

1                   **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2                               **Executive Committee**

3                                       **MINUTES**

4                               **May 18, 2020 Special Meeting**

5  
6 Present:

7  
8       ☒ Julie Potter                               ☒ Laura Hill-Eubanks                               ☐ Michael Gray  
9       ☒ Dara Torre                               ☒ Steve Lotspeich                               ☒ Janet Shatney  
10       ☒ Gerry D'Amico

11 Staff: Bonnie Waninger, Nancy Chartrand

12  
13 **Call to Order**

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

15  
16 **Adjustments to the Agenda**

17 None

18  
19 **Public Comment**

20 None

21  
22 **Contract/Agreement Authorization**

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

29  
30 *G. D'Amico moved to authorize the Executive Director to sign contract; S. Lotspeich seconded.*  
31 *Motion carried.*

32  
33 Watershed Consulting Associates – Stormwater Services Master Agreement, Addendum 2 -

34 Waninger reminded the Committee CVRPC has master agreements with four consultants who  
35 were pre-qualified to serve water quality projects. Watershed Consulting was awarded a  
36 master agreement, and CVRPC is assigning the Moretown Elementary project to them using an  
37 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.

1 *G. D'Amico moved to authorize the Executive Director to sign contract amendment; J. Potter*  
2 *seconded. Motion carried.*

#### 4 **Dental Insurance**

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

8  
9 *J. Potter moved to approve CVRPC's FY21 dental benefit to maintain the existing dental policy*  
10 *and 100% employer contribution; D. Torre seconded. Motion carried.*

#### 12 **Office Updates**

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

22  
23 Waninger noted that if a contract for support moved forward, it would come before the  
24 Committee either for approval or in the Information Only section of the contracts memo.

25  
26 *Working Communities Grant* – This grant from the Federal Reserve Bank of Boston assists a  
27 multisector partnership to develop systems change that benefits low and moderate income  
28 populations. CVRPC is the project facilitator for a Greater Barre Team. The Barre Team  
29 identified workforce systems change as an improvement - to better marry what employers and  
30 high-risk employees, specifically single mothers living near the poverty level, need to succeed.  
31 The Boston Fed awarded all grantees an additional \$5,000. The funds can be used for the  
32 existing idea or for a modified idea in light of COVID. The total grant is now for \$20,000. The  
33 Barre Team meets Friday to continue discussions on its concept. There was early discussion of  
34 repurposing funds to assist COVID refugees (those who lost their job or worked reduced hours  
35 due to COVID). This planning phase assists grantees to frame their concept in more detail and  
36 to apply for an implementation grant, which is due September 30<sup>th</sup>.

37  
38 *State Budget Update* – State guidance related to the 3-month state budget directed agencies to  
39 an ~8% annual cut for the 1<sup>st</sup> quarter; actual cuts could be higher or lower for an agency based  
40 on an agency/department's percentage of General Fund share. Taking this information into  
41 consideration she will draft our budget with the same type of cut in mind preparing draft

1 budgets with both a 10% cut and a 25% cut. Hill Eubanks asked for clarification of the 8% cut.  
2 Waninger confirmed approximately 1/3 of CVRPC's budget is funded through the RPC State  
3 allocation. She explained how the State allocation is apportioned. Due to lack of growth in  
4 Central Vermont and growth in other parts of the state, the funding CVRPC receives has  
5 declined by a 3-5% annually. Potter advised that State agencies cuts also could impact RPC  
6 funding from other State agencies. Waninger confirmed that VTrans advised RPCs that the  
7 Transportation Planning Initiative would be level funded. It also is possible the local match will  
8 be increased above 10%; the State currently pays the other 10% match. Waninger will draft  
9 best, middle, and worst case budget scenarios.

10  
11 *US Economic Development Administration (EDA) Grant* – Waninger updated the Committee  
12 about a joint economic planning effort among four RPCs (Addison, Chittenden, Rutland, Central  
13 VT). The RPCs may band together to develop a Comprehensive Economic Development  
14 Strategy (CEDS), which may lead to forming a federally-designated economic district. EDA staff  
15 encouraged the RPCs to apply jointly as these four regions are the remaining regions not to be  
16 covered by a CEDS statewide. The four regions together represent more than half of Vermont's  
17 population. Chittenden will be the applicant and grant administrator. Other RPCs will be  
18 participants.

## 20 **Policy and Procedures Updates**

21 Executive Committee Rules of Procedure - Waninger advised the revised Rules of Procedure  
22 addressed typos and the conflict of interest language. Clarification was provided regarding the  
23 Committee's role (lines 37-40 on first page of document). It was confirmed that policy on  
24 something new (outside of general activities as outlined in the Bylaws) needs to be approved by  
25 the Board for consideration. It was also confirmed that the Board has the power to rescind any  
26 action taken by the Executive Committee. D'Amico advised of the extraneous comma on line  
27 38 that needs to be removed.

28  
29 *G. D'Amico moved to adopt the Executive Committee Rules of Procedure; S. Lotspeich seconded.*  
30 Waninger clarified the Committee was approving the Procedure for forwarding to the Board for  
31 adoption. *D'Amico amended his motion to forward the Executive Committee Rules of Procedure*  
32 *to the Board for adoption; S. Lotspeich accepted the amended motion. Motion carried.*

33  
34 Administrative and Financial Policies and Procedures - Waninger provided an overview of the  
35 changes to the Administrative and Financial Policies and Procedures. It is a mixture of both  
36 policy and procedure, and she expects an update over the next year with a new accountant  
37 being on board. She further advised that they are explanatory and walk through policy about  
38 how we address financial components within the organization as well as internal controls. It  
39 also takes some separate policies and incorporates by reference. She noted the old document  
40 begins on page 55 in the packet should someone want to do a comparison to the new  
41 document. Hill-Eubanks noted a typo on page 51, line 37 'serve vs. 'server'.

1  
2 *D. Torre moved to adopt updates to the Administrative and Financial Policies and Procedures; J.*  
3 *Potter seconded. Motion carried.*

4  
5 **Consent Items**

6 *S. Lotspeich moved to approve the consent items; G. D'Amico seconded. Motion carried.*

7  
8 **Executive Session**

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

12  
13 *J. Shatney moved to exit Executive Session at 4:02 pm; G. D'Amico seconded. Motion carried.*

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

17  
18 **Adjourn**

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

20  
21 Respectfully submitted,  
22 Nancy Chartrand, Office Manager