



EXECUTIVE COMMITTEE

December 2, 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
16	4:20	Contract/Agreement Authorization (Action - enclosed)³
	4:40	Health Insurance Update
20	4:45	FY26 Nominating Committee (enclosed)
22	5:00	Executive Director Evaluation Process Discussion (Action - enclosed)³
23	5:15	Meeting Minutes – 11/4/24 (Action - enclosed)³
26	5:20	Commission Meeting Agenda (Action - enclosed)³
	5:30	Committee Round Table
	5:40	Adjourn

Next Meeting: January 6, 2025

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: November 27, 2024,
To: Executive Committee
From: The Ijaz Group, Contracted Accountant
Re: Financial Report as of 10/31/2024

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

FY25 Summary: CVRPC's FY25 surplus is \$152,140.67 through October 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 \$155,621.32 through October 31st, 2023.

Balance Sheet

- **Assets** – Billing is substantially complete through 10/31/2024. Aging receivables are at \$670,253.67. This is higher than usual because of the ACCD FY25 Q2 Invoice of \$159,301 and the recent quarter outstanding billing. Operating cash is \$104,429, whereas the Savings and CD balance is \$662,246 and M&T Bank including Sweep balance is \$356,021, totaling the cash balance to \$1,160,520. 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 \$20,966.39.
 - Accrued vacation and compensatory time balances are \$18,698 and \$3,498 respectively.
 - ACCD Deferred Income for FY24 & FY25 combined stands at \$192,852. Other Deferred Income consists of MARC Brownfields \$12,025.44, VCRD – Climate Catalyst \$3,801, BGS MERP \$130,717.59, and CWSP Formula \$348,717. Total Deferred Revenue is \$765,40.
- **Equity** – Equity is assets minus liabilities – the company's value. CVRPC's Total Equity as of 10/31/2024 is \$1,004,726 and it was \$709,284 and \$599,810 on the same date in 2023 and 2022, respectively.
- **Surplus** of \$152,140 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 10/31/2024, 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 10/31 is 33.33%.

- *Income* – Total revenue stands at 21.32% earned, which is about 12.01% below the budget.
- *Expenses* – Total expenses stand at 17.68%, about 15.65% below the benchmark. Wages, CVRPC's most significant expense, is also under budget at 30.32% 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 October 31, 2024
Oct 31, 24

ASSETS

Current Assets

Checking/Savings

1012 · Community National Bank (1801)	104,429.30
1013 · CNB ICS (1816)	267,268.05
1014 · CNB CD (8470)	150,000.00
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)	346,020.82
1072 · Bill.com Money Out Clearing	57.62

Total Checking/Savings 1,160,520.75

Accounts Receivable

1200 · Accounts Receivable	646,054.73
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Total Accounts Receivable 646,054.73

Other Current Assets

1020 · Undeposited Funds	72.00
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Total Other Current Assets 72.00

Total Current Assets 1,806,647.48

Fixed Assets

1501 · Equipment	47,030.18
1502 · Equipment - Accum. Depreciation	(45,230.69)
1505 · Leasehold Improvements	2,597.07
1510 · Lease Asset - Facility	335,121.56
1511 · Lease Asset - Acc. Dep	(92,158.44)

Total Fixed Assets 247,359.68

Other Assets

1301 · Prepaid Expenses	24,132.02
1320 · Deposits	4,415.00

Total Other Assets 28,547.02

TOTAL ASSETS 2,082,554.18

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	20,966.39
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Total Accounts Payable 20,966.39

Credit Cards

2030 · NCFCU VISA	521.10
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Total Credit Cards 521.10

Other Current Liabilities

2102 · Accrued Vacation	18,697.51
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2103 · Accrued Compensatory Time	3,497.54
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As of October 31, 2024
 Oct 31, 24

2104 · Accrued 457 Retirement	1,743.83
2105 · Accrued Interest Payable	2,319.55
2200 · Deferred Income	
2201 · ACCD	
2214 · Housing Navigator	17,136.36
2221 · RPC Annual - FY25	175,715.82
Total 2201 · ACCD	<u>192,852.18</u>
2225 · MARC	12,025.44
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	<u>765,039.66</u>
2302 · State withholding	6.64
2303 · HSA deductible withholding	1,972.00
2304 · Dependent Care Deductions	(0.10)
2306 · Pension Liability- Edward Jones	2,790.33
2309 · Lease Liability - Facility	260,272.97
Total Other Current Liabilities	<u>1,056,339.93</u>
Total Current Liabilities	<u>1,077,827.42</u>
Total Liabilities	<u>1,077,827.42</u>
Equity	
3100 · Unrestricted Net Position	444,974.11
3300 · Invested in Fixed Assets	11,191.60
3900 · Retained Earnings	396,420.38
Net Income	152,140.67
Total Equity	<u>1,004,726.76</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,082,554.18</u></u>

