

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
DRAFT MINUTES
September 11, 2018

Commissioners:

<input checked="" type="checkbox"/> Barre City	Janet Shatney	<input checked="" type="checkbox"/> Moretown	Dara Torre, Secretary
<input type="checkbox"/>	Heather Grandfield, Alt.	<input type="checkbox"/>	Joyce Manchester, Alt
<input type="checkbox"/> Barre Town	Byron Atwood	<input checked="" type="checkbox"/> Northfield	Laura Hill-Eubanks, Vice-Chair
<input type="checkbox"/>	Mark Nicholson, Alt.	<input checked="" type="checkbox"/> Orange	Lee Cattaneo
<input checked="" type="checkbox"/> Berlin	Robert Wernecke	<input checked="" type="checkbox"/> Plainfield	Bram Towbin
<input type="checkbox"/>	Karla Nuissl, Alt.	<input type="checkbox"/>	Paula Emery, Alt.
<input checked="" type="checkbox"/> Cabot	Amy Hornblas	<input checked="" type="checkbox"/> Roxbury	Jerry D'Amico
<input type="checkbox"/> Calais	John Brabant	<input checked="" type="checkbox"/> Waitsfield	Don La Haye
<input checked="" type="checkbox"/>	Jan Ohlsson, Alt.	<input type="checkbox"/>	Harrison Snapp, Alt.
<input checked="" type="checkbox"/> Duxbury	Alan Quackenbush	<input type="checkbox"/> Warren	Camilla Behn
<input checked="" type="checkbox"/> E. Montpelier	Julie Potter, Chair	<input checked="" type="checkbox"/> Washington	Peter Carbee
<input checked="" type="checkbox"/>	Jack Pauly, Alt.	<input checked="" type="checkbox"/> Waterbury	Steve Lotspeich
<input checked="" type="checkbox"/> Fayston	Karl Klein	<input checked="" type="checkbox"/> Williamstown	Richard Turner
<input checked="" type="checkbox"/> Marshfield	Melissa Seifert	<input type="checkbox"/> Williamstown	Jacqueline Higgins, Alt.
<input type="checkbox"/> Middlesex	Ron Krauth	<input checked="" type="checkbox"/> Woodbury	Michael Gray, Treasurer
<input type="checkbox"/> Montpelier	Kirby Keeton	<input checked="" type="checkbox"/> Worcester	Bill Arrand
<input type="checkbox"/>	Mike Miller, Alt.		

Staff: Bonnie Waninger, Nancy Chartrand, Clare Rock

Guests: None

CALL TO ORDER

Chair Potter called the meeting to order at 7:00 pm and welcomed Karl Klein of Fayston to his first meeting. Quorum was present to conduct business.

ADJUSTMENTS TO THE AGENDA

None.

PUBLIC COMMENTS

None.

RESOLUTION ON COMPLYING WITH VERMONT OPEN MEETING LAW

J. Potter advised that annually a resolution is passed advising where and when meetings will be throughout the year in order to comply with Vermont Open Meeting Law. No questions were raised.

Motion made to adopt the resolution by R. Wernecke. Seconded by B. Towbin. Motion carried.

MUNICIPAL PLAN APPROVAL | CONFIRMATION OF MUNICIPAL PLANNING PROCESS

J. Potter advised that the Town Plan Review Committee has met to consider 2018 Orange Town Plan. B. Arrand summarized the Town Plan Review Committee meeting with two members of Orange Select Board and L. Cattaneo who is also a member of Orange Planning Commission present. This is an update of 2013 Plan which prior staff member Eric Vorwald worked with the town on updating and simplifying some of the language. Staff review found consistency with scope of State goals, compatibility with the

1 regional plan, compatibility with other approved municipal plans in the region and the required
2 elements included in the plan. It was noted that the Town would likely not adopt Zoning but rather go
3 with a simple permit process. Town Plan Review Committee recommends both confirmation of the
4 Town of Orange Planning Process and approval of the Orange Town Plan. No questions were raised.

5
6 J. Potter outlined in the past these items were done as one motion, however, in order to simplify it is
7 appropriate to separate into two motions.

8
9 *Motion to approve the Town of Orange 2018 Town Plan as written made by P. Carbee. Seconded by R.*
10 *Turner. Motion carried.*

11
12 *L. Hill-Eubanks moved to confirm the planning process of the Town of Orange. Seconded by R.*
13 *Wernecke. Motion carried.*

14
15 L. Catteneo thanked the Staff for their assistance with the Town Plan and stated he believes they have a
16 good plan with all the latest requirements.

17
18 B. Waninger noted a uniqueness of the Orange Town Plan was the initial action to engage community
19 members more in planning and community before proceeding with other actions of the plan.

20 21 **CODE OF CONDUCT AND CONFLICT OF INTEREST POLICY**

22 J. Potter advised the Executive Committee has been working on this policy over the last six-nine months;
23 and is ready to move forward. Last policy was adopted in 1996. She provided a presentation outlining
24 the potential issues and proposed policy.

25
26 Two distinct issues – conflict of interest and appropriate conduct. Need to ensure consistent decision
27 making throughout the organization and maintain conformance with federal grant and contract
28 regulations. Also included was a goal to increase transparency – maintaining an open, honest and
29 accountable organization.

30
31 Discussion ensued regarding the definitions of both conduct and conflict. Conflict is related to financial
32 or tangible personal benefit. Conduct is the ethical standard to which the Commission holds itself.

