



EXECUTIVE COMMITTEE

May 6, 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

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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	4:40 Dental Insurance Benefit (Action - enclosed)³
20	4:50 Meeting Minutes – 4/1/24 (Action - enclosed)³
21	4:55 Commission Meeting Agenda (Action - enclosed)³
	5:00 Executive Session
	1 V.S.A. § 313(a)(3), Personnel ³
	Adjourn

Next Meeting: June 3, 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: April 24, 2024,
 To: Executive Committee
 From: The Ijaz Group, Contracted Accountant
 Re: Financial Report as of 03/31/2024

⊗ ACTION REQUESTED: Accept March 31, 2024, unaudited financial reports.

FY24 Summary: CVRPC's FY24 surplus is \$245,587 through March 31st, 2024. The fiscal year-to-date surplus is 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 \$55,871 through March 31st, 2023.

Balance Sheet

- **Assets** – Billing is substantially complete through 03/31/2024. Aging receivables are at \$274,985. Operating cash is \$181,316, whereas the Savings and CD balance is \$692,864 and Union Bank including Sweep balance is \$368,637 totaling the cash balance to \$1,242,817. CVRPC works to maintain at least \$100,000 in operating funds for cash flow purposes.
- **Current Liabilities** –
 - CVRPC maintained an average payable balance of \$27,580.
 - Accrued vacation and compensatory time balances are \$20,879 and \$6,826 respectively.
 - ACCD Deferred Income for FY24 stands at \$217,653. Other Deferred Income consists of VCRD – Climate Catalyst \$3,801, BGS MERP \$120,110, and CWSP Formula \$348,717. Total Deferred Revenue is \$737,659.



- *Equity* – Equity is assets minus liabilities – the company's value. CVRPC's Total Equity as of 03/31/2024 is \$799,250 and it was \$570,571 and \$603,113 on the same date in 2023 and 2022, respectively.
- *Surplus* of \$245,587 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 03/31/2024, 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 03/31 is 75.00%.

- *Income* – Total revenue stands at 48% 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 42%, about 33% below the benchmark. Wages, CVRPC's most significant expense, is also under budget at 57% 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
BGS MERP	Building and General Services: Municipal Energy Resilience Program
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)
VCRD	Vermont Council on Rural Development
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

Balance Sheet

As of March 31, 2024

Mar 31, 24

ASSETS

Current Assets

Checking/Savings

1004 · Community National Bank (4001)	947.21
1012 · Community National Bank (1801)	180,369.70
1017 · Northfield Savings Bank (7906)	40,750.21
1025 · GMCU Savings - 335	245,499.07
1026 · Union Bank (4794)	250,264.68
1027 · Union Bank ICS Clearing (4794)	118,372.23
1028 · NCFCU Share (1493)	83.61
1029 · NCFCU CD (1493)	205,700.48
1030 · Northfield Savings CD	200,830.60

Total Checking/Savings 1,242,817.79

Accounts Receivable

1200 · Accounts Receivable	274,985.07
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Total Accounts Receivable 274,985.07

Other Current Assets

1020 · Undeposited Funds	60,582.86
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Total Other Current Assets 60,582.86

Total Current Assets 1,578,385.72

Fixed Assets

1501 · Equipment	47,030.18
1502 · Equipment - Accum. Depreciation	(44,443.54)
1505 · Leasehold Improvements	2,597.07
1510 · Lease Asset - Facility	335,121.56
1511 · Lease Asset - Acc. Dep	(58,646.28)

Total Fixed Assets 281,658.99

Other Assets

1301 · Prepaid Expenses	21,211.89
1320 · Deposits	4,415.00

Total Other Assets 25,626.89

TOTAL ASSETS 1,885,671.60

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	27,580.26
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Total Accounts Payable 27,580.26

Other Current Liabilities

2102 · Accrued Vacation	20,879.26
2103 · Accrued Compensatory Time	6,826.53
2105 · Accrued Interest Payable	1,218.81
2200 · Deferred Income	

2201 · ACCD

2214 · Housing Navigator	25,031.94
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Central Vermont Regional Planning Commission

