

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **MINUTES**

4 **December 2, 2019**

5 Present:

☒ Julie Potter

☒ Laura Hill-Eubanks

☒ Michael Gray

☒ Dara Torre

☒ Steve Lotspeich

☒ Janet Shatney

☒ Gerry D'Amico

6
7 Staff: Bonnie Waninger, Nancy Chartrand, Pam DeAndrea

8
9 **CALL TO ORDER**

10 Chair L. Hill-Eubanks called the meeting to order at 4:03 pm. Quorum was present to conduct business.

11
12 **ADJUSTMENTS TO THE AGEND**

13 Hill-Eubanks advised we will review the transmittal memo for bylaws amendment for next Board
14 meeting following contract reviews.

15
16 **PUBLIC COMMENTS**

17 None.

18
19 **FINANCIAL REPORT**

20 B. Waninger provided a brief overview. Net income currently at \$121K which is impacted by municipal
21 dues and indirect costs. It is likely we will request VTrans lower our indirect rate after the end of the
22 calendar year. More detailed financials will be in next month's packet.

23
24 There was also discussion on personnel policy and compensation reporting. She directed the
25 Committee to the information in the packet which outlines compensation and provided details on
26 historical wage increases and the current labor market. It was advised that generally wages will be
27 going up based on VAPDA's current salary survey and CCRPC's compensation study. J. Potter clarified
28 the VAPDA survey includes Vermont RPC's while CCRPC compensation study is broader including other
29 New England states.

30
31 It was noted that while it is helpful to see the progression of compensation, it is difficult to compare
32 employee to employee as there may have been some previous inequities or corrected developmental
33 moves that impacted the progression.

34
35 Waninger noted the average over time progression is not a COLA, but an NEE employment cost index;
36 which averages 3-4%.

1 **CONTRACT/AGREEMENT AUTHORIZATION**

2 Hill Eubanks directed the Committee to the information in the packet.

3
4 Chittenden County Regional Planning Commission – Tactical Basin Planning FY20

5 Waninger noted that this is our annual clean water contract to do outreach with municipalities and
6 provided additional overall detail.

7
8 *J. Shatney moved to authorize the Executive Director to sign the CCRPC Basin Plan grant; M. Gray*
9 *seconded. Motion carried.*

10
11 Vermont Department of Public Safety – 1) Emergency Management Performance Grant FFY19 Advanced
12 Notice to Proceed; and 2) Emergency Management Performance Grant FFY19

13 Waninger advised this is the annual Emergency Management Performance Grant for working with towns
14 on LEMPs, LHMPs, trainings, etc. She noted it is now formula funded by the grantor and provided
15 additional details. Two documents need approval; the notice to proceed and the actual grant
16 agreement. There was question regarding whether or not Advanced Notice to Proceed needs to be
17 signed if grant agreement is being signed. Waninger advised that both did in fact need signature.

18
19 *J. Potter moved to authorize the Executive Director to sign the Advanced Notice to Proceed and the Grant*
20 *Agreement with VEM for FFY19; D. Torre seconded. Motion carried.*

21
22 Southern Windsor County Regional Planning Commission – Clean Water Block Grant - Pouliot
23 Amendment # 2

24 Waninger advised this project is fully constructed. This amendment brings the grant into alignment with
25 the final cost of the project as the original award was based on a cost estimate. DeAndrea clarified that
26 we get 8.5% of 80% of final implementation costs for the CVRPC program management costs.

27
28 *S. Lotspeich moved to authorize the Executive Director to sign the amendment for Southern Windsor*
29 *County Regional Planning Commission – Clean Water Block Grant - Pouliot Amendment # 2; G. D’Amico*
30 *seconded. Motion carried.*

31
32 Barre City – Pouliot Avenue Stormwater Mitigation Amendment 2

33 Waninger advised there is a revised memorandum being passed to replace page 61 in the packet. Based
34 on outcomes of projects all across the state, Southern Windsor had additional funds and therefore will
35 reimburse Barre City for parts of their project. DeAndrea provided further clarification of the
36 information and it was determined there was an error in the memorandum and it needed to be revised;
37 and therefore a vote on the amendment will tabled until prior to the next Board meeting.

38
39 **BYLAWS MEMORANDUM**

40 J. Potter provided detail on the revised transmittal memorandum which was shared with the Committee
41 advising that we are requesting a vote to adopt the bylaws amendments. It was onfirmed that 60% of

1 appointed Commissioners (not just those present) is needed for the adoption vote. Waninger suggested
2 deleting “as presented” or remove “annotations” language. It was agreed to take out “as presented”.
3 It was also noted that annotations are discussed in two locations and it was questioned if it was needed
4 in both locations. It was suggested to move sentence on top of page 2 to the 1st paragraph of the
5 memorandum before including the final memorandum in the Board packet.

7 **HEALTH INSURANCE**

8 Hill-Eubanks directed the Committee to information in the packet. N. Chartrand provided an overview
9 of the options for CY20 health insurance and a comparison of previous plans offered in the past.

