



EXECUTIVE COMMITTEE

November 4, 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
32	4:20	Contract/Agreement Authorization (Action - enclosed)³
37	4:35	CY25 Health Insurance (Action - enclosed)³
	4:50	Office Updates
39	5:00	Meeting Minutes – 9/3/24 & 10/8/24 (Action - enclosed)³
43	5:05	Commission Meeting Agenda (Action - enclosed)³
	5:15	Committee Round Table
	5:30	Adjourn

Next Meeting: December 2, 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
A/R 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						

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	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						
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

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
A/R 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: October 23, 2024,
To: Executive Committee
From: The Ijaz Group, Contracted Accountant
Re: Financial Report as of 09/30/2024

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

FY25 Summary: CVRPC's FY25 surplus is \$175,883.55 through September 30th, 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 \$151,806.61 through September 30th, 2023.

Balance Sheet

- **Assets** – Billing is substantially complete through 09/30/2024. Aging receivables are at \$480,983.80. This is higher than usual because of the ACCD FY25 Q1 Invoice of \$159,301 and the recent quarter outstanding billing. Operating cash is \$108,336, whereas the Savings and CD balance is \$712,253 and M&T Bank including Sweep balance is \$418,613, totaling the cash balance to \$1,289,196. 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 \$19,511.
 - Accrued vacation and compensatory time balances are \$18,827 and \$3,399 respectively.
 - ACCD Deferred Income for FY24 & FY25 combined stands at \$107,933. Other Deferred Income consists of MARC Brownfields \$36,224, VCRD – Climate Catalyst \$3,801, BGS MERP \$130,717.59, and CWSP Formula \$348,717. Total Deferred Revenue is \$704,319.
- **Equity** – Equity is assets minus liabilities – the company's value. CVRPC's Total Equity as of 09/30/2024 is \$1,028,470 and it was \$705,470 and \$614,977 on the same date in 2023 and 2022, respectively.
- **Surplus** of \$175,883.55 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 09/30/2024, 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 09/31 is 25%.

- *Income* – Total revenue stands at 16.29% earned, which is about 8.71% below the budget.
- *Expenses* – Total expenses stand at 11.19%, about 13.81% below the benchmark. Wages, CVRPC's most significant expense, is also under budget at 20.60% 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 September 30, 2024
 Sep 30, 24

ASSETS

Current Assets

Checking/Savings

1012 · Community National Bank (1801)	108,336.05
1013 · CNB ICS (1816)	467,268.05
1017 · Northfield Savings Bank (7906)	40,871.97
1028 · NCFCU Share (1493)	7.30
1030 · Northfield Savings CD	204,105.74
1031 · CNB Checking MRC (7301)	37,759.95
1035 · M&T CWSP (8769)	10,000.00
1036 · M&T ICS (8769)	408,613.26
1072 · Bill.com Money Out Clearing	12,233.67

Total Checking/Savings 1,289,195.99

Accounts Receivable

1200 · Accounts Receivable	480,983.80
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Total Accounts Receivable 480,983.80

Other Current Assets

1020 · Undeposited Funds	3,339.57
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Total Other Current Assets 3,339.57

Total Current Assets 1,773,519.36

Fixed Assets

1501 · Equipment	47,030.18
1502 · Equipment - Accum. Depreciation	-45,118.24
1505 · Leasehold Improvements	2,597.07
1510 · Lease Asset - Facility	335,121.56
1511 · Lease Asset - Acc. Dep	-92,158.44

Total Fixed Assets 247,472.13

Other Assets

1301 · Prepaid Expenses	25,290.63
1320 · Deposits	4,415.00

Total Other Assets 29,705.63

TOTAL ASSETS 2,050,697.12

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	19,511.14
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Total Accounts Payable 19,511.14

Credit Cards

2030 · NCFCU VISA	160.36
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Total Credit Cards 160.36

Other Current Liabilities

2102 · Accrued Vacation	18,827.52
2103 · Accrued Compensatory Time	3,399.33
2104 · Accrued 457 Retirement	6,975.32

Central Vermont Regional Planning Commission
 Executive Committee
 Balance Sheet

As of September 30, 2024
 Sep 30, 24

2105 · Accrued Interest Payable	2,319.55
2200 · Deferred Income	
2201 · ACCD	
2214 · Housing Navigator	18,542.83
2221 · RPC Annual - FY25	89,390.24
Total 2201 · ACCD	107,933.07
2225 · MARC	36,224.38
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
2256 · NVDA MVI	4,545.00
2257 · Medical Reserve Corps	37,456.03
2260 · Middlesex LHMP	9,026.00
2265 · Worcester LHMP 24	9,026.00
Total 2200 · Deferred Income	704,319.49
2302 · State withholding	6.64
2303 · HSA deductible withholding	1,258.00
2304 · Dependent Care Deductions	-0.10
2306 · Pension Liability- Edward Jones	5,177.25
2309 · Lease Liability - Facility	260,272.97
Total Other Current Liabilities	1,002,555.97
Total Current Liabilities	1,022,227.47
Total Liabilities	1,022,227.47
Equity	
3100 · Unrestricted Net Position	444,974.11
3300 · Invested in Fixed Assets	11,191.60
3900 · Retained Earnings	396,420.38
Net Income	175,883.56
Total Equity	1,028,469.65
TOTAL LIABILITIES & EQUITY	2,050,697.12

