

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **DRAFT Minutes**

4 **October 3, 2016**

5 Present:

☒ Byron Atwood ☐ David Strong ☒ Laura Hill-Eubanks
☒ Julie Potter ☒ Don LaHaye ☒ Larry Hebert
☐ Tina Ruth

6
7 Staff: B. Waninger, B. MacBrien

8 Guest: None.

9
10 Chair B. Atwood called the meeting to order at 6:50 pm.

11
12 **Adjustments to the Agenda**

13 None.

14
15 **Public Comment**

16 None.

17
18 **Consent Items**

19 J. Potter asked that the Financial Report be removed from the Consent Agenda.

20
21 *L. Hill-Eubanks moved to approve the Consent Agenda; D. LaHaye seconded. Motion carried.*

22
23 **Financial Report**

24 B. MacBrien discussed the FY16 financials. CVRPC achieved a net income of ~\$47,000.
25 MacBrien discussed a need to utilize Quickbooks more fully to increase efficiency in managing
26 financial data.

27
28 **Contract/Agreement Authorization**

29 *J. Potter moved to approve the FFY17 Transportation Planning Initiative and FY17 Clean Water*
30 *Education agreements; L. Hebert seconded. Motion carried.*

31
32 **Transportation Planning Initiative Work Program & Budget**

33 *L. Hill-Eubanks moved to approve the FFY16 adjustment as presented; D. LaHaye seconded.*
34 *Motion carried.*

35
36 **Leave of Absence**

37 B. Waninger explained the question before the Committee is whether to grant approval of the
38 unpaid leave, and if so, whether to maintain benefits during that leave. *J. Potter moved to*
39 *approve the leave of absence and unpaid leave and to maintain benefits during the unpaid leave;*
40 *D. La Haye seconded. Motion carried.*

1
2 **Town Appropriations**

3 *L. Hebert moved to maintain the per capita assessment at \$1.10; L. Hill-Eubanks seconded.*
4 *Motion carried.*
5

6 **Draft Commission Handbook**

7 B. Waninger explained that the Commission provides new Commissioners with a welcome letter
8 the bylaws, and the Regional Plan. The Handbook follow-up on Committee discussion about the
9 role of Commissioners. Committee member requested the following information be added to the
10 draft outline:

- 11
- 12 • Responsibility of Commissioners to be liaison to, with, and for their towns with
 - 13 suggestions for liaison opportunities,
 - 14 • Commissioner notification of meetings by staff with municipalities,
 - 15 • Roberts Rules of Order,
 - 16 • Highlight appointment of Alternate Commissioners and how to use them effectively,
 - 17 • Reference page of Commission policies after posting these policies to the website, and
 - 18 • Act 250 and Section 248 and the Commission's role.
- 19

20 **Commission Meeting Agenda**

21 Waninger noted that VTrans had requested a list of items Commissioners may want discussed.
22 Committee members suggested the schedule for paving roads and vegetation management
23 policy/practices.
24

25 Committee members asked that a memo be included, and a brief discussion highlight, why the
26 public hearing is being held and why the grant might request it.
27

28 *L. Hill-Eubanks moved to approve the Agenda; D. LaHaye seconded. Motion carried.*
29

30 Add straw poll on election night attendance.
31

32 **Oct. 31 Executive Commission Meeting**

33 The October 31 meeting was rescheduled for November 1.
34

35 **Executive Session**

36 None held.
37

38 **Adjourn**

39 *D. LaHaye moved to adjourn at 5:46 pm; L. Hebert seconded. Motion carried.*