



EXECUTIVE COMMITTEE

December 1, 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

2 4:05 Financial Report (Action - enclosed)³

51 4:20 Contract/Agreement Authorization (Action - enclosed)³

53 4:35 Records Retention Policy (Action - enclosed)³

55 4:50 FY26 Nominating Committee (enclosed)

57 5:00 Executive Director Evaluation Process Discussion (Action - enclosed)³

58 5:10 Meeting Minutes – 11/03/25 (Action - enclosed)³

61 5:15 Commission Meeting Agenda (Action - enclosed)³

5:25 Committee Round Table

5:30 Adjourn

Next Meeting: January 5, 2026

Persons with disabilities who require assistance or alternate arrangements to participate in programs or activities are encouraged to contact us at 802-229-1015 or cvrpc@cvregion.com at least 3 business days prior to the meeting for which services are requested.

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: November 25, 2025,
To: Executive Committee
From: The Ijaz Group, Contracted Accountant
Re: Financial Report as of 08/31/2025

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

FY25 Summary: CVRPC's FY26 surplus is \$115,470 through August 31st, 2025. This surplus is primarily due to the recent FY26 Town Dues. In FY25, CVRPC had a YTD surplus of \$159,242 through August 31st, 2024.

Balance Sheet

- **Assets** – Billing is substantially complete through 08/31/2025. Aging receivables are at \$1,097,016. This is higher than usual because of the recent quarter's outstanding billing. Operating cash is \$99,299, whereas the Savings and CD balance is \$416,349, and M&T Bank, including the Sweep balance, is \$443,865, totaling the cash balance to \$959,513. 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 \$105,615. This is due to recent \$56,702 and \$16,058 invoices from Friends of the Winooski River & Chittenden County RPC.
 - Accrued vacation and compensatory time balances are \$20,105 and \$2,523, respectively.
 - ACCD Deferred Income for FY26 stands at \$188,451. Other Deferred Income consists of VCRD – Climate Catalyst \$1,026, BGS MERP \$130,717.59, and CWSP Formula \$313,756. Total Deferred Revenue is \$704,703.
- **Equity** – Equity is assets minus liabilities – the company's value. CVRPC's Total Equity as of 08/31/2025 is \$1,256,816 and it was \$1,011,828 and \$701,760 on the same date in 2024 and 2023, respectively.
- **Surplus** of \$115,470, most of which is a result of the recent Town Dues.

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

In reviewing Income and expenses through 08/31/2025, the benchmark used is a percentage of the budget expected to be earned/spent if all income/expenses were earned/spent equally over 12 months. The benchmark for 08/31 is 16.67%.

- *Income* – Total revenue stands at 14% earned, which is about 3% below the budget.

Expenses – Total expenses stand at 11%, about 5% below the benchmark. Wages, CVRPC's most significant expense, are also under budget at 14% 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 August 31, 2025

Aug 31, 25

ASSETS

Current Assets

Checking/Savings

1012 · Community National Bank (1801)	99,299.93
1013 · CNB ICS (1816)	7,681.03
1014 · CNB CD (8470)	151,995.47
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)	433,864.82
1037 · NSB CD (1577)	255,862.32

Total Checking/Savings 998,704.62

Accounts Receivable

1200 · Accounts Receivable	1,097,016.28
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Total Accounts Receivable 1,097,016.28

Other Current Assets

1210 · Due from Medical Reserve Corps	306.75
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Total Other Current Assets 306.75

Total Current Assets 2,096,027.65

Fixed Assets

1501 · Equipment	47,030.18
1502 · Equipment - Accum. Depreciation	(46,355.19)
1505 · Leasehold Improvements	2,597.07
1510 · Lease Asset - Facility	335,121.56
1511 · Lease Asset - Acc. Dep	(125,670.60)

Total Fixed Assets 212,723.02

Other Assets

1301 · Prepaid Expenses	20,995.38
1320 · Deposits	4,415.00

Total Other Assets 25,410.38

TOTAL ASSETS 2,334,161.05

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	105,615.17
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Total Accounts Payable 105,615.17

Credit Cards

2030 · NCFCU VISA	307.92
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Total Credit Cards 307.92

Other Current Liabilities

2102 · Accrued Vacation	20,104.85
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Central Vermont Regional Planning Commission
Executive Committee
Balance Sheet

As of August 31, 2025

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2103 · Accrued Compensatory Time	2,523.15
2104 · Accrued 457 Retirement	16.61
2105 · Accrued Interest Payable	3,295.87
2200 · Deferred Income	
2201 · ACCD	
2214 · Housing Navigator	60.12
2219 · RPC Annual - FY24	0.01
2222 · RPC Annual - FY26	88,391.12
2201 · ACCD - Other	100,000.00
Total 2201 · ACCD	188,451.25
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	313,756.36
2251 · Barre City LHMP	475.00
2255 · Waterbury LHMP	475.00
2256 · NVDA MVI	9,153.94
2257 · Medical Reserve Corps	39,509.30
2260 · Middlesex LHMP	101.85
2267 · ACCD NDA	7,500.00
2268 · VT Community Foundation	2,500.00
2269 · Berlin LHMP	4,936.47
2270 · East Montpelier LHMP	(128.02)
2271 · Warren LHMP Milestone	1,213.91
2272 · CTPG Barre City	8,622.75
Total 2200 · Deferred Income	704,703.65
2302 · State withholding	6.64
2303 · HSA deductible withholding	3,500.00
2304 · Dependent Care Deductions	(0.10)
2306 · Pension Liability- Edward Jones	6,417.32
2309 · Lease Liability - Facility	230,853.90
Total Other Current Liabilities	971,421.89
Total Current Liabilities	1,077,344.98
Total Liabilities	1,077,344.98
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	684,872.61
Net Income	115,470.75

Central Vermont Regional Planning Commission
Executive Committee
Balance Sheet

As of August 31, 2025

Aug 31, 25

Total Equity	<u>1,256,816.07</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,334,161.05</u></u>

Central Vermont Regional Planning Commission
Executive Committee
ARK Aging Summary

As of August 31, 2025

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
EPA						
RLF 25	7,072.57	0.00	0.00	0.00	0.00	7,072.57
Assessment 25	10,603.76	0.00	0.00	0.00	0.00	10,603.76
Total EPA	17,676.33	0.00	0.00	0.00	0.00	17,676.33
VT Community Foundation						
Winooski Basin Workshop	0.00	0.00	0.00	0.00	2,342.29	2,342.29
Total VT Community Foundation	0.00	0.00	0.00	0.00	2,342.29	2,342.29
USDOT						
693JJ32440469	1,146.37	0.00	0.00	0.00	0.00	1,146.37
Total USDOT	1,146.37	0.00	0.00	0.00	0.00	1,146.37
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	0.00	166.11	1,925.24	3,131.91
Total Neck of the Woods	1,040.56	0.00	0.00	166.11	1,925.24	3,131.91
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	6,418.20	0.00	0.00	1,778.95	3,773.78	11,970.93
Total Building and General Services (BGS)	6,418.20	0.00	0.00	1,778.95	3,773.78	11,970.93
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	3,506.65	100,000.00	0.00	0.00	0.00	103,506.65
NDA Assistance						
Plainfield	0.00	0.00	0.00	0.00	5,300.45	5,300.45
Moretown	1,029.87	0.00	0.00	85.39	3,629.61	4,744.87
Northfield	228.86	0.00	0.00	0.00	3,733.90	3,962.76
Total NDA Assistance	1,258.73	0.00	0.00	85.39	12,663.96	14,008.08
Housing Navigator	0.00	0.00	0.00	0.00	500.00	500.00
ACCD - Other	0.00	0.00	0.00	202,003.45	2,033.54	204,036.99
Total ACCD	4,765.38	100,000.00	0.00	202,088.84	15,197.50	322,051.72
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	4,765.38	100,000.00	0.00	202,088.84	15,197.40	322,051.62
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						

Central Vermont Regional Planning Commission
Executive Committee
AK Aging Summary

As of August 31, 2025

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Barre City LHMP 23	0.00	0.00	0.00	0.00	1,155.77	1,155.77
Barre City - Other	0.00	11,717.58	0.00	0.00	0.00	11,717.58
Total Barre City	0.00	11,717.58	0.00	0.00	1,155.77	12,873.35
Barre Town	0.00	10,933.74	0.00	0.00	0.00	10,933.74
Berlin	0.00	0.00	0.00	0.00	0.00	0.00
Cabot						
Cabot LHMP 23	0.00	0.00	0.00	0.00	527.00	527.00
Total Cabot	0.00	0.00	0.00	0.00	527.00	527.00
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	0.00	0.00	0.00	16.85	8,175.98	8,192.83
TOD Planning	3,050.04	0.00	0.00	1,498.10	9,951.82	14,499.96
Clean Water						
Clean Water FY26	619.10	0.00	0.00	0.00	0.00	619.10
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	5,437.75	0.00	0.00	0.00	0.00	5,437.75
Total CCRPC	8,487.79	0.00	0.00	1,514.95	18,127.80	28,130.54
Department of Environmental Conservation						
CWSP Formula						
Project Completion						
12289_TylerPlace_RBP	17,534.00	0.00	0.00	0.00	0.00	17,534.00
12290_HuntingtonAcres_RBP	10,501.00	0.00	0.00	0.00	0.00	10,501.00
12342_JohnFowlerRd_RBP	14,288.00	0.00	0.00	0.00	0.00	14,288.00
12292_Fecteau_RBP	14,379.00	0.00	0.00	0.00	0.00	14,379.00
12208_WaitsfieldMadRiver_ProjI	0.00	801.00	0.00	0.00	510.91	1,311.91
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	16,058.00	0.00	0.00	0.00	4,000.00	20,058.00
11733_MollysBrookSWA_FD	0.00	0.00	0.00	0.00	4,584.25	4,584.25
11656_LongmeadowBrookSWA_	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	559.09	0.00	6,908.61	235.90	7,221.32	14,924.92
8629 - Calais Gully FD	0.00	0.00	0.00	16.85	16.85	33.70
Total Project Completion	73,319.09	801.00	6,908.61	252.75	65,794.19	147,075.64
Administrative	0.00	0.00	0.00	0.00	17,362.15	17,362.15
Total CWSP Formula	73,319.09	801.00	6,908.61	252.75	83,156.34	164,437.79
Upper Winooski						
Calais Moscow Woods	7,427.63	0.00	217,998.00	38,796.44	558.31	264,780.38
Calais PO	12,217.00	0.00	12,334.01	39,058.14	654.83	64,263.98

Central Vermont Regional Planning Commission
Executive Committee
AK Aging Summary

As of August 31, 2025

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Total Upper Winooski	19,644.63	0.00	230,332.01	77,854.58	1,213.14	329,044.36
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 Cor	92,963.72	801.00	237,240.62	78,107.33	85,782.95	494,895.62
Department of Public Safety						
HMPG TA	0.00	0.00	1,095.14	759.91	5,001.88	6,856.93
VDH						
Hot Weather Emergency	0.00	0.00	0.00	2,497.60	5,634.02	8,131.62
Total VDH	0.00	0.00	0.00	2,497.60	5,634.02	8,131.62
EMPG						
Technical Assistance	4,464.44	3,143.39	2,226.82	2,675.51	5,610.92	18,121.08
Response	0.00	0.00	581.11	0.00	0.00	581.11
REMC	902.41	0.00	134.11	910.68	640.09	2,587.29
LEMP	0.00	0.00	0.00	0.00	0.01	0.01
Total EMPG	5,366.85	3,143.39	2,942.04	3,586.19	6,251.02	21,289.49
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	5,366.85	3,143.39	4,037.18	6,843.70	16,886.91	36,278.03
East Montpelier						
REI 25	652.99	0.00	0.00	0.00	0.00	652.99
East Montpelier LHMP 24	0.00	0.00	0.00	4,761.00	0.00	4,761.00
Total East Montpelier	652.99	0.00	0.00	4,761.00	0.00	5,413.99
EMPG						
EMPG 21						
Technical Assistance	0.00	0.00	0.00	0.00	0.01	0.01
Total EMPG 21	0.00	0.00	0.00	0.00	0.01	0.01
EMPG - Other	0.00	0.00	0.00	0.00	-0.04	-0.04
Total EMPG	0.00	0.00	0.00	0.00	-0.03	-0.03
Fayston	0.00	0.00	0.00	0.00	4,000.00	4,000.00
GIS Fee For Service	0.00	0.00	0.00	0.00	351.59	351.59
Lamoille County PC						
Flood Bylaw	0.00	0.00	0.00	0.00	417.22	417.22
Health Equity						
Projects	0.00	0.00	0.00	0.00	0.01	0.01
Total Health Equity	0.00	0.00	0.00	0.00	0.01	0.01
Lamoille County PC - Other	0.00	0.00	0.00	0.00	-2.25	-2.25
Total Lamoille County PC	0.00	0.00	0.00	0.00	414.98	414.98
Marshfield						

