



## EXECUTIVE COMMITTEE

**June 30, 2025 @ 4:00 pm**

29 Main Street, Suite 4, Montpelier, VT 05602

**Hybrid Meeting with Remote Participation via Zoom<sup>1</sup>**

<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**

	<b>4:00<sup>2</sup></b>	<b>Adjustments to the Agenda</b>
		<b>Public Comment</b>
<b>2</b>	<b>4:05</b>	<b>Financial Report (Action - enclosed)<sup>3</sup></b>
<b>17</b>	<b>4:20</b>	<b>Contract/Agreement Authorization (Action - enclosed)<sup>3</sup></b>
<b>20</b>	<b>4:30</b>	<b>FY26 Budget &amp; Work Plan (Action - enclosed)<sup>3</sup></b>
<b>34</b>	<b>4:50</b>	<b>Meeting Minutes – 06/02/2025 (Action - enclosed)<sup>3</sup></b>
<b>36</b>	<b>4:55</b>	<b>Commission Meeting Agenda (Action - enclosed)<sup>3</sup></b>
<b>37</b>	<b>5:05</b>	<b>Open Meeting Law Update</b>
	<b>5:10</b>	<b>Committee Round Table</b>
	<b>5:15</b>	<b>Executive Session, 1 V.S.A. § 313(a)(1)(A), Contracts (potential action)</b>
	<b>5:30</b>	<b>Executive Session 1 V.S.A. § 313(a)(3), Personnel (potential action)</b>
	<b>5:45</b>	<b>Adjourn</b>

**Next Meeting: August 4, 2025**

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

<sup>2</sup> All times are approximate unless otherwise advertised.

<sup>3</sup> 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](mailto: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: June 23, 2025,  
To: Executive Committee  
From: The Ijaz Group, Contracted Accountant  
Re: Financial Report as of 05/31/2025

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

**FY25 Summary:** CVRPC's FY25 surplus is \$291,503 through May 31<sup>st</sup>, 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 \$305,610 through May 31<sup>st</sup>, 2024.

### Balance Sheet

- **Assets** – Billing is substantially complete through 05/31/2025. Aging receivables are at \$412,028. This is higher than usual because of the recent quarter's outstanding billing. Operating cash is \$107,446, whereas the Savings and CD balance is \$889,449 and M&T Bank including Sweep balance is \$441,031, totaling the cash balance to \$1,477,594. 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 a higher payable balance of \$101,064. This is due to a recent \$77,253 invoice from Gravel Construction.
  - Accrued vacation and compensatory time balances are \$24,645 and \$4,246 respectively.
  - ACCD Deferred Income for FY25 stands at \$53,945. Other Deferred Income consists of MARC Brownfields \$14,166, VCRD – Climate Catalyst \$1,026, BGS MERP \$130,717.59, and CWSP Formula \$348,717. Total Deferred Revenue is \$622,045.
- **Equity** – Equity is assets minus liabilities – the company's value. CVRPC's Total Equity as of 05/31/2025 is \$1,144,396 and it was \$859,273 and \$577,258 on the same date in 2024 and 2023, respectively.
- **Surplus** of \$291,503, 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 05/31/2025, 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 05/31 is 91.67%.

- *Income* – Total revenue stands at 63% earned, which is about 27% below the budget.
- *Expenses* – Total expenses stand at 59%, about 32% below the benchmark. Wages, CVRPC's most significant expense, are also under budget at 85% of the budget.

**Financial Statement Acronyms & Abbreviations Guide**

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

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

Central Vermont Regional Planning Commission  
Executive Committee  
Balance Sheet

As of May 31, 2025  
May 31, 25

**ASSETS**

**Current Assets**

**Checking/Savings**

1012 · Community National Bank (1801)	107,446.27
1013 · CNB ICS (1816)	484,832.28
1014 · CNB CD (8470)	150,489.77
1017 · Northfield Savings Bank (7906)	811.95
1028 · NCFCU Share (1493)	7.30
1030 · Northfield Savings CD	212,362.79
1031 · CNB Checking MRC (7301)	39,668.07
1035 · M&T CWSP (8769)	10,000.00
1036 · M&T ICS (8769)	431,031.04
1037 · NSB CD (1577)	40,944.90

**Total Checking/Savings** 1,477,594.37

**Accounts Receivable**

1200 · Accounts Receivable	412,028.45
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**Total Accounts Receivable** 412,028.45

**Total Current Assets** 1,889,622.82

**Fixed Assets**

1501 · Equipment	47,030.18
1502 · Equipment - Accum. Depreciation	-46,017.84
1505 · Leasehold Improvements	2,597.07
1510 · Lease Asset - Facility	335,121.56
1511 · Lease Asset - Acc. Dep	-92,158.44

**Total Fixed Assets** 246,572.53

**Other Assets**

1301 · Prepaid Expenses	25,528.58
1320 · Deposits	4,415.00

**Total Other Assets** 29,943.58

**TOTAL ASSETS** 2,166,138.93

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

2000 · Accounts Payable	101,064.80
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**Total Accounts Payable** 101,064.80

**Other Current Liabilities**

2102 · Accrued Vacation	24,645.40
2103 · Accrued Compensatory Time	4,246.67
2105 · Accrued Interest Payable	2,319.55

**2200 · Deferred Income**

**2201 · ACCD**

2214 · Housing Navigator	60.12
2219 · RPC Annual - FY24	0.01
2221 · RPC Annual - FY25	53,884.77

Central Vermont Regional Planning Commission  
Executive Committee  
Balance Sheet

As of May 31, 2025

May 31, 25

Total 2201 · ACCD	53,944.90
2225 · MARC	14,166.25
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	5,014.79
2270 · East Montpelier LHMP	378.56
2272 · CTPG Barre City	8,622.75
Total 2200 · Deferred Income	622,045.52
2302 · State withholding	6.64
2304 · Dependent Care Deductions	-0.10
2306 · Pension Liability- Edward Jones	7,141.23
2309 · Lease Liability - Facility	260,272.97
Total Other Current Liabilities	920,677.88
Total Current Liabilities	1,021,742.68
Total Liabilities	1,021,742.68
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	291,503.16
Total Equity	1,144,396.25
TOTAL LIABILITIES & EQUITY	2,166,138.93

Central Vermont Regional Planning Commission  
Executive Committee  
AR Aging Summary

As of May 31, 2025

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>VT Community Foundation</b>						
Winooski Basin Workshop	550.29	0.00	0.00	0.00	1,792.00	2,342.29
<b>Total VT Community Foundation</b>	550.29	0.00	0.00	0.00	1,792.00	2,342.29
<b>USDOT</b>						
693JJ32440469	969.82	0.00	2,363.07	419.07	2,863.06	6,615.02
<b>Total USDOT</b>	969.82	0.00	2,363.07	419.07	2,863.06	6,615.02
<b>NVDA</b>						
Vulnerability Index Tool	0.00	0.00	0.00	0.00	70.66	70.66
<b>Total NVDA</b>	0.00	0.00	0.00	0.00	70.66	70.66
<b>Neck of the Woods</b>						
NBRC LDD	163.64	0.00	249.16	581.37	1,479.56	2,473.73
<b>Total Neck of the Woods</b>	163.64	0.00	249.16	581.37	1,479.56	2,473.73
<b>Addison County Regional Commission</b>						
Water Quality Project Development	0.00	0.00	0.00	0.00	14,934.00	14,934.00
<b>Total Addison County Regional Commission</b>	0.00	0.00	0.00	0.00	14,934.00	14,934.00
<b>Preservation Trust of Vermont, Inc</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Building and General Services (BGS)</b>						
Municipal Energy Resilience	5,585.31	0.00	8,292.16	0.00	0.00	13,877.47
<b>Total Building and General Services (BGS)</b>	5,585.31	0.00	8,292.16	0.00	0.00	13,877.47
<b>Vermont Council on Rural Development.</b>						
Community Visits	0.00	0.00	0.00	0.00	3,398.54	3,398.54
<b>Total Vermont Council on Rural Development.</b>	0.00	0.00	0.00	0.00	3,398.54	3,398.54
<b>ACCD Parent</b>						
<b>ACCD</b>						
<b>NDA Assistance</b>						
Plainfield	0.00	0.00	0.00	972.17	4,328.28	5,300.45
Moretown	1,110.08	0.00	1,238.16	422.68	858.69	3,629.61
Northfield	2,433.63	0.00	512.34	338.14	449.79	3,733.90
<b>Total NDA Assistance</b>	3,543.71	0.00	1,750.50	1,732.99	5,636.76	12,663.96
Housing Navigator	0.00	0.00	0.00	0.00	500.00	500.00
ACCD - Other	0.00	0.00	0.00	0.00	2,033.54	2,033.54
<b>Total ACCD</b>	3,543.71	0.00	1,750.50	1,732.99	8,170.30	15,197.50
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
<b>Total ACCD Parent</b>	3,543.71	0.00	1,750.50	1,732.99	8,170.20	15,197.40
<b>Administration</b>						
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
<b>Total Administration</b>	0.00	0.00	0.00	0.00	1,321.60	1,321.60
<b>Barre City</b>						
NBRC LDD Prospect Heights	124.59	0.00	83.05	0.00	0.00	207.64
Barre City LHMP 23	0.00	0.00	0.00	0.00	1,155.77	1,155.77
<b>Total Barre City</b>	124.59	0.00	83.05	0.00	1,155.77	1,363.41
<b>Berlin</b>						

