

**EXECUTIVE COMMITTEE****Special Meeting****December 11, 2018**

6:30 p.m.

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

<b>Page</b>	<b><u>AGENDA</u></b>
	<b>6:30<sup>1</sup> Adjustments to the Agenda</b> <b>Public Comment</b>
<b>2</b>	<b>6:35 Contract/Agreement Authorization (enclosed)<sup>2</sup></b> a) Watershed Consulting Associates, Inc. - Northfield Water Street Stormwater Structure Design Amendment 1
<b>5</b>	<b>6:40 Personnel Policy Update (enclosed)<sup>2</sup></b> Update wage ranges
	<b>7:00 Adjourn</b>

**Next Meeting: Tuesday, January 8, 2019**

(Due to Jan. 1 holiday, the Committee elected to hold its meeting prior to Commission meeting, if a meeting is required)

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

<sup>2</sup> Anticipated action item



## MEMO

Date: December 7, 2018

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: Contract/Agreement Approvals

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### CONTRACTS WRITTEN

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

#### Watershed Consulting Associates, Inc. - Northfield Water Street Stormwater Structure Design

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

**Scope of Work:** Complete final design plan and provide construction oversight for a stormwater mitigation project on Water Street in Northfield. Scope of work is amended to incorporate additional design of stormwater pipe from Traverse Street to Water Street and for additional administrative costs associated with the design changes.

**Funding:**

Contract Amount: Maximum limiting \$21,105 is increased by \$11,880 to \$30,105

Funding Source: VT Ecosystem Restoration Grant

**Performance Period:** Amended from 03/14/18 – 11/30/18 to end on 09/15/19

**CVRPC Staff:** Pam DeAndrea

**Note:** The original contract was signed by the Executive Director. The new contract value requires that the amendment be approved by the Executive Committee.

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION  
AGREEMENT AMENDMENT**

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PARTY: Watershed Consulting Associates, LLC

AGREEMENT #: 2018-06

AGREEMENT AMENDMENT #: 1

SUBJECT: Northfield Water Street Stormwater Project Implementation

Agreement #2018-06, entered into by the Central Vermont Regional Planning Commission, and by Watershed Consulting Associates, LLC, is amended as follows:

1. **Maximum Amount.** The total contract cost is amended from a sum not to exceed \$21,105.00 to a sum not to exceed \$30,105.00.
2. **Contract Term.** The period of contractor's performance has been modified to end on September 15, 2019.
3. **Prior Approvals.** Approval by the Executive Committee   X   is /    is not required.
4. **Performance Measures:** Delivery dates for the following tasks have been changed as indicated below:

Task	Date	Deliverables
4 - Final Engineering Design Plans	February 22, 2019	100% Design Drawings and Specifications/Details, Final Cost Projection, Stakeholder meeting minutes, 100% Design Summary Memo
5 - Pre-Construction Site Walk	February 27, 2019	Site walk summary minutes
6 - Construction Oversight	July 6, 2019	Construction Oversight - Phase 1 - Construction Observation Report #1
	July 13, 2019	Phase 2 - 50% complete site walk attendance - Construction Observation Report #2
	August 3, 2019	Phase 3 - Construction Observation Report #3
7 - Post Construction Inspection, Reporting and As-Built Plans	September 15, 2019	Post Construction site walk attendance Final Construction Report with photos, maintenance plan, and as-built plans

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION  
AGREEMENT AMENDMENT**

Task	Date	Deliverables
8 – Material Testing and Inspection	As needed during construction	Materials Testing and Inspection Reports

6. **Payment Provisions.** The budget for Task 4, Final Design is increased to \$11,880 to incorporate additional design of stormwater pipe from Traverse Street to Water Street and for additional administrative costs associated with the design changes. The deliverable schedule and invoice amount for the following tasks have been changed as indicated below:

Task	Deliverable	Completed By	Invoice Amount
4	Final Engineering Design Plans	February 22, 2019	\$11,880.00
5	Site Walk meeting summary minutes	February 27, 2019	\$815.00
6	Construction Observation Report #1 Construction Observation Report #2 Construction Observation Report #3	July 6, 2019 July 13, 2019 August 3, 2019	\$4,900.00
7	Post Construction site walk attendance Final Construction Report with photos, maintenance plan, and as-built plans	September 15, 2019	\$630.00
8	Materials Testing and Inspection Reports	As needed during construction	\$3,400.00

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 1<sup>st</sup> amendment to Agreement # 2018-06 in its entirety and agrees to be bound by the provisions enumerated therein.*

**CENTRAL VERMONT REGIONAL  
PLANNING COMMISSION**

**WATERSHED CONSULTING ASSOCIATES, LLC**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Bonnie Waninger

Name: Andres Torizzo

Title: Executive Director

Title: Principal

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

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



## MEMO

Date: November 27, 2018  
To: Executive Committee  
From: Bonnie Waninger, Executive Director  
Re: Wage Range Update

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**✉ ACTION REQUESTED:** Adopt an updated wage range schedule.

### Summary

Wage range adjustments are needed to increase CVRPC's competitiveness in the workforce marketplace. CVRPC is experiencing the same workforce challenges as other employers. A shrinking workforce and competitive hiring environment has resulted in fewer job applicants, higher wages, and a mobile workforce.

In New England, 10 positions comparable to CVRPC's open positions have been advertised in the past two months. Multiple RPCs in Vermont have hired recently or are currently in the hiring process. Based on advertised salaries, the most recent RPC salary survey, and comparable municipal and state jobs, Vermont's RPCs are raising wages to remain competitive in the employee marketplace. New hire salaries have increased by ~\$5-10,000 over the past 18 months.

