



EXECUTIVE COMMITTEE

May 5, 2025 @ 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=ZjNySGM0aG1waElVRzMremVsamZ0Zz09>

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>.

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
18	4:30	FY26 Draft Budget & Work Plan
31	4:50	Dental Insurance benefit (Action - enclosed)³
32	5:05	Meeting Minutes - 3/31/2025 (Action - enclosed)³
34	5:10	Commission Meeting Agenda (Action - enclosed)³
	5:20	Committee Round Table
	5:30	Executive Session 1 V.S.A. § 313(a)(3), Personnel³ (potential action)
	5:45	Adjourn

Next Meeting: June 2, 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.

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

Une assistance linguistique gratuite est disponible pour accéder à tous les programmes



MEMO

Date: April 17, 2025,
To: Executive Committee
From: The Ijaz Group, Contracted Accountant
Re: Financial Report as of 03/31/2025

☒ **ACTION REQUESTED:** Accept March 31, 2025, unaudited financial reports.

FY25 Summary: CVRPC's FY25 surplus is \$263,598 through March 31st, 2025. The fiscal year-to-date surplus is within the budget. This surplus is primarily due to the higher than projected indirect cost recovery. In FY24, CVRPC had a YTD surplus of \$245,394 through March 31st, 2024.

Balance Sheet

- **Assets** – Billing is substantially complete through 03/31/2025. Aging receivables are at \$330,309. This is higher than usual because of the recent quarter's outstanding billing. Operating cash is \$102,843, whereas the Savings and CD balance is \$937,279 and M&T Bank including Sweep balance is \$416,000, totaling the cash balance to \$1,456,122. CVRPC works to maintain at least \$100,000 in operating funds for cash flow purposes. We also have \$40,106 for MRC in a separate account.
- **Current Liabilities** –
 - CVRPC maintained a slightly higher payable balance of \$91,265. This is higher due to some recent consultant payments.
 - Accrued vacation and compensatory time balances are \$24,081 and \$3,801 respectively.
 - ACCD Deferred Income for FY25 stands at \$35,436. Other Deferred Income consists of MARC Brownfields \$17,063, VCRD – Climate Catalyst \$1,026, BGS MERP \$130,717.59, and CWSP Formula \$348,717. Total Deferred Revenue is \$539,975.
- **Equity** – Equity is assets minus liabilities – the company's value. CVRPC's Total Equity as of 03/31/2025 is \$1,116,185 and it was \$799,057 and \$570,571 on the same date in 2024 and 2023, respectively.
- **Surplus** of \$263,598, most of which is a result of the higher than projected indirect cost recovery.

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

In reviewing Income and expenses through 03/31/2025, the benchmark used is a percentage of the budget expected to be earned/spent if all income/expenses were earned/spent equally over 12 months. The benchmark for 03/31 is 75%.

- *Income* – Total revenue stands at 51% earned, which is about 24% below the budget.
- *Expenses* – Total expenses stand at 46%, about 29% below the benchmark. Wages, CVRPC's most significant expense, are also under budget at 67% 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 March 31, 2025
Mar 31, 25

ASSETS

Current Assets

Checking/Savings

1012 · Community National Bank (1801)	102,843.00
1013 · CNB ICS (1816)	532,262.34
1014 · CNB CD (8470)	152,565.80
1017 · Northfield Savings Bank (7906)	831.61
1028 · NCFCU Share (1493)	7.30
1030 · Northfield Savings CD	210,940.92
1031 · CNB Checking MRC (7301)	40,105.50
1035 · M&T CWSP (8769)	10,000.00
1036 · M&T ICS (8769)	405,999.95
1037 · NSB CD (1577)	40,670.75

Total Checking/Savings 1,496,227.17

Accounts Receivable

1200 · Accounts Receivable	330,309.77
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Total Accounts Receivable 330,309.77

Other Current Assets

1210 · Due from Medical Reserve Corps	110.00
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Total Other Current Assets 110.00

Total Current Assets 1,826,646.94

Fixed Assets

1501 · Equipment	47,030.18
1502 · Equipment - Accum. Depreciation	(45,792.94)
1505 · Leasehold Improvements	2,597.07
1510 · Lease Asset - Facility	335,121.56
1511 · Lease Asset - Acc. Dep	(92,158.44)

Total Fixed Assets 246,797.43

Other Assets

1301 · Prepaid Expenses	21,227.23
1320 · Deposits	4,415.00

Total Other Assets 25,642.23

TOTAL ASSETS 2,099,086.60

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	91,265.31
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Total Accounts Payable 91,265.31

Other Current Liabilities

2102 · Accrued Vacation	24,081.45
2103 · Accrued Compensatory Time	3,801.31
2105 · Accrued Interest Payable	2,319.55
2200 · Deferred Income	
2201 · ACCD	

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2214 · Housing Navigator	60.12
2221 · RPC Annual - FY25	35,375.45
Total 2201 · ACCD	35,435.57
2225 · MARC	17,063.35
2240 · VCRD - Climate Catalyst	1,026.02
2245 · BGS MERP Deferred Revenue	130,717.59
2250 · CWSP Formula Deferred Revenue	348,717.24
2251 · Barre City LHMP	475.00
2252 · Cabot LHMP	367.00
2255 · Waterbury LHMP	475.00
2256 · NVDA MVI	9,153.94
2257 · Medical Reserve Corps	39,668.07
2260 · Middlesex LHMP	101.85
2267 · ACCD NDA	7,500.00
2268 · VT Community Foundation	2,500.00
2269 · Berlin LHMP	774.24
Total 2200 · Deferred Income	593,974.87
2302 · State withholding	6.64
2304 · Dependent Care Deductions	(0.10)
2306 · Pension Liability- Edward Jones	7,180.01
2309 · Lease Liability - Facility	260,272.97
Total Other Current Liabilities	891,636.70
Total Current Liabilities	982,902.01
Total Liabilities	982,902.01
Equity	
3100 · Unrestricted Net Position	444,974.11
3300 · Invested in Fixed Assets	11,191.60
3900 · Retained Earnings	396,420.38
Net Income	263,598.50
Total Equity	1,116,184.59
TOTAL LIABILITIES & EQUITY	2,099,086.60

