



EXECUTIVE COMMITTEE

February 1, 2021 at 4:00 p.m.

Remote Participation via GoToMeetings¹

Join via computer, tablet or smartphone: <https://global.gotomeeting.com/join/840638069>

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

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

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

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.

Page **AGENDA**

	4:00²	Adjustments to the Agenda
		Public Comment
3	4:05	Financial Report (enclosed) ³
16	4:25	Contract/Agreement Authorization (enclosed) ³
31	4:35	FY21 Budget Adjustment (enclosed) ³
41	4:50	Draft Clean Water Service Provider Rule (enclosed) ⁴
43	5:05	RPC Role in Furthering Diversity, Equity and Inclusion (enclosed)
		What are CVRPC's next steps?
45	5:35	Executive Director Annual Evaluation (enclosed)
		Review process, set schedule, and designate Committee lead.
46	5:45	Meeting Minutes (enclosed) ³

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**

- 50 **5:50 Commission Meeting Agenda (enclosed)³**
 5:55 Possible Executive Session, Contracts 1 V.S.A. § 313(1)(A)
 6:15 Adjourn

Next Meeting: March 1, 2021



MEMO

Date: January 26, 2021
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Financial Report as of 12/31/20

☒ **ACTION REQUESTED:** Accept the December 31, 2020 unaudited financial reports.

FY20 Summary: CVRPC's accountant continues working to perform a final review of transactions prior to the audit. As of 01/22/21, CVRPC's Net Income for FY20 is \$166,727.

FY21 Summary: CVRPC continues to implement its five-year plan to improve its financial position successfully. As of 1/22/21, CVRPC's Net Income for the six months ended December 31, 2020, is \$100,177. The fiscal year to date Net Income is in line with expectation. In FY20, CVRPC had a YTD surplus of \$207,641 through 12/31/19.

Balance Sheet

- *Assets* – Billing is substantially complete through 12/31. Some invoices are in the review and finalization process. Aging receivables are at \$241,931, which is typical for CVRPC. Operating cash is \$194,575. CVRPC works to maintain at least \$100,000 in operating funds for cash flow purposes. A balance of \$60,000 would be of concern.
- *Current Liabilities* –
 - CVRPC maintained an average payable balance.
 - Accrued vacation and compensatory time balances are \$19,347 and \$13,345, respectively.
 - ACCD Deferred Income for FY21 stands at -\$3,108. It has been adjusted for July – December expenses. Other Deferred Income consists of the Barre Town Road Erosion Inventory advance, Moretown Zoning Maps, LEPC # 5 Old funds, \$6,370, \$2,000, and \$1,791, respectively, as of 12/31/2020.
- *Equity* – \$5,000 Working Communities designated funds were received and utilized.
- *Net Income* of \$100,177 primarily reflects retainage of Town Dues earned in July 2020.

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

- *Revenues* – CVRPC will carry forward \$3,355 of ACCD funds from FY20 to FY21. Miscellaneous Incomes includes a \$5,000 donation. Six months into the fiscal year, total revenue stands at 49.5% earned, matching budget projection of 50% (6 of 12 months).
- *Expenses* – Salaries, CVRPC's largest expense, is under the budget at 43.7%. Overall expenses are under budget at 42.2% of budgeted expenses.

Financial Statement Acronyms & Abbreviations Guide

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

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

3:26 PM
01/26/21
Accrual Basis

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

	<u>Dec 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 · Community National Bank	194,575.38
1009 · Northfield Savings - Reserve	186,778.84
1072 · Bill.com Money Out Clearing	720.99
Total Checking/Savings	<u>382,075.21</u>
Accounts Receivable	
1200 · Accounts Receivable	241,931.33
Total Accounts Receivable	<u>241,931.33</u>
Other Current Assets	
1020 · Undeposited Funds	1,273.00
Total Other Current Assets	<u>1,273.00</u>
Total Current Assets	<u>625,279.54</u>
Fixed Assets	
1501 · Equipment	50,203.31
1502 · Equipment - Accum. Depreciation	-42,078.45
Total Fixed Assets	<u>8,124.86</u>
Other Assets	
1301 · Prepaid Expenses	21,438.03
1320 · Deposits	4,415.00
Total Other Assets	<u>25,853.03</u>
TOTAL ASSETS	<u><u>659,257.43</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	62,914.18
Total Accounts Payable	<u>62,914.18</u>
Credit Cards	
2010 · Peoples United Bank Visa	19.00
Total Credit Cards	<u>19.00</u>
Other Current Liabilities	
2102 · Accrued Vacation	19,346.55
2103 · Accrued Compensatory Time	13,345.02
2200 · Deferred Income	
2201 · ACCD	-3,108.55
2203 · LEPC #5 Old Funds	1,791.04
2200 · Deferred Income - Other	8,370.16
Total 2200 · Deferred Income	<u>7,052.65</u>
2304 · Dependent Care Deductions	1,434.97
Total Other Current Liabilities	<u>41,179.19</u>

3:26 PM
01/26/21
Accrual Basis

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

	<u>Dec 31, 20</u>
Total Current Liabilities	104,112.37
Total Liabilities	104,112.37
Equity	
3100 · Unrestricted Net Position	
3150 · Designated for High Meadows	161.08
3100 · Unrestricted Net Position - Other	277,559.48
Total 3100 · Unrestricted Net Position	277,720.56
3300 · Invested in Fixed Assets	10,519.92
3900 · Retained Earnings	166,726.72
Net Income	100,177.86
Total Equity	555,145.06
TOTAL LIABILITIES & EQUITY	<u>659,257.43</u>

02/01/21

4:38 PM
01/26/21**Executive Committee****Page 8****Central Vermont Regional Planning Commission
A/R Aging Summary
As of December 31, 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	
Bennington County Regional Commission - C							
Energy Implementation	-	-	-	-	4,875.00	4,875.00	
Total Bennington County Regional Commission - C	-	-	-	-	4,875.00	4,875.00	
Berlin							
Berlin Better Roads FY 20	-	-	-	-	7,079.00	7,079.00	Project complete; Invoice sent 01/12/21
Total Berlin	-	-	-	-	7,079.00	7,079.00	
Cabot							
Better Roads FY21	82.80	-	3,802.02	-	-	3,884.82	Project complete; ready for final invoice
Total Cabot	82.80	-	3,802.02	-	-	3,884.82	
CCRPC							
CEDS							
Engagement	100.35	10.64	-	-	-	110.99	
Planning	614.33	436.43	-	-	-	1,050.76	
Profile/Strategy	171.73	180.93	-	-	-	352.66	
Total CEDS	886.41	628.00	-	-	-	1,514.41	Invoice pending review by Exec Dir
Clean Water							
Act 76	61.79	85.79	736.26	-	-	883.84	
Oversight/Report	114.15	565.25	114.15	45.67	145.98	985.20	
TBP Implement	1,676.49	1,543.67	3,028.38	285.48	379.86	6,913.88	
TBP Planning	496.91	108.64	109.74	-	681.28	1,396.57	
Total Clean Water	2,349.34	2,303.35	3,988.53	331.15	1,207.12	10,179.49	Invoiced quarterly. Apr-Jun 2020 for \$4,309.80 sent 09/30/20; July-Sept 2020 for \$1,538.27 sent 11/20. Oct-Dec 2020 will be sent this month for \$8,641.22
Total CCRPC	3,235.75	2,931.35	3,988.53	331.15	1,207.12	11,693.90	
Department of Environmental Conservation							
Moretown Elem SW Final Design	10,024.39	-	136.99	68.50	3,785.65	14,015.53	Product based; costs thru Aug (\$3,762.79) submitted 11/12/20
Woodbury Elem/Fire	135.66	-	-	15.51	5,725.50	5,876.67	Product based; costs thru June (\$5,302.17) submitted 10/31/20
Total Department of Environmental Conservation	10,160.05	-	136.99	84.01	9,511.15	19,892.20	
Department of Public Safety							
EMPG Supplemental							
COVID Response	404.11	-	361.49	64.91	-	830.51	
Planning	587.44	-	94.84	248.48	-	930.76	
Train/Collaborate	378.79	-	104.77	-	-	483.56	

02/01/21

4:38 PM
01/26/21**Executive Committee****Page 9****Central Vermont Regional Planning Commission
A/R Aging Summary
As of December 31, 2020**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	NOTES
WiFi	89.43	-	729.31	197.87	859.27	1,875.88	
Total EMPG Supplemental	1,459.77	-	1,290.41	511.26	859.27	4,120.71	Invoices through December 2020 are pending for review
LHMP Montpelier & Calais	329.47	-	179.48	224.26	2,577.43	3,310.64	Invoices thru 06/30 (\$3,073.91) sent 09/28; Revised request sent 11/25/20
Total Department of Public Safety Duxbury	1,789.24	-	1,469.89	735.52	3,436.70	7,431.35	
Better Roads FY21	-	-	538.53	1,156.96	-	1,695.49	Project complete; final invoice sent 01/11/21
Total Duxbury	-	-	538.53	1,156.96	-	1,695.49	
EMPG							
EMPG 19							
COVID	-	-	145.06	-	3,209.27	3,354.33	
LEMP	-	-	-	-	248.00	248.00	
Response	-	-	-	-	15.51	15.51	
Technical Assistance	-	-	-	-	3,122.80	3,122.80	
Total EMPG 19	-	-	145.06	-	6,595.58	6,740.64	Payment received 01/06/21
EMPG 20							
LEMP	32.25	-	-	77.51	-	109.76	
REMC Transition	16.11	-	-	-	-	16.11	
Response	-	-	127.44	938.85	-	1,066.29	
Technical Assistance	1,354.87	-	1,080.06	1,405.38	-	3,840.31	
Total EMPG 20	1,403.23	-	1,207.50	2,421.74	-	5,032.47	Contract received; ready to invoice
Total EMPG	1,403.23	-	1,352.56	2,421.74	6,595.58	11,773.11	
Forest Parks and Recreation							
Forest Integrity	1,366.51	-	190.99	38.21	926.33	2,522.04	Schedule based payments; next invoice 12/31/20
Total Forest Parks and Recreation	1,366.51	-	190.99	38.21	926.33	2,522.04	
Friend of the Winooski River							
Water Wise Woodlands	205.92	-	1,179.75	-	-	1,385.67	Ready to invoice
Total Friend of the Winooski River	205.92	-	1,179.75	-	-	1,385.67	
LEPC SERC							
LEPC 20	32.25	-	934.89	374.93	2,280.66	3,622.73	09/30 invoices (\$2,280.66) sent 12/04; 11/30 invoices (\$1,641.76) sent 01/25/21
LEPC 21	64.47	-	52.94	279.00	108.51	504.92	09/30 invoices (\$108.51) sent 12/04; 11/30 invoices (\$331.94) sent 01/25/21
LEPC Old Funds	-	-	-	-	128.84	128.84	Old invoice; will be sent with next invoice ~03/31/21
Total LEPC SERC	96.72	-	987.83	653.93	2,518.01	4,256.49	
Marshfield							
Marshfield Better Roads FY 20	-	-	-	-	923.82	923.82	Project complete; ready for final invoice
Total Marshfield	-	-	-	-	923.82	923.82	

