

EXECUTIVE COMMITTEE

April 1, 2024 @ 4:00 pm

Hybrid Meeting with Remote Participation via Zoom¹

<https://us02web.zoom.us/j/88230172343?pwd=ZjNySGM0aG1waEIVRzMremVsamZ0Zz09>

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
17	4:25	Contract/Agreement Authorization (Action - enclosed)³
19	4:45	Meeting Minutes – 3/4/24 (Action - enclosed)³
21	4:50	Commission Meeting Agendas (Action - enclosed)³
	5:00	Executive Session
		1 V.S.A. § 313(a)(3), Personnel ³
		Adjourn

Next Meeting: May 6, 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

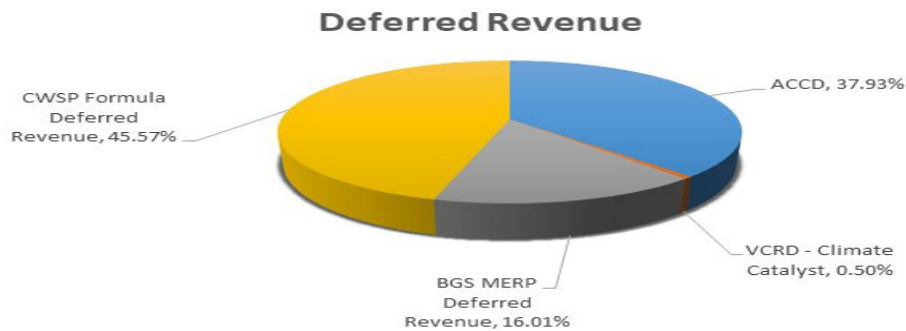
Date: March 27, 2024,
 To: Executive Committee
 From: The Ijaz Group, Contracted Accountant
 Re: Financial Report as of 02/29/2024

⊗ ACTION REQUESTED: Accept February 29, 2024, unaudited financial reports.

FY24 Summary: CVRPC's FY24 surplus is \$201,828 through February 29th, 2024. The fiscal year-to-date surplus is slightly higher than the budget primarily due to the retention of FY24 Town Dues and the overallocation of Indirect costs. In FY23, CVRPC had a YTD surplus of \$47,164 through February 29th, 2023.

Balance Sheet

- **Assets** – Billing is substantially complete through 02/29/2024. Aging receivables are at \$247,231. Operating cash is \$223,956, whereas the Savings and CD balance is \$692,503 and Union Bank including Sweep balance is \$368,247 totaling the cash balance to \$1,284,706. CVRPC works to maintain at least \$100,000 in operating funds for cash flow purposes.
- **Current Liabilities** –
 - CVRPC maintained an average payable balance of \$10,425.
 - Accrued vacation and compensatory time balances are \$19,316 and \$4,595 respectively.
 - ACCD Deferred Income for FY24 stands at \$290,253. Other Deferred Income consists of VCRD – Climate Catalyst \$3,801, BGS MERP \$130,717, and CWSP Formula \$348,717. Total Deferred Revenue is \$765,285.



- *Equity* – Equity is assets minus liabilities – the company's value. CVRPC's Total Equity as of 02/29/2024 is \$755,491 and it was \$561,865 and \$611,190 on the same date in 2023 and 2022, respectively.
- *Surplus* of \$201,828 reflects retainage of some Town Dues earned in July 2023 and overallocation of indirect costs.

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

In reviewing Income and expenses through 02/29/2024, 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 02/29 is 66.67%.

- *Income* – Total revenue stands at 44% 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 39%, about 27% below the benchmark. Wages, CVRPC's most significant expense, is also under budget at 50% 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

Balance Sheet

As of February 29, 2024

Feb 29, 24

ASSETS

Current Assets

Checking/Savings

1004 · Community National Bank (4001)	947.21
1012 · Community National Bank (1801)	223,008.91
1017 · Northfield Savings Bank (7906)	40,729.45
1025 · GMCU Savings - 335	245,462.14
1026 · Union Bank (4794)	250,247.61
1027 · Union Bank ICS Clearing (4794)	117,999.05
1028 · NCFCU Share (1493)	83.61
1029 · NCFCU CD (1493)	205,397.64
1030 · Northfield Savings CD	200,830.60

Total Checking/Savings 1,284,706.22

Accounts Receivable

1200 · Accounts Receivable	247,231.75
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Total Accounts Receivable 247,231.75

Other Current Assets

1020 · Undeposited Funds	5,993.73
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Total Other Current Assets 5,993.73

Total Current Assets 1,537,931.70

Fixed Assets

1501 · Equipment	47,030.18
1502 · Equipment - Accum. Depreciation	(44,157.45)
1505 · Leasehold Improvements	2,597.07
1510 · Lease Asset - Facility	335,121.56
1511 · Lease Asset - Acc. Dep	(58,646.28)