Central Vermont Regional Planning Commission  
Executive Committee  
AR Aging Summary

As of May 31, 2025

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>LHMP 24</b>	0.00	4,397.00	0.00	0.00	0.00	4,397.00
<b>Berlin - Other</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Berlin</b>	0.00	4,397.00	0.00	0.00	0.00	4,397.00
<b>Cabot</b>						
<b>Cabot LHMP 23</b>	0.00	0.00	0.00	0.00	894.00	894.00
<b>Total Cabot</b>	0.00	0.00	0.00	0.00	894.00	894.00
<b>Calais</b>						
<b>Kent Hill BRIC</b>	0.00	0.00	0.00	0.00	-204.51	-204.51
<b>Total Calais</b>	0.00	0.00	0.00	0.00	-204.51	-204.51
<b>CCRPC</b>						
<b>CTPG - Barre City</b>	134.79	0.00	16,663.94	0.00	0.00	16,798.73
<b>TOD Planning</b>	4,413.31	0.00	5,538.24	0.00	0.27	9,951.82
<b>Clean Water</b>						
<b>TBP Implement</b>	262.31	0.00	582.68	0.00	0.00	844.99
<b>TBP Planning</b>	1,326.57	0.00	1,533.27	0.00	0.00	2,859.84
<b>Total Clean Water</b>	1,588.88	0.00	2,115.95	0.00	0.00	3,704.83
<b>Total CCRPC</b>	6,136.98	0.00	24,318.13	0.00	0.27	30,455.38
<b>Department of Environmental Conservation</b>						
<b>CWSP Formula</b>						
<b>Project Completion</b>						
<b>12208_WaitsfieldMadRiver_ProjDe</b>	0.00	16.85	0.00	494.06	0.00	510.91
<b>8629_MarshfieldRd_FD</b>	0.00	0.00	0.00	33.65	0.00	33.65
<b>11862_JohnFowlerRd_FD</b>	0.00	0.00	35,674.46	0.00	0.00	35,674.46
<b>11954_HuntingtonRiver_ProjDev</b>	0.00	0.00	0.00	4,000.00	0.00	4,000.00
<b>11733_MollysBrookSWA_FD</b>	0.00	0.00	4,584.25	0.00	0.00	4,584.25
<b>11656_LongmeadowBrookSWA_Fl</b>	0.00	0.00	4,584.25	0.00	0.00	4,584.25
<b>11655_LakeMansfieldSWA_FD</b>	0.00	0.00	4,584.25	0.00	0.00	4,584.25
<b>11654_RockyWoodsSWA_FD</b>	0.00	0.00	4,584.25	0.00	0.00	4,584.25
<b>12016_Berlin_ProjDev</b>	235.90	623.42	2,369.48	4,228.42	0.00	7,457.22
<b>8629 - Calais Gully FD</b>	16.85	16.85	0.00	0.00	0.00	33.70
<b>Total Project Completion</b>	252.75	657.12	56,380.94	8,756.13	0.00	66,046.94
<b>Administrative</b>	7,364.17	4,572.36	6,564.96	10,031.91	0.00	28,533.40
<b>Total CWSP Formula</b>	7,616.92	5,229.48	62,945.90	18,788.04	0.00	94,580.34
<b>Upper Winooski</b>						
<b>Calais Moscow Woods</b>	38,796.44	315.63	145.68	169.91	5,149.27	44,576.93
<b>Calais PO</b>	39,058.14	0.00	72.83	8,022.23	14,846.75	61,999.95
<b>Woodbury Elem</b>	0.00	0.00	0.00	0.00	106.61	106.61
<b>Total Upper Winooski</b>	77,854.58	315.63	218.51	8,192.14	20,102.63	106,683.49
<b>CWSP Start-up</b>						
<b>Training Activities</b>	0.00	0.00	0.00	0.01	362.07	362.08
<b>Implementation Prep</b>	0.00	0.00	0.00	0.00	1,051.36	1,051.36
<b>Total CWSP Start-up</b>	0.00	0.00	0.00	0.01	1,413.43	1,413.44
<b>Moretown Elem SW Final Design</b>	0.00	0.00	0.00	0.00	0.03	0.03
<b>Plainfield Gully Construction</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Department of Environmental Conservati</b>	85,471.50	5,545.11	63,164.41	26,980.19	21,516.09	202,677.30



Central Vermont Regional Planning Commission  
Executive Committee  
AR Aging Summary

As of May 31, 2025

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>Department of Public Safety</b>						
HMPG TA	759.91	625.80	961.05	2,501.63	913.40	5,761.79
VDH						
Hot Weather Emergency	2,497.60	141.33	0.00	318.00	5,174.69	8,131.62
Total VDH	2,497.60	141.33	0.00	318.00	5,174.69	8,131.62
EMPG						
Technical Assistance	2,675.51	2,391.45	0.00	0.00	3,219.47	8,286.43
REMC	910.68	44.71	0.00	0.00	595.38	1,550.77
LEMP	0.00	0.00	0.00	0.00	0.01	0.01
Total EMPG	3,586.19	2,436.16	0.00	0.00	3,814.86	9,837.21
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
<b>Total Department of Public Safety</b>	6,843.70	3,203.29	961.05	2,819.63	9,902.94	23,730.61
<b>East Montpelier</b>						
East Montpelier LHMP 24	5,633.45	0.00	0.00	0.00	0.00	5,633.45
<b>Total East Montpelier</b>	5,633.45	0.00	0.00	0.00	0.00	5,633.45
<b>EMPG</b>						
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
<b>Total EMPG</b>	0.00	0.00	0.00	0.00	-0.03	-0.03
<b>Fayston</b>	0.00	0.00	0.00	0.00	4,000.00	4,000.00
<b>GIS Fee For Service</b>	0.00	0.00	0.00	0.00	351.59	351.59
<b>Lamoille County PC</b>						
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
<b>Total Lamoille County PC</b>	0.00	0.00	0.00	0.00	414.98	414.98
<b>Middlesex</b>						
REI 25	595.86	0.00	0.00	0.00	0.00	595.86
<b>Total Middlesex</b>	595.86	0.00	0.00	0.00	0.00	595.86
<b>Misc Income</b>	0.00	0.00	0.00	0.00	-1.00	-1.00
<b>Montpelier</b>						
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
<b>Total Montpelier</b>	0.00	0.00	0.00	0.00	3,000.00	3,000.00
<b>Mount Ascutney Regional Commission</b>						
Flood Bylaws	1,081.27	540.64	0.00	0.00	0.00	1,621.91
Brownfields	0.00	0.00	0.00	0.00	10,070.50	10,070.50
<b>Total Mount Ascutney Regional Commission</b>	1,081.27	540.64	0.00	0.00	10,070.50	11,692.41
<b>Northwest Regional Comm'n</b>						

