

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Executive Committee**  
**DRAFT MINUTES**  
**June 1, 2020 Meeting**

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 |                                                        |                                                   |

Staff: Bonnie Waninger, Nancy Chartrand

Guest: George Clain

**Call to Order**

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

**Adjustments to the Agenda**

None

**Public Comment**

None

**Contract/Agreement Authorization**

Northwest Regional Planning Commission – Municipal Grants in Aid FY20 Amendment 1

Hill-Eubanks directed the committee to the information in the packet. Waninger advised Grants in Aid municipalities were having difficulty getting into the field for spring work due to COVID 19, so Agency of Natural Resources (ANR) agreed to extend the time period for project completion.

*Lotspeich moved to approve the Municipal Grants in Aid amendment, Seconded by Potter. Motion carried.*

Biggestone Investments – Office Lease Extension

Hill-Eubanks directed the committee to the information in the packet. Waninger advised that we are extending for one year based on COVID 19, as discussed at the last Executive Committee meeting.

It was confirmed that the least term would be October 1, 2020 – September 30, 2021 and discussion on the monthly and yearly cost. It was noted that we should request a modification to 90 days vs. 365 days for advance notice of any termination. Potter raised a question as to whether CVRPC's vision for office space has changed at all due to response to COVID-19. Waninger advised our needs are still uncertain due to remote work being necessary. It is hoped that by extending our lease for another year would allow time to take such needs into consideration. D'Amico inquired if over the next year we should try

1 to negotiate our fees due to potential vacancies that may occur. Waninger advised the extension could  
2 be helpful for this.

3  
4 *Potter made a motion to authorize the chair to sign the lease with a change to a 90 day termination*  
5 *period, D'Amico seconded. Motion carried.*  
6

## 7 **Policy and Procedures Updates**

8 Hill-Eubanks directed the committee to information in the packet for the Clean Water Advisory Rules of  
9 Procedure (ROP). Waninger advised the Clean Water Advisory Committee (CWAC) initiated an updated  
10 of their ROP to address their quorum challenge separate from our bringing ROP into compliance with  
11 updated bylaws.

12  
13 Waninger further advised that pages 14-16 in the packet is CWAC's second draft of the ROP; however,  
14 the draft doesn't meet what the Secretary of State and Vermont League of Cities and Towns has  
15 previously advised with regard to the number of seats (voting or non-voting) counting towards quorum.  
16 On pages 17-20 Waninger has provided language to move in the direction of solving the quorum  
17 challenge by reducing membership to no longer include other organizations, and adding the following  
18 "the CWAC may seek advice from one or more natural resource-based organizations serving the region  
19 and/or the Agency of Natural Resources ...."  
20

21 Waninger does not advise sending CWAC's draft to the Board for adoption because it doesn't meet state  
22 law as drafted, however, the document drafted by Waninger does meet state law. Further discussion  
23 ensued regarding CWAC's quorum issue and if it is based on organizations not showing up or other  
24 members not showing up. Waninger advised it is a mix. They usually have 4-5 core members who show  
25 up for every meeting.  
26

27 Comment was offered that now that we are using virtual meeting platforms can this continue to be an  
28 option once we are meeting in a physical location again, in order to eliminate any travel distance issues  
29 for members. Waninger advised that virtual meeting options do allow greater participation by both  
30 members and the public. She advised we likely would retain this option for meetings. It was noted we  
31 would need to look at technology to see how it would work best with people meeting at a table vs.  
32 everyone meeting remotely.  
33

34 Lotspeich advised he supported Bonnie's approach to have the extra groups as an on-call advisory basis  
35 vs. as non-voting members.  
36

37 Lotspeich asked if he could raise a quorum question regarding Transportation Advisory Committee (TAC)  
38 ROP, which Hill-Eubanks advised we would entertain. Lotspeich inquired if you have a certain number of  
39 seats and not all are filled, could ROP state a majority of all the filled seats in a committee vs. the  
40 number of seats that can be appointed (i.e. 19 vs. 23 for TAC right now). Waninger advised that is the

1 question that was taken to the Secretary of State originally – is it seats, or is it filled seats. It is number  
2 of seats designated on the committee, whether filled or not.

3  
4 It was noted that it is sometimes necessary for staff to go directly to municipalities to show the value of  
5 a committee and get them engaged. Gray advised he would love to have staff work with the Town of  
6 Woodbury on getting someone engaged for TAC.

7  
8 Hill-Eubanks advised the meeting time of the TAC conflicts with Northfield's interested participant's  
9 availability.

10  
11 Hill-Eubanks noted in some of the other ROP there was a section about chair contacting people who  
12 miss more than three meetings, and advised this should be included if it is not. It was confirmed it was  
13 in the ROP draft, and Waninger advised the Chair of a committee can delegate this duty to staff if they  
14 wish.