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

As of October 31, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
USDOT						
SS4A	1,032.02	-	277.85	813.72	158.77	2,282.36
Total USDOT	1,032.02	-	277.85	813.72	158.77	2,282.36
NVDA						
Vulnerability Index Tool	387.47	-	990.58	281.97	860.94	2,520.96
Total NVDA	387.47	-	990.58	281.97	860.94	2,520.96
Neck of the Woods						
NBRC LDD	1,007.01	-	-	194.34	666.72	1,868.07
Total Neck of the Woods	1,007.01	-	-	194.34	666.72	1,868.07
Addison County Regional Commission						
Water Quality Project Development	-	-	-	-	17,915.84	17,915.84
Total Addison County Regional Commission	-	-	-	-	17,915.84	17,915.84
Preservation Trust of Vermont, Inc.	-	-	-	-	-	-
Building and General Services (BGS)						
Municipal Energy Resilience	1,956.21	-	7,988.62	3,284.87	3,786.22	17,015.92
Total Building and General Services	1,956.21	-	7,988.62	3,284.87	3,786.22	17,015.92
Vermont Council on Rural Development						
Community Visits	-	-	-	-	1,977.46	1,977.46
Total Vermont Council on Rural Development	-	-	-	-	1,977.46	1,977.46
ACCD Parent						
ACCD						
NDA Assistance						
Moretown	163.56	-	327.12	245.34	-	736.02
Total NDA Assistance	163.56	-	327.12	245.34	-	736.02
Municipal Planning	-	-	498.15	-	-	498.15
Regional Planning/Act 251	-	-	0.01	-	-	0.01
ACCD - Other	-	-	-	-	161,334.77	161,334.77
Total ACCD	163.56	-	825.28	245.34	161,334.77	162,568.95
ACCD 21	-	-	-	-	-	-
ACCD 22	-	-	-	-	0.01	0.01
ACCD Parent - Other	-	159,301.23	-	-	(0.11)	159,301.12
Total ACCD Parent	163.56	159,301.23	825.28	245.34	161,334.67	321,870.08
Administration						
Administration	-	-	-	-	1,321.60	1,321.60
Administration - Other	-	-	-	-	-	-
Total Administration	-	-	-	-	1,321.60	1,321.60
Barre City						
Housing Infill Study	-	-	-	-	5,000.00	5,000.00
Barre City LHMP 23	-	-	-	1,252.05	6,108.72	7,360.77
Total Barre City	-	-	-	1,252.05	11,108.72	12,360.77
Berlin						
LHMP 24	-	-	129.42	-	-	129.42
Berlin - Other	-	-	-	-	-	-
Total Berlin	-	-	129.42	-	-	129.42
Cabot						

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

As of October 31, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Cabot LHMP 23	-	-	-	-	8,667.00	8,667.00
Total Cabot	-	-	-	-	8,667.00	8,667.00
Calais						
Kent Hill BRIC	-	-	-	-	(204.51)	(204.51)
Total Calais	-	-	-	-	(204.51)	(204.51)
CCRPC						
TOD Planning	1,499.27	-	664.46	2,102.61	1,884.86	6,151.20
Clean Water						
TBP Implement	114.75	-	303.67	164.59	19.19	602.20
TBP Planning	1,181.82	-	448.01	638.05	307.63	2,575.51
Total Clean Water	1,296.57	-	751.68	802.64	326.82	3,177.71
Total CCRPC	2,795.84	-	1,416.14	2,905.25	2,211.68	9,328.91
CVFiber - Fee for Service						
CVF - Admin	133.88	114.75	114.75	115.18	-	478.56
Total CVFiber - Fee for Service	133.88	114.75	114.75	115.18	-	478.56
Department of Environmental Conservation						
CWSP Formula						
O&M Activities	-	-	-	1,093.43	-	1,093.43
Project Completion						
12016 - Berlin Proj Dev	398.22	-	-	-	-	398.22
8629 - Calais Gully FD	398.22	-	-	-	-	398.22
Total Project Completion	796.44	-	-	-	-	796.44
Administrative	5,224.72	5,210.60	3,767.13	6,904.07	-	21,106.52
Total CWSP Formula	6,021.16	5,210.60	3,767.13	7,997.50	-	22,996.39
Upper Winooski						
Calais Moscow Woods	48.49	-	3,235.00	121.21	1,526.40	4,931.10
Calais PO	96.96	5,997.41	3,913.73	678.73	3,353.33	14,040.16
Woodbury Elem	-	-	-	-	106.61	106.61
Upper Winooski - Other	-	-	-	-	17.89	17.89
Total Upper Winooski	145.45	5,997.41	7,148.73	799.94	5,004.23	19,095.76
CWSP Start-up						
Training Activities	525.51	16.59	-	66.37	279.11	887.58
Implementation Prep	-	-	-	-	1,051.36	1,051.36
Total CWSP Start-up	525.51	16.59	-	66.37	1,330.47	1,938.94
Moretown Elem SW Final De	-	-	-	-	0.03	0.03
Plainfield Gully Construction	-	-	-	-	-	-
Total Department of Environme	6,692.12	11,224.60	10,915.86	8,863.81	6,334.73	44,031.12
Department of Public Safety						
HMPG TA	352.81	-	-	31.37	-	384.18
VDH						
Hot Weather Emergency	-	553.21	-	-	1,244.40	1,797.61
Total VDH	-	553.21	-	-	1,244.40	1,797.61
EMPG						
Technical Assistance	1,836.77	1,445.48	3,086.05	6,099.21	-	12,467.51
Response	1,107.88	-	-	378.37	-	1,486.25

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

	As of October 31, 2024					TOTAL
	Current	1 - 30	31 - 60	61 - 90	> 90	
REMC	66.16	44.10	551.28	66.16	-	727.70
LEMP	-	-	-	132.30	0.01	132.31
Total EMPG	3,010.81	1,489.58	3,637.33	6,676.04	0.01	14,813.77
EMPG Supplemental						
WiFi	-	-	-	-	(0.01)	(0.01)
Total EMPG Supplemental	-	-	-	-	(0.01)	(0.01)
Total Department of Public Safety	3,363.62	2,042.79	3,637.33	6,707.41	1,244.40	16,995.55
East Montpelier						
East Montpelier LHMP 24	507.17	118.05	22.06	44.10	342.25	1,033.63
Total East Montpelier	507.17	118.05	22.06	44.10	342.25	1,033.63
EMPG						
EMPG 21						
Technical Assistance	-	-	-	-	0.01	0.01
Total EMPG 21	-	-	-	-	0.01	0.01
EMPG - Other	-	-	-	-	(0.04)	(0.04)
Total EMPG	-	-	-	-	(0.03)	(0.03)
Friend of the Winooski River						
Water Wise Woodlands	-	-	-	-	3,752.32	3,752.32
Total Friend of the Winooski River	-	-	-	-	3,752.32	3,752.32
GIS Fee For Service	-	-	-	-	1,627.34	1,627.34
Lamoille County PC						
Flood Bylaw	-	-	-	-	417.22	417.22
Health Equity Projects	-	-	-	-	0.01	0.01
Total Health Equity	-	-	-	-	0.01	0.01
Lamoille County PC - Other	-	-	-	-	(2.25)	(2.25)
Total Lamoille County PC	-	-	-	-	414.98	414.98
Middlesex						
Middlesex LHMP 24	-	3,896.76	3,018.93	1,710.74	705.72	9,332.15
Total Middlesex	-	3,896.76	3,018.93	1,710.74	705.72	9,332.15
Misc Income	-	-	-	-	(1.00)	(1.00)
Montpelier						
VOREC	-	-	-	-	-	-
Total Montpelier	-	-	-	-	-	-
Mount Ascutney Regional Commission						
Brownfields	-	0.01	-	-	10,070.50	10,070.51
Total Mount Ascutney Regional Commission	-	0.01	-	-	10,070.50	10,070.51
Northfield	-	-	-	-	7,870.94	7,870.94
Northwest Regional Comm'n						
NBRC Grant Admin						
CVTA - NBRC21GVT11	47.27	-	-	-	-	47.27
Total NBRC Grant Admin	47.27	-	-	-	-	47.27
Total Northwest Regional Commission	47.27	-	-	-	-	47.27
Orange						
MPM Sidewalks Design	220.51	-	264.61	-	-	485.12

