



**Central Vermont Regional Planning Commission**

**EXECUTIVE COMMITTEE MEETING**

**Monday, December 5, 2016**

**4:00 p.m. at CVRPC's Office**

Page	<u>AGENDA</u>
	<b>4:00 Adjustments to the Agenda</b>
	<b>4:05 Public Comment</b>
	<b>4:10 Consent Items (enclosed)*</b>
2	• Meeting Minutes – November 1, 2016
6	• Executive Director Report
	<b>4:15 Financial Report, Bonnie MacBrien</b>
7	<b>4:25 Policy Approvals (enclosed)*</b>
	a) Cost of Services: GIS
11	<b>4:45 Personnel Policy Job Description (enclosed)*</b>
	Modify Water Quality Major Area of Work to Natural Resources
16	<b>5:00 Staff Performance Evaluations (enclosed)*</b>
	Review FY16 appraisal process and schedule; modify as needed.
	Designate member to receive and compile staff comments and Committee comments.
	<b>5:10 Financial and Administrative Services</b>
	Briefing on CVRPC conversations with the Mad River Valley Planning District, Cross VT Trail, and Wrightsville Beach Recreation District on formalizing CVRPC's service relationship
22	<b>5:40 Commission Meeting Agenda (enclosed)*</b>
	<b>5:45 Executive Session – 1 V.S.A §313(3), Personnel</b>
	<b>6:00 Adjourn</b>

\*Denotes anticipated action item

**NEXT MEETING: Monday, January 2, 2017 at 4:00 p.m.**

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## 1 CENTRAL VERMONT REGIONAL PLANNING COMMISSION

## 2 Executive Committee

## 3 DRAFT Minutes

4 November 1, 2016

## 5 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 type="checkbox"/> Don La Haye	<input checked="" type="checkbox"/> Larry Hebert
<input checked="" type="checkbox"/> Tina Ruth		

6  
7 Staff: B. Waninger, B. MacBrien

8 Guest: None.

9  
10 Chair B. Atwood called the meeting to order at 5:00 pm.11  
12 **Adjustments to the Agenda**

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

14  
15 L. Hebert informed the Committee about a wetland situation he is involved in related to a solar project on  
16 his land and wetland permitting for a class 4 town.17  
18 **Public Comment**

19 None.

20  
21 **Consent Item**22 J. Potter requested the October 3 minutes and the Executive Director's report be removed from  
23 the consent agenda.24  
25 *J. Potter moved to approve the October 18 meeting minutes; L. Hill-Eubanks seconded. Motion*  
26 *carried.*27  
28 October 3, 2016 Minutes - Meeting packet page 3, line 8: strike the sentence "The Handbook  
29 follow-up on Committee discussion about the role of Commissioners."30  
31 *J. Potter moved to approve the October 3 minutes with changes; L. Hill-Eubanks seconded.*  
32 *Motion carried.*33  
34 Executive Director's Report - Waninger clarified that the ED report would be updated for the  
35 Commission meeting, including the final sentence of the Rural Entrepreneurship article.36  
37 **Financial Report**38 B. MacBrien reported a net income of \$85,000 year-to-date. Year end adjustments will modify  
39 this to \$65,000. MacBrien explained that many grants are invoiced quarterly, which creates wide  
40 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.*

## **Executive Director's Report**

November 30, 2016

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### **Connecting Through Conferences**

There are so many great ways to learn and sharpen skills these days, why do CVRPC staff participate in conferences and workshops for part of their professional development?

- We meet experts and influencers face to face, giving us the opportunity to share municipal successes and challenges.
- We can explore new tools and ideas with hands on demonstrations, are able to ask questions that are specific to the region's challenges, and receive immediate feedback as we explore how to serve towns better.
- Unlike most online learning, you can step into a random session and discover fresh perspectives.
- The energy of being in a room of like minded or differently minded people harnesses and renews energy.
- Learning in new spaces sparks new approaches; in-person learning fosters the potential for new partnerships for meeting a changing world.

