



Central Vermont Regional Planning Commission

EXECUTIVE COMMITTEE

March 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=ZjNySGM0aG1waEIVRzMremVsamZ0Zz09>

Dial in via phone: +1 929 436 2866 | Meeting ID: 882 3017 2343 | Passcode: 927199

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

Page **AGENDA**

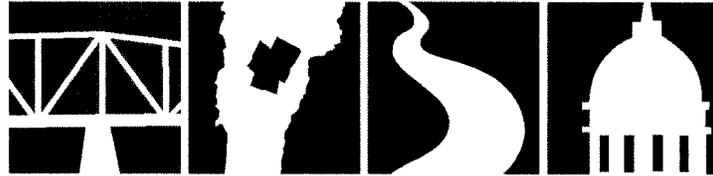
- 4:00² Confirmation of Meeting Recording**
Adjustments to the Agenda
Public Comment
- 4:05 Financial Report** (Action - enclosed)
- 4:20 FY25 Audit Update**
- 4:30 Contract/Agreement Authorization**
- Discussion possible special meeting for CDBG-DR
- 4:35 Meeting Minutes – 02/02/26** (Action - enclosed)
- 4:40 Commission Meeting Agenda** (Action - enclosed)
- 4:45 Executive Session – 1 V.S.A. § 313(a)(1) Pending or Probable Civil Litigation**
(action)
- 5:00 Executive Session** per 1 V.S.A. § 313(a)(3) Personnel (action)
- 5:20 Committee Round Table**
- 5:30 Adjourn**

Next Meeting: April 6, 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.



Central Vermont Regional Planning Commission

MEMO

Date: March 02, 2026,
To: Executive Committee
From: The Ijaz Group, Contracted Accountant
Re: Financial Report as of 01/31/2026

☒ **ACTION REQUESTED:** Accept January 31, 2026, unaudited financial reports.

FY25 Summary: CVRPC's FY26 surplus is \$45,107 through January 31st, 2026. This surplus is primarily due to the recent FY26 Town Dues. In FY25, CVRPC had a YTD surplus of \$242,893 through January 31st, 2025.

Balance Sheet

- **Assets** – Billing is substantially complete through 01/31/2026. Aging receivables are at \$414,869. Operating cash is \$107,359, whereas the Savings and CD balance is \$1,031,546 and M&T Bank, including the Sweep balance, is \$208,905, totaling the cash balance to \$1,347,810. 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 \$51,057.
 - Accrued vacation and compensatory time balances are \$21,919 and \$5,834, respectively.
 - ACCD Deferred Income for FY26 stands at \$220,360. Other Deferred Income consists of VCRD – Climate Catalyst \$1,026, BGS MERP \$100,710, and CWSP Formula \$162,477. Total Deferred Revenue is \$548,830.
- **Equity** – Equity is assets minus liabilities – the company's value. CVRPC's Total Equity as of 01/31/2026 is \$1,167,208, and it was \$1,095,479 and \$742,024 on the same date in 2025 and 2024, respectively.
- **Surplus** of \$45,107, 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 01/31/2026, 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 01/31 is 41.66%.

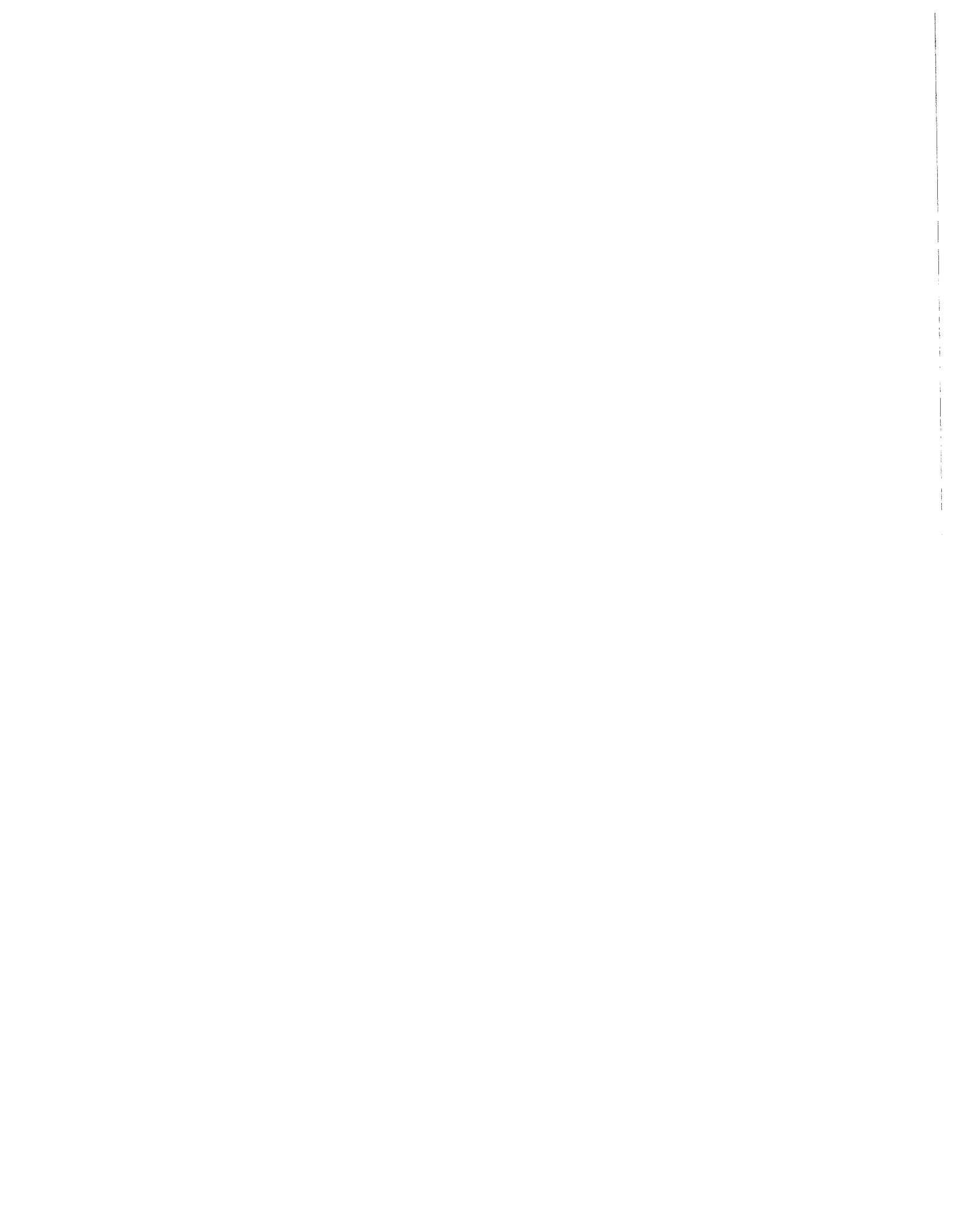
- *Income* – Total revenue stands at 33.9% earned, which is about 7.8% below the budget.

