



EXECUTIVE COMMITTEE

Monday, November 1, 2021 at 4:00 p.m.

Remote Participation via Zoom¹

<https://us02web.zoom.us/j/88230172343?pwd=ZjNySGM0aG1waElVRzMremVsamZ0Zz09>

Dial in via phone: +1 929 436 2866; Meeting ID: 882 3017 2343 | Passcode: 927199

Download the app at least 5 minutes before the meeting starts: <https://zoom.us/download>

Physical Location:

Central VT Regional Planning Commission, 29 Main Street, Suite 4, Montpelier, VT
(Facial coverings required for in-person participation)

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	4:20	Contract/Agreement Authorization (enclosed)
	4:30	Bylaw Work Group Updates
17	4:40	Personnel Policy Manual Update (enclosed) ³
24	5:05	Basin Water Quality Council (enclosed) ³
27	5:20	Health Insurance, Nancy Chartrand, Office Manager (enclosed) ³
31	5:30	Municipal Dues (enclosed) ²
34	5:40	Justice, Equity, Diversity, and Inclusion Discussion (enclosed)

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**

- 39 **6:10 Meeting Minutes – October 4, 2021 (enclosed)³**
- 43 **6:15 Commission Meeting Agenda (enclosed)³**
- 6:20 Adjourn**

Next Meeting: December 6, 2021



MEMO

Date: October 29, 2021
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Financial Report as of 09/30/21

✉ **ACTION REQUESTED:** Accept September 30, 2021, unaudited financial reports.

FY21 Summary: As of 10/22/21, CVRPC's Net Income for the twelve months ended June 30, 2021, is \$63,572. The fiscal year to date Net Income is in line with expectations. The FY21 audit is in progress.

FY22 Summary: As of 10/22/20, CVRPC's Net Income for the month ended September 30, 2021, is \$74,639. The fiscal year to date Net Income is in line with expectations. As of 06/01/21 when the FY22 budget was adopted, CVRPC anticipated a year end net income of \$16,808.

Balance Sheet

- **Assets** – Billing is substantially complete through 09/30. Aging receivables are at \$246,847, which is typical for CVRPC during the start of the fiscal year. Operating cash is \$260,001. CVRPC works to maintain at least \$100,000 in operating funds for cash flow purposes.
- **Current Liabilities** –
 - CVRPC maintained an average payable balance.
 - Accrued vacation and compensatory time balances are \$20,658 and \$3,461, respectively. With COVID precautions lifted, staff took time off in summer.
 - ACCD Deferred Income for FY22 stands at \$114,643. CVRPC brought forward \$4,904 into FY22. Other Deferred Income consists of LEPC # 5 Old Funds and Plainfield Gully amounting to \$1,685.21 and \$44,952, respectively.
- **Equity** – Equity is assets minus liabilities – the company's value. CVRPC's Total Equity as of 09/30/21 is \$595,620, and it was \$566,051 and \$384,876 on the same date in 2020 and 2019, respectively. The increase in Total Equity represents CVRPC's successful efforts to implement its five-year plan to improve its financial position.
- **Net Income** of \$74,639 reflects retainage of some Town Dues earned in July 2021.

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

In reviewing Income and expenses through 09/30/21, the benchmark used is a percentage of the budget expected to be earned/spent if all income/expenses were earned/spent equally over 12 months. The benchmark for 09/30 is 25%.

- *Income* – Total revenue stands at 25.16% earned, almost the same as the benchmark. EMPG and TPI contract balances are significantly underspent by contract close on 09/30/21.
- *Expenses* – Total expenses stand at 19.93%, about 5% below the benchmark. Wages, CVRPC's most significant expense, is under the budget at 15.51%. This reflects the Assistant Planner vacancy. Consultants, the second-largest expense, is under budget at 23.72%, reflecting project progress.

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
ARPA	American Rescue Plan Act (pandemic recovery funds)
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	Geographic 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
VOREC	Vermont Outdoor Recreation Economy Collaborative
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)

7:21 AM
10/27/21
Accrual Basis

Central Vermont Regional Planning Commission
Balance Sheet
As of September 30, 2021

	Sep 30, 21
ASSETS	
Current Assets	
Checking/Savings	
1001 · Community National Bank	260,001.34
1009 · Northfield Savings - Reserve	337,078.73
Total Checking/Savings	597,080.07
Accounts Receivable	
1200 · Accounts Receivable	246,846.56
Total Accounts Receivable	246,846.56
Other Current Assets	
1020 · Undeposited Funds	655.85
Total Other Current Assets	655.85
Total Current Assets	844,582.48
Fixed Assets	
1501 · Equipment	47,030.18
1502 · Equipment - Accum. Depreciation	-35,861.26
1505 · Leasehold Improvements	2,597.07
Total Fixed Assets	13,765.99
Other Assets	
1301 · Prepaid Expenses	16,658.83
1320 · Deposits	4,415.00
Total Other Assets	21,073.83
TOTAL ASSETS	879,422.30
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	91,120.86
Total Accounts Payable	91,120.86
Credit Cards	
2010 · Peoples United Bank Visa	511.84
Total Credit Cards	511.84
Other Current Liabilities	
2102 · Accrued Vacation	20,657.54
2103 · Accrued Compensatory Time	3,460.75
2200 · Deferred Income	
2201 · ACCD	114,643.13
2203 · LEPC #5 Old Funds	1,685.21
2220 · Montpelier - VOREC	90.23
2230 · Designated for Plainfield Gully	44,951.80
Total 2200 · Deferred Income	161,370.37
2304 · Dependent Care Deductions	590.00
2306 · Pension Liability- Edward Jones	6,090.28

7:21 AM
10/27/21
Accrual Basis

Central Vermont Regional Planning Commission

Balance Sheet

As of September 30, 2021

	Sep 30, 21
Total Other Current Liabilities	192,168.94
Total Current Liabilities	283,801.64
Total Liabilities	283,801.64
Equity	
3100 · Unrestricted Net Position	
3150 · Designated for High Meadows	200.64
3160 · Designated for THRIVE VISTA	3,000.00
3100 · Unrestricted Net Position - Other	442,181.76
Total 3100 · Unrestricted Net Position	445,382.40
3300 · Invested in Fixed Assets	12,027.00
3900 · Retained Earnings	63,572.20
Net Income	74,639.06
Total Equity	595,620.66
TOTAL LIABILITIES & EQUITY	879,422.30

12:10 PM
10/22/21
Accrual Basis

Central Vermont Regional Planning Commission
Profit & Loss Budget vs. Actual
July through September 2021

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · ACCD				
4101 · ACCD Direct	51,499.60	345,583.00	-294,083.40	14.9%
4102 · ACCD Match	0.00	0.00	0.00	0.0%
Total 4100 · ACCD	51,499.60	345,583.00	-294,083.40	14.9%
4200 · Community Development				
THRIVE VISTA (BCBSVT)	0.00	3,000.00	-3,000.00	0.0%
4215 · CCRPC CEDS	1,381.67	14,774.00	-13,392.33	9.35%
4220 · NVDA Brownfields	0.00	80,000.00	-80,000.00	0.0%
4225 · ACCD Climate & Energy Planning	0.00	40,000.00	-40,000.00	0.0%
Total 4200 · Community Development	1,381.67	137,774.00	-136,392.33	1.0%
4300 · Fee for Services				
4304 · GIS Mapping	0.00	700.00	-700.00	0.0%
4308 · WBRD Admin	2,000.00	4,000.00	-2,000.00	50.0%
4315 · CVFiber	1,700.12	12,500.00	-10,799.88	13.6%
4325 · Orange Trail Mapping	22.70	0.00	22.70	100.0%
4330 · Barre Town	90.80	0.00	90.80	100.0%
Total 4300 · Fee for Services	3,813.62	17,200.00	-13,386.38	22.17%
4400 · Municipal Contracts				
4435 · Town of Woodbury	7,302.27	7,158.00	144.27	102.02%
4340 · Town of Middlesex	3,914.28	8,740.00	-4,825.72	44.79%
4445 · Town of Moretown	2,138.90	7,920.00	-5,781.10	27.01%
4450 · Town of Marshfield	1,499.00	1,500.00	-1.00	99.93%
4455 · Montpelier VOREC	0.00	1,500.00	-1,500.00	0.0%
4460 · Town of Waitsfield	1,188.14	2,300.00	-1,111.86	51.66%
4465 · Moretown School SW Final Design	0.00	6,171.00	-6,171.00	0.0%
Total 4400 · Municipal Contracts	16,042.59	35,289.00	-19,246.41	45.46%
4500 · Natural Resources				
4501 · 604B Water Planning	3,636.00	3,636.00	0.00	100.0%
4506 · Forest Integrity	1,380.31	0.00	1,380.31	100.0%
4516 · Tactical Basin Planning	5,599.91	27,500.00	-21,900.09	20.36%
4519 · MARC Design Imp. Block Grant	81,942.47	63,378.00	18,564.47	129.29%
4520 · DEC Woodbury Elem/Fire SW F.D	924.12	1,230.00	-305.88	75.13%
4521 · DEC Moretown School SW Fin Des	11,292.38	19,573.00	-8,280.62	57.69%
4525 · Friends of the Winooski River	15.07	2,633.00	-2,617.93	0.57%
4530 · DEC Plainfield Gully	0.00	224,759.00	-224,759.00	0.0%
4500 · Natural Resources - Other	0.00	33,333.00	-33,333.00	0.0%
Total 4500 · Natural Resources	104,790.26	376,042.00	-271,251.74	27.87%
4600 · Public Safety				
4602 · EMPG	15,437.92	56,498.00	-41,060.08	27.33%
4607 · LEPC SERC	0.00	3,900.00	-3,900.00	0.0%
4609 · DPS Local Hazard Mitig. Plans	1,958.42	4,000.00	-2,041.58	48.96%
4611 · VEM Emergency Operation MOA	227.00	1,200.00	-973.00	18.92%
4615 · DPS EMPG	1,136.96	4,484.00	-3,347.04	25.36%
4630 · RRPC ARPA	4,254.19	13,879.00	-9,624.81	30.65%
Total 4600 · Public Safety	23,014.49	83,961.00	-60,946.51	27.41%

12:10 PM
10/22/21
Accrual Basis

Central Vermont Regional Planning Commission
Profit & Loss Budget vs. Actual
July through September 2021