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

	As of September 30, 2024					TOTAL
	Current	1 - 30	31 - 60	61 - 90	> 90	
USDOT						
SS4A	277.85	813.72	0.00	158.77	0.00	1,250.34
Total USDOT	277.85	813.72	0.00	158.77	0.00	1,250.34
NVDA						
Vulnerability Index Tool	5,535.58	281.97	0.00	440.60	420.34	6,678.49
Total NVDA	5,535.58	281.97	0.00	440.60	420.34	6,678.49
Neck of the Woods						
NBRC LDD	0.00	194.34	0.00	245.99	420.73	861.06
Total Neck of the Woods	0.00	194.34	0.00	245.99	420.73	861.06
Addison County Regional Commission						
Water Quality Project Development	0.00	0.00	0.00	10,651.94	7,263.90	17,915.84
Total Addison County Regional Commission	0.00	0.00	0.00	10,651.94	7,263.90	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	7,988.62	3,284.87	0.00	3,764.78	0.00	15,038.27
Total Building and General Services (BGS)	7,988.62	3,284.87	0.00	3,764.78	0.00	15,038.27
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	327.12	245.34	0.00	0.00	0.00	572.46
Total NDA Assistance	327.12	245.34	0.00	0.00	0.00	572.46
Regional Planning/Act 250 Sec 248	0.01	0.00	0.00	0.00	0.00	0.01
ACCD - Other	0.00	0.00	0.00	0.00	161,334.77	161,334.77
Total ACCD	327.13	245.34	0.00	0.00	161,334.77	161,907.24
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	327.13	245.34	0.00	0.00	161,334.67	161,907.14
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	0.00	7,457.05	0.00	793.52	5,315.20	13,565.77
Total Barre City	0.00	7,457.05	0.00	793.52	10,315.20	18,565.77

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

	As of September 30, 2024					TOTAL
	Current	1 - 30	31 - 60	61 - 90	> 90	
Berlin						
LHMP 24	129.42	0.00	0.00	0.00	0.00	129.42
Berlin - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Berlin	129.42	0.00	0.00	0.00	0.00	129.42
Cabot						
Cabot LHMP 23	0.00	0.00	0.00	0.00	8,667.00	8,667.00
Total Cabot	0.00	0.00	0.00	0.00	8,667.00	8,667.00
Calais						
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	664.46	2,102.61	0.00	1,884.86	0.00	4,651.93
Clean Water						
TBP Implement	303.67	164.59	0.00	19.19	0.00	487.45
TBP Planning	448.01	638.05	0.00	307.63	0.00	1,393.69
Total Clean Water	751.68	802.64	0.00	326.82	0.00	1,881.14
Total CCRPC	1,416.14	2,905.25	0.00	2,211.68	0.00	6,533.07
CVFiber - Fee for Service						
CVF - Admin	229.50	0.00	115.18	0.00	0.00	344.68
Total CVFiber - Fee for Service	229.50	0.00	115.18	0.00	0.00	344.68
Department of Environmental Conservation						
CWSP Formula						
O&M Activities	0.00	0.00	1,093.43	0.00	0.00	1,093.43
Administrative	8,977.73	0.00	6,904.07	0.00	0.00	15,881.80
Total CWSP Formula	8,977.73	0.00	7,997.50	0.00	0.00	16,975.23
Upper Winooski						
Calais Moscow Woods	3,235.00	0.00	121.21	0.00	1,526.40	4,882.61
Calais PO	9,911.14	0.00	678.73	364.75	2,988.58	13,943.20
Woodbury Elem	0.00	0.00	0.00	0.00	106.61	106.61
Upper Winooski - Other	0.00	0.00	0.00	17.89	0.00	17.89
Total Upper Winooski	13,146.14	0.00	799.94	382.64	4,621.59	18,950.31
CWSP Start-up						
Training Activities	16.59	0.00	66.37	0.00	279.11	362.07
Implementation Prep	0.00	0.00	0.00	0.00	1,051.36	1,051.36
Total CWSP Start-up	16.59	0.00	66.37	0.00	1,330.47	1,413.43
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	0.00	0.00
Total Department of Environmental Conservat	22,140.46	0.00	8,863.81	382.64	5,952.09	37,339.00
Department of Public Safety						

