



EXECUTIVE COMMITTEE

Tuesday, September 2, 2025 @ 4:00 pm

CVRPC Office, 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 & Confirmation of Meeting Recording
		Public Comment
2	4:05	Public Response to Open Meeting Law Inadvertent Violation (Action - enclosed)³
3	4:10	Financial Report (Action - enclosed)³
20	4:25	Contract/Agreement Authorization (Action - enclosed)³
23	4:35	Municipal Dues (Action - enclosed)³
26	4:45	CDBG Applications
		<ul style="list-style-type: none"> • Capital Region Emergency Communications Resiliency Improvements • Winooski Basin Model Resiliency & Planning
29	5:00	TPI FFY26 Budget and Work Plan (Action - enclosed)³
50	5:15	Meeting Minutes – 06/30/2025 & 7/21/25 (Action - enclosed)³
52	5:20	Commission Meeting Agenda (Action - enclosed)³
	5:30	Committee Round Table
	5:40	Adjourn

Next Meeting: October 6, 2025

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

² All times are approximate unless otherwise advertised.

³ Anticipated action item.



MEMO

Date: August 5, 2025
To: Executive Committee
From: Christian Meyer, Executive Director
Re: Public response to inadvertent violation of open meeting law

✉ **ACTION REQUESTED:** Respond to the inadvertent violation of Open Meeting Law by acknowledging the violation of open meeting law and state our intent to cure the violation

Act 133 (S.55) effective July 1, 2024, in part, requires all other public bodies (i.e., “non-advisory bodies”) to record, in audio or video form, their meetings and post the recordings in a designated electronic location for a minimum of 30 days following the approval and posting of the official minutes of the meeting which was recorded; *(CVRPC’s Non-Advisory bodies are its Board and Executive Committee).*

On Monday, August 4, 2025, at the close of our regularly scheduled Executive Committee meeting, Office Manager Nancy Chartrand realized that she had accidentally forgotten to record the meeting per usual practice. She immediately advised the Vice Chair who was in the meeting room and contacted the Executive Director via phone. Subsequently she contacted Vermont League of Cities & Towns for advice regarding the error.

CVRPC proposes to cure this inadvertent violation by adding to our agenda along with **Adjustments to the Agenda – “Recording Confirmation”** for our non-advisory meetings, so if it has not been started, it can be and the meeting called to order at that time; as well as having a physical reminder in the meeting room.



MEMO

Date: August 28, 2025,
To: Executive Committee
From: The Ijaz Group, Contracted Accountant
Re: Financial Report as of 06/30/2025

✉ **ACTION REQUESTED:** Accept June 30, 2025, unaudited financial reports.

FY25 Summary: CVRPC's FY25 surplus is \$66,806.17 through June 30th, 2025. The fiscal year-to-date surplus is within the budget. This surplus is primarily due to MARC Brownfield grant income and some expenses coming in less than budgeted. In FY24, CVRPC had a YTD surplus of \$298,923.20 through June 30, 2024.

Balance Sheet

- **Assets** – Billing is substantially complete through 06/30/2025. Aging receivables are at \$417,937.50. We will prioritize reducing the aging receivables in the coming year. Operating cash is \$106,130.13, whereas the Savings and CD balance is \$791,329.27 and M&T Bank including Sweep balance is \$441,53.01, totaling the cash balance to \$1,339,412.41. CVRPC works to maintain at least \$100,000 in operating funds for cash flow purposes. We also have \$39,191.63 for MRC in a separate account.
- **Current Liabilities** –
 - CVRPC maintained a higher payable balance of \$326,840.38. This is due to a recent \$217,998 invoice from Gravel Construction for the Upper Winooski project
 - Accrued vacation and compensatory time balances are \$24,225.75 and \$2,463.64 respectively.
 - ACCD Deferred Income for FY25 stands at -\$13,623.46 as we wait for the retainage payment. Other Deferred Income consists of Medical Reserve Corps \$39,191.63, BGS MERP \$130,717.59, and CWSP Formula \$348,717. Total Deferred Revenue is \$539,501.62.
- **Equity** – Equity is assets minus liabilities – the company's value. CVRPC's Total Equity as of 6/30/2025 is \$919,699.26 and it was \$852,586.09 and \$533,662.89 on the same date in 2024 and 2023, respectively.

- *Surplus* of \$66,806.17. This surplus is primarily due to MARC Brownfield grant income and some expenses coming in less than budgeted.

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

In reviewing Income and expenses through 06/30/2025, 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 06/30 is 100%.

- *Income* – Total revenue stands at 69% earned, which is about 31% below the budget.
- *Expenses* – Total expenses stand at 74%, about 26% below the benchmark. Wages, CVRPC's most significant expense, are also slightly under budget at 92% 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 June 30, 2025

Jun 30, 25

ASSETS

Current Assets

Checking/Savings

1012 - Community National Bank (1801)	106,130.13
1013 - CNB ICS (1816)	346,158.80
1014 - CNB CD (8470)	150,995.45
1017 - Northfield Savings Bank (7906)	802.12
1028 - NCFCU Share (1493)	7.30
1030 - Northfield Savings CD	213,089.05
1031 - CNB Checking MRC (7301)	39,191.63
1035 - M&T CWSP (8769)	10,000.00
1036 - M&T ICS (8769)	431,953.01
1037 - NSB CD (1577)	41,084.92

Total Checking/Savings 1,339,412.41

Accounts Receivable

1200 - Accounts Receivable	471,937.50
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Total Accounts Receivable 471,937.50

Other Current Assets

1020 - Undeposited Funds	-7,319.17
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Total Other Current Assets -7,319.17

Total Current Assets 1,804,030.74

Fixed Assets

1501 - Equipment	47,030.18
1502 - Equipment - Accum. Depreciation	-46,130.29
1505 - Leasehold Improvements	2,597.07
1510 - Lease Asset - Facility	335,121.56
1511 - Lease Asset - Acc. Dep	-92,158.44

Total Fixed Assets 246,460.08

Other Assets

1301 - Prepaid Expenses	25,713.16
1320 - Deposits	4,415.00

Total Other Assets 30,128.16

TOTAL ASSETS 2,080,618.98

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 - Accounts Payable	326,934.88
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Total Accounts Payable 326,934.88

Credit Cards

2030 - NCFCU VISA	213.75
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Total Credit Cards 213.75

Other Current Liabilities

Central Vermont Regional Planning Commission
Executive Committee
Balance Sheet

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As of June 30, 2025

	Jun 30, 25
2102 - Accrued Vacation	24,225.75
2103 - Accrued Compensatory Time	2,463.64
2104 - Accrued 457 Retirement	1,889.35
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	-13,623.46
Total 2201 - ACCD	-13,563.33
2225 - MARC	-3,300.77
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	6,116.68
2270 - East Montpelier LHMP	494.11
2271 - Warren LHMP Milestone	1,213.91
2272 - CTPG Barre City	8,622.75
Total 2200 - Deferred Income	539,501.62
2302 - State withholding	6.64
2303 - HSA deductible withholding	1,850.00
2304 - Dependent Care Deductions	-0.10
2306 - Pension Liability- Edward Jones	1,336.17
2309 - Lease Liability - Facility	260,272.97
Total Other Current Liabilities	833,865.59
Total Current Liabilities	1,161,014.22
Total Liabilities	1,161,014.22
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

Central Vermont Regional Planning Commission
Executive Committee
Balance Sheet

As of June 30, 2025

	Jun 30, 25
Net Income	66,711.67
Total Equity	919,604.76
TOTAL LIABILITIES & EQUITY	2,080,618.98

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Central Vermont Regional Planning Commission
Executive Committee
As of June 30, 2025

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	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Center for Rural Studies						
VERTA Focus Groups	102.11	0.00	0.00	0.00	0.00	102.11
Total Center for Rural Studies	102.11	0.00	0.00	0.00	0.00	102.11
EPA						
RLF 25	2,097.88	0.00	0.00	0.00	0.00	2,097.88
Assessment 25	3,142.20	0.00	0.00	0.00	0.00	3,142.20
Total EPA	5,240.08	0.00	0.00	0.00	0.00	5,240.08
VT Community Foundation						
Winooski Basin Workshop	0.00	550.29	0.00	0.00	1,792.00	2,342.29
Total VT Community Foundation	0.00	550.29	0.00	0.00	1,792.00	2,342.29
USDOT						
693JJ32440469	547.96	969.82	0.00	2,363.07	3,282.12	7,162.97
Total USDOT	547.96	969.82	0.00	2,363.07	3,282.12	7,162.97
NVDA						
Vulnerability Index Tool	0.00	0.00	0.00	0.00	70.66	70.66
Total NVDA	0.00	0.00	0.00	0.00	70.66	70.66
Neck of the Woods						
NBRC LDD	166.11	163.64	0.00	249.16	1,706.78	2,285.69
Total Neck of the Woods	166.11	163.64	0.00	249.16	1,706.78	2,285.69
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	1,778.95	5,691.32	0.00	8,292.16	0.00	15,762.43
Total Building and General Services (BGS)	1,778.95	5,691.32	0.00	8,292.16	0.00	15,762.43
Vermont Council on Rural Development.						
Community Visits	0.00	0.00	0.00	0.00	3,398.54	3,398.54
Total Vermont Council on Rural Development	0.00	0.00	0.00	0.00	3,398.54	3,398.54
ACCD Parent						
ACCD						
NDA Assistance						
Plainfield	0.00	0.00	0.00	0.00	5,300.45	5,300.45
Moretown	85.39	1,110.08	0.00	1,238.16	1,281.37	3,715.00
Northfield	0.00	2,433.63	0.00	512.34	787.93	3,733.90
Total NDA Assistance	85.39	3,543.71	0.00	1,750.50	7,369.75	12,749.35
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
Total ACCD	85.39	3,543.71	0.00	1,750.50	9,903.29	15,282.89
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	85.39	3,543.71	0.00	1,750.50	9,903.19	15,282.79

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	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
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	0.00	124.59	0.00	83.05	0.00	207.64
Barre City LHMP 23	0.00	0.00	0.00	0.00	1,155.77	1,155.77
Total Barre City	0.00	124.59	0.00	83.05	1,155.77	1,363.41
Berlin						
LHMP 24	1,236.00	0.00	0.00	0.00	0.00	1,236.00
Berlin - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Berlin	1,236.00	0.00	0.00	0.00	0.00	1,236.00
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	16.85	134.79	0.00	8,041.19	0.00	8,192.83
TOD Planning	1,498.10	4,413.31	0.00	5,538.24	0.27	11,449.92
Clean Water						
TBP Implement	844.99	0.00	0.00	0.00	0.00	844.99
TBP Planning	3,912.29	0.00	0.00	0.00	0.00	3,912.29
Total Clean Water	4,757.28	0.00	0.00	0.00	0.00	4,757.28
Total CCRPC	6,272.23	4,548.10	0.00	13,579.43	0.27	24,400.03
Cross VT Trail	1,200.00	0.00	0.00	0.00	0.00	1,200.00
Department of Environmental Conservation						
CWSP Formula						
Project Completion						
12208_WaitsfieldMadRiver_ProjDev	0.00	0.00	16.85	0.00	494.06	510.91
8629_MarshfieldRd_FD	0.00	0.00	0.00	0.00	33.65	33.65
11862_JohnFowlerRd_FD	0.00	0.00	0.00	35,674.46	0.00	35,674.46
11954_HuntingtonRiver_ProjDev	0.00	0.00	0.00	0.00	4,000.00	4,000.00
11733_MollysBrookSWA_FD	0.00	0.00	0.00	4,584.25	0.00	4,584.25
11656_LongmeadowBrookSWA_FD	0.00	0.00	0.00	4,584.25	0.00	4,584.25
11655_LakeMansfieldSWA_FD	0.00	0.00	0.00	4,584.25	0.00	4,584.25
11654_RockyWoodsSWA_FD	0.00	0.00	0.00	4,584.25	0.00	4,584.25
12016_Berlin_ProjDev	7,144.51	0.00	623.42	2,369.48	4,228.42	14,365.83
8629 - Calais Gully FD	16.85	0.00	16.85	0.00	0.00	33.70
Total Project Completion	7,161.36	0.00	657.12	56,380.94	8,756.13	72,955.55
Administrative	13,332.48	0.00	4,572.36	6,564.96	10,031.91	34,501.71
Total CWSP Formula	20,493.84	0.00	5,229.48	62,945.90	18,788.04	107,457.26