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
4700 · Town Dues (Parent)				
4701 · Town Dues	81,999.36	81,999.00	0.36	100.0%
Total 4700 · Town Dues (Parent)	81,999.36	81,999.00	0.36	100.0%
4800 · Transportation				
4803 · Grants in Aid	4,491.02	30,931.00	-26,439.98	14.52%
4804 · TPI	55,844.93	254,191.00	-198,346.07	21.97%
Total 4800 · Transportation	60,335.95	285,122.00	-224,786.05	21.16%
4900 · Other Income				
4901 · Interest Income	114.55	300.00	-185.45	38.18%
Total 4900 · Other Income	114.55	300.00	-185.45	38.18%
Total Income	342,992.09	1,363,270.00	-1,020,277.91	25.16%
Gross Profit	342,992.09	1,363,270.00	-1,020,277.91	25.16%
Expense				
5000 · Wages and Fringe Benefits				
5001 · Personnel	88,787.49	572,627.00	-483,839.51	15.51%
5100 · Fringe Benefits				
5101 · FICA	8,828.91	43,806.00	-34,977.09	20.16%
5110 · Health Insurance	25,967.49	130,077.00	-104,109.51	19.96%
5112 · Dental Insurance	1,219.07	7,919.00	-6,699.93	15.39%
5115 · Life Disability Insurance	421.20	3,234.00	-2,812.80	13.02%
5120 · Pension Plan - Edward Jones	5,432.45	19,105.00	-13,672.55	28.44%
5125 · Technology Stipend	729.23	277.00	452.23	263.26%
5130 · Unemployment Insurance	0.00	1,056.00	-1,056.00	0.0%
5135 · Worker's Comp	0.00	3,394.00	-3,394.00	0.0%
Total 5100 · Fringe Benefits	42,598.35	208,868.00	-166,269.65	20.4%
Total 5000 · Wages and Fringe Benefits	131,385.84	781,495.00	-650,109.16	16.81%
5200 · Professional Services				
5201 · Accounting	15,000.00	3,000.00	12,000.00	500.0%
5202 · Audit	0.00	8,200.00	-8,200.00	0.0%
5203 · IT/Computer	515.00	2,300.00	-1,785.00	22.39%
5204 · Legal	517.50	3,000.00	-2,482.50	17.25%
5205 · Videography	0.00	1,575.00	-1,575.00	0.0%
5200 · Professional Services - Other	66.00	300.00	-234.00	22.0%
Total 5200 · Professional Services	16,098.50	18,375.00	-2,276.50	87.61%
5305 · Advertising	608.95	1,405.00	-796.05	43.34%
5315 · Consultants	99,507.94	419,446.00	-319,938.06	23.72%
5320 · Depreciation expense	858.08	3,070.00	-2,211.92	27.95%
5325 · Copy				
5326 · Copier extra copies	304.02	3,000.00	-2,695.98	10.13%
5327 · Copier Lease Payments	600.79	2,340.00	-1,739.21	25.68%
Total 5325 · Copy	904.81	5,340.00	-4,435.19	16.94%
5330 · Supplies				
5331 · Equipment/Furniture	0.00	1,785.00	-1,785.00	0.0%
5332 · GIS Supplies	0.00	1,325.00	-1,325.00	0.0%
5333 · Office Supplies	167.07	4,125.00	-3,957.93	4.05%
5334 · Billable Supplies	0.00	200.00	-200.00	0.0%

12:10 PM
10/22/21
Accrual Basis

Central Vermont Regional Planning Commission
Profit & Loss Budget vs. Actual
July through September 2021

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
5335 · Subscriptions/Publications	195.29	911.00	-715.71	21.44%
Total 5330 · Supplies	362.36	8,346.00	-7,983.64	4.34%
5344 · Insurance				
5345 · Liability Insurance	243.50	1,532.00	-1,288.50	15.89%
5346 · Public Officials Insurance	0.00	3,416.00	-3,416.00	0.0%
Total 5344 · Insurance	243.50	4,948.00	-4,704.50	4.92%
5350 · Meetings/Programs	1,072.07	11,754.00	-10,681.93	9.12%
5355 · Postage	105.00	1,710.00	-1,605.00	6.14%
5360 · Dues/Memberships/Sponsorships				
5361 · Government Relations	863.64	3,455.00	-2,591.36	25.0%
5360 · Dues/Memberships/Sponsorships - Other	1,965.14	7,995.00	-6,029.86	24.58%
Total 5360 · Dues/Memberships/Sponsorships	2,828.78	11,450.00	-8,621.22	24.71%
5370 · Office Occupancy				
5310 · Cleaning	240.00	3,280.00	-3,040.00	7.32%
5371 · Rent/Utility Payments	10,595.85	42,383.00	-31,787.15	25.0%
5370 · Office Occupancy - Other	0.00	200.00	-200.00	0.0%
Total 5370 · Office Occupancy	10,835.85	45,863.00	-35,027.15	23.63%
5375 · Software/Licenses/IT Sub	750.00	10,037.00	-9,287.00	7.47%
5385 · Telephone/Internet	1,726.18	6,780.00	-5,053.82	25.46%
5390 · Travel	946.54	15,084.00	-14,137.46	6.28%
5999 · Miscellaneous Expenses				
5339 · Gifts	53.48	220.00	-166.52	24.31%
5380 · Fees				
5382 · Bank Fees	55.15	0.00	55.15	100.0%
5383 · DRRA Fees	7.50	0.00	7.50	100.0%
5380 · Fees - Other	2.50	730.00	-727.50	0.34%
Total 5380 · Fees	65.15	730.00	-664.85	8.93%
5999 · Miscellaneous Expenses - Other	0.00	410.00	-410.00	0.0%
Total 5999 · Miscellaneous Expenses	118.63	1,360.00	-1,241.37	8.72%
8000 · Indirect Costs	0.00			
Total Expense	268,353.03	1,346,463.00	-1,078,109.97	19.93%
Net Ordinary Income	74,639.06	16,807.00	57,832.06	444.1%
Net Income	74,639.06	16,807.00	57,832.06	444.1%

Paid Time Off Liability Balances

As of 9/30/2021

COMPENSATORY TIME

Employee	Wage Rate	Hours	Current Value	Maximum Hours ¹	Maximum Accrual ¹
Andrews, A.	23.01	0.50	\$ 11.51		
Chartrand, N.	26.26	0.00	\$ -		
DeAndrea, P.	28.59	0.00	\$ -		
Meyer, C.	31.25	4.00	\$ 125.00		
Rock, C.	28.60	0.00	\$ -		
Vinson, G.	23.42	0.00	\$ -		
Waninger, B.	43.74	76.00	\$ 3,324.24		
		80.50	\$ 3,460.75		

SICK LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Andrews, A.	23.01	87.67	\$ 2,017.29	360	\$ 8,283.60
Chartrand, N.	26.26	201.81	\$ 5,299.53	252	\$ 6,617.52
DeAndrea, P.	28.59	20.63	\$ 589.81	360	\$ 10,292.40
Meyer, C.	31.25	29.63	\$ 925.94	360	\$ 11,250.00
Rock, C.	28.60	174.30	\$ 4,984.98	288	\$ 8,236.80
Vinson, G.	23.42	64.63	\$ 1,513.63	360	\$ 8,431.20
Waninger, B.	43.74	360.00	\$ 15,746.40	360	\$ 15,746.40
		938.67	\$ 31,077.58	2,340	\$ 68,857.92

VACATION LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Andrews, A.	23.01	234.17	\$ 5,388.25	280	\$ 6,442.80
Chartrand, N.	26.26	127.87	\$ 3,357.87	140	\$ 3,676.40
DeAndrea, P.	28.59	43.23	\$ 1,235.95	200	\$ 5,718.00
Meyer, C.	31.25	42.24	\$ 1,320.00	160	\$ 5,000.00
Rock, C.	28.60	23.63	\$ 675.82	160	\$ 4,576.00
Vinson, G.	23.42	21.38	\$ 500.72	160	\$ 3,747.20
Waninger, B.	43.74	186.99	\$ 8,178.94	200	\$ 8,748.00
		679.51	\$ 20,657.54	1,300	\$ 37,908.40

SUMMARY

	<u>Current</u>	<u>Maximum</u>
Total Paid Time Off Liability	\$ 55,195.87	\$ 110,227.07
Maximum versus Current Difference	\$ 55,031.20	Percent of Max 50%

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).

Executive Committee
Central Vermont Regional Planning Commission
A/R Aging Summary
As of September 30, 2021

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	NOTES (Gray shading denotes payment received.)
ACCD							
ACCD 21	0.00	0.00	0.00	0.00	0.02	0.02	
Total ACCD	0.00	0.00	0.00	0.00	0.02	0.02	
Barre Town							
Plan Maps	90.80	0.00	0.00	0.00	0.00	90.80	Invoice on hold
Total Barre Town	90.80	0.00	0.00	0.00	0.00	90.80	
Berlin	0.00	0.00	0.00	0.00	0.00	0.00	
CCRPC							
CEDS							
Engagement	1,160.36	0.00	0.00	0.00	0.00	1,160.36	
Planning	122.95	0.00	0.00	0.00	0.00	122.95	Quarterly invoice. September invoice sent 10/21/21.
Profile/Strategy	98.36	0.00	0.00	0.00	0.00	98.36	
Total CEDS	1,381.67	0.00	0.00	0.00	0.00	1,381.67	
Clean Water							
Oversight/Report	363.19	0.00	0.00	0.00	0.00	363.19	
TBP Implement	1,406.60	0.00	0.00	0.00	0.00	1,406.60	Quarterly invoice. September invoice sent 10/21/21.
TBP Planning	1,457.03	0.00	0.00	0.00	0.00	1,457.03	
Total Clean Water	3,226.82	0.00	0.00	0.00	0.00	3,226.82	
Total CCRPC	4,608.49	0.00	0.00	0.00	0.00	4,608.49	
CVFiber - Fee for Service							
CVF - Admin	407.94	636.33	0.00	0.00	0.00	1,044.27	Monthly invoice. August sent 09/27/21; September sent 10/25/21
Total CVFiber - Fee for Service	407.94	636.33	0.00	0.00	0.00	1,044.27	
Department of Environmental Conservation							
Moretown Elem SW Final Design	181.60	11,065.37	0.00	0.00	0.03	11,247.00	Product based invoice.
Woodbury Elem/Fire	400.98	299.05	0.00	0.00	0.00	700.03	Product based invoice.
Total Department of Environmental Conservation	582.58	11,364.42	0.00	0.00	0.03	11,947.03	
Department of Public Safety							
EMPG Supplemental							
COVID Response	0.00	31.60	0.00	0.00	870.37	901.97	
Planning	489.28	505.50	0.00	110.58	785.46	1,890.82	Quarterly invoice. September invoice in preparation
Train/Collaborate	0.00	0.00	0.00	0.00	470.82	470.82	
WiFi	0.00	0.00	0.00	0.00	-0.01	-0.01	
Total EMPG Supplemental	489.28	537.10	0.00	110.58	2,126.64	3,263.60	City has paid matching funds; payment to be applied to receivable.
LHMP Montpelier & Calais	519.01	524.13	0.00	915.28	2,275.41	4,233.83	
Total Department of Public Safety	1,008.29	1,061.23	0.00	1,025.86	4,402.05	7,497.43	
DPS MOA							
Response	0.00	227.00	0.00	0.00	0.00	227.00	August sent 09/28/21.
Total DPS MOA	0.00	227.00	0.00	0.00	0.00	227.00	

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Central Vermont Regional Planning Commission

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A/R Aging Summary

As of September 30, 2021

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	NOTES (Gray shading denotes payment received.)
East Montpelier	0.00	0.00	0.00	0.00	3,265.28	3,265.28	
EMPG							
EMPG 20							
LEMP	0.00	284.36	0.00	268.54	1,783.86	2,336.76	
REMC Transition	631.47	847.46	0.00	537.11	755.39	2,771.43	
Response	284.36	599.05	0.00	62.34	30.08	975.83	Quarterly invocie. September invoice in review
Technical Assistance	3,691.66	4,476.35	0.00	3,755.22	5,245.23	17,168.46	
Total EMPG 20	4,607.49	6,207.22	0.00	4,623.21	7,814.56	23,252.48	
Total EMPG	4,607.49	6,207.22	0.00	4,623.21	7,814.56	23,252.48	
Forest Parks and Recreation							
Forest Integrity	525.02	441.45	0.00	413.84	0.00	1,380.31	Semi annual invoice.
Total Forest Parks and Recreation	525.02	441.45	0.00	413.84	0.00	1,380.31	
Friend of the Winooski River							
Water Wise Woodlands	15.07	0.00	0.00	0.00	0.00	15.07	Quarterly invoice. Holding invoice; not administratively efficient to send.
Total Friend of the Winooski River	15.07	0.00	0.00	0.00	0.00	15.07	
LEPC SERC							
LEPC 21	0.00	0.00	0.00	0.00	2,396.77	2,396.77	Project closed.
Total LEPC SERC	0.00	0.00	0.00	0.00	2,396.77	2,396.77	
Marshfield							
LHMP	499.00	1,000.00	0.00	0.00	0.00	1,499.00	Product based invoice. Project completed; awaiting final payment.
Total Marshfield	499.00	1,000.00	0.00	0.00	0.00	1,499.00	
Middlesex							
Capital Improvement Plan	1,270.07	1,536.36	0.00	471.15	0.00	3,277.58	Monthly invoice.
Plan Maps	227.00	0.00	0.00	0.00	0.00	227.00	Monthly invoice.
Walkable Middlesex MPM	61.45	286.80	0.00	0.00	0.00	348.25	Monthly invoice.
Total Middlesex	1,558.52	1,823.16	0.00	471.15	0.00	3,852.83	
Montpelier							
VOREC	0.00	0.00	0.00	0.00	0.00	0.00	
Montpelier - Other	0.00	0.00	0.00	0.00	11,936.16	11,936.16	
Total Montpelier	0.00	0.00	0.00	0.00	11,936.16	11,936.16	
Moretown							
Zoning Update	2,138.90	0.00	0.00	0.00	14.84	2,153.74	Quarterly invoice. September sent 10/25/21
Total Moretown	2,138.90	0.00	0.00	0.00	14.84	2,153.74	
Mount Ascutney Regional Commission							
DIBG - Berlin Town Office Construction	75,576.45	0.00	249.69	0.00	0.00	75,826.14	Monthly invoice. August sent 09/29/21; September invoice in review
DIBG - Woodbury Calais Final Design							
Calais East Calais PO	1,998.00	0.00	0.00	0.00	0.00	1,998.00	
Calais Moscow Wds	1,998.00	0.00	0.00	0.00	0.00	1,998.00	Monthly invoice. August sent 09/27/21; September invoice in review