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

As of August 31, 2025

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
REI 25	1,672.87	0.00	0.00	0.00	0.00	1,672.87
Total Marshfield	1,672.87	0.00	0.00	0.00	0.00	1,672.87
Middlesex						
Town Highway Inventory 25	2,756.56	0.00	0.00	0.00	0.00	2,756.56
REI 25	184.73	0.00	1,641.08	595.86	0.00	2,421.67
Total Middlesex	2,941.29	0.00	1,641.08	595.86	0.00	5,178.23
Misc Income	0.00	0.00	0.00	0.00	-1.00	-1.00
Montpelier						
Housing Assessment 25	8,623.42	0.00	0.00	0.00	0.00	8,623.42
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	8,623.42	0.00	0.00	0.00	3,000.00	11,623.42
Moretown						
REI 25	61.53	0.00	0.00	0.00	0.00	61.53
Total Moretown	61.53	0.00	0.00	0.00	0.00	61.53
Mount Ascutney Regional Commission						
Flood Bylaws	299.31	0.00	0.00	0.00	0.00	299.31
Brownfields	237.83	0.00	0.00	0.00	10,070.50	10,308.33
Total Mount Ascutney Regional Commi	537.14	0.00	0.00	0.00	10,070.50	10,607.64
Northfield	0.00	0.00	8,166.84	0.00	0.00	8,166.84
Northwest Regional Comm'n						
CPRG						
Task 2-Plans	4,056.90	0.00	0.00	0.00	0.00	4,056.90
Task 1-Framework	217.60	0.00	0.00	0.00	0.00	217.60
Total CPRG	4,274.50	0.00	0.00	0.00	0.00	4,274.50
NBRC Grant Admin						
CVTA - NBRC21GVT11	95.59	0.00	0.00	0.00	130.35	225.94
Total NBRC Grant Admin	95.59	0.00	0.00	0.00	130.35	225.94
Total Northwest Regional Comm'n	4,370.09	0.00	0.00	0.00	130.35	4,500.44
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	247.15	0.00	0.00	0.00	0.00	247.15
Total Rutland Regional Comm'n	247.15	0.00	0.00	0.00	0.00	247.15
Two Rivers Ottauquechee Comm'n						
River Program	0.00	0.00	0.00	455.40	0.00	455.40
Total Two Rivers Ottauquechee Comm'	0.00	0.00	0.00	455.40	0.00	455.40
VAPDA_	0.00	0.00	0.00	0.00	500.00	500.00
VTrans						
TA Set-aside						
MRP Corridor Study	114.25	0.00	23,004.25	9,237.18	0.00	32,355.68

Central Vermont Regional Planning Commission
Executive Committee
ARK Aging Summary

As of August 31, 2025

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Total TA Set-aside	114.25	0.00	23,004.25	9,237.18	0.00	32,355.68
TPI						
TPI Special Bike/Ped	5,722.23	0.00	-0.01	1,946.80	334.65	8,003.67
TPI Planning	12,348.72	0.00	0.00	4,487.79	2,901.64	19,738.15
TPI Data Collect/Manage	3,264.88	6,348.72	0.00	1,659.59	1,717.89	12,991.08
TPI Admin	2,054.99	3,821.27	0.00	1,909.86	1,637.07	9,423.19
TPI Coordination	1,706.97	1,930.68	0.00	467.45	1,041.58	5,146.68
TPI MRGP Support	73.84	73.84	0.00	60.35	0.02	208.05
TPI Project Develop	0.00	239.89	0.00	0.00	0.23	240.12
Total TPI	25,171.63	12,414.40	-0.01	10,531.84	7,633.08	55,750.94
VTrans - Other	0.00	-0.01	0.00	0.00	-0.50	-0.51
Total VTrans	25,285.88	12,414.39	23,004.24	19,769.02	7,632.58	88,106.11
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	827.62	0.00	0.00	710.60	0.00	1,538.22
Total Warren	827.62	0.00	0.00	710.60	0.00	1,538.22
Washington	0.00	0.00	1,424.16	0.00	-0.50	1,423.66
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
Williamstown						
Municipal Plan 25	1,855.43	0.00	0.00	0.00	0.00	1,855.43
Total Williamstown	1,855.43	0.00	0.00	0.00	0.00	1,855.43
TOTAL	184,940.61	139,010.10	275,514.12	316,791.76	180,759.69	1,097,016.28

**Paid Time Off Liability Balances
as of 8/29/2025**

COMPENSATORY TIME

Employee	Wage Rate	Hours	Current Value	Maximum Hours ¹	Maximum Accrual ¹
			\$ -		
Banbury, L	25.48	10.75	\$ 273.91		
Chartrand, N.	31.28	5.50	\$ 172.04		
Cubbon, K.	30.49	2.25	\$ 68.60		
Frasca, L	27.74	18.25	\$ 506.26		
Lash, S.	30.49	0.00	\$ -		
MacMartin, R	36.22	0.50	\$ 18.11		
Meyer, C.	56.06	6.50	\$ 364.39		
Sabado, Niki	27.35	2.75	\$ 75.21		
Sonn, Pamela	25.48	11.00	\$ 280.28		
Toohey, E	32.17	6.00	\$ 193.02		
Voigt, B.	38.42	22.00	\$ 845.24		
Total		74.75	\$ 2,523.15		

SICK LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
			\$ -		
Banbury, L	25.48	14.65	\$ 373.28	20.65	\$526.16
Chartrand, N.	31.28	212.28	\$ 6,640.12	270	\$ 8,445.60
Cubbon, Keith	30.49	179.68	\$ 5,478.44	312.03	\$ 9,513.79
Frasca, L	27.74	67.77	\$ 1,879.94	213.77	\$ 5,929.98
Lash, S.	30.49	65.70	\$ 2,003.19	334.07	\$ 10,185.79
MacMartin, R	36.22	11.92	\$ 431.74	166.17	\$ 6,018.68
Meyer, C.	56.06	158.68	\$ 8,895.60	360.00	\$ 20,181.60
Sabado, Niki	27.35	62.29	\$ 1,703.63	143.29	\$ 3,918.98
Sonn, Pamela	25.48	68.31	\$ 1,740.54	84.56	\$ 2,154.59
Toohey, E	32.17	29.88	\$ 961.24	199.48	\$ 6,417.27
Voigt, B.	38.42	198.02	\$ 7,607.93	329.64	\$ 12,664.77
Total		1,054.53	\$ 37,342.38	2,413	\$ 85,431.06

VACATION LEAVE					
Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
			\$ -		
Banbury L.	25.48	17.21	\$ 438.51	17.21	\$438.51
Chartrand, N.	31.28	111.98	\$ 3,502.73	150.00	\$ 4,692.00
Cubbon, K.	30.49	59.90	\$ 1,826.35	200.00	\$ 6,098.00
Frasca, L.	27.74	25.11	\$ 696.55	160.00	\$ 4,438.40
Lash, S.	30.49	32.11	\$ 979.03	200.00	\$ 6,098.00
MacMartin, R	36.22	57.51	\$ 2,083.01	138.51	\$ 5,016.83
Meyer, C.	56.06	158.55	\$ 8,888.31	280.00	\$ 15,696.80
Sabado, Niki	27.35	7.98	\$ 218.25	119.48	\$ 3,267.78
Sonn, Pamela	25.48	62.98	\$ 1,604.73	69.48	\$ 1,770.35
Toohey, E.	32.17	-8.86	\$ (285.03)	160.00	\$ 5,147.20
Voigt, B.	38.42	15.38	\$ 590.90	200.00	\$ 7,684.00
Total		522.64	\$ 20,104.85	1,677	\$ 59,909.36

SUMMARY		Current	Maximum
Total Paid Time Off Liability		\$ 59,970.38	\$ 147,863.57
Maximum versus Current Difference		\$ 87,893.19	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

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

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	Jul - Aug 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · ACCD				
4101 · ACCD Direct	104,754.25	767,832.00	(663,077.75)	14%
4102 · ACCD Match	-	-	-	0%
4100 · ACCD - Other	-	-	-	0%
Total 4100 · ACCD	104,754.25	767,832.00	(663,077.75)	14%
4200 · Community Development				
4205 · Local Energy Planning	-	69,639.50	(69,639.50)	0%
4206 · NRPC Energy Grant	-	2,500.00	(2,500.00)	0%
4215 · CCRPC CEDS	-	9,276.40	(9,276.40)	0%
4220 · MARC Brownfields	237.83	115,000.00	(114,762.17)	0%
4230 · NBRC Grant Admin	95.59	-	95.59	100%
4248 · LCPC - Flood Bylaw	-	-	-	0%
4249 · VCRD	-	1,526.00	(1,526.00)	0%
4251 · TRORC	-	-	-	0%
4252 · ACRPC	-	17,838.33	(17,838.33)	0%
4254 · NRC CPRG Inventory	4,274.50	-	4,274.50	100%
4255 · NBRC LDD	1,040.56	7,707.76	(6,667.20)	14%
4256 · NBRC LDD Prospect Heights	-	11,503.48	(11,503.48)	0%
4257 · EPA	12,474.26	500,000.00	(487,525.74)	2%
4258 · Verta Focus Groups	-	5,000.00	(5,000.00)	0%
4200 · Community Development - Other	-	-	-	0%
Total 4200 · Community Development	18,122.74	739,991.47	(721,868.73)	2%
4300 · Fee for Services				
4302 · Cross VT Trail	-	2,400.00	(2,400.00)	0%
4304 · GIS Mapping	-	1,000.00	(1,000.00)	0%
4308 · WBRD Admin	-	5,000.00	(5,000.00)	0%
4315 · CVFiber	-	-	-	0%
4300 · Fee for Services - Other	-	-	-	0%
Total 4300 · Fee for Services	-	8,400.00	(8,400.00)	0%
4400 · Municipal Contracts				
4447 · Town of Middlesex	-	15,000.00	(15,000.00)	0%
4470 · Town of Orange	-	21,229.00	(21,229.00)	0%
4471 · BGS - Municipal Energy	6,418.20	-	6,418.20	100%
4472 · MPM Sidewalks Design	-	-	-	0%
4473 · LHMP 23	-	333.50	(333.50)	0%
4475 · LHMP 24	2,048.85	1,936.85	112.00	106%
4476 · Housing Assessment 25	7,246.36	6,900.00	346.36	105%
4477 · Plan 25	1,855.43	25,522.00	(23,666.57)	7%
4400 · Municipal Contracts - Other	-	-	-	0%
Total 4400 · Municipal Contracts	17,568.84	70,921.35	(53,352.51)	25%
4500 · Natural Resources				
4501 · 604B Water Planning	247.15	11,000.00	(10,752.85)	2%
4516 · Tactical Basin Planning	680.47	20,725.00	(20,044.53)	3%
4535 · DEC CWSP Start-up	-	-	-	0%
4545 · DEC CWSP Formula	91,941.41	650,000.00	(558,058.59)	14%
4555 · Natural Resource Planning	-	-	-	0%
4565 · DEC Calais Moscow Woods	19,159.06	-	19,159.06	100%
4570 · Upper Winooski-Woodbury Calais	-	45,287.85	(45,287.85)	0%

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July through August 2025

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	Jul - Aug 25	Budget	\$ Over Budget	% of Budget
4576 • ACRP Water Quality Project Dvp	-	-	-	0%
4577 • Vulnerability Index Tool	-	-	-	0%
4578 • Flood Bylaws	299.31	3,897.00	(3,597.69)	8%
4500 • Natural Resources - Other	-	-	-	0%
Total 4500 • Natural Resources	112,327.40	730,909.85	(618,582.45)	15%
4600 • Public Safety				
4602 • EMPG	8,510.24	40,748.40	(32,238.16)	21%
4606 • HMGP Mega Admin	-	789.98	(789.98)	0%
4611 • VEM Emergency Operation MOA	-	5,000.00	(5,000.00)	0%
4612 • HMPG TA	-	-	-	0%
4635 • July Event	-	-	-	0%
4645 • VDH	-	-	-	0%
4647 • TRORC River Program	-	-	-	0%
4648 • Winooski Basin Workshop	-	-	-	0%
4600 • Public Safety - Other	-	-	-	0%
Total 4600 • Public Safety	8,510.24	46,538.38	(38,028.14)	18%
4700 • Town Dues (Parent)				
4701 • Town Dues	90,254.76	90,254.76	-	100%
4700 • Town Dues (Parent) - Other	-	-	-	0%
Total 4700 • Town Dues (Parent)	90,254.76	90,254.76	-	100%
4800 • Transportation				
4804 • TPI	37,586.03	292,658.31	(255,072.28)	13%
4805 • VTrans Better Back Road	-	173,600.00	(173,600.00)	0%
4806 • TOD Planning	3,050.04	19,266.50	(16,216.46)	16%
4807 • TA Set-aside	114.25	-	114.25	100%
4808 • USDOT SS4A	1,146.37	-	1,146.37	100%
4809 • REI 25	3,974.29	15,000.00	(11,025.71)	26%
4800 • Transportation - Other	-	-	-	0%
Total 4800 • Transportation	45,870.98	500,524.81	(454,653.83)	9%
4900 • Other Income				
4901 • Interest Income	6,198.25	-	6,198.25	100%
4950 • Salaries To Be Allocated	-	-	-	0%
4955 • Indirect To Be Allocated	-	-	-	0%
4999 • Miscellaneous Income	12,350.71	27,562.39	(15,211.68)	45%
4900 • Other Income - Other	-	-	-	0%
Total 4900 • Other Income	18,548.96	27,562.39	(9,013.43)	67%
Total Income	415,958.17	2,982,935.01	(2,566,976.84)	14%
Gross Profit	415,958.17	2,982,935.01	(2,566,976.84)	14%
Expense				
5000 • Wages and Fringe Benefits				
5001 • Personnel	122,064.43	831,770.00	(709,705.57)	15%
5100 • Fringe Benefits				
5101 • FICA	10,105.24	66,939.00	(56,833.76)	15%
5110 • Health Insurance	34,833.78	265,516.00	(230,682.22)	13%
5112 • Dental Insurance	1,491.90	12,623.00	(11,131.10)	12%
5115 • Life Disability Insurance	825.38	-	825.38	100%
5118 • PTO/Comp Accrual	(4,061.39)	-	(4,061.39)	100%
5120 • Pension Plan - Edward Jones	5,081.15	36,261.00	(31,179.85)	14%
5130 • Unemployment Insurance	183.00	-	183.00	100%
5135 • Worker's Comp	266.66	-	266.66	100%