Expenses – Total expenses stand at 34.8%, about 6.9% below the benchmark. Wages, CVRPC's most significant expense, are slightly over the budget at 47.3% 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
Balance Sheet

As of January 31, 2026

Jan 31, 26

ASSETS

Current Assets

Checking/Savings

1012 · Community National Bank (1801)	107,358.65
1013 · CNB ICS (1816)	770,733.60
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)	198,905.18
1037 · NSB CD (1577)	260,003.00

Total Checking/Savings 1,387,319.15

Accounts Receivable

1200 · Accounts Receivable	414,868.98
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Total Accounts Receivable 414,868.98

Other Current Assets

1020 · Undeposited Funds	4,113.51
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Total Other Current Assets 4,113.51

Total Current Assets 1,806,301.64

Fixed Assets

1501 · Equipment	47,030.18
1502 · Equipment - Accum. Depreciation	-46,917.44
1505 · Leasehold Improvements	2,597.07
1510 · Lease Asset - Facility	335,121.56
1511 · Lease Asset - Acc. Dep	-125,670.60

Total Fixed Assets 212,160.77

Other Assets

1301 · Prepaid Expenses	9,212.00
1320 · Deposits	4,415.00

Total Other Assets 13,627.00

TOTAL ASSETS 2,032,089.41

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	51,057.02
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Total Accounts Payable 51,057.02

Other Current Liabilities

2102 · Accrued Vacation	21,918.65
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2103 · Accrued Compensatory Time	5,834.43
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2105 · Accrued Interest Payable	3,295.87
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2200 · Deferred Income	
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2201 · ACCD	
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Central Vermont Regional Planning Commission

Balance Sheet
 As of January 31, 2026

	<u>Jan 31, 26</u>
2214 · Housing Navigator	60.12
2219 · RPC Annual - FY24	0.01
2221 · RPC Annual - FY25	-535.91
2222 · RPC Annual - FY26	162,880.48
2223 · 87 State Assessment	<u>57,955.77</u>
Total 2201 · ACCD	220,360.47
2225 · MARC	-3,300.77
2240 · VCRD - Climate Catalyst	1,026.02
2245 · BGS MERP Deferred Revenue	100,710.19
2250 · CWSP Formula Deferred Revenue	162,476.76
2251 · Barre City LHMP	475.00
2255 · Waterbury LHMP	475.00
2256 · NVDA MVI	9,083.28
2257 · Medical Reserve Corps	40,452.01
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	548,829.64
2302 · State withholding	6.64
2303 · HSA deductible withholding	1,749.23
2304 · Dependent Care Deductions	-0.10
2306 · Pension Liability- Edward Jones	1,336.17
2309 · Lease Liability - Facility	<u>230,853.90</u>
Total Other Current Liabilities	<u>813,824.43</u>
Total Current Liabilities	<u>864,881.45</u>
Total Liabilities	864,881.45
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>45,106.53</u>
Total Equity	<u>1,167,207.96</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,032,089.41</u></u>

Central Vermont Regional Planning Commission A/R Aging Summary

As of January 31, 2026

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
EPA						
RLF 25	1,549.11	0.00	0.00	1,969.62	7,481.36	11,000.09
Assessment 25	5,578.62	0.00	1,863.50	2,743.00	11,262.16	21,447.28
Total EPA	7,127.73	0.00	1,863.50	4,712.62	18,743.52	32,447.37
USDOT						
693JJ32440469	1,373.54	0.00	3,037.66	7,360.47	0.00	11,771.67
Total USDOT	1,373.54	0.00	3,037.66	7,360.47	0.00	11,771.67
Neck of the Woods						
NBRC LDD	85.37	0.00	0.00	557.44	0.00	642.81
Total Neck of the Woods	85.37	0.00	0.00	557.44	0.00	642.81
Addison County Regional Commission						
Water Systems	158.76	0.00	170.68	369.81	2,363.71	3,062.96
Total Addison County Regional Commission	158.76	0.00	170.68	369.81	2,363.71	3,062.96
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	0.00	0.02	0.02
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	2,033.54	170,499.89
Total ACCD	0.00	168,466.35	0.00	0.00	2,533.56	170,999.91
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	168,466.35	0.00	0.00	2,533.46	170,999.81
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	0.00	297.30	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	0.00	297.30	1,155.77	1,453.07
Berlin						
Berlin Plan Update 25	1,427.79	0.00	1,387.69	797.17	839.14	4,451.79
LHMP 24	404.29	0.00	1,221.43	360.09	0.00	1,985.81
Berlin - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Berlin	1,832.08	0.00	2,609.12	1,157.26	839.14	6,437.60
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

