



EXECUTIVE COMMITTEE

November 2, 2020 at 4:00 p.m.

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Page **AGENDA**

4:00² Adjustments to the Agenda

Public Comment

- | | | |
|----|------|--|
| 3 | 4:05 | Vermont Mask Survey, Amy Hornblas (enclosed)
Discussion of survey and potential presentation to the Board. |
| 27 | 4:20 | Financial Report (enclosed)
Discuss unaudited financial reports. |
| 40 | 4:35 | Contract/Agreement Authorization (enclosed) ³
Authorize signature of contracts and agreements. |
| 72 | 4:45 | Policy and Procedure Updates (enclosed) ³
a) Clean Water Advisory Committee Rules of Procedure
b) Transportation Advisory Committee Rules of Procedure |
| 82 | | |
| 86 | 5:00 | Health Insurance, Nancy Chartrand, Office Manager (enclosed) ³
Set CY2021 health insurance benefit. |
| 89 | 5:10 | Municipal Dues (enclosed) ²
Recommend a FY22 municipal dues rate to the Board. |

¹ Dial-in telephone numbers are “Toll” numbers. Fees may be charged to the person calling in dependent on their phone service.

² All times are approximate unless otherwise advertised

Page **AGENDA**

- 92 **5:25 Consent Items** (enclosed)³
 Meeting Minutes – September 24, and October 5, 2020
- 99 **5:30 Commission Meeting Agenda** (enclosed)³
 5:45 Executive Session (provided separately)
 1 V.S.A. § 313(a)(3), Personnel
- 6:00 Adjourn**

Next Meeting: November 30, 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.

Vermont Mask Survey

Fall Report

October, 2020

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SUMMARY

The Vermont Mask Survey was created to gather information about the negative health effects Vermonters are experiencing as a result of wearing masks.

The negative health effects of wearing masks by health care workers has been the subject of many research studies. However, research on the effects of mandating masks among the general public has only just begun. This survey is an initial contribution to these efforts. Being a small sample, this is not a statistical analysis, and more work needs to be done if the magnitude of the problem is to be fully understood.

Data gathered from this survey demonstrates that a number of Vermonters across the state are suffering multiple health difficulties as a result of wearing masks. The survey discovered that among respondents who experience difficulties **every time** they wear a mask: most experience multiple difficulties every time; pre-existing conditions are worsening; and several are not accessing essential services because they cannot wear a mask.

Also, 66% of respondents who experience difficulties **every time** are required to wear a mask at work, and most of them reported working an average of 4 - 5 days per week and between 5 - 8+ hours each day.

While the true extent of the health dangers Vermonters are facing by wearing masks is unknown, these survey results suggest that caution around their use is warranted, and more research needs to be done to assess their safety.

INTRODUCTION

Universal mask use in community settings for disease prevention is a new practice, and there is little evidence to use as guidance related to its potential health risks (Alberta, 2020, p. 2). In the meantime, employees, customers, patients, students, and the general public have been encouraged by state mandates and media messages to wear them in most community settings in Vermont.

If masks are recommended to the general public, The World Health Organization report suggests that decision-makers should continue collecting scientific evidence and “*evaluate the impact (positive, neutral or negative) of using masks in the general population (including behavioral and social sciences).*” (WHO, 2020, p. 8)

The purpose of this study is to begin compiling evidence in order to better evaluate the potential health hazards Vermonters are risking as a result of universal mask recommendations.

METHODS

The survey results were gathered from July through the first week of October, 2020. The survey was advertised using posters (@ 50 total), which were hung up on bulletin boards at locations in 10 Vermont counties during the three months of the survey. Posters directed participants to a website for a downloadable copy of the survey (vtmasksurvey.com). Completed surveys were mailed in or emailed by the participants. Social media and online surveying was avoided to preserve confidentiality and respondent authenticity.

The 7 health difficulties asked about in the survey were based on the “likely disadvantages” most commonly cited in the research (WHO, 2020, p. 8):

1. Headaches
2. Difficulty Breathing
3. Skin Irritation
4. Difficulty Communicating Clearly
5. Physical Discomfort
6. Mental/Emotional Discomfort
7. Difficulty cleaning your hands every time you touch your mask

Participants were asked to report how often they experience each of the difficulties when wearing a mask: *Every Time*, *1/2 the Time*, *Occasionally*, or *Never*.

Other information requested on the survey included the date, county of residence, whether the respondent was required to wear a mask at work, the average number of days a week, average number of hours at a time, and additional comments. Participants could leave any of the answers blank, if they chose.

Negative Impacts of Wearing Masks for Virus Prevention
by Employees and the General Public

Survey Questions
* All Questions are Optional *

1. Today's Date: ____/____/2020

2. County or Town of Residence: _____
(This will help track where the survey has reached)

3. Are you required to wear a mask at work? Yes No N/A

4. Average # of Days a Week Wearing a Mask:
____ 1 Day ____ 2 Days ____ 3 - 4 Days ____ 4 - 5 Days ____ 6 - 7 Days

5. Average # of Hours Wearing a Mask Each Day:
____ 1 hour or less ____ 2 - 4 hours ____ 5 - 7 hours ____ 8 hours ____ 8 + hours

6. On average, how often do you experience the following when wearing a mask:

	Every Time	1/2 of the Time	Occasionally	Never
1. Head-aches				
2. Difficulty Breathing				
3. Skin Irritation				
4. Difficulty Communicating Clearly				
5. Physical Discomfort				
6. Mental/Emotional Discomfort				
7. Difficulty Cleaning Your Hands every time you touch your mask				

7. Additional Comments and Explanations Welcome: (Use additional paper if needed. Please do not include business names or other specifics to keep this survey confidential.)

8. Please initial or sign an "X" to signify that your answers are genuine and represent one Vermont citizen: _____

For more information: vtmasksurvey.com
Send Responses to: Mask Survey, P.O. Box 55, Marshfield, VT 05658 or vtmasksurvey@mail.com
Thank you for your participation!

62 individual survey responses were received. 21 reported experiencing difficulties ***every time*** they wear a mask, 31 ***occasionally***, and 10 ***never***. While a small sample, research suggests that small samples are not necessarily less accurate (Vissar 1996, Saldivar 2012 p. 5 - 6). Also, most direct-delivery surveys can expect a response rate of about 33% (Lindemann, 2019). This survey relied upon a poster campaign, and purposely avoided social media to ensure more local authenticity. Therefore, a response rate of around 1 response per poster was in line with the expectations. The survey will continue through the winter, and there will be a larger sample to report on in the spring.

There were three distinct sets of survey results, each reporting different levels of difficulties. The results are described below:

RESULTS

First Set: Experience Difficulties “Every Time”

The first set was made up of surveys from respondents who reported experiencing difficulties ***every time*** they wear a mask. The arrival dates of the first set were spread throughout the three months of the survey, and were received both online and through the mail. Respondents in this set were from Rutland, Caledonia, Lamoille, and Washington counties.

All of the 21 respondents in this first set reported having difficulty breathing ***every time*** they wear a mask. Three of them reported experiencing all of the 7 difficulties ***every time***. The rest experienced some combination of 3 or more difficulties ***every time***.

Number of Difficulties Experienced *Every Time*:

<i># of Difficulties Experienced “Every Time”</i>	<i># of Respondents</i>
All 7 Difficulties	3
6 Difficulties	1
5 Difficulties	7
4 Difficulties	6
3 Difficulties	4
2 or less	0
TOTAL:	21

Vermont Mask Survey Fall Report

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The most common problem was difficulty breathing (all 21 respondents), with physical and emotional discomfort the second most common. A third of respondents reported experiencing skin difficulties *every time*, yet that complaint also had the highest number of *never* responses.

Number of Responses Per Difficulty:

<u>Type of Difficulty</u>	Every Time	½ of the Time	Occasionally	Never
1. Headaches	8	2	7	4
2. Difficulty Breathing	21			
3. Skin Irritation	7	1	4	8
4. Difficulty Communicating Clearly	16	2	3	
5. Physical Discomfort	17		3	
6. Mental/Emotional Discomfort	17	2	1	
7. Difficulty Cleaning Your Hands every time you touch your mask	14	4	1	1
TOTAL Responses:	100	11	19	13

Most respondents of this set wear a mask an average of 4 - 5 days per week. The two respondents who answered N/A explained in the comment section that they avoid going places where they are required, including the use of public transportation and other essential services.

Average # of Days a Week Wearing a Mask:

<u># of Days</u>	<u># of Respondents</u>
N/A (Avoid places that require them)	2
1 Day	1
2 Days	2
3 – 4 Days	3
4 – 5 Days	10
6 – 7 Days	3
TOTAL:	21

Average # of Hours Wearing a Mask Each Day:

<u># of Hours</u>	<u># of Respondents</u>
N/A	1
1 or Less Hours	4
2 – 4 Hours	3
5 – 7 Hours	5
8 Hours	3
8 + Hours	5
TOTAL:	21

66% respondents reported that they are required to wear a mask at work. Over half of those wearing them for work wear a mask 5 or more days a week, and between 5 and 8+ hours each day. Those who wear one for work reported the highest number of hours per day in this set.

Are You Required to wear masks at work?

YES	14
NO	2
N/A	4

**Of Those Wearing a Mask at Work,
How Many Days per Week:**

<u>Days a Week</u>	<u># of Respondents</u>
2 Days	1
3 – 4 Days	2
4 – 5 Days	9
6 -7 Days	2

**Of Those Wearing a Mask at Work,
How Many Hours per Day:**

<u>Hours Each Day</u>	<u># of Respondents</u>
2 – 4 Hours	2
5 – 7 Hours	4
8 Hours	3
8+ Hours	5

Survey respondents were invited to include additional comments. In the first set, five respondents described the negative impact the masks are having on their pre-existing health conditions, including mental and physical conditions. Two reported feeling light-headed. One stated she is pregnant, and found her blood-oxygen levels drop after wearing a mask.

Additional Comments by Category:

<i>Type of Difficulty</i>	<i>Comments</i>
1. Headaches	<i>every day</i>
2. Difficulty Breathing	<i>very light headed, coughing</i>
3. Skin Irritation	<i>rash on ears, breaking out like a teenager</i>
4. Difficulty Communicating Clearly	<i>elderly do not hear well, throat irritation due to having to talk louder</i>
5. Physical Discomfort	<i>hot, sweating, not enough air</i>
6. Mental/Emotional Discomfort	<i>panic attacks, feel sad, no smile to greet customers</i>
7. Difficulty Cleaning Your Hands	<i>no chance due to work conditions</i>
Pre-existing conditions impacted:	<i>asthma, breathing problems, PTSD, heart condition, pregnancy</i>

Additional Comments: In Their Own Words:

“It is very difficult to cut hair with a mask on my client.”

“As I have asthma, I feel like I am having a panic attack.”

“Get headaches due to sweating non-stop from the mask, don’t sweat when not having hot air on my face from my own breath. Get no fresh air. Rash on my ears.”

“Everyone I talk to has difficult time breathing. Skin irritation. I’m 50+ years old and my face broke out like a 16 year old!”

“Dizziness, shallow breathing, etc...”

“Considering lawsuits.”

“I am pregnant. My blood oxygen level decreases to 94% after wearing a mask.”

“I have breathing issues and get very light headed due to wearing a mask.”

“Behind the shield we can wear [the mask] below the nose, out on the floor it has to be up and over the nose! It’s hot and not clean air!”

“When I have to wear a mask for a longer time (more than 15 minutes), like when grocery shopping, working, hair cut, my heart condition that I had been able to control the past two years with diet and exercise starts to come back. I’m worried this will come back permanently.”

“I have PTSD and it causes me great distress wearing a mask. I am upset about the mask mandate because businesses decline my entry and it makes it harder to get my daily needs done. I don’t have a car and the bus requires a mask so I have to walk everywhere.”

“I apologize for this poorly filled out survey. I cannot wear a mask so I don’t have access to printing services because the library where I go for printing doesn’t allow entry without a mask.”

“Masks make me have coughing fits and then people think I have a cold.”

“I limit where I go so I don’t have to wear one often.”

*“Not leaving the house because of the mask situation.
I get very upset when I have to wear the mask. It makes me very sad.”*

“As an ‘essential worker’ I was instructed by my supervisor to wear a mask... having to speak louder to be heard, which makes my throat raw and sore.”

RESULTS

Second Set:

“Occassionally” or “Never” Experience Difficulties

A second set of surveys was received. These respondents reported experiencing difficulties only ***occassionally*** or ***never***. None of the surveys in this set selected $\frac{1}{2}$ ***of the time*** or ***every time*** for any difficulty.

There were striking similarities among the survey responses in this set. 30 of the 31 surveys arrived by mail with only 5 different post-mark dates on the envelopes, dated between July 16th and August 3rd. The envelopes, signatures, and handwriting had distinct similarities, suggesting a common source. (These similarities did not appear in the first set described above.) Due to these factors, and so that those with more severe difficulties can be weighed distinctly, this second set of responses has been tallied separately.

In the second set of surveys *Cleaning Hands* and *Communicating Clearly* were the most common difficulties identified, with *Difficulty Breathing* and *Mental/Emotional Discomfort* far below in second place. They also reported no skin irritation at all.

SECOND SET- Number of Responses Per Difficulty:

<u><i>Type of Difficulty</i></u>	Every Time	½ of the Time	Occasionally	Never
1. Headaches			1	29
2. Difficulty Breathing			5	25
3. Skin Irritation				30
4. Difficulty Communicating Clearly			14	11
5. Physical Discomfort			3	26
6. Mental/Emotional Discomfort			5	25
7. Difficulty Cleaning Your Hands every time you touch your mask			23	8

All of the responses in the first set of surveys reported 3 or more difficulties ***every time***. However, 80% of the second set of surveys reported only one or two difficulties ***occasionally***.

SECOND SET- Number of Difficulties experienced OCCASIONALLY:

<i># of Difficulties Experienced “Occasionally”</i>	<i># of Respondents</i>
4 Difficulties	1
3 Difficulties	5
2 Difficulties	12
1 Difficulty	13

RESULTS**Third Set:****“Never” Experience Difficulties**

A third set of 10 surveys were received with the response ***never*** selected for each difficulty. The target population of this survey are people who do experience difficulties. Therefore the responses from those who do not experience difficulties were omitted from the tallies.

RESULTS

Evidence of Stigma

The purpose of this survey is to increase understanding. It is rooted in compassion for the vulnerable people in our community. We need to be able to have open dialogue and investigation, especially if we are going to understand the effects across the community. Unfortunately, there are many people who deny the importance, and even the very existence, of the negative effects of wearing masks. The resulting stigma against those who suffer may be causing health issues of its own.

This survey revealed evidence of the stigma in three ways. For one, many posters advertising the survey were removed from community bulletin boards within days of being hung up. Secondly, there seems to have been an attempt to skew the results, as described above with the second set. Finally, 8 responses were received which contained bullying comments and threats, such as these:

I had some discomfort wearing my mask the other day. But then, I realized that healthcare professionals wear masks for 10+ hours a day and have no negative side effects. I also realized... that only uneducated dumbasses like yourselves actually think that they know better than expert scientists and professionals. Accordingly, I realized that my discomfort didn't come from wearing my mask. It came from not knowing who you are so that I can punch your retard face.

You and your group are fucking uneducated pieces of shit. Get corona and die, you inbred motherfuckers.

if you don't wear a mask when you go out then you're a piece of shit period...i hope you feel like shit.

Just Wear the Mask! Don't you care about other people?

Further evidence of this stigma, how it is limiting people's access to services, and testimony about the difficulties experienced by people with pre-existing conditions, can be found on the *No Mask Mandate* petition website (<https://www.change.org/p/governor-phil-scott-no-mask-mandates-in-vermont>). This survey has been signed by nearly 4,000 people who oppose the mandate and feel the decision to wear a mask should be a choice. Several petitioners have left comments on the website confirming the evidence included in this report.

Due to the increased health risks, the Vermont Mask Mandate exempts some people from wearing masks for if they have a medical or developmental condition, or trouble breathing (State of Vermont, 2010). However, there appears to be a stigma that is unnecessarily preventing eligible people from utilizing the exemption, and therefore limiting their safe access to public places.

How much is the stigma itself hurting people psychologically? How many people who should not wear masks are feeling pressured to wear them to avoid confrontations like the ones listed above? How many employers feel compelled to enforce masks on their employees and customers, even when they are aware of the harm they are doing, in order to avoid losing business due to the stigma? Shaming and silencing people does not lead to good health policies. How can we reduce the stigma so that a clear assessment of the issues can be made?

DISCUSSION

Aside from the obvious quality-of-life issues suffered by the survey respondents, there are also serious long-term health consequences associated with the difficulties they describe. The physiological reasons for the symptoms, and their long-term consequences, are not yet understood.

The research available on the health risks of wearing masks has focused on health care professionals and their use of personal protective equipment (PPE) because, up until recently, that has been their primary use. The discomfort associated with the use of masks in the health care setting is well known, and there has been much research on the subject. However, the underlying causes of the symptoms are still under investigation. Pain and discomfort, whatever the causes, are warning signs that our bodies are experiencing stress, and should not be ignored. In a paper titled *The Physiological Burden of Prolonged PPE Use on Healthcare Workers during Long Shifts*, the authors state: “Dizziness is an important warning sign, as it can be caused by dehydration, hyperventilation (gasping for breath), elevated carbon dioxide [CO₂] levels in the blood, low blood sugar, and anxiety, among other things.” (Williams, et al, 2020)

There are problems in trying to relate studies of mask use in the medical field to their use in the general public. Health care professionals are not representative of the general population. People who work in the health care field are adults and their jobs require that they are functionally able-bodied. On the other hand, the general public is made up of people of all ages and abilities.

Medical professionals receive training on proper mask hygiene, work in sterile environments, and have ample access to hand-washing facilities. Understanding contamination issues in public settings, such as restaurants and grocery stores, will require new research.

The types of masks approved for use in the medical field are N-95 masks and surgical masks (OSHA, 2020). Further study will be needed to learn the impacts other types of masks (such as cloth masks and gators) and their use by the general public.

People with pre-existing conditions are known to be at greater risk of suffering health difficulties when wearing masks, and are excluded from studies in the medical field. One study explained their reasons for excluding those people from the study: “*Exclusion criteria [for the study] included any medical or physical symptom/condition that could potentially put subjects at risk from prolonged N95 use, including pregnancy, arrhythmias, hypertension, poorly controlled asthma, history of panic attacks or claustrophobia, and/or seizure disorder.*” (Rebmann, et al, 2013, p. 1219)

What follows are samples of available research addressing the 7 difficulties explored in this study, examples of the types of long-term damage they could be causing, and questions to encourage further study:

1. Headaches:

Only four survey respondents in the first set reported they **never** have headaches.

- a) Headaches are a well known side effect of wearing N95 masks in health care settings, and evidence shows that their frequency increases over time. (Lim et al 2006, Rebmann et al 2013 p. 1221)

- “Most healthcare workers develop de novo [new] PPE-associated headaches or exacerbation of their pre-existing headache disorders.” (Ong, et al 2020, p. 864)
- b) Headaches have been linked to a lack of oxygen in studies of health care workers. “The etiopathogenesis of N95 face-mask-associated headaches could possibly be related to hypoxemia, hypercapnia, mechanical factors or the stress associated with its use.” (Lim et al 2006, p. 201)
 - c) Headaches have been linked to an increase of CO₂ in the blood as a result of wearing masks for extended periods. Other health complications associated with increased CO₂ include: “Nervous system changes (e.g., increased pain threshold, reduction in cognition – altered judgement, decreased situational awareness, difficulty coordinating sensory or cognitive abilities and motor activity, decreased visual acuity, widespread activation of the sympathetic nervous system that can oppose the direct effects of CO₂ on the heart and blood vessels).” (Williams, et al, 2020)
 - d) The Mayo Clinic website lists possible causes, effects, and complications that can develop as a result of daily headaches: “If you have chronic daily headaches, you’re also more likely to have depression, anxiety, sleep disturbances, and other psychological and physical problems.” (Mayo Clinic, 2019)
 - e) Migraine is a debilitating health condition, and it has been linked with other serious health conditions. “Migraine has been perpetually linked to the onset of other conditions (known as comorbidities), which may or may not be a direct manifestation of the migraine process. Some of these can continue into the later stages of life as well.” (Bullock, 2019)

2. Difficulty Breathing:

All of the respondents in the first set reported experiencing difficulty breathing **every time**.

- a) Difficulty breathing is a common complaint in studies of health care workers (Alberta, 2020).
- b) Even though they have been designed for optimal airflow and comfort, N-95’s restrict airflow by 37% (Lee & Wang, 2011).
- c) Due to the breathing difficulties caused by wearing masks, the CDC’s website titled *Considerations for Wearing a Mask* warns: “Cloth face coverings should NOT be placed on children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.” (CDC, 2020)
- d) The Occupational Safety and Health Administration (OSHA) advises that cloth face coverings: “May be used by almost any worker, although those who have trouble breathing or are otherwise unable to put on or remove a mask without assistance should not wear one.” (OSHA, 2020)
- e) Recent research has found evidence of foreign particles and fibers in some of the masks currently in use, and evidence that wearers may be inhaling these particles into their lungs (Borovoy, 2020).
- f) A pilot study on the effects of long-duration wearing of masks found that: “Wearing N95 respirator and surgical facemask would increase the breathing resistance due to the presence of extra layer through the breathing path. An increase of mean resistance during 1.5 hours post mask-wearing period was identified in both sessions, indicating potential change of the upper airway conditions.” (Zhu, et al, 2014, p. 99)
- g) A study on the physiological impacts of N-95’s, concluded: “In healthy healthcare workers, FFR [N95 masks] did not impose any important physiological burden during 1 hour of use, at

realistic clinical work rates, but the FFR dead-space carbon dioxide and oxygen levels were significantly above and below, respectively, the ambient workplace standards, and elevated PCO₂ is a possibility.” (Roberge, et al, 2010)

- h) Research about the causes of difficulty breathing is conflicted. A study of nurses in 2013 found that: “Although physiologic measures of heart rate, O₂, and CO₂ did not reflect a difficulty with gas exchange, nurses reported feeling more short of breath the longer they wore respiratory protection.” (Rebmann, et al, 2013, p. 1221)
- i) Concern that surgeons may be experiencing induced deoxygenation when wearing surgical masks during surgery is a concern among researchers. (Beder, et al, 2008) For this and other reasons, masks with low air-flow resistance which allow surgeons to “breathe freely,” are recommended in a 2019 study titled *Understanding the factors involved in determining the bioburdens of surgical masks*. (Liu, et al, 2019)
- j) Restricted breathing has been linked to permanent damage to the body. For example, restricted breathing experienced by those with conditions such as COPD and asthma has been linked to structural damage in the lungs and changes in immune reactions (Vassilakopoulos, et al, 2004)
- k) As cited in the sources referenced above, people with breathing difficulties are at a greater risk of difficulty and are advised not to wear masks. In Vermont, 11% of adults and 10% of children have asthma (Vt. Dept. of Health, 2012) and about 5% of Vermonters are living with COPD (American Lung Association, 2013, p. 15).
- l) If wearing an N-95 mask has been shown to decrease the oxygen levels of pregnant health care workers, should there be warnings and advice for use of masks by pregnant women in the general population? (Tong, 2015)

3. Skin Irritation:

About a third of respondents in the first set reported **never**, and another third reported **always** experiencing skin irritation.