Total Fixed Assets 281,945.08

Other Assets

1301 · Prepaid Expenses	23,035.72
1320 · Deposits	4,415.00

Total Other Assets 27,450.72

TOTAL ASSETS 1,847,327.50

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	10,425.15
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Total Accounts Payable 10,425.15

Credit Cards

2030 · NCFCU VISA	96.00
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Total Credit Cards 96.00

Other Current Liabilities

2102 · Accrued Vacation	19,316.38
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2103 · Accrued Compensatory Time	4,594.97
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2105 · Accrued Interest Payable	1,218.81
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2200 · Deferred Income

2201 · ACCD

2214 · Housing Navigator	26,153.44
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2217 · Pandemic Response	45,479.82
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2219 · RPC Annual - FY24	218,619.81
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Total 2201 · ACCD 290,253.07

2240 · VCRD - Climate Catalyst	3,801.18
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2245 · BGS MERP Deferred Revenue	122,514.43
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Balance Sheet

As of February 29, 2024

	<u>Feb 29, 24</u>
2250 · CWSP Formula Deferred Revenue	348,717.24
Total 2200 · Deferred Income	765,285.92
2302 · State withholding	6.64
2304 · Dependent Care Deductions	(0.10)
2306 · Pension Liability- Edward Jones	2,701.70
2309 · Lease Liability - Facility	288,190.58
Total Other Current Liabilities	1,081,314.90
Total Current Liabilities	1,091,836.05
Total Liabilities	1,091,836.05
Equity	
3100 · Unrestricted Net Position	444,974.11
3300 · Invested in Fixed Assets	11,191.60
3900 · Retained Earnings	97,497.18
Net Income	201,828.56
Total Equity	755,491.45
TOTAL LIABILITIES & EQUITY	1,847,327.50

Central Vermont Regional Planning Commission
A/R Aging Summary

As of February 29, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
Addison County Regional Commission							
RES Update	-	-	-	-	5,192.54	5,192.54	Invoice Sent on 11/14
Total Addison County Regional Comm	-	-	-	-	5,192.54	5,192.54	
Preservation Trust of Vermont, Inc	-	-	-	-	-	-	
Vermont Council on Rural Development.							
Community Visits	-	-	-	-	1,977.46	1,977.46	
Total Vermont Council on Rural Devel	-	-	-	-	1,977.46	1,977.46	
ACCD Parent							
ACCD	-	-	2,033.44	-	20,983.45	23,016.89	FY23 Retainage Invoice
ACCD 21	-	-	-	-	-	-	
ACCD 22	-	-	-	-	0.01	0.01	
Total ACCD Parent	-	-	2,033.44	-	20,983.46	23,016.90	
Administration							
Administration	-	1,321.60	-	-	-	1,321.60	Receivable from ADP for Lincoln Tax Adjustment
Total Administration	-	1,321.60	-	-	-	1,321.60	
Barre City							
Housing Infill Study	3,858.26	1,235.93	159.91	-	1,251.41	6,505.51	Will Invoice at the end of
Barre City LHMP 23	2,405.11	-	-	-	-	2,405.11	Milestone Invoicing
Total Barre City	6,263.37	1,235.93	159.91	-	1,251.41	8,910.62	
Berlin	-	-	-	-	-	-	
Cabot							
Cabot LHMP 23	9,222.78	-	-	-	-	9,222.78	Milestone Invoicing
Total Cabot	9,222.78	-	-	-	-	9,222.78	
CCRPC							
TOD Planning	772.94	-	-	-	-	772.94	This is from February
Clean Water							
TBP Implement	-	723.74	-	-	-	723.74	Quarterly Invoicing - Dec
TBP Planning	408.35	1,766.34	-	-	-	2,174.69	Quarter invoice sent on 02/01
Total Clean Water	408.35	2,490.08	-	-	-	2,898.43	
Total CCRPC	1,181.29	2,490.08	-	-	-	3,671.37	
CVFiber - Fee for Service							

