



EXECUTIVE COMMITTEE

July 6, 2020 at 4:00 pm

Remote Participation via GoToMeetings

Join via computer, tablet or smartphone:

<https://global.gotomeeting.com/join/840638069>

Dial in via phone¹: [+1 \(408\) 650-3123](tel:+14086503123); Access Code: 840-638-069

Download the app at least 5 minutes before the meeting starts:

<https://global.gotomeeting.com/install/840638069>

Page **AGENDA**

- | | | |
|----|-------------------------|---|
| | 4:00² | Adjustments to the Agenda |
| | | Public Comment |
| 3 | 4:05 | Contract/Agreement Authorization (enclosed) ³ |
| 6 | | a) Dept. of Public Safety – EMPG 2019 Amendment 2 |
| 9 | | b) Bigglestone Investments – Office Space Lease Extension |
| 17 | 4:20 | Regional Plan Amendment (enclosed) ² |
| | | Discuss proceeding with the adoption process |
| | 4:30 | Retirement Benefit ³ |
| | | Discuss resolution of error |
| 18 | 4:45 | FY21 Budget (enclosed) ³ |
| | | Final for adoption. |
| 32 | 5:10 | Consent Items (enclosed) ³ |
| | | Meeting Minutes – June 15, 2020 |
| 35 | 5:15 | Commission Meeting Agenda (enclosed) ³ |
| | 5:30 | Adjourn |

Next Meeting: August 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 at least 3 business days prior to the meeting for which services are requested.

¹Dial-in numbers are toll numbers. Fees may be charged dependent on your phone service.

² All times are approximate unless otherwise advertised

³ Anticipated action item



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MEMO

Date: June 29, 2020
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Contract/Agreement Approvals

GRANTS & SERVICE AGREEMENTS

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

Vermont Department of Public Safety – Emergency Management Performance Grant FFY19 Amendment 2

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

Scope of Work:

- 1) Work with municipalities to update and submit Local Emergency Management Plans and to exercise those plans.
- 2) Provide technical assistance and overall regional/statewide coordination for emergency preparedness, response, mitigation, and long-term recovery.
- 3) Train and prepare RPC staff to assist the State to ensure an appropriate state-wide level of emergency response can be maintained.

Funding:

Grant Amount: \$55,485 (federal funds)
Match Amount: \$55,485
Match Source: Cash-in-kind through State Allocation (ACCD)

Performance Period: 10/01/19 – 09/30/20

Staff: Grace Vinson (primary), all other staff contribute to specific activities.

Note: The amendment adjusts the budget detail. Previously, all CVRPC match was listed under Salaries and Benefits. A portion should have been categorized into Indirect Cost to reflect CVRPC's use of cash in-kind match. All other portions of the agreement remain the same.

CONTRACTS

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

Bigglestone Investments – Office Space Lease Extension

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign the lease extension.

Scope of Work: Provide tenant office space lettered A-F plus I in the building situated at 29 Main Street, Montpelier, VT, on the second floor, comprising approximately 2,649 square feet.

Funding:

Lease Annual Amount: \$42,383.50

Lease Total Value: \$622,585.00

Performance Period: 10/01/2005 – ~~09/30/20~~ 09/30/2021

Staff: Nancy Chartrand

Note: The contract extends the lease by one year, maintains the current rent rate, and updates the termination language from one year notice to ninety (90) days notice in advance of lease expiration.

FOR INFORMATION ONLY

(Contracts, agreements, and Stormwater Program addendums valued at \$25,000 or less and site specific contract addendums for the Brownfields Program and task specific contract addendums for the Transportation Program)

AGREEMENTS**Federal Reserve Bank of Boston – Working Communities Challenge Planning Amendment 1**

Scope of Work: Support a collaborative effort to build strong, healthy economies and communities in the Greater Barre Area by assisting a multisector team to turn its ideas for workforce development system change into an action plan that enables single mothers living in poverty to achieve economic success.

Funding:

Grant Amount: ~~\$15,000~~ \$20,000 (private funds)

Match Amount: \$0

Performance Period: ~ 02/20/20 - ~09/30/20

Staff: Bonnie Waninger (primary), Grace Vinson

CONTRACTS**Milone and MacBroom, Inc. - Stormwater Services Master Agreement, Addendum 2,
Stormwater Mitigation Final Designs – Calais, Vermont**

Scope of Work: Provide stormwater designs, costs estimates, bid documents, and permits for two sites in East Calais, attending meetings with stakeholders as necessary.

Funding:

Contract Addendum Amount: \$22,800

Master Agreement Total: \$40,440

Source: SWCRPC Design Implementation Block Grant (CVRPC-2019DIBG-01)

Performance Period: 07/13/20 – 10/31/21

Staff: Pam DeAndrea



Department of Public Safety
45 State Drive
Waterbury, Vermont 05671-1300

AGREEMENT AMENDMENT

STATE OF VERMONT GRANT AGREEMENT		Part 1-Grant Award Detail	
SECTION I - GENERAL GRANT INFORMATION			
¹ Grant #: 02140-31027C-004		² Original _____ Amendment # <u>2</u>	
³ Grant Title: Emergency Management Performance Grant 2019			
⁴ Amount Previously Awarded: \$ 55,485.00		⁵ Amount Awarded This Action: \$ 0.00	
		⁶ Total Award Amount: \$ 55,485.00	
⁷ Award Start Date: 10/1/2019		⁸ Award End Date: 9/30/2020	
		⁹ Subrecipient Award: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
¹⁰ Vendor #: 43329		¹¹ Grantee Name: Central Vermont Regional Planning Commission (CVRPC)	
¹² Grantee Address: 29 Main St Ste 4			
¹³ City: Montpelier		¹⁴ State: VT	
		¹⁵ Zip Code: 05602	
¹⁶ State Granting Agency: Department of Public Safety		¹⁷ Business Unit: 02140	
¹⁸ Performance Measures: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		¹⁹ Match/In-Kind: <u>\$55,485.00</u> Description: <u>50% Match</u>	
²⁰ If this action is an amendment, the following is amended:			
Amount: <input type="checkbox"/> Funding Allocation: <input checked="" type="checkbox"/> Performance Period: <input type="checkbox"/> Scope of Work: <input type="checkbox"/> Other: <input type="checkbox"/>			
SECTION II - SUBRECIPIENT AWARD INFORMATION			
²¹ Grantee DUNS #: 158842195		²² Indirect Rate: <u>115.00</u> %	
²⁴ Grantee Fiscal Year End Month (MM format): Jun-06		²³ FFATA: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
		²⁵ R&D: <input type="checkbox"/>	
²⁶ DUNS Registered Name (if different than VISION Vendor Name in Box 11):			
SECTION III - FUNDING ALLOCATION			

STATE OF VERMONT GRANT AGREEMENT

Part 1-Grant Award Detail

STATE FUNDS

Fund Type	²⁷ Awarded Previously	²⁸ Award This Action	²⁹ Cumulative Award	³⁰ Special & Other Fund Descriptions
General Fund	\$0.00	\$0.00	\$0.00	
Special Fund	\$0.00	\$0.00	\$0.00	
Global Commitment (non-subrecipient funds)	\$0.00	\$0.00	\$0.00	
Other State Funds	\$0.00	\$0.00	\$0.00	