Central Vermont Regional Planning Commission  
Executive Committee  
AR Aging Summary

As of May 31, 2025

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>CPRG</b>						
Task 3-Outreach	17.67	0.00	967.28	0.00	0.00	984.95
Task 2-Plans	1,815.11	0.00	2,278.94	0.00	0.00	4,094.05
Task 1-Framework	67.05	0.00	178.80	0.00	0.00	245.85
<b>Total CPRG</b>	<b>1,899.83</b>	<b>0.00</b>	<b>3,425.02</b>	<b>0.00</b>	<b>0.00</b>	<b>5,324.85</b>
<b>NBRC Grant Admin</b>						
CVTA - NBRC21GVT11	0.00	0.00	0.00	0.00	136.08	136.08
<b>Total NBRC Grant Admin</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>136.08</b>	<b>136.08</b>
<b>Total Northwest Regional Comm'n</b>	<b>1,899.83</b>	<b>0.00</b>	<b>3,425.02</b>	<b>0.00</b>	<b>136.08</b>	<b>5,460.93</b>
<b>Orange</b>						
MPM Sidewalks Design	0.00	0.00	0.00	0.00	44.65	44.65
LHMP	0.00	0.00	307.00	0.00	2,829.47	3,136.47
<b>Total Orange</b>	<b>0.00</b>	<b>0.00</b>	<b>307.00</b>	<b>0.00</b>	<b>2,874.12</b>	<b>3,181.12</b>
<b>Rutland Regional Comm'n</b>						
604b	0.00	0.00	168.50	0.00	0.00	168.50
<b>Total Rutland Regional Comm'n</b>	<b>0.00</b>	<b>0.00</b>	<b>168.50</b>	<b>0.00</b>	<b>0.00</b>	<b>168.50</b>
<b>Two Rivers Ottawaquchee Comm'n</b>						
FCAP	581.11	0.00	0.00	0.00	0.00	581.11
<b>Total Two Rivers Ottawaquchee Comm'n</b>	<b>581.11</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>581.11</b>
<b>VAPDA_</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	<b>500.00</b>
<b>VTrans</b>						
<b>TA Set-aside</b>						
MRP Corridor Study	11,628.27	171.24	1,829.58	5,047.70	0.00	18,676.79
<b>Total TA Set-aside</b>	<b>11,628.27</b>	<b>171.24</b>	<b>1,829.58</b>	<b>5,047.70</b>	<b>0.00</b>	<b>18,676.79</b>
<b>TPI</b>						
TPI Special Bike/Ped	1,946.80	201.14	0.00	0.00	334.65	2,482.59
TPI Planning	4,487.79	3,389.46	0.00	0.00	2,901.64	10,778.89
TPI Data Collect/Manage	1,659.59	470.85	0.00	0.00	1,717.89	3,848.33
TPI Admin	1,909.86	2,082.39	0.00	0.00	1,637.07	5,629.32
TPI Coordination	467.45	818.78	0.00	0.00	1,041.58	2,327.81
TPI MRGP Support	60.34	219.55	0.00	0.00	0.02	279.91
TPI Project Develop	0.00	0.00	0.00	0.00	0.23	0.23
<b>Total TPI</b>	<b>10,531.83</b>	<b>7,182.17</b>	<b>0.00</b>	<b>0.00</b>	<b>7,633.08</b>	<b>25,347.08</b>
<b>VTrans - Other</b>	<b>0.00</b>	<b>-0.01</b>	<b>0.00</b>	<b>-0.03</b>	<b>-0.46</b>	<b>-0.50</b>
<b>Total VTrans</b>	<b>22,160.10</b>	<b>7,353.40</b>	<b>1,829.58</b>	<b>5,047.67</b>	<b>7,632.62</b>	<b>44,023.37</b>
<b>Waitsfield</b>						
Waitsfield LHMP 23	0.00	0.00	0.00	0.00	865.17	865.17
<b>Total Waitsfield</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>865.17</b>	<b>865.17</b>
<b>Warren</b>						
LHMP 24	1,737.09	5,664.00	0.00	0.00	0.00	7,401.09
<b>Total Warren</b>	<b>1,737.09</b>	<b>5,664.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,401.09</b>
<b>Washington</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-0.50</b>	<b>-0.50</b>
<b>Waterbury</b>						
Waterbury LHMP 23	0.00	0.00	0.00	0.00	616.50	616.50
<b>Total Waterbury</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>616.50</b>	<b>616.50</b>

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

As of May 31, 2025

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
TOTAL	143,078.25	26,703.44	106,911.63	37,580.92	97,754.21	412,028.45

## Paid Time Off Liability Balances as of 05/30/25

## COMPENSATORY TIME

Employee	Wage Rate	Hours	Current Value	Maximum Hours <sup>1</sup>	Maximum Accrual <sup>1</sup>
Chartrand, N.	29.45	1.25	\$ 36.81		
Cubbon, K.	27.35	26.75	\$ 731.61		
Frasca, L	26.12	6.50	\$ 169.78		
Lash, S.	27.35	46.25	\$ 1,264.94		
MacMartin, R	34.56	10.00	\$ 345.60		
Meyer, C.	50.96	21.25	\$ 1,082.90		
Pitkin, Will	26.17	6.50	\$ 170.11		
Sabado, Niki	25.48	0.00	\$ -		
Sonn, Pamela	23.56	7.25	\$ 170.81		
Toohey, E	30.28	0.50	\$ 15.14		
Voigt, B.	35.72	7.25	\$ 258.97		
<b>Total</b>		<b>133.50</b>	<b>\$ 4,246.67</b>		

## SICK LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours <sup>2</sup>	Maximum Accrual
Chartrand, N.	29.45	207.16	\$ 6,100.86	<b>270</b>	\$ 7,951.50
Cubbon, Keith	27.35	160.04	\$ 4,377.09	<b>286.14</b>	\$ 7,825.93
Frasca, L	26.12	68.88	\$ 1,799.15	<b>187.88</b>	\$ 4,907.43
Lash, S.	27.35	82.56	\$ 2,258.02	<b>308.18</b>	\$ 8,428.72
MacMartin, R	34.56	0.53	\$ 18.32	<b>140.28</b>	\$ 4,848.08
Meyer, C.	50.96	138.04	\$ 7,034.52	<b>360.00</b>	\$ 18,345.60
Pitkin, Will	26.17	55.88	\$ 1,462.38	<b>134.38</b>	\$ 3,516.72
Sabado, Niki	25.48	67.9	\$ 1,730.09	<b>117.4</b>	\$ 2,991.35
Sonn, Pamela	23.56	52.92	\$ 1,246.80	<b>58.67</b>	\$ 1,382.27
Toohey, E	30.28	11.99	\$ 363.06	<b>173.59</b>	\$ 5,256.31
Voigt, B.	35.72	196.13	\$ 7,005.76	<b>303.75</b>	\$ 10,849.95
<b>Total</b>		<b>1,042.03</b>	<b>\$ 33,396.04</b>	<b>2,340</b>	<b>\$ 76,303.85</b>

