

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **DRAFT MINUTES**

4 **April 6, 2020**

5 Present:

☒ Julie Potter

☒ Laura Hill-Eubanks

☒ Michael Gray

☒ Dara Torre

☒ Steve Lotspeich

☒ Janet Shatney

☒ Jerry D'Amico

6
7 Staff: Bonnie Waninger, Nancy Chartrand, Pam DeAndrea

8
9 **CALL TO ORDER**

10 Chair L. Hill-Eubanks called the meeting to order at 4:04 pm. Quorum was present to conduct business.

11
12 **ADJUSTMENTS TO THE AGENDA**

13 Waninger advised the Accounting Services contract is still pending reference checks so will be removed
14 from the agenda and put on Wednesday's special meeting agenda; and we also will be deferring the
15 personnel leave agenda item at this time.

16
17 **PUBLIC COMMENTS**

18 None.

19
20 **CONTRACT/AGREEMENT AUTHORIZATION**

21 Southern Windsor County RPC – DIBG Berlin Town office and Garage Stormwater Implementation

22
23 Hill-Eubanks directed the Committee to the information in the packet. Waninger provided additional
24 detail about this Design Implementation Block Grant (DIBG) for the Berlin Town Garage Stormwater
25 project. We are the Grants Manager and the Town does the actual implementation work or
26 contracts for that work. ANR is still developing guidance to continue funding through COVID-19, and
27 once guidance comes out from ANR, SWCRPC will either sign the contract or it will be cancelled.
28 However approval is sought at this time in case it can go through.

29
30 *G D'Amico moved to authorize the Executive Director to sign the agreement; J Potter seconded. Motion*
31 *carried.*

32
33 Hill-Eubanks also directed the Committee to the informational contracts in the packet; and Waninger
34 provided a brief overview.

35
36 **TRANSPORTATION PROJECT PRIORITIZATION**

1 Waninger reminded the Committee that TAC did not have quorum during their last meeting, so could
2 not vote on this item, therefore they made a recommendation to the Executive Committee to vote on
3 and set priorities. The Committee can choose what TAC recommended or can outline new priorities.
4 Lotspeich advised TAC had good discussion surrounding the recommendation with nine members
5 present. He noted a mistake under the roadways and wanted to ensure that was corrected. FY20
6 ranking under roadways had Waterbury as 1, Cabot/Danville 2, Barre City/Barre Town 3, Roxbury as 4.
7 He advised that TAC member Dona Bate had a comment regarding ranking of pre-candidate bridge
8 projects, and he noted Montpelier projects were top 3 out of 4 on the pre-candidate bridge project list
9 (projects 1, 2 and 4). Potter inquired if the Montpelier State St Bridge was the bridge next to Capitol
10 Grounds, it was confirmed it was. Forward recommended priorities for the Capital Program and Pre-
11 Candidate Program as presented.

12
13 *S Lotspeich moved to forward recommended priorities for the Capital Program and Pre-Candidate*
14 *Program as presented. J Potter seconded. Motion carried.*

17 **COVID-19 RESPONSE**

18 Waninger advised the US EDA had a call last week to talk with economic development districts and RPCs
19 about their grant funding. They are developing guidelines regarding release of these funds based on the
20 priorities they are hearing. A date for a follow-up call will go out to the municipalities soon to hear their
21 priorities. They want projects lined up now in preparation. Projects could include developing a
22 economic strategy, funding a staff person to be an economic response officer, a CDBG project, design of
23 a project, implementation of a project, business incubator project. Projects must create new capacity or
24 create new business.

25
26 Hill-Ebanks directed the Committee to updated Internal Controls, which will assist with online bill pay.
27 Waninger noted potential that post office may be closing at some point. We are setting up with vendors
28 / suppliers where online payment is allowed that we do an auto-debit to account (one-time); for other
29 vendors will use BillPay through the banks, where we provide information to the bank to cut checks and
30 mail direct. Primary changes are on pages 23 & 24 of the packet. Waninger noted she is currently going
31 into the office on Tuesdays and Thursdays to authorize payments and sign checks as needed.

32
33 Waninger advised she is seeking approval of the changes within the document.

34
35 *D Torre made motion to approve the Internal Control Policies; seconded by S Lotspeich. Motion carried.*

37 **CLEAN WATER SERVICE PROVIDER PROPOSAL**

38 Hill-Ebanks directed the Committee to information in the packet starting at page 30. Waninger
39 provided an overview. DeAndrea spoke specifically to the Clean Water Service Provider (CWSP)
40 proposal which has been drafted to submit to ANR. We would team with CCRPC and be the CWSP for
41 Winooski Basin and CCRPC would assist us by handling those projects that are within Chittenden County.

1 The other piece of the proposal is LCPC does not want to be part of the team as a service provider, but is
2 interested in being a subcontractor to CVRPC should there be projects in their region
3 (Stowe/Elmore/Morristown). CCRPC has also suggested initiating an RFQ process with Watershed
4 Groups (i.e. Friends of Winooski, Friends of Mad River, Conservation District, etc.) to be able to have
5 Master Agreements with those organizations to ease any subcontracting process through the grant
6 program. All RPCs are trying to put together similar proposals. CCRPC also submitting a proposal for
7 the direct to Lake Basin. NWRPC is submitting a proposal for the Lamoille Basin and all are trying to
8 work together to have consistency.

