

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **MINUTES**

4 **March 30, 2020 Special Meeting**

5 Present:

☒ Julie Potter

☒ Laura Hill-Eubanks

☒ Michael Gray

☒ Dara Torre

☒ Steve Lotspeich

☒ Janet Shatney

☒ Gerry D'Amico

6
7 Staff: Bonnie Waninger, Nancy Chartrand

8
9 **Call to Order**

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

11
12 **Adjustments to the Agenda**

13 Waninger requested to remove implement temporary leave donation program.

14
15 **Public Comment**

16 None

17
18 **Contract/Agreement Authorization**

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

25
26 *J. D'Amico moved to authorize the Executive Director to sign the Department of Forests, Parks &*
27 *Recreation – Forest Integrity Amendment #2; seconded by J. Shatney. Motion carried.*
28

29 **COVID-19 Response**

30 Update on continuity of operations

31 Waninger provided details on current response. All staff are working remotely with the Director and
32 Office Manager taking turns coming into the office. Staff will be in the office two times per week.
33 Building is currently locked down. PO Box has been set up for 6-months due to carrier not being
34 able to get into the building. Remote work is going well with the largest challenge being staff who
35 also serve as primary childcare provider. All staff maintain core work hours of 8:00 – 11:00 am.
36 Staff meetings are held twice a week via video to keep each other updated on COVID group
37 participation, projects/tasks. The Director also is checking in individually with each employee.

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; what
4 type of help yet is not known.

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

8
9 Update on services to facilitate local, regional, and state response

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

14
15 Staff also is involved in a regional response effort with area social service agencies, led by Capstone,
16 Downstreet, and the Vermont Dept. of Health (Washington and Northern Orange Counties Regional
17 Response Command Center). The effort is aimed at feeding and housing the most vulnerable. They
18 are addressing housing of homeless individuals to accommodate social distancing. CVRPC's role is
19 assisting with transportation needs.

20
21 Adopt new or modified policies to address office closure

22 a. Personnel Policy Manual Modifications

23 *D. Torre moved to authorize a \$40.00 monthly technology stipend for employees while employees*
24 *are required to work remotely due to the COVID 19 pandemic; M. Gray seconded. Motion carried.*
25

26 b. Internal Control Modifications

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

30
31 Staff is exploring online bill payment and Bill Pay through the bank. Bill Pay will require providing
32 the Secretary/Treasurer with access to CVRPC's bank account.

33
34 Waninger confirmed CVRPC had only one credit card and one Staples card.

35
36 *J. Potter moved to adopt modifications to internal controls update; J. Shatney seconded. Motion*
37 *carried.*
38

39 c. Credit Cards/Charge Accounts Policy and Procedure

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

1
2 *J. D'Amico moved to adopt the Credit Cards/Charge Accounts Policy and Procedure*
3 *as amended; M. Gray seconded. Motion carried.*
4

5 **Upcoming Meetings**

6 Waninger advised next meeting is April 6th, a regular meeting. She requested the Committee set up a bi-
7 weekly special meeting schedule to address any issues that arise during the pandemic. The meeting will
8 be cancelled if not needed. Chartrand will poll Committee members.
9

10 Waninger provided an overview of the paving projects prioritization that is being requested by the
11 Agency of Transportation. List of projects expected to arrive 4/1 and need list back to the agency by
12 4/10; information will go to TAC. Staff anticipates TAC will have quorum challenges. Executive
13 Committee may need to be back-up for approval. Wednesday 3:00 pm on 8th was set aside for this
14 special meeting.
15

16 The Chair confirmed there would not be a Board meeting in April. It was confirmed that if a meeting
17 had no essential business to vote on, those meetings will likely be cancelled.
18

19 Hill-Eubanks reminded the Committee they are discussing the Executive Director's evaluation meeting
20 on April 6th. Chartrand will set up the Executive Session meeting link on GoToMeeting for Hill-Eubanks.
21

22 **Adjourn**

23 *S. Lotspeich moved to adjourn at 4:27 pm; M. Gray seconded. Motion carried.*
24

25 Respectfully submitted,
26 Nancy Chartrand
27 Office Manager