



## EXECUTIVE COMMITTEE

**November 30, 2020 at 4:00 p.m.**

***Remote Participation via GoToMeetings<sup>1</sup>***

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### Page **AGENDA**

**4:00<sup>2</sup> Adjustments to the Agenda**

**Public Comment**

**3 4:05 Financial Report** (enclosed)<sup>3</sup>

Accept unaudited financial reports.

**17 4:20 Contract/Agreement Authorization** (enclosed)<sup>3</sup>

**57 4:30 FFY21 Transportation Planning Initiative Amendment** (enclosed)<sup>2</sup>

Approve amendment and authorize signature of the amendment.

**70 4:40 FY21 Budget Adjustment** (enclosed)<sup>3</sup>

Adopt budget adjustment. Authorize the addition of temporary staff.

**81 4:55 Policy and Procedure Updates** (enclosed)<sup>3</sup>

a) Municipal Plan Review Committee Rules of Procedure

**84 5:00 Line of Credit Renewal** (enclosed)<sup>3</sup>

Authorize the Chair to sign the 3-year renewal.

<sup>1</sup> Dial-in telephone numbers are "Toll" numbers. Fees may be charged to the person calling in dependent on their phone service.

<sup>2</sup> All times are approximate unless otherwise advertised

<sup>3</sup> Anticipated action item.

Page **AGENDA**

- 86     **5:05    Bylaws Review** (enclosed)  
         Discuss process for Bylaw review.
- 88     **5:20    RPC Role in Furthering Diversity, Equity and Inclusion** (enclosed)  
         Initial discussion of RPC actions and external role.
- 89     **5:35    Consent Items** (enclosed)<sup>3</sup>  
         Meeting Minutes – September 24 and November 2, 2020
- 99     **5:40    Commission Meeting Agenda** (enclosed)<sup>3</sup>  
         **5:45    Executive Session** (provided separately)  
         1 V.S.A. § 313(a)(3), Personnel
- 6:00    Adjourn**

**Next Meeting: January 4, 2021**



## Central Vermont Regional Planning Commission

### MEMO

Date: November 25, 2020  
To: Executive Committee  
From: Bonnie Waninger, Executive Director  
Re: Financial Report as of 10/31/20

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#### FY20 Summary

CVRPC's accountant continues working to complete journal adjustments and perform final review of transactions prior to audit. The ACCD retainage invoice is the sole remaining FY20 invoice to be sent; it can be sent when the financial report is complete. As of 11/25/20, CVRPC's net income for FY20 is \$166,812.

#### FY21 Summary

CVRPC's net income for the four months ended 10/31/20 is \$119,311.55. This net income is in line with expectations. In FY20, CVRPC had a Year To Date surplus of \$112,767.13 through 10/31/19.

#### Balance Sheet

- *Assets –*
  - FY21 invoices are beginning to be sent to funders for payment. As of 11/24, the accountants anticipated having all funder invoice packages to the Executive Director for review by 12/1.
  - Operating cash is \$230,058.82, which is very good.
  - Aging receivables are at \$412,662.98, which is high for CVRPC. \$118,804.21 of aged receivables was received in November. Advances have not been applied this fiscal year, resulting in an overstatement of receivables by \$84,401.58. Receivables also are overstated by \$4,875 for the BCRC Energy contract. Both actual and schedule-based payments are included. This will be rectified in January when the BCRC payment arrives.
- *Current Liabilities –*
  - CVRPC maintained a higher than average payable balance, owing to the LGER invoices received from other RPCs.

- Accrued vacation and compensatory time balances are \$21,823.26 and \$10,435.43 respectively. The vacation value is similar to the 06/30/20 balance. The compensatory time balance is primarily the Director's accrual.
- ACCD Deferred Income has not been adjusted for this fiscal year. Of the \$129,794.31, \$84,401.58 has been earned.
- *Net Income* of \$119,311.55 primarily reflects retainage of \$79,875 in Town Dues earned in July.

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

At four months into the fiscal year, the benchmark for income and expenses is 33%, except for contractor expenses, the timing of which varies greatly by project. No extraordinary expenses of substance have occurred.

- *Revenues* – As noted previously, BCRC Energy income is overstated. Previous schedule-based payments need to be applied to existing invoices. Four months into the fiscal year, total revenue stands at 40% earned, exceeding the benchmark projection.
- *Expenses* – The salaries budget, CVRPC's largest expense, is in line with budget at 31%. Overall expenses are in line with the budget at 29%.

#### **Looking to the Future**

- Because CVRPC, municipalities, and the State are working remotely currently, CVRPC operations should be maintained through additional COVID-19 restrictions in winter. Spring distributions could occur for projects requiring field work and site visits.
- When the CNB operating account maintain a balance of at least \$250,000 regularly, staff will initiate cash transfers to the NSB reserve account to keep the CNB account within FDIC insured limits. This has the added benefit of contributing to reserves throughout the year.
- Work associated with new contracts means CVRPC is ready to fill its Transportation Planner vacancy. The budget adjustment primarily addresses workload increases.

#### **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
BCRC	Bennington County Regional Commission
CCRPC	Chittenden County Regional Planning Commission
CTAA	Community Transportation Association of America
CW	Clean Water
DCRA	Dependent Care Reimbursement Account
DEC	Vermont Department of Environmental Conservation
DPS	Vermont Department of Public Safety
EAB	Emerald Ash Borer
EMPG	Emergency Management Performance Grant
EPA	US Environmental Protection Agency



ERP	Ecosystem Restoration Program
FICA	Federal Insurance Contributions Act payroll tax to fund Social Security and Medicare
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)
NEIWPPCC	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)

9:43 AM  
11/24/20  
Accrual Basis

Central Vermont Regional Planning Commission  
**Balance Sheet**  
As of October 31, 2020

	<u>Oct 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1001 · Community National Bank	230,058.82
1009 · Northfield Savings - Reserve	136,734.66
<b>Total Checking/Savings</b>	<u>366,793.48</u>
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	412,662.98
<b>Total Accounts Receivable</b>	<u>412,662.98</u>
<b>Other Current Assets</b>	
1020 · Undeposited Funds	7,739.21
<b>Total Other Current Assets</b>	<u>7,739.21</u>
<b>Total Current Assets</b>	<u>787,195.67</u>
<b>Fixed Assets</b>	
1501 · Equipment	50,203.31
1502 · Equipment - Accum. Depreciation	-41,279.90
<b>Total Fixed Assets</b>	<u>8,923.41</u>
<b>Other Assets</b>	
1301 · Prepaid Expenses	17,750.92
1320 · Deposits	4,415.00
<b>Total Other Assets</b>	<u>22,165.92</u>
<b>TOTAL ASSETS</b>	<u><b>818,285.00</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	70,131.91
<b>Total Accounts Payable</b>	<u>70,131.91</u>
<b>Credit Cards</b>	
2010 · Peoples United Bank Visa	293.00
<b>Total Credit Cards</b>	<u>293.00</u>
<b>Other Current Liabilities</b>	
2102 · Accrued Vacation	21,823.26
2103 · Accrued Compensatory Time	10,435.43
2200 · Deferred Income	
2201 · ACCD	129,794.31
2203 · LEPC #5 Old Funds	1,791.04
2200 · Deferred Income - Other	6,660.05
<b>Total 2200 · Deferred Income</b>	<u>138,245.40</u>
2304 · Dependent Care Deductions	1,383.72
2306 · Pension Liability- Edward Jones	1,608.25

9:43 AM  
11/24/20  
Accrual Basis

Central Vermont Regional Planning Commission  
**Balance Sheet**  
As of October 31, 2020

	<b>Oct 31, 20</b>
<b>Total Other Current Liabilities</b>	<b>173,496.06</b>
<b>Total Current Liabilities</b>	<b>243,920.97</b>
<b>Total Liabilities</b>	<b>243,920.97</b>
<b>Equity</b>	
<b>3100 · Unrestricted Net Position</b>	
<b>3150 · Designated for High Meadows</b>	<b>428.47</b>
<b>3100 · Unrestricted Net Position - Other</b>	<b>277,292.09</b>
<b>Total 3100 · Unrestricted Net Position</b>	<b>277,720.56</b>
<b>3300 · Invested in Fixed Assets</b>	<b>10,519.92</b>
<b>3900 · Retained Earnings</b>	<b>166,812.00</b>
<b>Net Income</b>	<b>119,311.55</b>
<b>Total Equity</b>	<b>574,364.03</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>818,285.00</b>

9:47 AM  
11/24/20

**Central Vermont Regional Planning Commission**  
**A/R Aging Summary**  
 As of October 31, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	NOTES
<b>ACCD</b>							
ACCD 20	0.00	0.00	0.00	0.00	13,481.90	13,481.90	Retainage to be paid when final finance report provided.
ACCD 21							
Core	11,656.11	0.00	9,966.61	7,725.91	9,000.24	38,348.87	
Municipal Planning	7,737.15	0.00	12,986.32	8,647.54	5,348.22	34,719.23	
Municipal Training	408.94	0.00	661.05	0.00	787.05	1,857.04	
Regional & State Issues	833.54	0.00	0.00	0.00	0.00	833.54	
Regional Planning/Act 250 Sec 248	3,610.54	0.00	1,789.11	1,415.66	1,827.59	8,642.90	
<b>Total ACCD 21</b>	<b>24,246.28</b>	<b>0.00</b>	<b>25,403.09</b>	<b>17,789.11</b>	<b>16,963.10</b>	<b>84,401.58</b>	Advance and retainage to be applied
<b>Total ACCD</b>	<b>24,246.28</b>	<b>0.00</b>	<b>25,403.09</b>	<b>17,789.11</b>	<b>30,445.00</b>	<b>97,883.48</b>	
<b>Bennington County Regional Commission - C</b>							
Energy Implementation	1,965.92	0.00	6,382.14	1,250.25	984.89	10,583.20	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 ~Jan 2021.
<b>Total Bennington County Regional Commission - C</b>	<b>1,965.92</b>	<b>0.00</b>	<b>6,382.14</b>	<b>1,250.25</b>	<b>984.89</b>	<b>10,583.20</b>	
<b>Berlin</b>							
Berlin Better Roads FY 20	0.00	0.00	0.00	0.00	7,079.00	7,079.00	Invoice at project end; project completed 10/30/20
<b>Total Berlin</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,079.00</b>	<b>7,079.00</b>	
<b>Clean Water Act CCRPC</b>							
Clean Water							
Act 76	736.26	0.00	0.00	0.00	0.00	736.26	
Implementation	2,046.66	285.48	233.87	145.99	0.00	2,712.00	
Oversight	0.00	45.67	97.32	48.66	0.00	191.65	
Oversight/Report	114.15	0.00	0.00	0.00	0.00	114.15	
Tactical Basin Planning	18.42	0.00	170.32	510.96	35.38	735.08	
TBP Implement	981.72	0.00	0.00	0.00	0.00	981.72	
TBP Planning	91.32	0.00	0.00	0.00	0.00	91.32	
<b>Total Clean Water</b>	<b>3,988.53</b>	<b>331.15</b>	<b>501.51</b>	<b>705.61</b>	<b>35.38</b>	<b>5,562.18</b>	Apr-Jun invoices (\$4,309.80) sent 09/30/202
<b>Total Clean Water Act CCRPC</b>	<b>3,988.53</b>	<b>331.15</b>	<b>501.51</b>	<b>705.61</b>	<b>35.38</b>	<b>5,562.18</b>	
<b>Department of Environmental Conservation</b>							
Moretown Elem SW Final Design	68.50	0.00	22.83	1,133.31	2,629.51	3,854.15	Product based; costs thru Aug (\$3,762.79) submitted 11/12/20
Woodbury Elem/Fire	15.51	0.00	155.50	188.17	5,381.83	5,741.01	Product based; costs thru June (\$5,302.17) ready to submit
<b>Total Department of Environmental Conservation</b>	<b>84.01</b>	<b>0.00</b>	<b>178.33</b>	<b>1,321.48</b>	<b>8,011.34</b>	<b>9,595.16</b>	
<b>Department of Public Safety</b>							
EMPG Supplemental							
COVID Response	230.73	0.00	18.42	0.00	0.00	249.15	
Planning	496.97	0.00	31.50	0.00	0.00	528.47	
WiFi	395.75	0.00	862.05	856.51	0.00	2,114.31	
<b>Total EMPG Supplemental</b>	<b>1,123.45</b>	<b>0.00</b>	<b>911.97</b>	<b>856.51</b>	<b>0.00</b>	<b>2,891.93</b>	Contract received; ready to invoice

9:47 AM  
11/24/20

**Central Vermont Regional Planning Commission**  
**A/R Aging Summary**  
 As of October 31, 2020

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>	<u>NOTES</u>
LHMP Montpelier & Calais	224.26	0.00	151.76	187.98	2,237.69	2,801.69	Invoices thru 06/30 (\$3,073.91) sent 09/28; Revised request sent 11/25.
<b>Total Department of Public Safety</b>	<b>1,347.71</b>	<b>0.00</b>	<b>1,063.73</b>	<b>1,044.49</b>	<b>2,237.69</b>	<b>5,693.62</b>	
Duxbury							
Better Roads FY21	1,094.84	0.00	0.00	0.00	0.00	1,094.84	Invoice at project end, 12/31/20
<b>Total Duxbury</b>	<b>1,094.84</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,094.84</b>	
EMPG							
EMPG 19							
COVID	0.00	0.00	92.68	951.03	2,165.56	3,209.27	
LEMP	0.00	0.00	0.00	93.00	155.00	248.00	
Response	0.00	0.00	0.00	0.00	15.51	15.51	
Technical Assistance	0.00	0.00	624.02	850.39	1,648.39	3,122.80	
<b>Total EMPG 19</b>	<b>0.00</b>	<b>0.00</b>	<b>716.70</b>	<b>1,894.42</b>	<b>3,984.46</b>	<b>6,595.58</b>	Invoices thru 09/30 *\$6,595.58) sent 10/30/20.
EMPG 20							
LEMP	77.51	0.00	0.00	0.00	0.00	77.51	
Response	972.75	0.00	0.00	0.00	0.00	972.75	
Technical Assistance	1,436.38	0.00	0.00	0.00	0.00	1,436.38	
<b>Total EMPG 20</b>	<b>2,486.64</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,486.64</b>	Contract received; ready to invoice
<b>Total EMPG</b>	<b>2,486.64</b>	<b>0.00</b>	<b>716.70</b>	<b>1,894.42</b>	<b>3,984.46</b>	<b>9,082.22</b>	
Fayston	0.00	0.00	0.00	0.00	1,668.75	1,668.75	Payment received 11/16/20
Forest Parks and Recreation							
Forest Integrity	38.21	0.00	480.73	39.76	405.84	964.54	Schedule based payments; next invoice to be sent after 12/31/20
<b>Total Forest Parks and Recreation</b>	<b>38.21</b>	<b>0.00</b>	<b>480.73</b>	<b>39.76</b>	<b>405.84</b>	<b>964.54</b>	
LEPC SERC							
LEPC 20	374.93	0.00	893.22	780.02	3,807.22	5,855.39	\$3,199.80 paid 11/25
LEPC 21	279.00	0.00	31.00	77.51	0.00	387.51	Awaiting LEPC approval; no meeting quorum
<b>Total LEPC SERC</b>	<b>653.93</b>	<b>0.00</b>	<b>924.22</b>	<b>857.53</b>	<b>3,807.22</b>	<b>6,242.90</b>	
Marshfield							
Marshfield Better Roads FY 20	0.00	0.00	18.82	0.00	905.00	923.82	Invoice at project end, 12/31/20
<b>Total Marshfield</b>	<b>0.00</b>	<b>0.00</b>	<b>18.82</b>	<b>0.00</b>	<b>905.00</b>	<b>923.82</b>	
Moretown							
Better Roads FY21	4,894.40	0.00	0.00	0.00	0.00	4,894.40	Invoice at project end, 12/31/20
<b>Total Moretown</b>	<b>4,894.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,894.40</b>	
NEIWPCC							
Berlin SW Final Design							
Task 2 - Kickoff Meeting & 60 Percent Des	0.00	0.00	0.00	0.00	18,030.32	18,030.32	
Task 3 - 90 Percent Designs	0.00	0.00	0.00	0.00	10,557.90	10,557.90	
Task 4 - 100 % Designs & Final Budg	0.00	0.00	0.00	0.00	12,104.87	12,104.87	
<b>Total Berlin SW Final Design</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40,693.09</b>	<b>40,693.09</b>	Paid 11/16/20
<b>Total NEIWPCC</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40,693.09</b>	<b>40,693.09</b>	

9:47 AM  
11/24/20

**Central Vermont Regional Planning Commission**  
**A/R Aging Summary**  
 As of October 31, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	NOTES
<b>Northwest Regional Comm'n</b>							
Energy Plan							
Year 3	0.00	0.00	0.00	0.00	0.00	0.00	
Total Energy Plan	0.00	0.00	0.00	0.00	0.00	0.00	
Municipal Grants in Aid							
Equipment	188.24	0.00	0.00	0.00	0.00	188.24	Funder invoice prep in progress
FY20	6,129.90	0.00	621.19	0.00	0.00	6,751.09	Funder invoice prep in progress
FY21	180.99	0.00	0.00	0.00	0.00	180.99	Funder invoice prep in progress
Municipal Grants in Aid - Other	0.00	0.00	2,249.06	2,173.14	2,681.88	7,104.08	FY20 costs; separated costs out of necessity when contracts became simultaneous
Total Municipal Grants in Aid	6,499.13	0.00	2,870.25	2,173.14	2,681.88	14,224.40	
Total Northwest Regional Comm'n	6,499.13	0.00	2,870.25	2,173.14	2,681.88	14,224.40	
<b>Orange</b>							
Orange Better Back Roads FY18	0.00	0.00	0.00	0.00	6,617.68	6,617.68	Paid 11/12/20
Total Orange	0.00	0.00	0.00	0.00	6,617.68	6,617.68	
<b>Plainfield</b>							
Better Roads FY20	3,435.94	0.00	31.50	0.00	0.00	3,467.44	Invoice at project end, 12/31/20
Total Plainfield	3,435.94	0.00	31.50	0.00	0.00	3,467.44	
<b>Southern Windsor Regional Comm'n</b>							
D/I Block Grant							
Berlin Town Office Construction	2,798.15	856.52	839.91	1,015.18	121.58	5,631.34	Apr-June invoices (\$2,683.16) send 10/31/20
Woodbury/Calais Program Delivery	91.32	230.83	1,095.50	501.36	2,683.16	4,602.17	09/30 invoice (\$121.58) send 10/31/21
Total D/I Block Grant	2,889.47	1,087.35	1,935.41	1,516.54	2,804.74	10,233.51	
Total Southern Windsor Regional Comm'n	2,889.47	1,087.35	1,935.41	1,516.54	2,804.74	10,233.51	
<b>Vermont Dept of Taxes</b>							
LGER	4,635.90	0.00	54,054.97	12,569.92	0.00	71,260.79	\$66,624.89 paid 11/17/20; next invoice to be sent after 12/30/20
Total Vermont Dept of Taxes	4,635.90	0.00	54,054.97	12,569.92	0.00	71,260.79	
<b>VTrans</b>							
TPI							
Other TRPT	125.94	0.00	0.00	0.00	0.00	125.94	
TPI Admin	761.01	0.00	2,575.96	2,836.59	2,889.05	9,062.61	
TPI Coordination	2,320.58	0.00	4,327.09	1,469.74	3,576.30	11,693.71	
TPI Long Range	906.38	0.00	2,607.07	2,727.15	1,855.20	8,095.80	
TPI Other Watershed	0.00	0.00	1,018.96	1,200.04	1,980.90	4,199.90	
TPI Project Develop	626.29	0.00	546.95	615.83	402.39	2,191.46	
TPI SRP	6,129.18	0.00	18,393.67	8,159.17	4,593.46	37,275.48	
Total TPI	10,869.38	0.00	29,469.70	17,008.52	15,297.30	72,644.90	Invoices submitted through August (\$32,305.81) on 10/05/20; verified received on 11/25
VTrans - Other	0.00	0.00	0.00	0.00	-0.01	-0.01	Rounding difference to be adjusted
Total VTrans	10,869.38	0.00	29,469.70	17,008.52	15,297.29	72,644.89	

9:47 AM  
11/24/20Central Vermont Regional Planning Commission  
A/R Aging Summary  
As of October 31, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	NOTES
Waitsfield							
Road Erosion Inventory	0.00	0.00	15.06	1,206.30	2,501.24	3,722.60	Invoice at project end, 12/31/20
Total Waitsfield	0.00	0.00	15.06	1,206.30	2,501.24	3,722.60	
Washington							
Washington Better Roads FY 20	0.00	0.00	52.71	22.57	6,107.86	6,183.14	Invoice at project end, 12/31/20
Washington - Other	0.00	0.00	0.00	0.00	1,272.50	1,272.50	Dues; pays ~Jan 1 annually
Total Washington	0.00	0.00	52.71	22.57	7,380.36	7,455.64	
Waterbury							
Waterbury Better Roads FY 20	0.00	0.00	94.12	0.00	7,835.60	7,929.72	Project completed in Oct; ready to invoice
Total Waterbury	0.00	0.00	94.12	0.00	7,835.60	7,929.72	
Watershed Consulting_							
WCA P3 Acre							
3. Engage/Outreach	0.00	0.00	0.00	0.00	2,844.00	2,844.00	Invoice sent 11/19/20
4. Mtg Coor	0.00	0.00	22.83	0.00	0.00	22.83	Project delayed by funder; contact extended to May 2021; holding invoice as not administrative efficient to send
Total WCA P3 Acre	0.00	0.00	22.83	0.00	2,844.00	2,866.83	
Total Watershed Consulting_	0.00	0.00	22.83	0.00	2,844.00	2,866.83	
Williamstown							
Local HMP	0.00	0.00	0.00	0.00	762.00	762.00	To be sent when VEM issues APA; anticipated December 2020
Williamstown Better Back Roads FY18	0.00	0.00	0.00	0.00	7,513.85	7,513.85	
Total Williamstown	0.00	0.00	0.00	0.00	8,275.85	8,275.85	
Woodbury							
Woodbury Town Plan	1,363.17	0.00	0.00	0.00	0.00	1,363.17	Product-based contract
Total Woodbury	1,363.17	0.00	0.00	0.00	0.00	1,363.17	
Worcester							
Town Plan Maps	639.26	0.00	0.00	0.00	0.00	639.26	Awaiting invoice package for ED signoff
Total Worcester	639.26	0.00	0.00	0.00	0.00	639.26	
TOTAL	71,132.72	1,418.50	124,215.82	59,399.64	156,496.30	412,662.98	

## Paid Time Off Liability Balances

As of October 31, 2020

## COMPENSATORY TIME

Employee	Pay Rate	Hours	Current Value	Maximum Hours <sup>1</sup>	Maximum Accrual <sup>1</sup>
Andrews, A.	21.11	3.00	\$ 63.33		
Chartrand, N.	25.50	1.37	\$ 34.94		
DeAndrea, P.	27.75	0.00	\$ -		
Juodisius, E.	13.00	0.00	\$ -		
Maia, Z	22.07	0.00	\$ -		
Rock, Clare	32.92	5.50	\$ 181.06		
Vinson, Grace	23.08	0.25	\$ 5.77		
Waninger, B.	42.47	239.00	\$ 10,150.33		
		<b>249.12</b>	<b>\$ 10,435.43</b>		

## SICK LEAVE

Employee	Pay Rate	Hours	Current Value	Maximum Hours <sup>2</sup>	Maximum Accrual
Andrews, A.	21.11	158.29	\$ 3,341.50	360	\$ 7,599.60
Chartrand, N.	25.50	151.15	\$ 3,854.33	175	\$ 4,452.30
DeAndrea, P.	27.75	7.75	\$ 215.06	360	\$ 9,990.00
Maia, Z.	22.07	125.00	\$ 2,758.75	144	\$ 3,178.08
Rock, Clare	32.92	129.40	\$ 4,259.85	211	\$ 6,959.29
Vinson, Grace	23.08	35.50	\$ 819.34	88	\$ 2,031.04
Waninger, B.	42.47	360.00	\$ 15,289.20	360	\$ 15,289.20
		<b>967.09</b>	<b>\$ 30,538.03</b>	<b>1,698</b>	<b>\$ 49,499.51</b>

## VACATION LEAVE

Employee	Pay Rate	Hours	Current Value	Maximum Hours <sup>2</sup>	Maximum Accrual
Andrews, A.	21.11	272.57	\$ 5,753.95	280	\$ 5,910.80
Chartrand, N.	25.50	100.31	\$ 2,557.91	112	\$ 2,856.00
DeAndrea, P.	27.75	69.49	\$ 1,928.35	200	\$ 5,550.00
Maia, Z	22.07	43.62	\$ 962.69	125	\$ 2,751.47
Rock, Clare	32.92	28.17	\$ 927.36	160	\$ 5,267.20
Vinson, Grace	23.08	51.95	\$ 1,199.01	75	\$ 1,723.38
Waninger, B.	42.47	200.00	\$ 8,494.00	200	\$ 8,494.00
		<b>766.11</b>	<b>\$ 21,823.26</b>	<b>1,151</b>	<b>\$ 32,552.85</b>

## SUMMARY

	<u>Current</u>		<u>Maximum</u>
Total Paid Time Off Liability	\$ 62,796.71		\$ 92,487.78
Maximum versus Current Difference	\$ 29,691.07	Percent of Max	68%



