

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **DRAFT MINUTES**

4 **November 1, 2021 Meeting**

5 Present:

6 ☒ Marcella Dent

☒ Laura Hill-Eubanks

☒ Michael Gray

☒ Lee Cattaneo

☒ Steve Lotspeich

☒ Janet Shatney

☐ Gerry D'Amico

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 4:01 pm.

12
13 **Adjustments to the Agenda**

14 None.

15
16 **Public Comment**

17 None.

18
19 **Financial Report**

20 A. Ijaz shared the 9/30 financials, advising that both revenue and expenses are on target. It was noted
21 that the audit is almost complete. It is anticipated there will be an audit presentation at the December
22 Executive Committee meeting.

23
24 *J. Shatney moved to accept the September 30, 2021 unaudited financial reports; M. Gray seconded.*
25 *Motion carried.*

26
27 **Contract/Agreement Authorization**

28 There were no contracts for approval. Waninger provided an update on the information only contract
29 related to Middlesex Zoning Update that focuses on updating rural areas.

30
31 **Bylaw Work Group Updates**

32 S. Lotspeich noted a draft update is almost ready to transmit to Executive Committee. At the next
33 Bylaws meeting, the Work Group will be reviewing the transmittal memorandum. They hope to send it
34 to the Executive Committee in advance of the December meeting. Executive would review proposed
35 changes and outstanding issues prior to the draft going to the full Board. The Work Group requested a
36 legal opinion on a Whistleblower provision, and they are awaiting costs of bonding. Lotspeich
37 anticipates it will take multiple Executive Committee meetings to review the draft.

Personnel Policy Manual Updates

B. Waninger reviewed restructuring of positions. She proposed making Climate and Energy a major area of work, rather than have a Climate and Energy Planner position. She also proposed to modify the current Natural Resource major area of work. This would allow CVRPC to hire a planner focused on natural resources and a planner focused on climate and energy and promotes flexibility in hiring.

J. Shatney expressed that she hoped the new positions will be able to assist current staff. Waninger confirmed they would. A new Assistant Planner starts part-time next week and transitions to full-time in January.

L. Cattaneo moved to adopt the revised Major Areas of Work for Natural Resources and Climate & Energy as part of CVRPC's Personnel Policy Manual job descriptions; M. Dent seconded. Motion carried.

Basin Water Quality Council

Waninger explained the Clean Water Service Provider (CWSP) program and the need to staff a Basin Water Quality Council (BWQC), membership of which is dictated by legislation. CVRPC is responsible for soliciting interest and appointing two members from municipalities in the basin.

Significant discussion ensued as to how balance may be achieved on the BWQC and the best way to approach recruiting membership and making recommendations for seats. It was concurred that following solicitation of applicants, the Nominating Committee with staff assistance would make recommendation to the Board. With regard to solicitation it was suggested that an application be created to include applicant bio, interest and municipality representation. It was also suggested that CVRPC should reach out directly to municipalities and coordinate with adjacent Regional Planning Commissions for their support and input regarding applications received.

L. Hill-Eubanks moved that following solicitation of applicants from all municipalities, the Nominating Committee, in consultation with staff, make a recommendation to the Board for appointment of two municipal members to the Basin Water Quality Council, M. Gray seconded.

In discussion, Waninger said she will craft a memorandum to the Board regarding the process. The Committee recommended adding what we are looking for in a BWQC member and a recommended term of appointment (2-year appointments with staggered terms).

L. Hill-Eubanks moved to amend the above motion to include that first appointments will be for a one-year term and a two-year term to transition to staggered terms; M. Gray seconded the amendment. Motion carried as amended.

Health Insurance

N. Chartrand, Chair Lotspeich and B. Waninger provided details on information outlined in the packet. It was clarified that currently the Commission does not offer the balance of funds to staff should a less expensive plan be chosen.

1 *L. Cattaneo moved to approve that CVRPC maintain its employer health insurance contribution as 100%*
2 *of the cost of the MVP God 3 HDHP health plans for employees and family members, maintain employee*
3 *choice of available plans to include all BCBSVT and MVP health care plans, and maintain 50% payment in*
4 *lieu of benefit for employees who opt out of CVRPC coverage and provide proof of coverage from*
5 *another provider; L. Hill-Eubanks seconded. There was discussion that there was a typo that should be*
6 *addressed – “God” should be amended to read “Gold”. Motion carried.*

8 **Municipal Dues**

9 Chair Lotspeich highlighted that CVRPC has changed its approach from a larger increase every five years
10 to an incremental increase annually. Waninger confirmed 2020 Census numbers were used.

11
12 *M. Gray moved to recommend an FY23 municipal dues assessment rate of \$1.33 per capita to the Board;*
13 *M. Dent seconded. Motion carried.*

15 **Justice, Equity, Diversity and Inclusion Discussion**

16 The Committee discussed the video of Xusanna Davis’ presentation to the Bennington County Regional
17 Commission. J. Shatney noted that Barre City’s Equity Committee recently presented to its Planning
18 Committee and has developed an equity assessment tool. The tool is based on the State’s tool. It
19 addresses policy development and has been tailored for the City. She will share it with the Committee
20 for review. M. Dent offered to share information from her work on ANR’s equity committee.

21
22 Waninger confirmed that to change policy as an organization the Board needs to be supportive of
23 completing equity work and making changes. The Committee agreed to continue the discussion at its
24 next meeting.

26 **Meeting Minutes**

27 *J. Shatney moved to approve the October 4, 2021; L. Hill-Eubanks seconded. Motion carried.*

29 **Commission Meeting Agenda**

30 Chair Lotspeich reviewed the agenda with the Committee and asked for input. Waninger clarified which
31 items were action items and provided additional detail. It was suggested to amend the Regional
32 Economic Development Project Priority List to reflect Appointment vs. Priority List. It was also noted
33 that the footnote for Municipal Dues needed to change to an action item.

34
35 *L. Hill-Eubanks moved to approve the Board of Commissioners agenda for November 9 as amended; J.*
36 *Shatney seconded. Waninger advised it may be helpful to move Regional Economic Development item to*
37 *after the Winooski Basin Water Quality Council item. The Committee agreed to the amended agenda,*
38 *and the motion carried.*

40 **Adjourn**

41 *L. Cattaneo moved to adjourn; M. Dent seconded. Motion carried. The meeting adjourned at 6:15 pm.*

42
43 Respectfully submitted,
44 Nancy Chartrand, Office Manager