



EXECUTIVE COMMITTEE

Monday, February 6, 2023 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 - 29 Main Street, Suite 4, Montpelier
(Facial coverings required for in-person participation)

Persons with disabilities who require assistance or alternate 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

2 **4:05 Financial Report** (enclosed)³

14 **4:20 FY23 Budget Update** (enclosed)

16 **4:30 Contract/Agreement Authorization** (enclosed)³

21 **4:45 COVID Protocol Update** (enclosed)

23 **4:55 Meeting Minutes** (1/3, 1/10, 1/17, 1/20, 1/24 - enclosed)³

30 **5:10 Commission Meeting Agenda** (enclosed)³

5:20 Executive Director Search Update [Executive Session – 1 V.S.A. § 313(a)(3), Personnel]

6:00 Adjourn

Next Meeting: March 6, 2023

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: February 2, 2023
To: Executive Committee
From: The Ijaz Group, Contracted Accountant
Re: Financial Report as of 12/31/2022

☒ **ACTION REQUESTED:** Accept November 30th, 2022, unaudited financial reports.

FY23 Summary: CVRPC's FY23 Net Profit is \$45,186.33 as of December 31, 2022. The fiscal year-to-date Net Income is in line with expectations. In the FY23 adopted budget, CVRPC anticipated a year end net income of \$120,503. In FY22, CVRPC had a YTD surplus of \$31,213.96 through December 31st, 2021, primarily due to the over-recovery of indirect costs.

Balance Sheet

- **Assets** – Billing is substantially complete through 12/31/2022. Aging receivables are at \$123,789. Operating cash is \$588,894, whereas the CD balance is \$100,341 totaling the cash balance to \$689,235. 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 \$7,346.28 and \$1,140.37 respectively.
 - ACCD Deferred Income for FY22 & FY23 stands at \$180,334.66. Other Deferred Income consists of Plainfield Gully, Mount Ascutney Regional Commission Brownfields and VCRD – Climate Catalyst amounting to \$40,869, \$18,238 and \$4,000 respectively.
- **Equity** – Equity is assets minus liabilities – the company's value. CVRPC's Total Equity as of 12/31/2022 is \$559,886, and it was \$586,995 and \$563,590 on the same date in 2021 and 2020, respectively.
- **Net Income** of \$45,186.33 reflects retainage of some Town Dues earned in July 2022.

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

In reviewing Income and expenses through 12/31/2022, 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 6/12 is 50%

- *Income* – Total revenue stands at 33.11% earned, lower than the benchmark percentage of 50% which is primarily due to underperformance in community development and Natural resources.
- *Expenses* – Total expenses stand at 32.8%, about 17.2% below the benchmark. Wages, CVRPC's most significant expense, is under the budget at 36.83%.

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
BMP	Best Management Practice
BWQC	Basin Water Quality Council
CCRPC	Chittenden County Regional Planning Commission
CD	Certificate of Deposit
CEDS	Comprehensive Economic Development Strategy
CVTA	Cross Vermont Trail Association
CW	Clean Water
CWSP	Clean Water Service Provider
DEC	Vermont Department of Environmental Conservation
DIBG	Design/Implementation Block Grant
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)
GMCU	Green Mountain Credit Union
HMGP	Hazard Mitigation Grant Program
LCBP	Lake Champlain Basin Program
LCPC	Lamoille County Planning Commission

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)
MRGP	Municipal Roads General Permit
NBRC	Northern Borders Regional Commission
NCFCU	North Country Federal Credit Union
QAPP	Quality Assurance Project Plan
REMC	Regional Emergency Management Committee
RRPC	Rutland Regional Planning Commission
SW	Stormwater
SWCRPC	Southern Windsor County Regional Planning Commission
TBP	Tactical Basin Plan
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

Feb 6, 2023

Central Vermont Regional Planning Commission

Balance Sheet

As of December 31, 2022

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Dec 31, 22

ASSETS

Current Assets

Checking/Savings

1001 · Community National Bank	274.83
1002 · Community National Bank (8901)	250,933.96
1003 · Union Bank	25.07
1009 · Northfield Savings - Reserve	237,257.40
1015 · NCFCU - Reserve CD	100,340.94
1018 · NCFCU - Savings	10.01
1024 · GMCU - Savings	100,392.69

Total Checking/Savings 689,234.90

Accounts Receivable

1200 · Accounts Receivable	123,789.79
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Total Accounts Receivable 123,789.79

Other Current Assets

1020 · Undeposited Funds	10,617.07
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Total Other Current Assets 10,617.07

Total Current Assets 823,641.76

Fixed Assets

1501 · Equipment	47,030.18
1502 · Equipment - Accum. Depreciation	-40,152.19
1505 · Leasehold Improvements	2,597.07
1510 · Lease Asset - Facility	335,121.56
1511 · Lease Asset - Acc. Dep	-25,134.12

Total Fixed Assets 319,462.50

Other Assets

1301 · Prepaid Expenses	10,418.36
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1320 · Deposits	4,415.00
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Total Other Assets 14,833.36

TOTAL ASSETS 1,157,937.62

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	22,059.70
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Total Accounts Payable 22,059.70

Credit Cards

2020 · M&T Visa	232.18
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Total Credit Cards 232.18

Other Current Liabilities

2102 · Accrued Vacation	7,346.28
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2103 · Accrued Compensatory Time	1,140.37
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2104 · Accrued 457 Retirement	3,541.14
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2105 · Accrued Interest Payable	1,312.62
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2200 · Deferred Income

2201 · ACCD

2216 · Energy - FY22	21,278.70
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2217 · Pandemic Response	74,080.64
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2218 · RPC Annual - FY23	84,975.32
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Total 2201 · ACCD 180,334.66

2225 · MARC	18,237.99
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Central Vermont Regional Planning Commission

Balance Sheet

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As of December 31, 2022

	<u>Dec 31, 22</u>
2230 · Plainfield Gully	40,869.10
2240 · VCRD - Climate Catalyst	<u>4,000.00</u>
Total 2200 · Deferred Income	243,441.75
2302 · State withholding	6.64
2303 · HSA deductible withholding	1,140.00
2304 · Dependent Care Deductions	288.90
2306 · Pension Liability- Edward Jones	2,858.26
2309 · Lease Liability - Facility	<u>314,683.36</u>
Total Other Current Liabilities	<u>575,759.32</u>
Total Current Liabilities	<u>598,051.20</u>
Total Liabilities	<u>598,051.20</u>
Equity	
3100 · Unrestricted Net Position	444,974.11
3300 · Invested in Fixed Assets	11,191.60
3900 · Retained Earnings	58,534.38
Net Income	<u>45,186.33</u>
Total Equity	<u>559,886.42</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,157,937.62</u></u>

Feb 6, 2023**Central Vermont Regional Planning Commission****A/R Aging Summary****7**

