

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Executive Committee**
3 **MINUTES**
4 **August 3, 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
9 **Call to Order**

10 Chair Hill-Eubanks called the meeting to order at 4:01 pm.

11
12 **Adjustments to the Agenda**

13 None

14
15 **Public Comment**

16 None

17
18 **Contract/Agreement Authorization**

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

21 B. Waninger advised Southern Windsor Regional Planning Commission (SWRPC) has identified additional
22 contract requirements that CVRPC is passing through to pre-qualified consultants for stormwater
23 planning and engineering services in this requested amendment.

24
25 *G. D'Amico moved to authorize the Executive Director to sign the Master Agreement Amendments with*
26 *the four firms prequalified to provide stormwater services; J. Potter seconded. Motion carried.*

27
28 Town of Berlin – Stormwater Mitigation Construction, Berlin Town Offices

29 Waninger advised that while SWRPC will provide funding for work at the Town Office and Garage, the
30 Town of Berlin needs to hire the construction contractor prior to our contract amendment being signed
31 with SWRPC (anticipated for next meeting). The Town will hire a construction firm and pay them.
32 CVPPC will reimburse the Town from the funds through SWRPC contract. CVRPC will oversee the
33 engineer who oversees the project. The Town will manage the construction contractor. This contract
34 with Berlin needs to be addressed prior to the CVRPC and Dubois & King contract being signed so
35 construction can occur this season.

36
37 It was confirmed that the information in the packet outlines both total Master Agreement costs and
38 costs for this project. The Town of Berlin will hire a contractor for a total not to exceed \$56,915, and
39 CVRPC will hire Dubois & King to oversee construction activity for a total not to exceed \$9,670. It was

1 also confirmed that the location of the project is the Town Office and Garage. Waninger advised she will
2 amend the language to make this clear. There was question if the Department of Environmental
3 Conservation was okay with the Town managing the construction. Waninger confirmed they were
4 because CVRPC is hiring an engineer for oversight.

5
6 *J. Potter moved to authorize the Executive Director to sign the contract; S. Lotspeich seconded. Motion*
7 *carried.*
8

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

10 Waninger advised the Transportation Advisory Committee (TAC) approved this work program and
11 budget last week. Additional detail regarding the program was provided. She highlighted tasks that are
12 different from previous years, and provided information on the budget process, how tasks are billed per
13 VTrans direction, and which staff will be assigned to work on different aspects of the program.
14

15 It was noted that on page 37 it states FY2020, which should read FY2021. There was question as to why
16 there was no comparison of last year's budget to this year's budget. Waninger advised this is usually
17 done for budget amendments rather than year-to-year comparisons. TAC requested a comparison for
18 next year. There was also a request to correct the header for the budget before it is sent to VTrans.
19

20 Additional discussion ensued regarding TPI and TAC's role in integrating planning to successfully electrify
21 transportation. It was noted that this will take state level directives, and that TAC is very interested in
22 this topic and recently had a presentation on the State's Freight Plan and Rail Plan and good questions
23 were posed to VTrans about these plans and public participation. Specifically, TAC believes it's
24 important to push the trucking industry into electrification and it is on TAC's radar screen. It was noted
25 that Green Mountain Transit is adding two electric buses in our region and that good initiatives are
26 moving in the electrification direction. Also noted was that the Regional Plan could include goals that
27 address electrification.
28

29 Discussion ensued regarding the process for public input on transportation projects and whether there
30 is enough to address bike/pedestrian infrastructure prior to roads being improved. It was noted that the
31 current process VTrans uses on the projects is sending copy of plans to a municipality and region.
32 Municipalities or CVRPC must respond to these plans for such infrastructure to be considered. It was
33 noted that it can take a long time to get projects facilitated and that East Montpelier was successful in
34 getting bike/pedestrian infrastructure in the village due to their Town Administrator being persistent in
35 obtaining this type of infrastructure with VTrans.
36

37 *G. D'Amico moved to approve the FFY21 Transportation Planning Initiative work program and budget for*
38 *submission to VTrans and to authorize the Executive Director to sign the agreement; D. Torre seconded.*
39 *Motion carried.*
40

41 **Updates**

42 Waninger provided a COVID response update noting that staff is continuing to operate remotely. She
43 noted two staff will return to normal hours once school is back in session. She plans to discuss with staff
44 the possibility of rotating into the office a day per week in teams of three to enhance team and
45 conversation as she wants to ensure staff is comfortable from a COVID exposure perspective. Finance
46 and budget-wise, she noted the accounting contractor is making progress. Two deadlines were missed

1 therefore they have not met their contract obligations and a breach of contract will be issued. They will
2 have 30 days to cure and we may need to go back out to bid.

