



EXECUTIVE COMMITTEE

November 3, 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 Confirmation of Meeting Recording**
 - Adjustments to the Agenda**
 - Public Comment**
- 4:05 Financial Report (Action - enclosed)³**
- 4:20 Contract/Agreement Authorization (Action - enclosed)³**
- 4:35 Bylaws Update for Recordings Policy (Action - enclosed)³**
- 4:50 Records Retention Policy (Action - enclosed)³**
- 5:00 Health Plan Renewal (Possible action - enclosed)³**
- 5:10 Meeting Minutes – 10/06/25 & 10/09/25 (Action - enclosed)³**
- 5:15 Commission Meeting Agenda (Action - enclosed)³**
- 5:25 Committee Round Table**
- 5:30 Adjourn**

Next Meeting: December 1, 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: October 29, 2025,
To: Executive Committee
From: The Ijaz Group, Contracted Accountant
Re: Financial Report as of 07/31/2025

✉ **ACTION REQUESTED:** Accept July 31, 2025, unaudited financial reports.

FY25 Summary: CVRPC's FY26 surplus is \$101,889 through July 31st, 2025. This surplus is primarily due to the recent FY26 Town Dues. In FY25, CVRPC had a YTD surplus of \$137,023 through July 31st, 2024.

Balance Sheet

- *Assets* – Billing is substantially complete through 07/31/2025. Aging receivables are at \$943,886. This is higher than usual because of the recent quarter's outstanding billing. Operating cash is \$105,138, whereas the Savings and CD balance is \$433,965 and M&T Bank including Sweep balance is \$442,908, totaling the cash balance to \$1,021,202. CVRPC works to maintain at least \$100,000 in operating funds for cash flow purposes. We also have \$39,191 for MRC in a separate account.
- *Current Liabilities* –
 - CVRPC maintained a higher payable balance of \$251,131. This is due to a recent \$217,998 invoice from Gravel Construction.
 - Accrued vacation and compensatory time balances are \$24,987 and \$1,052 respectively.
 - ACCD Deferred Income for FY25 stands at \$135,283. Other Deferred Income consists of VCRD – Climate Catalyst \$1,026, BGS MERP \$130,717.59, and CWSP Formula \$324,079. Total Deferred Revenue is \$663,711.
- *Equity* – Equity is assets minus liabilities – the company's value. CVRPC's Total Equity as of 07/31/2025 is \$1,248,406 and it was \$989,609 and \$677,738 on the same date in 2024 and 2023, respectively.
- *Surplus* of \$101,889, most of which is a result of the recent Town Dues.

Financial Statement Acronyms & Abbreviations Guide

604b	Planning funds originating in Section 604b of the federal Clean Water Act
ACCD	Vermont Agency of Commerce and Community Development
ARPA	American Rescue Plan Act (pandemic recovery funds)
BCRC	Bennington County Regional Commission
BMP	Best Management Practice
BGS MERP	Building and General Services: Municipal Energy Resilience Program
BWQC	Basin Water Quality Council
CCRPC	Chittenden County Regional Planning Commission
CD	Certificate of Deposit
CEDS	Comprehensive Economic Development Strategy
CVTA	Cross Vermont Trail Association
CW	Clean Water
CWSP	Clean Water Service Provider
DEC	Vermont Department of Environmental Conservation
DIBG	Design/Implementation Block Grant
DPS	Vermont Department of Public Safety
DCRA	Dependent Care Reimbursement Account
EAB	Emerald Ash Borer
EMPG	Emergency Management Performance Grant
EPA	US Environmental Protection Agency
ERP	Ecosystem Restoration Program
FICA	Federal Insurance Contributions Act (federal payroll tax)
GIS	Geographic Information Systems (computer mapping/analysis program)
GMCU	Green Mountain Credit Union
HMGP	Hazard Mitigation Grant Program
LCBP	Lake Champlain Basin Program
LCPC	Lamoille County Planning Commission
LGER	Local Government Expense Reimbursement
LEMP	Local Emergency Management Plan
LEPC SERC	Local Emergency Planning Committee 5's State Emergency Response Commission
LHMP	Local Hazard Mitigation Plan
MARC	Mount Ascutney Regional Commission (formerly Southern Windsor Co. RPC)
MPG	Municipal Planning Grant
MOA	Memorandum of Agreement (disaster response and recovery assistance)
MRGP	Municipal Roads General Permit
NBRC	Northern Borders Regional Commission

NCFCU	North Country Federal Credit Union
QAPP	Quality Assurance Project Plan
REMC	Regional Emergency Management Committee
RRPC	Rutland Regional Planning Commission
SW	Stormwater
SWCRPC	Southern Windsor County Regional Planning Commission
TBP	Tactical Basin Plan
TPI	VTrans Transportation Planning Initiative
VAPDA	Vermont Association of Planning & Development Agencies (RPCs together)
VCRD	Vermont Council on Rural Development
VOBCIT	Vermont Online Bridge & Culvert Inventory Tool
VOREC	Vermont Outdoor Recreation Economy Collaborative
VDT	Vermont Department of Taxes
VEM	Vermont Emergency Management
WBRD	Wrightsville Beach Recreation District

As of July 31, 2025

Jul 31, 25

ASSETS

Current Assets

Checking/Savings

1012 · Community National Bank (1801)	105,138.21
1013 · CNB ICS (1816)	27,128.58
1014 · CNB CD (8470)	150,995.45
1017 · Northfield Savings Bank (7906)	802.12
1028 · NCFCU Share (1493)	7.30
1031 · CNB Checking MRC (7301)	39,191.63
1035 · M&T CWSP (8769)	10,000.00
1036 · M&T ICS (8769)	432,907.85
1037 · NSB CD (1577)	255,031.42
1072 · Bill.com Money Out Clearing	217,998.00

Total Checking/Savings 1,239,200.56

Accounts Receivable

1200 · Accounts Receivable	943,886.62
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Total Accounts Receivable 943,886.62

Other Current Assets

1020 · Undeposited Funds	1,949.94
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Total Other Current Assets 1,949.94

Total Current Assets 2,185,037.12

Fixed Assets

1501 · Equipment	47,030.18
1502 · Equipment - Accum. Depreciation	(46,242.74)
1505 · Leasehold Improvements	2,597.07
1510 · Lease Asset - Facility	335,121.56
1511 · Lease Asset - Acc. Dep	(92,158.44)

Total Fixed Assets 246,347.63

Other Assets

1301 · Prepaid Expenses	24,715.14
1320 · Deposits	4,415.00

Total Other Assets 29,130.14

TOTAL ASSETS 2,460,514.89

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	251,131.04
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Total Accounts Payable 251,131.04

Credit Cards

2030 · NCFCU VISA	3,029.21
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Total Credit Cards 3,029.21

Other Current Liabilities

2102 · Accrued Vacation	24,987.21
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2103 · Accrued Compensatory Time	1,052.17
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2104 · Accrued 457 Retirement	16.61
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2105 · Accrued Interest Payable	2,319.55
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2200 · Deferred Income

2201 · ACCD

2214 · Housing Navigator	60.12
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Central Vermont Regional Planning Commission

Executive Committee Balance Sheet

As of July 31, 2025

Jul 31, 25

2219 · RPC Annual - FY24	0.01
2221 · RPC Annual - FY25	135,223.65
Total 2201 · ACCD	135,283.78
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	324,079.96
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	663,711.45
2302 · State withholding	6.64
2303 · HSA deductible withholding	1,750.00
2304 · Dependent Care Deductions	(0.10)
2306 · Pension Liability- Edward Jones	3,831.80
2309 · Lease Liability - Facility	260,272.97
Total Other Current Liabilities	957,948.30
Total Current Liabilities	1,212,108.55
Total Liabilities	1,212,108.55
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	690,044.13
Net Income	101,889.50
Total Equity	1,248,406.34
TOTAL LIABILITIES & EQUITY	2,460,514.89

Central Vermont Regional Planning Commission

A/R Aging Summary

Executive Committee
As of July 31, 2025

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Center for Rural Studies						
VERTA Focus Groups	597.54	0.00	0.00	0.00	0.00	597.54
Total Center for Rural Studies	597.54	0.00	0.00	0.00	0.00	597.54
EPA						
RLF 25	2,891.37	0.00	0.00	0.00	0.00	2,891.37
Assessment 25	4,186.40	0.00	0.00	0.00	0.00	4,186.40
Total EPA	7,077.77	0.00	0.00	0.00	0.00	7,077.77
VT Community Foundation						
Winooski Basin Workshop	0.00	0.00	0.00	550.29	1,792.00	2,342.29
Total VT Community Foundation	0.00	0.00	0.00	550.29	1,792.00	2,342.29
USDOT						
693JJ32440469	426.47	0.00	547.96	969.82	5,645.19	7,589.44
Total USDOT	426.47	0.00	547.96	969.82	5,645.19	7,589.44
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	1,040.56	0.00	166.11	163.64	1,955.94	3,326.25
Total Neck of the Woods	1,040.56	0.00	166.11	163.64	1,955.94	3,326.25
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	3,067.94	0.00	1,778.95	3,773.78	0.00	8,620.67
Total Building and General Services (BGS)	3,067.94	0.00	1,778.95	3,773.78	0.00	8,620.67
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						
87 State Street Assessment	589.31	0.00	0.00	0.00	0.00	589.31
NDA Assistance						
Plainfield	0.00	0.00	0.00	0.00	5,300.45	5,300.45
Moretown	76.29	0.00	85.39	1,110.08	2,519.53	3,791.29
Northfield	76.29	0.00	0.00	2,433.63	1,300.27	3,810.19
Total NDA Assistance	152.58	0.00	85.39	3,543.71	9,120.25	12,901.93
Housing Navigator	0.00	0.00	0.00	0.00	500.00	500.00
ACCD - Other	0.00	168,466.35	33,537.10	0.00	2,033.54	204,036.99
Total ACCD	741.89	168,466.35	33,622.49	3,543.71	11,653.79	218,028.23
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	741.89	168,466.35	33,622.49	3,543.71	11,653.69	218,028.13
Administration						
Administration	0.00	0.00	0.00	0.00	1,321.60	1,321.60

