



EXECUTIVE COMMITTEE

February 5, 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 |
| | 4:55 Mid-Year Budget Adjustment (Action - enclosed) ³ |
| 21 | 5:15 Bank Account Update (Action - enclosed) ³ |
| 22 | 5:25 Meeting Minutes – 1/2/24 (Action - enclosed) ³ |
| 25 | 5:30 Commission Meeting Agenda (Action - enclosed) ³ |
| | 5:40 Executive Session (Possible)
1 V.S.A. § 313(a)(3), Personnel ³ |
| | 6:00 Adjourn |

Next Meeting: March 4, 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

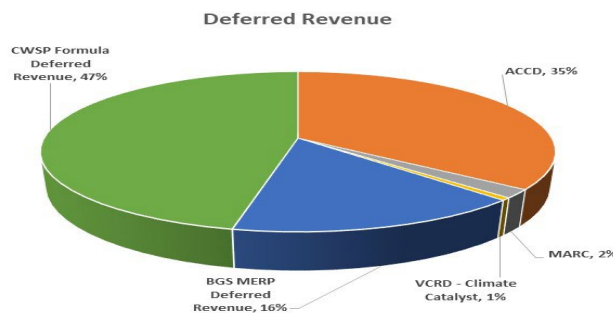
Date: January 18, 2024,
 To: Executive Committee
 From: The Ijaz Group, Contracted Accountant
 Re: Financial Report as of 12/31/2023

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

FY24 Summary: CVRPC's FY24 surplus is \$154,130 through December 31st, 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 \$45,528 through December 31st, 2022.

Balance Sheet

- **Assets** – Billing is substantially complete through 12/31/2023. Aging receivables are at \$557,680. Operating cash is \$79,931, whereas the Savings and CD balance is \$445,998 and Union Bank including Sweep balance is \$352,925 totaling the cash balance to \$878,854. 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 and 65% of the total receivable balance is due from DIBG Moretown School Storm Water.
- **Current Liabilities** –
 - CVRPC maintained an average payable balance of \$18,447.
 - Accrued vacation and compensatory time balances are \$13,100 and \$2,809 respectively.
 - ACCD Deferred Income for FY24 stands at \$263,477. Other Deferred Income consists of MARC Brownfields \$13,038, VCRD – Climate Catalyst \$3,950, BGS MERP \$120,000 and CWSP Formula \$348,717. Total Deferred Revenue is \$749,182.14



- *Equity* – Equity is assets minus liabilities – the company's value. CVRPC's Total Equity as of 12/31/2023 is \$707,793 and it was \$562,227 and \$586,995 on the same date in 2022 and 2021, respectively.
- *Surplus* of \$154,130 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 12/31/2023, 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 12/31 is 50.00%.

- *Income* – Total revenue stands at 35% 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 31%, about 19% below the benchmark. Wages, CVRPC's most significant expense, is also under budget at 35% 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
Exec Comm
Balance Sheet

As of December 31, 2023
Dec 31, 23

ASSETS

Current Assets

Checking/Savings

1004 · Community National Bank (4001)	947.21
1010 · Northfield Savings (5839)	240,552.00
1012 · Community National Bank (1801)	78,984.20
1016 · NCFCU - Reserve CD (1002)	204,900.33
1018 · NCFCU - Savings	83.61
1025 · GMCU Savings - 335	462.14
1026 · Union Bank (4794)	250,265.41
1027 · Union Bank ICS Clearing (4794)	102,659.11

Total Checking/Savings 878,854.01

Accounts Receivable

1200 · Accounts Receivable	557,680.03
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Total Accounts Receivable 557,680.03

Other Current Assets

1020 · Undeposited Funds	44,407.29
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Total Other Current Assets 44,407.29

Total Current Assets 1,480,941.33

Fixed Assets

1501 · Equipment	47,030.18
1502 · Equipment - Accum. Depreciation	(43,585.27)
1505 · Leasehold Improvements	2,597.07
1510 · Lease Asset - Facility	335,121.56
1511 · Lease Asset - Acc. Dep	(58,646.28)

Total Fixed Assets 282,517.26

Other Assets

1301 · Prepaid Expenses	19,115.95
1320 · Deposits	4,415.00

Total Other Assets 23,530.95

TOTAL ASSETS 1,786,989.54

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	18,447.21
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Total Accounts Payable 18,447.21

Other Current Liabilities

2102 · Accrued Vacation	13,100.08
2103 · Accrued Compensatory Time	2,809.36
2104 · Accrued 457 Retirement	1,449.61
2105 · Accrued Interest Payable	1,218.81

2200 · Deferred Income

2201 · ACCD

2214 · Housing Navigator	27,226.17
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Central Vermont Regional Planning Commission
Exec Comm
Balance Sheet

As of December 31, 2023

Dec 31, 23

2217 · Pandemic Response	53,637.33
2219 · RPC Annual - FY24	182,613.89
Total 2201 · ACCD	263,477.39
2225 · MARC	13,037.51
2240 · VCRD - Climate Catalyst	3,950.00
2245 · BGS MERP Deferred Revenue	120,000.00
2250 · CWSP Formula Deferred Revenue	348,717.24
Total 2200 · Deferred Income	749,182.14
2302 · State withholding	6.64
2304 · Dependent Care Deductions	(0.10)
2306 · Pension Liability- Edward Jones	4,791.82
2309 · Lease Liability - Facility	288,190.58
Total Other Current Liabilities	1,060,748.94
Total Current Liabilities	1,079,196.15
Total Liabilities	1,079,196.15
Equity	
3100 · Unrestricted Net Position	444,974.11
3300 · Invested in Fixed Assets	11,191.60
3900 · Retained Earnings	97,497.18
Net Income	154,130.50
Total Equity	707,793.39
TOTAL LIABILITIES & EQUITY	1,786,989.54