As the fall conference and workshop series draws to a close in Vermont, CVRPC staff will be sharing what we've learned as we meet with communities and committees. Eric participated in the VT Planner's Association Regulatory Language Quiz Show and would be happy to assist towns to determine if their plan language provides a clean and unambiguous legal standard. Marian can share the variety of approaches towns are using to create measurable implementation elements for local plans. Laura is available to run local officials through a 45-minute disaster bootcamp that relays the essentials of responding to and recovering from an event.

### **RPC/RDC Joint Meeting**

Regional Planning Commission and Regional Development Corporation Directors met in November to discuss joint collaboration for the future. What ideas were discussed?

- Cooperative work on economic planning, town plans, and housing development.
- Consulting with businesses regarding preferred locations for solar development during town and regional energy planning.
- Supporting biomass development to enhance the viability of Vermont's forestry industry.
- Water quality, especially stormwater permits for development over three acres.
- Cooperative education and workforce development ventures as an economic development tool.

### **Local Energy Planning**

CVRPC is encouraging municipal officials to participate in its the energy standards training scheduled for December 14 in Northfield. Regardless of whether a municipality is interested in obtaining substantial deference in the Certificate of Good process, the training will include information about town-specific data and maps that will be available to all municipalities by April 30, 2017. Contact Eric

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([Vorwald@cvregion.com](mailto:Vorwald@cvregion.com)) or Marian ([wolz@cvregion.com](mailto:wolz@cvregion.com)) for information.



## **MEMO**

Date: October 28, 2016

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: GIS Services Policy Update

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I am requesting Executive Committee approval of modifications to CVRPC's GIS Services Policy. The existing and proposed policies are enclosed.

### Background

CVRPC's original GIS Services Policy was crafted in the late 1990s when RPCs were established as Regional GIS Service Centers. While RPCs still serve that role, GIS is more widely used and available to planners and in municipalities. Additionally, the current GIS Services Policy describes capital recovery as an included cost even though CVRPC does not apply this practice. It is administratively inefficient to calculate recovered cost as part of the indirect rate proposal. In summary, the language and billing rates included in CVRPC's current policy are out of date.

### Proposed Policy

The proposed Policy moves the Commission a first step towards developing an overall Cost of Services Policy. It defines basic levels of assistance that should be available to all municipalities through CVRPC's existing programs (ACCD, TPI, Water Quality), and provides a 12-hour cap for free basic GIS services. It describes major assistance that will require a cost estimate and a contract.

The policy allows the Commission to complete private GIS work for a fee which working to avoid non-competitive competition by adjusting CVRPC's billing rate to be more in line with private rates. RPCs exist to serve municipal and regional planning needs. Legislative funding to RPCs underwrites public costs. To the extent possible, RPCs avoid competing with private business in serving private clients. The new private rate works to level the playing field for private businesses services to private clients.

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## Central Vermont Regional Planning Commission

### DRAFT Cost of Services Policy Geographic Information Services (GIS)

Effective: February 1, 2017

#### STATEMENT OF INTENT AND GENERAL POLICY

This Policy is intended to provide guidelines to the Regional Commission and Executive Director in the delivery of professional services to its member municipalities. Furthermore, it will assist the Regional Commission in meeting the increasing demands for such services. It is the general policy of the Regional Commission to offer the maximum level of basic service to all its members, and to continue to offer additional special services as the needs and opportunities require.

To encourage efficient and economical use of professional staff in meeting the increasing needs of municipal planning and management duties, the Regional Commission shall use the following priorities in evaluating requests for services from a single community or a group of communities:

- 1) Projects which address state legislative requirements or projects involving issues of statutory compliance;
- 2) Projects addressing local and/or regional priorities as identified by municipal plans, the Regional Plan, or Annual Work Programs; and
- 3) Other such projects as may be determined to be of local and/or regional significance.