Central Vermont Regional Planning Commission

A/R Aging Summary

Executive Committee
As of July 31, 2025

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
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	0.00	0.00	124.59	83.05	207.64
Barre City LHMP 23	0.00	0.00	0.00	0.00	1,155.77	1,155.77
Barre City - Other	11,717.58	0.00	0.00	0.00	0.00	11,717.58
Total Barre City	11,717.58	0.00	0.00	124.59	1,238.82	13,080.99
Barre Town	10,933.74	0.00	0.00	0.00	0.00	10,933.74
Berlin						
LHMP 24	741.82	0.00	1,236.00	0.00	0.00	1,977.82
Berlin - Other	0.00	3,931.62	0.00	0.00	0.00	3,931.62
Total Berlin	741.82	3,931.62	1,236.00	0.00	0.00	5,909.44
Cabot						
Cabot LHMP 23	0.00	0.00	0.00	0.00	894.00	894.00
Cabot - Other	1,991.34	0.00	0.00	0.00	0.00	1,991.34
Total Cabot	1,991.34	0.00	0.00	0.00	894.00	2,885.34
Calais						
Kent Hill BRIC	0.00	0.00	0.00	0.00	-204.51	-204.51
Calais - Other	0.00	2,292.18	0.00	0.00	0.00	2,292.18
Total Calais	0.00	2,292.18	0.00	0.00	-204.51	2,087.67
CCRPC						
CTPG - Barre City	0.00	0.00	16.85	134.79	8,041.19	8,192.83
TOD Planning	2,021.47	0.00	1,498.10	4,413.31	5,538.51	13,471.39
Clean Water						
TBP Implement	906.36	0.00	0.00	0.00	0.00	906.36
TBP Planning	3,912.29	0.00	0.00	0.00	0.00	3,912.29
Total Clean Water	4,818.65	0.00	0.00	0.00	0.00	4,818.65
Total CCRPC	6,840.12	0.00	1,514.95	4,548.10	13,579.70	26,482.87
Cross VT Trail	0.00	0.00	1,200.00	0.00	0.00	1,200.00
Department of Environmental Conservation						
CWSP Formula						
Project Completion						
12208_WaitsfieldMadRiver_ProjDev	0.00	0.00	0.00	16.85	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	0.00	35,674.46	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	0.00	4,584.25	4,584.25
11656_LongmeadowBrookSWA_FD	0.00	0.00	0.00	0.00	4,584.25	4,584.25
11655_LakeMansfieldSWA_FD	0.00	0.00	0.00	0.00	4,584.25	4,584.25
11654_RockyWoodsSWA_FD	0.00	0.00	0.00	0.00	4,584.25	4,584.25
12016_Berlin_ProjDev	498.65	6,908.61	235.90	623.42	6,597.90	14,864.48
8629 - Calais Gully FD	0.00	0.00	16.85	16.85	0.00	33.70
Total Project Completion	498.65	6,908.61	252.75	657.12	65,137.07	73,454.20

Executive Committee
A/R Aging Summary

As of July 31, 2025

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Administrative	0.00	0.00	0.00	765.28	16,596.87	17,362.15
Total CWSP Formula	498.65	6,908.61	252.75	1,422.40	81,733.94	90,816.35
Upper Winooski						
Calais Moscow Woods	617.21	217,998.00	38,796.44	315.63	242.68	257,969.96
Calais PO	0.00	12,334.01	39,058.14	0.00	654.83	52,046.98
Total Upper Winooski	617.21	230,332.01	77,854.58	315.63	897.51	310,016.94
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 Conservation	1,115.86	237,240.62	78,107.33	1,738.03	84,044.92	402,246.76
Department of Public Safety						
HMPG TA	0.00	1,095.14	759.91	625.80	4,376.08	6,856.93
VDH						
Hot Weather Emergency	0.00	0.00	2,497.60	141.33	5,492.69	8,131.62
Total VDH	0.00	0.00	2,497.60	141.33	5,492.69	8,131.62
EMPG						
Technical Assistance	3,143.39	2,226.82	2,675.51	2,391.45	3,219.47	13,656.64
Response	0.00	581.11	0.00	0.00	0.00	581.11
REMC	287.13	134.11	910.68	44.71	595.38	1,972.01
LEMP	0.00	0.00	0.00	0.00	0.01	0.01
Total EMPG	3,430.52	2,942.04	3,586.19	2,436.16	3,814.86	16,209.77
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	3,430.52	4,037.18	6,843.70	3,203.29	13,683.62	31,198.31
East Montpelier						
REI 25	611.97	0.00	0.00	0.00	0.00	611.97
East Montpelier LHMP 24	20.51	581.11	4,761.00	0.00	0.00	5,362.62
Total East Montpelier	632.48	581.11	4,761.00	0.00	0.00	5,974.59
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						

Executive Committee
A/R Aging Summary

As of July 31, 2025

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Projects	0.00	0.00	0.00	0.00	0.01	0.01
Total Health Equity	0.00	0.00	0.00	0.00	0.01	0.01
Lamoille County PC - Other	0.00	0.00	0.00	0.00	-2.25	-2.25
Total Lamoille County PC	0.00	0.00	0.00	0.00	414.98	414.98
Marshfield						
REI 25	1,415.92	0.00	0.00	0.00	0.00	1,415.92
Marshfield - Other	0.00	2,184.54	0.00	0.00	0.00	2,184.54
Total Marshfield	1,415.92	2,184.54	0.00	0.00	0.00	3,600.46
Middlesex						
Town Highway Inventory 25	1,377.71	0.00	0.00	0.00	0.00	1,377.71
REI 25	184.73	1,641.08	595.86	0.00	0.00	2,421.67
Middlesex - Other	2,455.02	0.00	0.00	0.00	0.00	2,455.02
Total Middlesex	4,017.46	1,641.08	595.86	0.00	0.00	6,254.40
Misc Income	0.00	0.00	0.00	0.00	-1.00	-1.00
Montpelier						
Housing Assessment 25	7,749.67	0.00	0.00	0.00	0.00	7,749.67
VOREC	0.00	0.00	0.00	0.00	0.00	0.00
Montpelier - Other	0.00	11,142.12	0.00	0.00	3,000.00	14,142.12
Total Montpelier	7,749.67	11,142.12	0.00	0.00	3,000.00	21,891.79
Moretown						
REI 25	61.53	0.00	1,231.27	0.00	0.00	1,292.80
Moretown - Other	0.00	2,419.14	0.00	0.00	0.00	2,419.14
Total Moretown	61.53	2,419.14	1,231.27	0.00	0.00	3,711.94
Mount Ascutney Regional Commission						
Flood Bylaws	238.87	48.57	1,081.27	540.64	0.00	1,909.35
Brownfields	69.92	0.00	0.00	0.00	10,070.50	10,140.42
Total Mount Ascutney Regional Commission	308.79	48.57	1,081.27	540.64	10,070.50	12,049.77
Northfield	0.00	8,166.84	0.00	0.00	0.00	8,166.84
Northwest Regional Comm'n						
CPRG						
Task 3-Outreach	0.00	0.00	0.00	17.67	967.28	984.95
Task 2-Plans	3,635.05	0.00	110.93	1,815.11	2,278.94	7,840.03
Task 1-Framework	184.58	0.00	44.71	67.05	178.80	475.14
Total CPRG	3,819.63	0.00	155.64	1,899.83	3,425.02	9,300.12
NBRC Grant Admin						
CVTA - NBRC21GVT11	37.16	0.00	0.00	0.00	130.35	167.51
Total NBRC Grant Admin	37.16	0.00	0.00	0.00	130.35	167.51
Total Northwest Regional Comm'n	3,856.79	0.00	155.64	1,899.83	3,555.37	9,467.63
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
Orange - Other	0.00	1,446.24	0.00	0.00	0.00	1,446.24
Total Orange	0.00	1,446.24	0.00	0.00	2,874.12	4,320.36

Central Vermont Regional Planning Commission

A/R Aging Summary

As of July 31, 2025

Executive Committee

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Plainfield	0.00	1,705.68	0.00	0.00	0.00	1,705.68
Roxbury	0.00	935.64	0.00	0.00	0.00	935.64
Rutland Regional Comm'n						
604b	188.15	0.00	1,117.49	0.00	168.50	1,474.14
Total Rutland Regional Comm'n	188.15	0.00	1,117.49	0.00	168.50	1,474.14
Two Rivers Ottauquechee Comm'n						
River Program	0.00	0.00	455.40	0.00	0.00	455.40
Total Two Rivers Ottauquechee Comm'n	0.00	0.00	455.40	0.00	0.00	455.40
VAPDA_	0.00	0.00	0.00	0.00	500.00	500.00
VTrans						
TA Set-aside						
MRP Corridor Study	38.09	23,004.25	9,237.18	0.00	0.00	32,279.52
Total TA Set-aside	38.09	23,004.25	9,237.18	0.00	0.00	32,279.52
TPI						
TPI Special Bike/Ped	2,426.63	-0.01	1,946.80	0.00	334.65	4,708.07
TPI Planning	9,996.40	0.00	4,487.79	0.00	2,901.64	17,385.83
TPI Data Collect/Manage	10,231.75	0.00	1,659.59	0.00	1,717.89	13,609.23
TPI Admin	3,821.27	4,560.54	1,909.86	0.00	1,637.07	11,928.74
TPI Coordination	3,883.27	0.00	467.45	0.00	1,041.58	5,392.30
TPI MRGP Support	265.10	0.00	60.35	0.00	0.02	325.47
TPI Project Develop	239.89	0.00	0.00	0.00	0.23	240.12
Total TPI	30,864.31	4,560.53	10,531.84	0.00	7,633.08	53,589.76
VTrans - Other	0.00	0.00	0.00	-0.01	-0.49	-0.50
Total VTrans	30,902.40	27,564.78	19,769.02	-0.01	7,632.59	85,868.78
Waitsfield						
Waitsfield LHMP 23	0.00	0.00	0.00	0.00	865.17	865.17
Waitsfield - Other	2,544.72	0.00	0.00	0.00	0.00	2,544.72
Total Waitsfield	2,544.72	0.00	0.00	0.00	865.17	3,409.89
Warren						
LHMP 24	661.02	0.00	710.60	0.00	0.00	1,371.62
Warren - Other	0.00	2,728.26	0.00	0.00	0.00	2,728.26
Total Warren	661.02	2,728.26	710.60	0.00	0.00	4,099.88
Washington	0.00	1,424.16	0.00	0.00	-0.50	1,423.66
Waterbury						
Waterbury LHMP 23	0.00	0.00	0.00	0.00	616.50	616.50
Waterbury - Other	0.00	7,356.78	0.00	0.00	0.00	7,356.78
Total Waterbury	0.00	7,356.78	0.00	0.00	616.50	7,973.28
Williamstown						
Municipal Plan 25	1,307.60	0.00	0.00	0.00	0.00	1,307.60
Williamstown - Other	0.00	4,850.70	0.00	0.00	0.00	4,850.70
Total Williamstown	1,307.60	4,850.70	0.00	0.00	0.00	6,158.30
Woodbury	1,280.64	0.00	0.00	0.00	0.00	1,280.64
	104,650.32	490,163.59	154,895.04	21,055.71	173,121.96	943,886.62

**Paid Time Off Liability Balances
as of 09/26/2025**

COMPENSATORY TIME

Employee	Wage Rate	Hours	Current Value	Maximum Hours ¹	Maximum Accrual ¹
			\$ -		
Banbury, L	25.48	13.50	\$ 343.98		
Chartrand, N.	31.28	0.00	\$ -		
Cubbon, K.	30.49	11.25	\$ 343.01		
Frasca, L	27.74	5.75	\$ 159.51		
Lash, S.	30.49	0.00	\$ -		
MacMartin, R	36.22	2.00	\$ 72.44		
Meyer, C.	56.06	20.25	\$ 1,135.22		
Sabado, Niki	27.35	2.75	\$ 75.21		
Sonn, Pamela	25.48	4.50	\$ 114.66		
Toohey, E	32.17	6.50	\$ 209.11		
Voigt, B.	38.42	35.50	\$ 1,363.91		
Total		88.50	\$ 3,473.06		

