

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Executive Committee**
3 **MINUTES**
4 **April 1, 2019**
5

6 Present:

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

7
8 Staff: Bonnie Waninger, Nancy Chartrand, Dan Currier
9

10 **Call to Order**

11 Chair Julie Potter called the meeting to order at 4:01 p.m. Quorum was present to conduct business.
12

13 **Adjustments to the Agenda**

14 J. Potter noted the agenda had been amended prior to the meeting.
15

16 **Public Comment**

17 None.
18

19 **Financial Report**

20 B. Waninger noted the Commission is doing well financially. Additional administrative expenses will
21 impact the bottom line before year end, but that is expected. She said an adjustment to the indirect
22 rate is being requested to avoid over recovery. A year-end net income of ~\$25,000 is anticipated.
23

24 J. Potter requested less acronyms be used in the financial report to the Executive Committee so they are
25 more easily understood. A glossary in the report was also suggested.
26

27 *D. Torre moved to accept the Financial Report; M. Gray seconded. Motion carried.*
28

29 **Prioritization of State Transportation Capital Program Projects**

30 D. Currier provided details on the Transportation Advisory Committee's (TAC) work to rank construction
31 projects for the Agency of Transportation. TAC could not approve the list due to a lack of quorum. TAC
32 members present suggested priorities and requested the Executive Committee action. Currier provided
33 details on the different types of projects and the rankings.
34

35 J. Shatney inquired if TAC felt confident in the ranking of the list. S. Lotspeich, TAC Chair, said yes.
36 Additional discussion ensued regarding needs vs. budget regionally and statewide. J. Potter asked if TAC
37 sensed that the number of projects that are being ranked are enough to meet needs. Currier said the
38 VTrans budget doesn't meet the needs and the ranking help to prioritize. Currier said the ranking

1 process also serves as a public engagement process. Carrier advised the list is changed annually and
2 that the regional ranking, which accounts for 20%, is one of many components of ranking at VTrans and
3 that ranking regionally can help move projects up at a statewide level.
4

5 *L. Hill-Eubanks moved to approve the prioritized VTrans SFY21 Capital Program Project list ranking and*
6 *authorize its submission to VTrans as CVRPC's regional project priority list; J. Shatney seconded. Motion*
7 *carried.*
8

9 **Contracts and Applications**

10 *S. Lotspeich moved to authorize the Executive Director to sign the MOA with the State of Vermont for*
11 *State Emergency Operation Center support; J. Shatney seconded. Motion carried.*
12

13 *L. Hill-Eubanks moved to authorize the Chair to sign the Agency of Human Services AmeriCorps*VISTA*
14 *Program application and other program documents as requested by the Agency of Human Services; M.*
15 *Gray seconded. Motion carried.*
16

17 **CVRPC Bylaws**

18 J. Potter discussed changes incorporated since the last Executive Committee meeting. Section 205 on
19 Economic Development prompted robust discussion. It was suggested that the section title be changed
20 to take into account the three prongs of good planning; planning for the economy, the community and
21 the environment. There also was discussion on whether it should reference Implementation vs.
22 Economic Development. Potter and Hill-Eubanks will work to revise the text.
23

24 Other discussion points included:

- 25 • how to transition officers from four to three given that elections will have occurred, and
 - 26 • voting by mail for regular motions vs. elections.
- 27

28 Potter inquired if the draft transmittal memo for the proposed bylaws was adequate for the purpose
29 intended. Initial comment was that it appears appropriate, but suggested it be reviewed again when the
30 revised bylaws are brought again before the committee.
31

32 **Policies & Procedures**

33 B. Waninger presented the second draft of the Grants Management Policy. She discussed revisions, its
34 interaction with the Procurement Policy, and steps within that policy. A Procurement Policy revision
35 may be necessary in the future. Significant discussion ensued; no changes were requested.
36

37 *D. Torre moved to adopt the Grants Management Policy; L. Hill-Eubanks seconded. Motion carried.*
38

39 **Strategic Plan**

40 Waninger highlighted items in the FY19 plan that have been delayed to FY20 and progress made. Work
41 on the Regional Plan is expected to begin this fall.
42

1 Waninger inquired if the committee felt the FY20 priorities were appropriate and if adjustments were
2 needed. The committee suggested layout changes and adding a legend for symbols in the table. It also
3 suggested the priority levels be reassessed quarterly and consulting staff regarding priorities
4 (organizational vs. personal).

5
6 **FY20 Budget**

7 Waninger noted the initial draft of the FY20 budget outlines a conservative revenue approach and
8 generous expense outlook. The draft budget shows a \$35,000 gap, which is expected to be closed. The
9 budget is adopted in June. Brief discussion ensued as to the organization of the budget documents and
10 clarification of the WCA P3 item. It was requested that there be a glossary for the acronyms used within
11 the budget. Waninger confirmed IT support was included in Professional Services and discussed the
12 Commission's equipment replacement schedule.

13
14 **Consent Items**

15 *J. Shatney moved to approve the consent items; M. Gray seconded. Motion carried.*

16
17 **Commission Meeting Agenda**

18 Waninger provided additional details of the planned Essentials of Land Use Planning and the Act 250
19 Updates. She noted the times associated with agenda items had been updated to reflect the new
20 meeting start time. It was confirmed the annual meeting will be in June rather than May.

21
22 *S. Lotspeich moved to approve the April 9, 2019 Board Agenda with revised times; J. Shatney seconded.*
23 *Motion carried.*

24
25 **EXECUTIVE SESSION**

26 *L.Hill-Eubanks moved to enter Executive Session at 6:05 p.m. to discuss contracts, premature general*
27 *public knowledge of which would clearly place CVRPC at a substantial disadvantage; J. Shatney*
28 *seconded. Motion carried.*

29
30 *J. Shatney moved to exit Executive Session at 6:20 p.m.; M. Gray seconded. Motion carried.*

31 No action was taken.

32
33 **ADJOURNMENT**

34 *J. Shatney moved to adjourn at 6:21 p.m.; L. Hill-Eubanks seconded. Motion carried.*

35
36 Respectfully submitted,

37
38 Nancy Chartrand

39 Office Manager