

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Executive Committee**  
**DRAFT MINUTES**  
**March 30, 2020 Special Meeting**

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"/> Gerry D'Amico		

Staff: Bonnie Waninger, Nancy Chartrand

**Call to Order**

Chair Hill-Eubanks called the meeting to order at 3:05 pm. S. Lotspeich joined the call at 3:34 pm.

**Adjustments to the Agenda**

Waninger advised she wanted to remove implement temporary leave donation program

**Public Comment**

None

**Contract/Agreement Authorization**

Waninger provided an overview of the contract amendment. Advised the State has offered additional funds (\$25,000) on this project which we have been working on since 2017 based on additional ideas per their request submitted by Clare Rock Project Manager: 1) developing guidance on working with forest product industry and 2) working with municipalities to help with town plan guidance and language. Outlined how the funds would be distributed between all the RPC's and CVRPC being project manager.

*J D'Amico moved to authorize the Executive Director to sign the Department of Forests, Parks & Recreation – Forest Integrity Amendment #2; seconded by J Shatney. Motion carried.*

**COVID-19 Response**

a) Update on continuity of operations

Waninger provided details on current response. All staff are working remotely with Bonnie and Nancy taking turns coming into the office. We will be going to a two time per week schedule for office visits. Building is currently locked down. PO Box has been set up for 6-months due to carrier not being able to get into the building. Remote work is going well with the largest challenge being that three staff also have children at home and are providing childcare/schooling assistance. Core hours are 8:00 – 11:00, knowing that some staff are working other hours to accomplish their tasks. We are holding twice per week staff meetings via video to keep each other updated on COVID group participation, projects/tasks. Bonnie also doing one-on-one staff checks-ins (usually weekly).

1 No agencies have extended contract deadlines yet. VAPDA has sent questions as a group to  
2 agencies about possible extensions. Also requested that the agencies think collectively about how  
3 they would like RPC's to assist. Agency of Transportation has reached out for potential help,  
4 however, what type of help yet is not known.

5 Health and Human Services disaster and Economic disaster are the two disasters being responded  
6 to.

7  
8 Food deliveries are being done by school system to children regionally.

9  
10 Public body meeting legislation is awaiting governor's signature; which will allow remote meetings  
11 without needing to have a physical location manned.

12  
13  
14 b) Update on services to facilitate local, regional, and state response

15 We have not been called to State Emergency Operations Center (SEOC) yet. Offering free mapping  
16 to municipalities for COVID response. Calls on Fridays at 2:00 pm for municipalities being hosted by  
17 SEOC which Grace is participating in; and we've asked what municipalities should be doing now to  
18 prepare.

19  
20 Barre Auditorium is being set up as medical-surgical overflow if the hospital becomes overwhelmed.  
21 Goddard College is being set up for those who are COVID positive to shelter in place who may need  
22 assistance vs. being home alone.

23  
24 Some municipalities are setting up volunteer services/coordination.

25  
26 Overview of business impact also discussed. Guidance is changing continually.

27  
28 Bonnie is involved in Regional Response Action with area social service agencies, Capstone,  
29 Downstreet, & Vermont Dept. of Health feeding and housing the most vulnerable. [Washington and  
30 Northern Orange Counties Regional Response Command Center](#). They are addressing housing to  
31 accommodate social distancing – currently housed at area hotels. CVRPC's role is assisting with  
32 addressing transportation such as providing access to the Senior Center van to transport vulnerable  
33 populations and currently working with U-32 to get a smaller 5-person passenger van.

34  
35 Her other role in this task force is systemization, similar to emergency response. Bonnie's job to set  
36 up operationally what is needed from a transportation perspective; i.e. insurance needs, etc.  
37 Integrating the transportation system with the food system and the housing system.

38  
39 CVRPC is working on putting up COVID resources webpage. However behind the scenes a recent  
40 platform update may impact this. We are putting out municipal updates with resources from and  
41 for towns every few days.

