



EXECUTIVE COMMITTEE

July 31, 2017

4:00 p.m. at CVRPC's Office

Page **AGENDA**

- 4:00¹ Adjustments to the Agenda**
- 4:05 Public Comment**
- 4:10 Consent Items (enclosed)²**
- 2 a) Meeting Minutes – July 5 and July 11, 2017
- 8 b) Executive Director Report
- 4:15 Reserve Account**
A bank representative will provide documents for signature
- 4:25 Financial Report**
FY17 closeout is in progress. Staff will provide a summary of anticipated outcomes.
- 4:35 Personnel Policy Manual²**
Draft provided previously. Review and possible adoption.
- 9 **5:05 Commissioner Survey (enclosed)**
Review draft survey and modify as needed.
- 5:20 Anticipated Executive Session – 1 V.S.A §313(1)(A), Contracts²**
- 6:00 Adjourn**

¹ All times are approximate unless otherwise advertised

² Anticipated action item

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Executive Committee

DRAFT Minutes

July 5, 2017

Present:

- Julie Potter
- Dara Torre
- Byron Atwood
- Laura Hill-Eubanks
- Steve Lotspeich
- Michael Gray
- Don La Haye

Staff: B. Waninger, B. MacBrien

Guest: None

Chair J. Potter called the meeting to order at 4:06 pm.

Adjustments to the Agenda

Waninger requested the DEC contract be tabled and FY18 budget and workplan be removed. CVRPC is negotiating language changes with DEC. Due to technology challenges, the work plan and budget were sent late. Waninger asked that Committee members take sufficient time to review the documents.

Public Comment

None.

Meeting Minutes

L. Hill-Eubanks moved to approve the June 5, June 13, and June 13, 2017 minutes as presented; D. La Haye seconded. Motion carried.

Financial Report

B. MacBrien noted cash flow is improving with receivables paid in a shorter timeframe. Payables are within normal fluctuations with most being contractor bills. CVRPC is staying within budget for expenses. VTrans agreed to a modification of the FY18 indirect rate.

J. Potter asked about the \$3,000 invalid receivable and when CVRPC should write it off. MacBrien noted the receivable is likely match recorded incorrectly or a project for which CVRPC did not provide sufficient match and could not draw down all awarded funds.

MacBrien said the note on page 13 should be with the Payroll item instead of Other Expense. Payroll shows as 98% expended because it includes accrued paid time off. The time off has not been paid out.

L. Hill-Eubanks moved to accept the Financial Report as presented; M. Gray seconded. Motion carried.

1 **Contract/Agreement Authorization**

2 Northwest Regional Planning Commission, Local Energy Planning Amendment - *D. Torre moved to*
3 *approve the Northwest Regional Planning Commission Local Energy Planning Amendment as presented;*
4 *D. La Haye seconded. Motion carried.*

5
6 VT Department of Environmental Conservation, Municipal Class IV Road Remediation and
7 Demonstration Project – Removed from the agenda.

8
9 **Brownfield Program Authorizations**

10 Waninger provided an overview of the sites and actions to date. The Brownfields Advisory Committee
11 (BAC) did not have quorum at its June meeting, and could not take action. Staff requested Executive
12 Committee approval to assist with Brownfield Program progress. J. Potter, a member of the BAC, noted
13 that members present at the BAC’s June meeting were supportive of the requested actions.

14
15 Woodbury General Store

16 *L. Hill-Eubanks moved to approve extending the time to execute the P&S to July 31, 2017 and to*
17 *authorize limited work on the site assessment prior to execution of the P&S; S. Lotspeich seconded.*
18 *Motion carried with M. Gray abstaining for a conflict of interest. Gray is a Selectman and involved in the*
19 *P&S negotiation for the Town.*

20
21 Montpelier Union Elementary School

22 *M. Gray moved to accept the site into the program and to authorize up to \$65,000 for a Phase 2*
23 *Environmental Site Assessment and Corrective Action Plan, including site redesign, if needed; L. Hill-*
24 *Eubanks seconded. Motion carried.*

25
26 **5-Year Strategic Goals and FY18 Activities**

27 Waninger noted several dates were changed after she developed the quick-reference table. S. Lotspeich
28 noted the plan seemed ambitious. Waninger agreed that it was. Some activities had already begun.
29 Some, like the communications plan, were designed to involve staff in the organization’s rebuilding.
30 Potter said the Executive Committee should anticipate checking progress quarterly.

