

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **DRAFT MINUTES**

4 **February 1, 2021 Meeting**

5 Present:

☒ Julie Potter

☒ Laura Hill-Eubanks

☒ Michael Gray

☒ Dara Torre

☒ Steve Lotspeich

☒ Janet Shatney

☒ 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 4:01 pm. Quorum present to conduct business.

12  
13 **Adjustments to the Agenda**

14 None

15  
16 **Public Comment**

17 None

18  
19 **Financial Report**

20 Waninger advised we are generally advancing through the year as anticipated. A definition of  
21 unrestricted net position was requested, and Ijaz advised it is basically the value of the organization (it's  
22 equity, fund balance, cumulative surpluses over the years). There was also a request for an update as to  
23 the status of audit for FY20. Ijaz advised they are ready and waiting for confirmation to move forward,  
24 as they believe they can start the audit and resolve any necessary edits during the audit. Waninger  
25 advised that the audit is currently not scheduled with our auditor and we will be dependent upon their  
26 ability to start the audit.

27  
28 *J. Potter moved to accept the 12/31/20 unaudited financial reports; D. Torre seconded. Motion carried.*

29  
30 **Contract/Agreement Authorization**

31 **FFY21 Transportation Planning Initiative (TPI) Amendment #1:**

32 Waninger advised she forwarded additional information after the packet was submitted and provided  
33 further explanation of the changes.

34  
35 *G. D'Amico moved to authorize the Executive Director to sign the agreement amendment; J. Shatney*  
36 *seconded. Motion carried.*

1 **Dubois & King – Stormwater Services Master Agreement, Addendum 1, Woodbury Stormwater**  
2 **Mitigation Final Designs, Amendment 2:**

3 Waninger advised the of the projects in Woodbury which have two different funding sources and one  
4 contractor hired to do all the work. Both of the sites funded by Southern Windsor County Regional  
5 Planning Commission (SWCRPC), now known as Mount Ascutney Regional Commission (MARC), are  
6 currently on hold due to infiltration tests not allowing the intended design to be concluded. An  
7 alternate site is being investigated. The contractor was to have submitted deliverables on all projects  
8 together, however, due to the delay on the two sites, the agreement amendment allows them to bill for  
9 the project that is continuing on schedule and when the other sites are worked out they can bill those.

10  
11 It was confirmed by Gray that there are four sites, not three sites. Two are funded by Department of  
12 Environmental Conservation (DEC); and the two sites funded through SWCRPC/MARC are not usable due  
13 to ledge and floodplain issues. Alternate plans have not yet been approved, so the sites are delayed and  
14 need to be retested in the Spring. Waninger also confirmed that another amendment to the agreement  
15 will be necessary when we know what will happen with the other two sites.

16  
17 Gray noted he should abstain from voting.

18  
19 *G. D'Amico moved to authorize the Executive Director to sign the contract amendment; S. Lotspeich*  
20 *seconded. Motion carried with one abstention.*

21  
22 Following the vote, Gray stated for the record he meant to recuse himself, not abstain. It was decided  
23 to take the vote again.

24  
25 *G. D'Amico moved to authorize the Executive Director to sign the contract amendment; S. Lotspeich*  
26 *seconded. Motion carried, with M. Gray recusing.*

27  
28 Hill-Eubanks directed the committee to the information only contracts in the packet and opened the  
29 floor to questions. Discussion ensued regarding the Stormwater Master Agreement with Milone and  
30 McBroom merging with SLR International Corporation and the need to confirm with legal counsel if we  
31 can move forward on the current open contract with the new firm. If a new site comes in, will we need  
32 to do so under a different agreement.

33  
34 **FY21 Budget Adjustment**

35 Hill-Eubanks directed the Committee to the information in the packet. Waninger advised the primary  
36 reason for doing adjustment is the FY20 carry forward funds from ACCD. Previously ACCD has required  
37 that these be shown in the budget in order to be carried forward, so we are doing it in advance of being  
38 requested to do so.

