

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
2 **Executive Committee**  
3 **DRAFT MINUTES**  
4 **March 4, 2019**  
5

6 Present:

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Julie Potter | <input type="checkbox"/> Laura Hill-Eubanks | <input checked="" type="checkbox"/> Michael Gray  |
| <input checked="" type="checkbox"/> Dara Torre   | <input type="checkbox"/> Steve Lotspeich    | <input checked="" type="checkbox"/> Janet Shatney |
| <input type="checkbox"/> Byron Atwood            |   |   |

7  
8 Staff: Bonnie Waninger, Nancy Chartrand  
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10 **CALL TO ORDER**

11 Chair Julie Potter called the meeting to order at 4:02 pm. Quorum was present to conduct business.  
12

13 **ADJUSTMENTS TO THE AGENDA**

14 B. Waninger advised the Financial Report was not ready for review so would be removed from the  
15 agenda.  
16

17 **PUBLIC COMMENTS**

18 None.  
19

20 **FINANCIAL REPORT**

21 See above.  
22

23 **CONTRACT/AGREEMENT AUTHORIZATION**

24 Bonnie Waninger provided information regarding the **Vermont Department of Public Safety – State**  
25 **Emergency Operations Center Support Memorandum of Agreement Amendment 2**. She advised it is  
26 being extended for an additional two months (to end 6/30/19); and that a new agreement is currently  
27 being facilitated, which should be ready for review in April and will be a three-year agreement.  
28

29 *J. Shatney made a motion to authorize the Executive Director to sign the MOA; seconded by M. Gray.*  
30 *Motion carried.*  
31

32 **FY19 BUDGET ADJUSTMENT**

33 B. Waninger outlined the changes/adjustments in the budget to include updated expenses and any new  
34 contracts/grants. The budget not as tight as was originally projected and there is potential to be able to  
35 put funds into reserves at the end of the year. Discussion ensued regarding whether or not we would  
36 vote to adopt today or not. No concerns raised and it was agreed to vote today.  
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38 *J. Shatney made a motion to adopt the budget adjustment; seconded by D. Torre. Motion carried.*

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**POLICIES & PROCEDURES**

J. Potter directed the committee to the information in the packet regarding the **Records Retention Policy**. B. Waninger provided some additional information regarding the need for the updates to the policy.

*M. Gray made a motion to adopt the update to the Records Retention Policy; seconded by J. Shatney. Motion carried.*

B. Waninger provided details on the **Grants Management Policy** and highlighted recommended changes received since the packet was distributed. Significant discussion ensued regarding the policy with questions raised and clarifications made. Several recommendations for edits were discussed and it was requested that a revised version addressing these recommendations be drafted and brought back to the Committee for review at a later meeting.

**CVRPC BYLAWS**

J. Potter directed the Committee to the information in the packet and requested feedback on what has been drafted. She highlighted discussion points in the draft document.

Discussion ensued about whether or not non-municipal members be part of the Board in the future. It was determined that participation through committees, working groups, etc. may continue to be the best approach at this time; and ensuring staff recruits non-commissioners to appropriate committees.

Discussion on financial oversight needs and should there be more than is currently in place. Should this question be addressed in bylaws or Financial/Administrative Policy. It was agreed that Financial/Administrative Policy is more appropriate should there be a need to address.

Discussion of potential changes in the Nominating Committee and consideration of an increase in membership from three to five in order to manage committee recruitments. It was agreed to keep at 3 members at this time.

J. Potter requested she be provided with any additional questions/comments for a final draft to be completed for Board review and approval. The committee will further review and provide by the next meeting.

**CONSENT ITEMS**

Julie Potter directed the committee to the consent item in the packet.

*J. Shatney made a motion to approve the February 4, 2019 minutes; seconded by M.Gray. Motion carried.*

1 B. Waninger provided an oral Executive Director report. She noted that ACCD cleared our FY18 audit  
2 with a compliment on efforts to increase our reserve fund. She also provided details regarding potential  
3 legislation forthcoming on Clean Water. Bonnie will be providing more detail in writing and verbally to  
4 the Board at the next meeting on where the draft legislation stands and its potential implications.  
5

6 **COMMISSION MEETING AGENDA**

7 General discussion on the agenda items ensued.  
8

9 *J. Shatney made motion to approve the March 12, 2019 Board Agenda; seconded by D. Torre. Motion*  
10 *carried.*  
11

12 **SPECIAL MEETING SCHEDULING**

13 B. Waninger requested 15 minutes before the Board meeting on 3/12/19 to review submitted proposals  
14 and award of Auditor's contract. Also ready for review should be the DEC Plainfield Health Center  
15 Stormwater Mitigation Final Design Contract.  
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17 **EXECUTIVE SESSION**

18 *M. Gray moved to enter Executive Session at 6:10 pm to discuss a personnel evaluation; D. Torre*  
19 *seconded. Motion carried.*

20 *J. Shatney moved to exit Executive Session at 6:37 pm; M. Gray seconded. Motion carried.*

21 *M. Gray moved to allot a 5% increase to the Executive Director for FY2020; D. Torre seconded. Motion*  
22 *carried.*

23 **Adjourn**

24 *D. Torre moved to adjourn at 6:39 pm; J. Shatney seconded. Motion carried.*

25 Respectfully submitted,  
26

27 Nancy Chartrand  
28 Office Manager