Central Vermont Regional Planning Commission A/R Aging Summary

As of January 31, 2026

	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	1,172.04	0.00	1,124.09	1,009.41	2,285.67	5,591.21
Clean Water						
Clean Water FY26	1,186.41	0.00	369.47	887.21	0.27	2,443.36
Total Clean Water	1,186.41	0.00	369.47	887.21	0.27	2,443.36
Total CCRPC	2,358.45	0.00	1,493.56	1,896.62	2,285.94	8,034.57
Department of Environmental Conservation						
CWSP Formula						
Administrative	6,468.82	4,421.44	4,163.09	3,700.02	0.00	18,753.37
Total CWSP Formula	6,468.82	4,421.44	4,163.09	3,700.02	0.00	18,753.37
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	6,468.82	4,421.44	4,163.09	3,700.02	1,413.47	20,166.84
Department of Public Safety						
EMPG						
Technical Assistance	0.00	0.00	0.00	0.00	17,527.95	17,527.95
REMC	0.00	0.00	0.00	0.00	1,579.83	1,579.83
LEMP	0.00	0.00	0.00	0.00	0.01	0.01
Total EMPG	0.00	0.00	0.00	0.00	19,107.79	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	0.00	19,107.78	19,107.78
East Montpelier						
REI 25	62.73	0.00	0.00	41.02	652.99	756.74
East Montpelier LHMP 24	0.00	82.04	0.00	0.00	87.00	169.04
Total East Montpelier	62.73	82.04	0.00	41.02	739.99	925.78
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

Central Vermont Regional Planning Commission

A/R Aging Summary

As of January 31, 2026

	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	20.91	0.00	0.00	0.00	1,693.38	1,714.29
Total Marshfield	20.91	0.00	0.00	0.00	1,693.38	1,714.29
Middlesex						
Town Highway Inventory 25	680.38	2,958.33	1,815.62	1,112.07	2,848.01	9,414.41
REI 25	0.00	0.00	0.00	0.00	184.73	184.73
Total Middlesex	680.38	2,958.33	1,815.62	1,112.07	3,032.74	9,599.14
Misc Income	0.00	0.00	0.00	0.00	-1.00	-1.00
Montpelier						
Housing Assessment 25	0.00	0.00	0.00	554.72	8,623.42	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	0.00	554.72	11,623.42	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	1,030.26	1,934.15	1,154.78	1,213.87	0.00	5,333.06
Brownfields	2,000.00	0.00	0.00	0.00	11,490.30	13,490.30
Total Mount Ascutney Regional Commission	3,030.26	1,934.15	1,154.78	1,213.87	11,490.30	18,823.36
Northfield	0.00	0.00	0.00	0.00	8,166.84	8,166.84
Northwest Regional Comm'n						
CPRG						
Task 2-Plans	815.64	0.00	0.00	0.00	0.00	815.64
Total CPRG	815.64	0.00	0.00	0.00	0.00	815.64
NBRC Grant Admin						
CVTA - NBRC21GVT11	0.00	0.00	0.00	0.00	411.75	411.75
Total NBRC Grant Admin	0.00	0.00	0.00	0.00	411.75	411.75
Total Northwest Regional Comm'n	815.64	0.00	0.00	0.00	411.75	1,227.39
Orange						
Municipal Plan 25	852.06	0.00	1,258.72	457.71	2,727.58	5,296.07
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	852.06	0.00	1,258.72	457.71	5,601.70	8,170.19
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

Central Vermont Regional Planning Commission A/R Aging Summary

As of January 31, 2026

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
VTrans						
CVRPC STP BP24(17)	306.96	133.28	304.62	0.00	0.00	744.86
TA Set-aside						
MRP Corridor Study	0.00	0.00	0.00	760.74	30,251.26	31,012.00
Total TA Set-aside	0.00	0.00	0.00	760.74	30,251.26	31,012.00
TPI						
TPI Special Bike/Ped	133.16	0.00	0.00	0.00	334.66	467.82
TPI Planning	8,399.13	6,117.87	0.00	0.00	2,901.64	17,418.64
TPI Data Collect/Manage	621.04	1,186.56	0.00	0.00	1,717.89	3,525.49
TPI Admin	2,204.09	2,224.16	0.00	0.00	1,637.07	6,065.32
TPI Coordination	1,309.88	740.78	0.00	0.03	1,041.58	3,092.27
TPI MRGP Support	0.00	166.12	0.02	0.00	0.02	166.16
TPI Project Develop	0.00	0.00	0.00	0.00	0.23	0.23
Total TPI	12,667.30	10,435.49	0.02	0.03	7,633.09	30,735.93
VTrans - Other	0.00	0.00	0.00	0.00	-0.51	-0.51
Total VTrans	12,974.26	10,568.77	304.64	760.77	37,883.84	62,492.28
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	0.00	1,538.22	1,538.22
Total Warren	0.00	0.00	0.00	0.00	1,538.22	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	753.27	0.00	1,197.02	1,965.39	4,161.92	8,077.60
Total Williamstown	753.27	0.00	1,197.02	1,965.39	4,161.92	8,077.60
TOTAL	38,594.26	188,431.08	19,068.39	26,157.09	142,618.16	414,868.98

**Paid Time Off Liability Balances
as of 01/30/2026**

COMPENSATORY TIME

Employee	Wage Rate	Hours	Current Value	Maximum Hours ¹	Maximum Accrual ¹
			\$ -		
Banbury, L.	25.48	3.85	\$ 98.10		
Chartrand, N.	31.28	5.75	\$ 179.86		
Cubbon, K.	30.49	1.50	\$ 45.74		
Frasca, L.	27.74	8.25	\$ 228.86		
Lash, S.	30.49	10.25	\$ 312.52		
MacMartin, R.	36.22	2.00	\$ 72.44		
Meyer, C.	56.06	61.00	\$ 3,419.66		
Pelletiere, K.	24.04	5.25	\$ 126.21		
Sabado, Niki	27.35	5.00	\$ 136.75		
Sonn, Pamela	25.48	0.00	\$ -		
Toohey, E.	32.17	19.00	\$ 611.23		
Voigt, B.	38.42	18.25	\$ 701.17		
Total		136.25	\$ 5,834.43		