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Profit & Loss Budget Vs. Actual
July through August 2025

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	Jul - Aug 25	Budget	\$ Over Budget	% of Budget
5100 · Fringe Benefits - Other	-	-	-	0%
Total 5100 · Fringe Benefits	48,725.72	381,339.00	(332,613.28)	13%
Total 5000 · Wages and Fringe Benefits	170,790.15	1,213,109.00	(1,042,318.85)	14%
5200 · Professional Services				
5201 · Accounting	7,665.38	76,000.00	(68,334.62)	10%
5202 · Audit	-	33,000.00	(33,000.00)	0%
5203 · IT/Computer	3,200.73	20,000.00	(16,799.27)	16%
5204 · Legal	-	4,000.00	(4,000.00)	0%
5200 · Professional Services - Other	81.00	397.00	(316.00)	20%
Total 5200 · Professional Services	10,947.11	133,397.00	(122,449.89)	8%
5305 · Advertising	344.55	1,239.00	(894.45)	28%
5315 · Consultants				
5317 · Stipends	50.00	-	50.00	100%
5315 · Consultants - Other	92,018.00	1,280,645.00	(1,188,627.00)	7%
Total 5315 · Consultants	92,068.00	1,280,645.00	(1,188,577.00)	7%
5320 · Depreciation expense	224.90	1,125.00	(900.10)	20%
5325 · Copy				
5326 · Copier extra copies	760.29	-	760.29	100%
5327 · Copier Lease Payments	294.20	-	294.20	100%
5325 · Copy - Other	-	3,508.00	(3,508.00)	0%
Total 5325 · Copy	1,054.49	3,508.00	(2,453.51)	30%
5330 · Supplies				
5331 · Equipment/Furniture	-	-	-	0%
5332 · GIS Supplies	59.90	-	59.90	100%
5333 · Office Supplies	494.87	-	494.87	100%
5334 · Billable Supplies	244.85	-	244.85	100%
5335 · Subscriptions/Publications	-	-	-	0%
5330 · Supplies - Other	-	27,108.00	(27,108.00)	0%
Total 5330 · Supplies	799.62	27,108.00	(26,308.38)	3%
5344 · Insurance				
5345 · Liability Insurance	413.00	-	413.00	100%
5346 · Public Officials Insurance	584.50	-	584.50	100%
5344 · Insurance - Other	-	5,225.00	(5,225.00)	0%
Total 5344 · Insurance	997.50	5,225.00	(4,227.50)	19%
5350 · Meetings/Programs	7,793.61	14,700.00	(6,906.39)	53%
5355 · Postage	45.00	800.00	(755.00)	6%
5360 · Dues/Memberships/Sponsorships				
5361 · Government Relations	545.45	-	545.45	100%
5360 · Dues/Memberships/Sponsorships - C	1,397.05	7,888.00	(6,490.95)	18%
Total 5360 · Dues/Memberships/Sponsorship:	1,942.50	7,888.00	(5,945.50)	25%
5370 · Office Occupancy				
5310 · Cleaning	490.00	-	490.00	100%
5371 · Rent/Utility Payments	7,063.90	-	7,063.90	100%
5370 · Office Occupancy - Other	-	30,003.00	(30,003.00)	0%
Total 5370 · Office Occupancy	7,553.90	30,003.00	(22,449.10)	25%
5375 · Software/Licenses/IT Sub	1,974.16	7,233.00	(5,258.84)	27%
5385 · Telephone/Internet	1,263.67	7,541.00	(6,277.33)	17%
5390 · Travel	2,500.95	28,000.00	(25,499.05)	9%
5990 · Interest Expense	-	15,565.00	(15,565.00)	0%

Central Vermont Regional Planning Commission
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Profit & Loss Budget Vs. Actual
July through August 2025

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	Jul - Aug 25	Budget	\$ Over Budget	% of Budget
5999 • Miscellaneous Expenses				
5339 • Gifts	150.00	250.00	(100.00)	60%
5380 • Fees				
5382 • Bank Fees	37.31	-	37.31	100%
5380 • Fees - Other	-	178.00	(178.00)	0%
Total 5380 • Fees	37.31	178.00	(140.69)	21%
5999 • Miscellaneous Expenses - Other	-	150.00	(150.00)	0%
Total 5999 • Miscellaneous Expenses	187.31	578.00	(390.69)	32%
8000 • Indirect Costs	-	-	-	0%
Total Expense	300,487.42	2,777,664.00	(2,477,176.58)	11%
Net Ordinary Income	115,470.75	205,271.01	(89,800.26)	56%
Net Income	115,470.75	205,271.01	(89,800.26)	56%



MEMO

Date: November 25, 2025,
 To: Executive Committee
 From: The Ijaz Group, Contracted Accountant
 Re: Financial Report as of 09/30/2025

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

FY25 Summary: CVRPC's FY26 surplus is \$96,696 through September 30th, 2025. This surplus is primarily due to the recent FY26 Town Dues. In FY25, CVRPC had a YTD surplus of \$171,760 through September 30th, 2024.

Balance Sheet

- **Assets** – Billing is substantially complete through 09/30/2025. Aging receivables are at \$1,087,629. This is higher than usual due to the outstanding billing from the recent quarter. Operating cash is \$91,568, whereas the Savings and CD balance is \$417,809, and M&T Bank, including the Sweep balance, is \$339,810, totaling the cash balance to \$849,187. 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 \$62,227. This is due to recent \$13,255 and \$16,058 invoices from Friends of the Lamoille County Planning Commission & Chittenden County RPC.
 - Accrued vacation and compensatory time balances are \$19,864 and \$3,473, respectively.
 - ACCD Deferred Income for FY26 stands at \$127,149. Other Deferred Income consists of VCRD – Climate Catalyst \$1,026, BGS MERP \$130,717.59, and CWSP Formula \$309,681. Total Deferred Revenue is \$641,038.
- **Equity** – Equity is assets minus liabilities – the company's value. CVRPC's Total Equity as of 09/30/2025 is \$1,238,040, and it was \$1,024,347 and \$705,469 on the same date in 2024 and 2023, respectively.
- **Surplus** of \$96,695, most of which is a result of the recent Town Dues.

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

In reviewing Income and expenses through 09/30/2025, 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 09/30 is 25%.

- *Income* – Total revenue stands at 20% earned, which is about 5% below the budget.

Expenses – Total expenses stand at 18%, about 7% below the benchmark. Wages, CVRPC's most significant expense, are also under budget at 21% 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 September 30, 2025
Sep 30, 25

ASSETS

Current Assets

Checking/Savings

1012 · Community National Bank (1801)	91,568.01
1013 · CNB ICS (1816)	7,796.93
1014 · CNB CD (8470)	152,506.22
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)	329,810.05
1037 · NSB CD (1577)	256,695.92

Total Checking/Savings 888,378.18

Accounts Receivable

1200 · Accounts Receivable	1,087,629.62
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Total Accounts Receivable 1,087,629.62

Other Current Assets

1210 · Due from Medical Reserve Corps	306.75
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Total Other Current Assets 306.75

Total Current Assets 1,976,314.55

Fixed Assets

1501 · Equipment	47,030.18
1502 · Equipment - Accum. Depreciation	(46,467.64)
1505 · Leasehold Improvements	2,597.07
1510 · Lease Asset - Facility	335,121.56
1511 · Lease Asset - Acc. Dep	(125,670.60)

Total Fixed Assets 212,610.57

Other Assets

1301 · Prepaid Expenses	18,639.03
1320 · Deposits	4,415.00

Total Other Assets 23,054.03

TOTAL ASSETS 2,211,979.15

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	62,227.65
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Total Accounts Payable 62,227.65

Credit Cards

2030 · NCFCU VISA	2,408.27
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Total Credit Cards 2,408.27

Other Current Liabilities

2102 · Accrued Vacation	19,864.63
2103 · Accrued Compensatory Time	3,473.06
2104 · Accrued 457 Retirement	16.61
2105 · Accrued Interest Payable	3,295.87
2200 · Deferred Income	

2201 · ACCD

2214 · Housing Navigator	60.12
2219 · RPC Annual - FY24	0.01

Central Vermont Regional Planning Commission
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Balance Sheet

As of September 30, 2025

Sep 30, 25

2222 · RPC Annual - FY26	27,089.50
2201 · ACCD - Other	100,000.00
Total 2201 · ACCD	127,149.63
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	309,681.73
2251 · Barre City LHMP	475.00
2255 · Waterbury LHMP	475.00
2256 · NVDA MVI	9,153.94
2257 · Medical Reserve Corps	39,509.30
2260 · Middlesex LHMP	101.85
2267 · ACCD NDA	7,500.00
2268 · VT Community Foundation	2,500.00
2269 · Berlin LHMP	4,874.94
2270 · East Montpelier LHMP	1,644.98
2271 · Warren LHMP Milestone	1,213.91
2272 · CTPG Barre City	8,622.75
Total 2200 · Deferred Income	641,038.87
2302 · State withholding	6.64
2303 · HSA deductible withholding	1,750.00
2304 · Dependent Care Deductions	(0.10)
2306 · Pension Liability- Edward Jones	9,002.84
2309 · Lease Liability - Facility	230,853.90
Total Other Current Liabilities	909,302.32
Total Current Liabilities	973,938.24
Total Liabilities	973,938.24
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	684,872.61
Net Income	96,695.59
Total Equity	1,238,040.91
TOTAL LIABILITIES & EQUITY	2,211,979.15

Central Vermont Regional Planning Commission
Executive Committee
ARK Aging Summary

As of September 30, 2025

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
EPA						
RLF 25	7,481.36	0.00	0.00	0.00	0.00	7,481.36
Assessment 25	11,262.16	0.00	0.00	0.00	0.00	11,262.16
Total EPA	18,743.52	0.00	0.00	0.00	0.00	18,743.52
VT Community Foundation						
Winooski Basin Workshop	0.00	0.00	0.00	0.00	2,342.29	2,342.29
Total VT Community Foundation	0.00	0.00	0.00	0.00	2,342.29	2,342.29
USDOT						
693JJ32440469	2,742.63	0.00	0.00	0.00	0.00	2,742.63
Total USDOT	2,742.63	0.00	0.00	0.00	0.00	2,742.63
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	1,114.89	0.00	0.00	0.00	2,091.35	3,206.24
Total Neck of the Woods	1,114.89	0.00	0.00	0.00	2,091.35	3,206.24
Addison County Regional Commission						
Water Systems	840.28	0.00	0.00	0.00	0.00	840.28
Total Addison County Regional Commission	840.28	0.00	0.00	0.00	0.00	840.28
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	10,105.31	0.00	0.00	0.00	5,552.73	15,658.04
Total Building and General Services (BGS)	10,105.31	0.00	0.00	0.00	5,552.73	15,658.04
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	11,657.51	0.00	100,000.00	0.00	0.00	111,657.51
NDA Assistance						
Plainfield	0.00	0.00	0.00	0.00	5,300.45	5,300.45
Moretown	1,335.01	0.00	0.00	0.00	3,715.00	5,050.01
Northfield	419.58	0.00	0.00	0.00	3,733.90	4,153.48
Total NDA Assistance	1,754.59	0.00	0.00	0.00	12,749.35	14,503.94
Housing Navigator	0.00	0.00	0.00	0.00	500.00	500.00
ACCD - Other	0.00	0.00	0.00	0.00	204,036.99	204,036.99
Total ACCD	13,412.10	0.00	100,000.00	0.00	217,286.34	330,698.44
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	13,412.10	0.00	100,000.00	0.00	217,286.24	330,698.34
Administration						
Administration	0.00	0.00	0.00	0.00	1,321.60	1,321.60

Central Vermont Regional Planning Commission
Executive Committee
AIR Aging Summary

As of September 30, 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						
Barre City LHMP 23	0.00	0.00	0.00	0.00	1,155.77	1,155.77
Total Barre City	0.00	0.00	0.00	0.00	1,155.77	1,155.77
Berlin	0.00	0.00	0.00	0.00	0.00	0.00
Cabot						
Cabot LHMP 23	0.00	0.00	0.00	0.00	527.00	527.00
Total Cabot	0.00	0.00	0.00	0.00	527.00	527.00
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	205.96	0.00	0.00	0.00	8,192.83	8,398.79
TOD Planning	4,878.70	0.00	0.00	0.00	0.27	4,878.97
Clean Water						
Clean Water FY26	1,077.33	619.10	0.00	0.00	0.00	1,696.43
TBP Implement	0.00	906.36	0.00	0.00	0.00	906.36
TBP Planning	0.00	3,912.29	0.00	0.00	0.00	3,912.29
Total Clean Water	1,077.33	5,437.75	0.00	0.00	0.00	6,515.08
Total CCRPC	6,161.99	5,437.75	0.00	0.00	8,193.10	19,792.84
Department of Environmental Conservation						
CWSP Formula						
Project Completion						
12289_TylerPlace_RBP	17,534.00	0.00	0.00	0.00	0.00	17,534.00
12290_HuntingtonAcres_RBP	10,501.00	0.00	0.00	0.00	0.00	10,501.00
12342_JohnFowlerRd_RBP	14,288.00	0.00	0.00	0.00	0.00	14,288.00
12292_Fecteau_RBP	14,379.00	0.00	0.00	0.00	0.00	14,379.00
12208_WaitsfieldMadRiver_ProjDev	3,462.00	0.00	801.00	0.00	0.00	4,263.00
11862_JohnFowlerRd_FD	50,358.00	0.00	0.00	0.00	0.00	50,358.00
11954_HuntingtonRiver_ProjDev	16,058.00	0.00	0.00	0.00	0.00	16,058.00
12016_Berlin_ProjDev	7,587.84	0.00	0.00	0.00	0.00	7,587.84
Total Project Completion	134,167.84	0.00	801.00	0.00	0.00	134,968.84
Administrative	1,413.50	0.00	0.00	0.00	0.00	1,413.50
Total CWSP Formula	135,581.34	0.00	801.00	0.00	0.00	136,382.34
Upper Winooski						
Calais Moscow Woods	7,427.63	0.00	0.00	217,998.00	39,354.75	264,780.38
Calais PO	12,217.00	0.00	0.00	12,334.01	39,712.97	64,263.98
Total Upper Winooski	19,644.63	0.00	0.00	230,332.01	79,067.72	329,044.36
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

