



EXECUTIVE COMMITTEE

April 2, 2018

4:00 p.m. at CVRPC's Office

Page AGENDA

	4:00¹	Adjustments to the Agenda
		Public Comment
	4:05	Financial Report (enclosed) ²
	4:15	Strategic Plan (enclosed)
2		a) FY18 Action – Quarterly review of progress
6		b) FY19 Actions – Committee input on draft actions
13	4:40	Policies & Procedures (enclosed) ²
		a) Code of Conduct and Conflict of Interest
	5:00	Consent Items (enclosed) ²
17		a) Meeting Minutes – March 6 & March 22, 2018
21		b) Executive Director Report
22	5:05	Commission Meeting Agenda (enclosed) ²
	5:10	Executive Session – 1 V.S.A §313(3), Personnel ²
		Previously requested by the Committee for annual personnel evaluations.
	5:30	Adjourn

Next Regular Committee Meeting: April 30, 2018

¹ All times are approximate unless otherwise advertised

² Anticipated action item

5-year Strategic Goals – FY18 Activities

Quarterly Progress Report

March 28, 2018

Activity	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Goal 1: Enhance Financial Security												
Financial restructure complete			✕	✓								
Complete audit				✕	✓							
Audit/Indirect Proposal submitted					✕	Audit✓			Indirect✓			
Administrative cost reduction plan <ul style="list-style-type: none"> Most effective reduction is staff hours Direct charge costs over \$5,000 Postage & meter lease opportunity in future 			✓									
Reserve contribution (quarterly) <ul style="list-style-type: none"> \$11,198 moved to new fund \$5,000 added 1st quarter \$10,000 added 2nd quarter 		✓		✕		✓	✕			✕		
Personnel Policy adopted (07/21/17)	✓											Revisit
Records Retention Policy adopted				✕		X	✓					
Admin/Financial Procedures adopted <ul style="list-style-type: none"> ➤ No longer anticipated for FY18. 						✕						
Grants Management Manual												✕

Legend

- ✕ = Targeted Date for Completion
- ✓ = Completed
- X = Revised Date for Completion

Activity	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
complete ➤ No longer anticipated for FY18.												
2 CFR staff training plan & implementation ➤ No longer anticipated for FY18.						×		X	×	×	×	×
Goal 2: Create Operational Excellence												
3-year staff development plan ➤ No longer anticipated for FY18.								×				
Credential 1-2 staff as CFM or AICP				#1✓			×					#2X
Develop Committee Rules of Procedure <ul style="list-style-type: none"> Project Review - complete Town Plan Review – in progress Nominating – no action Regional Plan – no action Clean Water Advisory – ready for review Executive (reformatting) – in progress 						×						
Designate Committee Chairs <ul style="list-style-type: none"> Majority completed by Sept. Clean Water anticipated FY18 Regional Plan for FY19 			×								CW	
Host Chair training ➤ No longer anticipated for FY18.				×								
Host new Commissioner	✓											

Legend

- × = Targeted Date for Completion
 ✓ = Completed
 X = Revised Date for Completion

Activity	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
training												
Commissioner survey <ul style="list-style-type: none"> Drafted 07/31 Modified & distributed Summary for Commissioners 	Drafted											X
Commissioner Handbook			✕									X
Commissioner input into FY19 Work Plan							✕			X		
Clean office				✕			✓					
Furniture replacement plan						✕			✓			
Paint office walls <ul style="list-style-type: none"> Add paint to mid-year budget Paint office 				Budgeted					✕			X
Goal 3: Enhance Services												
Municipal Plan review for needs identification <ul style="list-style-type: none"> ➤ No longer anticipated for FY18. Tracking municipal needs via staff. 							✕					
Municipal needs survey <ul style="list-style-type: none"> ➤ No longer anticipated for FY18. Tracking municipal needs via staff. 								✕				
3-Challenges Commission meeting <ul style="list-style-type: none"> ➤ No longer anticipated for FY18. 							✕					
Identify towns for project management services <ul style="list-style-type: none"> Waitsfield, Plainfield, Stormwater Master Plan towns (4-7) 			✕							✕		

