



EXECUTIVE COMMITTEE

Monday, April 3, 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
14	4:30	Contract/Agreement Authorization (enclosed and to be provided) ³
	4:45	Staffing Update
20	5:00	Credit Card (enclosed) ³
21	5:10	Meeting Minutes (3/6, 3/14, 3/28 - enclosed) ³
26	5:20	Commission Meeting Agenda (enclosed) ³
	5:30	Adjourn

Next Meeting: May 1, 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: March 28, 2023
 To: Executive Committee
 From: The Ijaz Group, Contracted Accountant
 Re: Financial Report as of 2/28/2023

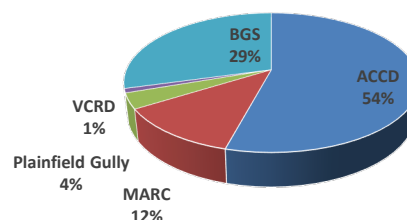
✉ **ACTION REQUESTED:** Accept February 28th, 2023, unaudited financial reports.

FY23 Summary: CVRPC's FY23 Net Profit is \$45,327 as of February 28th, 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 \$16,918 through February 28th, 2022 primarily due to the over-recovery of indirect costs.

Balance Sheet

- **Assets** – Billing is substantially complete through 02/28/2023. Aging receivables are at \$162,742. Operating cash is \$617,204, whereas the CD balance is \$200,906 totaling the cash balance to \$818,120. 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 \$10,268 and \$2,031 respectively.
 - ACCD Deferred Income for FY22 & FY23 stands at \$221,073. Other Deferred Income consists of Plainfield Gully \$14,697, MARC Brownfields \$48,689, VCRD – Climate Catalyst \$4,000 and BGS MERP \$119,453

DEFERRED REVENUE



- *Equity* – Equity is assets minus liabilities – the company's value. CVRPC's Total Equity as of 02/28/2023 is \$560,027, and it was \$617,588 and \$553,913 on the same date in 2022 and 2021, respectively.
- *Net Income* of \$45,327 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 02/28/2023, 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 2/28 is 66.67%

- *Income* – Total revenue stands at 42.28% earned, lower than the benchmark percentage of 66.67% which is primarily due to underperformance in community development and Natural resources.
- *Expenses* – Total expenses stand at 42.61%, about 24.06% below the benchmark. Wages, CVRPC's most significant expense, is under the budget at 47.66%.

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
TBP	Tactical Basin Plan
TPI	VTrans Transportation Planning Initiative
UB	Union Bank
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 28, 23

ASSETS

Current Assets

Checking/Savings

1001 · Community National Bank	274.83
1002 · Community National Bank (8901	375,172.89
1003 · Union Bank	4,142.69
1009 · Northfield Savings - Reserve	237,613.74
1015 · NCFCU - Reserve CD	100,513.46
1018 · NCFCU - Savings	10.01
1024 · GMCU - Savings	100,392.69

Total Checking/Savings	818,120.31
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Accounts Receivable

1200 · Accounts Receivable	162,742.50
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Total Accounts Receivable	162,742.50
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Other Current Assets

1020 · Undeposited Funds	5,008.56
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Total Other Current Assets	5,008.56
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Total Current Assets	985,871.37
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Fixed Assets

1501 · Equipment	47,030.18
1502 · Equipment - Accum. Depreciation	(40,724.37)
1505 · Leasehold Improvements	2,597.07
1510 · Lease Asset - Facility	335,121.56
1511 · Lease Asset - Acc. Dep	(25,134.12)

Total Fixed Assets	318,890.32
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Other Assets

1301 · Prepaid Expenses	13,871.99
1320 · Deposits	4,415.00

Total Other Assets	18,286.99
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TOTAL ASSETS	1,323,048.68
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	21,744.15
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Total Accounts Payable	21,744.15
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Central Vermont Regional Planning Commission
Balance Sheet
As of February 28, 2023

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	Feb 28, 23
Credit Cards	
2020 · M&T Visa	773.20
Total Credit Cards	<u>773.20</u>
Other Current Liabilities	
2102 · Accrued Vacation	10,267.87
2103 · Accrued Compensatory Time	2,030.55
2104 · Accrued 457 Retirement	2,360.76
2105 · Accrued Interest Payable	1,312.62
2200 · Deferred Income	
2201 · ACCD	
2216 · Energy - FY22	11,493.64
2217 · Pandemic Response	73,051.83
2218 · RPC Annual - FY23	136,527.90
Total 2201 · ACCD	<u>221,073.37</u>
2225 · MARC	48,689.51
2230 · Plainfield Gully	14,696.82
2240 · VCRD - Climate Catalyst	4,000.00
2245 · BGS MERP Deferred Revenue	119,452.59
Total 2200 · Deferred Income	<u>407,912.29</u>
2302 · State withholding	6.64
2304 · Dependent Care Deductions	399.90
2306 · Pension Liability- Edward Jones	1,530.41
2309 · Lease Liability - Facility	314,683.36
Total Other Current Liabilities	<u>740,504.40</u>
Total Current Liabilities	<u>763,021.75</u>
Total Liabilities	<u>763,021.75</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	45,326.84
Total Equity	<u>560,026.93</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,323,048.68</u></u>