## VACATION LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours <sup>2</sup>	Maximum Accrual
Chartrand, N.	29.45	87.72	\$ 2,583.35	<b>150.00</b>	\$ 4,417.50
Cubbon, K.	27.35	72.11	\$ 1,972.21	<b>160.00</b>	\$ 4,376.00
Frasca, L.	26.12	27.44	\$ 716.73	<b>156.44</b>	\$ 4,086.21
Lash, S.	27.35	78.77	\$ 2,154.36	<b>160.00</b>	\$ 4,376.00
MacMartin, R	34.56	43.84	\$ 1,515.11	<b>116.84</b>	\$ 4,037.99
Meyer, C.	50.96	202.40	\$ 10,314.30	<b>280.00</b>	\$ 14,268.80
Pitkin, Will	26.17	2.93	\$ 76.68	<b>111.93</b>	\$ 2,929.21
Sabado, Niki	25.48	45.31	\$ 1,154.50	<b>97.81</b>	\$ 2,492.20
Sonn, Pamela	23.56	48.81	\$ 1,149.96	<b>47.81</b>	\$ 1,126.40
Toohey, E.	30.28	42.97	\$ 1,301.13	<b>144.47</b>	\$ 4,374.55
Voigt, B.	35.72	47.79	\$ 1,707.06	<b>160.00</b>	\$ 5,715.20
<b>Total</b>		<b>700.09</b>	<b>\$ 24,645.40</b>	<b>1,585</b>	<b>\$ 52,200.07</b>

SUMMARY		<u>Current</u>	<u>Maximum</u>
Total Paid Time Off Liability	\$	62,288.11	\$ 132,750.58
Maximum versus Current Difference	\$	70,462.48	Percent of Ma 47%

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

<sup>2</sup>Maximum hours depicted reflect the maximum an employee could have earned based on years of

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

	Jul '24 - May 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 • ACCD				
4101 • ACCD Direct	744,845.17	733,468.00	11,377.17	101.55%
Total 4100 • ACCD	744,845.17	733,468.00	11,377.17	101.55%
4200 • Community Development				
4220 • MARC Brownfields	127,172.79	50,000.00	77,172.79	254.35%
4230 • NBRC Grant Admin	136.08	2,500.00	-2,363.92	5.44%
4248 • LCPC - Flood Bylaw	0.00	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	7,773.46	2,500.00	5,273.46	310.94%
4255 • NBRC LDD	2,365.57	5,000.00	-2,634.43	47.31%
4256 • NBRC LDD Prospect Heights	1,724.20	0.00	1,724.20	100.0%
Total 4200 • Community Development	145,272.66	89,800.00	55,472.66	161.77%
4300 • Fee for Services				
4302 • Cross VT Trail	0.00	1,200.00	-1,200.00	0.0%
4304 • GIS Mapping	337.20	300.00	37.20	112.4%
4308 • WBRD Admin	0.00	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	44,162.81	54,179.00	-10,016.19	81.51%
4472 • MPM Sidewalks Design	1,302.53	12,318.00	-11,015.47	10.57%
4473 • LHMP 23	14,444.69			
4475 • LHMP 24	26,911.37	32,788.00	-5,876.63	82.08%
Total 4400 • Municipal Contracts	86,821.40	99,285.00	-12,463.60	87.45%
4500 • Natural Resources				
4501 • 604B Water Planning	882.54	5,181.00	-4,298.46	17.03%
4516 • Tactical Basin Planning	17,482.73	17,860.00	-377.27	97.89%
4535 • DEC CWSP Start-up	23,366.34	87,316.00	-63,949.66	26.76%
4545 • DEC CWSP Formula	166,442.17	855,273.00	-688,830.83	19.46%
4565 • DEC Calais Moscow Woods	101,679.26	0.00	101,679.26	100.0%
4570 • Upper Winooski-Woodbury Calais	0.00	211,479.00	-211,479.00	0.0%
4576 • ACRP Water Quality Project Dvp	7,670.10	0.00	7,670.10	100.0%
4577 • Vulnerability Index Tool	2,541.38	12,045.00	-9,503.62	21.1%
4578 • Flood Bylaws	1,743.21	0.00	1,743.21	100.0%
4579 • CTPG Barre City	8,175.98	0.00	8,175.98	100.0%
Total 4500 • Natural Resources	329,983.71	1,189,154.00	-859,170.29	27.75%
4600 • Public Safety				
4602 • EMPG	39,046.51	49,686.00	-10,639.49	78.59%
4611 • VEM Emergency Operation MOA	0.00	1,600.00	-1,600.00	0.0%
4612 • HMPG TA	5,761.79	15,000.00	-9,238.21	38.41%
4635 • July Event	4,587.80	0.00	4,587.80	100.0%
4645 • VDH	7,856.48	16,000.00	-8,143.52	49.1%
4647 • TRORC River Program	16,591.74	30,000.00	-13,408.26	55.31%
4648 • Winooski Basin Workshop	2,342.29	0.00	2,342.29	100.0%
4649 • TRORC FCAP	871.65	0.00	871.65	100.0%
Total 4600 • Public Safety	77,058.26	112,286.00	-35,227.74	68.63%
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				

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

	Jul '24 - May 25	Budget	\$ Over Budget	% of Budget
4804 • TPI	179,205.38	286,411.00	-107,205.62	62.57%
4806 • TOD Planning	28,915.25	25,000.00	3,915.25	115.66%
4807 • TA Set-aside	46,185.92	0.00	46,185.92	100.0%
4808 • USDOT SS4A	6,615.02	120,000.00	-113,384.98	5.51%
4809 • REI 25	595.86	0.00	595.86	100.0%
4800 • Transportation - Other	0.00	84,000.00	-84,000.00	0.0%
<b>Total 4800 • Transportation</b>	<b>261,517.43</b>	<b>515,411.00</b>	<b>-253,893.57</b>	<b>50.74%</b>
4900 • Other Income				
4901 • Interest Income	33,913.64	10,000.00	23,913.64	339.14%
4905 • Dividend Income	0.00	372.00	-372.00	0.0%
4950 • Salaries To Be Allocated	0.00			
4955 • Indirect To Be Allocated	0.00			
4999 • Miscellaneous Income	32,000.00	0.00	32,000.00	100.0%
<b>Total 4900 • Other Income</b>	<b>65,913.64</b>	<b>10,372.00</b>	<b>55,541.64</b>	<b>635.5%</b>
<b>Total Income</b>	<b>1,799,384.82</b>	<b>2,845,661.00</b>	<b>-1,046,276.18</b>	<b>63.23%</b>
<b>Gross Profit</b>	<b>1,799,384.82</b>	<b>2,845,661.00</b>	<b>-1,046,276.18</b>	<b>63.23%</b>
<b>Expense</b>				
5000 • Wages and Fringe Benefits				
5001 • Personnel	625,731.95			
5100 • Fringe Benefits				
5101 • FICA	51,777.72	57,967.00	-6,189.28	89.32%
5110 • Health Insurance	178,289.29	202,368.00	-24,078.71	88.1%
5112 • Dental Insurance	7,524.73	9,179.00	-1,654.27	81.98%
5115 • Life Disability Insurance	4,196.73	4,375.00	-178.27	95.93%
5118 • PTO/Comp Accrual	4,318.89	0.00	4,318.89	100.0%
5120 • Pension Plan - Edward Jones	25,511.55	29,636.00	-4,124.45	86.08%
5125 • Technology Stipend	0.00	3,000.00	-3,000.00	0.0%
5130 • Unemployment Insurance	866.00	900.00	-34.00	96.22%
5135 • Worker's Comp	4,016.88	3,650.00	366.88	110.05%
5100 • Fringe Benefits - Other	0.00	0.00	0.00	0.0%
<b>Total 5100 • Fringe Benefits</b>	<b>276,501.79</b>	<b>311,075.00</b>	<b>-34,573.21</b>	<b>88.89%</b>
5000 • Wages and Fringe Benefits - Other	0.00	757,734.00	-757,734.00	0.0%
<b>Total 5000 • Wages and Fringe Benefits</b>	<b>902,233.74</b>	<b>1,068,809.00</b>	<b>-166,575.26</b>	<b>84.42%</b>
5200 • Professional Services				
5201 • Accounting	55,000.00	30,000.00	25,000.00	183.33%
5202 • Audit	18,900.00	18,900.00	0.00	100.0%
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	299.00	300.00	-1.00	99.67%
<b>Total 5200 • Professional Services</b>	<b>101,554.68</b>	<b>54,700.00</b>	<b>46,854.68</b>	<b>185.66%</b>
5305 • Advertising	1,320.08	3,600.00	-2,279.92	36.67%
5315 • Consultants				
5317 • Stipends	800.00	0.00	800.00	100.0%
5315 • Consultants - Other	388,686.28	1,262,284.00	-873,597.72	30.79%
<b>Total 5315 • Consultants</b>	<b>389,486.28</b>	<b>1,262,284.00</b>	<b>-872,797.72</b>	<b>30.86%</b>
5320 • Depreciation expense	1,236.95	17,340.00	-16,103.05	7.13%
5325 • Copy				
5326 • Copier extra copies	907.53	1,000.00	-92.47	90.75%
5327 • Copier Lease Payments	1,632.81	1,800.00	-167.19	90.71%
<b>Total 5325 • Copy</b>	<b>2,540.34</b>	<b>2,800.00</b>	<b>-259.66</b>	<b>90.73%</b>
5330 • Supplies				
5331 • Equipment/Furniture	10,649.31	21,550.00	-10,900.69	49.42%