Executive Committee
Central Vermont Regional Planning Commission
A/R Aging Summary
As of September 30, 2021

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	NOTES (Gray shading denotes payment received.)
Woodbury/Calais Program Delivery	2,002.83	0.00	117.50	0.00	0.00	2,120.33	
Total DIBG - Woodbury Calais Final Design	5,998.83	0.00	117.50	0.00	0.00	6,116.33	
Total Mount Ascutney Regional Commission	81,575.28	0.00	367.19	0.00	0.00	81,942.47	
Northwest Regional Comm'n							
Municipal Grants in Aid							
FY21 BMP	1,729.18	336.52	0.00	1,091.83	0.00	3,157.53	Quarterly invoice. September sent 10/25/21.
FY21 Equipment	0.00	97.34	0.00	38.93	0.00	136.27	
FY22 BMP	350.38	486.65	0.00	360.19	0.00	1,197.22	Quarterly invoice. September sent 10/25/21.
Total Municipal Grants in Aid	2,079.56	920.51	0.00	1,490.95	0.00	4,491.02	
Total Northwest Regional Comm'n	2,079.56	920.51	0.00	1,490.95	0.00	4,491.02	
Orange							
Trail Mapping	0.00	0.00	0.00	0.00	136.62	136.62	
Total Orange	0.00	0.00	0.00	0.00	136.62	136.62	
Rutland Regional Comm'n							
604b	0.00	0.00	3,636.00	0.00	0.00	3,636.00	Project closed.
ARPA	2,538.32	989.63	0.00	726.24	2,194.06	6,448.25	Quarterly invoice. September sent 10/25/21.
Total Rutland Regional Comm'n	2,538.32	989.63	3,636.00	726.24	2,194.06	10,084.25	
THRIVE, Inc.							
THRIVE							
VISTA	0.00	3,000.00	0.00	0.00	0.00	3,000.00	
Total THRIVE	0.00	3,000.00	0.00	0.00	0.00	3,000.00	
Total THRIVE, Inc.	0.00	3,000.00	0.00	0.00	0.00	3,000.00	
VTrans							
TPI							
TPI Admin	5,002.08	0.00	3,150.00	0.00	0.00	8,152.08	
TPI Coordination	4,970.48	0.00	3,365.75	0.00	0.00	8,336.23	
TPI Long Range	673.32	0.00	202.01	0.00	0.00	875.33	
TPI Other TRPT	3,120.88	0.00	7,579.90	0.00	0.00	10,700.78	Monthly invoice. August invoice sent 10/25/21.
TPI Project Develop	792.78	0.00	0.00	0.00	0.00	792.78	
TPI SRP	20,500.76	0.00	6,486.97	0.00	0.00	26,987.73	
Total TPI	35,060.30	0.00	20,784.63	0.00	0.00	55,844.93	
VTrans - Other	0.00	-0.01	0.00	0.00	-0.20	-0.21	
Total VTrans	35,060.30	-0.01	20,784.63	0.00	-0.20	55,844.72	
Waitsfield							
West Village Sidewalk MPM	409.70	348.25	0.00	0.00	0.00	757.95	Monthly invoice.
Total Waitsfield	409.70	348.25	0.00	0.00	0.00	757.95	
Washington	0.00	0.00	-0.50	0.00	0.00	-0.50	

11/01/21

Executive Committee
Central Vermont Regional Planning Commission
A/R Aging Summary
As of September 30, 2021

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	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	NOTES (Gray shading denotes payment received.)
Woodbury							
Plan Engagement	124.74	1,972.76	0.00	0.00	0.00	2,097.50	Product based invoice. August sent 09/20/21; September in preparation
Plan Maps	0.00	0.00	0.00	158.89	0.00	158.89	Researching whether this invoice has been sent to the Town.
Woodbury Town Plan	892.48	2,518.78	0.00	1,473.38	8,282.32	13,166.96	Product based invoice. September invoice under review; receivable to be adjusted as project is over budget.
Total Woodbury	<u>1,017.22</u>	<u>4,491.54</u>	<u>0.00</u>	<u>1,632.27</u>	<u>8,282.32</u>	<u>15,423.35</u>	
TOTAL	<u><u>138,722.48</u></u>	<u><u>32,510.73</u></u>	<u><u>24,787.32</u></u>	<u><u>10,383.52</u></u>	<u><u>40,442.51</u></u>	<u><u>246,846.56</u></u>	



Central Vermont Regional Planning Commission

MEMO

Date: October 29, 2021
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Contract/Agreement Approvals

GRANTS, CONTRACTS & SERVICE AGREEMENTS RECEIVED

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

None.

CONTRACTS ISSUED

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

None.

FOR INFORMATION ONLY

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

GRANTS, CONTRACTS & SERVICE AGREEMENTS RECEIVED

Town of Middlesex – Zoning Updates

Scope of Work: Assist the Town with Phase 2 of its zoning updates, which are focused on rural areas.

Funding: \$9,334

Performance Period: 08/16/21 – 06/30/22

Staff: Clare Rock (primary), Ashley Andrews

CONTRACTS ISSUED

None.



MEMO

Date: October 29, 2021
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Staff Position Modifications

✉ ACTION REQUESTED: Adopt revised Major Areas of Work as part of CVRPC's Personnel Policy Manual job descriptions.

The Executive Committee previously approved adding a staff position – Climate and Energy Planner. The approved job description was written specifically for the position. With Pam DeAndrea's departure, Ashley Andrews transition to GIS/IT Planner, and CVRPC's designation as a Clean Water Service Provider, I'm proposing that CVRPC create and modify Major Areas of Work rather than use the Climate and Energy Planner job description.

The Natural Resource Major Area of Work would be modified. A new Climate and Energy Major Area of Work would be created. The Major Areas of Work are designed to accompany the actual job description. An employee's assigned activities within the Area of Work are commensurate with their position. For instance, an Assistant Planner would not manage projects or contractors. CVRPC's Personnel Policy Manual, which contains position and Major Areas of Work descriptions, is available at <https://centralvtplanning.org/about/operating-policies/>.

With this change, CVRPC would initiate hiring of a Senior Planner focused on natural resources and a Planner or Assistant Planner focused on climate and energy.

Currently, ten positions comprising 10.2 Full Time Equivalent have been authorized. They are filled as follows

- Executive Director
- Office Manager
- Finance Manager/Bookkeeper (Renewed position; hiring in progress).
- Senior Planners (2 plus 1 vacant; have not initiated hiring)
- Planners (2)
- Assistant Planner (1)
- Climate and Energy Planner (vacant; have not initiated hiring)

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

MAJOR AREAS OF WORK

Natural Resources

CURRENT

Municipal Technical Assistance

- Provide technical assistance to and assist member municipalities with meeting the requirements of Act 64, the Lake Champlain Total Maximum Daily Load Plan, and state and federal water quality rules, procedures and law.
- Engage municipalities in design and implementing Green Stormwater practices and in adopting Green Infrastructure policies and practices.
- Provide technical assistance to municipalities to enhance and protect critical forest blocks, wildlife habitat, and habitat connectors, to plan for invasive species impacts, and to plan for the needs of the forest products industry.
- Develop strategies and tools for regions and municipalities to maintain and enhance environmental health.
- Assist municipalities to implement energy conscious land use regulations and create internal policies aimed at reducing energy use.
- Assist municipalities with conservation and natural resource planning.

Regional Planning

- Develop and manage special projects as assigned in areas such as stormwater management, river corridor and riparian buffer stabilization, etc.
- Work with local and regional partners to develop and implement projects to support watershed and community health.
- Complete - or support development of - tactical basin plans, geomorphic assessments, river corridor plans, and other water quality-related plans.
- Carry out activities in CVRPC's Clean Water Initiative agreement, funded by the Vermont Agency of Natural Resources.
- Engage stakeholders in regional conversations about energy efficiency, conservation, and development.
- Draft energy and/or climate action plans, and design and implement projects and programs that have a transformative effect on individual and community energy use.
- Review proposed alternative energy generation facilities.
- Engage and work with stakeholders to protect critical forest blocks, wildlife habitat, and habitat connectors and to plan for the needs of the forest products industry.

Adopted: 12/05/16

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

MAJOR AREAS OF WORK

Natural Resources

PROPOSED

- Draft and update local and regional natural resource plans, gather local and regional data, assist municipalities to draft and implement natural resource conscious land use regulations and policies, and design and implement projects and programs to protect, conserve, and use natural resources.
- Provide assistance to municipalities and engage with stakeholders to enhance and protect critical forest blocks, wildlife habitat and habitat connectors, agricultural lands, and water and mineral resources; to address invasive species impacts; and to foster robust forest and agricultural products and mineral resources economies.
- Assist member municipalities with meeting the requirements of Act 64, the Lake Champlain Total Maximum Daily Load Plan, and state and federal water quality rules, procedures and law.
- Engage municipalities in design and implementation of Green Stormwater practices and in adopting Green Infrastructure policies and practices.
- Develop strategies and tools for regions and municipalities to maintain and enhance environmental health.
- Work with local and regional partners to develop and implement projects to support natural resources and community health.
- Design and deliver educational and outreach programs and engage stakeholders in regional conversations about state and local natural resource initiative, natural resource goals, and actions that can be taken to address them.
- Work with the Office Manager, Accountant, and Executive Director on administration and management of the Clean Water Service Provider program.
- Prepare and administer project proposals, grant applications, work plans, budgets, and contracts.
- Solicit, supervise, and manage consultants and subcontractors.
- Prepare and present comprehensive reports.
- Manage projects by developing and monitoring budgets, planning activities, preparing requests for qualifications and proposals, reviewing contracts, managing vendors, ensuring robust communication, completing reporting, and participating in the invoicing process.
- Assist municipalities and the region to measure and track metrics for success.
- Monitor federal, state and/or local regulations and guidance and recommend actions to achieve compliance with climate and energy policies and practices.
- Serve on committees of statewide or regional focus to represent the interests of the CVRPC and the region.
- Prepare and administer project proposals, grant applications, work plans, budgets, and contracts.
- Prepare and present comprehensive reports.

Adopted: ____/____/____

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION
CLIMATE AND ENERGY PLANNER**

Job Description

CURRENT

GENERAL DESCRIPTION

The Climate and Energy Planner (Planner) position requires professional planning work of moderate difficulty. To progress within this position, employees must develop in-depth knowledge of climate and energy planning and implementation and substantial knowledge of municipal and regional comprehensive planning, federal and state planning law, and a variety of regulatory and non-regulatory implementation tools, and demonstrate program management skills.

