



## EXECUTIVE COMMITTEE

July 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**

**4:10 Accept 2025 CVRPC Audit Report** (*action – enclosed*)

**4:30 Accept Unaudited May Financial Report** (*action - enclosed*)

**4:40 Accept Meeting Minutes – 06/01/26** (*action - enclosed*)

**4:35 Adopt Amended FY27 Meeting Dates for Executive Committee and Board of Commissioners** (*action, enclosed*)

**4:40 Contract/Agreement Authorizations** (*Enclosed, Action*)

- Toole Design-Capital Corridor Community Bikeshare-CVRPC #2026-07

**4:55 Adopt Draft Budget and Workplan** (*action - enclosed*)

**5:15 Set Commission Meeting Agenda** (*action - enclosed*)

**5:25 Committee Round Table**

**5:30 Adjourn**

**Next Meeting: August 3, 2026**

Persons with disabilities who require assistance or alternate arrangements to participate in

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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.

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.



## MEMO

Date: July 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. Had the Commission to expended more than \$750,000 in federal funds in fiscal year 2025, a single audit would have been 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: July 01, 2026,  
To: Executive Committee  
From: The Ijaz Group, Contracted Accountant  
Re: Financial Report as of 05/31/2026

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☒ **ACTION REQUESTED:** Accept May 30, 2026, unaudited financial reports.

**FY26 Summary:** CVRPC's FY26 deficit is \$11,600.34 through May 31<sup>st</sup>, 2026. This deficit is primarily due to the recent FY26 outstanding invoices. In FY25, CVRPC had a YTD surplus of \$289,196.50 through May 31<sup>st</sup>, 2025.

### Balance Sheet

- *Assets* – Billing is substantially complete through 04/30/2026. Aging receivables are at \$291,159.75. Operating cash is \$109,718, whereas the Savings and CD balance is \$961,778 and M&T Bank, including the Sweep balance, is \$210,283, totaling the cash balance to \$1,321,288. 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 \$36,903.
  - Accrued vacation and compensatory time balances are \$26,883 and \$8,066, respectively.
  - ACCD Deferred Income for FY26 stands at \$103,211. Other Deferred Income consists of BGS MERP \$85,415, and CWSP Formula \$162,290. Total Deferred Revenue is \$426,705.
- *Equity* – Equity is assets minus liabilities – the company's value. CVRPC's Total Equity as of 05/31/2026 is \$1,110,502, and it was \$1,141,783 and \$859,273 on the same date in 2025 and 2024, respectively.
- *Deficit* of \$11,600.34, most of which is a result of the recent Outstanding invoices and lower than budget revenues.

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

In reviewing Income and expenses through 05/31/2026, the benchmark used is a percentage of the budget expected to be earned/spent if all income/expenses were earned/spent equally over 12 months. The benchmark for 05/31 is 91.67%.

- *Income* – Total revenue stands at 50.68% earned, which is about 41% below the budget.

*Expenses* – Total expenses stand at 58.28%, about 33.39% below the benchmark. Wages, CVRPC's most significant expense, are under the budget at 82.83% 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 May 31, 2026

May 31, 26

**ASSETS**

Current Assets

Checking/Savings

|                                       |            |
|---------------------------------------|------------|
| 1012 · Community National Bank (1801) | 109,717.58 |
| 1013 · CNB ICS (1816)                 | 697,671.67 |
| 1017 · Northfield Savings Bank (7906) | 802.12     |
| 1028 · NCFCU Share (1493)             | 7.30       |
| 1031 · CNB Checking MRC (7301)        | 39,509.30  |
| 1035 · M&T CWSP (8769)                | 10,000.00  |
| 1036 · M&T ICS (8769)                 | 200,283.02 |
| 1037 · NSB CD (1577)                  | 263,297.42 |

Total Checking/Savings 1,321,288.41

Accounts Receivable

|                            |            |
|----------------------------|------------|
| 1200 · Accounts Receivable | 291,159.75 |
|----------------------------|------------|

Total Accounts Receivable 291,159.75

Total Current Assets 1,612,448.16

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 | 26,768.23 |
| 1320 · Deposits         | 4,415.00  |

Total Other Assets 31,183.23

**TOTAL ASSETS** 1,855,679.71

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Accounts Payable

|                         |           |
|-------------------------|-----------|
| 2000 · Accounts Payable | 36,902.99 |
|-------------------------|-----------|

Total Accounts Payable 36,902.99

Credit Cards

|                   |          |
|-------------------|----------|
| 2030 · NCFCU VISA | 2,543.48 |
|-------------------|----------|

Total Credit Cards 2,543.48

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  |
| 2200 · Deferred Income           |           |

Central Vermont Regional Planning Commission

Balance Sheet

As of May 31, 2026

May 31, 26

|                                        |                     |
|----------------------------------------|---------------------|
| 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            |
| <b>Total 2201 · ACCD</b>               | <b>103,211.42</b>   |
| 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            |
| <b>Total 2200 · Deferred Income</b>    | <b>426,705.57</b>   |
| 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          |
| <b>Total Other Current Liabilities</b> | <b>705,732.15</b>   |
| <b>Total Current Liabilities</b>       | <b>745,178.62</b>   |
| <b>Total Liabilities</b>               | <b>745,178.62</b>   |
| <b>Equity</b>                          |                     |
| 3100 · Unrestricted Net Position       | 444,974.11          |
| 3300 · Invested in Fixed Assets        | 11,191.60           |
| 3900 · Retained Earnings               | 665,935.72          |
| Net Income                             | -11,600.34          |
| <b>Total Equity</b>                    | <b>1,110,501.09</b> |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>  | <b>1,855,679.71</b> |

# Central Vermont Regional Planning Commission A/R Aging Summary

As of May 31, 2026

|                                                    | Current         | 1 - 30      | 31 - 60          | 61 - 90         | > 90            | TOTAL            |
|----------------------------------------------------|-----------------|-------------|------------------|-----------------|-----------------|------------------|
| <b>EPA</b>                                         |                 |             |                  |                 |                 |                  |
| RLF 25                                             | 3,668.35        | 0.00        | 2,003.43         | 0.00            | 0.00            | 5,671.78         |
| Assessment 25                                      | 2,649.51        | 0.00        | 2,451.09         | 0.00            | 0.00            | 5,100.60         |
| <b>Total EPA</b>                                   | <b>6,317.86</b> | <b>0.00</b> | <b>4,454.52</b>  | <b>0.00</b>     | <b>0.00</b>     | <b>10,772.38</b> |
| Lawson's Finest Liquids                            | 0.00            | 0.00        | 1,000.00         | 0.00            | 0.00            | 1,000.00         |
| <b>USDOT</b>                                       |                 |             |                  |                 |                 |                  |
| 693JJ32440469                                      | 7,698.66        | 0.00        | 10,309.06        | 6,923.66        | 2,144.09        | 27,075.47        |
| <b>Total USDOT</b>                                 | <b>7,698.66</b> | <b>0.00</b> | <b>10,309.06</b> | <b>6,923.66</b> | <b>2,144.09</b> | <b>27,075.47</b> |
| <b>Neck of the Woods</b>                           |                 |             |                  |                 |                 |                  |
| NBRC LDD                                           | 170.75          | 0.00        | 341.50           | 128.06          | 1,069.68        | 1,709.99         |
| <b>Total Neck of the Woods</b>                     | <b>170.75</b>   | <b>0.00</b> | <b>341.50</b>    | <b>128.06</b>   | <b>1,069.68</b> | <b>1,709.99</b>  |
| <b>Addison County Regional Commission</b>          |                 |             |                  |                 |                 |                  |
| Water Systems                                      | 1,182.41        | 0.00        | 1,049.27         | 302.28          | 442.50          | 2,976.46         |
| Water Quality Project Development                  | 207.42          | 0.00        | 0.00             | 0.00            | 0.00            | 207.42           |
| <b>Total Addison County Regional Commission</b>    | <b>1,389.83</b> | <b>0.00</b> | <b>1,049.27</b>  | <b>302.28</b>   | <b>442.50</b>   | <b>3,183.88</b>  |
| Preservation Trust of Vermont, Inc                 | 0.00            | 0.00        | 0.00             | 0.00            | 0.00            | 0.00             |
| <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>CDBG-DR RIVER Navigator</b>                     |                 |             |                  |                 |                 |                  |
| Administration                                     | 1,574.45        | 0.00        | 648.21           | 794.51          | 0.00            | 3,017.17         |
| <b>Total CDBG-DR RIVER Navigator</b>               | <b>1,574.45</b> | <b>0.00</b> | <b>648.21</b>    | <b>794.51</b>   | <b>0.00</b>     | <b>3,017.17</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        | 0.00             | 0.00            | 2,033.54        | 2,033.54         |
| <b>Total ACCD</b>                                  | <b>0.00</b>     | <b>0.00</b> | <b>0.00</b>      | <b>0.00</b>     | <b>2,533.56</b> | <b>2,533.56</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>1,574.45</b> | <b>0.00</b> | <b>648.21</b>    | <b>794.51</b>   | <b>2,533.46</b> | <b>5,550.63</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>                                  |                 |             |                  |                 |                 |                  |
| NBRC LDD Prospect Heights                          | 1,451.36        | 0.00        | 2,305.10         | 656.47          | 0.00            | 4,412.93         |
| Barre City LHMP 23                                 | 0.00            | 0.00        | 0.00             | 0.00            | 1,155.77        | 1,155.77         |
| <b>Total Barre City</b>                            | <b>1,451.36</b> | <b>0.00</b> | <b>2,305.10</b>  | <b>656.47</b>   | <b>1,155.77</b> | <b>5,568.70</b>  |
| <b>Berlin</b>                                      |                 |             |                  |                 |                 |                  |
| Berlin Plan Update 25                              | 1,350.69        | 0.00        | 2,508.52         | 2,812.23        | 2,862.75        | 9,534.19         |
| Berlin - Other                                     | 0.00            | 0.00        | 0.00             | 0.00            | 0.00            | 0.00             |

