



EXECUTIVE COMMITTEE

June 3, 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
11	4:20 FFY19 Transportation Planning Initiative Budget Amendment (enclosed) ²
	Review and approve FFY19 adjustment; authorize signature of the amendment.
17	4:35 Dental Insurance (enclosed) ²
	Approve Commission's FY2020 dental insurance benefit.
20	4:45 Strategic Plan FY20 Actions (enclosed) ²
	Adopt the Plan with FY20 actions.
27	5:00 FY20 Work Plan & Budget (enclosed) ²
	Adopt the work plan and budget.
48	5:15 Consent Items (enclosed) ²
	a) Meeting Minutes – May 6 and May 14, 2019
53	5:20 Commission Meeting Agenda (enclosed) ²
	5:30 Adjourn

Next Meeting: Monday, July 1, 2019

¹ All times are approximate unless otherwise advertised

² Anticipated action item



MEMO

Date: May 29, 2019
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Financial Report as of 04/30/19

CVRPC continues to implement its five-year plan to improve its financial position successfully. **CVRPC's net income as of April 30 is \$97,347.80.**

CVRPC's FY19 budget anticipates a June 30, 2019 net income of \$25,876. Staff anticipates a net income larger than the budget projection due to over recovery of indirect costs and unanticipated income. Over recovery of indirect costs in FY19 will be balanced by under recovery of costs in FY21 to "pay back" the over recovery. Unanticipated income resulted from full staffing, which allowed for faster progress on some contracts and new grants received after budget adoption.

Balance Sheet

- *Assets* – Billing is nearly complete through 04/30, and work is underway to prepare grant invoice packets for distribution to funders. Aging receivables valued at ~\$44,453 will be collected when projects end or milestones are reached.
- *Current Liabilities* – CVRPC maintained an average payables balance through April. Deferred Income has been used fully for the Mad-Kingsbury Stormwater Master Plan project. ACCD Deferred Income is on track for full use by June 30.
- *Net Income* of \$97,347.80 consists of \$7,816.44 of designated funds for the High Meadows grant, which ends June 30. Staff anticipates the funds will be fully used.

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

Revenues and expenses are generally on track for expectations. Exceptions are discussed below.

- *Revenues* –
 - Local Energy Planning, a product-based contract, has been delayed due to part-time status of new staff. The project as a whole still is expected to be completed on time.
 - Barre Town Sewer Manholes was completed in the prior fiscal year.
 - The Moretown Local Hazard Mitigation Plan experienced delays based on the Town's volunteer capacity. Staff has worked with the Town to adjust the schedule.

- SWCRPC Clean Water Block Grant – Completion of the Barre City Pouliot Avenue stormwater project remains in question. CVRPC will be offering the City an extension through December 2019. The extension approved by the Executive Committee may be revised to include interim milestones to avoid project cancellation. CVRPC is at risk for losing \$4,000 in incurred costs for its services if the City does not construct the project.
- Transportation Planning Initiative (TPI) - Staff successfully implemented a cost control plan to avoid over spending the contract. Monitoring will continue through summer.
- *Expenses –*
 - Meetings/programs is high due to professional development costs. This item is expected to be over budget by \$2,000 for the fiscal year end.
 - Professional services for IT/computer continues to track below budget, reflecting last year's server upgrade.
 - Office supplies for equipment/server is low because FY19 computer purchases had not been made as of April 30. Purchases were made in May. GIS supplies continues to track higher than normal this year due to higher requests for printed maps.
 - Travel costs are expected to end the fiscal year significantly below budget. Staff did not incur anticipated costs for professional development travel last fall when CVRPC had two vacant positions.

Budge to Actual Acronyms/Abbreviations Guide

604b	Clean Water Planning funds originating in Section 604b of the federal Clean Water Act
ACCD	Vermont Agency of Commerce and Community Development
CTAA	Community Transportation Association of America
DEC	Vermont Department of Environmental Conservation
DRRA	Dependent Care Reimbursement Account
EMPG	Emergency Management Performance Grant
EPA	US Environmental Protection Agency
ERP	Ecosystem Restoration Program
HMGP MEGA	Hazard Mitigation Grant Program Mega grant to work with 8 towns (hence "mega")
LCBP	Lake Champlain Basin Program
LEPC SERC	Local Emergency Planning Committee 5's State Emergency Response Commission
MPG	Municipal Planning Grant
MOA	Memorandum of Agreement (disaster response and recovery assistance)
SWCRPC	Southern Windsor County Regional Planning Commission
TPI	VTrans Transportation Planning Initiative
VEM	Vermont Emergency Management
WBRD	Wrightsville Beach Recreation District
WCA P3	Watershed Consulting Associates public private participation (to identify parcels to which the 3-acre stormwater rule will apply)

Balance Sheet

As of April 30, 2019

Accrual Basis

	Apr 30, 19
ASSETS	
Current Assets	
Checking/Savings	
Checking	102,489.28
Community National Bank	3,101.84
Northfield Savings - Reserve	71,668.08
Total Checking/Savings	177,259.20
Accounts Receivable	
Accounts Receivable	211,692.65
Total Accounts Receivable	211,692.65
Other Current Assets	
Undeposited Funds	12,203.83
Total Other Current Assets	12,203.83
Total Current Assets	401,155.68
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	427,584.99
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	46,017.68
Total Accounts Payable	46,017.68
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	
ACCD	35,822.69
Product Based Projects	
ERP - Northfield Water St.	11,866.30
Total Product Based Projects	11,866.30
Total Deferred Income	47,688.99
Dependent Care Deductions	1,105.40
FED/FICA withholding	532.64
HSA deductible withholding	1,581.00
Pension Liability	9,047.36
State withholding	341.92
Total Other Current Liabilities	90,227.53
Total Current Liabilities	136,027.59
Total Liabilities	136,027.59

Executive Committee
Central Vermont Regional Planning Commission
Balance Sheet
As of April 30, 2019

Accrual Basis

	Apr 30, 19
Equity	
Invested in Fixed Assets	18,622.34
Unrestricted Net Position	
Designated for High Meadows	7,816.44
Unrestricted Net Position - Other	167,770.82
Total Unrestricted Net Position	175,587.26
Net Income	97,347.80
Total Equity	291,557.40
TOTAL LIABILITIES & EQUITY	427,584.99

Executive Committee
Central Vermont Regional Planning Commission
A/R Aging Summary
As of April 30, 2019

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Barre Town						
Barre Town Ash Tree Inventory	500.00	0.00	0.00	0.00	0.00	500.00
Total Barre Town	500.00	0.00	0.00	0.00	0.00	500.00
Cabot						
MPG Cabot Trail Planning	1,125.82	974.76	0.00	0.00	0.00	2,100.58
Total Cabot	1,125.82	974.76	0.00	0.00	0.00	2,100.58
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	2,257.75	7,631.59	0.00	0.00	0.00	9,889.34
Oversight	480.57	515.64	0.00	0.00	0.00	996.21
Tactical Basin Planning 19	1,882.91	75.99	0.00	0.00	0.00	1,958.90
Total Clean Water	4,621.23	8,223.22	0.00	0.00	0.00	12,844.45
Total Clean Water Act CCRPC	4,621.23	8,223.22	0.00	0.00	0.00	12,844.45
Cross VT Trail	1,200.00	0.00	0.00	0.00	0.00	1,200.00
CTAA						
Inclusive Coordinated Transportation Part	0.00	973.55	0.00	1,927.58	0.00	2,901.13
Total CTAA	0.00	973.55	0.00	1,927.58	0.00	2,901.13
Department of Environmental Conservation						
ERP Mad-Kingsbury Stormwater	28,835.45	10,477.00	0.00	0.00	0.00	39,312.45
Total Department of Environmental Conservation	28,835.45	10,477.00	0.00	0.00	0.00	39,312.45
DPS MOA	0.00	261.10	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	1,442.25	1,858.52	0.00	0.00	0.00	3,300.77
EMPG FY18 Tech Asst & Education	2,294.54	6,808.46	0.00	0.00	0.00	9,103.00
LEMP	1,782.44	1,243.45	0.00	0.00	0.00	3,025.89
Special Projects - EAB	477.37	1,152.84	0.00	0.00	0.00	1,630.21
Special Projects - LHMP	3,610.04	1,468.61	0.00	0.00	0.00	5,078.65
Total EMPGFY18	9,606.64	12,531.88	0.00	0.00	0.00	22,138.52
Fayston						
Fayston Better Back Roads	41.71	411.57	0.00	0.00	3,533.18	3,986.46
Total Fayston	41.71	411.57	0.00	0.00	3,533.18	3,986.46
Forest Parks and Recreation						
Forest Integrity	285.96	1,095.83	0.00	1,648.96	10,177.67	13,208.42
Total Forest Parks and Recreation	285.96	1,095.83	0.00	1,648.96	10,177.67	13,208.42
HMGP MEGA	0.00	0.00	0.00	8.30	845.00	853.30
HMPG Admin	0.00	0.00	0.00	0.00	78.45	78.45
LEPC SERC	606.45	2,251.18	0.00	243.68	1,288.10	4,389.41
Montpelier	0.00	0.00	0.00	520.97	0.00	520.97
Moretown						
Moretown LHMP	619.88	2,639.40	0.00	0.00	425.90	3,685.18
Total Moretown	619.88	2,639.40	0.00	0.00	425.90	3,685.18
Northfield						
Northfield Better Back Roads FY18	0.00	37.51	0.00	0.00	5,731.01	5,768.52
Total Northfield	0.00	37.51	0.00	0.00	5,731.01	5,768.52
Northwest Regional Comm'n						
Municipal Grants in Aid	869.89	971.92	0.00	1,444.14	5,892.85	9,178.80
Municipal Grant in Aid FY17	0.00	0.00	0.00	0.00	1,702.66	1,702.66
Total Northwest Regional Comm'n	869.89	971.92	0.00	1,444.14	7,595.51	10,881.46
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	0.00	-1,286.40	-1,286.40
Total Orange	0.00	0.00	0.00	0.00	-1,255.07	-1,255.07
Ranker Laura	0.00	119.69	0.00	0.00	0.00	119.69
Southern Windsor Regional Comm'n						
Berlin Storm Office Stormwater	415.51	681.86	0.00	0.00	2,428.88	3,526.25
Pouliet CW Block Grant	507.27	291.45	0.00	0.00	12,874.25	13,672.97
Total Southern Windsor Regional Comm'n	922.78	973.31	0.00	0.00	15,303.13	17,199.22

