



EXECUTIVE COMMITTEE

August 3, 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=ZiNySGM0aG1waElVRzMremVsamZ0Zz09>

Dial in via phone¹: +1 929 436 2866 | Meeting ID: 882 3017 2343 | Passcode: 927199

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

Page **AGENDA**

4:00² Confirmation of Meeting Recording

Adjustments to the Agenda

Public Comment

4:10 Accept Unaudited June Financial Report (*action - enclosed*)

4:20 Accept Meeting Minutes – 07/6/26 (*action - enclosed*)

4:25 Amend Rules of Meeting Conduct and Public Participation (*action - enclosed*)

4:35 Contract/Agreement Authorizations (*Enclosed, Action*)

- Friends of the Winooski River – Tyler Place Tributary Riparian Buffer Planting – Verification, Operations & Maintenance
- Watershed Consulting – Lower Fairgrounds Floodplain Restoration
- Friends of the Winooski River –RIVER Navigator Public Outreach and Education
- University of Vermont –RIVER Navigator Public Outreach and Education

4:45 Adopt Brownfields Program of Project(*action - enclosed*)

4:55 Set Agenda or Cancel August Commission Meeting (*action - enclosed*)

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

² All times are approximate unless otherwise advertised.

Page **AGENDA**

5:00 Committee Round Table

5:01 Adjourn

Next Meeting: August 31, 2026

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



MEMO

Date: July 29, 2026,
To: Executive Committee
From: Jeff Gibson, Finance Manager
Re: Financial Report as of 06/30/2026

ACTION REQUESTED:

FY26 Summary: CVRPC completed FY26 with a **year-to-date surplus of \$2,728.55** through June 30, 2026. While revenue collections remained below the annual budget due to the timing of grant reimbursements and project activity, expenses also remained below budget, resulting in a small positive year-end operating result.

Balance Sheet

- **Assets** – Billing is substantially complete through **06/30/2026**. Aging receivables total **\$389,149.86**. Operating cash is **\$110,565**, while savings, ICS, certificates of deposit, and other cash accounts total **\$1,104,147**, bringing total cash and cash equivalents to **\$1,214,712**. CVRPC continues to maintain operating cash well above its minimum target of \$100,000 for cash flow purposes. The Commission also maintains **\$39,509** in a separate account for the Medical Reserve Corps (MRC).
- **Current Liabilities**
 - Accounts payable totaled **\$44,472** at June 30.
 - Accrued vacation and compensatory time balances were **\$26,883** and **\$8,066**, respectively.
 - Deferred revenue totaled **\$426,706**, including **\$103,211** for ACCD, **\$162,290** for CWSP Formula, and **\$85,416** for BGS MERP, along with other grant-specific deferred balances.
 - Total current liabilities were **\$750,465**.
- **Equity** – Total equity as of **June 30, 2026** was **\$1,124,830**, reflecting the Commission's strong financial position at fiscal year-end despite ongoing timing differences in grant reimbursements and project expenditures.
- **Net Income** – CVRPC concluded FY26 with a **year-end surplus of \$2,728.55**. Although revenue finished below the annual budget due to the timing of grant activity and reimbursements, expenditures also remained below budget, allowing the Commission to end the fiscal year with a positive operating result.

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

In reviewing income and expenses through **06/30/2026**, the benchmark used is **100%**, representing the full fiscal year.

- **Income** – Total revenue for FY26 was **\$1,620,256.11**, representing **54.87% of the annual budget**. Revenue remained below budget primarily due to the timing of grant activity, reimbursements, and project implementation.
- **Expenses** – Total expenses for FY26 were **\$1,617,527.56**, representing **62.51% of the annual budget**. Expenditures remained well below budget as staffing, project, and program costs were lower than originally anticipated.
- **Net Income** – FY26 concluded with a **surplus of \$2,728.55**. Although revenues were below budget, prudent spending and delayed project expenditures offset much of the revenue shortfall, allowing the Commission to end the fiscal year with a modest positive operating result.

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

A/R Aging Summary

	Current	As of June 30, 2026	61 - 90	> 90	TOTAL
EPA					
RLF 25	0.00	3,668.35	0.00	2,003.43	5,671.78
Assessment 25	0.00	2,649.51	0.00	2,451.09	5,100.60
Total EPA	0.00	6,317.86	0.00	4,454.52	10,772.38
Lawson's Finest Liquids	0.00	0.00	0.00	1,000.00	1,000.00
USDOT					
693JJ32440469	0.00	7,698.66	0.00	10,309.06	27,075.47
Total USDOT	0.00	7,698.66	0.00	10,309.06	27,075.47
Neck of the Woods					
NBRC LDD	0.00	170.75	0.00	341.50	1,709.99
Total Neck of the Woods	0.00	170.75	0.00	341.50	1,709.99
Addison County Regional Commission					
Water Systems	0.00	1,182.41	0.00	1,049.27	2,231.68
Water Quality Project Development	0.00	207.42	0.00	0.00	207.42
Total Addison County Regional Commission	0.00	1,389.83	0.00	1,049.27	2,439.10
Preservation Trust of Vermont, Inc	0.00	0.00	0.00	0.00	0.00
Vermont Council on Rural Development.					
Plainfield MTAP	0.00	4,550.00	0.00	0.00	4,550.00
Community Visits	0.00	0.00	0.00	3,398.54	3,398.54
Total Vermont Council on Rural Development.	0.00	4,550.00	0.00	3,398.54	7,948.54
ACCD Parent					
CDBG-DR RIVER Navigator					
Administration	0.00	1,574.45	0.00	648.21	3,017.17
Total CDBG-DR RIVER Navigator	0.00	1,574.45	0.00	648.21	3,017.17
ACCD					
NDA Assistance	0.00	0.00	0.00	0.02	0.02
Housing Navigator	0.00	0.00	0.00	500.00	500.00
ACCD - Other	0.00	0.00	0.00	2,033.54	2,033.54
Total ACCD	0.00	0.00	0.00	2,533.56	2,533.56
ACCD 21	0.00	0.00	0.00	0.00	0.00
ACCD 22	0.00	0.00	0.00	0.01	0.01
ACCD Parent - Other	0.00	0.00	0.00	-0.11	-0.11

Central Vermont Regional Planning Commission

A/R Aging Summary

	Current	As of June 30, 2026	61 - 90	> 90	TOTAL
Total ACCD Parent	0.00	1,574.45	0.00	648.21	3,327.97
Administration					
Administration	0.00	0.00	0.00	0.00	1,321.60
Administration - Other	0.00	0.00	0.00	0.00	0.00
Total Administration	0.00	0.00	0.00	0.00	1,321.60
Barre City					
NBRC LDD Prospect Heights	0.00	1,451.36	0.00	2,305.10	0.00
Barre City LHMP 23	0.00	0.00	0.00	0.00	1,155.77
Total Barre City	0.00	1,451.36	0.00	2,305.10	1,155.77
Berlin					
Berlin Plan Update 25	0.00	1,350.69	0.00	2,508.52	5,674.98
Berlin - Other	0.00	0.00	0.00	0.00	0.00
Total Berlin	0.00	1,350.69	0.00	2,508.52	5,674.98
Cabot					
Cabot LHMP 23	0.00	0.00	0.00	0.00	527.00
Total Cabot	0.00	0.00	0.00	0.00	527.00
Calais					
LHMP 26	0.00	728.47	0.00	790.36	365.34
Kent Hill BRIC	0.00	0.00	0.00	0.00	-204.51
Total Calais	0.00	728.47	0.00	790.36	160.83
CCRPC					
TOD Planning	0.00	997.76	0.00	461.04	4,419.18
Clean Water					
Clean Water FY26	0.00	3,463.82	0.00	697.85	3,405.33
TBP Planning	0.00	22.19	0.00	221.94	0.00
Total Clean Water	0.00	3,486.01	0.00	919.79	3,405.33
Total CCRPC	0.00	4,483.77	0.00	1,380.83	7,824.51
Department of Environmental Conservation					
CWSP Formula					
Project Completion					
8629_MarshfieldRdGully_FD	30.52	0.00	0.00	0.00	0.00
Total Project Completion	30.52	0.00	0.00	0.00	0.00
Administrative	2,963.60	0.00	785.12	4,648.82	14,377.78
Total CWSP Formula	2,994.12	0.00	785.12	4,648.82	14,377.78
CWSP Start-up					
Training Activities	0.00	0.00	0.00	0.00	362.08
Implementation Prep	0.00	0.00	0.00	0.00	1,051.36
Total CWSP Start-up	0.00	0.00	0.00	0.00	1,413.44
Moretown Elem SW Final Design	0.00	0.00	0.00	0.00	0.03
Plainfield Gully Construction	0.00	0.00	0.00	0.00	0.00
Total Department of Environmental Conservati	2,994.12	0.00	785.12	4,648.82	15,791.25
Department of Public Safety					
EMPG					