FEDERAL FUNDS

(includes subrecipient Global Commitment funds)

Required Federal

Award Information

³¹ CFDA#	³² Program Title	³³ Awarded Previously	³⁴ Award This Action	³⁵ Cumulative Award	³⁶ FAIN	³⁷ Federal Award Date	³⁸ Total Federal Award
97.042	Emergency Management Performance Grant 2019	\$55,485.00	\$0.00	\$55,485.00	EMB-2019-EP-00007	10/1/2018	\$3,022,554.00

³⁹ Federal Awarding Agency:

Department of Homeland Security- FEMA

⁴⁰ Federal Award Project Descr:

		\$0.00	\$0.00	\$0.00			\$0.00
--	--	--------	--------	--------	--	--	--------

Federal Awarding Agency:

Federal Award Project Descr:

		\$0.00	\$0.00	\$0.00			\$0.00
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Federal Awarding Agency:

Federal Award Project Descr:

		\$0.00	\$0.00	\$0.00			\$0.00
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Federal Awarding Agency:

Federal Award Project Descr:

		\$0.00	\$0.00	\$0.00			\$0.00
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Federal Awarding Agency:

Federal Award Project Descr:

Total Awarded - All Funds	\$55,485.00	\$0.00	\$55,485.00	
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SECTION IV - CONTACT INFORMATION

STATE GRANTING AGENCY

NAME: Melissa Austin

TITLE: Financial Administrator

PHONE: (802) 241-5396

EMAIL: melissa.austin@vermont.gov

GRANTEE

NAME: Bonne Waninger

TITLE: Executive Director

PHONE: (802) 229-0389

EMAIL: waninger@cvregion.com

Justification: Amending Budget Allocations as follows-

Budget Detail:

Salaries and Benefits	\$ 51,340.05
Contractual	\$
Supplies	\$ 567.82
Travel & Mileage	\$ 999.27
Equipment *	\$
Other Costs	\$ 400.00
Indirect Cost **	\$ 57,662.86
Total Federal Share	\$ 55,485.00
Total Non-Federal Share (Match)	\$ 55,485.00

Except as specified above, all other terms and conditions remain unchanged for the period of the Subgrant Agreement. The effective date of this amendment is defined as the date the Department of Public Safety representative(s) signs this amendment.

STATE OF VERMONT
Department of Public Safety

SUBRECIPIENT
Authorized Representative

By:

By:

Signature

Signature

Printed Name

Printed Name

Commissioner/Deputy Commissioner

Title: _____

Date: _____

Date: _____

Cc: Program Workcenter

bigglestone investments 65 main street montpelier VT 05602 (802) 223-2393

June 23, 2020

Central Vermont Regional Planning Commission
27 Main Street Suite 4
Montpelier VT 05602

Re: Lease extension

This letter shall serve as a lease extension between Bigglestone Investments and Central Vermont Regional Planning Commission originally dated September 12, 2014 (a five year lease extension agreement). The fifth year of the lease extension is set to expire on September 30, 2020. The term will be extended by one year (expiring September 30, 2021) at the current rate of \$3,531.93 per month. There will then be an option to renew this lease for another 5 year term upon written notice ninety (90) days in advance of this lease extension expiration (June 30, 2021). All other terms and conditions of the original lease would remain. If you are in agreement with these terms, please sign and date this document and return the original to us.

Thank You

Sincerely
Eric & Kent Bigglestone
bigglestone investments

by _____ date: _____

title: _____

07/06/20

Executive Committee

Page 11

SEP 19 2014

bigglestone investments 65 main street montpelier VT 05602 (802) 223-2393

September 12, 2014

Susan Sinclair
Central Vermont Regional Planning Commission
29 Main Street Suite 4
Montpelier VT 05602

Re: Lease renewal

Dear Susan

We are happy to hear you wish to discuss the continuation of another 5 year lease. We enjoy having you as tenants and hope to continue that relationship. That being said, we propose the following:

for a 5 year lease beginning October 1, 2015 and expiring on September 30, 2020.

Years 1-3 (October 1, 2015 thru September 30, 2018) rent would remain at the 2014-2015 rate of \$15.50 sq/ft.

\$41,059/yr...\$3421.58/mo.

Years 4-5 (October 1, 2018 thru September 30, 2020) rent would increase by .50 per square foot. Making it \$16.00 sq/ft.

\$42,383.50/yr...\$3,531.95/mo.

All other terms and conditions of the original lease would remain.

If you are in agreement with these terms, please sign and date this document and return to us.

Sincerely
Eric & Kent Bigglestone
bigglestone investments

✓ by Donald R. DeHaze date: 1-5-2015

title: Chair, CVRPC

bigglestone investments54 main street montpelier vt 05602
802 223 2393

2,649 #

July 15, 2010

Central Vermont Regional Planning
Re: lease renewal, rental terms

We are pleased to hear that you folks intend to exercise your rights to the option of a lease renewal. We also hope that the recent improvements have made things more comfortable and have met your expectations.

Your current lease is set to expire September 31st, 2010. We propose the following rental rate under the same conditions and terms as stated within the original lease:

Said lease renewal shall be for a term of five (5) years commencing on the 1st day of October, 2010 and expiring on the 31st day of september 2015

Annual rent during said lease (payable on the first day of each month) renewal shall be the following:
(year 1 and year 2 reflect no increases from the current rate)

Year 1 (2010-2011) @ \$14.50 per square foot (\$38,410.5/yr...\$3200.88/mo.)

Year 2 no change

Year 3 (2012-2013) @ \$15.00 per square foot (\$39,735/yr...\$3311.25/mo.)

Year 4 no change

Year 5 (2014-2015) @ \$15.50 per square foot (\$41,059/yr...\$3421.58/mo.)

It has been a pleasure to have you as a tenant for the past 10 years and hope we can continue such a relationship for years to come.

Many Thanks
Kent&Eric Bigglestone
bigglestone investments

Central Vermont Regional Planning Commission accepts the above listed terms of lease for office space located at 29 Main Street, Suite 4, Montpelier, VT 05602.

✓ Signed:

David Borgendale, Chair

Dated: September 7, 2010

Lease Agreement

This agreement of lease made and entered into this 21st day of ~~August~~ ^{September}, 2005 by and between BIGGLESTONE INVESTMENTS, INC., of Montpelier, Vermont, hereinafter called the "Landlord" and Central Vermont Regional Planning Commission, hereinafter called the "tenant."

In consideration of the covenants and agreements hereinafter contained, the parties hereto agree as follows:

Article 1. Premises

- (a) The Landlord hereby leases to the tenant office space lettered A-F plus I in the building situated at 29 Main Street, Montpelier, Vermont, on the second floor, comprising approximately 2649 square feet.
- (b) The Tenant is granted full right of ingress and egress to the public areas of said second floor in common with all other tenants and is also granted full right of ingress and egress to said second floor by way of an entrance at the rear of the building adjacent to Blanchard Court, so-called, between the building and the Montpelier City Hall, by way of the front Main Street entrance, and also by way of the elevator entrance in the rear of the building adjacent to the parking lot.
- (c) The premises shall be used as office space only and for no other purpose.
- (d) Tenants are not permitted to conduct a retail business on or from the leased premises.