SICK LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
			\$ -		
Banbury, L	25.48	17.05	\$ 434.43	26.55	\$676.49
Chartrand, N.	31.28	217.82	\$ 6,813.41	270	\$ 8,445.60
Cubbon, Keith	30.49	187.06	\$ 5,703.46	319.41	\$ 9,738.81
Frasca, L	27.74	74.15	\$ 2,056.92	221.15	\$ 6,134.70
Lash, S.	30.49	61.08	\$ 1,862.33	341.45	\$ 10,410.81
MacMartin, R	36.22	19.30	\$ 699.05	173.55	\$ 6,285.98
Meyer, C.	56.06	164.06	\$ 9,197.20	360.00	\$ 20,181.60
Sabado, Niki	27.35	62.67	\$ 1,714.02	150.67	\$ 4,120.82
Sonn, Pamela	25.48	73.19	\$ 1,864.88	91.94	\$ 2,342.63
Toohey, E	32.17	32.26	\$ 1,037.80	206.86	\$ 6,654.69
Voigt, B.	38.42	205.40	\$ 7,891.47	337.02	\$ 12,948.31
Total		1,096.99	\$ 38,840.55	2,472.05	\$ 87,263.95

VACATION LEAVE					
Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
			\$ -		
Banbury L.	25.48	13.68	\$ 348.57	22.13	\$563.87
Chartrand, N.	31.28	48.15	\$ 1,506.13	150.00	\$ 4,692.00
Cubbon, K.	30.49	69.14	\$ 2,108.08	200.00	\$ 6,098.00
Frasca, L.	27.74	7.75	\$ 214.99	160.00	\$ 4,438.40
Lash, S.	30.49	37.60	\$ 1,146.42	200.00	\$ 6,098.00
MacMartin, R	36.22	63.65	\$ 2,305.40	144.65	\$ 5,239.22
Meyer, C.	56.06	170.85	\$ 9,577.85	280.00	\$ 15,696.80
Sabado, Niki	27.35	14.12	\$ 386.18	125.62	\$ 3,435.71
Sonn, Pamela	25.48	69.12	\$ 1,761.18	75.62	\$ 1,926.80
Toohey, E.	32.17	-2.72	\$ (87.50)	160.00	\$ 5,147.20
Voigt, B.	38.42	24.62	\$ 945.90	200.00	\$ 7,684.00
Total		502.28	\$ 19,864.63	1,696	\$ 60,456.13

SUMMARY		Current	Maximum
Total Paid Time Off Liability		\$ 62,178.24	\$ 151,193.14
Maximum versus Current Difference		\$ 89,014.90	Percent of Max 41%

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

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

July 2025

Ordinary Income/Expense

Income

4100 · ACCD

4101 · ACCD Direct

53,898.23 - 53,898.23 100%

4102 · ACCD Match

- - 0%

Total 4100 · ACCD

53,898.23 - 53,898.23 100%

4200 · Community Development

4220 · MARC Brownfields

107.08 - 107.08 100%

4230 · NBRC Grant Admin

- - 0%

4247 · LCPC- Health Equity

- - 0%

4248 · LCPC - Flood Bylaw

- - 0%

4249 · VCRD

- - 0%

4251 · TRORC

- - 0%

4254 · NRC CPRG Inventory

3,819.63 - 3,819.63 100%

4255 · NBRC LDD

1,040.56 - 1,040.56 100%

4257 · EPA

7,584.48

4258 · Verta Focus Groups

495.43

Total 4200 · Community Development

13,047.18 - 13,047.18 100%

4300 · Fee for Services

4302 · Cross VT Trail

- - 0%

4304 · GIS Mapping

- - 0%

4315 · CVFiber

- - 0%

Total 4300 · Fee for Services

- - 0%

4400 · Municipal Contracts

4470 · Town of Orange

- - 0%

4471 · BGS - Municipal Energy

3,067.94 - 3,067.94 100%

4472 · MPM Sidewalks Design

- - 0%

4473 · LHMP 23

- - 0%

4474 · Housing Infill Study

- - 0%

4475 · LHMP 24

2,730.95 - 2,730.95 100%

4476 · Housing Assessment 25

6,372.61

Total 4400 · Municipal Contracts

12,171.50 - 12,171.50 100%

4500 · Natural Resources

4501 · 604B Water Planning

188.15

4516 · Tactical Basin Planning

61.37 - 61.37 100%

4519 · MARC Design Imp. Block Grant

- - 0%

4522 · MARC Barre Auditorium SWD

- - 0%

4535 · DEC CWSP Start-up

- - 0%

4545 · DEC CWSP Formula

7,996.37 - 7,996.37 100%

4565 · DEC Calais Moscow Woods

12,348.64 - 12,348.64 100%

4576 · ACRP Water Quality Project Dvp

- - 0%

4577 · Vulnerability Index Tool

- - 0%

4578 · Flood Bylaws

238.87

Total 4500 · Natural Resources

20,833.40 - 20,833.40 100%

4600 · Public Safety

4602 · EMPG

3,430.52 - 3,430.52 100%

4630 · RRPC ARPA

- - 0%

4645 · VDH

- - 0%

4647 · TRORC River Program

- - 0%

Total 4600 · Public Safety

3,430.52 - 3,430.52 100%

Central Vermont Regional Planning Commission

Profit & Loss Budget vs. Actual

Executive Committee

July 2025

	Jul 25	Budget	\$ Over Budget	% of Budget
4700 · Town Dues (Parent)				
4701 · Town Dues	90,254.76			
Total 4700 · Town Dues (Parent)	90,254.76			
4800 · Transportation				
4804 · TPI	19,115.60	-	19,115.60	100%
4806 · TOD Planning	2,021.47	-	2,021.47	100%
4807 · TA Set-aside	38.09			
4808 · USDOT SS4A	426.47			
4809 · REI 25	2,297.47			
Total 4800 · Transportation	23,899.10	-	23,899.10	100%
4900 · Other Income				
4901 · Interest Income	2,782.07	-	2,782.07	100%
4950 · Salaries To Be Allocated	-	-	-	0%
4955 · Indirect To Be Allocated	-	-	-	0%
4999 · Miscellaneous Income	12,250.71			
Total 4900 · Other Income	15,032.78	-	15,032.78	100%
Total Income	232,567.47	-	232,567.47	100%
Gross Profit	232,567.47	-	232,567.47	100%
Expense				
5000 · Wages and Fringe Benefits				
5001 · Personnel	62,148.21	-	62,148.21	100%
5100 · Fringe Benefits				
5101 · FICA	5,142.92	-	5,142.92	100%
5110 · Health Insurance	17,416.89	-	17,416.89	100%
5112 · Dental Insurance	785.74	-	785.74	100%
5115 · Life Disability Insurance	465.58	-	465.58	100%
5118 · PTO/Comp Accrual	(650.01)	-	(650.01)	100%
5120 · Pension Plan - Edward Jones	2,495.63	-	2,495.63	100%
5130 · Unemployment Insurance	-	-	-	0%
5135 · Worker's Comp	133.33	-	133.33	100%
5100 · Fringe Benefits - Other	-	-	-	0%
Total 5100 · Fringe Benefits	25,790.08	-	25,790.08	100%
Total 5000 · Wages and Fringe Benefits	87,938.29	-	87,938.29	100%
5200 · Professional Services				
5201 · Accounting	5,000.00	-	5,000.00	100%
5203 · IT/Computer	1,601.77	-	1,601.77	100%
5204 · Legal	-	-	-	0%
5200 · Professional Services - Other	24.00	-	24.00	100%
Total 5200 · Professional Services	6,625.77	-	6,625.77	100%
5305 · Advertising	297.00	-	297.00	100%
5315 · Consultants				
5317 · Stipends	50.00			
5315 · Consultants - Other	13,018.00	-	13,018.00	100%
Total 5315 · Consultants	13,068.00	-	13,068.00	100%
5320 · Depreciation expense	112.45	-	112.45	100%
5322 · Amortization expense	-	-	-	0%
5325 · Copy				
5326 · Copier extra copies	760.29	-	760.29	100%
5327 · Copier Lease Payments	147.10	-	147.10	100%

July 2025

	Jul 25	Budget	\$ Over Budget	% of Budget
Total 5325 · Copy	907.39	-	907.39	100%
5330 · Supplies				
5331 · Equipment/Furniture	-	-	-	0%
5333 · Office Supplies	377.96	-	377.96	100%
5334 · Billable Supplies	-	-	-	0%
5335 · Subscriptions/Publications	-	-	-	0%
5330 · Supplies - Other	244.85			
Total 5330 · Supplies	622.81	-	622.81	100%
5344 · Insurance				
5345 · Liability Insurance	413.00	-	413.00	100%
5346 · Public Officials Insurance	292.25	-	292.25	100%
Total 5344 · Insurance	705.25	-	705.25	100%
5350 · Meetings/Programs	11,793.55	-	11,793.55	100%
5355 · Postage	45.00	-	45.00	100%
5360 · Dues/Memberships/Sponsorships				
5361 · Government Relations	545.45	-	545.45	100%
5360 · Dues/Memberships/Sponsorships - Other	1,300.80	-	1,300.80	100%
Total 5360 · Dues/Memberships/Sponsorships	1,846.25	-	1,846.25	100%
5370 · Office Occupancy				
5310 · Cleaning	245.00	-	245.00	100%
5371 · Rent/Utility Payments	3,531.95	-	3,531.95	100%
Total 5370 · Office Occupancy	3,776.95	-	3,776.95	100%
5375 · Software/Licenses/IT Sub	659.23	-	659.23	100%
5385 · Telephone/Internet	721.78	-	721.78	100%
5390 · Travel	1,370.94	-	1,370.94	100%
5990 · Interest Expense	-	-	-	0%
5999 · Miscellaneous Expenses				
5339 · Gifts	150.00	-	150.00	100%
5380 · Fees				
5382 · Bank Fees	37.31			
5380 · Fees - Other	-	-	-	0%
Total 5380 · Fees	37.31	-	37.31	100%
5999 · Miscellaneous Expenses - Other	-	-	-	0%
Total 5999 · Miscellaneous Expenses	187.31	-	187.31	100%
8000 · Indirect Costs	-	-	-	0%
Total Expense	130,677.97	-	130,677.97	100%
Net Ordinary Income	101,889.50	-	101,889.50	100%
Net Income	101,889.50	-	101,889.50	100%



MEMO

Date: November 3, 2025
 To: Executive Committee
 From: Christian Meyer, Executive Director
 Re: Contract/Agreement Approvals

GRANTS, CONTRACTS & SERVICE AGREEMENTS RECEIVED

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

****Please note that each contract name is also a URL link to the contract and there is also a [numbered appendix](#) of all contracts on the server along with the meeting packet**

Agency of Transportation – FFY2026 TPI Work Program

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign Agreement #GR2035 with the Vermont Agency of Transportation

Under GR2035, CVRPC Staff will execute the services as laid out in our annual transportation planning initiative work program. The purpose of the TPI is to enhance cooperation among state, regional, and local partners, better connect federal, regional, and statewide transportation planning, provide technical assistance to municipalities, and advance the AOT strategic and long-range transportation plan. This is an annual contract.