Central Vermont Regional Planning Commission

A/R Aging Summary

	Current	As of June 30, 2026	61 - 90	> 90	TOTAL
Technical Assistance	0.00	0.00	0.00	3,219.47	3,219.47
REMC	0.00	0.00	0.00	595.39	595.39
LEMP	0.00	0.00	0.00	0.01	0.01
Total EMPG	0.00	0.00	0.00	3,814.87	3,814.87
EMPG Supplemental					
WiFi	0.00	0.00	0.00	-0.01	-0.01
Total EMPG Supplemental	0.00	0.00	0.00	-0.01	-0.01
Total Department of Public Safety	0.00	0.00	0.00	3,814.86	3,814.86
East Montpelier					
East Montpelier LHMP 24	0.00	0.00	0.00	169.04	169.04
Total East Montpelier	0.00	0.00	0.00	169.04	169.04
EMPG					
EMPG 21					
Technical Assistance	0.00	0.00	0.00	0.01	0.01
Total EMPG 21	0.00	0.00	0.00	0.01	0.01
EMPG - Other	0.00	0.00	0.00	-0.04	-0.04
Total EMPG	0.00	0.00	0.00	-0.03	-0.03
GIS Fee For Service	0.00	0.00	0.00	351.59	351.59
Lamoille County PC					
Flood Bylaw	0.00	0.00	0.00	417.22	417.22
Health Equity					
Projects	0.00	0.00	0.00	0.01	0.01
Total Health Equity	0.00	0.00	0.00	0.01	0.01
Lamoille County PC - Other	0.00	0.00	0.00	-2.25	-2.25
Total Lamoille County PC	0.00	0.00	0.00	414.98	414.98
Middlesex					
Town Highway Inventory 25	313.65	0.00	618.00	1,353.61	11,843.23
REI 25	0.00	0.00	0.00	184.73	184.73
Total Middlesex	313.65	0.00	618.00	1,353.61	12,027.96
Misc Income	0.00	0.00	0.00	-1.00	-1.00
Montpelier					
Housing Assessment 25	0.00	0.00	0.00	9,178.14	9,178.14
VOREC	0.00	0.00	0.00	0.00	0.00
Total Montpelier	0.00	0.00	0.00	9,178.14	9,178.14
Moretown					
REI 25	0.00	0.00	0.00	61.53	61.53
Total Moretown	0.00	0.00	0.00	61.53	61.53
Mount Ascutney Regional Commission					
Flood Bylaws	348.14	0.00	144.49	1,598.89	3,640.87
Brownfields	0.00	0.00	0.00	11,490.30	11,490.30
Total Mount Ascutney Regional Commission	348.14	0.00	144.49	13,039.65	15,131.17
Northfield	0.00	0.00	0.00	8,166.84	8,166.84
Northwest Regional Comm'n					

Central Vermont Regional Planning Commission

A/R Aging Summary

	Current	As of June 30, 2026	As of June 30, 2026	61 - 90	> 90	TOTAL
CPRG						
Task 1-Framework	0.00	1,127.95	0.00	787.44	0.00	1,915.39
Total CPRG	0.00	1,127.95	0.00	787.44	0.00	1,915.39
NBRC Grant Admin						
CVTA - NBRC21GVT11	0.00	0.00	0.00	0.00	411.75	411.75
Total NBRC Grant Admin	0.00	0.00	0.00	0.00	411.75	411.75
Total Northwest Regional Comm'n	0.00	1,127.95	0.00	787.44	411.75	2,327.14
Orange						
Municipal Plan 25	0.00	2,863.13	3,908.00	1,649.60	9,149.80	17,570.53
MPM Sidewalks Design	0.00	0.00	0.00	0.00	44.65	44.65
LHMP	0.00	0.00	0.00	0.00	2,829.47	2,829.47
Total Orange	0.00	2,863.13	3,908.00	1,649.60	12,023.92	20,444.65
Rutland Regional Comm'n						
604b	0.00	76.29	0.00	97.10	0.00	173.39
Total Rutland Regional Comm'n	0.00	76.29	0.00	97.10	0.00	173.39
Two Rivers Ottauquechee Comm'n						
River Program	0.00	0.00	0.00	0.00	455.40	455.40
Total Two Rivers Ottauquechee Comm'n	0.00	0.00	0.00	0.00	455.40	455.40
VAPDA_	0.00	0.00	0.00	0.00	500.00	500.00
VTrans						
CVRPC STP BP24(17)	0.00	306.96	0.00	479.62	1,106.60	1,893.18
TA Set-aside						
MRP Corridor Study	0.00	117.71	0.00	0.00	30,251.26	30,368.97
Total TA Set-aside	0.00	117.71	0.00	0.00	30,251.26	30,368.97
TPI						
TPI Special Bike/Ped	0.00	0.00	0.00	0.00	334.66	334.66
TPI Planning	0.00	5,964.69	0.00	8,326.72	2,901.64	17,193.05
TPI Data Collect/Manage	0.00	1,344.48	0.00	1,315.17	1,717.89	4,377.54
TPI Admin	0.00	3,336.35	0.00	3,372.95	1,637.07	8,346.37
TPI Coordination	0.00	1,145.61	0.00	2,425.61	1,041.62	4,612.84
TPI MRGP Support	0.00	75.28	0.00	94.09	0.04	169.41
TPI Project Develop	0.00	0.00	0.00	0.00	0.23	0.23
Total TPI	0.00	11,866.41	0.00	15,534.54	7,633.15	35,034.10
VTrans - Other	0.00	0.00	0.00	0.00	-0.51	-0.51
Total VTrans	0.00	12,291.08	0.00	16,014.16	38,990.50	67,295.74
Waitsfield						
Waitsfield LHMP 23	0.00	0.00	0.00	0.00	865.17	865.17
Total Waitsfield	0.00	0.00	0.00	0.00	865.17	865.17
Warren						
LHMP 24	0.00	0.00	0.00	0.00	1,538.22	1,538.22
Total Warren	0.00	0.00	0.00	0.00	1,538.22	1,538.22
Washington	0.00	0.00	0.00	0.00	-0.50	-0.50
Waterbury						

Central Vermont Regional Planning Commission
A/R Aging Summary

	Current	As of June 30, 2026	As of June 30, 2026	61 - 90	> 90	TOTAL
Waterbury LHMP 23	0.00	0.00	0.00	0.00	141.50	141.50
Total Waterbury	0.00	0.00	0.00	0.00	141.50	141.50
Williamstown						
Municipal Plan 25	0.00	28.74	0.00	1,270.76	14,175.25	15,474.75
Total Williamstown	0.00	28.74	0.00	1,270.76	14,175.25	15,474.75
TOTAL	3,655.91	46,103.03	5,455.61	52,207.75	163,487.45	270,909.75

Central Vermont Regional Planning Commission

Balance Sheet

As of ~~June 30, 2026~~
June 30, 2025

ASSETS

Current Assets

Checking/Savings

1012 · Community National Bank (1801)	110,564.92
1013 · CNB ICS (1816)	589,389.47
1017 · Northfield Savings Bank (7906)	14,957.37
1028 · NCFCU Share (1493)	7.30
1031 · CNB Checking MRC (7301)	39,509.30
1032 · CNB Zero Interest (4501)	1.00
1035 · M&T CWSP (8769)	10,000.00
1036 · M&T ICS (8769)	200,283.02
1037 · NSB CD (1577)	250,000.00

Total Checking/Savings 1,214,712.38

Accounts Receivable

1200 · Accounts Receivable	389,149.86
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Total Accounts Receivable 389,149.86

Total Current Assets 1,603,862.24

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	54,968.94
1320 · Deposits	4,415.00

Total Other Assets 59,383.94

TOTAL ASSETS 1,875,294.50

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	44,471.66
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Total Accounts Payable 44,471.66

Credit Cards

2030 · NCFCU VISA	260.71
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Total Credit Cards 260.71

Other Current Liabilities

2102 · Accrued Vacation	26,883.19
2103 · Accrued Compensatory Time	8,065.88
2104 · Accrued 457 Retirement	632.37
2105 · Accrued Interest Payable	3,295.87

