

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Executive Committee

DRAFT Minutes

September 5, 2017

Present:

<input checked="" type="checkbox"/> Julie Potter	<input 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

Guest: Nicole Sancibrian (CVRPC accounting contractor), Brian Fitzgerald (CVRPC Project Review Committee Chair)

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

Adjustments to the Agenda

Waninger requested the following adjustments to the agenda:

- Add item regarding feedback for staff on a process for commenting on state policy and procedures; and
- Remove the Commissioner Handbook.

The Committee accepted these adjustments.

Public Comment

None.

Consent Items

M. Gray moved to approve the consent items as presented; S. Lotspeich seconded. Motion carried.

Financial Update

N. Sancibrian provided examples of draft financial statements. She has updated the Commission's Chart of Accounts to reflect individual contracts and global expenses. In the future, the Profit & Loss Statement will be called Revenue & Expenses to reflect CVRPC's actual operating style. Sancibrian has entered all timesheet information into QuickBooks. When contracts are billed, the Commission can print a "time by contract" summary versus its current practice of manually creating a large spreadsheet and sending it and timesheet copies to agencies. By the next meeting, Sancibrian expects to have a budget to actual report available.

The Committee discussed the Commission's reserve fund, recommended and preferred reserve amounts, and the Commission's cash position.

1
2 Sancibrian noted she had converted payroll for the Wrightville Beach Recreation District from manual to
3 the QuickBooks payroll function. This has saved time and reduced the potential for error.
4

5 **Administrative Services Agreement and Leased Employees**

6 Waninger reported that the Mad River Valley Planning District had transitioned its employees to the
7 MRVPD and had found another financial administrator as of July 31. The Mad River Resource
8 Management Alliance will use VLCT for financial administration as of September 1.
9

10 Waninger discussed improvements to the Wrightsville Beach Recreation District (WBRD) internal
11 controls, including more involvement of WBRD Board members. The organization is making progress in
12 addressing the Commission's request. Waninger noted she anticipated WBRD will request CVRPC
13 maintain services beyond December 31. CVRPC's services provide confidence in the District's financial
14 management. The Committee briefly discussed the pros and cons of maintaining the service. Waninger
15 noted staff was not requesting to continue the service, only providing a heads up that the Commission
16 may receive the request.
17

18 Waninger asked for Committee feedback on maintaining the Cross Vermont Trail employee as a leased
19 employee. The Committee discussed advantages to CVRPC for project management and augmenting
20 staff services. It agreed that staff could continue the conversation with Cross Vermont towards that
21 direction.
22

23 **FY18 Commission Budget**

24 Waninger highlighted major changes for revenue and expenses. The Committee discussed unconfirmed
25 revenues. At Atwood's request, Waninger noted that the Clean Water and EMPG revenues are most
26 likely to change. Expenses still include reserves and server replacement at \$20,000 each. If revenues
27 are substantially reduced through the year, these expenses could be modified. Other than this, the
28 budget is tight and accurate to date. S. Lotspeich noted two corrections: the FY18 label and the percent
29 change formula for expenses.
30

31 *B. Atwood moved to approve the budget adjustment with the corrections noted; D. La Haye seconded.*
32 *Motion carried.*
33

34 **Project Review Committee**

35 Waninger provided over of process versus procedure. All committees have procedures except Project
36 Review, Town Plan Review (hasn't met), and Clean Water (isn't formed).
37

38 B. Fitzgerald discussed the Project Review Committee's recommendations.
39

40 Waninger reviewed Substantial Regional Impact (SRI) in regards to state statute and the Commission's
41 use of it as a threshold for project review. She noted SRI is municipalities deciding together the type and
42 intensity of impact that constitutes a "regional" impact. By statute, CVRPC can chose to comment on

any Act 250 or Section 248 application. The Board of Commissioners set SRI as the threshold for Board review projects. In addition, the Commission's annual agreement with the Agency of Commerce requires the Commission to comment on major applications or applications that go to hearing.

The Committee considered whether advice from outside parties should be solicited for project review discussions, discussed whether and how Commissioners should be made aware of Project Review Committee decisions, and discussed conflict of interest.

S. Lotspeich moved to forward the documents as presented to the full Commission with a recommendation for approval; D. Torre seconded. Waninger asked if it was the Committee's intent to incorporate its thoughts related to informing Commissioners of Project Review Committee decisions. The Committee said staff should include decision letters in the Commission packet, and the Project Review Committee could incorporate a documentation/transparency process in the future. Motion carried.

Commission Meeting Agenda

D. Torre moved to approve the agenda as presented; D. La Haye seconded. Motion carried.

Commenting on State Policy and Procedure

Waninger requested Committee guidance on a Commission process for commenting on state policies and procedures. The Commission incorporated policy and procedure review into its FY18 strategic actions.

Options could include:

- Staff prepares and submits comments;
- Staff prepares comments for Commission review and approval; or
- The Commission assigns this task to a Committee.

Waninger noted the Commission was not required to comment on state policy and procedure. Agencies have expressed a desire for hearing the Commission's perspective.

Waninger suggested assigning the task to the Regional Plan Committee might be a good fit. The Committee recommends Regional Plan policies to the full Commission. The task would maintain the Committee as an active body when Regional Plan revisions were not active. This may require revising the Committee membership and/or recruiting new members to the Committee. The Executive Committee leaned toward assigning the task to a committee. Members expressed caution about Commissioner and staff capacity. It requested staff develop a proposal for consideration and include a list of plans and policies that may be available for review in the next 6-12 months.

Adjourn

D. La Haye moved to adjourn at 6:25 pm; B. Atwood seconded. Motion carried.