#### TYPES OF GIS ASSISTANCE

##### Basic Assistance

All municipal members of CVRPC receive the benefit of 12 hours of technical assistance, including draft plan maps, road name maps, State designation maps, and draft zoning maps without charge each fiscal year (July 1–June 30). Basic assistance does not require a contract.

##### Major Assistance

Major GIS technical assistance requiring more than 12 hours will be charged based on the rates outlined in this policy for personnel and expenses. Major assistance includes data and GIS work, land use build-outs, online mapping, impervious surface analysis, and other GIS work as determined by CVRPC. Major assistance includes contracted work for which the municipality has obtained outside funding. CVRPC may provide major assistance at no charge to a municipality if CVRPC has obtained special project funding for the work. Major assistance requires a written estimate and a written contract or agreement.



## Other GIS Assistance

For types of assistance not described above, a detailed description of the project should be provided. CVRPC will develop a cost estimate based on this policy. Other GIS assistance may requires an estimate and/or a contract or agreement based on a determination by CVRPC GIS staff as to whether the services is basic or major

## GIS SERVICE POLICY

Early consultation with CVRPC in advance of a project provides the greatest opportunity to build the project into CVRPC's annual work program. The following guidelines will apply to all work for GIS services from CVRPC:

- It is the intent of the Regional Commission to provide GIS services to its member municipalities on a cost recovery basis. Cost recovery rates are calculated using direct and indirect charges. They vary from year-to-year based on actual salary, benefits, and indirect rates calculated from audited numbers.
- Dues-paying members receive a higher priority for all services than non dues-paying members, unless a compelling situation or need suggests otherwise.
- For municipalities, GIS staff will determine whether the proposed work is basic or major and confirm this in writing for the municipality.
  - If basic, CVRPC will provide the municipality with an estimate of the number of hours expected to be worked on the project/activity.
  - If major, CVRPC, in cooperation with the municipality, will develop a scope of work with product review opportunities, milestones, deliverables, a schedule, and a cost estimate. Cost estimates will be valid for one year from date of issuance.
- If a major project moves forward, CVRPC will develop a written agreement between the contracting partner and CVRPC. Fees will be based on personnel rates in effect at the time the work is completed and other expenses directly attributable to the project. If work outside the original scope is requested during the project, CVRPC staff will notify the contracting partner prior to completing the work. If the partner elects to have CVRPC proceed with the work, a work order change will be issued.
- The final cost to a municipality, non-profit or government agency will be based on the actual cost to CVRPC, even if the final amount will be less than the agreement cost.

**Municipalities, as part of their annual budgeting and programming processes, are strongly encouraged to consider budgeting local revenues for these services.** In some cases, grants may be available to cover all or a portion of the costs for basic or major services. CVRPC staff is available to assist in evaluating funding options.

Municipal Planning Grants (MPG) are a good funding source for major GIS services. Municipalities are advised to discuss an appropriate scope of work and budget with CVRPC prior to submitting an application. Once the scope and budget are refined, CVRPC should be listed as a consultant in the application. If CVRPC is not listed and the municipality uses a Request for Proposal (RFP) process, CVRPC will not submit a proposal because it generally

1 does not compete with the private sector. CVRPC will provide services for certain tasks within a  
2 consultant-based project if it is identified in the proposal.

### 3 4 Personnel

5 Personnel costs include salary/wages, fringe benefits, and indirect costs. All GIS services will be  
6 charged at ¼-hour increments, which mirrors tracking CVRPC is required to complete for State  
7 and Federal contracts. The first 30 minutes of service are free of charge to non-municipal  
8 entities if the request relates to a public records request.

#### 9 10 Member Municipalities

- 11 • 12 hours of GIS service per fiscal year at no charge. These hours can be used for
- 12 map making, data development, GIS analysis, or GIS user assistance.
- 13 • After 12 hours, GIS work will be charged at actual cost, including personnel and
- 14 expenses.