Central Vermont Regional Planning Commission
Executive Committee
ARK Aging Summary

As of September 30, 2025

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
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	155,225.97	0.00	801.00	230,332.01	80,481.19	466,840.17
Department of Public Safety						
HMPG TA	0.00	0.00	0.00	0.00	4,376.08	4,376.08
EMPG						
Technical Assistance	11,165.09	0.00	3,143.39	2,226.82	8,286.43	24,821.73
Response	0.00	0.00	0.00	581.11	0.00	581.11
REMC	984.45	0.00	0.00	134.11	1,550.77	2,669.33
LEMP	0.00	0.00	0.00	0.00	0.01	0.01
Total EMPG	12,149.54	0.00	3,143.39	2,942.04	9,837.21	28,072.18
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	12,149.54	0.00	3,143.39	2,942.04	14,213.28	32,448.25
East Montpelier						
REI 25	652.99	0.00	0.00	0.00	0.00	652.99
East Montpelier LHMP 24	1,773.00	0.00	0.00	0.00	4,761.00	6,534.00
Total East Montpelier	2,425.99	0.00	0.00	0.00	4,761.00	7,186.99
EMPG						
EMPG 21						
Technical Assistance	0.00	0.00	0.00	0.00	0.01	0.01
Total EMPG 21	0.00	0.00	0.00	0.00	0.01	0.01
EMPG - Other	0.00	0.00	0.00	0.00	-0.04	-0.04
Total EMPG	0.00	0.00	0.00	0.00	-0.03	-0.03
Fayston	0.00	0.00	0.00	0.00	4,000.00	4,000.00
GIS Fee For Service	0.00	0.00	0.00	0.00	351.59	351.59
Lamoille County PC						
Flood Bylaw	0.00	0.00	0.00	0.00	417.22	417.22
Health Equity						
Projects	0.00	0.00	0.00	0.00	0.01	0.01
Total Health Equity	0.00	0.00	0.00	0.00	0.01	0.01
Lamoille County PC - Other	0.00	0.00	0.00	0.00	-2.25	-2.25
Total Lamoille County PC	0.00	0.00	0.00	0.00	414.98	414.98
Marshfield						
REI 25	1,672.87	0.00	0.00	0.00	0.00	1,672.87
Total Marshfield	1,672.87	0.00	0.00	0.00	0.00	1,672.87
Middlesex						
Town Highway Inventory 25	2,848.01	0.00	0.00	0.00	0.00	2,848.01
REI 25	184.73	0.00	0.00	1,641.08	595.86	2,421.67
Total Middlesex	3,032.74	0.00	0.00	1,641.08	595.86	5,269.68
Misc Income	0.00	0.00	0.00	0.00	-1.00	-1.00
Montpelier						

Central Vermont Regional Planning Commission
Executive Committee
ARK Aging Summary

As of September 30, 2025

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Housing Assessment 25	8,623.42	0.00	0.00	0.00	0.00	8,623.42
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	8,623.42	0.00	0.00	0.00	3,000.00	11,623.42
Moretown						
REI 25	61.53	0.00	0.00	0.00	0.00	61.53
Total Moretown	61.53	0.00	0.00	0.00	0.00	61.53
Mount Ascutney Regional Commission						
Flood Bylaws	837.47	0.00	0.00	0.00	0.00	837.47
Brownfields	1,657.63	0.00	0.00	0.00	10,070.50	11,728.13
Total Mount Ascutney Regional Commission	2,495.10	0.00	0.00	0.00	10,070.50	12,565.60
Northfield	0.00	0.00	0.00	8,166.84	0.00	8,166.84
Northwest Regional Comm'n						
CPRG						
Task 2-Plans	4,618.38	0.00	0.00	0.00	0.00	4,618.38
Task 1-Framework	217.60	0.00	0.00	0.00	0.00	217.60
Total CPRG	4,835.98	0.00	0.00	0.00	0.00	4,835.98
NBRC Grant Admin						
CVTA - NBRC21GVT11	95.59	0.00	0.00	0.00	130.35	225.94
Total NBRC Grant Admin	95.59	0.00	0.00	0.00	130.35	225.94
Total Northwest Regional Comm'n	4,931.57	0.00	0.00	0.00	130.35	5,061.92
Orange						
Municipal Plan 25	2,231.71	0.00	0.00	0.00	0.00	2,231.71
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	2,231.71	0.00	0.00	0.00	2,874.12	5,105.83
Rutland Regional Comm'n						
604b	1,454.55	0.00	0.00	0.00	0.00	1,454.55
Total Rutland Regional Comm'n	1,454.55	0.00	0.00	0.00	0.00	1,454.55
Two Rivers Ottauquechee Comm'n						
River Program	0.00	0.00	0.00	0.00	455.40	455.40
Total Two Rivers Ottauquechee Comm'n	0.00	0.00	0.00	0.00	455.40	455.40
VAPDA_	0.00	0.00	0.00	0.00	500.00	500.00
VTrans						
TA Set-aside						
MRP Corridor Study	190.41	0.00	0.00	23,004.25	9,237.18	32,431.84
Total TA Set-aside	190.41	0.00	0.00	23,004.25	9,237.18	32,431.84
TPI						
TPI Special Bike/Ped	7,626.14	0.00	0.00	-0.01	2,281.45	9,907.58
TPI Planning	26,857.55	0.00	0.00	0.00	7,389.43	34,246.98
TPI Data Collect/Manage	4,280.03	0.00	6,348.72	0.00	3,377.48	14,006.23
TPI Admin	12,319.44	0.00	3,821.27	0.00	3,546.93	19,687.64
TPI Coordination	3,452.03	0.00	1,930.68	0.00	1,509.03	6,891.74

Central Vermont Regional Planning Commission
Executive Committee
AIR Aging Summary

As of September 30, 2025

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
TPI MRGP Support	110.76	0.00	73.84	0.00	60.37	244.97
TPI Project Develop	0.00	0.00	239.89	0.00	0.23	240.12
Total TPI	54,645.95	0.00	12,414.40	-0.01	18,164.92	85,225.26
VTrans - Other	0.00	0.00	-0.01	0.00	-0.50	-0.51
Total VTrans	54,836.36	0.00	12,414.39	23,004.24	27,401.60	117,656.59
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	827.62	0.00	0.00	0.00	710.60	1,538.22
Total Warren	827.62	0.00	0.00	0.00	710.60	1,538.22
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	141.50	141.50
Total Waterbury	0.00	0.00	0.00	0.00	141.50	141.50
Williamstown						
Municipal Plan 25	3,956.81	0.00	0.00	0.00	0.00	3,956.81
Total Williamstown	3,956.81	0.00	0.00	0.00	0.00	3,956.81
TOTAL	307,046.50	5,437.75	116,358.78	266,086.21	392,700.38	1,087,629.62

**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

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

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	Jul - Sep 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · ACCD				
4101 · ACCD Direct	174,702.59	767,832.00	(593,129.41)	22.75%
4102 · ACCD Match	-	-	-	0.0%
4100 · ACCD - Other	-	-	-	0.0%
Total 4100 · ACCD	174,702.59	767,832.00	(593,129.41)	22.75%
4200 · Community Development				
4205 · Local Energy Planning	-	69,639.50	(69,639.50)	0.0%
4206 · NRPC Energy Grant	-	2,500.00	(2,500.00)	0.0%
4215 · CCRPC CEDS	-	9,276.40	(9,276.40)	0.0%
4220 · MARC Brownfields	1,657.63	115,000.00	(113,342.37)	1.44%
4230 · NBRC Grant Admin	95.59	-	95.59	100.0%
4248 · LCPC - Flood Bylaw	-	-	-	0.0%
4249 · VCRD	-	1,526.00	(1,526.00)	0.0%
4251 · TRORC	-	-	-	0.0%
4252 · ACRPC	840.28	17,838.33	(16,998.05)	4.71%
4254 · NRC CPRG Inventory	4,835.98	-	4,835.98	100.0%
4255 · NBRC LDD	1,114.89	7,707.76	(6,592.87)	14.47%
4256 · NBRC LDD Prospect Heights	-	11,503.48	(11,503.48)	0.0%
4257 · EPA	13,541.45	500,000.00	(486,458.55)	2.71%
4258 · Verta Focus Groups	-	5,000.00	(5,000.00)	0.0%
4200 · Community Development - Oth	-	-	-	0.0%
Total 4200 · Community Development	22,085.82	739,991.47	(717,905.65)	2.99%
4300 · Fee for Services				
4302 · Cross VT Trail	-	2,400.00	(2,400.00)	0.0%
4304 · GIS Mapping	-	1,000.00	(1,000.00)	0.0%
4308 · WBRD Admin	4,000.00	5,000.00	(1,000.00)	80.0%
4315 · CVFiber	-	-	-	0.0%
4300 · Fee for Services - Other	-	-	-	0.0%
Total 4300 · Fee for Services	4,000.00	8,400.00	(4,400.00)	47.62%
4400 · Municipal Contracts				
4447 · Town of Middlesex	-	15,000.00	(15,000.00)	0.0%
4470 · Town of Orange	-	21,229.00	(21,229.00)	0.0%
4471 · BGS - Municipal Energy	10,105.31	-	10,105.31	100.0%
4472 · MPM Sidewalks Design	-	-	-	0.0%
4473 · LHMP 23	-	333.50	(333.50)	0.0%
4475 · LHMP 24	2,110.38	1,936.85	173.53	108.96%
4476 · Housing Assessment 25	7,246.36	6,900.00	346.36	105.02%
4477 · Plan 25	6,188.52	25,522.00	(19,333.48)	24.25%
4400 · Municipal Contracts - Other	-	-	-	0.0%
Total 4400 · Municipal Contracts	25,650.57	70,921.35	(45,270.78)	36.17%

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

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	Jul - Sep 25	Budget	\$ Over Budget	% of Budget
4500 · Natural Resources				
4501 · 604B Water Planning	1,454.55	11,000.00	(9,545.45)	13.22%
4516 · Tactical Basin Planning	1,757.80	20,725.00	(18,967.20)	8.48%
4535 · DEC CWSP Start-up	-	-	-	0.0%
4545 · DEC CWSP Formula	158,278.29	650,000.00	(491,721.71)	24.35%
4555 · Natural Resource Planning	-	-	-	0.0%
4565 · DEC Calais Moscow Woods	19,159.06	-	19,159.06	100.0%
4570 · Upper Winooski-Woodbury Cal	-	45,287.85	(45,287.85)	0.0%
4576 · ACRP Water Quality Project Dv	-	-	-	0.0%
4577 · Vulnerability Index Tool	-	-	-	0.0%
4578 · Flood Bylaws	837.47	3,897.00	(3,059.53)	21.49%
4579 · CTPG Barre City	205.96	-	-	-
4500 · Natural Resources - Other	-	-	-	0.0%
Total 4500 · Natural Resources	181,693.13	730,909.85	(549,216.72)	24.86%
4600 · Public Safety				
4602 · EMPG	15,292.93	40,748.40	(25,455.47)	37.53%
4606 · HMGP Mega Admin	-	789.98	(789.98)	0.0%
4611 · VEM Emergency Operation MO.	-	5,000.00	(5,000.00)	0.0%
4612 · HMPG TA	-	-	-	0.0%
4635 · July Event	-	-	-	0.0%
4645 · VDH	-	-	-	0.0%
4647 · TRORC River Program	-	-	-	0.0%
4648 · Winooski Basin Workshop	-	-	-	0.0%
4600 · Public Safety - Other	-	-	-	0.0%
Total 4600 · Public Safety	15,292.93	46,538.38	(31,245.45)	32.86%
4700 · Town Dues (Parent)				
4701 · Town Dues	90,254.76	90,254.76	-	100.0%
4700 · Town Dues (Parent) - Other	-	-	-	0.0%
Total 4700 · Town Dues (Parent)	90,254.76	90,254.76	-	100.0%
4800 · Transportation				
4804 · TPI	67,170.95	292,658.31	(225,487.36)	22.95%
4805 · VTrans Better Back Road	-	173,600.00	(173,600.00)	0.0%
4806 · TOD Planning	4,878.70	19,266.50	(14,387.80)	25.32%
4807 · TA Set-aside	190.41	-	190.41	100.0%
4808 · USDOT SS4A	2,742.63	-	2,742.63	100.0%
4809 · REI 25	4,065.74	15,000.00	(10,934.26)	27.11%
4800 · Transportation - Other	-	-	-	0.0%
Total 4800 · Transportation	79,048.43	500,524.81	(421,476.38)	15.79%
4900 · Other Income				
4901 · Interest Income	8,605.59	-	8,605.59	100.0%
4950 · Salaries To Be Allocated	-	-	-	0.0%
4955 · Indirect To Be Allocated	-	-	-	0.0%