Central Vermont Regional Planning Commission
Executive Committee
As of June 30, 2025

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Upper Winooski						
Calais Moscow Woods	38,796.44	0.00	315.63	145.68	5,319.18	44,576.93
Calais PO	39,058.14	0.00	0.00	72.83	22,868.98	61,999.95
Woodbury Elem	0.00	0.00	0.00	0.00	106.61	106.61
Total Upper Winooski	77,854.58	0.00	315.63	218.51	28,294.77	106,683.49
CWSP Start-up						
Training Activities	0.00	0.00	0.00	0.00	362.08	362.08
Implementation Prep	0.00	0.00	0.00	0.00	1,051.36	1,051.36
Total CWSP Start-up	0.00	0.00	0.00	0.00	1,413.44	1,413.44
Moretown Elem SW Final Design	0.00	0.00	0.00	0.00	0.03	0.03
Plainfield Gully Construction	0.00	0.00	0.00	0.00	0.00	0.00
Total Department of Environmental Conserv	98,348.42	0.00	5,545.11	63,164.41	48,496.28	215,554.22
Department of Public Safety						
HMPG TA	1,855.05	0.00	625.80	961.05	3,415.03	6,856.93
VDH						
Hot Weather Emergency	2,497.60	0.00	141.33	0.00	5,492.69	8,131.62
Total VDH	2,497.60	0.00	141.33	0.00	5,492.69	8,131.62
EMPG						
Technical Assistance	4,902.33	0.00	2,391.45	0.00	3,219.47	10,513.25
Response	581.11	0.00	0.00	0.00	0.00	581.11
REMC	1,044.79	0.00	44.71	0.00	595.38	1,684.88
LEMP	0.00	0.00	0.00	0.00	0.01	0.01
Total EMPG	6,528.23	0.00	2,436.16	0.00	3,814.86	12,779.25
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	10,880.88	0.00	3,203.29	961.05	12,722.57	27,767.79
East Montpelier						
East Montpelier LHMP 24	1,569.11	4,761.00	0.00	0.00	0.00	6,330.11
Total East Montpelier	1,569.11	4,761.00	0.00	0.00	0.00	6,330.11
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

9/2/25

As of June 30, 2025

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
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
Marshfield						
REI 25	1,354.39	0.00	0.00	0.00	0.00	1,354.39
Total Marshfield	1,354.39	0.00	0.00	0.00	0.00	1,354.39
Middlesex						
REI 25	2,236.94	0.00	0.00	0.00	0.00	2,236.94
Total Middlesex	2,236.94	0.00	0.00	0.00	0.00	2,236.94
Misc Income	0.00	0.00	0.00	0.00	-1.00	-1.00
Montpelier						
Housing Assessment 25	1,377.06	0.00	0.00	0.00	0.00	1,377.06
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	1,377.06	0.00	0.00	0.00	3,000.00	4,377.06
Moretown						
REI 25	1,231.27	0.00	0.00	0.00	0.00	1,231.27
Total Moretown	1,231.27	0.00	0.00	0.00	0.00	1,231.27
Mount Ascutney Regional Commission						
Flood Bylaws	1,129.84	0.00	540.64	0.00	0.00	1,670.48
Brownfields	0.00	0.00	0.00	0.00	10,070.50	10,070.50
Total Mount Ascutney Regional Commission	1,129.84	0.00	540.64	0.00	10,070.50	11,740.98
Northwest Regional Comm'n						
CPRG						
Task 3-Outreach	0.00	17.67	0.00	967.28	0.00	984.95
Task 2-Plans	110.93	1,815.11	0.00	2,278.94	0.00	4,204.98
Task 1-Framework	44.71	67.05	0.00	178.80	0.00	290.56
Total CPRG	155.64	1,899.83	0.00	3,425.02	0.00	5,480.49
NBRC Grant Admin						
CVTA - NBRC21GVT11	0.00	0.00	0.00	0.00	130.35	130.35
Total NBRC Grant Admin	0.00	0.00	0.00	0.00	130.35	130.35
Total Northwest Regional Comm'n	155.64	1,899.83	0.00	3,425.02	130.35	5,610.84
Orange						
MPM Sidewalks Design	0.00	0.00	0.00	0.00	44.65	44.65
LHMP	0.00	0.00	0.00	0.00	2,829.47	2,829.47
Total Orange	0.00	0.00	0.00	0.00	2,874.12	2,874.12
Rutland Regional Comm'n						
604b	1,117.49	0.00	0.00	168.50	0.00	1,285.99
Total Rutland Regional Comm'n	1,117.49	0.00	0.00	168.50	0.00	1,285.99
Two Rivers Ottauquechee Comm'n						
FCAP	0.00	581.11	0.00	0.00	0.00	581.11
River Program	455.40	0.00	0.00	0.00	0.00	455.40
Total Two Rivers Ottauquechee Comm'n	455.40	581.11	0.00	0.00	0.00	1,036.51
VAPDA_	0.00	0.00	0.00	0.00	500.00	500.00

9/2/25

Central Vermont Regional Planning Commission
~~Executive Committee~~
As of June 30, 2025

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	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
VTrans						
TA Set-aside						
MRP Corridor Study	34,632.52	0.00	171.24	1,829.58	5,047.70	41,681.04
Total TA Set-aside	34,632.52	0.00	171.24	1,829.58	5,047.70	41,681.04
TPI						
TPI Special Bike/Ped	2,775.74	0.00	201.14	0.00	334.65	3,311.53
TPI Planning	9,380.68	0.00	3,389.46	0.00	2,901.64	15,671.78
TPI Data Collect/Manage	5,542.62	0.00	470.85	0.00	1,717.89	7,731.36
TPI Admin	6,470.40	0.00	2,082.39	0.00	1,637.07	10,189.86
TPI Coordination	2,420.04	0.00	818.78	0.00	1,041.58	4,280.40
TPI MRGP Support	251.61	0.00	219.55	0.00	0.02	471.18
TPI Project Develop	0.00	0.00	0.00	0.00	0.23	0.23
Total TPI	26,841.09	0.00	7,182.17	0.00	7,633.08	41,656.34
VTrans - Other	0.00	0.00	-0.01	0.00	-0.49	-0.50
Total VTrans	61,473.61	0.00	7,353.40	1,829.58	12,680.29	83,336.88
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	710.60	2,951.00	0.00	0.00	0.00	3,661.60
Total Warren	710.60	2,951.00	0.00	0.00	0.00	3,661.60
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
TOTAL	198,669.48	25,784.41	16,642.44	95,865.93	134,975.24	471,937.50

**Paid Time Off Liability Balances
as of 6/27/2025**

COMPENSATORY TIME

Employee	Wage Rate	Hours	Current Value	Maximum Hours ¹	Maximum Accrual ¹
			\$ -		
Banbury, L	25.48	1.50	\$ 38.22		
Chartrand, N.	29.45	2.75	\$ 80.99		
Cubbon, K.	27.35	28.25	\$ 772.64		
Frasca, L	26.12	1.50	\$ 39.18		
Lash, S.	27.35	0.00	\$ -		
MacMartin, R	34.56	0.00	\$ -		
Meyer, C.	50.96	16.00	\$ 815.36		
Pitkin, Will	26.17	0.50	\$ 13.09		
Sabado, Niki	25.48	5.50	\$ 140.14		
Sonn, Pamela	23.56	12.00	\$ 282.72		
Toohey, E	30.28	2.00	\$ 60.56		
Voigt, B.	35.72	7.25	\$ 258.97		
Total		75.75	\$ 2,463.64		

SICK LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
			\$ -		
Banbury, L	25.48	5.9	\$ 150.33	5.9	\$150.33
Chartrand, N.	29.45	204.43	\$ 6,020.46	270	\$ 7,951.50
Cubbon, Keith	27.35	166.48	\$ 4,553.23	293.58	\$ 8,029.41
Frasca, L	26.12	58.32	\$ 1,523.32	195.32	\$ 5,101.76
Lash, S.	27.35	75.00	\$ 2,051.25	315.62	\$ 8,632.21
MacMartin, R	34.56	7.97	\$ 275.44	147.72	\$ 5,105.20
Meyer, C.	50.96	140.17	\$ 7,143.06	360.00	\$ 18,345.60
Pitkin, Will	26.17	9.32	\$ 243.90	141.82	\$ 3,711.43
Sabado, Niki	25.48	73.34	\$ 1,868.70	124.84	\$ 3,180.92
Sonn, Pamela	23.56	59.61	\$ 1,404.41	66.11	\$ 1,557.55
Toohey, E	30.28	19.43	\$ 588.34	181.03	\$ 5,481.59
Voigt, B.	35.72	203.57	\$ 7,271.52	311.19	\$ 11,115.71
Total		1,017.64	\$ 32,943.65	2,407	\$ 78,212.88

VACATION LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours²	Maximum Accrual
			\$ -		
Banbury L.	25.48	4.91	\$ 125.11	4.91	\$125.11
Chartrand, N.	29.45	94.68	\$ 2,788.33	150.00	\$ 4,417.50
Cubbon, K.	27.35	79.80	\$ 2,182.53	160.00	\$ 4,376.00
Frasca, L.	26.12	24.26	\$ 633.67	160.00	\$ 4,179.20
Lash, S.	27.35	9.01	\$ 246.42	160.00	\$ 4,376.00
MacMartin, R	34.56	42.16	\$ 1,457.05	123.16	\$ 4,256.41
Meyer, C.	50.96	214.80	\$ 10,946.21	280.00	\$ 14,268.80
Pitkin, Will	26.17	7.25	\$ 189.73	118.25	\$ 3,094.60
Sabado, Niki	25.48	48.63	\$ 1,239.09	104.13	\$ 2,653.23
Sonn, Pamela	23.56	55.13	\$ 1,298.86	54.13	\$ 1,275.30
Toohey, E.	30.28	49.29	\$ 1,492.50	150.79	\$ 4,565.92
Voigt, B.	35.72	49.03	\$ 1,751.35	160.00	\$ 5,715.20
Total		674.04	\$ 24,225.75	1,620	\$ 53,178.17

SUMMARY

	Current	Maximum
Total Paid Time Off Liability	\$ 59,633.04	\$ 133,854.69
Maximum versus Current Difference	\$ 74,221.65	Percent of Maximum 45%

