

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **DRAFT Minutes**

4 **September 6, 2016**

5 Present:

6
7 ☒ B. Atwood Atwood ☒ David Strong ☒ L. Hill-Eubanks Hill-Eubanks
8 ☒ J. Potter Potter ☒ D. LaHaye La Haye ☒ L. Hebert Hebert
9 ☒ T. Ruth Ruth

10 Staff: B. Waninger, B. MacBrien

11 Guest: None.

12
13 Chair B. Atwood called the meeting to order at 4:05 pm. He welcomed B. Waninger MacBrien
14 to the Commission's staff and asked that Executive Committee members introduce themselves.

15
16 **Public Comment**

17 None.

18
19 **Adjustments to the Agenda**

20 B. Waninger requested that the Executive Session on Contracts be removed from the agenda.

21 Remove Exec Session on contracts

22
23 **Consent Agenda**

24 *L. Hebert moved to approve the Consent Agenda; D. LaHaye seconded. Motion carried.*

25
26 **Contracts/Agreements Authorization**

27 VT Dept. of Environmental Conservation, Mad River Corridor Plan – B. Waninger explained that this
28 project covered the Mad River in Moretown. *D. Strong moved to approve the Agreement; D.*
29 *LaHaye seconded.* B. Atwood asked how landowner's were involved. B. Waninger
30 explained that landowner outreach is part of the project. Landowners are contacted via a
31 mailing to inform them of the project and to ask that they let CVRPC know if they do not
32 want the contractor to walk on their land. *Motion carried.*

33 VT Dept. of Public Safety, Emergency Management Performance Grant (EMPG): B. Waninger described
34 the contract and how zero-based budgeting affects the Commission's work. B. Atwood asked about
35 the 2-year outlook for these funds and how the Commission might adjust. B. Waninger noted
36 that service adjustments would be required. *D. LaHaye moved to approve the Notice to*
37 *Proceed; D. Strong seconded. Motion carried.*

38
39 **Personnel Policy Manual**

40 J. Potter recapped the process to update the policy. Comments were received from Paul Rose
and Janice Ohlsson; no other comments were received. J. Potter noted there are portions of the
policy that CVRPC will want to update in the future; she noted that the Policy should be

1 reviewed annually. J. Potter recommended adopting the Manual and monitoring how it works
2 into the future.

3
4 L. Hebert asked that major changes to the policies be recapped. J. Potter said most were legal
5 requirements. Disability and life insurance benefits were described. More detail was provided
6 for policies that had been inconsistently applied. Expectations for professional conduct were
7 clarified. CVRPC existing procedures were clarified and, in some cases, included.

8
9 B. Atwood complimented the Committee on the professionalism of its work. He stated the
10 document is well written and well thought out. He noted that he is uncomfortable with paying
11 different amounts for health insurance based on family status and asked if this could be
12 considered discriminatory. J. Potter noted this is existing policy. It is comparable to other
13 RPCs. It helps compensate for salaries versus private sector and allows for growing benefits
14 with staff retention. B. Atwood noted that small business can't provide these kinds of benefits,
15 and he wondered if a governmental agency should.

16
17 B. Atwood recommended approving the policies. L. Hill-Eubanks recommended approval with
18 amendments in the future as needed. J. Potter pointed out that CVRPC has experienced a
19 number of personnel issues in the past few years and the policies were inadequate to address
20 them. D. LaHaye said he thought the Committee should move ahead unless a member has a
21 specific complaint. If question arise in the future, the Committee could chose to set up a
22 working committee to address it. L. Hebert noted that he trusts the Personnel Policy
23 Committee's judgment. He recognizes that we need to be competitive. He asked if CVRPC has
24 flexibility to change the policies if it needs to. D. Strong pointed to language in the
25 acknowledgement form stating that CVRPC can add, amend or delete any benefits or policy.

26
27 The Committee discussed whether exceptions are allowed. B. Waninger said the Committee has
28 the right to grant exceptions. It is advisable to grant them infrequently, and to document reasons
29 for the exception from the perspective of replicating it in the future. D. LaHaye said any
30 exceptions should be reviewed after the fact to analyze whether the exception was a good
31 practice. T. Ruth said this is a road map for career advancement.

32
33 *L. Hebert moved to approve the Personnel Policy Manual; D. LaHaye seconded. D. Strong*
34 *expressed appreciation for the Committee that worked on it. Motion carried.*

35 36 **Commission Meetings**

37 Regional Service Providers: B. Waninger described alternatives laid out in the memo.

38 Committee members discussed the alternatives and their pros and cons for achieving
39 CVRPC's goal of enhancing relationships with regional service providers. The Committee
40 reached consensus that proposed alternative 2 would best serve the Commission. That
41 alternative continues CVEDC's monthly, 5-minute report and create a 10-30 minute agenda
42 item for another service provider to introduce the provider and its services and to discuss
43 current initiatives. The second service provider would change monthly at CVRPC's request.

44 September Commission Agenda: Committee members reached consensus that the agenda
45 formatting should place CVRPC business first, followed by speakers and presentations.). B.

1 Atwood agreed the priority should be CVRPC business first, then speakers, etc. D. Strong
2 said likes alternative 2 best; keeping CVEDC to a monthly 5-minute report and inviting other
3 service
4

5 L. Hill-Eubanks suggested sending CVRPC agendas to all partners and to let them know they are
6 welcome to attend meetings and offer comments.
7

8 **Policy Approvals**

9 Procurement Procedures: B. Waninger reviewed the background and updates to the Procurement Policies
10 as outlined in the memo. *D. Strong noted a typographical correction was needed on page 5,*
11 *line 27: "constriction" should read "construction". D. LaHaye to approve the Procurement*
12 *Procedures; J. Potter seconded. Motion carried.*
13

14 **Executive Session - 1 V.S.A §313(3), Personnel**

15 B. Waninger indicated the Executive Session content would be an update from previous
16 discussions.
17

18 *L. Hebert moved to find enter Executive Session at 5:39 pm for personnel and to invite the*
19 *Executive Director to participate; J. Potter seconded. Motion carried.*
20

21 *D. LaHaye moved to exit Executive Session at 6:27 pm; J. Potter seconded. Motion carried.*
22

23 No action was taken.
24

25 **Adjourn**

26 *L. Hebert moved to adjourn at 6:28 pm; D. LaHaye seconded. Motion carried.*
27