

EXECUTIVE COMMITTEE

April 5, 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; Access Code: 840-638-069 Download the app at least 5 minutes before the meeting starts:

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Page	AGEND	<u>A</u>
	4:00 ²	Adjustments to the Agenda
		Public Comment
2	4:05	Financial Report (enclosed) ³
16	4:20	FY21 Budget Adjustment (enclosed) ³
26	4:30	FY22 Preliminary Budget Review (enclosed)
35	4:45	Contract/Agreement Authorization (enclosed)
38	5:00	Sub-Committee Updates (enclosed)
		Updates from the Bylaw Update Work Group and Nominating Committee
	5:10	Executive Director Performance Appraisal Update
40	5:15	Meeting Minutes – March 1, 2021 (enclosed) ³
44	5:20	Commission Meeting Agenda (enclosed) ³
	5:30	Adjourn

Next Meeting: May 3, 2021

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.



MEMO

Date: March 26, 2021

To: Executive Committee

From: Bonnie Waninger, Executive Director
Re: Financial Report as of 02/28/21

ACTION REQUESTED: Accept February 28, 2021, unaudited financial reports.

FY20 Summary: CVRPC's accountants have provided all the documentation requested by the auditors and were able to prepare the first draft of the audited financial statements for FY20. As of 03/15/21, CVRPC's Net Income for FY20 is \$166,727. As of 03/25, the auditor anticipated having a draft audit prepared by April 1st.

FY21 Summary: As of 03/15/21, CVRPC's Net Income for the eight months ended February 28, 2021, is \$92,710. The fiscal year to date Net Income is in line with expectation. In FY20, CVRPC had a YTD surplus of \$125,640 through 02/28/20 having earned a significant net income on one project.

Balance Sheet

- Assets Billing is substantially complete through 02/28. Some invoices are in the review and finalization process. Aging receivables are at \$284,771, which is typical for CVRPC. Operating cash is \$108,256. CVRPC works to maintain at least \$100,000 in operating funds for cash flow purposes. A balance of \$60,000 would be of concern.
- Current Liabilities
 - CVRPC maintained an average payable balance.
 - Accrued vacation and compensatory time balances are \$21,006 and \$17,431, respectively.
 - ACCD Deferred Income for FY21 stands at \$5,406. Other Deferred Income consists of the Moretown Zoning advance and LEPC # 5 Old funds at \$2,000 and \$1,791, respectively.

- Equity Equity is assets minus liabilities the company's value. CVRPC's Total Equity as of 02/28/21 is \$547,677.31. It was \$414,897.83 and \$296,237.81 for the same date respectively in 2020 and 2019. The increase in Total Equity represents CVRPC successful efforts to implement its five-year plan to improve its financial position.
- Net Income of \$92,710 primarily reflects retainage of Town Dues earned in July 2020.

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

In reviewing income and expenses through 02/28/21, the benchmark used is a percentage of the budget expected ot be earned/spent if all income/expenses were earned/spent equally over 12 months. The benchmark for 02/28 is 67%.

- Income Total revenue stands at 62.4% earned, near the benchmark of 67%. Variances for income reflect planned project paces. Exceptions are DEC Woodbury Elem/Fire, EMPG, and TPI. Work has resumed for the Woodbury project, and the project is progressing according to its new schedule. EMPG work slowed in the second quarter due to LGER project work. It will accelerate in the third and fourth quarters. TPI will accelerate with the transportation planner position filled.
- Expenses Total expenses stand at 55.6%, below the benchmark of 67%. Wages,
 CVRPC's largest expense, is under the budget at 58%. This reflects hours reductions by
 staff related to COVID child care and the employment date for transportation planner.
 Consultants, the second largest expense, is under budget at 47.5%, reflecting project
 progress. Equipment/furniture supply (5331) purchases occur in April-June annually.
 Other significant variances are the effects of remote work.

Financial Statement Acronyms & Abbreviations Guide

604b	Planning funds originating in Section 604b of the federal Clean Water Act
ACCD	Vermont Agency of Commerce and Community Development
BCRC	Bennington County Regional Commission
CCRPC	Chittenden County Regional Planning Commission
CEDS	Comprehensive Economic Development Strategy
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

FICA	Federal Insurance Contributions Act (federal payroll tax)
GIS	Georgraphic Information Systems (computer mapping/analysis 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
MARC	Mount Ascutney Regional Commission (formerly Southern Windsor Co. RPC)
MPG	Municipal Planning Grant
MOA	Memorandum of Agreement (disaster response and recovery assistance)
NEIWPCC	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)

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3:58 AM 03/15/21 Accrual Basis

Central Vermont Regional Planning Commission Balance Sheet

As of February 28, 2021

• •	Feb 28, 21
ASSETS	
Current Assets	
Checking/Savings	
1001 · Community National Bank	108,255.96
1009 · Northfield Savings - Reserve	186,839.24
Total Checking/Savings	295,095.20
Accounts Receivable	
1200 · Accounts Receivable	284,770.85
Total Accounts Receivable	284,770.85
Other Current Assets	
1020 · Undeposited Funds	17,289.63
Total Other Current Assets	17,289.63
Total Current Assets	597,155.68
Fixed Assets	
1501 · Equipment	56,950.35
1502 · Equipment - Accum. Depreciation	-42,876.99
Total Fixed Assets	14,073.36
Other Assets	
1301 · Prepaid Expenses	19,028.15
1320 · Deposits	4,415.00
Total Other Assets	23,443.15
TOTAL ASSETS	634,672.19
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	33,444.72
Total Accounts Payable	33,444.72
Credit Cards	
2010 · Peoples United Bank Visa	1,176.57
Total Credit Cards	1,176.57
Other Current Liabilities	
2102 · Accrued Vacation	21,005.94
2103 · Accrued Compensatory Time	17,431.43
2200 · Deferred Income	5 405 77
2201 · ACCD 2203 · LEPC #5 Old Funds	5,405.77
2203 · LEPC #5 Old Funds 2200 · Deferred Income - Other	1,791.04
	2,000.00
Total 2200 · Deferred Income	9,196.81
2304 · Dependent Care Deductions 2306 · Pension Liability- Edward Jones	1,752.22
	2,987.19
Total Other Current Liabilities	52,373.59

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Central Vermont Regional Planning Commission Balance Sheet

As of February 28, 2021

	Feb 28, 21
Total Current Liabilities	86,994.88
Total Liabilities	86,994.88
Equity	
3100 · Unrestricted Net Position	
3150 · Designated for High Meadows	200.64
3100 · Unrestricted Net Position - Other	278,536.91
Total 3100 · Unrestricted Net Position	278,737.55
3300 · Invested in Fixed Assets	10,519.92
3900 · Retained Earnings	165,709.73
Net Income	92,710.11
Total Equity	547,677.31
TOTAL LIABILITIES & EQUITY	634,672.19

Paid Time Off Liability Balances

As of March 5, 2021

COMPENSATORY TIME

Employee	Wage Rate	Hours	-	urrent Value	Maximum Hours ¹	Maximum Accrual ¹
Andrews, A.	23.01	0.00	\$	-		
Chartrand, N.	26.26	2.87	\$	75.37		
DeAndrea, P.	28.59	0.00	\$	-		
Juodisius, E.	18.72	0.00	\$	-		
Maia, Z	21.15	0.00	\$	-		
Rock, Clare	28.60	0.00	\$	-		
Vinson, Grace	23.42	0.75	\$	17.57		
Waninger, B.	43.74	472.25	\$ 2	0,656.22		

475.87 \$ 20,749.15

SICK LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Andrews, A.	23.01	130.04	\$ 2,992.22	360	\$ 8,283.60
Chartrand, N.	26.26	169.55	\$ 4,452.38	197	\$ 5,162.72
DeAndrea, P.	28.59	20.00	\$ 571.80	360	\$ 10,292.40
Maia, Z.	21.15	147.00	\$ 3,109.05	176	\$ 3,722.40
Rock, Clare	28.60	148.50	\$ 4,247.10	235	\$ 6,732.44
Vinson, Grace	23.42	53.75	\$ 1,258.83	120	\$ 2,810.40
Waninger, B.	43.74	360.00	\$ 15,746.40	360	\$ 15,746.40
		1.028.84	\$ 32.377.78	1.808	\$ 52.750.36

VACATION LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Andrews, A.	23.01	247.39	\$ 5,692.44	280	\$ 6,442.80
Chartrand, N.	26.26	96.24	\$ 2,527.26	112	\$ 2,941.12
DeAndrea, P.	27.75	63.24	\$ 1,754.91	200	\$ 5,550.00
Maia, Z	21.15	70.30	\$ 1,486.85	153	\$ 3,228.97
Rock, Clare	28.60	8.75	\$ 250.25	160	\$ 4,576.00
Vinson, Grace	23.42	38.88	\$ 910.57	103	\$ 2,404.53
Waninger, B.	43.74	200.00	\$ 8,748.00	200	\$ 8,748.00
		724.80	\$ 21,370.28	1,207	\$ 33,891.42

SUMMARY

	<u>Current</u>		<u>Maximum</u>
Total Paid Time Off Liability	\$ 74,497.21		\$ 107,390.92
Maximum versus Current Difference	\$ 32,893.72	Percent of Max	69%

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

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

3:20 AM 03/15/21

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	NOTES (Gray shading denotes payments received as of 03/26/21)
ACCD							
ACCD 21	0.00	0.00	63,918.38	0.00	0.00	63,918.38	Invoice sent 01/01/21; will not be paid until FY20 audit is complete
Total ACCD	0.00	0.00	63,918.38	0.00	0.00	63,918.38	
Bennington County Regional Commission - C	128.00	0.00	0.00	0.00	0.00	128.00	Shared Survey Monkey subscription
Berlin							
Berlin Better Roads FY 20	0.00	0.00	0.00	0.00	7,079.00	7,079.00	Project complete
Total Berlin	0.00	0.00	0.00	0.00	7,079.00	7,079.00	
Cabot							
Better Roads FY21	0.00	0.00	82.80	3,802.02	0.00	3,884.82	Project complete
Total Cabot	0.00	0.00	82.80	3,802.02	0.00	3,884.82	
CCRPC							
CEDS							
Engagement	1,028.85	100.35	10.64	0.00	0.00	1,139.84	January invoice sent 03/15/21; Invoices to be sent quarterly beginning March
Planning	463.91	614.33	436.43	0.00	0.00	1,514.67	2021
Profile/Strategy	6,433.27	171.73	180.93	0.00	0.00	6,785.93	2021
Total CEDS	7,926.03	886.41	628.00	0.00	0.00	9,440.44	
Clean Water							
Act 76	2,875.95	61.79	85.79	736.26	0.00	3,759.79	
Oversight/Report	590.14	114.15	565.25	114.15	191.65	1,575.34	Quarterly invoice
TBP Implement	4,132.75	1,676.49	1,543.67	3,028.39	665.34	11,046.64	Quarterly invoice
TBP Planning	901.11	496.91	108.64	109.74	681.28	2,297.68	
Total Clean Water	8,499.95	2,349.34	2,303.35	3,988.54	1,538.27	18,679.45	
Total CCRPC	16,425.98	3,235.75	2,931.35	3,988.54	1,538.27	28,119.89	
Department of Environmental Conservation							
Moretown Elem SW Final Design	491.10	259.66	0.00	0.03	0.00	750.79	Product-based; next invoice for expenses through June 2021
Woodbury Elem/Fire	335.69	448.59	6,138.96	0.00	7,253.84	14,177.08	Product-based; delayed due to site conditions; next invoice for expenses through June 2022
Total Department of Environmental Conservation	826.79	708.25	6,138.96	0.03	7,253.84	14,927.87	
Department of Public Safety							
EMPG Supplemental							
COVID Response	1,061.21	621.92	808.22	868.05	129.83	3,489.23	
Planning	164.25	16.44	1,174.89	189.68	496.97	2,042.23	Invoices 12/31/20 are pending review
Train/Collaborate	1,026.84	624.16	757.58	209.54	0.00	2,618.12	invoices 12/31/20 are perialing review
WiFi	0.00	129.83	89.43	729.31	1,057.14	2,005.71	
Total EMPG Supplemental	2,252.30	1,392.35	2,830.12	1,996.58	1,683.94	10,155.29	
LHMP Montpelier & Calais	1,492.00	848.57	329.47	179.48	2,801.69	5,651.21	January invoice sent 03/15/21. February invoice pending review
Total Department of Public Safety	3,744.30	2,240.92	3,159.59	2,176.06	4,485.63	15,806.50	

