

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Executive Committee**  
**Minutes**  
**June 4, 2018**

**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 checked="" type="checkbox"/> Janet Shatney
<input type="checkbox"/> Byron Atwood		

Staff: Bonnie Waninger, Nancy Chartrand, Nicole Sancibrian, Eric Vorwald

Guests: None

Chair J. Potter called the meeting to order at 4:00 pm. Quorum was present to conduct business.

**Adjustments to the Agenda**

The work plan and budget were removed from this month's agenda to increase time for the preferred sites discussion; they will be reviewed on next month's meeting.

**Public Comment**

Bonnie advised she notified developers who had contacted her regarding preferred sites that it would be addressed on today's agenda.

D. Torre entered at approximately 4:05 pm.

**Financial Report**

N. Sancibrian was present to discuss financials. CVRPC is in much better financial shape than it was one year ago. J. Potter questioned how/where are we with recognizing the liability for accrued sick time. N. Sancibrian advised sick time is not paid out at termination therefore not included on balance sheet (it is an off balance sheet item). It can be a liability if a staff member goes out on leave for an extended period of time and can impact CVRPC's indirect rate. Potter requested that quarterly reports of Paid Time Off balances be provided to the Executive Committee.

The Committee requested a financials tutorial at a future meeting. S. Lotspeich noted additional detail on the balance sheet and an explanation of indirect costs would be helpful.

J. Potter thanked N. Sancibrian for the good reporting that she has been providing.

**Renewable Energy Preferred Sites**

E. Vorwald joined to give an overview of this addition to the agenda. He discussed provisions in the existing Net Metering Rules, which went into effect 7/1/2017, that:

- identify various categories of renewable energy projects. Any project over 150KW is required to be on a preferred site. Projects 150KW or less can be on a non-preferred site, but the project does not receive the additional financial incentive; and
- identify State-defined preferred sites. If a project is not proposed on a State defined preferred site, a preferred site can be designated as outlined: "A specific location designated in a duly adopted municipal plan under 24 V.S.A., chapter 117 for the siting of a renewable energy plant or specific type or size of renewable energy plant, provided that the plant meets the siting criteria recommended in the plan for the location; or a specific location that is identified in a joint letter of support from the municipal legislative body and the municipal and regional planning commissions in the community where the net-metering system will be located."

Projects on preferred sites receive funding incentives. Effective 7/1/2018, the incentives will decrease. As a result, the number of requests for preferred site designation have increased. Vorwald noted that CVRPC's Regional Energy Plan only identifies State defined preferred sites and defers to municipalities to identify additional preferred sites as they see fit. CVRPC doesn't have any policy guidance on determining additional preferred sites. The Regional Energy Plan is not in effect because the Regional Plan is pending adoption. The Project Review Committee comments on prospective developments.

The Committee discussed options for addressing the requests and policy formation. Vorwald provided draft interim guidance for reviewing preferred site requests. It was noted preferred site designation is about a project's location. Any project can be reviewed in detail when a full application is filed. The Regional Energy Plan's preferred site list is limited in scope.

*L. Hill-Eubanks moved that the Executive Committee recommend the Commission request the Regional Plan Committee recommend policy or guidance to evaluate sites for preferred site designation; S. Lotspeich seconded. Motion carried.*

J. Potter requested that staff draft a memo for her review for the Board packet.

### **Contract/Agreement Authorization**

Proposals for Accounting and Auditing Services were due Thursday. The same company cannot provide both services due to conflict of interest. Waninger reviewed the bids received and discussed differences among them. The Committee discussed whether auditing services should be rotated among firms.

*S. Lotspeich moved to authorize the Executive Director to sign a 3-year contract with Nicole Sancibrian, CPA, PLLC for accounting services; J. Shatney seconded. Motion carried.*

*J. Shatney moved to authorize the Executive Director to sign a one-year contract with Batchelder Associates for audit services; D. Torre seconded. Motion carried.*

1     **Dental Insurance**

2     *L. Hill-Eubanks moved to maintain CVRPC's existing dental benefit and 100% employer contribution; J.*  
3     *Shatney seconded. Motion carried.*

5     **FY19 Executive Committee & Commission Meeting Schedule**

6     The Committee reviewed dates. N. Chartrand will poll members regarding a date for the July meeting.  
7     For the January Committee meeting:

- 9         • the Committee will meet immediately prior to the Board meeting for any pressing business, and
- 10        • the Chair, Vice Chair, and Executive Director will develop the January Board agenda.

12    Commissioners will be polled on availability for an August Board meeting at the July meeting.

14    **Committee Appointments**

15    L. Hill-Eubanks provided an update on the nominating process. She requested this process be done by a  
16    Committee next year versus just the Vice Chair given the work involved.

18    B. Waninger noted L. Hill-Eubanks has done an excellent job of involving Alternate Commissioners in  
19    committees. S. Lotspeich thanked Hill-Eubanks for all her work.

21    J. Shatney inquired regarding alternates serving on committees. Board Alternates cannot act as an  
22    alternate for their Commissioner on a committee, but an Alternate can serve on committees.

24    N. Chartrand will provide a clean draft of the slate for the Vice Chair's review and for the Board packet.

26    **Strategic Plan FY19 Actions**

27    *L. Hill-Eubanks moved to approve Year 4 FY19 Activities and Measures of the 5 Year Strategic Goals; M.*  
28    *Gray seconded. Motion carried.*

30    **Wrightsville Beach Recreation District (WBRD) Administrative Services**

31    B. Waninger reminded the Committee that the Commission's agreement with WBRD included a term  
32    that WBRD develop internal controls by June 30, 2018. Basic controls have been put in place. Waninger  
33    is comfortable with progress to date and recommended the Commission continue work on the contract.  
34    The Committee agreed to continue.

36    **Commission Meeting Agenda**

37    Changes to the agenda were made to facilitate the preferred sites discussion.

39    *J. Shatney moved to approve the Commission meeting agenda with changes as discussed; M. Gray*  
40    *seconded. Motion carried.*

1   **Meeting Minutes**

2   J. Shatney noted “budge” should have a “t” on page 102, line 20.

3  
4   *L. Hill-Eubanks moved to approve the April 30, 2018 minutes with changes; D. Torre seconded. Motion*  
5   *carried.*

6  
7   **Executive Session – Personnel**

8   None held.

9  
10   **Adjourn**

11   *J. Shatney moved to adjourn at 6:40 pm; L. Hill-Eubanks seconded. Motion carried.*