

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Executive Committee**  
**Minutes**  
**November 5, 2018**

Present:

<input checked="" 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 type="checkbox"/> Janet Shatney
<input type="checkbox"/> Byron Atwood		

Staff: Bonnie Waninger, Nancy Chartrand

Guests: None

Chair J. Potter called the meeting to order at 4:05 pm. Quorum was present to conduct business.

**ADJUSTMENTS TO THE AGENDA**

None.

**PUBLIC COMMENT**

None.

**LINE OF CREDIT (LOC)**

J. Potter directed the Committee to the memo in the packet regarding a LOC for \$100,000 with Community National Bank. B. Waninger advised the LOC approved last year with People's United Bank has expired and this request is for a replacement LOC. It was explained that while the LOC is for \$100,000; only \$75,000 can be accessed at any given time.

Considerable discussion ensued about the fees for opening/closing such an account. It was confirmed that the annual fee is typical and that it needed to be confirmed if there were any closing fees.

J. Potter advised the Committee of the importance of having more than one signatory for the LOC.

*L. Hill-Eubanks moved to accept the terms and conditions of the Line of Credit offered by Community National Bank as described in the October 26, 2018 Commitment for Financing letter; and authorize B. Waninger to sign it; to designate the Chair as signatory for documents required to execute the line of credit; and to designate the Chair, Treasurer, and Executive Director as account signatories. Seconded by Michael Gray. Motion carried.*

S. Lotspeich questioned if Vice Chair should also be included in the motion. It was confirmed that was not necessary. J. Potter inquired if the document was available for signature today and it was confirmed

1 that it was; and that it would need to be signed annually, should it be determined a need to renew in  
2 the future.

3  
4 **FINANCIAL REPORT**

5 B. Waninger advised we are generally doing well and additional details provided regarding status of  
6 receivables and invoicing. B. Waninger advised the financials in the packet were currently incomplete  
7 due to Brownfields billing not being finalized to date; the grant closed September 30, 2018, and  
8 currently we are awaiting all consultant bills before finalizing. It appears there may have been  
9 approximately \$6,000 that was not expended as part of this grant. It was also noted that it is expected  
10 we will have a December 31 budget adjustment due to contract timing.

11  
12 L. Hill-Eubanks had a question regarding the Northfield Stormwater Grant and potential for it being  
13 short-funded; B. Waninger advised that DEC may cut off the grant at design; and that a new grant may  
14 be needed for construction. The applicant could be either the town or CVRPC.

15  
16 D. Torre inquired about Page 16 (Net Ordinary Income -364%). B. Waninger advised it was related to the  
17 Highmeadows funds and the way those were calculated.

18  
19 *S. Lotspeich moved to accept the financial report; D. Torre seconded. Motion carried.*

20  
21 **CONTRACT / AGREEMENT AUTHORIZATION**

22 J. Potter advised the Committee could act on all three together or separately. B. Waninger advised to  
23 act on Northwest separately as the others had amendments recently received, which she would outline.

24  
25 Northwest Regional Planning Commission Municipal Grants in Aid FY19:

26 There was discussion surrounding the fact that the grant was to begin July 1<sup>st</sup> with October deliverables;  
27 and it was confirmed that everyone could fully recoup all costs incurred since July 1<sup>st</sup> once contract was  
28 received and signed. B. Waninger and M. Gray both confirmed this was not an unusual practice for  
29 many types of grants. B. Waninger noted it was the same amount of money that was awarded last year.

30  
31 *L. Hill-Eubanks moved to authorize the Executive Director to sign the agreement; M. Gray seconded.*  
32 *Motion carried.*

33  
34 Vermont Agency of Transportation – Memorandum of Understanding (MOU) Regarding Indirect Cost  
35 Rates:

36 B. Waninger provided some history behind the original MOU being facilitated three years ago. It was  
37 noted that it saves State agencies work and creates stability for the RPC's. It has been determined that  
38 after three years the original MOU needs updating; and the new MOU shall remain in effect until  
39 11/21/2021.

1 *S. Lotspeich moved to authorize the Executive Director to sign the Vermont Agency of Transportation*  
2 *Memorandum of Understanding regarding indirect cost rates; L. Hill-Eubanks seconded. Motion carried.*

3  
4 Chittenden County Regional Planning Commission – Tactical Basin Planning Support:

5 B. Waninger directed the Committee to revisions in the packet (Page 43) noting the correct year. She  
6 advised work is very similar to the past year, but contract has been reorganized. Some of the  
7 deliverables have been reduced due to lower funding. It was confirmed that it was a grant vs. a  
8 contract with CVRPC being a sub-grantee.

