CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Executive Committee

MINUTES

May 4, 2020 Meeting

Present:
 Julie Potter   Laura Hill-Eubanks   Michael Gray
 Dara Torre   Steve Lotspeich  □ Janet Shatney
 Gerry D’Amico

Staff: Bonnie Waninger, Nancy Chartrand, Pam DeAndrea

Call to Order
Chair Hill-Eubanks called the meeting to order at 4:08 pm.

Adjustments to the Agenda
L. Hill-Eubanks requested the Administrative & Financial Policy and Procedures be removed from the agenda and reviewed at the next meeting.

Public Comment
None

Contract/Agreement Authorization
Dubois & King – Stormwater Services Master Agreement, Addendum 1 – M. Gray recused himself for this decision; the contract provides services for a Woodbury project. Discussion ensued regarding local and state permit fees. It was confirmed that CVRPC would not be paying any permit fees.

S. Lotspeich moved to authorize the Executive Director to sign contract addendum for the Woodbury stormwater projects; J. Potter seconded. Motion carried, with M. Gray recusing.

Clean Water Service Provider (CWSP) Proposal
P. DeAndrea provided an overview of the updated proposal noting a revision for the role of Chittenden County Regional Planning Commission (CCRPC). CVRPC will be the administrator with assistance from CCRPC to set up program at the outset, but CVRPC would take the lead administrator role following set-up. Lotspeich advised he participated in the recent partner meeting regarding the CWSP program.
There appeared to be uncertainty about whether this project will be fully funded due to COVID-19 concerns and state revenues being impacted. He is concerned that by the time CVRPC receives funding it may be somewhat diluted. He suggested CVRPC needs to be cautious moving forward with this program. Lotspeich noted the proposal should not commit funding for partner participation in the Basin Council as the amount of funding may not support that. DeAndrea agreed that specific commitments should not be in the proposal, and she will review and confirm that they are not.
No action was taken because the Committee had previous authorization proposal submission.

Office Updates
N. Chartrand advised that the CVRPC’s current landlord has suggested that a decision regarding lease renewal be placed on hold due to COVID-19 and revisited prior to September 2021. If Executive Committee agrees, staff would request a written lease extension. M. Gray advised keeping status quo for another year make sense. J. Potter advised it is difficult to secure contractor commitments right now, which may make it difficult to develop a detailed package/proposal. The Committee concurred a one-year lease extension makes sense.

B. Waninger advised fiscal sponsorship for the East Calais Community Trust (ECCT) will not move forward. ECCT and CVRPC held a call with NBRC and ACCD, which confirmed the grantee must retain site control (ownership or lease) for 20 years. Waninger provided coaching to ECCT regarding grant requirements. ECCT is moving their application forward as NRBC will allow them to apply without having non-profit status if they obtain it before a notice to proceed is issued. ECCT expressed interest in having CVRPC act as project manager. Staff will provide a scope of work and cost estimate when it receives the grant scope.

Waninger further advised that Rock and DeAndrea have reduced their hours by one day per week each, beginning 4/25. CVRPC is transitioning to the new contracted accountant as of today. They are moving forward with invoicing and payroll, and are estimating 3-4 weeks to catch up. After CVRPC, they will catch up Wrightsville Beach Recreation District.

Waninger noted that the State is looking to claw back funds that are not under contract. ACCD returned two million dollars and successfully defended returning the 4th quarter payment to RPCs. The Budget Office had requested paid back of these funds. Waninger has directed staff to focus on essential ACCD tasks only through June 30th. The FY21 budget will include an assumed 25% reduction in ACCD funding as a scenario. The Legislature is planning to pass a three-month budget and then revisit. CVRPC should expect flexibility in funding for FY21.

In compliance with the Governor’s most recent Executive Order addendum, all CVRPC staff completed VOSHA’s required COVID safety training. Staff will be writing an Organizational Safety Plan before returning to the office or initiating field work. A plan is not necessary while telecommuting continues.

CVRPC has been notified it won an ESRI Special Achievement in GIS award for the map Ashley did for the Hunger Council. Congratulations to Ashley!

L. Hill-Eubanks inquired when staff might transition back to the office. Waninger expects telecommuting will continue into June or July as the Governor continues to promote telecommuting when possible. There also was discussion about initiating Board meetings remotely.
Policy and Procedures Updates

_Nominating Committee Rules of Procedure_ - B. Waninger advised Nominating Committee Rules of Procedure (ROP) were updated to reflect the Commission’s bylaws update. She advised the Committee Guidelines be appended to the ROP.

S. Lotspeich agreed appending the Guidelines made sense. It was confirmed that the ROP were an entirely new document for the Nominating Committee. J. Potter supported referencing the Guidelines and appending them to the ROP.

_D. Torre moved to recommend forwarding the Nominating Committee Rules of Procedure and Guidelines to the Board of Commissioners for adoption; M. Gray seconded. Motion carried._

G. D’Amico joined the meeting at 4:55 pm.

_Credit Card and Charge Account Policy_ - Waninger provide an overview of changes, mainly to reflect non-gender specific pronouns and incorporate references to online bill pay. The Office Manager was substituted for the Finance Accountant for out of state travel. Procedures were updated for recently adopted internal controls.

_G. D’Amico moved to adopt updates to the Credit Card and Charge Account Policy; J. Potter seconded. Motion carried._

Consent Items

_S. Lotspeich moved to approve the consent items; M. Gray seconded. Motion carried._

Commission Meeting Agenda

At the last meeting, the Committee agreed to have the Nominating Committee email a slate of candidates to the Board and then present at a virtual May meeting for any additions and approval. Once a slate is approved, a ballot would be mailed to Commissioners following the meeting. The Nominating Committee meeting must be a publicly warned meeting with 24 hours’ notice. Hill-Eubanks will contact Shatney regarding scheduling.

The CWAC item is to briefly describe the revised draft basin plan process to Board members.

Waninger anticipates a 20-40-minute meeting. Proper virtual meeting etiquette was discussed. The Committee asked that etiquette be discussed at the outset of the meeting and attendance taken. Recent virtual meeting etiquette from VPA could be included in the packet. Waninger will add this to the agenda.
J. Potter moved to approve the May 12 Board of Commissioners agenda as amended; M. Gray seconded. 
Motion carried.

Executive Session
L. Hill Eubanks described the process for entering and exiting executive session, and returning to the regular meeting to adjourn.

M. Gray moved to enter into executive session at 5:17 pm for Personnel; G. D’Amico seconded. Motion carried.

S. Lotspeich moved to exit executive session at 5:39 pm; M. Gray seconded. Motion carried.

No action was taken during executive session. Discussion regarding the Executive Director’s compensation will occur at the next meeting.

Adjourn
S. Lotspeich moved to adjourn at 5:40 pm; J. Potter seconded. Motion carried.

Respectfully submitted,
Nancy Chartrand, Office Manager