4/3/23

Central Vermont Regional Planning Commission

A/R Aging Summary

As of February 28, 2023

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	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
ACCD Parent							
ACCD 21	0.00	0.00	0.00	0.00	0.00	0.00	
ACCD 22	0.00	0.00	0.00	0.00	18,155.45	18,155.45	ACCD 22 Retainage Invoice
Total ACCD Parent	0.00	0.00	0.00	0.00	18,155.45	18,155.45	
USDA Rural Development							
RBDG Plainfield Co-op	552.52	2,526.38	0.00	0.00	1,433.49	4,512.39	
Total USDA Rural Development	552.52	2,526.38	0.00	0.00	1,433.49	4,512.39	
Administration							
Administration	0.00	0.00	0.00	0.00	0.00	0.00	
Total Administration	0.00	0.00	0.00	0.00	0.00	0.00	
Berlin	0.00	0.00	0.00	0.00	0.00	0.00	
CCRPC							
CEDS							
CEDS/Eval Framework	62.03	1,029.27	253.17	359.61	1,321.70	3,025.78	
Engagement	0.00	232.77	0.00	0.00	1,004.14	1,236.91	
Planning	0.00	0.00	0.00	0.00	599.69	599.69	December Quarter invoices sent on 03/17
Total CEDS	62.03	1,262.04	253.17	359.61	2,925.53	4,862.38	
Clean Water							
Oversight/Report	0.00	135.77	0.00	0.00	0.00	135.77	
TBP Implement	37.66	0.00	0.00	0.00	0.00	37.66	December Quarter invoices sent on 01/18
TBP Planning	678.82	533.00	0.00	0.00	0.00	1,211.82	
Total Clean Water	716.48	668.77	0.00	0.00	0.00	1,385.25	
Total CCRPC	778.51	1,930.81	253.17	359.61	2,925.53	6,247.63	
CVFiber - Fee for Service							
CVF - Admin	113.00	0.00	0.00	0.00	0.00	113.00	January Invoice was sent on 3/03
Total CVFiber - Fee for Service	113.00	0.00	0.00	0.00	0.00	113.00	
Department of Environmental Conservation							
CWSP Start-up							
CWSP Start-up	166.79	0.00	0.00	0.00	0.00	166.79	
Implementation Prep	9,658.74	0.00	0.00	0.00	0.00	9,658.74	January Invoice was sent on 3/06
Total CWSP Start-up	9,825.53	0.00	0.00	0.00	0.00	9,825.53	
Moretown Elem SW Final Design	0.00	0.00	0.00	0.00	0.03	0.03	
Plainfield Gully Construction	0.00	0.00	0.00	0.00	0.00	0.00	
Total Department of Environmental Conservation	9,825.53	0.00	0.00	0.00	0.03	9,825.56	
Department of Public Safety							
EMPG							
Technical Assistance	7,192.67	0.00	0.00	0.00	0.00	7,192.67	
Response	1,176.60	0.00	0.00	0.00	0.00	1,176.60	
REMC	1,049.29	0.00	0.00	0.00	0.00	1,049.29	Quarterly Invoicing - This will be sent in March invoicing cycle
LEMP	237.58	0.00	0.00	0.00	0.00	237.58	
Total EMPG	9,656.14	0.00	0.00	0.00	0.00	9,656.14	
EMPG Supplemental							
WiFi	0.00	0.00	0.00	0.00	-0.01	-0.01	
Total EMPG Supplemental	0.00	0.00	0.00	0.00	-0.01	-0.01	
LHMP Montpelier & Calais	0.00	0.00	0.00	0.00	174.39	174.39	
Total Department of Public Safety	9,656.14	0.00	0.00	0.00	174.38	9,830.52	
DPS MOA							
Response	0.00	544.11	0.00	0.00	0.00	544.11	
Total DPS MOA	0.00	544.11	0.00	0.00	0.00	544.11	
EMPG							
EMPG 21							
Technical Assistance	0.00	0.00	0.00	0.00	0.01	0.01	
Total EMPG 21	0.00	0.00	0.00	0.00	0.01	0.01	
EMPG - Other	0.00	0.00	0.00	0.00	-0.04	-0.04	

