

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
MINUTES
April 5, 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: George Clain, Barre Town CVRPC Board Alternate, Ahsan Ijaz & 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

Gray requested an update on office space rental following subcommittee updates.

Public Comment

None.

Financial Report

Gonzalez provided a brief overview of current financials. He noted a few additional requests were received from the auditor, which he and B. Waninger will be addressing soon. He expects a first draft of the audit shortly. Waninger added the FY21 financials are in line with expectations at this point. Hill-Eubanks noted we are on track with the five-year plan to improve the financial position of the RPC. Gonzalez noted that the indirect rate change begins in March.

S. Lotspeich moved to accept the February 28, 2021 unaudited financial reports; M. Gray seconded. Motion carried.

FY 21 Budget Adjustment

Waninger provided a brief overview. She noted that the adjustment trues up revenue and expenses for FY21 budget to facilitate the FY22 budget process. She noted CVRPC's year-end net income will be higher than the current budget, with some of this related to over recovery of indirect costs that will be balanced out with the new indirect rate. There was discussion on depreciation of equipment and how that is depicted in the budget.

J. Shatney moved to adopt an adjustment to the CVRPC FY21 budget; J. Potter seconded. Motion carried.

FY22 Preliminary Budget Review

Waninger provided an overview of the preliminary draft of the FY22 budget. She noted that it is not expected to balance at this point in the process. With regard to expenses, this budget assumes staff return to the office in October and begin traveling and holding in-person meetings. Revenues are conservative; expenses are projected a bit high. With regard to rent, the budget used preliminary numbers received from our current landlord as a placeholder. Currently the budget shows a \$100K gap. Waninger provided some insight as to what potential contracts, grants, and funding might help close that gap. The final budget will be provided in June for review and adoption.

Contract/Agreement Authorization

Hill-Eubanks directed the Committee to the contracts in the packet for information only. No action required. D'Amico inquired of Gray how the Woodbury Town Plan Public Outreach was working. Gray indicated it was working pretty well, despite having to do it all virtually. An initial survey was distributed through the Town website and Front Porch Forum. It received over 130 responses, which they felt was a good response. They had a planning meeting hosted by Fish & Wildlife for map generating with over 30 participants. Gray said he is hoping that as they move forward they can potentially meet outside as a group versus online. Clare and Zach are helping them address everything the state and region want, and residents are addressing local wants.

Sub-Committee Updates

Nominating Committee: Potter provided more detail about the process the Committee recently undertook and how it came up with the list of recommendations in the packet. They are not asking Executive Committee to act on these recommendations right now, but wanted to pass along for future consideration. She also noted that a memorandum (road map) was written to their successors to make process easier for them in future. Staff will provide it to future committees.

Discussion ensued regarding the recommendations including inquiry as to how these recommendations should be implemented. After considerable discussion, Lotspeich advised that the Bylaws issue can be addressed by the Bylaws Work Group. It was further suggested the other recommendations be put on a future Executive Committee agenda for further consideration. Hill-Eubanks thanked Potter and the rest of the Nominating Committee for all the work done on these recommendations. Potter confirmed the draft slate was ready for the upcoming Board meeting.

Bylaw Work Group: Lotspeich said they are making good progress noting Clain has been providing a detailed review of the Bylaws helping them in identifying items to address. They are meeting every two weeks, and expect it will be another month or two before they have a draft for Executive Committee to review. Gray noted it has been great having Clain involved as he has a good knowledge of structure for the Bylaws, and his detailed review has been helpful. Clain thanked the members for their comments. He noted the work continues, and they will add the Nominating Committee recommendation to their agenda.

1 **Executive Director Performance Appraisal Update**

2 Hill-Eubanks noted they are behind schedule on this. Waninger will have a self-evaluation completed
3 soon. Once Hill-Eubanks has that, she will send the self-evaluation and staff summaries to the
4 Committee with a link to the evaluation survey for their completion.
5

6 **Montpelier Office Space**

7 Chartrand provided an overview of the status of the Request for Proposals being drafted for office space
8 and the office search. It is expected an RFP will be distributed once approved by Waninger. A decision
9 will need to be made by June 30th.
10

11 **Meeting Minutes**

12 *J. Shatney moved to approve the minutes as presented; M. Gray seconded. Motion carried.*
13

14 **Commission Meeting Agenda**

15 Hill-Eubanks advised there were two agenda versions as we were not certain who the speaker would be.
16 Waninger advised CV Fiber had requested to be on our agenda; their Board meets on the same night as
17 ours, and they were not able to move their meeting this month. The Version B agenda on page 45 was
18 reviewed. The speaker will not be available until 7:30, so the order of the agenda was revised to
19 accommodate his schedule. Waninger noted Ken Jones' presentation on COVID and the Vermont
20 Economy includes state level statistics and a regional analysis from the economic strategy group.
21

22 Hill-Eubanks noted the need to add an item for Nominating Committee slate.
23

24 Significant discussion ensued regarding the West Central Vermont Comprehensive Economic
25 Development Strategy (CEDS). It was confirmed that once a draft document is completed, it will come
26 before the Board, and it is expected it will be discussed ongoing throughout the process. Potter noted
27 there would be merit in providing a short overview of CEDS before Ken Jones' presentation to further
28 inform the Board about the CEDS process. In addition to providing information on CEDS, Waninger will
29 also provide a link in the packet to the recently developed website for the project.
30

31 It was also requested that there be an update on the Clean Water Service Provider program as part of
32 staff updates and reports. Further discussion ensued as to where amendments would occur in the
33 agenda.
34

35 *J. Potter moved to approve Board agenda for April 13th as amended; M. Gray seconded. Motion carried.*
36

37 **Adjourn**

38 *J. Shatney moved to adjourn at 5:23 pm; G. D'Amico seconded. Motion carried.*
39

40 Respectfully submitted,
41 Nancy Chartrand, Office Manager