

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
MINUTES
July 6, 2021 Meeting

Present:

<input checked="" type="checkbox"/> Marcella Dent	<input checked="" type="checkbox"/> Laura Hill-Eubanks	<input checked="" type="checkbox"/> Michael Gray
<input checked="" type="checkbox"/> Lee Cattaneo	<input checked="" type="checkbox"/> Steve Lotspeich	<input checked="" type="checkbox"/> Janet Shatney
<input checked="" type="checkbox"/> Gerry D'Amico		

Staff: Bonnie Waninger, Nancy Chartrand, Christian Meyer

Guests: Lisa Liotta, Central Vermont Solid Waste Management District; Ahsan Ijaz and Enrique Gonzalez,
The Ijaz Group

Call to Order

Chair Lotspeich called the meeting to order at 4:02 pm and asked the Committee and introduce themselves.

Adjustments to the Agenda

None

Public Comment

None

Financial Report

E. Gonzales provided a summary of financials as of May 31, 2021. Discussion ensued regarding compensatory time for Waninger. A. Ijaz advised that CVRPC Personnel Policy state that comp time be paid out at the end of June. It was confirmed that funds are available for this payout and compensatory time payout estimates are included in the budget. It also was confirmed that vacation accrual is paid out when an employee leaves the organization. Waninger advised she will be taking a vacation in July. D'Amico thanked Waninger on behalf of the Commission for all the work she has put in, especially during this pandemic year. Hill-Eubanks asked about the new Land Use Planner. Waninger advised second interviews are scheduled for July 7th. It is anticipated that an offer will be made by the end of the month following reference checks.

G. D'Amico moved to accept the financial reports as of May 31, 2021; L. Hill-Eubanks seconded. Motion carried.

FFY22 Transportation Planning Initiative Work Plan and Budget

Chair Lotspeich advised that the Transportation Advisory Committee (TAC) had approved the budget at its last meeting. Meyer provided an overview of the Transportation Planning Initiative and the tasks associated with the work program. CVRPC's contracted amount for FFY22 is \$238,999, an increase over FFY21. He noted that TAC reviewed the current work program and added comments for Executive

1 Committee review. Consultant studies were discussed by TAC. Lotspeich asked Meyer to speak to
2 whether there were funds in the budget for consultant work. Meyer advised that FFY21 budget
3 provided funds for a consultant study in Northfield, which will start this fiscal year and continue into
4 next year. Consultant studies are budgeted annually when funds are available. Cattaneo asked whether
5 the work plan was changed as a result of the TAC discussion. Meyer advised no major changes were
6 made. The TAC minutes documented the discussion to ensure that due consideration be paid to the
7 build out of the infrastructure needed to support the electrification of the transportation network.
8

9 *L. Cattaneo moved to approve the CVRPC FFY22 work plan and budget for submission to VTrans; M. Gray*
10 *seconded. Waninger requested the Committee also authorize the Executive Director to sign the*
11 *agreement as noted in the memo; Cattaneo amended the motion to read: “to approve the CVRPC FFY22*
12 *Transportation Planning Initiative work program and budget for submission to VTrans and to authorize*
13 *the Executive Director to sign the agreement”;* Gray accepted the amended motion. Motion carried.
14

15 Lotspeich thanked Meyer for his participation.
16

17 **Contract/Agreement Authorization**

18 Cross Vermont Trails Association – Administrative Services Amendment 2 – Waninger provided an
19 overview of this agreement, which provides office space and payroll services. This is a one-year
20 extension of the previous contract.
21

22 *L. Hill-Eubanks moved to authorize the Executive Director sign the agreement amendment with Cross*
23 *Vermont Trails Association; M. Dent seconded. Motion carried.*
24

25 Department of Environmental Conservation – Plainfield Gully Stormwater Construction - Waninger
26 reported that this is a construction project. Staff met with DEC’s project and program managers and
27 finance staff. All parties agreed to a deliverable-based payment schedule so that CVRPC has 80-90% of
28 the cash in hand before it has to pay the contractor’s first invoice.
29

30 *J. Shatney moved to authorize the Executive Director sign the agreement; G. D’Amico seconded. Motion*
31 *carried.*
32

33 Northwest Regional Planning Commission – Municipal Grants in Aid FY21 Amendment 1 - Waninger
34 noted this is an equipment grant to help municipalities comply with water quality requirements. A town
35 on the waiting list for equipment was awarded funds. The amendment adds funds for CVRPC to assist
36 the municipality. Discussion ensued on the GIA program in general and the current Northfield Trails
37 project.
38

39 *M. Gray moved to authorize the Executive Director sign the amended agreement for Municipal Grants in*
40 *Aid; J. Shatney seconded. Motion carried.*
41

42 Watershed Consulting Associates, LLC – Stormwater Services Master Agreement, Addendum 2,
43 Amendment 1, Moretown Elementary School & Town Offices Stormwater Mitigation Final Design -
44 Waninger provided an overview of the Master Agreement, which requires amendment when a new site

1 is identified. An addendum authorize work in Moretown. We are currently amending that addendum to
2 respond to a Selectboard member's request to alter the design. This is a no-cost amendment that
3 provides additional time for project redesign.

