

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **DRAFT MINUTES**

4 **September 30, 2019**

5
6 Present:

☐ Julie Potter

☒ Laura Hill-Eubanks

☒ Michael Gray

☒ Dara Torre

☒ Steve Lotspeich

☐ Janet Shatney

☐ Jerry D'Amico

7
8 Staff: Bonnie Waninger, Nancy Chartrand

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10 **CALL TO ORDER**

11 Chair L. Hill-Eubanks called the meeting to order at 4:07 pm. Quorum was present to conduct business.

12
13 **ADJUSTMENTS TO THE AGENDA**

14 Waninger advised there were two adjustments. The auditor would like to see sign-off of the Executive
15 Director's PTO payout as of 6/30/2019. A special meeting may be needed prior to Board meeting to
16 sign-off on FY20 Transportation Contract.

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18 **PUBLIC COMMENTS**

19 None.

20
21 **FINANCIAL REPORT**

22 Chair Hill-Eubanks directed the Committee to the information in the packet. B. Waninger provided an
23 overview of financials as of August 31st; which are on track for revenue and expenses at this time. We
24 continue to watch the Northfield Water Street project funds and payout closely due to anticipated delay
25 in State reimbursement; which could impact cash flow until that reimbursement comes through.
26 Should there be an issue, the Commission has a Reserve Fund and also a Line of Credit to mitigate
27 pending receipt. Discussion ensued regarding the structure of reimbursement from the State and
28 resulting hesitation to do this type of contract in the future due to the impact on cash flow. A request
29 was made to further define the Accounts Receivable Aging Report which was explained in greater detail.

30
31 *Motion to accept the financial report made by M. Gray; seconded by D. Torre. Motion carried.*

32
33 Paid Time Out (PTO) report was explained by Waninger as well as the quarterly PTO balance report
34 which values the balances. Waninger advised the auditor inquired if anyone signs off on the FY-end
35 balance payouts for compensatory time as outlined in the Personnel Policy. Waninger inquired if
36 Executive Committee wants to make official motion annually to sign-off on the PTO reports at FY end.
37 Discussion ensued regarding maximum liability regarding roll-over. It was confirmed sick time was 45

1 days and vacation time max up to is 35 days (dependent on length of service). Compensatory time has
2 no maximum. It was requested that maximum amounts be added to the quarterly PTO report.

3
4 *Motion made by S. Lotspeich that the Executive Committee acknowledges and has reviewed the Paid*
5 *Time Off report as 6/30/19; seconded by M. Gray. Motion carried.*

6 7 **CONTRACT/AGREEMENT AUTHORIZATION**

8 Northwest Regional Planning Commission – Municipal Grants in Aid FY19 Amendment #1

9 B. Waninger provided an overview of the Municipal Grants in Aid program and the need for an
10 amendment to the FY19 contract in order to be able to capture full costs.

11
12 *D. Torre moved to approve the amendment and authorize the Executive Director to sign the amendment*
13 *#1; S. Lotspeich seconded. Motion carried.*

14
15 Additional details were also provided by Waninger regarding the other contracts outlined in the packet
16 for informational purposes.

17 18 **OFFICE LEASE**

19 Chartrand provided an update regarding current office lease and status of possible move and contacts
20 made. The landlord has agreed to an extension of the notification period regarding a decision whether
21 to stay in current space, pending receipt of their renovation/lease proposal.

22 23 **MUNICIPAL DUES**

24 Chair Hill-Eubanks directed the Committee to the revised memorandum in the packet and Waninger
25 provided a detailed overview of the information included in the memo.

26
27 *M. Gray made a motion to approve the FY21 Municipal Dues Assessment rate of \$1.25 per capita and*
28 *use the Vermont Department of Health's most recent population estimates as the base data for*
29 *population; D. Torre seconded. Motion carried.*

30 31 **COMMITTEES**

32 Waninger provided an overview of the vacancy on the Regional Plan Committee given Kirby Keeton's
33 stepping down as Montpelier's Commissioner. Recruitment may be necessary prior to the upcoming
34 Board meeting. Discussion regarding potential recruitment and the plan to open up nominations at the
35 upcoming Board meeting and have a ballot vote at the meeting. A memorandum requesting
36 nominations should be drafted prior to the October 8th meeting. The commitment would be the
37 remainder of the current two-year term.

