

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **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 a request for a status update for
23 the FY20 audit. Ijaz advised they are ready and waiting for confirmation to move forward, as they
24 believe they can start the audit and resolve any necessary edits during the audit. Waninger advised that
25 since the audit is not scheduled with our auditor, we will be dependent upon their ability to start it.

26
27 *J. Potter moved to accept the 12/31/20 unaudited financial reports; D. Torre seconded. Motion carried.*

28
29 **Contract/Agreement Authorization**

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

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

33
34 *G. D'Amico moved to authorize the Executive Director to sign the agreement amendment; J. Shatney*
35 *seconded. Motion carried.*

36
37 **Dubois & King – Stormwater Services Master Agreement, Addendum 1, Woodbury Stormwater**

38 **Mitigation Final Designs, Amendment 2:**

1 Waninger advised the Woodbury project have two different funding sources and one contractor hired to
2 do all the work. The Church Street site funded by Southern Windsor County Regional Planning
3 Commission (SWCRPC), now known as Mount Ascutney Regional Commission (MARC), is on hold due to
4 infiltration tests not allowing the intended design to be concluded. An alternate site is being
5 investigated. The contractor was to have submitted deliverables on all projects together. Due to the
6 delay, the agreement amendment allows sites to be billed separately as milestones are met.

7
8 It was confirmed by Gray that there are four sites, not three sites: two are funded by Department of
9 Environmental Conservation (DEC); and two are funded through SWCRPC/MARC. The Church Street site
10 is not usable due to ledge and floodplain issues. Alternate plans have not yet been approved, so the
11 sites are delayed and need to be retested in the spring. Waninger confirmed that another amendment
12 to the agreement will be necessary when we know what will happen with the other two sites.

13
14 Gray noted he would abstain from voting.

15
16 *G. D'Amico moved to authorize the Executive Director to sign the contract amendment; S. Lotspeich*
17 *seconded. Motion carried with M. Gray abstaining.*

18
19 Following the vote, Gray stated for the record he meant to recuse himself, not abstain. It was decided
20 to take the vote again.

21
22 *G. D'Amico moved to authorize the Executive Director to sign the contract amendment; S. Lotspeich*
23 *seconded. Motion carried, with M. Gray recusing.*

24
25 Discussion ensued regarding the Stormwater Master Agreement with Milone and MacBroom and its
26 merger with SLR International Corporation. Staff is conferring with legal counsel regarding the contract.

27 28 **FY21 Budget Adjustment**

29 Waninger advised the primary reason for the adjustment is the FY20 carry forward funds from ACCD.
30 Previously ACCD has required that these be shown in the budget for the funds to be carried forward.

31
32 *J. Potter moved to adopt the CVRPC FY21 budget adjustment; S. Lotspeich seconded. Motion carried.*

33 34 **Draft Clean Water Service Provider Rule**

35 Waninger said the rule proposes the structure under which the Clean Water Service Providers (CWSPs)
36 will operate. Accompanying guidance is expected in the future. As a proposed CWSP, staff have
37 participated in Act 76 advisory committee meetings and provided comment as the rule has been crafted.
38 Waninger advised that CWAC and staff have recommended comments for submission. A letter is being
39 prepared and will be provided to the Board prior to their upcoming meeting and discussion.

40
41 *S. Lotspeich moved to recommend comments on the proposed Clean Water Service Provider Rule to the*
42 *Board of Commissioners for approval; J. Potter seconded. Motion carried.*

43 44 **RPC Role in Further Diversity, Equity and Inclusion**

1 Significant discussion ensued regarding where the organization is in this process, and the direction that
2 should be taken moving forward. It was suggested that utilization of a facilitator would be
3 advantageous to help process and talk about what kind of program we want to bring to the full Board of
4 Commissioners. Rather than doing this over several meetings, it was suggested that scheduling a retreat
5 focused on this topic solely would be good to provide education on the issues and help the Committee
6 to assess what needs to be done. Waninger will work on coordinating this for the Committee.
7

8 **Executive Director Annual Evaluation**

9 Waninger confirmed this process was used for the last few years. Normally the Chair leads the process,
10 but it can be led by anyone on committee or someone could assist the Chair. Hill-Eubanks noted that if
11 she takes lead she would prefer someone assist. Both Lotspeich and Torre offered to assist.
12 Information should be sent to the three of them and they will figure out how to break up the work.
13

14 **Meeting Minutes**

15 *G. D'Amico moved to approve the minutes of 01/04/21; M. Gray seconded. Motion carried.*
16

17 **Commission Meeting Agenda**

18 Waninger provided additional detail on the USDA grant application. Significant discussion ensued and it
19 was confirmed the Board would need to approve staff applying for this grant if it moves forward.
20

21 *J. Shatney moved to approve the agenda for the February 9, 2021 Board meeting as presented; M. Gray*
22 *seconded. Motion carried.*
23

24 **Executive Session**

25 Waninger stated the session was to discuss the accounting services contract and contractor
26 performance.
27

28 *D. Torre moved to find that premature general public knowledge of a contractor's performance would*
29 *clearly place CVRPC or the contractor involved at a substantial disadvantage; M. Gray seconded. Motion*
30 *carried.*
31

32 *J. Shatney moved to enter Executive Session inviting the Executive Director to participate; D. Torre*
33 *seconded. Motion carried.*
34

35 *J. Potter moved to exit Executive Session at 5:59 pm; G. D'Amico seconded. Motion carried.*
36

37 No action was taken as a result of the Executive Session.
38

39 **Adjourn**

40 *J. Potter moved to adjourn at 6:00 pm; M. Gray seconded. Motion carried.*
41

42 Respectfully submitted,
43

44 Nancy Chartrand, Office Manager