Funding: \$ 231,367.50

Funding Source: \$205,660.00 Federal Highway Administration Planning and Construction

Funding Match: \$25,707.50 State Transportation Funds

Funding Match: \$25,707.50 ACCD Planning Funds

Performance Period: 10/01/2025 – 09/30/2026

Staff: Reuben MacMartin, Keith Cubbon, Christian Meyer

CONTRACTS ISSUED

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

Friends of the Winooski River – Tyler Place Trib Riparian Buffer Planting (CVRPC Agreement #2024-11.07)

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign an Addendum to the Master Agreement with the Friends of the Winooski River (CVRPC Agreement #2024-11).

Scope of Work: This award will fund a 50' wide riparian buffer planting at a density of 400 stems / acre on 3.25-acres in the Tributaries to the Lower Mid-Winooski watershed (Jericho). Specific activities include:

1. Project initiation & bid solicitation
2. Identify site constraints
3. Develop planting plan

4. Landowner signature on Operations & Maintenance Agreement
5. Landowner signature on site access easement
6. Implement riparian buffer planting

Funding: \$25,572 (State)

Performance Period: 11/04/2025 – 8/1/2026

Staff: Brian Voigt, Lincoln Frasca

Notes: The Winooski Basin Water Quality Council prioritized funding for this project at their 16 October 2025 meeting.

The Ijaz Group

Scope of Work: Provide interim accounting services.

Funding: \$45,000 (Admin)

Performance Period: 10/01/2025 – 6/30/2026

Staff: Christian Meyer

FOR INFORMATION ONLY

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

GRANTS, CONTRACTS & SERVICE AGREEMENTS ISSUED

N/A

GRANTS, CONTRACTS & SERVICE AGREEMENTS ISSUED

LamCo Cleaning LLC

Scope of Work: Provide office cleaning services @ 29 Main Street, Suite 4 every other week. This contract is entered into after conducting a procurement process contacting multiple vendors, with only one response.

Funding: \$14,000 (max) for life of contract (Admin – incorporated into indirect rate)

Performance Period: 10/01/2025 – 9/30/2028

Staff: Christian Meyer, Nancy Chartrand

Friends of the Winooski River – Graber Riparian Buffer Planting (CVRPC Agreement #2024-11.08)

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign an Addendum to the Master Agreement with the Friends of the Winooski River (CVRPC Agreement #2024-11).

Scope of Work: This award will fund a 35' – 50' wide riparian buffer planting at a density of 400 stems / acre on 0.85-acres in the Winooski River Headwaters watershed (Cabot). Specific activities include:

1. Project initiation & bid solicitation
2. Identify site constraints
3. Develop planting plan
4. Landowner signature on Operations & Maintenance Agreement
5. Landowner signature on site access easement
6. Implement riparian buffer planting

Funding: \$11,155 (State)

Performance Period: 11/04/2025 – 8/1/2026

Staff: Brian Voigt, Lincoln Frasca

Notes: The Winooski Basin Water Quality Council prioritized funding for this project at their 16 October 2025 meeting.

Friends of the Winooski River – GMC & VTACT Riparian Buffer Planting (CVRPC Agreement #2024-11.09)

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign an Addendum to the Master Agreement with the Friends of the Winooski River (CVRPC Agreement #2024-11).

Scope of Work: This award will fund a 50' – 100' wide riparian buffer planting at a density of 400 stems / acre on 2-acres in the Lower Little River watershed (Waterbury). Specific activities include:

1. Project initiation & bid solicitation
2. Identify site constraints
3. Develop planting plan
4. Landowner signature on Operations & Maintenance Agreement
5. Landowner signature on site access easement
6. Implement riparian buffer planting

Funding: \$15,548 (State)

Performance Period: 11/04/2025 – 8/1/2026

Staff: Brian Voigt, Lincoln Frasca

Notes: The Winooski Basin Water Quality Council prioritized funding for this project at their 16 October 2025 meeting.

Friends of the Winooski River – SHO Riparian Buffer Planting (CVRPC Agreement #2024-11.10)

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign an Addendum to the Master Agreement with the Friends of the Winooski River (CVRPC Agreement #2024-11).

Scope of Work: This award will fund a 100' wide riparian buffer planting at a density of 300 stems / acre on 1.75-acres in the Huntington River watershed (Huntington). Specific activities include:

1. Project initiation & bid solicitation
2. Identify site constraints
3. Develop planting plan
4. Landowner signature on Operations & Maintenance Agreement
5. Landowner signature on site access easement
6. Implement riparian buffer planting

Funding: \$13,940 (State)

Performance Period: 11/04/2025 – 8/1/2026

Staff: Brian Voigt, Lincoln Frasca

Notes: The Winooski Basin Water Quality Council prioritized funding for this project at their 16 October 2025 meeting.



MEMO

Date: November 3, 2025
To: Executive Committee
From: Christian Meyer, Executive Director
Re: Bylaw amendments - meeting recording

✉ **ACTION REQUESTED:** Review the proposed amendments to the CVRPC Bylaws and consider the following motion: *move to place the proposed amendments to the CVRPC Bylaws, dated April 11, 2023, on the next meeting agenda of the CVRPC Board of Commissioners along with any comments or recommendations.*

CVRPC staff have prepared amendments to the CVRPC Bylaws to more clearly identify non-advisory public bodies and advisory public bodies in line with statutory definitions. Further, staff have added a requirement for all advisory and non-advisory body meetings to be recorded, reference to statutory requirements for non-advisory body meeting recording and posting, and reference the Records Retention Policy to stipulate the retention duration for meeting recordings.

Non-Advisory Public Bodies and Advisory Public Bodies

State statute differentiates between non-advisory public bodies and advisory public bodies. Amendments to Section 401 and Section 403.B.2. clearly identify the Board of Commissioners and the Executive Committee as non-advisory public bodies. No amendments were made to identify advisory bodies as the following language is already included in Section 403.A.1: "All Standing Committees are advisory to the Board unless otherwise specified by the Board." Staff believes this language is broad enough to include the remainder of committees.

Meeting Recording Policy

Under the CVRPC Bylaws, Section 609, staff have recommended a modification to the section title to include digital recordings.

Currently CVRPC has no policy around if or when advisory committees record their meetings. These amendments to Section 609 direct all public bodies of the CVRPC to record all of their meetings, regardless of whether they are advisory or not. Further, this amendment states that non-advisory public bodies must record all meetings and post meeting recordings for a minimum of 30 days following the approval of official meeting minutes, per 1 V.S.A. § 312 (6).

Finally, these amendments to Section 609 note record retention will be carried out in accordance with the Records Retention Policy. The current CVRPC Records Retention Policy is to keep all meeting recordings for 3 years.

Next Steps

Per Section 1003, subsection B-E, of the CVRPC Bylaws:

- B. The proposed amendment shall be placed on the Executive Committee agenda for its review prior to being placed on the Board agenda. Following review by the Executive Committee, the proposed amendment, along with any recommendations of the Executive Committee, shall be placed on the agenda of the next regularly scheduled meeting of the Board.
- C. The draft proposed amendment shall be discussed at the next regular meeting of the Board and may be amended at that meeting. An affirmative vote of the Board is required to advance the agreed upon final proposed amendment. That vote must direct that the final proposed amendment be placed on the agenda of the subsequent regular meeting for a final vote.
- D. After the affirmative vote described in 1003C, the proposed amendment shall be placed on the agenda for a final vote at the subsequent regular meeting of the Board. No amendment to the proposed amendment shall be allowed at the Board meeting during which the final vote is taken.
- E. The proposed amendment shall become effective upon the affirmative vote of 60% of the Board. If a 60% affirmative vote is not attained, the proposed amendment fails.



MEMO

Date: November 3, 2025
To: Executive Committee
From: Christian Meyer, Executive Director
Re: Revisions to the Records Retention Policy

✉ **ACTION REQUESTED:** move to adopt the proposed amendments to the Records Retention Policy, dated March 4, 2019.

What are the changes?

The proposed amendments to the Records Retention Policy are to address either procedural updates due to HR requirements or they are formatting changes made for clarity to assist staff in executing this policy.

How does this relate to the meeting recording policy?

There are no changes being recommended that directly relate to the meeting recording policy. The Records Retention Policy maintains a horizon of three years for the retention of all meeting recordings (regardless of whether the body is advisory or non-advisory).

What is the Executive Committee Role?

Per Section 403.B.3.g of the CVRPC Bylaws, the Executive Committee shall “adopt and oversee ... operational and administrative policies and procedures.”



Records Retention Policy

Adopted by the Executive Committee:

Purpose

To ensure the most efficient and effective operation of the Central Vermont Regional Planning Commission (CVRPC), we are implementing this Records Retention Policy. The records of CVRPC are important to the proper functioning of CVRPC. Our records include virtually all of the records produced by CVRPC employees, whether in electronic or paper form. Thus, items such as interoffice emails, desktop calendars, and printed memoranda are records that are considered important under this policy. If an employee is ever uncertain as to any procedures set forth in this policy (e.g., what records to retain or destroy, when to do so, or how), it is the employee's responsibility to seek answers from the Executive Director.

The goals of this policy are to:

- 1) Assist employees in complying with the Vermont Public Records Act (1 VSA Subchapter 3);
- 2) Retain important documents for reference and future use;
- 3) Delete documents that are no longer necessary for the proper functioning of CVRPC;
- 4) Organize important documents for efficient retrieval; and
- 5) Ensure that CVRPC employees know what documents should be retained, the length of their retention, means of storage, and when and how they should be destroyed.

This Policy is consistent with or exceeds the General Record Schedules (GRS) developed by the Vermont State Archives and Records Administration (VSARA) to provide consistency in recordkeeping by Vermont public agencies for common functions and activities.

Definitions

Records - all business records of CVRPC (used interchangeably with “documents”), including written, printed, and recorded materials, as well as electronic records (i.e., emails and documents saved electronically).

Permanent/Archive - Documents will be retained permanently. They will be archived upon reaching obsolescence, expiration, supersession, completion/closure.

Timed Retention (Ex. 10 years) - Retained for specified time following obsolescence, expiration, supersession, completion/closure. After which time they will be destroyed (general, unless noted as “Shred”), unless otherwise noted.

Limited Retention - Documents destroyed (general, unless noted as “Shred”) following obsolescence, expiration, supersession, completion/closure, unless otherwise noted.

Emails as Public Records¹

Email messages are “official records” if they are made or received in the conduct of CVRPC business. Such business may be the provision of services, delivery of programs, development of policies, making of decisions, performance of commission functions, and other similar types of transactions.

Examples of messages sent by e-mail that typically *are records* include:

- policies and directives,
- correspondence or memoranda related to official business,
- work schedules and assignments,
- agendas and minutes of meetings,
- drafts of documents that are circulated for comment or approval,
- any document that initiates, authorizes, or completes a business transaction, and
- final reports or recommendations.

Examples of messages that *typically do not constitute records* are:

- personal messages and announcements,
- copies or extracts of documents distributed for convenience or reference,
- phone message slips, and
- announcements of social events.

