



EXECUTIVE COMMITTEE

June 2, 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
17	4:20	Contract/Agreement Authorization (Action - enclosed)³
	4:30	FY26 Budget & Work Plan Update (enclosed)³
19	4:40	FY26 Meeting Dates (Action - enclosed)³
20	4:50	Meeting Minutes – 05/05/2025 (Action - enclosed)³
22	4:55	Commission Meeting Agenda (Action - enclosed)³
	5:05	Committee Round Table
	5:15	Executive Session 1 V.S.A. § 313(a)(3), Personnel³ (potential action)
	5:30	Adjourn

Next Meeting: June 30, 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: May 23, 2025,
To: Executive Committee
From: The Ijaz Group, Contracted Accountant
Re: Financial Report as of 04/30/2025

☒ **ACTION REQUESTED:** Accept April 30, 2025, unaudited financial reports.

FY25 Summary: CVRPC's FY25 surplus is \$268,783 through April 30th, 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 \$283,717 through April 30th, 2024.

Balance Sheet

- **Assets** – Billing is substantially complete through 04/30/2025. Aging receivables are at \$364,470. This is higher than usual because of the recent quarter's outstanding billing. Operating cash is \$101,551, whereas the Savings and CD balance is \$936,976 and M&T Bank including Sweep balance is \$416,868, totaling the cash balance to \$1,495,064. CVRPC works to maintain at least \$100,000 in operating funds for cash flow purposes. We also have \$39,668 for MRC in a separate account.
- **Current Liabilities** –
 - CVRPC maintained an average payable balance of \$27,226.
 - Accrued vacation and compensatory time balances are \$24,367 and \$4,416 respectively.
 - ACCD Deferred Income for FY25 stands at \$122,323. Other Deferred Income consists of MARC Brownfields \$14,332, VCRD – Climate Catalyst \$1,026, BGS MERP \$130,717.59, and CWSP Formula \$348,717. Total Deferred Revenue is \$685,970.
- **Equity** – Equity is assets minus liabilities – the company's value. CVRPC's Total Equity as of 04/30/2025 is \$1,121,675 and it was \$837,380 and \$570,010 on the same date in 2024 and 2023, respectively.
- **Surplus** of \$268,783, 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 04/30/2025, 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 04/30 is 83%.

- *Income* – Total revenue stands at 56% earned, which is about 27% below the budget.
- *Expenses* – Total expenses stand at 52%, about 31% below the benchmark. Wages, CVRPC's most significant expense, are also under budget at 77% of the budget.

Financial Statement Acronyms & Abbreviations Guide

604b	Planning funds originating in Section 604b of the federal Clean Water Act
ACCD	Vermont Agency of Commerce and Community Development
ARPA	American Rescue Plan Act (pandemic recovery funds)
BCRC	Bennington County Regional Commission
BMP	Best Management Practice
BGS MERP	Building and General Services: Municipal Energy Resilience Program
BWQC	Basin Water Quality Council
CCRPC	Chittenden County Regional Planning Commission
CD	Certificate of Deposit
CEDS	Comprehensive Economic Development Strategy
CVTA	Cross Vermont Trail Association
CW	Clean Water
CWSP	Clean Water Service Provider
DEC	Vermont Department of Environmental Conservation
DIBG	Design/Implementation Block Grant
DPS	Vermont Department of Public Safety
DCRA	Dependent Care Reimbursement Account
EAB	Emerald Ash Borer
EMPG	Emergency Management Performance Grant
EPA	US Environmental Protection Agency
ERP	Ecosystem Restoration Program
FICA	Federal Insurance Contributions Act (federal payroll tax)
GIS	Geographic Information Systems (computer mapping/analysis program)
GMCU	Green Mountain Credit Union
HMGP	Hazard Mitigation Grant Program
LCBP	Lake Champlain Basin Program
LCPC	Lamoille County Planning Commission
LGER	Local Government Expense Reimbursement
LEMP	Local Emergency Management Plan

LEPC SERC	Local Emergency Planning Committee 5's State Emergency Response Commission
LHMP	Local Hazard Mitigation Plan
MARC	Mount Ascutney Regional Commission (formerly Southern Windsor Co. RPC)
MPG	Municipal Planning Grant
MOA	Memorandum of Agreement (disaster response and recovery assistance)
MRGP	Municipal Roads General Permit
NBRC	Northern Borders Regional Commission
NCFCU	North Country Federal Credit Union
QAPP	Quality Assurance Project Plan
REMC	Regional Emergency Management Committee
RRPC	Rutland Regional Planning Commission
SW	Stormwater
SWCRPC	Southern Windsor County Regional Planning Commission
TBP	Tactical Basin Plan
TPI	VTrans Transportation Planning Initiative
VAPDA	Vermont Association of Planning & Development Agencies (RPCs together)
VCRD	Vermont Council on Rural Development
VOBCIT	Vermont Online Bridge & Culvert Inventory Tool
VOREC	Vermont Outdoor Recreation Economy Collaborative
VDT	Vermont Department of Taxes
VEM	Vermont Emergency Management
WBRD	Wrightsville Beach Recreation District

As of April 30, 2025
Apr 30, 25

ASSETS

Current Assets

Checking/Savings

1012 · Community National Bank (1801)	101,550.72
1013 · CNB ICS (1816)	533,675.33
1014 · CNB CD (8470)	150,000.00
1017 · Northfield Savings Bank (7906)	821.78
1028 · NCFCU Share (1493)	7.30
1030 · Northfield Savings CD	211,662.32
1031 · CNB Checking MRC (7301)	39,668.07
1035 · M&T CWSP (8769)	10,000.00
1036 · M&T ICS (8769)	406,868.43
1037 · NSB CD (1577)	40,809.84

