND RATES

CVRPC proposes to use two categories for the capture of costs on projects.

Cost Category	Base for Distribution	Rate
Fringe Benefits	Hours worked (including leave)	varies by employee
Indirect Costs	Salary & fringe	varies by employee
123.97%		
-- Management/Admin salaries/fringe		
-- Non-wage support costs		

Each category of allocated cost is discussed in the sections that follow.



MEMO

Date: August 27, 2018

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: Contract/Agreement Approvals

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign the grant agreement and contract amendments.

GRANTS & SERVICE AGREEMENTS

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

VT Agency of Transportation – FFY18 Transportation Planning Initiative Amendment

Note: See attached memo and documents.

CONTRACTS WRITTEN

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

Nicole Sancibrian, CPA – Accounting Services Amendment 2

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign the after-the-fact contract amendment.

Scope of Work: Accounting services including full charge bookkeeping, audit preparation, and financial system transition.

Amount: Increased from \$52,000.00 to \$52,487.50

Funding Source: CVRPC Administrative – This cost is recouped through CVRPC indirect rate.

Performance Period: 08/07/17 - 07/31/18

CVRPC Staff: Bonnie Waninger

Notes: The maximum amount was an estimate based on average weekly hours.

Town of Worcester – Class 4 Road Demonstration Amendment 1

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign the contract amendment.

Scope of Work: Implement Best Management Practices (BMPs) on seven Class 4 road segments to promote road stormwater disconnection, infiltration, and conveyance stability.

Amount: Increased from \$17,857.14 to \$25,000.00

Funding Source: DEC Class 4 Road Demonstration (federal). The Town will match the federal funds with at least \$5,000.00 in cash or in-kind services.

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

Staff: Dan Currier

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

Vermont Department of Public Safety – State Emergency Response Commission FY19

Scope of Work: Act as fiscal agent to provide administrative assistance to the Local Emergency Planning Committee (LEPC) 5 that enables it to carry out functions and mandates in accordance with federal and state regulations.

Funding:

Grant Amount: \$4,000

Match Amount: None

Funding Source: VT Department of Public Service (state)

Performance Period: 07/01/18 – 12/31/19

CVRPC Staff: Laura Ranker

Note:

- 1) CVRPC acts as LEPC 5's fiscal agent.
- 2) Both the Advanced Notice to Proceed and the grant agreement were executed.

Local Emergency Planning Committee 5 – State Emergency Response Commission FY19

Scope of Work: Provide administrative assistance to the Local Emergency Planning Committee (LEPC) 5 that enables it to carry out functions and mandates in accordance with federal and state regulations.

Funding:

Grant Amount: \$4,000

Match Amount: None

Funding Source: VT Department of Public Service (state)

Performance Period: 07/01/18 – 12/31/19

CVRPC Staff: Laura Ranker

Note:

- 1) The LEPC will review and approve the contract at its September meeting.

CONTRACTS**Town of Moretown – Class 4 Road Demonstration Amendment 1**

Scope of Work: Implement Best Management Practices (BMPs) on five Class 4 road segments to promote road stormwater disconnection, infiltration, and conveyance stability.

Amount: Increased from \$7,142.86 to \$17,857.14

Funding Source: DEC Class 4 Road Demonstration (federal). The Town will match the federal funds with at least \$3,571.42 in cash or in-kind services.

Performance Period: 10/09/17 – 08/31/18

Staff: Dan Currier

The Johnson Company – Site Specific Contract Addendum Amendment #10A

Scope of Work: Indoor Air Screening for Phase II ESA for Bonacorsi Property, Barre City. The full scope of work was valued at \$12,452. CVRPC authorized the "CVRPC Subtotal" work valued at \$9,366 in July. The property owner advanced funds to CVRPC for the remainder of the work. This amendment authorizes the contractor to move forward with it.

Amount: \$12,452 Total (petroleum)

Funding Source: \$9,366 EPA Brownfields (federal) and \$3,086 CVRPC via Property Owner advance

Performance Period: 07/16/18 – 09/30/18

CVRPC Staff: Clare Rock

Notes: At its August meeting, the Brownfields Advisory Committee agreed CVRPC staff should make decisions regarding commitment of the remaining EPA funds under this award without consulting the Committee. Staff will report commitments to the Committee.



MEMO

Date: September 4, 2018

To: Executive Committee

From: Dan Carrier, Transportation Program Manager

Re: FFY18 Transportation Planning Initiative (TPI) Budget Adjustment

✉ ACTION REQUESTED: Approve the FFY18 TPI Budget Adjustment.

The TPI program requires that RPC final expenses be within 10% of budgeted amounts. After examining spending patterns on CVRPC's agreement, staff recommends CVRPC make adjustments to meet program requirements. The following table summarizes the adjustments:

Task	Task Description	Approved Budget 3/9	Proposed Revision	Difference	% Change
Task 1	Administration	\$27,301	\$35,649	\$8,348	30.58%
Task 2	Public Participation & Coordination	\$43,126	\$37,093	(\$6,033)	-13.99%
Task 3	Long Range Planning	\$29,343	\$31,068	\$1,725	5.88%
Task 4	Short Range Planning	\$106,091	\$108,153	\$2,062	1.94%
Task 5	Project Development	\$20,510	\$14,407	(\$6,103)	-29.76%
Task 6	Other Planning	\$5,000	\$5,000	\$0	0.00%
	TOTAL	\$231,370	\$231,370		

Details on the budget adjustment are attached. Items in red text on Exhibit 4 show specific areas where staff hours or expenses have been reduced.

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

Exhibit 2: Budget Detail by Task Category

Task	Task Description	Agreement Amount
Task 1	Program Administration	\$35,649
Task 2	Public Participation and Coordination	\$37,093
Task 3	Long Range Transportation Planning	\$31,068
Task 4	Short Range Transportation Planning	\$108,153
Task 5	Project Development Planning	\$14,407
Task 6	VOBCIT Technical Support	\$5,000
Total		\$231,371

Exhibit 3: Budget Detail by Expense Category

RPC Staff Position	Rate SFY18	Total Hours	Total Cost
Executive Director	\$53.46	275	\$14,702
Program Manager	\$38.21	1,188	\$45,412
GIS Senior Planner I	\$34.38	202	\$6,945
GIS Planner I	\$33.19	605	\$20,080
Land Use Planner III	\$32.68	10	\$327
Finance & Office Manager	\$37.95	23	\$873
Emerg Mngmt Planner III	\$32.20	70	\$2,254
Land Use Senior Planner II	\$37.27	10	\$373
Planning Technician I	\$14.99	400	\$5,996
Planning Technician II	\$13.99	167	\$2,336
Total		2,950	\$99,297

Indirect Costs		99.84%	Total Hours	Total Cost
RPC Staff Position		of Hourly Rate		
Executive Director		\$53.37	275	\$14,678
Program Manager		\$38.15	1,188	\$45,339
GIS Senior Planner I		\$34.32	202	\$6,934
GIS Planner I		\$33.14	605	\$20,048
Land Use Planner III		\$32.63	10	\$326
Finance & Office Manager		\$37.89	23	\$871
Emerg Mngmt Planner III		\$32.15	70	\$2,250
Land Use Senior Planner II		\$37.21	10	\$372
Planning Technician I		\$14.97	400	\$5,986
Planning Technician II		\$13.97	167	\$2,333
Total			2,950	\$99,138

Direct Costs		Total Cost
Contractual		\$21,000
Travel		\$5,250
Supplies		\$2,160
Equipment		\$0
Meetings		\$1,771
Data & References		\$106
Postage		\$50
Copy/Print		\$1,500
Advertising		\$1,100
Total		\$32,937

Fund Allocation			
Task	Task Description	CVRPC Share ¹	VTrans Share ²
Task 1	Program Administration	\$3,565	\$32,084
Task 2	Public Participation and Coordination	\$3,709	\$33,384
Task 3	Long Range Transportation Planning	\$3,107	\$27,962
Task 4	Short Range Transportation Planning	\$10,815	\$97,338
Task 5	Project Development Planning	\$1,441	\$12,967
Task 6 ³	VOBCIT Technical Support	0	\$5,000
Subtotal by Share		\$22,637	\$208,734
Agreement Total			\$231,371

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

³ VTrans agreed to cover the 20% match for this task.