SICK LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
			\$ -		
Banbury, L.	25.48	19	\$ 484.12	53.1	\$1,352.99
Chartrand, N.	31.28	198.94	\$ 6,222.84	270	\$ 8,445.60
Cubbon, Keith	30.49	198.95	\$ 6,065.99	352.62	\$ 10,751.38
Frasca, L.	27.74	77.79	\$ 2,157.89	254.36	\$ 7,055.95
Lash, S.	30.49	54.22	\$ 1,653.17	360.00	\$ 10,976.40
MacMartin, R.	36.22	21.44	\$ 776.56	206.76	\$ 7,488.85
Meyer, C.	56.06	176.70	\$ 9,905.80	360.00	\$ 20,181.60
Pelletiere, K.	24.04	7.38	\$ 177.42	7.38	\$ 177.42
Sabado, Niki	27.35	78.31	\$ 2,141.78	183.88	\$ 5,029.12
Sonn, Pamela	25.48	0.39	\$ 9.94	110.39	\$ 2,812.74
Toohey, E.	32.17	23.40	\$ 752.78	240.07	\$ 7,723.05
Voigt, B.	38.42	215.54	\$ 8,281.05	360.00	\$ 13,831.20
Total		1,053.06	\$ 38,145.21	2,705.46	\$ 94,473.30

VACATION LEAVE

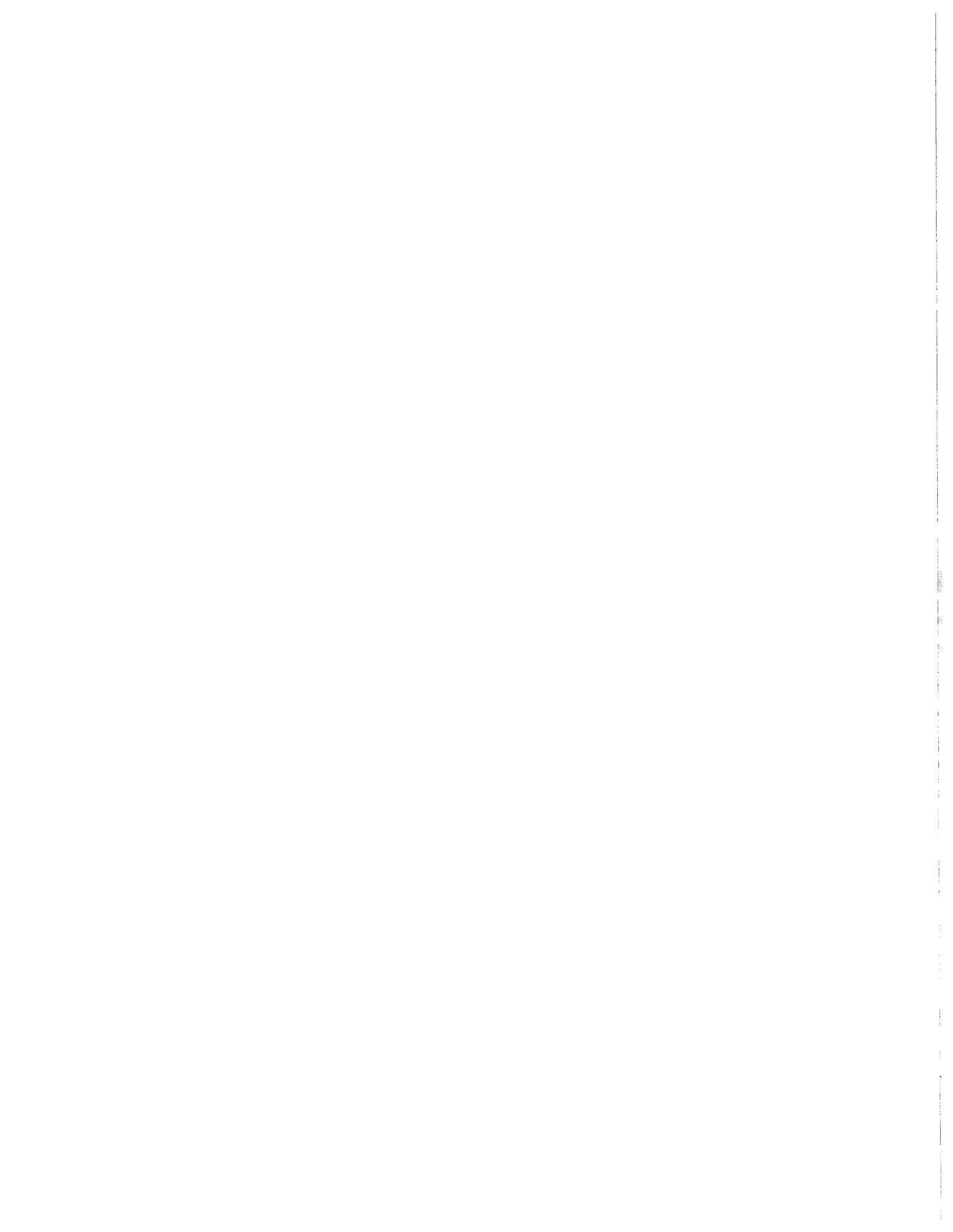
Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
			\$ -		
Banbury L.	25.48	28.44	\$ 724.65	44.27	\$1,128.00
Chartrand, N.	31.28	53.91	\$ 1,686.30	150.00	\$ 4,692.00
Cubbon, K.	30.49	62.36	\$ 1,901.36	200.00	\$ 6,098.00
Frasca, L.	27.74	26.17	\$ 725.96	160.00	\$ 4,438.40
Lash, S.	30.49	49.32	\$ 1,503.77	200.00	\$ 6,098.00
MacMartin, R.	36.22	63.07	\$ 2,284.40	160.00	\$ 5,795.20
Meyer, C.	56.06	189.75	\$ 10,637.39	280.00	\$ 15,696.80
Pelletiere, K.	24.04	6.14	\$ 147.61	6.14	\$ 147.61
Sabado, Niki	27.35	32.54	\$ 889.97	154.25	\$ 4,218.74
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		539.77	\$ 21,918.65	1,764	\$ 62,412.08

SUMMARY

	Current	Maximum
Total Paid Time Off Liability	\$ 65,898.28	\$ 162,719.81
Maximum versus Current Difference	\$ 96,821.53	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).



