

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
Minutes
April 2, 2018

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 checked="" type="checkbox"/> Byron Atwood | | |

Staff: B. Waninger

Guests: None

Chair J. Potter called the meeting to order at 4:01 pm. Quorum was present to conduct business.

Adjustments to the Agenda

B. Waninger requested a discussion about the May Commission meeting be added after the Commission Meeting Agenda item.

Public Comment

None.

Financial Report

Waninger said written financials through February 28 will be provided via email this week. Generally, CVRPC remains on track for achieving its financial goals for FY18. She reported net income is at ~\$164,000. Of that, ~\$30,000 is designated for the High Meadows Resilience project which concludes in spring 2019 and ~\$72,000 is the revenue offset for the FY17 loss.

B. Attwood and S. Lotspeich entered at 4:07 pm.

Waninger discussed CVRPC’s requested FY19 indirect rate and factors contributing to how the rate increases or decreases. CVRPC’s rate will increase for FY19.

Strategic Plan

FY18 Actions: Clarifications were provided for several items actions. Items that could not be accomplished in FY18 have been added to the FY19 actions.

FY19 Actions: Recommended changes include:

- Goal 1, Strategy II: Modify reserve fund goal to 2025.
- Goal 1, Action II, item c: The submission date for the Indirect Rate Proposal is March 31.
- Goal 3, Action II: Modify the action to “Enhance staff knowledge and skills in project management.”
- Goal 4, Action I: Consider priorities for implementation.
- Overall: Consider prioritizing tasks.

Policies & Procedures

Code of Conduct and Conflict of Interest: Changes include (page numbers are based on the policy, not the meeting packet):

- Page 1, Line 19: Modify “agency” to read “agent”.
- Page 1, Line 26: Modify end of sentence to read “...Commission, whether or not the Committee member is a Commissioner.”
- Page 1, Line 29: Add comma between “employee” and “agent”.
- Page 2, lines 4-5: Delete last sentence in the paragraph.
- Page 2, line 40: Delete “or at the beginning of each fiscal year”.
- Page 2, line 44: Remove comma between “must” and “act”.
- Page 4, Line 7: Underline “Committee Member.”

B. Atwood moved to recommend the Code of Conduct and Conflict of Interest Policy to the Board of Commissioners with changes; L. Hill-Eubanks seconded. Motion carried.

Consent Items

L. Hill-Eubanks moved to approve the consent agenda as presented; D. La Haye seconded. Motion carried.

Commission Meeting Agenda

S. Lotspeich moved to approve the Commission meeting agenda as presented; M. Gray seconded. Motion carried.

May Commission Meeting

Waninger noted that 2017 was the Commission’s 50th Anniversary. She asked the Committee’s input on whether the May meeting should include a celebration of the event. The Committee requested staff organize hors d’oeuvres and Commission highlights for May 8 at 6pm.

Executive Session – Personnel

D. La Haye moved to enter Executive Session at 5:44 pm to discuss a personnel evaluation; D. Torre seconded. Motion carried.

B. Atwood moved to exit Executive Session at 6:05 pm; D. La Haye seconded. Motion carried.

L. Hill-Eubanks moved to authorize the Chair to sign the Executive Director’s Evaluation Form with modifications to the objectives; M. Gray seconded. Motion carried.

B. Atwood moved to increase the Executive Director’s salary by 4% as of July 1, 2018; S. Lotspeich seconded. Motion carried.

Adjourn

D. La Haye moved to adjourn at 6:06 pm; B. Atwood seconded. Motion carried.