Article 2. Term

Said lease shall be for a term of five (5) years commencing on the 1st day of October, 2005 and expiring on the 31st day of September, 2010

Article 3. Rent

Tenant shall pay to the Landlord as annual rent during the Lease Term the following:

- Year 1 @ \$12.50 per square foot (\$33,112.50/yr...\$2759.38/mo) ²⁰⁰⁵
- Year 2 @ \$13.00 per square foot (\$34437.00/yr...\$2869.75/mo) ²⁰⁰⁶
- Year 3 @ \$13.50 per square foot (\$35761.50/yr...\$2980.13/mo) ²⁰⁰⁷
- Year 4 @ \$14.00 per square foot (\$37086.00/yr...\$3090.50/mo) ²⁰⁰⁸
- Year 5 @ \$14.50 per square foot (\$38410.50/yr...\$3200.88/mo) ^{10/09}

The monthly rent will be paid on the first day of each month.

Article 4. Renewal Option

The tenant shall have the option to renew this lease, upon written notice one year (365) days in advance of its expiration, for successive 5 year terms. The rent for the renewal term will be negotiated and agreed upon at the time of renewal.

Article 5. Alterations, Repairs, Maintenance

- (a) The tenant shall not make any alterations, decorations, installations or additions to the premises, or drill, mar, or deface any part thereof without the prior written consent of landlord. Tenant shall take good care of the demised premises at tenant's sole cost and expense, making all necessary repairs, except that landlord shall be responsible for exterior and structural repairs and for the replacement of the plumbing, electrical and heating systems, if and to the extent that such systems have been installed by landlord. At the expiration of this lease, tenant shall quit and surrender the premises broom clean, in good order and condition, ordinary wear excepted.
- (b) The landlord shall supply as part of the base rent, heating, ventilating, and air conditioning (HVAC) to the demised premises.

Article 6. Taxes and Insurance

The landlord will pay for the real estate taxes assessed against the leased premises and for fire and other casualty insurance upon the building. The tenant shall pay for personal property taxes on the contents and insurance on its contents.

Article 7. Assignment and Subletting

~~The tenant shall not sublet or assign this lease without written consent of the Landlord, such consent not to be unreasonably withheld.~~

Article 8. Compliance with Laws

The landlord covenants and agrees that the possession of the Premises will be delivered to the Tenant upon the commencement of the term of this Lease in good condition, free from all tenancies and occupancies, and free from all orders, notices and violations filed or entered by any public or quasi-public authority, and free from complaints or reports of violations, noted or existing in or filed with any Federal, State, County, Municipal, Borough, Provincial, or any other local authority. If any such orders, notices, or violations are filed during the Lease term, the Landlord will comply therewith, or will cause such orders, notices or violations to be vacated within a reasonable time after written notice, Tenant may, with the prior written concurrence of Landlord, comply therewith and deduct the cost and expense of such compliance from the rent reserved hereunder, or Tenant may cancel this Lease with thirty (30) days written notice. Landlord will use best

efforts to comply with laws; however, major renovations requiring significant expenditures cannot be performed without modification of lease. Landlord will consult tenant on cost of major renovations and give tenant option to cancel lease or agree to modification of Lease Terms.

Article 9. Destruction

In the event of fire, or other casualty resulting in partial destruction of the demised premises, the Tenant shall give immediate written notice to the Landlord, and the Landlord shall proceed to repair or rebuild with all reasonable speed. The rent will abate or be reduced to the degree that the demised premises are tenantable. In the event the demised premises are totally destroyed, either party will have the option to terminate this lease. Damage to the demised premises which cannot be repaired within ninety (90) days from the time the Tenant gives written notice of damage to the Landlord shall be treated as total destruction.

In the event the premises are partially or totally destroyed as a result of the negligence of the tenant, Tenant's agents, employees or invitees, so as to void fire and casualty insurance carried by the landlord, the Landlord will have no obligation to repair or rebuild and the Tenant will be responsible to pay for the repair of the damage or rebuilding of the building, and the Tenant's obligations under this lease shall continue without modification.

Article 10. Default

Tenant agrees that each and all of the provisions of this lease are conditions precedent to be faithfully observed and fully performed by the tenant to entitle him/her to continue possession of the premises, and if any default is made in the payment of the rent or in the performance of any of the terms, covenants and conditions hereof on the part of the tenant to be performed and observed, and such default shall continue for a period of thirty (30) days, then this lease shall, at the option of the landlord, be terminated and forfeited and the tenant shall be deemed to have forfeited all his rights hereunder, either expressed or implied and the landlord may thereupon immediately re-enter and take possession of said premises and the whole thereof, and may remove all persons therefrom without resorting to process of law for authority to do so and without any further notice to the tenant. In the event it becomes necessary for the landlord to enforce any of the provisions of this lease, or to evict the tenant, tenant shall pay reasonable attorneys fees incurred by landlord. Tenant shall not be considered in default until and unless Lesser has given 10 days prior written notice of a threatened default and Tenant has not taken steps to remedy the threatened default within 10 days after the written notice.

Article 11. Signs

Lettering of office doors and windows shall be done in a style and manner to be approved by the Landlord. Exterior signs shall be approved by the Landlord and Design Review of the City of Montpelier, Vermont.

Article 12. Condemnation, Eminent Domain

If the whole or any part of the demised premises shall be acquired or condemned by Eminent Domain, then and in that event the term of this lease shall cease and terminate from the date of title vesting in such proceeding, and tenant shall have no claim against landlord for the value of any unexpired term of said lease.

Article 13. Inspection

Tenant shall permit Landlord access to the premises at all reasonable times to inspect, repair and service the same; and to show the premises to prospective tenants and purchasers.

Article 14. Quiet Possession

Landlord warrants that it is seized with good and sufficient title to the entire premises, and further covenants that if Tenant shall discharge the obligations herein set forth to be performed by Tenant, then Tenant shall have and enjoy the quiet and undisturbed possession of the leased premises without hindrance or interference from Landlord or any other person lawfully claiming by, through or under Landlord.

IN WITNESS WHEREOF the parties have hereunto set their names this
21st day of September 2005.

IN THE PRESENCE OF:

Laurie Emery
Witness

Marguerite A. Bofduc
Witness

LESSEE

CENTRAL VERMONT
REGIONAL PLANNING
COMMISSION

By Ed Larson
It's duly authorized agent

IN THE PRESENCE OF:

Loretta A. Buzette
Witness

Marguerite A. Bofduc
Witness

LESSOR:

BIGGLESTONE
INVESTMENTS, INC.

By [Signature]
It's duly authorized agent

STATE OF VERMONT

At Montpelier, Vermont, this 21 day of September, 2005 personally appeared
Ed Larson. Authorized agent for Central Vermont Regional Planning
Commission and acknowledged this instrument by him/her sealed and subscribed,
to be his/her free act and deed of said corporation.

Before me Cynthia J. Larson
Notary Public 2/10/2007

STATE OF VERMONT

At Montpelier, Vermont, this 22nd day of September, 2005 personally appeared
ERIC BIGGLESTONE. Authorized agent for Bigglestone Investments, Inc. and
acknowledged this instrument by him/her sealed and subscribed, to be his/her free
act and deed of said corporation.

Before me Marguerite A. Bofduc
Notary Public 2-10-07



MEMO

Date: June 25, 2020

To: Executive Committee

From: Clare Rock, Senior Planner

Re: Restart the Regional Plan amendment adoption process

✉ ACTION REQUESTED: Approve proceeding with the hearing to amend the Regional Plan.