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

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	Jul - Sep 25	Budget	\$ Over Budget	% of Budget
4999 · Miscellaneous Income	100.00	27,562.39	(27,462.39)	0.36%
4900 · Other Income - Other	-	-	-	0.0%
Total 4900 · Other Income	8,705.59	27,562.39	(18,856.80)	31.59%
Total Income	601,433.82	2,982,935.01	(2,381,501.19)	20.16%
Gross Profit	601,433.82	2,982,935.01	(2,381,501.19)	20.16%
Expense				
5000 · Wages and Fringe Benefits				
5001 · Personnel	177,930.65	831,770.00	(653,839.35)	21.39%
5100 · Fringe Benefits				
5101 · FICA	14,739.91	66,939.00	(52,199.09)	22.02%
5110 · Health Insurance	49,268.28	265,516.00	(216,247.72)	18.56%
5112 · Dental Insurance	2,237.85	12,623.00	(10,385.15)	17.73%
5115 · Life Disability Insurance	1,220.68	-	1,220.68	100.0%
5118 · PTO/Comp Accrual	(3,351.70)	-	(3,351.70)	100.0%
5120 · Pension Plan - Edward Jones	7,666.67	36,261.00	(28,594.33)	21.14%
5130 · Unemployment Insurance	183.00	-	183.00	100.0%
5135 · Worker's Comp	581.99	-	581.99	100.0%
5100 · Fringe Benefits - Other	-	-	-	0.0%
Total 5100 · Fringe Benefits	72,546.68	381,339.00	(308,792.32)	19.02%
Total 5000 · Wages and Fringe Benefits	250,477.33	1,213,109.00	(962,631.67)	20.65%
5200 · Professional Services				
5201 · Accounting	25,921.30	76,000.00	(50,078.70)	34.11%
5202 · Audit	10,000.00	33,000.00	(23,000.00)	30.3%
5203 · IT/Computer	4,547.69	20,000.00	(15,452.31)	22.74%
5204 · Legal	-	4,000.00	(4,000.00)	0.0%
5200 · Professional Services - Other	105.00	397.00	(292.00)	26.45%
Total 5200 · Professional Services	40,573.99	133,397.00	(92,823.01)	30.42%
5305 · Advertising	590.05	1,239.00	(648.95)	47.62%
5315 · Consultants				
5317 · Stipends	50.00	-	50.00	100.0%
5315 · Consultants - Other	159,727.80	1,280,645.00	(1,120,917.20)	12.47%
Total 5315 · Consultants	159,777.80	1,280,645.00	(1,120,867.20)	12.48%
5320 · Depreciation expense	337.35	1,125.00	(787.65)	29.99%
5325 · Copy				
5326 · Copier extra copies	870.21	-	870.21	100.0%
5327 · Copier Lease Payments	441.30	-	441.30	100.0%
5325 · Copy - Other	-	3,508.00	(3,508.00)	0.0%
Total 5325 · Copy	1,311.51	3,508.00	(2,196.49)	37.39%
5330 · Supplies				
5331 · Equipment/Furniture	-	-	-	0.0%
5332 · GIS Supplies	59.90	-	59.90	100.0%
5333 · Office Supplies	646.33	-	646.33	100.0%

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

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	Jul - Sep 25	Budget	\$ Over Budget	% of Budget
5334 · Billable Supplies	13,003.36	-	13,003.36	100.0%
5335 · Subscriptions/Publications	-	-	-	0.0%
5330 · Supplies - Other	-	27,108.00	(27,108.00)	0.0%
Total 5330 · Supplies	13,709.59	27,108.00	(13,398.41)	50.57%
5344 · Insurance				
5345 · Liability Insurance	413.00	-	413.00	100.0%
5346 · Public Officials Insurance	876.75	-	876.75	100.0%
5344 · Insurance - Other	-	5,225.00	(5,225.00)	0.0%
Total 5344 · Insurance	1,289.75	5,225.00	(3,935.25)	24.68%
5350 · Meetings/Programs	9,339.20	14,700.00	(5,360.80)	63.53%
5355 · Postage	337.25	800.00	(462.75)	42.16%
5360 · Dues/Memberships/Sponsorships				
5361 · Government Relations	545.45	-	545.45	100.0%
5360 · Dues/Memberships/Sponsorshi	1,596.30	7,888.00	(6,291.70)	20.24%
Total 5360 · Dues/Memberships/Sponsc	2,141.75	7,888.00	(5,746.25)	27.15%
5370 · Office Occupancy				
5310 · Cleaning	735.00	-	735.00	100.0%
5371 · Rent/Utility Payments	10,595.85	-	10,595.85	100.0%
5370 · Office Occupancy - Other	-	30,003.00	(30,003.00)	0.0%
Total 5370 · Office Occupancy	11,330.85	30,003.00	(18,672.15)	37.77%
5375 · Software/Licenses/IT Sub	7,453.44	7,233.00	220.44	103.05%
5385 · Telephone/Internet	1,805.56	7,541.00	(5,735.44)	23.94%
5390 · Travel	4,075.50	28,000.00	(23,924.50)	14.56%
5990 · Interest Expense	-	15,565.00	(15,565.00)	0.0%
5999 · Miscellaneous Expenses				
5339 · Gifts	150.00	250.00	(100.00)	60.0%
5380 · Fees				
5382 · Bank Fees	37.31	-	37.31	100.0%
5380 · Fees - Other	-	178.00	(178.00)	0.0%
Total 5380 · Fees	37.31	178.00	(140.69)	20.96%
5999 · Miscellaneous Expenses - Other	-	150.00	(150.00)	0.0%
Total 5999 · Miscellaneous Expenses	187.31	578.00	(390.69)	32.41%
8000 · Indirect Costs	-	-	-	0.0%
Total Expense	504,738.23	2,777,664.00	(2,272,925.77)	18.17%
Net Ordinary Income	96,695.59	205,271.01	(108,575.42)	47.11%
Net Income	96,695.59	205,271.01	(108,575.42)	47.11%



MEMO

Date: November 25, 2025,
To: Executive Committee
From: The Ijaz Group, Contracted Accountant
Re: Financial Report as of 10/31/2025

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

FY25 Summary: CVRPC's FY26 surplus is \$59,265 through October 31st, 2025. This surplus is primarily due to the recent FY26 Town Dues. In FY25, CVRPC had a YTD surplus of \$170,0130 through October 31st, 2024.

Balance Sheet

- **Assets** – Billing is substantially complete through 10/31/2025. Aging receivables are at \$959,050. This is higher than usual due to the outstanding billing from the recent quarter. Operating cash is \$102,902, whereas the Savings and CD balance is \$696,157, and M&T Bank, including the Sweep balance, is \$210,394, totaling the cash balance to \$1,009,453. CVRPC works to maintain at least \$100,000 in operating funds for cash flow purposes. We also have \$39,509 for MRC in a separate account.
- **Current Liabilities** –
 - CVRPC maintained a slight higher payable balance of \$31,362. This is due to recent invoice of \$14,580 from Vanasse Hangen Brustlin.
 - Accrued vacation and compensatory time balances are \$21,269 and \$4,022, respectively.
 - ACCD Deferred Income for FY26 stands at \$228,959. Other Deferred Income consists of VCRD – Climate Catalyst \$1,026, BGS MERP \$130,717.59, and CWSP Formula \$309,681. Total Deferred Revenue is \$740,895.
- **Equity** – Equity is assets minus liabilities – the company's value. CVRPC's Total Equity as of 10/31/2025 is \$1,200,611, and it was \$1,009,519 and \$709,284 on the same date in 2024 and 2023, respectively.
- **Surplus** of \$59,265, most of which is a result of the recent Town Dues.

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

In reviewing Income and expenses through 10/31/2025, the benchmark used is a percentage of the budget expected to be earned/spent if all income/expenses were earned/spent equally over 12 months. The benchmark for 10/31 is 33%.

- *Income* – Total revenue stands at 25% earned, which is about 8% below the budget.

Expenses – Total expenses stand at 24%, about 9% below the benchmark. Wages, CVRPC's most significant expense, are also under budget at 30% 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 October 31, 2025
Oct 31, 25

ASSETS

Current Assets

Checking/Savings

1012 · Community National Bank (1801)	102,901.97
1013 · CNB ICS (1816)	437,841.67
1017 · Northfield Savings Bank (7906)	802.12
1028 · NCFCU Share (1493)	7.30
1031 · CNB Checking MRC (7301)	39,509.30
1035 · M&T CWSP (8769)	10,000.00
1036 · M&T ICS (8769)	200,394.20
1037 · NSB CD (1577)	257,505.21

Total Checking/Savings 1,048,961.77

Accounts Receivable

1200 · Accounts Receivable	959,050.59
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Total Accounts Receivable 959,050.59

Total Current Assets 2,008,012.36

Fixed Assets

1501 · Equipment	47,030.18
1502 · Equipment - Accum. Depreciation	(46,580.09)
1505 · Leasehold Improvements	2,597.07
1510 · Lease Asset - Facility	335,121.56
1511 · Lease Asset - Acc. Dep	(125,670.60)

Total Fixed Assets 212,498.12

Other Assets

1301 · Prepaid Expenses	21,358.32
1320 · Deposits	4,415.00

Total Other Assets 25,773.32

TOTAL ASSETS 2,246,283.80

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	31,362.97
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Total Accounts Payable 31,362.97

Credit Cards

2030 · NCFCU VISA	2,935.47
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Total Credit Cards 2,935.47

Other Current Liabilities

2102 · Accrued Vacation	21,269.21
2103 · Accrued Compensatory Time	4,021.90
2104 · Accrued 457 Retirement	1,826.56
2105 · Accrued Interest Payable	3,295.87
2200 · Deferred Income	

Central Vermont Regional Planning Commission
Executive Committee
Balance Sheet

As of October 31, 2025

Oct 31, 25

2201 · ACCD	
2214 · Housing Navigator	60.12
2219 · RPC Annual - FY24	0.01
2222 · RPC Annual - FY26	128,899.17
2201 · ACCD - Other	100,000.00
Total 2201 · ACCD	228,959.30
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	309,681.73
2251 · Barre City LHMP	475.00
2255 · Waterbury LHMP	475.00
2256 · NVDA MVI	9,153.94
2257 · Medical Reserve Corps	38,566.78
2260 · Middlesex LHMP	101.85
2267 · ACCD NDA	7,500.00
2268 · VT Community Foundation	2,500.00
2269 · Berlin LHMP	4,212.93
2270 · East Montpelier LHMP	1,296.32
2271 · Warren LHMP Milestone	1,213.91
2272 · CTPG Barre City	8,622.75
Total 2200 · Deferred Income	740,895.35
2302 · State withholding	6.64
2303 · HSA deductible withholding	2,625.00
2304 · Dependent Care Deductions	(0.10)
2306 · Pension Liability- Edward Jones	6,579.98
2309 · Lease Liability - Facility	230,853.90
Total Other Current Liabilities	1,011,374.31
Total Current Liabilities	1,045,672.75
Total Liabilities	1,045,672.75
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	684,872.61
Net Income	59,265.73
Total Equity	1,200,611.05
TOTAL LIABILITIES & EQUITY	2,246,283.80

Central Vermont Regional Planning Commission
Executive Committee
ARK Aging Summary

As of October 31, 2025

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Center for Rural Studies						
VERTA Focus Groups	0.00	5,000.00	0.00	0.00	0.00	5,000.00
Total Center for Rural Studies	0.00	5,000.00	0.00	0.00	0.00	5,000.00
EPA						
RLF 25	6,089.57	0.00	2,506.67	0.00	0.00	8,596.24
Assessment 25	8,768.58	0.00	3,800.60	0.00	0.00	12,569.18
Total EPA	14,858.15	0.00	6,307.27	0.00	0.00	21,165.42
VT Community Foundation						
Winooski Basin Workshop	0.00	0.00	0.00	0.00	2,342.29	2,342.29
Total VT Community Foundation	0.00	0.00	0.00	0.00	2,342.29	2,342.29
USDOT						
693JJ32440469	4,264.84	0.00	2,022.73	0.00	0.00	6,287.57
Total USDOT	4,264.84	0.00	2,022.73	0.00	0.00	6,287.57
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	148.65	0.00	1,114.89	0.00	1,556.98	2,820.52
Total Neck of the Woods	148.65	0.00	1,114.89	0.00	1,556.98	2,820.52
Addison County Regional Commission						
Water Systems	2,363.71	0.00	840.28	0.00	0.00	3,203.99
Total Addison County Regional Commission	2,363.71	0.00	840.28	0.00	0.00	3,203.99
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	9,850.96	0.00	3,687.11	0.00	5,552.73	19,090.80
Total Building and General Services (BGS)	9,850.96	0.00	3,687.11	0.00	5,552.73	19,090.80
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	15,511.27	0.00	8,150.86	100,000.00	0.00	123,662.13
NDA Assistance						
Plainfield	0.00	0.00	0.00	0.00	5,300.45	5,300.45
Moretown	953.58	0.00	381.43	0.00	3,715.00	5,050.01
Northfield	152.57	0.00	267.01	0.00	3,733.90	4,153.48
Total NDA Assistance	1,106.15	0.00	648.44	0.00	12,749.35	14,503.94
Housing Navigator	0.00	0.00	0.00	0.00	500.00	500.00
ACCD - Other	0.00	168,466.35	0.00	0.00	204,036.99	372,503.34
Total ACCD	16,617.42	168,466.35	8,799.30	100,000.00	217,286.34	511,169.41
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