Balance Sheet

As of March 31, 2024

Mar 31, 24

2217 · Pandemic Response	40,785.19
2219 · RPC Annual - FY24	151,745.44
Total 2201 · ACCD	217,562.57
2225 · MARC	47,468.16
2240 · VCRD - Climate Catalyst	3,801.18
2245 · BGS MERP Deferred Reven	120,110.11
2250 · CWSP Formula Deferred R	348,717.24
Total 2200 · Deferred Income	737,659.26
2302 · State withholding	6.64
2304 · Dependent Care Deductions	(0.10)
2306 · Pension Liability- Edward Jone	4,059.76
2309 · Lease Liability - Facility	288,190.58
Total Other Current Liabilities	1,058,840.74
Total Current Liabilities	1,086,421.00
Total Liabilities	1,086,421.00
Equity	
3100 · Unrestricted Net Position	444,974.11
3300 · Invested in Fixed Assets	11,191.60
3900 · Retained Earnings	97,497.18
Net Income	245,587.71
Total Equity	799,250.60
TOTAL LIABILITIES & EQUITY	1,885,671.60

	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 Comi	-	-	-	-	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 Devi	-	-	-	-	1,977.46	1,977.46	
ACCD Parent							
ACCD	-	-	-	2,033.44	0.10	2,033.54	Balance from January Quarter
ACCD 21	-	-	-	-	-	-	
ACCD 22	-	-	-	-	0.01	0.01	
ACCD Parent - Other	-	(0.11)	-	-	-	(0.11)	Retainage
Total ACCD Parent	-	(0.11)	-	2,033.44	0.11	2,033.44	
Administration							
Administration	-	-	1,321.60	-	-	1,321.60	
Total Administration	-	-	1,321.60	-	-	1,321.60	
Barre City							
Housing Infill Study	438.77	-	5,094.19	-	1,411.32	6,944.28	Will Invoice at the end of
Barre City LHMP 23	2,356.20	-	2,405.11	-	-	4,761.31	Milestone Invoicing
Total Barre City	2,794.97	-	7,499.30	-	1,411.32	11,705.59	
Berlin	-	-	-	-	-	-	
Cabot							
Cabot LHMP 23	8,264.31	-	1,449.78	-	-	9,714.09	Milestone Invoicing
Total Cabot	8,264.31	-	1,449.78	-	-	9,714.09	
CCRPC							
TOD Planning	3,810.12	-	772.94	-	-	4,583.06	
Clean Water							
TBP Implement	-	-	723.74	-	-	723.74	
TBP Planning	625.94	-	2,174.69	-	-	2,800.63	Quarterly Invoicing - Dec
Total Clean Water	625.94	-	2,898.43	-	-	3,524.37	Quarter invoice sent on 02/01
Total CCRPC	4,436.06	-	3,671.37	-	-	8,107.43	
CVFiber - Fee for Service							
CVF - Admin	86.47	151.31	-	-	-	237.78	invoice sent on 04/08

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
Total CVFiber - Fee for Service	86.47	151.31	-	-	-	237.78	
Department of Environmental Conservation							
CWSP Formula							
Administrative	5,421.22	18,144.19	-	-	-	23,565.41	Quarterly Invoicing - Dec Quarter invoice sent on 02/07
Total CWSP Formula	5,421.22	18,144.19	-	-	-	23,565.41	
Upper Winooski							
Calais Moscow Woods	18.47	112.23	-	399.78	322.54	853.02	
Calais PO	1,159.22	224.46	-	-	-	1,383.68	
Woodbury Elem	-	-	-	-	106.61	106.61	
Total Upper Winooski	1,177.69	336.69	-	399.78	429.15	2,343.31	
CWSP Start-up							
Implementation Prep	-	-	-	1,051.36	-	1,051.36	Monthly Invoicing - December 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	6,598.91	18,480.88	-	1,451.14	22,905.08	49,436.01	
Department of Public Safety							
VDH							
Hot Weather Emergency	969.26	-	-	-	-	969.26	Milestone Invoicing
Total VDH	969.26	-	-	-	-	969.26	
EMPG							
Technical Assistance	2,882.57	9,018.81	-	-	-	11,901.38	
Response	-	55.40	-	-	-	55.40	
REMC	128.00	916.36	-	-	-	1,044.36	Quarterly Invoicing - December
LEMP	76.79	128.00	-	-	-	204.79	Quarter invoice sent on 01/30
Total EMPG	3,087.36	10,118.57	-	-	-	13,205.93	
EMPG Supplemental							
WiFi	-	-	-	-	(0.01)	(0.01)	
Total EMPG Supplemental	-	-	-	-	(0.01)	(0.01)	
Total Department of Public Safety	4,056.62	10,118.57	-	-	(0.01)	14,175.18	
EMPG							

