

1                                   **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
2   **Executive Committee**  
3   **Minutes**  
4   **May 2, 2016**

5  
6 Present were: L. Hill-Eubanks, D. La Haye, B. Atwood, J. Potter, and T. Ruth.  
7 Staff: B. Waninger

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9 B. Atwood called the meeting to order at 4:03 p.m.

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11 **Public Comment**

12 None.

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14 **Adjustments to the Agenda**

15 None.

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17 **Meeting Minutes**

18 Two changes to the April 4 minutes were noted: Modify “April 14” to read “April 4” and Contracts,  
19 second bullet modify “is” to “in”. *J. Potter moved to approve the April 4, 2016 minutes with changes; D.*  
20 *La Haye seconded. Motion carried.*

21  
22 **Financial Report**

23 B. Waninger provided an overview of the financials. Revenue corrections made include: 4323-LEPC  
24 should be \$4,000 and 4410-Brownfields #2 revenue was reposted to the 4400-Brownfields grant and the  
25 two grant amounts were combine. J. Potter asked about the brownfields grant. Waninger reported that  
26 the grant is a single award with separate award amounts for hazardous materials and petroleum  
27 products. The Commission reports the grant in Commission-wide financials as one grant. Grant  
28 expenditures are tracked and reported separately in quarterly progress reports. B. Atwood explained  
29 that improving CVRPC reserves required setting aside town dues, and asked whether this was  
30 acceptable to Executive Committee members. Members confirmed it was. Potter noted that town  
31 funds leverage the rest of the RPC services.

32  
33 **Executive Director Report**

34 Waninger noted that the VT Futures Forum was at 8:30 am, not pm. She briefed the Committee on  
35 Berlin’s pursuit of New Town Center Designation. CVRPC was requested to assist with a Town Plan  
36 update, and will do so this summer. She reviewed her testimony regarding the Montpelier Charter  
37 change as it related to Berlin Pond and briefed the Committee on the issue and its progress. Waninger  
38 provided an update on the Finance and Office Manager hiring process.

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40

1 **Contract Approval**

2 Waninger discussed the NRPC PDM grant history and the reason an extension is needed. Staff has  
3 submitted the final local mitigation plan to FEMA and is awaiting FEMA review. *T. Ruth moved to*  
4 *approve the amendment to extend the completion date for the Northwest Regional Planning Commission*  
5 *sub-grant to CVRPC for Local Hazard Mitigation Plans; D. La Haye seconded. Motion carried.*  
6

7 **5-Year Goals**

8 Waninger reviewed the development of the 5-year goals and discussed staff involvement and prior  
9 Committee member input. T. Ruth commented that the municipal survey sounded interesting and said  
10 different town groups (SB, PC, DRB, CC, etc.) should be surveyed. Committee members noted the goals  
11 are a workable projection for the future. *J. Potter moved to approve the CVRPC 5-year goals, strategies*  
12 *and measurements as presented; seconded. Motion carried.*  
13

14 **Draft FY17 Budget**

15 Waninger noted that minimal changes had been made as noted in the memo. The final budget will  
16 include a Commission-wide workplan outlining expected services.  
17

18 **Job Descriptions**

19 J. Potter discussed the need for new job descriptions. The Personnel Policy Committee discussed what it  
20 wanted to accomplish, such as communicating having staff working in more than one area and the  
21 opportunities for growth. The Executive Director built the descriptions for the Committee's review. The  
22 descriptions set the stage for positions and make expectations clear for staff. The Committee's intent is  
23 to have job descriptions as an appendix to the Personnel Policies Manual. Potter noted that the  
24 descriptions also assist new Commissioners to understand what the Commission does. The Committee  
25 asked for job description approval now because staff evaluations are underway. In addition, it will be  
26 easier to digest draft Personnel Policies Manual in bites. *D. La Haye moved to approve job descriptions*  
27 *as presented; B. Atwood seconded. Motion carried.*  
28

29 **May 10, 2016 CVRPC Meeting Agenda**

30 The agenda was reviewed. Waninger noted two changes: the Regional Plan adoption hearing will be  
31 next month, and the 6-7pm social time and dinner will include project displays developed by staff.  
32

33 Potter noted that 2017 is CVRPC's 50<sup>th</sup> anniversary and recommended the Commission celebrate it with  
34 a more formal dinner. J. Potter requested that the June and July Commission agendas include a  
35 discussion of CVRPC committees. *L. Hill-Eubanks moved to accept the agenda with the changes noted; T.*  
36 *Ruth seconded. Motion carried.*  
37

38 **Executive Director Evaluation**

39 Form review - Waninger relayed comments received from Bob Werneke. Members noted the Executive  
40 Description job description is new and provides a framework for evaluating the position.  
41

1 Process – Committee members and the Executive Director will complete the evaluation form by May  
2 27th. J. Potter volunteered to compile the Committee’s comments for discussion in Executive Session at  
3 the June meeting. Waninger will upload the form’s questions to Survey Monkey so outcomes can be  
4 easily compiled.

5

6 *D. La Haye moved to approve the Executive Director Evaluation Form as presented; J. Potter seconded.*  
7 *Motion carried.*

8

9 **Executive Session – Personnel**

10 *J. Potter moved to enter Executive Session under 1 VSA § 313(a)(3); L. Hill-Eubanks seconded. Motion*  
11 *carried.*

12

13 *J. Potter moved to exit Executive Session; T. Ruth seconded. Motion carried. No action was taken.*

14

15 **Adjourn**

16 *D. La Haye moved to adjourned at 6:00 pm; L. Hill-Eubanks seconded. Motion carried.*