As of December 31, 2022

	Current	1 - 30	31 - 60
Vermont Council on Rural Development - CC			
ACCD Parent			
ACCD 22	-	-	-
Total ACCD Parent	-	-	-
USDA Rural Development			
RBDG Plainfield Co-op	2,957.99	-	3,403.43
Total USDA Rural Development	2,957.99	-	3,403.43
CCRPC			
CEDS			
CEDS/Eval Framework	253.17	-	359.61
Engagement	-	-	-
Planning	-	-	-
Total CEDS	253.17	-	359.61
Clean Water			
Oversight/Report	-	-	-
TBP Planning	87.56	-	993.70
Total Clean Water	87.56	-	993.70
Total CCRPC	340.73	-	1,353.31
CVFiber - Fee for Service			
CVF - Admin	58.32	303.13	-
Total CVFiber - Fee for Service	58.32	303.13	-
Department of Environmental Conservation			
CWSP Start-up			
CWSP Start-up	1,168.64	4,114.47	-
Implementation Prep	2,911.23	-	-
Total CWSP Start-up	4,079.87	4,114.47	-
Moretown Elem SW Final Design	-	-	-
Plainfield Gully Construction	-	-	-
Total Department of Environmental Conservation	4,079.87	4,114.47	-
Department of Public Safety			
EMPG			
Technical Assistance	4,205.60	3,085.80	2,240.38
Response	316.95	-	-
REMC	206.39	637.94	506.60
LEMP	75.05	187.64	75.05
Total EMPG	4,803.99	3,911.38	2,822.03
LHMP Montpelier & Calais	-	-	-
Total Department of Public Safety	4,803.99	3,911.38	2,822.03
DPS MOA			
Response	544.11	-	-
Total DPS MOA	544.11	-	-
Friend of the Winooski River			
Water Wise Woodlands	1,247.67	-	-
Total Friend of the Winooski River	1,247.67	-	-
Lamoille County PC			

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Central Vermont Regional Planning Commission

Executive Summary

A/R Aging Summary

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As of December 31, 2022

	Current	1 - 30	31 - 60
Health Equity			
Projects	160.68	-	262.91
Toolkit	1,402.20	-	772.01
Total Health Equity	1,562.88	-	1,034.92
Total Lamoille County PC	1,562.88	-	1,034.92
Mount Ascutney Regional Commission			
DIBG - Barre Auditorium SW Design	188.05	145.88	-
DIBG - Moretown School SW Implementation	65.66	-	1,000.00
Total Mount Ascutney Regional Commission	253.71	145.88	1,000.00
Northwest Regional Comm'n			
Municipal Grants in Aid			
FY22 BMP	-	-	-
FY22 Equipment	-	-	-
Total Municipal Grants in Aid	-	-	-
NBRC Grant Admin			
CVTA - NBRC21GVT11	-	-	-
Total NBRC Grant Admin	-	-	-
Total Northwest Regional Comm'n	-	-	-
Orange			
LHMP	1,475.24	-	1,272.69
Total Orange	1,475.24	-	1,272.69
Rutland Regional Comm'n			
ARPA	225.15	-	440.30
Total Rutland Regional Comm'n	225.15	-	440.30
VAPDA_	360.22	-	-
VTrans			
TPI			
TPI Special Bike/Ped	-	319.33	-
TPI Planning	1,668.02	3,304.71	1,999.02
TPI Data Collect/Manage	2,455.25	3,399.39	4,853.38
TPI Admin	1,050.36	1,816.66	1,852.06
TPI Coordination	477.84	710.31	1,531.35
TPI Long Range	-	-	-
TPI MRGP Support	108.04	23.62	-
TPI Project Develop	165.28	47.23	292.09
TPI SRP	-	-	-
Total TPI	5,924.79	9,621.25	10,527.90
VTrans - Other	-	-	-
Total VTrans	5,924.79	9,621.25	10,527.90
WBRD Admn	2,000.00	-	-
TOTAL	25,834.67	18,096.11	21,854.58

Feb 6, 2023**Central Vermont Regional Planning Commission****Executive Committee
A/R Aging Summary****9**

As of December 31, 2022

	61 - 90	> 90	TOTAL
Vermont Council on Rural Development - CC			
ACCD Parent			
ACCD 22	-	18,155.45	18,155.45
Total ACCD Parent	-	18,155.45	18,155.45
USDA Rural Development			
RBDG Plainfield Co-op	2,897.37	1,433.49	10,692.28
Total USDA Rural Development	2,897.37	1,433.49	10,692.28
CCRPC			
CEDS			
CEDS/Eval Framework	1,321.70	-	1,934.48
Engagement	1,004.14	-	1,004.14
Planning	599.69	-	599.69
Total CEDS	2,925.53	-	3,538.31
Clean Water			
Oversight/Report	328.33	-	328.33
TBP Planning	919.34	-	2,000.60
Total Clean Water	1,247.67	-	2,328.93
Total CCRPC	4,173.20	-	5,867.24
CVFiber - Fee for Service			
CVF - Admin	-	-	361.45
Total CVFiber - Fee for Service	-	-	361.45
Department of Environmental Conservation			
CWSP Start-up			
CWSP Start-up	-	-	5,283.11
Implementation Prep	-	-	2,911.23
Total CWSP Start-up	-	-	8,194.34
Moretown Elem SW Final Design	-	0.03	0.03
Plainfield Gully Construction	-	-	-
Total Department of Environmental Conservation	-	0.03	8,194.37
Department of Public Safety			
EMPG			
Technical Assistance	-	-	9,531.78
Response	-	-	316.95
REMC	-	-	1,350.93
LEMP	-	-	337.74
Total EMPG	-	-	11,537.40
LHMP Montpelier & Calais	-	174.39	174.39
Total Department of Public Safety	-	174.39	11,711.79
DPS MOA			
Response	-	-	544.11
Total DPS MOA	-	-	544.11
Friend of the Winooski River			
Water Wise Woodlands	-	741.55	1,989.22
Total Friend of the Winooski River	-	741.55	1,989.22
Lamoille County PC			

Feb 6, 2023

Central Vermont Regional Planning Commission
Executive
A/R Aging Summary
Committee

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	As of December 31, 2022	61 - 90	> 90	TOTAL
Health Equity				
Projects	-	-		423.59
Toolkit	408.98	-		2,583.19
Total Health Equity	408.98	-		3,006.78
Total Lamoille County PC	408.98	-		3,006.78
Mount Ascutney Regional Commission				
DIBG - Barre Auditorium SW Design	-	1,663.28		1,997.21
DIBG - Moretown School SW Implementation	17.86	3,446.16		4,529.68
Total Mount Ascutney Regional Commission	17.86	5,109.44		6,526.89
Northwest Regional Comm'n				
Municipal Grants in Aid				
FY22 BMP	-	1,018.59		1,018.59
FY22 Equipment	-	203.65		203.65
Total Municipal Grants in Aid	-	1,222.24		1,222.24
NBRC Grant Admin				
CVTA - NBRC21GVT11	-	260.39		260.39
Total NBRC Grant Admin	-	260.39		260.39
Total Northwest Regional Comm'n	-	1,482.63		1,482.63
Orange				
LHMP	1,099.90	2,405.44		6,253.27
Total Orange	1,099.90	2,405.44		6,253.27
Rutland Regional Comm'n				
ARPA	296.06	-		961.51
Total Rutland Regional Comm'n	296.06	-		961.51
VAPDA_	-	1,496.25		1,856.47
VTrans				
TPI				
TPI Special Bike/Ped	-	-		319.33
TPI Planning	-	-		6,971.75
TPI Data Collect/Manage	-	-		10,708.02
TPI Admin	1,791.90	-		6,510.98
TPI Coordination	4,240.74	-		6,960.24
TPI Long Range	375.05	-		375.05
TPI MRGP Support	160.78	-		292.44
TPI Project Develop	443.56	-		948.16
TPI SRP	11,101.33	-		11,101.33
Total TPI	18,113.36	-		44,187.30
VTrans - Other	-	(0.43)		(0.43)
Total VTrans	18,113.36	(0.43)		44,186.87
WBRD Admn	-	-		2,000.00
TOTAL	27,006.73	30,998.24		123,790.33

