

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION****Executive Committee****DRAFT Minutes****July 5, 2017****Present:**

<input checked="" type="checkbox"/> Julie Potter	<input checked="" type="checkbox"/> Laura Hill-Eubanks	<input checked="" type="checkbox"/> Michael Gray
<input checked="" type="checkbox"/> Dara Torre	<input checked="" type="checkbox"/> Steve Lotspeich	<input checked="" type="checkbox"/> Don La Haye
<input type="checkbox"/> Byron Atwood		

Staff: B. Waninger, B. MacBrien

Guest: None

Chair J. Potter called the meeting to order at 4:06 pm.

**Adjustments to the Agenda**

Waninger requested the DEC contract be tabled and FY18 budget and workplan be removed. CVRPC is negotiating language changes with DEC. Due to technology challenges, the work plan and budget were sent late. Waninger asked that Committee members take sufficient time to review the documents.

**Public Comment**

None.

**Meeting Minutes**

*L. Hill-Eubanks moved to approve the June 5, June 13, and June 13, 2017 minutes as presented; D. La Haye seconded. Motion carried.*

**Financial Report**

B. MacBrien noted cash flow is improving with receivables paid in a shorter timeframe. Payables are within normal fluctuations with most being contractor bills. CVRPC is staying within budget for expenses. VTrans agreed to a modification of the FY18 indirect rate.

J. Potter asked about the \$3,000 invalid receivable and when CVRPC should write it off. MacBrien noted the receivable is likely match recorded incorrectly or a project for which CVRPC did not provide sufficient match and could not draw down all awarded funds.

MacBrien said the note on page 13 should be with the Payroll item instead of Other Expense. Payroll shows as 98% expended because it includes accrued paid time off. The time off has not been paid out.

*L. Hill-Eubanks moved to accept the Financial Report as presented; M. Gray seconded. Motion carried.*

**Contract/Agreement Authorization**

Northwest Regional Planning Commission, Local Energy Planning Amendment - *D. Torre moved to approve the Northwest Regional Planning Commission Local Energy Planning Amendment as presented; D. La Haye seconded. Motion carried.*

VT Department of Environmental Conservation, Municipal Class IV Road Remediation and Demonstration Project – Removed from the agenda.

**Brownfield Program Authorizations**

Waninger provided an overview of the sites and actions to date. The Brownfields Advisory Committee (BAC) did not have quorum at its June meeting, and could not take action. Staff requested Executive Committee approval to assist with Brownfield Program progress. J. Potter, a member of the BAC, noted that members present at the BAC's June meeting were supportive of the requested actions.

Woodbury General Store

*L. Hill-Eubanks moved to approve extending the time to execute the P&S to July 31, 2017 and to authorize limited work on the site assessment prior to execution of the P&S; S. Lotspeich seconded. Motion carried with M. Gray abstaining for a conflict of interest. Gray is a Selectman and involved in the P&S negotiation for the Town.*

Montpelier Union Elementary School

*M. Gray moved to accept the site into the program and to authorize up to \$65,000 for a Phase 2 Environmental Site Assessment and Corrective Action Plan, including site redesign, if needed; L. Hill-Eubanks seconded. Motion carried.*

**5-Year Strategic Goals and FY18 Activities**

Waninger noted several dates were changed after she developed the quick-reference table. S. Lotspeich noted the plan seemed ambitious. Waninger agreed that it was. Some activities had already begun. Some, like the communications plan, were designed to involve staff in the organization's rebuilding. Potter said the Executive Committee should anticipate checking progress quarterly.

*D. La Haye moved to approve the 5-year strategic goals and FY18 activities with a change to the date on page 28, line 3 to 12/31/17; S. Lotspeich seconded. Motion carried.*

**FY18 Budget and Work Plan**

Tabled to a special Executive Committee meeting on July 11, 2017.

**Transportation Planning Initiative**

FFY17 Transportation Planning Initiative Amendment - Waninger highlighted changes to the FFY17 work program and budget. The Transportation Advisory Committee (TAC) approved the changes in June.