Central Vermont Regional Planning Commission
Executive Committee
AIR Aging Summary

	As of October 31, 2024					TOTAL
	Current	1 - 30	31 - 60	61 - 90	> 90	
LHMP	-	-	-	-	3,136.47	3,136.47
Total Orange	220.51	-	264.61	-	3,136.47	3,621.59
Two Rivers Ottauquechee Comm'n						
River Program	1,567.98	-	-	-	-	1,567.98
MTAP						
TRORC MTAP Marshfield	-	-	486.35	-	-	486.35
TRORC MTAP Cabot Brella	-	-	276.75	-	-	276.75
Total MTAP	-	-	763.10	-	-	763.10
Two Rivers Ottauquechee Co	(1,261.25)	-	-	-	-	(1,261.25)
Total Two Rivers Ottauquechee	306.73	-	763.10	-	-	1,069.83
VAPDA_	-	-	-	-	500.00	500.00
VTrans						
TA Set-aside						
MRP Corridor Study	456.48	138.94	1,641.50	1,309.87	-	3,546.79
Total TA Set-aside	456.48	138.94	1,641.50	1,309.87	-	3,546.79
TPI						
TPI Special Bike/Ped	-	-	516.01	1,190.79	334.65	2,041.45
TPI Planning	7,206.83	20,492.21	3,702.82	3,820.90	2,901.64	38,124.40
TPI Data Collect/Manage	2,506.46	6,045.29	17,652.01	15,528.68	1,717.89	43,450.33
TPI Admin	2,018.54	6,262.32	2,981.75	2,993.06	1,637.07	15,892.74
TPI Coordination	1,750.48	1,333.39	724.37	2,091.25	1,041.58	6,941.07
TPI MRGP Support	59.54	218.31	-	39.69	0.02	317.56
TPI Project Develop	-	119.07	206.41	339.38	0.23	665.09
Total TPI	13,541.85	34,470.59	25,783.37	26,003.75	7,633.08	107,432.64
VTrans - Other	-	-	-	-	(0.43)	(0.43)
Total VTrans	13,998.33	34,609.53	27,424.87	27,313.62	7,632.65	110,979.00
Waitsfield						
Waitsfield LHMP 23	-	-	-	1,377.63	2,724.54	4,102.17
Total Waitsfield	-	-	-	1,377.63	2,724.54	4,102.17
Washington	-	-	-	-	(0.50)	(0.50)
Waterbury						
Waterbury LHMP 23	-	-	1,187.79	1,739.07	5,120.64	8,047.50
Total Waterbury	-	-	1,187.79	1,739.07	5,120.64	8,047.50
Williamstown	-	-	-	-	4,674.95	4,674.95
Worcester						
Worcester LHMP 24	-	-	-	10,518.58	8,573.14	19,091.72
Total Worcester	-	-	-	10,518.58	8,573.14	19,091.72
TOTAL	32,611.74	211,307.72	58,977.19	67,367.68	274,529.15	644,793.48

**Paid Time Off Liability Balances
as of 11/01/2024**

COMPENSATORY TIME

Employee	Wage Rate	Hours	Current Value	Maximum Hours ¹	Maximum Accrual ¹
Chartrand, N.	29.45	1.75	\$ 51.54		
Cubbon, K.	27.35	8.00	\$ 218.80		
Frasca, L	26.12	12.00	\$ 313.44		
Lash, S.	27.35	21.00	\$ 574.35		
MacMartin, R	33.65	1.50	\$ 50.48		
Meyer, C.	50.96	24.25	\$ 1,235.78		
Pitkin, Will	25.48	15.50	\$ 394.94		
Sabado, Niki	25.48	4.50	\$ 114.66		
Sonn, Pamela	23.56	3.00	\$ 70.68		
Toohey, E	30.28	5.00	\$ 151.40		
Voigt, B.	35.72	9.00	\$ 321.48		
Total		105.50	\$ 3,497.54		

SICK LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Chartrand, N.	29.45	259.11	\$ 7,630.79	270	\$ 7,951.50
Cubbon, Keith	27.35	141.69	\$ 3,875.22	223.41	\$ 6,110.26
Frasca, L	26.12	63.28	\$ 1,652.87	132.53	\$ 3,461.68
Lash, S.	27.35	120.46	\$ 3,294.58	252.83	\$ 6,914.90
MacMartin, R	33.65	3.68	\$ 123.83	84.93	\$ 2,857.89
Meyer, C.	50.96	128.44	\$ 6,545.30	347.19	\$ 17,692.80
Pitkin, Will	25.48	63.03	\$ 1,606.00	79.03	\$ 2,013.68
Sabado, Niki	25.48	43.05	\$ 1,096.91	62.05	\$ 1,581.03
Sonn, Pamela	23.56	3.32	\$ 78.22	3.32	\$ 78.22
Toohey, E	30.28	16.64	\$ 503.86	118.24	\$ 3,580.31
Voigt, B.	35.72	171.53	\$ 6,127.05	248.40	\$ 8,872.85
Total		1,014.23	\$ 32,534.65	1,822	\$ 61,115.14