- a) According to research, adverse skin problems are common (Alberta, 2020) and will occur with long-term PPE use (Hu, et al, 2020).
- b) A recent study of the effects of masks on the skin while used by the general public showed that certain populations are at risk for irritation, particularly the elderly and others with dry skin. (Szepietowski, et al, 2020). It also found that wearing masks causes itchiness in about 20% of wearers, leading to scratching, which “would markedly affect the effectiveness of face masks.”
- c) An article from Johns-Hopkins Medicine titled *Coronavirus: Tips to Avoid “Maskne” Skin Irritation* describes this common problem, who is most vulnerable, and includes suggestions such as not wearing masks treated with formaldehyde and other allergens, and when to seek medical treatment. (Chien, 2020)
- d) Besides formaldehyde, other allergens have been found in surgical masks that can cause irritation on the skin and ears (Badri, 2017).
- e) The Mayo Clinic warns prolonged skin irritation can cause infections and scarring, loss of sleep, and depression. They suggest the irritant should be avoided, and that treatment should be sought if irritation persists (Mayo, 2020).
- f) As mentioned in the studies above, people with pre-existing skin conditions are more likely to suffer when wearing a mask. About 1 in 4 Americans are impacted by skin disease (AADA 2020).

4. Difficulty Communicating Clearly

All of the respondents in the first set reported some level of difficulty with communication.

- a) Communication difficulties are a known hazard of using PPE, and is a common question in research studies (Rebmann, 2013).
- b) In a study titled *The negative impact of wearing personal protective equipment on communication during coronavirus disease 2019*, communication was found to be negatively effected, resulting in miscommunication and other issues. “Where attempts to deliberately raise voice volume or shout through PPE were simulated, understanding significantly improved as expected. The raising of voice for prolonged periods may lead to issues with voice strain and abuse, in addition to frustration or miscommunication.” (Hampton, et al, 2020, p. 4)
- c) The recent universal use of face masks are proving to be devastating to those with hearing loss, and is causing increased isolation and other problems (Chodosh et al 2020, Tagupa 2020). For example, people with hearing loss are experiencing difficulties communicating with their medical care providers, leading to health concerns (Goldin, 2020).
- d) How are people with other conditions which impact communication, such as developmental disabilities, being effected?
- e) Learning to interpret other’s non-verbal communication (especially facial expressions), and communicate with others is an important developmental skill children are acquiring (Halberstadt, et al, 2013). What are the long-term effects going to be from denying children this opportunity at key stages of their development?

5. Physical Discomfort

Respondents reported feeling dizzy, hot, pain behind their ears, and throat pain.

- a) Masks have been shown to cause increases in heart rate, overheating, itchiness, general fatigue and feeling unfit, and other sensations in health care workers (Li, et al, 2005).
- b) Among surgeons working in air-conditioned operating rooms “...it is known that heat and moisture trapping occur beneath surgical masks...” (Beder, et al, 2008, p. 122) Should there be limits on requiring their use in occupational settings where workers already experience heat strain, such as commercial kitchens?
- c) Chronic pain (persistent or recurrent pain that lasting longer than 3 months) (Treede et al 2015) has been shown to cause negative social and biological impacts (Silva & Rieger, 2008), and can even impact the sufferer’s family (Dueñas, et al, 2016). Does the chronic pain experienced when wearing masks have the potential to cause the same social and biological problems?

6. Mental/Emotional Discomfort

Nearly all the respondents in the first set reported mental and emotional discomfort **every time**.

- a) Studies of medical personnel wearing masks have found a number of common complaints that could contribute to mental and emotional discomfort: “Subjective symptoms related to wearing an N95 included nausea, headache, light headedness, visual difficulties, shortness of breath, palpitations, confusion, and difficulty communicating.” (Rebmann, et al, 2013)
- b) When we are under stress, particularly due to remembering a past trauma, our heart beat and breathing rate increases, and our bodies use extra oxygen (Kolk, 2014, p. 42 & 270). How does wearing a mask impede our body’s ability to meet these extra demands?

- c) There are several members of the community who are likely to feel anxiety when their face is covered and breathing restricted. For example, between 3% and 10% of women in our country have experienced strangulation, about 1% in the past year alone (Sorenson, et al, 2014).
- d) If parity for mental health issues is a value we are working towards in Vermont (8 V.S.A. § 4089b), how do we weigh the fact that a significant portion of the population is likely to experience disabling effects (such as anxiety attacks) when wearing masks?
- e) We know that chronic stress can have damaging effects on the immune system (Silva & Rieger, 2008). How does the chronic stress caused by masks affect the body's ability to stay healthy and fight disease?
- f) If masks have been shown to impact doctor/patient relations, leading to a sense of less empathy and connection (Wong, et al, 2013), what does bringing this experience into the community do to our other relationships?
- g) Previous research on aggression shows that wearing masks decreases empathy and increases people's willingness to use violence. There is concern that their universal use is currently causing an increase of aggression (Grossman, 2020).
- h) To many, seeing masks in the community are a constant reminder to be afraid (Neilson, 2020). How does this response affect the incidence of anxiety problems and their related health issues?

7. Difficulty cleaning your hands every time you touch your mask

Difficulty cleaning hands was, far and above, the most common complaint in the second set of surveys.

"Be aware that masks can become contaminated on the outside. Avoid moving or adjusting the mask. Assume the mask has been contaminated and take proper precautions.

Critically, if you wear a mask, you must wash your hands before putting it on, as well as before and after taking it off.

Cloth masks should be worn only a short time, as there is some evidence that they can trap virus particles after they become damp, which may put the wearer at greater risk.

For those choosing to wear non-medical masks, it may be prudent to carry a bag with several clean masks in it, as well as a plastic bag that can be used to safely store used masks until they can be washed at home.

It is critical that used masks be carefully handled to avoid spreading infection to others."

- Alberta Health Services, COVID-19 Scientific Advisory Group (2020)

- a) Difficulties washing hands was experienced by more survey respondents than any other issue, suggesting that proper hand hygiene is rarely able to happen in community settings.
- b) Improper mask hygiene poses a serious risk, and this message has been made clear in public education efforts. (Alberta 2020, CDC # 1 & #3 2020, Klompas 2020, Desai & Mehrotra 2020, Nebraska Medicine 2020, WHO 2020 p. 6). For example, the CDC recommendations include: "Don't put the mask around your neck or up on your forehead. Don't touch the mask, and, if you do, wash your hands or use hand sanitizer to disinfect." (CDC #1, 2020)
- c) The research supporting the need for proper mask hygiene comes from mask use in the medical field. For example, mask use has been shown to increase the rate of influenza like illness (ILI) among health care workers due to the moisture retention, reuse of cloth masks, and poor filtration (MacIntyre, et al, 2015). Surgical masks worn during surgical procedures are known sources of contamination, and there is concern that surgeons are not always following

the proper procedures, including re-use of masks: “People often tend to skip steps in daily routines, even in important fields such as surgery.” (Liu, et al, 2019).

- d) Education is necessary if masks are to be used properly. “Educate patients, visitors, and HCP about the importance of performing hand hygiene immediately before and after any contact with their facemask or cloth face covering.” (CDC #2, 2020)
- e) How is mask hygiene practiced currently, in the general public? A recent survey of 2,315 students in Poland found “some practices among young people could be regarded as inappropriate. This can lead to decreased efficacy of face protection and eventual spread of viral infection. Therefore, we believe that our results might be of value in construction of general public education campaigns on the proper use of face masks...” (Matusiak, et al, 2020, p. 3)
- f) Vermont public health officials are not role modeling proper mask hygiene, or tracking use of masks to determine the level of infection associated with them (CCTV, 2020, 58 - 104 minutes).
- g) Improper hand hygiene can spread many dangerous diseases in food service settings (ServeSafe, 2008). How is the current use of masks by staff and customers in restaurants contributing to hand contamination and the incidence of food-borne illnesses?

CONCLUSION

Mask wearing in community settings is a new health practice, and it is being universally implemented in Vermont. Fully understanding its effects is crucial to assessing its effectiveness and safety. This survey provides evidence that the use of masks in Vermont is causing a number of citizens to suffer. The potential of long-term mental and physical health consequences is a valid concern, demonstrated clearly in the research.

This report raises a number of questions, such as:

- What percentage of the population is suffering to the same degree as the survey respondents?
- Aside from the quality of life issues, are the health difficulties they are experiencing also causing long-term health impacts?
- Are some segments of the population suffering disproportionately, such as children, the elderly, or the working-class?
- How many people are unable to leave their jobs due to financial reasons, even though wearing a mask for work is causing severe health difficulties?
- How are people with pre-existing conditions being affected?
- Should warnings be given about the health risks, especially for vulnerable populations, such as those who are pregnant or have pre-existing conditions?
- How many people are wearing masks, even though their conditions (such as difficulty breathing) exempt them from doing so?
- If SARS-CoV-2 is more likely to cause serious harm to a person who has pre-existing health conditions, then does worsening these conditions actually increase their risk of infection?
- How can we address the stigma against those who cannot wear masks?
- How many incidents of communicable diseases are being caused by improper mask hygiene?
- How is immune system function impacted by the physical and psychological stress endured?
- How much do these negative impacts undermine the community’s overall resistance to disease?

May we work together as a Vermont community to address these questions.

AUTHOR

Amy Hornblas, BA

FUNDING: None.

CONFLICT OF INTEREST: There are no potential conflicts of interest.

About the Author: Amy Hornblas is a licensed health educator in Vermont. She received a BA in Community Health in 1994. She has experience educating people of all ages and abilities. Areas of expertise include: disease prevention, nutrition, addiction, effects of trauma, violence-prevention, media literacy, and the development and use of assessment tools.

The *Vermont Mask Survey Fall Report* is published on the website: vtmasksurvey.com

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Central Vermont Regional Planning Commission

MEMO

Date: October 30, 2020
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Financial Report as of 09/30/20

FY20 Summary: CVRPC's accountant continues working to finalize 06/30 invoices, complete journal adjustments, and perform final review of transactions prior to audit. As of 10/27/20, CVRPC's net income for FY20 is \$165,838.24.

FY21 Summary: CVRPC continues to implement its five-year plan to improve its financial position successfully. As of 10/27/20, CVRPC's net income as for the three months ended September 30, 2020 is \$108,606. The fiscal year to date net income is in line with expectation. In FY20, CVRPC had a YTD surplus of \$95,979.63 through 9/30/2019.

Balance Sheet

- **Assets** – Billing is substantially complete through 6/30. Some invoices are in the review and finalization process. Aging receivables are at \$415,892, which is high for CVRPC. Operating cash is \$132,225. CVRPC works to maintain at least \$100,000 in operating funds for cash flow purposes. A balance of \$60,000 would be of concern.
- **Current Liabilities** –
 - CVRPC maintained an average payable balance.
 - Accrued vacation and compensatory time balances are \$21,201 and \$9,280, respectively. The Director's comp time accrual remained robust through the completion of the Working Communities project.
 - ACCD Deferred Income for FY21 is shown as \$65,533. It does not appear to have been adjusted for July – Sept expense, which were \$67,891. Other Deferred Income is from the Barre Town Road Erosion Inventory advance, of which \$6,660.05 remains as of 9/30/2020.
- **Equity** – All of the Working Communities designated funds item have been utilized.
- **Net Income** of \$108,606 primarily reflects retainage of Town Dues earned in July 2020.

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

- *Revenues* – CVRPC anticipates ~\$1,600 in carry forward funds for ACCD funds from FY20 to FY21. Miscellaneous Incomes includes a \$5,000 donation. Three months into the fiscal year, total revenue stands at 31% earned, exceeding budget projection of 25% (3 months out of 12 months).
- *Expenses* –The salaries budget, CVRPC’s largest expense, is in line with budget at 24%. Overall expenses are in line with budget at 21% of budgeted expenses.

Financial Statement Acronyms & Abbreviations Guide

604b	Clean Water Planning funds originating in Section 604b of the federal Clean Water Act
ACCD	Vermont Agency of Commerce and Community Development
CCRPC	Chittenden County Regional Planning Commission
CTAA	Community Transportation Association of America
CW	Clean Water
DEC	Vermont Department of Environmental Conservation
DPS	Vermont Department of Public Safety
DCRA	Dependent Care Reimbursement Account
EAB	Emerald Ash Borer
EMPG	Emergency Management Performance Grant
EPA	US Environmental Protection Agency
ERP	Ecosystem Restoration Program
HMGP	Hazard Mitigation Grant Program
LCBP	Lake Champlain Basin Program
LGER	Local Government Expense Reimbursement
LEMP	Local Emergency Management Plan
LEPC SERC	Local Emergency Planning Committee 5’s State Emergency Response Commission
LHMP	Local Hazard Mitigation Plan
MPG	Municipal Planning Grant
MOA	Memorandum of Agreement (disaster response and recovery assistance)
NEIWPC	New England Interstate Water Pollution Control Commission
QAPP	Quality Assurance Project Plan
SW	Stormwater
SWCRPC	Southern Windsor County Regional Planning Commission
TPI	VTrans Transportation Planning Initiative

VAPDA	Vermont Association of Planning & Development Agencies (RPCs together)
VOBCIT	Vermont Online Bridge & Culvert Inventory Tool
VDT	Vermont Department of Taxes
VEM	Vermont Emergency Management
WBRD	Wrightsville Beach Recreation District
WCA P3	Watershed Consulting Associates public private participation (to identify parcels to which the 3-acre stormwater rule will apply)

2:45 AM
10/27/20
Accrual Basis

Central Vermont Regional Planning Commission
Balance Sheet
As of September 30, 2020

	Sep 30, 20
ASSETS	
Current Assets	
Checking/Savings	
1001 · Community National Bank	132,224.97
1009 · Northfield Savings - Reserve	136,711.44
Total Checking/Savings	268,936.41
Accounts Receivable	
1200 · Accounts Receivable	415,891.87
Total Accounts Receivable	415,891.87
Total Current Assets	684,828.28
Fixed Assets	
1501 · Equipment	50,203.31
1502 · Equipment - Accum. Depreciation	-40,880.63
Total Fixed Assets	9,322.68
Other Assets	
1301 · Prepaid Expenses	15,633.75
1320 · Deposits	4,415.00
Total Other Assets	20,048.75
TOTAL ASSETS	714,199.71
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	39,649.36
Total Accounts Payable	39,649.36
Credit Cards	
2010 · Peoples United Bank Visa	111.88
Total Credit Cards	111.88
Other Current Liabilities	
2102 · Accrued Vacation	21,201.21
2103 · Accrued Compensatory Time	9,279.95
2200 · Deferred Income	
2201 · ACCD	65,533.22
2203 · LEPC #5 Old Funds	1,791.04
2200 · Deferred Income - Other	6,660.05
Total 2200 · Deferred Income	73,984.31
2304 · Dependent Care Deductions	1,396.30
2306 · Pension Liability- Edward Jones	5,806.36
Total Other Current Liabilities	111,668.13
Total Current Liabilities	151,429.37
Total Liabilities	151,429.37

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Accrual Basis

Central Vermont Regional Planning Commission
Balance Sheet
As of September 30, 2020

	<u>Sep 30, 20</u>
Equity	
3100 · Unrestricted Net Position	
3150 · Designated for High Meadows	775.25
3100 · Unrestricted Net Position - Other	<u>277,291.83</u>
Total 3100 · Unrestricted Net Position	278,067.08
3300 · Invested in Fixed Assets	10,519.92
3900 · Retained Earnings	165,577.24
Net Income	<u>108,606.10</u>
Total Equity	<u>562,770.34</u>
TOTAL LIABILITIES & EQUITY	<u><u>714,199.71</u></u>

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Central Vermont Regional Planning Commission
Executive Committee
 As of September 30, 2020

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	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
ACCD							
ACCD 20							
Core	13.49	-	-	-	-	13.49	
Municipal Training	38.21	-	-	-	-	38.21	
ACCD 20 - Other	-	-	-	-	13,481.90	13,481.90	
Total ACCD 20	51.70	-	-	-	13,481.90	13,533.60	Journal entry needed for clean up
ACCD 21							
Core	9,953.12	7,725.91	-	9,000.24	-	26,679.27	
Municipal Planning	12,986.32	8,647.54	-	5,348.22	-	26,982.08	
Municipal Training	622.87	-	-	787.05	-	1,409.92	
Regional Planning/Act 250 Sec 248	1,789.11	1,415.66	-	1,827.59	-	5,032.36	
Total ACCD 21	25,351.42	17,789.11	-	16,963.10	-	60,103.63	Advance and retainage to be applied
CNU Housing Bylaw	-	-	-	-	171.55	171.55	Contract for stipend; AJE for overage to ACCD
Total ACCD	25,403.12	17,789.11	-	16,963.10	13,653.45	73,808.78	
Bennington County Regional Commission - C							
Energy Implementation	6,382.14	1,250.25	-	984.89	-	8,617.28	Receivable includes invoice for \$4,875 advance and CVRPC's actual costs. When payment is received, advance invoice will be removed and payment applied to actual cost invoices.
Total Bennington County Regional Commission - C	6,382.14	1,250.25	-	984.89	-	8,617.28	
Berlin							
Berlin Better Roads FY 20	-	-	-	-	7,079.00	7,079.00	Invoice at project end; project completed 10/30/20
Total Berlin	-	-	-	-	7,079.00	7,079.00	
Cabot							
MPG Cabot Trail Planning	-	-	-	-	15,320.40	15,320.40	Paid 10/05/20
Total Cabot	-	-	-	-	15,320.40	15,320.40	
Clean Water Act CCRPC							
Clean Water							
Implementation	519.35	-	145.99	335.89	808.73	1,809.96	
Oversight	142.99	-	48.66	121.58	162.62	475.85	
Tactical Basin Planning	170.32	-	510.96	1,071.56	1,809.42	3,562.26	
Total Clean Water	832.66	-	705.61	1,529.03	2,780.77	5,848.07	Apr-Jun invoices (\$4,309.80) sent 09/30/202
Total Clean Water Act CCRPC	832.66	-	705.61	1,529.03	2,780.77	5,848.07	
Department of Environmental Conservation							
Moretown Elem SW Final Design	22.83	1,133.31	-	97.32	2,532.19	3,785.65	Product based; costs thru Aug (\$3,762.79) submitted 10/20/20
Woodbury Elem/Fire	155.50	188.17	-	79.66	5,302.17	5,725.50	Product based; costs thru June (\$5,302.17) ready to submit
Total Department of Environmental Conservation	178.33	1,321.48	-	176.98	7,834.36	9,511.15	

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Central Vermont Regional Planning Commission
Executive Committee
 As of September 30, 2020

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	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
Department of Public Safety							
EMPG Supplemental							
COVID Response	18.42	-	-	-	-	18.42	
Planning	31.50	-	-	-	-	31.50	
WiFi	862.05	856.51	-	-	-	1,718.56	
Total EMPG Supplemental	911.97	856.51	-	-	-	1,768.48	Awaiting contract; then will invoice thru 9/30/2020
LHMP Montpelier & Calais	326.48	404.40	-	591.78	1,962.61	3,285.27	
Total Department of Public Safety	1,238.45	1,260.91	-	591.78	1,962.61	5,053.75	
EMPG							
EMPG 19							
COVID	92.68	951.03	-	2,165.56	17,259.82	20,469.09	
LEMP	-	93.00	-	155.00	1,590.38	1,838.38	
Response	-	-	-	15.51	1,822.02	1,837.53	
Technical Assistance	859.77	850.39	-	1,648.39	17,231.02	20,589.57	
Total EMPG 19	952.45	1,894.42	-	3,984.46	37,903.24	44,734.57	Invoice sent on 10/31/20
Total EMPG	952.45	1,894.42	-	3,984.46	37,903.24	44,734.57	
Fayston	-	-	-	-	1,668.75	1,668.75	Dues; typically pays ~45 days; following up
Forest Parks and Recreation							
Forest Integrity	462.31	39.76	-	877.27	3,497.92	4,877.26	Paid \$3,969.35 on 10/30/20
Forest Parks and Recreation - Other	18.42	-	-	-	-	18.42	Error; has been corrected
Total Forest Parks and Recreation	480.73	39.76	-	877.27	3,497.92	4,895.68	
LEPC SERC							
LEPC 20	893.22	780.02	-	607.42	3,199.80	5,480.46	
LEPC 21	31.00	77.51	-	-	-	108.51	
Total LEPC SERC	924.22	857.53	-	607.42	3,199.80	5,588.97	All but Current approved by LEPC; submission to SERC outstanding.
Marshfield							
Marshfield Better Roads FY 20	18.82	-	-	-	905.00	923.82	
Total Marshfield	18.82	-	-	-	905.00	923.82	Invoice at project end, 12/31/2020
Misc Income	-	-	-	-	500.00	500.00	Research in progress; anticipate payment was miscredited
NEIWPCC							
Berlin SW Final Design							
Task 2 - Kickoff Meeting & 60 Percent Des	-	-	-	-	18,030.32	18,030.32	
Task 3 - 90 Percent Designs	-	-	-	-	10,557.90	10,557.90	
Task 4 - 100 % Designs & Final Budg	-	-	-	-	12,104.87	12,104.87	
Total Berlin SW Final Design	-	-	-	-	40,693.09	40,693.09	
Total NEIWPCC	-	-	-	-	40,693.09	40,693.09	Final invoice sent on 10/05/20

