

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Executive Committee**
3 **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 | | |

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8 Staff: Bonnie Waninger, Nancy Chartrand

9 Guests: Bonnie Batchelder, Batchelder Associates

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11 **CALL TO ORDER**

12 Chair J. 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.
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20 **AUDIT PRESENTATION**

21 J. Potter welcomed Bonnie Batchelder of Batchelder Associates, which performed CVRPC's FY18 audit.
22 Ms. Batchelder reviewed the 06/30/18 audit and associated financial statements. She noted it was a
23 good year for CVRPC. Revenue was down compared to the budget, and expenses also were down.
24 There were no problems or findings. Systems are working great. She complimented Bonnie Waninger
25 and Nicole Sancibrian. Issues that were highlighted previous to this past year have been worked out,
26 and Waninger was commended in that regard.
27

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

34 *B. Atwood moved to accept the FY2018 audit report; J. Shatney seconded. Motion carried.*
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36 **FINANCIAL REPORT**

37 B. Waninger provided an update of CVRPC's financials. FY19 is going well. CVRPC continues working to
38 replenish its reserve fund. Staff is doing a good job managing contracts. It is a busy year contractually.
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40 *D. Torre moved to accept the Financial Report; L. Hill-Eubanks seconded. Motion carried.*

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STRATEGIC PLAN FY19 – ACTION PROGRESS REVIEW

Waninger reviewed the status of the plan. Discussion ensued regarding different projects, goals, and their current and projected status. Work on the Regional Plan update was extensively discussed. The Committee hopes this can be a priority for FY20.

NOMINATING COMMITTEE

Potter provided an overview of the need for appointing a Nominating Committee at the upcoming Board meeting, how this committee has been structured historically, and goals for structuring it in 2019. The Committee identified members that might be recruited to serve on the Committee. B. Atwood volunteered to contact potential members regarding serving. Staff offered to support the Committee work as needed to assist with minutes and to insure open meeting law requirements are met.

POLICIES & PROCEDURES

L. Hill-Eubanks moved to adopt the Cost of Services Policy for GIS; J. Shatney seconded. In discussion, Waninger confirmed 12 hours of service is still being offered to municipalities cost free and that additional time for municipalities would be at actual cost. Motion carried.

CONSENT ITEMS

L. Hill-Eubanks moved to approve the consent items; S. Lotspeich seconded. Motion carried.

COMMISSION MEETING AGENDA

Waninger provided additional detail regarding the items on the agenda. The Committee discussed presentation of the slate for the Nominating Committee. Discussion ensued regarding whether more time was necessary for the Act 250 discussion. It was also requested to do an informational memo on the results of the Board of Commissioner’s Survey so it can be acted on in March.

S. Lotspeich moved to approve the February 12, 2019 Board agenda with changes to modify wording on the Act 250 item and to defer the Board Survey results item to the March meeting; J. Shatney seconded. Motion carried

EXECUTIVE SESSION

L. Hill-Eubanks moved to enter Executive Session at 5:45 pm for a personnel discussion; B. Atwood seconded. Motion carried.

B. Atwood moved to exit Executive Session at 6:15 pm; M. Gray seconded. Motion carried.

ADJOURNMENT

S. Lotspeich moved to adjourn at 6:17 pm; B. Atwood seconded. Motion carried.

Respectfully submitted,

Nancy Chartrand
Office Manager