

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **MINUTES**

4 **September 30, 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
9

10 **CALL TO ORDER**

11 Chair L. Hill-Eubanks called the meeting to order at 4:07 pm. Quorum was present to conduct business.
12

13 **ADJUSTMENTS TO THE AGENDA**

14 B. Waninger requested two adjustments: Discussion and potential action on Paid Time Off payouts and
15 a potential special meeting to authorize signature of a contract.
16

17 **PUBLIC COMMENTS**

18 None.
19

20 **FINANCIAL REPORT**

21 Waninger provided an overview of financials as of August 31st. CVRPC is on track for revenue and
22 expense projections. Staff continues to monitor cash flow as the Northfield Water Street project, a
23 \$500,000 construction project, is closing and State payments are delayed for at least eight weeks. If
24 needed, the Commission can utilize its reserve fund and line of credit. Discussion ensued regarding
25 State reimbursement timing and resulting hesitation to accept this type of contract in the future. In
26 response to a question, Waninger provided greater detail on the Accounts Receivable Aging Summary.
27

28 *M. Gray moved to accept the financial report; D. Torre seconded. Motion carried.*
29

30 Waninger said the auditor inquired who signs off on the fiscal year end payout for the Executive
31 Director's paid time off (PTO). Waninger will advise the auditor that the Executive Committee receives
32 quarterly reports on PTO balances and values by staff, and the payouts are mandated in the Personnel
33 Policy. She asked if the Executive Committee wants to officially sign-off on the payment annually. The
34 Committee discussed the Commission's maximum liability. Waninger confirmed sick leave was 45 days
35 and vacation depends on length of service; the maximum is 35 days. Compensatory time has no
36 maximum, and is monitored. CVRPC's federal contracts require charging actual costs. This means if an
37 employee works more than the employee's scheduled hours and the Commission charges that time to

1 contracts, the employee must be reimbursed for that time. Waninger noted that the Executive
2 Committee had reviewed options for addressing this issue prior to adopting the Personnel Policy.

3
4 The Committee elected not to use a formal annual sign off on the payout given that it receives quarterly
5 information about the payout value and can monitor it. The Committee requested that maximum
6 amounts be added to the quarterly PTO report as an informational item.

7
8 The Committee discussed whether a one-time motion on the Paid Time Off payment should be made to
9 ensure the auditor's question is addressed.

10
11 *S. Lotspeich moved that the Executive Committee acknowledges it has reviewed the Paid Time Off report*
12 *as 06/30/19; M. Gray seconded. Motion carried.*

13 14 **CONTRACT/AGREEMENT AUTHORIZATION**

15 Northwest Regional Planning Commission – Municipal Grants in Aid FY19 Amendment #1

16 *D. Torre moved to approve the amendment and authorize the Executive Director to sign it; S. Lotspeich*
17 *seconded. Motion carried.*

18
19 Additional details were provided by Waninger regarding the other contracts outlined in the packet for
20 informational purposes.

21 22 **OFFICE LEASE**

23 N. Chartrand noted CVRPC's landlord had agreed to an extension of the notification period regarding a
24 decision whether to stay in current space, pending CVRPC's receipt of the landlord's renovation/lease
25 proposal.

26 27 **MUNICIPAL DUES**

28 *M. Gray moved to recommend the Board of Commissioners approve a FY21 Municipal Dues Assessment*
29 *rate of \$1.25 per capita and use the Vermont Department of Health's most recent population estimates*
30 *as the base data for population; D. Torre seconded. Motion carried.*

31 32 **COMMITTEES**

33 Regional Plan Committee Vacancy - Waninger noted recruitment of a new Committee member may be
34 necessary prior to the upcoming Board meeting. The Committee discussed potential recruitment and
35 holding nominations and making the appointment at the upcoming Board meeting. It requested staff
36 draft a memorandum requesting nominations for inclusion in the October 8th meeting. The Committee
37 commitment would be the remainder of the current two-year term.

38
39 Board Report Clarification - Waninger provided details regarding the Board report memo in the packet
40 and discussed why the Commission may want to highlight regional plan conformance considerations. As
41 CVRPC moves forward with updates to the Regional Plan, highlighting when challenges occur in using it

1 can inform the plan update. The Committee agreed it is important to inform the Board where there are
2 potential conflicts with the Regional Plan or challenges using it. Detailed discussion on conformance
3 ensued. Options for reporting challenges to the Board were discussed. It was suggested a new item be
4 added to the Town Plan Review Committee report that would highlight any issues discussed as well as
5 including them in regular Committee reports. Staff has initiated tracking these types of items for
6 Regional Plan Committee review.

7 8 **ACT 76, An Act Relating to the Provision of Water Quality Services**

9 Waninger briefed the Committee on the Act's Clean Water Service Provider (CWSP) requirements. The
10 CWSP acts as a grants program administrator and staffs a Clean Water Council. The Council, whose
11 makeup is designated in statute, prioritizes projects for funding to assist the CWSP to meet its pollution
12 reduction allocation. The CWSP must track reductions. If goals are not met, ANR can hold CWSP
13 accountable. Act 76's CWSP requirement relates solely to projects that are not covered by permit
14 programs, such as stream buffers. ANR is developing metrics to outline reductions based on specific
15 types of projects to guide the Council's work. If CVRPC were to pursue CWSP status, it would be for the
16 Winooski watershed (which would include Chittenden County, part of the NEK, as well as Washington
17 County). This may require adding staffing and/or may result in restructuring current staffing.

18
19 Discussion ensued regarding what percentage of the grant amount could be used for administration.
20 Waninger advised ANR is discussing up to 15%. It is currently unknown what pollution allocations and
21 goals will be or what funding amounts will be available per watershed. Other entities can apply to be
22 CWSP's. Staff is discussing this interest with other partners. RPCs are meeting with ANR on October 4th
23 and will have more details at a later meeting. A discussion ensued about the benefits of a dedicated
24 grants administrator across disciplines. Caution was raised regarding compliance with pollution
25 reduction allocation requirements and subsequent monitoring.

26 27 **STRATEGIC PLAN FY20 ACTION PROGRESS REVIEW**

28 Tabled due to time constraints.

29 30 **CONSENT ITEMS**

31 *S. Lotspeich moved to approve the September 3, 2019 minutes; M. Gray seconded. Motion carried.*

32 33 **COMMISSION MEETING AGENDA**

34 The revised agenda was reviewed, specifically noting the change in scheduled presenters.

35
36 *S. Lotspeich moved to approve the amended Board meeting agenda for October 8th; M. Gray seconded.*
37 *Motion carried.*

38 39 **COMMISSIONER HANDBOOK**

40 Tabled due to time constraints. Hill-Eubanks requested the Committee members review and provide
41 comments to Waninger by October 21st. This will facilitate drafting a final document.

1
2 **SPECIAL MEETING**

3 The Committee agreed to hold a special meeting at 6:15 pm on October 8th to approve signature of the
4 Transportation Planning Initiative contract.
5

6 **ADJOURN**

7 *D. Torre moved to adjourn at 6:02 pm; S. Lotspeich seconded. Motion carried.*
8

9 Respectfully submitted,
10

11 Nancy Chartrand

12 Office Manager