Paid Time Off Liability Balances

As of 12/30/2022

COMPENSATORY TIME

Employee	Wage Rate	Hours	Current Value	Maximum Hours ¹	Maximum Accrual ¹
Chartrand, N.	26.44	16.00	\$ 423.04		
Cubbon, K.	23.08	0.25	\$ 5.77		
Ignatowski, J.	26.00	0.00	\$ -		
Lash, S.	22.60	11.00	\$ 248.60		
Meyer, C.	39.90	1.50	\$ 59.85		
Rock, C.	29.46	2.75	\$ 81.02		
Voigt, B.	32.21	10.00	\$ 322.10		
		0.00	\$ -		
		41.50	\$ 1,140.38		

SICK LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Chartrand, N.	26.44	245.00	\$ 6,477.80	252	\$ 6,662.88
Cubbon, Keith	23.08	30.51	\$ 704.17	53.51	\$ 1,235.01
Ignatowski, J.	26.00	9.10	\$ 236.60	22.85	\$ 594.10
Lash, S.	22.60	58.03	\$ 1,311.48	83.03	\$ 1,876.48
Meyer, C.	39.90	27.70	\$ 1,105.23	177.82	\$ 7,095.02
Rock, C.	29.46	226.91	\$ 6,684.77	288	\$ 8,484.48
Voigt, B.	32.21	60.10	\$ 1,935.82	78.60	\$ 2,531.71
0	0.00	0.00	\$ -	0	\$ -
		657.35	\$ 18,455.87	956	\$ 28,479.67

VACATION LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Chartrand, N.	26.44	118.44	\$ 3,131.55	140	\$ 3,701.60
Cubbon, K.	23.08	22.27	\$ 513.99	44.52	\$ 1,027.52
Ignatowski, J.	26.00	5.52	\$ 143.52	19.02	\$ 494.52
Lash, S.	22.60	20.58	\$ 465.11	69.08	\$ 1,561.21
Meyer, C.	39.90	19.00	\$ 758.10	200.00	\$ 7,980.00
Rock, C.	29.46	29.16	\$ 859.05	160	\$ 4,713.60
Voigt, B.	32.21	46.15	\$ 1,486.49	65.40	\$ 2,106.53
0	0.00	0.00	\$ -	0	\$ -
		261.12	\$ 7,357.82	698	\$ 21,584.98

SUMMARY

	<u>Current</u>	<u>Maximum</u>
Total Paid Time Off Liability	\$ 26,954.06	\$ 51,205.03
Maximum versus Current Difference	\$ 24,250.97	Percent of Max 53%

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).

Feb 6, 2023

July through December 2022				
	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · ACCD				
4101 · ACCD Direct	150,579.43	545,167.00	(394,587.57)	27.62%
Total 4100 · ACCD	150,579.43	545,167.00	(394,587.57)	27.62%
4200 · Community Development				
4215 · CCRPC CEDS	6,685.99	5,000.00	1,685.99	133.72%
4220 · MARC Brownfields	24,698.83	39,000.00	(14,301.17)	63.33%
4230 · NBRC Grant Admin	-	1,421.00	(1,421.00)	0.0%
4247 · LCPC- Health Equity	9,234.90	40,200.00	(30,965.10)	22.97%
4200 · Community Development - Other	-	59,281.00	(59,281.00)	0.0%
Total 4200 · Community Development	40,619.72	144,902.00	(104,282.28)	28.03%
4300 · Fee for Services				
4302 · Cross VT Trail	-	1,200.00	(1,200.00)	0.0%
4304 · GIS Mapping	10.00	300.00	(290.00)	3.33%
4308 · WBRD Admin	4,000.00	4,700.00	(700.00)	85.11%
4315 · CVFiber	3,236.36	7,000.00	(3,763.64)	46.23%
Total 4300 · Fee for Services	7,246.36	13,200.00	(5,953.64)	54.9%
4400 · Municipal Contracts				
4447 · Town of Middlesex	2,180.18	-	2,180.18	100.0%
4470 · Town of Orange	5,354.74	5,434.00	(79.26)	98.54%
4400 · Municipal Contracts - Other	10,692.28	-	10,692.28	100.0%
Total 4400 · Municipal Contracts	18,227.20	5,434.00	12,793.20	335.43%
4500 · Natural Resources				
4517 · MARC Barre Auditorium SWD	409.94	-	409.94	100.0%
4501 · 604B Water Planning	3,231.02	3,636.00	(404.98)	88.86%
4516 · Tactical Basin Planning	8,596.65	25,423.00	(16,826.35)	33.81%
4519 · MARC Design Imp. Block Grant	1,649.32	351,844.00	(350,194.68)	0.47%
4525 · Friends of the Winooski River	1,989.22	500.00	1,489.22	397.84%
4530 · DEC Plainfield Gully	133,190.72	198,038.00	(64,847.28)	67.26%
4535 · DEC CWSF Start-up	22,607.08	70,115.00	(47,507.92)	32.24%
Total 4500 · Natural Resources	171,673.95	649,556.00	(477,882.05)	26.43%
4600 · Public Safety				
4602 · EMPG	34,128.12	82,996.00	(48,867.88)	41.12%
4611 · VEM Emergency Operation MOA	544.11	230.00	314.11	236.57%
4630 · RRPC ARPA	2,396.00	3,289.00	(893.00)	72.85%
Total 4600 · Public Safety	37,068.23	86,515.00	(49,446.77)	42.85%
4700 · Town Dues (Parent)				
4701 · Town Dues	86,984.66	86,985.00	(0.34)	100.0%
Total 4700 · Town Dues (Parent)	86,984.66	86,985.00	(0.34)	100.0%
4800 · Transportation				
4803 · Grants in Aid	1,482.63	7,759.00	(6,276.37)	19.11%
4804 · TPI	91,614.51	292,627.00	(201,012.49)	31.31%
Total 4800 · Transportation	93,097.14	300,386.00	(207,288.86)	30.99%
4900 · Other Income				
4901 · Interest Income	1,022.91	480.00	542.91	213.11%
4905 · Dividend Income	292.60	372.00	(79.40)	78.66%
Total 4900 · Other Income	1,315.51	852.00	463.51	154.4%
Total Income	606,812.20	1,832,997.00	(1,226,184.80)	33.11%
Gross Profit	606,812.20	1,832,997.00	(1,226,184.80)	33.11%
Expense				
5000 · Wages and Fringe Benefits				
5001 · Personnel	224,557.78	601,806.00	(377,248.22)	37.31%
5100 · Fringe Benefits				
5101 · FICA	19,793.54	46,038.00	(26,244.46)	42.99%
5110 · Health Insurance	50,082.54	144,509.00	(94,426.46)	34.66%
5112 · Dental Insurance	2,335.07	8,516.00	(6,180.93)	27.42%
5115 · Life Disability Insurance	1,828.52	3,889.00	(2,060.48)	47.02%
5120 · Pension Plan - Edward Jones	6,234.57	21,315.00	(15,080.43)	29.25%
5125 · Technology Stipend	-	2,060.00	(2,060.00)	0.0%
5130 · Unemployment Insurance	499.00	1,238.00	(739.00)	40.31%
5135 · Worker's Comp	1,418.98	3,480.00	(2,061.02)	40.78%
Total 5100 · Fringe Benefits	82,192.22	231,045.00	(148,852.78)	35.57%
Total 5000 · Wages and Fringe Benefits	306,750.00	832,851.00	(526,101.00)	36.83%
5200 · Professional Services				
5201 · Accounting	30,000.00	60,000.00	(30,000.00)	50.0%
5202 · Audit	18,000.00	18,000.00	-	100.0%
5203 · IT/Computer	780.50	2,900.00	(2,119.50)	26.91%
5204 · Legal	3,989.50	3,300.00	689.50	120.89%
5200 · Professional Services - Other	624.29	300.00	324.29	208.1%
Total 5200 · Professional Services	53,394.29	84,500.00	(31,105.71)	63.19%
5305 · Advertising	1,411.08	3,600.00	(2,188.92)	39.2%
5315 · Consultants	153,087.73	663,181.00	(510,093.27)	23.08%
5320 · Depreciation expense	1,716.54	4,500.00	(2,783.46)	38.15%
5325 · Copy				
5326 · Copier extra copies	594.95	1,800.00	(1,205.05)	33.05%
5327 · Copier Lease Payments	1,134.72	2,311.00	(1,176.28)	49.1%
Total 5325 · Copy	1,729.67	4,111.00	(2,381.33)	42.07%
5330 · Supplies				
5331 · Equipment/Furniture	373.00	5,800.00	(5,427.00)	6.43%
5332 · GIS Supplies	-	500.00	(500.00)	0.0%
5333 · Office Supplies	477.49	3,500.00	(3,022.51)	13.64%
5334 · Billable Supplies	1,254.00	350.00	904.00	358.29%
5335 · Subscriptions/Publications	446.00	1,698.00	(1,252.00)	26.27%
Total 5330 · Supplies	2,550.49	11,848.00	(9,297.51)	21.53%
5344 · Insurance				
5345 · Liability Insurance	200.00	1,538.00	(1,338.00)	13.0%

