

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **MINUTES**

4 **January 6, 2020**

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 Guests: Stewart Clark, Clean Water Advisory Committee; Amy Hornblas, Clean Water Advisory
9 Committee Chair

10
11 **Call To Order**

12 Chair Hill-Eubanks called the meeting to order at 4:05 pm. Quorum was present to conduct business.

13
14 **Adjustments To The Agenda**

15 The Committee agreed to move the bylaws discussion ahead in the agenda to allow Amy Hornblas time
16 to arrive.

17
18 **Public Comments**

19 Stewart Clark of the Worcester Planning Commission introduced himself as a member of Clean Water
20 Advisory Committee.

21
22 **Financial Report**

23 The Committee discussed the number of Aging Receivables, the overall slowing of State reimbursement,
24 and the impact of the billing process based on the type of grant/project, i.e. task or product-based
25 contracts and the approval process for LEPC invoices. Grant estimates versus final costs on the
26 Northfield Water Street project were clarified.

27
28 A request will be made to have the contracted accountant add columns to the receivables report
29 indicating if an invoice has been sent and if payment has been received.

30
31 *J. Potter moved to accept the unaudited October 31, 2019 financial report; S. Lotspeich seconded.*
32 *Motion carried.*

33
34 **Strategic Plan**

35 Waninger provided an overview of the status of work projects. It was noted that the Regional Plan
36 Committee recommends removing the housing distribution plan from the current Regional Plan and
37 making technical corrections in the land use element for Montpelier's Growth Center Designation.

Bylaw Transition Actions

The newly adopted bylaws change the Secretary and Treasurer position to a joint Secretary/Treasurer position and change the make-up of the Executive Committee to 3 officers and 4 at large seats. The Bylaws also outline the Nominating Committee to be appointed at the January Board meeting.

Discussion ensued on whether CVRPC should move immediately to a Secretary/Treasurer or wait until next election of officers. It was suggested the Committee could address the Secretary/Treasurer position now with one member holding the Secretary/Treasurer position and one becoming an at-large member. M. Gray advised that he was happy to become an at-large member.

J. Potter moved that the Executive Committee recommend to the Board that D. Torre assume the responsibilities of Secretary/Treasurer and M. Gray assume the responsibilities of an at-large member of the Executive Committee; S. Lotspeich seconded; a friendly amendment was suggested to add "in order to comply with the recently amended bylaws" at the beginning of the motion; Potter and Gray accepted the amendment. Motion carried.

The role of the Nominating Committee is to recommend a slate of officers for Executive Committee and to recommend make up of all committees that Board elects. Discussion ensued as to how nominating committees have historically been established and whether it would be appropriate for two Executive Committee members to split the role. J. Shatney volunteered to Chair the Nominating Committee; M. Gray volunteered to support her in that role. J. Potter suggested Lee Cattaneo as a potential committee member. It was agreed that recommendation would be made to the Board at the February meeting for a slate for Nominating Committee membership.

Potter requested staff review CVRPC's other policy documents in regards to impacts from the new bylaws and identify which documents need updating.

Clean Water Advisory Committee

Hill Eubanks welcomed Amy Hornblas, Chair of the Clean Water Advisory Committee (CWAC) and Stewart Clark, CWAC member from Worcester.

Hornblas advised that the CWAC was requesting approval to bring to the full board a letter to the Agency of Natural Resources (ANR) which outlines CWAC concerns related to the Winooski Tactical Basin Plan. Hornblas noted that there was an oversight in the letter omitting to make note that it was no fault of the people who wrote the plan; recognizing that ANR is following what the EPA has requested them to do. She noted that CWAC feels that there was a laser focus on phosphorus while ignoring other issues, which is not going to result in cleaner water. The letter in the packet is what CWAC members were important items to bring to ANR's attention. Comments were originally sent to ANR during the planning processes; however, CWAC was not satisfied that the comments were addressed in the final plan. It was confirmed the letter in the packet is an opinion letter, and CWAC is asking the Executive

1 Committee to pass the letter on to the Commission. CWAC is requesting Board approval to send the
2 letter to ANR.

3
4 Extensive discussion ensued regarding chemical fertilizers, the sectors that contribute to phosphorus
5 loading, required agricultural practices, forest cutting. Noted was that greater funding is needed where
6 phosphorus loading is greatest and there should be a reallocation of funding to coincide with loading.

7
8 A question was raised as to whether other RPC CWACs were raising similar concerns. DeAndrea said
9 during the basin plan review process some items outlined in the letter were being raised. She noted
10 ANR can either act on concerns during the planning process or not. She was not aware of other RPC's
11 following up post plan publication.

12
13 The Committee discuss whether the comments would have had more weight if wrapped together and
14 presented through VAPDA. There was discussion whether the Commission needed to support the letter
15 before CWAC goes to other commissions or whether CWAC could approach other RPCs before obtaining
16 Commission endorsement of the comments. Since the comments are in a policy arena, the Commission
17 should endorse the letter before it goes to other RPC's. Waninger noted it may be difficult to get
18 consensus on all the CWAC's points from VAPDA.

