



EXECUTIVE COMMITTEE

Tuesday, September 30, 2024 @ 4:00 pm

29 Main Street, Suite 4, Montpelier, VT 05602

Hybrid Meeting with Remote Participation via Zoom¹

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

Dial in via phone: +1 929 436 2866 | Meeting ID: 882 3017 2343 | Passcode: 927199

Download the app at least 5 minutes before the meeting starts: <https://zoom.us/download>.

Persons with disabilities who require assistance or alternate arrangements to participate are encouraged to contact Nancy Chartrand at 802-229-0389 or chartrand@cvregion.com at least 3 business days prior to the meeting for which services are requested.

Page **AGENDA**

**4:00² Adjustments to the Agenda
Public Comment**

2 4:05 Financial Report (Action - enclosed)³

17 4:20 Contract/Agreement Authorization (Action - enclosed)³

25 4:35 Meeting Minutes – 9/3/24 (Action - enclosed)³

28 4:45 Commission Meeting Agenda (Action - enclosed)³

Committee Round Table

5:00 Adjourn

Next Meeting: November 4, 2024

¹ Dial-in telephone numbers are “Toll” numbers. Fees may be charged to the person calling in dependent on their phone service.

² All times are approximate unless otherwise advertised

³ Anticipated action item.



MEMO

Date: September 26, 2024,
To: Executive Committee
From: The Ijaz Group, Contracted Accountant
Re: Financial Report as of 08/31/2024

☒ **ACTION REQUESTED:** Accept August 31, 2024, unaudited financial reports.

FY25 Summary: CVRPC's FY25 surplus is \$159,841.76 through August 31st, 2024. The fiscal year-to-date surplus is within the budget. This surplus is primarily due to the FY25 Town Dues which are billed at the start of each Fiscal year. In FY24, CVRPC had a YTD surplus of \$148,097.85 through August 31st, 2023.

Balance Sheet

- **Assets** – Billing is substantially complete through 08/31/2024. Aging receivables are at \$578,427. This is higher than usual because of the ACCD FY25 Q1 Invoice of \$159,301 and recent quarter outstanding billing. Operating cash is \$97,290, whereas the Savings and CD balance is \$730,913 and Union Bank including Sweep balance is \$394,211, totaling the cash balance to \$1,260,180. CVRPC works to maintain at least \$100,000 in operating funds for cash flow purposes. We also have \$37,759.95 for MRC in a separate account.
- **Current Liabilities** –
 - CVRPC maintained an average payable balance of \$20,567.
 - Accrued vacation and compensatory time balances are \$18,385 and \$1,795 respectively.
 - ACCD Deferred Income for FY24 & FY25 combined stands at \$206,481. Other Deferred Income consists of MARC Brownfields \$ 39,620, VCRD – Climate Catalyst \$3,801, BGS MERP \$130,717.59, and CWSP Formula \$348,717. Total Deferred Revenue is \$801,718.
- **Equity** – Equity is assets minus liabilities – the company's value. CVRPC's Total Equity as of 08/31/2024 is \$1,012,428 and it was \$701,761 and \$613,535 on the same date in 2023 and 2022, respectively.
- **Surplus** of \$159,841.76 reflects retainage of Town Dues earned in July 2024.

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

In reviewing Income and expenses through 08/31/2024, 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 08/31 is 16.67%.

- *Income* – Total revenue stands at 12.05% earned, which is about 4.62% below the budget.
- *Expenses* – Total expenses stand at 7.12%, about 9.55% below the benchmark. Wages, CVRPC's most significant expense, is also under budget at 12.79% 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
 Executive Committee
 Balance Sheet

As of August 31, 2024

Aug 31, 24

ASSETS

Current Assets

Checking/Savings

1012 · Community National Bank (1801)	97,289.66
1013 · CNB ICS (1816)	485,954.05
1017 · Northfield Savings Bank (7906)	40,852.83
1026 · Union Bank (4794)	250,281.76
1027 · Union Bank ICS Clearing (4794)	143,928.84
1028 · NCFCU Share (1493)	7.30
1030 · Northfield Savings CD	204,105.74
1031 · CNB Checking MRC (7301)	37,759.95

Total Checking/Savings 1,260,180.13

Accounts Receivable

1200 · Accounts Receivable	578,427.14
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Total Accounts Receivable 578,427.14

Other Current Assets

1020 · Undeposited Funds	6,527.37
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Total Other Current Assets 6,527.37

Total Current Assets 1,845,134.64

Fixed Assets

1501 · Equipment	47,030.18
1502 · Equipment - Accum. Depreciation	-45,005.79
1505 · Leasehold Improvements	2,597.07
1510 · Lease Asset - Facility	335,121.56
1511 · Lease Asset - Acc. Dep	-92,158.44

Total Fixed Assets 247,584.58

Other Assets

1301 · Prepaid Expenses	25,993.37
1320 · Deposits	4,415.00

Total Other Assets 30,408.37

TOTAL ASSETS 2,123,127.59

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	20,567.34
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Total Accounts Payable 20,567.34

Credit Cards

2030 · NCFCU VISA	-2,426.84
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Total Credit Cards -2,426.84

Other Current Liabilities

2102 · Accrued Vacation	18,385.04
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2103 · Accrued Compensatory Time	1,794.57
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2104 · Accrued 457 Retirement	3,487.66
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2105 · Accrued Interest Payable	2,319.55
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Central Vermont Regional Planning Commission
 Executive Committee
 Balance Sheet

As of August 31, 2024

Aug 31, 24

2200 · Deferred Income	
2201 · ACCD	
2214 · Housing Navigator	19,373.08
2217 · Pandemic Response	37,412.53
2221 · RPC Annual - FY25	149,695.43
Total 2201 · ACCD	<u>206,481.04</u>
2225 · MARC	39,619.80
2240 · VCRD - Climate Catalyst	3,801.18
2245 · BGS MERP Deferred Revenue	130,717.59
2250 · CWSP Formula Deferred Revenue	348,717.24
2251 · Barre City LHMP	6,205.00
2254 · Waitsfield LHMP	2,762.00
2255 · Waterbury LHMP	7,906.00
2257 · Medical Reserve Corps	37,456.03
2260 · Middlesex LHMP	9,026.00
2265 · Worcester LHMP 24	9,026.00
Total 2200 · Deferred Income	<u>801,717.88</u>
2302 · State withholding	6.64
2303 · HSA deductible withholding	1,258.00
2304 · Dependent Care Deductions	-0.10
2306 · Pension Liability- Edward Jones	3,317.03
2309 · Lease Liability - Facility	260,272.97
Total Other Current Liabilities	<u>1,092,559.24</u>
Total Current Liabilities	<u>1,110,699.74</u>
Total Liabilities	1,110,699.74
Equity	
3100 · Unrestricted Net Position	444,974.11
3300 · Invested in Fixed Assets	11,191.60
3900 · Retained Earnings	396,420.38
Net Income	159,841.76
Total Equity	<u>1,012,427.85</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,123,127.59</u></u>