Total Checking/Savings 1,495,063.79

Accounts Receivable

1200 · Accounts Receivable	364,470.57
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Total Accounts Receivable 364,470.57

Total Current Assets 1,859,534.36

Fixed Assets

1501 · Equipment	47,030.18
1502 · Equipment - Accum. Depreciation	(45,905.39)
1505 · Leasehold Improvements	2,597.07
1510 · Lease Asset - Facility	335,121.56
1511 · Lease Asset - Acc. Dep	(92,158.44)

Total Fixed Assets 246,684.98

Other Assets

1301 · Prepaid Expenses	23,753.91
1320 · Deposits	4,415.00

Total Other Assets 28,168.91

TOTAL ASSETS 2,134,388.25

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	27,226.67
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Total Accounts Payable 27,226.67

Credit Cards

2030 · NCFCU VISA	399.98
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Total Credit Cards 399.98

Other Current Liabilities

2102 · Accrued Vacation	24,367.49
2103 · Accrued Compensatory Time	4,416.00
2104 · Accrued 457 Retirement	1,889.35
2105 · Accrued Interest Payable	2,319.55
2200 · Deferred Income	

Central Vermont Regional Planning Commission
Executive Committee
Balance Sheet

As of April 30, 2025
Apr 30, 25

2201 · ACCD	
2214 · Housing Navigator	60.12
2219 · RPC Annual - FY24	0.01
2221 · RPC Annual - FY25	122,262.41
Total 2201 · ACCD	122,322.54
2225 · MARC	14,332.36
2235 · Orange LHMP	(307.00)
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	39,191.63
2260 · Middlesex LHMP	101.85
2267 · ACCD NDA	7,500.00
2268 · VT Community Foundation	2,500.00
2269 · Berlin LHMP	774.24
2272 · CTPG Barre City	8,622.75
Total 2200 · Deferred Income	685,970.16
2302 · State withholding	6.64
2303 · HSA deductible withholding	2,625.00
2304 · Dependent Care Deductions	(0.10)
2306 · Pension Liability- Edward Jones	3,218.58
2309 · Lease Liability - Facility	260,272.97
Total Other Current Liabilities	985,085.64
Total Current Liabilities	1,012,712.29
Total Liabilities	1,012,712.29
Equity	
3100 · Unrestricted Net Position	
3175 · Designated for Orange LHMP	307.00
3100 · Unrestricted Net Position - Other	444,974.11
Total 3100 · Unrestricted Net Position	445,281.11
3300 · Invested in Fixed Assets	11,191.60
3900 · Retained Earnings	396,420.38
Net Income	268,782.87
Total Equity	1,121,675.96
TOTAL LIABILITIES & EQUITY	2,134,388.25

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

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As of April 30, 2025

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
VT Community Foundation						
Winooski Basin Workshop	0.00	0.00	0.00	0.00	1,792.00	1,792.00
Total VT Community Foundation	0.00	0.00	0.00	0.00	1,792.00	1,792.00
USDOT						
693JJ32440469	2,363.07	419.07	0.00	889.75	1,973.32	5,645.21
Total USDOT	2,363.07	419.07	0.00	889.75	1,973.32	5,645.21
NVDA						
Vulnerability Index Tool	0.00	0.00	0.00	70.66	0.00	70.66
Total NVDA	0.00	0.00	0.00	70.66	0.00	70.66
Neck of the Woods						
NBRC LDD	249.16	581.37	0.00	207.64	1,584.49	2,622.66
Total Neck of the Woods	249.16	581.37	0.00	207.64	1,584.49	2,622.66
Addison County Regional Commission						
Water Quality Project Development	0.00	0.00	0.00	0.00	14,934.00	14,934.00
Total Addison County Regional Commission	0.00	0.00	0.00	0.00	14,934.00	14,934.00
Preservation Trust of Vermont, Inc	0.00	0.00	0.00	0.00	0.00	0.00
Building and General Services (BGS)						
Municipal Energy Resilience	8,292.16	3,602.42	0.00	5,466.87	0.00	17,361.45
Total Building and General Services (BGS)	8,292.16	3,602.42	0.00	5,466.87	0.00	17,361.45
Vermont Council on Rural Development.						
Community Visits	0.00	0.00	0.00	1,421.08	1,977.46	3,398.54
Total Vermont Council on Rural Development.	0.00	0.00	0.00	1,421.08	1,977.46	3,398.54
ACCD Parent						
ACCD						
NDA Assistance						
Plainfield	0.00	972.17	0.00	994.36	3,333.92	5,300.45
Moretown	1,238.16	422.68	0.00	0.00	858.69	2,519.53
Northfield	512.34	338.14	0.00	0.00	449.79	1,300.27
Total NDA Assistance	1,750.50	1,732.99	0.00	994.36	4,642.40	9,120.25
Housing Navigator	0.00	0.00	0.00	500.00	0.00	500.00
Regional Planning/Act 250 Sec 248	0.00	0.00	0.00	-0.06	-31.75	-31.81
ACCD - Other	0.00	0.00	0.00	0.00	2,033.54	2,033.54
Total ACCD	1,750.50	1,732.99	0.00	1,494.30	6,644.19	11,621.98
ACCD 21	0.00	0.00	0.00	0.00	0.00	0.00
ACCD 22	0.00	0.00	0.00	0.00	0.01	0.01
ACCD Parent - Other	0.00	0.00	0.00	0.00	-0.11	-0.11
Total ACCD Parent	1,750.50	1,732.99	0.00	1,494.30	6,644.09	11,621.88
Administration						
Administration	0.00	0.00	0.00	0.00	1,321.60	1,321.60
Administration - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Administration	0.00	0.00	0.00	0.00	1,321.60	1,321.60
Barre City						
NBRC LDD Prospect Heights	83.05	249.16	0.00	747.48	519.92	1,599.61
Barre City LHMP 23	0.00	0.00	0.00	0.00	1,155.77	1,155.77
Total Barre City	83.05	249.16	0.00	747.48	1,675.69	2,755.38

