



## EXECUTIVE COMMITTEE

January 6, 2020

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

### Page AGENDA

- 4:00<sup>1</sup> Adjustments to the Agenda**  
**Public Comment**
- 3    **4:05 Financial Report** (enclosed)<sup>2</sup>
- 13   **4:15 Strategic Plan FY20 Action Progress Review** (enclosed)  
 12/31/19 quarterly review of progress
- 15   **4:20 Clean Water Advisory Committee** (enclosed)  
 Discuss CWAC letter of concern with Committee Chair
- 21   **4:40 Clean Water Service Provider Request for Proposals** (enclosed)<sup>2</sup>  
 RFP release anticipated January 2020 with March submission deadline
- 37   **5:10 Bylaw Transition Actions** (enclosed)<sup>2</sup>  
 Recommend transition actions to the Board
- 38   **5:20 Appoint Personnel Policy Review Workgroup**<sup>2</sup>
- 39   **5:25 Annual Evaluation Form** (enclosed)  
 Provide comment on modified form; set schedule
- 57   **5:40 Consent Items** (enclosed)<sup>2</sup>  
     a) Meeting Minutes – December 2 and 10, 2019  
     b) Executive Director's Report
- 64   **5:45 Commission Meeting Agenda** (enclosed)<sup>2</sup>  
 Approve or adjust draft agenda
- 6:00 Adjourn**

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

<sup>2</sup> Anticipated action item

**Next Meeting: Monday, February 3, 2020**

Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact Nancy Chartrand at 802-229-0389 or [chartrand@cvregion.com](mailto:chartrand@cvregion.com) at least 3 business days prior to the meeting for which services are requested.



## MEMO

Date: December 29, 2019  
To: Executive Committee  
From: Bonnie Waninger, Executive Director  
Re: Financial Report as of 10/31/19

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✉ **ACTION REQUESTED:** Accept the unaudited October 31, 2019 financial report.

CVRPC continues to implement its five-year plan to improve its financial position. **CVRPC's net income as of October 31, 2019 is \$121,245.66.**

### Balance Sheet

- Assets:
  - Aging receivables continue to increase as Nicole works to transition invoices to required formats and make adjustments requested by funders.
  - Cash continues to decrease. The Northfield Water Street project is closing out. Advanced funds will be fully expended by November 30.
- Liabilities: Liabilities are as expected.
- Net Income: Net income continues to run high.
  - ~\$105,000 is actual profit. It results from budgeting municipal dues as a reserve contribution and from a ~\$30,000 net income from the Northfield project. Construction costs were lower than the project engineer's estimate.
  - ~\$16,000 is over recovery of indirect costs. Staff anticipates requesting an indirect rate adjustment for February to balance recovery against actual expenses. CVRPC's goal is to use an indirect rate within 5% of its actual rate.

### Budget versus Actual

- Revenues: CVRPC had a strongly billable first quarter, which has continued through October. ACCD and TPI revenues are running a bit high, which could result in over

spending on of grants. ACCD should balance by year end now that the Planner position is filled. Staff will continue monitoring TPI.

- Expenses are on track with no new unanticipated costs other than bank fees charged on the People's Checking account. People's is charging fees due to inactivity. Staff will close this account in January. Remaining funds will be transferred into reserves.

**Looking Forward**

- The Northfield Water Street project is complete. DEC was invoiced in December.
- The transportation planner vacancy is expected to create revenue flow changes outside of transportation programs. Essential transportation duties will be covered by Ashley, Grace, Zach, and Bonnie.
- Reserve contributions should increase by ~\$50,000 by February 28. Funds from the final Northfield Water Street payment and the People's checking account will be transferred into reserves.

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## Central Vermont Regional Planning Commission

12/02/19

## Balance Sheet

Accrual Basis

As of October 31, 2019

	Oct 31, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Checking	42,036.19
Community National Bank	100,667.79
Northfield Savings - Reserve	82,019.59
Total Checking/Savings	224,723.57
Accounts Receivable	
Accounts Receivable	266,713.25
Total Accounts Receivable	266,713.25
Total Current Assets	491,436.82
Fixed Assets	
Equipment	50,203.31
Equipment - Accum. Depreciation	-34,367.00
Total Fixed Assets	15,836.31
Other Assets	
Deposits	4,415.00
Prepaid Expenses	3,392.00
Total Other Assets	7,807.00
<b>TOTAL ASSETS</b>	<b>515,080.13</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	25,709.14
Total Accounts Payable	25,709.14
Credit Cards	
Peoples United Bank Visa	-1,183.82
Total Credit Cards	-1,183.82
Other Current Liabilities	
Accrued Compensatory Time	4,696.34
Accrued Vacation	17,537.74
Deferred Income	
ACCD	27,758.75
Product Based Projects	
ERP - Northfield Water St.	19,793.09
Total Product Based Projects	19,793.09
Total Deferred Income	47,551.84
Dependent Care Deductions	1,999.80
HSA deductible withholding	581.00
Pension Liability	6,924.13
State withholding	414.31
Total Other Current Liabilities	79,705.16
Total Current Liabilities	104,230.48
Total Liabilities	104,230.48
Equity	
Invested in Fixed Assets	15,836.34

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## Central Vermont Regional Planning Commission

## Balance Sheet

12/02/19

As of October 31, 2019

Accrual Basis

	Oct 31, 19
Unrestricted Net Position	
Designated for High Meadows	1,939.55
Unrestricted Net Position - Other	271,828.10
Total Unrestricted Net Position	273,767.65
Net Income	121,245.66
Total Equity	410,849.65
TOTAL LIABILITIES & EQUITY	515,080.13

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

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12/02/19

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>Bennington County Regional Commission - C</b>						
Bennington Energy Plan	9,750.00	0.00	0.00	0.00	0.00	9,750.00
<b>Total Bennington County Regional Commission - C</b>	9,750.00	0.00	0.00	0.00	0.00	9,750.00
<b>Berlin</b>						
Berlin Better Roads FY 20	1,289.04	0.00	0.00	0.00	0.00	1,289.04
<b>Total Berlin</b>	1,289.04	0.00	0.00	0.00	0.00	1,289.04
<b>Cabot</b>						
MPG Cabot Trail Planning	2,889.82	0.00	0.00	0.00	5,547.07	8,436.89
<b>Total Cabot</b>	2,889.82	0.00	0.00	0.00	5,547.07	8,436.89
<b>Calais</b>						
Calais Better Back Roads FY18	48.25	0.00	0.00	0.00	85.42	133.67
<b>Total Calais</b>	48.25	0.00	0.00	0.00	85.42	133.67
<b>Clean Water Act CCRPC</b>						
Clean Water						
Implementation	4,364.40	0.00	0.00	0.00	0.00	4,364.40
Oversight	927.37	0.00	0.00	0.00	0.00	927.37
Tactical Basin Planning	1,675.36	0.00	0.00	0.00	0.00	1,675.36
<b>Total Clean Water</b>	6,967.13	0.00	0.00	0.00	0.00	6,967.13
<b>Total Clean Water Act CCRPC</b>	6,967.13	0.00	0.00	0.00	0.00	6,967.13
<b>Cross VT Trail</b>	0.00	0.00	1,200.00	0.00	0.00	1,200.00
<b>Department of Environmental Conservation</b>						
Class 4 Road Remediation	0.00	0.00	13,000.00	0.00	0.00	13,000.00
Plainfield Health Center ERP	11,057.68	0.00	0.00	0.00	0.00	11,057.68
<b>Total Department of Environmental Conservation</b>	11,057.68	0.00	13,000.00	0.00	0.00	24,057.68
<b>DPS MOA</b>						
Response	369.72	0.00	0.00	0.00	0.00	369.72
DPS MOA - Other	0.00	0.00	0.00	0.00	261.10	261.10
<b>Total DPS MOA</b>	369.72	0.00	0.00	0.00	261.10	630.82
<b>East Montpelier</b>						
East Montpelier Better Back Roads	1,246.08	0.00	0.00	0.00	0.00	1,246.08
<b>Total East Montpelier</b>	1,246.08	0.00	0.00	0.00	0.00	1,246.08
<b>EMPG</b>						
EMPG 19						
LEMP	71.53	0.00	0.00	0.00	0.00	71.53
Response	2,381.83	0.00	0.00	0.00	0.00	2,381.83
Technical Assistance	2,397.10	0.00	0.00	0.00	0.00	2,397.10
<b>Total EMPG 19</b>	4,850.46	0.00	0.00	0.00	0.00	4,850.46
<b>Total EMPG</b>	4,850.46	0.00	0.00	0.00	0.00	4,850.46
<b>EMPGFY18</b>						
EMPG FY 18 Response	5,162.96	0.00	0.00	0.00	0.00	5,162.96
EMPG FY18 Tech Asst & Education	6,447.85	0.00	0.00	0.00	0.00	6,447.85
LEMP	1,791.20	0.00	0.00	0.00	0.00	1,791.20
Special Projects - EAB	9,862.64	0.00	0.00	0.00	0.00	9,862.64
Special Projects - LHMP	1,289.75	0.00	0.00	0.00	0.00	1,289.75
<b>Total EMPGFY18</b>	24,554.40	0.00	0.00	0.00	0.00	24,554.40
<b>Forest Parks and Recreation</b>						
Forest Integrity	2,283.37	0.00	0.00	0.00	0.00	2,283.37
<b>Total Forest Parks and Recreation</b>	2,283.37	0.00	0.00	0.00	0.00	2,283.37

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**A/R Aging Summary**  
As of October 31, 2019

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	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
HMPG Admin	0.00	0.00	156.78	0.00	0.00	156.78
LEPC SERC						
LEPC 19	1,965.30	0.00	0.00	0.00	2,307.71	4,273.01
LEPC 20	237.71	0.00	0.00	121.37	1,387.27	1,746.35
LEPC SERC - Other	0.00	0.00	2,110.40	0.00	0.00	2,110.40
Total LEPC SERC	2,203.01	0.00	2,110.40	121.37	3,694.98	8,129.76
Marshfield						
Marshfield Better Roads FY 20	3,755.59	0.00	0.00	0.00	0.00	3,755.59
Total Marshfield	3,755.59	0.00	0.00	0.00	0.00	3,755.59
Montpelier	0.00	0.00	0.00	0.00	511.30	511.30
Moretown						
Moretown LHMP	414.45	0.00	0.00	0.00	6,911.74	7,326.19
Total Moretown	414.45	0.00	0.00	0.00	6,911.74	7,326.19
NEIWPCC						
Berlin SW Final Design						
Task 1 - Hire Design Engineer QAPP Develop	3,029.78	0.00	0.00	0.00	1,010.22	4,040.00
Task 2 - Kickoff Meeting & 60 Percent Des	1,242.31	0.00	309.13	0.00	0.00	1,551.44
Total Berlin SW Final Design	4,272.09	0.00	309.13	0.00	1,010.22	5,591.44
Total NEIWPCC	4,272.09	0.00	309.13	0.00	1,010.22	5,591.44
Northfield						
Northfield Better Back Roads FY18	784.91	0.00	0.00	0.00	0.00	784.91
Total Northfield	784.91	0.00	0.00	0.00	0.00	784.91
Northwest Regional Comm'n						
Energy Plan						
Year 3	0.00	0.00	2,790.34	4,850.88	14,112.31	21,753.53
Total Energy Plan	0.00	0.00	2,790.34	4,850.88	14,112.31	21,753.53
Municipal Grants in Aid	10,006.57	0.00	0.00	0.00	0.00	10,006.57
Total Northwest Regional Comm'n	10,006.57	0.00	2,790.34	4,850.88	14,112.31	31,760.10
Orange						
Orange Better Back Roads FY18	6,190.64	0.00	0.00	0.00	0.00	6,190.64
Total Orange	6,190.64	0.00	0.00	0.00	0.00	6,190.64
Southern Windsor Regional Comm'n						
Pouliet CW Block Grant	3,819.69	0.00	0.00	0.00	0.01	3,819.70
Total Southern Windsor Regional Comm'n	3,819.69	0.00	0.00	0.00	0.01	3,819.70
VAPDA_	421.68	0.00	0.00	0.00	0.00	421.68
VTrans						
TPI						
TPI Admin	3,517.59	0.00	0.00	0.00	2,014.45	5,532.04
TPI Project Develop	582.18	0.00	0.00	0.00	1,428.17	2,010.35
TPI Coordination	11,554.97	0.00	0.00	0.00	2,720.23	14,275.20
TPI Long Range	12,809.07	0.00	0.00	0.00	5,769.24	18,578.31
TPI Other VOBCIT	212.38	0.00	0.00	0.00	250.18	462.56
TPI Other Watershed	11,826.10	0.00	0.00	0.00	0.00	11,826.10
TPI SRP	15,171.44	0.00	0.00	0.00	8,648.77	23,820.21
Total TPI	55,673.73	0.00	0.00	0.00	20,831.04	76,504.77
Total VTrans	55,673.73	0.00	0.00	0.00	20,831.04	76,504.77
Waitsfield						
Waitsfield Interim ZA	1,843.31	0.00	0.00	0.00	0.00	1,843.31