4
5 *L. Hill-Eubanks moved to authorize the Executive Director sign the contract addendum amendment for*
6 *Watershed Consulting Associates LLC; L. Cattaneo seconded. Motion carried.*

7
8 Ijaz and Associates – Accounting Services Amendment #1 - Waninger advised this is a no cost extension.
9 Originally Ijaz was to perform through July. A new Bookkeeper is anticipated to begin in August. The
10 amendment is through September to allow for closure of FY21, and preparation for and participation in
11 the audit the end of September. It may be further amended for cross-training with a new bookkeeper.

12
13 It was confirmed that payroll services are included in the contract. There was discussion as to whether
14 we would continue with current contractor if a bookkeeper hire does not work out. Waninger advised
15 CVRPC would probably continue for a period of time, but CVRPC would ultimately go out to bid for a
16 new contracted accountant.

17
18 *M. Gray moved to authorize the Executive Director sign the contract amendment with The Ijaz Group; G.*
19 *D'Amico seconded. Motion carried.*

20
21 Dubois & King – Master Agreement for Transportation Planning and Engineering Services Amendment 1
22 - Waninger advised the original Request For Proposal allowed an extension of the agreement. Staff is
23 requesting to extend the agreement for the forthcoming Northfield project.

24
25 *J. D'Amico moved to authorize the Executive Director sign the contract amendment; J. Shatney seconded.*
26 *Motion carried.*

27
28 Lotspeich confirmed the other contracts in the packet were informational only and do not require
29 action. D'Amico asked if Meyer was aware of the local controversy regarding the Northfield Town
30 Forest Access. Meyer confirmed he was and additional discussion ensued regarding that controversy.

31 32 **Bylaw Work Group Update**

33 Lotspeich advised they continue to meet on a biweekly basis and are making good progress. He expects
34 a draft with tracked changes will be ready for the Executive Committee's review in a couple of months.

35 36 **Office Updates**

37 Waninger provided an overview of the information in the packet. She is not confident we will be able to
38 find a VISTA member as there is not a strong candidate pool. She is finalizing reference checks for
39 Bookkeeper/Finance position.

40
41 It was confirmed that the landlord is moving forward with construction to increase the size of
42 conference room. A lease has been drafted. Staff is preparing the office for a construction start of July
43 12th. A second phase of construction is CVRPC's investment and would create a new finance office,
44 move the reception area, and potentially make minor changes to the GIS office space. A request for

1 contractor bids will be generated with options finalized and outlined. Waninger noted that the packet
2 includes information about how construction may be financed, and staff's preliminary recommendation.
3 She expects to provide a better defined plan in August for the Committee to review.
4

5 **Job Description Adoption**

6 Waninger advised the Executive Committee is responsible for authorizing the number of positions and
7 amending the Personnel Policy. She noted that Legislature provided funding to RPCs for energy plan
8 implementation. CVRPC would need to add staff for this. This involves a risk as the funding is only
9 legislatively approved year by year for this 3-year position.
10

11 *G. D'Amico moved to authorize a new position at CVRPC and adopt the job description as part of CVRPC's*
12 *Personnel Policy Manual; M. Gray seconded. Motion carried.*
13

14 D'Amico advised he needed to leave the meeting at 5:31 pm.
15

16 **Meeting Minutes**

17 *L. Hill-Eubanks moved to approve the minutes of June 1, 2021; J. Shatney seconded. Cattaneo inquired if*
18 *he could vote since he wasn't on the Committee at that time. It was confirmed he could as long as he*
19 *had read them and agreed with them. It was confirmed that under Roberts Rules of Order abstentions*
20 *are considered no's, but recorded as an abstention, and would only impact in the event of a tie. Motion*
21 *carried with L. Cattaneo abstaining.*
22

23 **Commission Meeting Agenda**

24 Waninger confirmed Jamie Stewart of CVEDC, and CVFiber have both confirmed their participation.
25 ECFiber has not yet confirmed its; Waninger anticipates they will not attend. It was noted times on the
26 agenda need some adjusting. The Resolution item should be listed as 7:45 not 7:55. There was question
27 if there would be an August Board meeting. Waninger recommend it be cancelled unless there is a
28 municipal plan approval.
29

30 *M. Gray moved to approve the Board of Commissioners agenda for July 13th; L. Cattaneo seconded.*
31 *Motion carried.*
32

33 **Adjourn**

34 *L. Cattaneo moved to adjourn at 5:44 pm; J. Shatney seconded. Motion carried.*
35

36 Respectfully submitted,
37

38 Nancy Chartrand
39 Office Manager