

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Executive Committee**
3 **MINUTES**
4 **January 4, 2021 Meeting**

5 Present:

<input checked="" type="checkbox"/> Julie Potter	<input checked="" type="checkbox"/> Laura Hill-Eubanks	<input checked="" 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 and Enrique Gonzalez, The Ijaz Group
9

10 **Call to Order**

11 Chair Hill-Eubanks called meeting to order 4:00 pm. Quorum present to conduct business.
12

13 **Adjustments to the Agenda**

14 Hill-Eubanks advised adding a short discussion about remote meetings to the item on the RPC's Role in
15 Furthering Diversity, Equity and Inclusion.
16

17 **Public Comment**

18 A question was raised as to why Bylaws was on the agenda. A vote was needed to confirm the full
19 membership now that the Board appointed its member as the work group is a subcommittee of the
20 Executive Committee.
21

22 **Financial Report**

23 A. Ijaz provided an overview of finances noting that \$50,000 was transferred into reserves for FDIC
24 purposes. He noted that with regard to the FY20 audit, they are working to close out the last contract.
25 Once completed, the audit can be initiated.
26

27 Questions were raised and addressed regarding indirect costs and the need to adjust those each year.
28

29 *S. Lotspeich moved to accept the financial reports as of 11/30/20; M. Gray seconded. Motion carried.*
30

31 **Contract/Agreement Authorization**

32 **FFY21 Transportation Planning Initiative (TPI) Agreement Work Program and Budget Adjustment:**

33 Waninger advised the Committee approved an adjustment last month to hire a transportation planner
34 and move funds to cover minor consultant costs. Prior to VTrans processing that approved adjustment,
35 CVRPC was awarded additional contracts and, as discussed previously with the Committee, there is a
36 need to hire consultant services to avoid overloading staff. The adjustment supports moving additional
37 transportation funds to support a larger study. It also includes the previously approved. Waninger
38 described how funds were moved around within the adjustment. The Transportation Advisory
39 Committee (TAC) will review this revision at its next meeting.

1
2 Question was raised as to the relationship between this initiative and the TAC. Waninger advised that
3 the TAC helps guide this work program. She noted TAC has been a strong support of making funds
4 available for studies. S. Lotspeich added that the TAC would usually review the TPI adjustment before it
5 goes to Executive Committee. TAC did not meet in December, so it did not have a chance to review the
6 request. He believes TAC will approve this adjustment.

7
8 Question was raised as to why there were two different figures related to costs for Transportation
9 Planner (Pages 13 & 28). It was confirmed that page 28 shows only wage rates and page 13 shows wage
10 plus fringe benefits.

11
12 *G. D'Amico moved to approve the budget adjustment and work program; M. Gray seconded. Motion*
13 *carried.*

14 15 **Committee Rules of Procedure**

16 Waninger noted the Board has approved the Municipal Plan Review Committee (MPRC) Rules of
17 Procedure (ROP). Following that approval she noticed the Conflict of Interest language was not updated
18 to be consistent with all other Committee ROP updates.

19
20 She further advised that the Nominating Committee (NC) ROP were reviewed earlier in 2020. Since that
21 review, the Board adopted new bylaws and Executive had requested the ROPs be compared against the
22 bylaws and updated to conform. With regard to the NC Guidance document, she noted in 1999 the
23 Board adopted additional guidance for the Nominating Committee. It had previously been discussed
24 with the Executive Committee that this be left as a stand-alone guidance and referred to in the NC ROP.
25 This is similar to the Project Review Committee Rules of Process which are referred to in their ROP.

26
27 Significant discussion ensued as to whether or not the NC would review/approve any changes to ROP
28 before they go before the Board or if they should make recommendations to the Executive Committee
29 who would forward to the Board for approval. It was noted that the NC functions as a short assignment
30 which makes it difficult for them to work on documents such as ROP, and it makes sense that they make
31 recommendations to the Executive Committee. There was a suggestion that the NC assignment should
32 be extended for this type of documentation review and also to address any member changes
33 throughout year. It was confirmed that this extension would require a change in the Bylaws, but there
34 would be opportunity to do this with upcoming Bylaw Work Group. Several editorial amendments were
35 then discussed and noted for revision of the NC ROP. Members concurred that any recommended
36 changes to ROP would be forwarded to the EC for review prior to going to the Board for approval.

37
38 A request for individual motions on the above was requested.