Central Vermont Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2025 through January 2026

	Jul '25 - Jan 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · ACCD				
4101 · ACCD Direct	388,384.84	767,832.00	-379,447.16	50.58%
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	388,384.84	767,832.00	-379,447.16	50.58%
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	3,903.24	17,838.33	-13,935.09	21.88%
4254 · NRC CPRG Inventory	9,765.13	0.00	9,765.13	100.0%
4255 · NBRC LDD	20,366.81	7,707.76	12,659.05	264.24%
4256 · NBRC LDD Prospect Heights	297.30	11,503.48	-11,206.18	2.58%
4257 · EPA	27,245.30	500,000.00	-472,754.70	5.45%
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	68,278.98	739,991.47	-671,712.49	9.23%
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	24,454.67	0.00	24,454.67	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	6,616.69	1,936.85	4,679.84	341.62%
4476 · Housing Assessment 25	7,863.81	6,900.00	963.81	113.97%
4477 · Plan 25	15,600.50	25,522.00	-9,921.50	61.13%
4400 · Municipal Contracts - Other	0.00	0.00	0.00	0.0%
Total 4400 · Municipal Contracts	54,535.67	70,921.35	-16,385.68	76.9%

Central Vermont Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2025 through January 2026

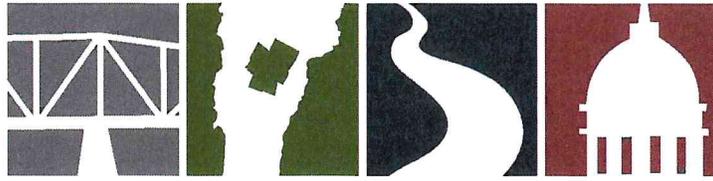
	Jul '25 - Jan 26	Budget	\$ Over Budget	% of Budget
4500 · Natural Resources				
4501 · 604B Water Planning	8,271.72	11,000.00	-2,728.28	75.2%
4516 · Tactical Basin Planning	3,096.06	20,725.00	-17,628.94	14.94%
4535 · DEC CWSP Start-up	0.00	0.00	0.00	0.0%
4545 · DEC CWSP Formula	185,267.80	650,000.00	-464,732.20	28.5%
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	8,170.53	3,897.00	4,273.53	209.66%
4579 · CTPG Barre City	205.96	0.00	205.96	100.0%
4500 · Natural Resources - Other	0.00	0.00	0.00	0.0%
Total 4500 · Natural Resources	224,171.13	730,909.85	-506,738.72	30.67%
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%
4649 · TRORC FCAP	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	113,699.19	292,658.31	-178,959.12	38.85%
4805 · VTrans Better Back Road	0.00	173,600.00	-173,600.00	0.0%
4806 · TOD Planning	12,025.79	19,266.50	-7,240.71	62.42%
4807 · TA Set-aside	14,770.57	0.00	14,770.57	100.0%
4808 · USDOT SS4A	13,900.39	0.00	13,900.39	100.0%
4809 · REI 25	8,494.58	15,000.00	-6,505.42	56.63%
4800 · Transportation - Other	0.00	0.00	0.00	0.0%
Total 4800 · Transportation	162,890.52	500,524.81	-337,634.29	32.54%
4900 · Other Income				
4901 · Interest Income	17,232.84	0.00	17,232.84	100.0%
4950 · Salaries To Be Allocated	238.83	0.00	238.83	100.0%

Central Vermont Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2025 through January 2026

	Jul '25 - Jan 26	Budget	\$ Over Budget	% of Budget
4955 · Indirect To Be Allocated	148.07	0.00	148.07	100.0%
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	3,709.91	27,562.39	-23,852.48	13.46%
Total Income	1,011,518.74	2,982,935.01	-1,971,416.27	33.91%
Gross Profit	1,011,518.74	2,982,935.01	-1,971,416.27	33.91%
Expense				
5000 · Wages and Fringe Benefits				
5001 · Personnel	407,695.84	831,770.00	-424,074.16	49.02%
5100 · Fringe Benefits				
5101 · FICA	33,770.64	66,939.00	-33,168.36	50.45%
5110 · Health Insurance	104,669.00	265,516.00	-160,847.00	39.42%
5112 · Dental Insurance	5,221.65	12,623.00	-7,401.35	41.37%
5115 · Life Disability Insurance	2,801.89	0.00	2,801.89	100.0%
5118 · PTO/Comp Accrual	1,063.69	0.00	1,063.69	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	1,115.31	0.00	1,115.31	100.0%
5100 · Fringe Benefits - Other	0.00	0.00	0.00	0.0%
Total 5100 · Fringe Benefits	166,286.62	381,339.00	-215,052.38	43.61%
Total 5000 · Wages and Fringe Benefits	573,982.46	1,213,109.00	-639,126.54	47.32%
5200 · Professional Services				
5201 · Accounting	46,359.06	76,000.00	-29,640.94	61.0%
5202 · Audit	20,000.00	33,000.00	-13,000.00	60.61%
5203 · IT/Computer	10,292.96	20,000.00	-9,707.04	51.47%
5204 · Legal	9,374.80	4,000.00	5,374.80	234.37%
5200 · Professional Services - Other	205.00	397.00	-192.00	51.64%
Total 5200 · Professional Services	86,231.82	133,397.00	-47,165.18	64.64%
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	215,115.91	1,280,645.00	-1,065,529.09	16.8%
Total 5315 · Consultants	215,165.91	1,280,645.00	-1,065,479.09	16.8%
5320 · Depreciation expense	787.15	1,125.00	-337.85	69.97%
5325 · Copy				
5326 · Copier extra copies	1,094.33	0.00	1,094.33	100.0%
5327 · Copier Lease Payments	882.60	0.00	882.60	100.0%
5325 · Copy - Other	0.00	3,508.00	-3,508.00	0.0%
Total 5325 · Copy	1,976.93	3,508.00	-1,531.07	56.36%
5330 · Supplies				
5331 · Equipment/Furniture	100.00	0.00	100.00	100.0%
5332 · GIS Supplies	59.90	0.00	59.90	100.0%