The Planner works independently under the general direction of the Executive Director.

The Planner is expected to work closely and effectively with other staff. The Planner must be comfortable working across teams and developing relationships with external partners. This position requires strong verbal and written communication skills and problem-solving skills. Contact, communication, and coordination with volunteer groups, municipal representatives, and regional and state organizations and agencies are required.

Work is required throughout the region. Attendance at a substantial number of evening meetings is required, and some weekend events and some field work may be required.

MAJOR AREAS OF WORK

The Climate and Energy Planner will work on projects and activities that implement local, regional, and state energy plans and the Vermont Climate Action Plan. These efforts will reduce overall energy use through conservation/efficiency measures and shift energy use from fossil fuels to renewable sources (primarily electricity and biomass). They also will provide quantifiable benefits to communities in terms of cost savings and in terms of carbon reductions. This position may work in other program areas including, but not limited to land use planning, transportation, hazard mitigation, and community development based on the Commission's needs.

CHARACTERISTIC DUTIES

It is expected that the position will complete different actions across multiple municipalities, but some items will be universal and more region wide. The actions will likely change over time, but the following are all potential responsibilities of this position:

- Design and deliver public education to individuals and businesses on energy conservation practices and programs, rebates, incentives, energy goals, progress on meeting goals, and state and local initiatives.
- Research and recommend to municipal and regional officials key energy implementation measures necessary to reduce energy use, increase use of renewable energy, and decrease fossil fuels use in the heating, transportation, and electricity sectors.
- Manage energy projects by preparing requests for qualifications and proposals, reviewing contract, and managing vendors for projects that may consist of energy audits of public

buildings, installation of electric efficiency measures, LED lighting upgrades, renewable energy generation development, electric vehicles and their associated charging equipment, park and ride lots, and transit service expansion.

- Write and administer grants and provide project management services to support energy projects identified above.
- Update local and regional energy plans, guide municipalities and the region through renewable energy siting, gather local energy/carbon data, and draft local codes.
- Complete basic office functions as needed, such as data entry, file management, and customer service.

TYPICAL KNOWLEDGE

- Have and maintain a basic understanding of municipal, regional, and state government operations.
- Knowledge of energy efficiency, planning, and analysis to include topics such as: solar energy generation, weatherization, non-fossil fuel thermal systems, building conditioning, building audits, reduction of transportation energy needs, electric vehicles/charging equipment, and connections of land use planning to energy use.
- Working knowledge of Vermont energy requirements and programs is ideal, but not required.
- Knowledge of computer hardware and software programs, which must include Microsoft Office and Internet applications, and may include econometric or transportation modeling, database management, or Geographic Information Systems.

TYPICAL SKILLS

- Effective written and verbal communication and interpersonal skills, including the ability to translate planning concepts, research findings, data and technical language into a form that is meaningful and accessible to Commissioners and local officials.
- Ability to make presentations before government bodies and other groups.
- Strong research and analytical skills.
- Creative problem-solving skills to gather relevant information to solve less well-defined practical problems.
- Strong customer service ethic.
- Excels at project management, organization, project planning, and an ability to juggle competing priorities.
- Group facilitation skills for use with community workshops.
- Demonstrated ability to work on several projects or issues simultaneously.
- Demonstrated ability to work independently or in a team environment and with a variety of personalities as needed.,
- Ability to attend to details while keeping big-picture goals in mind.
- Ability to represent the Commission in its work with local municipalities, state agencies, other regional groups, citizens' organizations, and the general public.
- Ability to plan less complex projects effectively and meet firm deadlines.
- Competency in Microsoft Office and internet applications.
- Flexibility and humor.

Minimum Qualifications

- Master's degree in planning, transportation, public administration, engineering, natural resources, or related field. or closely related field and at least 2 years of professional planning experience, or a bachelor's degree and at least 5 years of professional planning experience.
- Must be a self-starter, able to work independently, and demonstrate the ability to stick to deadlines.
- Must be flexible in scheduling and available to participate in regular night meetings.
- Must have a valid driver's license and their own means of reliable transportation.
- Must be a U.S. citizen or otherwise lawfully authorized to work in the United States.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

MAJOR AREAS OF WORK

Climate and Energy

PROPOSED

- Draft and update local and regional energy and climate action plans, guide municipalities and the region through renewable energy siting, gather local energy/carbon data, and assist municipalities to draft and implement energy and climate conscious land use regulations and policies.
- Research and recommend to municipal and regional officials key energy implementation measures necessary to reduce energy use, increase use of renewable energy, and decrease fossil fuels use in the heating, transportation, and electricity sectors.
- Research and recommend to municipal and regional officials key climate change implementation measures necessary to mitigate and adapt to climate change, build community resiliency, and manage risk that results from climate change.
- Design and deliver educational and outreach programs and engage stakeholders in regional conversations about state and local initiatives; about energy efficiency, conservation, and development; and about climate change resilience and risk management; energy and climate goals; and actions that can be taken to address them.
- Design and implement projects and programs that have a transformative effect on individual and community energy use and respond to the social and biological impacts of climate change.
- Manage projects by developing and monitoring budgets, planning activities, preparing requests for qualifications and proposals, reviewing contracts, managing vendors, ensuring robust communication, completing reporting, and participating in the invoicing process.
- Assist municipalities and the region to measure and track metrics for success.
- Monitor federal, state and/or local regulations and guidance and recommend actions to achieve compliance with climate and energy policies and practices.
- Serve on committees of statewide or regional focus to represent the interests of the CVRPC and the region.
- Prepare and administer project proposals, grant applications, work plans, budgets, and contracts.
- Prepare and present comprehensive reports.

Adopted: ____/____/____



MEMO

Date: October 25, 2021
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Clean Water Service Provider Start Up

☒ ACTION REQUESTED: Recommend to the Board of Commissioners a process for appointment of municipal seats on the Winooski Basin Water Quality Council.

As the Clean Water Service Provider (CWSP; pronounced “Quisp”) for the Winooski Basin, CVRPC is responsible for establishing and empaneling a Basin Water Quality Council (BWQC; pronounced “Buh – Wick”). The purpose of a BWQC is to establish policy and make decisions for the CWSP regarding the most significant water quality impairments that exist in the basin and prioritizing the projects that will address those impairments based on the basin plan. A BWQC also participates in the basin planning process. Under its contract with VT DEC, CVRPC must empanel a BWQC by December 31, 2021.

A BWQC is composed of nine seats. Interest areas for the seats are designated in Act 76 § 924(g) [see BWQC Membership). BWQC seats are selected by different entities. Of the nine statutorily-directed seats, the CWSP is wholly or partially responsible for selecting three seats. One local or statewide land conservation organization is selected by the conservation organization consulting with the CWSP. Two municipal seats are appointed by the CWSP in consultation with municipalities.

Appointment Process Options

The BWQC is not a standing or advisory committee of the CVRPC. It will develop and have its own meeting rules, policies, and bylaws. BWQC membership must be balanced to reflect the Basin’s socio-economic characteristics, culture, interests, and land use of the basin.

There are several options for the municipal appointment process. In every case, CVRPC would contact all municipalities in the basin to solicit interest in the CWSP seat.

- 1) Authorize CWSP staff or Executive Director to recommend candidates or to appoint the seats.
- 2) Use CVRPC Nominating Committee to nominate members for the Board’s consideration.
- 3) Ask the applicable Regional Planning Commissions to nominate one candidate from among the municipal candidates expressing interest in their region. CVRPC Board would select two candidates

from among the RPC nominations.

- 4) Have the Board of Commissioners review all candidates and appoint representatives to the seats.

BWQC Membership

#	Interest	Selected By	Potential Representatives
2	Natural Resource Conservation Districts (NRCD) in the basin	NRCDs	Caledonia County NRCD Lamoille County NRCD Winooski NRCD
2	Regional Planning Commissions (RPC) in the basin	RPC	ACRPC, CCRPC, CVRPC, LCPC, NVDA, TRORC
2	Local watershed protection organizations (WPO) operating in the basin	WPOs	Friends of the Browns River, Friends of the Mad River, Friends of the Winooski River, Friends of Waterbury Reservoir, Lake Champlain Committee, Lake Champlain International, Lake Iroquois Association, South Chittenden River Watch, Voice for the Potash Brook Watershed
1	Local or statewide land conservation organization	Conservation organization, consulting with CWSP	The Trust for Public Land, VT Land Trust, VT River Conservancy, Northeast Wilderness Trust, Trout Unlimited (Mad Dog & Central VT Chapters), Burlington Community Land Trust, Champlain Housing Trust, Charlotte Land Trust, Cross Vermont Trail Association, Downstreet Housing & Community Development, Duxbury Land Trust, Hinesburg Land Trust, Huntington River Conservation Partnership, Green Mountain Club, Jericho Underhill Land Trust, Lake Champlain Land Trust, Richmond Land Trust, South Burlington Land Trust, Stowe Land Trust, Vermont Housing & Conservation Board, Winooski Valley Park District
2	Municipalities within the basin	CWSP, consulting with municipalities	49 municipalities in the basin. By county: 3 Addison County 3 Caledonia County 16 Chittenden County 3 Lamoille County 4 Orange County 20 Washington County

Additional BWQC membership is allowed if a) unanimously approved by the BWQC, b) approved by the Secretary of the Agency of Natural Resources, and c) if the proportionality of representation established by 10 V.S.A. § 924(g)(2) is maintained, either by membership or weighting of votes.

Winooski River Basin (excerpted maps from Winooski Tactical Basin Plan)