9  
10 *L. Hill-Eubanks moved to authorize the Executive Director to sign the agreement with Chittenden County*  
11 *Regional Planning Commission - Tactical Basin Outreach for FY19 with revised table and attachments. D.*  
12 *Torre seconded. Motion carried.*

13  
14 **HEALTH INSURANCE**

15 N. Chartrand provided an overview of Association Plans now being available in 2019 and after review of  
16 the current BCBSVT plan with the BRS Association Plans; the recommendation is to switch from BCBSVT  
17 to BRS Association Plan for 2019. B. Waninger further noted that the recommendation was also to  
18 approve maintaining the health benefit for CVRPC employees for 2019.

19  
20 S. Lotspeich asked who in fact would be offering the benefits. It was confirmed that it was still in fact  
21 BCBSVT who would be administering the plan(s) for BRS. B. Waninger provided some historical detail  
22 about association plans and their benefit to small employers.

23  
24 S. Lotspeich asked if there were other options under BRS. It was confirmed there were 4 plan options;  
25 but the request is only to approve 100% premium payment for Option B. All options will be offered to  
26 employees, and if there is any difference in premium, the employee would be responsible for such, if a  
27 different plan was chosen other than Option B and additional premium was charged.

28  
29 *L. Hill-Eubanks moved to maintain CVRPC's approach to its health care benefit for CY2019, however,*  
30 *through a Business Resources Services (BRS) Association Plan administered through BCBSVT. M. Gray*  
31 *seconded. Motion carried.*

32  
33 **COMMISSIONER SURVEY**

34 B. Waninger provided an overview of the history behind the Survey originally drafted in 2017 and noted  
35 that changes originally requested had now been incorporated into the current draft. The survey is  
36 intended for utilization on Survey Monkey.

37  
38 Significant discussion ensued over the contents of the survey and how to best frame it. Suggestions  
39 were made for redactions and additions before finalizing and presenting to the Board for completion:

- 40
  - Restructure the current table on page 79 of packet
  - Add a question about how often Commissioners report back to their municipalities and in what format

- Remove questions C, E, and F on page 77 of packet; questions G and H on page 79 of packet; and question F on page 80 of packet

There was also discussion on what is required for agendas and minutes for meetings per open meeting law; as well as how meetings could be more targeted and useful.

It was noted that the timeframe for the survey would be to advise Board of it being available at the upcoming meeting and for completion by the end of November. Responses are to be culled during December/January.

#### **HIRING UPDATE**

B. Waninger advised interviews for Emergency Planner position are scheduled for November 14<sup>th</sup> – 2 interviewees. Currently checking references for the Land Use Planner position.

#### **FY18 GIS SERVICES REPORT**

B. Waninger advised how we currently handle GIS services for towns and directed the Committee to the report in the packet. Policy was previously passed providing each town with up to 12 hours of GIS time at no charge. Staff tracks how much time is used annually by each town within this allowance. It was noted that the report doesn't show all time that is spent on GIS for towns as some time show up under other jobs, i.e. transportation, etc. The original intent of the report was to ensure we were not being overrun by all the requests; and also ensuring that there was equity between the towns; which it has been determined there is. B. Waninger recommended that this report be discontinued in the future due to its usefulness at this time. D. Torre inquired if a high school student/project could utilize this GIS service via the town. B. Waninger advised they could, but there would need to be a charge unless it was a town project that the town was undertaking. She also advised that our GIS staff gets shadowed by students and also speaks to classes.

*S. Lotspeich moved to continue the current policy of municipalities receiving 12 hours of free GIS services per year at no charge, and that a report is not necessary to be provided to the Executive Committee. D. Torre seconded. Motion carried.*

J. Potter further advised it is important to be sure all towns are aware of this service; and that there should be outreach and clarification to the towns in this regard.

#### **CONSENT ITEMS**

*L. Hill-Eubanks moved to approve the October 1, 2018 Executive Committee minutes. M. Gray seconded. Motion carried.*

#### **COMMISSION MEETING AGENDA**

J. Potter inquired if there was an item for the 7:45 slot. B. Waninger advised it would either be Downstreet or a staff presentation (Brownfields, WebMaps, or Paratransit Services). Discussion ensued

1 regarding WebMaps and the committee was very interested in having a presentation regarding this if  
2 possible. They also shared specific interest in a presentation related to the Paratransit project.

3  
4 There was also discussion about whether or not 7:45 slot should be filled or left open for a possible early  
5 adjournment.

6  
7 *L. Hill-Eubanks moved to approve the Commission meeting agenda pending the 7:45 item; M. Gray*  
8 *seconded. Motion carried.*

9  
10 **ADJOURN**

11 *S. Lotspeich moved to adjourn at 6:02 pm; M. Gray seconded. Motion carried.*

12  
13 Respectfully submitted,

14  
15 Nancy Chartrand

16 Office Manager