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	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Total Waitsfield	1,843.31	0.00	0.00	0.00	0.00	1,843.31
Washington						
Washington Better Roads FY 20	50.53	0.00	0.00	40.46	0.00	90.99
Washington - Other	0.00	0.00	0.00	0.00	1,246.80	1,246.80
Total Washington	50.53	0.00	0.00	40.46	1,246.80	1,337.79
Waterbury						
Waterbury Better Roads FY 20	5,805.03	0.00	0.00	0.00	0.00	5,805.03
Total Waterbury	5,805.03	0.00	0.00	0.00	0.00	5,805.03
Watershed Consulting_						
WCA P3 Acre						
1. Coor/Site Selection	2,050.56	0.00	0.00	0.00	1,825.29	3,875.85
2. Engage/Report	22.08	0.00	0.00	0.00	238.94	261.02
Total WCA P3 Acre	2,072.64	0.00	0.00	0.00	2,064.23	4,136.87
Total Watershed Consulting_	2,072.64	0.00	0.00	0.00	2,064.23	4,136.87
Williamstown						
Local HMP	0.00	0.00	0.00	0.00	7,612.00	7,612.00
Williamstown Better Back Roads FY18	104.53	0.00	7,305.22	0.00	104.10	7,513.85
Total Williamstown	104.53	0.00	7,305.22	0.00	7,716.10	15,125.85
Woodbury						
Woodbury Better Back Roads	0.00	0.00	0.00	0.00	4,984.00	4,984.00
Total Woodbury	0.00	0.00	0.00	0.00	4,984.00	4,984.00
Worcester						
Worcester Better Back Roads FY 18	3,212.91	0.00	0.00	0.00	-84.91	3,128.00
Total Worcester	3,212.91	0.00	0.00	0.00	-84.91	3,128.00
<b>TOTAL</b>	<b>165,937.26</b>	<b>0.00</b>	<b>26,871.87</b>	<b>5,012.71</b>	<b>68,891.41</b>	<b>266,713.25</b>

Executive Committee  
Central Vermont Regional Planning Commission  
**FY 20 Budget VS. Actual**  
July through October 2019

Accrual Basis

	Jul - Oct 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>ACCD</b>	100,819.31	269,638.00	-168,818.69	37.4%
<b>Community Development</b>				
BCRC Regional Energy Plan	9,750.00			
Local Energy Planning	7,641.22	17,300.00	-9,658.78	44.2%
<b>Total Community Development</b>	17,391.22	17,300.00	91.22	100.5%
<b>Fee for Services</b>				
Cross VT Trail	0.00	1,200.00	-1,200.00	0.0%
GIS Mapping	181.00	700.00	-519.00	25.9%
WBRD Admn	0.00	4,000.00	-4,000.00	0.0%
<b>Total Fee for Services</b>	181.00	5,900.00	-5,719.00	3.1%
<b>Municipal Contracts</b>				
Better Back Roads	20,854.21	15,081.00	5,773.21	138.3%
Cabot Trails MPG 19	4,012.35	18,911.00	-14,898.65	21.2%
Local Hazard Mitigation Plans	700.89	2,209.00	-1,508.11	31.7%
Waitsfield ZA	1,843.31			
<b>Total Municipal Contracts</b>	27,410.76	36,201.00	-8,790.24	75.7%
<b>Natural Resources</b>				
604B Water Planning	1,070.17	2,418.00	-1,347.83	44.3%
DEC Moretown School SW Design	0.00	19,636.00	-19,636.00	0.0%
DEC Woodbury SW Final Design	0.00	17,080.00	-17,080.00	0.0%
Forest Integrity	2,283.37	9,000.00	-6,716.63	25.4%
NEIWPCC Berlin SW Final Design	4,581.22	45,306.00	-40,724.78	10.1%
Northfield Water Street	324,745.04	516,932.00	-192,186.96	62.8%
Plainfield Health Center ERP	11,057.68	21,610.00	-10,552.32	51.2%
SWCRPC Clean Water Block Grant	2,023.68			
Water Quality	6,905.07	26,129.00	-19,223.93	26.4%
WCA P3	2,072.64	2,565.00	-492.36	80.8%
<b>Total Natural Resources</b>	354,738.87	660,676.00	-305,937.13	53.7%
<b>Other Income</b>				
Interest Income	258.56	10.00	248.56	2,585.6%
<b>Total Other Income</b>	258.56	10.00	248.56	2,585.6%
<b>Public Safety</b>				
EMPG	29,404.86	86,998.00	-57,593.14	33.8%
LEPC SERC	6,002.74	27,964.00	-21,961.26	21.5%
LHMP	0.00	12,819.00	-12,819.00	0.0%
VEM Emergency Operation MOA	369.72	1,500.00	-1,130.28	24.6%
<b>Total Public Safety</b>	35,777.32	129,281.00	-93,503.68	27.7%
<b>Town Dues</b>				
Town Dues	78,040.80	78,041.00	-0.20	100.0%
<b>Total Town Dues</b>	78,040.80	78,041.00	-0.20	100.0%
<b>Transportation</b>				
DEC Class IV Road Demonstration	13,000.00	12,257.00	743.00	106.1%
Grants in Aid	16,275.05	10,338.00	5,937.05	157.4%
TPI	75,514.62	240,613.00	-165,098.38	31.4%
<b>Total Transportation</b>	104,789.67	263,208.00	-158,418.33	39.8%
<b>Total Income</b>	719,407.51	1,460,255.00	-740,847.49	49.3%
<b>Gross Profit</b>	719,407.51	1,460,255.00	-740,847.49	49.3%
<b>Expense</b>				
Advertising	505.26	2,385.00	-1,879.74	21.2%
Cleaning	720.00	2,080.00	-1,360.00	34.6%

Executive Committee  
Central Vermont Regional Planning Commission  
**FY 20 Budget VS. Actual**  
July through October 2019

Accrual Basis

	Jul - Oct 19	Budget	\$ Over Budget	% of Budget
<b>Consultants</b>	347,929.95	611,740.00	-263,810.05	56.9%
<b>Copy</b>				
Copier extra copies	468.44	2,000.00	-1,531.56	23.4%
Copier Lease Payments	838.22	2,784.00	-1,945.78	30.1%
<b>Total Copy</b>	1,306.66	4,784.00	-3,477.34	27.3%
<b>Depreciation expense</b>	0.00	6,000.00	-6,000.00	0.0%
<b>Dues/Pubs/Sponsorships</b>				
Government Relations	2,609.28			
Dues/Pubs/Sponsorships - Other	1,297.72	11,104.00	-9,806.28	11.7%
<b>Total Dues/Pubs/Sponsorships</b>	3,907.00	11,104.00	-7,197.00	35.2%
<b>Equipment - Repairs and Mainten</b>	0.00	400.00	-400.00	0.0%
<b>Interest Expense</b>	0.00	10.00	-10.00	0.0%
<b>Liability Insurance</b>	1,344.00	1,550.00	-206.00	86.7%
<b>Meetings/Programs</b>	2,872.66	11,442.00	-8,569.34	25.1%
<b>Office Renovation/Relocation</b>	0.00	5,000.00	-5,000.00	0.0%
<b>Office Rent/Occupancy</b>				
Rent/Utility Deposits	14,127.80	42,583.00	-28,455.20	33.2%
<b>Total Office Rent/Occupancy</b>	14,127.80	42,583.00	-28,455.20	33.2%
<b>Other Expenses</b>				
<b>Fees</b>				
Annual Fees - Line of Credit	0.00	1,035.00	-1,035.00	0.0%
Bank Fees	35.77	100.00	-64.23	35.8%
DRRA Fees	41.40	150.00	-108.60	27.6%
Payroll Direct Deposit Fees	164.00	420.00	-256.00	39.0%
<b>Total Fees</b>	241.17	1,705.00	-1,463.83	14.1%
<b>Other Expenses - Other</b>	0.00	140.00	-140.00	0.0%
<b>Total Other Expenses</b>	241.17	1,845.00	-1,603.83	13.1%
<b>Postage</b>	105.00	2,010.00	-1,905.00	5.2%
<b>Professional Services</b>				
Accounting	22,621.50	56,576.00	-33,954.50	40.0%
Audit	7,500.00	7,500.00	0.00	100.0%
IT/Computer	958.70	5,530.00	-4,571.30	17.3%
Legal	2,491.50	5,000.00	-2,508.50	49.8%
Professional Services - Other	92.00	6,860.00	-6,768.00	1.3%
Videography	525.00	2,285.00	-1,760.00	23.0%
Website Update	0.00	5,000.00	-5,000.00	0.0%
<b>Total Professional Services</b>	34,188.70	88,751.00	-54,562.30	38.5%
<b>Reserve Contribution</b>	0.00	25,000.00	-25,000.00	0.0%
<b>Software/Licenses/IT</b>	8.00	7,205.00	-7,197.00	0.1%
<b>Subscriptions/Publications</b>	57.00	644.00	-587.00	8.9%
<b>Supplies - Billable</b>	1,913.99	1,908.00	5.99	100.3%
<b>Supplies - Office</b>				
Equipment/Server	280.93	5,050.00	-4,769.07	5.6%
GIS Supplies	0.00	1,600.00	-1,600.00	0.0%
Office Supplies	307.53	5,500.00	-5,192.47	5.6%
<b>Total Supplies - Office</b>	588.46	12,150.00	-11,561.54	4.8%
<b>Telephone</b>	2,224.48	6,445.00	-4,220.52	34.5%
<b>Travel</b>	5,416.05	14,156.00	-8,739.95	38.3%
<b>Wages and Fringe Benefits</b>				
<b>Fringe Benefits</b>				
FICA	11,812.57	33,958.00	-22,145.43	34.8%
Health Insurance	25,719.30	82,904.00	-57,184.70	31.0%
Life Disability Insurance	1,380.01	4,099.00	-2,718.99	33.7%
Pension Plan	6,568.18	20,087.00	-13,518.82	32.7%
Unemployment Comp	275.00	1,400.00	-1,125.00	19.6%

Executive Committee  
 Central Vermont Regional Planning Commission  
**FY 20 Budget VS. Actual**  
 July through October 2019

Accrual Basis

	<u>Jul - Oct 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Workmen's comp	1,351.00	1,546.00	-195.00	87.4%
Total Fringe Benefits	47,106.06	143,994.00	-96,887.94	32.7%
Personnel	133,599.61	455,939.00	-322,339.39	29.3%
Total Wages and Fringe Benefits	180,705.67	599,933.00	-419,227.33	30.1%
Total Expense	598,161.85	1,459,125.00	-860,963.15	41.0%
Net Ordinary Income	121,245.66	1,130.00	120,115.66	10,729.7%
Net Income	<u>121,245.66</u>	<u>1,130.00</u>	<u>120,115.66</u>	<u>10,729.7%</u>

Executive Committee  
**5-Year Strategic Goals – FY20 Activities**  
**12/31/19 Progress Report**

Priority	Activity	Lead	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>Goal 1: Enhance Financial Security</b>														
H	Monthly financial reports	Nicole	✕	✕	✓06/30/19 & 08/31/19		09/30/19	10/31/19	X	X	X	X	X	X
H	Complete & 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							Initiate work					X
M	Update Admin/Financial Procedures	Nancy with Nicole			In progress									X
M	Implement 2 CFR staff training	Bonnie			✓Timesheet & Expenses			X			X			X
<b>Goal 2: Create Operational Excellence</b>														
M	Conduct team building activities	Nancy With All	✓Celebrate Dan 15 <sup>th</sup> Yr		✓WBRD Outing	X			Holiday Lunch			X		
M	Finish Committee Rules of Procedure	As assigned			<del>Reg Plan</del>			✓Reg Plan <del>Nom Com</del>						Nom Com
L	Host Chair training	TBD									X			
M	Hold new Commissioner orientation meetings	Bonnie										X		
H	Implement Commission meeting changes	Bonnie		Draft to Exec Com			✓Handbook							
M	Clean office	All							X					
H	Lease Renewal	Nancy			✕ Extension		✕				Anticipated			X

Legend:

X = Planned

✓ = Accomplished

XXX = Delayed with new projection

Priority	Activity	Lead	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
	Decision				Granted		Awaiting Landlord Proposal				Decision			
<b>Goal 3: Enhance Services</b>														
L	Review Municipal Plans for priorities	Zach & <del>Jonathan</del>							X					
L	Survey municipal needs	Clare & Nancy								X				
M	Train staff on project management	Nancy												X
H	Complete Plan Central VT	Clare			Housing Proposal to Exec Com			✓Housing Proposal to Reg Plan Com					<del>Draft</del>	
<b>Goal 4: Position CVRPC as Leader and Partner</b>														
H	Publish News Briefs biweekly / Update Facebook	Nancy	✓	✓	✓	✓	✓	✓	X	X	X	X	X	X
M	Publish newsletter quarterly	Nancy With All		✓			✓			X			X	
H	Develop press releases at milestones	All	<del>Better Roads</del> 604b Stream Reclassification	<del>High Meadows</del>	<del>EAB</del>	<del>Better Roads &amp; EAB</del>	Northfield Water Street Stormwater Mitigation	Basin 14 Plan & Pouliot Ave CWBG	LHMPs	Energy Planning		Forest Integrity	Cabot Trails	Plainfield HC Design
M	Develop project briefing sheets	All	<del>Better Roads</del>	<del>High Meadows</del>	<del>EAB</del>		<del>CWBG Projects</del>	<del>Northfield Stormwater</del>	LHMPs	Energy Planning		Forest Integrity	Cabot Trails	Plainfield HC Design
L	Publish online data library	Zach												X
M	Host bi-monthly trainings	All	X		✓Transportation Climate Initiative (TCI)	✓Energy Roundtable		✓ZA Roundtable		EMD Roundtable	P&Z Roundtable		ZA Roundtable	
M	Participate in 3 partner activities	All			✓THRIVE Transportation CAN			✓Working Communities Grant						X
L	Serve as RPC lead for statewide effort	Senior Staff												X
M	Comment on two plans, etc.	Senior Staff	Act 250 Changes & TCI											X

Legend:

X = Planned

✓ = Accomplished

XXX = Delayed with new projection



## MEMO

Date: December 29, 2019  
To: Executive Committee  
From: Bonnie Waninger, Executive Director  
Re: Clean Water Advisory Committee

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✉ **ACTION REQUESTED:** Respond to Clean Water Advisory Committee request to place the letter of concern on the January Board of Commissioners agenda.

