



EXECUTIVE COMMITTEE

Monday, March 6, 2023 at 4:00 p.m.

Hybrid Meeting with 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 appreciated)

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

18 **4:20 FY23 Budget Adjustment** (enclosed)³

27 **4:30 Contract/Agreement Authorization** (enclosed)³

4:40 Committee Vacancies ³

30 **4:50 Committee Rules of Procedure/Bylaws Change** (enclosed)³

34 **5:05 Meeting Minutes** (2/6, 2/10, 2/24 - enclosed)³

39 **5:15 Commission Meeting Agenda** (enclosed)³

40 **5:25 Personnel Policy - Wage Ranges** (enclosed)³

5:45 Adjourn

Next Meeting: April 3, 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

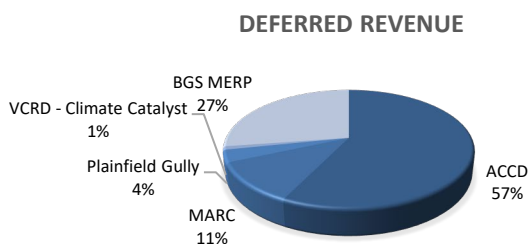
Date: February 28, 2023
 To: Executive Committee
 From: The Ijaz Group, Contracted Accountant
 Re: Financial Report as of 1/31/2023

☒ **ACTION REQUESTED:** Accept January 31st, 2023 unaudited financial reports.

FY23 Summary: CVRPC's FY23 Net Profit is \$45,277 as of January 31st, 2023. 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 \$22,423.95 through January 31st, 2022 primarily due to the over-recovery of indirect costs.

Balance Sheet

- **Assets** – Billing is substantially complete through 01/31/2023. Aging receivables are at \$276,276. Operating cash is \$634,875, whereas the CD balance is \$100,425 totaling the cash balance to \$735,300. 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 \$9,290.35 and \$2,134.33 respectively.
 - ACCD Deferred Income for FY22 & FY23 stands at \$251,754.51. Other Deferred Income consists of Plainfield Gully \$14,697, MARC Brownfields \$48,897, VCRD – Climate Catalyst \$4,000 and BGS MERP \$120,000.



- *Equity* – Equity is assets minus liabilities – the company's value. CVRPC's Total Equity as of 01/31/2023 is \$559,977, and it was \$623,093 and \$556,531 on the same date in 2022 and 2021, respectively.
- *Net Income* of \$45,277 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 01/31/2023, 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 1/31 is 58.33%

- *Income* – Total revenue stands at 38.6% earned, lower than the benchmark percentage of 58.33% which is primarily due to underperformance in community development and Natural resources.
- *Expenses* – Total expenses stand at 38.67%, about 19.66% below the benchmark. Wages, CVRPC's most significant expense, is under the budget at 42.2%.

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

Balance Sheet

As of January 31, 2023

Jan 31, 23

ASSETS

Current Assets

Checking/Savings

1001 · Community National Bank	274.83
1002 · Community National Bank (8901)	296,764.16
1003 · Union Bank	25.10
1009 · Northfield Savings - Reserve	237,408.58
1015 · NCFCU - Reserve CD	100,425.33
1018 · NCFCU - Savings	10.01
1024 · GMCU - Savings	100,392.69

Total Checking/Savings	735,300.70
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Accounts Receivable

1200 · Accounts Receivable	276,275.90
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Total Accounts Receivable	276,275.90
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Total Current Assets	1,011,576.60
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Fixed Assets

1501 · Equipment	47,030.18
1502 · Equipment - Accum. Depreciation	-40,438.28
1505 · Leasehold Improvements	2,597.07
1510 · Lease Asset - Facility	335,121.56
1511 · Lease Asset - Acc. Dep	-25,134.12

Total Fixed Assets	319,176.41
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Other Assets

1301 · Prepaid Expenses	14,491.95
1320 · Deposits	4,415.00

Total Other Assets	18,906.95
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TOTAL ASSETS	1,349,659.96
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	21,362.70
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Total Accounts Payable	21,362.70
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Credit Cards

2020 · M&T Visa	594.66
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Total Credit Cards	594.66
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Other Current Liabilities

2102 · Accrued Vacation	9,290.35
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2103 · Accrued Compensatory Time	2,134.33
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2105 · Accrued Interest Payable	1,312.62
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2200 · Deferred Income	
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Balance Sheet

As of January 31, 2023

Jan 31, 23

2201 · ACCD	
2216 · Energy - FY22	15,683.29
2217 · Pandemic Response	73,317.49
2218 · RPC Annual - FY23	162,753.73
Total 2201 · ACCD	251,754.51
2225 · MARC	48,896.83
2230 · Plainfield Gully	14,696.82
2240 · VCRD - Climate Catalyst	4,000.00
2245 · BGS MERP Deferred Revenue	120,000.00
Total 2200 · Deferred Income	439,348.16
2302 · State withholding	6.64
2304 · Dependent Care Deductions	199.90
2306 · Pension Liability- Edward Jone	750.14
2309 · Lease Liability - Facility	314,683.36
Total Other Current Liabilities	767,725.50
Total Current Liabilities	789,682.86
Total Liabilities	789,682.86
Equity	
3100 · Unrestricted Net Position	444,974.11
3300 · Invested in Fixed Assets	11,191.60
3900 · Retained Earnings	58,534.38
Net Income	45,277.01
Total Equity	559,977.10
TOTAL LIABILITIES & EQUITY	1,349,659.96

Balance Sheet

As of January 31, 2023

ASSETS

Current Assets

Checking/Savings

- 1001 · Community National Bank
- 1002 · Community National Bank (8901)
- 1003 · Union Bank
- 1009 · Northfield Savings - Reserve
- 1015 · NCFCU - Reserve CD
- 1018 · NCFCU - Savings
- 1024 · GMCU - Savings

Total Checking/Savings

Accounts Receivable

- 1200 · Accounts Receivable

Total Accounts Receivable

Total Current Assets

Fixed Assets

- 1501 · Equipment
- 1502 · Equipment - Accum. Depreciation
- 1505 · Leasehold Improvements
- 1510 · Lease Asset - Facility
- 1511 · Lease Asset - Acc. Dep

Total Fixed Assets

Other Assets

- 1301 · Prepaid Expenses
- 1320 · Deposits

Total Other Assets

TOTAL ASSETS

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

- 2000 · Accounts Payable

Total Accounts Payable

Credit Cards

- 2020 · M&T Visa

Total Credit Cards

Other Current Liabilities

- 2102 · Accrued Vacation
- 2103 · Accrued Compensatory Time
- 2105 · Accrued Interest Payable
- 2200 · Deferred Income

Central Vermont Regional Planning Commission
Balance Sheet
As of January 31, 2023