Feb 6, 2023

Profit & Loss Budget vs. Actual

July through December 2022

13

	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
5346 · Public Officials Insurance	-	3,507.00	(3,507.00)	0.0%
Total 5344 · Insurance	200.00	5,045.00	(4,845.00)	3.96%
5350 · Meetings/Programs	714.07	9,460.00	(8,745.93)	7.55%
5355 · Postage	211.08	710.00	(498.92)	29.73%
5360 · Dues/Memberships/Sponsorships				
5361 · Government Relations	1,727.28			
5360 · Dues/Memberships/Sponsorships - Other	6,196.50	10,783.00	(4,586.50)	57.47%
Total 5360 · Dues/Memberships/Sponsorships	7,923.78	10,783.00	(2,859.22)	73.48%
5370 · Office Occupancy				
5310 · Cleaning	1,350.00	3,540.00	(2,190.00)	38.14%
5371 · Rent/Utility Payments	21,191.70	42,383.00	(21,191.30)	50.0%
5370 · Office Occupancy - Other	-	200.00	(200.00)	0.0%
Total 5370 · Office Occupancy	22,541.70	46,123.00	(23,581.30)	48.87%
5375 · Software/Licenses/IT Sub	2,268.00	12,531.00	(10,263.00)	18.1%
5385 · Telephone/Internet	3,514.65	7,080.00	(3,565.35)	49.64%
5390 · Travel	2,769.23	14,751.00	(11,981.77)	18.77%
5999 · Miscellaneous Expenses				
5339 · Gifts	172.18	380.00	(207.82)	45.31%
5380 · Fees				
5381 · Line of Credit Annual Fee	500.00	500.00	-	100.0%
5382 · Bank Fees	30.00	-	30.00	100.0%
5383 · DRRR Fees	12.50	30.00	(17.50)	41.67%
5380 · Fees - Other	15.00	100.00	(85.00)	15.0%
Total 5380 · Fees	557.50	630.00	(72.50)	88.49%
5999 · Miscellaneous Expenses - Other	113.88	410.00	(296.12)	27.78%
Total 5999 · Miscellaneous Expenses	843.56	1,420.00	(576.44)	59.41%
8000 · Indirect Costs	-			
Total Expense	561,625.87	1,712,494.00	(1,150,868.13)	32.8%
Net Ordinary Income	45,186.33	120,503.00	(75,316.67)	37.5%
Net Income	45,186.33	120,503.00	(75,316.67)	37.5%



MEMO

Date: February 2, 2023
To: Executive Committee
From: Christian Meyer, Acting Executive Director
Re: FY23 Budget Update

✉ **ACTION REQUESTED:** Discuss a formal adjustment to the CVRPC FY23 budget at the March Executive Committee meeting.

Budget Summary

Significant new revenues have been received by the CVRPC through several new contracts in our Natural Resources and Climate and Energy focus areas. The agreements include a mix of funding for staff to provide program support and technical assistance as well as funding for construction and implementation.

Major new contracts or amendments include:

- Upper Winooski Stormwater Remediation Construction Implementation Project Management for the implementation of best management practices in East Calais Village and at the Woodbury Elementary School. This grant is for \$422,958 to be spent in calendar year 2023.
- Municipal Energy Resilience Program (Act 172) funding to support municipalities seeking grants for the implementation of weatherization and fuel switching in municipal buildings. This grant is for \$216,716 over 4 years.
- Clean Water Service Provider Amendment 4 to provide staff time to develop plans and processes for the operations and maintenance of future implementation projects and provide administrative services to process workforce trainings for operations and maintenance professionals. The most recent amendment will add \$89,082 through 1/31/2023.
- VCRD Climate Catalyst program to support regional energy committees in their deployment of residential energy savings programs. This grant is for \$4,000 and will mainly pass through for implementation services.
- LCPC Flood Map Bylaw Updates to provide technical support to municipalities in revising bylaws to incorporate new flood mapping. This agreement is for \$8,500 through 5/31/2023 with additional funding for future phases expected.