Central Vermont Regional Planning Commission

Balance Sheet

As of June 30, 2026

2200 · Deferred Income	
2201 · ACCD	
2214 · Housing Navigator	60.12
2219 · RPC Annual - FY24	0.01
2221 · RPC Annual - FY25	-3,268.48
2222 · RPC Annual - FY26	98,241.45
2223 · 87 State Assessment	8,178.32
Total 2201 · ACCD	103,211.42
2225 · MARC	-3,488.54
2240 · VCRD - Climate Catalyst	0.02
2245 · BGS MERP Deferred Revenue	85,415.57
2250 · CWSP Formula Deferred Revenue	162,290.12
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	1,705.94
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	9,112.00
Total 2200 · Deferred Income	426,705.57
2302 · State withholding	6.64
2303 · HSA deductible withholding	1,587.46
2304 · Dependent Care Deductions	-0.10
2306 · Pension Liability- Edward Jones	7,701.37
2309 · Lease Liability - Facility	230,853.90
Total Other Current Liabilities	705,732.15
Total Current Liabilities	750,464.52
Total Liabilities	750,464.52
Equity	
3100 · Unrestricted Net Position	444,974.11
3300 · Invested in Fixed Assets	11,191.60
3900 · Retained Earnings	665,935.72
Net Income	2,728.55
Total Equity	1,124,829.98
TOTAL LIABILITIES & EQUITY	1,875,294.50

Central Vermont Regional Planning Commission
Statement of Revenues and Expenditures
 July 2025 through June 2026

	<u>Jul '25 - Jun 26</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4100 · ACCD				
4101 · ACCD Direct	718,886.07	737,745.00	-18,858.93	97.44%
4102 · ACCD Match	40.02	0.00	40.02	100.0%
Total 4100 · ACCD	718,926.09	737,745.00	-18,818.91	97.45%
4200 · Community Development				
4205 · Local Energy Planning	0.00	69,639.50	-69,639.50	0.0%
4206 · NRPC Energy Grant	0.00	2,500.00	-2,500.00	0.0%
4215 · CCRPC CEDS	0.00	9,276.40	-9,276.40	0.0%
4220 · MARC Brownfields	1,419.80	115,000.00	-113,580.20	1.24%
4230 · NBRC Grant Admin	281.40	0.00	281.40	100.0%
4249 · VCRD	0.00	1,526.00	-1,526.00	0.0%
4252 · ACRPC	7,087.12	17,838.33	-10,751.21	39.73%
4254 · NRC CPRG Inventory	13,108.45	0.00	13,108.45	100.0%
4255 · NBRC LDD	3,593.25	7,707.76	-4,114.51	46.62%
4256 · NBRC LDD Prospect Heights	5,734.72	11,503.48	-5,768.76	49.85%
4257 · EPA	52,600.52	500,000.00	-447,399.48	10.52%
4258 · Verta Focus Groups	5,000.00	5,000.00	0.00	100.0%
4260 · Plainfield MTAP	4,550.00			
Total 4200 · Community Development	93,375.26	739,991.47	-646,616.21	12.62%
4300 · Fee for Services				
4302 · Cross VT Trail	0.00	2,400.00	-2,400.00	0.0%
4304 · GIS Mapping	0.00	1,000.00	-1,000.00	0.0%
4308 · WBRD Admin	4,000.00	5,000.00	-1,000.00	80.0%
Total 4300 · Fee for Services	4,000.00	8,400.00	-4,400.00	47.62%
4400 · Municipal Contracts				
4447 · Town of Middlesex	0.00	15,000.00	-15,000.00	0.0%
4470 · Town of Orange	0.00	21,229.00	-21,229.00	0.0%
4471 · BGS - Municipal Energy	40,752.30	0.00	40,752.30	100.0%
4473 · LHMP 23	0.00	333.50	-333.50	0.0%
4475 · LHMP 24	21,724.05	1,936.85	19,787.20	1,121.62%

Central Vermont Regional Planning Commission
Statement of Revenues and Expenditures
 July 2025 through June 2026

	<u>Jul '25 - Jun 26</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
4476 · Housing Assessment 25	7,986.87	6,900.00	1,086.87	115.75%
4477 · Plan 25	26,909.11	25,522.00	1,387.11	105.44%
Total 4400 · Municipal Contracts	97,372.33	70,921.35	26,450.98	137.3%
4500 · Natural Resources				
4501 · 604B Water Planning	8,445.11	11,000.00	-2,554.89	76.77%
4516 · Tactical Basin Planning	4,651.94	20,725.00	-16,073.06	22.45%
4545 · DEC CWSP Formula	210,890.76	650,000.00	-439,109.24	32.45%
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%
4578 · Flood Bylaws	10,781.13	3,897.00	6,884.13	276.65%
4579 · CTPG Barre City	205.96	0.00	205.96	100.0%
Total 4500 · Natural Resources	254,133.96	730,909.85	-476,775.89	34.77%
4600 · Public Safety				
4602 · EMPG	15,292.93	40,748.40	-25,455.47	37.53%
4606 · HMGP Mega Admin	0.00	789.98	-789.98	0.0%
4611 · VEM Emergency Operation MOA	0.00	5,000.00	-5,000.00	0.0%
Total 4600 · Public Safety	15,292.93	46,538.38	-31,245.45	32.86%
4700 · Town Dues (Parent)				
4701 · Town Dues	90,254.76	90,254.76	0.00	100.0%
Total 4700 · Town Dues (Parent)	90,254.76	90,254.76	0.00	100.0%
4800 · Transportation				
4804 · TPI	194,652.60	292,658.31	-98,005.71	66.51%
4805 · VTrans Better Back Road	0.00	173,600.00	-173,600.00	0.0%
4806 · TOD Planning	24,588.94	19,266.50	5,322.44	127.63%
4807 · TA Set-aside	14,127.54	0.00	14,127.54	100.0%
4808 · USDOT SS4A	43,883.24	0.00	43,883.24	100.0%
4809 · REI 25	11,190.02	15,000.00	-3,809.98	74.6%
Total 4800 · Transportation	288,442.34	500,524.81	-212,082.47	57.63%
4900 · Other Income				
4901 · Interest Income	32,126.57	0.00	32,126.57	100.0%
4950 · Salaries To Be Allocated	24,223.27	0.00	24,223.27	100.0%

Central Vermont Regional Planning Commission
Statement of Revenues and Expenditures
 July 2025 through June 2026

	<u>Jul '25 - Jun 26</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
4955 · Indirect To Be Allocated	15,018.43	0.00	15,018.43	100.0%
4999 · Miscellaneous Income	-12,909.83	27,562.39	-40,472.22	-46.84%
Total 4900 · Other Income	<u>58,458.44</u>	<u>27,562.39</u>	<u>30,896.05</u>	<u>212.1%</u>
Total Income	<u>1,620,256.11</u>	<u>2,952,848.01</u>	<u>-1,332,591.90</u>	<u>54.87%</u>
Gross Profit	1,620,256.11	2,952,848.01	-1,332,591.90	54.87%
Expense				
5000 · Wages and Fringe Benefits				
5001 · Personnel	746,460.91	813,060.00	-66,599.09	91.81%
5100 · Fringe Benefits				
5101 · FICA	61,708.58	71,988.00	-10,279.42	85.72%
5110 · Health Insurance	201,552.54	204,960.00	-3,407.46	98.34%
5112 · Dental Insurance	8,243.18	12,682.00	-4,438.82	65.0%
5115 · Life Disability Insurance	5,959.17	0.00	5,959.17	100.0%
5118 · PTO/Comp Accrual	10,954.76	0.00	10,954.76	100.0%
5120 · Pension Plan - Edward Jones	31,073.71	36,261.00	-5,187.29	85.7%
5130 · Unemployment Insurance	499.00	0.00	499.00	100.0%
5135 · Worker's Comp	1,648.63	0.00	1,648.63	100.0%
Total 5100 · Fringe Benefits	<u>321,639.57</u>	<u>325,891.00</u>	<u>-4,251.43</u>	<u>98.7%</u>
Total 5000 · Wages and Fringe Benefits	<u>1,068,100.48</u>	<u>1,138,951.00</u>	<u>-70,850.52</u>	<u>93.78%</u>
5200 · Professional Services				
5201 · Accounting	71,359.06	76,000.00	-4,640.94	93.89%
5202 · Audit	33,000.00	33,000.00	0.00	100.0%
5203 · IT/Computer	20,749.71	20,000.00	749.71	103.75%
5204 · Legal	14,893.60	4,000.00	10,893.60	372.34%
5200 · Professional Services - Other	355.00	397.00	-42.00	89.42%
Total 5200 · Professional Services	<u>140,357.37</u>	<u>133,397.00</u>	<u>6,960.37</u>	<u>105.22%</u>
5305 · Advertising	3,633.90	1,239.00	2,394.90	293.29%
5315 · Consultants				
5317 · Stipends	50.00	0.00	50.00	100.0%
5315 · Consultants - Other	277,066.46	1,165,545.00	-888,478.54	23.77%