Executive Committee
Central Vermont Regional Planning Commission
A/R Aging Summary
As of April 30, 2019

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
VTrans						
Better Back Roads						
Montpelier	0.00	0.00	0.00	0.00	5,526.14	5,526.14
Total Better Back Roads	0.00	0.00	0.00	0.00	5,526.14	5,526.14
TPI						
TPI Admin	3,011.02	0.00	0.00	0.00	0.00	3,011.02
TPI Project Develop	3,442.93	0.00	0.00	0.00	0.00	3,442.93
TPI Coordination	10,467.96	0.00	0.00	0.00	0.00	10,467.96
TPI Long Range	3,482.16	0.00	0.00	0.00	0.00	3,482.16
TPI Other VOBCIT	621.34	0.00	0.00	0.00	0.00	621.34
TPI SRP	27,160.55	0.00	0.00	0.00	0.00	27,160.55
Total TPI	48,185.96	0.00	0.00	0.00	0.00	48,185.96
Total VTrans	48,185.96	0.00	0.00	0.00	5,526.14	53,712.10
Watershed Consulting_						
WCA P3 Acre						
1. Startup/Coordination	1,232.37	0.00	0.00	0.00	0.00	1,232.37
Total WCA P3 Acre	1,232.37	0.00	0.00	0.00	0.00	1,232.37
Total Watershed Consulting_	1,232.37	0.00	0.00	0.00	0.00	1,232.37
Williamstown						
Local HMP	1,668.99	2,119.03	0.00	0.00	0.00	3,788.02
Williamstown Better Back Roads FY18	0.00	0.00	0.00	0.00	39.17	39.17
Total Williamstown	1,668.99	2,119.03	0.00	0.00	39.17	3,827.19
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	101,085.13	44,060.95	0.00	5,793.63	60,752.94	211,692.65

Executive Committee
Central Vermont Regional Planning Commission
FY 19 Budget VS. Actual
July 2018 through April 2019

Accrual Basis

	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
ACCD	237,404.14	289,338.00	-51,933.86	82.1%
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	1,200.00	1,200.00	0.00	100.0%
GIS Mapping	2,848.50	700.00	2,148.50	406.9%
WBRD Admn	5,000.00	5,000.00	0.00	100.0%
Total Fee for Services	9,048.50	6,900.00	2,148.50	131.1%
Municipal Contracts				
Barre Town Ash Tree Town Match	500.00	1,200.00	-700.00	41.7%
Barre Town Sewer Manholes	0.00	2,968.00	-2,968.00	0.0%
Better Back Roads	6,434.94	21,918.00	-15,483.06	29.4%
Cabot Trails MPG 19	2,100.58	4,995.00	-2,894.42	42.1%
Local Hazard Mitigation Plans	15,085.20	20,627.00	-5,541.80	73.1%
Total Municipal Contracts	24,120.72	51,708.00	-27,587.28	46.6%
Natural Resources				
604B	2,685.12	4,693.00	-2,007.88	57.2%
Forest Integrity	3,030.75	5,400.00	-2,369.25	56.1%
LCBP Berlin Stormwater Design	0.00	3,369.00	-3,369.00	0.0%
Mad-Kingsbury Stormwater M. Pla	120,318.01	121,714.00	-1,395.99	98.9%
Northfield Water Street	21,067.04	28,988.00	-7,920.96	72.7%
Plainfield Health Center ERP	0.00	1,264.00	-1,264.00	0.0%
SWCRPC Clean Water Block Grant	16,486.79	157,394.00	-140,907.21	10.5%
Water Quality	40,036.64	43,760.00	-3,723.36	91.5%
WCA P3	1,232.37	1,700.00	-467.63	72.5%
Total Natural Resources	204,856.72	368,282.00	-163,425.28	55.6%
Other Income				
Interest Income	384.66	10.00	374.66	3,846.6%
Miscellaneous Income	2,126.08	2,125.00	1.08	100.1%
Total Other Income	2,510.74	2,135.00	375.74	117.6%
Public Safety				
EMPG	40,823.59	33,434.00	7,389.59	122.1%
HMGP MEGA	237.17	350.00	-112.83	67.8%
LEPC SERC	5,899.65	11,388.00	-5,488.35	51.8%
VEM Emergency Operation MOA	1,216.35	1,500.00	-283.65	81.1%
Total Public Safety	48,176.76	46,672.00	1,504.76	103.2%
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
July 2018 through April 2019

Accrual Basis

	Jul '18 - Apr 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	10,881.46	32,406.00	-21,524.54	33.6%
TPI	191,517.18	213,334.00	-21,816.82	89.8%
VTrans Better Back Road	2,015.61	1,248.00	767.61	161.5%
Total Transportation	269,170.26	313,842.00	-44,671.74	85.8%
Total Income	911,621.98	1,204,528.00	-292,906.02	75.7%
Gross Profit	911,621.98	1,204,528.00	-292,906.02	75.7%
Expense				
Advertising	2,721.11	5,375.00	-2,653.89	50.6%
Cleaning	1,360.00	2,080.00	-720.00	65.4%
Consultants	224,462.45	392,353.00	-167,890.55	57.2%
Copy				
Copier extra copies	1,502.24	1,900.00	-397.76	79.1%
Copier Lease Payments	1,370.18	2,784.00	-1,413.82	49.2%
Total Copy	2,872.42	4,684.00	-1,811.58	61.3%
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	9,417.54	9,782.00	-364.46	96.3%
Office Rent/Occupancy				
Rent/Utility Deposits	34,988.39	42,052.00	-7,063.61	83.2%
Total Office Rent/Occupancy	34,988.39	42,052.00	-7,063.61	83.2%
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	244.00	420.00	-176.00	58.1%
Fees - Other	354.00			
Total Fees	1,454.40	1,803.00	-348.60	80.7%
Gifts	51.12	140.00	-88.88	36.5%
Total Other Expenses	1,505.52	1,943.00	-437.48	77.5%
Postage	2,393.16	3,103.00	-709.84	77.1%
Professional Services				
Accounting	40,463.00	54,080.00	-13,617.00	74.8%
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	5,119.50	7,000.00	-1,880.50	73.1%
Professional Services - Other	2,204.31	7,460.00	-5,255.69	29.5%
Videography	2,331.00	2,285.00	46.00	102.0%
Professional Services - Other	48.75			
Total Professional Services	58,952.81	83,955.00	-25,002.19	70.2%
Software/Licenses/IT	6,011.77	7,205.00	-1,193.23	83.4%
Subscriptions/Publications	381.96	644.00	-262.04	59.3%
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 April 2019

	Jul '18 - Apr 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	3,962.06	4,500.00	-537.94	88.0%
Total Supplies - Office	5,982.28	12,996.00	-7,013.72	46.0%
Telephone	4,853.73	6,370.00	-1,516.27	76.2%
Travel	9,680.49	19,516.00	-9,835.51	49.6%
Wages and Fringe Benefits				
Fringe Benefits				
CVRPC FICA	23,716.69	31,408.00	-7,691.31	75.5%
Health Insurance	67,662.11	84,090.00	-16,427.89	80.5%
Life Disability Insurance	2,956.32	5,892.00	-2,935.68	50.2%
Pension Plan	13,770.05	16,472.00	-2,701.95	83.6%
Unemployment Comp	650.00	1,400.00	-750.00	46.4%
Workmen's comp	832.00	1,546.00	-714.00	53.8%
Total Fringe Benefits	109,587.17	140,808.00	-31,220.83	77.8%
Personnel	327,961.78	421,544.00	-93,582.22	77.8%
Total Wages and Fringe Benefits	437,548.95	562,352.00	-124,803.05	77.8%
Total Expense	814,274.18	1,178,652.00	-364,377.82	69.1%
Net Ordinary Income	97,347.80	25,876.00	71,471.80	376.2%
Net Income	<u>97,347.80</u>	<u>25,876.00</u>	<u>71,471.80</u>	<u>376.2%</u>



Date: May 28, 2019

To: Executive Committee

From: Daniel Currier, Program Manager

Re: CVRPC FFY 2019 TPI Budget Adjustment 1

✉ **ACTION REQUESTED:** Approve the CVRPC FFY 19 Transportation Planning Initiative work plan and budget adjustment 1.

This adjustment reflects budget changes to Task 1-6 and the addition of a new work plan Task 6B (Watershed Planning). Exhibit 2, 3, 4 includes the full budget details.

Summary of budget change by task:

Task	Task Description	Approved	Amended	Difference	% Change
Task 1	Administration	\$17,354	\$16,993	(\$361)	-2.08%
Task 2	Public Participation & Coordination	\$49,148	\$37,011	(\$12,137)	-24.69%
Task 3	Long Range Planning	\$56,250	\$65,077	\$8,827	15.69%
Task 4	Short Range Planning	\$89,718	\$92,443	\$2,725	3.04%
Task 5	Project Development	\$13,890	\$14,838	\$948	6.83%
Task 6A	Other Planning - VT Culverts	\$2,999	\$2,999	\$0	0.00%
Task 6B	Other Planning - Watershed Planning	\$0	\$20,000	\$20,000	100.00%
TOTAL		\$229,360	\$249,360	\$20,000	

These budget adjustments bring task allocations in line with current spending trends and add the new task 6B. Tasks 6A and 6B do not require local match from CVRPC.

Funding Level - \$249,360

Work plan changes include:

Task 1 – Program Administration: No change to task.

Task 2 – Public Participation and Coordination: No change to task.

Task 3 – Long Range Planning: No change to task

Task 4 – Short Range Planning: No change to task

Task 5 – Project Development Planning: No change to task

Task 6A – Other Planning Activities (VT Culverts): No change to task

Task 6B – Other Planning Activities (Watershed Planning): Addition

Watershed Planning

VTrans has recently completed the development of a Transportation Flood Resilience Planning Tool (TRPT), 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.

See the TRPT website for links to the on-line web application and user guide, and for an overview (<https://vtrans.vermont.gov/planning/transportation-resilience>).

The purpose of this task is to:

- (1) expand the TRPT to additional watersheds beyond the original three pilots; and
- (2) develop staff capacity to build, maintain and apply the TRPT in prioritizing needs and evaluating alternatives.

VTrans issued a Request for Proposals in March 2019 inviting RPCs to submit proposals for a \$30,000 grant for the staff training and technical work necessary to add a watershed to the TRPT. CVRPC's proposal to add the Stevens Branch watershed to the TRPT was selected by VTrans. The Stevens Branch watershed encompasses lands in Barre City, Barre Town, Berlin (valley municipalities), Orange, Washington, Williamstown, Plainfield, and Northfield (headwater municipalities). The eight municipalities agreed to be active project participants.

