

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Executive Committee**
3 **DRAFT MINUTES**
4 **May 6, 2019**
5

6 Present:

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

7
8 Staff: Bonnie Waninger, Nancy Chartrand
9

10 **CALL TO ORDER**

11 Chair Julie Potter called the meeting to order at 4:02 pm. Quorum was present to conduct business.
12

13 **ADJUSTMENTS TO THE AGENDA**

14 Bonnie Waninger advised that contracts will be tabled at this time and requested scheduling a special
15 meeting to review prior to next week's Board Meeting.
16

17 **PUBLIC COMMENTS**

18 None.
19

20 **FINANCIAL REPORT**

21 Bonnie Waninger provided an overview of the financial report advising we are doing well. She advised
22 some of net income is reserves which we are trying to build and some is over-recovery of overhead
23 costs; which will decrease. She also noted that the adjusting of contract names in the report is still being
24 addressed.
25

26 There were questions addressed regarding Cobra coverage, Fees for Service, and Better Back Roads
27 invoicing.
28

29 **CONTRACT/AGREEMENT AUTHORIZATION**

30 See above.
31

32 **CVRPC BYLAWS**

33 Julie Potter directed the Committee to the information in the packet. Julie noted the transmittal letter
34 needs to be updated and recommends the following: "Executive Committee reviewed the proposed
35 amendments in March, April and May 2019 and recommended advancing them for Board consideration
36 and approval".
37

38 It was advised that the shaded information in the draft document has changed since the last review.

1
2 Discussed were several typos and minor word changes.

3
4 Julie advised there is a change to elect Nominating Committee in January vs. February. Discussion
5 ensued to add annually to this language. Further discussion ensued regarding the number of members
6 the Nominating Committee and the staff support role to the Committee.

7
8 It was requested that Nancy make the updates discussed to the final document before distribution in
9 the Board Packet.

10
11 *Laura Hill-Eubanks made a motion to recommend advancement to the Board for consideration and*
12 *approval; seconded by Steve Lotspeich. Motion carried.*

13
14 Further discussion ensued that the document may need to be reviewed by counsel prior to final Board
15 approval due to the substantial revision; and Bonnie advised she would contact the attorney's office to
16 confirm availability to review prior to the next Executive Committee meeting. Document will be
17 presented to the Board on 5/14/19 for general discussion and advisement that it is being reviewed by
18 counsel.

19
20 *Laura Hill-Eubanks moved to reconsider the vote on the motion made. Seconded by Michael Gray.*
21 *Motion carried.*

22
23 *Julie advised the Committee it was voting again on the original motion "to recommend advancement to*
24 *the Board for consideration and approval" Julie inquired if all in favor of original motion; the motion was*
25 *defeated.*

26
27 *Laura Hill-Eubanks made a motion to advance the proposed amendments to the Board for discussion.*
28 *Michael Gray seconded. Motion carried.*

29
30 **FY20 WORK PLAN AND BUDGET**

31 Bonnie Waninger advised the Work Plan generally describes what we do as a Commission and what we
32 are planning to do in the coming year. She noted that every project is not outlined, but a general
33 overview is provided.

34
35 It was also noted that a list of municipal specific projects will be provided at the next Executive
36 Committee meeting following additional staff input.

37
38 A robust discussion ensued regarding the Work Plan and priorities of the Commission; specifically with
39 regard to Healthy Communities, Biodiversity, Climate Change, and Environmental Conservation. Several
40 suggestions were provided to amend the document prior to submission to the Board.

41
42 **Budget**

1 Bonnie advised the budget is currently balanced for FY20. She further advised there may be reserves for
2 consideration of office renovations or move. In addition the general reserve fund continues to be built
3 upon.

4
5 There was discussion regarding how a reserve fund for a potential renovation or move would be
6 handled. Bonnie advised that for FY19 everything is being moved into general reserves. For FY20 we
7 could still use general reserves and use a pre-determined amount for an office renovation or move; or
8 we could designate a specific reserve fund for this; and then redesignate any balance back to general
9 reserves. Discussion ensued regarding the research that is being done into what the Commission's
10 options are regarding space and the potential costs involved regarding those options.

11
12 In addition, there were questions addressed regarding videography fees and copy/print costs. Bonnie
13 also advised that the Commission is currently recruiting a VISTA Member; and requested that
14 Committee members spread the word.

15 16 **FY20 EXECUTIVE COMMITTEE & COMMISSION MEETING SCHEDULE**

17 Julie directed the Committee to the information in the packet. Bonnie provided additional details
18 regarding discussion points. Discussion ensued, with a decision to plan to have the March 2, 2020
19 meeting earlier in the day to accommodate for any pre-Town meeting events on that date.

20
21 It was also questioned whether there may need to be a Board meeting in August; it was suggested that
22 the only thing that may change that is if there is a Town Plan that needs to be voted on statutorily based
23 on the time frame of Plan submission.

24
25 *Janet Shatney made a motion to approve the FY2020 meetings; seconded by Michael Gray. Motion*
26 *carried.*

27 28 **CONSENT ITEMS**

29 Julie directed the Committee to the consent items in the packet (minutes for 4/1/19 and 4/15/19).
30 It was requested that typos in the 4/15/19 minutes be corrected (Atwoeod be changed to Atwood).

31
32 *Laura Hill-Eubanks made a motion to approve the minutes from April 1st and the April 15th minutes as*
33 *amended; seconded by Janet Shatney. Motion carried.*

34 35 **COMMISSION MEETING AGENDA**

36 Discussion ensued regarding the expectation that there may be input from the public at the upcoming
37 Board meeting regarding the Waterbury Town Plan.

38
39 There was suggestion to shorten the Act 250 Legislative Changes item and include time for introduction
40 of the Bylaws. It was decided to add an item for Bylaw review from 7:05 – 7:25 and follow with Act 250
41 Legislative Changes at 7:25 – 8:05.

1 *Steve Lotspeich made motion to approve the May 14, 2019 Board Agenda as modified; seconded by*
2 *Dara Torre. Motion carried.*

3

4 **ADDITIONAL BUSINESS:**

5 Julie reminded the Committee that Bonnie requested there be a Special Meeting on 5/14/19 from 6:00 –
6 6:15 pm to discuss contracts. The Committee concurred with this.

7

8 **ADJOURNMENT**

9 *Janet Shatney made a motion to adjourn at 6:11 pm; seconded by Byron Atwood. Motion carried.*

10

11 Respectfully submitted,

12

13 Nancy Chartrand

14 Office Manager

DRAFT