

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **MINUTES**

4 **November 30, 2020 Meeting**

5 Present:

<input checked="" type="checkbox"/> Julie Potter	<input checked="" type="checkbox"/> Laura Hill-Eubanks	<input checked="" type="checkbox"/> Michael Gray
<input 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 and Enrique Gonzalez, The 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 A. Ijaz advised they have started the FY20 audit process. For FY20 invoicing, one last invoice is pending

21 Waninger's review and then all will be complete. He noted that FY21 invoicing is caught up and has

22 been forwarded for review by Waninger.

23

24 Discussion ensued regarding accrued vacation and compensatory time balances. Ijaz advised there is

25 not a great risk carrying these balances as the Executive Committee reviews the balances monthly and is

26 aware of them. J. Potter noted how we handle this has been brought up during audit, and it is therefore

27 being tracked and monitored more regularly. There was mention that paying out compensatory time

28 quarterly may manage the liability better. This was an item to be discussed when the Personnel Policy

29 Review Committee started early this year; that review is on hold currently due to COVID. Waninger

30 joined the meeting and advised we are on track for the year financially.

31

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

33

34 **Contract/Agreement Authorization**

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

36 **(CEDS)**: Waninger provided an overview advising the full contract is available on line due to its length.

37 This contract is the development of a CEDS in partnership with the RPCs and RDCs of Rutland, Addison,

38 and Chittenden Counties. In addition to the role each RPC has under the contract to engage with

39 regional stakeholders, CVRPC has an additional role of data gathering for all four counties.

1
2 It was confirmed that the project will have a robust stakeholder engagement which is anticipated to
3 identify regional trends, and then address those across the four regions and have a workable document
4 to incorporate into regional plans. Waninger said the outreach strategy is to be identified during
5 upcoming meetings and that the scope of work is still to be determined. She requested the Committee
6 advise her if there is an individual/entity they believe should be involved.

7
8 *S. Lotspeich moved to authorize the Executive Director to sign the agreement with the Chittenden County*
9 *Regional Planning Commission for the Comprehensive Economic Development Strategy; J. Shatney*
10 *seconded. Motion carried.*

11 12 **Chittenden County Regional Planning Commission – Tactical Basin Planning FY20 Amendment 1**

13 Waninger provided an overview noting the Department of Environmental Conservation (DEC) is
14 approaching the contract differently this year. Rather than processing an FY21 contract, they are
15 amending the current contract by adding a new task and providing additional funds. The new task
16 includes participation in the Clean Water Service Provider (CWSP) Advisory Committee until there is
17 startup money available for CWSPs (~March/April 2021). DEC moved the contract end date to July 31 vs.
18 September 30 to align it with the State fiscal year.

19
20 *J. Shatney moved to authorize the Executive Director to sign the agreement amendment for Tactical*
21 *Basin Planning for FY20, J. Potter seconded. Motion carried.*

22
23 Hill-Eubanks asked for question on the Information Only contracts. None were raised.

24 25 **FFY21 Transportation Planning Initiative Amendment**

26 Waninger noted this is an early amendment. VTrans requested CVRPC act as a statewide RPC lead for
27 the Transportation Resilience Planning Tool. Towns can use this online resource to identify
28 transportation infrastructure that is most at risk. The tool provides options and general global estimates
29 for replacement. The amendment also sets aside \$3,000 for consultant services to assist with a grant
30 application cost estimate and other information for Railroad Trestle #308 in Barre City. The trestle is
31 failing. State agencies, the City, and CVRPC want to investigate alternatives for removing or repairing it.

32
33 *G. D'Amico moved to approve the FFY21 Transportation Planning Initiative agreement work program*
34 *and budget adjustment and authorize signature of the amendment by the Executive Director; S.*
35 *Lotspeich seconded. Motion carried.*

36 37 **FY21 Budget Adjustment**

38 Waninger requested two actions:

- 39 • authorize a temporary Assistant Planner position. The Transportation Planner position won't be
40 filled until March 2021, and there are enough projects to support work of an Assistant Planner.
- 41 • adjust the budget to reflect, in part, filling the Transportation Planner position.

