

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **DRAFT Minutes**

4 **July 27, 2016**

5 Present:

6
7 ☒ Byron Atwood ☒ David Strong ☒ Laura Hill-Eubanks
8 ☒ Julie Potter ☒ Don La Haye ☒ Larry Hebert
9 ☒ Tina Ruth

10 Staff: B. Waninger

11 Guest: None.

12 Chair B. Atwood called the meeting to order at 4:00 pm.

13 **Public Comment**

14 None.

15 **Adjustments to the Agenda**

16 Commission Meeting Speakers: D. LaHaye asked that a future Executive Committee meeting
17 address who is invited to speak at Commission meetings. He expressed concern that state law
18 may have been violated at the last meeting since the Chamber Director promoted an
19 opposition vote (political position) to the Berlin local sales tax. He requested a follow-up
20 discussion be added to the September Executive Committee agenda.

21
22 B. Waninger noted that Committee agenda were full for the next three months, and the
23 Committee has been finding its meetings lasting longer than anticipated. She had planned to
24 request that the Committee conduct twice a month meetings for 6 months to one year to catch
25 up on organizational issues, such as policy development. T. Ruth asked if a consent agenda
26 could be used as a tool for meeting management. Waninger explained what consent agendas
27 were and how they worked. The Committee agreed to use this tool and evaluate how it
28 works. J. Potter noted another tool could be to authorize the Director to sign contracts up to a
29 higher value, such as \$50,000, with the Committee still receiving copies of contracts. She
30 also recommended the Chair and Director strategize about other ways to maximize meeting
31 time.

32
33 Waninger requested to add a brief update on personnel and budget.

34 **Meeting Minutes – July 5, 2016**

35 Tabled.

36
37 **Contract/Agreement Authorization**

38 FY17 Agency of Commerce and Community Development - Waninger described the e-911
39 multi-family database task and the history of DHCD/RPC negotiation on this topic. Waninger
40

1 noted that CVRPC's estimated for completing this work as originally requested by DHCD
2 was ~\$30,000. Other methodologies are being explored; they may result in incomplete data
3 or significantly skewed data. It may be more cost effective to lose the contract retainage than
4 to create the information. DHCD is aware of the data challenges. She recommended the
5 agreement be signed, and the Committee review progress on the task in December.
6

7 *D. Strong moved to approve the FY17 Agency of Commerce and Community Development*
8 *agreement; J. Potter seconded.* Potter asked that the committee be sent the entire contract since
9 the packet was missing event numbered pages. L. Hebert noted he prefers to push back on this
10 issue now if it is not a good investment of resources. D. LaHaye called the question. *Motion*
11 *carried.*
12

13 **Executive Session – 1 V.S.A §313(3), Personnel**

14 B. Waninger asked to provide an update related to a personnel issue discussed at the last
15 meeting. That issue met the legal requirement for Executive Session.
16

17 *D. LaHaye moved to enter Executive Session for 1 V.S.A §313(3), Personnel, at 4:55 pm; J.*
18 *Potter seconded. Motion carried.*
19

20 *J. Potter moved to exit Executive Session at 5:25 pm; L Hill-Eubanks seconded. Motion carried.*
21

22 No action was taken
23

24 **Budget Update**

25 Waninger noted she had discovered an error in the budget. Fringe benefits were double counted
26 as direct and indirect expenses. This means there is additional work to be completed and a
27 corresponding need for additional staff capacity for FY17. She notified the Committee that she
28 intends to advertise a position in advance of bringing an adjusted budget to the Committee at its
29 September meeting. If, at that time, the Committee believes additional staffing isn't warranted,
30 the position advertisement can be retracted. The Committee agreed this approach was
31 appropriate.
32

33 **Adjourn**

34 *D. Strong moved to adjourn at 5:26 pm; L. Hill-Eubanks seconded. Motion carried.*
35