TMDL Reduction Potential

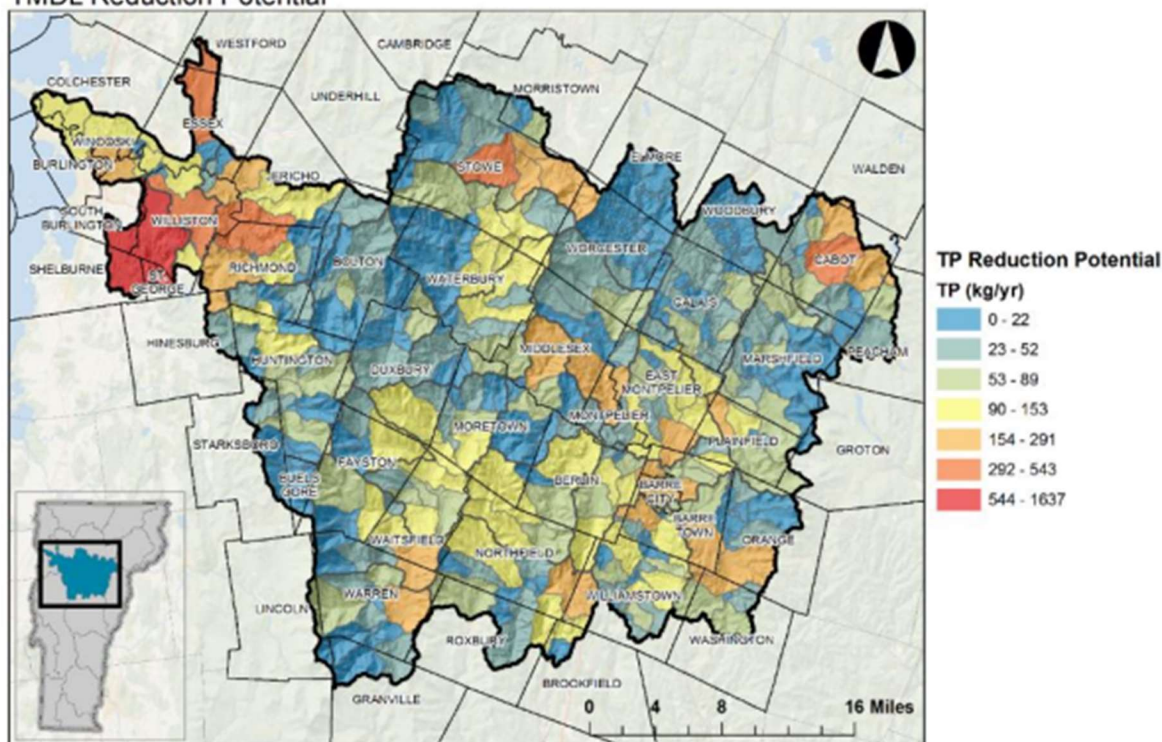
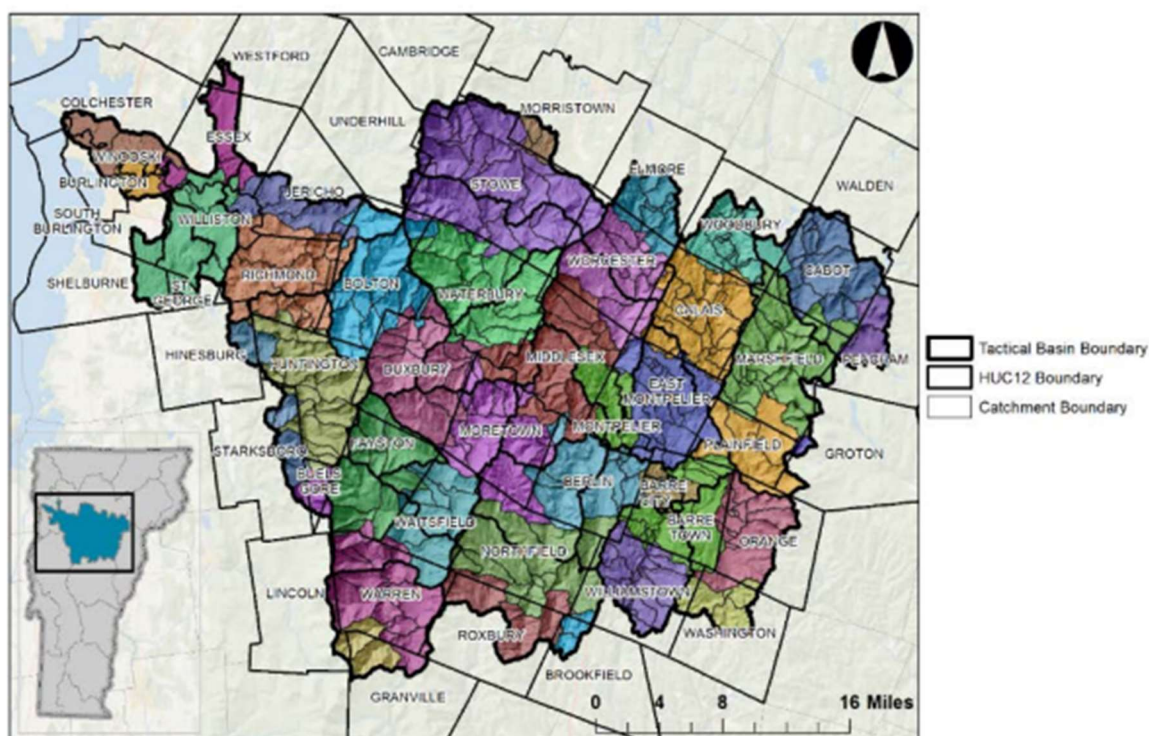


Figure 21. Association of catchments to towns in the Winooski River Basin





MEMO

Date: October 20, 2021
 To: Executive Committee
 From: Nancy Chartrand, Office Manager
 Re: CY2021 Health Insurance

✉ **ACTIONS REQUESTED:** Multiple actions are requested:

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

CVRPC's FY22 budget allowed for a 12% anticipated increase for healthcare costs. The increase in FY21 was 4.7%. Rates for FY22 were released recently. The table below outlines monthly premium costs since 2020 as well as four health plans for review with premium increases between >1% to ~6%. The plan highlighted in green is the recommended plan.

Health Insurance Premium Cost Change

Coverage	MVP CY21 Mo. Rate Gold 3 HDHP	MVP CY22 Mo. Rate Gold 3 HDHP	Change	BCBS CY22 Mo. Rate Gold Preferred	BCBS CY22 Mo. Rate Gold CDHP	MVP CY22 Mo. Rate Gold 3
Single	\$682.62	\$683.24	\$0.62	\$686.61	\$723.92	\$701.33
Double	\$1365.24	\$1,366.48	\$1.24	\$1,373.22	\$1,447.84	\$1,402.66
Parent & Child	\$1,317.46	\$1,318.65	\$1.19	\$1,325.16	\$1,397.17	\$1,353.57
Family	\$1,918.16	\$1,919.90	\$1.74	\$1,929.37	\$2,034.22	\$1,970.74
Annual Total¹	\$98,748	\$106,228	\$7,480	\$106,692	\$112,572	\$109,068

¹ Annual Total is a calculation of monthly premiums based on current employee makeup using premiums rounded to the nearest dollar and including 50% payment in lieu of benefit where appropriate. Currently three CVRPC employees are enrolled in family plans, two employees are enrolled in single plans, and two employees receive payment in lieu (family plans). *Note the increase in annual rate is related to payment in lieu being for 2 family plans, whereas in CY21 it was for a family plan and a single plan

Details for the CY22 Plans

Current MVP Gold 3 HDHP Plan: (<1% premium increase from CY21 Plan)

- Employee deductible is \$3,200/\$6,400 (single/family) – Rx deductible combined with medical
- Employee out of pocket maximum for single/families is \$3,200/\$6,400
- Services will be charged at 0% after deductible is met
- Rx Cost Share: Preventative @ \$10/\$15/5%-NDD; All other after deductible @ \$0/\$0/0%
- Plan is Health Savings Account (HSA) compatible

BCBS Gold Preferred Plan: (<1% premium increase from CY21 Plan)

- Employee deductible is \$1,550/\$3,100 (single/family) - Rx deductible combined with medical
- Employee out of pocket maximum for single/families is \$5,150/\$10,300
- Services will be charged after deductible is met at \$20 - \$40/visit (with 3-6-9 visits cost free initially), ER @ \$250 and Hospital Care @ \$750
- Rx Cost Share: Select Wellness @ \$5/\$50/60%-NDD; Prescription after deductible @ \$5/\$40/60%
 - These premiums are similar to what was offered for the BCBS Silver CDHP last year

BCBS Gold CDHP: similar coverage to above plan (~6 % premium increase from CY21 Plan)

- Employee deductible is \$2,550/\$5,600 (single/family) – Rx deductible combined with medical
- Employee out of pocket maximum for single/families is \$2,550/\$5,600
- Services will be charged at 0% after deductible is met
- Rx Cost Share: Select Wellness @ \$5/\$40/60%-NDD; Prescription after deductible @ \$0
- Plan is Health Savings Account (HSA) compatible

MVP Gold Non Standard: similar coverage to above plan (~3% premium increase from CY21 Plan)

- Employee deductible is \$700/1,400 stacked (single/family) – Rx deductible \$250/\$500
- Employee out of pocket maximum for single/families is \$6,500/\$13,000 stacked – Rx \$1,400/\$2,800
- Many services have no deductible and are cost-shared at \$20-50/visit, ER @ \$250
- Rx Cost Share: @ \$15-NDD/\$40/50%

Definitions:

HSA: Health Savings Account

NDD: not subject to deductible

OOPM: out of pocket maximum

Stacked: Each member pays toward, but never exceeds, their individual deductible and/or OOPM until the larger deductible or OOPM is met.

11/01/21

Vermont Small Group 2022 Plans

Executive Committee

Open enrollment begins November 1, 2021 for coverage starting January 1, 2022!



Platinum	Gold			Reflective Silver <small>(only available directly from MVP)</small>				Bronze				
1	1	2	3 HDHP	1	2 HDHP	3	4 HDHP	1	2	3 HDHP	4	5
Standard MVP VT	Standard MVP VT	Non-Standard MVP VT Plus	Non-Standard MVP VT Plus	Non-Standard MVP VT Plus	Non-Standard MVP VT Plus	Standard MVP VT	Standard MVP VT	Non-Standard MVP VT Plus	Standard MVP VT	Standard MVP VT	Standard MVP VT	Non-Standard MVP VT Plus

Benefit amounts below are the co-pay or co-insurance after the deductible is met, unless otherwise noted as not subject to deductible (NoDD). All plans include dependent care coverage to age 26. **Benefits in red** indicate a change from the 2021 plan.

Plan Deductible

Individual/Family	\$400/\$800 EMB	\$1,200/\$2,400 EMB	\$700/\$1,400 EMB	\$3,200/\$6,400 AGG	\$1,750/\$3,500 EMB	\$5,100/\$10,200 EMB	\$3,400/\$6,800 EMB	\$1,850/\$3,700 AGG	\$7,250/\$14,500 EMB	\$6,450/\$12,900 EMB	\$5,700/\$11,400 AGG	\$8,700/\$17,400 EMB	\$7,850/\$15,700 EMB
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Out-of-Pocket Maximum

Individual/Family	\$1,400/\$2,800 EMB	\$5,400/\$10,800 EMB	\$6,500/\$13,000 EMB	\$3,200/\$6,400 AGG	\$6,950/\$13,900 EMB	\$5,100/\$10,200 EMB	\$8,550/\$17,100 EMB	\$6,900/\$13,800 ² AGG	\$8,400/\$16,800 EMB	\$8,700/\$17,400 EMB	\$7,050/\$14,100 ² AGG	\$8,700/\$17,400 EMB	\$7,850/\$15,700 EMB
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Medical

Primary Care/Specialist Visit	\$15 NoDD/\$40 NoDD	\$20 NoDD/\$50 NoDD	\$20 NoDD/\$40 NoDD	0%/0%	3 PCP visits per person NoDD, then \$30/\$60	0%/0%	\$35 NoDD/\$80 NoDD	10%/30%	\$40/\$100	\$35/\$90	50%/50%	\$40 NoDD/\$100 NoDD	3 PCP visits per person NoDD, then 0%/0%
Urgent Care/Emergency Room	\$50 NoDD/\$100	\$60 NoDD/\$150	\$30 NoDD/\$250	0%/0%	\$60/\$400	0%/0%	\$90 NoDD/\$250	30%/30%	\$100/50%	\$100/50%	50%/50%	0%/0%	0%/0%
Diabetic Supplies ¹	50% NoDD	50%	50%	5%	50%	0%	50%	50%	60%	60%	60%	0%	0%
Chiropractic/Acupuncture	\$20 NoDD/ Not Covered	\$30 NoDD/ Not Covered	\$25 NoDD/ \$500 Allowance ³	0%/ \$500 Allowance ³	\$45/ \$500 Allowance ³	0%/ \$500 Allowance ³	\$45 NoDD/ Not Covered	30%/ Not Covered	\$50/ \$500 Allowance ³	\$45/ Not Covered	50%/ Not Covered	\$50 NoDD/ Not Covered	0%/ \$500 Allowance ³

Additional Benefits

Virtual Care Services	<i>Gia[®] virtual care services are \$0 on all plans, except qualified high-deductible health plans (QHDHPs) in 2022. The IRS now requires members enrolled in QHDHPs to pay for virtual care services until their plan deductible is met. After the deductible is met, virtual care services are \$0. While costs for care vary, Gia virtual care services are generally lower cost than the in-person alternative. Gia virtual care services include urgent/emergent care, primary care, behavioral health, psychiatry, nutrition, and lactation. Virtual physical therapy is also included on 2022 plans. In-person care or virtual care excluding Gia is subject to co-pay/cost-share per plan details.</i>												
MVP WellBeing Rewards	<i>Earn up to \$600 per contract, per calendar year with MVP WellBeing Rewards on MVP VT Plus non-standard plans.</i>												
Pediatric Dental and Vision	<i>All plans include pediatric dental and vision coverage for dependents up to age 21. See plan details for more information.</i>												