#### 15 Nonprofit or Government Agencies

- 16 • Services will be charged at actual cost, including personnel and expenses.
- 17 • The Executive Director may waive any and all costs if the work is determined by
- 18 the Director to be advantageous to CVRPC and its mission.

#### 19 20 For-Profit Businesses

- 21 • Services will be charged at \$90.00/hour plus expenses.

### 22 23 Direct Expenses

#### 24 25 Printing

- 26 • Plotter Prints: 24" x 24" = \$10.00
- 27 36" x 36" = \$12.00
- 28 42" x 42" = \$15.00
- 29 Over 72" long = \$30.00

#### 30 31 Digital Copies\*

- 32 • CD-ROM (650 MB) = \$1.00
- 33 • DVD (4.7GB) = \$2.00
- 34 • 2 Gigabyte External "Thumb" Drive (USB 2.0, Type A Connection) = \$10.00
- 35 • 32 Gigabyte External "Thumb" Drive (USB 2.0, Type A Connection) = \$90.00
- 36 • 320 Gigabyte External Hard Drive (USB 2.0, Type A Connection) = \$100.00
- 37 • 1 Terabyte External Hard Drive (USB 2.0, Type A Connection) = \$150.00

38  
39 \*Customers may opt to provide the digital device for large data transfers to avoid this  
40 cost.

#### 41 42 Other

43 Other direct expenses include, but are not limited to, publishing fees for legal notices,  
44 food for meetings, translation services, child care services, printing, room rental fees, and  
45 supplies.



## MEMO

Date: November 30, 2016

To: Executive Committee

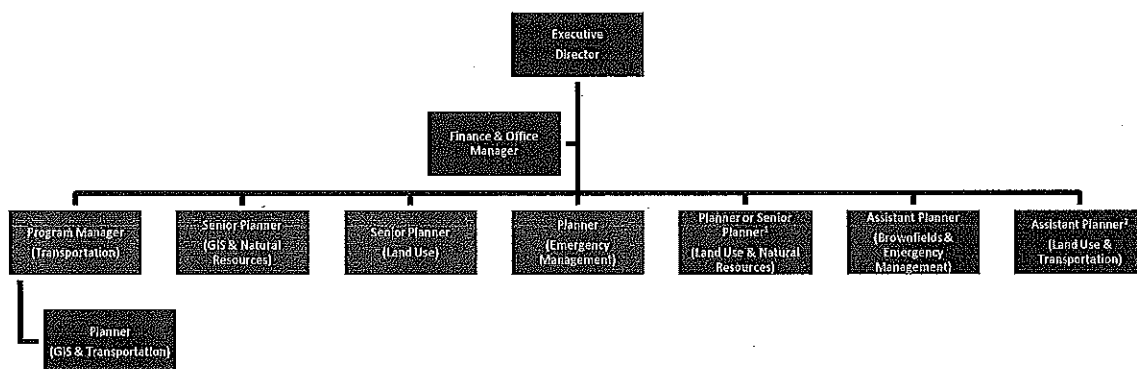
From: Bonnie Waninger, Executive Director

Re: Personnel Policy Manual Amendment – Add Natural Resources Major Area of Work

I am requesting an amendment to CVRPC's Personnel Policy Manual. The amendment modifies Major Areas of Work by combining water quality with natural resources work described in the "other" category.

Major Areas of Work are part of CVRPC's Job Descriptions. With transitions in staffing, crafting a Natural Resources Major Area of Work gives CVRPC flexibility. At least two staff can focus portions of their position in this area. Subject matter (water quality, energy, forest integrity, etc.) can shift with staff member skills and knowledge.

With this change, CVRPC's staffing structure will be:



<sup>1</sup>1-2 year position with the possibility of permanence. Anticipated start date of March 1, 2017.

<sup>2</sup>Temporary position, currently through March 3, 2017.

