

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT MINUTES
March 1, 2021 Meeting

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		

Staff: Bonnie Waninger, Nancy Chartrand

Guests: Enrique Gonzalez, The Ijaz Group

Call to Order

Chair Hill-Eubanks called meeting to order 4:01 pm. Quorum present to conduct business.

Adjustments to the Agenda

None

Public Comment

None

Financial Report

Hill-Eubanks directed the Committee to the information in the packet. Waninger advised that the audit has started and is ongoing virtually, vs. the auditor coming into the office. This has required a lot of preparation of electronic files, where in the past we have been able to provide hard copy files. There is currently no estimate of when the audit will be complete due to the auditor also working on other audits concurrently. Gonzalez joined the meeting and further advised that he felt audit was going well. D'Amico asked for clarification of balance sheet net income of \$93,000 - retainage of town dues. Waninger advised for the last several years we have tried not to spend those monies in order to put them into reserves. Question was also raised regarding the \$5,000 donation, which Waninger confirmed was anonymous; and thanks was provided for that.

G. D'Amico moved to accept January 31, 2021 unaudited financial reports; J. Potter seconded. Motion carried.

Indirect Rate Adjustment

Hill-Eubanks directed the Committee to the information in the packet. Waninger provided an overview of indirect costs and advised our current rate is 115.13%, but we are trending more towards 100% so we are proposing adjusting from a 115.13% to 98% rate for March through June to compensate. Opened to questions. What happens in July? Waninger confirmed the rate resets every July and we would have a new rate based on the FY20 audit; which likely will be 100 or 105%. Have we been successful over last few years of dampening the swings on over and under recovery? It was confirmed that the swings

1 have been dampened by doing mid-term adjustments aiming for a 5% buffer. Do we have a target for
2 what we think we want our indirect cost to be in the long run? It was advised the range we want to
3 shoot for is 85-100%.

4
5 *J. Potter moved to approve submission of the FY21 indirect rate change request to VTrans; seconded by J.*
6 *Shatney. Motion carried.*

7 8 **Contract/Agreement Authorization**

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

10 11 **Northwest Regional Planning Commission – Municipal Grants in Aid FY21:**

12 Waninger advised that by FY23 this contract would be gone; which was our aim – that towns would be
13 able to do this work solo. The program has shifted from the Agency of Natural Resources to VTrans
14 which has delayed contracting slightly. She also noted that normally a grant of \$17,000, the Executive
15 Committee would not have to approve, but the \$17,000 is half of anticipated funding for this grant.

16
17 *G. D’Amico moved to authorize the Executive Director to sign the agreement; J. Shatney seconded.*
18 *Motion carried.*

19 20 **Southern Windsor County Regional Planning Commission (dba Mount Ascutney Regional** 21 **Commission) – Design/Implementation Block Grant, Calais and Woodbury Stormwater Designs** 22 **Amendment 2**

23 Waninger advised this is the project we discussed last meeting. An alternate site has been identified
24 and this contract amendment adds money to further investigate the second site before moving forward
25 with design.

26
27 M. Gray recused himself from voting on this contract. Question was raised as to how Southern Windsor
28 County Regional Planning Commission (SWCRPC) and Dubois and King contracts relate to each other.
29 Gray advised there are four sites in Woodbury village; two funded by Department of Environmental
30 Conservation (DEC) and two funded by SWCRPC. For the two funded by DEC, the 60% design has been
31 completed and they are moving forward. The SWCRPC sites ended up with issues and needed
32 alternative sites identified. A new site that the town owns is being reviewed and it is a more
33 complicated review. SWCRPC is the statewide lead for the Design/Implementation Block Grant (DIBG),
34 and provides us funds to hire the consultant which is DuBois & King.

35
36 D’Amico asked for a refresher on what we did last month on this project. It was confirmed that last
37 month we allowed them to move forward on the DEC sites but stop work on SWCRPC sites.

