



Note change
of day

EXECUTIVE COMMITTEE

Tuesday, January 2, 2024 @ 4:00 pm

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>.

Persons with disabilities who require assistance or alternate arrangements to participate 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 (Action - enclosed) ³
16	4:25	Contract/Agreement Authorization (Action - enclosed) ³
20	4:45	FY25 Nominating Committee (Action – enclosed) ³ recommend a slate to the Board
22	5:00	Meeting Minutes – 12/4/23 (Action - enclosed) ³
24	5:05	Commission Meeting Agenda (Action - enclosed) ³
	5:15	Adjourn

Next Meeting: February 5, 2024

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

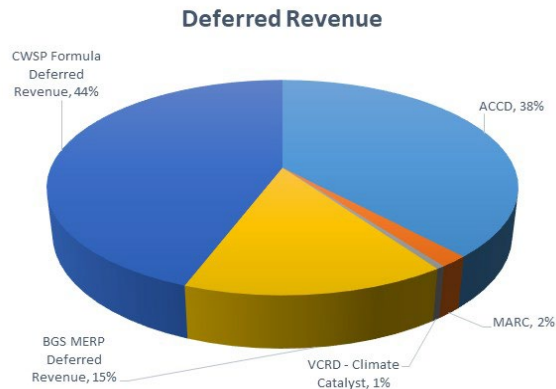
Date: December 21, 2023,
To: Executive Committee
From: The Ijaz Group, Contracted Accountant
Re: Financial Report as of 11/30/2023

☒ **ACTION REQUESTED:** Accept November 30, 2023, unaudited financial reports.

FY24 Summary: CVRPC's FY24 surplus is \$142,138 as of November 30th, 2023. The fiscal year-to-date surplus is higher than budget primarily due of retention of FY24 Town Dues. In FY23, CVRPC had a YTD surplus of \$58,744 through November 30th, 2022.

Balance Sheet

- **Assets** – Billing is substantially complete through 11/30/2023. Aging receivables are at \$635,697. Operating cash is \$65,730, whereas the Savings and CD balance is \$444,126 and Union Bank including Sweep balance is \$352,550 totaling the cash balance to \$862,406. CVRPC works to maintain at least \$100,000 in operating funds for cash flow purposes and its currently lower than the target due to an increase in the receivable balance. Some of these balances were received in December so the balance will be higher for December.
- **Current Liabilities** –
 - CVRPC maintained an average payable balance of \$11,236.
 - Accrued vacation and compensatory time balances are \$12,648 and \$2,602 respectively.
 - ACCD Deferred Income for FY24 stands at \$300,659. Other Deferred Income consists of MARC Brownfields \$13,267, VCRD – Climate Catalyst \$4,000, BGS MERP \$120,000 and CWSP Formula \$348,717.



- *Equity* – Equity is assets minus liabilities – the company's value. CVRPC's Total Equity as of 11/30/2023 is \$695,800 and it was \$573,444 and \$605,758 on the same date in 2022 and 2021, respectively.
- *Surplus* of \$142,138 reflects retainage of some Town Dues earned in July 2023.

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

In reviewing Income and expenses through 11/30/2023, 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 11/30 is 41.67%.

- *Income* – Total revenue stands at 31% earned, lower than the benchmark which is primarily due to underperformance in the most significant revenue categories of Transportation and Natural resources.
- *Expenses* – Total expenses stand at 28%, about 14% below the benchmark. Wages, CVRPC's most significant expense, is also under budget at 30% of the budget.

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

Central Vermont Regional Planning Commission
01/02/24 Exec. Comm. Balance Sheet

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As of November 30, 2023

Nov 30, 2023**ASSETS****Current Assets****Checking/Savings**

1004 · Community National Bank (4001)	947.21
1010 · Northfield Savings (5839)	240,247.79
1012 · Community National Bank (1801)	64,783.27
1016 · NCFCU - Reserve CD (1002)	203,332.29
1018 · NCFCU - Savings	83.53
1025 · GMCU Savings - 335	462.02
1026 · Union Bank (4794)	250,256.85
1027 · Union Bank ICS Clearing (4794)	102,293.36

Total Checking/Savings	862,406.32
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Accounts Receivable

1200 · Accounts Receivable	635,697.29
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Total Accounts Receivable	635,697.29
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Other Current Assets

1020 · Undeposited Funds	1,349.29
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Total Other Current Assets	1,349.29
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Total Current Assets	1,499,452.90
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Fixed Assets

1501 · Equipment	47,030.18
1502 · Equipment - Accum. Depreciation	-43,299.18
1505 · Leasehold Improvements	2,597.07
1510 · Lease Asset - Facility	335,121.56
1511 · Lease Asset - Acc. Dep	-58,646.28

Total Fixed Assets	282,803.35
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Other Assets

1301 · Prepaid Expenses	15,725.99
1320 · Deposits	4,415.00

Total Other Assets	20,140.99
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TOTAL ASSETS	1,802,397.24
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LIABILITIES & EQUITY**Liabilities****Current Liabilities****Accounts Payable**

2000 · Accounts Payable	11,236.39
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Total Accounts Payable	11,236.39
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Other Current Liabilities

2102 · Accrued Vacation	12,647.68
2103 · Accrued Compensatory Time	2,602.41
2104 · Accrued 457 Retirement	1,180.38
2105 · Accrued Interest Payable	1,218.81
2200 · Deferred Income	

2201 · ACCD	
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2214 · Housing Navigator	27,272.00
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As of November 30, 2023