38
39 Waninger also provided details regarding the Board report memo in the packet and the need to
40 highlight regional plan conformance considerations. As we move forward with updates to the plan,
41 there should be consideration given on how to document challenges with conformance for Board and

1 Regional Plan Committee consideration. It was agreed it is important to inform the Board where there
2 are potential conflicts in the Regional Plan. Detailed discussion on conformance ensued. It was
3 suggested there could there be an occasional agenda item "Regional Plan Conformance" and/or an
4 amendment to the Town Plan Committee Rules of Procedure that when conformance issues arise, that
5 they be part of the Town Plan Review Committee Report on a Town Plan. It was suggested to add a new
6 question to the Town Plan Review Committee report that would highlight any issues discussed. Tracking
7 has already been initiated on CVRPC's server to track items for Regional Plan Committee review; as well
8 as an awareness to ensure these items are included in regular Committee reports. Waninger will also
9 include information in an upcoming Executive Director report.

11 **ACT 76**

12 Chair Hill-Eubanks directed the Committee to the information in the packet on Act 76, An Act Relating
13 to the Provision of Water Quality Services. Waninger provided initial information on Clean Water
14 Service Provider (CWSP) requirements to act as a Grants Program Manager/Administrator and to staff a
15 Clean Water Council as designated in statute (watershed-wide council that will prioritize projects for
16 funding). It will be the Grants Administrator and Council's responsibility to meet a watershed's pollution
17 reduction allocation through the projects that are prioritized. CWSP must track reductions and if goals
18 not met ANR can hold CWSP accountable. These are projects which do not require a permit but can
19 make a difference in reduction. ANR is coming up with metrics to outline reductions based on specific
20 types of projects. If CVRPC were going to pursue CWSP status we would pursue the Winooski
21 Watershed (which would include Chittenden County, part of the NEK, as well as Washington County).
22 Existing staffing could not accommodate a CWSP role; if it were to be pursued a new hire would be
23 required. Discussion ensued regarding what percentage of the grant amount could be used for
24 administration and Waninger advised up to 15% (if 15% is approved by ANR). It is currently unknown
25 what pollution allocations and goals will be; or what grant amounts will be per watershed. Other
26 entities can apply to be CWSP's, and we are discussing this interest with other partners. We are meeting
27 with ANR in more detail on October 4th and will have more details at a later meeting. A discussion about
28 the efficacy of a dedicated Grants Manager across disciplines was undertaken. Also discussed was
29 potential funding structure for this program. Caution was also raised regarding compliance with
30 pollution reduction allocation requirements and subsequent monitoring.

32 **STRATEGIC PLAN FY20 ACTION PROGRESS REVIEW**

33 Tabled due to time constraints.

35 **CONSENT ITEMS**

36 *S. Lotspeich moved to approve the September 3, 2019 minutes; M. Gray seconded. Motion carried.*

38 **COMMISSION MEETING AGENDA**

39 The revised agenda was reviewed, specifically noting the change in scheduled presenters.

41 *S. Lotspeich moved to approve the amended agenda for October 8th; M. Gray seconded. Motion carried.*

1
2 **COMMISSIONER HANDBOOK**

3 Tabled due to time constraints. Requested that Committee review and prepare comments for Waninger
4 before the next regular meeting on November 4th. Comments requested by October 21st.
5

6 **SPECIAL MEETING**

7 It was agreed to hold a Special Meeting 15 minutes prior to the October 8th Board meeting for TPRI
8 Contract review and consideration for approval. Meeting will convene at 6:15 pm.
9

10 **ADJOURN**

11 *D. Torre moved to adjourn at 6:02 pm; S. Lotspeich seconded. Motion carried.*
12

13 Respectfully submitted,
14

15 Nancy Chartrand
16 Office Manager