1 *S. Lotspeich moved to approve the FFY17 Work Plan and Budget Adjustment as presented; D. Torre*  
2 *seconded. Motion carried.*

3  
4 FFY18 Transportation Planning Initiative - Waninger noted staff had modified the document since the  
5 TAC approved it in June. The program budget had not been reconciled with CVRPC's annual budget.  
6 Contractor funds were not available for studies.

7  
8 Lotspeich asked how funds for contractor studies were determined and whether VTrans required the  
9 studies. Waninger said VTrans does have required activities. Contractor studies are at the discretion of  
10 the RPC. All project and program budgets must fit within CVRPC's organization budget. Funding staff  
11 technical assistance to towns and required state activities is CVRPC's first priority. If funds remain,  
12 CVRPC will dedicate funds to studies.

13  
14 *L. Hill-Eubanks moved to approve the FFY18 Work Program and Budget as presented; M. Gray seconded.*  
15 *Motion carried.*

#### 16 **Administrative Services Agreement and Leased Employees**

17 Potter had briefed new Committee members on the issue prior to the meeting. Waninger said the  
18 MRVPD and MRRMA expected to transition services by August 1. WBRD and Cross VT anticipated  
19 continuing to December 31. In the meantime, WBRD is working to enhance its internal controls. Cross  
20 VT is awaiting CVRPC's decision about using the leased employee for CVRPC's transportation program  
21 and for project management services. Waninger said CVRPC is at staff capacity. She expected  
22 additional grants would arrive in the fall. The Committee could decide whether to expand CVRPC's  
23 capacity using the Cross Vermont leased employee or to conduct studies. She would wait to request a  
24 decision until then, and would talk with the Cross Vermont Trail Director.

#### 25 26 **Commission Meeting Agenda**

27 Committee members asked if Jamie Stewart would be attending. Waninger said Stewart planned to  
28 attend quarterly. His spam filter caught the June meeting notice. CVRPC's meeting is on his calendar.

29  
30 Potter requested the budget presentation include graphics depicting where money comes from (sources  
31 – local, state, federal, etc.) and by program areas (revenues – transportation, municipal services, etc.).

32  
33 *L. Hill-Eubanks moved to approve the July 11 Commission meeting agenda as presented; D. La Haye*  
34 *seconded. Motion carried.*

#### 35 36 **Anticipated Executive Session**

##### 37 1 V.S.A §313(3), Personnel

38 *D. Torre moved to enter Executive Session for Personnel at 5:35 pm; M. Gray seconded. Motion carried.*

39  
40 *D. La Haye moved to exit Executive Session at 5:45 pm; M. Gray seconded. Motion carried.*

1 No action was taken.

2  
3 1 V.S.A §313(1)(A), Contracts

4 The Committee reviewed and briefly discussed a potential need for contractor services.

5  
6 *D. La Haye moved to find that premature general public knowledge of the contract would clearly place*  
7 *CVRPC at a substantial disadvantage; L. Hill-Eubanks seconded. Motion carried.*

8  
9 *L. Hill-Eubanks moved to enter Executive Session to discuss a proposed contract at 5:49 pm; M. Gray*  
10 *seconded. Motion carried.*

11  
12 *D. Torre moved to exit Executive Session at 6:20 pm; S. Lotspeich seconded. Motion carried.*

13  
14 No action was taken.

15  
16 **Commission Agenda**

17 Recognizing the budget and work program had been tabled for discussion, the Committee discussed  
18 whether staff should prepare a presentation based on the proposed budget. The Committee elected to  
19 remove the FY18 Work Plan and Budget from the July Commission agenda and to place it on the next  
20 agenda. D. Torre suggested all Commissioners might benefit from the new Commissioners training. The  
21 Committee agreed. Staff will modify the agenda.

22  
23 **Adjourn**

24 *D. La Haye moved to adjourn at 6:30 pm; S. Lotspeich seconded. Motion carried.*