



EXECUTIVE COMMITTEE

October 5, 2026 @ 4:00 pm

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

Hybrid Meeting with Remote Participation via Zoom

<https://us02web.zoom.us/j/88230172343?pwd=ZiNySGM0aG1waElVRzMremVsamZ0Zz09>

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

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

Page **AGENDA**

4:00² Confirmation of Meeting Recording

Adjustments to the Agenda

Public Comment

- | | | |
|----|-------------|---|
| 1 | 4:05 | Accept Unaudited July & August Financial Report(s) (<i>action - enclosed</i>) |
| 21 | 4:10 | Amend FY 27 Budget (<i>action - enclosed</i>) |
| 24 | 4:06 | Accept Meeting Minutes – 08/31/26 (<i>action - enclosed</i>) |
| 27 | 4:10 | Contract/Agreement Authorizations (<i>action - enclosed</i>) <ul style="list-style-type: none">• VT DPS - Emergency Management Performance Grant FY25• All At Once, LLC - 87 State Street Real Estate Development Services• Gravel & Shea PC - 87 State Street Montpelier – Phase 2 Legal Services |
| 32 | 4:50 | Set Agenda for October Commission Meeting (<i>action - enclosed</i>) |
| | 5:20 | Committee Round Table |
| | 5:25 | Adjourn |

Next Meeting: November 2, 2026

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

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

² All times are approximate unless otherwise advertised.



MEMO

Date: October 1, 2026
To: Executive Committee
From: Jeff Gibson, Finance Manager
Re: Financial Report as of 08/31/2026

✉ **ACTION REQUESTED:** *Accept July 31, 2026 & August 30, 2026, unaudited financial reports*

FY27 Summary: CVRPC reported a year-to-date surplus of \$53,229.40 through August 31, 2026. July generated a surplus of \$30,344.14, and August activity added approximately \$22,885.26. Revenue and expenses remain below the year-to-date budget, with expenses running further below budget than revenue, resulting in a positive operating margin through the first two months of FY27.

Balance Sheet

- **Assets** – As of 08/31/2026, total assets were \$2,263,820.78, up from \$2,060,846.61 at July 31. Accounts receivable increased from \$730,920.97 in July to \$975,297.22 in August, reflecting the timing of grant billings and reimbursements. Operating cash was \$102,399.98, while total checking, savings, ICS, certificates of deposit, and other cash accounts totaled \$1,000,342.36. The Commission also maintains \$39,509.30 in a separate account for the Medical Reserve Corps (MRC).
- **Current Liabilities**
 - Accounts payable totaled **\$26,109.51** at August 31, compared with \$20,340.11 at July 31.
 - Accrued vacation and compensatory time balances were **\$26,883.19** and **\$8,065.88**, respectively.
 - Deferred revenue totaled **\$795,131.63**, including approximately \$469,187 for ACCD, \$162,290 for CWSP Formula, and \$85,416 for BGS MERP, along with other grant-specific deferred balances. Deferred revenue increased from \$624,078.43 at July 31, primarily reflecting the timing of grant receipts and recognition.
 - Total current liabilities were **\$1,089,565.72** at August 31, compared with \$909,476.81 at July 31.
- **Equity** – Total equity as of August 31, 2026 was \$1,174,255.06, up from \$1,151,369.80 at July 31. The increase reflects the positive operating result recorded during August.

- **Net Income** – CVRPC reported a year-to-date surplus of \$53,229.40 through August 31, 2026, compared with \$30,344.14 through July 31.

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

In reviewing income and expenses through 08/31/2026, actual results are compared with the year-to-date budget for July and August.

- **Income** – Total revenue through August was \$310,785.57, representing 57.95% of the \$536,304.00 year-to-date budget. Revenue was \$225,518.43 below budget, with timing differences in grant activity and reimbursements contributing to the variance.
- **Expenses** – Total expenses through August were \$257,556.17, representing 49.38% of the \$521,532.71 year-to-date budget. Expenses were \$263,976.54 below budget, with consultants, personnel, professional service, and other project costs below budgeted levels through the first two months of the fiscal year.
- **Net Income** – Year-to-date net income was \$53,229.40 versus a budgeted surplus of \$14,771.29, a favorable variance of \$38,458.11. The favorable result reflects expenses running below budget by a greater amount than revenue.

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
Expenditure Committee
Balance Sheet
As of August 31, 2026

	Aug 31, 26
ASSETS	
Current Assets	
Checking/Savings	
1012 · Community National Bank (1801)	102,399.98
1013 · CNB ICS (1816)	382,155.86
1017 · Northfield Savings Bank (7906)	14,957.37
1028 · NCFCU Share (1493)	7.30
1031 · CNB Checking MRC (7301)	39,509.30
1032 · CNB Zero Interest (4501)	1.00
1035 · M&T CWSP (8769)	10,000.00
1036 · M&T ICS (8769)	200,628.98
1037 · NSB CD (1577)	250,682.57
Total Checking/Savings	1,000,342.36
Accounts Receivable	
1200 · Accounts Receivable	975,297.22
Total Accounts Receivable	975,297.22
Total Current Assets	1,975,639.58
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	71,717.88
1320 · Deposits	4,415.00
Total Other Assets	76,132.88
TOTAL ASSETS	2,263,820.78
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	26,109.51
Total Accounts Payable	26,109.51
Other Current Liabilities	
2101 · Accrued Wages - Net	-14,818.92
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	
2201 · ACCD	

Central Vermont Regional Planning Commission

Expenditure Committee

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Balance Sheet
As of August 31, 2026

	Aug 31, 26
2214 · Housing Navigator	60.12
2219 · RPC Annual - FY24	0.01
2221 · RPC Annual - FY25	-3,268.48
2222 · RPC Annual - FY26	464,217.51
2223 · 87 State Assessment	8,178.32
Total 2201 · ACCD	469,187.48
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	6,905.00
2275 · Orange MP 2025 Milestone	9,112.00
Total 2200 · Deferred Income	795,131.63
2302 · State withholding	6.64
2303 · HSA deductible withholding	5,704.38
2304 · Dependent Care Deductions	-0.10
2306 · Pension Liability- Edward Jones	7,701.37
2309 · Lease Liability - Facility	230,853.90
Total Other Current Liabilities	1,063,456.21
Total Current Liabilities	1,089,565.72
Total Liabilities	1,089,565.72
Equity	
3100 · Unrestricted Net Position	444,974.11
3300 · Invested in Fixed Assets	11,191.60
3900 · Retained Earnings	664,859.95
Net Income	53,229.40
Total Equity	1,174,255.06
TOTAL LIABILITIES & EQUITY	2,263,820.78

