

EXECUTIVE COMMITTEE

June 3, 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	<u>AGENDA</u>
	4:00² Adjustments to the Agenda
	Public Comment
2	4:05 Financial Report (Action - enclosed)³
16	4:25 Draft Budget & Workplan
32	4:55 Contract/Agreement Authorization (Action - enclosed)³
35	5:10 FY25 Meeting Dates (Action - enclosed)³
36	5:15 Meeting Minutes – 4/1/24 & 5/6/24 (Action - enclosed)³
41	5:20 Commission Meeting Agenda (Action - enclosed)³
	5:30 Executive Session 1 V.S.A. § 313(a)(3), Personnel (REPORT ON STAFF EVALUATIONS)
	Adjourn

Next Meeting: July 1, 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

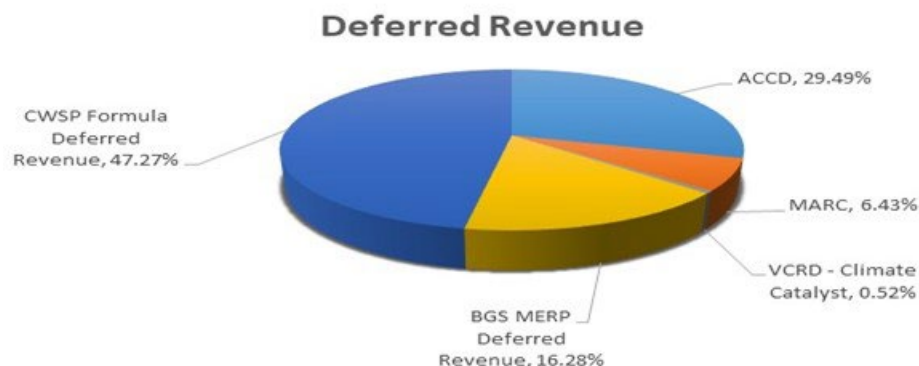
Date: May 23, 2024,
 To: Executive Committee
 From: The Ijaz Group, Contracted Accountant
 Re: Financial Report as of 04/30/2024

☒ **ACTION REQUESTED:** Accept April 30, 2024, unaudited financial reports.

FY24 Summary: CVRPC's FY24 surplus is \$285,046 through April 30th, 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 \$55,310 through April 30th, 2023.

Balance Sheet

- **Assets** – Billing is substantially complete through 04/30/2024. Aging receivables are at \$259,045. Operating cash is \$103,411, whereas the Savings and CD balance is \$944,974 and Union Bank including Sweep balance is \$369,014 totaling the cash balance to \$1,417,400. CVRPC works to maintain at least \$100,000 in operating funds for cash flow purposes.
- **Current Liabilities** –
 - CVRPC maintained an average payable balance of \$8,598.
 - Accrued vacation and compensatory time balances are \$21,345 and \$4,590 respectively.
 - ACCD Deferred Income for FY24 stands at \$302,150. Other Deferred Income consists of MARC Brownfields \$46,387, VCRD – Climate Catalyst \$3,801, BGS MERP \$120,000, and CWSP Formula \$348,717. Total Deferred Revenue is \$821,055.



- *Equity* – Equity is assets minus liabilities – the company's value. CVRPC's Total Equity as of 04/30/2024 is \$838,709 and it was \$570,010 and \$605,342 on the same date in 2023 and 2022, respectively.
- *Surplus* of \$285,046 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 04/30/2024, 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 04/30 is 83.33%.

- *Income* – Total revenue stands at 52% 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 46%, about 37% below the benchmark. Wages, CVRPC's most significant expense, is also under budget at 64% 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

As of April 30, 2024

Apr 30, 24

ASSETS

Current Assets

Checking/Savings

1004 · Community National Bank (4001)	947.21	
1012 · Community National Bank (1801)	102,464.19	
1013 · CNB ICS (1816)	250,179.03	
1017 · Northfield Savings Bank (7906)	40,770.31	
1025 · GMCU Savings - 335	245,499.07	
1026 · Union Bank (4794)	250,256.15	
1027 · Union Bank ICS Clearing (4794)	118,758.84	
1028 · NCFCU Share (1493)	83.68	
1029 · NCFCU CD (1493)	205,993.98	
1030 · Northfield Savings CD	202,448.01	
1072 · Bill.com Money Out Clearing	100.00	This will clear ir

Total Checking/Savings 1,417,500.47

Accounts Receivable

1200 · Accounts Receivable	259,045.93
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Total Accounts Receivable 259,045.93

Total Current Assets 1,676,546.40

Fixed Assets

1501 · Equipment	47,030.18
1502 · Equipment - Accum. Depreciation	(44,555.99)
1505 · Leasehold Improvements	2,597.07
1510 · Lease Asset - Facility	335,121.56
1511 · Lease Asset - Acc. Dep	(58,646.28)

Total Fixed Assets 281,546.54

Other Assets

1301 · Prepaid Expenses	23,570.28
1320 · Deposits	4,415.00

Total Other Assets 27,985.28

TOTAL ASSETS 1,986,078.22

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	8,598.72
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Total Accounts Payable 8,598.72

Credit Cards

2030 · NCFCU VISA	1,004.00
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Total Credit Cards 1,004.00

Other Current Liabilities

2102 · Accrued Vacation	21,345.70
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2103 · Accrued Compensatory Time	4,590.84
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2105 · Accrued Interest Payable	1,218.81
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2200 · Deferred Income	
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Central Vermont Regional Planning Commission
Executive Committee
Balance Sheet

As of April 30, 2024

Apr 30, 24

2201 · ACCD	
2214 · Housing Navigator	24,831.71
2217 · Pandemic Response	39,790.94
2219 · RPC Annual - FY24	237,527.68
Total 2201 · ACCD	302,150.33
2225 · MARC	46,386.81
2240 · VCRD - Climate Catalyst	3,801.18
2245 · BGS MERP Deferred Revenue	120,000.00
2250 · CWSP Formula Deferred Revenue	348,717.24
Total 2200 · Deferred Income	821,055.56
2302 · State withholding	6.64
2304 · Dependent Care Deductions	(0.10)
2306 · Pension Liability- Edward Jones	1,358.06
2309 · Lease Liability - Facility	288,190.58
Total Other Current Liabilities	1,137,766.09
Total Current Liabilities	1,147,368.81
Total Liabilities	1,147,368.81
Equity	
3100 · Unrestricted Net Position	444,974.11
3300 · Invested in Fixed Assets	11,191.60
3900 · Retained Earnings	97,497.18
Net Income	285,046.52
Total Equity	838,709.41
TOTAL LIABILITIES & EQUITY	1,986,078.22

Central Vermont Regional Planning Commission
Executive Committee
AR Aging Summary

	As of April 30, 2024					TOTAL	Notes
	Current	1 - 30	31 - 60	61 - 90	> 90		
Neck of the Woods							
NBRC LDD	312.57	0.00	0.00	0.00	0.00	312.57	This is from April
Total Neck of the Woods	312.57	0.00	0.00	0.00	0.00	312.57	
Addison County Regional Commission							
Water Quality Project Dev	2,104.49	0.00	0.00	0.00	0.00	2,104.49	This is from April
Total Addison County Regio	2,104.49	0.00	0.00	0.00	0.00	2,104.49	
Preservation Trust of Verm	0.00	0.00	0.00	0.00	0.00	0.00	
Building and General Services (BGS)							
Municipal Energy Resilien	4,236.01	0.00	0.00	0.00	0.00	4,236.01	This is from April
Total Building and General	4,236.01	0.00	0.00	0.00	0.00	4,236.01	
Vermont Council on Rural Development.							
Community Visits	0.00	0.00	0.00	0.00	1,977.46	1,977.46	
Total Vermont Council on R	0.00	0.00	0.00	0.00	1,977.46	1,977.46	
ACCD Parent							
ACCD	0.00	0.00	0.00	0.00	2,033.54	2,033.54	Underpayment of Quarterly invoice
ACCD 21	0.00	0.00	0.00	0.00	0.00	0.00	
ACCD 22	0.00	0.00	0.00	0.00	0.01	0.01	
ACCD Parent - Other	0.00	0.00	-0.11	0.00	0.00	-0.11	
Total ACCD Parent	0.00	0.00	-0.11	0.00	2,033.55	2,033.44	
Administration							
Administration	0.00	0.00	0.00	1,321.60	0.00	1,321.60	
Total Administration	0.00	0.00	0.00	1,321.60	0.00	1,321.60	
Barre City							
Housing Infill Study	689.99	438.77	0.00	5,094.19	1,411.32	7,634.27	Will invoice at contract end
Barre City LHMP 23	1,033.81	2,356.20	0.00	292.11	0.00	3,682.12	Milestone Invoicing - Invoice sent on 03/19
Total Barre City	1,723.80	2,794.97	0.00	5,386.30	1,411.32	11,316.39	
Berlin	0.00	0.00	0.00	0.00	0.00	0.00	
Cabot							
Cabot LHMP 23	8,289.92	0.00	0.00	1,449.78	0.00	9,739.70	Milestone Invoicing - Invoice sent on 04/17
Total Cabot	8,289.92	0.00	0.00	1,449.78	0.00	9,739.70	
CCRPC							
TOD Planning	2,179.58	3,810.12	0.00	772.94	0.00	6,762.64	Monthly Invoicing - Feb & March Invoice sent on
Clean Water							
TBP Implement	43.25	0.00	0.00	723.74	0.00	766.99	Quarterly Invoicing -
TBP Planning	1,103.94	625.94	0.00	2,174.69	0.00	3,904.57	March invoice sent on
Total Clean Water	1,147.19	625.94	0.00	2,898.43	0.00	4,671.56	04/22
Total CCRPC	3,326.77	4,436.06	0.00	3,671.37	0.00	11,434.20	
CVFiber - Fee for Service							
CVF - Admin	129.71	0.00	0.00	0.00	0.00	129.71	Monthly Invoicing - March invoice sent on 04/09
Total CVFiber - Fee for Servi	129.71	0.00	0.00	0.00	0.00	129.71	
Department of Environmental Conservation							
CWSP Formula							
Administrative	13,615.78	0.00	18,144.19	0.00	0.00	31,759.97	Quarterly Invoicing - March invoice sent on 05/08
Total CWSP Formula	13,615.78	0.00	18,144.19	0.00	0.00	31,759.97	

Central Vermont Regional Planning Commission
Executive Committee
A/R Aging Summary