38
39 *S. Lotspeich moved to authorize the Executive Director to sign the contract amendment; G. D’Amico*
40 *seconded. Motion carried.*

41 42 **Dubois & King – Stormwater Services Master Agreement, Addendum 1, Woodbury Stormwater** 43 **Mitigation Final Designs, Amendment 3:**

1 M. Gray recused himself from voting.

2
3 *J. Shatney moved to authorize the Executive Director to sign the contract addendum amendment;*
4 *seconded by J. Potter. Motion carried.*
5

6 **Regional Economic Project Priority List**

7 Hill-Eubanks directed the Committee to the information in the packet. Waninger advised she expects a
8 request from Jamie Stewart at Central Vermont Economic Development Corporation (CVEDC) to
9 participate in a review committee to prioritize projects for inclusion in the Vermont Comprehensive
10 Economic Development Strategy (CEDS) update. Last year Waninger participated on behalf of the
11 organization. This year it is recommended we have additional participants and Waninger inquired if
12 members of the Board would like to participate in the process. Hill-Eubanks asked for confirmation that
13 these are mostly municipal projects. Waninger advised projects that are placed in a CEDS are often
14 seeking US Economic Development funds.
15

16 Significant discussion ensued as to how best to solicit participation by Board members and what that
17 participation might encompass. Waninger advised this is the second year we have been requested to
18 participate and it is unknown if it will be ongoing at this level. She noted that if it shows up a third year
19 in a row, we should consider appointments as we do with other representatives to outside organizations
20 via Nominating Committee.
21

22 The consensus was that we will ask for volunteers at the next Board meeting. Waninger will provide a
23 description of what the representation entails in a separate email to Board members. She will also
24 include a list of projects that were approved last year and check with CVEDC regarding potential timeline
25 for committee participation.
26

27 **Sub-Committee Updates**

28 Lotspeich provided an update on the Bylaws Work Group, which consists of George Clain, Michael Gray,
29 and Steve Lotspeich, with Bonnie Waninger providing staff support. They have had their second meeting
30 which was very productive getting through the list of issues offered by staff. Clain has reviewed the
31 Bylaws and suggested changes on the entire document which still need review. They are meeting every
32 other week and expect they will have a draft for Executive Committee to review in two to three months.
33 Lotspeich advised they will continue to keep the Committee apprised of their status and timeline.
34

35 Potter provided an update of the Nominating Committee; which consists of Gerry D'Amico, Peter
36 Carbee, and Julie Potter, with Bonnie Waninger providing staff support. They have met three times and
37 will meet again next week. The interest questionnaire had a good response rate. Potter's goal is to
38 leave the RPC with tools that can be used by Nominating Committee annually to make the nominating
39 process easier. They have put together a slate for officers to bring to the Board in April, and are
40 working on the other Committees which will take a bit longer.
41

42 Hill Eubanks thanked the committee members for the work.
43

44 **Meeting Minutes**

1 Hill-Eubanks directed the Committee to the information in the packet. Based on feedback provided at a
2 recent Project Review Committee meeting, discussion ensued regarding shortening minutes to two
3 pages or less. There was consensus to leave the format as is.

4
5 D'Amico, asked if they could enter Executive Session to follow-up on last month's Executive Session
6 discussion. Waninger advised it depends on why they would be entering Executive Session. D'Amico
7 wanted to find out if any action had been taken yet. Waninger advised this could be answered in open
8 session and advised no action has been taken yet.

9
10 *J. Shatney moved to approve the minutes of 02/1/21; D. Torre seconded. Motion carried.*

11 12 **Commission Meeting Agenda**

13 Hill-Eubanks directed the Committee to the information in the packet. Hill-Eubanks made note before
14 discussion of the agenda, that George Clain asked if he could have time to inform the Board about a
15 solar project in Barre Town that received RPC approval for preferred site status, and then subsequent to
16 applications that were reviewed, the building envelope proposed was different than was what
17 approved. Significant discussion ensued related to the Project Review Committee reviewing this topic at
18 its last meeting, which resulted in asking staff to revise the language in future Preferred Siting letters of
19 support. It was reiterated that the documents reviewed by Project Review Committee are planning
20 documents, not engineering designs so changes may occur. With regard to adding an item to the Board
21 agenda, there was consensus to add the item "Board Member Concerns" after Reports, allowing 10-15
22 minutes for Board members to raise local issues/concerns.

23
24 *S. Lotspeich moved to approve the amended agenda for the March 9, 2021 Board meeting; J. Shatney*
25 *seconded. Motion carried.*

26
27 Question was raised regarding upcoming FY22 budget and does Waninger have an anticipated schedule
28 for this. Waninger advised she typically brings first rough draft in April, then a second draft in May and
29 final draft in June. She asked if three versions were helpful; or would two versions suffice (early and
30 late). Two versions were requested. Waninger will bring rough draft in April and a refined draft in June.

31 32 **Adjourn**

33 *J. Potter moved to adjourn at 5:28 pm; M. Gray seconded. Motion carried.*

34
35 Respectfully submitted,

36
37 Nancy Chartrand, Office Manager