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

**MAJOR AREAS OF WORK**

**Natural Resources**

*Proposed.*

***Municipal Technical Assistance***

- Provide technical assistance to and assist member municipalities with meeting the requirements of Act 64, the Lake Champlain Total Maximum Daily Load Plan, and state and federal water quality rules, procedures and law.
- Engage municipalities in design and implementing Green Stormwater practices and in adopting Green Infrastructure policies and practices.
- Provide technical assistance to municipalities to enhance and protect critical forest blocks, wildlife habitat, and habitat connectors, to plan for invasive species impacts, and to plan for the needs of the forest products industry.
- Develop strategies and tools for regions and municipalities to maintain and enhance environmental health.
- Assist municipalities to implement energy conscious land use regulations and create internal policies aimed at reducing energy use.
- Assist municipalities with conservation and natural resource planning.

***Regional Planning***

- Develop and manage special projects as assigned in areas such as stormwater management, river corridor and riparian buffer stabilization, etc.
- Work with local and regional partners to develop and implement projects to support watershed and community health.
- Complete - or support development of - tactical basin plans, geomorphic assessments, river corridor plans, and other water quality-related plans.
- Carry out activities in CVRPC's Clean Water Initiative agreement, funded by the Vermont Agency of Natural Resources.
- Engage stakeholders in regional conversations about energy efficiency, conservation, and development.
- Draft energy and/or climate action plans, and design and implement projects and programs that have a transformative effect on individual and community energy use.
- Review proposed alternative energy generation facilities.
- Engage and work with stakeholders to protect critical forest blocks, wildlife habitat, and habitat connectors and to plan for the needs of the forest products industry.

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

**MAJOR AREAS OF WORK**

**Water Quality**

*Current*

***Municipal Technical Assistance***

- Provide technical assistance to and assist member municipalities with meeting the requirements of Act 64, the Lake Champlain Total Maximum Daily Load Plan, and state and federal water quality rules, procedures and law.
- Engage municipalities in design and implementing Green Stormwater practices and in adopting Green Infrastructure policies and practices.

***Regional Planning***

- Manage special projects as assigned in areas such as stormwater management, river corridor and riparian buffer stabilization, tactical basin planning, etc.
- Complete geomorphic assessments and river corridor plans.
- Work with local and regional partners to develop and implement projects to support watershed and community health.
- Complete, or support development of, watershed plans, tactical basin plans, and other water quality-related plans.
- Carry out activities in CVRPC's Clean Water Initiative agreement, funded by the Vermont Agency of Natural Resources.

*Adopted: 5/2/16*

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

**MAJOR AREAS OF WORK**

**Other Areas of Work**

*Current*

CVRPC continually strives to increase the breadth of services to its member municipalities and State and Federal agencies. The following areas represent additional areas of work for CVRPC that may evolve into Major Areas of Work in the future.

***Housing***

- Support public awareness campaigns related to housing, housing issues, and partnerships concerned with the availability and affordability of housing.
- Work with abutting regional commissions to understand growth pressures and plan to mitigate possible impacts.
- Craft regional policies with the understanding that choices on transportation, economic development, basin planning, etc. impact the supply and cost of housing.
- Review development plans to ensure that projects create housing, and do so in an appropriate way and in an appropriate location.
- Assist municipalities in addressing the location, type, scale, energy efficiency, and density of housing in local plans and regulations.
- Assist municipalities with public sewer and water improvement projects, environmental due diligence, housing planning and construction grants, and revisions to regulations to allow the adaptive reuse of space in abandoned or underutilized buildings for housing and to increase housing density as desired.

***Agriculture and Food Systems***

- Support local and regional food systems planning.
- Assist communities to develop and support agricultural and agripreneurism enterprises.
- Facilitate municipal and agricultural transition to composting requirements.
- Develop and implement strategies and tools for regions, municipalities, and landowners to maintain and enhance agricultural viability.



***Forest Integrity***

- Engage stakeholders in conversations to identify priority forest landscapes, values, and issues and to maintain and enhance the forest products economy.
- Provide technical assistance to municipalities to identify critical forest blocks and wildlife corridors, to plan for invasive species impacts, and to plan for the needs of forest operations.
- Develop strategies and tools for regions, municipalities, and forest landowners to maintain and enhance forest integrity.



