

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
Minutes
November 5, 2018

Present:

- Julie Potter
- Dara Torre
- Byron Atwood
- Laura Hill-Eubanks
- Steve Lotspeich
- Michael Gray
- Janet Shatney

Staff: Bonnie Waninger, Nancy Chartrand

Guests: None

Chair J. Potter called the meeting to order at 4:05 pm. Quorum was present to conduct business.

ADJUSTMENTS TO THE AGENDA

None.

PUBLIC COMMENT

None.

LINE OF CREDIT

B. Waninger said the Line of Credit (LOC) with People’s United Bank has expired. This request is for a replacement LOC. The Line is for \$100,000. Considerable discussion ensued about the fees for opening/closing such an account. It was confirmed that the annual fee is typical and that closing fees would be confirmed. J. Potter advised the Committee of the importance of having more than one signatory for the LOC.

L. Hill-Eubanks moved to accept the terms and conditions of the Line of Credit offered by Community National Bank, as described in the October 26, 2018 Commitment for Financing letter, and to authorize the Executive Director to sign it; to designate the Chair as signatory for documents required to execute the line of credit; and to designate the Chair, Treasurer, and Executive Director as account signatories; M. Gray seconded. Motion carried.

S. Lotspeich questioned if Vice Chair should also be included in the motion. It was confirmed that was not necessary. J. Potter inquired if the document was available for signature today. It was confirmed that it was available and would need to be signed annually if renewed.

FINANCIAL REPORT

B. Waninger advised the Commission is doing well and provided details regarding the status of receivables and invoicing. Waninger said the financials in the packet were incomplete. Brownfields

1 billing has not been finalized as all consultant bills have not arrived. The grant closed September 30.
2 Approximately \$6,000 remained unexpended at grant close. The Commission will consider a mid-year
3 budget adjustment at its February meeting.
4

5 L. Hill-Eubanks asked about the Northfield Stormwater Grant funding. Waninger said if DEC did not
6 provide the additional funds, it would like cut off the grant at design. If so, the Commission would seek
7 a new grant for construction. The applicant could be the Town or CVRPC.
8

9 D. Torre inquired about Page 16, Net Ordinary Income Budgeted versus Actual of -364%. B. Waninger
10 said the budgeted amount was related to recording the High Meadows revenue in FY18 and expending
11 the majority of the funds in FY19. Also, town dues are collected at the beginning of the fiscal year,
12 making the net income appear high in the early part of the fiscal year.
13

14 *S. Lotspeich moved to accept the financial report; D. Torre seconded. Motion carried.*
15

16 **CONTRACT / AGREEMENT AUTHORIZATION**

17 J. Potter advised the Committee could act on all three together or separately. B. Waninger requested
18 acting separately as the Commission received amended agreements for several documents.
19

20 Northwest Regional Planning Commission Municipal Grants in Aid FY19: There was discussion
21 surrounding the fact that the grant was to begin July 1st with October deliverables; and it was
22 confirmed that towns and the Commission could fully recoup all eligible costs incurred since July 1st.
23 B. Waninger and M. Gray both confirmed this was not an unusual practice for many types of grants.
24 B. Waninger noted it was roughly the same amount of money was awarded last year.
25

26 *L. Hill-Eubanks moved to authorize the Executive Director to sign the agreement; M. Gray seconded.*
27 *Motion carried.*
28

29 Vermont Agency of Transportation – Memorandum of Understanding (MOU) Regarding Indirect Cost
30 Rates: B. Waninger provided the history behind the original MOU from three years ago. RPCs agreed
31 to use the same indirect cost rate methodology, which saved VTrans time reviewing proposals. In
32 exchange, VTrans agreed to review the rates, which creates stability for the RPCs. The new MOU
33 remains in effect until 11/21/2021.
34

35 *S. Lotspeich moved to authorize the Executive Director to sign the Vermont Agency of Transportation*
36 *Memorandum of Understanding regarding indirect cost rates; L. Hill-Eubanks seconded. Motion*
37 *carried.*
38

39 Chittenden County Regional Planning Commission – Tactical Basin Planning Support: B. Waninger
40 directed the Committee to revisions on page 43 of the packet, noting the correct year. Work is
41 similar to the past year, but agreement has been reorganized. Deliverables were reduced due to

1 lower funding. It was confirmed that it was a grant versus a contract with CVRPC being a sub-
 2 grantee.