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

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

Task #	Task Description	Exec Dir	Transpo Program Mngr	GIS Sr Planner I	GIS Planner I	Land Use Sr Planner III	Fin/Off Mngr	Emerg Mngmt Planner II	Land Use Sr Planner II	Planning Tech I	Planning Tech II	Total Hours
1	Administration	55	150	2	60	0	20	0	0	25	0	312
2	Public Participation & Coordination	30	400	10	15	0	1	20	0	10	0	486
3	Long Range Transportation Planning	145	158	10	10	8	0	10	10	0	9	360
4	Short Range Transportation Planning	20	320	150	500	2	0	30	0	355	158	1,535
5	Project Development Planning	25	95	30	20	0	2	10	0	10	0	192
6	VOBCIT Technical Support	0	65	0	0	0	0	0	0	0	0	65
	Total	275	1,188	202	605	10	23	70	10	400	167	2,950

B. Direct Costs (\$)¹

Task #	Task Description	Contractual	Travel	Supplies	Equipment	Meetings	Data/Ref	Postage	Copy/Print	Advertising	Total
1	Administration		\$5,250	\$2,160		\$1,771	\$106	\$50	\$1,500	\$1,100	\$11,937
2	Public Participation & Coordination										\$0
3	Long Range Transportation Planning										\$0
4	Short Range Transportation Planning	\$21,000									\$21,000
5	Project Development Planning										\$0
6	VOBCIT Technical Support										\$0
	Total	\$21,000	\$5,250	\$2,160	\$0	\$1,771	\$106	\$50	\$1,500	\$1,100	\$32,937

C. Cost Proposal Summary (\$)

Task #	Task Description	Exec. Dir.	Transpo Program Mngr	GIS Sr. Planner I	GIS Planner I	Land Use Planner III	Fin/Off Mngr	Emerg Mngmt Planner II	Land Use Sr. Planner II	Planning Tech I	Planning Tech II	Total	Indirect	Direct	Total Costs
	Hourly Rate	\$53.46	\$38.21	\$34.38	\$33.19	\$32.68	\$37.95	\$32.20	\$37.27	\$14.99	\$13.99				
1	Administration	\$2,940	\$5,732	\$69	\$1,991	\$0	\$759	\$0	\$0	\$375	\$0	\$11,866	\$11,847	\$11,937	\$35,649
2	Public Participation & Coordination	\$1,604	\$15,284	\$344	\$498	\$0	\$38	\$644	\$0	\$150	\$0	\$18,561	\$18,532	\$0	\$37,093
3	Long Range Transportation Planning	\$7,752	\$6,037	\$344	\$332	\$261	\$0	\$322	\$373	\$0	\$126	\$15,547	\$15,522	\$0	\$31,068
4	Short Range Transportation Planning	\$1,069	\$12,227	\$5,157	\$16,595	\$65	\$0	\$966	\$0	\$5,321	\$2,210	\$43,612	\$43,542	\$21,000	\$108,153
5	Project Development Planning	\$1,337	\$3,630	\$1,031	\$664	\$0	\$76	\$322	\$0	\$150	\$0	\$7,209	\$7,198	\$0	\$14,407
6	VOBCIT Technical Support	\$0	\$2,502	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,502	\$2,498	\$0	\$5,000
	Total	\$14,702	\$45,412	\$6,945	\$20,080	\$327	\$873	\$2,254	\$373	\$5,996	\$2,336	\$99,297	\$99,138	\$32,937	\$231,371

Agreement Total	\$231,371
------------------------	------------------

99.84% Indirect Rate											Total Employee Indirect
Indirect per employee	\$14,678	\$45,339	\$6,934	\$20,048	\$326	\$871	\$2,250	\$372	\$5,986	\$2,333	\$99,138

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

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION
AGREEMENT AMENDMENT**

PARTY: Nicole Sancibrian, CPA, PLLCAGREEMENT #: 2017-08AGREEMENT AMENDMENT #: 2

SUBJECT: Agreement Term Extension

Agreement #2017-08.A1, entered into by the Central Vermont Regional Planning Commission and Nicole Sancibrian, CPA, PLLC is amended as follows:

1. **Maximum Amount.** The maximum amount payable under this Agreement, wherever such references to the maximum amount appear in said Agreement shall be changed from \$52,000.00 to \$52,487.50. An increased amount of \$487.50.

All other terms and conditions of this Agreement not hereby amended shall remain in full force and effect.

The signatures of the undersigned Parties indicate that each has read this 2nd amendment to Agreement # 2017-08 in its entirety and agrees to be bound by the provisions enumerated therein.

**CENTRAL VERMONT REGIONAL
PLANNING COMMISSION**

Nicole Sancibrian, CPA, PLLC

By: _____

By: _____

Name: Bonnie WaningerName: Nicole SancibrianTitle: Executive DirectorTitle: Owner

Date: _____

Date: _____

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION
AGREEMENT AMENDMENT**

PARTY: Town of WorcesterAGREEMENT #: 2018-07AGREEMENT AMENDMENT #: 1

SUBJECT: insert contract name and the item being amended (ex. agreement term extension)

Agreement #2018-07.1, entered into by the Central Vermont Regional Planning Commission, and by Town of Worcester, is amended as follows:

1. **Contract Amount:** \$25,000
2. **Maximum Amount.** In consideration of the services to be performed by Contractor, the CVRPC agrees to pay Contractor, in accordance with the payment provisions specified in Attachment B, a sum not to exceed \$25,000. Contractor is required to provide a 20% (\$5,000) local match for a full project cost of \$30,000.
3. **Activity(s) to be Performed:** The Contractor will address road erosion by treating 7 Class 4 road segments. BMPs implemented may include 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.

All other terms and conditions of this Agreement not hereby amended shall remain in full force and effect.

The signatures of the undersigned Parties indicate that each has read this 1st amendment to Agreement # 2018-07 in its entirety and agrees to be bound by the provisions enumerated therein.

**CENTRAL VERMONT REGIONAL
PLANNING COMMISSION**

TOWN OF WORCESTER

By: _____

By: _____

Name: Bonnie WaningerName: Katie WinkelnishTitle: Executive DirectorTitle: Town Clerk

Date: _____

Date: 8/21/18



MEMO

Date: August 30, 2018
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: FY19 Budget Adjustment

☒ ACTION REQUESTED: Adopt the FY19 Budget Adjustment

This budget adjustment reflects two components:

- carryover of unspent FY18 state allocation funds (ACCD), and
- adjustments for actual June 30 contract balances.

ACCD Carryover

CVRPC did not fully expend its FY18 state allocation passed through the Agency of Commerce and Community Development. The amount underspent was \$14,030. Similar to last year, CVRPC has requested the Agency permit us to carry over the funds to FY19. The Agency will request a revised budget to reflect the carry over amount.

Contract Balance and Expense Adjustments

The budget was drafted prior to June 30, 2018. Now that June 30 financials are complete (not audited), CVRPC has accurate end-of-year balances for contracts that span fiscal years. Those balance have been incorporated into the budget.

When budget adjustments are completed, staff uses the opportunity to adjust expenses for known or expected changes. Large expense adjustments reflect:

- a change in an employee health insurance benefit election, and
- updating payroll/wages to reflect extension of an internship through September and the anticipated wages for CVRPC's expected new hire.

The budget adjustment results in a negative year-end balance. This is offset by restricted revenue.