	As of April 30, 2024					TOTAL	Notes
	Current	1 - 30	31 - 60	61 - 90	> 90		
Upper Winooski							
Calais Moscow Woods	439.33	0.00	112.23	0.00	722.32	1,273.88	
Calais PO	1,692.31	0.00	224.46	0.00	0.00	1,916.77	
Woodbury Elem	0.00	0.00	0.00	0.00	106.61	106.61	
Total Upper Winooski	2,131.64	0.00	336.69	0.00	828.93	3,297.26	
CWSP Start-up							
O&M Start-up Activities	279.11	0.00	0.00	0.00	0.00	279.11	This is from April Monthly Invoicing - December invoice sent
Implementation Prep	0.00	0.00	0.00	0.00	1,051.36	1,051.36	on 02/07
Total CWSP Start-up	279.11	0.00	0.00	0.00	1,051.36	1,330.47	
Moretown Elem SW Final	0.00	0.00	0.00	0.00	0.03	0.03	
Plainfield Gully Constructi	0.00	0.00	0.00	0.00	22,475.90	22,475.90	
Total Department of Enviro	16,026.53	0.00	18,480.88	0.00	24,356.22	58,863.63	
Department of Public Safety							
VDH							Milestone Invoicing - Invoice sent on 05/16
Hot Weather Emergency	25.61	0.00	596.23	0.00	373.03	994.87	
Total VDH	25.61	0.00	596.23	0.00	373.03	994.87	
EMPG							
Technical Assistance	11,181.18	0.00	9,018.81	0.00	0.00	20,199.99	
Response	0.00	0.00	55.40	0.00	0.00	55.40	Quarterly Invoicing -
REMC	281.61	0.00	916.36	0.00	0.00	1,197.97	March invoice sent on
LEMP	639.99	0.00	128.00	0.00	0.00	767.99	05/15
Total EMPG	12,102.78	0.00	10,118.57	0.00	0.00	22,221.35	
EMPG Supplemental							
WiFi	0.00	0.00	0.00	0.00	-0.01	-0.01	
Total EMPG Supplemental	0.00	0.00	0.00	0.00	-0.01	-0.01	
Total Department of Public	12,128.39	0.00	10,714.80	0.00	373.02	23,216.21	
EMPG							
EMPG 21							
Technical Assistance	0.00	0.00	0.00	0.00	0.01	0.01	
Total EMPG 21	0.00	0.00	0.00	0.00	0.01	0.01	
EMPG - Other	0.00	0.00	0.00	0.00	-0.04	-0.04	
Total EMPG	0.00	0.00	0.00	0.00	-0.03	-0.03	
Friend of the Winooski River							
Water Wise Woodlands	0.00	0.00	0.00	0.00	3,752.32	3,752.32	
Total Friend of the Winooski	0.00	0.00	0.00	0.00	3,752.32	3,752.32	
Lamoille County PC							Quarterly Invoicing - March Invoice sent on 04/17
Flood Bylaw	1,413.29	382.48	0.00	391.35	728.89	2,916.01	
Health Equity							
Projects	5,239.36	4,807.26	0.00	2,936.41	0.00	12,983.03	Quarterly Invoicing -
Stipends	1,418.89	0.00	0.00	0.00	0.00	1,418.89	March Invoice sent on
Toolkit	314.73	264.65	0.00	570.01	0.00	1,149.39	04/17
Total Health Equity	6,972.98	5,071.91	0.00	3,506.42	0.00	15,551.31	
Lamoille County PC - Othe	0.00	0.00	0.00	0.00	-2.25	-2.25	
Total Lamoille County PC	8,386.27	5,454.39	0.00	3,897.77	726.64	18,465.07	
Misc Income	0.00	0.00	0.00	0.00	-1.00	-1.00	
Montpelier							
VOREC	0.00	0.00	0.00	0.00	0.00	0.00	
Total Montpelier	0.00	0.00	0.00	0.00	0.00	0.00	

Central Vermont Regional Planning Commission
Executive Committee
AR Aging Summary

	As of April 30, 2024					TOTAL	Notes
	Current	1 - 30	31 - 60	61 - 90	> 90		
Mount Ascutney Regional Commission							
Brownfields	0.00	0.00	0.00	0.00	10,070.50	10,070.50	Monthly Invoicing - March Invoice sent on 05/02
DIBG - Moretown School S	17,327.34	0.00	0.00	0.00	0.00	17,327.34	
Total Mount Ascutney Regi	17,327.34	0.00	0.00	0.00	10,070.50	27,397.84	
Northwest Regional Comm'n							
CPRG							
Inventory	0.00	692.15	0.00	1,942.20	0.00	2,634.35	Invoice sent on 05/06
Total CPRG	0.00	692.15	0.00	1,942.20	0.00	2,634.35	
Municipal Grants in Aid							
FY23 Equipment	0.00	0.00	0.00	0.00	79.22	79.22	
FY22 Equipment	0.00	0.00	0.00	0.00	203.65	203.65	Invoice sent on 12/11
Total Municipal Grants in /	0.00	0.00	0.00	0.00	282.87	282.87	
NBRC Grant Admin							
CVTA - NBRC21GVT11	66.98	0.00	0.00	0.00	510.33	577.31	
Total NBRC Grant Admin	66.98	0.00	0.00	0.00	510.33	577.31	
Total Northwest Regional C	66.98	692.15	0.00	1,942.20	793.20	3,494.53	
Orange							
MPM Sidewalks Design	453.29	179.19	0.00	0.00	0.00	632.48	Milsetone Invoicing - Invoice sent on 03/14
LHMP	468.20	0.00	0.00	0.00	2,668.27	3,136.47	
Total Orange	921.49	179.19	0.00	0.00	2,668.27	3,768.95	
Rutland Regional Comm'n							
ARPA	102.40	0.00	0.00	76.79	0.00	179.19	Quarterly Invoicing - March invoice sent on 04/17
Total Rutland Regional Com	102.40	0.00	0.00	76.79	0.00	179.19	
Two Rivers Ottauquechee Comm'n							
River Program	2,746.64	1,377.37	0.00	0.00	0.00	4,124.01	Monthly Invoicing - March
MTAP							
TRORC MTAP Marshfield	851.99	374.58	0.00	0.00	0.00	1,226.57	
TRORC MTAP Woodbury	133.97	44.66	0.00	0.00	0.00	178.63	
TRORC MTAP Middlesex	5,556.51	1,895.54	0.00	0.00	0.00	7,452.05	
TRORC MTAP Duxbury	0.00	22.32	0.00	0.00	0.00	22.32	
TRORC MTAP Cabot	759.08	1,562.81	0.00	0.00	0.00	2,321.89	Monthly Invoicing - March invoice sent on 04/19
TRORC MTAP Barre City	66.98	22.32	0.00	0.00	0.00	89.30	
TRORC MTAP Worcester	22.32	44.66	0.00	0.00	0.00	66.98	
TRORC MTAP Washingto	0.00	44.66	0.00	0.00	0.00	44.66	
TRORC MTAP Roxbury	111.62	44.66	0.00	0.00	0.00	156.28	
TRORC MTAP Plainfield	156.29	535.82	0.00	0.00	0.00	692.11	
Total MTAP	7,658.76	4,592.03	0.00	0.00	0.00	12,250.79	
Total Two Rivers Ottauquec	10,405.40	5,969.40	0.00	0.00	0.00	16,374.80	
VAPDA_	0.00	0.00	0.00	0.00	500.00	500.00	
VTrans							
TPI							
TPI Special Bike/Ped	2,000.21	0.00	102.40	0.00	334.65	2,437.26	
TPI Planning	9,262.66	0.00	11,026.82	0.00	2,901.64	23,191.12	
TPI Data Collect/Manage	1,478.13	0.00	737.26	0.00	1,717.89	3,933.28	
TPI Admin	4,653.98	0.00	2,255.72	0.00	1,637.07	8,546.77	Montly Invoicing - March
TPI Coordination	6,921.84	0.00	1,996.97	0.00	1,041.58	9,960.39	Invoice sent on 05/02
TPI MRGP Support	69.14	0.00	0.00	0.00	0.00	69.14	

Central Vermont Regional Planning Commission
Executive Committee
A/R Aging Summary

	As of April 30, 2024						
	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
TPI Project Develop	559.15	0.00	726.72	0.00	0.22	1,286.09	
Total TPI	24,945.11	0.00	16,845.89	0.00	7,633.05	49,424.05	
VTrans - Other	0.00	0.00	0.00	0.00	-0.43	-0.43	
Total VTrans	24,945.11	0.00	16,845.89	0.00	7,632.62	49,423.62	
Waitsfield							
Waitsfield LHMP 23	6,583.31	-167.79	0.00	0.00	0.00	6,415.52	Milsetone Invoicing - Invoice sent on 04/17
Total Waitsfield	6,583.31	-167.79	0.00	0.00	0.00	6,415.52	
Washington	0.00	0.00	0.00	0.00	-0.50	-0.50	
Waterbury							
Waterbury LHMP 23	1,150.77	1,439.44	0.00	0.00	0.00	2,590.21	Milsetone Invoicing - Invoice sent on 04/18
Total Waterbury	1,150.77	1,439.44	0.00	0.00	0.00	2,590.21	
TOTAL	118,167.26	20,797.81	46,041.46	17,745.81	56,293.59	259,045.93	

Paid Time Off Liability Balances - As of 5/3/24

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	1.25	\$ 31.85		
Lash, S.	26.68	64.75	\$ 1,727.53		
MacMartin, R	33.65	6.00	\$ 201.90		
Meyer, C.	48.08	45.25	\$ 2,175.62		
Pitkin, Will	25.48	2.50	\$ 63.70		
Sabado, Niki	25.48	2.00	\$ 50.96		
Toohey, E	28.85	10.00	\$ 288.50		
Voigt, B.	34.85	0.50	\$ 17.43		
Total		133.50	\$ 4,590.84		

SICK LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Chartrand, N.	27.76	260.62	\$ 7,234.81	270	\$ 7,495.20
Cubbon, Keith	26.68	101.66	\$ 2,712.29	175.28	\$ 4,676.47
Frasca, L	25.48	34.00	\$ 866.32	84.50	\$ 2,153.06
Lash, S.	26.68	127.43	\$ 3,399.83	204.80	\$ 5,464.06
MacMartin, R	33.65	0.90	\$ 30.29	36.90	\$ 1,241.69
Meyer, C.	48.08	84.41	\$ 4,058.43	299.22	\$ 14,386.50
Pitkin, Will	25.48	31	\$ 789.88	31	\$ 789.88
Sabado, Niki	25.48	14.02	\$ 357.23	14.02	\$ 357.23
Toohey, E	28.85	-17.39	\$ (501.70)	70.21	\$ 2,025.56
Voigt, B.	34.85	141.00	\$ 4,913.85	200.37	\$ 6,982.89
Total		777.65	\$ 23,861.23	1,386	\$ 45,572.54