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

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

9:40 AM  
11/24/20  
Accrual Basis

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

	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · ACCD				
4101 · ACCD Direct	84,401.58	269,323.00	-184,921.42	31.34%
4102 · ACCD Match	0.00			
4100 · ACCD - Other	0.00	0.00	0.00	0.0%
Total 4100 · ACCD	84,401.58	269,323.00	-184,921.42	31.34%
4200 · Community Development				
4201 · BCRC Regional Energy Plan	10,583.20	4,875.00	5,708.20	217.09%
4200 · Community Development - Other	0.00	5,000.00	-5,000.00	0.0%
Total 4200 · Community Development	10,583.20	9,875.00	708.20	107.17%
4300 · Fee for Services				
4302 · Cross VT Trail	0.00	1,200.00	-1,200.00	0.0%
4304 · GIS Mapping	0.00	700.00	-700.00	0.0%
4308 · WBRD Admin	4,000.00	4,000.00	0.00	100.0%
4310 · Town of Worcester	639.26			
4300 · Fee for Services - Other	0.00	0.00	0.00	0.0%
Total 4300 · Fee for Services	4,639.26	5,900.00	-1,260.74	78.63%
4400 · Municipal Contracts				
4403 · Better Back Roads	15,474.48	40,162.00	-24,687.52	38.53%
4404 · Cabot Trails MPG 19	0.00			
4415 · Waitsfield Road Erosion Invent.	3,722.60			
4430 · BT Road Erosion Inventory	6,339.95			
4435 · Town of Woodbury	1,363.17			
4400 · Municipal Contracts - Other	0.00	10,546.00	-10,546.00	0.0%
Total 4400 · Municipal Contracts	26,900.20	50,708.00	-23,807.80	53.05%
4500 · Natural Resources				
4501 · 604B Water Planning	3,636.00	4,760.00	-1,124.00	76.39%
4505 · DEC Woodbury SW Final Design	0.00	25,938.00	-25,938.00	0.0%
4506 · Forest Integrity	964.54	44,442.00	-43,477.46	2.17%
4512 · NEIWPCC Berlin SW Final Design	0.00	300.00	-300.00	0.0%
4515 · SWCRPC Clean Water Block Grant	0.00	119,242.00	-119,242.00	0.0%
4516 · Tactical Basin Planning	5,526.80	15,122.00	-9,595.20	36.55%
4518 · WCA PublicPrivatePartnership-P3	22.83	5,510.00	-5,487.17	0.41%
4519 · SWCRPC Design Imp. Block Grant	7,428.77			
4520 · DEC Woodbury Elem/Fire SW F.D	438.84			
4521 · DEC Moretown School SW Fin Des	1,321.96			
4500 · Natural Resources - Other	0.00	36,210.00	-36,210.00	0.0%
Total 4500 · Natural Resources	19,339.74	251,524.00	-232,184.26	7.69%
4600 · Public Safety				
4602 · EMPG	9,082.22	48,938.00	-39,855.78	18.56%
4607 · LEPC SERC	3,043.10	20,378.00	-17,334.90	14.93%
4609 · DPS Local Hazard Mitig. Plans	839.08	13,118.00	-12,278.92	6.4%
4611 · VEM Emergency Operation MOA	0.00	1,200.00	-1,200.00	0.0%
4615 · DPS EMPG	2,891.93			
4620 · VDT LGER	71,260.79			
Total 4600 · Public Safety	87,117.12	83,634.00	3,483.12	104.17%

9:40 AM  
11/24/20  
Accrual Basis

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

	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
4700 · Town Dues (Parent)				
4701 · Town Dues	79,875.00	79,875.00	0.00	100.0%
Total 4700 · Town Dues (Parent)	79,875.00	79,875.00	0.00	100.0%
4800 · Transportation				
4803 · Grants in Aid	13,593.16	26,080.00	-12,486.84	52.12%
4804 · TPI	72,644.89	232,808.00	-160,163.11	31.2%
Total 4800 · Transportation	86,238.05	258,888.00	-172,649.95	33.31%
4900 · Other Income				
4901 · Interest Income	90.07	10.00	80.07	900.7%
4950 · Salaries To Be Allocated	0.00			
4955 · Indirect To Be Allocated	0.00			
4960 · Expenses To Be Allocated	0.00			
4999 · Miscellaneous Income	5,000.00	475.00	4,525.00	1,052.63%
Total 4900 · Other Income	5,090.07	485.00	4,605.07	1,049.5%
Total Income	404,184.22	1,010,212.00	-606,027.78	40.01%
Gross Profit	404,184.22	1,010,212.00	-606,027.78	40.01%
Expense				
5000 · Wages and Fringe Benefits				
5001 · Personnel	125,770.05	400,403.00	-274,632.95	31.41%
5100 · Fringe Benefits				
5101 · FICA	10,673.42			
5110 · Health Insurance	31,759.14			
5115 · Life Disability Insurance	764.04			
5120 · Pension Plan - Edward Jones	4,621.37			
5125 · Technology Stipend	933.98			
5130 · Unemployment Comp	0.00			
5135 · Workmen's comp	-9.00			
5100 · Fringe Benefits - Other	0.00	148,883.00	-148,883.00	0.0%
Total 5100 · Fringe Benefits	48,742.95	148,883.00	-100,140.05	32.74%
5000 · Wages and Fringe Benefits - Other	0.00	0.00	0.00	0.0%
Total 5000 · Wages and Fringe Benefits	174,513.00	549,286.00	-374,773.00	31.77%
5200 · Professional Services				
5201 · Accounting	20,000.00	65,000.00	-45,000.00	30.77%
5202 · Audit	0.00	7,950.00	-7,950.00	0.0%
5203 · IT/Computer	500.00	3,700.00	-3,200.00	13.51%
5204 · Legal	0.00	3,000.00	-3,000.00	0.0%
5205 · Videography	0.00	1,925.00	-1,925.00	0.0%
5206 · Professional Services - Other	544.00			
5200 · Professional Services - Other	0.00	5,680.00	-5,680.00	0.0%
Total 5200 · Professional Services	21,044.00	87,255.00	-66,211.00	24.12%
5305 · Advertising	1,192.05	1,486.00	-293.95	80.22%
5310 · Cleaning	1,440.00			
5315 · Consultants	54,548.72	191,797.00	-137,248.28	28.44%
5320 · Depreciation expense	1,596.51	6,000.00	-4,403.49	26.61%

9:40 AM  
11/24/20  
Accrual Basis

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

	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
5325 · Copy				
5326 · Copier extra copies	288.10			
5327 · Copier Lease Payments	815.47			
5325 · Copy - Other	0.00	4,984.00	-4,984.00	0.0%
Total 5325 · Copy	1,103.57	4,984.00	-3,880.43	22.14%
5330 · Supplies - Office				
5331 · Equipment/Server	146.10	10,800.00	-10,653.90	1.35%
5332 · GIS Supplies	0.00	1,600.00	-1,600.00	0.0%
5333 · Office Supplies	1,041.60	4,500.00	-3,458.40	23.15%
5334 · Billable Supplies	24.25	1,290.00	-1,265.75	1.88%
5335 · Subscriptions/Publications	76.00	1,544.00	-1,468.00	4.92%
5330 · Supplies - Office - Other	0.00	2,000.00	-2,000.00	0.0%
Total 5330 · Supplies - Office	1,287.95	21,734.00	-20,446.05	5.93%
5344 · Insurance				
5345 · Liability Insurance	1,131.32	1,738.00	-606.68	65.09%
5346 · Public Officials Insurance	0.00	2,448.00	-2,448.00	0.0%
Total 5344 · Insurance	1,131.32	4,186.00	-3,054.68	27.03%
5350 · Meetings/Programs	1,016.96	15,208.00	-14,191.04	6.69%
5355 · Postage	94.87	2,050.00	-1,955.13	4.63%
5360 · Dues/Memberships/Sponsorships				
5361 · Government Relations	1,727.28			
5360 · Dues/Memberships/Sponsorships - Other	2,328.72	11,775.00	-9,446.28	19.78%
Total 5360 · Dues/Memberships/Sponsorships	4,056.00	11,775.00	-7,719.00	34.45%
5370 · Office Occupancy	14,127.80	49,663.00	-35,535.20	28.45%
5375 · Software/Licenses/IT Sub	1,100.00	10,516.00	-9,416.00	10.46%
5380 · Fees				
5382 · Bank Fees	0.86			
5384 · Payroll Direct Deposit Fees	16.00			
Total 5380 · Fees	16.86			
5385 · Telephone/Internet	2,216.40	7,426.00	-5,209.60	29.85%
5390 · Travel	4,386.66	15,106.00	-10,719.34	29.04%
5999 · Miscellaneous Expenses	0.00	1,800.00	-1,800.00	0.0%
8000 · Indirect Costs	0.00			
Total Expense	284,872.67	980,272.00	-695,399.33	29.06%
Net Ordinary Income	119,311.55	29,940.00	89,371.55	398.5%
Net Income	119,311.55	29,940.00	89,371.55	398.5%



## MEMO

Date: November 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)

#### Chittenden County Regional Planning Commission – Comprehensive Economic Development Strategy

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

##### **Scope of Work:**

Develop a comprehensive Economic Development Strategy for West Central Vermont. The CEDS will serve Rutland, Addison, Chittenden, and Washington Counties and 3 towns in Orange County. It will include an economic trends and Statewide CEDS Coronavirus Appendix that describe and evaluate anticipated changes to the US, regional and Vermont economy due to the coronavirus. The project will include developing a CEDS website with an indicator dashboard.

##### **Funding:**

Grant Amount: \$37,100 (federal funds)  
Match Amount: \$9,900  
Match Source: Cash-in-kind through State Allocation (ACCD)

**Performance Period:** 10/01/20 – 09/30/22

**Staff:** Zach Maia (primary), Bonnie Waninger, Elena Juodisius.

**Chittenden County Regional Planning Commission – Tactical Basin Planning FY20 Amendment 1**

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

**Scope of Work:** Provide coordinated outreach regarding the Vermont Clean Water Act (Act 64) and RPC Tactical Basin Planning support. Specific activities include:

- 1) Tactical Basin Plan development and review assistance for the Lamoille (Basin 7), Stevens, Well, Waits, Ompompanoosuc (Basin 14), and Lamoille (7) river basins.
- 2) Tactical Basin Plan implementation assistance, including: state and municipal coordination, municipal outreach and education, municipal plans/bylaws, sector based assessments and follow-up, and project co-benefit analysis,
- 3) program oversight and reporting, and
- 4) participate in discussions and meetings on the development of the draft Clean Water Service Provider rule, guidance, and methodologies.

**Funding:**

Grant Amount: ~~\$26,884~~ \$59,821 (state funds)

Match Amount: None.

**Performance Period:** 10/01/19 – ~~09/30/20~~ 07/30/2021

**Staff:** Pam DeAndrea (primary), Grace Vinson, Zachary Maia, Nancy Chartrand, Bonnie Waninger

## 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

**Friends of the Winooski River - Water Wise Woodlands Initiative, Phase 2**

**Scope of Work:**

- 1) Build relationships among Conservation Commissions and train them to be a resource for landowners.
- 2) Engage landowners in conversations about land management.
- 3) Develop a stewardship recognition program.

- 4) Revegetate mowed areas.
- 5) Train foresters on the nexus of flood resilience and upland forest land management.

**Funding:**

Grant Amount: \$5,775 (private)

Match Amount: \$1,869

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:** Clare Rock

**CONTRACTS****Town of Middlesex – Zoning Update**

**Scope of Work:** Assist the Town to amend its zoning for village areas and flood prone areas.

**Funding:**

Grant Amount: \$7,360 (Town)

**Performance Period:** 10/19/20 – 06/30/21

**Staff:** Clare Rock (primary), Zach Maia, Pam DeAndrea

**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.

## West Central Vermont CEDS 2020 Planning Grant

CFDA Number: 11-302

## Sub-Grantee Contract

Prepared By: Chittenden County Regional Planning Commission

Funded By: U.S. Economic Development Administration (EDA)

**Contract with:** Central Vermont Regional Planning Commission

1. **Parties:** This is a Contract between the Chittenden County Regional Planning Commission, a public body formed by its member municipalities, as enabled under 24 VSA 4341, with its principal place of business at 110 West Canal Street, Suite 202, Winooski, VT hereinafter referred to as CCRPC, and Central Vermont Regional Planning Commission, 29 Main Street, Montpelier, VT 05602 (hereinafter called “Sub-grantee”). It is the Sub-grantee’s responsibility to contact the Vermont Department of Taxes to determine if, by law, the Sub-grantee is required to have a Vermont Department of Taxes Business Account Number.
2. **Subject Matter:** The subject matter of this Contract is to carry out a Scope of Work as described in Attachment A. The purpose of EDA planning investments is to provide support to planning organizations for the development, implementation, revision, or replacement of Comprehensive Economic Development Strategies (CEDS) pursuant to Section 203 of PWEDA and EDA’s regulations at 13 CFR part 303. The scope of work will include five specific tasks: CEDS and EDD planning, regional economic profile and strategies, engagement, develop CEDS and evaluation framework, and economic trends and statewide CEDS coronavirus appendix.
3. **Maximum Amount:** In consideration of the services to be performed by Sub-grantee, CCRPC agrees to pay Sub-grantee, in accordance with the payment provisions specified in Attachment B, **a sum not to exceed \$37,100 (78.9% of budget).**
4. **Match Requirement:** Sub-grantee agrees to provide **a non-federal match of \$9,900 (21.1% of budget).** Sub-grantee further agrees to provide CCRPC with adequate documentation of how this match was met. Match may not be comprised of federal funds and must only be services specific to this project. Staff labor is considered cash match by EDA.
5. **Contract Term:** The period of Sub-grantee’s performance shall begin October 1, 2020 and end on September 30, 2022.
6. **Amendment:** No changes, modifications, or amendments in the terms and conditions of this Contract shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of the CCRPC and Sub-grantee.
7. **Cancellation:** This Contract may be suspended or cancelled by either party by giving written notice at least 10 days in advance.
8. **Contacts:**

<b>Sub-grantee:</b> Central Vermont RPC c/o Bonnie Waninger 29 Main Street, Suite 4 Montpelier, VT 05602 802-229-0389 <a href="mailto:bwaninger@cvregion.com">bwaninger@cvregion.com</a>	<b>Grant Administrator:</b> Chittenden County Regional Planning Commission c/o Charles Baker, Executive Director 110 West Canal Street, Suite 202 Winooski, VT 05404-2109 802-846-4490 Email: <a href="mailto:cbaker@ccrpcvt.org">cbaker@ccrpcvt.org</a>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
9. **Attachments:** This Contract includes the following attachments that are incorporated herein by reference  
Attachment A – Sub-grantee Scope of Work, Schedule & Budget  
Attachment B – Payment Provisions and Monitoring/Reporting Requirements  
Attachment C – Standard Contract Provisions for Contracts and Grants



Attachment D – Other Provisions

Attachment E – CCRPC Official Accepted Special Award Conditions

Attachment F – Department of Commerce Financial Assistance Standard Terms and Conditions

10. Pass-through Provisions: The Terms and Conditions of the Contract between CCRPC and EDA as included in the attachments and, as may be modified by EDA, pass-through to all tiers of Sub-grantees or Sub-recipients.
11. DUNS Requirement: The following information is required. If the Sub-grantee does not have a current DUNS<sup>(1)</sup> number and registration with the Central Contractor Registration (CCR)<sup>(2)</sup> the Sub-grantee must obtain or update existing DUNS record and register with the CCR. The Sub-grantee shall not be paid until a DUNS number is on file with CCRPC.

Legal Name and D-U-N-S® Number on File with the Federal Central Contractor Registration <sup>(1)</sup>:

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*D-U-N-S®*

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*Print Legal CCR Name*

<sup>(1)</sup> The D-U-N-S Number is a unique nine-digit identification number assigned and maintained solely by Dun & Bradstreet (D&B). D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants. Created in 1962, the Data Universal Numbering System or D-U-N-S® Number is D&B's copyrighted, proprietary means of identifying business entities. Register at:

[https://eupdate.dnb.com/requestoptions.asp?cm\\_re=HomepageB\\*TopNav\\*DUNSNumberTab](https://eupdate.dnb.com/requestoptions.asp?cm_re=HomepageB*TopNav*DUNSNumberTab)

<sup>(2)</sup> The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of Central Contractor Registry (CCR), Federal Agency Registration (FedReg), Online Representations and Certifications Application (ORCA), and Excluded Parties List System (EPLS). Entries may register at no cost directly at: <http://www.sam.gov>

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

By the Chittenden County Regional Planning Commission (CCRPC):

**Date:**

**Signature:** \_\_\_\_\_

**Name:** Michael O'Brien

**Title:** Chair

**Agency:** Chittenden County Regional Planning Commission

By the Sub-grantee:

**Date:**

**Signature:** \_\_\_\_\_

**Name:** Bonnie Waninger

**Title:** Executive Director

**Agency:** Central Vermont Regional Planning Commission

Task 0: Grant Administration

		Repsonsible Partner	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
	Description	Repsonsible Partner	Oct 2020 - Dec 2020	Jan 2021 - Mar 2021	Apr 2021 - June 2021	July 2021 - Sept 2021	Oct 2021 - Dec 2021	Jan 2022 - Mar 2022	Apr 2022 - June 2022	July 2022 - Sept 2022
1	Grant Reporting	All Partners with CCRPC Lead	Quarterly Report Due: 1.15.21	Quarterly Report Due: 4.16.21	Quarterly Report Due: 7.16.21	Quarterly Report Due: 10.15.21	Quarterly Report Due: 1.14.22	Quarterly Report Due: 4.15.22	Quarterly Report Due: 7.15.22	Quarterly Report Due: 10.14.22

Task 1: CEDS and EDD Planning

	Description	Repsonsible Partner	Oct 2020 - Dec 2020	Jan 2021 - Mar 2021	Apr 2021 - June 2021	July 2021 - Sept 2021	Oct 2021 - Dec 2021	Jan 2022 - Mar 2022	Apr 2022 - June 2022	July 2022 - Sept 2022
1	CEDS Strategy Committee and Stakeholder Engagement Plan	ACRPC	Form CEDS Strategy Committee	Stakeholder Engagement Plan Complete						
2	Partnership Organization	ACRPC		Draft MOU/bylaws/financial reporting plan complete		Final MOU/bylaws/financial reporting plan complete				
3	Create Web Site for CEDS with Indicator Dashboard	RRPC			Create CEDS website					Create CEDS Dashboard

Task 2: Regional Economic Profile and Strategies

	Description	Repsonsible Partner	Oct 2020 - Dec 2020	Jan 2021 - Mar 2021	Apr 2021 - June 2021	July 2021 - Sept 2021	Oct 2021 - Dec 2021	Jan 2022 - Mar 2022	Apr 2022 - June 2022	July 2022 - Sept 2022
1	Regional Economic Profile	CVRPC and RRPC		Draft Regional Economic Profile	Final Economic Profile					
2	Economic Development Strategies and SWOT Analysis	CVRPC and RRPC		Draft SWOT Analysis Complete; Draft list of economic development goals and strategies			Final SWOT Analysis Complete; Final list of economic development goals and strategies.			

Task 3: Engagement

	Description	Repsonsible Partner	Oct 2020 - Dec 2020	Jan 2021 - Mar 2021	Apr 2021 - June 2021	July 2021 - Sept 2021	Oct 2021 - Dec 2021	Jan 2022 - Mar 2022	Apr 2022 - June 2022	July 2022 - Sept 2022
1	Stakeholder Engagement and Education	All Partners		Stakholder ourreach	Initial stakeholder meetings	Initial stakeholder meetings; Summary of stakeholder engagement due.				
2	Draft CEDS Engagement	All Partners							Draft CEDS Stakeholder Meetings; Summary of comments on draft CEDS due.	

Task 4: Develop CEDS and Evaluation Framework

	Description	Repsonsible Partner	Oct 2020 - Dec 2020	Jan 2021 - Mar 2021	Apr 2021 - June 2021	July 2021 - Sept 2021	Oct 2021 - Dec 2021	Jan 2022 - Mar 2022	Apr 2022 - June 2022	July 2022 - Sept 2022
1	Draft CEDS	CCRPC					Strategic Action Plan and Evaluation Framework Complete	Draft CEDS Complete		
2	Final CEDS	CCRPC								Final CEDS Complete

Task 5: Economic Trends and Statewide CEDS Coronavirus Appendix

	Description	Repsonsible Partner	Oct 2020 - Dec 2020	Jan 2021 - Mar 2021	Apr 2021 - June 2021	July 2021 - Sept 2021	Oct 2021 - Dec 2021	Jan 2022 - Mar 2022	Apr 2022 - June 2022	July 2022 - Sept 2022
1	National, Regional, and Statewide Economic Trends	ACCD	National, Regional, and Statewide Economic Trends Memo and Presentation Due							
2	Statewide CEDS Coronavirus Appendix and Regional CEDS Synthesis	ACCD		Statewide CEDS Coronavirus Appendix		Draft CEDS Synthesis Policy Document		Final CEDS Synthesis Policy Document		
3	CEDS Website	ACCD							Comprehensive CEDS website complete.	

Budget by Cost Classification									
COST CLASSIFICATION	ACRPC	CCRPC	CVRPC	RRPC	ACEDC	GBIC	CVEDC	ACCD	Total
Personnel	\$13,374	\$23,828	\$17,452	\$26,821	\$16,176	\$14,500	\$16,299	\$23,242	\$151,690
Fringe Benefits	\$5,884	\$11,175	\$4,289	\$12,788	\$2,958	\$5,075	\$2,843	\$16,992	\$62,004
Travel	\$941	\$1,946	\$227	\$1,427	\$953	\$765	\$944	\$743	\$7,946
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contractual	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$5,000	\$25,000
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Direct Charges	\$20,199	\$56,948	\$21,969	\$41,035	\$20,087	\$20,340	\$20,085	\$45,977	\$246,640
Indirect Charges	\$14,301	\$29,052	\$25,031	\$25,464	\$1,913	\$1,660	\$1,914	\$4,023	\$103,359
TOTAL PROJECT COST	\$34,500	\$86,000	\$47,000	\$66,500	\$22,000	\$22,000	\$22,000	\$50,000	\$350,000
Grant Amount	\$27,100	\$72,300	\$37,100	\$52,200	\$17,100	\$17,100	\$17,100	\$40,000	\$280,000
Match Amount (In-kind)	\$7,400	\$13,700	\$9,900	\$14,300	\$4,900	\$4,900	\$4,900	\$5,000	\$65,000
Match Amount (Cash)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,000

Budget by Task							
Organization	Task 1	Task 2	Task 3	Task 4	Task 5	Project Management	Total
Chittenden County Regional Planning Commission	\$2,500.00		\$12,500	\$45,000		\$6,000	\$66,000.00
Addison County Regional Planning Commission	\$15,000.00		\$12,500	\$7,000			\$34,500.00
Addison County Economic Development Corporation	\$2,500.00		\$12,500	\$7,000			\$22,000.00
Central Vermont Regional Planning Commission	\$2,500.00	\$25,000	\$12,500	\$7,000			\$47,000.00
Central Vermont Economic Development Corporation	\$2,500.00		\$12,500	\$7,000			\$22,000.00
Greater Burlington Industrial Corporation	\$2,500.00		\$12,500	\$7,000			\$22,000.00
Rutland Regional Planning Commission	\$7,500.00	\$25,000	\$25,000	\$9,000			\$66,500.00
Vermont Agency of Commerce and Community Development		\$5,000			\$45,000		\$50,000.00
Engagement Consultants			\$20,000				\$20,000.00
	\$35,000.00	\$55,000	\$120,000	\$89,000	\$45,000	\$6,000	\$350,000.00

## ATTACHMENT B

## Payment Provisions and Monitoring/Reporting Requirements

**Payment Provisions**

The funds used to support this Contract, in full or in part, are provided through the U.S. Department of Commerce Economic Development Administration (EDA); this Contract therefore is subject to payment criteria and specific reporting requirements mandated by EDA.

The CCRPC will **reimburse** the Sub-grantee for actual expenses incurred by the Sub-grantee within 30 days of submission of an invoice by the Sub-grantee, unless other special arrangements are made between the CCRPC and the Sub-grantee. Documentation sufficient to reflect all costs claimed to have been incurred in performing this grant shall be submitted with the invoice. Actual expenses will be reimbursed at the following rate: 78.9% from grant and 21.1% from local match.

All invoices submitted by the Sub-grantee to the CCRPC will be at least quarterly, but no more frequently than monthly. **Invoices should be emailed.**

**Certification of Costs:**

All invoices must include the following statement and a signature of the authorizing official:

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

**General Payment Criteria:**

The CCRPC agrees to compensate the Sub-grantee for services performed as defined in the Sub-grantee budget, up to the maximum amounts below, provided such services are within the scope of the grant and are authorized as provided for under the terms and conditions of this grant.

The Sub-grantee budget is described in the Sub-grantee’s proposal, included as Attachment A.

Maximum amount payable: \$37,100

The Sub-grantee agrees that all funds shown in the budget, and the match, are to be spent as detailed by cost classification and by task. If funds are not to be spent as detailed in the budget, the Sub-grantee must obtain written approval from the Grant Administrator prior to the expenditure of such funds.

Submit Invoices to: Chittenden County Regional Planning Commission  
c/o Forest Cohen, Senior Business Manager  
110 West Canal Street, Suite 2020  
Winooski, VT 05404-2109  
[fcohen@ccrpcvt.org](mailto:fcohen@ccrpcvt.org)

Copy to: Charles Baker, Executive Director  
[cbaker@ccrpcvt.org](mailto:cbaker@ccrpcvt.org)

**Monitoring and Reporting**

Reporting is **REQUIRED** under this Contract. Reporting elements are still being refined and additional information may be required. Reporting under this Contract includes, but is not necessarily limited to:

- X Regular Progress Reporting as requested
- X Quarterly Progress Reporting submitted with invoices
- X Final Reporting
- X Other Reports as may be required by EDA
- X Federal Funding Accountability and Transparency Act of 2006 (IF APPLICABLE)
- X Incident Reporting

## ATTACHMENT B

## Payment Provisions and Monitoring/Reporting Requirements (Continued)

CCRPC must submit reports to EDA that, at a minimum, contains the information specified in Attachment E, Reporting section. It is imperative that the Sub-grantee supply the CCRPC with the necessary information so that the CCRPC can provide these reports in a timely manner.

