

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Executive Committee**
3 **MINUTES**
4 **May 6, 2019**
5

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

7
8 Staff: Bonnie Waninger, Nancy Chartrand
9

10 **CALL TO ORDER**

11 Chair J. Potter called the meeting to order at 4:02 pm. Quorum was present to conduct business.
12

13 **ADJUSTMENTS TO THE AGENDA**

14 B. Waninger requested contracts be tabled and requested the Committee consider holding a special
15 meeting for contracts prior to the Board meeting.
16

17 **PUBLIC COMMENTS**

18 None.
19

20 **FINANCIAL REPORT**

21 Waninger provided an overview of the financial report. CVRPC is doing well. She state some of the net
22 income is budgeted funds for reserves and some is over-recovery of indirect (overhead) costs. The over
23 recovery will decrease due to lowering CVRPC's indirect rate. She noted adjusting contract names in the
24 report is being addressed.
25

26 There were questions addressed regarding Cobra coverage, Fees for Service, and Better Back Roads
27 invoicing.
28

29 **CONTRACT/AGREEMENT AUTHORIZATION**

30 See above; tabled for a special meeting.
31

32 **CVRPC BYLAWS**

33 J. Potter noted the transmittal letter needs to be updated and recommends the following: "Executive
34 Committee reviewed the proposed amendments in March, April and May 2019 and recommended
35 advancing them for Board consideration and approval".
36

37 It was advised that the shaded information in the draft document has changed since the last review.
38

1 Several typos were corrected, and minor word changes made.

2

3 Potter noted one change was to elect the Nominating Committee in January rather than February.
4 Discussion ensued to add annually to this language. Further discussion ensued regarding the number of
5 members the Nominating Committee, and the staff support role to the Committee.

6

7 N. Chartand will make requested changes. The final document will be added to the Board Packet.

8

9 *L. Hill-Eubanks moved to recommend advancement to the Board for consideration and approval; S.
10 Lotspeich seconded. Motion carried.*

11

12 The Committee discussed legal review prior to final Board approval due to the substantial revision.
13 Waninger will contact CVRPC's attorney. Committee members discussed whether the motion as passed
14 should stand.

15

16 *L. Hill-Eubanks moved to reconsider the vote on the motion made; M. Gray seconded. Motion carried.*

17

18 Potter advised the Committee it was voting again on the original motion. *The motion was defeated.*

19

20 *L. Hill-Eubanks moved to advance the proposed amendments to the Board for discussion. M. Gray
21 seconded. Motion carried.*

22

23 **FY20 WORK PLAN AND BUDGET**

24 Waninger said the Work Plan generally describes what CVRPC does and what it is planning to do in the
25 coming year. She noted that every project is not outlined, but a general overview is provided. She said
26 the list of municipal specific projects will be updated for the final document based on staff input.

27

28 A robust discussion ensued regarding the Work Plan and priorities of the Commission; specifically with
29 regard to healthy communities, biodiversity, climate change, and environmental conservation. Several
30 suggestions were provided to amend the document prior to submission to the Board.

31

32 **Budget**

33 Waninger advised the budget is currently balanced for FY20. Additional reserve contributions may be
34 possible for office renovations or relocation or for general reserves.

35

36 There was discussion regarding how a reserve fund for a potential renovation or move would be
37 handled. Waninger said FY19 contributions are being moved into general reserves. For FY20, CVRPC
38 could use general reserves and budget an amount for an office renovation/relocation; or it could
39 designate a specific reserve contribution for renovation/relocation. Discussion ensued regarding staff
40 research on renovation versus relocation options and costs.

41

1 Committee members asked questions regarding videography fees and copy/print costs. Waninger also
2 noted the Commission is recruiting a VISTA member; she requested that Committee members spread
3 the word.

4

5 **FY20 EXECUTIVE COMMITTEE & COMMISSION MEETING SCHEDULE**

6 The Committee decided to hold the March 2, 2020 meeting at 3pm to accommodate for any pre-Town
7 meeting events on that date. The August meeting would only be held if the Commission had pressing
8 business, such as a Town Plan approval.

9

10 *J. Shatney moved to approve the FY2020 meetings with change; M. Gray seconded. Motion carried.*

11

12 **CONSENT ITEMS**

13 The 04/15/19 minutes were corrected (Atwoed be changed to Atwood).

14

15 *L. Hill-Eubanks moved to approve the April 1 and the April 15 minutes as amended; J. Shatney. Motion*
16 *carried.*

17

18 **COMMISSION MEETING AGENDA**

19 Waninger noted that there may be input from the public on the Waterbury Town Plan, and more time
20 has been allowed for this item than normal.

21

22 There was suggestion to shorten the Act 250 Legislative Changes item and include time for introduction
23 of the Bylaws. It was decided to add an item for Bylaw review from 7:05 – 7:25 and follow with Act 250
24 Legislative Changes at 7:25 – 8:05.

25

26 *S. Lotspeich moved to approve the May 14, 2019 Board agenda as modified; D. Torre seconded. Motion*
27 *carried.*

28

29 **SPECIAL MEETING**

30 The Committee scheduled a special meeting for 5/14/19 at 6:00 pm to discuss contracts.

31

32 **ADJOURNMENT**

33 *J. Shatney moved to adjourn at 6:11 pm; B. Atwood seconded. Motion carried.*

34

35 Respectfully submitted,

36

37 Nancy Chartrand

38 Office Manager