

1                                   **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
2                                   **Executive Committee**  
3                                   **Minutes**  
4                                   **January 2, 2018**

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 type="checkbox"/> Don La Haye  |
| <input checked="" type="checkbox"/> Byron Atwood |  |                                       |

7  
8 Staff: B. Waninger

9 Guests: None

10  
11 Chair J. Potter called the meeting to order at 4:05 pm.

12  
13 **Adjustments to the Agenda**

14 J. Potter noted the following items would be added to the agenda:

- 15       • WBRD and CVTA contract updates
- 16       • Executive Director evaluation
- 17       • Staff update

18  
19 **Public Comment**

20 None.

21  
22 **Financial Report**

23 The 11/30 financials were provided at the meeting. B. Waninger noted the audit is complete and Nicole  
24 is working to develop the indirect rate proposal. Staff have continued work to reduce administrative  
25 costs. She noted that CVRPC is generally doing well and budgets-to-actuals are corresponding to  
26 expectations for the year.

27  
28 **Contract/Agreement Authorization**

29 Waninger noted that the indirect rate note for the Northfield stormwater should have been deleted.

30  
31 *B. Atwood moved to authorize the Executive Director to sign the agreements, contracts, and*  
32 *amendments as presented for:*

- 33       • *Chittenden County Regional Planning Commission – DEC HMGP,*
- 34       • *VT Department of Public Safety – HMGP Mega,*
- 35       • *VT Department of Public Safety – HMGP Mega Admin,*
- 36       • *VT Department of Public Safety – Emergency Management Performance Grant FFY2017,*
- 37       • *Northwest Regional Planning Commission – Act 174 Municipal Assistance Year 2, and*

1       • *Department of Environmental Conservation – Northfield Water Street Stormwater Structure;*  
2 *S. Lotspeich seconded. Motion carried.*

3  
4 *B. Atwood moved to authorize the Executive Director to sign the Department of Forests, Parks &*  
5 *Recreation – Forest Integrity Project Aid agreement if the allowable Indirect Rate is amended; L. Hill-*  
6 *Eubanks seconded. Motion carried.*

### 7 8 **Accounting Services**

9 Waninger discussed services to date. Modernize the financial system is substantially completed. It has  
10 resulted in strong confidence in the financial statements. There are some challenges with availability.  
11 Staff recommends extending the contract to July 31, 2018.

12  
13 *S. Lotspeich moved to authorize the Executive Director to sign the contract amendment for accounting*  
14 *services with Nicole Sancibrian, CPA; D. Torre seconded. Motion carried.*

### 15 16 **Policies and Procedures**

17 Records Retention – *L. Hill-Eubanks moved to adopt the Records Retention Policy; S. Lotspeich seconded.*  
18 *Motion carried.*

### 19 20 Personnel Policy Manual –

21 S. Lotspeich requested two corrections:

- 22       • OM, page 92, second to last line...Fill requests for info..add distribution “of” materials
- 23       • OM, Page 93, “assisting finance manager with capital budgets for municipalities”.

24  
25 *D. Torre moved to adopt the Personnel Policy Manual updates with corrections; B. Atwood seconded.*  
26 *Motion carried.*

27  
28 *B. Atwood moved to hire a part-time Finance Manager for up to 24 hours per week; L. Hill-Eubanks*  
29 *seconded. Motion carried.*

### 30 31 **Strategic Plan FY18 Action Progress Review**

32 Waninger reviewed progress to date. She noted that not having an Office Manager has limited progress  
33 on several items. The Committee discussed progress on *Plan Central Vermont* and supported hiring an  
34 editor for the Plan.

### 35 36 **FY18 Budget Adjustment**

37 *L. Hill-Eubanks moved to adopt the budget adjustment; B. Atwood seconded. Motion carried.*

### 38 39 **Public Hearings**

40 The Committee requested staff confirm:

- 41       • whether Regional Plan hearings can be held without a quorum of committee members, and
- 42       • whether Regional Plan hearings work with the Commission’s meeting schedule?

1  
2 *S. Lotspeich moved to hold public hearings for municipal plan approvals in conjunction with the Town*  
3 *Plan Review Committee’s meeting on the municipal plan and continue Regional Plan hearings at the*  
4 *Commission meeting; D. Torre seconded. Motion carried.*

5  
6 **Consent Items**

7 S. Lotspeich requested the minutes be removed from the consent agenda.

8  
9 **Minutes**

10 S. Lotspeich noted three corrections:

- 11 • Page 111, Line 25, which made it difficult to “collect” available funds.
- 12 • Page 111, line 31, contracted “accountant” and “effect”
- 13 • Page 113, line 21, would fall on January 1.

14  
15 *S. Lotspeich moved approval of the December 4, 2017 minutes with changes; L. Hill-Eubanks seconded.*  
16 *Motion carried.*

17  
18 **Commission Agenda**

19 The Committee requested the following changes:

- 20 • Place the Regional Energy Plan on the agenda prior to the 2016 Regional Plan Amendment.
- 21 • Modify the text of the Public Hearings item based on the Committee’s approved action.

22  
23 *B. Atwood moved to approve the Commission agenda with changes; D. Torre seconded. Motion carried.*

24  
25 **Contract Updates**

26 Waninger reported that CVRPC has verbal agreements on administrative service contracts with the  
27 Wrightsville Beach Recreation District and the Cross Vermont Trail Association. She anticipates both  
28 organizations will sign the agreements in January. The sublease to the Cross Vermont Trail Association  
29 needs to be cleared with the landlords per CVRPC’s lease terms.

30  
31 **Executive Director Evaluation**

32 Potter noted it was time to complete the annual evaluation of the Executive Director. She discussed the  
33 process. Input will be gathered online from both staff and Executive Committee members. Waninger  
34 will complete a self-evaluation. Potter will compile the information for Committee review. Discussions  
35 are held with the Director in March.

36  
37 **Staff Updates**

38 Waninger informed the Committee of a potential staff medical leave. She is working with the staff  
39 member to identify tasks that must be completed if the leave occurs.

40  
41 **Adjourn**

42 *D. Torre moved to adjourn at 6:14 pm; S. Lotspeich seconded. Motion carried.*