Central Vermont Regional Planning Commission
Executive Committee
ARK Aging Summary

As of October 31, 2025

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Total ACCD Parent	16,617.42	168,466.35	8,799.30	100,000.00	217,286.24	511,169.31
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						
Barre City LHMP 23	0.00	0.00	0.00	0.00	1,155.77	1,155.77
Total Barre City	0.00	0.00	0.00	0.00	1,155.77	1,155.77
Berlin						
Berlin Plan Update 25	839.14	0.00	0.00	0.00	0.00	839.14
Berlin - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Berlin	839.14	0.00	0.00	0.00	0.00	839.14
Cabot						
Cabot LHMP 23	0.00	0.00	0.00	0.00	527.00	527.00
Total Cabot	0.00	0.00	0.00	0.00	527.00	527.00
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	0.00	0.00	205.96	0.00	8,192.83	8,398.79
TOD Planning	5,335.71	0.00	1,828.66	0.00	0.27	7,164.64
Clean Water						
Clean Water FY26	1,528.74	0.00	0.00	619.10	0.00	2,147.84
Total Clean Water	1,528.74	0.00	0.00	619.10	0.00	2,147.84
Total CCRPC	6,864.45	0.00	2,034.62	619.10	8,193.10	17,711.27
Department of Environmental Conservation						
CWSP Formula						
Project Completion						
12289_TylerPlace_RBP	0.00	0.00	17,534.00	0.00	0.00	17,534.00
12290_HuntingtonAcres_RBP	0.00	0.00	10,501.00	0.00	0.00	10,501.00
12342_JohnFowlerRd_RBP	0.00	0.00	14,288.00	0.00	0.00	14,288.00
12292_Fecteau_RBP	0.00	0.00	14,379.00	0.00	0.00	14,379.00
12208_WaitsfieldMadRiver_ProjDev	2,019.00	3,462.00	0.00	801.00	0.00	6,282.00
11862_JohnFowlerRd_FD	0.00	50,358.00	0.00	0.00	0.00	50,358.00
11954_HuntingtonRiver_ProjDev	3,000.00	0.00	16,058.00	0.00	0.00	19,058.00
12016_Berlin_ProjDev	332.44	7,028.75	498.65	0.00	0.00	7,859.84
Total Project Completion	5,351.44	60,848.75	73,258.65	801.00	0.00	140,259.84
Administrative	3,700.02	1,413.50	0.00	0.00	0.00	5,113.52
Total CWSP Formula	9,051.46	62,262.25	73,258.65	801.00	0.00	145,373.36
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

Central Vermont Regional Planning Commission
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	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
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	9,051.46	62,262.25	73,258.65	801.00	1,413.47	146,786.83
Department of Public Safety						
EMPG						
Technical Assistance	4,464.44	6,700.65	0.00	3,143.39	3,219.47	17,527.95
REMC	902.41	82.04	0.00	0.00	595.38	1,579.83
LEMP	0.00	0.00	0.00	0.00	0.01	0.01
Total EMPG	5,366.85	6,782.69	0.00	3,143.39	3,814.86	19,107.79
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	5,366.85	6,782.69	0.00	3,143.39	3,814.85	19,107.78
East Montpelier						
REI 25	82.04	0.00	611.97	0.00	0.00	694.01
East Montpelier LHMP 24	0.00	1,773.00	0.00	0.00	4,761.00	6,534.00
Total East Montpelier	82.04	1,773.00	611.97	0.00	4,761.00	7,228.01
EMPG						
EMPG 21						
Technical Assistance	0.00	0.00	0.00	0.00	0.01	0.01
Total EMPG 21	0.00	0.00	0.00	0.00	0.01	0.01
EMPG - Other	0.00	0.00	0.00	0.00	-0.04	-0.04
Total EMPG	0.00	0.00	0.00	0.00	-0.03	-0.03
Fayston	0.00	0.00	0.00	0.00	4,000.00	4,000.00
GIS Fee For Service	0.00	0.00	0.00	0.00	351.59	351.59
Lamoille County PC						
Flood Bylaw	0.00	0.00	0.00	0.00	417.22	417.22
Health Equity						
Projects	0.00	0.00	0.00	0.00	0.01	0.01
Total Health Equity	0.00	0.00	0.00	0.00	0.01	0.01
Lamoille County PC - Other	0.00	0.00	0.00	0.00	-2.25	-2.25
Total Lamoille County PC	0.00	0.00	0.00	0.00	414.98	414.98
Marshfield						
REI 25	277.46	0.00	1,415.92	0.00	0.00	1,693.38
Total Marshfield	277.46	0.00	1,415.92	0.00	0.00	1,693.38
Middlesex						
Town Highway Inventory 25	2,490.92	91.45	1,377.71	0.00	0.00	3,960.08
REI 25	0.00	0.00	184.73	0.00	0.00	184.73
Total Middlesex	2,490.92	91.45	1,562.44	0.00	0.00	4,144.81
Misc Income	0.00	0.00	0.00	0.00	-1.00	-1.00
Montpelier						
Housing Assessment 25	873.75	0.00	7,749.67	0.00	0.00	8,623.42
VOREC	0.00	0.00	0.00	0.00	0.00	0.00

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	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Montpelier - Other	0.00	0.00	0.00	0.00	3,000.00	3,000.00
Total Montpelier	873.75	0.00	7,749.67	0.00	3,000.00	11,623.42
Moretown						
REI 25	0.00	0.00	61.53	0.00	0.00	61.53
Total Moretown	0.00	0.00	61.53	0.00	0.00	61.53
Mount Ascutney Regional Commission						
Flood Bylaws	1,513.18	538.16	0.00	0.00	0.00	2,051.34
Brownfields	290.27	1,419.80	0.00	0.00	10,070.50	11,780.57
Total Mount Ascutney Regional Commission	1,803.45	1,957.96	0.00	0.00	10,070.50	13,831.91
Northfield	0.00	0.00	0.00	0.00	8,166.84	8,166.84
Northwest Regional Comm'n						
CPRG						
Task 2-Plans	1,014.92	0.00	4,196.53	0.00	0.00	5,211.45
Task 1-Framework	33.02	0.00	184.58	0.00	0.00	217.60
Total CPRG	1,047.94	0.00	4,381.11	0.00	0.00	5,429.05
NBRC Grant Admin						
CVTA - NBRC21GVT11	244.24	0.00	37.16	0.00	130.35	411.75
Total NBRC Grant Admin	244.24	0.00	37.16	0.00	130.35	411.75
Total Northwest Regional Comm'n	1,292.18	0.00	4,418.27	0.00	130.35	5,840.80
Orange						
Municipal Plan 25	495.87	0.00	2,231.71	0.00	0.00	2,727.58
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	495.87	0.00	2,231.71	0.00	2,874.12	5,601.70
Rutland Regional Comm'n						
604b	3,676.82	0.00	1,395.55	0.00	0.00	5,072.37
Total Rutland Regional Comm'n	3,676.82	0.00	1,395.55	0.00	0.00	5,072.37
Two Rivers Ottauquechee Comm'n						
River Program	0.00	0.00	0.00	0.00	455.40	455.40
Total Two Rivers Ottauquechee Comm'n	0.00	0.00	0.00	0.00	455.40	455.40
VAPDA_	0.00	0.00	0.00	0.00	500.00	500.00
VTrans						
TA Set-aside						
MRP Corridor Study	76.16	76.16	38.09	0.00	32,241.43	32,431.84
Total TA Set-aside	76.16	76.16	38.09	0.00	32,241.43	32,431.84
TPI						
TPI Special Bike/Ped	4,124.54	1,903.91	1,597.69	0.00	334.64	7,960.78
TPI Planning	15,590.16	14,508.83	5,103.51	0.00	2,901.64	38,104.14
TPI Data Collect/Manage	5,334.65	1,015.15	0.00	6,348.72	1,717.89	14,416.41
TPI Admin	5,119.15	10,264.45	0.00	3,821.27	1,637.07	20,841.94
TPI Coordination	2,667.93	1,745.06	0.00	1,930.68	1,041.58	7,385.25
TPI MRGP Support	73.84	36.92	0.00	73.84	0.02	184.62
TPI Project Develop	0.00	0.00	0.00	239.89	0.23	240.12

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	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Total TPI	32,910.27	29,474.32	6,701.20	12,414.40	7,633.07	89,133.26
VTrans - Other	0.00	0.00	0.00	-0.01	-0.50	-0.51
Total VTrans	32,986.43	29,550.48	6,739.29	12,414.39	39,874.00	121,564.59
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	827.62	0.00	0.00	0.00	710.60	1,538.22
Total Warren	827.62	0.00	0.00	0.00	710.60	1,538.22
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	141.50	141.50
Total Waterbury	0.00	0.00	0.00	0.00	141.50	141.50
Williamstown						
Municipal Plan 25	752.94	0.00	3,408.98	0.00	0.00	4,161.92
Total Williamstown	752.94	0.00	3,408.98	0.00	0.00	4,161.92
TOTAL	115,785.11	275,884.18	127,660.18	116,977.88	322,743.24	959,050.59

**Paid Time Off Liability Balances
as of 10/31/25**

COMPENSATORY TIME

Employee	Wage Rate	Hours	Current Value	Maximum Hours ¹	Maximum Accrual ¹
			\$ -		
Banbury, L	25.48	5.50	\$ 140.14		
Chartrand, N.	31.28	1.50	\$ 46.92		
Cubbon, K.	30.49	-0.50	\$ (15.25)		
Frasca, L	27.74	3.25	\$ 90.16		
Lash, S.	30.49	2.50	\$ 76.23		
MacMartin, R	36.22	2.00	\$ 72.44		
Meyer, C.	56.06	26.25	\$ 1,471.58		
Sabado, Niki	27.35	0.75	\$ 20.51		
Sonn, Pamela	25.48	3.50	\$ 89.18		
Toohey, E	32.17	17.00	\$ 546.89		
Voigt, B.	38.42	42.25	\$ 1,623.25		
Total		98.50	\$ 4,021.90		

SICK LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
			\$ -		
Banbury, L	25.48	20.95	\$ 533.81	32.45	\$826.83
Chartrand, N.	31.28	218.86	\$ 6,845.94	270	\$ 8,445.60
Cubbon, Keith	30.49	191.44	\$ 5,837.01	326.79	\$ 9,963.83
Frasca, L	27.74	78.53	\$ 2,178.42	228.53	\$ 6,339.42
Lash, S.	30.49	62.46	\$ 1,904.41	348.83	\$ 10,635.83
MacMartin, R	36.22	20.68	\$ 749.03	180.93	\$ 6,553.28
Meyer, C.	56.06	171.44	\$ 9,610.93	360.00	\$ 20,181.60
Sabado, Niki	27.35	67.05	\$ 1,833.82	158.05	\$ 4,322.67
Sonn, Pamela	25.48	76.82	\$ 1,957.37	99.32	\$ 2,530.67
Toohey, E	32.17	24.64	\$ 792.67	214.24	\$ 6,892.10
Voigt, B.	38.42	209.03	\$ 8,030.93	344.40	\$ 13,231.85
Total		1,120.95	\$ 39,740.52	2,531.09	\$ 89,096.85

VACATION LEAVE					
Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
			\$ -		
Banbury L.	25.48	18.6	\$ 473.93	27.05	\$689.23
Chartrand, N.	31.28	40.07	\$ 1,253.39	150.00	\$ 4,692.00
Cubbon, K.	30.49	69.88	\$ 2,130.64	200.00	\$ 6,098.00
Frasca, L.	27.74	13.89	\$ 385.31	160.00	\$ 4,438.40
Lash, S.	30.49	38.84	\$ 1,184.23	200.00	\$ 6,098.00
MacMartin, R	36.22	59.79	\$ 2,165.59	150.79	\$ 5,461.61
Meyer, C.	56.06	183.15	\$ 10,267.39	280.00	\$ 15,696.80
Sabado, Niki	27.35	20.26	\$ 554.11	131.76	\$ 3,603.64
Sonn, Pamela	25.48	75.26	\$ 1,917.62	81.76	\$ 2,083.24
Toohey, E.	32.17	3.42	\$ 110.02	160.00	\$ 5,147.20
Voigt, B.	38.42	33.86	\$ 1,300.90	200.00	\$ 7,684.00
Total		538.42	\$ 21,269.21	1,714	\$ 61,002.89

SUMMARY		Current	Maximum
Total Paid Time Off Liability		\$ 65,031.63	\$ 154,121.64
Maximum versus Current Difference		\$ 89,090.01	Percent of Max 42%