The Clean Water Advisory Committee consists of 3 Commissioners, 5 municipal representatives, 3 watershed organizations, and an interested citizen. In February 2019, a member raised a concern that the CWAC's voice had not been heard during public comments on the Winooski Tactical Basin Plan. When the concern continued to be raised, the CWAC elected to draft a letter expressing the concern. Based on recommendations from the Committee Chair, staff developed a first draft in April. The CWAC has been editing the letter at its monthly meetings since then. CWAC attendance is declining. All three watershed organizations have stepped away from the CWAC.

CWAC Chair Amy Hornblas will participate in the Executive Committee meeting to discuss the CWAC's concerns and request with the Executive Committee. The CWAC's adopted letter to the Board of Commissioners is attached.

December, 2019

RE: Concerns from CVRPC Clean Water Advisory Committee

In 2018/2019, the clean water advisory committee (CWAC) reviewed the Winooski River Tactical Basin Plan and found significant gaps in water quality policies and practices. As the scope of water quality considerations is wide, at present the CWAC is concerned with the following:

1. The Winooski Basin Plan is incomplete and thus contributes to ill-informed allocation of funds to improve water quality.
  - Phosphorus load allocations and reduction targets do not include the role of chemical fertilizers.
  - Funding allocated among land use sectors for phosphorus mitigation is not proportional to phosphorus loading contributions.
  - Many municipalities are required to spend more on technological infrastructure to create small changes in loading.
2. Practices to reduce sediment or phosphorus may exacerbate other water quality problems.
  - No-till methods to decrease sediment runoff may increase the use of Glyphosate (aka Roundup) and other pesticides that reduce water quality and may lead to ecosystem damage.
3. Other Pesticide / Herbicide Concerns are not included in the plan:
  - Pesticides, including neonicotinoids, remain and are re-cycled in surface water and groundwater, and are potential threats to beneficial insects.
  - The Statewide PFAS (including PFOA) contamination problem needs to be identified and described.
4. Phosphorus reduction programs will not go far in reducing the problem:
  - Efforts to address phosphorus, such as the *Required Agricultural Practices*, do not focus sufficient attention on chemical fertilizers.
  - Reducing phosphorous input to Lake Champlain, while important, will not by itself solve the Lake's phosphorous problem. Residual, legacy phosphorous incorporated in lake sediment must be identified as a factor limiting phosphorous reduction in lake waters.



#### 5. Groundwater:

- Groundwater quality and the interaction between groundwater and surface water is not factored into surface water management strategies. The CWAC recommends including the interaction of groundwater and surface water in the planning and strategies for surface water quality improvement.

#### 6. Solutions:

- Expenditures should be roughly proportional to a sector's phosphorus loading contributions and the potential benefits of the remediation given the cost of remediation is equal across sectors. Consideration should also be given to allocating funding to sectors where phosphorus reduction per dollar would be greater. However, the modeling used to assess those contributions should include all sources, especially chemical phosphorus application.
- A shift to local small-farm agriculture will provide better control of phosphorous release to surface waters, and programs/policies should support this shift.
- Greater funding needed where phosphorus loading is greatest.
- Strengthen heavy forest cutting regulations to reduce storm water runoff.

Thank you for assisting our efforts to address water quality concerns we feel are lacking in the river basin plans. The CWAC would like to forward this letter to others. The Chair and members of the CWAC are available to meet to explain these concerns. Thank you for your assistance.

Sincerely,  
The CVRPC Clean Water Advisory Council

Dona Bate - Montpelier  
Russ Barrett – Northfield  
Larry Becker – Middlesex  
John Brabant – Calais  
Stewart Clark – Worcester  
John Hoogenboom – Moretown  
Amy Hornblas – Chair  
Ron Krauth – Middlesex  
Joyce Manchester – Moretown



## **CLEAN WATER ADVISORY COMMITTEE (CWAC)**

### *RULES OF PROCEDURE*

**PURPOSE:** To oversee the Central Vermont Regional Planning Commission's (CVRPC) water quality planning program in accordance with CVRPC plans, policies, and procedures, to act as a liaison between local communities and the Vermont Agency of Natural Resources (ANR), and to provide local and regional input regarding water quality issues important to the region.

#### **GENERAL ACTIVITIES:**

1. Oversee programming related to the CVRPC's assistance to ANR with basin planning and surface water management, including but not limited to:
  - a. Development of tactical basin plans.
  - b. Technical assistance and data collection activities, including information from watershed organizations, to inform municipal officials and the State in making water quality investment decisions.
  - c. Coordinating municipal planning and adoption or implementation of municipal development regulations to meet State water quality policies and investment priorities.
  - d. Implementing a project evaluation process to prioritize water quality improvement projects within the region to assure cost effective use of State and federal funds.
  - e. Guidance for project prioritization for submittal of grant applications for water quality improvement or planning projects.
2. Undertake water quality related technical assistance and policy activities and coordinate activities with the Transportation Advisory Committee including but not limited to activities related to implementation of Municipal Roads Stormwater General Permits.
3. Participate in special studies conducted by the CVRPC.
4. Provide input and policy recommendations to the Board of Commissioners regarding pertinent water quality issues, including review of State plans, policies, and legislation.

**ADVISORY ROLE:** The CWAC shall be advisory to the Board of Commissioners. The advice of this committee should, where possible, be science-based, not opinion, whim, or personal attitude. At the very minimum the advice shall not be contrary to research-based water quality and water process facts. The CWAC will offer advice and input to ANR and other organizations and individuals as appropriate,

provided it is compatible with plans, policies, positions or resolutions adopted by the Board of Commissioners. CWAC advice and input may be reviewed, confirmed or reversed by the CVRPC Board of Commissioners at the Board's discretion. New or amended plans, policies, positions or resolutions shall be ratified/approved by the Board of Commissioners.

**MEMBERSHIP:** The Chair of the CWAC shall be a CWAC member elected by the CWAC or appointed by the Chair of the CVRPC. There shall be up to 13 members with representation as follows:

- 3 CVRPC Commissioners and 1 Alternate
- 5 Representatives of the region's municipalities
- 1 Representative of the Vermont Agency of Natural Resources (ex-officio, non-voting)
- 1 Representative of the Winooski Natural Resource Conservation District
- 1 Representative of the Friends of the Winooski River
- 1 Representative of the Friends of the Mad River
- 1 Interested stakeholder

For organizations, the organization may appoint its representative and may send an alternate as needed by the organization. Alternates may vote when an appointed representative is unable to make the meeting.

The CVRPC Board of Commissioners will make initial appointments to one and two year terms to create staggered terms. Membership term shall be two years thereafter. Appointments not associated with a named group above will be appointed by the CVRPC Board of Commissioners.

**ATTENDANCE AND QUORUMS:** A quorum shall consist of a majority of members (51%). Members are encouraged to attend all regular meetings and special meetings as they arise. Members with three consecutive unexplained absences will be contacted by the Chair to determine if they still wish to serve on the CWAC. The CWAC shall meet at least eight (8) times per year, or as determined by the Chair to be necessary to carry out the stated purpose.

**COMMUNICATION, COORDINATION, AND EXPECTATIONS:**

- Meetings shall be noticed and held in accordance with Vermont Open Meeting Law.
- Draft policies and resolutions shall be forwarded to CWAC members and interested/affected parties for comment before action by the CWAC, or final action/approval by the Board of Commissioners.
- Committee membership brings the expectation of active involvement outside of meeting time. CWAC members are expected to review shared materials in advance of meetings and to become knowledgeable concerning background facts and information regarding issues to be discussed.
- Minutes of all regular and special meetings will be prepared by staff, distributed to CWAC members and interested parties, and made available to the public in accordance with open meeting and public records laws described in 1 V.S.A.
- CWAC members are encouraged to serve as liaisons to their local legislative boards by facilitating communication and coordination on a regular basis.

- CWAC members are encouraged to offer input on all matters before the CWAC, and are encouraged to bring up items of local or regional concern for CWAC consideration.

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

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

**ADOPTION OF ORGANIZATIONAL PROCEDURES:** The CWAC may, at any time, vote to amend these procedures, upon 51% vote of the CWAC membership. Proposed amendments will be forwarded to CWAC members, chairs of local legislative boards, and interested parties before consideration at a regular CWAC meeting. Amendments will then be forwarded to the Board of Commissioners for ratification.

The CWAC is a special committee of the Regional Planning Commission, and is therefore subject to the Commission's bylaws. These Rules of Procedure, combined with Robert's Rules of Order, provide procedural and administrative guidance for the CWAC.

Recommended by the Clean Water Advisory Committee: 06/08/18

Adopted by the Board of Commissioners: 07/10/18

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Julie Potter, Chair  
CVRPC Board of Commissioners



## MEMO

Date: December 29, 2019  
To: Executive Committee  
From: Bonnie Waninger, Executive Director  
Re: Clean Water Service Provider

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✉ **ACTION REQUESTED:** Approve having CVRPC submit a proposal to act as a Clean Water Service Provider for the Winooski River Basin.

The Vermont Agency of Natural Resources (ANR) has released a draft Request for Proposals (RFP) for selection of Clean Water Service Providers for the 15 Vermont watershed basins, per Act 76 of 2019. The draft RFP is attached for your information. ANR is currently accepting comments on the RFP prior to its final release in late January 2020. Release of the draft offers organizations an opportunity to consider what ANR already proposes and areas that will be defined after Service Providers are designated by the rule making process.

Some responsibilities and guidance for Service Providers will not be developed until after Service Providers are designated by rule making. CVRPC could apply to be a provider and not accept the provider contract if the final responsibilities and guidance are unacceptable.

The RFP allows Service Providers to propose how payment to subgrantees would be handled. CVRPC can propose that subgrantee payments would be made *after* CVRPC receives payment from ANR.

### RFP Summary

- Service Providers will:
  - administer formula-based grants for the purpose of identifying, developing/designing, constructing, verifying, inspecting, operating, and maintaining 'non-regulatory water quality projects necessary to achieve phosphorus TMDLs. The formula grants will be based on allocations and targets for phosphorus reductions.

- Formula funds will also be provided for operations and maintenance of implemented projects;
- coordinate statutory partner engagement and Basin Water Quality Council engagement in the tactical basin planning process; and
  - administer other applicable funding within Act 76.
- The Service Provider is responsible for achieving the target pollutant reductions. The Council is responsible for prioritizing and selecting projects.
  - Rules to guide Service Providers in their responsibilities will be adopted by November 1, 2020. Those rules will include Service Provider governance principles.
  - Program delivery costs cannot exceed 15% of the formula grant award. ANR expects to release additional funds for Service Provider start up costs.

#### Alternatives

- CVRPC could remain in a project-only role, writing project-based proposals that compete to be selected as priority projects by the Basin Council.
- CVRPC could request that the Chittenden County RPC act as CWSP and contract with CVRPC for project development and implementation services to CVRPC's member municipalities.
- ANR can assign an organization (including CVRPC) to be the provider through the rule making process if no organization steps forward to be the Service Provider.

## **SELECTION OF CLEAN WATER SERVICE PROVIDERS FOR VERMONT WATERSHED BASINS, PER ACT 76 OF 2019**

**Release Date: December 23, 2019**

**Comments Due: January 17, 2020**

**Contact for Comments:** Chris Rottler, ANR, Department of Environmental Conservation,  
Watershed Investment Division, (802) 461-6051, [chris.rottler@vermont.gov](mailto:chris.rottler@vermont.gov)

### **Request for Comment**

The State of Vermont, Agency of Natural Resources, Department of Environmental Conservation seeks comments on the draft Request for Proposal, for the Selection of Clean Water Service Providers for Vermont Watershed Basins, Per Act 76 of 2019, attached hereto. Written comments may be submitted by email or US Mail to Chris Rottler, at [chris.rottler@vermont.gov](mailto:chris.rottler@vermont.gov), or at the following address: Department of Environmental Conservation, 1 National Life Drive, Davis 3, Montpelier, Vermont 05620, Attn: Chris Rottler. Electronic submissions can be sent in the following formats: HTML, Word, RTF, or PDF. Please cite "CWSP Draft RFP Comments" in all correspondence. Relevant comments received by the deadline will be considered and may be made public. Comments will not be redacted, so comments should not include information that they do not wish to be posted publicly (e.g. personal or confidential information). Comments that contain profanity, vulgarity, threats or other inappropriate language or content will not be considered. Comments to this notice must be received by 4:00PM Eastern Standard Time on January 17, 2019.