Central Vermont Regional Planning Commission
Exec Comm
A/R Aging Summary

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As of December 31, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
Plainfield Co-op	-	2,850.00	-	-	-	2,850.00	01/11/2024
Addison County Regional Commission							
RES Update	-	-	-	3,441.11	1,751.43	5,192.54	Invoice Sent on 11/14
Total Addison County Regional Commissi	-	-	-	3,441.11	1,751.43	5,192.54	
Preservation Trust of Vermont, Inc	-	-	-	-	-	-	
Building and General Services (BGS)							
Municipal Energy Resilience	3,890.50	-	3,236.00	2,768.38	-	9,894.88	Quarterly Invoicing - Sep Quarter invoice sent on 11/02
Total Building and General Services (BGS)	3,890.50	-	3,236.00	2,768.38	-	9,894.88	
Vermont Council on Rural Development.							
Community Visits	-	-	69.23	423.78	1,484.45	1,977.46	
Total Vermont Council on Rural Developr	-	-	69.23	423.78	1,484.45	1,977.46	
ACCD Parent							
ACCD	-	-	-	-	20,983.45	20,983.45	FY23 Retainage Invoice
ACCD 21	-	-	-	-	-	-	
ACCD 22	-	-	-	-	0.01	0.01	
Total ACCD Parent	-	-	-	-	20,983.46	20,983.46	
USDA Rural Development							
RBDG Plainfield Co-op	78.64	-	78.75	2,262.25	2,574.75	4,994.39	Quarterly Invoicing - Sep Quarter invoice sent on 11/02
Total USDA Rural Development	78.64	-	78.75	2,262.25	2,574.75	4,994.39	
Administration							
Administration	-	-	-	-	-	-	
Total Administration	-	-	-	-	-	-	
Barre City							
Housing Infill Study	159.91	-	1,144.80	106.61	-	1,411.32	Milestone Invoicing
Barre City LHMP 23	191.21	-	119.50	481.64	-	792.35	Milestone Invoicing
Total Barre City	351.12	-	1,264.30	588.25	-	2,203.67	
Berlin	-	-	-	-	-	-	
Cabot							
Cabot LHMP 23	2,950.79	-	-	-	-	2,950.79	This is from December 2023
Total Cabot	2,950.79	-	-	-	-	2,950.79	
Calais							

Central Vermont Regional Planning Commission
Exec Comm
A/R Aging Summary

As of December 31, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
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	661.34	-	2,817.18	2,277.56	-	5,756.08	
TBP Planning	903.96	-	674.44	1,253.14	-	2,831.54	Quarterly Invoicing - Sep Quarter invoice sent on 10/27
Total Clean Water	1,565.30	-	3,491.62	3,530.70	-	8,587.62	
Total CCRPC	1,565.30	-	3,491.62	3,530.70	-	8,587.62	
CVFiber - Fee for Service							
CVF - Admin	127.04	148.21	-	-	-	275.25	Monthly Invoicing - November Invoice sent on 12/21
Total CVFiber - Fee for Service	127.04	148.21	-	-	-	275.25	
Department of Environmental Conservation							
CWSP Formula							
Administrative	5,155.76	576.00	2,337.66	-	-	8,069.42	Quarterly Invoicing - Sep Quarter invoice sent on 10/27
Total CWSP Formula	5,155.76	576.00	2,337.66	-	-	8,069.42	
Upper Winooski							
Calais Moscow Woods	399.78	226.26	69.62	-	26.66	722.32	
Woodbury Elem	-	-	106.61	-	-	106.61	
Total Upper Winooski	399.78	226.26	176.23	-	26.66	828.93	
CWSP Start-up							
Implementation Prep	2,140.07	4,771.98	-	-	-	6,912.05	Monthly Invoicing - Nov Invoice sent on 12/22
Total CWSP Start-up	2,140.07	4,771.98	-	-	-	6,912.05	
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 Cons	7,695.61	5,574.24	24,989.79	-	26.69	38,286.33	
Department of Public Safety							
VDH							
Hot Weather Emergency	37.67	335.36	-	-	-	373.03	Milestone Invoicing
Total VDH	37.67	335.36	-	-	-	373.03	

Central Vermont Regional Planning Commission
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A/R Aging Summary

As of December 31, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
EMPG							
Technical Assistance	2,805.21	3,535.91	5,327.01	-	-	11,668.13	
Response	-	-	109.37	-	-	109.37	
REMC	119.50	669.22	95.60	-	-	884.32	Quarterly Invoicing - Sep
LEMP	-	-	210.04	-	-	210.04	Quarter invoice sent on 10/27
Total EMPG	2,924.71	4,205.13	5,742.02	-	-	12,871.86	
EMPG Supplemental							
WiFi	-	-	-	-	(0.01)	(0.01)	
Total EMPG Supplemental	-	-	-	-	(0.01)	(0.01)	
Total Department of Public Safety	2,962.38	4,540.49	5,742.02	-	(0.01)	13,244.88	
DPS MOA							
Dec 18, 2023 Flooding	908.24	-	-	-	-	908.24	This is from December
July 9, 2023 Event	-	-	-	-	18,819.59	18,819.59	Invoice sent on 10/23
Total DPS MOA	908.24	-	-	-	18,819.59	19,727.83	
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	489.02	-	239.87	-	-	728.89	Quarterly Invoicing - This is from Nov and December
Health Equity							
Projects	37.67	-	-	-	-	37.67	
Toolkit	18.83	-	-	303.94	-	322.77	Quarterly Invoicing - Sep
Total Health Equity	56.50	-	-	303.94	-	360.44	Quarter invoice sent on 10/27
Lamoille County PC - Other	-	-	-	-	(2.25)	(2.25)	
Total Lamoille County PC	545.52	-	239.87	303.94	(2.25)	1,087.08	
Misc Income	-	(1.00)	-	-	-	(1.00)	

