



EXECUTIVE COMMITTEE

January 4, 2021 at 4:00 p.m.

Remote Participation via GoToMeetings¹

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Page **AGENDA**

4:00² Adjustments to the Agenda

Public Comment

4:05 Financial Report (enclosed)³

Accept unaudited financial reports.

4:20 Contract/Agreement Authorization (enclosed)³

4:25 Committee Rules of Procedure (enclosed)³

Recommend adoption by the Board.

4:35 Policy and Procedure Updates (enclosed)³

Adopt revised Administrative and Financial Policies and Procedures.

4:50 Nominating Committee, Julie Potter & Gerry D'Amico³

Finalize candidate slate for Board election.

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

² All times are approximate unless otherwise advertised

³ Anticipated action item.

Page **AGENDA**

4:55 Bylaw Review (enclosed)³

Discuss potential review and appoint a work group or subcommittee.

5:05 RPC Role in Furthering Diversity, Equity and Inclusion (enclosed)

Presentation and discussion.

5:45 Consent Items (enclosed)³

Meeting Minutes – November 30, 2020

5:50 Commission Meeting Agenda (enclosed)³

6:00 Adjourn

Next Meeting: February 1, 2021



MEMO

Date: December 24, 2020
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Financial Report as of 11/30/20

✉ **ACTION REQUESTED:** Accepted unaudited financial reports as of 11/30/20.

FY20 Summary: CVRPC's accountant continues working to perform a final review of transactions prior to audit. Appropriate Funders were notified about the delay in CVRPC's FY20 audit. As of 12/22/20, CVRPC's net income for FY20 is \$167,296.

FY21 Summary: CVRPC continues to implement its five-year plan to improve its financial position successfully. As of 12/22/20, CVRPC's net income for the five months ended 11/30/20 is \$120,297. The fiscal year to date net income is in line with expectation. In FY20, CVRPC had a YTD surplus of \$118,599 through 11/30/19.

Balance Sheet

- *Assets –*
 - Operating cash is \$256,928. CVRPC works to maintain at least \$100,000 in operating funds for cash flow purposes. The operating account slightly exceeded the FDIC Insurance limit. A \$50,000 transfer to the reserve account was made in December.
 - Billing is substantially complete through 10/31. Some invoices are in the review and finalization process. Aging receivables are at \$228,244. Aged receivables are decreasing as CVRPC catches up on invoicing. CVRPC's average receivables are \$100,000 per month.
- *Current Liabilities –*
 - CVRPC's payable balance varies widely by month due to contractor invoices. It is low for November.

- Accrued vacation and compensatory time balances are \$21,633.26 and \$11,980.82 respectively. CVRPC trues up its balance sheet for Paid Time Off quarterly.
- ACCD Deferred Income for FY21 stands at \$15,760. It has been adjusted for July – November expenses. Other Deferred Income consists of the Barre Town Road Erosion Inventory advance and LEPC # 5 Old funds, \$6,660 and 1,791 respectively as of 11/30/20.
- Dependent Care Deductions will have a positive balance at CY end owing to the pandemic. Dependent Care is a voluntary payroll deduction by staff for eligible dependent care expenses to be incurred through the year. Employers have a legal right to retain unused funds. CVRPC anticipates returning unspent balances to employees for CY2020 as school closures due to the pandemic resulted in fewer than anticipated childcare expenses for employees. MVP provides a monthly statement of balances by employee that can be used for reconciliation.
- *Equity* –
 - \$5,000 Working Communities designated funds were received and utilized. The transaction to recognize the income has not been completed. It will increase the YTD surplus.
 - *Net Income* of \$120,297 primarily reflects retainage of Town Dues earned in July 2020. CVRPC is running strong on recovery of indirect costs in part because employees are not utilizing paid time off as they normally would due to the pandemic's effects on travel. Staff is evaluating whether adjusting the indirect rate should be considered.

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

- *Revenues* –
 - CVRPC anticipates ~\$3,355 in carry forward funds for ACCD funds.
 - Miscellaneous Incomes includes a \$5,000 donation.
 - Five months into the fiscal year, total revenue stands at 40.5% earned, matching the budget benchmark of 41.6% (5 months out of 12 months).
- *Expenses* –
 - The salaries budget, CVRPC's largest expense, is under the budget at 34%. The Transportation Planner hiring has been initiated.
 - Overall expenses are under budget at 31% of budgeted expenses. Multiple contractor invoices are anticipated for January 2021, which will increase the percent of budgeted expenses.

Financial Statement Acronyms & Abbreviations Guide

| | |
|-----------|---|
| 604b | Clean Water Planning funds originating in Section 604b of the federal Clean Water Act |
| ACCD | Vermont Agency of Commerce and Community Development |
| CCRPC | Chittenden County Regional Planning Commission |
| CTAA | Community Transportation Association of America |
| CW | Clean Water |
| DEC | Vermont Department of Environmental Conservation |
| DPS | Vermont Department of Public Safety |
| DCRA | Dependent Care Reimbursement Account |
| EAB | Emerald Ash Borer |
| EMPG | Emergency Management Performance Grant |
| EPA | US Environmental Protection Agency |
| ERP | Ecosystem Restoration Program |
| HMGP | Hazard Mitigation Grant Program |
| LCBP | Lake Champlain Basin Program |
| LGER | Local Government Expense Reimbursement |
| LEMP | Local Emergency Management Plan |
| LEPC SERC | Local Emergency Planning Committee 5's State Emergency Response Commission |
| LHMP | Local Hazard Mitigation Plan |
| MPG | Municipal Planning Grant |
| MOA | Memorandum of Agreement (disaster response and recovery assistance) |
| NEIWCCC | 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) |

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

| | <u>Nov 30, 20</u> |
|--|--------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1001 · Community National Bank | 256,927.84 |
| 1009 · Northfield Savings - Reserve | 136,753.58 |
| Total Checking/Savings | <u>393,681.42</u> |
| Accounts Receivable | |
| 1200 · Accounts Receivable | 228,083.04 |
| Total Accounts Receivable | <u>228,083.04</u> |
| Total Current Assets | 621,764.46 |
| Fixed Assets | |
| 1501 · Equipment | 50,203.31 |
| 1502 · Equipment - Accum. Depreciation | -41,679.17 |
| Total Fixed Assets | <u>8,524.14</u> |
| Other Assets | |
| 1301 · Prepaid Expenses | 17,648.59 |
| 1320 · Deposits | 4,415.00 |
| Total Other Assets | <u>22,063.59</u> |
| TOTAL ASSETS | <u>652,352.19</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2000 · Accounts Payable | 10,777.99 |
| Total Accounts Payable | <u>10,777.99</u> |
| Credit Cards | |
| 2010 · Peoples United Bank Visa | 765.00 |
| Total Credit Cards | <u>765.00</u> |
| Other Current Liabilities | |
| 2102 · Accrued Vacation | 21,823.26 |
| 2103 · Accrued Compensatory Time | 10,435.43 |
| 2200 · Deferred Income | |
| 2201 · ACCD | 15,555.44 |
| 2203 · LEPC #5 Old Funds | 1,791.04 |
| 2200 · Deferred Income - Other | 6,660.05 |
| Total 2200 · Deferred Income | <u>24,006.53</u> |
| 2304 · Dependent Care Deductions | 1,371.14 |
| 2306 · Pension Liability- Edward Jones | 2,934.39 |
| Total Other Current Liabilities | <u>60,570.75</u> |
| Total Current Liabilities | <u>72,113.74</u> |
| Total Liabilities | 72,113.74 |

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

| | <u>Nov 30, 20</u> |
|---|---------------------------------|
| Equity | |
| 3100 · Unrestricted Net Position | |
| 3150 · Designated for High Meadows | 390.26 |
| 3100 · Unrestricted Net Position - Other | <u>282,330.30</u> |
| Total 3100 · Unrestricted Net Position | 282,720.56 |
| 3300 · Invested in Fixed Assets | 10,519.92 |
| 3900 · Retained Earnings | 166,881.85 |
| Net Income | <u>120,116.12</u> |
| Total Equity | <u>580,238.45</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>652,352.19</u></u> |

Central Vermont Regional Planning Commission
A/R Aging Summary
As of November 30, 2020

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | > 90 | TOTAL | NOTES |
|--|----------|--------|---------|----------|-----------|-----------|--|
| ACCD | | | | | | | |
| ACCD 20 | - | - | - | - | 13,481.90 | 13,481.90 | Retainage to be paid when final finance report provided. |
| Total ACCD | - | - | - | - | 13,481.90 | 13,481.90 | |
| Barre Town | | | | | | | |
| Road Erosion Inventory | 289.89 | - | - | - | - | 289.89 | |
| Total Barre Town | 289.89 | - | - | - | - | 289.89 | |
| Bennington County Regional Commission - C | | | | | | | |
| Energy Implementation | 2,126.43 | - | - | 4,875.00 | - | 7,001.43 | Receivable overstated by \$2,126.43. Includes milestone invoice of \$4,875 and actual cost invoice of \$2,126.43. Will be trued up when payment arrives ~Jan 2021. |
| Total Bennington County Regional Commission - C | 2,126.43 | - | - | 4,875.00 | - | 7,001.43 | |
| Berlin | | | | | | | |
| Berlin Better Roads FY 20 | - | - | - | - | 7,079.00 | 7,079.00 | Invoice at project end; project completed 10/30 |
| Total Berlin | - | - | - | - | 7,079.00 | 7,079.00 | |
| Cabot | | | | | | | |
| Better Roads FY21 | 3,802.02 | - | - | - | - | 3,802.02 | |
| Total Cabot | 3,802.02 | - | - | - | - | 3,802.02 | Invoice at project end; project completion 12/31/20 |
| CCRPC | | | | | | | |
| CEDS | | | | | | | |
| Engagement | 13.49 | - | - | - | - | 13.49 | |
| Planning | 553.14 | - | - | - | - | 553.14 | |
| Profile/Strategy | 229.31 | - | - | - | - | 229.31 | |
| Total CEDS | 795.94 | - | - | - | - | 795.94 | |
| Clean Water | | | | | | | |
| Act 76 | 822.05 | - | - | - | - | 822.05 | |
| Oversight/Report | 679.40 | - | 45.67 | 97.32 | 48.66 | 871.05 | |
| TBP Implement | 4,572.05 | - | 285.48 | 233.87 | 145.99 | 5,237.39 | |
| TBP Planning | 218.38 | - | - | 170.32 | 546.34 | 935.04 | |
| Total Clean Water | 6,291.88 | - | 331.15 | 501.51 | 740.99 | 7,865.53 | Invoiced quarterly. Apr-Jun for \$4,309.80 sent 09/30/20; July-Sept for \$1,538.27 sent 11/20 |
| Total CCRPC | 7,087.82 | - | 331.15 | 501.51 | 740.99 | 8,661.47 | |

Central Vermont Regional Planning Commission
A/R Aging Summary
As of November 30, 2020

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | > 90 | TOTAL | NOTES |
|---|----------|----------|---------|---------|----------|-----------|--|
| Department of Environmental Conservation | | | | | | | |
| Moretown Elem SW Final Design | 136.99 | 68.50 | - | 22.83 | 3,762.82 | 3,991.14 | Product based; costs thru Aug (\$3,762.79) submitted 11/12/20 |
| Woodbury Elem/Fire | - | 15.51 | - | 155.50 | 5,570.00 | 5,741.01 | Product based; costs thru June (\$5,302.17) ready to submit |
| Total Department of Environmental Conservation | 136.99 | 84.01 | - | 178.33 | 9,332.82 | 9,732.15 | |
| Department of Public Safety | | | | | | | |
| EMPG Supplemental | | | | | | | |
| COVID Response | 1,299.23 | 230.73 | - | 18.42 | - | 1,548.38 | |
| Planning | 126.71 | 496.97 | - | 31.50 | - | 655.18 | |
| Train/Collaborate | 209.54 | - | - | - | - | 209.54 | |
| WiFi | 729.31 | 197.87 | - | 431.02 | 428.25 | 1,786.45 | |
| Total EMPG Supplemental | 2,364.79 | 925.57 | - | 480.94 | 428.25 | 4,199.55 | Waiting on volunteer time to invoice |
| LHMP Montpelier & Calais | 386.12 | 224.26 | - | 151.76 | 2,425.67 | 3,187.81 | Invoices thru 06/30 (\$3,073.91) sent 09/28; Revised request sent 11/25. |
| Total Department of Public Safety | 2,750.91 | 1,149.83 | - | 632.70 | 2,853.92 | 7,387.36 | |
| Duxbury | | | | | | | |
| Better Roads FY21 | 538.53 | 1,094.84 | - | - | - | 1,633.37 | Invoice at project end, 12/31/20 |
| Total Duxbury | 538.53 | 1,094.84 | - | - | - | 1,633.37 | |
| EMPG | | | | | | | |
| EMPG 19 | | | | | | | |
| COVID | 145.06 | - | - | 92.68 | 3,116.59 | 3,354.33 | |
| LEMP | - | - | - | - | 248.00 | 248.00 | |
| Response | - | - | - | - | 15.51 | 15.51 | |
| Technical Assistance | - | - | - | 624.02 | 2,498.78 | 3,122.80 | |
| Total EMPG 19 | 145.06 | - | - | 716.70 | 5,878.88 | 6,740.64 | Invoices thru 09/30 (\$6,595.58) sent 10/30 |
| EMPG 20 | | | | | | | |
| LEMP | - | 77.51 | - | - | - | 77.51 | |
| Response | 127.44 | 972.75 | - | - | - | 1,100.19 | |
| Technical Assistance | 1,080.06 | 1,436.38 | - | - | - | 2,516.44 | |
| Total EMPG 20 | 1,207.50 | 2,486.64 | - | - | - | 3,694.14 | Contract received; ready to invoice |
| Total EMPG | 1,352.56 | 2,486.64 | - | 716.70 | 5,878.88 | 10,434.78 | |
| Forest Parks and Recreation | | | | | | | |
| Forest Integrity | 190.99 | 38.21 | - | 480.73 | 445.60 | 1,155.53 | Schedule based payments; next invoice as of 12/31/20 |
| Total Forest Parks and Recreation | 190.99 | 38.21 | - | 480.73 | 445.60 | 1,155.53 | |

Central Vermont Regional Planning Commission
A/R Aging Summary
As of November 30, 2020

