

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. She said 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 the middle of tax season, they were able to push through to complete it.

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 valued greater than \$5,000, such as the GIS plotter, GPS unit, and server) and unrestricted, 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. certain dues, some advertising, and staff events.

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 not to expect that type of income in the future. The net income primarily consisted of municipal dues intentionally retained for reserves, a milestone contract in which consultant bids came in lower than anticipated, and an over-recovery of indirect costs.

Waninger further advised that Ijaz has worked with CVRPC to better define the actual indirect rate for FY22. This should assist to reduce over recovery in FY22. She also indicated CVRPC is looking to hire accounting staff in FY22 rather than contracting for the service. In addition, Waninger expects travel and office expenses to increase in FY22 due to resumption of normal operations.

Financial Report

E. Gonzalez noted a net income of \$96,000, which he anticipates will continue to decrease through May and June due to the adjustment in the indirect rate. He said all April invoices were complete with the exception of one milestone contract. Waninger advised we are on track for where we expected for FY21. She also noted we have had our first default on an invoice for mapping services. While the invoice is small, default on payment is unusual.

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

Waninger advised noted the Committee also should take action on the FY20 audit.

M. Gray moved to accept the audited financial report for FY2020; G. D'Amico seconded. Motion carried.

FY22 Work Plan and Budget

Waninger provided an overview of the work plan and budget, which describes how CVRPC expects to assist municipalities in FY22 and which what funds.

The floor was opened to questions. Waninger confirmed FY22 begins July 1. The budget does not include any salary adjustments other than for the two new positions being hired. Salary adjustments, if they occur, would be made for January 1 to allow time to know what contracts are in place.

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

Contract/Agreement Authorization

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

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

Department of Environmental Conservation – Plainfield Gully Stormwater Construction

Waninger said CVRPC will sign a 10-year Operation & Maintenance agreement with the Town once construction is completed. There will also be a Memorandum of Agreement completed confirming they intend to sign the Operation & Maintenance agreement upon project completion.

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

1 Watershed Consulting Associates, LLC – Stormwater Services Master Agreement, Addendum 2,
2 Amendment 2, Moretown Elementary School & Town Offices Stormwater Mitigation Final Design
3 *D. Torre moved to authorize the Executive Director to sign the contract addendum amendment; G.*
4 *D’Amico seconded. Motion carried.*
5

6 **Bylaw Work Group**

7 S. Lotspeich advised the group is meeting every two weeks and making slow and steady progress with a
8 lot of detailed review. Clain and Waninger will be addressing procedural questions prior to meetings to
9 help with meeting progression. It was suggested that the Bylaws Group should look at the term for
10 Regional Plan Committee and the potential to have it be a two-year versus one-year term due to the
11 lengthy process involved in making updates. Lotspeich noted that once the bylaws are reviewed and
12 approved, the organization will revise committee Rules of Procedure to ensure they are all consistent.
13

14 **Office Space Selection**

15 Chartrand provided an overview of the Request for Proposal process.
16

17 Questions were raised regarding air quality and if a change in space configuration will have adequate
18 fresh air and comfort. It was confirmed that the HVAC system was replaced in 2019. Chartrand will
19 confirm that the layout is configured for utility set up coming out of the ceiling, and that the system is
20 well maintained and vents and filters are regularly addressed. It was confirmed that the negotiated
21 lease will require Executive Committee approval.
22

23 There was discussion regarding whether a different space will be considered for our Board and TAC
24 meetings. A suggestion was made to contact Capital City Grange regarding potential space.
25

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

30 **Reschedule July Meeting**

31 Options were discussed. The Committee set Tuesday, July 6th as its next meeting. Staff will advise the
32 new Executive Committee members of the date change.
33

34 **Meeting Minutes**

35 *J. Shatney moved to approve the May 3, 2021 minutes; D. Torre seconded. Motion carried.*
36

37 **Commission Meeting Agenda**

38 Waninger provided an overview of the agenda and confirmed new officers take their seats in July.
39

40 *S. Lotspeich moved to approve Board of Commissioners agenda for June 8th; M. Gray seconded. Motion*
41 *carried.*
42

43 Hill-Eubanks asked for status of Waninger’s self-evaluation. Waninger advised she will complete it
44 tomorrow.

1
2 Hill-Eubanks thanked D. Torre for her service on the Executive Committee. The Committee thanked Hill-
3 Eubanks for her chairing of Executive Committee and full Board.
4

5 **Adjourn**

6 *D. Torre moved to adjourn at 5:51 pm; M. Gray seconded. Motion carried.*
7

8 Respectfully submitted,
9 Nancy Chartrand, Office Manager