

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **DRAFT MINUTES**

4 **January 31, 2022 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: George Clain, Barre Town Alternate; 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 None.

15
16 **Public Comment**

17 None.

18
19 **Financial Report**

20 Ijaz provided an overview of the information provided in the packet for both November and December
21 2021. It was noted that invoicing is substantially caught up, and they expect all invoicing through
22 December caught up later this week. It was also noted that the budget is in line with expectations.
23 Waninger noted that there may be an error in the December financials and suggested not to accept the
24 December financials until this is addressed. Chair Lotspeich advised they will wait on December
25 financials until Waninger can review with Ijaz. There was also discussion of the correlation between
26 personnel costs and total income.

27
28 *D'Amico moved to accept the November 30, 2021 unaudited financial reports; Shatney seconded. Clain*
29 *asked for the hourly rate for fringe benefits for employees. Waninger advised it varies by employee*
30 *based on the benefits an employee takes advantage of but generally our benefits as a whole are around*
31 *33-35% of total personnel cost. Vote called and motion carried.*

32
33 **Contract/Agreement Authorization**

34 Mount Ascutney Regional Commission – Design Implementation Block Grant Barre City
35 Auditorium Stormwater Final Design

36 Waninger provided a brief overview and it was confirmed that the match was in kind services from Barre
37 City staff.

38
39 *Shatney moved to authorize the Executive Director to sign the agreement; Dent seconded. Motion*
40 *carried.*

1 Mount Ascutney Regional Commission – Design Implementation Block Grant Moretown School
2 Stormwater Construction

3 Waninger provided an brief overview and noted the project manager will be Christian Meyer.
4 Cattaneo asked if there could be a follow-up on how the sand filters that will be installed perform in
5 Vermont. Waninger advised a new Natural Resources Planner can track this information and that she
6 would make note. It was confirmed the grant amount is based on the design estimate.

7
8 *Hill-Eubanks moved to authorize the Executive Director to sign the agreement; Cattaneo seconded.*
9 *Motion carried.*

10
11 In addition, Waninger provided a brief overview for the additional contracts in the packet listed for
12 information only: Moretown Interim Zoning Administration Services, Northwest Regional Planning
13 Commission Municipal Grants in Aid FY22 Equipment, Forest Integrity Amendments for Addison County
14 Planning Commission, Bennington County Regional Commission, and Windham Regional Commission.

15
16 Discussion ensued regarding staff capacity to take on a town staff function such as the Zoning
17 Administrator interim position. Waninger confirmed Clare Rock has done this once before for the Town
18 of Waitsfield as part of a CVRPC contract and that currently, Moretown has appointed Rock as their
19 interim zoning administrator. If we were to do this type of service longer term we would consider a
20 shared services agreement. With regard to capacity, she noted we are very tight on capacity right now
21 for Rock to provide this service. If another town approached us right now we would have to say no due
22 to lack of capacity. Waninger confirmed that a full billing rate is charged for this service.

23
24 **Justice, Equity, Diversity and Inclusion Discussion (JEDI)**

25 Lotspeich provided an overview of what the Committee has done to date (video and discussion) and
26 inquired what the Committee may want to do for next steps.

27
28 Waninger confirmed that usually the next step is to help the organization strengthen understanding of
29 what these things mean and how they are reflected in organizations work and internal policies and
30 procedures. Significant discussion ensued regarding what other groups are doing regarding education
31 and sharing.

32
33 There was discussion on our intended purpose, funding, building equity in to the Regional Plan and
34 securing a consultant.

35
36 Waninger advised funding would likely be through Town Dues (redirected from reserve fund into JEDI)
37 and confirmed it is not currently in the budget. Costs may be \$25,000-\$30,000 and we first need to
38 confirm what we want a consultant to help us with.

39
40 Clain suggested the American Arbitration Association for facilitator information that may address these
41 issues. Waninger has also be compiling a list of facilitators that she's heard about through other
42 organizations. She noted our procurement policy would require that we go out to bid for this type of
43 work. It was noted our first step would be a scope of what we are looking for, especially as it relates to
44 assisting with the Regional Plan update. It was concurred that for the next meeting Waninger will
45 provide scopes of work that organizations like ours used for procuring a consultant for the Committee to
46 review prior to moving towards creating our own proposal.

1
2 It was concluded that the Committee needs to continue this conversation, secure proposals for review,
3 discuss what type of proposal we want to bring to the Board for review/input, and to include any
4 information about the consultants and types of resources that may be available.
5

6 **Meeting Minutes**

7 *Cattaneo moved to approve the minutes of January 3, 2022; seconded by Gray. Motion carried.*
8

9 *Shatney moved to approve January 18, 2022, seconded by Gray. Cattaneo advised that he joined late*
10 *and they should be amended to reflect his attendance. Shatney amended the motion to approve as*
11 *amended. Vote called and motion carried.*
12

13 **Commission Meeting Agenda**

14 Waninger provided an overview of the agenda items in the packet. There was discussion on whether or
15 not the times on the agenda were realistic and it was suggested to shorten the Transit Financing Study
16 item to 45 minutes and remove the Confirmation of Planning Process item in order to provide additional
17 time for items following the Municipal Plan Approval item.
18

19 *Hill-Eubanks moved to approve the agenda as amended; D'Amico seconded. Motion carried.*
20

21 Clain inquired if we are operating under amended open meeting rules now and Waninger confirmed
22 these rules are in effect. For any meeting advertised with a physical location, that location will be
23 staffed. If not advertised with a physical location, we will not be hosting a physical location. Shatney
24 advised she will not be at February 8th meeting due to conflict with City Council. Waninger provided a
25 brief update on Green Mountain Transit.
26

27 **Adjourn**

28 *Cattaneo moved to adjourn; Dent seconded. Motion carried.*
29

30 The meeting adjourned at 5:55 pm.
31

32 Respectfully submitted,
33 Nancy Chartrand, Office Manager