Training and technical assistance will be provided by the consultants that developed the TRPT under a contract with VTrans. The effort kicked-off in May 2019 and will be complete in December 2019. As a result, the work will start in CVRPC's FFY 2019 TPI work program with \$20,000 and extend into its FFY 2020 work program with \$10,000. The existing FFY 2019 TPI grant agreements will be amended to include this task for CVRPC. The FFY 2020 grant agreement will include the funding for the balance of the work.

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

Exhibit 2: Budget Detail by Task Category

Task	Task Description	Agreement Amount
Task 1	Program Administration	\$16,993
Task 2	Public Participation and Coordination	\$37,011
Task 3	Long Range Transportation Planning	\$65,077
Task 4	Short Range Transportation Planning	\$92,443
Task 5	Project Development Planning	\$14,838
Task 6A	VOBCIT Technical Support	\$2,999
Task 6B	Watershed Planning activities	\$20,000
Total		\$249,360

Exhibit 3: Budget Detail by Expense Category

RPC Staff Position	Rate SFY19	Total Hours	Total Cost
Executive Director	\$55.38	389	\$21,543
Program Manager	\$38.43	1,113	\$42,765
GIS Senior Planner I	\$40.04	264	\$10,581
GIS Planner I	\$33.49	662	\$22,170
Land Use Senior Planner III	\$35.14	30	\$1,054
Office Manager	\$36.00	53	\$1,908
Emerg Mngmt Asst Plan I	\$23.77	143	\$3,399
Land Use Asst Planner II	\$22.38	85	\$1,902
Planning Technician I	\$14.00	440	\$6,160
Planning Technician II	\$13.99	0	\$0
Total		3,179	\$111,482

Indirect Costs		115.00%	Total Hours	Total Cost
RPC Staff Position	of Hourly Rate			
Executive Director	\$63.69		389	\$24,774
Program Manager	\$44.19		1,113	\$49,180
GIS Senior Planner I	\$46.05		264	\$12,168
GIS Planner I	\$38.51		662	\$25,496
Land Use Senior Planner III	\$40.41		30	\$1,212
Office Manager	\$41.40		53	\$2,194
Emerg Mngmt Asst Plan I	\$27.34		143	\$3,909
Land Use Asst Planner II	\$25.74		85	\$2,188
Planning Technician I	\$16.10		440	\$7,084
Planning Technician II	\$16.09		0	\$0
Total			3,179	\$128,205

Direct Costs		Total Cost
Contractual		\$0
Travel		\$5,464
Supplies		\$874
Equipment		\$0
Meetings		\$2,600
Data & References		\$100
Postage		\$100
Copy/Print		\$0
Advertising		\$535
Total		\$9,673

Fund Allocation			
Task	Task Description	CVRPC Share ¹	VTrans Share ²
Task 1	Program Administration	\$1,699	\$15,294
Task 2	Public Participation and Coordination	\$3,701	\$33,310
Task 3	Long Range Transportation Planning	\$6,508	\$58,569
Task 4	Short Range Transportation Planning	\$9,244	\$83,198
Task 5	Project Development Planning	\$1,484	\$13,354
Task 6A	VOBCIT Technical Support	0	\$2,999
Task 6B	Watershed Planning activities	0	\$20,000
Subtotal by Share		\$22,636	\$226,724
Agreement Total			\$249,360

Notes:¹ CVRPC share comes from annual appropriations from the Vermont Agency of Commerce and² VTrans share comes from federal transportation funds provided by the U.S. Department of

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

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

A. Personnel (Hours)		Bonnie	Dan	Pam	Ashley	Clare	Nancy	Jonathan	Zach	Ashlynn		
		Exec Director	Transpo Program Mngr	GIS Sr Planner I	GIS Planner I	Land Use Sr Planner III	Office Manager	Emerg Mngmt Asst Plan I	Land Use Asst Plan II	Planning Tech I	Planning Tech II	Total Hours
Task #	Task Description											
1	Administration	10	60	0	5	0	10	1	0	0	0	86
2	Public Participation & Coordination	25	365	0	10	0	25	20	5	0	0	450
3	Long Range Transportation Planning	330	230	30	4	25	1	0	40	0	0	660
4	Short Range Transportation Planning	12	250	110	560	5	7	88	40	440	0	1,512
5	Project Development Planning	12	130	22	0	0	10	0	0	0	0	174
6A	VOBCIT Technical Support		36									36
6B	Watershed Planning activities		42	102	83			34				261
Total		389	1,113	264	662	30	53	143	85	440	0	3,179

B. Direct Costs (\$)¹

Task #	Task Description	Contractual	Travel	Supplies	Equipment	Meetings	Data/Ref	Postage	Copy/Print	Advertising	Total
1	Administration		\$5,464	\$839		\$2,600	\$100	\$100		\$535	\$9,638
2	Public Participation & Coordination										\$0
3	Long Range Transportation Planning										\$0
4	Short Range Transportation Planning										\$0
5	Project Development Planning										\$0
6A	VOBCIT Technical Support										\$0
6B	Watershed Planning activities			\$35							\$35
	Total	\$0	\$5,464	\$874	\$0	\$2,600	\$100	\$100	\$0	\$535	\$9,673

1400

C. Cost Proposal Summary (\$)

Task #	Task Description	Exec Director	Transpo Program Mngr	GIS Sr Planner I	GIS Planner I	Land Use Sr Planner III	Office Manager	Emerg Mngmt Asst Plan I	Land Use Asst Plan II	Planning Tech I	Planning Tech II	Total Personnel	Indirect	Direct	Total Costs
	Hourly Rate	\$55.38	\$38.43	\$40.04	\$33.49	\$35.14	\$36.00	\$23.77	\$22.38	\$14.00	\$13.99				
1	Administration	\$554	\$2,306	\$10	\$167	\$0	\$360	\$24	\$0	\$0	\$0	\$3,421	\$3,934	\$9,638	\$16,993
2	Public Participation & Coordination	\$1,385	\$14,008	\$0	\$335	\$0	\$900	\$475	\$112	\$0	\$0	\$17,214	\$19,797	\$0	\$37,011
3	Long Range Transportation Planning	\$18,275	\$8,839	\$1,201	\$134	\$879	\$45	\$0	\$895	\$0	\$0	\$30,268	\$34,808	\$0	\$65,077
4	Short Range Transportation Planning	\$665	\$9,608	\$4,404	\$18,754	\$176	\$243	\$2,092	\$895	\$6,160	\$0	\$42,997	\$49,446	\$0	\$92,443
5	Project Development Planning	\$665	\$4,996	\$881	\$0	\$0	\$360	\$0	\$0	\$0	\$0	\$6,901	\$7,937	\$0	\$14,838
6A	VOBCIT Technical Support	\$0	\$1,395	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,395	\$1,604	\$0	\$2,999
6B	Watershed Planning activities	\$0	\$1,614	\$4,084	\$2,780	\$0	\$0	\$808	\$0	\$0	\$0	\$9,286	\$10,679	\$35	\$20,000
	Total	\$21,543	\$42,765	\$10,581	\$22,170	\$1,054	\$1,908	\$3,399	\$1,902	\$6,160	\$0	\$111,482	\$128,205	\$9,673	\$249,360

115.00% Indirect Rate												Total Employee Indirect			
	Indirect per employee	\$24,774	\$49,180	\$12,168	\$25,496	\$1,212	\$2,194	\$3,909	\$2,188	\$7,084	\$0	\$0	\$128,205		

Notes

- ¹ Contractual: Audit services, engineering services as needed for problem evaluation, professional editor
 Travel: Mileage, transportation, parking, lodging, per diem
 Supplies: Office and traffic counting supplies, mapping supplies used for transportation planning
 Equipment: Counting and inventory equipment, computers used for transportation planning
 Meetings: Meeting room space, other associated costs, conference / workshop fees
 Data / Ref: Reference materials
 Postage: Large packages, special mailings
 Copies / Printing: Reproduction costs, including photocopies (\$0.05 b&w; \$1.0 color) and outside print/copy services
 Advertising: Advertising, legal notices

TRANSPORTATION RESILIENCE

The Vermont Transportation Resiliency Planning Tool

CVRPC and eight member communities in the Stevens Branch watershed were awarded funding to add the watershed to the Vermont Transportation Resiliency Planning Tool.

The Tool is a web-based application that identifies bridges, culverts, and road embankments that are vulnerable to damage from flood inundation, erosion, and deposition for 10-year, 50-year, and 100-year storm events. It estimates risk based on the vulnerability and criticality of roadway segments and identifies potential mitigation measures based on the factors driving the vulnerability.

The Tool combines river science, hydraulics, and transportation planning methods. It is applied at a watershed scale.

With a minimal training, the on-line map service can be used by anyone with an interest in planning to identify and prioritize vulnerable locations and to create a list of potential solutions for watershed in the Tool.

The Stevens Branch Watershed

Municipalities within this watershed have seen their share of flood related damage recently.

The road network in downtown Barre City, including Route 302, is especially vulnerable to flood risk because it is predominantly in the Stevens Branch and Gunner's Brook river valleys. In May 2001, Barre City suffered damage from a significant flood event where areas in the 150-year floodplain were flooded with up to five



feet of water. Ten culverts were damaged, and the City incurred over \$1 million in damages.

Flood prone areas with Barre Town and Berlin include key infrastructure, including the Route 302 and 14 transportation corridors. Route 110 in Washington also is very vulnerable to flood risk.

In the Stevens Branch watershed, there are 225 miles of roads and 78 structures considered vulnerable to flood waters by inundation, erosion or deposition. Road miles and structure degree of risk include:

High:	14 miles, 0 structures
Medium:	19 miles, 25 structures
Low:	193 miles, 53 structures

Figure 1 provides a map of the roadways and structures affected by flood vulnerability. While the severity of the flood risk in this watershed primarily is low, the percentage of roadways susceptible to flooding (77%) is high, making this a high priority watershed for gathering information on the infrastructure flood vulnerability.