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

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

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	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 - ACCD				
4101 - ACCD Direct	812,287.51			
4102 - ACCD Match	151.27			
4100 - ACCD - Other	0.00	733,468.00	-733,468.00	0.0%
Total 4100 - ACCD	812,438.78	733,468.00	78,970.78	110.77%
4200 - Community Development				
4220 - MARC Brownfields	144,639.81	50,000.00	94,639.81	289.28%
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	7,829.10	2,500.00	5,329.10	313.16%
4255 - NBRC LDD	2,531.68	5,000.00	-2,468.32	50.63%
4256 - NBRC LDD Prospect Heights	1,724.20			
4257 - EPA	5,240.08			
4258 - Verta Focus Groups	102.11			
Total 4200 - Community Development	168,303.62	89,800.00	78,503.62	187.42%
4300 - Fee for Services				
4302 - Cross VT Trail	1,200.00	1,200.00	0.00	100.0%
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	2,187.89	8,900.00	-6,712.11	24.58%
4400 - Municipal Contracts				
4471 - BGS - Municipal Energy	46,047.77	54,179.00	-8,131.23	84.99%
4472 - MPM Sidewalks Design	1,302.53	12,318.00	-11,015.47	10.57%
4473 - LHMP 23	14,444.69			
4475 - LHMP 24	28,337.19	32,788.00	-4,450.81	86.43%
4476 - Housing Assessment 25	1,377.06			
Total 4400 - Municipal Contracts	91,509.24	99,285.00	-7,775.76	92.17%
4500 - Natural Resources				
4501 - 604B Water Planning	2,000.03	5,181.00	-3,180.97	38.6%
4516 - Tactical Basin Planning	18,535.18	17,860.00	675.18	103.78%
4535 - DEC CWSP Start-up	23,366.34	87,316.00	-63,949.66	26.76%
4545 - DEC CWSP Formula	179,319.09	855,273.00	-675,953.91	20.97%
4565 - DEC Calais Moscow Woods	101,679.26			
4570 - Upper Winooski-Woodbury Calais	0.00	211,479.00	-211,479.00	0.0%
4576 - ACRP Water Quality Project Dvp	7,670.10			
4577 - Vulnerability Index Tool	2,541.38	12,045.00	-9,503.62	21.1%
4578 - Flood Bylaws	1,791.78			

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

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	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
4579 - CTPG Barre City	8,192.83			
Total 4500 - Natural Resources	345,095.99	1,189,154.00	-844,058.01	29.02%
4600 - Public Safety				
4602 - EMPG	41,988.55	49,686.00	-7,697.45	84.51%
4611 - VEM Emergency Operation MOA	0.00	1,600.00	-1,600.00	0.0%
4612 - HMPG TA	6,856.93	15,000.00	-8,143.07	45.71%
4635 - July Event	4,587.80			
4645 - VDH	7,856.48	16,000.00	-8,143.52	49.1%
4647 - TRORC River Program	17,047.14	30,000.00	-12,952.86	56.82%
4648 - Winooski Basin Workshop	2,342.29			
4649 - TRORC FCAP	871.65			
Total 4600 - Public Safety	81,550.84	112,286.00	-30,735.16	72.63%
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				
4804 - TPI	195,514.64	286,411.00	-90,896.36	68.26%
4806 - TOD Planning	30,413.35	25,000.00	5,413.35	121.65%
4807 - TA Set-aside	69,190.17			
4808 - USDOT SS4A	7,162.98	120,000.00	-112,837.02	5.97%
4809 - REI 25	4,822.60			
4800 - Transportation - Other	0.00	84,000.00	-84,000.00	0.0%
Total 4800 - Transportation	307,103.74	515,411.00	-208,307.26	59.58%
4900 - Other Income				
4901 - Interest Income	37,680.94	10,000.00	27,680.94	376.81%
4905 - Dividend Income	0.00	372.00	-372.00	0.0%
4950 - Salaries To Be Allocated	-3.02			
4955 - Indirect To Be Allocated	-2.71			
4999 - Miscellaneous Income	32,000.00			
Total 4900 - Other Income	69,675.21	10,372.00	59,303.21	671.76%
Total Income	1,964,849.97	2,845,661.00	-880,811.03	69.05%
Gross Profit	1,964,849.97	2,845,661.00	-880,811.03	69.05%
Expense				
5000 - Wages and Fringe Benefits				
5001 - Personnel	683,970.11			
5100 - Fringe Benefits				
5101 - FICA	56,593.92	57,967.00	-1,373.08	97.63%
5110 - Health Insurance	194,686.98	202,368.00	-7,681.02	96.2%
5112 - Dental Insurance	8,234.72	9,179.00	-944.28	89.71%
5115 - Life Disability Insurance	4,592.35	4,375.00	217.35	104.97%
5118 - PTO/Comp Accrual	2,116.21			
5120 - Pension Plan - Edward Jones	28,126.65	29,636.00	-1,509.35	94.91%

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

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	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
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	4,319.96	3,650.00	669.96	118.36%
5100 · Fringe Benefits - Other	0.00			
Total 5100 · Fringe Benefits	299,536.79	311,075.00	-11,538.21	96.29%
5000 · Wages and Fringe Benefits - Other	0.00	757,734.00	-757,734.00	0.0%
Total 5000 · Wages and Fringe Benefits	983,506.90	1,068,809.00	-85,302.10	92.02%
5200 · Professional Services				
5201 · Accounting	68,318.85	30,000.00	38,318.85	227.73%
5202 · Audit	18,900.00	18,900.00	0.00	100.0%
5203 · IT/Computer	27,913.09	2,000.00	25,913.09	1,395.66%
5204 · Legal	3,227.50	3,500.00	-272.50	92.21%
5200 · Professional Services - Other	323.00	300.00	23.00	107.67%
Total 5200 · Professional Services	118,682.44	54,700.00	63,982.44	216.97%
5305 · Advertising	1,396.24	3,600.00	-2,203.76	38.78%
5315 · Consultants				
5317 · Stipends	800.00			
5315 · Consultants - Other	670,272.11	1,262,284.00	-592,011.89	53.1%
Total 5315 · Consultants	671,072.11	1,262,284.00	-591,211.89	53.16%
5320 · Depreciation expense	1,349.40	17,340.00	-15,990.60	7.78%
5325 · Copy				
5326 · Copier extra copies	907.53	1,000.00	-92.47	90.75%
5327 · Copier Lease Payments	1,779.91	1,800.00	-20.09	98.88%
Total 5325 · Copy	2,687.44	2,800.00	-112.56	95.98%
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	3,218.86	3,000.00	218.86	107.3%
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%
Total 5330 · Supplies	19,991.67	31,748.00	-11,756.33	62.97%
5344 · Insurance				
5345 · Liability Insurance	1,720.00	1,750.00	-30.00	98.29%
5346 · Public Officials Insurance	3,507.00	3,507.00	0.00	100.0%
Total 5344 · Insurance	5,227.00	5,257.00	-30.00	99.43%
5350 · Meetings/Programs	12,297.66	13,070.00	-772.34	94.09%
5355 · Postage	472.97	800.00	-327.03	59.12%
5360 · Dues/Memberships/Sponsorships				
5361 · Government Relations	2,181.80			
5360 · Dues/Memberships/Sponsorships - Oth	10,108.24	8,645.00	1,463.24	116.93%
Total 5360 · Dues/Memberships/Sponsorships	12,290.04	8,645.00	3,645.04	142.16%
5370 · Office Occupancy				

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

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
5310 · Cleaning	3,055.00	3,540.00	-485.00	86.3%
5371 · Rent/Utility Payments	42,383.40	42,383.00	0.40	100.0%
5370 · Office Occupancy - Other	0.00	200.00	-200.00	0.0%
Total 5370 · Office Occupancy	45,438.40	46,123.00	-684.60	98.52%
5375 · Software/Licenses/IT Sub	8,987.80	24,490.00	-15,502.20	36.7%
5385 · Telephone/Internet	6,216.29	7,720.00	-1,503.71	80.52%
5390 · Travel	8,047.65	22,784.00	-14,736.35	35.32%
5999 · Miscellaneous Expenses				
5339 · Gifts	156.53	350.00	-193.47	44.72%
5380 · Fees				
5382 · Bank Fees	80.00	50.00	30.00	160.0%
5383 · DRRRA Fees	0.00	130.00	-130.00	0.0%
5380 · Fees - Other	143.26			
Total 5380 · Fees	223.26	180.00	43.26	124.03%
5999 · Miscellaneous Expenses - Other	0.00	100.00	-100.00	0.0%
Total 5999 · Miscellaneous Expenses	379.79	630.00	-250.21	60.28%
8000 · Indirect Costs	0.00			
Total Expense	1,898,043.80	2,570,800.00	-672,756.20	73.83%
Net Ordinary Income	66,806.17	274,861.00	-208,054.83	24.31%
Net Income	66,806.17	274,861.00	-208,054.83	24.31%



MEMO

Date: September 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**

None

CONTRACTS ISSUED

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

[Lamoille County Conservation District – Project Development in the Upper Little River Watershed \(2023-12.01.01\)](#)

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

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

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

Funding: \$30,000 (State)

Performance Period: 12/03/2024 – ~~12/02/2026~~ 12/02/2027

Staff: Brian Voigt, Lincoln Frasca

Notes: This amendment extends the award period for one year.

FOR INFORMATION ONLY

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

GRANTS, CONTRACTS & SERVICE AGREEMENTS RECEIVED**AMENDMENT - Vermont Agency of Transportation (VTrans) – Transportation Planning Initiative (TPI) – Amendment #2**

Scope of Work: Under the Scope of work for this funding source, CVRPC staff provide support to our towns across the five primary domains of: Public Participation & Coordination, Transportation Planning, Data Collection & Management, Project Development, and Municipal Roads General Permit Support.

No change to project contract value. Program funding will be shifted between tasks to reflect spending patterns over the past year and allow for purchase of materials, equipment, and licenses to allow staff to conduct demonstration projects and studies.

Funding: \$282,092.33 (Total Value of Contract Will Not Change)

Funding Source: VTrans TPI.

Term: 10/01/25-09/30/26

Staff: Reuben MacMartin, Keith Cubbon.

GRANTS, CONTRACTS & SERVICE AGREEMENTS ISSUED**87 State Street Assessment - BBG Real Estate Services**

As authorized at the 21 July 2025 Executive Committee meeting, the Executive Director has signed an agreement with BBG Real Estate Services for appraisal services at 87 State Street in Montpelier.

Scope of Work: CVRPC is serving as project administrator for the DHCD and the Montpelier Commission on Resilience and Recovery on this project to assess the economic development, parking, housing and flood mitigation potential of the US Federal Building, the 1.6-acre parcel upon which it sits located at 87 State Street, and parcels located at 89 State Street and 42 Court Street. This assessment will inform the formulation of a viable redevelopment proposal due to the federal General Services Administration (GSA) within 90 days.

Agreement Value: \$6,500

Funding Source: DHCD-Legislatively Directed Funding from General Fund

Match Source: N/A

Performance Period: 8/22/2025 – 9/22/25

Staff: Christian Meyer, Lincoln Frasca

Project Development on Vermont Land Trust-Conserved Land in the Winooski River Basin (CVRPC Agreement #2023-13.04)

Scope of Work: This proposal seeks funds to conduct Project Development activities on lands owned by the Vermont Land Trust or encumbered by conservation easements held by the organization. At least 10 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: \$25,000 (State)

Performance Period: 9/3/2025 – 9/2/2027

Staff: Brian Voigt, Lincoln Frasca

Notes: The Winooski Basin Water Quality Council prioritized funding for this project at their August 2025 meeting.

