

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **MINUTES**

4 **September 3, 2019**

5
6 Present:

☒ Julie Potter

☒ Laura Hill-Eubanks

☒ Michael Gray

☒ Dara Torre

☒ Steve Lotspeich

☐ Janet Shatney

☒ Jerry D'Amico

7
8 Staff: Bonnie Waninger, Nancy Chartrand, Clare Rock

9
10 **CALL TO ORDER**

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

12
13 **ADJUSTMENTS TO THE AGENDA**

14 B. Waninger requested the Financial Report item be removed from the agenda as a report was not
15 available.

16
17 **PUBLIC COMMENTS**

18 None.

19
20 **FINANCIAL REPORT**

21 See above.

22
23 **CONTRACT/AGREEMENT AUTHORIZATION**

24 VT Agency of Transportation – FFY2019 Transportation Planning Initiative Amendment #2

25 *J. D'Amico moved to approve the budget amendment and authorize the Executive Director to sign the*
26 *agreement amendment; M. Gray seconded. Brief discussion ensued regarding the project development*
27 *item in the amendment. Motion carried.*

28
29 G & N Construction – Northfield Water Street Stormwater Implementation Construction Change Order 3

30 Discussion ensued regarding whether or not action was needed on this change order given the motion
31 passed during our previous meeting. It was concluded that action was not necessary. The update was
32 for informational purposes only. Waninger provided additional details on the change order.

33
34 Additional details were also provided regarding the other contracts outlined in the packet for
35 informational purposes.

1 **MUNICIPAL DUES**

2 This item was discussed extensively. Waninger confirmed that CVRPC's Bylaws require notice to
3 municipalities annually by November 15th so they can plan for budgets. She confirmed staff is
4 recommending a FY21 dues increase of 2.4%. Staff also recommends updating the population
5 information from 2010 Census numbers to 2017 Department of Health estimates, which are considered
6 the best representation of Vermont's population. Using the Dept. of Health estimates should better
7 align dues allocations to municipalities for the 2020 Census numbers. The Committee recommended
8 changes to the memo prepared for the Executive Committee when the memo is presented to the Board.
9 Waninger will revise the memo for consideration at the Committee's next meeting.

10
11 **CENTRAL VERMONT REGIONAL PLAN**

12 Clare Rock joined the meeting to provide information on a proposed work plan and progress on the
13 Regional Plan. Waninger provided an initial overview of Plan Central Vermont. Rock outlined the
14 approach to address Regional Plan updates for FY20 with a plan to focus on the housing element and
15 create a format to apply across all chapters. Plan Central Vermont chapters would be used as a starting
16 point to revisit the information for continuity and up to date information.

17
18 Significant discussion ensued regarding both the 2016 Regional Plan and the draft *Plan Central Vermont*.

19
20 There was agreement on removing the housing distribution plan from 2016 Regional Plan as a minor
21 amendment. The Committee requested staff provide a more concrete timeframe for finalizing *Plan*
22 *Central Vermont* and provide a proposal for amending the housing information in the 2016 Regional Plan
23 in the short-term. The Committee noted several different scenarios for task completion would be
24 helpful. The information will be presented to the Regional Plan Committee for review prior to
25 presentation to the Executive Committee.

26
27 **COMMISSIONER HANDBOOK**

28 Tabled in the interest of time.

29
30 **CONSENT ITEMS**

31 It was confirmed that the July minutes had previously been approved.

32
33 *J. Potter moved to approve the August 5, 2019 minutes as presented; M. Gray seconded. Motion carried.*

34
35 **COMMISSION MEETING AGENDA**

36 The agenda was amended to remove the municipal dues item. Waninger confirmed the speaker would
37 be Jon Copans on the Climate Economy Model Communities Program.

38
39 *J. Potter moved to approve the Commission agenda for September 10th as amended; D. Torre seconded.*
40 *Motion carried.*

1 **OFFICE LEASE**

2 Waninger provided an update on the status of office space research. Staff expects to bring a
3 recommendation to the Committee in October or November.

4
5 **ADJOURN**

6 *J. Potter moved to adjourn at 6:01 pm; M. Gray seconded. Motion carried.*

7
8 Respectfully submitted,

9
10 Nancy Chartrand

11 Office Manager