VACATION LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Chartrand, N.	29.45	66.07	\$ 1,945.76	150.00	\$ 4,417.50
Cubbon, K.	27.35	64.81	\$ 1,772.55	160.00	\$ 4,376.00
Frasca, L.	26.12	26.39	\$ 689.31	110.39	\$ 2,883.39
Lash, S.	27.35	25.87	\$ 707.54	160.00	\$ 4,376.00
MacMartin, R	33.65	38.79	\$ 1,305.28	70.79	\$ 2,382.08
Meyer, C.	50.96	146.90	\$ 7,486.02	200.00	\$ 10,192.00
Pitkin, Will	25.48	57.88	\$ 1,474.78	65.88	\$ 1,678.62
Sabado, Niki	25.48	3.76	\$ 95.80	51.76	\$ 1,318.84
Sonn, Pamela	23.56	2.76	\$ 65.03	2.76	\$ 65.03
Toohey, E.	30.28	14.92	\$ 451.78	98.42	\$ 2,980.16
Voigt, B.	35.72	75.69	\$ 2,703.65	160.00	\$ 5,715.20
Total		523.84	\$ 18,697.51	1,230	\$ 40,384.82

SUMMARY	<u>Current</u>	<u>Maximum</u>
Total Paid Time Off Liability	\$ 54,729.70	\$ 104,997.50
Maximum versus Current Difference	\$ 50,267.80	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 employment and

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

	Jul - Oct 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · ACCD				
4101 · ACCD Direct	247,398.95	733,468.00	(486,069.05)	33.73%
Total 4100 · ACCD	247,398.95	733,468.00	(486,069.05)	33.73%
4200 · Community Development				
4220 · MARC Brownfields	30,313.61	50,000.00	(19,686.39)	60.63%
4230 · NBRC Grant Admin	47.27	2,500.00	(2,452.73)	1.89%
4248 · LCPC - Flood Bylaw	-	8,500.00	(8,500.00)	0.00%
4249 · VCRD	-	7,300.00	(7,300.00)	0.00%
4251 · TRORC	1,904.32	14,000.00	(12,095.68)	13.60%
4254 · NRC CPRG Inventory	-	2,500.00	(2,500.00)	0.00%
4255 · NBRC LDD	1,447.34	5,000.00	(3,552.66)	28.95%
Total 4200 · Community Development	33,712.54	89,800.00	(56,087.46)	37.54%
4300 · Fee for Services				
4302 · Cross VT Trail	-	1,200.00	(1,200.00)	0.00%
4304 · GIS Mapping	312.95	300.00	12.95	104.32%
4308 · WBRD Admin	-	5,000.00	(5,000.00)	0.00%
4315 · CVFiber	478.56	2,400.00	(1,921.44)	19.94%
Total 4300 · Fee for Services	791.51	8,900.00	(8,108.49)	8.89%
4400 · Municipal Contracts				
4471 · BGS - Municipal Energy	17,015.92	54,179.00	(37,163.08)	31.41%
4472 · MPM Sidewalks Design	639.48	12,318.00	(11,678.52)	5.19%
4473 · LHMP 23	15,076.41			
4475 · LHMP 24	9,447.23	32,788.00	(23,340.77)	28.81%
Total 4400 · Municipal Contracts	42,179.04	99,285.00	(57,105.96)	42.48%
4500 · Natural Resources				
4501 · 604B Water Planning	-	5,181.00	(5,181.00)	0.00%
4516 · Tactical Basin Planning	3,913.99	17,860.00	(13,946.01)	21.92%
4535 · DEC CWSP Start-up	66.37	87,316.00	(87,249.63)	0.08%
4545 · DEC CWSP Formula	22,996.39	855,273.00	(832,276.61)	2.69%
4565 · DEC Calais Moscow Woods	8,878.63			
4570 · Upper Winooski-Woodbury Calais	-	211,479.00	(211,479.00)	0.00%
4576 · ACRP Water Quality Project Dvp	10,651.94			
4577 · Vulnerability Index Tool	2,100.62	12,045.00	(9,944.38)	17.44%
Total 4500 · Natural Resources	48,607.94	1,189,154.00	(1,140,546.06)	4.09%
4600 · Public Safety				
4602 · EMPG	14,813.76	49,686.00	(34,872.24)	29.82%
4611 · VEM Emergency Operation MOA	-	1,600.00	(1,600.00)	0.00%
4612 · HMPG TA	384.18	15,000.00	(14,615.82)	2.56%
4635 · July Event	4,587.80			
4645 · VDH	553.21	16,000.00	(15,446.79)	3.46%
4647 · TRORC River Program	7,065.53	30,000.00	(22,934.47)	23.55%
Total 4600 · Public Safety	27,404.48	112,286.00	(84,881.52)	24.41%
4700 · Town Dues (Parent)				
4701 · Town Dues	86,984.66	86,985.00	(0.34)	100.00%
Total 4700 · Town Dues (Parent)	86,984.66	86,985.00	(0.34)	100.00%
4800 · Transportation				
4804 · TPI	99,799.56	286,411.00	(186,611.44)	34.85%
4806 · TOD Planning	6,151.20	25,000.00	(18,848.80)	24.61%
4807 · TA Set-aside	5,114.77			
4808 · USDOT SS4A	2,282.36	120,000.00	(117,717.64)	1.90%