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

	Jul - Aug 26	Budget
Ordinary Income/Expense		
Income		
4100 · ACCD		
4101 · ACCD Direct	99,253.68	122,538.00
4102 · ACCD Match	7,979.46	0.00
Total 4100 · ACCD	107,233.14	122,538.00
4200 · Community Development		
4220 · MARC Brownfields	0.00	143,166.00
4230 · NBRC Grant Admin	0.00	0.00
4249 · VCRD	0.00	0.00
4252 · ACRPC	2,444.87	
4254 · NRC CPRG Inventory	0.00	0.00
4255 · NBRC LDD	4,933.71	0.00
4256 · NBRC LDD Prospect Heights	3,594.67	0.00
4257 · EPA	13,665.82	0.00
4258 · Verta Focus Groups	0.00	0.00
Total 4200 · Community Development	24,639.07	143,166.00
4300 · Fee for Services		
4302 · Cross VT Trail	0.00	4,400.00
4308 · WBRD Admin	4,000.00	4,000.00
Total 4300 · Fee for Services	4,000.00	8,400.00
4400 · Municipal Contracts		
4471 · BGS - Municipal Energy	10,289.90	14,316.00
4472 · MPM Sidewalks Design	0.00	0.00
4475 · LHMP 24	6,159.13	0.00
4476 · Housing Assessment 25	0.00	0.00
Total 4400 · Municipal Contracts	16,449.03	14,316.00
4500 · Natural Resources		
4501 · 604B Water Planning	0.00	0.00
4516 · Tactical Basin Planning	0.00	0.00
4535 · DEC CWSP Start-up	0.00	0.00
4545 · DEC CWSP Formula	61,626.94	97,606.00
4565 · DEC Calais Moscow Woods	0.00	0.00
4577 · Vulnerability Index Tool	0.00	0.00
4578 · Flood Bylaws	0.00	0.00
4579 · CTPG Barre City	0.00	0.00
Total 4500 · Natural Resources	61,626.94	97,606.00
4600 · Public Safety		
4602 · EMPG	0.00	43,912.00
4612 · HMPG TA	0.00	0.00
4645 · VDH	0.00	0.00
4647 · TRORC River Program	0.00	0.00

Central Vermont Regional Planning Commission
Executive Budget vs. Actual
Profit & Loss Budget vs. Actual
July through August 2026

	Jul - Aug 26	Budget
4648 · Winooski Basin Workshop	0.00	0.00
4649 · TRORC FCAP	0.00	0.00
Total 4600 · Public Safety	0.00	43,912.00
4700 · Town Dues (Parent)		
4701 · Town Dues	0.00	15,448.00
Total 4700 · Town Dues (Parent)	0.00	15,448.00
4800 · Transportation		
4804 · TPI	63,274.41	85,918.00
4806 · TOD Planning	2,604.30	0.00
4807 · TA Set-aside	0.00	0.00
4808 · USDOT SS4A	1,415.15	0.00
4809 · REI 25	0.00	0.00
Total 4800 · Transportation	67,293.86	85,918.00
4900 · Other Income		
4901 · Interest Income	3,917.47	5,000.00
4950 · Salaries To Be Allocated	4,211.63	0.00
4955 · Indirect To Be Allocated	21,414.43	0.00
4999 · Miscellaneous Income	0.00	0.00
Total 4900 · Other Income	29,543.53	5,000.00
Total Income	310,785.57	536,304.00
Gross Profit	310,785.57	536,304.00
Expense		
5000 · Wages and Fringe Benefits		
5001 · Personnel	156,416.63	175,468.50
5100 · Fringe Benefits		
5101 · FICA	12,607.15	13,541.00
5110 · Health Insurance	30,467.24	47,063.00
5112 · Dental Insurance	2,016.12	2,155.34
5115 · Life Disability Insurance	459.00	0.00
5118 · PTO/Comp Accrual	0.00	0.00
5120 · Pension Plan - Edward Jones	0.00	6,133.84
5130 · Unemployment Insurance	216.00	0.00
5135 · Worker's Comp	0.00	0.00
5100 · Fringe Benefits - Other	0.00	0.00
Total 5100 · Fringe Benefits	45,765.51	68,893.18
Total 5000 · Wages and Fringe Benefits	202,182.14	244,361.68
5200 · Professional Services		
5201 · Accounting	0.00	1,083.34
5202 · Audit	0.00	5,500.00
5203 · IT/Computer	2,829.36	4,652.18
5204 · Legal	900.00	2,500.00
5200 · Professional Services - Other	25.88	0.00

Central Vermont Regional Planning Commission
Profit & Loss Budgetive Actual
July through August 2026

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	Jul - Aug 26	Budget
Total 5200 · Professional Services	3,755.24	13,735.52
5305 · Advertising	0.00	232.66
5315 · Consultants		
5317 · Stipends	0.00	0.00
5315 · Consultants - Other	33,712.46	236,001.17
Total 5315 · Consultants	33,712.46	236,001.17
5320 · Depreciation expense	0.00	187.50
5325 · Copy		
5326 · Copier extra copies	0.00	0.00
5327 · Copier Lease Payments	294.20	514.50
5325 · Copy - Other	710.79	
Total 5325 · Copy	1,004.99	514.50
5330 · Supplies		
5331 · Equipment/Furniture	0.00	0.00
5332 · GIS Supplies	0.00	0.00
5333 · Office Supplies	462.70	4,165.31
5334 · Billable Supplies	0.00	0.00
5335 · Subscriptions/Publications	0.00	0.00
Total 5330 · Supplies	462.70	4,165.31
5344 · Insurance		
5345 · Liability Insurance	117.00	871.18
5346 · Public Officials Insurance	0.00	0.00
Total 5344 · Insurance	117.00	871.18
5350 · Meetings/Programs	197.48	2,343.30
5355 · Postage	45.00	78.84
5360 · Dues/Memberships/Sponsorships		
5361 · Government Relations	613.64	0.00
5360 · Dues/Memberships/Sponsorships - Other	1,272.61	1,684.69
Total 5360 · Dues/Memberships/Sponsorships	1,886.25	1,684.69
5370 · Office Occupancy		
5310 · Cleaning	1,250.00	1,000.00
5371 · Rent/Utility Payments	7,063.90	7,063.80
Total 5370 · Office Occupancy	8,313.90	8,063.80
5375 · Software/Licenses/IT Sub	281.10	1,498.00
5385 · Telephone/Internet	1,980.00	1,036.00
5390 · Travel	3,603.20	4,358.00
5990 · Interest Expense	0.00	2,323.18
5999 · Miscellaneous Expenses		
5339 · Gifts	0.00	26.20
5380 · Fees		
5382 · Bank Fees	0.00	13.38
5384 · Payroll Direct Deposit Fees	0.00	23.80

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

	Jul - Aug 26	Budget
5380 · Fees - Other	14.71	14.00
Total 5380 · Fees	14.71	51.18
Total 5999 · Miscellaneous Expenses	14.71	77.38
8000 · Indirect Costs	0.00	0.00
Total Expense	257,556.17	521,532.71
Net Ordinary Income	53,229.40	14,771.29
Net Income	53,229.40	14,771.29

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

	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense		
Income		
4100 · ACCD		
4101 · ACCD Direct	-23,284.32	81.0%
4102 · ACCD Match	7,979.46	100.0%
Total 4100 · ACCD	-15,304.86	87.51%
4200 · Community Development		
4220 · MARC Brownfields	-143,166.00	0.0%
4230 · NBRC Grant Admin	0.00	0.0%
4249 · VCRD	0.00	0.0%
4252 · ACRPC		
4254 · NRC CPRG Inventory	0.00	0.0%
4255 · NBRC LDD	4,933.71	100.0%
4256 · NBRC LDD Prospect Heights	3,594.67	100.0%
4257 · EPA	13,665.82	100.0%
4258 · Verta Focus Groups	0.00	0.0%
Total 4200 · Community Development	-118,526.93	17.21%
4300 · Fee for Services		
4302 · Cross VT Trail	-4,400.00	0.0%
4308 · WBRD Admin	0.00	100.0%
Total 4300 · Fee for Services	-4,400.00	47.62%
4400 · Municipal Contracts		
4471 · BGS - Municipal Energy	-4,026.10	71.88%
4472 · MPM Sidewalks Design	0.00	0.0%
4475 · LHMP 24	6,159.13	100.0%
4476 · Housing Assessment 25	0.00	0.0%
Total 4400 · Municipal Contracts	2,133.03	114.9%
4500 · Natural Resources		
4501 · 604B Water Planning	0.00	0.0%
4516 · Tactical Basin Planning	0.00	0.0%
4535 · DEC CWSP Start-up	0.00	0.0%
4545 · DEC CWSP Formula	-35,979.06	63.14%
4565 · DEC Calais Moscow Woods	0.00	0.0%
4577 · Vulnerability Index Tool	0.00	0.0%
4578 · Flood Bylaws	0.00	0.0%
4579 · CTPG Barre City	0.00	0.0%
Total 4500 · Natural Resources	-35,979.06	63.14%
4600 · Public Safety		
4602 · EMPG	-43,912.00	0.0%
4612 · HMPG TA	0.00	0.0%
4645 · VDH	0.00	0.0%
4647 · TRORC River Program	0.00	0.0%