Project Development on Vermont Land Trust-Conserved Land in the Winooski River Basin (CVRPC Agreement #2023-13.04)

Scope of Work: This proposal seeks funds to conduct Project Development activities on lands owned by the Vermont Land Trust or encumbered by conservation easements held by the organization. At least 10 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:

- 7) Project kick-off meeting;
- 8) Initial scoping completed;
- 9) Site visits conducted;
- 10) Permit needs and project eligibility assessed;
- 11) Project Development completed; and
- 12) Final Report submitted.

Funding: \$25,000 (State)

Performance Period: 9/3/2025 – 9/2/2027

Staff: Brian Voigt, Lincoln Frasca

Notes: The Winooski Basin Water Quality Council prioritized funding for this project at their August 2025 meeting.



MEMO

Date: September 2, 2025
To: Executive Committee
From: Christian Meyer, Executive Director
Re: FY27 Municipal Dues

✉ **ACTION REQUESTED:** Recommend to the Board of Commissioners that that CVRPC maintain its municipal dues assessment rate at \$1.38 per capita for Fiscal Year 2027

Municipal dues are a critical part of how CVRPC funds its operations, matches other grants, provides professional staff development, and maintains its offices space. As such, dues are essential to ensuring municipalities can rely on our services and reach into our staff pool for support. Municipalities invested \$90,255 for FY25 dues, to leverage over \$2.7-million in services from CVRPC. Municipal dues are one of only two flexible sources of funds that the CVRPC receives, the other being the regional planning funds provided by the Vermont Legislature.

The current assessment rate of \$1.38 was set in FY25 and an increase from the previous \$1.33 rate set in FY23. In FY24 and FY25 staff recommended holding rates steady.

How are municipal dues used?

Municipal dues are used to match grants, make up shortfalls or reductions in grants and contracts, and help support ongoing operations and maintenance of a professional staff. State officials and legislators look to municipal assessments (the rate and the overall participation by municipalities) as one indicator of a regional planning commission's success.

How was the recommended rate developed?

The Executive Director assesses potential budgetary needs. Factors considered include overall budget, dues as a percentage of budget (buying power of municipal dues), cash and in-kind match needs, projected municipal service needs over the next 2-3 years, and potential future needs of the Commission.

Wages and benefits are CVRPC's primary cost followed by consultant costs. The cost of each of these three categories has increased in recent years. Additionally, major pieces of our IT platform have been replaced and additional investments are being made in our office space to accommodate a larger staff. Many of CVRPC's subscriptions and memberships can only be paid from municipal dues – the costs of which have all increased with inflation.

Low, medium and high increases to the base rate were calculated for the Executive Committee to consider. Staff is recommending no increase.

The Executive Committee is ultimately responsible for choosing and recommending a rate to the Board.

How will the dues change for my municipality?

			Recommended			
Municipality	2020	FY 26	Maintain	Increase	Increase	\$ Change
	US	Dues at	FY 27	3.9%	1.6%	
	Census	\$1.38	Dues at \$1.38	FY 27 Dues at \$1.43	FY 27 Dues at \$1.40	
Barre City	8,491	\$11,717.58	\$11,717.58	\$12,174.57	\$11,905.06	\$0.00
Barre Town	7,923	\$10,933.74	\$10,933.74	\$11,360.16	\$11,108.68	\$0.00
Berlin	2,849	\$3,931.62	\$3,931.62	\$4,084.95	\$3,994.53	\$0.00
Cabot	1,443	\$1,991.34	\$1,991.34	\$2,069.00	\$2,023.20	\$0.00
Calais	1,661	\$2,292.18	\$2,292.18	\$2,381.58	\$2,328.85	\$0.00
Duxbury	1,413	\$1,949.94	\$1,949.94	\$2,025.99	\$1,981.14	\$0.00
East Montpelier	2,598	\$3,585.24	\$3,585.24	\$3,725.06	\$3,642.60	\$0.00
Fayston	1,364	\$1,882.32	\$1,882.32	\$1,955.73	\$1,912.44	\$0.00
Marshfield	1,583	\$2,184.54	\$2,184.54	\$2,269.74	\$2,219.49	\$0.00
Middlesex	1,779	\$2,455.02	\$2,455.02	\$2,550.77	\$2,494.30	\$0.00
Montpelier	8,074	\$11,142.12	\$11,142.12	\$11,576.66	\$11,320.39	\$0.00
Moretown	1,753	\$2,419.14	\$2,419.14	\$2,513.49	\$2,457.85	\$0.00
Northfield	5,918	\$8,166.84	\$8,166.84	\$8,485.35	\$8,297.51	\$0.00
Orange	1,048	\$1,446.24	\$1,446.24	\$1,502.64	\$1,469.38	\$0.00
Plainfield	1,236	\$1,705.68	\$1,705.68	\$1,772.20	\$1,732.97	\$0.00
Roxbury	678	\$935.64	\$935.64	\$972.13	\$950.61	\$0.00
Waitsfield	1,844	\$2,544.72	\$2,544.72	\$2,643.96	\$2,585.44	\$0.00
Warren	1,977	\$2,728.26	\$2,728.26	\$2,834.66	\$2,771.91	\$0.00
Washington	1,032	\$1,424.16	\$1,424.16	\$1,479.70	\$1,446.95	\$0.00
Waterbury	5,331	\$7,356.78	\$7,356.78	\$7,643.69	\$7,474.49	\$0.00
Williamstown	3,515	\$4,850.70	\$4,850.70	\$5,039.88	\$4,928.31	\$0.00
Woodbury	928	\$1,280.64	\$1,280.64	\$1,330.58	\$1,301.13	\$0.00
Worcester	964	\$1,330.32	\$1,330.32	\$1,382.20	\$1,351.61	\$0.00
Region	65,402	\$90,254.76	\$90,254.76	\$93,774.70	\$91,698.84	\$0.00

Vermont RPC Municipal Dues Rates and Structures

The Executive Committee customarily requests information about how CVRPC's activities compare to its peers. The table below reflects how CVRPC's **current** dues compare to other RPCs. The data is sorted by Per Capita Equivalent to assist with comparisons.

RPC	Population	Data Source	\$ Raised from Dues	# of Municipalities	Dues as % of Total Revenue	Calculation Method	Per Capita Equivalent ¹	Notes
Bennington	35,337	US Census	\$104,383	17	6.6%	Population: 0-250 = \$2,000; 251-500 = \$3,000; 501-1,000 = \$4,000; 1,001-2,000 = \$5,000; 2,001-3,000 = \$6,000; 3,001-4,000 = \$7,000; 4,001-5,000 = \$8,000; Over 5,000 = \$8,000 + (Population-5,000) * 3	\$2.95	FY26 rate
Windham	45,044	US Census	\$123,871	27	5%	\$2.74 per capita - minimum \$250 (5% increase in FY24)	\$2.75	FY26 rate
TRORC	57,116	US Census	\$98,811	30	<3%	\$1.73 per capita	\$1.73	FY26 rate
Chittenden	168,323	US Census	\$263,070	18	<3%	Pro-rated based on municipal share of the county Equalized Education Grand List (EEGL) value	\$1.57	FY25 rate
Mt Ascutney	24,711	US Census	\$34,804	10	<2%	\$1.40 per capita	\$1.40	FY25 rate
Addison	33,517	US Census	\$45,000	21	<2%	\$1.35 per capita, minus group quarters	\$1.34	FY25 rate
Central	65,402	US Census	\$90,255	23	3%	\$1.38 per capita	\$1.38	FY26 rate
Northwest	57,239	US Census	\$68,389	22	<2%	\$1.19 per capita; annual change based on employer cost price index	\$1.19	FY24 rate
Lamoille	24,475	US Census	\$20,000 - \$30,000 over 4 years	10	~3%	Pro-rated 60/40, most recent Census population and equalized grand list value; towns only, not villages	\$0.82 - \$1.22 over 4 years	FY24 rate – FY28
NVDA	62,438	US Census	\$52,270	50	<3%	minimum dues of \$500 (few do pay \$100); \$3,500 cap	\$0.84	FY25 rate
Rutland	61,642	US Census	\$27,000	27	<2%	\$1,000/year per municipality	\$0.44	FY25 rate

¹Amount Raised by Dues divided by Population



MEMO

Date: September 2, 2025
To: Executive Committee
From: Christian Meyer, Executive Director
Re: Community Development Block Grant- Disaster Recovery

Background

Vermont will receive has \$67,845,000 from the US Department of Housing and Urban Development in Community Development Block Grant- Disaster Recovery (CDBG-DR) funds in response to Vermont's July 2023 floods. These funds will help communities with the necessary expenses related to disaster relief, long-term recovery, restoration of infrastructure and housing, and economic revitalization for eligible activities. The following two projects, where CVRRP will serve as the applicant, were approved in the pre-application process to continue to a full application. Both projects will be closely coordinated with a coalition of stakeholders.

As part of these applications, CVRPC will hold two independent public hearings in mid to late September.

Winooski Basin - Flood Modeling and Public Engagement

CVRPC will apply to the Community Development Block Grant – Disaster Recovery program to address long term flood recovery and flood adaptation planning and project implementation with the following elements:

Flood Modeling: Improve Upper Winooski River Basin flood models. Collect and aggregate existing local flood models into a regional watershed model for the Upper Winooski. The model will be used to assess positive impacts of future implementation projects and identify basin-wide priorities by quantifying local benefits from basin-wide actions, an essential step to mitigating risk for those housed in our most impacted area. Further work will be undertaken to set the model up for integration with the Multi-Objective Optimization.

Alternatives Analysis/Multi-objective Optimization: Using the outputs from the Flood Modeling tasks, identify watershed and municipal scale flood hazard mitigation projects for sub-watersheds (i.e., clusters of towns) in the Upper Winooski by developing and using a multi-objective optimization framework to conduct an alternatives analysis. This is an opportunity to evaluate project benefits across town boundaries and provide a platform for smaller municipalities to develop priorities. This ability to plan regionally will allow for communities with potentially limited flood mitigation opportunities (i.e.

constrained urban areas with little to no flood plain reconnection options) to understand upstream and downstream areas that may provide positive benefits to their local community and support those projects inter-municipally. This type of cross-municipality cooperation is essential to developing the type of flood resilience needed in Vermont.

Public Engagement: Local engagement will be undertaken to share the model regionally and with all included municipalities.

Stakeholders and Partners include: CVRPC municipalities and other municipalities in the water basin, Friends of the Winooski, Montpelier Commission for Recovery and Resilience, DEC Rivers Program, Vermont Emergency Management, State Recovery Office, Dept. Geography and Geosciences, UVM Dep. of Civil and Environmental Engineering

Capital Fire Mutual Aid - Capital Region Emergency Communications Resiliency Improvements

CVRPC will apply to the Community Development Block Grant – Disaster Recovery program as the fiscal agent and project administrator on behalf of Capital Fire Mutual Aid for emergency communications resiliency improvements. During the 2023 floods, Montpelier's dispatch center and three of eight towers were compromised for 72 hours, nearly resulting in a catastrophic failure. Both dispatch cores currently reside in areas where water intrusion from utility lines affected them. This severely hindered coordination and endangered lives. Despite these setbacks, Capital Fire Mutual Aid— alongside the cities of Barre and Montpelier—has worked to stabilize and strengthen this system. The project will support long term recovery, focused on resiliency measures. The new system core will be in a protected location well outside of and above the floodplain.