***Energy Efficiency, Conservation and Development***

- Draft energy or climate action plans.
- Assist the Region and communities to implement energy conscious land use regulations and create internal policies aimed at reducing municipal energy use.
- Review proposed alternative energy generation facilities.
- Design and implement projects and programs that have a transformative effect on individual and community energy use.

- Support local and regional energy committees.

***Healthy Communities***

- Assist the health community and municipalities to implement a Health in All Policies approach aimed at improving community health outcomes.
- Work with local, state, and national partners to prevent chronic diseases and reduce health gaps through development and promotion of lasting strategies that help people make healthy choices where they live, learn, work, and play.
- Design and implement projects and programs that have a transformative effect on community health.



***Natural Resource Planning***

- Assist municipalities with conservation and open space planning, natural resource inventories, wildlife corridor protection planning, management plans for conserved lands, and other natural resource planning activities.

***Community and Economic Development***

- Provide technical assistance to member municipalities and non-profit partners for facility and service projects that further community development, such as health care, libraries, schools, social services, cultural institutions, water and wastewater, housing, and a positive civic ethic that promotes growth, cooperation, and inclusion.
- Assist residents, governments, businesses, organizations, and institutions to pursue and utilize broadband infrastructure and technology.
- Assist in the creation of new cross sector partnerships, the identification of broadband technology gaps, and the creation of regional and statewide strategies and actions.

*Adopted: 5/2/16*

## Performance Appraisal Process

As of 09/06/16

### STAFF

Date	Action
By December 15	Executive Director advises staff of evaluation process
January 15	Executive Director provides staff with appraisal form
February 1	Staff submit self-appraisal and goal-setting document to Executive Director or direct supervisor, as appropriate
March 1	All staff performance appraisals are complete
March/April	Executive Director provides summary to Executive Committee
After budget adoption (May/June)	Executive Director notifies staff of any salary changes or other actions

### EXECUTIVE DIRECTOR

Gray shading denotes staff participation

Date	Action
December meeting	Executive Committee reviews appraisal process and appoints designee if desired
By December 15	Executive Director advises staff of evaluation process
January 2	Chair or appointee distributes confidential employee review form of the Executive Director to staff
January 15	Executive Director provides Executive Committee with self-appraisal
January 15	Executive Director reviews by staff submitted to Executive Committee or appointee
January 31	Executive Committee or designee distributes combined staff appraisal and Executive Director appraisal form to Executive Committee
As needed	Executive Committee or appointed subgroup may meet in executive session with staff to discuss the Executive Director's performance
February 15	Executive Committee members complete their individual appraisal form and submit it to the Chair or designee for compilation
February 28	Executive Committee prepares a joint appraisal of the Executive Director and provides copy to Executive Director prior to appraisal meeting
March 15	Executive Committee conducts appraisal meeting with Executive Director



## CVRPC Executive Director Evaluation Form

Employee: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Job Title: Executive Director Date of Last Evaluation: \_\_\_\_\_Period Covered by Review: \_\_\_\_\_ to \_\_\_\_\_  
Month/Day/Year Month/Day/Year

### Purpose of This Review

CVRPC views the performance evaluation process as an opportunity to have forward looking, positive, and productive discussions on job performance and growth of staff. It is a time for candid, open dialog that is constructive and respectful. Salary and benefit adjustments may be discussed, and are made through a separate process.

This review summarizes the content of a meeting held on \_\_\_\_/\_\_\_\_/\_\_\_\_ between the Executive Director and the Executive Committee concerning job performance and growth. It also sets forth agreed-upon performance goals through June 30, 2017.