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
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	382.48	-	391.35	-	728.89	1,502.72	Quarterly Invoicing - March Invoice sent on 04/17
Health Equity							
Projects	4,807.26	-	2,936.41	-	-	7,743.67	Quarterly Invoicing - March
Toolkit	264.65	-	570.01	-	-	834.66	Invoice sent on 04/17
Total Health Equity	5,071.91	-	3,506.42	-	-	8,578.33	
Lamoille County PC - Other	-	-	-	-	(2.25)	(2.25)	
Total Lamoille County PC	5,454.39	-	3,897.77	-	726.64	10,078.80	
Misc Income	-	-	-	-	(1.00)	(1.00)	
Montpelier							
VOREC	-	-	-	-	-	-	
Total Montpelier	-	-	-	-	-	-	
Mount Ascutney Regional Commission							
Brownfields	-	-	-	-	10,070.50	10,070.50	Monthly Invoicing - January
DIBG - Moretown School SW Impl	13,337.34	21,207.00	-	34,747.47	-	69,291.81	Invoice sent on 03/13
Total Mount Ascutney Regional Com	13,337.34	21,207.00	-	34,747.47	10,070.50	79,362.31	
Northwest Regional Comm'n							
CPRG							
Inventory	692.15	-	1,942.20	-	-	2,634.35	
Total CPRG	692.15	-	1,942.20	-	-	2,634.35	
Municipal Grants in Aid							
FY23 Equipment	-	-	-	-	79.22	79.22	
FY22 Equipment	-	-	-	-	203.65	203.65	Invoice sent on 12/11

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
Total Muncpal Grants in Aid	-	-	-	-	282.87	282.87	
NBRC Grant Admin							
CVTA - NBRC21GVT11	-	-	-	-	510.33	510.33	
Total NBRC Grant Admin	-	-	-	-	510.33	510.33	
Total Northwest Regional Comm'n	692.15	-	1,942.20	-	793.20	3,427.55	
Orange							
MPM Sidewalks Design	179.19	-	-	-	-	179.19	Monthly Invoicing - March invoice sent on 04/17
LHMP	-	6,800.00	-	-	2,668.27	9,468.27	Milestone Invoicing
Total Orange	179.19	6,800.00	-	-	2,668.27	9,647.46	
Rutland Regional Comm'n							
ARPA	-	-	76.79	-	-	76.79	Quarterly Invoicing - March Quarter Invoice sent on 04/17
Total Rutland Regional Comm'n	-	-	76.79	-	-	76.79	
Two Rivers Ottauquechee Comm'n							
River Program	1,377.37	-	-	-	-	1,377.37	Monthly Invoicing - March invoice sent on 04/18
MTAP							
TRORC MTAP Marshfield	374.58	-	-	-	-	374.58	
TRORC MTAP Woodbury	44.66	-	-	-	-	44.66	
TRORC MTAP Middlesex	1,895.54	-	-	-	-	1,895.54	
TRORC MTAP Duxbury	22.32	-	-	-	-	22.32	
TRORC MTAP Cabot	1,562.81	-	-	-	-	1,562.81	
TRORC MTAP Barre City	22.32	-	-	-	-	22.32	Monthly Invoicing - February Invoice sent on 03/20
TRORC MTAP Worcester	44.66	-	-	-	-	44.66	
TRORC MTAP Washington	44.66	-	-	-	-	44.66	
TRORC MTAP Roxbury	44.66	-	-	-	-	44.66	
TRORC MTAP Plainfield	535.82	-	-	-	-	535.82	
Total MTAP	4,592.03	-	-	-	-	4,592.03	
Total Two Rivers Ottauquechee Com	5,969.40	-	-	-	-	5,969.40	
VAPDA_	-	-	-	-	500.00	500.00	
VTrans							
TPI							