Legend

- ✕ = Targeted Date for Completion
✓ = Completed
X = Revised Date for Completion

Activity	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Plan Central VT to Commission ➤ No longer anticipated for FY18. Amending 2016 Regional Plan. — Energy element — Land Use element — Compatibility Statement — Edit all elements to match housing) — Set priorities for Implementation Plan — Draft sent for review								×				Sept.
Goal 4: Increase Perception of CVRPC as Leader and Partner												
Communications Plan • Rough draft complete ➤ No longer anticipated for FY18. • Final draft complete • Final document complete			×		Rough Draft							
Identify State Plans, etc. for comment • State Hazard Mitigation Plan • DEC River Corridor/Floodplain Model • Winooski Tactical Basin Plan	✓				Commented On HMP							X
Identify Summer Study Committees for comment • Commission on Act 250	✓											Comment Anticipated

Legend

- × = Targeted Date for Completion
 ✓ = Completed
 X = Revised Date for Completion



MEMO

Date: March 28, 2018
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: FY19 Strategic Activities

✕ **ACTION REQUESTED:** Provide input into FY19 activities and measures. No formal action is required at this meeting.

In FY16, the Executive Committee approved 5-year strategic goals as statements of what CVRPC desires to achieve through 2021. The goals included strategies and measures to achieve them. The strategies and measures were intended to be updated annually as an ongoing plan of action. Activities and measures are updated annually to set direction for the upcoming year.

Enclosed for your consideration is draft for FY19. Several activities have been carried over from FY18 while other activities are new. It would be helpful if the Executive Committee reviewed the document for recommended changes. Staff is also reviewing the document and providing input.

Background

The strategic goals are an outline for action, not a formal strategic plan for CVRPC. The goals:

- **Provide Focus** for the Executive Committee and staff to achieve CVRPC's mission;
- Work to **Increase Motivation and Cohesion** by giving staff a direction for excellence and involving them in the outcomes; and
- **Offer Measurability** to gauge progress and determine whether/how the efforts have an impact.

Each goal is followed by strategies designed to assist CVRPC to reach the goals, activities for the fiscal year, and measures to act as goalposts for knowing if we have succeeded annually and made progress during the five year period.

Some activities will be incorporated into staff performance goals; others require a team effort. One of the Executive Committee's roles is to monitor the organization's progress through quarterly check-ins.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION**Five Year Strategic Goals**

Year 4: FY19 Activities and Measures

04/02/18 Draft

MISSION

The mission of CVRPC is to assist member municipalities in providing effective local government and to work cooperatively with them to address regional issues.

GOAL 1: Enhance Financial Security

CVRPC retains the financial resources and policies to support its mission and work priorities, and to continue to operate in fiscally challenging times.

Strategies:

- I. Manage organizational budget and project funds in a sustainable and transparent manner
- II. Increase reserve fund to \$200,000 by 2023 (~2.75 months operating reserves)
- III. Refresh and expand policies to strengthen organizational oversight and comply with 2 CFR Part 200 requirements

FY19 Activities and Measures

- I. *Financial reports are provided monthly in a timely manner*
 - a) Executive Committee receives financial statements and budget to actuals, cash flow, and financial summary reports in meeting packet
 - b) Project financial reports and training assist staff to complete 95% of projects within budget
 - c) CVRPC maintains unqualified audit reports
- II. *Complete audit annually by 10/31/18*
 - a) Complete audit field work by 09/15/18
 - b) Executive Committee reviews audit at November meeting
 - c) Audit and Indirect Rate Proposal submitted annually by November 30
- III. *Implement plan to reduce administrative costs*
 - a) Work with staff to develop strategies and actions to reduce unbilled staff hours by November 30
 - b) Implement strategies and actions, such as system modifications and training.
 - c) Administrative costs are reduced to the extend practical by 2022
- IV. *Budget \$20,000 contribution to reserve fund*
 - a) Pro-rated contributions made at least quarterly (\$5,000)
 - b) Reserve fund balance reaches 2023 goal
- V. *Create/update the following policies/procedures:*
 - a) Update Personnel Policy Manual by 06/30/19
 - b) Update Administrative and Financial Procedures by 12/31/18

- c) Develop and incorporate grants management procedures into Administrative and Financial Procedures by 06/30/18
- VI. *Develop 2 CFR Part 200 training schedule for staff by 12/31/18; implement plan*
 - a) Staff acquires and maintains the knowledge and skills required to manage grant-funded projects within state and federal requirements
 - b) Staff contributes to building effective grants management procedures
 - c) CVRPC maintains unqualified audit reports
 - d) CVRPC achieves unqualified outcomes from program audits

GOAL 2: Create Operational Excellence

CVRPC continually builds a workplace and workplace philosophy in which problem-solving, teamwork, and leadership results in the ongoing improvement of the organization.