Central Vermont Regional Planning Commission

FY19 Budget

Adopted by the Executive Committee ____/____/18

Juliana Potter, Chair

Line		06/30/18	07/02/18	09/04/18	Difference FY19	Percent Change	Notes
		FY18 Actuals	FY19 Budget	FY19 Budget			
1	REVENUES	1,414,846	1,317,379	1,321,482	4,103	0.3%	
2							
3	Community Development	318,537	93,414	93,414	0	0.0%	
4	Fee for Service	25,311	7,300	7,300	0	0.0%	
5	Interest	0	10	10	0	0.0%	
6	Municipal Contracts	22,250	14,935	14,935	0	0.0%	
7	Natural Resources	233,584	411,274	413,956	2,682	0.7%	Adjusted for 6/30 contract balance
8	Other Income	13,961	0	0	0	-	
9	Public Safety	104,276	56,170	58,688	2,518	4.5%	Adjusted for 6/30 contract balance
10	Regional Planning Funds (ACCD)	322,220	275,308	289,338	14,030	5.1%	FY18 carry over funds
11	Town Dues	71,537	73,488	73,488	0	0.0%	
12	Transportation	303,172	385,479	370,352	(15,127)	-3.9%	Adjusted for 6/30 contract balance
13							
14							
15		FY18 Actuals	FY19 Budget	FY19 Budget	Difference FY19	Percent Change	Notes
16							
17	EXPENSES	1,316,477	1,314,151	1,350,905	36,754	2.8%	
18							
19	Advertising	1,278	4,217	4,057	(160)	-3.8%	
20	Contractor Services	516,170	537,433	537,433	(1)	0.0%	
21	Copy/Print	8,814	4,584	4,684	100	2.2%	
22	Depreciation	0	7,000	7,000	0	0.0%	
23	Dues/Memberships	10,052	8,829	8,829	0	0.0%	
24	Equipment / Furniture	11,728	0	0	0	-	
25	Equipment Repair/Srvc	0	400	400	0	0.0%	
26	Fees	239	612	612	0	0.0%	
27	Fringe Benefits	139,546	162,817	168,891	6,074	3.7%	Change in employee benefit election
28	Insurance	1,482	1,500	1,500	0	0.0%	
29	Interest	0	10	10	0	0.0%	
30	Line of Credit	0	0	0	0	-	
31	Meeting/Programs	6,984	10,323	10,323	(1)	0.0%	
32	Office Rent/Util/Repair	42,649	44,202	44,202	0	0.0%	
33	Office Renovations	0	0	0	0	-	
34	Other Expense	315	100	100	0	0.0%	
35	Payroll/Wages	465,758	418,960	449,700	30,740	7.3%	Extend Planning Tech, hire Sr Planner
36	Postage	2,207	2,675	2,675	0	0.0%	
37	Professional Services	68,260	73,960	73,960	0	0.0%	
38	Software / Licenses	2,922	6,647	6,647	0	0.0%	
39	Subscriptions / Publications	19	452	452	(1)	-0.1%	
40	Supplies - Office	11,157	5,200	5,200	0	0.0%	
41	Supplies - Billable	6,172	1,775	1,775	0	0.0%	
42	Telephone / Internet	6,682	6,212	6,212	0	0.0%	
43	Travel	14,043	16,244	16,244	(0)	0.0%	
44							
45	BAL END	98,369	3,229	(29,423)	(32,652)		Restricted revenue of ~\$29,640 from the High Meadows grant will be used for FY19 expenses ¹
46							
47	RESERVES	25,000	0	0	0	-100.0%	FY19 contribution prepaid using FY18 Net Income
48	General	25,000	0	0		-100.0%	
49	Equipment	0	0	0		0.0%	
50	Office Renovation	0	0	0		0.0%	

¹ Restricted revenue is cash received in a prior fiscal year for expenses in subsequent years. Restricted revenue is recorded as income in the year received, rather than the year expended.

Central Vermont Regional Planning Commission

FY19 Budget

As of 09/04/18

Total Revenues			\$1,321,482
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	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		\$413,956
22	FFY18 604B	\$2,685	
23	CCRPC FY18 Clean Water Act Outreach	\$14,324	
24	CCRPC FY19 Clean Water Act Outreach	\$18,560	Program reduction and 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	8,000 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		\$58,688
36	VEM Emergency Mangmt Planning Grant (EMPG) FFY 17	\$5,852	
37	VEM Emergency Mangmt Planning Grant (EMPG) FFY 18	\$36,881	Level funding anticipated
38	Local Emergency Planning Committee (LEPC)	\$2,667	Administrative services
39	LEPC Supplemental	\$11,289	
40	VEM State Emergency Operation Center MOU	\$2,000	
41			
42	Regional Planning Funds (ACCD)		\$289,338
43	FY18 Carry Forward	\$14,030	
44	FY19 Allocation	\$275,308	
45			

Central Vermont Regional Planning Commission

FY19 Budget

As of 09/04/18

Total Revenues			\$1,321,482
Line			
46	Town Dues		\$73,488
47			
48	Transportation		\$370,352
49	VTrans Transportation Planning Initiative (TPI) FFY18	\$70,204	
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	\$2,000	Program admin and municipal outreach & assistance for MRGP BMP implementation
54	NRPC Municipal Grants In Aid FY19	\$31,015	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 09/04/18

Total Expenses			\$1,351,035
Line			
1	Advertising		\$4,057
2	Administrative	0	
3	ACCD	880	Regional Plan & 10 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		\$4,684
25	Lease	2,784	
26	Color Copies	1,800	
	Property Tax & Admin Fee	100	Kyrocera copier (old)
27			
	Depreciation		\$7,000
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 09/04/18

Total Expenses			\$1,351,035
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		\$168,891
54	FICA	33,710	Medicaid & Social Security taxes
55	Health Ins.	101,388	Estimated 13% premium increase
56	Dental Ins.	8,237	Estimated 2% premium increase
57	Vision Ins.	0	Not provided
58	Retirement	16,608	5% of gross wages
59	Disability Ins.	920	
60	Life Ins.	4,972	
61	Unemployment Ins.	1,510	
62	Workers Comp Ins.	1,546	Revised based on Compliance Audit
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 09/04/18

Total Expenses			\$1,351,035
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		\$44,332
84	Rent	42,052	Lease through 09/30/2020; Notice by 09/29/2019
85	Office Cleaning	2,080	80 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		\$449,700
95	Gross Pay	440,656	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

Central Vermont Regional Planning Commission

FY19 Budget

As of 09/04/18

Total Expenses			\$1,351,035
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 09/04/18

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**
\$381,077.12

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 (+/-): **(\$319,820)**

Minimum Monthly Expenses:

Total	\$63,513
Equipment	\$0
Fringe Benefits	\$13,329
Insurance	\$125
Office Rent/Utilities	\$3,694
Other Expense	\$8
Payroll	\$36,721
Postage	\$223
Printing/Copies	\$390
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.
2. Recommended set aside should be reviewed annually and adjusted as needed.

Form **5305-SEP**

(Rev. December 2004)

Department of the Treasury
Internal Revenue Service**Simplified Employee Pension—Individual
Retirement Accounts Contribution Agreement**

(Under section 408(k) of the Internal Revenue Code)

OMB No. 1545-0499

**Do not file
with the Internal
Revenue Service**Central Vermont Regional Planning Commission
(Name of employer)

makes the following agreement under section 408(k) of the Internal Revenue Code and the instructions to this form.

Article I—Eligibility Requirements (check applicable boxes—see instructions)

The employer agrees to provide discretionary contributions in each calendar year to the individual retirement account or individual retirement annuity (IRA) of all employees who are at least 18 years old (not to exceed 21 years old) and have performed services for the employer in at least 1 years (not to exceed 3 years) of the immediately preceding 5 years. This simplified employee pension (SEP) ☐ includes ☒ **does not** include employees covered under a collective bargaining agreement, ☐ includes ☒ **does not** include certain nonresident aliens, and ☐ includes ☒ **does not** include employees whose total compensation during the year is less than \$450*.

Article II—SEP Requirements (see instructions)

The employer agrees that contributions made on behalf of each eligible employee will be:

- A. Based only on the first \$205,000* of compensation.
- B. The same percentage of compensation for every employee.
- C. Limited annually to the smaller of \$41,000* or 25% of compensation.
- D. Paid to the employee's IRA trustee, custodian, or insurance company (for an annuity contract).

Employer's signature and date

Name and title

Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

Form 5305-SEP (Model SEP) is used by an employer to make an agreement to provide benefits to all eligible employees under a simplified employee pension (SEP) described in section 408(k).

Do not file Form 5305-SEP with the IRS. Instead, keep it with your records.

For more information on SEPs and IRAs, see Pub. 560, Retirement Plans for Small Business (SEP, SIMPLE, and Qualified Plans), and Pub. 590, Individual Retirement Arrangements (IRAs).