4:38 PM
01/26/21

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

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	NOTES
Middlesex							
Zoning Update	1,451.46	-	1,069.50	-	-	2,520.96	Ready to invoice
Total Middlesex	1,451.46	-	1,069.50	-	-	2,520.96	
Moretown							
Better Roads FY21	75.30	-	75.25	4,894.40	-	5,044.95	Project complete; ready for final invoice
Zoning Maps	-	2,000.00	-	-	-	2,000.00	
Total Moretown	75.30	2,000.00	75.25	4,894.40	-	7,044.95	
Mount Ascutney Regional Commission							
D/I Block Grant							
Berlin Town Office Construction	68.50	305.46	2,798.15	856.52	1,976.67	6,005.30	\$2,683.16 paid 01/14/21
Woodbury/Calais Program Delivery	126.26	620.22	91.32	230.83	4,280.02	5,348.65	\$121.58 paid 01/14/21
Total D/I Block Grant	194.76	925.68	2,889.47	1,087.35	6,256.69	11,353.95	
Total Mount Ascutney Regional Commission	194.76	925.68	2,889.47	1,087.35	6,256.69	11,353.95	
Northwest Regional Comm'n							
Energy Plan							
Year 3	-	-	-	-	-	-	
Total Energy Plan	-	-	-	-	-	-	
Municipal Grants in Aid							
FY20	-	-	-	6,129.90	-	6,129.90	Paid 01/22/21
FY21 BMP	760.58	-	517.04	75.30	-	1,352.92	Funder invoice prep in progress
FY21 Equipment	75.30	-	-	188.24	-	263.54	Funder invoice prep in progress
Municipal Grants in Aid - Other	-	-	-	-	7,094.03	7,094.03	FY20 costs; separated when contracts became simultaneous. Paid 01/22/21
Total Municipal Grants in Aid	835.88	-	517.04	6,393.44	7,094.03	14,840.39	
Total Northwest Regional Comm'n	835.88	-	517.04	6,393.44	7,094.03	14,840.39	
Plainfield							
Better Roads FY20	37.65	-	549.46	3,435.94	31.50	4,054.55	Project complete; ready for final invoice
Total Plainfield	37.65	-	549.46	3,435.94	31.50	4,054.55	
Vermont Dept of Taxes							
LGER	41,670.48	-	2,567.41	5,058.40	-	49,296.29	Funder invoice prep in progress
Total Vermont Dept of Taxes	41,670.48	-	2,567.41	5,058.40	-	49,296.29	
VTrans							
TPI							
TPI Admin	2,028.16	-	578.53	761.01	-	3,367.70	
TPI Coordination	956.47	-	1,014.45	2,320.58	-	4,291.50	
TPI Long Range	646.49	-	332.69	906.38	-	1,885.56	
TPI Other TRPT	319.64	-	31.50	125.94	-	477.08	
TPI Project Develop	783.38	-	124.43	626.29	-	1,534.10	

02/01/21

Executive Committee

Page 11

4:38 PM
01/26/21Central Vermont Regional Planning Commission
A/R Aging Summary
As of December 31, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	NOTES
TPI SRP	13,825.12	-	8,264.85	6,129.18	-	28,219.15	
Total TPI	18,559.26	-	10,346.45	10,869.38	-	39,775.09	Invoices submitted through 11/31
VTrans - Other	-	(0.07)	-	-	(0.01)	(0.08)	Rounding difference to be adjusted
Total VTrans	18,559.26	(0.07)	10,346.45	10,869.38	(0.01)	39,775.01	
Waitsfield							
Road Erosion Inventory	-	-	64.00	-	3,722.60	3,786.60	Project complete; final invoice sent 01/06/21
Total Waitsfield	-	-	64.00	-	3,722.60	3,786.60	
Washington							
Washington Better Roads FY 20	18.82	-	7.53	-	6,183.14	6,209.49	Project complete; invoice prep in progress
Washington - Other	(0.50)	-	-	-	-	(0.50)	Rounding difference to be adjusted
Total Washington	18.32	-	7.53	-	6,183.14	6,208.99	
Waterbury							
Waterbury Better Roads FY 20	-	-	-	-	7,922.00	7,922.00	Project complete; Invoice sent 12/23/20
Total Waterbury	-	-	-	-	7,922.00	7,922.00	
Watershed Consulting_							
WCA P3 Acre							Project delayed by funder; contact extended to May 2021; holding invoice, not administrative efficient to send
4. Mtg Coor	123.12	-	45.67	-	22.83	191.62	
Total WCA P3 Acre	123.12	-	45.67	-	22.83	191.62	
Total Watershed Consulting_	123.12	-	45.67	-	22.83	191.62	
Williamstown							
Local HMP	-	-	-	-	762.00	762.00	Sent on 12/04/2020
Total Williamstown	-	-	-	-	762.00	762.00	
Woodbury							
Woodbury Town Plan	227.05	-	684.46	1,363.17	-	2,274.68	Product-based contract
Total Woodbury	227.05	-	684.46	1,363.17	-	2,274.68	
Worcester							
Plan Maps	91.32	-	273.97	639.26	-	1,004.55	
Total Worcester	91.32	-	273.97	639.26	-	1,004.55	
TOTAL	81,624.82	5,856.96	32,737.30	39,162.86	82,549.39	241,931.33	
Deferred Revenue Overspent							
ACCD							
ACCD 21	3,108.55					3,108.55	Debit balance on deferred revenue; balance will be adjusted with next payment.

Paid Time Off Liability Balances

As of December 31, 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	31.60	0.00	\$ -		
Vinson, Grace	23.08	0.00	\$ -		
Waninger, B.	42.47	314.00	\$ 13,335.58		
		314.37	\$ 13,345.02		

SICK LEAVE

Employee	Pay Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Andrews, A.	21.11	161.79	\$ 3,415.39	360	\$ 7,599.60
Chartrand, N.	25.50	159.35	\$ 4,063.43	191	\$ 4,870.50
DeAndrea, P.	27.75	16.50	\$ 457.88	360	\$ 9,990.00
Maia, Z.	22.07	138.00	\$ 3,045.66	160	\$ 3,531.20
Rock, Clare	31.60	136.95	\$ 4,327.62	223	\$ 7,059.44
Vinson, Grace	23.08	47.00	\$ 1,084.76	104	\$ 2,400.32
Waninger, B.	42.47	360.00	\$ 15,289.20	360	\$ 15,289.20
		1,019.59	\$ 31,683.93	1,758	\$ 50,740.26

VACATION LEAVE

Employee	Pay Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Andrews, A.	21.11	226.23	\$ 4,775.72	280	\$ 5,910.80
Chartrand, N.	25.50	97.65	\$ 2,490.08	112	\$ 2,856.00
DeAndrea, P.	27.75	45.99	\$ 1,276.22	200	\$ 5,550.00
Maia, Z	22.07	56.96	\$ 1,257.11	139	\$ 3,060.45
Rock, Clare	31.60	14.50	\$ 458.20	160	\$ 5,056.00
Vinson, Grace	23.08	25.79	\$ 595.23	89	\$ 2,046.50
Waninger, B.	42.47	200.00	\$ 8,494.00	200	\$ 8,494.00
		667.12	\$ 19,346.55	1,179	\$ 32,973.75

SUMMARY

	Current	Maximum
Total Paid Time Off Liability	\$ 64,375.50	\$ 97,059.03
Maximum versus Current Difference	\$ 32,683.53	Percent of Max 66%

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).

3:27 PM
01/26/21
Accrual Basis

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

	Jul - Dec 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · ACCD				
4101 · ACCD Direct	134,299.85	269,323.00	-135,023.15	49.87%
4102 · ACCD Match	0.00			
4100 · ACCD - Other	0.00	0.00	0.00	0.0%
Total 4100 · ACCD	134,299.85	269,323.00	-135,023.15	49.87%
4200 · Community Development				
4201 · BCRC Regional Energy Plan	0.00	0.00	0.00	0.0%
4208 · Working Communities	5,000.00	5,000.00	0.00	100.0%
4210 · BCRC Regional Energy Implement	4,875.00	4,875.00	0.00	100.0%
4215 · CCRPC CEDS	1,514.41	37,100.00	-35,585.59	4.08%
4200 · Community Development - Other	0.00	0.00	0.00	0.0%
Total 4200 · Community Development	11,389.41	46,975.00	-35,585.59	24.25%
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	1,004.55			
4300 · Fee for Services - Other	0.00	0.00	0.00	0.0%
Total 4300 · Fee for Services	5,004.55	6,400.00	-1,395.45	78.2%
4400 · Municipal Contracts				
4403 · Better Back Roads	20,716.24	36,801.00	-16,084.76	56.29%
4404 · Cabot Trails MPG 19	0.00			
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	2,274.68	11,352.00	-9,077.32	20.04%
4440 · Town of Middlesex	2,520.96	7,360.00	-4,839.04	34.25%
4400 · Municipal Contracts - Other	0.00	0.00	0.00	0.0%
Total 4400 · Municipal Contracts	35,928.32	66,435.00	-30,506.68	54.08%
4500 · Natural Resources				
4501 · 604B Water Planning	3,636.00	3,636.00	0.00	100.0%
4505 · DEC Woodbury SW Final Design	0.00	0.00	0.00	0.0%
4506 · Forest Integrity	2,522.04	40,106.00	-37,583.96	6.29%
4512 · NEIWPCC Berlin SW Final Design	0.00	0.00	0.00	0.0%
4515 · MARC Clean Water Block Grant	0.00	0.00	0.00	0.0%
4516 · Tactical Basin Planning	10,179.49	32,937.00	-22,757.51	30.91%
4518 · WCA PublicPrivatePartnership-P3	191.62	3,792.00	-3,600.38	5.05%
4519 · MARC Design Imp. Block Grant	8,549.21	48,029.00	-39,479.79	17.8%
4520 · DEC Woodbury Elem/Fire SW F.D	574.50	34,159.00	-33,584.50	1.68%
4521 · DEC Moretown School SW Fin Des	11,483.34	39,395.00	-27,911.66	29.15%
4525 · Friends of the Winooski River	1,385.67	2,888.00	-1,502.33	47.98%
4500 · Natural Resources - Other	0.00	0.00	0.00	0.0%
Total 4500 · Natural Resources	38,521.87	204,942.00	-166,420.13	18.8%
4600 · Public Safety				
4602 · EMPG	11,773.11	48,094.00	-36,320.89	24.48%
4607 · LEPC SERC	4,127.65	15,440.00	-11,312.35	26.73%
4609 · DPS Local Hazard Mitig. Plans	1,348.03	11,840.00	-10,491.97	11.39%

