

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

5 Present:

<input checked="" type="checkbox"/>	Byron Atwood	<input 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 checked="" type="checkbox"/>	Larry Hebert
<input type="checkbox"/>	Tina Ruth				

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7 Staff: B. Waninger, B. MacBrien

8 Guest: None.

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10 Chair B. Atwood called the meeting to order at 6:50 pm.

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12 **Adjustments to the Agenda**

13 None.

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15 **Public Comment**

16 None.

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18 **Consent Items**

19 J. Potter asked that the Financial Report be removed from the Consent Agenda.

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21 *L. Hill-Eubanks moved to approve the Consent Agenda; D. La Haye seconded. Motion carried.*

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23 **Financial Report**

24 B. MacBrien discussed the FY16 financials. CVRPC achieved a net income of ~\$47,000.
25 MacBrien discussed a need to utilize Quickbooks more fully to increase efficiency in managing
26 financial data.

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28 **Contract/Agreement Authorization**

29 *J. Potter moved to approve the FFY17 Transportation Planning Initiative and FY17 Clean Water
30 Education agreements; L. Hebert seconded. Motion carried.*

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32 **Transportation Planning Initiative Work Program & Budget**

33 *L. Hill-Eubanks moved to approve the FFY16 adjustment as presented; D. La Haye seconded.
34 Motion carried.*

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36 **Leave of Absence**

37 B. Waninger explained the question before the Committee is whether to grant approval of the
38 unpaid leave, and if so, whether to maintain health benefits during that leave. *J. Potter moved to
39 approve the leave of absence and unpaid leave and to maintain health benefits during the unpaid
40 leave; D. La Haye seconded. Motion carried.*

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Town Appropriations

L. Hebert moved to maintain the per capita assessment at \$1.10; L. Hill-Eubanks seconded. Motion carried.

Draft Commission Handbook

B. Waninger explained that the Commission provides new Commissioners with a welcome letter the bylaws, and the Regional Plan. Committee member requested the following information be added to the draft outline:

- Responsibility of Commissioners to be liaison to, with, and for their towns with suggestions for liaison opportunities,
- Commissioner notification of meetings by staff with municipalities,
- Roberts Rules of Order,
- Highlight appointment of Alternate Commissioners and how to use them effectively,
- Reference page of Commission policies after posting these policies to the website, and
- Act 250 and Section 248 and the Commission’s role.

Commission Meeting Agenda

Waninger noted that VTrans had requested a list of items Commissioners may want discussed. Committee members suggested the schedule for paving roads, vegetation management policy/practices, and VTrans policy related to walkability in village areas, including sidewalks and crosswalks.

Committee members asked that a memo be included, and a brief discussion highlight, why the public hearing is being held and why the grant might request it.

L. Hill-Eubanks moved to approve the Agenda; D. La Haye seconded. Motion carried.

Add straw poll on election night attendance.

Oct. 31 Executive Commission Meeting

The October 31 meeting was rescheduled for November 1.

Executive Session

None held.

Adjourn

D. La Haye moved to adjourn at 5:46 pm; L. Hebert seconded. Motion carried.