Periodic reports, certified by an authorized agent of the **Sub-grantee**, utilizing the form(s) provided by the CCRPC, shall be submitted as required. Failure to submit timely, accurate and fully executed reports shall constitute an “Event of Default” and will result in a mandate to **return the funds** already disbursed under this Contract, and/or the withholding of current and future payments under this Contract until such time as the reporting irregularities are resolved to the CCRPC’s satisfaction.

**Regular Progress Reporting**

Accompanying each invoice will be a succinct and specific report on the progress that has been achieved on the Sub-grantee’s Scope of Work with regard to milestones, deliverables, and schedule, and in relation to the expenditures the Sub-grantee is invoicing for reimbursement. Labor and fringe costs are based on actual costs. Indirect costs, if charged, must be in accordance with grant requirements.

**Quarterly Progress Reporting**

Regardless of whether invoices have been submitted by the Sub-grantee or not, a progress report outlining activities undertaken, obstacles encountered and solutions achieved, accomplishments, and expected progress in the period is required. The report shall be submitted by the date shown in the scope of work or within 10 days of the request by CCRPC to submit the report on a different date. **Expenses shall be shown by task and by expense category.**

**Final Report**

A final report is required to be submitted within 15 days after the earlier of the grant period expiration date or project completion date. The final report “need not be lengthy, but should be of a quality and detail to provide freestanding description to any outside reader” of the Sub-grantees work under the grant. Details and more information on the requirements will follow.

**Federal Funding Accountability and Transparency Act of 2006 Compliance**

With the exception of Sub-grantees receiving less than \$25,000 of Federal funds through this grant program, and/or for entities with previous tax year gross income less than \$300,000; the CCRPC is required by law to report at least the following information regarding the Sub-grantee into the OMB federal website, USASpending.gov.

1. The name of the entity receiving the award;
2. The amount of the award;
3. Information on the award, including the transaction type, funding agency, the North American Industry Classification System (NAICS) code or Catalog of Federal Domestic Assistance (CFDA) number (where applicable), program source, and an award title descriptive of the purpose of each funding action;
4. The location of the entity receiving the award and primary location of performance under the award, including the city, state, congressional district, and country;
5. A unique identifier of the entity receiving the award and of the parent entity of the recipient (the DUNS number), should the entity be owned by another entity; and
6. Any other relevant information specified by OMB.

CCRPC will collect the information listed above as needed to ensure compliance with the Act.

**Incident Report**

The recipient must report the following events by e-mail as soon as possible after they occur:

- 1) Developments that have a significant favorable impact on the project.
- 2) Problems, delays, or adverse conditions which materially impair the recipient's ability to meet the objectives of the award
- 3) A change or anticipated change in staffing assigned to the EDA scope of work.

## ATTACHMENT C

## Standard Contract Provisions for Contracts and Grants

1. **Entire Agreement:** This Agreement, whether in the form of a Contract, CCRPC 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.
2. **Applicable Law:** This Contract will be governed by the laws of the State of Vermont.
3. **Definitions:** For purposes of this Attachment, “Party” shall mean the Contractor, Sub-grantee or Sub-recipient, with whom the CCRPC is executing this Contract.
4. **Appropriations:** If this Contract extends into more than one fiscal year of the CCRPC (July 1 to June 30), and if appropriations are insufficient to support this Contract, the CCRPC may cancel at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority. In the case that this Contract 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 CCRPC may suspend or cancel this Grant immediately, and the CCRPC shall have no obligation to pay Sub-recipient from CCRPC revenues.
5. **No Employee Benefits For Party:** The Party understands that the CCRPC 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 CCRPC employees, nor will the CCRPC withhold any CCRPC or federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Contract. The Party understands that all tax returns required by the Internal Revenue Code and the CCRPC, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Party, and information as to Contract income will be provided by the CCRPC to the Internal Revenue Service and the Vermont Department of Taxes.
6. **Independence, Liability:** The Party will act in an independent capacity and not as officers or employees of the CCRPC.

The Party shall defend the CCRPC and its officers and employees against all claims or suits arising in whole or in part from any act or omission of the Party or of any agent of the Party. The CCRPC 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.

After a final judgment or settlement the Party may request recoupment of specific defense costs and may file suit in Franklin 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.

The Party shall indemnify the CCRPC and its officers and employees in the event that the CCRPC, its officers or employees become legally obligated to pay any damages or losses arising from any act or omission of the Party.

7. **Insurance:** Prior to initiating work under this Contract, CCRPC will require all consultants or contractors to 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 CCRPC through the term of the Contract. 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 CCRPC.

Workers Compensation: With respect to all operations performed, the Party shall carry workers’ compensation insurance in accordance with the laws of the State.



General Liability and Property Damage: With respect to all operations performed under the contract, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

- a. Premises - Operations
- b. Products and Completed Operations
- c. Personal Injury Liability
- d. Contractual Liability

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

- e. \$1,000,000 Per Occurrence
- f. \$1,000,000 General Aggregate
- g. \$1,000,000 Products/Completed Operations Aggregate
- h. \$ 50,000 Fire/ Legal/Liability

Automotive Liability: The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Contract. Limits of coverage shall not be less than: \$1,000,000 combined single limit.

8. **Reliance by the CCRPC on Representations:** All payments by the CCRPC under this Contract will be made in reliance upon the accuracy of all prior representations by the Party, including but not limited to bills, invoices, progress reports and other proofs of work.
9. **Subrecipient Monitoring:** CCRPC is required to monitor the activities of the Subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward, and that subaward performance goals are achieved. As such, our monitoring of the Subrecipient shall include reviewing required financial and programmatic reports, ensuring that Subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award, and issuing a management decision for audit findings pertaining to the Federal award provided to the Subrecipient from CCRPC. Depending on the risk assessment, CCRPC may provide the Subrecipient with training and technical assistance on program-related matters, perform on-site reviews of Subrecipient's program operations or arrange for agreed-upon procedures engagement for audit services. Finally, we will verify that each Subrecipient is audited as required in 2CFR §200.501 Audit Requirements, when it is expected that the Subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold, and will obtain copies of Subrecipient's annual audit and management letter. If conditions necessitate, adjustments to the CCRPC's records will be made and enforcement actions will be taken against noncompliant subrecipients as described in 2CFR §200.3398 Remedies for noncompliance.
10. **Access to records and Retention Requirements:** The Federal awarding agency, Inspectors General, the Comptroller General of the United States, and the CCRPC, or any of their authorized representatives, must have the right of access to any documents, paper, or other records of Subrecipient which are pertinent to this Federal award, in order to make audits, examinations, excerpts and transcripts. The right includes timely and reasonable access to Subrecipient's personnel for the purpose of interview and discussion related to such documents. Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to the Federal award must be retained for a period of three years from the date of submission of the final expenditure report. 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.
11. **Fair Employment Practices and Americans with Disabilities Act:** Party agrees to comply with the requirement of Title 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 that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Party under this Contract. Party further agrees to include this provision in all subcontracts.

- 12. Taxes Due to the State:** As required by law (32 V.S.A. Section 3113) the Party hereby certifies, under the pains and penalties of perjury, that it 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 as of the date the Party signs the Contract.
- 13. Sub-Agreements:** Party shall not assign, subcontract or sub-grant the performance of this Contract or any portion thereof to any other Party without the prior written approval of the CCRPC. Party also agrees to include in all subcontract or sub-grant agreements a tax certification in accordance with paragraph 11 above.
- 14. 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 CCRPC during the term of this Contract.
- 15. Certification Regarding Debarment:** Party certifies under pains and penalties of perjury that, as of the date this Contract 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.
- 16. Prohibited Activities:** Food and beverages are not allowable costs under this award and may not be charged to the Federal Share of the project.

**ATTACHMENT D**  
**Other Provisions**

- 1. Cost of Materials:** Sub-grantee will not buy materials and resell to the CCRPC at a profit.
- 2. Work Product Ownership:** All interim and final reports and any other specified deliverables shall be owned by the government and held for the benefit of the public which shall include Grantee and Grantee's sub-recipients.
- 3. Prior Approval of Press Releases/Credit for Funding:** Any notices, information pamphlets, press releases, research reports, or similar other publications prepared and released in written or oral form by the Sub-grantee under this Contract shall be submitted to the Grant Administrator for approval prior to release. The Sub-grantee will credit funding for the project to the EDA in any of the aforementioned materials.
- 4. Ownership of Equipment:** Any equipment purchased by or furnished to the Sub-grantee by the CCRPC under this Contract is provided on a loan basis only and remains the property of the CCRPC.
- 5. Confidential Information.** During the course of the work contemplated in this Contract, the Sub-grantee shall not on its own enter into any agreements which pertain to information to be used in performing such work and which restrict access to information or denominate information as confidential, allegedly confidential, or protected from disclosure.

During the course of the work contemplated in this Contract, the Sub-grantee may be asked by the CCRPC to use information which has been denominated as allegedly confidential information and protected from disclosure under a protective agreement entered into by the Board. Any and all personnel of the Sub-grantee, including Sub-grantees, who are to use such information shall sign the appropriate schedule to the protective agreement and shall protect the information from disclosure to persons who have not agreed to be bound by that agreement. The Sub-grantee shall ensure that its personnel and Sub-grantees comply with the protective agreement and shall return all copies of the allegedly confidential information within twenty-one (21) days of completion of its use or promptly upon request of the Board.

This paragraph concerns a breach of an agreement which restricts access to information or denominates information as confidential, allegedly confidential, or protected from disclosure ("a breach of protective agreement"). The Sub-grantee shall be solely responsible for any costs, liabilities, or obligations incurred by the Sub-grantee because of the Sub-grantee's breach of a protective agreement. Also with respect to the Sub-grantee's breach of a protective agreement, the Sub-grantee shall be solely responsible for any liabilities or obligations, including but not limited to judgments and legal costs, of the CCRPC to a party who signed or is the beneficiary of such an agreement. In the event that an action is brought against the CCRPC arising out of the Sub-grantee's breach of a protective agreement, the Sub-grantee shall be responsible for the legal costs of the CCRPC.

- 6. Lobbying:** Sub-grantee certifies to the best of his or her knowledge and belief that:
  - A. No federal appropriated funds have been paid nor will be paid, by or on behalf of the Sub-grantee, 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.
  - B. 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 grant, the Sub-grantee shall complete and submit Standard Form-LLL, A Disclosure Form to Report Lobbying, and in accordance with its instructions.

- C. The Sub-grantee shall require that the language of this certification be included in the award documents for all grants or subcontracts and that all Sub-grantees shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this contract was entered into. Submission of this certification is a prerequisite for entering into this contract 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.

- 7. Additional Conditions.** Sub-grantees must meet all conditions and requirements included in Attachment A.
- 8. Taxability of Grants:** In most instances, the grant payments made under this program will be treated as taxable income by the IRS and the State of Vermont. It is the responsibility of the Sub-recipient of this incentive payment to consult with their tax advisor to determine the correct treatment of these payments for Federal and State tax purposes.
- 9. Right to Reclaim Funds:** If any fixed asset purchased in whole or in part with grant funds is not used for its intended purpose as detailed in the Contract's Scope of Work, the CCRPC has the right to require repayment of all or part of the grant funds provided.

**Executive Committee**  
SPECIFIC AWARD CONDITIONS  
U.S. DEPARTMENT OF COMMERCE  
ECONOMIC DEVELOPMENT ADMINISTRATION (EDA)

**NON-CONSTRUCTION PROJECTS:** Economic Adjustment Assistance, Short Term Planning, and Technical Assistance Programs under Sections 203, 207, and 209 of the Public Works and Economic Development Act of 1965, as amended, 42 U.S.C. §§ 3143, 3147 & 3149

<b>Project Title:</b> West Central Vermont Comprehensive Economic Development Strategy		This contract attachment is 62 pages. It has not been included. The full contract is posted to CVRPC's website with the full meeting packet.
<b>Recipient Name:</b> Chittenden County Regional Planning Commission	<b>Project Number:</b> ED20PHI3020087	

1. The *Authorized Scope of Work* for this project includes:
2. This EDA Award supports the work described in the approved final scope of work attached hereto as Exhibit 1, which is incorporated by reference into this Award as the *Authorized Scope of Work*.

All work on this project must be consistent with the *Authorized Scope of Work*, unless the Grants Officer has authorized a modification of the scope of work in writing through an amendment memorialized by a fully executed Form CD-451.

3. The Recipient Contact's name, title, address, telephone number, and email address are:

Charles Baker Executive Director Phone: (802) 846-4490 Email: cbaker@ccrpc.org	Chittenden County Regional Planning Commission 110 West Canal Street; Suite 202 Winooski, Vermont 05404-2109
-----------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------

4. The Grants Officer is authorized to award, amend, suspend, and terminate financial assistance awards. The Grants Officer is:

Linda Cruz-Carnall Regional Director Phone: (215) 597-4603 Fax: (215) 597-1063 Email: lcruz-carnall@eda.gov	Economic Development Administration Philadelphia Regional Office Robert Nix Federal Building 900 Market Street, Room 602 Philadelphia, PA 19107
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5. The Federal Program Officer (Area Director) oversees the programmatic aspects of this Award. The Federal Program Officer is:

**CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
STANDARD SUB-GRANT AGREEMENT**

**With**

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

AGREEMENT #CVRPC\_WQ\_FY20

Amendment #1

It is hereby agreed by and between the Chittenden County Regional Planning Commission, hereinafter referred to as the CCRPC, and the Central Vermont Regional Planning Commission hereinafter referred to as the RECIPIENT, that the Agreement effective October 1, 2019 shall be modified as follows:

1. Paragraph 3, Maximum Amount: is hereby modified by increasing the sum from \$26,884 by \$32,937 to \$59,821. Appendix B, Paragraph A, the maximum fee is likewise increased.
2. Paragraph 4, Agreement Term: the period of performance shall be extended to July 30, 2021.
3. The Scope of Work and Budget, detailed in Appendix A of this Amendment, are incorporated and added to the original Scope of Work and Budget.

Except as modified by this Amendment, all other provisions of the original Agreement shall remain in full force and effect.

Dated this \_\_\_\_\_ day of November 2020.

CHITTENDEN COUNTY  
REGIONAL PLANNING COMMISSION

RECIPIENT

\_\_\_\_\_  
Authorized Signer

\_\_\_\_\_  
Authorized Signer

**APPENDIX A**

**Scope of Work and Budget**

**See attached letter from Subgrantee detailing eligibility, assigned staff, required & optional tasks to be implemented & budget.**

**Included as well is a Monthly Report Template extracted from the amendment to the FY20-TBP-001 Agreement between CCRPC and the State.**



October 15, 2020

Charlie Baker, Executive Director  
Chittenden County RPC  
110 West Canal Street, Suite 202  
Winooski, VT 05404

Dear Charlie,

The Central Vermont Regional Planning Commission (CVRPC) is pleased once again to work with the CCRPC and other VAPDA members in the implementation of **Municipal and Regional Tactical Basin Planning Services** and provide the following information to address the Eligibility Statement and Scope of Work

#### **ELIGIBILITY STATEMENT**

The Central Vermont Regional Planning Commission, formed in 1967, has the mission to assist member municipalities in providing effective local government and to work cooperatively with them to address regional issues. CVRPC works with twenty-three municipalities in Central Vermont, including all towns in Washington County and three towns in Orange County: Orange, Washington, and Williamstown.

The CVRPC team has extensive experience in working with the public and with appropriate water quality partners in the tactical basin planning process. In 2018, the CVRPC established its Clean Water Advisory Committee (CWAC) which meets at least eight times per year to provide for more a systematic approach to boost municipal involvement in the TBP process as well as address other issues involved with the Vermont Clean Water Act (VCWA).

#### **How the CVRPC's Regional Plan addresses - 24 V.S.A. §4302 and - 24 V.S.A. §4348a(a)(6)(B)**

The Central Vermont Regional Plan was adopted in 2016. The Plan's strategies and actions address

*- 24 V.S.A. §4302 "Vermont's water quality should be maintained and improved according to the policies and actions developed in the plans established by the Secretary of Natural Resources under water" and,*



- 24 V.S.A. §4348a(a)(6)(B) *A statement of policies on the “protections and improvement of waters of the State to be used in the development and furtherance of the applicable basin plans established by the Secretary of Natural Resources under 10. V.S.A. §1253.”* as follows:

The Land Use element of CVRPC’s Regional Plan includes a section on resource protection including surface waters. CVRPC is dedicated to improving the quality of the surface water resources in our region including shoreland protection, river corridor planning and protection, enhancing stream buffers, flood resiliency efforts, conservation easements, stormwater management and helping communities to identify projects to help address the Lake Champlain TMDL. CVRPC conducts outreach with its member municipalities and assists them to achieve the policies under Goal 1: *“To promote sound management, conservation and use of the Region’s natural resources.”* The following policies outline the specific areas of focus for surface water quality protection in the Central Vermont Region.

Goal 1 Policy 3: *“Support the betterment of surface water quality in the Region.”*

Goal 1 Policy 4: *“Encourage enhanced educational opportunities on watershed functions, protection and restoration, particularly those targeted to youth.”*

Goal 1 Policy 5: *“Avoid or limit development and investment in identified flood hazard areas. Where established economic and institutional centers exist, development in these centers shall adhere to strict floodplain management standards to minimize flood damage and public safety risk.”*

Goal 1 Policy 6: *“Improve flood resilience planning, education and outreach activities to create a citizenry aware of flood risks, potential costs, and actions that can serve to reduce risk and future property loss.”*

The CVRPC maintains a dedicated page on its main website wherein the public can access all meeting agenda and minutes, including the CWAC (<https://centralvtplanning.org/about/minutes-agendas-staff-reports/>). CVRPC also keeps copies of regional basin plans, corridor plans, and other resources related to the VCWA. See link at: <https://centralvtplanning.org/programs/watershed/>.

The formation of the CWAC has increased the involvement of municipalities, water quality organizations and the general public in the TBP process beyond DEC’s public meetings periodically held in various towns. In recent years, the CVRPC has also strengthened its partnerships with the Winooski Natural Resource Conservation District (WNRCD), Friends of the Winooski River (FWR), and Friends of the Mad River (FMR) and continues to collaborate with them on projects throughout the region.

Additionally, the CVRPC is familiar with the state's water quality priorities, rules and regulations and with appropriate outreach mechanisms. CVRPC staff, as well as several of its CWAC members, have both participated in numerous DEC meetings in recent years and provided formal comment regarding state-wide water quality topics.

Finally, with regards to outreach, the CVRPC has a large network of municipal and organizational contacts, which receive the CVRPC's regular newsletter, as well as targeted emails where appropriate. The CVRPC also posts its meeting minutes and relevant resources for towns, landowners, and farmers on its website.

The CVRPC has recognized for years the complementary capabilities of the WNRCD, the FWR, and the FMR that can improve the Tactical Basin Planning and implementation process in the Central Vermont Region. We have partnered with these organizations on many projects related to water quality. WNRCD's expertise in nutrient management and FWR and FMR's outreach, education and implementation ability with local landowners is especially complementary to our own strengths in municipal and community outreach and overall operational capacity. The CVRPC and the WNRCD, FWR, and FMR have had lasting partnerships for many years, where the contracting of river corridor plans, stormwater master plans, and implementation of priority projects were the result of direct collaboration, often in partnership with each other.

The day-to-day experience outlined above as well as the formal training and work history of our staff outlined below make CVRPC well suited to complete the tasks outlined in this RFP. Details regarding our abilities to carry out the tasks in the proscribed Scope of Work are show below.

Individuals involved in the preparation of this proposal were Pamela DeAndrea, CVRPC Senior GIS Planner and Bonnie Waninger, CVRPC Executive Director.

**The overall Lead Staff and Point of Contact for our RPC as part of this VAPDA proposal will be:**

**Pamela DeAndrea, Senior GIS Planner**

Central Vermont Regional Planning Commission

Montpelier, VT 05602

[deandrea@cvregion.com](mailto:deandrea@cvregion.com)

(802) 229-0389

**Lead Staff for Agreement: Pamela DeAndrea, CVRPC Senior GIS Planner**

Pam has been with the CVRPC for over three and ½ years and has been directly involved in the management and execution of the first five iterations of Tactical Basin Planning; the CW2016-TBP-001, 2017-TBP-001, 2018-TBP-001, 2019-TBP-001, and FY20-TBP-001 Grant Agreements

between DEC and the Regional Planning Commissions.

Before joining the CVRPC, Pam spent one year as the GIS Planner at the Lamoille County Planning Commission where she worked very closely with the DEC Basin Planner, Danielle Owczarski, to aid in the development of the **2016 Lamoille Tactical Basin Plan**. Since joining the CVRPC, Pam has been integral in the development and implementation of the following basin plans: **2018 Winooski Tactical Basin Plan**, **2018 White River Tactical Basin Plan**, and the **2019 Basin 16 Tactical Basin Plan**. As part of these efforts, Pam provided outreach and materials on the Basin Plans including presenting to Planning Commissions and Select Boards in the region, the CVRPC CWAC, and the CVRPC Executive Committee and Board of Commissioners.

Over the past two years, Pam has staffed and assisted CVRPC's CWAC, which has included members from municipalities, watershed groups, and the WNRCD. This committee meets at least eight times per year and has been very involved in review and commenting on the Tactical Basin Plans as well as participating in project implementation initiatives. The CWAC will serve as the key outreach and coordination group for water quality outreach and Tactical Basin Plan review and comment. Throughout her career, Pam has managed and continues to manage water quality and natural resources projects, including river corridor plans, stormwater master plans, stormwater designs, and stormwater construction projects totaling over one million dollars in contracts for CVRPC.

Pam earned an M.S. in Water Resources from the University of Vermont, Rubenstein School of Environment and Natural Resources, and a B.S. in Environmental Geology from SUNY New Paltz. She obtained her Certified Floodplain Manager credentials in November 2016. Prior to her work with regional planning commissions, Pam worked several years in the private sector consulting. She invested 10 years as an Environmental Scientist/GIS Specialist at Bear Creek Environmental in Montpelier, VT. While there, she conducted several Stream Geomorphic Assessments and developed River Corridor Plans for various clients, including municipalities. Pam worked seven years with Stone Environmental, Inc. in Montpelier, VT where she helped to pioneer GIS watershed characterization as part of national herbicide/pesticide runoff studies and phosphorus loading studies in Vermont.

Pamela DeAndrea will be assisted by **Grace Vinson, CVRPC Planner**. Grace joined CVRPC in 2019 and specializes in hazard mitigation planning, emergency management, and special projects, including managing Woodbury's stormwater design projects. Previously, she worked as a Policy Associate at The Clark Group, LLC, an environmental policy consulting firm in Montpelier. Grace's experience in technical research and writing, stakeholder engagement, and communication materials development lends itself to successful project and program management. Grace assists with the CVRPC CWAC where she has obtained critical knowledge on the CVRPC water quality program and project development as well as facilitating CWAC

discussions. She is a Certified Floodplain Manager (CFM) and previously supported federal and state agencies including FEMA and NY State DEC with hazard mitigation and emergency management planning. Grace earned a B.S. from the University of Vermont with a concentration in Policy and Development.

Overall Project oversight will be provided by **Bonnie Waninger, CVRPC Executive Director**. Having joined CVRPC in 2015, Bonnie Waninger is leading the Commission's strategic change to engage municipalities, citizens, and business owners more fully in decision making about Central Vermont's future. She served as Executive Director of the Lamoille County Planning Commission for eight years. While there, she led efforts to increase the working partnership between the regional planning and regional development organizations and to develop a comprehensive regional plan anchored in the region's economic and natural resource values. As Assistant Director and Special Projects Planner for the Northwest Regional Planning Commission, she launched the Commission's hazard mitigation, green infrastructure, and brownfields programs. Other previous positions include Recreation Director for the Town of Jericho, VT; Landscape Architect and Outdoor Recreation Planner for the National Park Service Rivers, Trails, and Conservation Assistance program; Forestry Volunteer for the United States Peace Corps, and Landscape Architect in the private sector. She earned dual bachelor's degrees in Landscape Architecture and Environmental Design from Ball State University. She is a 2008 graduate of the Snelling Center for Government's Vermont Leadership Institute.

Fiscal management of the Agreement will be provided by **The Ijaz Group**. Established in 2008, The Ijaz Group is a global professional services firm providing accounting, tax, management, and technology solutions to nonprofit organizations, government clients, private companies and private individuals. Enrique Gonzalez, Senior Associate, will serve as senior accountant for CVRPC. Enrique is an active licensed Certified Public Accountant in the Commonwealth of Virginia. Ahsan Ijaz, Engagement Director, specializes in preparing accounting policies and procedures, performed finance and accounting system assessments, and federal grant reporting and preparation of indirect cost proposals. The Ijaz team is adept at streamlining financial processes and meeting client and funder needs.

#### **IMPLEMENTATION OF THE SCOPE OF WORK**

The CVRPC will carry out the required tasks and selected optional tasks as noted and implement each of the deliverables as delineated for each Task in the Scope of Work. Additional details on the planned approach of the CVRPC or explanation of continued efforts is noted where appropriate in the Scope of Work document.

We look forward to working with our member municipalities, the general public and with DEC to improve and safeguard Vermont's waters.

If you require additional information, we hope you will contact us.