39  
40 *J. Potter moved to adopt the adjustment to the CVRPC FY21 budget, S. Lotspeich seconded, motion*  
41 *carried.*

1 **Draft Clean Water Service Provider Rule**

2 Hill-Eubanks directed the Committee to the information in the packet. The rule proposes the structure  
3 under which the Clean Water Service Providers (CWSPs) will operate. Accompanying guidance to the  
4 rule is expected in the future. As a proposed CWSP, CVRPC staff have been participating in Act 76  
5 advisory committee meetings and commenting along the way as the rule has been crafted. Waninger  
6 advised that CWAC has made comments and staff also has comments to submit which are outlined in the  
7 packet. A letter is being prepared and will be provided to the Board prior to their upcoming meeting  
8 and discussion.  
9

10 *S. Lotspeich moved to recommend comments on the proposed Clean Water Service Provider Rule to the*  
11 *Board of Commissioners for approval; J. Potter seconded. Motion carried.*  
12

13 **RPC Role in Further Diversity, Equity and Inclusion**

14 Hill-Eubanks directed the Committee to the information in the packet and Waninger provided some  
15 additional detail. Significant discussion ensued regarding where the organization is in this process, and  
16 the direction that should be taken moving forward. It was suggested that utilization of a facilitator  
17 would be advantageous to help process and talk about what kind of program we want to bring to the  
18 full Board of Commissioners. Rather than doing this over several meetings, it was suggested that  
19 scheduling a retreat focused on this topic solely would be good to provide education on the issues and  
20 help the Committee to assess what needs to be done. Waninger will work on coordinating this for the  
21 Committee.  
22

23 **Executive Director Annual Evaluation**

24 Hill-Eubanks directed the Committee to the information in the packet. Waninger confirmed this is the  
25 process used for the last few years to outline a schedule for how the process will proceed and select a  
26 committee member to lead the process. Normally the Chair leads the process, but it can be led by  
27 anyone on committee or someone could assist Chair. Hill-Eubanks noted that if she takes lead again she  
28 would prefer someone volunteer to assist her. Both Lotspeich and Torre offered to assist. Information  
29 should be sent to the three of them and they will figure out how to break up the work.  
30

31 **Meeting Minutes**

32 Hill-Eubanks directed the Committee to the information in the packet.  
33

34 *G. D'Amico moved to approve the minutes of 1/4/2021; M. Gray seconded. Motion carried.*  
35

36 **Commission Meeting Agenda**

37 Hill-Eubanks directed the Committee to the information in the packet. Waninger provided additional  
38 detail on the USDA grant application the Plainfield Coop has requested assistance with. Significant  
39 discussion ensued and it was confirmed the Board would need to approve staff applying for this grant if  
40 it moves forward.  
41

42 *J. Shatney moved to approve the agenda for Board of Commissioners February 9, 2021 meeting as*  
43 *presented; M. Gray seconded. Motion carried.*  
44

1   **Executive Session**

2   Waninger advised the session was to discuss the accounting services contract and performance of the  
3   contractor.

4  
5   *D. Torre moved to find that premature general public knowledge of a contractor's performance issues*  
6   *would clearly place CVRPC or the contractor involved at a substantial disadvantage; M. Gray seconded.*  
7   *Motion carried.*

8  
9   *J. Shatney moved to enter Executive Session inviting the Executive Director to participate; D. Torre*  
10   *seconded. Motion carried.*

11  
12   *J. Potter moved to exit Executive Session at 5:59 pm; G. D'Amico seconded. Motion carried.*

13   No action was taken as a result of the Executive Session

14   **Adjourn**

15   *J. Potter m to adjourn at 6:00 pm; M. Gray seconded. Motion carried.*

16   Respectfully submitted,

17  
18   Nancy Chartrand, Office Manager