



## EXECUTIVE COMMITTEE

April 6, 2026 @ 4:00 pm

CVRPC Office, 29 Main Street, Suite 4, Montpelier, VT 05602

*Hybrid Meeting with Remote Participation via Zoom*

<https://us02web.zoom.us/j/88230172343?pwd=ZjNySGM0aG1waEIVRzMremVsamZ0Zz09>

Dial in via phone<sup>1</sup>: +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

- 4:00<sup>2</sup> Confirmation of Meeting Recording**  
**Adjustments to the Agenda**  
**Public Comment**
- 2 **4:05 Presentation and Acceptance of FY25 Audit** (*Action - enclosed*)  
*Independent 3<sup>rd</sup> party auditor, CBIZ, will review their FY25 audit report.*
- 3 **4:20 Accept Unaudited Financial Report** (*Action - enclosed*)
- 17 **4:30 Contract/Agreement Authorizations** (*No action - Enclosed*)
- 19 **4:35 FY 26 Budget Amendment** (*Action - enclosed*)
- 24 **4:35 Accept Meeting Minutes – 03/02/26** (*Action - enclosed*)
- 26 **4:40 Amendment to Personnel Policy – Finance Manager Job Description** (*Action - enclosed*)
- 29 **4:50 Amendment to Procurement Policy – Micro-Purchase Threshold** (*Action - enclosed*)
- 47 **4:40 Set Board of Commissioners Meeting Agenda** (*Action - enclosed*)  
**4:50 Executive Session per 1 V.S.A. § 313(a)(3) Personnel** (*Action to enter executive session*)  
**5:20 Committee Round Table**  
**5:30 Adjourn**

### Next Meeting: May 4, 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](mailto:cvrpc@cvregion.com) at least 3 business days prior to the meeting for which services are requested.

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

<sup>2</sup> All times are approximate unless otherwise advertised.



## MEMO

Date: April 6, 2026  
To: Executive Committee  
From: Christian Meyer, Executive Director  
Re: FY25 Financial Audit Report

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☒ **ACTION REQUESTED:** Accept the annual financial audit report.

Staff is requesting the Executive Committee accept the 2025 fiscal year audit, as completed by CBIZ, a certified public accountant.

Per the *CVRPC Bylaws*, as amended December 9, 2025, and the *Administrative and Financial Management Policy and Procedures*, an annual audit, conducted by an independent CPA, shall be performed and a report shall be presented to the Executive Committee at a duly warned meeting. This audit is to confirm that the financial statements are free of “material misstatement” and give an accurate accounting of CVRPC’s funds.

CVRPC is below the federal cost threshold for a single audit. Were the Commission to expend more than \$1,000,000 in federal funds in a fiscal year, a single audit would be required.

In addition to those purposes stated above, the Audit supports the development of CVRPC’s indirect rate. Audited costs for the prior fiscal year serve as the basis for the indirect rate applied to the current year.

**Conclusions:**

CBIZ identified no deficiencies in internal control that they consider to be material weaknesses.



## MEMO

Date: April 06, 2026,  
To: Executive Committee  
From: The Ijaz Group, Contracted Accountant  
Re: Financial Report as of 02/28/2026

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☒ **ACTION REQUESTED:** Accept February 28, 2026, unaudited financial reports.

**FY25 Summary:** CVRPC's FY26 surplus is \$39,225 through February 28<sup>th</sup>, 2026. This surplus is primarily due to the recent FY26 Town Dues. In FY25, CVRPC had a YTD surplus of \$250,753 through February 28<sup>th</sup>, 2025.

### Balance Sheet

- *Assets* – Billing is substantially complete through 02/28/2026. Aging receivables are at \$437,591. Operating cash is \$105,479, whereas the Savings and CD balance is \$954,351 and M&T Bank, including the Sweep balance, is \$209,226, totaling the cash balance to \$1,269,056. 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 \$59,318.
  - Accrued vacation and compensatory time balances are \$22,063 and \$6,194, respectively.
  - ACCD Deferred Income for FY26 stands at \$175,564. Other Deferred Income consists of VCRD – Climate Catalyst \$1,026, BGS MERP \$100,710, and CWSP Formula \$162,411. Total Deferred Revenue is \$514,286.
- *Equity* – Equity is assets minus liabilities – the company's value. CVRPC's Total Equity as of 02/28/2026 is \$2,008,048, and it was \$2,109,859 and \$1,902,048 on the same date in 2025 and 2024, respectively.
- *Surplus* of \$39,225, 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 02/28/2026, 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 02/28 is 66.66%.

- *Income* – Total revenue stands at 36.9% earned, which is about 29.8% below the budget.

*Expenses* – Total expenses stand at 38.22%, about 28.44% below the benchmark. Wages, CVRPC's most significant expense, are under the budget at 54.1% 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 February 28, 2026

Feb 28, 26

**ASSETS**

Current Assets

Checking/Savings

1012 · Community National Bank (1801)	105,478.91
1013 · CNB ICS (1816)	692,691.58
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)	199,225.81
1037 · NSB CD (1577)	260,850.09

Total Checking/Savings 1,308,565.11

Accounts Receivable

1200 · Accounts Receivable	437,591.15
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Total Accounts Receivable 437,591.15

Other Current Assets

1020 · Undeposited Funds	660.00
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Total Other Current Assets 660.00

Total Current Assets 1,746,816.26

Fixed Assets

1501 · Equipment	47,030.18
1502 · Equipment - Accum. Depreciation	-47,029.89
1505 · Leasehold Improvements	2,597.07
1510 · Lease Asset - Facility	335,121.56
1511 · Lease Asset - Acc. Dep	-125,670.60

Total Fixed Assets 212,048.32

Other Assets

1301 · Prepaid Expenses	44,768.50
1320 · Deposits	4,415.00

Total Other Assets 49,183.50

**TOTAL ASSETS 2,008,048.08**

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	59,317.56
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Total Accounts Payable 59,317.56

Credit Cards

2030 · NCFCU VISA	2,486.81
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Total Credit Cards 2,486.81

Other Current Liabilities

2102 · Accrued Vacation	22,063.16
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2103 · Accrued Compensatory Time	6,194.15
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# Central Vermont Regional Planning Commission Balance Sheet

As of February 28, 2026

Feb 28, 26

2105 · Accrued Interest Payable	3,295.87
2200 · Deferred Income	
2201 · ACCD	
2214 · Housing Navigator	60.12
2219 · RPC Annual - FY24	0.01
2221 · RPC Annual - FY25	-592.66
2222 · RPC Annual - FY26	119,178.14
2223 · 87 State Assessment	<u>56,918.44</u>
Total 2201 · ACCD	175,564.05
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	162,411.00
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	1,873.91
2272 · CTPG Barre City	223.96
2273 · Middlesex Town Inventory	9,370.00
2274 · Williamstown Milestone	4,455.00
2275 · Orange MP 2025 Milestone	<u>5,204.00</u>
Total 2200 · Deferred Income	514,286.46
2302 · State withholding	6.64
2303 · HSA deductible withholding	1,793.46
2304 · Dependent Care Deductions	-0.10
2306 · Pension Liability- Edward Jones	6,423.80
2309 · Lease Liability - Facility	<u>230,853.90</u>
Total Other Current Liabilities	<u>784,917.34</u>
Total Current Liabilities	<u>846,721.71</u>
Total Liabilities	846,721.71
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>39,224.94</u>
Total Equity	<u>1,161,326.37</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>2,008,048.08</u></u></b>

# Central Vermont Regional Planning Commission A/R Aging Summary

As of February 28, 2026

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>EPA</b>						
RLF 25	1,878.23	1,549.11	0.00	854.74	8,596.24	12,878.32
Assessment 25	2,289.27	5,578.62	1,863.50	1,435.98	12,569.18	23,736.55
<b>Total EPA</b>	<b>4,167.50</b>	<b>7,127.73</b>	<b>1,863.50</b>	<b>2,290.72</b>	<b>21,165.42</b>	<b>36,614.87</b>
<b>USDOT</b>						
693JJ32440469	770.54	1,373.54	0.01	0.00	0.00	2,144.09
<b>Total USDOT</b>	<b>770.54</b>	<b>1,373.54</b>	<b>0.01</b>	<b>0.00</b>	<b>0.00</b>	<b>2,144.09</b>
<b>Neck of the Woods</b>						
NBRC LDD	426.87	85.37	0.00	408.79	148.65	1,069.68
<b>Total Neck of the Woods</b>	<b>426.87</b>	<b>85.37</b>	<b>0.00</b>	<b>408.79</b>	<b>148.65</b>	<b>1,069.68</b>
<b>Addison County Regional Commission</b>						
Water Systems	283.74	158.76	0.00	0.00	0.00	442.50
<b>Total Addison County Regional Commission</b>	<b>283.74</b>	<b>158.76</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>442.50</b>
<b>Preservation Trust of Vermont, Inc</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Building and General Services (BGS)</b>						
Municipal Energy Resilience	3,761.42	0.00	0.00	0.00	0.00	3,761.42
<b>Total Building and General Services (BGS)</b>	<b>3,761.42</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,761.42</b>
<b>Vermont Council on Rural Development.</b>						
Community Visits	0.00	0.00	0.00	0.00	3,398.54	3,398.54
<b>Total Vermont Council on Rural Development.</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,398.54</b>	<b>3,398.54</b>
<b>ACCD Parent</b>						
<b>ACCD</b>						
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	0.00	168,466.35	0.00	2,033.54	170,499.89
<b>Total ACCD</b>	<b>0.00</b>	<b>0.00</b>	<b>168,466.35</b>	<b>0.00</b>	<b>2,533.56</b>	<b>170,999.91</b>
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
<b>Total ACCD Parent</b>	<b>0.00</b>	<b>0.00</b>	<b>168,466.35</b>	<b>0.00</b>	<b>2,533.46</b>	<b>170,999.81</b>
<b>Administration</b>						
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
<b>Total Administration</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,321.60</b>	<b>1,321.60</b>
<b>Barre City</b>						
Barre City LHMP 23	0.00	0.00	0.00	0.00	1,155.77	1,155.77
<b>Total Barre City</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,155.77</b>	<b>1,155.77</b>
<b>Berlin</b>						
Berlin Plan Update 25	1,434.96	1,427.79	1,387.69	797.17	839.14	5,886.75
LHMP 24	458.45	404.29	1,221.43	360.09	0.00	2,444.26
Berlin - Other	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Berlin</b>	<b>1,893.41</b>	<b>1,832.08</b>	<b>2,609.12</b>	<b>1,157.26</b>	<b>839.14</b>	<b>8,331.01</b>
<b>Cabot</b>						

