

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT MINUTES
October 5, 2020 Meeting

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		

Staff: Bonnie Waninger, Nancy Chartrand

Guests: Ahsan Ijaz; Ijaz Accounting, Enrique Gonzales, Ijaz Accounting; George Clain, Barre Town
Alternate Commissioner

Call to Order

Vice Chair Lotspeich called meeting to order 4:05 pm due to Chair Hill-Eubanks expecting to be late.
She joined at 4:09 pm.

Adjustments to the Agenda

D'Amico brought up the disability statement that is on the agenda and inquired if someone didn't have a computer would we be obligated to get them a computer to participate. Waninger advised we would not be obligated to get them a computer. We would be obligated to find them a way to participate; i.e. dial in by phone or come into office.

Public Comment

None

Financial Report

Lotspeich directed the Committee to the information in the packet. Waninger introduced our accounting team, Ahsan Ijaz and Enrique Gonzales. Ijaz advised the financials in packet were as of August 31st and provided an overview. He advised billing for FY20 is substantially complete, and they will be getting the rest out this week. He reported the ACCD report will be wrapped up shortly and year will be closed out to schedule audit.

Waninger advised that with regard to FY21, federal contracts were closed out as of September 30th and when we do budget adjustment we will have left some funds on the table due to COVID.

A question was raised about the Accounts Receivable (AR) report, and if we anticipate it will go down. Ijaz advised, that it will go down as it currently includes invoices that are complete, but have not been sent, and some will not go out yet based on the particular contract. Also noted was that a lot of payments did come in during the month of September, which reduces that balance. Both Waninger and Ijaz made note that we will continue to see the AR report gaining every month due to more invoices

1 going out the door, but expect by November that number should go down considerably. Waninger also
2 advised it is dependent on how quickly agencies pay as well.

3
4 Hill-Eubanks took over chair duties at 4:17 pm.

5 6 **Contract/Agreement Authorization**

7 Hill-Eubanks directed the Committee to the information in the packet, provided a brief overview of
8 each, and opened to questions.

9 10 Vermont Department of Taxes – Local Government Expense Reimbursement (LGER)

11
12 *G. D’Amico moved to authorize the Executive Director to sign the agreement; J. Shatney seconded.*
13 *Motion carried.*

14 15 Cross Vermont Trails Association – Administrative Services Amendment 1

16
17 *J. Shatney moved to authorize the Executive Director to sign the amendment; J. Potter seconded. Motion*
18 *carried.*

19 20 Southern Windsor County Regional Planning Commission – Design/Implementation Block Grant, Berlin 21 Town Office & Garage Stormwater Implementation Amendment 1

22
23 Shatney and D’Amico requested clarification of what the additional funds were and Waninger clarified it
24 was approximately \$15,000 higher than the original bid.

25
26 *G. D’Amico moved to authorize the Executive Director to sign the agreement amendment; S. Lotspeich*
27 *seconded. Motion carried.*

28 29 Town of Berlin – Stormwater Mitigation Construction, Berlin Town Offices Amendment #1

30
31 Lotspeich asked for clarification of the dollar amount. Waninger clarified that the \$82,152 is from
32 SWRPC; of that \$82,152, \$7,417 goes to CVRPC for program delivery; \$74,735 is for project
33 implementation (construction and construction oversight by the Town). CVRPC is subcontracting
34 \$65,000 to Town of Berlin to hire contractor and get construction done and CVRPC is retaining
35 approximately \$10,000 to hire an engineer to provide construction oversight.

36
37 *J. Shatney moved to authorize the Executive Director to sign the contract amendment; S. Lotspeich*
38 *seconded. Motion carried.*

39
40 Hill-Eubanks directed the Committee to the information in the packet related to informational only
41 contracts and inquired if there were any questions. No questions raised.

42 43 **Revised FFY20 Transportation Planning Initiative Budget Adjustment 2**

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

1 Waninger advised the FY20 agreement ended September 30th and the way the new VTrans finance staff
2 addresses funding is that if you are over on a task, even if you are under your contract amount, you lose
3 the money from the task overage and it doesn't come out of another part of the contract (which it had
4 in the past). We are making adjustments between tasks so we don't have an any overages. She noted
5 the amendment has already been approved by VTrans as it had to be approved by September 30th, but
6 she requested both Transportation Advisory Committee (TAC) and Executive Committee to review and
7 approve. Lotspeich advised TAC approved at their meeting last week.