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

	Jul '24 - May 25	Budget	\$ Over Budget	% of Budget
5332 • GIS Supplies	1,032.27	500.00	532.27	206.45%
5333 • Office Supplies	2,970.09	3,000.00	-29.91	99.0%
5334 • Billable Supplies	4,909.75	5,000.00	-90.25	98.2%
5335 • Subscriptions/Publications	181.48	1,698.00	-1,516.52	10.69%
<b>Total 5330 • Supplies</b>	<b>19,742.90</b>	<b>31,748.00</b>	<b>-12,005.10</b>	<b>62.19%</b>
5344 • Insurance				
5345 • Liability Insurance	374.00	1,750.00	-1,376.00	21.37%
5346 • Public Officials Insurance	3,214.75	3,507.00	-292.25	91.67%
<b>Total 5344 • Insurance</b>	<b>3,588.75</b>	<b>5,257.00</b>	<b>-1,668.25</b>	<b>68.27%</b>
5350 • Meetings/Programs	10,826.97	13,070.00	-2,243.03	82.84%
5355 • Postage	472.97	800.00	-327.03	59.12%
5360 • Dues/Memberships/Sponsorships				
5361 • Government Relations	2,181.80			
5360 • Dues/Memberships/Sponsorships -	10,014.07	8,645.00	1,369.07	115.84%
<b>Total 5360 • Dues/Memberships/Sponsorships</b>	<b>12,195.87</b>	<b>8,645.00</b>	<b>3,550.87</b>	<b>141.07%</b>
5370 • Office Occupancy				
5310 • Cleaning	2,810.00	3,540.00	-730.00	79.38%
5371 • Rent/Utility Payments	38,851.45	42,383.00	-3,531.55	91.67%
5370 • Office Occupancy - Other	0.00	200.00	-200.00	0.0%
<b>Total 5370 • Office Occupancy</b>	<b>41,661.45</b>	<b>46,123.00</b>	<b>-4,461.55</b>	<b>90.33%</b>
5375 • Software/Licenses/IT Sub	8,311.43	24,490.00	-16,178.57	33.94%
5385 • Telephone/Internet	5,684.49	7,720.00	-2,035.51	73.63%
5390 • Travel	6,669.82	22,784.00	-16,114.18	29.27%
5999 • Miscellaneous Expenses				
5339 • Gifts	141.68	350.00	-208.32	40.48%
5380 • Fees				
5382 • Bank Fees	70.00	50.00	20.00	140.0%
5383 • DRRF Fees	0.00	130.00	-130.00	0.0%
5380 • Fees - Other	143.26	0.00		
<b>Total 5380 • Fees</b>	<b>213.26</b>	<b>180.00</b>	<b>33.26</b>	<b>118.48%</b>
5999 • Miscellaneous Expenses - Other	0.00	100.00	-100.00	0.0%
<b>Total 5999 • Miscellaneous Expenses</b>	<b>354.94</b>	<b>630.00</b>	<b>-275.06</b>	<b>56.34%</b>
8000 • Indirect Costs	0.00			
<b>Total Expense</b>	<b>1,507,881.66</b>	<b>2,570,800.00</b>	<b>-1,062,918.34</b>	<b>58.65%</b>
<b>Net Ordinary Income</b>	<b>291,503.16</b>	<b>274,861.00</b>	<b>16,642.16</b>	<b>106.06%</b>
<b>Net Income</b>	<b>291,503.16</b>	<b>274,861.00</b>	<b>16,642.16</b>	<b>106.06%</b>





## MEMO

Date: June 30, 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**

### CONTRACTS ISSUED

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

#### [Master Agreement for Clean Water Partners – New England Forestry Consultants, LLC](#)

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign a Master Agreement with New England Forestry Consultants, LLC for sub-contractor project services.

**Scope of Work:** Provide sub-contractor project services to the CVRPC in its role as the Clean Water Service Provider for the Winooski River Basin. Sub-contractor project services are to facilitate water quality improvements as envisioned by [Act 76, the Clean Water Service Delivery Act](#) and may include the design, implementation, and operation and maintenance of non-regulatory, phosphorous-reduction projects in the Winooski River Basin.

**Funding:** Contract Amount: Unknown. Task specific contract addendums will vary in value, and one or more municipalities or organizations may be assigned multiple tasks. Therefore, the final Master Agreement values may range considerably. Staff anticipates task values will range from \$5,000 - \$150,000 on average with 0 – 2 contracts issued per year.

**Funding Source:** State of Vermont Department of Environmental Conservation.

**Term:** July 1, 2025 – June 30, 2028

**Staff:** Brian Voigt (primary), Lincoln Frasca

**Note:** Master Agreements issued by the CVRPC in its role as the Clean Water Service Provider for the Winooski River Basin pre-qualify municipalities, organizations, and sub-contractors to serve as Clean Water Partners aiding CVRPC in its effort to achieve its phosphorous-reduction targets specified in the contract with the Department of Environmental Conservation. Per the Rule, the pre-qualification period lasts for three years. CVRPC offers pre-qualification opportunities on a rolling basis.

#### [East Calais Post Office & Moscow Woods Road Gully Stormwater Implementation Project \(2025-03.A3\)](#)

**Overview:** This project requires a contractor to implement two stormwater mitigation projects in the Town of Calais at the East Calais Post Office and along Moscow Woods Road. The newly constructed infrastructure at

the East Calais Post Office will serve a 6.9-acre drainage area and is expected to reduce Phosphorous loading by 1.88 kg/yr. The newly constructed infrastructure along Moscow Woods Road will serve a 2.8-acre drainage area and is expected to reduce Phosphorous loading by 0.92 kg/yr.

**Scope of Work:**

Task 1: Mobilization

Task 2: Post Office pretreatment and drainage system procurement and installation.

Task 3: Post Office underground treatment procurement and installation.

Task 4: Implement Fellows Road area improvement

Task 5: Implement gully area improvements

Task 6: Site recovery and demobilization

Task 7: Payment and Performance Bonds

**Task 8: Implement Fellows Road drainage extension**

**Task 9: Implement Batten Road drainage improvements**

**Funding Source:** State of Vermont Department of Environmental Conservation (no match required)

**Funding Amount:** ~~\$273,424.00~~ \$295,251.00

**Performance Period:** 12 February 2025 – 31 August 2025

**Staff:** Brian Voigt

**Notes:** This contract has been amended three times. Amendment 1 specified that Payment and Performance Bonds were required. Amendment 2 approved an additional \$950 to implement additional stormwater improvements along Fellows Road. Amendment 3 approved an additional \$12,674 to implement additional stormwater improvements along Batten Road. The total contract amount has been increased to \$295,251.

