

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
MINUTES
February 3, 2020

Present:

<input 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"/> Gerry D'Amico		

Staff: Bonnie Waninger, Nancy Chartrand

Call to Order

Chair Hill-Eubanks called the meeting to order at 4:06 pm. Quorum was present to conduct business.

Adjustments to the Agenda

Personnel Policy Workgroup appointments were added before the Fiscal Agent Request. A revised annual evaluation schedule for the Executive Director was added to Updates.

Public Comment

None.

Financial Report

Waninger provided a draft report as a handout. She noted finalization is necessary. Currently, CVRPC has a high receivables balance, and cash is low as a result. Cash is sufficient for payables. Balances for compensatory and vacation time need to be trued up to actuals. It is likely CVRPC will request a reduction in indirect rate in the near future to compensate for over recovery. Discussion ensued regarding the status of the A/R aging and how to best address.

Contract/Agreement Authorization

Vermont Department of Environmental Conservation – Moretown Elementary School Stormwater Final Design

J. Shatney moved to authorize the Executive Director to sign the agreement; S. Lotspeich seconded. Motion carried.

Vermont Department of Environmental Conservation – Woodbury Elementary School & Fire Department Stormwater Final Design

M. Gray recused himself. D. Torre moved to authorize the Executive Director to sign the Woodbury agreement; J. Shatney seconded. Motion carried.

Southern Windsor County Regional Planning Commission – 2019 Design/Implementation Block Grant, Woodbury/Calais Final Designs

1 *M. Gray recused himself. S. Lotspeich moved to authorize the Executive Director to sign the agreement*
2 *for 2019 Design/Implementation Block Grant, Woodbury/Calais Final Designs; J. Shatney seconded.*
3 *Motion carried.*

5 **FFY20 Transportation Planning Initiative Budget Adjustment**

6 Waninger advised that the adjustment has been reviewed and approved by the Transportation Advisory
7 Committee (TAC), which had requested some additional details on the changes. They will be provided
8 for the next TAC meeting. Waninger explained how Long Range Planning changes related to the GMT
9 Chair role.

11 *J. Shatney moved to approve the CVRPC FFY20 Transportation Planning Budget Initiative adjustment 1;*
12 *M. Gray seconded. Motion carried.*

14 **Personnel Policy Workgroup**

15 Hill-Eubanks advised that J. Potter, M. Gray, and S. Lotspeich have volunteered to serve on the group.

17 *D. Torre moved to appoint Potter, Gray and Lotspeich to the Personnel Policy Workgroup; J. Shatney*
18 *seconded. Motion carried.*

20 **Fiscal Agent/Sponsor Request**

21 Waninger described The Hitching Post and Phoenix Mitchell's request for CVRPC to consider being its
22 fiscal agent/sponsor. CVRPC currently is assisting him to locate grant funds and to create a User's Guide
23 for the service. Mitchell is working to become a 501(c)(3) and is seeking a temporary fiscal sponsor.
24 Waninger inquired if this type of assistance would match with CVRPC's mission and whether or not
25 CVRPC should pursue legal guidance on how to provide the fiscal sponsor service. Discussion ensued
26 regarding the potential risks, whether the organization wants to manage these projects, how the system
27 works, potential needs. A straw poll was requested regarding consensus to move forward with seeking
28 legal guidance regarding the risk management of being involved. There was question if this ties into role
29 at GMT. Waninger advised it does not. Further discussion ensued regarding what would potentially be
30 involved after seeking legal guidance. Preparatory work would be under our administrative costs. There
31 was consensus to move forward with attorney discussion.

33 **Updates**

- 34 a) Office: Chartrand provided an overview of the status of the three properties that are currently
35 being considered. CVRPC's existing lease expires in September 2020. Two proposals are pending.
36
37 b) Position Vacancy: Waninger advised CVRPC will wait to advertise its transportation position until
38 the FY21 budget is drafted. This will help ensure appropriate funding is in place. She also informed
39 the Committee that VISTA member Nick Kramer has obtained employment and will be leaving his
40 VISTA service in February.
41
42 c) EMPG Financial Monitoring Report: CVRPC was the recipient of a program audit from the
43 Department of Public Safety for the 2018 Emergency Management Performance Grant. The auditor

1 seemed impressed with the systems in place. There was a finding due to delayed billing, which
2 needs to be responded to and addressed.

- 3
4 d) Accounting Services: Waninger advised CVRPC had received a resignation letter from its contracted
5 accountant. The resignation is effective June 30, 2020. Questions ensued regarding time needed
6 for cross-training and ability to dedicate that time and potential for overlap. Documentation of the
7 accounting process and state and federal regulations related to our agreements is necessary before
8 departure. It was confirmed a Request for Proposals would be issued shortly. The Committee
9 discussed whether a part-time employee should be considered.

- 10
11 e) Executive Director Evaluation: Hill-Eubanks advised the Executive Director evaluation schedule has
12 been amended to tighten the time frame to conclude in April and allow the Committee to meet
13 without a special meeting needing to be called. Chartrand will email the revised schedule out to
14 members.

15
16 **Consent Items**

17 *J. Shatney moved to approve consent items; S. Lotspeich seconded. Motion carried.*

18
19 **Commission Meeting Agenda**

20 *M. Gray moved to approve the Commission agenda for February 11, 2020; S. Lotspeich seconded.*
21 *Motion carried.*

22
23 **March Meeting**

24 Waninger advised that the March regular meeting date is the day before Town Meeting. She inquired if
25 the Committee wanted to meet on another day or at an earlier time. There was consensus to maintain
26 the current date and schedule.

27
28 **Executive Session**

29 *J. Shatney moved to enter Executive Session for personnel at 6:05 pm; S. Lotspeich seconded. Motion*
30 *carried.*

31
32 *S. Lotspeich moved to exit Executive Session at 6:35 pm; M. Gray seconded. Motion carried.*

33
34 No action was taken.

35
36 **Adjourn**

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

38
39 Respectfully submitted,

40
41 Nancy Chartrand
42 Office Manager