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | > 90 | TOTAL | NOTES |
|---|----------|----------|---------|----------|----------|-----------|--|
| Friend of the Winooski River | | | | | | | |
| Water Wise Woodlands | 1,179.75 | - | - | - | - | 1,179.75 | |
| Total Friend of the Winooski River | 1,179.75 | - | - | - | - | 1,179.75 | |
| LEPC SERC | | | | | | | |
| LEPC 20 | 934.89 | 374.93 | - | 893.22 | 1,387.44 | 3,590.48 | Invoices thru 09/30 (\$2,280.66) sent 12/04 |
| LEPC 21 | 52.94 | 279.00 | - | 31.00 | 77.51 | 440.45 | Invoices thru 09/30 (\$108.51) sent 12/04 |
| LEPC Old Funds | - | - | - | - | 128.84 | 128.84 | Old invoice; will be sent with next invoice ~03/31/21 |
| Total LEPC SERC | 987.83 | 653.93 | - | 924.22 | 1,593.79 | 4,159.77 | |
| Marshfield | | | | | | | |
| Marshfield Better Roads FY 20 | - | - | - | 18.82 | 905.00 | 923.82 | Invoice at project end, 12/31/20 |
| Total Marshfield | - | - | - | 18.82 | 905.00 | 923.82 | |
| Middlesex | | | | | | | |
| Zoning Update | 1,069.50 | - | - | - | - | 1,069.50 | |
| Total Middlesex | 1,069.50 | - | - | - | - | 1,069.50 | |
| Moretown | | | | | | | |
| Better Roads FY21 | 75.25 | 4,894.40 | - | - | - | 4,969.65 | Invoice at project end, 12/31/20 |
| Total Moretown | 75.25 | 4,894.40 | - | - | - | 4,969.65 | |
| Northwest Regional Comm'n | | | | | | | |
| Energy Plan | | | | | | | |
| Year 3 | - | - | - | - | - | - | |
| Total Energy Plan | - | - | - | - | - | - | |
| Municipal Grants in Aid | | | | | | | |
| Equipment | - | 188.24 | - | - | - | 188.24 | Funder invoice prep in progress |
| FY20 | - | 6,129.90 | - | - | - | 6,129.90 | Sent 12/8 |
| FY21 | 517.04 | 180.99 | - | - | - | 698.03 | Funder invoice prep in progress |
| Municipal Grants in Aid - Other | - | - | - | 2,870.25 | 4,855.02 | 7,725.27 | FY20 costs; separated when contracts became simultaneous. \$631.24 paid 12/16/20; remainder sent 12/08 |
| Total Municipal Grants in Aid | 517.04 | 6,499.13 | - | 2,870.25 | 4,855.02 | 14,741.44 | |
| Total Northwest Regional Comm'n | 517.04 | 6,499.13 | - | 2,870.25 | 4,855.02 | 14,741.44 | |
| Plainfield | | | | | | | |
| Better Roads FY20 | 549.46 | 3,435.94 | - | 31.50 | - | 4,016.90 | Invoice at project end, 12/31/20 |
| Total Plainfield | 549.46 | 3,435.94 | - | 31.50 | - | 4,016.90 | |

Central Vermont Regional Planning Commission
A/R Aging Summary
As of November 30, 2020

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | > 90 | TOTAL | NOTES |
|---|-----------|-----------|----------|-----------|-----------|-----------|--|
| Rutland Regional Comm'n | | | | | | | |
| 604b | 127.06 | - | - | - | - | 127.06 | Awaiting contract; Invoice at project end, ~08/15/21 |
| Total Rutland Regional Comm'n | 127.06 | - | - | - | - | 127.06 | |
| Southern Windsor Regional Comm'n | | | | | | | |
| D/I Block Grant | | | | | | | |
| Berlin Town Office Construction | 3,103.61 | - | 856.52 | 839.91 | 1,136.76 | 5,936.80 | Apr-June invoices (\$2,683.16) sent 10/31/20 |
| Woodbury/Calais Program Delivery | 711.54 | - | 230.83 | 1,095.50 | 3,184.52 | 5,222.39 | 09/30 invoice (\$121.58) sent 10/31/21 |
| Total D/I Block Grant | 3,815.15 | - | 1,087.35 | 1,935.41 | 4,321.28 | 11,159.19 | |
| Total Southern Windsor Regional Comm'n | 3,815.15 | - | 1,087.35 | 1,935.41 | 4,321.28 | 11,159.19 | |
| Vermont Dept of Taxes | | | | | | | |
| LGER | 1,706.28 | 4,635.90 | - | - | - | 6,342.18 | Next invoice to be sent after 12/31/2020 |
| Total Vermont Dept of Taxes | 1,706.28 | 4,635.90 | - | - | - | 6,342.18 | |
| VTrans | | | | | | | |
| TPI | | | | | | | |
| TPI Admin | 578.53 | 761.01 | - | 2,575.96 | 5,725.64 | 9,641.14 | |
| TPI Coordination | 1,014.45 | 2,320.58 | - | 4,327.09 | 5,046.04 | 12,708.16 | |
| TPI Long Range | 366.58 | 906.38 | - | 2,607.07 | 4,582.35 | 8,462.38 | |
| TPI Other TRPT | 31.50 | 125.94 | - | - | - | 157.44 | |
| TPI Other Watershed | - | - | - | 1,018.96 | 3,180.94 | 4,199.90 | |
| TPI Project Develop | 124.43 | 626.29 | - | 546.95 | 1,018.22 | 2,315.89 | |
| TPI SRP | 8,247.91 | 6,129.18 | - | 18,393.67 | 12,752.63 | 45,523.39 | |
| Total TPI | 10,363.40 | 10,869.38 | - | 29,469.70 | 32,305.82 | 83,008.30 | Invoices submitted through 10/31 (\$72,644.89) |
| VTrans - Other | - | - | - | - | (0.01) | (0.01) | Rounding difference from 04/30 to be adjusted |
| Total VTrans | 10,363.40 | 10,869.38 | - | 29,469.70 | 32,305.81 | 83,008.29 | |
| Waitsfield | | | | | | | |
| Road Erosion Inventory | 64.00 | - | - | 15.06 | 3,707.54 | 3,786.60 | Invoice at project end, 12/31/20 |
| Total Waitsfield | 64.00 | - | - | 15.06 | 3,707.54 | 3,786.60 | |
| Washington | | | | | | | |
| Washington Better Roads FY 20 | 7.53 | - | - | 52.71 | 6,130.43 | 6,190.67 | Invoice at project end, 12/31/20 |
| Washington - Other | - | - | - | - | 1,272.50 | 1,272.50 | Dues; pays ~Jan 1 annually |
| Total Washington | 7.53 | - | - | 52.71 | 7,402.93 | 7,463.17 | |

Central Vermont Regional Planning Commission
A/R Aging Summary
As of November 30, 2020

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | > 90 | TOTAL | NOTES |
|-------------------------------------|------------------|------------------|-----------------|------------------|-------------------|-------------------|--|
| Waterbury | | | | | | | |
| Waterbury Better Roads FY 20 | - | - | - | 86.40 | 7,835.60 | 7,922.00 | Project completed in Oct; invoice approved to send |
| Total Waterbury | - | - | - | 86.40 | 7,835.60 | 7,922.00 | |
| Watershed Consulting_ | | | | | | | |
| WCA P3 Acre | | | | | | | |
| 3. Engage/Outreach | - | - | - | - | 2,844.00 | 2,844.00 | Paid 12/21 |
| 4. Mtg Coor | 45.67 | - | - | 22.83 | - | 68.50 | Project delayed by funder; contact extended to May 2021; holding invoice, not administrative efficient to send |
| Total WCA P3 Acre | 45.67 | - | - | 22.83 | 2,844.00 | 2,912.50 | |
| Total Watershed Consulting_ | 45.67 | - | - | 22.83 | 2,844.00 | 2,912.50 | |
| Williamstown | | | | | | | |
| Local HMP | 80.93 | - | - | - | 762.00 | 842.93 | Sent 12/04 |
| Total Williamstown | 80.93 | - | - | - | 762.00 | 842.93 | |
| Woodbury | | | | | | | |
| Woodbury Town Plan | 684.46 | 1,363.17 | - | - | - | 2,047.63 | Product-based contract |
| Total Woodbury | 684.46 | 1,363.17 | - | - | - | 2,047.63 | |
| Worcester | | | | | | | |
| Plan Maps | 273.97 | 639.26 | - | - | - | 913.23 | |
| Total Worcester | 273.97 | 639.26 | - | - | - | 913.23 | |
| TOTAL | 39,823.42 | 37,844.64 | 1,418.50 | 42,811.87 | 106,346.08 | 228,244.51 | |

Paid Time Off Liability Balances

As of November 27, 2020

COMPENSATORY TIME

| Employee | Pay Rate | Hours | Current Value | Maximum Hours ¹ | Maximum Accrual ¹ |
|---------------|----------|---------------|---------------------|----------------------------|------------------------------|
| Andrews, A. | 21.11 | 0.00 | \$ - | | |
| Chartrand, N. | 25.50 | 0.37 | \$ 9.44 | | |
| DeAndrea, P. | 27.75 | 0.00 | \$ - | | |
| Juodisius, E. | 13.00 | 0.00 | \$ - | | |
| Maia, Z | 22.07 | 0.00 | \$ - | | |
| Rock, Clare | 32.92 | 0.25 | \$ 8.23 | | |
| Vinson, Grace | 23.08 | -1.50 | \$ (34.62) | | |
| Waninger, B. | 42.47 | 282.50 | \$ 11,997.78 | | |
| | | 281.62 | \$ 11,980.82 | | |

SICK LEAVE

| Employee | Pay Rate | Hours | Current Value | Maximum Hours ² | Maximum Accrual |
|---------------|----------|---------------|---------------------|----------------------------|---------------------|
| Andrews, A. | 21.11 | 153.79 | \$ 3,246.51 | 360 | \$ 7,599.60 |
| Chartrand, N. | 25.50 | 155.75 | \$ 3,971.63 | 183 | \$ 4,666.50 |
| DeAndrea, P. | 27.75 | 9.50 | \$ 263.63 | 360 | \$ 9,990.00 |
| Maia, Z. | 22.07 | 130.00 | \$ 2,869.10 | 152 | \$ 3,354.64 |
| Rock, Clare | 32.92 | 135.80 | \$ 4,470.54 | 217 | \$ 7,143.64 |
| Vinson, Grace | 23.08 | 39.00 | \$ 900.12 | 96 | \$ 2,215.68 |
| Waninger, B. | 42.47 | 358.50 | \$ 15,225.50 | 360 | \$ 15,289.20 |
| | | 982.34 | \$ 30,947.01 | 1,728 | \$ 50,259.26 |

VACATION LEAVE

| Employee | Pay Rate | Hours | Current Value | Maximum Hours ² | Maximum Accrual |
|---------------|----------|---------------|---------------------|----------------------------|---------------------|
| Andrews, A. | 21.11 | 260.15 | \$ 5,491.77 | 280 | \$ 5,910.80 |
| Chartrand, N. | 25.50 | 100.23 | \$ 2,555.87 | 112 | \$ 2,856.00 |
| DeAndrea, P. | 27.75 | 78.24 | \$ 2,171.16 | 200 | \$ 5,550.00 |
| Maia, Z | 22.07 | 50.29 | \$ 1,109.90 | 132 | \$ 2,913.24 |
| Rock, Clare | 32.92 | 26.17 | \$ 861.52 | 160 | \$ 5,267.20 |
| Vinson, Grace | 23.08 | 41.12 | \$ 949.05 | 82 | \$ 1,892.56 |
| Waninger, B. | 42.47 | 200.00 | \$ 8,494.00 | 200 | \$ 8,494.00 |
| | | 756.20 | \$ 21,633.26 | 1,166 | \$ 32,883.80 |

SUMMARY

| | <u>Current</u> | <u>Maximum</u> |
|--------------------------------------|---------------------|---------------------|
| Total Paid Time Off Liability | \$ 64,561.09 | \$ 95,123.88 |
| Maximum versus Current Difference | \$ 30,562.79 | Percent of Max 68% |

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

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

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

| | Jul - Nov 20 | Budget | \$ Over Budget | % of Budget |
|--|--------------|------------|----------------|-------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 4100 · ACCD | | | | |
| 4101 · ACCD Direct | 115,635.86 | 269,323.00 | -153,687.14 | 42.94% |
| 4102 · ACCD Match | 0.00 | | | |
| 4100 · ACCD - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 4100 · ACCD | 115,635.86 | 269,323.00 | -153,687.14 | 42.94% |
| 4200 · Community Development | | | | |
| 4201 · BCRC Regional Energy Plan | 0.00 | 0.00 | 0.00 | 0.0% |
| 4208 · Working Communities | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| 4210 · BCRC Regional Energy Implement | 7,001.43 | 4,875.00 | 2,126.43 | 143.62% |
| 4215 · CCRPC CEDS | 795.94 | 37,100.00 | -36,304.06 | 2.15% |
| 4200 · Community Development - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 4200 · Community Development | 7,797.37 | 46,975.00 | -39,177.63 | 16.6% |
| 4300 · Fee for Services | | | | |
| 4302 · Cross VT Trail | 0.00 | 1,200.00 | -1,200.00 | 0.0% |
| 4304 · GIS Mapping | 0.00 | 1,200.00 | -1,200.00 | 0.0% |
| 4308 · WBRD Admin | 4,000.00 | 4,000.00 | 0.00 | 100.0% |
| 4310 · Town of Worcester | 913.23 | | | |
| 4300 · Fee for Services - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 4300 · Fee for Services | 4,913.23 | 6,400.00 | -1,486.77 | 76.77% |
| 4400 · Municipal Contracts | | | | |
| 4403 · Better Back Roads | 20,501.67 | 36,801.00 | -16,299.33 | 55.71% |
| 4404 · Cabot Trails MPG 19 | 0.00 | | | |
| 4409 · Local Hazard Mitigation Plans | 80.93 | | | |
| 4415 · Waitsfield Road Erosion Invent. | 3,786.60 | 4,422.00 | -635.40 | 85.63% |
| 4430 · BT Road Erosion Inventory | 6,629.84 | 6,500.00 | 129.84 | 102.0% |
| 4435 · Town of Woodbury | 2,047.63 | 11,352.00 | -9,304.37 | 18.04% |
| 4440 · Town of Middlesex | 1,069.50 | 7,360.00 | -6,290.50 | 14.53% |
| 4400 · Municipal Contracts - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 4400 · Municipal Contracts | 34,116.17 | 66,435.00 | -32,318.83 | 51.35% |
| 4500 · Natural Resources | | | | |
| 4501 · 604B Water Planning | 3,763.06 | 3,636.00 | 127.06 | 103.49% |
| 4505 · DEC Woodbury SW Final Design | 0.00 | 0.00 | 0.00 | 0.0% |
| 4506 · Forest Integrity | 1,155.53 | 40,106.00 | -38,950.47 | 2.88% |
| 4512 · NEIWPC Berlin SW Final Design | 0.00 | 0.00 | 0.00 | 0.0% |
| 4515 · SWCRPC Clean Water Block Grant | 0.00 | 0.00 | 0.00 | 0.0% |
| 4516 · Tactical Basin Planning | 7,830.15 | 32,937.00 | -25,106.85 | 23.77% |
| 4518 · WCA PublicPrivatePartnership-P3 | 68.50 | 3,792.00 | -3,723.50 | 1.81% |
| 4519 · SWCRPC Design Imp. Block Grant | 8,354.45 | 48,029.00 | -39,674.55 | 17.4% |
| 4520 · DEC Woodbury Elem/Fire SW F.D | 438.84 | 34,159.00 | -33,720.16 | 1.29% |
| 4521 · DEC Moretown School SW Fin Des | 1,458.95 | 39,395.00 | -37,936.05 | 3.7% |
| 4525 · Friends of the Winooski River | 1,179.75 | 2,888.00 | -1,708.25 | 40.85% |
| 4500 · Natural Resources - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 4500 · Natural Resources | 24,249.23 | 204,942.00 | -180,692.77 | 11.83% |
| 4600 · Public Safety | | | | |
| 4602 · EMPG | 10,434.78 | 48,094.00 | -37,659.22 | 21.7% |
| 4607 · LEPC SERC | 4,030.93 | 15,440.00 | -11,409.07 | 26.11% |
| 4609 · DPS Local Hazard Mitig. Plans | 1,018.56 | 11,840.00 | -10,821.44 | 8.6% |
| 4611 · VEM Emergency Operation MOA | 0.00 | 1,200.00 | -1,200.00 | 0.0% |
| 4615 · DPS EMPG | 4,199.55 | 15,090.00 | -10,890.45 | 27.83% |