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	As of September 30, 2024					TOTAL
	Current	1 - 30	31 - 60	61 - 90	> 90	
HMPG TA	0.00	0.00	31.37	0.00	0.00	31.37
VDH						
Hot Weather Emergency	553.21	0.00	0.00	249.53	994.87	1,797.61
Total VDH	553.21	0.00	0.00	249.53	994.87	1,797.61
EMPG						
Technical Assistance	4,531.53	0.00	5,008.38	0.00	0.00	9,539.91
Response	0.00	0.00	1,469.20	0.00	0.00	1,469.20
REMC	595.38	0.00	66.16	0.00	0.00	661.54
LEMP	0.00	0.00	132.30	0.00	0.01	132.31
Total EMPG	5,126.91	0.00	6,676.04	0.00	0.01	11,802.96
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 Safety	5,680.12	0.00	6,707.41	249.53	994.87	13,631.93
DPS MOA						
July 11, 2024 Event	0.00	0.00	4,587.80	0.00	0.00	4,587.80
Total DPS MOA	0.00	0.00	4,587.80	0.00	0.00	4,587.80
East Montpelier						
East Montpelier LHMP 24	140.11	0.00	44.10	94.82	247.43	526.46
Total East Montpelier	140.11	0.00	44.10	94.82	247.43	526.46
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	0.00	1,627.34	1,627.34
Lamoille County PC						
Flood Bylaw	0.00	0.00	0.00	0.00	417.22	417.22
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	0.00	414.98	414.98
Middlesex						
Middlesex LHMP 24	15,941.69	0.00	1,710.74	423.07	282.65	18,358.15

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	As of September 30, 2024					TOTAL
	Current	1 - 30	31 - 60	61 - 90	> 90	
Total Middlesex	15,941.69	0.00	1,710.74	423.07	282.65	18,358.15
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
Mount Ascutney Regional Commission						
Brownfields	0.01	0.00	0.00	0.00	10,070.50	10,070.51
Total Mount Ascutney Regional Commission	0.01	0.00	0.00	0.00	10,070.50	10,070.51
Northfield	0.00	0.00	0.00	7,870.94	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	264.61	110.26	0.00	44.10	230.40	649.37
LHMP	0.00	0.00	0.00	0.00	3,136.47	3,136.47
Total Orange	264.61	110.26	0.00	44.10	3,366.87	3,785.84
Two Rivers Ottauquechee Comm'n						
River Program	969.22	0.00	0.00	0.00	0.00	969.22
MTAP						
TRORC MTAP Marshfield EWP	984.50	0.00	0.00	0.00	0.00	984.50
TRORC MTAP Cabot Brella	276.75	0.00	0.00	0.00	0.00	276.75
Total MTAP	1,261.25	0.00	0.00	0.00	0.00	1,261.25
Total Two Rivers Ottauquechee Comm'n	2,230.47	0.00	0.00	0.00	0.00	2,230.47
VAPDA_	0.00	0.00	0.00	0.00	500.00	500.00
VTrans						
TA Set-aside						
MRP Corridor Study	1,780.44	0.00	1,309.87	0.00	0.00	3,090.31
Total TA Set-aside	1,780.44	0.00	1,309.87	0.00	0.00	3,090.31
TPI						
TPI Special Bike/Ped	516.01	0.00	1,190.79	0.00	334.65	2,041.45
TPI Planning	15,684.41	0.00	3,820.90	0.00	2,901.64	22,406.95
TPI Data Collect/Manage	23,697.30	0.00	15,528.68	0.00	1,717.89	40,943.87
TPI Admin	7,381.07	0.00	2,993.06	0.00	1,637.07	12,011.20
TPI Coordination	2,057.76	0.00	2,091.25	0.00	1,041.58	5,190.59
TPI MRGP Support	242.57	0.00	39.69	0.00	0.02	282.28
TPI Project Develop	325.48	0.00	339.38	0.00	0.23	665.09
Total TPI	49,904.60	0.00	26,003.75	0.00	7,633.08	83,541.43

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 AR Aging Summary

	As of September 30, 2024					TOTAL
	Current	1 - 30	31 - 60	61 - 90	> 90	
VTrans - Other	0.00	0.00	0.00	0.00	-0.43	-0.43
Total VTrans	51,685.04	0.00	27,313.62	0.00	7,632.65	86,631.31
Waitsfield						
Waitsfield LHMP 23	2,762.00	0.00	1,377.63	584.51	2,140.03	6,864.17
Total Waitsfield	2,762.00	0.00	1,377.63	584.51	2,140.03	6,864.17
Washington	0.00	0.00	0.00	0.00	-0.50	-0.50
Waterbury						
Waterbury LHMP 23	1,187.79	9,645.07	0.00	917.63	5,714.01	17,464.50
Total Waterbury	1,187.79	9,645.07	0.00	917.63	5,714.01	17,464.50
Williamstown	0.00	0.00	0.00	4,674.95	0.00	4,674.95
Worcester						
Worcester LHMP 24	0.00	10,518.58	0.00	6,316.14	2,257.00	19,091.72
Total Worcester	0.00	10,518.58	0.00	6,316.14	2,257.00	19,091.72
TOTAL	117,936.54	35,456.45	50,720.29	39,825.61	237,044.91	480,983.80

Paid Time Off Liability Balances - As of 09/27/2024
COMPENSATORY TIME

Employee	Wage Rate	Hours	Current Value	Maximum Hours ¹	Maximum Accrual ¹
Chartrand, N.	29.45	1.50	\$ 44.18		
Cubbon, K.	27.35	6.00	\$ 164.10		
Frasca, L	26.12	7.75	\$ 202.43		
Lash, S.	27.35	37.75	\$ 1,032.46		
MacMartin, R	33.65	10.75	\$ 361.74		
Meyer, C.	50.96	10.00	\$ 509.60		
Pitkin, Will	25.48	20.50	\$ 522.34		
Sabado, Niki	25.48	6.00	\$ 152.88		
Toohey, E	30.28	3.50	\$ 105.98		
Voigt, B.	35.72	8.50	\$ 303.62		
Total		112.25	\$ 3,399.33		

