

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Executive Committee**
3 **Minutes**
4 **April 3, 2017**

5
6 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"/> VACANT		

7
8 Staff: B. Waninger, B. MacBrien
9

10
11 Chair B. Atwood called the meeting to order at 4:05 pm.
12

13 **Adjustments to the Agenda**

14 B. Waninger asked that Nominating Committee recruitment be added to the agenda as David Strong
15 requested information be passed along to the Executive Committee.
16

17 **Public Comment**

18 None.
19

20 **Nominating Committee Recruitment**

21 Waninger reported that David Strong has been discussing Nominating Committee participation with
22 Commissioners to encourage volunteers. Strong was asked by the Executive Committee to Chair the
23 Nominating Committee.
24

25 **Consent Items**

26 *J. Potter moved that the Financial Report be removed from the consent agenda today and for the future*
27 *given the federal budget outlook; B. Atwood seconded. Motion carried*
28

29 *J. Potter moved to approve the minutes and Executive Director as presented; D. La Haye seconded.*
30 *Motion carried.*
31

32 **Financial Report**

33 B. MacBrien noted that finances are steadily improving. The ACCD 3rd quarter payment is late due to
34 completion of audit. Payment will facilitate cash flow. MacBrien noted that the value of compensatory
35 time accrued was added to the Balance Sheet. It will be adjusted each month so that the liability is
36 visible. Atwood asked how the organization knows if invoices aren't going out. MacBrien noted she and
37 Waninger meet weekly. MacBrien provides an Accounts Receivables list to Waninger each month.
38

39 Potter said she appreciates the financial report text; it increases her understanding of the financial
40 statements and organization's financial position. She requested the management letter that accompanied
41 the audit. It was not available last month. MacBrien will send it electronically.
42
43

1 **Contract/Agreement Authorization**

2 Waninger reminded the Committee that the North Cascades Trail project was the project in which the
3 Commission had agreed to be applicant and fiscal agent for the Vermont River Conservancy. She
4 provided contract highlights and discussed match risk. Potter requested staff define key terms, such as
5 scoping study, in the cover memo.
6

7 *J. Potter moved to approve the North Cascades Trail Scoping Study agreement as presented; L. Hebert*
8 *seconded. Motion carried.*
9

10 Potter suggested the Committee consider giving the Executive Director authority to sign contracts valued
11 at \$50,000 or less with contracts available for review if desired. Hebert said Williamstown authorizes
12 signature by the Town Manager of \$10,000 or under. The Committee discussed the appropriate dollar
13 amount.
14

15 *J. Potter moved to authorize the Executive Director to sign contracts of \$25,000 or less; B. Atwood*
16 *seconded. Motion carried.*
17

18 **Commission Secretary**

19 Waninger updated the Committee on Tina Ruth's resignation. Ruth had notified the Committee last
20 month that she planned to resign so she could dedicate time to other volunteer opportunities. Potter noted
21 that for the last mid-term vacancy on the Executive Committee, the Board of Commissioners expressed
22 that it was better to move an existing Committee member into an officer position for the duration of the
23 term than to have a new Commissioner join the Committee in the vacated position. L. Hill-Eubanks
24 volunteered to fill out the Secretary term if the Committee wished. The Committee will nominate Hill-
25 Eubanks at the Commission meeting.
26

27 **FY17 Budget Adjustment**

28 Waninger highlighted the budget changes, which included updating project information, the server
29 firewall failure, and personnel changes.
30

31 *L. Hill-Eubanks moved to approve the budget adjustment as presented; J. Potter seconded. Motion*
32 *carried.*
33

34 **Personnel Policy Revisions**

35 Waninger discussed the Commission's policy related to compensatory time in the context of the
36 Executive Director's duties. The two are currently conflicting and resulting in an excess of compensatory
37 time accrued for the Director. She alerted the Committee to the potential for a greater than anticipated
38 June 30 payout under the current policy. The issue was, in part, driven by the 5-month vacancy in the
39 transportation planner position and a need to complete deliverables. She brought the issue to the attention
40 of the Personnel Policy Review Committee, as it is currently working to modify the policies.
41

