

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Executive Committee

DRAFT Minutes

November 6, 2017

Present:

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|--|--|--|
| <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

Guests: Greg Western, Jon Copans, Collin Oneil

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

Adjustments to the Agenda

Waninger requested to remove the Central Vermont Public Safety Authority update from the agenda.

Public Comment

None.

Administrative Services and Leased Employees

Cross Vermont Trail Association

G. Western summarized the Association's request:

- Office space to accommodate a desk and files
- Subcontractor services for regional trail planning as desired by the organizations
- Payroll services as of January 1, 2018.

Western stated that CVTA would be assuming the role of employer for him on January 1, 2018. CVTA will investigate options for payroll services and invites CVRPC to submit a cost estimate for the service.

Waninger noted that CVTA had requested a multi-year agreement for any services provided. J. Potter suggested that if CVRPC chose to continue providing office space, it would be helpful for any agreement term to coincide with CVRPC's lease terms.

Wrightsville Beach Recreation District

J. Copans requested that CVRPC continue to provide administrative services to the District. He noted a multi-year agreement would also be welcome.

1 C. Oneil provided a history of the District and its facilities. The District's revenues increased from \$9,500
2 in 1985 to \$50,000 in 2017 due to diversifying recreational opportunities. Its budget increased from
3 \$24,000 to \$104,000. He noted that CVRPC had provided continuity through the years.

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5 Copans stated people join the WBRD Board because the park is a regional gem. Four towns come
6 together to manage the resources through the Board. He believes the District is the model to grow in
7 Vermont – regional solutions to challenges and opportunities. CVRPC acts as a neutral, trusted, third
8 party service provider. He noted that the District understands its needs to hold up its end of the bargain
9 and stated it has made real progress in this area.

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11 Potter provided East Montpelier's perspective. The town believes CVRPC provides institutional stability
12 and memory for the District. If CVRPC elected to end services, the town would feel the RPC hadn't given
13 towns adequate notice for the 12/31/17 deadline.

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15 S. Lotspeich noted that fostering leadership on the WBRD Board is important. CVRPC staff cannot
16 provide this leadership.

17 Policy Considerations

18 Potter noted that staff said it is technically feasible for CVRPC to provide the requested services.
19 Committee members discussed whether CVRPC wants to, and if so, how. The Committee concluded the
20 services could be provided if a written agreement is developed and if CVRPC charged for services.

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22
23 In summary:

- 24 • CVTA: CVRPC is willing to provide office space and payroll bookkeeping and remains interested
25 in work collaboration as opportunities arise. An agreement and fees need to be developed.
- 26 • WBRD: CVRPC is willing to provide full charge bookkeeping services. WBRD would need to
27 develop financial procedures by a date to be identified.

28
29 The Committee directed staff to develop agreement drafts for the December meeting.

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31 *D. La Haye moved to direct the Executive Director to work with CVTA and WBRD to develop*
32 *administrative services agreements, including office space and payroll bookkeeping services for CVTA*
33 *and accounting services for WBRD; M. Gray seconded. Motion carried.*

34 **Consent Items**

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36 *L. Hill-Eubanks moved to approve the consent items as presented; S. Lotspeich seconded. Motion carried.*

37 **Financial Report**

38 The Committee briefly discussed the FY18 quarterly financials. Waninger noted the net income was
39 related to contract advances. Actual net income is ~\$1,200.

Waninger discussed the FY17 draft financials. The Commission's loss relates to the staff medical leave and work-versus-payment timing for product-based contracts. The Commission should recover this "loss" in FY18 for product payments and FY19 for administrative costs due to delayed cost recovery.

Contract/Agreement Authorization

Waninger noted that staff had obtained confirmation from SWCRPC that the municipality's payments to contractors fulfills the "cost reimbursement" requirement of the contract. CVRPC does not need to reimburse the project sponsor prior to requesting reimbursement from SWCRPC. She also noted that the agreement amount is an estimate. The agreement may be amended to increase or decrease the award amount when the project costs are firm.

D. Torre asked if the Committee perceived a conflict of interest for her. Moretown is involved in the Mad River stormwater project. The Committee said it did not. The contract is not with the Town; town officials are not signing any documents; and she does not have a greater interest than other residents.

L. Hill-Eubanks moved to approve contracts and agreements as presented; S. Lotspeich seconded. Motion carried.

Municipal Dues

The Committee discussed the recommendation to increase dues, including whether subsequent increases would be needed and if a permanent dues policy should be discussed with the Board of Commissioners. Waninger recommended engaging towns in conversations before framing a policy.

D. Torre moved to approve the proposed increase in municipal dues to \$1.13 per capita; D. La Haye seconded. Motion carried.

Health Insurance

The Committee asked that a future agenda include a discussion of a cost-share approach to the health insurance benefit in advance of the FY19 budget process.

S. Lotspeich moved to maintain CVRPC's approach to its health care benefit for CY2018; D. La Haye seconded. Motion carried.

Commission Agenda

The Chair noted CVRPC business was being moved to the end of the agenda to insure speakers are present when the Commission is ready for them.

L. Hill-Eubanks moved to approve the agenda as presented; M. Gray seconded. Motion carried.

Adjourn

D. La Haye moved to adjourn at 6:35 pm; S. Lotspeich seconded. Motion carried.