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

	<u>\$ Over Budget</u>	<u>% of Budget</u>
4648 · Winooski Basin Workshop	0.00	0.0%
4649 · TRORC FCAP	0.00	0.0%
Total 4600 · Public Safety	-43,912.00	0.0%
4700 · Town Dues (Parent)		
4701 · Town Dues	-15,448.00	0.0%
Total 4700 · Town Dues (Parent)	-15,448.00	0.0%
4800 · Transportation		
4804 · TPI	-22,643.59	73.65%
4806 · TOD Planning	2,604.30	100.0%
4807 · TA Set-aside	0.00	0.0%
4808 · USDOT SS4A	1,415.15	100.0%
4809 · REI 25	0.00	0.0%
Total 4800 · Transportation	-18,624.14	78.32%
4900 · Other Income		
4901 · Interest Income	-1,082.53	78.35%
4950 · Salaries To Be Allocated	4,211.63	100.0%
4955 · Indirect To Be Allocated	21,414.43	100.0%
4999 · Miscellaneous Income	0.00	0.0%
Total 4900 · Other Income	24,543.53	590.87%
Total Income	-225,518.43	57.95%
Gross Profit	-225,518.43	57.95%
Expense		
5000 · Wages and Fringe Benefits		
5001 · Personnel	-19,051.87	89.14%
5100 · Fringe Benefits		
5101 · FICA	-933.85	93.1%
5110 · Health Insurance	-16,595.76	64.74%
5112 · Dental Insurance	-139.22	93.54%
5115 · Life Disability Insurance	459.00	100.0%
5118 · PTO/Comp Accrual	0.00	0.0%
5120 · Pension Plan - Edward Jones	-6,133.84	0.0%
5130 · Unemployment Insurance	216.00	100.0%
5135 · Worker's Comp	0.00	0.0%
5100 · Fringe Benefits - Other	0.00	0.0%
Total 5100 · Fringe Benefits	-23,127.67	66.43%
Total 5000 · Wages and Fringe Benefits	-42,179.54	82.74%
5200 · Professional Services		
5201 · Accounting	-1,083.34	0.0%
5202 · Audit	-5,500.00	0.0%
5203 · IT/Computer	-1,822.82	60.82%
5204 · Legal	-1,600.00	36.0%
5200 · Professional Services - Other	25.88	100.0%

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

	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 5200 · Professional Services	-9,980.28	27.34%
5305 · Advertising	-232.66	0.0%
5315 · Consultants		
5317 · Stipends	0.00	0.0%
5315 · Consultants - Other	-202,288.71	14.29%
Total 5315 · Consultants	-202,288.71	14.29%
5320 · Depreciation expense	-187.50	0.0%
5325 · Copy		
5326 · Copier extra copies	0.00	0.0%
5327 · Copier Lease Payments	-220.30	57.18%
5325 · Copy - Other		
Total 5325 · Copy	490.49	195.33%
5330 · Supplies		
5331 · Equipment/Furniture	0.00	0.0%
5332 · GIS Supplies	0.00	0.0%
5333 · Office Supplies	-3,702.61	11.11%
5334 · Billable Supplies	0.00	0.0%
5335 · Subscriptions/Publications	0.00	0.0%
Total 5330 · Supplies	-3,702.61	11.11%
5344 · Insurance		
5345 · Liability Insurance	-754.18	13.43%
5346 · Public Officials Insurance	0.00	0.0%
Total 5344 · Insurance	-754.18	13.43%
5350 · Meetings/Programs	-2,145.82	8.43%
5355 · Postage	-33.84	57.08%
5360 · Dues/Memberships/Sponsorships		
5361 · Government Relations	613.64	100.0%
5360 · Dues/Memberships/Sponsorships - Other	-412.08	75.54%
Total 5360 · Dues/Memberships/Sponsorships	201.56	111.96%
5370 · Office Occupancy		
5310 · Cleaning	250.00	125.0%
5371 · Rent/Utility Payments	0.10	100.0%
Total 5370 · Office Occupancy	250.10	103.1%
5375 · Software/Licenses/IT Sub	-1,216.90	18.77%
5385 · Telephone/Internet	944.00	191.12%
5390 · Travel	-754.80	82.68%
5990 · Interest Expense	-2,323.18	0.0%
5999 · Miscellaneous Expenses		
5339 · Gifts	-26.20	0.0%
5380 · Fees		
5382 · Bank Fees	-13.38	0.0%
5384 · Payroll Direct Deposit Fees	-23.80	0.0%

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

	\$ Over Budget	% of Budget
5380 · Fees - Other	0.71	105.07%
Total 5380 · Fees	-36.47	28.74%
Total 5999 · Miscellaneous Expenses	-62.67	19.01%
8000 · Indirect Costs	0.00	0.0%
Total Expense	-263,976.54	49.38%
Net Ordinary Income	38,458.11	360.36%
Net Income	38,458.11	360.36%

10/05/2026

Central Vermont Regional Planning Commission
Executive Committee
A/R Aging Summary

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	Current	As of August 31, 2026 1 - 30	31 - 60	61 - 90	> 90	TOTAL
EPA						
RLF 25	2,001.85	0.00	3,474.86	2,796.35	5,671.78	13,944.84
Assessment 25	2,223.00	0.00	3,964.26	2,812.14	5,100.60	14,100.00
Total EPA	4,224.85	0.00	7,439.12	5,608.49	10,772.38	28,044.84
Lawson's Finest Liquids	0.00	0.00	0.00	0.00	1,000.00	1,000.00
USDOT						
693JJ32440469	2,251.56	0.00	857.73	3,667.03	27,075.47	33,851.79
Total USDOT	2,251.56	0.00	857.73	3,667.03	27,075.47	33,851.79
Neck of the Woods						
NBRC LDD	141.89	0.00	804.07	0.00	557.44	1,503.40
Total Neck of the Woods	141.89	0.00	804.07	0.00	557.44	1,503.40
Addison County Regional Commission						
Water Systems	58.27	0.00	2,386.60	0.00	0.00	2,444.87
Water Quality Project Development	0.00	0.00	0.00	0.00	207.42	207.42
Total Addison County Regional Commission	58.27	0.00	2,386.60	0.00	207.42	2,652.29
Preservation Trust of Vermont, Inc	0.00	0.00	0.00	0.00	0.00	0.00
Building and General Services (BGS)						
Municipal Energy Resilience	4,840.40	0.00	5,449.50	0.00	0.00	10,289.90
Total Building and General Services (BGS)	4,840.40	0.00	5,449.50	0.00	0.00	10,289.90
Vermont Council on Rural Development.						
Community Visits	0.00	0.00	0.00	0.00	3,398.54	3,398.54
Total Vermont Council on Rural Development.	0.00	0.00	0.00	0.00	3,398.54	3,398.54
ACCD Parent						
CDBG-DR RIVER Navigator						
Administration	0.00	0.00	1,718.53	976.10	3,017.17	5,711.80
Total CDBG-DR RIVER Navigator	0.00	0.00	1,718.53	976.10	3,017.17	5,711.80
ACCD						
87 State Street Assessment	0.00	0.00	3,987.75	2,085.10	0.00	6,072.85
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
Core	10,791.46	0.00	13,766.23	10,002.66	0.00	34,560.35
Municipal Planning	16,097.46	0.00	15,653.40	11,664.96	0.00	43,415.82
Municipal Training	0.00	0.00	0.00	416.15	0.00	416.15
Regional and State Issues	147.43	0.00	294.86	426.69	0.00	868.98
Regional Planning/Act 250 Sec 248	33,453.62	0.00	44,772.75	31,355.34	0.00	109,581.71