TRANSPORTATION RESILIENCE

The Vermont Transportation Resiliency Planning Tool

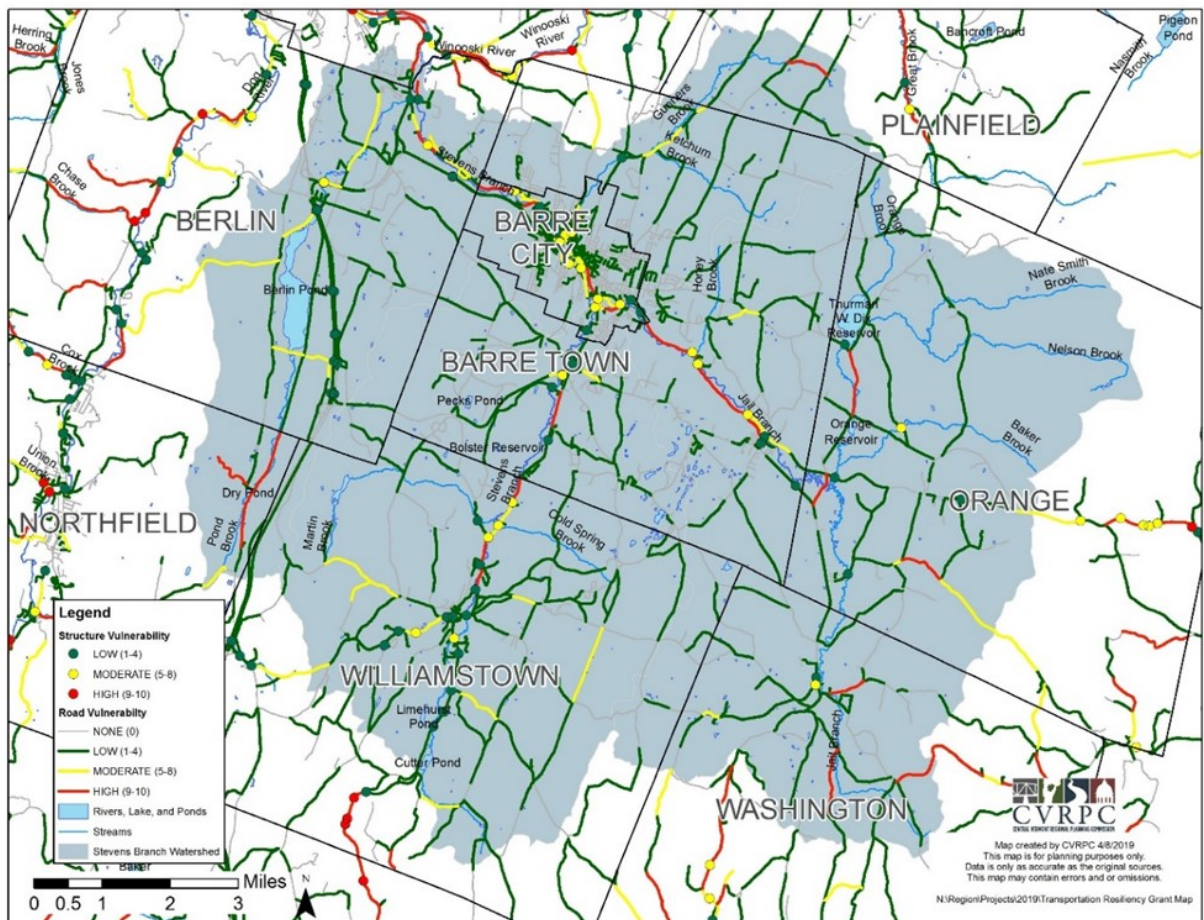


Figure 1: Stevens Branch Watershed

Infrastructure vulnerability data will help the valley municipalities (Barre City, Barre Town, and Berlin) understand their risk, and help the headwater municipalities (Orange, Washington, Williamstown, Plainfield, and Northfield) plan for and support flood resilience efforts.

Applying the Tool's Results

This Tool will assist communities to be proactive in how they approach infrastructure improvement projects. The Tools' results — a list of vulnerable infrastructure, potential mitigation measures,

and priority projects — can be incorporated into a municipality's Local Hazard Mitigation Plan. These Plans are reviewed annually. They drive future mitigation grant applications.

For information, contact Dan Currier at 802-229-038 or currier@cvregion.com.





MEMO

Date: May 15, 2019
 To: Executive Committee
 From: Nancy Chartrand, Office Manager
 Re: FY20 Dental Benefit

ACTION REQUESTED: Approve CVRPC's FY20 dental benefit to maintain the existing dental policy and 100% employer contribution.

Delta Dental raised insurance premiums by 3.39% due to claim trends. Premiums increased by 2.9% for FY19. The cost increase by rate category is:

Category	FY19 Premium	FY20 Premium	FY19-FY20 Yearly Premium Increase
1 Person	\$431.64	\$446.28	\$14.64
2 Persons	\$812.52	\$840.12	\$27.60
3+ Persons	\$1,436.28	\$1,485.00	\$48.72

CVRPC's change in cost from FY19 to FY20 is:

Category	FY19 Actual (June projected)			FY20		
	Premium	# Enrolled	CVRPC Cost	Premium	# Enrolled	CVRPC Cost
1 Person	\$431.64	1-3	\$1,294.92	\$446.28	3	\$1,338.84
2 Persons	\$812.52	0-1	\$812.52	\$840.12	0	\$0.00
3+ Persons	\$1,436.28	4-5	\$5,745.12	\$1,485.00	4	\$5,940.00
CVRPC Total Cost by Fiscal Year*			\$6,663.14			\$7,278.84

* (reflects credit for Cobra payments and coverage changes made by staff)

Difference: CVRPC Total Cost FY19-FY20	\$615.70
Difference: FY19 Cost Using FY20 Enrolled Employees	\$238.80

*Note: CVRPC pro-rates contributions for part-time employees based on hours worked.

*Read Your Policy Carefully—This Outline of Coverage provides a very brief description of the important features of your policy. This is not the insurance contract, and only the actual policy provisions will control. The policy itself sets forth in detail the rights and obligations of both you and your insurance company. It is therefore important that you **READ YOUR POLICY CAREFULLY!** Not all time limitations and exclusions are shown herein. Benefit percentages shown are based on the actual charges submitted up to the Maximum Allowable Charge for participating dentists, or Delta Dental's allowance for non-participating dentists.*

Diagnostic / Preventive (Coverage A)	Basic Restorative (Coverage B)	Major Restorative (Coverage C)	Orthodontics (Coverage D)
No Deductible	Contract Year Deductible		No Deductible
<p>DIAGNOSTIC: Oral evaluations twice in a 12-month period, this includes periodic, limited, problem-focused, and comprehensive evaluations</p> <p>X-rays (complete series or panoramic film) once in a 5-year period</p> <p>Bitewing x-rays once in a 12-month period</p> <p>X-rays of individual teeth as necessary</p> <p>Brush biopsy once in a 12-month period</p> <p>PREVENTIVE: Four cleanings in a 12-month period</p> <p>Fluoride twice in a 12-month period to age 19</p> <p>Space maintainers to age 16</p> <p>Sealant application to permanent molars, once in a 3-year period per tooth, for children to age 19</p>	<p>RESTORATIVE: Amalgam (silver) fillings; Composite (white) fillings</p> <p>ORAL SURGERY: Surgical and routine extractions</p> <p>ENDODONTICS: Root canal therapy</p> <p>PERIODONTICS: Periodontal maintenance (cleaning)</p> <p><i>Note: Cleanings are limited to four in a 12-month period; these may be routine (Coverage A) or periodontal (Coverage B), or a combination of both.</i></p> <p>Treatment of gum disease</p> <p>Clinical crown lengthening once in a lifetime per site</p> <p>DENTURE REPAIR: Repair of a removable denture to its original condition</p> <p>EMERGENCY PALLIATIVE TREATMENT</p> <p>CVRPC's Coverage</p>	<p>PROSTHODONTICS: Removable and fixed partial dentures (bridge); complete dentures</p> <p>Rebase and reline (dentures)</p> <p>Crowns</p> <p>Onlays</p> <p>Implants</p>	<p>ORTHODONTICS: Correction of malposed (crooked) teeth for dependent children to age 19.</p> <p>Orthodontic rider D covers adults and children.</p> <p><i>Note: Orthodontic coverage is available as a rider to municipalities using plans 1, 2, 3 or 7 and is only available to those with five or more enrolled employees.</i></p>
Contract Year Maximum per Person Health through Oral Wellness® program included (please see reverse for details)			Lifetime Orthodontic Maximum per Person

You will get the best value from your Delta Dental Plan when you receive your dental care from one of our PPO (greatest savings) or Premier network participating dentists:

- ✓ No Balance Billing: Because participating dentists accept Northeast Delta Dental's allowed fees for services, you will typically pay less when you visit a participating dentist.
- ✓ No Claims Paperwork: Participating dentists will prepare and submit claims for you.
- ✓ Direct Payment: Northeast Delta Dental pays participating dentists directly, so you don't have to pay the covered amount up front and wait for a reimbursement check.

To find out if your dentist participates in our PPO or Premier network, you can: call your dentist, visit our website at nedelta.com, or call Customer Service at 1-800-832-5700.

Claim Process for Participating Dentists

Your participating dentist will submit your claim to Northeast Delta Dental (claims for any of your covered dependents should be submitted under *your* Subscriber ID number). Northeast Delta Dental will produce an Explanation of Benefits (available through our Benefit Lookup site at nedelta.com) detailing what has been processed under your plan's coverage. You are responsible to pay any outstanding balance directly to the dentist.

Non-Participating Dentists

If you visit a non-participating dentist, you may be required to submit your own claim and pay for services at the time they are provided. Claim forms are available by calling Northeast Delta Dental or visiting nedelta.com. Payment will be made to you, the Subscriber, unless the state in which the services are rendered requires that assignments of benefits be honored and Northeast Delta Dental receives written notice of such assignment. Payment for treatment performed by a non-participating dentist will be limited to the lesser of the dentist's actual submitted charge or Delta Dental's allowance for non-participating dentists in the geographic area in which services are provided. It is your responsibility to make full payment to the dentist.

Predetermination of Benefits

Northeast Delta Dental recommends that you ask your dentist to submit a *pre-treatment estimate* for any dental work involving costly or extensive treatment plans. Predeterminations helps avoid any potential confusion and enable us to help you estimate any out-of-pocket expenses you may incur.

Coordination of Benefits

When an individual covered under this plan has additional group coverage, the Coordination of Benefits (COB) provision described in your Dental Plan Description booklet will determine the sequence and extent of payment. If you have any questions about COB, please contact our Customer Service Department at 1-800-832-5700.

Identification Cards

Two identification cards will be produced and distributed shortly after your initial enrollment. Both cards are issued in your name but can be used by any family member covered under your plan. Any future cards will be issued electronically via our Benefit Lookup site accessible through nedelta.com. You can also use our smartphone app and enjoy access to dentist search, claims and coverage, and your ID card. Simply scan the QR code to the right.



