



EXECUTIVE COMMITTEE

February 2, 2026 @ 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 **REVISED AGENDA**

4:00² Confirmation of Meeting Recording

Adjustments to the Agenda

Public Comment

4:05 Financial Report (Action - enclosed)

4:20 FY25 Audit Update

4:30 Contract/Agreement Authorization (Action - enclosed)

- Northern Border Regional Commission (NBRC)- GT-25FAC-00047 – 87 State Street, Montpelier Feasibility

4:35 Adopt VT Community Development Program, Community Development Block Grant – Disaster Recovery Codes and Policies (Action-enclosed)

4:45 Meeting Minutes – 01/05/26 (Action - enclosed)

4:50 Commission Meeting Agenda (Action - enclosed)

5:00 Executive Session 1 V.S.A. § 313(a)(3), Personnel

5:20 Committee Round Table

5:30 Adjourn

Next Meeting: March 2, 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

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.



MEMO

Date: February 02, 2026

To: Executive Committee

From: The Ijaz Group, Contracted Accountant

Re: Financial Report as of 12/31/2025

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

FY25 Summary: CVRPC's FY26 surplus is \$42,169 through December 31st, 2025. This surplus is primarily due to the recent FY26 Town Dues. In FY25, CVRPC had a YTD surplus of \$202,722 through December 31st, 2024.

Balance Sheet

- **Assets** – Billing is substantially complete through 12/31/2025. Aging receivables are at \$268,157. Operating cash is \$109,456, whereas the Savings and CD balance is \$1,039,122 and M&T Bank, including the Sweep balance, is \$210,544, totaling the cash balance to \$1,359,122. 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 payable balance of \$24,541.
 - Accrued vacation and compensatory time balances are \$21,771 and \$4,361, respectively.
 - ACCD Deferred Income for FY26 stands at \$111,200. Other Deferred Income consists of VCRD – Climate Catalyst \$1,026, BGS MERP \$105,098, and CWSP Formula \$162,737. Total Deferred Revenue is \$442,431.
- **Equity** – Equity is assets minus liabilities – the company's value. CVRPC's Total Equity as of 12/31/2025 is \$1,164,270, and it was \$1,055,308 and \$709,351 on the same date in 2024 and 2023, respectively.
- **Surplus** of \$42,168, 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 12/31/2025, 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 12/31 is 41.66%.

- *Income* – Total revenue stands at 30.4% earned, which is about 11.3% below the budget.

Expenses – Total expenses stand at 31.1%, about 11.6% below the benchmark. Wages, CVRPC's most significant expense, are slightly over the budget at 41.8% of the budget

Financial Statement Acronyms & Abbreviations Guide

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

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

As of December 31, 2025

Dec 31, 25

ASSETS

Current Assets

Checking/Savings

| | |
|---------------------------------------|------------|
| 1012 · Community National Bank (1801) | 109,456.13 |
| 1013 · CNB ICS (1816) | 779,153.53 |
| 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) | 200,543.79 |
| 1037 · NSB CD (1577) | 259,158.66 |

| | |
|-------------------------------|---------------------|
| Total Checking/Savings | 1,398,630.83 |
|-------------------------------|---------------------|

Accounts Receivable

| | |
|----------------------------|------------|
| 1200 · Accounts Receivable | 268,156.69 |
|----------------------------|------------|

| | |
|----------------------------------|-------------------|
| Total Accounts Receivable | 268,156.69 |
|----------------------------------|-------------------|

Other Current Assets

| | |
|--------------------------|-----------|
| 1020 · Undeposited Funds | 14,008.21 |
|--------------------------|-----------|

| | |
|-----------------------------------|------------------|
| Total Other Current Assets | 14,008.21 |
|-----------------------------------|------------------|

| | |
|-----------------------------|---------------------|
| Total Current Assets | 1,680,795.73 |
|-----------------------------|---------------------|

Fixed Assets

| | |
|------------------|-----------|
| 1501 · Equipment | 47,030.18 |
|------------------|-----------|

| | |
|--|------------|
| 1502 · Equipment - Accum. Depreciation | -46,804.99 |
|--|------------|

| | |
|-------------------------------|----------|
| 1505 · Leasehold Improvements | 2,597.07 |
|-------------------------------|----------|

| | |
|-------------------------------|------------|
| 1510 · Lease Asset - Facility | 335,121.56 |
|-------------------------------|------------|

| | |
|-------------------------------|-------------|
| 1511 · Lease Asset - Acc. Dep | -125,670.60 |
|-------------------------------|-------------|

| | |
|---------------------------|-------------------|
| Total Fixed Assets | 212,273.22 |
|---------------------------|-------------------|

Other Assets

| | |
|-------------------------|----------|
| 1301 · Prepaid Expenses | 9,623.84 |
|-------------------------|----------|

| | |
|-----------------|----------|
| 1320 · Deposits | 4,415.00 |
|-----------------|----------|

| | |
|---------------------------|------------------|
| Total Other Assets | 14,038.84 |
|---------------------------|------------------|

| | |
|---------------------|----------------------------|
| TOTAL ASSETS | <u>1,907,107.79</u> |
|---------------------|----------------------------|

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

| | |
|-------------------------|-----------|
| 2000 · Accounts Payable | 24,540.70 |
|-------------------------|-----------|

| | |
|-------------------------------|------------------|
| Total Accounts Payable | 24,540.70 |
|-------------------------------|------------------|

Credit Cards

| | |
|-------------------|----------|
| 2030 · NCFCU VISA | 1,745.05 |
|-------------------|----------|

| | |
|---------------------------|-----------------|
| Total Credit Cards | 1,745.05 |
|---------------------------|-----------------|

Other Current Liabilities

| | |
|-------------------------|-----------|
| 2102 · Accrued Vacation | 21,771.04 |
|-------------------------|-----------|

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|----------------------------------|----------|
| 2103 · Accrued Compensatory Time | 4,361.14 |
|----------------------------------|----------|

As of December 31, 2025

Dec 31, 25

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| 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 | 46,124.06 |
| 2223 · 87 State Assessment | <u>65,015.67</u> |
| Total 2201 · ACCD | 111,199.86 |
| 2225 · MARC | -3,300.77 |
| 2240 · VCRD - Climate Catalyst | 1,026.02 |
| 2245 · BGS MERP Deferred Revenue | 105,097.70 |
| 2250 · CWSP Formula Deferred Revenue | 162,736.86 |
| 2251 · Barre City LHMP | 475.00 |
| 2255 · Waterbury LHMP | 475.00 |
| 2256 · NVDA MVI | 9,083.28 |
| 2257 · Medical Reserve Corps | 38,566.78 |
| 2260 · Middlesex LHMP | 101.85 |
| 2268 · VT Community Foundation | 157.71 |
| 2269 · Berlin LHMP | 4,212.93 |
| 2270 · East Montpelier LHMP | 1,791.32 |
| 2271 · Warren LHMP Milestone | 1,213.91 |
| 2272 · CTPG Barre City | 223.96 |
| 2273 · Middlesex Town Inventory | <u>9,370.00</u> |
| Total 2200 · Deferred Income | 442,431.41 |
| 2302 · State withholding | 6.64 |
| 2303 · HSA deductible withholding | 1,707.50 |
| 2304 · Dependent Care Deductions | -0.10 |
| 2306 · Pension Liability- Edward Jones | 12,107.70 |
| 2309 · Lease Liability - Facility | <u>230,853.90</u> |
| Total Other Current Liabilities | <u>716,551.71</u> |
| Total Current Liabilities | <u>742,837.46</u> |
| Total Liabilities | 742,837.46 |
| Equity | |
| 3100 · Unrestricted Net Position | 444,974.11 |
| 3300 · Invested in Fixed Assets | 11,191.60 |
| 3900 · Retained Earnings | 665,935.72 |
| Net Income | <u>42,168.90</u> |
| Total Equity | <u>1,164,270.33</u> |
| TOTAL LIABILITIES & EQUITY | <u>1,907,107.79</u> |