The scope of the application is based on the upgrades identified in the 2019 Televate study, commissioned by the Central Vermont Public Safety Authority. CVRPC will apply for \$2.5 million.

The project is a emergency communications system that incorporates:

- P25 digital radio technology
- Trunking and LTE capabilities
- Redundancy and resiliency features
- CAD system integration with the state's Valcour records management system.

This funding will directly support:

- Modernization of the 16-site microwave network with all associated necessary equipment at tower locations (tower list included- FOIA protect) can provide equipment list upon request.
- Replacing and updating all necessary equipment with a focus on redundancy and resiliency of these towers.
- Deployment of a fully integrated Computer-Aided Dispatch (CAD) system including integration into the State's Valcour record management system and 1 week of training for police, fire and Ems and dispatchers.
- Rapid implementation within a 12–18 month timeline

- Oversight by the Central Vermont Regional Planning Commission and resident engineer
- A scalable, resilient, and replicable model for statewide deployment

This project will benefit residents of the CVRPC planning area and beyond, including a total population served is 76,009 and covering 918 square miles.



MEMO

Date: September 2, 2025
To: CVRPC Executive Committee
From: Reuben MacMartin, Senior Planner
Re: Draft FFY26 TPI Work Program

✉ **ACTION REQUESTED:** Recommend Adoption of the FFY 2026 CVRPC TPI work program pending TAC approval

About the TPI Work Plan?

The CVRPC adopts a TPI work plan annually that defines the tasks CVRPC staff will work on in the coming federal fiscal year (FFY). Only those tasks included in the work plan are eligible for funding under the TPI. The FFY 26 draft work plan reflects the updated VTrans guidance on eligible tasks while carrying forward regional priorities from FFY 25.

For FFY 26 the work program task structure has been modified in response to updated guidance from VTrans reducing the number of subtasks and adopting broader language to include related or support work adjacent to previously narrowly specified tasks. New tasks are noted below:

Task1: Program Administration

- No New Tasks

Task 2: Public Participation and Coordination

- Human Services Transportation Coordination (previously under Task 3)
- Complete Streets Coordination (reporting was previously under Task 4)

Task 3: Planning

- No New Tasks

Task 4: Data Collection and Management

- Resilience Data Collection

Task 5: Project Development Planning

- No New Tasks

Task 6: Municipal Roads General Permit Support

- No New Tasks

Task 7: Strategic Initiatives

- No Tasks – Bicycle/Pedestrian funds expire at the end of FFY 25.

Task 8: Other Planning Activities

- No Tasks

Budget

The total budget for tasks 1-6 for FFY 26 is \$257,075.00 This is an increase over the FFY 25 budget, which was \$253,173.00 for Tasks 1 through 6.

The TPI is funded through U.S. Department of Transportation Federal Highway Administration, transportation funds appropriated by the Vermont Legislature, Vermont Agency of Commerce and Community Development Municipal & Regional Planning Fund, and CVRPC's member municipalities.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION**FFY 2026 Transportation Planning Initiative**

Federal Fiscal Year: October 1, 2025 to September 30, 2026

Approved by: TAC _____; Executive Committee _____

EXHIBIT 1: WORK PROGRAM**Purpose and Summary**

This document describes the Central Vermont Regional Planning Commission (CVRPC) Transportation Planning Initiative (TPI), Federal Fiscal Year 2026 Work Program. The transportation program is continually adapted to meet the needs of our 23 municipalities, the region at large, and the work tasks developed cooperatively with the Vermont Agency of Transportation. This work program is a summary of work tasks with more specific work scope and schedule guidance being provided by VTrans and/or our member communities. Implicit in this agreement is that CVRPC staff will hold themselves to a professional standard and seek training opportunities in all relevant transportation and planning related topics. The regional transportation planning program is intended to achieve the following goals:

- Enhance cooperative decision-making among state, regional, and local partners about the transportation system.
- Better connect federal, regional, and statewide transportation planning.
- Provide technical assistance to municipalities and expand their ability to implement transportation planning best practices.
- Deliver results that advance VTrans strategic and long-range transportation plans.

Under the CVRPC TPI Work Program, regional staff create the Transportation Element of the Regional Plan, facilitate the prioritization of VTrans projects, engage municipalities in the VTrans planning processes, provide transportation planning services to municipalities, transmit local input into state planning processes, and study transportation problems.

The current Work Program continues the above activities. In addition, activities have been added to strengthen the transportation/land use linkage, assist municipalities to plan for a resilient transportation system, and plan for Clean Water initiatives.

This work program is presented under six tasks, each corresponding to the VTrans FFY 2026 TPI guidance materials and direction from VTrans. The narrative for each task includes a description of the proposed goals, objectives, and activities to be undertaken the resulting products.

TASK 1. PROGRAM ADMINISTRATION

Objective:

The purpose of this task, is to effectively execute the management and administrative functions related to conducting the regional transportation planning process and includes development of work programs, work related to the consultant selection process, and maintain financial records and develop reports in conformance to all applicable federal and state laws, regulations and guidance.

Included, but not limited to are the following activities:

TPI Task 1.1-TPI Monthly Meetings

Attend monthly TPI meetings and organize and host one meeting, annually

TPI Task 1.2-TPI Program Performance Reporting

Complete annual TPI and VAPDA performance reporting, including:

- a) Tracking performance indicators during the year and submit to VTrans;
- b) Compiling a list of planning projects completed during the year and submit to VTrans
- c) Submit completed performance indicator template by June 30, 2026
- d) Submit a list of completed planning projects by June 30, 2026
- e) Conduct financial and progress reporting to meet federal and VTrans requirements, such as preparation of monthly billings, monthly progress reports, and weekly status reports regarding work accomplishments and financial status.

TPI Task 1.0- Additional tasks to be performed, including but not limited to:

- 1 Hire, train, and supervise staff, and hire, supervise, and evaluate consultants as necessary to undertake the work program.
- 2 Prepare and update policies and procedures to maintain compliance with state and federal laws, procedures, and requirements.
- 3 Participate in a commission-wide audit, in conjunction with other CVRPC programs and in conformance with federal standards.
- 4 Develop an indirect cost proposal.
- 5 Purchase supplies, equipment (Ex. traffic or pedestrian counters, iPad for data collection), and software directly related to TPI activities and necessary to complete the work program; repair and maintain equipment as necessary.
- 6 Complete training to enhance knowledge and skills specific to transportation planning best practices.

Personnel: Executive Director, Senior Planners, Planners, Planning Technicians, Office Administrators

Products: Administrative activities will be ongoing throughout the agreement period. Specific products will include procurement documentation, monthly invoices, progress reports, an annual audit report, indirect cost proposal, related proposals, subcontracts, work programs, budgets, updated policies, and the CVRPC FY26 Annual Report and VAPDA SFY2026 Annual Report that includes transportation performance measures.

TASK 2. PUBLIC PARTICIPATION AND COORDINATION

Objective:

To ensure that the public, business owners, and other stakeholders have the opportunity to participate in the regional transportation planning process both individually and through their locally elected officials. Additionally, this task shall support a regional approach to transportation planning, promoting cooperation, coordination and the exchange of information across modes, providers and jurisdictional boundaries, consistent with FHWA's planning requirements.

Included, but not limited to are the following activities:

TPI Task 2.1-State Transportation Improvement Program

Solicit public input on the State Transportation Improvement Program (STIP) Hearing
Support including:

- a) Assist VTrans to publicize the public hearings(s) and distribute the notice with the TAC and affected municipalities.
- b) Participate in a STIP public hearing.

TPI Task 2.2-Travel Demand Management

Participate and coordinate Travel Demand Management initiatives to meet the needs of Central Vermont, including participating, coordination and outreach as part of the Park Your Carbon Challenge.

- a) Conduct a minimum of four engagement activities (see guidance for recommendations)
- b) Provide report on TDM-related activities conducted during the SFY26 (July-June) by September 30, 2026.

TPI Task 2.3-Road Supervisors Meetings & Vermont Local Roads Coordination

Coordinate, facilitate, and provide technical support for road supervisor roundtables including communicating with Vermont Local Roads for opportunities for participation.

- a) Coordinate scheduling of regional meetings. Host at least two Regional Road Foreman meetings per year; provide meeting notice to VLR, VTrans District personnel and VTrans Planning Coordinator.
- b) Notify VLR and VTrans District staff of municipal personnel changes (Road Foreman, Public Works Director, etc.) to enable outreach to new staff

- c) Awareness of and participation in relevant training opportunities offered through the VTrans Training Center (VTTC) and VLR

TPI Task 2.4-Vermont Strategic Highway Safety Plan Education

Assist in public outreach and collaborate on events organized by the State Highway Safety Office. Assist VTrans to identify stakeholders to engage on safety initiatives.

- a) Read Strategic Highway Safety Plan
- b) Assist with public outreach and dissemination of information with a focus on underserved communities.
- c) Participate in and collaborate on events organized by the OSB Safe Systems Unit
- d) Assist VTrans OSB Safe Systems Unit to identify stakeholders to engage on safety initiatives

TPI Task 2.5- Aviation Program Coordination

Coordinate the region's participation in the VTrans Aviation Program, including participation in State Aviation Council meetings and exploration of a State Airport Committee for the Edward F. Knapp Airport

- a) Airspace Protection:
 - a. Educate & conduct outreach to municipalities, as applicable, regarding how to incorporate airspace protection into local municipal plans, land regulations, and communications with developers to engage in best practices in land development that may require FAA notification.
 - b. Monitor for development occurring around the airport with respect to airspace protection and ground transportation to airports.
- b) Multimodal Connectivity
 - a. Assist with the coordination of planning and public involvement activities during state-owned airport planning activities to ensure connectivity between modes.
 - b. Incorporate state aviation goals or contents into long range regional planning efforts.
- c) Attend Local Airport Commission meetings and provide support where needed.
- d) Attend at least 1 of 4 Vermont Aviation Advisory Council quarterly meetings (VAAC).
- e) Invite or enhance communication by having an aviation representative participate in Commission's TAC

TPI Task 2.6- Human Services Transportation Coordination

Coordinate implementation of a multi-year plan to ensure adequate access to essential services is available to the public and underserved populations (including elders and persons with disabilities).

- a) Submit updated Committee Annual work plan, goals and objectives by June 30, 2026.
- b) Organize and facilitate regular Committee meetings at least 4 times a year by September 30, 2026
- c) RPCs shall be the leading agency for these meetings.
- d) RPCs are responsible for ensuring meetings comply with Vermont Open Meeting law and engage the full spectrum of providers of services and representatives of those needing rides.
- e) Include your VTrans Planning Coordinator and Public Transit Coordinator on Committee correspondence.
- f) Continue to expand scope of Regional O&D Committee to include Medicaid, Recovery & Job Access, and other client-based transportation services, with the view of evolving the committee into a Regional Mobility Committee concept in FFY26
- g) Coordinate with VTrans and Public Transit Provider(s) to expand tracking of denials and unmet needs
- h) Assist Committees with evaluating the data and potential.
- i) Help VTrans with centralized tracking of defined O&D basic information.
- j) Attend the annual O&D Summit (rotates between virtual and in-person).
- k) Assist VTrans with organizing the annual O&D Summit, particularly assisting with outreach and being a liaison to the O&D Committees.
- l) Participate in discussion of how to incorporate equity principles and practices into the O&D program and regional committees' practices.