Staff is requesting the Executive Committee consider re-starting the process to amend the current regional plan. The amendment process will require circulating a 30-day Public Hearing Notice, publishing a 15-day Public Notice in the paper of record, and holding two Public Hearings after which the Board will vote to approve the amendments as presented by the Regional Plan Committee in February 2020. As background please see the timeline below as a summary of the actions taken to date.

February 11, 2020	Staff presented amendments to the <i>2016 Regional Plan, amended 2018</i> to the Board of Commissioners. Amendments focused on removal of the Regional Housing Distribution Plan and amending the Regional Center boundary around Montpelier as depicted on the Future Land Use Map. The Board of Commissioners voted to move the proposed Regional Plan amendments forward and to schedule the two required Public Hearings.
March 12, 2020	Staff prepared and distributed the statutory 30-day Public Notice to interested parties. Hearings were scheduled for April 14, 2020 at 6:50 pm and May 12, 2020 at 7:35 pm. The Notice requested comments be provided in writing to staff ahead of the first Hearing or could be provided in person at the Hearing.
March 17, 2020	CVRPC adheres to the Governor's "Stay Home, Stay Safe Order" and begins working remotely due to COVID-19. All meetings are held remotely.
March 29, 2020	Staff distributed a Notice of Hearing Postponement to all interested parties. No new Hearing date(s) were identified. The Notice indicated parties may still submit any comments to staff.
April 14, 2020	The April Commission meeting was cancelled.
June 29, 2020	To date, no comments have been received.



MEMO

Date: July 2, 2020
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: FY21 Budget

☒ **ACTION REQUESTED:** Adopt the CVRPC FY21 budget.

Budget Summary

The COVID-19 crisis presents unique challenges with development of a realistic budget and work program for FY21. State and local revenues are expected to decline significantly. While there are some additional federal funds to support pandemic response and recovery, the amount is uncertain and restrictions on use of the funds may limit their availability to regional planning organizations. In addition, grants are competitive and approval/award timelines may extend beyond this budget.

The Legislature developed an initial three-month budget (July – September). The budget for the balance of the fiscal year is expected to be released in late August. The approach to addressing the anticipated fiscal constraints and level of uncertainty is to develop a budget that supports a work program for the entire fiscal year, with the understanding that the budget will be revised as needed to reflect fiscal and programmatic realities. Any major program and/or staffing changes would be phased in during the second quarter and fully implemented by January 2021.

The proposed FY 2021 budget presented here includes a projected net income of \$29,487 plus use of \$6,400 in advanced income from the Working Communities grant. It represents the Commission's known starting point - before state and federal budgets are adjusted in response to COVID.

This memo also presents alternate budget scenarios that consider how changes to state and federal programs and agreements may affect CVRPC in FY21 and FY22. Generally, RPCs are anticipating one or more of the following will occur:

- a reduction in State allocation that reduces services and affects the organization's ability to match and leverage other grants. Even a 10% reduction would cascade through CVRPC's budget as the State allocation is used to support CVRPC's land use planning program and provides match to other programs.

- elimination or reduction in the State's share of match share for the Transportation Planning Initiative. Increase in local match from 10% to 20% would equate to an additional +\$16,000 match commitment from CVRPC.
- a temporary pause in funding for the State's long-term commitment to implementing a major water quality improvement initiative. The pause could result in a reduction in or elimination of funding for Tactical Basin Planning, 604b water quality planning, and grant programs such as Ecosystem Restoration and Design Implementation Block Grants. It also may result in a delay of the Clean Water Service Provider program.
- increased expectations that RPCs will participate in pandemic response activities, with or without sufficient resources to do so. For example, the State received supplemental funding for its Emergency Management Performance Grant for COVID-related planning activities. This program requires a 1:1 match. Also, at least one task proposed by DPS may not be sufficiently funded for the amount of work being requested. CVRPC will need to balance its pandemic response public service contribution against larger budget pressures.

Highlights

This budget should be viewed as a starting point for year-long adjustments. As COVID-19 impacts continue to unfold, CVRPC will find itself on constantly shifting ground. The extent to which the organization positions/can position itself to be nimble/adaptable will drive outcomes related to organization health and services.

Revenues: \$1,010,211

Revenues are heavily front-loaded for the first six months of the fiscal year. TPI has a significant carry forward balance that expires on 09/30. If not used, revenues could be reduced up to \$30,000. All Better Roads activities (~\$46,000) needs to be completed by 12/31/20 to support municipal compliance with requirements of the Municipal Road General Permit. VTrans has offered three of the municipalities grant agreements yet. Agreements for energy implementation and FY20 LEPC support end on 12/31. This front-loading, combined with reduced staff capacity due to the pandemic's impacts to school, may affect CVRPC's ability to complete work in the first half of the fiscal year. Both of CVRPC's Senior Planners have reduced their hours to address childcare needs at least through September.

Expenses: \$980,724

Expenses other than wages were projected "normally" with adjustments to reflect recent trends. Generally, they were not adjusted to reflect the office closure and transition to remote work. This presents CVRPC's "worst case" scenario for expenses. Wages were held constant at FY20 levels with the exception of one employee who may be promoted. The transportation planner position is budgeted to remain unfilled.

Expense items were consolidated to reflect cost materiality (financial significance). For instance, equipment repair/service and interest were added to Other Expense. Billable supplies and subscriptions were added to Supplies. This reformatting is designed to assist the organization to focus on more significant items that affect the budget.

Reserves: \$111,645

In May 2016, CVRPC established five year strategic goals. Goal 1 was to enhance financial security. Increasing CVRPC's reserve fund was one strategy for reaching the goal. Most auditors and the National Association of Development Organizations advise RPCs to have six months operating reserves given the federal budget environment. For CVRPC, this equates to ~\$354,295. In May 2016, CVRPC's reserve balance was \$11,000. As of June 30, 2020, it is \$111,645. CVRPC exceeded its five-year goal of \$100,000 in reserves in four years thanks to diligent work on the part of its dedicated Board and staff. The goal for FY21-FY25 will be to retain those reserves in light of the pandemic's effects on local, state, and federal budgets.

Grants/Funding – Request Outstanding

CVRPC has applied for or will serve as RPS statewide lead for several grants and contracts that may augment current revenues.

- VT DEC Clean Water Service Provider - \$ Unknown
- US EDA Comprehensive Economic Development Strategy - \$47,000 over 2 years
- Town of Middlesex Zoning Update - \$5,000
- VT Agency of Administration Coronavirus Relief Fund RPC Municipal Assistance - \$150,000

Both the EDA and Coronavirus Relief Fund projects would build on frontloading work during the first six months of the fiscal year.

Alternate Budget Scenarios

Four alternate scenarios have been developed to guide future changes to CVRPC's budget based on projected shortfalls resulting from State budget cuts or program changes. Under any of these scenarios a budget revision will be required to balance the ledger during the second half of the year. ***CVRPC's overall goal should be to maintain a balanced budget to the extent possible.*** While reserves have grown significantly, they are insufficient to support a significant deficit for FY21 and may be needed for budget shortfalls in future years. The State's economists have projected that the pandemic's effects will last at least thorough FY24. Sufficient reserves must be maintained to flex with longer term impacts.