Central Vermont Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2025 through January 2026

	Jul '25 - Jan 26	Budget	\$ Over Budget	% of Budget
5333 · Office Supplies	1,496.20	0.00	1,496.20	100.0%
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	14,844.81	27,108.00	-12,263.19	54.76%
5344 · Insurance				
5345 · Liability Insurance	413.00	0.00	413.00	100.0%
5346 · Public Officials Insurance	2,045.75	0.00	2,045.75	100.0%
5344 · Insurance - Other	0.00	5,225.00	-5,225.00	0.0%
Total 5344 · Insurance	2,458.75	5,225.00	-2,766.25	47.06%
5350 · Meetings/Programs	10,833.86	14,700.00	-3,866.14	73.7%
5355 · Postage	384.84	800.00	-415.16	48.11%
5360 · Dues/Memberships/Sponsorships				
5361 · Government Relations	1,636.35	0.00	1,636.35	100.0%
5360 · Dues/Memberships/Sponsorships - Other	4,790.40	7,888.00	-3,097.60	60.73%
Total 5360 · Dues/Memberships/Sponsorships	6,426.75	7,888.00	-1,461.25	81.48%
5370 · Office Occupancy				
5310 · Cleaning	1,822.50	0.00	1,822.50	100.0%
5371 · Rent/Utility Payments	24,723.65	0.00	24,723.65	100.0%
5370 · Office Occupancy - Other	0.00	30,003.00	-30,003.00	0.0%
Total 5370 · Office Occupancy	26,546.15	30,003.00	-3,456.85	88.48%
5375 · Software/Licenses/IT Sub	13,488.50	7,233.00	6,255.50	186.49%
5385 · Telephone/Internet	3,795.14	7,541.00	-3,745.86	50.33%
5390 · Travel	7,207.48	28,000.00	-20,792.52	25.74%
5990 · Interest Expense	0.00	15,565.00	-15,565.00	0.0%
5999 · Miscellaneous Expenses				
5339 · Gifts	209.43	250.00	-40.57	83.77%
5380 · Fees				
5382 · Bank Fees	118.78	0.00	118.78	100.0%
5380 · Fees - Other	0.00	178.00	-178.00	0.0%
Total 5380 · Fees	118.78	178.00	-59.22	66.73%
5999 · Miscellaneous Expenses - Other	-2.00	150.00	-152.00	-1.33%
Total 5999 · Miscellaneous Expenses	326.21	578.00	-251.79	56.44%
8000 · Indirect Costs	0.00	0.00	0.00	0.0%
Total Expense	966,412.21	2,777,664.00	-1,811,251.79	34.79%
Net Ordinary Income	45,106.53	205,271.01	-160,164.48	21.97%
Net Income	45,106.53	205,271.01	-160,164.48	21.97%



Central Vermont Regional Planning Commission

MEMO

Date: March 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**

N/A

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

N/A

GRANTS, CONTRACTS & SERVICE AGREEMENTS ISSUED

[Town of Calais - Local Hazard Mitigation Plan](#)

Scope of Work: Develop a single-jurisdiction local hazard mitigation plan intended for FEMA approval.

Funding:

Grant Amount: \$10,967 (Town funds)

Match Amount: \$0

Match Source: N/A

Performance Period: 3/04/26 – 3/01/27

Staff: Keith Cubbon, Sam Lash, Brian Voigt

Town of Calais

Service Agreement with CVRPC

Local Hazard Mitigation Plan

Part 1 – Contract Detail

SECTION 1 - GENERAL CONTRACT INFORMATION

Original <input checked="" type="checkbox"/>		Amendment <input type="checkbox"/> # _____	
Contract Amount: \$ 10,967.00	Contract Start Date:	Contract End Date:	
Contractor Name: Central Vermont Regional Planning Commission			
Contractor Physical Address: 29 Main Street, Suite 4			
City: Montpelier	State: VT	Zip Code: 05602	
Contractor Mailing Address: as above			
City:	State:	Zip Code:	
Contract Type: Cost Reimbursement <input type="checkbox"/> Fixed Price <input checked="" type="checkbox"/> Other <input type="checkbox"/> (please specify)			
<i>If this action is an amendment, the following is amended:</i>			
Funding Amount <input type="checkbox"/> Performance Period <input type="checkbox"/> Scope of Work <input type="checkbox"/>			
Other <input type="checkbox"/> (please specify)			

SECTION 2 – CONTRACTOR INFORMATION

Contractor UEI: L97JQHE86VX3			
DUNS Registered Name (if different than Contractor Name above):			
SAM checked for DUNS Suspension and Debarment Exclusions (https://sam.gov/content/home . Print Screen Must be Placed in Contract File)			
Date: 2/19/26	Initials: KAC	SAM Exp. Date: 11/26	
State of Vermont checked for Debarment Exclusions (http://bgs.vermont.gov/purchasing-contracting/debarment . Print Screen Must be Placed in Contract File)			
Date: 2/13/26	Initials: KAC	Debarment Expiration Date: N/A	
Single Audit check in Federal Audit Clearinghouse (https://harvester.census.gov/facdissem/Main.aspx . Print screen must be placed in contract file)			
Date: 2/13/26	Initials: KAC		
IRS Form W9 - Request for Taxpayer Identification Number and Certification (Contractor must complete a Form W-9. Form must be placed in contract file.)			
Date: 2/23/26	Initials: KAC		
Certificate of Insurance (Contractor must provide a valid Certificate of Insurance demonstrating compliance with minimum insurance requirements of the originating funding. If originating funding has none, default minimums are State of Vermont requirements.)			
Date: 2/13/26	Initials: KAC		
Will the Contractor Charge for Taxable Purchases? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Date: 2/13/26	Initials: KAC		
Contract Total Value exceeds, or cumulatively may exceed, \$250,000? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			