Pharmacy

Prescription Deductible Individual/Family	None	\$150/\$300 Brand Deductible	\$250/\$500 Brand Deductible	Integrated with Medical	\$750/\$1,500	Integrated with Medical	\$400/\$800 Brand Deductible	Integrated with Medical	\$700/\$1,400	\$1,100/\$2,200 Brand Deductible	Integrated with Medical	Integrated with Medical	Integrated with Medical
Prescription Out-of-Pocket Maximum Individual/Family	\$1,400/\$2,800 EMB	\$1,400/\$2,800 EMB	\$1,400/\$2,800 EMB	\$1,400/\$2,800 AGG	\$1,400/\$2,800 EMB	Integrated with Medical \$1,400/\$2,800 AGG	Integrated with Medical \$1,400/\$2,800 EMB	Integrated with Medical \$1,400/\$2,800 AGG	Integrated with Medical	Integrated with Medical \$1,400/\$2,800 EMB	Integrated with Medical \$1,400/\$2,800 AGG	Integrated with Medical	Integrated with Medical
Prescription Cost Share Tier1/Tier2/Tier 3	\$10 NoDD/\$50 NoDD/ 50% NoDD	\$12 NoDD/\$55 /50%	\$15 NoDD/\$40 /50% VBID: \$1	Preventive Drugs: \$10/\$15/5% NoDD All Other Drugs: \$0/\$0/0%	\$5/50%/50% VBID: \$1	0%/0%/0% Preventive Drugs NoDD	\$15 NoDD/\$60/50%	\$10/\$40/50% Preventive Drugs NoDD	\$25 NoDD/\$100/60% VBID: \$3	\$15 NoDD/\$85/60%	\$12/40%/60% Preventive Drugs NoDD	\$30 NoDD/0%/0%	\$35 NoDD/0%/0% VBID: \$3

Premium Monthly Rates Rates effective January 1, 2022–December 31, 2022.

Single	\$810.54	\$666.54	\$701.33	\$683.24	\$574.67	\$593.43	\$606.23	\$589.67	\$506.73	\$510.24	\$514.80	\$530.88	\$521.18
Single + Spouse	\$1,621.08	\$1,333.08	\$1,402.66	\$1,366.48	\$1,149.34	\$1,186.86	\$1,212.46	\$1,179.34	\$1,013.46	\$1,020.48	\$1,029.60	\$1,061.76	\$1,042.36
Single + Child(ren)	\$1,564.34	\$1,286.42	\$1,353.57	\$1,318.65	\$1,109.11	\$1,145.32	\$1,170.02	\$1,138.06	\$977.99	\$984.76	\$993.56	\$1,024.60	\$1,005.88
Single + Spouse + Child(ren)	\$2,277.62	\$1,872.98	\$1,970.74	\$1,919.90	\$1,614.82	\$1,667.54	\$1,703.51	\$1,656.97	\$1,423.91	\$1,433.77	\$1,446.59	\$1,491.77	\$1,464.52

HDHP: High-Deductible Health Plan. **QHDHP:** Qualified High-Deductible Health Plan. **NoDD:** Not subject to deductible.
VBID: Value-Based Insurance Design. VBID maintenance Medications are not subject to the deductible.
All Vermont Small Group HDHPs are QHDHPs and can be paired with a Health Savings Account. Plans still pending approval for Medicare Creditable Coverage.
¹ The cost-share for diabetic supplies is subject to the pharmacy deductible and the medical out-of-pocket maximum (**OOPM**).
² This plan features an aggregate deductible and OOPM. Each member on a family plan will pay toward the family OOPM. No individual will pay more than the government mandated OOPM of \$8,700. The term *embedded* is used in Vermont Health Connect materials to define t his deductible and OOPM structure.
³ Members are reimbursed up to \$500 for acupuncture services from a licensed provider. Once this allowance is met, no further acupuncture services will be covered. This benefit is subject to the deductible and OOPM only on high-deductible health plans. For such plans, services will be reimbursed up to \$500 in the same manner billed if the deductible has been met. If the deductible has not been met, MVP will apply the allowance to the deductible and OOPM until the deductible is met.
These plan overviews are intended to provide a general outline of coverage. For comprehensive benefit details, please review your Certificate of Coverage (COC), Schedule of Benefits, Summary of Benefits and Coverage (SBC), and any applicable Rider(s). Your COC, SBC, and Rider(s) will be controlling. These documents can be found in your MVP online account, or are available by request.

Aggregate (AGG): For any policy with two or more members, the family deductible must be met by any one or any combination of members before the plan will make payment.
Embedded (EMB): Each member pays toward, but never exceeds, their individual deductible and/or OOPM until the larger family deductible and/or OOPM is met, after which, the plan makes payments for all members on the Contract. The term *Stacked* is used on Vermont Health Connect materials to define this deductible and/or OOPM structure.
Standard plans are based on what the state dictates must be included in benefit details.
Non-Standard plans contain unique features that enhance the value of the benchmark benefits.

?

Questions? We're here to help!

Call 1-844-865-0250 or visit mvphealthcare.com/vermont to learn more.

VERMONT HEALTH CONNECT
Find the plan that's right for you.

Health benefit plans are issued and administered by MVP Health Plan, Inc.; MVP Health Insurance Company; MVP Select Care, Inc.; and MVP Health Services Corp., operating subsidiaries of MVP Health Care, Inc. Not all plans available in all states and counties.

Blue Cross and Blue Shield of Vermont		11/01/21		BENEFITS		MEDICAL										PHARMACY				2022 MONTHLY PREMIUMS			
		Financial accounts*		Deductible		Out-of-pocket maximum	Medical cost-sharing							Deductible	Out-of-pocket maximum	Prescription drugs cost-sharing							
		Health Reimbursement Arrangement (HRA)	Health Savings Account (HSA)	deductible is doubled for 2-person and family policies	deductible type	out-of-pocket maximum is doubled for 2-person and family policies	preventive care ⁵	primary care provider or mental health visits	specialist visits with diagnosis of heart disease or diabetes ⁴	specialist visits ³	urgent care	emergency room	outpatient/inpatient hospital care	deductible is doubled for 2-person and family policies	out-of-pocket maximum is doubled for 2-person and family policies	select wellness drugs ⁷ (generic/preferred/ non-preferred brands)	prescription drugs (generic/preferred/ non-preferred brands)	single	two person	adult and child or children	family		
Vermont Preferred Plans	GOLD	●		\$1,550	Aggregate	\$5,150 ²	\$0	combined 3-6-9 visits with no cost-sharing, then deductible, then \$20	3 visits per member with no cost-sharing, then deductible, then \$40	Deductible, then \$40	Deductible, then \$40	Deductible, then \$250	Deductible, then \$750	Combined with medical	\$1,400	\$5/\$50/60% ⁷	Deductible, then \$5/40%/60%	\$686.61	\$1,373.22	\$1,325.16	\$1,929.37		
	SILVER REFLECTIVE [○]	●		\$3,000	Aggregate	\$8,150 ²	\$0	combined 3-6-9 visits with no cost-sharing, then deductible, then \$30	3 visits per member with no cost-sharing, then deductible, then \$50	Deductible, then \$50	Deductible, then \$50	Deductible, then \$450	Deductible, then \$1,750	Combined with medical	\$1,400	\$5/\$50/60% ⁷	Deductible, then \$5/40%/60%	\$590.43	\$1,180.86	\$1,139.53	\$1,659.11		
	BRONZE	●		\$8,700	Aggregate	\$8,700 ²	\$0	combined 3-6-9 visits with no cost-sharing, then deductible, then \$0	3 visits per member with no cost-sharing, then deductible, then \$0	Deductible, then \$0	Deductible, then \$0			Combined with medical	Combined ¹	\$15/\$50/60% ⁷	Deductible, then \$0	\$522.54	\$1,045.08	\$1,008.50	\$1,468.34		
Vermont Select Plans	GOLD CDHP	●	●	\$2,550	Aggregate	\$2,550	\$0	Deductible, then \$0						Combined with medical	\$1,400	\$5/40%/60% ⁷	Deductible, then \$0	\$723.92	\$1,447.84	\$1,397.17	\$2,034.22		
	SILVER CDHP REFLECTIVE [○]	●	●	\$4,600	Aggregate	\$4,600 ²	\$0	Deductible, then \$0						Combined with medical	\$1,400	\$15/40%/60% ⁷	Deductible, then \$0	\$603.66	\$1,207.32	\$1,165.06	\$1,696.28		
	BRONZE CDHP	●	●	\$7,050	Aggregate	\$7,050 ²	\$0	Deductible, then \$0						Combined with medical	Combined ¹	\$25/65%/85% ⁷	Deductible, then \$0	\$516.99	\$1,033.98	\$997.79	\$1,452.74		
Standard Plans	PLATINUM	●		\$400	Stacked	\$1,400 ⁶	\$0	\$15	\$40		\$50	Deductible, then \$100	Deductible, then 10%	\$0	\$1,400 ⁶	\$10/\$50/50%		\$882.05	\$1,764.10	\$1,702.36	\$2,478.56		
	GOLD	●		\$1,200	Stacked	\$5,400 ⁶	\$0	\$20	\$50		\$60	Deductible, then \$150	Deductible, then 30%	\$150 single/\$300 2-person & family	\$1,400 ⁶	\$12/deductible, then \$55/50%		\$741.08	\$1,482.16	\$1,430.28	\$2,082.43		
	SILVER REFLECTIVE [○]	●		\$3,400	Stacked	\$8,550	\$0	\$35	\$80		\$90	Deductible, then \$250	Deductible, then 50%	\$400 single/\$800 2-person & family	\$1,400	\$15/deductible, then \$60/50%		\$611.47	\$1,222.94	\$1,180.14	\$1,718.23		
	BRONZE	●		\$6,450	Stacked	\$8,700	\$0	Deductible, then \$35	Deductible, then \$90		Deductible, then \$100	Deductible, then 50%		\$1,100 single/\$2,200 2-person & family	\$1,400	\$15/deductible, then \$85/60%		\$516.08	\$1,032.16	\$996.03	\$1,450.18		
	BRONZE INTEGRATED	●		\$8,700	Stacked	\$8,700	\$0	\$40	\$100	Deductible, then \$0			Combined with medical	Combined ¹	\$30/deductible, then \$0		\$523.08	\$1,046.16	\$1,009.54	\$1,469.85			
	SILVER CDHP REFLECTIVE [○]	●	●	\$1,850	Aggregate	\$6,900 ²	\$0	Deductible, then 10%	Deductible, then 30%					Combined with medical	\$1,400	\$10/\$40/50% ⁷	Deductible, then \$10/\$40/50%	\$637.05	\$1,274.10	\$1,229.51	\$1,790.11		
	BRONZE CDHP	●	●	\$5,700	Aggregate	\$7,050 ²	\$0	Deductible, then 50%						Combined with medical	\$1,400	\$12/40%/60% ⁷	Deductible, then \$12/40%/60%	\$530.38	\$1,060.76	\$1,023.63	\$1,490.37		

*To learn more about financial accounts available, visit [bcbsvt.com/mymoney](#)

○ Reflective Silver Plans are only available to members who enroll through Blue Cross and Blue Shield of Vermont.

All plans include pediatric dental and vision benefits for members up to age 21. Additional information is included in each plan's Summary of Benefits and Coverage (SBC) at [bcbsvt.com/qhp](#).

Blue figures indicate a change for 2022 plans.

