

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Executive Committee**  
**DRAFT MINUTES**  
**April 1, 2019**

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		

Staff: Bonnie Waninger, Nancy Chartrand, Dan Currier

**Call to Order**

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

**Adjustments to the Agenda**

J. Potter advised of the amended agenda and additional packet items available at the meeting; and on the website.

**Public Comment**

None.

**Financial Report**

B. Waninger advised the Commission is doing well financially. Additional administrative expenses will be impacting the current bottom line before year end, but that is expected. She also advised the indirect rate is being adjusted in order not to over recover. It is anticipated there will be at least \$25,000 net income at fiscal year end for reserves.

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

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

**Prioritization of State Transportation Capital Program Projects**

D. Currier provided details on Transportation Advisory Committee's (TAC) work on prioritizing and ranking top construction projects in the region as received from the Agency of Transportation. There has not been quorum at TAC to approve the list over the last two months however TAC has done the prioritizing and are requesting Executive Committee approves the prioritized list and authorize its submission to VTrans. Currier provided details on the different types of projects and why they fall where they do in the rankings.

1 J. Shatney inquired if TAC felt confident in the ranking of the list. S. Lotspeich advised, yes, that TAC  
2 agreed to bring the list to Executive Committee for approval. Additional discussion ensued regarding  
3 needs vs. budget regionally and statewide. J. Potter asked if TAC sensed that the number of projects  
4 that are being ranked are enough to meet needs. D. Currier advised that the VTrans budget doesn't in  
5 fact meet the needs so the ranking helps to prioritize. Currier advised the ranking process is also used  
6 by VTrans as a public engagement process. Currier advised the list is changed annually and that the  
7 regional ranking, which accounts for 20%, is one of many components of ranking at VTrans and that  
8 ranking regionally can help move projects up at a statewide level.

9  
10 *L. Hill-Eubanks moved to approve the prioritized VTrans SFY21 Capital Program Project list ranking and*  
11 *authorize its submission to VTrans as CVRPC's regional project priority list; J. Shatney seconded. Motion*  
12 *carried.*

#### 13 14 **Contracts and Applications**

15 B. Waninger provided information regarding the *Vermont Department of Public Safety – State*  
16 *Emergency Operations Center Support Memorandum of Agreement* which is the new contract replacing  
17 the one recently amended. The MOA is engaged when weather events or other emergencies occur. The  
18 MOA will go through 2022.

19  
20 *S. Lotspeich moved to authorize the Executive Director to sign the MOA with the State of Vermont; J.*  
21 *Shatney seconded. Motion carried.*

22  
23 B. Waninger provided an overview of the *Agency of Human Services – AmeriCorps\*VISTA Program*  
24 *Application*. CVRPC is applying to hire a VISTA member starting in August 2019. An application and  
25 letter of support must be signed on behalf of the Executive Committee.

26  
27 There were questions regarding what the VISTA member is anticipated to do on behalf of CVRPC. B.  
28 Waninger advised it is anticipated the member will work in the following program areas: Energy,  
29 Transportation, Housing, Childcare, and Wireless and Broadband.

30  
31 S. Lotspeich inquired if the budget includes this member being added. It was confirmed that ACCD funds  
32 would be utilized and it is included in the budget.

33  
34 *L. Hill-Eubanks moved to authorize the Chair to sign the application and other program documents as*  
35 *requested by AHS; M. Gray seconded. Motion carried.*

#### 36 37 **CVRPC Bylaws**

38 J. Potter directed members to the information in the packet and the changes that were incorporated  
39 since the last Executive Committee meeting.

40  
41 Section 205 on Economic Development prompted robust discussion. L. Hill-Eubanks inquired where the  
42 language originated. J. Potter advised the structure was similar to that utilized by other RPC's and felt it

1 was appropriate to include. There was discussion on what is in the statute and what may be appropriate  
2 to be in the bylaws. It was suggested that the section title be changed to take into account the three  
3 prongs of good planning; planning for the economy, the community and the environment. L. Hill-  
4 Eubanks suggested “Development for the Economy, Community and Environment” and that the  
5 language be broadened to include community development, social development and protection of the  
6 environment. S. Lotspeich suggested entitling it “Comprehensive Planning” for brevity in the header as  
7 long as the text supports a definition of such. There was also discussion on whether it should reference  
8 Implementation vs. Economic Development.