# Central Vermont Regional Planning Commission A/R Aging Summary

As of February 28, 2026

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>Cabot LHMP 23</b>	0.00	0.00	0.00	0.00	527.00	527.00
<b>Total Cabot</b>	0.00	0.00	0.00	0.00	527.00	527.00
<b>Calais</b>						
<b>Kent Hill BRIC</b>	0.00	0.00	0.00	0.00	-204.51	-204.51
<b>Total Calais</b>	0.00	0.00	0.00	0.00	-204.51	-204.51
<b>CCRPC</b>						
<b>TOD Planning</b>	437.97	1,172.04	1,124.09	1,009.41	2,285.67	6,029.18
<b>Clean Water</b>						
<b>Clean Water FY26</b>	1,150.73	1,186.41	369.47	887.21	0.27	3,594.09
<b>Total Clean Water</b>	1,150.73	1,186.41	369.47	887.21	0.27	3,594.09
<b>Total CCRPC</b>	1,588.70	2,358.45	1,493.56	1,896.62	2,285.94	9,623.27
<b>Department of Environmental Conservation</b>						
<b>CWSP Formula</b>						
<b>Administrative</b>	14,377.79	4,421.45	4,163.08	3,700.02	0.00	26,662.34
<b>Total CWSP Formula</b>	14,377.79	4,421.45	4,163.08	3,700.02	0.00	26,662.34
<b>CWSP Start-up</b>						
<b>Training Activities</b>	0.00	0.00	0.00	0.00	362.08	362.08
<b>Implementation Prep</b>	0.00	0.00	0.00	0.00	1,051.36	1,051.36
<b>Total CWSP Start-up</b>	0.00	0.00	0.00	0.00	1,413.44	1,413.44
<b>Moretown Elem SW Final Design</b>	0.00	0.00	0.00	0.00	0.03	0.03
<b>Plainfield Gully Construction</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Department of Environmental Conservation</b>	14,377.79	4,421.45	4,163.08	3,700.02	1,413.47	28,075.81
<b>Department of Public Safety</b>						
<b>EMPG</b>						
<b>Technical Assistance</b>	0.00	0.00	0.00	0.00	17,527.95	17,527.95
<b>REMC</b>	0.00	0.00	0.00	0.00	1,579.83	1,579.83
<b>LEMP</b>	0.00	0.00	0.00	0.00	0.01	0.01
<b>Total EMPG</b>	0.00	0.00	0.00	0.00	19,107.79	19,107.79
<b>EMPG Supplemental</b>						
<b>WiFi</b>	0.00	0.00	0.00	0.00	-0.01	-0.01
<b>Total EMPG Supplemental</b>	0.00	0.00	0.00	0.00	-0.01	-0.01
<b>Total Department of Public Safety</b>	0.00	0.00	0.00	0.00	19,107.78	19,107.78
<b>East Montpelier</b>						
<b>REI 25</b>	185.79	0.00	0.00	41.02	652.99	879.80
<b>East Montpelier LHMP 24</b>	0.00	82.04	0.00	0.00	87.00	169.04
<b>Total East Montpelier</b>	185.79	82.04	0.00	41.02	739.99	1,048.84
<b>EMPG</b>						
<b>EMPG 21</b>						
<b>Technical Assistance</b>	0.00	0.00	0.00	0.00	0.01	0.01
<b>Total EMPG 21</b>	0.00	0.00	0.00	0.00	0.01	0.01
<b>EMPG - Other</b>	0.00	0.00	0.00	0.00	-0.04	-0.04
<b>Total EMPG</b>	0.00	0.00	0.00	0.00	-0.03	-0.03
<b>GIS Fee For Service</b>	0.00	0.00	0.00	0.00	351.59	351.59

# Central Vermont Regional Planning Commission A/R Aging Summary

As of February 28, 2026

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>Lamoille County PC</b>						
Flood Bylaw	0.00	0.00	0.00	0.00	417.22	417.22
Health Equity						
Projects	0.00	0.00	0.00	0.00	0.01	0.01
Total Health Equity	0.00	0.00	0.00	0.00	0.01	0.01
Lamoille County PC - Other	0.00	0.00	0.00	0.00	-2.25	-2.25
<b>Total Lamoille County PC</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>414.98</b>	<b>414.98</b>
<b>Marshfield</b>						
REI 25	102.55	20.91	0.00	0.00	1,693.38	1,816.84
<b>Total Marshfield</b>	<b>102.55</b>	<b>20.91</b>	<b>0.00</b>	<b>0.00</b>	<b>1,693.38</b>	<b>1,816.84</b>
<b>Middlesex</b>						
Town Highway Inventory 25	823.94	2,958.33	1,815.62	1,112.07	2,848.01	9,557.97
REI 25	0.00	0.00	0.00	0.00	184.73	184.73
<b>Total Middlesex</b>	<b>823.94</b>	<b>2,958.33</b>	<b>1,815.62</b>	<b>1,112.07</b>	<b>3,032.74</b>	<b>9,742.70</b>
<b>Misc Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1.00</b>	<b>-1.00</b>
<b>Montpelier</b>						
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
<b>Total Montpelier</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>554.72</b>	<b>11,623.42</b>	<b>12,178.14</b>
<b>Moretown</b>						
REI 25	0.00	0.00	0.00	0.00	61.53	61.53
<b>Total Moretown</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>61.53</b>	<b>61.53</b>
<b>Mount Ascutney Regional Commission</b>						
Flood Bylaws	1,549.34	0.01	0.00	0.00	0.00	1,549.35
Brownfields	2,000.00	0.00	0.00	0.00	11,490.30	13,490.30
<b>Total Mount Ascutney Regional Commission</b>	<b>3,549.34</b>	<b>0.01</b>	<b>0.00</b>	<b>0.00</b>	<b>11,490.30</b>	<b>15,039.65</b>
<b>Northfield</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,166.84</b>	<b>8,166.84</b>
<b>Northwest Regional Comm'n</b>						
<b>CPRG</b>						
Task 2-Plans	845.33	815.64	0.00	0.00	0.00	1,660.97
Task 1-Framework	133.16	0.00	0.00	0.00	0.00	133.16
<b>Total CPRG</b>	<b>978.49</b>	<b>815.64</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,794.13</b>
<b>NBRC Grant Admin</b>						
CVTA - NBRC21GVT11	0.00	0.00	0.00	0.00	411.75	411.75
<b>Total NBRC Grant Admin</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>411.75</b>	<b>411.75</b>
<b>Total Northwest Regional Comm'n</b>	<b>978.49</b>	<b>815.64</b>	<b>0.00</b>	<b>0.00</b>	<b>411.75</b>	<b>2,205.88</b>
<b>Orange</b>						
Municipal Plan 25	1,764.73	6,056.06	1,258.72	457.71	2,727.58	12,264.80
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
<b>Total Orange</b>	<b>1,764.73</b>	<b>6,056.06</b>	<b>1,258.72</b>	<b>457.71</b>	<b>5,601.70</b>	<b>15,138.92</b>
<b>Two Rivers Ottauquechee Comm'n</b>						

## Central Vermont Regional Planning Commission A/R Aging Summary

As of February 28, 2026

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
River Program	0.00	0.00	0.00	0.00	455.40	455.40
<b>Total Two Rivers Ottauquechee Comm'n</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>455.40</b>	<b>455.40</b>
VAPDA_	0.00	0.00	0.00	0.00	500.00	500.00
<b>VTrans</b>						
CVRPC STP BP24(17)	364.08	133.28	304.62	0.00	0.00	801.98
<b>TA Set-aside</b>						
MRP Corridor Study	0.00	0.00	0.00	760.74	30,251.26	31,012.00
<b>Total TA Set-aside</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>760.74</b>	<b>30,251.26</b>	<b>31,012.00</b>
<b>TPI</b>						
TPI Special Bike/Ped	0.00	0.00	0.00	0.00	334.66	334.66
TPI Planning	15,843.74	0.00	0.00	0.00	2,901.64	18,745.38
TPI Data Collect/Manage	2,593.10	0.00	0.00	0.00	1,717.89	4,310.99
TPI Admin	4,225.65	0.00	0.00	0.00	1,637.07	5,862.72
TPI Coordination	5,025.31	0.00	0.00	0.03	1,041.58	6,066.92
TPI MRGP Support	18.46	0.00	0.02	0.00	0.02	18.50
TPI Project Develop	486.04	0.00	0.00	0.00	0.23	486.27
<b>Total TPI</b>	<b>28,192.30</b>	<b>0.00</b>	<b>0.02</b>	<b>0.03</b>	<b>7,633.09</b>	<b>35,825.44</b>
VTrans - Other	0.00	0.00	0.00	0.00	-0.51	-0.51
<b>Total VTrans</b>	<b>28,556.38</b>	<b>133.28</b>	<b>304.64</b>	<b>760.77</b>	<b>37,883.84</b>	<b>67,638.91</b>
<b>Waitsfield</b>						
Waitsfield LHMP 23	0.00	0.00	0.00	0.00	865.17	865.17
<b>Total Waitsfield</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>865.17</b>	<b>865.17</b>
<b>Warren</b>						
LHMP 24	0.00	0.00	0.00	0.00	1,538.22	1,538.22
<b>Total Warren</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,538.22</b>	<b>1,538.22</b>
<b>Washington</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-0.50</b>	<b>-0.50</b>
<b>Waterbury</b>						
Waterbury LHMP 23	0.00	0.00	0.00	0.00	141.50	141.50
<b>Total Waterbury</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>141.50</b>	<b>141.50</b>
<b>Williamstown</b>						
Municipal Plan 25	1,386.33	5,208.27	1,197.02	1,965.39	4,161.92	13,918.93
<b>Total Williamstown</b>	<b>1,386.33</b>	<b>5,208.27</b>	<b>1,197.02</b>	<b>1,965.39</b>	<b>4,161.92</b>	<b>13,918.93</b>
<b>TOTAL</b>	<b>64,617.52</b>	<b>32,631.92</b>	<b>183,171.62</b>	<b>14,345.09</b>	<b>142,825.00</b>	<b>437,591.15</b>

