

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
2 **Executive Committee**  
3 **MINUTES**  
4 **April 6, 2020**

5 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"/> 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 pending reference checks so will be removed from  
14 the agenda. The leave donation program agenda item also was removed from the agenda.  
15

16 **PUBLIC COMMENTS**

17 None.  
18

19 **CONTRACT/AGREEMENT AUTHORIZATION**

20 Waninger noted CVRPC is the grant manager. The Town is responsible for project construction. ANR is  
21 still developing its guidance regarding COVID-19 and grant agreements. When guidance is released,  
22 SWCRPC will either sign the agreement or cancel it. Approval is being sought in case work can progress.  
23

24 *J. D'Amico moved to authorize the Executive Director to sign the agreement with the Southern Windsor*  
25 *County RPC for the DIBG Berlin Town Office and Garage Stormwater Implementation project; J. Potter*  
26 *seconded. Motion carried.*  
27

28 Waninger provided a brief overview of informational contracts at the Chair's request.  
29

30 **TRANSPORTATION PROJECT PRIORITIZATION**

31 Waninger noted TAC did not have quorum at its meeting and could not vote on this item. TAC members  
32 present were in consensus agreement on priorities and requested the Executive Committee approve  
33 final priorities. Lotspeich advised TAC had good discussion surrounding the recommendation with  
34 nine members present. He confirmed a mistake under the roadways has been corrected. He advised  
35 that TAC member Dona Bate had a comment regarding ranking of pre-candidate bridge projects.  
36 Montpelier projects were top 3 out of 4 on the pre-candidate bridge list. Potter inquired if the  
37 Montpelier State Street Bridge was the bridge next to Capitol Grounds. Waninger confirmed it was.  
38

39 *S. Lotspeich moved to forward recommended priorities for the Capital Program and Pre-Candidate*  
40 *Program to VTrans as presented; J. Potter seconded. Motion carried.*

1  
2 **COVID-19 RESPONSE**

3 Waninger advised the US EDA held a call to talk with economic development districts and RPCs about its  
4 grant funding. It is developing guidelines regarding release of these funds. EDA requested advanced  
5 assistance lining up projects. Projects could include developing an economic strategy, funding a staff  
6 person to be an economic response officer, a CDBG project, design of a project, implementation of a  
7 project, business incubator project. Projects must create new capacity or create new business.  
8

9 Hill-Ebanks directed the Committee to updated Internal Controls, which will assist with online bill pay.  
10 Waninger noted potential for post offices to close at some point. Staff is setting up online bill pay  
11 thought auto-debit of CVRPC's account or bank bill pay. Waninger noted she is staffing the office on  
12 Tuesdays and Thursdays to authorization payments and sign checks as needed.  
13

14 *D. Torre moved to approve the Internal Control Policies; S. Lotspeich seconded. Motion carried.*  
15

16 **CLEAN WATER SERVICE PROVIDER PROPOSAL**

17 P. DeAndrea discussed the Clean Water Service Provider (CWSP) proposal which has been drafted to  
18 submit to ANR. CVRPC would be the CWSP for Winooski Basin. CCRPC would assist by handling projects  
19 within Chittenden County. LCPC does not want to be part of the service provider provider team; it is  
20 interested in being a project-based subcontractor. CVRPC would initiate an Request For Qualifications  
21 process with known project implementation organizations and use Master Agreements to create an  
22 efficient subcontracting process. Other entities could still apply for project funding and would need to  
23 be vetted. All RPCs are working to use similar proposals and present a statewide program process.  
24 CCRPC intends to submit a proposal for the direct to Lake Basin. NRPC will submit for the Lamoille Basin.  
25

26 Potter advised she was glad to see it was a team proposal with CCRPC. She noted a correction to the  
27 spelling of Pam Brangan's name. Hill-Ebanks inquired if CVRPC would have a seat on the Basin Council  
28 for our region. DeAndrea noted that guidelines currently are being established. The current draft  
29 suggests the CWSP would not have a seat on the Council to avoid conflict of interest.  
30

31 There was also question about the financing and how it would be handled between the teams. CCRPC  
32 would bill CVRPC for all Chittenden County projects. It would request reimbursement from CVRPC and  
33 present invoice and project backup materials. Another question was raised regarding whether CVRPC  
34 be held accountable if a project did not meet target projections, etc. Staff noted nothing is settled at  
35 this point. Charlie Baker of CCRPC participates on the Act 76 Advisory Council and has advised that clear  
36 roles need to be defined by ANR regarding who is responsible for enforcement. If the solution found is  
37 not acceptable, CVRPC could refrain from signing a contract. Question was also raised as to whether a  
38 CWSP will have adequate funding to administer this program. Waninger confirmed CWSPs would  
39 receive 15% of the approved funds to administer the program. The total dollar amount is not available  
40 yet. She confirmed this is an ongoing concern. DeAndrea asked if there were specific questions that the  
41 Committee would like her to submit during the RFP Q&A period. There were none. Waninger reminded  
42 the Committee the proposal in the packet is not final. Staff is requesting approval from Committee as to  
43 whether CVRPC should move forward with submitting the proposal.  
44

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

#### 3 4 **CONSENT ITEMS**

5 *J. D'Amico moved to approve the minutes of March 2, March 10, and March 30; J. Potter seconded.*  
6 *Motion carried.*

#### 7 8 **BOARD OF COMMISSIONERS**

9 Waninger spoke with Hill-Eubanks and Lotspeich, who elected to cancel the April Board of  
10 Commissioners meeting due to no essential agenda items. Significant discussion ensued on whether the  
11 May or June meetings would be held to address ANR's Basin 14 Plan and Board nominations/elections.  
12 The Board would need to be convened virtually, dependent on COVID-19 status.

13  
14 The Executive Committee concurred it could convene to approve a recommendation of the CWAC  
15 regarding Basin 14 Plan, and that it would invite Orange and Washington (which are in the Basin) to the  
16 meeting. With regard to nominations and elections, the following process was agreed upon: The  
17 Nominating Committee would present a slate to the Board via email with posting on the website for  
18 transparency in April. A short Board meeting would be held in May to move the slate, accept  
19 nominations from the floor, and close nominations. Balloting would be done by mail as normal.

20  
21 The Committee discussed whether a remote May meeting should include a presentation of the Basin 14  
22 Plan. It was suggested that DeAndrea request an online presentation from ANR. Board members could  
23 access it on their own and provide comment to the Executive Committee for submission to ANR. There  
24 was mutual agreement that the conformance letter as determined by CWAC and Regional Plan  
25 Committee could be delayed. The Committee requested staff move forward with organizing as outlined.

26  
27 The Committee confirmed it would hold a special meeting on April 8 if TAC does not have quorum for  
28 paving project prioritization and to approve the accounting contract. Waninger is unavailable. Gray  
29 noted a conflict with 1 pm on Mondays for special meetings. Chartrand will repoll members.

#### 30 31 **EXECUTIVE SESSION**

32 *J. D'Amico moved to enter Executive Session for personnel at 5:12 pm; M. Gray seconded. Motion*  
33 *carried.*

34  
35 *S. Lotspeich moved to exit Executive Session at 5:58 pm; M. Gray seconded. Motion carried.*

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37 No action was taken as a result of the Executive Session.

#### 38 39 **ADJOURN**

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

41  
42 Respectfully submitted,

43  
44 Nancy Chartrand, Office Manager