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

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	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Berlin						
LHMP 24	44.71	1,889.00	0.00	0.00	0.00	1,933.71
Berlin - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Berlin	44.71	1,889.00	0.00	0.00	0.00	1,933.71
Cabot						
Cabot LHMP 23	0.00	0.00	0.00	0.00	894.00	894.00
Total Cabot	0.00	0.00	0.00	0.00	894.00	894.00
Calais						
Kent Hill BRIC	0.00	0.00	0.00	0.00	-204.51	-204.51
Total Calais	0.00	0.00	0.00	0.00	-204.51	-204.51
CCRPC						
CTPG - Barre City	8,041.19	8,622.75	0.00	0.00	0.00	16,663.94
TOD Planning	5,538.24	3,739.87	0.00	5,201.58	0.27	14,479.96
Clean Water						
TBP Implement	582.68	971.62	0.00	578.50	0.00	2,132.80
TBP Planning	1,533.27	2,443.13	0.00	2,294.60	0.00	6,271.00
Total Clean Water	2,115.95	3,414.75	0.00	2,873.10	0.00	8,403.80
Total CCRPC	15,695.38	15,777.37	0.00	8,074.68	0.27	39,547.70
Department of Environmental Conservation						
CWSP Formula						
Project Completion						
12208_WaitsfieldMadRiver_ProjDev	16.85	0.00	494.06	0.00	0.00	510.91
8629_MarshfieldRd_FD	0.00	0.00	33.65	0.00	0.00	33.65
11862_JohnFowlerRd_FD	35,674.46	0.00	0.00	0.00	0.00	35,674.46
11954_HuntingtonRiver_ProjDev	0.00	0.00	4,000.00	0.00	0.00	4,000.00
11733_MollysBrookSWA_FD	4,584.25	0.00	0.00	0.00	0.00	4,584.25
11656_LongmeadowBrookSWA_FD	4,584.25	0.00	0.00	0.00	0.00	4,584.25
11655_LakeMansfieldSWA_FD	4,584.25	0.00	0.00	0.00	0.00	4,584.25
11654_RockyWoodsSWA_FD	4,584.25	0.00	0.00	0.00	0.00	4,584.25
12016_Berlin_ProjDev	2,992.90	0.00	4,228.42	0.00	0.00	7,221.32
8629 - Calais Gully FD	16.85	0.00	0.00	0.00	0.00	16.85
Total Project Completion	57,038.06	0.00	8,756.13	0.00	0.00	65,794.19
Administrative	11,137.32	0.00	10,031.91	0.00	0.00	21,169.23
Total CWSP Formula	68,175.38	0.00	18,788.04	0.00	0.00	86,963.42
Upper Winooski						
Calais Moscow Woods	461.31	0.00	169.91	96.96	5,052.31	5,780.49
Calais PO	72.83	0.00	8,022.23	449.32	14,397.43	22,941.81
Woodbury Elem	0.00	0.00	0.00	0.00	106.61	106.61
Total Upper Winooski	534.14	0.00	8,192.14	546.28	19,556.35	28,828.91
CWSP Start-up						
Training Activities	0.00	0.00	22,963.46	242.41	439.58	23,645.45
Implementation Prep	0.00	0.00	0.00	0.00	1,051.36	1,051.36
Total CWSP Start-up	0.00	0.00	22,963.46	242.41	1,490.94	24,696.81
Moretown Elem SW Final Design	0.00	0.00	0.00	0.00	0.03	0.03
Plainfield Gully Construction	0.00	0.00	0.00	0.00	0.00	0.00