05/05/25

Central Vermont Regional Planning Commission
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	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
VT Community Foundation						
Winooski Basin Workshop	-	-	-	1,792.00	-	1,792.00
Total VT Community Foundation	-	-	-	1,792.00	-	1,792.00
USDOT						
SS4A	523.84	-	1,112.19	184.27	2,282.36	4,102.66
Total USDOT	523.84	-	1,112.19	184.27	2,282.36	4,102.66
NVDA						
Vulnerability Index Tool	-	-	70.66	-	-	70.66
Total NVDA	-	-	70.66	-	-	70.66
Neck of the Woods						
NBRC LDD	581.37	-	207.64	-	1,584.49	2,373.50
Total Neck of the Woods	581.37	-	207.64	-	1,584.49	2,373.50
Addison County Regional Commission						
Water Quality Project Development	-	-	-	-	14,934.00	14,934.00
Total Addison County Regional Commission	-	-	-	-	14,934.00	14,934.00
Preservation Trust of Vermont	-	-	-	-	-	-
Building and General Services (BGS)						
Municipal Energy Resilience	3,602.42	-	5,466.87	-	-	9,069.29
Total Building and General Services	3,602.42	-	5,466.87	-	-	9,069.29
Vermont Council on Rural Development						
Community Visits	-	-	1,421.08	-	1,977.46	3,398.54
Total Vermont Council on Rural Development	-	-	1,421.08	-	1,977.46	3,398.54
ACCD Parent						
ACCD						
NDA Assistance						
Plainfield	972.17	-	994.36	635.17	2,698.75	5,300.45
Moretown	422.68	-	-	122.67	736.02	1,281.37
Northfield	338.14	-	-	368.01	81.78	787.93
Total NDA Assistance	1,732.99	-	994.36	1,125.85	3,516.55	7,369.75
Housing Navigator	-	-	1,000.00	-	-	1,000.00
ACCD - Other	-	-	-	-	30,540.23	30,540.23
Total ACCD	1,732.99	-	1,994.36	1,125.85	34,056.78	38,909.98
ACCD 21	-	-	-	-	-	-
ACCD 22	-	-	-	-	0.01	0.01
ACCD Parent - Other	-	-	-	-	(0.11)	(0.11)
Total ACCD Parent	1,732.99	-	1,994.36	1,125.85	34,056.68	38,909.88
Administration						
Administration	-	-	-	-	1,321.60	1,321.60
Administration - Other	-	-	-	-	-	-
Total Administration	-	-	-	-	1,321.60	1,321.60
Barre City						
NBRC LDD Prospect Heights	249.16	-	747.48	47.27	472.65	1,516.56
Barre City LHMP 23	-	-	-	-	1,155.77	1,155.77
Total Barre City	249.16	-	747.48	47.27	1,628.42	2,672.33
Berlin						
LHMP 24	1,889.00	-	-	-	-	1,889.00
Berlin - Other	-	-	-	-	-	-
Total Berlin	1,889.00	-	-	-	-	1,889.00
Cabot						
Cabot LHMP 23	-	-	-	-	894.00	894.00
Total Cabot	-	-	-	-	894.00	894.00
Calais						
Kent Hill BRIC	-	-	-	-	(204.51)	(204.51)
Total Calais	-	-	-	-	(204.51)	(204.51)
CCRPC						
TOD Planning	3,739.87	-	5,201.58	0.27	-	8,941.72
Clean Water						
TBP Implement	971.62	-	578.50	-	-	1,550.12
TBP Planning	2,443.13	-	2,294.60	-	-	4,737.73

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Total Clean Water	3,414.75	-	2,873.10	-	-	6,287.85
Total CCRPC	7,154.62	-	8,074.68	0.27	-	15,229.57
Department of Environmental Conservation						
CWSP Formula						
Project Completion						
12208_WaitsfieldMadRive	-	494.06	-	-	-	494.06
8629_MarshfieldRd_FD	-	33.65	-	-	-	33.65
11862_JohnFowlerRd_FD	35,674.46	-	-	-	-	35,674.46
11954_HuntingtonRiver_P	-	4,000.00	-	-	-	4,000.00
11733_MollysBrookSWA_	4,584.25	-	-	-	-	4,584.25
11656_LongmeadowBrook	4,584.25	-	-	-	-	4,584.25
11655_LakeMansfieldSWA	4,584.25	-	-	-	-	4,584.25
11654_RockyWoodsSWA_	4,584.25	-	-	-	-	4,584.25
12016_Berlin_ProjDev	2,369.48	4,228.42	-	-	-	6,597.90
Total Project Completion	56,380.94	8,756.13	-	-	-	65,137.07
Administrative	6,564.96	10,031.91	-	-	-	16,596.87
Total CWSP Formula	62,945.90	18,788.04	-	-	-	81,733.94
Upper Winooski						
Calais Moscow Woods	145.68	169.91	96.96	-	5,052.31	5,464.86
Calais PO	72.83	8,022.23	449.32	-	14,397.43	22,941.81
Woodbury Elem	-	-	-	-	106.61	106.61
Total Upper Winooski	218.51	8,192.14	546.28	-	19,556.35	28,513.28
CWSP Start-up						
Training Activities	-	3,899.46	242.41	-	887.58	5,029.45
Implementation Prep	-	-	-	-	1,051.36	1,051.36
Total CWSP Start-up	-	3,899.46	242.41	-	1,938.94	6,080.81
Moretown Elem SW Final Des	-	-	-	-	0.03	0.03
Plainfield Gully Construction	-	-	-	-	-	-
Total Department of Environm	63,164.41	30,879.64	788.69	-	21,495.32	116,328.06
Department of Public Safety						
HMPG TA	961.05	2,501.63	176.41	-	736.99	4,376.08
VDH						
Hot Weather Emergency	-	318.00	2,887.50	-	2,287.19	5,492.69
Total VDH	-	318.00	2,887.50	-	2,287.19	5,492.69
EMPG						
Technical Assistance	3,205.79	7,784.07	-	-	3,219.47	14,209.33
Response	-	522.15	-	-	-	522.15
REMC	67.05	893.25	-	-	595.38	1,555.68
LEMP	-	-	-	-	0.01	0.01
Total EMPG	3,272.84	9,199.47	-	-	3,814.86	16,287.17
EMPG Supplemental						
WiFi	-	-	-	-	(0.01)	(0.01)
Total EMPG Supplemental	-	-	-	-	(0.01)	(0.01)
Total Department of Public Safety	4,233.89	12,019.10	3,063.91	-	6,839.03	26,155.93
East Montpelier						
East Montpelier LHMP 24	1,081.20	1,517.91	712.20	-	409.91	3,721.22
Total East Montpelier	1,081.20	1,517.91	712.20	-	409.91	3,721.22
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)
Fayston	-	-	-	-	4,000.00	4,000.00
GIS Fee For Service	-	-	-	24.25	327.34	351.59
Lamoille County PC						
Flood Bylaw	-	-	-	-	417.22	417.22
Health Equity	-	-	-	-	-	-
Projects	-	-	-	-	0.01	0.01