**Paid Time Off Liability Balances  
as of 02/27/2026**

**COMPENSATORY TIME**

Employee	Wage Rate	Hours	Current Value	Maximum Hours <sup>1</sup>	Maximum Accrual <sup>1</sup>
			\$ -		
Banbury, L	25.48	4.60	\$ 117.21		
Chartrand, N.	31.28	17.25	\$ 539.58		
Cubbon, K.	30.49	0.00	\$ -		
Frasca, L	27.74	12.75	\$ 353.69		
Lash, S.	30.49	14.00	\$ 426.86		
MacMartin, R	36.22	0.00	\$ -		
Meyer, C.	56.06	70.50	\$ 3,952.23		
Pelletiere, K.	24.04	7.25	\$ 174.29		
Petrie, B.	25.48	1.00	\$ 25.48		
Sabado, Niki	27.35	10.50	\$ 287.18		
Sonn, Pamela	25.48	0.00	\$ -		
Toohey, E	32.17	15.00	\$ 482.55		
Voigt, B.	38.42	0.00	\$ -		
<b>Total</b>		<b>131.00</b>	<b>\$ 5,702.27</b>		

**SICK LEAVE**

Employee	Wage Rate	Hours	Current Value	Maximum Hours <sup>2</sup>	Maximum Accrual
			\$ -		
Banbury, L	25.48	25.5	\$ 649.74	59	\$1,503.32
Chartrand, N	31.28	188.20	\$ 5,886.90	270	\$ 8,445.60
Cubbon, Keith	30.49	199.15	\$ 6,072.08	360.00	\$ 10,976.40
Frasca, L	27.74	79.24	\$ 2,198.12	261.74	\$ 7,260.67
Lash, S.	30.49	49.17	\$ 1,499.19	360.00	\$ 10,976.40
MacMartin, R	36.22	9.89	\$ 358.22	214.14	\$ 7,756.15
Meyer, C.	56.06	179.65	\$ 10,071.18	360.00	\$ 20,181.60
Pelletiere, K.	24.04	14.76	\$ 354.83	14.76	\$ 354.83
Petrie, B.	25.48	(41.87)	\$ (1,066.85)	7.38	\$ 188.04
Sabado, Niki	27.35	82.26	\$ 2,249.81	191.26	\$ 5,230.96
Sonn, Pamela	25.48	0.39	\$ 9.94	110.39	\$ 2,812.74
Toohey, E	32.17	21.35	\$ 686.83	247.45	\$ 7,960.47
Voigt, B.	38.42	223.24	\$ 8,576.88	360.00	\$ 13,831.20
<b>Total</b>		<b>1,030.93</b>	<b>\$ 37,546.87</b>	<b>2,487.12</b>	<b>\$97,478.38</b>

**VACATION LEAVE**

Employee	Wage Rate	Hours	Current Value	Maximum Hours <sup>2</sup>	Maximum Accrual
			\$ -		
Banbury L.	25.48	39.24	\$ 999.84	49.19	\$1,253.36
Chartrand, N	31.28	68.91	\$ 2,155.50	150.00	\$ 4,692.00
Cubbon, K.	30.49	75.96	\$ 2,316.02	200.00	\$ 6,098.00
Frasca, L.	27.74	25.52	\$ 707.92	160.00	\$ 4,438.40
Lash, S.	30.49	72.42	\$ 2,208.09	200.00	\$ 6,098.00
MacMartin, R	36.22	37.42	\$ 1,355.35	160.00	\$ 5,795.20
Meyer, C.	56.06	195.50	\$ 10,959.73	280.00	\$ 15,696.80
Pelletiere, K.	24.04	12.28	\$ 295.21	12.28	\$ 295.21
Petrie, B.	25.48	6.14	\$ 156.45	6.14	\$ 156.45
Sabado, Niki	27.35	7.89	\$ 215.79	160.39	\$ 4,386.67
Sonn, Pamela	25.48	0.47	\$ 11.98	94.04	\$ 2,396.14
Toohey, E.	32.17	(4.95)	\$ (159.24)	160.00	\$ 5,147.20
Voigt, B.	38.42	75.44	\$ 2,898.40	200.00	\$ 7,684.00
<b>Total</b>		<b>612.24</b>	<b>\$ 24,121.04</b>	<b>1,633</b>	<b>\$64,137.43</b>

**SUMMARY**

	Current	Maximum
<b>Total Paid Time Off Liability</b>	<b>\$ 67,370.18</b>	<b>\$ 167,318.07</b>
Maximum versus Current Difference	\$ 99,947.89	Percent of Max 40%

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

<sup>2</sup>Maximum 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 February 2026

Ordinary Income/Expense	Jul '25 - Feb 26	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>4100 · ACCD</b>				
4101 · ACCD Direct	432,143.93	767,832.00	-335,688.07	56.28%
4102 · ACCD Match	0.01	0.00	0.01	100.0%
4100 · ACCD - Other	0.00	0.00	0.00	0.0%
<b>Total 4100 · ACCD</b>	<b>432,143.94</b>	<b>767,832.00</b>	<b>-335,688.06</b>	<b>56.28%</b>
<b>4200 · Community Development</b>				
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	4,186.98	17,838.33	-13,651.35	23.47%
4254 · NRC CPRG Inventory	10,743.62	0.00	10,743.62	100.0%
4255 · NBRC LDD	21,831.01	7,707.76	14,123.25	283.23%
4256 · NBRC LDD Prospect Heights	297.30	11,503.48	-11,206.18	2.58%
4257 · EPA	31,412.80	500,000.00	-468,587.20	6.28%
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%
<b>Total 4200 · Community Development</b>	<b>75,172.91</b>	<b>739,991.47</b>	<b>-664,818.56</b>	<b>10.16%</b>
<b>4300 · Fee for Services</b>				
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%
<b>Total 4300 · Fee for Services</b>	<b>4,000.00</b>	<b>8,400.00</b>	<b>-4,400.00</b>	<b>47.62%</b>
<b>4400 · Municipal Contracts</b>				
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	28,216.09	0.00	28,216.09	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	8,510.10	1,936.85	6,573.25	439.38%
4476 · Housing Assessment 25	7,986.87	6,900.00	1,086.87	115.75%
4477 · Plan 25	18,751.56	25,522.00	-6,770.44	73.47%
4400 · Municipal Contracts - Other	0.00	0.00	0.00	0.0%
<b>Total 4400 · Municipal Contracts</b>	<b>63,464.62</b>	<b>70,921.35</b>	<b>-7,456.73</b>	<b>89.49%</b>

## Central Vermont Regional Planning Commission

### Profit & Loss Budget vs. Actual

July 2025 through February 2026

	Jul '25 - Feb 26	Budget	\$ Over Budget	% of Budget
<b>4500 · Natural Resources</b>				
4501 · 604B Water Planning	8,271.72	11,000.00	-2,728.28	75.2%
4516 · Tactical Basin Planning	4,651.94	20,725.00	-16,073.06	22.45%
4535 · DEC CWSP Start-up	0.00	0.00	0.00	0.0%
4545 · DEC CWSP Formula	193,242.53	650,000.00	-456,757.47	29.73%
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	8,689.61	3,897.00	4,792.61	222.98%
4579 · CTPG Barre City	205.96	0.00	205.96	100.0%
4500 · Natural Resources - Other	0.00	0.00	0.00	0.0%
<b>Total 4500 · Natural Resources</b>	<b>234,220.82</b>	<b>730,909.85</b>	<b>-496,689.03</b>	<b>32.05%</b>
<b>4600 · Public Safety</b>				
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%
<b>Total 4600 · Public Safety</b>	<b>15,292.93</b>	<b>46,538.38</b>	<b>-31,245.45</b>	<b>32.86%</b>
<b>4700 · Town Dues (Parent)</b>				
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%
<b>Total 4700 · Town Dues (Parent)</b>	<b>90,254.76</b>	<b>90,254.76</b>	<b>0.00</b>	<b>100.0%</b>
<b>4800 · Transportation</b>				
4804 · TPI	129,281.21	292,658.31	-163,377.10	44.18%
4805 · VTrans Better Back Road	0.00	173,600.00	-173,600.00	0.0%
4806 · TOD Planning	12,058.61	19,266.50	-7,207.89	62.59%
4807 · TA Set-aside	14,770.57	0.00	14,770.57	100.0%
4808 · USDOT SS4A	14,670.92	0.00	14,670.92	100.0%
4809 · REI 25	8,740.69	15,000.00	-6,259.31	58.27%
4800 · Transportation - Other	0.00	0.00	0.00	0.0%
<b>Total 4800 · Transportation</b>	<b>179,522.00</b>	<b>500,524.81</b>	<b>-321,002.81</b>	<b>35.87%</b>
<b>4900 · Other Income</b>				
4901 · Interest Income	20,422.48	0.00	20,422.48	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 February 2026