As of December 31, 2025

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | > 90 | TOTAL |
|--|----------|--------|----------|-----------|----------|--------------|
| EPA | | | | | | |
| RLF 25 | 0.00 | 0.00 | 1,969.62 | 4,974.69 | 2,506.67 | 9,450.98 |
| Assessment 25 | 1,863.50 | 0.00 | 2,743.00 | 7,461.56 | 3,800.60 | 15,868.66 |
| Total EPA | 1,863.50 | 0.00 | 4,712.62 | 12,436.25 | 6,307.27 | 25,319.64 |
| USDOT | | | | | | |
| 693JJ32440469 | 3,037.66 | 0.00 | 7,360.47 | 0.00 | 0.00 | 10,398.13 |
| Total USDOT | 3,037.66 | 0.00 | 7,360.47 | 0.00 | 0.00 | 10,398.13 |
| Neck of the Woods | | | | | | |
| NBRC LDD | 0.00 | 0.00 | 557.44 | 0.00 | 0.00 | 557.44 |
| Total Neck of the Woods | 0.00 | 0.00 | 557.44 | 0.00 | 0.00 | 557.44 |
| Addison County Regional Commission | | | | | | |
| Water Systems | 170.68 | 0.00 | 369.81 | 2,363.71 | 0.00 | 2,904.20 |
| Total Addison County Regional Commission | 170.68 | 0.00 | 369.81 | 2,363.71 | 0.00 | 2,904.20 |
| Preservation Trust of Vermont, Inc | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Vermont Council on Rural Development. | | | | | | |
| Community Visits | 0.00 | 0.00 | 0.00 | 0.00 | 3,398.54 | 3,398.54 |
| Total Vermont Council on Rural Development. | 0.00 | 0.00 | 0.00 | 0.00 | 3,398.54 | 3,398.54 |
| ACCD Parent | | | | | | |
| ACCD | | | | | | |
| NDA Assistance | 0.00 | 0.00 | 0.00 | 0.02 | 0.00 | 0.02 |
| Housing Navigator | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 |
| ACCD - Other | 0.00 | 0.00 | 0.00 | 0.00 | 2,033.54 | 2,033.54 |
| Total ACCD | 0.00 | 0.00 | 0.00 | 0.02 | 2,533.54 | 2,533.56 |
| 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 | 0.00 | 0.00 | 0.00 | 0.02 | 2,533.44 | 2,533.46 |
| Administration | | | | | | |
| Administration | 0.00 | 0.00 | 0.00 | 0.00 | 1,321.60 | 1,321.60 |
| Administration - Other | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Administration | 0.00 | 0.00 | 0.00 | 0.00 | 1,321.60 | 1,321.60 |
| Barre City | | | | | | |
| NBRC LDD Prospect Heights | 0.00 | 0.00 | 297.30 | 0.00 | 0.00 | 297.30 |
| 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 | 297.30 | 0.00 | 1,155.77 | 1,453.07 |
| Berlin | | | | | | |
| Berlin Plan Update 25 | 1,387.69 | 0.00 | 797.17 | 839.14 | 0.00 | 3,024.00 |
| LHMP 24 | 1,221.43 | 0.00 | 360.09 | 0.00 | 0.00 | 1,581.52 |
| Berlin - Other | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Berlin | 2,609.12 | 0.00 | 1,157.26 | 839.14 | 0.00 | 4,605.52 |
| 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 |

As of December 31, 2025

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | > 90 | TOTAL |
|--|---------|--------|---------|---------|------|-------|
|--|---------|--------|---------|---------|------|-------|

| | | | | | | |
|---|----------|----------|----------|-----------|----------|-----------|
| 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 | | | | | | |
| TOD Planning | 1,124.09 | 0.00 | 1,009.41 | 2,285.67 | 0.27 | 4,419.44 |
| Clean Water | | | | | | |
| Clean Water FY26 | 369.47 | 0.00 | 887.21 | 1,528.74 | 619.10 | 3,404.52 |
| Total Clean Water | 369.47 | 0.00 | 887.21 | 1,528.74 | 619.10 | 3,404.52 |
| Total CCRPC | 1,493.56 | 0.00 | 1,896.62 | 3,814.41 | 619.37 | 7,823.96 |
| Department of Environmental Conservation | | | | | | |
| CWSP Formula | | | | | | |
| Administrative | 4,421.45 | 4,163.09 | 3,700.02 | 1,413.50 | 0.00 | 13,698.06 |
| Total CWSP Formula | 4,421.45 | 4,163.09 | 3,700.02 | 1,413.50 | 0.00 | 13,698.06 |
| CWSP Start-up | | | | | | |
| Training Activities | 0.00 | 0.00 | 0.00 | 0.00 | 362.08 | 362.08 |
| Implementation Prep | 0.00 | 0.00 | 0.00 | 0.00 | 1,051.36 | 1,051.36 |
| Total CWSP Start-up | 0.00 | 0.00 | 0.00 | 0.00 | 1,413.44 | 1,413.44 |
| Moretown Elem SW Final Design | 0.00 | 0.00 | 0.00 | 0.00 | 0.03 | 0.03 |
| Plainfield Gully Construction | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Department of Environmental Conservation | 4,421.45 | 4,163.09 | 3,700.02 | 1,413.50 | 1,413.47 | 15,111.53 |
| Department of Public Safety | | | | | | |
| EMPG | | | | | | |
| Technical Assistance | 0.00 | 0.00 | 0.00 | 11,165.09 | 6,362.86 | 17,527.95 |
| REMC | 0.00 | 0.00 | 0.00 | 984.45 | 595.38 | 1,579.83 |
| LEMP | 0.00 | 0.00 | 0.00 | 0.00 | 0.01 | 0.01 |
| Total EMPG | 0.00 | 0.00 | 0.00 | 12,149.54 | 6,958.25 | 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 | 0.00 | 0.00 | 0.00 | 12,149.54 | 6,958.24 | 19,107.78 |
| East Montpelier | | | | | | |
| REI 25 | 0.00 | 0.00 | 41.02 | 41.02 | 611.97 | 694.01 |
| East Montpelier LHMP 24 | 490.04 | 0.00 | 0.00 | 0.00 | 87.00 | 577.04 |
| Total East Montpelier | 490.04 | 0.00 | 41.02 | 41.02 | 698.97 | 1,271.05 |
| 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 |
| 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 |

As of December 31, 2025

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | > 90 | TOTAL |
|---|-----------------|-----------------|-----------------|-----------------|------------------|------------------|
| 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 | 0.00 | 0.00 | 0.00 | 277.46 | 1,415.92 | 1,693.38 |
| Total Marshfield | 0.00 | 0.00 | 0.00 | 277.46 | 1,415.92 | 1,693.38 |
| Middlesex | | | | | | |
| Town Highway Inventory 25 | 2,958.33 | 1,815.62 | 1,112.07 | 1,470.30 | 1,377.71 | 8,734.03 |
| REI 25 | 0.00 | 0.00 | 0.00 | 0.00 | 184.73 | 184.73 |
| Total Middlesex | 2,958.33 | 1,815.62 | 1,112.07 | 1,470.30 | 1,562.44 | 8,918.76 |
| Misc Income | 0.00 | 0.00 | 0.00 | 0.00 | -1.00 | -1.00 |
| Montpelier | | | | | | |
| Housing Assessment 25 | 0.00 | 0.00 | 554.72 | 873.75 | 7,749.67 | 9,178.14 |
| VOREC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Montpelier - Other | 0.00 | 0.00 | 0.00 | 0.00 | 3,000.00 | 3,000.00 |
| Total Montpelier | 0.00 | 0.00 | 554.72 | 873.75 | 10,749.67 | 12,178.14 |
| Moretown | | | | | | |
| REI 25 | 0.00 | 0.00 | 0.00 | 0.00 | 61.53 | 61.53 |
| Total Moretown | 0.00 | 0.00 | 0.00 | 0.00 | 61.53 | 61.53 |
| Mount Ascutney Regional Commission | | | | | | |
| Flood Bylaws | 1,934.15 | 1,154.78 | 1,213.87 | 0.00 | 0.00 | 4,302.80 |
| Brownfields | 0.00 | 0.00 | 0.00 | 1,419.80 | 10,070.50 | 11,490.30 |
| Total Mount Ascutney Regional Commission | 1,934.15 | 1,154.78 | 1,213.87 | 1,419.80 | 10,070.50 | 15,793.10 |
| Northfield | 0.00 | 0.00 | 0.00 | 0.00 | 8,166.84 | 8,166.84 |
| Northwest Regional Comm'n | | | | | | |
| CPRG | | | | | | |
| Task 2-Plans | 1,979.98 | 0.00 | 1,072.75 | 593.07 | 0.00 | 3,645.80 |
| Task 1-Framework | 225.60 | 0.00 | 242.11 | 0.00 | 0.00 | 467.71 |
| Total CPRG | 2,205.58 | 0.00 | 1,314.86 | 593.07 | 0.00 | 4,113.51 |
| NBRC Grant Admin | | | | | | |
| CVTA - NBRC21GVT11 | 0.00 | 0.00 | 0.00 | 244.24 | 167.51 | 411.75 |
| Total NBRC Grant Admin | 0.00 | 0.00 | 0.00 | 244.24 | 167.51 | 411.75 |
| Total Northwest Regional Comm'n | 2,205.58 | 0.00 | 1,314.86 | 837.31 | 167.51 | 4,525.26 |
| Orange | | | | | | |
| Municipal Plan 25 | 1,258.72 | 0.00 | 457.71 | 495.87 | 2,231.71 | 4,444.01 |
| 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 | 1,258.72 | 0.00 | 457.71 | 495.87 | 5,105.83 | 7,318.13 |
| 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 |