Instructions to the Employer

Simplified employee pension. A SEP is a written arrangement (a plan) that provides you with an easy way to make contributions toward your employees' retirement income. Under a SEP, you can contribute to an employee's traditional individual retirement account or annuity (traditional IRA). You make contributions directly to an IRA set up by or for each employee with a bank, insurance company, or other qualified financial institution. When using Form 5305-SEP to establish a SEP, the IRA must be a Model traditional IRA established on an IRS form or a master or prototype traditional IRA for which the IRS has issued a favorable opinion letter. You may not make SEP contributions to a Roth IRA or a SIMPLE IRA. Making the agreement on Form 5305-SEP does not establish an employer IRA described in section 408(c).

When not to use Form 5305-SEP. Do not use this form if you:

1. Currently maintain any other qualified retirement plan. This does not prevent you from maintaining another SEP.
2. Have any eligible employees for whom IRAs have not been established.
3. Use the services of leased employees (described in section 414(n)).
4. Are a member of an affiliated service group (described in section 414(m)), a controlled group of corporations (described in section 414(b)), or trades or businesses under common control (described in sections 414(c) and 414(o)), unless all eligible employees of all the members of such groups, trades, or businesses participate in the SEP.
5. Will not pay the cost of the SEP contributions. Do not use Form 5305-SEP for a SEP that provides for elective employee contributions even if the contributions are made under a salary reduction agreement. Use Form 5305A-SEP, or a nonmodel SEP.

Note. SEPs permitting elective deferrals cannot be established after 1996.

Eligible employees. All eligible employees must be allowed to participate in the SEP. An eligible employee is any employee who: (1) is at least 21 years old, and (2) has performed "service" for you in at least 3 of the immediately preceding 5 years. You can establish less restrictive eligibility requirements, but not more restrictive ones.

Service is any work performed for you for any period of time, however short. If you are a member of an affiliated service group, a controlled group of corporations, or trades or businesses under common control, service includes any work performed for any period of time for any other member of such group, trades, or businesses.

Excludable employees. The following employees do not have to be covered by the

SEP: (1) employees covered by a collective bargaining agreement whose retirement benefits were bargained for in good faith by you and their union, (2) nonresident alien employees who did not earn U.S. source income from you, and (3) employees who received less than \$450* in compensation during the year.

Contribution limits. You may make an annual contribution of up to 25% of the employee's compensation or \$41,000*, whichever is less. Compensation, for this purpose, does not include employer contributions to the SEP or the employee's compensation in excess of \$205,000*. If you also maintain a salary reduction SEP, contributions to the two SEPs together may not exceed the smaller of \$41,000* or 25% of compensation for any employee.

You are not required to make contributions every year, but when you do, you must contribute to the SEP-IRAs of all eligible employees who actually performed services during the year of the contribution. This includes eligible employees who die or quit working before the contribution is made.

Contributions cannot discriminate in favor of highly compensated employees. Also, you may not integrate your SEP contributions with, or offset them by, contributions made under the Federal Insurance Contributions Act (FICA).

If this SEP is intended to meet the top-heavy minimum contribution rules of section 416, but it does not cover all your employees who participate in your salary reduction SEP, then you must make minimum contributions to IRAs established on behalf of those employees.

Deducting contributions. You may deduct contributions to a SEP subject to the limits of section 404(h). This SEP is maintained on a calendar year basis and contributions to the

* For 2005 and later years, this amount is subject to annual cost-of-living adjustments. The IRS announces the increase, if any, in a news release, in the Internal Revenue Bulletin, and on the IRS website at www.irs.gov.

SEP are deductible for your tax year with or within which the calendar year ends. Contributions made for a particular tax year must be made by the due date of your income tax return (including extensions) for that tax year.

Completing the agreement. This agreement is considered adopted when:

- IRAs have been established for all your eligible employees;
- You have completed all blanks on the agreement form without modification; and
- You have given all your eligible employees the following information:

1. A copy of Form 5305-SEP.
2. A statement that traditional IRAs other than the traditional IRAs into which employer SEP contributions will be made may provide different rates of return and different terms concerning, among other things, transfers and withdrawals of funds from the IRAs.
3. A statement that, in addition to the information provided to an employee at the time the employee becomes eligible to participate, the administrator of the SEP must furnish each participant within 30 days of the effective date of any amendment to the SEP, a copy of the amendment and a written explanation of its effects.
4. A statement that the administrator will give written notification to each participant of any employer contributions made under the SEP to that participant's IRA by the later of January 31 of the year following the year for which a contribution is made or 30 days after the contribution is made.

Employers who have established a SEP using Form 5305-SEP and have furnished each eligible employee with a copy of the completed Form 5305-SEP and provided the other documents and disclosures described in *Instructions to the Employer and Information for the Employee*, are not required to file the annual information returns, Forms 5500 or 5500-EZ for the SEP. However, under Title I of the Employee Retirement Income Security Act of 1974 (ERISA), this relief from the annual reporting requirements may not be available to an employer who selects, recommends, or influences its employees to choose IRAs into which contributions will be made under the SEP, if those IRAs are subject to provisions that impose any limits on a participant's ability to withdraw funds (other than restrictions imposed by the Code that apply to all IRAs). For additional information on Title I requirements, see the Department of Labor regulation at 29 CFR 2520.104-48.

Information for the Employee

The information below explains what a SEP is, how contributions are made, and how to treat your employer's contributions for tax purposes. For more information, see Pub. 590.

Simplified employee pension. A SEP is a written arrangement (a plan) that allows an employer to make contributions toward your retirement. Contributions are made to a traditional individual retirement account/annuity (traditional IRA). Contributions must be made to either a Model traditional IRA executed on an IRS form or a master or prototype traditional IRA for which the IRS has issued a favorable opinion letter.

An employer is not required to make SEP contributions. If a contribution is made, however, it must be allocated to all eligible employees according to the SEP agreement. The Model SEP (Form 5305-SEP) specifies that the contribution for each eligible employee will be the same percentage of compensation (excluding compensation greater than \$205,000*) for all employees.

Your employer will provide you with a copy of the agreement containing participation rules and a description of how employer contributions may be made to your IRA. Your employer must also provide you with a copy of the completed Form 5305-SEP and a yearly statement showing any contributions to your IRA.

All amounts contributed to your IRA by your employer belong to you even after you stop working for that employer.

Contribution limits. Your employer will determine the amount to be contributed to your IRA each year. However, the amount for any year is limited to the smaller of \$41,000* or 25% of your compensation for that year. Compensation does not include any amount that is contributed by your employer to your IRA under the SEP. Your employer is not required to make contributions every year or to maintain a particular level of contributions.

Tax treatment of contributions. Employer contributions to your SEP-IRA are excluded from your income unless there are contributions in excess of the applicable limit. Employer contributions within these limits will not be included on your Form W-2.

Employee contributions. You may make regular IRA contributions to an IRA. However, the amount you can deduct may be reduced or eliminated because, as a participant in a SEP, you are covered by an employer retirement plan.

SEP participation. If your employer does not require you to participate in a SEP as a condition of employment, and you elect not to participate, all other employees of your employer may be prohibited from participating. If one or more eligible employees do not participate and the employer tries to establish a SEP for the remaining employees, it could cause adverse tax consequences for the participating employees.

An employer may not adopt this IRS Model SEP if the employer maintains another qualified retirement plan. This does not prevent your employer from adopting this IRS Model SEP and also maintaining an IRS Model Salary Reduction SEP or other SEP. However, if you work for several employers, you may be covered by a SEP of one employer and a different SEP or pension or profit-sharing plan of another employer.

SEP-IRA amounts—rollover or transfer to another IRA. You can withdraw or receive funds from your SEP-IRA if, within 60 days of receipt, you place those funds in the same or another IRA. This is called a "rollover" and can be done without penalty only once in any 1-year period. However, there are no restrictions on the number of times you may make "transfers" if you arrange to have these funds transferred between the trustees or the custodians so that you never have possession of the funds.

Withdrawals. You may withdraw your employer's contribution at any time, but any amount withdrawn is includible in your income unless rolled over. Also, if withdrawals

occur before you reach age 59½, you may be subject to a tax on early withdrawal.

Excess SEP contributions. Contributions exceeding the yearly limitations may be withdrawn without penalty by the due date (plus extensions) for filing your tax return (normally April 15), but are includible in your gross income. Excess contributions left in your SEP-IRA after that time may have adverse tax consequences. Withdrawals of those contributions may be taxed as premature withdrawals.

