CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
MINUTES
April 20, 2020 Special Meeting

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

Staff: Bonnie Waninger, Nancy Chartrand

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

ADJUSTMENTS TO THE AGENDA
None.

PUBLIC COMMENTS
None.

COMMUNITY NATIONAL BANK ACCOUNT SIGNATORY RESOLUTION
Chartrand noted the resolution was to update the signatories on the checking account due to the recent Bylaw change. Three officers need to sign the resolution once approved. Lotspeich agreed to be the third signature in addition to Torre and Hill-Eubanks.

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

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

☐ J. D’Amico moved to move the letter to the Board. A point of clarification was requested regarding the final adjustments that are being requested and whether the motion should be contingent on those
adjustments being made. D’Amico amended his motion to move the letter to the Board following clarification of the statement on effectiveness under Policies and Regulations – Point 1; S. Lotspeich seconded. Motion carried.

**FISCAL SPONSOR REQUEST**

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

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

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

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

**OFFICE UPDATES**

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

Waninger discussed the impact of COVID on current and future budgets. Currently RPC funding is not part of the Legislature’s COVID-reduction package; it may be in the future. FY21 budget impacts are more about construction projects that may not move forward. The Agency of Natural Resources has
stated that awarded projects not under contract will have awards rescinded. Staff is exploring needs in municipalities. Some municipalities have expressed they will not have match funds available.

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

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

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

**ADJOURN**

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

Respectfully submitted,

Nancy Chartrand, Office Manager