As of December 31, 2025

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | > 90 | TOTAL |
|--------------------------------|------------------|------------------|------------------|------------------|-------------------|-------------------|
| VAPDA_ | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 |
| VTrans | | | | | | |
| CVRPC STP BP24(17) | 133.28 | 304.62 | 0.00 | 0.00 | 0.00 | 437.90 |
| TA Set-aside | | | | | | |
| MRP Corridor Study | 0.00 | 0.00 | 760.74 | 0.00 | 30,251.26 | 31,012.00 |
| Total TA Set-aside | 0.00 | 0.00 | 760.74 | 0.00 | 30,251.26 | 31,012.00 |
| TPI | | | | | | |
| TPI Special Bike/Ped | 0.00 | 0.00 | 0.00 | 1,903.93 | 334.64 | 2,238.57 |
| TPI Planning | 6,117.87 | 4,955.16 | 8,354.12 | 14,507.03 | 2,901.64 | 36,835.82 |
| TPI Data Collect/Manage | 1,186.56 | 387.57 | 2,069.77 | 1,015.15 | 1,717.89 | 6,376.94 |
| TPI Admin | 2,224.16 | 1,220.56 | 3,177.13 | 10,264.45 | 1,637.07 | 18,523.37 |
| TPI Coordination | 740.78 | 1,593.88 | 960.96 | 1,745.06 | 1,041.58 | 6,082.26 |
| TPI MRGP Support | 166.12 | 73.84 | 0.00 | 36.92 | 0.02 | 276.90 |
| TPI Project Develop | 0.00 | 0.00 | 0.00 | 0.00 | 0.23 | 0.23 |
| Total TPI | 10,435.49 | 8,231.01 | 14,561.98 | 29,472.54 | 7,633.07 | 70,334.09 |
| VTrans - Other | 0.00 | 0.00 | 0.00 | 0.00 | -0.51 | -0.51 |
| Total VTrans | 10,568.77 | 8,535.63 | 15,322.72 | 29,472.54 | 37,883.82 | 101,783.48 |
| 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 | 0.00 | 0.00 | 0.00 | 827.62 | 710.60 | 1,538.22 |
| Total Warren | 0.00 | 0.00 | 0.00 | 827.62 | 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 | 1,197.02 | 0.00 | 1,965.39 | 752.94 | 3,408.98 | 7,324.33 |
| Total Williamstown | 1,197.02 | 0.00 | 1,965.39 | 752.94 | 3,408.98 | 7,324.33 |
| TOTAL | 34,208.58 | 15,669.12 | 42,033.90 | 69,485.18 | 106,759.91 | 268,156.69 |

**Paid Time Off Liability Balances
as of 12/26/25**

COMPENSATORY TIME

| Employee | Wage Rate | Hours | Current Value | Maximum Hours ¹ | Maximum Accrual ¹ |
|---------------|-----------|---------------|--------------------|----------------------------|------------------------------|
| Banbury, L. | 25.48 | -1.80 | \$ (45.86) | | |
| Chartrand, N. | 31.28 | 4.00 | \$ 125.12 | | |
| Cubbon, K. | 30.49 | 1.00 | \$ 30.49 | | |
| Frasca, L. | 27.74 | 9.25 | \$ 256.60 | | |
| Lash, S. | 30.49 | 6.75 | \$ 205.81 | | |
| MacMartin, R. | 36.22 | 2.00 | \$ 72.44 | | |
| Meyer, C. | 56.06 | 29.50 | \$ 1,653.77 | | |
| Sabado, Niki | 27.35 | 0.00 | \$ - | | |
| Sonn, Pamela | 25.48 | 0.00 | \$ - | | |
| Toohey, E. | 32.17 | 20.00 | \$ 643.40 | | |
| Voigt, B. | 38.42 | 35.75 | \$ 1,373.52 | | |
| Total | | 108.25 | \$ 4,361.14 | | |

SICK LEAVE

| Employee | Wage Rate | Hours | Current Value | Maximum Hours ² | Maximum Accrual |
|---------------|-----------|-----------------|---------------------|----------------------------|---------------------|
| Banbury, L. | 25.48 | 19 | \$ 484.12 | 44.25 | \$ 1,127.49 |
| Chartrand, N. | 31.28 | 198.94 | \$ 6,222.84 | 270 | \$ 8,445.60 |
| Cubbon, Keith | 30.49 | 198.95 | \$ 6,065.99 | 341.55 | \$ 10,413.86 |
| Frasca, L. | 27.74 | 77.79 | \$ 2,157.89 | 243.29 | \$ 6,748.86 |
| Lash, S. | 30.49 | 54.22 | \$ 1,653.17 | 363.59 | \$ 11,085.86 |
| MacMartin, R. | 36.22 | 21.44 | \$ 776.56 | 195.69 | \$ 7,087.89 |
| Meyer, C. | 56.06 | 176.70 | \$ 9,905.80 | 360.00 | \$ 20,181.60 |
| Sabado, Niki | 27.35 | 78.31 | \$ 2,141.78 | 172.81 | \$ 4,726.35 |
| Sonn, Pamela | 25.48 | 0.39 | \$ 9.94 | 110.39 | \$ 2,812.74 |
| Toohey, E. | 32.17 | 23.40 | \$ 752.78 | 229.00 | \$ 7,366.93 |
| Voigt, B. | 38.42 | 215.54 | \$ 8,281.05 | 359.16 | \$ 13,798.93 |
| Total | | 1,045.68 | \$ 37,967.79 | 2,645.48 | \$ 92,668.62 |

VACATION LEAVE

| Employee | Wage Rate | Hours | Current Value | Maximum Hours ² | Maximum Accrual |
|---------------|-----------|---------------|---------------------|----------------------------|---------------------|
| Banbury L. | 25.48 | 28.44 | \$ 724.65 | 36.89 | \$ 939.96 |
| Chartrand, N. | 31.28 | 53.91 | \$ 1,686.30 | 150.00 | \$ 4,692.00 |
| Cubbon, K. | 30.49 | 62.36 | \$ 1,901.36 | 200.00 | \$ 6,098.00 |
| Frasca, L. | 27.74 | 26.17 | \$ 725.96 | 160.00 | \$ 4,438.40 |
| Lash, S. | 30.49 | 49.32 | \$ 1,503.77 | 200.00 | \$ 6,098.00 |
| MacMartin, R. | 36.22 | 63.07 | \$ 2,284.40 | 163.07 | \$ 5,906.40 |
| Meyer, C. | 56.06 | 189.75 | \$ 10,637.39 | 280.00 | \$ 15,696.80 |
| Sabado, Niki | 27.35 | 32.54 | \$ 889.97 | 145.04 | \$ 3,966.84 |
| Sonn, Pamela | 25.48 | 0.47 | \$ 11.98 | 94.04 | \$ 2,396.14 |
| Toohey, E. | 32.17 | 3.70 | \$ 119.03 | 160.00 | \$ 5,147.20 |
| Voigt, B. | 38.42 | 52.34 | \$ 2,010.90 | 200.00 | \$ 7,684.00 |
| Total | | 533.63 | \$ 21,771.04 | 1,752 | \$ 62,123.78 |

SUMMARY

| | <u>Current</u> | <u>Maximum</u> |
|--------------------------------------|---------------------|----------------------|
| Total Paid Time Off Liability | \$ 64,099.97 | \$ 159,153.54 |
| Maximum versus Current Difference | \$ 95,053.57 | Percent of Max 40% |

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

²Maximum hours depicted reflect the maximum an employee could have earned based on years of employment and employment status (FT or PT).

