

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Executive Committee**
3 **MINUTES**
4 **June 15, 2020 Meeting**

5 Present:

<input checked="" type="checkbox"/> Julie Potter	<input checked="" type="checkbox"/> Laura Hill-Eubanks	<input 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, Grace Vinson, Pamela DeAndrea

8 Guests: George Clain, Barre Town CVRPC Alternate; Danielle Owczarski, Vermont Department of
9 Environmental Conservation

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11 **Call to Order**

12 Chair Hill-Eubanks called the meeting to order at 3:04 pm.

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14 **Adjustments to the Agenda**

15 J. Potter requested an update about accountant and budget be added to the agenda.

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17 **Public Comment**

18 G. Clain introduced himself and provided comment regarding the Rules of Procedure for the Executive
19 Committee and the Nominating Committee Guidelines adopted at June Board meeting. He suggested
20 that Lines 26-28 in the Nominating Committee Guidelines provided in the Board packet be moved to the
21 Executive Committee Rules of Procedure. Discussion ensued regarding potential for the Chair to be on
22 the Executive Committee for 4 years or more. There are no term limits in the Bylaws; practice has been
23 for the Chair to be elected for two successive one-year terms. When a Chair's second term ends,
24 practice has been for the Chair to transition to an at-large member of Executive for two one-year terms
25 for continuity purposes. Clain suggested the bylaws be updated to state two year terms to codify the
26 practice. Hill-Eubanks noted the Board potentially could look at term limits next year.

27
28 **Financial Report**

29 B. Waninger advised for FY20 CVRPC should be in a good position closing out the year, which will help to
30 build reserves. She provide an update on the new accountant. The tax issue was addressed and CVRPC
31 is set up a monthly payer. She stated she has more confidence regarding the transition. The accountant
32 is working to get all necessary invoices out. Potter asked whether CVRPC is at risk for non-payment if
33 invoices on any grants/contracts were not out by a certain date. Waninger noted that did happen on
34 some small invoices in 2019 with the previous accountant. Currently, she does not believe CVRPC is at
35 risk; she has communicated to funders that we have changed contractors.

36
37 Waninger also advised FY21 budget(s) will be given to the Executive Committee in July. The Agency of
38 Commerce & Community Development recently indicated RPCs appear to be fully funded; this may or
39 may not hold when the Legislature passes the remaining 9-month budget. The Agency of Transportation
40 has not confirmed whether TPI match will change from 10 to 20%. She reminded the Committee the

1 budget may need to re-adjusted due to possibility of funding by State agencies decreasing through the
2 coming year as a result of COVID response.

3
4 **Contract/Agreement Authorization**

5 Dubois & King - Stormwater Services Master Agreement, Addendum 1, Woodbury Stormwater
6 Mitigation Final Designs, Amendment 1

7 Waninger provided additional information as to the need for the amendment. This adjustment amends
8 the scope of work to remove the Educational item for two sites in Woodbury as this was an ineligible
9 contract cost. Also, Southern Windsor Regional Planning Commission requested that design costs for
10 the two sites its funds (Church Street, Fire Station and Post Office) be tracked separately.

11
12 *G. D’Amico moved to approve having the Executive Director sign the contract addendum amendment;*
13 *S. Lotspeich seconded. Motion carried.*

14
15 Watershed Consulting Associates – Stormwater Master Agreement Addendum 1, Berlin
16 Stormwater Final Designs, Amendment 1-

17 Waninger advised that an Addendum means a project has been added to the original Master
18 Agreement. The Amendment relates to obtaining a wetland permit and extends the performance
19 period. P. DeAndrea advised that the Committee should hold off on approving the wetlands permit as
20 obtaining permits is included in the original Addendum. Extending the performance period is necessary.
21 There was a question raised about the figures on Page 3 of the packet where it notes a contract
22 addendum amendment of \$35,925, an increase by \$1,000; a second figure of \$67,883 is shown.
23 Waninger said the first figure (\$35,925) is the value of the Berlin project and the second figure (\$67,883)
24 is the Master Agreement total value. The Master Agreement value assists the Committee to understand
25 the value of all work assigned by contractor under the Master Agreements.

26
27 *G. D’Amico moved to approve having the Executive Director sign the agreement addendum to include*
28 *the performance period extension only; S. Lotspeich seconded. Motion carried.*

29
30 **Basin 14 Basin Plan**

31 Hill-Eubanks advised the Committee is being asked to approve CVRPC comments and plan conformance
32 letter. Significant discussion ensued regarding the comment and recommendation related to smaller
33 municipalities in the Basin not having the resources to implement and enforce local ordinances as
34 outlined in the Plan (such as river corridor protections). There was consensus that the comment should
35 be amended to reflect that the Tactical Basin Plan should recognize that not all municipalities have the
36 capacity to administer programs such as river corridor protections to achieve conformance with the
37 plan. It was also agreed to not include a recommendation related to this comment. There was also
38 agreement to list all comments under one heading of Additional Comments rather than break them up,
39 and to have Chair Hill-Eubanks sign the letter rather than the Executive Director.

40
41 *J. Potter moved to have CVRPC Chair sign the letter for the Regional Planning Commission’s comments*
42 *on the Draft Steven, Wells, Waits, Ompompanoosuc & Connecticut River Direct Tactical Basin Plan, with*
43 *changes as discussed. S. Lotspeich seconded. DeAndrea advised Danielle Owczarski, Vermont*
44 *Department of Environmental Conservation was on call if any questions. No questions raised. Motion*
45 *carried.*

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Waninger thanked Danielle Owczarski for joining the meeting.

Benefit Programs

Waninger updated the Committee of a retirement error paying a benefit that Personnel Policy does not authorize. The Commission has been offering retirement to all employees. The Personnel Policy notes part-time employees are eligible for pro-rated benefits in one location and notes only full-time employees are eligible for retirement in another location. Waninger asked whether the Commission should terminate the benefit for current employees.

Question was raised if the retirement benefit was pro-rated based on hours. Waninger confirmed it was because it is based on salary. The Committee agreed to continue the benefit in the short-term and requested the item be added to the next meeting’s agenda.

Consent Items

J. Shatney moved to approve the consent items as presented; J. Potter seconded. Motion carried.

Confirmation was provided that the next meeting is 7/6, and the Committee would be returning to having one monthly meeting. Mid-month special meetings are no longer required as COVID response.

Adjourn

J. Shatney moved to adjourn at 4:00 pm; D. Torre seconded. Motion carried.

Respectfully submitted,
Nancy Chartrand, Office Manager