Strategies:

- I. Build a knowledgeable, professional, and interdisciplinary staff
- II. Strengthen Commissioner understanding of, and participation in, Commission activities and services
- III. Enhance the office environment to support operations and delivery of services

FY19 Activities and Measures:

- I. *Train staff to enhance knowledge and skills*
 - a) Develop a 3-year professional development plan with/for all staff by 09/30/18
 - b) Provide at least three individual professional development opportunities for all staff annually, one of which is outside their current project discipline
 - c) Credential 2 staff as Certified Floodplain Managers and/or Certified Planners by 11/30/18
- II. *Enhance team morale*
 - a) Provide on-going visibility for staff accomplishments through CVRPC's communication portals, office celebrations, etc.
 - b) Complete quarterly team building activities, including social events, community tours, learning opportunities, etc.
- III. *Enhance Committee effectiveness*
 - a) Develop consistent Rules of Procedure for all committees by 12/31/18
 - Project Review – adopted 09/12/17
 - Town Plan Review – draft 09/26/17
 - Regional Plan – no action
 - Executive (reformatting) – draft 01/02/17; awaiting resolution of conflict of interest & code of conduct policy
 - Nominating – no action
 - TAC – adopted 04/11/17
 - Brownfields – adopted 10/11/16; need updating
 - Regional Energy – adopted 12/13/16; committee needs repurposing or to be dissolved
 - Brownfields – adopted 10/11/16; need updating
 - Regional Energy – adopted 12/13/16; committee needs repurposing or dissolving

- Clean Water Advisory – draft 03/13/18; ready for Commission review
- b) Designate chairs for all committees by 09/30/18
 - Regional Plan – no action; need to rebuild committee
 - Clean Water Advisory – first meeting April 2018
- c) Train chairs on the roles and responsibilities of the chair by 10/31/18
- d) Notice Commissioners of committee meetings with links to agendas
- e) Report Committee activities and actions to Commissioners regularly using monthly Committee reports

IV. *Enhance Commissioner engagement*

- a) Hold orientation meeting with new Commissioners within two months of appointment
- b) Conduct Commissioner survey regarding Commission meeting effectiveness and understanding of the role of a Regional Commissioner by 08/31/18
- c) Implement meeting changes and/or develop tools and/or host trainings as needed
- d) Solicit Commissioner input into FY20 workplan development by 01/31/19
- e) Update Commission bylaws by 06/30/19

V. *Enhance the office working and meeting environment*

- a) Clean and organize office to project a professional work environment by 12/31/18
- b) Implement furniture replacement plan as funds allow
- c) Design, and obtain cost estimates for, structural space improvements by 06/30/19
- d) Identify opportunities and costs for office relocation by 06/30/19

GOAL 3: Enhance Services

CVRPC focuses on the needs of member municipalities, and continually works to increase their desire and ability to work cooperatively to address regional issues.

Strategies:

- I. Align organizational thinking to anticipate municipal and regional needs
- II. Increase municipal plan implementation activities by building CVRPC project development and management services
- III. Pursue funding opportunities more strategically to implement CVRPC priorities

FY19 Activities and Measures:

- I. *Identify municipal planning and implementation priorities for FY20 by 03/31/19*
 - a) Review municipal plans to identify areas of assistance by 01/31/19
 - b) Complete a municipal survey by 02/28/19
 - c) Host a Commission meeting in which Commissioners share the top three challenges faced by their communities by 01/31/19
- II. *Build CVRPC municipal project management services*
 - a) Enhance staff knowledge and skills in project management