## FOR INFORMATION ONLY

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

## GRANTS, CONTRACTS & SERVICE AGREEMENTS RECEIVED

### City of Montpelier Housing Assessment 2025

**Scope of Work:**

Task 1: Research a collection of data to characterize the housing trends and demographic trends in the Town.

Task 2: Perform stakeholder interviews

Task 3: Prepare written summary and compile the data into a Town Housing Assessment document.

Task 4: Facilitate municipal engagement.

**Funding:** \$8,904.63

**Funding Source:** Municipality

**Match Amount:** \$0

**Match Source:** N/A

**Performance Period:** 5/14/25 – 12/31/25

**Staff:** Pamela Sonn, Christian Meyer

**Vermont Emergency Management – Hazard Mitigation Grant Program Application Municipal Support – Amendment #1**

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

**Funding:** ~~\$4,862.89~~ \$6,865.18 (Federal)

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

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

**Staff:** Keith Cubbon

**GRANTS, CONTRACTS & SERVICE AGREEMENTS ISSUED**

**Chittenden County Regional Planning Commission –Huntington River Select Reaches – Project Development (CVRPC Agreement #2023-09.01.A2)**

**Scope of Work:** This proposal seeks funds to conduct Project Development activities along select reaches of the Huntington River (Huntington). Fifteen projects will be scoped and 3 – 5 of those projects will undergo specific project development to ensure the project meets all the requirements of the FY23 Clean Water Initiative Program Funding Policy and will be cost-effective to implement. Specific activities include:

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

**Funding:** ~~\$20,058 (State)~~ \$23,058 (State)

**Performance Period:** 8/06/2024 – ~~12/31/2024~~ 6/30/2025-8/31/2025

**Staff:** Brian Voigt, Lincoln Frasca

**Notes:** The Winooski Basin Water Quality Council prioritized funding for this project at their July 2024 meeting. This Amendment extends the performance period and provides an additional \$3,000 in funding.

**Municipal Road Erosion Inventories – VTrans Better Roads Category A (East Montpelier)**

**Scope of Work:** CVRPC has been contracted by the municipality to collect data in support of updates to the municipal Road Erosion Inventories for the town of East Montpelier.

**Funding:** \$5,058 (State)

**Funding Source:** VTrans Better Roads Category A

**Match Amount:** \$0

**Match Source:** N/A

**Performance Period:** 5/15/24 – 10/31/26

**Staff:** Keith Cubbon, Planning Techs.



## MEMO

Date: June 30, 2025  
To: Executive Committee  
From: Christian Meyer, Executive Director  
Re: DRAFT FY26 Budget & Work Plan

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**✉ ACTION REQUESTED:** Adopt the FY26 work plan and budget.

### Setting

The FY26 budget continues and builds upon our core programs from FY25. Funding and work programs with our major state partners have not been drastically adjusted nor have our annual contracts been substantially revised. The largest change to our programming and budget is the addition of additional capacity and funding for our brownfields program through two EPA grants.

As in other years, this budget and work plan is marked by some programs winding down while new programs are launched. This year CVRPC will be working with three central Vermont communities to deliver planning work funded through state Municipal Planning Grants. At the same time, CVRPC is wrapping up construction work with the town of Calais as well as expecting a decrease in the number of LHMPs. Major programs like the Clean Water Service Provider (CWSP) are now established and producing a regular volume of new projects.

Staffing in FY26 will include 13 employees comprising 12.5 Full Time Equivalent Positions

- Executive Director
- Office Manager (3/4 time)
- Natural Resources Program Manager
- Natural Resources Planner
- Energy and Climate Planner
- Transportation Senior Planner
- Community Development and GIS Planner
- Emergency Management and Transportation Planner
- Four Community Development/Land Use Planners
- Municipal Fellow
- Finance Manager (1/2 time)

### 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 public outreach associated with the regional plan, work to set up new brownfields programs, and flood recovery continues to impact our work, specifically around

municipal engagement in federal disaster recovery grants. Finally, staff will be heavily engaged in developing a safety action plan with federal highway funding.

### **Summary**

Funding is stable into FY26. CVRPC is continuing the work it began in previous years. CVRPC is nearly fully staffed with only one full time position to be filled, allowing us to provide a full suite of services and technical assistance to our member municipalities.

## Central Vermont Regional Planning Commission FY26 Budget Summary

Adopted by the Executive Committee:

June 30, 2025

Jerry D'Amico, Chair

			FY24	FY25	FY26	%	
Acct							
Row	No.	Revenue	Audited	3/3/2025	Proposed	Change	Notes
10	4100	Regional Planning Funds (ACCD)	626,342	826,635	767,832	-7.1%	
11	4200	Community Development	163,073	199,800	739,991	270.4%	New EPA Brownfields Grants
12	4300	Fee for Services	9,744	8,350	8,400	0.6%	
13	4400	Municipal Contracts	87,052	51,002	70,921	39.1%	Three new municipal grants for CVRPC support
14	4500	Natural Resources	545,859	982,073	730,910	-25.6%	Close of construction work
15	4600	Public Safety	95,836	93,053	46,538	-50.0%	Decrease in LHMPs and reduced FEMA funding opportunities
16	4700	Town Dues	86,985	86,985	90,255	3.8%	
17	4800	Transportation	175,128	418,651	500,525	19.6%	USDOT Safety Planning Grant
18	4900	Other Income	21,843	30,372	27,562	-9.3%	
19		<b>Total Revenue</b>	<b>1,811,861</b>	<b>2,696,921</b>	<b>2,982,935</b>	<b>10.6%</b>	

### 21 Personnel Costs

22	5001	Salaries	542,523	744,611	875,014	17.5%	
23	5100	Fringes	221,803	294,512	338,095	14.8%	
24		<b>Total Personnel Costs</b>	<b>764,326</b>	<b>1,039,123</b>	<b>1,213,109</b>	<b>16.7%</b>	

### 26 Contractual & Professional Services

27	5315	Consultants	513,241	1,041,328	1,280,645	23.0%	
28	5201	Accounting	60,000	60,000	76,000	26.7%	
29	5202	Audit	18,400	18,900	33,000	74.6%	
30	5203	IT/Computer	33,750	18,632	20,000	7.3%	
31	5204	Legal	617	3,500	4,000	14.3%	
32	5200	Other	1,135	300	397	32.3%	
33		<b>Total Contractual &amp; Professional Services</b>	<b>627,143</b>	<b>1,142,660</b>	<b>1,414,042</b>	<b>23.7%</b>	

### 35 Operating Costs

36	5303	Advertising	2,220	3,600	1,239	-65.6%	
37	5325	Copy	2,917	2,800	3,508	25.3%	
38	5330	Supplies	23,679	31,748	27,108	-14.6%	
39	5344	Insurance	5,225	5,257	5,225	-0.6%	
40	5350	Meetings / Programs	4,775	13,070	14,700	12.5%	
41	5355	Postage	1,216	800	800	0.0%	
42	5360	Dues / Membership / Sponsorships	7,620	18,845	7,888	-58.1%	
43	5370	Office Occupancy	30,002	30,002	30,003	0.0%	Rent & Cleaner minus Lease Interest

44	5375	Software / Licenses / IT Subscriptions	6,063	7,858	7,233	-8.0%	
45	5385	Telephone / Internet	7,569	7,720	7,541	-2.3%	
46	5390	Travel	5,357	21,901	28,000	27.8%	
47	5990	Interest Expense	15,566	15,566	15,565	0.0%	Per GASB 87 office lease interest
48	5339	Gifts	133	350	250	-28.6%	
49	5380	Fees	293	130	178	36.9%	
50	5999	Miscellaneous	21	100	150	50.0%	
51	5320	Depreciation	2,912	2,500	1,125	-55.0%	Depreciation on equipment and improvements
52	<b>Total Operating Costs</b>		<b>115,569</b>	<b>162,247</b>	<b>150,512</b>	<b>-7%</b>	

54	<b>Total Expenditures</b>		<b>\$1,507,037</b>	<b>\$2,344,030</b>	<b>\$2,777,662</b>	<b>18%</b>	
56	<b>Net</b>		<b>\$304,824</b>	<b>\$352,891</b>	<b>\$205,273</b>	<b>-42%</b>	



## Fiscal Year 2026 Work Plan

*Effective July 1, 2025 – June 30, 2026*

Adopted: 06/30/2025

### 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 continues 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 Area map and municipal 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 initiative, FEMA flood map roll out, statewide freight plan, and flood recovery assistance and mitigation planning.