Health through Oral Wellness* (HOWSM)

A healthy mouth is part of a healthy life, and Northeast Delta Dental's innovative Health through Oral Wellness program [HOW] works with your dental benefits to help you achieve and maintain better oral wellness. HOW is all about YOU because it's based on your specific oral health risk and needs. Best of all, it's secure and confidential. Here's how to get started:

1. REGISTER

Go to healththroughoralwellness.com and click on "Register Now"

2. KNOW YOUR SCORE

After you register, please take the free oral health risk assessment by clicking on "Free Assessment" in the Know Your Score section of the website

3. SHARE YOUR SCORE WITH YOUR DENTIST

The next step is to share your results with your dentist at your next dental visit. Your dentist can discuss your results with you and perform a clinical version of the assessment. Based on your risk, you may be eligible for additional preventive benefits.*

**Additional preventive benefits are subject to the provisions of your Northeast Delta Dental policy.*

Dental Plan Description Booklet

Your Dental Plan Description benefit booklet describes your dental benefits and explains how to use them. Please read it carefully to understand the benefits and provisions of your Northeast Delta Dental plan. You can download a copy of the Dental Plan Description booklet from the dental page of VLCT's website, <http://www.vlct.org/>, or view it on the Patient Benefit Look-up portion of Northeast Delta Dental's website at <http://nedelta.com/Patients>.

Who is Eligible?

You, your spouse or Civil Union Partner, your unmarried, dependent children up to age 19* or if a full-time student to age 25*, and any incapacitated dependent children, regardless of age. If enrolling one eligible dependent, all of your eligible dependents must be enrolled, unless they are covered under another dental program.

*Groups may opt-in to allow coverage for children to age 26.

Claims Inquiry

If you have further questions, please contact Northeast Delta Dental's Customer Service department at 1-800-832-5700 or 603-223-1011 or email customerservice@nedelta.com. This information should be used only as a guideline for your dental benefits program. For detailed information on your group's terms, conditions, limitations, exclusions, and guarantees, please refer to your Dental Plan Description booklet or consult your employer.

Renewability

Your plan will automatically renew for a new twelve (12) month Plan Year if the premium continues to be paid. Premiums are subject to change annually in accordance with advance notice. You or Northeast Delta Dental may choose not to renew this plan upon advance notice. The plan will not be renewed if this dental program is no longer available.

THIS INFORMATION SHOULD BE USED ONLY AS A GUIDELINE. FOR DETAILED INFORMATION ON THE TERMS, CONDITIONS, LIMITATIONS AND EXCLUSIONS, PLEASE REFER TO THE APPROPRIATE DENTAL PLAN DESCRIPTION.



CENTRAL VERMONT REGIONAL PLANNING COMMISSION**Five Year Strategic Goals****Year 5: FY20 Activities and Measures**

06/03/19

MISSION

The mission of CVRPC is to assist member municipalities in providing effective local government and to work cooperatively with them to address regional issues.

FY20 Priorities

- Ensure alignment of policies and procedures
- Enhance internal and external communications
- Implement Board recommendations on Commission meeting changes
- Complete a draft of *Plan Central Vermont* for Board review

**GOAL 1: Enhance Financial Security**

CVRPC retains the financial resources and policies to support its mission and work priorities, and to continue to operate in fiscally challenging times.

Strategies:

- I. Manage organizational budget and project funds in a sustainable and transparent manner
- II. Increase reserve fund to \$200,000 by 2025 (~2.75 months operating reserves or average \$20,000 per average)
- III. Refresh and expand policies to strengthen organizational oversight and comply with 2 CFR Part 200 requirements

FY20 Activities and Measures

- I. *Financial reports are provided monthly in a timely manner*
 - a) Executive Committee receives financial statements and budget to actuals, cash flow, and financial summary reports in meeting packet (Nicole)
 - b) Project financial reports and training assist staff to complete 95% of projects within budget (Staff, Nicole)
 - c) CVRPC maintains unqualified audit reports (Nicole)
- II. *Complete audit annually by October 31 (Nicole)*
 - a) Complete audit field work by September 15
 - b) Submit Audit annually by December 31
 - c) Submit Indirect Rate Proposal annually by January 31
- III. *Implement plan to reduce administrative costs (All)*

- 1 a) Work with staff to develop additional strategies and actions to reduce administrative
- 2 hours by November 30
- 3 b) Implement strategies and actions, such as system modifications and training.
- 4 c) Administrative costs are reduced to the extend practical by 2022
- 5 IV. *Contribute to reserve fund as funds permit* (Bonnie/Nicole)
- 6 a) Contribute \$25,000 to reserves in FY20.
- 7 b) Reserve fund balance reaches 2025 goal
- 8 V. *Create/update the following policies/procedures:*
- 9 a) Update Personnel Policy Manual by 06/30/20 (Bonnie)
- 10 b) Update Administrative and Financial Procedures by 06/30/20 (Nancy with Nicole)
- 11 VI. *Train staff on requirements of 2 CFR Part 200 by 06/30/20* (Bonnie)
- 12 a) Staff acquires and maintains the knowledge and skills required to manage grant-funded
- 13 projects within state and federal requirements
- 14 b) Staff contributes to building effective and efficient policies and procedures
- 15 c) CVRPC maintains unqualified audit reports
- 16

17 GOAL 2: Create Operational Excellence

18 CVRPC continually builds a workplace and workplace philosophy in which problem-solving,
19 teamwork, and leadership results in the ongoing improvement of the organization.

20 Strategies:

- 21 I. Build a knowledgeable, professional, and interdisciplinary staff
- 22 II. Strengthen Commissioner understanding of, and participation in, Commission activities and
- 23 services
- 24 III. Enhance the office environment to support operations and delivery of services
- 25
- 26

27 FY20 Activities and Measures:

- 28 I. *Train staff to enhance knowledge and skills* (All)
- 29 a) Provide at least three individual professional development opportunities for all staff
- 30 annually, one of which is outside their current project discipline
- 31 II. *Enhance team morale* (Nancy supported by all)
- 32 a) Provide on-going visibility for staff accomplishments through CVRPC's communication
- 33 portals, office celebrations, etc.
- 34 b) Complete quarterly team building activities, including social events, community tours,
- 35 learning opportunities, etc.
- 36 III. *Enhance Committee effectiveness*
- 37 a) Develop consistent Rules of Procedure for all committees by 12/31/19
- 38 – Town Plan Review – adopted 04/09/19
- 39 – Regional Plan – draft 09/17/18 (Clare)
- 40 – Executive – adopted 07/10/18
- 41 – Nominating – no action (Bonnie)
- 42 – TAC – adopted 04/11/17
- 43 – Brownfields – adopted 10/11/16; update if new grant (Clare)

- 1 – Project Review – adopted 09/12/17
- 2 – Clean Water Advisory – adopted 07/10/18
- 3 b) Train chairs on the roles and responsibilities of the chair by 03/31/20 (TBD)
- 4 c) Notice Commissioners of committee meetings with links to agendas (Nancy)
- 5 d) Report Committee activities and actions to Commissioners monthly (All)
- 6 IV. *Enhance Commissioner engagement*
- 7 a) Hold orientation meeting with new Commissioners within two months of appointment
- 8 (Bonnie)
- 9 b) Implement Commissioner-recommended meeting changes (Bonnie)
- 10 i. Finish Commissioner Handbook by 06/30/20
- 11 ii. Increase delivery timeliness of Commission meeting materials by 06/30/20
- 12 (goal: emailed 5 days prior to meeting)
- 13 iii. Host at least one Commission meeting at an alternate venue
- 14 iv. Incorporate topics/organization presentations requested by Commissioners
- 15 at least quarterly
- 16 v. Use varied speaker formats beyond a single speaker
- 17 vi. Add quarterly open discussions for Commissioners to share municipal news,
- 18 needs, challenges, and successes
- 19 V. *Enhance the office working and meeting environment*
- 20 a) Continue effort to clean and organize office to project a professional work environment
- 21 with annual January paper and furniture reduction day (Nancy/All)
- 22 b) Implement furniture replacement plan as funds allow (Nancy)
- 23 c) Notify landlord of lease renewal decision by 09/23/19 (Nancy/Executive Committee)

25 **GOAL 3: Enhance Services**

26 CVRPC focuses on the needs of member municipalities, and continually works to increase their
27 desire and ability to work cooperatively to address regional issues.

29 Strategies:

- 30 I. Align organizational thinking to anticipate municipal and regional needs
- 31 II. Increase municipal plan implementation activities by building CVRPC project delivery and
- 32 management understanding
- 33 III. Pursue funding opportunities more strategically to implement CVRPC priorities

35 FY20 Activities and Measures:

- 36 I. *Identify municipal planning and implementation priorities for FY21 by 04/30/20*
- 37 a) Review municipal plans for implementation priorities by 01/31/20 (Zach)
- 38 b) Complete a municipal survey by 02/28/20 (Clare/Nancy)
- 39 c) Use open discussion times at Commission meetings as FY21 work plan input (Bonnie)
- 40 II. *Build CVRPC project delivery and management skills (Nancy)*
- 41 a) Continue enhancing staff knowledge and skills in project delivery and management
- 42 through online trainings and team learning
- 43 b) Develop office project tracking tool to coordinate staff efforts

- c) Projects and deliverables are produced on time, within budget, and with sufficient quality.
- III. *Complete Plan Central Vermont* (Clare with Zach, Dan, and Bonnie)
- a) Draft available for Board review by 05/20/20

GOAL 4: Position CVRPC as Leader and Partner

CVRPC assists others to achieve their goals, and in doing so, achieves its own goals.