# Request for Proposals

## SELECTION OF CLEAN WATER SERVICE PROVIDERS FOR VERMONT WATERSHED BASINS, PER ACT 76 OF 2019

**Release Date: January xx, 2020**

**Proposals Due: April xx, 2020**

**Contact for Proposals:** Chris Rottler, ANR, Department of Environmental Conservation,  
Watershed Investment Division, (802) 461-6051, [chris.rottler@vermont.gov](mailto:chris.rottler@vermont.gov)

**THE STATE WILL MAKE NO ATTEMPT TO CONTACT VENDORS WITH UPDATED INFORMATION. IT IS THE RESPONSIBILITY OF EACH VENDOR TO PERIODICALLY CHECK <http://www.vermontbidsystem.com> FOR ANY AND ALL NOTIFICATIONS, RELEASES AND AMENDMENTS ASSOCIATED WITH THE RFP.**

### **Introduction and Purpose**

The Clean Water Service Delivery Act of 2019 (Act 76) establishes a water quality project delivery framework to support Vermont's clean water goals. Act 76 establishes new regional organizations called Clean Water Service Providers (CWSPs). With policy and priority setting from their related Basin Water Quality Councils (BWQCs), CWSPs will administer formula-based State grants for the purpose of identifying, constructing, and maintaining non-regulatory water quality projects necessary to achieve the Lake Champlain and Lake Memphremagog phosphorus TMDLs and other pollutant reduction targets both inside and beyond these specific basins. Formula grants received by CWSPs will be based on a standard allocation reflecting targets for non-regulatory phosphorus and other pollutant reductions to be established by the State of Vermont for all basins. Operations and Maintenance funds will also be provided to CWSPs as a formula grant, based on projects implemented.

Pursuant to Act 76, the State will in 2023 publish a schedule of additional impaired waters for which non-regulatory pollution reduction targets shall be established in other basins. CWSPs will also be eligible to receive formula grants for work in their assigned basin once these targets are established, and the Clean Water Board recommends funding allocations. CWSPs may receive formula grants or other competitive funding for clean water implementation work, which may address phosphorus or other pollutants. CWSPs, where active, will also serve to coordinate statutory partner engagement and BWQC engagement in the tactical basin planning process, with support from the State's basin planning staff.

Act 76 does not prescribe the type of host organization that may serve as CWSPs, nor all their capabilities. Considering that significant State resources from the Clean Water Fund will be directed to CWSPs in a formulaic manner, the State is establishing base-level capabilities that will be examined by this RFP in order to direct the



selection of CWSPs. These criteria were developed by considering existing requirements for State granting and contracting pursuant to the Vermont Agency of Administration's policies. The criteria were further informed by a detailed examination of the process by which the Vermont Agency of Human Services appoints "Designated Agencies" whom serve to implement public health services in a decentralized manner, similar to the intent of Act 76. Lastly, these criteria were developed in consultation with an advisory stakeholder group, and finally, the RFP was subjected to public comment pursuant to Act 150 of 2016.

The outcome of this RFP will be the selection of entities that will serve as a CWSP for one or more planning basins in the State of Vermont (see Appendix 1 for a map and list of the 15 basins). Once selected by this RFP, CWSPs will be proposed for assignment in a new chapter of the Vermont Environmental Protection Rules, required to be promulgated by Nov. 1, 2020 under Vermont's Administrative Procedures Act. Applicants may propose to serve as a CWSP for a single planning basin, or a set of planning basins. Entities that are selected and assigned as a CWSP may, upon mutual agreement of the CWSP and State, serve as a CWSP on an interim basis in any other basin should a vacancy emerge. CWSPs shall be required to support distinct BWQCs for each basin they propose to service.

More information about Act 76, planning basins, non-regulatory projects, CWSPs and BWQCs, may be found here: <https://dec.vermont.gov/water-investment/statutes-rules-policies/act-76>

### **Scope of Work**

DEC seeks proposals for the following:

The successful applicants will administer formula grant funded programs under 10 VSA §925, the operation and maintenance funding under 10 VSA §1389(e), and other applicable funding within Act 76 in one or more watershed basins. In collaboration with BWQCs and with technical and financial support from the State, successful applicants will have responsibility for project identification, prioritization, development/design, construction, verification, inspection, and operation and maintenance to be administered in accordance with statute, DEC rules, guidance, and grant documents. Basin specific pollution reduction values and allowable project costs to determine formula grant amounts will be developed by November, 2021 for Lake Champlain, by November, 2022 for Lake Memphremagog, and November, 2023 for all other previously listed impaired waters.

Applicants interested in serving as a Clean Water Service Provider shall submit a proposal that addresses their plan for/commitment to the following:

#### **1) Responsibilities of a Provider: Adherence to Applicable Law, Rulemaking and Guidance**

Per Act 76 of 2019, the State of Vermont's Department of Environmental Conservation shall adopt rules and develop guidance, instructing and informing clean water service providers of their responsibilities and requirements. Act 76 states that, in collaboration with the BWQC and with technical and financial support of the State, CWSPs shall be required to identify, prioritize, develop, construct, verify, inspect, operate, and maintain clean water projects in accordance with the requirements of the subchapter.

The forthcoming rules and guidance will address all areas covered by Act 76, including CWSP governance principles (such as site control, dispute resolution, procurement, payment, fiscal management, audits,

compliance with Vermont's Open Meetings laws, non-discrimination, and decertification, among other topics), the process for project selection, project life for maintenance and operation purposes, and other requirements to implement the goals of pollution reduction through non-regulatory projects. Selected entities that agree to be CWSPs will need to comply with the final rules and guidance, as a condition of relevant grants issued under Act 76. The expected timeframe for adoption of rules is November 1, 2020.

## 2) Program Delivery

Applicants shall describe their plan/vision for how they will implement the requirements and responsibilities of being a CWSP in the basin or basins for which they are applying. While most of these concepts will be addressed by the rule and guidance that is issued by the State, at a minimum, the plan should address non-regulatory project identification, prioritization, selection, maintenance, reporting, and governance, including staffing, project tracking, subgrantee selection and payment. While many of these efforts will be done in cooperation with the BWQC and with technical and financial assistance from the State, applicants should focus on demonstrating knowledge of key concepts, a vision for implementation, and presenting a feasible plan that is efficient and effective. Program delivery might include sub-granting or sub-contracting CWSP work to eligible entities.

## 3) Basin Water Quality Councils

Act 76 says that a CWSP designated under the Act shall establish a BWQC for each basin in which a CWSP operates. Successful applicants will be expected to develop their BWQC in accordance applicable statute, rules and guidance. BWQC should have sufficient technical ability and diversity to provide this service as required by law.

A CWSP applicant is encouraged to conduct outreach to potential BWQC members and may apply as a full entity. By statute, a BWQC includes a minimum of two persons representing of the natural resource conservation districts in that basin; two persons representing regional planning commissions in that basin; two persons representing local watershed organizations; one representative for an applicable statewide land conservation organization; and two persons representing municipalities from that basin.

## 4) Payment

Program delivery costs, including those costs incurred by subcontractors and subgrantees cannot collectively exceed 15% of the formula grant, per 10 VSA §925. It is expected, but not certain, that there will be a 'start-up' grant for assigned CWSPs under this RFP. It is unclear at this time whether start-up funds would also be available to new CWSPs selected in the future. Payment for project implementation for phosphorus reduction projects will follow a formula, based on the number of pounds of phosphorus the project is designed to capture. Payment for operations and maintenance will follow a separate schedule that will be established in the forthcoming rule/guidance.

See Deliverables Table in **Deadlines and Content of Proposals** section for all deliverables that must be included in the proposal.

## **Funding and Method of Payment**

No funding is to be directly available under this RFP. However, entities identified and assigned by rule as a CWSP will have access to funding from the Clean Water Fund to initiate operations and work with the Agency in the development of relevant aspects Act 76. Funding availability is of course subject to recommendations from the Clean Water Board and Governor, as appropriated by the General Assembly.

## **Project Timeline**

CWSPs service will be governed by the forthcoming CWSP rulemaking and guidance document. The ongoing service of a CWSP will be subject to periodic reviews, to be established in the forthcoming rulemaking. Consistent with the Agency of Human Services Designated Agency model, it is anticipated that CWSPs selected under this RFP may be eligible to serve until such time as they elect to stop serving, or circumstances require selection of a different CWSP. Specific deliverable deadlines and payments will be established by rule and guidance and incorporated into grants to be issued to CWSPs.

## **Procurement**

Awardees will be expected to maintain written procedures for procurement transactions. Any equipment, supplies, and/or services procured outside of an awardee's organization will need to be obtained per the awardee's procurement or purchasing policy.

## **Deadlines and Content of Proposals**

**Questions:** All questions are required to be submitted electronically via email to Chris Rottler at [chris.rottler@vermont.gov](mailto:chris.rottler@vermont.gov) by **March xx, 2020 at 12:00 pm (noon) EDT** using the subject line "CWSP RFP Questions."

**Submittal:** All proposals must be submitted electronically via email to Chris Rottler by **April xx, 2020, at 4:00 pm EDST** using the subject line "CWSP RFP Proposal."

**Bid opening:** Proposals are anticipated to be opened **April xx, at 9:00 am EDST**.

**Notification:** Proposal preliminarily accepted by the State are anticipated to be notified no later than **April or May xx, 2020**.

### **All proposals must include the following information:**

- a) Proposals must clearly address each of the selection criteria identified in this RFP below.
- b) Proposals must identify the basin or basins for which the applicant is seeking to serve as a CWSP.
- c) A detailed scope of work, no more than 10 pages in length, describing how the deliverables will be met.

The plan shall include at a minimum:

A proposal for how the entity will implement the items listed in the Scope of Work section, above, including how the applicant will identify, prioritize, develop, construct, verify, inspect, operate, and maintain clean water projects

A description of support systems – IT/project tracking, and a statement committing to use DEC-developed IT solutions for reporting

A description of current and proposed staffing and partnerships for CWSP work/projects

A description of current, or proposed operating policies, including internal controls, personnel, procurement, accounts payable, accounts receivable, fixed assets,

reconciliation, governing board oversight (for corporate/corporate non-profit entities), records, and payroll.

Identify existing or planned staffing, experience with facilitation, consensus building, water quality projects, project management.

- d) Information showing that the applicant is solvent, liquid, and not overly leveraged, including financial statements for the last three years of operations (audited, if available).
- e) Letters of reference/support from at least three entities eligible to serve as a member of the basin's BWQC. Letters from a diversity of entities are encouraged. References/letters from other entities, such as from municipalities, or important water quality organizations not named in Act 76 as statutory parties to the BWQC may also be submitted.
- f) A statement identifying individuals who were involved in the preparation of the proposal as well as a single point of contact.
- g) A detailed description of the organization's experience with grant management and project staff qualifications and experience. This can include resumes, reports, and descriptions of expertise.
- h) A detailed description of the organization's experience with project management and project staff qualifications and experience. This can include resumes, reports, and descriptions of expertise.
- i) A detailed description of the organization's experience with water quality projects, including non-regulatory project implementation.
- j) A certificate of insurance, indicating that the entity or entities have met the insurance requirements listed in Attachment C. Professional liability insurance may be required for CWSPs or their subcontractors/subgrantees; proof of professional liability coverage is not required at this time.
- k) A completed Certification of Good Standing (Appendix 2, see attached).
- l) A completed Risk Assessment Questionnaire (Appendix 3, see attached).

## **Selection Criteria**

Proposals will be reviewed and evaluated by three or more DEC staff members. Applications will be reviewed on a basin by basin basis; applicants will only be evaluated against other applicants for the same basin. Selection will be based on the following criteria:

- **35 points – Operations Plan/Vision**
  - Scope of work, per the requirements in this RFP
  - Support systems – IT/project tracking
  - Identify existing operating policies or plan for developing same
  - Identify existing or planned staffing, including their experience with meeting facilitation, consensus building, water quality projects, and project management, as appropriate.
- **15 points -- Experience in/Plan for Grant Management**
  - Procurement, contracting and disbursement/management of subgrants or subcontracts
  - Management of received grants and contracts, and experience with implementation as well as financial performance reporting
- **15 points – Experience in/Plan for Project Management**
  - Facilitating and organizing meetings
  - Strong financial management experience
  - Project accounting and reporting
- **15 points – Technical Capacity**

- Ability to ensure quality control over projects or subcontract/subgrant to do same
- Ability to ensure development, implementation, operation and maintenance of water quality projects or subcontract/subaward to do same.