Nov 30, 2023

2217 · Pandemic Response	57,523.59
2219 · RPC Annual - FY24	215,863.33
Total 2201 · ACCD	300,658.92
2225 · MARC	13,266.67
2240 · VCRD - Climate Catalyst	4,000.00
2245 · BGS MERP Deferred Revenue	120,000.00
2250 · CWSP Formula Deferred Revenue	348,717.24
Total 2200 · Deferred Income	786,642.83
2302 · State withholding	6.64
2304 · Dependent Care Deductions	-0.10
2306 · Pension Liability- Edward Jones	2,871.07
2309 · Lease Liability - Facility	288,190.58
Total Other Current Liabilities	1,095,360.30
Total Current Liabilities	1,106,596.69
Total Liabilities	1,106,596.69
Equity	
3100 · Unrestricted Net Position	444,974.11
3300 · Invested in Fixed Assets	11,191.60
3900 · Retained Earnings	97,497.18
Net Income	142,137.66
Total Equity	695,800.55
TOTAL LIABILITIES & EQUITY	1,802,397.24

Central Vermont Regional Planning Commission

A/R Aging Summary

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	As of November 30, 2023						
	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
Addison County Regional Commission							
RES Update	-	3,441.11	-	1,035.79	715.64	5,192.54	Invoice Sent on 11/14
Total Addison County Regional Commission	-	3,441.11	-	1,035.79	715.64	5,192.54	
Preservation Trust of Vermont, Inc	-	-	-	-	-	-	
Building and General Services (BGS)							
Municipal Energy Resilience	3,236.00	2,768.38	-	-	-	6,004.38	Quarterly Invoicing - Sep Quarter invoice sent on 11/02
Total Building and General Services	3,236.00	2,768.38	-	-	-	6,004.38	
Vermont Council on Rural Development.							
Community Visits	69.23	423.78	-	-	1,484.45	1,977.46	
Total Vermont Council on Rural Development	69.23	423.78	-	-	1,484.45	1,977.46	
ACCD Parent							
ACCD	-	-	-	20,983.35	0.10	20,983.45	FY23 Retainage Invoice
ACCD 21	-	-	-	-	-	-	
ACCD 22	-	-	-	-	0.01	0.01	
Total ACCD Parent	-	-	-	20,983.35	0.11	20,983.46	
USDA Rural Development							
RBDG Plainfield Co-op	78.75	2,262.25	-	96.96	20,575.25	23,013.21	Quarterly Invoicing - Sep Quarter invoice sent on 11/02
Total USDA Rural Development	78.75	2,262.25	-	96.96	20,575.25	23,013.21	
Administration							
Administration	-	-	-	-	-	-	
Total Administration	-	-	-	-	-	-	
Barre City							
Housing Infill Study	1,144.80	106.61	-	-	-	1,251.41	Milestone Invoicing
Barre City LHMP 23	119.50	481.64	-	-	-	601.14	Milestone Invoicing
Total Barre City	1,264.30	588.25	-	-	-	1,852.55	
Berlin	-	-	-	-	-	-	
Calais							
Kent Hill BRIC	-	95.60	-	-	-	95.60	Quarterly Invoicing - Sep Quarter invoice sent on 10/23
Total Calais	-	95.60	-	-	-	95.60	
CCRPC							
Clean Water							
TBP Implement	2,817.18	2,277.56	-	-	-	5,094.74	Quarterly Invoicing - Sep
TBP Planning	674.44	1,253.14	-	-	-	1,927.58	Quarter invoice sent on 10/27

Central Vermont Regional Planning Commission

A/R Aging Summary

	As of November 30, 2023					TOTAL	Notes
	Current	1 - 30	31 - 60	61 - 90	> 90		
Total Clean Water	3,491.62	3,530.70	-	-	-	7,022.32	Quarter Invoice sent on 10/27
Total CCRPC	3,491.62	3,530.70	-	-	-	7,022.32	
CVFiber - Fee for Service							
CVF - Admin	148.21	-	-	-	-	148.21	Monthly Invoicing - This is from November Invoice
Total CVFiber - Fee for Service	148.21	-	-	-	-	148.21	
Department of Environmental Conservation							
CWSP Formula							
Administrative	2,913.66	-	-	-	-	2,913.66	Quarterly Invoicing - Sep Quarter invoice sent on 10/27
Total CWSP Formula	2,913.66	-	-	-	-	2,913.66	
Upper Winooski							
Calais Moscow Woods	295.88	-	-	-	26.66	322.54	
Woodbury Elem	106.61	-	-	-	-	106.61	
Total Upper Winooski	402.49	-	-	-	26.66	429.15	
CWSP Start-up							
O&M Start-up Activities	754.40	-	-	-	-	754.40	
Implementation Prep	6,519.49	-	-	-	-	6,519.49	Monthly Invoicing - Oct Invoice sent on 12/11
Total CWSP Start-up	7,273.89	-	-	-	-	7,273.89	
Moretown Elem SW Final Design	-	-	-	-	0.03	0.03	
Plainfield Gully Construction	-	22,475.90	-	-	-	22,475.90	This is from last 10% invoice
Total Department of Environmental	10,590.04	22,475.90	-	-	26.69	33,092.63	
Department of Public Safety							
VDH							
Hot Weather Emergency	335.36	-	-	-	-	335.36	Milestone Invoicing
Total VDH	335.36	-	-	-	-	335.36	
EMPG							
Technical Assistance	8,862.92	-	-	-	-	8,862.92	
Response	109.37	-	-	-	-	109.37	
REMC	764.82	-	-	-	-	764.82	Quarterly Invoicing - Sep Quarter invoice sent on 10/27
LEMP	210.04	-	-	-	-	210.04	
Total EMPG	9,947.15	-	-	-	-	9,947.15	
EMPG Supplemental							
WiFi	-	-	-	-	(0.01)	(0.01)	
Total EMPG Supplemental	-	-	-	-	(0.01)	(0.01)	
Total Department of Public Safety	10,282.51	-	-	-	(0.01)	10,282.50	
DPS MOA							