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	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	NOTES (Gray shading denotes payments received as of 03/26/21)
EMPG							
EMPG 20							
LEMP	131.40	49.29	32.25	0.00	77.51	290.45	
REMC Transition	32.85	131.38	16.11	0.00	0.00	180.34	0
Response	82.12	147.77	0.00	127.44	938.85	1,296.18	Quarterly invoice; December invoice sent 03/24/21.
Technical Assistance	1,074.57	1,606.78	1,354.87	1,080.06	1,405.38	6,521.66	
Total EMPG 20	1,320.94	1,935.22	1,403.23	1,207.50	2,421.74	8,288.63	
Total EMPG	1,320.94	1,935.22	1,403.23	1,207.50	2,421.74	8,288.63	
Forest Parks and Recreation							
Forest Integrity	795.81	423.98	0.00	0.00	0.00	1,219.79	Semi annual invoice; December invoice sent 02/15/21
Total Forest Parks and Recreation	795.81	423.98	0.00	0.00	0.00	1,219.79	
Friend of the Winooski River							
Water Wise Woodlands	59.94	370.15	205.92	1,179.75	0.00	1,815.76	Quarterly Invoice; December invoice sent 02/19/21
Total Friend of the Winooski River	59.94	370.15	205.92	1,179.75	0.00	1,815.76	
GIS Fee For Service	0.00	566.52	236.06	0.00	0.00	802.58	Unpaid invoice resent
Lamoille County PC	128.00	0.00	0.00	0.00	0.00	128.00	Shared Survey Monkey subscription
LEPC SERC							
LEPC 20	0.00	0.00	96.72	52.94	387.51	537.17	Project complete
LEPC 21	927.45	812.40	0.00	0.00	0.00	1,739.85	
LEPC Old Funds	0.00	0.00	0.00	0.00	128.84	128.84	Old invoice; will be sent with next invoice ~03/31/21
Total LEPC SERC	927.45	812.40	96.72	52.94	516.35	2,405.86	
Middlesex							
Capital Improvement Plan	368.45	0.00	0.00	0.00	0.00	368.45	Invoice is under prepration
Zoning Update	1,125.84	620.07	0.00	1,069.50	0.00	2,815.41	Invoice is under prepration
Total Middlesex	1,494.29	620.07	0.00	1,069.50	0.00	3,183.86	
Moretown							
Better Roads FY21	0.00	0.00	75.30	75.25	4,894.40	5,044.95	Project complete
Zoning Update	767.56	600.45	0.00	0.00	0.00	1,368.01	Advance to be applied as payment
Total Moretown	767.56	600.45	75.30	75.25	4,894.40	6,412.96	
Mount Ascutney Regional Commission							
D/I Block Grant							
Berlin Town Office Construction	94.42	68.50	0.00	0.00	0.00	162.92	January invoice sent 03/05/21
Woodbury/Calais Program Delivery	1,022.21	126.26	0.00	0.00	0.00	1,148.47	January invoice sent 03/05/22; staff budget fully expended; project 50% complete
Total D/I Block Grant	1,116.63	194.76	0.00	0.00	0.00	1,311.39	·
Total Mount Ascutney Regional Commission	1,116.63	194.76	0.00	0.00	0.00	1,311.39	
Northwest Regional Comm'n							
Energy Plan							
Year 3	0.00	0.00	0.00	0.00	0.00	0.00	Credit was applied to the last open invoice
Total Energy Plan	0.00	0.00	0.00	0.00	0.00	0.00	

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	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	NOTES (Gray shading denotes payments received as of 03/26/21)
Muncipal Grants in Aid							
FY21 BMP	235.27	247.87	760.58	517.04	75.30	1,836.06	Quarterly invoices; Invoices held for contract execution; next sent March 2021
FY21 Equipment	20.24	40.49	75.30	0.00	188.24	324.27	Quarterly invoices; Invoices held for contract execution; next sent March 2022
Total Muncipal Grants in Aid	255.51	288.36	835.88	517.04	263.54	2,160.33	
Total Northwest Regional Comm'n	255.51	288.36	835.88	517.04	263.54	2,160.33	
Plainfield							
Better Roads FY20	0.00	0.00	37.65	549.46	3,467.44	4,054.55	Project complete; invoice sent 02/16/21
Total Plainfield	0.00	0.00	37.65	549.46	3,467.44	4,054.55	
Rutland Regional Comm'n							
604b	47.22	0.00	0.00	0.00	0.00	47.22	Project invoiced at completion in August 2021
Total Rutland Regional Comm'n	47.22	0.00	0.00	0.00	0.00	47.22	
Vermont Dept of Taxes							
LGER	0.00	0.00	40,850.35	2,006.30	6,263.63	49,120.28	Project complete
Total Vermont Dept of Taxes	0.00	0.00	40,850.35	2,006.30	6,263.63	49,120.28	
VTrans							
TPI							
TPI Admin	346.90	877.76	2,028.19	0.00	0.00	3,252.85	
TPI Coordination	1,990.81	2,789.42	956.48	0.00	0.00	5,736.71	
TPI Long Range	338.25	221.85	646.49	0.00	0.00	1,206.59	December invoice sent 02/21/21 but returned during March 2021 for
TPI Other TRPT	986.93	377.68	319.64	31.50	125.94	1,841.69	additional adjustments; Invoice for January 2021 is pending for review.
TPI Project Develop	50.38	213.38	783.38	0.00	0.00	1,047.14	
TPI SRP	10,685.08	10,021.79	13,825.12	0.00	0.00	34,531.99	
Total TPI	14,398.35	14,501.88	18,559.30	31.50	125.94	47,616.97	
VTrans - Other	0.00	-0.01	0.00	-0.07	-0.01	-0.09	To be adjusted after payment received; Rounding differences between QuickBooks and Excel
Total VTrans	14,398.35	14,501.87	18,559.30	31.43	125.93	47,616.88	
Washington							
Washington Better Roads FY 20	0.00	0.00	18.82	7.53	6,183.14	6,209.49	Project complete; invoice sent 12/23/20
Washington - Other	0.00	0.00	-0.50	0.00	0.00	-0.50	Overpayment on Town dues
Total Washington	0.00	0.00	18.32	7.53	6,183.14	6,208.99	
Waterbury							
Waterbury Better Roads FY 20	0.00	0.00	0.00	0.00	7,922.00	7,922.00	Project complete
Total Waterbury	0.00	0.00	0.00	0.00	7,922.00	7,922.00	
Watershed Consulting_							
WCA P3 Acre							
4. Mtg Coor	0.00	0.00	123.12	45.67	22.83	191.62	Project delayed by funder; contact extended to May 2021; holding invoice, not administrative efficient to send
Total WCA P3 Acre	0.00	0.00	123.12	45.67	22.83	191.62	
Total Watershed Consulting_	0.00	0.00	123.12	45.67	22.83	191.62	

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	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	NOTES (Gray shading denotes payments received as of 03/26/21)
Woodbury							
Woodbury Town Plan	893.52	2,183.18	227.05	684.46	1,363.17	5,351.38	Product-based; next invoice for expenses through May 2021
Total Woodbury	893.52	2,183.18	227.05	684.46	1,363.17	5,351.38	
Worcester							
Plan Maps	897.01	1,675.97	91.32	0.00	0.00	2,664.30	Invoice is under preparation
Total Worcester	897.01	1,675.97	91.32	0.00	0.00	2,664.30	
TOTAL	44,227.30	30,357.85	138,991.30	17,393.48	53,800.91	284,770.84	

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4:05 AM 03/15/21 Accrual Basis

Central Vermont Regional Planning Commission Profit & Loss Budget vs. Actual

	In 100 E 1 C1	D.J.	A 0	0/ -5 5 1 1
Ordinary Incomo/Evnores	Jul '20 - Feb 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense Income				
4100 · ACCD				
4101 · ACCD Direct	188,798.91	272,678.00	-83,879.09	69.24%
4102 · ACCD Match	0.00	212,010.00	-03,079.09	03.24 /0
4100 · ACCD - Other	0.00	0.00	0.00	0.0%
Total 4100 · ACCD	188,798.91	272,678.00	-83,879.09	69.24%
4200 · Community Development	100,790.91	212,010.00	-03,079.09	09.24 /0
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	9,440.44	20,957.00	-11,516.56	45.05%
4200 · Community Development - Other	0.00	0.00	0.00	0.0%
Total 4200 · Community Development	19,315.44	30,832.00	-11,516.56	62.65%
4300 · Fee for Services	19,515.44	30,032.00	-11,510.50	02.0370
4302 · Cross VT Trail	0.00	1,200.00	-1,200.00	0.0%
4304 · GIS Mapping	802.58	1,500.00	-697.42	53.51%
4308 · WBRD Admin	4,000.00	4,000.00	0.00	100.0%
4310 · Town of Worcester	3,577.53	4,000.00	0.00	100.076
4300 · Fee for Services - Other	0.00	0.00	0.00	0.0%
Total 4300 · Fee for Services	8,380.11	6,700.00	1,680.11	125.08%
	6,360.11	0,700.00	1,000.11	125.06%
4400 · Municipal Contracts 4403 · Better Back Roads	20,697.42	20,716.00	-18.58	99.91%
4404 · Cabot Trails MPG 19	0.00	20,710.00	-10.30	33.3170
4415 · Waitsfield Road Erosion Invent.	3,786.60	3,787.00	-0.40	99.99%
	•	6,630.00	-131.23	98.02%
4430 · BT Road Erosion Inventory 4435 · Town of Woodbury	6,498.77 5,351.38	10,052.00	-4,700.62	53.24%
4440 · Town of Middlesex	4,635.32	10,424.00	-4,700.02 -5,788.68	44.47%
4445 · Town of Moretown	1,368.01	5,280.00	-3,911.99	25.91%
4400 · Municipal Contracts - Other	0.00	8,499.00	-8,499.00	0.0%
Total 4400 · Municipal Contracts	42,337.50	65,388.00	-23,050.50	64.75%
4500 · Natural Resources	42,337.30	05,366.00	-23,030.30	04.7570
	3,683.22	3,636.00	47.22	101.3%
4501 · 604B Water Planning 4505 · DEC Woodbury SW Final Design	0.00	0.00	0.00	0.0%
4506 · Forest Integrity	3,741.83	40,375.00	-36,633.17	9.27%
• •	0.00	,	•	
4512 · NEIWPCC Berlin SW Final Design 4515 · MARC Clean Water Block Grant	0.00	0.00	0.00	0.0% 0.0%
4516 · Tactical Basin Planning	18,679.45	30,403.00	-11,723.55	61.44%
4516 · Tactical Basin Planning 4518 · WCA PublicPrivatePartnership-P3	191.62	•	•	
4518 · WCA PublicPrivatePartnership-P3 4519 · MARC Design Imp. Block Grant	9,665.84	3,792.00 42,480.00	-3,600.38 -32,814.16	5.05% 22.75%
4519 · MARC Design Imp. Block Grant 4520 · DEC Woodbury Elem/Fire SW F.D	9,665.84	42,480.00 28,799.00	-32,814.16 -14,621.92	49.23%
4521 · DEC Moretown School SW Fin Des	•	36,152.00		
4021 - DEC MOTELOWII SCHOOL SW FIN DES	12,234.10	30, 132.00	-23,917.90	33.84%

