

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
Minutes
December 3, 2018

Present:

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

Staff: Bonnie Waninger, Nancy Chartrand

Guests: Jeremy Hansen, CV Internet

Chair J. Potter called the meeting to order at 4:06 pm. Quorum was present to conduct business.
S. Lotspeich entered at 4:34 pm.

ADJUSTMENTS TO THE AGENDA

Personnel Policy Update and Financial Report will be taken off the agenda due to it being a full agenda.
B. Waninger did advise that we are doing well. Bottom line is still \$133,000 net income. Fiscal year end projection of net income of \$19,000.

PUBLIC COMMENT

None.

FINANCIAL REPORT

Removed from agenda as outlined above.

CENTRAL VERMONT INTERNET

Jeremy Hansen, founder and chair of the governing board was available for a presentation regarding CV Internet, which is currently rebranding as CV Fiber (CVF) and currently in a heavy organizational phase for a pilot project with a projection of first construction by end of 2019. Jeremy noted that vast areas of CV that do not have good internet access. CVF created a communications union district – which is a municipal entity. He provided an overview of the services they are looking to provide to many towns within our region.

Several questions were raised and addressed regarding oversight and regulation, network locations, grants and funding.

Also addressed was the role rural electric cooperatives could play a role and where CVF was in this process. In addition there was discussion as to how towns could join CVF.

1 J. Potter inquired how does Jeremy envision RPC helping to future CVF's goals? He advised that some
2 assistance in planning would likely be beneficial, as would outreach and communications. They are
3 open to other input as well. B. Waninger advised CVF would need to be integrated into future town
4 plans of those towns that join CVF. J. Potter advised that if a town plan would need to be amended to
5 incorporate an Energy Plan that would be a good time to add CVF amendment to their plan. B.
6 Waninger advised CVRPC could provide information regarding which towns are in the town plan
7 amendment process.

8
9 J. Potter requested that when CVF is nearing the launch of a pilot project that they participate in a full
10 Board meeting to advise the Commissioners of the status of the organization at that point.

11
12 **CONTRACT / AGREEMENT AUTHORIZATION**

13 Northfield Water Street Stormwater Structure Amendment 1 – It was noted that the project as originally
14 planned had amendments identified during the design phase, which facilitate an increase from \$173,785
15 to \$559,385.

16
17 Questions were raised regarding the financing of this amendment which B. Waninger addressed in
18 detail. J. Potter inquired what CVRPC's long-term stewardship requirements were for the project. B.
19 Waninger advised that CVRPC is required to maintain the project for 10 years, however, through the
20 management plan this will in fact be transferred to the Town of Northfield.

21
22 *S. Lotspeich moved to authorize the Executive Director to sign the agreement amendment; J. Shatney*
23 *seconded. Motion carried.*

24
25 J. Potter and B. Waninger briefly reviewed the other contracts provided in the packet for informational
26 purposes: Two Rivers Ottauquechee Regional Commission 604b, Wrightsville Beach Recreation District,
27 Woodbury Local Hazard Mitigation Plan, and High Meadows Cartoon Services.

28
29 **SIGNATORIES FOR COMMUNITY NATIONAL BANK ACCOUNTS**

30 J. Potter advised she and Bonnie closed on the Line of Credit with Community National Bank, however it
31 was determined additional paperwork was needed for transferring the checking account as outlined in
32 the packet.

33
34 *L. Hill-Eubanks moved to authorize the Chair, Treasurer and Executive Director as signatories for the*
35 *Commission's checking account at Community National Bank; seconded by D. Torre. Motion carried.*

36
37 *J. Shatney moved to authorize officers present to sign a letter affirming the Commission's November 5,*
38 *2018 decision to designate Chair, Treasurer and Executive Director as account signatories for the Line of*
39 *Credit; seconded by S. Lotspeich. Motion carried.*

40
41 **HIRING UPDATE**

1 B. Waninger advised a staffing plan was being facilitated to address the staffing gap while we are
2 working to fill the planning positions.

3
4 During the recruitment process it has become clear that the wage we are offering is not competitive
5 enough based on what the State and Municipalities are offering. In order to address this issue, wage
6 adjustments may be necessary and this is being addressed by completion of a wage analysis which B.
7 Waninger will be shared for consideration by 12/7.

8
9 **PERSONNEL POLICY UPDATE**

10 Removed from agenda as outlined above.

11
12 **EXECUTIVE DIRECTOR ANNUAL EVALUATION**

13 J. Potter directed the Committee to the information in the packet outlining process and timeframes.
14 She advised the key thing to keep in mind is the switch from fiscal year evaluation period to calendar
15 year evaluation period for budgetary planning. Discussion ensued regarding the process and the timing.
16 There was discussion that the Executive Committee portion of the survey may need to be modified
17 before being provided for completion.

18
19 *L. Hill-Eubanks moved to confirm the schedule for the evaluation process; seconded by M. Gray. Motion*
20 *carried.*

21
22 *J. Shatney moved to appoint the Chair as the lead assisted by the Vice Chair to carry out the duties*
23 *described as outlined in the packet; seconded by S. Lotspeich. Motion carried.*

24
25 **RPC LEGISLATIVE FUNDING**

26 B. Waninger advised VAPDA Legislative Committee has recommended this is a year when RPCs should
27 advocate for full funding under the property transfer tax formula. In 2001 RPCs were fully funded based
28 on the property transfer tax formula, however, that has currently dropped to 50% based on the formula.
29 B. Waninger recommends an increase in the funding be requested. J. Potter discussed whether or not
30 their needed to be full Board discussion and review or just Executive Committee discussion and review.
31 It was concluded that the Executive Committee review would be appropriate with a complete update to
32 the Board following. Also noted was the opportunity to use this time to ensure legislators are brought
33 up to date on what RPCs are currently doing and the new duties that are required of RPCs. There was
34 consensus of the Committee to request full funding.

35
36 **CONSENT ITEMS**

37 *D. Torre moved to approve the consent items; J. Shatney seconded. Motion carried.*

38
39 **COMMISSION MEETING AGENDA**

40 J. Potter directed the Committee to the Agenda in the packet. B. Waninger advised Jamie has not yet
41 confirmed, so may be dropped from the Agenda. There was also discussion as to whether more than 10

1 minutes should be allotted to the Code of Conduct item. Preference was to give it 15 minutes vs. 10
2 minutes. There was discussion if a holiday snack should be considered, which was confirmed.

3

4 *S. Lotspeich moved to approve the Commission meeting agenda with minor adjustments as discussed for*
5 *the Code of Conduct Policy; M. Gray seconded. Motion carried.*

6

7 J. Potter discussed that the next Executive Committee meeting would be immediately prior to January
8 Board meeting, if needed. Chair and Vice Chair will review the Board Agenda for approval rather than
9 full Committee. B. Waninger advised Michael Shirley (Secretary of ACCD) will be a speaker at the
10 January Board meeting on workforce and economic development. Also noted was that Irene Pelletier
11 from Downstreet is scheduled for February to discuss regional and local initiatives.

12

13 It was confirmed that Executive Committee would schedule a brief meeting prior to the Board meeting
14 next week to discuss the wage range analysis.

15

16 **ADJOURN**

17 *J. Shatney moved to adjourn at 5:57 pm; L. Hill-Eubanks seconded. Motion carried.*

18

19 Respectfully submitted,

20

21 Nancy Chartrand

22 Office Manager