

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT MINUTES
March 2, 2020

Present:

<input checked="" type="checkbox"/> Julie Potter	<input checked="" type="checkbox"/> Laura Hill-Eubanks	<input type="checkbox"/> Michael Gray
<input checked="" type="checkbox"/> Dara Torre	<input checked="" type="checkbox"/> Steve Lotspeich	<input type="checkbox"/> Janet Shatney
<input checked="" 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

None

Public Comment

None

Financial Report

Not available at this time

Contract/Agreement Authorization

Waninger provided overviews of the agreements and amendments in the packet for signature. Discussion ensued regarding permitting, match, and billing timeframes.

Southern Windsor County Regional Planning Commission – Design/Implementation Block Grant

G. D'Amico moved to authorize the Executive Director to sign the agreement; J. Potter seconded. Motion carried.

Vermont Department of Public Safety – Emergency Management Performance Grant – Amendment #1

J. Potter moved to authorize the Executive Director to sign the EMPG agreement amendment; G. D'Amico seconded. Motion carried.

MVP – Flexible Spending Account (FSA)

Chartrand provided an overview of the FSA for Dependent Care Reimbursement needing to be changed to a new provider due to health care provider changes. Discussion ensued regarding the resolution and if Executive Committee could sign in lieu of the Board. It was concurred that they could.

1 *S. Lotspeich moved to authorize the Executive Director to sign the Executive Agreement and Certificate of*
2 *Resolution for Central Vermont Planning Commission's FSA Plan, effective January 1, 2020; D. Torre*
3 *seconded. Motion carried.*
4

5 **Revised FFY20 Transportation Planning Initiative Budget Adjustment**

6 Waninger advised that when the original adjustment was submitted to VTrans, that they requested a
7 revised adjustment due to an error in the original application. Staff also identified the reallocation of
8 hours was incorrect and billing rates needed to be updated to 1/1/20 billing rates vs. 2019 rates.
9 Additional information was provided about the individual adjustments. Discussion ensued regarding
10 the number of times the TPI budget could be adjusted and it was confirmed that two adjustments were
11 the norm.
12

13 *D. Torre moved to approve the CVRPC FFY20 Transportation Planning Initiative (TPI) agreement budget*
14 *adjustment 1; S. Lotspeich seconded. Motion carried.*
15

16 **FY21 VISTA Member Letter of Support**

17 Waninger provided an overview of our involvement in the VISTA program and the 3-year award which
18 requires an annual application throughout that time frame; as well as the plan for involvement for the
19 coming year. There was further discussion regarding the potential budget implications of following
20 through with the application, and that is currently pending.
21

22 It was suggested that the wording in paragraph 2 of the letter be amended to read "Our Executive
23 Committee is enthusiastic about hosting a VISTA member to further these activities to shape new
24 programs and building tools and templates that increase capacity in these areas".
25

26 *J. Potter moved to authorize the VISTA volunteer letter as amended. G. D'Amico seconded. Motion*
27 *carried.*
28

29 **FY20 Budget Adjustment**

30 Waninger provided an overview of the need to adjust and outlined new contracts in the budget and
31 truing up of balances of existing contracts. It was noted page 70 line 51 (Plotter) needs to be moved to
32 Page 70 line 43 (Capital Non-Billable). Discussion ensued regarding reserve fund building and hiring
33 additional staff. On page 66, lines 44-46 it was noted that the totals were incorrect and based on FY19
34 budget, not FY20. Appropriate changes were discussed and the lines corrected.
35

36 *J. Potter moved to adopt the FY20 budget adjustment as corrected; G. D'Amico seconded. Motion*
37 *carried.*
38

39 **FY21 Budget**

40 Waninger provided an overview of the first draft of the FY21 budget. Normal expenses with anticipated
41 revenues are outlined in this draft and expenses have not been drawn down pending more information
42 on legislative funding. The next draft will hone in more on expenses to bring them more in alignment
43 with revenues. Discussion on grants, billables and staff coverage ensued.
44

1 **Consent Items**

2 *S. Lotspeich moved to approve the February 3, 2020 minutes as drafted; D. Torre seconded. Motion*
3 *carried.*

4
5 **Commission Meeting Agenda**

6 Waninger advised that an updated Board of Commissioner's agenda was distributed at the start of the
7 meeting, which removes the Grant Application Authorization (USDA Rural Business Development Grant)
8 and moved Commissioner updates into the Regional Plan discussion requesting they share municipal
9 needs, challenges and success to help inform the new Regional Plan vision and process. Discussion
10 ensued regarding the wording of the agenda item.

11
12 There was consensus on moving forward with the exercise that the agenda item outlines and ensuring a
13 memorandum goes out in advance that clearly outlines the anticipated process for the exercise. There
14 was also a request that the revised agenda be shared with the Committee after the memorandum has
15 been drafted.

16
17 *J. Potter moved to approve the Board of Commissioner's agenda conceptually and leave it to staff to*
18 *make final adjustments; G. D'Amico seconded. Motion carried.*

19
20 **Executive Director Annual Evaluation**

21 Hill-Eubanks provided an overview of the revised schedule in the packet. There was discussion on
22 whether it is important to have it all completed in April, Waninger advised that it could be postponed to
23 May meeting without causing any issue due to current budget projections.

24
25 There was consensus on the revised schedule and it was requested that Chartrand will send out
26 reminders on the schedule.

27
28 **Executive Session**

29 No executive session was needed.

30
31 **Adjourn**

32 *S. Lotspeich moved to adjourn at 6:09 pm; D. Torre seconded. Motion carried.*

33
34 Respectfully submitted,

35
36 Nancy Chartrand
37 Office Manager