

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **DRAFT Minutes**

4 **May 2, 2016**

5
6 Present were: L. Hill-Eubanks, D. La Haye, B. Atwood, J. Potter, and T. Ruth.

7 Staff: B. Waninger

8
9 B. Atwood called the meeting to order at 4:03 p.m.

10
11 **Public Comment**

12 None.

13
14 **Adjustments to the Agenda**

15 None.

16
17 **Meeting Minutes**

18 The following changes to the April 4 minutes were noted:

- 19 • Modify "April 14" to read "April 4".
20 • Contracts, second bullet modify : "s" to "in":

21
22 *J. Potter moved to approve the April 4, 2016 minutes with changes; D. La Haye seconded. Motion*
23 *carried.*

24
25 **Financial Report**

26 B. Waninger provided an overview of the financials.

- 27 • LEPC 4000
28 • Brownfields numbers combined

29
30 Question on tracking of brownfields haz/pet and reporting. Reserve funds accumulate setting aside
31 town funds. Town funds leverage the rest of the RPC services.

32
33 **Executive Director Report**

34 Waninger noted

- 35 • Futures forum is at 8:30 AM, not PM.
36 • Berlin New Town Center briefing
37 • Berlin Pond testimony and issue brief
38 • FOM hiring process progress

39
40 **Contract Approval**

41 Discussed grant history and reason extension is needed.

42 *T. Ruth moved to approve the amendment to extend the completion date for the Northwest Regional*
43 *Planning Commission sub-grant to CVRPC for Local Hazard Mitigation Plans; D. La Haye seconded.*
44 *Motion carried.*

1 **5-Year Goals**

2 Discussion of staff involvement, and cultural change to achieve the goals.

3 Municipal survey sounded interesting. Part of purpose is surveying different town groups (SB, PC, DRB,
4 CC, etc.)

5 Workable projection

6 *J. Potter moved to approve the CVRPC 5-year goals, strategies and measurements as presented;*
7 *seconded. Motion carried.*

8
9 **Draft FY17 Budget**

10 Consultant pass through, payroll services pass through, workplan.

11
12 **Job Descriptions**

13 J. Potter discussed the need for job descriptions. Committee discussed what it wanted to accomplish;
14 Executive Director built the descriptions. Communicate working in more than one area and
15 opportunities for growth. Sets the stage for positions and expectations clear for staff. Committee's
16 intent is job descriptions are an appendices to Personnel Policies Manual. Noted that the descriptions
17 also assist new Commissioners to understand what the Commission does. Committee asked for job
18 description approval now because staff evaluations underway and easier to digest draft Personnel
19 Policies Manual in bites.

20
21 *D. La Haye moved to approve job descriptions as presented; B. Atwood seconded. Motion carried.*

22
23 **May 10, 2016 CVRPC Meeting Agenda**

24 The agenda was reviewed. Waninger noted change

25
26 Add 6-7pm staff display to agenda to highlight it.

27
28 50th anniversary celebration of CVRPC as organization in 2017. Remember to budget it for more formal
29 dinner. J. Potter requested that June and July 2016 include a discussion of CVRPC committees.

30
31 *L. HE moved to accept the agenda; T. Ruth seconded. Motion carried.*

32
33 **Executive Director Evaluation**

34 Form review - Waninger relayed comments from Bob Werneke. Members noted the Executive
35 Description job description is new and provides a framework for evaluating the position.

36
37 Process – Committee members complete form first, then send to Julie who compiles it set date for
38 Friday prior to the Monday prior to the meeting date, and then meeting for discussion. Director to
39 complete a self-evaluation and provide to Committee prior to them completing their evaluation.
40 Committee members send their completed form to xxx prior to the meeting for compiled comments.
41 Exec session at June meeting for discussion.

1 *D. La Haye moved to approve the Executive Director Evaluation Form as presented; J. Potter seconded.*
2 *Motion carried.*

3
4 **Executive Session – Personnel**

5 *J. Potter moved to enter Executive Session under 1 VSA § 313(a)(3); L. Hill-Eubanks seconded. Motion*
6 *carried.*

7
8 *J. Potter moved to exit Executive Session; T. Ruth seconded. Motion carried. No action was taken.*

9
10 **Adjourn**

11 *D. La Haye moved to adjourn at 6:00 pm; L. Hill-Eubanks seconded. Motion carried.*