July through December 2025

| | Jul - Dec 25 | Budget | \$ Over Budget | % of Budget |
|---|--------------|------------|----------------|-------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 4100 · ACCD | | | | |
| 4101 · ACCD Direct | 336,139.00 | 767,832.00 | -431,693.00 | 43.78% |
| 4102 · ACCD Match | 0.00 | 0.00 | 0.00 | 0.0% |
| 4100 · ACCD - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 4100 · ACCD | 336,139.00 | 767,832.00 | -431,693.00 | 43.78% |
| 4200 · Community Development | | | | |
| 4205 · Local Energy Planning | 0.00 | 69,639.50 | -69,639.50 | 0.0% |
| 4206 · NRPC Energy Grant | 0.00 | 2,500.00 | -2,500.00 | 0.0% |
| 4215 · CCRPC CEDS | 0.00 | 9,276.40 | -9,276.40 | 0.0% |
| 4220 · MARC Brownfields | 1,419.80 | 115,000.00 | -113,580.20 | 1.24% |
| 4230 · NBRC Grant Admin | 281.40 | 0.00 | 281.40 | 100.0% |
| 4248 · LCPC - Flood Bylaw | 0.00 | 0.00 | 0.00 | 0.0% |
| 4249 · VCRD | 0.00 | 1,526.00 | -1,526.00 | 0.0% |
| 4251 · TRORC | 0.00 | 0.00 | 0.00 | 0.0% |
| 4252 · ACRPC | 3,744.48 | 17,838.33 | -14,093.85 | 20.99% |
| 4254 · NRC CPRG Inventory | 8,949.49 | 0.00 | 8,949.49 | 100.0% |
| 4255 · NBRC LDD | 12,994.53 | 7,707.76 | 5,286.77 | 168.59% |
| 4256 · NBRC LDD Prospect Heights | 297.30 | 11,503.48 | -11,206.18 | 2.58% |
| 4257 · EPA | 20,117.57 | 500,000.00 | -479,882.43 | 4.02% |
| 4258 · Verta Focus Groups | 5,000.00 | 5,000.00 | 0.00 | 100.0% |
| 4200 · Community Development - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 4200 · Community Development | 52,804.57 | 739,991.47 | -687,186.90 | 7.14% |
| 4300 · Fee for Services | | | | |
| 4302 · Cross VT Trail | 0.00 | 2,400.00 | -2,400.00 | 0.0% |
| 4304 · GIS Mapping | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 4308 · WBRD Admin | 4,000.00 | 5,000.00 | -1,000.00 | 80.0% |
| 4315 · CVFiber | 0.00 | 0.00 | 0.00 | 0.0% |
| 4300 · Fee for Services - Other | 0.00 | 0.00 | 0.00 | 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 | 0.00 | 15,000.00 | -15,000.00 | 0.0% |
| 4470 · Town of Orange | 0.00 | 21,229.00 | -21,229.00 | 0.0% |
| 4471 · BGS - Municipal Energy | 20,067.16 | 0.00 | 20,067.16 | 100.0% |
| 4472 · MPM Sidewalks Design | 0.00 | 0.00 | 0.00 | 0.0% |
| 4473 · LHMP 23 | 0.00 | 333.50 | -333.50 | 0.0% |
| 4475 · LHMP 24 | 4,784.61 | 1,936.85 | 2,847.76 | 247.03% |
| 4476 · Housing Assessment 25 | 7,801.08 | 6,900.00 | 901.08 | 113.06% |
| 4477 · Plan 25 | 13,995.17 | 25,522.00 | -11,526.83 | 54.84% |
| 4400 · Municipal Contracts - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 4400 · Municipal Contracts | 46,648.02 | 70,921.35 | -24,273.33 | 65.77% |

July through December 2025

| | Jul - Dec 25 | Budget | \$ Over Budget | % of Budget |
|--|-------------------|-------------------|--------------------|---------------|
| 4500 · Natural Resources | | | | |
| 4501 · 604B Water Planning | 8,271.72 | 11,000.00 | -2,728.28 | 75.2% |
| 4516 · Tactical Basin Planning | 3,096.06 | 20,725.00 | -17,628.94 | 14.94% |
| 4535 · DEC CWSP Start-up | 0.00 | 0.00 | 0.00 | 0.0% |
| 4545 · DEC CWSP Formula | 178,538.88 | 650,000.00 | -471,461.12 | 27.47% |
| 4555 · Natural Resource Planning | 0.00 | 0.00 | 0.00 | 0.0% |
| 4565 · DEC Calais Moscow Woods | 19,159.06 | 0.00 | 19,159.06 | 100.0% |
| 4570 · Upper Winooski-Woodbury Calais | 0.00 | 45,287.85 | -45,287.85 | 0.0% |
| 4576 · ACRP Water Quality Project Dvp | 0.00 | 0.00 | 0.00 | 0.0% |
| 4577 · Vulnerability Index Tool | 0.00 | 0.00 | 0.00 | 0.0% |
| 4578 · Flood Bylaws | 5,140.27 | 3,897.00 | 1,243.27 | 131.9% |
| 4579 · CTPG Barre City | 205.96 | | | |
| 4500 · Natural Resources - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 4500 · Natural Resources | 214,411.95 | 730,909.85 | -516,497.90 | 29.34% |
| 4600 · Public Safety | | | | |
| 4602 · EMPG | 15,292.93 | 40,748.40 | -25,455.47 | 37.53% |
| 4606 · HMGP Mega Admin | 0.00 | 789.98 | -789.98 | 0.0% |
| 4611 · VEM Emergency Operation MOA | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| 4612 · HMPG TA | 0.00 | 0.00 | 0.00 | 0.0% |
| 4635 · July Event | 0.00 | 0.00 | 0.00 | 0.0% |
| 4645 · VDH | 0.00 | 0.00 | 0.00 | 0.0% |
| 4647 · TRORC River Program | 0.00 | 0.00 | 0.00 | 0.0% |
| 4648 · Winooski Basin Workshop | 0.00 | 0.00 | 0.00 | 0.0% |
| 4600 · Public Safety - Other | 0.00 | 0.00 | 0.00 | 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 | 0.00 | 100.0% |
| 4700 · Town Dues (Parent) - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 4700 · Town Dues (Parent) | 90,254.76 | 90,254.76 | 0.00 | 100.0% |
| 4800 · Transportation | | | | |
| 4804 · TPI | 100,724.93 | 292,658.31 | -191,933.38 | 34.42% |
| 4805 · VTrans Better Back Road | 0.00 | 173,600.00 | -173,600.00 | 0.0% |
| 4806 · TOD Planning | 9,667.34 | 19,266.50 | -9,599.16 | 50.18% |
| 4807 · TA Set-aside | 14,770.57 | 0.00 | 14,770.57 | 100.0% |
| 4808 · USDOT SS4A | 13,140.76 | 0.00 | 13,140.76 | 100.0% |
| 4809 · REI 25 | 7,793.29 | 15,000.00 | -7,206.71 | 51.96% |
| 4800 · Transportation - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 4800 · Transportation | 146,096.89 | 500,524.81 | -354,427.92 | 29.19% |
| 4900 · Other Income | | | | |
| 4901 · Interest Income | 14,453.34 | 0.00 | 14,453.34 | 100.0% |
| 4950 · Salaries To Be Allocated | 0.00 | 0.00 | 0.00 | 0.0% |
| 4955 · Indirect To Be Allocated | 0.00 | 0.00 | 0.00 | 0.0% |