10/05/2026

Central Vermont Regional Planning Commission
Executive Committee
A/R Aging Summary

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	Current	As of August 31, 2026 1 - 30	31 - 60	61 - 90	> 90	TOTAL
ACCD - Other	0.00	171,053.20	194,922.86	0.00	2,033.54	368,009.60
Total ACCD	60,489.97	171,053.20	273,397.85	55,950.90	2,533.56	563,425.48
ACCD 21	0.00	0.00	0.00	0.00	0.00	0.00
ACCD 22	0.00	0.00	0.00	0.00	0.01	0.01
ACCD Parent - Other	0.00	0.00	0.00	0.00	-0.11	-0.11
Total ACCD Parent	60,489.97	171,053.20	275,116.38	56,927.00	5,550.63	569,137.18
Administration						
Administration	0.00	0.00	0.00	0.00	1,321.60	1,321.60
Administration - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Administration	0.00	0.00	0.00	0.00	1,321.60	1,321.60
Barre City						
NBRC LDD Prospect Heights	1,702.74	0.00	1,891.93	1,024.49	3,756.46	8,375.62
Barre City LHMP 23	0.00	0.00	0.00	0.00	1,155.77	1,155.77
Total Barre City	1,702.74	0.00	1,891.93	1,024.49	4,912.23	9,531.39
Berlin						
Berlin Plan Update 25	6,452.04	0.00	1,623.24	2,636.87	9,534.19	20,246.34
REI 25	591.07	0.00	63.63	2,610.01	0.00	3,264.71
Berlin - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Berlin	7,043.11	0.00	1,686.87	5,246.88	9,534.19	23,511.05
Cabot						
Cabot REI	619.84	0.00	1,469.53	0.00	0.00	2,089.37
Cabot LHMP 23	0.00	0.00	0.00	0.00	527.00	527.00
Total Cabot	619.84	0.00	1,469.53	0.00	527.00	2,616.37
Calais						
LHMP 26	1,132.84	0.00	375.83	209.11	1,884.17	3,601.95
Kent Hill BRIC	0.00	0.00	0.00	0.00	-204.51	-204.51
Total Calais	1,132.84	0.00	375.83	209.11	1,679.66	3,397.44
CCRPC						
TOD Planning	0.00	0.00	0.00	0.04	0.00	0.04
Clean Water						
Clean Water FY27	551.44	0.00	0.00	0.00	0.00	551.44
Clean Water FY26	0.00	0.00	1,501.42	3,916.74	3,464.45	8,882.61
TBP Planning	0.00	0.00	0.00	0.00	244.13	244.13
Total Clean Water	551.44	0.00	1,501.42	3,916.74	3,708.58	9,678.18
Total CCRPC	551.44	0.00	1,501.42	3,916.78	3,708.58	9,678.22

10/05/2026

Central Vermont Regional Planning Commission
Executive Committee
A/R Aging Summary

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	Current	As of August 31, 2026 1 - 30	31 - 60	61 - 90	> 90	TOTAL
Department of Environmental Conservation						
CWSP Formula						
Project Completion						
8629_MarshfieldRdGully_FD	0.00	0.00	0.00	30.52	0.00	30.52
Total Project Completion	0.00	0.00	0.00	30.52	0.00	30.52
Administrative	4,082.78	4,877.98	2,997.71	2,963.60	19,811.72	34,733.79
Total CWSP Formula	4,082.78	4,877.98	2,997.71	2,994.12	19,811.72	34,764.31
CWSP Start-up						
Training Activities						
	0.00	0.00	0.00	0.00	362.08	362.08
Implementation Prep						
	0.00	0.00	0.00	0.00	1,051.36	1,051.36
Total CWSP Start-up	0.00	0.00	0.00	0.00	1,413.44	1,413.44
Moretown Elem SW Final Design	0.00	0.00	0.00	0.00	0.03	0.03
Plainfield Gully Construction	0.00	0.00	0.00	0.00	0.00	0.00
Total Department of Environmental Conservation	4,082.78	4,877.98	2,997.71	2,994.12	21,225.19	36,177.78
Department of Public Safety						
EMPG						
Technical Assistance	0.00	0.00	0.00	0.00	3,219.47	3,219.47
REMC	0.00	0.00	0.00	0.00	595.39	595.39
LEMP	0.00	0.00	0.00	0.00	0.01	0.01
Total EMPG	0.00	0.00	0.00	0.00	3,814.87	3,814.87
EMPG Supplemental						
WiFi	0.00	0.00	0.00	0.00	-0.01	-0.01
Total EMPG Supplemental	0.00	0.00	0.00	0.00	-0.01	-0.01
Total Department of Public Safety	0.00	0.00	0.00	0.00	3,814.86	3,814.86
Duxbury						
Duxbury REI	544.79	0.00	372.21	935.29	0.00	1,852.29
Total Duxbury	544.79	0.00	372.21	935.29	0.00	1,852.29
East Montpelier						
East Montpelier LHMP 24	0.00	0.00	0.00	0.00	169.04	169.04
Total East Montpelier	0.00	0.00	0.00	0.00	169.04	169.04
EMPG						
EMPG 21						
Technical Assistance	0.00	0.00	0.00	0.00	0.01	0.01
Total EMPG 21	0.00	0.00	0.00	0.00	0.01	0.01
EMPG - Other	0.00	0.00	0.00	0.00	-0.04	-0.04

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Central Vermont Regional Planning Commission
Executive Committee
A/R Aging Summary