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Central Vermont Regional Planning Commission
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	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Total Health Equity	-	-	-	-	0.01	0.01
Lamoille County PC - Other	-	-	-	-	(2.25)	(2.25)
Total Lamoille County PC	-	-	-	-	414.98	414.98
Misc Income	-	-	-	-	(1.00)	(1.00)
Montpelier						
VOREC	-	-	-	-	-	-
Montpelier - Other	-	-	-	-	3,000.00	3,000.00
Total Montpelier	-	-	-	-	3,000.00	3,000.00
Mount Ascutney Regional Commission						
Flood Bylaws	-	121.30	-	-	-	121.30
Brownfields	-	-	-	-	10,070.50	10,070.50
Total Mount Ascutney Regional Commission	-	121.30	-	-	10,070.50	10,191.80
Northwest Regional Comm'n						
CPRG						
Task 3-Outreach	353.32	-	447.97	-	-	801.29
Task 2-Plans	-	-	318.00	-	-	318.00
Task 1-Framework	268.20	-	156.28	-	-	424.48
Total CPRG	621.52	-	922.25	-	-	1,543.77
NBRC Grant Admin						
CVTA - NBRC21GVT11	-	-	41.54	-	94.54	136.08
Total NBRC Grant Admin	-	-	41.54	-	94.54	136.08
Total Northwest Regional Comm'n	621.52	-	963.79	-	94.54	1,679.85
Orange						
MPM Sidewalks Design	-	-	44.65	-	-	44.65
LHMP	-	-	-	-	3,136.47	3,136.47
Total Orange	-	-	44.65	-	3,136.47	3,181.12
Rutland Regional Comm'n						
604b	314.18	-	448.46	-	-	762.64
Total Rutland Regional Comm'n	314.18	-	448.46	-	-	762.64
Two Rivers Ottauquechee Comm'n						
River Program	1,474.39	-	-	-	-	1,474.39
Total Two Rivers Ottauquechee	1,474.39	-	-	-	-	1,474.39
VAPDA_	-	-	-	-	500.00	500.00
VTrans						
TA Set-aside						
MRP Corridor Study	9,147.91	9,556.68	-	-	-	18,704.59
Total TA Set-aside	9,147.91	9,556.68	-	-	-	18,704.59
TPI						
TPI Special Bike/Ped	87.52	-	-	-	334.65	422.17
TPI Planning	8,004.65	4,907.24	-	-	2,901.64	15,813.53
TPI Data Collect/Manage	795.21	2,702.10	-	-	1,717.89	5,215.20
TPI Admin	5,116.92	3,156.69	-	-	1,637.07	9,910.68
TPI Coordination	1,400.31	3,670.16	-	-	1,041.58	6,112.05
TPI MRGP Support	100.57	20.10	-	-	0.02	120.69
TPI Project Develop	-	-	-	-	0.23	0.23
Total TPI	15,505.18	14,456.29	-	-	7,633.08	37,594.55
VTrans - Other	-	(0.03)	(0.02)	-	(0.44)	(0.49)
Total VTrans	24,653.09	24,012.94	(0.02)	-	7,632.64	56,298.65
Waitsfield						
Waitsfield LHMP 23	-	-	-	-	865.17	865.17
Total Waitsfield	-	-	-	-	865.17	865.17
Warren						
LHMP 24	1,314.24	-	1,962.92	-	-	3,277.16
Total Warren	1,314.24	-	1,962.92	-	-	3,277.16
Washington	-	-	-	-	(0.50)	(0.50)
Waterbury						
Waterbury LHMP 23	-	-	-	-	616.50	616.50
Total Waterbury	-	-	-	-	616.50	616.50
Worcester						

Worcester LHMP 24
Total Worcester
TOTAL

Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
408.00	-	-	-	631.72	1,039.72
408.00	-	-	-	631.72	1,039.72
112,998.32	68,550.89	27,079.56	3,173.91	118,507.09	330,309.77

Paid Time Off Liability Balances as of 03/28/25

COMPENSATORY TIME

Employee	Wage Rate	Hours	Current Value	Maximum Hours ¹	Maximum Accrual ¹
Chartrand, N.	29.45	2.50	\$ 73.63		
Cubbon, K.	27.35	5.00	\$ 136.75		
Frasca, L	26.12	13.75	\$ 359.15		
Lash, S.	27.35	32.75	\$ 895.71		
MacMartin, R	34.56	5.00	\$ 172.80		
Meyer, C.	50.96	24.75	\$ 1,261.26		
Pitkin, Will	26.17	6.75	\$ 176.65		
Sabado, Niki	25.48	2.00	\$ 50.96		
Sonn, Pamela	23.56	1.50	\$ 35.34		
Toohey, E	30.28	4.00	\$ 121.12		
Voigt, B.	35.72	14.50	\$ 517.94		
Total		112.50	\$ 3,801.31		

SICK LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Chartrand, N.	29.45	236.33	\$ 6,959.92	270	\$ 7,951.50
Cubbon, Keith	27.35	168.03	\$ 4,595.62	264.00	\$ 7,220.40
Frasca, L	26.12	59.87	\$ 1,563.80	173.12	\$ 4,521.89
Lash, S.	27.35	87.05	\$ 2,380.82	293.42	\$ 8,025.04
MacMartin, R	34.56	-14.23	\$ (491.79)	125.52	\$ 4,337.97
Meyer, C.	50.96	133.28	\$ 6,791.95	360.00	\$ 18,345.60
Pitkin, Will	26.17	72.12	\$ 1,887.38	119.62	\$ 3,130.46
Sabado, Niki	25.48	64.14	\$ 1,634.29	102.64	\$ 2,615.27
Sonn, Pamela	23.56	38.16	\$ 899.05	43.91	\$ 1,034.52
Toohey, E	30.28	6.23	\$ 188.64	158.83	\$ 4,809.37
Voigt, B.	35.72	189.62	\$ 6,773.23	288.99	\$ 10,322.72
Total		1,040.60	\$ 33,182.91	2,200	\$ 72,314.74

VACATION LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Chartrand, N.	29.45	81.38	\$ 2,396.64	150.00	\$ 4,417.50
Cubbon, K.	27.35	67.83	\$ 1,855.15	160.00	\$ 4,376.00
Frasca, L.	26.12	60.16	\$ 1,571.38	144.16	\$ 3,765.46
Lash, S.	27.35	60.29	\$ 1,648.93	160.00	\$ 4,376.00
MacMartin, R	34.56	31.56	\$ 1,090.71	104.56	\$ 3,613.59
Meyer, C.	50.96	201.30	\$ 10,258.25	280.00	\$ 14,268.80
Pitkin, Will	26.17	19.65	\$ 514.24	99.65	\$ 2,607.84
Sabado, Niki	25.48	33.03	\$ 841.60	85.53	\$ 2,179.30
Sonn, Pamela	23.56	36.53	\$ 860.65	36.53	\$ 860.65
Toohey, E.	30.28	46.19	\$ 1,398.63	132.19	\$ 4,002.71
Voigt, B.	35.72	46.06	\$ 1,645.26	160.00	\$ 5,715.20
Total		683.98	\$ 24,081.45	1,513	\$ 50,183.06

SUMMARY		<u>Current</u>		<u>Maximum</u>	
Total Paid Time Off Liability		\$	61,065.67	\$	126,299.10
Maximum versus Current Difference		\$	65,233.44	Percent of Max	48%

¹No maximum. Compensatory Time is based on hours worked in excess of regularly scheduled hours. The