Central Vermont Regional Planning Commission
A/R Aging Summary

As of February 29, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
							Monthly Invoicing - January
CVF - Admin	285.03	-	-	-	-	285.03	invoice sent on 03/05
Total CVFiber - Fee for Service	285.03	-	-	-	-	285.03	
Department of Environmental Conservation							
CWSP Formula							
							Quarterly Invoicing - Dec
Administrative	18,144.19	-	-	-	-	18,144.19	Quarter invoice sent on 02/07
Total CWSP Formula	18,144.19	-	-	-	-	18,144.19	
Upper Winooski							
Calais Moscow Woods	112.23	399.78	-	226.26	96.28	834.55	
Calais PO	224.46	-	-	-	-	224.46	
Woodbury Elem	-	-	-	-	106.61	106.61	
Total Upper Winooski	336.69	399.78	-	226.26	202.89	1,165.62	
CWSP Start-up							
							Monthly Invoicing - December
Implementation Prep	-	1,051.36	-	-	-	1,051.36	invoice sent on 02/07
Total CWSP Start-up	-	1,051.36	-	-	-	1,051.36	
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 Conservation	18,480.88	1,451.14	-	226.26	22,678.82	42,837.10	
Department of Public Safety							
VDH							
Hot Weather Emergency	596.23	37.67	-	335.36	-	969.26	Milestone Invoicing
Total VDH	596.23	37.67	-	335.36	-	969.26	
EMPG							
Technical Assistance	9,018.81	-	-	-	-	9,018.81	
Response	55.40	-	-	-	-	55.40	Quarterly Invoicing -
REMC	916.36	-	-	-	-	916.36	December Quarter invoice
LEMP	128.00	-	-	-	-	128.00	sent on 01/30
Total EMPG	10,118.57	-	-	-	-	10,118.57	
EMPG Supplemental							
WiFi	-	-	-	-	(0.01)	(0.01)	
Total EMPG Supplemental	-	-	-	-	(0.01)	(0.01)	

Central Vermont Regional Planning Commission
A/R Aging Summary

	As of February 29, 2024						
	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
Total Department of Public Safety	10,714.80	37.67	-	335.36	(0.01)	11,087.82	
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	335.23	56.12	489.02	-	239.87	1,120.24	Quarterly Invoicing - This is from Nov and December, invoice not sent yet
Health Equity							
Projects	2,699.66	236.75	-	-	-	2,936.41	Quarterly Invoicing -
Toolkit	447.86	122.15	-	-	-	570.01	December Quarter invoice sent on 01/12
Total Health Equity	3,147.52	358.90	-	-	-	3,506.42	
Lamoille County PC - Other	-	-	-	-	(2.25)	(2.25)	
Total Lamoille County PC	3,482.75	415.02	489.02	-	237.62	4,624.41	
Misc Income	-	-	-	(1.00)	-	(1.00)	
Montpelier							
VOREC	-	-	-	-	-	-	
Total Montpelier	-	-	-	-	-	-	
Mount Ascutney Regional Commission							
Brownfields	217.04	-	-	-	10,070.50	10,287.54	Monthly Invoicing - January Invoice sent on 03/13
DIBG - Moretown School SW Implr	21,207.00	34,747.47	-	-	-	55,954.47	
Total Mount Ascutney Regional Comm	21,424.04	34,747.47	-	-	10,070.50	66,242.01	
Northwest Regional Comm'n							
CPRG							
Inventory	1,942.20	-	-	-	-	1,942.20	This is from February
Total CPRG	1,942.20	-	-	-	-	1,942.20	

Central Vermont Regional Planning Commission
A/R Aging Summary

As of February 29, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
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 Orange	1,942.20	-	91.67	-	701.53	2,735.40	
MPM Sidewalks Design LHMP	256.01	299.28	-	-	-	555.29	Monthly Invoicing - January & February invoice sent on Milestone Invoicing
Total Orange	256.01	299.28	-	-	9,468.27	10,023.56	
Rutland Regional Comm'n							
ARPA	76.79	-	-	-	-	76.79	December Quarter Invoice sent on 01/19
Total Rutland Regional Comm'n	76.79	-	-	-	-	76.79	
Two Rivers Ottauquechee Comm'n							
MTAP							
TRORC MTAP Marshfield	588.74	-	-	-	-	588.74	
TRORC MTAP Woodbury	168.21	-	-	-	-	168.21	
TRORC MTAP Middlesex	3,171.04	-	-	-	-	3,171.04	
TRORC MTAP Duxbury	214.76	-	-	-	-	214.76	
TRORC MTAP Cabot	280.35	-	-	-	-	280.35	
TRORC MTAP Barre City	28.04	-	-	-	-	28.04	Monthly Invoicing - January Invoice sent on 02/20
TRORC MTAP Worcester	203.36	-	-	-	-	203.36	
TRORC MTAP Washington	35.15	-	-	-	-	35.15	
TRORC MTAP Roxbury	91.22	-	-	-	-	91.22	
TRORC MTAP Plainfield	119.25	-	-	-	-	119.25	
Total MTAP	4,900.12	-	-	-	-	4,900.12	
Total Two Rivers Ottauquechee Comm'n	4,900.12	-	-	-	-	4,900.12	
VAPDA_ VTrans	-	-	-	-	500.00	500.00	

