



EXECUTIVE COMMITTEE

May 6, 2019

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

Page AGENDA

- 4:00¹ Adjustments to the Agenda**
Public Comment
- 2 **4:05 Financial Report** (enclosed)²
- 59 **4:15 Contract/Agreement Authorization** (enclosed)²
- a) 4 firms - Stormwater Planning and Engineering Services Master Agreement
 - b) G&N Excavating – Northfield Water Street Stormwater Improvements Construction
- 11 **4:30 CVRPC Bylaws, Julie Potter** (enclosed)²
 Review workgroup recommendations and changes from April Executive Committee meeting. Approve for consideration by the Commission.
- 32 **5:15 FY20 Work Plan & Budget** (enclosed)
 Discuss draft work plan and second budget draft. Recommend changes for June adoption.
- 53 **5:35 FY20 Executive Committee & Commission Meeting Schedule** (enclosed)²
 Confirm or modify proposed meeting dates for distribution at the June Board meeting.
- 54 **5:45 Consent Items** (enclosed)²
- a) Meeting Minutes – April 1 & April 15, 2019
- 58 **5:50 Commission Meeting Agenda** (enclosed)²
- 6:00 Adjourn**

Next Meeting: Monday, June 3, 2019

¹ All times are approximate unless otherwise advertised

² Anticipated action item



MEMO

Date: May 1, 2019
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Financial Report as of 03/31/19

CVRPC's FY19 budget anticipates a June 30, 2019 net income of \$25,876. **CVRPC's net income as of March 31 is \$85,319.46.**

As anticipated, net income has begun to decrease heading into the last quarter. Deferred income from the Mad-Kingsbury Stormwater Master Plan is being used as the project concludes. Administrative costs are increasing due to increased administrative work and school vacations, new employees, and end of year purchasing. VTTrans has approved CVRPC's requested indirect rate changes. FY19 changes are effective April 1, which will slow over accumulation of funds.

Balance Sheet

- *Assets* – Billing is complete through 03/31, and work is underway to prepare grant invoice packets for distribution to funders. Aging receivables valued at ~\$41,508 will be collected when projects end or milestones are reached. Staff resolved delayed payment from NRPC regarding the Municipal Grants In Aid FY17 payment.
- *Current Liabilities* – CVRPC maintained an average payables balance through February. Balances for accrued compensatory time and vacation were updated for quarter end. Deferred Income is beginning to decrease as the Mad-Kingsbury Stormwater Master Plan project concludes.
- *Net Income* of \$85,319.46 consists of \$8,873.89 of designated funds for the High Meadows grant and \$166,713.37 of undesignated funds. The High Meadows project ends June 30, at which point any remaining funds are no longer restricted in use.

Budget vs. Actual (Profit & Loss Statement or Net Income Statement)

Revenues and expenses are generally on track for expectations.

- *Revenues* – Staff is monitoring the TPI budget closely due to risk of over spending. CVRPC is at 50% of funds used at the 50% mark of the contract. However, summer months are high use due to field work.

- *Expenses* – Meetings/programs is high due to spring professional development costs. IT/computer professional service use is tracking below budget, for which we are grateful. Last year's server upgrade has provided expected benefits in terms of fewer service calls.

Quarterly Paid Time Off Report

- *Compensatory Time* - The Office Manager is expected to use accumulated time in June with the arrival of two grandchildren. I have temporarily moved her from a 28-hour/week employee to 30 hours through June 30, which will also slow comp accumulation. Staff has found her skill set very useful for projects, and will begin budgeting additional assistance from her into projects for FY20. The Director's year end comp time balance is expected to be ~200 hours, on par with FY18.

Executive Committee
Central Vermont Regional Planning Commission
Balance Sheet
As of March 31, 2019

Accrual Basis

	Mar 31, 19
ASSETS	
Current Assets	
Checking/Savings	
Checking	78,808.91
Community National Bank	3,838.84
Northfield Savings - Reserve	61,629.66
Total Checking/Savings	144,277.41
Accounts Receivable	
Accounts Receivable	185,003.66
Total Accounts Receivable	185,003.66
Total Current Assets	329,281.07
Fixed Assets	
Equipment	50,203.31
Equipment - Accum. Depreciation	-31,581.00
Total Fixed Assets	18,622.31
Other Assets	
Deposits	4,415.00
Prepaid Expenses	3,392.00
Total Other Assets	7,807.00
TOTAL ASSETS	355,710.38
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	10,364.40
Total Accounts Payable	10,364.40
Credit Cards	
Peoples United Bank Visa	-217.62
Total Credit Cards	-217.62
Other Current Liabilities	
Accrued Compensatory Time	10,598.21
Accrued Vacation	19,332.01
Deferred Income	
Product Based Projects	
ERP - Mad Kingsbury Stormwater	6,618.34
ERP - Northfield Water St.	12,397.01
Total Product Based Projects	19,015.35
Total Deferred Income	19,015.35
Dependent Care Deductions	1,096.80
FED/FICA withholding	6,872.56
Pension Liability	7,874.98
State withholding	1,244.63
Total Other Current Liabilities	66,034.54
Total Current Liabilities	76,181.32
Total Liabilities	76,181.32
Equity	
Invested in Fixed Assets	18,622.34
Unrestricted Net Position	
Designated for High Meadows	8,873.89
Unrestricted Net Position - Other	166,713.37
Total Unrestricted Net Position	175,587.26
Net Income	85,319.46
Total Equity	279,529.06
TOTAL LIABILITIES & EQUITY	355,710.38

Executive Committee
Central Vermont Regional Planning Commission
A/R Aging Summary
As of March 31, 2019

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
ACCD						
ACCD FY19						
Municipal Training	398.74	0.00	0.00	0.00	0.00	398.74
Regional Planning/250 Sec 248	5,670.83	0.00	0.00	0.00	0.00	5,670.83
Total ACCD FY19	6,069.57	0.00	0.00	0.00	0.00	6,069.57
Total ACCD	6,069.57	0.00	0.00	0.00	0.00	6,069.57
Calais						
Calais Better Back Roads FY18	0.00	0.00	0.00	0.00	85.42	85.42
Total Calais	0.00	0.00	0.00	0.00	85.42	85.42
Clean Water Act CCRPC						
Clean Water						
Implementation 19	8,607.76	0.00	0.00	0.00	0.00	8,607.76
Oversight	672.58	0.00	0.00	0.00	0.00	672.58
Tactical Basin Planning 19	1,059.98	0.00	0.00	0.00	0.00	1,059.98
Total Clean Water	10,340.32	0.00	0.00	0.00	0.00	10,340.32
Total Clean Water Act CCRPC	10,340.32	0.00	0.00	0.00	0.00	10,340.32
CTAA						
Inclusive Coordinated Transportation Part	973.55	0.00	1,927.58	0.00	0.00	2,901.13
Total CTAA	973.55	0.00	1,927.58	0.00	0.00	2,901.13
DPS MOA	261.10	0.00	0.00	0.00	0.00	261.10
East Montpelier						
East Montpelier Better Back Roads	0.00	0.00	0.00	0.00	3,373.71	3,373.71
Total East Montpelier	0.00	0.00	0.00	0.00	3,373.71	3,373.71
EMPGFY18						
EMPG FY 18 Response	3,234.44	0.00	0.00	0.00	0.00	3,234.44
EMPG FY18 Tech Asst & Education	10,985.46	0.00	0.00	0.00	0.00	10,985.46
LEMP	1,394.25	0.00	0.00	0.00	0.00	1,394.25
Special Projects - EAB	1,761.81	0.00	0.00	0.00	0.00	1,761.81
Special Projects - LHMP	3,809.63	0.00	0.00	0.00	0.00	3,809.63
Total EMPGFY18	21,185.59	0.00	0.00	0.00	0.00	21,185.59
Fayston						
Fayston Better Back Roads	411.57	0.00	0.00	0.00	3,533.18	3,944.75
Total Fayston	411.57	0.00	0.00	0.00	3,533.18	3,944.75
Forest Parks and Recreation						
Forest Integrity	1,095.83	0.00	1,648.96	0.00	10,177.67	12,922.46
Total Forest Parks and Recreation	1,095.83	0.00	1,648.96	0.00	10,177.67	12,922.46
HMGP MEGA	0.00	0.00	8.30	0.00	845.00	853.30
HMPG Admin	0.00	0.00	0.00	0.00	78.45	78.45
LEPC SERC	2,251.18	0.00	243.68	1,288.10	0.00	3,782.96
Montpelier	0.00	0.00	520.97	0.00	0.00	520.97
Moretown						
Moretown LHMP	2,639.40	0.00	0.00	425.90	0.00	3,065.30
Total Moretown	2,639.40	0.00	0.00	425.90	0.00	3,065.30
Northfield						
Northfield Better Back Roads FY18	37.51	0.00	0.00	1,713.44	4,017.57	5,768.52
Total Northfield	37.51	0.00	0.00	1,713.44	4,017.57	5,768.52

Executive Committee
Central Vermont Regional Planning Commission
A/R Aging Summary
As of March 31, 2019

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Northwest Regional Comm'n						
Municipal Grantsin Aid FY18	971.92	0.00	1,444.14	3,284.26	2,608.59	8,308.91
Municipal Grant In Aid FY17	0.00	0.00	0.00	0.00	1,702.66	1,702.66
Total Northwest Regional Comm'n	971.92	0.00	1,444.14	3,284.26	4,311.25	10,011.57
Orange						
Orange Better Back Roads FY18	0.00	0.00	0.00	0.00	31.33	31.33
Orange - Other	0.00	0.00	0.00	-1,286.40	0.00	-1,286.40
Total Orange	0.00	0.00	0.00	-1,286.40	31.33	-1,255.07
Ranker Laura	0.00	119.69	0.00	0.00	0.00	119.69
Southern Windsor Regional Comm'n						
Berlin Stowm Office Stormwater	771.54	0.00	0.00	0.00	2,428.88	3,200.42
Pouliet CW Block Grant	538.06	0.00	0.00	66.83	12,807.42	13,412.31
Total Southern Windsor Regional Comm'n	1,309.60	0.00	0.00	66.83	15,236.30	16,612.73
VTrans						
Better Back Roads						
Montpelier	0.00	0.00	0.00	575.98	4,950.16	5,526.14
Total Better Back Roads	0.00	0.00	0.00	575.98	4,950.16	5,526.14
TPI						
TPI Admin	3,804.40	0.00	0.00	0.00	0.00	3,804.40
TPI Project Develop	5,925.46	0.00	0.00	0.00	0.00	5,925.46
TPI Coordination	9,974.26	0.00	0.00	0.00	0.00	9,974.26
TPI Long Range	21,280.28	0.00	0.00	0.00	0.00	21,280.28
TPI Other	602.50	0.00	0.00	0.00	0.00	602.50
TPI SRP	26,322.33	0.00	0.00	0.00	0.00	26,322.33
Total TPI	67,909.23	0.00	0.00	0.00	0.00	67,909.23
Total VTrans	67,909.23	0.00	0.00	575.98	4,950.16	73,435.37
Williamstown						
Local HMP	2,119.03	0.00	0.00	0.00	0.00	2,119.03
Williamstown Better Back Roads FY18	0.00	0.00	0.00	0.00	39.17	39.17
Total Williamstown	2,119.03	0.00	0.00	0.00	39.17	2,158.20
Woodbury						
Local HMP	762.00	0.00	0.00	0.00	0.00	762.00
Woodbury Better Back Roads	0.00	0.00	0.00	0.00	4,984.00	4,984.00
Total Woodbury	762.00	0.00	0.00	0.00	4,984.00	5,746.00
Worcester						
Worcester Better Back Roads FY 18	0.00	0.00	0.00	0.00	3,021.62	3,021.62
Total Worcester	0.00	0.00	0.00	0.00	3,021.62	3,021.62
TOTAL	118,337.40	119.69	5,793.63	6,068.11	54,684.83	185,003.66

Executive Committee
Central Vermont Regional Planning Commission
FY 19 Budget VS. Actual