VACATION LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Chartrand, N.	27.76	108.55	\$ 3,013.35	150	\$ 4,164.00
Cubbon, K.	26.68	80.22	\$ 2,140.27	145.83	\$ 3,890.74
Frasca, L.	25.48	25.05	\$ 638.27	70.30	\$ 1,791.24
Lash, S.	26.68	60.78	\$ 1,621.61	170.39	\$ 4,546.01
MacMartin, R	33.65	-1.30	\$ (43.75)	30.70	\$ 1,033.06
Meyer, C.	48.08	153.85	\$ 7,397.11	200	\$ 9,616.00
Pitkin, Will	25.48	25.79	\$ 657.13	25.79	\$ 657.13
Sabado, Niki	25.48	11.67	\$ 297.35	11.67	\$ 297.35
Toohey, E.	28.85	58.33	\$ 1,682.82	58.33	\$ 1,682.82
Voigt, B.	34.85	113.10	\$ 3,941.54	160.00	\$ 5,576.00
Total		636.04	\$ 21,345.70	1,023	\$ 33,254.35

SUMMARY

	Current	Maximum
Total Paid Time Off Liability	\$ 49,797.76	\$ 83,417.72

Maximum versus Current Difference \$ 33,619.96 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

Central Vermont Regional Planning Commission
Executive Committee
Profit & Loss Budget Vs. Actual
July 2023 through April 2024

	Jul '23 - Apr 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · ACCD				
4101 · ACCD Direct	482,019.01	492,273.00	(10,253.99)	97.92%
Total 4100 · ACCD	482,019.01	492,273.00	(10,253.99)	97.92%
4200 · Community Development				
4220 · MARC Brownfields	82,042.07	50,000.00	32,042.07	164.08%
4230 · NBRC Grant Admin	577.31	3,700.00	(3,122.69)	15.60%
4247 · LCPC- Health Equity	17,068.13	21,500.00	(4,431.87)	79.39%
4248 · LCPC - Flood Bylaw	2,916.01	8,500.00	(5,583.99)	34.31%
4249 · VCRD	4,691.83	7,500.00	(2,808.17)	62.56%
4251 · TRORC	35,004.28	-	35,004.28	100.00%
4252 · ACRPC	5,192.54	-	5,192.54	100.00%
4254 · NRC CPRG Inventory	2,634.35	-	2,634.35	100.00%
4255 · NBRC LDD	312.57	-	312.57	100.00%
4200 · Community Development - Other	-	14,000.00	(14,000.00)	0.00%
Total 4200 · Community Development	150,439.09	105,200.00	45,239.09	143.00%
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	1,263.43	2,400.00	(1,136.57)	52.64%
4345 · Calais	1,619.60	998.00	621.60	162.29%
Total 4300 · Fee for Services	6,883.03	9,898.00	(3,014.97)	69.54%
4400 · Municipal Contracts				
4431 · BC Road Erosion Inventory	-	818.00	(818.00)	0.00%
4470 · Town of Orange	1,447.49	-	1,447.49	100.00%
4471 · BGS - Municipal Energy	34,847.94	54,179.00	(19,331.06)	64.32%
4472 · MPM Sidewalks Design	2,135.63	-	2,135.63	100.00%
4473 · LHMP 23	24,540.55	-	24,540.55	100.00%
4474 · Housing Infill Study	7,634.27	-	7,634.27	100.00%
4400 · Municipal Contracts - Other	2,574.75	3,500.00	(925.25)	73.56%
Total 4400 · Municipal Contracts	73,180.63	58,497.00	14,683.63	125.10%
4500 · Natural Resources				
4501 · 604B Water Planning	5,181.00	5,181.00	-	100.00%
4516 · Tactical Basin Planning	23,922.67	19,900.00	4,022.67	120.21%
4519 · MARC Design Imp. Block Grant	382,482.33	326,514.00	55,968.33	117.14%
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	15,389.39	102,082.00	(86,692.61)	15.08%
4545 · DEC CWSP Formula	46,343.69	1,040,947.00	(994,603.31)	4.45%
4565 · DEC Calais Moscow Woods	3,190.65	-	3,190.65	100.00%
4570 · Upper Winooski-Woodbury Ca	-	211,479.00	(211,479.00)	0.00%
4575 · DEC Upper Winooski Woodbur	106.61	-	106.61	100.00%

Central Vermont Regional Planning Commission
 Executive Committee
 Profit & Loss Budget Vs. Actual
 July 2023 through April 2024

	Jul '23 - Apr 24	Budget	\$ Over Budget	% of Budget
4576 · ACRP Water Quality Project Dv	2,104.49	-	2,104.49	100.00%
Total 4500 · Natural Resources	505,498.27	1,782,789.00	(1,277,290.73)	28.35%
4600 · Public Safety				
4602 · EMPG	54,542.67	58,375.00	(3,832.33)	93.44%
4611 · VEM Emergency Operation MC	-	600.00	(600.00)	0.00%
4630 · RRPC ARPA	418.21	2,526.00	(2,107.79)	16.56%
4635 · July 9, 2023 Event	18,819.59	-	18,819.59	100.00%
4645 · VDH	994.87	-	994.87	100.00%
4646 · Dec 18, 2023 Flooding	908.24	-	908.24	100.00%
4647 · TRORC River Program	4,124.01	-	4,124.01	100.00%
Total 4600 · Public Safety	79,807.59	61,501.00	18,306.59	129.77%
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	117,418.39	290,848.00	(173,429.61)	40.37%
4806 · TOD Planning	6,762.64	-	6,762.64	100.00%
4800 · Transportation - Other	-	16,667.00	(16,667.00)	0.00%
Total 4800 · Transportation	124,181.03	307,715.00	(183,533.97)	40.36%
4900 · Other Income				
4901 · Interest Income	11,178.81	1,600.00	9,578.81	698.68%
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	16,154.53	1,972.00	14,182.53	819.20%
Total Income	1,525,147.84	2,906,830.00	(1,381,682.16)	52.47%
Gross Profit	1,525,147.84	2,906,830.00	(1,381,682.16)	52.47%
Expense				
5000 · Wages and Fringe Benefits				
5001 · Personnel	402,920.50	629,367.00	(226,446.50)	64.02%
5100 · Fringe Benefits				
5101 · FICA	31,839.66	48,423.00	(16,583.34)	65.75%
5110 · Health Insurance	97,209.07	172,429.00	(75,219.93)	56.38%
5112 · Dental Insurance	4,211.47	8,107.00	(3,895.53)	51.95%
5115 · Life Disability Insurance	3,178.60	4,375.00	(1,196.40)	72.65%
5118 · PTO/Comp Accrual	12,994.27	3,835.00	9,159.27	338.83%
5120 · Pension Plan - Edward Jones	14,786.30	20,092.00	(5,305.70)	73.59%
5130 · Unemployment Insurance	703.00	900.00	(197.00)	78.11%
5135 · Worker's Comp	3,671.50	3,480.00	191.50	105.50%
Total 5100 · Fringe Benefits	168,593.87	261,641.00	(93,047.13)	64.44%
Total 5000 · Wages and Fringe Benefit:	571,514.37	891,008.00	(319,493.63)	64.14%
5200 · Professional Services				
5201 · Accounting	50,000.00	60,000.00	(10,000.00)	83.33%
5202 · Audit	18,400.00	18,000.00	400.00	102.22%

Central Vermont Regional Planning Commission
 Executive Committee
 Profit & Loss Budget Vs. Actual
 July 2023 through April 2024

	Jul '23 - Apr 24	Budget	\$ Over Budget	% of Budget
5203 · IT/Computer	15,162.00	4,300.00	10,862.00	352.61%
5204 · Legal	616.50	3,500.00	(2,883.50)	17.61%
5200 · Professional Services - Other	1,038.24	-	1,038.24	100.00%
Total 5200 · Professional Services	85,216.74	85,800.00	(583.26)	99.32%
5305 · Advertising	2,010.78	3,600.00	(1,589.22)	55.86%
5315 · Consultants	487,546.19	1,618,269.00	(1,130,722.81)	30.13%
5320 · Depreciation expense	2,687.26	4,500.00	(1,812.74)	59.72%
5325 · Copy				
5326 · Copier extra copies	931.62	1,000.00	(68.38)	93.16%
5327 · Copier Lease Payments	1,485.71	600.00	885.71	247.62%
Total 5325 · Copy	2,417.33	1,600.00	817.33	151.08%
5330 · Supplies				
5331 · Equipment/Furniture	7,539.84	9,600.00	(2,060.16)	78.54%
5332 · GIS Supplies	-	500.00	(500.00)	0.00%
5333 · Office Supplies	2,143.35	3,000.00	(856.65)	71.45%
5334 · Billable Supplies	10,170.22	5,000.00	5,170.22	203.40%
5335 · Subscriptions/Publications	629.48	1,698.00	(1,068.52)	37.07%
Total 5330 · Supplies	20,482.89	19,798.00	684.89	103.46%
5344 · Insurance				
5345 · Liability Insurance	374.00	1,600.00	(1,226.00)	23.38%
5346 · Public Officials Insurance	2,922.50	3,507.00	(584.50)	83.33%
Total 5344 · Insurance	3,296.50	5,107.00	(1,810.50)	64.55%
5350 · Meetings/Programs	3,583.52	4,970.00	(1,386.48)	72.10%
5355 · Postage	1,164.76	1,000.00	164.76	116.48%
5360 · Dues/Memberships/Sponsorships				
5361 · Government Relations	2,181.80	-	2,181.80	100.00%
5360 · Dues/Memberships/Sponsorsh	4,890.70	11,545.00	(6,654.30)	42.36%
Total 5360 · Dues/Memberships/Spon	7,072.50	11,545.00	(4,472.50)	61.26%
5370 · Office Occupancy				
5310 · Cleaning	1,830.00	3,540.00	(1,710.00)	51.70%
5371 · Rent/Utility Payments	35,519.50	42,383.00	(6,863.50)	83.81%
5370 · Office Occupancy - Other	-	200.00	(200.00)	0.00%
Total 5370 · Office Occupancy	37,349.50	46,123.00	(8,773.50)	80.98%
5375 · Software/Licenses/IT Sub	5,189.66	9,746.00	(4,556.34)	53.25%
5385 · Telephone/Internet	6,297.94	7,080.00	(782.06)	88.95%
5390 · Travel	3,743.56	13,262.00	(9,518.44)	28.23%
5990 · Interest Expense	0.71	50.00	(49.29)	1.42%
5999 · Miscellaneous Expenses				
5339 · Gifts	113.40	350.00	(236.60)	32.40%
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	13.50	-	13.50	100.00%
5380 · Fees - Other	140.41	630.00	(489.59)	22.29%

Central Vermont Regional Planning Commission
 Executive Committee
 Profit & Loss Budget Vs. Actual
 July 2023 through April 2024

	Jul '23 - Apr 24	Budget	\$ Over Budget	% of Budget
Total 5380 · Fees	393.21	630.00	(236.79)	62.41%
5999 · Miscellaneous Expenses - Other	20.50	100.00	(79.50)	20.50%
Total 5999 · Miscellaneous Expenses	527.11	1,080.00	(552.89)	48.81%
8000 · Indirect Costs	-			
Total Expense	1,240,101.32	2,724,538.00	(1,484,436.68)	45.52%
Net Ordinary Income	285,046.52	182,292.00	102,754.52	156.37%
Net Income	285,046.52	182,292.00	102,754.52	156.37%