	Jul '25 - Feb 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%
<b>Total 4900 · Other Income</b>	<b>6,899.55</b>	<b>27,562.39</b>	<b>-20,662.84</b>	<b>25.03%</b>
<b>Total Income</b>	<b>1,100,971.53</b>	<b>2,982,935.01</b>	<b>-1,881,963.48</b>	<b>36.91%</b>
<b>Gross Profit</b>	<b>1,100,971.53</b>	<b>2,982,935.01</b>	<b>-1,881,963.48</b>	<b>36.91%</b>
<b>Expense</b>				
<b>5000 · Wages and Fringe Benefits</b>				
5001 · Personnel	464,600.14	831,770.00	-367,169.86	55.86%
<b>5100 · Fringe Benefits</b>				
5101 · FICA	38,398.50	66,939.00	-28,540.50	57.36%
5110 · Health Insurance	119,739.52	265,516.00	-145,776.48	45.1%
5112 · Dental Insurance	5,261.44	12,623.00	-7,361.56	41.68%
5115 · Life Disability Insurance	2,872.09	0.00	2,872.09	100.0%
5118 · PTO/Comp Accrual	1,567.92	0.00	1,567.92	100.0%
5120 · Pension Plan - Edward Jones	22,233.07	36,261.00	-14,027.93	61.31%
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%
<b>Total 5100 · Fringe Benefits</b>	<b>191,686.85</b>	<b>381,339.00</b>	<b>-189,652.15</b>	<b>50.27%</b>
<b>Total 5000 · Wages and Fringe Benefits</b>	<b>656,286.99</b>	<b>1,213,109.00</b>	<b>-556,822.01</b>	<b>54.1%</b>
<b>5200 · Professional Services</b>				
5201 · Accounting	51,359.06	76,000.00	-24,640.94	67.58%
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	230.00	397.00	-167.00	57.94%
<b>Total 5200 · Professional Services</b>	<b>91,256.82</b>	<b>133,397.00</b>	<b>-42,140.18</b>	<b>68.41%</b>
5305 · Advertising	2,010.05	1,239.00	771.05	162.23%
<b>5315 · Consultants</b>				
5317 · Stipends	50.00	0.00	50.00	100.0%
5315 · Consultants - Other	219,615.91	1,280,645.00	-1,061,029.09	17.15%
<b>Total 5315 · Consultants</b>	<b>219,665.91</b>	<b>1,280,645.00</b>	<b>-1,060,979.09</b>	<b>17.15%</b>
5320 · Depreciation expense	899.60	1,125.00	-225.40	79.96%
<b>5325 · Copy</b>				
5326 · Copier extra copies	1,180.73	0.00	1,180.73	100.0%
5327 · Copier Lease Payments	1,029.70	0.00	1,029.70	100.0%
5325 · Copy - Other	0.00	3,508.00	-3,508.00	0.0%
<b>Total 5325 · Copy</b>	<b>2,210.43</b>	<b>3,508.00</b>	<b>-1,297.57</b>	<b>63.01%</b>
<b>5330 · Supplies</b>				
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 February 2026

	<b>Jul '25 - Feb 26</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
5333 · Office Supplies	1,526.16	0.00	1,526.16	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%
<b>Total 5330 · Supplies</b>	<b>14,874.77</b>	<b>27,108.00</b>	<b>-12,233.23</b>	<b>54.87%</b>
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%
<b>Total 5344 · Insurance</b>	<b>2,458.75</b>	<b>5,225.00</b>	<b>-2,766.25</b>	<b>47.06%</b>
5350 · Meetings/Programs	11,324.26	14,700.00	-3,375.74	77.04%
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	4,810.40	7,888.00	-3,077.60	60.98%
<b>Total 5360 · Dues/Memberships/Sponsorships</b>	<b>6,446.75</b>	<b>7,888.00</b>	<b>-1,441.25</b>	<b>81.73%</b>
5370 · Office Occupancy				
5310 · Cleaning	2,066.25	0.00	2,066.25	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%
<b>Total 5370 · Office Occupancy</b>	<b>26,789.90</b>	<b>30,003.00</b>	<b>-3,213.10</b>	<b>89.29%</b>
5375 · Software/Licenses/IT Sub	15,031.40	7,233.00	7,798.40	207.82%
5385 · Telephone/Internet	4,337.67	7,541.00	-3,203.33	57.52%
5390 · Travel	7,442.24	28,000.00	-20,557.76	26.58%
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%
<b>Total 5380 · Fees</b>	<b>118.78</b>	<b>178.00</b>	<b>-59.22</b>	<b>66.73%</b>
5999 · Miscellaneous Expenses - Other	-2.00	150.00	-152.00	-1.33%
<b>Total 5999 · Miscellaneous Expenses</b>	<b>326.21</b>	<b>578.00</b>	<b>-251.79</b>	<b>56.44%</b>
8000 · Indirect Costs	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>1,061,746.59</b>	<b>2,777,664.00</b>	<b>-1,715,917.41</b>	<b>38.22%</b>
<b>Net Ordinary Income</b>	<b>39,224.94</b>	<b>205,271.01</b>	<b>-166,046.07</b>	<b>19.11%</b>
<b>Net Income</b>	<b>39,224.94</b>	<b>205,271.01</b>	<b>-166,046.07</b>	<b>19.11%</b>



## Central Vermont Regional Planning Commission

### MEMO

Date: April 6, 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 index 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

#### [Chittenden County Regional Planning Commission – Tactical Basin Planning FY26: Amendment 1](#)

**Amendment 1:** Attachment B Payment Provisions of the above-mentioned agreement effective August 1, 2025, is hereby amended as follows:

B. Payment Procedures.

The CCRPC shall seek to make payments within ~~forty-five (45)~~ sixty (60) days of receipt of an invoice from the SUBGRANTEE.

- ~~The SUBGRANTEE agrees to a 10% retainage of the entire agreement amount subject to review, approval and acceptance of the subgrantee's final report by CCRPC and the State.~~

All other provisions and attachments of the original agreement remain in place.

**Funding:** \$20,725 (state funds)

**Performance Period:** 1 August 2025 – 31 July 2026

**Staff:** Brian Voigt, Lincoln Frasca

#### [Town of Orange – Road Erosion Inventory](#)

**Scope of Work:** CVRPC has been contracted by the municipality to collect data in support of updates to the municipal Road Erosion Inventories for the town of Orange.

**Funding:** \$3,271 (State)

**Funding Source:** VTrans Better Roads Category A

**Match Amount:** \$0

**Match Source:** N/A

**Performance Period:** 5/1/26 – 12/31/26

**Staff:** Keith Cubbon, Planning Techs.

## **GRANTS, CONTRACTS & SERVICE AGREEMENTS ISSUED**

### **Winooski Natural Resources Conservation District – Basin 8 Riparian Planting Operations & Maintenance Adoptions – Project Development (CVRPC Agreement #2026-01.02)**

**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:** \$10,149.40 (State)

**Performance Period:** 4/7/2026 – 2/28/2027

**Staff:** Brian Voigt, Lincoln Frasca

**Notes:** The Winooski Basin Water Quality Council prioritized funding for this project at their March 2026 meeting.



## MEMO

Date: April 6, 2026  
To: Executive Committee  
From: Christian Meyer, Executive Director  
Re: FY26 Budget Update #1

---

☒ **ACTION REQUESTED:** Adopt the proposed adjustments to the CVRPC FY26 budget.

### Budget Adjustment Summary

This proposed FY 2026 budget adjustment is being recommended to reflect new funding sources and several adjustments based on program spending trends. Specifically, CVRPC will not receive planning funding for emergency management work, fewer new staff were hired than initially budgeted, and consultant expenditures were reduced (on net) due to less CWSP activity than budgeted.

### Revenue Summary

Projected revenue is being decreased by roughly 5.2% with large reductions to CVRPC's Public Safety work, Natural Resources consultant work, and less FY26 ACCD carryover than budgeted. On the other hand, CVRPC has received an additional \$100,000 from NBRC for project feasibility at 87 State Street in Montpelier, which is being accounted for under Community Development.

### Expenses

Expenses are projected to decrease by roughly 8% due primarily to reduced contractor pass through for CSWP project development and implementation. While consultant services are being increased for transportation work. Further savings are linked to the inability to hire an additional budgeted planner and fellow.

### Attachments

Attached please find the approved FY 26 Budget and the proposed adjusted FY26 budget for your review.

**Central Vermont Regional Planning Commission  
FY26 Budget Summary**

Adopted by the Executive Committee:

June 30, 2025

*6/30/25*

Jerry D'Amico, Chair

Acct		FY24	FY25	FY26	%		
Row	No.	Revenue	Audited	3/3/2025	Proposed	Change	Notes
10	4100	Regional Planning Funds (ACCD)	626,342	826,635	767,832	-7.1%	
11	4200	Community Development	163,073	199,800	739,991	270.4%	New EPA Brownfields Grants
12	4300	Fee for Services	9,744	8,350	8,400	0.6%	
13	4400	Municipal Contracts	87,052	51,002	70,921	39.1%	Three new municipal grants for CVRPC support
14	4500	Natural Resources	545,859	982,073	730,910	-25.6%	Close of construction work
15	4600	Public Safety	95,836	93,053	46,538	-50.0%	Decrease in LHMPs and reduced FEMA funding opportunities
16	4700	Town Dues	86,985	86,985	90,255	3.8%	
17	4800	Transportation	175,128	418,651	500,525	19.6%	USDOT Safety Planning Grant
18	4900	Other Income	21,843	30,372	27,562	-9.3%	
19		<b>Total Revenue</b>	<b>1,811,861</b>	<b>2,696,921</b>	<b>2,982,935</b>	<b>10.6%</b>	
<b>21 Personnel Costs</b>							
22	5001	Salaries	542,523	744,611	875,014	17.5%	
23	5100	Fringes	221,803	294,512	338,095	14.8%	
24		<b>Total Personnel Costs</b>	<b>764,326</b>	<b>1,039,123</b>	<b>1,213,109</b>	<b>16.7%</b>	
<b>26 Contractual &amp; Professional Services</b>							
27	5315	Consultants	513,241	1,041,328	1,280,645	23.0%	
28	5201	Accounting	60,000	60,000	76,000	26.7%	
29	5202	Audit	18,400	18,900	33,000	74.6%	
30	5203	IT/Computer	33,750	18,632	20,000	7.3%	
31	5204	Legal	617	3,500	4,000	14.3%	
32	5200	Other	1,135	300	397	32.3%	
33		<b>Total Contractual &amp; Professional Services</b>	<b>627,143</b>	<b>1,142,660</b>	<b>1,414,042</b>	<b>23.7%</b>	
<b>35 Operating Costs</b>							
36	5303	Advertising	2,220	3,600	1,239	-65.6%	
37	5325	Copy	2,917	2,800	3,508	25.3%	
38	5330	Supplies	23,679	31,748	27,108	-14.6%	
39	5344	Insurance	5,225	5,257	5,225	-0.6%	
40	5350	Meetings / Programs	4,775	13,070	14,700	12.5%	
41	5355	Postage	1,216	800	800	0.0%	
42	5360	Dues / Membership / Sponsorships	7,620	18,845	7,888	-58.1%	
43	5370	Office Occupancy	30,002	30,002	30,003	0.0%	Rent & Cleaner minus Lease Interest