Financial institution requirements. The financial institution where your IRA is maintained must provide you with a disclosure statement that contains the following information in plain, nontechnical language:

1. The law that relates to your IRA.
 2. The tax consequences of various options concerning your IRA.
 3. Participation eligibility rules, and rules on the deductibility of retirement savings.
 4. Situations and procedures for revoking your IRA, including the name, address, and telephone number of the person designated to receive notice of revocation. This information must be clearly displayed at the beginning of the disclosure statement.
 5. A discussion of the penalties that may be assessed because of prohibited activities concerning your IRA.
 6. Financial disclosure that provides the following information:
 - a. Projects value growth rates of your IRA under various contribution and retirement schedules, or describes the method of determining annual earnings and charges that may be assessed.
 - b. Describes whether, and for when, the growth projections are guaranteed, or a statement of the earnings rate and the terms on which the projections are based.
 - c. States the sales commission for each year expressed as a percentage of \$1,000.
- In addition, the financial institution must provide you with a financial statement each year. You may want to keep these statements to evaluate your IRA's investment performance.

Paperwork Reduction Act Notice. You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete this form will vary depending on individual circumstances. The estimated average time is:

Recordkeeping	1 hr., 40 min.
Learning about the law or the form	1 hr., 35 min.
Preparing the form	1 hr., 41 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Ave. NW, Washington, DC 20224. Do not send this form to this address. Instead, keep it with your records.



MEMO

Date: August 23, 2018
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Credit Card Policy

☒ ACTION REQUESTED: Adopt the Employee Use of Credit Cards or Charge Accounts Policy

In early July, the Executive Committee authorized staff to open a credit card account with a \$5,000 maximum limit. The attached policy and procedure would govern use of the card.

The policy provides the guiding principles for use of the card. The procedure provides instructions for using the card. Only the policy needs to be adopted. The procedure is provided for the Committee's understanding and assurance that checks and balances on the card's use have been implemented.

Initially, this policy and procedure will be standalone documents. When CVRPC updates its administrative and financial manual and related policies, they will be incorporated into those documents.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Employee Use of Credit Cards or Charge Accounts Policy
(for Executive Committee adoption)

1. Authorization – The Executive Director or his/her designee must authorize the use of a company credit card or charge account by an employee.
2. Employee Agreement – The employee must sign an agreement acknowledging that s/he has read and understands the policies and procedures governing the use of a company credit card or charge account.
3. Restricted Use – The use of a company credit card or charge account is subject to the following restrictions:
 - No personal or private expenditure must be to be charged to a company account. Use of CVRPC credit cards and accounts is limited to expenses related to operation of the CVRPC.
 - The credit card account primarily is to be used for large expenses, such as annual license or use expenses (e.g. licenses), professional development expenses, and instances when a vender requires advance payment and circumstances prevent a check from being issued.
 - Regular operating expense (e.g. telephone bills, internet agreement, etc.) must not be charged to the credit card without permission in writing from the Executive Director.
 - Professional development expenses, such as transportation, lodging, and conference registrations, should be submitted for payment via company check or expense reimbursement whenever possible.
 - Capital purchases should never be charged to a credit card.
 - Each expense charged must have the same type of documentation that would be included on a request for reimbursement: an actual itemized receipt with customer and sub-job name, expense item, and brief explanation. For example, if the expense is for meeting food, note on the receipt which committee/project meeting and how many attendees participated.
 - Use of the credit card must be pre-approved by the Executive Director, or in the Executive Director's absence, the Office Manager. When used by the Executive Director, the receipt must be provided to the Chair or Treasurer, who will acknowledge in writing use of the card by the Director. This acknowledgement may occur after the expense, but it must occur within 30 days of the charge.
 - Documentation of each expense must be submitted to the Office Manager as soon as possible, and no later than 7 days from the date of purchase.
 - No cash advances (e.g. money orders, ATM, cash wiring, etc.) are permitted.
 - Any incentive program benefits derived by the use of company credit cards or charge accounts will be the property of CVRPC. The Executive Director will determine the use of such incentive program benefits.
4. Security - Employees authorized to use the credit card or charge account are responsible for the security of the card or account, and for the privacy of any information related to the company. The

employee must maintain physical possession of the credit card while authorized to use it, insure the card is free from fraudulent activities, and insure the card's identification number is protected when authorized to use the card. All users must follow secure practices for online credit card use as determined by CVRPC IT staff. The credit card or charge account is limited for use by the authorized employee and not any other individual.

5. Sales Tax – CVRPC is a political subdivision of the State of Vermont. Therefore, it is exempt from sales tax. Sales tax must not be included with the cost of any purchase as it may not be reimbursable by funders. The employee making the purchase may be personally responsible for payment of sales tax if an exemption form is not provided to the vender.
 - *Credit Card Purchases:* Employees must use CVRPC's tax exempt certificate when making a credit card purchase. For out of state professional development, the employee should inform the Finance Accountant in writing about the travel prior to traveling. The Finance Accountant will determine if the state in which sales tax will be charged has a reciprocal sales tax arrangement with the State of Vermont.
 - *Charge Account Purchases:* Charge accounts with vendors must be established as tax exempt accounts.
6. Card Payments - Payments, late fees and interest related to unauthorized or undocumented charges are the responsibility of the employee.
7. Policy Violations - Violations of CVRPC's credit policy may result in disciplinary action, including termination of employment or prosecution.

Adopted by the Executive Committee on ____/____/2018

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Employee Use of Credit Cards or Charge Accounts Procedure

(to be incorporated into CVRPC's Administrative Manual to guide staff)

Credit Cards

The Central Vermont Regional Planning Commission maintains two credit cards, a MasterCard issued by People's United Bank and a Staples card. Both cards are kept in the locked financial file cabinet.

The Commission does not issue credit cards to employees. One credit card is kept in the name of the company only. Employees are not authorized to open credit card accounts in the company's name without prior authorization of the Executive Committee.

The Commission also maintains a credit account with Staples for purchases of office supplies and equipment by the Office Manager, or in the Office Manager's absence, the Executive Director or the Director's designee.

1. *MasterCard Credit Card*

- Use is limited to online purchases where credit accounts have not or cannot be established and to purchases for which a vendor will not issue an invoice for payment by company check.
- Pre-approval from the Executive Director is required to use the card.
- If a decision needs to be made immediately and the Executive Director is out of the office, the Office Manager must approve use of the card. The Executive Director should be notified of the credit card use as soon as possible after the purchase.
- When using the CVRPC credit card, the authorized user must:
 - Insure the goods or services purchased are budgeted and allowable expenditures prior to using the card;
 - Determine if the intended purchase is within the credit card limit;
 - Inform the merchant that the purchase is tax exempt and provide CVRPC's tax exempt number.
 - Obtain an itemized receipt for all purchases.
 - Review the receipt at time of purchase and request a credit if taxes were charged in error.
- The card should never be removed from the office without the Executive Director's permission.

2. *Staples Credit Card*

- CVRPC has an account with Staples linked to the credit card.
- The Office Manager will place orders as necessary.
- The Finance Accountant will enter each purchase into QuickBooks and file the receipt for later reconciliation.
- When the bill arrives, the Finance Accountant will reconcile the bill and provide the reconciliation packet to the Executive Director for approval of credit card payment.

- Payment must be by check.
- The card should never be removed from the office without the Executive Director's permission. When returning an item purchased online to a local store, the credit card will need to be taken and used to assure the account will be credited.

Charge Accounts

CVRPC maintains charge accounts with the following venders (information to be updated as needed):

<i>Vender</i>	<i>Expense item</i>	<i>Charge Limit</i>
Capitol Stationers	Office supplies	No limit
Dell Business Credit	Computer equipment and associated supplies	No limit
Jamar Technologies	Transportation equipment and associated supplies	No limit
Pitney Bowes Purchase Power	Postage for postage meter	No limit

1. Employees are not authorized to open charge accounts in the company's name without prior authorization of the Executive Director.
2. Establishment of charge accounts is limited to regular venders that do not issue invoices, and to venders that require charge accounts be established before goods or services are provided.
3. Purchases made through charge accounts must be approved by the Executive Director.
4. When using a CVRPC charge account, the authorized user must:
 - Insure the goods or services purchased are budgeted and allowable expenditures prior to placing the order;
 - Determine if the intended purchase is within the charge account limit;
 - Review the digital receipt at time of purchase to insure the order is accurate and sales tax has not been charged.
 - Provide an itemized receipt to the Office Manager. The receipt must be coded with job and sub-job name (if applicable), expense item, and purchaser's initials before it is provided to the Executive Director for approval.
 - Review the order at the time of receipt to insure all items have been shipped and the shipping invoice is correct.