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Executive Committee

4:05 AM 03/15/21 Accrual Basis

Central Vermont Regional Planning Commission Profit & Loss Budget vs. Actual

	Jul '20 - Feb 21	Budget	\$ Over Budget	% of Budget
4525 · Friends of the Winooski River	1,815.76	2,195.00	-379.24	82.72%
4500 · Natural Resources - Other	0.00	0.00	0.00	0.0%
Total 4500 · Natural Resources	64,188.90	187,832.00	-123,643.10	34.17%
4600 · Public Safety				
4602 · EMPG	14,884.21	45,305.00	-30,420.79	32.85%
4607 · LEPC SERC	5,867.50	11,164.00	-5,296.50	52.56%
4609 · DPS Local Hazard Mitig. Plans	3,688.60	8,824.00	-5,135.40	41.8%
4611 · VEM Emergency Operation MOA	0.00	1,200.00	-1,200.00	0.0%
4615 · DPS EMPG	10,155.30	15,636.00	-5,480.70	64.95%
4620 · VDT LGER	115,745.17	113,676.00	2,069.17	101.82%
Total 4600 · Public Safety	150,340.78	195,805.00	-45,464.22	76.78%
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	15,384.26	25,709.00	-10,324.74	59.84%
4804 · TPI	130,450.87	258,168.00	-127,717.13	50.53%
Total 4800 · Transportation	145,835.13	283,877.00	-138,041.87	51.37%
4900 · Other Income				
4901 · Interest Income	194.65	10.00	184.65	1,946.5%
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	5,000.00	0.00	100.0%
Total 4900 · Other Income	5,194.65	5,010.00	184.65	103.69%
Total Income	704,266.42	1,127,997.00	-423,730.58	62.44%
Gross Profit	704,266.42	1,127,997.00	-423,730.58	62.44%
Expense				
5000 · Wages and Fringe Benefits				
5001 · Personnel	271,253.66	482,657.00	-211,403.34	56.2%
5100 · Fringe Benefits				
5101 · FICA	21,185.29	34,653.00	-13,467.71	61.14%
5110 · Health Insurance	63,719.35	96,712.00	-32,992.65	65.89%
5112 · Dental Insurance	3,379.74	6,402.00	-3,022.26	52.79%
5115 · Life Disability Insurance	1,685.06	4,099.00	-2,413.94	41.11%
5120 · Pension Plan - Edward Jones	11,090.05	19,047.00	-7,956.95	58.23%
5125 · Technology Stipend	2,056.92	3,328.00	-1,271.08	61.81%
5130 · Unemployment Insurance	339.00	700.00	-361.00	48.43%
5135 · Worker's Comp	2,253.64	3,394.00	-1,140.36	66.4%
5100 · Fringe Benefits - Other	0.00	0.00	0.00	0.0%

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Central Vermont Regional Planning Commission Profit & Loss Budget vs. Actual

	Jul '20 - Feb 21	Budget	\$ Over Budget	% of Budget
Total 5100 · Fringe Benefits	105,709.05	168,335.00	-62,625.95	62.8%
5000 · Wages and Fringe Benefits - Other	0.00	0.00	0.00	0.0%
Total 5000 · Wages and Fringe Benefits	376,962.71	650,992.00	-274,029.29	57.91%
5200 · Professional Services				
5201 · Accounting	40,000.00	65,000.00	-25,000.00	61.54%
5202 · Audit	0.00	7,950.00	-7,950.00	0.0%
5203 · IT/Computer	695.00	2,300.00	-1,605.00	30.22%
5204 · Legal	0.00	3,000.00	-3,000.00	0.0%
5205 · Videography	0.00	0.00	0.00	0.0%
5206 · Professional Services - Other	634.50	0.00	634.50	100.0%
5200 · Professional Services - Other	0.00	1,300.00	-1,300.00	0.0%
Total 5200 · Professional Services	41,329.50	79,550.00	-38,220.50	51.95%
5305 · Advertising	1,741.05	2,328.00	-586.95	74.79%
5315 · Consultants	123,135.13	259,446.00	-136,310.87	47.46%
5320 · Depreciation expense	3,193.60	4,800.00	-1,606.40	66.53%
5325 · Copy				
5326 · Copier extra copies	838.63	1,200.00	-361.37	69.89%
5327 · Copier Lease Payments	1,584.97	2,884.00	-1,299.03	54.96%
5325 · Copy - Other	0.00	0.00	0.00	0.0%
Total 5325 · Copy	2,423.60	4,084.00	-1,660.40	59.34%
5330 · Supplies				
5331 · Equipment/Furniture	871.77	4,526.00	-3,654.23	19.26%
5332 · GIS Supplies	0.00	500.00	-500.00	0.0%
5333 · Office Supplies	1,536.65	3,000.00	-1,463.35	51.22%
5334 · Billable Supplies	24.25	307.00	-282.75	7.9%
5335 · Subscriptions/Publications	641.87	1,252.00	-610.13	51.27%
5330 · Supplies - Other	0.00	0.00	0.00	0.0%
Total 5330 · Supplies	3,074.54	9,585.00	-6,510.46	32.08%
5344 · Insurance				
5345 · Liability Insurance	892.00	1,738.00	-846.00	51.32%
5346 · Public Officials Insurance	1,631.52	2,448.00	-816.48	66.65%
Total 5344 · Insurance	2,523.52	4,186.00	-1,662.48	60.29%
5350 · Meetings/Programs	1,615.61	2,900.00	-1,284.39	55.71%
5355 · Postage	868.36	1,105.00	-236.64	78.59%
5360 · Dues/Memberships/Sponsorships				
5361 · Government Relations	2,590.92	3,454.56	-863.64	75.0%
5360 · Dues/Memberships/Sponsorships - Other	4,488.42	7,270.44	-2,782.02	61.74%
Total 5360 · Dues/Memberships/Sponsorships	7,079.34	10,725.00	-3,645.66	66.01%
5370 · Office Occupancy				
5310 · Cleaning	1,760.00	2,160.00	-400.00	81.48%
5371 · Rent/Utility Payments	28,255.60	42,383.00	-14,127.40	66.67%
5370 · Office Occupancy - Other	0.00	200.00	-200.00	0.0%

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Executive Committee

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4:05 AM 03/15/21 Accrual Basis

Central Vermont Regional Planning Commission Profit & Loss Budget vs. Actual

	Jul '20 - Feb 21	Budget	\$ Over Budget	% of Budget
Total 5370 · Office Occupancy	30,015.60	44,743.00	-14,727.40	67.08%
5375 · Software/Licenses/IT Sub	7,037.65	9,764.00	-2,726.35	72.08%
5385 · Telephone/Internet	4,442.37	6,780.00	-2,337.63	65.52%
5390 · Travel	5,462.12	7,862.00	-2,399.88	69.48%
5999 · Miscellaneous Expenses				
5339 · Gifts	119.25	920.00	-800.75	12.96%
5380 · Fees				
5382 · Bank Fees	13.86			
5384 · Payroll Direct Deposit Fees	16.00			
5380 · Fees - Other	502.50	766.00	-263.50	65.6%
Total 5380 · Fees	532.36	766.00	-233.64	69.5%
5999 · Miscellaneous Expenses - Other	0.00	410.00	-410.00	0.0%
Total 5999 · Miscellaneous Expenses	651.61	2,096.00	-1,444.39	31.09%
8000 · Indirect Costs	0.00			
Total Expense	611,556.31	1,100,946.00	-489,389.69	55.55%
Net Ordinary Income	92,710.11	27,051.00	65,659.11	342.72%
Net Income	92,710.11	27,051.00	65,659.11	342.72%



MEMO

Date: March 26, 2020
To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: FY21 Budget Adjustment #4

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 fourth proposed FY 2021 budget adjustment represents the Commission's 02/28/21 position. It projects a net income of \$55,468. This is \$42,433 higher than the adopted budget due primarily due to lower than anticipated expenses and a few new municipal contracts.

CVRPC's requested, and received approval, to lower its indirect rate to avoid an over recovery of indirect costs. The adjustment will result in a steadying lowering of net income through the end of the fiscal year.

Highlights

This budget should be viewed as a conservative approach to CVRPC's end of year position. Pandemic emergency shifting has stabilized for this fiscal year. Looking forward, CVRPC still needs to position itself to be nimble/adaptable as the state moves toward pandemic recovery actions.

Revenues: \$1,130,544

Revenues are increased slightly from the adopted budget owing to several new contracts and a more robust start-up of the Comprehensive Economic Development Strategy project. Emergency management projects are proceeding slower than anticipated. For transportation, CVRPC will split its consultant project between FY21 and FY22.

CVRPC completed 10 road erosion inventories, which assisted towns to meet Municipal Road General Permit requirements by December 31st. Two new contracts involve serving as Municipal Project Manager, a new role for CVRPC. CVFiber requested CVRPC's administrative services to support its Board and committees.

Expenses: \$1,075,076

The budget anticipates continuation of telework through June 30th. Expense items that will be depreciated were removed from the budget and included as reserve costs. Expenses other than wages and fringe benefits were adjusted to true up to 02/28/21 contract balances and for new contracts. Contractor services were

adjusted down due to the transportation project fiscal year split. Wages and fringe benefit changes reflect the difference between projections and final numbers for our newest employee. Several computer purchases were moved forward into FY21. CVRPC is working to avoid purchasing a new server and two GIS computers in FY23. The GIS computers cost 2.5 times more than a normal desktop due to processing capacity.