Central Vermont Regional Planning Commission
Exec Comm
A/R Aging Summary

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As of December 31, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
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	-	-	-	-	10,070.50	10,070.50	
DIBG - Barre Auditorium SW Design	-	-	3,877.50	-	-	3,877.50	Monthly Invoicing - Oct Invoice sent on 11/20
DIBG - Moretown School SW Impleme	35,008.71	879.50	159,507.72	76,445.87	72,020.95	343,862.75	Monthly Invoicing - Nov Invoice sent on 12/21
Total Mount Ascutney Regional Commiss	35,008.71	879.50	163,385.22	76,445.87	82,091.45	357,810.75	
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	91.67	-	-	-	418.66	510.33	
Total NBRC Grant Admin	91.67	-	-	-	418.66	510.33	
Total Northwest Regional Comm'n	91.67	-	-	-	701.53	793.20	
Orange							
MPM Sidewalks Design	547.00	-	353.05	47.81	-	947.86	Monthly Invoicing - Oct and Nov invoice sent on
LHMP	-	-	-	-	9,468.27	9,468.27	
Total Orange	547.00	-	353.05	47.81	9,468.27	10,416.13	
Rutland Regional Comm'n							
604b	-	1,619.70	3,339.92	194.72	26.66	5,181.00	Invoice sent on 12/15
ARPA	95.60	-	-	-	-	95.60	Quarterly Invoicing - This is from Current Quarter
Total Rutland Regional Comm'n	95.60	1,619.70	3,339.92	194.72	26.66	5,276.60	
Two Rivers Ottauquechee Comm'n							
MTAP							
TRORC MTAP Marshfield	45.83	-	-	-	-	45.83	

Central Vermont Regional Planning Commission
Exec Comm
A/R Aging Summary

As of December 31, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
TRORC MTAP Woodbury	45.83	-	275.00	-	-	320.83	
TRORC MTAP Middlesex	22.93	-	282.86	-	-	305.79	
TRORC MTAP Duxbury	183.33	-	91.67	-	-	275.00	
TRORC MTAP Cabot	297.92	-	366.66	-	-	664.58	Monthly Invoicing - November invoice sent on 12/21
TRORC MTAP Barre City	22.93	-	91.67	-	-	114.60	
TRORC MTAP Worcester	114.59	-	687.49	-	-	802.08	
TRORC MTAP Washington	389.59	-	569.64	-	-	959.23	
TRORC MTAP Roxbury	687.49	-	320.83	-	-	1,008.32	
TRORC MTAP Plainfield	252.09	-	1,259.75	-	-	1,511.84	
Total MTAP	2,062.53	-	3,945.57	-	-	6,008.10	
Total Two Rivers Ottauquechee Comm'n	2,062.53	-	3,945.57	-	-	6,008.10	
VAPDA_	-	-	-	-	500.00	500.00	
VTrans							
TPI							
TPI Special Bike/Ped	334.62	573.62	334.62	-	0.03	1,242.89	
TPI Planning	2,901.64	1,611.13	1,916.05	-	-	6,428.82	
TPI Data Collect/Manage	1,717.89	712.33	3,048.11	-	-	5,478.33	
TPI Admin	1,637.07	924.96	7,241.63	-	-	9,803.66	
TPI Coordination	1,041.58	1,504.96	1,376.19	-	-	3,922.73	Monthly Invoicing - November invoice sent on 12/22
TPI MRGP Support	-	43.03	365.68	-	-	408.71	
TPI Project Develop	-	43.03	-	0.02	0.22	43.27	
Total TPI	7,632.80	5,413.06	14,282.28	0.02	0.25	27,328.41	
VTrans - Other	-	-	-	-	(0.43)	(0.43)	
Total VTrans	7,632.80	5,413.06	14,282.28	0.02	(0.18)	27,327.98	
Waitsfield							
Waitsfield LHMP 23	310.70	932.13	382.41	-	-	1,625.24	Milestone Invoicing
Total Waitsfield	310.70	932.13	382.41	-	-	1,625.24	
Washington	-	-	-	-	(0.50)	(0.50)	
Waterbury							
Waterbury LHMP 23	286.81	-	794.23	-	-	1,081.04	Milestone Invoicing
Total Waterbury	286.81	-	794.23	-	-	1,081.04	
TOTAL	67,110.96	21,956.33	225,594.26	90,102.43	152,916.05	557,680.03	

Paid Time Off Liability Balances - As of 12/29/23

COMPENSATORY TIME

Employee	Wage Rate	Hours	Current Value	Maximum Hours ¹	Maximum Accrual ¹
Chartrand, N.	27.76	0.00	\$ -		
Cubbon, K.	25.48	0.25	\$ 6.37		
Frasca, L	24.28	2.25	\$ 54.63		
Lash, S.	25.48	15.50	\$ 394.94		
MacMartin, R	33.65	0.00	\$ -		
Meyer, C.	48.08	37.75	\$ 1,815.02		
Toohey, E	28.85	0.00	\$ -		
Voigt, B.	33.65	16.00	\$ 538.40		
		0.00	\$ -		
		71.75	\$ 2,809.36		

