

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **MINUTES**

4 **October 4, 2021 Meeting**

5 Present:

☒ Marcella Dent

☐ Lee Cattaneo

☒ Gerry D'Amico

☒ Laura Hill-Eubanks

☒ Steve Lotspeich

☒ Michael Gray

☒ Janet Shatney

6
7 Staff: Bonnie Waninger, Nancy Chartrand

8 Guests: Ahsan Ijaz, Ijaz Group

9
10 **Call to Order**

11 Chair Lotspeich called the meeting to order at 4:02 pm.

12
13 **Adjustments to the Agenda**

14 B. Waninger requested to add a contract approval. The Clean Water Service Provider Start Up contract
15 was revised, and she sought approval of the revision.

16
17 *J. Shatney moved to accept the agenda as amended; M. Gray seconded. Motion carried.*

18
19 **Public Comment**

20 None.

21
22 **Financial Report**

23 B. Waninger summarized the report. The auditor has the FY21 files and has launched the FY21 audit.
24 For FY22, CVRPC is on track to meet its expectations. A. Ijaz joined the meeting. Waninger advised
25 August PTO liability balances would be available soon. They were delayed due to a QB Time accrual
26 issue that is being addressed. D'Amico asked if the organization had consideration using PTO combined
27 time versus separate sick leave and vacation. He inquired if public organizations are going to combined
28 PTO. A. Ijaz advised that it is administratively easier to manage/track as combined PTO, but in terms of
29 public agencies he has not seen this happen a lot. B. Waninger advised that there are RPCs that have
30 moved in that direction. She recommended a transition in 2015, but the Personnel Policy Committee
31 was not supportive at that time. A discussion ensued regarding the possible advantages and
32 disadvantages of such a switch. S. Lotspeich noted this should be discussed during the Personnel Policy
33 review, which is anticipated to begin the Bylaws Work Group wraps up.

34
35 Waninger noted CVRPC has exceeded the FDIC limit on its reserve account. Staff has begun investigating
36 money market CDs. A. Ijaz confirmed that FDIC limits are per organization at each bank, despite the
37 number of accounts, so we would need to open an account at a new bank.

38
39 *G. D'Amico moved to accept the August 31, 2021 unaudited financial reports; L. Hill-Eubanks seconded.*
40 *Motion carried.*

1
2 **Contract/Agreement Authorization**

3 Northwest Regional Planning Commission – Municipal Grants in Aid FY22

4 S. Lotspeich inquired about the need for approval given the contract amount. Waninger advised it
5 should not have come to the Committee for approval. The contract originally was going to be an
6 amendment. It was separated into two contracts at the request of VTrans. No action was necessary
7 from the Executive Committee.
8

9 Vermont Department of Public Safety – Emergency Management Performance Grant 2021

10 *M. Dent moved to authorize the Executive Director to sign the agreement and the Advanced Notice to*
11 *Proceed with the Department of Public Safety for Emergency Management Performance Grant 2021; M.*
12 *Gray seconded. Motion carried.*
13

14 Mount Ascutney Regional Commission – Berlin Town Office & Garage Stormwater Construction
15 Amendment 2

16 *J. Shatney moved to authorize the Executive Director to sign the contract amendment with Mount*
17 *Ascutney Regional Commission for Berlin Town Office and Garage Stormwater Construction Amendment*
18 *#2; G. D'Amico seconded. Shatney inquired who would be managing with Pam's departure. Waninger*
19 *advised the project is near completion and Grace Vinson will cover. Motion carried.*
20

21 Vermont Department of Environmental Conservation - Clean Water Service Provider Start Up

22 This contract was brought to the Committee again due to a wording change and inclusion of the correct
23 attachment. L. Hill-Eubanks inquired about covering the amount of work that would be involved and if
24 the monies were adequate. Discussion ensued regarding the budget. Waninger clarified this was not a
25 contract amendment; she asked for approval of the revised contract.
26

27 *L. Hill-Eubanks moved to authorize the Executive Director to sign the contract for the Clean Water Service*
28 *Provider Start Up; M. Dent seconded. Motion carried.*
29

30 SLR International Corporation – Plainfield Gully Stormwater Implementation Engineering Services

31 This contract was approved for signature last month. Staff realized a deliverable was missing prior to its
32 being signed. The contract has been updated to include the deliverable of permits.
33