3
 4 *L. Hill-Eubanks moved to authorize the Executive Director to sign the agreement with Chittenden*
 5 *County Regional Planning Commission for Tactical Basin Outreach for FY19 with revised table and*
 6 *attachments; D. Torre seconded. Motion carried.*

7
 8 **HEALTH INSURANCE**

9 N. Chartrand provided an overview of Association Plans available in 2019. After review of the current
 10 BCBSVT plan and the BRS Association Plans, she recommended switching from BCBSVT to a BRS
 11 Association Plan for 2019. B. Waninger noted that the recommendation included maintaining the
 12 overall health benefit for CVRPC employees for 2019.

13
 14 S. Lotspeich asked who would be offering the benefits. Chartrand confirmed BCBSVT would administer
 15 the plan(s) for BRS. Lotspeich asked if there were other options under BRS. Chartrand confirmed there
 16 were four plan options. The request is to approve an employer contribution equal to 100% premium
 17 payment for Option B. All four plan options will be offered to employees. If the employee selects a plan
 18 with a higher premium, the employee pays the difference through payroll deduction.

19
 20 *L. Hill-Eubanks moved to maintain CVRPC health care benefit for CY2019, to offer Business Resources*
 21 *Services (BRS) Association Plans administered through BCBSVT, and to set the employer contribution*
 22 *equal to 100% of the Option B Plan premium; M. Gray seconded. Motion carried.*

23
 24 **COMMISSIONER SURVEY**

25 B. Waninger provided the history behind the survey, originally drafted in 2017. Changes requested were
 26 incorporated into the current draft. Staff expects to administer the survey using Survey Monkey.

27
 28 Significant discussion ensued over the contents of the survey and how to best frame it. Suggestions
 29 were made for redactions and additions before finalizing and presenting to the Board for completion:

- 30
- Restructure the current table on page 79 of packet.
 - Add a question about how often Commissioners report back to their municipalities and in what
 31 format.
 - Remove questions C, E, and F on page 77 of packet; questions G and H on page 79 of packet; and
 32 question F on page 80 of packet.
- 33
 34
 35

36 There was also discussion on what is required for agendas and minutes for meetings per open meeting
 37 law and how meetings could be more targeted and useful.

38
 39 The Commission will be advised of its availability at the upcoming Commission meeting. Responses are
 40 to be culled during December/January.

41

1 **HIRING UPDATE**

2 B. Waninger advised interviews for Emergency Planner position are scheduled for November 14th – 2
3 interviewees. She is currently checking references for the Land Use Planner position.
4

5 **FY18 GIS SERVICES REPORT**

6 B. Waninger described how the Commission currently handles GIS services for towns. The GIS Services
7 Policy provides each town with up to 12 hours of GIS time at no charge. Annually, staff tracks time used
8 by each town. It was noted that the report doesn't show all time that is spent on GIS for towns as some
9 time show up under other jobs, i.e. transportation, etc. The original intent of the report was to ensure
10 the Commission can support the number of requests and provide equity between the towns. Both are
11 being achieved. Waninger recommended the report be discontinued. D. Torre inquired if a high school
12 student/project could utilize this GIS service via the town. Waninger advised they could; there would be
13 a charge unless it was a town project that the town was undertaking. She noted the GIS staff volunteer
14 to be shadowed by students and also speak to classes.
15

16 *S. Lotspeich moved to continue the current policy of municipalities receiving 12 hours of GIS services per*
17 *year at no charge and to discontinue the report to the Executive Committee; D. Torre seconded. Motion*
18 *carried.*
19

20 J. Potter noted the importance for towns to be aware of the service and requested staff remind towns.
21

22 **CONSENT ITEMS**

23 *L. Hill-Eubanks moved to approve the October 1, 2018 Executive Committee minutes; M. Gray seconded.*
24 *Motion carried.*
25

26 **COMMISSION MEETING AGENDA**

27 J. Potter inquired if the 7:45 slot had been filled. B. Waninger advised it would either be Downstreet or
28 a staff presentation (brownfields, web maps, or paratransit services). The committee expressed interest
29 in having the web map presentation, and, when available, a presentation on the paratransit project.
30

31 *L. Hill-Eubanks moved to approve the Commission meeting agenda pending the 7:45 item; M. Gray*
32 *seconded. Motion carried.*
33

34 **ADJOURN**

35 *S. Lotspeich moved to adjourn at 6:02 pm; M. Gray seconded. Motion carried.*
36

37 Respectfully submitted,
38

39 Nancy Chartrand

40 Office Manager