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
TPI Special Bike/Ped	777.87	249.48	-	334.62	0.03	1,362.00	
TPI Planning	5,079.37	18,299.73	-	2,901.64	-	26,280.74	
TPI Data Collect/Manage	892.78	4,969.49	-	1,717.89	-	7,580.16	
TPI Admin	1,962.35	4,448.15	-	1,637.07	-	8,047.57	
TPI Coordination	2,816.34	3,496.12	-	1,041.58	-	7,354.04	Monthly Invoicing - February
TPI MRGP Support	46.09	-	-	-	-	46.09	Invoice sent on 04/18
TPI Project Develop	23.05	749.76	-	-	0.22	773.03	
Total TPI	11,597.85	32,212.73	-	7,632.80	0.25	51,443.63	
VTrans - Other	-	-	-	-	(0.43)	(0.43)	
Total VTrans	11,597.85	32,212.73	-	7,632.80	(0.18)	51,443.20	
Waitsfield							
Waitsfield LHMP 23	5,388.21	-	-	-	-	5,388.21	Milestone Invoicing
Total Waitsfield	5,388.21	-	-	-	-	5,388.21	
Washington	-	-	-	-	(0.50)	(0.50)	
Waterbury							
Waterbury LHMP 23	1,439.44	-	-	-	-	1,439.44	Milestone Invoicing
Total Waterbury	1,439.44	-	-	-	-	1,439.44	
TOTAL	70,295.31	88,970.38	19,858.81	45,864.85	49,995.72	274,985.07	

Paid Time Off Liability Balances - As of 3/29/2024

COMPENSATORY TIME

Employee	Wage Rate	Hours	Current Value	Maximum Hours ¹	Maximum Accrual ¹
Chartrand, N.	27.76	0.00	\$ -		
Cubbon, K.	26.68	1.25	\$ 33.35		
Frasca, L	25.48	9.25	\$ 235.69		
Lash, S.	26.68	48.75	\$ 1,300.65		
MacMartin, R	33.65	4.50	\$ 151.43		
Meyer, C.	48.08	89.50	\$ 4,303.16		
Pitkin, Will	25.48	2.50	\$ 63.70		
Sabado, Niki	25.48	0.75	\$ 19.11		
Toohey, E	28.85	5.00	\$ 144.25		
Voigt, B.	34.86	16.50	\$ 575.19		
Total		178.00	\$ 6,826.53		

SICK LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Chartrand, N.	27.76	267.83	\$ 7,434.96	270	\$ 7,495.20
Cubbon, Keith	26.68	108.53	\$ 2,895.58	167.90	\$ 4,479.57
Frasca, L	25.48	30.62	\$ 780.20	77.12	\$ 1,965.02
Lash, S.	26.68	127.55	\$ 3,403.03	197.42	\$ 5,267.17
MacMartin, R	33.65	-6.48	\$ (218.05)	29.52	\$ 993.35
Meyer, C.	48.08	80.33	\$ 3,862.27	291.84	\$ 14,031.52
Pitkin, Will	25.48	23.62	\$ 601.84	23.62	\$ 601.84
Sabado, Niki	25.48	6.64	\$ 169.19	6.64	\$ 169.19
Toohey, E	28.85	-24.77	\$ (714.61)	62.83	\$ 1,812.65
Voigt, B.	34.86	137.12	\$ 4,780.00	192.99	\$ 6,727.63
Total		750.99	\$ 22,994.40	1,320	\$ 43,543.13

