

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
Minutes
October 2, 2017

Present:

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

Staff: Bonnie Waninger

Guests: Nicole Sancibrian (Contracted Accountant), Greg Western (Cross Vermont Trail Association)

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

Adjustments to the Agenda

J. Potter suggested the Cross Vermont Trail Association discussion after the consent items.

Public Comment

None.

Consent Items

L. Hill-Eubanks moved to approve the September 5 and September 12, 2017 minutes as presented; M. Gray seconded. Motion carried.

Leased Employee and Administrative Services

Cross Vermont Trail Association (CVTA) – B. Waninger provided background history on CVRPC’s relationship with CVTA. CVTA’s Coordinator/Executive Director position started as a position with the Vermont Agency of Natural Resources, transitioned to a position at VTrans, before transitioning to a position at CVRPC. Greg Western is a CVRPC employee leased to CVTA.

G. Western said that CVTA wants to be a small, valued added organization that fills gaps without duplicating services. CVTA was incorporated in the late 1990s when a bridge built over the Winooski River had plans but did not have an owner or insurer. CVTA incorporated to be the owner/insurer. CVTA accomplishes its mission through partnerships. It prefers to be part of another organization and that organization’s overhead rather than being a fully independent organization. CVTA believes working with CVRPC is its best option. Western discussed how CVTA could work with CVRPC on other transportation work, mentioning a potential fee for service arrangement.

Western requested to meet with N. Sancibrian and B. Waninger to discuss options. He asked whether CVTA and CVRPC’s attorneys could speak directly to speed development of options.

1 Waninger noted this would involve CVRPC's employment law and contract attorneys. Potter stated
2 CVRPC needs to be comfortable with the menu of options and/or a particular strategy before
3 investing additional legal resources. Waninger will arrange a meeting between Western, Sancibrian,
4 and herself. Western requested time on the November Committee agenda. He would provide
5 detailed options. The Committee requested CVTA provide its proposals at least two weeks in
6 advance so CVRPC can discuss them with its attorneys and accountant prior to the meeting. Potter
7 emphasized CVRPC's support for CVTA's mission and appreciation for its role in trail development.
8 She expressed hope that the organizations could find a mutually agreeable path to the future.
9

10 **Financial Report**

11 N. Sancibrian presented the July Revenue and Expense report and Balance Sheet. The financial system
12 modification is substantially complete. Employee time is being entered into QuickBooks, which greatly
13 increases the speed of invoicing. Several contracts ended on September 30, and final adjustments are
14 being made. Cash flow adequate right now, and FY18 invoicing will increase it. Over the next 10 days,
15 Sancibrian will be preparing the organization for its audit. The auditor has requested a substantial
16 amount of information in advance to review prior to field checks. A draft audit is expected to be
17 available 7-10 days after field work is completed, we in advance of the November 30 deadline for
18 submitting the audit to ACCD. Depending on the auditor's schedule, the Executive Committee may
19 receive the auditor's presentation with the draft audit in November or the final audit in December.
20

21 **Contract/Agreement Authorization**

22 *S. Lotspeich moved to authorize CVRPC to proceed with the High Meadows Fund Winooski Headwaters*
23 *Resilience project as presented; L. Hill-Eubanks seconded. Motion carried.*
24

25 *L. Hill-Eubanks moved to approve the Agency of Transportation FFY18 Transportation Planning Initiative*
26 *agreement and to have the Executive Director sign it; M. Gray seconded. Motion carried.*
27

28 **FY18 Budget Adjustment**

29 *S. Lotspeich moved to approve the FY18 budget adjustment as presented; M. Gray seconded. Motion*
30 *carried.*
31

32 **Leased Employee and Administrative Services**

33 Central Vermont Public Safety Authority (CVPSA) – Waninger said Paco Aumund, Executive Director of
34 the CVPSA, asked to meet to discuss potential CVRPC services for the CVPSA. This was an
35 exploratory conversation only; Aumund understands CVRPC is evaluating whether to continue
36 providing leased employee and accounting services. Aumund asked to explore three services areas:
37 leased employee, accounting, and planner services. Planner services would be similar to what
38 CVRPC provides to the LEPC5 – meeting coordination, grant writing and administration – with a few
39 additional responsibilities, such as long range planning. CVRPC would not be responsible for
40 negotiations among municipalities for joint services.
41

1 The Committee discussed the type and potential impact to CVRPC of providing these services.
2 Potter suggested CVRPC develop a policy for fee-for-service arrangements, such as guidance on the
3 acceptable scale of operations and how well services dovetail into CVRPC's existing operations.
4

5 The Committee requested the following information for its November meeting:

- 6 • Sample fee-for-service contracts that address fees and penalties. Information about CVRPC's
7 liability within these arrangements and how CVRPC mitigates those liabilities.
- 8 • An update on Wrightsville Beach Recreation District and a final decision on whether accounting
9 services should be extended beyond December 31, 2017.
- 10 • A discussion with CVTA about options for the future and a final decision on whether the existing
11 arrangement should be extended beyond December 31, 2017 in its current form.
- 12 • An outline of issues to be considered to form policy in this area, implications of those issues to
13 other groups, the generally feasibility of CVRPC providing leased employee and accounting
14 services, and other choices CVRPC might have in this area.
15

16 The Committee requested Waninger relay its preliminary thoughts to CVPSA:

- 17 • Leased employee – CVRPC is not prepared to provide these services at this time.
- 18 • Planning services – CVRPC would like to continue discussions in this area as it appears to
19 meet the organization's mission and assists municipalities with planning services.
- 20 • Accounting services – CVRPC is interested in exploring these services further, especially as a
21 fee-for-service policy emerges in the upcoming months.
22

23 **Strategic Plan FY18 Action Progress Review**

24 The Committee reviewed information provided in advance. Members noted the table made it easy to
25 review progress. Waninger discussed areas in which deadlines had been revised and why. The table
26 includes steps completed and to be completed for several of those items.
27

28 **Statewide Relations Between RPCs and Natural Resource Conservation Districts**

29 Waninger provided background on the evolution of Natural Resource Conservation Districts (NRCDs),
30 and of regional planning commission (RPC) work to secure clean water planning funds to better
31 integrate local and regional plans and planning into the State's Tactical Basin Plans. She noted that the
32 legislative change allowing ANR to provide planning funds to both RPCs and NRCD will likely result in
33 reduced funding to RPCs.
34

35 **Municipal Dues**

36 The Committee reviewed the staff memo. With four Committee members in attendance and a decision
37 deadline of November 15, the Committee tabled a decision to its November meeting. Waninger will
38 provide a table outlining the effect of a dues increase on each municipality and provide a draft letter to
39 municipalities framing a dues increase.
40

1 **Commission Meeting Agenda**

2 Waninger noted she would be out of town for the meeting. She will add the speaker's names to the
3 Basin Plan agenda item. The Committee suggested future agendas be arranged to have speakers and
4 hearings first followed by regular business. This will be implemented for the November meeting.

5

6 *L. Hill-Eubanks moved to approve the October 10 Commission agenda as presented; M. Gray seconded.*
7 *Motion carried.*

8

9 Given the CVTA discussion and other known agenda items, Potter warned members that the
10 Committee's November meeting would be longer than two hours. Waninger will provide snacks and
11 beverages.

12

13 **Adjourn**

14 *S. Lotspeich moved to adjourn at 6:50 pm; M. Gray seconded. Motion carried.*