¹ This plan does not include a separate prescription drug out-of-pocket maximum. All expenses accumulate to the overall out-of-pocket maximum. ² Regardless of all other cost-sharing, if one individual's out-of-pocket costs reach \$8,700 in a year, we begin paying 100 percent of the allowed amount for that person's covered services and supplies. ³ Cost-sharing may vary for chiropractor & outpatient physical therapy. See the Summary of Benefits and Coverage at [bcbsvt.com/qhpsmallbusiness](#). ⁴ Specialists visits include cardiologist, endocrinologist, nephrologist, ophthalmologist, or podiatrist only. ⁵ Visit [bcbsvt.com/preventive](#) for the full list of preventive services covered at no cost to you. ⁶ Medical and prescription out-of-pocket limits are separate. ⁷ Deductible is waived for select wellness drugs on our Vermont Preferred and Consumer-Directed Health Plans (CDHP). Visit [bcbsvt.com/formulary-lists](#) and click on National Performance Formulary Wellness List to view our select wellness drugs.



MEMO

Date: October 18, 2021
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: FY23 Municipal Dues

✉ **ACTION REQUESTED:** Recommend an FY23 municipal dues assessment rate of \$1.33 per capita to the Board.

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

Raising dues helps maintain CVRPC's staff capacity so municipalities can rely on our services and reach into our staff pool for support. Municipalities invested \$81,999 for FY22 dues, and will leverage \$1.28 million in services from CVRPC.

How are municipal dues used?

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

How was the recommended rate developed?

The Executive Director assesses potential budgetary needs. Factors considered include overall budget, dues as a percentage of budget (buying power of municipal dues), cash and in-kind match needs, projected municipal service needs over the next 2-3 years, and potential future needs of the Commission. Wages and benefits are CVRPC's primary cost beyond consultants. CVRPC wages ranges are due to be updated. From June 2020 to June 2021, the cost of wages and salaries in New England rose by 3.7%¹, reflecting a tightening labor market. The Director provides alternatives and a recommendation to the Executive Committee, which recommends a rate to the Board.

How do dues fit within CVRPC other funding?

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

¹ New England - Employment Cost Index , wages and salaries only - <http://www.bls.gov/regions/new-england/data/xg-tables/ro1xg04.htm>

How will the dues change for my municipality?

RECOMMENDED

Dues Rate Change Options →				Maintain	Increase 1.6%	Increase 3.9%	Increase 5%	\$ Change
Municipality	2019 VDH Est. ¹	2020 US Census	Population Change	FY 22 Dues at \$1.28	FY 23 Dues at \$1.30	FY 23 Dues at \$1.33	FY 23 Dues at \$1.35	\$1.28→\$1.33
Barre City	8,528	8,491	(37)	\$ 10,868.48	\$ 11,038.30	\$ 11,293.03	\$ 11,462.85	\$ 424.55
Barre Town	7,720	7,923	203	\$ 10,141.44	\$ 10,299.90	\$ 10,537.59	\$ 10,696.05	\$ 396.15
Berlin	2,781	2,849	68	\$ 3,646.72	\$ 3,703.70	\$ 3,789.17	\$ 3,846.15	\$ 142.45
Cabot	1,433	1,443	10	\$ 1,847.04	\$ 1,875.90	\$ 1,919.19	\$ 1,948.05	\$ 72.15
Calais	1,604	1,661	57	\$ 2,126.08	\$ 2,159.30	\$ 2,209.13	\$ 2,242.35	\$ 83.05
Duxbury	1,305	1,413	108	\$ 1,808.64	\$ 1,836.90	\$ 1,879.29	\$ 1,907.55	\$ 70.65
East Montpelier	2,551	2,598	47	\$ 3,325.44	\$ 3,377.40	\$ 3,455.34	\$ 3,507.30	\$ 129.90
Fayston	1,330	1,364	34	\$ 1,745.92	\$ 1,773.20	\$ 1,814.12	\$ 1,841.40	\$ 68.20
Marshfield	1,473	1,583	110	\$ 2,026.24	\$ 2,057.90	\$ 2,105.39	\$ 2,137.05	\$ 79.15
Middlesex	1,724	1,779	55	\$ 2,277.12	\$ 2,312.70	\$ 2,366.07	\$ 2,401.65	\$ 88.95
Montpelier	7,372	8,074	702	\$ 10,334.72	\$ 10,496.20	\$ 10,738.42	\$ 10,899.90	\$ 403.70
Moretown	1,665	1,753	88	\$ 2,243.84	\$ 2,278.90	\$ 2,331.49	\$ 2,366.55	\$ 87.65
Northfield	6,522	5,918	(604)	\$ 7,575.04	\$ 7,693.40	\$ 7,870.94	\$ 7,989.30	\$ 295.90
Orange	1,113	1,048	(65)	\$ 1,341.44	\$ 1,362.40	\$ 1,393.84	\$ 1,414.80	\$ 52.40
Plainfield	1,262	1,236	(26)	\$ 1,582.08	\$ 1,606.80	\$ 1,643.88	\$ 1,668.60	\$ 61.80
Roxbury	709	678	(31)	\$ 867.84	\$ 881.40	\$ 901.74	\$ 915.30	\$ 33.90
Waitsfield	1,693	1,844	151	\$ 2,360.32	\$ 2,397.20	\$ 2,452.52	\$ 2,489.40	\$ 92.20
Warren	1,671	1,977	306	\$ 2,530.56	\$ 2,570.10	\$ 2,629.41	\$ 2,668.95	\$ 98.85
Washington	1,010	1,032	22	\$ 1,320.96	\$ 1,341.60	\$ 1,372.56	\$ 1,393.20	\$ 51.60
Waterbury	5,155	5,331	176	\$ 6,823.68	\$ 6,930.30	\$ 7,090.23	\$ 7,196.85	\$ 266.55
Williamstown	3,530	3,515	(15)	\$ 4,499.20	\$ 4,569.50	\$ 4,674.95	\$ 4,745.25	\$ 175.75
Woodbury	883	928	45	\$ 1,187.84	\$ 1,206.40	\$ 1,234.24	\$ 1,252.80	\$ 46.40
Worcester	1,028	964	(64)	\$ 1,233.92	\$ 1,253.20	\$ 1,282.12	\$ 1,301.40	\$ 19.28
Region	64,062	65,402	1,340	\$ 83,714.56	\$ 85,022.60	\$ 86,984.66	\$ 88,292.70	\$ 3,241.18

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

Vermont RPC Municipal Dues Rates and Structures

The Executive Committee customarily requests information about how CVRPC's activities compare to its peers. The table below reflects how CVRPC's current dues compare to other RPCs as of 10/25/21. The data is sorted by Per Capita Equivalent to assist with comparisons. Note: CVRPC's FY22 due rate is \$1.28.

RPC	Population	Data Source	\$ Raised from Dues	# of Municipalities	Dues as % of Total Revenue	Calculation Method	Per Capita Equivalent ¹	Notes
Bennington	37,701	US Census	\$102,686	17	6%	Population: 0-250 = \$2,000; 251-500 = \$3,000; 501-1,000 = \$4,000; 1,001-2,000 = \$5,000; 2,001-3,000 = \$6,000; 3,001-4,000 = \$7,000; 4,001-5,000 = \$8,000; Over 5,000 = \$8,000 + (Population-5,000) * 3	\$2.72	
Windham	45,044	US Census	\$109,006	27	5%	\$2.42 per capita - minimum \$250	\$2.42	
TRORC	57,116	US Census	\$90,243	30	5%	\$1.58 per capita	\$1.58	
Chittenden	168,323	US Census	\$255,408	19	5%	Pro-rated based on municipal share of the county Equalized Education Grand List (EEGL) value	\$1.52	
Addison	33,517	VDH Population Estimates	\$43,997	21	6%	\$1.32 per capita, minus group quarters	\$1.31	
Central	63,900	VDH Population Estimates	\$81,999	23	6%	\$1.28 per capita	\$1.28	FY22 rate
Mt. Ascutney	24,711	US Census	\$30,889	10	4%	\$1.25 per capita	\$1.25	FY20 rate
Northwest	54,715	US Census	\$60,576	22	4%	\$1.107 per capita; annual change based on employer cost price index	\$1.11	FY21 rate
Lamoille	24,475	US Census	\$20,000	10	3%	Pro-rated 50/50, most recent Census population and equalized grand list value; towns only, not villages	\$0.82	No 2020 Census adjustment
NVDA	62,438	US Census	\$50,215	50	3%	\$0.75 per capita - minimum dues of \$500 (few do pay \$100); \$3,500 cap	\$0.80	FY20 rate
Rutland	61,642	US Census	\$27,000	27	2%	\$1,000/year per municipality	\$0.44	

¹Amount Raised by Dues divided by Population



MEMO

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

✉ **ACTION REQUESTED: Define what is needed to bring a diversity, equity, and inclusion conversation to the Board of Commissioners.**

In follow up to the brief reference at the October meeting, below is the link to the presentation on diversity, equity, and inclusion in Vermont by Xusana Davis, State Director of Racial Equity. Ms. Davis gave this presentation to the Bennington County Regional Commission in July 2021. The video link is <http://www.bcrcvt.org/meetings.html>.

Proposed Discussion:

- What parts of the presentation spoke to you most? Why?
- What do you want to know more about?
- Where might the Board and staff need to build a shared understanding?
- How can this conversation be brought to the Board of Commissioners so that CVRPC can develop an action plan?



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How to Start Making Measurable Change Toward Equity

VLCT News September-October 2020

It's been a challenging year, and an even more challenging six months. In July 2019, I was honored to begin work as Vermont's first Executive Director of Racial Equity. Six months later, a global pandemic threatened everything we thought we knew about markets, community, personal responsibility, social responsibility, and the value of a person's life. Two months after that, yet another black American was murdered on camera by the government ... only this time, white people noticed. And they were livid.

Part of me felt glad that so many more people had been awakened to injustice and were ready to do something about it. Another part of me wrestled with the incredulity of it all: this had happened hundreds and hundreds of times before—not just to adults, but to children. Why was this the event that spurred so much sudden action by white Americans? Nevertheless, here we are, amid a surge of people who have decided that enough is quite enough, and that they cannot remain complicit in upholding systems that have brazenly fueled inequity since their very inception.

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So what now? **Many of us want to act, but aren't sure how to do so**

effectively and within our abilities. Well, you've already done the hardest part: admitted there's a problem and refused to contribute to it. But that's only a piece of the difficult work you'll need to do, both as an individual and as a member of a broader collective. Systemic racism is "systemic" because it pervades every institution in our society. It is present in housing, education, physical and mental health, finance and commerce, the workplace (yes, even your workplace), hospitality, fashion, music, television and film, government, politics and elections, recreation, tourism, advertising, environmental conservation, and so forth.

Because of that, **the only way we can make measurable change towards equity is to address systemic inequity in all of those sectors and at every level. How? It starts with mindset.** To be a member of a dominant group (that is, to be a member of a group that has not been historically marginalized, oppressed, or otherwise systemically disadvantaged) makes it very easy to feel personally attacked when you hear people talking about systemic inequity like racism, sexism, ageism, ableism, or anti-LGBTQIAism*. I get it: you might have spent many years thinking that people in society were generally happy and generally getting along, and now it feels like suddenly you are the bad guy for reasons outside of your control (after all, you "didn't ask" to be born as a member of a dominant group).

But don't succumb to feelings of defensiveness. Instead, lower your guard and consider the following: society isn't mad at you because you are white or male or heterosexual or wealthy or otherwise privileged. **Society is rebounding from having teetered on the far end of an imbalanced scale because that privilege is more often than not the result of centuries of biased policies that have cost too much and killed too many.** It's not your fault if you are a member of a dominant group, but it is your responsibility to acknowledge any unearned privilege you possess and to support the systemic change needed so that we don't have these disparities and people's access to opportunity and their life outcomes are not determined (in part or in whole) by factors such as race. Acknowledging our privilege can be difficult at first, because it forces us to grapple with the question of how much of our success is the result of our hard work and how much of it is the result of discrimination. It doesn't have to be an exercise in self-shaming. For example, I openly acknowledge my unearned privilege and always remember that I, too, have benefitted from unjust systems. And if I, as a non-white, non-male, non-wealthy millennial child of

immigrants can still identify unearned privilege in my own life, then surely you can too. And please believe me when I tell you that the more you do it, the easier it becomes. A simple way to start is with Peggy McIntosh's "[Invisible Knapsack](#)."

