

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee

Minutes

July 27, 2016

Present:

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

Staff: B. Waninger

Guest: None.

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

Public Comment

None.

Adjustments to the Agenda

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

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

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

Meeting Minutes – July 5, 2016

Tabled.

Contract/Agreement Authorization

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

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

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

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

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

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

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

No action was taken

Budget Update

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

Adjourn

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