

1                                   **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
2   **Executive Committee**  
3   **Minutes**  
4   **August 16, 2017**

5  
6 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  
8 Staff: B. Waninger  
9 Guest: None

10  
11 Chair J. Potter called the meeting to order at 4:02 pm.

12  
13 **Adjustments to the Agenda**

14 None.

15  
16 **Public Comment**

17 None.

18  
19 **Contract/Agreement Authorization**

20 S. Lotspeich noted a correction to the contract with Lamoureux & Dickinson. On Attachment A: Scope of  
21 Work, 2<sup>nd</sup> paragraph, 3<sup>rd</sup> line, “sign” should be replaced with “sight” as in “...intersection of Lords Road  
22 has poor sight distance...”

23  
24 *L. Hill-Eubanks moved to approve the contract as modified and the agreements as presented, and to*  
25 *authorize the Executive Director to sign the contract and agreements; D. La Haye seconded. Motion*  
26 *carried.*

27  
28 **Designation of Intuit Primary Contact**

29 B. Waninger explained that the Commission needs to update its primary contact for QuickBooks due to  
30 staffing changes. Intuit, which owns the product QuickBooks, requested a letter from Commission. The  
31 Executive Committee is authorized to complete this type of action. Staff requests that the Executive  
32 Director be authorized as the primary contact. The primary contact can add and delete users from the  
33 account. CVRPC would delete authorization for past employees and add its contracted accountant.

34  
35 *B. Atwood moved to authorize the Chair to sign the letter to Intuit to designate Bonnie Waninger,*  
36 *Executive Director, as primary contact for the account; D. La Haye seconded. Motion carried.*

1 **Staffing Update**

2 Wanager informed the Committee that the Commission has hired Clare Rock as a Senior Planner. Rock  
3 worked for CVRPC as an Assistant Planner ~8 years ago, was the zoning administrator in Waterbury for  
4 several years, and currently serves as Richmond's Town Planner. She lives in Montpelier. Rock adds  
5 long term planning and graphic skills to the Commission staff skill set. She begins work September 19.

6

7 **Adjourn**

8 *D. La Haye moved to adjourn at 4:20 pm; B. Atwood seconded. Motion carried.*