### **ADOPTED CVRPC WAGE RANGE**

Job Title	Minimum	Mid-Point	Maximum
Executive Director	\$70,000	\$82,500	\$95,000
Finance Manager	50,000	65,000	80,000
Office Manager	35,000	45,000	\$55,000
Program Manager	55,000	65,000	75,000
Senior Planner	48,000	56,500	65,000
Planner	36,000	43,000	50,000
Assistant Planner	33,000	35,000	38,000
Planning Technician	24,000	27,000	30,000

## RECOMMENDED CVRPC WAGE RANGE

Job Title	Minimum	Mid-Point	Maximum
Executive Director	\$75,000	\$87,500	\$100,000
Finance Manager	50,000	65,000	80,000
Office Manager	40,000	47,500	55,000
Program Manager	55,000	67,500	80,000
Senior Planner	50,000	60,000	70,000
Planner	40,000	49,000	58,000
Assistant Planner	38,000	41,500	45,000
Planning Technician	27,000	31,500	36,000

2018 Salary Range Analysis

VAPDA completed its 2018 Salary Survey in September. The Survey has salary data from all the RPCs. Some RPCs reference salary ranges in their personnel policy manuals; only Chittenden County and Central Vermont RPCs includes salary ranges as an appendix in their personnel manuals. CCRPC's salary ranges are updated based on a periodic study by a compensation expert and annual review of the VAPDA data. This data along with CVRPC salary ranges and current salaries are summarized in this table.

	2018 VAPDA Salary Survey					2017 CCRPC Wage Range <sup>1</sup>			CVRPC Wage Range				
Position	VAPDA Headcount	VAPDA Years Exp.	VAPDA Low	VAPDA Median	VAPDA High	CCRPC Low	CCRPC Midpoint	CCRPC High	CVRPC Low	CVRPC Midpoint	CVRPC High	CVRPC Current	CVRPC Years Exp.
Executive Director	11	14-34	73,890	96,620	116,750	85,000	102,500	120,000	70,000	82,500	95,000	84,132	30
Program Manager	8	3-35	53,400	62,730	90,000	65,000	77,500	90,000	55,000	65,000	75,000	59,740	15
GIS Manager <sup>2</sup>	6	18-26	48,000	64,505	81,000	55,000	68,000	81,000				55,734	26
Trans Sr Planner <sup>3</sup>	3	12-29	53,000	73,593	81,000	55,000	68,000	81,000					

<sup>1</sup> CCRPC Salary Ranges were last updated 06/30/2017.

<sup>2</sup> GIS Managers are treated as Program Managers or Senior Planners with specialized skills, depending on the RPC. Five GIS Managers have 16+ years of experience at the RPC.

<sup>3</sup> Increasingly, new RPC Transportation Planners are being hired using the Planner salary scale in recognition that Vermont RPC Transportation Planners are generalist planners. Few, if any, run modeling analysis or have transportation technical skills that warrant the pay differential.

	2018 VAPDA Salary Survey					2017 CCRPC Wage Range <sup>1</sup>			CVRPC Wage Range				
Position	VAPDA Headcount	VAPDA Years Exp.	VAPDA Low	VAPDA Median	VAPDA High	CCRPC Low	CCRPC Midpoint	CCRPC High	CVRPC Low	CVRPC Midpoint	CVRPC High	CVRPC Current	CVRPC Years Exp.
Senior Planner	18	4-29 <sup>4</sup>	53,730	62,042	80,184	55,000	68,000	81,000	48,000	56,500	65,000	55,000	15
Trans Planner <sup>2</sup>	7	3-12	42,247	51,025	69,056	40,000	52,500	65,000					
Planner	19	1-21	31,829	44,150	58,240	40,000	52,500	65,000	36,000	43,000	50,000		
GIS Tech / Planner <sup>5</sup>	2	15-21	43,050		49,100							43,050	15
Assistant Planner	1	1		39,500		35,000	42,500	50,000	33,000	35,000	38,000		
Office Manager	3	19-38	43,066	52,000	53,300				35,000	45,000	55,000	52,000	38
Planning Tech / Intern <sup>6</sup>	12		\$12	\$15	\$20	\$14		\$14.50				\$13	

VAPDA trends include hiring 2-4 years of experience at the Planner or Senior Planner level for recent hires, and using AmeriCorps/VISTA volunteers and higher-paid interns for Assistant Planner duties. Those RPCs that have not adjusted for the changing employee market are having difficulties filling vacant positions.

#### 2015 Salary Range Analysis and Recommendations

In March 2015, the Personnel Policies Committee provided the Executive Committee with a Salary Range Analysis and Recommendations memorandum. Salary ranges were set using a peer review (the RPC Salary Survey and CCRPC Wage Ranges). The Committee recommended updating the ranges at least every two years.

The Committee recommended accommodating developmental milestones increases in salary ranges; compensating special on-going responsibilities through supplemental pay; and compensating significant one-time contributions through bonuses.

<sup>4</sup> 75% of RPC Senior Planners have 10 or more years of experience.

<sup>5</sup> GIS Tech/Planners are typically complete GIS mapping (town plan and zoning map updates) rather than GIS analysis (use spatial analyst).

<sup>6</sup> Increasingly, Planning Technicians/Interns are being paid Assistant Planner wages.