**Please complete Parts A and B below.**

### Part A – Core Competencies

*Please answer the following questions about work performance and contribution to CVRPC. Score the performance against each question. Discuss the reasons for your score below each question.*

- 1 Development Needed – Performance is frequently below expected standards and needs improvement. ~~Characteristic performance in this category is of the type that clearly fails to meet expected standards.~~ Does not possess sufficient technical skills and knowledge needed to perform the job competently.
- 2 Meets Expectations – Has sufficient technical skills and knowledge to perform the job competently. Employees at this level accomplish the position requirements. ~~Performance which meets expected standards. Overall, work is acceptable and rarely needs improvement.~~
- 3 Exceeds Expectations – Has strong technical skills and knowledge. ~~Performance of an exceptional nature. Performance exceeds expectations when it consistently or frequently surpasses expected standards.~~
- 4 Far Exceeds Expectations – Has expert level technical skills and knowledge.

**SCORE**

**Leadership:** Does the Director demonstrate a high level of drive and energy? Is he/she

<p>a self-starter? Does he/she inspire others to work towards a common purpose? Is he/she respected by others including the Board, other stakeholders, the public and internal staff people?</p> <p>Reason:</p>	
<p><b>Communications:</b> Is the Director skilled in both verbal and written communications? Does he/she effectively communicate expectations and visions internally? Does he/she communicate effectively to the public and other stakeholders including the Board? Give an example of when this skill was used with a positive outcome.</p> <p>Reason:</p>	
<p><b>Customer Relations:</b> Does the Director effectively interact with the organization's constituents? Is the Director responsive to constituent's concerns? Does the Director effectively manage constituents needs/wants consistent with budget issues and organizational goals and values? Give an example. Is the Director capable of seeing all sides of an issue?</p> <p>Reason:</p>	
<p><b>Strategic Planning:</b> Does the Director engage in strategic thinking? Does the Director clearly articulate vision, goals, work plans and outcomes?</p> <p>Reason:</p>	
<p><b>Management of People:</b> Has this Director created a positive working environment for employees at all levels? Has this Director been accountable for management decisions and held managers at all levels accountable for their personnel decisions? Has this Director created an environment which encourages diversity and creative thinking?</p> <p>Reason:</p>	
<p><b>Process Management:</b> Does the Director actively monitor the effectiveness of established policies and procedures assuring that they support efficiency in their day to day operation? Are procedures evaluated and changed to meet new goals and opportunities?</p> <p>Reason:</p>	
<p><b>Corporate Responsibility:</b> Does the Director demonstrate the highest level of ethics in his/her everyday interaction with employees and other stakeholders? Does the Director evaluate and accept responsibility for his/her decisions for both employees</p>	

<p>and the Community? Does the Director demonstrate a high degree of integrity from himself/herself as well as all employees?</p> <p>Reason:</p>	
<p><b>Professional Development:</b> Has this Director continued his/her professional development by taking advantage of opportunities to gain further industry knowledge? Has this Director engaged in outreach and networking activities that provide a value added for him/her and for CVRPC? Has the Director taken steps to assume leadership roles in the industry and/or in the Vermont business community?</p> <p>Reason:</p>	
<p><b>Fiscal Responsibility:</b> Does the Director understand the more complex budget issues specific to CVRPC? Does the Director have the ability to provide leadership in the budget development process? Does the Director understand how to build, distribute, and manage the revenues for the CVRPC budget?</p> <p>Reason:</p>	
<p><b>Board Relationship:</b> Does this Director effectively interact with the Board? Is he/she well prepared for Board meetings and provide the Board with information it needs/wants for effective governance? Has the Director fostered positive relationships with current Board members? Does the Director positively receive all input from the Board and move to make changes in behavior/processes where appropriate?</p> <p>Reason:</p>	

List up to three (3) major strengths demonstrated by this Director in the past year with examples to show the effectiveness of those strengths.

What areas are in need of improvement from your perspective?

### ***Discussion points for evaluation meeting***

#### **Year in Review**

1. Has the past year been good/bad/satisfactory or otherwise, and why?
2. Review the purpose of the Director's job and job description. Clarify job purpose, tasks and responsibilities, and priorities where necessary.
3. Review the past year achievements and job challenges.