July through December 2025

| | Jul - Dec 25 | Budget | \$ Over Budget | % of Budget |
|---|--------------|--------------|----------------|-------------|
| 4999 · Miscellaneous Income | -13,909.83 | 27,562.39 | -41,472.22 | -50.47% |
| 4900 · Other Income - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 4900 · Other Income | 543.51 | 27,562.39 | -27,018.88 | 1.97% |
| Total Income | 906,191.63 | 2,982,935.01 | -2,076,743.38 | 30.38% |
| Gross Profit | 906,191.63 | 2,982,935.01 | -2,076,743.38 | 30.38% |
| Expense | | | | |
| 5000 · Wages and Fringe Benefits | | | | |
| 5001 · Personnel | 354,037.46 | 831,770.00 | -477,732.54 | 42.56% |
| 5100 · Fringe Benefits | | | | |
| 5101 · FICA | 29,359.48 | 66,939.00 | -37,579.52 | 43.86% |
| 5110 · Health Insurance | 99,201.84 | 265,516.00 | -166,314.16 | 37.36% |
| 5112 · Dental Insurance | 4,475.70 | 12,623.00 | -8,147.30 | 35.46% |
| 5115 · Life Disability Insurance | 2,406.59 | 0.00 | 2,406.59 | 100.0% |
| 5118 · PTO/Comp Accrual | -557.21 | 0.00 | -557.21 | 100.0% |
| 5120 · Pension Plan - Edward Jones | 17,145.44 | 36,261.00 | -19,115.56 | 47.28% |
| 5130 · Unemployment Insurance | 499.00 | 0.00 | 499.00 | 100.0% |
| 5135 · Worker's Comp | 981.98 | 0.00 | 981.98 | 100.0% |
| 5100 · Fringe Benefits - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 5100 · Fringe Benefits | 153,512.82 | 381,339.00 | -227,826.18 | 40.26% |
| Total 5000 · Wages and Fringe Benefits | 507,550.28 | 1,213,109.00 | -705,558.72 | 41.84% |
| 5200 · Professional Services | | | | |
| 5201 · Accounting | 41,359.06 | 76,000.00 | -34,640.94 | 54.42% |
| 5202 · Audit | 10,000.00 | 33,000.00 | -23,000.00 | 30.3% |
| 5203 · IT/Computer | 8,894.09 | 20,000.00 | -11,105.91 | 44.47% |
| 5204 · Legal | 7,978.80 | 4,000.00 | 3,978.80 | 199.47% |
| 5200 · Professional Services - Other | 180.00 | 397.00 | -217.00 | 45.34% |
| Total 5200 · Professional Services | 68,411.95 | 133,397.00 | -64,985.05 | 51.28% |
| 5305 · Advertising | 1,955.45 | 1,239.00 | 716.45 | 157.83% |
| 5315 · Consultants | | | | |
| 5317 · Stipends | 50.00 | 0.00 | 50.00 | 100.0% |
| 5315 · Consultants - Other | 206,422.16 | 1,280,645.00 | -1,074,222.84 | 16.12% |
| Total 5315 · Consultants | 206,472.16 | 1,280,645.00 | -1,074,172.84 | 16.12% |
| 5320 · Depreciation expense | 674.70 | 1,125.00 | -450.30 | 59.97% |
| 5325 · Copy | | | | |
| 5326 · Copier extra copies | 1,094.33 | 0.00 | 1,094.33 | 100.0% |
| 5327 · Copier Lease Payments | 735.50 | 0.00 | 735.50 | 100.0% |
| 5325 · Copy - Other | 0.00 | 3,508.00 | -3,508.00 | 0.0% |
| Total 5325 · Copy | 1,829.83 | 3,508.00 | -1,678.17 | 52.16% |
| 5330 · Supplies | | | | |
| 5331 · Equipment/Furniture | 100.00 | 0.00 | 100.00 | 100.0% |
| 5332 · GIS Supplies | 59.90 | 0.00 | 59.90 | 100.0% |
| 5333 · Office Supplies | 1,054.50 | 0.00 | 1,054.50 | 100.0% |

July through December 2025

| | Jul - Dec 25 | Budget | \$ Over Budget | % of Budget |
|--|------------------|-------------------|--------------------|---------------|
| 5334 · Billable Supplies | 13,188.71 | 0.00 | 13,188.71 | 100.0% |
| 5335 · Subscriptions/Publications | 0.00 | 0.00 | 0.00 | 0.0% |
| 5330 · Supplies - Other | 0.00 | 27,108.00 | -27,108.00 | 0.0% |
| Total 5330 · Supplies | 14,403.11 | 27,108.00 | -12,704.89 | 53.13% |
| 5344 · Insurance | | | | |
| 5345 · Liability Insurance | 413.00 | 0.00 | 413.00 | 100.0% |
| 5346 · Public Officials Insurance | 1,753.50 | 0.00 | 1,753.50 | 100.0% |
| 5344 · Insurance - Other | 0.00 | 5,225.00 | -5,225.00 | 0.0% |
| Total 5344 · Insurance | 2,166.50 | 5,225.00 | -3,058.50 | 41.46% |
| 5350 · Meetings/Programs | 10,561.74 | 14,700.00 | -4,138.26 | 71.85% |
| 5355 · Postage | 246.90 | 800.00 | -553.10 | 30.86% |
| 5360 · Dues/Memberships/Sponsorships | | | | |
| 5361 · Government Relations | 1,090.90 | 0.00 | 1,090.90 | 100.0% |
| 5360 · Dues/Memberships/Sponsorships | 3,489.60 | 7,888.00 | -4,398.40 | 44.24% |
| Total 5360 · Dues/Memberships/Sponsorsh | 4,580.50 | 7,888.00 | -3,307.50 | 58.07% |
| 5370 · Office Occupancy | | | | |
| 5310 · Cleaning | 1,597.50 | 0.00 | 1,597.50 | 100.0% |
| 5371 · Rent/Utility Payments | 21,191.70 | 0.00 | 21,191.70 | 100.0% |
| 5370 · Office Occupancy - Other | 0.00 | 30,003.00 | -30,003.00 | 0.0% |
| Total 5370 · Office Occupancy | 22,789.20 | 30,003.00 | -7,213.80 | 75.96% |
| 5375 · Software/Licenses/IT Sub | 13,097.00 | 7,233.00 | 5,864.00 | 181.07% |
| 5385 · Telephone/Internet | 3,252.61 | 7,541.00 | -4,288.39 | 43.13% |
| 5390 · Travel | 5,747.98 | 28,000.00 | -22,252.02 | 20.53% |
| 5990 · Interest Expense | 0.00 | 15,565.00 | -15,565.00 | 0.0% |
| 5999 · Miscellaneous Expenses | | | | |
| 5339 · Gifts | 199.48 | 250.00 | -50.52 | 79.79% |
| 5380 · Fees | | | | |
| 5382 · Bank Fees | 85.34 | 0.00 | 85.34 | 100.0% |
| 5380 · Fees - Other | 0.00 | 178.00 | -178.00 | 0.0% |
| Total 5380 · Fees | 85.34 | 178.00 | -92.66 | 47.94% |
| 5999 · Miscellaneous Expenses - Other | -2.00 | 150.00 | -152.00 | -1.33% |
| Total 5999 · Miscellaneous Expenses | 282.82 | 578.00 | -295.18 | 48.93% |
| 8000 · Indirect Costs | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Expense | 864,022.73 | 2,777,664.00 | -1,913,641.27 | 31.11% |
| Net Ordinary Income | 42,168.90 | 205,271.01 | -163,102.11 | 20.54% |
| Net Income | 42,168.90 | 205,271.01 | -163,102.11 | 20.54% |



Central Vermont Regional Planning Commission

MEMO

Date: February 2, 2026
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**

Northern Border Regional Commission (NBRC)- GT-25FAC-00047 – 87 State Street, Montpelier Feasibility

☒ ACTION REQUESTED: Authorize the Executive Director to sign the grant agreement contingent on confirming the indirect rate and the availability of

Scope of Work: The Central Vermont Regional Planning Commission has been awarded \$100,000.00 to conduct a feasibility study for redeveloping the 87 State Street Federal Building in downtown Montpelier. The study will explore flood-resilient, mixed-use redevelopment options that include housing, parking, and commercial space. This project supports economic recovery, community resilience, and revitalization of Vermont's capital city.

CVRPC is clarifying several terms on the agreement related to the indirect rate and the local match. Neither issues will impact grant amount or require additional local match.

Total Project Amount: \$288,000

NRBC Funding: \$100,00

Local Match: In kind 188,000.00 (State, local, EPA Brownfields)

Performance Period: 12/2/2025

Staff: Christian Meyer, Eli Toohey, Lincoln Frasca

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

Mount Ascutney Regional Commission - Flood Bylaw Updates Sub-Grant Agreement: Amendment 1

Overview: Assist municipalities update and adopt Flood Hazard Bylaws that meet or exceed NFIP standards.

Scope of Work: The Scope of Work may include the following activities:

- a) Establish and maintain communication / cooperating relationships with municipal officials regarding the flood hazard map and bylaw update process.
- b) Prioritize engagement with the least responsive NFIP municipalities as needed.
- c) Support municipal adoption of flood hazard area bylaws to meet or exceed requirements to participate in the National Flood Insurance Program and State's model no adverse impact standards.
- d) Support the adoption of municipal plans, or local hazard mitigation plans, as needed to enable timely flood hazard area bylaw updates.
- e) Provide meaningful and inclusive community engagement in alignment with Act 154, the State of Vermont Environmental Justice Law in part through public outreach/engagement events, website information, newsletters, and listserv messages.
- f) Provide administrative support and training for community boards as needed to adopt state model bylaws in alignment with Act 121 the Flood Safety Act.
- g) Support timely review and approval of draft and final bylaws by Vermont Rivers and FEMA.
- h) Provide access to relevant VT Rivers information, including: Vermont DEC websites and outreach information on relevant flood hazards; information on the FEMA hazard map update process; and the Vermont model no adverse impact standards.
- i) Participate in Monthly meetings held virtually by LCPC.