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

| | <u>Jul - Nov 20</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--|---------------------|---------------|-----------------------|--------------------|
| 4620 · VDT LGER | 72,967.07 | 85,000.00 | -12,032.93 | 85.84% |
| Total 4600 · Public Safety | 92,650.89 | 176,664.00 | -84,013.11 | 52.45% |
| 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 | 14,110.20 | 25,709.00 | -11,598.80 | 54.88% |
| 4804 · TPI | 82,991.34 | 258,145.00 | -175,153.66 | 32.15% |
| Total 4800 · Transportation | 97,101.54 | 283,854.00 | -186,752.46 | 34.21% |
| 4900 · Other Income | | | | |
| 4901 · Interest Income | 108.99 | 10.00 | 98.99 | 1,089.9% |
| 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 | 5,475.00 | -475.00 | 91.32% |
| Total 4900 · Other Income | 5,108.99 | 5,485.00 | -376.01 | 93.15% |
| Total Income | 461,448.28 | 1,139,953.00 | -678,504.72 | 40.48% |
| Gross Profit | 461,448.28 | 1,139,953.00 | -678,504.72 | 40.48% |
| Expense | | | | |
| 5000 · Wages and Fringe Benefits | | | | |
| 5001 · Personnel | 157,099.61 | 479,045.00 | -321,945.39 | 32.79% |
| 5100 · Fringe Benefits | | | | |
| 5101 · FICA | 12,982.54 | 34,376.00 | -21,393.46 | 37.77% |
| 5110 · Health Insurance | 38,474.71 | 92,616.00 | -54,141.29 | 41.54% |
| 5112 · Dental Insurance | 1,931.28 | 6,402.00 | -4,470.72 | 30.17% |
| 5115 · Life Disability Insurance | 993.55 | 4,099.00 | -3,105.45 | 24.24% |
| 5120 · Pension Plan - Edward Jones | 5,947.51 | 19,146.00 | -13,198.49 | 31.06% |
| 5125 · Technology Stipend | 1,173.96 | 2,240.00 | -1,066.04 | 52.41% |
| 5130 · Unemployment Insurance | 0.00 | 1,400.00 | -1,400.00 | 0.0% |
| 5135 · Worker's Comp | 1,405.15 | 3,394.00 | -1,988.85 | 41.4% |
| 5100 · Fringe Benefits - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 5100 · Fringe Benefits | 62,908.70 | 163,673.00 | -100,764.30 | 38.44% |
| 5000 · Wages and Fringe Benefits - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 5000 · Wages and Fringe Benefits | 220,008.31 | 642,718.00 | -422,709.69 | 34.23% |
| 5200 · Professional Services | | | | |
| 5201 · Accounting | 25,000.00 | 65,000.00 | -40,000.00 | 38.46% |
| 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 | 350.00 | -350.00 | 0.0% |
| 5206 · Professional Services - Other | 566.00 | 5,680.00 | -5,114.00 | 9.97% |
| 5200 · Professional Services - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 5200 · Professional Services | 26,066.00 | 85,680.00 | -59,614.00 | 30.42% |
| 5305 · Advertising | 1,192.05 | 2,064.00 | -871.95 | 57.75% |
| 5315 · Consultants | 54,548.72 | 228,231.00 | -173,682.28 | 23.9% |
| 5320 · Depreciation expense | 1,995.78 | 5,400.00 | -3,404.22 | 36.96% |
| 5325 · Copy | | | | |
| 5326 · Copier extra copies | 384.58 | 2,100.00 | -1,715.42 | 18.31% |
| 5327 · Copier Lease Payments | 1,014.97 | 2,884.00 | -1,869.03 | 35.19% |
| 5325 · Copy - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 5325 · Copy | 1,399.55 | 4,984.00 | -3,584.45 | 28.08% |

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

| | <u>Jul - Nov 20</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---|---------------------|---------------------|-----------------------|--------------------|
| 5330 · Supplies | | | | |
| 5331 · Equipment/Furniture | 146.10 | 3,800.00 | -3,653.90 | 3.85% |
| 5332 · GIS Supplies | 0.00 | 1,600.00 | -1,600.00 | 0.0% |
| 5333 · Office Supplies | 1,099.57 | 7,287.00 | -6,187.43 | 15.09% |
| 5334 · Billable Supplies | 24.25 | 337.00 | -312.75 | 7.2% |
| 5335 · Subscriptions/Publications | 95.00 | 1,144.00 | -1,049.00 | 8.3% |
| 5330 · Supplies - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 5330 · Supplies | <u>1,364.92</u> | <u>14,168.00</u> | <u>-12,803.08</u> | <u>9.63%</u> |
| 5344 · Insurance | | | | |
| 5345 · Liability Insurance | 0.00 | 1,738.00 | -1,738.00 | 0.0% |
| 5346 · Public Officials Insurance | 0.00 | 2,448.00 | -2,448.00 | 0.0% |
| Total 5344 · Insurance | <u>0.00</u> | <u>4,186.00</u> | <u>-4,186.00</u> | <u>0.0%</u> |
| 5350 · Meetings/Programs | 1,161.26 | 12,881.00 | -11,719.74 | 9.02% |
| 5355 · Postage | 94.87 | 1,585.00 | -1,490.13 | 5.99% |
| 5360 · Dues/Memberships/Sponsorships | | | | |
| 5361 · Government Relations | 1,727.28 | 3,454.56 | -1,727.28 | 50.0% |
| 5360 · Dues/Memberships/Sponsorships - Other | 2,653.72 | 8,320.44 | -5,666.72 | 31.89% |
| Total 5360 · Dues/Memberships/Sponsorships | <u>4,381.00</u> | <u>11,775.00</u> | <u>-7,394.00</u> | <u>37.21%</u> |
| 5370 · Office Occupancy | | | | |
| 5310 · Cleaning | 1,520.00 | 2,160.00 | -640.00 | 70.37% |
| 5371 · Rent/Utility Payments | 0.00 | 0.00 | 0.00 | 0.0% |
| 5370 · Office Occupancy - Other | 17,659.75 | 47,583.00 | -29,923.25 | 37.11% |
| Total 5370 · Office Occupancy | <u>19,179.75</u> | <u>49,743.00</u> | <u>-30,563.25</u> | <u>38.56%</u> |
| 5375 · Software/Licenses/IT Sub | 2,013.00 | 10,546.00 | -8,533.00 | 19.09% |
| 5385 · Telephone/Internet | 2,765.82 | 7,440.00 | -4,674.18 | 37.18% |
| 5390 · Travel | 5,023.27 | 16,492.00 | -11,468.73 | 30.46% |
| 5999 · Miscellaneous Expenses | | | | |
| 5339 · Gifts | 108.00 | | | |
| 5380 · Fees | | | | |
| 5382 · Bank Fees | 13.86 | | | |
| 5384 · Payroll Direct Deposit Fees | 16.00 | | | |
| 5380 · Fees - Other | 0.00 | 1,170.00 | -1,170.00 | 0.0% |
| Total 5380 · Fees | <u>29.86</u> | <u>1,170.00</u> | <u>-1,140.14</u> | <u>2.55%</u> |
| 5999 · Miscellaneous Expenses - Other | 0.00 | 630.00 | -630.00 | 0.0% |
| Total 5999 · Miscellaneous Expenses | <u>137.86</u> | <u>1,800.00</u> | <u>-1,662.14</u> | <u>7.66%</u> |
| 8000 · Indirect Costs | <u>0.00</u> | | | |
| Total Expense | <u>341,332.16</u> | <u>1,099,693.00</u> | <u>-758,360.84</u> | <u>31.04%</u> |
| Net Ordinary Income | <u>120,116.12</u> | <u>40,260.00</u> | <u>79,856.12</u> | <u>298.35%</u> |
| Net Income | <u>120,116.12</u> | <u>40,260.00</u> | <u>79,856.12</u> | <u>298.35%</u> |



MEMORANDUM

Date: December 29, 2020
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: CVRPC FFY 2021 TPI Adjustment 1 Revised

☒ **ACTION REQUESTED:** Approve the revised FFY21 Transportation Planning Initiative (TPI) agreement work program and budget adjustment.

Summary

Municipal Planning Grant awards made to Moretown, Middlesex, and Woodbury included CVRPC services. As previously discussed with the Committee, CVRPC will augment its staffing via transportation consultant services to mitigate work overload. The adjusted FFY21 TPI work program and budget accommodates hiring a transportation planner and conducting a transportation study. VTrans was delayed in processing the previous request. This change is being substituted.

Changes include:

- incorporating the State's request for CVRPC to serve as lead RPC as VTrans expands the Transportation Planning Resilience Tool (TRPT) statewide (previously discussed),
- reallocating tasks among staff to reflect workload shifts that will occur with the addition of a transportation planner in 2021, and
- transferring funds from personnel to contractual to support contractor services for a transportation-related study.

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 | \$24,883 | (\$4,289) | -14.70% |
| Task 2 | Public Participation & Coordination | \$36,441 | \$33,580 | (\$2,861) | -7.85% |
| Task 3 | Long Range Planning | \$47,856 | \$37,216 | (\$10,640) | -22.23% |

| Task | Task Description | Approved Amount | Amended | Difference | % Change |
|---------|-----------------------|------------------|------------------|-----------------|----------|
| Task 4 | Short Range Planning | \$102,515 | \$120,102 | \$17,587 | 17.16% |
| Task 5 | Project Development | \$17,165 | \$17,368 | \$203 | 1.18% |
| Task 6A | Other Planning - TRPT | \$0 | \$60,000 | \$60,000 | 100.00% |
| | TOTAL | \$233,149 | \$293,149 | \$60,000 | |

Budget changes from the original FFY21 TPI budget include:

- Task 1 – Program Administration: Reallocation of hours (tasks) from Executive Director and Planner to new transportation senior planner based on candidate applicant pool.
- Task 2 – Public Participation and Coordination: Minor adjustment to reflect actual trends. Reallocation of hours (tasks) among multiple staff to transportation Senior Planner.
- Task 3 – Long Range Planning: Reallocation of hours (tasks) among multiple staff to transportation Senior Planner. Reduction in overall hours to transfer funds to Short Range Planning for contractor services.
- Task 4 – Short Range Planning: Reallocation of hours (tasks) among multiple staff to transportation Senior Planner. Transferred some Executive Director hours for Human Services Transportation Coordination (Task 4.1.8) to Planning Technicians for assistance and field inventories. Added consultant funds for feasibility or other study (TBD).
- Task 5 – Project Development Planning: Reallocation of hours (tasks) among Senior Planner and Planner to transportation Senior Planner resulting in minor budget change.
- Task 6 – Other Planning Activities (TRPT): Allocated new hours to accomplish the scope of work provided by VTrans.

Consultant Study

CVRPC obtained a cost estimate and assistance for the Trestle #308 Study grant application without incurring consultant costs. Consultant funds designated for this effort were redirected towards a larger study valued at \$20,000. CVRPC will issue a request for project ideas in January 2021.

Transportation Planner

CVRPC initiated a hiring process for a Planner or Senior Planner in December 2020. Based on the existing applicant pool, modifications were made to the TPI work program and budget to accommodate hiring a senior planner. No hiring decisions have been made. Formal application review begins January 4, 2021 with the intent to schedule first interviews for mid to late January. CVRPC's hiring process includes, at minimum, first interviews with 3 staff, second interviews with all staff, and reference checks. Staff is working to modify the interview process to reflect best practices for minimizing implicit bias.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

FFY 2021 Transportation Planning Initiative

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

Approved by: TAC ____/____/21; Executive Committee ____/____/21

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

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. Feasibility or other contractor-produced 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
December 2020

Exhibit 2: Budget Detail by Task Category

| Task | Task Description | Agreement Amount |
|--------------|---------------------------------------|------------------|
| Task 1 | Program Administration | \$24,883 |
| Task 2 | Public Participation and Coordination | \$33,580 |
| Task 3 | Long Range Transportation Planning | \$37,216 |
| Task 4 | Short Range Transportation Planning | \$120,102 |
| Task 5 | Project Development Planning | \$17,368 |
| 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 | 405 | \$24,033 |
| Senior Planner (GIS) | \$45.64 | 186 | \$8,503 |
| Senior Planner (LU) | \$37.09 | 130 | \$4,822 |
| Senior Planner (Trans) | \$48.01 | 590 | \$28,326 |
| Planner (GIS) | \$35.28 | 610 | \$21,521 |
| Planner (EM) | \$29.07 | 82 | \$2,383 |
| Assistant Planner | \$25.28 | 162 | \$4,095 |
| Office Manager | \$34.41 | 55 | \$1,893 |
| Planning Technician I | \$13.99 | 222 | \$3,106 |
| Planning Technician II | \$13.99 | 106 | \$1,483 |
| Total | | 2,548 | \$100,164 |

| Indirect Costs | 115.13% | | |
|------------------------|----------------|--------------|------------------|
| RPC Staff Position | of Hourly Rate | Total Hours | Total Cost |
| Executive Director | \$68.32 | 405 | \$27,669 |
| Senior Planner (GIS) | \$52.55 | 186 | \$9,790 |
| Senior Planner (LU) | \$42.70 | 130 | \$5,551 |
| Senior Planner (Trans) | \$55.27 | 590 | \$32,612 |
| Planner (GIS) | \$40.62 | 610 | \$24,777 |
| Planner (EM) | \$33.47 | 82 | \$2,744 |
| Assistant Planner | \$29.10 | 162 | \$4,715 |
| Office Manager | \$39.62 | 55 | \$2,179 |
| Planning Technician I | \$16.11 | 222 | \$3,576 |
| Planning Technician II | \$16.11 | 106 | \$1,707 |
| Total | | 2,548 | \$115,319 |

| Direct Costs | Total Cost |
|--------------|-----------------|
| Contract | \$68,509 |
| Travel | \$3,082 |
| Supplies | \$400 |
| Data/Ref | \$0 |
| Postage | \$800 |
| Phone | \$120 |
| Copy/Print | \$0 |
| Meetings | \$2,955 |
| Equipment | \$1,800 |
| Total | \$77,666 |

| Fund Allocation | | | |
|--------------------------|---------------------------------------|--------------------------|---------------------------|
| Task | Task Description | CVRPC Share ¹ | VTrans Share ² |
| Task 1 | Program Administration | \$2,488 | \$22,395 |
| Task 2 | Public Participation and Coordination | \$3,358 | \$30,222 |
| Task 3 | Long Range Transportation Planning | \$3,722 | \$33,494 |
| Task 4 | Short Range Transportation Planning | \$12,010 | \$108,092 |
| Task 5 | Project Development Planning | \$1,737 | \$15,631 |
| Task 6 | Other Planning Activities | \$0 | \$60,000 |
| Subtotal by Share | | \$23,315 | \$269,835 |
| Agreement Total | | | \$293,149 |