42  
43 c) Adopt new or modified policies to address office closure

1  
2 a. Personnel Policy Manual modifications  
3

4 Technology Stipend – Waninger provided an overview of this request as also outlined in the  
5 packet and advised it would be a payroll stipend.  
6

7 *D Torre moved to authorize a \$40.00 monthly technology stipend for employees while employees*  
8 *are required to work remotely due to the COVID 19 pandemic. Seconded by M Gray. Motion*  
9 *carried.*  
10

11 b. Internal control modifications

12 Chair Hill-Eubanks directed the Committee to the information in the packet for review.  
13 Waninger provided an overview of the need for internal controls – reducing organizational risk  
14 by creating separation of duties. Our internal controls were reviewed to address modifications  
15 for remote work. These are temporary measures through COVID-19, however Bonnie noted she  
16 expects we may be out of the office for most of the summer.  
17

18 Bonnie provided an overview of the document, noting our we are challenged most by how to  
19 pay bills. Discussed was the short term solution – Nancy/Bonnie collects and emails to Nicole  
20 (after Bonnie approves). Nicole prints checks remotely, which Bonnie signs and puts in the mail.  
21 Facilitated getting a signature stamp for Dara as Treasurer to authorize use via email should the  
22 need arise.  
23

24 Nancy has also been working on online bill payment for those organizations that have it; and  
25 also exploring Bill Pay through the bank for those organizations without online payment option;  
26 which we can initiate and the bank will write checks direct to those organizations. We will be  
27 providing access to Dara for this Bill Pay submission as well as Bonnie.  
28

29 We amended some additional internal control modifications today to address online bill pay,  
30 which we will request approval of at next week's meeting.  
31 Bonnie is also requesting additional payroll reports from Nicole while handling payroll remotely.  
32

33 Question as to whether Bonnie was looking for adoption of the draft controls today, confirmed  
34 yes that is what is being sought.

35 Question as to how many credit cards there are. One credit card and one Staples card.

36 Question if bank provides images of checks as part of their statement – it was confirmed they  
37 do, in hard copy.

38 Strongest internal control could be to have Treasurer to see the bank statement or open the  
39 statement, and this may be helpful to have in the future.  
40

41 *J Potter moved to adopt modifications to internal controls update as provided by Bonnie. J*  
42 *Shatney seconded. Motion carried.*  
43

44 c. Credit Cards/Charge Accounts Policy and Procedure

1 Waninger advised the major change requested was that credit card could be used to pay regular  
2 bills if no e-check/bill pay capability available to accommodate remote work situation and  
3 contractor challenges.

4  
5 Question regarding status of contractor working through the end of fiscal year was addressed.  
6 Proposals have been received and are currently under review for new contractor to begin cross-  
7 training by April 15<sup>th</sup>.

8  
9 Question regarding emailing PDF's of invoices, and confirmed the challenge currently is this is  
10 not happening consistently.

11  
12 *J D'Amico moved to adopt the Credit Cards/Charge Accounts Policy and Procedure*  
13 *as amended; seconded by M Gray. Motion carried.*

14  
15 Waninger went on to advise that four accounting proposals have been received for review.

### 16 17 **Upcoming Meetings**

18 Waninger advised next meeting is April 6<sup>th</sup>, a regular meeting. She is requesting that we set up a bi-  
19 weekly special meeting schedule to address any issues that arise. If meeting not needed, we can cancel.  
20 Nancy will do a poll of Committee members for preferences to try and schedule.

21  
22 Waninger provided an overview of the paving projects prioritization that is being requested by the  
23 Agency of Transportation. List of projects expected to arrive 4/1 and need list back to the agency by  
24 4/10; information will go to TAC, but based on TAC quorum issues, Executive Committee may need to be  
25 back-up for approval. Bonnie will try to combine with regular meeting if TAC can meet before the 6<sup>th</sup>,  
26 otherwise **Wednesday 3:00 pm on 8<sup>th</sup> was set aside for this special meeting.**

27  
28 Confirmed there would not be a Board meeting in April; and there was question raised about thoughts  
29 moving forward. It was confirmed that if no essential business to vote on, those meetings will likely be  
30 cancelled.

31  
32 Hill-Eubanks reminded Committee they are trying to do evaluation meeting following the regular  
33 meeting on the 6<sup>th</sup>, for which there will be an executive session with separate access. Waninger  
34 provided details about needing to log off the regular meeting, log into executive session, and log back on  
35 to the regular meeting following the end of executive session. Chartrand will set up the Executive  
36 Session meeting link on GoToMeeting for Hill-Eubanks.

### 37 38 **Adjourn**

39 *S Lotspeich moved to adjourn at 4:27 pm; M Gray seconded. Motion carried.*

40  
41 Respectfully submitted,  
42 Nancy Chartrand  
43 Office Manager