CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT Minutes
September 6, 2016

Present:

☒ B. Atwood	☒ David Strong	☒ L. Hill-Eubanks
☒ J. Potter	☒ D. LaHaye	☒ L. Hebert
☒ T. Ruth		

Staff: B. Waninger, B. MacBrien

Guest: None.

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

Public Comment

None.

Adjustments to the Agenda

B. Waninger requested that the Executive Session on Contracts be removed from the agenda. Remove Exec Session on contracts

Consent Agenda

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

Contracts/Agreements Authorization

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

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

Personnel Policy Manual

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

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

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

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

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

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

Commission Meetings

Regional Service Providers: B. Waninger described alternatives laid out in the memo. Committee members discussed the alternatives and their pros and cons for achieving CVRPC’s goal of enhancing relationships with regional service providers. The Committee reached consensus that proposed alternative 2 would best serve the Commission. That alternative continues CVEDC’s monthly, 5-minute report and create a 10-30 minute agenda item for another service provider to introduce the provider and its services and to discuss current initiatives. The second service provider would change monthly at CVRPC’s request.

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

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

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

Policy Approvals

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

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

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

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

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

No action was taken.

Adjourn

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