VACATION LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Chartrand, N.	27.76	124.13	\$ 3,445.85	150	\$ 4,164.00
Cubbon, K.	26.68	81.83	\$ 2,183.22	139.69	\$ 3,726.93
Frasca, L.	25.48	20.66	\$ 526.42	64.16	\$ 1,634.80
Lash, S.	26.68	54.64	\$ 1,457.80	164.25	\$ 4,382.19
MacMartin, R	33.65	8.56	\$ 288.04	24.56	\$ 826.44
Meyer, C.	48.08	141.55	\$ 6,805.72	200	\$ 9,616.00
Pitkin, Will	25.48	19.65	\$ 500.68	19.65	\$ 500.68
Sabado, Niki	25.48	5.53	\$ 140.90	5.53	\$ 140.90
Toohey, E.	28.85	52.19	\$ 1,505.68	52.19	\$ 1,505.68
Voigt, B.	34.86	115.46	\$ 4,024.94	160.57	\$ 5,597.47
Total		624.20	\$ 20,879.26	981	\$ 32,095.10

SUMMARY

	<u>Current</u>	<u>Maximum</u>
Total Paid Time Off Liability	\$ 50,700.18	\$ 82,464.75
Maximum versus Current Difference	\$ 31,764.57	Percent of Max 61%

Central Vermont Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2023 through March 2024

	Jul '23 - Mar 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · ACCD				
4101 · ACCD Direct	431,199.95	492,273.00	(61,073.05)	87.59%
Total 4100 · ACCD	431,199.95	492,273.00	(61,073.05)	87.59%
4200 · Community Development				
4220 · MARC Brownfields	80,960.72	50,000.00	30,960.72	161.92%
4230 · NBRC Grant Admin	510.33	3,700.00	(3,189.67)	13.79%
4247 · LCPC- Health Equity	10,095.15	21,500.00	(11,404.85)	46.95%
4248 · LCPC - Flood Bylaw	1,502.72	8,500.00	(6,997.28)	17.68%
4249 · VCRD	4,691.83	7,500.00	(2,808.17)	62.56%
4251 · TRORC	27,345.52	-	27,345.52	100.00%
4252 · ACRPC	5,192.54	-	5,192.54	100.00%
4254 · NRC CPRG Inventory	2,634.35	-	2,634.35	100.00%
4200 · Community Development - O	-	14,000.00	(14,000.00)	0.00%
Total 4200 · Community Development	132,933.16	105,200.00	27,733.16	126.36%
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	4,000.00	5,000.00	(1,000.00)	80.00%
4315 · CVFiber	1,133.72	2,400.00	(1,266.28)	47.24%
4345 · Calais	1,619.60	998.00	621.60	162.29%
Total 4300 · Fee for Services	6,753.32	9,898.00	(3,144.68)	68.23%
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	30,501.82	54,179.00	(23,677.18)	56.30%
4472 · MPM Sidewalks Design	1,682.34	-	1,682.34	100.00%
4473 · LHMP 23	21,303.05	-	21,303.05	100.00%
4474 · Housing Infill Study	6,944.28	-	6,944.28	100.00%
4400 · Municipal Contracts - Other	2,574.75	3,500.00	(925.25)	73.56%
Total 4400 · Municipal Contracts	63,985.53	58,497.00	5,488.53	109.38%
4500 · Natural Resources				
4501 · 604B Water Planning	5,181.00	5,181.00	-	100.00%
4516 · Tactical Basin Planning	22,775.48	19,900.00	2,875.48	114.45%
4519 · MARC Design Imp. Block Grar	378,492.33	326,514.00	51,978.33	115.92%
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)	14.80%
4545 · DEC CWSP Formula	38,149.13	1,040,947.00	(1,002,797.87)	3.67%
4565 · DEC Calais Moscow Woods	2,236.70	-	2,236.70	100.00%
4570 · Upper Winooski-Woodbury C	-	211,479.00	(211,479.00)	0.00%
4575 · DEC Upper WinooskiWoodbu	106.61	-	106.61	100.00%
Total 4500 · Natural Resources	488,828.97	1,782,789.00	(1,293,960.03)	27.42%

