

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
2 **Executive Committee**  
3 **DRAFT MINUTES**  
4 **February 4, 2019**  
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"/> Janet Shatney |
| <input checked="" type="checkbox"/> Byron Atwood |  |   |

7  
8 Staff: Bonnie Waninger, Nancy Chartrand

9 Guests: Bonnie Batchelder, Batchelder Associates

10  
11 **CALL TO ORDER**

12 Chair Julie Potter called the meeting to order at 4:00 pm. Quorum was present to conduct business.

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14 **ADJUSTMENTS TO THE AGENDA**

15 None.

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17 **PUBLIC COMMENTS**

18 None.

19  
20 **AUDIT PRESENTATION**

21 Julie Potter welcomed Bonnie Batchelder of Batchelder Associates who performed CVRPC's FY18 audit.  
22 Ms. Batchelder provided a review of the 6/30/18 audit and the status of CVRPC's financials as of the end  
23 of FY18. Noted it was a fantastic year, revenue was down compared to budget, but expenses were also  
24 down significantly, which put us in a great position. There were no problems or findings. Systems are  
25 working great and Bonnie Waninger and Nicole Sancibrian are both doing a good job. Issues that were  
26 highlighted previous to this past year have been worked out and Bonnie Waninger was commended in  
27 that regard.

28  
29 Julie Potter inquired of Ms. Batchelder if the system of accounting being utilized by CVRPC is being  
30 effectively updated and professionalized. Ms. Batchelder advised that she felt that was occurring and  
31 that for FY18 systems were in very good shape. Nicole Sancibrian does a great job preparing necessary  
32 schedules and preparatory work for audit, and both Bonnie Waninger and Nicole Sancibrian understand  
33 what needs to be in place.

34  
35 *Byron Atwood moved a motion to accept the FY2018 audit report; seconded by Janet Shatney. Motion*  
36 *carried.*

37  
38 **FINANCIAL REPORT**

1 Bonnie Waninger provided an update of CVRPC’s financials. Year is going well. Goal remains to use  
2 Town Dues to replenish the reserve fund. Staff is doing a good job managing contracts and it is a busy  
3 year contractually.  
4

5 *Dara Torre made a motion to accept the Financial Report; seconded by Laura Hill-Eubanks. Motion*  
6 *carried.*  
7

8 **STRATEGIC PLAN FY19 – ACTION PROGRESS REVIEW**

9 Bonnie Waninger reviewed the status of the plan. Discussion ensued regarding some of the different  
10 projects and goals and their current and projected status.  
11

12 **NOMINATING COMMITTEE**

13 Julie Potter provided an overview of the need for appointing a Nominating Committee at the upcoming  
14 Board meeting and how this committee has been structured historically and goals for structuring it in  
15 2019. The Executive Committee needs to identify members to be recruited and also to identify  
16 someone on the Executive Committee to make contact with those identified to determine their  
17 willingness to serve on the Nominating Committee. Byron Atwood offered to contact members  
18 regarding serving. There was a reminder that open meeting law must be followed for these committee  
19 meetings.  
20

21 **POLICIES & PROCEDURES**

22 Julie Potter directed the committee to the information in the packet regarding the GIS Services Policy.  
23 Bonnie Waninger provided some additional information regarding the need for an update to the policy  
24 and the professional rate for services.  
25

26 *Laura Hill-Eubanks made a motion to adopt the Cost of Services Policy for GIS; seconded by Janet*  
27 *Shatney. Discussion ensued regarding whether or not 12 hours of service were still being offered to*  
28 *municipalities cost free. It was confirmed that this is not changing and that additional time for*  
29 *municipalities would be at actual cost. Motion carried.*  
30

31 **CONSENT ITEMS**

32 Julie Potter directed the committee to the consent items in the packet (12/3/18 and 12/11/18 meeting  
33 minutes and Executive Director report).  
34

35 *Laura Hill-Eubanks made a motion to approve the consent items; seconded by Steve Lotspeich. Motion*  
36 *carried.*  
37

38 **COMMISSION MEETING AGENDA**

39 Bonnie Waninger provided some additional detail regarding the items on the Board Agenda and the plan  
40 for presentation of slate for the Nominating Committee. Discussion ensued regarding the timing of the  
41 Agenda and if more time may be necessary for the Act 250 discussion. It was also requested to do an

1 informational memo on the results of the Board of Commissioner’s Survey so it can be acted on in  
2 March.

3  
4 *Steve Lotspeich made motion to approve the February 12, 2019 Board Agenda with noted change to*  
5 *remove the wording consensus on the Act 250 item and to remove the Board Survey results item;*  
6 *seconded by Janet Shatney. Motion carried*

7  
8 **EXECUTIVE SESSION**

9 *Laura Hill Eubanks made a motion to move into Executive Session for purposes of personnel discussion;*  
10 *seconded by Byron Atwood. Motion carried.*

11  
12 *Motion made by Byron Atwood to leave Executive Session; seconded by Michael Gray. Motion carried.*

13  
14 **ADJOURNMENT**

15 *Motion to adjourn made by Steve Lotspeich; seconded by Byron Atwood. Motion carried. Meeting*  
16 *adjourned at 6:17 pm.*

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18 Respectfully submitted,

19  
20 Nancy Chartrand  
21 Office Manager

DRAFT