# Central Vermont Regional Planning Commission A/R Aging Summary

As of May 31, 2026

|                                                       | Current  | 1 - 30 | 31 - 60  | 61 - 90   | > 90     | TOTAL     |
|-------------------------------------------------------|----------|--------|----------|-----------|----------|-----------|
| <b>Total Berlin</b>                                   | 1,350.69 | 0.00   | 2,508.52 | 2,812.23  | 2,862.75 | 9,534.19  |
| <b>Cabot</b>                                          |          |        |          |           |          |           |
| <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>LHMP 26</b>                                        | 728.47   | 0.00   | 790.36   | 365.34    | 0.00     | 1,884.17  |
| <b>Kent Hill BRIC</b>                                 | 0.00     | 0.00   | 0.00     | 0.00      | -204.51  | -204.51   |
| <b>Total Calais</b>                                   | 728.47   | 0.00   | 790.36   | 365.34    | -204.51  | 1,679.66  |
| <b>CCRPC</b>                                          |          |        |          |           |          |           |
| <b>TOD Planning</b>                                   | 997.76   | 0.00   | 461.04   | 495.02    | 6,029.18 | 7,983.00  |
| <b>Clean Water</b>                                    |          |        |          |           |          |           |
| <b>Clean Water FY26</b>                               | 3,463.82 | 0.00   | 697.85   | 2,253.97  | 1,151.36 | 7,567.00  |
| <b>TBP Planning</b>                                   | 22.19    | 0.00   | 221.94   | 0.00      | 0.00     | 244.13    |
| <b>Total Clean Water</b>                              | 3,486.01 | 0.00   | 919.79   | 2,253.97  | 1,151.36 | 7,811.13  |
| <b>Total CCRPC</b>                                    | 4,483.77 | 0.00   | 1,380.83 | 2,748.99  | 7,180.54 | 15,794.13 |
| <b>Department of Environmental Conservation</b>       |          |        |          |           |          |           |
| <b>CWSP Formula</b>                                   |          |        |          |           |          |           |
| <b>Project Completion</b>                             |          |        |          |           |          |           |
| <b>8629_MarshfieldRdGully_FD</b>                      | 30.52    | 0.00   | 0.00     | 0.00      | 0.00     | 30.52     |
| <b>Total Project Completion</b>                       | 30.52    | 0.00   | 0.00     | 0.00      | 0.00     | 30.52     |
| <b>Administrative</b>                                 | 2,963.60 | 785.12 | 4,648.82 | 14,377.79 | -0.01    | 22,775.32 |
| <b>Total CWSP Formula</b>                             | 2,994.12 | 785.12 | 4,648.82 | 14,377.79 | -0.01    | 22,805.84 |
| <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> | 2,994.12 | 785.12 | 4,648.82 | 14,377.79 | 1,413.46 | 24,219.31 |
| <b>Department of Public Safety</b>                    |          |        |          |           |          |           |
| <b>EMPG</b>                                           |          |        |          |           |          |           |
| <b>Technical Assistance</b>                           | 0.00     | 0.00   | 0.00     | 0.00      | 3,219.47 | 3,219.47  |
| <b>REMC</b>                                           | 0.00     | 0.00   | 0.00     | 0.00      | 595.39   | 595.39    |
| <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      | 3,814.87 | 3,814.87  |
| <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      | 3,814.86 | 3,814.86  |
| <b>East Montpelier</b>                                |          |        |          |           |          |           |
| <b>REI 25</b>                                         | 0.00     | 0.00   | 0.00     | 185.79    | 694.01   | 879.80    |
| <b>East Montpelier LHMP 24</b>                        | 0.00     | 0.00   | 0.00     | 0.00      | 169.04   | 169.04    |
| <b>Total East Montpelier</b>                          | 0.00     | 0.00   | 0.00     | 185.79    | 863.05   | 1,048.84  |

# Central Vermont Regional Planning Commission A/R Aging Summary

As of May 31, 2026

|                                                 | Current  | 1 - 30 | 31 - 60  | 61 - 90  | > 90      | TOTAL     |
|-------------------------------------------------|----------|--------|----------|----------|-----------|-----------|
| <b>EMPG</b>                                     |          |        |          |          |           |           |
| <b>EMPG 21</b>                                  |          |        |          |          |           |           |
| Technical Assistance                            | 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    |
| <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      |
| <b>Total Health Equity</b>                      | 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>                 | 0.00     | 0.00   | 0.00     | 0.00     | 414.98    | 414.98    |
| <b>Marshfield</b>                               |          |        |          |          |           |           |
| REI 25                                          | 0.00     | 0.00   | 0.00     | 164.07   | 1,865.14  | 2,029.21  |
| <b>Total Marshfield</b>                         | 0.00     | 0.00   | 0.00     | 164.07   | 1,865.14  | 2,029.21  |
| <b>Middlesex</b>                                |          |        |          |          |           |           |
| Town Highway Inventory 25                       | 313.65   | 618.00 | 1,353.61 | 823.94   | 8,734.03  | 11,843.23 |
| REI 25                                          | 0.00     | 0.00   | 0.00     | 0.00     | 184.73    | 184.73    |
| <b>Total Middlesex</b>                          | 313.65   | 618.00 | 1,353.61 | 823.94   | 8,918.76  | 12,027.96 |
| <b>Misc Income</b>                              | 0.00     | 0.00   | 0.00     | 0.00     | -1.00     | -1.00     |
| <b>Montpelier</b>                               |          |        |          |          |           |           |
| Housing Assessment 25                           | 0.00     | 0.00   | 0.00     | 0.00     | 9,178.14  | 9,178.14  |
| VOREC                                           | 0.00     | 0.00   | 0.00     | 0.00     | 0.00      | 0.00      |
| <b>Total Montpelier</b>                         | 0.00     | 0.00   | 0.00     | 0.00     | 9,178.14  | 9,178.14  |
| <b>Moretown</b>                                 |          |        |          |          |           |           |
| REI 25                                          | 0.00     | 0.00   | 0.00     | 0.00     | 61.53     | 61.53     |
| <b>Total Moretown</b>                           | 0.00     | 0.00   | 0.00     | 0.00     | 61.53     | 61.53     |
| <b>Mount Ascutney Regional Commission</b>       |          |        |          |          |           |           |
| Flood Bylaws                                    | 348.14   | 144.49 | 1,598.89 | 1,549.34 | 0.01      | 3,640.87  |
| Brownfields                                     | 0.00     | 0.00   | 0.00     | 0.00     | 11,490.30 | 11,490.30 |
| <b>Total Mount Ascutney Regional Commission</b> | 348.14   | 144.49 | 1,598.89 | 1,549.34 | 11,490.31 | 15,131.17 |
| <b>Northfield</b>                               | 0.00     | 0.00   | 0.00     | 0.00     | 8,166.84  | 8,166.84  |
| <b>Northwest Regional Comm'n</b>                |          |        |          |          |           |           |
| <b>CPRG</b>                                     |          |        |          |          |           |           |
| Task 1-Framework                                | 1,127.95 | 0.00   | 787.44   | 0.00     | 0.00      | 1,915.39  |
| <b>Total CPRG</b>                               | 1,127.95 | 0.00   | 787.44   | 0.00     | 0.00      | 1,915.39  |
| <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>                   | 0.00     | 0.00   | 0.00     | 0.00     | 411.75    | 411.75    |
| <b>Total Northwest Regional Comm'n</b>          | 1,127.95 | 0.00   | 787.44   | 0.00     | 411.75    | 2,327.14  |
| <b>Orange</b>                                   |          |        |          |          |           |           |

# Central Vermont Regional Planning Commission A/R Aging Summary

As of May 31, 2026

|                                             | Current          | 1 - 30          | 31 - 60          | 61 - 90          | > 90              | TOTAL             |
|---------------------------------------------|------------------|-----------------|------------------|------------------|-------------------|-------------------|
| <b>Municipal Plan 25</b>                    | 2,863.13         | 3,908.00        | 1,649.60         | 2,089.00         | 12,264.80         | 22,774.53         |
| <b>MPM Sidewalks Design</b>                 | 0.00             | 0.00            | 0.00             | 0.00             | 44.65             | 44.65             |
| <b>LHMP</b>                                 | 0.00             | 0.00            | 0.00             | 0.00             | 2,829.47          | 2,829.47          |
| <b>Total Orange</b>                         | 2,863.13         | 3,908.00        | 1,649.60         | 2,089.00         | 15,138.92         | 25,648.65         |
| <b>Rutland Regional Comm'n</b>              |                  |                 |                  |                  |                   |                   |
| <b>604b</b>                                 | 76.29            | 0.00            | 97.10            | 0.00             | 0.00              | 173.39            |
| <b>Total Rutland Regional Comm'n</b>        | 76.29            | 0.00            | 97.10            | 0.00             | 0.00              | 173.39            |
| <b>Two Rivers Ottauquechee Comm'n</b>       |                  |                 |                  |                  |                   |                   |
| <b>River Program</b>                        | 0.00             | 0.00            | 0.00             | 0.00             | 455.40            | 455.40            |
| <b>Total Two Rivers Ottauquechee Comm'n</b> | 0.00             | 0.00            | 0.00             | 0.00             | 455.40            | 455.40            |
| <b>VAPDA_</b>                               | 0.00             | 0.00            | 0.00             | 0.00             | 500.00            | 500.00            |
| <b>VTrans</b>                               |                  |                 |                  |                  |                   |                   |
| <b>CVRPC STP BP24(17)</b>                   | 306.96           | 0.00            | 479.62           | 668.70           | 437.90            | 1,893.18          |
| <b>TA Set-aside</b>                         |                  |                 |                  |                  |                   |                   |
| <b>MRP Corridor Study</b>                   | 0.00             | 0.00            | 0.00             | 0.00             | 30,251.26         | 30,251.26         |
| <b>Total TA Set-aside</b>                   | 0.00             | 0.00            | 0.00             | 0.00             | 30,251.26         | 30,251.26         |
| <b>TPI</b>                                  |                  |                 |                  |                  |                   |                   |
| <b>TPI Special Bike/Ped</b>                 | 0.00             | 0.00            | 0.00             | 0.00             | 334.66            | 334.66            |
| <b>TPI Planning</b>                         | 5,964.70         | 0.00            | 8,326.72         | 8,467.32         | 2,901.64          | 25,660.38         |
| <b>TPI Data Collect/Manage</b>              | 1,344.48         | 0.00            | 1,315.17         | 203.04           | 1,717.89          | 4,580.58          |
| <b>TPI Admin</b>                            | 3,336.35         | 0.00            | 3,372.95         | 2,881.03         | 1,637.07          | 11,227.40         |
| <b>TPI Coordination</b>                     | 1,145.61         | 0.00            | 2,425.61         | 1,747.04         | 1,041.61          | 6,359.87          |
| <b>TPI MRGP Support</b>                     | 75.28            | 0.00            | 94.09            | 0.00             | 0.04              | 169.41            |
| <b>TPI Project Develop</b>                  | 0.00             | 0.00            | 0.00             | 0.00             | 0.23              | 0.23              |
| <b>Total TPI</b>                            | 11,866.42        | 0.00            | 15,534.54        | 13,298.43        | 7,633.14          | 48,332.53         |
| <b>VTrans - Other</b>                       | 0.00             | 0.00            | 0.00             | 0.00             | -0.51             | -0.51             |
| <b>Total VTrans</b>                         | 12,173.38        | 0.00            | 16,014.16        | 13,967.13        | 38,321.79         | 80,476.46         |
| <b>Waitsfield</b>                           |                  |                 |                  |                  |                   |                   |
| <b>Waitsfield LHMP 23</b>                   | 0.00             | 0.00            | 0.00             | 0.00             | 865.17            | 865.17            |
| <b>Total Waitsfield</b>                     | 0.00             | 0.00            | 0.00             | 0.00             | 865.17            | 865.17            |
| <b>Warren</b>                               |                  |                 |                  |                  |                   |                   |
| <b>LHMP 24</b>                              | 0.00             | 0.00            | 0.00             | 0.00             | 1,538.22          | 1,538.22          |
| <b>Total Warren</b>                         | 0.00             | 0.00            | 0.00             | 0.00             | 1,538.22          | 1,538.22          |
| <b>Washington</b>                           | 0.00             | 0.00            | 0.00             | 0.00             | -0.50             | -0.50             |
| <b>Waterbury</b>                            |                  |                 |                  |                  |                   |                   |
| <b>Waterbury LHMP 23</b>                    | 0.00             | 0.00            | 0.00             | 0.00             | 141.50            | 141.50            |
| <b>Total Waterbury</b>                      | 0.00             | 0.00            | 0.00             | 0.00             | 141.50            | 141.50            |
| <b>Williamstown</b>                         |                  |                 |                  |                  |                   |                   |
| <b>Municipal Plan 25</b>                    | 28.74            | 0.00            | 1,270.76         | 256.32           | 13,918.93         | 15,474.75         |
| <b>Total Williamstown</b>                   | 28.74            | 0.00            | 1,270.76         | 256.32           | 13,918.93         | 15,474.75         |
| <b>TOTAL</b>                                | <b>45,091.24</b> | <b>5,455.61</b> | <b>52,207.75</b> | <b>48,144.92</b> | <b>140,260.23</b> | <b>291,159.75</b> |