2201 · ACCD

2216 · Energy - FY22

2217 · Pandemic Response

2218 · RPC Annual - FY23

Total 2201 · ACCD

2225 · MARC

2230 · Plainfield Gully

2240 · VCRD - Climate Catalyst

2245 · BGS MERP Deferred Revenue

Total 2200 · Deferred Income

2302 · State withholding

2304 · Dependent Care Deductions

2306 · Pension Liability- Edward Jone

2309 · Lease Liability - Facility

Total Other Current Liabilities

Total Current Liabilities

Total Liabilities

Equity

3100 · Unrestricted Net Position

3300 · Invested in Fixed Assets

3900 · Retained Earnings

Net Income

Total Equity

TOTAL LIABILITIES & EQUITY

03/06/23

Central Vermont Regional Planning Commission

A/R Aging Summary

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As of January 31, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
ACCD Parent							
ACCD	-	99,671	-	-	-	99,671	Q3 Invoice sent on 2/1/2023
ACCD 21	-	-	-	-	-	-	
ACCD 22	-	-	-	-	18,155	18,155	ACCD 22 Retainage Invoice
Total ACCD Parent	-	99,671	-	-	18,155	117,826	
USDA Rural Development							
RBDG Plainfield Co-op	2,526	-	2,958	3,403	4,331	13,219	USDA Invoices for Q3 and Q4 - Received the Q4 amount on Feb 23
Total USDA Rural Development	2,526	-	2,958	3,403	4,331	13,219	
Administration							
Administration	-	-	-	-	-	-	
Total Administration	-	-	-	-	-	-	
Berlin	-	-	-	-	-	-	
CCRPC							
CEDS							
CEDS/Eval Framework	1,029	-	253	360	1,322	2,964	
Engagement	233	-	-	-	1,004	1,237	CEDS is on hold because of budget overage and waiting for Budget modification to increase the amount from Funder
Planning	-	-	-	-	600	600	
Total CEDS	1,262	-	253	360	2,926	4,800	
Clean Water							
Oversight/Report	136	-	-	-	328	464	
TBP Planning	533	-	88	994	919	2,534	
Total Clean Water	669	-	88	994	1,248	2,998	December Quarter invoices sent on 1/18
Total CCRPC	1,931	-	341	1,353	4,173	7,798	
CVFiber - Fee for Service							
CVF - Admin	57	58	-	-	-	115	December Invoice was sent on 1/26
Total CVFiber - Fee for Service	57	58	-	-	-	115	
Department of Environmental Conservation							
CWSP Start-up							
CWSP Start-up	113	1,169	4,114	-	-	5,396	Monthly invoicing - December Invoice sent on 1/26/2022
Implementation Prep	4,166	2,911	-	-	-	7,078	Monthly invoicing - December Invoice sent on 1/26/2022
Total CWSP Start-up	4,279	4,080	4,114	-	-	12,474	
Moretown Elem SW Final Design	-	-	-	-	0	0	

03/06/23

Central Vermont Regional Planning Commission

A/R Aging Summary

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As of January 31, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
Plainfield Gully Construction	-	-	-	-	-	-	
Total Department of Environmental Conservation	4,279	4,080	4,114	-	0	12,474	
Department of Public Safety							
EMPG							
Technical Assistance	2,913	4,206	3,086	2,240	-	12,445	
Response	1,177	317	-	-	-	1,494	
REMC	337	206	638	507	-	1,688	Quarterly Invoicing - Quarter ending December invoice was sent on 1/23
LEMP	178	75	188	75	-	516	
Total EMPG	4,604	4,804	3,911	2,822	-	16,142	
EMPG Supplemental							
WiFi	-	-	-	-	(0)	(0)	
Total EMPG Supplemental	-	-	-	-	(0)	(0)	
LHMP Montpelier & Calais	-	-	-	-	174	174	
Total Department of Public Safety	4,604	4,804	3,911	2,822	174	16,316	
DPS MOA							
Response	-	544	-	-	-	544	
Total DPS MOA	-	544	-	-	-	544	
EMPG							
EMPG 21							
Technical Assistance	-	-	-	-	0	0	
Total EMPG 21	-	-	-	-	0	0	
EMPG - Other	-	-	-	-	(0)	(0)	
Total EMPG	-	-	-	-	(0)	(0)	
Friend of the Winooski River							
Water Wise Woodlands	179	-	1,248	-	742	2,168	Quarterly Invoicing - Quarter ending December invoice was sent on 1/18
Total Friend of the Winooski River	179	-	1,248	-	742	2,168	
Lamoille County PC							
Flood Bylaw	542	-	-	-	-	542	Quarterly Invoicing - This is from January and hence will be reporting in the Quarter ending March 2023
Health Equity							
Projects	936	-	161	263	-	1,359	Quarterly Invoicing - Quarter ending December invoice was sent on 1/13
Toolkit	821	-	1,402	772	409	3,404	
Total Health Equity	1,756	-	1,563	1,035	409	4,763	

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Central Vermont Regional Planning Commission

A/R Aging Summary

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As of January 31, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
Total Lamoille County PC	2,299	-	1,563	1,035	409	5,305	
Montpelier							
VOREC	-	-	-	-	-	-	
Total Montpelier	-	-	-	-	-	-	
Mount Ascutney Regional Commission							
Brownfields	49,000	-	-	-	-	49,000	Invoice # 2 of Brownfields was sent on 10/18 Monthly invoicing - December invoice was sent on 2/1 Monthly invoicing - December invoice was sent on 1/31
DIBG - Barre Auditorium SW Design	-	188	146	-	76	410	
DIBG - Moretown School SW Implementation	815	66	-	1,000	584	2,464	
Total Mount Ascutney Regional Commission	49,815	254	146	1,000	660	51,874	
Northwest Regional Comm'n							
Municipal Grants in Aid							
FY22 BMP	-	-	-	-	1,019	1,019	
FY22 Equipment	-	-	-	-	204	204	
Total Municipal Grants in Aid	-	-	-	-	1,222	1,222	
NBRC Grant Admin							
CVTA - NBRC21GVT11	-	-	-	-	260	260	
Total NBRC Grant Admin	-	-	-	-	260	260	
Total Northwest Regional Comm'n	-	-	-	-	1,483	1,483	
Orange							
LHMP	104	-	1,475	1,273	3,505	6,358	Milestone Invoicing - we only sent the first one yet
Total Orange	104	-	1,475	1,273	3,505	6,358	
Rutland Regional Comm'n							
ARPA	376	-	225	440	296	1,338	Quarterly Invoicing - December invoice was sent on 1/20
Total Rutland Regional Comm'n	376	-	225	440	296	1,338	
VAPDA_	-	-	360	-	500	860	
VTrans							
TPI							
TPI Special Bike/Ped	1,033	-	319	-	-	1,352	
TPI Planning	2,445	1,668	3,305	1,999	-	9,417	
TPI Data Collect/Manage	1,501	2,455	3,399	4,853	-	12,209	
TPI Admin	3,131	1,050	1,817	1,852	-	7,850	Monthly Invoice for December was sent on 1/26
TPI Coordination	2,241	478	710	1,531	-	4,961	

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Central Vermont Regional Planning Commission

A/R Aging Summary

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As of January 31, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
TPI MRGP Support	53	108	24	-	-	185	
TPI Project Develop	121	165	47	292	-	625	
TPI SRP	-	-	-	-	0	0	
Total TPI	10,525	5,925	9,621	10,528	0	36,599	
VTrans - Other	-	-	-	-	(0)	(0)	
Total VTrans	10,525	5,925	9,621	10,528	(0)	36,599	
Washington	-	-	-	-	(1)	(1)	
WBRD Admn	-	2,000	-	-	-	2,000	
TOTAL	76,696	117,336	25,963	21,855	34,427	276,276	

Paid Time Off Liability Balances

As of 2/3/2023

COMPENSATORY TIME

Employee	Wage Rate	Hours	Current Value	Maximum Hours ¹	Maximum Accrual ¹
Chartrand, N.	26.44	21.00	\$ 555.24		
Cubbon, K.	23.08	0.00	\$ -		
Ignatowski, J.	26.00	0.00	\$ -		
Lash, S.	22.60	10.00	\$ 226.00		
Meyer, C.	39.90	10.75	\$ 428.93		
Rock, C.	29.46	18.25	\$ 537.65		
Voigt, B.	32.21	12.00	\$ 386.52		
		0.00	\$ -		
		72.00	\$ 2,134.33		