TPI Task 2.7- Complete Streets Coordination

Partner with VTrans to provide training on complete streets to municipalities and support municipalities in complete streets compliance reporting to VTrans

- a) Assist VTrans with development of municipal training
- b) Collect Municipal Complete Streets Compliance Forms (see guidance)

TPI Task 2.0- Additional tasks to be performed, including but not limited to:

- 1 Coordinate transportation planning activities with adjacent regional commissions, public

transit providers, economic development agencies, human service providers and advocates, housing organizations, VTrans, and other organizations.

- 2 Publish and advertise informational materials regarding activities of the Regional Transportation Planning Program and related VTrans planning efforts. Media can include newsletters, website and social media content, and other materials to enhance understanding of the planning process, evaluation of needs, and development of transportation solutions.
- 3 Meet regularly with VTrans staff to discuss the development, implementation and progress of programs and activities of interest to the region's member municipalities.
- 4 Monitor the development of legislation affecting local and regional transportation; communicate information as appropriate.
- 5 Coordinate and facilitate the Central Vermont Transportation Advisory Committee (TAC) and coordinate its activities with local officials, groups, and other regional TACs and its involvement in statewide modal and policy plans.
- 6 Engage the public in the identification of transportation problems and solutions, including in the Regional Plan update as it pertains to various modes of transportation, goals for transportation planning, and future transportation needs.
- 7 Serve on various transportation-related task forces and study committees.
- 8 Attend meetings of local boards and commissions on transportation related topics including safety improvements, capital planning, infrastructure planning, etc.
- 9 Participate in emergency management training and activities to support a resilient transportation system.
- 10 Monitor current transportation projects by reviewing the five-year VTrans Capital Program and Project Development Plan, and the STIP.
- 11 Obtain in-house reference materials, such as periodicals, manuals and textbooks, on transportation planning, engineering, and related topics, for use by staff, local officials and the public.
- 12 Training staff, Transportation Advisory Committee (TAC) and RPC members
- 13 Facilitate and participate in the public decision-making process for project development

Personnel: Executive Director, Office Manager, Planners, Planning Technician

Products: Complete streets reporting; O&D workplan and hosting O&D Committee meetings; Airport Committee and Aviation Council participation and tracking of aviation participation in TAC; Participation in Highway Safety Office events and initiatives; Host and track participation in Road Foreman meetings; TDM activity reporting; STIP outreach and participation in annual hearing.

TASK 3. PLANNING

Objective:

Under this task, the Region will integrate multi-modal transportation needs identified by existing and future land use patterns, socioeconomic characteristics and trends, environmental challenges and other driving factors into regional and local plans and solutions and propose solutions to meet those needs that respect Federal and State regulations and Vermont statutes. This will include considering planning activities through the lens of 26 V.S.A. § 4302, which stipulates that state agencies are responsible for supporting and reinforcing Vermont's historic settlement pattern of compact village and urban centers separated by rural countryside, under this task transportation planning activities should be considered through this lens. Furthermore, under this task CVRPC shall integrate the goals identified in the 2040 Vermont Long Range Transportation Plan.

Included, but not limited to are the following activities:

TPI Guidance Task 3.1-Regional Transportation Plan

- a) Update the Regional Transportation Plan for Central Vermont Region

TPI Guidance Task 3.2-State Modal Transportation Plan Coordination

- a) Participate in working groups, steering committees, and/or advisory committees of VTrans managed planning projects, such as acting as a technical advisor.
- b) Assist VTrans in outreach to local officials and the public
- c) Provide Regional Plan language relevant to Statewide plans as requested
- d) Provide data to support state level efforts

TPI Guidance Task 3.3-Regional Planning Initiatives

1. Demonstration Projects (Noteworthy Efforts for October TPI Meeting):

Provide technical assistance to municipalities in planning and implementing temporary and evaluative transportation-related demonstration projects on the federal-aid system.

- a. Prepare application materials and participate in consultation meetings, as outlined in guidance.
- b. With purchase approval from VTrans, direct purchase, on behalf of municipalities, of common demonstration project consumable supplies/materials, such as tape and paint, in accordance with VTrans materials requirements, and using the RPCs approved procurement procedures. Materials eligible for reimbursement through TPI must demonstrate applicability to an approved demonstration project on State Highway Right-of-Way (i.e., approved Section 1111 Permit) or occur on a Class 1 Town Highway.
- c. Assist in public engagement plan development and implementation.
- d. Data tracking throughout the project lifecycle.

- e. Conduct a pre- and post- demonstration evaluation to determine project's success based on project goals as identified in the Section 1111 permit.
- 2. Corridor Planning:
Identify short-term stakeholder recommendations to implement in combination with asset management projects and long-term needs that may be addressed through other VTrans and municipal programs.
 - a. As requested, provide available information, reports, data, etc. related to a selected project area.
 - b. As requested, coordinate municipal and stakeholder engagement, including meeting logistical support and outreach to ensure participation by a broad range of local stakeholders.
- 3. Safe Routes to School (Noteworthy Efforts for June TPI Meeting):
Promote access to resources and materials that support and encourage roadway safety around schools and provide support as a Regional Expert.
 - a. General outreach to increase program awareness and participation of schools and municipalities (i.e. disseminate information, provide highlights for SRTS newsletter, etc.).
 - b. Assist in targeted outreach to gather programmatic feedback on SRTS engagement.
 - c. Conduct any of the following program support activities that could include but are not limited to:
 - i. Collect data to inform project planning and evaluation of project success.
 - ii. Serve on a working group, individual school or district-wide, to aid program success.
 - iii. Assist with the identification and engagement of relevant local and regional resources.
 - iv. Support the creation of (or update to) a School Travel Plan.

TPI Guidance Task 3.4-Public Transit Planning

- a) Public Transit Route Performance Analyses: Assist GMT with developing strategies to increase ridership and decrease the cost of providing service on struggling routes. May include land use, boarding, and routing analyses; surveys; and demographic analysis.
 - a. Conduct a study of seasonal transit services
- b) Transit planning and outreach assistance: Assist GMT with any transit planning efforts and aid with outreach strategies and implementation.
- c) Public Transit Board Membership: Serve on the GMT Board and related committees.
- d) Transit studies: Participate transit pilot projects in appropriate capacities.
- e) Electric bus pilot studies: Participate in electric bus pilot studies in appropriate capacities.

- f) Public Transit Asset Management Plan: Assist VTrans with outreach activities related to this plan.

TPI Guidance Task 3.5-Environmental Policy & Planning

- a) Assist VTrans in outreach to local officials and the public on and support general environmental planning activities.
- b) Participate in working groups and/or committees as requested by VTrans
- c) Attend and encourage municipal staff to attend training related to general environmental topical areas (ie Highways and Habitats, Rivers and Roads, etc).

TPI Guidance Task 3.6-Active Transportation Planning

Support the Active Transportation team through engagement in the implementation of the VTrans 2021 Bicycle and Pedestrian Strategic Plan (BPSP) and active transportation facility planning.

- a) Conduct Bicycle and Pedestrian planning as needed within region through regional level planning and/or technical support to individual municipalities
- b) Update bike/ped layers by collecting municipal bicycle and pedestrian facility data to maintain baseline facility information.

TPI Guidance Task 3.7-Rail Planning Coordination

Coordinate Regional planning with Statewide rail planning through public outreach and dissemination of information about state programs, availability of intermodal connections with passenger rail, and freight rail opportunities. Maintain viability of industrial zoned parcels with access to active freight rail for multimodal use now or in the future and encourage the reactivation of underused priority parcels.

- a) Enhancing multi-modal access to Amtrak to seek solutions to the last mile issues, such as wayfinding and parking
- b) Assist with public outreach and dissemination of information
- c) Attend at least one of the quarterly VT Rail Advisory Committee (VRAC) Meetings
- d) Operation lifesaver advertisement/presentation
- e) Distribute VTrans press release and/or share RPC efforts on this task
- f) Share information with shippers and receivers about freight rail opportunities
- g) Engage in or support intermodal rail access planning through the following activities:
 - a. Create and/or update an inventory of parcels zoned for industrial and/or commercial uses that are or could be served by freight rail. Access spurs may be in working or non-working conditions.
 - b. Collaborate with municipalities/economic development partners to prioritize parcels based on the regional needs and identify potential locations to establish

or enhance intermodal freight use.

- c. Coordinate with state/local stakeholders to increase awareness of viable parcels and help market priority parcels in a strategic manner to encourage use of such locations.
- d. Identify industrial parcels to bring into use for the statewide Rail & Freight Plans that have brownfield issues

TPI Guidance Task 3.8-Highway Safety Planning

Support the Highway Safety Improvement Program (HSIP)

- a) Create general awareness among Transportation Advisory Committee (TAC) members of emerging highway safety concepts, including systemic safety.
- b) Review regional safety needs based on the screenings performed by VTrans and encourage municipalities to apply for safety grant opportunities.
- c) Coordinate and attend Road Safety Audit Reviews when requested by VTrans
- d) Explain and help facilitate VTrans assistance for municipalities both through technical support and coordination when appropriate on State Highways
- e) Provide technical assistance to municipalities regarding safety concerns and questions on local system roadways
- f) Support efforts to improve delivery of safety improvements on local-system roads, working to identify and develop an appropriate process that ensures compliance with Federal funding requirements without unduly burdening municipalities or delaying the work.

TPI Task 3.9-Transportation Energy Planning

Support communication and coordination regarding ongoing transportation energy efficiency planning efforts. Increase public awareness/education related to statewide carbon reduction targets and strategies to reduce greenhouse gas (GHG) emissions from the transportation sector as set by VT's Global Warming Solutions Act, and related Climate Action Plan and Comprehensive Energy Plan. Assist with the statewide deployment of electric vehicle charging infrastructure in Vermont including locating feasible sites, engaging the public, and strengthening state-local partnerships.

- a) Assist VTrans with outreach to local officials and general public on EV charging and statewide transportation energy efficiency priorities
- b) Encourage parties interested in hosting EVSE to document interest in the [Vermont EVSE Host & Service Provider Questionnaire](#)
- c) Coordinate with VTrans as additional guidance becomes available
- d) Pursue additional climate and energy-related work conditional on confirmation of eligibility

TPI Task 3.0- Additional tasks to be performed, including but not limited to:

1. Design and execute demonstration projects with member municipalities to field test speed reduction strategies and lay the foundation for future village and downtown planning efforts.
2. With purchase approval from VTrans, acquire and maintain a library of demonstration project materials to make demonstrations financially viable for member municipalities. Seek additional grant funding where feasible for demonstration project materials and project implementation.
3. Assist member municipalities in assessing climate change impacts on local transportation infrastructure and developing appropriate responses including, but not limited to, mitigation, relocation, and retirement of existing facilities.
4. Maintain, distribute, and verify through local officials and business/community leaders future land use, demographic, and transportation network characteristics.
5. Coordinate inter-regional efforts, such as clean water planning for inter-regional roads.
6. Provide technical support to assist municipalities with municipal plan updates, zoning ordinances, subdivision regulations, highway ordinances, and other transportation-related documents or ordinances.
7. Develop and implement analytical methods to identify gaps in the connectivity of the transportation system.
8. Preparing and supporting the preparation of regional, subarea, corridor, and local transportation plans such as assessment of transportation problems, feasibility studies, and alternatives analyses.
9. Coordinating and providing technical support for intermodal, multimodal and freight transportation planning activities; including bike/pedestrian systems planning.
10. Assessing and forecasting future travel demand based on land use, demographic projections and other driving factors; assessing and recommending strategies to manage demand as well as identifying gaps in transportation system connectivity based on analysis.
11. Supporting development of Municipal Transportation Capital Improvement Plans.
12. Planning, coordination, and outreach associated with designated Scenic Byways
13. Review of traffic impact studies of proposed development projects with potential impacts to the federal aid system and relative to the regional transportation plan.
14. Providing planning, technical assistance, and general transportation planning related grant support.
15. Multimodal corridor planning within region, especially Barre City to Montpelier corridor (From TAC).