9
10 Potter advised she was glad to see it was a team proposal with CCRPC. She noted a correction to the
11 spelling of Pam Brangan's name was needed in the proposal. Hill-Eubanks inquired if our RPC would
12 have a seat on the Act 76 Advisory Council for our region. It was noted that guidelines are currently
13 being established which have suggested that whoever is going to staff the CWSP would not specifically
14 sit on the council, however, this is still under discussion at the Council level.

15
16 There was also question about the financing and how it would be handled between the teams. CCRPC
17 would potentially bill us with one bill for all their projects that are in Chittenden County. They would
18 maintain the detail; and request reimbursement from us with that detail – basically a pass-through.
19 Another question was raised regarding enforcement. Would CVRPC be held accountable if a project did
20 not meet target projections, etc. Nothing is settled at this point, Charlie Baker of CCRPC is on the Act 76
21 Advisory Council and has advised that clear roles need to be defined by ANR regarding who is
22 responsible for enforcement. We have option to not sign a contract if this information is not available
23 or satisfactory. If the solution found is not acceptable we would withdraw without signing a contract as
24 we are not able to provide enforcement. Lotspeich believes ANR needs to be responsible for any
25 enforcement role. Question was also raised as to whether we will have adequate funding come through
26 to fund whatever position we have to administer this program, which Waninger confirmed CVRPC would
27 get 15% of the approved funds to administer, however it is not clear yet what the total dollar amount
28 would be. She confirmed this is an ongoing concern and this component still needs to be worked out.
29 DeAndrea advised that if there are specific questions that the Committee would like her to submit
30 during the RFP Q&A period, to please let her know. Waninger reminded the Committee the proposal in
31 the packet is not finalized yet, but looking for guidance from Committee as to whether CVRPC should
32 move forward with submitting the proposal or not.

33
34 *S Lotspeich moved to authorize staff to submit a Clean Water Service Provider proposal for the Winooski*
35 *River Basin; M Gray seconded. Motion carried.*

36 37 **CONSENT ITEMS**

38 Hill-Eubanks directed the Committee to the information in the packet beginning on Page 78.

39
40 *G D'Amico moved to approve the minutes of March 2, March 10, and March 30; J Potter seconded.*
41 *Motion carried.*

1 **BOARD OF COMMISSIONERS**

2 Waninger advised that in consultation with Lotspeich and Hill-Eubanks the April Board of Commissioners
3 meeting has been cancelled due to no essential agenda items. Significant discussion ensued on whether
4 we would need to hold May or June meetings to address ANR's Basin 14 Plan's recommendation from
5 our Clean Water Advisory Council as well as annual Board nominations/elections, as the Board would
6 likely need to be convened virtually, dependent on COVID-19 status.

7
8 Concurred was that the Executive Committee could convene to approve a recommendation of the
9 CWAC regarding Basin 14 Plan, and that they could invite Orange and Washington (who are in the Basin)
10 to a meeting that votes on the plan. With regard to nominations and elections, the following process
11 was agreed upon: The nominating committee could present a slate to the Board via email (with
12 posting on the website for transparency) in April. A short virtual meeting could be held in May to move
13 the slate and accept any nominations from the floor and close nominations; and then balloting would be
14 done by mail following that meeting (as is the usual process).

15
16 There was further discussion as to whether or not a remote May meeting should include a presentation
17 of the Basin 14 Plan. It was suggested that DeAndrea request from ANR a virtual presentation that
18 Board members could access on their own, vs. this being part of a virtual Board meeting. Board
19 members would be advised on how to provide comment to the Executive Committee for submission to
20 ANR. There was mutual agreement that the conformance letter as determined by CWAC and Regional
21 Plan Committee could be delayed. Concurred this was a good format to move forward with and the
22 Committee requested Waninger and DeAndrea move forward with organizing as outlined, and that a
23 remote Board meeting to discuss nominations will be held in May.

24
25 It was confirmed that the Committee is set to have special meeting on Wednesday if TAC does not have
26 quorum to prioritize paving projects and also to move the Accounting contract if it is complete.
27 Waninger advised she will not be available for that meeting as she has a conflict. Gray also noted a
28 conflict with 1 pm on Mondays for the bi-weekly special meeting. Chartrand advised she will revisit the
29 scheduling of the bi-weekly special meetings and advise the Committee.

30
31 **EXECUTIVE SESSION**

32 *G D'Amico moved to enter Executive Session for personnel at 5:12 p.m. M Gray seconded. Motion*
33 *carried.*

34
35 *S Lotspeich moved to exit Executive Session for personnel; M Gray seconded. Motion carried.*

36
37 **ADJOURN**

38 *J Potter moved to adjourn at 5:59 pm; M Gray seconded. Motion carried.*

39
40 Respectfully submitted,

- 1 Nancy Chartrand
- 2 Office Manager

DRAFT