MEMO

Date: August 23, 2018
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Municipal Energy Plan Certification

☒ **ACTION REQUESTED:** Designate, or recommend the Commission designate, the Town Plan Review Committee as the committee of jurisdiction for municipal energy plan certification.

On August 6, 2018, the 2016 Central Vermont Regional Plan received a "determination of energy planning compliance" from the Vermont Department of Public Service. Receiving "determination" is an important accomplishment for CVRPC because it enables the Regional Plan to have a greater weight in proceedings before the Vermont Public Utilities Commission.

The determination also enables CVRPC to certify municipal plans as energy planning compliant. Staff recommends that the Executive Committee designate, or recommend the Commission designate, the Town Plan Review Committee as the committee of jurisdiction for municipal energy plan certification. Enhanced energy planning can be incorporated into municipal plans by referencing a standalone plan or by integrating enhanced text into the plan itself. Either way, municipalities will likely request a determination of energy planning compliance in conjunction with a request for municipal plan approval. Staff can provide a Municipal Determination Standards checklist with the staff review for plan approval.

Alternatives to the Town Plan Review Committee would be assigning this task to:

- the Regional Plan Committee or
- a new Energy Committee focused on certifying municipal plans and other activities.



MEMO

Date: August 23, 2018
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Office Air Conditioning

☒ **ACTION REQUESTED:** No action is requested. This is a briefing for situational awareness.

In mid-July, CVRPC's office air conditioning failed. Repair is not possible. Our landlords have scheduled the unit to be replaced in April 2019.

Office temperatures varied from the mid-80s to low 90s during the day. The landlord initially provided one portable A/C unit to help cool the server. Because the unit was vented above the drop ceiling and without sufficient A/C to remove humidity, humidity levels in the office began to climb. Staff expressed that the map plotter was beginning to experience problems due to temperature and humidity. The landlord provided two additional portable A/C units and two fans. The portable units were tied into the existing A/C ventilation system. Staff also brought fans from home to assist with circulating air. Temperatures now range from the upper 70s to upper 80s, depending on outside temperatures and location within the office. Humidity levels have decreased to some extent.

At this point, CVRPC has lost use of its meeting space. The office is too warm and noisy for meetings. All CVRPC project and committee meetings are being relocated until the weather cools in the fall. When free meeting space cannot be found, CVRPC incurs an expense ranging from \$40-85 per meeting (~4-6 meetings per month). Productivity has also suffered due to the warm temperatures and noise. I have offered staff the opportunity to telecommute more often and to take breaks outside the office as needed.

The A/C unit failure comes on the heels of a similar failure last summer. It is staff's understanding that the defunct unit was replaced with a 40-year-old used unit. At this time, we believe the April 2019 unit will be a new one.



MEMO

Date: August 23, 2018
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Request for CVRPC to Act as Fiscal Agent

✉ **ACTION REQUESTED:** No action is requested. This is a briefing for situational awareness.

The Montpelier Area Mountain Bike Association (MAMBA) approached staff to request that CVRPC act as its fiscal agent for a Recreation Trails Program grant.

MAMBA is a collection of mountain bike enthusiasts who advocate responsible trail use, perform trail building/maintenance, and secure riding areas in the Montpelier area. MAMBA is a chapter of the VT Mountain Bike Association. MAMBA's trail network has subsisted on volunteer sweat and local fundraising. As it works to convert North Branch Park into a trail hub, it identified the need to pursue a larger grant.

The Recreation Trail Program uses federal funds. MAMBA does not have the capacity or interest to develop the required financial and administrative systems for a one-time grant. MAMBA is searching for an organization that has those systems in place and is willing to act as its fiscal agent.

Staff is exploring how financial aspects of this grant program work. The grant is a reimbursement-based grant; CVRPC would need to pay for work then request reimbursement. Normally, staff would recommend against this type of arrangement. MAMBA proposed a unique arrangement that may make the arrangement feasible.

MAMBA is pursuing a private foundation grant to use as match to the federal grant. If the foundation funds are awarded, MAMBA representative said they would transfer the funds to CVRPC. Those funds could be used as revolving funds to pay contractor bills before grant reimbursement occurs. CVRPC should not have to use its funds to fulfill the role of fiscal agent. Staff has other ideas for how CVRPC could manage financial risk while acting as fiscal agent. CVRPC would be paid an administrative fee to cover its costs.

Nicole indicated a one-time arrangement for this grant is doable. Staff plans to continue exploring the Recreation Trails Program requirements and the fiscal agent role. MAMBA needs a decision in October.

Staff recommended MAMBA also approach the City of Montpelier, which owns North Branch Park.



MEMO

Date: August 23, 2018
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Change to ANR policy on indirect rates

☒ **ACTION REQUESTED:** No action is requested. This is a briefing for situational awareness.

The Vermont Agency of Natural Resources has modified its grant programs related to indirect costs. The new policy states: *If the budget includes an indirect cost rate of 10% or greater, a federally negotiated indirect cost rate agreement (NICRA) must be included in the application.*

This new requirement poses a hardship for Regional Planning Commissions. It may result in an inability to pursue partnerships and grants with ANR. For CVRPC, this would mean projects we complete on behalf of or for our municipalities could no longer be pursued. For example: Clean Water Block Grants, stormwater master plans and project installations, forest integrity assistance, basin planning outreach, Grants In Aid, and Emerald Ash Borer preparedness and response planning.

Why is This a Hardship for RPCs?

When a federal agency is the largest, direct federal funder of an organization, federal regulations requires that the agency take responsibility for negotiating an indirect cost rate agreement with the organization. The federal agency becomes the *cognizant* federal agency. RPCs outside Chittenden County do not have a cognizant federal agency because they are not direct recipients of federal funds.

In 2014, RPCs brought a national training on indirect rate proposals to Vermont. The training was attended by RPC finance staff, Executive Directors, Board Treasurers, and auditors and by State agency staff from VTrans, ANR, and VEM. One outcome was that VTrans agreed to play the role of the cognizant agency and review RPC indirect cost rate proposals. Other state agencies agreed to accept indirect rates negotiated with VTrans. ANR's recent move runs counter to the past agreement.

RPCs explored whether ANR would still accept the VTrans-reviewed proposal since RPCs were political subdivisions of the State. ANR indicated it would not. RPCs will continue the conversation with ANR. It may be necessary to address this issue either through the Secretary of Administration or the Legislature.



MEMO

Date: August 23, 2018
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Potential move of VTrans staff to Berlin Airport

☒ **ACTION REQUESTED:** Staff is requesting the Committee provide guidance on CVRPC's preliminary position on modifying the E.F. Knapp State Airport to house State offices.

Two events occurred that will cause location changes for State staff at the National Life Building.

- In June, a fire occurred on the 4th floor of the National Life North Building (Davis Building). It was contained as intended by the building's sprinkler system, but water caused extensive damage to VTrans offices on the 3rd and 4th floors. Estimates suggest it will be a full year before the spaces can be occupied. VTrans staff have been relocated to a variety of work locations.
- Recently, National Life provided notice to the State that it will end its lease for the South building space currently occupied by the Agency of Natural Resources.

These events have prompted VTrans to explore locating all VTrans employees in a new location. A workgroup was formed to evaluate ideas. The frontrunner for potential spaces is the E.F. Knapp Airport in Berlin. The Agency Secretary's and several agency division offices have been located there temporarily. Preliminary reports suggest that moving all VTrans employees to the airport would require the State to add a second floor to the Dill building.

The 2009 Airport Development Plan recommended the State pursue revenue enhancement activities focused primarily on efforts to attract business aviation.