4/3/23

Central Vermont Regional Planning Commission

A/R Aging Summary

As of February 28, 2023

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	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
Total EMPG	0.00	0.00	0.00	0.00	-0.03	-0.03	
Friend of the Winooski River							
Water Wise Woodlands	316.79	179.11	299.44	0.00	0.00	795.34	Quarterly Invoicing - Quarter ending December invoice was sent on 1/18
Total Friend of the Winooski River	316.79	179.11	299.44	0.00	0.00	795.34	
Lamoille County PC							
Flood Bylaw	90.51	542.08	0.00	0.00	0.00	632.59	Quarterly Invoicing - This is from January & February and hence will be reporting in the Quarter ending March 2023
Health Equity							
Projects	287.47	935.83	0.00	0.00	0.00	1,223.30	Quarterly Invoicing - This is from January & February and hence will be reporting in the Quarter ending March 2023
Toolkit	152.07	820.64	0.00	0.00	0.00	972.71	
Total Health Equity	439.54	1,756.47	0.00	0.00	0.00	2,196.01	
Total Lamoille County PC	530.05	2,298.55	0.00	0.00	0.00	2,828.60	
Montpelier							
VOREC	0.00	0.00	0.00	0.00	0.00	0.00	
Total Montpelier	0.00	0.00	0.00	0.00	0.00	0.00	
Mount Ascutney Regional Commission							
Brownfields	0.00	49,000.00	0.00	0.00	0.00	49,000.00	Invoice # 2 of Brownfields was sent on 10/18
DIBG - Barre Auditorium SW Design	7,407.88	188.05	145.88	0.00	76.01	7,817.82	
DIBG - Moretown School SW Implementation	1,334.98	65.66	0.00	1,000.00	583.66	2,984.30	Monthly invoicing - January Invoice was sent on 3/06
Total Mount Ascutney Regional Commission	8,742.86	49,253.71	145.88	1,000.00	659.67	59,802.12	
Northwest Regional Comm'n							
Municipal Grants in Aid							
FY22 BMP	0.00	0.00	0.00	0.00	1,018.59	1,018.59	
FY22 Equipment	0.00	0.00	0.00	0.00	203.65	203.65	
Total Municipal Grants in Aid	0.00	0.00	0.00	0.00	1,222.24	1,222.24	
NBRC Grant Admin							
CVTA - NBRC21GVT11	0.00	0.00	0.00	0.00	260.39	260.39	
Total NBRC Grant Admin	0.00	0.00	0.00	0.00	260.39	260.39	
Total Northwest Regional Comm'n	0.00	0.00	0.00	0.00	1,482.63	1,482.63	
Orange							
LHMP	2,131.30	104.41	1,475.24	1,272.69	3,505.34	8,488.98	Milestone Invoicing - We only sent the first one yet
Total Orange	2,131.30	104.41	1,475.24	1,272.69	3,505.34	8,488.98	
Rutland Regional Comm'n							
ARPA	118.80	376.15	0.00	0.00	0.00	494.95	Quarterly Invoicing - December invoice was sent on 1/20
Total Rutland Regional Comm'n	118.80	376.15	0.00	0.00	0.00	494.95	
VAPDA_	0.00	0.00	343.04	0.00	500.00	843.04	
VTrans							
TPI							
TPI Special Bike/Ped	3,501.29	0.00	319.33	0.00	0.00	3,820.62	
TPI Planning	4,227.11	1,668.02	3,304.71	0.00	0.00	9,199.84	
TPI Data Collect/Manage	4,505.16	2,455.25	3,399.39	0.00	0.00	10,359.80	Monthly Invoice for January was sent on 03/03
TPI Admin	6,179.20	1,050.36	1,816.66	0.00	0.00	9,046.22	
TPI Coordination	4,646.15	477.84	710.31	0.00	0.00	5,834.30	
TPI MRGP Support	53.45	108.04	23.62	0.00	0.00	185.11	
TPI Project Develop	120.68	165.28	47.23	0.06	0.00	333.25	
Total TPI	23,233.04	5,924.79	9,621.25	0.06	0.00	38,779.14	
VTrans - Other	0.00	0.00	0.00	0.00	-0.43	-0.43	
Total VTrans	23,233.04	5,924.79	9,621.25	0.06	-0.43	38,778.71	
Washington	0.00	0.00	0.00	0.00	-0.50	-0.50	
	55,998.54	63,138.02	12,138.02	2,632.36	28,835.56	162,742.50	

Paid Time Off Liability Balances

As of 3/3/2023

COMPENSATORY TIME

Employee	Wage Rate	Hours	Current Value	Maximum Hours ¹	Maximum Accrual ¹
Chartrand, N.	26.44	22.50	\$ 594.90		
Cubbon, K.	23.08	0.25	\$ 5.77		
Ignatowski, J.	26.00	0.00	\$ -		
Lash, S.	22.60	14.00	\$ 316.40		
Meyer, C.	39.90	10.75	\$ 428.93		
Rock, C.	29.46	8.75	\$ 257.78		
Voigt, B.	32.21	13.25	\$ 426.78		
		0.00	\$ -		
		69.50	\$ 2,030.55		

SICK LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Chartrand, N.	26.44	251.56	\$ 6,651.25	252	\$ 6,662.88
Cubbon, Keith	23.08	48.96	\$ 1,130.00	71.96	\$ 1,660.84
Ignatowski, J.	26.00	1.75	\$ 45.50	39.00	\$ 1,014.00
Lash, S.	22.60	76.48	\$ 1,728.45	101.48	\$ 2,293.45
Meyer, C.	39.90	41.40	\$ 1,651.86	196.27	\$ 7,831.17
Rock, C.	29.46	241.66	\$ 7,119.30	288	\$ 8,484.48
Voigt, B.	32.21	74.30	\$ 2,393.20	97.05	\$ 3,125.98
0	0.00	0.00	\$ -	0	\$ -
		736.11	\$ 20,719.56	1,046	\$ 31,072.80

VACATION LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Chartrand, N.	26.44	132.34	\$ 3,499.07	140	\$ 3,701.60
Cubbon, K.	23.08	37.62	\$ 868.27	59.87	\$ 1,381.80
Ignatowski, J.	26.00	0.97	\$ 25.22	32.47	\$ 844.22
Lash, S.	22.60	35.93	\$ 812.02	84.43	\$ 1,908.12
Meyer, C.	39.90	42.10	\$ 1,679.79	200.00	\$ 7,980.00
Rock, C.	29.46	47.61	\$ 1,402.59	160	\$ 4,713.60
Voigt, B.	32.21	61.50	\$ 1,980.92	80.75	\$ 2,600.96
0	0.00	0.00	\$ -	0	\$ -
		358.07	\$ 10,267.87	758	\$ 23,130.30

SUMMARY

	<u>Current</u>	<u>Maximum</u>
Total Paid Time Off Liability	\$ 33,017.98	\$ 56,233.65
Maximum versus Current Difference	\$ 23,215.66	Percent of Max 59%