Central Vermont Regional Planning Commission

Statement of Revenues and Expenditures

July 2025 through June 2026

	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
Total 5315 · Consultants	277,116.46	1,165,545.00	-888,428.54	23.78%
5320 · Depreciation expense	899.60	1,870.00	-970.40	48.11%
5325 · Copy				
5326 · Copier extra copies	1,320.04	0.00	1,320.04	100.0%
5327 · Copier Lease Payments	1,750.49	0.00	1,750.49	100.0%
5325 · Copy - Other	323.07	3,508.00	-3,184.93	9.21%
Total 5325 · Copy	3,393.60	3,508.00	-114.40	96.74%
5330 · Supplies				
5331 · Equipment/Furniture	1,232.93	0.00	1,232.93	100.0%
5332 · GIS Supplies	59.90	0.00	59.90	100.0%
5333 · Office Supplies	3,039.10	0.00	3,039.10	100.0%
5334 · Billable Supplies	14,645.80	0.00	14,645.80	100.0%
5335 · Subscriptions/Publications	181.48	0.00	181.48	100.0%
5330 · Supplies - Other	0.00	27,108.00	-27,108.00	0.0%
Total 5330 · Supplies	19,159.21	27,108.00	-7,948.79	70.68%
5344 · Insurance				
5345 · Liability Insurance	1,774.00	0.00	1,774.00	100.0%
5346 · Public Officials Insurance	3,498.10	0.00	3,498.10	100.0%
5344 · Insurance - Other	0.00	5,225.00	-5,225.00	0.0%
Total 5344 · Insurance	5,272.10	5,225.00	47.10	100.9%
5350 · Meetings/Programs	14,505.43	12,280.00	2,225.43	118.12%
5355 · Postage	481.65	800.00	-318.35	60.21%
5360 · Dues/Memberships/Sponsorships				
5361 · Government Relations	1,636.35	0.00	1,636.35	100.0%
5360 · Dues/Memberships/Sponsorships - Other	6,385.40	7,888.00	-1,502.60	80.95%
Total 5360 · Dues/Memberships/Sponsorships	8,021.75	7,888.00	133.75	101.7%
5370 · Office Occupancy				
5310 · Cleaning	2,066.25	0.00	2,066.25	100.0%
5371 · Rent/Utility Payments	38,851.45	0.00	38,851.45	100.0%

Central Vermont Regional Planning Commission
Statement of Revenues and Expenditures
July 2025 through June 2026

	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
5370 · Office Occupancy - Other	0.00	30,003.00	-30,003.00	0.0%
Total 5370 · Office Occupancy	40,917.70	30,003.00	10,914.70	136.38%
5375 · Software/Licenses/IT Sub	15,329.04	7,233.00	8,096.04	211.93%
5385 · Telephone/Internet	8,156.37	7,541.00	615.37	108.16%
5390 · Travel	11,173.86	28,750.00	-17,576.14	38.87%
5990 · Interest Expense	345.96	15,565.00	-15,219.04	2.22%
5999 · Miscellaneous Expenses				
5339 · Gifts	209.43	250.00	-40.57	83.77%
5380 · Fees				
5382 · Bank Fees	185.20	0.00	185.20	100.0%
5380 · Fees - Other	44.13	178.00	-133.87	24.79%
Total 5380 · Fees	229.33	178.00	51.33	128.84%
5999 · Miscellaneous Expenses - Other	224.32	150.00	74.32	149.55%
Total 5999 · Miscellaneous Expenses	663.08	578.00	85.08	114.72%
Total Expense	1,617,527.56	2,587,481.00	-969,953.44	62.51%
Net Ordinary Income	2,728.55	365,367.01	-362,638.46	0.75%
Net Income	2,728.55	365,367.01	-362,638.46	0.75%

Paid Time Off Liability Balances
as of 06/30/2026

COMPENSATORY TIME

Employee	Wage Rate	Hours	Current Value	Maximum Hours ¹	Maximum Accrual ¹
			\$ -		
Banbury, L	25.48	(11.00)	\$ (280.28)		
Cubbon, K.	30.49	1.25	\$ 38.11		
Frasca, L	27.74	0.00	\$ -		
Gibson, J.	46.63	1.00	\$ 46.63		
Lash, S.	30.49	0.00	\$ -		
MacMartin, R	36.22	0.00	\$ -		
Meyer, C.	56.06	73.75	\$ 4,134.43		
Pelletiere, K.	24.04	12.25	\$ 294.49		
Petrie, B.	25.48	89.75	\$ 2,286.83		
Sabado, Niki	27.35	1.50	41.03		
Sonn, Pamela	25.48	11.50	\$ 293.02		
Toohey, E	32.17	8.00	257.36		
Voigt, B.	38.42	44.25	\$ 1,700.09		
Total		232.25	\$ 8,811.70		

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Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Banbury, L	25.48	35.35	\$ 900.72	288.00	\$7,338.24
Cubbon, Keith	30.49	216.23	\$ 6,592.85	360.00	\$ 10,976.40
Frasca, L	27.74	(54.43)	(\$1,509.89)	360.00	\$ 9,986.40
Gibson, J.	46.63	(0.56)	(\$26.11)	7.44	\$ 346.93
Lash, S.	30.49	34.00	\$ 1,036.66	360.00	\$ 10,976.40
MacMartin, R	36.22	15.97	\$ 578.43	360.00	\$ 13,039.20
Meyer, C.	56.06	191.42	\$ 10,731.01	360.00	\$ 20,181.60
Pelletiere, K.	24.04	42.34	\$ 1,017.85	44.34	\$ 1,065.93
Petrie, B.	25.48	(53.54)	\$ (1,364.20)	33.24	\$ 846.96
Sabado, Niki	27.35	81.84	\$ 2,238.32	360.00	\$ 9,846.00
Sonn, Pamela	25.48	21.22	\$ 540.69	360.00	\$ 9,172.80
Toohey, E	32.17	5.43	\$ 174.68	360.00	\$ 11,581.20
Voigt, B.	38.42	216.57	\$ 8,320.62	360.00	\$ 13,831.20
Total		751.84	\$ 29,231.63	3,325.02	\$119,189.26

VACATION LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
			\$ -		
Banbury L.	25.48	36.21	\$ 922.63	58.99	\$1,503.07
Cubbon, K.	30.49	87.30	\$ 2,661.78	200.00	\$ 6,098.00
Frasca, L.	27.74	42.57	\$ 1,180.89	160.00	\$ 4,438.40
Gibson, J.	46.63	6.32	\$ 294.70	6.14	\$ 286.31
Lash, S.	30.49	15.76	\$ 480.52	200.00	\$ 6,098.00
MacMartin, R	36.22	21.16	\$ 766.42	160.00	\$ 5,795.20
Meyer, C.	56.06	232.80	\$ 13,050.77	280.00	\$ 15,696.80
Pelletiere, K.	24.04	37.02	\$ 889.96	42.98	\$ 1,033.24
Petrie, B.	25.48	30.88	\$ 786.82	30.70	\$ 782.24
Sabado, Niki	27.35	32.63	\$ 892.43	160	\$ 4,376.00
Sonn, Pamela	25.48	25.21	\$ 642.35	100.18	\$ 2,552.59
Toohey, E.	32.17	19.79	\$ 636.64	160.00	\$ 5,147.20
Voigt, B.	38.42	91.53	\$ 3,516.58	200.00	\$ 7,684.00
	Total	679.18	\$ 26,722.50	1,700	\$61,491.04

SUMMARY	Current	Maximum
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Total Paid Time Off Liability	\$	64,765.83		\$	189,491.99
Maximum versus Current Difference	\$	124,726.16	Percent of Max		34%

¹No maximum. Compensatory Time is based on hours worked in excess of regularly scheduled hours. The Personnel Policy discusses monitoring of compensatory time.

