

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT Minutes
November 1, 2016

Present:

☒ Byron Atwood
☒ Julie Potter
☒ Tina Ruth

☒ David Strong
☐ Don La Haye

☒ Laura Hill-Eubanks
☒ Larry Hebert

Staff: B. Waninger, B. MacBrien

Guest: None.

Chair B. Atwood called the meeting to order at 5:00 pm.

Adjustments to the Agenda

J. Potter requested the Committee discuss appointments for the Energy Planning Advisory Committee.

L. Hebert informed the Committee about a wetland situation he is involved in related to a solar project on his land and wetland permitting for a class 4 town.

Public Comment

None.

Consent Item

J. Potter requested the October 3 minutes and the Executive Director's report be removed from the consent agenda.

J. Potter moved to approve the October 18 meeting minutes; L. Hill-Eubanks seconded. Motion carried.

October 3, 2016 Minutes - Meeting packet page 3, line 8: strike the sentence "The Handbook follow-up on Committee discussion about the role of Commissioners."

J. Potter moved to approve the October 3 minutes with changes; L. Hill-Eubanks seconded. Motion carried.

Executive Director's Report - Waninger clarified that the ED report would be updated for the Commission meeting, including the final sentence of the Rural Entrepreneurship article.

Financial Report

B. MacBrien reported a net income of \$85,000 year-to-date. Year end adjustments will modify this to \$65,000. MacBrien explained that many grants are invoiced quarterly, which creates wide swings of a cyclical nature for net income. She noted that July includes \$64,000 in ACCD

1 quarterly income, \$70,000 from town dues, and invoicing of deliverable-based grants, which
2 increases revenue. Atwood suggested using customer deposits to adjust the swings into actual
3 costs as it is important for Executive to understand the claims against any funds received.
4

5 MacBrien noted that the QuickBooks layout is mismatched with CVRPC's operations, and
6 CVRPC will be updating QuickBooks in the near future.
7

8 MacBrien also noted that net income will be affected by staff medical leave and having other
9 staff backfilling required transportation tasks rather than working on other grants. She
10 anticipates any loss of income will be offset by a product based contract where expenses were
11 lower than anticipated.
12

13 MacBrien noted that audit field work is complete. CVRPC needs to complete the indirect rate
14 calculations and proposal. B. Waninger provided highlights of discussions with the auditor.
15

16 D. Strong requested a year-to-year comparison to assist in tracking over time. Waninger noted
17 year to year comparison of cash and net income may be helpful too.
18

19 **Contract/Agreement Authorization**

20 B. Waninger discussed proposed changes to the two contracts scheduled for approval. Insurance
21 industry practice has changed, and CVRPC's standard language related to insurance and
22 indemnification needs updating.
23

24 *Dubois & King, Mad River Flood Study – L. Hebert moved to have the Chair sign the contract*
25 *once the insurance issues are resolved; T. Ruth seconded. Motion carried.*
26

27 *Stone Environmental, The Johnson Company, LE Environmental, and Sanborn Head,*
28 *Brownfields Program Services – J. Potter noted that users beyond CVRPC rely on brownfields*
29 *work product. The master template language related to work product reliance will be updated to*
30 *include EPA, DEC, CVRPC, owner, and prospective purchaser.*
31

32 Potter discussed the Director's request to have the Director sign contract addendums related to
33 specific scopes of works and costs for each phase of site work. She said DEC and EPA review
34 and must approve work scopes prior to any work proceeding. She believes CVRPC's liability is
35 limited for non-payment by EPA, and she supports this request.
36

37 *D. Strong moved to approve the master contract template with the change of reliance on work*
38 *product; T. Ruth seconded. Motion carried.*
39

40 *D. Strong moved to authorize the Chair to sign master contracts with Stone Environmental, The*
41 *Johnson Company, LE Environmental, and Sanborn Head when the insurance language is*
42 *negotiation is concluded; T. Ruth seconded. Motion carried.*

1
2 *J. Potter moved to authorize the Executive Director to sign site specific contract addendums in*
3 *the form of the engagement letter template for the Brownfields Program, with the signature line*
4 *updated for the Executive Director; T. Ruth seconded. Motion carried.*
5

6 T. Ruth departed at 5:17 pm.
7

8 **Personnel Policy Amendment**

9 Waninger discussed the Personnel Policy update in response to US Dept of Labor Overtime Rule
10 changes. Committee members discussed how this might affect CVRPC's financial liabilities and
11 budgeting. The Committee requested:
12

- 13 • Bottom of first page: Delete "Time off with pay (compensatory time) is offered in
14 compensation for time worked in excess of the standard 40-hour workweek (overtime).
15 Compensatory time is offered in lieu of overtime pay." This is addressed in subsequent
16 text.
- 17 • Second page, first bullet: Delete "Non-exempt employees will be paid for accumulated
18 compensatory time at their regular rate of pay upon termination." This is addressed in
19 subsequent text.
- 20 • Second page: Move language related to accrual of 10 hours of compensatory time to the
21 second bullet as it only applies to exempt employees.
22

23 *J. Potter moved to approve the Personnel Policy Manual amendments with changes; L. Hill-*
24 *Eubanks seconded. Motion carried.*
25

26 **CY 2017 Medical Insurance**

27 *L. Hebert moved to have the Commission remain with BCBSVT, maintain plan choice, and*
28 *contribute an amount equal to 100% of the Silver high deductible plan premium for families; D.*
29 *Strong seconded. Motion carried.*
30

31 **Policy Approvals**

32 GIS Services – J. Potter noted that "minor" needed to be changed to "basic" on page 1, line 36.
33

34 *D. Strong moved to table the policy review to the December meeting; J. Potter seconded.*
35 *Motion carried.*
36

37 **Commission Meeting Agenda**

38 Basin Plan - Atwood questioned why the Commission needs to rank projects and how.
39 Waninger said the ranking was included in statute to insure involvement and investment in the
40 plan's outcomes. She discussed staff's prospective approach. .

1 Energy Committee – Potter described that five current Commissioners, one current alternate, and
2 one former alternate requested to participate on the Energy Committee. The Committee
3 discussed the purpose of the advisory committee and directed staff to limit Commissioner
4 participation to five current Commissioners. Staff will recommend the number of seats for non-
5 Commissioner. The Committee requested that the agenda be modified to appoint
6 Commissioners and to adopt the Energy Advisory Committee Rules of Procedures. Atwood
7 asked staff to notify the alternate and former alternate in advance of Tuesday's meeting and be
8 invited to participate a members of the public.

9
10 *D. Strong moved to accept the Commission agenda as modified; L. Hill-Eubanks seconded.*
11 *Motion carried. Motion carried.*

12
13 **Executive Session – 1 V.S.A §313(3), Personnel**

14 None held. Waninger reminded the Committee that Steve Gladczuk's medical leave continues
15 through Thanksgiving week.

16
17 **Adjourn**

18 *D. Strong moved to adjourn at 5:47 pm; L. Hill-Eubanks seconded. Motion carried.*