SICK LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Chartrand, N.	29.45	257.57	\$ 7,585.44	270	\$ 7,951.50
Cubbon, Keith	27.35	142.31	\$ 3,892.18	216.03	\$ 5,908.42
Frasca, L	26.12	63.40	\$ 1,656.01	125.15	\$ 3,268.92
Lash, S.	27.35	123.58	\$ 3,379.91	245.45	\$ 6,713.06
MacMartin, R	33.65	21.55	\$ 725.16	77.55	\$ 2,609.56
Meyer, C.	50.96	121.06	\$ 6,169.22	339.81	\$ 17,316.72
Pitkin, Will	25.48	63.65	\$ 1,621.80	71.65	\$ 1,825.64
Sabado, Niki	25.48	45.67	\$ 1,163.67	54.67	\$ 1,392.99
Toohey, E	30.28	17.26	\$ 522.63	110.86	\$ 3,356.84
Voigt, B.	35.72	166.90	\$ 5,961.67	241.02	\$ 8,609.23
Total		1,022.95	\$ 32,677.69	1,752	\$ 58,952.88

VACATION LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Chartrand, N.	29.45	59.15	\$ 1,741.97	150.00	\$ 4,417.50
Cubbon, K.	27.35	74.17	\$ 2,028.55	160.00	\$ 4,376.00
Frasca, L.	26.12	20.25	\$ 528.93	104.25	\$ 2,723.01
Lash, S.	27.35	43.73	\$ 1,196.02	160.00	\$ 4,376.00
MacMartin, R	33.65	32.65	\$ 1,098.67	64.65	\$ 2,175.47
Meyer, C.	50.96	134.60	\$ 6,859.22	200.00	\$ 10,192.00
Pitkin, Will	25.48	51.74	\$ 1,318.34	59.74	\$ 1,522.18
Sabado, Niki	25.48	-2.38	\$ (60.64)	45.62	\$ 1,162.40
Toohey, E.	30.28	8.78	\$ 265.86	92.28	\$ 2,794.24
Voigt, B.	35.72	107.80	\$ 3,850.62	160.00	\$ 5,715.20
Total		530.49	\$ 18,827.52	1,197	\$ 39,453.99

SUMMARY

	Current	Maximum
Total Paid Time Off Liability	\$ 54,904.53	\$ 101,806.20

Maximum versus Current Difference	\$ 46,901.67	Percent of Max	54%
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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 September 2024

	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · ACCD				
4101 · ACCD Direct	172,355.12	733,468.00	-561,112.88	23.5%
Total 4100 · ACCD	172,355.12	733,468.00	-561,112.88	23.5%
4200 · Community Development				
4220 · MARC Brownfields	6,114.67	50,000.00	-43,885.33	12.23%
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	7,386.18	89,800.00	-82,413.82	8.23%
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	344.67	2,400.00	-2,055.33	14.36%
Total 4300 · Fee for Services	585.62	8,900.00	-8,314.38	6.58%
4400 · Municipal Contracts				
4471 · BGS - Municipal Energy	15,038.27	54,179.00	-39,140.73	27.76%
4472 · MPM Sidewalks Design	418.97	12,318.00	-11,899.03	3.4%
4473 · LHMP 23	15,076.41			
4475 · LHMP 24	8,940.06	32,788.00	-23,847.94	27.27%
Total 4400 · Municipal Contracts	39,473.71	99,285.00	-59,811.29	39.76%
4500 · Natural Resources				
4501 · 604B Water Planning	0.00	5,181.00	-5,181.00	0.0%
4516 · Tactical Basin Planning	2,617.42	17,860.00	-15,242.58	14.66%
4535 · DEC CWSP Start-up	66.37	87,316.00	-87,249.63	0.08%
4545 · DEC CWSP Formula	16,975.23	855,273.00	-838,297.77	1.99%
4565 · DEC Calais Moscow Woods	8,207.67			
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	1,713.15	12,045.00	-10,331.85	14.22%
Total 4500 · Natural Resources	40,231.78	1,189,154.00	-1,148,922.22	3.38%
4600 · Public Safety				
4602 · EMPG	12,356.16	49,686.00	-37,329.84	24.87%
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	7,065.53	30,000.00	-22,934.47	23.55%
Total 4600 · Public Safety	24,040.86	112,286.00	-88,245.14	21.41%
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	75,908.35	286,411.00	-210,502.65	26.5%
4806 · TOD Planning	4,651.93	25,000.00	-20,348.07	18.61%
4807 · TA Set-aside	4,661.60			
4808 · USDOT SS4A	1,250.34	120,000.00	-118,749.66	1.04%

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 Profit & Loss Budget Vs. Actual
 July through September 2024

