

**Executive Committee
Minutes
November 2, 2015**

Present were: B. Atwood, D. La Haye, L. Hill-Eubanks, T. Ruth, L. Hebert, B. Waninger, L. Emery, E. Vorwald, and Bonnie Batchelder of Batchelder Associates, CPA.

No members of the public were in attendance and no changes were made to the agenda.

The minutes of the October 5 and October 13, 2015 Executive Committee meetings were accepted as written.

Executive Director's Report: L. Emery, Office and Grants Manager, will be retiring April 1, 2016. We will want 30 days of overlap between her departure and the new person starting which means hiring a new person by March 1 and advertising that position by December 1. All agreed that this is a good plan.

During the legislative session beginning January 2016, there will be considerable focus on forest fragmentation and looking at strategies to maintain a functional forest that supports the working landscape, wildlife habitat, clean water, and recreational opportunities. Regional planning commissions will be asked to participate on policy formation with the Agency of Natural Resources.

Eric Vorwald, CVRPC's newly hired Senior Planner, was introduced and welcomed. Eric has municipal and regional zoning experience and comes to us from State College, PA.

FY 15 Audit: Bonnie Batchelder, CPA, presented the FY 15 audit noting that the financial statements are now comparative with the previous year to see where the Commission has been financially and where it's going. The difference in the loss from FY 14 to FY 15 is \$50,628 less noting that the deficit for FY 15 is \$2,371. The auditors reviewed internal controls and that policies are followed and things are in decent shape. The recommendations made are to make things more efficient; to more fully make use of Quickbooks and thereby make financial reporting for each grant easier. The increases and decreases in revenue for FY 15 offset the expenses yielding the small deficit of \$2,371. Staff is working to stabilize the indirect rate from year to year in order to better determine the rate when preparing grant applications. When queried, B. Batchelder suggested that the new financial manager be someone with knowledge of grants, Quickbooks, and Federal financial requirements, as well as experience invoicing and tracking grants and strong accounting skills.

The Executive Committee moved and seconded to accept the FY 15 audit. The motion passed with B. Atwood abstaining. (Byron's Executive Committee mailing was sent to his old address and he did not receive the materials in advance and so hadn't had the opportunity to read them. My apologies! Laurie)

Radiological Emergency Response Program Contract: This contract is with the Division of Emergency Management and Homeland Security (DEMHS) to provide training for assisting in the State Emergency

Operations Center during disasters. Regional planning commissions have been asked to assist in this work the last two years. These funds are from the VT Yankee fund so future funds may not exist or will be a different grant source. The contract is for \$4,516 dollars for FY 16. It was moved and seconded to authorize the Chair to sign the contract. The motion passed with B. Atwood abstaining.

Northfield Village Storm Water Contract: This is a contract with the Agency of Natural Resources, Department of Environmental Conservation for \$110,695 to assist the Town of Northfield with additional storm water infrastructure for the Village green area. The Town has elected to use green infrastructure techniques and asked CVRPC to apply for the funds and assist on the project. It was moved and seconded to authorize the Chair to sign the contract. The motion passed with B. Atwood abstaining.

Calendar Year (CY)16 Health Insurance Plan: CVRPC elected the Silver CDHP for its coverage for CY 15 and to pay the premium for employees and dependents, as it has in the past. The silver CDHP plan has a high out of pocket deductible. Staff is recommending that employees be able to select any of the plans offered by Blue Cross Blue Shield and pay the difference between the Silver CDHP plan and the plan they select. The premiums for CY 15 for the Silver plan are: \$468.90 for one person, \$937.80 for two, and \$1317.61 for family coverage. The increase in premiums is 7% from CY 15. The motion needed is two-fold; to allow staff to select any Blue Cross plan and pay the difference in the premium from the Silver CDHP plan, and to pay the full Silver CDHP premiums for full time staff and dependents. The motion was moved, seconded, and unanimously approved.

Office and Grants Manager Transition Plan: As highlighted in the Executive Director's report, there will be a 30 day overlap before Laurie leaves, and advertising the position will happen by December 1.

Members agreed to the agenda for the November 10, 2015 Commission meeting.

The question was raised about how we can adjust or add to the agenda at the meeting if the addition has not been warned as part of the agenda? Following discussion, it was agreed that new items would not be added to an already warned agenda and would be warned in advance for another meeting as appropriate.