CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT MINUTES
August 3, 2020 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 Hill-Eubanks called the meeting to order at 4:01 pm.

Adjustments to the Agenda
None

Public Comment
None

Contract/Agreement Authorization
Hill-Eubanks directed the Committee to the information in the packet.

Stormwater Planning and Engineering Services Master Agreement Amendment 1 (Watershed Consulting Associates LLC, Fitzgerald Environmental LLC, Milone & MacBroom Inc., and Dubois & King Inc).

B. Waninger advised Southern Windsor Regional Planning Commission (SWRPC) has identified additional contract requirements that we are passing along to our pre-qualified consultants for stormwater planning and engineering services in this requested amendment.

G. D’Amico moved to authorize the Executive Director to sign the Master Agreement Amendments with the four firms prequalified to provide stormwater services; J. Potter seconded. Motion carried.

Town of Berlin – Stormwater Mitigation Construction, Berlin Town Offices
Waninger advised that while SWRPC will provide funding for work at the Town Office and Garage, the Town of Berlin needs to hire the construction contractor prior to our contract being signed with SWRPC (planned for agenda for next meeting). Town will hire a construction firm and pay them. CVPPC will reimburse the town from the funds through SWRPC contract. CVRPC will not be managing the construction contractor. CVRPC will be overseeing the engineer who oversees the project. This contract with Berlin needs to be addressed prior to the CVRPC and Dubois & King contract being signed in order to get the work started in a timely manner. It was confirmed that the information in the packet outlines both total Master Agreement costs and these project costs; the Town of Berlin will hire a contractor for a total not to exceed $56,915; and CVRPC will hire Dubois & King to oversee construction activity for a
total not to exceed $9,670. It was also confirmed that the location of the project is the Town Office and Garage, and Waninger advised she will amend the language to make this clear. There was question if the Department of Environmental Conservation was okay with the Town managing the construction, and Waninger confirmed they were because we had the engineer doing the oversight.

J. Potter moved to authorize the Executive Director to sign the contract; S. Lotspeich seconded. Motion carried.

**FFY21 Transportation Planning Initiative (TPI) Work Program and Budget**

Hill-Eubanks directed the Committee to the information in the packet. Waninger advised the Transportation Advisory Committee (TAC) approved this work program and budget last week. Additional detail regarding the program was provided. She noted that in the work plan there are items that are in **bold** type, and these are the tasks that are different from previous years. Also provided was information on the budget process and how tasks are billed per VTrans direction and which staff will be assigned to work on different aspects of the program. It was noted that on page 37 it states FY2020, which should read FY2021. There was question as to why there was no comparison of last year’s budget to this year’s budget. Waninger advised she has not done that for this new work plan; and that is usually done for a budget amendment. She advised that she does understand following their meeting that TAC wanted a comparison when doing a new budget next year. There was also a request to correct the header for the budget before it is sent to VTrans. Additional discussion ensued regarding TPI and TAC’s role in integrating planning in order to successfully electrify transportation. It was noted that this will take state level directives, and that TAC is very interested in this topic and recently had a presentation on the State’s Freight Plan and Rail Plan and good questions were posed to VTrans about these plans and public participation. Specifically, TAC believes it’s important to push the trucking industry into electrification and it is on TAC’s radar screen. It was noted that Green Mountain Transit has added two electric buses in our region and that good initiatives that are moving in the electrification direction. Also noted was that the Regional Plan could include goals that also address electrification.

Discussion ensued regarding the process for public input on transportation projects and whether there is enough to address bike/pedestrian infrastructure prior to roads being improved. It was noted that the current process that VTrans uses on the projects is sending copy of plans to a municipality and region, so it depends on how robustly the municipality or region responds to these plans in order for such infrastructure to be considered. It was also noted that it can take a long time to get projects facilitated and that East Montpelier was successful in getting bike/pedestrian infrastructure in the village due to their Town Administrator being persistent in obtaining this type of infrastructure with VTrans.

G. D’Amico moved to approve the FFY21 Transportation Planning Initiative work program and budget for submission to VTrans and to authorize the Executive Director to sign the agreement; D. Torre seconded. Motion carried.