Sincerely,

Bonnie Waninger  
Executive Director

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

**Task 1: Tactical Basin Planning (Required)**

- 1. Subtask 1a): Draft Basin Plan Development (Required, Basin Specific, not applicable to basins that are not in the planning queue):** As coordinated by regional Basin Planning stakeholder groups and Watershed Coordinator, the Central Vermont Regional Planning Commission (CVRPC) shall provide services for Tactical Basin Plan in development phases for the following Basin: Lamoille (7). Services will focus on providing content support for the Basin Plan where the CVRPC has expertise in the following areas: water quality related monitoring and assessment data; relevant municipal priorities around natural resource planning; stormwater master planning assessments (developed lands as well as transportation road networks); hazard mitigation and flood resilience projects, including program updates; the review of prior implementation table strategies and actions; and additional documented project or program priorities as appropriate. The State shall collaborate with the CVRPC in developing regional priorities within the Lamoille Tactical Basin Plan to ensure efforts are coordinated and specified in work plans. The CVRPC may also assist in the facilitation of basin planning meetings and/or CVRPC Clean Water Advisory Committee meetings and getting technical and public input from the municipalities and other stakeholders.

2020-2025 Monitoring Assessment and Planning Rotation Table – by planning start date

Basin Number and Name	2020	2021	2022	2023	2024	2025	Major Watershed	Planner
Basin 1 – Hoosic, Battenkill	Start	Finish		Monitor	Assess	Start	Hudson	<a href="#">Angie Allen</a>
Basin 11 (13) – West, Williams, Saxtons	Start	Finish	Monitor	Assess	Start	Finish	Connecticut River	<a href="#">Marie Caduto</a>
Basin 6 – Missisquoi, Rock, Pike	Start	Finish		Monitor	Assess	Start	Lake Champlain	<a href="#">Karen Bates</a>
Basin 7 – Lamoille	Start	Finish		Monitor	Assess	Start	Lake Champlain	<a href="#">Danielle Owczarski</a>
Basin 17 - Memphremagog	Assess	Start	Finish		Monitor	Assess	Memphremagog	<a href="#">Ben Copans</a>
Basin 2 and 4 – Poultney, Mettawee, South Lake	Assess	Start	Finish		Monitor	Assess	Lake Champlain	<a href="#">Angie Allen</a>
Basin 10 (13) – Black, Ottauquechee	Assess	Start	Finish		Monitor	Assess	Connecticut River	<a href="#">Marie Caduto</a>
Basin 8 – Winooski	Monitor	Assess	Start	Finish		Monitor	Lake Champlain	<a href="#">Karen Bates</a>
Basin 9 – White	Monitor	Assess	Start	Finish		Monitor	Connecticut River	<a href="#">Danielle Owczarski</a>
Basin 3 – Otter, Lewis, Little Otter		Mon	Assess	Start	Finish		Lake Champlain	<a href="#">Angie Allen</a>
Basin 12 (13) – Deerfield, Broad Brook		Mon	Assess	Start	Finish		Connecticut River	<a href="#">Marie Caduto</a>
Basin 15 – Passumpsic	Monitor	Assess		Start	Finish	Monitor	Connecticut River	<a href="#">Ben Copans</a>
Basin 5 – Northern Lake Champlain Dir.	Finish	Mon	Assess		Start	Finish	Lake Champlain	<a href="#">Karen Bates</a>
Basin 14 (16) – Stevens, Wells, Waits, Ompompanoosuc, CT Direct	Finish		Monitor	Assess	Start	Finish	Connecticut River	<a href="#">Danielle Owczarski</a>
Basin 16 – Northern Connecticut	Finish		Monitor	Assess	Start	Finish	Connecticut River	<a href="#">Ben Copans</a>

Planning Stage	Description
Monitoring	Targeted monitoring for the basin based on priorities identified in previous TBP and monitoring summit
Assessment	Follow-up monitoring and compilation of monitoring results and assessments into basin assessment report
Start of Basin Planning process	Identification of water quality protection and restoration priorities and draft strategies with partners
Completion of Basin Plan	Development and review of final basin plan with graphics and tables with targeted strategies and actions
Implementation Phase (ongoing for all stages)	Ongoing implementation of priority projects and strategies to protect and restore basin surface waters

**Figure 1. Tactical basin plan development schedule**

Deliverables:

1. *The CVRPC will provide or coordinate written summary reports of municipal and CVRPC comments and input, such as meeting minutes, to the Watershed Coordinator (\*).*
2. *As appropriate, the CVRPC may host or participate in tactical basin planning meetings and/or CVRPC Clean Water Advisory Committee (or equivalent) with the basin planner, key partners and municipalities to discuss targeted water quality issues and opportunities to address these where CVRPC has expertise. The CVRPC will provide a meeting summary, list of actions/outcomes, and list of attendees or provide meeting minutes.*
3. *The CVRPC will review municipal and regional priorities with respect to water quality issues and opportunities to be incorporated into the draft TBPs. A summary of municipal and regional water quality priorities will be provided to the DEC Watershed Coordinator (\*).*
4. *The CVRPC will deliver recommendations for municipal zoning actions or updates to municipal comprehensive plans to be included in tactical basin plans to the Watershed Coordinator (\*).*
5. *The CVRPC will revisit prior TBP iteration implementation table(s) and will update and report on project status and priorities for use in updating the forthcoming implementation tables. The CVRPC will assemble notes from discussions with municipalities during this process and provide them to the DEC Watershed Coordinator (\*).*
6. *The CVRPC will report in writing on draft basin plan review, especially regional and municipal content, including the outcomes of the regional coordination meetings consistent with each relevant sector-based assessment (\*\*).*
7. *The CVRPC will document assistance to Watershed Coordinator to acquire public input on draft basin plans*

*\*These deliverables may be incorporated into the monthly progress reports described in Task 2.a or meeting minutes (or excerpts thereof) may also suffice as a report.*

*\*\* refers to where sector based TBP process templates have been developed.*

**Subtask 1b): Draft Plan Review (Required, basin specific):** In accordance with the ANR Basin Plan schedule, the CVRPC shall provide for at least one publicly noticed meeting on draft tactical basin plan(s), coincident with a meeting of the appropriate governance body for the CVRPC to obtain comments on draft plan(s) content from municipalities and the CVRPC Board (see 10 also V.S.A. § 1253(d)(2)(G)), and shall work with the State Watershed Coordinator to host at least one separate public forum on the draft plan. Through the Watershed Coordinators, the CVRPC shall provide board recommendations to the Secretary regarding the draft plan's content and its implementation priorities. The CVRPC shall share their staff comments and/or recommendations and conformance letters with the other RPCs to encourage a consistent approach. Each relevant Watershed Coordinator should also be provided with an opportunity to review the draft CVRPC Regional Plan as it pertains to Water Resource issues and shall provide recommendations to the CVRPC on the draft plan's content.

Deliverables:

1. *The CVRPC will post relevant State press release(s) to local and regional media outlets and to municipalities and other applicable contacts within the applicable Basin of the draft tactical basin plans public review process such as public meeting(s) and report on attendees and comments received (only Basins in the planning phase for FY21). The CVRPC shall provide board recommendations to the Secretary. The CVRPC shall provide a summary of the total contacts to whom the CVRPC circulated the information.*
2. *The CVRPC will provide a written analysis and formal recommendation(s) (including comments) from the Board of Commissioners on conformance of the draft Tactical Basin Plan(s) with the goals and objectives of applicable regional plans to each relevant Basin Planner.10 VSA Sec. 1253(d)(2)(g).*

**Task 2: Tactical Basin Plan Implementation (Required):**

**Subtask 2a): State, Regional, and Municipal Coordination (Required):** The CVRPC will engage in regular coordination with: (1) their respective Watershed Coordinator(s); (2) Municipalities; (3) Natural Resource Conservation Districts and (4) watershed organizations engaged in tactical basin planning (pursuant to 10 V.S.A. § 1253(d)(3)). In addition to focusing on how to move the most cost effective projects in each sector, regional coordination meetings are intended to ensure that there is no duplication of effort between statewide entities that are the recipients of the FY21 Tactical Basin Planning grant agreements. The development of the (regional) workplan should be reviewed and approved by the Watershed Coordinator(s) at the outset of each state fiscal year to ensure this work commences in a coordinated fashion. The development and approval of (regional) workplans for the SFY 2022 agreement will be done before the outset of that agreement and so regional workplan development for the SFY 2022 agreement may be done under this grant agreement.

Deliverables:

1. *The CVRPC shall provide workplans for the FY21 grant term to their respective Watershed Coordinators and share with the regional stakeholders to ensure tasks are coordinated for services performed in support of the tactical basin planning process.*
2. *The CVRPC will meet as needed with partner organizations and their respective DEC Watershed Coordinator for each region in order to work together and coordinate on TBP activities (related activities include those identified through Act 64 and Act 76 as well as the Champlain and Connecticut TMDLs). Region in this instance is defined as a watershed or sub-watershed scale. Regional coordination meetings (either in person or via teleconference or web interface) should occur: (1) at the behest of either the CVRPC and/or basin planner, or (2) at most on a monthly schedule. The CVRPC will work with the Watershed Coordinator to update the status of each activity in the TBP implementation table for each Basin where an interim or final TBP Report Card is under development.*



3. *The CVRPC will provide a written progress report on municipal outreach, basin planning priorities, and opportunities/ challenges encountered during basin planning and project development/ implementation processes. The CVRPC will provide the progress report to each DEC Watershed Coordinator on a monthly basis that will include the aforementioned updates described above as well as progress made on other tasks included in this grant agreement. The monthly progress reports will serve as a reporting mechanism for those tasks denoted by an asterisk (\*) identified herein.*

**Subtask 2b): Municipal Outreach and Education (Required):** The CVRPC will provide relevant educational programming and communication to municipalities in their region as needed about the requirements of the Acts 64 and 76, relevant TMDLs (including Champlain and Long Island Sound), relevant tactical basin plan, and related regulatory requirements. The State shall collaborate with the CVRPC in developing and then specifying the components of this training which will include all municipally-relevant and sector specific components of Acts 64 and 76. The CVRPC shall track outreach efforts and which municipalities and/or stakeholders have participated in these outreach sessions. As resources allow, the CVRPC shall assist municipalities with technical assistance or outreach to advance TBP projects or priorities.

**Deliverables:**

1. *The CVRPC will document dates and specific staff participating in State-sponsored training.*
2. *The CVRPC will document in nForm the dates and attendees of presentations provided or hosted by the CVRPC supported by this Agreement.*
3. *The CVRPC will make at least two web posts per year (such as in the State's web-blog entitled "FLOW") and at least two other social media posts/ articles to newsletters, blogs, website, etc. operated by partner organizations or applicable municipalities describing activities undertaken, projects implemented, or meetings held under this agreement particularly as related to the basin planning and implementation efforts*
4. *The CVRPC will provide targeted outreach to municipalities with impaired, altered, or stressed waters - these target areas can be identified by Watershed Coordinators*
5. *The CVRPC will provide a monthly report to the State (relevant Watershed Coordinator) regarding municipal coordination and outcomes (\*).*
6. *The CVRPC will report on efforts to provide municipalities any needed technical assistance or outreach to advance TBP priorities, address identified problem areas, and/or advance clean water projects not addressed below towards implementation (\*).*

**Subtask 2c): Municipal Plans/Bylaws (Optional):** The CVRPC shall, in consultation with State's Rivers Program staff, provide technical and planning support and outreach to assist municipalities in their region with municipal plan updates, municipal bylaw updates, hazard mitigation plans, other implementation tools, and flood hazard area and river corridor regulations consistent with the DEC *Model Hazard Area Bylaws*.

Deliverables:

1. *Prior to commencing work under this subtask, the CVRPC will meet with Rivers Program staff to review Municipal Protectiveness Table and prioritize 2-3 towns that will receive technical/planning support, and identify the type of support to be provided (municipal plan – flood resilience element, flood hazard area/river corridor bylaw adoption, local hazard mitigation plan)*
  - *Flood hazard area/river corridor bylaw work must be done in coordination with the DEC Regional Floodplain Manager prior to adoption to ensure bylaw text meets National Flood Insurance Program requirements and ERAF eligibility criteria, as appropriate.*
2. *The CVRPC will provide a summary of activity (meetings, progress, obstacles to progress) with the selected municipalities in their region. Any public meetings or workshops shall be documented in DEC's nForm portal (see Attachment D).*
3. *The CVRPC will post links to adopted plans and/or bylaws to the CVRPC's website. As a transition to Act 76, the CVRPC will report on progress made for municipal river corridor bylaw adoption and report this and any relevant municipal plan updates in the TBP implementation table as applicable per Task 2a. Deliverable 1.*

**Subtask 2d): Sector Based Assessments and Follow-up (Optional):** The CVRPC shall provide appropriate training, education and outreach to municipalities in their region to strengthen support for water quality investments and to ensure integration of water quality management efforts into other areas of municipal planning and regulation as appropriate. The CVRPC shall promote the application of stormwater master planning and other assessments for municipalities identified by the relevant Tactical Basin Plans as in need of such assessment (and per the [DEC List of priority towns – see Attachment D](#)). The CVRPC may assist municipalities with planning for compliance with the developed lands general permit, municipal roads general permit, and municipal separate storm sewer system permit (MS4) as well as other types of planning and assessment documents that may be related to non-regulatory water quality activities.

Deliverables:

1. *The CVRPC will report on the municipalities engaged in Stormwater Master Plans (SWMP) and other sector-based assessments in their region and will (\*):*
  - a. *report on applications for funding, including where the CVRPC is providing technical support,*
  - b. *report on the agreed timeline for conducting master planning or assessments, and*
  - c. *report on any barriers to executing the stormwater master planning or assessment work.*
2. *The CVRPC will report on work with municipalities to prepare and submit grant applications to implement priority projects from their SWMP or sector-based assessments (\*).*

\*These deliverables may be incorporated into the monthly progress reports described in Task 2.d. or meeting minutes may also suffice as a report.

### **Task 3: Act 76 participation (Optional)**

The CVRPC will participate in discussions on the development of draft CWSP rule and forthcoming CWSP/ BWQC Guidance and related methodologies (as well as through regional coordination meetings as an interim process framework) when DEC provides drafts for review and will participate in relevant meetings, trainings, or workgroup sessions for prospective Clean Water Service Providers and Basin Water Quality Councils. The CVRPC will participate in Basin Water Quality Council (BWQC) formation and participation for the Winooski Basin. The CVRPC will participate in any training or information sessions for prospective BWQC members. The CVRPC will provide comments in writing to the designee of State. Since CVRPC has been nominated as the CWSP for the Winooski Basin, we will organize and publicize relevant meetings, trainings and workgroup sessions regarding CWSP operations and BWQC formation.

#### **Deliverables:**

1. *CVRPC will participate on the Advisory Group post Clean Water Service Provider (CWSP) selection.*
  - *The CVRPC will provide in writing date(s) of meetings or calls attended on Act 76 Advisory Committee meetings and participation in workgroup sessions leading to CWSP rulemaking and Act 76 Guidance development. The CVRPC will provide any written comments if submitted (\*).*
2. *The CVRPC will participate in any training or information sessions for prospective Basin Water Quality Councils (BWQC) members.*
  - *The CVRPC will provide in writing date(s) of meetings or calls attended on BWQC trainings and any written comments if provided (\*).*
3. *The CVRPC will participate in BWQC formation and meetings. BWQC meetings may address such things as establishing BWQC operations and structures and participation in the tactical basin planning process.*
  - *Dates of BWQC meetings attended and key BWQC outcomes as it related to each statutory partner's organization*

### **Task 4: Program Oversight and Reporting (Required):**

The CCRPC shall negotiate sub-awards with the other organizations subject to the State's approval, and review compliance with grant requirements by all sub-awardees. Each RPC (including CVRPC) shall submit an updated eligibility statement as described in the introduction. The CCRPC shall issue a press release for use by all RPCs (including CVRPC) to local or area news publications informing readership of the receipt of the State of Vermont, Agency of Natural Resources, Department of Environmental Conservation funded grant along with details on the project's purpose, actions and anticipated timeline. The

CCRPC shall serve as the communications conduit with the State for all task deliverables that involve developing common presentations, forms, etc. The State shall assist as needed with technical review to ensure consistent quality amongst the subgrantees. The State shall notify the CCRPC of any concerns with subgrantees as soon as they become aware of a concern. The CVRPC shall report progress on the tasks to the CCRPC and to their applicable Watershed Coordinators on a monthly basis and report on budget expenditures each quarter to the CCRPC.

Deliverables:

- ~~1. The Grantee shall negotiate and execute the statewide contract.~~
- ~~2. The Grantee shall negotiate sub-awards with the other 10 RPCs.~~
- ~~3. The Grantee will coordinate with the state on the development of revised tasks for the state fiscal year 2022 grant agreement by March 2021 (\*approval of revised set of tasks)~~
4. The CVRPC will coordinate with Watershed planners on the development of work plans for the fy 2022 grant agreement to be submitted for review in April 2021 (\*Fy2022 workplans submitted).
5. The CVRPC will provide an updated eligibility statement.
6. The CCRPC and RPCs (including CVRPC) will propose ten sub-awards negotiated for State approval with task budget estimates.
7. The CCRPC and the CVRPC shall retain correspondence between the CCRPC and State regarding administration of this agreement.
8. The CVRPC will document the results of its work under each task in a consistent statewide format to indicate the value of the effort using the deliverable provided in Schedule A. The CCRPC will collate similar documentation from the other 10 RPCs (including CVRPC) and deliver them in a standardized format to the State. The CVRPC will submit monthly progress reports (\*) to the CCRPC and to their applicable DEC Watershed Coordinators and will submit quarterly invoices to CCRPC within 30 days of the end of time period. The CCRPC will summarize the work at the end of the year in a year-end report.
9. The CVRPC will serve as a host site for the Clean Water Initiative program's project implementation signs that will be available for installation by CWIP (e.g., ERP) grant awardees for the construction phase of Clean Water Program funded projects. These signs shall be returned to CVRPC upon completion of the construction phase of each project. Grant recipients implementing State-funded Clean Water Projects that meet the threshold criteria will be responsible for picking up signs from the Regional Planning Commission in their area, posting the sign at the project site during the construction phase, and returning the sign to the CVRPC within two weeks of completing the project. The CVRPC will be responsible for storing and keeping track of the signs, per the Clean Water Sign Plan (See Attachment D):

**Date:** November 13, 2020

**To:** Dan Albrecht, Senior Planner, Chittenden County RPC

Coordinator, Tactical Basin Planning Outreach, DEC Agreement

**From:** Pamela DeAndrea, Senior GIS Planner, Central Vermont Regional Planning Commission

This memo confirms that the Central Vermont Regional Planning Commission intends to implement the following activities as part of Amendment #1 to the original October 2019 subgrant agreement:

<b>Performance Measure and Submitted Deliverable</b>		<b>Yes / No</b>
<b>1. Tactical Basin Planning</b>		
a) Draft Basin Plan Development	Required if applicable TBP	Yes
b) Draft Plan Review	Required if applicable TBP	Yes
<b>2. Tactical Basin Plan Implementation</b>		
a) State & municipal coordination	Required	Yes
b) Municipal Outreach & Education	Required	Yes
c) Municipal plans/Bylaws	Optional	Yes
d) Sector Based Assessments & Follow -up	Optional	Yes
<b>3. Act 76 Participation</b>	Optional	Yes
<b>4. Program Oversight &amp; Reporting</b>	Required	Yes

## Central Vermont Regional Planning Commission

## FY21 Tactical Basin Planning Services

See attached proposal for details on sub-tasks and deliverables

Scope of Work					
Task 1: Tactical Basin Planning	Unit	Hourly Rate	RPC Staff totals	RPC travel totals	Task Sub-Total
Pamela DeAndrea, Senior GIS Planner, Wage	40	\$31.00	\$1,240		
Pamela DeAndrea, Senior GIS Planner, Fringe	40	\$18.00	\$720		
Senior GIS Planner, Indirect@115.13%	40	\$56.41	\$2,257		
Clare Rock, Senior Planner, Wage	10	\$35.00	\$350		
Clare Rock, Senior Planner, Fringe	10	\$5.00	\$50		
Senior Planner, Indirect@115.13%	10	\$46.05	\$461		
Grace Vinson, Planner, Wage	45	\$24.00	\$1,080		
Grace Vinson, Planner, Fringe	45	\$7.00	\$315		
Planner, Indirect@115.13%	45	\$35.69	\$1,606		
Nancy Chartrand, Office Manager, Wage	5	\$26.50	\$133		
Nancy Chartrand, Office Manager, Fringe	5	\$10.00	\$50		
Office Manager, Indirect@115.13%	5	\$42.02	\$210		
CWAC Meeting supplies	8	\$20.00	\$160		
RPC Staff Travel:	25	\$0.575		\$14	
<b>Task 1, sub-totals</b>	<b>n/a</b>	<b>n/a</b>	<b>\$8,631</b>	<b>\$14</b>	<b>\$8,645</b>
Task 2: Tactical Basin Plan Implementation	Unit	Rate	RPC Staff totals	RPC travel totals	Task Sub-Total
Pamela DeAndrea, Senior GIS Planner, Wage	150	\$31.00	\$4,650		
Pamela DeAndrea, Senior GIS Planner, Fringe	150	\$18.00	\$2,700		
Senior GIS Planner, Indirect@115.13%	150	\$56.41	\$8,462		
Grace Vinson, Planner, Wage	25	\$24.00	\$600		
Grace Vinson, Planner, Fringe	25	\$7.00	\$175		
Planner, Indirect@115.13%	25	\$35.69	\$892		
Zach Maia, Assistant Planner, Wage	25	\$24.00	\$600		
Zach Maia, Assistant Planner, Fringe	25	\$4.00	\$100		
Assistant Planner, Indirect@115.13%	25	\$32.24	\$806		
RPC Staff Travel:	50	\$0.575		\$29	
<b>Task 2, sub-totals</b>	<b>n/a</b>	<b>n/a</b>	<b>\$18,985</b>	<b>\$29</b>	<b>\$19,014</b>
Task 3: Act 76 Participation (Optional)	Unit	Rate	RPC Staff totals	RPC travel totals	Task Sub-Total
Grace Vinson, Planner, Wage	10	\$24.00	\$240		
Grace Vinson, Planner, Fringe	10	\$7.00	\$70		
Planner, Indirect@115.13%	10	\$35.69	\$357		
Bonnie Waninger, Executive Director, Wage	18	\$45.00	\$810		
Bonnie Waninger, Executive Director, Fringe	18	\$18.00	\$324		
Executive Director, Indirect@115.13%	18	\$72.53	\$1,306		
RPC Staff Travel:	109	\$0.575		\$63	
<b>Task 3, sub-totals</b>	<b>n/a</b>	<b>n/a</b>	<b>\$3,106</b>	<b>\$63</b>	<b>\$3,169</b>
Task 4: Program Oversight & Reporting	Unit	Rate	RPC Staff totals	RPC travel totals	Task Sub-Total
Pamela DeAndrea, Senior GIS Planner, Wage	20	\$31.00	\$620		
Pamela DeAndrea, Senior GIS Planner, Fringe	20	\$18.00	\$360		
Senior GIS Planner, Indirect@115.13%	20	\$56.41	\$1,128		
<b>Task 3, sub-totals</b>	<b>n/a</b>	<b>n/a</b>	<b>\$2,108</b>	<b>n/a</b>	<b>\$2,108</b>
		<b>n/a</b>	<b>\$32,831</b>	<b>\$106</b>	
<b>Sub-totals</b>		<b>n/a</b>	<b>RPC staff total</b>	<b>RPC travel total</b>	<b>\$32,937</b>
					<b>TOTAL</b>

**FY20-TBP-001 as amended                      FY2021 Grant Term**  
**Monthly Report Form**

<b>NAME OF COMMISSION</b>	<b>2021-RPC TBP Basin Planning</b>
<b>Monthly Progress Report</b>	<b>Month: <u>Month</u>, 2020</b>
<b>To: Applicable Watershed Coordinator(s)</b>	<b>Prepared by:</b>
	<b>Date submitted:</b>

<b>TASK and DELIVERABLES</b> <i>Deliverables denoted with asterix (*) may be reported via monthly report.</i>	<b>Activities/Actions</b>
<b><u>1a. Draft Basin Plan Development</u></b> <ol style="list-style-type: none"> <li>1. Provide or coordinate written summary reports of municipal and Grantee comments and input, such as meeting minutes, to the Watershed Coordinator (*)</li> <li>2. Host or participate in tactical basin planning meetings and/or RPC Clean Water Advisory Committee (or equivalent) with the basin planner, key partners and municipalities to discuss targeted water quality issues and opportunities to address these where the RPC has expertise. Grantee will provide a meeting summary, list of actions/ outcomes, and list of attendees or provide meeting minutes.</li> <li>3. Review municipal and regional priorities with respect to water quality issues and opportunities to be incorporated into the draft TBPs. A summary of municipal and regional water quality priorities will be provided to the DEC Watershed Coordinator (*).</li> <li>4. Deliver recommendations for municipal zoning actions or updates to municipal comprehensive plans to be included in tactical basin plans to the Watershed Coordinator (*).</li> <li>5. Revisit prior TBP iteration implementation table(s) and will update and report on project status and priorities for use in updating the forthcoming implementation tables. The Grantee will assemble notes from discussions with municipalities during this process and provide them to the DEC Watershed Coordinator (*).</li> <li>6. Report in writing on draft basin plan review, especially regional and municipal content, including the outcomes of the regional coordination meetings consistent with each relevant sector-based assessment (**).</li> <li>7. Document assistance to Water Coordinator to acquire public input on draft basin plans.</li> </ol>	<p style="text-align: center;">Monthly</p>