SICK LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Chartrand, N.	27.76	259.69	\$ 7,208.99	270	\$ 7,495.20
Cubbon, Keith	25.48	86.95	\$ 2,215.49	142.07	\$ 3,619.94
Frasca, L	24.28	18.29	\$ 444.08	51.29	\$ 1,245.32
Lash, S.	25.48	115.97	\$ 2,954.92	171.59	\$ 4,372.11
MacMartin, R	33.65	-32.31	\$ (1,087.23)	3.69	\$ 124.17
Meyer, C.	48.08	63.70	\$ 3,062.70	266	\$ 12,807.55
Toohey, E	28.85	15.40	\$ 444.29	37	\$ 1,064.57
Voigt, B.	33.65	122.54	\$ 4,123.47	167.16	\$ 5,624.93
0	0.00	0.00	\$ -	0	\$ -
		650.23	\$ 19,366.70	1,109	\$ 36,353.80

VACATION LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Chartrand, N.	27.76	108.91	\$ 3,023.34	150	\$ 4,164.00
Cubbon, K.	25.48	67.34	\$ 1,715.82	118.20	\$ 3,011.74
Frasca, L.	24.28	7.17	\$ 174.09	41.91	\$ 1,017.57
Lash, S.	25.48	33.15	\$ 844.66	142.76	\$ 3,637.52
MacMartin, R	33.65	3.07	\$ 103.31	3.07	\$ 103.31
Meyer, C.	48.08	66.37	\$ 3,191.07	200	\$ 9,616.00
Toohey, E.	28.85	30.70	\$ 885.70	31	\$ 885.70
Voigt, B.	33.65	93.97	\$ 3,162.09	139.08	\$ 4,680.04
0	0.00	0.00	\$ -	0	\$ -
		410.68	\$ 13,100.08	826	\$ 27,115.88

SUMMARY

	Current	Maximum
Total Paid Time Off Liability	\$ 35,276.14	\$ 66,279.03
Maximum versus Current Difference	\$ 31,002.90	Percent of Max 53%

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

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

Central Vermont Regional Planning Commission
Exec Comm
Profit & Loss Budget vs. Actual
July through December 2023

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	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · ACCD				
4101 · ACCD Direct	249,878.30	492,273.00	(242,394.70)	50.76%
Total 4100 · ACCD	249,878.30	492,273.00	(242,394.70)	50.76%
4200 · Community Development				
4220 · MARC Brownfields	66,391.37	50,000.00	16,391.37	132.78%
4230 · NBRC Grant Admin	510.33	3,700.00	(3,189.67)	13.79%
4247 · LCPC- Health Equity	1,516.82	21,500.00	(19,983.18)	7.06%
4248 · LCPC - Flood Bylaw	728.89	8,500.00	(7,771.11)	8.58%
4249 · VCRD	4,543.01	7,500.00	(2,956.99)	60.57%
4251 · TRORC	12,015.64	-	12,015.64	100.00%
4252 · ACRPC	5,192.54	-	5,192.54	100.00%
4200 · Community Development - Other	-	14,000.00	(14,000.00)	0.00%
Total 4200 · Community Development	90,898.60	105,200.00	(14,301.40)	86.41%
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	762.22	2,400.00	(1,637.78)	31.76%
4345 · Calais	1,619.60	998.00	621.60	162.29%
Total 4300 · Fee for Services	4,381.82	9,898.00	(5,516.18)	44.27%
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	19,894.34	54,179.00	(34,284.66)	36.72%
4472 · MPM Sidewalks Design	947.86	-	947.86	100.00%
4473 · LHMP 23	3,498.63	-	3,498.63	100.00%
4474 · Housing Infill Study	4,362.11	-	4,362.11	100.00%
4400 · Municipal Contracts - Other	4,994.39	3,500.00	1,494.39	142.70%
Total 4400 · Municipal Contracts	34,676.62	58,497.00	(23,820.38)	59.28%
4500 · Natural Resources				
4501 · 604B Water Planning	5,181.00	5,181.00	-	100.00%
4516 · Tactical Basin Planning	19,251.11	19,900.00	(648.89)	96.74%
4519 · MARC Design Imp. Block Grant	348,086.73	326,514.00	21,572.73	106.61%
4522 · MARC Barre Auditorium SWD	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	16,198.99	102,082.00	(85,883.01)	15.87%
4545 · DEC CWSP Formula	13,547.21	1,040,947.00	(1,027,399.79)	1.30%
4565 · DEC Calais Moscow Woods	722.32	-	722.32	100.00%
4570 · Upper Winooski-Woodbury Calais	-	211,479.00	(211,479.00)	0.00%
4575 · DEC Upper WinooskiWoodbury Elen	106.61	-	106.61	100.00%
Total 4500 · Natural Resources	425,993.91	1,782,789.00	(1,356,795.09)	23.90%
4600 · Public Safety				
4602 · EMPG	32,321.32	58,375.00	(26,053.68)	55.37%
4611 · VEM Emergency Operation MOA	-	600.00	(600.00)	0.00%
4630 · RRPC ARPA	239.02	2,526.00	(2,286.98)	9.46%
4635 · July 9, 2023 Event	18,819.59	-	18,819.59	100.00%
4645 · VDH	373.03	-	373.03	100.00%
4646 · Dec 18, 2023 Flooding	908.24	-	908.24	100.00%
Total 4600 · Public Safety	52,661.20	61,501.00	(8,839.80)	85.63%
4700 · Town Dues (Parent)				
4701 · Town Dues	86,984.66	86,985.00	(0.34)	100.00%