**Central Vermont Regional Planning Commission
A/R Aging Summary**

As of February 29, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
TPI							
TPI Special Bike/Ped	249.48	334.62	-	-	0.03	584.13	
TPI Planning	18,299.73	2,901.64	-	-	-	21,201.37	
TPI Data Collect/Manage	4,969.49	1,717.89	-	-	-	6,687.38	
TPI Admin	4,448.15	1,637.07	-	-	-	6,085.22	
TPI Coordination	3,496.12	1,041.58	-	-	-	4,537.70	Monthly Invoicing - January
TPI Project Develop	749.76	-	-	-	0.22	749.98	Invoice sent on 03/13
Total TPI	32,212.73	7,632.80	-	-	0.25	39,845.78	
VTrans - Other	-	-	-	-	(0.43)	(0.43)	
Total VTrans	32,212.73	7,632.80	-	-	(0.18)	39,845.35	
Waitsfield							
Waitsfield LHMP 23	2,022.21	310.70	-	932.13	382.41	3,647.45	Milestone Invoicing
Total Waitsfield	2,022.21	310.70	-	932.13	382.41	3,647.45	
Washington	-	-	-	-	(0.50)	(0.50)	
Waterbury							
Waterbury LHMP 23	51.21	230.40	286.81	-	794.23	1,362.65	Milestone Invoicing
Total Waterbury	51.21	230.40	286.81	-	794.23	1,362.65	
WBRD Admn	-	2,000.00	-	-	-	2,000.00	
TOTAL	112,516.21	52,172.09	3,060.85	1,492.75	77,989.85	247,231.75	

Paid Time Off Liability Balances - As of 3/1/2024

COMPENSATORY TIME

Employee	Wage Rate	Hours	Current Value	Maximum Hours ¹	Maximum Accrual ¹
Chartrand, N.	27.76	0.25	\$ 6.94		
Cubbon, K.	26.68	2.50	\$ 66.70		
Frasca, L	25.48	5.50	\$ 140.14		
Lash, S.	26.68	27.75	\$ 740.37		
MacMartin, R	33.65	0.00	\$ -		
Meyer, C.	48.08	71.00	\$ 3,413.68		
Pitkin, Will	25.48	0.00	\$ -		
Toohey, E	28.85	0.00	\$ -		
Voigt, B.	34.85	6.75	\$ 235.24		
Total		113.75	\$ 4,603.07		

SICK LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Chartrand, N.	27.76	267.00	\$ 7,411.92	270	\$ 7,495.20
Cubbon, Keith	26.68	96.27	\$ 2,568.48	160.52	\$ 4,282.67
Frasca, L	25.48	28.61	\$ 728.98	69.74	\$ 1,776.98
Lash, S.	26.68	122.04	\$ 3,256.03	190.04	\$ 5,070.27
MacMartin, R	33.65	-21.24	\$ (714.73)	22.14	\$ 745.01
Meyer, C.	48.08	73.77	\$ 3,546.86	284.45	\$ 13,676.36
Pitkin, Will	25.48	8.86	\$ 225.75	16.24	\$ 413.80
Toohey, E	28.85	8.47	\$ 244.36	55.45	\$ 1,599.73
Voigt, B.	34.85	128.11	\$ 4,464.63	185.61	\$ 6,468.51
Total		711.89	\$ 21,732.30	1,254	\$ 41,528.52

VACATION LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Chartrand, N.	27.76	117.46	\$ 3,260.69	150	\$ 4,164.00
Cubbon, K.	26.68	82.69	\$ 2,206.17	133.55	\$ 3,563.11
Frasca, L.	25.48	14.52	\$ 369.97	58.02	\$ 1,478.35
Lash, S.	26.68	48.50	\$ 1,293.98	158.11	\$ 4,218.37
MacMartin, R	33.65	18.42	\$ 619.83	18.42	\$ 619.83
Meyer, C.	48.08	129.25	\$ 6,214.34	200	\$ 9,616.00
Pitkin, Will	25.48	13.51	\$ 344.23	13.51	\$ 344.23
Toohey, E.	28.85	46.05	\$ 1,328.54	46.35	\$ 1,337.20
Voigt, B.	34.85	109.32	\$ 3,809.80	154.43	\$ 5,381.89
Total		579.72	\$ 19,447.56	932	\$ 30,722.99

SUMMARY

	<u>Current</u>	<u>Maximum</u>
Total Paid Time Off Liability	\$ 45,782.92	\$ 76,854.58
Maximum versus Current Difference	\$ 31,071.65	Percent of Max 60%

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).