Central Vermont Regional Planning Commission

A/R Aging Summary

	As of November 30, 2023						
	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
July 9, 2023 Event	-	-	-	21.17	18,798.42	18,819.59	Invoice sent on 10/23
Total DPS MOA	-	-	-	21.17	18,798.42	18,819.59	
EMPG							
EMPG 21							
Technical Assistance	-	-	-	-	0.01	0.01	
Total EMPG 21	-	-	-	-	0.01	0.01	
EMPG - Other	-	-	-	-	(0.04)	(0.04)	
Total EMPG	-	-	-	-	(0.03)	(0.03)	
Friend of the Winooski River							
Water Wise Woodlands	-	-	-	-	3,752.32	3,752.32	
Total Friend of the Winooski River	-	-	-	-	3,752.32	3,752.32	
Lamoille County PC							
Flood Bylaw	239.87	-	-	-	-	239.87	This is from November
Health Equity							
Projects	-	-	-	256.41	263.66	520.07	
Toolkit	-	303.94	-	378.09	258.22	940.25	Quarterly Invoicing - Sep
Total Health Equity	-	303.94	-	634.50	521.88	1,460.32	Quarter invoice sent on 10/27
Lamoille County PC - Other	-	-	-	-	(2.25)	(2.25)	
Total Lamoille County PC	239.87	303.94	-	634.50	519.63	1,697.94	
Montpelier							
VOREC	-	-	-	-	-	-	
Montpelier - Other	-	-	-	-	10,738.42	10,738.42	Town Dues
Total Montpelier	-	-	-	-	10,738.42	10,738.42	
Mount Ascutney Regional Commission							
Brownfields	-	-	50,000.00	-	49,000.00	99,000.00	Initial and FY24 Advance
DIBG - Barre Auditorium SW Design	3,877.50	-	-	-	-	3,877.50	Monthly Invoicing - Oct Invoice sent on 11/20
DIBG - Moretown School SW Implementation	160,387.22	-	76,445.87	72,020.95	-	308,854.04	Monthly Invoicing - Oct Invoice sent on 11/20
Total Mount Ascutney Regional Commission	164,264.72	-	126,445.87	72,020.95	49,000.00	411,731.54	
Northwest Regional Comm'n							
Municipal Grants in Aid							
FY23 Equipment	-	-	-	-	79.22	79.22	
FY22 Equipment	-	-	-	-	203.65	203.65	Invoice sent on 12/11
Total Municipal Grants in Aid	-	-	-	-	282.87	282.87	
NBRC Grant Admin							
CVTA - NBRC21GVT11	-	-	-	69.23	349.43	418.66	
Total NBRC Grant Admin	-	-	-	69.23	349.43	418.66	
Total Northwest Regional Comm'n	-	-	-	69.23	632.30	701.53	

Central Vermont Regional Planning Commission

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A/R Aging Summary

As of November 30, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
Orange							
MPM Sidewalks Design	353.05	47.81	-	-	-	400.86	
LHMP	-	-	-	-	9,468.27	9,468.27	
Total Orange	353.05	47.81	-	-	9,468.27	9,869.13	
Rutland Regional Comm'n							
604b	3,339.92	194.72	-	-	26.66	3,561.30	Invoice sent on 12/15
Total Rutland Regional Comm'n	3,339.92	194.72	-	-	26.66	3,561.30	
Two Rivers Ottauquechee Comm'n							
MTAP							
TRORC MTAP Woodbury	275.00	-	-	-	-	275.00	
TRORC MTAP Middlesex	282.86	-	-	-	-	282.86	
TRORC MTAP Duxbury	91.67	-	-	-	-	91.67	
TRORC MTAP Cabot	366.66	-	-	-	-	366.66	
TRORC MTAP Barre City	91.67	-	-	-	-	91.67	
TRORC MTAP Worcester	687.49	1,052.57	-	-	-	1,740.06	Monthly Invoicing - October invoice sent on 11/20
TRORC MTAP Washington	569.64	252.09	-	-	-	821.73	
TRORC MTAP Roxbury	320.83	572.92	-	-	-	893.75	
TRORC MTAP Plainfield	1,259.75	389.59	-	-	-	1,649.34	
Total MTAP	3,945.57	2,267.17	-	-	-	6,212.74	
Total Two Rivers Ottauquechee Cor	3,945.57	2,267.17	-	-	-	6,212.74	
VAPDA_	-	-	-	-	500.00	500.00	
VTrans							
TPI							
TPI Special Bike/Ped	908.24	-	-	-	0.03	908.27	
TPI Planning	3,527.18	-	5,888.28	1,502.97	2,979.22	13,897.65	
TPI Data Collect/Manage	3,760.44	-	4,386.39	2,778.62	1,151.41	12,076.86	
TPI Admin	8,166.59	-	4,783.72	1,703.99	3,275.35	17,929.65	
TPI Coordination	2,881.15	-	1,596.98	1,143.09	2,461.61	8,082.83	Monthly Invoicing - October invoice sent on 11/22
TPI MRGP Support	408.71	-	64.54	-	-	473.25	
TPI Project Develop	43.03	-	43.03	234.40	21.73	342.19	
Total TPI	19,695.34	-	16,762.94	7,363.07	9,889.35	53,710.70	
VTrans - Other	-	-	-	-	(0.43)	(0.43)	
Total VTrans	19,695.34	-	16,762.94	7,363.07	9,888.92	53,710.27	
Waitsfield							
Waitsfield LHMP 23	1,314.54	-	-	-	-	1,314.54	Milestone Invoicing
Total Waitsfield	1,314.54	-	-	-	-	1,314.54	
Warren	-	-	-	-	2,629.41	2,629.41	Town Dues
Washington	-	-	-	-	(0.50)	(0.50)	
Waterbury							