Notes:

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

² 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.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
FFY 2021 Transportation Planning Initiative
December 2020

Exhibit 4: Time-Task-Cost Summary

A. Personnel (Hours)

| | | Bonnie | Pam | Clare | Vacant | Ashley | Grace | Zach | Nancy | Elena | Sam | |
|--------|-------------------------------------|---------------|------------------|------------------------|-------------------------------|---------------|------------------------|----------------------|----------------|-----------------|------------------|--------------|
| Task # | Task Description | Exec Director | GIS Sr Planner I | Land Use Sr Planner II | Transportation Sr Planner III | GIS Planner I | Emerg Mngmt Planner II | Land Use Asst Plan I | Office Manager | Planning Tech I | Planning Tech II | Total Hours |
| 1 | Administration | 30 | 5 | 2 | 80 | 20 | 2 | 2 | 15 | 2 | 2 | 160 |
| 2 | Public Participation & Coordination | 15 | 5 | 40 | 140 | 125 | 5 | 30 | 25 | 5 | 3 | 393 |
| 3 | Long Range Transportation Planning | 20 | 35 | 75 | 160 | 35 | 30 | 60 | 10 | 5 | 1 | 431 |
| 4 | Short Range Transportation Planning | 325 | 50 | 10 | 150 | 330 | 15 | 65 | 5 | 150 | 100 | 1,200 |
| 5 | Project Development Planning | 5 | 0 | 3 | 60 | 100 | 10 | 5 | 0 | 60 | 0 | 243 |
| 6 | Other Planning Activities | 10 | 91 | 0 | 0 | 0 | 20 | 0 | 0 | 0 | 0 | 121 |
| | Total | 405 | 186 | 130 | 590 | 610 | 82 | 162 | 55 | 222 | 106 | 2,548 |

B. Direct Costs (\$)¹

| | | 19% | 9% | 8% | 29% | 4% | 8% | 4% | | | |
|--------|-------------------------------------|-----------------|----------------|--------------|------------|--------------|--------------|------------|----------------|----------------|-----------------|
| Task # | Task Description | Contract | Travel | Supplies | Data/Ref | Postage | Phone | Copy/Print | Meetings | Equipment | Total |
| 1 | Administration | | \$3,082 | \$400 | \$0 | \$800 | \$120 | \$0 | \$2,955 | \$1,800 | \$9,157 |
| 2 | Public Participation & Coordination | | | | | | | | | | \$0 |
| 3 | Long Range Transportation Planning | | | | | | | | | | \$0 |
| 4 | Short Range Transportation Planning | \$20,000 | | | | | | | | | \$20,000 |
| 5 | Project Development Planning | | | | | | | | | | \$0 |
| 6 | Other Planning Activities | \$48,509 | | | | | | | | | \$48,509 |
| | Total | \$68,509 | \$3,082 | \$400 | \$0 | \$800 | \$120 | \$0 | \$2,955 | \$1,800 | \$77,666 |

C. Cost Proposal Summary (\$)

| Task # | Task Description | Exec Director | GIS Sr Planner I | Land Use Sr Planner II | Transportation Sr Planner III | 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 | \$48.01 | \$35.28 | \$29.07 | \$25.28 | \$34.41 | \$13.99 | \$13.99 | | | | |
| 1 | Administration | \$1,780 | \$228 | \$74 | \$3,841 | \$706 | \$58 | \$51 | \$516 | \$28 | \$28 | \$7,310 | \$8,416 | \$9,157 | \$24,883 |
| 2 | Public Participation & Coordination | \$890 | \$228 | \$1,484 | \$6,721 | \$4,410 | \$145 | \$758 | \$860 | \$70 | \$42 | \$15,609 | \$17,971 | \$0 | \$33,580 |
| 3 | Long Range Transportation Planning | \$1,187 | \$1,597 | \$2,782 | \$7,682 | \$1,235 | \$872 | \$1,517 | \$344 | \$70 | \$14 | \$17,299 | \$19,917 | \$0 | \$37,216 |
| 4 | Short Range Transportation Planning | \$19,286 | \$2,282 | \$371 | \$7,202 | \$11,642 | \$436 | \$1,643 | \$172 | \$2,099 | \$1,399 | \$46,531 | \$53,571 | \$20,000 | \$120,102 |
| 5 | Project Development Planning | \$297 | \$0 | \$111 | \$2,881 | \$3,528 | \$291 | \$126 | \$0 | \$839 | \$0 | \$8,073 | \$9,295 | \$0 | \$17,368 |
| 6 | Other Planning Activities | \$593 | \$4,167 | \$0 | \$0 | \$0 | \$581 | \$0 | \$0 | \$0 | \$0 | \$5,342 | \$6,150 | \$48,509 | \$60,000 |
| | Total | \$24,033 | \$8,503 | \$4,822 | \$28,326 | \$21,521 | \$2,383 | \$4,095 | \$1,893 | \$3,106 | \$1,483 | \$100,164 | \$115,319 | \$77,666 | \$293,149 |

| | | | | | | | | | | | | |
|------------------------------|-----------------------|----------|---------|---------|----------|----------|---------|---------|---------|---------|---------|--------------------------------|
| 115.13% Indirect Rate | | | | | | | | | | | | Total Employee Indirect |
| | Indirect per employee | \$27,669 | \$9,790 | \$5,551 | \$32,612 | \$24,777 | \$2,744 | \$4,715 | \$2,179 | \$3,576 | \$1,707 | \$115,319 |

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: December 29, 2020
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Rules of Procedures

- ☒ **ACTION REQUESTED:** Move that the Executive Committee recommend the Board of Commissioners adopt the _____:
- a) Municipal Plan Review Committee Rules of Procedure
 - b) Nominating Committee Rules of Procedure
 - c) Nominating Committee Guidance

Using individual motions would provide the most clarity for the meeting minutes.

Municipal Plan Review Committee Rules of Procedure

The Board adopted Rules of Procedure (ROP) for the Municipal Plan Review Committee (MPRC) on 12/08/20. While reviewing the Nominating Committee ROPs for conformance with the structure of other ROPs, staff noted that the MPRC ROP's conflict of interest language had not been updated. Also, a minor change was made to use the Committee's acronym rather than "the Committee" which mirrors other ROPs.

Nominating Committee Rules of Procedure

The Committee currently has no Rules of Procedure. It operates using the Commission's Bylaws and Guidance adopted by the Board in 1999. In 2019, staff drafted Nominating Committee Rules of Procedure based on other committee ROPs and the Board's guidance document. The Executive Committee recommended this document for adoption by the Board in 2020. Adoption by the Board was tabled so the document could be updated for the Commission's updated bylaws. The proposed document conforms with the Bylaws and ROPs of other committees.

Nominating Committee Guidance

This document was reviewed by the Committee previously. The Nominating Committee Guidance was updated to reflect the Committee's new role/activity related to recruitment and nomination of representatives to all CVPRC committees and appointed positions. The ROP refers to guidance adopted by the Board (lines 22-23). Staff recommends the Guidance be adopted into the Rules of Procedure as an attachment to maintain institutional knowledge.



MUNICIPAL PLAN REVIEW COMMITTEE ~~(MPRC)~~

RULES OF PROCEDURE

PURPOSE: The Municipal Plan Review Committee (~~the Committee~~MPRC) 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.

GENERAL ACTIVITIES:

- ◆ Review municipal plans for conformance to statutory requirements, in accordance with 24 V.S.A. §4350(b), and make recommendations for approval to the Board.
- ◆ Review municipal enhanced energy plans for determination of energy compliance, in accordance with 24 V.S.A. §4352(b).
- ◆ Review municipal planning processes, in accordance with 24 V.S.A. §4350(a), and make recommendations for confirmation to the Board.
- ◆ Review the compatibility of all municipal plans at least every eight years and in accordance with 24 V.S.A. §4345a(9) and report its findings to the Board.
- ◆ Provide guidance to municipalities about future plan updates and ways to strengthen planning efforts.

ADVISORY ROLE: The ~~Committee~~MPRC 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~~MPRC 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~~MPRC may be reviewed, confirmed or reversed by the CVRPC Board of Commissioners at the Board's discretion.

MEMBERSHIP: ~~The Committee~~The MPRC 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.

OFFICERS/ELECTIONS: The ~~Committee~~MPRC 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~~MPRC 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 ~~theirhis/her~~ term is expired, an interim election shall be held within two meetings of the

~~committee~~ MPRC.

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~~MPRC 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 V.S.A., §§310-320.
- ◆ The ~~Committee~~MPRC 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~~The MPRC, and are encouraged to bring up items of local or regional concern for Committee consideration.

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

Recommended by the Municipal Plan Review Committee: 11/02/20

Recommended by the Executive Committee: ~~11/30/20~~ ____/____/____

Adopted by the Board of Commissioners: ~~12/08/20~~ ____/____/____

Laura Hill-Eubanks, Chair

CVRPC Board of Commissioners



Central Vermont Regional Planning Commission

NOMINATING COMMITTEE

RULES OF PROCEDURE

PURPOSE: The Nominating Committee is responsible for recruiting the best-qualified candidates for election or appointment to the Executive Committee, Standing and Special Committees, and other organizations for which CVRPC appoints a representative, and for ensuring committee membership represents a range of perspectives.

GENERAL ACTIVITIES:

- ◆ Identify and recommend to the Board a slate of candidates for the positions of Chair, Vice Chair, Secretary/Treasurer and at-large members of the Executive Committee.
- ◆ Identify and recommend to the Board candidates for Standing and Special Committees and CVRPC representatives appointed by the Board to other organizations.

ADVISORY ROLE: The Nominating Committee shall be advisory to the Board of Commissioners. It will recruit and recommend candidates for election or appointment by the Board based on guidance provided or adopted by the Board (Attachment A). The Committee's actions must be compatible with plans, policies, positions or resolutions previously adopted by the Board of Commissioners. In nominating candidates, the Committee shall seek to balance the interests of the Commission to have committees as reflective of the Commission as possible.

MEMBERSHIP: The Nominating Committee shall consist of three (3) Commissioners or Alternate Commissioners. The Executive Committee shall nominate candidates for the Nominating Committee, taking demonstrated commitment to CVRPC into account. Nominees shall be submitted at the January Board meeting, and additional nominations may be made from the floor. The Board shall elect the Nominating Committee annually at its January meeting.

OFFICERS/ELECTIONS: The Nominating Committee will elect a Chair and Vice-Chair annually at its first meeting. The Chair will be responsible for running meetings, setting agendas in conjunction with staff, reviewing and signing correspondence on behalf of the Nominating Committee, and representing the Nominating Committee at various meetings as needed. The Vice-Chair will provide support to the Chair as needed. If the Chair or Vice-Chair should resign before term expiration, the Executive Committee shall appoint additional members to the

Committee to maintain the nomination schedule.

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

COMMUNICATION AND COORDINATION:

- ◆ Meetings shall be noticed and held in accordance with Vermont Open Meeting Law.
- ◆ 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 laws described in 1 V.S.A. §§ 310-320.
- ◆ Commissioners and Alternate Commissioners are encouraged to offer input on nominations and are encouraged to bring up items of local or regional concern for Committee consideration.

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

ADOPTION OF PROCEDURES: The Nominating Committee may, at any time, vote to recommend amendments of these procedures, upon 51% vote of the Committee membership. Proposed amendments will then be forwarded to the ~~Executive Committee~~ Board of Commissioners and interested parties before being considered at a Nominating Committee meeting. Amendments will then be forwarded to the ~~Executive Committee, which will make a recommendation to the~~ Board of Commissioners ~~for its consideration~~ regarding adoption.

The Nominating Committee is a standing committee of the Commission, and is therefore subject to the Commission's bylaws. These Rules of Procedure, combined with Robert's Rules of Order, provide procedural and administrative guidance for the Committee in addition to the Commission's bylaws. In the case of a conflict between these Rules and the Commission's Bylaws, the Bylaws shall take precedence. This document supersedes all other direction, policies, and procedures pertaining to the Nominating Committee.

Recommended by the Executive Committee: ____/____/____

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

Laura Hill-Eubanks, Chair
CVRPC Board of Commissioners



Central Vermont Regional Planning Commission

ATTACHMENT A

Nominating Committee Guidelines

Adopted by the Commission ~~March 9, 1999~~ / /

The prime consideration of the Nominating Committee should be the best interest of the Commission and its future.

The Nominating Committee shall seek to balance the interests of the Commission ~~in order to~~ have all the Executive Committees be as reflective of the Commission as possible.

As long as one member of the Nominating Committee wants an individual considered, the entire Committee will objectively evaluate that potential candidate. The Nominating Committee, having any reasonable interest in a qualified candidate, shall request that the candidate express ~~their~~his or her interest in being considered.

The quality of ~~Executive Committee~~ participation is more important than length of stay on the ~~Committee~~. Candidates willing to dedicate one year to ~~the Executive Committee~~ should be considered.

~~The Nominating Committee feels that in order to~~ continuously provide fresh views and to foster knowledge of and participation in CVRPC, the Nominating Committee should consider ~~it is good to have~~ a small turn over in members of ~~the Executive Committees~~.

The Executive Committee Chair~~person~~ will be elected with the assumption that the Chair~~person~~ will serve for two terms. The Nominating Committee will first consider a previous vice-chair (if at all possible). A service record that shows dedication to the Commission shall be considered.

To be nominated for Executive Committee ~~Vice-Chairperson~~, a candidate~~the person~~ should have previously served on the Executive Committee for at least one year and have an attendance record that shows dedication to the Commission. It is assumed the ~~Vice-Chair~~ will succeed to the ~~Chair~~.

~~The treasurer, secretary, and three members-at-large will also be nominated.~~ The following requirements must be met by the candidates for the Secretary/Treasurer and Executive Committee member-at-large positions:

- served on the Commission for at least one year;
- participated on one or more committees during their term; and
- has an attendance record that shows dedication to the Commission.



MEMO

Date: December 29, 2020
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Policy and Procedure Updates

✉ **ACTION REQUESTED:** Adopt updates to CVRPC's Administrative and Financial Policies and Procedures.

CVRPC updated its Administrative and Financial Policies and Procedures on 05/18/20. Staff and the accountant have continued to refine them to adapt and strengthen CVRPC's financial system for remote accounting and the COVID-related office closure.

Major changes include:

- Clarified language throughout to improve readability.
- Merged Internal Controls, which had been distributed between Internal Controls and Accounts sections.
- Significant changes to Internal Controls to reflect smoothing of remote work flow, standardization of certain financial practices with the new accountant, use of ADP for payroll services, and use of Bill.com for bill processing.



Administrative and Financial Management Policies and Procedures

Adopted by the Executive Committee: ____/____/____

CVRPC's Accounting System

CVRPC uses a method of accounting known as "fund accounting." Fund accounting groups assets and liabilities according to the specific purpose for which they are to be used. For-profit organizations have one set of accounts, the general ledger. Non-profit organizations have multiple funds because restricted and unrestricted funds must be tracked separately. CVRPC has two funds: the general fund and the reserve fund. CVRPC's accounting practices are performed according to the generally accepted accounting principles (GAAP) for local government as established by the Government Accounting Standards Board (GASB).