- **20 points – Letters of Reference/Support, including from potential BWQC members**

Should there be a need in any given basin, a CWSP from a different basin will be eligible to implement projects in that other basin, as determined by the State. Factors that the State will consider in selecting the backup CWSP include geographic location, fiscal condition of the CWSP, familiarity of the CWSP with the other basin, past service of the CWSP in their own basin, and capacity.

Applicants may be asked to interview with the selection team as a part of the selection process. If this occurs, questions will be provided ahead of time. The decision to interview applicants will be made on a basin by basin basis.

### **Eligibility**

Successful applicants shall at a minimum, demonstrate that they are solvent, sufficiently liquid, and not overly leveraged. Applicants shall provide applicable financial statements, including a: Profit/Loss Sheet, Balance Sheet, and a Form 990. Audited financial statements are preferred, if available.

A current Vermont state employee responding to this RFP as a sole proprietor or owner of other form of business must obtain a waiver from the Vermont Department of Human Resources prior to entering into contract with the State.

### **Reservation of State's Rights**

The State reserves the right:

- to accept or reject any and all bids, in whole or in part, with or without cause in the best interest of the State;
- waive technicalities in submissions; (A technicality is a minor deviation from the requirements of an RFP that does not impact the substantive terms of the bid/RFP and can be considered without a material impact on the RFP process, etc.). If uncertain of whether a condition qualifies as a technicality, consult with the OPC or AGO for clarification. For example, a late bid is NOT considered a technicality;
- to make purchases outside of the awarded contracts where it is deemed in the best interest of the State; and
- to obtain clarification or additional information.

### **Insurance**

Respondents to this RFP should be aware that they will need to agree to the State of Vermont Customary Contract Provisions (Attachment C) in order to execute an agreement for this project.

Special care should be paid to Workers' Compensation coverage for out-of-state Vendors. Vermont statute requires insurance carriers be specifically licensed to write Workers' Compensation coverage in Vermont. Out-of-state Vendors may have Workers' Compensation coverage valid in their home state, but their carrier may not be licensed to cover workers' compensation for work actually performed by their employees in Vermont.

**Confidentiality**

After conclusion of the contracting process, Proposals are a matter of public record. If an application includes material considered by the applicant to be proprietary and confidential under 1 V.S.A., Chapter 5, the application shall clearly designate the material as such and explain why such material should be considered confidential. The Vendor must identify each page or section of the Proposal that it believes is proprietary and confidential with sufficient grounds to justify each exemption from release, including the prospective harm to the competitive position of the applicant if the identified material were to be released.

Under no circumstances shall the entire Proposal be designated as proprietary or confidential. If the Vendor marks portions of the Proposal confidential, the Vendor shall provide a redacted version of the Proposal for release to the public. Notwithstanding the above, the Secretary has an independent obligation under Vermont law to determine whether any proposal material is subject to public inspection and copying upon request, which may include material that has otherwise been designated as proprietary and confidential by the Vendor. The Vendor's designation of material as proprietary and confidential, and submission of a redacted Proposal, are provided to the Secretary for informational purposes in the event the Agency receives a public records request and will not result in withholding of materials by the Secretary unless expressly supported by Vermont law.

**Attachments**

- SFA – Standard Grant Agreement (template)
- Attachment C – Standard State Provisions for Contracts and Grants, Revised December 15, 2017
- Appendix 1 – Map of Vermont Watershed Planning Basins
- Appendix 2 - Act 154 Good Standing Certification
- Appendix 3 – Risk Assessment Questionnaire



## SFA - STANDARD GRANT AGREEMENT

1. Parties: This is a Grant Agreement between the State of Vermont, Department of Environmental Conservation (hereinafter called "State"), and \_\_\_\_\_ with principal place of business at \_\_\_\_\_ (hereinafter called "Grantee"). It is the Grantee's responsibility to contact the Vermont Department of Taxes to determine if, by law, the Grantee is required to have a Vermont Department of Taxes Business Account Number.
2. Subject Matter: The subject matter of this Grant Agreement is for services generally on the subject of a \_\_\_\_\_. Detailed scope to be provided by the Grantee are described in Attachment A, Scope of Work to be Performed.
3. Maximum Amount: In consideration of the scope of work, the State agrees to pay Grantee, in accordance with the payment provisions specified in Attachment B, Payment Provisions, a sum not to exceed \_\_\_\_\_. A detailed summary of the budget for this project can be found in Attachment B. This grant award cannot be used as match for the purpose of obtaining additional federal funds by the Grantee without written approval from the State.
4. Subcontracting: Grantee shall not assign labor duties to a subcontractor without the prior written approval from the State. Written approval is obtained by completing the Request for Approval to Subgrant/Subcontract form.
5. Procurement: The Grantee certifies that for any equipment, supplies, and/or services outside of their organization, that they have and will follow their procurement policy.
6. Ownership and Disposition of Equipment: Any equipment purchased or furnished to the Grantee by the State under this Grant Agreement is provided on a loan basis only and remains the property of the State. Grantee must submit a written request to retain the equipment at the end of grant term for the same use and intended purpose as outlined in this agreement. The written request should include: description of equipment, date of purchase, original cost and estimated current market value.
7. Source of Funds: State funds.
8. Grant Term: The period of Grantee's performance shall begin upon date of execution, signified by the date of signature by the State and end on \_\_\_\_\_.
9. Amendment: No changes, modifications, or amendments in the terms and conditions of this Grant Agreement shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of the State and Grantee. No amendment will be considered without a detailed justification to support the amendment request. Failure to provide an adequate justification may result in the denial of the request. Any request for an amendment to this agreement must be made in writing at least thirty (30) days prior to the end date of this agreement or the request may be denied.
10. Cancellation: This Grant Agreement may be cancelled by either party by giving written notice at least \_\_\_\_\_ days in advance.
11. Fiscal Year: The Grantee's fiscal year starts \_\_\_\_\_ and ends \_\_\_\_\_.
12. Work product ownership: Upon full payment by the State, all products of the Grantee's work, including outlines, reports, charts, sketches, drawings, art work, plans, photographs, specifications, estimates, computer programs, or similar documents, become the sole property of the State of Vermont and may not be copyrighted or resold by Grantee.

13. Attachments: This Grant consists the following attachments that are incorporated herein:

Attachment A - Scope of Work to be Performed

Attachment B – Budget and Payment Provisions

Attachment C - Customary State Grant Provisions

Attachment D – Other Grant Provision(s) if necessary

Request for Approval to Subgrant/Subcontract

**WE, THE UNDERSIGNED PARTIES, AGREE TO BE BOUND BY THIS GRANT.**

**STATE OF VERMONT**

**GRANTEE**

**By:**

**By:**

\_\_\_\_\_

\_\_\_\_\_

**Commissioner**

**Name: (Print)** \_\_\_\_\_

**Dept. of Environmental Conservation**

**Title:** \_\_\_\_\_



**Attachment A**  
**Scope of Work to be Performed**

<b>Part or All of the Scope May be Subcontracted with Written Prior Approval from the State</b>
---

Attachment A of a Standard State Grant Agreement describes the nature and extent of the Grantee's obligations. This is the most important part of the agreement. To avoid problems later, you should make the description clear, unambiguous and complete. Specify all performances and products to be delivered. Avoid "legalese"; plain English is sufficient and preferred.

The following checklist should be helpful in writing specifications:

1. Does the work statement let the Grantee know what is ahead? Is it specific enough to allow the Grantee to make a list of human resources and, if necessary, special facilities, equipment, subcontracts and/or consultants needed to accomplish the work?
2. Is general and background information separated from directions to the Grantee and required performance? The minimum that the Grantee is expected to do should be clearly described.
3. Have the granting agency's responsibilities to the Grantee been clearly identified? If not, the state could find it more difficult to enforce its rights under the grant agreement.
4. Will it be possible to measure performance? Are the end results and specific duties of the Grantee stated in such a way that he/she/it knows what is required and the grantor official who orders payment can tell whether payment is due? Have the type and quantity of reports required of the Grantee (technical, financial, progress, etc.) been described and specified? Is there a date for each task or outcome the Grantee must deliver? These measures and details are crucial so that both programmatic and financial site audits - if required- are performed and that there are specific items/ tasks set forth in the grant agreement to verify and hold accountable for.

**Attachment B**  
Payment Provisions

See Payment Schedule in Attachment A

This grant is a performance based grant. Payments made to the grantee by the State are based on the successful completion of performance measures. Successful completion of each measure is clearly outlined in the scope of work. If the grantee is unable to obtain successful completion of a performance measure within the terms and conditions of the grant agreement, the Grantee may only receive a portion of the payment for that measure if partially completed or will not receive payment at all if substantial performance of that measure is not demonstrated.

The State will measure sufficient progress by examining the performance required under the work plan in conjunction with the milestone schedule, the time remaining for performance within the project period and/or the availability of funds necessary to complete the project. The State may terminate the assistance agreement for failure to ensure reasonable completion of the project within the project period.

Risk-Based Assessment:

Risk Level:

<b>Risk Level</b>	<b>Monitoring Requirements</b>
Low	- Final performance report required.
Moderate	- Grantee is required to submit a biannual progress report(s). Progress report(s) must include: summary of progress made on deliverables within reporting timeframe, milestone status updates, technical/cost/schedule issues encountered, and work planned for next period.
High	- Grantee is required to submit quarterly progress reports (see above). - Grantee must document a course of corrective actions in order to maintain future eligibility for Vermont DEC funds. Grantees have a period of three years to complete corrective actions. If after three years no corrective actions have been taken, VDEC will no longer provide funds to the organization.

- These monitoring requirements are required deliverables even when not listed explicitly in the deliverables table in Attachment A.
- If you are required to have an audit under the new OMB Uniform Guidance, you are to report to Vermont DEC the audit, findings, Management Response Letter including corrective actions within 6 months after the end of your fiscal year.

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The Grantee shall:

- ☐ Maintain a copy of all receipts on file for review upon request by the State,  
☐ Include a copy of all receipts for costs requested for reimbursement.  
☐ Other:

Other Provisions

Up to 90 days of pre-award costs are allowable under this agreement as determined by the Grant Manager and as related to scope of work in Attachment A.

Address All completed forms should be submitted to:

Name:

Department:

Address:

Final Payment: Final payment will be paid upon receipt and satisfactory review of all deliverables, as described in the scope of work, a final financial report documenting expenditure of 100% of grant funds, and where appropriate, documentation of required match.



Vermont Department of Environmental Conservation

Agency of Natural Resources

## Form 430 Request for Funds

*Form must be filled out entirely before payment is released*

Grantee Name:

Grant #:

Purchase Order #:

Payment#:

Amount Requested:

### Performance Measures and Deliverables:

Performance Measure and Submitted Deliverable	Budget Amount	Amount Requested	Remaining Amount	Total Match Documented (if applicable, use total from Form 430-M)	Match Committed (if applicable)
1 –	\$	\$	\$	\$	
2 –	\$	\$	\$	\$	
3 –	\$	\$	\$	\$	
4 -	\$	\$	\$	\$	
5 – Final report.	\$	\$	\$	\$	
<b>Total</b>	\$	\$	\$	\$	\$

### Approvals for Payment

Signed by:

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

Title: \_\_\_\_\_

*The Grantee certifies that deliverables being billed on this invoice have been completed as outlined in the grant agreement.*