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

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee Meeting
DRAFT Minutes
July 6, 2026 Meeting

Present:

☒ Peter Carbee (arrived at 4:28 pm)	☐ Doug Greason	☒ Michael Gray
☒ Lee Cattaneo	☒ Royal DeLegge	☒ Janet Shatney
☒ Jerry D'Amico		

Staff: Christian Meyer, Barbara Petrie, Jeff Gibson, Reuben MacMartin

Guests: Ahsan Ijaz, Ijaz Group; Kyle Connors, Cbiz, CPA's P.C.

Call to Order: Meeting recording was confirmed. Commissioner Cattaneo called the meeting to order at 4:00 pm, roll call was taken, and a quorum was present.

Adjustments to the Agenda: None

Public Comment: There were no members of the public in the room or on the call.

Accept 2025 CVRPC Audit Report- Ashan Ijaz, Ijaz Group & Kyle Connors, CBiz CPA's PC: Kyle introduced himself as the Managing Director of CBiz and the Commission's third-party independent auditor. He walked the group through the 2025 audit and financial statement results. He noted that the Commission's financials were free of material misstatements and were reliable. He highlighted that operating income was just under \$250K. He also noted that the 2025 audit showed no deficiencies or material weaknesses in IT controls, policies and procedures and user rights.

Christian asked if CBiz would be available to answer questions that may come up throughout the year and Kyle acknowledged they would be available.

*Commissioner Cattaneo called for a motion to accept the 2025 Audit Report. The motion was made by Commissioner D'Amico, seconded by Commissioner Shatney. **Motion passed unanimously.***

Accept 2025 CVRPC Audit Report- Ashan Ijaz, Ijaz Group: Ashan summarized financials for May 2026. There were no grand questions and Christian contributed that he expects any gaps to close once some contractual payments come in, namely Emergency Management Planning Grant and the Mad River Path funding and once invoiced by us. Ashan explained the difference between a snapshot versus our billing and when the funds come in, and that over time, the gaps lessen or disappear.

*Commissioner Cattaneo called for a motion to accept the 2025 Unaudited May Financial Reports. A motion was made by Commissioner Shatney, seconded by Commissioner Gray. **Motion passed unanimously.***

1 **Accept Meeting Minutes – 6/1/2026:** *Commissioner Cattaneo called for a motion to accept the*
2 *Meeting Minutes from June 1, 2026. Commissioner D’Amico made the motion, seconded by*
3 *Commissioner Gray. **Motion passed unanimously.***

4 **Set FY27 Meeting Dates for Exec Committee and Board:** *Commissioner Cattaneo called for a*
5 *motion to accept the FY27 Meeting Dates for Executive Committee and Board of Commissioner*
6 *Meetings. The motion was made by Commissioner Shatney and seconded by Commissioner*
7 *DeLegge. **Motion passed unanimously.***

8 **Contract Agreement/Authorizations – Toole Design-Capital Corridor Community Bikeshare-**
9 **CVRPC #2026-07:** Chair Carbee joined the meeting at this time. Reuben MacMartin presented
10 this contract authorization where Toole Design was selected to study technical requirements
11 including software platforms, charging technologies, and station designs for a bikeshare
12 program in Barre, Montpelier, and Hospital Hill.

13 *Chair Carbee called for a motion to authorize the Executive Director to sign the agreement with*
14 *Toole Design to study the creation of a community-supported micro bikeshare program. The*
15 *motion was made by Commissioner Gray and seconded by Commissioner Cattaneo.*

16 Commissioner D’Amico asked about the timeframe for this project and Reuben answered it
17 would be from the time of signing through the end of next June. **Motion passed unanimously.**

18 **Adopt Draft Budget and Workplan:** Christian presented the budget and workplan post-
19 finalization of the audit. He explained that he’s budgeting for another planner. He drew
20 attention to potential increases in legal costs and decreases in accounting costs with Ijaz
21 moving out of their work considerably.

22 *Chair Carbee called for a motion to accept the draft budget and workplan together as*
23 *presented. The motion was made by Commissioner Cattaneo and seconded by Commissioner*
24 *Gray. There was some discussion about rounding figures in budget versus actual numbers*
25 *arriving at revisiting this item again for 2028. **Motion passed unanimously.***

26 **Set Commission Meeting Agenda:** Christian and Committee reviewed the agenda regarding
27 the items that should remain and those that had already been addressed in full or in part. He
28 noted that the 87 State Street Letter of Support as well as the de facto denial from the Board of
29 Directors regarding the OML violation around not limiting comments to one part of the agenda,
30 are two such items, for example.

31 *Chair Carbee called for a motion to accept the Commission Meeting Agenda for next week as*
32 *amended/edited as needed. Commissioner Shatney made the motion, and it was seconded by*
33 *Commissioner D’Amico. **Motion passed unanimously.***

34 **Committee Round Table:** Commissioner Shatney noted she may not be in attendance for next
35 week’s Board meeting. Commissioner DeLegge contributed that Northfield has a new alternate
36 representative, Mary Smith.

37 **Adjournment:** *Chair Carbee called for a motion to adjourn; the motion was made by*
38 *Commissioner Gray, seconded by acclamation. Meeting adjourned at 4:57 pm.*

39 Respectfully submitted,

40 Barbara Petrie, Office Manager



Rules of Meeting Conduct and Public Participation

DRAFT 7/20/2026

Rules of Meeting Conduct

Purpose: The purpose of these Codes of Conduct is to ensure that all meetings and official activities of the CVRPC are conducted in a respectful, orderly, and productive manner. Members of the public will be given a reasonable opportunity to express their opinions on matters being considered by the public body, but the principal purpose of any meeting is for the transaction of the business of the public body. These standards are intended to foster open discussion, protect the rights of all participants, preserve the dignity and integrity of CVRPC governance, and promote the trust of the public.

The Chair is responsible for running meetings and will generally abide by Robert's Rules of Order. The Chair facilitates meetings, enforces rules, maintains order, calls meetings to order, recognizes speakers, rules on motions, puts matters to a vote, and announces results, aiming to ensure fair participation.

The following statement will be included on the back of every agenda of a CVRPC public body and may be read aloud by the chair of the public body prior to the public comment period or a public hearing:

CVRPC aims to conduct meetings in a respectful, orderly, and productive manner. The purpose of this meeting is for the public body to complete its work as outlined in the meeting agenda. All members of the public will be given an opportunity to comment during the public comment period on matters being considered by the public body at this meeting. However, meetings are not debates. The Chair of this public body is charged with running this meeting and all statements and questions will be directed to the Chair once a speaker is recognized. Respondents from the public body and staff will try to answer any questions of a factual nature.

General Conduct

Staff, commissioners, and committee members of the CVRPC shall conduct themselves in a manner that serves the public interest and is consistent with this Code of Conduct and other policies of the CVRPC. In addition, staff, commissioners and committee members will:

1. Act honestly, conscientiously, reasonably, and in good faith at all times having regard for a member's responsibilities, the interests of CVRPC and the welfare of the region.
2. Refrain from communicating or acting in a disrespectful, abusive and/or threatening manner towards members of the public, other commissioners or committee members, or staff.
3. Comply with all applicable local, state and federal government laws, rules, and regulations including but not limited to Vermont's Open Meeting and Public Records Laws, as well as all CVRPC adopted policies including but not limited to the Conflict of Interest Policy and the Personnel Policy.

Conduct in Carrying Out Duties of the Board or Committee

CVRPC is striving at every meeting, forum or other official interaction to treat every person fairly and with respect, regardless of any differences. When acting in an official CVRPC capacity, all members appointed to the Board of Commissioners or one of its committees are expected to maintain respectful discourse, with their fellow members, with those who work for CVRPC, those who volunteer their time and services on behalf of CVRPC, and members of the public. This means:

1. Treat all members of the Board/Committee to which one belongs with respect despite differences of opinion; keeping in mind that professional respect does not preclude honest differences of opinion but requires respect within those differences.
2. Participate and interact in official meetings with dignity and decorum fitting those who hold a position of public trust.
3. Act only as a member of the Board/Committee. Recognize that no individual member is given authority to act alone. Do not assume any individual authority to represent the Board/Committee unless directed by the Board/Committee.
4. Treat all staff as professionals and respect the abilities, experience, and dignity of each individual.
5. Speak up within meetings if comfortable doing so, or anonymously outside of the meeting, if something does not meet this Code of Conduct. Hear with a fair and open mind and be responsive to concerns about conduct brought by members of the public, staff and other Board or committee members. Never retaliate against a person or persons raising a concern.
6. Uphold all adopted policies of the CVRPC, including but not limited to the Conflict of Interest Policy.