Reserves: \$186,839

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 \$41,747 towards CVRPC's reserves. \$50,000 has been transferred into the reserve account; these are reserves budgeted in previous fiscal years. These 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

The ACCD 3rd quarter payment remains outstanding. With cash flow holding steady, the cash from this payment may be swept into reserves when it arrives (~\$63,000).

Additional contracts that may emerge in FY21 include Montpelier Trails Convening, start-up fund for Clean Water Server Provider services, and pandemic recovery contracts, such as planning support for CVFiber. CVRPC recently received notification of a new grant award to construct a stormwater project in Plainfield.

Central Vermont Regional Planning Commission

FY21 Budget

Adopted by the Executive Committee ____/___/21 Laura Hill-Eubanks, Chair

		06/30/19	06/30/20	07/06/20	11/30/20	02/01/21	04/05/21			
	l I	FY19	FY20	FY21	FY21	FY21	FY21	Difference	Percent	Ī
Line		Audited	Actuals*	Budget	Budget	Budget	Budget	02/01-04/05	Change	Notes
								52/52 5 4/55		
1	REVENUES	1,202,688	1 456 054	1,010,211	1,139,952	1 127 996	1,130,544	2,548	0.2%	
2	11010	1,202,000	1,130,031	1,010,211	1,133,332	1,12,1550	1,130,311		0.270	
3	Community Development	56,958	53,963	9,875	46,975	30,832	34,875	4,043	13.1%	
4	Fee for Service	10,307	7,704	5,900	6,400	6,700	12,200	5,500	82.1%	
5	Municipal Contracts	40,684	53,959	50,707	66,435	65,387	70,231	4,844	7.4%	
6	Natural Resources	343,292	651,191	251,524	204,942	187,833	187,454	(379)	-0.2%	
7	Other Income	7,987	846	485	5,485	5,010	5,295	285	5.7%	
8	Public Safety	65,485	103,686	83,634	176,663	195,804	187,254	(8,550)	-4.4%	
9	Regional Planning Funds (ACCD)	288,674	266,283	269,323	269,323	272,678	272,678	0	0.0%	
10	Town Dues	73,488	78,041	79,875	79,875	79,875	79,875	0	0.0%	
11	Transportation	315,814	240,381	258,887	283,854	283,877	280,682	(3,195)	-1.1%	
12		,	,	,	,	,	,	, , ,		
13		FY19	FY20	FY21	FY21	FY21	FY21	Difference	Percent	
14		Audited	Actuals*	Budget	Budget	Budget	Budget	02/01-04/05	Change	Notes
15									_	
1.0		4 440 664	4 200 200		4 400 400		4	(00.00=)	2 501	Capital purchases & leadholder improvements
16	EXPENSES	1,110,664	1,289,327	9/1,2/2	1,106,195	1,114,961	1,075,076	(39,885)	-3.6%	moved to Reserves as they are depreciated items
17										, ,
18	Advertising	2,865	1,238	1,486	2,064	2,328	3,454	1,126	48.4%	
19	Contractor Services	374,700	521,582	191,797	228,231	259,446	234,242	(25,204)	-9.7%	
20	Copy/Print	3,497	4,204	4,984	4,984	4,084	3,660	(424)	-10.4%	
21	Depreciation	2,786	5,316	6,000	5,400	4,800	4,800	0	0.0%	
22	Dues/Memberships/Sponsorships	9,283	10,398	11,775	11,775	10,725	10,450	(275)	-2.6%	
23	Fringe Benefits	133,509	141,123	148,883	163,673	168,606	157,860	(10,746)	-6.4%	Adjusted for new transportation planner
24	Insurance	1,738	1,946	4,186	4,186	4,186	4,848	662	15.8%	
25	Line of Credit	0	0	0	0	0	0	0	-	
26	Meeting/Programs	11,048	11,276	15,208	12,881	2,900	2,900	0	0.0%	
27	Miscellenous Expense	1,663	1,241	1,800	1,800	2,096	2,060	(36)	-1.7%	
28	Office Occupancy	43,732	43,903	49,663	49,743	44,743	44,743	0	0.0%	
29	Wages	410,313	439,494	400,403	479,045	486,206	489,209	3,003	0.6%	Adjusted for new transportation planner
30	Postage	3,119	800	2,050	1,585	1,105	1,105	0	0.0%	
31	Professional Services	73,559	69,166	87,255	85,680	79,550	79,550	0	0.0%	
32	Software / Licenses	6,518	6,436	10,516	10,546	9,764	12,327	2,563		Extended server warranty for 2 years
33	Supplies	13,655	15,276	12,734	14,168	8,278	9,298	1,020		Equipment to facilitate remote work & meetings
34	Telephone / Internet	5,927	7,170	7,426	7,440	6,780	6,780	0	0.0%	
35	Travel	12,753	8,757	15,106	16,492	7,862	7,789	(73)	-0.9%	
36										
37	BAL END	92,024	166,727	38,939	33,757	13,035	55,468	42,433	325.5%	Additional 4,811 from Working Communities &
	5,12 2,13	32,024	100,727	30,333	33,737	13,033	33,400	72,733	323.370	8,990 from BCRC Energy advances to be used FY21
38										
39	RESERVES	20,000	49,380	25,000	30,000	15,000	41,747	26,747	178.3%	
40	General Reserves	20,000	49,380	25,000	30,000	15,000	30,000	15,000	100.0%	
41	Capital Equipment	0	0	0	0	0	6,747	6,747		Plotter, install labor, and 5-year warranty
42	Leaseholder Improvements	0	0	0	0	0	5,000	5,000	0.0%	Renovate existing office or fit up for new space

^{*}Unaudited; as of 02/01/21

Central Vermont Regional Planning Commission FY21 Budget

As of 04/05/21

		Total Revenues		\$1,130,544
Line -	Account			
Line	No.			
1		Community Development		\$34,875
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	\$25,000	4-region Comprehensive Economic Development
	7213	Centre regional Economic Strategy	723,000	Strategy (Regional Plan element)
5		Fac for Comics		¢12 200
6 7	4308	Fee for Service Wrightville Beach Recreation District Bookkeeping	\$4,000	\$12,200 End date 12/31/21
8	4308	Cross Vermont Trail Association Admin Services		End date 12/31/21 End date 09/30/21
	4302		-	
9		CVFiber Admin Services	\$2,500	
10	4204	CVFiber Planning Services	\$0	
11	4304	GIS Mapping	\$4,500	
12				670.004
13		Municipal Contracts		\$70,231
14	4404	Cabot Trails (MPG)	\$0	
15	4435	Woodbury Town Plan	\$8,951	
16	4435	Woodbury Town Plan Engagement	\$2,776	
17		Montpelier Trails Convening		VOREC grant - State contracting delaying project
18	4445	Moretown Zoning (MPG)		Zoning update related to housing opportunities
19	4440	Middlesex Zoning		Zoning update for village area
20	4440	Middlesex Capitol Improvement Plan (MPG)		Capital improvement plan
21	4440	Middlesex Bike/Ped Project Management		Walkable Middlesex scoping study
22		Marshfield LHMP	\$8,499	Local Hazard Mitigation Plan
23		Waitsfield Bike/Ped Project Management	\$2,300	Village West sidewalk construction
24	4430	Barre Town Road Erosion Inventory	\$6,498	
25	4403	FY20 Better Roads Berlin	\$0	Road erosion inventory
26	4403	FY21 Better Roads Cabot	\$3,885	Road erosion inventory
27	4403	FY21 Better Roads Duxbury	\$1,695	Road erosion inventory
28	4403	FY20 Better Roads Marshfield	\$19	Road erosion inventory
29	4403	FY21 Better Roads Moretown	\$5,045	Road erosion inventory
30	4403	FY20 Better Roads Plainfield	\$4,055	Road erosion inventory
31	4415	Waitsfield Road Erosion Inventory	\$3,787	
32	4403	FY20 Better Roads Washington	\$5,931	Road erosion inventory
33	4403	FY20 Better Roads Waterbury	\$86	Road erosion inventory
34				
35		Natural Resources		\$187,454
36	4501	604b Water Quality Planning		Assist Friends of Mad River with web map for data
37	4516	Tactical Basin Plannnig FY20 Amended		Municipal outreach, Basin Plan assistance
38 39	4506	DEC Clean Water Service Provider FPR Forest Integrity		Start up anticipate ~June/Julyl 2021 18,765 contractor pass through
33	4300	FFN FOIEST IIILEGITTY		3-acre stormwater site selection & stakeholder
40	4518	WCA 3-Acre SW Partnership	\$3,792	outreach
41	4520	DEC Woodbury Elem/Fire SW Final Design	\$28,799	21,374 contractor pass through
42	4521	DEC Moretown School SW Final Design		31,958 contractor pass through
43	4519	DIBG Calais & Woodbury SW Final Design		35,053 contractor pass through
44	4519	DIBG Berlin Town Office & Garage		62.930 contractor pass through
45		DEC Plainfield Health Center SW Construction	\$0	Contracting in progress

Central Vermont Regional Planning Commission FY21 Budget

As of 04/05/21

		Total Revenues		\$1,130,544
Lina	Account			
Line	No.			
46	4525	FWR Water Wise Woodlands	\$2,195	Resilience planning in Upper Winooski watershed
47				
48		Other Income		\$5,295
49	4999	Miscellaneous	\$5,000	Donation
50	4901	Interest	\$295	
51				
52		Public Safety		\$187,254
53	4602	VEM Emergency Mangmt Performance Grant	¢20 000	Preparedness, asssistance, and education
33	4002	(EMPG) FFY 20	\$50,000	Prepareuriess, assistance, and education
54	4602	EMPG FFY19	\$6,741	Preparedness, asssistance, and education
55	4615	EMPG 20 Supplemental	\$15,636	COVID-related municipal emergency planning
56	4607	Local Emergency Planning Committee 5 FY20	\$4,128	Bookkeeping, administrative services & Tier II
50	4007	Local Efficiency Planning Committee 3 F120	34,12 0	support
57	4607	Local Emergency Planning Committee 5 FY21	\$5,000	Bookkeeping, administrative services & Tier II
37	4607	Local Emergency Planning Committee 5 FY21	\$5,000	support
58	4607	Local Emergency Planning Committee 5 Old Funds	\$500	State hazardous materials planning involvement
59	4609	Montpelier & Calais LHMPs		Local Hazard Mitigation Plans
60		Montpelier LHMP Cash Match	\$2,500	Municipal match share
61	4611	VEM State Emergency Operation Center MOA	\$250	Disaster event support
C2	4620	VT. Dept. of Taxes Local Government Expense	\$113,676	RPC lead for reimbursement of COVID-related
62	4620	Reimbursement Grant	\$113,676	expenses assistance
63				
64		Regional Planning Funds (ACCD)		\$272,678
65	4100	FY20 Carry Forward	\$3,355	
66	4100	FY21 Allocation	\$269,323	Local and regional planning & implementation
67				
68	4701	Town Dues		\$79,875
69				
70		Transportation		\$280,682
71	4804	VTrans Transportation Planning Initiative (TPI) FFY20	\$61,776	Includes Stevens Branch tranpo resiliency study
72	4804	TPI FFY21	\$200,683	RPC lead for Transpo Resilience Planning Tool effort
73	4803	Municipal Grants In Aid FY20	\$13,224	Program extended to 10/31/2020
74	4803	Municipal Grants In Aid FY21	\$5,000	Support municipal roads BMP implementation
75				