<b>TASK and DELIVERABLES</b> <i>Deliverables denoted with asterisk (*) may be reported via monthly report.</i>	<b>Activities/Actions</b>
<b><u>1b. Draft Plan Review</u></b> <ol style="list-style-type: none"> <li>1. Post relevant State press release(s) to local and regional media outlets and to municipalities and other applicable contacts within the applicable Basin of the draft tactical basin plans public review process such as public meeting(s) and report on attendees and comments received (only Basins in the planning phase for FY21). The Grantee shall provide board recommendations to the Secretary. Grantee shall provide a summary of the total contacts to whom the Grantee circulated the information.</li> <li>2. Provide a written analysis and formal recommendation(s) (including comments) from their Board of Commissioners on conformance of the draft Tactical Basin Plan(s) with the goals and objectives of applicable regional plans to each relevant Basin Planner.10 VSA Sec. 1253(d)(2)(g).</li> </ol>	<p>Monthly</p>
<b><u>2a. State and Municipal Coordination (Required)</u></b> <ol style="list-style-type: none"> <li>1. (Sub-grantees shall) Provide workplans for the FY21 grant term to their respective Watershed Coordinators and share with the regional stakeholders to ensure tasks are coordinated for services performed in support of the tactical basin planning process.</li> <li>2. Meet as needed with partner organizations and their respective DEC Watershed Coordinator for each region in order work together and coordinate on TBP activities (related activities include those identified through Act 64 and Act 76 as well as the Champlain, Connecticut, and Memphremagog TMDLs). Region in this instance is defined as a watershed or sub-watershed scale. Regional coordination meetings (either in person or via teleconference or web interface) should occur: (1) at the behest of either the grantee and/ or basin planner, or (2) at most on a monthly schedule. Grantee will work with the Watershed Coordinator to update the status of each activity in the TBP implementation table for each Basin where an interim or final TBP Report Card is under development.</li> <li>3. Provide a written progress report on municipal outreach, basin planning priorities, and opportunities/ challenges encountered during basin planning and project development/ implementation</li> </ol>	<ol style="list-style-type: none"> <li>1. Once annually following the execution of the grant agreement.</li> <li>2. Monthly or at the behest of the State or grantee Progress reports will serve as a reporting mechanism for those tasks denoted by an asterisk (*) identified herein.</li> <li>3. Written comments submitted to the (5) Watershed Coordinators.</li> </ol>



<b>TASK and DELIVERABLES</b> <i>Deliverables denoted with asterisk (*) may be reported via monthly report.</i>	<b>Activities/Actions</b>
<p>processes. Provide the progress report to each DEC Watershed Coordinator on a quarterly basis that will include the aforementioned updates described above as well as progress made on other tasks included in this grant agreement. The quarterly progress reports will serve as a reporting mechanism for those tasks denoted by an asterisk (*) identified herein.</p>	
<p><b><u>2b. Municipal Outreach and Education (Required)</u></b></p> <ol style="list-style-type: none"> <li>1. The Grantee will document dates and specific staff participating in State-sponsored training.</li> <li>2. The Grantee will document in nForm the dates and attendees of presentations provided or hosted by the Grantee supported by this Agreement.</li> <li>3. The Grantee will make at least two web posts per year (such as in the State's web-blog entitled "FLOW") and at least two other social media posts/ articles to newsletters, blogs, website, etc. operated by partner organizations or applicable municipalities describing activities undertaken, projects implemented, or meetings held under this agreement particularly as related to the basin planning and implementation efforts</li> <li>4. The Grantee will provide targeted outreach to municipalities with impaired, altered, or stressed waters - these target areas can be identified by Watershed Coordinators</li> <li>5. The Grantee will provide a quarterly report to the State (relevant Watershed Coordinator) regarding municipal coordination and outcomes (*).</li> <li>6. The Grantee will report on efforts to provide municipalities any needed technical assistance or outreach to advance TBP priorities, address identified problem areas or , and/or advance clean water projects not addressed below towards implementation (*).</li> </ol>	<p>1.-5. As needed</p> <p>5. – 6. Monthly progress reports will serve as a reporting mechanism for those tasks denoted by an asterisk (*) identified herein</p>
<p><b><u>2c. Municipal Plans/Bylaws (Optional)</u></b></p> <ol style="list-style-type: none"> <li>1. Provide a summary of activity (meetings and progress) with interested municipalities in their region. Any public meetings or workshops shall be documented in DEC's nForm portal (see Attachment D).</li> <li>2. Deliver suggestions for River Corridor map revisions for their regions to DEC's Rivers Program.</li> </ol>	<p>As needed</p>

<b>TASK and DELIVERABLES</b> <i>Deliverables denoted with asterix (*) may be reported via monthly report.</i>	Activities/Actions
3. Post links to adopted plans and/or bylaws to the Grantee's website. Report on progress made for municipal river corridor bylaw adoption and report this and any relevant municipal plan updates in the TBP implementation table	
<b><u>2.d Sector-Based Assessments and Follow-up (Optional)</u></b>  1. Report on the municipalities engaged in Stormwater Master Plans (SWMP) in their region and will (*): <ol style="list-style-type: none"> <li>Report on applications for funding, including where RPCs are providing technical support,</li> <li>the agreed timeline for conducting master planning or assessments, and</li> <li>any barriers to executing the stormwater master planning or assessment work.</li> </ol> 2. Report on work with municipalities to prepare and submit grant applications to implement priority projects from their SWMP (*). 3. Report on efforts to provide municipalities any needed technical assistance or outreach to advance SWMP projects towards implementation (*). 4. any barriers to executing the stormwater master planning or assessment work. 5. The Grantee will report on work with municipalities to prepare and submit grant applications to implement priority projects from their SWMP or sector-based assessments (*). 6. The Grantee will report on any assistance provided to municipalities for compliance with the developed lands general permit as well as other types of planning and assessment documents that may be related to non-regulatory water quality activities. (*)  *These deliverables may be incorporated into the monthly progress reports described in Task 2.d. or meeting minutes may also suffice as a report.	As needed  *Monthly progress reports described in Task 2.d. or meeting minutes may also suffice as a report.
<b><u>3. Act 76 Participation (Optional)</u></b>  1. If applicable to the Basins in which they operate, Grantee or Subgrantee will participate on the	As needed

<b>TASK and DELIVERABLES</b> <i>Deliverables denoted with asterix (*) may be reported via monthly report.</i>	<b>Activities/Actions</b>
<p>Advisory Group post Clean Water Service Provider (CWSP) selection.</p> <ol style="list-style-type: none"> <li>2. The Grantee shall provide in writing date(s) of meetings or calls attended on Act 76 Advisory Committee meetings and participation in workgroup sessions leading to CWSP rulemaking and Act 76 Guidance development. Grantee will provide any written comments if submitted (*).</li> <li>3. If applicable to the Basins in which they operate Grantee or Subgrantee will participate in any training or information sessions for prospective Basin Water Quality Councils (BWQC) members.</li> <li>4. The Grantee shall provide in writing date(s) of meetings or calls attended on BWQC trainings and any written comments if provided (*).</li> <li>5. If applicable to the Basins in which they operate Grantee will participate in BWQC formation and meetings. BWQC meetings may address such things as establishing BWQC operations and structures and participation in the tactical basin planning process.</li> </ol>	
<p><b><u>Task 4. Program Oversight</u></b></p> <ol style="list-style-type: none"> <li>1. The Grantee shall negotiate and execute the statewide contract.</li> <li>2. The Grantee shall negotiate sub-awards with the other 10 RPCs.</li> <li>3. The Grantee will coordinate with the state on the development of revised tasks for the state fiscal year 2022 grant agreement by March 2021 (*approval of revised set of tasks)</li> <li>4. Sub grantees will coordinate with Watershed planners on the development of work plans for the fy 2022 grant agreement to be submitted for review in April 2021 (*Fy2022 workplans submitted).</li> <li>5. The subgrantees will provide an updated eligibility statement.</li> <li>6. The Grantee and subgrantees will propose ten sub-awards negotiated for State approval with task budget estimates.</li> <li>7. The Grantee and subgrantees shall retain correspondence between the Grantee and State regarding administration of this agreement.</li> <li>8. The Grantee will document the results of its work under each task in a consistent statewide format to indicate the value of</li> </ol>	<p>As needed</p>

<b>TASK and DELIVERABLES</b> <i>Deliverables denoted with asterix (*) may be reported via monthly report.</i>	<b>Activities/Actions</b>
<p>the effort using the deliverable provided in Schedule A. The Grantee will collate similar documentation from the other 10 RPCs and deliver them in a standardized format to the State. The sub-grantees will submit monthly progress reports (*) to the Grantee and to their applicable DEC Watershed Coordinator and will submit quarterly invoices to Grantee within 30 days of the end of time period. The Grantee will summarize the work at the end of the year in a year-end report.</p> <p>9. Each subgrantee will serve as a host site for the Clean Water Initiative program's project implementation signs that will be available for installation by CWIP (e.g., ERP) grant awardees for the construction phase of Clean Water Program funded projects. These signs shall be returned to each host site upon completion of the construction phase of each project. Grant recipients implementing State-funded Clean Water Projects that meet the threshold criteria will be responsible for picking up signs from the Regional Planning Commission in their area, posting the sign at the project site during the construction phase, and returning the sign to the Regional Planning Commission within two weeks of completing the project. Regional Planning Commissions will be responsible for storing and keeping track of the signs, per the Clean Water Sign Plan (See Attachment D):</p>	



## MEMORANDUM

Date: November 12, 2020  
 To: Executive Committee  
 From: Bonnie Waninger, Executive Director  
 Re: CVRPC FFY 2021 TPI Adjustment 1

**⊗ ACTION REQUESTED:** Approve the FFY21 Transportation Planning Initiative (TPI) agreement work program and budget adjustment and authorize signature of the amendment by the Executive Director.

### Summary

CVRPC is proposing to adjust its FFY21 TPI work program and budget based on requests from VTrans and the City of Barre. Changes include:

- serving as lead RPC for expansion of the Transportation Planning Resilience Tool statewide, and
- assisting VTrans and the City of Barre to develop a grant application for the Trestle #308 scoping study.

Funds in Tasks 1 and 3 were reduced to accommodate use of Planning Technicians through December 2020 by reducing the Executive Director's hours for Tasks 3 and 4. Funds were added to Task 6 for the TRPT assistance. Exhibits 2-3-4 reflect the adjusted budget. Items in red text on Exhibit 4 show specific areas where staff hours or expenses have been adjusted.

Summary of budget amounts by task:

Task	Task Description	Approved Amount	Amended	Difference	% Change
Task 1	Administration	\$29,172	\$28,962	(\$210)	-0.72%
Task 2	Public Participation & Coordination	\$36,441	\$36,742	\$301	0.83%
Task 3	Long Range Planning	\$47,856	\$46,703	(\$1,153)	-2.41%
Task 4	Short Range Planning	\$102,515	\$103,577	\$1,062	1.04%
Task 5	Project Development	\$17,165	\$17,165	\$0	0.00%
Task 6	Other Planning - TRPT	\$0	\$60,000	\$60,000	100.00%
	<b>TOTAL</b>	<b>\$233,149</b>	<b>\$293,149</b>	<b>\$60,000</b>	

The following budget changes from the FFY21 include:

Task 1 – Program Administration: Minor adjustment zeroing Planning Technical administrative hours.

Task 2 – Public Participation and Coordination: Minor adjustment to reflect actual trends.

Task 3 – Long Range Planning: Minor adjustment in Executive Director hours to balance budget.

Task 4 – Short Range Planning: Reallocation of hours among staff. Transferred some Executive Director hours for Human Services Transportation Coordination to Planning Technicians for Human Services Transportation Coordination assistance and field inventories. Added consultant funds for Trestle #308 grant application assistance (project development/cost estimates).

Task 5 – Project Development Planning: No change.

Task 6 – Other Planning Activities (TRPT): Allocated new hours to accomplish the scope of work provided by VTrans.

### **Transportation System Resiliency Planning**

The Transportation Flood Resilience Planning Tool (TRPT) is a web-based application that identifies bridges, culverts and road embankments that are vulnerable to damage from floods; estimates risk based on the vulnerability and criticality of roadway segments; and identifies potential mitigation measures based on the factors driving the vulnerability. See the TRPT website for links to the on-line web application and user guide, and for an overview (<https://vtrans.vermont.gov/planning/transportation-resilience>)

CVRPC participated on the Advisory Committee during development of the TRPT. It subsequently supported inclusion of the Stevens Branch into the TRPT through its FFY20 TPI program. Based on the knowledge and skill staff have demonstrate, VTrans requested we act as RPC statewide lead for expansion of the TRPT statewide. VTrans is providing 100% fund for this effort (no match required).

### **Trestle #308 Scoping Study**

Railroad Trestle #308 is owned by the Vermont Agency of Transportation. The trestle is located on a rail siding serving Granite Industries of Vermont in Barre City. The most recent bridge inspection report noted that failure of the structure is imminent.

The trestle is built with a pier in the middle of the Stevens Branch. Debris builds up behind the pier, backing up water and exacerbating flooding. In 2019, the City of Barre and Representative Peter Anthony, whose home is affected by floodwaters, approached VTrans about the potential to remove the trestle. VTrans and Granite Industries of Vermont are amenable to investigating this idea.

Representative Anthony and representatives of the City, VTrans, VEM, VANR, and CVRPC met this month and agreed to pursue funding for a scoping study. The study would include an alternatives analysis with costs, initial 30% designs, and the FEMA-required Benefit Cost Analysis (BCA). The BCA is required for projects that expect to use FEMA funds for project construction. VTrans and the City requested CVRPC's assistance to develop a grant application (due January 6<sup>th</sup>) for the study. The TPI adjustment includes consultant funds to assist CVRPC with identifying other activities that should be included in the study and developing cost estimates for the study.

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION****FFY 2021 Transportation Planning Initiative**

Federal Fiscal Year: October 1, 2020 to September 30, 2021

Approved by: TAC \_\_\_\_/\_\_\_\_/20; Executive Committee \_\_\_\_/\_\_\_\_/20

Note: Changes are depicted in **bold** text.

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**EXHIBIT 1: WORK PROGRAM****Purpose and Summary**

This document describes the Central Vermont Regional Planning Commission (CVRPC) Transportation Planning Initiative (TPI), Federal Fiscal Year 2021 Work Program. The transportation program is continually adapted to meet the needs of our 23 municipalities, the region at large, and the work tasks developed cooperatively with the Vermont Agency of Transportation. This work program is a summary of work tasks with more specific work scope and schedule guidance being provided by VTrans and/or our member communities. Implicit in this agreement is that CVRPC staff will hold themselves to a professional standard and seek training opportunities in all relevant transportation and planning related topics. The regional transportation planning program is intended to achieve the following goals:

1. Enhance cooperative decision-making among state, regional, and local partners about the transportation system.
2. Better connect federal, regional, and statewide transportation planning.
3. Provide technical assistance to municipalities and expand their ability to implement transportation planning best practices.
4. Deliver results that advance VTrans strategic and long range transportation plans.

The CVRPC TPI Work Program has enabled creation of the Transportation Element of the Regional Plan, organizes regional priorities for VTrans projects, enables municipalities to learn about VTrans planning processes, provides transportation planning services to municipalities, provides local input into state planning processes, and studies transportation problems.

The current Work Program continues the above activities. In addition, activities have been added to strengthen the transportation / land use linkage, assist municipalities to plan for a resilient transportation system, and plan for Clean Water initiatives.

This work program is presented in six task areas, each corresponding to VTrans FFY 2021 Transportation Planning Initiative (TPI) guidance materials and direction from VTrans. The narrative for each includes a description of the goals, objectives, and activities/products proposed to address the tasks.

**TASK 1. PROGRAM ADMINISTRATION**

CVRPC will be responsible for the management of financial, reporting, and auditing requirements related to agreement fulfillment. Staff is experienced in the administration of federal, state, and local agreements and is familiar with federal and state financial and audit procedures. Local officials, Commission representatives, and members of the public will have access to information regarding the administration of this planning initiative. This task involves activities necessary for the proper management of the TPI work program and the development of future work programs.

Included are the following activities:

1. hire, train, and supervise staff, and hire, supervise, and evaluate consultants as necessary to undertake the work program.
2. prepare and update policies and procedures to maintain compliance with state and federal laws, procedures, and requirements.
3. participate in a commission-wide audit, in conjunction with other CVRPC programs and in conformance with federal standards.
4. develop an indirect cost proposal.
5. work cooperatively with VTrans in an evaluation of the overall program to define strengths and deficiencies in meeting the objectives as defined in the VTrans/CVRPC agreement for services.
6. develop work plans and budgets and participate in the mid-year review process.
7. conduct financial and progress reporting to meet federal and VTrans requirements, such as preparation of monthly billings, monthly progress reports, and weekly status reports regarding work accomplishments and financial status.
8. purchase supplies, equipment (traffic counter), and software directly related to TPI activities and necessary to complete the work program; repair and maintain equipment as necessary.
9. complete annual TPI and VAPDA Performance Reporting.
10. attend monthly TPI meeting.
11. training to enhance knowledge and skills specific to transportation planning best practices.

Personnel: Executive Director, Office Manager, Senior Planners, Planners

Products: Administrative activities will be ongoing throughout the agreement period. Specific products will include procurement documentation, monthly invoices, progress reports, an



annual audit report, indirect cost proposal, related proposals, subcontracts, work programs, budgets, updated policies, and the CVRPC FY21 Annual Report and VAPDA SFY2021 Annual Report that includes transportation performance measures.

## **TASK 2. PUBLIC PARTICIPATION AND COORDINATION**

The purpose of this task is to ensure that the public, business owners, and other stakeholders have the opportunity to participate in the regional transportation planning process both individually and through their locally elected officials. This includes work efforts related to municipal, regional, and interagency coordination, citizen participation, public informational meetings associated with the Regional Commission's transportation planning program and special transportation planning projects. Staff will continue to act as a liaison between the municipalities and VTrans.

Included are the following activities:

1. coordinate transportation planning activities with adjacent regional commissions, public transit providers, economic development agencies, human service providers and advocates, housing organizations, VTrans, and other organizations.
2. publish and advertise informational materials regarding activities of the Regional Transportation Planning Program and related VTrans planning efforts. Media can include newsletters, website and social media content, and other materials to enhance understanding of the planning process, evaluation of needs, and development of transportation solutions.
3. meet regularly with VTrans staff to discuss the development, implementation and progress of programs and activities of interest to the region's member municipalities.
4. monitor the development of legislation affecting local and regional transportation; communicate information as appropriate.
5. coordinate and facilitate the Central Vermont Transportation Advisory Committee (TAC) and coordinate its activities with local officials, groups, and other regional TACs and its involvement in statewide modal and policy plans.
6. solicit public participation in the planning process, including sponsor and convene informational meetings and public hearings (such as annual STIP/Capital Program hearings) and coordinate and participate in VTrans-sponsored events.
7. engage the public in the identification of transportation problems and solutions.
8. participate in the update and implementation of current VTrans plans by facilitating public input through forums, public meetings, and other engagement tools as appropriate.
9. coordinate, facilitate, and provide technical support for quarterly road foreman roundtables.

10. serve on various transportation-related task forces and study committees.
11. attend meetings of local boards and commissions on transportation related topics including safety improvements, capital planning, infrastructure planning, etc.
12. provide outreach and assistance to municipalities in integrating good access management practices into local plans, regulations, and ordinances.
13. conduct outreach to municipalities on adoption and use of Town Road and Bridge Standards and how they relate to the Emergency Relief Assistance fund reimbursement.
14. engage the public in the Regional Plan update as it pertains to various modes of transportation, goals for transportation planning, and future transportation needs.
15. participate in emergency management training and activities to support a resilient transportation system.
16. monitor current transportation projects by reviewing the five year VTrans Capital Program and Project Development Plan, and the STIP.
17. participate and coordinate Travel Demand Management initiatives to meet the needs of Central Vermont.
18. coordinate the region's participation in the VTrans Aviation Program, including participation in State Aviation Council meetings and exploration of a State Airport Committee for the Edward F. Knapp Airport.
19. obtain in-house reference materials, such as periodicals, manuals and textbooks, on transportation planning, engineering, and related topics, for use by staff, local officials and the public.

Personnel: Executive Director, Office Manager, Senior Planners, Planners, Assistant Planner, Planning Technicians

Products: Public participation and outreach activities will be ongoing throughout the agreement period. Specific products will include meeting announcements and minutes, written recommendations and correspondence as appropriate, the newsletter, a written report regarding the Way to Go! Challenge planning efforts.

### **TASK 3. LONG RANGE TRANSPORTATION PLANNING**

Long range transportation planning includes development and incorporation of transportation planning into the Regional Plan, corridor management plans and modal specific plans. All modes of

transportation should be considered and integrated into the overall transportation system. A basic component of a region's planning work should be a systematic review of multi-modal transportation needs based on existing and future land use patterns, socioeconomic characteristics and trends, environmental challenges and other driving factors. This task includes activities specifically related to long-range transportation system planning and analysis, i.e., database and GIS system development and maintenance, systems analyses, the adoption of the regional transportation plan to the Regional Plan, corridor management, and all long-range transportation system management activities.

Included are the following activities:

1. maintain, distribute, and verify through local officials and business/community leaders future land use, demographic, and transportation network characteristics.
2. continue to incorporate transportation planning into the Regional Plan.
3. conduct outreach to local officials and the public on, and participate in, State modal and other transportation planning.
4. participate in working groups, steering committees, and/or advisory committees of VTrans-managed planning projects, such as acting as a technical advisor.
5. participate in work groups and committees and conduct outreach to local officials and the public on environmental policy and planning items.
6. participate in Corridor Management Planning efforts to integrate local and regional perspectives.
7. coordinate intermodal, multimodal, and freight transportation planning activities, including bike/pedestrian systems planning.
8. coordinate inter-regional efforts, such as clean water planning for inter-regional roads.
9. integrate, and assist municipalities to integrate, the results of the statewide analysis and Transportation Resilience Planning Tool into regional and local plans and planning efforts.
10. provide technical support to assist municipalities with municipal plan updates, zoning ordinances, subdivision regulations, highway ordinances, and other transportation-related documents or ordinances.
11. provide planning, technical assistance, and grant management support as needed for communities participating in the Better Connections program.
12. develop and implement analytical methods to identify gaps in the connectivity of the transportation system.

13. Coordinate inter-regional efforts, such as the Scenic Byways Program, public transit, and others.
14. identify transportation opportunities and challenges in meeting State land use planning goals.
15. develop and maintain statistics and GIS data and analyses used to support transportation planning and project development, such as 2020 Census data.
16. identify wildlife corridors, roadway barriers and crossings, and other environmental transportation connections.
17. Update the transportation element of the Central Vermont Regional Plan, including a program for the implementation of the Regional Plan's transportation objectives.

Personnel: Executive Director, Office Manager, Senior Planners, Planners, Assistant Planner

Products: Updates to the Regional Plan; GIS coverages/maps (updated base, land use, transportation network, associated transportation data, GIS updates of long-range plan maps); Project related products as applicable.

#### **TASK 4. SHORT RANGE TRANSPORTATION PLANNING**

Short range transportation planning projects may be identified in long range plans, conducted in response to an emerging issue, or prepared at the request of a municipality to address a specific need. The planning work may focus on a smaller area such as a downtown, commercial area or school and recommendations would be developed at a greater level of detail than typically provided in long range planning work. Short range planning includes collection of data to support all phases of transportation planning and project development. This task includes activities specifically emphasizing short-range transportation system analysis and problem solving, including the evaluation of specific local or regional transportation problems or issues of a one-time or short-term duration.

1. review and provide recommendations on transportation elements of municipal plans and assist municipalities to develop transportation capital improvement plans.
2. assist communities participating in the planning aspects of Transportation Alternatives, Byway, Bicycle/Pedestrian, Better Connections, discretionary, and other grant programs and in regional bicycle and pedestrian initiatives, such as the Cross Vermont Trail, Central Vermont Path, and Mad River Path.
3. review transportation issues and impacts of proposed development projects with impacts to the regional transportation system, and provide technical assistance to municipalities for transportation impact review of local development projects as necessary to strengthen local transportation planning.

4. conduct traffic monitoring by maintaining current data for major roads and problem areas, and by responding to local requests.
5. conduct traffic, parking space, bicycle and pedestrian, turning movement, and park and ride counts.
6. collect municipal highway major collector HPMS data and model inventory of roadway elements (MIRE) data programs.
7. update information on dedicated On-Road Bicycle Facilities
8. assist municipalities to plan for Complete Streets, and conduct a municipal complete streets implementation inventory.
9. assist municipalities to inventory, assess, plan for, and manage local transportation systems by conducting municipal road, culvert, bridge, ditch, roadway sign, and bicycle and pedestrian infrastructure inventories and assessments, road erosion assessments, tree inventories, and by supporting development and maintenance of road surface management systems, municipal road stormwater management plans, and capital improvement plans. This work will, in part, assist towns in applying for Municipal Road General Permits and complying with the Vermont Clean Water Act.
10. participate in public transit planning, including collaboration on the Montpelier microtransit project, update of Transit Development Plans, coordination of human service needs with transportation options, monitoring changes of transit systems in the region, and updating transit mapping.
11. support enhancement of Human Services Transportation Coordination, including enhancement of the Regional Elders and Persons with Disabilities Advisory Committee, serving on the Public Transit Advisory Committee (PTAC) and public transit boards (serve as Chair of the Green Mountain Transit Board), continuing to provide technical support to regional public transit providers, advisory groups, and groups working to identify and fill transportation gaps for the public and underserved populations (Green Mountain Transit, Rural Community Transportation, Mad River TAC, THRIVE Transportation Collaborative Action Network), and participating in activities as necessary; continue to serve on Boards and committees to act as a liaison between providers and local needs.
12. participate and coordinate efforts with VTrans, GMT, and communities to develop travel demand management measures.
13. support Safe Routes to School efforts as needed by increasing awareness and participation of schools and municipalities with the program, assisting with updating School Travel Plans, collecting traffic data to support school travel plans, and serving as a member of regional expert panels available to help schools with their local programs.