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Central Vermont Regional Planning Commission
Executive Committee
 As of September 30, 2020

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	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
Northwest Regional Comm'n							
Municipal Grants in Aid							
FY20	621.19	-	-	-	-	621.19	
Municipal Grants in Aid - Other	2,249.06	2,173.14	-	2,050.64	8,370.45	14,843.29	
Total Municipal Grants in Aid	2,870.25	2,173.14	-	2,050.64	8,370.45	15,464.48	Paid \$7,739.21 on 10/28/20; at risk for non-payment due to municipalities not constructing projects
Total Northwest Regional Comm'n	2,870.25	2,173.14	-	2,050.64	8,370.45	15,464.48	
Orange							
Orange Better Back Roads FY18	-	-	-	-	6,617.68	6,617.68	Sent 1/31/2020. Spoke with Town Clerk this week; payment anticipated within two weeks.
Total Orange	-	-	-	-	6,617.68	6,617.68	
Plainfield							
Better Roads FY20	31.50	-	-	-	-	31.50	Invoice at project end, 12/31/2020
Plainfield - Other	-	-	-	-	1,575.00	1,575.00	Dues - typically pays in 60 days; following up
Total Plainfield	31.50	-	-	-	1,575.00	1,606.50	
Southern Windsor Regional Comm'n							
Berlin Town Office Stormwater D/I Block Grant	442.46	-	-	-	-	442.46	Error; was corrected to credit to DIBG below
Berlin Town Office Construction	1,254.01	-	1,015.18	121.58	-	2,390.77	\$121.58 approved to send; remainder awaiting invoicing
Woodbury/Calais Program Delivery	1,326.33	-	501.36	1,021.66	1,661.50	4,510.85	\$2,683.16 approved to send; remainder awaiting invoicing
Total D/I Block Grant	2,580.34	-	1,516.54	1,143.24	1,661.50	6,901.62	
Total Southern Windsor Regional Comm'n	3,022.80	-	1,516.54	1,143.24	1,661.50	7,344.08	
Vermont Dept of Taxes							
LGER	32,876.20	11,276.49	-	-	-	44,152.69	
Total Vermont Dept of Taxes	32,876.20	11,276.49	-	-	-	44,152.69	Invoice sent 10/30/20
VTrans							
TPI							
TPI Admin	2,575.96	2,836.59	-	2,889.04	7,914.58	16,216.17	
TPI Coordination	4,327.09	1,469.74	-	3,576.30	6,322.61	15,695.74	
TPI Long Range	2,607.07	2,727.15	-	1,855.20	6,991.62	14,181.04	
TPI Other Watershed	1,018.96	1,200.04	-	1,980.90	(3,458.58)	741.32	
TPI Project Develop	546.95	615.83	-	402.39	1,231.07	2,796.24	
TPI SRP	18,478.38	8,159.17	-	4,593.46	6,121.36	37,352.37	
Total TPI	29,554.41	17,008.52	-	15,297.29	25,122.66	86,982.88	Invoices submitted through August (\$32,305.81)
VTrans - Other	-	-	-	(0.01)	-	(0.01)	Rounding difference to be adjusted
Total VTrans	29,554.41	17,008.52	-	15,297.28	25,122.66	86,982.87	

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Central Vermont Regional Planning Commission
Executive Committee
 As of September 30, 2020

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	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
Waitsfield							
Road Erosion Inventory	15.06	1,206.30	-	2,501.24	-	3,722.60	Invoice at project end, 12/31/20
Total Waitsfield	15.06	1,206.30	-	2,501.24	-	3,722.60	
Washington							
Washington Better Roads FY 20	52.71	22.57	-	5,829.58	278.28	6,183.14	Invoice at project end, 12/31/2020
Washington - Other	-	-	-	-	1,272.50	1,272.50	Dues - pays ~Jan 1 annually
Total Washington	52.71	22.57	-	5,829.58	1,550.78	7,455.64	
Waterbury							
Waterbury Better Roads FY 20	-	-	-	-	7,835.60	7,835.60	Project completed in Oct; ready to invoice
Total Waterbury	-	-	-	-	7,835.60	7,835.60	
Watershed Consulting_							
WCA P3 Acre							
1. Coor/Site Selection	-	-	-	-	470.42	470.42	
3. Engage/Outreach	-	24.33	-	-	1,389.73	1,414.06	
4. Mtg Coor	22.83	-	-	-	-	22.83	
Total WCA P3 Acre	22.83	24.33	-	-	1,860.15	1,907.31	
Total Watershed Consulting_	22.83	24.33	-	-	1,860.15	1,907.31	Final invoice changes remain in progress
Williamstown							
Local HMP	-	-	-	283.26	762.00	1,045.26	\$672 balance due when VEM issues APA; considerably over budget (staff change) Invoice sent 7/1. 9/24 inquired via phone & resent invoice.
Williamstown Better Back Roads FY18	-	-	-	-	7,513.85	7,513.85	Inquired 2nd time.
Total Williamstown	-	-	-	283.26	8,275.85	8,559.11	
TOTAL	104,856.68	56,124.81	2,222.15	52,820.17	199,868.06	415,891.87	

Paid Time Off Liability Balances

As of September 30, 2020

COMPENSATORY TIME

Employee	Pay Rate	Hours	Current Value	Maximum Hours ¹	Maximum Accrual ¹
Andrews, A.	21.11	1.00	\$ 21.11		
Chartrand, N.	25.50	8.62	\$ 219.81		
DeAndrea, P.	27.75	0.25	\$ 6.94		
Juodisius, E.	13.00	0.00	\$ -		
Maia, Z	22.07	0.00	\$ -		
Rock, Clare	32.92	9.25	\$ 304.51		
Vinson, Grace	23.08	0.00	\$ -		
Waninger, B.	42.47	205.50	\$ 8,727.59		
		224.62	\$ 9,279.95		

SICK LEAVE

Employee	Pay Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Andrews, A.	21.11	160.79	\$ 3,394.28	360	\$ 7,599.60
Chartrand, N.	25.50	151.80	\$ 3,870.90	169	\$ 4,299.30
DeAndrea, P.	27.75	17.75	\$ 492.56	360	\$ 9,990.00
Maia, Z.	22.07	117.00	\$ 2,582.19	136	\$ 3,001.52
Rock, Clare	32.92	128.75	\$ 4,238.45	205	\$ 6,761.77
Vinson, Grace	23.08	49.75	\$ 1,148.23	80	\$ 1,846.40
Waninger, B.	42.47	360.00	\$ 15,289.20	360	\$ 15,289.20
		985.84	\$ 31,015.81	1,670	\$ 48,787.79

VACATION LEAVE

Employee	Pay Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Andrews, A.	21.11	260.24	\$ 5,493.67	280	\$ 5,910.80
Chartrand, N.	25.50	107.14	\$ 2,732.07	112	\$ 2,856.00
DeAndrea, P.	27.75	61.99	\$ 1,720.22	200	\$ 5,550.00
Maia, Z	22.07	40.70	\$ 898.25	118	\$ 2,596.98
Rock, Clare	32.92	20.17	\$ 664.00	160	\$ 5,267.20
Vinson, Grace	23.08	51.95	\$ 1,199.01	68	\$ 1,561.82
Waninger, B.	42.47	200.00	\$ 8,494.00	200	\$ 8,494.00
		742.19	\$ 21,201.21	1,137	\$ 32,236.80

SUMMARY

	Current	Maximum
Total Paid Time Off Liability	\$ 61,496.97	\$ 90,304.54
Maximum versus Current Difference	\$ 28,807.57	Percent of Max 68%

¹No maximum. Compensatory Time is based on hours worked in excess of regularly scheduled hours. The Personnel Policy discusses monitoring of compensatory time.

²Maximum hours depicted reflect the maximum an employee could have earned based on years of employment and employment status (FT or PT).

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Accrual Basis

Central Vermont Regional Planning Commission
Profit & Loss Budget vs. Actual
July through September 2020

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · ACCD				
4101 · ACCD Direct	60,155.33	269,323.00	(209,167.67)	22.34%
4102 · ACCD Match	-			
4100 · ACCD - Other	-	-	-	0.0%
Total 4100 · ACCD	60,155.33	269,323.00	(209,167.67)	22.34%
4200 · Community Development				
4201 · BCRC Regional Energy Plan	8,617.28	4,875.00	3,742.28	176.77%
4200 · Community Development - Other	-	5,000.00	(5,000.00)	0.0%
Total 4200 · Community Development	8,617.28	9,875.00	(1,257.72)	87.26%
4300 · Fee for Services				
4302 · Cross VT Trail	-	1,200.00	(1,200.00)	0.0%
4304 · GIS Mapping	-	700.00	(700.00)	0.0%
4308 · WBRD Admin	2,000.00	4,000.00	(2,000.00)	50.0%
4300 · Fee for Services - Other	-	-	-	0.0%
Total 4300 · Fee for Services	2,000.00	5,900.00	(3,900.00)	33.9%
4400 · Municipal Contracts				
4403 · Better Back Roads	5,955.18	40,162.00	(34,206.82)	14.83%
4404 · Cabot Trails MPG 19	-			
4409 · Local Hazard Mitigation Plans	283.26			
4415 · Waitsfield Road Erosion Invent.	3,722.60			
4430 · BT Road Erosion Inventory	6,339.95			
4400 · Municipal Contracts - Other	-	10,546.00	(10,546.00)	0.0%
Total 4400 · Municipal Contracts	16,300.99	50,708.00	(34,407.01)	32.15%
4500 · Natural Resources				
4501 · 604B Water Planning	3,636.00	4,760.00	(1,124.00)	76.39%
4505 · DEC Woodbury SW Final Design	-	25,938.00	(25,938.00)	0.0% Error; s/b 4520
4506 · Forest Integrity	926.33	44,442.00	(43,515.67)	2.08%
4512 · NEIWPCC Berlin SW Final Design	-	300.00	(300.00)	0.0%
4515 · SWCRPC Clean Water Block Grant	-	119,242.00	(119,242.00)	0.0% Error; s/b 4519
4516 · Tactical Basin Planning	1,538.27	15,122.00	(13,583.73)	10.17%
4518 · WCA PublicPrivatePartnership-P3	47.16	5,510.00	(5,462.84)	0.86%
4519 · SWCRPC Design Imp. Block Grant	4,539.34			
4520 · DEC Woodbury Elem/Fire SW F.D	423.33			
4521 · DEC Moretown School SW Fin Des	1,253.46			
4500 · Natural Resources - Other	-	36,210.00	(36,210.00)	0.0%
Total 4500 · Natural Resources	12,363.89	251,524.00	(239,160.11)	4.92%
4600 · Public Safety				
4602 · EMPG	6,831.33	48,938.00	(42,106.67)	13.96%
4607 · LEPC SERC	2,389.17	20,378.00	(17,988.83)	11.72%
4609 · DPS Local Hazard Mitig. Plans	1,322.66	13,118.00	(11,795.34)	10.08%
4611 · VEM Emergency Operation MOA	-	1,200.00	(1,200.00)	0.0%
4615 · DPS EMPG	1,768.48			Error; s/b 4602
4620 · VDT LGER	44,152.69			
Total 4600 · Public Safety	56,464.33	83,634.00	(27,169.67)	67.51%

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Accrual Basis

Central Vermont Regional Planning Commission
Profit & Loss Budget vs. Actual
July through September 2020

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
4700 · Town Dues (Parent)				
4701 · Town Dues	79,875.00	79,875.00	-	100.0%
Total 4700 · Town Dues (Parent)	79,875.00	79,875.00	-	100.0%
4800 · Transportation				
4803 · Grants in Aid	7,094.03	26,080.00	(18,985.97)	27.2%
4804 · TPI	61,860.22	232,808.00	(170,947.78)	26.57%
Total 4800 · Transportation	68,954.25	258,888.00	(189,933.75)	26.64%
4900 · Other Income				
4901 · Interest Income	66.85	10.00	56.85	668.5%
4950 · Salaries To Be Allocated	-			
4955 · Indirect To Be Allocated	-			
4960 · Expenses To Be Allocated	-			
4999 · Miscellaneous Income	5,000.00	475.00	4,525.00	1,052.63%
Total 4900 · Other Income	5,066.85	485.00	4,581.85	1,044.71%
Total Income	309,797.92	1,010,212.00	(700,414.08)	30.67%
Gross Profit	309,797.92	1,010,212.00	(700,414.08)	30.67%
Expense				
5000 · Wages and Fringe Benefits				
5001 · Personnel	91,830.96	400,403.00	(308,572.04)	22.94%
5100 · Fringe Benefits				
5101 · FICA	8,300.66			
5110 · Health Insurance	24,518.28			
5115 · Life Disability Insurance	573.03			
5120 · Pension Plan - Edward Jones	3,369.07			
5125 · Technology Stipend	694.00			
5130 · Unemployment Comp	-			
5135 · Workmen's comp	(9.00)			
5100 · Fringe Benefits - Other	-	148,883.00	(148,883.00)	0.0%
Total 5100 · Fringe Benefits	37,446.04	148,883.00	(111,436.96)	25.15%
5000 · Wages and Fringe Benefits - Other	-	-	-	0.0%
Total 5000 · Wages and Fringe Benefits	129,277.00	549,286.00	(420,009.00)	23.54%
5200 · Professional Services				
5201 · Accounting	15,000.00	65,000.00	(50,000.00)	23.08%
5202 · Audit	-	7,950.00	(7,950.00)	0.0%
5203 · IT/Computer	500.00	3,700.00	(3,200.00)	13.51%
5204 · Legal	-	3,000.00	(3,000.00)	0.0%
5205 · Videography	-	1,925.00	(1,925.00)	0.0%
5206 · Professional Services - Other	44.00			Error; s/b 5200
5200 · Professional Services - Other	-	5,680.00	(5,680.00)	0.0%
Total 5200 · Professional Services	15,544.00	87,255.00	(71,711.00)	17.81%
5305 · Advertising	1,136.13	1,486.00	(349.87)	76.46%
5310 · Cleaning	1,360.00			S/b with Off Occ
5315 · Consultants	30,685.95	191,797.00	(161,111.05)	16.0%
5320 · Depreciation expense	1,197.24	6,000.00	(4,802.76)	19.95%
5325 · Copy				
5326 · Copier extra copies	214.94			
5327 · Copier Lease Payments	625.47			
5325 · Copy - Other	-	4,984.00	(4,984.00)	0.0%
Total 5325 · Copy	840.41	4,984.00	(4,143.59)	16.86%

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Accrual Basis

Central Vermont Regional Planning Commission
Profit & Loss Budget vs. Actual
July through September 2020

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
5330 · Supplies - Office				
5331 · Equipment/Server	146.10	10,800.00	(10,653.90)	1.35%
5332 · GIS Supplies	-	1,600.00	(1,600.00)	0.0%
5333 · Office Supplies	969.76	4,500.00	(3,530.24)	21.55%
5334 · Billable Supplies	1.25	1,290.00	(1,288.75)	0.1%
5335 · Subscriptions/Publications	38.00	1,544.00	(1,506.00)	2.46%
5330 · Supplies - Office - Other	94.84	2,000.00	(1,905.16)	4.74%
Total 5330 · Supplies - Office	1,249.95	21,734.00	(20,484.05)	5.75%
5344 · Insurance				
5345 · Liability Insurance	-	1,738.00	(1,738.00)	0.0%
5346 · Public Officials Insurance	-	2,448.00	(2,448.00)	0.0%
Total 5344 · Insurance	-	4,186.00	(4,186.00)	0.0%
5350 · Meetings/Programs	217.96	15,208.00	(14,990.04)	1.43%
5355 · Postage	94.87	2,050.00	(1,955.13)	4.63%
5360 · Dues/Memberships/Sponsorships				
5361 · Government Relations	863.64			
5360 · Dues/Memberships/Sponsorships - Other	1,492.36	11,775.00	(10,282.64)	12.67%
Total 5360 · Dues/Memberships/Sponsorships	2,356.00	11,775.00	(9,419.00)	20.01%
5370 · Office Occupancy	10,595.85	49,663.00	(39,067.15)	21.34%
5375 · Software/Licenses/IT Sub	825.00	10,516.00	(9,691.00)	7.85%
5380 · Fees				
5384 · Payroll Direct Deposit Fees	16.00			
Total 5380 · Fees	16.00			
5385 · Telephone/Internet	1,664.19	7,426.00	(5,761.81)	22.41%
5390 · Travel	3,455.18	15,106.00	(11,650.82)	22.87%
5999 · Miscellaneous Expenses	676.09	1,800.00	(1,123.91)	37.56%
8000 · Indirect Costs	-			
Total Expense	201,191.82	980,272.00	(779,080.18)	20.52%
Net Ordinary Income	108,606.10	29,940.00	78,666.10	362.75%
Net Income	108,606.10	29,940.00	78,666.10	362.75%



MEMO

Date: October 30, 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 – (two documents)

- 1) Emergency Management Performance Grant 2020 Advance Notice to Proceed
- 2) Emergency Management Performance Grant 2020

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign the Advance Notice to Proceed Form and the grant agreement.

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) Transition Local Emergency Planning Committees and Emergency Management Director Roundtables to Regional Emergency Management Committees in accordance with VEM guidance
- 4) Train and prepare RPC staff to assist the State to ensure an appropriate state-wide level of emergency response can be maintained during real world emergencies.

Funding:

Grant Amount: \$55,330 (federal funds)

Match Amount: \$55,330

Match Source: Cash-in-kind through State Allocation (ACCD)

Performance Period: 10/01/20 – 09/30/21

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

Note: The Advance Notice to Proceed allows CVRPC to charge to the grant prior to the grant agreement being signed.

CONTRACTS

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

None.

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

Vermont Department of Public Safety – (two documents)

- 3) Emergency Management Performance Grant Supplemental 2020 Advance Notice to Proceed
- 4) Emergency Management Performance Grant Supplemental 2020

Scope of Work:

- 1) Complete an assessment of the functionality of existing public wifi hotspots and assist the Public Service Department to increase capacity as appropriate; coordinate development of additional sites as appropriate.
- 2) Support municipalities in COVID-19/post-pandemic-related planning efforts, including coordination between towns and regions.
- 3) Enhance the capabilities of state and local emergency management personnel to support the COVID-19 public health emergency through collaboration and training support.
- 4) Support the State's ongoing response to COVID-19 with planning support and subject matter expertise.

Funding:

Grant Amount: \$20,120 (federal funds)

Match Amount: \$20,120

Match Source: Cash-in-kind through the Local Government Expense Reimbursement (LGER) program and cash match through State Allocation (ACCD)

Performance Period: 07/01/20 – 09/30/21

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

Note: The Advance Notice to Proceed allows CVRPC to charge to the grant prior to the grant agreement being signed.

CONTRACTS

Town of Cabot – Better Roads FY21

Scope of Work: Complete a road erosion inventory in compliance with the Municipal Roads General Permit and assist the Town to develop an accompanying capital budget plan.

Contract Amount: \$8,000.00

Performance Period: 07/01/20 – 12/31/21

Staff: Ashley Andrews (primary), Planning Technicians

Notes: Regardless of the Performance Period, the inventory must be complete by 12/31/20 to maintain the municipality's compliance with the Municipal Roads General Permit.

MEMORANDA OF AGREEMENT

A Memorandum of Agreement (MOA) is a document written between parties to cooperatively work together on an agreed upon project or to meet an agreed upon objective. The purpose of an MOA is to have a written formal understanding of the agreement between parties. An MOA details the obligations and commitments of the parties and allocates and minimizes each party's risks. It can be referred to as a contract and is legally binding.

CVRPC requests that municipalities and project partners making match commitments sign an MOA with CVRPC when CVRPC applies for funding and a municipality or partner commits to providing match to the project. When in-kind match is involved, the MOA commits the in-kind match partner to provide cash match if the partner is unable to meet its in-kind match. This reduces CVRPC's risk of needing to cover a partner's match with CVRPC cash or in-kind services should the partner be unsuccessful in meeting its match commitment.

None.



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

Advance Notice to Proceed Form (NTP)

State and Federally Funded Grant – Permission to Incur Pre-Award Costs

Project Title: Emergency Management Performance Grant 2020

Recipient Name: Central Vermont Regional Planning Commission (CVRPC)

Briefly describe grant scope: Funding opportunities for work on Planning, Training & Exercise, Technical Assistance and Response & Recovery Support for VEM.

Effective date* of this NTP: October 1, 2020

Provide information as specific as possible to identify the limited activities covered by the NTP: Activities at this time should be related to Tasks 1-3 as outlined in the EMPG 19 Scope of Work.

Recipient accepts and agrees to comply with the conditions in Addendum A of this document and all applicable regulations.

For DPS:

For Recipient:

Michael Schirling, Commissioner or
Christopher Herrick, Deputy Commissioner

Date

Signature

Name and Title

Date

* See State of Vermont Agency of Administration Bulletin 5 for the definition of effective date/execution date.