SICK LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Chartrand, N.	26.44	251.68	\$ 6,654.42	252	\$ 6,662.88
Cubbon, Keith	23.08	41.58	\$ 959.67	64.58	\$ 1,490.51
Ignatowski, J.	26.00	8.79	\$ 228.54	32.54	\$ 846.04
Lash, S.	22.60	69.10	\$ 1,561.66	94.10	\$ 2,126.66
Meyer, C.	39.90	34.02	\$ 1,357.40	188.89	\$ 7,536.71
Rock, C.	29.46	235.76	\$ 6,945.49	288	\$ 8,484.48
Voigt, B.	32.21	66.92	\$ 2,155.49	89.67	\$ 2,888.27
0	0.00	0.00	\$ -	0	\$ -
		707.85	\$ 19,862.67	1,010	\$ 30,035.55

VACATION LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Chartrand, N.	26.44	128.13	\$ 3,387.76	140	\$ 3,701.60
Cubbon, K.	23.08	31.48	\$ 726.56	53.73	\$ 1,240.09
Ignatowski, J.	26.00	8.59	\$ 223.34	27.09	\$ 704.34
Lash, S.	22.60	29.79	\$ 673.25	78.29	\$ 1,769.35
Meyer, C.	39.90	32.86	\$ 1,311.11	200.00	\$ 7,980.00
Rock, C.	29.46	40.23	\$ 1,185.18	160	\$ 4,713.60
Voigt, B.	32.21	55.36	\$ 1,783.15	74.61	\$ 2,403.19
0	0.00	0.00	\$ -	0	\$ -
		326.44	\$ 9,290.35	734	\$ 22,512.17

SUMMARY

	<u>Current</u>	<u>Maximum</u>
Total Paid Time Off Liability	\$ 31,287.34	\$ 54,682.05
Maximum versus Current Difference	\$ 23,394.71	Percent of Max 57%

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

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

Central Vermont Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2022 through January 2023

Ordinary Income/Expense

Income

4100 - ACCD

4101 - ACCD Direct

178,830.49	545,167.00	(366,336.51)	32.8%
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Total 4100 - ACCD

178,830.49	545,167.00	(366,336.51)	32.8%
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4200 - Community Development

4215 - CCRPC CEDS

7,948.03	5,000.00	2,948.03	158.96%
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4220 - MARC Brownfields

43,039.99	39,000.00	4,039.99	110.36%
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4230 - NBRC Grant Admin

-	1,421.00	(1,421.00)	0.0%
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4247 - LCPC- Health Equity

10,991.37	40,200.00	(29,208.63)	27.34%
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4248 - LCPC - Flood Bylaw

542.08	-	542.08	100.0%
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4200 - Community Development - Other

-	59,281.00	(59,281.00)	0.0%
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Total 4200 - Community Development

62,521.47	144,902.00	(82,380.53)	43.15%
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4300 - Fee for Services

4302 - Cross VT Trail

-	1,200.00	(1,200.00)	0.0%
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4304 - GIS Mapping

10.00	300.00	(290.00)	3.33%
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4308 - WBRD Admin

4,000.00	4,700.00	(700.00)	85.11%
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4315 - CVFiber

3,292.86	7,000.00	(3,707.14)	47.04%
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Total 4300 - Fee for Services

7,302.86	13,200.00	(5,897.14)	55.33%
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4400 - Municipal Contracts

4447 - Town of Middlesex

2,180.18	-	2,180.18	100.0%
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4470 - Town of Orange

5,459.15	5,434.00	25.15	100.46%
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4400 - Municipal Contracts - Other

13,218.66	-	13,218.66	100.0%
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Total 4400 - Municipal Contracts

20,857.99	5,434.00	15,423.99	383.84%
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4500 - Natural Resources

4501 - 604B Water Planning

3,231.02	3,636.00	(404.98)	88.86%
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4516 - Tactical Basin Planning

9,265.42	25,423.00	(16,157.58)	36.45%
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4519 - MARC Design Imp. Block Grant

2,463.89	351,844.00	(349,380.11)	0.7%
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4522 - MARC Barre Auditorium SWD

409.94	-	409.94	100.0%
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4525 - Friends of the Winooski River

2,168.33	500.00	1,668.33	433.67%
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4530 - DEC Plainfield Gully

159,363.00	198,038.00	(38,675.00)	80.47%
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4535 - DEC CWSP Start-up

26,886.50	70,115.00	(43,228.50)	38.35%
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Central Vermont Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2022 through January 2023

	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
Total 4500 · Natural Resources	203,788.10	649,556.00	(445,767.90)	31.37%
4600 · Public Safety				
4602 · EMPG	38,732.30	82,996.00	(44,263.70)	46.67%
4611 · VEM Emergency Operation MOA	544.11	230.00	314.11	236.57%
4630 · RRPC ARPA	2,772.15	3,289.00	(516.85)	84.29%
Total 4600 · Public Safety	42,048.56	86,515.00	(44,466.44)	48.6%
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	102,139.99	292,627.00	(190,487.01)	34.9%
Total 4800 · Transportation	103,622.62	300,386.00	(196,763.38)	34.5%
4900 · Other Income				
4901 · Interest Income	1,174.12	480.00	694.12	244.61%
4905 · Dividend Income	376.99	372.00	4.99	101.34%
Total 4900 · Other Income	1,551.11	852.00	699.11	182.06%
Total Income	707,507.86	1,832,997.00	(1,125,489.14)	38.6%
Gross Profit	707,507.86	1,832,997.00	(1,125,489.14)	38.6%
Expense				
5000 · Wages and Fringe Benefits				
5001 · Personnel	257,245.29	601,806.00	(344,560.71)	42.75%
5100 · Fringe Benefits				
5101 · FICA	22,158.52	46,038.00	(23,879.48)	48.13%
5110 · Health Insurance	58,262.90	144,509.00	(86,246.10)	40.32%
5112 · Dental Insurance	2,630.47	8,516.00	(5,885.53)	30.89%
5115 · Life Disability Insurance	2,009.46	3,889.00	(1,879.54)	51.67%
5120 · Pension Plan - Edward Jones	6,984.71	21,315.00	(14,330.29)	32.77%
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	1,705.81	3,480.00	(1,774.19)	49.02%
Total 5100 · Fringe Benefits	94,250.87	231,045.00	(136,794.13)	40.79%

Central Vermont Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2022 through January 2023

	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
Total 5000 · Wages and Fringe Benefits	351,496.16	832,851.00	(481,354.84)	42.2%
5200 · Professional Services				
5201 · Accounting	35,000.00	60,000.00	(25,000.00)	58.33%
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	646.29	300.00	346.29	215.43%
Total 5200 · Professional Services	58,416.29	84,500.00	(26,083.71)	69.13%
5305 · Advertising	1,472.68	3,600.00	(2,127.32)	40.91%
5315 · Consultants	196,312.25	663,181.00	(466,868.75)	29.6%
5320 · Depreciation expense	2,002.63	4,500.00	(2,497.37)	44.5%
5325 · Copy				
5326 · Copier extra copies	621.25	1,800.00	(1,178.75)	34.51%
5327 · Copier Lease Payments	1,281.82	2,311.00	(1,029.18)	55.47%
Total 5325 · Copy	1,903.07	4,111.00	(2,207.93)	46.29%
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	1,124.25	3,500.00	(2,375.75)	32.12%
5334 · Billable Supplies	1,254.00	350.00	904.00	358.29%
5335 · Subscriptions/Publications	521.41	1,698.00	(1,176.59)	30.71%
Total 5330 · Supplies	3,272.66	11,848.00	(8,575.34)	27.62%
5344 · Insurance				
5345 · Liability Insurance	200.00	1,538.00	(1,338.00)	13.0%
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	2,840.92	-	2,840.92	100.0%
5360 · Dues/Memberships/Sponsorships - Other	6,790.99	10,783.00	(3,992.01)	62.98%
Total 5360 · Dues/Memberships/Sponsorships	9,631.91	10,783.00	(1,151.09)	89.33%