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 District, 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 Community Investment Board and participates in VAPDA's Emergency Management, and Transportation 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, and Warren

### 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.

Recent awards by the EPA to CVRPC for assessment and revolving loan fund will allow us to expand our brownfield program and increase our capacity to assist property owners with brownfield assessments and accessing remediation funding. A program advisory 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. In the coming year, CVRPC will be setting up its revolving loan fund to help landowners directly finance cleanup work.

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

- ❖ Agency of Commerce and Community Development (ACCD) Regional Planning Grant
- ❖ Mount Ascutney Regional Commissions Brownfields
- ❖ Northern Borders Regional Commission – Local Development District
- ❖ 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 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.

CVRPC has served as the Washington County representative to the Green Mountain Transit Board of Commissioners. In the coming year, CVRPC staff will support through communications and assistance the transfer of transit services from GMT to Tri-Valley Transit.

### 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 the coming year, 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. In the coming fiscal year, CVRPC expects to provide increased assistance to municipalities for recovery and mitigation project development and project management.

### Active Project and Service Agreements

- ❖ Department of Public Safety Emergency Mitigation Planning Grant
- ❖ Vermont Emergency Management memorandum of understanding for disaster response
- ❖ Vermont Emergency Management Hazard Mitigation Grant Program - Municipal Assistance

### 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.

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

- ❖ Rutland RPC 604b Water Quality Planning
- ❖ Chittenden County RPC Tactical Basin Planning
- ❖ DEC CWSP Administration
- ❖ Mount Ascutney Regional Commission Flood Bylaw updates

### 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 the coming year, 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 and serve as the fiscal agent for the Central Vermont Medical Reserve Corps.

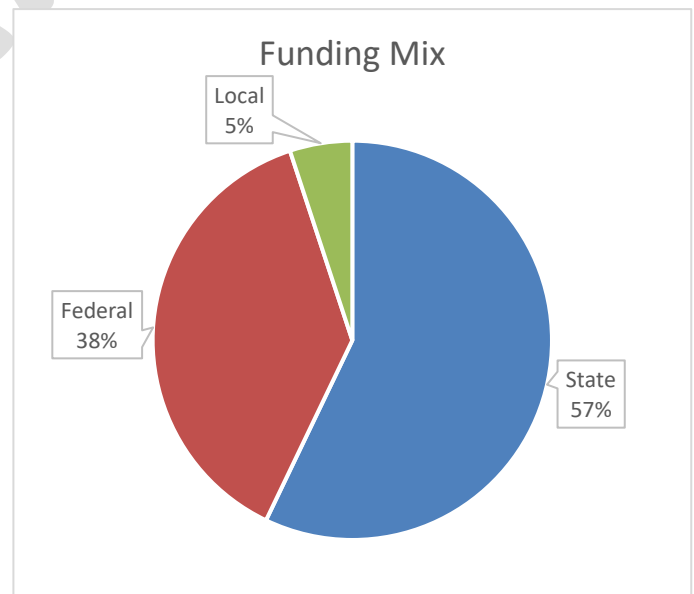
CVRPC welcomes additional requests for assistance throughout the year. Requests are filled on a first come, first served basis based on our capacity.

## Resourcing Operations

### FINANCE

Funding for the Commission's \$2.9 million budget comes from a combination of core funding sources, special projects, and municipal dues. In FY 26, this includes:

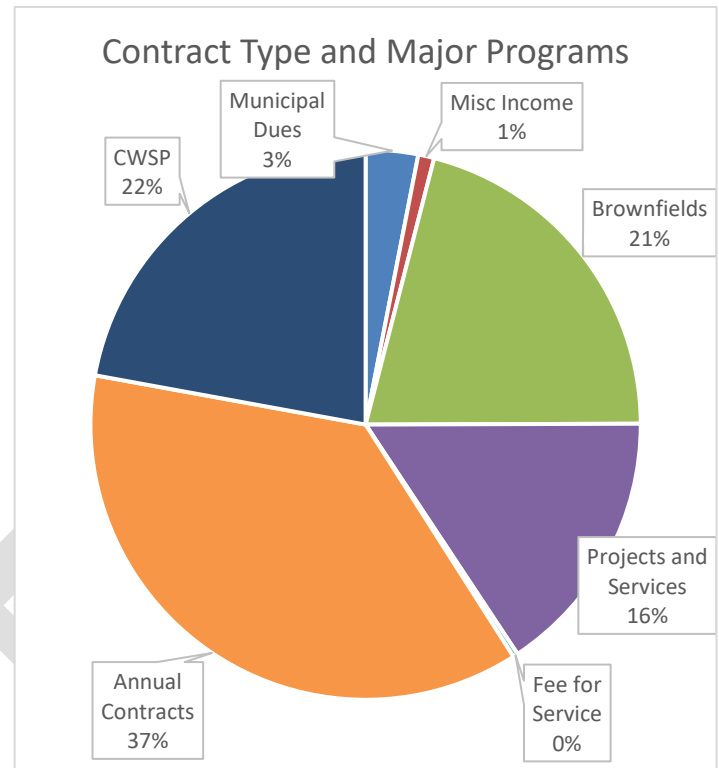
- ❖ \$1,080,850 – Annual contracts through Agency of Conservation and Community Development, Agency of Transportation, Vermont Emergency Management, Agency of Natural Resources.
- ❖ \$450,354 – Contracts with stakeholders for projects and services. This includes storm water





implementation funding, federally funded traffic safety planning, Municipal Energy Resilience program and other projects with project horizons of several years or less.

- ❖ \$650,000 – Operation of the Clean Water Service Provider. Funding is split between project implementation and program administration (85/15).
- ❖ \$665,000 – Facilitation of brownfields assessment and mitigation work. This program has grown significantly in the last year and is primarily pass through for projects.
- ❖ \$8,400 – Direct contracting for fee for services such as subcontracting accounting services for the Cross Vermont Trail and Wrightsville Beach Recreation District
- ❖ \$27,562 – Miscellaneous revenue mostly composed of interest income.
- ❖ \$90,254 – 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.

CVRPC funding is also variable from one year to the next. CVRPC is the Clean Water Service Provider as well as operates a brownfield program with federal funding. These programs provide some stability from one year to the next but are not guaranteed in the long run. The remainder of the CVRPC budget is made-up by one time funding tied directly to specific projects or requested services.

The Commission's annual audit is posted on its website, [www.centralvtplanning.com](http://www.centralvtplanning.com).

The Commission has a policy to have six months of operating funds set aside as reserves. Based on the fiscal year 2024 audited net position, CVRPC's reserves currently stand at about eight and a half months. However, our reserves are expected to decrease in the coming years with changing indirect costs. These resources help to cushion the impact of fluctuating funding and help to preserve the Commission's ability to provide services.

Planning equipment purchases include conference room equipment and furnishings, new computers, and lease improvements.

## STAFFING

Staffing in FY 26 will include 13 employees comprising 12.5 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.

### ***FY26 Staff***

Brian Voigt	Senior Planner
Christian Meyer	Executive Director
Dee Gish	Finance Manager
Eli Toohey	Planner
Keith Cubbon	Planner
Lincoln Frasca	Planner
Lorrain Banbury	Planner
Nancy Chartrand	Office Manager
Niki Sabato	Planner
Pamela Sonn	Asst Planner
Reuben MacMartin	Senior Planner
Sam Lash	Planner
Community Planner	Vacant
Fellow	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.