1. ***Shortfall of up to \$50,000:*** Assuming 12/31 revenues are on target, limited changes to the baseline budget would result as rebalancing is possible through reductions in travel, maintaining remote meetings through 12/31, and tightening the wage expense line item to maintain Senior Planners at reduced hours through 12/31. The Planning Technician would be extended through 11/30 to support field work and help insure the first six months' revenues remain strong. Due to the uncertainty that COVID presents for in-school learning, staff may voluntarily reduce hours. The reserve contribution would be eliminated. Programmatically, the land use program would contract slightly to accommodate an increase in transportation program match. Annual agreements for the natural resources program would begin experiencing impacts.
2. ***Shortfall of \$50,000-\$100,000:*** The objective will be to maintain a balanced budget. Limit losses through reduction of additional expenses, such as delaying purchase of a new plotter and

computers until FY22, eliminating the technology stipend, reducing office cleaning to monthly, reducing professional services for legal and the website update, and tightening all other expenses to minimum levels. Under this scenario, CVRPC would consider changes for FY22 based on the outlook for state and local funding as it moves into the second half of FY21. Senior Planners would resume their normal hours, and at least one other position would reduce to .8 FTE. More significant program/staff contractions or shifts may need to be considered and take effect in April or July 2021 based on FY22 forecasts.

Programmatically, the land use program would contract more significantly, and its staff would begin shifting to other projects and programs. Service optimization and timing would be discussed when municipalities request assistance. Some activities with regional partners would contract. Minor impacts to the emergency management program would begin.

3. **Shortfall of \$100,000-150,000:** A shortfall to the baseline budget of this magnitude will require mid-year adjustments to programs and staffing levels. The objective will be to maintain a balanced budget through significant restructuring, while protecting programs that are most likely to be sustainable and supported by consistent funding sources beyond the current fiscal year. State funding and success/failure of substantial long-term grant opportunities that become clear by the end of the first quarter will determine the changes that are implemented.

More significant program/staff contractions and shifts would be implemented in January 2021. CVRPC would be required to eliminate one FTE and reduce another to .6 FTE. Both Senior Planners would need to resume their normal hours, which could be challenging if in-school learning has not fully resumed. Staffing changes would require a significant shift in workload among staff. CVRPC's land use program would be extensively impacted due to reduced funding and the need to shift staff to other contracts to meet CVRPC's contractual obligations. Under this scenario, it is likely that the RPC annual water quality contracts would have been paused by ANR, and multiple emergency management agreements would be reduced or eliminated. Transportation program impacts beyond an increase in TPI match would begin. CVRPC could no longer support staffing or legal services for Personnel Policy revisions, staffing for the Regional Plan update, and expenses would be minimized to the extent possible without fully jeopardizing staffing.

At this shortfall level, impacts to employee benefit programs would begin. A reduction in the Payment in Lieu of health insurance benefit from 50% to 40% would be necessary.

4. **Shortfall of \$150,000-200,000:** With a projected shortfall at this level, significant program cuts and reorganization of staff responsibilities would have to occur in January 2021 and a significant cascade effect to future fiscal years would occur. The objective of these changes would be to prepare the organization for significant structural and budget challenges in FY22-FY24.

Two staff positions would be fully eliminated and a third would be reduced to .4 FTE. Benefit reductions would accelerate. The Payment in Lieu of health insurance benefit would be

eliminated. CVRPC's health and dental insurance benefit would need to be reduced to 75% of premium.

Programmatically, CVRPC's land use program could offer very little on-demand services to municipalities. Funding would need to be reserved to meet required program deliverables and for use as match for existing commitments. The natural resources program would be reduced to special projects using one-time grants. While COVID-recovery funding may be available for the emergency management program or through economic recovery programs, CVRPC would be unable to take advantage of it because required match could not be met. Transportation-related services would continue to retract because state agency grants would be eliminated to free up funds for state staffing needs.

Staffing, benefit, and program changes would affect staff morale significantly, which may affect productivity at a critical revenue generation time.

These scenarios may leave you wondering whether CVRPC can survive the pandemic's impacts. The answer is "Yes!" The staff is talented and works well as a team; the Executive Committee and Board are thoughtful about positioning us to provide services now as well as into the future; and our communities are supportive. As noted previously, the extent to which CVRPC positions itself to be adaptable will drive outcomes related to organization health and services.

Central Vermont Regional Planning Commission
FY21 Budget

Adopted by the Executive Committee ____/____/20

Laura Hill-Eubanks, Chair

Line		06/30/19	03/02/20	07/06/20	Difference	Percent Change	Notes
		FY19 Actuals	FY20 Budget	FY21 Budget			
1	REVENUES	1,202,533	1,500,199	1,010,211	(489,988)	-32.7%	
2							
3	Community Development	56,958	56,579	9,875	(46,704)	-82.5%	Energy planning completed
4	Fee for Service	10,307	6,400	5,900	(500)	-7.8%	
6	Municipal Contracts	40,731	46,800	50,707	3,907	8.3%	
7	Natural Resources	343,091	681,857	251,524	(430,333)	-63.1%	Large construction project completed
8	Other Income	7,614	485	485	0	-	
9	Public Safety	65,485	106,042	83,634	(22,408)	-21.1%	Anticipating reduced award
10	Regional Planning Funds (ACCD)	288,996	269,638	269,323	(315)	-0.1%	Based on initial Legislative appropriation
11	Town Dues	73,488	78,041	79,875	1,834	2.4%	
12	Transportation	315,862	254,003	258,887	4,884	1.9%	
13							
14		FY19 Actuals	FY20 Budget	FY21 Budget	Difference	Percent Change	Notes
15							
16							
17	EXPENSES	1,109,434	1,396,741	980,272	(416,469)	-29.8%	
18							
19	Advertising	2,865	1,642	1,486	(156)	-9.5%	
20	Contractor Services	374,700	553,769	191,797	(361,972)	-65.4%	Large construction project completed
21	Copy/Print	3,307	4,984	4,984	0	0.0%	
22	Depreciation	2,786	3,000	6,000	3,000	100.0%	
23	Dues/Memberships/Sponsorship	9,283	11,686	11,775	89	0.8%	
24	Equipment / Furniture	0	6,000	9,000	3,000	-	Plotter purchase in FY21
26	Fringe Benefits	133,403	145,006	148,883	3,877	2.7%	Projected 12% increase in health insurance rates
27	Insurance	1,738	4,186	4,186	0	0.0%	
29	Line of Credit	0	0	0	0	-	
30	Meeting/Programs	10,844	15,444	15,208	(236)	-1.5%	
31	Office Occupancy	43,732	49,663	49,663	0	0.0%	Office lease extended at current rate
33	Other Expense	1,673	1,970	1,800	(170)	-8.6%	
34	Payroll/Wages	410,313	456,408	400,403	(56,005)	-12.3%	Position vacancy
35	Postage	2,398	2,870	2,050	(820)	-28.6%	
36	Professional Services	73,559	88,813	87,255	(1,558)	-1.8%	
37	Software / Licenses	6,518	11,055	10,516	(539)	-4.9%	
39	Supplies	13,655	16,841	12,734	(4,107)	-24.4%	Flexes due to billable supplies
41	Telephone / Internet	5,927	6,826	7,426	600	8.8%	Moved tablet data plan from Software / Licenses
42	Travel	12,734	16,177	15,106	(1,071)	-6.6%	
43							
44	BAL END	93,099	103,458	29,939	(73,519)	-71.1%	6,400 from Working Communities grant advanced and recorded as revenue in FY20
45							
46	RESERVES	10,000	70,000	25,000	(45,000)	-64.3%	
47	General	10,000	55,000	25,000		0.0%	
48	Equipment	0	0	0		0.0%	
49	Office Renovation / Relocation	0	15,000	0		0.0%	