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

As of April 30, 2025

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Total Department of Environmental Conservation	68,709.52	0.00	49,943.64	788.69	21,047.32	140,489.17
Department of Public Safety						
HMPG TA	1,586.85	0.00	2,501.63	176.41	736.99	5,001.88
VDH						
Hot Weather Emergency	141.33	0.00	318.00	2,887.50	2,287.19	5,634.02
Total VDH	141.33	0.00	318.00	2,887.50	2,287.19	5,634.02
EMPG						
Technical Assistance	5,597.24	0.00	7,784.07	0.00	3,219.47	16,600.78
Response	0.00	0.00	522.15	0.00	0.00	522.15
REMC	111.76	0.00	893.25	0.00	595.38	1,600.39
LEMP	0.00	0.00	0.00	0.00	0.01	0.01
Total EMPG	5,709.00	0.00	9,199.47	0.00	3,814.86	18,723.33
EMPG Supplemental						
WiFi	0.00	0.00	0.00	0.00	-0.01	-0.01
Total EMPG Supplemental	0.00	0.00	0.00	0.00	-0.01	-0.01
Total Department of Public Safety	7,437.18	0.00	12,019.10	3,063.91	6,839.03	29,359.22
East Montpelier						
East Montpelier LHMP 24	1,742.42	0.00	1,517.91	712.20	409.91	4,382.44
Total East Montpelier	1,742.42	0.00	1,517.91	712.20	409.91	4,382.44
EMPG						
EMPG 21						
Technical Assistance	0.00	0.00	0.00	0.00	0.01	0.01
Total EMPG 21	0.00	0.00	0.00	0.00	0.01	0.01
EMPG - Other	0.00	0.00	0.00	0.00	-0.04	-0.04
Total EMPG	0.00	0.00	0.00	0.00	-0.03	-0.03
Fayston	0.00	0.00	0.00	0.00	4,000.00	4,000.00
GIS Fee For Service	0.00	0.00	0.00	0.00	351.59	351.59
Lamoille County PC						
Flood Bylaw	0.00	0.00	0.00	0.00	417.22	417.22
Health Equity						
Projects	0.00	0.00	0.00	0.00	0.01	0.01
Total Health Equity	0.00	0.00	0.00	0.00	0.01	0.01
Lamoille County PC - Other	0.00	0.00	0.00	0.00	-2.25	-2.25
Total Lamoille County PC	0.00	0.00	0.00	0.00	414.98	414.98
Misc Income	0.00	0.00	0.00	0.00	-1.00	-1.00
Montpelier						
VOREC	0.00	0.00	0.00	0.00	0.00	0.00
Montpelier - Other	0.00	0.00	0.00	0.00	3,000.00	3,000.00
Total Montpelier	0.00	0.00	0.00	0.00	3,000.00	3,000.00
Mount Ascutney Regional Commission						
Flood Bylaws	540.64	0.00	121.30	0.00	0.00	661.94
Brownfields	0.00	0.00	0.00	0.00	10,070.50	10,070.50
Total Mount Ascutney Regional Commission	540.64	0.00	121.30	0.00	10,070.50	10,732.44
Northwest Regional Comm'n						
CPRG						

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

As of April 30, 2025

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Task 3-Outreach	967.28	353.32	0.00	447.97	0.00	1,768.57
Task 2-Plans	2,278.94	0.00	0.00	318.00	0.00	2,596.94
Task 1-Framework	178.80	268.20	0.00	156.28	0.00	603.28
Total CPRG	3,425.02	621.52	0.00	922.25	0.00	4,968.79
NBRC Grant Admin						
CVTA - NBRC21GVT11	0.00	0.00	0.00	41.54	94.54	136.08
Total NBRC Grant Admin	0.00	0.00	0.00	41.54	94.54	136.08
Total Northwest Regional Comm'n	3,425.02	621.52	0.00	963.79	94.54	5,104.87
Orange						
MPM Sidewalks Design	0.00	0.00	0.00	44.65	0.00	44.65
LHMP	307.00	0.00	0.00	0.00	2,829.47	3,136.47
Total Orange	307.00	0.00	0.00	44.65	2,829.47	3,181.12
Rutland Regional Comm'n						
604b	168.50	314.18	0.00	399.86	0.00	882.54
Total Rutland Regional Comm'n	168.50	314.18	0.00	399.86	0.00	882.54
Two Rivers Ottawaquechee Comm'n						
FCAP	290.54	0.00	0.00	0.00	0.00	290.54
River Program	2,749.05	0.00	0.00	0.00	0.00	2,749.05
Total Two Rivers Ottawaquechee Comm'n	3,039.59	0.00	0.00	0.00	0.00	3,039.59
VAPDA_	0.00	0.00	0.00	0.00	500.00	500.00
VTrans						
TA Set-aside						
MRP Corridor Study	9,319.15	0.00	9,556.68	0.00	0.00	18,875.83
Total TA Set-aside	9,319.15	0.00	9,556.68	0.00	0.00	18,875.83
TPI						
TPI Special Bike/Ped	288.66	0.00	0.00	0.00	334.65	623.31
TPI Planning	11,394.11	0.00	0.00	0.00	2,901.64	14,295.75
TPI Data Collect/Manage	1,266.06	0.00	0.00	0.00	1,717.89	2,983.95
TPI Admin	7,199.31	0.00	0.00	0.00	1,637.07	8,836.38
TPI Coordination	2,219.09	0.00	0.00	0.00	1,041.58	3,260.67
TPI MRGP Support	320.12	0.00	0.00	0.00	0.02	320.14
TPI Project Develop	0.00	0.00	0.00	0.00	0.23	0.23
Total TPI	22,687.35	0.00	0.00	0.00	7,633.08	30,320.43
VTrans - Other	0.00	0.00	-0.03	-0.02	-0.44	-0.49
Total VTrans	32,006.50	0.00	9,556.65	-0.02	7,632.64	49,195.77
Waitsfield						
Waitsfield LHMP 23	0.00	0.00	0.00	0.00	865.17	865.17
Total Waitsfield	0.00	0.00	0.00	0.00	865.17	865.17
Warren						
LHMP 24	977.26	1,314.24	0.00	1,962.92	0.00	4,254.42
Total Warren	977.26	1,314.24	0.00	1,962.92	0.00	4,254.42
Washington	0.00	0.00	0.00	0.00	-0.50	-0.50
Waterbury						
Waterbury LHMP 23	0.00	0.00	0.00	0.00	616.50	616.50
Total Waterbury	0.00	0.00	0.00	0.00	616.50	616.50

As of April 30, 2025

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Worcester						
Worcester LHMP 24	0.00	408.00	0.00	0.00	0.00	408.00
Total Worcester	0.00	408.00	0.00	0.00	0.00	408.00
TOTAL	146,831.66	26,909.32	73,158.60	26,308.46	91,262.53	364,470.57