Funding:

Grant Amount: ~~\$7,794.00~~ \$15,588.00 (State)

Match Amount: \$0

Match Source: N/A

Performance Period: 1/1/2025 – ~~12/31/2025~~ 12/31/2026

Staff: Brian Voigt, Lincoln Frasca

Note: The Mount Ascutney Regional Commission is the grant manager on behalf of the Department of Environmental Conservation.

[Mount Ascutney Regional Commission Subgrant Agreement #CVRPC-2024VTBFLDS Amendment #1](#)

Scope of Work: Change of performance period to extend from June 30, 2025 to June 30, 2026

Funding: No Change

Performance Period: July 1, 2024 – ~~June 30, 2025~~ June 30, 2026

Staff: Eli Toohey

Notes: Per CVRPC Administrative Policies, the CVRPC Executive Director signed this agreement amendment because it was only amending the term of the agreement and had no impact on the value of the agreement.

GRANTS, CONTRACTS & SERVICE AGREEMENTS ISSUED

[Friends of the Winooski River – Riparian Buffer – Project Development – 2026 \(CVRPC Agreement #2024-11.11\)](#)

Scope of Work: This proposal seeks funds to conduct Project Development activities throughout the Winooski River Basin. Candidate projects will undergo specific development activities to ensure the project meets all the requirements of the FY24 Clean Water Initiative Program Funding Policy and will be cost-effective to implement. Specific activities include:

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

Funding: \$6,669 (State)

Performance Period: 1/30/2026 – 1/31/2027

Staff: Brian Voigt, Lincoln Frasca

Notes: The Winooski Basin Water Quality Council prioritized funding for this project at their December 2025 meeting. Staff have requested an updated Certificate of Insurance from the organization.

Friends of the Winooski River – Tyler Place Riparian Buffer Planting – Verification, Operations & Maintenance (CVRPC Agreement #2024-11.12)

Scope of Work: This proposal seeks funds to perform project verification, operations and maintenance on a previously-funded riparian buffer planting. Specific activities include:

- 1) Annual project verification; and
- 2) Operations & Maintenance.

Funding: \$11,666 (State)

Performance Period: 6/1/2025 – 12/31/2027

Staff: Brian Voigt, Lincoln Frasca

Friends of the Winooski River – Huntington Acres Riparian Buffer Planting – Verification, Operations & Maintenance (CVRPC Agreement #2024-11.13)

Scope of Work: This proposal seeks funds to perform project verification, operations and maintenance on a previously-funded riparian buffer planting. Specific activities include:

- 1) Annual project verification; and
- 2) Operations & Maintenance.

Funding: \$5,809 (State)

Performance Period: 6/1/2025 – 12/31/2027

Staff: Brian Voigt, Lincoln Frasca

Friends of the Winooski River – Fecteau Riparian Buffer Planting – Verification, Operations & Maintenance (CVRPC Agreement #2024-11.14)

Scope of Work: This proposal seeks funds to perform project verification, operations and maintenance on a previously-funded riparian buffer planting. Specific activities include:

- 1) Annual project verification; and
- 2) Operations & Maintenance.

Funding: \$12,530 (State)

Performance Period: 6/1/2025 – 12/31/2027

Staff: Brian Voigt, Lincoln Frasca

[Friends of the Winooski River – John Fowler Road Riparian Buffer Planting – Verification, Operations & Maintenance \(CVRPC Agreement #2024-11.15\)](#)

Scope of Work: This proposal seeks funds to perform project verification, operations and maintenance on a previously-funded riparian buffer planting. Specific activities include:

- 1) Annual project verification; and
- 2) Operations & Maintenance.

Funding: \$15,388 (State)

Performance Period: 6/1/2025 – 12/31/2027

Staff: Brian Voigt, Lincoln Frasca

[Montrose Environmental - Grant Writing and Implementation for 2025 EPA Brownfield Assessment Coalition Grant and Revolving Loan Fund Grant Amendment 2024.22.2](#)

Scope of Work: Amendment #2 strikes an erroneous attribution clause from the scope of work section of the agreement. Further the agreement description has been amended to include grant “writing” to avoid confusion and accurately reflect the scope of services.

Funding: \$ 1,224,710. No Change

Performance Period: 10/28/24- 09/30/2030. No change

Staff: Christian Meyer, Eli Toohey

Notes: Per CVRPC Administrative Policies, the CVRPC Executive Director signed this agreement amendment because it was only amending the attribution clause included in the agreement and had no impact on the value of the agreement.

[LE Environmental - Environmental Site Assessment 33 & 35 North Main Street Waterbury Amendment 2025.15.A.1](#)

Scope of Work:

Change of performance period to extend end date to March 31, 2026

Funding: No Change

Performance Period: September 15, 2025 – March 31, 2026

Staff: Eli Toohey

Notes: Per CVRPC Administrative Policies, the CVRPC Executive Director signed this agreement amendment because it was only amending the term of the agreement and had no impact on the value of the agreement.



MEMO

Date: January 13, 2026
To: Executive Committee
From: Keith Cubbon, Planner
Re: Adoption of VCDP Codes and Policies for Community Development Block Grant-Disaster Recovery Program

☒ ACTION REQUESTED: Move to adopt the updated Organizational Policies and Codes for the VCDP Community Development Block Grant – Disaster Recovery program.

CVRPC has been awarded \$750,000 by the Vermont Community Development Program (VCDP) of Community Development Block Grant - Disaster Recovery (CDBG-DR) funding. CVRPC will use these funds to undertake flood modeling for the entire Winooski Basin, work with UVM to complete an alternatives objective optimization analysis, complete design work to floodproof downtown buildings throughout Central VT, and complete public engagement with municipalities and partners on the capabilities of the flood modeling and accompanying studies. The purpose of this planning work is to help Central Vermont communities prioritize local mitigation projects that improve their resilience to future flooding. **Before accepting these funds, CVRPC must adopt the attached Codes and Policies.**

Why is this necessary?

As CVRPC has done in the past, when receiving federal funding through the VCDP, several specific policies are needed to meet funding requirements. While much of these policies are already included in existing CVRPC documents, and others are outside of the scope of the grant activities, it is cleaner from the grant management and reporting perspective to adopt the recommended language as presented in the attached draft.

This document will replace the VCDP policies adopted 3/6/17 with VCDPs current requirements.

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.”



**CVRPC ORGANIZATIONAL POLICIES AND CODES
FOR THE
VERMONT COMMUNITY DEVELOPMENT PROGRAM
COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY PROGRAM**

Consistent with the provisions of the Community Development Block Grant – Disaster Recovery Program, and federal law, Central Vermont Regional Planning Commission adopts the following policies and codes:

Equal Employment Opportunity Policy (required by 24 CFR 570.904 and modeled on the State of Vermont's State Government [EEO Plan for FY 2022](#)):

A. It is the policy and practice of this Organization to assure that no person will be discriminated against, or be denied the benefit of any activity, program, or employment process, in any area of employment, including but not limited to recruitment, advertising, hiring, promotion, transfer, demotion, lay off, termination, rehiring, rates of pay, benefits, development opportunities, and/or other compensation. This Organization is strongly committed to non-discrimination and equal opportunity in all employment actions for qualified persons without regard to race, color, religion, ancestry, national origin, age, gender, sexual orientation, sexual identification, or disabling condition. It is the policy of this Organization to provide a workplace that is free of harassment for being a member of a protected class, and this Organization prohibits retaliatory action for any protected activity. With this in mind, the following policy is set in place.

1. This Organization shall consider all qualified applicants for available positions without regard to race, color, religion, ancestry, national origin, age, gender, sexual orientation, sexual identity, or disability, provided the individual is qualified to perform the work available. Attempts will be made to contact known sources of minority and women potential applicants to maximize the participation of such applicants.
2. All recruitment advertisements will include the Organization's commitment to Equal Employment Opportunity, and job specifications/descriptions should be reviewed periodically and properly identify job-related requirements.
3. EEO posters shall be placed and maintained in conspicuous locations.
4. Advancement to positions of greater responsibility is based on an individual's demonstrated performance.
5. Compensation, benefits, job assignments, layoffs, employee development opportunities, and discipline shall be administered consistent with federal and state laws, and without bias to race, color, religion, ancestry, national origin, age, gender, sexual orientation, sexual identity, or disability.
6. Executive, management and supervisory level employees have the responsibility to further the implementation of this policy and ensure conformance by subordinates.

7. Any employee of the Organization who engages in discrimination of a member of a protected class or unlawful harassment may be subject to appropriate discipline.
8. Any supervisory or managerial employee who knows of unlawful discrimination or harassment in the workplace, and fails to take immediate and appropriate corrective action, may be subject to disciplinary action.