Each of these programs have increased the revenues included in the budget as well as increased associated consultant expenses. However, due to a reduced level of staffing, personnel costs have not kept pace. Several staff positions that were included in the adopted SFY23 budget have either not yet been filled or have become vacant.

Central Vermont Regional Planning Commission

DRAFT - FY23 Budget

Adopted by the Executive Committee / /2023

Steve Lotspeich, Chair

Line		06/30/21	02/28/22	07/05/22	12/31/22	Change	Percent Change	Notes
		FY21 Audited	FY22 Budget	FY23 Budget	FY23 Budget			
1	REVENUES	1,017,217	1,000,332	1,832,997	2,119,635	286,638	15.6%	
2								
3	Community Development	35,762	25,044	144,902	203,719	58,817	40.6%	New contracts
4	Fee for Service	13,522	11,900	13,200	11,500	(1,700)	-12.9%	
5	Municipal Contracts	76,353	31,322	5,434	7,128	1,694	31.2%	
6	Natural Resources	116,796	224,012	649,556	946,349	296,793	45.7%	New contracts
7	Other Income	6,672	600	852	852	0	0.0%	
8	Public Safety	175,755	66,901	86,515	63,518	(22,997)	-26.6%	
9	Regional Planning Funds (ACCD)	267,580	318,064	545,167	513,754	(31,413)	-5.8%	Below estimated carryover
10	Municipal Dues	79,875	81,999	86,985	86,985	0	0.0%	
11	Transportation	244,903	240,490	300,386	285,830	(14,556)	-4.8%	Reduced revenue MRGP
12								
13		FY21 Audited	FY22 Budget	FY23 Budget	FY23 Budget	Change	Percent Change	Notes
14						0		
15								
16	EXPENSES	954,131	1,017,742	1,712,695	1,846,958	134,263	7.8%	
17							0.0%	
18	Contractor Services	159,872	197,519	663,181	1,025,628	362,447	54.7%	Varies with project mix
19	Copy/Print	3,470	4,111	4,111	4,111	0	0.0%	
20	Debt Repayment	0	0	0	0	0	0.0%	
21	Depreciation	5,240	3,433	4,500	4,500	0	0.0%	Varies with capital improvements
22	Dues/Memberships/Sponsorships	10,381	10,795	10,783	10,783	0	0.0%	
23	Fringe Benefits	154,115	150,711	231,067	134,064	(97,003)	-42.0%	Staffing Vacancies
24	Insurance	6,793	4,954	5,045	5,045	0	0.0%	
25	Meeting/Programs	2,738	2,920	9,460	9,460	0	0.0%	Anticipate resumption of in-person meetings
26	Miscellaneous Expense	5,224	5,730	5,730	5,730	0	0.0%	
27	Office Occupancy	44,463	47,523	46,123	46,123	0	0.0%	
28	Professional Services	72,654	74,500	84,500	84,500	0	0.0%	Audit services increase
29	Software / Licenses	8,239	12,901	12,531	13,531	1,000	8.0%	
30	Supplies	7,765	15,348	11,848	12,848	1,000	8.4%	
31	Telephone / Internet	6,728	7,080	7,080	7,080	0	0.0%	
32	Travel	6,412	3,197	14,751	14,751	0	0.0%	Anticipate resumption of in-person meetings
33	Wages	460,037	477,020	601,985	468,804	(133,181)	-22.1%	Staffing Vacancies
34								
35	BAL END	63,086	(17,410)	120,302	272,677	152,375	126.7%	
36	Bad Debit/Adjustment	1,270	(1,425)	0	0	0		
37	Capital Investments							Depreciated over life of item; see line 21
38	Equipment			39,200	39,200	0		Conference room furnishings (19,200); server replacement or move to cloud (12-20,000)
39	Leaseholder Improvements			80,000	80,000	0		Phase 2 office construction
40	RESERVES	0	0	0	0	0	100.0%	
41	General Reserves	55,000	0	0	0	0	100.0%	
42	Capital Equipment	0	0	0	0	0	100.0%	
43	Leaseholder Improvements	0	0	0	0	0	0	

Note: CVRPC fiscal year is July 1 - June 30.



Central Vermont Regional Planning Commission

MEMO

Date: February 2, 2023
To: Executive Committee
From: Christian Meyer, Acting Executive Director
Re: Contract/Agreement Approvals

GRANTS, CONTRACTS & SERVICE AGREEMENTS RECEIVED

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

Department of Environmental Conservation Clean Water Service Provider – Start-up – Amendment #4

☒ **ACTION REQUESTED:** Authorize the Acting Director to sign the amended contract.

Scope of Work: Clean Water Service Provider (CWSP) Start Up: Prepare for clean water project verification, operation, and maintenance (O&M) program activities. These activities are required for clean water projects that the Grantee finances, installs, and/ or adopts in the Winooski River basin over the period of time that a clean water project is designed to operate according to its intended purpose. Start-up O&M funds will be used by CWSPs to plan a program, attend trainings, procure entities, and prepare for year 2 formula grant funding. Administer a reimbursement process to cover costs for interested partners to attend O&M trainings.

Funding: \$187,197.00 (State); \$0 (Local)

Performance Period: 10/05/21 - ~~12/31/2022~~ ~~12/31/2023~~ 1/31/2024

Staff: Brian Voigt

Notes: This is Amendment #4 to the CWSP Start-up grant. This amendment expands the Scope of Work to include Operations & Maintenance startup activities. In addition, the CVRPC will administer a reimbursement process for external parties (e.g. engineering consultant) to attend DEC-organized training. The CVRPC is eligible for up to 15% of the budget for this task to cover the administrative costs associated with the reimbursement process.

CONTRACTS ISSUED

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

N/A

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

N/A



STANDARD GRANT AMENDMENT

1. Parties: This is an Amendment for Grant #2021-CWSP-WID-06 for services between the State of Vermont, Department of Environmental Conservation (hereinafter called "State"), and Central Vermont Regional Planning Commission, (hereinafter called "Grantee"). This is the fourth change.
2. Reasons for Amendment:
 - a. Scope of Work is being expanded to include Operations and Maintenance (O&M) startup activities. This additional scope of work will be funded with SFY23 Clean Water Fund dollars allocated by the Clean Water Board to support operation, maintenance, inspection, and verification of clean water projects funded by the Water Quality Restoration Formula Grants. The tasks listed in the expanded scope of work are critical for ensuring the successful launch of an O&M program and, given their nature, are best packaged as an amendment to pre-existing CWSP start-up agreements (originally funded with SFY22 Clean Water Fund Dollars).
 - b. Cost: Dollars (\$89,082) are added to cover the costs associated with performing the expanded scope of work.
 - c. Time Extension: A time extension is needed to complete the new tasks.
3. Change: Grant term on page 1, section 8 to end on 01/31/2024
4. Change: Maximum amount from \$98,115.00 to \$187,197.00
5. Add: Text below to Scope of Work in Attachment A

Phase Four: Start-up of CWSP O&M program.