Paid Time Off Liability Balances as of 05/02/25

COMPENSATORY TIME

Employee	Wage Rate	Hours	Current Value	Maximum Hours ¹	Maximum Accrual ¹
Chartrand, N.	29.45	4.50	\$ 132.53		
Cubbon, K.	27.35	7.00	\$ 191.45		
Frasca, L.	26.12	0.00	\$ -		
Lash, S.	27.35	44.25	\$ 1,210.24		
MacMartin, R.	34.56	9.00	\$ 311.04		
Meyer, C.	50.96	28.75	\$ 1,465.10		
Pitkin, Will	26.17	6.75	\$ 176.65		
Sabado, Niki	25.48	4.50	\$ 114.66		
Sonn, Pamela	23.56	5.00	\$ 117.80		
Toohey, E.	30.28	0.00	\$ -		
Voigt, B.	35.72	19.50	\$ 696.54		
Total		129.25	\$ 4,416.00		

SICK LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Chartrand, N.	29.45	213.87	\$ 6,298.47	270	\$ 7,951.50
Cubbon, Keith	27.35	164.16	\$ 4,489.78	278.76	\$ 7,624.09
Frasca, L.	26.12	65.25	\$ 1,704.33	180.50	\$ 4,714.66
Lash, S.	27.35	88.43	\$ 2,418.56	300.80	\$ 8,226.88
MacMartin, R.	34.56	-6.85	\$ (236.74)	132.90	\$ 4,593.02
Meyer, C.	50.96	134.16	\$ 6,836.79	360.00	\$ 18,345.60
Pitkin, Will	26.17	71.5	\$ 1,871.16	127	\$ 3,323.59
Sabado, Niki	25.48	64.52	\$ 1,643.97	110.02	\$ 2,803.31
Sonn, Pamela	23.56	45.54	\$ 1,072.92	51.29	\$ 1,208.39
Toohey, E.	30.28	4.61	\$ 139.59	166.21	\$ 5,032.84
Voigt, B.	35.72	190.25	\$ 6,795.73	296.37	\$ 10,586.34
Total		1,035.44	\$ 33,034.56	2,274	\$ 74,410.22

VACATION LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Chartrand, N.	29.45	88.30	\$ 2,600.44	150.00	\$ 4,417.50
Cubbon, K.	27.35	65.97	\$ 1,804.28	160.00	\$ 4,376.00
Frasca, L.	26.12	21.30	\$ 556.36	150.30	\$ 3,925.84
Lash, S.	27.35	69.53	\$ 1,901.65	160.00	\$ 4,376.00
MacMartin, R.	34.56	37.70	\$ 1,302.91	110.70	\$ 3,825.79
Meyer, C.	50.96	197.60	\$ 10,069.70	280.00	\$ 14,268.80
Pitkin, Will	26.17	25.79	\$ 674.92	105.79	\$ 2,768.52
Sabado, Niki	25.48	39.17	\$ 998.05	91.67	\$ 2,335.75
Sonn, Pamela	23.56	42.67	\$ 1,005.31	41.67	\$ 981.75
Toohey, E.	30.28	48.83	\$ 1,478.57	138.33	\$ 4,188.63
Voigt, B.	35.72	55.30	\$ 1,975.32	160.00	\$ 5,715.20
Total		692.16	\$ 24,367.49	1,548	\$ 51,179.78

SUMMARY

	<u>Current</u>	<u>Maximum</u>
Total Paid Time Off Liability	\$ 61,818.06	\$ 130,006.00
Maximum versus Current Difference	\$ 68,187.94	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

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

13

	Jul '24 - Apr 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · ACCD				
4101 · ACCD Direct	672,892.01	733,468.00	(60,575.99)	91.74%
Total 4100 · ACCD	672,892.01	733,468.00	(60,575.99)	91.74%
4200 · Community Development				
4220 · MARC Brownfields	127,006.68	50,000.00	77,006.68	254.01%
4230 · NBRC Grant Admin	136.08	2,500.00	(2,363.92)	5.44%
4248 · LCPC - Flood Bylaw	-	8,500.00	(8,500.00)	0.0%
4249 · VCRD	4,196.24	7,300.00	(3,103.76)	57.48%
4251 · TRORC	1,904.32	14,000.00	(12,095.68)	13.6%
4254 · NRC CPRG Inventory	5,873.63	2,500.00	3,373.63	234.95%
4255 · NBRC LDD	2,201.93	5,000.00	(2,798.07)	44.04%
4256 · NBRC LDD Prospect Heigh	1,599.61	-	1,599.61	100.0%
Total 4200 · Community Development	142,918.49	89,800.00	53,118.49	159.15%
4300 · Fee for Services				
4302 · Cross VT Trail	-	1,200.00	(1,200.00)	0.0%
4304 · GIS Mapping	337.20	300.00	37.20	112.4%
4308 · WBRD Admin	-	5,000.00	(5,000.00)	0.0%
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)	11.1%
4400 · Municipal Contracts				
4471 · BGS - Municipal Energy	38,577.50	54,179.00	(15,601.50)	71.2%
4472 · MPM Sidewalks Design	1,302.53	12,318.00	(11,015.47)	10.57%
4473 · LHMP 23	14,444.69	-	14,444.69	100.0%
4475 · LHMP 24	22,780.51	32,788.00	(10,007.49)	69.48%
Total 4400 · Municipal Contracts	77,105.23	99,285.00	(22,179.77)	77.66%
4500 · Natural Resources				
4501 · 604B Water Planning	882.54	5,181.00	(4,298.46)	17.03%
4516 · Tactical Basin Planning	15,893.85	17,860.00	(1,966.15)	88.99%
4535 · DEC CWSP Start-up	23,366.34	87,316.00	(63,949.66)	26.76%
4545 · DEC CWSP Formula	158,825.25	855,273.00	(696,447.75)	18.57%
4565 · DEC Calais Moscow Wood	23,824.68	-	23,824.68	100.0%
4570 · Upper Winooski-Woodbur	-	211,479.00	(211,479.00)	0.0%
4576 · ACRP Water Quality Proje	7,670.10	-	7,670.10	100.0%
4577 · Vulnerability Index Tool	2,541.38	12,045.00	(9,503.62)	21.1%
4578 · Flood Bylaws	661.94	-	661.94	100.0%
4579 · CTPG Barre City	8,041.19	-	8,041.19	100.0%
Total 4500 · Natural Resources	241,707.27	1,189,154.00	(947,446.73)	20.33%
4600 · Public Safety				
4602 · EMPG	35,460.32	49,686.00	(14,225.68)	71.37%
4611 · VEM Emergency Operatioi	-	1,600.00	(1,600.00)	0.0%
4612 · HMPG TA	5,001.88	15,000.00	(9,998.12)	33.35%
4635 · July Event	4,587.80	-	4,587.80	100.0%

