

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
 2 **Executive Committee**
 3 **Minutes**
 4 **June 5, 2017**

5
6 Present:

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Byron Atwood | <input checked="" type="checkbox"/> David Strong | <input 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 Guest: Jerry Di’Amico

10
11 Chair B. Atwood called the meeting to order at 4:00 pm.

12
13 **Adjustments to the Agenda**

14 B. Waninger recommended action items be moved to the front of the agenda to accommodate David
15 Strong’s need to leave at 5:30pm. The Committee agreed.

16
17 **Public Comment**

18 None.

19
20 **Consent Items**

21 J. Potter requested the minutes be removed from the consent agenda.

22
23 *J. Potter moved to accept the Executive Director’s Report as presented; D. Strong seconded. Motion*
24 *carried.*

25
26 **May 1, 2017 Meeting Minutes**

27 Potter requested clarification on the change to the minutes. Waninger clarified that La Haye had
28 requested “that at the time of the CVRPC/CVEDC merger discussion” be added between “mentioned”
29 and “the MRVPC” on line 21. B. Atwood noted the adjournment time was 5:26pm.

30
31 *J. Potter moved to accept the May 1, 2017 meeting minutes as amended; D. La Haye seconded. Motion*
32 *carried.*

33
34 **Financial Report**

35 B. MacBrien provided highlights from the financial report. B. Atwood asked about cash flow. MacBrien
36 noted staff was managing cash carefully.

37
38 *J. Potter moved to accept the report as presented; D. La Haye seconded. Motion carried.*
39
40

1 **Reserve Account**

2 B. MacBrien described her research and recommendation regarding reserve accounts. The Committee
3 discussed the account, its opening balance, and whether the Commission should have all its assets in
4 one bank.

5

6 *L. Hebert moved to approve the establishment a reserve fund via a money market account with*
7 *Northfield Savings Bank; J. Potter seconded. Motion carried.*

8

9 **Administrative Services and Leased Employees**

10 Waninger provided an update on her discussions with the Mad River Valley Planning District, Mad River
11 Resource Management Alliance, Cross Vermont Trail, and Wrightsville Beach Recreation District. J.
12 Di'Amico noted he had been unaware that the Commission provided free services to the Alliance. He
13 had spoken with the Selectboard Chair.

14

15 **FY18 Meetings**

16 Waninger requested the Committee review the FY18 meeting dates. She specifically asked whether the
17 July 3 Executive Committee meeting should be moved, and whether the Commission should meet in
18 August. The Committee asked that Waninger poll the newly elected Executive Committee about the July
19 3 date. The full Commission will not meet in August. Atwood noted the July 1 Commission meeting
20 should be July 11.

21

22 **Bank Accounts and Line of Credit**

23 Line of Credit – Waninger explained that People's United Bank is requiring a letter from CVRPC certifying
24 who is authorized to sign on behalf of the organization for a business line of credit.

25

26 *D. D. Strong moved to authorize the Chair, currently Byron Atwood, to sign the line of credit on behalf of*
27 *CVRPC and to sign the authorization letter as presented; J. Potter seconded. Motion carried.*

28

29 Resolution for Account Signatories – Waninger explained the purpose of the resolution was to allow her
30 to have the bank prepare a new signature card for CVRPC's accounts so signatures could be obtained
31 valid when new officers were installed. This will facilitate a smooth transition.

32

33 *L. Hebert moved to adopt the resolution as presented; D. La Haye seconded. Motion carried.*

34

35 **Procurement Policy**

36 Waninger explained that VTrans finance staff has questioned RPC procurement policies related to
37 differences between state procurement requirements and federal requirements. The specific concern
38 was micro-purchase language. VTrans is requiring that RPCs amended their policies by July 1 to include
39 the language provided in the updated policy.

40

41 *D. Strong moved to adopt the Procurement Policy as amended; L. Hebert seconded. Motion carried.*

42

1 **Commission Meeting Agenda**

2 *D. La Haye moved to approve the agenda as presented; L. Hebert seconded. Motion carried.*

3

4 **Executive Session**

5 1 V.S.A §313(1)(A), Contracts - None held.

6

7 1 V.S.A §313(3), Personnel

8 *J. Potter moved to enter Executive Session at 5:11 pm to discuss personnel evaluations with the inclusion*
9 *of the Executive Director; D. Strong seconded. Motion carried.*

10

11 *J. Potter moved to exit Executive Session at 6:13 pm; B. Atwood seconded. Motion carried.*

12

13 No action was taken.

14

15 **Adjourn**

16 *J. Potter moved to adjourn at 6:14 pm; B. Atwood seconded. Motion carried.*