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

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	Jul - Oct 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · ACCD				
4101 · ACCD Direct	253,363.89	767,832.00	(514,468.11)	33.0%
4102 · ACCD Match	-	-	-	0.0%
4100 · ACCD - Other	-	-	-	0.0%
Total 4100 · ACCD	253,363.89	767,832.00	(514,468.11)	33.0%
4200 · Community Development				
4205 · Local Energy Planning	-	69,639.50	(69,639.50)	0.0%
4206 · NRPC Energy Grant	-	2,500.00	(2,500.00)	0.0%
4215 · CCRPC CEDS	-	9,276.40	(9,276.40)	0.0%
4220 · MARC Brownfields	1,710.07	115,000.00	(113,289.93)	1.49%
4230 · NBRC Grant Admin	281.40	-	281.40	100.0%
4248 · LCPC - Flood Bylaw	-	-	-	0.0%
4249 · VCRD	-	1,526.00	(1,526.00)	0.0%
4251 · TRORC	-	-	-	0.0%
4252 · ACRPC	3,203.99	17,838.33	(14,634.34)	17.96%
4254 · NRC CPRG Inventory	5,429.05	-	5,429.05	100.0%
4255 · NBRC LDD	1,263.54	7,707.76	(6,444.22)	16.39%
4256 · NBRC LDD Prospect Heights	-	11,503.48	(11,503.48)	0.0%
4257 · EPA	15,963.35	500,000.00	(484,036.65)	3.19%
4258 · Verta Focus Groups	5,000.00	5,000.00	-	100.0%
4200 · Community Development - Other	-	-	-	0.0%
Total 4200 · Community Development	32,851.40	739,991.47	(707,140.07)	4.44%
4300 · Fee for Services				
4302 · Cross VT Trail	-	2,400.00	(2,400.00)	0.0%
4304 · GIS Mapping	-	1,000.00	(1,000.00)	0.0%
4308 · WBRD Admin	4,000.00	5,000.00	(1,000.00)	80.0%
4315 · CVFiber	-	-	-	0.0%
4300 · Fee for Services - Other	-	-	-	0.0%
Total 4300 · Fee for Services	4,000.00	8,400.00	(4,400.00)	47.62%
4400 · Municipal Contracts				
4447 · Town of Middlesex	-	15,000.00	(15,000.00)	0.0%
4470 · Town of Orange	-	21,229.00	(21,229.00)	0.0%
4471 · BGS - Municipal Energy	13,538.07	-	13,538.07	100.0%
4472 · MPM Sidewalks Design	-	-	-	0.0%
4473 · LHMP 23	-	333.50	(333.50)	0.0%
4475 · LHMP 24	3,121.05	1,936.85	1,184.20	161.14%
4476 · Housing Assessment 25	7,246.36	6,900.00	346.36	105.02%
4477 · Plan 25	7,728.64	25,522.00	(17,793.36)	30.28%
4400 · Municipal Contracts - Other	-	-	-	0.0%
Total 4400 · Municipal Contracts	31,634.12	70,921.35	(39,287.23)	44.61%
4500 · Natural Resources				
4501 · 604B Water Planning	5,072.37	11,000.00	(5,927.63)	46.11%
4516 · Tactical Basin Planning	2,209.21	20,725.00	(18,515.79)	10.66%
4535 · DEC CWSP Start-up	-	-	-	0.0%
4545 · DEC CWSP Formula	167,269.31	650,000.00	(482,730.69)	25.73%
4555 · Natural Resource Planning	-	-	-	0.0%
4565 · DEC Calais Moscow Woods	19,159.06	-	19,159.06	100.0%
4570 · Upper Winooski-Woodbury Calais	-	45,287.85	(45,287.85)	0.0%

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	Jul - Oct 25	Budget	\$ Over Budget	% of Budget
4576 · ACRP Water Quality Project Dvp	-	-	-	0.0%
4577 · Vulnerability Index Tool	-	-	-	0.0%
4578 · Flood Bylaws	2,051.34	3,897.00	(1,845.66)	52.64%
4579 · CTPG Barre City	205.96			
4500 · Natural Resources - Other	-	-	-	0.0%
Total 4500 · Natural Resources	195,967.25	730,909.85	(534,942.60)	26.81%
4600 · Public Safety				
4602 · EMPG	15,292.93	40,748.40	(25,455.47)	37.53%
4606 · HMGP Mega Admin	-	789.98	(789.98)	0.0%
4611 · VEM Emergency Operation MOA	-	5,000.00	(5,000.00)	0.0%
4612 · HMPG TA	-	-	-	0.0%
4635 · July Event	-	-	-	0.0%
4645 · VDH	-	-	-	0.0%
4647 · TRORC River Program	-	-	-	0.0%
4648 · Winooski Basin Workshop	-	-	-	0.0%
4600 · Public Safety - Other	-	-	-	0.0%
Total 4600 · Public Safety	15,292.93	46,538.38	(31,245.45)	32.86%
4700 · Town Dues (Parent)				
4701 · Town Dues	90,254.76	90,254.76	-	100.0%
4700 · Town Dues (Parent) - Other	-	-	-	0.0%
Total 4700 · Town Dues (Parent)	90,254.76	90,254.76	-	100.0%
4800 · Transportation				
4804 · TPI	81,610.79	292,658.31	(211,047.52)	27.89%
4805 · VTrans Better Back Road	-	173,600.00	(173,600.00)	0.0%
4806 · TOD Planning	7,164.37	19,266.50	(12,102.13)	37.19%
4807 · TA Set-aside	190.41	-	190.41	100.0%
4808 · USDOT SS4A	6,287.57	-	6,287.57	100.0%
4809 · REI 25	5,239.34	15,000.00	(9,760.66)	34.93%
4800 · Transportation - Other	-	-	-	0.0%
Total 4800 · Transportation	100,492.48	500,524.81	(400,032.33)	20.08%
4900 · Other Income				
4901 · Interest Income	10,521.54	-	10,521.54	100.0%
4950 · Salaries To Be Allocated	-	-	-	0.0%
4955 · Indirect To Be Allocated	-	-	-	0.0%
4999 · Miscellaneous Income	100.00	27,562.39	(27,462.39)	0.36%
4900 · Other Income - Other	-	-	-	0.0%
Total 4900 · Other Income	10,621.54	27,562.39	(16,940.85)	38.54%
Total Income	734,478.37	2,982,935.01	(2,248,456.64)	24.62%
Gross Profit	734,478.37	2,982,935.01	(2,248,456.64)	24.62%
Expense				
5000 · Wages and Fringe Benefits				
5001 · Personnel	261,846.98	831,770.00	(569,923.02)	31.48%
5100 · Fringe Benefits				
5101 · FICA	21,701.36	66,939.00	(45,237.64)	32.42%
5110 · Health Insurance	67,354.25	265,516.00	(198,161.75)	25.37%
5112 · Dental Insurance	2,983.80	12,623.00	(9,639.20)	23.64%
5115 · Life Disability Insurance	1,615.98	-	1,615.98	100.0%
5118 · PTO/Comp Accrual	(1,398.28)	-	(1,398.28)	100.0%
5120 · Pension Plan - Edward Jones	11,617.72	36,261.00	(24,643.28)	32.04%
5130 · Unemployment Insurance	183.00	-	183.00	100.0%

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	Jul - Oct 25	Budget	\$ Over Budget	% of Budget
5135 · Worker's Comp	715.32	-	715.32	100.0%
5100 · Fringe Benefits - Other	-	-	-	0.0%
Total 5100 · Fringe Benefits	104,773.15	381,339.00	(276,565.85)	27.48%
Total 5000 · Wages and Fringe Benefits	366,620.13	1,213,109.00	(846,488.87)	30.22%
5200 · Professional Services				
5201 · Accounting	31,359.06	76,000.00	(44,640.94)	41.26%
5202 · Audit	10,000.00	33,000.00	(23,000.00)	30.3%
5203 · IT/Computer	5,996.65	20,000.00	(14,003.35)	29.98%
5204 · Legal	1,978.80	4,000.00	(2,021.20)	49.47%
5200 · Professional Services - Other	130.00	397.00	(267.00)	32.75%
Total 5200 · Professional Services	49,464.51	133,397.00	(83,932.49)	37.08%
5305 · Advertising	886.45	1,239.00	(352.55)	71.55%
5315 · Consultants				
5317 · Stipends	50.00	-	50.00	100.0%
5315 · Consultants - Other	194,853.46	1,280,645.00	(1,085,791.54)	15.22%
Total 5315 · Consultants	194,903.46	1,280,645.00	(1,085,741.54)	15.22%
5320 · Depreciation expense	449.80	1,125.00	(675.20)	39.98%
5325 · Copy				
5326 · Copier extra copies	870.21	-	870.21	100.0%
5327 · Copier Lease Payments	588.40	-	588.40	100.0%
5325 · Copy - Other	-	3,508.00	(3,508.00)	0.0%
Total 5325 · Copy	1,458.61	3,508.00	(2,049.39)	41.58%
5330 · Supplies				
5331 · Equipment/Furniture	100.00	-	100.00	100.0%
5332 · GIS Supplies	59.90	-	59.90	100.0%
5333 · Office Supplies	785.11	-	785.11	100.0%
5334 · Billable Supplies	13,003.36	-	13,003.36	100.0%
5335 · Subscriptions/Publications	-	-	-	0.0%
5330 · Supplies - Other	-	27,108.00	(27,108.00)	0.0%
Total 5330 · Supplies	13,948.37	27,108.00	(13,159.63)	51.46%
5344 · Insurance				
5345 · Liability Insurance	413.00	-	413.00	100.0%
5346 · Public Officials Insurance	1,169.00	-	1,169.00	100.0%
5344 · Insurance - Other	-	5,225.00	(5,225.00)	0.0%
Total 5344 · Insurance	1,582.00	5,225.00	(3,643.00)	30.28%
5350 · Meetings/Programs	10,232.79	14,700.00	(4,467.21)	69.61%
5355 · Postage	382.25	800.00	(417.75)	47.78%
5360 · Dues/Memberships/Sponsorships				
5361 · Government Relations	1,090.90	-	1,090.90	100.0%
5360 · Dues/Memberships/Sponsorships	3,297.10	7,888.00	(4,590.90)	41.8%
Total 5360 · Dues/Memberships/Sponsorships	4,388.00	7,888.00	(3,500.00)	55.63%
5370 · Office Occupancy				
5310 · Cleaning	1,110.00	-	1,110.00	100.0%
5371 · Rent/Utility Payments	14,127.80	-	14,127.80	100.0%
5370 · Office Occupancy - Other	-	30,003.00	(30,003.00)	0.0%
Total 5370 · Office Occupancy	15,237.80	30,003.00	(14,765.20)	50.79%
5375 · Software/Licenses/IT Sub	8,151.97	7,233.00	918.97	112.71%
5385 · Telephone/Internet	2,167.55	7,541.00	(5,373.45)	28.74%
5390 · Travel	5,141.74	28,000.00	(22,858.26)	18.36%

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

50

	Jul - Oct 25	Budget	\$ Over Budget	% of Budget
5990 · Interest Expense	-	15,565.00	(15,565.00)	0.0%
5999 · Miscellaneous Expenses				
5339 · Gifts	159.90	250.00	(90.10)	63.96%
5380 · Fees				
5382 · Bank Fees	37.31	-	37.31	100.0%
5380 · Fees - Other	-	178.00	(178.00)	0.0%
Total 5380 · Fees	37.31	178.00	(140.69)	20.96%
5999 · Miscellaneous Expenses - Other	-	150.00	(150.00)	0.0%
Total 5999 · Miscellaneous Expenses	197.21	578.00	(380.79)	34.12%
8000 · Indirect Costs	-	-	-	0.0%
Total Expense	675,212.64	2,777,664.00	(2,102,451.36)	24.31%
Net Ordinary Income	59,265.73	205,271.01	(146,005.28)	28.87%
Net Income	59,265.73	205,271.01	(146,005.28)	28.87%



Central Vermont Regional Planning Commission

MEMO

Date: December 1, 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 Commerce and Community Development – FY 26 Regional Planning Funds

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign the grant agreement amendment.

Scope of Work: Provides funding to carry out RPC duties and optional duties described in 24 V.S.A. Chapter 117.

Generally, the scope of work includes:

- maintaining the Regional Plan;
- participating in Act 250 and Section 248 project review;
- assisting municipalities to prepare and maintain plans, studies, bylaws, applications for designation and other implementation activities;
- carrying out statutory duties related to municipal plan approval and municipal consultation;
- providing training for municipalities, support statewide initiatives identified by ACCD; and
- work on statutory duties as determined by regional priorities.

Funding

Total agreement value: \$709,332.00 (State)

Match Amount: n/a

Performance Period: 7/1/2025-6/30/2026

Staff: Brian Voigt, Christian Meyer, Eli Toohey, Niki Sabado, Pamela Sonn, Lory Banbury and Sam Lash.

Note: This funding makes up the core of our RPC Funding for FY26 and is the primary funding source for municipal community development technical assistance.

Department of Environmental Conservation – SFY2026 Water Quality Restoration Formula Grant Amendment

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign the grant agreement amendment.

Scope of Work: The purpose of the Water Quality Restoration Formula Grant agreement, established under 10 V.S.A. § 925, is to fulfil the Grantee's responsibilities under 10 V.S.A. § 924 as the assigned Clean Water Service Provider (CWSP) for the Winooski River basin (also known as Basin 8). Responsibilities include overseeing identification, prioritization, development, design construction, verification, and operation and maintenance of non-regulatory clean

water projects within Basin 8 for the purpose of achieving pollutant reduction values established by the Secretary for the basin. Specific activities include:

- 1) Establish, convene, and provide technical staff support to a Basin Water Quality Council;
- 2) In coordination with Basin Water Quality Council, oversee identification, prioritization, development, design, construction, verification and operation and maintenance of non-regulatory clean water projects within Basin 8;
- 3) In coordination with the BWQC, adopt and implement policies and procedures as needed/required to fulfill CWSP duties and responsibilities enumerated in Governing Statute, Rule, Guidance, and Policy (see section D. below). If new guidance subsequently adopted has a substantive impact on the Grantee's ability to complete the Scope of Work within the budget provided the Grantee may request a consideration for amendment;
- 4) Program reporting; and
- 5) Conduct communications and outreach to publicize its procurement opportunities basin- wide, consistent with the CWSP's Outreach and Communication Policy.