Central Vermont Regional Planning Commission

FY21 Budget

As of 07/06/2020

Total Revenues				\$1,010,211
Line	Account No.			
1		Community Development		\$9,875
2	4201	BCRC Energy Implementation	\$4,875	VEIC funding for energy plan implementation
3	3155	Working Communities	\$5,000	Barre Region workforce development initiative; using 6,400 of advanced funds (revenue recorded FY20)
4				
5		Fee for Service		\$5,900
6	4308	Wrightville Beach Recreation District Bookkeeping	\$4,000	End date 12/31/21
7	4302	Cross Vermont Trail Association Admin Services	\$1,200	End date 09/30/20
8	4304	GIS Mapping	\$700	
9				
10		Municipal Contracts		\$50,707
11	4404	Cabot Trails MPG	\$0	
12		Montpelier Trails Convening	\$5,000	VT Outdoor Recreation Economy Community grant
13	4403	FY20 Better Roads Berlin	\$1,236	Road erosion inventory
14	4403	FY20 Better Roads Cabot	\$7,922	Road erosion inventory
15	4403	FY20 Better Roads Duxbury	\$7,922	Road erosion inventory
16	4403	FY20 Better Roads Marshfield	\$1,766	Road erosion inventory
17	4403	FY20 Better Roads Moretown	\$8,000	Road erosion inventory
18	4403	FY20 Better Roads Plainfield	\$5,594	Road erosion inventory
19		Waitsfield Road Erosion Inventory	\$5,546	Road erosion inventory
20	4403	FY20 Better Roads Washington	\$7,722	Road erosion inventory
21	4403	FY20 Better Roads Waterbury	\$0	Road erosion inventory
22				
23		Natural Resources		\$251,524
24	4501	FY20 604b Water Quality Planning	\$2,336	
25	4501	FY21 604b Water Quality Planning	\$2,424	Outreach for surface water reclassification
26	4516	FY20 Tactical Basin Plannig Support	\$0	Municipal outreach, Basin Plan assistance
27	4516	FY21 Tactical Basin Plannig Support	\$15,122	Municipal outreach, Basin Plan assistance
28	4506	FPR Forest Integrity	\$44,442	18,765 contractor pass through
29	4518	WCA 3-Acre SW Partnership	\$5,510	3-acre stormwater site selection & stakeholder outreach
30	4512	NEIWPCC Berlin SW Final Design	\$300	
31	4505	DEC Woodbury Elem/Fire SW Final Design	\$25,938	18,038 contractor pass through
32		DEC Moretown School SW Final Design	\$36,210	31,958 contractor pass through
33	4515	DIBG Calais & Woodbury SW Final Design	\$50,146	48,106 contractor pass through
34	4515	DIBG Berlin Town Office & Garage	\$69,096	62,930 contractor pass through
35				
36		Other Income		\$485
37	4999	Miscellaneous	\$475	VAPDA Jan meeting reimbursement
38	4901	Interest	\$10	
39				
40		Public Safety		\$83,634
41	4602	VEM Emergency Mangmt Performance Grant (EMPG) FFY 20	\$41,795	Preparedness, assistance, and education
42	4602	EMPG FFY19	\$7,143	Preparedness, assistance, and education
43	4607	Local Emergency Planning Committee 5 FY20	\$9,195	Bookkeeping, administrative services & Tier II support
44	4607	Local Emergency Planning Committee 5 FY21	\$9,750	Bookkeeping, administrative services & Tier II support
45	4607	Local Emergency Planning Committee 5 Old Funds	\$1,433	TBD
46	4609	Montpelier & Calais LHMPs	\$13,118	Local Hazard Mitigation Plans
47	4611	VEM State Emergency Operation Center MOA	\$1,200	Disaster event support

Central Vermont Regional Planning Commission

FY21 Budget

As of 07/06/2020

Total Revenues				\$1,010,211
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Line Account
No.

48				
49		Regional Planning Funds (ACCD)		\$269,323
50	4100	FY20 Carry Forward	\$0	
51	4100	FY21 Allocation	\$269,323	Local and regional planning & implementation
52				
53	4701	Town Dues		\$79,875
54				
55		Transportation		\$258,887
56	4804	VTrans Transportation Planning Initiative (TPI) FFY20	\$85,924	Includes Stevens Branch tranpo resiliency study
57	4804	TPI FFY21	\$146,884	
58	4803	Municipal Grants In Aid FY20	\$13,595	Program extended to 10/31/2020
59	4803	Municipal Grants In Aid FY21	\$12,485	Support municipal roads BMP implementation
60				

Notes: Orange shading denotes risk areas, such as annual contracts that will not be confirmed until the fiscal year has begun, grant award not under contract, and prospective contracts with a reasonable expectation of award.

Central Vermont Regional Planning Commission

FY21 Budget

As of 07/06/2020

Total Expenses				\$980,272
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Line	Account No.			
1	5305	Advertising		\$1,486
2		Administrative	0	
3		ACCD	756	Regional Plan & 7 Municipal Plan approval hearings
4		Community Development	0	
5		Municipal	0	
6		Natural Resources	0	
7		Public Safety	730	
8		Transportation	0	
9				
10	5315	Contractor Services		\$191,797
11		ACCD	7,000	AmeriCorp VISTA member
12		Brownfields	0	Site assessments and corrective action planning
13		Working Communities	5,000	Inclusive planning for workforce & employer support
14		FPR Forest Integrity	18,765	Pass through to other RPCs for municipal assistance
15		NEIWPCC Berlin SW Final Design	0	
16		DEC Woodbury Elem/Fire SW Final Design	18,038	
17		DEC Moretown School SW Final Design	31,958	
18		DIBG Calais & Woodbury SW Final Design	48,106	
19		DIBG Berlin Town Office & Garage	62,930	Stormwater construction project
20		FFY20 Transportation Planning Initiative (TPI)	0	
21		FFY19 Transportation Planning Initiative (TPI)	0	
22				
23	5325	Copy / Print		\$4,984
24		Lease	2,884	
25		Color Copies	2,100	Estimate based on FY19 plus 300 Regional Plan
26				
27	5320	Depreciation		\$6,000
28				
29	5360	Dues / Memberships / Sponsorships		\$11,775
30		VAPDA	5,500	Annual Dues
31		VT League of Cities & Towns	950	Access to unemployment insurance & other services
32		VLCT Employment Resources and Benefits	275	Unemployment insurance trust fee
33		Nat'l Assoc. of Development Organizations	2,500	
34		Assoc. of State Floodplain Managers	500	3 Certified Floodplain Managers
35		VT Planners Association	300	6 staff
36		Event Sponsorships	1,750	Welcome Legislator Reception 250; VT Downtown/Hist Pres Conf 1000; Envirothon 250; VPA 250
37				