Conduct in Carrying out Duties of CVRPC Staff

In their work to facilitate effective public discussion at every meeting, forum or other official interaction, Staff must maintain respectful discourse with CVRPC commissioners, those who volunteer their time and services on behalf of CVRPC, and members of the public.

Staff are subject to all policies and enforcement procedures articulated in the CVRPC personnel policy.

Upholding the Code of Conduct Policy:

CVRPC strives to assist members in adhering to this Code of Conduct through education, training and discussion. All Board, Committee, and staff members of CVRPC have a responsibility to respect and uphold this Code of Conduct.

The Executive Committee will receive and review concerns raised by commissioners, staff, or the public. The Executive Committee will not presume wrongdoing based on the allegation. Rather, as part of an initial review process, the Executive Committee will designate a member to engage with the individual in question in a private and non-confrontational manner. The purpose of this conversation is to:

1. Share the nature of the concern in a respectful and neutral way
2. Provide the individual with an opportunity to respond and offer their perspective
3. Clarify any misunderstandings or contextual factors
4. Determine whether further review or action is warranted

The CVRPC recognizes that more serious violations of this policy may require a formal response. In addition to any other remedies or enforcement options available or required under the law, the CVRPC Executive Committee may take action including but not limited to:

1. Request member(s) receive specific training or education
2. Arrange for additional training for the Board or Committee
3. Request an apology or other restorative action
4. Vote to censure any member
5. Notify the appointing authority that their member(s) is in violation of the Code of Conduct Policy
6. Request resignation of the member(s)
7. Remove the member from the Board or Committee (when CVRPC is the appointing authority)

If any staff member is accused of violating CVRPC requirements under our Personnel Policies or a state or federal law, the CVRPC will initiate actions as described in the CVRPC Personnel Policies.

Rules of Public Participation

Vermont's Open Meeting Law assures the right of members of the public to attend, participate and comment on matters considered during the meeting of local public boards and committees ("public bodies").

The meetings of CVRPC's public bodies are working meetings, not meetings of the public (e.g., a public forums or public hearings). The purpose of each meeting is for the public body to do its work on behalf of the CVRPC. To make the best use of everyone's time, CVRPC public bodies shall follow the rules listed below:

1. Members of the public may only participate during the portions of the agenda reserved for "public comment."
2. Public comment on the agenda will be held at the beginning of the meeting **and open to any topics relevant to the business of the Commission or the committee.**
3. **Following commissioner discussion and prior to Commission vote, the Chair may allow public comment relevant to that agenda item.**
4. Each person will be given three minutes of comment, which the chair may extend at their discretion.
5. Those who have not been heard yet will be given priority over those who have already spoken.
6. Participants who would like to speak shall raise their hand and wait for the chair to recognize them.
7. Once recognized by the chair, participants shall state their name and town of residence.
8. Participants shall direct all remarks to the chair, not to others in the room.
9. ~~All comments must be relevant to the agenda items being addressed and/or the work of the committee or Commission.~~
10. Respect the orders and rulings of the chair. Irrelevant comments and interrupting others are not allowed. Disruptive people will be asked to leave, and removed if necessary.
11. Only commissioners, alternate commissioners, or duly appointed committee members have the right to vote on agenda items.

Help ensure that this is a meeting in which everyone feels safe to express their views, and where disruptions are minimized so that we can accomplish our community's work. Please remember:

1. Share ideas, listen actively, and respect each participants' right to their opinions.
2. Act in an honest, conscientious and reasonable manner, and in good faith at all times. Refrain from communicating or acting in a disrespectful, abusive and/or threatening manner towards other members of the public, commissioners or committee members, or CVRPC staff.

If a member of the public is not able to convey their message with the reasonable allotment of time as allowed by the chair of the public body, they may submit written comments following the meeting. Members of the public are also advised that commissioners are a valuable resource to convey a message to the Commission.

How can members of the public engage with their Regional Planning Commission?

1. Talk to regional Commissioner
2. Participate in RPC meetings
3. Attend RPC public hearings
4. Submit written comments
5. Submit comments on the Regional Plan



MEMO

Date: August 3, 2026
To: Executive Committee
From: Christian Meyer, Executive Director
Re: Amendment of the Rules of Meeting Conduct and Public Participation

✉ **ACTION REQUESTED:** Move to amend the Rules of Meeting Conduct and Public Participation as recommended by the Code of Conduct and Public Participation Working Group and included in the meeting packet.

The Code of Conduct and Public Participation Working Group met 7/20/2026 to review commissioner comments on the policy and consider amendments. In the course of the meeting, the working group made a number of recommended edits as shown in the attached policy. The most substantial edit included adding language to allow the chair to open comment up to the public during agenda items. The committee moved that the draft amendments be forwarded to the Executive Committee for review and approval.

As these rules are considered administrative in nature, Staff believes the Executive Committee is authorized to act on this recommendation.

CVRPC Bylaws

Section 403: Standing Committees - Subsection B.3.g. states that the Executive Committee shall "adopt and oversee personnel, financial, procurement, operational and administrative policies and procedures."

Recommended action, ***move to amend the Rules of Meeting Conduct and Public Participation as recommended by the Code of Conduct and Public Participation Working Group and included in the meeting packet.*** Further, staff believe it prudent to include discussion of the policy amendments on the September agenda of the Board of Commissioners.



MEMO

Date: August 3, 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 there is a numbered index of all contracts on the website along with the meeting packet**

N/A

CONTRACTS ISSUED

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

Friends of the Winooski River – Tyler Place Tributary Riparian Buffer Planting – Verification, Operations & Maintenance (CVRPC Agreement #2024-11.16)

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

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

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

Funding: \$31,108 (State)

Performance Period: 8/4/2026 – 12/31/2028

Staff: Brian Voigt, Lincoln Frasca

Watershed Consulting – Lower Fairgrounds Floodplain Restoration – Waitsfield, VT Preliminary (30%) Design Phase (CVRPC Agreement #2024-08.03)

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign an Addendum to the Master Agreement with the Watershed Consulting (CVRPC Agreement #2024-08).

Scope of Work: This proposal seeks funds to complete a preliminary (30%) design for a floodplain restoration project in Waitsfield, VT. Specific activities include:

- 1) Stakeholder engagement;
- 2) Conceptual site plan development;
- 3) DEC programmatic staff engagement;
- 4) Other permit-required assessments or plans completed;
- 5) Preliminary (30%) design completed;
- 6) Preliminary Vermont Department of Historic Preservation project review form completed & signed;
and
- 7) Project Closeout.

Funding: \$49,230.00 (State)

Performance Period: 8/4/2026 – 12/31/2026

Staff: Brian Voigt, Lincoln Frasca

Friends of the Winooski River –RIVER Navigator Public Outreach and Education – (CVRPC Agreement #2026-05)

✉ **ACTION REQUESTED:** Authorize the Executive Director to sign the contract with the Friends of the Winooski River (CVRPC Agreement #2026-05).

Scope of Work: This proposal funds flood focused community work. Specific activities include:

Task 1 - Winooski Flood Resilience Collaborative (WFRC): Plan and facilitate four watershed-wide convenings of municipal leaders.

Task 2 - Outreach to communities: Facilitate discussion and develop inventory of community priorities. Integrate community priorities into the alternatives identified by the modeling analysis.

Task 3 - One-on-one engagement: Meet with flood-impacted communities to share findings from modeling task Multi-objective Alternatives Analysis. Engage local leaders to support their processes for integrating findings and planning for flood resilience.

Funding: \$90,080.00 (Federal)

Performance Period: 8/4/2026 – 12/31/2029

Staff: Keith Cubbon

University of Vermont –RIVER Navigator Public Outreach and Education – (CVRPC Agreement #2026-06)

✉ **ACTION REQUESTED:** Authorize the Executive Director to sign the contract with the University of Vermont (CVRPC Agreement #2026-06).

Scope of Work: This proposal funds flood focused community work. Specific activities include:

Alternatives Analysis/Multi-objective Optimization: Using the improved flood model outputs from the Flood Modeling task, identify watershed and municipal scale flood hazard mitigation projects for the Upper Winooski by developing and using a multi-objective optimization framework to conduct an alternatives analysis. The context and comprehensive nature of the Flood Modeling task make this Alternatives Analysis possible - otherwise smaller-scale or isolated alternatives analyses risk being too limited in understanding of

potential costs and benefits. **WORK PRODUCT:** Ranked flood mitigation projects identified for sub-watershed(s) that optimize stakeholder priorities (i.e., minimize project costs, reduce flood levels at vulnerable sites, etc).

