Executive Committee
MINUTES
May 18, 2020 Special Meeting

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

Staff: Bonnie Waninger, Nancy Chartrand

Call to Order
Chair L. Hill-Eubanks called the meeting to order at 3:03 pm.

Adjustments to the Agenda
None

Public Comment
None

Contract/Agreement Authorization
Southern Windsor County RPC – DIBG Berlin Town Office & Garage Stormwater Implementation (Revised) - Waninger advised the Committee had approved an earlier version of this contract pending an Agency of Natural Resources decision as to whether construction projects could move forward. The Agency has authorized this construction project. Southern Windsor updated the contract. “Expectations” were revised as expectations for a planning project where included previously.

G. D’Amico moved to authorize the Executive Director to sign contract; S. Lotspeich seconded. Motion carried.

Watershed Consulting Associates – Stormwater Services Master Agreement, Addendum 2 - Waninger reminded the Committee CVRPC has master agreements with four consultants who were pre-qualified to serve water quality projects. Watershed Consulting was awarded a master agreement, and CVRPC is assigning the Moretown Elementary project to them using an addendum to the master agreement. Lotspeich asked for clarification of the local match. Waninger noted there was no cash match in this contract for CVRPC. CVRPC has signed a Memorandum of Agreement with the Town for match.
G. D’Amico moved to authorize the Executive Director to sign contract amendment; J. Potter seconded. Motion carried.

Dental Insurance
N. Chartrand advised there is no premium increase for dental insurance for FY21. She received confirmation today that NE Delta Dental will be providing a one-month premium credit as pandemic relief to long-term customers.

J. Potter moved to approve CVRPC’s FY21 dental benefit to maintain the existing dental policy and 100% employer contribution; D. Torre seconded. Motion carried.

Office Updates
CVFiber - Waninger spoke with Jeremy Hanson, Director of CVFiber. Hanson said the legislature may support funding for administration support to Union Communication Districts. He wanted to explore whether CVRPC might be interested in providing assistance. This would be equivalent to what CVRPC does for the LEPC (staff meetings, minute postings, mail, etc.). She asked if the Committee had concerns. The first project for which they are applying for grant monies through Northern Borders is in the Middlesex/Worcester area. Lotspeich asked if federal money for broadband may come through and enhance the work of this group? Waninger said funding through the CARES Act was for states. There is discussion about using these funds to build-out Vermont’s broadband network. Nothing is confirmed.

Waninger noted that if a contract for support moved forward, it would come before the Committee either for approval or in the Information Only section of the contracts memo.

Working Communities Grant – This grant from the Federal Reserve Bank of Boston assists a multisector partnership to develop systems change that benefits low and moderate income populations. CVRPC is the project facilitator for a Greater Barre Team. The Barre Team identified workforce systems change as an improvement - to better marry what employers and high-risk employees, specifically single mothers living near the poverty level, need to succeed. The Boston Fed awarded all grantees an additional $5,000. The funds can be used for the existing idea or for a modified idea in light of COVID. The total grant is now for $20,000. The Barre Team meets Friday to continue discussions on its concept. There was early discussion of repurposing funds to assist COVID refugees (those who lost their job or worked reduced hours due to COVID). This planning phase assists grantees to frame their concept in more detail and to apply for an implementation grant, which is due September 30th.

State Budget Update – State guidance related to the 3-month state budget directed agencies to an ~8% annual cut for the 1st quarter; actual cuts could be higher or lower for an agency based on an agency/department’s percentage of General Fund share. Taking this information into consideration she will draft our budget with the same type of cut in mind preparing draft
Waninger confirmed approximately 1/3 of CVRPC’s budget is funded through the RPC State allocation. She explained how the State allocation is apportioned. Due to lack of growth in Central Vermont and growth in other parts of the state, the funding CVRPC receives has declined by a 3-5% annually. Potter advised that State agencies cuts also could impact RPC funding from other State agencies. Waninger confirmed that VTrans advised RPCs that the Transportation Planning Initiative would be level funded. It also is possible the local match will be increased above 10%; the State currently pays the other 10% match. Waninger will draft best, middle, and worst case budget scenarios.

US Economic Development Administration (EDA) Grant – Waninger updated the Committee about a joint economic planning effort among four RPCs (Addison, Chittenden, Rutland, Central VT). The RPCs may band together to develop a Comprehensive Economic Development Strategy (CEDS), which may lead to forming a federally-designated economic district. EDA staff encouraged the RPCs to apply jointly as these four regions are the remaining regions not to be covered by a CEDS statewide. The four regions together represent more than half of Vermont’s population. Chittenden will be the applicant and grant administrator. Other RPCs will be participants.

Policy and Procedures Updates
Executive Committee Rules of Procedure - Waninger advised the revised Rules of Procedure addressed typos and the conflict of interest language. Clarification was provided regarding the Committee’s role (lines 37-40 on first page of document). It was confirmed that policy on something new (outside of general activities as outlined in the Bylaws) needs to be approved by the Board for consideration. It was also confirmed that the Board has the power to rescind any action taken by the Executive Committee. D’Amico advised of the extraneous comma on line 38 that needs to be removed.

G. D’Amico moved to adopt the Executive Committee Rules of Procedure; S. Lotspeich seconded. Waninger clarified the Committee was approving the Procedure for forwarding to the Board for adoption. D’Amico amended his motion to forward the Executive Committee Rules of Procedure to the Board for adoption; S. Lotspeich accepted the amended motion. Motion carried.

Administrative and Financial Policies and Procedures - Waninger provided an overview of the changes to the Administrative and Financial Policies and Procedures. It is a mixture of both policy and procedure, and she expects an update over the next year with a new accountant being on board. She further advised that they are explanatory and walk through policy about how we address financial components within the organization as well as internal controls. It also takes some separate policies and incorporates by reference. She noted the old document begins on page 55 in the packet should someone want to do a comparison to the new document. Hill-Eubanks noted a typo on page 51, line 37 ‘serve vs. ‘server’.
D. Torre moved to adopt updates to the Administrative and Financial Policies and Procedures; J. Potter seconded. Motion carried.

Consent Items
S. Lotspeich moved to approve the consent items; G. D’Amico seconded. Motion carried.

Executive Session
G. D’Amico moved to enter executive session at 3:49 pm; S. Lotspeich seconded. D’Amico amended his motion to invite the Executive Director into the session; S. Lotpseich accepted the amendment. Motion carried.

J. Shatney moved to exit Executive Session at 4:02 pm; G. D’Amico seconded. Motion carried.

No action was taken as a result of the session. Chair Hill-Eubanks expressed the Committee’s appreciation to staff for a job well done this year.

Adjourn
J. Shatney moved to adjourn at 4:07 pm; J. Potter seconded. Motion carried.

Respectfully submitted,
Nancy Chartrand, Office Manager