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	Current	As of August 31, 2026 1 - 30	31 - 60	61 - 90	> 90	TOTAL
Total EMPG	0.00	0.00	0.00	0.00	-0.03	-0.03
GIS Fee For Service	0.00	0.00	0.00	0.00	351.59	351.59
Lamoille County PC						
Flood Bylaw	0.00	0.00	0.00	0.00	417.22	417.22
Health Equity						
Projects	0.00	0.00	0.00	0.00	0.01	0.01
Total Health Equity	0.00	0.00	0.00	0.00	0.01	0.01
Lamoille County PC - Other	0.00	0.00	0.00	0.00	-2.25	-2.25
Total Lamoille County PC	0.00	0.00	0.00	0.00	414.98	414.98
Middlesex						
MPG 26	2,009.52	3,887.93	1,134.83	0.00	0.00	7,032.28
Town Highway Inventory 25	0.00	281.87	772.03	313.65	11,529.58	12,897.13
REI 25	0.00	0.00	0.00	0.00	184.73	184.73
Total Middlesex	2,009.52	4,169.80	1,906.86	313.65	11,714.31	20,114.14
Misc Income	0.00	0.00	0.00	0.00	-1.00	-1.00
Montpelier						
Housing Assessment 25	0.00	0.00	0.00	0.00	9,178.14	9,178.14
VOREC	0.00	0.00	0.00	0.00	0.00	0.00
Total Montpelier	0.00	0.00	0.00	0.00	9,178.14	9,178.14
Moretown						
REI 25	0.00	0.00	0.00	0.00	61.53	61.53
Total Moretown	0.00	0.00	0.00	0.00	61.53	61.53
Mount Ascutney Regional Commission						
Flood Bylaws	69.36	2,093.49	0.02	0.00	3,148.24	5,311.11
Brownfields	0.00	0.00	0.00	0.00	11,490.30	11,490.30
Total Mount Ascutney Regional Commission	69.36	2,093.49	0.02	0.00	14,638.54	16,801.41
Northwest Regional Comm'n						
NBRC Grant Admin						
CVTA - NBRC21GVT11	0.00	0.00	0.00	0.00	411.75	411.75
Total NBRC Grant Admin	0.00	0.00	0.00	0.00	411.75	411.75
Total Northwest Regional Comm'n	0.00	0.00	0.00	0.00	411.75	411.75
Orange						
Orange REI	150.51	0.00	282.86	456.50	0.00	889.87
Municipal Plan 25	4,281.91	0.00	9,942.05	0.00	9,149.80	23,373.76
MPM Sidewalks Design	0.00	0.00	0.00	0.00	44.65	44.65

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Central Vermont Regional Planning Commission
Executive Committee
A/R Aging Summary

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	Current	As of August 31, 2026 1 - 30	31 - 60	61 - 90	> 90	TOTAL
LHMP	0.00	0.00	0.00	0.00	2,829.47	2,829.47
Total Orange	4,432.42	0.00	10,224.91	456.50	12,023.92	27,137.75
Rutland Regional Comm'n						
604b	0.00	0.00	1,186.66	1,470.12	106.81	2,763.59
Total Rutland Regional Comm'n	0.00	0.00	1,186.66	1,470.12	106.81	2,763.59
Two Rivers Ottauquechee Comm'n						
River Program	0.00	0.00	0.00	0.00	455.40	455.40
Total Two Rivers Ottauquechee Comm'n	0.00	0.00	0.00	0.00	455.40	455.40
VAPDA_	0.00	0.00	0.00	0.00	500.00	500.00
VTrans						
CVRPC STP BP24(17)	407.43	0.00	695.41	1,035.99	1,893.18	4,032.01
TA Set-aside						
MRP Corridor Study	0.00	0.00	0.00	0.00	30,368.97	30,368.97
Total TA Set-aside	0.00	0.00	0.00	0.00	30,368.97	30,368.97
TPI						
TPI Special Bike/Ped	0.00	0.00	0.00	0.00	334.66	334.66
TPI Planning	47,987.67	-0.01	7,935.83	-0.01	2,901.64	58,825.12
TPI Data Collect/Manage	7,346.18	0.00	11,944.13	0.00	1,717.89	21,008.20
TPI Admin	1,859.86	0.00	5,093.75	0.00	1,637.07	8,590.68
TPI Coordination	698.20	0.00	3,033.30	0.00	1,041.62	4,773.12
TPI MRGP Support	88.53	0.00	66.39	0.00	0.04	154.96
TPI Project Develop	0.00	0.00	0.00	0.00	0.23	0.23
Total TPI	57,980.44	-0.01	28,073.40	-0.01	7,633.15	93,686.97
VTrans - Other	0.00	0.00	0.00	0.00	-0.51	-0.51
Total VTrans	58,387.87	-0.01	28,768.81	1,035.98	39,894.79	128,087.44
Waitsfield						
Waitsfield LHMP 23	0.00	0.00	0.00	0.00	865.17	865.17
Total Waitsfield	0.00	0.00	0.00	0.00	865.17	865.17
Warren						
LHMP 24	0.00	0.00	0.00	0.00	1,538.22	1,538.22
Total Warren	0.00	0.00	0.00	0.00	1,538.22	1,538.22
Washington						
Washington REI	46.99	0.00	3,958.76	0.00	0.00	4,005.75
Washington - Other	0.00	0.00	0.00	0.00	-0.50	-0.50
Total Washington	46.99	0.00	3,958.76	0.00	-0.50	4,005.25

Central Vermont Regional Planning Commission
Executive Committee
A/R Aging Summary

	Current	As of August 31, 2026 1 - 30	31 - 60	61 - 90	> 90	TOTAL
Waterbury						
Waterbury LHMP 23	0.00	0.00	0.00	0.00	141.50	141.50
Total Waterbury	0.00	0.00	0.00	0.00	141.50	141.50
WBRD Admn	0.00	0.00	0.00	4,000.00	0.00	4,000.00
Williamstown						
Williamstown REI	384.80	0.00	194.81	1,266.13	0.00	1,845.74
Municipal Plan 25	0.00	0.00	280.05	2,450.00	11,019.75	13,749.80
Total Williamstown	384.80	0.00	474.86	3,716.13	11,019.75	15,595.54
Worcester						
Worcester REI 26	140.72	0.00	122.16	663.99	0.00	926.87
Total Worcester	140.72	0.00	122.16	663.99	0.00	926.87
TOTAL	153,156.16	182,194.46	348,991.94	92,185.56	198,769.10	975,297.22

**Paid Time Off Liability Balances
as of 08/31/2026**

COMPENSATORY TIME

Employee	Wage Rate	Hours	Current Value	Maximum Hours ¹	Maximum Accrual ¹
			\$ -		
Banbury, L	27.44	17.90	\$ 491.18		
Cubbon, K.	32.84	0.50	\$ 16.42		
Frasca, L	29.88	5.00	\$ 149.40		
Gibson, J.	46.63	3.25	\$ 151.55		
Lash, S.	32.84	5.00	\$ 164.20		
MacMartin, R	38.17	3.00	\$ 114.51		
Meyer, C.	60.38	6.00	\$ 362.28		
Pelletiere, K.	25.89	1.75	\$ 45.31		
Petrie, B.	27.44	27.00	\$ 740.88		
Sabado, Niki	29.46	4.00	\$ 117.84		
Sonn, Pamela	27.44	8.25	\$ 226.38		
Toohey, E	33.90	4.50	\$ 152.55		
Voigt, B.	41.38	7.75	\$ 320.70		
Total		93.90	\$ 3,053.19		

SICK LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Banbury, L	27.44	44.20	\$ 1,212.85	288.00	\$7,902.72
Cubbon, Keith	32.84	224.68	\$ 7,378.49	360.00	\$ 11,822.40
Frasca, L	29.88	(36.98)	\$ (1,104.96)	360.00	\$ 10,756.80
Gibson, J.	46.63	9.89	\$ 461.17	25.89	\$ 1,207.25
Lash, S.	32.84	45.70	\$ 1,500.79	360.00	\$ 11,822.40
MacMartin, R	38.17	30.42	\$ 1,161.13	360.00	\$ 13,741.20
Meyer, C.	60.38	208.37	\$ 12,581.38	360.00	\$ 21,736.80
Pelletiere, K.	24.04	59.79	\$ 1,437.35	59.10	\$ 1,420.76
Petrie, B.	27.44	(35.09)	\$ (962.87)	51.69	1,418.37
Sabado, Niki	29.46	87.29	\$ 2,571.56	360.00	\$ 10,605.60
Sonn, Pamela	27.44	33.17	\$ 910.18	119.87	\$ 3,289.23
Toohey, E	33.90	8.38	\$ 284.08	360.00	\$ 12,204.00
Voigt, B.	41.38	217.52	\$ 9,000.98	360.00	\$ 14,896.80
Total		897.34	\$ 36,432.14	3,136.55	\$122,824.34