Central Vermont Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2023 through March 2024

	Jul '23 - Mar 24	Budget	\$ Over Budget	% of Budget
4600 · Public Safety				
4602 · EMPG	45,527.25	58,375.00	(12,847.75)	77.99%
4611 · VEM Emergency Operation M	-	600.00	(600.00)	0.00%
4630 · RRPC ARPA	315.81	2,526.00	(2,210.19)	12.50%
4635 · July 9, 2023 Event	18,819.59	-	18,819.59	100.00%
4645 · VDH	969.26	-	969.26	100.00%
4646 · Dec 18, 2023 Flooding	908.24	-	908.24	100.00%
4647 · TRORC River Program	1,377.37	-	1,377.37	100.00%
Total 4600 · Public Safety	67,917.52	61,501.00	6,416.52	110.43%
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%
4800 · Transportation				
4803 · Grants in Aid	-	200.00	(200.00)	0.00%
4804 · TPI	104,071.13	290,848.00	(186,776.87)	35.78%
4806 · TOD Planning	4,583.06	-	4,583.06	100.00%
4800 · Transportation - Other	-	16,667.00	(16,667.00)	0.00%
Total 4800 · Transportation	108,654.19	307,715.00	(199,060.81)	35.31%
4900 · Other Income				
4901 · Interest Income	8,573.19	1,600.00	6,973.19	535.82%
4905 · Dividend Income	2,125.72	372.00	1,753.72	571.43%
4999 · Miscellaneous Income	2,850.00	-	2,850.00	100.00%
Total 4900 · Other Income	13,548.91	1,972.00	11,576.91	687.06%
Total Income	1,400,806.21	2,906,830.00	(1,506,023.79)	48.19%
Gross Profit	1,400,806.21	2,906,830.00	(1,506,023.79)	48.19%
Expense				
5000 · Wages and Fringe Benefits				
5001 · Personnel	355,550.22	629,367.00	(273,816.78)	56.49%
5100 · Fringe Benefits				
5101 · FICA	28,051.80	48,423.00	(20,371.20)	57.93%
5110 · Health Insurance	85,980.12	172,429.00	(86,448.88)	49.86%
5112 · Dental Insurance	3,604.65	8,107.00	(4,502.35)	44.46%
5115 · Life Disability Insurance	2,784.35	4,375.00	(1,590.65)	63.64%
5118 · PTO/Comp Accrual	14,763.52	3,835.00	10,928.52	384.97%
5120 · Pension Plan - Edward Jones	13,428.24	20,092.00	(6,663.76)	66.83%
5130 · Unemployment Insurance	703.00	900.00	(197.00)	78.11%
5135 · Worker's Comp	3,368.75	3,480.00	(111.25)	96.80%
Total 5100 · Fringe Benefits	152,684.43	261,641.00	(108,956.57)	58.36%
Total 5000 · Wages and Fringe Benefits	508,234.65	891,008.00	(382,773.35)	57.04%
5200 · Professional Services				
5201 · Accounting	45,000.00	60,000.00	(15,000.00)	75.00%
5202 · Audit	18,400.00	18,000.00	400.00	102.22%
5203 · IT/Computer	13,690.00	4,300.00	9,390.00	318.37%
5204 · Legal	-	3,500.00	(3,500.00)	0.00%

Central Vermont Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2023 through March 2024