(Contractor must provide list of all proposed subcontractors and subcontractors' subcontractors and the identity of those party's worker compensation providers)	
Date: 2/13/26	Initials: KAC
SECTION 3 – FUNDING SOURCE	
Funding Type: <input type="checkbox"/> Federal <input type="checkbox"/> State <input checked="" type="checkbox"/> Other	CFDA #: _____ Grant #: _____ Source: Municipal
Program Title: _____	
SECTION 4 – CONTACT INFORMATION	
TOWN OF CALAIS	CONTRACTOR
<u>Project Contact/Coordinator</u>	<u>Project Contact/Manager</u>
Name:	Name: Keith Cubbon
Title:	Title: Emergency Management Planner
Work Phone:	Work Phone: 802-262-1022
Email:	Email: cubbon@cvregion.com
<u>Finance/Billing</u>	<u>Finance/Billing</u>
Name:	Name: Christian Meyer
Title:	Title: Executive Director
Work Phone:	Work Phone: 802-262-1039
Email:	Email: meyer@cvregion.com
Part 2 – Contract Agreement	

- Parties.** This is a contract for services between the Town of Calais, (hereafter called "Town"), and Central Vermont Regional Planning Commission, (hereafter called "Contractor"). It is the Contractor's responsibility to contact the Vermont Department of Taxes to determine if, by law, the Contractor is required to have a Vermont Department of Taxes Business Account Number.
- Contract Term.** The period of Contractor's performance shall begin on 3/4/26 and end on 3/1/27. Either party may cancel this agreement by giving written notice at least thirty (30) days in advance.
- Prior Approvals.** Approval by the Selectboard is required for all contracts.
- Amendment.** This contract represents the entire contract between the parties. No changes, modifications, or amendments in the terms and conditions of this contract shall be effective unless reduced to writing, numbered and signed by the duly authorized representative of the Town and Contractor.
- Maximum Amount and Payment Provisions.** In consideration of the services to be performed by Contractor, the Town agrees to pay Contractor, in accordance with the payment provisions specified herein, a sum not to exceed \$10,967.

Payment shall be contingent upon satisfactory performance by the Contractor. Payment terms shall be Net 30 days from an error-free invoice. Invoices must detail all work performed during the invoice period and the amount(s) payable therefore in accordance with the schedule for deliverables and/or rates for services set forth below. For any schedule for deliverables set forth herein, Contractor shall only submit invoices following Town acceptance of the applicable deliverable or deliverable milestone.

Invoices shall be product based per the schedule below.

<i>Task</i>	<i>Deliverable</i>	<i>Amount</i>
1	Assemble planning team and meet with consultant(s) to review the planning process and confirm outreach strategy.	\$786
2	Establish work plan with deliverables, timelines for completion and confirmed roles and responsibilities.	\$906
3	Review information on natural hazards and on man-made hazards based on best available data.	\$1972
4	Review hazard data in one public meeting.	\$630
5	Complete vulnerability assessment to quantify the extent of each hazard.	\$3062
6	Identify mitigation strategies.	\$1216
7	Review mitigation strategies in a public meeting.	\$645
8	Submit plan to Vermont Emergency Management (VEM) and revise accordingly.	\$1090
9	Submit revised plan to FEMA, revise if necessary, and adopt plan.	\$660
	<i>TOTAL</i>	<i>\$10,967</i>

6. **Scope of Work.** The subject matter of this contract is Local Hazard Mitigation Plan update. Detailed services to be provided by the contractor are designated in the proposal. A brief overview of services is as follows:

<i>Task</i>	<i>Deliverable</i>	<i>Date</i>
1	Assemble planning team and meet with consultant(s) to review the planning process and confirm outreach strategy.	3/26
2	Establish work plan with deliverables, timelines for completion and confirmed roles and responsibilities.	3/26
3	Review information on natural hazards and on man-made hazards based on best available data.	5/26
4	Review hazard data in one public meeting.	5/26
5	Complete vulnerability assessment to quantify the extent of each hazard.	8/26
6	Identify mitigation strategies.	8/26

<i>Task</i>	<i>Deliverable</i>	<i>Date</i>
7	Review mitigation strategies in a public meeting.	8/26
8	Submit plan to Vermont Emergency Management (VEM) and revise accordingly.	11/26
9	Submit revised plan to FEMA, revise if necessary, and adopt plan.	12/26

WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT.

For the Town:

Signature: _____
Name: _____
Title: _____
Date: _____

For the Contractor:

Signature: _____
Name: Christian Meyer
Title: Executive Director
Date: _____

Contract Provisions

- 1. Governing Law, Jurisdiction and Venue:** This Agreement will be governed by the laws of the State of Vermont. Any action or proceeding brought by the Town or the Contractor in connection with this Agreement shall be brought in the Superior Court, Civil Division, Washington Unit.
- 2. Independence:** The Contractor will act in an independent capacity and not as officers or employees of the Town or State of Vermont.
- 3. Insurance:** Before commencing work on this Agreement the Contractor must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Contractor to maintain current certificates of insurance on file with the Contractor through the term of the Agreement. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Contractor for the Contractor's operations. These are solely minimums that have been established to protect the interests of the Town.

Workers Compensation: With respect to all operations performed, the Contractor shall carry workers' compensation insurance in accordance with the laws of the State of Vermont. Vermont will accept an out-of-state employer's workers' compensation coverage while operating in Vermont provided that the insurance carrier is licensed to write insurance in Vermont and an amendatory endorsement is added to the policy adding Vermont for coverage purposes. Otherwise, the party shall secure a Vermont workers' compensation policy, if necessary, to comply with Vermont law.