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 February 2023

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	Jul '22 - Feb 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · ACCD				
4101 · ACCD Direct	209,511.63	545,167.00	(335,655.37)	38.43%
Total 4100 · ACCD	209,511.63	545,167.00	(335,655.37)	38.43%
4200 · Community Development				
4215 · CCRPC CEDS	8,010.06	5,000.00	3,010.06	160.2%
4220 · MARC Brownfields	43,247.31	39,000.00	4,247.31	110.89%
4230 · NBRC Grant Admin	-	1,421.00	(1,421.00)	0.0%
4247 · LCPC- Health Equity	11,430.91	40,200.00	(28,769.09)	28.44%
4248 · LCPC - Flood Bylaw	632.59	-	632.59	100.0%
4200 · Community Development - Other	-	59,281.00	(59,281.00)	0.0%
Total 4200 · Community Development	63,320.87	144,902.00	(81,581.13)	43.7%
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	3,349.36	7,000.00	(3,650.64)	47.85%
Total 4300 · Fee for Services	7,359.36	13,200.00	(5,840.64)	55.75%
4400 · Municipal Contracts				
4447 · Town of Middlesex	2,180.18	-	2,180.18	100.0%
4470 · Town of Orange	7,590.45	5,434.00	2,156.45	139.68%
4471 · BGS - Municipal Energy	547.41	-	547.41	100.0%
4400 · Municipal Contracts - Other	13,771.18	-	13,771.18	100.0%
Total 4400 · Municipal Contracts	24,089.22	5,434.00	18,655.22	443.31%
4500 · Natural Resources				
4501 · 604B Water Planning	3,231.02	3,636.00	(404.98)	88.86%
4516 · Tactical Basin Planning	9,981.90	25,423.00	(15,441.10)	39.26%
4519 · MARC Design Imp. Block Grant	2,984.30	351,844.00	(348,859.70)	0.85%
4522 · MARC Barre Auditorium SWD	7,817.82	-	7,817.82	100.0%
4525 · Friends of the Winooski River	2,485.12	500.00	1,985.12	497.02%
4530 · DEC Plainfield Gully	159,363.00	198,038.00	(38,675.00)	80.47%
4535 · DEC CWSP Start-up	32,432.61	70,115.00	(37,682.39)	46.26%
Total 4500 · Natural Resources	218,295.77	649,556.00	(431,260.23)	33.61%
4600 · Public Safety				
4602 · EMPG	43,784.26	82,996.00	(39,211.74)	52.76%
4611 · VEM Emergency Operation MOA	544.11	230.00	314.11	236.57%
4630 · RRPC ARPA	2,890.95	3,289.00	(398.05)	87.9%
Total 4600 · Public Safety	47,219.32	86,515.00	(39,295.68)	54.58%
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	114,847.55	292,627.00	(177,779.45)	39.25%

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

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	Jul '22 - Feb 23	Budget	\$ Over Budget	% of Budget
Total 4800 · Transportation	116,330.18	300,386.00	(184,055.82)	38.73%
4900 · Other Income				
4901 · Interest Income	1,382.40	480.00	902.40	288.0%
4905 · Dividend Income	465.12	372.00	93.12	125.03%
Total 4900 · Other Income	1,847.52	852.00	995.52	216.85%
Total Income	774,958.53	1,832,997.00	(1,058,038.47)	42.28%
Gross Profit	774,958.53	1,832,997.00	(1,058,038.47)	42.28%
Expense				
5000 · Wages and Fringe Benefits				
5001 · Personnel	290,208.51	601,806.00	(311,597.49)	48.22%
5100 · Fringe Benefits				
5101 · FICA	24,702.51	46,038.00	(21,335.49)	53.66%
5110 · Health Insurance	66,443.26	144,509.00	(78,065.74)	45.98%
5112 · Dental Insurance	2,925.87	8,516.00	(5,590.13)	34.36%
5115 · Life Disability Insurance	2,190.40	3,889.00	(1,698.60)	56.32%
5120 · Pension Plan - Edward Jones	7,764.98	21,315.00	(13,550.02)	36.43%
5125 · Technology Stipend	-	2,060.00	(2,060.00)	0.0%
5130 · Unemployment Insurance	668.00	1,238.00	(570.00)	53.96%
5135 · Worker's Comp	1,992.64	3,480.00	(1,487.36)	57.26%
Total 5100 · Fringe Benefits	106,687.66	231,045.00	(124,357.34)	46.18%
Total 5000 · Wages and Fringe Benefits	396,896.17	832,851.00	(435,954.83)	47.66%
5200 · Professional Services				
5201 · Accounting	40,000.00	60,000.00	(20,000.00)	66.67%
5202 · Audit	18,000.00	18,000.00	-	100.0%
5203 · IT/Computer	2,419.50	2,900.00	(480.50)	83.43%
5204 · Legal	3,989.50	3,300.00	689.50	120.89%
5200 · Professional Services - Other	668.29	300.00	368.29	222.76%
Total 5200 · Professional Services	65,077.29	84,500.00	(19,422.71)	77.02%
5305 · Advertising	1,587.98	3,600.00	(2,012.02)	44.11%
5315 · Consultants				
5317 · Stipends	800.00	-	800.00	100.0%
5315 · Consultants - Other	203,700.33	663,181.00	(459,480.67)	30.72%
Total 5315 · Consultants	204,500.33	663,181.00	(458,680.67)	30.84%
5320 · Depreciation expense	2,288.72	4,500.00	(2,211.28)	50.86%
5325 · Copy				
5326 · Copier extra copies	664.22	1,800.00	(1,135.78)	36.9%
5327 · Copier Lease Payments	1,428.92	2,311.00	(882.08)	61.83%
Total 5325 · Copy	2,093.14	4,111.00	(2,017.86)	50.92%
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	867.31	1,698.00	(830.69)	51.08%

