

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT MINUTES
June 6, 2022 Meeting

Present:

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

Staff: Bonnie Waninger

Guests: Enrique Gonzalez, Ijaz Group; George Clain, Barre Town Commissioner

Call to Order

Chair S. Lotspeich called the meeting to order at 4:01 pm.

Adjustments to the Agenda

Chair Lotspeich noted Executive Session for a personnel matter needs to be added to this agenda following Commission Meeting Agenda. B. Waninger advised a need to remove FY23 Budget and Work Plan and Meeting Minutes (May 2 and May 9) as they were not available in advance to the Committee.

Public Comment

None.

Financial Report

B. Waninger shared her screen and confirmed that both March and April financials were included in the information provided to the Committee. She provided a recap of the March financials outlining the information that has been corrected since the last meeting (deferred income, unrestricted net position). Waninger requested that the Committee not accept the financial reports at this time due to postings being entered into two separate QuickBooks databases by the accountant and a need for reconciliation.

E. Gonzalez provided an overview of the April financials as outlined in the memorandum provided to the Committee. There was discussion as to why there were two QuickBooks databases and Waninger advised she did not know why/how this occurred by the Accountant. Waninger advised Gonzalez there is an audit trail where every transaction made can be confirmed.

Contract/Agreement Authorization

B. Waninger continued to share her screen and gave an overview of the contracts and agreements provided to the Committee.

Chittenden County Regional Planning Commission – Tactical Basin Planning FY22 Amendment 1

L. Hill-Eubanks moved to authorize the Executive Director to sign the agreement amendment for the Chittenden County Regional Planning Commission – Tactical Basin Planning FY22 Amendment. M. Gray seconded. Motion carried.

1 Janet Shatney joined the meeting.

2
3 Mount Ascutney Regional Commission – Brownfields Amendment 1

4 *J. D'Amico moved to authorize the Executive Director to sign the agreement amendment. L. Cattaneo*
5 *seconded. Motion carried.*

6
7 Watershed Consulting Associates – Moretown Elementary School and Town Office Stormwater
8 Implementation Project Engineering Services

9 Waninger confirmed the contract amount was \$28,627.34 and it was for bid and construction
10 engineering support. Discussion ensued as to who would be responsible for resolving any dispute that
11 may arise as a result of the contract and Waninger confirmed CVRPC would be responsible.

12
13 *L. Hill-Eubanks moved to authorize the Executive Director to sign the contract with Watershed Consulting*
14 *Associates. J. Shatney seconded. Motion carried.*

15
16 Waninger also provided an overview of the FYI contract provided to the Committee: Town of Moretown
17 – Interim Zoning Administration Services Amendment

18
19 **Office Reopening Plan and COVID Protocols**

20 B. Waninger provided an overview of the memorandum sent to the Committee. It was noted that the
21 office will officially reopen to the public as of July 5, 2022 with COVID protocols in place as outlined and
22 a plan to hold hybrid meetings. There was discussion related the medical condition exemption for
23 masking, however, no changes were initiated. It was confirmed the memorandum will go to the Board
24 as a recommendation from the Executive Director.

25
26 **Personnel Policy Update**

27 B. Waninger gave an overview of the memorandum provided to the Committee. She advised that staff
28 has submitted telework proposals that are at least 60% in-office with remaining being telework. She is
29 requesting that to accommodate telework schedules the office be open to the public from 9:00 am to
30 4:00 pm Monday – Thursday, with the office closed to the public on Friday, which would require an
31 adaptation to the Personnel Policy. Discussion also ensued on the section of the policy on workweek
32 that needs amendment to appropriately reflect a Saturday to Friday workweek.

33
34 *J. D'Amico moved to adopt the Personnel Policy amendments for Section 3.1, Work Hours as discussed. J.*
35 *Shatney seconded. Motion carried.*

36
37 **Staffing**

38 B. Waninger gave an overview of the memorandum provided to the Committee, noting that Legislature
39 increased ACCD funding for RPCs and it is anticipated CVRPC will see an increase of approximately
40 \$150,000. She is recommending a new full-time Senior Planner or Program Manager position as a result
41 of this increased funding and anticipated needs. She also noted that if we are able to hire into this new
42 position that Clare Rock has requested to reduce her hours as Senior Land Use Planner.

43
44 *L. Hill-Eubanks moved to approve a new full-time position. J. D'Amico seconded. Motion carried.*

1
2 **FY23 Work Plan and Budget**

3 Not addressed (see adjustments to agenda).
4

5 **FY23 Meeting Dates**

6 B. Waninger gave an overview of the memorandum provided to the Committee for informational
7 purposes and advised the same memorandum would be provided to the Board.
8

9 **Meeting Minutes**

10 Not addressed (see adjustments to agenda).
11

12 **Commission Meeting Agenda**

13 B. Waninger gave an overview of the information provided to the Committee. Discussion ensued
14 regarding the Municipal Energy Resilience Presentation and potential to have Climate and Energy
15 Planner Sam Lash provide a separate workshop and/or meet individually with towns.
16

17 Waninger also provided an overview of the memorandum she included to the Committee regarding
18 private chat, and discussion ensued regarding including it on the Board agenda or as part of the reports
19 in the Board meeting packet. It was concluded that the memorandum should be in the Board packet
20 and information included as part of Waninger's report.
21

22 *L. Cattaneo moved to approve the agenda as drafted. M. Gray seconded. Motion carried.*
23

24 G. Clain asked if the Executive Committee meeting packet would be available online following the
25 meeting and Waninger confirmed that it would.
26

27 **Executive Session – Personnel**

28 Chair Lotspeich advised they would enter executive session to discuss a personnel matter.
29

30 *J. D'Amico moved to enter Executive Session to discuss a personnel matter (5:41 pm). L. Cattaneo*
31 *seconded. Motion carried.*
32

33 *L. Cattaneo moved to exit Executive Session at 6:04 pm. J. D'Amico seconded. Motion carried.*
34

35 No action was taken as a result of the Executive Session.
36

37 **Adjourn**

38 *M. Gray moved to adjourn at 6:05 pm; L. Hill-Eubanks seconded. Motion carried.*
39

40 Respectfully submitted,
41 Nancy Chartrand, Office Manager