The Grantee will prepare for clean water project verification, operation, and maintenance (O&M) program activities. These activities are required for constructed clean water projects that the Grantee finances, installs, and/ or adopts in the Winooski River basin over the period of its "design life", or the period of time that a clean water project is designed to operate according to its intended purpose. Start-up O&M funds will be used by CWSPs to plan a program, attend trainings, procure entities, and prepare for year 2 formula grant funding.

Grantee Responsibilities:

- a. *Attend DEC O&M trainings*
The CWSP staff will attend DEC-led Act 76 O&M Program trainings (online and in person).
- b. *Work collaboratively with DEC (and other CWSPs and BWQCs, as applicable) to develop an adaptive management plan for an O&M program workflow, including how routine project verification and maintenance will be scheduled and performed in alignment with DEC guidance and the O&M manual, budgeted for, tracked, and reported on.*
Plan should describe a schedule and propose a budgeting process/scheme for regular verification and routine maintenance based on numerous factors such as project type and maintenance needs, risk factors, landowner involvement, ease of access, and design life.

- c. *Work collaboratively with DEC (and other CWSPs and BWQCs, as applicable) to develop an adaptive management plan in alignment with DEC guidance and the O&M manual for finding, prioritizing, and addressing unforeseen repair/reactive maintenance needs.*

Plan should consider how CWSPs will budget for and mobilize verification and maintenance efforts in response to large weather events or other unforeseen conditions that may impact project viability. The plan should articulate how CWSPs will engage with DEC technical program staff and watershed planners for assistance with determining maintenance needs or priorities. Prioritization considerations might include relative cost effectiveness, avoiding further damage, urgency, or other factors. Plan should discuss appropriate conditions to apply for risk reserve support in alignment with any conditions set in the Clean Water Fund Expenditure Contingency Plan.

- d. *Work collaboratively with DEC (and other CWSPs and BWQCs, as applicable) to develop a method for identifying and prioritizing suitable previously constructed projects for adoption.* Adoption methodology should follow DEC guidance including allowable phosphorus reduction crediting.

- e. *Access to ESRI Survey123 application and materials for verification.*

Grantees will maintain their own ESRI ArcGIS online accounts. Grantees will work with DEC to gain access to verification checklists and reporting templates via the ArcGIS online account and within the application Survey123. Grantees will configure their accounts to confirm shared access with verifiers and maintainers, as needed.

- f. *[Optional] Prepare for procurement of entities to conduct O&M services.*

At such time as DEC formally identifies required O&M skillsets, resources, etc., the Grantee can choose to release a request for qualifications to generate a list of prequalified entities to be “verifiers” and “maintainers” as part of their O&M program. “Verifiers” are entities assigned to conduct scheduled verification visits to CWSP projects to assess their condition and function following DEC procedures. “Maintainers” are assigned to conduct scheduled visits to installed CWSP projects for routine, preventative maintenance activities, and corrective action if issues or damages are found.

- g. *[Optional – pending DEC approval] Implement and oversee field-based project verification and/or O&M activities.*

Eligible activities will be defined in the Clean Water Service Provider Guidance. Refer to Payment provisions #2 for further information on budgeting for this task.

- h. *CVRPC additional responsibilities: Support partners to attend DEC O&M trainings:* Grantee will administer a reimbursement process to cover costs for interested partners to attend O&M trainings. DEC will coordinate with Grantee to verify partner attendance. All O&M training attendees are eligible for reimbursement if they self-verify it is needed. Grantee is eligible for up to 15% of the budget for this task to cover their administrative costs associated with processing these reimbursement payments.

6. Add: To Payment Provisions in Attachment B

- a. These funds are not intended for field-based project verification or O&M activities.
- b. Grantee may request, if funds remain after all required tasks have been achieved, to use remaining funds to implement and oversee field-based project verification and/or O&M activities as outlined within guidance. Investment in these tasks requires explicit State authorization and expires with the expiration of this amendment extension.

7. Add: The following to the Milestones & Deliverables Table in Attachment A

	Performance Measure	Deliverable	Estimated Timeframe	Proposed Payment
	Phase 4			
1.	Work with DEC on the development of an O&M program workflow for routine verification and O&M.	<ul style="list-style-type: none"> Draft description of CWSP's plan for O&M program workflow. 	July 31, 2023	\$2500
2.	Work with DEC on the development of an O&M program workflow for reactive maintenance and repairs.	<ul style="list-style-type: none"> Draft description of plan for CWSP's plan for reactive maintenance and repairs program workflow. 	July 31, 2023	\$2250
3.	Establish Survey 123 access.	<ul style="list-style-type: none"> Confirmation of access to Survey123 materials and configured to share access with verifiers, if necessary. 	July 31, 2023	\$2000
4.	Work with DEC on the development of an O&M program workflow for reactive maintenance and repairs.	<ul style="list-style-type: none"> Final description of CWSP's plan for reactive maintenance and repairs program workflow. 	December 31, 2023	\$2250
5.	<i>Optional.</i> Conduct RFQs, procurement for services related to verification and O&M, as appropriate.	<ul style="list-style-type: none"> <i>Optional.</i> List of prequalified entities to serve as verifiers and maintainers, as applicable, or provide a description of related activities. 	December 31, 2023	\$3000
6.	Work with DEC on the development of an O&M program workflow for routine verification and O&M.	<ul style="list-style-type: none"> Final description of CWSP's plan for O&M program workflow. Final description of CWSP's plan for reactive maintenance and repairs program workflow. 	December 31, 2023	\$2500
7.	<i>Optional.</i> Conduct O&M activities with State approval	<ul style="list-style-type: none"> In alignment with required deliverables in the SFY 2024 Formula Grant Awards 	December 31, 2023	\$0
8.	Attend DEC O&M trainings.	<ul style="list-style-type: none"> List of trainings attended. 	December 31, 2023	\$1082
9.	Work with DEC on plan for identifying suitable constructed projects for adoption.	<ul style="list-style-type: none"> Plan for identifying suitable constructed projects for adoption. 	December 31, 2023	\$4500
10.	Support partners to attend DEC O&M trainings	<ul style="list-style-type: none"> List of partners reimbursed. 	December 31, 2023	\$69,000
	TOTAL			\$89,082

8. Amendment: All other terms and conditions of the original grant remain in full force and effect. No other changes, modifications, or amendments in the terms and conditions of this grant shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of the State and Grantee.

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

STATE OF VERMONT

GRANTEE

By:

By:

Commissioner

Name: (Print) _____

Dept of Environmental Conservation

Title: _____

Date: _____

Date: _____



Central Vermont Regional Planning Commission

MEMO

Date: February 6, 2022
 To: Executive Committee
 From: Christian Meyer, Acting Executive Director
 Re: CVRPC COVID-19 Office Protocols

✉ **ACTION REQUESTED:** This item is information and discussion purposes only. No action is requested.