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

	Jul - Oct 24	Budget	\$ Over Budget	% of Budget
4800 · Transportation - Other	-	84,000.00	(84,000.00)	0.00%
Total 4800 · Transportation	113,347.89	515,411.00	(402,063.11)	21.99%
4900 · Other Income				
4901 · Interest Income	6,213.44	10,000.00	(3,786.56)	62.13%
4905 · Dividend Income	-	372.00	(372.00)	0.00%
4950 · Salaries To Be Allocated	-			
4955 · Indirect To Be Allocated	-			
Total 4900 · Other Income	6,213.44	10,372.00	(4,158.56)	59.91%
Total Income	606,640.45	2,845,661.00	(2,239,020.55)	21.32%
Gross Profit	606,640.45	2,845,661.00	(2,239,020.55)	21.32%
Expense				
5000 · Wages and Fringe Benefits				
5001 · Personnel	229,712.65			
5100 · Fringe Benefits				
5101 · FICA	19,083.08	57,967.00	(38,883.92)	32.92%
5110 · Health Insurance	61,172.96	202,368.00	(141,195.04)	30.23%
5112 · Dental Insurance	2,554.80	9,179.00	(6,624.20)	27.83%
5115 · Life Disability Insurance	1,390.93	4,375.00	(2,984.07)	31.79%
5118 · PTO/Comp Accrual	(2,378.13)			
5120 · Pension Plan - Edward Jones	7,967.58	29,636.00	(21,668.42)	26.89%
5125 · Technology Stipend	-	3,000.00	(3,000.00)	0.00%
5130 · Unemployment Insurance	217.00	900.00	(683.00)	24.11%
5135 · Worker's Comp	4,300.32	3,650.00	650.32	117.82%
5100 · Fringe Benefits - Other	-			
Total 5100 · Fringe Benefits	94,308.54	311,075.00	(216,766.46)	30.32%
5000 · Wages and Fringe Benefits - Other	-	757,734.00	(757,734.00)	0.00%
Total 5000 · Wages and Fringe Benefits	324,021.19	1,068,809.00	(744,787.81)	30.32%
5200 · Professional Services				
5201 · Accounting	20,000.00	30,000.00	(10,000.00)	66.67%
5202 · Audit	11,540.00	18,900.00	(7,360.00)	61.06%
5203 · IT/Computer	6,090.20	2,000.00	4,090.20	304.51%
5204 · Legal	808.50	3,500.00	(2,691.50)	23.10%
5200 · Professional Services - Other	96.00	300.00	(204.00)	32.00%
Total 5200 · Professional Services	38,534.70	54,700.00	(16,165.30)	70.45%
5305 · Advertising	594.00	3,600.00	(3,006.00)	16.50%
5315 · Consultants				
5317 · Stipends	462.50			
5315 · Consultants - Other	42,290.49	1,262,284.00	(1,219,993.51)	3.35%
Total 5315 · Consultants	42,752.99	1,262,284.00	(1,219,531.01)	3.39%
5320 · Depreciation expense	449.80	17,340.00	(16,890.20)	2.59%
5325 · Copy				
5326 · Copier extra copies	367.93	1,000.00	(632.07)	36.79%
5327 · Copier Lease Payments	588.40	1,800.00	(1,211.60)	32.69%
Total 5325 · Copy	956.33	2,800.00	(1,843.67)	34.16%
5330 · Supplies				
5331 · Equipment/Furniture	9,751.89	21,550.00	(11,798.11)	45.25%
5332 · GIS Supplies	510.27	500.00	10.27	102.05%
5333 · Office Supplies	1,404.45	3,000.00	(1,595.55)	46.82%
5334 · Billable Supplies	2,070.00	5,000.00	(2,930.00)	41.40%
5335 · Subscriptions/Publications	-	1,698.00	(1,698.00)	0.00%
Total 5330 · Supplies	13,736.61	31,748.00	(18,011.39)	43.27%
5344 · Insurance				

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

	Jul - Oct 24	Budget	\$ Over Budget	% of Budget
5345 · Liability Insurance	374.00	1,750.00	(1,376.00)	21.37%
5346 · Public Officials Insurance	1,169.00	3,507.00	(2,338.00)	33.33%
Total 5344 · Insurance	1,543.00	5,257.00	(3,714.00)	29.35%
5350 · Meetings/Programs	3,316.46	13,070.00	(9,753.54)	25.38%
5355 · Postage	95.00	800.00	(705.00)	11.88%
5360 · Dues/Memberships/Sponsorships				
5361 · Government Relations	1,090.90			
5360 · Dues/Memberships/Sponsorships - Ot	2,445.78	8,645.00	(6,199.22)	28.29%
Total 5360 · Dues/Memberships/Sponsorships	3,536.68	8,645.00	(5,108.32)	40.91%
5370 · Office Occupancy				
5310 · Cleaning	972.50	3,540.00	(2,567.50)	27.47%
5371 · Rent/Utility Payments	14,127.80	42,383.00	(28,255.20)	33.33%
5370 · Office Occupancy - Other	-	200.00	(200.00)	0.00%
Total 5370 · Office Occupancy	15,100.30	46,123.00	(31,022.70)	32.74%
5375 · Software/Licenses/IT Sub	2,757.21	24,490.00	(21,732.79)	11.26%
5385 · Telephone/Internet	2,554.07	7,720.00	(5,165.93)	33.08%
5390 · Travel	4,304.15	22,784.00	(18,479.85)	18.89%
5999 · Miscellaneous Expenses				
5339 · Gifts	104.03	350.00	(245.97)	29.72%
5380 · Fees				
5382 · Bank Fees	-	50.00	(50.00)	0.00%
5383 · DRRRA Fees	-	130.00	(130.00)	0.00%
5380 · Fees - Other	143.26			
Total 5380 · Fees	143.26	180.00	(36.74)	79.59%
5999 · Miscellaneous Expenses - Other	-	100.00	(100.00)	0.00%
Total 5999 · Miscellaneous Expenses	247.29	630.00	(382.71)	39.25%
8000 · Indirect Costs	-			
Total Expense	454,499.78	2,570,800.00	(2,116,300.22)	17.68%
Net Ordinary Income	152,140.67	274,861.00	(122,720.33)	55.35%
Net Income	152,140.67	274,861.00	(122,720.33)	55.35%



Central Vermont Regional Planning Commission

MEMO

Date: December 2, 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**

Department of Environmental Conservation – Upper Winooski Stormwater Mitigation Projects Amendment #2

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

This amendment will extend the contract term to 31 August 2025. The Scope of Work is also being amended. Stormwater management at the Woodbury School is no longer included in the project scope. Project funding has been reduced by \$0.01.