Central Vermont Regional Planning Commission
Exec Comm
Profit & Loss Budget vs. Actual
July through December 2023

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	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
Total 4700 · Town Dues (Parent)	86,984.66	86,985.00	(0.34)	100.00%
4800 · Transportation				
4803 · Grants in Aid	-	200.00	(200.00)	0.00%
4804 · TPI	60,260.55	290,848.00	(230,587.45)	20.72%
4800 · Transportation - Other	-	16,667.00	(16,667.00)	0.00%
Total 4800 · Transportation	60,260.55	307,715.00	(247,454.45)	19.58%
4900 · Other Income				
4901 · Interest Income	5,484.54	1,600.00	3,884.54	342.78%
4905 · Dividend Income	2,125.72	372.00	1,753.72	571.43%
4950 · Salaries To Be Allocated	-	-	-	0.00%
4955 · Indirect To Be Allocated	-	-	-	0.00%
4999 · Miscellaneous Income	2,850.00	-	2,850.00	100.00%
Total 4900 · Other Income	10,460.26	1,972.00	8,488.26	530.44%
Total Income	1,016,195.92	2,906,830.00	(1,890,634.08)	34.96%
Gross Profit	1,016,195.92	2,906,830.00	(1,890,634.08)	34.96%
Expense				
5000 · Wages and Fringe Benefits				
5001 · Personnel	224,553.67	629,367.00	(404,813.33)	35.68%
5100 · Fringe Benefits				
5101 · FICA	17,685.77	48,423.00	(30,737.23)	36.52%
5110 · Health Insurance	53,894.14	172,429.00	(118,534.86)	31.26%
5112 · Dental Insurance	2,179.36	8,107.00	(5,927.64)	26.88%
5115 · Life Disability Insurance	2,106.59	4,375.00	(2,268.41)	48.15%
5118 · PTO/Comp Accrual	2,967.17	3,835.00	(867.83)	77.37%
5120 · Pension Plan - Edward Jones	9,368.48	20,092.00	(10,723.52)	46.63%
5130 · Unemployment Insurance	486.00	900.00	(414.00)	54.00%
5135 · Worker's Comp	2,460.50	3,480.00	(1,019.50)	70.70%
5100 · Fringe Benefits - Other	-	-	-	-
Total 5100 · Fringe Benefits	91,148.01	261,641.00	(170,492.99)	34.84%
Total 5000 · Wages and Fringe Benefits	315,701.68	891,008.00	(575,306.32)	35.43%
5200 · Professional Services				
5201 · Accounting	30,000.00	60,000.00	(30,000.00)	50.00%
5202 · Audit	18,400.00	18,000.00	400.00	102.22%
5203 · IT/Computer	3,659.00	4,300.00	(641.00)	85.09%
5204 · Legal	-	3,500.00	(3,500.00)	0.00%
5200 · Professional Services - Other	860.26	-	860.26	100.00%
Total 5200 · Professional Services	52,919.26	85,800.00	(32,880.74)	61.68%
5305 · Advertising	1,916.19	3,600.00	(1,683.81)	53.23%
5315 · Consultants	436,078.29	1,618,269.00	(1,182,190.71)	26.95%
5320 · Depreciation expense	1,716.54	4,500.00	(2,783.46)	38.15%
5325 · Copy				
5326 · Copier extra copies	456.54	1,000.00	(543.46)	45.65%
5327 · Copier Lease Payments	897.31	600.00	297.31	149.55%
Total 5325 · Copy	1,353.85	1,600.00	(246.15)	84.62%
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	963.53	3,000.00	(2,036.47)	32.12%
5334 · Billable Supplies	8,800.07	5,000.00	3,800.07	176.00%
5335 · Subscriptions/Publications	136.00	1,698.00	(1,562.00)	8.01%
Total 5330 · Supplies	10,597.09	19,798.00	(9,200.91)	53.53%
5344 · Insurance				

Central Vermont Regional Planning Commission
Exec Comm
Profit & Loss Budget vs. Actual
July through December 2023

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	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
5345 · Liability Insurance	374.00	1,600.00	(1,226.00)	23.38%
5346 · Public Officials Insurance	1,753.50	3,507.00	(1,753.50)	50.00%
Total 5344 · Insurance	2,127.50	5,107.00	(2,979.50)	41.66%
5350 · Meetings/Programs	2,392.21	4,970.00	(2,577.79)	48.13%
5355 · Postage	895.76	1,000.00	(104.24)	89.58%
5360 · Dues/Memberships/Sponsorships				
5361 · Government Relations	1,090.90	-	1,090.90	100.00%
5360 · Dues/Memberships/Sponsorships -	2,616.60	11,545.00	(8,928.40)	22.66%
Total 5360 · Dues/Memberships/Sponsorships	3,707.50	11,545.00	(7,837.50)	32.11%
5370 · Office Occupancy				
5310 · Cleaning	1,290.00	3,540.00	(2,250.00)	36.44%
5371 · Rent/Utility Payments	21,391.70	42,383.00	(20,991.30)	50.47%
5370 · Office Occupancy - Other	-	200.00	(200.00)	0.00%
Total 5370 · Office Occupancy	22,681.70	46,123.00	(23,441.30)	49.18%
5375 · Software/Licenses/IT Sub	3,387.95	9,746.00	(6,358.05)	34.76%
5385 · Telephone/Internet	3,718.75	7,080.00	(3,361.25)	52.53%
5390 · Travel	2,511.76	13,262.00	(10,750.24)	18.94%
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				
5381 · Line of Credit Annual Fee	395.00	-	395.00	100.00%
5382 · Bank Fees	(155.70)	-	(155.70)	100.00%
5383 · DRRRA Fees	11.25	-	11.25	100.00%
5380 · Fees - Other	25.70	630.00	(604.30)	4.08%
Total 5380 · Fees	276.25	630.00	(353.75)	43.85%
5999 · Miscellaneous Expenses - Other	-	100.00	(100.00)	0.00%
Total 5999 · Miscellaneous Expenses	358.68	1,080.00	(721.32)	33.21%
8000 · Indirect Costs	-			
Total Expense	862,065.42	2,724,538.00	(1,862,472.58)	31.64%
Net Ordinary Income	154,130.50	182,292.00	(28,161.50)	84.55%
Net Income	154,130.50	182,292.00	(28,161.50)	84.55%