A/R Aging Summary

As of November 30, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
Waterbury LHMP 23	794.23	-	-	-	-	794.23	Milestone Invoicing
Total Waterbury	794.23	-	-	-	-	794.23	
TOTAL	223,107.90	38,399.61	143,208.81	102,225.02	128,755.95	635,697.29	

Paid Time Off Liability Balances

As of 12/01/2023

COMPENSATORY TIME

Employee	Wage Rate	Hours	Current Value	Maximum Hours ¹	Maximum Accrual ¹
Chartrand, N.	27.76	6.75	\$ 187.38		
Cubbon, K.	25.48	0.25	\$ 6.37		
Frasca, Lincoln	24.28	1.50	\$ 36.42		
Lash, S.	25.48	19.75	\$ 503.23		
Meyer, C.	48.08	27.50	\$ 1,322.20		
			\$ -		
Toohey, E.	28.85	0.00	\$ -		
Voigt, B.	33.65	16.25	\$ 546.81		
		72.00	\$ 2,602.41		

SICK LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Chartrand, N.	27.76	254.15	\$ 7,055.20	270	\$ 7,495.20
Cubbon, Keith	25.48	93.82	\$ 2,390.53	134.69	\$ 3,431.90
Frasca, Lincoln	24.28	14.66	\$ 355.94	43.91	\$ 1,066.13
Lash, S.	25.48	108.59	\$ 2,766.87	164.21	\$ 4,184.07
Meyer, C.	48.08	56.32	\$ 2,707.87	259.00	\$ 12,452.72
			\$ -		\$ -
Toohey, E.	28.85	14.02	\$ 404.48	29.52	\$ 851.65
Voigt, B.	33.65	121.41	\$ 4,085.45	159.78	\$ 5,376.60
		662.97	\$ 19,766.34	1,061	\$ 34,858.28

VACATION LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Chartrand, N.	27.76	102.99	\$ 2,859.00	150	\$ 4,164.00
Cubbon, K.	25.48	62.95	\$ 1,603.97	112.06	\$ 2,855.29
Frasca, Lincoln	24.28	13.03	\$ 316.37	36.53	\$ 886.95
Lash, S.	25.48	27.01	\$ 688.21	136.62	\$ 3,481.08
Meyer, C.	48.08	73.13	\$ 3,516.09	200	\$ 9,616.00
			\$ -	160	\$ -
Toohey, E.	28.85	24.56	\$ 708.56	24.56	\$ 708.56
Voigt, B.	33.65	87.83	\$ 2,955.48	132.94	\$ 4,473.43
		391.50	\$ 12,647.68	953	\$ 26,185.30

SUMMARY

	<u>Current</u>	<u>Maximum</u>
Total Paid Time Off Liability	\$ 35,016.43	\$ 63,645.99
Maximum versus Current Difference	\$ 28,629.56	Percent of Max 55%

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).

01/02/24 Exec. Comm Profit & Loss Budget vs. Actual

July through November 2023

	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · ACCD				
4101 · ACCD Direct	212,696.77	492,273.00	(279,576.23)	43.21%
Total 4100 · ACCD	212,696.77	492,273.00	(279,576.23)	43.21%
4200 · Community Development				
4220 · MARC Brownfields	66,162.21	50,000.00	16,162.21	132.32%
4230 · NBRC Grant Admin	418.66	3,700.00	(3,281.34)	11.32%
4247 · LCPC- Health Equity	1,460.32	21,500.00	(20,039.68)	6.79%
4248 · LCPC - Flood Bylaw	239.87	8,500.00	(8,260.13)	2.82%
4249 · VCRD	4,493.01	7,500.00	(3,006.99)	59.91%
4251 · TRORC	9,953.11	-	9,953.11	100.00%
4252 · ACRPC	5,192.54	-	5,192.54	100.00%
4200 · Community Development - C	-	14,000.00	(14,000.00)	0.00%
Total 4200 · Community Development	87,919.72	105,200.00	(17,280.28)	83.57%
4300 · Fee for Services				
4302 · Cross VT Trail	-	1,200.00	(1,200.00)	0.00%
4304 · GIS Mapping	-	300.00	(300.00)	0.00%
4308 · WBRD Admin	2,000.00	5,000.00	(3,000.00)	40.00%
4315 · CVFiber	635.18	2,400.00	(1,764.82)	26.47%
4345 · Calais	1,619.60	998.00	621.60	162.29%
Total 4300 · Fee for Services	4,254.78	9,898.00	(5,643.22)	42.99%
4400 · Municipal Contracts				
4431 · BC Road Erosion Inventory	-	818.00	(818.00)	0.00%
4470 · Town of Orange	979.29	-	979.29	100.00%
4471 · BGS - Municipal Energy	16,003.84	54,179.00	(38,175.16)	29.54%
4472 · MPM Sidewalks Design	400.86	-	400.86	100.00%
4473 · LHMP 23	2,709.91	-	2,709.91	100.00%
4474 · Housing Infill Study	1,251.41	-	1,251.41	100.00%
4400 · Municipal Contracts - Other	4,915.75	3,500.00	1,415.75	140.45%
Total 4400 · Municipal Contracts	26,261.06	58,497.00	(32,235.94)	44.89%
4500 · Natural Resources				
4501 · 604B Water Planning	3,561.30	5,181.00	(1,619.70)	68.74%
4516 · Tactical Basin Planning	17,685.81	19,900.00	(2,214.19)	88.87%
4519 · MARC Design Imp. Block Gr	313,078.02	326,514.00	(13,435.98)	95.89%
4522 · MARC Barre Auditorium SWI	2,570.30	37,793.00	(35,222.70)	6.80%
4530 · DEC Plainfield Gully	20,329.64	38,893.00	(18,563.36)	52.27%
4535 · DEC CWSP Start-up	14,058.92	102,082.00	(88,023.08)	13.77%
4545 · DEC CWSP Formula	8,391.45	1,040,947.00	(1,032,555.55)	0.81%
4565 · DEC Calais Moscow Woods	322.54	-	322.54	100.00%
4570 · Upper Winooski-Woodbury (-	211,479.00	(211,479.00)	0.00%
4575 · DEC Upper WinooskiWoodb	106.61	-	106.61	100.00%
Total 4500 · Natural Resources	380,104.59	1,782,789.00	(1,402,684.41)	21.32%
4600 · Public Safety				
4602 · EMPG	29,396.61	58,375.00	(28,978.39)	50.36%
4611 · VEM Emergency Operation M	-	600.00	(600.00)	0.00%
4630 · RRPC ARPA	143.42	2,526.00	(2,382.58)	5.68%
4635 · July 9, 2023 Event	18,819.59	-	18,819.59	100.00%
4645 · VDH	335.36	-	335.36	100.00%
Total 4600 · Public Safety	48,694.98	61,501.00	(12,806.02)	79.18%
4700 · Town Dues (Parent)				
4701 · Town Dues	86,984.66	86,985.00	(0.34)	100.00%
Total 4700 · Town Dues (Parent)	86,984.66	86,985.00	(0.34)	100.00%

