

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Executive Committee**
3 **DRAFT Minutes**
4 **February 5, 2018**

5
6 Present:

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Julie Potter | <input checked="" 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 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 requested updates on contracts for the Wrightsville Beach Recreation District and Cross
15 Vermont Trails Association and for the Office Manager and Financial Manager hiring process. B.
16 Waninger requested an Advance Notice To Proceed approval for IT Services be added to the agenda
17 under Contract Approvals.

18
19 **Public Comment**

20 None.

21
22 **Updates**

23 Waninger reported that the Cross Vermont Trail Association contract for administrative services has
24 been executed. The Wrightsville Beach Recreation District Board voted to approve the contract with
25 CVRPC with minor changes, such as moving the date for reviewing contract costs forward one month to
26 November. Jon Copans is making those changes.

27
28 Waninger reported CVRPC received nearly 100 applications for the Office Manager position. Roughly 20
29 applications were flagged as having interview potential. Staff is reviewing those applications now.
30 CVRPC received roughly 10-15 applications for the Finance Manager position. Only four applications
31 were flagged as having interview potential. Staff will review those applications after setting interview
32 for the Office Manager.

33
34 **Consent Items**

35 *L. Hill-Eubanks moved to approve the consent items as presented; S. Lotspeich seconded. Motion carried*
36 *with abstentions from M. Gray and D. La Haye, who were not at the meeting.*

37
38 **Financial Report**

1 B. Waninger noted Nicole Sancibrian had provided revised financials immediately prior to the meeting.
2 The Commission's Net Income changed slightly. The Commission is on track for meeting its financial
3 goals for the year. Waninger highlighted indirect cost recovery in FY2017, and at the Committee's
4 request discussed how these costs are recovered in future years.
5

6 **Contract/Agreement Authorization**

7 *M. Gray moved to authorize the Executive Director to sign the revised contract amendment with Nicole*
8 *Sancibrian as presented; D. La Haye seconded. Motion carried.*
9

10 Waninger provided a printed copy of materials sent earlier in the day related to the Ormsby's contract
11 for IT services. Staff is requesting permission to sign a Notice to Proceed in advance of a contract being
12 executed. The advance notice is required to insure the contractor can meet the deadline for installing a
13 new server. The Executive Committee would review the actual contract for approval in March.
14

15 *S. Lotspeich moved to authorize the Executive Director to sign a Notice to Proceed with Ormsby's*
16 *Computer Systems for IT Services; M. Gray seconded. Motion carried.*
17

18 **Engaging in Discussion of the Future of Act 250**

19 Waninger reviewed a proposal by staff to develop CVRPC's input into modernizing Act 250. She noted
20 that engaging Commissioners in statewide policy development was an FY18 activity in CVRPC's 5-Year
21 Strategic Goals. By consensus, the Committee agreed it was important to participate in the process. It
22 requested that information about CVRPC's participation be included in the Executive Director report.
23

24 **Policies and Procedures**

25 Conflict of Interest: The Committee continued its discussion of conflict of interest and whether
26 advocacy on behalf of a municipality should be defined as having personal gain/benefit.
27 Considerable time was spent discussing what activities are ethics-based versus which may be
28 conflicts of interest. Staff recommended the Commission specifically address this issue in the policy
29 so Commissioners and committees have a basis for decisions. The Committee directed staff to work
30 with the Vice Chair to craft language for inclusion in the draft policy.
31

32 **Nominating Committee**

33 The Committee discussed Commissioners that might be recruited to serve on the Nominating
34 Committee. The Vice Chair will solicit interest in advance of the Commission meeting.
35

36 **FY2017 Audit Agency of Commerce Response**

37 *D. Torre moved to approve the draft letter as presented; M. Gray seconded. Motion carried.*
38

39 **Commission Meeting Agenda**

40 *L. Hill-Eubanks moved to approve the Commission agenda as presented; D. Torre seconded. Motion*
41 *carried.*
42

1 **Executive Session**

2 Legal: The Committee discussed a confidential informational briefing memo. The Committee elected to
3 remain in open session to receive an update from staff. Staff discussed progress on discharging a
4 mortgage associated with the 1986 Marshfield-Cabot Community Improvement Program. CVRPC
5 acted as project manager for the project. The transactional parties requested CVRPC represent to
6 the Town whether there are, or are not, any obligations running from the original mortgage lien to
7 CVRPC. This would assist the Town in making a decision whether to discharge the mortgage.

8
9 Staff conducted file research, consulted with CVRPC's attorney, and secured a letter from the State
10 regarding its interests in the project. The Executive Director will meet with the Cabot Selectboard on
11 February 6. If the Selectboard acknowledges it has no interest in the loan and mortgage and
12 consents to CVRPC's execution of documents to that effect, CVRPC can sign the affidavit requested
13 from the transactional parties. The Executive Committee was in consensus that staff could sign the
14 affidavit and that a motion to that effect was not required.

15
16 Personnel: *S. Lotspeich moved to enter Executive Session at 6:17 pm to discussion a personnel
17 evaluation; D. La Haye seconded. Motion carried.*

18
19 *M. Gray moved to exit Executive Session at 7:02 pm; L. Hill-Eubanks seconded. Motion carried.*

20
21 No action was taken.

22
23 **Adjourn**

24 *D. La Haye moved to adjourn at 7:03 pm; D. Torre seconded. Motion carried.*