	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
4800 · Transportation - Other	0.00	84,000.00	-84,000.00	0.0%
Total 4800 · Transportation	86,472.22	515,411.00	-428,938.78	16.78%
4900 · Other Income				
4901 · Interest Income	6,140.98	10,000.00	-3,859.02	61.41%
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	6,140.98	10,372.00	-4,231.02	59.21%
Total Income	463,671.13	2,845,661.00	-2,381,989.87	16.29%
Gross Profit	463,671.13	2,845,661.00	-2,381,989.87	16.29%
Expense				
5000 · Wages and Fringe Benefits				
5001 · Personnel	152,577.23			
5100 · Fringe Benefits				
5101 · FICA	12,777.37	57,967.00	-45,189.63	22.04%
5110 · Health Insurance	44,995.56	202,368.00	-157,372.44	22.24%
5112 · Dental Insurance	1,916.10	9,179.00	-7,262.90	20.88%
5115 · Life Disability Insurance	1,030.41	4,375.00	-3,344.59	23.55%
5118 · PTO/Comp Accrual	-2,346.33			
5120 · Pension Plan - Edward Jones	5,177.25	29,636.00	-24,458.75	17.47%
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	3,804.49	3,650.00	154.49	104.23%
5100 · Fringe Benefits - Other	0.00			
Total 5100 · Fringe Benefits	67,571.85	311,075.00	-243,503.15	21.72%
5000 · Wages and Fringe Benefits - Other	0.00	757,734.00	-757,734.00	0.0%
Total 5000 · Wages and Fringe Benefits	220,149.08	1,068,809.00	-848,659.92	20.6%
5200 · Professional Services				
5201 · Accounting	15,000.00	30,000.00	-15,000.00	50.0%
5202 · Audit	740.00	18,900.00	-18,160.00	3.92%
5203 · IT/Computer	4,525.20	2,000.00	2,525.20	226.26%
5204 · Legal	808.50	3,500.00	-2,691.50	23.1%
5200 · Professional Services - Other	72.00	300.00	-228.00	24.0%
Total 5200 · Professional Services	21,145.70	54,700.00	-33,554.30	38.66%
5305 · Advertising	594.00	3,600.00	-3,006.00	16.5%
5315 · Consultants				
5317 · Stipends	462.50			
5315 · Consultants - Other	18,706.00	1,262,284.00	-1,243,578.00	1.48%
Total 5315 · Consultants	19,168.50	1,262,284.00	-1,243,115.50	1.52%
5320 · Depreciation expense	337.35	17,340.00	-17,002.65	1.95%
5325 · Copy				
5326 · Copier extra copies	298.91	1,000.00	-701.09	29.89%
5327 · Copier Lease Payments	441.30	1,800.00	-1,358.70	24.52%
Total 5325 · Copy	740.21	2,800.00	-2,059.79	26.44%
5330 · Supplies				
5331 · Equipment/Furniture	295.65	21,550.00	-21,254.35	1.37%
5332 · GIS Supplies	510.27	500.00	10.27	102.05%
5333 · Office Supplies	715.03	3,000.00	-2,284.97	23.83%
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%
Total 5330 · Supplies	1,520.95	31,748.00	-30,227.05	4.79%
5344 · Insurance				

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	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
5345 · Liability Insurance	374.00	1,750.00	-1,376.00	21.37%
5346 · Public Officials Insurance	876.75	3,507.00	-2,630.25	25.0%
Total 5344 · Insurance	1,250.75	5,257.00	-4,006.25	23.79%
5350 · Meetings/Programs	1,553.21	13,070.00	-11,516.79	11.88%
5355 · Postage	0.00	800.00	-800.00	0.0%
5360 · Dues/Memberships/Sponsorships				
5361 · Government Relations	545.45			
5360 · Dues/Memberships/Sponsorships - Other	1,237.06	8,645.00	-7,407.94	14.31%
Total 5360 · Dues/Memberships/Sponsorships	1,782.51	8,645.00	-6,862.49	20.62%
5370 · Office Occupancy				
5310 · Cleaning	605.00	3,540.00	-2,935.00	17.09%
5371 · Rent/Utility Payments	10,595.85	42,383.00	-31,787.15	25.0%
5370 · Office Occupancy - Other	0.00	200.00	-200.00	0.0%
Total 5370 · Office Occupancy	11,200.85	46,123.00	-34,922.15	24.29%
5375 · Software/Licenses/IT Sub	2,134.05	24,490.00	-22,355.95	8.71%
5385 · Telephone/Internet	1,916.73	7,720.00	-5,803.27	24.83%
5390 · Travel	4,046.40	22,784.00	-18,737.60	17.76%
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 · DRRRA Fees	0.00	130.00	-130.00	0.0%
5380 · Fees - Other	143.26			
Total 5380 · Fees	143.26	180.00	-36.74	79.59%
5999 · Miscellaneous Expenses - Other	0.00	100.00	-100.00	0.0%
Total 5999 · Miscellaneous Expenses	247.29	630.00	-382.71	39.25%
8000 · Indirect Costs	0.00			
Total Expense	287,787.58	2,570,800.00	-2,283,012.42	11.19%
Net Ordinary Income	175,883.55	274,861.00	-98,977.45	63.99%
Net Income	175,883.55	274,861.00	-98,977.45	63.99%