Profit & Loss Budget vs. Actual
 July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · ACCD				
4101 · ACCD Direct	358,509.45	492,273.00	(133,763.55)	72.83%
Total 4100 · ACCD	358,509.45	492,273.00	(133,763.55)	72.83%
4200 · Community Development				
4220 · MARC Brownfields	79,645.92	50,000.00	29,645.92	159.29%
4230 · NBRC Grant Admin	510.33	3,700.00	(3,189.67)	13.79%
4247 · LCPC- Health Equity	5,023.24	21,500.00	(16,476.76)	23.36%
4248 · LCPC - Flood Bylaw	1,120.24	8,500.00	(7,379.76)	13.18%
4249 · VCRD	4,691.83	7,500.00	(2,808.17)	62.56%
4251 · TRORC	22,753.49	-	22,753.49	100.0%
4252 · ACRPC	5,192.54	-	5,192.54	100.0%
4254 · NRC CPRG Inventory	1,942.20	-	1,942.20	100.0%
4200 · Community Development - Other	-	14,000.00	(14,000.00)	0.0%
Total 4200 · Community Development	120,879.79	105,200.00	15,679.79	114.91%
4300 · Fee for Services				
4302 · Cross VT Trail	-	1,200.00	(1,200.00)	0.0%
4304 · GIS Mapping	-	300.00	(300.00)	0.0%
4308 · WBRD Admin	4,000.00	5,000.00	(1,000.00)	80.0%
4315 · CVFiber	1,047.25	2,400.00	(1,352.75)	43.64%
4345 · Calais	1,619.60	998.00	621.60	162.29%
Total 4300 · Fee for Services	6,666.85	9,898.00	(3,231.15)	67.36%
4400 · Municipal Contracts				
4431 · BC Road Erosion Inventory	-	818.00	(818.00)	0.0%
4465 · Moretown School SW Final Design	-	-	-	0.0%
4470 · Town of Orange	979.29	-	979.29	100.0%
4471 · BGS - Municipal Energy	28,097.50	54,179.00	(26,081.50)	51.86%
4472 · MPM Sidewalks Design	1,503.15	-	1,503.15	100.0%
4473 · LHMP 23	16,637.99	-	16,637.99	100.0%
4474 · Housing Infill Study	6,505.51	-	6,505.51	100.0%
4400 · Municipal Contracts - Other	2,574.75	3,500.00	(925.25)	73.56%
Total 4400 · Municipal Contracts	56,298.19	58,497.00	(2,198.81)	96.24%
4500 · Natural Resources				
4501 · 604B Water Planning	5,181.00	5,181.00	-	100.0%
4516 · Tactical Basin Planning	22,149.54	19,900.00	2,249.54	111.3%
4519 · MARC Design Imp. Block Grant	365,154.99	326,514.00	38,640.99	111.83%
4522 · MARC Barre Auditorium SWD	6,447.80	37,793.00	(31,345.20)	17.06%
4530 · DEC Plainfield Gully	20,329.64	38,893.00	(18,563.36)	52.27%
4535 · DEC CWSP Start-up	15,110.28	102,082.00	(86,971.72)	14.8%
4545 · DEC CWSP Formula	32,727.91	1,040,947.00	(1,008,219.09)	3.14%
4565 · DEC Calais Moscow Woods	1,059.01	-	1,059.01	100.0%
4570 · Upper Winooski-Woodbury Calais	-	211,479.00	(211,479.00)	0.0%
4575 · DEC Upper WinooskiWoodbury Elem	106.61	-	106.61	100.0%

Profit & Loss Budget vs. Actual
 July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Over Budget	% of Budget
Total 4500 · Natural Resources	468,266.78	1,782,789.00	(1,314,522.22)	26.27%
4600 · Public Safety				
4602 · EMPG	42,439.89	58,375.00	(15,935.11)	72.7%
4611 · VEM Emergency Operation MOA	-	600.00	(600.00)	0.0%
4630 · RRPC ARPA	315.81	2,526.00	(2,210.19)	12.5%
4635 · July 9, 2023 Event	18,819.59	-	18,819.59	100.0%
4645 · VDH	969.26	-	969.26	100.0%
4646 · Dec 18, 2023 Flooding	908.24	-	908.24	100.0%
Total 4600 · Public Safety	63,452.79	61,501.00	1,951.79	103.17%
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	-	200.00	(200.00)	0.0%
4804 · TPI	92,473.28	290,848.00	(198,374.72)	31.79%
4806 · TOD Planning	772.94	-	772.94	100.0%
4800 · Transportation - Other	-	16,667.00	(16,667.00)	0.0%
Total 4800 · Transportation	93,246.22	307,715.00	(214,468.78)	30.3%
4900 · Other Income				
4901 · Interest Income	7,728.32	1,600.00	6,128.32	483.02%
4905 · Dividend Income	2,125.72	372.00	1,753.72	571.43%
4999 · Miscellaneous Income	2,850.00	-	2,850.00	100.0%
Total 4900 · Other Income	12,704.04	1,972.00	10,732.04	644.22%
Total Income	1,267,008.77	2,906,830.00	(1,639,821.23)	43.59%
Gross Profit	1,267,008.77	2,906,830.00	(1,639,821.23)	43.59%
Expense				
5000 · Wages and Fringe Benefits				
5001 · Personnel	310,626.10	629,367.00	(318,740.90)	49.36%
5100 · Fringe Benefits				
5101 · FICA	24,451.08	48,423.00	(23,971.92)	50.5%
5110 · Health Insurance	77,303.22	172,429.00	(95,125.78)	44.83%
5112 · Dental Insurance	3,117.56	8,107.00	(4,989.44)	38.46%
5115 · Life Disability Insurance	2,463.02	4,375.00	(1,911.98)	56.3%
5118 · PTO/Comp Accrual	10,969.08	3,835.00	7,134.08	286.03%
5120 · Pension Plan - Edward Jones	12,070.18	20,092.00	(8,021.82)	60.08%
5130 · Unemployment Insurance	703.00	900.00	(197.00)	78.11%
5135 · Worker's Comp	3,066.00	3,480.00	(414.00)	88.1%
Total 5100 · Fringe Benefits	134,143.14	261,641.00	(127,497.86)	51.27%
Total 5000 · Wages and Fringe Benefits	444,769.24	891,008.00	(446,238.76)	49.92%
5200 · Professional Services				
5201 · Accounting	40,000.00	60,000.00	(20,000.00)	66.67%
5202 · Audit	18,400.00	18,000.00	400.00	102.22%
5203 · IT/Computer	12,431.00	4,300.00	8,131.00	289.09%
5204 · Legal	-	3,500.00	(3,500.00)	0.0%

