

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **MINUTES**

4 **August 31, 2020 Meeting**

5 Present:

☒ Julie Potter

☒ Laura Hill-Eubanks

☒ Michael Gray

☒ Dara Torre

☒ Steve Lotspeich

☒ Janet Shatney

☒ Gerry D'Amico

6
7 Staff: Bonnie Waninger, Nancy Chartrand, Zachary Maia

8 Guests: Ahsan Ijaz (The Ijaz Group)

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

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

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 have program audit findings. J. Potter asked how close we are to
37 getting invoicing caught up and getting bills sent. Ijaz advised all invoices are prepared and being
38 reviewed and adjusted at this time. They should be wrapped up the end of this week, the FY20 books
39 closed by the end of next week, and all July invoices finalized.

1
2 There was also question as to why the Northwest Regional Commission invoicing was not anticipated to
3 have payment until January 2021. Waninger advised they have specific dates to get an invoice in. If that
4 is missed the invoice isn't processed until the next invoicing round. Also, payment is very slow.

5
6 Hill-Eubanks thanked Ijaz for his participation.

7
8 Waninger requested review of the PTO liabilities noting that she had a significant amount of
9 compensatory time due to coverage needs. This resulted in a sizable compensatory pay out. She
10 anticipates this rate of accrual will reduce after two staff return to their regular hours in early
11 September. Sick leave balances have started to decrease, but vacation balances are increasing for some
12 staff members. Several staff cancelled planned vacations due to COVID.

13
14 Hill-Eubanks asked if we had a plan to look at the personnel policy as it relates to compensatory time. It
15 was noted that the Personnel Policy Review Committee had begun policy review and halted its meeting
16 due to COVID and the impact to staff availability. Potter noted that compensatory time has been a
17 discussion in the past and questioned if hiring a transportation planner should be reconsidered.
18 Waninger noted that she had reviewed her hours and tasks. The compensatory time was primarily
19 COVID response and administrative work rather than transportation. All staff have adjusted their
20 workloads to address COVID and transportation needs. Waninger noted CVRPC will have three planning
21 technicians through September and hope to employ one or more of them through December. This will
22 help shift staff duties. After Senior Planners resume regular hours September, Waninger's workload
23 should return to normal.

24
25 Potter noted this needs monitoring. She said historically the Committee has seen these liability balances
26 once or twice per year. She inquired if it is possible to step up the frequency for Executive Committee to
27 see liability balances, i.e. monthly. Waninger noted balances are provided to the Committee quarterly,
28 with the exception of this past April due to COVID. Staff will provide the balances monthly as hours are
29 closed out for the month (i.e. August 31 provided at October meeting).

30 31 **Contract/Agreement Authorization**

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

34 Waninger advised this is an annual contract, with no dramatic changes this year. The contract amount
35 changes year to year based on the formula used to distribute funds to Regional Planning Commissions.
36 CVRPC usually decreases by 3-5% every year; this year it maintained its percentage. There was a caveat
37 to the agreement in that if Legislature cuts funding an amendment will be forthcoming.

38
39 There was question if it is usual to get the contract after the fiscal year has already started. Waninger
40 said that can happen. ACCD needs CVRPC's financial report before they release our retainage. There
41 also was a question if CVRPC was able to adequately complete last year's contract with COVID
42 interruptions. Waninger said all but one deliverable was met. A consultation with Cabot was not
43 completed due to Stay Home/Stay Safe./ Cabot requested it be rescheduled. CVRPC may have
44 carryover funds.

1
2 *G. D'Amico moved to authorize the Executive Director to sign the agreement; S. Lotspeich seconded.*
3 *Motion carried.*
4

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

7 Waninger noted the Committee had discussed this contract last month. She noted the change was on
8 page 45, #11 “Subconsultants”, which is a tax certification requirement that must be included in all
9 subcontracts.
10

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

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

18 **Revised FFY21 Transportation Planning Initiative Work Program and Budget**

19 Waninger advised that VTrans found an error in our work program and budget (transposed numbers)
20 which resulted in more funds being available. Also, it recommended language be refined to be more
21 specific on certain projects and to strike language that is outdated.
22

23 There was question about Page 53, #17, update transportation element of regional plan, and whether
24 this means producing a draft or adoption. Adoption was not specific in the work plan; therefore, it is a
25 draft that is anticipated to be completed. Zach currently is working on this element in conjunction with
26 Ashley and Clare. It will go to the TAC and Regional Plan Committee before the Executive Committee
27 and Commission.
28

