



## EXECUTIVE COMMITTEE

**December 3, 2018**

4:00 p.m. at CVRPC's Office

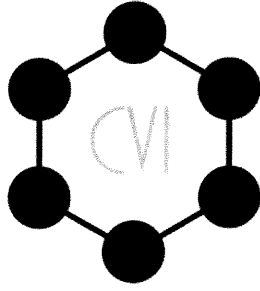
Page	AGENDA
	<b>4:00<sup>1</sup> Adjustments to the Agenda</b>
	<b>Public Comment</b>
2	<b>4:15 Central Vermont Internet, <i>Jeremy Hansen</i></b>
	Overview of CV Internet and update on its progress. Opportunity for Q&A.
3	<b>4:45 Contract/Agreement Authorization (enclosed)<sup>2</sup></b>
7	a) VT Department of Environmental Conservation – Northfield Water Street Stormwater Structure Amendment 1
11	<b>4:55 Signatories for Community National Bank Accounts (enclosed)<sup>2</sup></b>
	Affirm and designate signatories for Community National Bank accounts
12	<b>5:00 Hiring Update (enclosed)</b>
	<b>5:05 Personnel Policy Update (enclosed)<sup>2</sup></b>
	Revisions to salary ranges
14	<b>5:25 Executive Director Annual Evaluation (enclosed)</b>
	Review process and set schedule
	<b>5:30 RPC Legislative Funding</b>
	Property Transfer Tax funding for FY 20
15	<b>5:45 Consent Items (enclosed)<sup>2</sup></b>
	a) Meeting Minutes – November 5, 2018
19	<b>5:50 Commission Meeting Agenda (enclosed)<sup>2</sup></b>
	<b>6:00 Adjourn</b>

**Next Meeting: Tuesday, January 8, 2019**

(Due to Jan. 1 holiday, the Committee elected to hold its meeting prior to Commission meeting, if needed)

<sup>1</sup> All times are approximate unless otherwise advertised

<sup>2</sup> Anticipated action item



Central Vermont  
INTERNET

# Annual Report

Approved October 9<sup>th</sup>, 2018

Page 1 of 2

Central Vermont Internet is a Communications Union District (CUD) created following successful votes in 14 communities at Town Meeting in 2018: Barre City, Barre Town, Berlin, Calais, East Montpelier, Elmore, Marshfield, Middlesex, Montpelier, Northfield, Plainfield, Roxbury, Williamstown, and Worcester. Two more towns (Cabot and Orange) successfully applied for inclusion in the district afterwards, bringing the total number of district member communities to 16. Several other neighboring towns have also expressed an interest in joining the district, though none have formally applied. Many places in Central Vermont have limited access to truly high-speed Internet, and in many places non-wireless Internet service is monopolized by Digital Subscriber Line (DSL) or cable providers. Even where there is a choice, the incumbent providers have little incentive to improve speeds or extend their networks to new customers. This lack of truly high-speed Internet access stifles economic development, hampers public safety, depresses property values, and restricts residents' abilities to access common online services.

We are grateful to the Selectboards and City Councils for appointing the representatives and alternates who are working with us. Without these folks' volunteer efforts, we would not be as far along as we currently are. At the time of this report, the Central Vermont Internet Governing Board has met six times, and committees have met several more times outside our regular meetings. Since we first met in May, we have reached several important milestones, including the important but unglamorous work of developing bylaws, policies, and a budget. One very important step we have taken is to rebrand Central Vermont Internet as *CVFiber* in the pattern of our neighboring CUD *ECFiber* and have registered the domain [cvfiber.net](http://cvfiber.net). We have also written a mission statement, listed in the footer of this document, and expressed our vision for CVFiber as follows:

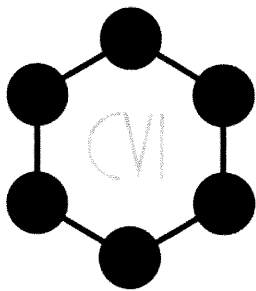
We envision a high-speed digital highway where traffic flows freely, growing the regional economy and broadening digital opportunities for people of all ages, means, and interests, thereby enriching the public and private lives of our residents.