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

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	Jul '24 - Apr 25	Budget	\$ Over Budget	% of Budget
4645 · VDH	5,358.88	16,000.00	(10,641.12)	33.49%
4647 · TRORC River Program	16,591.74	30,000.00	(13,408.26)	55.31%
4648 · Winooski Basin Workshop	1,792.00	-	1,792.00	100.0%
4649 · TRORC FCAP	290.54	-	290.54	100.0%
Total 4600 · Public Safety	69,083.16	112,286.00	(43,202.84)	61.52%
4700 · Town Dues (Parent)				
4701 · Town Dues	86,984.66	86,985.00	(0.34)	100.0%
Total 4700 · Town Dues (Parent)	86,984.66	86,985.00	(0.34)	100.0%
4800 · Transportation				
4804 · TPI	168,673.55	286,411.00	(117,737.45)	58.89%
4806 · TOD Planning	24,501.94	25,000.00	(498.06)	98.01%
4807 · TA Set-aside	34,557.65	-	34,557.65	100.0%
4808 · USDOT SS4A	5,645.21	120,000.00	(114,354.79)	4.7%
4800 · Transportation - Other	-	84,000.00	(84,000.00)	0.0%
Total 4800 · Transportation	233,378.35	515,411.00	(282,032.65)	45.28%
4900 · Other Income				
4901 · Interest Income	30,498.72	10,000.00	20,498.72	304.99%
4905 · Dividend Income	-	372.00	(372.00)	0.0%
4950 · Salaries To Be Allocated	-			
4955 · Indirect To Be Allocated	-			
4999 · Miscellaneous Income	32,000.00			
Total 4900 · Other Income	62,498.72	10,372.00	52,126.72	602.57%
Total Income	1,587,555.78	2,845,661.00	(1,258,105.22)	55.79%
Gross Profit	1,587,555.78	2,845,661.00	(1,258,105.22)	55.79%
Expense				
5000 · Wages and Fringe Benefits				
5001 · Personnel	571,919.93			
5100 · Fringe Benefits				
5101 · FICA	47,311.53	57,967.00	(10,655.47)	81.62%
5110 · Health Insurance	161,891.60	202,368.00	(40,476.40)	80.0%
5112 · Dental Insurance	6,814.74	9,179.00	(2,364.26)	74.24%
5115 · Life Disability Insurance	3,801.11	4,375.00	(573.89)	86.88%
5118 · PTO/Comp Accrual	4,210.31	-	4,210.31	100.0%
5120 · Pension Plan - Edward J	21,588.90	29,636.00	(8,047.10)	72.85%
5125 · Technology Stipend	-	3,000.00	(3,000.00)	0.0%
5130 · Unemployment Insurance	683.00	900.00	(217.00)	75.89%
5135 · Worker's Comp	3,713.80	3,650.00	63.80	101.75%
5100 · Fringe Benefits - Other	-			
Total 5100 · Fringe Benefits	250,014.99	311,075.00	(61,060.01)	80.37%
5000 · Wages and Fringe Benefits	-	757,734.00	(757,734.00)	0.0%
Total 5000 · Wages and Fringe Benefits	821,934.92	1,068,809.00	(246,874.08)	76.9%
5200 · Professional Services				
5201 · Accounting	50,000.00	30,000.00	20,000.00	166.67%
5202 · Audit	18,900.00	18,900.00	-	100.0%