Central Vermont Regional Planning Commission
Executive Committee
AIR Aging Summary

As of August 31, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
USDOT						
SS4A	813.72	0.00	158.77	0.00	0.00	972.49
Total USDOT	813.72	0.00	158.77	0.00	0.00	972.49
NVDA						
Vulnerability Index Tool	281.97	0.00	440.60	325.71	94.63	1,142.91
Total NVDA	281.97	0.00	440.60	325.71	94.63	1,142.91
Neck of the Woods						
NBRC LDD	194.34	0.00	245.99	108.16	312.57	861.06
Total Neck of the Woods	194.34	0.00	245.99	108.16	312.57	861.06
Addison County Regional Commission						
Water Quality Project Development	0.00	0.00	10,651.94	1,685.84	5,578.06	17,915.84
Total Addison County Regional Commission	0.00	0.00	10,651.94	1,685.84	5,578.06	17,915.84
Preservation Trust of Vermont, Inc	0.00	0.00	0.00	0.00	0.00	0.00
Building and General Services (BGS)						
Municipal Energy Resilience	3,284.87	0.00	3,764.78	0.00	0.00	7,049.65
Total Building and General Services (BGS)	3,284.87	0.00	3,764.78	0.00	0.00	7,049.65
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 Rural Development.	0.00	0.00	0.00	0.00	1,977.46	1,977.46
ACCD Parent						
ACCD						
NDA Assistance						
Moretown	245.34	0.00	0.00	0.00	0.00	245.34
Total NDA Assistance	245.34	0.00	0.00	0.00	0.00	245.34
Housing Navigator	0.00	0.00	0.00	0.00	0.00	0.00
ACCD - Other	0.00	0.00	0.00	159,301.23	2,033.54	161,334.77
Total ACCD	245.34	0.00	0.00	159,301.23	2,033.54	161,580.11
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	0.00	0.00	-0.11	-0.11
Total ACCD Parent	245.34	0.00	0.00	159,301.23	2,033.44	161,580.01
Administration						
Administration	0.00	0.00	0.00	0.00	1,321.60	1,321.60
Administration - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Administration	0.00	0.00	0.00	0.00	1,321.60	1,321.60
Barre City						
Housing Infill Study	0.00	0.00	0.00	0.00	5,000.00	5,000.00
Barre City LHMP 23	7,457.05	0.00	793.52	942.91	4,372.29	13,565.77
Total Barre City	7,457.05	0.00	793.52	942.91	9,372.29	18,565.77
Berlin	0.00	0.00	0.00	0.00	0.00	0.00
Cabot						
Cabot LHMP 23	0.00	0.00	0.00	0.00	8,667.00	8,667.00
Cabot - Other	0.00	105.95	0.00	0.00	0.00	105.95
Total Cabot	0.00	105.95	0.00	0.00	8,667.00	8,772.95
Calais						

Central Vermont Regional Planning Commission
Executive Committee
AIR Aging Summary

As of August 31, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Kent Hill BRIC	0.00	0.00	0.00	0.00	-204.51	-204.51
Total Calais	0.00	0.00	0.00	0.00	-204.51	-204.51
CCRPC						
TOD Planning	2,102.61	0.00	1,884.86	0.00	0.00	3,987.47
Clean Water						
TBP Implement	164.59	0.00	38.38	21.62	43.25	267.84
TBP Planning	638.05	0.00	1,024.72	424.62	2,774.23	4,861.62
Total Clean Water	802.64	0.00	1,063.10	446.24	2,817.48	5,129.46
Total CCRPC	2,905.25	0.00	2,947.96	446.24	2,817.48	9,116.93
Cross VT Trail	0.00	0.00	0.00	1,200.00	0.00	1,200.00
CVFiber - Fee for Service						
CVF - Admin	114.75	115.18	0.00	0.00	0.00	229.93
Total CVFiber - Fee for Service	114.75	115.18	0.00	0.00	0.00	229.93
Department of Environmental Conservation						
CWSP Formula						
O&M Activities	0.00	1,093.43	0.00	0.00	0.00	1,093.43
Administrative	3,767.13	6,904.07	8,778.72	6,628.64	8,194.56	34,273.12
Total CWSP Formula	3,767.13	7,997.50	8,778.72	6,628.64	8,194.56	35,366.55
Upper Winooski						
Calais Moscow Woods	3,235.00	121.21	0.00	252.52	1,273.88	4,882.61
Calais PO	3,913.73	678.73	364.75	1,071.81	1,916.77	7,945.79
Woodbury Elem	0.00	0.00	0.00	0.00	106.61	106.61
Upper Winooski - Other	0.00	0.00	17.89	0.00	0.00	17.89
Total Upper Winooski	7,148.73	799.94	382.64	1,324.33	3,297.26	12,952.90
CWSP Start-up						
O&M Start-up Activities	0.00	66.37	0.00	0.00	279.11	345.48
Implementation Prep	0.00	0.00	0.00	0.00	1,051.36	1,051.36
Total CWSP Start-up	0.00	66.37	0.00	0.00	1,330.47	1,396.84
Moretown Elem SW Final Design	0.00	0.00	0.00	0.00	0.03	0.03
Plainfield Gully Construction	0.00	0.00	0.00	0.00	22,475.90	22,475.90
Total Department of Environmental Conservation	10,915.86	8,863.81	9,161.36	7,952.97	35,298.22	72,192.22
Department of Public Safety						
HMPG TA	0.00	31.37	0.00	0.00	0.00	31.37
VDH						
Hot Weather Emergency	0.00	0.00	249.53	0.00	994.87	1,244.40
Total VDH	0.00	0.00	249.53	0.00	994.87	1,244.40
EMPG						
Technical Assistance	3,086.05	5,008.38	3,626.30	6,740.24	8,298.61	26,759.58
Response	0.00	1,469.20	0.00	0.00	0.00	1,469.20
REMC	551.28	66.16	0.00	486.38	153.61	1,257.43
LEMP	0.00	132.30	281.59	332.80	563.21	1,309.90
Total EMPG	3,637.33	6,676.04	3,907.89	7,559.42	9,015.43	30,796.11
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