14. participate in the Systemic Local Road Safety Program and Road Safety Audit Reviews.

Personnel: Executive Director, Senior Planners, Planners, Assistant Planner, Planning Technicians, Consultant/Contract staff as needed

Products: Municipal Plan updates; Traffic, parking space, bicycle and pedestrian, and turning movement counts; Sufficiency rating data on VTrans identified miles of municipal highway major collectors; Complete Streets implementation inventory; Municipal transportation system inventories, assessments, and capital plans; Nominations and mapping of high hazard locations and programmatic corridors to the HRRR Program; Updated school area infrastructure maps and/or School Travel Plans developed for SRTS Program as needed; at least four quarterly E&D Committee meetings held in accordance with Vermont Open Meeting Law; E&D Committee work plan; FFY20 E&D Rider Survey respondents follow up; attendance at E&D Summit; Welcome packet for new E&D riders/clients; **FEMA grant application for Trestle #308 scoping study**. Other products as applicable.

## TASK 5. PROJECT DEVELOPMENT PLANNING

The task includes activities emphasizing project-specific planning and development. Project development activities provide continuity between planning and implementation and provide a framework for on-going public participation as specific design alternatives, costs and impacts are explored. The work will involve developing transportation projects and preparing them for state or local implementation. The project development assistance will be extended to municipalities and VTrans first with a secondary priority of serving nonprofit and interest groups. These are projects and planning activities that can realistically be implemented within a few years.

Included are the following activities:

1. identify local issues that relate to scoping analysis, and conduct feasibility and location studies.
2. facilitate public participation during scoping analysis and the project development process, and participate in public meetings.
3. assist and review transportation projects that can be funded outside the statewide prioritization system, such as Transportation Alternatives, Bicycle and Pedestrian, and other locally or regionally managed projects.
4. prioritize VTrans projects and evaluate conformance with the Regional Plan; implement the new VPSP2 project prioritization process as directed by VTrans and adapt CVRPC's regional process as needed.
5. provide outreach, assistance, and coordination for accelerated and high impact projects, participate in meetings, and provide assistance to municipalities as needed.

6. provide outreach to identify road diet projects and coordinate municipal education and participation.
7. provide input into the new VPSP2 project prioritization process.
8. provide input on draft New Project Summaries and provide regional and local context and supplemental plans.

**Personnel:** Executive Director, Senior Planners, Planners, Assistant Planner, Consultant/Contract staff as needed

**Products:** Regional project prioritization list and map; scoping and feasibility studies as applicable; New Project Summaries input; Project assistance as applicable.

## **TASK 6. OTHER PLANNING ACTIVITIES**

### **A. Transportation System Resiliency Planning.**

VTrans developed the Transportation Flood Resilience Planning Tool (TRPT), a web-based application designed to help integrate climate risk and transportation resiliency into State and local planning processes and ultimately create a more resilient transportation network. Phase 3 of the TRPT will expand the TRPT statewide. The State's consultant team will be responsible for completing all analyses. Regional Planning Commissioners (RPCs) will review and provide feedback as the work proceeds. Specific CVRPC actions include:

- Attend kick-off & orientation meeting.
- Review damage data maps provided by consultants.
- Suggest revisions to river process and failure mode as needed.
- Add local damage data as available and provide river process and failure mode.
- Review river-road relief, structure-road relief, and mass failure variables.
- Review and provide feedback on local roadway importance data.
- Review Vulnerability, Criticality, and Risk data in map by consultants and then participate in a one-day QA/QC field trip with consultant.
- Perform a review and offer comments when the final draft of the results is uploaded to the TRPT.
- Act as statewide lead for 10 sister regional planning commissions, coordinating with VTrans on behalf of RPCs and sub-granting funds to RPCs to fulfill the scope of work.

**Personnel:** Executive Director, Senior Planner I, Planner 2

**Products:** 10 RPC sub-grant agreements. Review of statewide coverage for TRPT by 11 RPCs.

## CENTRAL VERMONT REGIONAL PLANNING COMMISSION

## FFY 2021 Transportation Planning Initiative

November 2020

## Exhibit 2: Budget Detail by Task Category

Task	Task Description	Agreement Amount
Task 1	Program Administration	\$28,962
Task 2	Public Participation and Coordination	\$36,742
Task 3	Long Range Transportation Planning	\$46,703
Task 4	Short Range Transportation Planning	\$103,577
Task 5	Project Development Planning	\$17,165
Task 6	Other Planning Activities	\$60,000
Total		\$293,149

## Exhibit 3: Budget Detail by Expense Category

RPC Staff Position	Rate SFY21	Total Hours	Total Cost
Executive Director	\$59.34	509	\$30,233
Senior Planner (GIS)	\$45.64	306	\$13,980
Senior Planner (LU)	\$37.09	270	\$10,014
Planner (GIS)	\$35.28	915	\$32,281
Planner (EM)	\$29.07	320	\$9,302
Assistant Planner	\$25.28	275	\$6,952
Office Manager	\$34.41	65	\$2,237
Planning Technician I	\$13.99	115	\$1,609
Planning Technician II	\$13.99	107	\$1,497
Total		2,883	\$108,104

Indirect Costs	115.13%	Total Hours	Total Cost
RPC Staff Position	of Hourly Rate		
Executive Director	\$68.32	509	\$34,807
Senior Planner (GIS)	\$52.55	306	\$16,095
Senior Planner (LU)	\$42.70	270	\$11,529
Planner (GIS)	\$40.62	915	\$37,165
Planner (EM)	\$33.47	320	\$10,709
Assistant Planner	\$29.10	275	\$8,004
Office Manager	\$39.62	65	\$2,575
Planning Technician I	\$16.11	115	\$1,852
Planning Technician II	\$16.11	107	\$1,723
Total		2,883	\$124,461

Direct Costs	Total Cost
Contract	\$51,509
Travel	\$3,000
Supplies	\$400
Data/Ref	\$0
Postage	\$800
Phone	\$120
Copy/Print	\$0
Meetings	\$2,955
Equipment	\$1,800
Total	\$60,584

Fund Allocation			
Task	Task Description	CVRPC Share <sup>1</sup>	VTrans Share <sup>2</sup>
Task 1	Program Administration	\$2,896	\$26,065
Task 2	Public Participation and Coordination	\$3,674	\$33,067
Task 3	Long Range Transportation Planning	\$4,670	\$42,033
Task 4	Short Range Transportation Planning	\$10,358	\$93,220
Task 5	Project Development Planning	\$1,717	\$15,449
Task 6	Other Planning Activities	\$0	\$60,000
Subtotal by Share		\$23,315	\$269,834
Agreement Total		\$293,149	

## Notes:

<sup>1</sup> CVRPC share comes from annual appropriations from the Vermont Agency of Commerce and Community Development (Municipal & Regional Planning Fund) and CVRPC's member municipalities.

<sup>2</sup> VTrans share comes from federal transportation funds provided by the U.S. Department of Transportation Federal Highway Administration and state transportation funds appropriated by the Vermont Legislature.



**Executive Committee**  
**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**FFY 2021 Transportation Planning Initiative**  
**November 2020**

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

		Bonnie	Pam	Clare	Ashley	Grace	Zach	Nancy	Elena	Sam	
Task #	Task Description	Exec Director	GIS Sr Planner I	Land Use Sr Planner II	GIS Planner I	Emerg Mngmt Planner II	Land Use Asst Plan I	Office Manager	Planning Tech I	Planning Tech II	Total Hours
1	Administration	60	5	0	140	0	0	15	0	0	220
2	Public Participation & Coordination	20	5	70	260	30	80	25	5	5	500
3	Long Range Transportation Planning	35	150	150	45	85	110	10	0	2	587
4	Short Range Transportation Planning	379	55	30	370	85	65	15	110	100	1,209
5	Project Development Planning	5	0	20	100	100	20	0	0	0	245
6	Other Planning Activities	10	91	0	0	20	0	0	0	0	121
	<b>Total</b>	<b>509</b>	<b>306</b>	<b>270</b>	<b>915</b>	<b>320</b>	<b>275</b>	<b>65</b>	<b>115</b>	<b>107</b>	<b>2,883</b>

**B. Direct Costs (\$)¹**

		24%	15%	16%	44%	15%	13%	4%			
Task #	Task Description	Contract	Travel	Supplies	Data/Ref	Postage	Phone	Copy/Print	Meetings	Equipment	Total
1	Administration		\$3,000	\$400	\$0	\$800	\$120	\$0	\$2,955	\$1,800	\$9,075
2	Public Participation & Coordination										\$0
3	Long Range Transportation Planning										\$0
4	Short Range Transportation Planning	\$3,000									\$3,000
5	Project Development Planning										\$0
6	Other Planning Activities	\$48,509									\$48,509
	<b>Total</b>	<b>\$51,509</b>	<b>\$3,000</b>	<b>\$400</b>	<b>\$0</b>	<b>\$800</b>	<b>\$120</b>	<b>\$0</b>	<b>\$2,955</b>	<b>\$1,800</b>	<b>\$60,584</b>

**C. Cost Proposal Summary (\$)**

Task #	Task Description	Exec Director	GIS Sr Planner I	Land Use Sr Planner II	GIS Planner I	Emerg Mngmt Planner II	Land Use Asst Plan I	Office Manager	Planning Tech I	Planning Tech II	Total Personnel	Indirect	Direct	Total Costs
	Hourly Rate	\$59.34	\$45.64	\$37.09	\$35.28	\$29.07	\$25.28	\$34.41	\$13.99	\$13.99				
1	Administration	\$3,560	\$228	\$0	\$4,939	\$0	\$0	\$516	\$0	\$0	\$9,244	\$10,643	\$9,075	\$28,962
2	Public Participation & Coordination	\$1,187	\$228	\$2,596	\$9,173	\$872	\$2,022	\$860	\$70	\$70	\$17,079	\$19,663	\$0	\$36,742
3	Long Range Transportation Planning	\$2,088	\$6,846	\$5,564	\$1,588	\$2,471	\$2,781	\$344	\$0	\$28	\$21,709	\$24,994	\$0	\$46,703
4	Short Range Transportation Planning	\$22,507	\$2,510	\$1,113	\$13,054	\$2,471	\$1,643	\$516	\$1,539	\$1,399	\$46,752	\$53,825	\$3,000	\$103,577
5	Project Development Planning	\$297	\$0	\$742	\$3,528	\$2,907	\$506	\$0	\$0	\$0	\$7,979	\$9,186	\$0	\$17,165
6	Other Planning Activities	\$593	\$4,167	\$0	\$0	\$581	\$0	\$0	\$0	\$0	\$5,342	\$6,150	\$48,509	\$60,000
	<b>Total</b>	<b>\$30,233</b>	<b>\$13,980</b>	<b>\$10,014</b>	<b>\$32,281</b>	<b>\$9,302</b>	<b>\$6,952</b>	<b>\$2,237</b>	<b>\$1,609</b>	<b>\$1,497</b>	<b>\$108,104</b>	<b>\$124,461</b>	<b>\$60,584</b>	<b>\$293,149</b>

<b>115.13% Indirect Rate</b>											<b>Total Employee Indirect</b>			
	Indirect per employee	\$34,807	\$16,095	\$11,529	\$37,165	\$10,709	\$8,004	\$2,575	\$1,852	\$1,723		\$124,461		

**Notes**

¹ Contract : Audit; design and planning services as needed (problem evaluation); design / layout for transportation program materials

Travel: Mileage, non-mileage transportation, rooms, meals, conference / workshop fees

Supplies: Office, mapping and traffic counting supplies used specifically for the transportation program

Data / Ref: Reference materials, portion of cost of new data

Postage: for materials specific to the transportation program

Phone: for calls or data plans specific to transportation program activities

Copies / Printing: Reproduction costs, including photocopies

Meetings: Meeting room space, legal notices, other associated costs

Equipment: Any eligible equipment purchased during the implementation of the grant agreement e.g. traffic counters and computer equipment.



## MEMO

Date: November 21, 2020  
To: Executive Committee  
From: Bonnie Waninger, Executive Director  
Re: Request to Increase Positions and to Adopt a FY21 Budget Adjustment

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### **✉ ACTION REQUESTED:**

- a. Authorize a temporary Assistant Planner position.
- b. Adopt the CVRPC FY21 budget adjustment.

CVRPC is several months into FY21, and it is becoming apparent that the approved budget would benefit from adjustments to reflect new contracts, end of year contract balances, and additional expenses.

### **Budget Adjustment Summary**

The proposed FY 2021 budget adjustment projects a net income of \$34,087, \$4,481 higher than the adopted budget. It uses an additional \$4,811 in advanced income from the Working Communities grant to support personnel expenses. The budget represents the Commission's mid-year position with a Transportation Planner position (hiring in progress) and a temporary Assistant Planner (at least three months). The proposed budget adjustment allocates \$30,000 towards CVRPC's reserves, of which \$5,000 was contributed in September.

To fulfill the existing workplan, it will be necessary to augment staff capacity. I request that the number of positions be increased temporarily from 8 (7.5 FTE<sup>1</sup>) to 9 (8 FTE) via the addition of a temporary Assistant Planner. If this position is approved, I would promote a Planning Technician to Assistant Planner, effective January 2, 2021. The individual's job description would shift from field activities to supporting the planning work of other staff. We intend to fill the Transportation Planner position at a mid-to early senior level of experience.

### **Highlights**

This budget should be viewed as a conservative approach to CVRPC's end of year position. As COVID-19 impacts continue to unfold, CVRPC will find itself on constantly shifting ground related to local and State assistance. A Stay Home order is not anticipated to disrupt CVRPC's project progress to the extent it did

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<sup>1</sup> FTE stands for "full-time equivalent." It refers to the number of hours worked by a single employee in a week. The annual FTE count is considered to be 2,080 hours, which breaks out into eight hours per day, five days a week. FTE is used to convert the hours worked by part-time employees into those worked by full-time employees.

in FY20 as municipal and State governments have transitioned to tele-operations. If schools returned to fully remote learning, this would affect CVRPC's staff capacity as one or staff act as the family's primary childcare providers. Contracts that require in-person activities (stormwater design or construction, transportation field work) may be halted with a Stay at Home order. The extent to which the organization continues to position itself to be nimble/adaptable will drive outcomes related to organization health and services.

***Revenues: \$1,139,952***

State and local revenues are expected to decline significantly through FY22 due to the COVID-19 crisis. For FY21, the Legislature's final budget maintained regional planning funds at last year's levels. This was a good outcome given the tight fiscal environment. CVRPC annual allocation typically decreases by 3-5% based on the state allocation funding formula. CVRPC's share of these statewide resources increased for FY21 due to an increase in property transfer receipts related to the sale of Sugarbush Resort. CVRPC uses its state appropriation to match and leverage much of its other work.

Federal funds were released to support state and local pandemic response and recovery through 2020. The budget adjustment reflects new grants related to pandemic response and recovery, including Local Government Expense Reimbursement (LGER), Emergency Management Performance Grant Supplemental, and the Comprehensive Economic Development Strategy.

Revenues are heavily front-loaded for the first six months of the fiscal year. Transportation revenues decreased by ~\$20,000 due to unexpended funds at contract close. CVRPC had increased its transportation field work by hiring three Planning Technicians. Barring a substantial change in weather, CVRPC is on schedule to complete all Better Roads/Road Erosion Inventory activities (\$47,723) by 12/31/20 to support municipal compliance with requirements of the Municipal Road General Permit.

Agreements for energy implementation, FY20 LEPC support, and the new LGER contract end on 12/31. New revenues will be derived from development of a 4-region Comprehensive Economic Development Strategy; planning, zoning, and project management work with Woodbury and Middlesex; COVID-related emergency management activities; and a statewide transportation resilience effort.

Several revenue line items show a zero. These represent prospective work for which staff is fairly confident contracts will emerge. These include:

- Montpelier Trail Convening - contract delayed due to COVID (\$5,000);
- Middlesex Bike/Ped Project Management - Town contacted CVRPC last week (~\$3-5,000);
- FY21 604b - contract delayed due to COVID (\$3,636); and
- Clean Water Service Provider – startup funds anticipated ~April 2021 (amount unknown)

***Expenses: \$1,105,865***

Expenses other than wages and fringe benefits were adjusted to true up to 09/30 contract end balances and for new contracts. Some expenses were adjusted downward to reflect telework continuing through at least April and possibly through the fiscal year.

Wages were increased. Raises were budgeted for existing staff and the Transportation Planner position will be filled. If approved by the Committee, a Planning Technician's term will be extended and she will be promoted to an Assistant Planner.

Expense budgeting is conservative. For instance, the adjustment maintained Commission meeting expense and professional development at previous levels even though remote meetings are likely to continue and professional development travel is not anticipated through June 30, 2021.

***Reserves: \$136,735***

CVRPC exceeded its five-year goal of \$100,000 in reserves in four years thanks to diligent work on the part of its dedicated Board and staff. The proposed budget adjustment allocates \$30,000 towards CVRPC's reserves, of which \$5,000 was contributed in September.

### Looking Forward

I continue to monitor the pandemic's progression and Vermont's response. If schools returned to fully remote learning, this would affect CVRPC's staff capacity as one or more staff act as the family's primary childcare providers.

Several municipalities requested CVRPC provide services for Municipal Planning Grants should the municipalities receive awards. If CVRPC were offered additional contracts, it likely would elect to shift transportation planning funds from personnel to contractor to avoid overtaxing its staff capacity.

In mid-December, CVRPC will submit a proposal to the Town of Marshfield to support Local Hazard Mitigation Plan development. If awarded the contract, the work would need to be completed by August 2021. At this time, CVRPC does not have any other outstanding grant applications that may augment revenues proposed in this budget adjustment.

As CVRPC's financial position strengthens, CVRPC's operating account is beginning to exceed its Federal Deposit Insurance Corporation (FDIC) limit of \$250,000 regularly, albeit minimally. FDIC insurance protects money in the unlikely event of a bank failure. Staff is exploring whether CVRPC can set up an automatic "sweep" to transfer funds from its operating to its reserve account when the balance is exceeded. If this cannot occur, staff transfer excess operating funds at the close of each month, as necessary.

## Central Vermont Regional Planning Commission

## FY21 Budget

Adopted by the Executive Committee \_\_\_\_/\_\_\_\_/20

Laura Hill-Eubanks, Chair

Line		06/30/19 FY19 Actuals	06/30/20 FY20 Actuals*	07/06/20 FY21 Budget	11/30/20 FY21 Budget	Difference 07/06 - 11/30	Percent Change	Notes
1	<b>REVENUES</b>	<b>1,202,688</b>	<b>1,459,872</b>	<b>1,010,211</b>	<b>1,139,952</b>	<b>129,741</b>	<b>12.8%</b>	
2								
3	Community Development	56,958	53,963	9,875	46,975	37,100	375.7%	New project
4	Fee for Service	10,307	7,160	5,900	6,400	500	8.5%	
6	Municipal Contracts	40,684	53,959	50,707	66,435	15,728	31.0%	New projects
7	Natural Resources	343,292	653,742	251,524	204,942	(46,582)	-18.5%	Stop work order for Woodbury site
8	Other Income	7,987	1,233	485	5,485	5,000	1030.9%	
9	Public Safety	65,485	103,714	83,634	176,663	93,029	111.2%	Increased for COVID-related activities
10	Regional Planning Funds (ACCD)	288,674	267,680	269,323	269,323	0	0.0%	
11	Town Dues	73,488	78,041	79,875	79,875	0	0.0%	
12	Transportation	315,814	240,381	258,887	283,854	24,967	9.6%	
13								
14		<b>FY19 Actuals</b>	<b>FY20 Actuals*</b>	<b>FY21 Budget</b>	<b>FY21 Budget</b>	<b>Difference</b>	<b>Percent Change</b>	<b>Notes</b>
15								
16	<b>EXPENSES</b>	<b>1,110,664</b>	<b>1,293,060</b>	<b>980,272</b>	<b>1,106,195</b>	<b>125,923</b>	<b>12.8%</b>	
17								
18								
19	Advertising	2,865	1,238	1,486	2,064	578	38.9%	
20	Contractor Services	374,700	521,582	191,797	228,231	36,434	19.0%	CVRPC leading statewide RPC efforts
21	Copy/Print	3,497	4,204	4,984	4,984	0	0.0%	
22	Depreciation	2,786	5,316	6,000	5,400	(600)	-10.0%	
23	Dues/Memberships/Sponsorships	9,283	10,398	11,775	11,775	0	0.0%	
24	Equipment / Furniture	0	0	9,000	6,500	(2,500)	-27.8%	Error in first plotter purchase estimate
26	Fringe Benefits	133,509	141,478	148,883	163,673	14,790	9.9%	Filling vacant transportation planning position
27	Insurance	1,738	5,323	4,186	4,186	0	0.0%	
29	Line of Credit	0	0	0	0	0	-	
30	Meeting/Programs	11,048	11,276	15,208	12,881	(2,327)	-15.3%	Flexes based on project mix
31	Office Occupancy	43,732	43,903	49,663	49,743	80	0.2%	
33	Other Expense	1,663	1,707	1,800	1,800	0	0.0%	
34	Payroll/Wages	410,313	439,494	400,403	479,045	78,642	19.6%	Filling vacant transportation planning position
35	Postage	3,119	800	2,050	1,585	(465)	-22.7%	Adjusted for COVID
36	Professional Services	73,559	69,166	87,255	85,680	(1,575)	-1.8%	Reduced videography to 2 months
37	Software / Licenses	6,518	5,970	10,516	10,546	30	0.3%	
39	Supplies	13,655	15,276	12,734	14,168	1,434	11.3%	Flexes due to billable supplies
41	Telephone / Internet	5,927	7,170	7,426	7,440	14	0.2%	Moved tablet data plan from Software / Licenses
42	Travel	12,753	8,757	15,106	16,492	1,386	9.2%	Increasing field work
43								
44	<b>BAL END</b>	<b>92,024</b>	<b>166,812</b>	<b>29,939</b>	<b>33,757</b>	<b>3,818</b>	<b>12.8%</b>	Additional 4,811 from Working Communities grant advanced and recorded as revenue in FY20
45								
46	<b>RESERVES</b>	<b>20,000</b>	<b>49,380</b>	<b>25,000</b>	<b>30,000</b>	<b>5,000</b>	<b>20.0%</b>	
47	General	20,000	49,380	25,000	30,000	5,000	20.0%	
48	Equipment	0	0	0	0	0	0.0%	
49	Office Renovation / Relocation	0	0	0	0	0	0.0%	

\*Unaudited; as of 11/20/20

## Central Vermont Regional Planning Commission

## FY21 Budget

As of 11/30/2020

Total Revenues			\$1,139,952
Line	Account No.		
1		<b>Community Development</b>	<b>\$46,975</b>
2	4201	BCRC Energy Implementation	\$4,875 VEIC funding for energy plan implementation
3	4208	Working Communities	\$5,000 Greater Barre workforce development initiative planning
4		CCRPC Regional Economic Strategy	\$37,100 4-region Comprehensive Economic Development Strategy (Regional Plan element)
5			
6		<b>Fee for Service</b>	<b>\$6,400</b>
7	4308	Wrightville Beach Recreation District Bookkeeping	\$4,000 End date 12/31/21
8	4302	Cross Vermont Trail Association Admin Services	\$1,200 End date 09/30/21
9	4304	GIS Mapping	\$1,200
10			
11		<b>Municipal Contracts</b>	<b>\$66,435</b>
12	4404	Cabot Trails MPG	\$0
13	4435	Woodbury Town Plan	\$11,352 Town Plan update
14		Montpelier Trails Convening	\$0 VOREC grant - State contracting delaying project
15		Middlesex Zoning	\$7,360 Zoning update
16		Middlesex Bike/Ped Project Management	\$0 Walkable Middlesex scoping study (verbal request)
17	4430	Barre Town Road Erosion Inventory	\$6,500
18	4403	FY20 Better Roads Berlin	\$0 Road erosion inventory
19	4403	FY20 Better Roads Cabot	\$7,000 Road erosion inventory
20	4403	FY20 Better Roads Duxbury	\$1,500 Road erosion inventory
21	4403	FY20 Better Roads Marshfield	\$4,679 Road erosion inventory
22	4403	FY20 Better Roads Moretown	\$5,200 Road erosion inventory
23	4403	FY20 Better Roads Plainfield	\$4,200 Road erosion inventory
24	4415	Waitsfield Road Erosion Inventory	\$4,422 Road erosion inventory
25	4403	FY20 Better Roads Washington	\$6,300 Road erosion inventory
26	4403	FY20 Better Roads Waterbury	\$7,922 Road erosion inventory
27			
28		<b>Natural Resources</b>	<b>\$204,942</b>
29	4501	FY20 604b Water Quality Planning	\$3,636 Assist Friend of Winooski River with web map for data
30	4501	FY21 604b Water Quality Planning	\$0 Assist Friends of Mad River with web map for data
31	4516	FY20 Amended Tactical Basin Plannig	\$32,937 Municipal outreach, Basin Plan assistance
32		DEC Clean Water Service Provider	\$0 Start up anticipate ~April 2021
33	4506	FPR Forest Integrity	\$40,106 18,765 contractor pass through
34	4518	WCA 3-Acre SW Partnership	\$3,792 3-acre stormwater site selection & stakeholder outreach
35	4520	DEC Woodbury Elem/Fire SW Final Design	\$34,159 21,374 contractor pass through
36	4521	DEC Moretown School SW Final Design	\$39,395 31,958 contractor pass through
37	4519	DIBG Calais & Woodbury SW Final Design	\$38,786 35,053 contractor pass through
38	4519	DIBG Berlin Town Office & Garage	\$9,243 62,930 contractor pass through
39		FWR Water Wise Woodlands	\$2,888 Resilience planning in Upper Winooski watershed
40			
41		<b>Other Income</b>	<b>\$5,485</b>
42	4999	Miscellaneous	\$5,475 VAPDA Jan meeting reimbursement; donation
43	4901	Interest	\$10
44			

