

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **Minutes**

4 **June 6, 2016**

5 Present:

- | | | | | | |
|-------------------------------------|--------------|-------------------------------------|--------------|-------------------------------------|--------------------|
| <input checked="" type="checkbox"/> | Byron Atwood | <input checked="" type="checkbox"/> | David Strong | <input checked="" type="checkbox"/> | Laura Hill-Eubanks |
| <input checked="" type="checkbox"/> | Julie Potter | <input checked="" type="checkbox"/> | Don La Haye | <input type="checkbox"/> | Larry Hebert |
| <input checked="" type="checkbox"/> | Tina Ruth | | | | |

6
7 Staff: B. Waninger, E. Vorwald

8
9 **Public Comment**

10 None.

11
12 **Adjustments to the Agenda**

13 B. Waninger requested the following adjustments to the agenda:

- 14 • Move Regional Plan adoption forward to be first on the agenda
- 15 • Approve a temporary, full time Assistant Planner position
- 16 • Approve a FY16 budget adjustment for purchase of equipment

17
18 **Regional Plan Adoption**

19 E. Vorwald noted that no comments had been received. He discussed the housing distribution
20 plan and noted there had been discussion as to whether it should be removed from the 2016
21 Regional Plan, and the housing language developed for Plan Central Vermont inserted in its
22 place. Vorwald discussed options: No additional changes and modify language to Plan Central
23 VT approved housing language. He reviewed the consequences of making changes, as described
24 during the April meeting.

25
26 *D. LaHaye moved to hold August Commission meeting. Motion died for lack of second.*

27
28 The Committee expressed that an expired plan is the least desirable option. Staff has been
29 highlighting the distribution plan requirement to communities during consultations in FY16. J.
30 Potter suggested staff outreach and technical support to these towns would be the best option.

31
32 J. Potter will appeal to Commissioners for July meeting attendance.

33
34 **Meeting Minutes**

35 D. Strong noted a change on page 3, line 2, remove “who” so it reads “J. Potter volunteers to
36 compile the Committee’s...”

37
38 *D. Strong moved to approve the May 2, 2016 minutes with changes; T. Ruth seconded. Motion*
39 *carried.*

40

1 **Financial Report**

2 B. Waninger discussed a correction that adjusted net income from \$109,000 to \$37,000. She
3 noted CVRPC’s internal controls had worked effectively for identifying that an error existed.
4 The Commission is on track for a June 30 net income of \$20,000 as planned.
5

6 **Executive Director Report**

7 Waninger noted that S.230, the energy siting bill, and H.857, the omnibus forest bill, might be
8 vetoed by the Governor. She also discussed options for addressing the new overtime rule and
9 noted it would be beneficial for the Committee to make a decision prior to finalizing the
10 Personnel Policies Manual. Employers must have an “agreement” with employees regarding the
11 rule, and Personnel Policies can serve as that agreement.
12

13 **Contract Approval**

14 *CCRPC, DEC HMGP* – Waninger provided an overview of river corridors and what this project
15 will accomplish. Committee members asked for clarification as to what it means to “pilot” a
16 project.
17

18 *D. Strong moved to approve the DEC HMGP agreement with CCRPC; T. Ruth seconded.*
19 *Motion carried.*
20

21 **Dental Insurance Renewal**

22 *T. Ruth moved to maintain CVRPC’s current dental plan and contribution for FY17; J. Potter*
23 *seconded. Motion carried.*
24

25 **Draft Personnel Policy Manual**

26 J. Potter recapped information in the memo in the Committee packet. She noted that this
27 meeting is about distributing the document for reading. Discussion will occur at the July
28 meeting.
29

30 B. Atwood noted how impressed he has been with the work and its thoroughness. It is a
31 professional document. T. Ruth expressed special thanks to J. Potter for authoring the base
32 document for discussion. L. Hill-Eubanks noted it showed a good balance of encouraging staff
33 and providing protection for the Commission.
34

35 Waninger will distribute the document to all Commissioners.
36

37 **FY2017 CVRPC Budget and Workplan**

38 Waninger distributed a revised budget that incorporated final numbers on several contracts,
39 added professional editing services for the Regional Plan, and added personnel funds for a
40 temporary (3-4 months) Assistant Planner. The Commission is at capacity for accomplishing
41 work, and there is a potential that an additional \$35,000 in contracts will come in through the
42 year. Waninger expressed support for filling the position by using the Commission’s
43 AmeriCorps VISTA volunteer when she completes her service. The Committee approved the
44 proposal.
45

1 J. Potter asked that the workplan be updated to match the updated budget from June 6 handout.
2 The Committee requested that workplan and budget be added to the Commission’s website to
3 increase transparency, and that it be presented to the full Commission in the future to increase
4 Commissioner understanding of operations and community assistance.

5
6 *J. Potter moved to approve the FY2017 budget as presented today and to approve the workplan*
7 *with changes noted above to match the budget; D. Strong seconded. Motion carried.*

8 9 **Commission Meeting Agenda**

- 10 • Remove “Discussion of changes, as needed” from Regional Plan item description.
- 11 • Have E. Vorwald talk about regional review during public hearing portion of the agenda.
12 Add a web link to the town and regional plans and a copy of the Williamstown staff
13 analysis into the Commission packet.
- 14 • Add a cover memo for the Bright Blue presentation outlining what it is, what they are
15 requesting, and why it’s coming to the full Commission.
- 16 • Delete FY17 municipal assistance report.
- 17 • Modify the CVEDC and Chamber reports to a Regional Partners Report item.
- 18 • Move Committees to after the Regional Partners Report. Add packet info about who is
19 on Committees and how long the individuals have served.

20
21 Members requested that the Director arrange for regional partners representing different interest
22 groups and perspectives to provide updates to the Commission throughout the year.

23 24 **FY 2017 Meeting Schedule**

25 The Committee confirmed it will meet on Tuesday, July 5. D. LaHaye will be out of town for
26 that meeting.

27 28 **Anticipated Executive Session – 1 V.S.A §313(3), Personnel**

29 Given the late hour, the Committee tabled the Session to the July meeting. The Committee asked
30 that the Session be scheduled for 5:30 pm on July 5, and the Chair will halt other business at that
31 time.

32 33 **Adjourn**

34 *D. Strong moved to adjourn at 6:30 pm; L. Hill-Eubanks seconded. Motion carried.*