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 2024 through March 2025

	Jul '24 - Mar 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · ACCD				
4101 · ACCD Direct	598,759.05	733,468.00	(134,708.95)	81.63%
4102 · ACCD Match	-			
Total 4100 · ACCD	598,759.05	733,468.00	(134,708.95)	81.63%
4200 · Community Development				
4220 · MARC Brownfields	124,275.69	50,000.00	74,275.69	248.55%
4230 · NBRC Grant Admin	136.08	2,500.00	(2,363.92)	5.44%
4248 · LCPC - Flood Bylaw	-	8,500.00	(8,500.00)	0.00%
4249 · VCRD	4,196.24	7,300.00	(3,103.76)	57.48%
4251 · TRORC	1,904.32	14,000.00	(12,095.68)	13.60%
4254 · NRC CPRG Inventory	2,448.61	2,500.00	(51.39)	97.94%
4255 · NBRC LDD	1,952.77	5,000.00	(3,047.23)	39.06%
4256 · NBRC LDD Prospect Heights	1,516.56	-	1,516.56	100.00%
Total 4200 · Community Development	136,430.27	89,800.00	46,630.27	151.93%
4300 · Fee for Services				
4302 · Cross VT Trail	-	1,200.00	(1,200.00)	0.00%
4304 · GIS Mapping	337.20	300.00	37.20	112.40%
4308 · WBRD Admin	-	5,000.00	(5,000.00)	0.00%
4315 · CVFiber	650.69	2,400.00	(1,749.31)	27.11%
Total 4300 · Fee for Services	987.89	8,900.00	(7,912.11)	11.10%
4400 · Municipal Contracts				
4471 · BGS - Municipal Energy	30,285.34	54,179.00	(23,893.66)	55.90%
4472 · MPM Sidewalks Design	1,302.53	12,318.00	(11,015.47)	10.57%
4473 · LHMP 23	15,076.41	-	15,076.41	100.00%
4475 · LHMP 24	21,097.32	32,788.00	(11,690.68)	64.35%
Total 4400 · Municipal Contracts	67,761.60	99,285.00	(31,523.40)	68.25%
4500 · Natural Resources				
4501 · 604B Water Planning	762.64	5,181.00	(4,418.36)	14.72%
4516 · Tactical Basin Planning	13,777.90	17,860.00	(4,082.10)	77.14%
4535 · DEC CWSP Start-up	4,208.24	87,316.00	(83,107.76)	4.82%
4545 · DEC CWSP Formula	153,595.77	855,273.00	(701,677.23)	17.96%
4565 · DEC Calais Moscow Woods	24,051.15	-	24,051.15	100.00%
4570 · Upper Winooski-Woodbury Calais	-	211,479.00	(211,479.00)	0.00%
4576 · ACRP Water Quality Project Dvp	7,670.10	-	7,670.10	100.00%
4577 · Vulnerability Index Tool	2,541.38	12,045.00	(9,503.62)	21.10%
4578 · Flood Bylaws	121.30	-	121.30	100.00%
Total 4500 · Natural Resources	206,728.48	1,189,154.00	(982,425.52)	17.39%
4600 · Public Safety				
4602 · EMPG	37,688.50	49,686.00	(11,997.50)	75.85%
4611 · VEM Emergency Operation MOA	-	1,600.00	(1,600.00)	0.00%
4612 · HMPG TA	4,376.08	15,000.00	(10,623.92)	29.17%
4635 · July Event	4,587.80	-	4,587.80	100.00%
4645 · VDH	553.21	16,000.00	(15,446.79)	3.46%
4647 · TRORC River Program	13,842.69	30,000.00	(16,157.31)	46.14%
4648 · Winooski Basin Workshop	1,792.00	-	1,792.00	100.00%
Total 4600 · Public Safety	62,840.28	112,286.00	(49,445.72)	55.96%
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	161,491.38	286,411.00	(124,919.62)	56.38%

Central Vermont Regional Planning Commission
~~Executive Committee~~
Profit & Loss Budget Vs. Actual
July 2024 through March 2025

	Jul '24 - Mar 25	Budget	\$ Over Budget	% of Budget
4806 · TOD Planning	18,963.70	25,000.00	(6,036.30)	75.86%
4807 · TA Set-aside	34,386.41			
4808 · USDOT SS4A	4,102.66	120,000.00	(115,897.34)	3.42%
4800 · Transportation - Other	-	84,000.00	(84,000.00)	0.00%
Total 4800 · Transportation	218,944.15	515,411.00	(296,466.85)	42.48%
4900 · Other Income				
4901 · Interest Income	26,750.96	10,000.00	16,750.96	267.51%
4905 · Dividend Income	-	372.00	(372.00)	0.00%
4950 · Salaries To Be Allocated	-			
4955 · Indirect To Be Allocated	-			
4999 · Miscellaneous Income	32,000.00			
Total 4900 · Other Income	58,750.96	10,372.00	48,378.96	566.44%
Total Income	1,438,187.34	2,845,661.00	(1,407,473.66)	50.54%
Gross Profit	1,438,187.34	2,845,661.00	(1,407,473.66)	50.54%
Expense				
5000 · Wages and Fringe Benefits				
5001 · Personnel	492,801.65			
5100 · Fringe Benefits				
5101 · FICA	40,741.65	57,967.00	(17,225.35)	70.28%
5110 · Health Insurance	143,830.70	202,368.00	(58,537.30)	71.07%
5112 · Dental Insurance	6,104.75	9,179.00	(3,074.25)	66.51%
5115 · Life Disability Insurance	3,405.49	4,375.00	(969.51)	77.84%
5118 · PTO/Comp Accrual	3,309.58	-	3,309.58	100.00%
5120 · Pension Plan - Edward Jones	18,973.80	29,636.00	(10,662.20)	64.02%
5125 · Technology Stipend	-	3,000.00	(3,000.00)	0.00%
5130 · Unemployment Insurance	683.00	900.00	(217.00)	75.89%
5135 · Worker's Comp	3,410.72	3,650.00	(239.28)	93.44%
5100 · Fringe Benefits - Other	-			
Total 5100 · Fringe Benefits	220,459.69	311,075.00	(90,615.31)	70.87%
5000 · Wages and Fringe Benefits - Other	-	757,734.00	(757,734.00)	0.00%
Total 5000 · Wages and Fringe Benefits	713,261.34	1,068,809.00	(355,547.66)	66.73%
5200 · Professional Services				
5201 · Accounting	45,000.00	30,000.00	15,000.00	150.00%
5202 · Audit	18,900.00	18,900.00	-	100.00%
5203 · IT/Computer	13,770.41	2,000.00	11,770.41	688.52%
5204 · Legal	3,227.50	3,500.00	(272.50)	92.21%
5200 · Professional Services - Other	194.00	300.00	(106.00)	64.67%
Total 5200 · Professional Services	81,091.91	54,700.00	26,391.91	148.25%
5305 · Advertising	1,270.58	3,600.00	(2,329.42)	35.29%
5315 · Consultants				
5317 · Stipends	800.00			
5315 · Consultants - Other	283,136.19	1,262,284.00	(979,147.81)	22.43%
Total 5315 · Consultants	283,936.19	1,262,284.00	(978,347.81)	22.49%
5320 · Depreciation expense	1,012.05	17,340.00	(16,327.95)	5.84%
5325 · Copy				
5326 · Copier extra copies	907.53	1,000.00	(92.47)	90.75%
5327 · Copier Lease Payments	1,323.90	1,800.00	(476.10)	73.55%
Total 5325 · Copy	2,231.43	2,800.00	(568.57)	79.69%
5330 · Supplies				
5331 · Equipment/Furniture	9,989.32	21,550.00	(11,560.68)	46.35%
5332 · GIS Supplies	1,032.27	500.00	532.27	206.45%
5333 · Office Supplies	2,188.73	3,000.00	(811.27)	72.96%

