

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT Minutes
March 6, 2018

Present:

| | | |
|--|--|---|
| <input checked="" type="checkbox"/> Julie Potter | <input checked="" type="checkbox"/> Laura Hill-Eubanks | <input 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: None

Chair J. Potter called the meeting to order at 4:04 pm.

Adjustments to the Agenda

B. Waninger requested an addition to the agenda to discuss a special meeting.

Special Meeting

Waninger noted that it would be helpful for the Committee to meet on March 13 at 6:45 pm, prior to the Commission meeting. A contract in which time is of the essence will be ready for approval. The Committee agreed to meet.

Public Comment

None.

Financial Report

Waninger noted the Commission remains on track for meeting its financial goals for the year. She discussed accrual versus cash budgeting, and noted the Commission's budget has always been prepared on a cash basis although its audited financials are prepared on an accrual basis. The FY19 budget will be prepared on an accrual basis. J. Potter requested that a cash flow statement be added to the financial report and FY19 budget presentation.

Waninger discussed challenges with the FY18 Clean Water contract. In late summer when DEC moved to a Request for Proposal (RFP) process for the RPCs and Conservation Districts, its staff stated that costs from July 1, 2017 forward would be eligible for reimbursement. The RFP process was invalidated, and a second RFP was issued. Contracting was then delayed by several months as DEC sought to clarify deliverables and eligible costs.

The DEC Finance Office subsequently rejected costs prior to the 90 days advance of the contract start. This means costs might not be covered from July 1 through November 30. RPCs are appealing the

1 decision to the Commissioner given DEC's previous assurance, and, with those assurances, good faith
2 efforts of RPCs to continue Tactical Basin Plan outreach. If the costs are not covered by DEC, the
3 Commission will need to absorb \$2,800 in contract losses. RPCs have always operated in good faith
4 when State agencies have requested they continue work until a contract is executed. Losing this trust
5 would hamper State efforts to implement programs.

6 **Contract/Agreement Authorization**

7 *D. Torre moved to authorize the Executive Director to sign the sub-grant agreement with the Southern*
8 *Windsor County Regional Planning Commission for the Clean Water Block Grant for Pouliot Avenue*
9 *Stormwater as presented; L. Hill-Eubanks seconded. Motion carried.*

10
11
12 *S. Lotspeich moved to authorize the Executive Director to sign master agreements with Stantec,*
13 *McFarland-Johnson, and Dubois & King for transportation planning and engineering services as*
14 *presented; D. La Haye seconded. Motion carried.*

15
16 *S. Lotspeich moved to authorize the Executive Director to sign task specific contract addendums for the*
17 *transportation planning and engineering services master agreements; D. La Haye seconded. Motion*
18 *carried.*

19
20 *L. Hill-Eubanks moved to authorize the Executive Director to sign the contract with Ormsby's Computer*
21 *Store for IT services from 2018-2023 as presented; D. Torre seconded. Motion carried.*

22
23 *S. Lotspeich moved to authorize the Executive Director to sign the program agreement with the City of*
24 *Barre for the Pouliot Avenue Stormwater Construction as presented; D. La Haye seconded. Motion*
25 *carried.*

26 **Updates**

27
28 WBRC Contract: Waninger confirmed the Commission's contract with the Wrightsville Beach Recreation
29 District has been executed by both parties. She noted the next milestone is for the District to develop
30 and adopt internal controls by June 30, 2018.

31
32 Hiring Process: Waninger noted updates were provided in the meeting packet. In light of the limited
33 pool and qualifications of the Financial Manager applicants, she recommended the Commission initiate
34 a hiring process for a 3-year contract for accounting services.

35
36 *L. Hill-Eubanks moved to authorize staff to initiate a procurement process for contracted accounting*
37 *services for a 3-year period; D. Torre seconded. Motion carried.*

38 **Policies and Procedures**

39
40 Conflict of Interest: The Committee discussed revisions to the policy update. It concluded a
41 Commissioner or Committee member may have a conflict that undermines independence of decision
42 making even if it is not a conflict of interest. It directed staff to adapt the draft policy update to

clarify this issue. The Committee also considered whether the policy should apply to committees of the Commission. It directed staff to develop language for the policy could related to committees.

FFY17 Transportation Planning Initiative Budget Adjustment

S. Lotspeich noted the Transportation Advisory Committee (TAC) met and did not have a quorum. TAC members present recommended approval of the adjustment.

D. La Haye moved to approve the adjustment as presented; L. Hill-Eubanks seconded. Motion carried.

FY19 Budget

Waninger discussed the preliminary budget, noting it was not unusual for the early draft not to balance. Early drafts provide for conservative revenue estimates because they are built prior to the final State budget. Waninger briefly discussed options for closing the budget gap.

Consent Agenda

L. Hill-Eubanks moved to approve the Consent Agenda as presented; S. Lotspeich seconded. Motion carried.

Commission Meeting Agenda

The Committee noted the agenda was full. It advised staff to postpone the web map presentation to another month and to move the brownfields presentation after the energy plan. This would allow more time for discussion of Substantial Regional Impact and the Regional Energy Plan.

S. Lotspeich moved to approve the Commission agenda with changes; D. La Haye seconded. Motion carried.

Executive Session

Personnel: The Committee tabled this item to its next regular meeting.

Adjourn

D. La Haye moved to adjourn at 6:12 pm; L. Hill-Eubanks seconded. Motion carried.