

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
Minutes
April 4, 2016

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

B. Atwood called the meeting to order at 4:05 p.m.

Public Comment

None.

Adjustments to the Agenda

None.

Meeting Minutes

The following changes to the February 29 minutes were noted:

- Financial Report – modify “...is are healthy” to read “...is healthy...”
- Contracts, East Montpelier Village Master Plan – modify “J. Potter recued herself...” to read “J. Potter recused herself...” in first and last line.
- Executive Session Amicus – modify the third line from “...The first part of the brief is restates...” to read “...The first part of the Brief restates...” Replace “Herbert” with “Hebert”.

D. Strong moved to approve the February 29, 2016 with changes and March 8, 2016 as presented; T. Ruth seconded. Motion carried.

Financial Report

B. Waninger provided an overview of the financials. For the Balance Sheet, receivables are high because the April invoice for the Agency of Commerce was submitted prior to Laurie Emery’s departure. For the Profit & Loss Budget vs. Actual, Forest Stewardship income overage reflects match due. Revenues: Personnel and benefits are under budget due to the personnel shortage. Unemployment compensation insurance doubled due to FY2015 personnel costs. Postage is prepaid quarterly for the postage machine. Supplies are over budget because the office refrigerator required replacement.

Committee members noted they appreciate the cover memo. The Committee asked that consultant pass-through costs be visible on the P&L for FY2017.

Executive Director Report

Waninger noted that Finance and Office Manager interviews are being scheduled and provided details on S. 230, the energy siting bill. An update will be included in the Commission meeting packet.

Contract Approval

D. Strong moved to approve the Bennington County Regional Commission sub-grant to CVRPC for \$30,000 for regional energy planning; D. La Haye seconded. In discussion, Waninger highlighted that

payments are weighted differently than the work. The Commission will need to carry ~\$10,000 in costs for one year until payments are made. A cash flow hardship is not anticipated. Motion carried.

Regional Plan Schedule

The 2008 Regional Plan as amended (available on CVPRC website) will expire in September 2016. E. Vorwald discussed three options for maintaining a valid Regional Plan:

- 1) readopt the 2008 amended Regional Plan with no changes (resets 8-year timeframe);
- 2) incorporate approved Plan Central Vermont chapters into the 2008 Plan (requires staff reviews for inconsistency and language flow, and implementation schedule); and
- 3) work to complete all elements of Plan Central Vermont, including an energy element, land use element, consistency statement, implementation plan, inconsistency check, and final formatting (requires extensive staff work).

Staff is at capacity for workload. Options 2 and 3 would require the Commission to maintain its current workload, and either reschedule new municipal requests to next fall or say “no” to additional work. The Committee requested timeframes to complete options 2 and 3 if option 1 was chosen. Vorwald said option 2 would take 11 months to full adoption, and option 3 would take ~2 years to full adoption.

L. Hebert moved to have the Commission readopt the 2008 Regional Plan as amended last summer with the intent that staff work to complete Plan Central Vermont with adoption and without a substantially revised energy element within the next year; L. Hill-Eubanks seconded. Motion carried.

Position Modification

Waninger discussed staff workload through FY16 and FY17 and the need for additional staff capacity. Committee members discussed the position’s work, considered if advertising a new position is required, and discussed whether offering full benefits to a part-time position set an undesired precedence. Waninger noted the position is intended to be 75-90% emergency management and hazard mitigation. The reason for offering full benefits relates to the cost of pro-rated benefits and how VT Health Connect addresses affordability. The insurance incentive is transitional to full time employment.

L. Hill-Eubanks moved to convert the Emergency Management Planner position to a full-time position beginning July 1 following the transition plan outlined in the Director’s memo; J. Potter seconded. Motion carried.

FY16 Budget Adjustment

Waninger discussed the proposed budget changes as outlined in the packet.

D. Strong moved to adopt the FY16 budget as amended; D. La Haye seconded. Motion carried.

Draft FY17 Budget

Given the late hour, the Committee will send comments on the FY17 preliminary budget to Waninger as needed. The next draft of the budget will be provided for the May Committee meeting.

April 12, 2016 CVRPC Meeting Agenda

The agenda was modified to add an update for the Regional Plan schedule.

Adjourn

D. La Haye moved to adjourn at 6:25 pm; D. Strong seconded. Motion carried.