44	5375	Software / Licenses / IT Subscriptions	6,063	7,858	7,233	-8.0%	
45	5385	Telephone / Internet	7,569	7,720	7,541	-2.3%	
46	5390	Travel	5,357	21,901	28,000	27.8%	
47	5990	Interest Expense	15,566	15,566	15,565	0.0%	Per GASB 87 office lease interest
48	5339	Gifts	133	350	250	-28.6%	
49	5380	Fees	293	130	178	36.9%	
50	5999	Miscellaneous	21	100	150	50.0%	
51	5320	Depreciation	2,912	2,500	1,125	-55.0%	Depreciation on equipment and improvements
52		<b>Total Operating Costs</b>	<b>115,569</b>	<b>162,247</b>	<b>150,512</b>	<b>-7%</b>	
54		<b>Total Expenditures</b>	<b>\$1,507,037</b>	<b>\$2,344,030</b>	<b>\$2,777,662</b>	<b>18%</b>	
56		<b>Net</b>	<b>\$304,824</b>	<b>\$352,891</b>	<b>\$205,273</b>	<b>-42%</b>	

**Central Vermont Regional Planning Commission**  
**FY26 Budget Summary**

Adopted by the Executive Committee:

April 6, 2026

Peter Carbee, Chair

Acct		FY24	FY25	FY26	FY26	%		
Row	No.	Revenue	Audited	3/3/2025	6/30/2025	4/6/2026	Change	Notes
10	4100	Regional Planning Funds (ACCD)	626,342	826,635	767,832	737,745	-3.9%	
11	4200	Community Development	163,073	199,800	739,991	754,268	1.9%	87 State Street Staff Time
12	4300	Fee for Services	9,744	8,350	8,400	8,400	0.0%	
13	4400	Municipal Contracts	87,052	51,002	70,921	67,067	-5.4%	Overbudgeted
14	4500	Natural Resources	545,859	982,073	730,910	630,910	-13.7%	Revised Contracting down
15	4600	Public Safety	95,836	93,053	46,538	18,465	-60.3%	
16	4700	Town Dues	86,985	86,985	90,255	90,255	0.0%	
17	4800	Transportation	175,128	418,651	500,525	493,493	-1.4%	New REI work
18	4900	Other Income	21,843	30,372	27,562	27,562	0.0%	
19		<b>Total Revenue</b>	<b>1,811,861</b>	<b>2,696,921</b>	<b>2,982,935</b>	<b>2,828,164</b>	<b>-5.2%</b>	

**21 Personnel Costs**

22	5001	Salaries	542,523	744,611	875,015	813,060	-7.1%	Delays in staff start dates
23	5100	Fringe	221,803	294,512	338,095	296,354	-12.3%	Lower than estimated benefits
24		<b>Total Personnel Costs</b>	<b>764,326</b>	<b>1,039,123</b>	<b>1,213,110</b>	<b>1,109,414</b>	<b>-8.5%</b>	

**26 Contractual & Professional Services**

27	5315	Consultants	513,241	1,041,328	1,280,645	1,165,545	-9.0%	Reductions in CWSP; Increases to transportation consultant budget.
28	5201	Accounting	60,000	60,000	76,000	76,000	0.0%	
29	5202	Audit	18,400	18,900	33,000	33,000	0.0%	
30	5203	IT/Computer	33,750	18,632	20,000	20,000	0.0%	
31	5204	Legal	617	3,500	4,000	4,000	0.0%	
32	5200	Other	1,135	300	397	397	0.0%	
33		<b>Total Contractual &amp; Professional Services</b>	<b>627,143</b>	<b>1,142,660</b>	<b>1,414,042</b>	<b>1,298,942</b>	<b>-8.1%</b>	

**35 Operating Costs**

36	5303	Advertising	2,220	3,600	1,239	1,239	0.0%	
37	5325	Copy	2,917	2,800	3,508	3,508	0.0%	
38	5330	Supplies	23,679	31,748	27,108	27,108	0.0%	
39	5344	Insurance	5,225	5,257	5,225	5,225	0.0%	
40	5350	Meetings / Programs	4,775	13,070	14,700	12,280	-16.5%	
41	5355	Postage	1,216	800	800	800	0.0%	
42	5360	Dues / Membership / Sponsorships	7,620	18,845	7,888	7,888	0.0%	
43	5370	Office Occupancy	30,002	30,002	30,003	30,003	0.0%	Rent & Cleaner minus Lease Interest
44	5375	Software / Licenses / IT Subscriptions	6,063	7,858	7,233	7,233	0.0%	
45	5385	Telephone / Internet	7,569	7,720	7,541	7,541	0.0%	
46	5390	Travel	5,357	21,901	28,000	28,750	2.7%	

47	5990	Interest Expense	15,566	15,566	15,565	15,565	0.0%	Per GASB 87 office lease interest
48	5339	Gifts	133	350	250	250	0.0%	
49	5380	Fees	293	130	178	178	0.0%	
50	5999	Miscellaneous	21	100	150	150	0.0%	
51	5320	Depreciation	2,912	2,500	1,125	1,870	66.3%	Depreciation on equipment and improvements
52		<b>Total Operating Costs</b>	<b>115,569</b>	<b>162,247</b>	<b>150,512</b>	<b>149,587</b>	<b>-1%</b>	

54		<b>Total Expenditures</b>	<b>\$1,507,037</b>	<b>\$2,344,030</b>	<b>\$2,777,663</b>	<b>\$2,557,943</b>	<b>-8%</b>	
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56		<b>Net</b>	<b>\$304,824</b>	<b>\$352,891</b>	<b>\$205,272</b>	<b>\$270,222</b>	<b>32%</b>	
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DRAFT

1                   **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
2                                   **Executive Committee Meeting**  
3                                   **DRAFT Minutes**  
4                                   **March 2, 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 checked="" type="checkbox"/> Jerry D'Amico		

6 Staff: Christian Meyer

7 Guests: Ahsan Ijaz, Ijaz Group

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

10 **Adjustments to the Agenda:** Chair Carbee added a discussion on the legal opinion provided by  
11 counsel on defamation in a public organization.

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

13 **Financial Report:** Ahsan Ijaz presented the financial report for January. Ahsan responded to  
14 questions as they arose.

15 *Commissioner D'Amico **moved** to accept the financials for January, 2026, seconded by*  
16 *Commissioner Gray. **Motion** passed unanimously.*

17 Janet Shatney and Doug Greason joined the meeting at 4:13.

18 **Financial Audit Update:** Ahsan Ijaz advised the draft audit is being reviewed. They have  
19 provided some minor comments, and it will be circulated.

20 **Contract/Agreement Authorization:** Christian Meyer provided notice that a special meeting  
21 will likely be needed to approve entering into an agreement with Vermont Community  
22 Development Program for the CVRPC CDBG-DR award.

23 Christian then briefly reviewed the contracts that were included for informational purposes  
24 only.

25 **Meeting Minutes:**

26 *Commissioner DeLegge **moved** to accept the Meeting Minutes from February 2, 2026, seconded*  
27 *by Commissioner Shatney. The **motion** passed unanimously.*

28 **Legal Opinion on Defamation:**

29 Christian reviewed the memo provided by Attorney Armor. Peter stated back his understanding  
30 that the RPC could not be defamed and that the threshold for individuals was very high. He  
31 continued that he had wanted the members of the executive committee to have an idea of  
32 what it contained before it was presented to the full board.

33 **Commission Meeting Agenda:** Christian Meyer provided an overview of the draft agenda.  
34 Commissioner added minor comments.

1 *Commissioner Cattaneo moved to approve the Board of Commissioners Agenda for the March*  
2 *10, 2026, meeting, seconded by Commissioner Gray. The motion passed unanimously.*

3 **Executive Session – 1 V.S.A. § 313(a)(1) Pending or Probable Civil Litigation**

4 *Commissioner Shatney moved to enter executive session under 1 V.S.A. § 313(a)(1) pending*  
5 *or probable civil litigation, seconded by Commissioner Cattaneo. The motion passed*  
6 *unanimously.*

7 The CVRPC executive committee entered executive session at 4:35PM

8 The CVRPC executive committee exited executive session at 4:51PM with no action taken.

9 **Executive Session per 1 V.S.A. § 313(a)(3) Personnel**

10 *Commissioner Shatney moved to enter executive session under 1 V.S.A. § 313(a)(3) for*  
11 *personnel, seconded by Commissioner Cattaneo. The motion passed unanimously.*

12 The CVRPC executive committee entered executive session at 4:51 PM

13 The CVRPC executive committee exited executive session at 5:41 PM with no action taken.

14 *Commissioner Cattaneo moved to increase the executive director's compensation effective July*  
15 *1, 2026 with a 5% merit raise and a 2.7% cost of living adjustment, seconded by Commissioner*  
16 *DeLegge. The motion passed unanimously.*

17 **Committee Round Table:** No commissioners provided comments. Christian thanked the  
18 committee for their commitment to the CVRPC and an expressed appreciation their strategic  
19 support.