Central Vermont Regional Planning Commission

MEMO

Date: February 1, 2024
 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**

Mount Ascutney Regional Commission – Design Implementation Block Grant Barre City Auditorium Stormwater Final Design Amendment #1 (CVRPC-2021DIBG-03)

⊗ **ACTION REQUESTED:** Authorize the Executive Director to sign Amendment #1 to the existing subgrant agreement.

Scope of Work: Complete a final design for a subsurface sand filter in the northwest corner of the auditorium's parking lot.

Funding:

Grant Amount: \$38,305 (State funds)

Match Amount: \$1,000

Match Source: City of Barre in-kind

Funding Source: Mount Ascutney Regional Commission (CVRPC-2021DIBG-03)

Performance Period: 22 February 2022 – ~~12/01/23~~ 1 July 2024

Staff: Brian Voigt

Notes: This project was identified via a three town Stormwater Master Planning effort for the Stevens Branch/Jail Branch watersheds funded through the DEC Clean Water Grant in 2016 and managed by CVRPC. Staff turnover at the city coupled with Summer 2023 flooding caused unanticipated delays in executing this project. The contract amendment offers additional time to complete the remaining project milestones.

CONTRACTS ISSUED

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

DuBois & King, Inc. – Stormwater Final Design – Barre City Auditorium (CVRPC Agreement #: 2023-01.A1)

⊗ **ACTION REQUESTED:** Authorize the Acting Director to sign Amendment #1 to the existing agreement.

Purpose: To contract with DuBois & King to develop a 100% design for a subsurface sand filter to treat stormwater in Barre, VT. The project site is a 27.4-acre drainage area in the vicinity of the Barre City Auditorium with attached Alumni Hall (20 Auditorium Hill), the BOR Ice Arena (25 Auditorium Hill) and their associated parking lot. The final

design is expected to prevent at least 24,000 pounds of suspended solids and 8.66 pounds of total phosphorous from entering receiving waters annually.

Scope of Work:

1. Attend project kick-off meeting and site visit with project partners.
2. Summarize site and design considerations by identifying potential natural resource conflicts, permitting needs and contaminated soil or groundwater, securing a landowner letter of commitment, and describing the water quality improvement goals and objectives.
3. Assess permit needs and permit feasibility for the site, including potential challenges or conflicts obtaining necessary permits. The contractor will confirm whether a stormwater permit under the proposed 3-acre impervious cover rule is required and whether the project qualifies for an Erosion Prevention and Sediment Control permit (3-9020) under the Low Risk categorization.
4. Produce an intermediate (60%) design report.
5. Meet with project stakeholders to review progress and solicit feedback.
6. Identify the Operations & Maintenance responsible party.
7. Produce a final (100%) design report.
8. Prepare a completed application, including site plans and engineering feasibility analyses, and submit it to the DEC Stormwater Program for approval.

Funding: \$34,703

Funding Source: Mount Ascutney Regional Commission (CVRPC-2021DIBG-03)

Performance Period: 22 February 2022 – ~~12/01/23~~ 1 July 2024

Staff: Brian Voigt

Notes: This project is funded by a Design Implementation Block Grant administered by the Mount Ascutney Regional Commission. CVRPC applied for and received funding to facilitate the 100% design of stormwater infrastructure at this site. The contract amendment offers additional time to complete the remaining project milestones.

Master Agreement for Engineering Services – DuBois & King (CVRPC Agreement #: 2024-03), Fitzgerald Engineering Associates (CVRPC Agreement #: 2024-04), Redstart (CVRPC Agreement #: 2024-05), SLR (CVRPC Agreement #: 2024-06), Stone Environmental (CVRPC Agreement #: 2024-07), Watershed Consulting Associates (CVRPC Agreement #: 2024-08)

☒ ACTION REQUESTED: Authorize the Executive Director to sign Master Agreements with DuBois & King, Fitzgerald Engineering Associates, Redstart, SLR, Stone, Watershed Consulting for engineering services to facilitate water quality improvements as envisioned by [Act 76, the Clean Water Service Delivery Act](#).

Scope of Work: Provide engineering 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 firms 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 (06140-2023-CWSP-WID-05)

Term: June 5, 2023 – June 4, 2026

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

Note: These Master Agreements pre-qualify engineering firms to serve as Clean Water Sub-contractors aiding CVRPC in its effort to achieve the annual phosphorous-reduction target 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.

Friends of the Winooski River – Bull Run Tributary Restoration Implementation at Camp Wihakowi – Northfield, VT (CVRPC Agreement #: 2023-11.01)

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign Addendum 1 to the Master Agreement (CVRPC Agreement #: 2023-11).