		Total Expenses		#REF!
Line	Account No.			
1	5305	Advertising		\$3,454
2		Administrative		Position vacancy ads
3		ACCD		Municipal & Regional Plan approval/adoption hearings
4		Community Development	0	, , , , , , , , , , , , , , , , , , , ,
5		Municipal	0	
6		Natural Resources	0	
7		Public Safety	730	
8		Transportation	410	
9				
10	5315	Contractor Services		\$234,242
11		ACCD	0	
12		Working Communities		Inclusive planning for workforce & employer support
13		FPR Forest Integrity		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	Champanata and a standard and a stan
17		DIBG Berlin Town Office & Garage Dept. of Taxes LGER		Stormwater construction project
18 19		Transportation Planning Initiative (TPI)		Pass through to other RPCs for local assistance Pass through to other RPCs for municipal assistance
20		Transportation Planning Initiative (TPI)	36,193	rass tillough to other krcs for municipal assistance
21				
22	5325	Copy / Print		\$3,660
23	5327	Lease	2,340	
24	5326	Extra Copies	1,320	Reduced use due to remote work
25				
26	5320	Depreciation		\$4,800
27				
28	5360	Dues / Memberships / Sponsorships		\$10,450
29		VAPDA	5,500	Annual Dues
30		VT League of Cities & Towns	950	Access to unemployment insurance & other services
31		Nat'l Assoc. of Development Organizations	3,000	Increased per NADO's strategic plan
32		Assoc. of State Floodplain Managers	500	3 Certified Floodplain Managers
33		VT Planners Association	0	VPA ended organizational memberships
34		Event Sponsorships	500	Anticipate limited events this year
35				
36	5000	Fringe Benefits		\$157,860
37		FICA		Medicaid & Social Security taxes
38		Health Ins.	85,203	
39		Dental Ins.	5,660	
40		Vision Ins.	0	Not provided

		Total Expenses		#REF!
	Account	Total Expenses		mer.
Line	No.			
41		Retirement	19,047	5% of gross wages after 1 year employment
42		Disability Ins.	2,394	
43		Life Ins.	840	
44		Unemployment Ins.	590	VLCT Employment Resources and Benefits Turst
45		Workers Comp Ins.	3,394	
46		Technology Stipend	3,440	40/mo/employee (prorated for hours worked)
47				
48	5344	Insurance		\$4,848
49	5345	General Liability	1,532	Property/Vehicle/Fire
50	5346	Public Officials	3,316	Legal/Employment Practices Liability
51				
52		Line of Credit		\$0
53		Debt Repayment	0	Debt not anticipated
54		Interest	0	
55				
56	5350	Meetings / Programs		\$2,900
57		Administrative		Adjusted for COVID
58		ACCD	200	Adjusted for COVID
59		Energy	0	
60		Municipal	0	
61		Natural Resources	0	
62		Public Safety	200	
63		Transportation	0	TAC & project mtgs
64		VAPDA	0	Jan meeting reimbursement (mtg held remotely)
65				
66	5999	Miscelleneous Expense		\$2,060
67	5339	Gifts		Staff recognition, Board thank you, etc.
68		Equipment Repair & Service	400	100 telephone; 300 Traffic Counters
69	5380	Fees	730	500 Line of Credit; 100 misc; DCRA 30
70	5960	Bad Debt	0	
71		Interest	10	
72				
73	5370	Office Occupancy		\$44,743
74	5371	Rent	42,383	Lease extension through 09/30/2021
75	5310	Office Cleaning	2,160	80 monthly bi-weekly plus special carpet cleaning
76		Repairs & Other Maintenance	200	
77		Office Renovations / Relocation		Moved to Capital Investment
78				

Residue Accounting Accounting No. 179 535 80 81 82 83 84 85 520 86 520 87 520 89 90 520 91 520 92 93 537	Postage Postage Postage Machine Machine Postage Billable Postage Professional Services Audit Accounting IT/Computer Legal Website Update Videography	210 820 75 7,950 65,000 2,300 3,000 1,000	\$1,105 Meter refilled Dec 2020 \$79,550 Single Audit not required 5000 monthly fee 425 quarterly maintenance; it support as needed Personnel policy update Modernize the website 175/mo for Commission meetings
79 535 80 81 82 83 84 85 520 86 520 88 520 89 90 520 91 520 92	Postage Postage Machine Machine Postage Billable Postage Professional Services Audit Accounting IT/Computer Legal Website Update Videography	210 820 75 7,950 65,000 2,300 3,000 1,000	\$79,550 Single Audit not required 5000 monthly fee 425 quarterly maintenance; it support as needed Personnel policy update Modernize the website
80 81 82 83 84 85 520 86 520 87 520 88 520 99 520	Postage Machine Machine Postage Billable Postage Professional Services Audit Accounting IT/Computer Legal Website Update Videography	210 820 75 7,950 65,000 2,300 3,000 1,000	\$79,550 Single Audit not required 5000 monthly fee 425 quarterly maintenance; it support as needed Personnel policy update Modernize the website
82 83 84 85 520 86 520 87 520 88 520 89 90 520 91 520	Professional Services Audit Accounting IT/Computer Legal Website Update Videography	7,950 65,000 2,300 3,000 1,000	\$79,550 Single Audit not required 5000 monthly fee 425 quarterly maintenance; it support as needed Personnel policy update Modernize the website
83 84 85 520 86 520 87 520 88 520 89 90 520 91 520 92	Professional Services 2 Audit 1 Accounting 3 IT/Computer 4 Legal Website Update 5 Videography	7,950 65,000 2,300 3,000 1,000	Single Audit not required 5000 monthly fee 425 quarterly maintenance; it support as needed Personnel policy update Modernize the website
84 85 520 86 520 87 520 88 520 89 90 520 91 520 92	Audit Accounting IT/Computer Legal Website Update Videography	7,950 65,000 2,300 3,000 1,000	Single Audit not required 5000 monthly fee 425 quarterly maintenance; it support as needed Personnel policy update Modernize the website
85 520 86 520 87 520 88 520 89 90 520 91 520	Audit Accounting IT/Computer Legal Website Update Videography	7,950 65,000 2,300 3,000 1,000	Single Audit not required 5000 monthly fee 425 quarterly maintenance; it support as needed Personnel policy update Modernize the website
86 520 87 520 88 520 89 90 520 91 520	Accounting IT/Computer Legal Website Update Videography	65,000 2,300 3,000 1,000	5000 monthly fee 425 quarterly maintenance; it support as needed Personnel policy update Modernize the website
87 520 88 520 89 90 520 91 520 92	3 IT/Computer 4 Legal Website Update 5 Videography	2,300 3,000 1,000	425 quarterly maintenance; it support as needed Personnel policy update Modernize the website
88 520 89 90 520 91 520 92	4 Legal Website Update 5 Videography	3,000 1,000 0	Personnel policy update Modernize the website
89 90 520 91 520 92	Website Update Videography	1,000	Modernize the website
90 520 91 520 92	5 Videography	0	
91 520 92			175/mo for Commission meetings
92	0 Other		<u> </u>
		300	Archive document scanning; shredding services
102 527			
93 337	<u>'</u>		\$12,327
94	ESRI GIS License	3,000	1500 concurrent; 500 Spatial Analyst; 500 single use (2)
95	Intuit Quickbooks Pro	1,420	Purchase QB 3-year program; maintain two QB licenses; 1-yr QB payroll module
96	Dovico	2,300	Timesheet software; synchs to QuickBoooks
97	Microsoft Exchange 365	530	Remote access to email
98	FortiClient	425	Remote access to server
99	Register.com	500	Domain name (cvregion.org & cvregion.com)
100	Network Solutions	80	CVRPC website
101	Bit Defender	115	Antivirus license for up to 25 computers
102	Ormsby's Computer Systems	3,627	181 Acronis Server Backup License; 899 Cloud Storage License; 2548 server warranty (2 yrs)
103	Register.com	0	Domaine Gateway; renews in 2024
104	Adove Acrobat Pro 2020	330	Updates program and adds e-signature function
105			
106 533	0 Supplies		\$9,298
107 533	General Office	3,000	Reduced for remote work
108 533	1 Equipment & Furniture	4,080	390 camera; 970 desktop/monitor; 935 desktop/monitor (2); 850 iPad
109 533	2 GIS		Reduced due to remote work
110 533	5 Subscriptions	1,411	190 Times Argus; 22 Valley Reporter; 240 Constant Contact; 300 Survey Monkey; 500 GoToMeeting; 159 Zoom
111 533	4 Billable Supplies		Transportation field supplies and meeting materials

		Total Expenses		#REF!
Line	Account No.			
112				
113	5385	Telephone / Internet		\$6,780
114		Telephone Lease/Service	5,100	Surcharge for digial voice feature (phone messages forwarded to email)
115		Internet Service	1,680	
116				
117	5390	Travel		\$7,789
118		Administrative	500	VAPDA, prof dev & other mtgs
119		ACCD	150	Local, regional, and state meetings
120		Community Development	0	
121		Municipal	2,120	Meetings & road erosion inventory field work
122		Natural Resources	165	Meetings
123		Public Safety	244	Site visits, meetings, CFM continuing ed requirement
124		Transportation	4,610	Increased field work
125				
126	5001	Wages		\$489,209
127		Gross Pay	462,455	7.5 FTE plus Planning Techs; includes raises, bonuses, & payment in lieu of health insurance benefit
128		Compensatory Time	26,523	Year end estimate
129		Overtime	231	Non-exempt employee
130				

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Reserve Fund

As of 02/28/21

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

\$409,615

Current Reserves: \$186,839 (Interim goal: \$200,000 by 2025 or ~3 months operating expenses)

\$53,062 Unrestricted/Unassigned - General reserves

\$11,747 Unrestricted/Committed - Emergency equipment purchases & other

capital expenses

\$74,797 Unrestricted/Committed - Accrued compensated absences (Paid

Time Off liability)

\$20,000 Designated - Office Renovation / Relocation \$27,233 Designated - FY19 indirect over recovery

Balance (+/-): (\$222,776)

No. Months Reserves: 2.7 Goal: 6 months

Minimum Monthly Expenses:

То	otal \$68,269
Copy / Print	\$305
Fringe Benefits	\$13,155
Insurance	\$404
Miscelleneous Expense	e \$172
Office Occupancy	\$3,729
Postage	\$92
Professional Services	\$6,629
Software / Licenses	\$1,027
Supplies	\$775
Telephone / Internet	\$565
Travel	\$649
Wages	\$40,767

Recommendations

- 1. Contribute \$25,600 per year to reach goal of \$200,000 by 2025 (~3 months operating reserves)
- 2. For this year, contribute \$41,747 to reserves.
- 3. Recommended set aside should be reviewed annually and adjusted as needed.



MEMO

Date: March 26, 2021
To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: FY22 Preliminary Budget

No action is required.

This preliminary draft of the FY22 budget is for discussion purposes. The final budget will be presented for adoption in June.

