

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Executive Committee**
3 **DRAFT MINUTES**
4 **August 31, 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, Zachary Maia

8 Guests: Ahsan Ijaz (Ijaz Accounting)

9
10 **Call to Order**

11 Chair Hill-Eubanks called the meeting to order at 4:02 pm.

12
13 **Adjustments to the Agenda**

14 None

15
16 **Public Comment**

17 None

18
19 **Financial Report**

20 B. Waninger introduced Ahsan Ijaz. It was noted the FY20 financials are almost complete (95%) and the
21 bottom line should not change drastically. A. Ijaz provided an overview of the financial reports which
22 included year-end earnings of \$148,138.66. It was noted that accounts receivable is running high at
23 \$357,915.24 due to a backlog in billing. Cash, including reserves, is at \$266,501.60; and total liabilities is
24 at \$194,026.17.

25
26 Waninger requested Ijaz highlight the type of work that has been needed other than direct invoicing
27 since initiating services. Ijaz advised there was a lot inconsistency in the books month to month and this
28 needed to be reconciled and confirmed along with journal entries needing completion. He also noted
29 recommendations have been made as to how to streamline this process going forward. Waninger
30 advised we will not have our indirect rate for next year until our FY20 books are closed and ready for
31 audit. She anticipates that our rate will go down.

32
33 There was question as to the receivables over 90 days and the subsequent risk of not receiving these
34 payments. There was clarification that some receivables noted at 90+ days may not have been sent for
35 payment yet due to specific contract/grant requirements. Waninger advised it is less likely we would
36 not be paid and more likely we will get program audit findings as a result of the delays. There was also
37 question as to how close we are to getting invoicing caught up and getting bills that can go out sent. Ijaz
38 advised all invoices are prepared and being reviewed and adjusted at this time and they should be

1 wrapped up the end of this week, the FY20 books closed by the end of next week, as well as all July
2 invoices finalized.

3
4 There was also question as to why the Northwest Regional Commission invoicing was not anticipated to
5 have payment until January 2021. Waninger advised they have specific dates to get an invoice in and if
6 that is missed they will not be processed until the next invoicing round.

7
8 Hill-Eubanks thanked Ijaz for his participation.

9
10 Waninger requested review of the PTO liabilities noting that she had a significant amount of
11 compensatory time due to coverage needs and this resulted in a sizable compensatory pay out. She
12 anticipates this rate of accrual will reduce once school starts and two staff members are back full time.
13 She noted that sick leave balances have started to decrease, but that vacation balances are actually
14 climbing for some staff members due to COVID.

15
16 Hill-Eubanks asked if we had a plan to look at the policy as it relates to compensatory time and it was
17 noted that the Personnel Review Committee needs to start meeting again. Potter noted that
18 compensatory time has been a discussion in the past and questioned if hiring a transportation planner
19 should be reconsidered. Waninger noted the compensatory time was primarily COVID response and
20 administrative work rather than transportation. She advised all staff adjusted their workloads to
21 address COVID and transportation needs. Waninger also advised as of next week we will have three
22 planning technicians through September and hope to keep at least one of them on through December,
23 which will staff to shift some duties; and that as Pam and Clare come back to regular hours in
24 September, Waninger's workload should further be lightened.

25
26 Potter noted this needs monitoring and historically we have seen these liability balances once or twice
27 per year. She inquired if it is possible to step up the frequency for Executive Committee to see liability
28 balances, i.e. monthly. Waninger advised that is possible, and they can be provided as soon as hours are
29 closed out each month.

30 31 **Contract/Agreement Authorization**

32 33 Agency of Commerce and Community Development – ACCD Local and Regional Planning FY21

34 Hill-Eubanks directed the Committee to the information in the packet. Waninger advised this is our
35 annual contract, with no dramatic changes this year. The contract amount changes year to year based
36 on the formula used to distribute funds to Regional Planning Commissions. We usually decrease by 3-
37 5% every year; however, this year we maintained our percentage resulting in a grant amount of
38 \$269,130. It was noted that there was a caveat to the contract in that if Legislature cuts funding a
39 contract amendment will be forthcoming.