Scope of Work: This proposal seeks funds to restore the site of a completed dam removal project to its previously permitted state. Prior work at the site (stabilization and floodplain reconnection) was destroyed during the July 2023 flood event. Specific activities include:

- 1) Initiate project and issue a Request for Proposals to identify an engineering contractor;
- 2) Host one (or more) stakeholder meetings;
- 3) Engage DEC Programmatic Staff;
- 4) Draft and obtain signature for 10-year (minimum) DEC Operation and Maintenance (O&M) Plan and documentation of Support / commitment from O&M responsible party and landowner Engage DEC Programmatic staff;
- 5) Draft and obtain signature for 10-year (minimum) access license or easement and documentation of project support / commitment from landowner;
- 6) Complete additional assessments required for obtaining necessary permits;
- 7) Complete a 100% engineering design;
- 8) Complete Vermont Department of Historic Preservation final project review;
- 9) Issue Request for Bids to identify a construction contractor;
- 10) Host a pre-construction kick-off meeting;
- 11) Install a Clean Water Project Sign;
- 12) Implement Best Management Practices identified in 100% design; and
- 13) Complete other activities as required by permits.

Funding: \$97,261

Funding Source: State of Vermont Department of Environmental Conservation (06140-2023-CWSP-WID-05)

Performance Period: February 6, 2024 – October 31, 2024

Staff: Brian Voigt, Lincoln Frasca

Friends of the Winooski River – Coburn Road Floodplain Restoration Final Design – East Montpelier / Plainfield (CVRPC Agreement #: 2023-11.02)

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign Addendum 2 to the Master Agreement (CVRPC Agreement #: 2023-11).

Scope of Work: Funding will be provided to Friends of the Winooski River to support the development of a preliminary engineering design (30% design) for a floodplain reconnection and site restoration project along the Winooski River. 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: \$27,504

Funding Source: State of Vermont Department of Environmental Conservation (06140-2023-CWSP-WID-05)

Performance Period: February 6, 2024 – December 31, 2024

Staff: Brian Voigt, Lincoln Frasca

Friends of the Winooski River – Basin 8 Strategic Wood Additions – Cabot, East Montpelier, Elmore, Stowe (CVRPC Agreement #: 2023-11.03)

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign Addendum 3 to the Master Agreement (CVRPC Agreement #: 2023-11).

Scope of Work: Funding will be provided to Friends of the Winooski River to support the development of a final design (100% design) for four strategic wood addition projects along tributaries to the Winooski River. Specific activities include:

- 1) Initiate project and issue a Request for Proposals to identify a contractor;
- 2) Document stream incision ratio values and acres of floodplain reconnected;
- 3) Map locations of floodplain engagement;
- 4) Host one (or more) stakeholder meetings;
- 5) Draft 10-year (minimum) DEC Operation and Maintenance (O&M) Plan and documentation of Support / commitment from O&M responsible party and landowner Engage DEC Programmatic staff;
- 6) Draft 10-year (minimum) access license or easement and documentation of project support / commitment from landowner;
- 7) Complete additional assessments required for obtaining necessary permits;
- 8) Engage DEC Programmatic Staff
- 9) Complete a 100% engineering design; and
- 10) Complete Vermont Department of Historic Preservation final project review.

Funding: \$19,337

Funding Source: State of Vermont Department of Environmental Conservation (06140-2023-CWSP-WID-05)

Performance Period: February 6, 2024 – August 31, 2024

Staff: Brian Voigt, Lincoln Frasca

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

CCRPC-CVRPC-Northfield-Agreement for the Northwest VT TOD Project

Scope of Work: The CCRPC has prepared a Memorandum of Agreement (MOA) for each participating RPC and municipality. This zero-value agreement, stemming from the CCRPC-CVRPC subgrant agreement, will govern the relationship between the CCRPC, CVRPC, and the Town of Northfield throughout this planning process. The MOA also defines roles and responsibilities to help us best plan for compact, connected, and walkable communities.

Funding: n/a

Performance Period: n/a

Staff: CVRPC Transportation Planner; Christian Meyer

CCRPC-CVRPC-Berlin-Agreement for the Northwest VT TOD Project

Scope of Work: The CCRPC has prepared a Memorandum of Agreement (MOA) for each participating RPC and municipality. This this zero-value agreement, stemming from the CCRPC-CVRPC subgrant agreement, will govern the relationship between the CCRPC, CVRPC, and the Town of Berlin throughout this planning process. The MOA also defines roles and responsibilities to help us best plan for compact, connected, and walkable communities.

Funding: n/a

Performance Period: n/a

Staff: CVRPC Transportation Planner; Christian Meyer

CCRPC-CVRPC-Barre City-Agreement for the Northwest VT TOD Project

Scope of Work: The CCRPC has prepared a Memorandum of Agreement (MOA) for each participating RPC and municipality. This this zero-value agreement, stemming from the CCRPC-CVRPC subgrant agreement, will govern the relationship between the CCRPC, CVRPC, and the City of Barre throughout this planning process. The MOA also defines roles and responsibilities to help us best plan for compact, connected, and walkable communities.

Funding: n/a

Performance Period: n/a

Staff: CVRPC Transportation Planner; Christian Meyer



MEMO

Date: January 31, 2024
To: Executive Committee
From: Christian Meyer, Executive Director
Re: Bank Consolidation Update

☒ **ACTION REQUESTED:** No action at this time

Since late 2021 and early 2022 CVRPC has held a variety of accounts at five different banks and credit unions. The purpose of opening five accounts was to ensure CVRPC did not exceed its [Federal Deposit Insurance Corporation \(FDIC\)](#) limit in its operating and reserve accounts.

Recognizing that there are benefits to consolidating its accounts with one or two financial institutions, staff have been looking at other forms of accounts, such as sweep accounts, that will fully insure agency funds above the \$250,000 FDIC limit. To date we have met with four banks with local branches who offer accounts that would meet our needs. These banks include: Community National Bank, Northfield Savings Bank, M & T Bank, and TD Bank. They intend to submit initial proposals to us soon.