- 1 b) Develop marketing materials
- 2 c) Identify municipalities that may need project management assistance
- 3 III. *Complete Plan Central Vermont*
- 4 a) Final Draft completed by 02/01/19
- 5 b) Final Draft reviewed by Board of Commissioners at March meeting
- 6 c) Draft distributed for to statutory parties and for public and agency comment by
- 7 06/30/19
- 8 IV. *Target 10% of FY19 and 20% FY20 funding applications to regional action priorities in*
- 9 *Plan Central Vermont*
- 10 a) Identify *Plan Central Vermont* implementation link in contract approval requests
- 11 b) Include report on regional plan implementation in annual report
- 12

13 **GOAL 4: Increase Perception of CVRPC as Leader and Partner**

14 CVRPC assists others to achieve their goals, and in doing so, achieves its own goals.

15 Strategies:

- 16 I. Increase visibility at local, regional, state, federal levels for CVRPC activities
- 17 II. Increase work with State/Federal Legislators
- 18 III. Enhance CVRPC relationship with other regional organizations
- 19
- 20

21 FY19 Activities and Measures:

- 22 I. *Enhance communications with municipalities, partners, and Commissioners*
- 23 a) Publish the newsletter quarterly
- 24 b) Update Facebook page weekly
- 25 c) Update blog bi-weekly
- 26 d) Publish Friday News weekly
- 27 e) Developed press releases related to project progress monthly
- 28 f) Develop project briefing sheet at project initiation and update at project
- 29 completion
- 30 g) Presented project or program to Board of Commissioners at least quarterly
- 31 h) Meet with each Legislative body and Planning Commission at least annually
- 32 II. *Position CVRPC as a regional and state leader*
- 33 a) Publish the online data library by 12/31/18
- 34 b) Host bi-monthly regional trainings for municipalities
- 35 c) Participate in at least three partner activities that address Regional Plan
- 36 priorities; provide partner updates on CVRPC activities
- 37 d) Serve as RPC lead for at least one statewide project or shared task
- 38 III. *Engage Commissioners in statewide policy development*
- 39 a) Identify State plans, policies, and rules and Summer Study Committees of
- 40 interest anticipated for public comment in FY19 by 07/31/18
- 41 b) Comment on at least two plan, policy or rule documents annually

5-year Strategic Goals – FY19 Activities

Activity	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Goal 1: Enhance Financial Security												
Monthly financial reports												
Complete audit				X								
Submit Audit/Indirect Proposal					X							
Identify strategies to reduce unbilled staff hours					X							
Contribute to reserve fund	X			X			X			X		
Update Personnel Policy Manual												X
Adopt Admin/Financial Procedures						X						
Add grants management procedures												X
Develop 2 CFR staff training plan						Plan						
Implement 2 CFR staff training plan												
Goal 2: Create Operational Excellence												
Develop 3-year staff development plan			X									
Credential 1-2 staff as CFM or AICP					X							
Conduct team building activities	X			X			X			X		
Finish Rules of Procedure for all committees						X						
Designate Committee Chairs			X									
Host Chair training				X								
Hold new Commissioner orientation meetings												
Survey Commissioners on meeting effectiveness		X										
Request Commissioner input for FY20 Work Plan							X					
Clean office							X					
Implement furniture replacement plan												
Plan structure space improvements												X
Identify opportunities for office relocation												X
Goal 3: Enhance Services												
Review Municipal Plans for needs identification							X					
Survey municipal needs								X				
Hold 3-Challenges Commission meeting							X					
Distribute Plan Central VT to statutory parties									Draft			Final

Activity	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Goal 4: Increase Perception of CVRPC as Leader and Partner												
Publish newsletter quarterly												
Update Facebook page weekly												
Update blog bi-weekly												
Publish Friday News bi-weekly												
Develop monthly press releases												
Develop project briefing sheets												
Present project/program to Board quarterly												
Meet with Legislative bodies and PCs annually												
Publish online data library						X						
Host bi-monthly trainings												
Participate in 3 partner activities												X
Serve as RPC lead for statewide project/task												X
Identify State plans/Study Committees for comment	X											
Comment on two plans, etc.												X

1



DRAFT 04/02/18

Code of Conduct and Conflict of Interest Policy

Adopted by the Board of Commissioners ____/____/____

Preamble

A public official must exercise his or her authority solely for the benefit of the public and, in fact, stand in a fiduciary relationship to the public. He or she is held to a most rigid standard with respect to any activity which places his or her individual interest in a position where collision with public responsibility becomes possible. Not only must public officials actually separate private interests from public responsibility, but must also give every appearance of this separation.