Accrual Basis

July 2018 through March 2019

	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
ACCD	214,407.40	289,338.00	-74,930.60	74.1%
Community Development				
EPA Brownsfield				
Owner/Developer Brownsfield	3,086.00	2,459.00	627.00	125.5%
EPA Brownsfield - Other	38,239.72	38,240.00	-0.28	100.0%
Total EPA Brownsfield	41,325.72	40,699.00	626.72	101.5%
Local Energy Planning	1,520.00	11,464.00	-9,944.00	13.3%
Total Community Development	42,845.72	52,163.00	-9,317.28	82.1%
Fee for Services				
Cross VT Trail	0.00	1,200.00	-1,200.00	0.0%
GIS Mapping	2,151.00	700.00	1,451.00	307.3%
WBRD Admn	5,000.00	5,000.00	0.00	100.0%
Total Fee for Services	7,151.00	6,900.00	251.00	103.6%
Municipal Contracts				
Barre Town Ash Tree Town Match	0.00	1,200.00	-1,200.00	0.0%
Barre Town Sewer Manholes	0.00	2,968.00	-2,968.00	0.0%
Better Back Roads	6,393.23	21,918.00	-15,524.77	29.2%
Cabot Trails MPG 19	0.00	4,995.00	-4,995.00	0.0%
Local Hazard Mitigation Plans	12,796.33	20,627.00	-7,830.67	62.0%
Total Municipal Contracts	19,189.56	51,708.00	-32,518.44	37.1%
Natural Resources				
604B	2,685.12	4,693.00	-2,007.88	57.2%
Forest Integrity	2,744.79	5,400.00	-2,655.21	50.8%
LCBP Berlin Stormwater Design	0.00	3,369.00	-3,369.00	0.0%
Mad-Kingsbury Stormwater M. Pla	74,387.22	121,714.00	-47,326.78	61.1%
Northfield Water Street	20,536.33	28,988.00	-8,451.67	70.8%
Plainfield Health Center ERP	0.00	1,264.00	-1,264.00	0.0%
SWCRPC Clean Water Block Grant	15,900.30	157,394.00	-141,493.70	10.1%
Water Quality	37,532.51	43,760.00	-6,227.49	85.8%
WCA P3	0.00	1,700.00	-1,700.00	0.0%
Total Natural Resources	153,786.27	368,282.00	-214,495.73	41.8%
Other Income				
Interest Income	346.24	10.00	336.24	3,462.4%
Miscellaneous Income	2,126.08	2,125.00	1.08	100.1%
Total Other Income	2,472.32	2,135.00	337.32	115.8%
Public Safety				
EMPG	33,314.78	33,434.00	-119.22	99.6%
HMGP MEGA	237.17	350.00	-112.83	67.8%
LEPC SERC	5,293.20	11,388.00	-6,094.80	46.5%
VEM Emergency Operation MOA	1,216.35	1,500.00	-283.65	81.1%
Total Public Safety	40,061.50	46,672.00	-6,610.50	85.8%
Town Dues				
Town Dues	73,488.42	73,488.00	0.42	100.0%
Total Town Dues	73,488.42	73,488.00	0.42	100.0%

Executive Committee
Central Vermont Regional Planning Commission
FY 19 Budget VS. Actual

Accrual Basis

July 2018 through March 2019

	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Transportation				
CTAA Grant	18,268.18	17,633.00	635.18	103.6%
DEC Class IV Road Demonstration	46,487.83	49,221.00	-2,733.17	94.4%
Grants in Aid	10,011.57	32,406.00	-22,394.43	30.9%
TPI	172,946.73	213,334.00	-40,387.27	81.1%
VTrans Better Back Road	2,015.61	1,248.00	767.61	161.5%
Total Transportation	249,729.92	313,842.00	-64,112.08	79.6%
Total Income	803,132.11	1,204,528.00	-401,395.89	66.7%
Gross Profit	803,132.11	1,204,528.00	-401,395.89	66.7%
Expense				
Advertising	2,384.15	5,375.00	-2,990.85	44.4%
Cleaning	1,200.00	2,080.00	-880.00	57.7%
Consultants	178,738.72	392,353.00	-213,614.28	45.6%
Copy				
Copier extra copies	1,196.11	1,900.00	-703.89	63.0%
Copier Lease Payments	1,180.18	2,784.00	-1,603.82	42.4%
Total Copy	2,376.29	4,684.00	-2,307.71	50.7%
Depreciation expense	0.00	7,000.00	-7,000.00	0.0%
Dues/Pubs/Sponsorships				
Government Relations	2,590.92	5,500.00	-2,909.08	47.1%
Dues/Pubs/Sponsorships - Other	5,117.08	5,604.00	-486.92	91.3%
Total Dues/Pubs/Sponsorships	7,708.00	11,104.00	-3,396.00	69.4%
Equipment - Repairs and Mainten	0.00	600.00	-600.00	0.0%
Interest Expense	0.00	10.00	-10.00	0.0%
Liability Insurance	1,538.00	1,550.00	-12.00	99.2%
Meetings/Programs	8,474.00	9,782.00	-1,308.00	86.6%
Office Rent/Occupancy				
Rent/Utility Deposits	31,456.44	42,052.00	-10,595.56	74.8%
Total Office Rent/Occupancy	31,456.44	42,052.00	-10,595.56	74.8%
Other Expenses				
Fees				
Annual Fees - Line of Credit	535.00	1,035.00	-500.00	51.7%
Bank Fees	280.00	100.00	180.00	280.0%
DRRA Fees	41.40	248.00	-206.60	16.7%
Payroll Direct Deposit Fees	228.00	420.00	-192.00	54.3%
Fees - Other	54.00			
Total Fees	1,138.40	1,803.00	-664.60	63.1%
Gifts	51.12	140.00	-88.88	36.5%
Total Other Expenses	1,189.52	1,943.00	-753.48	61.2%
Postage	2,340.66	3,103.00	-762.34	75.4%
Professional Services				
Accounting	37,460.00	54,080.00	-16,620.00	69.3%
Audit	6,600.00	6,600.00	0.00	100.0%
Benefits Administration	0.00	1,000.00	-1,000.00	0.0%
IT/Computer	2,186.25	5,530.00	-3,343.75	39.5%
Legal	4,607.50	7,000.00	-2,392.50	65.8%
Professional Services - Other	1,591.01	7,460.00	-5,868.99	21.3%
Videography	2,156.00	2,285.00	-129.00	94.4%
Total Professional Services	54,600.76	83,955.00	-29,354.24	65.0%
Software/Licenses/IT	6,011.77	7,205.00	-1,193.23	83.4%
Subscriptions/Publications	282.98	644.00	-361.02	43.9%
Supplies - Billable	1,895.60	3,978.00	-2,082.40	47.7%

Executive Committee
Central Vermont Regional Planning Commission
FY 19 Budget VS. Actual

Accrual Basis

July 2018 through March 2019

	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Supplies - Office				
Equipment/Server	575.00	6,996.00	-6,421.00	8.2%
GIS Supplies	1,445.22	1,500.00	-54.78	96.3%
Office Supplies	3,201.20	4,500.00	-1,298.80	71.1%
Total Supplies - Office	5,221.42	12,996.00	-7,774.58	40.2%
Telephone	4,319.06	6,370.00	-2,050.94	67.8%
Travel	9,099.16	19,516.00	-10,416.84	46.6%
Wages and Fringe Benefits				
Fringe Benefits				
CVRPC FICA	21,554.26	31,408.00	-9,853.74	68.6%
Health Insurance	63,592.01	84,090.00	-20,497.99	75.6%
Life Disability Insurance	2,657.24	5,892.00	-3,234.76	45.1%
Pension Plan	12,597.67	16,472.00	-3,874.33	76.5%
Unemployment Comp	375.00	1,400.00	-1,025.00	26.8%
Workmen's comp	832.00	1,546.00	-714.00	53.8%
Total Fringe Benefits	101,608.18	140,808.00	-39,199.82	72.2%
Personnel	297,367.94	421,544.00	-124,176.06	70.5%
Total Wages and Fringe Benefits	398,976.12	562,352.00	-163,375.88	70.9%
Total Expense	717,812.65	1,178,652.00	-460,839.35	60.9%
Net Ordinary Income	85,319.46	25,876.00	59,443.46	329.7%
Net Income	85,319.46	25,876.00	59,443.46	329.7%

<u>Mar-19</u>	Rate Pay	CTO Hours	Total
Andrews, A.	20.70	7.25	\$ 150.05
Chartrand, N.	25.00	59.75	\$ 1,493.75
Currier, D.	28.72	0.75	\$ 21.54
DeAndrea, P.	26.79	0.00	\$ -
DeLaBruere, J.	18.51	6.00	\$ 111.06
Zachary Maia	17.97	0.50	\$ 8.99
Rock, Clare	26.62	5.50	\$ 146.41
Waninger, B.	40.45	214.25	8,666.41
			10,598.21
		Vacation Hours	
Andrews, A.	20.70	226.72	\$ 4,692.45
Chartrand, N.	25.00	54.88	\$ 1,372.00
Currier, D.	28.72	118.10	\$ 3,391.83
DeAndrea, P.	26.79	24.88	\$ 666.54
DeLaBruere, J.	18.51	11.00	\$ 203.61
Zachary Maia	17.97	3.34	\$ 60.02
Rock, Clare	26.62	32.14	\$ 855.57
Waninger, B.	40.45	200.00	\$ 8,090.00
			19,332.01
		Sick	
Andrews, A.	20.70	215.04	\$ 4,450.71
Chartrand, N.	25.00	60.95	\$ 1,523.75
Currier, D.	28.72	354.50	\$ 10,181.24
DeAndrea, P.	26.79	12.25	\$ 328.18
DeLaBruere, J.	21.63	12.01	\$ 259.78
Zachary Maia	17.97	4.00	\$ 71.88
Rock, Clare	26.62	65.20	\$ 1,735.62
Waninger, B.	40.45	345.90	\$ 13,991.66
			32,542.81

CTO = Compensatory Time Off (time earned but not used)



MEMO

Date: April XX, 2019
To: Board of Commissioners
From: Julie Potter, Chair
Re: Proposed CVRPC Bylaws Amendments

☒ **Action Requested:** Discuss and, if deemed ready, move the proposed bylaws amendment to be placed on the agenda for the next Board meeting for an adoption vote.

Why are these amendments being proposed?

The current bylaws provide insufficient guidance for current governance needs, particularly maximizing member involvement and assigning Commissioners and Alternates to committees. Although clearly written, the current bylaws are not well organized, and it is often difficult to find where the bylaws address certain topics.

How were the proposed amendments developed?

In July 2018, the Executive Committee established a working group to prepare a bylaws update. Working group members were Julie Potter, Steve Lotspeich and, initially, Rich Turner. Executive Director Bonnie Waninger participated in each of the meetings, and Nancy Chartrand provided staff support. The working group met monthly from November 2018 to February 2019.

The working group reviewed the strengths and weaknesses of the current bylaws and noted best practices from other RPC bylaws documents. The working group prepared draft amendments that reorganized and restated the bylaws, expanding some topics and adding some new sections. Annotations provide information to assist with review and comparisons to the current bylaws; the annotations are intended to be removed upon adoption.

Executive Committee reviewed the proposed amendments in March and April 2019 and.....TBD

What significant changes are being proposed to the bylaws?

- The proposed bylaws have been reorganized and include a table of contents to facilitate document navigation.
- The purposes section in Article 2 has been expanded to better reflect the full scope of CVRPC's programs and functions.
- The Board of Commissioners is specifically recognized. (Section 401)
- Because of the limited responsibilities of the offices of Secretary and Treasurer, they have been combined to be Secretary/Treasurer. This results in the addition of another at-large position on Executive Committee. (Section 402)
- Committees with long-term roles in CVRPC's operations and core programs are recognized as standing committees, with membership, and purpose and duties identified for each standing committee. (Section 403)
- The section on Special Committees has been expanded to address formation, membership, roles, and procedural responsibilities. (Section 404)
- The section on nominations is expanded to provide more process detail. (Section 501) The Nominating Committee's role is expanded to include nominating members to serve on committees.
- Terms of office are changed to coincide with CVRPC's July 1 fiscal year start date. (Section 503)
- The Annual Meeting is changed from May to June, to better align with the fiscal year.
- Quorum for meeting is changed to comply with statute. (Section 606)
- Language is added to clarify that the Board and all committee meetings are subject to the state's Open Meeting Law. (Section 607)
- Responsibility for establishing the membership assessment (aka municipal dues) is given to the Executive Committee, reflecting actual practice and the Executive Committee's role in overseeing CVRPC's financial affairs. (Section 802)
- New sections added to identify that CVRPC will prepare a Work Program and Budget (Section 902), Annual Report (Section 903), and obtain an annual audit (Section 904).

What is the process to amend the bylaws?