Central Vermont Regional Planning Commission
Executive Committee
AIR Aging Summary

As of August 31, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Total Department of Public Safety	3,637.33	6,707.41	4,157.42	7,559.42	10,010.29	32,071.87
DPS MOA						
July 11, 2024 Event	0.00	4,587.80	0.00	0.00	0.00	4,587.80
Total DPS MOA	0.00	4,587.80	0.00	0.00	0.00	4,587.80
East Montpelier						
East Montpelier LHMP 24	22.06	44.10	94.82	247.43	0.00	408.41
Total East Montpelier	22.06	44.10	94.82	247.43	0.00	408.41
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 River	0.00	0.00	0.00	0.00	3,752.32	3,752.32
GIS Fee For Service	0.00	0.00	0.00	897.84	729.50	1,627.34
Lamoille County PC						
Flood Bylaw	0.00	0.00	0.00	417.22	4,420.35	4,837.57
Health Equity						
Projects	0.00	0.00	0.00	0.00	0.01	0.01
Total Health Equity	0.00	0.00	0.00	0.00	0.01	0.01
Lamoille County PC - Other	0.00	0.00	0.00	0.00	-2.25	-2.25
Total Lamoille County PC	0.00	0.00	0.00	417.22	4,418.11	4,835.33
Middlesex						
Middlesex LHMP 24	12,044.93	1,710.74	423.07	282.65	0.00	14,461.39
Total Middlesex	12,044.93	1,710.74	423.07	282.65	0.00	14,461.39
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
Montpelier - Other	0.00	0.00	135.00	0.00	0.00	135.00
Total Montpelier	0.00	0.00	135.00	0.00	0.00	135.00
Mount Ascutney Regional Commission						
Brownfields	0.00	0.00	0.00	0.00	10,070.50	10,070.50
DIBG - Barre Auditorium SW Design	0.00	0.00	6,260.00	7,645.00	0.00	13,905.00
DIBG - Moretown School SW Implementation	0.00	0.00	1,190.00	0.00	3,990.00	5,180.00
Total Mount Ascutney Regional Commission	0.00	0.00	7,450.00	7,645.00	14,060.50	29,155.50
Northfield	0.00	0.00	7,870.94	0.00	0.00	7,870.94
Northwest Regional Comm'n						
NBRC Grant Admin						
CVTA - NBRC21GVT11	0.00	0.00	0.00	0.00	577.31	577.31
Total NBRC Grant Admin	0.00	0.00	0.00	0.00	577.31	577.31
Total Northwest Regional Comm'n	0.00	0.00	0.00	0.00	577.31	577.31
Orange						
MPM Sidewalks Design	110.26	0.00	44.10	230.40	0.00	384.76

Central Vermont Regional Planning Commission
Executive Committee
AIR Aging Summary

As of August 31, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
LHMP	0.00	0.00	0.00	0.00	3,136.47	3,136.47
Total Orange	110.26	0.00	44.10	230.40	3,136.47	3,521.23
Two Rivers Ottauquechee Comm'n						
River Program	3,029.53	0.00	0.00	0.00	0.00	3,029.53
MTAP						
TRORC MTAP Middlesex EWP	232.31	0.00	0.00	0.00	0.00	232.31
TRORC MTAP Cabot Brella	77.73	0.00	0.00	0.00	0.00	77.73
Total MTAP	310.04	0.00	0.00	0.00	0.00	310.04
Total Two Rivers Ottauquechee Comm'n	3,339.57	0.00	0.00	0.00	0.00	3,339.57
VAPDA_	0.00	0.00	0.00	0.00	500.00	500.00
VTrans						
TA Set-aside						
MRP Corridor Study	1,641.50	1,309.87	0.00	0.00	0.00	2,951.37
Total TA Set-aside	1,641.50	1,309.87	0.00	0.00	0.00	2,951.37
TPI						
TPI Special Bike/Ped	516.01	1,190.79	2,511.13	221.46	1,556.99	5,996.38
TPI Planning	3,702.82	3,820.90	4,094.65	3,860.64	7,084.93	22,563.94
TPI Data Collect/Manage	17,652.01	15,528.68	13,764.57	3,263.86	2,303.24	52,512.36
TPI Admin	2,981.75	2,993.06	4,175.36	5,299.84	4,328.70	19,778.71
TPI Coordination	724.37	2,091.25	2,541.23	6,115.44	5,147.08	16,619.37
TPI MRGP Support	0.00	39.69	0.00	0.00	23.05	62.74
TPI Project Develop	206.41	339.38	214.73	201.51	536.33	1,498.36
Total TPI	25,783.37	26,003.75	27,301.67	18,962.75	20,980.32	119,031.86
VTrans - Other	0.00	0.00	0.00	0.00	-0.43	-0.43
Total VTrans	27,424.87	27,313.62	27,301.67	18,962.75	20,979.89	121,982.80
Waitsfield						
Waitsfield LHMP 23	2,762.00	1,377.63	584.51	1,280.51	859.52	6,864.17
Total Waitsfield	2,762.00	1,377.63	584.51	1,280.51	859.52	6,864.17
Washington	0.00	0.00	0.00	0.00	-0.50	-0.50
Waterbury						
Waterbury LHMP 23	9,645.07	0.00	917.63	957.00	4,757.01	16,276.71
Total Waterbury	9,645.07	0.00	917.63	957.00	4,757.01	16,276.71
Williamstown	0.00	0.00	4,674.95	0.00	0.00	4,674.95
Worcester						
Worcester LHMP 24	10,518.58	0.00	6,316.14	1,680.86	576.14	19,091.72
Total Worcester	10,518.58	0.00	6,316.14	1,680.86	576.14	19,091.72
TOTAL	95,717.82	50,826.24	88,135.17	212,124.14	131,623.77	578,427.14

Paid Time Off Liability Balances - As of 08/30/2024

COMPENSATORY TIME

Employee	Wage Rate	Hours	Current Value	Maximum Hours ¹	Maximum Accrual ¹
Chartrand, N.	29.45	0.00	\$ -		
Cubbon, K.	27.35	7.50	\$ 205.13		
Frasca, L	26.12	3.50	\$ 91.42		
Lash, S.	27.35	13.50	\$ 369.23		
MacMartin, R	33.65	8.00	\$ 269.20		
Meyer, C.	50.96	2.00	\$ 101.92		
Pitkin, Will	25.48	13.25	\$ 337.61		
Sabado, Niki	25.48	0.00	\$ -		
Toohey, E	30.28	6.50	\$ 196.82		
Voigt, B.	35.72	6.25	\$ 223.25		
Total		60.50	\$ 1,794.57		