Central Vermont Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2022 through January 2023

	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
5370 • Office Occupancy				
5310 • Cleaning	1,530.00	3,540.00	(2,010.00)	43.22%
5371 • Rent/Utility Payments	24,723.65	42,383.00	(17,659.35)	58.33%
5370 • Office Occupancy - Other	-	200.00	(200.00)	0.0%
Total 5370 • Office Occupancy	26,253.65	46,123.00	(19,869.35)	56.92%
5375 • Software/Licenses/IT Sub	2,518.00	12,531.00	(10,013.00)	20.09%
5385 • Telephone/Internet	4,108.25	7,080.00	(2,971.75)	58.03%
5390 • Travel	2,866.85	14,751.00	(11,884.15)	19.44%
5999 • Miscellaneous Expenses				
5339 • Gifts	175.17	380.00	(204.83)	46.1%
5380 • Fees				
5381 • Line of Credit Annual Fee	500.00	500.00	-	100.0%
5382 • Bank Fees	30.00	-	30.00	100.0%
5383 • DRRA Fees	17.25	30.00	(12.75)	57.5%
5380 • Fees - Other	15.00	100.00	(85.00)	15.0%
Total 5380 • Fees	562.25	630.00	(67.75)	89.25%
5999 • Miscellaneous Expenses - Other	113.88	410.00	(296.12)	27.78%
Total 5999 • Miscellaneous Expenses	851.30	1,420.00	(568.70)	59.95%
8000 • Indirect Costs	-			
Total Expense	662,230.85	1,712,494.00	(1,050,263.15)	38.67%
Net Ordinary Income	45,277.01	120,503.00	(75,225.99)	37.57%
Net Income	45,277.01	120,503.00	(75,225.99)	37.57%



MEMO

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

✉ **ACTION REQUESTED:** Adopt an adjustment to the CVRPC FY22 budget.

Budget Adjustment Summary

The proposed FY 2023 budget adjustment represents the Commission's 01/31/23 position. It projects a year end net gain of \$153,555. This is an increase over the adopted budget, which projected a net gain of \$120,000. This increase is due to reduced staffing during the Executive Director search. Additionally, several vacancies, such as the Natural Resource Planner, have remained open for longer than anticipated.

Revenue 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.

Additionally, there are reductions to revenue in certain focus areas as beginning of year estimates were adjusted to match actual spending in the previous fiscal year.

Expenses

Where new revenue has been received there have also been increased associated consultant and staffing 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. Worth noting, fringe benefits fell at a faster pace than wages because the particular mix of recent hires take advantage of fewer fringe benefits than the longer term staff that departed.

Central Vermont Regional Planning Commission

FY23 Budget - Adjusted

Adopted by the Executive Committee 03/06/23

Steve Lotspeich, Chair

Line		06/30/21 FY21 Audited	02/28/22 FY22 Audited	07/05/22 FY23 Budget	01/31/22 FY23 Budget	Difference (Budget)	Percent Change	Notes
1	REVENUES	1,017,217	971,541	1,832,997	2,119,635	286,638	15.6%	
2								
3	Community Development	35,762	19,947	144,902	203,719	58,817	40.6%	New contracts
4	Fee for Service	13,522	13,259	13,200	11,500	(1,700)	-12.9%	
5	Municipal Contracts	76,353	37,243	5,434	7,128	1,694	31.2%	
6	Natural Resources	116,796	223,622	649,556	946,349	296,793	45.7%	New contracts
7	Other Income	6,672	1,590	852	852	0	0.0%	
8	Public Safety	175,755	69,075	86,515	63,518	(22,997)	-26.6%	
9	Regional Planning Funds (ACCD)	267,580	311,426	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	213,380	300,386	285,830	(14,556)	-4.8%	
12								
13								
14		FY21 Audited	FY22 Audited	FY23 Budget	FY23 Budget	Difference (Budget)	Percent Change	Notes
15								
16	EXPENSES	954,131	930,780	1,712,695	1,966,080	253,385	14.8%	
17							0.0%	
18	Contractor Services	159,872	183,869	663,181	1,025,628	362,447	54.7%	Varies with project mix
19	Copy/Print	3,470	4,237	4,111	4,111	0	0.0%	
20	Debt Repayment	0	0	0	0	0	0.0%	
21	Depreciation	5,240	3,432	4,500	4,500	0	0.0%	Varies with capital improvements
22	Dues/Memberships/Sponsorships	10,381	9,962	10,783	10,783	0	0.0%	
23	Fringe Benefits	154,115	167,157	231,067	155,185	(75,882)	-32.8%	Staffing Vacancies. fewer benefits for recent hires or fewer families.
24	Insurance	6,793	6,092	5,045	5,045	0	0.0%	
25	Meeting/Programs	2,738	2,152	9,460	9,460	0	0.0%	Anticipate resumption of in-person meetings
26	Miscellaneous Expense	5,224	1,325	5,730	5,730	0	0.0%	
27	Office Occupancy	44,463	11,827	46,123	46,123	0	0.0%	
28	Professional Services	72,654	65,334	84,500	84,500	0	0.0%	
29	Software / Licenses	8,239	9,400	12,531	13,531	1,000	8.0%	
30	Supplies	7,765	14,132	11,848	12,848	1,000	8.4%	
31	Telephone / Internet	6,728	6,857	7,080	7,080	0	0.0%	
32	Travel	6,412	2,439	14,751	14,751	0	0.0%	Anticipate resumption of in-person meetings
33	Wages	460,037	442,565	601,985	566,805	(35,180)	-5.8%	Staffing Vacancies
34								
35	BAL END	63,086	40,761	120,302	153,555	33,253	27.6%	
36	Bad Debit/Adjustment	1,270	0	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

FY23 Budget

As of 07/05/22

Total Revenues			\$2,119,635
Line	Account No.		
1	Community Development		\$203,719
2	4220	MARC Brownfields	\$65,559 35,000 contractor pass through
3	4230	NRPC NRBC Grant Administration	\$500 Grant administration coaching
4		Municipal Energy Resilience	\$54,179 Support municipal building energy assessments/improvements
5	4215	CCRPC Regional Economic Strategy	\$5,000 4-region Comprehensive Economic Development Strategy (Regional Plan element)
6	4247	LCPC Health Equity	\$40,200 3,000 stipend pass through
7		USDA RD Plainfield Co-op	\$29,931 Plainfield Co-op business development assistance
8		Plainfield Co-op Partner Match	\$4,350 Cash match provided by project participants
9		VCRD Climate Catalyst	\$4,000 Support community energy efficiency
10			
11	Fee for Service		\$11,500
12	4308	Wrightville Beach Recreation District Bookkeeping	\$5,000
13	4302	Cross Vermont Trail Association Admin Services	\$1,200
14	4315	CVFiber Admin Services	\$5,000
15		CVFiber Planning Services	\$0
16	4304	GIS Mapping	\$300
17			
18	Municipal Contracts		\$7,128
19		Barre City REI	\$0 Road erosion inventory
20	New	Orange LHMP	\$5,355 Local Hazard Mitigation Plan update
21			\$1,773
22			
23	Natural Resources		\$946,349
24	4501	604b Water Quality Planning	\$3,231
25	4516	Tactical Basin Planning	\$25,423 Municipal outreach, Basin Plan assistance
26	4500	DEC Clean Water Service Provider	\$89,231 Program administration, project implementation
27	4519	DIBG Barre Auditorium SW Final Design	\$37,793 Contract signing in process
28	4519	DIBG Moretown School SW Construction	\$326,514 Contract signing in process
29	4530	DEC Plainfield Gully SW Construction	\$196,536 16,950 contractor pass through
30	4525	FWR Water Wise Woodlands	\$5,346 Resilience planning in Upper Winooski watershed
31		LCPC Flood Bylaws	\$8,500 Support municipal work to update bylaws to meet new maps
32		Upper Winooski - Woodbury Calais	\$253,775 Stormwater Implementation
33			
34	Other Income		\$852
35	4999	Miscellaneous	\$0
36	4901	Interest	\$480
37	4905	Dividends	\$372
38			
39	Public Safety		\$63,518
40	4602	VEM Emergency Management Performance Grant (EMPG)	\$57,620 Preparedness, assistance, and education
41	4630	RRPC ARPA	\$5,298 Municipal assistance