40
41 There was question if it is usual to get the contract after the fiscal year has already started and
42 Waninger advised ACCD needs our financial report before they release our retainage. There was also
43 question if we were able to adequately complete last year's contract with COVID interruptions.
44 Waninger advised we were able to meet all but one deliverable, which was a consultation with Cabot

1 that was not completed due to Stay Home/Stay Safe and their not wanting to reschedule to date. She
2 noted that we estimate approximately \$3,000 in carryover funds into FY21.

3
4 *G. D’Amico moved to authorize the Executive Director to sign the agreement; S. Lotspeich seconded.*
5 *Motion carried.*

6
7 Southern Windsor County Regional Planning Commission – Design/Implementation Block Grant, Calais
8 and Woodbury Stormwater Designs, Amendment 1

9 Hill-Eubanks directed the Committee to the information in the packet. Waninger advised we also
10 discussed this contract last month. She noted the change this month was on page 45 #11
11 “Subconsultants” – which is a tax certification requirement that must be included by all subconsultants.

12
13 *D. Torre moved to authorize the Executive Director to sign the agreement amendment; M. Gray*
14 *seconded. Motion carried.*

15
16 Hill-Eubanks directed the Committee to the information in the packet related to informational only
17 contracts and inquired if there were any questions. Waninger commented that we do not have a
18 contract with the Vermont Department of Taxes yet, but it should be forthcoming soon.

19
20 **Revised FFY21 Transportation Planning Initiative Work Program and Budget**

21 Hill-Eubanks directed the Committee to the information in the packet. Waninger advised that VTrans
22 found an error in our work program and budget (transposed numbers) which resulted in more funds
23 being available; and it was also suggested that we refine language to be more specific on certain
24 projects and to strike language that is outdated.

25
26 There was question about Page 53 #17– update transportation element of regional plan, and if this
27 means we will produce a draft or get through to adoption. Adoption was not specific in the work plan;
28 therefore, it is a draft that is anticipated to be completed. Zach is currently working on this element in
29 conjunction with Ashley and Clare, and then it will go to the Regional Plan Committee before going to
30 the Executive Committee.

31
32 *J. Potter moved to approve the revised CVRPC FFY21 Transportation Planning Initiative work program*
33 *and budget; J. Shatney seconded. Motion carried.*

34
35 **Barre Town Plan Energy Certification**

36 Hill-Eubanks directed the Committee to the information in the packet. Zachary Maia joined for this
37 discussion. Waninger advised Barre Town requested approval of their newly adopted Municipal Plan,
38 and they also requested a Certificate of Energy Compliance. The Municipal Plan Review Committee
39 (MPRC) met and are recommending approval and confirmation of the Town’s planning process,
40 however, did not recommend issuance of a Certificate of Energy Compliance and have continued the
41 hearing in order to allow the Town time to include a required map related to existing energy generation.

42
43 Maia provided an overview of CVRPC staff involvement in creating a draft energy plan together with
44 Barre Town in 2017 and subsequent review this spring of their draft Municipal Plan with comment on
45 apparent formatting errors as related to the energy-related maps that were included in the plan, original

1 maps were resent, however, a one-to-one map review was not conducted to ensure all original maps
2 were in the plan draft that had the formatting errors.

3
4 Clarification was requested on the following issues: Did we provide all the maps in March and did the
5 map we provided have all the required details? Maia advised there are two separate issues. We did
6 provide the maps in March, however, at the MPRC meeting it was noted that there some sites on the
7 existing energy generation map that were missing.

8
9 Clarification was also requested as to what Barre Town's understanding was currently of what our
10 process would be. It was clarified that the hearing was continued so the issue could be sorted out. It is
11 anticipated that the MPRC will make a decision at the hearing before the Board meeting and make a
12 recommendation to the Board. There was question if an option could be the Board approves their
13 Municipal plan and planning process, but holds on the energy element and lets them go back to hearing
14 and get energy element approved separately. Maia clarified the MPRC has already recommended to
15 approve the plan and the planning process; and yes there is an opportunity to indicate the affirmative
16 determination on the energy element is not warranted and can be done at a later date.

