**Central Vermont Regional Planning Commission**

**Executive Committee**

**Minutes**

**February 29, 2016**

Present were: B. Atwood, J. Potter, L. Hill-Eubanks, D. La Haye, T. Ruth, D. Strong, L. Hebert, E. Vorwald, and B. Waninger.

The meeting was called to order at 4:04 p.m.

**Public Comment** - There was no one from the public present.

**Adjustments to the Agenda** - None

**February 1, 2016 Meeting Minutes** – D. Strong moved to approve the February 1, 2016 meeting minutes with one change: modify Public Records Request, line 6, to read “…if the scope can be narrowed to specific topics.”; D. LaHaye seconded. Motion carried with B. Atwood and L. Hebert abstaining as they were not present at the meeting.

**Financial Report –** B. Atwood noted it was nice to see CVRPC is healthy and busy.The report was reviewed noting that revenue and expenditures are on track.

**Executive Director's Report –** B. Waninger discussed proposed legislation; She received a document this morning related to the Section 248, Certificate of Public Good process, and a change that would provide deference to local and regional plans. The Council of Government legislation has been modified to provide authority under existing statute to authorize regional planning commissions to work with towns on shared service agreements. Waninger said Marshfield’s Local Hazard Mitigation Plan had been approved by FEMA and complimented Gail Aloisio for brining this plan conclusion. Aloisio has planned a brownfields event for Tuesday to recruit Advisory Committee members.

**Contract/Agreement Approvals** -

Town of East Montpelier, Village Master Plan – J. Potter recused herself from the discussion as she is the Town’s contact on the project; she asked if the Committee wanted her to leave the room during the discussion. The Committee declined her leaving and asked her to provide background on the Town’s project. D. Strong moved to authorize the Chair to sign the Town of East Montpelier Village Master Plan contract as presented; L. Hebert seconded. Motion carried. J. Potter recused herself from the vote.

Bennington County Regional Commission, Regional Energy Plan – E. Vorwald explained that this regional energy planning work is more detailed than what is currently in the regional plan; the RPC and municipalities can use it to move energy discussions forward. The Committee discussed whether is would be more appropriate to complete the detailed analysis first, or do complete general planning for the Regional Plan followed by the detailed energy planning? The Committee was in consensus that any Regional Plan readoption should include incorporation of approved elements. D. Strong moved to endorse the scope of work for the Regional Energy Plan contract between BCRC and the State of Vermont as presented; J. Potter seconded. Motion carried.

Agency of Human Services, FY16 AmeriCorps\*VISTA Member Service – D. Strong moved to authorize the Executive Director sign the Agency of Human Services FY16 AmeriCorps\*VISTA Member Service agreement as presented; L. Hill-Eubanks seconded. Motion carried.

Watershed Consulting Associates, Engineering Services- L. Hebert moved to authorize the Chair to sign the Watershed Consulting Associates engineering services contract as presented; J. Potter seconded. Motion carried.

**CVRPC Partnership Work with Bright Blue Media** – Tabled for the next meeting.

**Regional Plan** – D. Strong asked that staff bring this back to the April meeting with a visual to assist the Committee to understand the schedule. The Committee asked that staff pause the Regional Plan energy element and move forward with updating other pieces of the Regional Plan while the regional energy planning contract is completed.

**March 8, 2016 CVRPC Meeting Agenda** – J. Potter brought up a point of clarification related to Commission appointment of Nominating Committee based on the Commission’s bylaws and last year’s actions. D. Strong moved to approve the agenda with a modification to reflect adding recognition of Laurie Emery’s retirement; T. Ruth seconded. Motion carried.

**Anticipated Executive Session**

Legal: Amicus Brief - The Executive Committee stated legal strategy was not being discussed, and the item did not warrant Executive Session. J. Potter updated members on a conference call with the Brief’s attorney last week. The first part of the Brief restates the case to provide a setting. The second part of the Brief is the main focus, such as specificity of regional plans, and provides arguments related to the focus. Potter noted CVRPC could withdraw its name from the brief, but the organization had committed to providing the funds and would need to honor this commitment.

The Committee discussed various aspects of the brief’s approach and the relative importance of having CVRPC mentioned by name. An email sent earlier in the afternoon by Commissioner George Malek was distributed. Committee members clarified that CVRPC’s intention in participating in the Brief is the issue of the role of regional planning and the difference between plans and zoning. CVRPC’s goal is to maintain a difference between planning and zoning.

T. Ruth departed at 5:30pm for a Montpelier Planning Commission meeting.

The Committee was in consensus to continue participating in the brief by name, pending review of the document and how it reflected the Commission’s reason for participating. L. Hebert recommended preparing a press release to succinctly state why the CVRPC is participating in the Brief.

D. Strong departed the meeting at 5:33 pm.

T. Ruth rejoined the meeting at 5:36 pm.

The Committee asked that an Executive Committee meeting with Executive Session be warned for next week prior to the Commission meeting at 6:30 pm. The Committee asked B. Waninger to draft a press release in advance of the meeting for discussion.

Personnel: Finance and Office Manager Hiring Update *-* J. Potter moved that the personnel discussion related to an in-progress hiring process and would meet statutory requirements under 1 V.S.A. §313(a)(3); L. Hebert seconded. Motion carried.

J. Potter moved to enter Executive Session at 5:40pm for personnel; L. Hebert seconded. Motion carried.

J. Potter moved to exit Executive Session at 6:08pm; D. LaHaye seconded. Motion carried.

**Adjourn** – D. LaHaye moved to adjourn at 6:08 pm; L. Hill-Eubanks seconded.  Motion carried.