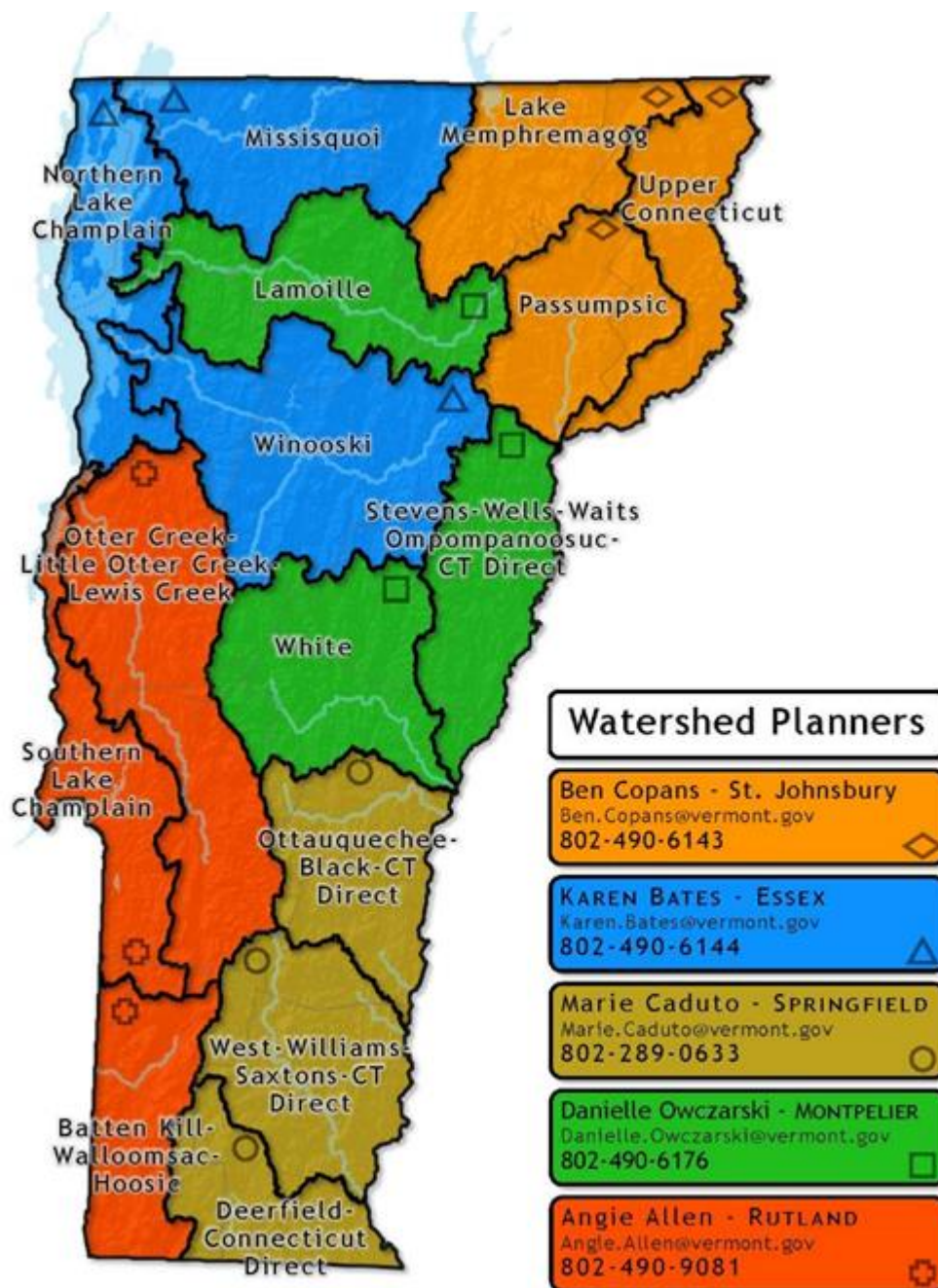
State's Project Manager: \_\_\_\_\_ Date: \_\_\_\_\_

*The Grant Manager has verified that deliverables being billed on this invoice have been completed as outlined in the grant agreement.*

DEC Financial Operations: \_\_\_\_\_ Date: \_\_\_\_\_

*The DEC Financial Operations processed the current invoice for payment on signed date.*

# **Appendix 1** **Vermont Watershed Planning Basins**





## MEMO

Date: December 31, 2019  
To: Executive Committee  
From: Bonnie Waninger, Executive Director  
Re: Bylaw Transition Actions

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### **☒ ACTION REQUESTED:**

- 1) Recommend action to the Board regarding bylaw transition for the Secretary/Treasurer position and Executive Committee membership.**
- 2) Recommend candidates for appointment to the Nominating Committee.**

Among the changes included in CVRPC's newly adopted bylaws are conversion of the stand-alone Secretary and Treasurer positions into one Secretary/Treasurer position and having the Board appoint the Nominating Committee at its January meeting. The bylaws task the Executive Committee with recommending candidates for Nominating Committee appointment. The new bylaws were adopted in December. Given that this is a transition year, the Chair has suggested that the Executive Committee discuss these actions in January and recommend transition actions to the Board.

This means the Nominating Committee may not be appointed until the February Board meeting so that prospective Nominating Committee members can be contacted to assess their interest.

The Executive Committee can adapt the proposed January Board agenda at its meeting to reflect discussion or action that results from the Committee discussion.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION  
BOARD OF COMMISSIONERS

FY 2020

Municipality	Commissioner	Appointed	No Yrs	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Committee Assignment
Barre City	Janet Shatney	Woodbury July 2009-Feb 2014; Barre City June 2014	9	X		Called	Called	X	X							Brownfields (Chair), Project Review (Chair), Executive
	Heather Greenfield, Alt	May 2018														
Barre Town	Byron Atwood,	October 2009	9	X			Called	X	X							Nominating (Chair)
	Mark Nicholson, Alt./George Cla	1995 (Comm)/Dec 2019	<1													
Berlin	Robert Wernecke	December 2008	11			X	X	Called	Called							Project Review, Transportation, Nominating
	Karla Nuissl, Alt.	July 2016	3													
Cabot	Amy Hornblas	11/06/17	2	X		X	X	X	X							Clean Water (Chair), Brownfields
Calais	John Brabant	Woodbury 1990's; Calais 03/27/17	2	Called		X			X							Clean Water, Project Review
	Jan Ohlsson, Alt	10/2016	2	X												Town Plan Review
Duxbury	Alan Quackenbush	Alt Commissioner April 2016; Commissioner 06/12/18	1	X			X	Called	X							Transportation, Nominating
	VACANT, Alt															
E. Montpelier	Julie Potter	Alt Commissioner April 2013; Commissioner May 2014	5	X		X	X	X	X							Executive (Past Chair), Regional Plan, Bylaw (Chair)
	Jack Pauly, Alt.	April 2015	3	X		X	X		X							
Fayston	Karl Klein/Carol Chamberlin	June 2018 / April 2019	<1													
Marshfield	Robin Schunk	May 2019	2	Called		X	X	X	X							Transportation
Middlesex	Ron Krauth	December 2004	15	X		X	X	Called	X							Regional Plan, Town Plan Review, Brownfields, Clean Water, Transportation
Montpelier	Kirby Keeton/Marcella Dent	April 2017/Sept. 2019	<1	X		X	X		X							Regional Plan (Keeton/Dent)
	Mike Miller, Alt.	June 2016	3													
Moretown	Dara Torre, Secretary	Sept 2013	5	X		X		X	X							Regional Plan, Executive
	Joyce Manchester, Alt	2018?														Town Plan Review
Northfield	Laura Hill-Eubanks, Chair	May 2013	5	X		X	X	X	X							Regional Plan, Executive (Chair)
Orange	Lee Cattaneo	May 2017	2	X		X	X		X							Transportation, Town Plan Review, Project Review
Plainfield	Bram Towbin	July 2017	2	X		Called	X	X	X							
	Jim Volz/Paula Emery, Alt.	March 2019/Sept 2019	<1			X	X	X	X							
Roxbury	Gerry D'Amico	August 2015	4	X		X	X	X	X							Transportation, Project Review (Alternate), Executive
Waitsfield	Don La Haye	Warren Alt Commissioner Jan 2003, Commissioner April 2005; Waitsfield Nov 2012	16	X		X	X	X								Brownfields, Transportation
	Harrison Snapp, Alt.	1995 (Comm)	11													Transportation (Alternate)
Warren	Alison Duckworth	Mar 2019	<1													
	J. Michael Bridgewater, Alt.	Mar 2019														
Washington	Peter Carbee	July 2018	1	X		X	X		X							Project Review
Waterbury	Steve Lotspeich, Vice Chair	Aug 2014	4	X		X	X	X	X							Executive, Transportation (Chair), Bylaw
Williamstown	Richard Turner	June - Nov 2018; reappointed 01/14/19	1	Called		X	called	Called	X							Bylaw, Clean Water (Alt)
	Jacqueline Higgins, Alt.	Sept 2018	1													
Woodbury	Michael Gray, Treasurer	Jan 2016	3	X		X	Called	X	X							Executive, Brownfields
Worcester	Bill Arrand	May 2010	9	X		X	X		X							Town Plan Review (Chair), Transportation
	Attendance			19		19	17	13	20	0	0	0	0	0	0	
	Quorum Attendance			18		18										
	Quorum <sup>1</sup>			Y		Y	Y	Y								
Other Participants																
	Waninger, Bonnie			X		X	X	X	X							
	Chartrand, Nancy			X		X		X	X							
	Currier, Dan															
	Rock, Clare					X			X							
	DeAndrea, Pam															
	Andrews, Ashley															
	Shanahan, Ashlynn/Kramer, Nick						X		X							
	Maia, Zachary								X							
	Vinson, Grace								X							
	Guest Speaker			A.Margolis		J.Copans	B. Fraser	E. Reil, N. Besio								
	Other Guests							Baylen Slotte	George Clain							



## MEMO

Date: December 30, 2019  
To: Executive Committee  
From: Bonnie Waninger, Executive Director  
Re: Personnel Evaluation Form

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✉ **ACTION REQUESTED:** Approve a final personnel evaluation form and set a schedule for the Executive Director's 2019 evaluation.

Attached are the current and proposed personnel evaluation forms. Both the Executive Committee and staff have noted that the current form is cumbersome to complete. Issues identified include having multiple questions within each evaluation criterion and having to provide comments for each criterion. The proposed form streamlines the criteria, provides a ranking for each, and allows for general and specific comments regarding performance. Areas in red text are specific to the Executive Director's evaluation. They would not be used for staff.

A benefit of the new form is that it limits the employee's supervisor to a few performance goals and challenges for the upcoming year. This approach reflects modern performance improvement and employee development approaches which stress making performance changes achievable through incremental steps.

One question for the Committee is whether the current or proposed ranking should be used (see proposed form). In the past, members of the Committee have advocated for a more nuanced approach to the rankings (5 pt scale). I'll advocate for a less nuanced approach (3 pt scale). If an employee is not meeting a performance criterion or is exceeding a performance criterion, performance should be improved or celebrated. Comments can address degree of improvement or celebration. Again, this streamlined approach makes performance evaluation outcomes clear.

Questions Identified by the Chair and Vice Chair include:

*Q. Isn't salary adjustment discussed as part of this evaluation process?*

A. Salary has been discussed as part of the evaluation process for the Executive Director because the process is completed just before the next year's draft budget is developed. For other staff, salary is not discussed unless the staff member broaches it as a topic for discussion.

*Q. Would staff be using the same evaluation form as the Executive Committee?*

A. Yes, unless the Executive Committee identifies the need for an alternate form.

*Q. Would having the semi-annual review notes included be confusing for staff when the initial evaluation is completed?*

A. The semi-annual review notes would be a separate document used solely for the semi-annual review. It is included in the attached document so the Committee can understand how it would be adjusted too. The semi-annual review is a check-in. The full rating form is only used in the annual review.



**WELCOME**

**Thank you for your feedback on this performance evaluation. This process is an opportunity to have forward looking, positive, and productive discussions on job performance and staff growth. It is a time for candid, open dialog that is constructive and respectful.**

**The evaluation process is divided into two parts. Part 1 reviews the past year. It identifies successes and challenges and reviews to what degree core competencies were demonstrated. Part 2 looks forward to the upcoming year. It sets priorities for action, and identifies training, professional development, and support that might enable staff to increase performance or prepare for growth.**

**Thank you for participating!**

### Part 1 - Reviewing Successes and Challenges from the Past Year

**ASSESSING ACHIEVEMENT**

**The following pages describe the objectives/tasks set at last evaluation and the measures/standards for assessing achievement.**

### Part 1 - Reviewing Successes and Challenges from the Past Year

1. Objective/Task: Enhance relations with regional partners

Measure/Standard: Inclusion of visits in Board reports

Unmet	Delayed / poorly completed	Completed on time / satisfactory quality	Ahead of schedule / very good quality	Exceeded expectations / exceptional outcome
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comment:

### Part 1 - Reviewing Successes and Challenges from the Past Year

2. Objective/Task : Build press relations via editor contacts, project briefings, press releases issued, and activities performed

Measure/Standard: CVRPC is mentioned in the press monthly

Unmet	Delayed / poorly completed	Completed on time / satisfactory quality	Ahead of schedule / very good quality	Exceeded expectations / exceptional outcome
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comment:

### Part 1 - Reviewing Successes and Challenges from the Past Year

3. Objective/Task: Visit 50% of municipalities annually

Measure/Standard: Inclusion of visits in Board reports

Unmet	Delayed / poorly completed	Completed on time / satisfactory quality	Ahead of schedule / very good quality	Exceeded expectations / exceptional outcome
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comment:

### Part 1 - Reviewing Successes and Challenges from the Past Year

#### DEMONSTRATING CORE COMPETENCIES

**The following questions consider to what degree the core competencies of the job were demonstrated.**

### Part 1 - Reviewing Successes and Challenges from the Past Year

## 4. LEADERSHIP

Does the Director demonstrate a high level of drive and energy? Is the Director a self-starter? Does the Director inspire others to work towards a common purpose? Is the Director respected by others including the Board, other stakeholders, the public, and CVRPC staff?

Not At All	Development Needed	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

## Part 1 - Reviewing Successes and Challenges from the Past Year

## 5. COMMUNICATIONS

Is the Director skilled in both verbal and written communications? Does the Director effectively communicate expectations and visions internally? Does the Director communicate effectively to the public and other stakeholders including the Board? Give an example of when this skill was used with a positive outcome.

Not At All	Development Needed	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments/Example:

## Part 1 - Reviewing Successes and Challenges from the Past Year

## 6. STAKEHOLDER RELATIONS

Does the Director effectively interact with the organization's stakeholders? (*i.e. municipalities, state agencies, other regional organizations and non-profits, legislators, funders*) Is the Director responsive to stakeholder's concerns? Does the Director effectively manage stakeholders needs/wants consistent with budget issues and organizational goals and values? Give an example. Is the Director capable of seeing all sides of an issue?

