

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
MINUTES
March 4, 2019

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Present:

- Julie Potter
- Dara Torre
- Byron Atwood
- Laura Hill-Eubanks
- Steve Lotspeich
- Michael Gray
- Janet Shatney

Staff: Bonnie Waninger, Nancy Chartrand

CALL TO ORDER

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

ADJUSTMENTS TO THE AGENDA

B. Waninger advised the Financial Report was not ready for review and requested it be removed from the agenda.

PUBLIC COMMENTS

None.

FINANCIAL REPORT

See above.

CONTRACT/AGREEMENT AUTHORIZATION

B. Waninger provided information regarding the Vermont Department of Public Safety – State Emergency Operations Center Support Memorandum of Agreement Amendment 2. It is being extended for an additional two months (to end 03/31/19). A new agreement is in progress for April. It will be a three-year agreement.

J. Shatney moved to authorize the Executive Director to sign the MOA; M. Gray seconded. Motion carried.

FY19 BUDGET ADJUSTMENT

B. Waninger outlined adjustments to the budget to update revenues and expenses and add new contracts/grants. The year end position has improved, allowing additional contribution to reserves.

J. Shatney moved to adopt the budget adjustment; D. Torre seconded. Motion carried.

1 **POLICIES & PROCEDURES**

2 Records Retention Policy – Waninger noted the update addresses digital records and Tier II reports.

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4 *M. Gray moved to adopt the update to the Records Retention Policy; J. Shatney seconded. Motion*
5 *carried.*

6
7 Grant Management Policy - Waninger highlighted changes to the policy recommended by staff. The
8 Committee recommended edits. A revised version of the policy will be presented in April.

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10 **CVRPC BYLAWS**

11 J. Potter requested feedback on the draft changes. She highlighted questions for discussion:

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13 *Should non-municipal members be included on the Board?* It was determined that participation
14 through committees, working groups, etc. may continue to be the best approach. The Committee
15 requested staff recruit non-commissioners to appropriate committees.

16
17 *Is additional financial oversight needed?* Example: two signatories on checks. It was agreed that this
18 issue is more appropriate for CVRPC’s Financial and Administrative Procedures if it is needed.

19
20 *Should the Nominating Committee duties be revised to include Committee member recruitment? If*
21 *so, should the Nominating Committee membership be increased from three to five members?* It was
22 agreed augmenting the Committee’s duties would be beneficial to the Commission, and maintaining
23 3 members was appropriate.

24
25 J. Potter requested members provide her with any additional questions/comments. A final draft will be
26 reviewed at the April meeting with the intent to recommend it for review and approval by the Board.

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28 **CONSENT ITEMS**

29 *J. Shatney moved to approve the February 4, 2019 minutes; M. Gray seconded. Motion carried.*

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31 For the Executive Director report, Waninger noted that ACCD had accepted CVRPC’s FY18 audit with a
32 compliment on CVRPC’s efforts to increase its reserve fund. She also provided details on potential Clean
33 Water implementation legislation that may affect RPCs. Waninger will provide a written Legislative
34 update for the Board.

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36 **COMMISSION MEETING AGENDA**

37 *J. Shatney moved to approve the March 12, 2019 Board agenda; D. Torre seconded. Motion carried.*

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39 **SPECIAL MEETING SCHEDULING**

40 The Committee approved hosting a special meeting on March 12.

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EXECUTIVE SESSION

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

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

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

ADJOURN

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

Respectfully submitted,

Nancy Chartrand
Office Manager