Cc: Program Workcenter

Addendum A - Conditions**Purpose**

This form, once signed by all required parties, serves as permission to incur pre-award costs as defined per **2 CFR 200.458** *“Pre-award costs are those incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award and only with the written approval of the Federal awarding agency.”*

Permission to incur costs in advance of the effective date of an official award of funds is granted under the following conditions:

1. DPS may reimburse recipients for pre-award costs incurred from the beginning of the funding period established in the grant agreement if such costs would have been allowable if incurred after the award. Such costs must be specifically identified in the grant application DPS approves.
2. The applicant incurs pre-award costs at its' own risk. (i.e., the awarding agency is under no obligation to reimburse such costs if for any reason the recipient does not receive an award or if the award is less than anticipated and inadequate to cover such costs).
3. Applicant remains fully accountable for meeting the obligations and performance goals of the approved project within budget and within the agreed upon timeframes when/if grant is fully executed, regardless of any pre-award spending.
4. The applicant must maintain compliance with all Federal and State regulations when incurring pre-award expenditures as approved by this document
5. DPS is under no obligation to reimburse such costs unless they are included in an approved grant application.
6. Allowable pre-award costs incurred as a result of this agreement will not be reimbursed until after the award is fully executed.

Specific Federal and State regulations that govern this pre-award:



VERMONT DEPARTMENT OF PUBLIC SAFETY

**STATE OF VERMONT
STANDARD SUBRECIPIENT AGREEMENT
(Federal Fund Source to Non-State Subrecipient)**

**FEDERAL PROGRAM TITLE
Emergency Management Performance Grant 2020**

**AGREEMENT WITH
Central Vermont Regional Planning Commission (CVRPC)
Agreement #02140-31028C-004**

Award Amount - \$55,330.00

DPS Financial Office Use Only

☒ SAM checked for DUNS Suspension and Debarment Exclusions
<https://www.sam.gov/portal/public/SAM/> Date: 10/23/2020 Initial: CF
SAM Expiration Date: 02/02/2021

☒ Print Screen Placed in Grant File

☒ DPS Restricted Parties List Checked Date: 10/23/2020 Initial: CF

☒ Risk Assessment Completed Date: 10/23/2020 Initial: CF

☒ Subrecipient Vs. Contractor Determination Form Completed Date: 10/23/2020 Initial: CF

☒ Single Audit Check & Delinquent SAR Completed Date: 10/23/2020 Initial: CF
VT Bulletin 5_Eligibility Query

☒ BGS Office of Purchasing & Contracting Debarment List Checked
Date: 10/23/2020 Initial: CF <http://www.bgs.vermont.gov/purchasing-contracting/debarment>

☒ Certificate of Insurance Date: 10/23/2020 Initial: CF

Entered In: ☐ VT Grant Tracking (VISION) Date: Initial: _____

Entered In: ☐ FFATA (if \$25K or over) Date: Initial: _____

VERMONT DEPARTMENT OF PUBLIC SAFETY

STATE OF VERMONT GRANT AGREEMENT				Part 1-Grant Award Detail			
SECTION I - GENERAL GRANT INFORMATION							
¹ Grant #: 02140-31028C-004				² Original <input checked="" type="checkbox"/> Amendment # _____			
³ Grant Title: Emergency Management Performance Grant 2020							
⁴ Amount Previously Awarded: \$		⁵ Amount Awarded This Action: \$ 55,330.00		⁶ Total Award Amount: \$ 55,330.00			
⁷ Award Start Date: 10/01/2020		⁸ Award End Date: 09/30/2021		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 Street, Suite 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: \$4349.41		Description: 50% Match			
²⁰ If this action is an amendment, the following is amended: Amount: <input type="checkbox"/> Funding Allocation: <input 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: 115.13% <small>(Approved rate or de minimis 10%)</small>		²³ FFATA: YES <input type="checkbox"/> NO <input type="checkbox"/>	
²⁴ Grantee Fiscal Year End Month (MM format): 06				²⁵ R&D: <input type="checkbox"/>			
²⁶ DUNS Registered Name (if different than VISION Vendor Name in Box 11):							
SECTION III - FUNDING ALLOCATION							
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 <small>(non-subrecipient funds)</small>		\$0.00	\$0.00	\$0.00			
Other State Funds		\$0.00	\$0.00	\$0.00			
FEDERAL FUNDS <i>(includes subrecipient Global Commitment funds)</i>						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 '20	\$0.00	\$55,330.00	\$55,330.00	EMB-2020-EP-00006	10/1/2019	\$3,063,060.00
³⁹ Federal Awarding Agency: Federal Emergency Management Agency			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
Federal Awarding Agency:			Federal Award Project Descr:				
		\$0.00	\$0.00	\$0.00			\$0.00

STATE OF VERMONT GRANT AGREEMENT				Part 1-Grant Award Detail			
Federal Awarding Agency:				Federal Award Project Descr:			
		\$0.00		\$0.00	\$0.00		\$0.00
Federal Awarding Agency:				Federal Award Project Descr:			
Total Awarded - All Funds		\$0.00	\$55,330.00	\$55,330.00			
SECTION IV - CONTACT INFORMATION							
STATE GRANTING AGENCY				GRANTEE			
NAME: Casey Fuller				NAME: Grace Vinson			
TITLE: Financial Administrator				TITLE: Planner			
PHONE: 802-760-8621				PHONE: 802-229-0389			
EMAIL: casey.fuller@vermont.gov				EMAIL: vinson@cvregion.com			

Part 2- Grant Agreement

Parties: This is an Agreement between the State of Vermont, **Department of Public Safety (DPS)** (hereinafter called "State"), and the **Central Vermont Regional Planning Commission** (hereinafter called "Subrecipient").

The Subrecipient must be in compliance with the Vermont statutory requirements relating to taxation of business entities operating within the State. If Subrecipient does not have a Business Account Number, it is the Subrecipient's responsibility to contact the Vermont Department of Taxes to determine if, by law, the Subrecipient is required to have a Vermont Department of Taxes Business Account Number.

Subrecipient Federal Tax Identification Number: 03-0225677

Subject Matter: The subject matter of this Agreement is **as outlined in Attachment A: Scope of work to be performed.**

Award Details: Amounts, dates and other award details are as shown in the above Agreement Part 1-Grant Award Detail. Detailed services to be provided by the Subrecipient are described in Attachment A.

Agreement Term: **State will not reimburse any expenses incurred prior to the execution date of this agreement unless an Advance Notice to Proceed has been issued (DPS Form ADM-105). The execution date is defined as the date the Department of Public Safety representative(s) signs this agreement. The only exception to this rule is for FEMA Public Assistance awards under the Stafford Act (see Attachment E for execution date details).**

Amendment: No changes, modifications, or amendments in the terms and conditions of this Agreement shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of the State and Subrecipient. An amendment is a request to make a programmatic, administrative, or substantial financial change to this Agreement (refer to Attachment B, Payment Provisions). Examples include changes in scope of work, budget modification, and change in Subgrant term (period of performance).

Cancellation: This Agreement may be suspended or cancelled by either party by giving written notice at least **30** days in advance.

Attachments: This Agreement consists of **19** pages including the following attachments that are incorporated herein:

Please initial that you have read and understand each Attachment

- _____ Grant Agreement-Part 1 – Grant Award Detail
- _____ Grant Agreement-Part 2
- _____ Attachment A - Scope of Work to be Performed
- _____ Attachment B - Payment Provisions
- _____ Attachment C - Customary State Agreement Provisions
- _____ Attachment D - Other Provisions
- _____ Attachment E - Funding Source Special Conditions

We, the undersigned parties, agree to be bound by this agreement, its provisions, attachments and conditions contained herein.

STATE OF VERMONT
Department of Public Safety

SUBRECIPIENT
Authorized Representative

By:

By:

Signature

Signature

Printed Name: _____
Commissioner/Deputy Commissioner

Printed Name: _____

Title: _____

Date: _____

Date: _____

Your signature on this agreement attests to the acceptance of all provisions, attachments and conditions contained herein.

ATTACHMENT A SCOPE OF WORK TO BE PERFORMED

REGIONAL PLANNING COMMISSION EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) – FEDERAL FISCAL YEAR 2020 SCOPE OF WORK FOR OCTOBER 1, 2020 – SEPTEMBER 30, 2021

The purpose of this document is to serve as guidance to assist Regional Planning Commissions (RPCs) in drafting applications for EMPG 2020 funding. Detailed descriptions of the work elements and associated tasks identified below and staff hours will be required for applications to be considered complete. **Incomplete applications or applications requiring additional information will be returned for clarification.**

Each RPC applying under EMPG 2020 will be required to perform the work elements outlined below. Items listed under “Each RPC shall” must be referenced in all applications, while items listed under “Each RPC may” are allowable in applications, but not required. To receive reimbursement of the tasks accomplished, RPCs must follow the **Reporting Requirements** outlined under each work element.

In the application, RPCs should list which core capability gaps they are working on improving and/or sustaining for each task in their Scope of Work, based on the 2019 Vermont Threat and Hazard Identification Risk Assessment and State Preparedness Report (THIRA/SPR) gaps. The following Core Capabilities were rated as high or medium priority in the areas of Planning, Organization, and Training in the 2019 THIRA and SPR. For further information on these areas, core capabilities and the THIRA/SPR process, see the [FEMA Comprehensive Preparedness Guide 201](#), and the [FEMA website for Core Capability definitions](#). See the identified core capability gaps below:

- Mass Search & Rescue Operations
- Operational Communication
- Operational Coordination
- Public Health, Healthcare and Emergency Medical Services
- Planning
- Public Information and Warning
- Housing
- Natural and Cultural Resources
- Environmental Response, Health and Safety
- Critical Transportation
- Infrastructure Systems
- Mass Care
- Economic Recovery
- Health and Social Services

Preparedness:

1. Local Planning

Regional Planning Commissions (RPCs) will work with their local municipalities to update and submit Local Emergency Management Plans (LEMPs). Municipalities will report adoption of LEMPs through their RPCs with a LEMP municipal adoption form and plan. Municipalities will coordinate with Regional Planning Commissions (RPCs) for assistance in developing and exercising their LEMPs. VEM Regional Coordinators will coordinate with

RPCs on exercise and LEMP development. While exercising is not required for LEMPs, RPC staff may serve on the planning teams for municipal LEMP exercises. RPCs will work with local municipalities to update and submit their LEMPs in compliance with the standards outlined in the

[LEMP Municipal Adoption Form](#).

LEMPs are due after Town Meeting Day but before May 1st of each year.

RPCs will compile LEMP information using the SharePoint document (LEMP Contact and Resource Database) before the final Friday of each month. The LEMP requires that a municipality's Emergency Management Director (EMD) be included as the first of the three points of contact listed in the LEMP. These three points of contact are used by VEM to compile the EMD listserv.

Each RPC shall:

- a. Reach out to all municipalities within their region with the LEMP requirements and offers of assistance.
- b. Provide assistance to municipalities in completing their LEMP as requested, partnering with VEM Regional Coordinators.
- c. Conduct municipal training, as appropriate, for new municipal officials in how to complete their LEMP.
- d. Provide assistance to municipalities that decide to exercise their LEMP utilizing the Homeland Security Exercise and Evaluation Program (HSEEP), partnering with VEM Regional Coordinators, as appropriate. (Note - if an RPC is planning to **conduct** a LEMP exercise, the individual conducting the exercise must attend and pass the Homeland Security Exercise and Evaluation Program basic 2-day class and the exercise must use the HSEEP methodology).
- e. Once completed LEMPs are received:
 - i. Review LEMP to ensure it contains the required elements, as noted on the municipal adoption form.
 - ii. Send completed LEMP materials to VEM Regional Coordinator for their review and approval.
 - iii. Enter LEMP information into provided SharePoint document before the final Friday of each month.
- f. Reach out to the municipality to request updated contact information and update the SharePoint document with the new contact information if the LEMP information is incorrect.

Reporting Requirements:

- i. Provide a summary in each quarterly report of the number of hours expended, number of completed LEMPs submitted, and major tasks accomplished.
- ii. Provide any feedback to VEM Regional Coordinators regarding municipalities which required additional assistance in order to capture any potential problem areas.
- iii. Provide LEMP information using the provided SharePoint document, and report pending exercises and completed LEMPs to VEM before the final Friday of each month. LEMP spreadsheet submission deadlines for the FY20 cycle are:

Oct 30, 2020	Nov 27, 2020	Dec 25, 2020	Jan 29, 2021	Feb 26, 2021
March 26, 2021	April 30, 2021	May 28, 2021	June 25, 2021	July 30, 2021
August 27, 2021	Sept 24, 2021			

2. Technical Assistance and Education

RPCs will provide technical assistance and overall regional/ statewide coordination for emergency preparedness, response, mitigation, and long-term recovery.

RPCs are encouraged to work with their RPC counterparts to ensure trainings and/or exercises (as able) will be cross-jurisdictional and reach a wider audience. Courses which are coordinated between multiple RPCs can be claimed on each RPC's quarterly report.

Venue, food and drink costs for meetings are allowable expenses, but should be kept to a minimum. Food and drink costs should adhere to state per diem rates, per registered participants attending the meeting. The state food and drink per diem rates are listed below.

Breakfast \$5.00

Lunch \$6.00

Dinner \$12.85

Each RPC shall:

- i. Coordinate with the VEM Regional Coordinator to schedule, develop, and conduct cross-functional emergency management related trainings and/or exercises to meet local needs.

- ii. Participate (at least one individual per RPC) in monthly conference calls with VEM staff. (1 hour per meeting)
- iii. Participate (at least one individual per RPC) in quarterly regional meetings. These regional meetings will be hosted by the VEM Regional Coordinator and will be an opportunity to coordinate with other RPCs and the VEM Regional Coordinator serving that region. (3 hours per quarterly meeting to account for travel time should these be allowable in-person)
- iv. Provide technical assistance for communities in emergency preparedness, and hazard mitigation to include onboarding for EMDs and EMCs, and presentations for local officials.

Each RPC may:

- v. Provide assistance to municipalities in applying for grant applications, as long as the RPC is not planning to receive funding from that grant. Assistance can include grants from the following:
 - i. Homeland Security Grant Program
 - ii. Hazard Mitigation Grant Program
 - iii. Building Resilient Infrastructure and Communities
 - iv. Flood Mitigation Assistance
 - v. all other grant application assistance must be approved by VEM.
- vi. Provide Local Emergency Relief Assistance Fund (ERAF) assistance to municipalities, to include but not limited to:
 - NFIP compliance to include:
 - Supporting towns with NFIP or River Corridor bylaw development or updates
 - Supporting towns in maintaining NFIP compliance
 - Supporting towns in joining NFIP or Community Rating System (CRS)
 - Participating in floodplain manager trainings
 - Participating in NFIP re-mapping processes
 - Local Hazard Mitigation Plan development assistance if there is no other funding assistance for LHMP development.

EMPG funds may not be used for the following tasks:

- If an RPC is developing a Hazard Mitigation Assistance (HMA) planning grant application on behalf of towns with the RPC as the sub-applicant, EMPG funds may not be used for that application development. To clarify, RPCs can still apply on behalf of towns if they prefer, but EMPG cannot be used to develop the application if the RPC will be the subrecipient. EMPG funds can be used for developing hazard mitigation project applications for municipalities. If a town asks an RPC for HMA planning grant development assistance, the RPC should forward their request to the Hazard Mitigation Planner. The Hazard Mitigation Planner can assist towns with application development and will apply on behalf of towns.
 - If there is any Hazard Mitigation Assistance (HMA) funding for a town to develop an LHMP, EMPG cannot be used to assist that town with LHMP development. If there is funding through HMA, there should be no duplication of billing to other federal sources.
- vii. Budget for trainings that allow RPCs to better assist their municipalities with the above programs. Trainings external to VEM will need to be approved by the EMPG subgrant manager prior to registration and attendance.
 - viii. Provide regional emergency management coordination and support; partnering with VEM Regional Coordinators, municipalities, private entities, hospitals, higher education, fire departments, law enforcement, and other stakeholders to meet RPC and state emergency management initiatives. This coordination and support may include:
 - i. Technical support and outreach to local communities, Citizens Corps programs, VOADs, COADs, and other local/regional/statewide emergency teams.
 - ii. Staff participation at the THIRA/SPR workshop, Integrated Preparedness Planning Workshop, Annual Emergency Preparedness Conference, VEM meetings, etc.
 - iii. Assisting in needs assessments.

- iv. Assisting in scheduling of emergency management training and exercises for communities.
- ix. Budget for direct requests and invitations. Understanding that many requests for assistance (from VEM and/ or local contacts) will come throughout the year and cannot be 100% accurately represented in the application up front, RPCs are asked to build their budget and staff time as best as possible based on known or anticipated assistance which will be required in the coming grant cycle.

Reporting Requirements:

- i. For any trainings not scheduled through the Learning Management System, provide verification of the training (i.e. course announcement, sign in sheet), on a quarterly basis, once completed.
- ii. Submit the Food and Drink Per Diem Form with quarterly reimbursement requests if food or drink was purchased for meetings that quarter. Form to be provided by VEM.
- iii. Provide a summary of hours expended, meetings attended or hosted, and goals achieved through technical assistance to include the topic and communities/ partners involved in each quarterly report.

3. Regional Emergency Management Committee Transition

Effective July 1st, 2021, Regional Emergency Management Committees (REMCs) will be established from Local Emergency Planning Committees (LEPCs) and Emergency Management Director (EMD) Roundtables. REMCs will coordinate emergency planning and preparedness activities across their regions to improve local preparation for, response to, and recovery from all-hazard disasters. Within the EMPG FY20 period of performance, RPCs will be the primary entity transitioning LEPCs and EMD Roundtables to REMCs, using the overall REMC concept and program that will be developed by VEM. Additional information on the transition will be forthcoming.

Understanding that some RPCs provide administrative support to LEPCs under a separate funding source, RPCs should ensure items budgeted for under EMPG are not in conflict with administrative work that is provided to LEPCs.

RPCs will still conduct EMD Roundtables in FY20 in conjunction with the transition to REMCs by July 1st, 2021.

Please **budget at least 15%** of the overall EMPG FY20 budget for the activated under this work element, including REMC transition planning and implementation.

Each RPC shall:

- a. Organize and host regional EMD Roundtables at a minimum twice prior to July 1st, 2021, ensuring coordination with VEM Regional Coordinators. EMD Roundtables are intended to be a forum for communication, education, and best practice sharing regarding local EMD duties. EMD Roundtables shall be free and open to all EMDs in the region and shall not be members-only or exclusive. Meeting topics should vary to reflect current emergency management challenges in the area. EMD Roundtables should be conducted while planning for the REMC transition.
- b. Budget for REMC transition planning and implementation that will be conducted in coordination with VEM and will build off the overall REMC concept and program that will be developed by VEM. State-level transition planning shall include tasks such as participating in the development of the statewide REMC program with VEM, and messaging to LEPCs, EMDs, and other local emergency management and municipal partners on the REMC transition plan.
- c. Plan and budget for developing region-specific REMC structure(s) and procedures with the VEM Regional Coordinator, performing administrative tasks for the REMC including soliciting presenters, scheduling meetings, and taking notes. Other tasks may be added as the transition process unfolds.

Each RPC may:

- a. Attend LEPC meetings as a statutory member of the LEPC and at State Emergency Response Commission (SERC) meetings until July 1, 2021. (Time allocated to this budget item must be deconflicted with funding received from the LEPC through the SERC.)

Reporting Requirements:

- i. Provide a summary of hours expended, meetings attended or hosted, and progress made towards the REMC transition to include the communities/ partners involved in each quarterly report.
- ii. Provide agendas and meeting minutes for REMC meetings hosted along with a quarterly report.
- iii. Provide a summary of hours expended, agendas, and meeting minutes for EMD roundtables along with a quarterly report.

Response:**4. State-wide Emergency Response Preparation**

The tasks identified within this section (State-wide Emergency Response Preparation) are intended to train and prepare RPC staff to serve the role of Local Liaison or SEOC staff during real world emergencies. During real world emergencies, the VEM/RPC MOA serves as the mechanism for work scope and payment to the RPCs for the assistance of RPC staff in carrying out the State's duties in performing certain emergency management functions. All work related to training and exercising for those roles should be covered under this EMPG RPC Sub Grant.

RPCs will ensure a minimum of three individuals are identified in the EMPG Sub Grant application, and then quarterly in the EMPG Quarterly Reports, that may operate within the State Emergency Operations Center (SEOC) during and outside of normal business hours. RPCs will also identify those staff that will act as Local Liaisons in EMPG Quarterly Reports. Staff identified as Local Liaisons can be different than the minimum three staff identified to serve in the SEOC. RPCs will provide any appropriate updates for Local Liaison staff or SEOC staff (at a minimum, quarterly, in the Quarterly Reports) to ensure contact information is up-to-date.

To ensure an appropriate statewide level of response can be attained, RPCs will assist VEM in providing staff to the SEOC during activations (exercises or actual events). To this end, RPCs will need to ensure their staff members are appropriately trained and obtain experience in supporting the SEOC. VEM will work with identified RPC staff to determine appropriate primary and secondary SEOC roles.

Each RPC shall:

- a. Ensure each individual identified as SEOC support is trained to the minimum SEOC level in at least one role in the SEOC. RPCs are required to work towards completion of the SEOC Basics and SEOC Staff curriculums in accordance with the SEOC Training Curriculum requirements.
- b. Ensure each individual identified as a Local Liaison is familiar with the Local Liaison reporting process. RPCs may reach out to the VEM Emergency Management Planner (Marianne.wolz@vermont.gov) to provide an overview of the Local Liaison process to any RPC staff identified as a Local Liaison.
- c. Ensure that by the end of the contract period, at least one individual (of the three qualified individuals identified) has GIS experience sufficient to serve as a Mapping and Display Specialist in the SEOC. Other roles can be in the Mission and Resource Support, Situational Awareness, or Planning Sections and will be determined based on SEOC need. RPCs should budget a minimum of 10 and a maximum of 40 hours total for each of the 3 identified staff members to complete trainings as identified in the SEOC Training Curriculum. This includes training for the new disaster management software that will be rolled out in the fall of 2020.
- d. Budget 8 hours for each individual identified as SEOC support to participate in one SEOC exercise per year. This time will include any pre- and post-exercise briefings. Participation over this amount will be completed as funding allows.