11 Significant discussion ensued regarding coverage, the set contribution, and payment in lieu. It was also
12 confirmed that CVRPC does not contribute to a HSA. It was noted that the “Totals” in the table are
13 annual totals, not monthly and that they include payment in lieu. Discussion ensued regarding
14 compensation implication of payment in lieu payments. Waninger advised across RPC’s we are in the
15 middle when it comes to plan coverage and outlined some details regarding what others offer which
16 varies greatly. Some discussion ensued regarding cost shares and levels of plans. Waninger offered to
17 share the upcoming benefits survey for additional detail.

19 Further discussion regarding the level of coverage ensued. A policy suggestion was made to pick a
20 contribution level but if employee chooses a plan with a lower premium that CVRPC puts the difference
21 into an HSA vs. only into premium. There was suggestion that in order to make us more competitive
22 with marketplace health insurance payment in lieu could rise above 50%. It was noted that payment in
23 lieu was common with public employers. It was suggested that this type of discussion be taken into
24 consideration in an upcoming review of the personnel policy.

26 *J. Potter moved to establish CVRPC’s employer health insurance contribution as 100% of the cost of the*
27 *MVP Gold CDHP Health Plan for employees and family members; increase employee choice of available*
28 *plans to include all BCBSVT health care plans and all of the MVP health plans; and maintain 50%*
29 *payment in lieu of benefit for employees who opt out of CVRPC coverage and provide proof of coverage*
30 *from another provider; seconded by S. Lotspeich. Discussion again ensued regarding payment in lieu.*
31 *The question was called and the motion carried with one member opposed.*

33 **CLEAN WATER ADVISORY COMMITTEE (CWAC)**

34 Waninger advised Amy Hornblas, CWAC Chair, was not available to attend tonight’s meeting. Hill-
35 Eubanks directed the Committee to the memorandum in the packet. Further detail was provided by
36 Waninger advising they are seeing a decline in overall participation on the committee. The committee
37 provided comments to DEC in response to the Basin Plan, which DEC chose not to utilize; which made
38 the committee feel their voice was not being heard and they therefore drafted a letter for the Board’s
39 review and ultimate presentation to DEC, however, have not had quorum to approve advancing the
40 letter to the Board. DeAndrea provided additional history and details. Discussion ensued regarding
41 what the role of the advisory committee was and whether or not their role was being maintained. It

1 was noted that the Chair of CWAC is following up with members who have stopped participating to
2 clarify why they have stopped.

3
4 It was confirmed there was a process question as to whether or not the Committee was meeting its
5 charge as an advisory committee to the Board. It was noted that the goal is to have a functional
6 committee, which it appears they are not at this time; and therefore it would be helpful to meet with
7 the CWAC Chair and staff to discuss further options to ensure it can be successful and maintain partner
8 involvement. It was concluded that including the Chair of CWAC in the next Executive Committee
9 meeting would be appropriate.

10 11 **EXECUTIVE DIRECTOR ANNUAL EVALUATION**

12 Hill-Eubanks directed the Committee to information in the packet. Waninger provided additional details
13 regarding the process. It was noted that it may be appropriate to make changes to the form to make it
14 less cumbersome; however to maintain a 360 process which includes the staff, Executive Director and
15 Committee members. There was question as to whether summarizing comments was necessary; and
16 also if there was a better way to involve staff in the process. It was suggested that summarizing of
17 comments may be better handled by the Committee vs. just the Lead. Hill-Eubanks advised she wanted
18 to review the current format and proposed format, and this information will be forwarded.

19
20 Additional discussion ensued regarding staff participation and handling of their comments. Discussion
21 ensued regarding amending the schedule and forms. It was confirmed to give staff 10 days to complete
22 the evaluations. It was also confirmed that the Executive Director did not see the evaluations directly,
23 but rather was provided summarized information from the Committee. The amendment of the
24 schedule was discussed. Hill-Eubanks advised she was willing to be the Lead.

25
26 *J. Shatney moved to nominate Laura as the "Lead"; seconded by D. Torre. Motion carried.*

27 28 **STRATEGIC PLAN FY20 ACTION PROGRESS REVIEW**

29 Hill-Eubanks directed the Committee to the information in the packet. Waninger advised more press
30 releases could be achieved. It was confirmed that the final audit was complete and our indirect
31 proposal was ahead of schedule. Additional detail regarding a data library project was provided as well
32 as clarification of the Regional Plan timeframe.

33 34 **CONSENT ITEMS**

35 *J. Shatney moved to approve the minutes as presented; M. Gray seconded. Motion carried.*

36 37 **COMMISSION MEETING AGENDA**

38 It was noted that the Agenda should be corrected to reflect the Bylaws Amendment item to read
39 "potentially adopt the bylaws amendment"; and that the Meeting Minutes item should be November
40 12th.

1 *J. Shatney moved to approve the Commission agenda for December 10th with noted corrections; G.*
2 *D'Amico seconded. Motion carried.*

3
4 Hill-Eubanks inquired about the additional suggestions in the packet. Waninger advised these arose as a
5 result of the Commissioner Survey that was conducted last year.

6
7 It was also confirmed that the Committee would hold a special meeting at 6:15 pm prior to the Board
8 meeting on December 10th to review and potentially approve the City of Barre - Pouliot Stormwater
9 Mitigation Amendment 2.

10
11 **ADJOURN**

12 *J. Shatney moved to adjourn at 6:15 pm; D. Torre seconded. Motion carried.*

13
14 Respectfully submitted,

15
16 Nancy Chartrand
17 Office Manager