

CENTRAL VERMONT REGIONAL PLANNING COMMISSION**Executive Committee****DRAFT Minutes****July 31, 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 checked="" type="checkbox"/> Byron Atwood		

Staff: B. Waninger, B. MacBrien

Guest: None

Chair J. Potter called the meeting to order at 4:02 pm.

Adjustments to the Agenda

The GIS Services Policy Annual Report was discussed. It had been included in the Committee packet as an information item. Staff will communicate the policy to towns again to foster its use. Potter suggested if the services remain undersubscribed, CVRPC could offer additional free hours for GIS or other tasks. B. Waninger described an idea proposed by Senior Planner Eric Vorwald to have CVRPC create an on-line catalogue for data frequently used in municipal plans. CVRPC could update the data annually as needed. The Committee concurred this was a good idea. Potter noted CVRPC's Planning Technical Nina Truslow was updating data for East Montpelier. The Planning Commission appreciated the service. Potter said the work was excellent.

Public Comment

None.

Consent Items

B. Atwood requested the July 11 minutes be held out as he did not attend the meeting.

D. La Haye moved to approve the July 5, 2017 minutes and Executive Director Report as presented; M. Gray seconded. Motion carried.

July 11, 2017 Meeting Minutes

L. Hill-Eubanks moved to approve the July 11 meeting minutes as amended; D. La Haye seconded. Motion carried.

Reserve Account

B. MacBrien distributed a contact information sheet for signature by the Chair, Treasurer, and Executive Director. Signatures and information requested by Northfield Saving Bank to open the account were completed.

Financial Report

MacBrien noted that FY17 books are still being closed, so a written financial report is not available. She reported the \$3,071 receivable for Forest Stewardship was researched and written off as bad debt. The receivable was an open, unpaid invoice from FY15. She found an email requesting payment, but she did not find any follow up. MacBrien determined it was a valid receivable, but only for ~\$1,000. The grant has been closed for two years. Given the amount of the valid receivable, staff recommends writing it off. The Committee concurred.

Open +30-day receivables have improved from last month. MacBrien reported CVRPC anticipates ending FY17 at a negative \$6-15,000. She has not analyzed the Budget to Actuals. She does not anticipate much difference from information reported previously. MacBrien noted all figures are unaudited.

B. Atwood requested a report on the Commission's cash position. MacBrien said the ACCD FY18 payment had arrived. The June 30 account balance was \$111,000. Waninger noted that \$73,000 of the \$111,000 is ACCD FY17 deferred revenue (customer deposit). CVRPC's June 30 unencumbered cash is ~\$38,000. Committee members noted it was a substantial improvement from January.

Personnel Policy Manual

Potter reviewed the development history of the policy and the Personnel Policy Committee's recommendations. She directed the Committee's attention to the Director's memo on alternate language for the Director's compensatory time.

The Committee discussed accruals for the Executive Director position. Potter discussed options and how other RPCs address the issue when it occurs. The Committee considered the options.

M. Gray recommended adding "CVRPC" when "Chair" is used as a non-substantive change.

S. Lotspeich moved to adopt the Personnel Policy Manual with the "Revised Proposed Language" proposed in the Executive Director's memo July 28, 2017; B. Atwood seconded. Motion carried. The Committee will revisit compensatory time accrual in 4-6 months.

Commissioner Survey

Waninger noted the purpose of the survey was to engage Commissioner's in planning and development of the Board of Commissioner's meeting.

1 The Executive Committee recommended additional questions related to committees, enhancing on-
2 boarding of new Commissioners, meeting time/day, and alternates. The Committee recommended the
3 table for meeting content have each subject rated separately.

4
5 L. Hill-Eubanks offered to act advisor should the Director desire feedback on the new questions.

6
7 **Executive Session - 1 V.S.A §313(1)(A), Contracts**

8 The Committee continued discussion of a potential professional services contract.

9
10 *L. Hill-Eubanks moved to find that premature general public knowledge of the contract would clearly*
11 *place CVRPC at a substantial disadvantage; D. La Haye seconded. Motion carried.*

12
13 *D. Torre moved to enter Executive Session to discuss a proposed contract at 5:30 pm; S. Lotspeich*
14 *seconded. Motion carried.*

15
16 *B. Atwood moved to exit Executive Session at 5:49 pm; M. Gray seconded. Motion carried.*

17
18 *D. La Haye moved to authorize the Executive Director to sign a contract for accounting services with*
19 *Nicole Sancibrian, CPA; S. Lotspeich seconded. Motion carried.*

20
21 **Adjourn**

22 *D. La Haye moved to adjourn at 5:51 pm; B. Atwood seconded. Motion carried.*