

LEPC 5 Bi-Monthly MEETING

Monday, March 2, 2020

6:30 pm to 8:00 pm

UVM Health Network a/k/a Central Vermont Medical Center
130 Fisher Rd, Conference Room 2 on the basement level, Berlin, VT
(802) 371-4100

Refreshments and beverages provided

1. Call to Order (Katina Johnson)
2. Welcome and Introductions (Katina Johnson)
3. Adjustments to the Agenda (Katina Johnson)
4. SERC LEPC Consolidation Plan (Grace Vinson / Katina Johnson)
5. Annual Response Plan (Grace Vinson)
6. Transfer of LEPC funds¹ held by Barre City (Grace Vinson)
7. VEM Update Report and Training Opportunities (VEM representative)
8. Plan Presentation- Graham Colgan, Rock of Ages, Barre VT
9. VTEMA (Vermont Emergency Preparedness Association) Update (VTEMA representative)
10. LEPC 5 and CVRPC Agreement for Services Amendment¹ (Grace Vinson)
11. Consent Agenda items¹ (Katina Johnson)
 - a. Approve Meeting Minutes of January 2020
 - b. Barre City Treasurers Report
 - c. CVRPC Treasurer Report
 - d. Approve and Authorize Payments
12. Organizational Committees and Reports (Katina Johnson)
13. Progress Reports
 - a. HazChem FY 19 Grant – project closeout 12/31/19
 - b. HazChem FY 20 Grant
14. HazChem FY21 Applications and Funding¹ (Grace Vinson)
 - a. Hazchem Base Application
 - b. Hazchem Additional Application
 - c. Barre City
15. Public Comments and Receive Guests (for non-agenda items) (Katina Johnson) – A period for general public comment on items not on the agenda

¹ Action item

16.Next meeting May 4, 2020 (Katina Johnson)

17.Adjourn

DRAFT

LOCAL EMERGENCY PLANNING COMMISSION 5

Part 1 – Contract Detail

SECTION 1 - GENERAL CONTRACT INFORMATION

Original <input checked="" type="checkbox"/>		Amendment <input type="checkbox"/> # _____	
Contract Amount: \$19,871.39	Contract Start Date: 07/01/19	Contract End Date: 6/30/20	
Contractor Name: Central Vermont Regional Planning Commission			
Contractor Physical Address: 29 Main Street, Suite 4			
City: Montpelier	State: VT	Zip Code: 05602	
Contractor Mailing Address: 29 Main Street, Suite 4			
City: Montpelier	State: VT	Zip Code: 05602	
Contract Type: Cost Reimbursement <input checked="" type="checkbox"/> Fixed Price <input type="checkbox"/> Other <input type="checkbox"/> (please specify)			
If this action is an amendment, the following is amended:			
Funding Amount <input checked="" type="checkbox"/> Performance Period <input type="checkbox"/> Scope of Work <input checked="" type="checkbox"/>			
Other <input type="checkbox"/> (please specify)			

SECTION 2 – CONTRACTOR INFORMATION (to be completed by CVRPC)

Contractor Duns: 158842195	
DUNS Registered Name (if different than Contractor Name above): Same	
SAM checked for DUNS Suspension and Debarment Exclusions (https://www.sam.gov/portal/public/SAM/ . Print Screen Must be Placed in Contract File)	
Date: 8/26/19	SAM Expiration Date: 2/7/2020
State of Vermont checked for Debarment Exclusions (http://bgs.vermont.gov/purchasing-contracting/debarment . Print Screen Must be Placed in Contract File)	
Date: 8/26/19	Debarment Expiration Date: N/A
Single Audit check in Federal Audit Clearinghouse (https://harvester.census.gov/facdissem/Main.aspx . Print screen must be placed in contract file))	
Date: 8/26/19	Initials: nlc
IRS Form W9 - Request for Taxpayer Identification Number and Certification (Contractor must complete a Form W-9. Form must be placed in contract file.)	
Date: 9/18/19	Initials: nlc
Certificate of Insurance (Contractor must provide a valid Certificate of Insurance demonstrating compliance with minimum insurance requirements of the originating funding. If originating funding has none, default minimums are State of Vermont requirements.)	
Date: 9/17/19	Initials: nlc
Will the Contractor Charge LEPC5 for Taxable Purchases? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> [Provide written documentation of answer from contractor. If yes, tax exemption certificate must be provided to contractor.]	
Date: 09/10/19	Initials: BKW

Contract Total Value exceeds, or cumulatively may exceed, \$250,000? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Contractor must provide list of all proposed subcontractors and subcontractors' subcontractors and the identity of those party's worker compensation providers)	
Date: 09/10/19	Initials: BKW
SECTION 3 – FUNDING SOURCE	
Funding Type: <input type="checkbox"/> Federal <input checked="" type="checkbox"/> State Non Federal <input type="checkbox"/> Other	CFDA #: _____ Program Title: _____ Contract #: 02140-21125-005-SERC20 Source: _____
SECTION 4 – CONTACT INFORMATION	
LEPC <u>Project Contact/Coordinator</u> Name: Katina Johnson Title: Chair Phone: (802) 229-6284 Email: chair.lepc5@gmail.com <u>Finance/Billing</u> Name: Nicole Sancibrian Title: Accounting Contractor Work Phone: 802-229-0389 Email: chartrand@cvregion.com	CONTRACTOR <u>Project Contact/Manager</u> Name: Bonnie Waninger Title: Executive Director Work Phone: 802-229-0389 Cell Phone (if applicable): _____ Email: waninger@cvregion.com <u>Finance/Billing</u> Name: Nicole Sancibrian Title: Accounting Contractor Work Phone: 802-229-0389 Cell Phone (if applicable): _____ Email: chartrand@cvregion.com Address if different than Section 1): _____ Mailing: _____ City/State/ZIP: _____

Part 2 – Contract Agreement

1. **Parties.** This is a contract for services between the Local Emergency Planning Committee 5, (hereafter called "LEPC"), and the Central Vermont Regional Planning Commission (hereafter called "Contractor"). It is the Contractor's responsibility to contact the Vermont Department of Taxes to determine if, by law, the Contractor is required to have a Vermont Department of Taxes Business Account Number.
2. **Contract Term.** The period of Contractor's performance shall begin on July 1, 2019 and end on June 30, 2020. Either party may cancel this agreement by giving written notice at least thirty (30) days in advance.
3. **Amendment.** This contract represents the entire contract between the parties. No changes, modifications, or amendments in the terms and conditions of this contract shall be effective unless reduced to writing, numbered and signed by the duly authorized representative of the LEPC and Contractor.

4. **Maximum Amount and Payment Provisions.** In consideration of the services to be performed by Contractor, the LEPC agrees to pay Contractor, in accordance with the payment provisions specified herein, a sum not to exceed \$19,871.39. This maximum amount is not a guaranteed amount. Payment shall be contingent upon satisfactory performance by the Contractor. LEPC agrees to act on all invoices in a timely manner and will present invoices received at the next LEPC meeting for review and action. Invoices must detail all work performed during the invoice period and the amount(s) payable therefore in accordance with the schedule for deliverables and/or rates for services set forth below. For any schedule for deliverables set forth herein, Contractor shall only submit invoices following LEPC acceptance of the applicable deliverable or deliverable milestone.

The Contractor may invoice the LEPC monthly for actual costs for the performance of all services, expenses, and materials encompassed under this Agreement. A brief progress report will be provided to the LEPC with each invoice.

