

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Executive Committee**  
**DRAFT Minutes**  
**July 2, 2018**

Present:

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Julie Potter | <input type="checkbox"/> Laura Hill-Eubanks | <input checked="" type="checkbox"/> Michael Gray  |
| <input checked="" type="checkbox"/> Dara Torre   | <input type="checkbox"/> Steve Lotspeich    | <input checked="" type="checkbox"/> Janet Shatney |
| <input checked="" type="checkbox"/> Byron Atwood |   |   |

Staff: Bonnie Waninger, Nancy Chartrand, Dan Currier

Guests: None

Chair J. Potter called the meeting to order at 4:03 pm. Quorum was present to conduct business.

**Adjustments to the Agenda**

J. Potter requested an Executive Committee meeting on July 10 to approve a Personnel Policy change.

B. Waninger requested the cash flow projection be removed from the agenda. CVRPC’s cash position is solid, and the reserve fund is growing. The Northfield stormwater construction contract is expected to impact cash flow in late summer. The timing will not be known until construction bids are obtained. Nicole anticipates the cash flow projection will be ready for review at the August meeting.

**Public Comment**

None.

D. Torre entered at 4:05 pm.

**Financial Report**

B. Waninger advised CVRPC’s net income is on track for FY18 end. Its cash position is significantly improved from last year. B. Atwood questioned why net income was in excess of town dues. Waninger explained some of the net income resulted from CVRPC’s financial shift to accrual accounting. CVRPC earned small net incomes on several product-based contracts. The projects were budgeted based on existing staff. When staffing changes occurred, the resulting personnel rate was lower than budgeted.

For revenues, Waninger noted CVRPC is at risk for overspending the ACCD contract. Staff is adjusting work. J. Potter observed that almost all Public Safety contracts are over-budget. B. Waninger noted CVRPC budgets conservatively for State Emergency Operations Center support. Revenues depend on State activation requests, and activations were higher this year. The remainder are related to challenges of project versus budget management and are being addressed.

1 Waninger noted two new contracts from previous drafts of the budget. Laura Ranker secured additional  
2 LEPC funds of ~\$13,000. Dan Currier secured the Inclusive Planning grant for ~\$24,000.

3  
4 *B. Atwood moved to accept the financial report; J. Shatney seconded. Motion carried.*

5  
6 **Contract / Agreement Authorization**

7 Inclusive Coordinated Transportation Partnership Project – The contract will require CVRPC to update its  
8 Drug-Free Workplace policy. “In writing” notification must be added in several places. Also, when  
9 notified of a drug violation conviction, CVRPC must require the employee to successfully participate  
10 in a drug abuse rehabilitation program. CVRPC does not need to pay for this rehabilitation program,  
11 only require participation. An updated policy will be provided for the special meeting on July 10.

12 *J. Shatney moved to authorize the Executive Director to sign the Inclusive Coordinated Transportation*  
13 *Partnership Project grant agreement; D. Torre seconded. Motion carried.*

14  
15 State Emergency Operations Center Support Memorandum of Agreement Amendment 1 - B. Waninger  
16 advised this is an after the fact amendment. Staff is unsure whether the Executive Committee  
17 authorized signature of the original MOU in 2014 since the contract amount was unknown. The  
18 \$25,000 signature threshold may be exceeded, so staff is requesting after the fact authorization.

19  
20 *B. Atwood moved to authorize the Executive Director to sign the State Emergency Operations Center*  
21 *Support Memorandum of Agreement Amendment; M. Gray seconded. Motion carried.*

22  
23 **FY19 Transportation Planning Initiative Work Plan and Budget**

24  
25 Dan Currier provided an overview of the FY19 work plan and budget. This contract covers  
26 transportation planning activities beginning October 1. The TAC approved the budget and workplan.

27  
28 The contract’s goal is to enhance cooperation between local and state transportation planning. Currier  
29 reviewed areas of work, which are largely unchanged from FFY18. CVRPC spends the majority of its  
30 efforts in short range planning, which includes field inventories. VTrans requested inclusion of VOBCIT  
31 (Vermont Online Bridge and Culvert Inventory Tool) coaching. The contract is level funded from FFY18.  
32 Funds were allocated differently based on estimated areas of work and past experience.

33  
34 J. Potter confirmed the process is for that Executive Committee approves the Work Plan and Budget,  
35 CVRPC submits it to VTrans, and then VTrans returns a contract to CVRPC. She commended Dan for  
36 increasing the readability of the Work Plan and Budget in recent years.

37  
38 *D. Torre moved to approve the CVRPC’s FY19 Transportation Planning Initiative Work Plan and Budget*  
39 *for submission to VTrans; M. Gray seconded. Motion carried.*

40  
41 **Credit Card Account**

1 N. Chartrand provided an overview of the research done to pursue obtaining a business credit card. B.  
2 Waninger noted staff would provide a credit card account policy for adoption in August.