3:27 PM
01/26/21
Accrual Basis

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

	Jul - Dec 20	Budget	\$ Over Budget	% of Budget
4611 · VEM Emergency Operation MOA	0.00	1,200.00	-1,200.00	0.0%
4615 · DPS EMPG	6,365.58	15,090.00	-8,724.42	42.18%
4620 · VDT LGER	115,921.18	85,000.00	30,921.18	136.38%
4621 · VDT LGER Match	-2,244.87			
Total 4600 · Public Safety	137,290.68	176,664.00	-39,373.32	77.71%
4700 · Town Dues (Parent)				
4701 · Town Dues	79,875.00	79,875.00	0.00	100.0%
4702 · Town Dues Match	0.00			
Total 4700 · Town Dues (Parent)	79,875.00	79,875.00	0.00	100.0%
4800 · Transportation				
4803 · Grants in Aid	14,840.39	25,709.00	-10,868.61	57.72%
4804 · TPI	101,550.60	258,145.00	-156,594.40	39.34%
Total 4800 · Transportation	116,390.99	283,854.00	-167,463.01	41.0%
4900 · Other Income				
4901 · Interest Income	134.25	10.00	124.25	1,342.5%
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	5,134.25	5,485.00	-350.75	93.61%
Total Income	563,834.92	1,139,953.00	-576,118.08	49.46%
Gross Profit	563,834.92	1,139,953.00	-576,118.08	49.46%
Expense				
5000 · Wages and Fringe Benefits				
5001 · Personnel	203,733.83	479,045.00	-275,311.17	42.53%
5100 · Fringe Benefits				
5101 · FICA	16,417.68	34,376.00	-17,958.32	47.76%
5110 · Health Insurance	45,927.77	92,616.00	-46,688.23	49.59%
5112 · Dental Insurance	2,414.10	6,402.00	-3,987.90	37.71%
5115 · Life Disability Insurance	1,223.06	4,099.00	-2,875.94	29.84%
5120 · Pension Plan - Edward Jones	8,102.86	19,146.00	-11,043.14	42.32%
5125 · Technology Stipend	1,533.93	2,240.00	-706.07	68.48%
5130 · Unemployment Insurance	0.00	1,400.00	-1,400.00	0.0%
5135 · Worker's Comp	1,687.98	3,394.00	-1,706.02	49.73%
5100 · Fringe Benefits - Other	0.00	0.00	0.00	0.0%
Total 5100 · Fringe Benefits	77,307.38	163,673.00	-86,365.62	47.23%
5000 · Wages and Fringe Benefits - Other	0.00	0.00	0.00	0.0%
Total 5000 · Wages and Fringe Benefits	281,041.21	642,718.00	-361,676.79	43.73%
5200 · Professional Services				
5201 · Accounting	30,000.00	65,000.00	-35,000.00	46.15%
5202 · Audit	0.00	7,950.00	-7,950.00	0.0%
5203 · IT/Computer	635.00	3,700.00	-3,065.00	17.16%
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	588.00	5,680.00	-5,092.00	10.35%
5200 · Professional Services - Other	0.00	0.00	0.00	0.0%
Total 5200 · Professional Services	31,223.00	85,680.00	-54,457.00	36.44%
5305 · Advertising	1,741.05	2,064.00	-322.95	84.35%

3:27 PM
01/26/21
Accrual Basis

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

	Jul - Dec 20	Budget	\$ Over Budget	% of Budget
5315 · Consultants	100,271.27	228,231.00	-127,959.73	43.93%
5320 · Depreciation expense	2,395.06	5,400.00	-3,004.94	44.35%
5325 · Copy				
5326 · Copier extra copies	466.07	2,100.00	-1,633.93	22.19%
5327 · Copier Lease Payments	1,204.97	2,884.00	-1,679.03	41.78%
5325 · Copy - Other	0.00	0.00	0.00	0.0%
Total 5325 · Copy	1,671.04	4,984.00	-3,312.96	33.53%
5330 · Supplies				
5331 · Equipment/Furniture	871.77	3,800.00	-2,928.23	22.94%
5332 · GIS Supplies	0.00	1,600.00	-1,600.00	0.0%
5333 · Office Supplies	1,328.26	7,287.00	-5,958.74	18.23%
5334 · Billable Supplies	24.25	337.00	-312.75	7.2%
5335 · Subscriptions/Publications	135.50	1,144.00	-1,008.50	11.84%
5330 · Supplies - Other	0.00	0.00	0.00	0.0%
Total 5330 · Supplies	2,359.78	14,168.00	-11,808.22	16.66%
5344 · Insurance				
5345 · Liability Insurance	669.00	1,738.00	-1,069.00	38.49%
5346 · Public Officials Insurance	1,223.64	2,448.00	-1,224.36	49.99%
Total 5344 · Insurance	1,892.64	4,186.00	-2,293.36	45.21%
5350 · Meetings/Programs	1,161.26	12,881.00	-11,719.74	9.02%
5355 · Postage	868.36	1,585.00	-716.64	54.79%
5360 · Dues/Memberships/Sponsorships				
5361 · Government Relations	1,727.28	3,454.56	-1,727.28	50.0%
5360 · Dues/Memberships/Sponsorships - Other	2,978.72	8,320.44	-5,341.72	35.8%
Total 5360 · Dues/Memberships/Sponsorships	4,706.00	11,775.00	-7,069.00	39.97%
5370 · Office Occupancy				
5310 · Cleaning	1,600.00	2,160.00	-560.00	74.07%
5371 · Rent/Utility Payments	21,191.70	43,382.00	-22,190.30	48.85%
5370 · Office Occupancy - Other	0.00	4,201.00	-4,201.00	0.0%
Total 5370 · Office Occupancy	22,791.70	49,743.00	-26,951.30	45.82%
5375 · Software/Licenses/IT Sub	2,538.00	10,546.00	-8,008.00	24.07%
5385 · Telephone/Internet	3,316.55	7,440.00	-4,123.45	44.58%
5390 · Travel	5,531.03	16,492.00	-10,960.97	33.54%
5999 · Miscellaneous Expenses				
5339 · Gifts	119.25			
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	29.86	1,170.00	-1,140.14	2.55%
5999 · Miscellaneous Expenses - Other	0.00	630.00	-630.00	0.0%
Total 5999 · Miscellaneous Expenses	149.11	1,800.00	-1,650.89	8.28%
8000 · Indirect Costs	0.00			
Total Expense	463,657.06	1,099,693.00	-636,035.94	42.16%
Net Ordinary Income	100,177.86	40,260.00	59,917.86	248.83%
Net Income	100,177.86	40,260.00	59,917.86	248.83%



MEMO

Date: January 25, 2021
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Contract/Agreement Approvals

GRANTS & SERVICE AGREEMENTS

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

VT Agency of Transportation – FFY21 Transportation Planning Initiative Amendment #1

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

Scope of Work:

- 1) Manage financial, reporting, and auditing requirements related to agreement fulfillment.
- 2) 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.
- 3) Develop and incorporate transportation planning into the Regional Plan, corridor management plans and modal specific plans.
- 4) Carry out 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.
- 5) Develop transportation projects and prepare them for state or local implementation.
- 1) Act as statewide RPC lead for the Transportation Flood Resilience Planning Tool project and review and provide feedback for the Tool's use in Central Vermont.

Funding:

Grant Amount: \$269,835 (federal and state funds)
Match Amount: \$23,315
Match Source: Cash through State Allocation (ACCD)

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

Staff: Transportation Planner (primary), all staff conduct work under this agreement.

Note: CVRPC was notified that the amendment's arrival was imminent on 1/26; it has not arrived yet. As the Committee has approved the scope and budget change, and has seen multiple VTrans agreements, staff is requesting advance authorization to sign the amendment when it arrives.

CONTRACTS

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

Dubois & King - Stormwater Services Master Agreement, Addendum 1, Woodbury Stormwater Mitigation Final Designs, Amendment 2

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

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

Funding:

Contract Addendum Amount: \$42,754

Master Agreement Total: \$42,754

Performance Period: 05/11/20 – 09/30/21

Staff: Grace Vinson (primary), Pam DeAndrea

Note: This second amendment modifies the payment schedule to allow CVRPC to make progress payments on the DEC-funded work separate from the SWCRPC DIBG-funded work. The SWCRPC work has been paused because conditions at the site do not sufficient infiltration for the project design to move forward. Grace is working with the Town, property owners, SWCRPC, and DEC to determine whether design and/or project location modifications would allow the project to move forward.

FOR INFORMATION ONLY

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

AGREEMENTS

None.

CONTRACTS

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

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

Funding:

Contract Addendum Amount: \$22,800

Master Agreement Total: \$40,440

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

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

Staff: Pam DeAndrea

Note: Milone & MacBroom, Inc. (MMI) has merged with SLR International Corporation (SLR). MMI requested CVRPC assign this contract to SLR. Staff is consulting with CVRPC's contract attorney prior to signing the document.

MEMORANDA OF AGREEMENT

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

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

None.

MEMORANDA OF UNDERSTANDING

A Memorandum of Understanding (MOU) is a document describing a bilateral agreement between parties. An MOU expresses a convergence of will between the parties, indicating an intended common line of action. It is more formal than a verbal or "hand-shake" agreement but generally lacks the binding power of a contract. MOUs do not require any party to commit funds or other resources. The MOU does not create duties or legally enforceable liabilities or obligations for any party nor does it establish a standard of care attributable to the activities associated with the subject of the agreement.

THRIVE Leadership Partners

Scope: Build thriving communities together by optimizing the health and well-being of our community through informed, collaborative, and innovative solutions.

Funding Commitment: \$0 cash. CVRPC will support THRIVE via in-kind services were appropriate. For example, grant writing and facilitation services for the Working Communities effort and data gathering and facilitation services for a transportation mobility effort. CVRPC will be applying to host 1-2 AmeriCorps VISTA members for 2021-2022. Either a member will be fully dedicated to THRIVE and CVRPC individually or CVRPC will host one member shared between THRIVE and CVRPC. Conversations about THRIVE's needs and workplan are in progress.

Performance Period: 01/20/21 – 01/19/22

Staff: Bonnie Waninger

Note: THRIVE is Central Vermont's Accountable Community for Health ("ACH"), a regional partnership created to support the health and well-being of the entire population. It supports the integration of high-quality medical care, mental health and substance use treatment services, and social services, both governmental and non-governmental, for those in need of care. THRIVE also strives to support community wide prevention efforts across its defined geographic area to reduce disparities in the distribution of health and wellness.

THRIVE's efforts to integrate services promotes health communities and the Regional Plan's goal of promoting effective, efficient, and accessible emergency and health care services. (Utilities, Facilities, & Services, page 5-56)

February 2, 2021

Michael Hildenbrand
Dubois & King, Inc.
28 North Main Street
PO Box 339
Randolph VT 05060

RE: Stormwater Services Master Agreement, Addendum 1 - Scope of Work and Cost Estimate for
Stormwater Mitigation Final Designs – Woodbury, Vermont

Dear Michael:

The Central Vermont Regional Planning Commission (CVRPC) is amending its contract with Dubois & King for the Stormwater Mitigation Final Designs – Woodbury, Vermont. The amendment is necessary because:

- The SWCRPC-funded work has been paused because conditions at the current site do not allow for the current project design to move forward and the project's viability is being reassessed. As a result, CVRPC is agreeing to modify the payment schedule so progress payments can be made on the DEC-funded work.