Strategies:

- I. Increase visibility at local, regional, state, federal levels for CVRPC activities
- II. Increase work with State/Federal Legislators
- III. Enhance CVRPC relationship with other regional organizations

FY20 Activities and Measures:

- I. *Enhance communications with municipalities, partners, and Commissioners* (Nancy/All)
 - a) Publish News Briefs biweekly (grant announcements, meeting notices, etc.)
 - b) Publish a newsletter quarterly (articles about projects and programs)
 - c) Develop press releases related to project progress (recognize regular and special milestones)
 - d) Develop 1-2-page project briefing sheets and update at project completion; post to website and distribute in Board packet
 - e) Update Facebook page weekly (using News Briefs or other information)
- II. *Position CVRPC as a regional and state leader*
 - a) Publish the online data library by 06/30/20 (Zach)
 - b) Host bi-monthly regional trainings for municipalities (All)
 - c) Participate in at least three activities of regional partners, such as CVEDC, Capstone, Downstreet, Solid Waste, Friends of the Winooski River, Friends of the Mad River, Winooski Natural Resource Conservation District, etc.; provide partner updates on CVRPC activities (All)
 - d) Serve as RPC lead for at least one statewide or multi-region project or shared task (Senior Planners/Program Manager)
- III. *Engage Commissioners in statewide policy development*
 - a) Identify State plans, policies, and rules and Summer Study Committees of interest anticipated for public comment in FY20 by 07/31/19 (All)
 - b) Assist Board to comment on at least two plan, policy or rule documents annually (Senior Planners/Program Manager)

5-Year Strategic Goals – FY20 Activities

Priority	Activity	Lead	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Goal 1: Enhance Financial Security														
H	Monthly financial reports	Nicole	X	X	X	X	X	X	X	X	X	X	X	X
H	Complete audit	Nicole				X								
H	Submit Audit/Indirect Proposal	Nicole			Fieldwork			Audit	Indirect Proposal					
M	Implement plan to reduce administrative cost	All												X
H	Contribute to reserve fund	Bonnie & Nicole												X
H	Update Personnel Policy	Bonnie												X
M	Update Admin/Financial Procedures	Nancy with Nicole												X
M	Implement 2 CFR staff training	Bonnie			X			X			X			X
Goal 2: Create Operational Excellence														
M	Conduct team building activities	Nancy With All	X			X			X			X		
M	Finish Committee Rules of Procedure	As assigned			Reg Plan			Nom Com						
L	Host Chair training	TBD									X			
M	Hold new Commissioner orientation meetings	Bonnie										X		

Priority	Activity	Lead	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
H	Implement Commission meeting changes	Bonnie												Handbook
M	Clean office	All							X					
H	Lease Renewal Decision	Nancy			X									X
Goal 3: Enhance Services														
L	Review Municipal Plans for priorities	Zach & Jonathan							X					
L	Survey municipal needs	Clare with Nancy								X				
M	Train staff on project management	Nancy												X
H	Complete Plan Central VT	Clare											Draft	
Goal 4: Position CVRPC as Leader and Partner														
H	Publish News Briefs biweekly/Update Facebook	Nancy	X	X	X	X	X	X	X	X	X	X	X	X
M	Publish newsletter quarterly	Nancy With All		X			X			X			X	
H	Develop press releases at milestones	All	Better Roads	High Meadows	EAB		CWBG Projects	Northfield Stormwater	LHMPs	Energy Planning		Forest Integrity	Cabot Trails	Plainfield HC Design
M	Develop project briefing sheets	All	Better Roads	High Meadows	EAB		CWBG Projects	Northfield Stormwater	LHMPs	Energy Planning		Forest Integrity	Cabot Trails	Plainfield HC Design
L	Publish online data library	Zach												X
M	Host bi-monthly trainings	All	X		X		X		X		X		X	

Priority	Activity	Lead	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
M	Participate in 3 partner activities	All												X
L	Serve as RPC lead for statewide effort	Senior Staff												X
M	Comment on two plans, etc.	Senior Staff	ID											X

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MEMO

Date: May 30, 2019
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: FY20 Budget

✉ ACTION REQUESTED: Adopt the CVRPC FY20 work program and budget.

SUMMARY

The FY20 budget balances with funding set aside for a website update, office renovation/relocation expenses, and general and office reserves. A robustly balanced budget signals that CVRPC will have more work in the fiscal year than can be completed by existing staff. CVRPC's brownfield grant application is outstanding. 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 (up to ~\$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.

SIGNIFICANT ADJUSTEMENTS FROM MAY DRAFT

Revenues: Increased \$42,557

- Natural Resources: CVRPC was awarded funds for stormwater project designs in two towns.
- Regional Planning Funds (ACCD): Legislative-directed amounts were finalized.

Expenses: Increased \$37,974

- Adjustments to contractor, payroll, fringe benefits and other expenses reflect new awards.
- Minor adjustments were made based on FY19 expense trends.

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 ~\$382,202. 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.



FY2020 Work Plan

06/03/19

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 advancement.
- ❖ 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.
- ❖ Natural systems are effectively sustained with consideration of community and health impact.

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.

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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 municipal staff and volunteers,
- ❖ 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:

- | | |
|--|--|
| <ul style="list-style-type: none"> ❖ <i>Barre City</i> – City Plan; stormwater project implementation; Local Emergency Management Plan; bridge & culvert inventory; transportation resiliency tool; public transit assistance ❖ <i>Barre Town</i> – Emerald Ash Borer response planning; Local Emergency Management Plan; bridge & culvert inventory; transportation resiliency tool ❖ <i>Berlin</i> – New Town Center designation assistance; transportation resiliency tool; Local Emergency Management Plan; stormwater project design and implementation; statutory consultation; road erosion inventory; traffic counts; stormwater project design; grant writing ❖ <i>Cabot</i> – Working landscape asset mapping; trails master planning; Local | <ul style="list-style-type: none"> Emergency Management Plan; statutory consultation ❖ <i>Calais</i> – Local Hazard Mitigation Plan; Local Emergency Management Plan; river corridor bylaws update; Emerald Ash Borer management plan; grant writing ❖ <i>Duxbury</i> – Local Emergency Management Plan; parcel map assistance; grant writing; transportation funding research ❖ <i>East Montpelier</i> – Local Hazard Mitigation Plan; Energy planning; Local Emergency Management Plan; web map update; road erosion inventory; road surface management system; Emerald Ash Borer management plan; grant writing ❖ <i>Fayston</i> - Local Emergency Management Plan, public transit assistance; bridge & culvert inventory; grant writing |
|--|--|

- ❖ *Marshfield* – Energy planning & implementation; Local Emergency Management Plan; grant writing; statutory consultation; road erosion inventory; surface water reclassification
- ❖ *Middlesex* – Energy planning; Local Emergency Management Plan; statutory consultation; surface water reclassification; grant writing
- ❖ *Montpelier* – Local Hazard Mitigation Plan; Local Emergency Management Plan; statutory consultation; Growth Center designation assistance; brownfields redevelopment planning; public transit assistance; traffic counts
- ❖ *Moretown* – Energy planning; Local Hazard Mitigation Plan; Local Emergency Management Plan; Phase II River Corridor Plan Implementation; traffic count; stormwater project design; grant writing; transportation project development
- ❖ *Northfield* – Trails master plan; stormwater project construction; Local Emergency Management Plan; public transit assistance; road erosion inventory; road surface management system; transportation project development; grant writing
- ❖ *Orange* – Local Emergency Management Plan; road erosion inventory; tactical basin planning; transportation resiliency tool; road surface management system
- ❖ *Plainfield* – Local Hazard Mitigation Plan; Town Plan maps; energy implementation;
- Local Emergency Management Plan; stormwater design; grant writing
- ❖ *Roxbury* - Local Emergency Management Plan
- ❖ *Waitsfield* – Energy planning; State designation assistance; Class 4 road project implementation; statutory consultation; public transit assistance; bridge & culvert inventory; grant writing
- ❖ *Warren* – Local Emergency Management Plan; public transit assistance; traffic counts; clean water project development
- ❖ *Washington* – Energy planning; Local Hazard Mitigation Plan; Local Emergency Management Plan; bridge & culvert inventory; tactical basin planning
- ❖ *Waterbury* – Floodplain Working Group assistance; grant writing; Local Emergency Management Plan; bridge & culvert inventory; ash tree inventory
- ❖ *Williamstown* – Local Hazard Mitigation Plan; Local Emergency Management Plan; road erosion inventory; bridge & culvert inventory; grant writing; transportation resiliency tool
- ❖ *Woodbury* – Mobile cellular coverage assessment; Town Plan assistance; Local Emergency Management Plan; traffic counts; stormwater designs; grant writing
- ❖ *Worcester* - Local Emergency Management Plan; grant writing; Town Plan maps

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.

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 10 municipalities in FY20. 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 programs. 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. Grants in Aid program funding has been secured through FY22.

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 2-3 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.



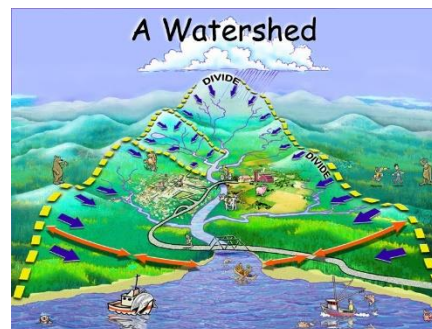
In FY20, CVRPC will continue assisting property owners with accessing brownfields assessment and redevelopment funding. A program Steering Committee works with CVRPC to select sites that may benefit from environmental assessments, fund those assessments, carry out public outreach, and, if necessary, create plans for how specific sites could be cleaned up for reuse. Program priorities for FY20 include clean-up and redevelopment planning support for sites in Montpelier and Woodbury.

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, to restore floodplain areas and river buffers, and to implement clean water projects. 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 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 arrange as time and resources permit.

Our accounting services are provided to inter-municipal organizations and regional non-profits. These services leverage value and security for CVRPC's member municipalities, who participate in or contribute funds to the served organizations. For 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:

- | | |
|---|---|
| ❖ \$269,638 – Legislative allocation through the Agency of Commerce and Community Development (19%), | Natural Resources, and Fee For Services (27%), |
| ❖ \$390,821 – Annual contracts with the Agency of Transportation, Vermont Emergency Management, Agency of | ❖ \$721,754 – Project specific contracts (49%), and |
| | ❖ \$78,041 - Town Dues (5%). |

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.

**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>Robin Schunk</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 Carbee</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>

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.

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 FY19. 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 stormwater planning and construction projects. They continue to be a strong part of the Commission's work program. Clean water education and planning will continue. Transportation planning funds for the contract period beginning October 1, 2019 are level funded. The Municipal Grants in Aid program will continue through FY22. 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. Savings in these areas were offset by contracting for accounting services.