01/02/24 Exec. Comm. Profit & Loss Budget vs. Actual

July through November 2023

	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
4800 · Transportation				
4803 · Grants in Aid	-	200.00	(200.00)	0.00%
4804 · TPI	52,627.75	290,848.00	(238,220.25)	18.10%
4800 · Transportation - Other	-	16,667.00	(16,667.00)	0.00%
Total 4800 · Transportation	52,627.75	307,715.00	(255,087.25)	17.10%
4900 · Other Income				
4901 · Interest Income	3,237.90	1,600.00	1,637.90	202.37%
4905 · Dividend Income	2,125.60	372.00	1,753.60	571.40%
Total 4900 · Other Income	5,363.50	1,972.00	3,391.50	271.98%
Total Income	904,907.81	2,906,830.00	(2,001,922.19)	31.13%
Gross Profit	904,907.81	2,906,830.00	(2,001,922.19)	31.13%
Expense				
5000 · Wages and Fringe Benefits				
5001 · Personnel	188,779.36	629,367.00	(440,587.64)	30.00%
5100 · Fringe Benefits				
5101 · FICA	14,936.99	48,423.00	(33,486.01)	30.85%
5110 · Health Insurance	44,994.50	172,429.00	(127,434.50)	26.10%
5112 · Dental Insurance	1,764.23	8,107.00	(6,342.77)	21.76%
5115 · Life Disability Insurance	1,570.59	4,375.00	(2,804.41)	35.90%
5118 · PTO/Comp Accrual	2,307.82	3,835.00	(1,527.18)	60.18%
5120 · Pension Plan - Edward Jon	7,447.73	20,092.00	(12,644.27)	37.07%
5130 · Unemployment Insurance	486.00	900.00	(414.00)	54.00%
5135 · Worker's Comp	2,157.75	3,480.00	(1,322.25)	62.00%
Total 5100 · Fringe Benefits	75,665.61	261,641.00	(185,975.39)	28.92%
Total 5000 · Wages and Fringe Benef	264,444.97	891,008.00	(626,563.03)	29.68%
5200 · Professional Services				
5201 · Accounting	25,000.00	60,000.00	(35,000.00)	41.67%
5202 · Audit	18,400.00	18,000.00	400.00	102.22%
5203 · IT/Computer	3,434.00	4,300.00	(866.00)	79.86%
5204 · Legal	-	3,500.00	(3,500.00)	0.00%
5200 · Professional Services - Othe	747.92	-	747.92	100.00%
Total 5200 · Professional Services	47,581.92	85,800.00	(38,218.08)	55.46%
5305 · Advertising	1,313.89	3,600.00	(2,286.11)	36.50%
5315 · Consultants	402,108.99	1,618,269.00	(1,216,160.01)	24.85%
5320 · Depreciation expense	1,430.45	4,500.00	(3,069.55)	31.79%
5325 · Copy				
5326 · Copier extra copies	223.96	1,000.00	(776.04)	22.40%
5327 · Copier Lease Payments	750.21	600.00	150.21	125.04%
Total 5325 · Copy	974.17	1,600.00	(625.83)	60.89%
5330 · Supplies				
5331 · Equipment/Furniture	697.49	9,600.00	(8,902.51)	7.27%
5332 · GIS Supplies	-	500.00	(500.00)	0.00%
5333 · Office Supplies	830.59	3,000.00	(2,169.41)	27.69%
5334 · Billable Supplies	8,800.07	5,000.00	3,800.07	176.00%
5335 · Subscriptions/Publications	80.00	1,698.00	(1,618.00)	4.71%
Total 5330 · Supplies	10,408.15	19,798.00	(9,389.85)	52.57%
5344 · Insurance				
5345 · Liability Insurance	374.00	1,600.00	(1,226.00)	23.38%
5346 · Public Officials Insurance	1,461.25	3,507.00	(2,045.75)	41.67%
Total 5344 · Insurance	1,835.25	5,107.00	(3,271.75)	35.94%
5350 · Meetings/Programs	2,199.81	4,970.00	(2,770.19)	44.26%
5355 · Postage	843.26	1,000.00	(156.74)	84.33%