SICK LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Chartrand, N.	29.45	252.03	\$ 7,422.28	270	\$ 7,951.50
Cubbon, Keith	27.35	134.93	\$ 3,690.34	208.65	\$ 5,706.58
Frasca, L	26.12	57.02	\$ 1,489.36	117.77	\$ 3,076.15
Lash, S.	27.35	118.20	\$ 3,232.77	238.07	\$ 6,511.21
MacMartin, R	33.65	18.17	\$ 611.42	70.17	\$ 2,361.22
Meyer, C.	50.96	113.68	\$ 5,793.13	332.43	\$ 16,940.63
Pitkin, Will	25.48	56.27	\$ 1,433.76	64.27	\$ 1,637.60
Sabado, Niki	25.48	41.79	\$ 1,064.81	47.29	\$ 1,204.95
Toohey, E	30.28	12.88	\$ 390.01	103.48	\$ 3,133.37
Voigt, B.	35.72	160.52	\$ 5,733.77	233.64	\$ 8,345.62
Total		965.49	\$ 30,861.65	1,686	\$ 56,868.84

VACATION LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Chartrand, N.	29.45	106.23	\$ 3,128.47	150.00	\$ 4,417.50
Cubbon, K.	27.35	76.03	\$ 2,079.42	160.00	\$ 4,376.00
Frasca, L.	26.12	14.11	\$ 368.55	98.11	\$ 2,562.63
Lash, S.	27.35	37.59	\$ 1,028.09	160.00	\$ 4,376.00
MacMartin, R	33.65	26.51	\$ 892.06	58.51	\$ 1,968.86
Meyer, C.	50.96	122.30	\$ 6,232.41	200.00	\$ 10,192.00
Pitkin, Will	25.48	45.6	\$ 1,161.89	53.60	\$ 1,365.73
Sabado, Niki	25.48	-8.52	\$ (217.09)	39.48	\$ 1,005.95
Toohey, E.	30.28	2.64	\$ 79.94	86.14	\$ 2,608.32
Voigt, B.	35.72	101.66	\$ 3,631.30	160.00	\$ 5,715.20
Total		524.15	\$ 18,385.04	1,166	\$ 38,588.19

SUMMARY

	Current	Maximum
Total Paid Time Off Liability	\$ 51,041.26	\$ 97,251.60
Maximum versus Current Difference	\$ 46,210.34	Percent of Max 52%

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 through August 2024

	Jul - Aug 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · ACCD				
4101 · ACCD Direct	110,892.55	733,468.00	-622,575.45	15.12%
Total 4100 · ACCD	110,892.55	733,468.00	-622,575.45	15.12%
4200 · Community Development				
4220 · MARC Brownfields	2,719.24	50,000.00	-47,280.76	5.44%
4230 · NBRC Grant Admin	0.00	2,500.00	-2,500.00	0.0%
4248 · LCPC - Flood Bylaw	0.00	8,500.00	-8,500.00	0.0%
4249 · VCRD	0.00	7,300.00	-7,300.00	0.0%
4251 · TRORC	831.18	14,000.00	-13,168.82	5.94%
4254 · NRC CPRG Inventory	0.00	2,500.00	-2,500.00	0.0%
4255 · NBRC LDD	440.33	5,000.00	-4,559.67	8.81%
Total 4200 · Community Development	3,990.75	89,800.00	-85,809.25	4.44%
4300 · Fee for Services				
4302 · Cross VT Trail	0.00	1,200.00	-1,200.00	0.0%
4304 · GIS Mapping	240.95	300.00	-59.05	80.32%
4308 · WBRD Admin	0.00	5,000.00	-5,000.00	0.0%
4315 · CVFiber	229.93	2,400.00	-2,170.07	9.58%
Total 4300 · Fee for Services	470.88	8,900.00	-8,429.12	5.29%
4400 · Municipal Contracts				
4471 · BGS - Municipal Energy	7,049.65	54,179.00	-47,129.35	13.01%
4472 · MPM Sidewalks Design	154.36	12,318.00	-12,163.64	1.25%
4473 · LHMP 23	13,888.62			
4475 · LHMP 24	4,795.83	32,788.00	-27,992.17	14.63%
Total 4400 · Municipal Contracts	25,888.46	99,285.00	-73,396.54	26.08%
4500 · Natural Resources				
4501 · 604B Water Planning	0.00	5,181.00	-5,181.00	0.0%
4516 · Tactical Basin Planning	1,865.74	17,860.00	-15,994.26	10.45%
4535 · DEC CWSP Start-up	66.37	87,316.00	-87,249.63	0.08%
4545 · DEC CWSP Formula	11,764.63	855,273.00	-843,508.37	1.38%
4565 · DEC Calais Moscow Woods	4,713.67			
4570 · Upper Winooski-Woodbury Calais	0.00	211,479.00	-211,479.00	0.0%
4576 · ACRP Water Quality Project Dvp	10,651.94			
4577 · Vulnerability Index Tool	722.57	12,045.00	-11,322.43	6.0%
Total 4500 · Natural Resources	29,784.92	1,189,154.00	-1,159,369.08	2.51%
4600 · Public Safety				
4602 · EMPG	10,313.37	49,686.00	-39,372.63	20.76%
4611 · VEM Emergency Operation MOA	0.00	1,600.00	-1,600.00	0.0%
4612 · HMPG TA	31.37	15,000.00	-14,968.63	0.21%
4635 · July Event	4,587.80			
4645 · VDH	0.00	16,000.00	-16,000.00	0.0%
4647 · TRORC River Program	3,066.78	30,000.00	-26,933.22	10.22%
Total 4600 · Public Safety	17,999.32	112,286.00	-94,286.68	16.03%

Central Vermont Regional Planning Commission
 Executive Committee
 Profit & Loss Budget vs. Actual
 July through August 2024