VACATION LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Banbury L.	27.44	46.51	\$ 1,276.23	68.83	\$1,888.70
Cubbon, K.	32.84	70.15	\$ 2,303.73	200.00	\$ 6,568.00
Frasca, L.	29.88	6.92	\$ 206.77	200.00	\$ 5,976.00
Gibson, J.	46.63	(20.33)	\$ (947.99)	18.35	\$ 855.66
Lash, S.	32.84	38.86	\$ 1,276.16	200.00	\$ 6,568.00
MacMartin, R	38.17	28.51	\$ 1,088.23	160.00	\$ 6,107.20
Meyer, C.	60.38	205.30	\$ 12,396.01	280.00	\$ 16,906.40
Pelletiere, K.	24.04	20.37	\$ 489.69	58.33	\$ 1,402.25
Petrie, B.	27.44	46.23	\$ 1,268.55	46.05	\$ 1,263.61
Sabado, Niki	29.46	16.98	\$ 500.23	160	\$ 4,713.60
Sonn, Pamela	27.44	32.56	\$ 893.45	115.53	\$ 3,170.14
Toohey, E.	33.90	38.24	\$ 1,296.34	200.00	\$ 6,780.00
Voigt, B.	41.38	114.63	\$ 4,743.39	200.00	\$ 8,276.00
Total		644.93	\$ 26,790.79	1,838	\$70,475.56



MEMO

Date: October 5, 2026
To: Executive Committee
From: Christian Meyer, Executive Director
Re: FY27 Budget Update #1

☒ **ACTION REQUESTED:** Adopt the proposed adjustments to the CVRPC FY27 budget.

Budget Adjustment Summary

This proposed FY 2027 budget adjustment is being recommended to reflect receipt of the reinstated DPS Emergency Management Performance Grant and approval of a CVRPC FY27 indirect rate.

Revenue Summary

Projected revenue is being increased by roughly 2.6% to reflect available funding for Public Safety work.

Expenses

Expenses are largely unchanged with minor increases associated with increased personnel spending and contractor spending.

Attachments

Attached please find the proposed adjusted FY27 budget summary with reference to the adopted FY26 budget.

Central Vermont Regional Planning Commission
FY27 Budget Summary

Adopted by the Executive Committee: October 5, 2026

DRAFT

Peter Carbee, Chair

Acct			FY25	FY26	FY27	FY27	%	
Row	No.	Revenue	Audited	Un-Audited	6/30/2026	Proposed	Change	Notes
10	4100	Regional Planning Funds (ACCD)	812,439	737,745	735,224	784,471	6.7%	
11	4200	Community Development	168,201	754,268	858,999	868,499	1.1%	
12	4300	Fee for Services	2,188	8,400	8,400	8,400	0.0%	
13	4400	Municipal Contracts	91,510	67,067	85,898	85,898	0.0%	
14	4500	Natural Resources	579,913	630,910	585,632	585,632	0.0%	
15	4600	Public Safety	81,551	18,465	263,486	286,881	8.9%	Revived EMPG
16	4700	Town Dues	86,985	90,255	92,692	92,692	0.0%	
17	4800	Transportation	307,104	493,493	515,512	515,512	0.0%	
18	4900	Other Income	67,685	27,562	30,000	30,000	0.0%	
19	Total Revenue		2,197,576	2,828,164	3,175,843	3,257,984	2.6%	

21 Personnel Costs

22	5001	Salaries	702,394	875,015	1,052,811	1,062,811	0.9%	
23	5100	Fringe	302,060	338,095	431,344	432,575	0.3%	
24	Total Personnel Costs		1,004,454	1,213,110	1,484,155	1,495,386	0.8%	

26 Contractual & Professional Services

27	5315	Consultants	675,072	1,280,645	1,416,007	1,424,557	0.6%	
28	5201	Accounting	68,319	76,000	6,500	6,500	0.0%	
29	5202	Audit	18,900	33,000	33,000	33,000	0.0%	
30	5203	IT/Computer	27,913	20,000	27,913	27,913	0.0%	
31	5204	Legal	3,227	4,000	15,000	15,000	0.0%	
32	5200	Other	323	397	323	323	0.0%	
33	Total Contractual & Professional Services		793,754	1,414,042	1,498,743	1,507,293	0.6%	

35 Operating Costs

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

54	Total Expenditures	\$1,922,990	\$2,777,663	\$3,130,666	\$3,150,447	1%
56	Net	\$274,586	\$50,501	\$45,177	\$107,537	138%

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee Meeting
DRAFT Minutes
August 31, 2026 Meeting

Present:

☒ Peter Carbee	☒ Doug Greason	☐ Michael Gray (vacation)
☒ Lee Cattaneo	☒ Royal DeLegge	☐ Janet Shatney
☒ Jerry D'Amico		

Staff: Christian Meyer, Barbara Petrie, Jeff Gibson

Guests: Suzanne Armor, West River Legal

Members of the Public: None

Call to Order: Meeting recording was confirmed, and Chair Carbee called the meeting to order at 4:01 pm.

Adjustments to the Agenda: Christian explained that there were no financial statements to review in the packet and further information would be provided by Finance Manager, Jeff Gibson upon his joining the meeting.

Public Comment: None

Accept Unaudited July Financial Report – Jeff Gibson: Jeff shared that unaudited July financials were not available for presentation at this meeting. The implementation of a new system at the State of Vermont has caused a delay in their issuing of FY27 indirect rates. Once these are received, he will be able to close the month.

Chair Carbee called for a motion to table review and approval of unaudited July Financial Reports which was made by Commissioner Cattaneo and seconded by Commissioner D'Amico.

Motion passed unanimously.

Accept Meeting Minutes – 8/3/2026: Commissioner Greason acknowledged that he was not present at the 8/3/2026 meeting so would be abstaining from voting. It was recognized that roll call was not taken at the beginning of the meeting, so a dual-purpose roll call was taken at this time both for establishing quorum as well as for accepting the 8/3/2026 meeting minutes.

Results were as follows:

Establishing Attendance to 8/31/2026 meeting:

Yes: Northfield, Orange, Roxbury, Washington, Waterbury

Absent: Barre City, Woodbury

Accept 8/3/2026 Meeting Minutes:

Yes: Northfield, Orange, Roxbury, Washington

Abstain: Waterbury

Absent: Barre City, Woodbury

1 *Chair Carbee called for a motion to accept the minutes of 8/3/2026. Commissioner D'Amico*
2 *made the motion, seconded by Commissioner Cattaneo. **Motion passed unanimously.***

3 **Contract Agreement/Authorizations – Lamoille County Conservation District & Vermont Land**
4 **Trust (Master Agreement for Clean Water Partners):** Christian provided a summary on the
5 requests for approval to these amendments of master agreements.