4. Review the aspects of how well the Director works from Core Competencies survey.
5. Discuss salary expectations for upcoming years.

<b>Executive Committee's Summary: Overall Performance Score* _____</b>
<b>Employee's Comments</b>

\*1-Development Needed, 2-Meets Expectations, or 3-Exceeds Expectations as described in A5 above.

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
CVRPC Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*Please sign this evaluation form to indicate participation in the performance evaluation process. Employee signatures do not necessarily infer concurrence with the supervisor's evaluation.*

## Part B – Goals and Action Plan

B1) *What does the Director consider to be their most important tasks in the next year?*

B2) *What action could be taken to improve the Director's performance? What sort of training/experience would be beneficial in the next year (assuming funding is available)?*

B3) *List the objectives expected to be achieved in the next 12 months with specific measures or standards described. At least one of these objectives should relate to professional development.*

Objective/Task	Measure/Standard


***Discussion points for evaluation meeting***

**Year Ahead**

1. What activities and tasks would the Director like to focus on during the next year?
2. Where would the Director like to focus the organization during the next five years?
3. Discuss the Director's career direction options and wishes. Opportunities for development and growth should be available to everyone on the staff.
4. Discuss the specific objectives that will enable the Director to improve on job performance and/or prepare for growth. These objectives should be specific, measureable, time-bound, and realistic.
5. Discuss and agree on training and development support to be given to help the Director meet the agreed upon objectives above. Training includes courses, coaching, mentoring (mentoring someone else as well as being mentored), temporary assignments, shadowing, distance-learning, reading books, watching videos, attending meetings and workshops, workbooks, manuals and guides, researching, giving presentation; anything relevant and helpful that will help the person develop towards the standard and agreed task.
6. Any other topics the Director or Executive Committee would like to bring up.

***Semi Annual Review Notes*** (Review Current Outcomes & Activities)

**Date** \_\_\_\_\_

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CVRPC Chair Signature

\_\_\_\_\_  
Date



**Central Vermont Regional Planning Commission**

***BOARD OF COMMISSIONERS***

***December 13, 2016 at 7:00 pm***

***Central VT Chamber of Commerce***

***Paine Turnpike South, Berlin***

(Coming off the interstate at exit 7, turn left at the first light.

At the next crossroads, the Chamber is on your left. It is the light yellow building.)

**AGENDA**

<u>Page</u>	<u>Time</u>	<u>Description</u>
	7:00	<b>Adjustments to the Agenda</b>
		<b>Public Comments</b>
	7:05	<b>Meeting Minutes – November 8, 2016</b> (enclosed)*
	7:10	<b>Staff Reports</b> (enclosed) and any updates
	7:15	<b>Executive Director's Report</b> (enclosed) and any updates
	7:25	<b>Central VT Economic Development Corporation Report</b> , <i>Jamie Stewart</i>
	7:30	<b>Act 250 Agricultural Lands Mitigation Mapping Project</b> , <i>Lauren Masseria</i> , <i>Vermont Agency of Agriculture</i>
		The Agency of Agriculture created a data layer visualizing Act 250 Onsite Mitigation. This data layer includes all areas that have been set aside via permit condition since 2006.
	8:15	<b>Regional Energy Planning</b> , (enclosed)*
		– Energy Advisory Committee Rules of Procedure, <i>Eric Vorwald</i>
		– Level I & II constraints for renewable energy potential maps, <i>Dan Currier</i>
	8:45	<b>Resolution Regarding Regular Meeting Dates</b> (enclosed)*
		VT Open Meeting Law [1 V.S.A. § 312(c)(1)] requires public bodies to adopt a resolution setting the time and place of regular meetings. The attached resolution, if adopted, would fulfill this requirement for CVRPC.
	9:00	<b>Adjournment</b>

\* denotes anticipated action item