Even with this work complete, we still have much to do before we can start building our network and connecting subscribers. In particular, we will be surveying residents, businesses, and civic institutions in our 16 member communities to determine their communications needs. That information will help us decide where to do our first construction and establish a solid financial foundation upon which we can build to the

802.279.6054 | [Central.Vermont.Internet@gmail.com](mailto:Central.Vermont.Internet@gmail.com) | <https://facebook.com/CentralVermontInternet>

Providing Central Vermont residents, businesses, and civic institutions with universal access to a reliable, secure, locally-owned and -governed communications network able to grow to meet future community needs.

Barre City • Barre Town • Berlin • Cabot • Calais • East Montpelier • Elmore • Marshfield  
Middlesex • Montpelier • Northfield • Orange • Plainfield • Roxbury • Williamstown • Worcester



Central Vermont  
INTERNET

# Annual Report

Approved October 9<sup>th</sup>, 2018

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remaining member communities. We are exploring several avenues to finance our initial round of construction, including philanthropic contributions, issuing promissory notes, state and Federal grants, and partnerships with third parties. The amount of revenue (described in more detail with the attached budget) we are estimating for 2019 is about \$300,000, none of which will be derived from municipal tax dollars. We are confident that the district will be able to begin a first round of construction no later than 2020, and if we're able to raise funds and develop a viable plan quickly enough, we could even begin in 2019.

In closing, we ask you, community leaders in Central Vermont, for three favors. First, we ask for your help in encouraging your residents to complete the surveys we will be sending out in the next month or two. Second, we encourage you to help us identify people and organizations willing to donate outright or willing to invest in our efforts to bring 21<sup>st</sup> century connectivity to Central Vermont. Last, we invite you to attend our November 13<sup>th</sup> meeting, where we will hold a public hearing to receive comments from you, the legislative bodies of district members, and hear all other interested persons regarding the proposed budget.

Respectfully submitted,

## The Central Vermont Internet/CVFiber Governing Board

Chris Riddell (Barre City)  
Elliott Bent (Barre City alternate)  
Josh Jarvis (Barre Town)  
Jeremy Hansen (Chair, Berlin)  
Jerry Diamantides (Berlin alternate)  
Andrew Gilbert (Cabot)  
Seth O'Brien (Cabot alternate)  
David Healy (Calais)  
Scott Bassage (Calais alternate)  
Bob Klein (East Montpelier)  
Tom Fisher (East Montpelier alternate)  
Becca Schrader (Clerk, Treasurer)  
Bob Burley (Elmore)  
Kent Shaw (Elmore alternate)  
Jim Barlow (Marshfield)

Jonathan Williams (Marshfield alternate)  
Phil Hyjek (Vice Chair, Middlesex)  
Lauri Scharf (Middlesex alternate)  
Dan Jones (Montpelier)  
Stephen Whitaker (Montpelier alternate)  
John Quinn (Northfield)  
Mark Farley (Northfield alternate)  
Siobhan Perricone (Orange)  
Michael Birnbaum (Plainfield)  
Jeremy Matt (Plainfield alternate)  
Jon Guiffre (Roxbury)  
Rama Schneider (Williamstown)  
Francis Covey (Williamstown alternate)  
Allen Gilbert (Worcester)

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## MEMO

Date: November 29, 2018

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: Contract/Agreement Approvals

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### GRANTS & SERVICE AGREEMENTS

(Contracts and agreements valued at more than \$25,000)

#### Department of Environmental Conservation – Northfield Water Street Stormwater Structure Amendment 1

**⊗ ACTION REQUESTED:** Authorize the Executive Director to sign the agreement amendment.

**Scope of Work:** Complete final site design and construct a bioretention/infiltration system to capture runoff from 48 acres of residential development.

**Funding:**

Grant Amount: Increased from \$173,785 to \$559,385 (state)

Match Amount: \$25,120

Match Source: Town of Northfield

**Performance Period:** 12/20/2017 - 08/31/2020 (pre-award costs authorized 09/11/17)

**Staff:** Pam DeAndrea

**Notes:** Staff expects this project will result in the Commission using its Line of Credit in October-December 2019. The construction portion of the agreement pays CVRPC \$300,000 for final plans and a pre-construction site walk, \$100,000 for a 50% construction site walk, and \$58,245 for a

post construction site walk. These advances should cover the majority of CVRPC's cash flow related to contractor expenses. The final payment of \$55,940 will occur when the project is complete and all paperwork has been filed. The closeout process – from construction complete to DEC payment can take 3-4 months. It is during this period that staff anticipates the Line of Credit will be accessed.