Profit & Loss Budget vs. Actual
July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Over Budget	% of Budget
5200 · Professional Services - Other	937.25	-	937.25	100.0%
Total 5200 · Professional Services	71,768.25	85,800.00	(14,031.75)	83.65%
5305 · Advertising	1,916.19	3,600.00	(1,683.81)	53.23%
5315 · Consultants	470,023.85	1,618,269.00	(1,148,245.15)	29.05%
5320 · Depreciation expense	2,288.72	4,500.00	(2,211.28)	50.86%
5325 · Copy				
5326 · Copier extra copies	575.00	1,000.00	(425.00)	57.5%
5327 · Copier Lease Payments	1,191.51	600.00	591.51	198.59%
Total 5325 · Copy	1,766.51	1,600.00	166.51	110.41%
5330 · Supplies				
5331 · Equipment/Furniture	7,310.67	9,600.00	(2,289.33)	76.15%
5332 · GIS Supplies	-	500.00	(500.00)	0.0%
5333 · Office Supplies	1,384.76	3,000.00	(1,615.24)	46.16%
5334 · Billable Supplies	8,920.22	5,000.00	3,920.22	178.4%
5335 · Subscriptions/Publications	448.00	1,698.00	(1,250.00)	26.38%
Total 5330 · Supplies	18,063.65	19,798.00	(1,734.35)	91.24%
5344 · Insurance				
5345 · Liability Insurance	374.00	1,600.00	(1,226.00)	23.38%
5346 · Public Officials Insurance	2,338.00	3,507.00	(1,169.00)	66.67%
Total 5344 · Insurance	2,712.00	5,107.00	(2,395.00)	53.1%
5350 · Meetings/Programs	2,564.52	4,970.00	(2,405.48)	51.6%
5355 · Postage	895.76	1,000.00	(104.24)	89.58%
5360 · Dues/Memberships/Sponsorships				
5361 · Government Relations	1,636.35	-	1,636.35	100.0%
5360 · Dues/Memberships/Sponsorships - O	3,753.65	11,545.00	(7,791.35)	32.51%
Total 5360 · Dues/Memberships/Sponsorships	5,390.00	11,545.00	(6,155.00)	46.69%
5370 · Office Occupancy				
5310 · Cleaning	1,650.00	3,540.00	(1,890.00)	46.61%
5371 · Rent/Utility Payments	28,455.60	42,383.00	(13,927.40)	67.14%
5370 · Office Occupancy - Other	-	200.00	(200.00)	0.0%
Total 5370 · Office Occupancy	30,105.60	46,123.00	(16,017.40)	65.27%
5375 · Software/Licenses/IT Sub	4,475.85	9,746.00	(5,270.15)	45.93%
5385 · Telephone/Internet	4,923.08	7,080.00	(2,156.92)	69.54%
5390 · Travel	3,026.86	13,262.00	(10,235.14)	22.82%
5990 · Interest Expense	0.71	50.00	(49.29)	1.42%
5999 · Miscellaneous Expenses				
5339 · Gifts	90.42	350.00	(259.58)	25.83%
5380 · Fees				
5381 · Line of Credit Annual Fee	395.00	-	395.00	100.0%
5382 · Bank Fees	(155.70)	-	(155.70)	100.0%
5383 · DRRRA Fees	13.50	-	13.50	100.0%
5380 · Fees - Other	125.70	630.00	(504.30)	19.95%
Total 5380 · Fees	378.50	630.00	(251.50)	60.08%
5999 · Miscellaneous Expenses - Other	20.50	100.00	(79.50)	20.5%