¹ Adapted from a policy developed by the Two Rivers-Ottawaquechee Regional Commission

The Method of Archiving

Archiving will be done by the user; and these emails will be stored on the user's PC for user's designated time period (quarterly, annually, etc.), through a folder structure in their native email client. Archiving by the user must follow the guidance under "Time and Content." At year-end, IT staff will back up the entire archive to DVD and then the files may be deleted from the user's PC. To protect against catastrophic failure during the year, we will continue to back up PC's to tape on a weekly basis.

Emails will be archived based on their content. Within their email software, each user should set up a series of subfolders that will allow for easy drag-and-drop filing of official emails. Once an email is read, it should either be filed in the subfolders or deleted in accordance with the required retention period. (For an example of a possible file structure, see attached)

Time and Content

The content of an email will determine the length of time it is to be archived.

Personal

Emails of a personal nature should be deleted immediately after reading. Please keep in mind that *all* e-mail messages *including personal communications* may be subject to discovery proceedings in legal actions. There is no expectation of privacy on email communications.

Ephemeral

Ephemeral, or transitory, emails must be stored for a minimum of thirty days. Ephemeral or Transitory emails consist of those records that are created primarily for the informal communication of information, as opposed to communications designed for the perpetuation or formalization of knowledge. *Transitory messages do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt.* The informal nature of transitory messages might be compared to the communication that might take place during a telephone conversation or verbal communications in an office hallway.

Administrative Support Records

These files must be kept for at least one year. Records of a general facilitative nature created or received in the course of administering programs. Included are such records as:

- Correspondence of a routine or repetitive type, such as requests for information;
- Inter-office or inter-departmental communications which do not subsequently result in the formulation of policy;

- Reference materials, sometimes of a technical nature, used but not created by the office;
- Daily, weekly, or monthly office activity reports which are summarized in annual reports or which relate to routine activities (including work progress or statistical reports prepared in the office and forwarded to higher levels);
- Personnel data of office that is duplicated in departmental personnel record;
- Purchase orders, payment vouchers, travel expense statements or similar financial documents that are duplicated in department/division fiscal office files;
- Daily, weekly, or monthly work assignments (including duty roster files) for office staff;
- Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other daily activities of employees; and
- Unpublished calendars of events and activities.

If hard copies are created and filed elsewhere, administrative support records need not be saved.

Policy and Program Records (Primary Mission Files)

Policy and Program Records generally need to be retained permanently under specific record schedules and may be transferred to the State Archives at some time during their life cycle. These records document the formulation and adoption of policies and procedures and the implementation or management of the programs or functions of the office or department. Included are such records as:

- Policies and procedures developed by the office or a program that govern the operation of the agency;
- Correspondence with citizens or other government officials regarding policy, procedure development, or program administration;
- Annual, ad hoc, narrative, or statistical reports on program activities, achievements or plans;
- Organizational charts and mission statements;
- Studies regarding office or program operations;
- Circular letters, directives or similar papers addressed to subordinate units or staff concerning policies, procedures or programs;
- Records related to significant events in which the office or program participated; and
- Photographs, published material, and other record forms.

Employee Responsibility

Federal and state laws require CVRPC to maintain certain types of records for particular periods. Failure to maintain such records could subject an employee and CVRPC to penalties and fines, obstruct justice, spoil legal evidence, and/or seriously harm CVRPC's position in litigation. Thus, it is imperative that employees fully understand and comply with this, and any future records retention or destruction policies and schedules, *UNLESS* an employee has been notified by CVRPC, or if an employee believe that (1) such records are or could be relevant to any future litigation, (2) there is a dispute that could lead to litigation, or (3) CVRPC is a party to a lawsuit, in which case employees *MUST PRESERVE* such records until CVRPC's legal counsel determines that the records are no longer needed.

All business records shall be retained for a period no longer than necessary for the proper conduct and functioning of CVRPC. All retention periods listed in this Policy are from the calendar year end plus the retention time listed unless otherwise noted.

Retention Schedule - Office Operations and Planning Records

Accounting/Financial Records

Description	Retention
Accountants' audit reports and management letters	Permanent/Archive
Bills of sale for important purchases	Permanent/Archive
Canceled checks and stubs, for important payments	Permanent/Archive
Cash books	Permanent/Archive
Charts of accounts	Permanent/Archive
Payroll records and related documents	Permanent/Archive
Financial statements (year end)	Permanent/Archive
General and private ledgers	Permanent/Archive
Financial journals	Permanent/Archive
Bank statements	10 years – then shred
Deposit slips	10 years – then shred
Check registers	10 years – then shred
Cancelled checks and stubs, general	10 years – then shred
Financial statement cards	10 years – then shred
Accounts payable and receivable ledgers and schedules	7 years, if audited
Expense analyses	7 years

Description	Retention
Vouchers for payments to vendors, employees and related parties	7 years – then shred
Fiscal records – grant materials, supply order forms, unless otherwise required by grant	7 years
Miscellaneous money (income) receipts	7 years, if audited
Paid bills	7 years, if audited
Tuition invoices and receipts	7 years, if audited
Fiscal records, and until audit	4 years
Cash balance document register	4 years
Social Security withholding report sheets	4 years
Deduction authorization	4 years, after cessation of employment
Federal Form 1099-Misc	4 years
Federal Form 501 (Federal Tax Deposit Without Income)	4 years
Federal Form 941 (Employer's Quarterly Federal Tax Return)	4 years
Federal Form W-2d (Withholding Statement showing annual wages paid and income and FICA taxes withheld)	4 years
Federal Form W-3 (Reconciliation of Quarterly Returns of Income Tax Withheld on Wages)	4 years
Federal Form W-4 (Employee's Withholding Exemption Certificate)	4 years - after cessation of employment
Social Security Withholding Report Sheets (Forms OAR S-3a, S-3, SSA-3963-C1)	4 years
State Form VW-100 (Withholding Exemption Certificate)	4 years, after cessation of employment
State Form VW-102 (Withholding Statement Showing Annual Wages Paid and Income Withheld)	4 years
State Form VW-105 (Reconciliation of Quarterly Returns, Form VW-110 and VW-102)	4 years
State Form VW-110 (Quarterly Return of Income Tax Withheld)	4 years
Petty cash vouchers	3 years
Budget comparisons, monthly	3 years

Description	Retention
Trail balance sheets	3 years, if audited
Purchase orders	3 years, if audits are completed
Bank reconciliations	1 year – then shred
Purchase orders	1 year
Requisitions	1 year

Administrative Records

Description	Retention
Contracts and leases (current/major)	Permanent/Archive
Legal correspondence	Permanent/Archive
Deeds and mortgages (if applicable)	Permanent/Archive
Insurance records	Permanent/Archive
Minutes, bylaws and certificate of incorporation	Permanent/Archive
Property records and appraisals (if applicable)	Permanent/Archive
Tax records	Permanent/Archive
Trademark registrations (if applicable)	Permanent/Archive
Reports, annual or similar	Permanent/Archive
Accident reports and claims (settled cases)	10 years – then shred
Contracts and leases (expired)	7 years – then shred
Inventories (if products, materials, and supplies)	7 years
Notes receivable ledgers and schedules	7 years
Time recording documents	7 years, if audited
All materials related to an internal investigation	7 years
Insurance policies – Liability	7 years, if no claim pending
Internal audit reports	7 years
Unemployment Compensation Reports (Employer's Contribution, Quarterly Compensation, Insurance Wage and Separation)	4 years
Insurance policies – Fire (expired)	3 years, if no claim pending
Insurance policies – Professional Practices (expired)	3 years, after close of any pending claims
Equipment orders	3 years - after grant closeout approval
Agreements (formal, interagency, memorandums of understanding)	3 years, then archived permanently
Policies	3 years, then archived permanently
Procedures	3 years, then archived permanently

Description	Retention
Tape, video and other recordings of all meetings (regular or special)	3 years, after minutes have been approved
Digital recordings for informational purposes	1 year
Authorizations	3 years – then shred
Vacation and leave requests	1 year
Equipment warranties, after expiration	1 year
OSHA Logs and Summaries	5 years following year to which they pertain

Personnel Records

Description	Retention
Personnel records, annual evaluations, correspondence directed to an employee, application paperwork, personal history information, polygraph results, written and physical standards, all other hiring documentation	50 years from date of hire
Employment applications	3 years – then shred
Training records	3 years
Applications for employment, resumes	3 years
Employment history, after termination of employment	3 years – then shred
Personnel records, annual evaluations, correspondence directed to an employee, application paperwork; personal history information, polygraph results; written and physical standards, all other hiring documentation	1 year if not hired

Other Records

Description	Retention
Reports, annual or similar	Permanent/Archive
All Municipal Plans and Bylaws, whether proposed, adopted, or superseded	Permanent/Archive
Correspondence (substantive administrative value, policy development related, memoranda of decisions)	3 years – then archived
Miscellaneous internal reports	3 years

Description	Retention
Plans (strategic)	3 years – then archived
Studies	3 years – then archived
Bids – Shred	3 years
Contracts (including grant agreements)	3 years – then archived
Decisions (contract selection) - Shred	3 years, after grant closeout approval
Certificate of Appointment as Representative by Governor	3 years
Elections - candidate and nomination statements	3 years
Legal notices	1 year, after grant closeout letter received
Agendas	1 year
Calendars	1 year
Press Releases	1 year
Correspondence (day to day office administration, general internal, interagency, routine public)	1 year, if not noted elsewhere in this policy
Grant funded project files and deliverables	1 year, after grant closeout letter received and unless grant requires otherwise
Drafts	Limited
Reference sources	Limited
Elections - official return of vote form and copies of votes and elections,	90 days if uncontested, and one copy preserved in hard copy file
Elections - summary sheets for election tabulations	90 days after election

Retention Schedule – Infrastructure Records

Planning and Project Development Records

Description	Retention
Applications – certificates and formal statements of qualification, significant supporting materials	Life of asset ends plus 6 years
Decisions – written approvals or disapprovals including selection justifications, substantive correspondence and relevant supporting materials, life of asset ends plus 6 years	Life of asset ends plus 6 years
Agreements – formal written agreements including MOUs	Until expired plus 6 years

Description	Retention
Authorizations - notices to proceed, permits	Until expired plus 6 years
Legal notices	Until project completion approval received plus 1 year
Plans – final conceptual drawings and maps, reports, specifications and estimates	Life of asset ends plus 6 years
Reports and studies – related to development including performance and expenditure reports	Life of asset ends plus 6 years
Supporting material – public comments, schedules, meeting transcripts	Life of asset ends plus 6 years
Tier II Reports (Hazardous Materials EPCRA Compliance Tier II Program)	5 years

Construction Records

Description	Retention
Written evidence of final decision, including engineer and project manager approvals, acceptances and changes, substantive correspondence and relevant supporting material	Life of asset ends plus 6 years
Declarations that certify a condition has been met related to the construction of infrastructure	Life of asset ends plus 6 years
Notes used for written or recorded evidence of field or site visits	Life of asset ends plus 6 years
Plans – drawings, reports, includes as built and schedules	Life of asset ends plus 6 years
Reports – construction, closeout, inspection, operation manuals, wage rate reports, or similar	Life of asset ends plus 6 years
Supporting materials not specified elsewhere for Life of Asset	Life of asset ends plus 6 years

Conclusion

This policy will require active participation from all staff. If you have any questions or issues, please discuss them with the Executive Director. This program is a statutory requirement of the CVRPC, and your efforts in making the system work are greatly appreciated.