Profit & Loss Budget vs. Actual

July through November 2023

	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
5360 · Dues/Memberships/Sponsorships				
5361 · Government Relations	1,090.90			
5360 · Dues/Memberships/Sponsor	2,525.35	11,545.00	(9,019.65)	21.87%
Total 5360 · Dues/Memberships/Spor	3,616.25	11,545.00	(7,928.75)	31.32%
5370 · Office Occupancy				
5310 · Cleaning	990.00	3,540.00	(2,550.00)	27.97%
5371 · Rent/Utility Payments	17,659.75	42,383.00	(24,723.25)	41.67%
5370 · Office Occupancy - Other	-	200.00	(200.00)	0.00%
Total 5370 · Office Occupancy	18,649.75	46,123.00	(27,473.25)	40.44%
5375 · Software/Licenses/IT Sub	1,843.95	9,746.00	(7,902.05)	18.92%
5385 · Telephone/Internet	3,127.32	7,080.00	(3,952.68)	44.17%
5390 · Travel	2,429.88	13,262.00	(10,832.12)	18.32%
5990 · Interest Expense	0.71	50.00	(49.29)	1.42%
5999 · Miscellaneous Expenses				
5339 · Gifts	82.43	350.00	(267.57)	23.55%
5380 · Fees				
5382 · Bank Fees	(155.70)	-		
5383 · DRRR Fees	9.00	-		
5380 · Fees - Other	25.70	630.00	(604.30)	4.08%
Total 5380 · Fees	(121.00)	630.00	(751.00)	-19.21%
5999 · Miscellaneous Expenses - O	-	100.00	(100.00)	0.00%
Total 5999 · Miscellaneous Expenses	(38.57)	1,080.00	(1,118.57)	-3.57%
8000 · Indirect Costs	-	-		
Total Expense	762,770.15	2,724,538.00	(1,961,767.85)	28.00%
Net Ordinary Income	142,137.66	182,292.00	(40,154.34)	77.97%
Net Income	142,137.66	182,292.00	(40,154.34)	77.97%



MEMO

Date: December 26, 2023
 To: Executive Committee
 From: Christian Meyer, Executive Director
 Re: Contract/Agreement Approvals

GRANTS, CONTRACTS & SERVICE AGREEMENTS RECEIVED

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

****Please note that each contract name is also a URL link to the contract and there is also a numbered appendix of all contracts on the server along with the meeting packet**

[MARC - Moretown Elementary School & Town Office Stormwater Implementation Amendment #2**](#)

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

The purpose of this amendment is to increase the amount of the award to \$421,061 to account for higher than estimated construction costs and extend the end date to 1 July 2024. The Scope of Work remains the same.

Funding:

Original Grant Amount: \$333,698

Amended Contract Amount: \$421,061

Match Amount: \$16,937

Match Source: Town of Moretown & Moretown Elementary School

Performance Period: 2/22/2022 – 7/1/2024

Staff: Brian Voigt

[Department of Environmental Conservation – Upper Winooski Stormwater Mitigation Projects Amendment #1**](#)

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

The purpose of this amendment is to extend the end date to 6 December 2024. The Scope of Work remains the same.

Purpose: The purpose of this project is to reduce phosphorus and sediment transport to the Kingsbury Branch of the Winooski River by capturing sediment and decreasing the amount of stormwater discharging to an eroding gully, as well as minimize operation and maintenance needs of the project.

Scope of Work: The project will manage stormwater runoff from impervious surfaces at the Woodbury School, East Calais Post Office and Moscow Woods Road and stabilize a gully below the Moscow Woods Road using bioengineering techniques.

Funding:

Original Grant Amount: \$445,287.85 (federal)

Match Amount: \$0

Match Source: N/A

Performance Period: 11/07/2022—12/01/2023 11/07/2022 – 12/06/2024

Staff: Brian Voigt, Lincoln Frasca

Notes: The project is divided into three parts: Part A – Woodbury School stormwater management project, Part B – East Calais Post Office, and Part C—the Moscow Woods Road gully.

CONTRACTS ISSUED

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

Vermont Land Trust – John Fowler Road Berm Removal Preliminary Design – Marshfield - Addendum 1A1**

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign the Amendment to the Master Agreement (2023-13).

Scope of Work: Funding will be provided to Vermont Land Trust to support the development of a preliminary engineering design (30% design) for a berm removal project along the Winooski River in Marshfield. Specific activities include:

1. Initiate project and issue a Request for Proposals to identify a contractor;
2. Develop a conceptual site plan;
3. Host one (or more) stakeholder meetings;
4. Engage DEC Programmatic staff;
5. Complete additional assessments required for obtaining necessary permits;
6. Complete a 30% engineering design; and
7. Complete Vermont Department of Historic Preservation preliminary project review.

Funding: \$44,603.57

Performance Period: 09/06/2023—03/31/2024 09/06/2023 – 06/01/2024

Staff: Brian Voigt, Lincoln Frasca

Master Agreement for Clean Water Partners – Caledonia County Natural Resources Conservation District**

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign a Master Agreement with the Caledonia County Natural Resources Conservation District for project management services to facilitate water quality improvements as envisioned by [Act 76, the Clean Water Service Delivery Act](#).

Scope of Work: Provide project management services to the CVRPC in its role as the Clean Water Service Provider for the Winooski River Basin overseeing the identification, development, engineering, design and construction, operation, maintenance and inspection of non-regulatory, phosphorous reduction projects.