Under the terms of our Master Agreement, dated May 16, 2019, this amendment letter, a previous amendment, your proposal as amended, the addendum, and the Master Agreement comprise the Stormwater Planning and Engineering Services contract for this project.

We look forward to working with you on this project.

Sincerely,

Bonnie Waninger
Executive Director

cc: Town of Woodbury

The following portions of Part 1 - Contract Detail are hereby amended as follows:

Part 1 – Contract Detail		
SECTION 1 - GENERAL CONTRACT INFORMATION		
Original <input type="checkbox"/>	Addendum <input checked="" type="checkbox"/> #2019-02.02	Amendment <input checked="" type="checkbox"/> #2019-02.01.A1
Task Amount: \$41,733	Task Start Date: 05/11/20	Task End Date: 9/30/21
Total Master Contract Value: \$41,733		
Contract Type: Cost Reimbursement <input type="checkbox"/> Fixed Price <input checked="" type="checkbox"/> Other <input type="checkbox"/> (please specify)		
SECTION 2 – CONTRACTOR INFORMATION (to be completed by CVRPC)		
Contractor Duns: 045010253		
DUNS Registered Name <i>(if different than Contractor Name above)</i> :		
SAM checked for DUNS Suspension and Debarment Exclusions (https://sam.gov/SAM/pages/public/index.jsf Print Screen Must be Placed in Contract File)		
Date: 04/09/20	Initials: GV	SAM Expiration Date: 06/15/2020
State of Vermont checked for Debarment Exclusions (http://bgs.vermont.gov/purchasing-contracting/debarment . Print Screen Must be Placed in Contract File)		
Date: 04/09/20	Initials: GV	Debarment Expiration Date: NA
Risk Assessment completed (Questions for contractor at ..\..\Forms\Risk Assessment Contractor Questions.docx . Staff completes assessment at ..\..\Forms\Risk Assessment Contractor.docx . Contractor responses and completed risk assessment places in contract file. Contract modified to reflect assessment results.)		
Date: 04/24/20	Initials: GV	
Single Audit check in Federal Audit Clearinghouse (https://harvester.census.gov/facdissem/Main.aspx . Print screen must be placed in contract file))		
Date: 04/09/20	Initials: GV	
Single Audit check in Federal Audit Clearinghouse (https://harvester.census.gov/facdissem/Main.aspx . Print screen must be placed in contract file))		
Date: 04/09/20	Initials: GV	
IRS Form W9 - Request for Taxpayer Identification Number and Certification (Contractor must complete a Form W-9. Form must be placed in contract file.)		
Date: 04/24/20	Initials: GV	
Certificate of Insurance (Contractor must provide a valid Certificate of Insurance demonstrating compliance with minimum insurance requirements of the originating funding. If originating funding has none, default minimums are State of Vermont requirements.)		
Date: 04/24/20	Initials: GV	
Will the Contractor Charge CVRPC for Taxable Purchases? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> [Provide written documentation of answer from contractor. If yes, CVRPC tax exemption certificate must be provided to contractor (obtain from CVRPC finance staff). CVRPC is not subject to sales tax.]		
Date: 04/22/19	Initials: PD	
Contract Total Value exceeds \$250,000? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Contractor must provide list of all proposed subcontractors and subcontractors' subcontractors and the identity of those party's worker compensation providers)		

Part 1 – Contract Detail	
Date: 04/09/20	Initials: GV
SECTION 3 – FUNDING SOURCE	
Funding Type: <input type="checkbox"/> Federal <input checked="" type="checkbox"/> State <input type="checkbox"/> Other	CFDA #: FAIN: Federal Awarding Agency: Federal Award Date: Contract #: SWCRPC CVRPC-2019DIBG-01 and VT DEC 2020-CWF-D-1-04 Source:
SECTION 4 – CONTACT INFORMATION	
CVRPC <u>Project Contact/Coordinator</u> Name: Grace Vinson Title: Planner Work Phone: 802-229-0389 Email: vinson@cvregion.com <u>Finance/Billing</u> Name: Nancy Chartrand Title: Office Manager Work Phone: 802-229-0389 Email: chartrand@cvregion.com	CONTRACTOR <u>Project Contact/Manager</u> Name: Michael Hildenbrand Title: Project Manager Work Phone: 802-728-3376 Cell Phone (if applicable): Email: mhildenbrand@dubois-king.com <u>Finance/Billing</u> Name: Michael Hildenbrand Title: Project Manager Work Phone: 802-728-3376 Cell Phone (if applicable): Email: mhildenbrand@dubois-king.com Address if different than Section 1): Mailing: City/State/ZIP:

The portions of Part 1 – Contract Detail items not noted above have not been changed and remain as presented in the original Master Agreement.

Part 2 – Contract Agreement

Article 6 – Compensation

6.1.a. Stormwater Mitigation Final Designs – Woodbury, Vermont. The following performance measures must be adhered to by the CONTRACTOR. All tasks, deliverables, and deadlines associated with this contract are included in the table below. The CONTRACTOR shall invoice CVRPC by milestone upon the successful completion of each milestone and submission of associated deliverables. Costs by site and deliverables must be tracked and reported separately. Costs related to each project noted below may be invoiced separately upon completion of milestones.

Milestone	Deliverable(s)	Due Date	DEC Elem School & Fire Dept. ¹	Cost		Total Cost
				MARC DIBG Church Street ²	MARC DIBG Fire Station & Post Office ³	
1. Kickoff Meetings	• Meeting attendance	06/19/20	\$760	\$380	\$380	\$1,520
	• Site visits • Meeting minutes	06/26/20				
2. 60% Engineering Designs	• (4) 60% Stormwater Engineering Design Plans & Topo Survey/Base Map	11/27/20	\$13,630	\$7,165	\$7,165	\$27, 960
		12/18/20				
	• (2) Design Reports					
	• (4) Opinions of Probable Cost					
	• List of Local and/or State Permits required	02/12/21				
	• (4) Meetings with project stakeholders	02/26/21				
	• Meeting Minutes	03/12/21				
	• Present Design Plan at Selectboard meeting					

¹ VT DEC ERP: Elementary School (44.4399, -72.4162) and Fire Department (44.4407, -72.4159).

² SWCRPC DIBG: Church Street (44.4413, 72.4155).

³ SWCRPC DIBG: Fire Station & Post Office (44.406, 72.4155).

Milestone	Deliverable(s)	Due Date	DEC Elem School & Fire Dept. ¹	Cost		Total Cost
				MARC DIBG Church Street ²	MARC DIBG Fire Station & Post Office ³	
3. 90% Engineering Designs	<ul style="list-style-type: none"> • (4) 90 percent Designs • (2) Design Reports • (4) updated opinions of probable cost • Local and/or state permits applications, as required • (4) meeting(s) with project stakeholders • Meeting Minutes • Present Design Plan at Selectboard meeting 	04/16/21	\$3,130	\$1,565	\$1,565	\$6,260
		04/30/21				
		05/15/21				
		05/28/21				
4. 100% Engineering Designs	<ul style="list-style-type: none"> • (4) 100% Stormwater Engineering Design Plans • (2) Design Reports with photos • (4) Opinions of Probable Cost • (4) Construction Bid Documents • (4) Technical Specifications • Local and/or State Permits, if issued • BMP storage and treatment values for each treatment needed for VTDEC BMP Implementation Final Report 	06/30/21	\$1,623	\$811	\$811	\$3,245

Milestone	Deliverable(s)	Due Date	Cost			Total Cost
			DEC Elem School & Fire Dept. ¹	MARC DIBG Church Street ²	MARC DIBG Fire Station & Post Office ³	
5. Educational Program	Educational Materials for the Town and/or prepare a presentation for the Elementary School to discuss why the stormwater BMPs are necessary, how the BMPs work, and the importance of maintenance to maintain effectiveness and prolong the lifespan of the BMP	05/28/21	\$1,713	\$0	\$0	\$1,713
Expenses			\$518	\$258	\$259	\$1,035
Total			\$21,374	\$10,179	\$10,180	\$41,733

The portions of Part 2 – Contract Agreement items not noted above have not been changed and remain as presented in the original Master Agreement.

**MEMORANDUM OF UNDERSTANDING
LEADERSHIP PARTNERS TEAM
THRIVE: The Regional Investment in Eudaimonia (Human Flourishing)**

This Memorandum of Understanding (“MOU”) is entered into on this 20 day of January 2021 (the “Effective Date”) by and among the organizations and agencies listed below, collectively referred to as the Leadership Partners Team of THRIVE (the “Members”).

BlueCross/BlueShield of Vermont
445 Industrial Lane
Berlin, VT 05602

Downstreet Housing & Community Development
22 Keith Avenue
Barre, VT 05641

Capstone Community Action
20 Gable Place
Barre, VT 05641

Family Center of Washington County
383 Sherwood Drive
Montpelier, VT 05602

Central Vermont Council on Aging
59 North Main Street #200
Barre, VT 05641

Green Mountain United Way
73 Main Street #33
Montpelier, VT 05602

Central Vermont Home Health & Hospice
600 Granger Road
Barre, VT 05641

Vermont Foodbank
33 Parker Road,
Barre, VT 05641

Central Vermont Medical Center
130 Fisher Road
Berlin, VT 05602

Washington County Mental Health Services
885 South Barre Road
South Barre, VT 05670

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

BACKGROUND & PURPOSE

An Accountable Community for Health (“ACH”) is a regional partnership created to support the health and well-being of the entire population in a defined geographic area. THRIVE is Central Vermont’s regional Accountable Community for Health (“ACH”), intended to support the integration of high-quality medical care, mental health and substance use treatment services, and social services, both governmental and non-governmental, for those in need of care. THRIVE also strives to support community wide prevention efforts across its defined geographic area in order to reduce disparities in the distribution of health and wellness.

The THRIVE Leadership Partners recognize the need to collaborate in improving population health outcomes and support the integration of high-quality medical care, mental health and substance use treatment services and social services for those in need of care. This Memorandum of Understanding (“MOU”) is intended to memorialize in writing the understanding and agreement of the Leadership Partners Team of THRIVE, which will serve as its steering committee, and will advance the mission of THRIVE through the roles and responsibilities as outlined herein.

The Leadership Partners, with the support of the full THRIVE Community, formed THRIVE Accountable Community for Health Inc. in December 2020 as an incorporated non-profit entity representative of the THRIVE ACH. The Bylaws of the Corporation support the intentions and content of this MOU and the requirements of each respective document shall not conflict.

