Central Vermont Regional Planning Commission
Meeting Minutes

Present:
- Julie Potter
- Laura Hill-Eubanks
- Michael Gray
- Dara Torre
- Steve Lotspeich
- Janet Shatney
- Gerry D’Amico
- 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 requested to remove implement temporary leave donation program.

Public Comment
None

Contract/Agreement Authorization
Waninger provided an overview of the contract amendment. The State offered $35,000 in additional funds based on additional ideas submitted by Clare Rock and based on CVRPC’s success working with municipalities. The additional funds will support: 1) developing guidance on how municipalities can support the forest product industry, and 2) working with additional municipalities on forest integrity language for municipal plans. Roughly $20,000 will be sub-granted to other RPC for technical assistance to municipalities.

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
Update on continuity of operations
Waninger provided details on current response. All staff are working remotely with the Director and Office Manager taking turns coming into the office. Staff will be in the office two times per week. 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 staff who also serve as primary childcare provider. All staff maintain core work hours of 8:00 – 11:00 am. Staff meetings are held twice a week via video to keep each other updated on COVID group participation, projects/tasks. The Director also is checking in individually with each employee.
No agencies have extended contract deadlines yet. VAPDA has sent questions as a group to agencies about possible extensions. Also requested that the agencies think collectively about how they would like RPC’s to assist. Agency of Transportation has reached out for potential help; what type of help yet is not known.

Two disasters are in underway: a health and human services disaster from the COVID virus and an economic disaster from the workforce and business consequences of a reduced workforce and shuttered businesses.

Update on services to facilitate local, regional, and state response

Staff has not been called to State Emergency Operations Center (SEOC) yet. Offering free mapping to municipalities for COVID response. Staff monitor state agency calls and summarize information for municipalities. CVRPC is working on putting up COVID resources webpage. A behind-the-scenes recent platform update to our website may impact this.

Staff also is involved in a regional response effort with area social service agencies, led by Capstone, Downstreet, and the Vermont Dept. of Health (Washington and Northern Orange Counties Regional Response Command Center). The effort is aimed at feeding and housing the most vulnerable. They are addressing housing of homeless individuals to accommodate social distancing. CVRPC’s role is assisting with transportation needs.

Adopt new or modified policies to address office closure

a. Personnel Policy Manual Modifications

   D. Torre moved to authorize a $40.00 monthly technology stipend for employees while employees are required to work remotely due to the COVID 19 pandemic; M. Gray seconded. Motion carried.

b. Internal Control Modifications

   Waninger provided an overview of the need for internal controls – reducing organizational risk by creating separation of duties. Controls were modified to address remote work. These are temporary measures through the COVID pandemic.

   Staff is exploring online bill payment and Bill Pay through the bank. Bill Pay will require providing the Secretary/Treasurer with access to CVRPC’s bank account.

   Waninger confirmed CVRPC had only one credit card and one Staples card.

   J. Potter moved to adopt modifications to internal controls update; J. Shatney seconded. Motion carried.

c. Credit Cards/Charge Accounts Policy and Procedure

   Waninger advised the major change requested was that credit card could be used to pay regular bills if no e-check/bill pay capability available to accommodate remote work situation and contractor challenges.
J. D’Amico moved to adopt the Credit Cards/Charge Accounts Policy and Procedure as amended; M. Gray seconded. Motion carried.

Upcoming Meetings

Waninger advised next meeting is April 6th, a regular meeting. She requested the Committee set up a bi-weekly special meeting schedule to address any issues that arise during the pandemic. The meeting will be cancelled if not needed. Chartrand will poll Committee members.

Waninger provided an overview of the paving projects prioritization that is being requested by the Agency of Transportation. List of projects expected to arrive 4/1 and need list back to the agency by 4/10; information will go to TAC. Staff anticipates TAC will have quorum challenges. Executive Committee may need to be back-up for approval. Wednesday 3:00 pm on 8th was set aside for this special meeting.

The Chair confirmed there would not be a Board meeting in April. It was confirmed that if a meeting had no essential business to vote on, those meetings will likely be cancelled.

Hill-Eubanks reminded the Committee they are discussing the Executive Director’s evaluation meeting on April 6th. Chartrand will set up the Executive Session meeting link on GoToMeeting for Hill-Eubanks.

Adjourn

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

Respectfully submitted,
Nancy Chartrand
Office Manager