Central Vermont Regional Planning Commission
~~Executive Committee~~
Profit & Loss Budget Vs. Actual
July 2024 through March 2025

	Jul '24 - Mar 25	Budget	\$ Over Budget	% of Budget
5334 · Billable Supplies	4,909.75	5,000.00	(90.25)	98.20%
5335 · Subscriptions/Publications	-	1,698.00	(1,698.00)	0.00%
Total 5330 · Supplies	18,120.07	31,748.00	(13,627.93)	57.08%
5344 · Insurance				
5345 · Liability Insurance	374.00	1,750.00	(1,376.00)	21.37%
5346 · Public Officials Insurance	2,630.25	3,507.00	(876.75)	75.00%
Total 5344 · Insurance	3,004.25	5,257.00	(2,252.75)	57.15%
5350 · Meetings/Programs	9,049.82	13,070.00	(4,020.18)	69.24%
5355 · Postage	327.97	800.00	(472.03)	41.00%
5360 · Dues/Memberships/Sponsorships				
5361 · Government Relations	1,636.35			
5360 · Dues/Memberships/Sponsorships - Otl	7,871.18	8,645.00	(773.82)	91.05%
Total 5360 · Dues/Memberships/Sponsorships	9,507.53	8,645.00	862.53	109.98%
5370 · Office Occupancy				
5310 · Cleaning	2,197.50	3,540.00	(1,342.50)	62.08%
5371 · Rent/Utility Payments	31,787.55	42,383.00	(10,595.45)	75.00%
5370 · Office Occupancy - Other	-	200.00	(200.00)	0.00%
Total 5370 · Office Occupancy	33,985.05	46,123.00	(12,137.95)	73.68%
5375 · Software/Licenses/IT Sub	6,675.13	24,490.00	(17,814.87)	27.26%
5385 · Telephone/Internet	5,218.85	7,720.00	(2,501.15)	67.60%
5390 · Travel	5,576.58	22,784.00	(17,207.42)	24.48%
5999 · Miscellaneous Expenses				
5339 · Gifts	126.83	350.00	(223.17)	36.24%
5380 · Fees				
5382 · Bank Fees	50.00	50.00	-	100.00%
5383 · DRRA Fees	-	130.00	(130.00)	0.00%
5380 · Fees - Other	143.26	-		
Total 5380 · Fees	193.26	180.00	13.26	107.37%
5999 · Miscellaneous Expenses - Other	-	100.00	(100.00)	0.00%
Total 5999 · Miscellaneous Expenses	320.09	630.00	(309.91)	50.81%
8000 · Indirect Costs	-			
Total Expense	1,174,588.84	2,570,800.00	(1,396,211.16)	45.69%
Net Ordinary Income	263,598.50	274,861.00	(11,262.50)	95.90%
Net Income	263,598.50	274,861.00	(11,262.50)	95.90%



MEMO

Date: May 5, 2025
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**

N/A

CONTRACTS ISSUED

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

Lamoille County Planning Commission – Financial Management Services

✉ ACTION REQUESTED: Authorize the Executive Director to enter into an agreement with LCPC for financial management services.

Scope of work: CVRPC have jointly procured a financial manager. The position is intended to be hosted by the LCPC. CVRPC will participate in the funding of the joint position through a service contract with LCPC. Though this agreement, LCPC shall perform accounting services including full charge bookkeeping and preparing for and participating in the Commission's audit.

Maximum award: \$65,125.45 a year.

Term: Beginning May 8, 2025 until cancelation.

FOR INFORMATION ONLY

(Contracts, agreements, and amendments valued at \$25,000 or less or that extend performance period.)

GRANTS, CONTRACTS & SERVICE AGREEMENTS ISSUED

Issued – Barre City - Urban Community Forestry Program - Community Tree Planting Grant – 65 Elm Street Barre, VT 05641 (Mathewson Playground)

Scope of Work: Plant four new shade trees in Mathewson playground.

Funding: \$10,452.00

Funding Source: Chittenden County Regional Planning Commission – Grant # 06130-UCFARPA-UTPP-2023

Match Amount: \$0

Match Source: N/A

Performance Period: 3/1/25 – 6/15/26

Staff: Lincoln Frasca

GRANTS, CONTRACTS & SERVICE AGREEMENTS RECEIVED

Received – CCRPC: Urban Community Forestry Program - Community Tree Planting Grant – 65 Elm Street Barre, VT 05641 (Mathewson Playground)

Scope of Work: Financial & Grant administration for Barre City to plant four new shade trees in Mathewson playground.

Funding: \$11,497.00 (\$10,452 for project expenses and \$1,045 for RPC Admin Budget)

Funding Source: Chittenden County Regional Planning Commission – Grant # 06130-UCFARPA-UTPP-2023

Match Amount: \$0

Match Source: N/A

Performance Period: 3/1/25 – 6/30/26

Staff: Lincoln Frasca

Cross Vermont Trail Association (CVTA) - Northern Borders Regional Commission Catalyst Grant Local Development District (LDD)

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: \$1,500.00 (Federal/Local)

Performance Period: This Contract will terminate automatically upon completion by the contract date as listed within the Grantee's Contract between the Grantee (Cross Vermont Trail Association) and Northern Border Regional Commission or the completion of the project, whichever comes first.

Staff: Eli Toohey



MEMO

Date: May 5, 2025
To: Executive Committee
From: Christian Meyer, Executive Director
Re: DRAFT FY26 Budget

☒ **ACTION REQUESTED:** Review and Comment on the FY26 draft work plan and budget. Adoption will be requested in June

Setting

The FY26 budget is in many ways a continuation of the FY25 budget. Funding and work programs with our major state partners are largely unchanged. The major exception to this would be the Emergency Management Planning Grant funded through Department of Public Safety, which was decreased marginally in FFY 2025. I am currently anticipating a 20% decrease in FFY 2026. These cuts continue to be concerning given the increased importance of emergency planning work. We have been able to stem the impacts of these cuts on our emergency management planning with new short-term grant funding. As we have achieved and maintained full staffing, we are also spending the full value of our ACCD regional planning grant. As a result, FY 26 will see a reduction in carry forward funding from this grant. This and the other decreases mentioned above are being offset by internalizing the work related to drafting our USDOT regional safety action plan.

As in other years, this budget and work plan is marked by some programs winding down while new programs are launched. The work for the Clean Water Service Provider (CWSP) is nearing full capacity but will see some expansion in FY 2026. I believe we have assigned a realistic number of staff hours and estimated contractor activity is consistent with FY 2025.