Central Vermont Regional Planning Commission
FY25 Budget

Adopted by the Executive Committee on
#/#/2024

Jerry D'Amico, Chair

Line	03/06/23			02/05/24		06/31/2024		Difference (Budget)	Percent Change	Notes
	FY23 Audited	FY24 Budget	FY25 Budget	FY23 Audited	FY24 Budget	FY25 Budget	Difference (Budget)			
1	REVENUES	1,099,527	3,287,279	2,836,671			(450,608)	-13.7%		
2										
3	Community Development	95,517	161,379	135,479			(25,900)	-16.0%		
4	Fee for Service	9,497	8,900	8,900			0	0.0%		
5	Municipal Contracts	51,405	41,017	45,106			4,089	10.0%	LHMPs with 4 Municipalities	
6	Natural Resources	285,632	1,775,443	1,185,609			(589,834)	-33.2%	New CWSP programming	
7	Other Income	6,543	10,372	10,372			0	0.0%	Interest income	
8	Public Safety	58,701	96,901	118,020			21,119	21.8%	Flooding response	
9	Regional Planning Funds (ACCD)	335,984	798,984	733,468			(65,516)	-8.2%	FY23 Carry over	
10	Municipal Dues	86,985	86,985	86,985			0	0.0%		
11	Transportation	169,263	307,298	512,732			205,434	66.9%	Steady core funding, new Bike/Ped programming	
12										
13		FY23 Audited	FY24 Budget	FY25 Budget	Difference (Budget)	Percent Change			Notes	
14										
15										
16	EXPENSES	1,054,684	2,620,029	2,567,372			(52,657)	-2.0%		
17										
18	Contractor Services	266,136	1,603,365	1,251,284			(352,081)	-22.0%	Varies with project mix	
19	Copy/Print	2,966	1,600	1,600			0	0.0%		
20	Debt Repayment	0	0	0			0	0.0%		
21	Depreciation	3,433	4,500	4,500			0	0.0%	Varies with capital improvements	
22	Dues/Memberships/Sponsorships	11,873	11,545	8,545			(3,000)	-26.0%		
23	Fringe Benefits	134,732	209,168	310,604			101,436	48.5%		
24	Insurance	2,421	5,107	5,107			0	0.0%		
25	Meeting/Programs	2,603	5,320	13,070			7,750	145.7%		
26	Miscellaneous Expense	4,076	5,730	5,730			0	0.0%		
27	Office Occupancy	46,123	46,123	46,123			0	0.0%	Lease through 9/30/2026	
28	Professional Services	86,252	94,116	95,432			1,316	1.4%	Accounting, Audit, legal	
29	Software / Licenses	6,213	9,746	7,858			(1,888)	-19.4%		
30	Supplies	4,977	19,798	31,748			11,950	60.4%		
31	Telephone / Internet	7,060	7,080	7,080			0	0.0%		
32	Travel	3,520	12,962	23,475			10,513	81.1%		
33	Wages	472,300	583,869	755,216			171,347	29.3%		
34										
35	BAL END	44,843	667,250	269,299			(397,951)	-59.6%	\$69K to true up Indirect from FY23; New IT hardware below	
36	Bad Debit/Adjustment	(174)	0	0			0			
37	Capital Investments						0		Depreciated over life of item; see line 21	
38	Equipment	0	39,200	44,200			5,000		New web site (25000) and conference room furnishings (19200)	
39	Leaseholder Improvements	0	0	20,000			20,000		Finance space office improvement	
40	RESERVES	0	0	0			0	100.0%		
41	General Reserves	0	0	0			0	100.0%		
42	Capital Equipment	0	0	0			0	100.0%		
43	Leaseholder Improvements	0	0	0			0	0		

Note: CVRPC fiscal year is July 1 - June 30.

Central Vermont Regional Planning Commission

FY24 Budget

As of 02/02/24

Total Revenues			\$2,836,671
Line	Account No.		
1	Community Development		\$135,479
2	2240 VCRD Climate Catalyst	\$3,800	Support community energy efficiency
3	4220 MARC Brownfields	\$50,000	35,000 contractor pass through
4	4230 NRPC CVTA Grant Administration	\$2,500	Grant administration coaching
5	4255 NBRC NOW LDD	\$5,000	NBRC Catalyst Grant
6	4471 Municipal Energy Resilience	\$54,179	Support municipal building energy assessments/improvements
7	4251 MTAP	\$14,000	Technical assistance to municipalities
8	4249 VCRD Community Visit Stipend	\$3,500	Provide technical assistance to visting team.
9	4254 Climate Pollution Reduction Grant	\$2,500	
10			
11	Fee for Service		\$8,900
12	4308 Wrightville Beach Recreation District Bookkeeping	\$5,000	
13	4302 Cross Vermont Trail Association Admin Services	\$1,200	
14	4315 CVFiber Admin Services	\$2,400	
15	CVFiber Planning Services	\$0	
16	4304 GIS Mapping	\$300	
17			
18	Municipal Contracts		\$45,106
19	4345 Calais Kent Hill Bric	\$0	Project admin
20	Municipal LHMPs	\$32,788	We will be a proposer for several municipal plans
21	4470 Orange MPM	\$2,318	Admin support for sidewalk design
22	Plainfield Brrok Road Bridge MPM	\$10,000	Municipal project manager for bridge replacement
23			
24	Natural Resources		\$1,185,609
25	4501 604b Water Quality Planning	\$5,181	
26	4516 Tactical Basin Plannig FY25	\$17,860	Municipal outreach, Basin Plan assistance
27	4535 DEC CWSP O&M	\$87,316	Program administration, project implementation
28	4545 DEC Clean Water Service Provider Formula	\$855,273	Contractor pass through and staff admin
32	4248 LCPC Flood Bylaws	\$8,500	Support municipal work to update bylaws to meet new maps
33	4570 Upper Winooski - Calais	\$211,479	Stormwater implementation in Upper Winooski watershed
34			
35	Other Income		\$10,372
36	4999 Miscellaneous	\$0	
37	4901 Interest	\$10,000	
38	4905 Dividends	\$372	
39			

Central Vermont Regional Planning Commission

FY24 Budget

As of 02/02/24

Total Revenues			\$2,836,671
Line	Account No.		
40	Public Safety		\$118,020
41	4602 VEM Emergency Mangmt Performance Grant	\$58,375	Preparedness, assistance, and education
42	4630 RRPC ARPA	\$0	Municipal assistance
43	4611 VEM State Emergency Operation Center MOA	\$1,600	Disaster event support
44	4645 VDH Extreme Weather	\$16,000	Integrate extreme weather planning in municipal disaster planning
45	4647 TRORC RIVER Program	\$30,000	Preliminary Engineering for HMPG funding
46	NVDA Municipal Vulnerability Index	\$12,045	RPC and Municipal roll out of MVI
47			
48	Regional Planning Funds (ACCD)		\$733,468
49	4100 ACCD Annual	\$708,436	Local and regional planning & implementation - Potential new funds incouded in House Budget
50	4100 ACCD Pandemic	\$0	For increased workload due to the pandemic
51	4100 Housing Navigator	\$25,032	Housing stock growth
52			
53	4701 Municipal Dues		\$86,985
54			
55	Transportation		\$512,732
56	4804 VTrans Transportation Planning Initiative (TPI)	\$283,732	
57	USDOT Safe Streets and Roads for All	\$120,000	Consultant study to set zero traffic fatalities goal
58	4806 CCRPC TOD RAISE Grant Tech Assistance	\$25,000	\$60K over three years
59	Mad River Path TA	\$84,000	

Notes: Orange shading denotes risk areas, such as annual contracts that will not be confirmed until the fiscal year has begun, grant award not under contract, and prospective contracts with a reasonable expectation of award.

Central Vermont Regional Planning Commission

FY24 Budget

As of 02/02/24

Total Expenses				#REF!
Line	Account No.			
1	5315	Contractor Services		\$1,251,284
2		VCRD Climate Catalyst	3,800	Weatherization education and Implementation
3		MARC Brownfields	45,000	Brownfield assessments
4		DEC CWSP O&M	58,502	Legal, contract assistance, Contractor training
5		DEC Clean Water Service Provider Formula	726,982	Construction clean water infrastructure
6		DIBG Barre Auditorium SW Final Design	0	Stormwater design
7		Upper Winooski - Calais	205,000	BMP Implementation
8		ACCD - Carry-over	10,000	VPIC Resources update
9		ACCD - Housing Navigator	15,000	Architectural services
10		Transportation Planning Initiative (TPI)	0	Project scoping studies
11		USDOT SSR4A	108,000	Developing Safety Action Plan
		Mad River Path TA	79,000	Corridor study Rte 100
12				
13	5325	Copy / Print		\$1,600
14	5327	Lease	600	Cost of new lease for FY23-26 unknown at this time, but anticipate this cost will increase
15	5326	Extra Copies	1,000	
16				
17	5320	Depreciation		\$4,500
18				
19	5360	Dues / Memberships / Sponsorships		\$8,545
20		VAPDA	6,000	Annual Dues
21		VT League of Cities & Towns	1,000	Access to unemployment insurance & other services
22		Nat'l Assoc. of Development Organizations	0	
23		Assoc. of State Floodplain Managers	545	Certified Floodplain Manager; Trainings for additional staff
24		Event Sponsorships	1,000	
25				
26	5000	Fringe Benefits		\$310,604
27	5101	FICA	57,774	Medicaid & Social Security taxes
28	5110	Health Ins.	202,368	
29	5112	Dental Ins.	9,179	
30		Vision Ins.	0	Not provided
31	5120	Retirement	29,528	5% of gross wages after 1 year employment
32	5115	Disability & Life Ins.	4,375	
33	5130	Unemployment Ins.	900	VLCT Employment Resources and Benefits Turst
34	5135	Workers Comp Ins.	3,480	
35		Membership stipend	3,000	
36				
37	5344	Insurance		\$5,107
38	5345	General Liability	1,600	Property/Vehicle/Fire
39	5346	Public Officials	3,507	Legal/Employment Practices Liability
40				