5. **Scope of Work.** The subject matter of this contract is administrative and financial management support. Detailed services to be provided by the contractor are outlined in Attachment A.

WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT.

For the LEPC:

Signature: _____

Name: Katina Johnson

Title: Chair

Date: _____

For the Contractor:

Signature: _____

Name: Bonnie Waninger

Title: Executive Director

Date: _____

Attachment A

Scope of Services

Contractor will provide the following services:

- Develop and distribute a press release regarding the award of funds.
- Electronically distribute LEPC bi-monthly meeting packets when provided by the LEPC Chair.
- Prepare a meeting sign-in sheet and meeting minutes for the LEPC's bi-monthly meeting.
- Manage the LEPC's grant and keep its financial and meeting records. Reimbursement requests will be completed on forms provided by the VT Department of Public Safety (ADM-115, ADM-116B). Management of funds held by the City of Barre is not a part of Contractor's services.
- Prepare Treasurer and Progress Reports for the LEPC's bi-monthly meetings and for grant reporting requirements. Copies of the grant reports will be provided to the LEPC5 Chair.
- Distribute LEPC informational materials provided by the LEPC Chair.
- Participate in Table Top Exercise Planning Team meetings, the exercise, and the after action report meeting as funds allow.
- Maintain the LEPC 5 distribution and member list.
- Maintain the LEPC's webpage, if hosted on CVRPC's website.

Is hereby amended to add:

- Executed service agreement for LEPC5 support and Tier II data management
- Develop & distribute press release on the award, the exercise, and the Tier II training
- Develop & distribute LEPC informational materials as requested
- Maintain LEPC5 membership and distribution list monthly
- Maintain LEPC5 webpage as requested by the Chair
- Coordinate with members, partners, & others as needed
- Develop & distribute FY19 Tier II facility report & map by municipality for FY20 use
- Support LEPC Facility Review Committee
- Support LEPC5 Emergency Management subcommittee

LEPC will provide the following services through the LEPC Chair, Vice Chair, and Secretary with support from other LEPC5 members to insure requirements of the LEPC's SERC award are met:

- Organize and facilitate the LEPC's bi-monthly meetings, including
 - securing speakers, presenters or trainers, a meeting room, and food and beverages,
 - preparing the meeting packet (agenda and support materials) and providing it to Contractor,3
 - preparing notices for posting,
 - gathering invoices and providing them to the Contractor,
 - handling correspondence and calls related to the meeting, and
 - completing follow-up activities as needed.
- Coordinate with partner organizations regarding meetings, workshops and trainings, outreach efforts, such as the job fair booth, and participation with SERC and SERC sub-committees.
- Notify Contractor of changes to LEPC membership or organizational representatives.
- Field requests and correspondence from SERC, EPA, VEM, VDH, industry, and others.

- Organize, facilitate, and warn LEPC sub-committee meetings and prepare meeting minutes.
- Organize and schedule Table Top Exercise and After Action Report and organize food and beverage for the event.
- Engage in outreach to Tier II facilities at various venues.
- Provide Contractor with Tier II reports, if received by LEPC.
- Produce data and content for webpage in format suitable for posting.
- Monitor the LEPC email account.
- Maintain and manage LEPC files.
- Create database for bulk mailing and outreach; maintain mailing lists.
- Assist with grant award compliance of SERC FY20 funds as appropriate.

Is hereby amended to add:

- Provide on-going support & training for LEPC Chair at the Chair's request
- Set up booth & participate in April 2020 Central Vermont Job Fair
- Secure Tier II facility speakers for 2 LEPC meetings

Contract Provisions

1. Governing Law, Jurisdiction and Venue: This Agreement will be governed by the laws of the State of Vermont. Any action or proceeding brought by the CVRPC or the Contractor in connection with this Agreement shall be brought in the Superior Court, Civil Division, Washington Unit.

2. Independence: The Contractor will act in an independent capacity and not as officers or employees of the CVRPC or State of Vermont.

3. Sovereign Immunity: The State of Vermont reserves all immunities, defenses, rights or actions arising out of the State's sovereign status or under the Eleventh Amendment to the United States Constitution. No waiver of the State's immunities, defenses, rights or actions shall be implied or otherwise deemed to exist by reason of the State's entry into this Agreement.

4. Insurance: Before commencing work on this Agreement the Contractor must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Contractor to maintain current certificates of insurance on file with the CVRPC through the term of the Agreement. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Contractor for the Contractor's operations. These are solely minimums that have been established to protect the interests of the CVRPC and the State of Vermont.

Workers Compensation: With respect to all operations performed, the Contractor shall carry workers' compensation insurance in accordance with the laws of the State of Vermont. Vermont will accept an out-of-state employer's workers' compensation coverage while operating in Vermont provided that the insurance carrier is licensed to write insurance in Vermont and an amendatory endorsement is added to the policy adding Vermont for coverage purposes. Otherwise, the party shall secure a Vermont workers' compensation policy, if necessary, to comply with Vermont law.

General Liability and Property Damage: With respect to all operations performed under this Agreement, the Contractor shall carry general liability insurance. The policy shall be on an occurrence form and limits shall not be less than:

- \$1,000,000 Per Occurrence
- \$1,000,000 General Aggregate
- \$1,000,000 Products/Completed Operations Aggregate
- \$1,000,000 Personal & Advertising Injury
- \$50,000 Fire/Legal/Liability

Automotive Liability: The Contractor shall carry automotive liability insurance. Limits of coverage shall not be less than: \$500,000 combined single limit. If performance of this Agreement involves construction or the transport of persons or hazardous materials, limits of coverage shall not be less than \$1,000,000 combined single limit.

Additional Insured. Contractor shall name the CVRPC and its officers and employees as additional insureds for liability arising out of this Agreement. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Notice of Cancellation or Change. There shall be no cancellation, change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written prior written notice to the CVRPC.

5. Fair Employment Practices and Americans with Disabilities Act: Contractor agrees to comply with the requirement of 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. Contractor shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Contractor under this Agreement. Contractor further agrees to include this provision in all subcontracts.

6. Taxes Due to the State:

- a) Contractor understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.
- b) Contractor certifies under the pains and penalties of perjury that, as of the date the Agreement is signed, the Contractor is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.
- c) Contractor understands that final payment under this Agreement may be withheld if the Commissioner of Taxes determines that the Contractor is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.
- d) Contractor also understands the State may set off taxes (and related penalties, interest and fees) due to the State of Vermont, but only if the Contractor has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Contractor has no further legal recourse to contest the amounts due.

7. Child Support: (Applicable if the Contractor is a natural person, not a corporation or partnership.) Contractor states that, as of the date the Agreement is signed, he/she:

- a) is not under any obligation to pay child support; or
- b) is under such an obligation and is in good standing with respect to that obligation; or
- c) has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Contractor makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Contractor is a resident of Vermont, Contractor makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

(End of Contract Provisions)

LEPC #5 Meeting Minutes

January 6, 2020

(Washington County towns of Barre City, Barre Town, Berlin, Cabot, Calais, Duxbury, East Montpelier, Fayston, Marshfield, Middlesex, Montpelier, Moretown, Northfield, Plainfield, Roxbury, Waitsfield, Warren, Waterbury, Woodbury, Worcester and the three Orange County towns of Orange, Williamstown, and Washington)

Present

Katina Johnson, Chair

Stephen Bailey

Joshua Craig*

Karl Lander*

Lisa Hulberg

Jonathan Scott

Graham Colgan

Sarah Nolin

Bruce Richardson

David White

Joseph Aldsworth

Grace Vinson*

* Non-voting Representative

Organization

Berlin Emergency Management Team

NGL Energy Partners

NGL Energy Partners

Duxbury EMD

Vermont Creamery, EHS Professional

Central Vermont Medical Center

Rock of Ages

VT Department of Health

Berlin Emergency Management Team

Vermont State Police

Barre City Fire Department

Central Vermont Regional Planning Commission

1. CALL TO ORDER

Vice Chair Joseph Aldsworth called the meeting to order at 6:40 PM.