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

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Executive Committee Meeting**  
**DRAFT Minutes**  
**June 2, 2025 Meeting**

Present:

<input checked="" type="checkbox"/> Peter Carbee	<input type="checkbox"/> Paula Emery	<input type="checkbox"/> Michael Gray
<input checked="" type="checkbox"/> Lee Cattaneo	<input checked="" type="checkbox"/> Royal DeLegge	<input type="checkbox"/> Janet Shatney
<input checked="" type="checkbox"/> Jerry D'Amico		

Staff: Christian Meyer, Nancy Chartrand, Dee Gish

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:** Jerry introduced Dee Gish as our new finance manager. Ahsan Ijaz provided an overview of the information provided in the meeting packet. There was brief discussion on the current cash balance and reserves and if legislature theoretically dissolved regional planning commissions in the future where those funds would go. Peter suggested that while he believes regional planning commissions aren't going anywhere that our organization should set up a theoretical dissolution plan.

*Peter Carbee moved to accept the unaudited financial reports through April 30, 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.

Agency of Transportation – FY2024 Bicycle & Pedestrian Grant

*Peter Carbee moved to authorize the Executive Director to sign the grant agreement. Seconded by Lee Cattaneo. Motion passed 4-0.*

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

*Peter Carbee moved to authorize the Executive Director to sign the grant amendment. Seconded by Royal DeLegge. Motion passed 4-0.*

**FY26 Draft Budget and Work Plan Update:** Christian advised we are on track to adopt a budget at our next meeting and shared an updated draft with members via screen share. Christian advised we have received the EPA Brownfields grants we applied for - (one for assessments, one for revolving loan fund). Christian advised he would confirm that crossover with Ijaz and Dee was included in the amount noted. There was also discussion on staffing, interest expense and indirect rate calculations, as well as forthcoming funds for Brownfields.

**FY26 Meeting Dates:**

Discussion ensued regarding the November Board of Commissioners meeting date.

1 *Peter Carbee moved to accept the FY26 meeting dates with the Board of Commissioners*  
2 *meeting on Wednesday, November 12th. Seconded by Lee Cattaneo. Motion passed 4-0.*

3  
4 **Meeting Minutes – 05/05/25**

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

6  
7 **Commission Meeting Agenda:** Christian reviewed the agenda as outlined in the meeting  
8 packet, advising that the Montpelier Municipal Plan Approval will not be addressed at the June  
9 meeting, but likely at the July meeting.

10  
11 *Lee Cattaneo moved to approve the agenda of June 10<sup>th</sup> as amended, seconded by Peter Carbee.*  
12 *Motion passed 4-0.*

13  
14 **Committee Round Table:** Peter coordinated coming into the office on Wednesday to meet  
15 with Dee.

16  
17 **Executive Session:**

18 *At 4:53 pm, Peter Carbee moved to enter executive session per 1 V.S.A. § 313(a)(3) to discuss*  
19 *personnel, and invited the Executive Director. Seconded by Lee Cattaneo. Motion passed 4-0.*  
20 *Executive session concluded at 4:58 pm. No action was taken during the session.*

21  
22 *Peter Carbee moved the Executive Board has expressed their confidence in the Executive*  
23 *Director and extend his contract one-year; seconded by Lee Cattaneo. Motion passed 4-0.*

24  
25 **Adjourn**

26 *At 5:04pm, Peter Carbee moved to adjourn. Seconded by Lee Cattaneo.*

27  
28 Respectfully submitted,  
29 Nancy Chartrand, Office Manager  
30



## BOARD OF COMMISSIONERS

July 8, 2025 - 6:30 pm

**Physical Location - 29 Main Street, Suite 4, Montpelier VT**

**Hybrid Meeting with Remote Participation via Zoom<sup>1</sup>**

<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**

**6:30<sup>2</sup> Introductions**

**Adjustments to the Agenda**

**Public Comments**

**6:35 Montpelier City Plan - Approval & Confirmation of Planning Process**  
(Action - enclosed)<sup>3</sup>

**6:45 Vermont Dept. Of Health Hot Weather Emergency Planning Presentation**  
(enclosed)

**7:45 Minutes 6/10/25 (Action - enclosed)** <sup>3</sup>

**7:50 Reports (Action - enclosed)** <sup>3</sup> - Staff and Committee Reports

**8:00 Commissioner Roundtable**

**8:15 Adjourn**

**Next Meeting: August 12, 2025 (TBC – dependent on action items)**

<sup>1</sup> Persons with disabilities who require assistance or alternate arrangements to participate in are encouraged us at 802-229-1015 or [cvrpc@cvregion.com](mailto:cvrpc@cvregion.com) at least 3 business days prior to the meeting for which services are requested.

<sup>2</sup> Times are approximate unless otherwise advertised.

<sup>3</sup> Anticipated action item.

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

# **Vermont's Open Meeting Law**



Open Meeting Law resources have been updated to reflect revisions to the law from the 2025 legislative session. [Text of Bill](#)

**January 1, 2025** - New Open Meeting Law training requirements took effect

**June 9, 2025** - [Act 51 \(2025\)](#) changes took effect.

### Open Meeting Law Changes 2025

- Require the posting of meeting recordings when the minutes are posted, as opposed to when the minutes are approved
- Change the definition of “undue hardship”
- Add an exception to the law's recording requirements for non-advisory public bodies' site inspections or field visits
- Allow meeting notices to be posted in a neighboring town if there are not enough public places within the municipality's borders
- Require meeting agendas to include sufficient details on the specific business to be discussed and details on proposed executive session, if included
- Add a requirement to vote to exit executive session (not just enter it)
- Add two allowances for executive session (one being cybersecurity if jeopardizing public safety)
- Defines “disturbs any lawful assembly or meeting of persons” for purposes of managing meetings, consistently with our past guidance.



## General Information

In Act 133 (2024) and Act 51 (2025), the Legislature made permanent changes to the Open Meeting Law. They are summarized in the resources below, which include a webinar that incorporates the 2024 changes. Note that the VLCT webinar is ***not the required annual training*** offered by the Secretary of State. Beginning January 1, 2025, the law requires annual OML training for State chairs of non-advisory ("decision-making") bodies and for local chairs of legislative bodies, municipal managers, and mayors.

**Access the Vermont Secretary of State's required training, here: [Open Meeting Law Training](#)**

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Transparency is an essential element of open and democratic government. In Vermont, the primary means of providing transparency are the State's open meeting law, [1 V.S.A. §§ 310-314](#), and the public records law, [1 V.S.A. §§ 315-320](#). These laws implement the command of Chapter I, Article 6 of the Vermont Constitution that officers of government are "trustees and servants" of the people and are "at all times, in a legal way, accountable to them."

The Open Meeting Law clearly emphasizes the openness of and accessibility to government. It declares that "All meetings of a public body are declared to be open to the public at all times, except as provided in section 313 of this title [on executive sessions]." [1 V.S.A. § 312\(a\)](#). The Open Meeting Law and its requirements are meant to empower the public to play an effective role as not only an active participant in government but also a check on it as well.



Every municipal board, council, commission and committees (legally defined as “public bodies”) of a municipality is required to comply with the Open Meeting Law. The Law applies when there is (1) a quorum of a public body; (2) involved in a discussion or taking action; and (3) the subject matter of the discussion is one over which the body has authority or responsibility.

Scroll down to view our current Open Meeting Law Resources.

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**Disclaimer:** This resource is only intended to provide information and it does **NOT** constitute legal advice. Readers with specific legal questions are encouraged to contact an attorney. The use or downloading of this resource does **NOT** create an attorney-client relationship and will not be treated in a confidential manner.

If you have additional questions please use the ask a question button to submit them.

[Ask a Question](#)

## Open Meeting Law Basics

## Hybrid and Remote Meetings

## Procedures and Effective Meetings