- e. Participate in after action meetings and in the improvement planning process for any SEOC activations. This may include meetings and/or conference calls relating to Local Liaison activations or exercises/ incidents which required RPC personnel within the SEOC. Budget 8 hours plus applicable travel time per individual in attendance.

Reporting Requirements:

- i. Provide verification of RPC points of contact (even if no change) in each quarterly report, or as changes occur. Notifying VEM of changes to points of contact should not wait until the quarterly report, but at a minimum should be updated quarterly. RPCs shall ensure both Local Liaisons and SEOC staff are identified. Minimum contact information should include name, phone, email and roles the individual can fill in the SEOC, and trainings (as outlined in the SEOC Training Curriculum) they will need to take to accomplish this. Provide number of hours (based on the number of training hours per course) and load certificates of course completion into the [Learning Management System](#).
- ii. Provide the number of hours and staff participation in AAR/ IPs in each quarterly report.

	Task Description	Deliverables	Timeline	Milestones	Hours
1	Local Planning				
b	Local Emergency Management Plans - Contact municipalities to offer assistance, provide assistance as requested, conduct municipal trainings as needed, verify LEMP signatories' trainings, provide assistance for LEMP exercises as needed, review LEMP completeness; send completed materials to Regional Coordinator, enter LEMP information into SharePoint before final Friday of each month. Reach out to municipality to request updated contact information and update Sharepoint if needed. Complete required reporting.	23 completed LEMPs with certified adoption forms provided to VEM. Monthly SharePoint updates. One LEMP workshop for municipal officials, EMD/EMCs, and Emergency responders. Serve on Planning Team for table top exercises to exercise LEMPs. Summarize hours expended, number of completed LEMPs submitted, and major tasks accomplished.	Quarterly reports submitted per application guidance. LEMP SharePoint document updated per schedule in application guidance. October 2020 - May 2021 hold one LEMP workshop dependent upon VEM Regional Coordinator schedule. October 2020 - May 2021 host ICS 402 training. May - September 2021 assist with table top exercises as needed. March - June 2021 assist in development and submittal of updated LEMP. June - August 2021 assist towns not meeting the May 1 deadline to still submit plan.	Quarterly reports completed. Number of LEMPs recorded as complete in SharePoint document. Number of planned LEMP exercises reported in quarterly reports. Number of LEMP trainings reported in quarterly reports.	135 3
2	Technical Assistance and Education				
b	Trainings and Exercises: Coordinate with Regional Coordinator to schedule, develop, and/or conduct trainings and/or exercises with VEM and others to meet local needs. Training anticipated is one EMD 8 hour course in April- June 2021 and one EMD 2 hr seminar in July-September 2021.	The EMD 2 hour and 8 hour course will strengthen EMD and local official understanding of the EMD and municipal role in emergency management.	EMD 8 hour course: April to June 2021 (Q2 2021); EMD 2 hr course: July to September 2021 (Q3 2021)	EMD 2 hr and 8 hr course: course advertisement, course registration.	20
c	RPC/VEM Monthly Meetings - Participate in monthly conference calls and quarterly in-person meetings with VEM staff.	Skill sharing that transfers knowledge and information to and from CVRPC staff. Participation in meetings.	Monthly conference calls through performance period quarterly in-person meetings through performance period.	Participation in meetings. Sharing of CVRPC activities.	25 10
	Community Technical Assistance: onboarding for EMDs and EMCs, presentations for local officials. Anticipate at least 1 regional presentation to local officials on emergency preparedness/hazard mitigation. Develop and distribute informational materials for EMDs/EMCs outlining duties.	At least 1 regional presentation to local officials (topics TBD). Develop and distribute informational materials for EMDs/EMCs.	Regional presentation timeline TBD. Distribute informational materials by March 2021 (after new EMDs/EMCs are appointed)	Presentation advertisements, attendance. Informational materials distributed to EMDs/EMCs.	45 10
d	Grant Applications - Assist up to 23 municipalities with grant applications and BCAs as needed to support preparedness, mitigation, recovery or other related activities that protect the public safety, health, and environment and support more resilient communities. At minimum, CVRPC anticipates working with Plainfield and possibly Washington.	Draft and final grant applications.	On-going throughout performance period.	Draft and final grant applications. BCA development or assistance as requested.	43 15
e	Local ERAF Assistance: Assist up to 23 municipalities as needed as funds allow in maintaining or improving their ERAF rating (assistance with NFIP compliance and Local Hazard Mitigation Plan updates, may also include river corridor bylaws). Priority is assistance with NFIP compliance and Local Hazard Mitigation Plan updates. At minimum, CVRPC will continue working with Plainfield and Washington to achieve FEMA-approved LHMPs. Work may also include Local Emergency Management Plans, river corridors bylaws, and road standards. Comment on proposals to modify to ERAF requirements as a liaison between the State and municipal needs and capacity.	ERAF Report to 23 municipalities with guidance on how to increase rate if needed. FEMA approved LHMPs for Washington and Plainfield.	Plainfield LHMP approved by April 2021. Washington LHMP approved by April 2021. ERAF reports sent Spring/Summer 2021 following approval of 2021 LEMP.	Plainfield LHMP APA notice, and local adoption. Washington LHMP submitted to FEMA, APA notice, and local adoption. 23 ERAF reports sent.	15 10 40 10 80
f	Regional Emergency Management Coordination and Support: Partner with VEM Regional Coordinators, private entities, hospitals, higher education, municipalities, fire departments, law enforcement, and other stakeholders to meet RPC and state emergency management initiatives.	Attendance at VEM meetings (may include ERAF Working Group). Participation in state trainings and exercise planning workshops. VEM Notification distribution. Annual Emergency Preparedness Conference. VEM Spring Flood Seminar and other class/seminar outreach support. Other meetings and events unplanned.	Meetings throughout the performance period. September - Annual EP Conference. Spring Flood seminar 2-hour conference.	Throughout the performance period. March/April 2020 - Spring Flooding Seminars. September 2020 - Annual EP Conference.	20 15 20

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Direct Requests and Invitations: Respond to direct requests for technical assistance and support from VEM and local contacts that cannot be anticipated but occur on a daily basis. These requests and invitations come from federal and state agencies, municipal officials, property owners, other RPC's, non profits, social service organizations, etc. as they relate to emergency preparedness and hazard mitigation.	Summary of hours and goals achieved with quarterly performance reports. List of topics and community partners involved with performance reports. Identification of training requests with details and benefit explanation sent to VEM Training Administrator. Completed trainings will be reported by announcement notices and sign in sheets.	Throughout performance period.	Quarterly reports. Number of training requests
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3	Regional Emergency Management Committee Transition				
b	Regional EMD Roundtables: Host two roundtables prior to July 1, 2021	Summary of hours expended, agendas, and meeting minutes for roundtables with quarterly performance reports.	2 roundtables prior to July 1, 2021.	Assessment of EMD needs/wants for roundtables. Roundtable flyer/e-promotion. Two roundtables held. Best Practices documentation.	20
					5
c	REMC Transition Planning and Implementation: Participate in development of REMC program, messaging to LEPCs/EMDs, and other local emergency management and municipal partners on the REMC transition plan	Provide a summary of hours expended, meetings attended or hosted, and progress made towards the REMC transition to include the communities/ partners involved in each quarterly report	Task complete prior to July 1, 2021	Quarterly Reports.	35
					5
d	REMC Administration: Develop region-specific REMC structures and procedures with VEM Regional Coordinator, perform administrative tasks for REMC including soliciting presenters, scheduling meetings, and taking notes. Other tasks may be added as transition process unfolds.	Provide agendas and meeting minutes for REMC meetings hosted along with a quarterly report	Task complete prior to July 1, 2021	Quarterly Reports	35
					10
3	State-wide Emergency Response				
b	SEOC Support Training: Notify VEM of any changes to SEOC-qualified staff. Ensure each individual identified for SEOC and Local Liaison support are trained to fulfill the assigned role, as funding allows, in accordance with the SEOC Training Matrix and VEM assignments. Ensure new Local Liaison is trained to fulfill the assigned role. Each identified staff member will receive a minimum of 10 and maximum of 40 hours to complete training.	Courses completion certificates or emails. Familiarization with the Local Liaison reporting process. Grace Vinson- ICS200, IS 775. Pam DeAndrea - IS 242b. Ashley Andrews - SEOC Orientation, G191 & IS800. Bonnie Waninger - IS 241b.	Training to be completed by September 30, 2020. Training completion is dependent upon availability of course offerings. Other trainings may be substituted	Course registrations, participation, and completion certificates / notices. Call or meeting with VEM Regional Coordinator for an overview of the Local Liaison process.	10
					10
					10
					10
c	SEOC Exercise: Ensure each individual identified for SEOC and Local Liaison support participate in one SEOC exercise per year. Time includes any pre-and-post exercise briefings. Participation over the budgeted 8 hours per individual is as funding allows.	Participate in exercises and pre-and post- exercise briefings.	On-going through the performance period.	Respond to VEM inquires for SEOC support staff. Participation in exercises and pre- and post-exercise briefings.	10
					10
					8
					8
d	After Action Meeting & Activation Improvement Process: Participate in after action meetings and in the improvement planning process for any SEOC activations, including meetings and/or conference calls.	Attendance and staff participation in AAR/IP as requested by VEM, up to 8 hours per individual staff plus travel or as funding allows. CVRPC will provide the number of hours and staff participation in each quarterly report.	On-going through the performance period.	Survey responses	8
					8
					8
					8

ATTACHMENT B PAYMENT PROVISIONS

The State agrees to compensate the Subrecipient for services performed, up to the Federal share amount stated below, provided such services are within the scope of the Agreement and are authorized as provided for under the terms and conditions of this Agreement.

Budget Detail:

Salaries and Benefits	\$ 51,318.84
Contractual	\$
Supplies	\$
Travel & Mileage	\$ 257.16
Equipment *	\$
Other Costs	\$
Indirect Cost **	\$ 59,084.00
 Total Federal Share	 \$ 55,330.00
Total Non-Federal Share (Match)	\$ 55,330.00

Subrecipient agrees that grant funds awarded will be used to supplement existing funds for program activities, and will not supplant (replace) non-Federal funds Subrecipients must be able to document local funds were not supplanted with funds from this award **(for example: personnel expenses must be supported with actual budget allocations which include this funding source).**

* Federal equipment threshold is \$5,000.00¹. Please reference Federal equipment compliance requirements.² Subrecipients must follow their own procurement policy unless the Federal and State requirements are more restrictive.

** Current Rate Approval Letter (under 2 CFR 200.331(a)(4) must be on file with DPS. It is also important to note that indirect rates may be subject to statutory caps of the Federal program which supersede the requirements of the Uniform Guidance. Refer to Bulletin 5 for further guidance.

During the performance of this Agreement, any of the cost categories may be increased or decreased by up to 10% of the total award with prior written approval without the need for an official contact the DPS Financial Office shown on page 3. Approval will be given provided:

1. It is within the Total Award Amount in effect at the time of the adjustment
2. It does not change the Scope of Work in Attachment A

PROGRAMMATIC REPORTING REQUIREMENTS:

- Under 2 CFR 200.328 (d) *Significant Developments*: Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, the subrecipient **must** inform DPS *as soon* as the following types of conditions become known:
 1. Problems, delays, or adverse conditions which will *materially impair* the ability to meet the objective of the award. This disclosure **must** include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.
 2. Favorable developments which enable meeting time schedules and objectives *sooner or at less cost* than anticipated or producing *more or different beneficial results* than originally planned.

¹ 2 CFR § 200.313 (d)(1)

² 2 CFR § 200.313 (d)(2)

- Under 2 CFR 200.201: The subrecipient **must** certify in writing to DPS at the end of the award that the project or activity was completed or the level of effort was expended. If the required level of activity or effort was not carried out, the amount of the Federal award must be adjusted.
- Changes in principal personnel or scope of effort **must** receive the prior written approval of DPS.

The subrecipient must submit programmatic reports using either the DPS Subgrant Progress Report Form or another format that includes all information required on the DPS form. The reporting periods are October 1 – December 31 (due January 30), January 1 – March 31 (due April 30), April 1 – June 30 (due July 30), and July 1 – September 30 (due October 30).

FINANCIAL REPORTING REQUIREMENTS /PAYMENT REQUESTS:

The State, at its discretion, will reimburse the Subrecipient by one of the following options depending on the needs of the Subrecipient and their standing with the State at the time they request Agreement funds:

- Reimbursement in arrears of expenditures with attached documentation. Subrecipient must submit the DPS Financial Report Form (**DPS Form ADM-116a**) with attached detailed documentation of incurred expenses paid to receive payment.
- Limited cash advance with prior approval. Subrecipient must submit the DPS Financial Report Form with detailed documentation of incurred expenses marked "Goods/Services received, not paid." DPS will process and make payment to Subrecipient. Next, the Subrecipient **MUST** make payment to the vendor and provide DPS proof of such (i.e. copy of cancelled check) within ten (10) days of receipt of the State of Vermont payment. Subrecipients may receive cash advance however they may be required to deposit funds in an interest bearing account and possibly return interest earned more than \$500 per year (see 2 CFR §200.305(b)(8)). Any interest earned must be reported to the Department of Health and Human Services, Payment Management System.

Requests for reimbursement, or payment, must be made using the DPS Financial Report Form (DPS Form ADM-116a), and must be supported by detailed supporting documentation. Examples of detailed supporting documentation may include payroll reports, timesheets, general ledger reports, paid vendor invoices, and cancelled checks. Any requests for reimbursement, or payment, must also be submitted with a detailed activity log, or quarterly report, that demonstrates how the funds were spent. For information on Quarterly Reporting requirements, see the Reporting Requirements sections in Attachment A

These requests must be submitted to the Vermont Department of Public Safety, Financial Office, at a minimum of no later than the end of the month following the quarter in which the expenses were incurred. Please send to:

Name: Casey Fuller

Via mail: Vermont Department of Public Safety/Financial Office
45 State Drive
Waterbury, VT 05671-1300

Via email: casey.fuller@vermont.gov

DPS will not make any payments on this Agreement unless the Subrecipient meets all provisions contained herein.

CLOSEOUT:

When a performance period is nearing its end, the subrecipient should ensure all work is complete and file their reports by the deadline noted in Attachment B of the subrecipient agreement. If they have determined a need for an extension, it must be requested with sufficient time to allow for DPS to review and approve prior to the end of the current award term. If the performance period and date for the final report ends and the subrecipient does not contact DPS for an extension, the Financial Office will close out the award. Upon final payment and verification that all reporting obligations have been met, a closeout letter will be issued to the Subrecipient.

**ATTACHMENT C: STANDARD STATE PROVISIONS
FOR CONTRACTS AND GRANTS
REVISED DECEMBER 15, 2017**

1. Definitions: For purposes of this Attachment, "Party" shall mean the Contractor, Grantee or Subrecipient, with whom the State of Vermont is executing this Agreement and consistent with the form of the Agreement. "Agreement" shall mean the specific contract or grant to which this form is attached.

2. Entire Agreement: This Agreement, whether in the form of a contract, State-funded grant, or Federally-funded grant, represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect.

3. Governing Law, Jurisdiction and Venue; No Waiver of Jury Trial: This Agreement will be governed by the laws of the State of Vermont. Any action or proceeding brought by either the State or the Party in connection with this Agreement shall be brought and enforced in the Superior Court of the State of Vermont, Civil Division, Washington Unit. The Party irrevocably submits to the jurisdiction of this court for any action or proceeding regarding this Agreement. The Party agrees that it must first exhaust any applicable administrative remedies with respect to any cause of action that it may have against the State with regard to its performance under this Agreement. Party agrees that the State shall not be required to submit to binding arbitration or waive its right to a jury trial.

4. Sovereign Immunity: The State 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.

5. No Employee Benefits For Party: The Party understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees, nor will the State withhold any state or Federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Agreement. The Party understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Party, and information as to Agreement income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.

6. Independence: The Party will act in an independent capacity and not as officers or employees of the State.

7. Defense and Indemnity: The Party shall defend the State and its officers and employees

against all third party claims or suits arising in whole or in part from any act or omission of the Party or of any agent of the Party in connection with the performance of this Agreement. The State shall notify the Party in the event of any such claim or suit, and the Party shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit. The State retains the right to participate at its own expense in the defense of any claim. The State shall have the right to approve all proposed settlements of such claims or suits.

After a final judgment or settlement, the Party may request recoupment of specific defense costs and may file suit in Washington Superior Court requesting recoupment. The Party shall be entitled to recoup costs only upon a showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Party in connection with the performance of this Agreement.

The Party shall indemnify the State and its officers and employees if the State, its officers or employees become legally obligated to pay any damages or losses arising from any act or omission of the Party or an agent of the Party in connection with the performance of this Agreement.

Notwithstanding any contrary language anywhere, in no event shall the terms of this Agreement or any document furnished by the Party in connection with its performance under this Agreement obligate the State to (1) defend or indemnify the Party or any third party, or (2) otherwise be liable for the expenses or reimbursement, including attorneys' fees, collection costs or other costs of the Party or any third party.

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

Workers Compensation: With respect to all operations performed, the Party 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 Party shall carry general liability insurance having all major divisions of coverage

including, but not limited to:

Premises - Operations
Products and Completed Operations
Personal Injury Liability
Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Each Occurrence
\$2,000,000 General Aggregate
1,000,000 Products/Completed Operations Aggregate

\$1,000,000 Personal & Advertising Injury

Automotive Liability: The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. 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. The General Liability and Property Damage coverages required for performance of this Agreement shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, then the required Automotive Liability coverage shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. 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 State.

9. Reliance by the State on Representations:

All payments by the State under this Agreement will be made in reliance upon the accuracy of all representations made by the Party in accordance with this Agreement, including but not limited to bills, invoices, progress reports and other proofs of work.

10. False Claims Act: The Party acknowledges that it is subject to the Vermont False Claims Act as set forth in 32 V.S.A. § 630 *et seq.* If the Party violates the Vermont False Claims Act it shall be liable to the State for civil penalties, treble damages and the costs of the investigation and prosecution of such violation, including attorney's fees, except as the same may be reduced by a court of competent jurisdiction. The Party's liability to the State under the False Claims Act shall not be limited notwithstanding any agreement of the State to otherwise limit Party's liability.

11. Whistleblower Protections: The Party shall not discriminate or retaliate against one of its employees or agents for disclosing information concerning a violation of law, fraud, waste, abuse of authority or acts threatening health or safety, including but not limited to allegations

concerning the False Claims Act. Further, the Party shall not require such employees or agents to forego monetary awards as a result of such disclosures, nor should they be required to report misconduct to the Party or its agents prior to reporting to any governmental entity and/or the public.

12. Location of State Data: No State data received, obtained, or generated by the Party in connection with performance under this Agreement shall be processed, transmitted, stored, or transferred by any means outside the continental United States, except with the express written permission of the State.

13. Records Available for Audit: The Party shall maintain all records pertaining to performance under this agreement. "Records" means any written or recorded information, regardless of physical form or characteristics, which is produced or acquired by the Party in the performance of this agreement. Records produced or acquired in a machine readable electronic format shall be maintained in that format. The records described shall be made available at reasonable times during the period of the Agreement and for three years thereafter or for any period required by law for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.

14. Fair Employment Practices and Americans with Disabilities Act: Party 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. Party 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 Party under this Agreement.

15. Set Off: The State may set off any sums which the Party owes the State against any sums due the Party under this Agreement; provided, however, that any set off of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided hereinafter.

16. Taxes Due to the State:

- A) Party 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) Party certifies under the pains and penalties of perjury that, as of the date this Agreement is signed, the Party 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) Party understands that final payment under this Agreement may be withheld if the Commissioner of Taxes determines that the

Party 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) Party also understands the State may set off taxes (and related penalties, interest and fees) due to the State of Vermont, but only if the Party has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Party has no further legal recourse to contest the amounts due.

17. Taxation of Purchases: All State purchases must be invoiced tax free. An exemption certificate will be furnished upon request with respect to otherwise taxable items.

18. Child Support: (Only applicable if the Party is a natural person, not a corporation or partnership.) Party states that, as of the date this 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.

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

19. Sub-Agreements: Party shall not assign, subcontract or subgrant the performance of this Agreement or any portion thereof to any other Party without the prior written approval of the State. Party shall be responsible and liable to the State for all acts or omissions of subcontractors and any other person performing work under this Agreement pursuant to an agreement with Party or any subcontractor.

In the case this Agreement is a contract with a total cost in excess of \$250,000, the Party shall provide to the State a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54).

Party shall include the following provisions of this Attachment C in all subcontracts for work performed solely for the State of Vermont and subcontracts for work performed in the State of Vermont: Section 10 ("False Claims Act"); Section 11 ("Whistleblower Protections"); Section 12 ("Location of State Data"); Section 14 ("Fair Employment Practices and Americans with Disabilities Act"); Section 16 ("Taxes Due the State"); Section 18 ("Child Support"); Section 20 ("No Gifts or Gratuities"); Section 22 ("Certification Regarding Debarment"); Section 30 ("State Facilities"); and Section 32.A ("Certification Regarding Use of State Funds").

20. No Gifts or Gratuities: Party shall not give title or possession of anything of substantial value (including property, currency, travel and/or education programs) to any officer or employee of the State during the term of this Agreement.

21. Copies: Party shall use reasonable best efforts to ensure that all written reports prepared under this Agreement are printed using both sides of the paper.

22. Certification Regarding Debarment: Party certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither Party nor Party's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in Federal programs, or programs supported in whole or in part by Federal funds. Party further certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, Party is not presently debarred, suspended, nor named on the State's debarment list at: <http://bgs.vermont.gov/purchasing/debarment>

23. Conflict of Interest: Party shall fully disclose, in writing, any conflicts of interest or potential conflicts of interest.