SUMMARY

The preliminary draft budget does not balance, which is usual. This draft provides information about how "tight" FY22 is expected to be. It represents;

- anticipated revenues and expenses for existing grants based on current project progress and schedules.
- conservatively estimated revenues and expenses for annual grants for which future applications will be made.
- confirmed administrative costs (ex. copier lease)
- optimal expenses for items that can be adjusted, such as professional development, event sponsorships, personnel compensation, office furniture, and electronics replacement.

Revenues are projected to be relatively stable for FY22 compared to FY21. The number of projects has been substantially reduced as one-time contracts for energy, working communities, road erosion inventories, and pandemic response end.

Expenses are projected to be higher in FY22 than in FY22. The preliminary budget assumes that the office reopens and in-person meetings resume in October 2021. As a result, expense for copy/print, meetings/programs, and travel were increased to 75% of pre-pandemic levels. Contractor services vary with project mix. Wages were held steady for the preliminary draft. Fringe benefits increased because health insurance premiums are presumed to increase by 10% and unemployment insurance increased substantially. Office rent was presumed to increase by 9.2% based on preliminary figures provided by CVRPC's current lessor.

The \$100,000 gap could be closed through a combination of additional revenue opportunities that may emerge from one or more of the following:

CVFiber planning services – contract administration, grant writing

- Resumption of the WCA 3-acre stormwater partnership project (currently on hold)
- DEC increased budgeting for Clean Water Service Providers. DEC has \$50,000/provider budgeted for start-up costs; CWSPs calculated start-up costs at \$70-78,000 based on DEC's description of activities.
- The final value of Waitsfield West Village Sidewalk Municipal Project Manager services.
- Addition Design/Implementation Block Grant project awards.
- Pandemic recovery funds The Legislature is considering bills that may result in brownfields funding, American Rescue Plan Act (ARPA) support by RPCs to municipalities, and one-time ACCD funding for RPCs. VEM also has signaled that additional pandemic-related funds may be allocated to RPCs and/or an increase may be made to the annual EMPG.
- CVRPC's Brownfield Program application may be awarded funds.
- VTrans may request on-going assistance from RPCs for the Municipal Grants in Aid program.

Legislative discussions are expected to be concluded before the final draft of the FY22 budget is prepared. The US Treasury is expected to release guidance on the ARPA funds next week, which may shift the pandemic funding away from RPCs or provide more to us.

Central Vermont Regional Planning Commission

FY22 Preliminary Budget

Adopted by the Executive Committee	/ /21	Laura Hill-Eubanks. Ch	nai
Adopted by the Executive Committee	_// 21	Laura Hill-Lubanks, Ci	ıaı

		06/30/19	06/30/20	04/05/21	04/05/21			
		FY19	FY20	FY21	FY22	Difference	Percent	
Line		Audited	Actuals*	Budget	Budget	02/01-04/05	Change	Notes
						, , , , , , , , , , , , ,		
1	REVENUES	1,202,688	1,456,054	1.125.096	1,112,718	(12,378)	-1.1%	
2		_,,		_,,		(==)0:0)		
3	Community Development	56,958	53,963	34,875	14,774	(20,101)	-57.6%	
4	Fee for Service	10,307	7,704	12,200	17,200	5,000	41.0%	
5	Municipal Contracts	40,684	53,959	70,231	32,618	(37,613)	-53.6%	
6	Natural Resources	343,292	651,191	187,454	358,153	170,699	91.1%	
7	Other Income	7,987	846	5,295	295	(5,000)	-94.4%	
8	Public Safety	65,485	103,686	187,254	66,182	(121,072)	-64.7%	
9	Regional Planning Funds (ACCD)	288,674	266,283	272,678	269,323	(3,355)	-1.2%	
10	Town Dues		78,041	79,875	81,999		2.7%	
_		73,488				2,124	-1.1%	
11	Transportation	315,814	240,381	275,234	272,174	(3,060)	-1.1%	
12		FY19	FY20	FY21	FY22	Difference	Dougout	<u> </u>
13		I -					Percent	
14		Audited	Actuals*	Budget	Budget	02/01-04/05	Change	Notes
15								
16	EXPENSES	1,110,664	1,289,327	1,069,627	1,214,240	144,613	13.5%	Expenses project in-office work begins 10/01/21
17								
18	Advertising	2,865	1,238	3,454	957	(2,497)	-72.3%	
19	Contractor Services	374,700	521,582	228,794	326,561	97,767	42.7%	
20	Copy/Print	3,497	4,204	3,660	12,264	8,604	235.1%	
21	Depreciation	2,786	5,316	4,800	5,000	200	4.2%	
22	Dues/Memberships/Sponsorships		10,398	10,450	9,950	(500)	-4.8%	
23	Fringe Benefits	133,509	141,123	157,860	165,284	7,424	4.7%	
24	Insurance	1,738	1,946	4,848	5,848	1,000	20.6%	
25	Line of Credit	0	0	0	0	0	-	
26	Meeting/Programs	11,048	11,276	2,900	9,654	6,754	232.9%	
27	Miscellenous Expense	1,663	1,241	2,060	2,060	0	0.0%	
28	Office Occupancy	43,732	43,903	44,743	48,844	4,101	9.2%	
29	Wages	410,313	439,494	489,209	504,524	15,315	3.1%	
30	Postage	3,119	800	1,105	1,710	605	54.8%	
31	Professional Services	73,559	69,166	79,550	80,375	825	1.0%	
32	Software / Licenses	6,518	6,436	12,327	12,327	0	0.0%	
33	Supplies	13,655	15,276	9,298	8,346	(952)	-10.2%	
34	Telephone / Internet	5,927	7,170	6,780	6,780	0	0.0%	
35	Travel	12,753	8,757	7,789	13,756	5,967	76.6%	
36								
37	BAL END	92,024	166,727	55,469	(101,522)	(156,991)	-283.0%	
38		, ,	,	., .,	. , ,/	,,,		
39	RESERVES	20,000	49,380	15,000	10,000	(5,000)	-33.3%	
40	General Reserves	20,000	49,380	15,000	0	, , , , , ,	-100.0%	
41	Capital Equipment	0	0	0	0		100.0%	
42	Leaseholder Improvements	0	0	0	10,000		0.0%	Renovate existing office or fit up for new space
					1 20,000		0.070	, , , , , , , , , , , , , , , , , , , ,

*Unaudited; as of 02/01/21

Central Vermont Regional Planning Commission FY22 Budget

As of 04/05/21

		Total Revenues		\$1,112,718
	Account			
Line	No.			
1		Community Development		\$14,774
2	4201	0	\$0	
3	4208	0	\$0	
4	4215	CCRPC Regional Economic Strategy	\$14,774	4-region Comprehensive Economic Development Strategy (Regional Plan element)
5				otrategy (negional rian element)
6		Fee for Service		\$17,200
7	4308	Wrightville Beach Recreation District Bookkeeping	\$4,000	End date 12/31/21
8	4302	Cross Vermont Trail Association Admin Services		End date 09/30/21
9		CVFiber Admin Services	\$12,500	
10		CVFiber Planning Services	\$12,300	
11	4304		\$700	
-	4304	GIS Mapping	\$700	
12				
13		Municipal Contracts		\$32,618
14	4404	0	\$0	
15	4435	Woodbury Town Plan	\$1,606	
16	4435	Woodbury Town Plan Engagement	\$5,552	
17		Montpelier Trails Convening	\$5,000	VOREC grant - State contracting delaying project
18	4445	Moretown Zoning	\$7,920	Zoning update related to housing opportunities
19	4440	0	\$0	
20	4440	Middlesex Capitol Improvement Plan		Capital improvement plan
21	4440	Middlesex Bike/Ped Project Management		Walkable Middlesex scoping study
22		Marshfield LHMP		Local Hazard Mitigation Plan
23		Waitsfield Bike/Ped Project Management		Village West sidewalk construction
24	4430	0	\$0	
25	4403	0	\$0	
26	4403	0	\$0	
34				1
35	4501	Natural Resources	¢2.626	\$358,153
36	4501	604b Water Quality Planning Tactical Basin Plannnig FY22	\$3,636	Municipal outreach, Basin Plan assistance
37	4516	Tactical Basin Plannig FY20 Amended		Municipal outreach, Basin Plan assistance
38	4710	DEC Clean Water Service Provider		Start up anticipate ~June/Julyl 2021
39	4506	0	\$0	
40	4518	WCA 3-Acre SW Partnership	\$0	3-acre stormwater site selection & stakeholder
41	4520	DEC Woodbury Elem/Fire SW Final Design	\$1 220	outreach 21,374 contractor pass through
42	4521	DEC Moretown School SW Final Design		31,958 contractor pass through
43	4519	DIBG Calais & Woodbury SW Final Design		35,053 contractor pass through
44	4519	DIBG Berlin Town Office & Garage		62.930 contractor pass through
45		DEC Plainfield Health Center SW Construction		Contracting in progress
46	4525	FWR Water Wise Woodlands	\$2,633	Resilience planning in Upper Winooski watershed
47				
48		Other Income		\$295
49	4999	Miscellaneous	A	
50	4901	Interest	\$295	
51		Dublic Cofety		¢66 193
52		Public Safety		\$66,182

Central Vermont Regional Planning Commission FY22 Budget

As of 04/05/21

		Total Revenues		\$1,112,71
Line	Account No.			
53	4602	VEM Emergency Mangmt Performance Grant (EMPG) FFY 22	\$15,000	Preparedness, asssistance, and education
54	4602	EMPG FFY21	\$41,498	Preparedness, asssistance, and education
55	4615	EMPG 20 Supplemental	\$4,484	COVID-related municipal emergency planning
56	4607			
57	4607			
58	4607			
59	4609	Montpelier & Calais LHMPs	\$4,000	Local Hazard Mitigation Plans
60		0	\$0	-
61	4611	VEM State Emergency Operation Center MOA	\$1,200	Disaster event support
62	4620		\$0	
63				
64		Regional Planning Funds (ACCD)		\$269,323
65	4100	FY21 Carry Forward	\$0	
66	4100	FY21 Allocation	\$269,323	Local and regional planning & implementation
67				
68	4701	Town Dues		\$81,999
69				
70		Transportation		\$272,174
71	4804	VTrans Transportation Planning Initiative (TPI) FFY20	\$157,359	
72	4804	TPI FFY21	\$92,867	
73	4803	Municipal Grants In Aid FY22	\$0	
74	4803	Municipal Grants In Aid FY21	\$21,948	Support municipal roads BMP implementation
75		·		