Under the current bylaws (Article X), there is a 3-step process to amend the bylaws:

- A. Place the proposed amendment on the agenda for a regularly scheduled meeting of the Board. This can be done by the Board or by the Executive Committee.
- B. Discuss the proposed amendment at the next regularly scheduled Board meeting. The proposed amendment can be amended at this meeting. An affirmative vote of the Board is required for the proposed amendments to proceed to a final vote at the next regular Board meeting.

- C. The proposed bylaws amendment (with any amendments) is voted on at the next regular Board meeting. No additional amendments may be made. 60% of Commissioners must vote to approve the bylaws amendments for the amendments to pass and take effect.

Note: Changes made as a result of the April Executive Committee meeting are highlighted in gray.



CENTRAL VERMONT REGIONAL PLANNING COMMISSION BYLAWS

Annotated Version – notes will be removed upon adoption

Adopted by the Commissioners on Month ##, 201X

May 6, 2019 draft

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THE CENTRAL VERMONT REGIONAL PLANNING COMMISSION
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1 **ARTICLES OF CONSTITUTION AND BYLAWS OF**
2 **THE CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

3
4 **ARTICLE 1: NAME AND ADDRESS**

5 *Note: Compare to Article I in the current bylaws. No substantial changes.*

6 The name of this organization shall be the Central Vermont Regional Planning Commission,
7 hereinafter referred to as CVRPC. The principal address of CVRPC shall be the address of its
8 offices.

9 **ARTICLE 2: POWERS AND PURPOSES**

10 *Note: Compare to Article II in the current bylaws. Expanded discussion of powers includes Municipal*
11 *Service Agreements, which must be explicitly identified in the bylaws for CVRPC to do.*

12 **Section 201: Legal Basis**

13 The legal basis of CVRPC is established in the Vermont Municipal and Regional Planning and
14 Development Act, 24 V.S.A. Chapter 117, hereinafter referred to as the Act, and other such laws
15 as may be enacted by the General Assembly of the State of Vermont.

16 **Section 202: General Purpose**

17 The purpose of CVRPC is to assist Central Vermont municipalities in providing effective local
18 government and to work cooperatively with them to address regional issues. CVRPC shall
19 coordinate and assist in efforts to promote the present and future health, safety and general
20 welfare of the people of Central Vermont through planning and development activities.

21 **Section 203: Regional Planning**

22 CVRPC shall prepare and adopt a Regional Plan in accordance with the provisions of 24 V.S.A.,
23 Section 4348 and 4348(a) and consistent with the goals of 24 V.S.A., Section 4302.

24 CVRPC shall undertake other activities or duties as required by state or federal law including,
25 but not limited to, those outlined in 24 V.S.A, Section 4345, Section 4345(a) and Section 4350.

26 **Section 204: Municipal Planning**

27 CVRPC shall assist municipalities and their respective local boards, commissions and
28 committees in developing and implementing municipal plans to promote the health, safety and
29 welfare of residents and the local and regional areas with which CVRPC is concerned.

30 CVRPC may advise municipal governing bodies in all aspects of municipal governance.

31 **Section 205: Studies, Plans, and Implementation**

32 In accordance with the provisions of 24 V.S.A. Section 4345, CVRPC may undertake
33 comprehensive planning, studies and make recommendations on land development urban
34 renewal; transportation; economic, industrial, commercial and social development; urban

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beatification and design improvements; historic and scenic preservation; capital investment plans, and natural resource protection. CVRPC may also implement, with the cooperation of municipalities within the region, programs for the appropriate development, improvement, protection and preservation of the region's physical and human resources.

Section 206: Municipal Service Agreements

CVRPC may enter into municipal service agreements to promote cooperative arrangements and coordinate, implement, and administer service agreements among municipalities, including arrangements and actions with respect to planning, community development, joint purchasing, inter-municipal services, infrastructure, and related activities. CVRPC can exercise any power, privilege, or authority, as defined within the municipal service agreement, capable of exercise by a municipality (subject to applicable state or federal law) as necessary or desirable for dealing with problems of local or regional concern.

Section 207: Other Duties and Responsibilities

CVRPC may perform other acts or functions at it may deem necessary or appropriate to fulfill the intent and purposes of the Act, and to meet the obligations imposed by federal, state and local law or regulations.

ARTICLE 3: MEMBERSHIP AND REPRESENTATION

Section 301: Member Municipalities

Note: Compare to Section 3.1 in current bylaws. No substantial changes.

CVRPC serves the Central Vermont Region, consisting of the following municipalities in Washington and Orange Counties: Barre Town, City of Barre, Berlin, Cabot, Calais, Duxbury, East Montpelier, Fayston, Marshfield, Middlesex, City of Montpelier, Moretown, Northfield, Orange, Plainfield, Roxbury, Waitsfield, Warren, Washington, Waterbury, Williamstown, Woodbury and Worcester. All municipalities within the Central Vermont Region are members of CVRPC.

Section 302: Appointment of Commissioners and Alternates

Note: Compare to Section 3.2 in current bylaws. No substantial changes.

- A. Representation on the CVRPC shall be by Commissioners. The legislative body of each member municipality may appoint one Commissioner and one Alternate to the CVRPC Board of Commissioners. No Commissioner or Alternate may vote or otherwise formally serve until such appointment has been certified in writing by the appointing legislative body.
- B. Commissioners and Alternates shall serve for a term of one year or until a successor is appointed. Commissioners and Alternates may be appointed to succeed themselves.
- C. In the absence of the Commissioner at any meeting of the Board of Commissioners, the Alternate shall sit as the Commissioner and exercise all of the authority of the Commissioner at that meeting.

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D. Alternates shall not participate in place of Commissioners on committees or in any office.

E. In the event of the death, resignation, disqualification or removal of a Commissioner or Alternate, a successor shall be appointed promptly, as provided in subsection 302.A.

Section 303: Voting

Note: Compare to Section 3.4 in current bylaws. Provision for vote by mail removed.

A. Each Commissioner shall have one vote in all actions taken by the CVRPC Board of Commissioners.

B. Prior to any vote on any matter before the CVRPC Board of Commissioners, a Commissioner may request time and opportunity to consult with the Commissioner's municipal legislative body before casting a vote on such matter. When so requested, the vote shall be postponed, unless such postponement results in violation of State statute requirements.

Section 304: Resignation

Note: New section.

Any resignation of a Commissioner or Alternate shall be submitted to CVRPC in writing.

Section 305: Attendance

Note: New section.

If a Commissioner has an unexplained absence for three Board meetings in a row, the Commissioner will be contacted by the Chair to determine whether the Commissioner has a continued interest in serving on the Board.

ARTICLE 4: ORGANIZATION

Section 401: Board of Commissioners

Note: New section.

The Board of Commissioners, hereinafter called the Board, shall consist of the Commissioners. It shall be the duty of each Commissioner to regularly report on the activities of CVRPC to the legislative body and the local planning commission of the municipality of the Commissioner's appointment.

Section 402: Officers

Note: Compare to Section 6.1 in current bylaws. Language combines Secretary and Treasurer into one position. Parliamentary advice is moved from Secretary to Vice Chair. See also the Duties of Officers policy, adopted 2/13/96.

A. CVRPC's officers shall consist of a Chair, Vice Chair, and Secretary/Treasurer, each of whom shall be duly appointed Commissioners of member municipalities.

B. Duties of officers shall be as follows:

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1. The Chair shall call meetings of the Board and the Executive Committee and shall preside at these meetings. The Chair shall prepare and cause to be distributed to members, an agenda for all Board and Executive Committee meetings. The Chair shall perform such other duties as are normal or customary to the office, or which may be assigned by the Board. The Chair shall cast a vote on all issues voted on at a Board or Executive Committee meeting, unless the Chair wishes to abstain.
 2. The Vice Chair shall act as Chair in the absence or incapacity of the Chair and shall perform such other duties as may be assigned by the Board. The Vice Chair may also advise the Chair on parliamentary issues. The Vice Chair shall act as Secretary/Treasurer in the absence or incapacity of the Secretary/Treasurer.
 3. The Secretary/Treasurer is CVRPC's recording officer and the custodian of its records, except as those duties are delegated to CVRPC staff. The Secretary/Treasurer shall perform all duties customary to that office, including overseeing all CVRPC financial records and overseeing minutes of Board meetings and such Committee meetings as the Chair may designate.
- C. Additional officer duties may be assigned by a policy adopted by the Board.

Section 403: Standing Committees

Note: New section.

A. General

1. Standing Committees have a long-term role in CVRPC's operations and core programs.
2. Each Standing Committee shall have Rules of Procedure approved by the Board. The Rules of Procedure shall specify the committee's purpose, general activities, role, membership, voting procedures, officers, elections, attendance and quorums, communication and coordination, conflict of interest policy, and adoption of organizational procedures.
3. Standing Committees may establish Subcommittees and Workgroups as needed to accomplish committee business.
4. Unless otherwise specified in the Rules of Procedure, all Standing Committee members are eligible to vote on committee business.
5. All Standing Committees shall maintain meeting minutes. Standing Committees shall report to the Board as it directs.

B. Executive Committee

Note: Compare to section 6.7 of current bylaws. Expanded to better reflect actual responsibilities of the Executive Committee. See also Duties of Executive Committee Policy, adopted 2/13/96 and Executive Committee Rules of Procedure, adopted 7/2/18.

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1. The Executive Committee shall consist of seven Commissioners, including the three (3) officers and four (4) at-large members, who shall be elected at the Annual Meeting. Duly-appointed Commissioners are eligible for Executive Committee membership. The officers of the Board shall be the officers of the Executive Committee.
2. The purpose and duties of the Executive Committee shall be to:
 - a. Oversee and approve an annual work plan and budget for CVRPC, including budget adjustments.
 - b. Set municipal dues.
 - b. Oversee and approve an organizational plan for CVRPC.
 - c. Authorize and accept grants, agreements and contracts with outside organizations and agencies.
 - d. Review and accept the annual audit.
 - e. Approve the addition and elimination of staff positions as recommended by the Executive director. Adopt job descriptions and wage ranges for staff positions.
 - f. Adopt and oversee personnel, financial, procurement, operational and administrative policies and procedures.
 - e. Monitor emerging issues affecting CVRPC.
 - f. Approve agendas for Board of Commissioner meetings.
 - g. Recommend to the Board or, if timing requires, take appropriate action on policy issues, including legislative issues, state or federal plans and policy, regional planning commission allocation formulas or other issues affecting the Central Vermont region and its municipalities.
 - h. Act on behalf of the Board in the absence of a quorum of the Board when time precludes the delay of decision or action until the next regular meeting of the Board.
 - i. Carry out other actions as directed by a policy adopted by the Board.

C. Nominating Committee

Note: Compare to Section 6.3 in current bylaws. This language increases the role of Nominating Committee. See also Nominating Committee Guidelines adopted 3/9/99. Rules of Procedure still need to be developed.

1. The Nominating Committee shall consist of three (3) Commissioners or Alternate Commissioners. The Executive Committee shall nominate candidates for the Nominating Committee, taking demonstrated commitment to CVRPC into account. Nominees shall be submitted at the January Board meeting, and

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additional nominations may be made from the floor. The Board shall elect the Nominating Committee at its January meeting.

2. The purpose and duties of the Nominating Committee shall be to:

- a. Identify and recommend to the Board a slate of candidates for the positions of Chair, Vice Chair, Secretary/Treasurer and at-large members of the Executive Committee.
- b. Identify and recommend to the Board candidates for Standing and Special Committees and CVRPC representatives appointed to other organizations.

D. Regional Plan Committee

Note: Rules of Procedure still need to be completed.

1. The Regional Plan Committee shall consist of five (5) Commissioners or Alternate Commissioners who shall be elected at the Board's Annual Meeting.
2. The purpose and duties of the Regional Plan Committee shall be to:
 - a. Oversee development and maintenance of the Regional Plan, pursuant to 24 VSA 4347 to 4348(b), and make recommendations for approval by the Board.
 - b. Oversee other tasks related to the Regional Plan, as assigned by the Board.

F. Project Review Committee

Note: Compare to Project Review Committee Rules of Procedure adopted 9/12/17.