	Jul - Aug 24	Budget	\$ Over Budget	% of Budget
4700 · Town Dues (Parent)				
4701 · Town Dues	86,984.66	86,985.00	-0.34	100.0%
Total 4700 · Town Dues (Parent)	86,984.66	86,985.00	-0.34	100.0%
4800 · Transportation				
4804 · TPI	51,787.12	286,411.00	-234,623.88	18.08%
4806 · TOD Planning	3,987.47	25,000.00	-21,012.53	15.95%
4807 · TA Set-aside	6,290.94			
4808 · USDOT SS4A	972.49	120,000.00	-119,027.51	0.81%
4800 · Transportation - Other	0.00	84,000.00	-84,000.00	0.0%
Total 4800 · Transportation	63,038.02	515,411.00	-452,372.98	12.23%
4900 · Other Income				
4901 · Interest Income	3,930.43	10,000.00	-6,069.57	39.3%
4905 · Dividend Income	0.00	372.00	-372.00	0.0%
4950 · Salaries To Be Allocated	0.00			
4955 · Indirect To Be Allocated	0.00			
Total 4900 · Other Income	3,930.43	10,372.00	-6,441.57	37.9%
Total Income	342,979.99	2,845,661.00	-2,502,681.01	12.05%
Gross Profit	342,979.99	2,845,661.00	-2,502,681.01	12.05%
Expense				
5000 · Wages and Fringe Benefits				
5001 · Personnel	98,409.98			
5100 · Fringe Benefits				
5101 · FICA	8,240.08	57,967.00	-49,726.92	14.22%
5110 · Health Insurance	28,352.93	202,368.00	-174,015.07	14.01%
5112 · Dental Insurance	1,277.40	9,179.00	-7,901.60	13.92%
5115 · Life Disability Insurance	672.60	4,375.00	-3,702.40	15.37%
5118 · PTO/Comp Accrual	-4,393.57			
5120 · Pension Plan - Edward Jones	3,317.03	29,636.00	-26,318.97	11.19%
5125 · Technology Stipend	0.00	3,000.00	-3,000.00	0.0%
5130 · Unemployment Insurance	217.00	900.00	-683.00	24.11%
5135 · Worker's Comp	606.16	3,650.00	-3,043.84	16.61%
5100 · Fringe Benefits - Other	0.00			
Total 5100 · Fringe Benefits	38,289.63	311,075.00	-272,785.37	12.31%
5000 · Wages and Fringe Benefits - Other	0.00	757,734.00	-757,734.00	0.0%
Total 5000 · Wages and Fringe Benefits	136,699.61	1,068,809.00	-932,109.39	12.79%
5200 · Professional Services				
5201 · Accounting	10,000.00	30,000.00	-20,000.00	33.33%
5202 · Audit	0.00	18,900.00	-18,900.00	0.0%
5203 · IT/Computer	3,059.20	2,000.00	1,059.20	152.96%
5204 · Legal	808.50	3,500.00	-2,691.50	23.1%
5200 · Professional Services - Other	48.00	300.00	-252.00	16.0%
Total 5200 · Professional Services	13,915.70	54,700.00	-40,784.30	25.44%
5305 · Advertising	0.00	3,600.00	-3,600.00	0.0%
5315 · Consultants				

Central Vermont Regional Planning Commission
 Executive Committee
 Profit & Loss Budget vs. Actual
 July through August 2024

	Jul - Aug 24	Budget	\$ Over Budget	% of Budget
5317 · Stipends	462.50			
5315 · Consultants - Other	13,721.00	1,262,284.00	-1,248,563.00	1.09%
Total 5315 · Consultants	14,183.50	1,262,284.00	-1,248,100.50	1.12%
5320 · Depreciation expense	224.90	17,340.00	-17,115.10	1.3%
5325 · Copy				
5326 · Copier extra copies	236.33	1,000.00	-763.67	23.63%
5327 · Copier Lease Payments	294.20	1,800.00	-1,505.80	16.34%
Total 5325 · Copy	530.53	2,800.00	-2,269.47	18.95%
5330 · Supplies				
5331 · Equipment/Furniture	0.00	21,550.00	-21,550.00	0.0%
5332 · GIS Supplies	0.00	500.00	-500.00	0.0%
5333 · Office Supplies	526.80	3,000.00	-2,473.20	17.56%
5334 · Billable Supplies	0.00	5,000.00	-5,000.00	0.0%
5335 · Subscriptions/Publications	0.00	1,698.00	-1,698.00	0.0%
5330 · Supplies - Other	19.90			
Total 5330 · Supplies	546.70	31,748.00	-31,201.30	1.72%
5344 · Insurance				
5345 · Liability Insurance	374.00	1,750.00	-1,376.00	21.37%
5346 · Public Officials Insurance	584.50	3,507.00	-2,922.50	16.67%
Total 5344 · Insurance	958.50	5,257.00	-4,298.50	18.23%
5350 · Meetings/Programs	1,334.26	13,070.00	-11,735.74	10.21%
5355 · Postage	0.00	800.00	-800.00	0.0%
5360 · Dues/Memberships/Sponsorships				
5361 · Government Relations	545.45			
5360 · Dues/Memberships/Sponsorships -	1,142.89	8,645.00	-7,502.11	13.22%
Total 5360 · Dues/Memberships/Sponsorships	1,688.34	8,645.00	-6,956.66	19.53%
5370 · Office Occupancy				
5310 · Cleaning	360.00	3,540.00	-3,180.00	10.17%
5371 · Rent/Utility Payments	7,063.90	42,383.00	-35,319.10	16.67%
5370 · Office Occupancy - Other	0.00	200.00	-200.00	0.0%
Total 5370 · Office Occupancy	7,423.90	46,123.00	-38,699.10	16.1%
5375 · Software/Licenses/IT Sub	789.90	24,490.00	-23,700.10	3.23%
5385 · Telephone/Internet	1,279.04	7,720.00	-6,440.96	16.57%
5390 · Travel	3,359.32	22,784.00	-19,424.68	14.74%
5999 · Miscellaneous Expenses				
5339 · Gifts	104.03	350.00	-245.97	29.72%
5380 · Fees				
5382 · Bank Fees	0.00	50.00	-50.00	0.0%
5383 · DRRA Fees	0.00	130.00	-130.00	0.0%
5380 · Fees - Other	100.00			
Total 5380 · Fees	100.00	180.00	-80.00	55.56%
5999 · Miscellaneous Expenses - Other	0.00	100.00	-100.00	0.0%
Total 5999 · Miscellaneous Expenses	204.03	630.00	-425.97	32.39%
8000 · Indirect Costs	0.00			

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

	Jul - Aug 24	Budget	\$ Over Budget	% of Budget
Total Expense	183,138.23	2,570,800.00	-2,387,661.77	7.12%
Net Ordinary Income	159,841.76	274,861.00	-115,019.24	58.15%
Net Income	159,841.76	274,861.00	-115,019.24	58.15%



MEMO

Date: September 30, 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)

Department of Public Safety – FY2024 Emergency Management Planning Grant

ACTION REQUESTED: Authorize the Executive Director to sign the **advance notice to proceed**.