19
20 CWAC members confirmed their ultimate goal would be to attach the letter to the current Winooski
21 River Basin Plan so it would be noted that questions about the content have been raised. It was noted
22 that the Basin Plan would need to be amended to attach, which may not be an easy task to accomplish.

23
24 Additional discussion ensued regarding the participation of the Committee's non-profit organization
25 members as some of that participation appears to have scaled back. DeAndrea said one organization
26 had noted the focus on glyphosate was not their mission. Clark responded that he doesn't believe that
27 the watersheds group have withdrawn because of work on the letter. He stated people started fading
28 away before the start of letter development. Hornblas noted that CWAC has been working on
29 maintaining outside organization participation.

30
31 Additional discussion ensued regarding stakeholder engagement and education being needed to not
32 discourage participation. People are spending a lot of time researching important subjects –
33 understanding what ultimate outcomes might be. Also discussed was funding and how municipalities
34 may be impacted if funding was directed to agriculture versus roads.

35
36 Hornblas advised that tCWAC doesn't expect the Commission to understand every line of the letter, but
37 wants faith in the Committee to allow them to comment that they did not endorse the basin plan.
38 There was consensus to move the letter forward to the Board. The Executive Committee requested
39 changes be made:

- 40 • "Clean Water Advisory Council" to "Clean Water Advisory Committee" and
- 41 • identifying municipal versus RPC CWAC members in the signature line.

1 It was also suggested to add a request that ANR address the concerns in the next planning cycle (five
2 years).

3
4 Hornblas noted she will take these comments back to the Committee at its 1/9/20 meeting. Some
5 discussion ensued regarding whether or not a clean water expert should attend the meeting. No
6 consensus was reached.

7
8 Hill-Eubanks inquired whether Hornblas felt CWAC would be ready to present at the January Boad
9 meeting. Hornblas confirmed they were. Potter noted there should be a transmittal memorandum to
10 explain why the letter is on the agenda. The meeting discussion will have a hard stop on the discussion
11 for either a motion or continuance to another meeting. Clarification was requested by Waninger of
12 CWAC as to what the desired outcome of the agenda item should be. It was clarified this was a motion
13 to authorize the CWAC send the letter to the ANR on behalf of the Commission. Waninger advised the
14 revised letter could go out as a supplement to the packet following the CWAC's 1/9 meeting.

15 16 **Clean Water Service Provider Request For Proposals**

17 Waninger said the final RFP is expected to be issued in late January. She requested guidance from the
18 Committee before moving forward. Discussion ensued about how a potential contract would be funded
19 recognizing the recent slowing of ANR invoice reimbursement. Additional discussion ensued regarding
20 some of the expectations outlined in the draft RFP. Waninger noted start up grants may be available for
21 designated providers. Currently, we do not know what total staffing would be needed if an award were
22 made as the final award level would affect this.

23
24 It was discussed that after a proposal is submitted, a contract would be necessary if CVRPC were
25 designated as a provider. The Committee discussed advantages and disadvantages of becoming a
26 provider.

27
28 *J. Potter moved that the Executive Committee supports having staff develop a proposal to act as a Clean*
29 *Water Service Provider for the Winooski River Basin; M. Gray seconded. Motion carried.*

30 31 **Appoint Personnel Policy Review Workgroup**

32 Potter advised she is willing to take on the workgroup and possibly chair it. She clarified it is up to the
33 Executive Committee to appoint members to the workgroup.

34
35 *D. Torre moved to appoint Julie Potter as Chair of the Personnel Policy workgroup; M. Gray seconded.*
36 *Motion carried.*

37 38 **Annual Evaluation Form**

39 The Committee discussed the new template. Specific areas of discussion included maintaining a 360
40 evaluation style and appropriate areas to document any performance issues and project completion.

1 The Committee concurred that it would be best to proceed with the new template and review it next
2 year.

3
4 An evaluation schedule was also discussed. Nancy will send out a schedule to the Committee.
5

6 **Consent Items**

7 *G. D'Amico moved to approve consent items; D. Torre seconded. Motion carried.*
8

9 **Commission Meeting Agenda**

10 Waninger advised she has invited Dan Currier to the Board meeting for a send-off. It was suggested the
11 Board honor his service through a Certificate of Appreciation or Resolution. This would mean a 6:00 pm
12 start-time be added to the agenda. Other changes discussed related to creating additional time for
13 discussion of the CWAC letter, including moving minutes and reports to later and shortening time for
14 CVEDC based on its past reports.
15

16 *J. Potter moved to approve the Commission agenda for February 3, 2020 with time changes discussed; J.*
17 *Shatney seconded. Motion carried.*
18

19 **Adjourn**

20 *D. Torre moved to adjourn at 6:55 pm; M. Gray seconded. Motion carried.*
21

22 Respectfully submitted,
23

24 Nancy Chartrand

25 Office Manager