Definition

Commissioner. "Commissioner" means a member of the Central Vermont Regional Planning Commission's Board of Commissioners. Alternate Commissioners are considered "Commissioners" for purposes of this Policy.

Agent. An "Agent" is a party that has express (oral or written) or implied authority to act for the Commission so as to bring the Commission into a contractual relationship with another party. An agency is under the control (is obligated to) the Commission, and when acting within the scope of his or her authority delegated by the Commission binds the Commission with his or her acts.

Committee Member. "Committee Member" means a member of a committee formed by the Central Vermont Regional Planning Commission and under its authority via adopted Rules of Procedure. "Committee Member" also means a member of a project-based committee formed by the Commission to provide advice or recommendations to the Commission.

Comment [BW1]: Current project committee(s) that would not fall under this Policy include: High Meadows Resilience

Applicability

This Policy applies in the event a Commissioner, employee agent, or Committee member (collectively as "Party") of the Central Vermont Regional Planning Commission (Commission):

1. has a personal or fiduciary relationship with any individual, partnership, firm or corporation seeking to contract with the Commission, or to provide materials or labor thereto;
2. has a personal or fiduciary interest in a project of the Commission or in a project before Act 250 or other regulatory board where the Commission is a party; or
3. is involved in any action or circumstance which might result in, or create the appearance of, undermining their independence or impartiality of action.

Commissioners are appointed by a municipal elected body to represent the interests of that municipality. Once appointed to the Board, Commissioners have a legal obligation to make decisions in the best interest of the

Commission. A Commissioner's municipal perspective is an important part of those decisions. The Board of Commissioners has determined that Commissioners participating in discussions or decisions regarding the municipalities they represent does not constitute a conflict of interest because the Commissioner role functions in the public interest rather than a personal interest. When a Commissioner is involved in a decision involving his or her appointing municipality, the Commissioner's independence or impartiality should be reviewed.

Code of Conduct

Parties of the Commission must take all reasonable steps to avoid any action or circumstance, whether or not strictly prohibited by this code, which might result in, or create the appearance of:

1. undermining their independence or impartiality of action;
2. taking official action on the basis of unfair considerations, unrelated to the merits of the matter;
3. giving preferential treatment to any interest on the basis of unfair considerations, unrelated to the merits of the matter;
4. using public office for the advancement of personal financial interests;
5. using public office to secure special privileges or exemptions; or
6. affecting adversely the confidence of the public in the integrity of affairs of the Commission.

Party's of both the Commission and the Commission's sub-grantees will neither solicit nor accept gratuities, favors, or anything of monetary value (excluding calendars, pens, and other nominal items) from contractors, potential contractors, or parties to sub-agreements. In these cases, the gift must be disclosed to the Commission's Executive Director, or in the case of the Executive Director, to the Commission Chair.

Comment [BW2]: Language of this paragraph is required under 2 CFR §200.318. The Commission could establish a monetary value for nominal gifts, such as \$25 or \$50.

Conflict of Interest

"Conflict of interest" means a personal or pecuniary interest of a Party. Such a conflict would arise when:

1. a Party of the Commission,
2. any member of his or her immediate family,
3. his or her partner, or
4. an organization which employs or is about to employ any of (1) through (3) above,

have a financial or other interest in or a tangible personal benefit in the outcome of any particular matter pending before the Commission, including the award of contracts and sub-contracts.

A real conflict of interest exists when a private interest exists leading to a personal benefit or gain. An apparent conflict of interest exists when there is a perception that a conflict of interest exists leading to a personal benefit or gain.

Party Actions

Upon joining the Commission or its committees or at the beginning of each fiscal year, Parties will review and sign this Policy to indicate that they have read, understood, and agree to comply with it.

In the event a real or apparent conflict of interest, as herein defined, or a situation involving real or apparent impartiality does or would result, the Party must, act as follows:

1. state on the record the nature of his or her interest,

2. refrain from all formal or informal discussion with any other Parties with respect to such contract or project, and
3. must not vote on the question of its issuance or approval or disapproval.