NOTE: *The grant agreement has been delayed due to FEMA setting up a new grant platform and a delay in getting the grant to the State. VEM is currently working on a notice to proceed that will be released the week of September 30, while processing the entire grant that will shortly follow.*

Scope of Work: Assist state and local governments to enhance and sustain all-hazards emergency management capabilities. Specific activities for the basin include:

- 1) provide technical assistance and overall regional/ statewide coordination for emergency preparedness, response, mitigation, and long-term recovery.
- 2) continue implementing the overall Regional Emergency Management Committees (REMCs) program developed by VEM.
- 3) train and prepare at least three RPC staff to serve the role of Local Liaison and/or State Emergency Operations Center (SEOC) staff during real world emergencies.

Funding:

Grant Amount: \$ 46,783.57 (Federal)

Match Amount: \$ 46,783.57 (Legislative allocation via ACCD and in-kind match from REMC members and municipal officials for specific tasks)

Performance Period: 10/01/2024 – 09/30/2025

Staff: Keith Cubbon, Brian Voigt, Christian Meyer, Sam Lash

CONTRACTS ISSUED

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

[Brownfields Assessment Program – Weston & Sampson Phase II Site Assessment for 300-302 Granger Road – Berlin, VT Amendment #1](#)

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

Staff are seeking approval to amend the contract from value from \$30,550 to \$42,395. The CVRPC brownfield advisory committees has approved funding on this project not to exceed \$50,000. Additionally, **staff are seeking approval to** amend the contract term to be extended from November 1st 2024 from July 31st 2024.

Scope of Work: Undertake a Phase II Environmental Site Assessment to evaluate whether recognized environmental conditions (RECs) identified during a March 2024 Phase I ESA, have resulted in a release of petroleum and/or hazardous materials. The Phase II ESA is also being completed to satisfy grant requirements and the Standard Practice for Environmental Site Assessments: Phase II Environmental Site Assessment Process (ASTM Standard Practice E1903-19). Under a previous scope, we have developed and submitted for regulatory review a Site-Specific Quality Assurance Project Plan (SSQAPP) based off Weston & Sampson’s generic Quality Assurance Project Plan (QAPP) on file with the EPA. Produce ECAA Report.

Funding: ~~\$30,550~~ \$42,395

Performance Period: 7/31/24 - ~~10/15/2024~~ 11/01/24

Staff: Eli Toohey

FOR INFORMATION ONLY

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

GRANTS, CONTRACTS & SERVICE AGREEMENTS ISSUED

[LamCo Cleaning LLC, Amendment #1](#)

Scope of Work: Provide office cleaning services @ 29 Main Street, Suite 4 every other week. This contract amendment extends the expiration date of original contract and includes updated pricing.

Funding: \$9,500 for life of contract (Admin – incorporated into indirect rate)

Performance Period: 10/01/2021 – ~~9/30/2024~~ 9/30/2025

Staff: Christian Meyer, Nancy Chartrand

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Phase II Environmental Site Assessment
300-302 Granger Road, Berlin VT 05602

Part 1 – Contract Detail

SECTION 1 - GENERAL CONTRACT INFORMATION		
Original		Amendment #1
Contract Amount: \$42,395	Start Date: 07/31/24	End Date: 11/01/24
Contractor Name: Weston & Sampson		
Contractor Physical Address: 98 South Main Street, Suite 2		
City: Waterbury	State: VT	Zip Code: 05676
Contractor Mailing Address: same		
City:	State:	Zip Code:
Contract Type: Cost Reimbursement <input type="checkbox"/> Fixed Price <input checked="" type="checkbox"/> Other <input type="checkbox"/> (please specify)		
<i>If this action is an amendment, the following is amended:</i>		
Funding Amount <input checked="" type="checkbox"/>	Performance Period <input checked="" type="checkbox"/>	Scope of Work <input checked="" type="checkbox"/>
Other <input type="checkbox"/> (please specify)		
SECTION 2 – CONTRACTOR INFORMATION (to be completed by CVRPC)		
Contractor UEI: UERUKNFQN3D5		
UEI Registered Name (if different than Contractor Name above): Weston & Sampson Engineers, Inc.		
SAM checked for UEI Suspension and Debarment Exclusions (https://sam.gov/SAM/ Print Screen Must be Placed in Contract File)		
Date: 7/22/2024	Initials: NLC	SAM Expiration Date: 6/21/2025
State of Vermont checked for Debarment Exclusions (http://bgs.vermont.gov/purchasing-contracting/debarment . Print Screen Must be Placed in Contract File)		
Date: 7/22/2024	Initials: NLC	Debarment Expiration Date: N/A
Risk Assessment completed (Questions for contractor at ..\..\Forms\Risk Assessment Contractor Questions.docx . Staff completes assessment at ..\..\Forms\Risk Assessment Contractor.docx . Contractor responses and completed risk assessment places in contract file. Contract modified to reflect assessment results.)		
Date: 7/25/2024	Initials: NLC	
Single Audit check in Federal Audit Clearinghouse (https://harvester.census.gov/facdissem/Main.aspx . Print screen must be placed in contract file)		
Date: 7/22/2024	Initials: NLC	
IRS Form W9 - Request for Taxpayer Identification Number and Certification (Contractor must complete a Form W-9. Form must be placed in contract file.)		
Date: 7/22/2024	Initials: NLC	
Certificate of Insurance (Contractor must provide a valid Certificate of Insurance demonstrating compliance with minimum insurance requirements of the originating funding. If originating funding has none, default minimums are State of Vermont requirements.)		
Date: 7/25/24	Initials: EIT	

Attachment A: Scope of Work to Be Performed (attached herein)

All other terms and conditions of this Agreement not hereby amended shall remain in full force and effect.

The signatures of the undersigned Parties indicate that each has read this 1st amendment to Agreement #2024-18 its entirety and agrees to be bound by the provisions enumerated therein.

WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT.

For the CVRPC:

For the Contractor:

Signature: _____

Signature: _____

Name: Christian Meyer

Name: _____

Title: Executive Director

Title: _____

Date: _____

Date: _____

ATTACHMENT A

Scope of Work to be Performed

Objective:

Undertake a Phase II Environmental Site Assessment to evaluate whether recognized environmental conditions (RECs) identified during a March 2024 Phase I ESA, have resulted in a release of petroleum and/or hazardous materials. The Phase II ESA is also being completed to satisfy grant requirements and the Standard Practice for Environmental Site Assessments: Phase II Environmental Site Assessment Process (ASTM Standard Practice E1903-19). Under a previous scope, we have developed and submitted for regulatory review a Site-Specific Quality Assurance Project Plan (SSQAPP) based off Weston & Sampson’s generic Quality Assurance Project Plan (QAPP) on file with the EPA.