Funding: Contract Amount: Unknown. Task specific contract addendums will vary in value, and one or more municipalities or organizations may be assigned multiple tasks. Therefore, the final Master Agreement values may range considerably. Staff anticipates task values will range from \$5,000 - \$150,000 on average with 0 – 2 contracts issued per year.

Funding Source: State of Vermont Department of Environmental Conservation.

Term: June 5, 2023 – June 4, 2026

Staff: Brian Voigt (primary), Lincoln Frasca, Christian Meyer

Note: Master Agreements issued by the CVRPC in its role as the Clean Water Service Provider for the Winooski River Basin pre-qualify municipalities and organizations to serve as Clean Water Partners aiding CVRPC in its effort to

achieve its phosphorous-reduction targets specified in the contract with the Department of Environmental Conservation. Per the Rule, the pre-qualification period lasts for three years. CVRPC will open the pre-qualification process at least once per year.

Network Upgrades & Information Technology Managed Service Provider Contract**

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

Scope of Work:

The Contractor will work with the Central Vermont Regional Planning Commission to deprecate the file server, complete network hardware upgrades and serve as the organization's information technology managed service provider.

1. Network hardware bundle upgrade – acquire and configure firewall, add switches and wireless access points, install network cloud controller
2. Microsoft 365 project work – secure Microsoft 365 environment, update licensing, configure email security, assist with creation of shared spaces for cloud-based collaboration and assist with file migration, coordinate Office application upgrades to "Apps for Business"
3. Proactive managed services – workstation & server support, firewall management, Microsoft 365 support, data backup

Funding:

Original Contract Amount: \$115,579.18

Match Amount: \$0

Match Source: N/A

Performance Period: 3 January 2024 – 2 January 2029

Staff: Brian Voigt

Moretown Elementary School & Town Office Stormwater Implementation – Watershed Consulting Amendment #1**

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

The purpose of this contract amendment is to extend the end date to 1 June 2024. The Scope of Work and Contract Amount remain the same.

Funding:

Original Contract Amount: \$28,627.34

Match Amount: \$0

Match Source: N/A

Performance Period: ~~2/22/2022 – 9/30/23~~ 2/22/2022 – 6/1/2024

Staff: Brian Voigt

Moretown Elementary School & Town Office Stormwater Implementation – Poulin Construction Amendment #1**

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

The purpose of this contract amendment is to increase the amount of the award to \$360,899 to account for higher than estimated construction costs and a work order change and extend the end date to 15 May 2024. The scope of work remains the same.

Funding:

Original Contract Amount: \$339,693

Amended Contract Amount: \$360,900

Match Amount: \$16,937

Match Source: Town of Moretown & Moretown Elementary School

Performance Period: 2/22/2022 – 9/30/23-2/22/2022 – 5/15/2024**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**MTAP Statement of Work – Plainfield****

Scope of Work: This zero-value statement of work outlines roles and responsibilities for CVRPC and the participating municipality under the MTAP sub-grant with Two Rivers Ottauquechee Regional Commission. Tasks include:

- Pursue funding or programs to mitigate the economic impacts of the Route 2 VT AOT intersection realignment project and the coinciding closure of the Main Street Bridge.
- Provide municipal stakeholders with assistance soliciting funding to address impacts to the drinking water and wastewater infrastructure related to the Route 2 realignment project.
- Identify local housing partner and funding to support development of new housing.
- Provide technical assistance for the Plainfield Co-op to implement recommendations of the CVRPC sponsored USDA-RD transition study.

Funding: n/a**Performance Period:** n/a**Staff:** Eli Toohey**MTAP Statement of Work – Worcester****

Scope of Work: This zero-value statement of work outlines roles and responsibilities for CVRPC and the participating municipality under the MTAP sub-grant with Two Rivers Ottauquechee Regional Commission. Tasks include:

- Technical support for the procurement and installation of emergency generators for both the Highway Department and municipal office complex.
- Technical support for the installation of a solar array for roof of Office complex to include and the replacement of the old roof
- Technical support for the procurement and installation of a heat pump and solar storage (battery)
- Technical support for the installation of EV chargers at the town offices
- Provide the Worcester Village Water Board with assistance soliciting funding for several needed maintenance project

Funding: n/a**Performance Period:** n/a**Staff:** Eli Toohey

Funding:

Original Contract Amount: \$339,693

Amended Contract Amount: \$360,900

Match Amount: \$16,937

Match Source: Town of Moretown & Moretown Elementary School

Performance Period: 2/22/2022 – 9/30/23-2/22/2022 – 5/15/2024**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)

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- Provide technical assistance for the Plainfield Co-op to implement recommendations of the CVRPC sponsored USDA-RD transition study.

Funding: n/a**Performance Period:** n/a**Staff:** Eli Toohey**MTAP Statement of Work – Worcester****

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- Technical support for the installation of EV chargers at the town offices
- Provide the Worcester Village Water Board with assistance soliciting funding for several needed maintenance project

Funding: n/a**Performance Period:** n/a**Staff:** Eli Toohey



MEMO

Date: December 26, 2023
 To: Executive Committee
 From: Christian Meyer, Executive Director
 Re: Discussion of FY25 Nominating Committee

⊠ ACTION REQUESTED: Recommend a slate for the FY25 Nominating Committee to the Board.

CVRPC's Bylaws charge the Executive Committee with nominating candidates for the Nominating Committee. Nominees shall be submitted at the January Board meeting. A recruitment email has been sent by staff to all Commissioners and Alternates to determine interest in serving on the committee.

The Nominating Committee consists of three (3) Commissioners or Alternate Commissioners. The duties of the Nominating Committee are to 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, and candidates for Standing and Special Committees and Board-appointed representatives to other organizations.