Central Vermont Regional Planning Commission

MEMO

Date: November 4, 2024
 To: Executive Committee
 From: Christian Meyer, Executive Director
 Re: Contract/Agreement Approvals

GRANTS, CONTRACTS & SERVICE AGREEMENTS RECEIVED

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

****Please note that each contract name is also a URL link to the contract and there is also a numbered appendix of all contracts on the server along with the meeting packet**

Agency of Commerce and Community Development – FY 25 Regional Planning Funds

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

Scope of Work: Provides funding to carry out RPC duties and optional duties described in 24 V.S.A. Chapter 117. Generally, the scope of work includes:

- maintaining the Regional Plan;
- participating in Act 250 and Section 248 project review;
- assisting municipalities to prepare and maintain plans, studies, bylaws, applications for designation and other implementation activities;
- carrying out statutory duties related to municipal plan approval and municipal consultation;
- providing training for municipalities, support statewide initiatives identified by ACCD; and
- work on statutory duties as determined by regional priorities.

Included in the FY25 agreement are FY24 carry forward funds and housing navigator funding.

Funding

Total agreement value:	\$819,663.18 (State)
FY 25 Award value:	\$670,742.00
FY 24 Carry forward value:	\$126,528.41
Housing Navigator:	\$22,392.77
Match Amount:	n/a

Performance Period: 7/1/2024-6/30/2025

Staff: Brian Voigt, Christian Meyer, Will Pitkin, Eli Toohey, Niki Sabado, and Sam Lash.

Note: This funding makes up the core of our RPC Funding for FY25

Mount Ascutney Regional Commission (MARC) And CVRPC for Brownfields Assessment

ACTION REQUESTED: Authorize the Executive Director to sign the sub-grant agreement #CVRPC-2024VTBFLDS

Staff are seeking approval to sign the sub-grant agreement valued at up to \$99,000 for the implementation of

Vermont's Brownfield Program by providing assessment funding to recognized brownfield sites in the State. The funding for this program is made possible through grant funding from Vermont Agency of Commerce and Community Development, Department of Economic Development, pursuant to MARC's obligations under the State Brownfields Revitalization Grant agreement #07120-BRF-FY23SP-13

Scope of Work: CVRPC agrees to work cooperatively with MARC, VT DEC and the ACCD for BRELLA eligible projects to support the provision of services and completion of;

- Brownfields Assessment that conforms to State standards, relevant rules, policies, procedure and practices
- Brownfield Promotion including community engagement and participating in relevant Brownfield meetings and events sponsored by ACCD, promoting brownfield programs and funding opportunities available to leverage state and federal program opportunities for potential applicants
- Status reporting on the expenditure or encumbrance of the grant funds received
- Performance progress reporting using the MARC "Brownfields Assessment Program Progress Report" template

Funding: CVRPC will receive up to \$99,000 for Brownfields Assessment work

Performance Period: 01/01/2024 – 06/30/2025

Staff: Eli Toohey

Note: This contract renewal is meant to allow CVRPC to continue to accept and fund new and ongoing brownfield assessments. Currently several projects are already queued and are awaiting funding, including the Phase 2 assessment at Country Club Road in Montpelier. Staff does not have a final contract value to include in this contract but can confirm that it will not exceed \$99,000.

Department of Public Safety – FY2024 Emergency Management Planning Grant

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

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

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

Funding:

Grant Amount: \$ 46,789.00 (Federal)

Match Amount: \$ 46,837.00 (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

Note: This year, federal funding has been reduced from \$58,375 due to federal cuts. Correspondingly RPCs are being asked to complete few tasks, including the elimination of municipalities support to update and submit Local Emergency Management Plans (LEMPs).

City of Barre - Northern Borders Regional Commission Catalyst Grant Local Development District (LDD)

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

Staff are seeking approval to sign the contract with value of \$57,517.40 to provide LDD Grants Administration Services to the City of Barre beginning October 1, 2024

Scope of Work:**Grant Administration:**

LDDs shall have the following scope of services pertaining the Grant Administration:

- Quarterly Reporting: Ensure that the grantee files quarterly reports on time with enough information to provide a meaningful outline of where the project is at in the process.
- Reimbursement Requests: Provide guidance to grantees on filing reimbursements requests and ensure that reimbursement requests are accurate, within approved budget and contain all the necessary documentation to provide evidence of match and reimbursements that are expected to be paid by NBRC.
- Final Reporting: Ensure that the grantee has filed their final report and financial report in a timely manner after the project is complete.
- General Assistance: Be available to provide guidance to the grantee with other issues such as what their responsibilities are regarding procurement of goods and services and contractors. Have a general knowledge base about federal grant programs, specifically NBRC. This does not include conducting the bid processes and assessing bid documents for completion, interviewing potential consultants or other procurement processes.

Funding: \$57,517.40 (Federal/Local)

Performance Period: 10/01/2024 – 10/01/2026

Staff: Eli Toohey

Two Rivers-Ottawaquechee Regional Commission – Planning and Facilitation Services for the Resilience Initiative for Vermont Empowerment and Recovery (RIVER) Amendment 1

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

Scope of Work: Facilitation of the RIVER program. Specific tasks include, hosting public meetings with specified municipalities, gathering and mapping existing flood reduction work, project review and coordination with engineers, host public forums, project development, participate in project refinement, assist select boards to adopt priority projects to for full application development.