MEMO

Date: November 3, 2025

To: Executive Committee

From: Nancy Chartrand, Office Manager

Re: CY2026 Health Insurance

✉ **ACTIONS REQUESTED:** Multiple actions are requested:

- 1) Authorize Executive Director to set employer health insurance contribution up to 100% of the cost of the CVRPC Self-Insured health plan for employees and family members
- 2) Maintain employee choice of available plans to include BCBSVT, MVP, and self-insured CVRPC health care plans
- 3) Maintain 50% payment in lieu of benefit for employees who opt out of CVRPC coverage and provide proof of coverage from another provider

CVRPC's FY26 budget allows for an anticipated increase in healthcare costs. Rates for CY26 have been released, reflecting a premium increases of between 2% and 6% for MVP, BCBSVT and CVRPC CY25 rates. The table below presents monthly premium costs for health plans reviewed in CY26. The plan highlighted in blue is our current CY25 plan.

Details for the CY26 Plans

Current: BCBSVT Gold CDHP: (~23.5% premium increase to CY25 CVRPC Plan and 4% for BCBSVT plan)

- Employee deductible increased to \$3,200/\$6,400 aggregate (single/family) – Rx deductible combined with medical
- Employee out of pocket maximum increased for single/families is \$3,200/\$6,400 (medical) and \$1,700/\$3,400 (Rx)
- Services will be charged at 0% after deductible is met
- Rx Cost Share: Select Wellness @ \$5/50%/60%-NDD; Prescription after deductible @ \$0
- Telemedicine: No info provided
- Vision: Coverage under age 21 only at 0% after deductible is met
- Plan is Health Savings Account (HSA) compatible

MVP Gold 3 HDHP Plan: (~11.5% premium increase to CY25 CVRPC Plan and 2% for MVP Plan)

- Employee deductible increased to \$3,200/\$6,400 aggregate (single/family) – Rx deductible combined with medical
- Employee out of pocket maximum for single/families increased to \$3,200/\$6,400 (medical) and \$1,700/\$3,400 (Rx)

- Services will be charged at 0% after deductible is met
- Rx Cost Share: Preventative @ \$10/\$15/5%-NDD; All other after deductible @ \$0/\$0/0%
- Telemedicine: No info provided
- Vision: Coverage under age 21 only at 0% after deductible is met + (optional Vision Plan)
- Plan is Health Savings Account (HSA) compatible

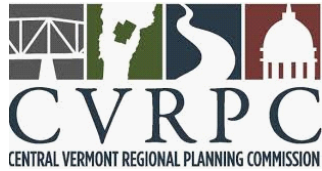
Self-Insured with CIGNA Network: (~5.7% premium increase to CY25 CVRPC Plan)

- Employee deductible is \$3,000/\$6,000 non-aggregate (single/family) – Rx deductible applies to medical
- Employee out of pocket maximum for single/families is \$3,000/\$6,000
- Services will be charged at 0% after deductible is met
- Rx Cost Share: Preventative @ \$10/\$15/5%-NDD; All other after deductible @ \$0/\$0/0%
- Telemedicine: 0%
- Vision allowance of one exam every 24 months – all ages + (optional Vision Plan)
- Plan is Health Savings Account (HSA) compatible

Health Insurance Premium Outline

Coverage	CVRPC Self-Funded CY25	MVP CY26 Mo. Rate Gold 3 HDHP	BCBSVT CY26 Mo. Rate Gold CDHP	CVRPC Self-Funded CY26
Single	\$1,028.70	\$1,073.74	\$1,189.80	\$1,081.55
Double	\$1,850.29	\$2,147.48	\$2,379.60	\$1,958.02
Parent & Child	\$1,660.62	\$2,072.32	\$2,296.31	\$1,755.02
Family	\$2,678.49	\$3,017.21	\$3,343.34	\$2,841.54
CY26 ~% increase over approved CY25 plan		~11.5%	~23.5%	~5.7%
Annual Total¹	\$201,312	\$224,583	\$248,859	\$212,950

¹ Annual Total is a calculation of monthly premiums based on current employee enrollment using premiums rounded to the nearest dollar and including 50% payment in lieu of benefit where appropriate. Current employee 'enrollment' (11): Single - 4; Double – 2; Parent/Child – 0; Family – 2; payment in lieu – 3 (2 family & 1 double). **Note: CY25 totals are calculated as if all current employees were enrolled all year so is not a true indication of what will be spent in CY25 due to new employee hires throughout CY25.**



2026 Health Plans

		2025	2026		2025	2026
		Loomis TPA with Cigna Network	Loomis TPA with Cigna Network		Loomis TPA with Cigna Network	Loomis TPA with Cigna Network
Medical Deductible		\$3,000- S \$6,000-F	\$3,000- S \$6,000-F		\$1,400-S \$2,800-F	\$1,400-S \$2,800-F
Medical Out of Pocket Max		\$3,000- S \$6,000-F	\$3,000- S \$6,000-F		\$5,600-S \$11,200-F	\$5,600-S \$11,200-F
Services						
Hospital		0%*	0%*		30%*	30%*
ER (WIA)		0%*	0%*		\$150	\$150
Preventative		0%	0%		\$0	\$0
Office Visit (PCP or Mental health)		0%*	0%*		\$20	\$20
Chiropractic, PT, OT		0%*	0%*		\$30	\$30
Acupuncture		0%*	0%*		\$30	\$30
Telemedicine		0%	0%		\$0	\$0
Specialist		0%*	0%*		\$30	\$30
Urgent Care		0%*	0%*		\$65	\$65
Ambulance		0%*	0%*		30%*	30%*
Pharmacy						
RX Deductible		Integrated (waived for prev. \$5/\$50/50%)	Integrated (waived for prev. \$5/\$50/50%)		N/A	N/A
RX Out of Pocket Max		Applies to Medical	Applies to Medical		Applies to Medical	Applies to Medical
Generic		0%*	0%*		\$10	\$10
Preferred		0%*	0%*		\$65	\$65
Non-Preferred (includes Diabetic supplies)		0%*	0%*		\$100	\$100
Specialty		0%*	0%*		\$250	\$250
Pediatric Dent/Vis						
Children's Vision (to age 21) -Exam & Glasses		1 Exam Every 24 Mos.	1 Exam Every 24 Mos.		1 Exam Every 24 Mos.	1 Exam Every 24 Mos.
Children's Dental (to age 21)		N/A	N/A		N/A	N/A
Monthly Premium	#	Max Funding	Max Funding	#	Max Funding	Max Funding
Single	3	\$1,028.70	\$1,081.55	1	\$1,003.63	\$1,049.26
Couple	2	\$1,850.28	\$1,958.02	0	\$1,800.30	\$1,893.63
Parent & Child(ren)	0	\$1,660.62	\$1,755.70	0	\$1,616.39	\$1,698.71
Family	2	\$2,678.49	\$2,841.54	0	\$2,603.39	\$2,744.81

* After Deductible

Overview ONLY; refer to plan docs for details

2025 Loomis	\$157,767.24
2026 Loomis	\$166,716.36

*after deductible

SO- Single Only, S-Single within family, F-Family

WIA- Waived if admitted

11/03/25

Vermont Small Group 2026 Plans

Executive Committee

Open enrollment begins November 1, 2025 for coverage starting January 1, 2026!



MVP VT Plus Plans (Non-Standard)					
Non-Standard plans contain unique features that enhance the value of the benchmark benefits.					
Gold		Reflective Silver ¹		Bronze	
3 QHDHP	4	1	2 QHDHP	1	5

Cost-share amounts below are the co-pay or co-insurance after the deductible is met, unless noted as not subject to deductible (NoDD). All plans include dependent care coverage until the end of the year the dependent turns 26. **Cost-shares in red indicate a change from the 2025 plan.**

Plan Deductible³ Individual/Family	\$3,200/\$6,400 AGG	\$5,000/\$10,000	\$2,600/\$5,200	\$5,950/\$11,900	\$7,250/\$14,500	\$9,950/\$19,900
Out-of-Pocket Maximum³ Individual/Family	\$3,200/\$6,400 AGG	\$8,000/\$16,000	\$8,000/\$16,000	\$5,950/\$11,900	\$8,800/\$17,600	\$9,950/\$19,900
HSA Eligible Medical	Yes	No	No	Yes	No	No

Primary Care/Specialist Visit	0%/0%	\$0 NoDD/\$0 NoDD	3 PCP visits per member \$0 NoDD, then \$30/\$60	0%/0%	3 PCP visits per member \$0 NoDD, then \$40/\$100	3 PCP visits per member \$0 NoDD, then 0%/0%
Hospital Facility Inpatient/Outpatient	0%/0%	20%/\$1,000	50%/\$1,500	0%/0%	50%/50%	0%/0%
Urgent Care/Emergency Room	0%/0%	\$0 NoDD/\$500	\$60/\$400	0%/0%	\$100/50%	0%/0%
Gia⁴ Virtual Care Services	0% NoDD⁴	\$0 NoDD ⁴	\$0 NoDD ⁴	0% NoDD⁴	\$0 NoDD ⁴	\$0 NoDD ⁴
Ambulance	0%	\$150	\$105	0%	\$100	0%
Chiropractic	0%	\$25 NoDD	\$45	0%	\$50	0%
Acupuncture	Get up to \$500 per member, per contract for acupuncture services rendered by a licensed provider					
Pediatric Dental Class 1/Class 2/Class 3 and Orthodontia Two Dental Exams per Year	0%/0%/0%	\$0 NoDD/30%/50%	\$0 NoDD/30%/50%	0%/0%/0%	\$0 NoDD/30%/50%	0% NoDD/0%/0%
Pediatric Vision Annual Exam/Set of Eyewear	0%/0%	\$20 NoDD/\$20 NoDD	\$20 NoDD/\$20 NoDD	0%/0%	\$20 NoDD/\$20 NoDD	\$20 NoDD/\$20 NoDD
Hearing Aid Office Visit/Equipment	0%/0%	\$0 NoDD/20%	\$60/50%	0%/0%	\$100/50%	0%/0%

Pharmacy						
Prescription Deductible³ Individual/Family	Integrated with Medical	\$250/\$500 Brand Deductible	\$950/\$1,900	Integrated with Medical	\$700/\$1,400 Brand Deductible	Integrated with Medical
Prescription Out-of-Pocket Maximum³ Individual/Family	\$1,700/\$3,400 AGG	\$500/\$1,000	\$1,650/\$3,300	\$1,700/\$3,400 AGG	Integrated with Medical	Integrated with Medical
Prescription Cost-Share Tier1/Tier2/Tier 3	Preventive Drugs \$10/\$15/5% NoDD All Other Drugs 0%/0%/0%	\$0 NoDD/\$40/\$80	\$5/\$30/\$60 VBID: \$1	0%/0%/0% Preventive Drugs NoDD	\$15/\$50/\$80 VBID: \$3	\$10 NoDD/0%/0% VBID: \$1
Diabetic Supplies	0%	\$80 NoDD	\$60 NoDD	0%	\$80 NoDD	0%

Premium Monthly Rates Rates effective January 1, 2026–December 31, 2026.