General Liability and Property Damage: With respect to all operations performed under this Agreement, the Contractor shall carry general liability insurance. The policy shall be on an occurrence form and limits shall not be less than:

- \$1,000,000 Per Occurrence
- \$1,000,000 General Aggregate
- \$1,000,000 Products/Completed Operations Aggregate
- \$1,000,000 Personal & Advertising Injury
- \$50,000 Fire/Legal/Liability

Automotive Liability: The Contractor shall carry automotive liability insurance. Limits of coverage shall not be less than: \$500,000 combined single limit. If performance of this Agreement involves construction or the transport of persons or hazardous materials, limits of coverage shall not be less than \$1,000,000 combined single limit.

Additional Insured. Contractor shall name the Town and its officers and employees as additional insureds for liability arising out of this Agreement. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Notice of Cancellation or Change. There shall be no cancellation, change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written prior written notice to the Town.

4. Fair Employment Practices and Americans with Disabilities Act: Contractor agrees to comply with the requirement of 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. Contractor shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Contractor under this Agreement. Contractor further agrees to include this provision in all subcontracts.

5. Taxes Due to the State:

- a) Contractor understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.
- b) Contractor certifies under the pains and penalties of perjury that, as of the date the Agreement is signed, the Contractor is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.

6. False Claims Act: The Party acknowledges that it is subject to the Vermont False Claims Act as set forth in 32 V.S.A. § 630 *et seq.* If the Contractor violates the Vermont False Claims Act it shall be liable to the State for civil penalties, treble damages and the costs of the investigation and prosecution of such violation, including attorney's fees, except as the same may be reduced by a court of competent jurisdiction. The Contractor's liability to the State under the False Claims Act shall not be limited notwithstanding any agreement of the State to otherwise limit Contractor's liability.

7. Whistleblower Protections: The Contractor shall not discriminate or retaliate against one of its employees or agents for disclosing information concerning a violation of law, fraud, waste, abuse of authority or acts threatening health or safety, including but not limited to allegations concerning the False Claims Act. Further, the Contractor shall not require such employees or agents to forego monetary awards as a result of such disclosures, nor should they be required to report misconduct to the Contractor or its agents prior to reporting to any governmental entity and/or the public.

8. Location of State Data: No State data received, obtained, or generated by the Contractor in connection with performance under this Agreement shall be processed, transmitted, stored, or transferred by any means outside the continental United States, except with the express written permission of the State.

9. Fair Employment Practices and Americans with Disabilities Act: Contractor agrees to comply with the requirement of 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full

extent applicable. Contractor shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Contractor under this Agreement.

10. Taxes Due to the State:

- A. Contractor understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.
- B. Contractor certifies under the pains and penalties of perjury that, as of the date this Agreement is signed, the Contractor is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.
- C. Contractor understands that final payment under this Agreement may be withheld if the Commissioner of Taxes determines that the Contractor is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.
- D. Contractor also understands the State may set off taxes (and related penalties, interest and fees) due to the State of Vermont, but only if the Contractor has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Contractor has not further legal recourse to contest the amounts due.

11. Child Support: (Only applicable if the Contractor is a natural person, not a corporation or partnership.) Contractor states that, as of the date this Agreement is signed, he/she:

- A. is not under any obligation to pay child support; or
- B. is under such an obligation and is in good standing with respect to that obligation; or
- C. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Contractor makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Contractor is a resident of Vermont, Contractor makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

12. No Gifts or Gratuities: Contractor shall not give title or possession of anything of substantial value (including property, currency, travel and/or education programs) to any offer or employee of the State during the term of this Agreement.

13. Certification Regarding Debarment: Contractor certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither Contractor nor Contractor's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in Federal programs, or programs supported in whole or in part by Federal funds.

Contractor further certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, Contractor is not presently debarred, suspended, nor named on the State's debarment list at: <http://bgs.vermont.gov/purchasing/debarment>.

14. State Facilities: If the State makes space available to the Contractor in any State facility during the term of this Agreement for purposes of the Contractor's performance under this Agreement, the Contractor shall only use the space in accordance with all policies and procedures governing access to and use of State facilities which shall be made available upon request. State facilities will be made available to Contractor on an "AS IS, WHERE IS" basis, with no warranties whatsoever.

15. Requirements Pertaining Only to State-Funded Grants:

- A. **Certification Regarding Use of State Funds:** If Contractor is an employer and this Agreement is a State-funded grant in excess of \$1,001, Contractor certifies that none of these State funds will be used to interfere with or restrain the exercise of Contractor's employee's rights with respect to unionization.
- B. **Good Standing Certification (Act 154 of 2016):** If this Agreement is a State-funded grant, Contractor hereby represents: (i) that it has signed and provided to the State the form prescribed by the Secretary of Administration for purposes of certifying that it is in good standing (as provided in Section 13(a)(2) of Act 154) with the Agency of Natural Resources and the Agency of Agriculture, Food and Markets, or otherwise explaining the circumstances surrounding the inability to so certify, and (ii) that it will comply with the requirements

(End of Contract Provisions)



Central Vermont Regional Planning Commission

BOARD OF COMMISSIONERS

March 10, 2026 6:30

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/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**
- 6:35 Accept Meeting Minutes – 02/10/26 (action - enclosed)**
- 6:40 Review allegation of Open Meeting Law violation and document rational for de facto denial on the record (possible action - enclosed)**
- 6:50 Review Legal Opinion – When is defamation actionable (discussion)**
- 7:00 Review of Project Review Committee roles and how they align with other Committees (discussion)**
- 7:30 Accept Committee and Staff Reports (action - enclosed)**
- 7:40 Executive Session – 1 V.S.A. § 313(a)(1) Pending or Probable Civil Litigation (action - enclosed)**
- 8:00 Pending or Probable Civil Litigation (action - enclosed)**
- 8:05 Commissioner Roundtable**
- 8:10 Adjourn**

Next Meeting: April 14, 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.

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