Next, **look at the demographic trends in your community and in our state.** Despite the fact that the rest of America has become more multicultural, Vermont remains the second whitest state in the country (second only to Maine). Additionally, Vermont is the second oldest state in the country, with a median age of 42 (again, second only to Maine). But if we look more closely at that data point, we find that the median age for Asian, Latino, and Black Vermonters is in the mid-20s. That means it's Vermonters of color who are keeping Vermont young, which makes sense, considering the Millennial and Gen Z cohorts are the most diverse generations in America's history. And yet, our state's population doesn't reflect this. It's easy to shrug our homogeneity off as a result of the cold winters here and the stereotype that people of color don't enjoy skiing, but that's not it. Not even close. The fact is, people want to visit and live in places where they feel welcome and safe. Do we make people feel welcome here? If not, why? There's the old trope about how many generations it takes to be a "real Vermonter," but **how much longer can we afford to make neighbors and visitors feel like they'll never belong, with so much at stake?** Think about the school enrollment numbers in your district. Do you feel confident that the district will exist in another couple of years? Think of the quality and availability of housing for young adults and new families. Know any recent grads who have left for greener or more affordable pastures? Think of the state's job market, and how instrumental Vermonters of color have been to it. After all, immigrant-led businesses in Vermont generated \$84M in net revenues from 2006 to 2010, and some of the most essential workers to our state's economy happen to be undocumented.

It's not all doom and gloom, I promise. Racial equity work doesn't have to feel solemn or somber—we're making things better and fairer ... You're allowed to smile about it! Vermont is a wonderful, charming special place to all of us, and it's getting better every day. Let's keep pushing forward by doing business in new ways, and by looking to other jurisdictions for models—and those jurisdictions might be closer than you think. I am occasionally contacted by residents of different towns seeking to develop equity and diversity work, and it is usually the case that these towns don't know about one another's efforts. That is to say, they think they're going it alone. They aren't. Not all of our towns and counties are able

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to move at the same pace, and that's okay. What matters most is that we're all moving forward.

Xusana Davis, Esq.

Executive Director of Racial Equity

State of Vermont

* The letters LGBTQIA refer to lesbian, gay, bisexual, transgender, queer or questioning, intersex, and asexual or allied.

General Interest Article

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

Present:

☒ Marcella Dent
☐ Lee Cattaneo
☒ Gerry D'Amico

☒ Laura Hill-Eubanks
☒ Steve Lotspeich

☒ Michael Gray
☒ Janet Shatney

Staff: Bonnie Waninger, Nancy Chartrand

Guests: Ahsan Ijaz, Ijaz Group

Call to Order

Chair Lotspeich called the meeting to order at 4:02 pm.

Adjustments to the Agenda

B. Waninger requested to add a contract approval. The Clean Water Service Provider Start Up contract was revised, and she sought approval of the revision.

J. Shatney moved to accept the agenda as amended; M. Gray seconded. Motion carried.

Public Comment

None.

Financial Report

B. Waninger summarized the report. The auditor has the FY21 files and has launched the FY21 audit. For FY22, CVRPC is on track to meet its expectations. A. Ijaz joined the meeting. Waninger advised August PTO liability balances would be available soon. They were delayed due to a QB Time accrual issue that is being addressed. D'Amico asked if the organization had consideration using PTO combined time versus separate sick leave and vacation. He inquired if public organizations are going to combined PTO. A. Ijaz advised that it is administratively easier to manage/track as combined PTO, but in terms of public agencies he has not seen this happen a lot. B. Waninger advised that there are RPCs that have moved in that direction. She recommended a transition in 2015, but the Personnel Policy Committee was not supportive at that time. A discussion ensued regarding the possible advantages and disadvantages of such a switch. S. Lotspeich noted this should be discussed during the Personnel Policy review, which is anticipated to begin the Bylaws Work Group wraps up.

Waninger noted CVRPC has exceeded the FDIC limit on its reserve account. Staff has begun investigating money market CDs. A. Ijaz confirmed that FDIC limits are per organization at each bank, despite the number of accounts, so we would need to open an account at a new bank.

G. D'Amico moved to accept the August 31, 2021 unaudited financial reports; L. Hill-Eubanks seconded. Motion carried.

1
2 **Contract/Agreement Authorization**

3 Northwest Regional Planning Commission – Municipal Grants in Aid FY22

4 S. Lotspeich inquired about the need for approval given the contract amount. Waninger advised it
5 should not have come to the Committee for approval. The contract originally was going to be an
6 amendment. It was separated into two contracts at the request of VTrans. No action was necessary
7 from the Executive Committee.

8
9 Vermont Department of Public Safety – Emergency Management Performance Grant 2021

10 *M. Dent moved to authorize the Executive Director to sign the agreement and the Advanced Notice to*
11 *Proceed with the Department of Public Safety for Emergency Management Performance Grant 2021; M.*
12 *Gray seconded. Motion carried.*

13
14 Mount Ascutney Regional Commission – Berlin Town Office & Garage Stormwater Construction
15 Amendment 2

16 *J. Shatney moved to authorize the Executive Director to sign the contract amendment with Mount*
17 *Ascutney Regional Commission for Berlin Town Office and Garage Stormwater Construction Amendment*
18 *#2; G. D'Amico seconded. Shatney inquired who would be managing with Pam's departure. Waninger*
19 *advised the project is near completion and Grace Vinson will cover. Motion carried.*

20
21 Vermont Department of Environmental Conservation - Clean Water Service Provider Start Up

22 This contract was brought to the Committee again due to a wording change and inclusion of the correct
23 attachment. L. Hill-Eubanks inquired about covering the amount of work that would be involved and if
24 the monies were adequate. Discussion ensued regarding the budget. Waninger clarified this was not a
25 contract amendment; she asked for approval of the revised contract.

26
27 *L. Hill-Eubanks moved to authorize the Executive Director to sign the contract for the Clean Water Service*
28 *Provider Start Up; M. Dent seconded. Motion carried.*

29
30 SLR International Corporation – Plainfield Gully Stormwater Implementation Engineering Services

31 This contract was approved for signature last month. Staff realized a deliverable was missing prior to its
32 being signed. The contract has been updated to include the deliverable of permits.

33
34 *G. D'Amico moved to authorize the Executive Director to sign the contract with SLR International*
35 *Corporation for Plainfield Gully Stormwater Implementation Engineering Services; L. Hill-Eubanks*
36 *seconded. Motion carried.*

37
38 Town of Berlin – Berlin Town Office & Garage Stormwater Construction Amendment #2

39 *J. Shatney moved to authorize the Executive Director to sign contract amendment 2 with the Town of*
40 *Berlin for the Berlin Town Office and Garage Stormwater Construction; M. Dent seconded. Motion*
41 *carried.*

42
43 The Ijaz Group (formerly Ijaz and Associates) – Accounting Services Amendment #2

44 *J. Shatney moved to authorize the Executive Director to sign contract amendment #2 with The Ijaz Group*

(formerly Ijaz and Associates) for Accounting Services; M. Gray seconded. Motion carried.

Dubois & King – Stormwater Services Master Agreement, Addendum 1, Amendment 4, Woodbury Stormwater Mitigation Final Designs

This contract was removed from agenda as it is not ready yet.

B. Waninger also provided a brief overview of the “For Information Only” contract. J. Shatney inquired who CVRPC’s expert on ARPA funding was. Waninger confirmed it is Grace Vinson.

Administrative and Financial Management Policy & Procedure

This policy has been adapting as CVRPC moves through COVID and a remote office environment. Waninger highlighted the major changes.

L. Hill-Eubanks moved to adopt updates to CVRPC’s Administrative and Financial Policies and Procedures; M. Gray seconded. Motion carried.

Bylaw Work Group Updates

S. Lotspeich noted the Work Group has made it through the bylaws and are wrapping up final sections. The next step is to address “parking lot” issues. Lotspeich noted he anticipated a draft would be provided to the Executive Committee when completed and that their input would likely be necessary for some of the issues that may remain unresolved by the Work Group. Discussion ensued regarding the budget process in the Bylaws, the potential approval of Committee reports brought before the Board, if there should be a process for overturning a decision made by a Committee, and should the CVRPC Board have Rules of Procedure similar to the Committees.

Office Updates

Waninger provided an overview of the updates. Dana Hock tendered her resignation as Bookkeeper. Pam DeAndrea tendered her resignation as IT/GIS/Natural Resources Senior Planner. The hiring process for a planner continues. CVRPC will reopen bookkeeper/finance manager recruitment. Ashley Andrews will be moving into IT/GIS full time. The team is discussing how staffing might be restructured for maximum benefit. M. Gray inquired how the staffing vacancies will impact revenue flow for the organization. Waninger advised contracts are in place and will get done. She has advised staff they made need to work extra hours to meet needs. There may be some revenue that is lost due to staffing constraints.

Phase 1 of office construction is complete with the exception of HVAC repair. Phase 2 is currently under a redesign to address HVAC system and anticipated new positions.

Meeting Minutes

The following corrections were requested: Page 108, line 18 “oved” to “moved”. Line 13, remove unnecessary “>”.

M Gray moved to approve the September 7, 2021 minutes as amended; L. Hill-Eubanks seconded. Motion carried.

1
2 **Commission Meeting Agenda**

3 L. Hill-Eubanks asked for confirmation of who was on Nominating Committee. G. D'Amico advised he
4 and P. Carbee were on the Committee. They had held a meeting already and would be providing a
5 recommendation to the Board to fill vacancies. He advised four candidates applied to be on the Clean
6 Water Advisory Committee.

7
8 *G. D'Amico moved to approve the Board of Commissioners agenda for October 12; M. Gray seconded.*
9 *Motion carried.*

10
11 **Adjourn**

12 *L. Hill-Eubanks moved to adjourn; M. Gray seconded.* Waninger inquired if the Committee would be
13 interested in viewing a Diversity, Equity and Inclusion video together or to watch prior to the next
14 meeting and have discussion at the meeting. There was agreement that watching before the meeting
15 would be beneficial and to make sure members get the link well in advance of the meeting. *Motion*
16 *carried.* The meeting adjourned at 5:54 pm.

17
18 Respectfully submitted,

19
20 Nancy Chartrand, Office Manager



BOARD OF COMMISSIONERS

November 9, 2021 at 6:30 pm

Remote Participation via Zoom¹

<https://us02web.zoom.us/j/81136818419?pwd=dDFDbDhrTm56TUNQUlp3WEorYzRZZz09>

One tap mobile: +19294362866,,81136818419#,,,,*722490# US (New York)

Dial in via phone: 1-929-436-2866 • Meeting ID: 811 3681 8419 • Passcode: 722490

Find your local number: <https://us02web.zoom.us/j/81136818419?pwd=dDFDbDhrTm56TUNQUlp3WEorYzRZZz09>

Download the app at least 5 minutes before the meeting starts: <https://zoom.us/download>

Physical Location

Central VT Chamber of Commerce Conference Room, 963 Paine Turnpike North, Berlin
(Facial coverings required for in-person participation)

Page **AGENDA**

6:30² Adjustments to the Agenda
Public Comments

6:35 Lamoille Tactical Basin Plan, Danielle Ozcwarski, VT Department of Environmental Conservation (enclosed)³

7:15 Regional Economic Development Project Priority List (enclosed)³

7:30 Winooski Basin Water Quality Council (enclosed)³

7:45 Municipal Dues (enclosed)²

7:55 Meeting Minutes (enclosed)³

8:05 Reports (enclosed)

Update/questions on Staff, Director, and Committee Reports

8:20 Adjourn

Next Meeting: December 14, 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 Times are approximate unless otherwise advertised.

³ Anticipated action item.