## CONTRACTS WRITTEN

(Contracts and agreements valued at more than \$25,000)

None.

## FOR INFORMATION ONLY

(Contracts and agreements valued at \$25,000 or less and contract addendums for the Brownfields Program and Transportation Program Master Agreements)

## GRANTS & SERVICE AGREEMENTS

### Two Rivers Ottauquechee Regional Commission – 604b

**Scope of Work:** provide public notice of and hold one or more fora to explain and request from affected municipalities statements of comment or support for reclassifications or Outstanding Resource Designation based upon recommendations in the White River and Winooski River tactical basin plans. Possibilities include the following:

- Reclassification from A2 of unused water supplies for Barre City water supplies
- Reclassification to B1 for waters in the White or Winooski Basins. CVRPC will coordinate with Basin Planners for which of the possible 18 communities they will work with in the reclassification efforts.
- Outstanding Resource Water designation of the North Branch of the Winooski River in Worcester, Vermont.

**Amount:**

Grant Amount: \$3,636 (Federal)

Match Amount: None

**Funding Source:** VT Department of Environmental Conservation

**Performance Period:** Up11/30/18 - 08/16/19

**CVRPC Staff:** Pam DeAndrea

**Wrightsville Beach Recreation District**

**Scope of Work:** Accounting services

**Amount:** \$4,000

**Funding Source:** Wrightsville Beach Recreation District

**Performance Period:** 01/01/19 – 12/31/21

**CVRPC Staff:** Financial Contractor (primary), Bonnie Waninger, Dan Currier

**Town of Woodbury – Local Hazard Mitigation Plan**

**Scope of Work:** Assist the Town to update its Local Hazard Mitigation Plan and to secure Federal Emergency Management Agency approval.

**Amount:** \$7,612 (Federal)

**Funding Source:** Federal Emergency Management Agency

**Performance Period:** 10/15/1 – 05-31-19

**CVRPC Staff:** Ashley Andrews (primary), Bonnie Waninger

**CONTRACTS****Bryan Stone – Cartoon Services**

**Scope of Work:** Develop a cartoon, including both the storyline and illustration that tells the story of a landowner who realizes the benefits of maintaining forestland and illustrates the broader landscape impacts which result in increased flood resilience.

**Amount:** \$800

**Funding Source:** High Meadows Fund (private)

**Performance Period:** 10/01/18 – 10/31/18

**CVRPC Staff:** Clare Rock

## SECTION I - GENERAL GRANT INFORMATION

<sup>1</sup> Grant #: 2017-ERP-M-18		<sup>2</sup> Original	Amendment #	1
<sup>3</sup> Grant Title: Northfield Water St Stormwater Structure				
<sup>4</sup> Amount Previously Awarded: \$173,785		<sup>5</sup> Amount Awarded This Action: \$385,600		<sup>6</sup> Total Award Amount: \$559,385
<sup>7</sup> Award Start Date: on final signature		<sup>8</sup> Award End Date: 12/31/2019		<sup>9</sup> Subrecipient Award: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
<sup>10</sup> Vendor #: 43329		<sup>11</sup> Grantee Name: Central Vermont Regional Planning Commission		
<sup>12</sup> Grantee Address: 29 Main St Suite 4				
<sup>13</sup> City: Montpelier		<sup>14</sup> State: VT		<sup>15</sup> Zip Code: 05602
<sup>16</sup> State Granting Agency: Department of Environmental Conservation				<sup>17</sup> Business Unit: 06140
<sup>18</sup> Performance Measures: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		<sup>19</sup> Match/In-Kind: \$25,120 Description:		
<sup>20</sup> If this action is an amendment, the following is amended: Amount: \$385,600 Funding Allocation: Performance Period: <input type="checkbox"/> Scope of Work: <input type="checkbox"/> Other: <input type="checkbox"/>				