6 *Chair Carbee called for a motion to authorize the Executive Director to sign amendments to the*
7 *master agreements with the Lamoille County Conservation District and Vermont Land Trust.*
8 *The motion was made by Commissioner Cattaneo and seconded by Commissioner Greason.*
9 ***Motion passed unanimously.***

10 **Municipal Dues for FY 28:** Christian introduced the discussion regarding municipal dues, how
11 they are used to fund operations and match other grants. He proposed that the Committee
12 recommend a schedule and rate for membership dues to the Board of Commissioners. After
13 some discussion, the group decided to increase them from \$1.42 to \$1.47 per capita using the
14 Consumer Price Index (CPI) of 3.5%.

15
16 *Chair Carbee called for a motion to raise the municipal dues for municipalities to \$1.47 per*
17 *capita based on the CPI of 3.5%. The motion was made by Commissioner Cattaneo and*
18 *seconded by Commissioner DeLegge. **Motion passed unanimously.***

19 **Schedule Special Meeting for 9/14/2026:** Christian explained the need for scheduling a special
20 meeting of the Executive Committee on September 14th. A statutorily required hearing
21 originally planned for September 8th, was delayed due to a clerical error and needed to be
22 rescheduled to September 14th. As it is best practice to have these hearings opened by a public
23 body of the RPC, it made most sense for that to be the Executive Committee or Regional Plan
24 Committee. There was discussion regarding who in the group would be available to attend on
25 that date as at least 4 would be needed to establish quorum. Chair Carbee and Commissioner
26 D'Amico were the only two confirmed at this meeting to be available and Christian was going to
27 follow up with Commissioner Shatney and Commissioner Gray for their availability. It was
28 decided the meeting would be scheduled by the Chair of the Committee once it was confirmed
29 a quorum would be available.

30 **Set Agenda for September Commission Meeting:** Christian went over the proposed agenda
31 items for the Board of Commissioners' meeting scheduled for the 9/8. The meeting opening
32 will consist of the usual items, then the Public Hearing for the Central Vermont Draft 2026
33 Regional Plan. Input from this hearing will be submitted as written input to the hearing on
34 9/14. This agenda will also include a proposal to change the Board's October meeting date
35 from the 13th to the 15th to allow for proper timing of publishing the 30-day notice for our final
36 hearing in October.

37 Additional items on the agenda include presenting the amended Rules of Meeting Conduct, and
38 meeting minutes, staff and committee reports for acceptance.

1 Chair Carbee called for a motion to accept the proposed agenda for the September 8th Board of
2 Commissioners meeting; made by Commissioner D'Amico and seconded by Commissioner
3 Greason. **Motion passed unanimously.**

4 **Executive Session 1 V.S.A. § 313(a)(1) Pending or Probable Civil Litigation:** Chair Carbee called
5 for a motion to enter Executive Session and invite Suzanne Armor, Atty, Christian Meyer,
6 Executive Director, Barbara Petrie, Office Manager. The motion was made by Commissioner
7 Greason and seconded by Commissioner DeLegge. **Motion passed unanimously.**

8 The group entered Executive Session at 4:31 pm and exited at 4:48 pm.

9 A motion was made by Commissioner D'Amico that Onterris forward to CVRPC, their contract
10 with Stone Environmental for the 203 Country Club Road project, with any necessary redactions
11 of proprietary and confidential information they deem necessary. The motion was seconded by
12 Commissioner Greason and **passed unanimously.**

13 **Committee Round Table:** There was a brief discussion regarding internet availability and
14 options for service around the State.

15 **Adjournment:** Chair Carbee called for a motion to adjourn; made by Commissioner Cattaneo,
16 seconded by Commissioner Greason. **Motion passed unanimously.** Meeting adjourned at 4:55
17 pm.

18
19 Respectfully submitted,
20 Barbara Petrie, Office Manager



MEMO

Date: October 5, 2026
 To: Executive Committee
 From: Christian Meyer, Executive Director
 Re: Contract/Agreement Approvals

GRANTS, CONTRACTS & SERVICE AGREEMENTS RECEIVED

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

****Please note that there is a numbered index of all contracts on the website along with the meeting packet**

Department of Public Safety – FY2025 Emergency Management Planning Grant

⊗ **ACTION REQUESTED:** Authorize the Executive Director to sign the EMPG contract.

Scope of Work: Assist state and local governments to enhance and sustain all-hazards emergency management capabilities. Specific activities for the basin include:

- 1) provide technical assistance and overall regional/ statewide coordination for emergency preparedness, response, mitigation, and long-term recovery.
- 2) continue implementing the overall Regional Emergency Management Committees (REMCs) program developed by VEM.
- 3) train and prepare at least three RPC staff to serve the role of Local Liaison and/or State Emergency Operations Center (SEOC) staff during real world emergencies.

Funding:

Grant Amount: \$ 46,789.00 (Federal)

Match Amount: \$ 46,901.86 (Legislative allocation via ACCD and in-kind match from REMC members and municipal officials for specific tasks)

Performance Period: 9/01/2026 – 05/31/2027

Staff: Keith Cubbon, Brian Voigt, Christian Meyer, Sam Lash, Lincoln Frasca

CONTRACTS ISSUED

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

All At Once, LLC – Phase II Real Estate Development Services – 87 State Street

⊗ **ACTION REQUESTED:** Authorize the Executive Director to sign the All At Once, LLC Phase II Real Estate Development Services contract following completion of the subcontractor risk assessment form and issuance of a Partial notice to Proceed.

Scope of Work: Assist and support the efforts of CVRPC, ACCD, Foundation for a Resilient Montpelier, and the 87 State Street Local Development Corporation to acquire and prepare for redevelopment of the property located at 87 State Street in Montpelier. Under this service agreement, the consultant will support GSA coordination and negotiation, coordinate acquisition due diligence (including environmental site assessment (Phase I and, if necessary, Phase II), building and site condition assessment, design services, legal services, historic preservation covenant, and regulatory review and permitting), develop an acquisition and hold strategy, and identify and pursue funding.

Agreement Value: \$ 21,000.00

Funding Source: Northern Borders Regional Planning Commission

Match Source: DHCD-Legislatively Directed Funding from General Fund

Performance Period: 10/15/2026 – 8/31/2029

Staff: Christian Meyer, Lincoln Frasca, Eli Toohey

NOTE: This contract is below \$25,000. However, CVRPC is likely to engage over \$25,000 in aggregate for services in a 12-month period.

Gravel & Shea PC – Phase II Legal Services – 87 State Street

⊗ **ACTION REQUESTED:** Authorize the Executive Director to sign the Gravel & Shea PC Phase II Real Estate Development Services contract following completion of the subcontractor risk assessment form and issuance of a Partial notice to Proceed.

Scope of Work: Assist and support the efforts of CVRPC, ACCD, Foundation for a Resilient Montpelier, and the 87 State Street Local Development Corporation to acquire and prepare for redevelopment of the property located at 87 State Street in Montpelier. Under this service agreement, the consultant will review, comment and participate in negotiations with GSA, provide recommendations on the structure of the acquisition, complete negotiations with GSA on the purchase offer, and provide legal support through closing.

Agreement Value: \$ 15,000.00

Funding Source: Northern Borders Regional Planning Commission

Match Source: DHCD-Legislatively Directed Funding from General Fund

Performance Period: 10/15/2026 – 8/31/2029

Staff: Christian Meyer, Lincoln Frasca, Eli Toohey

NOTE: This contract is below \$25,000. However, CVRPC is likely to engage over \$25,000 in aggregate for services in a 12-month period.

Vermont Land Trust – Mill Brook – Winooski River Confluence Floodplain Restoration – Jericho, VT (2023-13.05)

⊗ **ACTION REQUESTED:** Authorize the Executive Director to sign an Addendum to the Master Agreement with the Vermont Land Trust (CVRPC Agreement #2023-13).