42
43 D'Amico asked about hiring a Transportation Planner when it was previously discussed that the
44 Commission lacked funding to fill that position. Waninger said the challenge related to the uncertainty

1 of COVID's impacts on contracts when the initial budget was crafted. A conservative budget was
2 created. The adjustment, which includes new contracts, demonstrates funding is available. COVID-
3 related uncertainty will continue one to two years out. Potter noted that an advantage of hiring a mid
4 to senior level planner in this economic environment is that they are more likely to have the skills to
5 pursue grant opportunities and write grant applications. Waninger also advised the reserve fund
6 potentially could be used to offset any need to carry a position for a short period of time in future years.

7
8 Discussion ensued regarding videography and if we have spoken with ORCA media regarding recording
9 of meetings. Waninger confirmed they are a possibility to use in the future and would likely be a similar
10 charge based on previous discussions with them.

11
12 *J. Potter moved to authorize a temporary Assistant Planner position; M. Gray seconded. Motion carried.*

13
14 *G. D'Amico moved to adopt the CVRPC FY21 budget adjustment; J. Potter seconded. Motion carried.*

15 16 **Policy and Procedure Update**

17 Waninger stated the draft brings the Municipal Plan Review Committee Rules of Procedure into line with
18 the new Bylaws and includes recent changes made to the Transportation Advisory Committee and Clean
19 Water Advisory Committee Rules of Procedure. The following Rules of Procedure still need to be
20 updated: Regional Plan Committee, Nominating Committee, and Project Review Committee.

21
22 *J. Shatney moved to recommend the Rules of Procedure to the Board for approval; S. Lotspeich seconded.*
23 *Motion carried.*

24 25 **Line of Credit Renewal**

26 Waninger advised the Line of credit CVRPC has had since 2017 expires annually. Based on CVRPC's
27 positive financial history, the bank is willing to extend it for a three-year term. The change in terms
28 extends the maturity date from 11/1/2020 to 11/1/2023. The annual fee is \$500.

29
30 *G. D'Amico moved to authorize the Chair to sign the Commercial Line of Credit Note and Agreement,*
31 *Change in Terms Agreement with Community National Bank; J. Potter seconded. Motion carried.*

32 33 **Bylaws Review**

34 Hill-Eubanks noted setting up a Bylaws Review Committee has been discussed previously. Significant
35 discussion ensued as to what type of committee it should be and the number of members. The Bylaws
36 allow the Executive Committee to set up a subcommittee or working group. Last time, a subcommittee
37 of the Executive Committee was set up, and Committee members concurred to do this again. S.
38 Lotspeich and M. Gray volunteered to serve as members. The Committee directed staff to include a
39 memorandum in the next Board Packet requesting 1-2 volunteers from the Board. It was noted that G.
40 Clain is interested in being involved and has a background in writing policy/procedures.

41 42 **Nominating Committee**

43 Hill Eubanks described the need to appoint a Nominating Committee. She asked if J. Potter would be
44 willing to lead the Committee as an outgoing Board member. Potter agreed and felt there should be

another Executive Committee member on the Committee due to timing of her town appointments and being replaced prior to the annual meeting. G. D'Amico volunteered to participate. Potter and D'Amico will follow-up with individual Board members to determine interest in serving on the Nominating Committee so the Executive Committee can prepare a slate for Board approval in January.

RPC Role in Furthering Diversity, Equity, and Inclusion

Waninger reviewed the definitions of diversity, equity, and inclusion. She advised she is looking to start a conversation with the Committee. She said staff has initiated a conversation and is working to update the Commission's Title VI Policy. She also noted VADPA has discussed cohosting municipal trainings with the Vermont League of Cities and Towns. With regard to how CVRPC should approach the issue, it was suggested that training for staff, the Board, and municipalities would be ideal. The Committee felt this discussion should be placed on a future agenda when there is more time to discuss it and members can be more fully prepared. The Committee requested Waninger share the VCRD materials and Chittenden County RPC RFP as reference materials. Members asked that consideration be given to current policies and where potential problems may be within those policies.

Consent Items

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

Commission Meeting Agenda

Waninger confirmed the agenda will be amended to add Bylaws Work Group Board appointments and a request for members to serve on the Nominating Committee. Hill-Eubanks confirmed volunteers for nominating committee would be brought to Board in January.

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

Executive Session

J. Shatney moved to enter Executive Session for a personnel issue at 6:08 pm; M. Gray seconded. Motion carried. G. D'Amico moved to invite the Executive Director into the Executive Session; J. Shatney seconded. Motion carried.

J. Potter moved to exit Executive Session at 6:45 pm; J. Shatney seconded. Motion carried.;

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

Adjourn

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

Respectfully submitted,

Nancy Chartrand, Office Manager