Central Vermont Regional Planning Commission  
Meeting Minutes  
March 2, 2020

CENTRAL VERMONT REGIONAL PLANNING COMMISSION  
Executive Committee  
MINUTES  
March 2, 2020

Present:
- Julie Potter
- Laura Hill-Eubanks
- Michael Gray
- Dara Torre
- Steve Lotspeich
- Janet Shatney
- Gerry D’Amico

Staff: Bonnie Waninger, Nancy Chartrand

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

Adjustments to the Agenda
None

Public Comment
None

Financial Report
Not available at this time

Contract/Agreement Authorization
Waninger provided overviews of the agreements and amendments in the packet for signature.
Discussion ensued regarding permitting, match, and billing timeframes.

Southern Windsor County Regional Planning Commission – Design/Implementation Block Grant
G. D’Amico moved to authorize the Executive Director to sign the agreement; J. Potter seconded. Motion carried.

Vermont Department of Public Safety – Emergency Management Performance Grant – Amendment #1
J. Potter moved to authorize the Executive Director to sign the EMPG agreement amendment; G. D’Amico seconded. Motion carried.

MVP – Flexible Spending Account (FSA)
Chartrand provided an overview of the FSA for Dependent Care Reimbursement needing to be changed to a new provider due to health care provider changes. Discussion ensued regarding the resolution and if Executive Committee could sign in lieu of the Board. It was concurred that they could.
S. Lotspeich moved to authorize the Executive Director to sign the Executive Agreement and Certificate of Resolution for Central Vermont Planning Commission’s FSA Plan, effective January 1, 2020; D. Torre seconded. Motion carried.

Revised FFY20 Transportation Planning Initiative Budget Adjustment
Waninger advised that when the original adjustment was submitted to VTrans, that they requested a revised adjustment due to an error in the original application. Staff also identified the reallocation of hours was incorrect and billing rates needed to be updated to 1/1/20 billing rates vs. 2019 rates. Additional information was provided about the individual adjustments. Discussion ensued regarding the number of times the TPI budget could be adjusted and it was confirmed that two adjustments were the norm.

D. Torre moved to approve the CVRPC FFY20 Transportation Planning Initiative (TPI) agreement budget adjustment 1; S. Lotspeich seconded. Motion carried.

FY21 VISTA Member Letter of Support
Waninger provided an overview of our involvement in the VISTA program and the 3-year award which requires an annual application throughout that time frame; as well as the plan for involvement for the coming year. There was further discussion regarding the potential budget implications of following through with the application, and that is currently pending.

It was suggested that the wording in paragraph 2 of the letter be amended to read “Our Executive Committee is enthusiastic about hosting a VISTA member to further these activities to shape new programs and building tools and templates that increase capacity in these areas”.

J. Potter moved to authorize the VISTA volunteer letter as amended. G. D’Amico seconded. Motion carried.

FY20 Budget Adjustment
Waninger provided an overview of the need to adjust and outlined new contracts in the budget and truing up of balances of existing contracts. It was noted page 70 line 51 (Plotter) needs to be moved to Page 70 line 43 (Capital Non-Billable). Discussion ensued regarding reserve fund building and hiring additional staff. On page 66, lines 44-46 it was noted that the totals were incorrect and based on FY19 budget, not FY20. Appropriate changes were discussed and the lines corrected.

J. Potter moved to adopt the FY20 budget adjustment as corrected; G. D’Amico seconded. Motion carried.

FY21 Budget
Waninger provided an overview of the first draft of the FY21 budget. Normal expenses with anticipated revenues are outlined in this draft and expenses have not been drawn down pending more information on legislative funding. The next draft will hone in more on expenses to bring them more in alignment with revenues. Discussion on grants, billables and staff coverage ensued.
Consent Items

S. Lotspeich moved to approve the February 3, 2020 minutes as drafted; D. Torre seconded. Motion carried.

Commission Meeting Agenda

Waninger advised that an updated Board of Commissioner’s agenda was distributed at the start of the meeting, which removes the Grant Application Authorization (USDA Rural Business Development Grant) and moved Commissioner updates into the Regional Plan discussion requesting they share municipal needs, challenges and success to help inform the new Regional Plan vision and process. Discussion ensued regarding the wording of the agenda item.

There was consensus on moving forward with the exercise that the agenda item outlines and ensuring a memorandum goes out in advance that clearly outlines the anticipated process for the exercise. There was also a request that the revised agenda be shared with the Committee after the memorandum has been drafted.

J. Potter moved to approve the Board of Commissioner’s agenda conceptually and leave it to staff to make final adjustments; G. D’Amico seconded. Motion carried.

Executive Director Annual Evaluation

Hill-Eubanks provided an overview of the revised schedule in the packet. There was discussion on whether it is important to have it all completed in April, Waninger advised that it could be postponed to May meeting without causing any issue due to current budget projections.

There was consensus on the revised schedule and it was requested that Chartrand will send out reminders on the schedule.

Executive Session

No executive session was needed.

Adjourn

S. Lotspeich moved to adjourn at 6:09 pm; D. Torre seconded. Motion carried.

Respectfully submitted,

Nancy Chartrand
Office Manager