Profit & Loss Budget vs. Actual

July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Over Budget	% of Budget
Total 5999 · Miscellaneous Expenses	489.42	1,080.00	(590.58)	45.32%
Total Expense	1,065,180.21	2,724,538.00	(1,659,357.79)	39.1%
Net Ordinary Income	201,828.56	182,292.00	19,536.56	110.72%
Net Income	201,828.56	182,292.00	19,536.56	110.72%



MEMO

Date: March 27, 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**

Town of East Montpelier – Local Hazard Mitigation Plan

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

Scope of Work: Develop a single-jurisdiction local hazard mitigation plan intended for FEMA approval.

Funding:

Grant Amount: \$9,434 (Federal funds)
 Match Amount: \$0
 Match Source: N/A

Performance Period: 4/15/24 – 12/31/24

Staff: Keith Cubbon, Sam Lash, Brian Voigt

Mount Ascutney Regional Commission – Brownfields Revitalization Assessment Grant Program – Amendment #1

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

Scope of Work: For the implementation of Vermont’s Brownfield program by providing assessment funding to recognized brownfield sites in the State. In addition, CVRPC will draw down up to 9% for to provide administrative support for this program. **There has been no change in the scope of work – only the term on the contract.**

Funding: State funding – Maximum \$50K per site

Performance Period: May 1, 2023-~~June 30, 2024~~ June 30, 2025

Staff: Eli Toohey

Addison County Regional Planning Commission – Basin 8 Stream / Floodplain Restoration Project Development

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

Scope of Work: Develop four stormwater projects, three bank / gully stabilization projects, three riparian buffer planting projects and five floodplain / stream restoration projects in the headwaters of the Winooski River Basin. Staff will communicate with landowners and municipal partners to assess willingness to advance water quality restoration projects to the preliminary design phase.

Funding: Department of Environmental Conservation via the Addison County Regional Planning Commission

Grant Amount: \$14,934

Match Amount: \$0

Match Source: N/A

Performance Period: 4/1/2024 – 6/30/2024

Staff: Brian Voigt, Lincoln Frasca

Notes: CVRPC, in its role as the Clean Water Service Provider for the Winooski River Basin, is tasked with achieving a phosphorous-reduction target of 69.6 kg / yr through the implementation of non-regulatory water quality restoration projects. To that end, CVRPC identified (and pre-qualified) a cohort of Project Implementors to identify projects and request funding for their implementation. Project implementors have been slow to propose cost-efficient, phosphorous-reduction projects to access Clean Water Service Provider funds. CVRPC has offered four funding rounds through the Clean Water Service Provider Program. Two of the four rounds closed with no proposals submitted. This project will result in the development of several projects that can be advanced to the Clean Water Service Provider project pipeline. CVRPC has not yet been offered a contract for this work, but it is anticipated that one will be received by 29 March.

Neck of the Woods – Local Development District Administrative Services

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

Scope of Work: CVRPC will provide the following services: Support and monitor quarterly reporting for the Grantee, provide guidance to grantees on filing reimbursements requests, ensure that the grantee has filed their final report and financial report in a timely manner and provide general assistance and guidance to the grantee with other issues such as what their responsibilities are regarding procurement of goods and services and contractors.

Funding: Norther Borders Regional Commission – Catalyst Grant

Grant Amount: \$17,000-

Match Amount: \$0

Match Source: N/A

Performance Period: October 1, 2023 - September 30, 2026

Staff: Eli Toohey & Christian Meyer

Notes: All Northern Borders Regional Commissions are required to have a Local Development District. CVRPC is qualified as an LDD.

CONTRACTS ISSUED

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

N/A

FOR INFORMATION ONLY

(Contracts, agreements, and Stormwater Program addendums valued at \$25,000 or less and site specific contract addendums for the Brownfields Program and task specific contract addendums for the Transportation Program)

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Executive Committee Meeting**
3 **DRAFT MINUTES**
4 **March 4, 2024 Meeting**

5 **Present:**

Peter Carbee Paula Emery Michael Gray
 Lee Cattaneo Alexis Leacock Janet Shatney
 Jerry D'Amico