CVRPC re-opened to the public June 5, 2022. In the interim months the office protocols on preventing the spread of COVID-19 virus have proved largely successful. Under the Occupational Safety and Health Act, employers are responsible for providing a safe and healthy workplace free from recognized hazards likely to cause death or serious physical harm. OSHA continues to recommend implementing multiple layers of COVID-19 safety controls (e.g., mask wearing, distancing, and increased ventilation) in certain scenarios (e.g., areas of high transmission, or after known exposure to a someone with COVID-19). This plan works to enhance safety for Commission employees and event participants and to maintain continuity of business operations.

- **Commission-sponsored meetings will ~~continue~~ move to be hybrid meetings (in-person and via electronic meeting technology).** Meetings are subject to Vermont Open Meeting Law, which means a Commission representative must be present at in-person meeting locations for Commission-sponsored meetings.
- **Employee participation at in-person, external meetings is based on employee choice unless the work requires in-person participation.** The Commission will encourage remote participation by employees, when offered as an option, when the CDC COVID-19 “Community Level” categorization is “High” in Washington or Orange Counties (depending on event location) per the CDC Community Level metrics. Details can be found here: https://covid.cdc.gov/covid-data-tracker/#county-view?list_select_state=all_states&list_select_county=all_counties&data-type=CommunityLevels.
- **Facial coverings will be required for all parties, regardless of vaccination status unless medically unable,** in shared “public” spaces in the Commission office **when the CDC COVID-19 “Community Level” categorization is “High” in Washington or Orange Counties** (depending on event location) per the CDC Community Level metrics. Details can be found here: https://covid.cdc.gov/covid-data-tracker/#county-view?list_select_state=all_states&list_select_county=all_counties&data-type=CommunityLevels. ~~or when employees are on Commission-sponsored business in closed spaces at non-Commission spaces. Staff may remain unmasked if operating vehicles for Commission-sponsored work independently.~~ Children younger than 2 years old are not expected to wear masks. If a party is medically unable to wear a mask, they will be

asked to contact Commission staff to determine an alternative option for providing Commission services. Employees would contact the Executive Director regarding options for personal masking. This protocol **is in line with the** ~~exceeds the~~ CDC's recommendation that fully vaccinated people wear a mask in public indoor settings if they are in an area of substantial or high transmission. **The executive director may implement masking requirements in the event that the CDC COVID-19 Community Level is "Medium."** ~~The Commission's employees are exposed to a variety of workplace settings that potentially increase their risk for COVID-19 transmission. Also, this protocol provides consistency in operations and avoids the need for event participants to verify COVID-19 transmission levels prior to participating in a Commission-sponsored event.~~ **Masks are made available to all visitors to the Commission offices.**

- **Signs will be posted** on the Commission office entry doors and at various points announcing **current masking requirements** and that admittance is not possible to those experiencing the symptoms of COVID-19.
- **The Commission will continue to employ other COVID-19 protocols** as often as possible or necessary, such as disinfecting frequently-touched surfaces, physical distancing when possible, and in-office air filtration.
- **Use of the Commission Conference Room may resume**, so long as the guidelines of this protocol is being met. Use of the Commission Conference Room by outside parties will be enabled after a use policy is adopted.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Executive Committee

DRAFT MINUTES

January 3, 2023 Meeting

Present:

<input type="checkbox"/> Peter Carbee	<input checked="" type="checkbox"/> Laura Hill-Eubanks	<input checked="" type="checkbox"/> Michael Gray
<input checked="" type="checkbox"/> Lee Cattaneo	<input checked="" type="checkbox"/> Steve Lotspeich	<input checked="" type="checkbox"/> Janet Shatney
<input checked="" type="checkbox"/> Jerry D'Amico		

Staff: Christian Meyer, Nancy Chartrand, Brian Voigt, Sam Lash

Guests: Fred Duplessis, Sullivan Powers; Ahsan Ijaz, Ijaz Group; Dara Torre, Executive Director Search Committee; Alexis Leacock, Warren Commissioner

Call to Order

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

Adjustments to the Agenda

Chair Lotspeich noted Dara Torre needs to discuss the exit interview in Executive Session earlier in the agenda, so will plan to address that item after Contracts and prior to Nominating Committee items. Then the Executive Director Search Committee Update will enter Executive Session at the end of the meeting.

Public Comment

None.

FY22 Audit

Chair Lotspeich introduced Fred Duplessis of Sullivan, Powers & Co., who provided an overview of the FY22 audit that was included in the packet. It was noted this year's audit did not include a management analysis due to Executive Director transition and timing. This is not a necessary component of the audit process, but he suggested that it be included in future audits as good practice. Duplessis advised that there were no noncompliance findings or material weaknesses identified. He also reviewed the Schedule of Recommendations with opportunities to strengthen internal controls related to electronic timesheets, journal entries and internal control documentation; noting the organization had good internal controls.

L. Cattaneo moved to accept the FY22 audit, seconded by J. D'Amico. Motion carried.

Financial Report

Ahsan Ijaz provided an overview of the financial report provided in the packet.

L. Hill-Eubanks moved to accept November 30, 2022 unaudited financials, seconded by M. Gray. Motion carried.

Contract/Agreement Authorization

Dubois & King – Stormwater Final Design – Barre City Auditorium

J. D'Amico moved to authorize the Acting Executive Director to sign the agreement for Dubois & King - Stormwater Final Design for Barre City Auditorium; L. Cattaneo seconded. Motion carried.

Department of Buildings & General Services – Municipal Energy Resilience Grant Program

L. Hill-Eubanks moved to authorize the Acting Executive Director to sign the contract with State Buildings and General Services Municipal Energy Resilience Grant Program; M. Gray seconded. Motion carried.

Department of Environmental Conservation – Clean Water Service Provider Start-Up – No Cost Extension

J. D'Amico moved to authorize the Acting Executive Director to sign the contract amendment; M. Gray seconded. Motion carried.

Dara Torre joined the meeting @ 4:45 pm

Executive Session - 1 V.S.A. § 313(a)(3), Personnel

J. D'Amico moved into executive session to discuss a personnel matter with Dara Torre, L. Hill-Eubanks seconded. Motion carried. Executive session was entered at 4:49 pm.

L. Hill-Eubanks moved to exit executive session; seconded by J. D'Amico. Motion carried. Executive session was exited at 5:17 pm. No action was taken.

FY24 Nominating Committee

Chair Lotspeich advised a slate needed to be recommended to the Board. It was confirmed that Lee Cattaneo, Michael Gilbar and Laura Hill-Eubanks have offered to serve on the Nominating Committee.

M. Gray moved to propose the slate of Michael Gilbar, Lee Cattaneo and Laura Hill-Eubanks be presented to the Board of Commissioners for approval; seconded by J. D'Amico. It was noted that nominations from the floor would also be accepted at the Board meeting. Motion carried.

Meeting Minutes

L. Cattaneo moved to approve December 5, 2022 minutes, M. Gray seconded. Motion carried.

Commission Meeting Agenda

There was a request to change "Nominating Committee Appointments" to "Election of the Nominating Committee"

L. Hill-Eubanks moved to approve January 10, 2023 Board agenda with the language changed related to Nominating Committee. M. Gray seconded. Motion carried.

