

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **DRAFT MINUTES**

4 **August 5, 2019**

5
6 Present:

7
8 ☒ Julie Potter
9 ☒ Dara Torre
10 ☒ Jerry D'Amico

☒ Laura Hill-Eubanks
☒ Steve Lotspeich

☒ Michael Gray
☒ Janet Shatney

11 Staff: Bonnie Waninger, Nancy Chartrand

12 **CALL TO ORDER**

13 Chair Hill-Eubanks called the meeting to order at 4:01 pm. Quorum was present to conduct business.

14 **ADJUSTMENTS TO THE AGENDA**

15 There will be additional items added to the agenda and addressed regarding insurance, commissioner
16 commentary, and contracts.

17 **PUBLIC COMMENTS**

18 None.

19 **FINANCIAL REPORT**

20 Hill-Eubanks directed the Committee to the information in the packet. Waninger updated the
21 Committee on current status of the Commission; and provided details regarding the ongoing mission to
22 build the reserve fund and how that is being achieved. A table of information was provided in a
23 supplemental packet at the meeting which included an Analysis of June 30, 2019 Profit. Questions were
24 raised and addressed regarding deferred income, reserve funding, over recovery of indirect costs,
25 receivables, paid time off, and transition of accounts to Community National Bank.

26 **CONTRACT/AGREEMENT AUTHORIZATION**

27 Hill-Eubanks directed the Committee to the contracts on the Agenda and in the Packet. Waninger
28 provided additional details regarding each contract and answered any questions raised.

29 VT Agency of Commerce and Community Development (ACCD) – FY20 Municipal and Regional Planning
30 *Shatney moved to authorize the Executive Director to sign the FY20 Planning grant agreement with*
31 *ACCD; Potter seconded. Motion carried.*

32 Bennington County Regional Commission – Regional and Local Energy Plan Implementation

1 D'Amico moved to authorize the Executive Director to sign the energy planning implementation
2 agreement with Bennington County Regional Commission; Lotspeich seconded. Potter raised a question
3 regarding the scope of work outlined in the packet and as to whether or not current programs at
4 Downstreet and Capstone could be incorporated and highlighted; and it was advised they could be.
5 Torre inquired if she should abstain from voting due to her husband working for Efficiency Vermont. It
6 was advised she need not abstain. Motion carried.

7
8 Watershed Consulting Associates – Stormwater Master Agreement Addendum 1, Berlin Stormwater
9 Final Designs

10 Potter moved to authorize the Executive Director to sign the contract addendum for the Watershed
11 Consulting Associates Stormwater Master Agreement Addendum 1, Berlin Stormwater Final Designs;
12 Gray seconded. Motion carried.

13
14 G & N Construction – Northfield Water Street Stormwater Implementation Construction Change Order 1
15 and 1A

16 Shatney moved to authorize the Executive Director to sign the change orders with G&N Construction for
17 Change Orders 1 and 1A; D'Amico seconded. Motion carried.

18
19 G & N Construction – Northfield Water Street Stormwater Implementation Construction Change Order 2
20 Lotspeich moved to authorize the Executive Director to sign the change order with G&N Construction
21 Northfield Water Street Stormwater Implementation Construction Change Order 2. Torre seconded. A
22 question was raised as to CVRPC's risk related to this change; Waninger confirmed the risk is if Northfield
23 decides not to pay the contracted \$29,000 match; and additional discussion ensued. Motion carried.

24
25 G & N Construction – Northfield Water Street Stormwater Implementation Construction Future Change
26 Orders

27 Discussion ensued regarding the options presented in the memorandum in the packet and questions
28 were addressed. Option #3 dictates any changes be within the scope of the grant, so the risk would be
29 limited. D'Amico offered his availability to consult with Waninger should any change orders come up.

30
31 Potter moved to approve authorizing the Executive Director to sign future change orders with G&N
32 provided any cost increase is within the approved grant agreement budget and the change order is
33 reported to the Executive Committee at its next regular meeting. Gray seconded. Motion carried.

34
35 CVRPC FFY 2020 TPI Budget Modification

36 D'amico made a motion to approve modification of the draft FFY2020 TPI Budget as outlined on page 7
37 of the supplemental packet. Shatney seconded. Motion carried.

38
39 **STRATEGIC PLAN FY19 ACTION PROGRESS REVIEW**

40 Waninger provided an overview of the FY19 Action Plan including detailed information regarding several
41 of the items and their status, including reasons for any delays.

1 **CVRPC PARTICIPATION IN STATE OF VERMONT 457B PLAN**

2 Waninger provided an overview of the State of Vermont 457B Deferred Compensation Plan. Discussion
3 ensued regarding the details of the plan and CVRPC's participation.

4 *Lotspeich made motion to authorize the Executive Director to enter CVRPC into an agreement with*
5 *Prudential as Third Party Administrator of the State of Vermont's Deferred Compensation Plan; and*
6 *authorize the Executive Director to endorse the Operational Requirements for Employers – State of*
7 *Vermont Deferred Compensation Plan. Potter seconded. Motion carried.*
8

9 **COMMISSIONER HANDBOOK**

10 Tabled at this time due to time constraints.
11

12 **ADDITIONAL AGENDA ITEMS**

13 Survey for Board Members for Insurance – Waninger advised it has come to our attention that Directors
14 and Officers insurance is not carried on the Board. In order to complete an application for this policy we
15 need to survey the Board with specific questions. Waninger inquired of the Committee they would
16 prefer this survey be addressed. Discussion ensued regarding the need to have Directors and Officers
17 Insurance. It was agreed that information about the need for Directors and Officers insurance and what
18 it covers should be provided to the members along with the survey questions in order to get them to be
19 responsive to the survey. A letter sent digitally and hard copy would be appropriate to send to all
20 members prior to the September meeting; and the letter should also be included in the Board packet for
21 discussion.
22

23 Newspaper Commentary – The Committee discussed a concern raised by a Commissioner regarding a
24 recent newspaper commentary and whether such commentary may appear to be misinterpreted to be
25 made on behalf of the Commission vs. personal opinion. Chair Hill-Eubanks advised she will follow-up.
26 It was also suggested that the Commissioner Handbook, when finalized, addresses this type of situation.
27

28 Contracts – See above: G & N Construction – Northfield Water Street Stormwater Implementation
29 Construction Change Order 2
30

31 **CONSENT ITEMS**

32 *D'Amico made a motion to approve the minutes of both June 3 and July 9, 2019. Torre seconded. Motion*
33 *carried.*
34

35 **COMMISSION MEETING AGENDA**

36 Discussion ensued as to whether or not an August Board meeting should be held.
37 *Potter moved that the August Commission meeting be cancelled. Shatney seconded. Motion carried.*
38

39 **ADJOURN**

40 *Shatney moved to adjourn at 6:18 pm. Potter seconded. Motion carried.*
41

1 Respectfully submitted,
2
3 Nancy Chartrand
4 Office Manager

DRAFT