

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

6 Present:

- 7
- | | | | | | |
|-------------------------------------|--------------|-------------------------------------|--------------------|-------------------------------------|---------------|
| <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 | | | | |

8
9 Staff: Bonnie Waninger, Nancy Chartrand

10
11 **CALL TO ORDER**

12 Chair Julie Potter called the meeting to order at 4:05 pm. Quorum was present to conduct business.
13

14 **ADJUSTMENTS TO THE AGENDA**

15 J. Potter requested B. Waninger update the committee on status of the bylaws before the financial
16 report. Waninger also requested time to update the committee on Green Mountain Transit.
17

18 **PUBLIC COMMENTS**

19 None.
20

21 **BYLAWS**

22 B. Waninger advised the bylaws are pending legal review and will be reviewed at the convenience of
23 counsel and we do not have an ETA for that review.
24

25 **FINANCIAL REPORT**

26 B. Waninger advised the year continues to go well and provided additional detail on the financial report.
27 Significant discussion ensued regarding how the monies that need to be set aside for indirect over-
28 recovery be handled and it was concluded that putting the monies in our regular reserves may be the
29 most appropriate with a notation of it being reserved for indirect over-recovery.
30

31 Additional discussion ensued regarding the Clean Water Block Grant (Pouliot project) and the status of
32 whether or not construction would be completed. Waninger is following up with Barre City Manager;
33 and it was suggested that this be clarified as soon as possible due to the potential of monies to be lost.
34

35 There was also confirmation that billing is currently up to date.
36

37 **FY19 TRANSPORTATION PLANNING INITIATIVE BUDGET AMENDMENT**

1 J. Potter directed the Committee to the information in the packet. B. Waninger provided information
2 regarding the TPI budget adjustment noting one of the needs for adjustment being the transportation
3 resilience planning tool for watershed planning; and the other being normal adjustments for federal
4 contracts in order to be within 10% of the originally budgeted amounts in various task areas. It is likely
5 another adjustment will be appropriate in late July or August.

6
7 S. Lotspeich advised that TAC approved the budget adjustment for review by Executive Committee at
8 their last TAC meeting.

9
10 *S. Lotspeich made a motion to approve the CVRPC FFY19 Transportation Planning Initiative work plan
11 and budget adjustment 1 as presented; seconded by J. Shatney. Motion carried.*

12
13 B. Waninger further requested authorization to sign the work plan and budget when it comes in
14 following review by VTrans. *A second motion was made by J. Shatney to authorize the Executive Director
15 to sign the work plan and budget when it comes in. Seconded by M. Gray. Motion carried.*

16 17 **DENTAL INSURANCE**

18 J. Potter directed the Committee to the information in the packet. N. Chartrand provided a brief
19 overview. S. Lotspeich asked for confirmation of the benefit contributions and it was confirmed that
20 CVRPC pays in full at this time.

21
22 *L. Hill-Eubanks made a motion to approve CVRPC's FY20 dental benefit to maintain the existing dental
23 policy and 100% employer contribution; seconded by D. Torre. Motion carried.*

24 25 **STRATEGIC PLAN FY20 ACTIONS**

26 J. Potter directed the committee to the information in the packet. B. Waninger gave a brief review. M.
27 Gray asked for a definition of 2CFR. Waninger advised it is the Code of Federal Regulations.

28
29 There was an inquiry regarding how our press releases are published and suggestion to include links in
30 the weekly news when they go out.

31
32 S. Lotspeich asked for clarification if the Strategic Plan and Actions goes to the Board or just the
33 Executive Committee. B. Waninger advised that it may be presented to the Board, but is not a
34 document where approval is requested by the Board. Waninger also provided clarification of the
35 timeline within the document.

36
37 *A motion was made to adopt the Year 5 Activities and Measures on the Strategic Plan by D. Torre,
38 seconded by S. Lotspeich. Motion carried.*

39 40 **FY20 WORK PLAN & BUDGET**

41 J. Potter directed the Committee to the information in the packet. B. Waninger provided a more
42 detailed overview. She advised budget information can now include legislative funding details and

1 provided greater detail on the budget projections and the contract additions. B. Waninger advised that
2 work plan updates were made based on discussion at last month's meeting and that there was also staff
3 input regarding municipal projects.
4

5 There was an inquiry made regarding capacity to handle the work should we get the Brownfields grant.
6 B. Waninger advised with some shifting of duties with the Senior Planner and Assistant Planners we
7 could absorb this work. It was confirmed CVRPC applied for \$300,000 (the new maximum).
8

9 *J. Shatney made a motion to adopt the CVRPC FY20 work program and budget; seconded by M. Gray.*
10 *Motion carried.*
11

12 B. Waninger further clarified details of the reserve fund as outlined in the packet and the potential for
13 creating restricted categories if so desired as the fund continues to grow and reach the goal of 6 months
14 of operating reserves.
15

16 **CONSENT ITEMS**

17 J. Potter directed the committee to the consent items in the packet (5/6 and 5/14 meeting minutes).
18

19 *L. Hill-Eubanks made a motion to approve the consent items - meeting minutes of May 6th and May 14th;*
20 *seconded by D. Torre. Motion carried.*
21

22 **COMMISSION MEETING AGENDA**

23 J. Potter directed the committee to the agenda in the packet and advised that we may want to
24 reconsider including the bylaws item on the agenda pending completion of the legal review. It was
25 concurred that it would be prudent to keep it on the agenda for discussion of the current bylaws draft
26 despite the status of the legal review; and that any questions raised could in turn be provided to
27 counsel.
28

29 B. Waninger advised the Committee that Dan Currier is being recognized for his 15 year anniversary with
30 the Commission.
31

32 It was noted that the Municipal Plan determination will need to be removed from the agenda as the
33 hearing is scheduled for 6/13. There was also discussion on the structure of the meeting and
34 restructuring the timelines on the agenda was suggested.
35

36 *J. Shatney made a motion to approve the June 11, 2019 Board Agenda with the amendments discussed;*
37 *seconded by M. Gray. Motion carried.*
38

39 **GREEN MOUNTAIN TRANSIT**

40 B. Waninger briefed the Committee on emerging issues at Green Mountain Transit.
41

42 **ADJOURNMENT**

1 *L. Hill-Eubanks made a motion to adjourn at 5:54 pm; seconded by S. Lotspeich. Motion carried.*

2

3 Respectfully submitted,

4

5 Nancy Chartrand

6 Office Manager

DRAFT