Purpose: The purpose of this project is to reduce phosphorus and sediment transport to the Kingsbury Branch of the Winooski River by capturing sediment and decreasing the amount of stormwater discharging to an eroding gully, as well as minimize operation and maintenance needs of the project.

Scope of Work: The project will manage stormwater runoff from impervious surfaces at the East Calais Post Office and Moscow Woods Road and stabilize a gully below the Moscow Woods Road using bioengineering techniques.

Funding:

Original Grant Amount: ~~\$445,287.85~~ \$445,287.84 (Federal)

Match Amount: \$0

Match Source: N/A

Performance Period: 11/07/2022 –~~12/06/2024~~ 08/31/2025

Staff: Brian Voigt, Lincoln Frasca

Notes: The project is divided into two parts: Part A – East Calais Post Office and Part B – the Moscow Woods Road gully.

Agency of Transportation – FFY2024 TPI Work Program

☒ ACTION REQUESTED: Authorize the Executive Director to sign Agreement #GR1938 with the Vermont Agency of Transportation

Under GR1938, CVRPC Staff will execute the services as laid out in our annual transportation planning initiative work program. The purpose of the TPI is to enhance cooperation among state, regional, and local partners, better connect

federal, regional, and statewide transportation planning, provide technical assistance to municipalities, and advance the AOT strategic and long-range transportation plan. This is an annual contract.

Funding: \$ 256,775.03

Funding Source: \$202,538.40 Federal Highway Administration Planning and Construction

Funding Match: \$31,101.17 State Transportation Funds

Funding Match: \$25,317.30 ACCD Planning Funds

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

Staff: Reuben MacMartin, Keith Cubbon, Christian Meyer

CONTRACTS ISSUED

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

Stone Environmental – Phase II Environmental Assessment

☒ **ACTION REQUESTED:** Authorize the executive director to sign the contract agreement 2024-23 with Stone Environmental.

Scope of Work: A qualified environmental professionals (QEPs) to conduct a phase II environmental site assessment for 203 Country Club Road, Montpelier, Vermont. This project was reviewed and approved by the CVRPC Brownfields Advisory Committee November 21, 2024.

Funding: \$65,395.70 (State)

Performance Period: 11/18/2024 – 02/28/2025

Staff: Eli Toohey

Lamoille County Conservation District – Project Development in the Upper Little River Watershed (2023-12.01)

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign an Addendum to the Master Agreement with the Lamoille County Conservation District (CVRPC Agreement #2023-12).

Scope of Work: This funding will be used to conduct Project Development activities in the Upper Little River Watershed. Fifteen projects will be scoped and qualified projects will undergo specific project development to ensure identified water quality restoration opportunities meet all the requirements of the FY23 Clean Water Initiative Program Funding Policy and will be cost-effective to implement. Specific activities include:

- 1) Project kick-off meeting;
- 2) Initial scoping completed;
- 3) Site visits conducted;
- 4) Permit needs and project eligibility assessed;
- 5) Project Development completed; and
- 6) Final Report submitted.

Funding: \$30,000 (State)

Performance Period: 12/03/2024 – 12/02/2026

Staff: Brian Voigt, Lincoln Frasca

Notes: The Winooski Basin Water Quality Council prioritized funding for this project at their November 2024 meeting. Section 2 – Contractor Information and Section 4 – Contact Information will be updated prior to the Executive Director signing the subaward.

Vermont Land Trust – Implementation of the John Fowler Road Berm Removal – Marshfield, VT (2023-13.03)

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign an Addendum to the Master Agreement with the Vermont Land Trust (CVRPC Agreement #2023-13).

Scope of Work: This funding will be used to implement the removal of a berm to reestablish a floodplain connection along the main stem of the Winooski River in Marshfield. The Preliminary and Final Design phases of this project were also funded with Formula Grant money. Specific activities include:

- 1) Host project kick-off meeting;
- 2) Sign 10-year (minimum) DEC Operations & Maintenance Plan;
- 3) Obtain 10-year (minimum) site access license or easement;
- 4) Solicit construction bids;
- 5) Secure required permits;
- 6) Host pre-construction kick-off meeting;
- 7) Install Clean Water Project sign during construction;
- 8) Implement project;
- 9) Complete other permit-required activities; and
- 10) Project reporting and closeout.

Funding: \$85,703.30 (State)

Performance Period: 12/03/2024 – 10/01/2025

Staff: Brian Voigt, Lincoln Frasca

Notes: The Winooski Basin Water Quality Council prioritized funding for this project at their June 2024 meeting. The table in Part 2: Contract Agreement will be updated prior to the Executive Director signing the subaward.

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 & RECEIVED

Vermont Emergency Management – Hazard Mitigation Grant Program Application Municipal Support

Scope of Work: Under the scope of work of this funding source, CVRPC staff will work with member municipalities to identify and help develop eligible sub-applications. Support may include, conducting trainings, reviewing applications for required information, and assisting with Cost-Benefit analyses. For projects awarded funding under this scope, CVRPC will assist with grant management, participate in mandatory meetings and calls, and attend trainings.