CVRPC's financial system is a modified accrual system. Revenue is recognized when earned and measurable (usually evidenced by delivery of goods or services to a customer and issuance of an invoice for same). Expenditures are recognized when the liability is incurred (usually measured by receipt of goods or services rendered and an invoice for same).

CVRPC's financial accounts are audited annually by a certified public accountant (CPA). This audit is to confirm that the financial statements are free of "material misstatement" and give an accurate accounting of CVRPC's funds.

CVRPC's Revenue Sources

CVRPC is a service-based organization; our employees and their knowledge and skills are our primary assets. CVRPC generates revenues through grant agreements and contracts, member municipality appropriations, interest, and non-contractual services. Typically, CVRPC manages 20-40 contracts simultaneously. Contract sources include:

Federal Grants and Agreements - These agreements come with significant contractual requirements that CVRPC must honor. For instance, if CVRPC expends more than \$500,000 in Federal funds in a fiscal year, it must complete a single audit. This audit focuses special attention on the contract/agreement in which the most funding was expended.

State Grants and Contracts - These also come with contractual requirements. The State has standard requirements that apply to all of its contracts and agency or department-specific requirements that apply to specific contracts. Some State contracts are funds that the State has received from the Federal government. Therefore, these contracts include both State and Federal contractual requirements.

Municipal Contracts - CVRPC provides planning and special project management services to municipalities upon request.

Member Municipality Appropriations - Annual appropriations are a critical component of CVRPC's budget. They are used to support match requirements for State, regional and municipal projects, especially those funded through grants and the Transportation Planning Initiative with the Vermont Agency of Transportation.

Other Revenue Sources - CVRPC performs non-contractual work for municipalities, non-profit organizations, regional partners, and, as time permits, private companies. This work is typically GIS or accounting services. Other revenue also includes interest earned and special duties, such as serving as a fiscal sponsor for a project or initiative.

CVRPC's financial system tracks revenues and expenses through job codes. Each contract is assigned a name, such as VTrans TPI. Every expense at CVRPC is assigned a job code. Monthly invoices are written to bill the contract source for the expenses of each job. Each contract has a specific billing requirement that determines when invoices can be submitted for payment.

When a cost is incurred for a common purpose benefiting or supporting all Commission programs and activities, they are considered administrative or indirect expenses. CVRPC assigns these expenses the job code *Administration*. These expenses are pooled together through a rate applied as a percentage to salary and fringe benefit costs for staff. The indirect rate allows all program/jobs to share these expenses equitably. Audited costs for the prior fiscal year serve as the basis for the indirect rate applied to the current year. Via a Memorandum of Understanding, the Vermont Agency of Transportation has agreed to review and approve Regional Planning Commission Indirect Cost Rate Proposals as authorized by Federal regulations.

Financial Statements

Financial statements are provided to the Executive Committee monthly, including the following reports:

Balance Sheet - The Balance Sheet is a statement showing the assets and liabilities of the organization as of a particular date. It reflects a snapshot view of CVRPC's financial position - what it owns and owes at that point in time.

Accounts Receivable Aging - The AR Aging report is a summary of billings for work completed by CVRPC for which payment has not yet been received. Receivables represent the amount *owed* to CVRPC by outside parties. Receivable amounts are tracked in relationship to Accounts Payable amounts. The aging report is the primary tool used to determine which invoices are overdue for payment, and by how long. The report includes notes related to when payment is anticipated.

Profit and Loss Budget vs. Actual - This report compares the adopted budget with actual revenue and expenditures.

Paid Time Off Liability Balances - Paid time off (PTO) is vacation leave, sick leave, and compensatory time available for staff to use when they take time off. Earned time and maximum accrual liability balances by employee are provided for Executive Committee review monthly.

All month end accounting entries will be completed, and all financial statements for month end will be provided to the Executive Committee prior to its monthly meeting.

The Accountant may periodically prepare other internal financial reports such as Trial Balances or Statements of Cash Flow as needed to ensure effective and transparent financial management.

Balance Sheet

This financial statement summarizes CVRPC's financial position at a specific point in time by reporting assets, liabilities, and equity. This statement provides information about CVRPC's net worth.

General Fund - The General Fund is CVRPC's primary operating fund. CVRPC's daily activities are supported by the general fund, such as the purchase of supplies and meeting operating expenditures. General Fund balances are held in CVRPC's primary checking account at Community National Bank.

Reserve Fund - Reserve funds are set aside to:

- a) ensure that the Commission can continue to provide a useful level of services in times of tight budget years;
- b) provide for emergency funds since it is unclear whether RPCs can take on debt; and
- c) ensure sufficient funding to close down should that ever be the case

CVRPC aims to have six (6) months of operating funds set aside as reserves. The dollar value varies in any given year based on changes in operating costs, such as increases or decreases in rent, staffing, and general expenses. Reserve Fund balances are held in CVRPC's money market account at Northfield Savings Bank.

Accounts Receivable - A summary of billings for work completed by CVRPC for which payment has not yet been received. Receivables represent the amount *owed to* CVRPC by outside parties. Receivable amounts are tracked in relationship to Accounts Payable amounts.

Accounts Payable - A summary of bills received by CVRPC for which payment is due. Payables represent the amount *owed by* CVRPC to outside parties.

Deferred Income - Advances received on contracts and grants. These funds are considered a liability because CVRPC would need to pay back this funding at the grant/contract close if the funds weren't fully utilized.

Payroll Liabilities - Amounts withheld from bi-weekly staff payroll for which future payments are due. This includes fringe benefits and state and federal taxes. These funds are considered a liability because

they are being held in trust by CVRPC on behalf of the employee until the payments are due.

Equity - In a for-profit business, equity includes assets financed by an owner or net profit that is retained in the business. In a non-profit organization, equity reflects the fund balance.

Designated Funds - These funds have been designated by CVRPC or a funder for a particular use. They often include grant/contract advances that do not need to be paid back at contract close if not fully used. Designating funds helps insure advances are accounted for until all project expenses are paid. At project close, CVRPC undesignates the funds and any project net income is released into equity. Balances are adjusted monthly to reflect use of the funds.

Fund Balance - Net worth measured by total assets minus total liabilities.

Net Income - Often referred to as “the bottom line,” net income is the profit or loss (if negative number) for a reporting period.

Profit and Loss Budget vs. Actual Statement

This financial statement summarizes the revenue and expenses incurred during a specific period along with the budgeted revenues and expenses. These records provide information that shows CVRPC’s ability to generate net income by increasing revenue and reducing costs. The Profit and Loss (P&L) statement also is known as a “statement of profit and loss,” an “income statement,” an “income and expense statement,” or a “statement of revenues and expenses.”

Revenue is CVRPC’s earned income for a given period. Revenue might have offsetting expenses. “Income” on the P&L statement is revenue.

Expenses are the costs associated with daily operations at CVRPC. These are the expense categories defined in CVRPC’s budget.

Net income is revenue minus total expenses. Net income demonstrates the financial health of CVRPC and should be a positive number. If expenses are greater than income, the amount will be negative.

Accounts Receivable

Accounts Receivable are services rendered by CVRPC and invoiced where payment has not yet been received. In for-profit businesses, owners know that some customers who receive credit will never pay their account balances. These uncollectible accounts are also called bad debts. For CVRPC, “bad debt” could take two forms: disallowed costs by funding agencies or non-payment of bills by private customers. Bad debt is extremely rare for CVRPC. Disallowed costs usually take the form of budget overruns or ineligible costs. Disallowed costs are unusual and can often be absorbed by other CVRPC revenue sources, such as CVRPC’s state allocation or its municipal appropriations. If the costs are ineligible under either source, CVRPC must use its Municipal Dues or cash reserves to cover the costs. Because of the rarity of this event, the organization has elected not to list bad debt as an item in its general ledger.

Accounts Payable

Accounts payable are services that CVRPC has received and for which it has been invoiced, but the invoice has not yet been paid.

Receivables and payables are monitored by the Accountant and the Executive Director. CVRPC aims for them to be received and paid within 30 days of invoicing, unless otherwise agreed to with a funder or vendor.

Financial Policies and Procedures

Code of Conduct and Conflict of Interest Policy (adopted 12/11/18)

Upon joining the Commission or its committees, commissioners, employees, agents, and committee members of the Central Vermont Regional Planning Commission are required to review and sign a statement indicating they have read, understood, and agree to comply with this policy. The Office Manager maintains a checklist identifying individuals required to comply with the policy, their compliance status, and a file with the signed statements.

Policies previously adopted by the Commission and now incorporated into this document include the following:

Investment and Deposit Risk Policy (adopted 02/02/09)

The primary objectives of CVRPC's investment and deposit risk policy are security of principal, liquidity as needed to meet expenditures, and return on investment.

The Executive Director, and in their absence the Chair or Secretary/Treasurer, with the approval of the Executive Committee, shall be authorized to invest and re-invest the Commission's funds.

The investment of all Commission funds will be made with financial institutions that have offices in Vermont and are registered to do business in Vermont. The financial institutions shall provide deposit insurance and be regulated by the FDIC.

The Executive Director, and in their absence the Chair or Secretary/Treasurer, will make decisions regarding the types of collateralization of deposits required or remove the Commission's exposure to custodial credit risk after consultation with the Executive Committee. The form of collateral may include, but not be limited to, securities of the United States of America. Securities may be held by a third party custodian designated by the Executive Director and approved by the Executive Committee and evidenced by insured receipts.

Capital Assets Policy (adopted 05/01/05)

The purpose of a capital assets policy is to provide control and accountability over the Commission's capital assets.

Capital assets are defined as those assets (equipment, computers, computer software, furnishings, buildings, land, etc.) owned by CVRPC that have a useful (working) life greater than one year and a unit cost of \$5,000 or more.

All capital assets will be recorded at historical cost. Assets acquired through donation will be recorded at their estimated fair market value, including incidental costs necessary to place the asset in condition for its intended use, on the date of donation. In addition to purchase price or construction cost, capital costs may include incidental costs, such as bond interest and issuance costs, insurance during transit, freight, duties, title search, title registration, legal and professional fees, installation, taxes, extended warranty and/or maintenance contracts purchased at the same time as the asset, and breaking-in costs; i.e. costs that are necessary to place the asset in its intended location and condition for use. Should the Commission be in a position to purchase land, the capitalized cost of land will include the purchase price plus costs such as legal fees, fill, excavation, etc. incurred to put the land in condition for its intended use.

The straight line depreciation method will be used.

Physical inventories of all capital assets will be taken annually and the inventory completed prior to June 30. However, when a capital asset is acquired, it will be added to the Commission's inventory list at the time of acquisition. Inventory includes listing the item number, manufacturer, date of acquisition, purchase price, and to which staff member the asset is allocated for Commission use. When an asset is sold or otherwise removed from the inventory, the date of this occurrence and the method of disposal shall be recorded on the inventory.

Records Retention Policy (adopted 03/04/19)

The goals of this policy are to:

- Assist employees in complying with the Vermont Public Records Act (1 V.S.A. §§ 315-320);
- Retain important documents for reference and future use;
- Delete documents that are no longer necessary for the proper functioning of CVRPC;
- Organize important documents for efficient retrieval; and
- Ensure that CVRPC employees know what documents should be retained, the length of their retention, means of storage, and when and how they should be destroyed.

The Policy includes a records retention schedule to comply with the Act.

Internal Controls (/ /)

The Executive Committee adopts Internal Controls to define segregation of responsibilities. The Administrative and Financial Policies and Procedures is updated automatically without adoption when new or revised controls are adopted.

The Executive Director is authorized to sign checks, transfer funds from one Commission account to another Commission account, and draw funds from the Commission's Line of Credit on behalf of the Commission. No other staff member has authority to sign checks, transfer funds, or receive cash back from a bank deposit. Banking institutions will not allow cash back to anyone other than the duly authorized account signatories. The Chair and Secretary/Treasurer of the Commission also have check signing and Line of Credit authority. In the absence of the Executive Director, the Chair or

Secretary/Treasurer will be asked to approve invoices, payroll, and sign checks.

The Commission has credit accounts in its name. The Executive Committee adopted an Employee Use of Credit Cards or Charge Accounts Policy and Procedure to provide controls govern opening accounts and their use. The Commission does not have a debit card in its name. Receipts are paid to the Commission by check or ACH. On rare occasions, a customer will pay Fee For Service charges in cash. CVRPC does not maintain petty cash.

The Accountant is responsible for maintaining the following financial records with oversight by the Executive Director: accounts receivable, accounts payable, payroll, and reconciliation of the general ledger and bank accounts.

Deposits are made by the Office Manager or Executive Director. Transfers between Commission accounts are authorized by the Executive Director, or in the absence of the Executive Director, by the Chair or Secretary/Treasurer.

Timesheets

- Staff completes timesheet, saves it in their timesheet/expense folder, and emails Executive Director an alert that timesheet is complete. Staff without server access emails their completed timesheet to Executive Director.
- Executive Director reviews and approves or returns to staff for corrections.
- When approved, Executive Director prints timesheet to office copier and records print job in daily office list. This alerts Office Manager that QuickBooks (QB) entry can occur.
- Office Manager enters timesheets into QB, prints QB cover, attaches it to timesheet, and provides to Executive Director and staff for signature.
- Office Manager files signed timesheets in finance files.

Expense Reimbursement

- Staff completes their expense form, saves it in their timesheet/expense folder, and emails Executive Director an alert that expense form is complete. Staff without server access emails their completed expense form to Executive Director. Supporting documentation, such as receipts, are mailed or delivered to the CVRPC office for attachment to the expense form.
- Executive Director reviews and approves or returns to staff for corrections.
- When approved, Executive Director prints timesheet to office copier and records print job in daily office list. This alerts Office Manager that expense form and supporting documentation can be scanned to Accountant for entry.
- The expense then is treated as a Bill.

Bills (Received from Vendors)

- All bills are reviewed as they are received (via mail or email) and entered into a payables log.
- Project bills may arrive via mail or email. If arrive via mail, Office Manager or Executive Director scans bill and emails to project manager as necessary.
- Project manager reviews bill and confirms via email to Office Manager the job/sub-job name

for coding purposes and to signify the bill is appropriate, the amount is appropriate, any required bill back up or work product has been provided, and work completed is acceptable. Bills for IT services or for purchases made directly by staff are reviewed and approved by relevant staff and sent to Office Manager.

- Depending on which retrieves the mail, Office Manager or Executive Director stamps bills with bill date received and the bill stamp, and codes the bill appropriately with customer information, job name, and expense code.
 - If Office Manager, bill is scanned to Accountant and Executive Director and placed in *Executive Director Approval* folder for later review.
 - If Executive Director, bill is reviewed and initialed to signify bill is ready for entry. Bill is scanned to Accountant and Office Manager or placed in *Items to Scan* folder for later scanning by the Office Manager.
- Executive Director reviews all bills and initials hard copy to signify bill is ready for payment. This may occur before or after bill is scanned to Accountant.
- Office Manager scans bills to Accountant at least weekly. Scanned bills are filed in *Items Scanned* folder. Office Manager enters bill in payables log to facilitate tracking of bills and payment status.