Through this program CVRPC Staff will undertake a public process informed by engineering expertise to create a targeted list of locally supported, doable, priority projects likely to be funded through FEMA's HMGP program.

Funding: ~~\$40,000~~ \$25,500

Funding Source: Vermont Housing and Conservation Board – Non Federal

Performance Period: February 28, 2024 – January 31, 2025

Staff: Keith Cubbon

Notes: CVRPC has returned \$14,500 to the program to support the work of partner organizations. CVRPC was able to do this because of the volume of public outreach conducted in the affected municipalities prior to the creation of this program.

CONTRACTS ISSUED

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

N/A

FOR INFORMATION ONLY

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

GRANTS, CONTRACTS & SERVICE AGREEMENTS ISSUED

State Of Vermont - Regional Planning Funds - Neighborhood Development Area Planning

Scope of Work: Provide technical assistance to municipalities interested in a new Neighborhood Development Area (NDA). The assistance will help cities and towns determine readiness to apply and identify necessary updates or prepare a draft application, support pre-application review, and support the final application process using a pilot on-demand model over a 12-month period. CVRPC is currently working with Plainfield, Moretown and Northfield. This amendment will increase funding \$5,000 to provide support to Plainfield.

Funding: ~~\$10,000~~ \$15,000(State)

Performance Period: 07/01/2024 –9/30/2025

Staff: Niki Sabado; Will Pitkin

Northwest Regional Planning Commission - Climate Pollution Reduction Grant

Scope of Work: To work municipalities to develop climate plan elements that fit into broader state and regional planning so that CVRPC and municipalities can implement priorities in their own plans through subsequent funding opportunities.

- Task 1 – Support Development and Piloting of a Municipal Climate Planning Framework and Guide
- Task 2 – Updating Local and Regional Energy Plans
- Task 3 – Climate Planning Outreach and Engagement

Funding: \$23,191.00 (Federal)

Performance Period: 07/01/2024 –9/30/2025

Staff: Sam Lash

Vermont Department of Health – MRC STRONG Subrecipient Grant – CVRPC As Fiscal Agent for Medical Reserve Corps

Scope of Work: further development of the Medical Reserve Corps (MRC) to serve the citizens of the State of Vermont during emergency events, providing health promotion and disease prevention information, and for sustainability of the MRC unit

Funding: \$5,000.00 (Federal)

Performance Period: 07/01/2024 –6/30/2025

Staff: Christian Meyer

Vermont Department of Health – Hot Weather Emergency Planning

Scope of Work: Build capacity for hot weather emergency planning, to provide direct technical assistance to local partners for developing hot weather emergency plans, and to collect data on cooling facilities in region.

- 1) Develop extreme temperature planning guidance and template that integrates extreme cold and Climate & Health Program's Local Hot Weather Preparedness Guidance and Template, as well as specifically addresses integration with LEMP, LHMPs, and other Town Plans.
- 2) Participate in hot weather emergency training and provide feedback.
- 3) Conduct community outreach and identify local cooling and warming facilities; prepare data for inclusion in state compilation of locations and resources for public communication and partners. Prepare regional cooling facility summary report.
- 4) Provide technical assistance to five municipalities to develop local hot weather emergency plans (based on templates in Task 1); draft plans.

Funding: \$17,000.00 (federal)

Performance Period: 10/1/2023-~~6/30/2024~~12/31/2024

Staff: Sam Lash

Note: This amendment addresses task specific due dates and associated payment provisions. Further it updates ATTACHMENT C with the most current state contract provisions, as is customary in other RPC contracts.



MEMO

Date: November 4, 2024

To: Executive Committee

From: Nancy Chartrand, Office Manager

Re: CY2025 Health Insurance

☒ **ACTIONS REQUESTED:** Multiple actions are requested:

- 1) Authorize Executive Director to set employer health insurance contribution up to 100% of the cost of the MVP HDHP Gold 3 Plan health plan for employees and family members
- 2) Maintain employee choice of available plans to include BCBSVT, MVP, and self-insured CIGNA health care plans
- 3) Maintain 50% payment in lieu of benefit for employees who opt out of CVRPC coverage and provide proof of coverage from another provider

CVRPC's FY25 budget allows for an anticipated increase in healthcare costs. The premium increase in CY23 and CY24 were ~11.3% and ~12.8% respectively. Rates for CY25 have been released, reflecting a premium increase of between 16 and 26% for MVP & BCBSVT. The table below presents monthly premium costs for health plans reviewed in CY23 and CY24 and adds a self-funded CIGNA Network plan being explored with comparable coverage to our recent MVP & BCBSVT plans. The plan highlighted in blue is our current CY24 plan.