1. The Project Review Committee shall consist of five (5) members plus one (1) Committee Alternate, each of whom may be a Commissioner or an Alternate Commissioner. Committee members and the committee alternate shall be elected at the Board's Annual Meeting. Members and the Alternate shall have staggered three-year terms.
2. The Project Review Committee shall offer advice, input, and opinions on proposed Act 250 and Section 248 projects, compatible with the plans, policies, positions or resolutions adopted by the Board of Commissioners. Project Review Committee advice, input, and opinions may be reviewed, confirmed or reversed by the CVRPC Board at the Board's discretion.
3. The purpose and duties of the Project Review Committee shall be to:
 - a. Evaluate Act 250 and Section 248 development projects relative to conformance with the Regional Plan.
 - b. Provide input and recommendations to the State, on behalf of the Board, regarding Act 250 and Section 248 projects.

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- c. Provide guidance to the staff and the Regional Plan Committee on amendments or changes to the Substantial Regional Impact criteria.
- d. Provide the Board copies of all written decisions and recommendations regarding Act 250 and Section 248 projects.

F. Town Plan Review Committee

Note: Rules of Procedure still need to be completed. Includes review of municipal plans and municipal enhanced energy plans.

1. The Town Plan Review Committee shall consist of five (5) members who shall be elected at the Board's Annual Meeting. At least two (2) members shall be Commissioners and no more than (3) members shall be Alternates.
2. The purpose and duties of the Town Plan Review Committee shall be to:
 - a. Review municipal plans for conformance to statutory requirements, in accordance with 24 V.S.A 4350(b), and make recommendations for approval to the Board.
 - b. Review municipal enhanced energy plans for determination of energy compliance, in accordance with 24 V.S.A. 4352(b).
 - c. Review municipal planning processes, in accordance with 24 V.S. A. 4350(a), and make recommendations for confirmation to the Board.
 - d. Provide guidance to municipalities about future plan updates and ways to strengthen planning efforts.

G. Transportation Advisory Committee

Note: Compare to Transportation Advisory Committee Rules of Procedure adopted 10/11/17.

1. The Transportation Advisory Committee shall consist of municipal representatives and representatives from transportation-related groups. Each of the member municipalities in the Central Vermont region is eligible to appoint one voting member and one alternative representative to the Transportation Advisory Committee. Municipal participation is discretionary and determined by appointment by the municipality's legislative body. Upon the approval of 51% of the Transportation Advisory Committee, other transportation transportation-related groups will be invited to appoint one voting member and one alternate representative to the TAC. The committee membership term is one year, appointed in March.
2. The Transportation Advisory Committee shall be advisory to the Board. The Transportation Advisory Committee will offer advice, input, and opinions to the Vermont Agency of Transportation and other organizations and individuals as appropriate, provided that they are compatible with plans, policies, positions or resolutions adopted by the Board. Transportation Advisory Committee advice, input, and opinions may be reviewed, confirmed or reversed by the CVRPC Board at the Board's discretion. New or amended plans, policies, positions or

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1 resolutions by the Transportation Advisory Committee shall be approved by the
2 CVRPC Board.

3 3. The purpose and duties of the Transportation Advisory Committee shall be to:

4 a. Oversee the CVRPC transportation planning program in accordance with
5 CVRPC plans, policies and procedures. This includes assisting with the
6 development of CVRPC's annual transportation work program and
7 budget.

8 b. Develop and update a regional transportation element as part of the
9 Regional Plan.

10 c. Provide recommendations on funding and prioritization for the Agency of
11 Transportation's Capital Budget and State Transportation Improvement
12 Program.

13 d. Act as a liaison between local communities and the Vermont Agency of
14 Transportation.

15 e. Provide local and regional input regarding transportation issues
16 important to the region.

17 **Section 405: Special Committees**

18 ***Note: Compare to section 6.8 in current bylaws. Language expanded to address formation,***
19 ***membership, role, rules of procedure, minutes, etc.***

20 A. The Board may create Special Committees as needed to address specific tasks or to
21 oversee or advise CVRPC projects or programs.

22 B. Special Committees may include Commissioners, Alternates, topic experts, interest
23 group representatives or other public representatives as appropriate to accomplish the
24 purpose of the Special Committee. The Board shall appoint Commissioners or
25 Alternates to serve as members of Special Committees. Special Committee members
26 who are not Commissioners or Alternates shall be appointed as specified in the
27 committee's Rules of Procedure.

28 C. Special Committees shall be advisory to the Board. Special Committees may offer
29 advice, input, and opinions to agencies, other organizations and individuals as
30 appropriate, provided that they are compatible with plans, policies, positions or
31 resolutions adopted by the Board.

32 D. Each Special Committee shall have Rules of Procedure approved by the Board. The
33 Rules of Procedure shall specify the committee's purpose, general activities, role,
34 membership, voting procedures, officers, elections, attendance and quorums,
35 communication and coordination, conflict of interest policy, and adoption of
36 organizational procedures

37 D. Special Committees may establish Subcommittees and Workgroups as needed to
38 accomplish committee business.

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E. Unless otherwise specified in the Rules of Procedure, all committee members are eligible to vote on committee business.

F. Special Committees shall maintain meeting minutes and report to the Board as it directs.

Section 406: Appointed Representatives

Note: Compare to Section 6.2 in current bylaws. Language modified to more generally apply to appointments. Examples might be Council of Regional Commissions, VAPDA, GMTA, VEPC, Mad River Planning District.

The Board may appoint Commissioners, Alternates or staff to represent CVRPC on state councils or the governing bodies of other organizations. Appointments shall be made at the Annual Meeting, or when representation is requested.

ARTICLE 5: NOMINATIONS, ELECTIONS, APPOINTMENTS AND TERMS

Section 501: Nominations

Note: See Section 6.3 in current bylaws. Expanded language on process.

A. The Nominating Committee will be appointed in accordance with Section 403.C.

B. The Nominating Committee shall seek to balance the interests of CVRPC in order to have the Executive Committee and Standing Committees be as reflective of the Board as possible.

C. The Nominating Committee shall follow its adopted Rules of Procedure and the adopted Nominating Committee Guidelines.

D. The Nominating Committee shall present an initial slate of Officers and at-large Executive Committee members at the Board's April meeting, with a final slate of candidates at the May meeting. Additional candidates may be nominated from the floor at the May meeting, at which time nominations will be closed.

E. The Nominating Committee shall present a slate of other Standing and Special Committee members and other appointed representatives at the Board's May meeting. Additional candidates may be nominated from the floor at the May meeting, at which time nominations will be closed.

Section 502: Elections

Note: See Section 6.3 in current bylaws. Slightly expanded language.

A ballot, containing the final slate of Officer, Executive Committee and other committee candidates, shall be sent not more than five (5) days after the May meeting to all members of the Board. The Secretary shall oversee vote counting and shall announce the results at the Annual Meeting. The candidates receiving the most votes shall be elected. In the event of a tie, the Board shall vote at the Annual Meeting.

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Section 503: Terms of Office

Note: See Section 6.4 of current bylaws. Changes terms to coincide with fiscal year.

A. The terms of office for Officers and the Executive Committee are one year, from July 1 to June 30.

B. The terms of office for other Committees and appointments shall be from July 1 (or the date of appointment) to June 30, unless otherwise specified in the Committee Rules of Procedure.

Section 504: Vacancies

Note: See Section 6.4 in current bylaws. No substantial changes.

A. In the event that any Officer or Executive Committee position is vacated, such vacancy shall be filled at the next regular Board meeting. Members so elected shall hold office only for the balance of the current year or until their successors are elected and installed.

B. Committee Rules of Procedure shall address vacancies on other committees.

Section 505: Removal from Office

Note: See Section 6.4 in current bylaws. Clarifies that "cause" is violation of Code of Conduct and Conflict of Interest Policy.

A. Any Officer or member of any committee may be removed from office for violations of CVRPC's adopted Code of Conduct and Conflict of Interest Policy. Removal requires a 60% vote of all members of the Board. Any action for removal must be warned one month in advance of the Board meeting at which such a vote will be taken.

B. Commissioners and Alternates can only be removed through action by their municipal governing body.

ARTICLE 6: MEETINGS

Section 601: Regular Board of Commissioners Meetings

Note: See Section 4.1 in current bylaws. No substantial changes.

Regular meetings of the Board shall be held on the second Tuesday of the month, or as otherwise determined by either the Executive Committee or the Board. The time and place of the meetings shall serve the convenience of the greatest number of Commissioners, as determined by the Board.

Section 602: Annual Meeting

Note: See Section 4.1 in current bylaws. Annual meeting moved from May to June to have new positions start with fiscal year and enable newly-appointed Commissioners and Alternates a chance to participate on committees their first year.

The Annual Meeting shall be the monthly meeting that occurs in June.

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Section 603: Additional Board of Commissioners Meetings

Note: See Section 4.2 in current bylaws. No substantial changes.

Additional meetings may be called by the Chair, the Executive Committee, or by a majority vote of the Board.

Section 604: Committee Meetings

Note: New section.

Committees shall meet at a day and time determined by the Committee.

Section 605: Notice of Meetings

Note: See Section 4.3 in current bylaws. Slightly expanded discussion.

A. Notice of regular meetings of the Board shall be distributed by mail or email to Commissioners and Alternates not less than five (5) days prior to such meetings. Notice shall also be sent to other parties requesting notice.

B. Notice of regular meetings of committees shall be distributed by mail or email to committee members not less than five (5) days prior to such meetings. Notice of committee meetings shall also be made to Commissioners and Alternates.

C. Notice of Special or Emergency meetings shall be in accordance with the Vermont Open Meeting Law (1 V.S.A. Sections 310-314).

Section 606: Quorum

Note: See Section 3.4 in current bylaws. Language changed from majority of Commissioners to majority of seats in order to comply with statute.

A. A majority of Commission seats shall comprise a quorum for Board meetings and transacting business. In the event of a tie vote on any matter before the Board, including the vote of the Chair, such motion, resolution or action shall be considered as defeated.

B. A majority of voting committee seats shall comprise a quorum for committee meetings. In the event of a tie vote on any matter before the committee, including the vote of the Chair, such motion, resolution or action shall be considered as defeated.

Section 607: Open Meeting Law

Note: New section.

All meetings of the Board and committees established by the Board are subject to the Vermont Open Meeting Law (1 V.S.A. Sections 310-314).

Article 608: Parliamentary Authority

Note: See Section 4.5 in current bylaws. No substantial changes.

Roberts Rules of Order, Revised shall generally govern the proceedings of the Board and all CVRPC committees, unless otherwise specifically covered within these Bylaws or by any other special rules the Board may adopt.

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Section 609: Minutes

Note: See Section 4.4 in current bylaws. Language slightly expanded.

Minutes of all meetings of the Board and all committees established by the Board shall be kept and copies shall be available to all Commissioners, member towns and the general public in accordance with the Vermont Open Meeting Law (1 V.S.A. Sections 310-314).

ARTICLE 7: STAFF

Note: See Section 6.6 in the current bylaws. Minor changes to address work program.

- A. CVRPC staff shall consist of an Executive Director and any other administrative or technical staff as approved by the Executive Committee.
- B. The Executive Director and staff shall implement the work program approved by the Executive Committee and undertake other duties as the Board or Executive Committee assign.
- C. All personnel matters shall be managed in accordance with the adopted Personnel Policies. Job descriptions for all staff shall be kept on file.
- D. No person seeking employment or having business with CVRPC shall be discriminated against for reasons of race, color, national origin, ancestry, place of birth, religion, gender identity, sexual orientation, pregnancy, age, marital status, military/veteran status, genetic information, physical or mental disability, HIV status or any other characteristic protected by state or federal law.

ARTICLE 8: FUNDING

Section 801: Fiscal and Operational Year

Note: See Article V in current bylaws. No substantial changes.

CVRPC's fiscal and operational year shall be from July 1 to June 30.

Section 802: Membership Assessment

Note: See Article VIII in current bylaws. Changes dues establishment from Board to Executive Committee, as has been previously delegated. Modifies policy on services to municipalities not paying dues.

- A. CVRPC shall annually establish dues in accordance with a schedule and rate established by the Executive Committee. CVRPC shall notify in writing all municipalities within the region on or before November 15th of the sums it deems necessary to be received from said municipalities for the ensuing fiscal year.
- B. CVRPC shall prioritize services to dues paying municipalities.

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Section 803: Grants, Contracts and Contributions

Note: See Article VIIIc in current bylaws. Slightly expanded language.

CVRPC may receive and expend monies from any source, without limitation, including funds made available from individuals, municipalities, the State of Vermont, the federal government, private foundations, corporate partners or trusts.