Scope of Work: This project will restore the floodplain at the confluence of the Mill Brook and the Winooski River (Jericho). Project elements include the creation of a floodplain terrace, a ballasted engineered log jam in the section closest to Vermont Route 117 and riparian planting on and above the engineered log jam to a maximum of 50' where possible. Specific activities include:

- 1) Host project kick-off meeting;

- 2) Sign 10-year (minimum) DEC Operations & Maintenance Plan;
- 3) Obtain 10-year (minimum) site access license or easement;
- 4) Solicit construction bids;
- 5) Secure required permits;
- 6) Host pre-construction kick-off meeting;
- 7) Install Clean Water Project sign during construction;
- 8) Implement project;
- 9) Complete other permit-required activities; and
- 10) Project reporting and closeout.

Funding: \$59,225.00 (State)

Performance Period: 10/6/2026 – 10/31/2027

Staff: Brian Voigt, Lincoln Frasca

Notes: The Winooski Basin Water Quality Council prioritized funding for this project at their September 2026 meeting. The table in Part 2: Contract Agreement will be updated prior to the Executive Director signing the subaward.

FOR INFORMATION ONLY

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

GRANTS, CONTRACTS & SERVICE AGREEMENTS RECEIVED

Chittenden County Regional Planning Commission – Tactical Basin Planning FY26 (Amendment #3)

Scope of Work: Provide coordinated outreach regarding the Vermont Clean Water Act (Act 64) and support Tactical Basin Planning. Specific activities include:

- 1) regional coordination with basin planning partners to ensure cross pollination of efforts,
- 2) regional sector-based workgroup coordination, including municipal meetings and the Clean Water Advisory Committee,
- 3) outreach and technical assistance regarding stormwater master planning, lake watershed action planning, wastewater workshops, forest road assessments, Watershed Projects Database updates, and a stormwater training series,
- 4) municipal plan and bylaw support for municipalities that have not adopted River Corridor Bylaws and FEMA map updates,
- 5) Tactical Basin Plan development and review assistance for the Lamoille (Basin 7), Ompompanoosuc, Stevens, Wells, Waits & Connecticut River Direct Tributaries (Basin 14), and Winooski (Basin 8) river basins,
- 6) participate in DEC, LCBP or UVM Sea Grant sponsored water quality focused trainings, information sessions, or workshops,
- 7) Clean Water Initiative Program sign hosting, and
- 8) Program Reporting.

Funding: ~~\$20,725~~ \$17,576 (state funds)

Performance Period: 1 August 2025 – 31 July 2026

Staff: Brian Voigt, Lincoln Frasca

Chittenden County Regional Planning Commission – Tactical Basin Planning FY27

Scope of Work: Provide coordinated outreach regarding the Vermont Clean Water Act (Act 64) and support Tactical Basin Planning. Specific activities include:

- 9) regional coordination with basin planning partners to ensure cross pollination of efforts,
- 10) regional sector-based workgroup coordination, including municipal meetings and the Clean Water Advisory Committee,
- 11) outreach and technical assistance regarding stormwater master planning, lake watershed action planning, wastewater workshops, forest road assessments, Watershed Projects Database updates, and a stormwater training series,
- 12) municipal plan and bylaw support for municipalities that have not adopted River Corridor Bylaws and FEMA map updates,
- 13) Tactical Basin Plan development and review assistance for the Lamoille (Basin 7), Ompompanoosuc, Stevens, Wells, Waits & Connecticut River Direct Tributaries (Basin 14), and Winooski (Basin 8) river basins,
- 14) participate in DEC, LCBP or UVM Sea Grant sponsored water quality focused trainings, information sessions, or workshops,
- 15) Clean Water Initiative Program sign hosting, and
- 16) Program Reporting.

Funding: \$20,200 (state funds)

Performance Period: 1 August 2026 – 31 July 2027

Staff: Brian Voigt, Lincoln Frasca

Vermont Community Development Program – Subrogation agreement CDBG-DR RIVER Navigator 07110-DR-PG-2025-CVRPC-63

Note: Similar to a grant agreement, CDBG-DR guidelines require that this grant must be used as funding of last resort. Therefore, CVRPC cannot receive funding from other sources for the same work included in the current project scope. Should CVRPC receive funding for the same tasks as outlined in this grant, those funds may be determined to be a duplication of benefits and CVRPC would be required to reimburse some or all of the grant in question. As there are no other funding sources available to undertake this work, CVRPC does not anticipate the opportunity for conflict under these additional terms. This amendment did not impact the grant value or scope of the project.

Scope of Work: The work completed with this grant funding is expected to advance and integrate existing flood models across the Winooski River Basin, enabling watershed-scale planning that identifies the most effective and cost-efficient mitigation projects. The project will combine technical modeling, applied research, and community engagement.

CVRPC will work together with the University of Vermont (UVM) and Friends of the Winooski River (FOWR) to develop the RIVER (Resilience Initiative for Vermont Empowerment and Recovery) Navigator that will use a "multi-objective optimization" framework to better understand flood vulnerabilities and opportunities for enhanced resilience along the Winooski River and its tributaries. CVRPC will lead data collection and model integration, while UVM researchers will run flood mitigation scenarios using advanced modeling tools.

FOWR will spearhead public outreach and education to help local officials and residents understand and act on project findings.

Funding: \$750,000.00 (Federal)

Performance Period: 11/24/2025- 6/30/2030

Staff: Christian Meyer, Keith Cubbon, Brian Voigt, Lincoln Frasca.

GRANTS, CONTRACTS & SERVICE AGREEMENTS ISSUED

n/a



BOARD OF COMMISSIONERS

October 20, 2026 @ 6:30 pm

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

Hybrid Meeting with Remote Participation via Zoom¹

<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**

**6:30² Introductions/Roll Call/Confirmation of Meeting Recording
Adjustments to the Agenda**

Public Comments (*Please aim to limit comments to 3 minutes*)

6:30 PUBLIC HEARING: CENTRAL VERMONT DRAFT 2026 REGIONAL PLAN

The Central Vermont Regional Planning Commission will host formal public hearings to receive comments on the draft 2026 Central Vermont Regional Plan on Tuesday, October 20, 2026.

A complete notice of the meeting, with links to all related documents including the draft plan, can be found here: <https://centralvtplanning.org/2026-regional-plan-first-public-hearings/> All are invited to attend and comment on the proposed Plan. For additional information, please contact Lorraine Banbury, banbury@cvregion.com

7:00 Approve of the 2026 East Montpelier Town Plan (*action - enclosed*)

7:15 Approval of the Waitsfield Town Plan Amendment (*action - enclosed*)

7:30 Regional Plan Adoption vote (*action - enclosed*)

8:00 Budget Presentation (*enclosed*)

8:10 Adopt FY28 municipal dues (*action - enclosed*)

8:20 Rules of Meeting Conduct and Public Participation (*action - enclosed*)

¹ Persons with disabilities who require assistance or alternate arrangements to participate in are encouraged to contact us at 802-229-1015 or cvrpc@cvregion.com at least 3 business days prior to the meeting for which services are requested.

² Times are approximate unless otherwise advertised.

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

Page **AGENDA**

- 8:25** **Accept Meeting Minutes – 9/8/2026** (*action – enclosed*)
- 8:30** **Accept Committee and Staff Reports (July + August, & September)** (*action - enclosed*)
- 8:35** **Commissioner Roundtable**
- 8:45** **Adjourn**

Next Meeting: November 10

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.