Funding: \$293,735.00 (Federal)

Performance Period: 8/4/2026 – 12/31/2028

Staff: Keith Cubbon

FOR INFORMATION ONLY

(Contracts, agreements, and amendments valued at \$25,000 or amendments that do not impact contract value).

GRANTS, CONTRACTS & SERVICE AGREEMENTS RECEIVED

N/A

GRANTS, CONTRACTS & SERVICE AGREEMENTS ISSUED

Friends of the Winooski River – GMC - VTACT Riparian Buffer Planting – Verification, Operations & Maintenance (CVRPC Agreement #2024-11.17)

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

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

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

Funding: \$17,109 (State)

Performance Period: 7/1/2026 – 12/31/2028

Staff: Brian Voigt, Lincoln Frasca

Friends of the Winooski River – SHO Riparian Buffer Planting – Verification, Operations & Maintenance (CVRPC Agreement #2024-11.18)

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

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

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

Funding: \$4,651 (State)

Performance Period: 7/1/2026 – 12/31/2028

Staff: Brian Voigt, Lincoln Frasca



MEMO

Date: August 3, 2026
To: Executive Committee
From: Christian Meyer, Executive Director
Re: Brownfields Program of Projects

✉ ACTION REQUESTED: Adopt the attached program of brownfields projects

To encourage transparency, staff is recommending the adoption of a program of brownfield projects. This document will include sufficient information to identify each project, project location, phase, and any proposed funding. The Executive Committee will review and approve any additions or amendments to projects based on recommendations of the Brownfields Advisory Committee.

Included for review and approval are the following five projects, each at a differing stage of assessment.

- 119 School Road, Warren - Site Eligibility Review - \$0.00
- 203 Country Club Road, Montpelier - Supplemental Phase II ESA - \$86,928.85
- 707 Stonecutters Way, Montpelier - Supplemental Phase II ESA - \$55,203.35
- 150 Ayers Street, Barre - Phase I ESA - \$5,500.00
- 143 North Main Street, Barre - Phase II Work Plan - \$4,000

Purpose and Background

CVRPC has received an EPA coalition assessment grant. Following federal procurement procedures, CVRPC procured Onterris to serve as the qualified environmental firm, responsible for implementation of environmental assessment, remedial planning, community outreach, and other environmental or planning components of the EPA assessment and RLF funding. Projects selected for assessment under this agreement require no additional contracting, as such, CVRPC administrative policies have no clear

process for documenting Executive Committee review and approval. Staff believes that developing and maintaining a program of projects represents a concise and transparent option to facilitate and document this process.

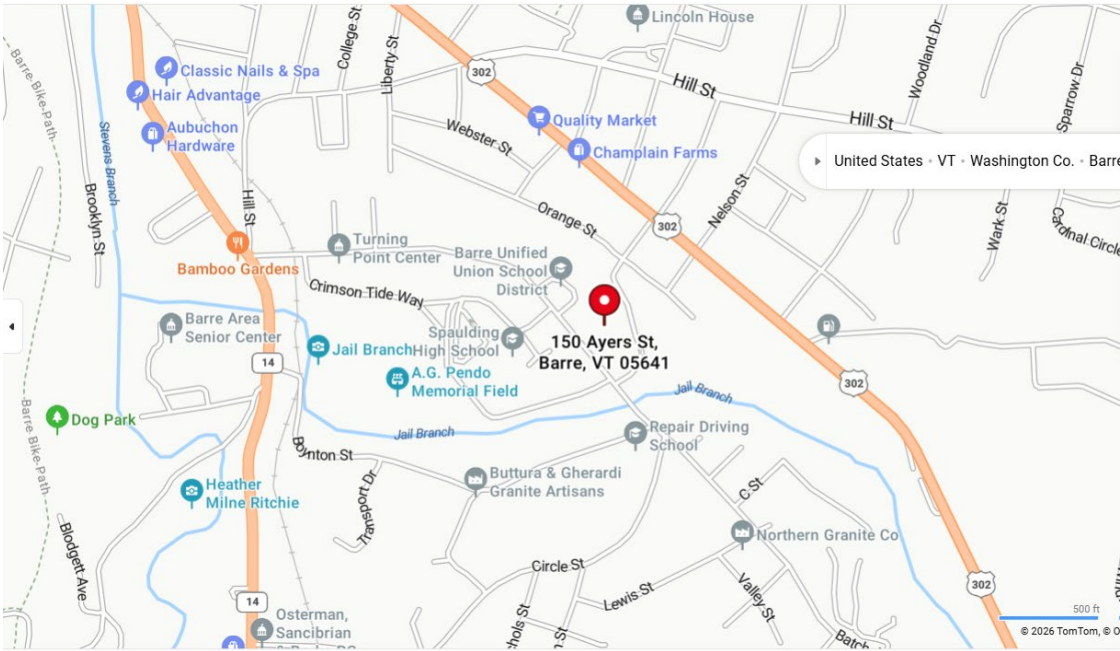
The Brownfield Advisory Committee reviews proposed projects and recommends projects for inclusion or amendment. As new projects and project phases are recommended by the BAC, the program of projects will be updated and brought before the Executive Committee for approval.

CVRPC Brownfields Program of Projects

Adopted:

BFLDS 0001-003
150 Ayers Street

Municipality	Barre City
Address	150 Ayers Street, Barre City
Site Name	Jones & Sons Lot

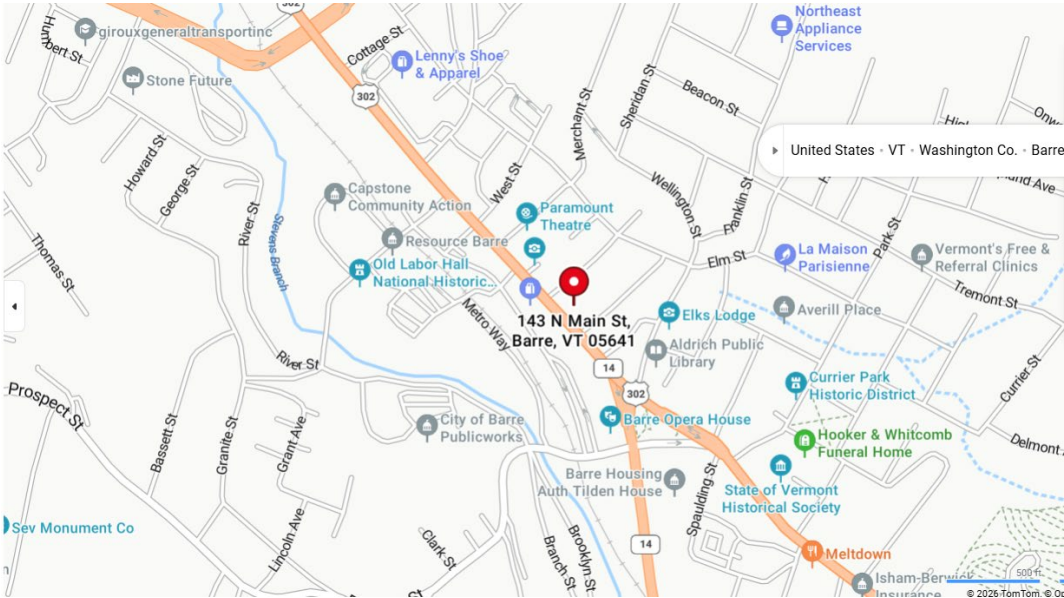


Phase	Site #	Fund Source	Prime Contractor	Sub-Contractor	Year	Total
Phase I	0001-003	EPA Coalition Assessment Grant	Onterris	None	FY27	\$5,500

- 6/5/2026 – BAC recommendation to EC to fund Phase I ESA for \$5,500
- 4/2026 – Site approved by EPA
- 2/19/2026 – BAC made recommendation to EC to fund Phase I ESA

BFLDS 0001-004
143 North Main Street

Municipality	Barre City
Address	143 North Main Street, Barre City
Site Name	Former JJ Newberry’s Store Lot