9  
10 Potter offered to revise the text based on the input provided and additional research; and Hill-Eubanks  
11 offered to assist.

12  
13 Additional discussion ensued regarding the potential adjustment of Executive Committee assignments  
14 as outlined in the proposed bylaws and how that would be addressed should the Committee already be  
15 elected and what the transition would be from four to three officers.

16  
17 There was discussion about voting by mail for regular motions vs. elections by mail and how the  
18 proposed bylaws address this.

19  
20 J. Potter inquired if the draft transmittal memo for the proposed bylaws was adequate for the purpose  
21 intended. Initial comment was that it appears appropriate, but suggested it be reviewed again when the  
22 revised bylaws are brought again before the committee.

## 23 24 **Policies & Procedures**

25 B. Waninger presented the second draft of the Grants Management Policy and the revisions that were  
26 addressed and its interaction with the Procurement Policy and steps within that policy. It is possible  
27 that a Procurement Policy revision may also be necessary at some point in the future. Significant  
28 discussion ensued, however, no changes were requested.

29  
30 *D. Torre moved to adopt the Grants Management Policy; L. Hill-Eubanks seconded. Motion carried.*

## 31 32 **Strategic Plan**

33 J. Potter asked if there were highlights that B. Waninger wanted to direct the committee to. It was  
34 noted some items have been delayed to FY20. While staff is behind on some items it was noted they are  
35 making progress on them.

36  
37 There was an inquiry as to what the timeline is for the Regional Plan. Waninger offered her best guess is  
38 the Regional Plan Committee work will begin this fall, with Clare Rock’s work beginning sooner.

39  
40 Additionally, there was an outline and discussion of the FY20 strategic goals. The priorities include:  
41 Manage organizational budget and project funds in a sustainable and transparent manner; Increase

1 reserve fund to \$200,000 by 2025 (~2.75 months operating reserves or average \$20,000 per year);  
2 Refresh and expand policies to strengthen organizational oversight and comply with 2 CFR Part  
3 200 requirements.

4  
5 B. Waninger inquired if committee felt the priorities were appropriate and if they wanted any  
6 amendments to the outline. There were suggestions provided regarding layout and addition of a legend  
7 for symbols used in the document.

8  
9 There was question as to whether the priority levels were reassessed during the quarterly checks and  
10 suggestion that perhaps they should be. It was suggested that staff also be consulted regarding the  
11 priority levels (organizational vs. personal).

### 12 13 **FY20 Budget**

14 B. Waninger presented the initial draft of the FY20 budget for review and input. It outlines a  
15 conservative revenue outlook and generous expense outlook. Currently the draft budget shows a  
16 \$35,000 gap which she feels confident can be closed. Waninger advised new contracts are important to  
17 closing the gap; and several grants are being written at this time. Additional drafts will be forthcoming  
18 with a plan of June adoption. Brief discussion ensued as to the organization of the budget documents  
19 and clarification of one of the budget items (WCA/P3). It was requested that there be a glossary for the  
20 acronyms used within the budget. There was question as to where IT support was included within the  
21 budget and the committee was directed to Professional Services (IT/Computer). There was also  
22 question if a rotation of equipment was built into the budget and it was confirmed there was.

### 23 24 **Consent Items**

25 J. Potter directed the committee to the consent items as noted on the agenda.

26  
27 *J. Shatney moved to approve the consent items; M. Gray seconded. Motion carried.*

### 28 29 **Commission Meeting Agenda**

30 J. Potter directed the committee to the Board agenda in the packet. B. Waninger provided additional  
31 details of the planned Essentials of Land Use Planning and the Act 250 Updates. There was question as  
32 to the times listed within the draft agenda; which B. Waninger advised had already been addressed. It  
33 was confirmed the annual meeting will be in June rather than May.

34  
35 *S. Lotspeich moved to approve the April 9, 2019 Board Agenda with revised times; J. Shatney seconded.*  
36 *Motion carried.*

### 37 38 **EXECUTIVE SESSION**

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

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

2 No action was taken.

3  
4 **ADJOURNMENT**

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

6  
7 Respectfully submitted,

8  
9 Nancy Chartrand

10 Office Manager