

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **DRAFT Minutes**

4 **July 5, 2016**

5 Present:

<input checked="" type="checkbox"/> Byron Atwood	<input type="checkbox"/> David Strong	<input type="checkbox"/> Laura Hill-Eubanks
<input checked="" type="checkbox"/> Julie Potter	<input type="checkbox"/> Don La Haye	<input checked="" type="checkbox"/> Larry Hebert
<input checked="" type="checkbox"/> Tina Ruth		

6
7 Staff: B. Waninger, S. Gladczuk, D. Currier

8 Guest: Paul Rose

9
10 Chair B. Atwood called the meeting to order at 4:12 pm.

11
12 **Public Comment**

13 None.

14
15 **Adjustments to the Agenda**

16 B. Waninger requested an additional grant agreement for Vigilant Guard participation be added.

17
18 **Transportation Planning Initiative**

19 FFY16 Adjustment: S. Gladczuk highlighted changes to the budget and reviewed modified
20 tasks, which included training new finance staff, purchasing equipment, forming an advisory
21 group for Housing + Transportation Affordability Analysis outreach, emergency management
22 trainings, forming a Knapp Airport Committee, and participating in the Systematic Local Road
23 Safety Program.

24
25 FFY17: Gladczuk discussed changes to the presentation and content of the work program. J.
26 Potter said she liked the new format, and seeing the links among work areas and the staff and
27 products.

28
29 Gladczuk noted that when final salary rates are set, there will be minor adjustments to the budget
30 and hours to reflect those changes.

31
32 *J. Potter moved to approve the FFY16 Work Program and Budget adjustment and authorize the*
33 *Chair to sign it when it arrives, and to approve FFY17 Work Program and Budget as presented;*
34 *T. Ruth seconded. Motion carried.*

35
36 **Contract/Agreement Authorization**

37 G and N Excavation: D. Currier explained the overall project. This is the final phase of
38 connecting all the impervious surface going into the Dog River. These projects will filter water.
39 Construction oversight being done by an engineer; the contract for services was signed three
40 months ago. Northfield's Superintendent of Utilities also providing oversight. Dan must also
41 visit the site to monitor progress.

1
2 A site walk with the contractor is scheduled for tomorrow. Part of the project is installing a
3 Downstream Defender, a structure that creates a vortex and spins out sediment and captures
4 phosphorus. After construction is completed, the Town will write maintenance plan and own the
5 project.
6

7 VT Dept. of Environmental Conservation, 3-Town Stormwater Plan and Berlin Stormwater
8 Plan: Currier explained the project purpose and his work with the towns prior to submitting the
9 application. He noted these agreements are signed via digital signatures.
10

11 VT Dept. of Public Service, Vigilant Guard Exercise: B. Waninger explained the statewide
12 emergency management exercised called Vigilant Guard, and the RPC role. This agreement
13 arrived today. The exercise is scheduled for the end of July.
14

15 *T. Ruth moved to approve contracts and agreements as presented; L. Hebert seconded. Motion*
16 *carried.*
17

18 **June 6, 2016 Meeting Minutes**

19 J. Potter noted one correction: Page 80, line 3 “presentation” should be “present”. *J. Potter*
20 *moved to approved with the correction; T. Ruth seconded. Motion carried.*
21

22 **Financial Report**

23 The Committee discussed the Commission’s end of year anticipated position. B. Waninger
24 discussed accrual-based accounting versus cash-based accounting in the context of the finance
25 staff memo. She explained the negative Town Dues number, which was a correction for an
26 incorrect deposit.
27

28 J. Potter requested that the new finance system group contracts by types (watershed, municipal)
29 if possible (when numbers assigned), and include an acronyms sheet for contract names with
30 Committee reports. The goal is for the Executive Committee to know what the contracts are.
31

32 **Executive Director Report**

33 Waninger discussed VAPDA participation in a meeting regarding changes to the Municipal
34 Planning Grant program. It is becoming increasingly difficult for rural communities to access
35 this program.
36

37 **Commission Policies and Guidelines**

38 The Committee asked staff to suggest updates for a future meeting.
39

40 **RPC/DEMHS Disaster Response Memorandum of Agreement**

41 Tabled.
42

43 **Commission Meeting Agenda**

44 The Committee discussed the Regional Plan public hearing versus adoption, and participation by
45 Commissioners. During the Clean Water Fund presentation, members will recommend funds for
46 clean water work be added to town highway funds to assist towns.

1
2 **Personnel Policy Manual**

3 P. Rose offered comments on Personnel Policy Manual. He questioned whether CVRPC should
4 play a role in providing checks and balances for when state or federal government exceeds its
5 authority. Instead of using wording like "in the public good", he recommended the Commission
6 use "protect the State and US Constitution."
7

8 The Committee discussed whether the RPC is the vehicle for pushing back, and whether it
9 should do that for municipalities or individuals. J. Potter noted the intent of the document was to
10 set clear expectations for staff. Rose said he was trying to develop a mechanism for when class
11 action lawsuits are appropriate for pushing back against state and federal policies that aren't
12 appropriate. Committee members suggested that discussion might be better placed in other
13 documents, such as bylaws, rather than the Personnel Policies. Committee members expressed
14 appreciation for his review and participation, and noted they hope he continues to be engaged
15 with the Commission's policies.
16

17 **Executive Session - Personnel**

18 *J. Potter moved to enter Executive Session for 1 V.S.A §313(3), Personnel, at 6 pm; T. Ruth*
19 *seconded. Motion carried.*
20

21 *T. Ruth moved to exit Executive Session at 6:30pm; L Hebert seconded. Motion carried.*
22

23 *T. Ruth moved to authorize the Chair to sign the Executive Director's performance evaluation; L*
24 *Hebert seconded. Motion carried.*
25

26 Committee members discussed salary increases and how the increase process works. The budget
27 is approved with an overall salary limit. The Committee sets the Director's salary, and then the
28 Director makes adjustments to staff salaries from the remaining funds. Cost of living was
29 negative for FY15, but has increased to 1% and continued to rise in the past few months.
30 Committee members proposed a 3.8% increase; the Director requested the amount be lowered to
31 maintain sufficient funds for staff increases. Committee members asked if the FY17 personnel
32 budget could be increased. The Director indicated the Committee could authorize the change.
33 Because personnel costs need to be sustainable, it would be advisable to make the adjustment at
34 the mid-year mark when the FY18 budget is clearer.
35

36 *J. Potter moved to increase the Executive Director's salary by 2% and to revisit it in six months*
37 *with the FY17 budget adjustment with an eye towards increasing it; L. Herbert seconded.*
38 *Motion carried.*
39

40 **Adjourn**

41 *J. Potter moved to adjourn at 6:50 pm; T. Ruth seconded. Motion carried.*