Central Vermont Regional Planning Commission

FY23 Budget

As of 07/05/22

Total Revenues					\$2,119,635
Line	Account No.				
42	4611	VEM State Emergency Operation Center MOA	\$600	Disaster event support	
43					
44		Regional Planning Funds (ACCD)			\$513,754
45	4100	ACCD Annual	\$430,830	Local and regional planning & implementation	
46	4100	ACCD Climate & Energy Planning	\$45,424	Municipal, regional & state plan implementation	
47	4100	ACCD Pandemic	\$37,500	For increased workload due to the pandemic	
48					
49	4701	Municipal Dues			\$86,985
50					
51		Transportation			\$285,830
52	4804	VTrans Transportation Planning Initiative (TPI)	\$284,610	50,000 contractor pass through	
53	4803	Municipal Grants in Aid Equipment	\$1,220	Support road erosion BMPs & equipment purchases	

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

Central Vermont Regional Planning Commission

FY23 Budget

As of 07/05/22

Total Expenses				\$1,966,080
Line	Account No.			
1	5315	Contractor Services		\$1,025,628
2		ACCD	15,000	Equity and inclusion coaching
3		Municipal Energy Resilience	0	
4		MARC Brownfields	59,599	Brownfield assessments
5		LCPC Health Equity	3,000	Participant stipends
6		USDA RD Plainfield Co-op	22,260	Architect, marketing, financial feasibility, & internal readiness consultants
7		DEC Clean Water Service Provider	35,690	Legal, contract assistance, Contractor training
8		DIBG Barre Auditorium SW Final Design	35,744	Stormwater design
9		DIBG Moretown School SW Construction	320,325	Stormwater construction
10		DEC Plainfield Gully SW Construction	195,050	Stormwater construction
11		Transportation Planning Initiative (TPI)	85,100	Project scoping studies
12		VCRD Climate Catalyst	3,900	Weatherization education and Implementation
13		Upper Winooski - Woodbury/Calais	249,960	BMP Implementation
14				
15	5325	Copy / Print		\$4,111
16	5327	Lease	2,311	Cost of new lease for FY23-26 unknown at this time, but anticipate this cost will increase
17	5326	Extra Copies	1,800	
18				
19	5320	Depreciation		\$4,500
20				
21	5360	Dues / Memberships / Sponsorships		\$10,783
22		VAPDA	5,500	Annual Dues
23		VT League of Cities & Towns	998	Access to unemployment insurance & other services
24		Nat'l Assoc. of Development Organizations	3,000	
25		Assoc. of State Floodplain Managers	285	Certified Floodplain Manager
26		Event Sponsorships	1,000	
27				
28	5000	Fringe Benefits		\$155,185
29	5101	FICA	43,361	Medicaid & Social Security taxes
30	5110	Health Ins.	80,998	
31	5112	Dental Ins.	4,716	
32		Vision Ins.	0	Not provided
33	5120	Retirement	15,444	5% of gross wages after 1 year employment
34	5115	Disability & Life Ins.	3,889	
35				
36	5130	Unemployment Ins.	1,238	VLCT Employment Resources and Benefits Turst
37	5135	Workers Comp Ins.	3,480	

Central Vermont Regional Planning Commission

FY23 Budget

As of 07/05/22

Total Expenses				\$1,966,080
Line	Account No.			
38	5125	Technology Stipend	2,060	Assumes up to 3 months remote work for office construction
39				
40	5344	Insurance		\$5,045
41	5345	General Liability	1,538	Property/Vehicle/Fire
42	5346	Public Officials	3,507	Legal/Employment Practices Liability
43				
44		Debit Repayment		\$0
45		Line of Credit	0	Debt not anticipated
46		Interest	0	
47				
48	5350	Meetings / Programs		\$9,460
49		Administrative	1,000	
50		ACCD	5,400	
51		Community Development	0	
52		Municipal	0	
53		Natural Resources	0	
54		Public Safety	560	
55		Transportation	2,500	TAC & project mtgs
56		VAPDA	0	Jan meeting reimbursement
57				
58	5999	Miscellaneous Expense		\$5,730
59	5339	Gifts	380	Staff recognition, etc.
60		Equipment Repair & Service	400	100 telephone; 300 Traffic Counters
61	5380	Fees	630	500 Line of Credit; 100 misc; DCRA 30
62		Interest	10	
63	5355	Postage	710	Meter lease; 500 postage
64	5305	Advertising	3,600	Plan approval/adoption hearings, meeting & CWSP ads; position ads
65				
66	5370	Office Occupancy		\$46,123
67	5371	Rent	42,383	
68	5310	Office Cleaning	3,540	
69		Repairs & Other Maintenance	200	
70				
71		Professional Services		\$84,500
72	5202	Audit	18,000	Single Audit not anticipated
73	5201	Accounting	60,000	Accounting services, audit preparation, train new staff
74	5203	IT/Computer	2,700	425 quarterly maintenance; IT support as needed
75	5204	Legal	3,300	Bylaw update

Central Vermont Regional Planning Commission

FY23 Budget

As of 07/05/22

Total Expenses				\$1,966,080
Line	Account No.			
76		Website Update	200	
77	5205	Videography	0	175/mo for Commission meetings
78	5200	Other	300	Archive document scanning; shredding services
79				
80	5375	Software / Licenses		\$13,531
81		ESRI GIS License	3,000	
82		Intuit Quickbooks	3,730	QuickBooks Desktop (+2 additional licenses), payroll module, QuickBooks Time
83		Microsoft Exchange 365	530	Remote access to email
84		Register.com	80	Domain names for email
85		Network Solutions	90	Domain for websites
86		Bit Defender	115	Antivirus license for up to 25 computers
87		Ormsby's Computer Systems	3,781	181 Acronis Server Backup License; 629 Cloud Storage License; FortiClient 423; 2548 server warranty (2 yrs)
88		Adobe Acrobat Pro 2020	705	Updates program and adds e-signature function
89		ArcGIS Credits	1,500	For online GIS presence (web maps) and storage of data
90				
91	5330	Supplies		\$12,848
92	5333	General Office	4,500	\$1000 added for air filters
93	5331	Equipment & Furniture	5,800	Standing desks and office chairs
94	5332	GIS	500	
95	5335	Subscriptions	1,698	Newspapers, virtual meeting subscriptions & associated video storage, e-news
96	5334	Billable Supplies	350	Transportation field supplies and meeting materials
97				
98	5385	Telephone / Internet		\$7,080
99		Telephone Lease/Service	5,400	Cost of new lease for FY23-26 unknown at this time, but anticipate this cost will increase
100		Internet Service	1,680	
101				
102	5390	Travel		\$14,751
103		Administrative	3,500	VAPDA, prof dev & other mtgs
104		ACCD	4,950	Local, regional, and state meetings

Central Vermont Regional Planning Commission
FY23 Budget

As of 07/05/22

Total Expenses				\$1,966,080
Line	Account No.			
105		Community Development	255	
106		Municipal	17	Meetings
107		Natural Resources	554	Meetings
108		Public Safety	875	Site visits, meetings, CFM continuing ed requirement
109		Transportation	4,600	
110				
111	5001	Wages		\$566,805
112		Gross Pay	547,163	9.3 FTE plus Planning Techs; includes raises, bonuses, & payment in lieu of health insurance benefit
113		Compensatory Time	19,436	Year end estimate
114		Overtime	206	Non-exempt employee

Notes: Orange shading denotes risk areas, such as new equipment leases that will be bid this fiscal year.