Central Vermont Regional Planning Commission

FY24 Budget

As of 02/02/24

Total Expenses				#REF!
Line	Account No.			
45	5350	Meetings / Programs		\$13,070
46		Administrative	8,300	Staff training and professional conferences
47		ACCD	2,500	Staff training and professional Conferences
48		Community Development	0	
49		Municipal	0	
50		Natural Resources	0	
51		Public Safety	560	
52		Transportation	1,360	TAC & project mtgs
53		VAPDA	350	
54				
55	5999	Miscellaneous Expense		\$5,730
56	5339	Gifts	350	Staff recognition, etc.
57		Equipment Repair & Service	100	
58	5380	Fees	630	500 Line of Credit; 100 misc; DCRA 30
59	5382	Interest/fees	50	
60	5355	Postage	1,000	Meter lease; 500 postage
61	5305	Advertising	3,600	Plan approval/adoption hearings, meeting & CWSP ads; position ads
62				
63	5370	Office Occupancy		\$46,123
64	5371	Rent	42,383	
65	5310	Office Cleaning	3,540	
66		Repairs & Other Maintenance	200	
67				
68		Professional Services		\$95,432
69	5202	Audit	18,000	Single Audit not anticipated
70	5201	Accounting	30,000	Accounting services, audit preparation, train new staff
71	5203	IT/Computer	2,000	Conference room set up
72	5204	Legal	3,500	
73		Website Update	25,000	Full site update
74	5205	Videography	0	175/mo for Commission meetings
75	5200	Other	300	Archive document scanning; shredding services
76	5375	Managed IT Service Provider	16,632	Rural Solutions. 12 months.
77				

Central Vermont Regional Planning Commission

FY24 Budget

As of 02/02/24

Total Expenses				#REF!
Line	Account No.			
78	5375	Software / Licenses		\$7,858
79		ESRI GIS License	3,000	
80		ArcGIS Credits	1,500	For online GIS presence (web maps) and storage of data
81		Intuit Quickbooks	0	Supplied through our consulting accounting services
82		Microsoft Exchange 365	3,168	Remote access to email
83		Register.com	100	Domain names for email
84		Network Solutions	90	Domain for websites
87		Adobe Acrobat Pro 2020	0	Updates program and adds e-signature function
89				
90	5330	Supplies		\$31,748
91	5333	General Office	3,000	\$1000 added for air filters
92	5331	Equipment & Furniture	21,550	Office furniture equipment
93	5332	GIS	500	
94	5335	Subscriptions	1,698	Newspapers, virtual meeting subscriptions & associated video storage, e-news
95	5334	Billable Supplies	5,000	Transportation field supplies and meeting materials
96				
97	5385	Telephone / Internet		\$7,080
98		Telephone Lease/Service	5,400	Cost of new lease for FY23-26 unknown at this time, but anticipate this cost will increase
99		Internet Service	1,680	
100				
101	5390	Travel/Meeting/Training		\$23,475
102		Administrative	3,500	VAPDA, prof dev & other mtgs
103		ACCD	7,650	Local, regional, and state meetings
104		Community Development	421	
105		Municipal	2,700	Meetings
106		Natural Resources	981	Meetings
107		Public Safety	1,524	Site visits, meetings, CFM continuing ed requirement
108		Transportation	6,700	Summer field season accounts for extra miles
109				
110	5001	Wages		\$755,216
111		Gross Pay	\$751,050.31	11.25 FTE plus Planning Techs; includes raises, bonuses, & payment in lieu of health insurance benefit
112		Compensatory Time	4,166	Year end estimate
113		Overtime	0	Non-exempt employee

Notes: Orange shading denotes risk areas, such as new equipment leases that will be bid this fiscal year.



Fiscal Year 2025 Work Plan

Effective July 1, 2024 – June 30, 2025

Adopted: ##/##/##

The Central Vermont Regional Planning Commission (CVRPC) provides technical assistance to its 23-member municipalities, linking municipal needs with state initiatives. This work plan accompanies the FY25 annual budget, outlining the agencies planned activities and deliverables.

CVRPC is one of eleven Regional Planning Commissions in Vermont. CVRPC operates under the Vermont Municipal and Regional Planning and Development Act (V.S.A. Title 24, Chapter 117) and its adopted bylaws. All municipalities within the CVRPC planning area are, by law, members. Active municipal participation in CVRPC affairs is voluntary.

The Central Vermont Regional Planning Commission Board of Commissioners governs its policies and activities. Commissioners are appointed by each of the Region's 23 municipalities.

CVRPC will participate in or manage programs that have an impact for member municipalities, the region and the state. Much of the regional work program is stipulated through funding agreements. However, this work is coordinated across programs to advance the goals and strategies of CVRPC Regional Plan. Under this work plan, CVRPC Staff will:

- ❖ Engage municipal leaders to help ensure permitting is predictable and effective.
- ❖ Coordinate with state and local partners to prepare for local, regional or statewide emergencies.
- ❖ Plan for a transportation system that incorporate local, regional, and state consideration of economic, environmental, and community impact.
- ❖ Work to assess and remediate brownfield sites, creating and preserving jobs and housing and providing public benefit.
- ❖ Collaborate with partners to develop energy resources that are efficient and innovative to support community and economic advancement.
- ❖ Support municipalities as they pursue opportunities to plan for and implement infrastructure development to meet local and regional needs.
- ❖ Coordinated community and economic development within and across regions to maximize public resources and ensure strong vibrant communities.
- ❖ Implement Vermont's land use laws.
- ❖ Help municipalities activate their working landscape for community and economic benefit.
- ❖ Plan for and implement best management practices to improve Central Vermont's water quality.
- ❖ Plan for healthy communities through infrastructure design and protections of natural systems.

Fostering Vibrant Communities

REGIONAL PLANNING

CVRPC will initiate an update to the Regional Plan. This planning process will bring together residents, elected leaders, the professional community, and community-based organizations in a conversation around how to best address issues and ensure the long-term health and vitality of the Central Vermont Region. The Plan builds on past regional planning efforts and looks towards the future using a vision created through public engagement.



CVRPC's statutory duties include participating in Act 250 and Section 248 project review, completing approvals of municipal plans when requested by a municipality, consulting with municipalities about implementation of their plans and CVRPC services, and making determinations of compliance regarding municipal plans and State energy goals. By participating in regulatory processes, CVRPC aims to shape development and to support municipal and regional conservation and development goals. Approvals verify that a municipal plan addresses all plan elements and State goals required by statute. Regional approval of municipal plans is required for eligibility certain State grants. Determinations of energy compliance verify that municipalities are working to meet Vermont's energy goals and provides a municipality with substantial deference in Section 248 proceedings.

CVRPC comments on State and Federal plans and proposals so regional and local viewpoints are considered and policy issues are informed by RPC research and analysis. This year, CVRPC anticipates providing a Central Vermont perspective on tactical basin planning, FEMA flood map roll out and flood recovery.

CVRPC coordinates activities with other organizations and represents the interests of the Region on commissions, committees, and boards, such as: West Central Vermont Comprehensive Economic Development Strategy Steering Committee, the THRIVE Leadership Partners, Central Vermont Economic Development Corporation, Green Mountain Transit, **Washington County Hunger Council**, and VT Association of Planning & Development Agencies (VAPDA). CVRPC represents regional planning commissions on the VT Urban & Community Forestry Program and participates in VAPDA's Emergency Management, Transportation, and Energy Committees.

MUNICIPAL ASSISTANCE

CVRPC assists member communities and their boards and committees to achieve their planning goals. Examples of the services CVRPC will provide in the coming year include:

- ❖ Support municipalities in the development of their municipal plans and local bylaws
- ❖ Provide technical assistance for municipalities pursuing state designations or renewing state designations
- ❖ Provide municipal grant writing assistance
- ❖ Complete municipal planning consultations
- ❖ Participate in VCRD Community Visits
- ❖ Support developing water and wastewater planning activities
- ❖ Serve as the Local Development District for organizations pursuing Northern Borders Regional Commission Catalysts funding.
- ❖ Provide municipal project management services on municipal scoping and construction projects

- ❖ Participate on municipal project steering committees
- ❖ Other municipal fee for services are available depending on capacity.

CVRPC welcomes additional requests for assistance throughout the year. Requests are filled on a first come, first served basis based on staffing capacity.

Municipal Contracts

- ❖ Calais Kent Hill BRIC grant – Municipal Project Manager
- ❖ Orange Sidewalks Scope – Municipal Project Manager
- ❖ Plainfield – Brook Road Bridge – Municipal Project Manager
- ❖ Local Hazard Mitigation Planning – Waitsfield, Waterbury, Cabot, East Montpelier, Worcester, and Middlesex

BROWNFIELD REDEVELOPMENT

Brownfields are properties that are abandoned or underused due to the suspicion of contamination by either hazardous substances or petroleum products. These sites would likely be viable commercial, industrial, housing or green space properties if they could be cleared of suspected contamination. CVRPC's Brownfields Program supports environmental assessments and site redevelopment planning that can level the playing field for public, private, and non-profit investors to invest in these sites that are often found at the hearts of our communities.



CVRPC will continue assisting property owners with brownfield assessments and accessing redevelopment funding. A program Steering Committee works with CVRPC to select sites that may benefit from environmental assessments, fund those assessments, carry out public outreach, and, if necessary, create plans for how specific sites could be cleaned up for reuse.

CVRPC's Brownfield Program:

- ❖ expands and retains jobs;
- ❖ expands housing choices and supports downtown vibrancy;
- ❖ preserves history and creates public parks;
- ❖ advances community connections through community paths and public transit;
- ❖ grows community knowledge about risks and hazards of contamination; and
- ❖ engages local governments in decisions about brownfield assessments and redevelopment initiatives.

EDUCATION & TRAINING

CVRPC provides opportunities for Commissioners and municipalities to learn about pertinent topics. This year, CVRPC will sponsor, present and publicize multiple workshops and events, such as:

- ❖ Essentials of Land Use Planning,
- ❖ Infill opportunities in Central Vermont's downtowns

- ❖ Developing energy targets for municipalities
- ❖ Understanding Act 250
- ❖ Resilience and/or water quality,
- ❖ Emergency Relief Assistance Fund (ERAF),
- ❖ Roundtables for municipal staff and volunteers,
- ❖ Other municipally-requested topics, and
- ❖ Statewide trainings delivered at the regional level.

CVRPC produces an e-newsletter that contains information about ongoing events, project and program updates, municipal and other assistance, and general education. CVRPC's Facebook page and website host training opportunities, project and program information, and publication resources.

Active Project and Service Agreements in FY25

- ❖ ACCD Regional Planning Grant
- ❖ ACCD Housing Navigator
- ❖ VCRD Climate Catalyst
- ❖ MARC Brownfields
- ❖ Northern Borders Regional Commission – Local Development District
- ❖ Municipal Technical Assistance
- ❖ Climate Pollution Reduction Grant

Modernizing Mobility

Transportation investments fuel growth in Central Vermont. CVRPC staff works closely with the Transportation Advisory Committee (TAC) and the Vermont Agency of Transportation (VTTrans) regarding regional transportation needs through the Transportation Planning Initiative (TPI). Significant projects for FY 24 include:



- ❖ Provide transit-oriented development master planning project management for Barre City, Berlin, and Northfield.
- ❖ Provide technical assistance for Road Erosion Inventories
- ❖ Complete municipal Bridge and Culvert inventories
- ❖ Develop a Safety Action plan for the Central Vermont planning area(A plan for zero traffic fatalities)
- ❖ Provide active transportation conceptual design support
- ❖ Implement traffic calming demonstration projects for requesting municipalities
- ❖ Conduct an active transportation asset gap analysis
- ❖ Assistance municipalities to meet requirements of the VT Clean Water Act
- ❖ Host highway supervisor roundtables
- ❖ Assist the Regional Elders and Persons with Disabilities Advisory Committee (REDPAC) to transition to a mobility committee.