The budget calls for the employment of 13 positions at 12.25 full time equivalent. This includes:

- Executive Director
- Office Manager (3/4 time)
- Finance Manager (1/2 time-contracted through Lamoille County)
- Natural Resources Senior Planner
- Natural Resources Planner
- Energy and Climate Planner
- Transportation Senior Planner
- Emergency Management and Transportation Planner
- Three Community Development/Land Use Planners
- Senior Municipal Assistance Planner
- Assistant Planner

Work Program

The FY 26 Work Program follows many of the themes of previous work plans. The forthcoming fiscal year will be distinguished with substantial staff time being committed to the update of the CVRPC Regional Plan, staff training for new staff, and flood recovery continues to impact our work. We continue to prioritize transportation planning as staff continues to complete work on specific grant deliverables.

Summary

CVRPC is adjusting to being fully staffed. While core funding remains stable and existing grant funding has offset budget changes in FY 2026, new funding will be needed in FY 2027 to maintain current staffing rates. A final budget and work plan will be presented in June 2025 for your consideration.

Central Vermont Regional Planning Commission
FY26 Budget Summary

Adopted by the Executive Committee:

July/June XX, 2025

Jerry D'Amico, Chair

Row	Acct	Nr	Revenue	FY24 Audited	FY25 3/3/2025	FY26 Proposed	% Change	Notes
10	4100		Regional Planning Funds (ACCD)	626,342	826,635	729,364	-11.8%	
11	4200		Community Development	163,073	199,800	239,991	20.1%	
12	4300		Fee for Services	9,744	8,350	8,400	0.6%	
13	4400		Municipal Contracts	87,052	51,002	42,792	-16.1%	
14	4500		Natural Resources	545,859	982,073	728,045	-25.9%	
15	4600		Public Safety	95,836	93,053	46,538	-50.0%	
16	4700		Town Dues	86,985	86,985	86,985	0.0%	
17	4800		Transportation	175,128	418,651	526,925	25.9%	
18	4900		Other Income	21,843	30,372	27,562	-9.3%	
19			Total Revenue	1,811,861	2,696,921	2,436,604	-9.7%	
21			Personnel Costs					
22	5001		Salaries	542,523	744,611	859,945	15.5%	
23	5100		Fringes	221,803	294,512	356,317	21.0%	
24			Total Personnel Costs	764,326	1,039,123	1,216,263	17.0%	
26			Match to Other Programs					
27				34,382	55,728	59,849	7.4%	
28			Total Match to Other Programs	34,382	55,728	59,849	7.4%	
30			Contractual & Professional Services					
31	5315		Consultants	513,241	1,041,328	749,645	-28.0%	
32	5201		Accounting	60,000	60,000	76,000	26.7%	
33	5202		Audit	18,400	18,900	20,000	5.8%	
34	5203		IT/Computer	33,750	18,632	20,000	7.3%	
35	5204		Legal	617	3,500	4,000	14.3%	
36	5200		Other	1,135	300	397	32.3%	
37			Total Contractual & Professional Services	627,143	1,142,660	870,042	-23.9%	
39			Operating Costs					
40	5303		Advertising	2,220	3,600	1,239	-65.6%	
41	5325		Copy	2,917	2,800	3,108	11.0%	
42	5330		Supplies	23,679	31,748	27,108	-14.6%	
43	5344		Insurance	5,225	5,257	5,225	-0.6%	
44	5350		Meetings / Programs	4,775	13,070	13,200	1.0%	
45	5355		Postage	1,216	800	800	0.0%	
46	5360		Dues / Membership / Sponsorships	7,620	18,845	7,888	-58.1%	
47	5370		Office Occupancy	44,573	46,123	46,083	-0.1%	
48	5375		Software / Licenses / IT Subscriptions	6,063	7,858	7,233	-8.0%	
49	5385		Telephone / Internet	7,568	7,720	7,541	-2.3%	
50	5390		Travel	5,357	21,901	14,750	-32.7%	
51	5990		Interest Expense	15,566	50	500	900.0%	
52	5339		Gifts	133	350	250	-28.6%	

53	5380	Fees	293	130	178	36.9%
54	5999	Miscellaneous	21	100	150	50.0%
55	5320	Depreciation	2,912	17,340	17,340	0.0%
56		Total Operating Costs	130,139	177,692	152,592	-14%

58	Total Expenditures	\$1,555,989	\$2,415,203	\$2,298,745	-5%
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60	Net	\$255,871	\$281,718	\$137,858	-51%
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DRAFT



Fiscal Year 2025 Work Plan

Effective July 1, 2025 – June 30, 2026

Adopted:

Introduction to CVRPC

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

The central Vermont planning area encompasses 23 municipalities and covers approximately 814 square miles and is home to 65,747 residents. Member municipalities include:

- | | | |
|-------------------|--------------|----------------|
| ▪ Barre City | ▪ Marshfield | ▪ Waitsfield |
| ▪ Barre Town | ▪ Middlesex | ▪ Warren |
| ▪ Berlin | ▪ Montpelier | ▪ Washington |
| ▪ Cabot | ▪ Moretown | ▪ Waterbury |
| ▪ Calais | ▪ Northfield | ▪ Williamstown |
| ▪ Duxbury | ▪ Orange | ▪ Woodbury |
| ▪ East Montpelier | ▪ Plainfield | ▪ Worcester |
| ▪ Fayston | ▪ Roxbury | |

CVRPC's professional, skilled staff expands local capacity, and works to link local, state, and federal planning needs. This Work Plan is its annual statement of planned activities

Our Work

REGIONAL PLANNING

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

major element of this work will be engaging with municipalities on a new regional Future Land Use Are map and municipally dis aggregated housing targets.

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

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

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

MUNICIPAL ASSISTANCE

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

- ❖ Support municipalities in the development of their municipal plans and local bylaws
- ❖ Provide technical assistance for municipalities pursuing state designations or renewing state designations
- ❖ Municipal plan drafting support
- ❖ Provide municipal grant writing assistance
- ❖ Complete municipal planning consultations
- ❖ Participate in VT Council on Rural Development Community Visits
- ❖ Support developing water and wastewater planning activities
- ❖ Serve as the Local Development District for organizations pursuing Northern Borders Regional Commission Catalysts funding
- ❖ Provide municipal project management services on municipal scoping and construction projects
- ❖ Participate on municipal project steering committees
- ❖ Other municipal fee-for-services are available depending on capacity.

In collaboration with the Vermont Bond Bank, beginning in FY 2026 CVRPC staff will be outreaching and working with municipal water boards and fire districts to inventory water and wastewater systems and aggregate needs for future investment.

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

Municipal Contracts

- ❖ Northern Borders Regional Commission Local Development District administrative services: CVTA, Barre City Prospect Heights, Neck of the Woods Child Care
- ❖ Local Hazard Mitigation Planning – Berlin, East Montpelier, Middlesex, Warren, Waterbury

BROWNFIELD REDEVELOPMENT

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

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

CVRPC's Brownfield Program:

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

EDUCATION & TRAINING

CVRPC provides opportunities for Commissioners and municipalities to learn about pertinent topics. This year, CVRPC will sponsor, present, and publicize multiple workshops. Possible topics for this year include:

- ❖ Maximizing Flood Relief Funding and Protecting Community Investments
- ❖ Understanding Act 181
- ❖ Essentials of Land Use Planning,
- ❖ Infill opportunities in Central Vermont's downtowns,
- ❖ Developing energy targets for municipalities,
- ❖ Understanding Act 250,
- ❖ Resilience and/or water quality,
- ❖ Leveraging the Municipal Vulnerability Index for local planning,
- ❖ Emergency Relief Assistance Fund (ERAF),
- ❖ Roundtables for municipal staff and volunteers,
- ❖ Other municipally-requested topics, and
- ❖ Statewide trainings delivered at the regional level.

