

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **DRAFT MINUTES**

4 **November 30, 2020 Meeting**

5 Present:

☒ Julie Potter

☐ Dara Torre

☒ Gerry D'Amico

☒ Laura Hill-Eubanks

☒ Steve Lotspeich

☒ Michael Gray

☒ Janet Shatney

6
7 Staff: Bonnie Waninger, Nancy Chartrand

8 Guests: Ahsan Ijaz and Enrique Gonzalez of Ijaz Group

9
10 **Call to Order**

11 Chair Hill-Eubanks called meeting to order 4:03 pm. Quorum present to conduct business.

12
13 **Adjustments to the Agenda**

14 Hill-Eubanks advised she wanted to discuss Nominating Committee appointments.

15
16 **Public Comment**

17 None

18
19 **Financial Report**

20 Hill-Eubanks directed the Committee to the information in the packet. Ijaz advised they have started
21 the FY20 audit process. For FY20 invoicing, one last invoice is pending Waninger's review and then all
22 will be complete. He noted that FY21 invoicing is caught up and has been forwarded for review by
23 Waninger.

24
25 Discussion ensued regarding the accrued vacation and compensatory time balances on page 4 of the
26 packet. Ijaz advised there is not a great risk carrying these balances as the Executive Committee reviews
27 the balances monthly and is aware of them. J. Potter advised how we handle this has been brought up
28 during audit and it is therefore being tracked and monitored more regularly. There was mention that
29 paying out compensatory time quarterly may manage the liability better and this was an item to be
30 discussed when the Personnel Policy Review Committee started early this year, however that review is
31 on hold currently due to COVID. Waninger joined the meeting and advised we are on track for the year
32 financially.

33
34 *G. D'Amico moved to accept the financial reports as of 11/25/20; M. Gray seconded. Motion carried.*

35
36 **Contract/Agreement Authorization**

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

1 **Chittenden County Regional Planning Commission – Comprehensive Economic Development Strategy**

2 **(CEDS)**: Waninger provided an overview advising the full contract is available on line due to its length.
3 This contract is the development of a CEDS partnering with the regional planning commissions of
4 Rutland, Addison and Chittenden Counties. In addition to the role each RPC has under the contract to
5 engage with regional stakeholders, CVRPC has an additional role of data gathering for all four counties.
6

7 It was confirmed that the project will have a robust stakeholder engagement which is anticipated to
8 identify regional trends, and then address those across the four regions and have a workable document
9 to incorporate into Regional Plans. Waninger advised the outreach strategy is to be identified during
10 upcoming meetings and that the scope of work is still to be determined. She advised the Committee to
11 please advise her if there is an individual/entity they believe should be involved.
12

13 *S. Lotspeich moved to authorize the Executive Director to sign the agreement with the Chittenden County*
14 *Regional Planning Commission for the Comprehensive Economic Development Strategy; seconded by J.*
15 *Shatney. Motion carried.*
16

17 **Chittenden County Regional Planning Commission – Tactical Basin Planning FY20 Amendment 1**

18 Waninger provided an overview noting the Department of Environmental Conservation asked to address
19 the contract differently this year. Rather than processing an FY21 application, they are amending our
20 current application; adding a new task and providing additional funds. This will fund our continued
21 participation in development of the Clean Water Service Provider (CWSP) Rule, Guidance and
22 Methodologies until there is startup money available when the rule is published (March/April 2021).
23 They are also changing contract end date to July 31 vs. September 30 to keep it in alignment with the
24 Fiscal Year.
25

26 *J. Shatney moved to authorize the Executive Director to sign the agreement amendment for Tactical*
27 *Basin Planning for FY20, seconded by J. Potter. Motion carried.*
28

29 Hill-Eubanks also directed the Committee to the Information Only contracts in the packet and opened
30 for questions. None raised.
31

32 **FFY21 Transportation Planning Initiative Amendment**

33 Hill-Eubanks directed the Committee to the information in the packet. Waninger advised this is an early
34 amendment due to being asked to be the RPC lead to present the Transportation Resilience Planning
35 Tool to towns, which they can use online to look at infrastructure that is most at risk and provides
36 options and general estimates for replacement. It also sets aside \$3,000 for review of City of Barre
37 Railroad Trestle that is failing and State, City and RPC are looking at whether it makes sense to remove it
38 instead of repairing it.
39

40 *G. D'Amico moved to approve the FFY21 Transportation Planning Initiative agreement work program*
41 *and budget adjustment and authorize signature of the amendment by the Executive Director. S.*
42 *Lotspeich seconded. Motion carried.*
43

44 **FY21 Budget Adjustment**

1 Hill-Eubanks directed the Committee to the information in the packet. Waninger requested two
2 actions. First to authorize temporary Assistant Planner position since the Transportation Planner
3 position likely won't be filled until March 2021 and there are enough projects to support work of an
4 Assistant Planner at this time. If position is added (or not) the budget needs to be adjusted to reflect
5 that.

6
7 Discussion ensued regarding the funding of a mid to senior level Transportation Planner due to previous
8 discussion about not having enough money to fill that position. Waninger advised the challenge was
9 related to not knowing what all contracts will be when the initial budget is crafted. Therefore, a
10 conservative budget is created at the outset. She confirmed the money is definitely there at this time
11 and any uncertainty is one to two years out due to COVID. Potter noted that an advantage of hiring a
12 mid to senior level planner in this economic environment is that they are more likely to have the skills to
13 pursue grant opportunities and write grant applications. Waninger also advised our reserve fund could
14 potentially be used to offset any need to carry a position for a short period of time.