2. WELCOME AND INTRODUCTIONS

Introductions were made around the table.

3. ADJUSTMENTS TO THE AGENDA

None.

4. PLAN PRESENTATION- STEPHEN BAILEY, NGL ENERGY PARTNERS, LLC

Stephen Bailey presented NGL Energy Partners, LLC Emergency Action Plan. Joshua Craig noted that all NGL employees go through ICS training and first aid training. Stephen Bailey explained the ESD (emergency shut down) procedure that shuts off all power and electric inside the plant in event of emergency. The group discussed the evacuation zone; a GMP generating station lies within the evacuation zone.

Questions & Answers

Joe Aldsworth: Do you ever stage cars to be offloaded? How many cars?

Stephen Bailey: The railroad will come in and pull empty cars.

Joseph Aldsworth: How do you know if they're empty?

Stephen Bailey: We have gages inside the office and could also use a thermal imager. We do a daily inventory to measure the amount of product in tanks. Tanks are full for maybe a day at the most. On a typical day we move 400,000 gallons a day at 30,000 gallons a rail car.

5. VEM UPDATE REPORT AND TRAINING OPPORTUNITIES

Johnson noted that Emily Harris was not available to attend the meeting. Grace Vinson at CVRPC passed on the following information from VEM:

- Governor has requested a Public Assistance disaster declaration for Washington County from the October 31 – November 1 storm. FEMA will review this request and make a recommendation to the president, who will ultimately approve or deny the request. It can take several weeks for this decision to be made.
- G191 ICS/EOC interface will be held in Waterbury on Saturday, February 22, 8:30am-4pm. Details are in the LMS.
- Homeland Security Exercise and Evaluation Program Course will be held in Colchester on April 4-5, 8am-4:30pm each day. Details are in the LMS.
- AWR-136 Essentials of Community Cyber Security will be held in Waterbury on May 6, 12-4pm. Details are in the LMS.
- ICS 402 training will be coming to Chittenden County in April. Date TBD
- Please complete the partner engagement survey (below) that closes the following day, January 7th at noon. Visit <https://www.surveymonkey.com/r/2019VEMEngagement>
- Tier 2 workshop January 28

6. VTEMA UPDATE

Katina Johnson noted that VTEMA has been active a full year- looking to partner with organizations like grocers association, school associations, various organizations in that manner to become better tools for EM's. Openly taking members. Developing pocket hand guide on EM's. Trying to get information on what EM's need.

7. LEPC5 AND CVRPC AGREEMENT FOR SERVICES

Grace Vinson at CVRPC noted that the FY20 contract was in the meeting packet. Started in July.

8. CONSENT AGENDA ITEMS

- a) APPROVE MEETING MINUTES**
- b) BARRE CITY TREASURERS REPORT**
- c) CVRPC TREASURERS REPORT**
- d) APPROVE AND AUTHORIZE PAYMENTS-** Grace Vinson at CVRPC noted that invoice # 2211 amount in previous version of the meeting packet is incorrect, \$370.70 is correct amount. Joe Aldsworth noted that the remaining balance of the grant should be included in the next meeting packet.

Bruce Richardson moved to approve all consent agenda items. Stephen Bailey seconded. Motion carried.

9. ORGANIZATIONAL COMMITTEES AND REPORTS

- a) **REPORT OF THE ANNUAL RESPONSE PLAN** (Emergency Management Plan) – Johnson noted this activity was on hold until the SERC completed its Annual Response Plan template.
- b) **WEBPAGE DEVELOPMENT** – Grace Vinson at CVRPC noted the webpage has been created to host the agenda, meeting minutes, and notices. Grace Vinson invited LEPC members to email her with ideas for additional information to add.

10. PROGRESS REPORTS

- c) **HAZCHEM FY 19 GRANT- PROJECT CLOSE OUT 12/31/19**- Vinson reiterated information provided on the FY19 and FY20 contracts contained in the progress report tables. Katina noted that Facility Plan Review task in the progress report should be updated with tonight's information to reflect the review of the NGL Energy Partners facility plan.

11. UPDATE ON SERC DISCUSSION REGARDING POTENTIAL CONSOLIDATION OF LEPC'S

- a) Grace Vinson at CVRPC- gave some overview of SERC consolidation and will send out the SERC information via email.
- b) **Katina asked Joe Aldsworth his view on consolidation. Joe Aldsworth is in support of** consolidation and said from a coordination perspective it will be beneficial to have all LEPC work under a full time person. He noted it will need legislative approval because of the way statute is written and will probably go before legislature this year. Then they will have to create another position so it is going to take some time. Joe guessed that with consolidated LEPC they will likely transition to more call in, electronic meetings.
 - Lisa Hulberg: How do we get through all the facilities with EHS?
 - Joe Aldsworth: Maybe do it on a rotation, not sure.
 - Joshua Craig: Some other states are doing it. Minnesota is one example.
 - Joe Aldsworth: They did say RPCs would probably play more of a role if LEPC's were consolidated.

12. PUBLIC COMMENTS AND RECEIVE GUESTS

No members of the public provided comment.

13. NEXT MEETING

The next LEPC 5 meeting will be held on March 2, 2020.

- **Katina:** Would Rock of Ages will be able to present EAP?
- **Graham Colgan:** Tentative, will get back to you.

14. ADJOURN

Karl Landers moved to adjourn, Bruce Richardson seconded. Motion carried.

Respectively submitted by

Grace Vinson, Central Vermont Regional Planning Commission

Approved on: _____

DRAFT

No change per Barre City Clerk Carol Dawes; who has requested that this account be closed out with Barre City.

LEPC#5	as of 2/25/20
Financial Statement and Balance Sheet	
Balance from previous years	\$ 1,791.04
FY 19	FY19
	FINAL
Revenue	
Grants	
no additional revenues will be received by Barre City	
TOTAL revenue FY19	\$ -
Expenses	
Personnel	
Salaries & Benefits	\$ -
Other Personnel Services	\$ -
Contractual	\$ -
Supplies – Expendable	\$ -
Supplies – Non-expendable	\$ -
Travel	\$ -
Equipment	\$ -
Indirect costs	\$ -
Training Conference	\$ -
Public Information	\$ -
Education	\$ -
Other	\$ -
Total Expenses FY 19	\$ -
NET FY 19	\$ -
FUND BALANCE	\$ 1,791.04

Treasurer's Report
for funds held by
Barre City

agrees with GL

agrees with GL 6/30/18

As per July 2017 MOU, Barre City transferred fiscal agent responsibilities for MRC funding to Capstone Community Action, along with all MRC grant funds. Central Vermont Regional Planning Commission has taken over as fiscal agent for LEPC #5 for any funds going forward. City will continue to hold and manage current balance of funds until they are full disbursed.