17
18 Waninger advised another option, should the Board make a negative determination on the Energy
19 element, is that the Town could appeal to the Natural Resources Board.

20
21 After significant discussion, Hill-Eubanks advised that she believes we do not have much of an option
22 other than to ask them to readopt the plan. A memorandum should be completed to inform the Board
23 of the issue and should clearly outline how the energy certification works. She noted that regardless of
24 whether or not Barre Town decides to go back to their Selectboard to amend the plan to allow for an
25 energy certification, the plan is still valid with an energy element that can be used for Section 248
26 projects. The Board memo should also include an outline of what is involved in doing the reviews, an
27 objective timeline of what occurred; and a reference to the Executive Committee packet with all the
28 back-up documentation.

29 30 **Special Meeting Request**

31 Hill-Eubanks directed the Committee to the information in the packet. Waninger advised three
32 municipalities may come in for plan approval in the near future, and since Municipal Planning Grant
33 applications are due October 1st, waiting until the October Board meeting to act on the recommendation
34 of the MPRC on these plans may preclude municipalities from being able to apply for grants. It was
35 noted that the Board can choose to assign the Executive Committee to act on the recommendations, or
36 the Board can choose a special meeting date for the Board to act on the recommendations.

37
38 Lotspeich advised he believes the full Board needs to do Municipal Plan approvals rather than the
39 Executive Committee and discussion ensued confirming a 15-day warning would be needed for the
40 MPRC meeting/hearing that would need to be held before a Special Board Meeting and that we were
41 trying to line up dates in advance should the plans be received in time to warn the MPRC hearing in
42 order to approve before October 1st.

43
44 It was also noted that in the past the Board has approved a Municipal Plan based on review prior to
45 Selectboard adoption pending no substantive changes prior to submission. Also noted was this was not

1 the preferred process. Maia advised that currently he has provided both Barre City and Fayston review
2 and comments on their draft plans, and that Duxbury's draft has only had a preliminary review to date.

3
4 Hill-Eubanks suggested we try to set up a special meeting of the Board during the time frame indicated
5 (September 21 – 29), however, believes we should try for the 23rd or 24th with a backup of the 28th. It
6 was concurred that it should also be confirmed ahead of time if the Board agrees to allow the Executive
7 Committee to make a decision at the special meeting if a quorum of the Board is not present at that
8 meeting.

9 10 **Semi-Annual Personnel Review**

11 Hill-Eubanks directed the Committee to the information in the packet. Waninger asked how the
12 Committee wants to proceed with regard to the options outlined. Hill-Eubanks advised it was discussed
13 at the last review that they wanted to see a progress report on goals with an outline of future goals. It
14 was further suggested that such a progress report should not take an extensive amount of time as this is
15 meant to be an informal review. Waninger will bring a progress report to the October meeting.

16 17 **Consent Items**

18 Hill-Eubanks directed the Committee to the information in the packet.

19
20 *G. D'Amico moved to approve the minutes, J. Shatney seconded. Motion carried.*

21 22 **Commission Meeting Agenda**

23 Hill-Eubanks directed the Committee to the information in the packet. Discussion ensued as to whether
24 Berlin's presentation should be delayed due to Barre Town Municipal Plan & Energy Compliance and the
25 need to add in discussion regarding potential special meeting needs for municipal plan approvals. It was
26 concluded that Berlin's presentation should be moved to a later meeting. Waninger advised she would
27 contact Berlin and explain the need for postponement, and noted it would not delay Berlin in getting
28 designation or submitting their application.

29
30 It was suggested to move the Municipal Plan Approval item to 7:00 pm, follow that with a special
31 meeting scheduling discussion; and moving Berlin's presentation to October.

32
33 *J. Potter moved to approve the agenda as amended, moving the Berlin Town Center discussion to a later
34 meeting, M. Gray seconded. Motion carried.*

35 36 **Executive Session**

37 It was determined an executive session was not necessary.

38 39 **Adjourn**

40 *D. Torre moved to adjourn at 5:59 pm; J. Shatney seconded. Motion carried.*

41
42 Respectfully submitted,

43
44 Nancy Chartrand

DRAFT