Not At All	Development Needed	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments/Example:

### Part 1 - Reviewing Successes and Challenges from the Past Year

## 7. STRATEGIC PLANNING

Does the Director engage in strategic thinking? Does the Director clearly articulate vision, goals, work plans and outcomes?

Not At All	Development Needed	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments/Example:

### Part 1 - Reviewing Successes and Challenges from the Past Year

## 8. MANAGEMENT OF PEOPLE

Has this Director created a positive working environment for employees at all levels? Has this Director managed direct reports fairly and constructively? Has this Director appropriately included staff in the hiring process of new staff? Has this Director been accountable for management decisions and held managers at all levels accountable for their personnel decisions? Has this Director created an environment which encourages diversity and creative thinking?

Not At All	Needs Development	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments/Example:

## Part 1 - Reviewing Successes and Challenges from the Past Year

## 9. PROCESS MANAGEMENT

Does the Director actively monitor the effectiveness of established policies and procedures assuring that they support efficiency in their day to day operation? Are procedures evaluated and changed to meet new goals and opportunities?

Not At All	Development Needed	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments/Example:

## Part 1 - Reviewing Successes and Challenges from the Past Year

## 10. ORGANIZATIONAL RESPONSIBILITY

Does the Director demonstrate the highest level of ethics in his/her everyday interaction with employees and other stakeholders? Does the Director evaluate and accept responsibility for his/her decisions for both employees and the community? Does the Director demonstrate a high degree of integrity from himself/herself as well as all employees?

Not At All	Needs Development	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments/Example:

### Part 1 - Reviewing Successes and Challenges from the Past Year

## 11. PROFESSIONAL DEVELOPMENT - ORGANIZATION

Has this Director promoted professional development at all levels in the organization, including at the individual, team and leadership levels? Has professional development at all levels included professional knowledge, outreach and networking that adds value for the individual and CVRPC?

Not At All	Development Needed	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments/Example:

## 12. PROFESSIONAL DEVELOPMENT - OUTSIDE CVRPC

Has this Director assumed leadership roles outside CVRPC (e.g., national or state committees, or other regional organizations)?

Not At All	Development Needed	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments/Example:

## Part 1 - Reviewing Successes and Challenges from the Past Year

## 13. FISCAL RESPONSIBILITY

Does the Director understand the more complex budget issues specific to the organization?  
 Does the Director have the ability to provide leadership in the budget development process?  
 Does the Director understand how to build, distribute, and manage the revenues for the organization's budget? Does the Director help staff understand the basics of CVRPC's budget and financing, particularly those affecting project management?

Not At All	Development Needed	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments/Example:

## Part 1 - Reviewing Successes and Challenges from the Past Year

## 14. BOARD RELATIONSHIP

Does this Director effectively interact with the Board? Is he/she well prepared for Board meetings and provide the Board with information it needs/wants for effective governance?  
 Has the Director fostered positive relationships with current Board members? Does the Director positively receive all input from the Board and move to make changes in behavior/processes where appropriate?

Not At All	Needs Development	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments/Example:

## Part 1 - Reviewing Successes and Challenges from the Past Year

**GROWTH AND DEVELOPMENT**

15. List three (3) major strengths demonstrated by this Director in the past year with examples to show the effectiveness of those strengths:

16. List areas that need improvement from your perspective, being as specific as possible:

#### Part 2 - Goals and Actions for Next Year

### DEVELOPING EXPECTATIONS

**This section of the evaluation looks forward to the upcoming year. It asks for your thoughts about priorities for action and areas for staff development.**

#### Part 2 - Goals and Actions for Next Year

### PRIORITIES FOR THE UPCOMING YEAR

17. What are the most important areas of focus for the Director in the upcoming year?

18. Are there specific actions the Director should take?

#### Part 2 - Goals and Actions for Next Year

### GROWTH AND DEVELOPMENT

19. What action could be taken to improve the Director's performance? What sort of training/experience would be beneficial in the next year (assuming funding is available)?



**Thank you for your input!**

<b>Employee:</b>	<b>Date of Hire:</b>
<b>Job Title:</b>	<b>Evaluator</b>
<b>Starting Salary:</b> \$	<b>Current Salary:</b> \$
<b>Period Covered by Review:</b> 01/01/____ to 12/31/____.	

## CVRPC Personnel Evaluation

### Purpose of This Review

CVRPC views the performance evaluation process as an opportunity to have forward looking, positive, and productive discussions on job performance and growth of staff. It is a time for candid, open dialog that is constructive and respectful. Salary and benefit adjustments may be discussed, and are made through a separate process.

This review summarizes the content of a meeting held on \_\_\_\_/\_\_\_\_/20\_\_\_\_ between the employee and their supervisor concerning job performance and growth. It also sets forth agreed-upon performance goals through December 31, 20\_\_\_\_.

Performance during the evaluation period is rated according to descriptions below. Strengths, opportunities, and challenges are summarized afterwards.

### Current Rating Scale

- 5 *Far Exceeds Expectations* – Demonstrates expert level technical skills and knowledge.
- 4 *Exceeds Expectations* – Demonstrates strong technical skills and knowledge.
- 3 *Meets Expectations* – Demonstrate sufficient technical skills and knowledge to perform the job competently. Employees at this level accomplish the position requirements.
- 2 *Development Needed* – Performance is frequently below expected standards and needs improvement. Does not demonstrate sufficient technical skills and knowledge needed to perform the job competently.
- 1 *Not At All* – Does not demonstrate sufficient technical skills and knowledge to perform the job competently. Performance is frequently below expected standards and needs significant improvement.

**Proposed Rating Scale**

*Exceeds* Performance consistently exceeds skill level established for the position. Employee achieves performance objectives beyond expectations.  
(Score=3)

*Meets* Performance consistently meets the performance standards established for the position. Employee consistently accomplishes position requirements.  
(Score=2)

*Below* Performance consistently is below the performance standards for the position and needs improvement. Employee does not accomplish position requirements.  
(Score=1)

<b>Evaluation</b>	<b>Exceeds</b>	<b>Meets</b>	<b>Below</b>
<b>Job Skills</b>			
Has the skills and knowledge necessary for the position			
Demonstrates interest in and spends time on improving skills and knowledge			
Maintains sufficient knowledge of position to identify and correct problems as they arise			
Demonstrates ability to quickly understand new information and situations			
<b>Job Performance</b>			
Overall quality and accuracy of work performed			
Level of production or results in relation to effort expended			
Exhibits clear understanding of job responsibilities			
Ability to organize and handle workload			
Ability to effectively analyze and evaluate complex problems or projects			
Ability to make reasoned decisions and sound judgements			
Ability to plan ahead effectively and to meet deadlines			
Uses imagination or creativity to improve the type or quality of work			
Pursues job objective when faced with expected or unexpected obstacles			
Seeks, develops, and implements new ideas, processes and procedures			
Keeps supervisor advised of the status of projects and work assignments			

Evaluation	Exceeds	Meets	Below
<b>Work Habits</b>			
Adheres to Commission policies and hours, avoids personal business during the work day			
Attention to detail, organization, and record keeping			
Shows initiative; willingness to take on additional job responsibilities or work through unpleasant tasks			
Presents themselves in appropriate manner			
Is flexible/adaptable; adapts to changing circumstances, policies, and attitudes of others			
<b>Communication Skills</b>			
Inspires others to work towards a common purpose			
Ability to state positions and thoughts clearly and concisely			
Written communication skills			
Interpersonal communication skills			
Public presentation skills, if applicable			
<b>Management of People/Supervisory Skills (as applicable)</b>			
Creates a positive working environment			
Is accountable for management decisions and holds managers at all levels accountable for their personnel decisions			
Creates an environment which encourages diversity and creative thinking			
<b>Interaction/Team Work</b>			
Effectively interacts with CVRPC's constituents			
Is responsive to constituents' concerns			
Effectively manages constituents' needs/wants consistent with budget issues and organizational goals and values			
Capable of seeing all sides of an issue			
Interactions with co-workers			
Ability to work cooperatively with co-workers on projects or overall office functions			
Interactions with the general public			
Receptiveness to input from the Director/Executive Committee and/or Board members			

Evaluation	Exceeds	Meets	Below
Ability to recognize the need to ask for help or input from the Director/Executive Committee and/or co-workers			
Keeps co-workers informed of changes in work schedule			
Demonstrates positive attitude			
Volunteers ideas for the betterment of the organization and demonstrates willingness to help others accomplish objectives as part of a team effort			
Is courteous, well-mannered, and polite			
<b>Reliability</b>			
Overall attendance and dependability			
Punctuality			
Does not abuse telephone, lunch break, and/or time-off policies			
Completes work without the need for extensive supervision			
<b>Corporate Responsibility</b>			
Demonstrates the highest level of ethics in their everyday interactions with employees and other stakeholders			
Evaluates and accepts responsibility for their decisions for both employees and the community			
Demonstrates a high degree of integrity for themselves and employees			
<b>Overall Performance</b>			

### Discussion Points for Evaluation Meeting

**General Comments:** Overall performance, changes in responsibilities or performance since last evaluation, employee career development interests and improvements recommended.

**Specific Comments:**

*Strengths Demonstrated Over the Past Year:*

*Accomplishments Over the Past Year:*

*Goals and Challenges for the Coming Year:*

*Please sign this evaluation form to indicate participation in the performance evaluation process. Employee signature does not necessarily infer concurrence with the supervisor's evaluation. Written comments may be provided by the employee. When provided, the comments will be included with this form in the employee's personnel file.*

---

Employee Signature

---

Supervisor Signature

---

Date

---

Date

<b>Employee:</b>	<b>Date of Hire:</b>
<b>Job Title:</b>	<b>Evaluator</b>
<b>Starting Salary:</b> \$	<b>Current Salary:</b> \$
<b>Period Covered by Review:</b> 01/01/____ to 06/30/____.	

## Semi Annual Review Notes

### Purpose of This Review

CVRPC views the performance evaluation process as an opportunity to have forward looking, positive, and productive discussions on job performance and growth of staff. It is a time for candid, open dialog that is constructive and respectful. The Semi Annual Review is intended to review current outcomes and activities and adjust performance goals as necessary.

This review summarizes the content of a meeting held on \_\_\_\_/\_\_\_\_/20\_\_ between the employee and their supervisor concerning job performance and growth.

### Summary of Discussion

**General Comments:** *Overall performance, changes in responsibilities or performance since last evaluation, employee career development interests and improvements recommended.*

### **Specific Comments:**

*Strengths Demonstrated Over the Past Year:*

*Accomplishments Since Annual Evaluation:*

*Goals and Challenges Discussion:*

*Please sign this evaluation form to indicate participation in the performance evaluation process. Employee signature does not necessarily infer concurrence with the supervisor's evaluation. Written comments may be provided by the employee. When provided, the comments will be included with this form in the employee's personnel file.*

---

Employee Signature

---

Supervisor Signature

---

Date

---

Date



**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Executive Committee**  
**DRAFT MINUTES**  
**December 2, 2019**

Present:

<input checked="" type="checkbox"/> Julie Potter	<input checked="" type="checkbox"/> Laura Hill-Eubanks	<input checked="" type="checkbox"/> Michael Gray
<input checked="" type="checkbox"/> Dara Torre	<input checked="" type="checkbox"/> Steve Lotspeich	<input checked="" type="checkbox"/> Janet Shatney
<input checked="" type="checkbox"/> Gerry D'Amico		

Staff: Bonnie Waninger, Nancy Chartrand, Pam DeAndrea

**CALL TO ORDER**

Chair L. Hill-Eubanks called the meeting to order at 4:03 pm. Quorum was present to conduct business.

**ADJUSTMENTS TO THE AGEND**

Hill-Eubanks advised we will review the transmittal memo for bylaws amendment for next Board meeting following contract reviews.

**PUBLIC COMMENTS**

None.

**FINANCIAL REPORT**

B. Waninger provided a brief overview. Net income currently at \$121K which is impacted by municipal dues and indirect costs. It is likely we will request VTrans lower our indirect rate after the end of the calendar year. More detailed financials will be in next month's packet.

There was also discussion on personnel policy and compensation reporting. She directed the Committee to the information in the packet which outlines compensation and provided details on historical wage increases and the current labor market. It was advised that generally wages will be going up based on VAPDA's current salary survey and CCRPC's compensation study. J. Potter clarified the VAPDA survey includes Vermont RPC's while CCRPC compensation study is broader including other New England states.

It was noted that while it is helpful to see the progression of compensation, it is difficult to compare employee to employee as there may have been some previous inequities or corrected developmental moves that impacted the progression.

Waninger noted the average over time progression is not a COLA, but an NEE employment cost index; which averages 3-4%.

1 **CONTRACT/AGREEMENT AUTHORIZATION**

2 Hill Eubanks directed the Committee to the information in the packet.

3  
4 Chittenden County Regional Planning Commission – Tactical Basin Planning FY20

5 Waninger noted that this is our annual clean water contract to do outreach with municipalities and  
6 provided additional overall detail.