Treasurer's Report

Prepared 10/29/19

Grantee:	LEPC #5
Agreement #:	02140-21125-005-SERC19
Fiscal Agent:	Central Vermont Regional Planning Commission
Reporting Period Dates:	July 1, 2018 - December 31, 2019

BEGINNING ACCOUNT BALANCE																				\$	-
INCOME		MONTHLY INCOME																			
AWARD/REIMBURSEMENT DESCRIPTION	Date of Deposit	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	YTD Deposited	
Award Deposit										\$ 1,510.24		\$ 3,782.96						\$ 4,418.11			
Miscellaneous Deposit																				\$ -	
Miscellaneous Deposit																				\$ -	
Miscellaneous Deposit																				\$ -	
TOTAL INCOME:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,510.24	\$ -	\$ 3,782.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,418.11	\$ -	\$ -	\$ 9,711.31
EXPENSE BUDGET		MONTHLY EXPENDITURES																			
EXPENSE DESCRIPTION	Budget by Category	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	YTD Expended	YTD Actual Budget Category Balance
Salaries & Benefits:	\$ 5,898.00			\$ 635.46		\$ 575.12	\$ 61.26	\$ 47.54	\$ 292.06	\$ 711.25	\$ 279.47	\$ 440.54	\$ 118.85	\$ 199.40	\$ 65.85	\$ 670.66	\$ 172.42	\$ 147.42	\$ 897.54	\$ 5,314.84	\$ 583.16
Contractual:	\$ 600.00																			\$ -	\$ 600.00
Supplies:	\$ 2,828.00			\$ 87.00										\$ 1,879.00	\$ -					\$ 1,966.00	\$ 862.00
Travel & Mileage:	\$ 25.00									\$ 4.06		\$ 3.48	\$ 1.74			\$ 3.48				\$ 12.76	\$ 12.24
Equipment:	\$ -																			\$ -	\$ -
Other Costs:	\$ 430.00										\$ 132.50	\$ 86.00	\$ 66.36							\$ 284.86	\$ 145.14
Indirect Cost:	\$ 7,288.00			\$ 787.78		\$ 712.98	\$ 75.94	\$ 58.94	\$ 362.07	\$ 881.74	\$ 326.98	\$ 515.43	\$ 139.05	\$ 229.31	\$ 75.73	\$ 771.26	\$ 198.28	\$ 169.53	\$ 1,032.17	\$ 6,337.19	\$ 950.81
TOTAL LEPC #5 BUDGET:		\$ 17,069.00																		\$ -	\$ 17,069.00
TOTAL SERC EXPENSES:		\$ -	\$ -	\$ 1,510.24	\$ -	\$ 1,288.10	\$ 137.20	\$ 106.48	\$ 654.13	\$ 1,597.05	\$ 738.95	\$ 1,045.45	\$ 326.00	\$ 2,307.71	\$ 141.58	\$ 1,445.40	\$ 370.70	\$ 316.95	\$ 1,929.71	\$ 13,915.65	\$ 13,915.65
ENDING ACCOUNT BALANCE																				\$	(4,204.34)
Invoice Number		-	-	1615	-	1706	1730	1873	1800	1861	1911	1950	2021	2077	2142	2144	2211	2258	2296		

Notes:
 - VEM changed LEPC funds to reimbursable grants as of July 1, 2018.
 - Performance period for the FY19 SERC grant is 07/01/18 - 12/31/19

Treasurer's Report

Grantee: LEPC #5
Fiscal Agent: Central Vermont Regional Planning Commission
Agreement #: 02140-21125-005-SERC20
Reporting Period Dates: July 1, 2019 - January 31, 2020

BEGINNING ACCOUNT BALANCE															\$ -	
INCOME		MONTHLY INCOME														
AWARD/REIMBURSEMENT DESCRIPTION	Date of Deposit	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	YTD Deposited		
Award Deposit						\$ 1,573.68										
Miscellaneous Deposit														\$ -		
Miscellaneous Deposit														\$ -		
Miscellaneous Deposit														\$ -		
TOTAL INCOME:		\$ -	\$ -	\$ -	\$ -	\$ 1,573.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,573.68	
EXPENSE BUDGET		MONTHLY EXPENDITURES														
EXPENSE DESCRIPTION	Budget by Category	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	YTD Expended	YTD Actual Budget Category Balance	
Salaries & Benefits:	\$ 1,621.00		\$ 788.42	\$ 9.41	\$ 14.45		\$ 45.62	\$ 983.80						\$ 1,841.70	\$ (220.70)	
Contractual:														\$ -	\$ -	
Supplies:														\$ -	\$ -	
Travel & Mileage:	\$ 22.00							\$ 10.47						\$ 10.47	\$ 11.53	
Equipment:														\$ -	\$ -	
Other Costs:	\$ 400.00							\$ 552.42						\$ 552.42	\$ (152.42)	
Indirect Cost:	\$ 1,957.00		\$ 906.63	\$ 10.82	\$ 16.62		\$ 52.46	\$ 1,131.37						\$ 2,117.90	\$ (160.90)	
TOTAL LEPC #5 BUDGET:		\$ 4,000.00												\$ -	\$ 4,000.00	
TOTAL SERC EXPENSES:		\$ -	\$ 1,695.05	\$ 20.23	\$ 31.07	\$ -	\$ 98.08	\$ 2,678.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,522.49	\$ 4,522.49	
ENDING ACCOUNT BALANCE															\$ (2,948.81)	
Invoice Number		2139/2140/2143 2141 2212 2295 2300														

Notes:
 - VEM changed LEPC funds to reimbursable grants as of July 1, 2018.



REQUEST FOR PAYMENT

Date: February 27, 2020
To: LEPC 5
From: Grace Vinson, CVRPC
RE: SERC FY19 & FY20

Enclosed is CVRP's request for payment for services rendered November 2019 through January 2020 under CVRPC's administrative services agreement(s) with the LEPC5. Payment requests include:

<u>Agreement</u>	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Amount Requested</u>
FY19	12/31/19	2296	\$1,929.71
		FY19 Subtotal	\$1,929.71
FY20	12/30/19	2295	\$98.08
FY20	1/31/20	2300	\$2,678.06
		FY20 Subtotal	\$2,776.14
		Total Payment Requested	\$4705.85

Activities completed to date and during the performance period are enclosed.

Thank you for allowing us to serve the LEPC this year.

If you have any questions, please contact me at vinson@cvregion.com or 802-229-0389.

Sincerely,

Grace Vinson
Planner

Central Vermont Regional Planning Commission

Montpelier, VT 05602
29 Main Street,

Invoice

Bill To:
LEPC #5

Invoice #: 2296
Invoice Date: 12/31/2019
Due Date: 1/31/2020
Project: LEPC 19
P.O. Number: LEPC 19

Description	Hours/Qty	Rate	Amount
Grace Vinson	30	28.51	855.30
Chartrand, Nancy	1.25	33.79	42.24
			897.54
Indirect LEPC		115.00%	1,032.17
Grant 02140-21125-005-SERC19			
Total			\$1,929.71
Payments/Credits			\$0.00
Balance Due			\$1,929.71

Central Vermont Regional Planning Commission
Time by Job Summary - LEPC
December 2019

	<u>Dec 19</u>
LEPC SERC:LEPC 19	
Employees:Chartrand, Nancy	1.25
Employees:Vinson Grace	30.00
	<hr/>
Total LEPC SERC:LEPC 19	31.25
LEPC SERC:LEPC 20	
Employees:Chartrand, Nancy	0.50
Employees:Vinson Grace	0.50
Employees:Waninger Bonnie	0.25
	<hr/>
Total LEPC SERC:LEPC 20	1.25
TOTAL	<hr/> 32.50 <hr/>