Funding: Original award of \$2,177, 629 increased **\$1,004,301** for FY26 for a total award of \$3,181,930

Performance Period: 8/1/2023 – ~~06/30/2025~~ 6/30/2027

Staff: Brian Voigt, Lincoln Frasca, Christian Meyer

Note: The Department of Environmental Conservation is finalizing the Water Quality Restoration Formula Grant Target and Fund Allocation Methodology. Although not anticipated, the finalization of this document may result in changes to the award document – specifically to the funding allocated and / or the phosphorous-reduction target. If this is the case, staff will bring the revised award document before the Executive Committee for their approval (prior to being signed by the Executive Director).

CONTRACTS ISSUED

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

N/A

FOR INFORMATION ONLY

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

GRANTS, CONTRACTS & SERVICE AGREEMENTS RECEIVED

Town of Berlin – Town Plan Consulting Services

The Town of Berlin has procured CVRPC service in their capacity as a third-party consultant to support the update of the Berlin Town Plan.

Funding: \$ 15,000.00

Funding Source: Local

Performance Period: 09/15/2025 – 09/15/2027

Staff: Niki Sabado, Christian Meyer

GRANTS, CONTRACTS & SERVICE AGREEMENTS ISSUED

N/A



MEMO

Date: December 1, 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 November 3, 2025.

[What are the changes?](#)

The proposed amendments to the Records Retention Policy add explicit notice to be posted to the CVRPC web site prior to the deletion of recorded meetings.

[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.” Therefore, amendments to organizational policy are the responsibility of the Executive Committee.

Description	Retention
Tape, video and other recordings of all meetings (regular or special)	3 years, after minutes have been approved <u>– with 30-day advance notice on website prior to any deletions</u>
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



MEMO

Date: December 1, 2025
 To: Executive Committee
 From: Christian Meyer, Executive Director
 Re: Discussion of FY26 Nominating Committee

⊠ ACTION REQUESTED: No action is required. This is a discussion item to prepare the Committee for its January action item to recommend the FY27 Nominating Committee to the Board.

CVRPC's Bylaws charge the Executive Committee with nominating candidates for the Nominating Committee. Nominees shall be submitted at the January Board meeting. The Executive Committee discusses prospective candidates for the Nominating Committee at its December meeting so that it can approach candidates and assess their interest in accepting a nomination in advance of nominating them.

The Nominating Committee consists of three (3) Commissioners or Alternate Commissioners. The duties of the Nominating Committee are to identify and recommend to the Board a slate of candidates for the positions of Chair, Vice Chair, Secretary/Treasurer and at-large members of the Executive Committee, and candidates for Standing and Special Committees and Board-appointed representatives to other organizations.

CVRPC's practice has been to disallow a Board member from serving on the Nominating Committee for two consecutive years. The FY26 Nominating Committee consisted of Peter Carbee, Alice Peal, and Don La Haye. A list of Commissioners and Alternate Commissioners follows:

Municipality	Appointed Member
Barre City	Janet Shatney, Secretary/Treas
Barre Town	Alice Farrell
	Phil Cecchini, Alt.
Berlin	Robert Wernecke
	Karla Nuissl, Alt.
Cabot	Brittany Butler
Calais	John Brabant
	Melanie Kehne, Alt.
Duxbury	David Wendt
E. Montpelier	Vacant

Municipality	Appointed Member
	Clarice Cutler, Alt.
Fayston	Andrew McNealus
Marshfield	Amy Monahan
Middlesex	Ron Krauth Mitch Osiecki, Alt.
Montpelier	Mike Miller
Moretown	David Stapleton Joyce Manchester, Alt
Northfield	Royal DeLegge
Orange	Lee Cattaneo, Vice-Chair
Plainfield	Paula Emery Bob Atchinson, Alt.
Roxbury	Gerry D'Amico
Waitsfield	Alice Peal Don La Haye, Alt.
Warren	Jim Crafts Adam Zawistowski, Alt.
Washington	Peter Carbee, Chair
Waterbury	Doug Greason
Williamstown	Richard Turner
Woodbury	Michael Gray
Worcester	Bill Arrand



MEMO

Date: December 1, 2025
 To: Executive Committee
 From: Christian Meyer, Executive Director
 Re: Executive Director performance appraisal

☒ ACTIONS REQUESTED:

- 1) Modify or confirm the evaluation process and schedule.
- 2) Appoint Committee member to carry out the duties described as “Lead” below.

The Executive Committee has previously defined an annual evaluation process for the Executive Director position. The process begins at the Committee’s December meeting. The process is completed in March so that any compensation decision can be incorporated into the budget.

Proposed Schedule - *Italicized dates are regular Executive Committee meetings.*

Date	Activity
<i>December 1</i>	Executive Committee (EC) sets appraisal process and appoints a Committee member to lead it.
December 2	Executive Director advises staff of evaluation process
December 8	EC Lead distributes online survey link for Executive Director appraisal to staff
By December 22	Staff completes Executive Director appraisal
By December 29	Executive Director completes self-appraisal and emails to Executive Committee
	EC Lead distributes to the Executive Committee:
January 9	<ul style="list-style-type: none"> • summarized staff appraisal, and • online survey link for Executive Director appraisal
As needed	Executive Committee or appointed subgroup may meet in executive session with staff to discuss the Executive Director’s performance. If desired, EC Lead requests the Office Manager schedule this meeting.
By January 23	Executive Committee members complete online appraisal
<i>February 2</i>	EC Lead distributes summarized appraisal to Executive Committee for discussion
Between February 2 and February 23	Potential special Executive Committee meeting to discuss appraisal. If desired, EC Lead requests the Office Manager schedule this meeting.
By February 24	Executive Committee prepares final appraisal of the Executive Director. EC Lead documents the appraisal and provides a copy to Executive Director and Executive Committee
<i>March 2</i>	Executive Committee conducts appraisal meeting with Executive Director. The Executive Committee designates the Executive Director’s compensation for the next fiscal year.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee Meeting
DRAFT Minutes
November 3, 2025 Meeting

Present:

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

Staff: Christian Meyer, Nancy Chartrand

Guests: Misha Golfman, Waitsfield; Ahsan Ijaz, Ijaz Group

Call to Order: Chair Carbee called the meeting to order at 4:01 pm, a quorum was present.

Adjustments to the Agenda: Christian advised he would like to add Letters of Conformance discussion item before the minutes. The Chair moved the financial report on agenda until Ahsan arrives.

Public Comment: Christian advised Misha Golfman we would be discussing the Waitsfield letter at the end of the meeting, but the committee is not empowered to act on it in any way, the intention is to have letter reviewed and take any comments at next Wednesday's Board of Commissioner's meeting.

Financial Report: Ahsan Ijaz advised they have July financials complete and are still working on August and September concurrent with doing the FY25 audit with CBIZ. He provided an overview of the information outlined in the packet. Discussion included the timeline for expectation of having August, September and October financials available; and also amending the A/R aging report to reflect date invoices sent, not the date on the books.

Doug Greason moved to accept the financials for July 2025, seconded by Lee Cattaneo. Motion passed unanimously.

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

Agency of Transportation – FFY2026 TPI Work Program

Lee Cattaneo moved to authorize the executive director to sign agreement #GR2035 with the Vermont Agency of Transportation, seconded by Royal DeLegge. Motion passed unanimously.

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

Doug Greason moved to authorize the executive director to sign an addendum to the master agreement with the Friends of the Winooski River (CVRPC Agreement #2024-11), seconded by Royal DeLegge. Brian Voigt confirmed the Operation & Maintenance plan with the owner will specify trees/shrubs cannot be removed and also outlines mowing maintenance. If property changes hands and new owner chooses not to undertake conditions of O&M agreement, stems

1 could then be removed. They will all be native shrubs and trees. *Vote called and motion*
2 *passed unanimously.*

3
4 Ahsan Ijaz joined the meeting.

5
6 The Ijaz Group

7 *Lee Cattaneo moved to authorize the executive director to sign a contract with Ijaz Group*
8 *through 6/30/26, seconded by Royal DeLegge. Motion passed unanimously.*

9
10 The chair interrupted finishing approval of contracts to address financials (see item above).

11
12 Montrose Environmental Solutions, Inc. – Grant Implementation for 2025 EPA Brownfield
13 Assessment Coalition Grant and Revolving Loan Fund Grant

14 *Royal DeLegge moved to authorize the executive director to sign the amendment to the contract*
15 *with Montrose Environmental Solutions, seconded by Doug Greason.* There was discussion
16 related to liability should funds be withdrawn by federal government. We could have contract
17 reviewed by council to further address. Also, discussion on if assessment funds are spent
18 sooner, organization can reapply for more funds. *Vote called and motion passed unanimously.*

19
20 **Bylaws Update for Recordings Policy:**

21 Christian provided an overview of the information as outlined in the meeting packet.

22
23 *Lee Cattaneo moved to place the proposed amendments to the CVRPC Bylaws, dated April 11,*
24 *2023, on the next meeting agenda of the CVRPC Board of Commissioners along with any*
25 *comments or recommendations, seconded by Royal DeLegge. Motion passed unanimously.*
26 There was clarification that there were no comments or recommendations.

27
28 **Records Retention Policy:** Christian provided an overview of the information in the meeting
29 packet. It was confirmed informational purposes recordings are our trainings and workshops,
30 not advisory committee meetings.

31
32 *Royal DeLegge moved to adopt the proposed amendments to the Records Retention policy*
33 *dated March 4, 2019, seconded by Lee Cattaneo. Motion passed unanimously.*

34
35 Lee Cattaneo noted that with regard to the contracts item above that we confirm no action was
36 required on the FYI contracts on page 19 of the packet for the three Friends of the Winooski
37 contracts.

38
39 **Health Plan Renewal:** Christian and Nancy provided an overview of the information outlined in
40 the meeting packet. Multiple actions are requested for the CY26 health plan renewal.

41
42 *Doug Greason moved to authorize the executive director to set employer health insurance*
43 *contribution up to 100% of the cost of the CVRPC Self-Insured health plan as outlined for*
44 *employees and family members, seconded by Royal DeLegge. Motion passed unanimously.*

1 *Lee Cattaneo moved to maintain employee choice of available plans to include BCBSVT, MVP,*
2 *and self-insured CVRPC health plans, seconded by Royal DeLegge. Motion passed unanimously.*

3
4 *Lee Cattaneo moved to maintain 50% payment in lieu of benefit for employees who opt out of*
5 *CVRPC coverage and provide proof of coverage from another provider, seconded by Royal*
6 *DeLegge. Motion passed unanimously.*

7
8 **Letters of Conformance:** Christian advised we would be discussing this more at Commissioner's
9 meeting next week. He noted we recently received two requests for letters of support; one
10 from Montpelier and one from Waitsfield. There was discussion about the timing of requests
11 coming before the organization and the impact a delay in response could present. In additional
12 there was discussion related to potential conflicts with the regional plan, and the permitting
13 process through state agencies that would also be required.

14
15 There was concurrence the full Board should weigh in on the letter before it is sent. Further
16 discussion on timing of receiving these requests ensued and it was suggested we could send a
17 letter to our municipalities outlining the need to be able to bring these requests before our
18 Board.

19
20 **Meeting Minutes – 10/06/25 & 10/09/25**

21 *Doug Greason moved to approve the minutes of 10/6 and 10/9, seconded by Lee Cattaneo.*
22 *Motion passed unanimously.*

23
24 **Commission Meeting Agenda:**

25 There was discussion as to where to add project compatibility letters discussion, and to amend
26 the project compatibility item to state "letter and policy discussion". Additional overview was
27 provided on the other agenda items. It was noted there is also room on agenda to adjust times.

28
29 *Lee Cattaneo moved to approve the agenda of November 12th as discussed with project letters*
30 *and time changes, and move committee appointments to right after public comments, seconded*
31 *by Doug Greason. Motion passed unanimously.*

32
33 **Committee Round Table:** N/A

34
35 **Adjourn**

36 *Lee Cattaneo moved to adjourn at 5:11 pm, seconded by Royal DeLegge. Motion passed*
37 *unanimously.*

38
39 Respectfully submitted,
40 Nancy Chartrand, Office Manager



BOARD OF COMMISSIONERS

December 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/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
- 60% of Commissioners (14) must be present and voting in favor for amendments to pass
- 6:45 Cabot Municipal Plan - Approval & Confirmation of Planning Process** (action - enclosed)³
- 7:10 Project Compatibility Letter Policy** (action - enclosed)³
- 7:25 Regional Plan Committee Appointment** (potential action)³
- 7:30 Accept Meeting Minutes – 11/12/25** (action - enclosed)³
- 7:35 Reports** (action - enclosed)³ - Staff and Committee Reports
- 7:45 Executive Session – 1 V.S.A. § 313(a)(1) Pending or Probable Civil Litigation** (Action - enclosed)³
- 7:50 Pending or Probable Civil Litigation** (Action - enclosed)³
- 7:55 Commissioner Roundtable**
- 8:00 Adjourn**

Next Meeting: January 13, 2026

¹ Persons with disabilities who require assistance or alternate arrangements to participate in are encouraged to contact 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