Section 804: Borrowing Authority

Note: See Article VIII d in current bylaws. No substantial changes. This language is not grammatically correct, but is taken verbatim from statute.

CVRPC may borrow money and incur indebtedness for the purposes of purchasing or leasing property for office space, establish and administer a revolving loan fund, or establish a line of credit.

Section 805: Signatory

Note: See Article VII in current bylaws. Language is expanded to more clearly define signatory roles.

- A. The Executive Committee is responsible for approving contracts and agreements, and shall authorize an Officer or the Executive Director to sign approved contracts and agreements on behalf of CVRPC.
- B. The Chair, Treasurer and Executive Director are authorized to sign checks, notes, drafts and orders related to an approved Work Program, contract or agreement. All other payments must be approved and authorized by the Executive Committee.

ARTICLE 9: SUPPLEMENTARY PROVISIONS

Section 901: Conflict of Interest

Note: See Section 3.5 in current bylaws. No substantial changes.

Commissioners have an obligation to conduct the affairs of their office in such a manner as to instill public trust and confidence. CVRPC shall maintain a written policy on code of conduct and conflict of interest. A copy of this policy shall be provided to all Commissioners and Alternates at the time of their appointment.

Section 902: Work Program and Budget

Note: New section. Adapted from SWCRPC VI.9

The Executive Director shall prepare an annual written work program and budget that shall be presented to the Executive Committee for approval. The approved work plan and budget shall be presented to the Board at the July meeting or as soon as possible thereafter.

Section 903: Annual Report

Note: New section. Adapted from TRORC 7.9

The Executive Director shall prepare a written annual report to the towns in December of each year.

May 6, 2019 draft

Section 904: Audit

Note: New section. Adapted from SWCRPC VI.9

An annual audit, conducted by an independent CPA, shall be performed and a report shall be presented to the Executive Committee at a duly warned meeting.

Section 905: Dissolution

Note: See Article IX in current bylaws. No substantial changes.

CVRPC shall be dissolved or terminated:

- A. Upon the affirmative vote of all of the Board at an annual meeting, provided notice of the proposal of dissolution shall have been given in writing to each Commissioner and Alternate at least thirty days prior to such meeting;
- B. When the number of participating municipalities represented by Commissioners shall be less than five.

Section 906: Amendments to Bylaws

Note: See Article X in the current bylaws. No substantial changes.

- A. A proposed amendment shall be placed on the agenda for any regularly scheduled meeting of the Board by vote of the Board or by vote of the Executive Committee.
- B. The proposed amendment shall be discussed at the next regularly scheduled meeting of the Board and may be amended at that meeting. The proposed amendment shall proceed only upon vote of the Board.
- C. The proposed amendment, as it may have been amended, shall be placed on the agenda for the next regular meeting of the Board for final vote. No amendment to the proposed amendment shall be allowed at the Board meeting during which the final vote is taken. The proposed amendment shall become effective upon affirmative vote of 60% of the municipal Commissioners. If a 60% affirmative vote is not attained, the proposed amendment fails.

Section 907: Severability

Note: New section. Adapted from ACRPC 1403

If any provision of these Bylaws is held invalid, the other provisions of CVRPC's Bylaws shall not be affected thereby.

Central Vermont Regional Planning Commission Bylaws History

Note: Compare to Certificate at end of current bylaws. Language edited to retain only adoption and amendment dates.

Bylaws first adopted April 27, 1967.

May 6, 2019 draft

- 1 Amended May 27, 1980.
- 2 Amended January 10, 1989.
- 3 Amended May 10, 1994.
- 4 Amended November 11, 1997.
- 5 Amended May 8, 2001.
- 6 Amended April 13, 2010.
- 7 Amended April 11, 2017.
- 8 Amended MONTH ##, 2019

DRAFT



FY2020 Work Plan

DRAFT: 05/06/19

INTRODUCTION

The Central Vermont Regional Planning Commission (CVRPC) leverages the power of people working together to assist its member municipalities in providing effective local government and to address regional issues. CVRPC's professional, skilled staff expands local capacity, and works to link local, state, and federal visions for the future. This Work Plan is its annual statement of planned activities.

CVRPC is one of eleven Commissions in Vermont. CVRPC operates under the Vermont Municipal and Regional Planning and Development Act (V.S.A. Title 24, Chapter 117) and its adopted bylaws. All municipalities, by law, are members. Active municipal participation in CVRPC affairs is voluntary.

The Central Vermont Regional Planning Commission Board of Commissioners governs its policies and activities. Commissioners are appointed by the Region's 23 municipalities.

In FY20, CVRPC will participate in or manage programs of importance to municipalities, the region and the state. Specific grants generally fund these programs, but they are coordinated across programs. Through this integrated, comprehensive approach, CVRPC will positively impact these outcomes:

- ❖ Municipal permitting is predictable and effective.
- ❖ Central Vermont and the state are prepared for local, regional or statewide emergencies.
- ❖ Transportation systems are planned effectively with local, regional, and state consideration of economic, environmental, and community impact.
- ❖ Brownfield sites are assessed and cleaned up, creating and preserving jobs and housing and providing public benefit.
- ❖ Central Vermont and the state have access to sufficient energy resources and plans for new generation, efficiency, and conservation to support community and economic development.
- ❖ Infrastructure is planned and coordinated to meet the needs of the local and regional economy.
- ❖ Community and economic development are coordinated within and across regions to maximize public resources and ensure strong vibrant communities.
- ❖ Vermont's land use laws are implemented.

- ❖ Vermont's working landscape is used effectively for community and economic benefit, water quality is improved, and environmentally sensitive areas are protected.

WORK PROGRAM HIGHLIGHTS

Regional Planning

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



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

20



CVRPC comments on State and Federal Agency plans and proposals so regional and local viewpoints are considered and policy issues are informed by RPC research and analysis. In FY20, CVRPC anticipates providing a Central Vermont perspective for the Future of Act 250 and other opportunities that may arise.

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

Education & Trainings

CVRPC provides opportunities for Commissioners and municipalities to learn about pertinent topics. In FY20, CVRPC will sponsor, present and publicize multiple workshops and events, such as:

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

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



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

Municipal Assistance

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

Throughout the year, municipalities identify assistance needs. Thus far for FY20, services requested are:

This list will be updated in May when staff meets to discuss the work plan.

- | | |
|---|---|
| <ul style="list-style-type: none"> ❖ <i>Barre City</i> – City Plan; stormwater project implementation; Local Emergency Management Plan. ❖ <i>Barre Town</i> – Emerald Ash Borer response planning; Local Emergency Management Plan. ❖ <i>Berlin</i> – State designation assistance; Local Emergency Management Plan; stormwater project design and implementation. ❖ <i>Cabot</i> – Working landscape asset mapping; trails master planning; Local Emergency Management Plan. | <ul style="list-style-type: none"> ❖ <i>Calais</i> – Local Hazard Mitigation Plan; Local Emergency Management Plan. ❖ <i>Duxbury</i> – Local Emergency Management Plan. ❖ <i>East Montpelier</i> – Local Hazard Mitigation Plan; Energy planning; Local Emergency Management Plan. ❖ <i>Fayston</i> - Local Emergency Management Plan. ❖ <i>Marshfield</i> – Energy planning; Local Emergency Management Plan. ❖ <i>Middlesex</i> – Energy planning; Local Emergency Management Plan. |
|---|---|

- ❖ *Montpelier* – Local Hazard Mitigation Plan; Local Emergency Management Plan.
- ❖ *Moretown* – Energy planning; Local Hazard Mitigation Plan; Local Emergency Management Plan; Phase II River Corridor Plan Implementation.
- ❖ *Northfield* – Trails master plan; stormwater project implementation; Local Emergency Management Plan.
- ❖ *Orange* – Local Emergency Management Plan.
- ❖ *Plainfield* – Local Hazard Mitigation Plan; Town Plan update; Local Emergency Management Plan.
- ❖ *Roxbury* - Local Emergency Management Plan.
- ❖ *Waitsfield* – Energy planning; State designation assistance; Class 4 road project implementation.
- ❖ *Warren* –Local Emergency Management Plan.
- ❖ *Washington* – Energy planning; Local Hazard Mitigation Plan; Local Emergency Management Plan.
- ❖ *Waterbury* – Floodplain Working Group assistance; Local Emergency Management Plan.
- ❖ *Williamstown* – Local Hazard Mitigation Plan; Local Emergency Management Plan.
- ❖ *Woodbury* – Cell coverage assessment; Town Plan assistance; floodplain buyout/brownfields assessment; Local Emergency Management Plan.
- ❖ *Worcester* - Local Emergency Management Plan.

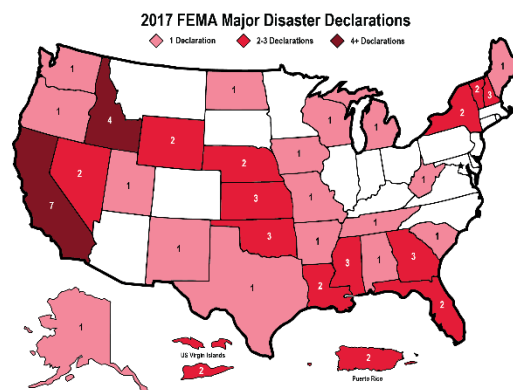
CVRPC welcomes additional requests for assistance throughout the year. Requests are filled on a first come, first served basis based on staffing capacity.

Transportation

Transportation investments fuel growth in Central Vermont. CVRPC staff works closely with the Transportation Advisory Committee (TAC) and the Vermont Agency of Transportation (VTrans) regarding regional transportation needs through the Transportation Planning Initiative (TPI). Significant projects for FY20 include: municipal assistance to meet requirements of the VT Clean Water Act, hosting road foremen roundtables, increasing field services, and assisting Green Mountain Transit to implement NextGen system improvements using inclusive planning for paratransit services initiation.



CVRPC conducts traffic, turning movement, and bicycle and pedestrian counts; culvert, sign, sidewalk, road erosion, and ash tree inventories; and park-and-ride lot capacity surveys for the Region's facilities. This work provides data to accompany local knowledge. It positions municipalities to secure funds that augment municipal budgets and enables informed decision making. In FY20, CVRPC will conduct drive tests of wireless mobile services on municipal roads.



CVRPC staff continue to assist municipalities to prepare for the Municipal Roads General Permit (MRGP). The Permit became active in 2018. CVRPC will complete road erosion assessments and culvert inventories for 14 of its 23 member municipalities in FY20. Three communities will receive sign inventories. Through the VTrans Better Roads Program, staff will assist many of these communities to develop transportation capital budgets, which works to transition inventories to construction projects. The Program's goal is to promote the use of erosion control and maintenance techniques that save money while protecting and enhancing Vermont's lakes and streams.

CVRPC staff extends municipal capacity by connecting municipalities to State resources and providing assistance in accessing State program. CVRPC coordinates Road Safety Audits to identify short-term road safety improvements for crash sites. We also assist with Better Roads, Bicycle and Pedestrian, Better Connections, Transportation Alternatives Program, and other grant applications. Through the Municipal Grants in Aid program, CVRPC provides municipalities with access to funding and staff assistance to implement clean water road improvements. Year 3 funding is available for FY20.

Emergency Management

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

In FY20, CVRPC will:

- ❖ help communities plan, implement, and seek funding for hazard mitigation projects,
- ❖ assist municipalities with Local Emergency Operation Plan development and updates,
- ❖ support Local Hazard Mitigation Plan updates for at least 2 municipalities,
- ❖ staff the State Emergency Operations Center during severe weather events to connect municipalities with resources and increase awareness of road closures and hazards,
- ❖ increase local official knowledge and skills through education and trainings, such as Incident Command Systems courses and the State Emergency Preparedness Conference,
- ❖ coordinate and participate in state and local public safety exercises and drills,
- ❖ provide staff support to Local Emergency Planning Committee (LEPC #5), which works to plan for chemical emergency prevention and response, and

- ❖ assist interested municipalities to meet requirements under the Emergency Relief Assistance Fund (ERAF) rules.