Central Vermont Regional Planning Commission

Montpelier, VT 05602
29 Main Street,

Invoice

Bill To:
LEPC #5

Invoice #: 2295
Invoice Date: 12/31/2019
Due Date: 3/31/2020
Project: LEPC 20
P.O. Number:

Description	Hours/Qty	Rate	Amount
Chartrand, Nancy	0.5	33.79	16.90
Grace Vinson	0.5	28.51	14.26
Bonnie Waninger	0.25	57.82	14.46
Indirect LEPC		115.00%	45.62
			52.46
LEPC #5 - Grant # 02140-21125-005-SERC20			
Total			\$98.08
Payments/Credits			\$0.00
Balance Due			\$98.08

Central Vermont Regional Planning Commission

Montpelier, VT 05602
29 Main Street,

Invoice**Bill To:**

LEPC #5

Invoice #: 2300

Invoice Date: 1/31/2020

Due Date: 3/31/2020

Project: LEPC 20

P.O. Number: LEPC #20

Description	Hours/Qty	Rate	Amount
Chartrand, Nancy	2	34.23	68.46
Grace Vinson	31.25	28.82	900.63
Bonnie Waninger	0.25	58.82	14.71
			983.80
Indirect LEPC		115.00%	1,131.37
Advertising LEPC - Times Argus	1	48.52	48.52
Advertising LEPC - The Herald of Randolph	1	89.90	89.90
Advertising LEPC - Vermont Community Newspaper Group	1	56.72	56.72
Advertising LEPC - Vermont WDEV	1	108.00	108.00
Advertising LEPC - Bridge Community Media	1	85.50	85.50
Advertising LEPC - The World	1	63.78	63.78
			452.42
Travel - Grace Vinson	1	10.47	10.47
			10.47
LEPC - City of Barre	1	100.00	100.00
			100.00
			2,678.06
LEPC #5 - Grant # 02140-21125-005-SERC20			
Total			\$2,678.06
Payments/Credits			\$0.00
Balance Due			\$2,678.06

Central Vermont Regional Planning Commission
Time by Job Summary - LEPC
January 2020

	Jan 20
LEPC SERC:LEPC 20	
Employees:Chartrand, Nancy	2.00
Employees:Vinson Grace	31.25
Employees:Waninger Bonnie	0.25
Total LEPC SERC:LEPC 20	33.50
TOTAL	33.50

Central Vermont Regional Planning Commission
Time by Job Summary - LEPC
December 2019

	<u>Dec 19</u>
LEPC SERC:LEPC 19	
Employees:Chartrand, Nancy	1.25
Employees:Vinson Grace	<u>30.00</u>
Total LEPC SERC:LEPC 19	31.25
LEPC SERC:LEPC 20	
Employees:Chartrand, Nancy	0.50
Employees:Vinson Grace	0.50
Employees:Waninger Bonnie	<u>0.25</u>
Total LEPC SERC:LEPC 20	<u>1.25</u>
TOTAL	<u><u>32.50</u></u>

SERY
LEPC

EMPLOYEE NAME: Grace Vinson
MONTH/YEAR: January

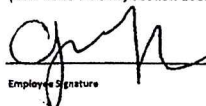
2020

Central Vermont Regional Planning Commission
Expense Report

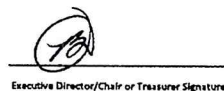
0.575											
DATE	CUSTOMER	SUB-JOB	PURPOSE OF TRIP/EXPENSE	FROM (START)	TO	TO (END)	MILES	MILES*RATE	OTHER EXPENSE (See Notes)	AMT	TOTAL
											0.00
01/29/20	ADMIN		DR 4474 Applicant Briefing	103 Towers Road, Essex Jct 05452	43 Portland Street, Morrisstown VT 05661	Burlington VT	11	6.33			6.33
	ADMIN							0.00			0.00
	ADMIN							0.00			0.00
Total for Month:											6.33
	VTrans TPI	Admin						0.00			0.00
	VTrans TPI	Admin						0.00			0.00
	VTrans TPI	Admin						0.00			0.00
	VTrans TPI	Admin						0.00			0.00
Total for Month:											0.00
	ACCD	Core						0.00			0.00
	ACCD	Core						0.00			0.00
	ACCD	Core						0.00			0.00
Total for Month:											0.00
01/29/20	EMPG	Tech Assist & Ed	Hot Weather Preparedness Group Meeting	Burlington VT	103 Towers Road, Essex Jct 05452		11	6.33			6.33
Total for Month:											6.33
	NRPC	Grants In Aid						0.00			0.00
	NRPC	Grants In Aid						0.00			0.00
Total for Month:											0.00
01/06/20	VEM SERC LEPC	FY20	LEPC #5 January 6 Meeting	CVRPC Offices, Montpelier VT 05602	Central Vermont Medical Center, 130 Fisher Rd, Berlin, VT 05602	103 Towers Road, Essex Jct 05452	6	3.68			3.68
01/28/20	VEM SERC LEPC	FY20	Tier II workshop	103 Towers Road, Essex Jct 05452	20 Auditorium Hill, Barre VT 05641	CVRPC Offices Montpelier VT 05602	12	6.79			6.79
Total for Month:											10.47
	Forest Integrity							0.00			0.00
	Forest Integrity							0.00			0.00
Total for Month:											0.00
	NRPC	Energy Planning						0.00			0.00
	NRPC	Energy Planning						0.00			0.00
Total for Month:											0.00
		add task						0.00			0.00
		add task						0.00			0.00
Total for Month:											0.00
		add task						0.00			0.00
		add task						0.00			0.00
Total for Month:											0.00

Total Monthly Expenses 23.12

I certify that the expenses stated above are accurate and were incurred by me during the time period shown above. By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures are for the purposes and objectives set forth in the terms and conditions of the program award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).


Employee Signature

2/21/20
Date


Executive Director/Chair or Treasurer Signature

02/21/2020
Date

NOTES:

- If a contract has a secondary timesheet category, enter it in the yellow highlights sub-job area. If sub-job is filled in and not in yellow do not modify it.
- Rows may be added to any customer. Please verify new rows are included in the Total for Month.
- Normal commuting miles must be deducted if travel starts or ends at home. Similarly, normal commute time is deducted from total travel hours.
- Except for mileage, requests for reimbursement must be accompanied by a receipt. Label receipt with Customer, tape to paper, and attach to the reimbursement request. Reservations receipts do not constitute proof of payment. Food receipts must show meeting/event name and number of individuals participating.
- CVRPC is exempt from Vermont sales tax. Please obtain a sales tax exemption form from the Office Manager prior to making a purchase.
- Non-mileage, expenses must be categorized into one of the following areas:

Advertising	Software / Licenses (annual renewing items must be charged to CVRPC credit card)
Equipment Repair / Service	Subscriptions / Publications (permission required from Executive Director prior to expenditure)
Meeting / Programs (room rental, food except travel per diem, registrations, etc.)	Supplies
Office Repair	Telephone / Internet (ex. tablet Internet access)
Postage	Travel (transportation, baggage fees, mileage, lodging, overnight event registration, per diem, etc.)
Print / Copy	