B. The Organization is committed to its Equal Employment Opportunity Policy, and as part of the Equal Employment Opportunity Plan will:

1. Recruit, hire, upgrade, train, and promote in all job classifications without regard to race, color, religion, ancestry, national origin, age, gender, sexual orientation, sexual identity, or disability;
2. Base employment decisions on the principles of Equal Employment Opportunity and with the intent to further the Organization's commitment to workplace diversity;
3. Ensure that all other personnel actions such as compensation, benefits, Organization-sponsored training, educational tuition assistance, social and recreational programs shall be administered without regard to race, color, religion, ancestry, national origin, age, gender, sexual orientation, sexual identity, or disability;
4. Provide reasonable accommodations for applicants and/or employees with disabilities, which will enable them to successfully perform the essential job functions;
5. Ensure that employees and applicants are not subjected to intimidation and/or harassment, threats, coercion, or discrimination because they have filed a complaint, assisted or participated in an investigation or any other activity, or opposed any act or practice made unlawful;
6. Investigate claims of discrimination and unlawful harassment in the workplace; and
7. Promote inclusion and diversity in all levels of the workforce.

Fair Housing Policy (required by 24 CFR 570.904 and modeled on 24 CFR Part 6):

The policy set forth herein applies to all housing programs, both present and future, funded through the Community Development Block Grant – Disaster Recovery Program.

A. This Organization will not, directly or through contractual, licensing, or other arrangements, take any of the following actions on the grounds of race, color, national origin, religion, or sex:

1. Deny any individual any facilities, services, financial aid, or other benefits provided under any CDBG-DR funded program or activity;
2. Provide any facilities, services, financial aid, or other benefits that are different, or are provided in a different form, from that provided to others under any CDBG-DR funded program or activity;
3. Subject an individual to segregated or separate treatment in any facility, or in any matter of process related to the receipt of any service or benefit under any CDBG-DR funded program or activity;

4. Restrict an individual's access to, or enjoyment of, any advantage or privilege enjoyed by others in connection with facilities, services, financial aid or other benefits under any CDBG-DR funded program or activity;
5. Treat an individual differently from others in determining whether the individual satisfies any admission, enrollment, eligibility, membership, or other requirements or conditions that the individual must meet in order to be provided any facilities, services, or other benefit provided under any CDBG-DR funded program or activity;
6. Deny an individual an opportunity to participate in any CDBG-DR funded program or activity as an employee;
7. Aid or otherwise perpetuate discrimination against an individual by providing CDBG-DR funded financial assistance to an agency, organization, or person that discriminates in providing any housing, aid, benefit, or service;
8. Otherwise limit an individual in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by other individuals receiving the housing, aid, benefit, or service;
9. Use criteria or methods of administration that have the effect of subjecting persons to discrimination or have the effect of defeating or substantially impairing accomplishment of the objectives of the program or activity with respect to persons of a particular race, color, national origin, religion, or sex; or

10. Deny a person the opportunity to participate as a member of planning or advisory boards.

B. In determining the site or location of housing, accommodations, or facilities, this Organization will not make selections that have the effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination on the ground of race, color, national origin, religion, or sex. This Organization will not make selections that have the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of this policy.

C. This Organization will not, directly or through contractual, licensing, or other arrangements, solely on the basis of handicap:

1. Deny a qualified individual with handicaps the opportunity to participate in, or benefit from, any CDBG-DR funded housing, aid, benefit, or service;
2. Afford a qualified individual with handicaps an opportunity to participate in, or benefit from, any CDBG-DR funded housing, aid, benefit, or service that is not equal to that afforded to others;
3. Provide a qualified individual with handicaps with any CDBG-DR funded housing, aid, benefit, or service that is not as effective in affording the individual an equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement as that provided to others;
4. Provide different or separate CDBG-DR funded housing, aid, benefits, or services to individuals with handicaps or to any class of individuals with handicaps from that provided to others unless

such action is necessary to provide qualified individuals with handicaps with housing, aid, benefits, or services that are as effective as those provided to others;

5. Aid or perpetuate discrimination against a qualified individual with handicaps by providing significant assistance to an agency, organization, or person that discriminates on the basis of handicap in providing any housing, aid, benefit, or service to beneficiaries in the recipient's federally assisted program or activity;
6. Deny a qualified individual with handicaps the opportunity to participate as a member of planning or advisory boards;
7. Deny a dwelling to an otherwise qualified buyer or renter because of a handicap of that buyer or renter or a person residing in or intending and eligible to reside in that dwelling after it is sold, rented or made available; or
8. Otherwise limit a qualified individual with handicaps in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by other qualified individuals receiving the housing, aid, benefit, or service.

D. This Organization will not, directly or through contracting, licensing, or other arrangements, use age distinctions or take any other actions that have the effect, on the basis of age, of:

1. Excluding individuals from, denying them the benefits of, or subjecting them to discrimination under, a CDBG-DR funded program or activity; or
2. Denying or limiting individuals in their opportunity to participate in any CDBG-DR funded program or activity.

Policy on the Use of CDBG-DR for Federal Lobbying (Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352 and 43 CFR part 18, New Restrictions on Lobbying. Submission of an application also represents the applicant's certification of the statements in 43 CFR part 18, appendix A, Certification Regarding Lobbying):

This Organization will not allow the use of CDBG-DR to pay any person for the influencing or attempting to influence an officer of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.

Code of Ethics for Administration of Community Development Block Grant - Disaster Recovery Program (24 CFR 570.489(h)):

The following code of ethical conduct for public officials, employees and/or affected contractors covers all aspects of the CDBG-DR program, whether or not specifically cited.

1. Goods and services shall be procured in a manner which maximizes free and open competition.
2. Officers and employees shall not participate in any decision concerning matters in which they have a financial interest.
3. Conflicts, and the appearance of conflicts, of interest shall be avoided in order to assure public confidence in the operations of governments.
4. Every effort will be made to actively recruit woman-owned or minority-owned businesses and to provide opportunities for local residents and businesses, consistent with Section 3 of the Housing and Urban Development Act of 1968.
5. All procurement actions shall be conducted in public and all records related thereto will be open to public review.

The Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq.):

As an employer, the Organization is responsible for maintaining safe, efficient working conditions for its employees by providing a drug-free workplace. Therefore, employees of the Organization shall not engage in the unlawful manufacture, distribution, possession or use of controlled substances (drugs) on the job or on any Organization work site.

1. The illegal use, possession, sale, distribution, or manufacture of controlled substances in or on property belonging to the Organization will not be tolerated and is considered to be grounds for review and termination of employment at the discretion of the employee's supervisor.
2. Any employee of the Organization who has a controlled substance dependency, or any other controlled substance-related problem, shall immediately seek professional assistance or counseling.
3. Any employee of the Organization who is convicted of violating any criminal drug statute must inform his or her supervisor within 5 days after the conviction. The criminal conviction of any employee of this Organization for the use, possession, sale or distribution of a controlled substance may be considered grounds for review and termination of employment at the discretion of the employee's supervisor.
4. If an employee who is convicted of violating any criminal drug statute works in a federally funded program, the Organization shall notify the agency that provides the federal funding within ten (10) days of the Organization's receiving the notice of the conviction. In the case of the Vermont Community Development Program, notify the Department of Housing and Community Development.
5. Any employee on Organization premises who appears to be under the influence of, or who possesses illegal or non-medically authorized drugs, or who has used such drugs on Organizational premises, may be temporarily relieved from duty pending further investigation.
6. If the use of legal drugs endangers safety, management may (but is not required to) reassign work on a temporary or permanent basis.

7. All current and future employees shall be informed of this policy and shall acknowledge in writing their understanding and acceptance of this policy.

Subrecipient Oversight Monitoring Policy (required by Uniform Guidance, 2 CFR Part 200):

The policy set forth herein must be adopted by all Organizations using CDBG-DR. Adoption of this policy certifies the Grantee shall be responsible for oversight monitoring of grant funds that are dispersed to a sub-recipient, to ensure the funds are properly managed.

