

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

Present:

<input 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: Bonnie Batchelder, Batchelder Associates; 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

FY21 Audit Presentation

Bonnie Batchelder of Batchelder Associates provided an overview of the FY20 audit. She advised that everything fell into line, that there were no surprises, and that CVRPC has a very strong balance sheet noting a strong ratio is 2 to 1 and CVRPC's is 4 to 2. She indicated there were no issues with audit findings, any issues were more in relation to the contracted accounting service and timing of getting information. While the audit did come to Batchelder in middle of tax season, they were able to push it through to get it completed.

The floor was open to questions. There was clarification as to why the net position references two figures (capital assets and unrestricted). This is segregated into fixed assets (equipment with worth greater than \$5,000 such as GIS plotter, GPS unit, and server); and unrestricted is what CVRPC has available for operations moving forward. Also clarified was what is unallowable under indirect expense. Based on federal guidelines certain expenses are not allowable – i.e. dues that are attributed to lobbying expenses, some advertising, some staff gatherings.

Batchelder noted she will be incorporating Waninger's response to her letter of recommendations into the final audit. Both Waninger and Batchelder made note that the net income for FY20 is unusual and to not expect that type of income in the future. It was further noted it primarily consists of trying to save as much town dues as possible for reserves, a milestone contract in which consultant bids came in lower than anticipated, and over-recovery of indirect costs which has now been adjusted for.

1 Waninger further advised that Ijaz has worked with CVRPC to better define the indirect rate and lower it
2 to aid with the over recovery. She also indicated CVRPC is looking to bring on a staff person for
3 accounting in FY22 rather than contracting the service. In addition, Waninger expects travel and in
4 office expenses to start increasing again in FY22 due to COVID restrictions being lifted.

6 **Financial Report**

7 Gonzalez provided a brief overview. He noted a net income of \$96,000 and that it will continue to
8 decrease through May and June due to the adjustment in the indirect rate. He also advised all invoices
9 for April were complete with the exception of one milestone contract. Waninger advised we are on
10 track for where we expected for FY21. She also noted we have had our first default on an invoice for
11 mapping services.

12
13 *G. D'Amico moved to accept the April 30, 2021 unaudited financial reports; D. Torre seconded. Motion*
14 *carried.*

15
16 Waninger advised that the Committee should also make a motion to accept or not accept the FY20
17 audit.

18
19 *M. Gray made motion to accept audited financial report for FY2020, seconded by G. D'Amico. Motion*
20 *carried.*

22 **FY22 Work Plan and Budget**

23 Waninger provided an overview of what the work plan is and directed the Committee to what we expect
24 to do with municipalities in the upcoming fiscal year as outlined in the packet. A budget summary is also
25 provided in the packet including FY20 audited financials, FY21 budget as of April, and the FY22 proposed
26 budget. An overview of the FY22 proposed budget was also provided. The floor was opened to
27 questions and there was confirmation of when FY22 begins. There was also discussion noting that the
28 budget does not include any salary adjustments other than for the two new positions being recruited
29 for. Salary adjustments, if they occur, will be addressed after January to allow time to know what
30 contracts are in place.

31
32 *S. Lotspeich moved to adopt the CVRPC FY22 budget and work plan; M. Gray seconded. Motion carried.*
33

34 **Contract/Agreement Authorization**

35 Department of Forests, Parks & Recreation – Forest Integrity Project Aid Amendment #3

36 A brief overview of the contract was provided.

37
38 *G. D'Amico moved to authorize the Executive Director to sign the agreement amendment; M. Gray*
39 *seconded. Motion carried.*

41 Department of Environmental Conservation – Plainfield Gully Stormwater Construction

42 A brief overview of the contract was provided and it was noted CVRPC will sign a 10-year Operation &
43 Maintenance agreement with the Town once construction is completed. There will also be a

1 Memorandum of Agreement completed confirming they intend to sign the Operation & Maintenance
2 agreement upon project completion.

3
4 *J. Shatney moved to authorize the Executive Director to sign the agreement; G. D'Amico seconded.*
5 *Motion carried.*

6
7 Watershed Consulting Associates, LLC – Stormwater Services Master Agreement, Addendum 2,
8 Amendment 2, Moretown Elementary School & Town Offices Stormwater Mitigation Final Design
9 A brief overview of the contract was provided.

10
11 *D. Torre moved to authorize the Executive Director to sign the contract addendum amendment; G.*
12 *D'Amico seconded. Motion carried.*

13 14 **Bylaw Work Group**

15 Lotspeich advised the group is meeting every two weeks making slow and steady progress with a lot of
16 detailed review. In addition, Clain and Waninger will be addressing procedural questions prior to
17 meetings to help in meeting progression. It was suggested that the Bylaws Group should look at the
18 term for Regional Plan Committee and the potential to have it be a two-year term vs. one-year term due
19 to the lengthy process involved in making updates. It was also noted that once Bylaws are reviewed
20 and approved, the organization will need to look at Rules of Procedure to ensure they are all consistent
21 with the Bylaws changes.

22 23 **Office Space Selection**

24 Chartrand provided an overview of the RFP process as outlined in the packet.

25
26 Questions were raised regarding air quality and if a change in space configuration will have adequate
27 fresh air and comfort. It was confirmed that the HVAC system was replaced in 2019, but suggested we
28 should have landlord make sure whatever layout is configured will work for utility set up coming out of
29 the ceiling, and to also confirm that system is well maintained and vents and filters are regularly
30 addressed. It was confirmed that any lease negotiated would be brought before Executive Committee
31 for final approval.

32
33 There was also discussion regarding whether or not we would be considering a different space than the
34 Chamber for our Board and TAC meetings. A suggestion was made to contact Capital City Grange
35 regarding potential space.

36
37 *M. Gray moved to authorize staff to negotiate a 10-year lease, to include owner improvements, with*
38 *Bigglestone Investments for the office space at 29 Main Street, Suite 4, Montpelier; G. D'Amico*
39 *seconded. Motion carried.*

40 41 **Reschedule July Meeting**

42 Options outlined in the packet for rescheduling (June 28, June 29, July 6 or July 7) were discussed. It was
43 suggested to go with Tuesday, July 6th.

1 **Meeting Minutes**

2 *J. Shatney moved to approve the minutes; D. Torre seconded. Motion carried.*

3
4 **Commission Meeting Agenda**

5 Waninger provided an overview of the agenda and there was confirmation that new officers take their
6 seats in July.

7
8 *S. Lotspeich moved to approve Board of Commissioners Meeting agenda for June 8th; M. Gray seconded.*
9 *Motion carried.*

10
11 Hill-Eubanks asked for status of Waninger's self-evaluation. Waninger advised she will complete it
12 tomorrow.

13
14 Hill-Eubanks thanked Torre for her service on the Executive Committee. The Committee thanked Hill-
15 Eubanks for her chairing of Executive Committee and full Board.

16
17 **Adjourn**

18 *D. Torre moved to adjourn at 5:51 pm; M. Gray seconded. Motion carried.*

19
20 Respectfully submitted,
21 Nancy Chartrand, Office Manager
22
23