## SECTION II - SUBRECIPIENT AWARD INFORMATION

<sup>21</sup> Grantee DUNS #:	<sup>22</sup> Indirect Rate: %	<sup>23</sup> FFATA: YES <input type="checkbox"/> NO <input type="checkbox"/>
<sup>24</sup> Grantee Fiscal Year End Month (MM format):	(Approved rate or de minimis 10%)	<sup>25</sup> R&D:
<sup>26</sup> DUNS Registered Name (if different than VISION Vendor Name in Box 11):		

## SECTION III - FUNDING ALLOCATION

## STATE FUNDS

Fund Type	<sup>27</sup> Awarded Previously	<sup>28</sup> Award This Action	<sup>29</sup> Cumulative Award	<sup>30</sup> Special & Other Fund Descriptions
General Fund			\$0.00	
Special Fund				Fund - 21932
Global Commitment (non-subrecipient funds)			\$0.00	
Other State Funds	\$173,785	\$385,600	\$559,385	Fund- 31500

## FEDERAL FUNDS

(includes subrecipient Global Commitment funds)

<sup>31</sup> CFDA#	<sup>32</sup> Program Title	<sup>33</sup> Awarded Previously	<sup>34</sup> Award This Action	<sup>35</sup> Cumulative Award	<sup>36</sup> FAIN	<sup>37</sup> Fed Award Date	<sup>38</sup> Total Federal Award
				\$0.00			
<sup>39</sup> Federal Awarding Agency:		<sup>40</sup> Federal Award Project Descr:					
				\$0.00			
Federal Awarding Agency:		Federal Award Project Descr:					
				\$0.00			
Federal Awarding Agency:		Federal Award Project Descr:					
				\$0.00			
Federal Awarding Agency:		Federal Award Project Descr:					
Total Awarded - All Funds		\$173,785	\$385,600	\$559,385			

## SECTION IV - CONTACT INFORMATION

<sup>41</sup> STATE GRANTING AGENCY	<sup>42</sup> GRANTEE
NAME: David Pasco	NAME: Pam DeAndrea
TITLE: Grants Management Specialist	TITLE: Senior Planner
PHONE: 802-490-6112	PHONE: 802-229-0389
EMAIL: david.pasco@vermont.gov	EMAIL: DeAndrea@cvregion.com

## SFA - STANDARD GRANT AGREEMENT AMENDMENT

*For Non-Federally funded grants*

1. Parties: This is a Grant Amendment for Grant # 2017-ERP-M-18 for services between the State of Vermont, Department of Environmental Conservation (hereinafter called "State"), and the City of South Burlington, (hereinafter called "Grantee"). This is the first amendment.
2. Reason for Amendment: The reason for this Grant Amendment is to add additional funds and the match requirement to the agreement. Due to engineering design changes, the costs are higher than originally expected, the Grantee is requesting an increase in the grant award amount to fund the project.
3. Change: Maximum Amount from \$173,785 to \$559,385. Required match is equal to at least \$25,120.
4. Replace: Attachment A with the attached.
5. Replace: Form 430 with the attached.
6. All other terms and conditions of the original grant agreement remain in full force and effect.

**WE, THE UNDERSIGNED PARTIES, AGREE TO BE BOUND BY THIS GRANT.**

**STATE OF VERMONT**

**By:**

\_\_\_\_\_

**Commissioner**

**Dept. of Environmental Conservation**

**Date:** \_\_\_\_\_

**GRANTEE**

**By:**

\_\_\_\_\_

**Name:** (Print) \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Attachment A**  
**Scope of Work to be Performed**

**Part or All of the Scope May be Subcontracted with Written Prior Approval from the State**

As part of the State's Clean Water Initiative Program's annual competitive grant process, a Project Selection Committee elected to award the Grantee \$559,385 to implement the Northfield Water St Stormwater Structure, which will serve to capture and treat stormwater runoff from 9 acres of untreated impervious surface in the Village of Northfield, serving the dual purpose of protecting the State's water quality and supporting the Grantee's goal.