		Total Expenses		#REF!
Line	Account	•		
1	No. 5305	Advertising		\$957
2		Administrative	0	
3		ACCD	696	Municipal & Regional Plan approval/adoption hearings
4		Community Development	0	5 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -
5		, Municipal	0	
6		Natural Resources	261	
7		Public Safety	0	
8		Transportation	0	
9				
10	5315	Contractor Services		\$326,561
11		ACCD	3,000	
		THRIVE VISTA	3,000	Cost share
14		DEC Woodbury Elem/Fire SW Final Design	0	
15		DEC Moretown School SW Final Design	0	
16		DIBG Calais & Woodbury SW Final Design	10,560	
17		DIBG Berlin Town Office & Garage		Stormwater construction project
		DEC Plainfield Health Center SW Construction		Stormwater construction project
19		Transportation Planning Initiative (TPI)	34,806	Pass through to other RPCs for municipal assistance
20				
21		- 4-1		4-2-2-2
22	5325	Copy / Print		\$12,264
23	5327	Lease	2,340	
24	5326	Extra Copies	9,924	
25				
26	5320	Depreciation		\$5,000
27				
28	5360	Dues / Memberships / Sponsorships		\$9,950
29		VAPDA	5,500	Annual Dues
30		VT League of Cities & Towns	950	Access to unemployment insurance & other services
31		Nat'l Assoc. of Development Organizations	3,000	Increased per NADO's strategic plan
32		Assoc. of State Floodplain Managers	500	3 Certified Floodplain Managers
34		Event Sponsorships		
35				
36	5000	Fringe Benefits		\$165,284
37		FICA	38,596	Medicaid & Social Security taxes
38		Health Ins.	89,761	
39		Dental Ins.	5,660	
40		Vision Ins.	0	Not provided
41		Retirement	23,306	5% of gross wages after 1 year employment
42		Disability Ins.	2,394	

		Total Expenses		#REF!
Line	Account No.			
43	110.	Life Ins.	840	
44		Unemployment Ins.	1,056	VLCT Employment Resources and Benefits Turst
45		Workers Comp Ins.	3,394	
46		Technology Stipend	277	Assumes six months remote work
47				
48	5344	Insurance		\$5,848
49	5345	General Liability	1,532	Property/Vehicle/Fire
50	5346	Public Officials	4,316	Legal/Employment Practices Liability
51				
52		Line of Credit		\$0
53		Debt Repayment	0	Debt not anticipated
54		Interest	0	
55				
56	5350	Meetings / Programs		\$9,654
57		Administrative		Adjusted for COVID
58		ACCD	4,174	Adjusted for COVID
59		Energy	0	
60		Municipal	0	
61		Natural Resources	660	
62		Public Safety	420	
63		Transportation	1,900	TAC & project mtgs
64		VAPDA	0	Jan meeting reimbursement
65				
66	5999	Miscelleneous Expense		\$2,060
67	5339	Gifts		Staff recognition, Board thank you, etc.
68		Equipment Repair & Service	400	100 telephone; 300 Traffic Counters
69	5380	Fees	730	500 Line of Credit; 100 misc; DCRA 30
70	5960	Bad Debt	0	
71		Interest	10	
72				
73	5370	Office Occupancy		\$48,844
74	5371	Rent	45,364	Lease extension through 09/30/21; anticipate cost increase
75	5310	Office Cleaning	3,280	80 bi-weekly plus special carpet cleaning
76		Repairs & Other Maintenance	200	
78				

		Total Expenses		#REF!
	Account	Total Expenses		WILL:
Line	No.			
79	5355	Postage		\$1,710
80		Postage Machine	210	
81		Machine Postage	1,500	
82		Billable Postage	0	
83				
84		Professional Services		\$80,375
85	5202	Audit		Single Audit not required
86	5201	Accounting		5000 monthly fee
87	5203	IT/Computer		425 quarterly maintenance; it support as needed
88	5204	Legal	3,000	Personnel policy update
89		Website Update		
90	5205	Videography	1,575	175/mo for Commission meetings
91	5200	Other	300	Archive document scanning; shredding services
92				
93	5375	Software / Licenses		\$12,327
94		ESRI GIS License	3,000	1500 concurrent; 500 Spatial Analyst; 500 single use (2)
95		Intuit Quickbooks Pro	1,420	Purchase QB 3-year program; maintain two QB licenses; 1-yr QB payroll module
96		Dovico	2,300	Timesheet software; synchs to QuickBoooks
97		Microsoft Exchange 365	530	Remote access to email
98		FortiClient	425	Remote access to server
99		Register.com	500	Domain name (cvregion.org & cvregion.com)
100		Network Solutions	80	CVRPC website
101		Bit Defender	115	Antivirus license for up to 25 computers
102		Ormsby's Computer Systems	3,627	181 Acronis Server Backup License; 899 Cloud Storage License; 2548 server warranty (2 yrs)
103		Register.com	0	Domaine Gateway; renews in 2024
104		Adove Acrobat Pro 2020	330	Updates program and adds e-signature function
105				
106	5330	Supplies		\$8,346
107	5333	General Office	4,125	Reduced for remote work
108	5331	Equipment & Furniture	1,785	935 desktop/monitor; 850 iPad
109	5332	GIS	1,325	
110	5335	Subscriptions	911	190 Times Argus; 22 Valley Reporter; 240 Constant Contact; 300 Survey Monkey; 159 Zoom
	5334	Billable Supplies		Transportation field supplies and meeting materials

		Total Expenses		#REF!
Line	Account No.			
112				
113	5385	Telephone / Internet		\$6,780
114		Telephone Lease/Service	5,100	Surcharge for digial voice feature (phone messages forwarded to email)
115		Internet Service	1,680	
116				
117	5390	Travel		\$13,756
118		Administrative	4,000	VAPDA, prof dev & other mtgs
119		ACCD	3,000	Local, regional, and state meetings
120		Community Development	179	
121		Municipal	302	Meetings
122		Natural Resources	301	Meetings
123		Public Safety	854	Site visits, meetings, CFM continuing ed requirement
124		Transportation	5,120	
125				
126	5001	Wages		\$504,524
127		Gross Pay	486,520	7.5 FTE plus Planning Techs; includes raises, bonuses, & payment in lieu of health insurance benefit
128		Compensatory Time	17,777	Year end estimate
129		Overtime	226	Non-exempt employee
130				



MEMO

Date: March 29, 2021
To: Executive Committee

From: Bonnie Waninger, Executive Director Re: Contract/Agreement Approvals

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

Town of Woodbury - Town Plan Public Outreach

Scope of Work: Complementing Town Plan update activities:

- develop a survey and interview questions to gather public input
- develop survey questions, host online survey and provide paper copies for second home owner survey
- design and host a series of meetings primarily delivered online
- use a web based application to gather community comments and feedback
- participate in three (3) meetings with the Woodbury Planning Commission.

Funding: \$7,495 (state)

Performance Period: 01/25/21 – 12/31/21

Staff: Clare Rock (primary), Pam DeAndrea

Note:

- 1) CVRPC is under contract with the Town to assist with a Town Plan update. Because CVRPC is a contractor for that project and a grant subrecipient for this work, a separate agreement is needed. Services will be provided concurrently and seamlessly, and tracked separately for invoicing. The Town Plan contract was amended to remove engagement activities and include them in this agreement. That contract's funding was reduced by \$795 as part of the activities transition.
- 2) The majority of work will be completed by Pam. Clare has been designated the primary staff because she is leading the Town Plan effort.

<u>Town of Middlesex – Capital Improvement Plan</u>

Scope of Work: Assist the Town to develop a Capital Improvement Plan (CIP) with a Town Committee.

- determine the CIP's scope,
- identifying current assets and projected expenses,
- compiling data,
- assisting with public engagement,
- prioritizing needs and capital expenditures, and
- preparing the Capital Improvement Plan.

Funding: \$9,804 (State and Town)

Performance Period: 02/01/21 – 04/30/22

Staff: Christian Meyer (primary), Clare Rock, Elena Juodisius

Town of Middlesex – Walkable Middlesex Scope Study Municipal Project Manager

Scope of Work: Serve as the Town's municipal project manager for pedestrian improvements in the village area.

Funding: \$3,000 (Federal and Town)

Performance Period: 03/01/21 – 02/18/23

Staff: Christian Meyer (primary)

<u>Town of Moretown – Zoning Update</u>

Scope of Work: Assist the Town to update its zoning ordinance for housing, broadband, variances, and energy.

Funding: \$13,200 (State and Town)

Performance Period: 12/22/20 – 04/30/22

Staff: Clare Rock (primary), Zach Maia

<u>Town of Marshfield – Local Hazard Mitigation Plan</u>

Scope of Work: Assist the Town to develop its local hazard mitigation plan.

Funding: \$9,999 (80% Federal and 20% Town)

Performance Period: 03/02/21 – 04/01/22

Staff: Grace Vinson (primary), Ashley Andrews, Elena Juodisius

CONTRACTS

Regional Planning Commissions - Transportation Resiliency Planning Tool Phase 3

Scope of Work: Review and provide feedback as the consultant work proceeds, including attending meetings, reviewing maps, suggesting revisions, adding local damage, reviewing variables, providing feedback on local roadway importance data, and participating in a QA/QC field trip with the consultant.

Funding: \$48,188 (80% Federal and 20% Town), distributed among RPCs as noted below.

<u>RPC</u>	<u>Amount</u>	<u>RPC</u>	<u>Amount</u>	<u>RPC</u>	<u>Amount</u>
ACRPC	\$3,074	MARC	\$4,536	RRPC	\$5,961
BCRC	\$2,225	NRPC	\$1,237	TRORC	\$9,098
LCPC	\$3,124	NVDA	\$10,235	WRC	\$8,698

Performance Period: 02/09/21 – 09/30/21

Staff: Pam DeAndrea (primary), Ashley Andrews, Elena Juodisius



MEMO

Date: March 24, 2021

To: CVRPC Executive Committee

From: FY22 Nominating Committee

Subject: Recommendations for the Nomination Process

The Nominating Committee met four times between January and April to carry out its charge. Based on our experiences, we offer several recommendations.

- 1. It has been CVRPC's practice for Nominating Committee to have no overlap from year to year, so there is no institutional memory. The Committee should not have to reinvent the wheel every year. We tried to develop a process that could be followed in subsequent years, and have documented our approach in a "roadmap" memo for our successors. This informal approach to institutional memory relies on staff to provide this information and supporting tools to future Nominating Committees. It may be worth having staff make a recommendation as to how much of the process should be formally institutionalized in the Nominating Committee Guidelines.
- 2. The Nominating Committee Guidelines were originally developed when the Committee was only charged with identifying candidates for Officers and At-Large Executive Committee members. Accordingly, most of the guidance focuses on these positions. The only real guidance for the other committees is to have "all the committees be as reflective of the Commission as possible." We brainstormed other considerations for identifying committee slates:
 - a) When possible, balance committee membership from large and small municipalities in order to provide a range of viewpoints.
 - b) When possible, use continuity of members to maintain institutional knowledge.
 - c) When possible, ensure that each committee has one or more members who can provide formal or informal leadership within the committee.
 - d) When possible, introduce new views and develop commissioners by integrating new committee members.
 - e) Match those who want to serve on a committee with a committee they are interested in.
 - f) People who only want to serve on one committee should only be asked to serve on one committee.

- g) Integrate new commissioners on a committee to build ties with the Commission's work.
- h) To the extent possible, avoid placing a commissioner and an alternate from the same town on the same committee.
- i) If there is sufficient overall interest in serving, limit the number of committees to two (possibly three) per person, so that other commissioners can also serve.

We recommend that some version of these considerations be included in the Nominating Committee Guidance.