8
9 *G. D'Amcio moved to approve the FFY20 Transportation Planning budget adjustment 2; D. Torre*
10 *seconded. Motion carried.*

11 12 **Clean Water Service Provider (CWSP) Update**

13 Waninger advised that CVRPC applied for and expects to be CWSP for the Winooski Basin, which will
14 cover Central Vermont and Chittenden County, as well as some areas in the Northeast Kingdom and the
15 Two Rivers Ottauquechee area. CVRPC will administer the funds as CWSP once they are distributed.
16 The Agency of Natural Resources (ANR) now has to issue a rule for how a CWSP will operate to create
17 statewide consistency. Since CVRPC is a proposed designee, Waninger and Vinson are participating in
18 the advisory committee. Rules are almost final for preliminary input and will then be published for a 30-
19 day comment period. Waninger noted that monies cannot be provided to CWSPs until the rulemaking
20 process is complete; which is not anticipated to occur until January.

21
22 Discussed were the differences between the new Basin Water Quality Council and the current Clean
23 Water Advisory Council (CWAC). The Basin Water Quality Council, per legislative directive, only has two
24 municipal representatives from all regions of each basin as well as watershed groups, conservation
25 organizations and is very different from CWAC representation. Also discussed was how CVRPC will fund
26 participation in the Basin Water Quality Council until monies are available, and the potential need to cut
27 back on staffing of the CWAC to either bi-monthly or quarterly. Waninger advised she will be discussing
28 this with CWAC on Thursday, and Pam DeAndrea is putting together a budget and work plan at this
29 point to address.

30
31 Waninger requested guidance from Executive Committee on the matter. Discussion ensued regarding
32 the role of the CWAC, the status of funding, and that between now and January another basin plan is
33 not expected to need review. If a basin plan came up for review, CWAC could be called specifically to
34 meet should that be necessary. It was concurred that cutting back CWAC meetings to bi-monthly or
35 quarterly would be appropriate.

36 37 **Legislative Update**

38 Waninger advised state budget has passed and Regional Planning Commissions were level funded, which
39 they are very grateful for and that the Legislature understood part of role of RPCs would be to support
40 towns related to COVID.

41
42 She advised she needs to review the final Act 250 legislation and will get further details for the Board
43 meeting.
44

1 **Consent Items**

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

3
4 *J. Shatney moved to approve the August 31, 2020 minutes; G. D'Amico seconded. Motion carried.*

5
6 **Commission Meeting Agenda**

7 Hill-Eubanks directed the Committee to the information in the packet. She inquired if the Berlin Town
8 Center discussion was just informational or was there a specific outcome anticipated. Waninger advised
9 that while originally it was to be informational only, she felt that now they were going to ask for Board
10 support. Waninger advised what Berlin would be presenting is the equivalent of a Master Plan for the
11 development they would like to see occur in their town center in the future. She advised they are
12 hoping to get on the Downtown Board's agenda in January for the designation process and are looking
13 for support to present to the Downtown Board. By supporting the plan Board would be saying they
14 believe it is a good idea and compatible with the Regional Plan and what as a region we want to see in
15 that location.

16
17 A lengthy discussion ensued regarding whether or not the Board would have enough information to
18 vote on support of the plan within the timeframe of one meeting. Hill-Eubanks suggested offering the
19 Town two slots with the Board, making the first meeting an informational meeting, and if action is
20 necessary to address that action at a second meeting. It was noted that until the presentation is
21 completed, it is hard to know what the questions will be in advance; and an expectation to make an
22 immediate decision may not be realistic, and the Board needs time to digest and deliberate
23 appropriately before making a decision and potentially writing a letter of support.

24
25 Waninger questioned what the Committee would like the role of the staff be in this discussion?
26 Lotspeich suggested staff role be a facilitation and informational role, not to voice opinions. Hill-
27 Eubanks also advised it might be appropriate to ask the Town to tell us what the issues are that have
28 been raised and how they have addressed them.

29
30 Waninger reviewed that the Committee previously requested that staff put together a presentation as
31 to what a town center designation is, have Berlin present their plan, and then have staff offer comment
32 on Berlin's plan from a Regional Plan perspective.

33
34 Shatney advised that Berlin gave the presentation to the Montpelier Planning Commission on August
35 10th in case members want to view that video in advance.

36
37 *S. Lotspeich moved to approve the agenda for October 13, J. Shatney seconded. Waninger inquired if the*
38 *Legislative Update should be removed from agenda to allow more time to provide more time on Berlin.*
39 *It was suggested to leave it in. Motion carried.*

40
41 G. Clain noted that Bonnie had added an item to the agenda. She advised she could call people
42 individually to debrief on the Board meeting on the Barre Town Plan or they could do the debrief as part
43 of tonight's meeting. Potter advised she would rather have an individual discussion with Bonnie and not
44 have it be part of the minutes.

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Adjourn

D. Torre moved to adjourn at 5:44 pm; J. Shatney seconded. Motion carried.

Respectfully submitted,

Nancy Chartrand, Office Manager

DRAFT