Advertising Invoice

Times Argus

1/1

P.O. Box 668
Rutland, Vt 05702

JAN 28 2020

Phone: 802-479-0191

URL: timesargus.com

PLANNING COMMISSION
CENTRAL VERMONT REGIONAL
29 MAIN STREET
SUITE 4
MONTPELIER, VT 05602

Acct. #: 00002982
Phone #: (802)229-0389
Date: 01/27/2020
Due Date: 02/29/2020
Invoice #: 300090874
PO #:
Salesperson: Kwolf from Ad Taker: Kwolf from

Ad #	Description	Publication	Run Date	Amount	Due
00064639	Tier II Workshop	TAD	01/21/2020	48.52	48.52

Customer: LEPC PY20
Job / Subjob: _____
Expense Code: Advertising
Approved: (B) B
Date Entered: 1/11/20

If you have any questions please call:
Lorrie at 802-774-3041

Please return a copy with payment

Total Due

48.52

PO Box 1143
Montpelier, VT 05601

JAN 27 2020 LEPC FY20

	Rep RM	Invoice # RM28517	Due Date 2/6/2020
Description/Size & Discounts	Inches/Length	Rate	Amount
Display Ad, Two Column Width	3	30.00	90.00
EPCRA Training Ad			
Discount for Non-Profit		-5.00%	-4.50
Customer: LEPC FY20 Job / Subjob: Expense Code: Advertising Approved: BV Date Entered: 1/29/2020			
If you have question regarding your invoice please contact your Sales Rep		Current Invoice Total \$85.50	
The BRIDGE now publishes twice monthly. PLEASE NOTE OUR TERMS ARE NET 15		Payments Applied \$0.00	
		Invoice Total \$85.50	

rooms. We will continue operating as the independent Capitol Plaza Hotel until the preliminary phase of work, including the reservation system, is operational. We anticipate switching over to the Capitol Plaza Hotel Montpelier, Tapestry Collec-

We've met with downtown business owners, and we will be partnering with local retailers and restaurants in the initial stages by offering complimentary or discounted trial codes. This automated system will define the boundaries of our

PO Box 1143, Montpelier, VT, 05601. Letters will be published on a space-available basis.

Letters to The Bridge are not fact-checked and do not represent the views of the newspaper.

www.chelseaanimalhospital.com



**CREATIVE
CARPENTRY
& CONSTRUCTION**

Design & Build

Custom Energy-Efficient Homes

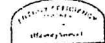
Additions • Timber Frames

Weatherization • Remodeling

Kitchens • Bathrooms • Flooring

Tiling • Cabinetry • Fine Woodwork

802-223-2655



VT EPCRA TIER II TRAINING- JANUARY 28th

January 28, 2020, 8:00 AM – 12:00 PM EST
Alumni Hall, Main Room, 2nd floor, 20 Auditorium Hill, Barre, VT 05641

The Vermont State Emergency Response Commission, Local Emergency Planning Committee 5 (LEPC #5), and the U.S. Environmental Protection Agency (EPA) invite you to a free half-day compliance assistance workshop on Emergency Planning and Community Right-to-Know Act (EPCRA) and Clean Air Act, Section 112(r) Risk Management Program (RMP). The workshop is designed for environmental compliance managers and owners and will cover the redesigned Tier2 Submit 2019 software, threshold determinations, exemptions, and other commonly asked questions.

Register now: <https://www.eventbrite.com/e/vt-epcra-tier-ii-training-in-barre-tickets-86687609975>

Pamela Brady
Licensed Acupuncturist



provides Acupuncture and Sound Healing treatments out of her peaceful and relaxing home office near Northfield Falls. Conditions addressed: Acute and Chronic pain • Stroke and Cancer Recovery

- Stress • Anxiety and Depression
- Addictions • Imbalance and Vertigo
- PTSD • Headaches and Migraines

House Calls by Appointment
802-793-6008 soundspirit@tds.net
Serving the Central Vermont Community for 35 years.

The WORLD
403 US Route 302
Barre, Vermont 05641
(802) 479-2582

INVOICE

01/22/20

W 512191

LEPC FY20

PAYMENT TERMS:

Net 30 days

Payment due by 02/21/20

Central Vermont Regional Planning
Commission
29 Main Street
Suite #4
Montpelier, VT 05602

Advertiser code: CVRP

Amount paid:

63.78

Please return the top portion of this bill with your payment.

Issue	Page	Description	Amount
01/22/20	21	Non-profit Rate - 6 Col. In. VT EPCRA Tier II training	\$ 63.78

JAN 27 2020

Display Advertising Weekly Billing Invoice
PLEASE REMIT TOP PORTION WITH PAYMENT. THANKS.

Customer: LEPC FY20
Job / Subjob: _____
Expense Code: Advertising
Approved: BV
Date Entered: 1/28/2020

1 TEARSHEET ENCLOSED

A charge of 1.5% per month (18.00% annual rate, \$0.50 minimum) will be applied to all balances outstanding for 30 days or more.

The WORLD

INVOICE # W 512191

INVOICE DATE: 01/22/20

STOWE REPORTER
NEWSCITIZEN WATERBURY RECORD
Shelburne News
THE CITIZEN Other Paper

FEB 06 2020

Advertising Statement

Vermont Community Newspaper Group
PO Box 489
Stowe, VT 05672
Tel.: (802) 253-2101

CENTRAL VT REGIONAL PLANNING COMMISSION
29 MAIN STREET.
SUITE #4
MONTPELIER, VT, 05602

Cust #: 120701
Tel #: (802) 229-0389
Date: 02/03/20
Contact:

Detailed Statement of transactions between 01/01/20 to 01/31/20

Date	Description	Charge	Amount
	Balance forward as of 12/31/19		0.00
01/23/20	INVOICE Ref : 232961		
	Emergency Meeting - 4 inches		
	WATERBURY - Rate:7.96	31.84	
	VALLEY REPORTER - Rate:6.22	24.88	
	Total for Ad		56.72

Balance Due	56.72
-------------	-------

Customer: LEPC FY20
Job / Subjob: Advertising
Expense Code: AV A
Approved: AV A
Date Entered:

Radio Vermont WDev

P.O. Box 550, Waterbury, VT 05676
1-800-639-9338

Statement Date

1/31/2020

Statement Date

1/31/2020

REMITTANCE ADVICE
Please detach and return with payment

Radio Vermont WDev

P.O. Box 550, Waterbury, VT 05676
1-800-639-9338

CENTRAL VT REGIONAL PLANNING COMMISSION
29 MAIN STREET
SUITE 4
MONTPELIER, VT 05602

FEB 06 2020

CENTRAL VT REGIONAL PLANNING
COMMISSION
29 MAIN STREET
SUITE 4
MONTPELIER, VT 05602

Advertiser Id: 1934

Sales Rep: PALMER, DIANE

Sales Rep: PALMER, DIANE

Advertiser Id: 1934

Date	Description	Ref#	Debits	Credits
1/31/2020	*Inv: January 2020	1934-00002-0000	\$108.00	
<p>Customer: <u>LEPC PY10</u></p> <p>Job / Subjob: _____</p> <p>Expense Code: <u>Advertising</u></p> <p>Approved: <u>[Signature]</u></p> <p>Date Entered: <u>2/19/20</u></p>				
To pay by VISA or Mastercard, call Radio Vermont at 800-639-9338.				
Terms: Net to Station 30 Days				
Oct +	Nov	Dec	Jan	Total
\$ 0.00	\$ 0.00	\$ 0.00	\$ 108.00	\$108.00
Balance Due				\$108.00

Charges or Payments received after this date will appear on next statement

Terms: Net to Station 30 Days

Date	Ref#	Amount
1/31/2020	*Inv 1934-00002-0000	\$108.00
Aging Analysis		
Oct +		\$0.00
Nov		\$0.00
Dec		\$0.00
Jan		\$108.00
Balance Due		\$108.00

The Herald

of Randolph

P.O. BOX 309, RANDOLPH, VT 05060
(802) 728-3232 www.OurHerald.com

Serving the
White River Valley

INVOICE STATEMENT

Date
02/01/20

Account
CVRPC

FEB 04 2020

CENTRAL VT REGIONAL PLANNING C
29 MAIN STREET
SUITE 4
MONTPELIER VT 05602

FOR THE MONTH OF FEBRUARY, THE HERALD IS
OFFERING FULL PAGE/FULL COLOR FOR \$600!