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

Active Project and Service Agreements in FY25

- ❖ Agency of Commerce and Community Development (ACCD) Regional Planning Grant
- ❖ ACCD Housing Navigator
- ❖ VT Council on Rural Development Climate Catalyst
- ❖ Mount Ascutney Regional Commissions Brownfields
- ❖ Northern Borders Regional Commission – Local Development District
- ❖ Municipal Technical Assistance
- ❖ Climate Pollution Reduction Grant

Modernizing Mobility

Transportation investments fuel growth in Central Vermont. CVRPC staff works closely with the Transportation Advisory Committee (TAC) and the Vermont Agency of Transportation (VTrans) regarding regional transportation needs through the Transportation Planning Initiative (TPI). Significant projects for FY 25 include:

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

CVRPC conducts traffic, turning movement, and bicycle and pedestrian counts; culvert, sign, sidewalk, road erosion, and ash tree inventories; and park-and-ride lot capacity surveys for the Region's facilities. This work provides data to accompany local knowledge. It positions municipalities to secure funds that augment municipal budgets and enables informed decision making.

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

Active Project and Service Agreements

- ❖ Vermont Agency of Transportation (VAOT) Transportation Planning Initiative (TPI)
- ❖ VAOT TPI Bike and Ped planning task

- ❖ VAOT Mad River Path Scoping Study
- ❖ VOAT Bike Network Study
- ❖ US Department of Transportation Safe Streets and Routes for All Regional Safety Action Plan
- ❖ Chittenden County Regional Planning Commission RAISE grant sub-award for Transit Oriented Development

Strengthening Community Resilience

CVRPC continues to work with communities and other partners to respond to the flood events of 2023 and 2024 and increase the resiliency of roads, bridges, and neighborhoods and to enhance community preparedness as storm events increase in number and intensity.

In FY 26, CVRPC will:

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



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

Active Project and Service Agreements in FY25

- ❖ Department of Public Safety Emergency Mitigation Planning Grant
- ❖ Vermont Emergency Management memorandum of understanding for disaster response
- ❖ VT Health Department Extreme weather planning
- ❖ Two Rivers-Ottawaquechee Regional Commission RIVER program facilitation
- ❖ Northwest VT Development Association Municipal Vulnerability Index

Clean Water

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

This year, CVRPC will:

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

Active Project Service Agreements in FY26

- ❖ Rutland RPC 604b Water Quality Planning
- ❖ Chittenden County RPC Tactical Basin Planning
- ❖ DEC CWSP Administration
- ❖ Mount Ascutney Regional Commission Flood Bylaw updates
- ❖ Upper Winooski Stormwater Remediation Construction Implementation Project Management – East Calais Implementation

Energy Transitions

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

In FY 25, CVRPC will:

- ❖ Provide regional support to municipalities as they implement projects under the state Municipal Energy Resilience Program.
- ❖ Provide support to municipalities developing enhanced energy plans
- ❖ Host energy roundtables

- ❖ Support local energy committees
- ❖ Foster connections between energy planning and climate change resilience

Active Project Service Agreements

- ❖ Municipal Energy Resilience Program

Supporting Regional Entities

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

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

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

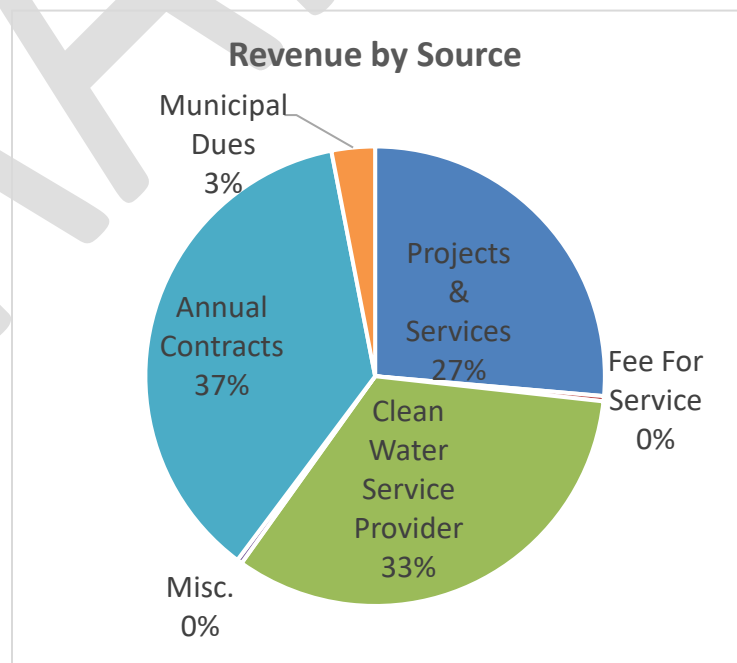
CVRPC welcomes additional requests for assistance throughout the year. Requests are filled on a first come, first served basis based on our capacity.

Resourcing Operations

FINANCE

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

- ❖ \$1,044,534 – Annual contracts through Agency of Conservation and Community Development, Agency of Transportation, Vermont Emergency Management, Agency of Natural Resources.
- ❖ \$750,682 – Contracts with stakeholders for projects and services. This includes storm water implementation funding, federally funded traffic safety planning, Municipal Energy Resilience program and other projects with project horizons of several years or less.
- ❖ \$942,588 – Operation of the Clean Water Service Provider. Funding is split between project implementation and program administration (85/15).



- ❖ \$10,500 – Direct contracting for fee for services such as subcontracting accounting services for the Cross Vermont Trail and Wrightsville Beach Recreation District
- ❖ \$10,372 – Miscellaneous revenue mostly composed of interest income.
- ❖ \$86,985 - Municipal Dues

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

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

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

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

STAFFING

Staffing in FY 26 will include 13 employees comprising 12.25 Full Time Equivalent Positions: Executive Director, Office Manager, Finance Manager, Senior Planners (3), Planners (6), and Assistant Planner (1). The Commission hires seasonal interns (Planning Technicians) and temporary staff as needed. It will also hire contractors to assist with technical projects under its transportation, natural resources, and brownfields programs.

FY25 Staff

Brian Voigt	Senior Planner
Christian Meyer	Executive Director
Dee Gish	Finance Manager
Eli Toohey	Planner
Keith Cubbon	Planner
Lincoln Frasca	Planner
Nancy Chartrand	Office Manager
Niki Sabato	Planner
Pamela Sonn	Assts Planner
Reuben MacMartin	Senior Planner
Sam Lash	Planner
Will Pitkin	Planner
Municipal Assistance	Vacant

Recognizing Service

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

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



MEMO

Date: May 5, 2025

To: Executive Committee

From: Nancy Chartrand, Office Manager

Re: FY26 Dental Benefit

☒ **ACTION REQUESTED:** Approve CVRPC's FY26 dental benefit to maintain the existing dental policy and 100% employer contribution.