While the Executive Director is authorized to open new accounts and invest and re-invest CVRPC's funds as necessary to ensure CVRPC's cash assets are insured (Administrative and Financial Policy), in consideration of this decision, we would recommend the following:

- Staff receives and reviews proposals, and potentially coordinates second meetings with the financial institutions.
- Staff provides a recommendation to the Executive Committee or a subgroup of the committee for review and discussion
- Final approval is provided by the Executive Committee

Given the amount of funding we will be consolidating in one account, staff believe that it is important this decision is completed in a transparent manner. Staff anticipates providing the Executive Committee with a recommendation at its March meeting.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee Meeting
DRAFT MINUTES
January 2, 2024 Meeting

Present:

☒ Peter Carbee

☐ Paula Emery

☒ Michael Gray

☒ Lee Cattaneo

☒ Alexis Leacock

☐ Janet Shatney

☒ Jerry D'Amico

Staff: Christian Meyer, Nancy Chartrand, Will Pitkin

Guests: Ahsan Ijaz, Ijaz Group; Alice Peal, Waitsfield Alternate

Call to Order: Vice Chair Carbee called the meeting to order at 4:02 pm.

Adjustments to the Agenda: Christian Meyer advised that he would like to discuss a personnel update before the meeting minutes.

Public Comment: None.

Financial Report: Ahsan Ijaz reviewed the financials for November 2023 outlined in the packet. There was discussion related to refund on bank charges at North Country Federal Credit Union.

Gerry D'Amico moved to accept the financials for November 2023, seconded by Lexi Leacock. Motion passed unanimously.

Contract/Agreement Authorization

MARC – Moretown Elementary School & Town Office Stormwater Implementation Amendment #2

There was discussion related to the recent minor flooding the school experienced.

Michael Gray moved to accept the contract amendment, seconded by Lexi Leacock. Motion passed unanimously.

Department of Environmental Conservation – Upper Winooski Stormwater Mitigation Projects Amendment #1

Lee Cattaneo moved to accept the amendment, seconded by Michael Gray. Motion passed unanimously.

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

Lee Cattaneo moved to extend the contract until June 1, 2024, seconded by Michael Gray. Motion passed unanimously.

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

Gerry D'Amico moved to accept the contract, seconded by Michael Gray. Motion passed unanimously.

Network Upgrades and Information Technology Managed Service Provider Contract

Gerry D'Amico moved to accept the contract, seconded by Michael Gray. There was brief discussion related to back-up and recovery as well as testing. There was also discussion related to the use of the

word 'deprecate'. It was also noted an ad-hoc contract may be brought before the committee in the future for small projects as needed outside the scope of this contract. *The vote was called and motion passed unanimously.*

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

Michael Gray moved to accept the amendment, seconded by Lexi Leacock. Motion passed unanimously.

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

It was noted the contract draft needs to be revised to read May 15th.

Lexi Leacock moved to accept the amendment, seconded by Michael Gray. Motion passed unanimously.

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

FY25 Nominating Committee: Staff advised a recruitment email was forwarded to Commissioners, however, no one has offered to serve to date. There was consensus to continue recruitment and also to bring up the request again at the full Board meeting for nominations from the floor.

Personnel Update: Christian introduced Will Pitkin, new Community Planner. An overview of tasks was reviewed that will be handled under Community & Land Use Planning Program since the departure of Clare Rock. Christian also advised he will be addressing some mid-year salary adjustments in follow-up to a recent RPC salary survey and ensuring we are in alignment with other regions and also in recognition of performance throughout the year.

Meeting Minutes (12/4/23)

Gerry D'Amico moved to approve the Executive Committee minutes of 12/4/23, seconded by Lexi Leacock. Motion passed unanimously.

Commission Meeting Agenda: Christian Meyer provided an overview of the items on the draft agenda and noted we will update the line item for Election of Nominating Committee to Nominations and Election of Nominating Committee. Also, the VAPDA Regional Future Land Use Initiative update item will be removed from the agenda. Alice Peal advised the Regional Plan Committee meets tomorrow and there will be more discussion on the flood recovery and mitigation tasks, as well as Act 250 and housing tasks for CVRPC to be involved in. She noted the Act 250 legislation will be very important this year and there is potential for significant changes. There was also discussion related to legislation that is expected to be introduced to do flood studies throughout the state on each basin in the state and whether or not VAPDA will have any input into this legislation. Christian advised that VAPDA has not taken a position to date on this topic, but expects they will be discussing at the coming meeting. He will provide an update following discussion at VAPDA. Christian further advised he will be testifying at the House Environment & Energy and House Transportation Committees along with executive directors from two other regional planning commissions related to adaptation to climate change and hazard resilience – sharing what is working in municipalities and where short falls are being observed. *Lexi Leacock moved to accept the agenda as amended, Michael Gray seconded. Motion passed unanimously.*

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Adjourn

Lee Cattaneo moved to adjourn at 5:05 pm seconded by Lexi Leacock. Motion passed unanimously.

Respectfully submitted,

Nancy Chartrand, Office Manager

DRAFT



BOARD OF COMMISSIONERS

February 13, 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 Act 250 Presentation – Natural Resource Board

7:30 Winooski Basin Tactical Basin Plan Conformance (Action - enclosed)³

8:00 Minutes (Action - enclosed)³

8:10 Reports (Action - enclosed)³ - Staff and Committee Reports

8:30 Adjourn

Next Meeting: March 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.