20 **Adjournment**

21 *Commissioner Cattaneo moved to adjourn, seconded by Commissioner Gray. The motion passed*  
22 *unanimously.*

23

24 *Chair Carbee adjourned the meeting at 5:49 PM.*

25

26 Respectfully submitted,

27 Christian Meyer, Executive Director



## MEMO

Date: April 6, 2026  
To: Executive Committee  
From: Christian Meyer, Executive Director  
Re: Amendment of Finance Manager Job Description

---

**☒ ACTION REQUESTED:** Approve amendment of the Finance Manager job description

The CVRPC Executive Director is requesting the modification of the Finance Manager position to increase work hours from part time to 24-40 hours per week. Per this position's description, should a qualified candidate be recruited, they will take on additional responsibilities beyond what the CVRPC third-party account have been able complete in their remote capacity.

In reviewing how other Vermont RPCs have staffed this position statewide, roughly  $\frac{3}{4}$  of RPCs use a fulltime finance manager or bookkeeper. An additional three RPCs have the position staffed at 80%. In both scenarios, this level of staffing exceeds our current job description. This is part of a larger strategy to increase the administrative capacity of CVRPC.

This request is in line with the discussion from October 2025 when the executive director first raised the topic during the review of the Office Manager job description.

# CENTRAL VERMONT REGIONAL PLANNING COMMISSION

## FINANCIAL MANAGER

### Job Description

#### GENERAL DESCRIPTION

The Financial Manager position performs professional level accounting work in the maintenance, review, and reconciliation of financial records to ensure compliance with accepted accounting principles and standards. This position is responsible for all fiscal operations for the Commission including budget development, analyzing financial reports, programs, costs, payments and/or accounting processes, sub-recipient audits, and coaching and monitoring staff in conformance with federal and state program fiscal requirements.

The Financial Manager works independently under the general direction of the Executive Director, and provides administrative support to planning staff and the Commission's Treasurer. It is the position's responsibility to deal regularly with, and represent the Commission to, a variety of outside financial institutions, government agencies, vendors, and accountants.

Work is required primarily at the CVRPC office and attendance at limited evening meetings is required. Limited field work may be required, primarily in association with sub-recipient and contractor monitoring. This is a semi- to full- ~~part~~ time position for ~~16-24~~40 hours per week.

#### CHARACTERISTIC DUTIES

- In consultation with the Executive Director and the Commission's Treasurer, plan and oversee all financial management systems of the Commission, including accounting, employee payroll and benefits, grants and contracts, fixed assets, cash flow, investment, loans; develop and/or modify financial systems and policies in accordance with government regulations and organizational needs.
- Perform a full range of professional bookkeeping, accounting and financial analysis functions, including account balancing and reconciliation; payroll and tax reporting; cash flow, investment, and loan management; end-of-year account auditing and closing functions; indirect proposal preparation; and data compilation and analysis as part of budget planning.
- Prepare financial statements, summaries, and a wide variety of fiscal/business reports for internal use and as required by outside agencies.
- Prepare for, coordinate, and manage the annual external audit and financial reviews.
- Develop and monitor the budget, and prepare budget and other financial forecasts.
- Provide financial support and interact with outside organizations served by the Commission, such as the Wrightsville Beach Recreation District, Cross Vermont Trail Association, Local Emergency Planning Committee #5, and any new customers.
- Examine financial and legal documents to verify accuracy and adherence to financial regulations and acceptable financial principles.
- Develop or recommend solutions for problems or situations.
- Serve as the Commission's expert on state and federal grant compliance and interpretation; translate requirements into operational policies and systems and ensure compliance.
- Train staff as it relates to grant administration, federal and state guidance and compliance policies, and organizational financial policies.

- Design and manage the due diligence and monitoring process for sub-recipients; surface and address issues; provide technical assistance as necessary.
- Assist municipalities with development and update of capital budgets and programs.
- Prepare special reports and projects as requested.
- Pursue professional development opportunities.

### **TYPICAL KNOWLEDGE**

- Thorough knowledge of accounting and budgeting principles, practices, and procedures.
- Considerable knowledge of administrative practices.
- Considerable knowledge of state and federal grant administration and compliance monitoring.
- Considerable knowledge of computerized financial management information systems.
- Considerable knowledge of computer applications to grant administration.

### **TYPICAL SKILLS**

- Ability to make mathematical computations with speed and accuracy.
- Ability to analyze, interpret and evaluate accounting problems.
- Ability to develop checkpoints to maintain over-all integrity of the financial system.
- Ability to interpret and apply rules and regulations of considerable complexity.
- Ability in preparing accurate financial and statistical reports.
- Ability to establish and maintain effective working relationships.
- Ability to prioritize duties, work on several issues simultaneously, and meet firm deadlines.
- Ability to develop and implement financial procedures and evaluate their effectiveness.
- Ability to communicate effectively orally and in writing.
- Ability to work independently and as part of a team is essential.
- Ability to be proactive and initiate actions as needed, and to present complex financial data clearly to non-finance audiences.
- Ability to see the larger financial picture and simultaneously pursue a high degree of accuracy in work and to apply judgment to balance them.
- Proficiency in QuickBooks and Microsoft Office products.
- Self motivated to learn new concepts and to participate in new projects.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in accounting or related discipline and three to five years in a similar position; master's degree in accounting, business or financial management preferred.
- Broad base of technical knowledge and skills in accounting theory and methods.
- Relevant knowledge of state and federal grant management and contract administration highly desirable.
- US citizen or otherwise lawfully authorized to work in the United States.

*Adopted: January 2, 2018*

*Amended:*



## MEMO

Date: April 6, 2026  
To: Executive Committee  
From: Christian Meyer, Executive Director  
Re: Procurement Policy Updates

---

☒ **ACTION REQUESTED:** Adopt the amended procurement policy as proposed.

The proposed amendments to the Micro-Purchase Threshold are inline with 48 Code Federal Regulations (CFR) 2.101. This will increase the CVRPC micro-purchase threshold from \$10,000 to \$15,000.

Per 2 CFR 200.320(a)(1)(ii), micro-purchase awards are those awards which do not exceed the current micro-purchase threshold of \$15,000 and may be awarded without soliciting competitive price or rate quotations if the recipient or subrecipient considers the price reasonable based on research, experience, purchase history, or other information; and maintains documents to support its conclusion.

### BACKGROUND

The CVRPC procurement policy describes the process through which CVRPC procures equipment and contractor and consultant services for the accomplishment of assignments provided by State and/or Federal agencies. This policy is updated on occasion to ensure it matches any changes to the requirements of our funding agencies and meets the administrative needs of CVRPC.



## Procurement Procedures

Adopted: ~~September 3, 2024~~ **April 6, 2026**

Effective: ~~September 3, 2024~~ **April 6, 2026**

### 1.0 PURPOSE AND AUTHORITY

This document describes the process through which the Central Vermont Regional Planning Commission (CVRPC) will procure contractor services and equipment for the accomplishment of assignments provided by State and/or Federal agencies that are beyond the ability of the Commission staff either due to workload or available in-house expertise.

CVRPC, in its role as a Clean Water Service Provider pursuant to Act 76 (the Clean Water Service Delivery Act) and Environmental Protection Rule Chapter 39 (the Rule), will procure project implementor, engineering and construction services to help the Commission meet its phosphorous reduction target established by the State Department of Environmental Conservation.

This document also is intended to satisfy the requirements to self-certify CVRPC's procurement procedures in compliance with applicable Federal regulations 2 CFR §§200.317-326. Specific Federal agency or Vermont requirements also apply and are in addition to those outlined in Title 2. Staff shall verify whether additional requirements apply prior to making procurements and shall document the determination and any alternate requirements used in the procurement summary.

These policies and procedures have been developed in accordance with the following State and Federal statutes and regulations:

24 VSA Chapter 117 - Vermont Municipal and Regional Planning and Development Act.

Vermont Agency of Administration Administrative Bulletin 3.5 - Procurement and Contracting Procedures.

Vermont Agency of Administration Administrative Bulletin 5 – Policy for Grant Issuance and Monitoring

Code of Federal Regulations (CFR) Title 2, Uniform **Administrative** Requirements, Cost Principles, and Audit Requirements for Federal Awards

- 2 CFR §§200.317-326, Procurement Standards
- 2 CFR §200.112, Conflict of Interest
- 2 CFR §200.113, Mandatory Disclosures

## Environmental Protection Rule – Chapter 39—Clean Water Service Provider Rule

If provisions of these procurement policies conflict with the provisions of federal or state statute or regulations, the most stringent shall apply.

### **2.0 DEFINITIONS**

Contract – Any legally enforceable agreement by which CVRPC purchases products or services needed to carry out a project or program. The term contract includes all such agreements, whether or not characterized as a “contract”, “agreement”, “purchase order”, “procurement”, “license agreement”, “maintenance agreement”, “support agreement”, or other similar term (Vermont Bulletin 3.5 and 5.0). A contract is for the purpose of obtaining goods and services for CVRPC’s own use and creates a procurement relationship (2 CFR §200.22).

Contractor - Any party with which CVRPC has signed a contract. Characteristics indicative of a procurement relationship between CVRPC and a contractor are when the contractor provides goods and services within normal business operations, provides similar goods or services to many different purchasers, normally operates in a competitive environment, provides goods or services that are ancillary to the operation of the Federal program, and is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons (2 CFR §200.23).

Equipment - Tangible, personal property, including information technology systems, having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (2 CFR §200.33).

Pass-through Entity – A non-Federal entity that provides a subaward to a subrecipient to carry out part of a State or Federal program (2 CFR §200.74).

Subaward – An award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a State or Federal award received by the pass-through entity (2 CFR §200.92).

Subrecipient – A non-Federal entity that receives a subaward from a pass-through entity to carry out part of a State or Federal program (2 CFR §200.93).

Supplies – All tangible personal property other than those as described as Equipment above (2 CFR §200.94).