For all plans sourced through VLCT, Delta Dental held premiums steady for the last few years. For FY26 we are seeing a 5.06% increase in premiums.

Category	FY25 <u>Actual</u> (June projected) *			Category	FY26		
	Annual Premium/ Enrollee	Employees Enrolled	CVRPC Actual Cost		Annual Premium/ Enrollee	Employees Enrolled	CVRPC Projected Cost
1 Person (\$37.87)	\$454.44	5		1 Person (\$39.79)	\$477.48	5	
2 Persons (\$71.29)	\$855.48	1-2		2 Persons (\$74.90)	\$898.80	2	
3+ Persons (\$126.02)	\$1,512.20	2-3		3+ Persons (\$132.40)	\$1,588.80	3	
CVRPC Total Cost by Fiscal Year			\$8,234.72				\$8,951.40 **

*FY25 Actual reflects costs for all staff who were enrolled during FY25. Totals may reflect a partial-year enrollment.

FY26 enrollment figures reflect staff who were enrolled as of May 1, 2025 and we are currently recruiting for a new planner**. While all staff is eligible (with the exception of interns), not all staff enroll in CVRPC's dental plan.

**FY26 projected cost could increase as much as \$1,588.80 as a result of pending new hire enrollment

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Executive Committee Meeting

DRAFT Minutes

March 31, 2025 Meeting

Present:

☒ Peter Carbee☐ Paula Emery☒ Michael Gray☒ Lee Cattaneo☐ Vacant☒ Janet Shatney☒ Jerry D'Amico

Staff: Christian Meyer, Nancy Chartrand, Brian Voigt

Guests: Ahsan Ijaz, Ijaz Group

Call to Order: Chair D'Amico called the meeting to order at 4:01 pm, a quorum was present.**Adjustments to the Agenda:** None**Public Comment:** None**Financial Report:** Ahsan Ijaz provided an overview of the information provided in the meeting packet.*Peter Carbee moved to accept the unaudited financial reports through February 28, 2025.**Seconded by Michael Gray. Motion passed 4-0.***Contract/Agreement Authorization**

Janet Shatney joined the meeting at 4:08 pm. Brian and Christian provided an overview of the information in the packet for both agreements. There was discussion on the RFP selection process for the master agreements and the addendum process. It was also confirmed the Brownfields project was for one of the Barre City's buyouts.

Master Agreement for Clean Water Partners – Lincoln AgriSource LLC

Michael Gray moved to authorize the Executive Director to sign a Master Agreement with Lincoln AgriSource LLC for sub-contractor project services. Seconded by Lee Cattaneo. Motion passed 5-0.

Watershed Consulting – Marshfield Road Gully Stabilization & Culvert Replacement (2024-08.02)

Peter Carbee moved to authorize the Executive Director to sign a Master Agreement amendment with Watershed Consulting. Seconded by Janet Shatney. Motion passed 5-0.

ADA Procedures & Language Use Plan: Christian provided an overview of the information in the packet, noting these are complementary documents to the Title VI information recently approved.

Peter Carbee moved to approve the Commission's ADA Complaint Procedures and Language Access Plan; seconded by Michael Gray. Motion passed 5-0.

Salary Range Update – Personnel Policy: Christian provided an overview of the information in the packet. It was confirmed these would be effective immediately.

1 Janet Shatney moved to adopt the revised wage schedule for existing staff descriptions.
2 Seconded by Michael Gray. Motion passed 5-0.

3
4 **Memorial Fellowship:** Christian advised that follow-up to the executive committee's request to
5 review a memorial scholarship idea with staff resulted in the following suggestion:

- 6 • Solicit proposals from municipalities for project or needs they anticipate
- 7 • Recruit for intern for annual fellowship and match up the best candidate with municipal
- 8 • Hire intern to work on a specific municipality's project (working out of the CVRPC office).

9 There was discussion on whether a fellowship would include benefits and also noted that such
10 a position would be budget consistent. It was confirmed it should be named after former Board
11 Chair Steve Lotspeich. Discussion on FY27 or FY26 start-up for this. Preference is to try and
12 make it happen for FY26 – perhaps hire in September. Consensus was to move forward. Next
13 steps: Christian to review the budget and draft a job description; and then we can bring the
14 proposal to the full commission.

15
16 **Meeting Minutes – 3/3/25**

17 Peter Carbee moved to approve the minutes. Seconded by Lee Cattaneo. Motion passed 5-0.

18
19 **Commission Meeting Agenda:** Christian reviewed the agenda as outlined in the meeting
20 packet. It was suggested the legislative update item be contingent on availability. Christian
21 outlined the current vacancy on the Executive Committee and that the bylaws outline a
22 nomination and approval from the floor at the next Board meeting.

23 Janet Shatney moved to approve the agenda of April 8, 2025 contingent on VLCT being available
24 for the Legislative Update, seconded by Lee Cattaneo. Motion passed 5-0.

25
26 **Committee Round Table:** Christian commented we are getting strong applicants for our
27 municipal assistance planner position that is currently being recruited for.
28 Michael shared that the Town of Woodbury is having a hard time getting reregistered with
29 SAM.gov. based on an address issue, which is causing difficulty with upcoming grants.
30 Jerry commented on the lack of shoveling outside the entryway of the office.

31
32 **Executive Session:**

33 At 4:45 pm, Peter Carbee moved to enter executive session per 1 V.S.A. § 313(a)(3), personnel,
34 and invited the Executive Director. Seconded by Michael Gray. Motion passed 5-0.

35
36 At 4:56 pm, Lee Cattaneo moved to exit executive session with no action taken. Seconded by
37 Janet Shatney. Motion passed 5-0.

38
39 **Adjourn**

40 At 4:57 pm, Peter Carbee moved to adjourn. Seconded by Lee Cattaneo.

41
42 Respectfully submitted,
43 Nancy Chartrand, Office Manager
44



BOARD OF COMMISSIONERS

May 13, 2025 at 6:30 pm

29 Main Street, Suite 4, Montpelier, VT

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>

Page **AGENDA**

6:30² Introductions

Adjustments to the Agenda

Public Comments

6:35 Legislative Update – Josh Hanford, VLCT

7:05 FY25 Nominations (Action - enclosed)³

Presentation of nominations; final opportunity for nominations from the floor

7:20 Minutes (Action - enclosed)³

7:25 Reports - Staff and Committee Reports (Action - enclosed)³

7:35 Commissioner Round Table

7:45 Adjourn

Annual Meeting: June 10, 2025

¹ Persons with disabilities who require assistance or alternate arrangements to participate in programs or activities are encouraged to contact our office at 802-229-0389 or cvrpc@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.

Une assistance linguistique gratuite est disponible pour accéder à tous les programmes