24. Confidentiality: Party acknowledges and agrees that this Agreement and any and all information obtained by the State from the Party in connection with this Agreement are subject to the State of Vermont Access to Public Records Act, 1 V.S.A. § 315 et seq.

25. Force Majeure: Neither the State nor the Party shall be liable to the other for any failure or delay of performance of any obligations under this Agreement to the extent such failure or delay shall have been wholly or principally caused by acts or events beyond its reasonable control rendering performance illegal or impossible (excluding strikes or lock-outs) ("Force Majeure"). Where Force Majeure is asserted, the nonperforming party must prove that it made all reasonable efforts to remove, eliminate or minimize such cause of delay or damages, diligently pursued performance of its obligations under this Agreement, substantially fulfilled all non-excused obligations, and timely notified the other party of the likelihood or actual occurrence of an event described in this paragraph.

26. Marketing: Party shall not refer to the State in any publicity materials, information pamphlets, press releases, research reports, advertising, sales promotions, trade shows, or marketing materials or similar communications to third parties except with the prior written consent of the State.

27. Termination:

- A. **Non-Appropriation:** If this Agreement extends into more than one fiscal year of the State (July 1 to June 30), and if appropriations are insufficient to support this Agreement, the State may cancel at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority. In the case that this Agreement is a Grant that is funded in whole or in part by Federal funds, and in the event Federal funds become unavailable or reduced, the State may suspend or cancel this Grant immediately, and the State shall have no obligation to pay Subrecipient from State revenues.

B. Termination for Cause: Either party may terminate this Agreement if a party materially breaches its obligations under this Agreement, and such breach is not cured within thirty (30) days after delivery of the non-breaching party's notice or such longer time as the non-breaching party may specify in the notice.

C. Termination Assistance: Upon nearing the end of the final term or termination of this Agreement, without respect to cause, the Party shall take all reasonable and prudent measures to facilitate any transition required by the State. All State property, tangible and intangible, shall be returned to the State upon demand at no additional cost to the State in a format acceptable to the State.

28. Continuity of Performance: In the event of a dispute between the Party and the State, each party will continue to perform its obligations under this Agreement during the resolution of the dispute until this Agreement is terminated in accordance with its terms.

29. No Implied Waiver of Remedies: Either party's delay or failure to exercise any right, power or remedy under this Agreement shall not impair any such right, power or remedy, or be construed as a waiver of any such right, power or remedy. All waivers must be in writing.

30. State Facilities: If the State makes space available to the Party in any State facility during the term of this Agreement for purposes of the Party's performance under this Agreement, the Party shall only use the space in accordance with all policies and procedures governing access to and use of State facilities which shall be made available upon request. State facilities will be made available to Party on an "AS IS, WHERE IS" basis, with no warranties whatsoever.

31. Requirements Pertaining Only to Federal Grants and Subrecipient Agreements: If this Agreement is a grant that is funded in whole or in part by Federal funds:

A. Requirement to Have a Single Audit: The Subrecipient will complete the Subrecipient Annual Report annually within 45 days after its fiscal year end, informing the State of Vermont whether or not a Single Audit is required for the prior fiscal year. If a Single Audit is required, the Subrecipient will submit a copy of the audit report to the granting Party within 9 months. If a single audit is not required, only the Subrecipient Annual Report is required.

For fiscal years ending before December 25, 2015, a Single Audit is required if the subrecipient expends \$500,000 or more in Federal assistance during its fiscal year and must be conducted in accordance with OMB Circular A-133. For fiscal years ending on or after December 25, 2015, a Single Audit is required if the subrecipient expends \$750,000 or more in Federal assistance during its fiscal year and must be conducted in accordance with 2 CFR Chapter I, Chapter II, Part 200, Subpart F. The Subrecipient Annual Report is required to be submitted within 45 days, whether or not a Single Audit is required.

B. Internal Controls: In accordance with 2 CFR Part II, §200.303, the Party must establish and maintain effective internal control over the Federal award to provide reasonable assurance that the Party is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United

States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

C. Mandatory Disclosures: In accordance with 2 CFR Part II, §200.113, Party must disclose, in a timely manner, in writing to the State, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures may result in the imposition of sanctions which may include disallowance of costs incurred, withholding of payments, termination of the Agreement, suspension/debarment, etc.

32. Requirements Pertaining Only to State-Funded Grants:

A. Certification Regarding Use of State Funds: If Party is an employer and this Agreement is a State-funded grant in excess of \$1,001, Party certifies that none of these State funds will be used to interfere with or restrain the exercise of Party's employee's rights with respect to unionization.

B. Good Standing Certification (Act 154 of 2016): If this Agreement is a State-funded grant, Party hereby represents: (i) that it has signed and provided to the State the form prescribed by the Secretary of Administration for purposes of certifying that it is in good standing (as provided in Section 13(a)(2) of Act 154) with the Agency of Natural Resources and the Agency of Agriculture, Food and Markets, or otherwise explaining the circumstances surrounding the inability to so certify, and (ii) that it will comply with the requirements stated therein.

(End of Standard Provisions)

ATTACHMENT D OTHER GRANT AGREEMENT PROVISIONS

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; PROCUREMENT; ORGANIZATIONAL AND FINANCIAL REQUIREMENT; FOLLOWING SUBRECIPIENT PROCEDURES: DISCLOSURE OF INFORMATION AND CONFLICT OF INTEREST;

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this agreement provides for compliance with certification requirements under 10 CFR Part 601 "New Restrictions on Lobbying," and 10 CFR Part 1036 "Government wide Debarment and Suspension (Nonprocurement) and Government wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Public Safety determines to award the covered transaction, grant, or other agreement.

1. LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, Agreements, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification

shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

- (a)** Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b)** Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c)** Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d)** Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

3. Applicable CFR's and Federal Executive Orders 12549 and 12689 prohibit non-federal entities from contracting with or making sub-awards under covered transactions to parties that

are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement contracts for goods or services equal to or in excess of \$25,000 and non-procurement transactions such as grants or cooperative agreements. By signing this Agreement, the Subgrantee agrees it will verify the status of potential vendors prior to any federal funds being obligated to prevent any debarred or suspended agencies or vendors from receiving federal funds. The Subrecipient can confirm the status of potential vendors by conducting a search on the System for Award Management (SAM) website (<https://www.sam.gov/portal/public/SAM/>). At this time, DPS does not require Subrecipients to submit proof of verification with any reimbursement request; however, the Subrecipient must maintain this information, in the form of a screen print, with other grant documentation. This documentation shall be available for review per Attachment C.

3. DRUG-FREE WORKPLACE

This certification is required by the Drug-Free Workplace Act of 1988 (Pub.L. 100-690, Title V, Subtitle D) and is implemented through additions to the Debarment and Suspension regulations, published in the Federal Register on January 31, 1989, and May 25, 1990.

The Subrecipient will or will continue to provide a drug-free workplace by:³

- 1.** Maintaining a Zero Tolerance Drug Policy;
- 2.** Posting in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Subrecipient's workplace and specifying the actions

³ 2 CFR § 182

that will be taken against employees for violations of such prohibition;

3. Stating in all solicitations or advertisements for employees or subcontractors placed by or on behalf of the Subrecipient that the Subrecipient maintains a drug-free workplace;

4. Establishing an ongoing drug-free awareness program to inform employees about:

(a) The dangers of drug abuse in the workplace;

(b) The Subrecipient's policy of maintaining a drug-free workplace;

(c) Any available drug counseling, rehabilitation, and employee assistance programs; and

(d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(e) Including the provisions of the foregoing clauses in all third party contracts, subcontracts, and purchase orders that exceed ten thousand dollars (\$10,000.00), so that the provisions will be binding upon each subcontractor or vendor.

4. PROCUREMENT:

The Subrecipient agrees to abide by their respective procurement rules, policies, and/or procedures as outlined in 2 CFR §§ 200.317 to 200.326.

1. Subrecipient must comply with proper competitive bidding procedures as required by the applicable federal and state rules.

2. The subrecipient entity must maintain written standards of conduct covering conflict of interest and governing the actions of its employees and engaged in selection, award, and administration of contracts.⁴

3. The subrecipient must take all necessary affirmative steps to assure that minority business, women's business enterprises, and labor surplus area firms be used when possible. Please see 2 CFR § 200.321 for the affirmative steps that must be taken.

5. ORGANIZATIONAL AND FINANCIAL REQUIREMENTS

1. All Subrecipients are required to establish and maintain accounting systems and financial records to accurately account for funds awarded to them. Determining allowability of costs claimed will be consistent with the requirements of the grant award and its applicable regulations.

a. Subrecipients have the responsibility to employ the organizational and management techniques necessary to assure proper administration and cost allocation, including accounting,

budgeting, reporting, auditing and other review controls.

b. All Subrecipients will accept responsibility for expending and accounting for funds in a manner consistent with an approved project, plan and or program as evidenced by their acceptance of an Agreement award by the Department of Public Safety; Policies, procedures, reporting requirements or other special conditions established by the appropriate Federal agency, if applicable, and the Department of Public Safety.

2. Subrecipients must have an adequate system of internal controls which:

a. Presents, classifies and retains all detailed financial records related to the Agreement award. Financial records must be retained by the Subrecipient and be available for review for a period of three (3) years after the expiration of the grant period except that records must be retained until completion or resolution of all issues arising from audit, litigation or claims started before the expiration of the three year period, whichever is later.

b. Provides reasonable assurance that Federal awards are managed in compliance with Federal statutes, regulations, and the terms and conditions. These internal controls should be in compliance with the guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

c. Provides information for planning, control and evaluation of direct and indirect costs;

d. Provides cost and property control to ensure optimal use of the grant funds; Controls funds and other resources to ensure that the expenditure of grant funds and use of any property acquired under the grant are in conformance with established guidelines and policies.

3. Notification of Organizational Changes Required:

a. The recipient shall provide DPS written notification within 30 days should any of the following events occur:

i. having new or substantially changed systems

ii. having new compliance personnel

iii. loss of license or accreditation to operate program

iv. organizational restructuring.

6. FOLLOWING SUBRECIPIENT PROCEDURES:

The undersigned certifies that the Subrecipient organization has in place standard policies and procedures that govern the Subrecipient's payroll, purchasing, contracting and inventory control in accordance with 2 CFR 225, Appendix A, Section C 1.e or 2 CFR 200.302. The undersigned further certifies that the Subrecipient organization will use those policies and procedures for any approved expenditure under this Agreement and for any equipment purchased with Agreement funds. The undersigned also agrees to make the policies and procedures available for examination by any authorized representatives of the State or Federal Government. This does not relieve the Subrecipient from requirements of federal financial management, requirements in: (a) 2 CFR 200 § 302 Financial Management

7. DISCLOSURE OF INFORMATION:

Any confidential or personally identifiable information (PII) acquired by subrecipient during the course of the subgrant shall not be disclosed by subrecipient to any person, firm, corporation, association, or other entity for any reason or purpose whatsoever without the prior written consent of the Department of Public Safety either during the term of the Agreement or in the event of termination of the Agreement for any reason whatsoever. Subrecipient agrees to abide by applicable federal regulations regarding confidential information and research standards, as appropriate, for federally supported projects.

8. CONFLICT OF INTEREST

Subgrantee/Contractor covenants that, to the best of its knowledge, no person under its employ, including subcontractors, who presently exercises any functions or responsibilities in connection with Board, Department, or projects or programs funded by Board or Department, has any personal financial interest, direct or indirect, in this Subgrant Agreement /Contract.

1. Subgrantee/Contractor further covenants that in the performance of Subgrant Agreement/Contract, no person having such conflicting interest shall knowingly be employed by Subgrantee/Contractor.

2. Any such interest, on the part of Subgrantee /Contractor or its employees, when known, must be disclosed in writing to Department.

⁴ 2 CFR § 200.318(c)(1)

ATTACHMENT E FUNDING SOURCE SPECIAL CONDITIONS

This Agreement is subject to the requirements of all federal laws, policies and bulletins. Most notably:

Article I - Summary of Award

The Vermont Department of Public Safety is awarded a total federal allocation in the amount of \$862,834.00 under the Fiscal Year 2020 Emergency Management Performance Grant Program COVID-19 Supplemental (EMPG-S) to assist with public health and emergency management activities supporting the prevention of, preparation for, and response to the ongoing Coronavirus Disease 2019 (COVID-19) public health emergency, in accordance with the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Div. B (Pub. L. No. 116-136).

Article II - Activities Conducted Abroad

Recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

Article III - Reporting of Matters Related to Recipient Integrity and Performance

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

Article IV - Trafficking Victims Protection Act of 2000 (TVPA)

Recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. section 7104. The award term is located at 2 C.F.R. section 175.15, the full text of which is incorporated here by reference.

Article V - Federal Leadership on Reducing Text Messaging while Driving

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

Article VI - Debarment and Suspension

Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3000. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Article VII - Fly America Act of 1974

Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. section 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. section 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

Article VIII - Americans with Disabilities Act of 1990

Recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. sections 12101-12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

Article IX - Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

Article X - Copyright

Recipients must affix the applicable copyright notices of 17 U.S.C. sections 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

Article XI - Civil Rights Act of 1968

Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. No. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. section 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units-i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)-be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

Article XII - Best Practices for Collection and Use of Personally Identifiable Information (PII)

Recipients who collect PII are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively. Article XIII - Limited English Proficiency (Civil Rights Act of 1964, Title VI)

Recipients must comply with Title VI of the Civil Rights Act of 1964, (42 U.S.C. section 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

Article XIV - Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. section 2225a, recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, (codified as amended at 15 U.S.C. section 2225.)

Article XV - Disposition of Equipment Acquired Under the Federal Award

When original or replacement equipment acquired under this award by the recipient or its sub-recipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from DHS/FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. Section 200.313.

Article XVI - Patents and Intellectual Property Rights

Recipients are subject to the Bayh-Dole Act, 35 U.S.C. section 200 et seq, unless otherwise provided by law. Recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. section 401.14.

Article XVII - DHS Specific Acknowledgements and Assurances

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.

Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.

Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.

Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

Recipients of federal financial assistance from DHS must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receipt of the Notice of Award or, for State Administering Agencies, thirty (30) days from receipt of the DHS Civil Rights Evaluation Tool from DHS or its awarding component agency. After the initial submission for the first award under which this term applies, recipients are required to provide this information once every two (2) years as long as they have an active award, not every time an award is made. Recipients should submit the completed tool, including supporting materials, to CivilRightsEvaluation@hq.dhs.gov. This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>.

The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to CivilRightsEvaluation@hq.dhs.gov prior to expiration of the 30-day deadline.

Article XVIII - Procurement of Recovered Materials

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965), (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. section 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

Article XIX - Terrorist Financing

Recipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

Article XX - Civil Rights Act of 1964 - Title VI

Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. section 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

Article XXI - Prior Approval for Modification of Approved Budget

Before making any change to the DHS/FEMA approved budget for this award, you must request prior written approval from DHS/FEMA where required by 2 C.F.R. Section 200.308. DHS/FEMA is also utilizing its discretion to impose an additional restriction under 2 C.F.R. Section 200.308(e) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the Federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from DHS/FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget DHS/FEMA last approved. You must report any deviations from your DHS/FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

Article XXII - Acknowledgement of Federal Funding from DHS

Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

Article XXIII - Acceptance of Post Award Changes

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call the FEMA/GMD Call Center at (866) 927-5646 or via e-mail to ASK-GMD@fema.dhs.gov if you have any questions.

Article XXIV - Rehabilitation Act of 1973

Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112 (1973), (codified as amended at 29 U.S.C. section 794,) which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Article XXV - False Claims Act and Program Fraud Civil Remedies

Recipients must comply with the requirements of the False Claims Act, 31 U.S.C. sections 3729-3733, which prohibits the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. sections 3801-3812, which details the administrative remedies for false claims and statements made.)

Article XXVI - Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate

in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

Article XXVII - Lobbying Prohibitions

Recipients must comply with 31 U.S.C. section 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

Article XXVIII - Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. No. 92-318 (1972) (codified as amended at 20 U.S.C. section 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19.

Article XXIX - Age Discrimination Act of 1975

Recipients must comply with the requirements of the Age Discrimination Act of 1975, Pub. L. No. 94-135 (1975) (codified as amended at Title 42, U.S. Code, section 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

Article XXX - National Environmental Policy Act

Recipients must comply with the requirements of the National Environmental Policy Act of 1969 (NEPA), Pub. L. No. 91-190 (1970) (codified as amended at 42 U.S.C. section 4321 et seq.) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

Article XXXI - Assurances, Administrative Requirements, Cost Principles, Representations and Certifications

DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances - Non-Construction Programs, or OMB Standard Form 424D Assurances - Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions.

DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200, and adopted by DHS at 2 C.F.R. Part 3002.

Article XXXII - USA PATRIOT Act of 2001

Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), Pub. L. No. 107-56, which amends 18 U.S.C. sections 175-175c.

Article XXXIII - Non-Supplanting Requirement

Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

Article XXXIV - Drug-Free Workplace Regulations

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2

C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. sections 8101-8106).

Article XXXV - Universal Identifier and System of Award Management

Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

Article XXXVI - Reporting Subawards and Executive Compensation

Recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

Article XXXVII - Energy Policy and Conservation Act

Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. No. 94-163 (1975) (codified as amended at 42 U.S.C. section 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

Article XXXVIII - Whistleblower Protection Act

Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C section 2409, 41 U.S.C. section 4712, and 10 U.S.C. section 2324, 41 U.S.C. sections 4304 and 4310.

Article XXXIX - Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

Article XL - Use of DHS Seal, Logo and Flags

Recipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

Article XLI - Notice of Funding Opportunity Requirements

All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.

Article XLII - SAFECOM

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for

Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

Final Guidance must be followed, 2 CFR 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

This Agreement is also subject to the requirements of the State of Vermont grant and audit policies. The most pertinent bulletins and addendums are:

- Bulletin 5, Single Audit Policy for Agreements

- Bulletin 5 - Procedure #1

- Bulletin 5 - Procedure #2



MEMO

Date: November 2, 2020
To: Executive Committee
From: Pamela DeAndrea, Senior GIS Planner
Re: Recommendation to CVRPC Board for CWAC Rules of Procedure Approval

POLICY PROCEDURE AND UPDATES

CVRPC Clean Water Advisory Committee (CWAC) Rules of Procedure

✉ **ACTION REQUESTED:** Recommend approval of changes to CWAC Rules of Procedure to Board of Commissioners.

Background: In 2019-2020, the CVRPC CWAC has had challenges with member attendance and being able to vote due to lack of quorum. As a result, the CWAC was in need of revising their Rules of Procedure. At the June 1, 2020, Executive Committee meeting, CVRPC staff reviewed the CWAC's language for revision to their rules and discussed what further changes they would like to see made to the rules. Staff presented these changes to the CWAC at their June CWAC meeting and approved those changes at their October 8, 2020 meeting. Included in this packet are the Rules of Procedure with the tracked changes presented to the CWAC and the final document adopted by the CWAC on October 8, 2020.

Staff is requesting the Executive Committee vote to recommend to the Board of Commissioners to approve the CWAC Rules of Procedure as amended.



CLEAN WATER ADVISORY COMMITTEE (CWAC)

RULES OF PROCEDURE

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

GENERAL ACTIVITIES:

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

ADVISORY ROLE: The CWAC shall be advisory to the Board of Commissioners. The CWAC will offer advice and input to ANR and other organizations and individuals as appropriate, provided it is compatible with plans, policies, positions or resolutions adopted by the Board of Commissioners. CWAC advice and input may be reviewed, confirmed or reversed by the CVRPC Board of Commissioners at the Board's discretion. New or amended plans, policies, positions or resolutions shall be ratified/approved by the Board of Commissioners.

MEMBERSHIP: The Clean Water Advisory Committee shall consist of nine (9) members appointed by the Board of Commissioners as follows:

- 3 CVRPC Commissioners and 1 Alternate
- 5 Representatives of the region's municipalities
- 1 Interested stakeholder

Members serve two year terms.

The CWAC may seek advice from one or more natural resource-based organizations serving the region and/or the Agency of Natural Resources, including but not limited to:

- Vermont Agency of Natural Resources,
- Winooski Natural Resource Conservation District,
- Friends of the Winooski River, and
- Friends of the Mad River

OFFICERS/ELECTIONS: The Clean Water Advisory Committee will elect a Chair and Vice-Chair annually at its first meeting of the fiscal year. The Chair will be responsible for running meetings, setting agendas in conjunction with staff, reviewing and signing correspondence on behalf of the Committee, and representing the Committee at various meetings as needed. The Vice-Chair will provide support to the Chair as needed. If the Chair or Vice-Chair should resign before term expiration, an interim election shall be held within two meetings or when regular elections are held, whichever is earlier.

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

COMMUNICATION, COORDINATION, AND EXPECTATIONS:

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

encouraged to bring up items of local or regional concern for CWAC consideration.

CONFLICT OF INTEREST: Upon joining the Commission or its committees, individuals must review and sign the Commission's most recently adopted Code of Conduct and Conflict of Interest Policy to indicate that they have read, understood, and agree to comply with it.

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

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

Recommended by the Clean Water Advisory Committee: 10/08/2020

Adopted by the Board of Commissioners: / /

Laura Hill-Eubanks, Chair
CVRPC Board of Commissioners



CLEAN WATER ADVISORY COMMITTEE (CWAC)

RULES OF PROCEDURE

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

GENERAL ACTIVITIES:

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

ADVISORY ROLE: The CWAC shall be advisory to the Board of Commissioners. ~~The advice of this committee should, where possible, be science-based, not opinion, whim, or personal attitude. At the very minimum the advice shall not be contrary to research-based water quality and water process facts.~~ The CWAC will offer advice and input to ANR and other organizations and individuals as appropriate, provided it is compatible with plans, policies, positions or resolutions adopted by the Board of Commissioners. CWAC advice and input may be reviewed, confirmed or reversed by the CVRPC Board of

Commissioners at the Board's discretion. New or amended plans, policies, positions or resolutions shall be ratified/approved by the Board of Commissioners.