Weekly Payables

Bills are paid every 7-10 days unless payment due date would be missed. The process is as follows:

For bills processed through Bill.com:

- Bills are entered into Bill.com by Accountant.
- Executive Director receives a weekly alert email from Bill.com that bills are ready for approval.
- Executive Director reviews and approves bill in Bill.com.
- Executive Director authorizes payment.
- Bill.com issues payment via direct deposit or check depending on vendor preference
- Office Manager prints proof of payment from Bill.com, attaches to applicable bill, records payment in payables log, and files bill and payment proof in finance files by vendor.

Rarely, a check must be printed at the CVRPC office, most often when a payment is time sensitive.

When this occurs, the above process is followed except that:

- Executive Director authorizes payment via email using CVRPC check.
- Office Manager or Executive Director coordinates printing of check with Accountant.
- Accountant prints check to CVRPC copier.
- If Executive Director, Director signs, copies and attaches proof of payment to bill, mails check, and places bill and payment proof in *To Be Filed* folder.
- If Office Manager, Executive Director authorizes use of Director's signature stamp via email. Office Manager stamps Director's signature, copies and attaches proof of payment to bill, and mails check. Office Manager emails Director confirmation that payment has been sent.
- In either case, payment is noted in payables log, and bill, payment proof, and signature stamp authorization are filed in the vendor's folder in the finance files.

- In the rare case the Executive Director is not available to approve use of Director's signature stamp, the Secretary/Treasurer, or in the Secretary/Treasurer's absence, the Chair, as signers on CVRPC bank accounts, will be asked to sign. The Executive Director will monitor the checking account register online to note when payments have been deducted from the checking account. It is inferred that once the Executive Committee has authorized signing a contract, the contract amount is approved for payment based on invoicing and provided the contract amount is not exceeded and work is completed satisfactorily.
 - Office Manager emails scanned bills, checks, and check register to the Secretary/Treasurer or Chair.
 - If Secretary/Treasurer, a request is made to use Secretary/Treasurer signature stamp to sign checks.
 - Secretary/Treasurer verifies that check amounts and other information matches bill and emails Office Manager approval to use Secretary/Treasurer signature stamp to sign checks.
 - Office Manager verifies check information matches the bill and stamps checks with Secretary/Treasurer signature. Office Manager files bill, payment proof, and signature authorization approval as above and notifies the Executive Director via email.
 - If Chair, the same process used above is followed except that the Chair must sign in person. CVRPC does not maintain a signature stamp for the Chair.

Invoices (Sent to Customers)

For Fee for Service activities (Ex. GIS or copier services):

- When Fee for Service sale is completed, a Non-Contractual Service form is completed and provided to Office Manager.
- Office Manager scans form to Accountant.
- For cash sale, sale is entered into QuickBooks by Accountant. Cash is placed in envelop in Deposits folder.
- For billable sale, invoicing will be completed by Accountant after timesheet information has been entered.

For contract/agreement invoices (VTrans, DPS, etc.):

- When a new contract is initiated, Executive Director emails Office Manager and Accountant new job information to facilitate timesheet and QuickBooks job match.
- Office Manager updates timesheet template with categories to be tracked and emails notification to staff.
- Accountant enters new job into QuickBooks and emails confirmation to Executive Director.
- Executive Director updates *Contract Invoicing & Contacts* document in Knowledge Transfer directory on the server.
- Office Manager verifies with project managers and Executive Director that all anticipated bills have been received for billable jobs.
- Office Manager notifies Accountant when all timesheets are entered into QB after month end, and anticipated bills have been received and scanned to Bill.com.
- Accountant quality controls all billing information.

- Accountant prepares invoices, compiles invoice packet, and emails it to Executive Director.
- Executive Director reviews invoice packet to ensure supporting documentation is complete and matches invoiced amount, and approves or returns to Accountant for corrections.
- When approved for submission to customer, Executive Director emails Accountant approval to submit.
- Accountant saves full invoice packet (cover letter, progress report, match documentation, supporting documentation, products, etc. as required by customer) on CVRPC server in appropriate *Grants Management* job folder using file name that includes date sent. Based on file size, deliverables may be saved separately from invoice materials.
- Accountant submits invoice packet and copies Executive Director and main project staff on submission.
- Executive Director adds date sent to first page of invoice and prints it.
- Office Manager places submitted invoices in *Receivables Outstanding* folder.
- Office Manager tracks invoices paid and follows up on non-payments as needed based on customer payment pattern. When payment is made, Office Manager attaches payment to invoice cover and places it in the *Receivables Paid* folder.

Monthly Processing

The following information is collected on a monthly basis to complete month-end processing and invoices:

- Office Manager completes Paid Time Off summary and provides to Executive Director for review and approval. Office Manager completes Paid Time Off Liability Balances Report, places it in the appropriate *Financial Reports Monthly* folder, and emails an alert to the Executive Director and Accountant.
- Office Manager receives, opens, and scans to server bank statements or Executive Director downloads them as appropriate.
- Executive Director reviews, initials, and dates bank statements.
- Accountant reconciles all bank statements in system and saves reconciliation to appropriate folder on server.
- Executive Director prints, reviews, initials, and dates reconciliation
- If there are any journal entries, Accountant provides them to Executive Director.
- Executive Director reviews and approves journal entries and files with financial files.
- Accountant prepares financial statements. and saves them in the *Financial Reports Monthly* folder by month and fiscal year.
- Executive Director reviews reports and emails Accountant with any questions.
- Balance sheet, open receivables report with notes, budget to actuals statement, and paid time off liability balances are provided to the Executive Committee monthly.

Bank Statement Reconciliation

- Executive Director downloads, saves to server, and prints Northfield Savings Bank (NSB) reserve account statement, and initials and dates to signify receipt and review.

- Office Manager or Executive Director opens and scans bank statements that have been mailed¹ and saves them to the server.
- When all statements have been received, Executive Director reviews statements and communicates any discrepancies to the Accountant via email.
- Accountant reconciles all bank accounts and saves reconciliation to bank statement folder on server.
- Executive Director monitors bank statement folder and reviews, initials, and dates reconciliations to signify concurrence. Director places statements and reconciliations in *To Be Filed* folder.
- Office Manager files in financial files.

Deposits

Unless otherwise instructed, all deposits will be made to the Community National Bank checking account. The process used for deposits is as follows:

When checks arrive:

- Office Manager or Executive Director stamps the check with the restricted stamp provided by the banking institution, date stamps the check stub, photocopies the check (if no check stub, two copies of the check are made), records the check in the check log. Office Manager or Executive Director scans the check and emails it to the other party and Accountant.
- For ACH transactions, the Executive Director prints two copies of the transaction and provides them to the Office Manager. Accountant has view-only access to CVRPC's Community National Bank account.
- Office Manager or Executive Director attaches one copy of the check or ACH transaction proof to the associated invoice(s) (from the ***Outstanding Receivables*** file) and includes the other copy in the deposits folder for attachment to the deposit proof.
- Accountant records the check/transaction in QuickBooks and prepares the deposit as needed, coordinating with Office Manager for printing.
- Office Manager copies the deposit slip, makes the deposit, and attaches the deposit receipt to copies of the bank deposit slip and checks deposited. Office Manager files packet in the financial files and notifies the Executive Director and Accountant the deposit has been made.
- If checks are not deposited promptly at the bank, they stored in the secured, locked finance file cabinet.

Payroll

The following procedures occur as noted:

- Weekly: Staff completes the timesheet process noted under *Timesheets*
- Bi-weekly: Accountant generates payroll through ADP for salaried staff or, for hourly staff, from the hours that have been entered into Excel timesheets. Accountant emails payroll package to Executive Director for approval.

¹ People's United Bank account closed 02/20/2020. Final account statement received 03/10/20.

- Executive Director reviews and approves or returns to Accountant for corrections.
- Accountant initiates payroll.
- Bi-weekly: Accountant saves payroll reports to server folder. Bi-weekly: Executive Director reviews and initials payroll reports. Executive Director has ADP administrative privileges and review payroll documents periodically.
- As Needed: Accountant prepares transfers. Transfers must be approved in advance via email by the Executive Director. Executive Director or Office Manager completes transfers. Office Manager files transfer deposit slip.
- Payroll is automatically deposited or paychecks are distributed on the Friday after closure of the pay period.
- Bi-weekly or as required by law or CVRPC's policies: Accountant processes payroll liabilities. Office Manager prints and files payroll liabilities confirmation. Executive Director monitors bank account for liabilities' payments or authorizes payment through Bill.com.
- Monthly: Office Manager posts compensatory time, sick leave, and vacation time to the Paid Time Off spreadsheet.
- As required:
 - Office Manager completes new hire reporting (VDOL, W4s, INS, benefits as applicable).
 - Accountant, or as appropriate ADP, completes quarterly reports, taxes and W-2's.

Credit Card

Use of the CVRPC credit card by employees is with Executive Director's permission only, and is governed by CVRPC's *Employee Use of Credit Cards or Charge Accounts Policy*.

- Credit card charge receipts are provided to Office Manager.
- Receipts are stamped (similar to bills), marked with billing codes/accounts, and approved by Executive Director, or in the case of Executive Director, are provided to the Chair or Secretary/Treasurer.
- Receipts are scanned to Accountant to be entered into QB.
- Accountant reconciles credit card statements prior to payment being authorized or initiating invoicing process.
- Executive Director reviews and approves the credit card reconciliation and authorizes payment.

Petty Cash

CVRPC does not maintain petty cash.

Financial System Security

Security of the CVRPC's financial and personnel records shall be maintained through password protected files and lockable file drawers. Use of the CVRPC's financial management system shall be password protected with permissions access grant to users as follows:

- Administrative full access with permission to make user changes (Executive Director, Accountant)
- Full access, without the ability to grant permissions (Executive Director, Accountant)

- View and print access (All Staff)
- View access for account balance and statement (All Staff)
- Weekly timesheet (All Staff)

Keys to lockable file drawers holding the CVRPC's financial and personnel records and lock box shall be provided as follows:

- Personnel files (Executive Director)
- Financial files (Executive Director, Office Manager, Accountant)
- Lock box (Executive Director, Office Manager)

Employee Use of Credit Cards or Charge Accounts Policy and Procedure (adopted 09/04/18)

Use of the CVRPC credit card by employees is with Executive Director's permission only, and is governed by CVRPC's *Employee Use of Credit Cards or Charge Accounts Policy*.

- Credit card charge receipts are provided to Office Manager.
- Receipts are stamped (similar to bills), marked with billing codes/accounts, and approved by Executive Director, or in the case of Executive Director, are provided to the Chair or Secretary/Treasurer.
- Receipts are entered into QB by Accountant.
- Accountant reconciles credit card statements prior to payment being authorized or initiating invoicing process.
- Executive Director reviews and approves the credit card reconciliation and authorizes payment.

Contracts, Grant Agreements, and Grant Applications

CVRPC adopted a Grants Management Policy on April 1, 2019. Consultant contracts are awarded following CVRPC's procurement policies. The authorization to award a contract with the selected consultant is given by the Executive Committee, unless delegated by the Committee. The Executive Committee authorizes the Executive Director, or in the Executive Director's absence the Chair or another officer, to sign contracts that are \$25,000 or more. The Executive Director is authorized to sign contracts that are less than \$25,000.

The Executive Committee has delegated the following contract signing to the Executive Director:

| <i>Duty</i> | <i>Meeting Minutes</i> |
|--|------------------------|
| Authorized the Executive Director to sign site specific contract addendums in the form of the engagement letter template for the Brownfields Program | November 1, 2016 |
| Increased authorization for the Executive Director to sign contracts from \$10,000 or less to \$25,000 or less. | April 3, 2017 |
| Began authorizing the Executive Director to sign contracts, rather than an officer. | January 2, 2018 |

| <i>Duty</i> | <i>Meeting Minutes</i> |
|--|------------------------|
| Authorize the Executive Director to sign task specific contract addendums for the transportation planning and engineering services master agreements | April 2, 2018 |
| Authorized the Executive Director to sign future change orders with G&N Construction for the Northfield Stormwater Construction contract provided any cost increase is within the approved grant agreement budget and the change order is reported to the Executive Committee at its next regular meeting. | August 5, 2019 |

As delegations occur, they are added to this document without the need for adoption.

Grant agreements and contracts with funding agencies are approved by the Executive Committee which authorizes the Executive Director, or in the Executive Director's absence the Chair or another officer, to sign said documents.

Grant funds are drawn down as costs are incurred or quarterly depending on the amount affecting CVRPC's cash flow and/or the requirements of the grantor. Costs associated with a grant are documented by personnel timesheets, travel expenses associated with doing the work of the specific grant, and indirect expenses when reimbursement is allowed by the grantor. Funds are drawn down based on accurate documentation and where applicable, sub-grantee/contractor invoices. Payments to such sub-grantees/contractors are made based on approval by the Executive Director of accurate invoices and confirmation by the CVRPC staff person responsible for the project that the invoiced work has been completed satisfactorily and the charge is appropriate.

Costs charged to grants are reviewed for allowability, appropriateness, and accuracy by the project manager and Executive Director, signed by the project manager, and approved for payment by the Executive Director. The required grant reporting is provided to the grantor accurately and in a timely manner per the requirements of the grant.

Accounts

Checking Account, Certificates of Deposit, and Other Accounts in CVRPC's Name

The signatories on the Commission's accounts are the Executive Director, Chair, and Secretary/Treasurer. The Executive Director reviews and approves all transactions against previously approved vendor invoices.

The Executive Director is authorized to sign checks and transfer funds from one Commission account to another Commission account on behalf of the Commission. No other staff member has authority to sign checks, transfer funds, or receive cash back from a bank deposit. The other account signatories are the Chair and the Secretary/Treasurer.

The Accountant is provided with view-only access to CVRPC's accounts at the Executive Director's discretion. View-only access allow the Accountant to record deposits and reconcile accounts in a timely manner.



MEMO

Date: December 30, 2020
To: Board of Commissioners
From: Bonnie Waninger, Executive Director
Re: Bylaw Update Work Group

☒ **Action Requested.** Appoint members to a bylaw work group.

The Commission adopted a substantial update to its bylaws on December 10, 2019. It is customary reflect back on how updated bylaws are working after they have been in use for a year or more.

The Executive Committee noted questions and suggested changes/clarifications that have arisen (see below). It established a bylaw working group to determine what, if any, changes might be recommended. Steve Lotspeich (Waterbury) and Michael Gray (Woodbury) volunteered to participate in the work group from the Executive Committee and George Clain (Barre Town) was appointed by the Board of Commissioners.

Review Items Mentioned to Date

- Transportation Advisory Committee membership – The TAC requested language related to the addition of non-municipal seats be removed. (Section 403: Standing Committees, g. Transportation Advisory Committee)
- Elections – Do Alternate Commissioners vote in elections? What if the Commissioner doesn't return a ballot? Can ballots be cast electronically? (Section 502: 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, there are no term limits except that Nominating Committee members may not serve two consecutive terms. Nomination Committee guidance adopted by the Board states that the Chair is assumed to serve two one-year 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, should the Basin Water Quality Council be incorporated formally as a CVRPC Committee?



MEMO

Date: December 30, 2020
To: Board of Commissioners
From: Bonnie Waninger, Executive Director
Re: Diversity, Equity, and Inclusion Discussion

☒ **Action Requested.** No action is required. This discussion is part of an ongoing effort to educate CVRPC's leadership and staff about diversity, equity, and inclusion so that we address inequities and advance anti-racism efforts in our work.

