

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

5  
6 Present:

- |                                                  |                                                     |                                                  |
|--------------------------------------------------|-----------------------------------------------------|--------------------------------------------------|
| <input checked="" type="checkbox"/> Julie Potter | <input type="checkbox"/> Laura Hill-Eubanks         | <input checked="" 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: Nicole Sancibrian (CVRPC accounting contractor), Brian Fitzgerald (CVRPC Project Review  
10 Committee Chair)

11  
12 Chair J. Potter called the meeting to order at 4:06 pm.

13  
14 **Adjustments to the Agenda**

15 Waninger requested the following adjustments to the agenda:

- 16       • Add item regarding feedback for staff on a process for commenting on state policy and  
17       procedures; and  
18       • Remove the Commissioner Handbook.

19  
20 The Committee accepted these adjustments.

21  
22 **Public Comment**

23 None.

24  
25 **Consent Items**

26 *M. Gray moved to approve the consent items as presented; S. Lotspeich seconded. Motion carried.*

27  
28 **Financial Update**

29 N. Sancibrian provided examples of draft financial statements. She has updated the Commission's Chart  
30 of Accounts to reflect individual contracts and global expenses. In the future, the Profit & Loss  
31 Statement will be called Revenue & Expenses to reflect CVRPC's actual operating style. Sancibrian has  
32 entered all timesheet information into QuickBooks. When contracts are billed, the Commission can  
33 print a "time by contract" summary versus its current practice of manually creating a large spreadsheet  
34 and sending it and timesheet copies to agencies. By the next meeting, Sancibrian expects to have a  
35 budget to actual report available.

36  
37 The Committee discussed the Commission's reserve fund, recommended and preferred reserve  
38 amounts, and the Commission's cash position.

1  
2 Sancibrian noted she had converted payroll for the Wrightville Beach Recreation District from manual to  
3 the QuickBooks payroll function. This has saved time and reduced the potential for error.  
4

5 **Administrative Services Agreement and Leased Employees**

6 Waninger reported that the Mad River Valley Planning District had transitioned its employees to the  
7 MRVPD and had found another financial administrator as of July 31. The Mad River Resource  
8 Management Alliance will use VLCT for financial administration as of September 1.  
9

10 Waninger discussed improvements to the Wrightville Beach Recreation District (WBRD) internal  
11 controls, including more involvement of WBRD Board members. The organization is making progress in  
12 addressing the Commission's request. Waninger noted she anticipated WBRD will request CVRPC  
13 maintain services beyond December 31. CVRPC's services provide confidence in the District's financial  
14 management. The Committee briefly discussed the pros and cons of maintaining the service. Waninger  
15 noted staff was not requesting to continue the service, only providing a heads up that the Commission  
16 may receive the request.  
17

18 Waninger asked for Committee feedback on maintaining the Cross Vermont Trail employee as a leased  
19 employee. The Committee discussed advantages to CVRPC for project management and augmenting  
20 staff services. It agreed that staff could continue the conversation with Cross Vermont towards that  
21 direction.  
22

23 **FY18 Commission Budget**

24 Waninger highlighted major changes for revenue and expenses. The Committee discussed unconfirmed  
25 revenues. At Atwood's request, Waninger noted that the Clean Water and EMPG revenues are most  
26 likely to change. Expenses still include reserves and server replacement at \$20,000 each. If revenues  
27 are substantially reduced through the year, these expenses could be modified. Other than this, the  
28 budget is tight and accurate to date. S. Lotspeich noted two corrections: the FY18 label and the percent  
29 change formula for expenses.  
30

31 *B. Atwood moved to approve the budget adjustment with the corrections noted; D. La Haye seconded.*  
32 *Motion carried.*  
33

34 **Project Review Committee**

35 Waninger provided over of process versus procedure. All committees have procedures except Project  
36 Review, Town Plan Review (hasn't met), and Clean Water (isn't formed).  
37

38 B. Fitzgerald discussed the Project Review Committee's recommendations.  
39

40 Waninger reviewed Substantial Regional Impact (SRI) in regards to state statute and the Commission's  
41 use of it as a threshold for project review. She noted SRI is municipalities deciding together the type and  
42 intensity of impact that constitutes a "regional" impact. By statute, CVRPC can chose to comment on

1 any Act 250 or Section 248 application. The Board of Commissioners set SRI as the threshold for Board  
2 review projects. In addition, the Commission's annual agreement with the Agency of Commerce  
3 requires the Commission to comment on major applications or applications that go to hearing.  
4

5 The Committee considered whether advice from outside parties should be solicited for project review  
6 discussions, discussed whether and how Commissioners should be made aware of Project Review  
7 Committee decisions, and discussed conflict of interest.  
8

9 *S. Lotspeich moved to forward the documents as presented to the full Commission with a*  
10 *recommendation for approval; D. Torre seconded. Waninger asked if it was the Committee's intent to*  
11 *incorporate its thoughts related to informing Commissioners of Project Review Committee decisions. The*  
12 *Committee said staff should include decision letters in the Commission packet, and the Project Review*  
13 *Committee could incorporate a documentation/transparency process in the future. Motion carried.*  
14

#### 15 **Commission Meeting Agenda**

16 *D. Torre moved to approve the agenda as presented; D. La Haye seconded. Motion carried.*  
17

#### 18 **Commenting on State Policy and Procedure**

19 Waninger requested Committee guidance on a Commission process for commenting on state policies  
20 and procedures. The Commission incorporated policy and procedure review into its FY18 strategic  
21 actions.  
22

23 Options could include:

- 24 • Staff prepares and submits comments;
- 25 • Staff prepares comments for Commission review and approval; or
- 26 • The Commission assigns this task to a Committee.  
27

28 Waninger noted the Commission was not required to comment on state policy and procedure. Agencies  
29 have expressed a desire for hearing the Commission's perspective.  
30

31 Waninger suggested assigning the task to the Regional Plan Committee might be a good fit. The  
32 Committee recommends Regional Plan policies to the full Commission. The task would maintain the  
33 Committee as an active body when Regional Plan revisions were not active. This may require revising  
34 the Committee membership and/or recruiting new members to the Committee. The Executive  
35 Committee leaned toward assigning the task to a committee. Members expressed caution about  
36 Commissioner and staff capacity. It requested staff develop a proposal for consideration and include a  
37 list of plans and policies that may be available for review in the next 6-12 months.  
38

#### 39 **Adjourn**

40 *D. La Haye moved to adjourn at 6:25 pm; B. Atwood seconded. Motion carried.*