MEMBERSHIP: The Clean Water Advisory Committee shall consist of nine (9) members appointed by the Board of Commissioners as follows:

- 3 CVRPC Commissioners and 1 Alternate
- 5 Representatives of the region's municipalities
- 1 Interested stakeholder

Members serve two year terms.

MEMBERSHIP: ~~The Chair of the CWAC shall be a CWAC member elected by the CWAC or appointed by the Chair of the CVRPC. There shall be up to 13 members with 9 voting members with representation as follows:~~

- ~~• 3 CVRPC Commissioners and 1 Alternate~~
- ~~• 5 Representatives of the region's municipalities~~
- ~~• 1 Interested stakeholder~~

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

~~The CWAC may~~ seek advice from one or more natural resource-based organizations serving the region and/or the Agency of Natural Resources, including but not limited to:

~~The CWAC shall also have a separate advisory group consisting of representatives from the following organizations. These roles are advisory and non-voting.~~

- ~~• 1 Representative of the~~ Vermont Agency of Natural Resources, ~~(ex-officio, non-voting)~~
- ~~• 1 Representative of the~~ Winooski Natural Resource Conservation District, ~~(ex-officio, non-voting)~~
- ~~• 1 Representative of the~~ Friends of the Winooski River, ~~and (ex-officio, non-voting)~~
- ~~• 1 Representative of the~~ Friends of the Mad River ~~(ex-officio, non-voting)~~

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

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

OFFICERS/ELECTIONS: The Clean Water Advisory Committee will elect a Chair and Vice-Chair annually at its first meeting of the fiscal year. The Chair will be responsible for running meetings, setting agendas in conjunction with staff, reviewing and signing correspondence on behalf of the Committee, and

1 representing the Committee at various meetings as needed. The Vice-Chair will provide support to the
2 Chair as needed. If the Chair or Vice-Chair should resign before term expiration, an interim election shall
3 be held within two meetings or when regular elections are held, whichever is earlier.
4

5 **ATTENDANCE AND QUORUMS:** A quorum shall consist of a majority of voting members (51%~~1%~~).
6 Members are encouraged to attend all regular meetings and special meetings as they arise. Members
7 with three consecutive unexplained absences will be contacted by the Chair to determine if they still
8 wish to serve on the CWAC. The CWAC shall meet at least eight (8) times per year, or as determined by
9 the Chair to be necessary to carry out the stated purpose.
10

11 **COMMUNICATION, COORDINATION, AND EXPECTATIONS:**

- 12 • Meetings shall be noticed and held in accordance with Vermont Open Meeting Law.
- 13 • Draft policies and resolutions shall be forwarded to CWAC members and interested/affected
14 parties for comment before action by the CWAC, or final action/approval by the Board of
15 Commissioners.
- 16 • Committee membership brings the expectation of active involvement outside of meeting time.
17 CWAC members are expected to review shared materials in advance of meetings and to become
18 knowledgeable concerning background facts and information regarding issues to be discussed.
- 19 • Minutes of all regular and special meetings will be prepared by staff, distributed to CWAC
20 members and interested parties, and made available to the public in accordance with open
21 meeting and public records laws described in 1 V.S.A.
- 22 • CWAC members are encouraged to serve as liaisons to their local legislative boards by
23 facilitating communication and coordination on a regular basis.
- 24 • CWAC members are encouraged to offer input on all matters before the CWAC, and are
25 encouraged to bring up items of local or regional concern for CWAC consideration.
26

27 **CONFLICT OF INTEREST:** Upon joining the Commission or its committees, individuals must review and
28 sign the Commission's most recently adopted Code of Conduct and Conflict of Interest Policy to indicate
29 that they have read, understood, and agree to comply with it.~~In the event any CWAC member has a~~
30 ~~personal or financial interest with any individual, partnership, firm or corporation seeking to contract~~
31 ~~with the CVRPC, or to provide materials or labor thereto, or has a personal or financial interest in any~~
32 ~~project being considered by the CWAC, the member shall state on the record the nature of his or her~~
33 ~~interest. If the member feels this conflict interferes with his/her ability to be objective, the member~~
34 ~~shall not participate in any vote on any related motion. If the member is uncertain whether he/she~~
35 ~~should participate in the decision, the CWAC shall determine by vote whether the member should~~
36 ~~participate.~~
37

38 ~~The Committee may also make a determination of conflict of interest and disallow voting by a member if~~
39 ~~the majority of voting Committee members in attendance at the meeting determine a conflict of~~
40 ~~interest exists.~~
41

42 **ADOPTION OF ORGANIZATIONAL PROCEDURES:** The CWAC may, at any time, vote to amend these
43 procedures, upon 51% vote of the CWAC membership. Proposed amendments will be forwarded to
44 CWAC members, chairs of local legislative boards, and interested parties before consideration at a

1 regular CWAC meeting. Amendments will then be forwarded to the Board of Commissioners for
2 ratification.

3
4 The CWAC is a special committee of the Regional Planning Commission, and is therefore subject to the
5 Commission's bylaws. These Rules of Procedure, combined with Robert's Rules of Order, provide
6 procedural and administrative guidance for the CWAC.

7
8 Recommended by the Clean Water Advisory Committee: 06/08/18 / /

9
10 Adopted by the Board of Commissioners: 07/10/18 / /

11
12
13 ~~Julie Potter~~ Laura Hill-Eubanks, Chair
14 CVRPC Board of Commissioners



MEMO

Date: October 27, 2020
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: TAC Rules of Procedure

✉ ACTION REQUESTED:

- a) Recommend adoption of the revised Transportation Advisory Committee Rules of Procedure to the Board of Commissioners.
- b) Invite the TAC to discuss its concerns with the Board of Commissioners at the Board's December meeting.

The revisions bring the Rule of Procedure into alignment with updated bylaws adopted by the Board of Commissioners in December 2019. These revisions were adopted by the TAC on October 27th.

As part of adoption, the TAC will be petitioning the Commission to update the Commission bylaws to remove TAC membership language related to non-municipal members. Below is an excerpt from the Rules of Procedure demonstrating the TAC's request.

MEMBERSHIP: The TAC shall consist of municipal ~~representatives and representatives from transportation-related groups~~. Each of the member municipalities in the Central Vermont Region is eligible to appoint one voting member and one alternate to the Transportation Advisory Committee. Municipal participation is discretionary and determined by appointment by the municipality's legislative body. ~~Upon the approval of 51% of the Transportation Advisory Committee, other transportation-related groups will be invited to appoint one voting member and one alternate to the Transportation Advisory Committee.~~

Municipal legislative bodies shall certify the appointment of the committee member and alternate in writing to CVRPC. Committee members and alternates begin serving immediately upon certification of appointment unless otherwise specified in the appointment. Terms for committee members and alternates are one year, from July 1 to June 30. Committee members and alternates may be appointed to serve successive

terms. Committee members and alternates who are appointed midterm shall serve out the term ending June 30 and may continue serving for the subsequent term starting July 1 without recertification.

If the Commission elects not to revise the bylaws, the TAC requests the Commission develop criteria the TAC can use to decide which transportation-related groups can be TAC members.

The TAC expressed that it wanted outside groups to participate, but would prefer those groups be precluded from having a vote on business. TAC members expressed several reasons for precluding these groups from voting, including:

- Increased Quorum Requirements: TAC currently has quorum challenges for some meetings. Adding member could exacerbate that challenge if the new members chose not to attend TAC meetings.
- Equity and Inclusion: How would the Commission maintain fairness if certain groups are selected to participate and not others?
- Membership Change: One member noted that having voting members that are not appointed by elected officials would change the nature of the TAC. Currently, TAC membership is appointed by municipal officials only.



Central Vermont Regional Planning Commission

TRANSPORTATION ADVISORY COMMITTEE (TAC)

RULES OF PROCEDURE

_____/_____/2020

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

GENERAL ACTIVITIES:

- ◆ Oversee the CVRPC transportation planning program in accordance with CVRPC plans, policies and procedures. This includes assisting with the development of CVRPC's annual transportation work program and budget.
- ◆ Develop and update a regional transportation element as part of the Regional Plan.
- ◆ Provide recommendations on funding and prioritization for the Agency of Transportation's Capital Budget and State Transportation Improvement Program.
- ◆ Act as a liaison between local communities and the Vermont Agency of Transportation.
- ◆ Provide local and regional input regarding transportation issues important to the region.
- ◆ ~~Foster public and member municipality participation in the planning for transportation improvements in the region; support and encourage intergovernmental cooperation on regionally important transportation issues.~~
- ◆ ~~Develop and update a Regional Transportation Plan as part of the Regional Plan and Transportation Improvement Program for Board of Commissioners consideration and subsequent submission to the Agency of Transportation and the Legislature.~~
- ◆ ~~Review the Agency of Transportation's Capital Budget and State Transportation Improvement Program, providing recommendations on funding and project prioritization.~~
- ◆ ~~Participate in special studies conducted by the Regional Planning Commission.~~
- ◆ ~~Assist in the development of the Commission's annual work program and budget to be submitted to the Agency of Transportation.~~
- ◆ ~~Provide input and policy recommendations to the Board of Commissioners regarding pertinent regional transportation issues, including review of State plans, policies, and~~

~~legislation.~~

- ~~◆ Provide support to member municipalities and other partners working on transportation issues determined to be in conformance with the Regional Plan.~~

ADVISORY ROLE: The TAC shall be advisory to the Board of Commissioners. The TAC will offer advice, input, and opinions to VTrans and other organizations and individuals as appropriate, provided it is compatible with plans, policies, positions or resolutions adopted by the Board of Commissioners. TAC advice, input, and opinions may be reviewed, confirmed or reversed by the CVRPC Board of Commissioners at the Board's discretion. New or amended plans, policies, positions or resolutions shall be ratified/approved by the Board of Commissioners.

MEMBERSHIP: The TAC shall consist of municipal representatives and representatives from transportation-related groups. Each of the member municipalities in the Central Vermont Region is eligible to appoint one voting member and one alternate to the Transportation Advisory Committee. Municipal participation is discretionary and determined by appointment by the municipality's legislative body. Upon the approval of 51% of the Transportation Advisory Committee, other transportation-related groups will be invited to appoint one voting member and one alternate to the Transportation Advisory Committee.

Municipal legislative bodies shall certify the appointment of the committee member and alternate in writing to CVRPC. Committee members and alternates begin serving immediately upon certification of appointment unless otherwise specified in the appointment. Terms for committee members and alternates are one year, from July 1 to June 30. Committee members and alternates may be appointed to serve successive terms. Committee members and alternates who are appointed midterm shall serve out the term ending June 30 and may continue serving for the subsequent term starting July 1 without recertification.

~~Each of the 23 member municipalities in the Central Vermont region is eligible to appoint one voting member and one alternative representative. Municipal participation is discretionary, and determined by appointment from the municipality's legislative body to the Board of Commissioners. Other transportation related groups and/or organizations, upon 51% vote of the TAC membership (at least 12 votes in favor) at a regular TAC meeting, will be invited to appoint one voting member and one alternate representative to the TAC. Additional membership in the organization shall be subject to the ratification of the Board of Commissioners. Membership term shall be one year, appointed in March.~~

OFFICERS/ELECTIONS: The TAC will elect a Chairperson and Vice-Chairperson annually at the TAC's May meeting. The Chair will be responsible for running meetings, setting agendas in

conjunction with staff, reviewing and signing correspondence on behalf of the TAC, and representing the TAC at various meetings as needed. The Vice-Chair will provide support to the Chair as needed. If the Chair or Vice-Chair should resign before his/her term is expired, an interim election shall be held within two meetings or when regular elections are held in May, whichever is earlier.

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

COMMUNICATION AND COORDINATION:

- ◆ Meetings shall be noticed and held in accordance with Vermont Open Meeting Law.
- ◆ Draft policies and resolutions shall be forwarded to TAC members and interested/affected parties for comment before action by the TAC, or final action/approval by the Board of Commissioners.
- ◆ Minutes of all regular and special meetings will be prepared by staff, distributed to TAC members and interested parties, and made available to the public in accordance with open meeting and public records laws described in 1 V.S.A.
- ◆ TAC members are encouraged to serve as liaisons to their local legislative boards by facilitating communication and coordination on a regular basis.
- ◆ TAC members are encouraged to offer input on all matters before the TAC, and are encouraged to bring up items of local or regional concern for TAC consideration.

CONFLICT OF INTEREST: Upon joining the Commission or its committees, individuals must review and sign the Commission's most recently adopted Code of Conduct and Conflict of Interest Policy to indicate that they have read, understood, and agree to comply with it.

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

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

ADOPTION OF ORGANIZATIONAL PROCEDURES: The TAC may, at any time, vote to amend these procedures, upon 51% vote of the TAC membership (at least 12 votes in favor). Proposed amendments will be forwarded to TAC members, chairs of local legislative boards, and interested parties before consideration at a regular TAC meeting. Amendments will then be forwarded to the Board of Commissioners for ratification.

The TAC is not a standing or special committee of the Regional Planning Commission, and is therefore not subject to the Commission's bylaws. These Rules of Procedure, combined with Robert's Rules of Order, provide procedural and administrative guidance for the TAC.

Adopted by the Transportation Advisory Committee: ____/____/20

Adopted by the Board of Commissioners: ____/____/20

Laura Hill-Eubanks, Chair
CVRPC Board of Commissioners



MEMO

Date: October 23, 2020

To: Executive Committee

From: Nancy Chartrand, Office Manager

Re: CY2021 Health Insurance

✕ ACTIONS REQUESTED: Multiple actions are requested:

- 1) Maintain CVRPC's employer health insurance contribution as 100% of the cost of the MVP Gold HDHP Health Plan for employees and family members.
- 2) Maintain employee choice of available plans to include all BCBSVT and MVP health care plans.
- 3) Maintain 50% payment in lieu of benefit for employees who opt out of CVRPC coverage and provide proof of coverage from another provider.

CVRPC's FY21 budget allowed for a 12% anticipated increase for healthcare costs. The increase in FY20 was 9.6%. Rates for FY21 were released recently. The MVP Gold HDHP Health Plan approved last year has had a 4.7% premium increase, which is well within the budgeted amount. The table below outlines monthly premium costs since 2018.

Health Insurance Premium Cost Change

Coverage	BCBSVT CY18 Mo. Rate	BRS Plan CY19 Mo. Rate	MVP CY20 Mo. Rate	MVP CY21 Mo. Rate (Recommended)	BCBS CY21 Rates for CY18 Compatible Plan	Change CY20-21 (Difference for MVP Plan)
Single	\$571.48	\$598.98	\$651.02	\$682.62	\$686.16	\$30.80
Double	\$1,142.96	\$1,066.14	\$1,303.64	\$1365.24	\$1,372.32	\$61.60
Parent & Child	\$1,102.96	\$1,066.14	\$1,258.01	\$1,317.46	\$1,324.29	\$59.45
Family	\$1,605.89	\$1,654.77	\$1,831.61	\$1,918.16	\$1,928.11	\$86.55
Monthly Total¹	\$82,668	\$85,500	\$94,284	\$98,748	\$99,240	\$4,464

¹ Monthly total is a calculation based on current employee makeup using premiums rounded to the nearest dollar and including 50% payment in lieu of benefit where appropriate. Currently three CVRPC employees are enrolled in family plans, two employees are enrolled in single plans, and two employees receive payment in lieu (single & family).

With the MVP Plan:

- Employee deductible will change from \$2,700/\$5,400 to \$3,000/\$6,000
- Employee out of pocket maximum for families will change from \$2,700/\$5,400 to \$3,000/\$6,000
- Services will be charged at 0% after deductible is met
- Plan is Health Savings Account (HAS) compatible

The MVP Health Plan provides a Dependent Care Reimbursement Account benefit. Staff is working to confirm that this benefit will remain cost-free to CVRPC through MVP's FSA-DCRA provider. It is anticipated that it will.

The Executive Committee requested at the December 2019 meeting that staff research what other organizations provide for health benefits. Research was conducted into the State of Vermont, municipalities, area non-profits and educational institution as requested and a table outlining findings is attached.

Organization	Plans Provided	Plan Benefit	Employee Contribution (Single)	Employee Contribution (Family)
State of Vermont	BCBSVT SelectCare POS	100% coverage after co-pay in network, 70% OON after \$500 deductible, prescriptions - \$50 deductible, 90%/80%/60%	\$160/month	\$441/month
	BCBSVT Total Care	80% coverage after \$300 deductible, out of pocket max \$750 per person, prescriptions - \$50 deductible, 90%/80%/60%	\$192/month	\$527/month
<i>Municipalities</i>				
Calais	BCBSVT Gold CDHP	100% coverage after \$3,250 deductible, out of pocket maximum \$3,250, prescriptions \$5/40%/60%	15%	15%
Cabot	BCBSVT Standard Silver	70% coverage after \$1,700 deductible, out of pocket maximum \$6,750, prescriptions - \$10/\$40/50%	10%	10%
East Montpelier	All BCBSVT Plans	varies	15%	15%
Plainfield	BCBSVT Gold CDHP	100% coverage after \$3,250 deductible, out of pocket maximum \$3,250, prescriptions \$5/40%/60%	7%	7%
Fayston	MVP Platinum (Individual Only)	90% coverage after \$350 deductible, out of pocket maximum \$1,350	0%	Not offered
Barre City	Range of BCBSVT Plans	varies	0%	0%
<i>Non Profits</i>				
Vt. River Conservancy	None	\$500/month pay enhancement for each FTE, pro-rated for part-time		
MRVPD	MVP Gold 3 HDHP	100% coverage after \$2,700 deductible (ind) or \$5,400 (family)	0%	0%
CVCOC	None			
VPIRG	info pending			
<i>Other</i>				
Institute of higher education	info pending disclosure			
State of Vermont Info obtained from Dept. of Human Resources Website				
Municipal Data obtained from 2019 VLCT Vermont Municipal Compensation & Benefits Report				
Non Profit Data obtained via phone calls with organization staff				



MEMO

Date: October 30, 2020
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: FY21 Municipal Dues

✉ **ACTION REQUESTED:** Recommend an FY22 municipal dues assessment rate of \$1.28 per capita to the Board.

CVRPC has two flexible sources of funds: municipal assessments and regional planning funds provided by the Vermont Legislature. When viewed together, CVRPC's flexible funds have not kept pace with the rate of inflation over the past 10 years. This coincided with increased match requirements for grants and increased municipal service requests.

Raising dues helps maintain CVRPC's staff capacity so municipalities can rely on our services and reach into our staff pool for support. Municipalities invested \$79,875 for FY21 dues, and will leverage \$1.12 million in services from CVRPC.

How are municipal dues used?

Municipal dues are used to match grants, make up shortfalls or reductions in grants and contracts, and help support ongoing operations and maintenance of a professional staff. State officials and legislators look to municipal assessments (the rate and the overall participation by municipalities) as one indicator of a regional planning commission's success.

How was the recommended rate developed?

The Executive Director assesses potential budgetary needs for the upcoming fiscal year. Factors considered include overall budget, dues as a percentage of budget (buying power of municipal dues), cash and in-kind match needs, projected municipal service needs over the next 2-3 years, and potential future needs of the Commission. The Director provides alternatives and a recommendation to the Executive Committee, which recommends a rate to the Board.

How do dues fit within CVRPC other funding?

CVRPC is funded by municipal dues assessments, an annual allocation of regional planning funds from the Legislature, grants, and contracts for services. Of these, municipal assessments and regional planning funds are the only flexible funds. Municipal assessments are the most flexible.

How will the dues change for my municipality?

Table 1 reflects the recommended change in dues by municipality in actual dollars.

Table 1: Dues Change by Municipality

Municipality	POPULATION CHANGE			DUES CHANGE			
	2017 VT Dept of Health Est.	2019 VT Dept of Health Est. ¹	Population Change	↓ RECOMMENDED			← Options \$ Change
				Maintain FY 22 Dues at \$1.25	Increase 2.4% FY 22 Dues at \$1.28	Increase 4% FY 23 Dues at \$1.30	
Barre City	8,659	8,528	(131)	\$ 10,660.00	\$ 10,915.84	\$ 11,086.40	\$ 255.84
Barre Town	7,723	7,720	(3)	\$ 9,650.00	\$ 9,881.60	\$ 10,036.00	\$ 231.60
Berlin	2,807	2,781	(26)	\$ 3,476.25	\$ 3,559.68	\$ 3,615.30	\$ 83.43
Cabot	1,437	1,433	(4)	\$ 1,791.25	\$ 1,834.24	\$ 1,862.90	\$ 42.99
Calais	1,597	1,604	7	\$ 2,005.00	\$ 2,053.12	\$ 2,085.20	\$ 48.12
Duxbury	1,320	1,305	(15)	\$ 1,631.25	\$ 1,670.40	\$ 1,696.50	\$ 39.15
East Montpelier	2,576	2,551	(25)	\$ 3,188.75	\$ 3,265.28	\$ 3,316.30	\$ 76.53
Fayston	1,335	1,330	(5)	\$ 1,662.50	\$ 1,702.40	\$ 1,729.00	\$ 39.90
Marshfield	1,501	1,473	(28)	\$ 1,841.25	\$ 1,885.44	\$ 1,914.90	\$ 44.19
Middlesex	1,747	1,724	(23)	\$ 2,155.00	\$ 2,206.72	\$ 2,241.20	\$ 51.72
Montpelier	7,484	7,372	(112)	\$ 9,215.00	\$ 9,436.16	\$ 9,583.60	\$ 221.16
Moretown	1,667	1,665	(2)	\$ 2,081.25	\$ 2,131.20	\$ 2,164.50	\$ 49.95
Northfield	6,032	6,522	490	\$ 8,152.50	\$ 8,348.16	\$ 8,478.60	\$ 195.66
Orange	1,101	1,113	12	\$ 1,391.25	\$ 1,424.64	\$ 1,446.90	\$ 33.39
Plainfield	1,260	1,262	2	\$ 1,577.50	\$ 1,615.36	\$ 1,640.60	\$ 37.86
Roxbury	706	709	3	\$ 886.25	\$ 907.52	\$ 921.70	\$ 21.27
Waitsfield	1,708	1,693	(15)	\$ 2,116.25	\$ 2,167.04	\$ 2,200.90	\$ 50.79
Warren	1,682	1,671	(11)	\$ 2,088.75	\$ 2,138.88	\$ 2,172.30	\$ 50.13
Washington	1,018	1,010	(8)	\$ 1,262.50	\$ 1,292.80	\$ 1,313.00	\$ 30.30
Waterbury	5,142	5,155	13	\$ 6,443.75	\$ 6,598.40	\$ 6,701.50	\$ 154.65
Williamstown	3,491	3,530	39	\$ 4,412.50	\$ 4,518.40	\$ 4,589.00	\$ 105.90
Woodbury	888	883	(5)	\$ 1,103.75	\$ 1,130.24	\$ 1,147.90	\$ 26.49
Worcester	1,019	1,028	9	\$ 1,285.00	\$ 1,315.84	\$ 1,336.40	\$ 30.84
Region	63,900	64,062	162	\$ 80,077.50	\$ 81,999.36	\$ 83,280.60	\$ 1,921.86

¹Dues Calculations use the most recent US Census or estimated census (2019 Population Projection Estimates Bulletin, VT Dept. of Health, <https://www.healthvermont.gov/sites/default/files/documents/pdf/HS-STAT-2019-Population-Estimates-Bulletin.pdf>, November 2020)

Vermont RPC Municipal Dues Rates and Structures

The Executive Committee customarily requests information about how CVRPC's activities compare to its peers. The table below reflects how CVRPC's dues compare to other RPCs as of 09/09/19. The data is sorted by Per Capita Equivalent to assist with comparisons. Note: CVRPC's FY20 due rate was \$1.25.

