

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
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 were identified that affect the financial statements. The auditor is currently on vacation. The final audit is expected to arrive the week of May 10th.

For FY21, revenues are slightly below benchmarks. Expenses also are below budget when compared to benchmarks. Together, they are a good outcome. Waninger noted net income would begin decreasing next month due to the indirect rate change.

D'Amico asked about Executive Director hours and potential for burnout; Waninger agreed the past year has been difficult. 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. A. 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 **Contract/Agreement Authorization**

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

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

10 **Bylaw Work Group**

11 Lotspeich said they are making good progress. The Work Group reviewed Nominating Committee
12 recommendations and input from J. Potter. They are working to update the purpose statements for
13 committees, which can affect other parts of the bylaws. Once the bylaws are done, the Work Group
14 recommends Rules of Procedure for committees be updated. Lotspeich said he anticipates several more
15 months before draft bylaws are forwarded to the Executive Committee. He said 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 versus full-time services, accountant oversight, in office vs.
21 remote work, and CVRPC's education requirements for the position. No changes were requested in the
22 description provided in the packet. This description 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 Personnel Policy changes are within the Executive Committee's duties; the
28 Board does not have to approve the policy amendment.
29

30 **FY22 Dental Benefit**

31 Chartrand highlighted cost change with similar employees.
32

33 *G. D'Amico moved to approve CVRPC's FY22 dental benefit to maintain the existing dental policy and*
34 *100% employer contribution; M. Gray seconded. Motion carried.*
35

36 **Resuming Normal Operations**

37 Waninger reiterated the information contained in the memo the packet with regard to
38 recommendations for pre-July 1, post-July 1, and September 1.
39

40 Discussion ensued regarding whether or not vaccines can be mandated, which needs to be determined.
41 There was also inquiry and discussion about if employees and visitors will be asked if they have been
42 vaccinated; can there be a memorandum to staff to urge vaccinations; can people stay remote through a
43 certain period until we see what happens; can protocols be implemented for inviting the public in; and
44 whether masks will be required at meetings now and in the future. All of these will be taken into

1 consideration. The Committee concurred the plan is cautious but fine and that meetings will remain
2 remote for a while longer.

3 4 **Office Updates/ED Report**

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

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

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

17 18 **Meeting Minutes**

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

20 21 **Commission Meeting Agenda**

22 Waninger confirmed that VELCO will present its 2021 Long Range Transmission Plan to the Board. She
23 discussed the interaction between the Regional Plan and VELCO's Transmission Plan.

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

26 27 **Reschedule June Meeting**

28 Hill-Eubanks advised the June meeting needed to be rescheduled. After discussion, it was determined
29 that the meeting will be held on June 1st.

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

33 34 **Adjourn**

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

36
37 Respectfully submitted,
38 Nancy Chartrand, Office Manager