**Performance Measure(s) for this Grant:**

Acres of area treated: 36.5

Acres of impervious area treated: 9

In 2013, the grantee identified and designed three stormwater mitigation structures for the Village of Northfield. The current awarded funds will be used to complete the construction of the largest of the previously identified stormwater structures at the intersection of Water Street and Union Brook in Northfield, Vermont. The Water Street structure will be a large chamber system designed to capture runoff from 36.5 acres of residential development, 9 acres of which are impervious surfaces. The project will include the construction of approximately 1,200 linear feet of new storm line to capture and direct stormwater to a sub-surface ADS Storm-Tech DC 780 chamber treatment system.

The grantee will complete the final site design, currently at 30% design (see Attachment D), by March 1, 2019. The grantee will work closely with the Town staff to make sure they are in agreement prior to construction. In addition, the town and the grantee will work to develop an operations and management plan for the site to achieve their stewardship requirements, ensure proper maintenance of the proposed structures into the future for a minimum of ten years.

At project completion, the Grantee is required to submit a final Performance Report for each project (Attachment E). At project completion, the Grantee is also required to issue a press release to local or area news publications informing readership of the receipt of the State of Vermont, Agency of Natural Resources, Department of Environmental Conservation funded grant along with details on the project's purpose, actions, and results. Grantee will submit a copy of the press release as well as a list of the entities to whom the press release was sent as a deliverable for milestone #7 below. All tasks, deliverables, payments and estimated deadlines associated with this grant are outlined in the table below. The Grantee shall submit a Request for Approval to Subcontract Form for any subcontracts associated with this grant. The form must be approved before a subcontractor can start work.

	<b>Milestone</b>	<b>Deliverable(s)</b>	<b>Due Date</b>	<b>Payment</b>
1	Kick off Meeting with Village of Northfield and release of RFP for Engineering	List of attendees, minutes from the meeting, and a copy of RFP	February 23, 2018	\$7,200
2	Site Visit for RFP for interested Contractors	List of attendees from site visit	April 27, 2018	\$18,000
3	Kick-off meeting with selected Contractor and Village of Northfield	List of attendees and minutes from the meeting	May 25, 2018	\$20,000
4	Final Plans for stormwater treatment project Sites and Pre-Construction site walk	Copy of final plans and photos of site before construction	March 1, 2019	\$300,000
6	50% of Construction Complete site walk	Interim report with photos	August 30, 2019	\$100,000
7	Post Construction site walk and Operation and Maintenance plan created and signed	Copy of photos at completed project sites and as build plans and signed O&M plan	October 18, 2019	\$58,245
8	Project Completed	Press release with list of media contacted, Final Performance Report including BMP report	November 29, 2019	\$55,940
	<b>Total</b>			<b>\$559,385</b>

Vermont Department of Environmental Conservation

*Agency of Natural Resources*

## Form 430 Request for Funds

*Form must be filled out entirely before payment is released*

**Grantee Name:** Central Vermont Regional Planning Commission

**Grant #:** 2017-ERP-M-18

**Purchase Order #:** 7899

**Payment#:**

**Amount Requested:**

### Milestones and Deliverables:

Milestones and Submitted Deliverable	Budget Amount	Amount Requested	Remaining Amount	Total Match Documented (if applicable, use total from Form 430-M)	Match Committed (if applicable)
1 - Kick off Meeting with Village of Northfield and release of RFP for Engineering	\$7,200		\$0	\$	
2 - Site Visit for RFP for Contractors	\$18,000		\$0	\$	
3 - Kick off Meeting with selected Contractor and Village of Northfield	\$20,000		\$0	\$	
4 - Final Plans for stormwater Sites and Pre-Construction site walk	\$300,000			\$	
5 - 50% of Construction Complete site walk	\$100,000			\$	
6 - Post Construction site walk and signed O&M plan	\$58,245			\$	
7 - Final Performance Report and press release	\$55,940			\$	
<b>Total</b>	<b>\$559,385</b>			<b>\$25,120</b>	

### Approvals for Payment

**Signed by:**

Grantee: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

*The Grantee certifies that deliverables being billed and any match documented on this invoice have been completed as outlined in the grant agreement.*

State's Project Manager: \_\_\_\_\_ Date: \_\_\_\_\_

*The State's Project Manager has verified that deliverables being billed and match documented on this invoice have been completed as outlined in the grant agreement.*



## MEMO

Date: November 16, 2018  
To: Executive Committee  
From: Bonnie Waninger, Executive Director  
Re: Community National Bank Account Signatories

---

### ☒ ACTIONS REQUESTED:

- 1) Authorize the Chair, Treasurer and Executive Director as signatories for the Commission's checking account at Community National Bank.
- 2) Authorize officers present to sign a letter affirming the Commission's November 5, 2018 decision to designate the Chair, Treasurer and Executive Director as account signatories for the Line of Credit.