31
32 *D. La Haye moved to approve the 5-year strategic goals and FY18 activities with a change to the date on*
33 *page 28, line 3 to 12/31/17; S. Lotspeich seconded. Motion carried.*

34
35 **FY18 Budget and Work Plan**

36 Tabled to a special Executive Committee meeting on July 11, 2017.

37
38 **Transportation Planning Initiative**

39 FFY17 Transportation Planning Initiative Amendment - Waninger highlighted changes to the FFY17 work
40 program and budget. The Transportation Advisory Committee (TAC) approved the changes in June.

1 S. Lotspeich moved to approve the FFY17 Work Plan and Budget Adjustment as presented; D. Torre
2 seconded. Motion carried.

3
4 FFY18 Transportation Planning Initiative - Waninger noted staff had modified the document since the
5 TAC approved it in June. The program budget had not been reconciled with CVRPC's annual budget.
6 Contractor funds were not available for studies.

7
8 Lotspeich asked how funds for contractor studies were determined and whether VTrans required the
9 studies. Waninger said VTrans does have required activities. Contractor studies are at the discretion of
10 the RPC. All project and program budgets must fit within CVRPC's organization budget. Funding staff
11 technical assistance to towns and required state activities is CVRPC's first priority. If funds remain,
12 CVRPC will dedicate funds to studies.

13
14 L. Hill-Eubanks moved to approve the FFY18 Work Program and Budget as presented; M. Gray seconded.
15 Motion carried.

16 **Administrative Services Agreement and Leased Employees**

17 Potter had briefed new Committee members on the issue prior to the meeting. Waninger said the
18 MRVPD and MRRMA expected to transition services by August 1. WBRD and Cross VT anticipated
19 continuing to December 31. In the meantime, WBRD is working to enhance its internal controls. Cross
20 VT is awaiting CVRPC's decision about using the leased employee for CVRPC's transportation program
21 and for project management services. Waninger said CVRPC is at staff capacity. She expected
22 additional grants would arrive in the fall. The Committee could decide whether to expand CVRPC's
23 capacity using the Cross Vermont leased employee or to conduct studies. She would wait to request a
24 decision until then, and would talk with the Cross Vermont Trail Director.

25 26 **Commission Meeting Agenda**

27 Committee members asked if Jamie Stewart would be attending. Waninger said Stewart planned to
28 attend quarterly. His spam filter caught the June meeting notice. CVRPC's meeting is on his calendar.

29
30 Potter requested the budget presentation include graphics depicting where money comes from (sources
31 – local, state, federal, etc.) and by program areas (revenues – transportation, municipal services, etc.).

32
33 L. Hill-Eubanks moved to approve the July 11 Commission meeting agenda as presented; D. La Haye
34 seconded. Motion carried.

35 36 **Anticipated Executive Session**

37 1 V.S.A §313(3), Personnel

38 D. Torre moved to enter Executive Session for Personnel at 5:35 pm; M. Gray seconded. Motion carried.

39
40 D. La Haye moved to exit Executive Session at 5:45 pm; M. Gray seconded. Motion carried.

41

1 No action was taken.

2

3 1 V.S.A §313(1)(A), Contracts

4 The Committee reviewed and briefly discussed a potential need for contractor services.

5

6 *D. La Haye moved to find that premature general public knowledge of the contract would clearly place*
7 *CVRPC at a substantial disadvantage; L. Hill-Eubanks seconded. Motion carried.*

8

9 *L. Hill-Eubanks moved to enter Executive Session to discuss a proposed contract at 5:49 pm; M. Gray*
10 *seconded. Motion carried.*

11

12 *D. Torre moved to exit Executive Session at 6:20 pm; S. Lotspeich seconded. Motion carried.*

13

14 No action was taken.

15

16 **Commission Agenda**

17 Recognizing the budget and work program had been tabled for discussion, the Committee discussed
18 whether staff should prepare a presentation based on the proposed budget. The Committee elected to
19 remove the FY18 Work Plan and Budget from the July Commission agenda and to place it on the next
20 agenda. D. Torre suggested all Commissioners might benefit from the new Commissioners training. The
21 Committee agreed. Staff will modify the agenda.