Activity(s) to be Performed:

	Activity	Performance Measures	Deliverable Date
1	Kick-Off Meeting	Meeting attended	7/31/24
2	Draft Phase II Environmental Site Assessment	Draft Report submitted	9/6/24
3	Circulate Draft Phase II Environmental Site Assessment for review and comment	CVRPC, CVSWMD, DEC comments are addressed	9/13/24
4	Supplemental Phase II – ECAA Report	ECAA Report submitted	11/01/24
4	Finalize Phase II ESA Report	Final Report submitted	11/01/24

Attribution:

Attribution shall be made to the State in all publications, i.e., newsletters, press releases, event promotions, webpages, programs, etc. Attribution shall read: *This (activity to be filled in specific to the publication) of Central Vermont Regional Planning Commission is made possible in part by a grant from the State of Vermont through the Agency of Commerce and Community Development, Department of Economic Development.*

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Part 1 – Contract Detail		
SECTION 1 - GENERAL AGREEMENT INFORMATION		
Office Cleaning Services	Original	Amendment <input checked="" type="checkbox"/> #1
Award Start Date: 10/01/21	Award End Date: 09/30/25	Total Contract Amount: \$9,500.00
Contractor Name: LamCo Cleaning Services, LLC		
Contractor Physical Address: 542 US Route 302		
City: Barre	State: VT	Zip Code: 05641
Contractor Mailing Address: P.O. Box 75		
City: Plainfield	State: VT	Zip Code: 05667
Match Required: N/A	Match Source: <input type="checkbox"/> Cash <input type="checkbox"/> In-Kind	
Match Description: N/A		
Agreement Type: Cost Reimbursement <input type="checkbox"/> Fixed Price <input checked="" type="checkbox"/> Other <input type="checkbox"/> (please specify)		
SECTION 2 –CONTRACTOR INFORMATION (to be completed by CVRPC)		
Contractor Duns: 018376992 & Vermont Business ID: 0032941		
DUNS Registered Name <i>(if different than Contractor Name above)</i> :		
SAM checked for Suspension and Debarment Exclusions (https://sam.gov/SAM/)		
Date: 09/25/24	Initials: nc	SAM Expiration Date: N/A
<i>State of Vermont checked for Debarment Exclusions</i> (http://bgs.vermont.gov/purchasing-contracting/debarment)		
Date: 09/25/24	Initials: nc	Debarment Expiration Date: n/a
Risk Assessment completed		
Date: 09/25/24	Initials: nc	
Single Audit check in Federal Audit Clearinghouse (https://harvester.census.gov/facdissem/Main.aspx)		
Date: 09/25/24	Initials: nc	
IRS Form W9 - Request for Taxpayer Identification Number and Certification (Contractor must complete a Form W-9. Form must be placed in contract file.)		
Date: 09/25/24	Initials: nc	
Certificate of Insurance (Contractor must provide a valid Certificate of Insurance demonstrating compliance with minimum insurance requirements of the originating funding. If originating funding has none, default minimums are State of Vermont requirements.)		
Date: 09/25/24	Initials: nc	
Will the Contractor Charge CVRPC for Taxable Purchases? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
[Provide written documentation of answer from contractor. If yes, CVRPC tax exemption certificate must be provided to contractor (obtain from CVRPC finance staff). CVRPC is not subject to sales tax.]		
Date: 09/25/24	Initials: nc	
Contract Total Value exceeds \$250,000? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
(Contractor must provide list of all proposed subcontractors and subcontractors' subcontractors and the identity of those party's worker compensation providers)		
Date: 09/25/24	Initials: nc	

SECTION 3 – FUNDING SOURCE	
Funding Type: <input checked="" type="checkbox"/> Other Source: CVRPC Admin (incorporated into indirect rate)	
SECTION 4 – CONTACT INFORMATION	
<p>CVRPC <u>Project Contact/Coordinator</u> Name: Nancy Chartrand Title: Office Manager Work Phone: 802-229-0389 Email: chartrand@cvregion.com</p> <p><u>Finance/Billing</u> Name: Nancy Chartrand Title: Office Manager Work Phone: 802-229-0389 Email: chartrand@cvregion.com</p>	<p>CONTRACTOR <u>Project Contact/Manager</u> Name: Jeanne Lamica Title: Owner Work Phone: 802-595-1499 Email: lamco@lamcocleaning.com</p> <p><u>Finance/Billing</u> Name: Jeanne Lamica Title: Owner Work Phone: 802-595-1499 Cell Phone (if applicable): Email: lamco@lamcocleaning.com</p>

SUBJECT: Agreement # 2021-10 entered into by the Central Vermont Regional Planning Commission, and by LamCo Cleaning LLC is amended as follows:

3. Maximum Amount. In consideration of the services to be performed by Contractor, CVRPC agrees to pay Contractor, in accordance with the updated payment provisions outlined herein: office cleaning as outlined every other week at a cost of \$122.50 per cleaning beginning on 10/1/2024, a total contracted sum not to exceed \$9,500.00.

4. Contract Term. The period of contractor’s performance shall begin on October 1, 2021, and end on September 30, 2025.

All other terms and conditions of this Agreement not hereby amended shall remain in full force and effect.

The signatures of the undersigned Parties indicate that each has read this 1st amendment to Agreement #2021-10 in its entirety and agrees to be bound by the provisions enumerated therein.

WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT.

For the CVRPC:

For the Contractor:

Signature: _____

Signature: _____

Name: Christian Meyer

Name: Jeanne Lamica

Title: Executive Director

Title: Owner

Date: _____

Date: _____

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CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee Meeting
DRAFT MINUTES
September 3, 2024 Meeting

Present:

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

Staff: Christian Meyer, Nancy Chartrand, Brian Voigt, Reuben MacMartin

Guest: Ahsan Ijaz, Ijaz Group

Call to Order: Chair D’Amico called the meeting to order at 4:07 pm

Adjustments to the Agenda: It was requested that the financial report be pushed to later in the agenda pending arrival of the accountant.

Public Comment: None

FY25 Budget Amendment

Christian Meyer provided a brief overview of the information provided in the packet. The budget is increasing by about \$200K, some is flow-through, some adjusted ACCD contract. It also includes increased expenses (contractor services, and additional position).

Lee Cattaneo moved to adopt the proposed budget adjustments, seconded by Janet Shatney. Motion passed 4-0.

Contract/Agreement Authorization

Department of Environmental Conservation – FY23 Formula Grant Amendment #1

Amendment is to extend the timeline, not the scope of work or funds, we need time to spend down the FY23 allocation. It was confirmed that DEC has already approved the extension.