To ensure such funds are managed according to the agreements and requirements of the granting agency, the Organization will designate an individual from the Organization responsible for subrecipient monitoring. At a minimum, this will include:

1. Closely monitoring and reviewing the requisition of funds to the funding agency on a regular basis;
2. Reviewing the Subrecipient's financial management systems, internal control procedures, separation of duties, ensuring that different individuals review the invoices for payment and accuracy, from someone who writes the check, to someone who authorizes or signs the check, to someone who reconciles the Bank statements;
3. Reviewing the Subrecipient's procurement policies to ensure that they meet the requirements of 2 CFR Part 200, Uniform Federal Guidance;
4. Reviewing Labor Standards, if applicable, and the appropriate wage rates; securing payrolls and reviewing them for accuracy, and in the event there are any errors securing proof of restitution;
5. Ensuring that contractors are being paid appropriately, and lien waivers and other releases are secured from the contractors;
6. Closely monitoring the progress of the funded project through the review of required progress reports; and
7. Obtaining and reviewing the independent audit if required for the sub-recipient (expenditure of \$1,000,000 or greater in one fiscal year); or the Organization may determine that its own single audit may be expanded to include the scope of federal funds expended at the subrecipient level; or the subrecipient may be eligible to have a program specific audit.
8. Authorized representatives of the Secretary of the Agency, the Secretary of HUD, the Inspector General of the United States, or the U.S. General Accounting Office shall have access to all books, accounts, records, reports, files, papers, things, or property belong to, or in use by, any Subgrantee or Subrecipients pertaining to the receipts of CDBG-DR as may be necessary to make audits, examinations, excerpts, and transcripts.

Whistleblower Protections:

A. The Organization shall not discriminate or retaliate against an employee or agent of the Organization for engaging in the following:

1. Providing to a public body a good faith report or good faith testimony that alleges an entity of Organizational or state government, an employee or official of the Organization, or a person providing services to the Organization under contract has engaged in a violation of law or in waste, fraud, or abuse of authority, or an act threatening health or safety.
2. Assisting or participating in a proceeding to enforce the provisions of this policy.

B. Neither the Organization nor any officer or employee of the Organization shall attempt to restrict or interfere with, in any manner, an employee of the Organization's ability to engage in any of the protected activity described in subsection (a) of this policy. Employees are not required to report misconduct to the Organization or its agents prior to reporting to any governmental entity and/or the public.

C. Neither the Organization nor any officer or employee of the Organization shall require employees or agents to forego monetary awards as a result of such reports.

Texting While Driving Policy (Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving):

This Organization (1) prohibits the practice of texting while driving by its employees in Organization vehicles; and (2) requires its employees to adhere to Vermont statute, 23 V.S.A. § 1095b. "Handheld use of portable electronic device prohibited."

Violence Against Women Act (reauthorization March 2022: VAWA 2022):

This Organization shall (1) report on the existence of laws or policies they or their subgrantees (or state grant recipients) adopted that impose penalties based on requests for law enforcement or emergency assistance or based on criminal activity that occurred at a covered property; and (2) make all required forms available to individuals living in CDBG-DR assisted housing on the Organization's website and as requested.

Accessibility & 508 Compliance requirements (Section 504 Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990):

This Organization certifies and assures the Department that it shall consider and implement required accessibility requirements in its CDBG-DR assisted facilities. Further, the Organization shall consider the accessibility of any materials produced via or related to federal funds and implement accessibility measures.

Adoption

Adopted by the Central Vermont Regional Planning Commission Executive Committee on February 2, 2026.

Peter Carbee
Chair

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Executive Committee Meeting**
3 **DRAFT Minutes**
4 **January 5, 2026 Meeting**

5 Present:

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

6 Staff: Christian Meyer, Nancy Chartrand, Brian Voigt, Eli Toohey

7 Guests: Ahsan Ijaz, Ijaz Group

9 **Call to Order:** Chair Carbee called the meeting to order at 4:02 pm, a quorum was present and
10 roll call taken.

11 **Adjustments to the Agenda:** Michael Gray requested we add a discussion of the Executive
12 Director evaluation timeline and process. Chair Carbee advised we will add it following the
13 audit update.

15 **Public Comment:** No public comments.

17 **Financial Report:** Ahsan Ijaz presented the financial report for November.

18 Janet Shatney joined the meeting at 4:05.

19 *Commissioner DeLegge moved to accept the financials for November, 2025, seconded by
20 Commissioner Shatney. Motion passed unanimously.*

22 **Financial Audit Update:** Ahsan Ijaz advised we are still in the FY25 audit completion process
23 with CBIZ and goal is to have draft audit by the next meeting. Christian advised he has spoken
24 with funders who request annual audit as contract deliverables to advise of the delay.

26 **Executive Director Evaluation Process Discussion:** Discussion ensued regarding the current
27 evaluation process and timeline. Nancy will distribute an updated survey to Commissioner Gray
28 for committee members to complete. It was concluded that Commissioner Gray will follow up
29 with Commissioner D'Amico and prepare a summary of staff survey responses with a goal to
30 have it finalized for the February meeting. It was suggested that there be some documentation
31 of the process for future members to follow.

33 **Contract/Agreement Authorization:** Christian Meyer and Brian Voigt provided an overview of
34 the contracts outlined in the meeting packet.

36 Department of Environmental Conservation – SFY2023 Water Quality Restoration Formula
37 Grant Amendment

38 *Commissioner Gray moved to accept the amendment with the VT DEC, seconded by
39 Commissioner Shatney. Motion passed unanimously.*

1 Winooski Natural Resources Conservation District – Cheesefactory Road Riparian Buffer
2 Planting

3 *Commissioner Cattaneo moved to authorize the executive director to sign the contract,*
4 *seconded by Commissioner Gray. Motion passed unanimously.*

5
6 **Recommend FY27 Nominating Committee:**

7 Christian Meyer provided an overview of the information in the meeting packet.

8 *Commissioner Greason moved to recommend to the Board of Commissioners David Stapleton*
9 *(Moretown), Michael Gray (Woodbury), and Lee Cattaneo (Orange) to serve on the Nominating*
10 *Committee, seconded by Commissioner Shatney. Motion passed unanimously.*

11
12 **Personnel Policy – Update to Appendix A:** Christian Meyer provided an overview of the update
13 to Appendix A outlining health plan premiums for 2026.

14 *Commissioner Cattaneo moved to amend to update the Personnel Policy Appendix A, seconded*
15 *by Commissioner Shatney. Motion passed unanimously.*

16
17 **Meeting Minutes – 12/01/25**

18 *Commissioner Greason moved to accept the minutes of 12/1/25, seconded by Commissioner*
19 *Cattaneo. Motion passed unanimously.*

20
21 **Brownfields Advisory Committee Open Meeting Law Allegations**

22 Christian Meyer provided an overview of the information as outlined in the meeting packet.
23 VLCT did recommend addressing the allegation on the record with rationale for the denial of
24 the allegation related to the 12/18 Brownfields meeting. Members reiterated we are following
25 appropriate Rules of Procedure and that the Brownfields Committee review and act on the
26 allegation at their meeting on January 15th.

27
28 **Commission Meeting Agenda:**

29 Christian Meyer provided an overview of the draft agenda in the meeting packet.

30 *Commissioner Cattaneo moved to approve the agenda of January 13, 2026, seconded by*
31 *Commissioner Gray. Motion passed unanimously.*

32
33 **Committee Round Table:** Eli and Janet were commended for their work on the Brownfields
34 Committee.

35
36 **Adjourn**

37 *Commissioner Cattaneo moved to adjourn, seconded by Commissioner Shatney. Motion passed*
38 *unanimously. Chair Carbee adjourned the meeting at 4:54 PM.*

39
40 Respectfully submitted,
41 Nancy Chartrand, Office Manager



Change of
time &
location!

BOARD OF COMMISSIONERS

February 10, 2026

5:45 –Pizza and social

6:30 Business Meeting

Physical Location -

Central VT Chamber of Commerce Conference Room, 963 Paine Turnpike North, Berlin

Hybrid Meeting with Remote Participation via Zoom¹

<https://us02web.zoom.us/j/81136818419?pwd=dDFDbDhrTm56TUNQlp3WEorYzRZZz09>

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/u/kcjBhj3bIX>

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

7:00 Open Meeting Law Resolution (action - enclosed)

7:30 Basin Water Quality Council Committee Appointment (possible action)

7:50 Requests for Letters of Compatibility

- City of Montpelier - Parks Connector Trail - VT Forest Parks and Recreation Recreational Trails Program
- City of Montpelier – Highway Improvements at Intersection Route 2 and Country Club Road – Community Development Block Grant – Disaster Recovery program

Accept Meeting Minutes – 01/13/26 (action - enclosed)

7:55 Reports - Staff and Committee Reports (action - enclosed)

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.

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

Page **AGENDA**

- 8:05 **Executive Session – 1 V.S.A. § 313(a)(1) Pending or Probable Civil Litigation** (action - enclosed)
- 8:20 **Pending or Probable Civil Litigation** (action - enclosed)
- 8:25 **Commissioner Roundtable**
- 8:30 **Adjourn**

Next Meeting: March 10, 2026