

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION
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 to comply with Vermont Open Meeting Law. No questions were raised.

R. Wernecke moved to adopt the resolution; B. Towbin seconded. Motion carried.

MUNICIPAL PLAN APPROVAL & CONFIRMATION OF MUNICIPAL PLANNING PROCESS

B. Arrand summarized the Town Plan Review Committee meeting. Two members of the Orange Selectboard and the Planning Commission Chair were present. This is an update of 2013 Plan. Eric Vorwald worked with the Town to update and simplify language. The staff review confirmed the Plan was consistent with State goals, compatible with the Regional Plan, compatible with other approved

1 municipal plans in the region, and included all required elements. Arrand confirmed that the Committee
2 recommended approval of the Plan and confirmation of the Town's planning process.

3
4 *P. Carbee moved to approve the 2018 Orange Town Plan; R. Turner seconded. Motion carried.*

5
6 *L. Hill-Eubanks moved to confirm the planning process of the Town of Orange; R. Wernecke seconded.*
7 *Motion carried.*

8
9 L. Catteneo thanked the staff for their assistance and stated he believes the Town has a good plan with
10 all the latest requirements.

11
12 B. Waninger noted the Orange Town Plan had a unique component. The initial action to implement the
13 plan is to engage community members in planning before proceeding with other actions of the plan.

14 **CODE OF CONDUCT AND CONFLICT OF INTEREST POLICY**

15 J. Potter advised the Executive Committee worked on this draft policy over the last 6-9 months. The
16 Commission's current policy was adopted in 1996. Potter provided an interactive presentation
17 prompting Commissioner discussion about potential issues and the policy might address them.

18
19
20 Potter discussed the difference between conflict of interest and appropriate conduct. She noted the
21 policy was aimed at ensuring consistent decision making throughout the Commission, maintaining
22 conformance with federal regulations, and increasing the Commission's transparency.

23
24 Discussion ensued regarding the definitions of "conduct" and "conflict". Conflict is related to financial
25 or tangible personal benefit. Conduct is the ethical standard to which the Commission holds itself.
26 Commissioners discussed questions and scenarios that had arisen in the past three years.

27
28 Commissioners recommended that:

- 29
- the appearance of conflict of interest should dictate recusal from an issue.
 - negative and positive influence be mentioned within the policy.
- 30

31
32 Potter said municipalities appoint Commissioners to advocate for and bring the municipality's point of
33 view to regional discussions. Commissioners also are tasked with making decisions for the region as a
34 whole. The goal is not to create conflict between the two.

35
36 B. Towbin inquired if a Commissioner in a legal/criminal situation be removed. B. Waninger said the
37 Bylaws do not allow for the Commission to remove a Commissioner. The municipality is the only body
38 that can remove a Commissioner. She said it may be addressed under item 6 of Code of Conduct -
39 affecting adversely the confidence of the public in the integrity of affairs of the Commission. Upon
40 review of this section, Towbin noted he felt it addressed his question.

41
42 P. Carbee inquired if a Commissioner was sanctioned would it be related to specific project or all future
43 business of Commission. Potter clarified this would not be sanctioned, but recused; and it would not be
44 for all business, but specific project/contract. Commissioners questioned if recusal must result in a
45 Party being barred from any discussion on a project/contract. Waninger said she would further
46 research this issue. Commissioners noted that a variety of approaches may be used by communities in
47 addressing recusal. M. Gray noted the unappointment process may take time and inquired if a

1 Commissioner could still participate during this time frame. Waninger said the Commission's Bylaws
2 place responsibility for appointments or unappointments with municipalities.

3
4 J. Potter noted she was not hearing concerns raised about general concept of policy, but hearing
5 concerns about sanctions and recusal. She requested that staff complete additional research and bring
6 the policy back to Board at a future meeting.

7
8 **CVRPC FY19 GUIDING DOCUMENTS**

9 Waninger provided a presentation outlining CVRPC's 5-Year Strategic Goals, FY19 activities to achieve
10 them, and the FY19 Work Plan and Budget. As outlined in the packet there are four goals of the 5 Year
11 Strategic Plan – Enhance Financial Security; Create Operational Excellence; Enhance Services; Position
12 CVRPC as Leader and Partner. B. Waninger provided greater detail regarding the strategies, activities
13 and measures to achieve these goals.

14
15 The Work Plan outlines more distinctly projects and programs and is completed annually. B Waninger
16 gave an overview of the FY19 Work Plan in further detail outlining carryover projects, retiring projects
17 and new projects. A funding overview was also provided as well as highlights of revenue and expenses.

18
19 **REPORTS**

20 Waninger noted that the Committee Report needed correction. The Regional Plan Committee elected L.
21 Hill-Eubanks as Chair and D. Torre as Vice Chair. Also included in packet are additional informational
22 materials (VAPDA, PUC letter on preferred sites, and Grants & Aid Pilot Program).

23
24 R. Wernecke questioned the TAC meeting location. S. Lotspeich said the TAC planned a field trip to the
25 airport in September. Wernecke noted CVEDC should be Capitol Plaza in Montpelier, not Berlin.

26
27 B. Towbin noted ANR had surveyed for Emerald Ash Borer in Plainfield. Towns may want to reach out to
28 ANR for this type of information. Waninger said ANR completed surveys in towns adjacent to those
29 where EAB has been confirmed.

30
31 The next meeting is October 9th for the Winooski and White River Basin Plans and Town Plan approvals.

32
33 **ADJOURNMENT**

34 *R. Wernecke moved to adjourn at 8:54 pm; D. La Hays seconded. Motion carried.*

35
36 Respectfully submitted,

37
38 Nancy Chartrand
39 Office Manager