34 *G. D'Amico moved to authorize the Executive Director to sign the contract with SLR International*
35 *Corporation for Plainfield Gully Stormwater Implementation Engineering Services; L. Hill-Eubanks*
36 *seconded. Motion carried.*
37

38 Town of Berlin – Berlin Town Office & Garage Stormwater Construction Amendment #2

39 *J. Shatney moved to authorize the Executive Director to sign contract amendment 2 with the Town of*
40 *Berlin for the Berlin Town Office and Garage Stormwater Construction; M. Dent seconded. Motion*
41 *carried.*
42

43 The Ijaz Group (formerly Ijaz and Associates) – Accounting Services Amendment #2

44 *J. Shatney moved to authorize the Executive Director to sign contract amendment #2 with The Ijaz Group*

1 *(formerly Ijaz and Associates) for Accounting Services; M. Gray seconded. Motion carried.*

2
3 Dubois & King – Stormwater Services Master Agreement, Addendum 1, Amendment 4, Woodbury
4 Stormwater Mitigation Final Designs

5 This contract was removed from agenda as it is not ready yet.

6
7 B. Waninger also provided a brief overview of the “For Information Only” contract. J. Shatney inquired
8 who CVRPC’s expert on ARPA funding was. Waninger confirmed it is Grace Vinson.

9 10 **Administrative and Financial Management Policy & Procedure**

11 This policy has been adapting as CVRPC moves through COVID and a remote office environment.
12 Waninger highlighted the major changes.

13
14 *L. Hill-Eubanks moved to adopt updates to CVRPC’s Administrative and Financial Policies and Procedures;*
15 *M. Gray seconded. Motion carried.*

16 17 **Bylaw Work Group Updates**

18 S. Lotspeich noted the Work Group has made it through the bylaws and are wrapping up final sections.
19 The next step is to address “parking lot” issues. Lotspeich noted he anticipated a draft would be
20 provided to the Executive Committee when completed and that their input would likely be necessary for
21 some of the issues that may remain unresolved by the Work Group. Discussion ensued regarding the
22 budget process in the Bylaws, the potential approval of Committee reports brought before the Board, if
23 there should be a process for overturning a decision made by a Committee, and should the CVRPC Board
24 have Rules of Procedure similar to the Committees.

25 26 **Office Updates**

27 Waninger provided an overview of the updates. Dana Hock tendered her resignation as Bookkeeper.
28 Pam DeAndrea tendered her resignation as IT/GIS/Natural Resources Senior Planner. The hiring process
29 for a planner continues. CVRPC will reopen bookkeeper/finance manager recruitment. Ashley Andrews
30 will be moving into IT/GIS full time. The team is discussing how staffing might be restructured for
31 maximum benefit. M. Gray inquired how the staffing vacancies will impact revenue flow for the
32 organization. Waninger advised contracts are in place and will get done. She has advised staff they
33 made need to work extra hours to meet needs. There may be some revenue that is lost due to staffing
34 constraints.

35
36 Phase 1 of office construction is complete with the exception of HVAC repair. Phase 2 is currently under
37 a redesign to address HVAC system and anticipated new positions.

38 39 **Meeting Minutes**

40 The following corrections were requested: Page 108, line 18 “oved” to “moved”. Line 13, remove
41 unnecessary “>”.

42
43 *M Gray moved to approve the September 7, 2021 minutes as amended; L. Hill-Eubanks seconded.*
44 *Motion carried.*

1
2 **Commission Meeting Agenda**

3 L. Hill-Eubanks asked for confirmation of who was on Nominating Committee. G. D'Amico advised he
4 and P. Carbee were on the Committee. They had held a meeting already and would be providing a
5 recommendation to the Board to fill vacancies. He advised four candidates applied to be on the Clean
6 Water Advisory Committee.

7
8 *G. D'Amico moved to approve the Board of Commissioners agenda for October 12; M. Gray seconded.*
9 *Motion carried.*

10
11 **Adjourn**

12 *L. Hill-Eubanks moved to adjourn; M. Gray seconded.* Waninger inquired if the Committee would be
13 interested in viewing a Diversity, Equity and Inclusion video together or to watch prior to the next
14 meeting and have discussion at the meeting. There was agreement that watching before the meeting
15 would be beneficial and to make sure members get the link well in advance of the meeting. *Motion*
16 *carried.* The meeting adjourned at 5:54 pm.

17
18 Respectfully submitted,

19
20 Nancy Chartrand, Office Manager