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

Brownfield Redevelopment

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

In its **seventh** year, CVRPC's Brownfields program has received **\$800,000** in assessment grant funds from the EPA. Program administration is also supported by state planning (ACCD) funds. A program Steering Committee works with CVRPC to select sites that may benefit from environmental assessments, fund those assessments, carry out public outreach, and, if necessary, create plans for how specific sites could be cleaned up for reuse. **Program priorities for FY20 include completing clean-up and redevelopment plans for eight sites enrolled in the program and assisting four sites to access redevelopment funding.**

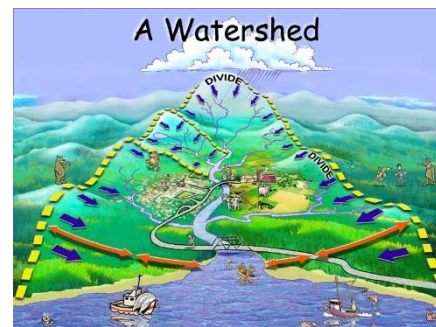


CVRPC's Brownfield Program:

- ❖ expands and retains jobs;
- ❖ expands housing choices and supports downtown vibrancy;
- ❖ preserves history and creates public parks;
- ❖ advances community connections through community paths and public transit;
- ❖ grows community knowledge about risks and hazards of contamination; and
- ❖ engages local governments in decisions about brownfield assessments and redevelopment initiatives.

Watersheds

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



benefits. Both the VT Department of Environmental Conservation and municipalities use CVRPC as a knowledgeable, local project manager to complete implementation projects efficiently. CVRPC uses multiple funding sources for its watershed services and projects, primarily Clean Water Funds and the Ecosystem Restoration Program.

In FY20, CVRPC will:

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



Energy Planning

In FY18, the Commission developed a Regional Energy Plan, an effort funded through the Vermont Public Service Department. The project focused on meeting Vermont's energy goal of having renewable energy sources provide 90% of the state's total energy demand by 2050. The Regional Plan attained a Certification of Energy Compliance, which provides it with substantial deference in the Certificate of Public Good process (Section 248). In FY20, CVRPC will work with other regional organizations and municipalities to implement the Regional Plan.

CVRPC also anticipates assisting up to four municipalities with local energy planning in FY20. Municipalities who meet Local Energy Standards can take advantage of the substantial deference provision in Act 174 of 2016, which integrates energy and land use planning. CVRPC will complement its planning efforts with implementation activities, such as hosting energy committee roundtables.

Fee For Services

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

Our accounting services are provided to inter-municipal organizations and regional non-profits. These services leverage value and security for CVRPC's member municipalities, who participate in or contribute funds to the served organizations. For FY20, CVRPC will provide bookkeeping services and staff support to the Wrightsville Beach Recreation District, bookkeeping services to the Cross Vermont Trail Association, and fiscal agent services for Local Emergency Planning Committee #5.

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

FINANCE AND STAFFING

Finance

Funding for the Commission's \$1.3 million budget comes from a combination of core sources, special projects, and town dues. In FY20, this includes:

- ❖ \$275,308 – Legislative allocation through the Agency of Commerce and Community Development (21%),
- ❖ \$300,849 – Annual contracts with the Agency of Transportation, Vermont Emergency Management, Agency of
- Natural Resources, and Fee For Services (23%),
- ❖ \$667,724 – Project specific contracts (51%), and
- ❖ \$78,041 - Town Dues (6%).

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

The Commission's annual audit is posted to its website, www.centralvtplanning.com.

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

**Board of
Regional Commissioners**

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

FY20 Budget

The FY20 CVRPC Budget Summary reflects an anticipated increase in revenue due to construction of the Northfield stormwater project. Overall, revenues that support operations have been level funded.

Legislative funding passed through the Agency of Commerce and Community Development is level funded from FY18. The funds are distributed based on a formula. CVRPC's share continues to decrease based on the region's growth rate in proportion to other areas of the state. CVRPC will continue to use these funds to help our work under the region's technical assistance program. This funding provides match as required under agreements such as the Vermont Agency of Transportation and Vermont Emergency Management. It also supports our brownfields and local hazard mitigation planning assistance program.

Natural resource funds increased significantly due to the Northfield project. They continue to be a strong part of the Commission's work program. Clean water education, planning, and construction activities will all continue. Transportation planning funds for the contract period beginning October 1, 2019 are **level funded. The Municipal Grants in Aid program will continue for FY20.** Community development funds will continue to decrease as the Commission's local energy grant closes out. CVRPC increased town dues slightly for FY20. Public Safety funding increased due to special projects. CVRPC will continue to pursue additional sources of funding for program support and implementation.

Decreases in expense line items relate to the program and project changes noted above. Changes to wages and fringe benefits reflect staffing changes. The Commission implemented a 5-year overhead cost reduction plan in FY16. Cost decreases have been achieved through equipment replacement, modernization of the financial system, employee training, and other initiatives. As a result, overhead costs continue to decrease in FY20.

A 10-year reserve fund replenishment plan was initiated in FY16. CVRPC expects to reach its first interim goal of \$100,000 in FY20. Equipment purchases planned for FY20 include an office laptop, computer desktop, projector, and two tablets.

Staffing

Staffing in FY20 will include eight employees: Executive Director, Office Manager, Program Manager, Senior Planners (2), Planner, and Assistant Planners (2). A summer Planning Technician will assist with transportation field work and data analysis. CVRPC also anticipates hosting an AmeriCorps VISTA member whose service will focus on projects that help alleviate poverty. The Commission will look towards additional assistance through seasonal interns (Planning Technicians) and temporary staff as needed. It will also hire contractors to assist with technical projects under its transportation, natural resources, and brownfields programs.

SERVICE RECOGNITION

The Commission appreciates the thoughtful contributions of volunteers who serve as Regional Commissioners and Alternates.

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

FY20 Staff

Bonnie Waninger	Executive Director
Nancy Chartrand	Office Manager
Dan Currier	Program Manager
Pam DeAndrea	Senior Planner
Clare Rock	Senior Planner
Ashley Andrews	Planner
Jonathan DeLaBruere	Assistant Planner
Zachary Maia	Assistant Planner
Ashlynn Shanahan	Planning Technician



MEMO

Date: April 29, 2019
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Second Draft FY20 Budget

No action is required.

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

SUMMARY

The second draft of the FY20 budget balances. A balanced budget in May signals that CVRPC will have more work in the fiscal year than can be completed by existing staff. CVRPC has three grant applications outstanding: two stormwater projects and brownfields. It will also partner with several municipalities on grant applications for Better Roads and Municipal Planning Grant projects later in the year. For FY20, CVRPC would avoid overextending staff by (in order of priority):

- Budgeting municipal dues into general reserves (up to \$25,000) and designated reserves (~\$20,000) for moving or office renovation expenses. Notice to extend or terminate the lease is due September 2019.
- Repurpose TPI or ACCD staff funding to consultant services for engineering studies or Regional Plan editing services. Estimated services are \$15,000-25,000.

ADJUSTEMENTS FROM APRIL DRAFT

Revenues: Increased \$30,319

- Community Development: Revenues for the NRPC Year 3 Local Energy Planning increased to reflect the final contract value. CVRPC will serve five, rather than three, municipalities.
- Public Safety:
 - EMPG FFY19 was increased to add a potential special project.
 - LEPC5 requested CVRPC assistance to complete work for its State Emergency Response Commission FY20 grant. Services include \$4,000 for bookkeeping and administrative services, and ~\$18,000 for organization building and Tier II activity support.
- Transportation: CVRPC was awarded ~\$30,000 to develop a transportation resiliency study for the Stevens Branch watershed (see *Background*). This work will cross fiscal years.

Expenses: Decreased \$763

- Minor adjustments were made related to revenue additions and based on FY19 budget trends.
- Payroll and fringe benefits were decreased slightly to remove potential mid-year wage adjustments aimed at increasing CVRPC's wage competitiveness.

Reserves:

In May 2016, CVRPC established five year strategic goals. Goal 1 was to enhance financial security. Increasing CVRPC's reserve fund was one strategy for reaching the goal. Most auditors and the National Association of Development Organizations advise RPCs to have six months operating reserves given the federal budget environment. For CVRPC, this equates to ~\$378,500. In May 2016, CVRPC's reserve balance was \$11,000. As of April 30, 2019 is \$71,668.

The goals were:

- \$100,000 by the end of FY20 (~\$25,000/year),
- \$200,000 by the end of FY25 (\$20,000/year), and
- \$300,000 by the end of FY30 (\$20,000/year).

To reach the interim goal of \$100,000 by FY20 end, CVRPC must contribute an additional \$28,332 between May 2019 and June 2020 to its reserve fund. This goal is achievable based on projections.

BACKGROUNDTransportation Resilience Planning Tool

The Vermont Transportation Resilience Planning Tool (TRPT) is a web-based application that:

- identifies bridges, culverts and road embankments that are vulnerable to damage from floods,
- estimates risk based on the vulnerability and criticality of roadway segments, and
- identifies potential mitigation measures based on the factors driving the vulnerability.

CVRPC selected the Stevens Branch watershed because of its past damage history and mitigation and planning efforts, such as including the Vermont Economic Resiliency Initiative, stormwater master planning, and updated Local Hazard Mitigation Plans. The Stevens Branch Watershed includes all or portions of eight towns including (Orange, Washington, Williamstown, Barre Town, Barre City, Berlin, Northfield, and Plainfield). This make up of municipalities includes both dense urban centers and rural countryside allowing for a diverse set of communities, priorities, and risks.

VTrans will add funds to CVRPC's FFY19 and FFY20 Transportation Planning Initiative agreements for this project.

Central Vermont Regional Planning Commission

FY20 Budget

Adopted by the Executive Committee ___/___/19

Juliana Potter, Chair

2nd Draft

Line		06/30/18	03/04/19	05/06/19	Difference FY19-FY20	Percent Change	Notes
		FY18 Actuals	FY19 Budget	FY20 Budget			
1	REVENUES	1,414,846	1,204,528	1,417,697	213,169	17.7%	
2							
3	Community Development	318,537	52,163	17,300	(34,863)	-66.8%	Brownfields & local energy planning end
4	Fee for Service	25,311	6,900	5,900	(1,000)	-14.5%	Reduced WBRD based on actuals
5	Interest	0	10	10	0	0.0%	
6	Municipal Contracts	22,250	51,708	36,201	(15,507)	-30.0%	Better Roads contract end
7	Natural Resources	233,584	368,282	626,214	257,932	70.0%	Stormwater master plans end
8	Other Income	13,961	2,125	0	(2,125)	-100.0%	
9	Public Safety	104,276	46,672	129,281	82,609	177.0%	Reflects project mix
10	Regional Planning Funds (ACCD)	322,220	289,339	261,543	(27,796)	-9.6%	No carry over; estimated 5% reduction
11	Town Dues	71,537	73,488	78,041	4,553	6.2%	Increased dues
12	Transportation	303,172	313,841	263,208	(50,633)	-16.1%	End of several special projects
13							
14		FY18	FY19	FY20	Difference	Percent	
15		Actuals	Budget	Budget	FY19-FY20	Change	Notes
16							
17	EXPENSES	1,316,477	1,178,652	1,396,150	217,498	18.5%	
18							
19	Advertising	1,278	5,375	2,385	(2,990)	-55.6%	Reflects project mix
20	Contractor Services	516,170	392,353	584,640	192,287	49.0%	End of several special projects
21	Copy/Print	8,814	4,684	4,784	100	2.1%	
22	Depreciation	0	7,000	6,000	(1,000)	-14.3%	
23	Dues/Memberships	10,052	11,104	11,104	0	0.0%	
24	Equipment / Furniture	11,728	0	0	0	-	
25	Equipment Repair/Srvc	0	400	400	0	0.0%	
26	Fringe Benefits	139,546	141,056	148,315	7,259	5.1%	
27	Insurance	1,482	1,550	1,550	0	0.0%	
28	Interest	0	10	10	0	0.0%	
29	Line of Credit	0	0	0	0	-	
30	Meeting/Programs	6,984	9,782	10,550	768	7.9%	Reflects project mix
31	Office Rent/Util/Repair	42,649	44,332	44,663	331	0.7%	
32	Office Renovations	0	0	0	0	-	
33	Other Expense	554	1,695	1,845	150	8.8%	
34	Payroll/Wages	465,758	421,544	450,222	28,678	6.8%	Increased for full staffing
35	Postage	2,207	3,103	2,010	(1,093)	-35.2%	Based on new meter lease
36	Professional Services	68,260	83,955	83,751	(204)	-0.2%	
37	Software / Licenses	2,922	7,205	7,205	0	0.0%	
38	Subscriptions / Publications	19	644	644	(1)	-0.1%	
39	Supplies - Office	11,157	12,996	12,150	(846)	-6.5%	
40	Supplies - Billable	6,172	3,978	1,908	(2,070)	-52.0%	Reflects project mix
41	Telephone / Internet	6,682	6,370	6,445	75	1.2%	
42	Travel	14,043	19,516	15,569	(3,947)	-20.2%	Reflects project mix
43							
44	BAL END	98,369	25,876	21,547	(4,329)		
45							
46	RESERVES	25,000	0	0	0	0.0%	
47	General	25,000	10,000	20,000		0.0%	
48	Equipment	0	0	0		0.0%	
49	Office Renovation	0	0	0		0.0%	