NOW, therefore, the Parties agree as follows:

1. Mission. THRIVE is committed to optimizing the health and well-being of our community through informed, collaborative, and innovative solutions. Building thriving communities together.
2. Geographic Scope. The current geographic area covered by THRIVE is in line with the health service catchment area of Central Vermont Medical Center. This includes, but is not limited to, towns in the Washington and northern Orange counties.
3. Composition of the THRIVE Leadership Partners Team. The THRIVE Leadership Partners team shall consist of individuals who have decision-making authority within their respective organizations and have the ability to commit financial and/or in-kind resources if and when deemed appropriate within their organizations' operational framework, and to advance the mission of THRIVE. They will serve as vocal champions for THRIVE to their organizational governing boards, their staff, and the community. The THRIVE Leadership Partners Team also represents the THRIVE ACH Inc. Board of Directors, including those who have signed this MOU, as well as any elected members from organizations unable to sign this MOU. In accordance with the Bylaws, all Board members shall have voting power, regardless of their ability to sign this MOU. Details regarding Board elections, terms of service, and vacancies can be found in the Corporation Bylaws.
4. Leadership Partners Team Responsibilities.
 - a. Regularly attend and participate in Leadership Partners Team meetings of THRIVE and provide leadership to relevant workgroups;
 - b. Ensure that the organization is regularly represented at the THRIVE Community meetings
 - c. Provide financial and/or in-kind support and resources as appropriate and feasible to implement the THRIVE projects;
 - d. Assist in the development of a community health needs assessment and in the implementation of resulting strategies that are in alignment with THRIVE's Strategic Plan;
 - e. Assess each organization's mission, vision and strategic plan to determine in what ways it currently interfaces with the THRIVE mission, vision and strategic goals. Utilize this information to better organize a broad system of care and identify gaps;
 - f. Develop and maintain a common agenda for the THRIVE Collaborative Action Networks (CANs);
 - g. Track the progress of the work being done by the Collaborative Action Networks (CANs);
 - h. Use data to inform strategy integrating the physical, behavioral and social determinants of health;
 - i. Review Medicare, Medicaid and Commercial performance data and analytic output from ACOs and other provider data sources to identify opportunities for clinical, quality, consumer satisfaction, and cost performance improvements specific to the community;
 - j. Adopt the THRIVE shared outcomes, indicators and performance measures and determine best methodology for collecting data across provider systems that indicates progress towards meeting the shared outcomes, indicators and performance measures;
 - k. Share data related to THRIVE shared outcomes, indicators and performance measures including data related to clients, utilizing established group release of information forms to the maximum extent possible and with informed consent;

- l. Explore and implement opportunities for the integration of all our services in order to achieve the outcomes agreed upon;
 - m. Sign and adhere to the THRIVE Culture Statement;
 - n. Abide by the THRIVE Accountable Community for Health Inc. Bylaws and participate in the responsibilities outlined therein
 - o.
5. Integrator Organization. The Integrator Organization is intended to help promote the vision of THRIVE; build trust among collaborative partners; convene meetings; recruit new partners; shepherd the planning, implementation, and improvement efforts of collaborative work; and, build responsibility for many of the remaining core elements of success for an accountable community for health. These core elements include but are not limited to mission, multi-sectoral partnership, governance, data and indicators, strategy and implementation, community member engagement, communications, and sustainable financing.
 - a. The Integrator Organization shall be The University of Vermont Health Network-Central Vermont Medical Center.
 - b. All THRIVE related matters under the responsibilities of the Integrator organization are subject to review of the Leadership Partners Team.
6. Data Sharing. The Members acknowledge and agree that data collection and sharing will help inform various strategies for integrating the physical, mental, and social determinants of health. The Members will cooperate in good faith to agree upon procedures for sharing such information, and the data shall be shared only to the extent permitted by applicable law, and as mutually agreed upon in advance by the parties, subject to the execution of any and all appropriate consents and/or data sharing agreements.
7. Decision-Making. The Leadership Partners Team aims to reach consensus on all key decisions and recognizes the following decision-making principles:
 - a. A quorum (majority) of voting members is required for a decision to be considered valid.
 - b. Members must be present to vote, designees do not have authority to vote on behalf of Leadership Partners. Voting may be extended beyond a meeting to be completed by written consent (email) if a majority of members present agree to this action.
 - c. When consensus is not possible, decisions will be made by majority vote (50% + 1), and members are empowered to move ahead with a decision when there is clear support among the majority of members.
8. Confidentiality. The Members of the Leadership Partners Team acknowledge that by entering into this MOU, they could potentially have access to certain confidential information regarding the operations of other Members who are parties to this Agreement. Each Member agrees that it will not disclose confidential information and/or material without the consent of the affected party unless such disclosure is authorized by this agreement or required by law.
9. Independent Contractors. Nothing in this agreement shall be interpreted as rendering any party the agent or employee of any other party, or as authorizing a party to enter into a contract on behalf of, or in the name of the other party.
10. Term & Termination. The term of this MOU shall commence on the effective date and continue for a one-year term. At least sixty (60) days prior to the end of the term, the Leadership Partners Team shall review its operations and the terms of the MOU. Any updates to the Agreement shall be memorialized in writing,

and the MOU shall automatically renew for subsequent one-year terms. Any party may terminate its participation in this agreement with thirty (30) days prior written notice to the Integrator Organization of THRIVE.

11. Non-binding Agreement. This Agreement is a statement of the intent of the partners to collaborate in the establishment and operation of THRIVE and is not legally binding. It does not create any legal rights or responsibilities upon the members of the collaborative.
12. Amendment. This Agreement may be modified and amended at any time upon the agreement of the Parties and their successors. Any amendments require an agreement in writing signed by all Parties.
13. Applicable Law. This MOU shall be governed by and interpreted exclusively under the laws of the State of Vermont.
14. Entire Agreement. This MOU constitutes the entire agreement and understanding between the Parties regarding the subject matter herein.

AGREED TO:

BlueCross/BlueShield of Vermont

Signature

Printed Name

Date

Capstone Community Action

Signature

Printed Name

Date

Central Vermont Council on Aging

Signature

Printed Name

Date

Central Vermont Home Health & Hospice

Signature

Printed Name

Date

Central Vermont Medical Center

Signature	Printed Name	Date
-----------	--------------	------

Central Vermont Regional Planning Commission

<i>Bonnie Waninger</i>	Bonnie Waninger	01/20/21
------------------------	-----------------	----------

Signature	Printed Name	Date
-----------	--------------	------

Downstreet Housing & Community Development

Signature	Printed Name	Date
-----------	--------------	------

Family Center of Washington County

Signature	Printed Name	Date
-----------	--------------	------

Green Mountain United Way

Signature	Printed Name	Date
-----------	--------------	------

Vermont Foodbank

Signature	Printed Name	Date
-----------	--------------	------

Washington County Mental Health Services

Signature	Printed Name	Date
-----------	--------------	------



MEMO

Date: January 28, 2020
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: FY21 Budget Adjustment #2

✉ **ACTION REQUESTED:** Adopt an adjustment to the CVRPC FY21 budget.

CVRPC is required to adopt a budget adjustment to ensure the ACCD FY20 carry forward funds are visible.

Budget Adjustment Summary

This second proposed FY 2021 budget adjustment represents the Commission's 12/31/20 position. It projects a net income of \$15,548. This is \$18,209 lower than the adopted budget owing to the flow of project work and in anticipation of hiring a senior-level planner. Additionally, advanced income of \$13,801 will support personnel expenses; this income was recorded in FY20.

CVRPC's net income, currently \$100,323, is projected to be higher than budgeted due to an over recovery of indirect costs. Staff anticipates requesting an indirect rate modification in March.

Highlights

This budget should be viewed as a conservative approach to CVRPC's end of year position. The pandemic creates constantly shifting ground. The extent to which the organization continues to position itself to be nimble/adaptable will drive outcomes related to organization health and services.

Revenues: \$1,127,996

Revenues are reduced slightly from the adopted budget owing to a delayed start for the Comprehensive Economic Development Strategy project. Progress on natural resource projects resulted in downward projections for Natural Resources.

CVRPC completed seven road erosion inventories, which assisted towns to meet Municipal Road General Permit requirements by December 31st. CVRPC will shift to six new municipal projects in January 2021.

Expenses: \$1,112,448

Expenses other than wages and fringe benefits were adjusted to true up to 12/31 contract end balances and for new contracts. Nearly all expenses were adjusted down in anticipation of telework continuing through June 30th. Wages were increased to reflect the potential hiring of a senior planner to fill the transportation position.

Reserves: \$186,779

CVRPC exceeded its five-year goal of \$100,000 in reserves in four years thanks to diligent work on the part of its dedicated Board and staff. The proposed adjustment allocates \$15,000 towards CVRPC's reserves, which have been transferred into the reserve account. CVRPC has contributed \$75,000 to reserves in FY21. The \$60,000 excess reflects deposit of a portion of designated contributions from previous years. The deposits were deferred due to delays in sending receivables to funders. The reserve fund is now populated with 2.7 months of operating reserves; CVRPC's goal is 6 months of reserves.

Looking Forward

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

Additional contracts that may emerge in FY21 include Montpelier Trails Convening, Project Management for Middlesex's Bicycle and Pedestrian Program grant award, start-up fund for Clean Water Server Provider services, and administrative support for CVFiber.

As CVRPC's financial position strengthens, CVRPC's operating account is beginning to exceed its Federal Deposit Insurance Corporation (FDIC) limit of \$250,000 regularly, albeit minimally. FDIC insurance protects money in the unlikely event of a bank failure. Staff swept \$50,000 from the operating account into reserves in mid-December to maintain the account balance under the FDIC limit. When the reserve account reaches the FDIC limit, staff will recommend investing some funds in a higher yield account.