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

Central Vermont Regional Planning Commission

FY20 Budget

Adopted by the Executive Committee ___/___/19

Juliana Potter, Chair

Line		06/30/18	03/04/19	06/03/19	Difference FY19-FY20	Percent Change	Notes
		FY18 Actuals	FY19 Budget	FY20 Budget			
1	REVENUES	1,414,846	1,204,528	1,460,254	255,726	21.2%	
2							
3	Community Development	318,537	52,163	17,300	(34,863)	-66.8%	Brownfields & local energy planning project 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	660,676	292,394	79.4%	Stormwater project design & construction
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	269,638	(19,701)	-6.8%	Carry over not anticipated
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	1,434,124	255,472	21.7%	
18							
19	Advertising	1,278	5,375	2,385	(2,990)	-55.6%	Reflects project mix
20	Contractor Services	516,170	392,353	611,740	219,387	55.9%	Primarily stormwater 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	143,993	2,937	2.1%	Reflects new staff and dental insurance increase
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	11,442	1,660	17.0%	Reflects project mix
31	Office Rent/Util/Repair	42,649	44,332	44,663	331	0.7%	
32	Office Renovations / Relocation	0	0	5,000	5,000	-	For expenses to be paid in FY20
33	Other Expense	554	1,695	1,845	150	8.8%	
34	Payroll/Wages	465,758	421,544	455,939	34,395	8.2%	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	88,751	4,796	5.7%	
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	14,156	(5,360)	-27.5%	Reflects project mix
43							
44	BAL END	98,369	25,876	26,130	254		
45							
46	RESERVES	25,000	10,000	25,000	15,000	0.0%	
47	General	25,000	10,000	20,000		0.0%	
48	Equipment	0	0	0		0.0%	
49	Office Renovation	0	0	5,000		0.0%	For FY21 relocation/renovations

Central Vermont Regional Planning Commission

FY20 Budget

As of 06/03/19

Total Revenues			\$1,460,254
Line			
1	Community Development		\$17,300
2	EPA Brownfields	\$0	Grant awards made in June
3	Owner/Developer Brownfields	\$0	Cost share contribution
4	NRPC Local Energy Planning Yr 3	\$17,300	Middlesex, Moretown, Plainfield, Waitsfield, Washington
5	BCRC Energy Implementation	\$0	Efficiency VT funding for energy plan implementation
6			
7			
8	Fee for Service		\$5,900
9	Wrightville Beach Recreation District Bookkeeping	\$4,000	Reviewed in November; end date 12/31/21
10	Cross Vermont Trail Association Admin Services	\$1,200	End date 09/30/20
11	GIS Mapping	\$700	
12			
13	Interest		\$10
14			
15	Municipal Contracts		\$36,201
16	FY18 Better Roads Orange	\$9,820	Road erosion inventory & capital plan
17	FY18 Better Roads Williamstown	\$5,261	Road erosion inventory & capital plan
18	Williamstown LHMP	\$1,447	Local Hazard Mitigation Plan
19	Moretown LHMP	\$762	Local Hazard Mitigation Plan
20	Cabot Trails FY19 MPG	\$18,911	Trail master plan
21			
22			
23	Natural Resources		\$660,676
24	FY20 604b Water Quality Planning	\$2,000	Outreach for surface water reclassification
25	FY19 604b Water Quality Planning	\$418	Upload projects into ANR Watershed Database
26	FY20 Clean Water Act	\$21,928	Municipal outreach, Basin Plan assistance
27	FY19 Clean Water Act	\$4,201	Municipal outreach, Basin Plan assistance
28	Clean Water Block Grant	\$0	Design and construction project assistance
29	DEC Northfield Water Str. SW Construction	\$516,932	515,000 contractor pass through
30	FPR Forest Integrity	\$9,000	Municipal tools and education
31	WCA 3-Acre SW Partnership	\$2,565	3-acre stormwater site selection & stakeholder outreach
32	DEC Plainfield Health Center SW Design	\$21,610	17,6400 contractor pass through
33	NEIWPC Berlin SW Final Design	\$45,306	35,000 contractor pass through
34	DEC Woodbury SW Final Design	\$17,080	10,900 contractor pass through
35	DEC Moretown School SW Final Design	\$19,636	16,200 contractor pass through
36			
37	Other Income		\$0
38	Miscellaneous	\$0	
39			
40	Public Safety		\$129,281
41	VEM Emergency Mangmt Planning Grant (EMPG) FFY 18	\$41,998	Preparedness, assistance, and education
42	EMPG FFY19	\$45,000	Preparedness, assistance, and education
43	Local Emergency Planning Committee 5 FY19	\$5,698	Bookkeeping, administrative services & Tier II support
44	Local Emergency Planning Committee 5 FY20	\$22,266	Bookkeeping, administrative services & Tier II support
45	Montpelier & Calais LHMPs	\$12,819	Local Hazard Mitigation Plans; Agreement anticipated for July 2019
46	VEM State Emergency Operation Center MOA	\$1,500	Disaster event support

Central Vermont Regional Planning Commission

FY20 Budget

As of 06/03/19

Total Revenues		\$1,460,254
Line		
47		
48	Regional Planning Funds (ACCD)	\$269,638
49	FY19 Carry Forward	\$0 None anticipated
50	FY20 Allocation	\$269,638 Local and regional planning & implementation
51		
52	Town Dues	\$78,041
53		
54	Transportation	\$263,208
55	VTrans Transportation Planning Initiative (TPI) FFY20	\$152,608 Includes Stevens Branch tranpo resiliency study
56	TPI FFY19	\$88,005 Includes Stevens Branch tranpo resiliency study
57	DEC Class IV Road Demonstration	\$12,257 11,000 town pass through for construction
58	Municipal Grants In Aid FY20	\$10,338 Support municipal roads Best Management Practices implementation
59		

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 06/03/19

Total Expenses

\$1,434,124

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		\$611,740
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	DEC Northfield Water Str. SW Construction	515,000	Stormwater structure installation
17	DEC Plainfield Health Center SW Design	17,640	
18	NEIWPCC Berlin SW Final Design	35,000	
19	DEC Woodbury SW Final Design	10,900	
20	DEC Moretown School SW Final Design	16,200	
21	FFY20 Transportation Planning Initiative (TPI)	0	
22	FFY19 Transportation Planning Initiative (TPI)	0	
23	DEC Calais Class IV Roads	11,000	Pass through to Towns for project construction
24			
25	Copy / Print		\$4,784
26	Lease	2,784	
27	Color Copies	2,000	Estimate based on FY18 plus 300 Regional Plan
28			
29			
30	Depreciation		\$6,000
31			
32	Dues / Memberships / Sponsorships		\$11,104
33	VAPDA	5,500	Annual Dues
34	VT League of Cities & Towns	854	Access to unemployment insurance & other services
35	Nat'l Assoc. of Development Organizations	2,000	
36	Business Resource Services	250	Health insurance association
37	Assoc. of State Floodplain Managers	440	Certified Floodplain Managers
38	VT Planners Assoc.	360	6 staff
39	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 06/03/19

Total Expenses

\$1,434,124

Line

40			
41	Equipment / Furniture (>\$5,000)		\$0
42	Capital: Non-Billable	0	
43	Capital: Billable	0	
44	Office Furniture	0	
45	Office Equipment	0	
46			
47	Equipment Repair & Service		\$400
48	Telephone System	100	
49	Repair & Service	300	Traffic counter repair
50			
51	Fringe Benefits		\$143,993
52	FICA	33,958	Medicaid & Social Security taxes
53	Health Ins.	75,759	
54	Dental Ins.	7,145	
55	Vision Ins.	0	Not provided
56	Retirement	20,087	5% of gross wages after 1 year employment
57	Disability Ins.	2,803	
58	Life Ins.	1,296	
59	Unemployment Ins.	1,400	
60	Workers Comp Ins.	1,546	Revised based on Compliance Audit
61			
62	Insurance		\$1,550
63	General Liability (Property/Vehicle/Fire)	1,550	Policy includes Public Officials Liability; increased for additional insureds for automotive liability
64			
65	Interest		\$10
66			
67	Line of Credit		\$0
68	Debt Repayment	0	Debt not anticipated
69	Interest	0	
70			
71	Meeting / Programs		\$11,442
72	Administrative	4,000	1350 Commission mtgs
73	ACCD	2,392	480 workshops/forums; 825 Commission mtgs
74	Energy Planning	0	
75	Brownfields	0	
76	Municipal	0	
77	Natural Resources	160	
78	Public Safety	2,890	LEPC 700
79	Transportation	2,000	TAC & project mtgs

Central Vermont Regional Planning Commission

FY20 Budget

As of 06/03/19

Total Expenses

\$1,434,124

Line

80			
81	Office Rent / Utilities / Repairs		\$44,663
82	Rent	42,383	Lease through 09/30/2020; Notice by 09/29/2019
83	Office Cleaning	2,080	80 bi-weekly
84	Repairs & Other Maintenance	200	
85			
86	Office Renovations / Relocation		\$5,000
87			
88	Other Expense		\$1,845
89	Miscellaneous	140	Gifts, non-billable fees, etc.
90	Fees	1,705	420 Payroll direct deposit; 1035 Line of Credit; 100 misc; 150 DCRA
91	Bad Debt	0	
92			
93	Payroll/Wages		\$455,939
94	Gross Pay	443,897	7.5 FTE plus Planning Techs; includes raises, bonuses, & payment in lieu of health insurance benefit
95	Comp Time	11,564	Year end estimate
96	Overtime	477	Non-exempt employee
97			
98	Postage		\$2,010
99	Postage Machine	210	
100	Machine Postage	1,500	Includes add postage fees
101	Billable Postage	300	Regional Plan
102			
103	Professional Services		\$88,751
104	Audit	7,500	Single Audit not required
105	Accounting	56,576	Estimated 16 hours per week
106	Employee Assistance Program	0	
107	IT/Computer	5,530	
108	Legal	5,000	Personnel policy and bylaw update reviews
109	Website Update	5,000	Update and modernize the website; new service provider
110	Videography	2,285	175/mo for Commission meetings plus two workshop tapings
111	Other	6,860	Scanning service 6600; Shredding services 260

Central Vermont Regional Planning Commission

FY20 Budget

As of 06/03/19

Total Expenses

\$1,434,124

Line

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

Central Vermont Regional Planning Commission

FY20 Budget

As of 06/03/19

Total Expenses

\$1,434,124

Line

149			
150	Travel		\$14,156
151	Administrative	5,000	VAPDA & other mtgs
152	ACCD	2,500	Local, regional, and state meetings
153	Community Development	209	Local energy planning
154	Municipal	592	Municipal contract meetings & field work
155	Natural Resources	426	Meetings
156	Public Safety	770	Site visits, meetings, CFM continuing ed requirement
157	Transportation	4,659	TPI 3900
158			

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Reserve Fund

As of 06/03/19

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**
\$382,202.36

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 (+/-): **(\$310,534)**

Months Reserves: **1.13** Final Goal: 6 months

Minimum Monthly Expenses:

Total **\$63,700**

Equipment	\$0
Fringe Benefits	\$11,412
Insurance	\$129
Office Rent/Utilities	\$3,722
Other Expense	\$154
Payroll	\$36,991
Postage	\$168
Printing/Copies	\$399
Prof Services	\$7,396
Software (licenses)	\$600
Supplies Office	\$1,013
Telephone/Internet	\$537
Travel	\$1,180

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 \$25,000.
3. Recommended set aside should be reviewed annually and adjusted as needed.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT MINUTES
May 6, 2019

Present:

☒ Julie Potter

☒ Laura Hill-Eubanks

☒ Michael Gray

☒ Dara Torre

☒ Steve Lotspeich

☒ Janet Shatney

☒ Byron Atwood

Staff: Bonnie Waninger, Nancy Chartrand

CALL TO ORDER

Chair J. Potter called the meeting to order at 4:02 pm. Quorum was present to conduct business.

