

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Executive Committee**
3 **MINUTES**
4 **October 5, 2020 Meeting**

5 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		

6
7 Staff: Bonnie Waninger, Nancy Chartrand

8 Guests: Ahsan Ijaz; The Ijaz Group, Enrique Gonzales, The Ijaz Group; George Clain, Barre Town
9 Alternate Commissioner

10
11 **Call to Order**

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

14
15 **Adjustments to the Agenda**

16 G. D'Amico asked if the disability statement on the agenda meant that if someone didn't have a
17 computer we would be obligated to get them a computer to participate. Waninger advised we would
18 not be obligated to get them a computer. We would be obligated to find them a way to participate; i.e.
19 dial in by phone or participate in person.

20
21 **Public Comment**

22 None.

23
24 **Financial Report**

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

30
31 Waninger advised that several federal contracts were closed out on September 30th. CVRPC expects to
32 leave TPI funds on the table due to COVID.

33
34 A question was raised about the Accounts Receivable (AR) report, and if we anticipate it will go down.
35 Ijaz advised that it will go down as it currently includes invoices that are complete, but have not been
36 sent, and some will not go out yet based on the particular contract. Also noted was that a lot of
37 payments did come in during September, which reduces that balance. Both Waninger and Ijaz noted
38 that CVRPC will continue to see the AR report gaining every month due to more invoices going out the

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

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

5
6 **Contract/Agreement Authorization**

7 Hill-Eubanks provided a brief overview of each contract and opened to questions.

8
9 Vermont Department of Taxes – Local Government Expense Reimbursement (LGER)

10
11 *G. D’Amico moved to authorize the Executive Director to sign the agreement; J. Shatney seconded.*
12 *Motion carried.*

13
14 Cross Vermont Trails Association – Administrative Services Amendment 1

15
16 *J. Shatney moved to authorize the Executive Director to sign the amendment; J. Potter seconded. Motion*
17 *carried.*

18
19 Southern Windsor County Regional Planning Commission – Design/Implementation Block Grant, Berlin
20 Town Office & Garage Stormwater Implementation Amendment 1

21
22 Shatney and D’Amico requested clarification of what the additional funds were. Waninger clarified it
23 was approximately \$15,000 higher than the original bid.

24
25 *G. D’Amico moved to authorize the Executive Director to sign the agreement amendment; S. Lotspeich*
26 *seconded. Motion carried.*

27
28 Town of Berlin – Stormwater Mitigation Construction, Berlin Town Offices Amendment #1

29
30 Lotspeich asked for clarification of the dollar amount. Waninger clarified that the \$82,152 is from
31 SWCRPC; of the \$82,152, \$7,417 is for CVRPC program delivery and \$74,735 is for project
32 implementation (construction and construction oversight by the Town). CVRPC is subcontracting
33 \$65,000 to Town of Berlin to hire a contractor and get construction done. CVRPC will retain
34 approximately \$10,000 to hire an engineer for construction oversight.

35
36 *J. Shatney moved to authorize the Executive Director to sign the contract amendment; S. Lotspeich*
37 *seconded. Motion carried.*

38
39 Hill-Eubanks directed the Committee to the information in the packet related to informational only
40 contracts and inquired if there were any questions. No questions were raised.

41
42 **Revised FFY20 Transportation Planning Initiative Budget Adjustment 2**

43 Waninger informed the Committee that the FY20 agreement ended September 30th. VTrans now
44 requires task overages to be removed from invoices even if the contract retains a balance. The budget

1 adjustment makes adjustments between tasks to avoid overages. The amendment has been approved
2 by VTrans as it had to be approved by September 30th. She requested both Transportation Advisory
3 Committee (TAC) and Executive Committee review and approve it. Lotspeich advised TAC approved it at
4 their meeting last week.

5
6 *G. D'Amico moved to approve the FFY20 Transportation Planning budget adjustment 2; D. Torre*
7 *seconded. Motion carried.*

8 9 **Clean Water Service Provider (CWSP) Update**

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

18
19 Waninger noted the Basin Water Quality Council, per legislative directive, only has two municipal
20 representatives from all regions of each basin as well as watershed groups, conservation organizations;
21 it is very different from CVRPC's Clean Water Advisory Committee representation. Waninger noted
22 CVRPC may have to operate both entities from existing funds until monies are available. This may
23 require moving the CWAC to either bi-monthly or quarterly meetings. Waninger will be discuss this with
24 CWAC on Thursday. Pam DeAndrea will be drafting CVRPC's Clean Water budget and work plan shortly.

25
26 Waninger requested guidance from Executive Committee on the matter. Discussion ensued regarding
27 the role of the CWAC, the status of funding, and that between now and January another basin plan is
28 not expected to need review. If a basin plan came up for review, CWAC could be called specifically to
29 meet should that be necessary. The Committee concurred that reducing the number of CWAC meetings
30 to bi-monthly or quarterly would be appropriate.

31 32 **Legislative Update**

33 Waninger advised state budget has passed and Regional Planning Commissions were level funded, which
34 they are very grateful for. The Legislature understood RPCs will support towns related to COVID.

35
36 She will review final Act 250 legislation at the Board meeting.

37 38 **Consent Items**

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

40 41 **Commission Meeting Agenda**

42 Hill-Eubanks inquired if the Berlin Town Center discussion was informational or was a specific outcome
43 anticipated. Waninger said the Town may ask for Board support. Berlin will be presenting the
44 equivalent of a Master Plan for the development they would like to see occur in their town center in the

1 future. The Town is hoping to be on the Downtown Board's January agenda for the designation process
2 and are looking for support to present to the Downtown Board. By supporting the plan Board would be
3 saying they believe it is a good idea and compatible with the Regional Plan and what as a region we
4 want to see in that location.

5
6 A lengthy discussion ensued regarding whether the Board would have enough information to vote on
7 support of the plan within the timeframe of one meeting. Hill-Eubanks suggested offering the Town two
8 slots with the Board, an informational meeting and an action meeting. It was noted that until the
9 presentation is made, it is difficult to know what the questions might arise and whether the Board could
10 make an immediate decision.

11
12 Waninger asked the Committee's thoughts about the staff role in the discussion. Lotspeich suggested
13 staff provide neutral facilitation and information. Hill-Eubanks advised it might be appropriate to ask
14 the Town to tell us what the issues are that have been raised and how they have addressed them.

15
16 Waninger reviewed that the Committee previously requested that staff put together a presentation as
17 to what a town center designation is, have Berlin present their plan, and then have staff present
18 information from the Regional Plan.

19
20 Shatney advised that Berlin gave the presentation to the Montpelier Planning Commission on August
21 10th in case members want to view that video in advance.

22
23 *S. Lotspeich moved to approve the agenda for October 13; J. Shatney seconded. Waninger inquired if the*
24 *Legislative Update should be removed from agenda to allow more time to provide more time on Berlin.*
25 *It was suggested to leave it in. Motion carried.*

26
27 G. Clain noted that Bonnie had added an item to the agenda. She advised she could call people
28 individually to debrief on the Board meeting on the Barre Town Plan or they could do the debrief as part
29 of tonight's meeting. Potter advised she would rather have an individual discussion with Bonnie and not
30 have it be part of the minutes.

31
32 **Adjourn**

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

34
35 Respectfully submitted,

36
37 Nancy Chartrand, Office Manager