CVRPC conducts traffic, turning movement, and bicycle and pedestrian counts; culvert, sign, sidewalk, road erosion, and ash tree inventories; and park-and-ride lot capacity surveys for the Region's facilities. This work

provides data to accompany local knowledge. It positions municipalities to secure funds that augment municipal budgets and enables informed decision making.

CVRPC staff extends municipal capacity by connecting municipalities to State resources and assisting partners access State programs. CVRPC coordinates Road Safety Audits to identify short-term road safety improvements for crash sites. We also assist with Better Roads, Bicycle and Pedestrian, Better Connections, Transportation Alternatives Program, and other grant applications. RPCs have worked with municipalities to build program understanding of the Municipal Grants in Aid program for several years. For FY 24, Grants in Aid program assistance will transition from RPCs to VTrans and be integrated with the Better Roads program.

Active Project and Service Agreements in FY25

- ❖ VAOT Transportation Planning Initiative
- ❖ VAOT TPI Bike and Ped planning task
- ❖ VOAT Mad River Path Scoping Study
- ❖ USDOT Safe Streets and Routes for All Regional Safety Action Plan
- ❖ CCRPC RAISE grant sub-award for Transit Oriented Development

Strengthening Community Resilience

CVRPC continues work with communities and other partners to respond to the flood events of 2023 and increase the resiliency of roads, bridges, and neighborhoods and to enhance community preparedness as storm events increase in number and intensity.

In FY 25, CVRPC will:

- ❖ Ensure municipalities with need receive pre-engineering support for projects qualifying for the Hazard Mitigation Grant Program.
- ❖ Provide technical assistance for floodplain bylaw updates
- ❖ Draft local hazard mitigation plans (where CVRPC is selected)
- ❖ Support municipalities plan for cooling and warming shelters in extreme weather.
- ❖ Provide technical assistance to municipalities pursuing the Community Rating System
- ❖ Help communities plan, implement, and seek funding for hazard mitigation projects
- ❖ Serve as Local Liaison and staff the State Emergency Operations Center during severe weather events to connect municipalities with resources and increase awareness of road closures and hazards
- ❖ Increase local official knowledge and skills through education and trainings, such as Incident Command Systems courses and the State Emergency Preparedness Conference,
- ❖ Coordinate and participate in state and local public safety exercises and drills
- ❖ Assist the Regional Emergency Management Committee (REMC) to plan and implement projects that benefit from cross municipal cooperation, and
- ❖ work with communities on understanding requirements for participation in the National Flood Insurance Program (NFIP) and its Community Rating System, a voluntary program that rewards community floodplain management activities with flood insurance premium rate reductions,
- ❖ Assist interested municipalities to meet requirements under the Emergency Relief Assistance Fund (ERAF) rules.

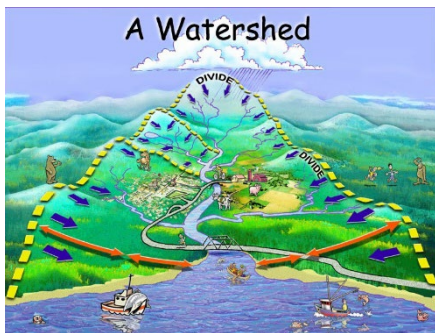


CVRPC assists communities with emergency management and public safety using funding from Vermont Emergency Management and the Federal Emergency Management Agency.

Active Project and Service Agreements in FY25

- ❖ DPS Emergency Mitigation Planning Grant
- ❖ VEM memorandum of understanding for disaster response
- ❖ VHD Extreme weather planning
- ❖ TRORC RIVER program facilitation
- ❖ NVDA Municipal Vulnerability Index

Advancing Clean Water



CVRPC continues to be active in water quality and river management activities in the Region. Many of these activities are aimed at assisting municipalities to protect critical infrastructure like roads, bridges, and water/sewer lines, to restore floodplain areas and river buffers, and to implement clean water projects. Watershed organizations leverage CVRPC's planning services into on-the-ground project benefits. Both the VT Department of Environmental Conservation and municipalities use CVRPC as a knowledgeable, local project manager to complete implementation projects efficiently. CVRPC uses multiple funding sources for its watershed services and projects, primarily Clean Water Funds and the Ecosystem Restoration Program.

This year, CVRPC will:

- ❖ work with municipalities to identify, develop and fund projects that mitigate conflicts between infrastructure and streams
- ❖ Engage municipalities to implement the State's Tactical Basin Plan for the Winooski Basin,
- ❖ Assist municipalities with stormwater project design and implementation
- ❖ Assist municipalities and watershed organizations to identify and protect water resources in the region via town planning, land use regulation, and project implementation
- ❖ Assist the State to develop tools municipalities can use to plan and assess protection mechanisms for forest blocks and connecting corridors,
- ❖ Improve flood resilience in headwaters by identifying and assisting municipalities to implement strategies for upland forest management
- ❖ Coordinate water quality work with transportation and emergency planning efforts including workshops for road crews and outreach related to river corridors and flood mitigation
- ❖ Provide project management services for local storm water management construction projects
- ❖ Subgrant funds as the Winooski River Basin Clean Water Service Provider to develop, design, and implement projects.

Active Project Service Agreements in FY25

- ❖ RRPC 604b Water Quality Planning
- ❖ CCRPC Tactical Basin Planning

- ❖ DEC CWSP Start-up Operations and Maintenance training
- ❖ DEC CWSP Administration
- ❖ LCPC Flood Bylaw updates
- ❖ Upper Winooski Stormwater Remediation Construction Implementation Project Management – East Calais Implementation

Cultivating Energy Transitions

CVRPC's Regional Energy Plan focuses on meeting Vermont's energy goal of having renewable energy sources provide 90% of the state's total energy demand by 2050. The Regional Plan attained a Certification of Energy Compliance, which provides it with substantial deference in the Certificate of Public Good process (Section 248).



In FY 24, CVRPC will:

- ❖ Provide regional support for the State Municipal Energy Resilience Program. Work will include working with municipalities to receive energy assessments and pursue funding opportunities for implementation.
- ❖ Rollout Windowdressers programs with partner municipalities
- ❖ Provide support to municipalities developing enhanced energy plans
- ❖ Host energy roundtables
- ❖ Support local energy committees
- ❖ Foster connections between energy planning and climate change resilience

Active Project Service Agreements

- ❖ Municipal Energy Resilience Program

Supporting Regional Entities

CVRPC provides services through fee-for-service arrangements. Geographic Information System (GIS) services are provided to municipalities, non-profit partners, and – as time and resource permit – private entities. These services assist people to understand and visualize data and make decisions based on the best information. Municipalities receive up to 12 hours of GIS services at no charge each year.

Our accounting services are provided to inter-municipal organizations and regional non-profits. These services leverage value and security for CVRPC's member municipalities, who participate in or contribute funds to the served organizations. CVRPC will continue to provide bookkeeping services and staff support to the Wrightsville Beach Recreation District, and assist the Cross Vermont Trails Association with payroll.

CVRPC provides administrative services to CVFiber on an as needed basis in support of its efforts to increase broadband accessibility.

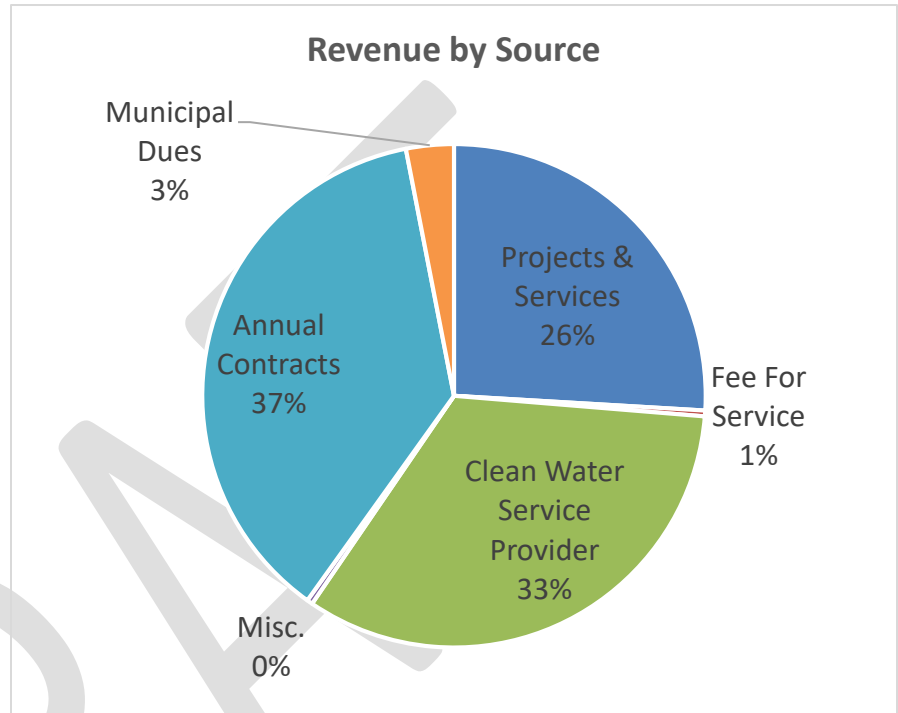
CVRPC welcomes additional requests for assistance throughout the year. Requests are filled on a first come, first served basis based on our capacity.

Resourcing Operations

FINANCE

Funding for the Commission's \$3.9 million budget comes from a combination of core sources, special projects, and town dues. In FY 25, this includes:

- ❖ \$1,050,545 – Annual contracts through Agency of Conservation and Community Development, Agency of Transportation, Vermont Emergency Management, Agency of Natural Resources.
- ❖ \$735,680 – Contracts with stakeholders for projects and services. This includes storm water implementation funding, federally funded traffic safety planning, Municipal Energy Resilience program and other projects with project horizons on several years or less.
- ❖ \$942,860 – Operation of the Clean Water Service Provider. Funding is split between project implementation and program administration (85/15).
- ❖ \$10,370 – Direct contracting for fee for services such as subcontracting accounting services for the Cross Vermont Trail and Wrightsville Beach Recreation District
- ❖ \$10,372 – Miscellaneous revenue most composed of interest income.
- ❖ \$86,985 - Town Dues



Except for municipal dues, all other funding is associated with a work program and defined deliverables. Municipal dues are a critical investment in regional shared staffing. Their flexibility leverages special projects and transportation planning funds that benefit municipalities. The RPC leverages every dollar of municipal dues to bring in over 30 dollars in additional program and project funding.