## Central Vermont Regional Planning Commission

## FY21 Budget

As of 11/30/2020

Total Revenues				\$1,139,952
Line	Account No.			
45		<b>Public Safety</b>		<b>\$176,663</b>
46	4602	VEM Emergency Mangmt Performance Grant (EMPG) FFY 20	\$41,498	Preparedness, assistance, and education
47	4602	EMPG FFY19	\$6,596	Preparedness, assistance, and education
48	4615	EMPG Supplemental	\$15,090	Assess WiFi hot spot functionality
49	4607	Local Emergency Planning Committee 5 FY20	\$5,024	Bookkeeping, administrative services & Tier II support
50	4607	Local Emergency Planning Committee 5 FY21	\$8,625	Bookkeeping, administrative services & Tier II support
51	4607	Local Emergency Planning Committee 5 Old Funds	\$1,791	TBD
52	4609	Montpelier & Calais LHMPs	\$11,840	Local Hazard Mitigation Plans
53	4611	VEM State Emergency Operation Center MOA	\$1,200	Disaster event support
54	4620	VT. Dept. of Taxes Local Government Expense Reimbursement Grant	\$85,000	Reimbursement of COVID-related expenses
55				
56		<b>Regional Planning Funds (ACCD)</b>		<b>\$269,323</b>
57	4100	FY20 Carry Forward	\$0	
58	4100	FY21 Allocation	\$269,323	Local and regional planning & implementation
59				
60	4701	<b>Town Dues</b>		<b>\$79,875</b>
61				
62		<b>Transportation</b>		<b>\$283,854</b>
63	4804	VTrans Transportation Planning Initiative (TPI) FFY20	\$61,753	Includes Stevens Branch tranpo resiliency study
64	4804	TPI FFY21	\$196,392	RPC lead for Transpo Resilience Planning Tool effort
65	4803	Municipal Grants In Aid FY20	\$13,224	Program extended to 10/31/2020
66	4803	Municipal Grants In Aid FY21	\$12,485	Support municipal roads BMP implementation
67				

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

## Central Vermont Regional Planning Commission

## FY21 Budget

As of 11/30/2020

Total Expenses				\$1,106,195
Line	Account No.			
1	5305	<b>Advertising</b>		<b>\$2,064</b>
2		Administrative	0	
3		ACCD	924	Regional Plan & 7 Municipal Plan approval hearings
4		Community Development	0	
5		Municipal	0	
6		Natural Resources	0	
7		Public Safety	730	
8		Transportation	410	
9				
10	5315	<b>Contractor Services</b>		<b>\$228,231</b>
11		ACCD	0	
12		Working Communities	0	Inclusive planning for workforce & employer support
13		FPR Forest Integrity	18,765	Pass through to other RPCs for municipal assistance
14		DEC Woodbury Elem/Fire SW Final Design	21,374	
15		DEC Moretown School SW Final Design	31,958	
16		DIBG Calais & Woodbury SW Final Design	35,053	
17		DIBG Berlin Town Office & Garage	2,684	Stormwater construction project
18		Dept. of Taxes LGER	64,000	Pass through to other RPCs for local assistance
19		FFY20 Transportation Planning Initiative (TPI)	51,397	Pass through to other RPCs for municipal assistance
20		FFY19 Transportation Planning Initiative (TPI)	3,000	
21				
22	5325	<b>Copy / Print</b>		<b>\$4,984</b>
23	5327	Lease	2,884	
24	5326	Color Copies	2,100	Estimate based on FY20, includes Regional Plan
25				
26	5320	<b>Depreciation</b>		<b>\$5,400</b>
27				
28	5360	<b>Dues / Memberships / Sponsorships</b>		<b>\$11,775</b>
29		VAPDA	5,500	Annual Dues
30		VT League of Cities & Towns	950	Access to unemployment insurance & other services
31		VLCT Employment Resources and Benefits	275	Unemployment insurance trust fee
32		Nat'l Assoc. of Development Organizations	2,500	
33		Assoc. of State Floodplain Managers	500	3 Certified Floodplain Managers
34		VT Planners Association	300	6 staff
35		Event Sponsorships	1,750	Welcome Legislator Reception 250; VT Downtown/Hist Pres Conf 1000; Envirothon 250; VPA 250
36				
37		<b>Equipment / Furniture (&gt;\$5,000)</b>		<b>\$6,500</b>
38		Capital	6,500	Plotter
39		Office Furniture/Equipment	0	
40				



## Central Vermont Regional Planning Commission

## FY21 Budget

As of 11/30/2020

Total Expenses				\$1,106,195
Line	Account No.			
41	5000	<b>Fringe Benefits</b>		<b>\$163,673</b>
42		FICA	34,376	Medicaid & Social Security taxes
43		Health Ins.	92,616	
44		Dental Ins.	6,402	
45		Vision Ins.	0	Not provided
46		Retirement	19,146	5% of gross wages after 1 year employment
47		Disability Ins.	2,803	
48		Life Ins.	1,296	
49		Unemployment Ins.	1,400	VLCT Employment Resource & Benefits Trust
50		Workers Comp Ins.	3,394	
51		Technology Stipend	2,240	40/mo/employee (prorated for hours worked)
52				
53	5344	<b>Insurance</b>		<b>\$4,186</b>
54	5345	General Liability	1,738	Property/Vehicle/Fire
55	5345	Public Officials	2,448	Legal/Employment Practices Liability
56				
57		<b>Line of Credit</b>		<b>\$0</b>
58		Debt Repayment	0	Debt not anticipated
59		Interest	0	
60				
61	5350	<b>Meetings / Programs</b>		<b>\$12,881</b>
62		Administrative	4,500	1350 Commission mtgs; 650 team building; 2000 prof dev
63		ACCD	5,271	480 workshops/forums; 825 Commission mtgs; 2500 prof dev; 1800 meetings
64		Energy	260	
65		Municipal	0	
66		Natural Resources	0	
67		Public Safety	470	
68		Transportation	2,380	TAC & project mtgs
69		VAPDA	0	Jan meeting reimbursement
70				
71	5370	<b>Office Occupancy</b>		<b>\$49,743</b>
72	5371	Rent	42,383	Lease extension through 09/30/2021
73	5310	Office Cleaning	2,160	80 monthly bi-weekly plus special carpet cleaning
74		Repairs & Other Maintenance	200	
75		Office Renovations / Relocation	5,000	
76				

## Central Vermont Regional Planning Commission

## FY21 Budget

As of 11/30/2020

Total Expenses				\$1,106,195
Line	Account No.			
77		<b>Other Expense</b>		<b>\$1,800</b>
78		Miscellaneous	220	Gifts, non-billable fees, etc.
79		Equipment Repair & Service	400	100 telephone; 300 Traffic Counters
80	5380	Fees	1,170	420 Payroll direct deposit; 500 Line of Credit; 100 misc; 150 DCRA
81	5960	Bad Debt	0	
82		Interest	10	
83				
84	5001	<b>Payroll/Wages</b>		<b>\$479,045</b>
85		Gross Pay	450,960	7.5 FTE plus Planning Techs; includes raises, bonuses, & payment in lieu of health insurance benefit
86		Compensatory Time	27,838	Year end estimate
87		Overtime	247	Non-exempt employee
88				
89	5355	<b>Postage</b>		<b>\$1,585</b>
90		Postage Machine	210	
91		Machine Postage	1,000	Includes add postage fees
92		Billable Postage	375	Regional Plan
93				
94		<b>Professional Services</b>		<b>\$85,680</b>
95	5202	Audit	7,950	Single Audit not required
96	5201	Accounting	65,000	5000 monthly fee
97	5203	IT/Computer	3,700	425 quarterly maintenance; it support as needed
98	5204	Legal	3,000	Personnel policy update
99		Website Update	5,000	Modernize the website
100	5205	Videography	350	175/mo for Commission meetings
101	5200	Other	680	Scanning service ~35/mo; Shredding services 260
102				
103	5375	<b>Software / Licenses</b>		<b>\$10,546</b>
104		ESRI GIS License	3,000	1500 concurrent; 500 Spatial Analyst; 500 single use (2)
105		Intuit Quickbooks Pro	4,020	Update QB program; maintain two QB licenses; 1-yr QB payroll module
106		Microsoft Exchange 365	562	Remote access to email
107		FortiClient	390	Remote access to server
108		Register.com	500	Domain name (cvregion.org & cvregion.com)
109		Network Solutions	80	CVRPC website
110		Bit Defender	115	Antivirus license for up to 25 computers
111		Ormsby's Computer Systems	1,079	Acronis Server Backup License 180.15 & Cloud Storage License 899
112		Register.com	470	Domain Gateway
113		Adobe Acrobat Pro 2020	330	Updates program and adds e-signature function

## Central Vermont Regional Planning Commission

## FY21 Budget

As of 11/30/2020

Total Expenses				\$1,106,195
Line	Account No.			
114				
115	5330	<b>Supplies</b>		<b>\$14,168</b>
116	5333	General Office	7,287	New camera (387), standing desk platforms for telework (6@400 ea)
117	5331	Equipment	1,800	Laptops
118	5332	GIS	1,600	
119		Furniture	2,000	Standing desks
120	5335	Subscriptions	1,144	190 Times Argus; 22 Valley Reporter; 240 Constant Contact; 192 Survey Monkey; 500 GoToMeeting/Zoom
121	5334	Billable Supplies	337	Transportation field supplies and meeting materials
122				
123	5385	<b>Telephone / Internet</b>		<b>\$7,440</b>
124		Telephone Lease/Service	5,160	Surcharge for digital voice feature (phone messages forwarded to email)
125		Internet Service	1,680	
126		Tablet Data Plan	600	Field services GPS data accuracy
127				
128	5390	<b>Travel</b>		<b>\$16,492</b>
129		Administrative	5,000	VAPDA, prof dev & other mtgs
130		ACCD	2,300	Local, regional, and state meetings
131		Community Development	60	Local energy planning
132		Municipal	2,791	Meetings & field work
133		Natural Resources	180	Meetings
134		Public Safety	607	Site visits, meetings, CFM continuing ed requirement
135		Transportation	5,555	Increasing field work
136				

## CENTRAL VERMONT REGIONAL PLANNING COMMISSION

## Reserve Fund

As of 10/31/20

## Reasons for Reserve Fund:

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

**Recommendation:**      **6 months minimum operating expenses**  
**\$422,922**

**Current Reserves:**      **\$136,735** (Interim goal: \$200,000 by 2025 or ~3 months operating expenses)  
                                  \$26,705 Unrestricted/Unassigned - General reserves  
                                  \$0 Unrestricted/Committed - Emergency equipment purchases & other capital expenses  
                                  \$62,797 Unrestricted/Committed - Accrued compensated absences (Paid Time Off liability)  
                                  \$20,000 Designated - Office Renovation / Relocation  
                                  \$27,233 Designated - FY19 indirect overrecovery

**Balance (+/-):**                      **(\$286,188)**

**No. Months Reserves:**              **1.9** Goal: 6 months

## Minimum Monthly Expenses:

**Total              \$70,487**

Equipment	\$542
Fringe Benefits	\$13,639
Insurance	\$349
Office Occupancy	\$4,145
Other Expense	\$150
Payroll	\$39,920
Postage	\$132
Printing/Copies	\$415
Prof Services	\$7,140
Software (licenses)	\$879
Supplies	\$1,181
Telephone/Internet	\$620
Travel	\$1,374

Recommendations

1. Contribute \$25,600 per year to reach goal of \$200,000 by 2025 (~3 months operating reserves)
2. For this year, contribute \$30,000 to reserves.
3. Recommended set aside should be reviewed annually and adjusted as needed.



Revision brings the Rules of Procedure into conformance with CVRPC's bylaws.

Action Requested: Recommend to the Board for adoption.

## **TOWN-MUNICIPAL PLAN REVIEW COMMITTEE**

### *RULES OF PROCEDURE*

**PURPOSE:** The Town-Municipal Plan Review Committee (the Committee) serves in an advisory capacity to the CVRPC Board of Commissioners in the review and approval of member municipalities plans as specified within 24 VSA Chapter 117 [§4350\(b\)](#) and [§4352\(b\)](#) and (c) of Vermont Statute. The primary purpose of the Committee is to:

1. Review municipal plans for conformance to statutory requirements, in accordance with 24 V.S.A. Section 4350(b), and make recommendations for approval to the Board.
  2. Review municipal enhanced energy plans for determination of energy compliance, in accordance with 24 V.S.A. Section 4352(b).
  3. Review municipal planning processes, in accordance with 24 V.S.A. Section 4350(a), and make recommendations for confirmation to the Board.
  4. Review the compatibility of all municipal plans at least every eight years and in accordance with 24 V.S.A. Section 4345a(9) and report its findings to the Board.
  5. Provide guidance to municipalities about future plan updates and ways to strengthen planning efforts.
- ~~1. Upon request by the municipality, review municipal plans for consistency with the state planning goals as included within [§4302](#); compatibility with the regional plan; compatibility with approval plans of other municipalities; and contains all the required elements as included within [§4382](#) (as per [§4350\(b\)\(1\)](#)).~~
  - ~~2. Upon request by the municipality, review municipal plans for consistency with the municipal enhanced energy planning requirements (as per [§4352\(c\)](#)).~~
  - ~~3. Solicit input from staff and municipalities as needed to gather information.~~
  - ~~4. Provide guidance to municipalities regarding future municipal plan updates and ways to strengthen their planning efforts.~~
  - ~~5. Provide a recommendation to the Commissioners regarding a municipality's planning efforts and consistency with state statute.~~

**ADVISORY ROLE:** The Committee shall be advisory to the Board of Commissioners and shall provide a recommendation to the Commissioners regarding a municipality's planning efforts and consistency with state statute. The Committee may offer advice, input, and opinions to municipalities, consistent with plans, policies, positions or resolutions adopted by the Board of Commissioners. The advice, input, and

opinions provided by the Committee may be reviewed, confirmed or reversed by the CVRPC Board of Commissioners at the Board's discretion.

**MEMBERSHIP:** The Committee shall consist of five (5) members who shall be elected at the Board's Annual Meeting. At least two (2) members shall be Commissioners and no more than (3) members shall be Alternate Commissioners.~~shall consist of five (5) representatives of the Board of Commissioners who serve one-year terms and are appointed annually.~~

**OFFICERS/ELECTIONS:** The Committee will elect a Chairperson and Vice-Chairperson at the first meeting following the annual appointment by the Board of Commissioners. The Chair will be responsible for running meetings, setting agendas in conjunction with staff, 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 his/her term is expired, an interim election shall be held within two meetings of the committee.

**ATTENDANCE AND QUORUMS:** Members are encouraged to attend all regular meetings and special meetings as they arise. A quorum shall consist of a majority of the voting members.

**COMMUNICATION AND COORDINATION:**

- ◆ Meetings shall be noticed and held in accordance with Vermont Open Meeting Law; Public Hearings for municipal plan review shall also be held in accordance with [§4350\(b\)\(1\)](#).
- ◆ Hearings and meeting will take place in a central location within the region.
- ◆ Draft policies and resolutions shall be forwarded to Committee members and interested/affected parties for comment before a recommendation by the Committee for final action/approval by the Board of Commissioners.
- ◆ Minutes of all regular and special meetings will be prepared by staff, distributed to Committee members and interested parties, and made available to the public in accordance with open meeting and public records law described in 1 VSA.
- ◆ The Committee will report on committee discussions or activities to the Board of Commissioners on a regular basis.
- ◆ Committee members are encouraged to offer input on all matters before the Committee, and are encouraged to bring up items of local or regional concern for Committee consideration.

**CONFLICT OF INTEREST:** In the event any Committee 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 matter being considered by the Committee, the member shall state on the record the nature of his or her interest. If the member is uncertain whether he/she should participate in the discussion or decision, the Committee shall determine by vote whether the member should participate. The Committee may also make a determination of conflict if the majority of voting Committee ~~TPRC~~ members in attendance at the meeting determine a conflict of interest exists. A member of the Committee with an identified conflict of interest shall not

deliberate or vote with the Committee but may participate in the open public discussion.

**ADOPTION OF ORGANIZATIONAL PROCEDURES:** The Committee may, at any time, vote to amend these procedures, in accordance with quorum requirements noted above. Proposed amendments will be forwarded to Committee members before consideration at a regular Committee meeting. Amendments will then be forwarded to the Board of Commissioners for ratification.

The Committee is a standing committee of the Regional Planning Commission, and is therefore subject to the Commission's bylaws. As such, these Rules of Procedure, combined with the Central Vermont Regional Planning Commission's bylaws and Robert's Rules of Order, provide procedural and administrative guidance for the ~~TPRC~~Committee.

Recommended by the ~~Town Municipal~~ Plan Review Committee: ~~03/27/19~~\_\_\_\_/\_\_\_\_/20 11/02/20

Recommended by the Executive Committee: \_\_\_\_/\_\_\_\_/20

Adopted by the Board of Commissioners: ~~04/09/19~~\_\_\_\_/\_\_\_\_/20

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~~Juliana Potter~~Laura Hill-Eubanks, Chair  
CVRPC Board of Commissioners



## MEMO

Date: November 23, 2020  
To: Executive Committee  
From: Bonnie Waninger, Executive Director  
Re: Line of Credit renewal and extension

---

✉ **ACTION REQUESTED: Authorize the Chair to sign the Commercial Line of Credit Note and Agreement, Change in Terms Agreement with Community National Bank.**

CVRPC opened a Line of Credit in 2017 to facilitate cash flow. The Chair is designated as signatory for the account. The credit limit is \$100,000. CVRPC can borrow up to 80% of its Accounts Receivable balance up to \$100,000. The Line of Credit expired 11/01/20.

CNB is offering to renew the Line and extend the maturity date to November 1, 2023. The Line is subject to an annual credit review. The annual fee has been \$500.

Based on CVRPC's reserve fund balance and the movement of State grants towards product and time-based payments, I recommend CVRPC maintain its Line of Credit. It would be prudent for CVRPC to maintain a Line of Credit until its operating plus reserve fund account balances are consistently maintained at \$600,000. Currently, their combined value is ~\$389,000.





\*000000001308245060%0360%11162020%00000000CAA4638\*



### COMMERCIAL LINE OF CREDIT NOTE AND AGREEMENT CHANGE IN TERMS AGREEMENT

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
\$100,000.00	11-16-2018	11-01-2020		009		***	

References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item.  
Any item above containing "\*\*\*\*\*" has been omitted due to text length limitations.

**Borrower:** CENTRAL VERMONT REGIONAL PLANNING  
COMMISSION  
29 MAIN ST STE 4  
MONTPELIER, VT 05602

**Lender:** Community National Bank  
Barre Branch  
316 North Main Street  
Barre, VT 05641  
(802) 476-6565

CREDIT LIMIT: \$100,000.00

DATE OF AGREEMENT: November 16, 2020

**Description of Change in Terms.**

Extending the maturity date from November 1, 2020 to November 1, 2023.

The annual Line of Credit fee will be \$500.00. A billing notice will be forthcoming for this fee and any other charges due.

**Annual Line of Credit Fee.** Borrower agrees to pay an annual line of credit administrative fee. The line of credit fee will be collected at line origination and at the time of any subsequent annual line of credit reviews. The line of credit fee amount is established by the Lender and is subject to change.

**Term of Credit Line.** The term of the credit line is for 12 months, or the maturity of the loan, whichever is earlier. Future extension of the credit line is subject to credit review by the Lender. At the Lender's discretion, the credit line term may be extended for subsequent periods.

**Delivery of a signature page to, or an executed counterpart of, this document by facsimile, email transmission of a scanned image, or other electronic means, shall be effective as delivery of an originally executed counterpart.** The parties hereto agree that "execution," "signed," "signature," and words of like import in this document shall be deemed to include electronic signatures or the keeping of records in electronic form, each of which shall be of the same legal effect, validity or enforceability as a manually executed signature or the use of a paper-based record keeping system, as the case may be, to the extent and as provided for in any applicable law, including, without limitation, Electronic Signatures in Global and National Commerce Act, the Uniform Electronic Transactions Act or the Uniform Commercial Code, and the parties hereto hereby waive any objection to the contrary.

**Continuing Validity.** Except as expressly changed by this Agreement, the terms of the original obligation or obligations, including all agreements evidenced or securing the obligation(s), remain unchanged and in full force and effect. Consent by Lender to this Agreement does not waive Lender's right to strict performance of the obligation(s) as changed, nor obligate Lender to make any future change in terms. Nothing in this Agreement will constitute a satisfaction of the obligation(s). It is the intention of Lender to retain as liable parties all makers and endorser of the original obligation(s), including accommodation parties, unless a party is expressly released by Lender in writing. Any maker or endorser, including accommodation makers, will not be released by virtue of this Agreement. If any person who signed the original obligation does not sign this Agreement below, then all persons signing below acknowledge that this Agreement is given conditionally, based on the representation to Lender that the non-signing party consents to the changes and provisions of this Agreement or otherwise will not be released by it. This waiver applies not only to any initial extension, modification or release, but also to all such subsequent actions.

**Acknowledgment and Amendments.** Borrower understands and agrees to the terms and conditions in this Agreement. Borrower acknowledges that, subject to applicable laws, Lender has the right to change the terms and conditions of the Credit Line program. Borrower also understands and agrees that Borrower may be subject to other agreements with Lender regarding transfer instruments or access devices which may access Borrower's Credit Line. Any person signing below may request a modification to this Agreement, and, if granted, the modification will be binding upon all signers. By signing this Agreement, Borrower acknowledges that Borrower has read this Agreement.

**CHANGE IN TERMS SIGNERS:**

X  
LAURA HILL-EUBANKS

ACCEPTED: COMMUNITY NATIONAL BANK

By: \_\_\_\_\_  
Regan Howard, Vice President



## MEMO

Date: November 23, 2020  
To: Executive Committee  
From: Bonnie Waninger, Executive Director  
Re: Bylaw Review

---

At its November 2<sup>nd</sup> meeting, the Executive Committee briefly discussed whether modification to the Commission's bylaws were needed based on a requested change from the Transportation Advisory Committee. The Committee directed staff to add discussion of a potential bylaw update on its next meeting agenda.

The Commission adopted a substantial update to its bylaws on December 10, 2019. It is not unusual to review updated bylaws after they have been in use for a year to discuss what is working or not working.

### Review Items Mentioned to Date

- Transportation Advisory Committee membership – addition of non-municipal seats
- Elections
- Should Alternates be enabled to participate as Commissioners if a Commissioner recuses themselves from a vote? (Section 302: Appointment and Terms of Commissioners and Alternates)
- Should the bylaws address excused versus unexcused absences? (Sect. 305, Attendance)
- Should Executive Committee duty 2a. Set municipal dues be modified to 2a. Recommend municipal dues rate to the Board of Commissioners for adoption? (Section 403: Standing Committees, b. Executive Committee)
- For Committee members appointed by the Board, should participation have term limits? (currently not included except that Nominating Committee members may not serve two consecutive terms)
- Now that the Nominating Committee nominates committee members, the ballot has become unwieldy. Should mail-in ballots:
  - continue to be used for all nominations,
  - be used for Executive Committee and officer elections only, or

- be replaced by an election process at the May Commission meeting? (Section 502. Elections)
- If CVRPC is designated a Clean Water Service Provider, how will the Basin Water Quality Council be incorporated into CVRPC?

**2018 Bylaws Working Group**

*Committee Type:* A working committee of the Executive Committee

*Meets:* As needed

*Members:* 3 Commissioners

*Term:* None established

*Appointed:* By Executive Committee

*Duties:* Recommend Commission Bylaws revisions to the Board of Commissioners

**Appointed May 2018**

Julie Potter, East Montpelier, Chair

Richard Turner, Williamstown

Steve Lotspeich, Waterbury



## MEMO

Date: November 25, 2020  
To: Executive Committee  
From: Bonnie Waninger, Executive Director  
Re: Equity and Inclusion

---

✉ **ACTION REQUESTED:** None. Staff requests Executive Committee consider how CVRPC should further Commission work on equity and inclusion.

Staff has begun a conversation on social justice and racial equity. Some have attended workshops, shared reading materials, and participated in external trainings to better educate themselves. VAPDA has had discussions multiple times, and recently contacted VLCT to discuss whether a potential partnership to provide trainings to municipalities. Some of CVRPC's member municipalities are furthering their own work to address social justice and racial equity. Staff requests the Executive Committee begin a discussion of how CVRPC should further the Commission's work on equity and inclusion. Executive Committee discussion will help the Director frame policy discussion for the Board and budget for necessary resources.

There is no "right" place to begin, and conversations usually are uncomfortable. Most organizations:

- Self-educate to deepen and broaden understanding about inequity
- Conduct organizational assessments to determine where and how inequity might emerge in organizational policies and procedures, the website, etc.
- Foster equity and inclusion in day-to-day work. Ex. Determine how CVRPC could better engage and include diverse voices in projects and programs.
- Share information and potentially train others.

**Diversity** is variation. The presence of different types of people from a wide range of identities and with different perspectives, experiences, abilities, affiliations, socio-economics, etc.

**Equity** is the process of ensuring equally high outcomes for all and removing the predictability of success or failure that currently correlates with any social or cultural factor. The process of just and fair consideration because of someone's experience or social position.