Central Vermont Regional Planning Commission

FY20 Budget

As of 05/06/19

Total Revenues			\$1,417,697
Line			
1	Community Development		\$17,300
2	EPA Brownfields	\$0	Grant awards made in May/June
3	Owner/Developer Brownfields	\$0	Cost share contribution
4	NRPC Local Energy Planning Yr 3	\$17,300	Middlesex, Moretown, Plainfield, Waitsfield, Washington
5			
6			
7	Fee for Service		\$5,900
8	Wrightville Beach Recreation District Bookkeeping	\$4,000	Reviewed in November; end date 12/31/21
9	Cross Vermont Trail Association Admin Services	\$1,200	End date 09/30/20
10	GIS Mapping	\$700	
11			
12	Interest		\$10
13			
14	Municipal Contracts		\$36,201
15	FY18 Better Roads Orange	\$9,820	Road erosion inventory & capital plan
16	FY18 Better Roads Williamstown	\$5,261	Road erosion inventory & capital plan
17	Williamstown LHMP	\$1,447	Local Hazard Mitigation Plan
18	Moretown LHMP	\$762	Local Hazard Mitigation Plan
19	Cabot Trails FY19 MPG	\$18,911	Trail master plan
20			
21			
22	Natural Resources		\$626,214
23	FY20 604b Water Quality Planning	\$2,000	Outreach for surface water reclassification
24	FY19 604b Water Quality Planning	\$418	Upload projects into ANR Watershed Database
25	FY20 Clean Water Act	\$21,928	Municipal outreach, Basin Plan assistance
26	FY19 Clean Water Act	\$4,201	Municipal outreach, Basin Plan assistance
27	Clean Water Block Grant	\$0	Design and construction project assistance
28	Northfield Water Street Stormwater Construction	\$516,932	\$15,000 contractor pass through
29	FPR Forest Integrity	\$11,254	Municipal tools and education
30	WCA 3-Acre Stormwater Partnership	\$2,565	3-acre stormwater site selection & stakeholder outreach
31	Plainfield Health Center Stormwater Design	\$21,610	17,6400 contractor pass through
32	LCBP Berlin Stormwater Final Design	\$45,306	35,000 contractor pass through
33			
34	Other Income		\$0
35	Miscellaneous	\$0	
36			
37	Public Safety		\$129,281
38	VEM Emergency Mangmt Planning Grant (EMPG) FFY 18	\$41,998	Preparedness, assistance, and education
39	EMPG FFY19	\$45,000	Preparedness, assistance, and education
40	Local Emergency Planning Committee 5 FY19	\$5,698	Bookkeeping, administrative services & Tier II support
41	Local Emergency Planning Committee 5 FY20	\$22,266	Bookkeeping, administrative services & Tier II support
42	Montpelier & Calais LHMPs	\$12,819	Local Hazard Mitigation Plans; Agreement anticipated for May/June 2019
43	VEM State Emergency Operation Center MOA	\$1,500	Disaster event support
44			

Central Vermont Regional Planning Commission

FY20 Budget

As of 05/06/19

Total Revenues		\$1,417,697
Line		
45	Regional Planning Funds (ACCD)	\$261,543
46	FY19 Carry Forward	\$0 None anticipated
47	FY20 Allocation	\$261,543 Local and regional planning & implementation
48		
49	Town Dues	\$78,041
50		
51	Transportation	\$263,208
52	VTrans Transportation Planning Initiative (TPI) FFY20	\$152,608 Includes Stevens Branch tranpo resiliency study
53	TPI FFY19	\$88,005 Includes Stevens Branch tranpo resiliency study
54	DEC Class IV Road Demonstration	\$12,257 11,000 town pass through for construction
55	Municipal Grants In Aid FY20	\$10,338 Support municipal roads Best Management Practices implementation
56		

Notes: Blue 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

FY20 Budget

As of 05/06/19

Total Expenses

\$1,396,150

Line

1	Advertising		\$2,385
2	Administrative	0	
3	ACCD	880	Regional Plan & 9 Municipal Plan approval hearings
4	Community Development	0	
5	Municipal	0	
6	Natural Resources	0	
7	Public Safety	810	
8	Transportation	695	
9			
10	Contractor Services		\$584,640
11	Administrative	0	
12	ACCD	6,000	VISTA member
13	Brownfields	0	Site assessments and corrective action planning
14	LEPC	0	
15	Clean Water Block Grant	0	Pass through to XXX for project construction
16	FY17 ERP Northfield Water Street Stormwater	515,000	Stormwater structure installation
17	Plainfield Health Center Stormwater Design	17,640	
18	LCBP Berlin Stormwater Final Design	35,000	
19	FFY20 Transportation Planning Initiative (TPI)	0	
20	FFY19 Transportation Planning Initiative (TPI)	0	
21	DEC Calais Class IV Roads	11,000	Pass through to Towns for project construction
22			
23	Copy / Print		\$4,784
24	Lease	2,784	
25	Color Copies	2,000	Estimate based on FY18 plus 300 Regional Plan
26			
27			
28	Depreciation		\$6,000
29			
30	Dues / Memberships / Sponsorships		\$11,104
31	VAPDA	5,500	Annual Dues
32	VT League of Cities & Towns	854	Access to unemployment insurance & other services
33	Nat'l Assoc. of Development Organizations	2,000	
34	Business Resource Services	250	Health insurance association
35	Assoc. of State Floodplain Managers	440	Certified Floodplain Managers
36	VT Planners Assoc.	360	6 staff
37	Event Sponsorships	1,700	Welcome Legislator Reception 200; VT Downtown/Hist Pres Conf 1000; Envirothon 250

Central Vermont Regional Planning Commission

FY20 Budget

As of 05/06/19

Total Expenses

\$1,396,150

Line

38			
39	Equipment / Furniture (>\$5,000)		\$0
40	Capital: Non-Billable	0	
41	Capital: Billable	0	
42	Office Furniture	0	
43	Office Equipment	0	
44			
45	Equipment Repair & Service		\$400
46	Telephone System	100	
47	Repair & Service	300	Traffic counter repair
48			
49	Fringe Benefits		\$148,315
50	FICA	33,523	Medicaid & Social Security taxes
51	Health Ins.	79,353	
52	Dental Ins.	6,695	
53	Vision Ins.	0	Not provided
54	Retirement	19,907	5% of gross wages after 1 year employment
55	Disability Ins.	920	
56	Life Ins.	4,972	
57	Unemployment Ins.	1,400	
58	Workers Comp Ins.	1,546	Revised based on Compliance Audit
59			
60	Insurance		\$1,550
61	General Liability (Property/Vehicle/Fire)	1,550	Policy includes Public Officials Liability; increased for additional insureds for automotive liability
62			
63	Interest		\$10
64			
65	Line of Credit		\$0
66	Debt Repayment	0	Debt not anticipated
67	Interest	0	
68			
69	Meeting / Programs		\$10,550
70	Administrative	1,500	Added pizza/beverage for Commission meetings
71	ACCD	4,000	480 workshops/forums; 825 Commission mtgs
72	Energy Planning	0	
73	Brownfields	0	
74	Municipal	0	
75	Natural Resources	160	
76	Public Safety	2,890	LEPC 700
77	Transportation	2,000	TAC & project mtgs

Central Vermont Regional Planning Commission
FY20 Budget
As of 05/06/19

Total Expenses**\$1,396,150**

Line

78			
79	Office Rent / Utilities / Repairs		\$44,663
80	Rent	42,383	Lease through 09/30/2020; Notice by 09/29/2019
81	Office Cleaning	2,080	80 bi-weekly
82	Repairs & Other Maintenance	200	
83			
84	Office Renovations		\$0
85			
86	Other Expense		\$1,845
87	Miscellaneous	140	Gifts, non-billable fees, etc.
88	Fees	1,705	420 Payroll direct deposit; 1035 Line of Credit; 100 misc; 150 DCRA
89	Bad Debt	0	
90			
91	Payroll/Wages		\$450,222
92	Gross Pay	438,206	7.5 FTE plus Planning Techs; includes raises, bonuses, & payment in lieu of health insurance benefit
93	Comp Time	11,560	Year end estimate
94	Overtime	457	Non-exempt employee
95			
96	Postage		\$2,010
97	Postage Machine	210	
98	Machine Postage	1,500	Includes add postage fees
99	Billable Postage	300	Regional Plan
100			
101	Professional Services		\$83,751
102	Audit	7,500	Single Audit not required
103	Accounting	56,576	Estimated 16 hours per week
104	Employee Assistance Program	0	
105	IT/Computer	5,530	
106	Legal	5,000	Personnel policy and bylaw update reviews
107	Training	0	
108	Videography	2,285	175/mo for Commission meetings plus two workshop tapings
109	Other	6,860	Scanning service 6600; Shredding services 260

Central Vermont Regional Planning Commission
FY20 Budget
As of 05/06/19

Total Expenses**\$1,396,150**

Line

110			
111	Software / Licences / IT Subscriptions		\$7,205
112	ESRI GIS License	3,300	1500 concurrent; 500 Spatial Analyst; 1300 basic
113	Intuit Quickbooks Pro	720	1-yr QB payroll module; additional user seat 250
114	Microsoft Exchange 365	562	Remote access (email)
115	Log Me In	840	Remote access
116	Community Remarks	0	Community outreach map for Regional Plan
117	Network Solutions	75	CVRPC website
118	Tablet Data Plan	600	Field services GPS data accuracy
119	Symatec	56	Antivirus license for 14 computers
120	Ormsby's Computer Systems	1,052	Server Backup License 153; Cloud Storage License 899
121			
122			
123	Subscriptions		\$644
124	Times Argus	190	e-subscription
125	Valley Reporter	22	e-subscription
126	Constant Contact	240	e-listserve for newsletter & weekly updates
127	Front Porch Forum	0	Allows postings to 23 forums in the region
128	Survey Monkey	192	Shared with BCRC
129			
130	Supplies - Office		\$12,150
131	General Office	4,500	
132	Equipment	5,050	1200 office laptop; 1250 AP desktop; 800 projector; 2@900 each tablet
133	GIS	1,600	
134	Office Furniture	1,000	
135			
136	Supplies - Billable		\$1,908
137	ACCD	150	
138	Municipal	0	
139	Community Development	0	
140	Public Safety	160	
141	Natural Resources	0	
142	Transportation	1,598	Field supplies
143			
144	Telephone / Internet		\$6,445
145	Telephone Lease/Service	4,800	
146	Internet Service	1,645	

Central Vermont Regional Planning Commission
FY20 Budget
 As of 05/06/19

Total Expenses**\$1,396,150**

Line

147			
148	Travel		\$15,569
149	Administrative	5,000	VAPDA & other mtgs
150	ACCD	4,000	Local, regional, and state meetings
151	Community Development	209	Local energy planning
152	Municipal	592	Municipal contract meetings & field work
153	Natural Resources	339	Meetings
154	Public Safety	770	Site visits, meetings, CFM continuing ed requirement
155	Transportation	4,659	TPI 2000
156			

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Reserve Fund

As of 04/30/19

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

\$378,827.75

Current Reserves: **\$71,668** (Interim goal: \$200,000 by 2025 or ~3 months operating expenses)

 \$71,668 Unrestricted/Unassigned - general reserves

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

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

Balance (+/-): **(\$307,160)**# Months Reserves: **1.14** Final Goal: 6 months

Minimum Monthly Expenses:

Total	\$63,138
--------------	-----------------

Equipment	\$0
Fringe Benefits	\$11,623
Insurance	\$129
Office Rent/Utilities	\$3,722
Other Expense	\$154
Payroll	\$36,517
Postage	\$168
Printing/Copies	\$399
Prof Services	\$6,979
Software (licenses)	\$600
Supplies Office	\$1,013
Telephone/Internet	\$537
Travel	\$1,297

Recommendations

1. Contribute \$25,600 per year to reach goal of \$200,000 by 2025 (~3.2 months operating reserves)
2. For this year, contribute at least an additional \$20,000.
3. Recommended set aside should be reviewed annually and adjusted as needed.