22

23 **Adjourn**

24 *D. La Haye moved to adjourn at 6:30 pm; S. Lotspeich seconded. Motion carried.*

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
 2 **Executive Committee**
 3 **DRAFT Minutes**
 4 **July 11, 2017**

5 Present:

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Julie Potter | <input checked="" type="checkbox"/> Laura Hill-Eubanks | <input type="checkbox"/> Michael Gray |
| <input checked="" type="checkbox"/> Dara Torre | <input checked="" type="checkbox"/> Steve Lotspeich | <input checked="" type="checkbox"/> Don La Haye |
| <input checked="" type="checkbox"/> Byron Atwood | | |

7 Staff: B. Waninger

8 Guest: None

9 Chair J. Potter called the meeting to order at 6:20 pm.

10 **Adjustments to the Agenda**

11 None.

12 **Public Comment**

13 None.

14 **Executive Session - 1 V.S.A §313(1)(A), Contracts**

15 The Committee continued discussion of a potential professional services contract.

16 *L. Hill-Eubanks moved to find that premature general public knowledge of the contract would clearly place CVRPC at a substantial disadvantage; D. La Haye seconded. Motion carried.*

17 *S. Lotspeich moved to enter Executive Session to discuss a proposed contract at 6:23 pm; D. Torre seconded. Motion carried.*

18 *D. Torre moved to exit Executive Session at 6:33 pm; D. La Haye seconded. Motion carried.*

19 No action was taken.

20 **Contract/Agreement Authorization**

21 *L. Hill-Eubanks moved to authorize the Executive Director to sign the agreement with the VT Agency of Commerce and Community Development for Municipal and Regional Planning and Related Activities with a change on page 2, 1. Parties to delete "Bennington County Regional" and replace it with Central Vermont Regional Planning; S. Lotspeich seconded. Motion carried.*

1 **FFY18 Transportation Planning Initiative Budget**

2 *D. La Haye moved to approve the revised FFY18 Transportation Planning Initiative budget; D. Torre*
3 *seconded. Motion carried.*

4
5 **FY18 Budget and Work Plan**

6 Waninger provided a training and presented the proposed FY18 budget and work plan. She updated the
7 Committee on notifications received on Monday.

- 8
9
- 10 • FEMA rejected the scope of work change for the HMGP Mega project to add eight new Local
11 Hazard Mitigation Plans. FEMA specified that towns must have been named in the original
12 application. This results in a \$40-50,000 revenue gap for the budget. It also leaves communities
13 without anticipated planning assistance.
 - 14 • The USDA Forest Integrity application was awarded funding. This 3-year effort, lead by VT
15 Forests, Parks, and Recreation, will provide maps and model language in support of the
16 statutory requirement that municipal plans address forest integrity. CVRPC will assist in product
17 development and test the products with Central Vermont communities. The majority of
18 CVRPC's work occurs in the final 18 months. The grant will bring modest revenues in FY18
19 (~\$2,000-3,000).

20 Waninger noted that ACCD requires an organizational budget to execute the FY18 agreement approved
21 earlier. Waninger recommended approving the budget and with an understanding that staff will bring a
22 revised budget for approval in October or November. By then, CVRPC should have final numbers for
23 FY17 end contract balances and award amounts for revenue areas shaded in gray.

24
25 *L. Hill-Eubanks moved to approve the FY18 budget and work plan as presented; D. Torre seconded.*
26 *Motion carried.*

27
28 **Adjourn**

29 *L. Hill-Eubanks moved to adjourn at 6:57 pm; D. La Haye seconded. Motion carried.*

Executive Director's Report

July 25, 2017

Housing Data Portal

RPCs have agreed to pool resources to support the Vermont Housing Finance Agency's (VHFA) efforts to modernize and expand its Vermont Housing Data website (www.housingdata.org). Using the site, communities and partners can build extensive housing data profiles for a single community, a county, or the state. The project is expected to be developed in two phases. Phase 1 will focus on building the infrastructure from scratch and importing data for Northwestern Vermont I, meaning Chittenden, Franklin, and Grand Isle Counties. Phase 2 will build out the site for the remainder of the state.

What types of information are already available through the site?

- Recent and accurate indicators available about residents and their housing at the community, county, and regional level, including new indicators of housing quality and vacancy rates.
- Numerous formats for viewing results including 1-page Community Profile and maps.
- An updated, automated tool for preparing Housing Needs Assessments at the community, county and regional level.
- A Directory of Affordable Rental Housing (a housing locator for Vermonters seeking affordable rental housing) customizable by the user to deliver alerts when vacancies become available.
- More data to inform Fair Housing considerations.
- Policy action toolbox based on best practices and lessons learned from Vermont communities.

RPCs and other organizations will provide additional match VHFA can use to leverage grant funds for the project. We'll also act as project advisors to assist VHFA in addressing local and regional needs.

