

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT MINUTES
May 3, 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: Ahsan Ijaz & Enrique Gonzalez, The Ijaz Group

Call to Order

Chair Hill-Eubanks called meeting to order 4:00 pm. Quorum present to conduct business.

Adjustments to the Agenda

None.

Public Comment

None

Financial Report

Gonzalez advised the draft FY20 audit arrived. No weaknesses or material misstatements that affect the financial statements were identified. Auditor is currently on vacation and we expect to have final audit the week of May 10th.

FY21 revenues slightly below benchmarks. Expenses also below budget when compared to benchmarks. Together, they are a good outcome.

Waninger noted net income would begin decreasing due to indirect rate change.

D'Amico asked about Executive Director hours and potential for burnout. Waninger agreed. He asked if another staff member could step in to the Executive Director functions if something happened.

Waninger said no; she had been training Dan Currier to the role. Nancy Chartrand and Clare Rock could carry some of the role, but not finance. If something happens, she recommended the Board contact an Executive Director at another RPC to step in as interim Director.

Torre asked about rent. Ijaz noted the budget is 12 months, but the expense is 9 months.

G. D'Amico moved to accept the March 31, 2021 unaudited financial reports; M. Gray seconded. Motion carried.

Chartrand joined the meeting at 4:15 pm.

1
2 **Contract/Agreement Authorization**

3 Mount Ascutney Regional Commission Design/Implementation Block Grant for Calais and Woodbury
4 Stormwater Designs – Amendment 3. There was discussion and confirmation of the current schedule of
5 the Woodbury sites. Gray recused himself.
6

7 *J. Shatney moved to authorize the Executive Director to sign amendment 3 for the Mount Ascutney*
8 *Regional Commission Design/Implementation Block Grant for the Calais and Woodbury Stormwater*
9 *Designs; S. Lotspeich seconded. Motion carried.*
10

11 **Bylaw Work Group**

12 Lotspeich said they are making good progress. Reviewed Nominating Committee recommendations and
13 input from Potter. They are working to update the purpose statements for committees, which can
14 affect other parts of the bylaws. Once bylaws done, will need to update rules of procedure for
15 committees. Anticipate several more months before draft to Executive Committee. Waninger will seek
16 comments from committee chairs regarding draft changes. Upcoming topics are elections and role of
17 the Executive Committee.
18

19 **Bookkeeper Position Description**

20 There was discussion regarding part-time vs. full-time; accountant oversight, in office vs. remote work
21 and required degree for Bookkeeper. No changes were requested in the description provided in the
22 packet; which will be added to the Personnel Policy Manual.
23

24 *M. Gray moved to amend the Personnel Policy Manual to add a Bookkeeper job description and wage*
25 *range; D. Torre seconded. Motion carried.*
26

27 It was further confirmed that the Board does not have to approve the policy amendment.
28

29 **FY22 Dental Benefit**

30 Chartrand highlighted cost change with similar employees.
31

32 *G. D'Amico moved to approve CVRPC's FY22 dental benefit to maintain the existing dental policy and*
33 *100% employer contribution; M. Gray seconded. Motion carried.*
34

35 **Resuming Normal Operations**

36 Waninger reiterated the information contained in the memo the packet with regard to
37 recommendations for pre-July 1, post-July 1, and September 1.
38

39 Discussion ensued regarding whether or not vaccines can be mandated; which needs to be determined.
40 There was also inquiry if employees and visitors be asked if they have been vaccinated; can there be a
41 memorandum to staff to urge vaccinations; can people stay remote through a certain period until we
42 see what happens; can we implement protocol for inviting public in, and require masks at meetings now
43 and in the future. All of these will be taken into consideration. It was concurred the plan is cautious but
44 fine and that meetings will remain remote for a while longer.

1
2 **Office Updates/ED Report**

3 Waninger provided information regarding the American Rescue Plan Act (ARPA), and advised that US
4 Treasury Guidance is expected next week. She advised staff have been calling municipalities and they
5 are encouraging municipalities to think of at least ten projects because there will also be state and
6 federal grant monies in addition to the ARPA funds. She noted VLCT and RPCs are also being provided
7 some funds to assist municipalities. The first half of monies should be received by municipalities in July.
8

9 Gray asked if CVRPC staff can attend a Woodbury Selectboard meeting to talk about ARPA and Waninger
10 confirmed that was possible.
11

12 Waninger also advised the Committee she would be providing her self-evaluation by Friday to continue
13 with the evaluation process. There was discussion about the answer range (three vs. five choices) and
14 it was noted it should be considered in the future if a five-part range may be appropriate.
15
16

17 **Meeting Minutes**

18 *M. Gray moved to approve the April 5, 2021 minutes as written; S. Lotspeich seconded. Motion carried.*
19

20 **Commission Meeting Agenda**

21 Waninger confirmed that VELCO will present its 2021 Long Range Transmission Plan to the Board.
22 Discussed interaction with the Regional Plan.
23

24 *M. Gray moved to approve Board agenda for May 11th; G. D'Amico seconded. Motion carried.*
25

26 **Reschedule June Meeting**

27 Hill-Eubanks advised we would need to reschedule the June meeting. After discussion it was
28 determined that the meeting will be held on June 1st.
29

30 Committee members thanked Potter for her participation and leadership on the Executive Committee as
31 this will be her last meeting.
32

33 **Adjourn**

34 *D. Torre moved to adjourn at 5:53 pm; J. Shatney seconded. Motion carried.*
35

36 Respectfully submitted,
37 Nancy Chartrand, Office Manager