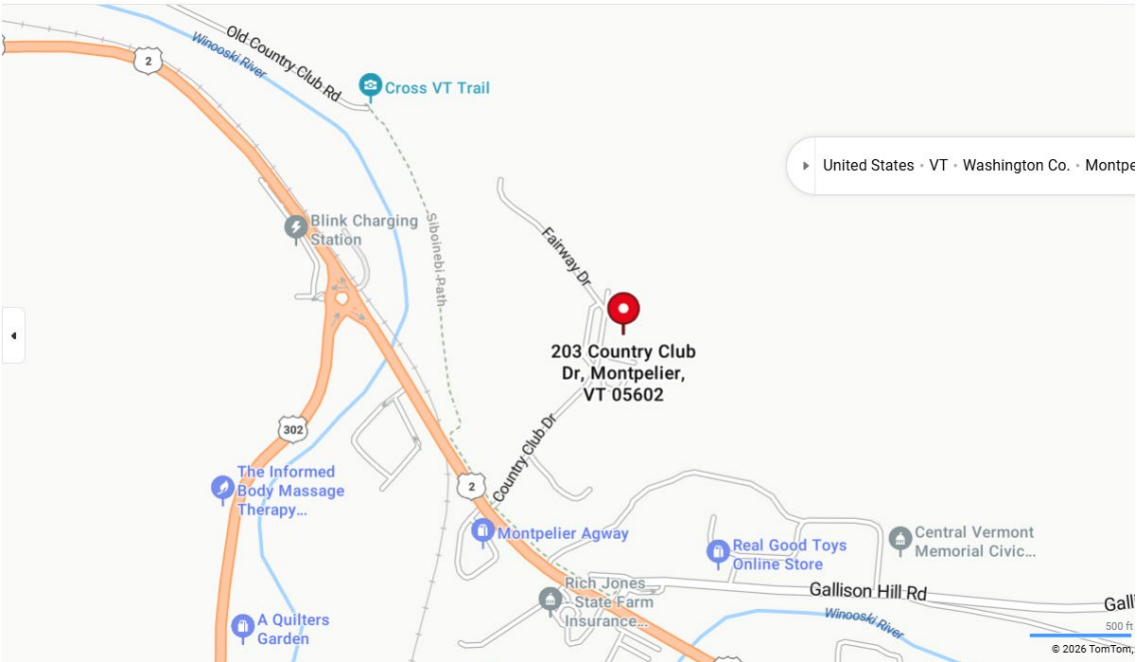


Phase	Site #	Fund Source	Prime Contractor	Sub-Contractor	Year	Total
Phase II Work Plan	0001-004	EPA Coalition Assessment Grant	Onterris	None	FY27	\$4,000

- 6/5/2026 – BAC recommendation to EC to fund Phase II Work Plan for \$4,000
- 4/2026 – Site approved by EPA
- 3/19/2026 – BAC made recommendation to send application for eligibility to the EPA

BFLDS 0011-001
203 Country Club Road

Municipality	Montpelier
Address	203 Country Club Road
Site Name	203 Country Club Road/Elks Country Club & Golf Course

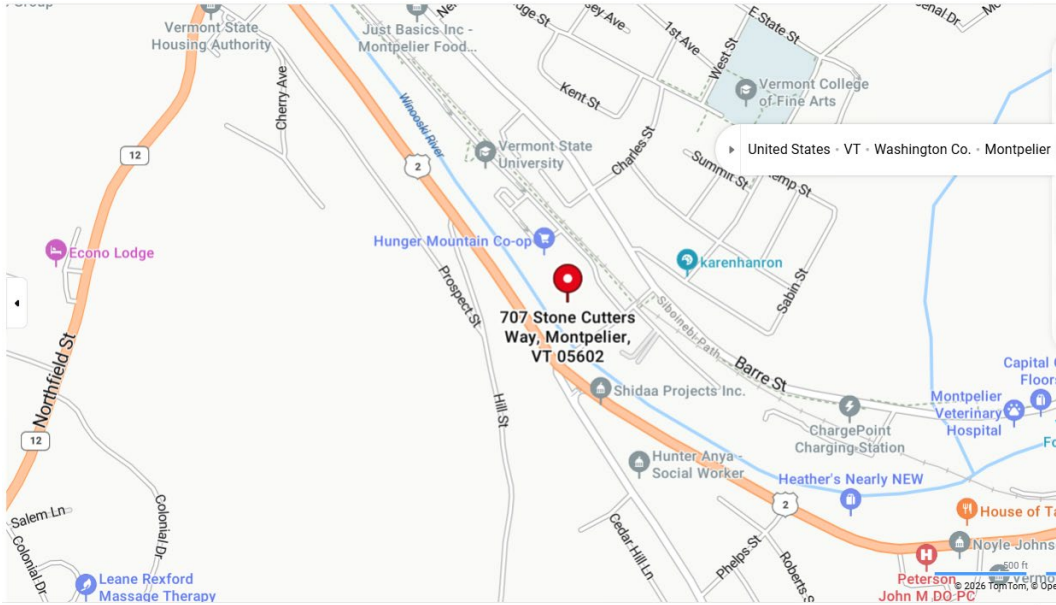


Phase	Site #	Fund Source	Prime Contractor	Sub-Contractor	Year	Total
Supplemental Phase II ESA	0011-001	EPA Coalition Assessment Grant	Onterris	Stone Environmental	FY27	\$86,928.85

6/5/2026 – BAC recommendation to EC to fund Supplemental Phase II ESA for \$86,928.85
04/2026 – Site approved by EPA
12/18/2025 – BAC made recommendation to EC to fund Supplemental Phase II ESA

BFLDS 0011-002
707 Stonecutters Way

Municipality	Montpelier
Address	707 Stonecutters Way, Montpelier
Site Name	RK Miles Lot

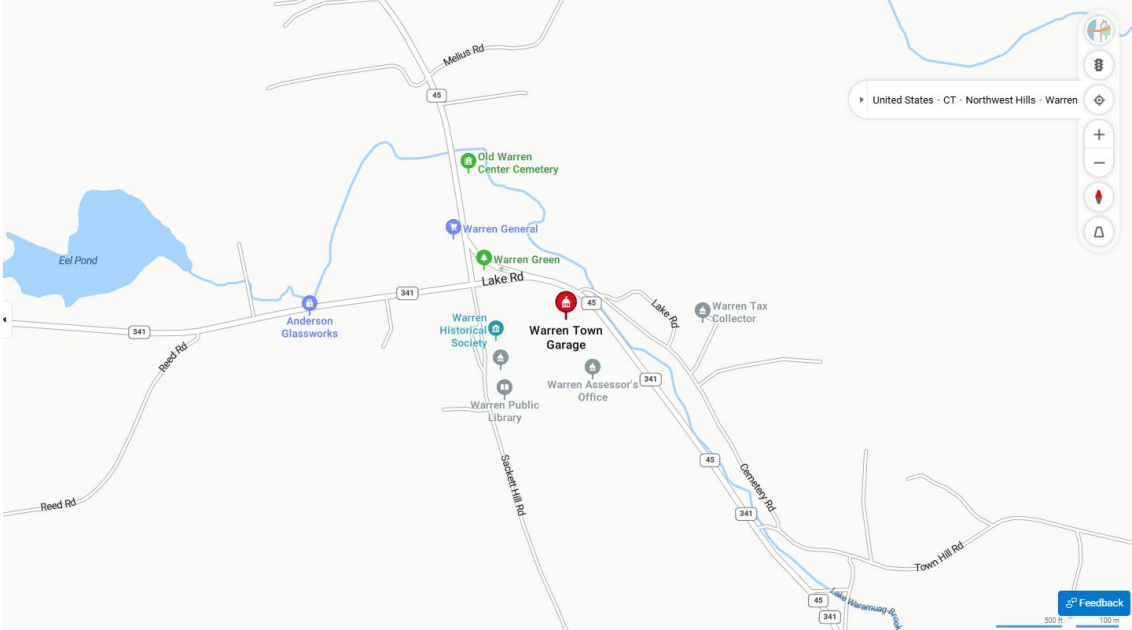


Phase	Site #	Fund Source	Prime Contractor	Sub-Contractor	Year	Total
Supplemental Phase II ESA	0011-002	EPA Coalition Assessment Grant	Onterris	Stone Environmental	FY27	\$55,203.35

- 6/5/2026 – BAC recommendation to EC to fund Supplemental Phase II ESA for \$55,203.35
- 04/2026 – Site approved by EPA
- 1/15/2026 – BAC made recommendation to EC to fund Supplemental Phase II ESA for \$41,057.08

BFLDS 0018-005
119 School Road

Municipality	Warren
Address	119 School Road, Warren
Site Name	Old Warren Town Garage



Phase	Site #	Fund Source	Prime Contractor	Sub-Contractor	Year	Total
EPA Eligibility Review	0018-005	N/A	Onterris	None	FY27	N/A

7/23/2026 – BAC recommendation to EC to send the application for eligibility review to EPA