Executive Session - 1 V.S.A. § 313(a)(3), Personnel

Chair Lotspeich requested the Executive Director Search Committee update be provided in Executive Session.

L. Cattaneo moved to enter executive session to discuss a personnel matter; J. D'Amico seconded. Motion carried. Executive session was entered at 5:39 pm.

L. Hill-Eubanks moved to exit executive session; seconded by J. Shatney. Motion carried. Executive

1 session ended at 6:10 pm. No action taken.

2
3 **Adjourn**

4 *J. Shatney moved to adjourn at 6:11 pm; L. Cattaneo seconded. Motion carried.*

5
6 Respectfully submitted,
7 Nancy Chartrand, Office Manager
8

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Executive Committee

DRAFT MINUTES

January 10, 2023 Special Meeting

Present:

<input checked="" type="checkbox"/> Peter Carbee	<input checked="" type="checkbox"/> Laura Hill-Eubanks	<input type="checkbox"/> Michael Gray
<input checked="" type="checkbox"/> Lee Cattaneo	<input checked="" type="checkbox"/> Steve Lotspeich	<input checked="" type="checkbox"/> Janet Shatney
<input checked="" type="checkbox"/> Jerry D'Amico		

Staff: Christian Meyer, Nancy Chartrand

Call to Order

Chair Lotspeich called the meeting to order at 6:17 pm.

Adjustments to the Agenda

None

Public Comment

None.

Contract/Agreement AuthorizationDepartment of Public Safety - State Emergency Operations Center Support – Amendment to the Memorandum of Agreement (MOA)*P. Carbee moved to authorize the Acting Executive Director to sign the Memorandum of Agreement amendment with updated personnel costs; J. D'Amico seconded. Motion carried.***Adjourn***L. Cattaneo moved to adjourn at 6:23 pm; L. Hill-Eubanks seconded. Motion carried.*

Respectfully submitted,

Nancy Chartrand, Office Manager



EXECUTIVE COMMITTEE – Special Meeting

Tuesday, January 17 2023 at 2:00 p.m.

Minutes

Attendees

X Peter Carbee	X Lee Cattaneo	X Janet Shatney
X Laura Hill-Eubanks [via zoom]	X Michael Gray	
X Steve Lotspeich	X Jerry D'Amico	

Call to Order

Steve Lotspeich called the special meeting of the Executive Committee to order at 2:15 PM. This special meeting was called to conduct interviews for the Executive Director position of the Central Vermont Regional Planning Commission.

Adjustments to the Agenda None

Public Comments None

Peter Carbee moved and Lee Cattaneo seconded to enter into Executive Session for the purpose of discussing personnel matters and conduct an interview for Executive Director position. Approved 4-0 [Jerry and Janet not available] @ 2:20 PM.

Peter Carbee moved and Michael Gray seconded the motion to invite CVPRC staff, including Nancy Chartrand, Brian Voigt, Keith Cubbon, Jon Ignatowski, Samantha Lash, and Clare Rock into the Executive Session to discuss personnel matters.

Peter Carbee moved and Janet Shatney seconded the motion to come out of Executive Session. Approved 6-0 [Lee Cattaneo not available] @ 4:55 PM.

Peter Carbee moved and Michael Gray seconded the motion to adjourn. Approved 6-0 [Lee Cattaneo not available] @ 5:00 PM.

Respectfully,

Jerry D'Amico, Vice-Chair

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**2 **Executive Committee - Special Meeting**3 **DRAFT MINUTES**4 **January 20, 2023 at 1:00 p.m.**5
6 Present:☒ Steve Lotspeich☒ Lee Cattaneo☒ Peter Carbee☒ Jerry D'Amico☐ Michael Gray☒ Laura Hill-Eubanks☒ Janet Shatney (arrived later in the meeting)7
8 Staff: None9
10 **Call to Order**

11 S. Lotspeich called the meeting to order at 1:02 p.m.

12
13 **Adjustments to the Agenda**

14 None.

15
16 **Public Comment**

17 None.

18
19 **Executive Session – 1 V.S.A. § 313(a)(3), Personnel – Executive Director Interviews**20 L. Cattaneo moved to enter Executive Session at 1:03 pm to conduct employment interviews; P. Carbee
21 seconded. Motion carried 5-0-0.22
23 P. Carbee moved to exit Executive Session at 4:30 p.m.; L. Cattaneo seconded. Motion carried 6-0-0.

24 No action was taken as a result of the session.

25
26 **Next Meeting**

27 The Committee set its next meeting for January 24, 2023 at 3:00 p.m.

28
29 **Adjourn**

30 P. Carbee moved to adjourn at 4:40 p.m.; L. Cattaneo seconded. Motion carried 6-0-0.

31
32
33 Respectfully submitted,

34 Laura Hill-Eubanks, CVRPC Commissioner

**EXECUTIVE COMMITTEE – Special Meeting****Tuesday, January 24, 2023 at 3:00 p.m.****Minutes****Attendees**

X Peter Carbee	X Lee Cattaneo	X Janet Shatney
X Laura Hill-Eubanks [via zoom]	X Michael Gray	
X Steve Lotspeich	X Jerry D'Amico	

Call to Order

S. Lotspeich called the special meeting of the Executive Committee to order at 3:04 PM. This special meeting was called to discuss personnel issues in reference for the Executive Director position of the Central Vermont Regional Planning Commission.

Adjustments to the Agenda

None

Public Comments

None

Executive Session – 1 V.S.A. § 313(a)(3), Personnel

P. Carbee moved with L. Cattaneo second to enter into Executive Session for the purpose of discussing personnel matters and interviews for Executive Director position. Approved 6-0 @ 3:05 PM.

P. Carbee moved with L. Cattaneo second to invite CVPRC staff members, Brian Voigt and Clare Rock into the Executive Session to discuss personnel matters.

P. Carbee moved with L. Cattaneo second to come out of Executive Session, approved 6-0 @ 4:52 PM.

No action taken.

Motion to adjourn by L. Cattaneo, P. Carbee second, approved 6-0 @ 4:54 PM.

Respectfully,

Jerry D'Amico, Vice Chair



BOARD OF COMMISSIONERS

February 14, 2023 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

Or 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>

Page **AGENDA**

6:30² Introductions

Adjustments to the Agenda

Public Comments

6:35 COVID Protocol Update (enclosed)

6:45 Municipal Plan Approval & Confirmation of Planning, Bill Arrand,
Municipal Plan Review Committee Chair (enclosed)³

Report and recommendation from Municipal Plan Review Committee
regarding Town of Worcester – plan approval, confirmation

7:00 Regional Plan Update (Clare Rock)

7:15 Legislative Update

7:45 Minutes (enclosed)³

7:55 Reports (enclosed)

Update/questions on Staff and Committee Reports

8:05 Adjourn

¹ Persons with disabilities who require assistance or alternate 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.