Single	\$1,073.74	\$1,011.80	\$834.19	\$870.03	\$769.27	\$735.45
Single + Spouse	\$2,147.48	\$2,023.60	\$1,668.38	\$1,740.06	\$1,538.54	\$1,470.90
Single + Child(ren)	\$2,072.32	\$1,952.77	\$1,609.99	\$1,679.16	\$1,484.69	\$1,419.42
Single + Spouse + Child(ren)	\$3,017.21	\$2,843.16	\$2,344.07	\$2,444.78	\$2,161.65	\$2,066.61

MVP VT Plans (Standard)						
Standard plans are based on what the state dictates must be included in benefit details.						
Platinum	Gold	Reflective Silver ¹		Bronze		
1	1	3	4 QHDHP ²	2	3 QHDHP ²	4

\$500/\$1,000	\$1,500/\$3,000	\$3,500/\$7,000	\$2,300/\$4,600 AGG	\$6,450/\$12,900	\$6,000/\$12,000 AGG	\$10,150/\$20,300
\$1,600/\$3,200	\$5,700/\$11,400	\$10,150/\$20,300	\$7,250/\$14,500 AGG	\$10,150/\$20,300	\$7,600/\$15,200 AGG	\$10,150/\$20,300
No	No	No	Yes	No	Yes	No

3 PCP visits per member at \$0, then \$15 NoDD/ \$30 NoDD	3 PCP visits per member at \$0, then \$20 NoDD/\$55 NoDD	3 PCP visits per member at \$0, then \$40 NoDD/\$90 NoDD	10%/35%	\$35/\$90	50%/50%	3 PCP visits per member at \$0, then \$40 NoDD/\$100 NoDD
10%/10%	30%/30%	50%/50%	35%/35%	50%/50%	50%/50%	0%/0%
\$40 NoDD/\$100	\$65 NoDD/\$150	\$100 NoDD/\$250	35%/35%	\$100/50%	50%/50%	0%/0%
\$0 NoDD ⁴	\$0 NoDD ⁴	\$0 NoDD ⁴	0% NoDD⁴	\$0 NoDD ⁴	0% NoDD⁴	\$0 NoDD ⁴
\$60 NoDD	\$75 NoDD	\$105 NoDD	40%	\$100	50%	0%
\$20 NoDD	\$35 NoDD	\$50 NoDD	35%	\$45	50%	\$50 NoDD
Not covered						
\$0 NoDD/30%/50%	\$0 NoDD/30%/50%	\$0 NoDD/30%/50%	0%/30%/50%	\$0 NoDD/30%/50%	\$0/30%/50%	\$0 NoDD/0%/0%
\$20 NoDD/\$20 NoDD	\$20 NoDD/\$20 NoDD	\$20 NoDD/\$20 NoDD	\$20/\$20	\$20 NoDD/\$20 NoDD	\$20/\$20	\$20 NoDD/\$20 NoDD
\$30 NoDD/10%	\$55 NoDD/30%	\$90 NoDD/50%	35%/35%	\$90/50%	50%/50%	\$100 NoDD/0%

None	\$250/\$500 Brand Deductible	\$500/\$1,000 Brand Deductible	Integrated with Medical	\$1,100/\$2,200 Brand Deductible	Integrated with Medical	Integrated with Medical
\$1,600/\$3,200	\$1,650/\$3,300	\$1,650/\$3,300	\$1,700/\$3,400 AGG	\$1,650/\$3,300	\$1,700/\$3,400 AGG	Integrated with Medical
\$10 NoDD/\$50 NoDD/50% NoDD	\$15 NoDD/\$60/50%	\$15 NoDD/\$70/50%	\$10/\$40/50% Preventive Drugs NoDD	\$15 NoDD/\$85/60%	\$12/40%/60% Preventive Drugs NoDD	\$25 NoDD/0%/0%
50% NoDD	50% NoDD	50% NoDD	50%	60% NoDD	60%	0%

\$1,216.19	\$1,020.00	\$827.71	\$836.87	\$741.31	\$756.48	\$750.95
\$2,432.38	\$2,040.00	\$1,655.42	\$1,673.74	\$1,482.62	\$1,512.96	\$1,501.90
\$2,347.25	\$1,968.60	\$1,597.48	\$1,615.16	\$1,430.73	\$1,460.01	\$1,449.33
\$3,417.49	\$2,866.20	\$2,325.87	\$2,351.60	\$2,083.08	\$2,125.71	\$2,110.17

¹ Reflective Silver plans are only available through purchase directly from MVP Health Care.

² These plans have a per person OOPM.

³ Unless otherwise noted, all plan deductibles and/or out-of-pocket maximums are embedded.

⁴ Gia virtual care services include 24/7 primary and urgent care, nutrition, and some behavioral health services. Beginning January 1, 2026, Gia virtual care services are \$0 before the deductible on qualified high-deductible health plans. Some specialty virtual care providers included in Gia, in-person visits, and referrals may be subject to the plan’s applicable co-pay/cost-share. Estimated visit costs will be listed in Gia at the time of service.

NoDD: Not subject to deductible.

VBID: Value-Based Insurance Design. VBID maintenance Medications are not subject to the deductible. All MVP VT Small Group plans pass for Medicare Creditable Coverage.

These plan overviews are intended to provide a general outline of coverage. For comprehensive benefit details, please review your Certificate of Coverage (COC), Summary of Benefits and Coverage (SBC), and any applicable Rider(s). Your COC, SBC, and Rider(s) will be controlling. These documents can be found in your MVP online account, or are available by request.

Aggregate (AGG): For any policy with two or more members, the family deductible must be met by any one or any combination of members before the plan will make payment. **Embedded (EMB):** Each member pays toward, but never exceeds, their individual deductible and/or OOPM until the larger family deductible and/or OOPM is met, after which, the plan makes payments for all members on the Contract. The term **Stacked** is used on Vermont Health Connect materials to define this deductible and/or OOPM structure. Health benefit plans are issued and administered by MVP Health Plan, Inc.; MVP Health Insurance Company; MVP Select Care, Inc.; and MVP Health Services Corp., operating subsidiaries of MVP Health Care, Inc. Not all plans available in all states and counties.

\$600 Well-Being Reimbursement
Included on all MVP VT Plus plans! Members can get reimbursed up to \$600 per contract, per calendar year for well-being items, programs, and activities.
Questions? We’re here to help!
Call **1-844-865-0250** or visit **mvphealthcare.com/vermont** to learn more.
For subsidy information, visit **VermontHealthConnect.gov**.



<div><div><div><div><div></div><div>BlueCross. BlueShield. of Vermont</div><div>An Independent Licensee of the Blue Cross and Blue Shield Association.</div></div></div><div><div>Questions? Contact us at: (800) 255-4550 (TTY/TDD: 711) consumersupport@bcbsvt.com bluecrossvt.org/smallbusiness</div><div>284.516 (09.2025)</div></div></div></div>				BENEFITS		MEDICAL												PHARMACY				2026 MONTHLY PREMIUMS			
				Health spending accounts*		Deductible		Out-of- pocket maximum	Medical cost-share(s)								Deductible	Out-of- pocket maximum	Prescription drugs cost-share(s)						
						Medical deductible is doubled for two-person and family plans	Deductible type ¹	Medical out-of-pocket maximum is doubled for two-person and family plans	Preventive care ²	Primary care, mental health, or provider visits for substance use disorder treatment	Specialist visits with diagnosis of heart disease or diabetes ³	Specialist visits ⁴	Urgent care	Emergency room care	Outpatient & inpatient hospital services	Prescription drug deductible is doubled for two-person and family plans	Prescription drug out-of-pocket maximum is doubled for two-person and family plans	Wellness drugs ⁵ (generic/preferred/ non-preferred brands)	Prescription drugs (generic/preferred/ non-preferred brands)	Employee-only	Two-person	Employee + Child(ren)	Family		
Vermont Preferred Plans	GOLD	●		\$1,350	Aggregate ¹	\$5,150 ⁶	\$0	Combined 4, 8, or 12 \$0 office visits, then deductible, then \$20	Four \$0 office visits per member, then deductible, then \$40	Deductible, then \$40	\$60	Deductible, then \$250	Deductible, then \$750	Combined with medical	\$1,700	\$5/\$50/60% ⁵	Deductible, then \$5/40%/60%	\$1,188.53	\$2,377.06	\$2,293.86	\$3,339.77				
	SILVER REFLECTIVE○	●		\$3,750	Aggregate ¹	\$9,250 ⁶	\$0	Combined 4, 8, or 12 \$0 office visits, then deductible, then \$30	Four \$0 office visits per member, then deductible, then \$50	Deductible, then \$50	\$70	Deductible, then \$450	Deductible, then \$1,750	Combined with medical	\$1,700	\$5/\$50/60% ⁵	Deductible, then \$5/40%/60%	\$959.56	\$1,919.12	\$1,851.95	\$2,696.36				
	BRONZE	●		\$9,950	Aggregate ¹	\$9,950 ⁶	\$0	Combined 4, 8, or 12 \$0 office visits, then deductible, then \$0	Four \$0 office visits per member, then deductible, then \$0	Deductible, then \$0				Combined with medical	Combined ⁸	\$15/\$50/60% ⁵	Deductible, then \$0	\$843.35	\$1,686.70	\$1,627.67	\$2,369.81				
Vermont Select Plans	GOLD CDHP	●	●	\$3,200	Aggregate ¹	\$3,200	\$0	Deductible, then \$0						Combined with medical	\$1,700	\$5/\$50/60% ⁵	Deductible, then \$0	\$1,189.80	\$2,379.60	\$2,296.31	\$3,343.34				
	SILVER CDHP REFLECTIVE○	●	●	\$6,000	Aggregate ¹	\$6,000 ⁶	\$0	Deductible, then \$0						Combined with medical	\$1,700	\$15/\$50/60% ⁵	Deductible, then \$0	\$963.65	\$1,927.30	\$1,859.84	\$2,707.86				
	BRONZE CDHP	●	●	\$8,200	Aggregate ¹	\$8,200 ⁶	\$0	Deductible, then \$0						Combined with medical	Combined ⁸	\$25/65%/85% ⁵	Deductible, then \$0	\$838.03	\$1,676.06	\$1,617.40	\$2,354.86				
Standard Plans	PLATINUM	●		\$500	Stacked ¹	\$1,600 ⁷	\$0	Three \$0 office visits per member, then \$15	\$30	\$40	Deductible, then \$100	Deductible, then 10%		\$0	\$1,600 ⁷	\$10/\$50/50%		\$1,409.43	\$2,818.86	\$2,720.20	\$3,960.50				
	GOLD	●		\$1,500	Stacked ¹	\$5,700 ⁷	\$0	Three \$0 office visits per member, then \$20	\$55	\$65	Deductible, then \$150	Deductible, then 30%	\$250 individual/ \$500 family	\$1,650 ⁷	\$15/deductible, then \$60/50%		\$1,198.19	\$2,396.38	\$2,312.51	\$3,366.91					
	SILVER REFLECTIVE○	●		\$3,500	Stacked ¹	\$10,150	\$0	Three \$0 office visits per member, then \$40	\$90	\$100	Deductible, then \$250	Deductible, then 50%	\$500 individual/ \$1,000 family	\$1,650	\$15/deductible, then \$70/50%		\$980.80	\$1,961.60	\$1,892.94	\$2,756.05					
	BRONZE	●		\$6,450	Stacked ¹	\$10,150	\$0	Deductible, then \$35	Deductible, then \$90		Deductible, then \$100	Deductible, then 50%		\$1,100 individual/ \$2,200 family	\$1,650	\$15/deductible, then \$85/60%		\$826.99	\$1,653.98	\$1,596.09	\$2,323.84				
	BRONZE INTEGRATED	●		\$10,150	Stacked ¹	\$10,150	\$0	Three \$0 office visits per member, then \$40	\$100		Deductible, then \$0			Combined with medical	Combined ⁸	\$25/deductible, then \$0		\$874.65	\$1,749.30	\$1,688.07	\$2,457.77				
	SILVER CDHP REFLECTIVE ○	●	●	\$2,300	Aggregate ¹	\$7,250 ⁹	\$0	Deductible, then 10%	Deductible, then 35%					Combined with medical	\$1,700	\$10/\$40/50% ⁵	Deductible, then \$10/\$40/50%	\$1,021.58	\$2,043.16	\$1,971.65	\$2,870.64				
	BRONZE CDHP	●	●	\$6,000	Aggregate ¹	\$7,600 ⁹	\$0	Deductible, then 50%						Combined with medical	\$1,700	\$12/40%/60% ⁵	Deductible, then \$12/40%/60%	\$876.14	\$1,752.28	\$1,690.95	\$2,461.95				