Central Vermont Regional Planning Commission

FY21 Budget

As of 07/06/2020

Total Expenses				\$980,272
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Line	Account No.			
38		Equipment / Furniture (>\$5,000)		\$9,000
39		Capital	9,000	Plotter
40		Office Furniture/Equipment	0	
41				
42	5000	Fringe Benefits		\$148,883
43		FICA	29,518	Medicaid & Social Security taxes
44		Health Ins.	83,989	
45		Dental Ins.	5,660	
46		Vision Ins.	0	Not provided
47		Retirement	18,903	5% of gross wages after 1 year employment
48		Disability Ins.	2,803	
49		Life Ins.	1,296	
50		Unemployment Ins.	1,400	VLCT Employment Resource & Benefits Trust
51		Workers Comp Ins.	3,394	Revised based on Compliance Audit; reclassification of field staff into surveyor class code
52		Technology Stipend	1,920	40/mo/employee (prorated for hours worked)
53				
54		Insurance		\$4,186
55	5345	General Liability	1,738	Property/Vehicle/Fire
56	5346	Public Officials	2,448	Legal/Employment Practices Liability
57				
58		Line of Credit		\$0
59		Debt Repayment	0	Debt not anticipated
60		Interest	0	
61				
62	5350	Meetings / Programs		\$15,208
63		Administrative	4,500	1350 Commission mtgs; 650 team building; 2000 prof dev
64		ACCD	5,271	480 workshops/forums; 825 Commission mtgs; 2500 prof dev; 1800 meetings
65		Brownfields	0	
66		Energy	260	
67		Municipal	0	
68		Natural Resources	100	
69		Public Safety	1,200	
70		Transportation	3,402	TAC & project mtgs
71		VAPDA	475	Jan meeting reimbursement
72				

Central Vermont Regional Planning Commission

FY21 Budget

As of 07/06/2020

Total Expenses	\$980,272
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Line	Account No.			
73	5370	Office Occupancy		\$49,663
74	5371	Rent	42,383	Lease extension through 09/30/2021
75	5310	Office Cleaning	2,080	80 bi-weekly
76		Repairs & Other Maintenance	200	
77		Office Renovations / Relocation	5,000	
78				
79		Other Expense		\$1,800
80		Miscellaneous	220	Gifts, non-billable fees, etc.
81		Equipment Repair & Service	400	100 telephone; 300 Traffic Counters
82		Fees	1,170	420 Payroll direct deposit; 500 Line of Credit; 100 misc; 150 DCRA
83	5960	Bad Debt	0	
84		Interest	10	
85				
86	5001	Payroll/Wages		\$400,403
87		Gross Pay	385,856	7.5 FTE plus Planning Techs; includes raises, bonuses, & payment in lieu of health insurance benefit
88		Compensatory Time	14,303	Year end estimate
89		Overtime	244	Non-exempt employee
90				
91	5355	Postage		\$2,050
92		Postage Machine	210	
93		Machine Postage	1,500	Includes add postage fees
94		Billable Postage	340	Regional Plan
95				
96		Professional Services		\$87,255
97	5202	Audit	7,950	Single Audit not required
98	5201	Accounting	65,000	5000 monthly fee
99	5203	IT/Computer	3,700	425 quarterly maintenance; it support as needed
100	5204	Legal	3,000	Personnel policy update
101		Website Update	5,000	Modernize the website
102	5205	Videography	1,925	175/mo for Commission meetings
103	5200	Other	680	Scanning service ~35/mo; Shredding services 260
104				

Central Vermont Regional Planning Commission

FY21 Budget

As of 07/06/2020

Total Expenses				\$980,272
Line	Account No.			
105	5375	Software / Licenses		\$10,516
106		ESRI GIS License	3,300	1500 concurrent; 500 Spatial Analyst; 1300 basic
107		Intuit Quickbooks Pro	4,020	Update QB program; maintain two QB licenses; 1-yr QB payroll module
108		Microsoft Exchange 365	562	Remote access to email
109		FortiClient	390	Remote access to server
110		Register.com	500	Domain name (cvregion.org & cvregion.com)
111		Network Solutions	80	CVRPC website
112		Bit Defender	115	Antivirus license for up to 25 computers
113		Ormsby's Computer Systems	1,079	Acronis Server Backup License 180.15 & Cloud Storage License 899
114		Register.com	470	Domain Gateway
115				
116		Supplies		\$12,734
117	5333	General Office	4,500	
118	5331	Equipment	1,800	Laptops
119	5332	GIS	1,600	
120		Furniture	2,000	Standing desks
121	5335	Subscriptions	1,544	190 Times Argus; 22 Valley Reporter; 240 Constant Contact; 192 Survey Monkey; 300 GoToMeeting; 600 Miro
122	5334	Billable Supplies	1,290	500 transportation field supplies
123				
124	5385	Telephone / Internet		\$7,426
125		Telephone Lease/Service	5,160	Added new line & conference phone
126		Internet Service	1,666	
127		Tablet Data Plan	600	Field services GPS data accuracy
128				

Central Vermont Regional Planning Commission

FY21 Budget

As of 07/06/2020

Total Expenses				\$980,272
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Line Account
No.

129	5390	Travel		\$15,106
130		Administrative	5,000	VAPDA, prof dev & other mtgs
131		ACCD	2,300	Local, regional, and state meetings
132		Community Development	67	Local energy planning
133		Municipal	1,678	Meetings & field work
134		Natural Resources	847	Meetings
135		Public Safety	653	Site visits, meetings, CFM continuing ed requirement
136		Transportation	4,561	TPI 3900
137				

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Reserve Fund

As of 06/30/2020

Reasons for Reserve Fund:

- to ensure the Commission can continue to provide a useful level of services in times of tight budget years;
- to provide for emergency funds, should they be needed; and
- to ensure sufficient funding to close down, should that ever be the case.

Recommendation: **6 months minimum operating expenses**
\$364,323

Current Reserves: **\$111,645** (Interim goal: \$200,000 by 2025 or ~3 months operating expenses)
 \$64,412 Unrestricted/Unassigned - General reserves
 \$0 Unrestricted/Committed - Emergency equipment purchases & other capital expenses
 \$0 Unrestricted/Committed - Accrued compensated absences (Paid Time Off liability)
 \$20,000 Designated - Office Renovation / Relocation
 \$27,233 Designated - FY19 indirect overrecovery

Balance (+/-): **(\$252,678)**

No. Months Reserves: **1.8** Goal: 6 months

Minimum Monthly Expenses:

Total \$60,720

Equipment	\$750
Fringe Benefits	\$11,506
Insurance	\$349
Office Rent/Utilities	\$4,139
Other Expense	\$150
Payroll	\$32,155
Postage	\$171
Printing/Copies	\$415
Prof Services	\$7,271
Software (licenses)	\$876
Supplies	\$1,061
Telephone/Internet	\$619
Travel	\$1,259

Recommendations

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

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT MINUTES
June 15, 2020 Meeting

Present:

☒ Julie Potter
☒ Dara Torre
☒ Gerry D'Amico

☒ Laura Hill-Eubanks
☒ Steve Lotspeich

☐ Michael Gray
☒ Janet Shatney

Staff: Bonnie Waninger, Nancy Chartrand, Grace Vinson, Pamela DeAndrea

Guests: George Clain, Barre Town CVRPC Alternate; Danielle Owczarski, Vermont Department of Environmental Conservation

Call to Order

Chair Hill-Eubanks called the meeting to order at 3:04 pm.