Central Vermont Regional Planning Commission

FY21 Budget

Adopted by the Executive Committee ___/___/21

Laura Hill-Eubanks, Chair

Line		06/30/19 FY19 Audited	06/30/20 FY20 Actuals*	07/06/20 FY21 Budget	11/30/20 FY21 Budget	02/01/21 FY21 Budget	Difference 11/30 - 02/01	Percent Change	Notes
1	REVENUES	1,202,688	1,456,054	1,010,211	1,139,952	1,127,996	(11,956)	-1.0%	
2									
3	Community Development	56,958	53,963	9,875	46,975	30,832	(16,143)	-34.4%	Reduced due to CEDS project start
4	Fee for Service	10,307	7,704	5,900	6,400	6,700	300	4.7%	
5	Municipal Contracts	40,684	53,959	50,707	66,435	65,387	(1,048)	-1.6%	Adjusted for actuals
6	Natural Resources	343,292	651,191	251,524	204,942	187,833	(17,109)	-8.3%	Adjusted for actuals
7	Other Income	7,987	846	485	5,485	5,010	(475)	-8.7%	
8	Public Safety	65,485	103,686	83,634	176,663	195,804	19,141	10.8%	Increased for LGER actuals
9	Regional Planning Funds (ACCD)	288,674	266,283	269,323	269,323	272,678	3,355	1.2%	Increased due to FY20 carry forward funds
10	Town Dues	73,488	78,041	79,875	79,875	79,875	0	0.0%	
11	Transportation	315,814	240,381	258,887	283,854	283,877	23	0.0%	
12									
13		FY19 Audited	FY20 Actuals*	FY21 Budget	FY21 Budget	FY21 Budget	Difference 11/30 - 02/01	Percent Change	Notes
14									
15									
16	EXPENSES	1,110,664	1,289,327	980,272	1,106,195	1,112,448	6,253	0.6%	All expenses adjusted for COVID-19 impacts
17									
18	Advertising	2,865	1,238	1,486	2,064	2,328	264	12.8%	
19	Contractor Services	374,700	521,582	191,797	228,231	259,446	31,215	13.7%	Increase for transportation study & pass through
20	Copy/Print	3,497	4,204	4,984	4,984	4,084	(900)	-18.1%	
21	Depreciation	2,786	5,316	6,000	5,400	4,800	(600)	-11.1%	
22	Dues/Memberships/Sponsorship	9,283	10,398	11,775	11,775	10,725	(1,050)	-8.9%	
23	Capital Investment	0	0	9,000	6,500	11,500	5,000	76.9%	Recategorized from Office Occupancy; varies by year based on investment plan
24	Fringe Benefits	133,509	141,123	148,883	163,673	168,335	4,662	2.8%	
25	Insurance	1,738	1,946	4,186	4,186	4,186	0	0.0%	
26	Line of Credit	0	0	0	0	0	0	0.0%	
27	Meeting/Programs	11,048	11,276	15,208	12,881	2,900	(9,981)	-77.5%	Flexes based on project mix
28	Miscellaneous Expense	1,663	1,241	1,800	1,800	2,096	296	16.4%	
29	Office Occupancy	43,732	43,903	49,663	49,743	44,743	(5,000)	-10.1%	Recategorized to Capital Investment
30	Payroll/Wages	410,313	439,494	400,403	479,045	482,657	3,612	0.8%	Increased for anticipated new planner
31	Postage	3,119	800	2,050	1,585	1,105	(480)	-30.3%	
32	Professional Services	73,559	69,166	87,255	85,680	79,550	(6,130)	-7.2%	
33	Software / Licenses	6,518	6,436	10,516	10,546	9,764	(782)	-7.4%	
34	Supplies	13,655	15,276	12,734	14,168	9,585	(4,583)	-32.3%	Flexes due to billable supplies
35	Telephone / Internet	5,927	7,170	7,426	7,440	6,780	(660)	-8.9%	
36	Travel	12,753	8,757	15,106	16,492	7,862	(8,630)	-52.3%	
37									
38	BAL END	92,024	166,727	29,939	33,757	15,548	(18,209)	-53.9%	Additional 4,811 from Working Communities & 8,990 from BCRC Energy advances to be used FY21
39									
40	RESERVES	20,000	49,380	25,000	30,000	15,000	(15,000)	-50.0%	
41	General	20,000	49,380	25,000	30,000	15,000	(15,000)	-50.0%	
42	Equipment	0	0	0	0	0	0	0.0%	
43	Office Renovation / Relocation	0	0	0	0	0	0	0.0%	

*Unaudited; as of 02/01/21

Central Vermont Regional Planning Commission

FY21 Budget

As of 02/01/21

Total Revenues			\$1,127,996
Line	Account No.		
1		Community Development	\$30,832
2	4201	BCRC Energy Implementation	\$4,875 VEIC funding for energy plan implementation
3	4208	Working Communities	\$5,000 Greater Barre workforce development planning
4	4215	CCRPC Regional Economic Strategy	\$20,957 4-region Comprehensive Economic Development Strategy (Regional Plan element)
5			
6		Fee for Service	\$6,700
7	4308	Wrightville Beach Recreation District Bookkeeping	\$4,000 End date 12/31/21
8	4302	Cross Vermont Trail Association Admin Services	\$1,200 End date 09/30/21
9	4304	GIS Mapping	\$1,500
10			
11		Municipal Contracts	\$65,387
12	4404	Cabot Trails (MPG)	\$0
13	4435	Woodbury Town Plan	\$10,052 Town Plan update
14		Montpelier Trails Convening	\$0 VOREC grant - State contracting delaying project
15		Moretown Zoning (MPG)	\$5,280 Zoning update related to housing opportunities
16	4440	Middlesex Zoning	\$7,360 Zoning update for village area
17		Middlesex Capitol Improvement Plan (MPG)	\$3,064 Capital improvement plan
18		Middlesex Bike/Ped Project Management	\$0 Walkable Middlesex scoping study (verbal request)
19		Marshfield LHMP	\$8,499 Local Hazard Mitigation Plan
20	4430	Barre Town Road Erosion Inventory	\$6,630
21	4403	FY20 Better Roads Berlin	\$0 Road erosion inventory
22	4403	FY21 Better Roads Cabot	\$3,885 Road erosion inventory
23	4403	FY21 Better Roads Duxbury	\$1,695 Road erosion inventory
24	4403	FY20 Better Roads Marshfield	\$19 Road erosion inventory
25	4403	FY21 Better Roads Moretown	\$5,045 Road erosion inventory
26	4403	FY20 Better Roads Plainfield	\$4,055 Road erosion inventory
27	4415	Waitsfield Road Erosion Inventory	\$3,787 Road erosion inventory
28	4403	FY20 Better Roads Washington	\$5,931 Road erosion inventory
29	4403	FY20 Better Roads Waterbury	\$86 Road erosion inventory
30			
31		Natural Resources	\$187,833
32	4501	604b Water Quality Planning	\$3,636 Assist Friends of Mad River with web map for data
33	4516	Tactical Basin Plannig FY20 Amended	\$30,403 Municipal outreach, Basin Plan assistance
34		DEC Clean Water Service Provider	\$0 Start up anticipate ~April 2021
35	4506	FPR Forest Integrity	\$40,375 18,765 contractor pass through
36	4518	WCA 3-Acre SW Partnership	\$3,792 3-acre stormwater site selection & stakeholder outreach
37	4520	DEC Woodbury Elem/Fire SW Final Design	\$28,799 21,374 contractor pass through
38	4521	DEC Moretown School SW Final Design	\$36,152 31,958 contractor pass through
39	4519	DIBG Calais & Woodbury SW Final Design	\$38,786 35,053 contractor pass through
40	4519	DIBG Berlin Town Office & Garage	\$3,696 62,930 contractor pass through
41	4525	FWR Water Wise Woodlands	\$2,195 Resilience planning in Upper Winooski watershed
42			
43		Other Income	\$5,010
44	4999	Miscellaneous	\$5,000 Donation
45	4901	Interest	\$10

Central Vermont Regional Planning Commission

FY21 Budget

As of 02/01/21

Total Revenues				\$1,127,996
Line	Account No.			
46				
47	Public Safety			\$195,804
48	4602	VEM Emergency Mangmt Performance Grant (EMPG) FFY 20	\$38,564	Preparedness, assistance, and education
49	4602	EMPG FFY19	\$6,741	Preparedness, assistance, and education
50	4615	EMPG 20 Supplemental	\$15,636	COVID-related municipal emergency planning
51	4607	Local Emergency Planning Committee 5 FY20	\$3,623	Bookkeeping, administrative services & Tier II support
52	4607	Local Emergency Planning Committee 5 FY21	\$5,750	Bookkeeping, administrative services & Tier II support
53	4607	Local Emergency Planning Committee 5 Old Funds	\$1,791	State hazardous materials planning involvement
54	4609	Montpelier & Calais LHMPs	\$8,824	Local Hazard Mitigation Plans
55	4611	VEM State Emergency Operation Center MOA	\$1,200	Disaster event support
56	4620	VT. Dept. of Taxes Local Government Expense Reimbursement Grant	\$113,676	RPC lead for reimbursement of COVID-related expenses assistance
57				
58	Regional Planning Funds (ACCD)			\$272,678
59	4100	FY20 Carry Forward	\$3,355	
60	4100	FY21 Allocation	\$269,323	Local and regional planning & implementation
61				
62	4701	Town Dues		\$79,875
63				
64	Transportation			\$283,877
65	4804	VTrans Transportation Planning Initiative (TPI) FFY20	\$61,776	Includes Stevens Branch tranpo resiliency study
66	4804	TPI FFY21	\$196,392	RPC lead for Transpo Resilience Planning Tool effort
67	4803	Municipal Grants In Aid FY20	\$13,224	Program extended to 10/31/2020
68	4803	Municipal Grants In Aid FY21	\$12,485	Support municipal roads BMP implementation
69				

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

Central Vermont Regional Planning Commission

FY21 Budget

As of 02/01/21

Total Expenses

\$1,112,448

Line	Account No.			
1	5305	Advertising		\$2,328
2		Administrative	600	Position vacancy ads
3		ACCD	588	7 Municipal Plan approval hearings
4		Community Development	0	
5		Municipal	0	
6		Natural Resources	0	
7		Public Safety	730	
8		Transportation	410	
9				
10	5315	Contractor Services		\$259,446
11		ACCD	0	
12		Working Communities	0	Inclusive planning for workforce & employer support
13		FPR Forest Integrity	18,765	Pass through to other RPCs for municipal assistance
14		DEC Woodbury Elem/Fire SW Final Design	20,989	
15		DEC Moretown School SW Final Design	32,089	
16		DIBG Calais & Woodbury SW Final Design	35,053	
17		DIBG Berlin Town Office & Garage	2,684	Stormwater construction project
18		Dept. of Taxes LGER	86,469	Pass through to other RPCs for local assistance
19		Transportation Planning Initiative (TPI)	63,397	Pass through to other RPCs for municipal assistance
20				
21				
22	5325	Copy / Print		\$4,084
23	5327	Lease	2,884	
24	5326	Color Copies	1,200	Adjusted for 12/30 actuals
25				
26	5320	Depreciation		\$4,800
27				
28	5360	Dues / Memberships / Sponsorships		\$10,725
29		VAPDA	5,500	Annual Dues
30		VT League of Cities & Towns	950	Access to unemployment insurance & other services
31		VLCT Employment Resources and Benefits	275	Unemployment insurance trust fee
32		Nat'l Assoc. of Development Organizations	3,000	Increased per NADO's strategic plan
33		Assoc. of State Floodplain Managers	500	3 Certified Floodplain Managers
34		VT Planners Association	0	VPA ended organizational memberships
35		Event Sponsorships	500	Anticipate limited events this year
36				
37		Capital Investment (>\$5,000)		\$11,500
38		Furniture/Equipment	6,500	Plotter
39		Office Renovations	5,000	Renovate existing or fit up for new space