Cost-share for each health plan above is based on the employee-only coverage type. Plan benefits may change for two-person, employee + child(ren), or family coverage types.

*Explore pairing health spending accounts with your organization's group health plan, visit [bluecrossvt.org/HSA-HRA](#).

○Silver Reflective plans are available for small organizations who enroll directly through Blue Cross and Blue Shield of Vermont.

Pediatric vision and dental benefits are available on all plans for members 21 and younger. Hearing aid services are eligible for coverage. Additional plan details can be found in each plan's Summary of Benefits and Coverage (SBC).

¹For **Stacked** deductibles, once a member meets their deductible, the health plan pays accordingly, even for a two-person or family plan. For **Aggregate** deductibles, once all members on the health plan meet their collective deductible, the health plan pays accordingly. ²Visit [bluecrossvt.org/preventive](#) for the full list of preventive services covered at \$0 cost to you. ³Specialist visits include cardiologist, endocrinologist, nephrologist, ophthalmologist, or podiatrist only. ⁴Cost-share may vary for chiropractic and outpatient physical therapy. See the Summary of Benefits and Coverage at [bluecrossvt.org/smallbusiness](#). ⁵Deductible is waived for wellness drugs on our Vermont Preferred and Consumer-Directed Health Plans (CDHP). Visit [bluecrossvt.org/formulary-lists](#) and click on "NPF Wellness List" to view our available wellness drugs. ⁶Regardless of all other cost-share, if one person's out-of-pocket cost reaches \$10,150 in a year, we begin paying 100% of the allowed amount for that person's covered services and supplies. ⁷Medical and prescription drug out-of-pocket maximums are separate. ⁸This plan does not include a separate prescription drug out-of-pocket maximum. All covered medical and pharmacy expenses accumulate to the overall combined out-of-pocket maximum. ⁹Regardless of all other cost-share, if one person's out-of-pocket cost reaches \$10,600 in a year, we begin paying 100% of the allowed amount for that person's covered services and supplies.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee Meeting
DRAFT Minutes
October 6, 2025 Meeting

Present:

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

Staff: Christian Meyer, Nancy Chartrand

Guests: Ahsan Ijaz, Ijaz Group

Call to Order: Chair Carbee called the meeting to order at 4:00 pm, a quorum was present.

Adjustments to the Agenda: None

Public Comment: None

Financial Report Update: Christian Meyer advised that part-time Finance Manager Dee Gish has resigned her position and Ijaz Group has stepped in to assist in an accountant capacity at this time. It was noted that the last financial report that was prepared for Executive Committee review is June 2025. Ahsan Ijaz advised they are still working on July and August financials to have available for next month, however, they are focused on the FY25 audit at this time as a priority. After discussion it was concluded that there will be summaries of July and August financials and full report for September at the upcoming meeting. It was confirmed that we currently have Ijaz under a contract for audit assistance but will put a new contract in place for continued services. Further discussion is needed as to what next steps are appropriate – RFP for accounting services vs. recruitment of inhouse finance manager.

Contract/Agreement Authorization: Christian provided an overview of the contracts outlined in the meeting packet.

EPA Brownfields Revolving Loan Fund Closeout Agreement (4B00A01670-0)

Jerry D'Amico moved to authorize the executive director to sign the EPA Brownfields Revolving Loan Fund Closeout Agreement (4B00A01670-0), seconded by Michael Gray. Motion passed unanimously.

EPA Brownfields Revolving Loan Fund Cooperative Agreement (4B00A01670-0)

Jerry D'Amico moved to accept the EPA Brownfields Revolving Loan Fund Cooperative Agreement (4B00A01670-0), seconded by Michael Gray. Motion passed unanimously.

EPA Brownfields Coalition Assessment Grant Cooperative Agreement (BF00A01672-0)

Jerry D'Amico moved to accept the EPA Brownfields Coalition Assessment Grant Cooperative Agreement (4B00A01670-0), seconded by Doug Greason. Motion passed unanimously.

1 **Non-Municipal Resolution – CDBG-DR Grant Capital Fire Mutual Aid Communications**
2 **Resiliency Improvements:**

3 Christian provided an overview of the information provided in the meeting packet and read the
4 resolution into the record. It was confirmed that the resolution is for the application process
5 only.

6
7 *Jerry D'Amico moved to adopt the resolution for disaster recovery grant application authority,*
8 *seconded by Michael Gray. Motion passed unanimously.*
9

10 **FY27 Municipal Dues:** Christian provided an overview of the information provided in the
11 meeting packet noting that we are recommending a change in dues for FY27 to a rate equal to a
12 nationally recognized inflation index. Discussion ensued regarding which inflation index made
13 the most sense to utilize - Employment Cost Index vs. Consumer Price Index (ECI vs. CPI) as well
14 as whether there was a need to increase this year. Further discussion ensued regarding how
15 indexing is utilized in maintaining consistency through the years, as well as anticipated staff
16 expenses into the future, the current indirect rate being artificially low and projections for
17 future funding.

18
19 *Peter Carbee moved to recommend to the Board of Commissioners that CVRPC increase the*
20 *municipal dues at a 4% rate equal the employer cost index. No second – motion died.*
21

22 *Michael Gray moved to recommend to the Board of Commissioners that CVRPC increase the*
23 *municipal dues at a 2.7% rate equal to consumer price index, seconded by Jerry D'Amico.*
24 *Motion passed unanimously.*
25

26 **Office Manager Job Description Amendment:** Christian provided an overview of the
27 information outlined in the meeting packet. He noted he intends to advertise the position as
28 full-time when recruitment begins. Discussion included: the intention to eventually recruit a
29 finance manager to work in tandem with the office manager and how that process may work;
30 how the increased role may impact a third-party accounting contract; how other RPCs handle
31 the role(s); grants reporting detail; amending language related to additional duties to reflect
32 “may or may not”.
33

34 *Doug Greason moved to approve the office manager job description amendment, as amended,*
35 *seconded by Michael Gray. Motion passed unanimously.*
36

37 **Office Update:** Christian advised of the building sale in September to Vermont Rental Services.
38 They are interested in turning the second floor into apartments and the first floor into offices.
39 They are currently proposing to relocate us to the first floor, which could present us with flood
40 risk. After discussion it was concurred that moving to the first floor would not be a good
41 alternative, however there is opportunity to consider other proposals and pursue other
42 options.
43

44 **Meeting Minutes – 09/02/25 & 09/09/25**

1 *Michael Gray moved to approve the minutes of 09/02/25 and 09/09/25, seconded by Doug*
2 *Greason. Motion passed unanimously.*

3
4 **Commission Meeting Agenda:**

5 Christian advised he would like to add another policy discussion following the Meeting
6 Recordings Policy. New item would be Project Compatibility Letter Policy. Clarification that
7 Committee Appointment item was to fill the vacant Regional Plan Committee seat.

8
9 *Royal DeLegge moved to approve the agenda of October 14th as amended, seconded by Michael*
10 *Gray. Motion passed unanimously.*

11
12 **Committee Round Table:**

13 Christian advised he has been reaching out to all Commissioners, and they should expect a call
14 from him.

15
16 **Adjourn**

17 *Michael Gray moved to adjourn at 5:07 pm, seconded by Doug Greason . Motion passed*
18 *unanimously.*

19
20 Respectfully submitted,
21 Nancy Chartrand, Office Manager
22

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee Special Meeting
DRAFT Minutes
October 9, 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 type="checkbox"/> Janet Shatney
<input checked="" type="checkbox"/> Jerry D'Amico		

Staff: Christian Meyer, Nancy Chartrand

Call to Order: Chair Carbee called the meeting to order at 12:00 pm, a quorum was present.

Adjustments to the Agenda: None

Public Comment: None

Non-Municipal Resolution – CDBG-DR NBRC Planning Grant - 87 State Street – Montpelier (resolution 2025-05)

Christian provided an overview of the need for the resolution in the application process and read the resolution into the record.

Jerry D'Amico moved to adopt resolution 2025-05, seconded by Royal DeLegge. Motion passed unanimously.

Non-Municipal Resolution – CDBG-DR Planning Grant – River Navigator Winooski Basin - Flood Modeling and Public Engagement - (verbally noted as resolution 2025-06)

Christian provided an overview of the need for the resolution in the application process and read the resolution into the record.

Michael Gray moved to adopt resolution 2025-06, seconded by Lee Cattaneo. Gerry requested clarification of the difference between this resolution and the one passed on 10/6. It was noted the one passed on 10/6 was for Capital Fire Mutual Aid grant. Vote called and motion passed unanimously.

Adjourn

Royal DeLegge moved to adjourn at 12:07 pm, seconded by Michael Gray. Motion passed unanimously.

Respectfully submitted,
Nancy Chartrand, Office Manager



BOARD OF COMMISSIONERS

November 12, 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/Roll Call / Confirmation of Meeting Recording**
- Adjustments to the Agenda**
- Public Comments** (on items that are not on the agenda)
- 6:35 Bylaws Update _ Meeting Recordings Policy** (action - enclosed)³
- 7:10 Project Compatibility Letter Policy** (action - enclosed)³
- 7:20 Committee Appointments** (potential action)³
- 7:30 Project Review Committee Rules of Process and Guidelines** (action - enclosed)³
- 7:35 Code of Conduct and Public Participation Policy** (possible action - enclosed)³
- 7:50 Accept Meeting Minutes – 9/9/25** (rescind and amend previously adopted) & 10/14/25 (action - enclosed)³
- 7:55 Reports** (action - enclosed)³ - Staff and Committee Reports
- 8:25 Commissioner Roundtable**
- 8:30 Adjourn**

Next Meeting: December 9, 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