Personnel: Executive Director, Planners, Planning Technicians

Products: Updates to the Regional Transportation Plan; Rail Plan priority parcels list; Participation in Monthly TPI Roundtable.

TASK 4. Data Collection and Management

Objective:

Data collection and management tasks support balanced planning efforts by grounding decision making in observations made directly in the field. These efforts involve documenting and uniformly reporting transportation facility location, condition, performance, and usage, to provide a comprehensive perspective on statewide, regional, and local transportation infrastructure needs and opportunities to VTrans, RPCs and municipalities.

Included, but not limited to are the following activities:

TPI Tasks 4.1-Traffic Counts

Conduct vehicular traffic counts and submission to VTrans

TPI Tasks 4.2-Bike and Pedestrian Count Data

Support the annual collection of bike and pedestrian count data to develop a consistent data source and build a “snapshot” of biking and walking activity statewide.

TPI Tasks 4.3-State and Municipal Park and Ride Counts

Compile data on park and ride usage to track capacity.

TPI Task 4.4-Highway Performance Monitoring System Data Program (TH MC)

Annually collect for VTrans submit to FHWA, highway improvement data on the Town Highway Major Collector (TH MC) system

TPI Task 4.5-Town Road Surface Data Verification

- a) Review and verify the surface classification (6 categories) for ALL Class 2, 3, and 4 town highways per municipality in the region. RPCs should prioritize changes to paved surfaces or removal of paved surfaces.
- b) Report road centerline issues identified during surface type review, such as changes to alignment, missing town highways, segments that have been taken out of service, or other inaccuracies that present themselves in the VTrans RDS data layer.
- c) Submit comments on the road surface data in the provided application. RPCs should target completing this task by September 30, 2026.

TPI Task 4.6-Town Highway Bridge and Culvert Inventories

Aid municipalities in maintaining bridge and culvert inventories based on the recommended prioritization criteria above. Work shall include:

- a) Inputting municipal bridge or culvert data collected by the RPC into VTCulverts.
- b) Host one training with municipal representatives.

TPI Task 4.7-Public Transit Bus Stop Inventory

Field inventory of public transit bus stops.

TPI Task 4.8-Resilience Data

- a) Assist with failure and vulnerability variables for 2023 and 2024 Detailed Damage Inspection Reports (DDIRs) to update the Transportation Resilience Planning Tool (TRPT)
- b) Consult the Resilience Improvement Plan (RIP) and TRPT in assisting municipalities with Local Hazard Mitigation Plans (LHMPs) and other projects
- c) Provide input for Reducing Repeat Damage tool
- d) Provide list of any planned or completed projects in RIP priority locations

TPI Task 4.0-Additional tasks to be performed, including but not limited to:

1. Capture, monitor and maintain data for regional transportation facilities. Data may be gathered by using recommended equipment and state standards or by the purchase of relevant data sets where appropriate.
2. Assist municipalities with town highway road, culvert, bridge, sidewalk, bicycle facilities and roadway sign inventories and assessments.
3. Develop and maintain statistics, GIS data and analyses used to support transportation planning and project development (journey to work data, Longitudinal Employer-Household Dynamics, existing land use, land use regulations, floodplains, river corridors, farmland, critical wildlife habitat and hazardous materials, etc.)
4. Develop and implement analytical methods to identify gaps in the connectivity of the transportation system.

Personnel: Executive Director, Planners, Planning Technicians

Products: Specific projects will include traffic, bike, parking, and pedestrian counts; updated TRPT variables and resilience projects list; field inventory of bus stops, input municipal bridge and culvert data into VTCulvert online platform, provide town highway surface and class data, town highway major collector infrastructure updates.

TASK 5. Project Development Overview

Objective:

Evaluate recommendations for capital projects identified through the planning processes in greater detail. Project development activities provide continuity between planning and implementation and provide a framework for on-going public participation as specific design alternatives, costs and impacts are explored. Establishing regional priorities for transportation projects is also a critical step because it ensures that regional goals are incorporated into project funding decisions and the implementation schedule.

Included, but not limited to are the following activities:

TPI Task 5.1.-VSPS2

Incorporate local and regional priorities in the selection of projects funded in the VTrans Capital Program.

- a) Attend meetings and trainings related to the prioritization process and execution.
- b) Implement the prioritization process as appropriate with consultation of local stakeholders (municipalities and TAC) including review of provided draft project list and submitting regional scoring and information according to the timelines provided
- c) As requested, assist the VTrans consultant in the Regional Project Refinement process with facilitating the advancement of the regional project priority.
- d) As needed, review and provide feedback on VPSP2 (i.e., guidance materials, incorporation of additional transportation modes, etc.).

TPI Task 5.2.-New Project Summaries for Asset Management

Assemble a framework of location specific information to inform the initial stages of design for a capital project and incorporate local and regional perspectives into the Agency's pre-design information gathering process.

- a) Provide input on NPS questionnaire with an emphasis on regional and local context.
- b) Inform VTrans of relevant plans and planning efforts specific to the corridor.
- c) Submit regional and local input through the NPS questionnaire according to timeline defined at onset of request. CC VTrans Planning Coordinator on submittal.

TPI Task 5.3-a.& b. Project Definition and Development, and Construction Projects

Assist VTrans in tailoring public outreach plans to the local context by helping to develop stakeholder lists, identifying outreach methods that may be unique to a certain locale, in helping to engage key players in the community, and in bringing a regional perspective to how the project will affect a community. Provide continued coordination for better public awareness during project construction.

- a) Project Definition & Development
 - a. Identify key local/regional stakeholders and help to ensure key stakeholders are engaged.
 - b. Ensure outreach plan is tailored to the local community.
 - c. Help VTrans to identify and understand local and regional issues and concerns.
 - d. Assist municipalities in completing Local and Regional Concerns Questionnaire
 - e. Participate in information gathering discussions with identified stakeholders, when appropriate.

- f. Attend Regional Concerns and Alternatives meetings held with municipality(ies).
 - g. Review and provide comments on Scoping, Preliminary, and Final project plans as appropriate.
 - h. Coordinate with adjacent RPCs when a project will have cross-regional impacts.
 - i. As necessary, assist VTrans with communications to municipality(ies) to ensure completion of required submittals (e.g., questionnaire, preferred alternatives acceptance letters, cost share agreements etc.)
 - j. As needed, assist the municipality to identify and notify affected stakeholders (property owners, businesses, etc.) who may be impacted by a road closure.
- b) Construction Projects
- a. Update any information provided during the Project Definition and Development stage that may need updating– for example changes in contact information and any changes to local context.
 - b. Help VTrans identify and understand local and regional issues and concerns.
 - c. Alert VTrans if any potential issues are developing.

TPI Task 5.0-Additional tasks to be performed, including but not limited to:

1. Conduct or participate in feasibility and project definition studies.
2. Identify local issues that relate to scoping analyses.
3. Assist and review communities' Municipal Assistance projects that can be funded and developed outside the statewide prioritization system (such as Transportation Alternatives, Bike/Ped and other locally managed projects).

Personnel: Executive Director, Planners

Products: Specific projects will include regional project prioritization list and map; scoping and feasibility studies as applicable; New Project Summaries input; Project assistance as applicable; participation in project outreach efforts as requested; NPS questionnaire input.

TASK 6. Municipal Roads General Permit Reporting

Objective:

As stipulated in Act 64 of 2015, the Vermont Clean Water Act, the Agency of Natural Resources (ANR) Department of Environmental Conservation (DEC) issued the Municipal Roads General Permit (MRGP) in January 2018. As part of the MRGP, municipalities are required to provide two components: a comprehensive Road Erosion Inventory (REI) of hydrologically-connected road segments and an associated Implementation Table Portal. The purpose of this task is to assist municipalities with tasks that support compliance with the MRGP.

Included are the following activities:

TPI Task 6.0-Municipal Roads General Permit Reporting

Assist municipalities with compliance with the MRGP by providing outreach, education and administrative assistance; data collection and management assistance and grant preparation.

Personnel: Executive Director, Planners

Products: Program reporting; ongoing collaboration with DEC on MRGP requirements

Exhibit II - Budget Detail by Task Category
FFY 2026 TPI Work Program

Regional Planning Commission: CVRPC

Date:

<u>Task #</u>	<u>Task Description</u>	<u>Agreement Amount</u>
Task 1	Administration	\$ 40,705.50
Task 2	Public Participation and Coordination	\$ 21,377.60
Task 3	Planning	\$ 142,079.87
Task 4	Data Collection & Management	\$ 46,373.47
Task 5	Project Development Planning	\$ 4,284.17
Task 6	Municipal Roads General Permit (MRGP) Support	\$ 2,254.39
Sub-Total	Tasks 1 - 6 only	\$ 257,075.00
Task 8	State Owned Rail Trails	\$ -
Task 9	Other Planning Activities	\$ -
Total	All Tasks	\$ 257,075.00

Exhibit III – Budget Detail by Expense Category
FFY 2026 TPI Work Program

Regional Planning Commission: CVRPC

Date:

1. Regional Planning Commission Staff:

Staff Position	Hours	Rate (\$/hr)	Cost
Executive Director	140	\$66.37	\$ 9,291.80
Transportation Sr. Planner	990	\$45.06	\$ 44,609.40
Transportation/EM Planner	740	\$47.05	\$ 34,817.00
Planner	595	\$36.41	\$ 21,663.95
Natural Res. Planner	35	\$35.47	\$ 1,241.45
Administrative Staff	45	\$41.09	\$ 1,849.05
Natural Res. Sr. Planner	50	\$51.11	\$ 2,555.50
Land Use Planner	140	\$44.49	\$ 6,228.60
Comm. Dev. Planner	140	\$43.71	\$ 6,119.40
Energy Planner	80	\$37.19	\$ 2,975.20
Plan. Tech. 1	400	\$19.38	\$ 7,752.00
Plan. Tech. 2	400	\$19.38	\$ 7,752.00
Plan. Tech. 3	0	\$19.38	\$ -
Total Hours	3,755.00	Total Staff	\$ 146,855.35

2. Indirect Cost:

Indirect Rate (\$/hr)	Cost
62.00%	\$ 91,050.32

3. Direct Costs:

	Cost
Contractual	\$ 3,966.17
Travel	\$ 5,000.00
Supplies	\$ 300.00
Data/Ref	\$ -
Postage	\$ 800.00
Phone	\$ -
Copies/Printing	\$ -
Meetings	\$ 3,000.00
Equipment	\$ 6,103.16
Total Direct	\$ 19,169.33