RPC	Population	Population Data Source	Amount Raised by Dues	# of Municipalities	Dues as Percentage of Total Revenue	Calculation Method	Per Capita Equivalent ¹
Bennington	37,701	US Census	\$102,686	17	6%	Population: 0-250 = \$2,000; 251-500 = \$3,000; 501-1,000 = \$4,000; 1,001-2,000 = \$5,000; 2,001-3,000 = \$6,000; 3,001-4,000 = \$7,000; 4,001-5,000 = \$8,000; Over 5,000 = \$8,000 + (Population-5,000) * 3	\$2.72
Windham	45,562	US Census	\$106,931	27	5%	\$2.30 per capita - minimum \$250	\$2.35
Chittenden	156,545	US Census	\$250,400	19	5%	Pro-rated based on municipal share of the county Equalized Education Grand List (EEGL) value	\$1.60
Two Rivers	55,996	US Census	\$83,434	30	5%	\$1.49 per capita	\$1.49
Addison	33,517	VT Dept. of Health Estimates	\$43,237	21	6%	\$1.23 per capita, minus group quarters	\$1.29
South Windsor	24,711	US Census	\$30,889	10	4%	\$1.25 per capita	\$1.25
Central VT	65,034	US Census	\$78,040	23	5%	\$1.20 per capita	\$1.20
Northwest	54,715	US Census	\$60,576	22	4%	\$1.107 per capita; annual change based on employer cost price index	\$1.11
Lamoille	24,475	US Census	\$20,000	10	3%	Pro-rated 50/50, most recent Census population and equalized grand list value; towns only, not villages	\$0.82
Northeast Kingdom	62,438	US Census	\$50,215	50	3%	\$0.75 per capita - minimum dues of \$500 (few do pay \$100); \$3,500 cap	\$0.80
Rutland	61,642	US Census	\$24,050	27	2%	\$975/year per municipality	\$0.39

¹Amount Raised by Dues divided by Population

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION
BOARD OF COMMISSIONERS
EXECUTIVE COMMITTEE**

Draft MINUTES

September 24, 2020 Special Meeting

Commissioners:

<input type="checkbox"/> Barre City	Janet Shatney	<input checked="" type="checkbox"/> Moretown	Dara Torre, Secretary/Treasurer
<input type="checkbox"/>	Heather Grandfield, Alt.	<input type="checkbox"/>	Joyce Manchester, Alt
<input type="checkbox"/> Barre Town	Byron Atwood	<input checked="" type="checkbox"/> Northfield	Laura Hill-Eubanks, Chair
<input checked="" type="checkbox"/>	George Clain, Alt	<input type="checkbox"/> Orange	Lee Cattaneo
<input checked="" type="checkbox"/> Berlin	Robert Wernecke	<input type="checkbox"/> Plainfield	
<input type="checkbox"/>	Karla Nuissl, Alt.	<input type="checkbox"/>	Paula Emery, Alt.
<input type="checkbox"/> Cabot	Amy Hornblas	<input checked="" type="checkbox"/> Roxbury	Jerry D'Amico
<input type="checkbox"/> Calais	John Brabant	<input type="checkbox"/> Waitsfield	Don La Haye
<input type="checkbox"/>	Jan Ohlsson, Alt.	<input type="checkbox"/>	Harrison Snapp, Alt.
<input type="checkbox"/> Duxbury	Alan Quackenbush	<input type="checkbox"/> Warren	
<input checked="" type="checkbox"/> E. Montpelier	Julie Potter	<input type="checkbox"/>	J. Michael Bridgewater, Alt.
<input type="checkbox"/>	Clarice Cutler, Alt.	<input type="checkbox"/> Washington	Peter Carbee
<input type="checkbox"/> Fayston		<input type="checkbox"/> Waterbury	Steve Lotspeich, Vice-Chair
<input type="checkbox"/> Marshfield	Robin Schunk	<input checked="" type="checkbox"/> Williamstown	Richard Turner
<input type="checkbox"/> Middlesex	Ron Krauth	<input type="checkbox"/>	Jacqueline Higgins, Alt.
<input type="checkbox"/> Montpelier	Marcella Dent	<input checked="" type="checkbox"/> Woodbury	Michael Gray
<input type="checkbox"/>	Mike Miller, Alt.	<input checked="" type="checkbox"/> Worcester	Bill Arrand

Staff: Bonnie Waninger, Nancy Chartrand, Clare Rock

Call to Order

Chair L. Hill-Eubanks called the remote meeting to order at 6:35 pm and advised the reason for the special meeting was to review Northfield and Fayston's Town Plans. She noted there was not a full quorum of the Board, therefore the Executive Committee will need to do voting. Hill-Eubanks announced a roll call of participants.

Adjustments to the Agenda

None.

Public Comments

None.

Municipal Plan Approval, Confirmation of Planning Process & Certificate of Energy Compliance

- a) Town of Fayston – plan approval, planning process confirmation

b) Town of Northfield – plan approval, planning process confirmation, energy compliance certificate

Hill-Eubanks advised information was to have been presented by Bill Arrand, who was not currently present. She requested Clare Rock provide the introduction. She also noted a revised resolution was emailed to members today as a revision to the packet.

Town of Fayston

Rock advised the Municipal Plan Review Committee (MPRC) recommended approval of the Municipal Plan and confirmation of the Town's planning process. She noted the Fayston Plan did not include the enhanced energy component. The Selectboard adopted the Plan subsequent to the MPRC meeting; and there has been confirmation that the plan has been approved by the Fayston Select Board and that there was little discussion at the Select Board hearing. It was noted that one comment raised was the consideration of how COVID has impacted the municipal planning process and consideration of whether that should be incorporated into the review process. There was limited discussion as that is not a plan component or requirement. Rock wanted to make note of that comment to the Board. She reiterated that the MPRC voted to recommend approval by the CVRPC Board.

Bill Arrand joined the meeting.

Hill-Eubanks opened the floor to questions. G. Clain asked for confirmation that the meeting was now the Executive Committee meeting since there was not a quorum of the Board. This was confirmed. He also brought attention to one area of the Fayston Plan – Page 114 where the 1st sentence refers to “see Section 8.5.5”, which doesn't appear to exist. This appears to be a typo, not a section that is missing. It should be cited as Section 8.6.

D'Amico asked if the plan addresses the energy section that was noted in Barre Town's Plan and discussed at our last meeting. Rock confirmed Fayston was not asking for a determination of energy compliance.

Hill-Eubanks read the proposed motion:

“Resolved that the Central Vermont Regional Planning Commission:

- 1) approves the Fayston, Vermont 2020 Town Plan, adopted September 22 2020, and
- 2) consulted with and confirms the planning process of the Town of Fayston.”

G. D'Amico so moved; J. Potter seconded. Motion carried.

Town of Northfield

At Hill-Eubanks' request, Dara Torre assumed Chair of the meeting. B. Arrand said the MPRC reviewed the Town Plan, Planning Process and Energy Component and that the MPRC approved all three.

Hill-Eubanks advised that the Northfield Planning Commission has been working on the plan for over two years and had a lot of input from the public including hearings, forums, and surveys. The Town Planning Commission believes it reflects what the Town of Northfield wanted in the Town Plan.

Clain commented that on Page 34 of Northfield's Town Plan under Public Utilities, 2nd paragraph has an

1 issue which might be a typo or punctuation. It reads "...but as of 2018 it did not generate any power and
2 contracted with Green Mountain Power to provide all maintenance services..." Clain noted GMP was
3 contracted before 2018. Hill-Eubanks clarified that it was oddly worded as it is meant to state as of
4 2018, they knew that GMT was still not generating power as that was the most current year they had
5 data. Clain advised gratitude for town officials who work on these plans and put in the time to create
6 them. Torre inquired if there were additional questions or comments. She directed the members to the
7 resolution on page 13 of the packet and read the following as a proposed motion:

8
9 "Resolved that the Central Vermont Regional Planning Commission:

10 3) approves the Northfield Town Plan 2020-2028, adopted August 11, 2020, and

11 4) consulted with and confirms the planning process of the Town of Northfield."

12
13 *J. Potter moved to approve the Northfield Town Plan, confirm the Town's planning process, and*
14 *authorize the Chair to sign the resolution; M. Gray seconded. Motion carried.*

15
16 Torre inquired if Hill-Eubanks had anything to share about the energy element. Hill-Eubanks shared
17 there had been a comment that the Plan should set an example by supporting or encouraging new
18 energy generation. She advised that they did have something that addressed that in the Plan in one of
19 the implementation actions which was to investigate capturing methane at the wastewater treatment
20 plant to use to generate energy. She also noted Northfield wanted to protect their ridgelines above
21 1,800 feet from larger renewable energy facilities, and therefore discouraged development above 1,800
22 feet.

23
24 Potter raised a question regarding the proposed resolution item #6, which states . . . "Board of
25 Commissioners..... voted to approve the determination.....". Given that the that the Executive
26 Committee was authorized to do this in lieu of Commissioners, how does this language change? She
27 also referenced a highlight noting number of members of public in attendance at the MPRC meeting.
28 Rock confirmed that the following were present at the MPRC Meeting - Municipal Representatives:
29 Laura Hill Eubanks, Northfield Planning Commission Chair, Doug Day, Fayston Planning Commission
30 Chair, Carol Chamberlain, Fayston Planning Commission. Waninger confirmed the resolution would
31 need to have this information updated. Item #6 would be changed to reflect a new item that discusses
32 the Board authorizing the Executive Committee to make a decision in absence of a Board quorum. The
33 original Item #6 would become #7, which would replace Board of Commissioners with Executive
34 Committee on behalf of Board of Commissioners.

35
36 *J. Potter moved to approve the determination of energy compliance for Northfield and approve the*
37 *resolution as edited; M. Gray seconded. Motion carried.*

38 39 **Adjournment**

40 *M. Gray moved to adjourn at 7:03 pm; D. Torre seconded. Motion carried.*

41
42 Respectfully submitted,

43
44 Nancy Chartrand, Office Manager

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT MINUTES
October 5, 2020 Meeting

Present:

☒ Julie Potter
☒ Dara Torre
☒ Gerry D'Amico

☒ Laura Hill-Eubanks
☒ Steve Lotspeich

☐ Michael Gray
☒ Janet Shatney

Staff: Bonnie Waninger, Nancy Chartrand

Guests: Ahsan Ijaz; The Ijaz Group, Enrique Gonzales, The Ijaz Group; George Clain, Barre Town
Alternate Commissioner

Call to Order

Vice Chair Lotspeich called meeting to order 4:05 pm due to Chair Hill-Eubanks expecting to be late.
She joined at 4:09 pm.

Adjustments to the Agenda

G. D'Amico asked if the disability statement on the agenda meant that if someone didn't have a computer we would be obligated to get them a computer to participate. Waninger advised we would not be obligated to get them a computer. We would be obligated to find them a way to participate; i.e. dial in by phone or participate in person.

Public Comment

None.

Financial Report

Lotspeich directed the Committee to the information in the packet. Waninger introduced CVRPC's accounting team, Ahsan Ijaz and Enrique Gonzales. Ijaz advised the financials were as of August 31st; he provided an overview. He advised billing for FY20 is substantially complete, and they will be getting the rest out this week. He reported the ACCD report will be wrapped up shortly, and the year will be closed out to schedule audit.

Waninger advised that several federal contracts were closed out on September 30th. CVRPC expects to leave TPI funds on the table due to COVID.

A question was raised about the Accounts Receivable (AR) report, and if we anticipate it will go down. Ijaz advised that it will go down as it currently includes invoices that are complete, but have not been sent, and some will not go out yet based on the particular contract. Also noted was that a lot of payments did come in during September, which reduces that balance. Both Waninger and Ijaz noted that CVRPC will continue to see the AR report gaining every month due to more invoices going out the

1 door, but expect by November that number should go down considerably. Waninger also advised it also
2 is dependent on how quickly agencies pay.

3
4 Hill-Eubanks assumed chair duties at 4:17 pm.
5

6 **Contract/Agreement Authorization**

7 Hill-Eubanks provided a brief overview of each contract and opened to questions.
8

9 Vermont Department of Taxes – Local Government Expense Reimbursement (LGER)

10
11 *G. D'Amico moved to authorize the Executive Director to sign the agreement; J. Shatney seconded.*
12 *Motion carried.*
13

14 Cross Vermont Trails Association – Administrative Services Amendment 1

15
16 *J. Shatney moved to authorize the Executive Director to sign the amendment; J. Potter seconded. Motion*
17 *carried.*
18

19 Southern Windsor County Regional Planning Commission – Design/Implementation Block Grant, Berlin 20 Town Office & Garage Stormwater Implementation Amendment 1

21
22 Shatney and D'Amico requested clarification of what the additional funds were. Waninger clarified it
23 was approximately \$15,000 higher than the original bid.
24

25 *G. D'Amico moved to authorize the Executive Director to sign the agreement amendment; S. Lotspeich*
26 *seconded. Motion carried.*
27

28 Town of Berlin – Stormwater Mitigation Construction, Berlin Town Offices Amendment #1

29
30 Lotspeich asked for clarification of the dollar amount. Waninger clarified that the \$82,152 is from
31 SWCRPC; of the \$82,152, \$7,417 is for CVRPC program delivery and \$74,735 is for project
32 implementation (construction and construction oversight by the Town). CVRPC is subcontracting
33 \$65,000 to Town of Berlin to hire a contractor and get construction done. CVRPC will retain
34 approximately \$10,000 to hire an engineer for construction oversight.
35

36 *J. Shatney moved to authorize the Executive Director to sign the contract amendment; S. Lotspeich*
37 *seconded. Motion carried.*
38

39 Hill-Eubanks directed the Committee to the information in the packet related to informational only
40 contracts and inquired if there were any questions. No questions were raised.
41

42 **Revised FFY20 Transportation Planning Initiative Budget Adjustment 2**

43 Waninger informed the Committee that the FY20 agreement ended September 30th. VTrans now
44 requires task overages to be removed from invoices even if the contract retains a balance. The budget

1 adjustment makes adjustments between tasks to avoid overages. The amendment has been approved
2 by VTrans as it had to be approved by September 30th. She requested both Transportation Advisory
3 Committee (TAC) and Executive Committee review and approve it. Lotspeich advised TAC approved it at
4 their meeting last week.

5
6 *G. D'Amico moved to approve the FFY20 Transportation Planning budget adjustment 2; D. Torre*
7 *seconded. Motion carried.*
8

9 **Clean Water Service Provider (CWSP) Update**

10 Waninger advised that CVRPC applied for and expects to be CWSP for the Winooski Basin, which will
11 cover Central Vermont and Chittenden County, as well as some areas in the Northeast Kingdom and the
12 Two Rivers-Ottawaquechee area. CVRPC will administer the funds as CWSP once they are distributed.
13 The Agency of Natural Resources (ANR) now has to issue a rule for how a CWSP will operate to create
14 statewide consistency. Since CVRPC is a proposed designee, Waninger and Vinson are participating in
15 the advisory committee. Rules are almost final for preliminary input and will then be published for a 30-
16 day comment period. Waninger noted that monies cannot be provided to CWSPs until the rulemaking
17 process is complete; this is not anticipated to occur until January.

18
19 Waninger noted the Basin Water Quality Council, per legislative directive, only has two municipal
20 representatives from all regions of each basin as well as watershed groups, conservation organizations;
21 it is very different from CVRPC's Clean Water Advisory Committee representation. Waninger noted
22 CVRPC may have to operate both entities from existing funds until monies are available. This may
23 require moving the CWAC to either bi-monthly or quarterly meetings. Waninger will be discuss this with
24 CWAC on Thursday. Pam DeAndrea will be drafting CVRPC's Clean Water budget and work plan shortly.

25
26 Waninger requested guidance from Executive Committee on the matter. Discussion ensued regarding
27 the role of the CWAC, the status of funding, and that between now and January another basin plan is
28 not expected to need review. If a basin plan came up for review, CWAC could be called specifically to
29 meet should that be necessary. The Committee concurred that reducing the number of CWAC meetings
30 to bi-monthly or quarterly would be appropriate.

31 **Legislative Update**

32 Waninger advised state budget has passed and Regional Planning Commissions were level funded, which
33 they are very grateful for. The Legislature understood RPCs will support towns related to COVID.

34
35
36 She will review final Act 250 legislation at the Board meeting.
37

38 **Consent Items**

39 *J. Shatney moved to approve the August 31, 2020 minutes; G. D'Amico seconded. Motion carried.*
40

41 **Commission Meeting Agenda**

42 Hill-Eubanks inquired if the Berlin Town Center discussion was informational or was a specific outcome
43 anticipated. Waninger said the Town may ask for Board support. Berlin will be presenting the
44 equivalent of a Master Plan for the development they would like to see occur in their town center in the

1 future. The Town is hoping to be on the Downtown Board's January agenda for the designation process
2 and are looking for support to present to the Downtown Board. By supporting the plan Board would be
3 saying they believe it is a good idea and compatible with the Regional Plan and what as a region we
4 want to see in that location.

5
6 A lengthy discussion ensued regarding whether the Board would have enough information to vote on
7 support of the plan within the timeframe of one meeting. Hill-Eubanks suggested offering the Town two
8 slots with the Board, an informational meeting and an action meeting. It was noted that until the
9 presentation is made, it is difficult to know what the questions might arise and whether the Board could
10 make an immediate decision.

11
12 Waninger asked the Committee's thoughts about the staff role in the discussion. Lotspeich suggested
13 staff provide neutral facilitation and information. Hill-Eubanks advised it might be appropriate to ask
14 the Town to tell us what the issues are that have been raised and how they have addressed them.

15
16 Waninger reviewed that the Committee previously requested that staff put together a presentation as
17 to what a town center designation is, have Berlin present their plan, and then have staff present
18 information from the Regional Plan.

19
20 Shatney advised that Berlin gave the presentation to the Montpelier Planning Commission on August
21 10th in case members want to view that video in advance.

22
23 *S. Lotspeich moved to approve the agenda for October 13; J. Shatney seconded. Waninger inquired if the*
24 *Legislative Update should be removed from agenda to allow more time to provide more time on Berlin.*
25 *It was suggested to leave it in. Motion carried.*

26
27 G. Clain noted that Bonnie had added an item to the agenda. She advised she could call people
28 individually to debrief on the Board meeting on the Barre Town Plan or they could do the debrief as part
29 of tonight's meeting. Potter advised she would rather have an individual discussion with Bonnie and not
30 have it be part of the minutes.

31
32 **Adjourn**

33 *D. Torre moved to adjourn at 5:44 pm; J. Shatney seconded. Motion carried.*

34
35 Respectfully submitted,

36
37 Nancy Chartrand, Office Manager



BOARD OF COMMISSIONERS

November 10, 2020 at 6:30 pm

Remote Participation via GoToMeetings¹

Join via computer, tablet or smartphone: <https://global.gotomeeting.com/join/552444045>

Dial in via phone²: (872) 240-3212; Access Code: 552-444-045

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

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Page **AGENDA**

- 6:30³ Adjustments to the Agenda**
Public Comments
- 6:35 Central Vermont Economic Development Corporation Update**, *Jamie Stewart, Executive Director*
- 6:50 Regional Recreation Updates**
Walter Opuszynski, State of Vermont, Kim McKee/Greg Western, Cross Vermont Trails Association, & Clare Rock, CVRPC
 Updates on recreation projects and activities in the region.
- 7:45 Municipal Plan Approval & Confirmation of Planning Process**, *Bill Arrand, Municipal Plan Review Committee Chair* (enclosed)⁴
 Report and recommended regarding City of Barre Plan approval and planning process confirmation.
- 8:00 Municipal Dues** (enclosed)²
 Adopt the FY22 municipal dues rate.
- 8:15 Meeting Minutes – October 13, 2020** (enclosed)⁴
- 8:20 Reports** (enclosed)
 Update/questions on Staff and Committee Reports
- 8:30 Adjournment**

Next Meeting: December 8, 2020

¹ 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.

² Dial-in numbers are toll numbers. Fees may be charged dependent on your phone service.

³ Times are approximate unless otherwise advertised.

⁴ Anticipated action item.