**Updates**

Waninger provided a COVID response update noting that staff is continuing to operate remotely. She noted that Clare & Pam will return to normal hours once school is back in session, and that she plans to discuss with staff the possibility of rotating into the office a day per week in teams of three to enhance team and conversation, however, she wants to be sure staff is comfortable with that from a COVID exposure perspective. Finance and budget-wise, she noted the accounting contractor is making
progress, however, missed two deadlines that were set and therefore have not met their contract obligations and a breach of contract will be issued. They will have 30 days to cure and we may need to go back out to bid. She advised that VTrans has let RPCs know they are staying with a 10% match at this time for TPI. She advised we are planning on hiring two more temporary interns for bridge/culvert assessments, ash tree inventories and other transportation work. With regard to the Clean Water Service Provider (CWSP) bid, it was noted we have been notified by the Agency of Natural Resources (ANR) that we were the only submitter for the Winooski Basin CWSP. A first orientation meeting has been attended by staff, however, rulemaking will be delayed until at least January 1 and startup funds will not be available until January or March and they are requesting we cover those startup costs initially. RPCs are discussing with ANR that if they want them to do CWSP work, they have to fund it up front. There was also discussion on the potential need to transition staffing for a Clean Water Advisory Committee to a Basin Water Quality Council, which will have limited municipal seats available due to the number of RPCs represented in the basin. More information will be available about the potential need to transition in the future.

Meeting Minutes
Hill-Eubanks directed the Committee to the information in the packet.

J. Potter recommended the following changes to the minutes: On page 42 of packet, line 33 - she would like to change sentence to read: “She noted that retirement benefits don’t have to be tied to full-time employment” rather than “She noted it is not standard to make retirement benefits solely tied to full-time (40) hours”. Potter advised she provided this amended language because she didn’t feel how the minutes were written captured her intent.

J. Potter moved to approve the minutes as amended; J. Shatney seconded. Motion carried.

Commission Meetings
Waninger advised there is no pressing business for August and the August meeting is usually cancelled if no pressing business. Further noted was that the Barre Town Plan may come in for approval this month and will likely be on the September or October agenda. She also advised that the Town of Berlin has asked if the Board would like a presentation on its new Town Center Designation planning and how it has been amended to accommodate COVID restrictions. Significant discussion ensued as to whether or not the Committee would like such a presentation provided. It was agreed that given the potential for regional implications it would be a good idea for them to come and talk to the Board. They requested that Clare talk about what Town Center Designation is in general and the benefits of such designation prior to their presentation and that the Town’s presentation should be structured as an informational presentation only, not an action item. It was further suggested to include this in the September meeting following the Regional Plan Amendment hearing with Clare providing an introduction that addresses what the regional plan states currently regarding boundaries.

Question was raised about resuming in person meetings. Discussion ensued regarding the current guidelines of being masked and six feet apart, and the challenges that will raise in holding in person meetings. Significant discussion ensued about the efficacy of meeting in person at this time, what options might be available, and the need to look into offering hybrid meetings and what technologies
would be necessary to do so successfully. It was agreed to stay remote at least through September or October and determine how to suitably address hybrid meetings before going back to meeting in person. It was confirmed that CVRPC doesn’t currently have a policy addressing meeting participation/hosting, but does have a practice in place that staff doesn’t go to in person meetings unless it is absolutely necessary, and must leave a meeting if masking / distancing is not being observed. Further noted with respect to creating a hybrid model, was that we’ve had problematic experiences with internet connection at the Chamber and that we should take that into consideration in addition to other technology aspects of facilitating hybrid meetings.

An update will be provided to the Board regarding plans for upcoming meetings, and it was also mentioned that we could survey the Board regarding their experience with remote meetings as well. S. Lotspeich advised he will forward a survey he had for the Committee to consider.

An executive session was not called.

Adjourn
J. Shatney moved to adjourn at 5:37 pm; S. Lotspeich seconded. Motion carried.

Respectfully submitted,

Nancy Chartrand
Office Manager