Employee disclosure, actions, and sanctions are governed by the Commission's Personnel Policies. Agents must disclose such interest to the Executive Director immediately, either verbally or in writing, and must not be involved further in the question of the contract issuance.

No Party of the Commission may participate in the selection, award, or administration of a contract supported by a Federal or State award if he or she has a real or apparent conflict of interest. The Commission must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy.

Comment [BW3]: Federal language required under 2 CFR §200.318. Best practice is to include "State" since state policies often mirror federal policy.

Resolving Conflicting Interests and Situations Involving Impartiality

In the event a Commissioner or member of a Commission committee or workgroup is uncertain whether he or she has a conflict of interest in any matter or is challenged in any matter, the Board of Commissioners or the Committee or workgroup in which the Party is involved, must state for the record its position as determined by roll call vote.

The Board of Commissioners has the ultimate authority over conflict of interest and situations involving impartiality decisions for the Commission's committees and workgroups. It may negate a decision made by a committee or workgroup if it votes to override a conflict of interest decision made by those groups at the Commission's next meeting. Staff must appraise the Commission of any conflict of interest decisions made by a committee or workgroup.

The Commission's Personnel Policies govern resolution of conflict of interests regarding employees. In the event an Agent is uncertain or is challenged, the Executive Director must determine whether a conflict of interest exists.

Sanctions

Failure of a Party to sign the Policy will result in the individual or organization being barred from discussion and voting on Commission business and/or other sanctions imposed by the Commission. If the Party has been appointed to the Board of Commissioners or a committee by a municipality, the appointee's municipality also will be notified.

Comment [BW4]: 2 CFR §200.318 requires that the Commission define disciplinary actions it will impose if this Policy is violated by any Party.

If a Party subject to this Code of Conduct and Conflict of Interest Policy violates the Policy, the following sanctions will apply:

1. Commissioner. Violations of this Policy by a Commissioner may result in removal from office. The Commission must make written report of a violation of this Policy to the governing body of the municipality the Commissioner represents. Additionally, the Commissioner may be removed temporarily or barred permanently from participating in the committee, project workgroup, or other Commission interest related to the conflict.
2. Employee. All employees are subject to the Commission's Personnel Policies. The Policies may provide additional guidance and standards for employee conduct in regards to conflicts of interest. Violations of this Policy or supplemental conflict of interest and code of conduct information in the Personnel Policies by employees will result in disciplinary actions as described in the Commission's Personnel Policies.

- 1
2 3. Agent. Violations of this Policy by an agent may result in removal from agent status. The Commission will
3 document the violation in writing and maintain such documentation in the organization's files for future
4 reference. Depending on the nature and extent of violation, an agent may be removed temporarily or
5 barred permanently from acting on the Commission's behalf.
6
7 4. Committee Member. Violations of this Policy by a committee member may result in the committee
8 member being removed temporarily or barred permanently from participating in the committee, project
9 workgroup, or other Commission interest related to the conflict, or may result in the committee member
10 being removed from the committee.
11

12 Acknowledgement

13
14 I acknowledge that I have read, understood, and agree to comply with this Policy.
15
16

17 _____
18 Printed Name
19
20

21 _____
22 Signature

_____ Date

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.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION**Executive Committee****DRAFT Minutes****March 22, 2018 Special Meeting****Present:**☒ Julie Potter☒ Laura Hill-Eubanks☒ Michael Gray☒ Dara Torre☒ Steve Lotspeich☒ Don La Haye☐ Byron Atwood

Staff: B. Waninger

Guests: None

Chair J. Potter called the meeting to order at 3:47 pm.

Adjustments to the Agenda

None.

Public Comment

None.

Contract/Agreement Authorization

S. Lotspeich moved to authorize the Executive Director to sign the sub-grant agreement with the Chittenden County Regional Planning Commission for Clean Water Act Outreach as presented; L. Hill-Eubanks seconded. Motion carried.

L. Hill-Eubanks moved to authorize the Executive Director to sign the revised Clean Water Block Grant Program Agreement with the City of Barre for the Pouliot Avenue Stormwater Mitigation as presented; D. La Haye seconded. Motion carried.