Central Vermont Regional Planning Commission

FY21 Budget

As of 02/01/21

Total Expenses				\$1,112,448
Line	Account No.			
40				
41	5000	Fringe Benefits		\$168,335
42		FICA	34,653	Medicaid & Social Security taxes
43		Health Ins.	96,712	
44		Dental Ins.	6,402	
45		Vision Ins.	0	Not provided
46		Retirement	19,047	5% of gross wages after 1 year employment
47		Disability Ins.	2,803	
48		Life Ins.	1,296	
49		Unemployment Ins.	700	VLCT Employment Resource & Benefits Trust
50		Workers Comp Ins.	3,394	
51		Technology Stipend	3,328	40/mo/employee (prorated for hours worked)
52				
53	5344	Insurance		\$4,186
54	5345	General Liability	1,738	Property/Vehicle/Fire
55	5346	Public Officials	2,448	Legal/Employment Practices Liability
56				
57		Line of Credit		\$0
58		Debt Repayment	0	Debt not anticipated
59		Interest	0	
60				
61	5350	Meetings / Programs		\$2,900
62		Administrative	2,500	Adjusted for COVID
63		ACCD	200	Adjusted for COVID
64		Energy	0	
65		Municipal	0	
66		Natural Resources	0	
67		Public Safety	200	
68		Transportation	0	TAC & project mtgs
69		VAPDA	0	Jan meeting reimbursement (mtg held remotely)
70				
71	5999	Miscellaneous Expense		\$2,096
72	5339	Gifts	920	Staff recognition, Board thank you, etc.
73		Equipment Repair & Service	400	100 telephone; 300 Traffic Counters
74	5380	Fees	766	500 Line of Credit; 100 misc
75	5960	Bad Debt	0	
76		Interest	10	
77				
78	5370	Office Occupancy		\$44,743

Central Vermont Regional Planning Commission

FY21 Budget

As of 02/01/21

Total Expenses

\$1,112,448

Line	Account No.			
79	5371	Rent	42,383	Lease extension through 09/30/2021
80	5310	Office Cleaning	2,160	80 monthly bi-weekly plus special carpet cleaning
81		Repairs & Other Maintenance	200	
82		Office Renovations / Relocation		Moved to Capital Investment
83				
84	5001	Payroll/Wages		\$482,657
85		Gross Pay	454,576	7.5 FTE plus Planning Techs; includes raises, bonuses, & payment in lieu of health insurance benefit
86		Compensatory Time	27,850	Year end estimate
87		Overtime	231	Non-exempt employee
88				
89	5355	Postage		\$1,105
90		Postage Machine	210	
91		Machine Postage	820	Meter refilled Dec 2020
92		Billable Postage	75	
93				
94		Professional Services		\$79,550
95	5202	Audit	7,950	Single Audit not required
96	5201	Accounting	65,000	5000 monthly fee
97	5203	IT/Computer	2,300	425 quarterly maintenance; it support as needed
98	5204	Legal	3,000	Personnel policy update
99		Website Update	1,000	Modernize the website
100	5205	Videography	0	175/mo for Commission meetings
101	5200	Other	300	Archive document scanning; shredding services
102				
103	5375	Software / Licenses		\$9,764
104		ESRI GIS License	3,000	1500 concurrent; 500 Spatial Analyst; 500 single use (2)
105		Intuit Quickbooks Pro	1,420	Purchase QB 3-year program; maintain two QB licenses; 1-yr QB payroll module
106		Dovico	2,300	Timesheet software; synchs to QuickBooks
107		Microsoft Exchange 365	550	Remote access to email
108		FortiClient	390	Remote access to server
109		Register.com	500	Domain name (cvregion.org & cvregion.com)
110		Network Solutions	80	CVRPC website
111		Bit Defender	115	Antivirus license for up to 25 computers

Central Vermont Regional Planning Commission

FY21 Budget

As of 02/01/21

Total Expenses

\$1,112,448

Line	Account No.			
112		Ormsby's Computer Systems	1,079	181 Acronis Server Backup License; 899 Cloud Storage License
113		Register.com	0	Domaine Gateway; renews in 2024
114		Adobe Acrobat Pro 2020	330	Updates program and adds e-signature function
115				
116	5330	Supplies		\$9,585
117	5333	General Office	3,000	Reduced for remote work
118	5331	Equipment & Furniture	4,526	3100 Laptops (2); 700 Desktop; 240 standing desk platform (3)
119	5332	GIS	500	Reduced due to remote work
120	5335	Subscriptions	1,252	190 Times Argus; 22 Valley Reporter; 240 Constant Contact; 300 Survey Monkey; 500 GoToMeeting/Zoom
121	5334	Billable Supplies	307	Transportation field supplies and meeting materials
122				
123	5385	Telephone / Internet		\$6,780
124		Telephone Lease/Service	5,100	Surcharge for digital voice feature (phone messages forwarded to email)
125		Internet Service	1,680	
126				
127	5390	Travel		\$7,862
128		Administrative	500	VAPDA, prof dev & other mtgs
129		ACCD	150	Local, regional, and state meetings
130		Community Development	0	
131		Municipal	2,221	Meetings & road erosion inventory field work
132		Natural Resources	152	Meetings
133		Public Safety	180	Site visits, meetings, CFM continuing ed requirement
134		Transportation	4,660	Increased field work
135				

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Reserve Fund

As of 12/31/20

Reasons for Reserve Fund:

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

Recommendation: **6 months minimum operating expenses**
\$416,124

Current Reserves: **\$186,779** (Interim goal: \$200,000 by 2025 or ~3 months operating expenses)
 \$75,170 Unrestricted/Unassigned - General reserves
 \$0 Unrestricted/Committed - Emergency equipment purchases & other capital expenses
 \$64,376 Unrestricted/Committed - Accrued compensated absences (Paid Time Off liability)
 \$20,000 Designated - Office Renovation / Relocation
 \$27,233 Designated - FY19 indirect overrecovery

Balance (+/-): **(\$229,346)**

No. Months Reserves: **2.7** Goal: 6 months

Minimum Monthly Expenses:

Total **\$69,354**

Equipment	\$958
Fringe Benefits	\$14,028
Insurance	\$349
Office Occupancy	\$3,729
Other Expense	\$175
Payroll	\$40,221
Postage	\$92
Printing/Copies	\$340
Prof Services	\$6,629
Software (licenses)	\$814
Supplies	\$799
Telephone/Internet	\$565
Travel	\$655

Recommendations

1. Contribute \$25,600 per year to reach goal of \$200,000 by 2025 (~3 months operating reserves)
2. For this year, contribute \$15,000 to reserves.
3. Recommended set aside should be reviewed annually and adjusted as needed.



MEMO

Date: January 27, 2021
To: Executive Com Committee
From: Grace Vinson, Planner
Re: Proposed Clean Water Service Provider Rule Comments

⊗ ACTION REQUESTED: Recommend comments on the proposed Clean Water Service Provider Rule to the Board of Commissioners for approval.

The Agency of Natural Resources (ANR) has published its proposed Clean Water Service Provider Rule. The public comment period is open until February 19, 2021. The purpose of the Rule is to assign a Clean Water Service Provider (CWSP, pronounced “quisp”) to each basin described in 10 V.S.A. § 922(a) for the purposes of achieving pollutant reduction values established by the Secretary. These basins are waters listed as impaired pursuant 33 U.S.C. § 1313(d) and not subject to the stated exception.

- For background, see: <https://dec.vermont.gov/water-investment/statutes-rules-policies/act-76>.
- The proposed, 25-page Rule is posted at <https://centralvtplanning.org/about/minutes-agendas-staff-reports/executive-committee/>.

CVRPC is proposed to be designated as the CWSP for the Winooski River Basin. Entities proposed as CWSPs were invited to participate in ANR’s Act 76 Advisory Committee. Committee members reviewed a pre-proposed Rule prior to its being submitted to the [Interagency Committee on Administrative Rules](#) (ICAR). Proposed CWSPs, led by the Chittenden County RPC, submitted joint comments. Most, but not all, of those comments were address prior to this proposed Rule.

Staff reviewed the proposed CWSPs and discussed it with the Clean Water Advisory Committee (CWAC). The CWAC raised the following concerns:

- More information should be provided about how pollution reduction value, standard project cost, and design life methodologies will be developed.* This concern is more appropriately addressed in the CWSP Guidance Document, which will be developed by ANR in the future.
- More information should be provided about Basin Water Quality Council (BWQC) membership and how “knowledgeable” is defined.* This concern is more appropriately addressed in the CWSP Guidance Document.
- Conflict of Interest: BWQC members should be permitted to vote on a slate of projects, and they should*

recuse themselves from voting if projects they sponsor are presented individually for a vote.

Staff recommends CVRPC comment on the following:

- a) *Guidance should state if a project's design life must align with the operations and maintenance commitment pertaining to it. Currently, this alignment is not happening for all projects.*
- b) *The Rule should align the Basin planning process and the CWSP project identification process. Basin Plans should mention the pollution reduction targets allocated to each Basin. This establishes a connection between the Basin Plan and its implementation.*
- c) *The standard cost per unit of pollutant reduction should include the cost of maintenance. The proposed Rule includes the costs of project identification, project design, and project construction only.*
- d) *Conflicts of Interest inherent to the Legislature's designation of BWQC membership should be recognized in the Rule. BWQC members should be permitted to vote on a slate of projects and they should recuse themselves from voting if projects they sponsor are presented individually for a vote. The Legislature codified membership requirements for BWQCs to foster Councils knowledgeable about water quality. The majority of BWQC members are project implementers who will be proposing projects. This creates inherent conflicts of interest. If these members are required to recuse themselves from voting, the BWQC regularly may not have sufficient voting members to make decisions about project priorities.*



MEMO

Date: January 25, 2021
 To: Executive Committee
 From: Bonnie Waninger, Executive Director
 Re: Diversity, Equity, and Inclusion Discussion

✉ **Action Requested:** Outline a path forward for CVRPC's diversity, equity, and inclusion work.

This month, the Committee will be:

- Defining non-included populations.
- Discussing resources sent previously: *Segregated By Design* video and ChangeLab Solution's *The Planner's Playbook* and *Long-Range Planning for Health, Equity & Prosperity*.
- Deciding next steps for moving CVRPC's work forward.

Non-Included Populations

Staff has been working to define what "non-included populations" might mean in Central Vermont. Individuals in the following groups should be considered:

- Are of a non-white race
- Live below poverty and/or live at 300 percent of poverty (below VT liveable wage)
- Speak languages other than English less than "very well"
- Are differently abled (have a disability)
- Are under 18 years or over 65 years
- Are immigrants
- Are undocumented immigrants
- Have limited transportation
- Have limited educational level attainment
- Have limited broadband and/or computer access
- Are LGBTQIA (Lesbian, Gay, Bisexual, Pansexual, Transgender, Genderqueer, Queer, Intersexed, Agender, or Asexual)
- Have been previously incarcerated

How To Begin

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.
- Create a committee consisting of people from across the organization (Board members, staff, possibly town representatives) to assist CVRPC with identifying a path forward.
- Build a shared understanding about diversity, equity, and inclusion and what it means.
- Crafting a statement about diversity, equity, and inclusion to articulate how they can contribute.
- Identify their commitment to fostering and achieving an inclusive culture internally and through their work.
- Develop an action plan, including performance measures.
- Implement the plan.

CVRPC can chose to work alone in this endeavor or to hire a consultant to help guide it through future conversations.



MEMO

Date: January 25, 2021
 To: Executive Committee
 From: Bonnie Waninger, Executive Director
 Re: Executive Director performance appraisal

✉ ACTIONS REQUESTED:

- 1) Modify or confirm the evaluation process and schedule.
- 2) Appoint a Committee member to carry out the duties described as “Lead” below.

The Executive Committee has previously defined an annual evaluation process for the Executive Director position. The process, which usually begins in December, was delayed this year. Customarily, the process is completed in March so that any compensation change can be incorporated into the budget.