Mitigating Flooding of Lake Champlain and the Richelieu River

The US-Canada International Joint Commission's Lake Champlain Richelieu River Study Board released its workplan to better forecast and mitigate flooding along the Lake Champlain-Richelieu River basin. The workplan approach recommends:

- developing hydraulic models to forecast water levels and evaluate potential flood management and mitigation measures,
- analyzing flood management from social, political and economic perspectives, and
- analyzing both structural and non-structural flood mitigation measures.

The workplan notes that a list of possible flood damage reduction measures has already been assembled. As upland forests play a critical important role in water retention and storage, CVRPC recommends communities follow the development of this 5-year effort and comment on its work products. The proposed workplan is available at <http://www.participateijc.org/Champlain-Richelieu>.



Commissioner Survey

Purpose

The purpose of this survey is to evaluate overall effectiveness of CVRPC Board of Commissioner meetings. The survey's results should guide meeting changes that engage Board members in their roles as municipal liaison and regional representative. The results will be shared with Commissioners.

Role of the Executive Committee

Evaluate the survey and offer feedback. Are these the right questions?

UNDERSTANDING COMMISSIONERS

- A. How long have you served on the CVRPC Board of Commissioners? (<3 yrs, 4-8 yrs, >9 yrs)
- B. Do you serve on other Boards? Y / N
 - i. If yes, how many?
- C. Do you currently participate on your local government's boards or committees (check all that apply)?
 - Selectboard
 - Planning Commission
 - Development Review Board
 - Zoning Board of Adjustment
 - Conservation Commission
 - Energy Committee
 - School Board
 - Other (please specify)
- D. Why did you choose to participate on the CVRPC Board? (open ended)
- E. What skills and knowledge do you bring to the Board? (open ended)
- F. What can we do to increase your participation in Commission activities this year? (open ended)

BOARD MEETING EVALUATION

Pre-Meeting Communication

- A. Is information distributed prior to meetings helpful? Y / N

- i. If no, why not?
- B. Is information distributed in a timely manner? Y / N
- C. Were the agendas well planned and clear? Y / N
 - i. If no, what should be changed?

Meeting

- A. Does the meeting facility meet your needs? Y / N
 - i. If no, what should be changed?
- B. What could the Board Chair do to increase meeting effectiveness? (open ended)
- C. Do you feel free to contribute or voice concerns? Y / N
 - i. If no, why?
- D. Was staff participation appropriate? Y / N
 - i. If no, why not?

Meeting Content and Format

- A. How helpful is the meeting content?

Content	1 = Excellent 5 = Poor	Areas to Strengthen?
Business information - trainings, 5-year goals, annual budget presentation, committee activities, etc.		
Policy discussion - legislation, state plans & actions, speakers, project presentations, etc.		
Updates and presentations by other organizations		
Executive Director updates		
Staff updates		

- B. For the upcoming year, what topics or discussions do you feel would benefit the Board? (open ended)
- C. I prefer background information for policy discussions be conveyed by: (check all that apply)
 - A single speaker
 - Panelists with varied viewpoints
 - Staff presentation
 - Briefing papers (2-5 pages)
 - Displays set up prior to the meeting
 - Facilitated Commissioner discussion
 - Mix it up, please!
- D. How can Commission meetings better support you in your municipal liaison role? (open ended)
- E. If you could change one thing about Commission meetings, what would it be? (open ended)
- F. What question hasn't been asked that you wish we'd asked? (open ended)



MEMO

Date: July 24, 2017

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: GIS Services Policy Annual Report

This memo provides the FY17 Annual Report of free GIS services provided to municipalities.

In 2016, the Executive Committee updated CVRPC’s GIS Services Policy. Through the updated policy, member municipalities receive 12 hours of GIS services a year at no charge. These hours can be used for map making, data development, GIS analysis, or GIS user assistance. As part of the policy, the Executive Committee requested an annual report of services used.

Municipality	Hours	Project
Barre City		
Berlin	6.25	Web map
Barre Town		
Cabot		
Calais	14.00	Web map
Duxbury	6.75	Emergency zone maps
East Montpelier	1.75	Web map
Fayston		
Marshfield		
Middlesex	4.00	Town forest map
Montpelier		
Moretown		

Municipality	Hours	Project
Northfield	.75	Zoning data
Orange		
Plainfield	.75	Zoning map
Roxbury		
Waitsfield		
Warren		
Washington		
Waterbury		
Williamstown		
Worcester		
Woodbury	1.00	Town Plan maps

Total Service Hours = 35.25