CVRPC opened a Line of Credit with Community National Bank in mid-November. The Line of Credit Committee Letter required the Commission to move its operating account to Community National Bank. The account has been established, and signatories need to be designated.

The Committee authorized the Chair, Treasurer and Executive Director as account signatories for the Line of Credit. This information was not included in the bank letter, and the bank requested a letter of affirmation.



December 3, 2018

Regan Howard  
Community National Bank  
316 North Main Street  
Barre, VT 05641

Dear Regan,

The Central Vermont Regional Planning Commission affirms that designated signatories on its Line of Credit are the Chair, Treasurer, and Executive Director as approved at its November 5, 2018 meeting (minutes attached). These positions are currently held by Juliana Potter, Michael Gray, and Bonnie Waninger respectively.

The Central Vermont Regional Planning Commission also designates signatories on its checking account (#1307642601) as the Chair, Treasurer, and Executive Director. These positions are currently held by Juliana Potter, Michael Gray, and Bonnie Waninger respectively.

Sincerely,

Officers of the Central Vermont Regional Planning Commission Board of Commissioners

---

Juliana Potter, Chair

---

Laura Hill-Eubanks, Vice Chair

---

Michael Gray, Treasurer

---

Dara Torre, Secretary



## MEMO

Date: November 30, 2018  
To: Executive Committee  
From: Bonnie Waninger, Executive Director  
Re: Hiring Update

---

CVRPC has two vacant positions currently. These positions were held previously by Eric Vorwald and Laura Ranker. Eric served as a land use planner and focused on energy. Laura served as emergency management planner and focused on municipal assistance for Community Development Block Grants.

### Land Use Planner

The preferred candidate rejected CVRPC's first offer as the compensation package was not competitive with the candidate's current position. CVRPC made a best and final offer. The candidate did not accept the position. While the compensation package was competitive, it was not robust enough to balance the candidate's personal considerations.

The position has been advertised as Assistant Planner/Planner/Senior Planner. One application for Assistant Planner has been received.

### Emergency Management Planner

Staff interviewed two candidates and is checking references for one candidate. Two additional applications have been received.

## Executive Director Performance Appraisal Process

### Draft Schedule and Process

12/03/18

#### ✉ ACTIONS REQUESTED:

- 1) Confirm or modify the evaluation process and schedule
- 2) Appoint a Committee member to carry out the duties described as “EC lead” below.

The Executive Committee has previously defined an annual evaluation process for the Executive Director position. The process begins at the Committee’s December meeting. The process is completed in March so that any compensation decision can be incorporated into the budget.

#### Proposed Schedule

Date	Activity
December 3	Executive Committee (EC) sets appraisal process and appoints a Committee member to lead it
December 4	Executive Director advises staff of evaluation process
December 5	EC lead distributes online survey link for Executive Director appraisal to staff
By December 20	Staff completes Executive Director appraisal
By December 28	Executive Director completes self-appraisal and emails to Executive Committee
January 11	EC lead distributes to the Executive Committee: <ul style="list-style-type: none"> <li>• summarized staff appraisal, and</li> <li>• online survey link for Executive Director appraisal</li> </ul>
As needed	Executive Committee or appointed subgroup may meet in executive session with staff to discuss the Executive Director’s performance. If desired, EC lead requests the Office Manager schedule this meeting.
By January 25	Executive Committee members complete online appraisal
February 4	EC lead distributes summarized appraisal to Executive Committee for discussion
By February 20	Executive Committee prepares final appraisal of the Executive Director. EC lead documents the appraisal and provides a copy to Executive Director and Executive Committee
March 4	Executive Committee conducts appraisal meeting with Executive Director. The Executive Committee designates the Executive Director’s compensation for the next fiscal year.