**Paid Time Off Liability Balances  
as of 05/31/2026**

**COMPENSATORY TIME**

| Employee       | Wage Rate | Hours         | Current Value      | Maximum Hours <sup>1</sup> | Maximum Accrual <sup>1</sup> |
|----------------|-----------|---------------|--------------------|----------------------------|------------------------------|
|                |           |               | \$ -               |                            |                              |
| Banbury, L     | 25.48     | 12.00         | \$ 305.76          |                            |                              |
| Cubbon, K.     | 30.49     | 1.75          | \$ 53.36           |                            |                              |
| Frasca, L      | 27.74     | 0.00          | \$ -               |                            |                              |
| Gibson, J.     | 46.63     | 0.00          | \$ -               |                            |                              |
| Lash, S.       | 30.49     | 20.25         | \$ 617.42          |                            |                              |
| MacMartin, R   | 36.22     | 7.50          | \$ 271.65          |                            |                              |
| Meyer, C.      | 56.06     | 69.00         | \$ 3,868.14        |                            |                              |
| Pelletiere, K. | 24.04     | 9.25          | \$ 222.37          |                            |                              |
| Petrie, B.     | 25.48     | 76.50         | \$ 1,949.22        |                            |                              |
| Sabado, Niki   | 27.35     | (1.00)        | (27.35)            |                            |                              |
| Sonn, Pamela   | 25.48     | 10.75         | \$ 273.91          |                            |                              |
| Toohey, E      | 32.17     | (0.50)        | (16.09)            |                            |                              |
| Voigt, B.      | 38.42     | 39.50         | \$ 1,517.59        |                            |                              |
| <b>Total</b>   |           | <b>245.00</b> | <b>\$ 9,035.99</b> |                            |                              |

**SICK LEAVE**

| Employee       | Wage Rate | Hours         | Current Value       | Maximum Hours <sup>2</sup> | Maximum Accrual    |
|----------------|-----------|---------------|---------------------|----------------------------|--------------------|
| Banbury, L     | 25.48     | 29.45         | \$ 750.39           | 65.87                      | \$1,678.37         |
| Cubbon, Keith  | 30.49     | 212.29        | \$ 6,472.72         | 360.00                     | \$ 10,976.40       |
| Frasca, L      | 27.74     | (61.87)       | (\$1,716.27)        | 360.00                     | \$ 9,986.40        |
| Gibson, J.     | 46.63     | (2.00)        | (\$93.26)           | 0.00                       | \$ -               |
| Lash, S.       | 30.49     | 41.31         | \$ 1,259.54         | 360.00                     | \$ 10,976.40       |
| MacMartin, R   | 36.22     | 8.53          | \$ 308.96           | 360.00                     | \$ 13,039.20       |
| Meyer, C.      | 56.06     | 187.54        | \$ 10,513.49        | 360.00                     | \$ 20,181.60       |
| Pelletiere, K. | 24.04     | 36.90         | \$ 887.08           | 36.90                      | \$ 887.08          |
| Petrie, B.     | 25.48     | (60.98)       | (\$1,553.77)        | 25.80                      | \$ 657.38          |
| Sabado, Niki   | 27.35     | 74.4          | \$ 2,034.84         | 211.02                     | \$ 5,771.40        |
| Sonn, Pamela   | 25.48     | 18.28         | \$ 465.77           | 101.42                     | \$ 2,584.18        |
| Toohey, E      | 32.17     | 3.49          | \$ 112.27           | 247.45                     | \$ 7,960.47        |
| Voigt, B.      | 38.42     | 0.00          | \$ -                | 360.00                     | \$ 13,831.20       |
| <b>Total</b>   |           | <b>487.34</b> | <b>\$ 19,441.76</b> | <b>2,782.59</b>            | <b>\$98,530.07</b> |

**VACATION LEAVE**

| Employee       | Wage Rate | Hours         | Current Value       | Maximum Hours <sup>2</sup> | Maximum Accrual    |
|----------------|-----------|---------------|---------------------|----------------------------|--------------------|
|                |           |               | \$ -                |                            |                    |
| Banbury L.     | 25.48     | 46            | \$ 1,172.08         | 58.99                      | \$1,503.07         |
| Cubbon, K.     | 30.49     | 91.93         | \$ 2,802.95         | 200.00                     | \$ 6,098.00        |
| Frasca, L.     | 27.74     | 41.94         | \$ 1,163.42         | 160.00                     | \$ 4,438.40        |
| Gibson, J.     | 46.63     | 0.00          | \$ -                | 0.00                       | \$ -               |
| Lash, S.       | 30.49     | 88.14         | \$ 2,687.39         | 200.00                     | \$ 6,098.00        |
| MacMartin, R   | 36.22     | 14.84         | \$ 537.50           | 160.00                     | \$ 5,795.20        |
| Meyer, C.      | 56.06     | 220.40        | \$ 12,355.62        | 280.00                     | \$ 15,696.80       |
| Pelletiere, K. | 24.04     | 30.70         | \$ 738.03           | 36.84                      | \$ 885.63          |
| Petrie, B.     | 25.48     | 24.56         | \$ 625.79           | 24.56                      | \$ 625.79          |
| Sabado, Niki   | 27.35     | 26.31         | \$ 719.58           | 160.39                     | \$ 4,386.67        |
| Sonn, Pamela   | 25.48     | 18.89         | \$ 481.32           | 94.04                      | \$ 2,396.14        |
| Toohey, E.     | 32.17     | 13.47         | \$ 433.33           | 160.00                     | \$ 5,147.20        |
| Voigt, B.      | 38.42     | 82.41         | \$ 3,166.19         | 200.00                     | \$ 7,684.00        |
| <b>Total</b>   |           | <b>699.59</b> | <b>\$ 26,883.19</b> | <b>1,676</b>               | <b>\$60,754.89</b> |

**SUMMARY**

|                                      | Current             | Maximum              |
|--------------------------------------|---------------------|----------------------|
| <b>Total Paid Time Off Liability</b> | <b>\$ 55,360.94</b> | <b>\$ 168,320.95</b> |
| Maximum versus Current Difference    | \$ 112,960.01       | Percent of Max 33%   |

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

<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 May 2026

|                                           | Jul '25 - May 26  | Budget            | \$ Over Budget     | % of Budget   |
|-------------------------------------------|-------------------|-------------------|--------------------|---------------|
| <b>Ordinary Income/Expense</b>            |                   |                   |                    |               |
| <b>Income</b>                             |                   |                   |                    |               |
| <b>4100 · ACCD</b>                        |                   |                   |                    |               |
| 4101 · ACCD Direct                        | 695,399.51        | 737,745.00        | -42,345.49         | 94.26%        |
| 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>695,399.52</b> | <b>737,745.00</b> | <b>-42,345.48</b>  | <b>94.26%</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                              | 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                           | 2,824.88          | 7,707.76          | -4,882.88          | 36.65%        |
| 4256 · NBRC LDD Prospect Heights          | 4,710.23          | 11,503.48         | -6,793.25          | 40.95%        |
| 4257 · EPA                                | 46,992.03         | 500,000.00        | -453,007.97        | 9.4%          |
| 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>81,423.91</b>  | <b>739,991.47</b> | <b>-658,567.56</b> | <b>11.0%</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             | 39,749.29         | 0.00              | 39,749.29          | 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                            | 17,128.44         | 1,936.85          | 15,191.59          | 884.35%       |
| 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%       |
| 4400 · Municipal Contracts - Other        | 0.00              | 0.00              | 0.00               | 0.0%          |
| <b>Total 4400 · Municipal Contracts</b>   | <b>91,773.71</b>  | <b>70,921.35</b>  | <b>20,852.36</b>   | <b>129.4%</b> |

## Central Vermont Regional Planning Commission

### Profit & Loss Budget vs. Actual

July 2025 through May 2026

|                                        | Jul '25 - May 26  | Budget            | \$ Over Budget     | % of Budget   |
|----------------------------------------|-------------------|-------------------|--------------------|---------------|
| <b>4500 · Natural Resources</b>        |                   |                   |                    |               |
| 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%        |
| 4535 · DEC CWSP Start-up               | 0.00              | 0.00              | 0.00               | 0.0%          |
| 4545 · DEC CWSP Formula                | 201,791.47        | 650,000.00        | -448,208.53        | 31.05%        |
| 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                    | 10,781.13         | 3,897.00          | 6,884.13           | 276.65%       |
| 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>245,034.67</b> | <b>730,909.85</b> | <b>-485,875.18</b> | <b>33.53%</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                             | 170,311.05        | 292,658.31        | -122,347.26        | 58.2%         |
| 4805 · VTrans Better Back Road         | 0.00              | 173,600.00        | -173,600.00        | 0.0%          |
| 4806 · TOD Planning                    | 20,672.20         | 19,266.50         | 1,405.70           | 107.3%        |
| 4807 · TA Set-aside                    | 14,770.57         | 0.00              | 14,770.57          | 100.0%        |
| 4808 · USDOT SS4A                      | 40,216.21         | 0.00              | 40,216.21          | 100.0%        |
| 4809 · REI 25                          | 11,190.02         | 15,000.00         | -3,809.98          | 74.6%         |
| 4800 · Transportation - Other          | 0.00              | 0.00              | 0.00               | 0.0%          |
| <b>Total 4800 · Transportation</b>     | <b>257,160.05</b> | <b>500,524.81</b> | <b>-243,364.76</b> | <b>51.38%</b> |
| <b>4900 · Other Income</b>             |                   |                   |                    |               |
| 4901 · Interest Income                 | 29,145.26         | 0.00              | 29,145.26          | 100.0%        |
| 4950 · Salaries To Be Allocated        | -98.00            | 0.00              | -98.00             | 100.0%        |