15
16 Discussion then ensued regarding videography and if we have spoken with ORCA media regarding
17 recording of meetings? Waninger confirmed they are a possibility to use in the future and would likely
18 be a similar charge due to discussions with them in the past.

19
20 *J. Potter moved to authorize a temporary Assistant Planner position, seconded by M. Gray. Motion*
21 *carried.*

22
23 *G. D'Amico moved to adopt the CVRPC FY21 budget adjustment, seconded by J. Potter. Motion carried.*
24

25 **Policy and Procedure Update**

26 Hill-Eubanks directed the Committee to the information in the packet. Waninger advised the draft
27 brings the Municipal Plan Review Committee Rules of Procedure into line with the new Bylaws, including
28 recent changes made to the Transportation Advisory Committee and Clean Water Advisory Committee
29 Rules of Procedure. It was confirmed that the following Rules of Procedure still need to be updated:
30 Regional Plan Committee, Nominating Committee, and Project Review Committee.

31
32 *J. Shatney moved to recommend the Rules of Procedure to the Board for approval, seconded by S.*
33 *Lotspeich. Motion carried.*

34 **Line of Credit Renewal**

35 Hill-Eubanks directed the Committee to the information in the packet. Waninger advised our Line of
36 credit we've had since 2017 expires annually it is recommended extending it for a term of three years
37 based on our history. It was noted the annual fee is \$500, and confirmed that the change in terms
38 extends the maturity date from 11/1/2020 to 11/1/2023.

39
40
41 *G. Amico moved to authorize the Chair to sign the Commercial Line of Credit Note and Agreement,*
42 *Change in Terms Agreement with Community National Bank. Seconded by J. Potter. Motion carried.*

43 **Bylaws Review**

44

1 Hill-Eubanks directed the Committee to the information in the packet, noting the Committee had
2 previously discussed setting up a Bylaws Review Committee. Significant discussion ensued as to what
3 type of committee it should be and how many members should serve. The Bylaws allow the Executive
4 Committee to set up a subcommittee or working group. Last time it was set up as a subcommittee of the
5 Executive Committee. It was concurred it should be a subcommittee of the Executive Committee and S.
6 Lotspeich and M. Gray volunteered to serve as Executive Committee members. It was also concurred
7 that a memorandum will go out with the next Board Packet calling for 1-2 volunteers from the Board. It
8 was also noted that G. Clain is interested in being involved and has a background in writing
9 policy/procedures.

11 **Nominating Committee**

12 Hill Eubanks advised of the need to address appointing a Nominating Committee. She asked if J. Potter
13 would be willing to take on the responsibility of leading the Committee as an outgoing Board member.
14 Potter agreed she would be willing but felt there should be another Executive Committee member on
15 the Committee due to timing of her town appointments and being replaced prior to the annual meeting.
16 G. D'Amico volunteered to participate. Potter and D'Amico will follow-up with individual Board
17 members to determine interest in serving on the Nominating Committee in order for the Executive
18 Committee to have a recommendation for the Board to approve at the January meeting.

20 **RPC Role in Furthering Diversity, Equity and Inclusion**

21 Hill-Eubanks directed the Committee to the information in the packet. Waninger provided an overview
22 of the definitions of Diversity, Equity and Inclusion and advised she is looking to have a conversation
23 with the Committee. She advised staff has also initiated these conversations and starting revising our
24 Title VI Policy. She also noted there has been some question as to whether Regional Planning
25 Commissions should cohost trainings with the Vermont League of Cities and Towns for municipalities.
26 With regard to how CVRPC should approach the issue it was suggested that training for staff, the Board,
27 and municipalities would be ideal. However, it was concurred that this discussion should be placed on a
28 future agenda when there is time to discuss in more detail and also be able to more fully prepare prior
29 to that discussion. The Committee requested Waninger share the VCRD materials and Chittenden
30 County RPC RFP she made note of, and also that consideration be given to current policies and where
31 potential problems may be within those policies.

33 **Consent Items**

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

36 *G. D'Amico moved to approve the minutes of the Special Meeting on September 24 and the regular
37 meeting on November 2, M. Gray seconded. Motion carried.*

39 **Commission Meeting Agenda**

40 Hill-Eubanks directed the Committee to the information in the packet. Waninger confirmed they
41 amended to add Bylaws Work Group Board appointments and a request for members to serve on the
42 Nominating Committee. Hill-Eubanks confirmed volunteers for nominating committee would be
43 brought to Board in January.

1 *S. Lotspeich moved to approve the amended agenda for December 8, 2020; J. Potter seconded. Motion*
2 *carried.*

3
4 **Executive Session**

5 Hill-Eubanks requested a motion to enter Executive Session at 6:08 pm.

6
7 *J. Shatney moved to enter Executive Session for a personnel issue. Seconded by M. Gray and motion*
8 *carried. Motion amended to invite the Executive Director into the Executive Session, so moved by G.*
9 *D'Amico and seconded by J. Shatney. Motion carried.*

10
11 *J. Potter moved to leave Executive Session at 6:45 pm, seconded by J. Shatney. Motion carried.*

12
13 *G. D'Amico moved to raise the annual salary of the CVRPC Executive Director by 3%, starting January 1,*
14 *2021. Seconded by S. Lotspeich. Motion carried.*

15
16 **Adjourn**

17 *M. Gray moved to adjourn at 6:50 pm; J. Shatney seconded. Motion carried.*

18
19 Respectfully submitted,

20
21 Nancy Chartrand, Office Manager