33
34 It was noted that the Commission needs to be able to make consistent decisions regarding the following:

- 35 • Vote on own Town Plan approval - (part of Commissioners' job to vote on this)
- 36 • Vote when contract within own municipality - (case by case as to whether a Commissioner might
- 37 have a personal/ financial tie to the contract or is a member of the Legislative body of the town)
- 38 • Vote when contract serves own municipality - (Commission encourages this participation unless
- 39 a personal /financial interest is identified)
- 40 • Help to prequalify a group of contractors if own municipality wants specific one hired – (criteria
- 41 is established for contractor selection – case by case dependent on how much direction
- 42 municipality provided regarding a vote or if personal/financial interest)
- 43 • Recuse when Project Review considers a project in own town – (part of Commissioners' job to
- 44 vote on this, however, case by case if personal / financial interest)
- 45 • Vote when TAC prioritizes State transportation projects if own town owns one of the projects –
- 46 (part of Appointees' job to vote on this unless personal/financial interest)

- Recommend friend to provide services needed – (depends on context or if participating in decision making process)

Additional recommendations made by members:

- Appearance of conflict of interest should dictate recusal.
- Codify negative as well as positive influence within the policy.

J. Potter opined Towns appoint Commissioners to advocate and bring town's point of view at the regional level, but Commissioners are also tasked with making decisions for the region as a whole and the goal is to not create conflict between the two.

Noted was a need to address that if a conflict is present whether or not an individual should abstain from voting or recuse from voting. It should be recusal.

Additional discussion ensued regarding definition of conflict of interest and appearance of such, and the importance of working in the best interest of the region. J. Potter inquired if additional questions. B. Towbin inquired if a Commissioner is in a legal/criminal situation would they be removed. B. Waninger advised the Bylaws do not allow for Commission to remove, but rather for Commission to make recommendation to the municipality to do so. J. Potter noted that as it is conduct unrelated to Board business but personal conduct, that it may not necessarily outlined in this policy and B. Waninger advised it may be addressed under item 6 of Code of Conduct (page 10 in packet). Upon review of this section B. Towbin noted he felt it addressed his question. P. Carbee inquired if a Commissioner was sanctioned would it be related to specific project or all future business of Commission. J. Potter clarified this would not be sanctioned, but recused; and it would not be for all business, but specific project/contract. Commissioners questioned if recusal was made would it bar any discussion on project/contract. J. Potter advised on Page 9 of packet (1st paragraph) outlined no comment at all could be made. B. Waninger advised she would further research if barring from all discussion or just voting would be appropriate. It was noted by Commissioners that a variety of approaches may be used by communities in addressing recusal. M. Gray noted the unappointment process may take time and inquired if a Commissioner could still participate during this time frame? B. Waninger advised under Bylaws municipality can appoint or unappoint at any time; and upon receipt of any notification of unappointment from a municipality the seat would be vacated immediately.

J. Potter noted she was not hearing concerns raised about general concept of policy, but hearing concerns about sanctions and recusal and suggested doing further clarification of such against the Bylaws, and requested that B. Waninger do some further review and bring the policy back to Board at a future meeting. R. Wernecke advised of his disagreement with being barred from speaking to an issue as a member of the public in addition to recusal from voting.

J. Potter advised this policy will come back to the Board at a future meeting.

CVRPC FY19 GUIDING DOCUMENTS

A presentation was provided by B. Waninger outlining CVRPC's 5-Year Strategic Goal (FY 16 - FY20), FY19 activities to achieve them, and the FY19 Work Plan and Budget.

1 As outlined in the packet there are four goals of the 5 Year Strategic Plan – Enhance Financial Security;
2 Create Operational Excellence; Enhance Services; Position CVRPC as Leader and Partner. B. Waninger
3 provided greater detail regarding the strategies, activities and measures to achieve these goals.
4

5 The Work Plan outlines more distinctly projects and programs and is completed annually. B Waninger
6 gave an overview of the FY19 Work Plan in further detail outlining carryover projects, retiring projects
7 and new projects. A funding overview was also provided as well as highlights of revenue and expenses.
8

9 **REPORTS**

10 J. Potter advised all Commissioners should read Staff report if have not already done so. Also included
11 in packet is the Executive Director's report sharing emerging issues. It was noted that the Committee
12 Report needs correction, noting the Regional Plan Committee recently elected L. Hill-Eubanks as Chair
13 and D. Torre as Vice Chair. Also included in packet are additional informational materials (VAPDA, PUC
14 letter on preferred sites, and Grants & Aid Pilot Program).
15

16 J. Potter inquired if any questions on reports. R. Wernecke questioned TAC meeting location. B.
17 Waninger clarified it should read Central Vermont Chamber, however, S. Lotspeich noted a field trip to
18 the airport was also planned for September. B. Waninger noted that the information on website will be
19 updated to reflect Knapp Airport for 9/25 TAC Meeting. R. Wernecke also noted CVEDC was listed as
20 Capitol Plaza in Berlin, it should be Montpelier.
21

22 B. Towbin noted regarding Emerald Ash Borer that ANR had done survey for Plainfield as to where the
23 ash trees are; and towns may want to reach out to ANR for this type of information. B. Waninger
24 advised ANR has done these surveys in towns or adjacent towns of where EAB has been confirmed.
25

26 J. Potter advised next meeting October 9th, which will be program heavy with Winooski and White River
27 Basin plans; as well as Town Plan approvals.

28 **ADJOURNMENT**

29 *R. Wernecke moved to adjourn at 8:54 pm. D. La Haye seconded. Motion carried.*
30

31 Respectfully submitted,
32

33 Nancy Chartrand
34 Office Manager