39
40 *S. Lotspeich moved to recommend Municipal Plan Review Committee Rules of Procedure to the Board of*
41 *Commissioners for adoption; J. Potter seconded. Motion carried.*

42
43 *S. Lotspeich moved to recommend Nominating Committee Rules of Procedure to the Board of*
44 *Commissioners for adoption; J. Potter seconded. Motion carried.*

Policy and Procedure Update

Waninger said CVRPC has existing Administrative & Financial Policies and Procedures. They were amended in May to adjust for COVID and moving to remote work. CVRPC has continued to adjust its procedures to address the best flow of paperwork in the office, acknowledging appropriate checks and balances. She highlighted the major changes in the document, noting much of it would not change when staff moves back into office due to the accountant being remote. She also noted we previously had a separate Internal Controls document, and that information was incorporated into this document rather than having a second internal controls document.

D. Torre moved to adopt updates to CVRPC's Administrative and Financial Policies and Procedures; G. D'Amico seconded. Motion carried.

Nominating Committee

J. Potter advised she and G. D'Amico communicated with and recruited Peter Carbee to serve as the 3rd member of the Committee, pending approval of EC and full Commission. Waninger advised the motion should be to recommend the slate of candidates to Board of Commissioners.

J. Shatney moved that a slate of Julie Potter, Gerry D'Amico, and Peter Carbee be recommended as Nominating Committee to the Board of Commissioners; M. Gray seconded. Motion carried.

Bylaw Review

At last Executive Committee meeting, it was recommended that Steve Lotspeich and Michael Gray be members of the Bylaws Work Group and the Board appointed George Clain to the Work Group. This Work Group will be a working committee of the Executive Committee.

J. Potter moved to appoint Steve Lotspeich, Michael Gray, and George Clain to the Bylaw Work Group; G. D'Amico seconded. Motion carried.

RPC Role in Furthering Diversity, Equity, and Inclusion

This discussion followed last month's brief discussion about diversity, equity, and inclusion. Waninger noted that ultimately the Board will provide policy direction to staff. As outlined in the packet, she advised most organizations divide the work into four areas:

- Self-educate to deepen and broaden understanding about inequity.
- Conduct organizational assessments to determine where and how inequity might emerge in organizational policies and procedures, the website, etc.
- Foster equity and inclusion in day-to-day work. Ex. Determine how CVRPC could better engage and include diverse voices in projects and programs.
- Share information and potentially train others.

Waninger provided an overview of a presentation from the Peace and Justice Center on *Seeing and Dismantling* Racism to provide a flavor of what type of information is available for the Board.

1 Due to time limitations, the planned exercise to talk about the items outlined in the presentation on
2 pages 64-66 was postponed until the next EC meeting at which time there will be discussion on which of
3 the items outlined on pages 64-66 spoke to members and why.

4
5 Waninger also advised she will send a link for a short video based on "The Color of Law", which
6 addresses housing and land use policy. She noted that as we move into Regional Plan revision we may
7 need to rethink and question some current policy.

8
9 Waninger advised she plans to highlight different resources over several meetings as examples of what
10 is available to share with Board (i.e. self-assessments, essays, videos, presentations). Discussion ensued
11 about where EC should go next with this endeavor. Waninger advised we first need to recognize where
12 we are before we can make changes. Members commented on the importance of the education
13 component and discussion. It was requested that Waninger share additional resources before the next
14 meeting, and that consideration be given to any presentation for the Board being interactive.

15 16 **Remote Meetings Discussion**

17 Hill-Eubanks advised she wanted to have a discussion about the features of our remote meetings and
18 how folks feel they are going, noting a need to have staff assist with monitoring chat during meetings.
19 Significant discussion ensued regarding different features that towns are using with their committees,
20 the software being used, and advantages and disadvantages of features (i.e. chat, raise hand feature).
21 D. Torre offered to share some ground rules for Chat. It was concluded that Hill-Eubanks and Waninger
22 will follow-up on the potential for using new software.

23 24 **Consent Items**

25 *J. Shatney moved to approve the minutes 11/30/20; M. Gray seconded. Motion carried.*

26 27 **Commission Meeting Agenda**

28 Waninger advised Jamie Stewart would update the Board on the status of the Central Vermont
29 Economic Development Corporation. She also advised Paul Costello is representing the Governor's
30 Economic Mitigation and Recovery Task Force and would talk about reports and findings from the Local
31 Solutions and Community Action Team. The Board will be asked what, if any, role CVRPC should have in
32 helping to implement the findings outlined by the Task Force.

33
34 *J. Potter moved to approve the agenda for Board of Commissioners January 12, 2021 as presented with*
35 *correction to next meeting date; S. Lotspeich seconded. Motion carried.*

36 37 **Adjourn**

38 *M. Gray moved to adjourn at 6:25 pm; G. D'Amico seconded. Motion carried.*

39
40 Respectfully submitted,

41
42 Nancy Chartrand, Office Manager