3
4 She advised that VTrans informed RPCs they are maintaining the 10% match for TPI. She advised two
5 more planning technicians (interns) will be hired for bridge/culvert assessments, ash tree inventories
6 and other transportation work. With regard to the Clean Water Service Provider (CWSP) bid, the Agency
7 of Natural Resources (ANR) notified CVRPC that it was the only submitter for the Winooski Basin CWSP
8 and the Agency intends to assign CVRPC to the role. Staff participated in an orientation meeting.
9 Rulemaking will be delayed until at least January 1st and startup funds will not be available until at least
10 March so CVRPC will need to cover some startup costs. RPCs are discussing with ANR that if they want
11 them to do CWSP work, they have to fund it up front. In preliminary discussions, ANR suggested RPCs
12 begin transitioning Clean Water Advisory Committees to Basin Water Quality Councils. Waninger noted
13 the Councils have limited municipal seats. More information will be available about the potential need
14 to transition in the future.

15 16 **Meeting Minutes**

17 J. Potter recommended the following changes to the minutes: On page 42 of packet, line 33, she
18 suggested modifying the sentence to read: "She noted that retirement benefits don't have to be tied to
19 full-time employment" rather than "She noted it is not standard to make retirement benefits solely tied
20 to full-time (40) hours". Potter advised she provided this amended language because she didn't feel the
21 minutes captured her intent.

22
23 *J. Potter moved to approve the minutes as amended; J. Shatney seconded. Motion carried.*
24

25 **Commission Meetings**

26 Waninger advised there is no pressing business for August and recommended cancelling the August
27 meeting. Further noted was that the Barre Town Plan may come in for approval this month and will
28 likely be on the September or October agenda. She also advised that the Town of Berlin has asked if the
29 Board would like a presentation on its new Town Center Designation planning and how it has been
30 amended to accommodate COVID restrictions. Significant discussion ensued as to whether the
31 presentation provided benefit to the Commission. It was agreed that given the potential for regional
32 implications it would be a good idea. The Committee requested that Clare talk about what Town Center
33 Designation is in general and the benefits of such designation prior to the Town's presentation and that
34 the Town's presentation should be structured as an informational presentation only, not an action item.
35 It was further suggested to include this in the September meeting following the Regional Plan
36 Amendment hearing with Clare providing an introduction addressing what the regional plan states.

37
38 Question was raised about resuming in-person meetings. Discussion ensued regarding the current
39 guidelines of being masked and six feet apart, and the challenges that will raise in holding in-person
40 meetings. Significant discussion ensued about the efficacy of meeting in-person at this time, what
41 options might be available, and the need to look into offering hybrid meetings and what technologies
42 would be necessary to do so successfully. It was agreed to stay remote at least through September or
43 October and determine how to suitably address hybrid meetings before going back to meeting in-
44 person. It was confirmed that CVRPC doesn't currently have a policy addressing meeting

1 participation/hosting, but does have a practice in place that staff doesn't go to in-person meetings
2 unless it is absolutely necessary, and must leave a meeting if masking / distancing is not being observed.
3 Further noted with respect to creating a hybrid model was that internet connections at the Chamber can
4 be problematic and that should be considered in addition to other technology aspects of facilitating
5 hybrid meetings.

6
7 An update will be provided to the Board regarding plans for upcoming meetings. Staff will survey the
8 Board regarding experiences with remote meetings. S. Lotspeich advised he will forward a survey for
9 consideration.

10
11 **Possible Executive Session – Contracts, 1 V.S.A. § 313(a)(1)(A)**

12 An executive session was not held.

13
14 **Adjourn**

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

16
17 Respectfully submitted,

18
19 Nancy Chartrand, Office Manager