

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Executive Committee**  
**MINUTES**  
**June 3, 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

**CALL TO ORDER**

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

**ADJUSTMENTS TO THE AGENDA**

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

**PUBLIC COMMENTS**

None.

**BYLAWS**

B. Waninger advised the bylaws are pending legal review and will be reviewed at the convenience of counsel. She will ask counsel to estimate a date for conclusion of the review.

**FINANCIAL REPORT**

B. Waninger advised the year continues to go well and provided additional detail on the financial report. Significant discussion ensued regarding whether monies over recovered as indirect need to be set aside for future years, and if so, how that will be handled. Waninger recommended putting the monies in reserves and designating them for indirect use in FY21.

Additional discussion ensued regarding the Clean Water Block Grant Pouliot project and its constructure status. Waninger is following up with Barre City Manager. It was suggested that this be clarified as soon as possible due to the potential of monies to be lost.

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

**FY19 TRANSPORTATION PLANNING INITIATIVE BUDGET AMENDMENT**

1 B. Waninger provided information regarding the TPI budget adjustment noting one adjustment was the  
2 transportation resilience planning tool for watershed planning. The remainder were normal  
3 adjustments to realign the originally task budget amounts to within 10% of actual costs. Staff  
4 anticipates completing another adjustment in late July or August.

5  
6 S. Lotspeich advised that TAC approved the budget adjustment at its last meeting.

7  
8 *S. Lotspeich moved to approve the CVRPC FFY19 Transportation Planning Initiative work plan and budget*  
9 *adjustment 1 as presented; J. Shatney seconded. Motion carried.*

10  
11 B. Waninger further requested authorization to sign the work plan and budget adjustment when it  
12 arrives from VTrans.

13  
14 *J. Shatney moved to authorize the Executive Director to sign the work plan and budget adjustment; M.*  
15 *Gray seconded. Motion carried.*

#### 16 17 **DENTAL INSURANCE**

18 N. Chartrand provided a brief overview of program changes for FY20 and reviewed the staff  
19 recommendation. S. Lotspeich asked for confirmation of the benefit contributions. Chartrand  
20 confirmed that CVRPC pays the full premium at this time.

21  
22 *L. Hill-Eubanks moved to approve CVRPC's FY20 dental benefit including maintaining the existing dental*  
23 *policy and 100% employer contribution; D. Torre seconded. Motion carried.*

#### 24 25 **STRATEGIC PLAN FY20 ACTIONS**

26 Waninger briefly reviewed changes. M. Gray asked for a definition of 2 CFR. Waninger advised it is  
27 Section 2 of the Code of Federal Regulations.

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

31  
32 S. Lotspeich requested clarification as to whether the Strategic Plan and Actions goes to the Board or  
33 just the Executive Committee. B. Waninger advised that the Executive Committee has adopted the  
34 document in the past, and then it has been presented to the Board as an informational item. Waninger  
35 also provided clarification of the timeline within the document.

36  
37 *D. Torre moved to adopt the FY20 Activities and Measures on the 5-Year Strategic Plan; S. Lotspeich*  
38 *seconded. Motion carried.*

#### 39 40 **FY20 WORK PLAN & BUDGET**

41 B. Waninger reviewed changes since the last draft, including final legislative funding for ACCD and  
42 refined numbers for existing contract budgets and contract additions. Waninger advised that work

1 plan updates were made based on discussion at last month's meeting, and staff input on municipal  
2 specific projects was incorporated.

3  
4 There was an inquiry made regarding capacity to handle the work should CVRPC receive a Brownfields  
5 grant. Waninger said shifting duties among the Senior Planner and Assistant Planners would allow  
6 absorption of this work. CVRPC applied for \$300,000, the new maximum award.

7  
8 *J. Shatney moved to adopt the CVRPC FY20 work program and budget; M. Gray seconded. Motion*  
9 *carried.*

10  
11 Waninger clarified details of the reserve fund as outlined in the meeting packet and the potential for  
12 creating restricted categories of funds as desired.

#### 13 14 **CONSENT ITEMS**

15 *L. Hill-Eubanks moved to approve the consent items; D. Torre seconded. Motion carried.*  
16

#### 17 **COMMISSION MEETING AGENDA**

18 J. Potter advised that the Committee may want to reconsider including the bylaws item pending  
19 completion of the legal review. The Committee elected to keep it on the agenda for discussion so that  
20 questions raised could be provided to counsel if needed.

21  
22 B. Waninger advised the Committee that Dan Currier is being recognized for his 15 year anniversary with  
23 the Commission.

24  
25 The Municipal Plan determination was removed from the agenda as the hearing was scheduled for 6/13.  
26 There was also discussion on the structure of the meeting and restructuring the timelines.

27  
28 *J. Shatney moved to approve the June 11, 2019 Board Agenda with the amendments discussed; M. Gray*  
29 *seconded. Motion carried.*

#### 30 31 **GREEN MOUNTAIN TRANSIT**

32 Waninger briefed the Committee on emerging issues at Green Mountain Transit.  
33

#### 34 **ADJOURNMENT**

35 *L. Hill-Eubanks moved to adjourn at 5:54 pm; S. Lotspeich seconded. Motion carried.*  
36

37 Respectfully submitted,

38  
39 Nancy Chartrand

40 Office Manager