

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Executive Committee**  
**DRAFT Minutes**  
**December 4, 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 type="checkbox"/> Don La Haye
<input checked="" type="checkbox"/> Byron Atwood		

Staff: B. Waninger

Guests: Bonnie Batchelder

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

**Adjustments to the Agenda**

B. Waninger requested a discussion about the Finance and Office Manager position if time permitted.

M. Gray requested confirmation of the January meeting date.

**Public Comment**

None.

**Audit Presentation**

B. Batchelder discussed the FY2017 audit. She said there were no issues or challenges beyond the audit happening later than anticipated as CVRPC worked to update its financial system. She said the books are in good shape; it was easier to audit; and there was more knowledge by staff in preparation.

Batchelder noted CVRPC had experienced a net income loss due to changes in personnel and vacant positions, which made it difficult to bring available funds. She noted that FY18 net income is heading in the right direction. Batchelder reviewed comments related to internal controls and management letter recommendations. She recommends CVRPC automate the timesheet process and requires amendment of CY2016 W-2 and 941 to include the moving reimbursement.

At Waninger's request, Batchelder discussed product-based payments and accrual accounting. She had discussed them with the contracted accountant and noted it had an immaterial affect on the bottom line. Product based contracts are new for RPCs.

*B. Atwood moved to accept the 2017 audit; L. Hill-Eubanks seconded. Motion carried.*

**Financial Report**

*L. Hill-Eubanks moved to accept the financial report; D. Torre seconded. Motion carried.*

1 **Anticipated Executive Session**

2 None held.

3  
4 **Contracts**

5 Wrightsville Beach Recreation District

6 *B. Atwood moved to authorize the Executive Director to complete negotiations and sign the contract for*  
7 *administrative services with the Wrightsville Beach Recreation District; S. Lotspeich seconded. Motion*  
8 *carried.*

9  
10 Cross Vermont Trail Association – Waninger discussed differences between the agreement presented by  
11 CVTA, the Committee’s previous requests, and her recommendations. The Committee agreed to  
12 remove penalty clauses related to late payments as the CVTA has always paid bills. The Committee  
13 discussed whether CVRPC should continue to donate rent. It concluded that without the direct benefit  
14 of CVRPC as an employer, the full charge should encompass space and services.

15  
16 *L. Hill-Eubanks moved to authorized the Executive Director to complete negotiations and sign the*  
17 *contract with CVTA; M. Gray seconded. Motion carried.*

18  
19 **Commissioner Handbook**

20 Waninger will bring copies to the Commission meeting for Committee members.

21  
22 **Policies and Procedures**

23 Records Retention – Waninger briefly discussed staff comments. She recommended changes under the  
24 method of archiving and minor grammar and spelling updates.

25  
26 *S. Lotspeich moved to adopt the Records Retention Policy as amended; M. Gray seconded. Motion*  
27 *carried.*

28  
29 Conflict of Interest – The Committee discussed conflict of interest and perceived conflict of interest as it  
30 related to Commissioner representation of town interests. The Committee requested that staff research  
31 the issue and bring back a draft policy.

32  
33 Rules of Procedures –

34 *M. Gray moved to table the discussion to January meeting; L. Hill-Eubanks seconded. Motion carried.*

35  
36 **Commission Agenda**

37 The Committee requested that staff send a notice about the presentation to Conservation and Planning  
38 Commissions.

39  
40 *B. Atwood moved to approve as presented; D. Torre seconded. Motion carried.*

1 **Consent Items**

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

4 **Finance and Office Manager Position**

5 Waninger noted that the Commission's anticipated mid-year budget adjustment will allow it to hire an  
6 Office Manager. She discussed how staff has been backfilling critical tasks, and the tradeoffs made. She  
7 discussed process on the finance system and billing. She reviewed the previous hiring process, which  
8 required advertising the position twice, and the skill pool of candidates. Waninger recommended  
9 CVRPC create a stand-alone Office Manager position. This would be a part-time position for 16-24 hours  
10 per week. She discussed this with contracted finance staff, who noted tasks such as filing financial  
11 information and basic bill entry into QuickBooks may be appropriate tasks for the Office Manager.

13 *B. Atwood moved to change the Finance and Office Manager position to two positions; D. Torre*  
14 *seconded. Motion carried.*

16 Waninger will initiate the hiring process using a draft job description. The Committee would review and  
17 adopt the job description at its January meeting. This would allow for discussion with candidates if the  
18 description changed.

20 **January Meeting Date**

21 M. Gray noted the Committee's regular meeting date would fall on January 1 mtg. He requested the  
22 meeting be moved. The Committee's meeting is moved to Tuesdays when holidays occur. Waninger  
23 will confirm with members that January 2 works.

25 **Adjourn**

26 *L. Hill-Eubanks moved to adjourn at 6:28 pm; B. Atwood seconded. Motion carried.*