

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **MINUTES**

4 **September 7, 2021 Meeting**

5 Present:

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

6  
7 Staff: Bonnie Waninger

8 Guests: Enrique Gonzalez and Ahsan Ijaz, The Ijaz Group, Jenn Miner (Cabot EMD), George Clain

9  
10 **Call to Order**

11 Chair Lotspeich called the meeting to order at 4:01 pm and asked the Committee and introduce  
12 themselves.

13  
14 **Adjustments to the Agenda**

15 B. Waninger requested a new agenda item to discuss a minor amendment to the Personnel Policy as it  
16 relates to leave accrual.

17  
18 **Public Comment**

19 J. Miner introduced herself and noted she was participating to learn more about CVRPC.

20  
21 **Financial Report**

22 E. Gonzalez summarized the report provided in the meeting packet. FY21 ended were CVRPC  
23 anticipated it would. G. D'Amico requested clarification as to whether compensatory time payouts are  
24 included in FY21 or FY22. B. Waninger and A. Ijaz confirmed the payouts occur in FY22 as part of payroll.  
25 The accountants then make an accounting adjustment to move the costs in FY21 since it is a 6/30  
26 activity.

27  
28 *G. D'Amico moved to accept the financial reports as of June 30, 2021; L. Hill-Eubanks seconded. Motion*  
29 *carried.*

30  
31 **Personnel Policy Amendment**

32 Waninger explained that CVRPC has moved from excel-based timesheets to QuickBooks Time as  
33 of July 1, 2021. Staff is requesting a modification to the Personnel Policy so that sick and  
34 vacation leave accrue with the pay period. Under the current policy, accruals occur on an  
35 employee's employment anniversary date. This requires a manual entry into QuickBooks Time.  
36 Moving to accruals with the pay period would allow the transaction to occur automatically. The  
37 policy modification would not change the amount of leave accrued, only its timing. The  
38 modification would still require the first and last entry for an employee to be manual if the  
39 employee started or ended service in the middle of a pay period.

1  
2 *M. Dent moved to amend CVRPC’s Personnel Policy to accrue sick and vacation leave with the*  
3 *pay period rather than on an employee’s anniversary date; L. Hill-Eubanks seconded. Motion*  
4 *carried.*

5  
6 **Contract/Agreement Authorization**

7 VT Department of Environmental Conservation – Clean Water Service Provider Start Up

8 *L. Hill-Eubanks moved to authorize the Executive Director to sign the agreement; L. Cattaneo seconded.*  
9 *S. Lotspeich noted that the agreement included having CVRPC serve the entire Winooski Basin, including*  
10 *Chittenden County. Motion carried.*

11  
12 Agency of Commerce and Community Development - ACCD Local and Regional Planning FY21

13 *G. D’Amico moved to authorize the Executive Director to sign the agreement; L. Cattaneo seconded.*  
14 *D’Amico asked how CVRPC would proceed with the additional activities if it was unsuccessful in hiring*  
15 *staff. Waninger said it would distribute the work among existing staff, minimize the pandemic response*  
16 *work, and not pursue as many grants in the fall. Motion carried.*

17  
18 Chittenden County Regional Planning Commission – Tactical Basin Planning FY22

19 *L. Hill-Eubanks moved to authorize the Executive Director to sign the agreement; M. Dent seconded.*  
20 *Motion carried.*

21  
22 Biggestone Investments – Office Lease

23 *M. Dent moved to authorize the Executive Director to sign the lease; G. D’Amico seconded. Motion*  
24 *carried.*

25  
26 SLR International Corporation – Plainfield Gully Stormwater Implementation Engineering Services

27 *L. Hill-Eubanks moved to authorize the Executive Director to sign the contract; L. Cattaneo seconded.*  
28 *Motion carried.*

29  
30 **FFY21 Transportation Planning Initiative Amendment 2**

31 *J. D’Amico moved to approve the FFY21 TPI Amendment 2; L. Cattaneo seconded. Cattaneo confirmed*  
32 *the Transportation Advisory Committee had reviewed the amendment in July. Motion carried.*

33  
34 **Bylaw Work Group Updates**

35 *S. Lotspeich noted the Work Group has made it through the bylaws. There was extensive discussion of*  
36 *the elections process. Via research from G. Clain and B. Waninger, it was determined that the*  
37 *Commission must allow write-in candidates on the ballot. The Work Group’s next step is to address*  
38 *“parking lot” issues. Lotspeich noted he anticipated a draft would be provided to the Executive*  
39 *Committee in November.*

40  
41 **Office Updates**

42 *Waninger provided an overview of the updates included in the packet. Gavin Bodnar has joined CVRPC*  
43 *as a VISTA volunteer. Dana Hock has joined as the Bookkeeper. The hiring process for a planner*

1 continues. Office construction should be complete by September 15. The contract amendment for  
2 Watershed Consulting Associates approved in July will not be executed as the Moretown Selectboard  
3 elected to stay with the original design.  
4

5 **CVRPC COVID-19 Policy**

6 Lotspeich provided an overview of CVRPC’s COVID-19 policy and discussed a recent instant of non-  
7 compliance with the policy. Staff is requesting Executive Committee and Board guidance as to how staff  
8 should proceed when there is non-compliance with the policy.  
9

10 Committee members discussed alternative approaches.  
11

12 *L. Hill-Eubanks moved that the Executive Committee supports the current policy to require facial*  
13 *coverings at all meetings of CVRPC, including Committee meetings, and authorized a letter to explain the*  
14 *policy to the Board and committees; L. Cattaneo seconded. In discussion, the Committee requested the*  
15 *letter explain the policy and encourage remote participation. Motion carried.*  
16

17 **Meeting Minutes**

18 *G. D’Amico moved to approve the August 2, 2021 minutes; L. Cattaneo seconded. Motion carried.*  
19

20 **Commission Meeting Agenda**

21 *L. Hill-Eubanks moved to approve the Board of Commissioners agenda for September 14<sup>th</sup>; L. Cattaneo*  
22 *seconded. Motion carried.*  
23

24 **Adjourn**

25 *L. Hill-Eubanks moved to adjourn at 6:11 pm; M. Dent seconded. Motion carried.*  
26

27 Respectfully submitted,  
28

29 Bonnie Waninger, Executive Director