## Central Vermont Regional Planning Commission

### Profit & Loss Budget vs. Actual

July 2025 through May 2026

|                                               | Jul '25 - May 26    | Budget              | \$ Over Budget       | % of Budget    |
|-----------------------------------------------|---------------------|---------------------|----------------------|----------------|
| 4955 · Indirect To Be Allocated               | -60.76              | 0.00                | -60.76               | 100.0%         |
| 4999 · Miscellaneous Income                   | -12,909.83          | 27,562.39           | -40,472.22           | -46.84%        |
| 4900 · Other Income - Other                   | 0.00                | 0.00                | 0.00                 | 0.0%           |
| <b>Total 4900 · Other Income</b>              | <b>16,076.67</b>    | <b>27,562.39</b>    | <b>-11,485.72</b>    | <b>58.33%</b>  |
| <b>Total Income</b>                           | <b>1,496,416.22</b> | <b>2,952,848.01</b> | <b>-1,456,431.79</b> | <b>50.68%</b>  |
| <b>Gross Profit</b>                           | <b>1,496,416.22</b> | <b>2,952,848.01</b> | <b>-1,456,431.79</b> | <b>50.68%</b>  |
| <b>Expense</b>                                |                     |                     |                      |                |
| <b>5000 · Wages and Fringe Benefits</b>       |                     |                     |                      |                |
| 5001 · Personnel                              | 673,433.39          | 813,060.00          | -139,626.61          | 82.83%         |
| <b>5100 · Fringe Benefits</b>                 |                     |                     |                      |                |
| 5101 · FICA                                   | 55,785.94           | 71,988.00           | -16,202.06           | 77.49%         |
| 5110 · Health Insurance                       | 199,758.94          | 204,960.00          | -5,201.06            | 97.46%         |
| 5112 · Dental Insurance                       | 8,324.82            | 12,682.00           | -4,357.18            | 65.64%         |
| 5115 · Life Disability Insurance              | 4,558.59            | 0.00                | 4,558.59             | 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%         |
| 5100 · Fringe Benefits - Other                | 0.00                | 0.00                | 0.00                 | 0.0%           |
| <b>Total 5100 · Fringe Benefits</b>           | <b>312,604.39</b>   | <b>325,891.00</b>   | <b>-13,286.61</b>    | <b>95.92%</b>  |
| <b>Total 5000 · Wages and Fringe Benefits</b> | <b>986,037.78</b>   | <b>1,138,951.00</b> | <b>-152,913.22</b>   | <b>86.57%</b>  |
| <b>5200 · Professional Services</b>           |                     |                     |                      |                |
| 5201 · Accounting                             | 66,359.06           | 76,000.00           | -9,640.94            | 87.32%         |
| 5202 · Audit                                  | 33,000.00           | 33,000.00           | 0.00                 | 100.0%         |
| 5203 · IT/Computer                            | 19,337.33           | 20,000.00           | -662.67              | 96.69%         |
| 5204 · Legal                                  | 14,654.20           | 4,000.00            | 10,654.20            | 366.36%        |
| 5200 · Professional Services - Other          | 330.00              | 397.00              | -67.00               | 83.12%         |
| <b>Total 5200 · Professional Services</b>     | <b>133,680.59</b>   | <b>133,397.00</b>   | <b>283.59</b>        | <b>100.21%</b> |
| 5305 · Advertising                            | 3,633.90            | 1,239.00            | 2,394.90             | 293.29%        |
| <b>5315 · Consultants</b>                     |                     |                     |                      |                |
| 5317 · Stipends                               | 50.00               | 0.00                | 50.00                | 100.0%         |
| 5315 · Consultants - Other                    | 264,513.93          | 1,165,545.00        | -901,031.07          | 22.69%         |
| <b>Total 5315 · Consultants</b>               | <b>264,563.93</b>   | <b>1,165,545.00</b> | <b>-900,981.07</b>   | <b>22.7%</b>   |
| 5320 · Depreciation expense                   | 899.60              | 1,870.00            | -970.40              | 48.11%         |
| <b>5325 · Copy</b>                            |                     |                     |                      |                |
| 5326 · Copier extra copies                    | 1,320.04            | 0.00                | 1,320.04             | 100.0%         |
| 5327 · Copier Lease Payments                  | 1,618.10            | 0.00                | 1,618.10             | 100.0%         |
| 5325 · Copy - Other                           | 125.08              | 3,508.00            | -3,382.92            | 3.57%          |
| <b>Total 5325 · Copy</b>                      | <b>3,063.22</b>     | <b>3,508.00</b>     | <b>-444.78</b>       | <b>87.32%</b>  |
| <b>5330 · Supplies</b>                        |                     |                     |                      |                |
| 5331 · Equipment/Furniture                    | 699.00              | 0.00                | 699.00               | 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 May 2026

|                                                   | Jul '25 - May 26    | Budget              | \$ Over Budget       | % of Budget    |
|---------------------------------------------------|---------------------|---------------------|----------------------|----------------|
| 5333 · Office Supplies                            | 2,163.96            | 0.00                | 2,163.96             | 100.0%         |
| 5334 · Billable Supplies                          | 14,583.24           | 0.00                | 14,583.24            | 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%           |
| <b>Total 5330 · Supplies</b>                      | <b>17,687.58</b>    | <b>27,108.00</b>    | <b>-9,420.42</b>     | <b>65.25%</b>  |
| <b>5344 · Insurance</b>                           |                     |                     |                      |                |
| 5345 · Liability Insurance                        | 413.00              | 0.00                | 413.00               | 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%           |
| <b>Total 5344 · Insurance</b>                     | <b>3,911.10</b>     | <b>5,225.00</b>     | <b>-1,313.90</b>     | <b>74.85%</b>  |
| 5350 · Meetings/Programs                          | 13,728.92           | 12,280.00           | 1,448.92             | 111.8%         |
| 5355 · Postage                                    | 384.84              | 800.00              | -415.16              | 48.11%         |
| <b>5360 · Dues/Memberships/Sponsorships</b>       |                     |                     |                      |                |
| 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%         |
| <b>Total 5360 · Dues/Memberships/Sponsorships</b> | <b>8,021.75</b>     | <b>7,888.00</b>     | <b>133.75</b>        | <b>101.7%</b>  |
| <b>5370 · Office Occupancy</b>                    |                     |                     |                      |                |
| 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%         |
| 5370 · Office Occupancy - Other                   | 0.00                | 30,003.00           | -30,003.00           | 0.0%           |
| <b>Total 5370 · Office Occupancy</b>              | <b>40,917.70</b>    | <b>30,003.00</b>    | <b>10,914.70</b>     | <b>136.38%</b> |
| 5375 · Software/Licenses/IT Sub                   | 15,262.84           | 7,233.00            | 8,029.84             | 211.02%        |
| 5385 · Telephone/Internet                         | 7,154.70            | 7,541.00            | -386.30              | 94.88%         |
| 5390 · Travel                                     | 8,429.69            | 28,750.00           | -20,320.31           | 29.32%         |
| 5990 · Interest Expense                           | 0.00                | 15,565.00           | -15,565.00           | 0.0%           |
| <b>5999 · Miscellaneous Expenses</b>              |                     |                     |                      |                |
| 5339 · Gifts                                      | 209.43              | 250.00              | -40.57               | 83.77%         |
| <b>5380 · Fees</b>                                |                     |                     |                      |                |
| 5382 · Bank Fees                                  | 160.54              | 0.00                | 160.54               | 100.0%         |
| 5380 · Fees - Other                               | 44.13               | 178.00              | -133.87              | 24.79%         |
| <b>Total 5380 · Fees</b>                          | <b>204.67</b>       | <b>178.00</b>       | <b>26.67</b>         | <b>114.98%</b> |
| 5999 · Miscellaneous Expenses - Other             | 224.32              | 150.00              | 74.32                | 149.55%        |
| <b>Total 5999 · Miscellaneous Expenses</b>        | <b>638.42</b>       | <b>578.00</b>       | <b>60.42</b>         | <b>110.45%</b> |
| 8000 · Indirect Costs                             | 0.00                | 0.00                | 0.00                 | 0.0%           |
| <b>Total Expense</b>                              | <b>1,508,016.56</b> | <b>2,587,481.00</b> | <b>-1,079,464.44</b> | <b>58.28%</b>  |
| <b>Net Ordinary Income</b>                        | <b>-11,600.34</b>   | <b>365,367.01</b>   | <b>-376,967.35</b>   | <b>-3.18%</b>  |
| <b>Net Income</b>                                 | <b>-11,600.34</b>   | <b>365,367.01</b>   | <b>-376,967.35</b>   | <b>-3.18%</b>  |

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

5 Present:

- |                                                   |                                                                       |                                                                        |
|---------------------------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Peter Carbee  | <input checked="" type="checkbox"/> Doug Greason (arrived at 4:10 pm) | <input checked="" type="checkbox"/> Michael Gray                       |
| <input checked="" type="checkbox"/> Lee Cattaneo  | <input checked="" type="checkbox"/> Royal DeLegge                     | <input checked="" type="checkbox"/> Janet Shatney (arrived at 4:15 pm) |
| <input checked="" type="checkbox"/> Jerry D'Amico |                                                                       |                                                                        |

6 **Staff:** Christian Meyer, Barbara Petrie, Jeffrey Gibson

7 **Guests/Members of the Public:** Ashan Ijaz, Ijaz Group / Stephen Whitaker

8 **Call to Order:** Meeting recording was confirmed. Chair Carbee called the meeting to order at  
9 4:00 pm, roll was called, and a quorum was present.

10 **Adjustments to the Agenda:** Christian asked if the Draft Budget and Workplan Review could be  
11 moved to the top of the agenda as no action was expected to accommodate Commissioner  
12 Shatney's late arrival. There were no exceptions to this.

13 **Public Comment:** Steve Whitaker raised concerns about a proposed \$60,000 local development  
14 district contract with Montpelier, arguing it had not been approved by the City Council and  
15 presented on several specific issues, including conflicts of interest due to the Regional Planning  
16 Commission's dual roles as litigant, Brownfields program administrator, regional plan author,  
17 and CDBGDR participant.

18 **Review Draft Budget & Workplan:** Christian explained that as we are still waiting for the  
19 finalization of the 2025 audit, we are still holding off on finalizing the budget work plan. In  
20 short, the budget is largely unchanged overall. He also gave a summary of the workplan, which  
21 reflects similar work of past years. There is also some information about our financing  
22 breakdown, and income from contracts.

23 There were no questions from the Committee at this time, but an action will be taken at next  
24 month's meeting.

25 **Accept Unaudited Financial Report - Ashan Ijaz, Ijaz Group:** Ahsan Ijaz provided an overview of  
26 the information provided in the meeting packet.