MEMO

Date: February 27, 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)

Chittenden County Regional Planning Commission – Comprehensive Economic Development Strategy Amendment 3

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

Scope of Work:

Develop a comprehensive Economic Development Strategy for West Central Vermont. The CEDS will serve Rutland, Addison, Chittenden, and Washington Counties and 3 towns in Orange County. It will include an economic trends and Statewide CEDS Coronavirus Appendix that describe and evaluate anticipated changes to the US, regional and Vermont economy due to the coronavirus. The project will include developing a CEDS website with an indicator dashboard.

Funding:

Grant Amount: ~~\$36,209~~ \$39,638 (federal funds)

Match Amount: ~~\$9,677~~ \$10,535

Match Source: Cash-in-kind through State Allocation (ACCD)

Performance Period: 10/01/20 – 06/30/23

Staff: Jonathan Ignatowski, Christian Meyer

Notes: CCRPC is amending grant agreements for all partners to reflect anticipated final expenditures. Each partner completed more or less work than their original scope based on changes in staffing/employee availability.

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

WEST CENTRAL VERMONT CEDS 2020 PLANNING GRANT
CFDA NUMBER: 11-302

SUB-GRANTEE CONTRACT BETWEEN
THE CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
AND
CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Amendment #3

It is hereby agreed by and between the Chittenden County Regional Planning Commission, "CCRPC", and the Central Vermont Regional Planning Commission "CVRPC", that the Agreement effective October 1, 2020, and amended on September 9, 2022 and December 14, 2022, shall be modified as follows:

1. **3. Maximum Amount:** the total amount that the CCRPC agrees to pay CVRPC has been increased from \$36,209 to \$39,638.
2. **4. Match Requirement:** the total non-federal match to be provided by CVRPC has been increased from \$9,677 to \$10,535.
3. **Attachment A:** the budget and cost classification and the budget by task have been amended to reflect the changes to maximum amount and match requirement (see page #2).
4. **Attachment B: General Payment Criteria:** the maximum payable amount has been increased from \$36,209 to \$39,638.

Except as modified by this Amendment, and any subsequent amendments, all other provisions of the original Agreement shall remain in full force and effect.

Effective Date: October 1, 2022

Signed Date:

CHITTENDEN COUNTY
REGIONAL PLANNING COMMISSION

CENTRAL VERMONT
REGIONAL PLANNING COMMISSION

AUTHORIZED SIGNER

AUTHORIZED SIGNER

COST CLASSIFICATION	ACRPC	CCRPC	CVRPC	RRPC	ACEDC	GBIC	CVEDC	ACCD		Total
Personnel	\$22,677	\$28,245	\$19,281	\$24,821	\$11,219	\$4,300	\$9,165	\$23,242		\$142,949
Fringe Benefits	\$9,978	\$12,993	\$4,532	\$11,910	\$1,866	\$1,505	\$1,589	\$16,992		\$61,365
Travel	\$0	\$231	\$0	\$0	\$0	\$0	\$0	\$743		\$974
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Contractual	\$0	\$27,500	\$0	\$0	\$0	\$0	\$0	\$5,000		\$32,500
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Total Direct Charges	\$32,655	\$68,968	\$23,813	\$36,731	\$13,085	\$5,805	\$10,754	\$45,977		\$237,788
Indirect Charges	\$21,319	\$33,474	\$26,360	\$24,205	\$1,309	\$448	\$1,075	\$4,023		\$112,212
TOTAL PROJECT COST	\$53,974	\$102,443	\$50,173	\$60,936	\$14,394	\$6,253	\$11,830	\$50,000		\$350,000
Grant Amount	\$42,679	\$85,454	\$39,638	\$47,748	\$11,015	\$4,502	\$8,964	\$40,000		\$280,000
Match Amount (In-kind)	\$11,295	\$16,989	\$10,535	\$13,187	\$3,379	\$1,751	\$2,866	\$5,000		\$65,000
Match Amount (Cash)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000		\$5,000

Organization	Key Responsibilities	Task 1	Task 2	Task 3	Task 4	Task 5	Project Management	Total
Chittenden County Regional Planning Commission		\$10,500.00		\$19,803	\$46,137		\$6,000	\$82,440.00
Addison County Regional Planning Commission		\$28,474.00		\$12,500	\$13,000			\$53,974.00
Addison County Economic Development Corporation		\$2,500.00		\$9,500	\$2,394			\$14,394.00
Central Vermont Regional Planning Commission		\$2,500.00	\$25,000	\$12,500	\$10,173			\$50,173.00
Central Vermont Economic Development Corporation		\$1,330.00		\$9,500	\$1,000			\$11,830.00
Greater Burlington Industrial Corporation		\$2,500.00		\$1,973	\$1,780			\$6,253.00
Rutland Regional Planning Commission		\$4,500.00	\$25,000	\$25,000	\$6,436			\$60,936.00
Vermont Agency of Commerce and Community Development				\$5,000		\$45,000		\$50,000.00
Engagement Consultants				\$20,000				\$20,000.00
	Total	\$52,304.00	\$50,000	\$115,776	\$80,920	\$45,000	\$6,000	\$350,000.00



MEMO

Date: March 1, 2023
To: Executive Committee
From: Nancy Chartrand, Office Manager
Re: Rules of Procedure & Bylaws Change

✉ ACTION REQUESTED: (Two Motions)

- I. Move that the Executive Committee recommend the Board of Commissioners adopt the Nominating Committee Rules of Procedure.
- II. Move that the Executive Committee recommend a change to the Bylaws Section 504.A - Vacancies to including Nominating Committee.

Nominating Committee Rules of Procedure

The Board adopted Rules of Procedure (ROP) for the Nominating Committee on 01/12/21. In order to ensure conformance with the recent Bylaws Update adopted on 9/13/22, the ROP have been amended to reflect language used in the Bylaws and to allow for the timely replacement of any seats that become vacant in order to maintain the nomination schedule.

Bylaws

The Board adopted updated Bylaws on 9/13/22. While reviewing Nominating Committee ROP amendments with Committee members, at their February 16th meeting and in consideration of the recent resignation of a member of the Nominating Committee prior to that meeting, it was requested that consideration be given to amending Section 504.A (Vacancies) of the current Bylaws in order to allow the timely replacement of any seats that become vacant. Currently Section 504.A allows replacement of any officer or Executive Committee position to be filled by nominations from the floor at the next regular Board meeting. The Nominating Committee differs from other committees in its need to maintain a tight nomination schedule. As the current bylaws are crafted, it may take several months before a member can be replaced on the Committee. Therefore, committee members and staff are recommending that the Nominating Committee be added to Section 504.A to follow the same process for vacancies as the Executive Committee.