DATE	REFERENCE	DESCRIPTION	SIZE	RATE	AMOUNT
01/23/20		DISPLAY TIER II WORKSHOP	10.00	8.99	89.90

Customer:

Date:

Advertiser:

Agency:

Date Entered:

LERC 5 FY20

Advertising

2/19/2020

TOTAL

89.90



City of Barre, Vermont
GRANITE CENTER OF THE WORLD
(802)476-0242

INVOICE 471

02/04/20
CUSTOMER # 0226-0000

FEB 06 2020

CENTRAL VT REGIONAL PLANNING COMMISSION
C/O NANCY CHARTRAND
29 MAIN STREET
SUITE 4
MONTPELIER VT 05602

Description	Quantity	Price	Amount
ALUMNI HALL RENTS/LEASES- Tier II Training - January 28, 2020	1.00	100.00	100.00
Invoice Total			\$100.00

Customer: LEPC FY20
Job / Subjob: _____
Expense Code: Mts/Programs
Approved: (Signature)
Date Entered: _____

Please refer to your Account and Invoice number when making payments. Finance charge of 1% per month will be charged after 30 days.

Overpayments received by the City will be applied to any delinquent tax and/or water & sewer balance. If an overpayment balance of \$5 or more remains, it will be refunded to the payer. If a balance of less than \$5 remains, it will be turned over to the Vermont Treasurer's Unclaimed Property Division at the end of the dormancy period.

Make checks payable to:
BARRE CITY CLERK & TREASURER
PO BOX 418
BARRE VT 05641-0418

LEPC 5 SERC FY19 Agreement

Final Report as of December 31, 2019

LEPC 5 SERC FY19 Progress Report					
Deliverable	Who	Previous Activity	Activity During Nov-Dec 2019	Status (not started/ in progress/ completed)	Impact Evaluation
Bi-monthly meetings: 9 Bi-Monthly meetings	CVRPC & LEPC	6 meetings held	0 meetings held	Completed	<ul style="list-style-type: none"> • <i>Change in the number of attendees at the LEPC5 meetings from FY18 to FY 19. Goal is to maintain a minimum of 13 attendees at each meeting. Goal not met. FY18 average attendance was 12. FY19 average attendance was 7. Change in the average number of attendees was decrease of 5.</i> • <i>Change in the participation of new members /representatives from Tier II facilities from FY18 to FY19. Goal not met. FY18 average attendance was 2. FY19 average attendance was 1. Change in the average number of attendees was decrease of 1.</i>
Administrative Support: Financial management and bookkeeping	CVRPC	Progress reports and treasurer reports submitted 9/30/18, 12/31/18, 3/31/19, 6/30/19, 9/30/19	Final Progress report and treasurer report submitted 12/31/19	Completed	<i>Updated LEPC5 representative list sent to SERC with quarterly reports. Goal met.</i>
Social Media Engagement	CVRPC	<ul style="list-style-type: none"> • CVRPC created a basic LEPC5 webpage at http://centralvtplanning.org/about/lepc5/ to support public access to the LEPC5's meeting agendas 	No activity	Completed	<ul style="list-style-type: none"> • <i>LEPC5 has an active webpage, Facebook page, and email address. Dropbox created as appropriate. Goal met. CVRPC created a basic LEPC5 webpage. LEPC Chair Gmail account created. Facebook</i>

LEPC 5 SERC FY19 Progress Report

Deliverable	Who	Previous Activity	Activity During Nov-Dec 2019	Status (not started/ in progress/ completed)	Impact Evaluation
		and minutes. • LEPC Chair Gmail account created • Updated webpage to add additional text			page and Dropbox not created. LEPC explored idea and decided it did not have the capacity to maintain them • <i>Informational materials are posted and available on LEPC website and Facebook. Electronic distribution to representatives occurs.</i> Goal met. • <i>Social media guidelines and policy adopted.</i> Goal not met. LEPC elected not to use social media due to volunteer capacity. • <i>Required grant award announcement is posted on social media and using a local paper.</i> Goal not met. Press release in progress.
DOL Job Fair	LEPC	No activity, scheduled for Spring of 2020	No activity, scheduled for Spring of 2020	In progress	• <i>Photos to document setup and booth at Department of Labor Job Fair. Signup sheet at Job Fair Booth to track businesses that connected with LEPC5.</i> Goal not met. DOL Job Fair scheduled for spring 2020.
Tier II Training & Education	CVRPC & LEPC	CVRPC contacted Len Wallace at EPA Region 1 to request a training. Training delayed due to federal government shutdown.	No activity, Tier II training held in January 2020	In Progress	• <i>Sign in sheet of attendees at the ½ day seminar on Tier II training and education on Tier II reporting.</i> Goal to have 20 – 30 Tier II facilities attend. Goal not met. Tier II training held in January 2020 • <i>Change in the number of Tier II facilities reporting from March 2018 to March 2019.</i> Goal not met. 136 facilities reported in March 2018. 111 facilities reported in March 2019.

LEPC 5 SERC FY19 Progress Report

<i>Deliverable</i>	<i>Who</i>	<i>Previous Activity</i>	<i>Activity During Nov-Dec 2019</i>	<i>Status (not started/ in progress/ completed)</i>	<i>Impact Evaluation</i>
Table Top Exercise	CVRPC & LEPC	LEPC participated in Green Mountain Powers Berlin #5 annual table top and boom deployment exercise on June 3 and developed After Action report	No activity	Completed	<ul style="list-style-type: none"> • <i>Execution of the planned table top exercise and development of the After Action Report. Goal met.</i>
LEMP Tier II use	CVRPC	Maps with Tier II facilities created by CVRPC	No activity	Completed	<ul style="list-style-type: none"> • <i>100% use of the Tier II summary and maps by municipalities in their LEMP. Goal not met.</i>
Tier II Facility Plan Review/ Site Visit	CVRPC & LEPC	LEPC participated in Green Mountain Powers Berlin #5 annual table top and boom deployment exercise on June 3, part of the exercise included a site visit of the facility	Draft Facility Plan Review checklist developed	Completed	<ul style="list-style-type: none"> • <i>Adopt Plan Review Guidelines and policies for Tier II facility plan reviews and Tier II site visits. Goal not met. Draft Facility Plan Review checklist developed.</i> • <i>Two separate Tier II facility coordinators present at two separate LEPC5 bimonthly meetings. Goal not met. Vermont Creamery presented July 2018.</i>
Laptop/ Software Purchase	CVRPC	Laptop purchased, prepared laptop for use by LEPC including installing Office products and antivirus software.	No activity	Completed	<ul style="list-style-type: none"> • <i>Laptop and software is successfully purchased and functioning. Goal met.</i>
EMP Subcommittee	CVRPC & LEPC	State requested LEPC5 hold development of new plan for new state template. State secured grant to hire consultant to develop plans with LEPCs.	No activity	On hold	<ul style="list-style-type: none"> • <i>Emergency Management Plan working subcommittee of the LEPC has increased committee membership by 1 – 2 persons and meets 4 times during grant period. Goal not met. EMP Subcommittee not formed. State requested LEPC5 hold development of new plan for new state template.</i>