27 Ashan noted that there is only one item holding up the 2025 financial audit completion at this  
28 time. However, no numbers have changed since the audit was started so it shouldn't be much  
29 longer before completion.

30 Chair Carbee called for a motion to accept the April Financial Report. *Commissioner D'Amico*  
31 *made the motion, seconded by Commissioner Cattaneo. The **motion** passed unanimously.*

32 [Jeff left the meeting at 4:22 pm]

1 **Accept Meeting Minutes – 5/4/2026 & 5/18/2026:** Chair Carbee called for a motion to accept  
2 the Meeting Minutes from 5/4/2026 and 5/18/2026. *Commissioner Shatney made the motion,*  
3 *seconded by Commissioner D’Amico. The **motion** passed unanimously.*

4 **Set FY27 Meeting Dates for Exec Committee and Board:** The group reviewed the proposed  
5 Executive Committee meeting and Board of Commissioners meeting dates. The September  
6 Executive Committee meeting date will be moved to Monday, August 31st and there will be no  
7 August Board Meeting.

8 Chair Carbee called for a motion to accept the Meeting Dates as amended. *Commissioner*  
9 *Cattaneo made the motion, seconded by Commissioner Shatney. The **motion** passed*  
10 *unanimously.*

11 **Approval Dental Insurance Benefit:** Christian reminded the Committee these run on the fiscal  
12 year rather than the calendar year. The information was included in the packet and  
13 represented approximately a 2.57% increase in cost.

14 Chair Carbee called for a motion to accept the Dental Insurance benefit increase. *Commissioner*  
15 *Cattaneo made the motion, seconded by Commissioner Gray. The **motion** passed unanimously.*

16 **Contract/Agreement Authorizations:** Christian summarized the contracts as delineated on the  
17 agenda and in the packet.

18 Chair Carbee called for a motion to authorize the Executive Director to sign the grant  
19 agreement with the Town of Middlesex to assist with writing zoning updates and maps. *A*  
20 *motion was made by Commissioner Gray, seconded by Commissioner Shatney. **Motion** passed*  
21 *unanimously.*

22 Chair Carbee called for a motion to authorize the Executive Director to sign the contract with  
23 City of Montpelier and NBRC Local Development District Services Commission. Commissioner  
24 Cattaneo asked for clarification on whether this would call for any decision on the part of  
25 CVRPC and Christian confirmed we simply offer administrative assistance and as a liaison with  
26 Northern Borders Regional Commission.

27 Commissioner Shatney contributed that CVRPC provides these services for Barre City and they  
28 are 100% administrative and of a great assistance in guiding the grantee.

29 *A motion was made by Commissioner Shatney, seconded by Commissioner Cattaneo. **Motion***  
30 *passed unanimously.*

31 Chair Carbee called for a motion to approve the feasibility study contracts for the Towns of  
32 Marshfield and Williamstown. *A motion was made by Commissioner Cattaneo, seconded by*  
33 *Commissioner Greason. **Motion** passed unanimously.*

34 **Authorize New Bank Account:** Christian explained that we need to open a new zero-interest  
35 bank account to receive funds from the CDBGDR program. Chair Carbee called for a motion to  
36 approve opening a new bank account with Community National Bank for the purpose as  
37 described. *A motion was made by Commissioner Shatney, seconded by Commissioner Greason.*  
38 *Motion passed unanimously.*

39 **Set Board of Commissioners Meeting Agenda:** Christian discussed the proposed Board of  
40 Commissioners meeting agenda, adding that he would like to add a project compatibility review

1 discussion to it. There was some discussion about whether it should be added to agenda or  
2 wait until the Project Review Committee, but the letter may miss the deadline for submission.  
3 It was decided to add to add it on later in the later in Board meeting agenda and address it if  
4 there is time.

5 Christian also brought up another item on the Board meeting agenda draft regarding  
6 nominating him to represent CVRPC on the 87 State Street Local Development Board of  
7 Directors. It was asked that he allocate staff representation if he is unable to.

8 Christian spoke about where the meeting will be held. *Chair Carbee requested a motion to*  
9 *accept the amended Board of Commissioners' Annual Meeting Agenda. A motion was made by*  
10 *Commissioner Cattaneo and seconded by Commissioner Greason. Motion passed unanimously.*

11

12 **Committee Round Table:** There was some discussion around issues with mail delivery, and  
13 Christian shared that he will be sending out the voting ballots electronically, and considering a  
14 PO Box if there was no improvement.

15 **Adjournment:** Commissioner Carbee called for a motion to adjourn. *Commissioner Cattaneo*  
16 *moved to approve the motion and was seconded by Commissioner D'Amico. Motion passed*  
17 *unanimously and meeting adjourned at 4:56 pm.*

18

19 Respectfully submitted,

20 Barbara Petrie, Office Manager



## Central Vermont Regional Planning Commission

**FY 27 Meeting Dates – Approved 6/1/2026**

**FY27 Meeting Dates – Revised 6/19/2027**

### **Executive Committee**

(Meets at 4:00 pm on Monday of the week prior to the Board meeting, typically for 1.5 - 2 hours, *unless that Monday falls on a holiday*)

|        |                                              |
|--------|----------------------------------------------|
| Monday | July 6, 2026                                 |
| Monday | August 3, 2026                               |
| Monday | August 31, 2026 - (due to Labor Day Holiday) |
| Monday | October 5, 2026                              |
| Monday | November 2, 2026                             |
| Monday | November 30, 2026                            |
| Monday | January 4, 2027                              |
| Monday | February 1, 2027                             |
| Monday | March 1, 2027                                |
| Monday | April 5, 2027                                |
| Monday | May 3, 2027                                  |
| Monday | May 31, 2027                                 |

### **Board of Commissioners**

(Meets at 6:30 pm on the second Tuesday of the month, typically for 1.5 - 2 hours)

|         |                                                                     |
|---------|---------------------------------------------------------------------|
| Tuesday | July 14, 2026                                                       |
| Tuesday | August 11, 2026 - ( <i>typically cancelled if no action items</i> ) |
| Tuesday | September 8, 2026                                                   |
| Tuesday | October 13, 2026                                                    |
| Tuesday | November 10, 2026                                                   |
| Tuesday | December 8, 2026                                                    |
| Tuesday | January 12, 2027                                                    |
| Tuesday | February 9, 2027                                                    |
| Tuesday | March 9, 2027                                                       |
| Tuesday | April 13, 2027                                                      |
| Tuesday | May 11, 2027                                                        |
| Tuesday | June 8, 2027 – <b>Annual Meeting</b>                                |



## Central Vermont Regional Planning Commission

### MEMO

Date: July 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 there is 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)

#### **Toole Design – Capital Corridor Community Bikeshare – CVRPC #2026-07**

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign the agreement with Toole Design to study the creation of a community-supported micro-bikeshare program.

**Overview:** Toole Design will study the technical requirements and optimal technologies to implement a reproducible community-supported electric bikeshare model. Specific areas of study will include fleet size and composition; strategies and design elements to maximize system accessibility; payment technologies; station design, including charging, security, and software options; and deployment strategy.

#### **Funding:**

Grant Amount \$48,000 (Federal-VTrans Bicycle and Pedestrian Grant)

Match Amount: \$12,000

Match Source: Barre City, City of Montpelier, Montpelier Alive

**Performance Period:** 7/6/2026 – 6/30/2027

**Staff:** Reuben MacMartin

## FOR INFORMATION ONLY

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

### GRANTS, CONTRACTS & SERVICE AGREEMENTS RECEIVED

#### [AMENDMENT - Vermont Agency of Transportation \(VTrans\) – Transportation Planning Initiative \(TPI\) – Amendment #1](#)

**Scope of Work:** Under the Scope of work for this funding source, CVRPC staff provide support to our towns across the five primary domains of: Public Participation & Coordination, Transportation Planning, Data Collection & Management, Project Development, and Municipal Roads General Permit Support.

No change to project contract value. Program funding will be shifted between tasks to reflect spending patterns over the past year diverging from anticipated expenditure by task at time of initial contract development.

**Funding:** \$ 231,367.50

**Funding Source:** \$205,660.00 Federal Highway Administration Planning and Construction

**Funding Match:** \$25,707.50 State Transportation Funds

**Funding Match:** \$25,707.50 ACCD Planning Funds

**Term:** 10/01/25-09/30/26

**Staff:** Reuben MacMartin, Keith Cubbon.

#### **Town of Waitsfield - LDD Services - NBRC GT-25FAC-00057**

**Overview:** Local Development District (LDD)s support in the management, reporting and compliance of NBRC grants. This scope of work includes support for quarterly reporting, support for reimbursement requests, support final reporting, and general assistance.

**Funding:**

Grant Amount \$20,000 (Federal)

Match Amount: N/A

Match Source: N/A

**Performance Period:** 6/1/2026 – 9/30/2029

**Staff:** Eli Toohey

**Note:** This is an amendment to our LDD contract for NBRC grant GT-25FAC-00057 to add Partial Notice to Proceed and Amendment Request Support to the scope at Waitsfield's request.

#### **Town of Washington – 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 Washington.

**Funding:** \$7758.00 (State)

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

**Match Amount:** \$0

**Match Source:** N/A

**Performance Period:** 7/6/26 – 6/30/27

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

### **City of Montpelier - Local Hazard Mitigation Plan**

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

**Funding:**

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

Match Amount: \$0

Match Source: N/A

**Performance Period:** 3/04/26 – 3/01/27

**Staff:** Keith Cubbon, Sam Lash, Brian Voigt

### **Department of Public Safety/Vermont Emergency Management - MOA - 2026**

**Scope of Work:** CVRPC serves as Local Liaisons between the Vermont Emergency Operations Center (SEOC), VEM and local jurisdictions, with responsibilities divided into response and recovery phases. During response, CVRPC collects and consolidates damage reports from affected areas, disseminates emergency information to local officials, and maintains ongoing communication. CVRPC also staff the SEOC in various operational sections. In the recovery phase, CVRPC coordinates with municipalities to connect them with available assistance resources, which may include participating in Joint Preliminary Damage Assessments with FEMA, organizing Applicant Briefings, identifying Disaster Recovery Center locations, and supporting other state agencies in disaster management efforts.

**Funding:**

Grant Amount: N/A (federal)

Match Amount: \$0

Match Source: N/A

**Performance Period:** 7/0/26 – 6/30/29

**Staff:** Keith Cubbon, Sam Lash, Brian Voigt, Christian Meyer

**Notes:** Revenue is only associated with this agreement when VEM activates Vermont RPCs. For reference, following the 2023 July flooding, CVRPC billed ~\$18K to the previous agreement.

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

**N/A**



## MEMO

Date: July 6, 2026  
To: Executive Committee  
From: Christian Meyer, Executive Director  
Re: DRAFT FY27 Budget & Work Plan

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☒ **ACTION REQUESTED:** Adopt the FY27 work plan and budget.