Lee Cattaneo moved to authorize the executive director to sign the amended grant agreement, seconded by Janet Shatney. The motion carried 4-0.

Department of Environmental Conservation – SFY2025 Water Quality Restoration Formula Grant

This is a separate grant FY25 agreement for increased funding and an extension of the performance period and it also provides funding for operations and maintenance.

Lee Cattaneo moved to authorize the executive director to sign the amended grant agreement, seconded by Janet Shatney. The motion carried 4-0.

Two Rivers Ottauquechee Regional Commission – Municipal Technical Assistant Program sub-agreement Amendment #1

Amendment is to adjust the funding amount.

Janet Shatney moved to authorize the executive director to sign the amendment, seconded by Lee Cattaneo. The motion carried 4-0.

Department of Housing and Community Development – Neighborhood Development Area Designations (Northfield and Moretown)

1 Additional funding was received from ACCD to assist Northfield and Moretown with a neighborhood
2 development area.

3
4 *Peter Carbee moved to authorize the executive director to sign the contract, seconded by Janet Shatney.*
5 *The motion carried 4-0.*

6
7 VHB – Mad River Path VT-100 Corridor Study

8 The contractor will perform a corridor study/feasibility study for a shared use path in the Mad River
9 Valley. Local match is being made by the 4 towns in the valley at 20%.

10
11 *Janet Shatney moved to authorize the executive director to sign the contract with VHB for \$69,075,*
12 *seconded by Peter Carbee. It was noted that this path would connect to the Cross Vermont Trail on*
13 *Lovers Lane on Route 100B. The motion carried 4-0.*

14
15 **Procurement | Admin-Finance Policies Amendments**

16 Christian advised that for the procurement policy there are ongoing changes at the state and federal
17 levels. Thresholds have been updated as well as reference text.

18
19 *Peter Carbee moved to adopt the amended procurement policy as proposed, seconded by Lee Cattaneo.*
20 *The motion carried 4-0.*

21
22 Christian advised the Administrative and Financial Management policies and procedures language has
23 been amended to clarify that the Executive Director can enter into grant agreements to accept funds on
24 behalf of the CVRPC up to the same \$25,000 threshold, as the Executive Director does for contracts and
25 agreements. Also added was language allowing the Executive Director to approve amendments to
26 contracts that do not amend the dollar value, but only amend the term.

27
28 *Janet Shatney moved to adopt the amended administrative and financial management policies and*
29 *procedures as proposed, seconded by Lee Cattaneo. The motion carried 4-0.*

30
31 **Personnel Policy Amendment**

32 Christian provided an overview of the information outlined in the packet, noting it was to create a job
33 description for a project manager to create flexibility for project development hiring, specifically noting
34 potential need for the upcoming Mad River Path project management. He also noted that he would like
35 to amend the wage range outlined in the packet to \$30 - \$50. Significant discussion ensued on how
36 CVRPC should approach doing a temporary hire for the Mad River Path and what duties would be
37 involved; and it was noted that rather than hiring as a part-time employee for CVRPC, it would be best
38 to have MRVPD do the hiring. It was ultimately agreed that Christian would remove the 4th paragraph
39 from the job description and change to Special Project Manager to make it clear it is a temporary
40 position; and it was noted any job announcement would need to be very specific. Christian will continue
41 to work with MRVPD to coordinate the best way to move forward.

42
43 *Lee Cattaneo moved to approve the job description as verbally amended by Christian and the wage*
44 *range modified with a maximum of \$50.00, seconded by Janet Shatney. Motion carried 4-0.*

45
46 It was requested that Christian send a copy of the revised description to the committee.

47
48 **Financial Report**

49 Ahsan Ijaz reviewed the financial statement as outlined in the packet.

1
2 *Peter Carbee moved to accept the unaudited July financial report, there was brief discussion related to*
3 *how quickly dues come in, seconded by Janet Shatney. The motion carried 4-0.*
4

5 **Municipal Dues**

6 Christian provided an overview of the information provided in the packet. It was noted that staff
7 recommends a 3.9% increase. Outlined was the flexibility of the funds earned from dues in order to
8 match region-wide projects. It was noted that dues have been held flat since FY23. There was brief
9 discussion on the impact of interest on our operating accounts and the need to continue to build our
10 reserves.

11
12 *Peter Carbee moved to recommend to the Board the 3.9% increase (\$1.33 to \$1.38 per capita), seconded*
13 *by Lee Cattaneo. Motion carried 4-0.*
14

15 **Meeting Minutes – 8/5/24**

16 *Lee Cattaneo moved to accept the meeting minutes from 8/5/24, seconded by Janet Shatney. The motion*
17 *carried 4-0.*
18

19 **Commission Meeting Agenda**

20 Christian Meyer reviewed the agenda items outlined in the meeting packet. It was recommended that
21 we add the open meeting law resolution amendment item immediately following the open meeting law
22 update item. This amendment is necessary to outline the change in the regular meeting time for the
23 Brownfields Advisory Committee. It was suggested the program update item should highlight what we
24 are currently doing related flood prevention so folks are aware.

25
26 *Lee Cattaneo moved to approve the Board agenda with amendments, seconded by Peter Carbee.*
27 *Motion carried 4-0.*
28

29 Christian needs to confirm whether or not a special meeting will be needed for the VTtrans funding
30 before the Board meeting, and will advise.
31

32 **Committee Round Table**

33 No items raised.
34

35 **Adjourn**

36 *Lee Cattaneo moved to adjourn, seconded by Peter Carbee. Meeting adjourned at 5:39 pm.*
37

38 Respectfully submitted,
39 Nancy Chartrand, Office Manager
40



BOARD OF COMMISSIONERS

October 8, 2024 at 6:30 pm

29 Main Street, Suite 4, Montpelier Vermont

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/kcjBhi3bIX>

Download the app at least 5 minutes before the meeting starts: <https://zoom.us/download>

Page **AGENDA**

6:30² Introductions

Adjustments to the Agenda

Public Comments

6:35 Central Vermont Economic Development Corp Update – Melissa Bounty

6:50 Municipal Dues (Action - enclosed)³

7:05 Mutual Aid Agreement Presentation (enclosed)

7:20 Regional Plan Chapter Review – Natural Systems (enclosed)

7:50 Update on Regional Flood Coordination (enclosed)

7:55 Minutes 09/10/2024 (Action - enclosed)³

8:05 Reports (Action - enclosed)³

Update/questions on Staff and Committee Reports

8:15 Adjourn

Next Meeting: November 12, 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.