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

32 **Barre Town Plan Energy Certification**

33 Zachary Maia joined for this discussion. Waninger advised Barre Town requested approval of its newly
34 adopted municipal plan and requested a Certificate of Energy Compliance. The Municipal Plan Review
35 Committee (MPRC) met and is recommending approval of the plan and confirmation of the Town’s
36 planning process. It did not recommend issuance of a Certificate of Energy Compliance. It continued
37 the hearing to allow the Town time to include a required map related to existing energy generation.
38

39 Maia provided an overview of CVRPC staff involvement in creating a draft energy plan together with
40 Barre Town in 2017. He noted there was a subsequent review this spring of the draft Municipal Plan
41 with comment on apparent formatting errors as related to the energy-related maps that were included
42 in the plan. The original maps were resent; however, a one-to-one map review was not conducted to
43 ensure all original maps were in the plan draft due to the formatting errors.
44

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

5
6 Clarification also was requested as to what Barre Town's understanding was of what CVRPC's process
7 would be. It was clarified that the hearing was continued so the issue could be sorted out. It is
8 anticipated that the MPRC will make a decision at the hearing before the Board meeting and make a
9 recommendation to the Board. There was question if an option could be the Board approves their
10 municipal plan and planning process, but holds on the energy element so the Town can rewarn hearings
11 and have the energy element approved separately by CVRPC. Maia said yes. He clarified the MPRC has
12 already recommended to approve the plan and the planning process.

13
14 Waninger note that if the Board makes a negative determination on the Energy element, the Town
15 could appeal to the Natural Resources Board.

16
17 After significant discussion, Hill-Eubanks advised that it appears CVRPC does not have much of an option
18 other than to ask the Town to readopt the plan. A memorandum should be completed to inform the
19 Board of the issue and should clearly outline how the energy certification works. She noted that
20 regardless of whether Barre Town decides to amend the plan to allow for an energy certification, the
21 plan is still valid with an energy element that can be used for Section 248 projects. The Board memo
22 should also include an outline of what is involved in doing the reviews an objective timeline of what
23 occurred; and a reference to the Executive Committee packet with all the back-up documentation.

24 25 **Special Meeting Request**

26 Waninger advised three municipalities may arrive for plan approval before September 30th. Because
27 Municipal Planning Grant applications are due October 1st, waiting until the October Board meeting to
28 act on the recommendation of the Municipal Plan Review Committee may preclude municipalities from
29 being able to apply for grants. It was noted that the Board can choose to assign the Executive
30 Committee to act on the recommendations, or the Board can hold a special meeting date for the Board
31 to act on the recommendations.

32
33 Lotspeich advised he believes the full Board needs to do Municipal Plan approvals rather than the
34 Executive Committee. Discussion ensued regarding timing of hearings, etc. Staff clarified that this
35 discussion is intended to line up dates in advance so that if the plans are received in time, meetings and
36 hearing notices will be in place to consider approval before September 30th.

37
38 Previously, the Board has issued approval pending no substantive changes for municipal plans. In these
39 cases, staff reviews the final adopted plan for changes, and if there are no substantive changes, sends
40 the municipality a letter confirming approval. It was noted this is not the preferred process. Maia
41 advised he reviewed plans for Barre City and Fayston and provided comments. Duxbury's draft has only
42 had a preliminary review.

43
44 Hill-Eubanks suggested asking the Board to hold a special meeting. The meeting would need to be held
45 September 21 – 29. September 23rd or 24th are idea with a backup of the 28th. The Committee

1 concurred that this should be discussed at the Board meeting. If quorum cannot be achieved, it should
2 be requested that the Board allow the Executive Committee to make a decision.

4 **Semi-Annual Personnel Review**

5 Waninger requested guidance as to how the Committee wants to proceed with regard to the options
6 outlined. Hill-Eubanks advised it was discussed at the last review that they wanted to see a progress
7 report on goals with an outline of future goals. It was further suggested that such a progress report
8 should not take an extensive amount of time as this is meant to be an informal review. Waninger will
9 bring a progress report to the October meeting.

11 **Consent Items**

12 *G. D'Amico moved to approve the August 3, 2020 minutes; J. Shatney seconded. Motion carried.*

14 **Commission Meeting Agenda**

15 The Committee discussed whether Berlin's presentation should be delayed to allow sufficient time for
16 the Barre Town Plan and energy Compliance discussion and the discussion regarding a potential special
17 meeting. It was concluded that Berlin's presentation should be moved to a later meeting. Waninger
18 advised she would contact Berlin and explain the need for postponement. This should not delay Berlin
19 in submitting an application or obtaining designation.

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

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

27 **Executive Session**

28 It was determined an executive session was not necessary.

30 **Adjourn**

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

33 Respectfully submitted,

35 Nancy Chartrand, Office Manager