### Setting

The FY27 budget continues and builds upon our core programs from FY26. Funding and work programs with our major state partners have not been drastically adjusted nor have our annual contracts been substantially revised. The largest change to our programming and budget is the additional capacity and funding for our flood resilience funded through the Vermont Community Development Program and Federal Community Development Block Grant-Disaster recovery.

As in other years, this budget and work plan is marked by some programs winding down while new programs are launched. This year CVRPC will be working with many of our Central Vermont communities to deliver planning work funded through various state planning and highway grants. Funding has been restored for our emergency management planning work and is expected to carry into FY27. Major programs like the Clean Water Service Provider (CWSP) and the EPA Brownfields Assessment Program and Revolving Loan Fund are either established nearing operations, producing a regular volume of new projects.

Staffing in FY27 will include 14 employees comprising 13.8 Full Time Equivalent Positions Executive Director

- Executive Director
- Office Manager
- Finance Manager
- Natural Resources Program Manager
- Natural Resources Planner
- Energy and Climate Planner
- Transportation Senior Planner
- Community Development and GIS Planner
- Emergency Management and Transportation Planner
- Four Community Development/Land Use Planners

**Central Vermont Regional Planning Commission  
FY27 Budget Summary**

Adopted by the Executive Committee:

July 6, 2026

Peter Carbee, Chair

| Acct |      | FY25                           | FY26             | FY27             | %                |              |                 |
|------|------|--------------------------------|------------------|------------------|------------------|--------------|-----------------|
| Row  | No.  | Revenue                        | Audited          | Un-Audited       | Proposed         | Change       | Notes           |
| 10   | 4100 | Regional Planning Funds (ACCD) | 812,439          | 737,745          | 735,224          | -0.3%        |                 |
| 11   | 4200 | Community Development          | 168,201          | 754,268          | 858,999          | 13.9%        |                 |
| 12   | 4300 | Fee for Services               | 2,188            | 8,400            | 8,400            | 0.0%         |                 |
| 13   | 4400 | Municipal Contracts            | 91,510           | 67,067           | 85,898           | 28.1%        |                 |
| 14   | 4500 | Natural Resources              | 579,913          | 630,910          | 585,632          | -7.2%        |                 |
| 15   | 4600 | Public Safety                  | 81,551           | 18,465           | 263,486          | 1327.0%      | CDBG-DR funding |
| 16   | 4700 | Town Dues                      | 86,985           | 90,255           | 92,692           | 2.7%         |                 |
| 17   | 4800 | Transportation                 | 307,104          | 493,493          | 515,512          | 4.5%         |                 |
| 18   | 4900 | Other Income                   | 67,685           | 27,562           | 30,000           | 8.8%         |                 |
| 19   |      | <b>Total Revenue</b>           | <b>2,197,576</b> | <b>2,828,164</b> | <b>3,175,843</b> | <b>12.3%</b> |                 |

**21 Personnel Costs**

|    |      |                              |                  |                  |                  |              |  |
|----|------|------------------------------|------------------|------------------|------------------|--------------|--|
| 22 | 5001 | Salaries                     | 702,394          | 875,015          | 1,052,811        | 20.3%        |  |
| 23 | 5100 | Fringe                       | 302,060          | 338,095          | 431,560          | 27.6%        |  |
| 24 |      | <b>Total Personnel Costs</b> | <b>1,004,454</b> | <b>1,213,110</b> | <b>1,484,371</b> | <b>22.4%</b> |  |

**26 Contractual & Professional Services**

|    |      |                                                      |                |                  |                  |             |                       |
|----|------|------------------------------------------------------|----------------|------------------|------------------|-------------|-----------------------|
| 27 | 5315 | Consultants                                          | 675,072        | 1,280,645        | 1,416,007        | 10.6%       |                       |
| 28 | 5201 | Accounting                                           | 68,319         | 76,000           | 6,500            | -91.4%      | Shift to in-house     |
| 29 | 5202 | Audit                                                | 18,900         | 33,000           | 33,000           | 0.0%        |                       |
| 30 | 5203 | IT/Computer                                          | 27,913         | 20,000           | 27,913           | 39.6%       |                       |
| 31 | 5204 | Legal                                                | 3,227          | 4,000            | 15,000           | 275.0%      | Litigation adjustment |
| 32 | 5200 | Other                                                | 323            | 397              | 323              | -18.6%      |                       |
| 33 |      | <b>Total Contractual &amp; Professional Services</b> | <b>793,754</b> | <b>1,414,042</b> | <b>1,498,743</b> | <b>6.0%</b> |                       |

**35 Operating Costs**

|    |      |                                        |                |                |                |            |                                            |
|----|------|----------------------------------------|----------------|----------------|----------------|------------|--------------------------------------------|
| 36 | 5305 | Advertising                            | 1,396          | 1,239          | 1,396          | 12.7%      |                                            |
| 37 | 5325 | Copy                                   | 2,687          | 3,508          | 3,087          | -12.0%     |                                            |
| 38 | 5330 | Supplies                               | 19,992         | 27,108         | 24,992         | -7.8%      |                                            |
| 39 | 5344 | Insurance                              | 5,227          | 5,225          | 5,227          | 0.0%       |                                            |
| 40 | 5350 | Meetings / Programs                    | 12,298         | 14,700         | 14,060         | -4.4%      |                                            |
| 41 | 5355 | Postage                                | 473            | 800            | 473            | -40.9%     |                                            |
| 42 | 5360 | Dues / Membership / Sponsorships       | 12,290         | 7,888          | 10,108         | 28.2%      |                                            |
| 43 | 5370 | Office Occupancy                       | 31,499         | 30,003         | 31,629         | 5.4%       | Rent & cleaner less lease interest         |
| 44 | 5375 | Software / Licenses / IT Subscriptions | 8,988          | 7,233          | 8,988          | 24.3%      |                                            |
| 45 | 5385 | Telephone / Internet                   | 6,216          | 7,541          | 6,216          | -17.6%     |                                            |
| 46 | 5390 | Travel                                 | 8,048          | 28,000         | 26,148         | -6.6%      |                                            |
| 47 | 5990 | Interest Expense                       | 13,939         | 15,565         | 13,939         | -10.4%     | Per GASB 87 office lease interest          |
| 48 | 5339 | Gifts                                  | 157            | 250            | 157            | -37.4%     |                                            |
| 49 | 5380 | Fees                                   | 80             | 178            | 80             | -55.0%     |                                            |
| 50 | 5999 | Miscellaneous                          | 143            | 150            | 143            | -4.5%      |                                            |
| 51 | 5320 | Depreciation                           | 1,349          | 1,125          | 1,125          | 0.0%       | Depreciation on equipment and improvements |
| 52 |      | <b>Total Operating Costs</b>           | <b>124,782</b> | <b>150,512</b> | <b>147,768</b> | <b>-2%</b> |                                            |

|    |                           |  |                    |                    |                    |            |  |
|----|---------------------------|--|--------------------|--------------------|--------------------|------------|--|
| 54 | <b>Total Expenditures</b> |  | <b>\$1,922,990</b> | <b>\$2,777,663</b> | <b>\$3,130,882</b> | <b>13%</b> |  |
|----|---------------------------|--|--------------------|--------------------|--------------------|------------|--|

|    |            |  |                  |                 |                 |             |  |
|----|------------|--|------------------|-----------------|-----------------|-------------|--|
| 56 | <b>Net</b> |  | <b>\$274,586</b> | <b>\$50,501</b> | <b>\$44,961</b> | <b>-11%</b> |  |
|----|------------|--|------------------|-----------------|-----------------|-------------|--|



## Central Vermont Regional Planning Commission

### Fiscal Year 2027 Work Plan

*Effective July 1, 2026 – June 30, 2027*

Adopted:

### *Introduction to CVRPC*

CVRPC is one of eleven Commissions in Vermont. CVRPC operates under the Vermont Municipal and Regional Planning and Development Act (V.S.A. Title 24, Chapter 117) and its adopted bylaws. All municipalities, by law, are members. Active municipal participation in CVRPC affairs is voluntary.

The central Vermont planning area encompasses 23 municipalities and covers approximately 814 square miles and is home to 65,747 residents. Member municipalities include:

- Barre City
- Barre Town
- Berlin
- Cabot
- Calais
- Duxbury
- East Montpelier
- Fayston
- Marshfield
- Middlesex
- Montpelier
- Moretown
- Northfield
- Orange
- Plainfield
- Roxbury
- Waitsfield
- Warren
- Washington
- Waterbury
- Williamstown
- Woodbury
- Worcester

CVRPC's professional, skilled staff expands local capacity, and works to link local, state, and federal planning needs. This Work Plan is its annual statement of planned activities

### *Our Work*

#### REGIONAL PLANNING

CVRPC continues its work updating the Regional Plan. This planning process will bring together residents, elected leaders, the professional community, and community-based organizations in a conversation around how to best address issues and ensure the long-term health and vitality of the Central Vermont Region. The Plan builds on past regional planning efforts and looks towards the future using a vision created through public

engagement. A major element of this work will be engaging with municipalities on a new regional Future Land Use Area map and municipal housing targets.

CVRPC's statutory duties include participating in Act 250 and Section 248 project review, completing approvals of municipal plans when requested by a municipality, consulting with municipalities about implementation of their plans and CVRPC services, and making determinations of compliance regarding municipal plans and State energy goals. By participating in regulatory processes, CVRPC aims to shape development and to support municipal and regional conservation and development goals. Municipal plan review and approval includes verifying that a municipal plan addresses all plan elements and State goals required by statute. Regional approval of municipal plans is required for eligibility for certain State grants. Determinations of energy compliance verify that municipalities are working to meet Vermont's energy goals and provides a municipality with substantial deference in Section 248 proceedings.

CVRPC comments on State and Federal plans and proposals so regional and local viewpoints are considered and policy issues are informed by RPC research and analysis. This year, CVRPC anticipates providing a Central Vermont small public water utilities, FEMA flood map roll out, and flood recovery assistance and mitigation planning.

CVRPC coordinates activities with other organizations and represents the interests of the Region on commissions, committees, and boards, such as: West Central Vermont Comprehensive Economic Development Strategy Steering Committee, the THRIVE Leadership Partners, Central Vermont Economic Development Corporation, Tri-Valley Transit, Mad River Valley Planning District, 87 State Street Local Development Corporation, and VT Association of Planning & Development Agencies (VAPDA). CVRPC represents regional planning commissions on the Community Investment Board and participates in VAPDA's Emergency Management, and Transportation Committees.