**Inclusion** is the sense of belonging that people feel in an organization or community. The process of putting diversity into action by creating an environment of involvement, respect, and connection — where the richness of ideas, backgrounds, and perspectives are harnessed to create value.

**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 and 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

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

2  
3 Hill-Eubanks advised information was to have been presented by Bill Arrand, who was not currently  
4 present and therefore requested Clare Rock do the introduction and directed the members to the  
5 information in the packet. She also noted a revised resolution was emailed to members today as a  
6 revision to the packet.

7  
8 Town of Fayston

9  
10 Rock advised the Municipal Plan Review Committee (MPRC) did recommend approval of the Municipal  
11 Plan and Planning Process and that the Fayston Plan did not include the enhanced energy component.  
12 She noted that as of the MPRC meeting, the Select Board had not yet voted to approve the plan, but  
13 that vote has happened since the MPRC met; and there has been confirmation that the plan has been  
14 approved by the Fayston Select Board and that there was little discussion at the Select Board hearing. It  
15 was noted that one comment raised was the consideration of how COVID has impacted the municipal  
16 planning process and consideration of whether that should be incorporated into the review process.  
17 There was limited discussion as that is not a plan component or requirement. However, Rock wanted to  
18 make note of that comment to the CVRPC members.

19  
20 She reiterated that the MPRC voted to recommend approval by the CVRPC Board.

21  
22 A caller joined the meeting, and it and an identification was requested. Bill Arrand advised he had now  
23 joined the meeting.

24  
25 Hill-Eubanks opened the floor to questions. G. Clain asked for confirmation that the meeting was now  
26 the Executive Committee meeting since there was not a quorum of the Board. This was confirmed. He  
27 also brought attention to one area of the Fayston Plan – Page 114 where the 1<sup>st</sup> sentence refers to “see  
28 Section 8.5.5”, which doesn’t appear to exist. Review of this page was conducted by Rock, Potter, and  
29 Hill-Eubanks. It was noted that this appears to be a typo, not a section that is missing, and that it should  
30 actually cite Section 8.6.

31  
32 D’Amico asked if the plan addresses the energy section that was noted in Barre Town’s Plan and  
33 discussed at our last meeting. It was confirmed that Fayston was not asking for a determination of  
34 energy compliance as Barre Town was.

35  
36 Hill-Eubanks read the proposed motion:

37 “Resolved that the Central Vermont Regional Planning Commission:

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

40  
41 *G. D’Amico so moved. J. Potter seconded. Motion carried.*

42  
43  
44 Town of Northfield

1 Hill-Eubanks requested Dara Torre take over the meeting on her behalf. Torre requested B. Arrand  
2 advise the members about the Northfield Town Plan and process. He advised that the MPRC reviewed  
3 the Town Plan, Planning Process and Energy Component and that the MPRC approved all three.  
4

5 Hill-Eubanks advised that the Northfield Planning Commission has been working on the plan for over  
6 two years and had a lot of input from the public including hearings, forums, and surveys; and believes it  
7 reflects what the Town of Northfield wanted in the Town Plan.  
8

9 Clain commented that on Page 34 of Northfield's Town Plan under Public Utilities, 2<sup>nd</sup> paragraph has an  
10 issue which might be a typo or punctuation. It reads "...but as of 2018 it did not generate any power and  
11 contracted with Green Mountain Power to provide all maintenance services..." and Clain noted GMT  
12 was contracted before 2018. Hill-Eubanks clarified that it was oddly worded as it is meant to state as of  
13 2018, they knew that GMT was still not generating power as that was the most current year they had  
14 data for. Clain advised gratitude for town officials who work on these plans and put in the time to  
15 create them. Torre inquired if there were additional questions or comments. She directed the  
16 members to the resolution on page 13 of the packet and read the following as a proposed motion:  
17

18 "Resolved that the Central Vermont Regional Planning Commission:

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

20 4) consulted with and confirms the planning process of the Town of Northfield."  
21

22 *J. Potter moved to approve the Northfield Town Plan, confirm their planning process and authorize the*  
23 *chair to sign the resolution. Seconded by M. Gray. Motion carried.*  
24

25 Waninger advised they now need to review the determination of energy compliance recommendation.  
26

27 Torre inquired if Hill-Eubanks had anything to share about this. She advised they shared with the MPRC  
28 that there had been a comment that the Plan should set an example by supporting or encouraging new  
29 energy generation, which did not make it into the review committee notes; and she advised that they  
30 did have something that addressed that in the Plan in one of the implementation actions which was to  
31 investigate capturing methane at the wastewater treatment plant to use to generate energy. She also  
32 noted Northfield wanted to protect their ridgelines above 1,800 feet from larger renewable energy  
33 facilities, and therefore wanted discourage development above 1,800 feet.  
34

35 Potter raised a question regarding the proposed resolution item #6, which states . . . . "Board of  
36 Commissioners..... voted to approve the determination.....", and given that the that the Executive  
37 Committee was authorized to do this in lieu of Commissioners, how does this language change? She  
38 also referenced a highlight noting number of members of public in attendance at the MPRC meeting.  
39 Rock confirmed that the following were present at the MPRC Meeting - Municipal Representatives:  
40 Laura Hill Eubanks, Northfield Planning Commission Chair, Doug Day, Fayston Planning Commission  
41 Chair, Carol Chamberlain, Fayston Planning Commission. Waninger confirmed the resolution would  
42 need to have this information updated. Item #6 would be changed to reflect a new item that discusses  
43 the Board authorizing the Executive Committee to make a decision in absence of a Board quorum. The  
44 original Item #6 would become #7, which would replace Board of Commissioners with Executive  
45 Committee on behalf of Board of Commissioners.

1  
2 *J. Potter moved to approve the determination of energy compliance for Northfield and approve the*  
3 *resolution as edited; seconded by M. Gray. Motion carried.*  
4

5 **Adjournment**

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

8 Respectfully submitted,  
9

10 Nancy Chartrand, Office Manager



**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Executive Committee**  
**DRAFT MINUTES**  
**November 2, 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 and Enrique Gonzalez, The Ijaz Group; Amy Hornblas, Cabot Commissioner; George Clain, Barre Town Alternate Commissioner

**Call to Order**

Chair Hill-Eubanks called meeting to order 4:06 pm. Quorum present to conduct business

**Adjustments to the Agenda**

G. D'Amico requested the Financial Report be moved to first agenda item. Waninger advised she had an update on an Act 250 application which will be added at end of agenda. Potter inquired about the possible executive session as no materials were provided. Waninger advised it should be postponed.

**Public Comment**

None

**Financial Report**

A. Ijaz provided an overview of financials as of September 30<sup>th</sup>. He said the FY20 audit would be conducted once final adjustments are made. He advised with regard to FY21 budget for the 1<sup>st</sup> quarter that CVRPC is at 31% of revenue and 21% of expenses, which is good.

Additional inquiry was made about the status of closing the books for FY20 and when audit would as the Committee was told this was almost ready last month. Additionally, there was question as to what bills from FY20 are still pending being sent. Ijaz advised three invoices are pending being sent for FY20; two of which have been sent since the last meeting, and one that should go out this week which he is finalizing with Waninger. He confirmed that we should be audit ready this week.

Additional discussion ensued regarding the aging receivables. Ijaz said that with regard to the 9/30 financials at least half or more of the aging receivables have gone out in past weeks and payment is expected soon. Waninger also noted that work to move monthly invoices out the door timely, such as TPI, is on-going.

*S. Lotspeich moved to accept the report as of September 30, 2020; J. Potter seconded. Motion carried.*

**Vermont Mask Survey**

A. Hornblas advised she would like to present the report at the next Board meeting for informational purposes. She noted a fair risk/benefit analysis of wearing masks should not just take into consideration the advantages but also the disadvantages. She is trying to bring more awareness and interest in doing this type of research to do a cost/benefit analysis and believes open discussions are necessary due to all the people who are being asked to wear masks.

Feedback was shared by some committee members regarding their experience with mask use and some of the challenges experienced. Also noted was their understanding of the necessity of mask utilization. Lotspeich made comment with regard to communication issues with masks, as they pertain to hybrid meetings as it is difficult for those participating remotely to hear the people who are meeting in person and masked. He noted as we try to phase towards some type of normalcy that it is a real challenge to ensure there is equal access in meetings in modes other than strictly online.

There was inquiry as to who compiled the survey. Hornblas confirmed she did based on recommendations from the World Health Organization. Its June 5<sup>th</sup> report stated that decision makers who choose to use masks in the community at large that they also ask those communities to do research to evaluate the impact (positive, neutral or negative) of using masks in the general population. Since she has not observed this being done yet in Vermont, she pursued doing some research / evaluation.

There was question if there was any research on different types of masks and the impacts (breathing / contamination) on the users. Hornblas advised that type of research was just getting started. There was comment that the questions are very interesting and that additional research is needed, and a question as to whether the Commission is the appropriate venue to discuss this type of study. There was also inquiry and confirmation that there was no sponsor/funding source for the survey and also which organizations had been provided the information. Hornblas advised she released the results last week and has sent to Health Dept., Governor's office, media and legislative representatives. She noted the challenge was the difficulty in interest to talk about this. She has been driving around the state putting posters on bulletin boards. Discussion continued into whether a presentation should be included on a future Board agenda. The Committee asked staff to include it on the December agenda as an informational presentation. Hill-Eubanks thanked Hornblas for the information and discussion.

**Contracts/Agreement Authorizations****Vermont Department of Public Safety Emergency Management Performance Grant 2020 Advance Notice to Proceed and Emergency Management Performance Grant 2020**

Waninger provided an overview of the scope of work in the contract including the new task to assist in the transition of Local Emergency Planning Commissions (LEPC) into Regional Emergency Management Committees. She noted some regions have started this transition; one found it highly effective for linking municipalities together while another found they lost the LEPC membership entirely. RPCs were required to set aside 15% of EMPG funds to help with the transition. Currently LEPC#5 receives \$4,000 from the State, which they provide to CVRPC for administrative support. Moving forward we would use EMPG funds to provide this administrative support. There was question as to the match noted on page 46 of the packet, as it shows a match of \$4,349.41. Waninger advised this needs to be updated by State. The match should be equal to the \$55,330 award, and therefore read \$55,330.

1  
2 *G. D'Amico moved to authorize the Executive Director to sign the Advance Notice to Proceed Form and*  
3 *the Grant agreement with the updated match amount; S. Lotspeich seconded.* G. Clain raised a question  
4 related to a drug free workplace. He asked whether the workplace is allowed to conduct drug testing  
5 with marijuana being legal in Vermont but the money being federal. Waninger confirmed marijuana is  
6 only legal in the state and not federally. CVRPC is required to have a drug free workplace including  
7 marijuana. Staff has been advised of this. With regard to being allowed to conduct drug tests, we have  
8 the right to do them. She further noted that based on type of organization we are, CVRPC would likely  
9 only conduct this type of testing if it had cause based on something that is occurring in the workplace  
10 (vs. a random drug testing policy). *The vote was called. Motion carried.*

## 11 12 **Policy/Procedure Update**

### 13 CVRPC Clean Water Advisory Committee (CWAC) Rules of Procedure (ROP)

14 Waninger advised these have been brought to the Committee multiple times. The current version  
15 brings the ROP into conformance with the Bylaws and removes natural resource-based organizations as  
16 voting members. It was noted those organizations are welcome to participate from an advisory  
17 position, but not have an official say on the CWAC.

18  
19 Discussion ensued with questions raised about the number of meetings per year and staff support of  
20 meetings. It was suggested to amend the language to read "The CWAC shall meet as necessary to carry  
21 out their stated purpose and as supported by the budget". The committee concurred with this language  
22 change. Waninger advised she would notify the CWAC of the change.

23  
24 Discussion arose about the Transportation Advisory Committee (TAC) ROPs and its discussion about  
25 having members from outside groups and consistency with the Commission bylaws. It was suggested to  
26 deal with ROP for CWAC and then D'Amico and Lotspeich speak to the Committee about TAC ROP.

27  
28 Clain raised a question about the language surrounding alternates and if it should include that alternates  
29 are not eligible to vote unless the assigned committee member is not present. He also suggested  
30 including that alternates could vote if a committee member recuses themselves. Significant discussion  
31 ensued as to the reason for having alternates on Committees (to ensure three Board representatives  
32 and if one Commissioner does not come, the alternate can vote in the absent member's stead). Clain  
33 suggested more concise language to outline the above and/or if three are present and one recuses  
34 themselves then the alternate could vote. Lotspeich advised Open Meeting Law (OML) may preclude an  
35 alternate from stepping in due to recusal. Potter advised the Bylaws are silent regarding Committee  
36 alternate powers, therefore that leaves the ROP to address alternate powers/roles. However, she  
37 further noted that she doesn't believe any ROP address this, there has not been a problem with  
38 understanding what role alternates currently play; and if changed here they will need to be changed in  
39 all ROP. Further discussion ensued regarding alternate representation and circumstances under which  
40 they can vote and whether this should be addressed in the Bylaws or ROP. Lotspeich suggested these  
41 ROPs move forward and do some research into OML in order to address this question of  
42 recusal/alternate voting. The Committee concurred research into OML regarding this was appropriate.

1 A question was raised regarding pages 74 and 78 with regard to: "If the Chair or Vice Chair should resign  
2 before term expiration, an interim election will be held within two meetings or when regular elections  
3 are held, whichever is earlier. Clarification of within two meetings of what was requested and Clain  
4 suggested it would be clearer to add the language "of the committee". Hill-Eubanks reviewed the  
5 language in the question and advised that the words "of the committee" be added to the ROP.  
6

7 *J. Potter moved to recommend the full Commission to approve the ROP for CWAC as edited; J. Shatney*  
8 *seconded. Motion carried.*  
9

#### 10 CVRPC Transportation Advisory Committee (TAC) Rules of Procedure

11 Potter advised she read through the TAC ROP and had several questions. The first being TAC exists to be  
12 supportive of the RPCs work related to TPI. She asked whether there is anything in the TPI program or  
13 contract from VTrans that requires that we structure the committee in a certain way. Waninger  
14 confirmed there were no structure requirements. She advised the purpose of the TAC and CVRPC's  
15 agreement with VTrans for the TPI program is to ensure local involvement in State transportation  
16 planning efforts. She noted that local involvement is different than municipal involvement. Local  
17 involvement means communities and their residents are involved; it doesn't mean municipal  
18 government representatives are the sole entity involved. This doesn't mean non-municipal entities  
19 must have a seat on the TAC; it means that municipal perspectives and other perspectives should be  
20 solicited. Part of the TAC's role is to engage additional populations and to incorporate those  
21 perspectives into the region's input on the State's planning efforts (project prioritization, etc.).  
22

23 Lotspeich advised TAC had discussions at two separate meetings on this issue. TAC is open to input from  
24 a wide variety of groups and historically have had a lot of this type of participation (Bike-Ped, VCIL, etc.).  
25 TAC wants to incorporate this type of participation in their decisions. It does not support providing  
26 membership to outside organizations. They approved the ROP at the last meeting, and requested  
27 CVRPC's bylaws be changed to preclude outside groups from becoming members in the future. He  
28 reiterated they are not opposed to organizational input and wanted that input. D'Amico advised three  
29 TAC members voted against the TAC ROP because they did not want outside groups as voting members.  
30 He noted that often outside groups are lobbying organizations and they want to preclude lobbyists from  
31 having a vote. The TAC welcomes this type of participation for input.  
32

33 Hill-Eubanks asked if ROP on page 82 have been approved by the TAC? Lotspeich confirmed they voted  
34 12-3 to move the draft forward to recommend approval to the Commission. He reiterated that that if  
35 Bylaws were amended in the future, the TAC would then amend their ROP at that time.  
36

37 Discussion ensued as to whether it was appropriate to approve the ROP before reviewing and  
38 potentially changing the Bylaws. It was noted that page 85, paragraph 2 needs amended to reflect the  
39 transition of TAC from an ad hoc committee to a standing committee, and it being subject to the  
40 Commission's bylaws. Waninger advised that TAC was incorporated into the Bylaws as a standing  
41 committee due to its longevity even though it is an advisory committee.  
42

43 Hill-Eubanks inquired if the Executive Committee was okay with recommending the ROP with the  
44 changes discussed. Potter noted she believes the Bylaws need to be changed first. Lotspeich clarified

1 that language about TAC membership remained in conformance with the bylaws. TAC has requested  
2 the Board discussion changing the bylaws and then amending the ROP to be consistent with those  
3 changes. D'Amico asked if the ROP should be tabled until the changes are made. Lotspeich advised that  
4 making the changes requested was appropriate.

5  
6 *G. D'Amico moved to recommend the Transportation Advisory Committee Rules of Procedure to the*  
7 *Board of Commissioners with the changes discussed; M. Gray seconded.* Waninger asked if the  
8 resignation language should be included as it was with CWAC. The Committee confirmed it should.  
9 *Motion carried.*

10  
11 Hill-Eubanks asked the Committee if it wanted to discuss changing the bylaws when we discussed  
12 recommending approval to the Board. It was concurred that the Executive Committee should discuss  
13 before bringing a change to the Commission, but should mention a change was being considered at the  
14 next Board meeting. Waninger advised it is not unusual to review updated bylaws after they have been  
15 in use for a year to discuss what is working or not working. The Committee discussed whether a bylaw  
16 subcommittee should be formed. Hill-Eubanks recommended this be discussed at the December  
17 Executive Committee meeting before going to the Board. The Committee concurred.

#### 18 19 **Health Insurance**

20 N. Chartrand provided an overview of the recommendation for CY21 Health Insurance coverage.

21  
22 Potter expressed appreciation for the research presented, noting that in the future information from  
23 other RPCs would be helpful. Depending on how challenging budget situation are in the future, there  
24 may be the need to have a discussion about employee contribution to health premiums.

25  
26 D'Amico reflected his comment from last year - that the 50% payment in lieu is excessive - and noted he  
27 would vote against adopting because of that.

28  
29 Waninger provided an overview of insurance being part of a full compensation package and that RPC  
30 benefit information is available. She shared that the Chittenden Regional Planning Commission had  
31 completed a compensation study, which will be shared with the Personnel Policy Review Committee.

32  
33 Hill-Eubank read the suggested motions to the Committee:

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

39  
40 *S. Lotspeich moved to provide a health insurance benefit as outlined; J. Potter seconded. Motion carried*  
41 *with five in favor and one opposed.*

**Municipal Dues**

Waninger provided a brief overview and advised that usually CVRPC would increase dues by 5%. Given COVID, she is recommending a 2.4% increase this year. Discussion ensued about what was currently known about how town budgets were faring at this point. Question was raised as to whether we have noticed any pushback from rates we have been asking in the past? Waninger confirmed she has received question as to why we are making small changes every year instead of a large change every five years, with general support for the small changes received. She also noted CVRPC has increased services and visibility about those services to municipalities.

*G. D'Amico moved to recommend an FY22 municipal dues assessment of \$1.28 per capita to the Board; J. Potter seconded. Motion carried.*

Upon inquiry regarding the population estimates, Waninger confirmed she would verify before the Board meeting.

**Consent Items**

*J. Shatney moved to approve the October 5, 2020 minutes; S. Lotspeich seconded. Motion carried.*

**Commission Meeting Agenda**

*J. Shatney moved to approve the agenda for November 10, 2020; G. D'Amico seconded. Motion carried.*

**Executive Session**

Postponed.

**Project Review Update**

Waninger advised of an upcoming Act 250 minor application in Waterbury for a nine lot residential subdivision that may impact the Shutesville Wildlife Corridor. The Project Review Committee (PRC) requested an extension from the District Commission to provide comment. PRC will meet again to discuss and plans to invite the Town of Waterbury, Green Mountain Byways, and other organizations who have had interest in the Shutesville Wildlife Corridor. Hill-Eubanks noted that project review is difficult, as the Committee doesn't always have the information that would allow them to make an informed decision to comment on projects due to the timing. D'Amico advised the PRC recommended the extension because they did not know if it would have an impact on the wildlife corridor, which is why they asked for input from Agency of Natural Resources comments before making their comment. The timing of getting this information may hinder making comments from a regional perspective. Waninger noted staff can inquire how other regions address this issue.

**Adjourn**

*S. Lotspeich moved to adjourn at 6:19 pm; J. Shatney seconded. Motion carried.*

Respectfully submitted,

Nancy Chartrand, Office Manager



## BOARD OF COMMISSIONERS

December 8, 2020 at 6:30 pm

*Remote Participation via GoToMeetings<sup>1</sup>*

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

Dial in via phone<sup>2</sup>: (872) 240-3212; Access Code: 552-444-045

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

<https://global.gotomeeting.com/install/552444045>

### Page AGENDA

- 6:30<sup>3</sup> Adjustments to the Agenda  
Public Comments
- 6:35 Dr. Mark Levine, Commissioner, Vermont Department of Health  
Update on pandemic response and Slow The Spread municipal outreach in Central Vermont
- 7:05 Vermont Mask Survey, Amy Hornblas (enclosed)  
Presentation and discussion for awareness.
- 7:20 Committee Rules of Procedure Updates (enclosed)<sup>4</sup>
  - a) Clean Water Advisory Committee
  - b) Municipal Plan Review Committee
  - c) Transportation Advisory Committee
- 7:30 Meeting Minutes – November 10, 2020 (enclosed)<sup>4</sup>
- 7:35 Reports (enclosed)  
Update/questions on Staff and Committee Reports
- 7:45 Adjournment

**Next Meeting: January 12, 2021**

<sup>1</sup> Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact Nancy Chartrand at 802-229-0389 or [chartrand@cvregion.com](mailto:chartrand@cvregion.com) at least 3 business days prior to the meeting for which services are requested.

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

<sup>3</sup> Times are approximate unless otherwise advertised.

INFORMATIONAL ONLY

November 25, 2020

VIA E-MAIL

Ms. Susan Baird, District Coordinator  
District 5, Environmental Commission  
10 Baldwin Street  
Montpelier, Vermont 05633-3201

RE: Application #5W1206-5 Substantial Regional Impact & Regional Plan Conformance

Dear Ms. Baird,

The Central Vermont Regional Planning Commission (CVRPC) staff and Project Review Committee have reviewed Application #5W1206-5 for the construction of a 9-lot Planned Unit Development (PUD) on a 109-acre tract located in Waterbury, VT. The project as proposed has been identified as a project of Substantial Regional Impact and has been found not to be in conformance with the *2016 Central Vermont Regional Plan, Amended 2018*.

**Project Location**

The proposed project is located on the boundary of the Rural and Resource Future Land Use Planning Areas as defined by the Central Vermont Regional Plan. The majority of the proposed subdivision is located within the Rural Future Land Use Area. This area encompasses much of the CVRPC region, and is where much residential development over the past few decades has occurred. The Regional Plan indicates objectives of this land use area can be realized by future development that preserves important resources (such as agricultural soils and forest blocks) and sets aside open space reserved for agriculture, forestry, wildlife habitat or public recreation.

The eastern portion of the subdivision, including the areas in the vicinity of the house sites and associated infrastructure on Lots 7, 8, and 9 are located in the Resource Future Land Use Planning Area. These areas dominated by lands requiring special protection or consideration due to their uniqueness, irreplaceable or fragile nature, or important ecological functions. The eastern portion of the proposed project is also located within a mapped Highest Priority Forest Block as depicted on CVRPC's "Natural Resources – 3" map. These Forest Blocks represent a regionally connected network of forest that provides high-quality interior forest habitat.

In the review process, the Committee also considered information provided by the Vermont Department of Fish & Wildlife as contained within the October 12, 2020 memo submitted to District 5 Environmental Commission. The memo identifies the project to be located within the Shutesville Wildlife Corridor; defined as "the only viable connection between the Green Mountains and Worcester Range." And the memo goes on to state that "[T]his regionally significant landscape connection is at risk from continued development within the interior of forest blocks and development adjacent to area roads that still provide suitable connectivity habitat."



**Substantial Regional Impact**

CVRPC defines development projects of Substantial Regional Impact as those that will have substantial and ongoing impact on two or more municipalities, including the host municipality. Among the development projects of substantial Regional impact are those that:

- Will likely impact on a resource within the Region which is widely used or appreciated by people outside of the locality in which it is located.
- Which may affect settlement patterns to the extent that the character or identity of the Region (or its sub- Regions) is significantly affected.
- Are likely to alter the cost of living, availability of choices, access to traditional way of life or resources widely used or appreciated by Regional residents.

The Committee found that as proposed, the 9-lot PUD is a project of Substantial Regional Impact as it would will likely impact the Shutesville Wildlife Corridor, a resource within the Region which is widely used or appreciated by people outside of the locality in which it is located.

**Conformance with the Regional Plan**

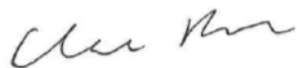
Based upon the projects location within CVRPC's Rural and Resource Future Land Use Planning Areas, CVRPC's mapped Highest Priority Forest Block, and the Shutesville Wildlife Corridor, the proposal for 9-lot Planned Unit Development (PUD) does not conform with the following policies from the regional plan:

- Development should be designed to minimize its impact on the viability of agricultural operations or its contribution to fragmentation of forest Blocks.
- Wildlife connectivity areas should be protected from fragmentation and uses that reduce their viability for movement of wildlife, particularly where they connect forest blocks.
- The extension of permanent roads, energy transmission facilities, and utilities into Resource areas is discouraged.
- Avoid development that fragments forest blocks and habitat connectors.

CVRPC understands the applicant is actively working to modify the subdivision plan to lessen the adverse impact on the ecological resource and requests the option to review any revised plans for conformance with the regional plan.

Thank you for your consideration.

Sincerely,



Clare Rock, Senior Planner

CC: Certificate of Service