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

13

	Jul '22 - Feb 23	Budget	\$ Over Budget	% of Budget
Total 5330 · Supplies	3,618.56	11,848.00	(8,229.44)	30.54%
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	6,874.12	10,783.00	(3,908.88)	63.75%
Total 5360 · Dues/Memberships/Sponsorships	9,715.04	10,783.00	(1,067.96)	90.1%
5370 · Office Occupancy				
5310 · Cleaning	1,710.00	3,540.00	(1,830.00)	48.31%
5371 · Rent/Utility Payments	28,255.60	42,383.00	(14,127.40)	66.67%
5370 · Office Occupancy - Other	-	200.00	(200.00)	0.0%
Total 5370 · Office Occupancy	29,965.60	46,123.00	(16,157.40)	64.97%
5375 · Software/Licenses/IT Sub	4,359.17	12,531.00	(8,171.83)	34.79%
5385 · Telephone/Internet	4,554.56	7,080.00	(2,525.44)	64.33%
5390 · Travel	2,993.93	14,751.00	(11,757.07)	20.3%
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 · DRRRA Fees	22.00	30.00	(8.00)	73.33%
5380 · Fees - Other	15.00	100.00	(85.00)	15.0%
Total 5380 · Fees	567.00	630.00	(63.00)	90.0%
5999 · Miscellaneous Expenses - Other	113.88	410.00	(296.12)	27.78%
Total 5999 · Miscellaneous Expenses	856.05	1,420.00	(563.95)	60.29%
Total Expense	729,631.69	1,712,494.00	(982,862.31)	42.61%
Net Ordinary Income	45,326.84	120,503.00	(75,176.16)	37.62%
	45,326.84	120,503.00	(75,176.16)	37.62%



MEMO

Date: March 30, 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)

Moretown Elementary School & Town Office Stormwater Implementation

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

Scope of Work: Implement stormwater mitigation measures at the elementary school and town office complex. This project will result in the construction of one gravel wetland and three sand filters to treat ~1.5 acres of impervious surface. The project will reduce phosphorous loading by ~5.2 kg / yr.

Funding:

Grant Amount: ~~\$333,698~~ \$398,391 (state funds)

Match Amount: ~~\$1,000~~ \$16,000

Match Source: Town of Moretown

Performance Period: 2/14/22 – 12/01/23

Staff: Brian Voigt

Notes: CVRPC requested additional funds to support project implementation. All of the construction bids received for this project exceed the original cost-estimate. The funding agency is amenable to this change.

CONTRACTS ISSUED

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

Moretown Elementary School & Town Office Stormwater Implementation

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign a contract for Poulin Construction.

Scope of Work: Implement stormwater mitigation measures at the elementary school and town office complex.

Funding: Contract Amount: \$339,693 (state funds)

Performance Period: 2/14/22 – 11/01/23

Staff: Brian Voigt

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

Middlesex Natural Resources Planning Assistance 2023

Scope of Work: Assemble a collection of existing data to characterize the natural resources in the Town, prepare a fact sheet for data, present map and fact sheet at joint meeting of Planning and Conservation Commissions, solicit input using interactive map and draft town plan natural resources chapter and map for consideration of inclusion in town plan update.

Funding: Contract Amount: \$2,197.38

Performance Period: 2/14/22 – 11/01/23

Staff: Clare Rock

Notes: Middlesex Select Board agreed to sign contract at their March 21st meeting.

TOWN OF MIDDLESEX

Natural Resource Planning Assistance 2023

Part 1 – Contract Detail

SECTION 1 - GENERAL CONTRACT INFORMATION

Original <input checked="" type="checkbox"/>		Amendment <input type="checkbox"/> # _____	
Contract Amount: \$2,197.38	Contract Start Date: 03/01/23	Contract End Date: 06/30/23	
Contractor Name: Central Vermont Regional Planning Commission			
Contractor Physical Address: 29 Main Street, Suite 4			
City: Montpelier	State: VT	Zip Code: 05602	
Contractor Mailing Address: as above			
City:	State:	Zip Code:	
Contract Type: Cost Reimbursement <input checked="" type="checkbox"/> Fixed Price <input type="checkbox"/> Other <input type="checkbox"/> (please specify)			
If this action is an amendment, the following is amended:			
Funding Amount <input type="checkbox"/> Performance Period <input type="checkbox"/> Scope of Work <input type="checkbox"/>			
Other <input type="checkbox"/> (please specify)			

