

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **MINUTES**

4 **April 20, 2020 Special Meeting**

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

8
9 **CALL TO ORDER**

10 Chair L. Hill-Eubanks called the meeting to order at 3:03 pm. Quorum was present to conduct business.

11
12 **ADJUSTMENTS TO THE AGENDA**

13 None.

14
15 **PUBLIC COMMENTS**

16 None.

17
18 **COMMUNITY NATIONAL BANK ACCOUNT SIGNATORY RESOLUTION**

19 Chartrand noted the resolution was to update the signatories on the checking account due to the recent
20 Bylaw change. Three officers need to sign the resolution once approved. Lotspeich agreed to be the
21 third signature in addition to Torre and Hill-Eubanks.

22
23 *S. Lotspeich moved to pass the resolution with Community National Bank and approve the Chair,
24 Secretary/Treasurer, and Executive Director as signatories; M. Gray seconded. Motion carried.*

25
26 **CLEAN WATER ADVISORY COMMITTEE LETTER OF CONCERN**

27 Waninger advised this is the Clean Water Advisory Committee’s revised letter per the Board’s request.
28 If Executive Committee is comfortable with moving this letter to the Board, it will be placed on the next
29 Board agenda. Discussion ensued with regard to suggested amendments to the letter: ensure all
30 acronyms are spelled out (i.e. on 2nd page - PFAs and PFOA); first sentence on 1st page – add “for”
31 before “which”; and it was suggested to use a colon instead of a comma in the last sentence of the 2nd
32 paragraph to indicate a list of items. Additional discussion ensued regarding what the word
33 ‘effectiveness’ refers to on Page 2 – Policies and regulation (Recommendation). It was concurred that
34 this needs to be clarified by the CWAC. Waninger noted she would request the discussed edits be made
35 before the letter goes before the Board and that CWAC would need to discuss the effectiveness
36 question at is next meeting. Therefore, the letter will go before the June Board meeting.

37
38 *J. D’Amico moved to move the letter to the Board. A point of clarification was requested regarding the
39 final adjustments that are being requested and whether the motion should be contingent on those*

1 *adjustments being made. D'Amico amended his motion to move the letter to the Board following*
2 *clarification of the statement on effectiveness under Policies and Regulations – Point 1; S. Lotspeich*
3 *seconded. Motion carried.*

4
5 **FISCAL SPONSOR REQUEST**

6 Wanager advised that the East Calais Community Trust (ECCT) currently uses Preservation Trust of
7 Vermont as its fiscal sponsor because ECCT does not have its federal 501(3) designation. Since both the
8 ECCT and the Preservation Trust are applying for a Northern Borders Grant, ECCT has requested CVRPC
9 act as its fiscal sponsor.

10
11 Staff is generally supportive of the request. Other RPCs have been fiscal sponsors for such purposes.
12 With regards to the Northern Borders grant, a key challenge is the grant appears to require that
13 grantees own any structures purchased with grant funds until fully depreciated (~27-39 years).
14 Wanager is confirming this applies to fiscal sponsors; and expects the answer will be affirmative.

15
16 Considerable discussion ensued and several concerns were raised. It was confirmed the RPC would be
17 responsible for maintenance, and could assign that responsibility to ECCT using an operation and
18 maintenance agreement. It was confirmed the grant recipient would be the RPC not ECCT. There was
19 question as to what this would mean in terms of supporting other towns; specifically could CVRPC be a
20 fiscal sponsor for multiple towns? Wanager confirmed it could, but would not want to be fiscal sponsor
21 for the same grant in the same year for different towns. It was also noted that a fiscal sponsor is
22 different than fiscal agent (see meeting packet). Concern was raised with regard to being a property
23 owner, not necessarily being a fiscal sponsor. Question was raised as to whether the RPC could be an
24 interim fiscal sponsor, and upon project completion do a quick claim deed to the Town of Calais and
25 pass ownership on. Wanager noted that according to grant guidance she believes we must maintain
26 ownership/control. The Committee concurred that the ownership/control question needs to be clarified
27 before a decision is made. The Committee otherwise was supportive of CVRPC acting as ECCT's fiscal
28 sponsor. The Committee identified that if other towns wanted to pursue this type of sponsorship,
29 CVRPC could have a lot of buildings under its ownership. A question was raised about administration
30 costs. Wanager confirmed costs would be built into the application to the RPC for its services.

31
32 The Committee requested Wanager define the ownership issue, follow up with ECCT, and place the
33 item on the May 4th agenda if needed.

34
35 **OFFICE UPDATES**

36 Wanager followed up on Accounting Services contract. She confirmed she has spoken with the Ijaz
37 owner and the accountant assigned to CVRPC. She is comfortable moving forward. They are currently
38 reviewing CVRPC's QuickBooks file and will meet with CVRPC's current accountant. They believe they can
39 bring CVRPC's files to current (through March 31st) by mid-May.

40
41 Wanager discussed the impact of COVID on current and future budgets. Currently RPC funding is not
42 part of the Legislature's COVID-reduction package; it may be in the future. FY21 budget impacts are
43 more about construction projects that may not move forward. The Agency of Natural Resources has

1 stated that awarded projects not under contract will have awards rescinded. Staff is exploring needs in
2 municipalities. Some municipalities have expressed they will not have match funds available.

3
4 A number of communities requested CVRPC host a Selectboard/Town Manager/Town Administrator
5 roundtable to share and discuss what towns are currently doing and how they are going to move
6 forward; She expects this will be organized in the next 7-10 days with a day and evening sessions.

7
8 Waninger noted that two staff members have requested a reduction in hours, which will likely be put
9 into place next week. Additional furloughs may be needed if workload or funding declines. With COVID-
10 related furloughs, CVRPC still pays for benefits; however, employees are eligible for unemployment for
11 the reduced hours. Furloughs initially are expected to be through May 15th.

12
13 Chartrand provided an update on CVRPC's lease. CVRPC's current landlord explored whether CVRPC
14 would be willing to contribute a lump sum towards construction and be willing to invest in a 10-year
15 versus 5-year lease.

16
17 **ADJOURN**

18 *S. Lotspeich moved to adjourn at 3:52 pm; J.. D'Amico seconded. Motion carried.*

19
20 Respectfully submitted,

21
22 Nancy Chartrand, Office Manager