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**2 **Executive Committee**3 **Minutes**4 **November 5, 2018**5  
6 **Present:**☒ Julie Potter☒ Laura Hill-Eubanks☒ Michael Gray☒ Dara Torre☒ Steve Lotspeich☐ Janet Shatney☐ Byron Atwood7  
8 Staff: Bonnie Waninger, Nancy Chartrand

9 Guests: None

10  
11 Chair J. Potter called the meeting to order at 4:05 pm. Quorum was present to conduct business.12  
13 **ADJUSTMENTS TO THE AGENDA**

14 None.

15  
16 **PUBLIC COMMENT**

17 None.

18  
19 **LINE OF CREDIT**20 B. Waninger said the Line of Credit (LOC) with People's United Bank has expired. This request is for a  
21 replacement LOC. The Line is for \$100,000. Considerable discussion ensued about the fees for  
22 opening/closing such an account. It was confirmed that the annual fee is typical and that closing fees  
23 would be confirmed. J. Potter advised the Committee of the importance of having more than one  
24 signatory for the LOC.25  
26 *L. Hill-Eubanks moved to accept the terms and conditions of the Line of Credit offered by Community*  
27 *National Bank, as described in the October 26, 2018 Commitment for Financing letter, and to authorize*  
28 *the Executive Director to sign it; to designate the Chair as signatory for documents required to execute*  
29 *the line of credit; and to designate the Chair, Treasurer, and Executive Director as account signatories;*  
30 *M. Gray seconded. Motion carried.*31  
32 S. Lotspeich questioned if Vice Chair should also be included in the motion. It was confirmed that was  
33 not necessary. J. Potter inquired if the document was available for signature today. It was confirmed  
34 that it was available and would need to be signed annually if renewed.35  
36 **FINANCIAL REPORT**37 B. Waninger advised the Commission is doing well and provided details regarding the status of  
38 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 1<sup>st</sup> with October deliverables; and it was  
22 confirmed that towns and the Commission could fully recoup all eligible costs incurred since July 1<sup>st</sup>.  
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.*

#### 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 **COMMISSIONER SURVEY**

24  
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.
- 31 • Add a question about how often Commissioners report back to their municipalities and in what
- 32 format.
- 33 • Remove questions C, E, and F on page 77 of packet; questions G and H on page 79 of packet; and
- 34 question F on page 80 of packet.

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.

**HIRING UPDATE**

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

**FY18 GIS SERVICES REPORT**

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

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

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

**CONSENT ITEMS**

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

**COMMISSION MEETING AGENDA**

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

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

**ADJOURN**

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

Respectfully submitted,

Nancy Chartrand

Office Manager



## BOARD OF COMMISSIONERS

December 11, 2018 at 7:00 pm

Central VT Chamber of Commerce Conference Room, 963 Paine Turnpike North, Berlin

<u>Page</u>	<u>Time</u>	<u>AGENDA</u>
	7:00 <sup>1</sup>	<b>Adjustments to the Agenda</b> <b>Public Comments</b>
	7:05	<b>Central Vermont Economic Development Corporation Report</b> , <i>Jamie Stewart</i>
	7:15	<b>Central Vermont Brownfields Program</b> , <i>Clare Rock, Senior Planner</i> Transitioning blight to might, we are revitalizing abandoned and underutilized properties to bring economic and quality of life opportunities to Central Vermont.
	7:45	<b>Transit for All</b> , <i>Dan Currier, Program Manager</i> Transportation is changing, make it work for you! With robust inclusiveness, we are transforming the way transportation is being offered in Central Vermont.
	8:15	<b>Code of Conduct and Conflict of Interest Policy</b> (enclosed) <sup>2</sup> Review changes requested by the Commission and adopt the policy.
	8:25	<b>Meeting Minutes</b> (enclosed) <sup>2</sup> <ul style="list-style-type: none"> <li>– July 10, 2018</li> <li>– October 9, 2018</li> <li>– November 13, 2018</li> </ul>
	8:35	<b>Reports</b> (enclosed) Updates and questions on Staff, Executive Director, and Committee Reports
	8:45	<b>Adjournment</b>

**Next Meeting: January 8, 2019**

<sup>1</sup> Times are approximate unless otherwise advertised.

<sup>2</sup> Anticipated action item.