SECTION 2 – CONTRACTOR INFORMATION

Contractor DUNS/UEI #: L97JQHE86VX3			
DUNS/UEI Registered Name (if different than Contractor Name above):			
SAM checked for DUNS/UEI Suspension and Debarment Exclusions (https://sam.gov/SAM/pages/public/index.jsf . Print Screen Must be Placed in Contract File)			
Date: 3/9/2023	Initials: nlc	SAM Expiration Date: 1/30/2024	
State of Vermont checked for Debarment Exclusions (http://bgs.vermont.gov/purchasing-contracting/debarment . Print Screen Must be Placed in Contract File)			
Date: 3/9/2023	Initials: nlc	Debarment Expiration Date: N/A	
Risk Assessment completed (Questions for contractor at ..\..\Forms\Risk Assessment Contractor Questions.docx . Staff completes assessment at ..\..\Forms\Risk Assessment Contractor.docx . Contractor responses and completed risk assessment places in contract file. Contract modified to reflect assessment results.)			
Date: 3/9/2023	Initials: nlc		
Single Audit check in Federal Audit Clearinghouse (https://harvester.census.gov/facdissem/Main.aspx . Print screen must be placed in contract file)			
Date: 3/9/2023	Initials: nlc		
IRS Form W9 - Request for Taxpayer Identification Number and Certification (Contractor must complete a Form W-9. Form must be placed in contract file.)			
Date: 3/9/2023	Initials: nlc		
Certificate of Insurance (Contractor must provide a valid Certificate of Insurance demonstrating compliance with minimum insurance requirements of the originating funding. If originating funding has none, default minimums are State of Vermont requirements.)			
Date: 3/9/2023	Initials: nlc		
Will the Contractor Charge Town of Middlesex for Taxable Purchases? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Date: 3/9/2023	Initials: nlc		
Contract Total Value exceeds, or cumulatively may exceed, \$250,000? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Contractor must provide list of all proposed subcontractors and subcontractors' subcontractors and the identity of those party's worker compensation providers)			
Date: 3/9/2023	Initials: nlc		

TOWN OF MIDDLESEX

Natural Resource Planning Assistance 2023

SECTION 3 – FUNDING SOURCE	
Funding Type: <input type="checkbox"/> Federal <input type="checkbox"/> State <input checked="" type="checkbox"/> Other	CFDA #: _____ Program Title: _____ Grant #: _____ Source: Municipal
SECTION 4 – CONTACT INFORMATION	
TOWN OF MIDDLESEX <u>Project Contact/Coordinator</u> Name: Sandra Levine Title: Planning Commission Chair Work Phone: 802-223-1192 Email: swampbear@gmail.com <u>Finance/Billing</u> Name: Dorinda Crowell Title: Treasurer Work Phone: 802-223-7781 Email: middlesxtreas@comcast.net	CONTRACTOR <u>Project Contact/Manager</u> Name: Clare Rock Title: Senior Planner Work Phone: 802-229-0389 Cell Phone (if applicable): _____ Email: rock@cvregion.com <u>Finance/Billing</u> Name: Christian Meyer Title: Executive Director Work Phone: 802-229-0389 Cell Phone (if applicable): _____ Email: meyer@cvregion.com

Part 2 – Contract Agreement

STANDARD AGREEMENT FOR SERVICES

1. **Parties.** This is a contract for services between the Town of Middlesex, (hereafter called “Town”), and Central Vermont Regional Planning Commission, (hereafter called “Contractor”). It is the Contractor’s responsibility to contact the Vermont Department of Taxes to determine if, by law, the Contractor is required to have a Vermont Department of Taxes Business Account Number.
2. **Contract Term.** The period of Contractor’s performance shall begin on March 1, 2023 and end on June 30, 2023. Either party may cancel this agreement by giving written notice at least thirty (30) days in advance.
3. **Prior Approvals.** Approval by the Select Board is required for all contracts.
4. **Amendment.** This contract represents the entire contract between the parties. No changes, modifications, or amendments in the terms and conditions of this contract shall be effective unless reduced to writing, numbered and signed by the duly authorized representative of the Town and Contractor.

TOWN OF MIDDLESEX

Natural Resource Planning Assistance 2023

5. **Maximum Amount and Payment Provisions.** In consideration of the services to be performed by Contractor, the Town agrees to pay Contractor, in accordance with the payment provisions specified herein, a sum not to exceed \$2,197.38. This maximum amount is not a guaranteed amount. Payment shall be contingent upon satisfactory performance by the Contractor. Payment terms shall be Net 30 days from an error-free invoice. Invoices must detail all work performed during the invoice period and the amount(s) payable. Contractor shall submit invoices on a monthly basis, following Town acceptance of the applicable deliverable(s).

The Town shall pay, or cause to be paid, for actual costs incurred as determined by using cost records for each expense line items such as hourly rates for the required services covered by this Contract. Requests for payment shall be accompanied by progress reports and be made directly to the Town, for all work. The above payments shall be made promptly in accordance with applicable State and Federal regulations. The Town shall seek to make payments within thirty (30) days of receipt of an invoice from the Contractor.

All payments by the Town under this Contract will be made in reliance upon the accuracy of all prior representations by the Contractor including but not limited to bills, invoices, progress reports and other proofs of work.

6. **Scope of Work.** The subject matter of this contract is Middlesex Natural Resource Planning. Detailed services to be provided by the contractor are as follows:

Task	Deliverable
1. Assemble a collection of (existing) data to characterize the natural resources in the Town.	Web-accessible interactive map
2. Prepare a fact sheet with common-language descriptions of each of the datasets and their relevant attributes.	Data Fact Sheet
3. Present map and fact sheet at joint meeting of the PC and CC.	Presentation at meeting
4. Extend the functionality of the interactive web map to solicit input on identifying areas of local significance or local value.	Web-based, publicly accessible interactive map. Web map will include functionality to collect public input
5. Solicit input from the PC and CC using the interactive map on areas of local significance or local value.	Presentation at /facilitation of meeting
6. Draft town plan natural resource chapter and map for PC consideration for inclusion in town plan update.	Submit draft town plan natural resource chapter and map

TOWN OF MIDDLESEX
Natural Resource Planning Assistance 2023

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

For the Town:

Signature: _____

Name: Peter Hood _____

Title: Selectboard Chair _____

Date: _____

For the Contractor:

Signature: _____

Name: Christian Meyer _____

Title: Executive Director _____

Date: _____



MEMO

Date: March 29, 2023

To: Executive Committee

From: Nancy Chartrand, Office Manager

Re: Credit Card Account Authorization

☒ Recommend the Executive Committee approve directing staff to open a new credit card account for CVRPC and close existing M&T credit card account.

