

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Executive Committee**
3 **MINUTES**
4 **June 1, 2020 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"/> Gerry D'Amico		

6
7 Staff: Bonnie Waninger, Nancy Chartrand

8 Guest: George Clain
9

10 **Call to Order**

11 Chair Hill-Eubanks called the meeting to order at 4:08 pm.
12

13 **Adjustments to the Agenda**

14 None
15

16 **Public Comment**

17 None
18

19 **Contract/Agreement Authorization**

20 Northwest Regional Planning Commission – Municipal Grants in Aid FY20 Amendment 1 - B. Waninger
21 noted municipalities could not complete spring work due to COVID 19. The Agency of Natural Resources
22 (ANR) agreed to extend the time period for project completion.
23

24 *S. Lotspeich moved to approve having the Executive Director sign the Municipal Grants in Aid*
25 *amendment; J. Potter seconded. Motion carried.*
26

27 Biggestone Investments – Office Lease Extension - Waninger reminded the Committee that CVRPC is
28 extending its office lease for one year based on COVID 19. The least term would be October 1, 2020 –
29 September 30, 2021. The monthly and yearly costs were discussed. N. Chartrand noted CVRPC should
30 request a modification from 365 days to 90 days for advance notice of any termination. Potter raised a
31 question as to whether CVRPC's vision for office space has changed at all due to response to COVID-19.
32 Waninger noted needs are still uncertain due to remote work being necessary. It is hoped that
33 extending the lease for another year would allow time to take such needs into consideration. D'Amico
34 inquired if over the next year CVRPC should try to negotiate the least cost due to the potential for other
35 space vacancies. Waninger noted the extension could be helpful for this.
36

37 *J. Potter moved to authorize the Chair to sign the lease with a change to a 90-day termination period; G.*
38 *D'Amico seconded. Motion carried.*
39

1 **Policy and Procedures Updates**

2 Waninger said the Clean Water Advisory Committee (CWAC) initiated an updated of its ROP to address
3 quorum challenge. This was separate from bringing ROP into compliance with updated bylaws.
4

5 Waninger further advised that CWAC's second draft of the ROP does not appear to meet guidance
6 previously provided by the Secretary of State and Vermont League of Cities and Towns with regard to
7 the number of seats/members (voting or non-voting) counting towards quorum. Waninger provided
8 language that might meet the CWAC's desire to solve the quorum challenge by reducing membership to
9 no longer include other organizations, and authorizing the CWAC to seek advice from one or more
10 natural resource-based organizations serving the region and/or the Agency of Natural Resources.
11

12 Waninger does not advise sending CWAC's draft to the Board for adoption without the revised language.
13 Further discussion ensued regarding CWAC's quorum issue and if it is based on organizations not
14 showing up or other members not showing up. Waninger advised it is a mix. CWAC usually has 4-5 core
15 members who show up regularly.
16

17 A question was raised as to whether CVRPC would continue to offer virtual meetings once in-person
18 meetings resume. Waninger said it could; it fosters greater access for members and the public. A
19 member noted CVRPC should look at technology to see how it would work best with people meeting at
20 a table vs. everyone meeting remotely.
21

22 S. Lotspeich advised he supported the approach to have the extra groups as an on-call advisory basis vs.
23 as non-voting members.
24

25 Lotspeich raised a quorum question regarding the Transportation Advisory Committee (TAC) and its
26 Rules of Procedure (ROP). Lotspeich inquired if a not all seats are filled, could the ROP state a majority
27 of all the filled seats in a committee vs. the number of seats that can be appointed would constitute
28 quorum (i.e. 19 vs. 23 for TAC right now). Waninger noted staff previously sought advice from the
29 Secretary of State on this issue. Both the Secretary and the VT League of Cities and Towns advised that
30 quorum is seats, not filled seats.
31

32 It was noted that it is sometimes necessary for staff to go directly to municipalities to show the value of
33 a committee and get them engaged. M. Gray advised he would love to have staff work with the Town of
34 Woodbury on getting someone engaged for TAC. Hill-Eubanks advised the meeting time of the TAC
35 conflicts with Northfield's interested participant's availability.
36