LEPC 5 SERC FY20 Agreement

As of January 31, 2019

LEPC5 SERC FY20 Progress Report

<i>Deliverable</i>	<i>Who</i>	<i>Previous Activity</i>	<i>Activity During Dec 2019-Jan 2020</i>	<i>Status (not started/in progress/ completed)</i>	<i>Impact Evaluation</i>
9 Bi-Monthly meetings	CVRPC & LEPC	Meeting held in September 2019	Meeting held on January 6	In progress	<ul style="list-style-type: none"> • <i>Change in the number of attendees at the LEPC5 meetings from FY19 to FY20. Goal is to maintain a minimum of 13 attendees at each meeting.</i> • <i>LEPC5 meeting participation is maintained at 10-12 members and/or increased by 1-2 new members</i> • <i>Change in the participation of new members/representatives from Tier II facilities from FY19 to FY20.</i>
Administrative Support: Financial management and bookkeeping	CVRPC	Progress reports and treasurer reports submitted 9/30/19, 12/31/19	Progress report and treasurer report	In progress	<i>A current LEPC5 representative list is provided to the SERC with quarterly reports.</i>
Social Media Engagement	CVRPC	No activity	Updated webpage to add additional text. Draft press release prepared to announce award.	In progress	<ul style="list-style-type: none"> • <i>Grant award announcement is posted on social media and distributed to the local paper.</i> • <i>LEPC5 maintains an active web and Facebook page.</i> • <i>Meeting and informational materials are posted to LEPC5's website and distributed to its members.</i>
April 2020 DOL Job Fair	LEPC	No activity	No activity	In progress	<i>Central Vermont Job Fair booth setup is documented, and a signup sheet tracks participants that connected with LEPC5.</i>
Tier II Training & Education	CVRPC & LEPC	No activity	Tier II training on January 28,	Completed	<ul style="list-style-type: none"> • <i>Sign in sheet of attendees at the ½ day seminar on Tier II training and education on Tier II reporting.</i>

LEPC5 SERC FY20 Progress Report

<i>Deliverable</i>	<i>Who</i>	<i>Previous Activity</i>	<i>Activity During Dec 2019-Jan 2020</i>	<i>Status (not started/in progress/ completed)</i>	<i>Impact Evaluation</i>
			2020		<p>Goal to have 20 – 30 Tier II facilities attend. Goal met.</p> <ul style="list-style-type: none"> • Change in the participation of new members/representatives from Tier II facilities from FY19 to FY20. • Change in the number of Tier II facilities reporting from May 2019 to May 2020.
Table Top Exercise	CVRPC & LEPC	No activity	No activity	Not started	A tabletop exercise is executed with an After Action Report developed.
LEMP Tier II use	CVRPC & LEPC	No activity	No activity	Not started	<ul style="list-style-type: none"> • 100% of Central Vermont municipalities use the Tier II summary and maps in LEMPs • 2-3 Central Vermont municipalities use the Tier II summary and maps in LHMPs.
Tier II Facility Plan Review/ Site Visit	CVRPC	No activity	NGL Energy Partners, LLC presented at January 2020 meeting.	In progress	<ul style="list-style-type: none"> • Change in the number of Tier II facilities reporting from May 2019 to May 2020. • At least two Tier II facility plan reviews and site visits are completed. • At least two Tier II facility coordinators present at two different LEPC5 meetings.
Support LEPC5 Facility Review Committee	CVRPC & LEPC	No activity	No activity	In progress	
Support LEPC5 EMP Subcommittee	CVRPC & LEPC	No activity	No activity	On hold	LEPC5 Emergency Management Plan subcommittee meets as needed.

Hazchem FY21 Application (Base Application)

Scope of Work: Support LEPC bi-monthly meeting

Grant Request: \$4,000

Effective Date: 07/01/20 – 06/30/21

CVRPC Tasks	LEPC5 Tasks
<ul style="list-style-type: none">• Facilitate bi-monthly meetings (coordination w/ Chair, attend meetings, preparing minutes).• Complete Quarterly Progress Reports, Treasurer Reports, and final Progress Report• Complete financial management and record keeping activities• Distribute notices and meeting packets to LEPC	<ul style="list-style-type: none">• Coordinate and organize bi-monthly meetings• Prepare the agenda and meeting packet, and email it to CVRPC for distribution.• Provide invoices for payment as needed.• Assist with grant award compliance of SERC FY21 funds• Assist with distribution of informational materials pertaining to LEPC5.

Budget:

Personnel	\$3,578
Meeting Food	\$400
Travel	\$22
Total	\$4,000

Hazchem FY21 Application (Additional Application)

Scope of Work: Compile Tier II information, LEPC support and outreach, Table Top Exercise

Grant Request: \$16,214

Effective Date: 07/01/20 – 06/30/21

CVRPC Tasks	LEPC5 Tasks
<ul style="list-style-type: none">• Execute service agreement for LEPC5 support and Tier II data management• Provide on-going support and training for LEPC Chair at the Chair's request• Develop and distribute press releases on the award and table top exercise• Develop and distribute LEPC informational materials as requested• Maintain LEPC5 membership and distribution list monthly• Maintain LEPC5 webpage with meeting information and other information as requested by the Chair• Coordinate with members, partners, and others as needed• Secure Tier II facility speakers for 2 LEPC meetings• Participate in LEPC Tabletop Exercise• Develop and distribute 2020 Tier II facility report and map by municipality for 2021 use	<ul style="list-style-type: none">• Participate in VEM Tabletop Exercise

CVRPC Tasks	LEPC5 Tasks
<ul style="list-style-type: none"> • Support LEPC Facility Review Committee • Provide LEPC transition support • Support LEPC feedback into the Annual Response Plan 	

Budget:

Personnel	\$15,310
Advertisement (annual notice)	\$90
Meeting Food	\$600
Supplies (laptop software)	\$30
Travel	\$83
Total	\$16,214

Note: This budget may change based on the LEPC's decisions related to the funds held by Barre City and/or other scope of work changes made by the LEPC.

Funds Held by Barre City

Available Funds: \$1,791.04

Effective Date: 07/01/20 – 06/30/21

Option 1: LEPC meeting support

CVRPC will prepare agenda, schedule speakers, and prepare the meeting packet for bi-monthly LEPC meetings, in collaboration with the LEPC Chair.

Budget:

Personnel	\$1,723.12
Total	\$1,723.12

Option 2: LEPC transition support

On behalf of LEPC 5, CVRPC will participate in SERC/LEPC Liaison Committee and other meetings hosted for LEPCs (ex. March 31 meeting at Fire Academy in Pittsford). The purpose of the participation is to bring the LEPC ongoing information about how the consolidation discussion evolves so the LEPC can make informed decisions about its future.

Budget:

Personnel	\$1,716.04
Travel	\$75.00
Total	\$1,791.04

Option 3: Annual Response Plan support

CVRPC will organize up to two LEPC meetings with the Annual Response Plan consultant. The purpose of the meetings is to provide feedback to the consultant on the plan.

Budget:

Personnel	\$1,716.30
Travel	\$16.10
Total	\$1,732.40