Adjustments to the Agenda

J. Potter requested an update about accountant and budget be added to the agenda.

Public Comment

G. Clain introduced himself and provided comment regarding the Rules of Procedure for the Executive Committee and the Nominating Committee Guidelines adopted at June Board meeting. He suggested that Lines 26-28 in the Nominating Committee Guidelines provided in the Board packet be moved to the Executive Committee Rules of Procedure. Discussion ensued regarding potential for the Chair to be on the Executive Committee for 4 years or more. There are no term limits in the Bylaws; practice has been for the Chair to be elected for two successive one-year terms. When a Chair's second term ends, practice has been for the Chair to transition to an at-large member of Executive for two one-year terms for continuity purposes. Clain suggested the bylaws be updated to state two year terms to codify the practice. Hill-Eubanks noted the Board potentially could look at term limits next year.

Financial Report

B. Waninger advised for FY20 CVRPC should be in a good position closing out the year, which will help to build reserves. She provide an update on the new accountant. The tax issue was addressed and CVRPC is set up a monthly payer. She stated she has more confidence regarding the transition. The accountant is working to get all necessary invoices out. Potter asked whether CVRPC is at risk for non-payment if invoices on any grants/contracts were not out by a certain date. Waninger noted that did happen on some small invoices in 2019 with the previous accountant. Currently, she does not believe CVRPC is at risk; she has communicated to funders that we have changed contractors.

Waninger also advised FY21 budget(s) will be given to the Executive Committee in July. The Agency of Commerce & Community Development recently indicated RPCs appear to be fully funded; this may or may not hold when the Legislature passes the remaining 9-month budget. The Agency of Transportation has not confirmed whether TPI match will change from 10 to 20%. She reminded the Committee the

1 budget may need to re-adjusted due to possibility of funding by State agencies decreasing through the
2 coming year as a result of COVID response.

3 4 **Contract/Agreement Authorization**

5 Dubois & King - Stormwater Services Master Agreement, Addendum 1, Woodbury Stormwater 6 Mitigation Final Designs, Amendment 1

7 Waninger provided additional information as to the need for the amendment. This adjustment amends
8 the scope of work to remove the Educational item for two sites in Woodbury as this was an ineligible
9 contract cost. Also, Southern Windsor Regional Planning Commission requested that design costs for
10 the two sites its funds (Church Street, Fire Station and Post Office) be tracked separately.

11
12 *G. D'Amico moved to approve having the Executive Director sign the contract addendum amendment;*
13 *S. Lotspeich seconded. Motion carried.*

14 15 Watershed Consulting Associates – Stormwater Master Agreement Addendum 1, Berlin 16 Stormwater Final Designs, Amendment 1-

17 Waninger advised that an Addendum means a project has been added to the original Master
18 Agreement. The Amendment relates to obtaining a wetland permit and extends the performance
19 period. P. DeAndrea advised that the Committee should hold off on approving the wetlands permit as
20 obtaining permits is included in the original Addendum. Extending the performance period is necessary.
21 There was a question raised about the figures on Page 3 of the packet where it notes a contract
22 addendum amendment of \$35,925, an increase by \$1,000; a second figure of \$67,883 is shown.
23 Waninger said the first figure (\$35,925) is the value of the Berlin project and the second figure (\$67,883)
24 is the Master Agreement total value. The Master Agreement value assists the Committee to understand
25 the value of all work assigned by contractor under the Master Agreements.

26
27 *G. D'Amico moved to approve having the Executive Director sign the agreement addendum to include*
28 *the performance period extension only; S. Lotspeich seconded. Motion carried.*

29 30 **Basin 14 Basin Plan**

31 Hill-Eubanks advised the Committee is being asked to approve CVRPC comments and plan conformance
32 letter. Significant discussion ensued regarding the comment and recommendation related to smaller
33 municipalities in the Basin not having the resources to implement and enforce local ordinances as
34 outlined in the Plan (such as river corridor protections). There was consensus that the comment should
35 be amended to reflect that the Tactical Basin Plan should recognize that not all municipalities have the
36 capacity to administer programs such as river corridor protections to achieve conformance with the
37 plan. It was also agreed to not include a recommendation related to this comment. There was also
38 agreement to list all comments under one heading of Additional Comments rather than break them up,
39 and to have Chair Hill-Eubanks sign the letter rather than the Executive Director.

40
41 *J. Potter moved to have CVRPC Chair sign the letter for the Regional Planning Commission's comments*
42 *on the Draft Steven, Wells, Waits, Ompompanoosuc & Connecticut River Direct Tactical Basin Plan, with*
43 *changes as discussed. S. Lotspeich seconded. DeAndrea advised Danielle Owczarski, Vermont*
44 *Department of Environmental Conservation was on call if any questions. No questions raised. Motion*
45 *carried.*

Waninger thanked Danielle Owczarski for joining the meeting.

Benefit Programs

Waninger updated the Committee of a retirement error paying a benefit that Personnel Policy does not authorize. The Commission has been offering retirement to all employees. The Personnel Policy notes part-time employees are eligible for pro-rated benefits in one location and notes only full-time employees are eligible for retirement in another location. Waninger asked whether the Commission should terminate the benefit for current employees.

Question was raised if the retirement benefit was pro-rated based on hours. Waninger confirmed it was because it is based on salary. The Committee agreed to continue the benefit in the short-term and requested the item be added to the next meeting's agenda.

Consent Items

J. Shatney moved to approve the consent items as presented; J. Potter seconded. Motion carried.

Confirmation was provided that the next meeting is 7/6, and the Committee would be returning to having one monthly meeting. Mid-month special meetings are no longer required as COVID response.

Adjourn

J. Shatney moved to adjourn at 4:00 pm; D. Torre seconded. Motion carried.

Respectfully submitted,

Nancy Chartrand, Office Manager

**BOARD OF COMMISSIONERS****July 14, 2020 at 6:30 pm*****Remote Participation via GoToMeetings***Join via computer, tablet or smartphone: <https://global.gotomeeting.com/join/552444045>Dial in via phone¹: (872) 240-3212; Access Code: 552-444-045

Download the app at least 5 minutes before the meeting starts:

<https://global.gotomeeting.com/install/552444045>Page **AGENDA****6:30² Adjustments to the Agenda****Public Comments****6:35 Central Vermont Economic Development Corporation Update**, *Jamie Stewart, Executive Director***7:00 Resolution on Complying with Vermont Open Meeting Law** (enclosed)³

Adopt the annual resolution specifying the time and place of regular meetings.

7:05 Clean Water Advisory Committee Letter of Concern, *Amy Hornblas, CWAC Chair* (enclosed)³

Discuss, and potentially act upon, revised letter

7:20 FY21 Budget, *Bonnie Waninger* (enclosed)

Presentation and questions.

7:40 Meeting Minutes – June 9, 2020 (enclosed)³**7:45 Reports** (enclosed)

Update/questions on Staff, Director, and Committee Reports

7:50 Adjournment**Next Meeting: September 8, 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 at least 3 business days prior to the meeting for which services are requested.

¹ Dial-in numbers are toll numbers. Fees may be charged dependent on your phone service.

² Times are approximate unless otherwise advertised.

³ Anticipated action item.