FFY18 Transportation Planning Initiative Budget Adjustment Revision

D. Torre moved to approve the revised budget adjustment as presented; S. Lotspeich seconded. Motion carried.

Adjourn

D. La Haye moved to adjourn at 3:57 pm; M. Gray seconded. Motion carried.

Executive Director's Report

March 28, 2018

Emerald Ash Borer Preparedness Planning

Early this year, the Department of Forests, Parks, and Recreation confirmed the discovery of Emerald Ash Borer (EAB) in Orange, Barre, Plainfield, and Groton. EAB is an exotic, invasive insect that kills the majority of ash trees it infests. It spreads quickly, is difficult to detect, and eradication is not expected. 5% of Vermont's trees are ash.

State and Federal agencies are encouraging municipalities to prepare for EAB infestation. EAB may not show up in your community for many years. When it does, the impacts can include:

- a need to remove ash trees in municipal parks, forests, and road rights of way, either due to hazard trees or through management practices.
- incurring higher costs for wood utilization and disposal.
- a need to replant lost street trees and trees in municipal parks.
- fiscal impacts from wood quarantines that result in economic impacts to firewood producers, campgrounds, and other businesses that use or process ash wood.

CVRPC can provide services to your community to assist with preparedness planning. We can help:

- inventory and map the number of ash trees in your community. CVRPC developed an inventory app for UVM Extension that is being used by Waterbury.
- consider which ash trees to save, and whether you have the resources to save them.
- identify the potential cost of removing trees that will not be saved.
- determine disposal methods based on a tree's projected condition at the time of disposal.
- develop replanting plans.
- develop an Emerald Ash Borer response plan.
- incorporate your response plan into other municipal documents (hazard mitigation plan, forest management plan, street tree plans, etc.)
- link you with state and federal resources to answer your questions. A good place to start is <https://vtcommunityforestry.org/community-planning/tree-pests>.

For assistance, contact Pam DeAndrea at deandrea@cvregion.com. State and federal staff also are available to support communities working on preparedness planning.

The EAB detection occurred near the border of Washington, Orange, and Caledonia Counties. Early estimates suggest EAB may have been in Vermont at least 3-4 years. The State completed an EAB survey in Barre City, Barre Town, Plainfield, Washington, Groton, Topsam, and Corinth aimed at identifying if there are additional infestations. CVRPC will provide updates as they become available.



BOARD OF COMMISSIONERS

April 10, 2018 at 7:00 pm

Central VT Chamber of Commerce Conference Room, 963 Paine Turnpike North, Berlin

5:30 pm – Town Plan Review Committee meeting & Public Hearing on Montpelier City Master Plan at CVRPC office

<u>Page</u>	<u>Time</u> ¹	<u>Agenda</u>
	7:00	Adjustments to the Agenda
		Public Comments
	7:05	Public Hearings, <i>Eric Vorwald</i> (enclosed)² <ul style="list-style-type: none"> a) Regional Energy Plan b) 2016 Regional Plan Amendment
	7:20	Central Vermont Economic Development Corporation Report, <i>Jamie Stewart</i> (enclosed) Quarterly update and discussion of Opportunity Zones
	7:35	Regional Energy Plan, <i>Eric Vorwald</i> (enclosed)² <ul style="list-style-type: none"> a) Follow-up on interpretation of energy planning standards and energy generation facilities; consider options for revised language b) Potential action to accept the Plan as complete
	8:20	Municipal Plan Approval and Confirmation of Planning Process, <i>Janet Shatney</i>² Resolution to approve the Montpelier City Master Plan and to confirm the planning process of the City of Montpelier.
	8:30	CVRPC Committees, <i>Laura Hill-Eubanks</i> (enclosed) Brief discussion of committee duties in advance of appointments
	8:40	Nominating Committee Report, <i>Don La Haye</i> Presentation of final slate of candidates for Executive Committee; additional nominations
	8:50	Meeting Minutes (enclosed)² <ul style="list-style-type: none"> a) February 13, 2018
	8:55	Reports (enclosed) Updates and questions on Staff, Executive Director, and Committee Reports
	9:00	Adjournment

¹Times are approximate unless otherwise advertised.

² Anticipated action item.