Proposed Schedule - Italicized dates are regular Executive Committee meetings.

Date	Activity
<i>February 1</i>	Executive Committee (EC) sets appraisal process and appoints a Committee member to lead it.
February 2	Executive Director advises staff of evaluation process
February 5	Lead distributes online survey link for Executive Director appraisal to staff
By February 19	Staff completes Executive Director appraisal
By February 26	Executive Director completes self-appraisal and emails to Executive Committee
	Lead distributes to the Executive Committee:
March 12	<ul style="list-style-type: none"> • summarized staff appraisal, and • online survey link for Executive Director appraisal
As needed	Executive Committee or appointed subgroup may meet in executive session with staff to discuss the Executive Director’s performance. If desired, Lead requests the Office Manager schedule this meeting.
By March 26	Executive Committee members complete online appraisal
April 2	Lead distributes summarized appraisal to Executive Committee for discussion
Week of April 12	Potential special Executive Committee meeting to discuss appraisal. If desired, Lead requests the Office Manager schedule this meeting.
By April 23	Executive Committee prepares final appraisal of the Executive Director. Lead documents the appraisal and provides a copy to Executive Director and Executive Committee
<i>May 3</i>	Executive Committee conducts appraisal meeting with Executive Director. The Executive Committee designates the Executive Director’s compensation for the next fiscal year.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT MINUTES
January 4, 2021 Meeting

Present:

☒ Julie Potter
☒ Dara Torre
☒ Gerry D'Amico

☒ Laura Hill-Eubanks
☒ Steve Lotspeich

☒ Michael Gray
☒ Janet Shatney

Staff: Bonnie Waninger, Nancy Chartrand

Guests: Ahsan Ijaz and Enrique Gonzalez, The Ijaz Group

Call to Order

Chair Hill-Eubanks called meeting to order 4:00 pm. Quorum present to conduct business.

Adjustments to the Agenda

Hill-Eubanks advised adding a short discussion about remote meetings to the item on the RPC's Role in Furthering Diversity, Equity and Inclusion.

Public Comment

A question was raised as to why Bylaws was on the agenda. A vote was needed to confirm the full membership now that the Board appointed its member as the work group is a subcommittee of the Executive Committee.

Financial Report

A. Ijaz provided an overview of finances noting that \$50,000 was transferred into reserves for FDIC purposes. He noted that with regard to the FY20 audit, they are working to close out the last contract. Once completed, the audit can be initiated.

Questions were raised and addressed regarding indirect costs and the need to adjust those each year.

S. Lotspeich moved to accept the financial reports as of 11/30/20; M. Gray seconded. Motion carried.

Contract/Agreement Authorization

FFY21 Transportation Planning Initiative (TPI) Agreement Work Program and Budget Adjustment:

Waninger advised the Committee approved an adjustment last month to hire a transportation planner and move funds to cover minor consultant costs. Prior to VTrans processing that approved adjustment, CVRPC was awarded additional contracts and, as discussed previously with the Committee, there is a need to hire consultant services to avoid overloading staff. The adjustment supports moving additional transportation funds to support a larger study. It also includes the previously approved. Waninger described how funds were moved around within the adjustment. The Transportation Advisory Committee (TAC) will review this revision at its next meeting.

1
2 Question was raised as to the relationship between this initiative and the TAC. Waninger advised that
3 the TAC helps guide this work program. She noted TAC has been a strong support of making funds
4 available for studies. S. Lotspeich added that the TAC would usually review the TPI adjustment before it
5 goes to Executive Committee. TAC did not meet in December, so it did not have a chance to review the
6 request. He believes TAC will approve this adjustment.

7
8 Question was raised as to why there were two different figures related to costs for Transportation
9 Planner (Pages 13 & 28). It was confirmed that page 28 shows only wage rates and page 13 shows wage
10 plus fringe benefits.

11
12 *G. D'Amico moved to approve the budget adjustment and work program; M. Gray seconded. Motion*
13 *carried.*

14 15 **Committee Rules of Procedure**

16 Waninger noted the Board has approved the Municipal Plan Review Committee (MPRC) Rules of
17 Procedure (ROP). Following that approval she noticed the Conflict of Interest language was not updated
18 to be consistent with all other Committee ROP updates.

19
20 She further advised that the Nominating Committee (NC) ROP were reviewed earlier in 2020. Since that
21 review, the Board adopted new bylaws and Executive had requested the ROPs be compared against the
22 bylaws and updated to conform. With regard to the NC Guidance document, she noted in 1999 the
23 Board adopted additional guidance for the Nominating Committee. It had previously been discussed
24 with the Executive Committee that this be left as a stand-alone guidance and referred to in the NC ROP.
25 This is similar to the Project Review Committee Rules of Process which are referred to in their ROP.

26
27 Significant discussion ensued as to whether or not the NC would review/approve any changes to ROP
28 before they go before the Board or if they should make recommendations to the Executive Committee
29 who would forward to the Board for approval. It was noted that the NC functions as a short assignment
30 which makes it difficult for them to work on documents such as ROP, and it makes sense that they make
31 recommendations to the Executive Committee. There was a suggestion that the NC assignment should
32 be extended for this type of documentation review and also to address any member changes
33 throughout year. It was confirmed that this extension would require a change in the Bylaws, but there
34 would be opportunity to do this with upcoming Bylaw Work Group. Several editorial amendments were
35 then discussed and noted for revision of the NC ROP. Members concurred that any recommended
36 changes to ROP would be forwarded to the EC for review prior to going to the Board for approval.

37
38 A request for individual motions on the above was requested.

39
40 *S. Lotspeich moved to recommend Municipal Plan Review Committee Rules of Procedure to the Board of*
41 *Commissioners for adoption; J. Potter seconded. Motion carried.*

42
43 *S. Lotspeich moved to recommend Nominating Committee Rules of Procedure to the Board of*
44 *Commissioners for adoption; J. Potter seconded. Motion carried.*

Policy and Procedure Update

Waninger said CVRPC has existing Administrative & Financial Policies and Procedures. They were amended in May to adjust for COVID and moving to remote work. CVRPC has continued to adjust its procedures to address the best flow of paperwork in the office, acknowledging appropriate checks and balances. She highlighted the major changes in the document, noting much of it would not change when staff moves back into office due to the accountant being remote. She also noted we previously had a separate Internal Controls document, and that information was incorporated into this document rather than having a second internal controls document.

D. Torre moved to adopt updates to CVRPC's Administrative and Financial Policies and Procedures; G. D'Amico seconded. Motion carried.

Nominating Committee

J. Potter advised she and G. D'Amico communicated with and recruited Peter Carbee to serve as the 3rd member of the Committee, pending approval of EC and full Commission. Waninger advised the motion should be to recommend the slate of candidates to Board of Commissioners.

J. Shatney moved that a slate of Julie Potter, Gerry D'Amico, and Peter Carbee be recommended as Nominating Committee to the Board of Commissioners; M. Gray seconded. Motion carried.

Bylaw Review

At last Executive Committee meeting, it was recommended that Steve Lotspeich and Michael Gray be members of the Bylaws Work Group and the Board appointed George Clain to the Work Group. This Work Group will be a working committee of the Executive Committee.

J. Potter moved to appoint Steve Lotspeich, Michael Gray, and George Clain to the Bylaw Work Group; G. D'Amico seconded. Motion carried.

RPC Role in Furthering Diversity, Equity, and Inclusion

This discussion followed last month's brief discussion about diversity, equity, and inclusion. Waninger noted that ultimately the Board will provide policy direction to staff. As outlined in the packet, she advised most organizations divide the work into four areas:

- 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.

Waninger provided an overview of a presentation from the Peace and Justice Center on *Seeing and Dismantling Racism* to provide a flavor of what type of information is available for the Board.

1 Due to time limitations, the planned exercise to talk about the items outlined in the presentation on
2 pages 64-66 was postponed until the next EC meeting at which time there will be discussion on which of
3 the items outlined on pages 64-66 spoke to members and why.

4
5 Waninger also advised she will send a link for a short video based on “The Color of Law”, which
6 addresses housing and land use policy. She noted that as we move into Regional Plan revision we may
7 need to rethink and question some current policy.

8
9 Waninger advised she plans to highlight different resources over several meetings as examples of what
10 is available to share with Board (i.e. self-assessments, essays, videos, presentations). Discussion ensued
11 about where EC should go next with this endeavor. Waninger advised we first need to recognize where
12 we are before we can make changes. Members commented on the importance of the education
13 component and discussion. It was requested that Waninger share additional resources before the next
14 meeting, and that consideration be given to any presentation for the Board being interactive.

15 16 **Remote Meetings Discussion**

17 Hill-Eubanks advised she wanted to have a discussion about the features of our remote meetings and
18 how folks feel they are going, noting a need to have staff assist with monitoring chat during meetings.
19 Significant discussion ensued regarding different features that towns are using with their committees,
20 the software being used, and advantages and disadvantages of features (i.e. chat, raise hand feature).
21 D. Torre offered to share some ground rules for Chat. It was concluded that Hill-Eubanks and Waninger
22 will follow-up on the potential for using new software.

23 24 **Consent Items**

25 *J. Shatney moved to approve the minutes 11/30/20; M. Gray seconded. Motion carried.*

26 27 **Commission Meeting Agenda**

28 Waninger advised Jamie Stewart would update the Board on the status of the Central Vermont
29 Economic Development Corporation. She also advised Paul Costello is representing the Governor’s
30 Economic Mitigation and Recovery Task Force and would talk about reports and findings from the Local
31 Solutions and Community Action Team. The Board will be asked what, if any, role CVRPC should have in
32 helping to implement the findings outlined by the Task Force.

33
34 *J. Potter moved to approve the agenda for Board of Commissioners January 12, 2021 as presented with*
35 *correction to next meeting date; S. Lotspeich seconded. Motion carried.*

36 37 **Adjourn**

38 *M. Gray moved to adjourn at 6:25 pm; G. D’Amico seconded. Motion carried.*

39
40 Respectfully submitted,

41
42 Nancy Chartrand, Office Manager



BOARD OF COMMISSIONERS

February 9, 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 21st Century Learning and Workforce Development**, Penny Chamberlain, Director, Central Vermont Career Center (enclosed)
 Overview of 21st Century education, its role in workforce development, and re-envisioning the Career Center.
- 7:15 USDA Grant Application** (enclosed)⁴
 Authorize Chair to sign resolution approving grant application and document signing.
- 7:25 Draft Clean Water Service Provider Rule** (enclosed)⁴
 Approve CVRPC comments on the Rule.
- 7:40 Meeting Minutes – January 12, 2021** (enclosed)⁴
- 7:45 Reports** (enclosed)
 Update/questions on Staff, Director, and Committee Reports
- 8:00 Adjournment**

Next Meeting: March 9, 2021

COVID Reminder from the VT Department of Health:

Masks on faces, 6-foot spaces, and uncrowded places.

Avoid travel and getting together with anyone you don't live with, to the extent possible

Always monitor yourself for symptoms.

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.