Funding: \$4,862.89(Federal)

Funding Source: FEMA Hazard Mitigation Grant Program under DR-4720

Performance Period: June 1, 2024 - January 10, 2028

Staff: Keith Cubbon

Two Rivers Ottauquechee Regional Commission – Municipal Technical Assistance Program sub-agreement Amendment #2

Scope of Work: The executive director has signed an amendment to the agreement with the TRORC to amend the term of the subgrant. For the implementation of Vermont’s Municipal Technical Assistance program as outlined under 2023 Vermont Statute – Act 3 Section 95 amending 2022 Vermont Statute – Act 185, to “[...] provide expanded technical and administrative assistance to municipalities with high need that may be eligible for State or federal funding [...].” Specific tasks include: Conducting community needs assessments, paring needs with available funding, application and permitting assistance, project management and implementation, and other capacity building activities as needed.

Funding: Contract amount - \$30,000.00 (State general funds) - \$45,798.14

Term: March 20, 2023 – ~~April 15, 2025~~ December 31, 2025

Staff: Eli Toohey

Town of Warren – Local Hazard Mitigation Plan

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

Funding:

Grant Amount: \$10,967 (Federal)

Match Amount: \$0

Match Source: N/A

Performance Period: 12/2/24 – 12/1/25

Staff: Keith Cubbon, Lincoln Frasca, Brian Voigt

Fitzgerald Environmental Associates, LLC – Project Development in Berlin (2024-04.01)

Scope of Work: CVRPC will contract with Fitzgerald Environmental Associates to complete Project Development activities along the Steven’s Branch of the Winooski River and the Dog River in Berlin, VT. Twenty projects will be scoped and 3 – 5 qualified projects will undergo specific project development to ensure identified water quality restoration opportunities meet all the requirements of the FY23 Clean Water Initiative Program Funding Policy and will be cost-effective to implement. Specific activities include:

- 1) Project kick-off meeting;
- 2) Initial scoping completed;
- 3) Site visits conducted;
- 4) Permit needs and project eligibility assessed;
- 5) Project Development completed; and
- 6) Final Report submitted.

Funding: \$14,303 (State)

Performance Period: 12/03/2024 – 08/01/2025

Staff: Brian Voigt, Lincoln Frasca

Notes: The Winooski Basin Water Quality Council prioritized funding for this project at their November 2024 meeting.



MEMO

Date: December 2, 2024
 To: Executive Committee
 From: Christian Meyer, Executive Director
 Re: Discussion of FY26 Nominating Committee

⊗ ACTION REQUESTED: No action is required. This is a discussion item to prepare the Committee for its January action item to recommend the FY26 Nominating Committee to the Board.

CVRPC’s Bylaws charge the Executive Committee with nominating candidates for the Nominating Committee. Nominees shall be submitted at the January Board meeting. The Executive Committee discusses prospective candidates for the Nominating Committee at its December meeting so that it can approach candidates and assess their interest in accepting a nomination in advance of nominating them.

The Nominating Committee consists of three (3) Commissioners or Alternate Commissioners. The duties of the Nominating Committee are to identify and recommend to the Board a slate of candidates for the positions of Chair, Vice Chair, Secretary/Treasurer and at-large members of the Executive Committee, and candidates for Standing and Special Committees and Board-appointed representatives to other organizations.

CVRPC’s practice has been to disallow a Board member from serving on the Nominating Committee for two consecutive years. The FY25 Nominating Committee consisted of Robert Wernecke, Gerry D’Amico, and Michael Gray. A list of Commissioners and Alternate Commissioners follows:

Municipality	Appointed Member
Barre City	Janet Shatney, Sec/Treas
Barre Town	Alice Farrell
Berlin	Robert Wernecke Karla Nuissl, Alt.
Cabot	Brittany Butler
Calais	John Brabant

Municipality	Appointed Member
	Melanie Kehne, Alt.
Duxbury	David Wendt
E. Montpelier	Zoe Christiansen Clarice Cutler, Alt.
Fayston	Andrew McNealus
Marshfield	Vacant
Middlesex	Ron Krauth Mitch Osiecki, Alt.
Montpelier	Mike Miller
Moretown	David Stapleton Joyce Manchester, Alt
Northfield	Royal DeLegge
Orange	Lee Cattaneo
Plainfield	Paula Emery Bob Atchinson, Alt.
Roxbury	Gerry D'Amico, Chair
Waitsfield	Don La Haye Alice Peal, Alt.
Warren	Alexis Leacock Jenny Faillace, Alt.
Washington	Peter Carbee, Vice-Chair
Waterbury	Doug Greason
Williamstown	Richard Turner Jacqueline Higgins, Alt.
Woodbury	Michael Gray
Worcester	Bill Arrand



MEMO

Date: December 2, 2024
 To: Executive Committee
 From: Christian Meyer, Executive Director
 Re: Executive Director performance appraisal

☒ ACTIONS REQUESTED:

- 1) Modify or confirm the evaluation process and schedule.
- 2) Appoint Committee member to carry out the duties described as “Lead” below.

The Executive Committee has previously defined an annual evaluation process for the Executive Director position. The process begins at the Committee’s December meeting. The process is completed in March so that any compensation decision can be incorporated into the budget.

Proposed Schedule - Italicized dates are regular Executive Committee meetings.

Date	Activity
<i>December 2</i>	Executive Committee (EC) sets appraisal process and appoints a Committee member to lead it.
December 3	Executive Director advises staff of evaluation process
December 6	EC Lead distributes online survey link for Executive Director appraisal to staff
By December 20	Staff completes Executive Director appraisal
By December 27	Executive Director completes self-appraisal and emails to Executive Committee
	EC Lead distributes to the Executive Committee:
January 10	<ul style="list-style-type: none"> • summarized staff appraisal, and • online survey link for Executive Director appraisal
As needed	Executive Committee or appointed subgroup may meet in executive session with staff to discuss the Executive Director’s performance. If desired, EC Lead requests the Office Manager schedule this meeting.
By January 24	Executive Committee members complete online appraisal
<i>February 3</i>	EC Lead distributes summarized appraisal to Executive Committee for discussion
Between February 3 and February 21	Potential special Executive Committee meeting to discuss appraisal. If desired, EC Lead requests the Office Manager schedule this meeting.
By February 21	Executive Committee prepares final appraisal of the Executive Director. EC Lead documents the appraisal and provides a copy to Executive Director and Executive Committee
<i>March 3</i>	Executive Committee conducts appraisal meeting with Executive Director. The Executive Committee designates the Executive Director’s compensation for the next fiscal year.