The Central Vermont Regional Planning Commission maintains two credit cards, a MasterCard issued by People's United Bank (now M&T Bank) and a Staples card. Both cards are kept in the locked financial file cabinet.

As per the Commission's Credit Card Policy, employees are not authorized to open credit card accounts in the company's name without prior authorization of the Executive Committee. As vendors require a personal guarantee from the Executive Director before a credit card will be issued, the current M&T card references Bonnie Waninger's name in addition to the company name. With Christian Meyer now appointed as Executive Director we would like to open a new card and close the M&T card.

Staff recommends retaining a maximum limit of \$5,000 for the credit card as it has previously.

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

Present:

<input checked="" type="checkbox"/> Peter Carbee	<input type="checkbox"/> Vacant	<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

Guests: George Clain, Barre Town Commissioner; Ahsan Ijaz, Ijaz Group

Call to Order: Chair Lotspeich called the meeting to order at 4:03 pm.

Adjustments to the Agenda: None

Public Comment: None

Financial Report: A. Ijaz provided an overview of the financial report provided in the packet. There was brief discussion on the status of the current CD and outstanding receivables. Ijaz advised via chat that the CD renewed on January 7 for 6 months at a rate of 1.155%. It will mature on July 7, 2023.

J. D'Amico moved to accept January 31, 2023 unaudited financials, seconded by M. Gray. Motion carried.

J. Shatney joined the meeting @ approximately 4:12, and J. D'Amico exited to return later.

FY23 Budget Adjustment: C. Meyer provided an overview of the information in the packet. The organization has received additional revenue through new contracts as outlined last month. Many of the changes to the budget are reduced expenses. There was clarification that wages have decreased due to staff departures and fringe has reduced even more due to a change in staff composition and the fringe being leveraged accordingly (i.e. health plan choice, pension plan eligibility). There was also brief discussion related to the meetings/programs line item which has not changed and would ultimately result in a surplus given the costs to date.

P. Carbee moved to adopt an adjustment to the FY23 budget, J. Shatney seconded. Motion carried.

Contract/Agreement Authorization:

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

J. Shatney moved to authorize the Executive Director to sign the agreement amendment; M. Gray seconded. Motion carried.

Committee Vacancies: N. Chartrand advised that in response to the recruitment email distributed to Commissioners & Alternates for Nominating Committee, that George Clain offered to serve as the third

1 member of the committee. She also advised that an email was sent reminding Commissioners &
2 Alternates of the open seats on Executive Committee and Regional Plan Committee as a result of Laura
3 Hill-Eubanks' resignation, however, no one responded with interest in filling those seats as of yet.
4

5 **Rules of Procedure | Bylaws Change:** N. Chartrand provided an overview of the memorandum in the
6 packet and the Rules of Procedure (ROP) amendments and proposed Bylaws change were reviewed and
7 discussed. It was confirmed that the current nominating committee members were Lee Cattaneo and
8 Mike Gilbar. G. Clain raised concern regarding amending the Rules of Procedure prior to a Bylaws
9 change being approved and wanted to ensure that proper procedure would be followed to address a
10 Bylaws change. L. Cattaneo further shared the Nominating Committee's reason for requesting the
11 change.
12

13 *P. Carbee moved that the Executive Committee recommend the Board of Commissioners adopt the*
14 *Nominating Committee Rule of Procedure; seconded by M. Gray.* G. Clain wanted clarification of what
15 the language in Bylaws change would be and the recommended language was read from the packet. He
16 also suggested that the ROP not be adopted until a Bylaws change is agreed upon and adopted. *P.*
17 *Carbee noted a motion was on the table and moved the question. Vote called and motion carried.*
18

19 *P. Carbee moved that the Executive Committee recommend a change to Bylaws Section 504.A –*
20 *Vacancies to including Nominating Committee; seconded by J. Shatney.* M. Gray noted that "including"
21 should read "include". *A friendly amendment was accepted to change "including" to "include the". The*
22 *vote was called and the motion carried.*
23

24 J. D'Amico rejoined the meeting.
25

26 **Meeting Minutes (2/6/23, 2/10/23, 2/24/23):**

27 *J. Shatney moved to accept the minutes (2/6/23, 2/10/23, 2/24/23); M. Gray seconded. Motion carried.*
28

29 **Commission Meeting Agenda:** C. Meyer suggested inclusion of an item to generate discussion on what
30 topics the Board may want hear about on future agendas. L. Cattaneo inquired if there was an update
31 on the RPC funding topic raised at the last meeting. Meyer noted it is an ongoing discussion at the
32 Legislature and legislators are reaching out to RPCs to ask what they might do with increased funding
33 from the Property Transfer Tax fund. It was suggested that a Legislative Update item be added following
34 Reports on the agenda. There was discussion on the amount of time for the CEDS item and a
35 recommendation to encourage participation at the meeting to ensure a quorum vote on the CEDS item
36 as it is an important vote. It was also agreed to add an item of Future Agenda Items in order to solicit
37 ideas from members. S. Lotspeich also noted that equity and inclusion needs to be addressed in the
38 future as well and Meyer advised he is speaking with other RPCs regarding who they have used to speak
39 with their Boards. M. Gray also requested that the time of 8:45 be amended to 7:45.
40

