

## Executive Committee

### Minutes

July 6, 2015

Present were: J. Potter, B. Atwood, L. Hill-Eubanks, L. Hebert, T. Ruth, D. La Haye, B. Waninger, L. Emery, and S. Gladczuk.

There was no public present and no public comment.

The minutes of the June 1, 2015 meeting of the Executive Committee were accepted as written.

Brief Update of Committee Appointments: It was noted that Bob Wernecke's term on the Project Review Committee expires this year, but that Bob is interested in continuing on the Committee. Brian Fitzgerald is also interested in serving on the Committee. The Committee's alternate position is vacant and needs to be filled.

Report of the Executive Director: B. Waninger provided an update on the water quality funding opportunity and explained that the scope of work will have some required activities and some not required. There will be additional activities for "Lake" towns. It's unclear whether "Lake" towns are those touching the Lake or those within the watershed. This funding is purely planning money, but it will allow us to move into implementation on projects identified by the towns as priorities. We have staff who can do the work; we just have to schedule this new work for when we have down time.

The Mad River Valley Planning District received a High Meadows Fund grant to develop a storm water technical manual. Once it is developed, CVRPC is being asked to assist towns with implementing the policies contained in the manual. The manual will contain both regulatory and non-regulatory options.

FY 16 Transportation Planning Initiative Budget and Work Plan: The work plan and budget are being recommended by the Transportation Advisory Committee for adoption. S. Gladczuk explained that the work plan is similar to FY 15's, but there are no scheduled special studies. Instead, additional staff time will be used to assist with the water quality work. The tasks are the ones we do and have done over the last few years. The budget and scope of work are reviewed mid-year with VTrans personnel to see where we are at and whether any changes are needed.

B. Waninger explained that we will propose to VTrans to revise our indirect rate to segregate out fringe benefits cost from the remaining indirect and then directly charge grants for some of the operating costs. This will reduce the overall indirect rate used.

It was moved, seconded, and unanimously voted to approve the FY 16 TPI work plan and budget.

Title VI Non-Discrimination Plan: Federal funders are requiring that subrecipients have a written Title VI Plan. CVRPC addresses discrimination in its Personnel Policies, but doesn't have a plan, per say. The Plan establishes a non-discrimination policy and procedures for receiving complaints. The Plan will identify staff positions responsible for implementation rather than specific staff names. After further discussion, it was moved, seconded, and unanimously voted to adopt the Title VI Plan and its appendices.

Advance Authorization of Contracts: There are five contracts that will require a signature before the next meeting of the Executive Committee. Without the contracts signed, we won't be able to begin the work or receive payment. The contracts are:

- Department of Environmental Conservation Water Quality contract; the amount is unknown, but it will be based on a formula for all regional planning commissions and the work will be to assist towns with water quality issues;
- 604B for \$3,636 for continued water quality/road erosion assessments.
- Brownfields Cooperative Agreement: \$400,000 for petroleum and hazardous waste assessments;
- Agency of Commerce and Community Development: annual contract for the funds appropriated by the Legislature providing planning assistance to the towns; amount will be \$272,253.
- Transportation Planning Initiative: \$219,767 is the budget amount with 90% funding from State and Federal funds and 10% local/CVRPC (\$21,977).

After discussion it was moved, seconded and unanimously approved to authorize an officer to sign the five contracts (as listed above) . It is the understanding of the Executive Committee that the Executive Director will review the contracts and their scopes of work and budgets before seeking signature.

Agenda for the July 14 Commission Meeting: It was queried whether we should amend our Bylaws to allow the Executive Committee or the Chair to appoint committee members. It was noted that even if this was thought to be a good idea, it couldn't happen in time for this year's appointments. As discussed earlier, B. Wernecke's term on the Project Review Committee expires, but he would like to be re-appointed. Brian Fitzgerald would also like to serve on the Project Review Committee. It was noted that the alternate member position of that committee is vacant.

The five members of the Town Plan Review Committee are all up for appointment.

It was pointed out that we need people on committees who are willing to do the work and participate. If there are no volunteers, J. Potter will follow up to fill the vacancies.

B. Waninger noted that the Agency of Commerce and Community Development wants our regional plan adoption schedule updated to reflect the change in timing for adopting the amendments to the 2008 Regional Plan. This amended schedule will need to be approved by the full Commission and should be added to the July 14 agenda.

The agenda with the addition was agreed to.

Executive Director's Medical Leave: B. Waninger updated the Committee members on her work hours while on medical leave. She will be working part time in the office three days per week and won't start scheduling meetings with boards of selectmen until she is feeling fully able. It's likely this will take a few more weeks.

The meeting adjourned at 5:30 p.m.