3  
4 *B. Atwood moved to open a credit card account with a \$5,000 maximum limit and authorize signing the*  
5 *resolution; J. Shatney seconded.* Discussion included that bylaws may be a bit gray on this item so clarity  
6 should be provided during the update process. *Motion carried.*

7  
8 Waninger clarified the bank representative had confirmed the resolution wording related to CVRPC  
9 being a municipality and the Executive Committee signing on behalf of the Board was okay as long as the  
10 Executive Committee could act on the Board's behalf. The Board Secretary signs as Board Clerk.  
11 Chartrand confirmed no fees applied to the card.

### 12 13 **Brownfields Program**

14 The brownfield grant ends September 30. The Brownfields Committee has struggled with quorum. This  
15 can delay work 2-4 weeks, which is creating problems completing work. CVRPC has eligible sites  
16 requesting work, but staff does not have approval to spend funds. The Brownfields Committee  
17 approved priorities for spending. Staff is requesting authority for the Executive Director to authorize  
18 work through the grant's conclusion, if needed. B. Waninger noted this approval is for only through this  
19 grant's conclusion. She may request long-term approval in the future if needed.

20  
21 *B. Atwood moved to authorize the Executive Director to sign contracts for brownfields services at*  
22 *properties when the Brownfields Advisory Committee is unable to approve the work in a timely manner*  
23 *and when the work would benefit CVRPC's Brownfields Program; J. Shatney seconded.* *Motion carried.*

### 24 25 **FY19 Work Plan & Budget**

26 J. Potter noted drafts were discussed previously. Waninger reviewed workplan development and how  
27 work is funded. ACCD funds are 21% of the budget; annual contracts 23%; one-time projects 51%; and  
28 town dues 6%. One time funds must be replaced annually. They are the greatest area of risk. B.  
29 Atwood inquired about the leverage of town monies. The remainder of the budget relies on dues.

30  
31 J. Shatney asked what LEOP assistance is offered. Waninger said it was a range of service from assisting  
32 to write the LEOP to a verification check and submission to VEM. The level of effort varies from town to  
33 town based on the needs. Shatney requested CVRPC assistance with the FY19 LEOP/LEMP update for  
34 Barre City. Waninger said CVRPC will budget for this in the upcoming application.

35  
36 Waninger noted the FY19 budget is balanced. Net income is less robust. Revenues for the High  
37 Meadows project were received in FY18 so they do not show in the budget. They are listed as restricted  
38 income on the balance sheet. They will fund ~\$29,000 in personnel and other expenses in FY19.  
39 Revenues decreased due to contract completions. FY17's extraordinary events meant staff was unable  
40 to write applications to replace one-time project funds. Staff anticipates FY17 events will impact CVRPC  
41 for another two years with decreasing effects. The budget includes limited professional development.  
42 The note on Revenues Line 28 – CWBG Berlin - should read \$8,000 vs. \$103,600 in pass through funds.

1  
2 *J. Shatney moved to adopt the FY19 Work Plan and Budget; M. Gray seconded. Motion carried.*

3  
4 **Policies & Procedures**

5 Grant Application Signatory – *B. Atwood moved to authorize the Executive Director or designee as*  
6 *signatory for grant applications; D. Torre seconded. Motion carried.*

7  
8 Executive Committee Rules of Procedure – An initial draft was provided in January and resulted in the  
9 code of conduct and conflict of interest policy update. Information from the Commission’s bylaws  
10 and subsequent Board guidance was transitioned to the Rules of Procedures’ framework. Areas staff  
11 identified for discussion were considered. Language related to policy approval was refined, and a  
12 function related to ensuring organizational transparency was added.

13  
14 *M. Gray moved to recommend the Executive Committee Rules of Procedure to the Board of*  
15 *Commissioners with the changes discussed; B. Atwood seconded. Motion carried.*

16  
17 **CVRPC Bylaw Update**

18 A recommended process was included with the meeting packet. Staff recommends a committee of at  
19 least 3, but not larger than 7, members. D. Torre inquired if alternates could participate. Committee  
20 appointments are the full Commission’s purview so they can if the Commission appoints them.

21  
22 The Committee thought the process would benefit from Executive Committee vetting. It recommends  
23 the Bylaws Committee be a working group of the Executive Committee. Staff will add a solicitation of  
24 volunteers to the July Commission agenda and committee appointment to the September agenda.

25  
26 **Consent Items**

27 *B. Atwood moved to approve the June 4, 2018 Executive Committee minutes as presented; M. Gray*  
28 *seconded. Motion carried.*

29  
30 **Commission Meeting Agenda**

31 The Committee briefly discussed the VELCO and CVEDC presentations. J. Potter inquired whether she  
32 has a conflict of interest if she signs the Plan and Confirmation resolution it be approved given that it is  
33 her town. Committee members felt this would not be a conflict because the Commission makes the  
34 determinations.

35  
36 *D. Torre moved to approve the Commission meeting agenda with the bylaw committee informational*  
37 *item added; M. Gray seconded. Motion carried.*

38  
39 **Adjourn**

40 *J. Shatney moved to adjourn at 6:08 pm; B. Atwood seconded. Motion carried.*