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

15

	Jul '24 - Apr 25	Budget	\$ Over Budget	% of Budget
5203 • IT/Computer	24,128.18	2,000.00	22,128.18	1,206.41%
5204 • Legal	3,227.50	3,500.00	(272.50)	92.21%
5200 • Professional Services - Other	218.00	300.00	(82.00)	72.67%
Total 5200 • Professional Services	96,473.68	54,700.00	41,773.68	176.37%
5305 • Advertising	1,270.58	3,600.00	(2,329.42)	35.29%
5315 • Consultants				
5317 • Stipends	800.00			
5315 • Consultants - Other	292,565.44	1,262,284.00	(969,718.56)	23.18%
Total 5315 • Consultants	293,365.44	1,262,284.00	(968,918.56)	23.24%
5320 • Depreciation expense	1,124.50	17,340.00	(16,215.50)	6.49%
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	10,649.31	21,550.00	(10,900.69)	49.42%
5332 • GIS Supplies	1,032.27	500.00	532.27	206.45%
5333 • Office Supplies	2,724.24	3,000.00	(275.76)	90.81%
5334 • Billable Supplies	4,909.75	5,000.00	(90.25)	98.2%
5335 • Subscriptions/Publication	181.48	1,698.00	(1,516.52)	10.69%
Total 5330 • Supplies	19,497.05	31,748.00	(12,250.95)	61.41%
5344 • Insurance				
5345 • Liability Insurance	374.00	1,750.00	(1,376.00)	21.37%
5346 • Public Officials Insurance	2,922.50	3,507.00	(584.50)	83.33%
Total 5344 • Insurance	3,296.50	5,257.00	(1,960.50)	62.71%
5350 • Meetings/Programs	9,809.90	13,070.00	(3,260.10)	75.06%
5355 • Postage	472.97	800.00	(327.03)	59.12%
5360 • Dues/Memberships/Sponsorships				
5361 • Government Relations	2,181.80	-		
5360 • Dues/Memberships/Sponsorships	9,919.90	8,645.00	1,274.90	114.75%
Total 5360 • Dues/Memberships/Sponsorships	12,101.70	8,645.00	3,456.70	139.99%
5370 • Office Occupancy				
5310 • Cleaning	2,565.00	3,540.00	(975.00)	72.46%
5371 • Rent/Utility Payments	35,319.50	42,383.00	(7,063.50)	83.33%
5370 • Office Occupancy - Other	-	200.00	(200.00)	0.0%
Total 5370 • Office Occupancy	37,884.50	46,123.00	(8,238.50)	82.14%
5375 • Software/Licenses/IT Sub	7,389.30	24,490.00	(17,100.70)	30.17%
5385 • Telephone/Internet	5,538.26	7,720.00	(2,181.74)	71.74%
5390 • Travel	6,037.24	22,784.00	(16,746.76)	26.5%
5999 • Miscellaneous Expenses				
5339 • Gifts	141.68	350.00	(208.32)	40.48%
5380 • Fees				
5382 • Bank Fees	60.00	50.00	10.00	120.0%
5383 • DRRA Fees	-	130.00	(130.00)	0.0%

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

	Jul '24 - Apr 25	Budget	\$ Over Budget	% of Budget
5380 · Fees - Other	143.26	-		
Total 5380 · Fees	203.26	180.00	23.26	112.92%
5999 · Miscellaneous Expenses -	-	100.00	(100.00)	0.0%
Total 5999 · Miscellaneous Expenses	344.94	630.00	(285.06)	54.75%
8000 · Indirect Costs	-			
Total Expense	1,318,772.91	2,570,800.00	(1,252,027.09)	51.3%
Net Ordinary Income	268,782.87	274,861.00	(6,078.13)	97.79%
Net Income	268,782.87	274,861.00	(6,078.13)	97.79%



MEMO

Date: June 2, 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**

Agency of Transportation – FY2024 Bicycle & Pedestrian Grant

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

Scope of Work: Conduct a scoping study to produce a novel design for community-owned bikeshare in the Barre-Montpelier area that meets local needs; aligns with existing plans and bike infrastructure, while being replicable in other rural or less dense locations. This study will identify and cost alternatives for locations, design types for bike stations and battery charging facilities; appraise bike types, smart devices and platforms to determine the most robust and best fit solutions for the proposed model of bike share.

CVRPC will act as MPM in coordination with Montpelier E-Bike Lending Library, who requested the study. Match funding is being provided by Barre City, City of Montpelier, and Montpelier Alive.

Funding: \$60,000

Performance Period: 05/02/2025 – 12/31/2027

Staff: Reuben MacMartin

CONTRACTS ISSUED

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

VHB – FY2023 Mad River Path VT-100 Corridor Study Amendment #1

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

Scope of Work: In general, the scope of this project will consist of a planning process that identifies the needs of The Mad River Path within a defined area around the Route 110 and 100B corridor taking into consideration the existing conditions.

The amendment will add \$8,500 to the contract amount to allow VHB to pay Mad River Path, as a subconsultant, for field services and public outreach support.

Funding: ~~\$69,075~~ \$77,575

Funding Source: Federal USDA

Match Amount: None

Match Source: N/A

Funding Source: VTrans/FHWA Transportation Alternatives Set-Aside

Performance Period: 9/4/24 – 8/1/2025

Staff: Reuben MacMartin

FOR INFORMATION ONLY

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

GRANTS, CONTRACTS & SERVICE AGREEMENTS ISSUED

N/A

GRANTS, CONTRACTS & SERVICE AGREEMENTS RECEIVED

[UVM: Vermont Evaluation of Rural Technical Assistance \(VERTA\) Outreach Assistance](#)

Scope of Work:

1. Scope of Work:
 - a. To coordinate the development and implementation of community listening sessions between the Center for Rural Studies and member communities.
2. Schedule of Deliverables (with timetable):
 - a. May 2025- Select potential dates for 1 in-person and at least one online listening session.
 - b. May-June 2025- Coordinate with municipal representatives to get them signed up for listening sessions.
 - c. June, July, August- Host the CRS and municipal representatives for listening sessions.