41 P. Carbee shared that their solid waste district has regular updates during legislative session from their
42 lobbyist and asked if our Board could get this type of update. Meyer advised he will look into this.
43

44 *M. Gray moved to approve March 14, 2023 Board agenda as amended, L. Cattaneo seconded. Motion*
45 *carried.*

1
2 **Personnel Policy – Wage Range:** C. Meyer provided an overview of the information included in the
3 packet, noting with the exception of the recent Executive Director wage range change, that staff wages
4 have not been updated since December 2018. This wage range change would not change current
5 payroll, but would allow future salary increases based on merit. It was confirmed that no one on staff is
6 at the lower end of the current range due to the labor market. P. Carbee suggested that going forward
7 the organization use COLA to adjust individual employee salaries and the wage range. There was
8 concern about locking in future changes that bind future Executive Committees and it was suggested
9 that COLA be reviewed annually by Executive Committee and Executive Director to make future
10 adjustments. It was also suggested to flag annual review in Executive Committee Rules of Procedure.
11 There was also clarification that the VAPDA wage range included in the memo is based on an actual
12 salary survey.
13

14 *P. Carbee moved to adopt the revised wage schedule for existing staff descriptions; seconded by J.*
15 *D’Amico. Motion carried.*
16

17 **Adjourn**

18 *P. Carbee moved to adjourn at 5:25 pm; L. Cattaneo seconded. Motion carried.*
19

20 Respectfully submitted,
21 Nancy Chartrand, Office Manager
22

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee Special Meeting
Draft MINUTES
March 14, 2023 Meeting

Present:

<input type="checkbox"/> Peter Carbee	<input type="checkbox"/> Vacant	<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

Guests: George Clain, Barre Town Representative

Call to Order: Chair Lotspeich called the meeting to order at 6:16 pm and a quorum was present.

Adjustments to the Agenda: None

Public Comment: None

Committee Vacancies: Chair Lotspeich and Christian Meyer noted that George Clain had offered to serve on the Nominating Committee and that he would be the second member on the committee from Barre Town. Lotspeich also advised that Peter Carbee is interested on being on the committee and that Michael Gray would be willing to serve. Lee Cattaneo stated he was in support on a second member of the Executive Committee being on the Nominating Committee.

Lee Cattaneo moved to recommend Peter Carbee for the Nominating Committee to the Board of Commissioners. Jerry D'Amico seconded and noted this would allow for there not to be two members from Barre. Vote was called and motion carried.

Chair Lotspeich advised Clain if he was still interested he could be nominated from the floor at the Board meeting.

Bylaw Text Correction: Chair Lotspeich directed the Committee to the information in the packet which outlines a text correction to the Bylaws. Discussion ensued as to whether a motion was necessary or not to bring the recommendation to the Board, and it was concluded it was.

Lee Cattaneo moved that the Executive Committee recommend a change to the Bylaws Section 1003: Amendments to the Bylaws, Subsection D to the Board of Commissioners. Janet Shatney seconded. Motion carried.

Adjourn: *Lee Cattaneo moved to adjourn at 6:30 pm; seconded by Janet Shatney. Motion carried*

Respectfully submitted,
Nancy Chartrand, Office Manager

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
Draft MINUTES - Emergency Meeting
March 28, 2023

Present:

<input checked="" type="checkbox"/> Peter Carbee	<input type="checkbox"/> Vacant	<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

Call to Order: Chair Lotspeich called the meeting to order at 4:02 pm and a quorum was present.

Adjustments to the Agenda: None

Public Comment: None

Bank Account Openings: Christian Meyer briefed the Executive Committee on the security breach to the CVRPC email and his fear that sensitive information could have been exposed. CVRPC has moved to restrict most accounts and increase security on others, ultimately the safest course forward will be to move existing funds into new accounts. The CVRPC Financial Management Policy requires the Executive Committee authorize staff to open any new accounts.

Janet Shatney moved to authorize staff to open new accounts at Community National Bank, Northfield Savings Bank, North Country Federal Credit Union, Green Mountain Credit Union, and Union Bank to replace existing accounts. Peter Carbee seconded the motion. The motion carried.

Christian noted that the old checking account with Community National Bank that has been restricted since the unauthorized activity in May 2022 should be closed at this time.

Michael Gray moved to close the old checking account. Jerry D'Amico seconded the motion. The motion carried.

Lee Cattaneo moved to adjourn. Peter Carbee seconded the motion. Meeting adjourned at 4:16 pm.

Respectfully submitted

Christian Meyer
Executive Director



BOARD OF COMMISSIONERS

April 11, 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 Legislative Update – Karen Horn, VLCT Public Policy & Advocacy

7:05 Nominations Committee Report, Initial Slate for Executive Committee

7:15 Appointment for Vacant Executive Committee Seat³

7:20 CVRPC Bylaws Amendment (enclosed)³ Possible adoption of bylaw amendment. 60% of Commissioners (14) must be present and voting in favor for amendment to pass.

7:30 Nominating Rules of Procedure (enclosed)³

7:40 CEDS Status and Next Steps to Consider – Jon Ignatowski

7:50 Connectivity and Food Assets in Central Vermont Communities – Sam Lash

8:15 Minutes (enclosed)³

8:20 Reports (enclosed)³

Update/questions on Staff and Committee Reports

8:30 Adjourn

Next Meeting: May 9, 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.