### Active Project and Service Agreements

- ❖ Agency of Commerce and Community Development (ACCD) Regional Planning Grant
- ❖ Climate Pollution Reduction Grant

### MUNICIPAL ASSISTANCE

CVRPC assists member communities and their boards and committees to achieve their planning goals. Examples of the services CVRPC will provide in the coming year include:

- ❖ Support municipalities in the development of their municipal plans and local bylaws
- ❖ Provide technical assistance for municipalities pursuing state designations or renewing state designations
- ❖ Complete municipal planning consultations
- ❖ Participate in VT Council on Rural Development Community Visits
- ❖ Support developing water and wastewater planning activities
- ❖ Serve as the Local Development District for organizations pursuing Northern Borders Regional Commission Catalysts funding
- ❖ Provide municipal project management services on municipal scoping and construction projects
- ❖ Participate on municipal project steering committees
- ❖ Provide municipal grant writing assistance
- ❖ Other municipal fee-for-services are available depending on capacity.

In collaboration with the Vermont Bond Bank, beginning in FY 27 CVRPC staff will be continue outreaching and working with public water boards and fire districts to inventory water and wastewater systems and aggregate needs for future investment.

CVRPC welcomes additional requests for assistance throughout the year. Requests are filled on a first come, first served basis based on staffing capacity.

## Municipal Contracts

- ❖ Northern Borders Regional Commission Local Development District administrative services: CVTA, Barre City Prospect Heights, Neck of the Woods Child Care, City of Montpelier, Town of Waitsfield
- ❖ Local Hazard Mitigation Planning: Calais, and Montpelier.
- ❖ Municipal Planning: Williamstown, Orange, Berlin
- ❖ Municipal Zoning: Middlesex

## BROWNFIELD REDEVELOPMENT

Brownfields are properties abandoned or underused due to suspicion of contamination by hazardous substances or petroleum products. These sites would likely be viable commercial, industrial, housing, or green space properties if they could be cleared of suspected contamination. CVRPC's Brownfields Program supports environmental assessments and site redevelopment planning that can level the playing field for public, private, and non-profit investors to invest in these sites that are often found at the hearts of our communities.

Recent awards by the EPA to CVRPC for assessment and revolving loan fund will allow us to expand our brownfield program and increase our capacity to assist property owners with brownfield assessments and accessing remediation funding. A program advisory committee works with CVRPC to select sites that may benefit from environmental assessments, fund those assessments, carry out public outreach, and, if necessary, create plans for how specific sites could be cleaned up for reuse. In the coming year, CVRPC will be setting up its revolving loan fund to help landowners directly finance cleanup work.

CVRPC's Brownfield Program:

- ❖ expands and retains jobs;
- ❖ expands housing choices and supports downtown vibrancy;
- ❖ preserves history and creates public parks;
- ❖ advances community connections through community paths and public transit;
- ❖ grows community knowledge about risks and hazards of contamination; and
- ❖ engages local governments in decisions about brownfield assessments and redevelopment initiatives.

## Active Programs

- ❖ Environmental Protection Agency Brownfields Coalition Assessment and Revolving Loan Fund

## EDUCATION & TRAINING

CVRPC provides opportunities for Commissioners and municipalities to learn about pertinent topics. This year, CVRPC will sponsor, present, and publicize multiple workshops. Possible topics for this year include:

- ❖ Essentials of Land Use Planning,

- ❖ Basics of Section 248
- ❖ Maximizing Flood Relief Funding and Protecting Community Investments
- ❖ Infill opportunities in Central Vermont's downtowns,
- ❖ Developing energy targets for municipalities,
- ❖ Understanding Act 250,
- ❖ Resilience and/or water quality,
- ❖ Emergency Relief Assistance Fund (ERAF),
- ❖ Roundtables for municipal staff and volunteers,
- ❖ Other municipally-requested topics,
- ❖ Select Board meetings, and
- ❖ Statewide trainings delivered at the regional level

CVRPC produces an e-newsletter that contains information about ongoing events, project and program updates, municipal and other assistance, and general education. CVRPC's Facebook page and website host training opportunities, project and program information, and publication resources.

## Modernizing Mobility

Transportation investments fuel growth in Central Vermont. CVRPC staff works closely with the Transportation Advisory Committee (TAC) and the Vermont Agency of Transportation (VTTrans) to assess regional transportation needs through the Transportation Planning Initiative (TPI). Significant projects include:

- ❖ Provide transit-oriented development master planning project management for Barre City, Berlin, and Northfield.
- ❖ Provide technical assistance for Road Erosion Inventories: Williamstown, Worcester, Orange, Duxbury, Cabot, and Berlin.
- ❖ Complete municipal Bridge and Culvert inventories
- ❖ Develop a Safety Action plan for the Central Vermont planning area (A plan for zero traffic fatalities)
- ❖ Provide active transportation conceptual design support
- ❖ Implement traffic calming demonstration projects for requesting municipalities
- ❖ Conduct an active transportation asset gap analysis
- ❖ Assistance municipalities to meet requirements of the VT Clean Water Act
- ❖ Host highway supervisor roundtables
- ❖ Assist the Mobility Committee plan transportation needs for older and disabled adults.

CVRPC conducts traffic, turning movement, and bicycle and pedestrian counts; culvert, sign, sidewalk, road erosion, and ash tree inventories; and park-and-ride lot capacity surveys for the Region's facilities. This work provides data to accompany local knowledge. It positions municipalities to secure funds that augment municipal budgets and enables informed decision making.

CVRPC staff extends municipal capacity by connecting municipalities to State resources and assisting partners access State programs. CVRPC coordinates Road Safety Audits to identify short-term road safety improvements for crash sites. We also assist with Better Roads, Bicycle and Pedestrian, Better Connections, Transportation Alternatives Program, and other grant applications. RPCs have worked with municipalities to build program understanding of the Municipal Grants in Aid program for several years.

CVRPC has historically served as the Washington County representative to the Green Mountain Transit Board of Commissioners. In the coming year, CVRPC will transition to the board of the Tri-Valley Transit.

## Active Project and Service Agreements

- ❖ Vermont Agency of Transportation (VAOT) Transportation Planning Initiative (TPI)
- ❖ VOAT Bike Network Study
- ❖ US Department of Transportation Safe Streets and Routes for All Regional Safety Action Plan
- ❖ Chittenden County Regional Planning Commission RAISE grant sub-award for Transit Oriented Development

## Strengthening Community Resilience

CVRPC continues to work with communities and other partners to respond to the flood events of 2023 and 2024 and increase the resiliency of roads, bridges, and neighborhoods and to enhance community preparedness as storm events increase in number and intensity.

In the coming year, CVRPC will:

- ❖ Ensure municipalities with need receive pre-engineering support for projects qualifying for the Hazard Mitigation Grant Program
- ❖ Provide technical assistance for floodplain bylaw updates
- ❖ Draft local hazard mitigation plans (where CVRPC is selected)
- ❖ Support municipalities plan for cooling and warming shelters in extreme weather
- ❖ Provide technical assistance to municipalities pursuing the Community Rating System
- ❖ Help communities plan, implement, and seek funding for hazard mitigation projects
- ❖ Serve as Local Liaison and staff the State Emergency Operations Center during severe weather events to connect municipalities with resources and increase awareness of road closures and hazards
- ❖ Increase local official knowledge and skills through education and trainings, such as Incident Command Systems courses and the State Emergency Preparedness Conference
- ❖ Coordinate and participate in state and local public safety exercises and drills
- ❖ Assist the Regional Emergency Management Committee (REMC) to plan and implement projects that benefit from cross municipal cooperation
- ❖ Work with communities on understanding requirements for participation in the National Flood Insurance Program (NFIP) and its Community Rating System, a voluntary program that rewards community floodplain management activities with flood insurance premium rate reductions
- ❖ Assist interested municipalities to meet requirements under the Emergency Relief Assistance Fund (ERAF) rules



CVRPC assists communities with emergency management and public safety using funding from Vermont Emergency Management and the Federal Emergency Management Agency. In the coming fiscal year, CVRPC expects to provide increased assistance to municipalities for recover and mitigation project development and project management.

## Active Project and Service Agreements

- ❖ Department of Public Safety Emergency Mitigation Planning Grant
- ❖ Vermont Emergency Management memorandum of understanding for disaster response
- ❖ RIVER Navigator – Region wide flood modeling, alternative testing, and coalition building.

## Clean Water

CVRPC continues to be active in water quality and river management activities in the Region. Many of these activities are aimed at assisting municipalities to protect critical infrastructure like roads, bridges, and water/sewer lines, to restore floodplain areas and river buffers, and to implement clean water projects. Watershed organizations leverage CVRPC's planning services into on-the-ground project benefits. Both the VT Department of Environmental Conservation and municipalities use CVRPC as a knowledgeable, local project manager to complete implementation projects efficiently.

This year, CVRPC will:

- ❖ work with municipalities to identify, develop, and fund projects that mitigate conflicts between infrastructure and streams
- ❖ Engage municipalities to implement the State's Tactical Basin Plan for the Winooski Basin
- ❖ Assist municipalities with stormwater project design and implementation
- ❖ Assist municipalities and watershed organizations to identify and protect water resources in the region via town planning, land use regulation, and project implementation
- ❖ Assist the State to develop tools municipalities can use to plan and assess protection mechanisms for forest blocks and connecting corridors
- ❖ Improve flood resilience in headwaters by identifying and assisting municipalities to implement strategies for upland forest management
- ❖ Coordinate water quality work with transportation and emergency planning efforts including workshops for road crews and outreach related to river corridors and flood mitigation
- ❖ Provide project management services for local storm water management construction projects
- ❖ Subgrant funds as the Winooski River Basin Clean Water Service Provider to develop, design, and implement projects.

## Active Project Service Agreements

- ❖ Rutland RPC 604b Water Quality Planning
- ❖ Chittenden County RPC Tactical Basin Planning
- ❖ DEC CWSP Administration
- ❖ Mount Ascutney Regional Commission Flood Bylaw updates

## Energy Transitions

CVRPC's Regional Energy Plan focuses on meeting Vermont's energy goal of having renewable energy sources provide 90% of the state's total energy demand by 2050. The Regional Plan attained a Certification of Energy Compliance, which provides it with substantial deference in the Certificate of Public Good process (Section 248).

In the coming year, CVRPC will:

- ❖ Provide regional support to municipalities as they implement projects under the state Municipal Energy Resilience Program.
- ❖ Provide support to municipalities developing enhanced energy plans
- ❖ Host energy roundtables
- ❖ Support local energy committees
- ❖ Foster connections between energy planning and climate change resilience

### Active Project Service Agreements

- ❖ Municipal Energy Resilience Program

## Supporting Regional Entities

CVRPC provides services through fee-for-service arrangements. Geographic Information System (GIS) services are provided to municipalities, non-profit partners, and – as time and resource permit – private entities. These services assist people to understand and visualize data and make decisions based on the best information. Municipalities receive up to 12 hours of GIS services at no charge each year.

Our accounting services are provided to intermunicipal organizations and regional non-profits. These services leverage value and security for CVRPC’s member municipalities, who participate in or contribute funds to the organizations served. CVRPC will continue to provide bookkeeping services and staff support to the Wrightsville Beach Recreation District and assist the Cross Vermont Trails Association with payroll and serve as the fiscal agent for the Central Vermont Medical Reserve Corps.