### **3.0 GENERAL PROCUREMENT**

- a. CVRPC will maintain oversight to ensure that contractors perform in accordance with the terms, conditions and specifications of their contracts or purchase orders.
- b. CVRPC will maintain a written code of standards of conduct governing the performance of its employees engaged in the selection, award, and administration of contracts. No employee, officer or agent of CVRPC shall participate in the selection, award or administration of a contract supported by State or Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent or, any member of their immediate family or, their partner, or any organization that employs, or is about to employ, any of the above has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

CVRPC officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subcontracts. CVRPC may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct will provide for disciplinary actions to be applied for violations of such standards by officers, employees or agents of CVRPC.

- c. CVRPC will review proposed procurements to avoid purchase of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis should be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
- d. To foster greater economy and efficiency, CVRPC will endeavor to enter into State and local intergovernmental agreements for procurement or use of common or shared goods and services.
- e. CVRPC will endeavor to use Federal and State excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
- f. CVRPC will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- g. CVRPC will maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

- h. CVRPC will use time and material-type contracts on State and/or Federal jobs only after a determination that no other contract is suitable, and if the contract includes a ceiling price that the contractor exceeds at its own risk.

Time and material type contract means a contract whose cost to a non-Federal entity is the sum of: the actual cost of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit. Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, CVRPC must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost control.

- i. CVRPC alone will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. If there is a dispute related to procurement conducted by CVRPC in its role as a Clean Water Service Provider, the Vermont Agency of Natural Resources will be notified. These issues include, but are not limited to, source evaluation, protest, disputes, and claims. These standards do not relieve CVRPC of any contractual responsibilities under its contracts. The State or Federal awarding agency will not substitute its judgment for that of CVRPC unless the matter is primarily a State or Federal concern. Violations of law will be referred to the local, State or Federal authority having proper jurisdiction.
- j. All procurement transactions will be conducted in a manner providing full and open competition. To ensure objective contractor performance and to eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals will be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include, but are not limited to:
  - i. Placing unreasonable requirements on firms in order for them to qualify to do business.
  - ii. Requiring unnecessary experience and excessive bonding;
  - iii. Noncompetitive pricing practices between firms or between affiliated companies;
  - iv. Noncompetitive contracts to consultants that are on retainer contracts;
  - v. Organizational conflicts of interest;
  - vi. Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
  - vii. Any arbitrary action in the procurement process.
- k. CVRPC will conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable State or Federal statutes expressly mandate or encourage geographic preference. This shall not preempt state licensing laws. When contracting

for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

- l. Solicitations for goods and services shall be based upon a clear and accurate description of the technical requirements for the material, product or service to be procured. Such a description shall not, in competitive procurement, contain features that unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance of other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated. All solicitations will identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- m. CVRPC will ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. CVRPC will not preclude potential bidders from qualifying during the solicitation period.

CVRPC, in its role as a Clean Water Service Provider, will issue a Request for Qualifications at least once per year to prequalify:

- i. municipalities and organizations to serve as Project Implementors; and
- ii. Subcontractors to provide design and construction services.

Project Implementors and Subcontractors shall be selected and managed consistent with Act 76, the Clean Water Service Provider Rule and Act 76 Guidance. The prequalification term shall be valid for up to three years. Statements of Qualifications will be evaluated by a selection committee consisting of three CVRPC staff and possibly others (external to CVRPC) with expertise in the area of the request. Evaluation criteria may include, but are not limited to the following:

- Knowledge of the program goals,
- Staff experience and capacity,
- Demonstrated success with similar project phases and project types, and
- Technical and equipment resources.

- n. CVRPC will use one of the following methods of procurement.
  - i. Procurement by Micro-Purchase. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate annual dollar amount of which does not exceed the

micro-purchase threshold as stated in ~~2 CFR § 200.6748~~ **CFR 2.101** “**Micro-purchase threshold**”, currently defined at ~~\$10,000~~ **\$15,000**. However, when a micro-purchase occurs pursuant to Environmental Protection Rule Chapter 39, the value of any single item shall not exceed \$1,000 and micro-purchases made pursuant to this Rule are only allowed for goods. Micro-purchases may be awarded without soliciting competitive quotations if CVRPC considers the price to be reasonable. To the extent practicable, CVRPC will distribute micro-purchases equitably among qualified suppliers. In the case of acquisitions for construction subject to the Davis-Bacon Act, the micro-purchase limit is \$2,000.

Procurement by Small Purchase. A Small Purchase of a good or category of goods that occurs pursuant to Environmental Protection Rule Chapter 39 and totals \$15,000 or greater from one vendor in one year shall be by written contract. If small purchase procedures are used, price or rate quotations must be obtained from at least three qualified sources. If fewer than three quotes are obtained, CVRPC will document that three potential sources are not available.

- ii. Simplified Bid Process. Contracts not more than ~~\$250,000~~ **100,000**, can follow either a simplified bid process or a standard bid process (Vermont Bulletin 3.5). A purchase of a good or category of goods for the CWSP that occurs pursuant to Environmental Protection Rule Chapter 39 and totals \$15,000 or greater from one vendor in one year shall be by written contract. A “simplified bid process” means that CVRPC has developed a specific and detailed statement of work for the service or product desired and has solicited written price quotations from at least three potential vendors known to provide the specified services or products.

Procedures for the Simplified Bid Process:

1. Prepare written specifications before bid solicitation consisting of:
  - a. General statement of services required,
  - b. Performance requirements,
  - c. Expectations regarding service location, schedule, including deadlines for deliverables and/or milestones, if applicable, and
  - d. Other specific requirements or conditions.
2. Prepare a list of at least three (3) potential vendors to be solicited.
3. Obtain price quotations by one or a combination of the following methods: current price lists, advertisements, telephone or verbal quotes, facsimile quotations, email quotes or written bids.
4. Construct the procurement file as outlined in CVRPC’s procurement summary. All records relating to the simplified bid process shall be retained in the contract file in accordance with CVRPC’s record retention schedule.
5. Document and retain in the procurement file all communications with contractors to obtain price quotes.

If fewer than three quotes are obtained, CVRPC will document that three potential sources are not available.

- iii. Standard Bid Process. A standard Request for Proposals (RFP) is required for all services which are anticipated to exceed a maximum contract amount of \$100,000 or more (Vermont Bulletin 3.5). An RFP must contain a clear and concise statement of work and describe the criteria used to select the contractor. The RFP will include a cover page, introduction, brief description of CVRPC, statement of work to be performed, RFP response requirements, contract elements, and basis for selection.

The bid most responsive to the selection criteria established in the RFP should be accepted. A complete copy of the RFP, contractors solicited, price quotations, bids received, and written selection justification shall be placed in the contract file.

- iv. Procurement by Sealed Bids (formal advertising) 2 CFR §200.320(b)(1). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the following conditions apply.

1. A complete, adequate, and realistic specification or purchase description is available;
2. Two or more responsible bidders are willing and able to compete effectively for the business; and
3. The procurement lends itself to a firm fixed price, and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

1. The invitation for bids will be publicly advertised, and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids;
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services for the bidder to properly respond;
3. All bids will be publicly opened at the time and place prescribed in the invitation for bids;
4. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
5. Any or all bids may be rejected if there is a sound documented reason.

- v. Procurement by Competitive Proposals 2 CFR §200.320(b)(2). The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:
1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical, and all information in the request for proposal must be addressed or the proposal may be disqualified;
  2. Proposals must be solicited from an adequate number of qualified sources;
  3. CVRPC will have a written method for conducting technical evaluation of the proposals received and for selecting recipients; and
  4. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
  5. CVRPC may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services through A/E firms are a potential source to perform the proposed effort.
- vi. Procurement by Noncompetitive Proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
1. The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold;
  2. The item is available only from a single source;
  3. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  4. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from CVRPC; or
  5. After solicitation of a number of sources, competition is determined inadequate.

For Project Implementors recruited via a Request for Qualifications process and retained by CVRPC in its role as a Clean Water Service Provider:

1. Upon a positive vote of a Basin Water Quality Council, Project Implementors are selected to receive funds from CVRPC for a phase of a clean water project;
  2. At the start of a clean water project, the CVRPC or its Project Implementors must seek proposals from at least three potential Subcontractors;
  3. Project Implementors may continue to manage subsequent phases of a clean water project and employ the same Subcontractor:
    - i. based on an affirmative vote of the Basin Water Quality Council,
    - ii. provided the project costs are consistent with the standard cost as identified by the Secretary of the Agency of Natural Resources as noted in Act 76, and
    - iii. so long as the CVRPC in its role as a Clean Water Service Provider is satisfied with the work performed in prior project phases.
  4. The CVRPC or its Project Implementors may choose to solicit new proposals for Operations & Maintenance and / or Inspection / Verification project phases.
- o. CVRPC will take all necessary affirmative steps to assure that small and minority businesses, women's business enterprises and labor surplus area firms are used when possible. Affirmative steps must include (2CFR §200.321):
- i. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
  - ii. Assuring that small and minority businesses, and women's business enterprises, are solicited whenever they are potential sources;
  - iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
  - iv. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
  - v. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
  - vi. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.
- p. Procurement of Recovered Materials. CVRPC, as a political subdivision of Vermont, and its contractors will comply with Section 6002 of the Solid Waste Disposal Act, as amended by the

Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

- q. Contract cost and price. CVRPC will perform a cost or price analysis in connection with every procurement action in excess of the \$100,000 threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, CVRPC will make independent estimates before receiving bids or proposals.

CVRPC will negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Cost of prices based on estimated costs for contracts under a State or Federal award are allowable only to the extent that costs incurred or costs estimates included in the negotiated prices would be allowable for CVRPC under 2 CFR §200, Subpart E - Cost Principles. CVRPC may reference its own cost principles that comply with the State or Federal cost principles. The cost plus a percentage of cost and percentage of construction cost methods of contracting will not be used.