CVRPC's practice has been to disallow a Board member from serving on the Nominating Committee for two consecutive years. The FY24 Nominating Committee consisted of Michael Gilbar, Peter Carbee and Lee Cattaneo. A list of Commissioners and Alternate Commissioners is noted below.

Municipality	Appointed Member
Barre City	Janet Shatney, Sec/Treas Vacant, Alt.
Barre Town	Alice Farrell Vacant, Alt.
Berlin	Robert Wernecke Karla Nuissl, Alt.
Cabot	Brittany Butler
Calais	John Brabant Jan Ohlsson, Alt.
Duxbury	Alan Quackenbush

Municipality	Appointed Member
	David Wendt, Alt.
E. Montpelier	Vacant Clarice Cutler, Alt.
Fayston	Vacant
Marshfield	Vacant
Middlesex	Ron Krauth Mitch Osiecki, Alt
Montpelier	Ariana Kissam Mike Miller, Alt.
Moretown	David Stapleton Joyce Manchester, Alt
Northfield	Royal DeLegge Jeff Schultz, Alt.
Orange	Lee Cattaneo
Plainfield	Paula Emery Bob Atchinson, Alt.
Roxbury	Gerry D'Amico, Chair
Waitsfield	Don La Haye Alice Peal, Alt.
Warren	Alexis Leacock Jennifer Faillace, Alt.
Washington	Peter Carbee, Vice-Chair
Waterbury	Doug Greason
Williamstown	Richard Turner Jacqueline Higgins, Alt.
Woodbury	Michael Gray
Worcester	Bill Arrand

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee Meeting
DRAFT MINUTES
December 4, 2023 Meeting

Present:

☒ Peter Carbee

☐ Paula Emery

☐ Michael Gray

☒ Lee Cattaneo

☒ Alexis Leacock

☒ Janet Shatney

☒ Jerry D'Amico

Staff: Christian Meyer, Nancy Chartrand

Guests: Alice Farrell, Barre Town Representative; Ahsan Ijaz, Ijaz Group; Rick Brigham, Sullivan Powers

Call to Order: Chair D'Amico called the meeting to order at 4:00 pm.

Adjustments to the Agenda: Christian Meyer advised that the CCRPC contract in the memorandum will not be acted on.

Public Comment: None.

Accept Annual Audit: Chair D'Amico introduced Rick Brigham of Sullivan Powers. Rick Brigham provided an overview of the information in the packet, specifically the management discussion and analysis. He advised there were no significant deficiencies or materials weaknesses identified, but there are a couple of recommendations we can work on, as outlined in the discussion. He confirmed he has internal control document examples he can share with staff to assist in updating their current procedures.

Lee Cattaneo moved to accept the 2023 fiscal audit as presented, seconded by Peter Carbee. Motion passed 5-0.

Financial Report

Ahsan Ijaz reviewed the financials for October 2023 as outlined in the packet. There was a discussion on interest income and the need to consolidate our banking in order to capture better interest.

Peter Carbee moved to accept the financials for October 2023, seconded by Lee Cattaneo. Motion passed 5-0.

Contract/Agreement Authorization

Town of Cabot – Local Hazard Mitigation Plan

Peter Carbee moved to authorize the Executive Director to sign the grant agreement, seconded by Lee Cattaneo. Motion passed 5-0.

Agency of Natural Resources – Flood Bylaws Sub-Grant Agreement

Lee Cattaneo moved to authorize the Executive Director to sign the grant agreement, seconded by Janet Shatney. Motion passed 5-0.

1 CCRPC Northwest Vermont Transit Oriented Development (TOD)

2 No action as this contract has not yet been received.

4 Weston & Sampson – Brownfields – 11 North Main Street, Northfield – Amendment #1

5 *Lee Cattaneo moved to authorize the Executive Director to sign the contract amendment, seconded by*
6 *Alexis Leacock. Motion passed 5-0.*

8 Christian Meyer also provided an overview of the FYI contracts in the packet.

10 **Executive Director Evaluation Process:** Christian Meyer provided an overview of the historical process.
11 There was agreement to continue to use the current template. Discussion ensued regarding what is
12 expected of the committee lead in the process. Lexi volunteered to be committee lead and Jerry agreed
13 to assist her.

15 **Meeting Minutes (11/6/23)**

16 *Peter Carbee moved to approve the Executive Committee minutes of 11/6/23, seconded by Lexi Leacock*
17 *Motion passed 5-0.*

19 **Commission Meeting Agenda**

20 Christian Meyer provided an overview of the items on the draft agenda and discussion ensued regarding
21 the time allotments for items.

23 *Janet Shatney moved to accept the agenda, seconded by Peter Carbee. Motion passed 5-0.*

25 **Adjourn**

26 *Lee Cattaneo moved to adjourn at 4:58, seconded by Janet Shatney. Motion carried 5-0.*

28 Respectfully submitted,

30 Nancy Chartrand, Office Manager



BOARD OF COMMISSIONERS

January 9, 2024 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>

Page **AGENDA**

- 6:30² Introductions**
- Adjustments to the Agenda**
- Public Comments**
- 6:35 Open Meeting Law Resolution (Action - enclosed)³**
- 6:40 Election of Nominating Committee (Action - enclosed)³**
- 6:45 CVRPC Clean Water Service Provider Presentation**
- 7:05 Project Review Committee Update**
- 7:15 VAPDA Regional Future Land Use Initiative Update (enclosed)**
- 7:35 CVRPC Act 250 Position (enclosed)**
- 7:55 Flood Recovery & Mitigation Priorities Update (enclosed)**
- 8:10 Minutes (Action - enclosed)³**
- 8:15 Reports (Action - enclosed)³ - Staff and Committee Reports**
- 8:30 Adjourn**

Next Meeting: February 13, 2024

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.