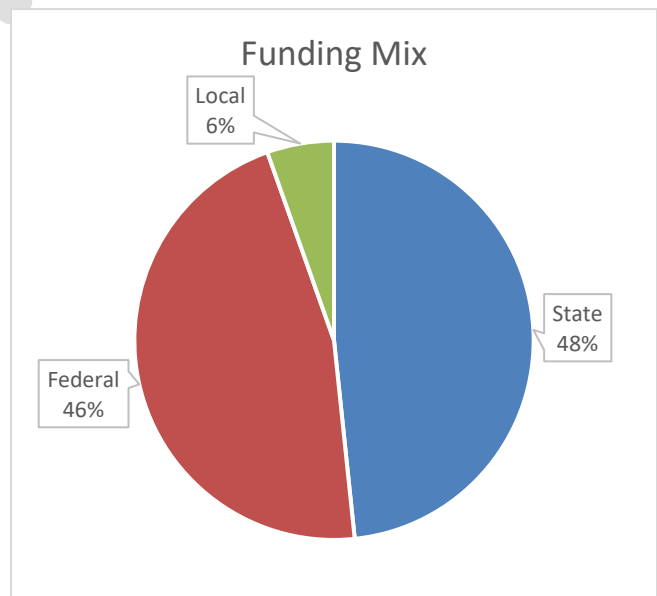
CVRPC welcomes additional requests for assistance throughout the year. Requests are filled on a first come, first served basis based on our capacity.

## Resourcing Operations

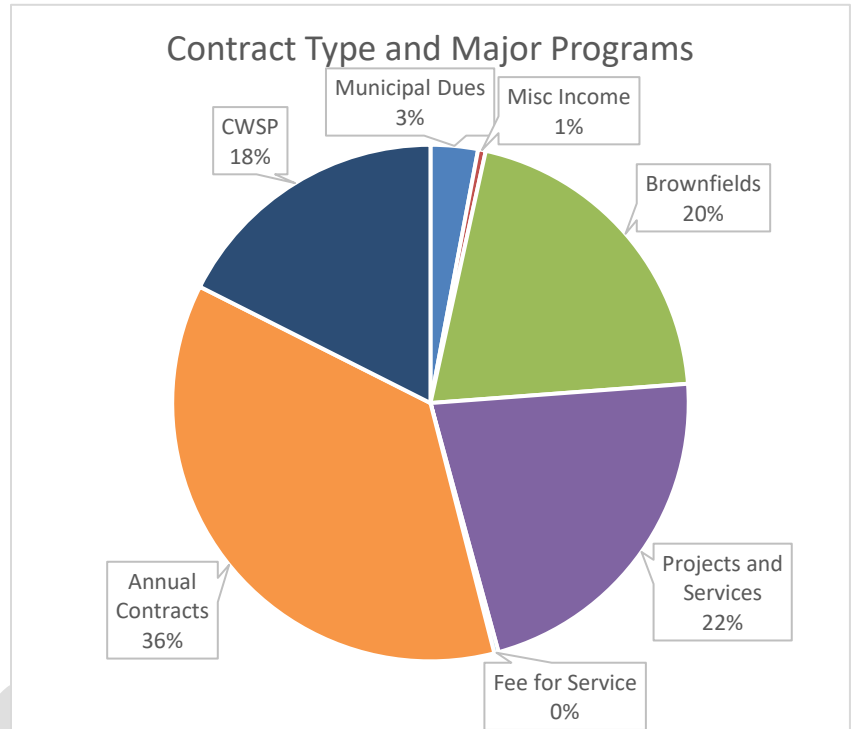
### FINANCE

Funding for the Commission’s \$3.1 million budget comes from a combination of core funding sources, special projects, and municipal dues. In FY 27, this includes:

- ❖ \$1.1 million – Annual contracts through Agency of Conservation and Community Development, Agency of Transportation, Vermont Emergency Management, Agency of Natural Resources.
- ❖ \$687,130 – Contracts with stakeholders for projects and services. This includes storm water implementation funding, federally funded traffic safety planning, Municipal Energy Resilience program and other projects with project horizons of several years or less.



- ❖ \$550,000 – Operation of the Clean Water Service Provider. Funding is split between project implementation and program administration (85/15).
- ❖ \$637,000 – Facilitation of brownfields assessment and mitigation work. This program has grown significantly in the last year and is primarily pass through for projects.
- ❖ \$8,400 – Direct contracting for fee for services such as subcontracting accounting services for the Cross Vermont Trail and Wrightsville Beach Recreation District
- ❖ \$15,000 – Miscellaneous revenue mostly composed of interest income.
- ❖ \$92,691 – Municipal Dues



Except for municipal dues and interest income, all other funding is associated with a work program and defined deliverables. Municipal dues are a critical investment in regional shared staffing. Their flexibility leverages special projects and transportation planning funds that benefit municipalities. The RPC leverages every dollar of municipal dues to bring in over 30 dollars in additional program and project funding.

CVRPC funding is also variable from one year to the next. CVRPC is the Clean Water Service Provider as well as operates a brownfield program with federal funding. These programs provide some stability from one year to the next but are not guaranteed in the long run. The remainder of the CRPC budget is made-up by one time funding tied directly to specific projects or requested services.

The Commission’s annual audit is posted on its website, [www.centralvtplanning.com](http://www.centralvtplanning.com).

The Commission has a policy maintaining sufficient operating funds in reserves to continue operations in the event of paused funding streams. Based on the fiscal year 2025 draft audited net position, CVRPC’s reserves currently stand at about 10 months. However, these reserves are expected to decrease in the coming years with changing indirect costs. These resources are critical to cushioning the impact of fluctuating funding and help to preserve the Commission’s ability to provide services regardless of exogenous factors.

Planning equipment purchases include conference room equipment and furnishings, new computers, and lease improvements.

## STAFFING

Staffing in FY 27 includes 14 employees, comprising 13.8 Full Time Equivalent Positions: Executive Director, Office Manager, Finance Manager, Program Manager, Senior Planner, and Planners (8). The Commission hires seasonal interns (Planning Technicians) and temporary staff as needed. It will also hire contractors to assist with technical projects under its transportation, natural resources, and brownfields programs.

### *FY27 Staff*

|                  |                    |
|------------------|--------------------|
| Barbara Petrie   | Office Manager     |
| Brian Voigt      | Program Manager    |
| Christian Meyer  | Executive Director |
| Jeffrey Gibson   | Finance Manager    |
| Eli Toohey       | Planner            |
| Kari Pelletiere  | Planner            |
| Keith Cubbon     | Planner            |
| Lincoln Frasca   | Planner            |
| Lorrain Banbury  | Planner            |
| Niki Sabato      | Planner            |
| Pamela Sonn      | Planner            |
| Reuben MacMartin | Senior Planner     |
| Sam Lash         | Planner            |
| Fellow           | Vacant             |

## Recognizing Service

The Commission appreciates the thoughtful contributions of volunteers who serve as Regional Commissioners and Alternates and participate on municipal boards and committees. Your service enables effective local government and builds strong links between local and regional planning.

| <b>Board of Commissioners</b> |                                 |                     |                                 |
|-------------------------------|---------------------------------|---------------------|---------------------------------|
| <i>Barre City</i>             | <i>Janet Shatney, Sec/Treas</i> | <i>Northfield</i>   | <i>Royal DeLegge</i>            |
|                               | <i>VACANT, alt</i>              |                     | <i>VACANT, alt</i>              |
| <i>Barre Town</i>             | <i>VACANT</i>                   | <i>Orange</i>       | <i>Lee Cattaneo, Vice Chair</i> |
|                               | <i>VACANT, alt</i>              |                     | <i>VACANT, alt</i>              |
| <i>Berlin</i>                 | <i>Alice Farrell</i>            | <i>Plainfield</i>   | <i>Paula Emery</i>              |
|                               | <i>Robert Wernecke, alt</i>     |                     | <i>Bob Atchinson, alt</i>       |
| <i>Cabot</i>                  | <i>Brittany Butler</i>          | <i>Roxbury</i>      | <i>Gerry D'Amico</i>            |
|                               | <i>VACANT, alt</i>              |                     | <i>VACANT, alt</i>              |
| <i>Calais</i>                 | <i>John Brabant</i>             | <i>Waitsfield</i>   | <i>Alice Peal</i>               |
|                               | <i>Melanie Kehne, alt</i>       |                     | <i>Don La Haye, alt</i>         |
| <i>Duxbury</i>                | <i>David Wendt</i>              | <i>Warren</i>       | <i>Jim Crafts</i>               |
|                               | <i>VACANT, alt</i>              |                     | <i>Adam Zawistowski, alt</i>    |
| <i>E. Montpelier</i>          | <i>Alex Rob</i>                 | <i>Washington</i>   | <i>Peter Carbee, Chair</i>      |
|                               | <i>Clarice Cutler, alt</i>      |                     | <i>VACANT, alt</i>              |
| <i>Fayston</i>                | <i>Andrew McNealus</i>          | <i>Waterbury</i>    | <i>Doug Greason</i>             |
|                               | <i>VACANT, alt</i>              |                     | <i>VACANT, alt</i>              |
| <i>Marshfield</i>             | <i>Amy Monahan</i>              | <i>Williamstown</i> | <i>Richard Turner</i>           |
|                               | <i>VACANT, alt</i>              |                     | <i>VACANT, alt</i>              |
| <i>Middlesex</i>              | <i>Ronald Krauth</i>            | <i>Woodbury</i>     | <i>Michael Gray</i>             |
|                               | <i>Mitch Osiecki, alt</i>       |                     | <i>VACANT, alt</i>              |
| <i>Montpelier</i>             | <i>Michael Miller</i>           | <i>Worcester</i>    | <i>Bill Arrand</i>              |
|                               | <i>VACANT, alt</i>              |                     | <i>VACANT, alt</i>              |
| <i>Moretown</i>               | <i>Deborah Sargent</i>          |                     |                                 |
|                               | <i>VACANT, alt</i>              |                     |                                 |



## BOARD OF COMMISSIONERS

July 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** (*Please aim to limit comments to 3 minutes*)
- 6:35 Accusation of Open Meeting Law Violation** (*action – enclosed*)
- 6:45 FY 25 Audit Report** (*enclosed*)
- 6:45 FY 27 Budget and Work Plan** (*enclosed*)
- 7:40 Letters of Compatibility**
- **Waitsfield - Mad River Path Active Transportation Corridor**
  - **Warren - Mad River Path Active Transportation Corridor**
- 7:45 87 State Street LDC Letter of Support for the Rural Industry Development Program** (*action – enclosed*)
- 7:40 Accept Meeting Minutes – 6/9/2026 & 6/18/2026** (*action – enclosed*)
- 7:50 Accept Committee and Staff Reports (June)** (*action - enclosed*)
- 8:00 Commissioner Roundtable**
- 8:00 Adjourn**

**Next Meeting: September 8, 2026 or August 11, 2026 if needed**

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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

*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.*

DRAFT