NOMINATING COMMITTEE

RULES OF PROCEDURE

PURPOSE: The Nominating Committee is responsible for nominating qualified candidates for election or appointment to the Executive Committee, Standing and Special Committees, and other organizations for which CVRPC appoints a representative.

GENERAL ACTIVITIES:

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

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

MEMBERSHIP: The Nominating Committee shall consist of three (3) Commissioners, one of whom may be an or Alternate Commissioners. The Executive Committee shall nominate candidates for the Nominating Committee, taking demonstrated commitment to CVRPC into account. Nominees shall be submitted at the January Board meeting, and additional nominations may be made from the floor. The Board shall elect the Nominating Committee annually at its January meeting. If any member of the Committee resigns, position on the Committee is vacated, the Executive Committee shall appoint additional members to the Committee such vacancy shall be filled by nominations from the floor at the next regular Board meeting to maintain the nomination schedule.

Commented [NC1]: Amended to conform with Bylaws 403.C.1

VOTING PROCEDURES: All members are eligible to vote on committee business.

Commented [NC2]: Amended to conform with Bylaws 504A (with a plan to request that section of Bylaws be amended to include Nominating Committee in addition to Executive Committee)

Commented [NC3]: Added to conform with Bylaws Section 403.A.3 using language of 403.A.7

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

Commented [NC4]: Addressed above under membership

~~Committee to maintain the nomination schedule.~~

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

COMMUNICATION AND COORDINATION:

- ◆ Meetings shall be noticed and held in accordance with Vermont Open Meeting Law.
- ◆ Minutes of all regular and special meetings will be prepared by staff, distributed to Committee members and interested parties, and made available to the public in accordance with open meeting and public records laws described in 1 V.S.A. §§ 310-320.
- ◆ Commissioners and Alternate Commissioners are encouraged to offer input on nominations and are encouraged to bring up items of local or regional concern for Committee consideration.
- ◆ The Committee shall report to the Board as it directs and the Board shall "accept" committee reports to signify receipt.

Commented [NC5]: Added to conform with Bylaws Section 403 A.8

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

ADOPTION OF ORGANIZATIONAL PROCEDURES: The Nominating Committee may, at any time, vote to recommend amendments of these procedures, upon 51% vote of the Committee membership. Proposed amendments will then be forwarded to the Executive Committee and interested parties. The Executive Committee then will make a recommendation to the Board of Commissioners regarding adoption.

Commented [NC6]: Amended to match language in Bylaws Section 403 A.3

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

Recommended by the Executive Committee: __ / __/2023

Adopted by the Board of Commissioners: __ / __/2023

Steve Lotspeich Chair
CVRPC Board of Commissioners

Bylaws Excerpts

Section 504: Vacancies

- A. In the event that any Officer, ~~or Executive Committee~~, or Nominating Committee position is vacated, such vacancy shall be filled by nominations from the floor at the next regular Board meeting. Members so elected shall hold office only for the balance of the current year or until their successors are elected and installed.
- B. B. In the event of the death, resignation or inability to act as a Commissioner, member of all other committees, or appointee, a successor shall be elected or appointed using the same process as provided in the case of the original election or appointment.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION**Executive Committee****DRAFT MINUTES****February 6, 2023 Meeting**

Present:

☒ Peter Carbee

☒ Laura Hill-Eubanks

☐ Michael Gray

☒ Lee Cattaneo

☒ Steve Lotspeich

☒ Janet Shatney

☒ Jerry D'Amico

Staff: Christian Meyer, Nancy Chartrand, Brian Voigt

Guests: Ahsan Ijaz, Ijaz Group;

Call to Order

Chair Lotspeich called the meeting to order at 4:04 pm.

Adjustments to the Agenda

None. It was confirmed addition of an item for separation of financial duties for CWSP was not necessary as it is already addressed based on the monthly financial reports that Ijaz provides CVRPC monthly for approval.

Public Comment

None.

Financial Report

Ahsan Ijaz provided an overview of the financial report provided in the packet. It was noted that the memorandum should read December 31, 2022 instead of November 30, 2022. Revenues and expenses are tracking lower than anticipated due to staffing. There was confirmation that Climate Catalyst funds were solely \$4,000.

J. Shatney moved to accept December 31, 2022 unaudited financials with minor corrections to the summary memo, seconded by L Hill-Eubanks. Motion carried.

FY23 Budget Update

C. Meyer provided an overview of receipt of five new funding sources (Climate Catalyst - \$4,000; Calais Stormwater Implementation and construction - \$423,000; Municipal Energy Resilience Program - \$216,000; CWSP Amendment - \$90,000; Flood Bylaw Modernization -\$8,500). It was noted we are prepared to advertise for a Natural Resources Planner. It was noted that Fringe vs. Wages needs further scrutiny. It was concurred that Meyer will return with a revised budget adjustment in March.

Contract/Agreement Authorization

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

B. Voigt provided an overview of the memorandum in the packet noting this expansion of the scope of work was anticipated. An Operations & Maintenance program will be put together to address the lifespan of the projects that will be constructed as part of the CWSP program. CVRPC will be reimbursing engineers, contractors etc. who do the operations and maintenance work. CVRPC will be

1 compensated for running the reimbursement program. It was confirmed staff capacity will be
2 appropriate to address this work.

3
4 *P. Carbee moved to authorize the Acting Executive Director to sign the contract amendment; L. Cattaneo*
5 *seconded. Motion carried.*

6 7 **COVID Protocol Update**

8 Chair Lotspeich directed the Committee to the information in the packet and advised it was for
9 informational purposes only. C. Meyer further reviewed the information that was outlined. It was
10 noted that masking will not be required, but appreciated when transmission levels are low. There is also
11 consideration given to a reinstatement of masking dependent on transmission levels. It was confirmed
12 the information has also been discussed with staff. This update will be brought to the full Board for
13 informational purposes.

14 15 **Meeting Minutes (1/3/23, 1/10/23, 1/17/23, 1/20/23, 1/24/23)**

16 It was noted that the January 24 minutes needed to reflect the invitation to staff into executive session
17 and the votes at 7-0 vs. 6-0. It was suggested to remove (Via Zoom) where noted in some of the
18 attendance tables, and to address the misspelling of Cattaneo in the January 3 minutes.

19
20 *P. Carbee moved to accept the minutes as amended for 1/3, 1/10, 1/17, 1/20 & 1/24; L. Hill-Eubanks*
21 *seconded. Motion carried.*

22 23 **Commission Meeting Agenda**

24 There was discussion on whether or not inclusion of CEDS update should be included; and it was
25 confirmed the final draft has not been released to date, no new questions have been brought to staff,
26 and additional information will be brought to the Commission in March when it is voted on. The final
27 draft will be emailed to full Commission when it is received in mid-February. Chair Lotspeich advised
28 that the Committee will be bringing recommendation to full Board for the Executive Director position
29 and an item will need to be added to the agenda for that. After discussion it was concluded that it be
30 added as the last item on the agenda "Consideration of Executive Committee recommendation
31 regarding Executive Director position" in executive session for personnel, and that staff will work out the
32 technology necessary to hold the executive session.