4. Consultant(s):

	Cost
Contractual	\$ -
Travel	\$ -
Equipment	\$ -
Supplies	\$ -
	\$ -
Total Consultant(s)	\$ -

Total for All Expense Categories (1-4)	\$ 257,075.00
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Exhibit IV – Time by Task by Cost Summary
FFY 2026 TPI Work Program

Regional Planning Commission: CVRPC
Date:

A. PERSONNEL (Hours by Task):

Task #	Task Description	Executive Director	Transportation Sr. Planner	Transportation /EM Planner	Planner	Natural Res. Planner	Administrative Staff	Natural Res. Sr. Planner	Land Use Planner	Comm. Dev. Planner	Energy Planner	Plan. Tech. 1	Plan. Tech. 2	Plan. Tech. 3	Total Hours
1	Administration	35	170	110	0	10	0	0	10	10	0	15	15	0	375
2	Public Participation/ Coordination	15	120	100	0	25	20	0	0	0	5	5	5	0	295
3	Planning	80	570	280	575	0	25	25	130	130	55	80	80	0	2030
4	Data Collection & Management	5	100	200	20	0	0	25	0	0	20	300	300	0	970
5	Project Development Planning	5	20	30	0	0	0	0	0	0	0	0	0	0	55
6	MRGP Support	0	10	20	0	0	0	0	0	0	0	0	0	0	30
Sub-Total (Tasks 1-6) (Hours)		140	990	740	595	35	45	50	140	140	80	400	400	0	3755
8	State-Owned Rail Trails														0
9	Other Activities														0
Total (All Tasks) (Hours)		140	990	740	595	35	45	50	140	140	80	400	400	0	3755

B. OTHER DIRECT COSTS:

Task #	Task Description	Contractual	Travel	Supplies	Data/Ref	Postage	Phone	Copies/Printin g	Meetings	Equipment	Total Direct (\$)
1	Administration	\$ -	\$ 5,000.00	\$ 300.00	\$ -	\$ 800.00	\$ -	\$ -	\$ 3,000.00	\$ 4,103.16	\$ 13,203.16
2	Public Participation/ Coordination										\$ -
3	Planning	\$ 3,966.17								\$ 2,000.00	\$ 5,966.17
4	Data Collection/Management										\$ -
5	Project Development Planning										\$ -
6	MRGP Support										\$ -
Sub-Total (Tasks 1-6) (\$)		\$ 3,966.17	\$ 5,000.00	\$ 300.00	\$ -	\$ 800.00	\$ -	\$ -	\$ 3,000.00	\$ 6,103.16	\$ 19,169.33
8	State-Owned Rail Trails										\$ -
9	Other Activities										\$ -
Total (All Tasks) (\$)		\$ 3,966.17	\$ 5,000.00	\$ 300.00	\$ -	\$ 800.00	\$ -	\$ -	\$ 3,000.00	\$ 6,103.16	\$ 19,169.33

DIRECT COSTS. Contract: Audit; design and planning services as needed (problem evaluation); design/layout for transportation program materials. **Travel:** Mileage, rooms, meals, conference/workshop fees. **Supplies:** Office and mapping supplies used specifically for the transportation program. **Data/Ref:** Reference materials, portion of cost of new data. **Postage:** In support of the transportation program. **Phone:** Calls or data plans specific to transportation program activities. **Copies/Printing:** Reproduction costs, including photocopies. **Meetings:** Meeting room space, legal notices, other associated costs. **Equipment:** Any eligible equipment purchased during the implementation of the grant agreement e.g. traffic counters and computer equipment.

C. COST PROPOSAL SUMMARY

Rate		66.37	45.06	47.05	36.41	35.47	41.09	51.11	44.49	43.71	37.19	19.38	19.38	19.38		Indirect rate 62%			
Task #	Task Description	Executive Director	Transportation Sr. Planner	Transportation /EM Planner	Planner	Natural Res. Planner	Administrative Staff	Natural Res. Sr. Planner	Land Use Planner	Comm. Dev. Planner	Energy Planner	Plan. Tech. 1	Plan. Tech. 2	Plan. Tech. 3	Total Staff	Indirect	Direct	Consultant 1	Total Cost
1	Administration	\$ 2,322.95	\$ 7,660.20	\$ 5,175.50	\$ -	\$ 354.70	\$ -	\$ -	\$ 444.90	\$ 437.10	\$ -	\$ 290.70	\$ 290.70	\$ -	\$ 16,976.75	\$ 10,525.59	\$ 13,203.16		\$ 40,705.50
2	Public Participation/ Coordination	\$ 995.55	\$ 5,407.20	\$ 4,705.00	\$ -	\$ 886.75	\$ 821.80	\$ -	\$ -	\$ -	\$ 185.95	\$ 96.90	\$ 96.90	\$ -	\$ 13,196.05	\$ 8,181.55	\$ -		\$ 21,377.60
3	Planning	\$ 5,309.60	\$ 25,684.20	\$ 13,174.00	\$ 20,935.75	\$ -	\$ 1,027.25	\$ 1,277.75	\$ 5,783.70	\$ 5,682.30	\$ 2,045.45	\$ 1,550.40	\$ 1,550.40	\$ -	\$ 84,020.80	\$ 52,092.90	\$ 5,966.17		\$ 142,079.87
4	Data Collection/Management	\$ 331.85	\$ 4,506.00	\$ 9,410.00	\$ 728.20	\$ -	\$ -	\$ 1,277.75	\$ -	\$ -	\$ 743.80	\$ 5,814.00	\$ 5,814.00	\$ -	\$ 28,625.60	\$ 17,747.87	\$ -		\$ 46,373.47
5	Project Development Planning	\$ 331.85	\$ 901.20	\$ 1,411.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,644.55	\$ 1,639.62	\$ -		\$ 4,284.17
6	MRGP Support	\$ -	\$ 450.60	\$ 941.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,391.60	\$ 862.79	\$ -		\$ 2,254.39
Sub-Total (Tasks 1-6) (\$)		\$ 9,291.80	\$ 44,609.40	\$ 34,817.00	\$ 21,663.95	\$ 1,241.45	\$ 1,849.05	\$ 2,555.50	\$ 6,228.60	\$ 6,119.40	\$ 2,975.20	\$ 7,752.00	\$ 7,752.00	\$ -	\$ 146,855.35	\$ 91,050.32	\$ 19,169.33		\$ 257,075.00
8	State-Owned Rail Trails	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
9	Other Activities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Total (All Tasks) (\$)		\$ 9,291.80	\$ 44,609.40	\$ 34,817.00	\$ 21,663.95	\$ 1,241.45	\$ 1,849.05	\$ 2,555.50	\$ 6,228.60	\$ 6,119.40	\$ 2,975.20	\$ 7,752.00	\$ 7,752.00	\$ -	\$ 146,855.35	\$ 91,050.32	\$ 19,169.33		\$ 257,075.00

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee Meeting
DRAFT Minutes
August 4, 2025 Meeting

Present:

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

Staff: Christian Meyer, Nancy Chartrand,

Guests:

Call to Order: Vice Chair Cattaneo called the meeting to order at 4:11 pm, a quorum was present.

Adjustments to the Agenda: None

Public Comment: None

Financial Report: Christian Meyer advised that the June financials are still pending with the transition from Ijaz to in-house accounting and delays in accessing all necessary platforms. We are still working on fully closing the books for FY25. We expect these to be ready for review at next month's meeting.

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

Williamstown Town Plan Update

Gerry D'Amico moved to authorize the Executive Director to sign an agreement with the Town of Williamstown to update the Williamstown Town Plan. Seconded by Royal DeLegge. Motion passed 5-0.

ACRPC – VT Bond Bank Support for Rural Municipal Water Suppliers

Gerry D'Amico moved to authorize the Executive Director to sign an agreement with ACRPC to provide services as outlined in the Scope of Work. Seconded by Janet Shatney. Motion passed 5-0.

87 State Street – Executive Director Limited Contracting Authority: Christian provided an overview of the information provided in the meeting packet.

Janet Shatney moved to grant limited authority to the Executive Director to enter into all service agreements related to DHCD Grant #07110-26-CVRPC-GSA Property related to the Redevelopment and Assessment of the Federal Property in Montpelier, not to exceed \$100,000 in aggregate. Seconded by Michael Gray. Discussion: Michael Gray questioned what would happen if the final contract moves over the \$100,000 aggregate, and Christian confirmed we would need to negotiate a more limited scope as there are not additional funds in the grant. Vote called and motion passed 5-0.

Records Retention – Advisory and Non-Advisory Meetings: Christian provided an overview of the information provided in the meeting packet, noting there is no clear guidance on retention for advisory committee recordings. After doing research, staff suggests that if we were to make a policy, then advisory committee meeting recordings would be held three months; and all non-advisory committee meeting recordings would be held for one year vs. the current three years. This is more generous than the current state policy. Brief discussion ensued and it was suggested the time frames are practical and positions can be reconsidered if concerns arise. There was also discussion as to which advisory committee meetings should be recorded – all or only those that take actions that result in a decision to advise the Board on an issue that impacts the public.

Next step will be for staff to brief the full Board and draft language for Executive Committee to adopt changes to our retention policy.

Meeting Minutes – 06/30/25 & 7/21/25

Michael Gray moved to approve the minutes of June 30. Seconded by Royal DeLegge. Motion passed 5-0.

Janet Shatney moved to approve the minutes of July 21. Seconded by Michael Gray. Motion passed 5-0.

Commission Meeting Agenda: Christian reviewed the agenda as outlined in the meeting packet. There was discussion on what is being prepared for review by the Board as requested at the previous meeting. There was additional discussion on the current process and why this additional meeting is necessary. Also discussed were Act 250 changes and how they may be addressed now and in the future in municipal and regional plans, as well as future land use maps.

Peter Carbee joined the meeting at 4:46 pm.

Janet Shatney moved to approve the agenda of August 21st. Seconded by Gerry D’Amico. Motion passed 6-0.

Committee Round Table: No additional items were discussed.

Adjourn

Gerry D’Amico moved to adjourn at 4:54 pm, seconded by Peter Carbee.

Respectfully submitted,
Nancy Chartrand, Office Manager



BOARD OF COMMISSIONERS

September 9, 2025 - 6:30 pm

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

Hybrid Meeting with Remote Participation via Zoom¹

<https://us02web.zoom.us/j/81136818419?pwd=dDFDbDhrTm56TUNQUlp3WEorYzRZZz09>

One tap mobile: +19294362866,,81136818419#,,,,*722490# US (New York)

Dial in via phone: 1-929-436-2866 • Meeting ID: 811 3681 8419 • Passcode: 722490

Or find your local number: <https://us02web.zoom.us/j/81136818419?pwd=dDFDbDhrTm56TUNQUlp3WEorYzRZZz09>

Download the app at least 5 minutes before the meeting starts: <https://zoom.us/download>

Page **AGENDA**

6:30² Introductions

Adjustments to the Agenda

Public Comments (on items that are not on the agenda)

6:50 Municipal Dues (action - enclosed)³

7:00 Meeting Recordings Policy (enclosed)

7:15 Commissioner Bios: EMPG Application

7:20 Open Meeting Law Resolution Revision (action - enclosed)³

7:30 Accept Meeting Minutes 6/10/25 & 8/21/25 (action - enclosed)³

7:35 Reports (action - enclosed)³ - Staff and Committee Reports

7:45 Commissioner Roundtable

8:00 Adjourn

Next Meeting: *October 14, 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