7  
8 *J. Shatney moved to authorize the Executive Director to sign the CCRPC Basin Plan grant; M. Gray*  
9 *seconded. Motion carried.*

10  
11 Vermont Department of Public Safety – 1) Emergency Management Performance Grant FFY19 Advanced  
12 Notice to Proceed; and 2) Emergency Management Performance Grant FFY19

13 Waninger advised this is the annual Emergency Management Performance Grant for working with towns  
14 on LEMPs, LHMPs, trainings, etc. She noted it is now formula funded by the grantor and provided  
15 additional details. Two documents need approval; the notice to proceed and the actual grant  
16 agreement. There was question regarding whether or not Advanced Notice to Proceed needs to be  
17 signed if grant agreement is being signed. Waninger advised that both did in fact need signature.

18  
19 *J. Potter moved to authorize the Executive Director to sign the Advanced Notice to Proceed and the Grant*  
20 *Agreement with VEM for FFY19; D. Torre seconded. Motion carried.*

21  
22 Southern Windsor County Regional Planning Commission – Clean Water Block Grant - Pouliot  
23 Amendment # 2

24 Waninger advised this project is fully constructed. This amendment brings the grant into alignment with  
25 the final cost of the project as the original award was based on a cost estimate. DeAndrea clarified that  
26 we get 8.5% of 80% of final implementation costs for the CVRPC program management costs.

27  
28 *S. Lotspeich moved to authorize the Executive Director to sign the amendment for Southern Windsor*  
29 *County Regional Planning Commission – Clean Water Block Grant - Pouliot Amendment # 2; G. D'Amico*  
30 *seconded. Motion carried.*

31  
32 Barre City – Pouliot Avenue Stormwater Mitigation Amendment 2

33 Waninger advised there is a revised memorandum being passed to replace page 61 in the packet. Based  
34 on outcomes of projects all across the state, Southern Windsor had additional funds and therefore will  
35 reimburse Barre City for parts of their project. DeAndrea provided further clarification of the  
36 information and it was determined there was an error in the memorandum and it needed to be revised;  
37 and therefore a vote on the amendment will tabled until prior to the next Board meeting.

38  
39 **BYLAWS MEMORANDUM**

40 J. Potter provided detail on the revised transmittal memorandum which was shared with the Committee  
41 advising that we are requesting a vote to adopt the bylaws amendments. It was onfirmed that 60% of

1 appointed Commissioners (not just those present) is needed for the adoption vote. Waninger suggested  
2 deleting “as presented” or remove “annotations” language. It was agreed to take out “as presented”.  
3 It was also noted that annotations are discussed in two locations and it was questioned if it was needed  
4 in both locations. It was suggested to move sentence on top of page 2 to the 1<sup>st</sup> paragraph of the  
5 memorandum before including the final memorandum in the Board packet.

## 6 7 **HEALTH INSURANCE**

8 Hill-Eubanks directed the Committee to information in the packet. N. Chartrand provided an overview  
9 of the options for CY20 health insurance and a comparison of previous plans offered in the past.

10  
11 Significant discussion ensued regarding coverage, the set contribution, and payment in lieu. It was also  
12 confirmed that CVRPC does not contribute to a HSA. It was noted that the “Totals” in the table are  
13 annual totals, not monthly and that they include payment in lieu. Discussion ensued regarding  
14 compensation implication of payment in lieu payments. Waninger advised across RPC’s we are in the  
15 middle when it comes to plan coverage and outlined some details regarding what others offer which  
16 varies greatly. Some discussion ensued regarding cost shares and levels of plans. Waninger offered to  
17 share the upcoming benefits survey for additional detail.

18  
19 Further discussion regarding the level of coverage ensued. A policy suggestion was made to pick a  
20 contribution level but if employee chooses a plan with a lower premium that CVRPC puts the difference  
21 into an HSA vs. only into premium. There was suggestion that in order to make us more competitive  
22 with marketplace health insurance payment in lieu could rise above 50%. It was noted that payment in  
23 lieu was common with public employers. It was suggested that this type of discussion be taken into  
24 consideration in an upcoming review of the personnel policy.

25  
26 *J. Potter moved to establish CVRPC’s employer health insurance contribution as 100% of the cost of the*  
27 *MVP Gold CDHP Health Plan for employees and family members; increase employee choice of available*  
28 *plans to include all BCBSVT health care plans and all of the MVP health plans; and maintain 50%*  
29 *payment in lieu of benefit for employees who opt out of CVRPC coverage and provide proof of coverage*  
30 *from another provider; seconded by S. Lotspeich. Discussion again ensued regarding payment in lieu.*  
31 *The question was called and the motion carried with one member opposed.*

## 32 33 **CLEAN WATER ADVISORY COMMITTEE (CWAC)**

34 Waninger advised Amy Hornblas, CWAC Chair, was not available to attend tonight’s meeting. Hill-  
35 Eubanks directed the Committee to the memorandum in the packet. Further detail was provided by  
36 Waninger advising they are seeing a decline in overall participation on the committee. The committee  
37 provided comments to DEC in response to the Basin Plan, which DEC chose not to utilize; which made  
38 the committee feel their voice was not being heard and they therefore drafted a letter for the Board’s  
39 review and ultimate presentation to DEC, however, have not had quorum to approve advancing the  
40 letter to the Board. DeAndrea provided additional history and details. Discussion ensued regarding  
41 what the role of the advisory committee was and whether or not their role was being maintained. It

1 was noted that the Chair of CWAC is following up with members who have stopped participating to  
2 clarify why they have stopped.

3  
4 It was confirmed there was a process question as to whether or not the Committee was meeting its  
5 charge as an advisory committee to the Board. It was noted that the goal is to have a functional  
6 committee, which it appears they are not at this time; and therefore it would be helpful to meet with  
7 the CWAC Chair and staff to discuss further options to ensure it can be successful and maintain partner  
8 involvement. It was concluded that including the Chair of CWAC in the next Executive Committee  
9 meeting would be appropriate.

#### 11 **EXECUTIVE DIRECTOR ANNUAL EVALUATION**

12 Hill-Eubanks directed the Committee to information in the packet. Waninger provided additional details  
13 regarding the process. It was noted that it may be appropriate to make changes to the form to make it  
14 less cumbersome; however to maintain a 360 process which includes the staff, Executive Director and  
15 Committee members. There was question as to whether summarizing comments was necessary; and  
16 also if there was a better way to involve staff in the process. It was suggested that summarizing of  
17 comments may be better handled by the Committee vs. just the Lead. Hill-Eubanks advised she wanted  
18 to review the current format and proposed format, and this information will be forwarded.

19  
20 Additional discussion ensued regarding staff participation and handling of their comments. Discussion  
21 ensued regarding amending the schedule and forms. It was confirmed to give staff 10 days to complete  
22 the evaluations. It was also confirmed that the Executive Director did not see the evaluations directly,  
23 but rather was provided summarized information from the Committee. The amendment of the  
24 schedule was discussed. Hill-Eubanks advised she was willing to be the Lead.

25  
26 *J. Shatney made a motion to nominate Laura as the "Lead"; seconded by D. Torre. Motion carried.*

#### 28 **STRATEGIC PLAN FY20 ACTION PROGRESS REVIEW**

29 Hill-Eubanks directed the Committee to the information in the packet. Waninger advised more press  
30 releases could be achieved. It was confirmed that the final audit was complete and our indirect  
31 proposal was ahead of schedule. Additional detail regarding a data library project was provided as well  
32 as clarification of the Regional Plan timeframe.

#### 34 **CONSENT ITEMS**

35 *J. Shatney moved to approve the minutes as presented; M. Gray seconded. Motion carried.*

#### 37 **COMMISSION MEETING AGENDA**

38 It was noted that the Agenda should be corrected to reflect the Bylaws Amendment item to read  
39 "potentially adopt the bylaws amendment"; and that the Meeting Minutes item should be November  
40 12<sup>th</sup>.

41  
42 *J. Shatney moved to approve the Commission agenda for December 10<sup>th</sup> with noted corrections; G.*  
43 *D'Amico seconded. Motion carried.*

Hill-Eubanks inquired about the additional suggestions in the packet. Waninger advised these arose as a result of the Commissioner Survey that was conducted last year.

It was also confirmed that the Committee would hold a special meeting at 6:15 pm prior to the Board meeting on December 10<sup>th</sup> to review and potentially approve the City of Barre - Pouliot Stormwater Mitigation Amendment 2.

**ADJOURN**

*J. Shatney moved to adjourn at 6:15 pm; D. Torre seconded. Motion carried.*

Respectfully submitted,

Nancy Chartrand  
Office Manager

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION****Executive Committee****DRAFT MINUTES****December 10, 2019**

Present:

☒ Julie Potter☒ Laura Hill-Eubanks☒ Michael Gray☒ Dara Torre☒ Steve Lotspeich☒ Janet Shatney☒ Gerry D'Amico**CALL TO ORDER**

Chair L. Hill-Eubanks called the meeting to order at 6:17 pm. Quorum was present to conduct business.

**ADJUSTMENTS TO THE AGENDA**

None.

**PUBLIC COMMENTS**

None.

**CONTRACT/AGREEMENT AUTHORIZATION**

City of Barre - Pouliot Stormwater Mitigation Amendment 2

*G. D'Amico moved to authorize the Executive Director to sign the amendment; S. Lotspeich seconded. Motion carried.*

**ADJOURN**

*J. Potter moved to adjourn at 6:18 pm; M. Gray seconded. Motion carried.*

Respectfully submitted,

Nancy Chartrand

Office Manager

## Executive Director's Report

December 31, 2019

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### A Snapshot of Monthly Activities

- Developed and submitted the Barre Area Working Communities grant application to the Federal Reserve Bank of Boston. The project focuses on improving the workforce development system by linking and providing supports to both employers and employees. The regional team of economic, education, public, and private sector partners aims to reduce the number of single women with children who live in extreme poverty in Barre City. CVRPC facilitated stakeholder discussions to define and refine the project concept involving numerous meetings and telephone interviews, drafted the application text, and secured Barre City Council support. CVRPC will act as grant administrator and project manager. Thank you to Nick, Grace, and Nancy for their support with research, meetings, and logistics.
- Organized and facilitated a prospective funders meeting aimed at extending wastewater from Montpelier to the Weston Mobile Home Park on Rt. 12 in Berlin. Prospective funders included VHCB, ANR, ACCD, and USDA. The team developed a draft action plan.
- Completed an RPC-wide fringe benefit survey.
- Was interviewed by The Bridge reporter for article on regionalization of services.
- Organized and chaired a GMT General Manager Search Committee meeting.
- Assumed Leadership Committee role for VT Urban & Community Forestry Council.
- Shared idea for VT Outdoor Recreation Community grant with Jon Copans from the VT Council on Rural Development and the Wrightsville Beach Recreation District Board and VTrans. CVRPC will facilitate development of an application focused on reducing transportation impacts by linking communities and outdoor recreation opportunities through public transit services. Clare will lead application development.
- Participated on US Economic Development Administration call to discuss communications equipment for Barre and Montpelier. CVRPC likely will assist with a grant application.
- Met with new VT Public Transit Program Manager about VTrans investment in Rt. 12 wastewater project and for budget discussions as I transition into the GMT Board Chair role.
- Participated in THRIVE Design Team to plan upcoming THRIVE group and leadership partner meetings and facilitated THRIVE Transportation Community Action Network meeting.
- Met with Cara Robeck, Executive Director of the Vermont Energy Education Partners. VEEP helps schools build an understanding of energy and climate through workshops and action programs.
- Represented CVRPC at Central VT Economic Development Corporation and Mad River Valley Planning District meetings.



## BOARD OF COMMISSIONERS

January 14, 2020 at 6:30 pm

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

6:15 pm – Social and pizza

<u>Page</u>	<u>Time</u>	<u>AGENDA</u>
	6:30 <sup>1</sup>	<b>Adjustments to the Agenda</b> <b>Public Comments</b>
	6:35	<b>Central VT Economic Development Corporation, Jamie Stewart</b> Activities update
	6:50	<b>Capstone Community Action, Sue Minter, Executive Director</b> Presentation of Community Needs Assessment and activities
	7:45	<b>Election of Secretary/Treasurer and Appointment of Executive Committee Member At Large</b> The Bylaw Amendment modified officers.
	7:50	<b>Clean Water Advisory Committee Letter of Concern, Amy Hornblas, CWAC Chair (enclosed)<sup>2</sup></b> Discuss, and potentially act upon, Committee recommendation.
	8:15	<b>Meeting Minutes – December 10, 2019 (enclosed)<sup>2</sup></b>
	8:20	<b>Reports (enclosed)</b> Updates and questions on Staff, Executive Director, and Committee Reports
	8:30	<b>Adjournment</b>

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<sup>1</sup> Times are approximate unless otherwise advertised.

<sup>2</sup> Anticipated action item.



**Next Meeting: February 11, 2020**

Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact Nancy Chartrand at 802-229-0389 or [chartrand@cvregion.com](mailto:chartrand@cvregion.com) at least 3 business days prior to the meeting for which services are requested.