33
34 *J. Shatney moved to approve February 14, 2023 Board agenda as amended, P. Carbee seconded. Motion*
35 *carried.*

36 37 **Executive Director Search Update - Executive Session - 1 V.S.A. § 313(a)(3), Personnel**

38 Chair Lotspeich requested the Executive Director search update be provided in Executive Session.

39
40 *P. Carbee moved to enter executive session to discuss a personnel matter, J. D'Amico seconded, It was*
41 *suggested the motion be amended to invite the Acting Director into executive session; which Carbee*
42 *and D'Amico agreed to. Motion carried. Executive session was entered at 5:08 pm.*

43
44 *J. Shatney moved to exit executive session; seconded by P. Carbee. Motion carried. Executive session*
45 *ended at 5:50 pm. No action was taken.*

1 A special meeting was scheduled for Friday, February 10th @ noon.
2
3

4 **Adjourn**

5 *L. Cattaneo moved to adjourn at 5:52 pm; P. Carbee seconded. Motion carried.*
6

7 Respectfully submitted,
8 Nancy Chartrand, Office Manager
9



EXECUTIVE COMMITTEE – Special Meeting
Friday, February 10, 2023 at 12:00 p.m.
Draft Minutes

Attendees

X Peter Carbee
Laura Hill-Eubanks
X Steve Lotspeich

X Lee Cattaneo
Michael Gray
X Jerry D'Amico

X Janet Shatney

Call to Order

Steve Lotspeich called the special meeting of the Executive Committee to order at 12:02 PM. This special meeting was called to discuss personnel issues in reference to 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

Lee Cattaneo moved and Janet Shatney seconded the motion to enter into Executive Session to discuss personnel matters, inviting Christian Meyer, Acting Director. Approved 5-0 @ 12:04 PM.

Peter Carbee moved and Janet Shatney seconded the motion to come out of Executive Session. Approved 5-0 @ 12:32 PM.

Peter Carbee moved to "Allow Executive Committee to come to the full Board of Commissioners with a recommendation for filling the position of Executive Director of the Central Vermont Regional Planning Commission." Janet Shatney seconded the motion. Approved 5-0.

Adjournment

Peter Carbee moved and Lee Cattaneo seconded the motion to adjourn. Approved 5-0 @ 12:41 PM.

Respectfully,

Jerry D'Amico, Vice Chair



EXECUTIVE COMMITTEE – Special Meeting
Friday, February 24, 2023 at 12:00 p.m.
Draft Minutes

Attendees

Peter Carbee	X Lee Cattaneo	X Jerry D'Amico
X Michael Gray	X Steve Lotspeich	Janet Shatney
VACANT		

Call to Order

Steve Lotspeich called the special meeting of the Executive Committee to order at 12:05 PM. This special meeting was called to discuss personnel issues in reference to 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

Michael Gray moved and Lee Cattaneo seconded the motion to enter into Executive Session to discuss personnel matters, inviting Christian Meyer, Executive Director. Approved 4-0 @ 12:06 PM.

Lee Cattaneo moved and Michael Gray seconded the motion to come out of Executive Session. Approved 4-0 @ 12:32 PM.

Lee Cattaneo moved “to approve a salary to Christian Meyer of \$100,000.00 per year, 20 days of vacation leave per year, and all other employee benefits in accordance with the CVRPC Personnel Policy for the ensuing fiscal year and to take effect in the next pay period.” Michael Gray seconded the motion. Approved 4-0.

Adjournment

Lee Cattaneo moved and Michael Gray seconded the motion to adjourn. Approved 4-0 @ 12:39 PM.

Respectfully,

Jerry D'Amico, Vice Chair



BOARD OF COMMISSIONERS

March 14, 2023 at 6:30 pm

Hybrid Meeting with 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>

Physical Location - 29 Main Street, Suite 4, Montpelier (Facial coverings appreciated)

Page **AGENDA**

6:30² Introductions

Adjustments to the Agenda

Public Comments

6:35 Appointments to Nominating and Executive Committee - (enclosed)³

6:55 Committee Rules of Procedure/Bylaws Amendment (enclosed)³

7:15 West Central Vermont Strategic Economic Development Strategy - (enclosed)³ Adoption of the CEDS

7:35 Minutes (enclosed)³

8:45 Reports (enclosed)

Update/questions on Staff and Committee Reports

8:00 Adjourn

Next Meeting: April 11, 2023

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.



MEMO

Date: March 2, 2023
 To: Executive Committee
 From: Christian Meyer, Executive Director
 Re: Wage Range Adjustment

☒ **ACTION REQUESTED:** Adopt revised wage schedule for existing staff descriptions.

Summary

Wage range adjustments are needed to increase CVRPC's competitiveness in the workforce marketplace. CVRPC is experiencing the same workforce challenges as other employers. The competitive hiring environment has resulted in fewer job applicants, higher wages, and a mobile workforce. While the wage range for the Executive Director was adjusted in September, 2022, in anticipation of a competitive recruitment effort, and the book keeper position was added in May, 2021, there have been no adjustments to the salary schedule since December 2019.

In this time, both wages and cost-of-living expenses have increased substantially. Between 2019 and 2022, the consumer price index for the northeast rose 14% (Bureau of Labor Statistics). From 2019 to 2021 (data for 2022 has not yet been published) the Vermont average salary rose 15% (VT Department of Labor).

ADOPTED CVRPC WAGE RANGE

Job Title	Minimum	Mid-Point	Maximum
Executive Director ¹	\$90,000	\$105,000	\$120,000
Finance Manager	50,000	65,000	80,000
Bookkeeper ²	34,770	49,530	60,000
Office Manager	40,000	47,500	55,000
Program Manager	55,000	67,500	80,000
Senior Planner	50,000	60,000	70,000
Planner	40,000	49,000	58,000
Assistant Planner	38,000	41,500	45,000
Planning Technician	27,000	31,500	36,000

¹ Adopted in September 2022

² Adopted in May 2021

RECOMMENDED CVRPC WAGE RANGE

Based on the increases to cost of living and competitive hiring market the recommended wage range below applies a 15% increase across the board, while excluding the executive director.

Job Title	Minimum	Mid-Point	Maximum
Executive Director	\$90,000	\$105,000	\$120,000
Finance Manager	57,500	74,750	92,000
Bookkeeper	40,000	54,500	69,000
Office Manager	46,000	54,625	63,250
Program Manager	63,250	77,625	92,000
Senior Planner	57,500	69,000	80,500
Planner	46,000	56,350	66,700
Assistant Planner	43,700	47,725	51,750
Planning Technician	31,050	36,225	41,400

2023 Salary Range Analysis

VAPDA annually completes a survey of RPC salary ranges for generic positions. The VAPDA survey and the recommended CVRPC salary ranges are compared below.

	VAPDA Wage Range			CVRPC Wage Range		
Position	VAPDA Low	VAPDA Median	VAPDA High	CVRPC Low	CVRPC Midpoint	CVRPC High
Executive Director	83,164	102,680	140,000	90,000	105,000	120,000
Program Manager	53,000	65,000	103,758	63,250	77,625	92,000
Senior Planner	52,899	70,428	85,000	57,500	69,000	80,500
Planner	42,750	52,000	79,000	46,000	56,350	66,700
Assistant Planner	43,816	45,213	47,840	43,700	47,725	51,750
Fiscal Manager / Bookkeeper	60,000	70,344	92,193	57,500/ 40,000	74,750/ 54,500	92,000/ 69,000
Office Manager	27,300	46,524	55,000	46,000	54,625	63,250
Planning Tech / Intern	15/hr	18/hr	25/hr	15/hr	17/hr	20/hr

Background

The following language is included in the CVRPC Personnel Policy:

The Executive Committee, in consultation with the Executive Director, will adopt job descriptions and wage ranges for all staff positions with the Commission. The Executive Director will periodically review compensation offered by peer organizations and other relevant factors in recommending revisions of the wage ranges for consideration by the Executive Committee.

The Executive Committee should review the job descriptions and wage ranges for all positions every two years. Failure to review every two years will not impact the validity of the job descriptions or salary ranges.