- r. State or Federal awarding agency or pass-through entity review. CVRPC will make available, upon request of the State or Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the State or Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if CVRPC desires to have the review accomplished after a solicitation has been developed, the State or Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.
  - i. CVRPC will make available upon request, for the State or Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent costs estimates when:

1. CVRPC's procurement procedures or operation fails to comply with these procurement standards;
  2. The procurement is expected to exceed the \$250,000 threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
  3. The procurement, which is expected to exceed the \$250,000 threshold, specifies a "brand name" product;
  4. The proposed contract is more than the \$250,000 threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
  5. A proposed contract modification changes the scope of a contract or increases the contract amount by more than the \$250,000 threshold.
- ii. CVRPC is exempt from the pre-procurement review if the State or Federal awarding agency or pass-through entity determines that its procurement systems comply with these standards.
1. CVRPC may request that its procurement system be reviewed by the State or Federal awarding agency or pass-through entity to determine whether its system meets these standards for its system to be certified. Generally, these reviews must occur where there is a continuous high-dollar funding, and third party contracts are awarded on a regular basis.
  2. CVRPC may self-certify its procurement system. Such self-certification must not limit the State or Federal awarding agency's right to survey the system. Under a self-certification procedure, the State or Federal awarding agency may rely on written assurances from CVRPC that it is complying with these standards. CVRPC will cite specific policies, procedures, regulations or standards as being in compliance with these requirements and have its system available for review.
- s. Bonding Requirements. For construction or facility improvement contracts or subcontracts exceeding the \$100,000 threshold, the State or Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the CVRPC provided that the State or Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:
- i. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

- ii. A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor’s obligations under such contract.
  - iii. A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.
- t. Contract Provisions. CVRPC’s contracts will contain the applicable provisions as described below and contained in 2 CFR Part 200, Appendix II – Contract Provisions for non-Federal Entity Contracts Under Federal Awards. In addition to other provisions required by State or Federal agencies or CVRPC, all contracts made by CVRPC under State or Federal awards will contain provisions covering the following, as applicable:
- i. Contracts for more than the \$100,000 threshold must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions as appropriate.
  - ii. All contracts in excess of \$10,000 will address termination for cause and for convenience by CVRPC, including the manner by which it will be effected and the basis for settlement.
  - iii. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 will include the equal opportunity clause provided under 41 CFR 601-4(b), in accordance with Executive Order 11246 “Equal Employment Opportunity” (30FR 12319, 12935, 3 CFR Part 1964-1965 Comp., p. 339), as amended by Executive Order 11375 “amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
  - iv. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions as Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors will be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in wage determination made by the Secretary of Labor. In addition, contractors will be required to pay wages not less than once a week. CVRPC will place a copy of the current prevailing wage determination issued by the Department

- of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. CVRPC will report all suspected or reported violations to the Federal awarding agency. The contracts will also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3), “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient will be prohibited from inducing, by any means, any person employed in the construction, completion or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. CVRPC will report all suspected or reported violations to the Federal awarding agency.
- v. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by CVRPC in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).
  - vi. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
  - vii. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended. Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires CVRPC to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Contract Act as amended (33 U.S.C. 1251-1387).
  - viii. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (43 U.S.C. 6201).
  - ix. Debarment and Suspension (executive Orders 12549 and 12689). A contract award (see 2 CFR §180.220) must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the

OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1968 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp, p. 235), “Debarment and Suspension.” The Excluded Parties List System in SAM contains the names of parties debarred, suspended or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Similarly, a contract award must not be made to parties listed on the Vermont Building and General Services (BGS) website.

- x. Byrd Anti-Lobbying Amendment (31 U.S.C 1352). Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not, and has not, used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- xi. CVRPC will comply with 19 VSA 10a for procurement of Architectural Engineering (A/E) and related professional services.
- xii. CVRPC shall use State and/or Federal agency provided pro-forma contracts and agreements for contractual compliance with State and Federal requirements.
- xiii. All contracts using U.S. EPA Assistance. All contracts using U.S. EPA Assistance shall including the following:
  - 1. Salary Caps. All contracts using U.S. EPA assistance for a contractor or subrecipient shall comply with 2 CFR 1500 including 2 CFR 1500.10(a) dealing with the authorized direct salary cap under federal assistance agreements.
  - 2. Minority/Women’s Business Enterprise (MBE/WBE). CVRPC shall make a good faith effort to encourage the participation and bidding of minority and women-owned business enterprises whenever procuring construction, equipment, services and supplies, especially as related to accomplishing the goals and conditions of federal assistance awards and contracts. CVRPC will follow the guidelines and requirement of Title 40 CFR Part 33, Subpart C, in addition to using the basic reporting requirements of EPA Form 5700-52A to document and implement the policies, procedures and systems necessary to make opportunities available to MBE/WBE firms.
- xiv. All contracts using State of Vermont Department of Environmental Conservation Formula Grant funding: All contracts using DEC Formula Grant funding will include

Standard State Provisions for Contracts and Grants, as well as any other provisions specified in the current Clean Water Initiative Funding Policy.

- u. Cost Sharing, Matching, and In-Kind Contributions. CVRPC may accept cash and third-party in-kind support to assist in the implementation and pursuit of its goals and mission. When addressing federal cost share, match or in-kind contribution requirements of federal assistance awards, all contributions, including cash and third party in-kind, shall meet all of the requirements of 40 CFR 30.23, including the following criteria:
  - i. Contributions are verifiable from the recipient's records.
  - ii. Contributions are not included as contributions for any other federally-assisted project or program.
  - iii. Contributions are necessary and reasonable for proper and efficient accomplishment of project or program objectives.
  - iv. Contributions are allowable under the applicable cost principles.
  - v. Contributions are not paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost sharing or matching.

#### **4.0 PURCHASE OF EQUIPMENT**

All equipment procured on behalf of a State and/or Federal agency must be pre-approved if not in an approved work plan. Title to the equipment shall be jointly held between said State and/or Federal agency and CVRPC. The purchased equipment must be directly related to the implementation of a specific State and/or Federal program and is to be used only for the originally authorized purpose. If the equipment is no longer needed, CVRPC will notify the State and/or Federal agency of this for possible use on other projects or programs supported by said agency. However, when acquiring replacement equipment approved by a specific State and/or Federal agency, CVRPC may use the equipment to be replaced as a trade-in or sell the equipment and use the proceeds to offset the cost of the replacement equipment with agency approval. All documentation showing trade in value must accompany CVRPC's invoice in which reimbursement is being requested for that equipment.

CVRPC will not use equipment acquired with grant funds to provide services for a fee to compete unfairly with private firms which provide equivalent services.

CVRPC will be responsible for the management of the equipment while in use in such a fashion that at a minimum meets the following requirements:

- i. Property records must be maintained that include a description of the property, a serial number or other identification number, the source of the property, who holds title, the acquisition date, the cost of the property, the location and use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
- ii. A physical inventory of the property must be taken and the results reconciled with the property records at least every two years.
- iii. A control system must be developed to ensure adequate safeguards to prevent loss, damage or theft of the property. Any loss, damage, or theft shall be investigated.
- iv. Adequate maintenance procedures must be developed to keep the property in good condition.
- v. Proper sales procedures designed to ensure the highest possible return must be developed and implemented if CVRPC is authorized to sell the property.

When original or replacement equipment acquired under an agreement is no longer needed for the original project or program, disposition of the equipment will be made as follows:

- i. Items of equipment with a current per-unit market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation.
- ii. Items of equipment with a current per-unit market value in excess of \$5,000 may be retained or sold and the State or Federal agency shall have the right to an amount calculated by multiplying the current market value or proceeds from sale by the State or Federal government's share of the equipment.

In cases where CVRPC fails to take appropriate disposition actions, the State and/or Federal awarding agency may direct CVRPC to take excess property and disposition actions. The Federal government may reserve the right to transfer title to the Federal government or a third party when such a third party is otherwise eligible under existing statutes. Such transfers shall be subject to the following standards:

- i. The property shall be identified in the agreement or otherwise made known to CVRPC in writing.
- ii. The State and/or Federal awarding agency shall issue disposition instructions within 120 calendar days after the end of said agency's support of the project for which it was acquired. If the State and/or Federal agency fails to issue disposition instructions within the time frame, CVRPC will follow the instructions as described above. When title is

transferred, CVRPC will be paid an amount calculated by applying the percentage of participation in the purchase to the current fair market value.

## **5.0 PURCHASE OF SUPPLIES**

Title to supplies acquired under an agreement will vest upon acquisition to CVRPC. If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate fair market value upon termination or completion of the agreement, and if the supplies are not needed for any other State and/or Federally sponsored programs or projects, CVRPC shall compensate the awarding agency for its share.

Adopted by the Central Vermont Regional Planning Commission Executive Committee, ~~September 3, 2024~~ **April 6, 2026**.

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Peter Carbee  
CVRPC Chair



## BOARD OF COMMISSIONERS

April 14, 2026 6:30 pm

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

**Hybrid Meeting with Remote Participation via Zoom<sup>1</sup>**

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

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

### Page **AGENDA**

- 6:30<sup>2</sup>** **Introductions/Roll Call/Confirmation of Meeting Recording**  
**Adjustments to the Agenda**  
**Public Comments**
- 6:35** **Accept Meeting Minutes – 03/10/26** (action - enclosed)
- 6:40** **Draft Executive Committee Slate** (*Discussion – Enclosed*)  
*Nominating committee presents their draft slate for the Executive committee with no action expected.*
- 6:50** **Presentation on the Regional Plan Update Strategy**(Discussion – Enclosed)  
*Staff and Regional Plan Committee will present where CVRPC is in the adoption process. This is a discussion item and will include:*
- Presentation of Initial Draft Regional Future Land Use Area Map
  - Presentation of Initial Draft Regional Housing Targets
- 7:50** **Accept Committee and Staff Reports** (action - enclosed)
- 8:00** **Commissioner Roundtable**
- 8:05** **Adjourn**

**Next Meeting: May 12, 2026**

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<sup>1</sup> 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](mailto:cvrpc@cvregion.com) at least 3 business days prior to the meeting for which services are requested.

<sup>2</sup> Times are approximate unless otherwise advertised.

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