6 Staff: Christian Meyer, Nancy Chartrand, Lincoln Frasca, Reuben MacMartin, Keith Cubbon

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

8
9 **Call to Order:** Chair D'Amico called the meeting to order at 4:00 pm.10 **Adjustments to the Agenda:** It was noted that an addition will be made to the draft 3/12 board agenda
11 in the packet.12 **Public Comment:** None13
14 **Financial Report:** Ahsan Ijaz reviewed the financials for January 2024 outlined in the packet. Christian
15 noted that five of our staff started between the end of June and now and we have built up staffing a
16 considerable extent which will allow for a more predictable budget.17
18 *Peter Carbee moved to accept the financial report of January 31, 2024; Paula Emery seconded. Motion*
19 *passed 5-0.*20
21 **Contract/Agreement Authorization**22 CCRPC Northwest Vermont Transit Oriented Development (TOD)23 Reuben provided an overview of the information in the packet. Paula requested that the committee
24 receive periodic updates on the projects that will be managed.25 *Lee Cattaneo moved to authorize the Executive Director to sign the contract; seconded by Michael Gray*
26 *Motion passed 5-0.*27
28 Janet Shatney joined the meeting.29
30 Two Rivers-Ottawaquechee Regional Commission – Planning and Facilitation Services for the Resilience
31 Initiative for Vermont Empowerment and Recovery (RIVER) (Action)32 Christian provided an overview of the information in the packet. It was confirmed that we will be the
33 local facilitator for Berlin – Barre City (Winooski Main branch) but will be working with an engineer.34 *Peter Carbee moved to authorize the Executive Director to sign the contract with Two Rivers*
35 *Ottawaquechee Regional Commission for the RIVER project; seconded by Paula Emery. Motion passed 6-0.*36
37 Master Agreements for Clean Water Partners – Vermont Natural Resources Council)38 Lincoln provided an overview of the information in the packet, confirming that VNRC would be a project
39 implementor for future projects under the Clean Water Service provider program. There was question
40 as to whether or not Executive approval was needed due to there not being a designated dollar amount
41 on the agreement and Christian advised that he is still requesting approval.42 *Peter Carbee moved to authorize the Executive Director to sign the Master Agreement with VNRC for*

1 *project management. Janet Shatney seconded. Motion passed 6-0.*

2
3 **Meeting Minutes (2/5/24)**

4 *Lee Cattaneo moved to approve the Executive Committee minutes of 2/5/24, seconded by Michael Gray.*
5 Chair D'Amico inquired if staff had set an upper threshold value for projects to be considered by the
6 Winooski Basin Water Quality Council in order to meet the necessary phosphorus reduction goal if
7 standards are being addressed as requested at the last meeting and Christian advised they are making
8 progress on this. Peter Carbee requested that the typo be fixed on page 3. There was brief discussion
9 related to the work that is occurring on Route 2 outside Plainfield and a request for a future update on
10 the issue with the pull-out just outside Plainfield. Christian suggested Keith Cubbon be contacted related
11 to that issue as he's been in communication with AOT. *The motion was amended to include "as*
12 *amended", the vote was called and motion passed 6-0.*

13
14 **Commission Meeting Agendas:**

15 It was noted the agenda should be amended to include a legislative update from the Executive Director.
16 It will be added following Enhanced Energy Plan Updates. Paula questioned if there would be enough
17 time for discussion with the size of the agenda and it was noted that all times are approximate.

18
19 *Peter Carbee moved to accept the 3/12 agenda as amended; seconded by Michael Gray. Motion passed*
20 *6-0.*

21
22 A brief update was given related to the status of bank consolidation. It was noted that two banks have
23 been identified and per policy the Executive Director has authority to open new accounts however, we
24 wanted to keep the committee apprised as we move through the process and document our final
25 determinations. It is anticipated we will move forward with accounts at Community National Bank and
26 M&T Bank.

27
28 It was noted that the March 21st Board agenda needs the meeting location added; and it was confirmed
29 that invitations will be sent to Planning Commissions and municipalities.

30
31 *Peter Carbee moved to accept the 3/21 agenda as amended; seconded by Janet Shatney. It was*
32 *confirmed that it will be in person and via Zoom. Vote called and motion passed 6-0.*

33
34 **Executive Session – 1 V.S.A. § 313(a)(3), Personnel:**

35 *At 4:46 pm, Janet Shatney moved to enter executive session to discuss personnel matters, seconded by*
36 *Michael Gray. Motion carried 6-0.*

37
38 *At 5:02, pm Peter Carbee moved to exit executive session, seconded by Michael Gray. Motion carried 6-*
39 *0. No action taken during the session.*

40
41 **Adjourn:** *Peter Carbee moved adjourn at 5:03 pm, seconded by Lee Cattaneo. Motion passed*
42 *unanimously.*

43
44 Respectfully submitted,
45 Nancy Chartrand, Office Manager

BOARD OF COMMISSIONERS

April 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/u/kcjBhj3bIX>

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 VLCT Legislative Update – Josh Hanford

7:05 Regional Plan Re-adoption Assessment Report (Action - enclosed)³

7:45 Minutes (Action - enclosed)³

7:50 Reports (Action - enclosed)³ - Staff and Committee Reports

8:10 Adjourn

Next Regular Meeting: May 14, 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.