As noted last month, there is no "right" place to begin when working to address inequities and advance anti-racism efforts. 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.

CVRPC is at the self-education point. Expect to be uncomfortable during discussions at the January meeting and in future discussions as we explore bias and focus on understanding where thoughts and beliefs are now, as individuals and as an organization. Ask questions! By exploring that discomfort, we'll find our way forward, just as we did when the Vermont Center for Independent Living helped us understand how to be welcoming to people with disabilities.

Two resources are being used to foster discussion this month:

- Advanced reading of an essay by Chuck Lacy of Jericho, VT. The essay discusses the research he did into his own family background and Vermont history. It asks us to look at facts in Vermont's history that challenge the myth that Vermont's racial makeup is by default, not design.
- A presentation, *Seeing and Dismantling Racism*, authored by the Peace and Justice Center, which will be presented and discussed during the meeting. This 101 level presentation defines racism and gives participants insight into the various ways in which racism manifests from an individual to a systemic level. It's designed to help us unpack how individual and systemic acts perpetuate racism.

Bonnie Waninger

From: Charles Baker <cbaker@ccrpcvt.org>
Sent: Wednesday, August 19, 2020 8:11 AM
To: 'VAPDAdirectors'
Subject: FW: Essay

Sharing with my board. Catherine is my vice chair. Thought you might find this interesting.

*Charlie Baker, Executive Director
Chittenden County Regional Planning Commission
110 West Canal Street, Suite 202
Winooski, VT 05404
Cell (802) 735-3500
www.ccrpcvt.org*



CCRPC employees are working remotely and the office is closed to visitors. Please call or email and we will respond as soon as possible. Thank you.

From: Catherine McMains <catherine.mcmains@gmail.com>
Sent: Wednesday, August 5, 2020 1:28 PM
To: Charles Baker <cbaker@ccrpcvt.org>; Michael O'Brien <mike@vtappraisers.com>
Subject: Essay

Chuck has said I could share this so thought I would pass this along. It has several interesting points that could be considered the backdrop to systemic racism. Chuck is doing more research to turn this into a paper with proper footnoting etc. This essay was read at a recent Black Lives Matter rally held at MMU.
BY CHUCK LACY of Jericho

Our Vermont Innocence is our Confederate Flag.

The history of race in Vermont goes like this: *We abolished slavery in 1777, we fought in the Civil War, no Blacks live here, we are better than the other White people. The end.*

I've spent my COVID evenings reading Vermont newspapers and my family history all the way back to the 1700's. Here's some of what I found.

My family first settled in Vermont in 1761 they lived among enslaved people and slaveowners for 50 years. They helped shape the 1777 Vermont Constitution which said adults "ought not" be held as slaves. Our constitution did not abolish slavery – it permitted childhood slavery up to 18 years old women and 21 for young men. Were there eight-year-old girls and boys kept as slaves in Vermont? Yes.

The founders passed no laws against adult slavery either. Imagine the pain of these Black Vermont families, half slave, half free, trying to stay together, knowing family members could be sold to New York or Virginia, out of contact, into lifelong slavery.

One of my ancestors served on the Vermont Supreme Court with a slaveowner. Another ancestor recruited an out of state slaveowner to his church as pastor. Another ancestor was one of the first Vermont Senators. He voted for the 1793 Fugitive Slave Act, the federal law requiring Vermonters to send people escaping slavery back to their masters.

So, Vermonters voted for the law that made the Underground Railroad necessary. Vermont newspapers published rewards for the return of people escaping slavery regardless of age.

Vermont's first opposition to American slavery was the Vermont Colonization Society formed in 1819, endorsed by the Vermont legislature, led by Vermont's leading citizens, and organized mostly through churches. But they didn't want freedom for Blacks. They wanted freedom from Blacks. They wanted send them all back to Africa, to: "remove all Negroes, free and enslaved, from the United States to Liberia".

Later a new generation of young activists dedicated their lives to promoting American abolition in the two decades before the Civil War. They were young, quicker with technology, better connected, ready to challenge church and state, and their parent's generation, like today's young heroes. They succeeded, but make no mistake, Vermonters debated American slavery pro and con right up to and during the Civil War.

Reading the papers from after the Civil War I did not see new respect for Black bodies. We excluded Vermont's Black soldiers from our Civil War monuments. In 1913, in Bolton, three young White men murdered a young Black man because they thought he stole their lunch. Vermont newspapers covered the trial day by day, point by point, but they did not say the victim's name. The newspapers, the judge, the prosecutor, all called him, "the Negro" or a "ne'er-do-well Negro".

For the record, his name was Sam Rounds.

I kept reading into the 1920's when White Anglo America was panicked about immigration by Jews, Catholics, Russians, Japanese, Negroes and Chinese.

In 1924 the Burlington Free Press said:

"The time has come in the history of America when many of us want to see the greatest nation become a race, homogenous through common blood ties." The process will take "decades – centuries perhaps – and it is time to start." "...we should ban non-Nordics".

This is Vermont's leading newspaper, not the 3rd Reich.

Vermont's legendary Senator William Dillingham led a Senate investigation on immigration he presented Congress with his Dictionary of Races that ranked immigrant groups in order of desirability.

His racial dictionary and his plan produced the 1924 Immigration Act which ended virtually all immigration to the United States by Jews, Africans, Japanese, and Chinese. The bill was signed by Calvin Coolidge who said "*America must remain American*". It was the law until 1965.

In his sequel to Mein Kampf in 1928, Adolf Hitler admired how this law effected America's push to be a "young racially select people..." with immigration "dependent on specific racial requirements..."

In the years before the holocaust, this law prevented millions of Jews from immigrating to the United States and other countries following our lead. It ended immigration from Africa. When will our role be part of Vermont history?

During the 1950's and 1960's Vermont's preference for "Nordic Whiteness" was still above board. After the Second World War 80% of the leading hotels and inns in Stowe did not serve Blacks or Jews. They put it right in their ads. In 1961 the Burlington area Chamber of Commerce did a survey. They said 57% of Burlington area hotels did not serve Black guests. Less than a third of the hotels would let the Chamber of Commerce put them on a list of hotels serving Blacks.

In the 1950's Black Air Force service members stationed at the Ethan Allen Air Force Base could not find housing in Burlington. One article described how Churches were making calls for 20 Black air force service members who could not find houses or apartments they could buy or rent.

When a realtor showed a Black physician and his family a house in Burlington the neighbors organized. The realtor told the Free Press he got 15-20 calls and threats from Whites in the neighborhood. He offered to pay the contractor to take the house off the market.

In 1961 a Vermont probate judge refused to allow a White couple to adopt a mixed-race baby. The Vermont judge said of the baby, "*she's not one quarter Negro, she's Negro, I will not make birth records that show a Negro child with White parents.*"

When Bull Connor turned the firehouses on the children of Birmingham the Burlington Free Press editorials blamed "the Negroes". They called Martin Luther King and Jackie Robinson Negro agitators with no respect for law and order.

I could list examples all afternoon. But let's not wonder why Vermont is 95% White. It's not an accident. That's how we envisioned it.

We are not a different kind of White people. We are the same as the rest of White Americans.
We lie about Vermont slavery to take a pass on the next 250 years of Vermont history.

This myth is our heritage,

it is our confederate flag,

and it's a White myth.

It will be hard to take down,

it's not up to Black Vermonters to take that myth down,

my myth is my myth.

Seeing and Dismantling Racism

Hal Colston (he/him)
Marianne Hunkin (she/her)
FRBB May 26, 2020

Adapted from a presentation and discussion for the Working Communities Challenge. Presentation based on a training presentation from the Peace and Justice Center. The purpose of this presentation and discussion is building awareness of how racial injustice results in disparities over time.



Community Agreements



01

Land Acknowledgement

We are on occupied Abenaki land

02

Listen to Believe

Be open to understanding different

perspectives

03

Expect discomfort; stay

engaged

Welcome discomfort as an opportunity to learn

04

Accept and expect non-closure

This is ongoing work!

05

Speak your own truth

Use “I” statements; refrain from interpreting, correcting, or debating with what others say



Racism=
Racial Prejudice + Power

Racism Definitions

INTERNALIZED

Racist beliefs held by BIPOC* about themselves or other BIPOC that supports racism and upholds the power of dominant culture.



*Black, Indigenous, People of Color

INSTITUTIONAL

Unfair policies and discriminatory practices of particular institutions (schools, work places, etc.) that routinely reproduce racial inequity for BIPOC while providing advantages for white people.



INTERPERSONAL

Racism that occurs between individuals when personal racist beliefs and attitudes are brought into interactions with others.



STRUCTURAL

The normalization of historical, cultural, institutional, and interpersonal racism that routinely advantages whites while producing cumulative and chronic adverse outcomes for BIPOC.





Racial Injustice: A Brief Timeline

1777

VT "Bans" Slavery

Vermont makes claim that it was the first state in the U.S. to ban slavery while African American people 18-21 years old and younger were enslaved in indentured servitude.

1790

Naturalization Act
Permits "free white persons", including immigrants from Europe, to become citizens, which leads the way for them to be landowners. "Non-white" immigrants denied the right of citizenship until 1952.

1835

Enslaved People in VT

Vermont Supreme Court Judge Stephen Jacob and Levi Allen (Ethan Allen's brother) owned enslaved African Americans.

1862

Homestead Act
50 million acres of Native land taken by force is made available to white settlers at little to no cost; 100 million acres given to railroads for free.

1865

"40 acres and a mule"

When slavery ended, the promise of "40 acres and a mule" as reparations for enslaved people was never followed through with by the federal government.

Property Deeds, South Burlington

A covenant for property deeds is passed: "No persons of any race other than the white race shall use or occupy any building or any lot."

Brown vs. BOE

This supreme court decision results in thousands of Black educators losing their jobs after schools are integrated because school boards say that white parents will not let their children be taught by Black educators.

1931

1940

1947

1954

2008

Eugenics at UVM

- Dr. Henry F. Perkins of UVM became the president of the American Eugenics Society and targeted three Vermont groups for sterilization: "Gypsies" (due to their dark skin from African American lineage), Abenakis, and French Canadians, as supported by a law passed by the legislature.

GI Bill

Millions of returning WWII veterans receive preferential treatment in jobs, suburban home loans and college education. Federal programs do not challenge institutional racism so most benefits go to white men. "Redlining" helps create new segregated white suburbs.

Wealth Gap

As a result of the Great Recession, a typical white family has on average 20 times (previously 8 times) the assets of a typical African-American family. This can be attributed to home values and family inheritance.

Racism in VT

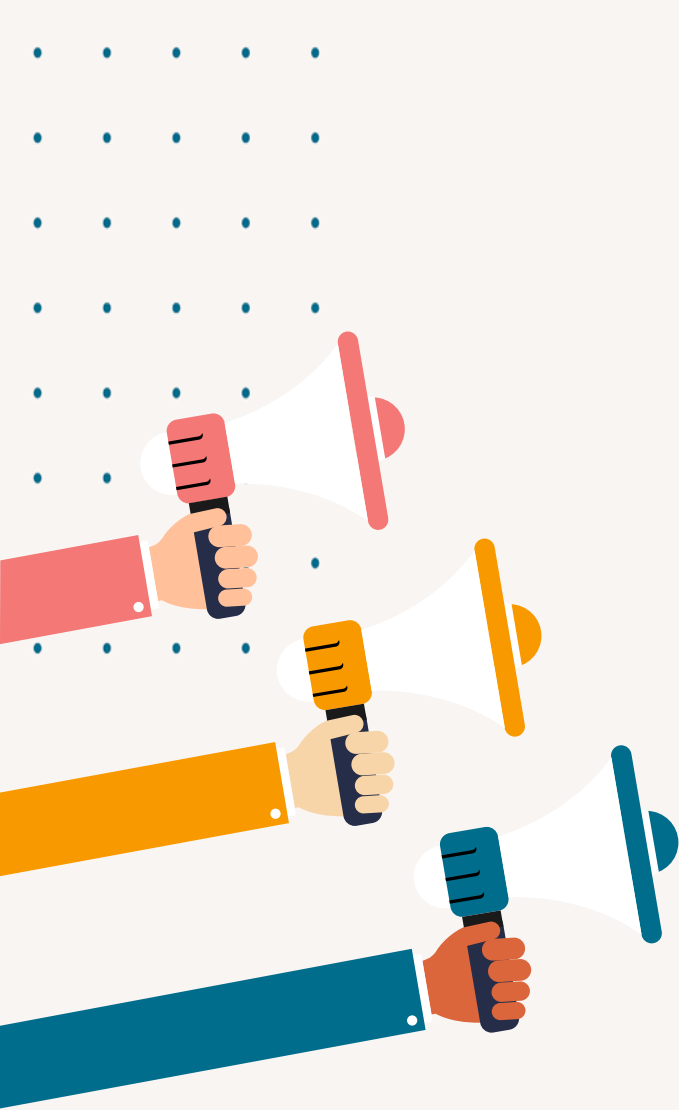
Kiah Morris, an African American woman, resigned as State Rep from Bennington, VT because of vicious racial harassment that threatened her safety and the safety of her family.

2017

2018

Incarceration in VT

The *Sentencing Project* data shows that African Americans incarcerated in Vermont comprise 10.5% of the prison population, the second-highest in the country, whereas, African Americans make up 1.2% of the total population of Vermont.



A family's net worth is not the finish line, but also the starting line for the next generation. By financing a college education, assisting with a down payment for a home, and more, white advantage is passed down from generation to generation.

Slide adapted. Original used breakout rooms to allow participants to work in triad teams.

Please share the following (3 minutes per person):

1. Introduce yourself! Say hi, share your name and pronouns (she/he/they/...) you prefer in reference to yourself.

• • • 2. Share what point on the timeline speaks to you most.

• • • a. What feelings came up for you when you read this information?

• • • b. Why did you choose this point in the timeline?

• • • After everyone has shared and any discussion is concluded, each person shares one word that describes how they are feeling after the discussion. Working to address inequities and advance anti-racism efforts includes understanding where our thoughts and beliefs are now, as individuals and as an organization.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT MINUTES
November 30, 2020 Meeting

Present:

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

Staff: Bonnie Waninger, Nancy Chartrand

Guests: Ahsan Ijaz and Enrique Gonzalez, The Ijaz Group

Call to Order

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

Adjustments to the Agenda

Hill-Eubanks advised she wanted to discuss Nominating Committee appointments.

Public Comment

None

Financial Report

A. Ijaz advised they have started the FY20 audit process. For FY20 invoicing, one last invoice is pending Waninger's review and then all will be complete. He noted that FY21 invoicing is caught up and has been forwarded for review by Waninger.

Discussion ensued regarding accrued vacation and compensatory time balances. Ijaz advised there is not a great risk carrying these balances as the Executive Committee reviews the balances monthly and is aware of them. J. Potter noted how we handle this has been brought up during audit, and it is therefore being tracked and monitored more regularly. There was mention that paying out compensatory time quarterly may manage the liability better. This was an item to be discussed when the Personnel Policy Review Committee started early this year; that review is on hold currently due to COVID. Waninger joined the meeting and advised we are on track for the year financially.