Funding: \$5,000.00

Funding Source: Federal USDA

Match Amount: \$0

Match Source: N/A

Performance Period: 5/22/25 – 12/31/25

Staff: Christian Meyer



Central Vermont Regional Planning Commission

FY 26 Meeting Dates

Executive Committee

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

Monday	June 30, 2025 (July meeting)
Monday	August 4, 2025
Tuesday	September 2, 2025 - (Tuesday due to Labor Day Holiday)
Monday	October 6, 2025
Monday	November 3, 2025
Monday	December 1, 2025
Monday	January 5, 2026
Monday	February 2, 2026
Monday	March 2, 2026
Monday	April 6, 2026
Monday	May 4, 2026
Monday	June 1, 2026

Board of Commissioners

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

Tuesday	July 8, 2025
Tuesday	August 12, 2025 - (<i>typically cancelled if no action items</i>)
Tuesday	September 9, 2025
Tuesday	October 14, 2025
Tuesday	November 11 is holiday (meet 11/10 or 11/12?)
Tuesday	December 9, 2025
Tuesday	January 13, 2026
Tuesday	February 10, 2026
Tuesday	March 10, 2026
Tuesday	April 14, 2026
Tuesday	May 12, 2026
Tuesday	June 9, 2026 – Annual Meeting

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee Meeting
DRAFT Minutes
May 5, 2025 Meeting

Present:

☒ Peter Carbee

☒ Lee Cattaneo

☒ Jerry D'Amico

☐ Paula Emery

☒ Royal DeLegge

☐ Michael Gray

☐ Janet Shatney

Staff: Christian Meyer

Guests: Ahsan Ijaz, Ijaz Group

Call to Order: Chair D'Amico called the meeting to order at 4:03 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. There was brief discussion on outstanding billing, consultant bills, indirect rates, earned income, and aging receivables notations.

Peter Carbee moved to accept the unaudited financial reports through March 31, 2025.

Seconded by Lee Cattaneo. Motion passed 4-0.

Contract/Agreement Authorization: Christian Meyer provided an overview of the contracts outlined in the meeting packet, both for approval and FYI.

Lamoille County Planning Commission – Financial Management Services

There was a discussion on computer security dealing with finances.

Peter Carbee moved to authorize the Executive Director to enter into an agreement with Lamoille County Planning Commission for financial management services. Seconded by Lee Cattaneo. Motion passed 4-0.

FY26 Draft Budget and Work Plan: Christian provided an overview of the information in the packet, noting a change in the formatting of the budget. The budget is slightly lower than last year and ACCD funds are not rolling over due to be fully staffed. There was discussion on our per capita rate, interest expense and depreciation. Peter requested a copy of the back-up spreadsheet for the budget and will follow-up with Christian on specific questions.

With regard to the workplan there are not significant changes, and several projects are rolling into the new fiscal year. We have been able to increase the assistance we offer municipalities as we have filled staff vacancies. There was discussion of increasing per capita in alignment with inflation in future years. There was also discussion on the potential of some grants going away in FY27 because of federal changes.

The final workplan and budget will come before the Committee in June for approval, following which a presentation will be made to the full Board.

1
2 **Dental Insurance Benefit:** Christian provided an overview of the information in the packet.
3 *Peter Carbee moved to approve CVRPC's FY26 dental benefit to maintain the existing dental*
4 *policy and 100% employer contribution. Seconded by Lee Cattaneo. Motion passed 4-0.*
5

6 **Meeting Minutes – 3/31/25**

7 *Lee Cattaneo moved to approve the minutes. Seconded by Royal DeLegge. Motion passed 4-0.*
8

9 **Commission Meeting Agenda:** Christian reviewed the agenda as outlined in the meeting
10 packet.

11 *Peter Carbee moved to approve the agenda of May 13th, seconded by Royal DeLegge. Motion*
12 *passed 4-0.*
13

14 **Committee Round Table:** There was discussion on the upcoming annual meeting and it was
15 confirmed a space has not been finalized. We are hoping to have drafts of future land use map
16 and housing targets in the region.
17

18 **Executive Session:**

19 *At 4:48 pm, Peter Carbee moved to enter executive session per 1 V.S.A. § 313(a)(3) to discuss*
20 *personnel, and invited the Executive Director as a friendly amendment. Seconded by Royal*
21 *DeLegge. Motion passed 4-0.*
22

23 *At 5:15 pm, Lee Cattaneo moved to exit executive session. Seconded by Peter Carbee. Motion*
24 *passed 5-0. No action was taken*
25

26 **Adjourn**

27 *At 5:15 pm, Lee Cattaneo moved to adjourn. Seconded by Peter Carbee.*
28

29 Respectfully submitted,
30 Nancy Chartrand, Office Manager
31



BOARD OF COMMISSIONERS Annual Meeting

June 10, 2025 at 6:30 pm

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>

Physical Location - Alumni Hall – 20 Auditorium Hill, Barre VT

6:00 – Pizza and social

Page AGENDA

6:30² Introductions

Adjustments to the Agenda

Public Comments

6:35 Election Results – Janet Shatney, Secretary/Treasurer

6:45 Montpelier Municipal Plan Approval & Confirmation of Planning Process
(Action possible - enclosed)³

7:05 Brownfields Presentation (enclosed)

7:25 Regional Land Use Maps (enclosed)

7:45 Minutes 5/13/25 (Action - enclosed)³

7:50 Reports (Action - enclosed)³ - Staff and Committee Reports

8:00 Commissioner Roundtable

8:15 Adjourn

Next Meeting: July 8, 2025

¹ Persons with disabilities who require assistance or alternate arrangements to participate in are encouraged us at 802-229-1015 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