42 Potter, who chairs the Personnel Policy Committee, stated she appreciates the issue was brought up in
43 advance of having a financial problem. Potter said an interim solution is needed.
44

45 Waninger explained she has taken two actions. With the transportation and GIS positions filled, she has
46 reviewed her calendar and scheduled in vacation time off through the end of the year. She also is re-
47 evaluating tasks she completes to work "smarter, not harder." The intent is to insure tasks she completes
48 are appropriate to the position, rather than planner-level leftover from gap filling. She highlighted
49 potential solutions, which the Committee discussed and debated. Ultimately, the Committee asked the
50 Director to reduce the hours to the extent possible and to insure the remainder of staff brings
51 compensatory time hours to zero by June 30th.

1
2 *L. Hebert moved that CVRPC compensate the Director up the amount of \$4,000 at fiscal year end for*
3 *accrued compensated time, and the ED inform the Committee prior to fiscal year end if there is any new*
4 *circumstance to be considered; D. La Haye seconded. Motion carried. MacBrien noted adding the*
5 *compensatory time liability to the Balance Sheet will assist the Committee to track changes to its value.*
6

7 **FY18 Strategic Activities**

8 Waninger discussed changes to the document since FY16. Goals have not changed. Strategies were
9 modified slightly to tighten their focus. Activities for organizational development are the major change.
10 She requested Committee input into the draft.

11
12 Potter asked that GOAL 2, Strategy B, be updated to add “enhancing committee effectiveness.” She
13 requested FY18 activities include:

- 14 1) developing Rules of Procedure for all committees;
- 15 2) designating Chairs for all committees;
- 16 3) conducting a training on the role of the Chair;
- 17 4) providing committee meetings noticed to the Board of Commissioners; and
- 18 5) reporting Committee activities to Commissioners. She suggest this could be a committee report
19 developed by staff and included in Board packet or could be a Commissioner reporting out at
20 meetings.

21 22 **FY18 Budget**

23 Waninger noted the budget is a first draft. It is built on existing contracts, with the gray areas
24 highlighting contracts that are expected but the amounts are unknown. First drafts do not usually result in
25 a balanced budget, so she is pleased with the draft budget outcome. She stated the bottom line will
26 change as numbers are refined. She advised the Committee not to expect the budget to look so robust in
27 its final form.
28

29 **Commission Meeting Agenda**

30 J. Potter suggested:

- 31 • FY17 interim Secretary and/or interim EC member
- 32 • Committee appointments – vote to fill seats on two committees (nom com then personnel) and
33 review FY18 committee appointments

34
35 *J. Potter moved to approve the Commission meeting agenda as amended; L. Hill-Eubanks seconded.*
36 *Motion carried.*
37

38 Potter recommended bringing transportation issues to the Commission in briefing format to understand its
39 relationship to the rest of the Commission’s work.
40

41 **Executive Session**

42 43 1 V.S.A §313(1)(F), Confidential Attorney-Client Communications

44 Waninger said she wanted to relay information from the Commission’s attorney about an issue the
45 Committee had discussed previously in Executive Session.
46

47 *J. Potter moved to find that the Committee should enter Executive Session to discuss confidential*
48 *attorney-client information made for the purpose of providing professional legal services to the*

1 *Commission, of which premature general public knowledge would clearly place CVRPC or a person*
2 *involved at a substantial disadvantage; L. Hebert seconded. Motion carried.*

3

4 *J. Potter moved to enter Executive Session at 5:55 pm to discuss confidential attorney-client information,*
5 *and to invite the Executive Director to participate in the discussion; L. Hill-Eubanks seconded. Motion*
6 *carried.*

7

8 *J. Potter moved to exit Executive Session at 6:23 pm; B. Atwood seconded. Motion carried.*

9 No action was taken.

10

11 1 V.S.A §313(3), Personnel

12 None held.

13

14 **Adjourn**

15 *L. Hill-Eubanks moved to adjourn at 6:24 pm; D. La Haye seconded. Motion carried.*