G. D'Amico moved to accept the financial reports as of 11/25/20; M. Gray seconded. Motion carried.

Contract/Agreement Authorization

Chittenden County Regional Planning Commission – Comprehensive Economic Development Strategy (CEDs): Waninger provided an overview advising the full contract is available on line due to its length. This contract is the development of a CEDs in partnership with the RPCs and RDCs of Rutland, Addison, and Chittenden Counties. In addition to the role each RPC has under the contract to engage with regional stakeholders, CVRPC has an additional role of data gathering for all four counties.

1
2 It was confirmed that the project will have a robust stakeholder engagement which is anticipated to
3 identify regional trends, and then address those across the four regions and have a workable document
4 to incorporate into regional plans. Waninger said the outreach strategy is to be identified during
5 upcoming meetings and that the scope of work is still to be determined. She requested the Committee
6 advise her if there is an individual/entity they believe should be involved.
7

8 *S. Lotspeich moved to authorize the Executive Director to sign the agreement with the Chittenden County*
9 *Regional Planning Commission for the Comprehensive Economic Development Strategy; J. Shatney*
10 *seconded. Motion carried.*
11

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

13 Waninger provided an overview noting the Department of Environmental Conservation (DEC) is
14 approaching the contract differently this year. Rather than processing an FY21 contract, they are
15 amending the current contract by adding a new task and providing additional funds. The new task
16 includes participation in the Clean Water Service Provider (CWSP) Advisory Committee until there is
17 startup money available for CWSPs (~March/April 2021). DEC moved the contract end date to July 31 vs.
18 September 30 to align it with the State fiscal year.
19

20 *J. Shatney moved to authorize the Executive Director to sign the agreement amendment for Tactical*
21 *Basin Planning for FY20, J. Potter seconded. Motion carried.*
22

23 Hill-Eubanks asked for question on the Information Only contracts. None were raised.
24

25 **FFY21 Transportation Planning Initiative Amendment**

26 Waninger noted this is an early amendment. VTrans requested CVRPC act as a statewide RPC lead for
27 the Transportation Resilience Planning Tool. Towns can use this online resource to identify
28 transportation infrastructure that is most at risk. The tool provides options and general global estimates
29 for replacement. The amendment also sets aside \$3,000 for consultant services to assist with a grant
30 application cost estimate and other information for Railroad Trestle #308 in Barre City. The trestle is
31 failing. State agencies, the City, and CVRPC want to investigate alternatives for removing or repairing it.
32

33 *G. D'Amico moved to approve the FFY21 Transportation Planning Initiative agreement work program*
34 *and budget adjustment and authorize signature of the amendment by the Executive Director; S.*
35 *Lotspeich seconded. Motion carried.*
36

37 **FY21 Budget Adjustment**

38 Waninger requested two actions:

- 39 • authorize a temporary Assistant Planner position. The Transportation Planner position won't be
40 filled until March 2021, and there are enough projects to support work of an Assistant Planner.
- 41 • adjust the budget to reflect, in part, filling the Transportation Planner position.
42

43 D'Amico asked about hiring a Transportation Planner when it was previously discussed that the
44 Commission lacked funding to fill that position. Waninger said the challenge related to the uncertainty

1 of COVID's impacts on contracts when the initial budget was crafted. A conservative budget was
2 created. The adjustment, which includes new contracts, demonstrates funding is available. COVID-
3 related uncertainty will continue one to two years out. Potter noted that an advantage of hiring a mid
4 to senior level planner in this economic environment is that they are more likely to have the skills to
5 pursue grant opportunities and write grant applications. Waninger also advised the reserve fund
6 potentially could be used to offset any need to carry a position for a short period of time in future years.

7
8 Discussion ensued regarding videography and if we have spoken with ORCA media regarding recording
9 of meetings. Waninger confirmed they are a possibility to use in the future and would likely be a similar
10 charge based on previous discussions with them.

11
12 *J. Potter moved to authorize a temporary Assistant Planner position; M. Gray seconded. Motion carried.*

13
14 *G. D'Amico moved to adopt the CVRPC FY21 budget adjustment; J. Potter seconded. Motion carried.*

15 16 **Policy and Procedure Update**

17 Waninger stated the draft brings the Municipal Plan Review Committee Rules of Procedure into line with
18 the new Bylaws and includes recent changes made to the Transportation Advisory Committee and Clean
19 Water Advisory Committee Rules of Procedure. The following Rules of Procedure still need to be
20 updated: Regional Plan Committee, Nominating Committee, and Project Review Committee.

21
22 *J. Shatney moved to recommend the Rules of Procedure to the Board for approval; S. Lotspeich seconded.*
23 *Motion carried.*

24 25 **Line of Credit Renewal**

26 Waninger advised the Line of credit CVRPC has had since 2017 expires annually. Based on CVRPC's
27 positive financial history, the bank is willing to extend it for a three-year term. The change in terms
28 extends the maturity date from 11/1/2020 to 11/1/2023. The annual fee is \$500.

29
30 *G. D'Amico moved to authorize the Chair to sign the Commercial Line of Credit Note and Agreement,*
31 *Change in Terms Agreement with Community National Bank; J. Potter seconded. Motion carried.*

32 33 **Bylaws Review**

34 Hill-Eubanks noted setting up a Bylaws Review Committee has been discussed previously. Significant
35 discussion ensued as to what type of committee it should be and the number of members. The Bylaws
36 allow the Executive Committee to set up a subcommittee or working group. Last time, a subcommittee
37 of the Executive Committee was set up, and Committee members concurred to do this again. S.
38 Lotspeich and M. Gray volunteered to serve as members. The Committee directed staff to include a
39 memorandum in the next Board Packet requesting 1-2 volunteers from the Board. It was noted that G.
40 Clain is interested in being involved and has a background in writing policy/procedures.

41 42 **Nominating Committee**

43 Hill Eubanks described the need to appoint a Nominating Committee. She asked if J. Potter would be
44 willing to lead the Committee as an outgoing Board member. Potter agreed and felt there should be

another Executive Committee member on the Committee due to timing of her town appointments and being replaced prior to the annual meeting. G. D'Amico volunteered to participate. Potter and D'Amico will follow-up with individual Board members to determine interest in serving on the Nominating Committee so the Executive Committee can prepare a slate for Board approval in January.

RPC Role in Furthering Diversity, Equity, and Inclusion

Waninger reviewed the definitions of diversity, equity, and inclusion. She advised she is looking to start a conversation with the Committee. She said staff has initiated a conversation and is working to update the Commission's Title VI Policy. She also noted VADPA has discussed cohosting municipal trainings with the Vermont League of Cities and Towns. With regard to how CVRPC should approach the issue, it was suggested that training for staff, the Board, and municipalities would be ideal. The Committee felt this discussion should be placed on a future agenda when there is more time to discuss it and members can be more fully prepared. The Committee requested Waninger share the VCRD materials and Chittenden County RPC RFP as reference materials. Members asked that consideration be given to current policies and where potential problems may be within those policies.

Consent Items

G. D'Amico moved to approve the minutes of the Special Meeting on September 24 and the regular meeting on November 2; M. Gray seconded. Motion carried.

Commission Meeting Agenda

Waninger confirmed the agenda will be amended to add Bylaws Work Group Board appointments and a request for members to serve on the Nominating Committee. Hill-Eubanks confirmed volunteers for nominating committee would be brought to Board in January.

S. Lotspeich moved to approve the amended agenda for December 8, 2020; J. Potter seconded. Motion carried.

Executive Session

J. Shatney moved to enter Executive Session for a personnel issue at 6:08 pm; M. Gray seconded. Motion carried. G. D'Amico moved to invite the Executive Director into the Executive Session; J. Shatney seconded. Motion carried.

J. Potter moved to exit Executive Session at 6:45 pm; J. Shatney seconded. Motion carried.;

G. D'Amico moved to raise the annual salary of the CVRPC Executive Director by 3%, starting January 1, 2021 S. Lotspeich seconded. Motion carried.

Adjourn

M. Gray moved to adjourn at 6:50 pm; J. Shatney seconded. Motion carried.

Respectfully submitted,

Nancy Chartrand, Office Manager



BOARD OF COMMISSIONERS

January 12, 2021 at 6:30 pm

Remote Participation via GoToMeetings¹

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

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

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

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

Page **AGENDA**

- 6:30³ Adjustments to the Agenda**
Public Comments
- 6:35 Central VT Economic Development Corporation Update, Jamie Stewart, Executive Director**
- 6:50 Governor's Economic Mitigation and Recovery Task Force, Paul Costello, Chair, Local Solutions and Community Action Team**
(enclosed)
Presentation of the Action Team's report and findings. Board discussion of CVRPC's implementation role.
- 7:30 Committee Rules of Procedure Updates** (enclosed)⁴
a) Municipal Plan Review Committee (revised)
b) Nominating Committee
c) Nominating Committee Guidance
- 7:50 Nominating Committee Appointment** (enclosed)⁴
- 8:00 Meeting Minutes – November 10 and December 8, 2020** (enclosed)⁴
- 8:05 Reports** (enclosed)
Update/questions on Staff and Committee Reports
- 8:15 Adjournment**

Next Meeting: January 12, 2021

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

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

³ Times are approximate unless otherwise advertised.



MEMO

Date: December 3, 2020
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Wage Summary

☒ ACTION REQUESTED: No action is required.

This Wage Summary provides information regarding staff wage adjustments as required by CVRPC's Personnel Policy. The Executive Committee determines the compensation of the Executive Director. The Executive Director determines wage adjustments for other staff within the approved compensation pool budget and wage range for each position and reports adjustments to the Executive Committee.

Background

In 2015, both the Personnel Policies Committee and the Executive Committee asked whether CVRPC staff are paid appropriately. The Personnel Policies Committee developed a salary range analysis to respond to wage-related questions. The Committee's analysis indicated that most, but not all, CVRPC positions were paid competitively.

In 2016, CVRPC adopted a new Personnel Policy Manual that:

- established wage ranges for all position with a recommendation to review those ranges every two years, and
- recognized the potential for developmental increases within a position-level, supplemental pay for extra responsibilities, and year-end bonuses for special Contributions.

Over the past four years, CVRPC worked to update pay for some positions; worked to maintain competitive pay for other positions; and increased benefits to address competitiveness in overall compensation as well as wages. These actions resulted in CVRPC maintaining or

bringing most positions into the mid-range of the RPC salary survey for comparable experience and responsibilities through 2018.

Today

The 2020 RPC salary survey showed that CVRPC lost ground as workforce market forces continued to drive wages higher. When new hires are brought in at higher salaries, organizations must provide comparative increases for existing employees to maintain wage fairness.

CVRPC last updated its wage ranges on December 12, 2018. The Chittenden County Regional Planning Commission completed a compensation study in 2020. It shared the results with all RPCs. This study can inform CVRPC's next wage range update. The study recommended wages ranges increase \$5-10,000 for most positions.

Trends

Pre-pandemic, wages were increasing due to a labor shortage. This increasing labor shortage has:

- created increased competition for employees,
- increased employee turnover (due to mobility), and
- resulted in new hires requesting increasingly higher wages.

The New England Employment Cost Index, published by the US Department of Labor Bureau of Labor Statistics, indicated wages and salaries have increased by 2.3% in New England from September 2019 to September 2020. Total compensation increased by 2.2% during this time. Pre-pandemic, wages and compensation were increasing at 4.6% and 4.0% respectively.

Vermont's seasonally-adjusted statewide unemployment rate for September 2020 was 4.3%. The Barre-Montpelier Labor Market Area's rate was 3.3%. Vermont is considered to be at "full employment," meaning everyone who wants a job can have work hours they need. Essentially, the idea of full employment is that so few workers are available that companies need to begin raising wages to attract help.

While the pandemic has reset labor availability, pre-pandemic trends are expected to return and to continue at least through 2030. By 2030, the majority of baby boomers will have retired and the economy is expected to have adjusted for fewer consumers.

Change in Compensation Report

As of 01/04/21

Change by Employee

| Employee | Employment Start Date | Current Position | 07/01/19 | 11/04/19 | 01/01/20 | 01/01/21 |
|-------------------------------|---|--|----------------------|----------|----------|------------------------------|
| Andrews, Ashley | 04/18/08 | Planner | \$43,911 | | | \$47,863 |
| Chartrand, Nancy ¹ | 03/26/18 | Office Manager | \$53,040 | | | \$54,631 |
| DeAndrea, Pam | 03/16/17 | Senior Planner | \$57,730 | | | \$59,462 |
| Juodisius, Elena ² | 06/15/20 01/04/21 | Planning Technician Assistant Planner | | | | \$13.00/hour \$18.72/hour |
| Maia, Zachary | 02/26/19 PT 05/20/19 FT ³ | Assistant Planner | \$36,000 \$39,665 | | \$42,000 | \$44,000 |
| Rock, Clare ² | 09/20/17 | Senior Planner | \$57,480 | | | \$59,491 |
| Vinson, Grace | 11/04/19 | Planner | | \$48,000 | | \$48,720 |
| Waninger, Bonnie | 04/20/15 | Executive Director | \$88,339 | | | \$90,989 |

¹28 hours/week; salary annualized for Full Time Equivalent

²30 hours/week; salary annualized for Full Time Equivalent

³Earned Bachelor's degree.

Wage Comparison

| Employee | Employment Start Date | Position Range | Salary 01/01/21 | FY20 VAPDA Salary Survey | | | Factors Affecting Current VAPDA Salary Range |
|-------------------------------|---|---------------------------|--|--------------------------|----------|--------------------|--|
| | | | | Median | Mean | Range | |
| Andrews, Ashley | 04/18/08 | \$40,000-\$58,000 | \$47,863 | \$44,795 | \$44,795 | \$43,911-\$45,679 | Limited number of GIS Planners vs Sr. Planners. Increased non-GIS Planner work. |
| Chartrand, Nancy ¹ | 03/26/18 | \$40,000-\$55,000 | \$54,631 | \$41,496 | \$42,930 | \$36,065-\$53,040 | Category includes Administrative Assistants |
| DeAndrea, Pam | 03/16/17 | \$50,000-\$70,000 | \$59,462 | \$66,162 | \$68,314 | \$57,730-\$81,000 | Years in RPC GIS position |
| Juodisius, Elena ² | 06/15/20 01/04/21 | None \$38,000-\$45,000 | \$13.00/hour \$18.72/hour (\$38,938) | \$18 | \$17 | \$14-21/hour | Planning Technician varies widely by RPC based on duties. CVRPC will raise to \$16/hr next summer. |
| Maia, Zachary | 02/26/19 PT 05/20/19 FT ³ | \$38,000-\$45,000 | \$44,000 | \$39,270 | \$36,921 | \$29,250-\$40,000 | One RPC has a very low AP salary |
| Rock, Clare ² | 09/20/17 | \$50,000-\$70,000 | \$59,491 | \$65,000 | \$64,683 | \$48,410-\$81,000 | Years at RPC; Years in position; Years of experience |
| Vinson, Grace | 11/04/19 | \$40,000-\$58,000 | \$48,720 | \$46,927 | \$48,041 | \$32,784-\$58,170 | Years of experience; RPC of employment |
| Waninger, Bonnie | 04/20/15 | \$75,000-\$100,000 | \$90,989 | \$97,792 | \$99,266 | \$76,107-\$124,000 | Years in position; RPC of employment |

¹28 hours/week; salary annualized for Full Time Equivalent

²30 hours/week; salary annualized for Full Time Equivalent