FY 2020 Meetings

Executive Committee¹

July 1, 2019
 Aug 5, 2019
 Sept 3, 2019 (Tuesday)
 Sept 30, 2019 (Oct mtg)
 Nov 4, 2019
 Dec 2, 2019
 Jan 6, 2019
 Feb 3, 2020
 Mar 2, 2020
 Apr 6, 2020
 May 4, 2020
 June 1, 2020

Board of Commissioners

July 9, 2019
 Aug 13, 2019²
 Sept 10, 2019
 Oct 8, 2019
 Nov 12, 2019
 Dec 10, 2019
 Jan 14, 2020
 Feb 11, 2020
 Mar 10, 2020
 Apr 14, 2020
 May 12, 2020
 June 9, 2020

The Executive Committee establishes the calendar of meetings for itself and the Board of Commissioners. The dates shown above reflect current calendar dates for regular meetings of each body with adjustments for holidays that affect the Executive Committee's schedule.

Staff recommends the Executive Committee discuss the following meetings dates:

<u>Date</u>	<u>Reason to Consider Modification</u>	<u>Options</u>
March 2, 2020	Day prior to Town Meeting	Feb 24, hold prior to Commission Meeting, or cancel meeting

¹ When a regular Committee meeting occurs on a holiday, the meeting date is shifted to the next day (with the day noted in parenthesis).

² The Board of Commissioners customarily does not meet in August.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT MINUTES
April 1, 2019

Present:

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

Staff: Bonnie Waninger, Nancy Chartrand, Dan Currier

Call to Order

Chair Julie Potter called the meeting to order at 4:01 p.m. Quorum was present to conduct business.

Adjustments to the Agenda

J. Potter noted the agenda had been amended prior to the meeting.

Public Comment

None.

Financial Report

B. Waninger noted the Commission is doing well financially. Additional administrative expenses will impact the bottom line before year end, but that is expected. She said an adjustment to the indirect rate is being requested to avoid over recovery. A year-end net income of ~\$25,000 is anticipated.

J. Potter requested less acronyms be used in the financial report to the Executive Committee so they are more easily understood. A glossary in the report was also suggested.

D. Torre moved to accept the Financial Report; M. Gray seconded. Motion carried.

Prioritization of State Transportation Capital Program Projects

D. Currier provided details on the Transportation Advisory Committee's (TAC) work to rank construction projects for the Agency of Transportation. TAC could not approve the list due to a lack of quorum. TAC members present suggested priorities and requested the Executive Committee action. Currier provided details on the different types of projects and the rankings.

J. Shatney inquired if TAC felt confident in the ranking of the list. S. Lotspeich, TAC Chair, said yes. Additional discussion ensued regarding needs vs. budget regionally and statewide. J. Potter asked if TAC sensed that the number of projects that are being ranked are enough to meet needs. Currier said the VTrans budget doesn't meet the needs and the ranking help to prioritize. Currier said the ranking

process also serves as a public engagement process. Currier advised the list is changed annually and that the regional ranking, which accounts for 20%, is one of many components of ranking at VTrans and that ranking regionally can help move projects up at a statewide level.

L. Hill-Eubanks moved to approve the prioritized VTrans SFY21 Capital Program Project list ranking and authorize its submission to VTrans as CVRPC's regional project priority list; J. Shatney seconded. Motion carried.

Contracts and Applications

S. Lotspeich moved to authorize the Executive Director to sign the MOA with the State of Vermont for State Emergency Operation Center support; J. Shatney seconded. Motion carried.

*L. Hill-Eubanks moved to authorize the Chair to sign the Agency of Human Services AmeriCorps*VISTA Program application and other program documents as requested by the Agency of Human Services; M. Gray seconded. Motion carried.*

CVRPC Bylaws

J. Potter discussed changes incorporated since the last Executive Committee meeting. Section 205 on Economic Development prompted robust discussion. It was suggested that the section title be changed to take into account the three prongs of good planning; planning for the economy, the community and the environment. There also was discussion on whether it should reference Implementation vs. Economic Development. Potter and Hill-Eubanks will work to revise the text.

Other discussion points included:

- how to transition officers from four to three given that elections will have occurred, and
- voting by mail for regular motions vs. elections.

Potter inquired if the draft transmittal memo for the proposed bylaws was adequate for the purpose intended. Initial comment was that it appears appropriate, but suggested it be reviewed again when the revised bylaws are brought again before the committee.

Policies & Procedures

B. Waninger presented the second draft of the Grants Management Policy. She discussed revisions, its interaction with the Procurement Policy, and steps within that policy. A Procurement Policy revision may be necessary in the future. Significant discussion ensued; no changes were requested.

D. Torre moved to adopt the Grants Management Policy; L. Hill-Eubanks seconded. Motion carried.

Strategic Plan

Waninger highlighted items in the FY19 plan that have been delayed to FY20 and progress made. Work on the Regional Plan is expected to begin this fall.

1 Waninger inquired if the committee felt the FY20 priorities were appropriate and if adjustments were
2 needed. The committee suggested layout changes and adding a legend for symbols in the table. It also
3 suggested the priority levels be reassessed quarterly and consulting staff regarding priorities
4 (organizational vs. personal).
5

6 **FY20 Budget**

7 Waninger noted the initial draft of the FY20 budget outlines a conservative revenue approach and
8 generous expense outlook. The draft budget shows a \$35,000 gap, which is expected to be closed. The
9 budget is adopted in June. Brief discussion ensued as to the organization of the budget documents and
10 clarification of the WCA P3 item. It was requested that there be a glossary for the acronyms used within
11 the budget. Waninger confirmed IT support was included in Professional Services and discussed the
12 Commission's equipment replacement schedule.
13

14 **Consent Items**

15 *J. Shatney moved to approve the consent items; M. Gray seconded. Motion carried.*
16

17 **Commission Meeting Agenda**

18 Waninger provided additional details of the planned Essentials of Land Use Planning and the Act 250
19 Updates. She noted the times associated with agenda items had been updated to reflect the new
20 meeting start time. It was confirmed the annual meeting will be in June rather than May.
21

22 *S. Lotspeich moved to approve the April 9, 2019 Board Agenda with revised times; J. Shatney seconded.*
23 *Motion carried.*
24

25 **EXECUTIVE SESSION**

26 *L. Hill-Eubanks moved to enter Executive Session at 6:05 p.m. to discuss contracts, premature general*
27 *public knowledge of which would clearly place CVRPC at a substantial disadvantage; J. Shatney*
28 *seconded. Motion carried.*
29

30 *J. Shatney moved to exit Executive Session at 6:20 p.m.; M. Gray seconded. Motion carried.*

31 No action was taken.
32

33 **ADJOURNMENT**

34 *J. Shatney moved to adjourn at 6:21 p.m.; L. Hill-Eubanks seconded. Motion carried.*
35

36 Respectfully submitted,
37

38 Nancy Chartrand

39 Office Manager

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT MINUTES
April 15, 2019

Present:

☒ Julie Potter

☒ Dara Torre

☒ Byron Atwood

☒ Laura Hill-Eubanks

☒ Steve Lotspeich

☒ Michael Gray

☐ Janet Shatney

Staff: Bonnie Waninger

CALL TO ORDER

Chair Julie Potter called the meeting to order at 4:07 p.m. Quorum was present to conduct business.

ADJUSTMENTS TO THE AGENDA

None.

PUBLIC COMMENT

None.

CONTRACTS AND APPLICATIONS

B. Atwoed moved to authorize the Executive Director to sign the contract with the Northwest Regional Planning Commission for Local Energy Planning Year 3; S. Lotspeich seconded. Motion carried.

INDIRECT RATE CHANGES

B. Atwoed moved to approve requesting an indirect rate reduction to 117% for FY19 and 115% for FY20; M. Gray seconded. Motion carried.

APPLICATION TO NADO RESEARCH FOUNDATION ADVISORY COMMITTEE

D. Torre moved to approve a letter acknowledging the Executive Director's application to participate on the NADO Research Foundation Advisory Committee for a two-year term and expressing CVRPC's support for the Director's in-person attendance at up to three meetings each year and other participation in Committee meetings via conference call or webinar as needed; S. Lotspeich seconded. Motion carried.

ADJOURNMENT

L. Hill-Eubanks moved to adjourn at 4:24 p.m.; M. Gray seconded. Motion carried.

Respectfully submitted,

Bonnie Waninger
Executive Director



BOARD OF COMMISSIONERS

May 14, 2019 at 6:30 pm

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

6:15 pm – Social and pizza

<u>Page</u>	<u>Time</u>	<u>AGENDA</u>
	6:30 ¹	Adjustments to the Agenda Public Comments
	6:35	Municipal Plan Approval & Confirmation of Planning Process, Bill Arrand, Town Plan Review Committee Chair (enclosed) ² Report and recommended from Town Plan Review Committee regarding Town of Waterbury. Potential actions include: <ul style="list-style-type: none"> – Approve the municipal plan per 24 V.S.A. § 4350(b), – Confirm the municipality's planning process per 24 V.S.A. § 4350(a), – Approve a determination of energy compliance per 24 V.S.A. §4352, and – Approve signature by the Chair of CVRPC resolution and energy certificate.
	7:05	Proposed Legislative Changes to Act 250 (enclosed) ² Continued focus on providing CVRPC input into Legislative discussions.
	8:05	Nominating Committee Report, Byron Atwood, Committee Chair Final slate of candidates for Executive Committee; additional nominations.
	8:15	Meeting Minutes – April 9, 2019 (enclosed) ²
	8:20	Reports (enclosed) Updates and questions on Staff, Executive Director, Committee, and Legislative Reports
	8:30	Adjournment

Next Meeting: Annual Meeting, June 11, 2019

¹ Times are approximate unless otherwise advertised.

² Anticipated action item.



MEMO

Date: May 1, 2019
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Contract/Agreement Approvals

CONTRACTS WRITTEN

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

Watershed Consulting Associates, Fitzgerald Environmental Associates, Milone & MacBroom, and Dubois & King – Stormwater Planning and Engineering Services Master Agreement

✉ ACTIONS REQUESTED:

- 1) Authorize the Executive Director to sign the Master Agreements for Stormwater planning and engineering services with Watershed Consulting Associates, Fitzgerald Environmental Associates, Milone & MacBroom, and Dubois & King.
- 2) Authorize the Executive Director to sign task specific contract addendums using an Engagement Letter Template.

Scope of Work: Provide a range of stormwater planning and engineering services to CVRPC for a 3-year period with possible 1-2 year extensions. Services will include, but are not limited to project development, scoping studies, technical assistance, stormwater planning/design/engineering, and construction management for stormwater mitigation projects.

Funding:

Contract Amount: Unknown. Task specific contract addendums will vary in value, and one or more contractors may be assigned multiple tasks. Therefore, the final Master Agreement value for any one contractor may range considerably. Staff anticipates task values will range from \$10-100,000 on average with 0-2 contracts issued per year.


Funding Source: Varied. The most likely sources are clean water and ecosystem restoration grant funds from the Vermont Department of Environmental Conservation.

Performance Period: 05/07/19 – 06/30/22

CVRPC Staff: Pam DeAndrea (primary), Zachary Maia

Note: This contract pre-qualifies contractors to serve CVRPC's stormwater management Program, similar to the brownfields and transportation programs. VT DEC reviewed the Request for Qualifications prior to its release. DEC and other funders must approve the RPC's scope of work for studies funded through their programs in advance of signing contracts. RPCs are moving contracting in this direction to reduce resources expended in the procurement (hiring) process.

G&N Excavation – Northfield Water Street Stormwater Implementation Construction

 **ACTIONS REQUESTED:** Authorize the Executive Director to sign the contract

Scope of Work: Construction of a stormwater remediation project. The site is located on Water Street near the intersection of Union Brook Road. The project is an infiltration chamber system. Replacing drainage lines, catch basins, curbing and sidewalks are also part of the construction plans.

Funding:

Contract Amount: \$455,125

Funding Source: Vermont Department of Environmental Conservation

Performance Period: ~05/07/19 – 90 days later

CVRPC Staff: Pam DeAndrea

Note: This contract is 235 pages because it includes the entire bid document package. The contract will be posted separately from the meeting packet to CVRPC's website. Staff is confirming that hard copies of the bid documents must be part of the contract document, not simply named for reference.