The Commission's annual audit is posted to its website, www.centralvtplanning.com.

The Commission has a policy to have six months of operating funds set aside as reserves. Based on the 2023 audited net position, CVRPC's reserves currently stand at roughly 4.5 months, well on the way to meeting our goal. These resources help to cushion the impact of fluctuating funding and help to preserve the Commission's ability to provide services.

Equipment purchases planned for FY 25 include a conference room equipment and furnishings, new computers, and lease improvements to create additional office space.

STAFFING

Staffing in FY 24 will include 10 employees comprising 9.3 Full Time Equivalent: Executive Director, Office Manager, Senior Planners (4), Planners (3), and Assistant Planner (1). The Commission hires seasonal interns (Planning Technicians) and temporary staff as needed. It will also hire contractors to assist with technical projects under its transportation, natural resources, and brownfields programs.

<i>FY25 Staff</i>	
Brian Voigt	Senior Planner
Christian Meyer	Executive Director
Eli Toohey	Planner
Keith Cubbon	Planner
Lincoln Frasca	Planner
Nancy Chartrand	Office Manager
Niki Sabato	Planner
Reuben MacMartin	Senior Planner
Sam Lash	Planner
Will Pitkin	Planner
Vacant	Assistant Planner
Vacant	Finance Manager

Recognizing Service

The Commission appreciates the thoughtful contributions of volunteers who serve as Regional Commissioners and Alternates and participate on municipal boards and committees. Your service enables effective local government and builds strong links between local and regional planning.

Board of Commissioners

<i>Barre City</i>	<i>Janet Shatney, Sec/Treas</i> <i>Michael Hellein, alt</i>	<i>Northfield</i>	<i>Royal DeLegge</i> <i>Jeff Schulz, alt</i>
<i>Barre Town</i>	<i>Alice Farrell</i> <i>VACANT, alt</i>	<i>Orange</i>	<i>Lee Cattaneo</i> <i>VACANT, alt</i>
<i>Berlin</i>	<i>Robert Wernecke</i> <i>Karla Nuissl, alt</i>	<i>Plainfield</i>	<i>Paula Emery</i> <i>Bob Atchinson, alt</i>
<i>Cabot</i>	<i>Brittany Butler</i> <i>VACANT, alt</i>	<i>Roxbury</i>	<i>Gerry D'Amico, Chair</i> <i>VACANT, alt</i>
<i>Calais</i>	<i>John Brabant</i> <i>Melanie Kehne, alt</i>	<i>Waitsfield</i>	<i>Don La Haye</i> <i>Alice Peal, alt</i>
<i>Duxbury</i>	<i>David Wendt</i> <i>VACANT, alt</i>	<i>Warren</i>	<i>Alexis Leacock</i> <i>Jenny Faillace, alt</i>
<i>E. Montpelier</i>	<i>VACANT</i> <i>Clarice Cutler, alt</i>	<i>Washington</i>	<i>Peter Carbee, Vice Chair</i> <i>VACANT, alt</i>
<i>Fayston</i>	<i>Andrew McNealus</i> <i>VACANT, alt</i>	<i>Waterbury</i>	<i>Doug Greason</i> <i>VACANT, alt</i>
<i>Marshfield</i>	<i>VACANT</i> <i>VACANT, alt</i>	<i>Williamstown</i>	<i>Richard Turner</i> <i>Jacqueline Higgins, alt</i>
<i>Middlesex</i>	<i>Ronald Krauth</i> <i>Mitch Osiecki, alt</i>	<i>Woodbury</i>	<i>Michael Gray</i> <i>VACANT, alt</i>
<i>Montpelier</i>	<i>Ariane Kissam</i> <i>Mike Miller, alt</i>	<i>Worcester</i>	<i>Bill Arrand</i> <i>VACANT, alt</i>
<i>Moretown</i>	<i>David Stapleton</i> <i>Joyce Manchester, alt</i>		



MEMO

Date: May 30, 2024
To: Executive Committee
From: Christian Meyer, Executive Director
Re: Contract/Agreement Approvals

GRANTS, CONTRACTS & SERVICE AGREEMENTS RECEIVED

(All contracts and agreements received)

****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**

Northeastern Vermont Development Association – Municipal Vulnerability Index

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

Overview: The Municipal Vulnerability Index (MVI) is intended to help municipalities understand their vulnerabilities to climate change across a range of social, economic, and biophysical factors. The MVI helps Vermont communities identify where climate change is placing pressure on various factors and helps inform municipal planning priorities such as hazard mitigation plans, local energy plans, or comprehensive plans. The work outlined under this agreement will help to train RPCs on the use of the MVI, as well as incorporate the MVI into existing municipal and regional planning processes through the development of guides, profiles, and trainings.

Scope of Work:

1. Attend three MVI Training
2. Collaborate on MVI Guide and Template & Consolidated Report.
3. Complete five Municipal Profiles
4. Complete one or two Regional MVI Trainings
5. Collaborate on Final Training Package

Funding:

Grant Amount: \$ 12,500

Performance Period: 4/22/24 – 3/31/25

Staff: Sam Lash

Mount Ascutney Regional Commission Amendment #1 TO SUB-GRANT AGREEMENT #CVRPC-2023VTBFLDS

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

Scope of Work: Work cooperatively with Mount Ascutney Regional Planning Commission (MARC), Vermont Department of Environmental Conservation (DEC), and the Agency of Commerce and Community Development (ACCD) to support the provision of services for assessment and cleanup planning activities for

Brownfields Reuse and Environmental Liability Limitation Act program (BRELLA) eligible projects in the CVRPC region.

Funding: Variable. Grant Amount: Variable. *CVRPC will monitor funding for their project sites to ensure that total program grant funding for characterization, assessment and cleanup planning activities shall not exceed \$50,000 per brownfields site.*

Performance Period: 5/1/23 – 6/30/25

Staff: Eli Toohey

AMENDMENT Chittenden County Regional Planning Commission – Tactical Basin Planning FY24

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

Scope of Work: Provides funding to coordinate outreach regarding the Vermont Clean Water Act (Act 64) and for the RPC to support the adoption of the 2023 Winooski Basin Tactical Basin Plan and the implementation of strategies to achieve water-quality improvements. Specific activities include:

- 1) Participate in quarterly regional coordination meetings for Central Vermont region and collaborate on specific efforts with the watershed planner and other partners;
- 2) Organize, host and document three Clean Water Advisory Committee meetings;
- 3) Offer technical assistance to Selectboards, evaluate forest roads in municipal forests to identify road segments with water quality impacts, support the design and implementation of municipal stormwater projects + identify other stormwater projects on municipal property, develop a table summarizing the number of municipal, private and IDDE projects that were identified and implemented;
- 4) Offer planning assistance to promote the DEC Rivers Program no adverse impact model bylaw for implementation and Organize, host and document a regional meeting regarding the adoption of new FEMA maps;
- 5) Provide input on the 2023 Tactical Basin Plan updates by reviewing draft content for the Developed Lands and Natural Resource sectors and ensuring conformance with the regional plan (prepare a regional conformance letter), and organize and promote public meetings related to the draft Tactical Basin Plan;
- 6) Store and track Clean Water Signs; and
- 7) Program Reporting.

Funding: ~~\$20,506~~-\$24,056

Performance Period: 07/15/2023 – 07/31/2024

Staff: Brian Voigt, Lincoln Frasca

Notes: this contract amendment adjusts the total award amount. The Scope of Work and the Performance Period remain the same.

AMENDMENT - Rutland Regional Planning Commission - ARPA Municipal Coordination and Assistance Program

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

Scope of Work: Sub-Grant Agreement is to provide implementation support of the State's ARPA Municipal Coordination and Assistance Program as it applies to the area encompassing CVRPC's Region, pursuant to RRPC's obligations under the 07110-RRPC-2021-01 grant agreement entered into between RRPC and the State of Vermont Agency of Commerce and Community Development's Department of Housing and Community Development.

Funding: \$24,782.61

Performance Period: 05/01/2021 – ~~04/30/2024~~ 06/30/2024

Staff: Keith Cubbon

Notes: this contract amendment adjusts the total award amount. The Scope of Work and the Performance Period remain the same.

CONTRACTS ISSUED

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

[East Calais Post Office & Moscow Woods Road Gully Stormwater Implementation Project, Calais, VT \(#2024-15\)](#)

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

Overview: This project requires a Professional Engineer to provide bid and construction oversight for two stormwater mitigation projects in the Town of Calais at the East Calais Post Office and along Moscow Woods Road. The newly constructed infrastructure at the East Calais Post Office will serve a 6.9-acre drainage area and is expected to reduce Phosphorous loading by 1.88 kg/yr. The newly constructed infrastructure along Moscow Woods Road will serve a 2.8-acre drainage area and is expected to reduce Phosphorous loading by 0.92 kg/yr.

Scope of Work:

Task 1: Project kick-off meeting, permit applications, review and update final designs

Task 2: Prepare bid documents, provide final permit documentation

Task 3: Construction 25% complete

Task 4: Construction 75% complete

Task 5: Complete construction and final report

Funding Source: State of Vermont Department of Environmental Conservation (no match required)

Funding Amount: \$50,000

Performance Period: 5 June 2024 – 1 November 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)

[Phase I Environmental Site Assessment – 63 Sawmill Road, Cabot, VT](#)

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign a Phase I Environmental Assessment contract for 63 Sawmill Road in Cabot up to \$5,000 with the preferred proposer.

Scope of Work: Undertake a Phase I environmental site assessment to include, kick off meeting, project coordination and work plan, data evaluation and reporting, host draft findings meeting, coordinate regulatory review with DEC, finalize and present Phase I ESA report.

We are currently waiting for the chosen bidder to renew their SAM registration.