Details for the CY25 Plans

Current: BCBSVT Gold CDHP: (~26% premium increase to CY24 BCBSVT Plan)

- Employee deductible is \$2,950/\$5,900 aggregate (single/family) – Rx deductible combined with medical
- Employee out of pocket maximum for single/families is \$2,850/\$5,700 (medical) and \$1,650/\$3,300 (Rx)
- Services will be charged at 0% after deductible is met
- Rx Cost Share: Select Wellness @ \$5/50%/60%-NDD; Prescription after deductible @ \$0
- Telemedicine: Varies by Service
- Vision: Coverage under age 21 only at 0% after deductible is met
- Plan is Health Savings Account (HSA) compatible

MVP Gold 3 HDHP Plan: (~16% premium increase to CY24 BCBSVT Plan)

- Employee deductible is \$3,000/\$6,000 aggregate (single/family) – Rx deductible combined with medical

- Employee out of pocket maximum for single/families is \$3,000/\$6,000 (medical) and \$1,650/\$3,300 (Rx)
- Services will be charged at 0% after deductible is met
- Rx Cost Share: Preventative @ \$10/\$15/5%-NDD; All other after deductible @ \$0/\$0/0%
- Telemedicine: 0% after deductible is met
- Vision: Coverage under age 21 only at 0% after deductible is met + (optional Vision Plan)
- Plan is Health Savings Account (HSA) compatible

Self-Insured with CIGNA Network: (% increase to be determined)

- Employee deductible is \$3,000/\$6,000 non-aggregate (single/family) – Rx deductible applies to medical
- Employee out of pocket maximum for single/families is \$3,000/\$6,000
- Services will be charged at 0% after deductible is met
- Rx Cost Share: Preventative @ \$10/\$15/5%-NDD; All other after deductible @ \$0/\$0/0%
- Telemedicine: 0%
- Vision allowance of one exam every 24 months – all ages + (optional Vision Plan)
- Plan is Health Savings Account (HSA) compatible

Health Insurance Premium Outline

Coverage	MVP CY24 Mo. Rate Gold 3 HDHP	MVP CY25 Mo. Rate Gold 3 HDHP	BCBSVT CY24 Mo. Rate Gold CDHP	BCBSVT CY25 Mo. Rate Gold CDHP	Self-Funded CY25 <i>**Initial quote before employee questionnaires</i>
Single	\$947.82	\$1,052.10	\$910.92	\$1,146.17	\$943.20
Double	\$1,895.64	\$2,104.20	\$1,821.84	\$2,292.34	\$1,679.10
Parent & Child	\$1,829.29	\$2,030.55	\$1,758.08	\$2,212.11	\$1,508.99
Family	\$2,663.37	\$2,956.40	\$2,559.69	\$3,220.74	\$2,421.95
CY25 ~% increase		~16%		~26%	**no overall increase
**anticipate this increasing after required medical questionnaires					
Annual Total¹	\$214,236	\$237,768	\$205,908	\$259,056	\$197,364**

¹ Annual Total is a calculation of monthly premiums based on current employee enrollment using premiums rounded to the nearest dollar and including 50% payment in lieu of benefit where appropriate. Current employee enrollment (11): Single - 4; Double – 2; Parent/Child – 0; Family – 3; payment in lieu – 2 (family & double). **Note: CY24 totals are calculated as if all current employees were enrolled all year so is not a true indication of what will be spent in CY24 due to new employee hires throughout CY24.**

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CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee Meeting
DRAFT MINUTES
September 30, 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

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CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee Meeting
Special Meeting DRAFT Minutes
October 8, 2024 Meeting

Present:

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

Staff: Christian Meyer, Nancy Chartrand

Guest: Ahsan Ijaz, Ijaz Group

Call to Order: Chair D’Amico called the meeting to order at 6:00 pm and a quorum was present.

Adjustments to the Agenda: None

Public Comment: None

Contract/Agreement Authorization

Department of Public Safety – FY2024 Emergency Management Planning Grant

This is related to our annual contract from the Department of Public Safety. They are running behind on contracts, but this will authorize us to enter into an Advance Notice to Proceed and allow us to initiate billing. We will review the full contract with the Executive Committee for approval upon receipt.

Lee Cattaneo moved to authorize the executive director to sign the advance notice to proceed, seconded by Peter Carbee. The motion carried 4-0.

Brownfields Assessment Program – Weston & Sampson Phase II Site Assessment or 300-302 Granger Road – Berlin, VT Amendment #1

This is to amend the contract value and performance period for the above noted Phase II assessment.

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

Christian also advised for the FYI contract that we are renewing with current cleaning service. We will go out to bid next year.

Alexis Leacock joined the meeting.

Adjourn

Paula Emery moved to adjourn. Seconded by Peter Carbee. Meeting adjourned at 6:06 pm.

Respectfully submitted,
Nancy Chartrand, Office Manager



BOARD OF COMMISSIONERS

November 12, 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>

6:15 pm – Social and pizza

Page **AGENDA**

6:30² Introductions

Adjustments to the Agenda

Public Comments

6:35 CWAC Appointment (Action - enclosed)³

6:45 Montpelier Growth Area (enclosed)

7:00 Regional Plan Chapter Review – Transportation (enclosed)

7:45 Minutes 10/08/2024 (Action - enclosed)³

7:55 Reports (Action - enclosed)³

Update/questions on Staff and Committee Reports

8:00 Commissioner Round Table

8:15 Adjourn

Next Meeting: December 10, 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.