The Regional Plan includes a policy stating that "The placement of municipal and other government buildings should be in established Regional and Town Centers in order to maintain and enhance the vitality of these areas." CVRPC should provide a regional perspective on the State proposal now. Once the State begins to cement its plans, it would be difficult to change its direction. Staff is requesting the Committee provide guidance on CVRPC's preliminary position on modifying the E.F. Knapp State Airport to house State offices.



MEMO

Date: August 23, 2018
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Municipal Plan Approvals

☒ **ACTION REQUESTED:** No action is requested. This is a briefing for situational awareness.

Adopted Berlin Town Plan

In late July, CVRPC was contacted by the consultant who assisted the Berlin with its Town Plan update. The consultant planned to submit the plan for a planning award. The consultant requested a letter of support from CVRPC. Staff was unwilling to provide the letter. The preliminary staff review for the Planning Commission hearing draft found the plan did not meet statutory requirements for approval. The plan did not make sufficient progress in addressing State Goal 3, Educational and Vocational Training, and Goal 13, Child Care. No updates to the Plan occurred as a result of CVRPC's comments.

Staff met with the Town, had multiple phone conversations with the Town Administrator, and provided written response to a Town memo. The Town made some compelling arguments regarding the Plan's conformance. Ultimately, they did not change staff's professional opinion regarding conformance.

Staff has offered to assist the Town with drafting revised language for a plan amendment. The Town expressed hesitancy regarding an amendment; voters approved the plan in August. Should the Town proceed with a request for plan approval, staff offered to assist with crafting points or narrative that could be discussed with the Town Plan Review Committee.

Draft Waterbury Town Plan

In July, Waterbury requested CVRPC review of its Planning Commission public hearing draft plan. The Plan was a targeted update of the 2013 Plan. Its focus was economic, natural resource, energy, facilities and services, and forest integrity updates. If adopted by the voters, the Plan will be a model for addressing forestry integrity. The preliminary review suggested additional updates were needed. 24 V.S.A. § 4382(c) states that, where appropriate, a plan shall be based on inventories, studies, and analyses of current trends... Staff provided a "tracked changes" plan that helped the municipality identify where updates to meet this requirement were needed. Staff is also assisting with map updates.

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

Present:

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

Staff: Bonnie Waninger, Nancy Chartrand, Dan Currier

Guests: None

Chair J. Potter called the meeting to order at 4:03 pm. Quorum was present to conduct business.

Adjustments to the Agenda

J. Potter requested an Executive Committee meeting on July 10 to approve a Personnel Policy change.

B. Waninger requested the cash flow projection be removed from the agenda. CVRPC's cash position is solid, and the reserve fund is growing. The Northfield stormwater construction contract is expected to impact cash flow in late summer. The timing will not be known until construction bids are obtained. Nicole anticipates the cash flow projection will be ready for review at the August meeting.

Public Comment

None.

D. Torre entered at 4:05 pm.

Financial Report

B. Waninger advised CVRPC's net income is on track for FY18 end. Its cash position is significantly improved from last year. B. Atwood questioned why net income was in excess of town dues. Waninger explained some of the net income resulted from CVRPC's financial shift to accrual accounting. CVRPC earned small net incomes on several product-based contracts. The projects were budgeted based on existing staff. When staffing changes occurred, the resulting personnel rate was lower than budgeted.

For revenues, Waninger noted CVRPC is at risk for overspending the ACCD contract. Staff is adjusting work. J. Potter observed that almost all Public Safety contracts are over-budget. B. Waninger noted CVRPC budgets conservatively for State Emergency Operations Center support. Revenues depend on State activation requests, and activations were higher this year. The remainder are related to challenges of project versus budget management and are being addressed.

1 Waninger noted two new contracts from previous drafts of the budget. Laura Ranker secured additional
2 LEPC funds of ~\$13,000. Dan Currier secured the Inclusive Planning grant for ~\$24,000.

3
4 *B. Atwood moved to accept the financial report; J. Shatney seconded. Motion carried.*

6 **Contract / Agreement Authorization**

7 Inclusive Coordinated Transportation Partnership Project – The contract will require CVRPC to update its
8 Drug-Free Workplace policy. “In writing” notification must be added in several places. Also, when
9 notified of a drug violation conviction, CVRPC must require the employee to successfully participate
10 in a drug abuse rehabilitation program. CVRPC does not need to pay for this rehabilitation program,
11 only require participation. An updated policy will be provided for the special meeting on July 10.

12 *J. Shatney moved to authorize the Executive Director to sign the Inclusive Coordinated Transportation*
13 *Partnership Project grant agreement; D. Torre seconded. Motion carried.*

14
15 State Emergency Operations Center Support Memorandum of Agreement Amendment 1 - B. Waninger
16 advised this is an after the fact amendment. Staff is unsure whether the Executive Committee
17 authorized signature of the original MOU in 2014 since the contract amount was unknown. The
18 \$25,000 signature threshold may be exceeded, so staff is requesting after the fact authorization.

19
20 *B. Atwood moved to authorize the Executive Director to sign the State Emergency Operations Center*
21 *Support Memorandum of Agreement Amendment; M. Gray seconded. Motion carried.*

23 **FY19 Transportation Planning Initiative Work Plan and Budget**

24
25 Dan Currier provided an overview of the FY19 work plan and budget. This contract covers
26 transportation planning activities beginning October 1. The TAC approved the budget and workplan.

27
28 The contract’s goal is to enhance cooperation between local and state transportation planning. Currier
29 reviewed areas of work, which are largely unchanged from FFY18. CVRPC spends the majority of its
30 efforts in short range planning, which includes field inventories. VTrans requested inclusion of VOBCIT
31 (Vermont Online Bridge and Culvert Inventory Tool) coaching. The contract is level funded from FFY18.
32 Funds were allocated differently based on estimated areas of work and past experience.

33
34 J. Potter confirmed the process is forthat Executive Committee approves the Work Plan and Budget,
35 CVRPC submits it to VTrans, and then VTrans returns a contract to CVRPC. She commended Dan for
36 increasing the readability of the Work Plan and Budget in recent years.

37
38 *D. Torre moved to approve the CVRPC’s FY19 Transportation Planning Initiative Work Plan and Budget*
39 *for submission to VTrans; M. Gray seconded. Motion carried.*

41 **Credit Card Account**

1 N. Chartrand provided an overview of the research done to pursue obtaining a business credit card. B.
2 Waninger noted staff would provide a credit card account policy for adoption in August.

3
4 *B. Atwood moved to open a credit card account with a \$5,000 maximum limit and authorize signing the*
5 *resolution; J. Shatney seconded.* Discussion included that bylaws may be a bit gray on this item so clarity
6 should be provided during the update process. *Motion carried.*

7
8 Waninger clarified the bank representative had confirmed the resolution wording related to CVRPC
9 being a municipality and the Executive Committee signing on behalf of the Board was okay as long as the
10 Executive Committee could act on the Board's behalf. The Board Secretary signs as Board Clerk.
11 Chartrand confirmed no fees applied to the card.

12 13 **Brownfields Program**

14 The brownfield grant ends September 30. The Brownfields Committee has struggled with quorum. This
15 can delay work 2-4 weeks, which is creating problems completing work. CVRPC has eligible sites
16 requesting work, but staff does not have approval to spend funds. The Brownfields Committee
17 approved priorities for spending. Staff is requesting authority for the Executive Director to authorize
18 work through the grant's conclusion, if needed. B. Waninger noted this approval is for only through this
19 grant's conclusion. She may request long-term approval in the future if needed.

20
21 *B. Atwood moved to authorize the Executive Director to sign contracts for brownfields services at*
22 *properties when the Brownfields Advisory Committee is unable to approve the work in a timely manner*
23 *and when the work would benefit CVRPC's Brownfields Program; J. Shatney seconded. Motion carried.*

24 25 **FY19 Work Plan & Budget**

26 J. Potter noted drafts were discussed previously. Waninger reviewed workplan development and how
27 work is funded. ACCD funds are 21% of the budget; annual contracts 23%; one-time projects 51%; and
28 town dues 6%. One time funds must be replaced annually. They are the greatest area of risk. B.
29 Atwood inquired about the leverage of town monies. The remainder of the budget relies on dues.

30
31 J. Shatney asked what LEOP assistance is offered. Waninger said it was a range of service from assisting
32 to write the LEOP to a verification check and submission to VEM. The level of effort varies from town to
33 town based on the needs. Shatney requested CVRPC assistance with the FY19 LEOP/LEMP update for
34 Barre City. Waninger said CVRPC will budget for this in the upcoming application.