15  
16 Hill-Eubanks advised we are looking to decide whether we are going to send the CWAC's ROP version to  
17 the Board or send Bonnie's ROP version back to CWAC for review indicating if CWAC approves  
18 recommended changes, it will then be forwarded to Board.

19  
20 *Motion made by Gray that if CWAC accepts the Rules of Procedure version put together by Bonnie for*  
21 *them without any major significant changes it can go to the Board of Commissioners for further*  
22 *approval. Seconded by Lotspeich. Motion carried.*

23  
24 *Gray further moved if CWAC takes the suggested revisions and make significant changes or additions,*  
25 *that version would come back to the Executive Committee for their review and approval. Seconded by*  
26 *Shatney. Motion carried.*

27  
28 Further discussion ensued regarding the language change in CWAC's draft on page 14 under Advisory  
29 Role in that it deletes the following: "The advice of this committee should, where possible, be science  
30 based, not opinion, whim, or personal attitude. At the very minimum the advice shall not be contrary to  
31 research based water quality and water process facts". Shatney confirmed they are in advisory role and  
32 inquired if striking this language impacts that role. Waninger advised it did not impact their being in an  
33 advisory role. It was concurred that striking this language is appropriate.

### 34 35 **Office Updates**

36 Hill-Eubanks directed the Committee to the information in the packet – the Executive Director's Report.  
37 Waninger advised the Comprehensive Economic Development Strategy (CEDS) application is moving  
38 forward and is expected to be submitted Friday 6/5. She noted that somewhat similar to the Regional  
39 Energy plan, the CEDS would be used to build the economic element and/or community development  
40 element of the updated Regional Plan understanding that this will be a 4-county strategy and we would  
41 need to support that and may need to build in additional regional strategies as well.

1  
2 **Consent Items**

3 Hill-Eubanks directed the Committee to the information in the packet – minutes for the May 18, 2020  
4 meeting. Chartrand noted the May 4, 2020 minutes were excluded and would need to be voted on at a  
5 later meeting.  
6

7 *D'Amico moved to approve the consent items. Seconded by Potter. Motion carried.*  
8

9 **Commission Meeting Agenda**

10 Hill-Eubanks directed the Committee to the information in the packet. No questions or comments were  
11 raised. Waninger asked if the Committee was ready to resume regular Board meetings in virtual format/  
12 Hill-Eubanks made note of the issues with GoToMeeting technology today, and wondered if some  
13 platforms were better than others. Lotspeich advised he felt it was likely an internet quality issue vs.  
14 service platform. Shatney agreed as she has used several technologies. Gray advised it will be more of  
15 an issue for more rural municipalities. Hill-Eubanks questioned if we decide to go to remote only full  
16 Board meetings regularly, should we poll the members about their thoughts, and especially since phone-  
17 in can be costly dependent on type of phone service you have. Waninger advised GoToMeeting should  
18 be paying for those calls and that she would confirm as this could be a barrier to public participation.  
19 For presentations we would have to provide slide presentations in the packet and have a speaker  
20 reference slides by page number so those participating by phone could understand what is being  
21 presented.  
22

23 Potter advised for their meetings in town the agendas state the phone number is not TOLL FREE. She  
24 further noted that 2-hour meetings can be challenging in a virtual environment and we should not be  
25 aspiring to a two-hour meeting in a virtual format. There was suggestion by members to keep meetings  
26 at 1 to 1.5 hours. Waninger confirmed the recommendation is for a 1 to 1.5 hour maximum for virtual  
27 meetings. It was concurred to limit the presentation on the agenda to ½ hour, and leave the rest as is.  
28

29 *Shatney moved to approve the June 9 Board of Commissioners agenda with changes as suggested.*  
30 *Seconded by Potter. Motion carried.*  
31

32 There was inquiry about ballots received to date and a request to send email reminder. There was  
33 confirmation that the June 15<sup>th</sup> meeting is at 3 pm. It was further discussed that perhaps after July  
34 regular meeting we could halt the special meeting schedule and revert back to monthly meetings.  
35

36 Shatney asked how new accountant is doing. Waninger advised there currently were some challenges  
37 she was working through with regard to clean-up, invoicing and payroll taxes. On the positive side, they  
38 have been smoothing some of the systems out, making process easier. Should the challenges continue,  
39 Plan B would be to go back into the proposal pool.  
40

41 **Adjourn**

1    *Torre moved to adjourn at 5:09 pm; D'Amico seconded. Motion carried.*  
2  
3    Respectfully submitted,  
4    Nancy Chartrand  
5    Office Manager

DRAFT