

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Executive Committee**
3 **MINUTES**

4 **January 31, 2022 Meeting**

5 Present:

Marcella Dent Laura Hill-Eubanks Michael Gray
 Lee Cattaneo Steve Lotspeich Janet Shatney
 Gerry D'Amico

6
7 Staff: Bonnie Waninger, Nancy Chartrand

8 Guests: George Clain, Barre Town Alternate (Bylaw Work Group); Ahsan Ijaz, The 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 A. Ijaz provided a financial overview for November and December 2021. It was noted that invoicing is
21 substantially caught up, and they expect all invoicing through December caught up later this week. The
22 budget is in line with expectations. Waninger noted that there may be an error in the December
23 financials and suggested the December financials be held until this is addressed. Chair Lotspeich advised
24 they will wait on December financials until Waninger can review with Ijaz. There was also discussion of
25 the correlation between personnel costs and total income.

26
27 *G. D'Amico moved to accept the November 30, 2021 unaudited financial reports; J. Shatney seconded.*

28 Clain asked for the hourly rate for fringe benefits for employees. Waninger advised it varies by
29 employee based on the benefits an employee takes advantage of but generally our benefits as a whole
30 are around 33-35% of total personnel cost. *Vote called and motion carried.*

31
32 **Contract/Agreement Authorization**

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

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

37
38 *J. Shatney moved to authorize the Executive Director to sign the agreement; M. Dent seconded. Motion*
39 *carried.*

40
41 Mount Ascutney Regional Commission – Design Implementation Block Grant Moretown School

1 Stormwater Construction

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

6
7 *L. Hill-Eubanks moved to authorize the Executive Director to sign the agreement; L. Cattaneo seconded.*
8 *Motion carried.*

9
10 Waninger provided a brief overview for the additional contracts in the packet listed for information only.

11
12 Discussion ensued regarding staff capacity to take on a town staff function such as the Zoning
13 Administrator interim position. Waninger confirmed Clare Rock has done this once before for the Town
14 of Waitsfield as part of a CVRPC contract and that currently, Moretown has appointed Rock as their
15 interim zoning administrator. If we were to do this type of service longer term we would consider a
16 shared services agreement. With regard to capacity, she noted we are very tight on capacity right now
17 for Rock to provide this service. If another town approached us right now we would have to say no due
18 to lack of capacity. Waninger confirmed that a full billing rate is charged for this service.

19
20 **Justice, Equity, Diversity and Inclusion Discussion (JEDI)**

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

23
24 Waninger confirmed that usually the next step is to help the organization strengthen understanding of
25 what these things mean and how they are reflected in organizations work and internal policies and
26 procedures. Significant discussion ensued regarding what other groups are doing regarding education
27 and sharing.

28
29 There was discussion on our intended purpose, funding, building equity into the Regional Plan, and
30 securing a consultant.

31
32 Waninger advised funding would likely be through municipal dues (redirected from reserve fund into
33 JEDI) and confirmed it is not currently included in the budget. Costs may be \$25,000-\$30,000 and we
34 first need to confirm what services a consultant would provide.

35
36 G. Clain suggested the American Arbitration Association for facilitator information that may address
37 these issues. Waninger has a list of facilitators that she's from other organizations. She noted our
38 procurement policy would require that we go out to bid for this type of work. It was noted our first step
39 would be a scope of what we are looking for, especially as it relates to assisting with the Regional Plan
40 update. It was concurred that for the next meeting Waninger will provide scopes of work that
41 organizations like ours used for procuring a consultant. The Committee will review it prior to moving
42 towards creating our own proposal.

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

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Meeting Minutes

L. Cattaneo moved to approve the minutes of January 3, 2022; M. Gray seconded. Motion carried.

J. Shatney moved to approve January 18, 2022; M. Gray seconded. L. Cattaneo advised that he joined late, and the minutes should be amended to reflect his attendance. J. Shatney amended the motion to approve as amended. Vote called and motion carried.

Commission Meeting Agenda

There was discussion on whether or not the times on the agenda were realistic. It was suggested to shorten the Transit Financing Study item to 45 minutes and remove the Confirmation of Planning Process item to provide additional time for items following the Municipal Plan Approval item.

L. Hill-Eubanks moved to approve the agenda as amended; G. D’Amico seconded. Motion carried.

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

Adjourn

L. Cattaneo moved to adjourn; M. Dent seconded. Motion carried.

The meeting adjourned at 5:55 pm.

Respectfully submitted,
Nancy Chartrand, Office Manager