	Jul '23 - Mar 24	Budget	\$ Over Budget	% of Budget
5200 · Professional Services - Other	1,014.24	-	1,014.24	100.00%
Total 5200 · Professional Services	78,104.24	85,800.00	(7,695.76)	91.03%
5305 · Advertising	1,916.19	3,600.00	(1,683.81)	53.23%
5315 · Consultants	483,556.19	1,618,269.00	(1,134,712.81)	29.88%
5320 · Depreciation expense	2,574.81	4,500.00	(1,925.19)	57.22%
5325 · Copy				
5326 · Copier extra copies	634.01	1,000.00	(365.99)	63.40%
5327 · Copier Lease Payments	1,191.51	600.00	591.51	198.59%
Total 5325 · Copy	1,825.52	1,600.00	225.52	114.10%
5330 · Supplies				
5331 · Equipment/Furniture	7,310.67	9,600.00	(2,289.33)	76.15%
5332 · GIS Supplies	-	500.00	(500.00)	0.00%
5333 · Office Supplies	1,853.13	3,000.00	(1,146.87)	61.77%
5334 · Billable Supplies	8,920.22	5,000.00	3,920.22	178.40%
5335 · Subscriptions/Publications	448.00	1,698.00	(1,250.00)	26.38%
Total 5330 · Supplies	18,532.02	19,798.00	(1,265.98)	93.61%
5344 · Insurance				
5345 · Liability Insurance	374.00	1,600.00	(1,226.00)	23.38%
5346 · Public Officials Insurance	2,630.25	3,507.00	(876.75)	75.00%
Total 5344 · Insurance	3,004.25	5,107.00	(2,102.75)	58.83%
5350 · Meetings/Programs	3,174.14	4,970.00	(1,795.86)	63.87%
5355 · Postage	895.76	1,000.00	(104.24)	89.58%
5360 · Dues/Memberships/Sponsorships				
5361 · Government Relations	1,636.35	-	1,636.35	100.00%
5360 · Dues/Memberships/Sponsorships	3,844.90	11,545.00	(7,700.10)	33.30%
Total 5360 · Dues/Memberships/Sponsorships	5,481.25	11,545.00	(6,063.75)	47.48%
5370 · Office Occupancy				
5310 · Cleaning	1,650.00	3,540.00	(1,890.00)	46.61%
5371 · Rent/Utility Payments	31,987.55	42,383.00	(10,395.45)	75.47%
5370 · Office Occupancy - Other	-	200.00	(200.00)	0.00%
Total 5370 · Office Occupancy	33,637.55	46,123.00	(12,485.45)	72.93%
5375 · Software/Licenses/IT Sub	4,795.85	9,746.00	(4,950.15)	49.21%
5385 · Telephone/Internet	5,664.84	7,080.00	(1,415.16)	80.01%
5390 · Travel	3,331.11	13,262.00	(9,930.89)	25.12%
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	100.00%
5382 · Bank Fees	(155.70)	-	(155.70)	100.00%
5383 · DRRA Fees	13.50	-	13.50	100.00%
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)	20.50%

Central Vermont Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2023 through March 2024

	Jul '23 - Mar 24	Budget	\$ Over Budget	% of Budget
Total 5999 · Miscellaneous Expenses	489.42	1,080.00	(590.58)	45.32%
8000 · Indirect Costs	-			
Total Expense	1,155,218.50	2,724,538.00	(1,569,319.50)	42.40%
Net Ordinary Income	245,587.71	182,292.00	63,295.71	134.72%
Net Income	245,587.71	182,292.00	63,295.71	134.72%



Central Vermont Regional Planning Commission

MEMO

Date: May 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 index](#) of all contracts on the server along with the meeting packet**

Town of Middlesex – Local Hazard Mitigation Plan

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

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: 5/1/24 – 6/1/25

Staff: Keith Cubbon, Lincoln Frasca, Will Pitkin, Brian Voigt

Town of Worcester – Local Hazard Mitigation Plan

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

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: 5/1/24 – 6/1/25

Staff: Keith Cubbon, Lincoln Frasca, Will Pitkin, Brian Voigt

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

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

Scope of Work: CVRPC, in its role as the Clean Water Service Provider for the Winooski River Basin, will use these funds to prepare for clean water project verification, operation, and maintenance (O&M) program

activities. These activities are required for clean water projects financed, installed, and/ or adopted in the Winooski River Basin using Water Quality Restoration Formula Grant Funding. Specific milestones include:

1. Working with Department of Environmental Conservation staff to develop Operations & Maintenance Guidance document;
2. Establish access to site survey application;
3. Attend Department of Environmental Conservation organized Operations & Maintenance trainings;
4. (optional) Conduct procurement for services related to Verification, Operations & Maintenance;
5. (optional) Conduct Verification, Operations & Maintenance activities;
6. Support partners to attend Department of Environmental Conservation organized Operations & Maintenance trainings; and
7. Submit final deliverables and reporting.