Funding: \$5,000 (State funds managed through MARC Grant Agreement 07120-BRF-FY23SP-04)

Term: 5/1/2023 – 06/30/2025

Staff: Eli Toohey



FY 25 Meeting Dates

Executive Committee

(Meets at 4:00 pm on Monday of the week prior to the Board meeting, typically for 1.5 - 2 hours, *unless that Monday falls on a holiday*)

Monday	July 1, 2024
Monday	August 5, 2024
Tuesday	September 3, 2024 (due to Labor Day Holiday) <i>or 8/26/24</i>
Monday	September 30, 2024 (Oct meeting)
Monday	November 4, 2024
Monday	December 2, 2024
Monday	January 6, 2025
Monday	February 3, 2025
Monday	March 3, 2025
Monday	March 31, 2025 (Apr meeting)
Monday	May 5, 2025
Monday	June 2, 2025

Board of Commissioners

(Meets at 6:30 pm on the second Tuesday of the month, typically for 1.5 - 2 hours)

Tuesday	July 9, 2024
Tuesday	August 13, 2024 (<i>typically cancelled if no action items</i>)
Tuesday	September 10, 2024
Tuesday	October 8, 2024
Tuesday	November 12, 2024
Tuesday	December 10, 2024
Tuesday	January 14, 2025
Tuesday	February 11, 2025
Tuesday	March 11, 2025
Tuesday	April 8, 2025
Tuesday	May 13, 2025
Tuesday	June 10, 2025 – Annual Meeting

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**2 **Executive Committee Meeting**3 **DRAFT MINUTES**4 **April 1, 2024 Meeting**5 **Present:** Peter Carbee Paula Emery Michael Gray Lee Cattaneo Alexis Leacock Janet Shatney Jerry D'Amico

6 Staff: Christian Meyer, Brian Voigt

7 Guests: Ahsan Ijaz, Ijaz Group

8
9 **Call to Order:** Chair D'Amico called the meeting to order at 4:03 PM.10 **Adjustments to the Agenda:** None11 **Public Comment:** None12
13 **Financial Report:**14 Ahsan Ijaz reviewed the financial statement for the first eight months of the fiscal year. There is a
15 surplus of more than \$200,000. Indirect and overhead expenses are lower than anticipated. Income and
16 expenses are below their respective benchmarks.17
18 Jerry D'Amico asked if the bank accounts had been consolidated. Christian responded that two
19 preferred banks have been identified, but there are some details that need to be sorted out in terms of
20 required balances and fees.21
22 *Peter Carbee moved to accept the unaudited financial report of March 27, 2024; Michael Gray seconded.*
23 *Motion passed 5-0.*24
25 **Contract/Agreement Authorization**26 Town of East Montpelier – Local Hazard Mitigation Plan27 Christian provided an overview of the materials in the packet. He noted that East Montpelier would like
28 to work with CVRPC on this project. The project should wrap up by the end of the year.29
30 *Lee Cattaneo moved to authorize the Executive Director to sign the grant agreement; seconded by Alexis*
31 *Leacock. Motion passed 5-0.*32
33 Mount Ascutney Regional Commission – Brownfields Revitalization Assessment Grant Program –
34 Amendment #135 Christian provided an overview of the materials in the packet. He noted there is a \$50,000 cap per site
36 but CVRPC can work on more than one site. Peter Carbee asked about the budget and the implications
37 of the additional funding. Christian will review the budget and respond to the Executive Committee.38
39 *Peter Carbee moved to authorize the Executive Director to sign the contract; seconded by Alexis Leacock*
40 *Motion passed 5-0.*

41

1 Addison County Regional Planning Commission – Basin 8 Stream / Floodplain Restoration Projects

2 Brian provided an overview of the materials in the packet. The goal of this effort is to identify water
3 quality restoration projects whose design and implementation can be funded with Clean Water Service
4 Provider Formula Grant money. Jerry D’Amico asked if there is a specific project site. Brian responded
5 that there are 13 – 15 sites that staff identified through a review of stormwater master plans, stream
6 geomorphic assessments and river corridor plans.

7
8 *Michael Gray moved to authorize the Executive Director to sign the grant contract; seconded by Peter*
9 *Carbee. Motion passed 5-0.*

10
11 Neck of the Woods – LDD Services

12 Christian provided an overview of the materials in the packet. The funding that Neck of the Woods
13 received to expand their location requires a local development district. CVRPC can serve in that capacity
14 (and already does for the Cross Vermont Trail). CVRPC will help with quarterly reporting and
15 procurement. The project will conclude in September 2026.

16
17 *Peter Carbee moved to authorize the Executive Director to sign the contract; seconded by Michael Gray*
18 *Motion passed 5-0.*

19
20 **Meeting Minutes (3/4/24)**

21 *Michael Gray moved to accept the Executive Committee minutes of 3/4/24; seconded by Lee Cattaneo.*
22 *Motion passed 5-0.*

23
24 **Commission Meeting Agenda:**

25 Christian requested that Brownfields Project Review item be added to the agenda after the regional plan
26 re-adoption assessment report discussion. He explained that the Brownfields Committee has not been
27 able to achieve quorum for some time. He asked the Executive Committee if they think the full Board of
28 Commissioners should make a project-level decision instead of the Brownfields Committee. Peter
29 Carbee noted there are organizations on the Committee which haven’t always had representatives. This
30 also contributes to the problem of achieving a quorum. Gerry asked if this would be allowable. Christian
31 responded that it would. Peter Carbee noted that the Brownfields Committee makes a recommendation
32 to the Board of Commissioners.

33
34 *Alexis Leacock moved to approve the April 9, 2024 agenda as amended; seconded by Lee Cattaneo.*
35 *Motion passed 5-0.*

36
37 Alexis Leacock noted she will need to leave the meeting early to attend the Warren Selectboard meeting
38 that evening. Michael Gray noted that he may not make the meeting at all because his Selectboard
39 meets that night as well. Jerry D’Amico requested that Nancy make calls to ensure a quorum will be
40 present.

41
42 **Executive Session – 1 V.S.A. § 313(a)(3), Personnel:**

43 *At 4:32 pm, Lee Cattaneo moved to enter executive session to discuss personnel matters; seconded by*
44 *Peter Carbee. Motion passed 5-0.*

45

1 At 4:59 pm Peter Carbee moved to exit executive session; seconded by Lee Cattaneo. Motion passed 5-0.
2 No action taken during the session.

3

4 **Adjourn:** Lee Cattaneo moved adjourn at 5:00 pm, seconded by Alexis Leacock. Motion passed 5-0.

5

6 Respectfully submitted,

7 Brian Voigt, Senior Planner

DRAFT

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**2 **Executive Committee Meeting**3 **DRAFT MINUTES**4 **May 6, 2024 Meeting**5 **Present:** Peter Carbee Paula Emery Michael Gray Lee Cattaneo Alexis Leacock Janet Shatney Jerry D'Amico

6 Staff: Christian Meyer, Brian Voigt

7 Guests: Ahsan Ijaz, Ijaz Group

8
9 **Call to Order:** Chair D'Amico called the meeting to order at 4:01 PM.10 **Adjustments to the Agenda:** None11 **Public Comment:** None12
13 **Financial Report:**14 Ahsan Ijaz reviewed the financial statement as provided in the meeting packet. Christian and Ahsan
15 both provided an overview of indirect costs and its impact on surplus; noting every year there is an
16 agreement with the State as to what the approved indirect rate will be and it is common for there to be
17 fluctuation to adjust for over or under billing the rate based on expenses.18
19 *Peter Carbee moved to accept the unaudited financial report of March 31, 2024; Lee Cattaneo seconded.*
20 *Motion passed 5-0.*21
22 **Contract/Agreement Authorization**23 Christian provided a brief overview of the LHMP contracts: Town of Middlesex – Local Hazard Mitigation
24 Plan & Town of Worcester – Local Hazard Mitigation Plan25
26 *Lee Cattaneo moved to authorize the Executive Director to sign the contracts with the Town of Worcester*
27 *and Town of Middlesex to prepare Hazard Mitigation Plans; seconded by Lexi Leacock. Motion passed 5-*
28 *0.*29
30 Department of Environmental Conservation Clean Water Service Provider – Start Up – Amendment #431 Brian Voigt advised the start-up period has officially ended however this contract extends the timeline
32 to allow us to continue the work on operations and maintenance (O&M) training and planning and
33 provide reimbursements to organizations to receive training on operations and maintenance. It was
34 confirmed CVRPC staff will not be doing O&M work, but may be doing inspections and making
35 appropriate recommendations. The goal is to set a schedule for ongoing maintenance activities and pre-
36 train road crews, and others in the maintenance process.37
38 *Peter Carbee moved to authorize the Executive Director to sign the grant amendment; seconded by*
39 *Michael Gray. Motion passed 5-0.*

40

41

1 **FY25 Dental Benefit**

2 Nancy Chartrand provided an overview of the information as outlined in the meeting packet.

3

4 *Peter Carbee moved to approve CVRPC's FY25 dental benefit; seconded by Lee Cattaneo. Motion passed*
5 *5-0.*

6

7 **Meeting Minutes (4/9/24)**

8 It was noted that the 4/1/24 minutes were not included in the meeting packet and would need to be
9 included in the next meeting agenda.

10

11 *Peter Carbee moved to accept the 4/9/24 Executive Committee minutes as published. Lexi Leacock*
12 *seconded. Motion passed 5-0.*

13

14 **Commission Meeting Agenda:**

15 Christian advised guests will be visiting from two other Regional Planning Commissioners. Catherine
16 Dimitruk of Northwest Regional Planning Commission & Bill Colvin from Bennington County Regional
17 Commission will be joining as part of a peer review process being undertaken by VAPDA. Christian went
18 on to walk the committee through the rest of the items warned on the agenda.

19

20 There was discussion that a legislative summary specifically related to Act 250 would be helpful at a
21 future meeting.

22

23 *Michael Gray moved to accept the May 14, 2024 agenda, seconded by Lexi Leacock. Motion passed 5-0.*

24

25 Lexi advised she may not make it to the meeting next week and it was confirmed there would not be a
26 vote on the regional plan re-adoption.

27

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

29 *At 4:37 pm, Lexi Leacock moved to enter executive session to discuss personnel matters, inviting in*
30 *Christian Meyer; seconded by Peter Carbee. Motion passed 5-0.*

31

32 *At 4:55 pm Peter Carbee moved to exit executive session; seconded by Michael Gray. Motion passed 5-0.*

33

34 *Lee Cattaneo moved to appoint Christian Meyer to another year as Executive Director with a 6% salary*
35 *increase, effective July 1, 2024; seconded by Peter Carbee. Motion passed 5-0.*

36

37 **Adjourn:** *Peter Carbee moved adjourn at 5:05 pm, seconded by Lexi Leacock. Motion passed.*

38

39 Respectfully submitted,

40 Nancy Chartrand, Office Manager

BOARD OF COMMISSIONERS

June 11, 2024 at 6:30 pm

Change of
time &
location!

Physical Location - Old Labor Hall, 46 Granite Street, Barre, VT

***there will be no hybrid option for this meeting – in person only*¹**

6:00 – Join us for pizza and social

Page **AGENDA**

- 6:30²** **Introductions**
 Adjustments to the Agenda
 Public Comments
- 6:35** **Election Results – Janet Shatney, Secretary/Treasurer**
- 6:45** **Barre City Infill Study**
- 7:15** **Flood Recovery Update and Funding Programs**
- 7:35** **Minutes (Action - enclosed)³**
- 7:45** **Reports - Staff and Committee Reports (Action - enclosed)³**
- 8:00** **Adjourn**

Next Regular Meeting & Regional Plan Readoption Final Hearing: July 9, 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.