35
36 Waninger noted the FY19 budget is balanced. Net income is less robust. Revenues for the High
37 Meadows project were received in FY18 so they do not show in the budget. They are listed as restricted
38 income on the balance sheet. They will fund ~\$29,000 in personnel and other expenses in FY19.
39 Revenues decreased due to contract completions. FY17's extraordinary events meant staff was unable
40 to write applications to replace one-time project funds. Staff anticipates FY17 events will impact CVRPC
41 for another two years with decreasing effects. The budget includes limited professional development.
42 The note on Revenues Line 28 – CWBG Berlin - should read \$8,000 vs. \$103,600 in pass through funds.

1
2 *J. Shatney moved to adopt the FY19 Work Plan and Budget; M. Gray seconded. Motion carried.*

3
4 **Policies & Procedures**

5 Grant Application Signatory – *B. Atwood moved to authorize the Executive Director or designee as*
6 *signatory for grant applications; D. Torre seconded. Motion carried.*

7
8 Executive Committee Rules of Procedure – An initial draft was provided in January and resulted in the
9 code of conduct and conflict of interest policy update. Information from the Commission's bylaws
10 and subsequent Board guidance was transitioned to the Rules of Procedures' framework. Areas staff
11 identified for discussion were considered. Language related to policy approval was refined, and a
12 function related to ensuring organizational transparency was added.

13
14 *M. Gray moved to recommend the Executive Committee Rules of Procedure to the Board of*
15 *Commissioners with the changes discussed; B. Atwood seconded. Motion carried.*

16
17 **CVRPC Bylaw Update**

18 A recommended process was included with the meeting packet. Staff recommends a committee of at
19 least 3, but not larger than 7, members. D. Torre inquired if alternates could participate. Committee
20 appointments are the full Commission's purview so they can if the Commission appoints them.

21
22 The Committee thought the process would benefit from Executive Committee vetting. It recommends
23 the Bylaws Committee be a working group of the Executive Committee. Staff will add a solicitation of
24 volunteers to the July Commission agenda and committee appointment to the September agenda.

25
26 **Consent Items**

27 *B. Atwood moved to approve the June 4, 2018 Executive Committee minutes as presented; M. Gray*
28 *seconded. Motion carried.*

29
30 **Commission Meeting Agenda**

31 The Committee briefly discussed the VELCO and CVEDC presentations. J. Potter inquired whether she
32 has a conflict of interest if she signs the Plan and Confirmation resolution it be approved given that it is
33 her town. Committee members felt this would not be a conflict because the Commission makes the
34 determinations.

35
36 *D. Torre moved to approve the Commission meeting agenda with the bylaw committee informational*
37 *item added; M. Gray seconded. Motion carried.*

38
39 **Adjourn**

40 *J. Shatney moved to adjourn at 6:08 pm; B. Atwood seconded. Motion carried.*

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT Minutes
July 10, 2018 - (Special Meeting)

Present:

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

Staff: Bonnie Waninger, Nancy Chartrand

Guests: None

Chair J. Potter called the meeting to order at 6:45 pm. Quorum was present to conduct business.

ADJUSTMENTS TO THE AGENDA

None

PUBLIC COMMENT

None

CONTRACT/AGREEMENT AUTHORIZATION

B. Waninger noted two changes: a) Task 6, Parcel Mapping, has been incorporated into Task 4, Statewide Initiative, to match the work program, and b) Appendix 2, Consultation Report, was changed to reflect Berlin's plan adoption.

B. Atwood moved to authorize the Executive Director to sign the agreement with the VT Agency of Commerce and Community Development for FY19; M. Gray seconded. In discussion: J. Shatney asked if budget was disrupted by E. Vorwald's departure. B. Waninger said it was not, but spending patterns may change. B. Atwood inquired whether CVRPC would not complete work due to this departure. B. Waninger advised not so far. Other staff are filling the gap. J. Shatney inquired if requirements were any different. B. Waninger said they were similar. Motion carried.

POLICIES & PROCEDURES

J. Shatney moved to adopt the Personnel Policy Manual update; D. Torre seconded. Motion carried.

ADJOURN

B. Atwood moved to adjourn at 6:56 pm; M. Gray seconded. Motion carried.

Respectfully submitted,

Nancy Chartrand
Office Manager

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT Minutes
July 16, 2018 Special Meeting

Present:

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

Staff: Bonnie Waninger

Guests: None

J. Potter called the meeting to order at 3:45 pm. Quorum was present to conduct business.

Adjustments to the Agenda

None.

Public Comment

None.

System for Award Management Administrator

J. Shatney moved to authorize Chair to sign letter appointing an Entity Administrator and attesting to registration information accuracy; L. Hill-Eubanks seconded. Motion carried.

Adjourn

D. Torre moved to adjourn at 3:50 pm.

Executive Director's Report

August 23, 2018

Increasing Food Access in Central Vermont

CVRPC is working with the Washington County Hunger Council to develop a food access gap analysis. The Council will use the analysis to target its role in addressing food access gaps.

The initial map-based analysis will example relationships between demographics, socio-economic factors, structural and infrastructure challenges (transportation, food shelf locations, housing), and food retailers accepting benefits. Future analysis may focus on increasing healthy food access.

This work builds on CVRPC's 2012 Regional Food System Assessment. The assessment supported the Fit and Healthy Vermonters 2020 program goals of reducing the proportion of adults, children, and adolescents that are obese. CVRPC completed research, gathered information, and gathered public input to guide the creation of a central repository of information related to the region's food systems. The intent was to ensure greater distribution, more frequent updating of information, and facilitation and networking among local and state food systems groups to increase access to healthy local food.

The food access gap analysis will support work on *Plan Central Vermont* and municipal planning efforts related to community health and wellness.

When the Wood Comes Down: Emerald Ash Borer Response Workshops

CVRPC is working with the VT Dept. of Forests, Parks and Recreation and the Winooski Natural Resource Conservation District to plan Emerald Ash Borer response workshops for municipalities. The workshop is expected to:

- provide updates on Vermont's ash borer detection and response planning,
- outline management strategies and options,
- highlight available resources to support inventory and response work,
- address tree removal safety (trees infected by EAB become brittle), and
- include a roundtable for municipalities to share their work and needs.

Planning is underway; the workshop date is expected to be after Thanksgiving. FPR recommends conducting ash tree inventories after leaf fall. We advise municipalities to consider EAB response and debris management in Local Hazard Mitigation Plan updates.

Municipalities have begun contacting CVRPC regarding inventory and response resources. Later this fall, CVRPC will hold trainings for volunteers interested in assisting municipalities to inventory ash trees. CVRPC anticipates having limited funding to complete inventory work later this year, and we encourage municipalities to budget for EAB response for CY2019.



BOARD OF COMMISSIONERS

September 11, 2018 at 7:00 pm

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

<u>Page</u>	<u>AGENDA</u>
7:00 ¹	Adjustments to the Agenda Public Comments
7:05	Resolution on Complying with Vermont Open Meeting Law (enclosed) ² Adopt the annual resolution specifying the time and place of regular meetings
7:10	Municipal Plan Approval , <i>Bill Arrand, Town Plan Review Committee Chair</i> (enclosed) ² Report and recommended from Town Plan Review Committee regarding approval of the 2018 Orange Town Plan per 24 V.S.A. § 4350(b)
7:20	Confirmation of Municipal Planning Process , <i>Bill Arrand</i> (enclosed) ² Confirm the Municipal Planning Process of the Town of Orange per 24 V.S.A. § 4350(a)
7:25	Code of Conduct and Conflict of Interest Policy (enclosed) ² Review and act on Executive Committee recommendation for policy updates.
8:25	CVRPC FY19 Guiding Documents , <i>Bonnie Waninger</i> (enclosed) Presentation of CVRPC's 5-Year Strategic Goals & FY19 activities to achieve them, and FY19 Work Plan and Budget. Questions from Commissioners.
8:50	Reports (enclosed) Updates and questions on Staff, Executive Director, and Committee Reports.
9:00	Adjournment

Next Meeting: October 9, 2018

¹ Times are approximate unless otherwise advertised.