- 3. Consider whether the sequence and timing outlined in the Bylaws is still appropriate. The Bylaws direct the Nominating Committee to offer a draft slate of Officers and Executive Committee members in April, with a complete final slate of Officers and all committee members in May. We did not need the time between the April and May meetings to finalize the slates. Does the draft slate of Officers and Executive Committee members serve an important purpose, or is it merely a legacy from a different era? If the draft slate is determined to not be necessary, consider revising the nominations schedule in the Bylaws so that the Nominations Committee is appointed at the February meeting and presents just a complete (final) slate at the May Board meeting.
- 4. The Clean Water Advisory Committee Rules of Procedure have the municipal and other outside members appointed by the Board. This implies that the Nominating Committee needs to identify a slate for these seats. It is unrealistic to ask the Nominating Committee to search outside our organization for interested individuals. Either the Clean Water Advisory Committee should appoint these members, based on staff recommendations (the way the Brownfields Advisory Committee does) or staff should make recommendations to the Nominating Committee. For either case, the Clean Water Advisory Committee Rules of Procedure should be amended to reflect how outside members of this committee will be identified and appointed.

1		CENTRAL \	/ERMON1	REGIONAL PLANNIN	IG COMM	SSION
2			Ex	ecutive Committee		
3			I	DRAFT MINUTES		
4				rch 1, 2021 Meeting		
5	Prese	nt:	1410	iren 1, Loui ivicetiilg		
	×	Julie Potter	×	Laura Hill-Eubanks	×	Michael Gray
	×	Dara Torre	×	Steve Lotspeich	×	Janet Shatney
	×	Gerry D'Amico				
6						
7		Bonnie Waninger, Nan	-			
8	Guest	s: Enrique Gonzalez, Th	ne Ijaz Group)		
9	C-11+	- Ouden				
10 11		o Order	sting to orde	r 4:01 pm. Quarum proces	at to conduct	husinoss
12	Cilali	mili-Eubaliks Called Illet	eting to orde	r 4:01 pm. Quorum preser	it to conduct	busilless.
13	Δding	stments to the Agend	la			
14	None	tillents to the Agend	iu			
15						
16	Publi	c Comment				
17	None					
18						
19	Finan	cial Report				
20	Wanir	nger advised that the au	udit has star	ed and is ongoing virtually	, vs. the audit	or coming into the
21		· ·		ion of electronic files, whe	-	
22	•			of when the audit will be c	•	-
23				pined the meeting and furt		
24 25				n of balance sheet net inco		_
25 26		_		ral years Executive Commi estion also was raised rega		
27				d thanks was provided for	_	ooo donation, winch
28	********	iger committee was arre	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	a thanks was provided for		
29	G. D'A	mico moved to accept	the January	31, 2021 unaudited financi	al reports; J. I	Potter seconded.
30	Motio	n carried.			•	
31						
32	Indire	ect Rate Adjustment				
33		• .		ct costs. CVRPC's current r		•
34				adjusting from 115.13% to		
35				ncur. Waninger confirmed		• •
36		=		She and CVRPC's accountar	-	
37 38				as been successful over las rm rate adjustments. CVRF	•	
39		er and under recovery t C is working towards an	_	•	- Calliis IUI d	570 Duller. Tueally,
, ,	CVIII	2 12 14 OLIVILIP COMMUNICION		C C. OO 100/0.		

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J. Potter moved to approve submission of the FY21 indirect rate change request to VTrans; J. Shatney seconded. Motion carried.

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Contract/Agreement Authorization

Northwest Regional Planning Commission – Municipal Grants in Aid FY21:

Waninger advised that Grants in Aid work is expected to end by FY23 as RPCs and DEC are expecting towns would be able to complete this work on their own. The program is shifting from the Agency of Natural Resources to VTrans, which has delayed contracting. She noted that a grant of \$17,000, does not require Executive Committee approval; however, this agreement represents half of anticipated funding. A grant amendment will be processed at a later date.

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G. D'Amico moved to authorize the Executive Director to sign the agreement; J. Shatney seconded. Motion carried.

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Southern Windsor County Regional Planning Commission (dba Mount Ascutney Regional Commission) – Design/Implementation Block Grant, Calais and Woodbury Stormwater Designs Amendment 2

Waninger advised this project was discussed at the last meeting. An alternate site has been identified. This amendment adds funds to further investigate the second site before moving forward with design.

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M. Gray recused himself from voting on this contract. Question was raised as to how Southern Windsor

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County Regional Planning Commission (SWCRPC) and Dubois and King contracts relate to each other. Gray advised there are four sites in Woodbury village; two funded by Department of Environmental Conservation (DEC) and two funded by SWCRPC. For the two funded by DEC, the 60% design has been completed, and they are moving forward. The SWCRPC sites ended up with issues and needed alternative sites identified. A new site that the Town owns is being reviewed, and it is a more complicated review. SWCRPC is the statewide lead for the Design/Implementation Block Grant (DIBG), and provides funds to hire the consultant, which is DuBois & King.

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D'Amico asked for a refresher on last month's approval. It was confirmed that last month the consultant was authorized to move forward on the DEC sites while the stop work continues on SWCRPC sites.

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S. Lotspeich moved to authorize the Executive Director to sign the contract amendment; G. D'Amico seconded. M. Gray recused himself. Motion carried.

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Dubois & King – Stormwater Services Master Agreement, Addendum 1, Woodbury Stormwater **Mitigation Final Designs, Amendment 3:**

39 J. Shatney moved to authorize the Executive Director to sign the contract addendum amendment; J. 40 Potter seconded. M. Gray recused himself. Motion carried.

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Regional Economic Project Priority List

- 2 Waninger said she expects a request from Jamie Stewart at Central Vermont Economic Development
- 3 Corporation (CVEDC) for Board members to participate in a review committee to prioritize projects for
- 4 inclusion in the Vermont Comprehensive Economic Development Strategy (CEDS) update. Last year
- 5 Waninger participated on behalf of the organization. She suggested Board members participate this
- 6 year. Hill-Eubanks asked for confirmation that these are mostly municipal projects. Waninger advised
- 7 projects that are placed in a CEDS are often seeking US Economic Development funds; they can be
- 8 sponsored by entities in addition to municipalities.

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Significant discussion ensued as to how best to solicit participation by Board members and what that participation might encompass. Waninger advised this is the second year we have been requested to participate. It is unknown if this will be an annual request. She noted that if the request is made for a third year, the Board may want to make appointments as it does with representatives to outside organizations via the Nominating Committee.

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The consensus was to ask for volunteers at the next Board meeting. Waninger will provide a description of what the representation entails. She will also include a list of projects that were approved last year and check with CVEDC regarding the potential timeline for committee participation.

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Sub-Committee Updates

Bylaw Work Group: Lotspeich said the Group consist of George Clain, Michael Gray, and Steve Lotspeich, with Bonnie Waninger providing staff support. They have had their second meeting which was very productive getting through the list of issues offered by staff. Clain has reviewed the Bylaws and suggested changes on the entire document; these still need review. The Group is meeting every other week and expects to have a draft for Executive Committee review in two to three months. Lotspeich advised they will continue to keep the Committee apprised of their status and timeline.

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Nominating Committee: Potter said the Committee consists of Gerry D'Amico, Peter Carbee, and Julie Potter, with Bonnie Waninger providing staff support. They have met three times and will meet again next week. The interest questionnaire had a good response rate. Potter's goal is to leave the RPC with tools that can be used by Nominating Committee annually to make the nominating process easier. They have drafted a slate of officers to bring to the Board in April, and are working on the other committees which will take a bit longer.

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Hill Eubanks thanked the committee members for the work.

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Meeting Minutes

Based on feedback provided at a recent Project Review Committee meeting, discussion ensued regarding shortening minutes to two pages or less. There was consensus to leave the format as is.

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- D'Amico asked if they could enter Executive Session to follow-up on last month's Executive Session
- discussion. Waninger advised it depends on why they would be entering Executive Session based on
- 43 Open Meeting Law. D'Amico wanted to find out if any action had been taken yet. Waninger advised
- 44 this could be answered in open session and advised no action has been taken yet.

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J. Shatney moved to approve the minutes of February 1, 2021; D. Torre seconded. Motion carried.

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Commission Meeting Agenda

Hill-Eubanks noted that George Clain asked if he could have time to inform the Board about a solar project in Barre Town that received RPC approval for preferred site status. Subsequent to the review, the building envelope proposed was different than was what approved. Significant discussion ensued related to the Project Review Committee reviewing this topic at its last meeting. The Committee asked staff to revise the template language for Preferred Siting letters of support. It was noted that the documents reviewed by Project Review Committee are planning documents, not engineering designs so changes may occur. With regard to adding an item to the Board agenda, there was consensus to add one and allow for Board member information sharing after Reports, allowing 10-15 minutes for Board members to raise local issues/concerns.

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S. Lotspeich moved to approve the amended agenda for the March 9, 2021 Board meeting; J. Shatney seconded. Motion carried.

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Potter inquired about a schedule for the FY22 budget. Waninger said she typically brings a rough draft in April, a more refined draft in May, and a final draft for adoption in June. She asked if three versions were helpful or would two versions suffice (early and late). Two versions were requested. Waninger will bring rough draft in April and a refined draft in June. She reminded the Committee that the rough draft often does not balance.

222324

Adjourn

J. Potter moved to adjourn at 5:28 pm; M. Gray seconded. Motion carried.

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Respectfully submitted,

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Nancy Chartrand, Office Manager



BOARD OF COMMISSIONERS

April 13, 2021 at 6:30 pm

VERSION A

Remote Participation via GoToMeetings¹

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

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<u>AGENDA</u>	
6:30 ³	Adjustments to the Agenda
	Public Comments
6:35	CVFiber, Speaker Name
	Update on activities and service direction using America Rescue Plan Act funds.
7:30	COVID-19 and the Vermont Economy, Ken Jones, VT Dept. of Economic
	Development
	Ken will present his analysis of COVID's impact on the State and regional economy,
	developed as part of the West Central Vermont Comprehensive Economic
	Development Strategy effort.
8:15	Meeting Minutes – March 9, 2021 (enclosed) ⁴
8:20	Reports (enclosed)
	Update/questions on Staff and Committee Reports
8:30	Adjournment
	6:30 ³ 6:35 7:30 8:15 8:20

Next Meeting: May 11, 2021

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

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

³ Times are approximate unless otherwise advertised.



BOARD OF COMMISSIONERS

April 13, 2021 at 6:30 pm

VERSION B

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<u>Page</u>	<u>AGENDA</u>	
	6:30 ³	Adjustments to the Agenda
		Public Comments
	6:35	Central VT Economic Development Corporation Update , Jamie Stewart, Executive
		Director
	6:55	Meeting Minutes – March 9, 2021 (enclosed) ⁴
	7:00	Reports (enclosed)
		Update/questions on Staff and Committee Reports
	7:10	Municipal Updates
		An opportunity for Board members to share news from their communities.
	7:30	COVID-19 and the Vermont Economy, Ken Jones, VT Dept. of Economic
		Development
		Ken will present his analysis of COVID's impact on the State and regional economy,
		developed as part of the West Central Vermont Comprehensive Economic
		Development Strategy effort.
	8:30	Adjournment

Next Meeting: May 11, 2021

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