ADJUSTMENTS TO THE AGENDA

B. Waninger requested contracts be tabled and requested the Committee consider holding a special meeting for contracts prior to the Board meeting.

PUBLIC COMMENTS

None.

FINANCIAL REPORT

Waninger provided an overview of the financial report. CVRPC is doing well. She state some of the net income is budgeted funds for reserves and some is over-recovery of indirect (overhead) costs. The over recovery will decrease due to lowering CVRPC's indirect rate. She noted adjusting contract names in the report is being addressed.

There were questions addressed regarding Cobra coverage, Fees for Service, and Better Back Roads invoicing.

CONTRACT/AGREEMENT AUTHORIZATION

See above; tabled for a special meeting.

CVRPC BYLAWS

J. Potter noted the transmittal letter needs to be updated and recommends the following: "Executive Committee reviewed the proposed amendments in March, April and May 2019 and recommended advancing them for Board consideration and approval".

It was advised that the shaded information in the draft document has changed since the last review.

1 Several typos were corrected, and minor word changes made.

2
3 Potter noted one change was to elect the Nominating Committee in January rather than. February.
4 Discussion ensued to add annually to this language. Further discussion ensued regarding the number of
5 members the Nominating Committee, and the staff support role to the Committee.
6

7 N. Chartand will make requested changes. The final document will be added to the Board Packet.
8

9 *L. Hill-Eubanks moved to recommend advancement to the Board for consideration and approval; S.*
10 *Lotspeich seconded. Motion carried.*
11

12 The Committee discussed legal review prior to final Board approval due to the substantial revision.
13 Waninger will contact CVRPC's attorney. Committee members discussed whether the motion as passed
14 should stand.
15

16 *L. Hill-Eubanks moved to reconsider the vote on the motion made; M. Gray seconded. Motion carried.*
17

18 Potter advised the Committee it was voting again on the original motion. *The motion was defeated.*
19

20 *L. Hill-Eubanks moved to advance the proposed amendments to the Board for discussion. M. Gray*
21 *seconded. Motion carried.*
22

23 **FY20 WORK PLAN AND BUDGET**

24 Waninger said the Work Plan generally describes what CVRPC does and what it is planning to do in the
25 coming year. She noted that every project is not outlined, but a general overview is provided. She said
26 the list of municipal specific projects will be updated for the final document based on staff input.
27

28 A robust discussion ensued regarding the Work Plan and priorities of the Commission; specifically with
29 regard to healthy communities, biodiversity, climate change, and environmental conservation. Several
30 suggestions were provided to amend the document prior to submission to the Board.
31

32 **Budget**

33 Waninger advised the budget is currently balanced for FY20. Additional reserve contributions may be
34 possible for office renovations or relocation or for general reserves.
35

36 There was discussion regarding how a reserve fund for a potential renovation or move would be
37 handled. Waninger said FY19 contributions are being moved into general reserves. For FY20, CVRPC
38 could use general reserves and budget an amount for an office renovation/relocation; or it could
39 designate a specific reserve contribution for renovation/relocation. Discussion ensued regarding staff
40 research on renovation versus relocation options and costs.
41

1 Committee members asked questions regarding videography fees and copy/print costs. Waninger also
2 noted the Commission is recruiting a VISTA member; she requested that Committee members spread
3 the word.
4

5 **FY20 EXECUTIVE COMMITTEE & COMMISSION MEETING SCHEDULE**

6 The Committee decided to hold the March 2, 2020 meeting at 3pm to accommodate for any pre-Town
7 meeting events on that date. The August meeting would only be held if the Commission had pressing
8 business, such as a Town Plan approval.
9

10 *J. Shatney moved to approve the FY2020 meetings with change; M. Gray seconded. Motion carried.*
11

12 **CONSENT ITEMS**

13 The 04/15/19 minutes were corrected (Atwoeod be changed to Atwood).
14

15 *L. Hill-Eubanks moved to approve the April 1 and the April 15 minutes as amended; J. Shatney. Motion*
16 *carried.*
17

18 **COMMISSION MEETING AGENDA**

19 Waninger noted that there may be input from the public on the Waterbury Town Plan, and more time
20 has been allowed for this item than normal.
21

22 There was suggestion to shorten the Act 250 Legislative Changes item and include time for introduction
23 of the Bylaws. It was decided to add an item for Bylaw review from 7:05 – 7:25 and follow with Act 250
24 Legislative Changes at 7:25 – 8:05.
25

26 *S. Lotspeich moved to approve the May 14, 2019 Board agenda as modified; D. Torre seconded. Motion*
27 *carried.*
28

29 **SPECIAL MEETING**

30 The Committee scheduled a special meeting for 5/14/19 at 6:00 pm to discuss contracts.
31

32 **ADJOURNMENT**

33 *J. Shatney moved to adjourn at 6:11 pm; B. Atwood seconded. Motion carried.*
34

35 Respectfully submitted,
36

37 Nancy Chartrand
38 Office Manager

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**2 **Executive Committee**3 **DRAFT MINUTES**4 **May 14, 2019**5
6 Present:☒ Julie Potter☒ Laura Hill-Eubanks☐ Michael Gray☐ Dara Torre☒ Steve Lotspeich☒ Janet Shatney☒ Byron Atwood7
8 Staff: Bonnie Waninger9
10 **CALL TO ORDER**

11 Chair J. Potter called the meeting to order at 6:00 pm. Quorum was present to conduct business.

12
13 **ADJUSTMENTS TO THE AGENDA**

14 None.

15
16 **PUBLIC COMMENTS**

17 None.

18
19 **CONTRACT/AGREEMENT AUTHORIZATION**20 *L. Hill-Eubanks moved to authorize the Executive Director to sign the contract amendment with Southern*
21 *Windsor County Regional Planning Commission (SWCPC) for the Clean Water Block Grant Pouliot*
22 *Stormwater Mitigation project; S. Lotspeich seconded. Motion carried.*23
24 *B. Atwood moved to authorize the Executive Director to sign the New England Interstate Water Pollution*
25 *Control Commission Memorandum of Agreement for the Berlin Stormwater Mitigation Final Designs; J.*
26 *Shatney seconded. Motion carried.*27
28 *B. Atwood moved to authorize the Executive Director to sign the contract amendment with Barre City for*
29 *the Pouliot Avenue Stormwater Mitigation project with a change to update the contract and match*
30 *values; L. Hill Eubanks seconded. Motion carried.*31
32 *S. Lotspeich moved to authorize the Executive Director to sign Master Agreements for stormwater*
33 *planning and engineering services with Watershed Consulting Associates, Fitzgerald Environmental*
34 *Associates, Milone & MacBroom, and Dubois & King; B. Atwood seconded. Motion carried.*35
36 Task specific contract addendums will be approved per CVRPC's existing procedure (<\$25,000 approved
37 by the Executive Director; ≥\$25,000 approved by the Executive Committee).

1
2 *J. Shatney moved to authorize the Executive Director to sign the contract with G&N Excavating for the*
3 *Northfield Water Street Stormwater Improvements Construction project; S. Lotspeich seconded. Motion*
4 *carried.*
5

6 **WATERBURY TOWN PLAN DETERMINATION OF ENERGY COMPLIANCE**

7 B. Waninger shared that staff had determined a error was made in warning the Determination of Energy
8 Compliance. The public hearing notice had not been posted to CVRPC's website. Staff recommends the
9 Commission hold a second hearing to correct this.
10

11 *B. Atwood moved to advise the Board of Commissioners to hold a second public hearing regarding the*
12 *Determination of Energy Compliance for the Waterbury Town Plan; L. Hill-Eubanks seconded. Motion*
13 *carried.*
14

15 **BOARD OF COMMISSIONER ANNUAL MEETING**

16 This item was not discussed due to lack of time. Staff will determine the meeting location.
17

18 **ADJOURNMENT**

19 *J. Shatney moved to adjourn at 6:22 pm; B. Atwood seconded. Motion carried.*
20

21 Respectfully submitted,

22
23 Bonnie Waninger
24 Executive Director



BOARD OF COMMISSIONERS

Annual Meeting

June 11, 2019 at 6:30 pm

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

6:15 pm – Social and pizza

Page **AGENDA**

- 6:30¹ Adjustments to the Agenda**
Public Comments
- 6:35 Central Vermont Economic Development Corporation Report, Jamie Stewart**
 Quarterly briefing on CVEDC activities
- 6:45 Julie Moore, Secretary of the Vermont Agency of Natural Resources (enclosed)**
 Current agency initiatives and water quality activities
- 7:30 Municipal Plan Determination of Energy Compliance, Bill Arrand, Town Plan Review Committee Chair (enclosed)²**
 Report and recommended from Committee regarding the *Town of Waterbury, Vermont Municipal Plan*. Actions include:
 – Make determination of energy compliance per 24 V.S.A. §4352, and
 – Approve signature by the Chair of the CVRPC determination certificate.
- 7:45 CVRPC Bylaw Amendment (enclosed)²**
 Discuss and amend document. Approve for placement on the July agenda for final vote.
- 8:10 Elections, Dara Torre, Secretary**
 Report on results of elections for Executive Committee.
- 8:15 Commission Appointments (enclosed)²**
 Appoint FY20 committees and representatives to outside organizations
- 8:20 Meeting Minutes – May 14, 2019 (enclosed)²**
- 8:25 Reports (enclosed)**
 Updates and questions on Staff, Executive Director, and Committee Reports
- 8:30 Adjournment**

Next Meeting: July 9, 2019

¹ Times are approximate unless otherwise advertised.

² Anticipated action item.