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CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee Meeting
Meeting Notes
November 4, 2024 Meeting

Present:

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

Staff: Christian Meyer, Nancy Chartrand

Call to Order: Chair D’Amico called the meeting to order at 4:01 pm, a quorum was present.

Adjustments to the Agenda: It was noted that our financial consultant was not able to join, but we are still able to review financial reports.

Public Comment: None

Financial Report

Christian Meyer provided an overview of the information provided in the packet for both the August and September 2024 financial reports. It was also noted we closed our solicitation for a financial manager and have one candidate we will be looking at. He advised we are wrapping up the FY24 audit and a report should be available at our December meeting.

Lee Cattaneo moved to accept the financial reports for August and September. Seconded by Lexi Leacock. Motion carried 6-0.

Contract/Agreement Authorization

Christian Meyer provided an overview of each contract outlined in the meeting packet.

Agency of Commerce & Community Development – FY25 Regional Planning Funds

Peter Carbee moved to authorize the Executive Director to sign the grant agreement. Seconded by Michael Gray. Motion carried 6-0.

Mount Ascutney Regional Commission (MARC) and CVRPC – Brownfields Assessment

Lexi Leacock moved to authorize the Executive Director to sign the sub-grant agreement. Seconded by Michael Gray. Motion carried 6-0.

Department of Public Safety – FY24 Emergency Management Planning Grant (EMPG)

Janet Shatney moved to authorize the Executive Director to sign the grant agreement. Seconded by Lexi Leacock. Motion carried 6-0.

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

Janet Shatney offered to recuse herself from voting as she will be working directly on this project with CVRPC staff. Committee members felt she did not need to do so.

Michael Gray moved to authorize the Executive Director to sign the contract. Seconded by Lexi Leacock. Motion carried 6-0.

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

1 Janet Shatney moved to authorize the Executive Director to sign the grant agreement amendment.
2 Seconded by Lee Cattaneo. There was brief discussion related to the decrease of funding. It was
3 confirmed that these are funds that we are not able to spend within the time of the grant agreement as
4 we were able to streamline some of the processes required, so they are being returned for other regions
5 to have access to. *Motion carried 6-0.*

6
7 There was brief discussion on the Medical Reserve Corps. It was confirmed we have been working with
8 Diana Chace at MRC and that Keith participates in their quarterly board meetings.
9

10 **CY25 Health Insurance**

11 Christian and Nancy provided details related to the information outlined in the meeting packet. There
12 was discussion related to plan choice and cost, as well as staff response to potential of a self-insured
13 plan.
14

15 Peter Carbee moved to authorize the Executive Director to set employer health insurance contribution up
16 to 100% of the cost of the MVP HDHP Gold 3 Plan for employees and family members. Seconded by Lexi
17 Leacock. *Motion carried 6-0.*
18

19 Lexi Leacock moved to maintain employee choice of available plans to include BCBSVT, MVP, and self-
20 insured CIGNA health care plans. There was discussion noting that the self-insured plan may not be a
21 feasible choice once final details are received and suggested that the language be amended to reflect
22 "maintain employee choice of available plans". Lexi agreed to the amendment. Seconded by Peter
23 Carbee. *Amended motion carried 6-0.*
24

25 Janet Shatney moved to maintain 50% payment in lieu of benefit for employees who opt out of CVRPC
26 coverage and provide proof of coverage from another provider. Seconded by Michael Gray. *Motion*
27 *carried 6-0.*
28

29 **Office Updates**

30 Christian Meyer provided an update on staffing, noting the recent hire of Assistant planner Pamela
31 Sonn, and advised we are also recruiting for a financial manager. As we have previously budgeted for
32 office leaseholder improvements, and have several years left on our lease, we are planning to explore
33 the cost of minor renovations to the current space to better accommodate our current staff.
34

35 **Meeting Minutes – 9/3/24 & 10/8/2024**

36 It was noted that the September 3, 2024 minutes need to be amended to reflect the correct meeting
37 date.
38

39 Peter Carbee moved to approve the September 3 and October 8 minutes, seconded by Lexi Leacock.
40 *Motion carried 6-0.*
41

42 **Commission Meeting Agenda**

43 Christian Meyer reviewed the agenda items outlined in the meeting packet. He noted that he wanted
44 to add the discussion of a Winooski Basin Flood Workshop on flood resilience to the agenda, which will
45 follow the Regional Plan Chapter Review.
46

47 Lee Cattaneo moved to approve the agenda with noted changes. Seconded by Michael Gray. *Motion*
48 *carried 6-0.*
49

1 **Committee Round Table**

2 Janet Shatney shared that Barre City is the recipient of a 900K state grant to elevate homes and are in
3 the process of choosing and putting together a recommendation for City Council. She also provided an
4 update on the status of buyouts noting that Barre City has lots going on for flood recovery and
5 resiliency.

6
7 **Adjourn**

8 Lee Cattaneo moved to adjourn at 5:11 pm, seconded by Lexi Leacock.

9
10 Respectfully submitted,
11 Nancy Chartrand, Office Manager
12



BOARD OF COMMISSIONERS

December 10, 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/j/81136818419?pwd=dDFDbDhrTm56TUNQUlp3WEorYzRZZz09>

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 Committee Appointments (potential action - enclosed)³

6:45 EPA Grant – Revolving Loan Fund (- enclosed)

7:00 Minutes 11/12/2024 (action - enclosed)³

7:05 Reports (action - enclosed)³

Update/questions on Staff and Committee Reports

7:15 Commissioner Round Table

7:30 Adjourn

Next Meeting: January 14, 2025

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.