37 Hill-Eubanks requested confirmation that the ROP contained language about the Chair contacting
38 people who miss more than three meetings, as is include in other committee ROPs. Waninger
39 confirmed it was. She noted a committee chair can delegate this duty to staff if they wish.
40

41 Hill-Eubanks advised we are looking to decide whether we are going to send the CWAC's ROP version to
42 the Board or send recommended revisions back to CWAC for review. The Committee could indicate that
43 if CWAC approves recommended changes, it will then be forwarded to Board.
44

1 *M. Gray moved that if CWAC accepts the revised Rules of Procedure version without any significant*
2 *changes, the Executive Committee recommends forwarding them to the Board of Commissioners for*
3 *approval; S. Lotspeich seconded. Motion carried.*

4
5 *Gray further moved if CWAC takes the suggested revisions and make significant changes or additions,*
6 *that version would come back to the Executive Committee for its review and approval; J. Shatney*
7 *seconded. Motion carried.*

8
9 Further discussion ensued regarding the language change in CWAC's draft on page 14 under Advisory
10 Role in that it deletes the following: "The advice of this committee should, where possible, be science
11 based, not opinion, whim, or personal attitude. At the very minimum the advice shall not be contrary to
12 research based water quality and water process facts". Shatney confirmed they are in advisory role and
13 inquired if striking this language impacts that role. Waninger advised it did not impact their being in an
14 advisory role. It was concurred that striking this language is appropriate.

15 16 **Office Updates**

17 Waninger updated the Committee that the Comprehensive Economic Development Strategy (CEDS)
18 application is moving forward and is expected to be submitted Friday 6/5. She noted that somewhat
19 similar to the Regional Energy plan, the CEDS would be used to build the economic element and/or
20 community development element of the updated Regional Plan understanding that this will be a 4-
21 county strategy and CVRPC would need to support it and may include additional region-specific
22 strategies in the Regional Plan too.

23 24 **Consent Items**

25 Chartrand noted the May 4, 2020 minutes were excluded and would be voted on at a later meeting.

26
27 *G. D'Amico moved to approve the consent items; J. Potter seconded. Motion carried.*

28 29 **Commission Meeting Agenda**

30 Waninger asked if the Committee was ready to resume regular Board meetings in virtual format. Hill-
31 Eubanks made note of the issues with GoToMeeting technology today, and wondered if some platforms
32 worked better than others. Lotspeich advised he felt it was likely an internet quality issue vs. service
33 platform. Shatney agreed as she has used several technologies. Gray advised it will be more of an issue
34 for more rural municipalities. Hill-Eubanks questioned if we decide to go to remote only full Board
35 meetings regularly, should we poll the members about their thoughts, and especially since phone-in can
36 be costly dependent on type of phone service you have. Waninger advised she thought the
37 GoToMeeting subscription is paying for those calls; staff will confirm as this could be a barrier to public
38 participation. For presentations, presentation slides could be provided in the packet. Speakers can
39 reference slides by page number so those participating by phone can follow the presentation.

40
41 Potter advised for meetings in East Montpelier have the agenda state the phone number is not TOLL
42 FREE. She further noted that 2-hour meetings can be challenging in a virtual environment. It was
43 suggested 1 to 1½ hours would be appropriate. The agenda will be updated accordingly.

1 *J. Shatney moved to approve the June 9 Board of Commissioners agenda with changes; J. Potter*
2 *seconded. Motion carried.*

3
4 There was inquiry about ballots received to date and a request to send email reminder. There was
5 confirmation that the June 15th Committee meeting is at 3 pm. Waninger recommended that the regular
6 meeting schedule resume in July, halting special meetings and reverting back to monthly meetings. The
7 Committee concurred.

8
9 Shatney asked how the new accountant is doing. Waninger advised there are some challenges she is
10 addressing. On the positive side, they have been smoothing out systems to make some processes
11 easier. Should the challenges continue, Plan B would be to go back into the proposal pool.

12
13 **Adjourn**

14 *D. Torre moved to adjourn at 5:09 pm; G. D'Amico seconded. Motion carried.*

15
16 Respectfully submitted,
17 Nancy Chartrand, Office Manager