Funding: \$87,316.00 (State); \$0 (Local)

Performance Period: 5/6/2024 – 1/31/2025

Staff: Brian Voigt, Lincoln Frasca

Notes: This grant continues the work started under Amendment #4 to the Clean Water Service Provider Start-up grant. Milestone 6 above refers to CVRPC oversight of a reimbursement process for external parties (e.g. engineering consultant) to attend DEC-organized trainings.

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)

N/A



MEMO

Date: May 2, 2024
 To: Executive Committee
 From: Nancy Chartrand, Office Manager
 Re: FY25 Dental Benefit

ACTION REQUESTED: Approve CVRPC’s FY25 dental benefit to maintain the existing dental policy and 100% employer contribution.

For all plans sourced through VLCT, Delta Dental held premiums steady for the last few years. For FY25 we are seeing a 5.25% increase in premiums.

Category	FY24 Actual (June projected) *			FY25		
	Annual Premium/ Enrollee	Employees Enrolled	CVRPC Actual Cost	Annual Premium/ Enrollee	Employees Enrolled	CVRPC Projected Cost
1 Person	\$431.76	3-5		\$454.44	5	
2 Persons	\$812.76	1		\$855.48	1	
3+ Persons	\$1,436.76	1-3		\$1,512.24	3	
CVRPC Total Cost by Fiscal Year			\$5,425.11	\$7,664.40		

*FY24 Actual reflects costs for all staff who were enrolled during FY24. Totals may reflect a partial-year enrollment.

FY25 enrollment figures reflect staff who were enrolled as of May 1, 2024 and we are currently fully staffed. While all staff is eligible (with the exception of interns), not all staff enroll in CVRPC’s dental plan.

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Executive Committee Special Meeting**
3 **DRAFT MINUTES**
4 **April 9, 2024 Meeting**

5 **Present:**

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Peter Carbee | <input type="checkbox"/> Paula Emery | <input type="checkbox"/> Michael Gray |
| <input checked="" type="checkbox"/> Lee Cattaneo | <input checked="" type="checkbox"/> Alexis Leacock | <input checked="" type="checkbox"/> Janet Shatney |
| <input checked="" type="checkbox"/> Jerry D'Amico | | |

6 Staff: Nancy Chartrand

7
8
9 **Call to Order:** Chair D'Amico called the meeting to order at 6:17 PM.

10
11 **Adjustments to the Agenda:** None

12
13 **Public Comment:** None

14
15 **Executive Session** – 1 V.S.A. § 313(a)(3), Personnel:

16 *At 6:18 pm, Peter Carbee moved to enter executive session to discuss personnel matters; seconded by*
17 *Lee Cattaneo. Motion passed 5-0.*

18
19 *At 6:26 pm Lexi Leacock moved to exit executive session; seconded by Peter Carbee. Motion passed 5-0.*
20 *No action taken during the session.*

21
22 **Adjourn:** Peter Carbee moved adjourn at 6:26 pm, seconded by Lee Cattaneo. Motion passed 5-0.

23
24 Respectfully submitted,
25 Nancy Chartrand, Office Manager



BOARD OF COMMISSIONERS

May 14, 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 – Visiting Regional Planning Commission Representatives

Adjustments to the Agenda

Public Comments

6:35 Regional Plan Readoption Hearing (Action - enclosed)³

7:05 FY25 Nominations (Action - enclosed)³

Presentation of nominations; final opportunity for nominations from the floor.

7:15 ARPA 3-Acre Permit Obtainment Assistance (POA) Program – Danny

Bouwens, VT DEC

7:30 FEMA Flood Maps Current Status – Brian Voigt

7:50 Community Tree Planting Grant – Lincoln Frasca

7:55 Minutes (Action - enclosed)³

8:00 Reports - Staff and Committee Reports (Action - enclosed)³

8:15 Adjourn

Annual Meeting: June 11, 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.