

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Executive Committee**
3 **MINUTES**
4 **March 1, 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: 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 that the audit has started and is ongoing virtually, vs. the auditor coming into the
21 office. This has required a lot of preparation of electronic files, where in the past hard copy files were
22 provided. There is currently no estimate of when the audit will be complete due to the auditor working
23 on other audits concurrently. Gonzalez joined the meeting and further advised that he felt audit was
24 going well. D'Amico asked for clarification of balance sheet net income of \$93,000 - retainage of Town
25 Dues. Waninger advised for the last several years Executive Committee has approved putting dues into
26 reserves to repopulate the account. A question also was raised regarding the \$5,000 donation, which
27 Waninger confirmed was anonymous; and thanks was provided for that.
28

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

32 **Indirect Rate Adjustment**

33 Waninger provided an overview of indirect costs. CVRPC's current rate is 115.13%. We are trending
34 more towards 100% so we are proposing adjusting from 115.13% to 98% for March through June to
35 avoid recouping more than the costs we incur. Waninger confirmed the rate resets every July based on
36 the audit and negotiations with VTrans. She and CVRPC's accountant anticipate the FY22 rate will be
37 100-105%. Waninger confirmed CVRPC has been successful over last few years dampening the swings
38 on over and under recovery using mid-term rate adjustments. CVRPC aims for a 5% buffer. Ideally,
39 CVRPC is working towards an indirect rate of 85-100%.

1
2 *J. Potter moved to approve submission of the FY21 indirect rate change request to VTrans; J. Shatney*
3 *seconded. Motion carried.*
4

5 **Contract/Agreement Authorization**

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

7 Waninger advised that Grants in Aid work is expected to end by FY23 as RPCs and DEC are expecting
8 towns would be able to complete this work on their own. The program is shifting from the Agency of
9 Natural Resources to VTrans, which has delayed contracting. She noted that a grant of \$17,000, does
10 not require Executive Committee approval; however, this agreement represents half of anticipated
11 funding. A grant amendment will be processed at a later date.
12

13 *G. D'Amico moved to authorize the Executive Director to sign the agreement; J. Shatney seconded.*
14 *Motion carried.*
15

16 **Southern Windsor County Regional Planning Commission (dba Mount Ascutney Regional** 17 **Commission) – Design/Implementation Block Grant, Calais and Woodbury Stormwater Designs** 18 **Amendment 2**

19 Waninger advised this project was discussed at the last meeting. An alternate site has been identified.
20 This amendment adds funds to further investigate the second site before moving forward with design.
21

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

31 D'Amico asked for a refresher on last month's approval. It was confirmed that last month the consultant
32 was authorized to move forward on the DEC sites while the stop work continues on SWCRPC sites.
33

34 *S. Lotspeich moved to authorize the Executive Director to sign the contract amendment; G. D'Amico*
35 *seconded. M. Gray recused himself. Motion carried.*
36

37 **Dubois & King – Stormwater Services Master Agreement, Addendum 1, Woodbury Stormwater** 38 **Mitigation Final Designs, Amendment 3:**

39 *J. Shatney moved to authorize the Executive Director to sign the contract addendum amendment; J.*
40 *Potter seconded. M. Gray recused himself. Motion carried.*
41
42

Regional Economic Project Priority List

Waninger said she expects a request from Jamie Stewart at Central Vermont Economic Development Corporation (CVEDC) for Board members to participate in a review committee to prioritize projects for inclusion in the Vermont Comprehensive Economic Development Strategy (CEDS) update. Last year Waninger participated on behalf of the organization. She suggested Board members participate this year. Hill-Eubanks asked for confirmation that these are mostly municipal projects. Waninger advised projects that are placed in a CEDS are often seeking US Economic Development funds; they can be sponsored by entities in addition to municipalities.

Significant discussion ensued as to how best to solicit participation by Board members and what that participation might encompass. Waninger advised this is the second year we have been requested to participate. It is unknown if this will be an annual request. She noted that if the request is made for a third year, the Board may want to make appointments as it does with representatives to outside organizations via the Nominating Committee.

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

Sub-Committee Updates

Bylaw Work Group: Lotspeich said the Group consist of George Clain, Michael Gray, and Steve Lotspeich, with Bonnie Waninger providing staff support. They have had their second meeting which was very productive getting through the list of issues offered by staff. Clain has reviewed the Bylaws and suggested changes on the entire document; these still need review. The Group is meeting every other week and expects to have a draft for Executive Committee review in two to three months. Lotspeich advised they will continue to keep the Committee apprised of their status and timeline.

Nominating Committee: Potter said the Committee consists of Gerry D'Amico, Peter Carbee, and Julie Potter, with Bonnie Waninger providing staff support. They have met three times and will meet again next week. The interest questionnaire had a good response rate. Potter's goal is to leave the RPC with tools that can be used by Nominating Committee annually to make the nominating process easier. They have drafted a slate of officers to bring to the Board in April, and are working on the other committees which will take a bit longer.

Hill Eubanks thanked the committee members for the work.

Meeting Minutes

Based on feedback provided at a recent Project Review Committee meeting, discussion ensued regarding shortening minutes to two pages or less. There was consensus to leave the format as is.

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

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2 *J. Shatney moved to approve the minutes of February 1, 2021; D. Torre seconded. Motion carried.*
3

4 **Commission Meeting Agenda**

5 Hill-Eubanks noted that George Clain asked if he could have time to inform the Board about a solar
6 project in Barre Town that received RPC approval for preferred site status. Subsequent to the review,
7 the building envelope proposed was different than was what approved. Significant discussion ensued
8 related to the Project Review Committee reviewing this topic at its last meeting. The Committee asked
9 staff to revise the template language for Preferred Siting letters of support. It was noted that the
10 documents reviewed by Project Review Committee are planning documents, not engineering designs so
11 changes may occur. With regard to adding an item to the Board agenda, there was consensus to add
12 one and allow for Board member information sharing after Reports, allowing 10-15 minutes for Board
13 members to raise local issues/concerns.
14

15 *S. Lotspeich moved to approve the amended agenda for the March 9, 2021 Board meeting; J. Shatney*
16 *seconded. Motion carried.*
17

18 Potter inquired about a schedule for the FY22 budget. Waninger said she typically brings a rough draft
19 in April, a more refined draft in May, and a final draft for adoption in June. She asked if three versions
20 were helpful or would two versions suffice (early and late). Two versions were requested. Waninger
21 will bring rough draft in April and a refined draft in June. She reminded the Committee that the rough
22 draft often does not balance.
23

24 **Adjourn**

25 *J. Potter moved to adjourn at 5:28 pm; M. Gray seconded. Motion carried.*
26

27 Respectfully submitted,
28

29 Nancy Chartrand, Office Manager