

**Executive Committee  
Draft Minutes  
November 3, 2014**

Present were: D. La Haye, D. Strong, T. Ruth, R. Wernecke, G. Malek, S. Sinclair, and L. Emery.

The minutes of the October 6 and 14, 2014 Executive Committee meetings were accepted as written.

Office Lease: It was agreed to postpone this discussion until we had information on space rental costs at other locations. The interest is in making sure the offer we have is at a competitive rate.

Executive Director's Update: S. Sinclair let members know that Ashley Andrews, our GIS Specialist, has returned from maternity leave. S. Sinclair highlighted the following work done by staff: the VERI (VT Economic Resiliency Initiative) public forum was held October 27 in Barre City with an excellent turnout of Barre City, Barre Town local officials and property and business owners. The final VT Yankee drill with regional planning commission personnel providing assistance to the State Emergency Operations Center was held. Future drills will be about terrorism. The Winooski/Mad River watershed LiDAR flights for elevation data have started. The Northfield Community Development-Disaster Recovery grant for re-use of Irene-flooded buildings previously purchased with Community Development Disaster Recovery funding has been awarded to make the area into a park/green space. Orange ditch inventory field work is completed. Working groups of the Regional Plan update continue to meet and review elements as developed and the TAC (Transportation Advisory Committee) is reviewing the transportation plan. Calais asked for assistance in determining if they are a one-acre town for Act 250 review or a ten-acre town. It was determined that the regulations had not been adopted following all of the requirements of statute and will need to be re-adopted to change their Act 250 review status. Twenty local hazard mitigation plans have been approved by FEMA and the Calais plan is being finalized for submittal to FEMA. Staff is preparing a brownfields assessment application. Wrightsville Beach Recreation District had a good revenue season.

FY 2016 Member Dues: It was moved, seconded, and approved to accept the staff's recommendation that dues for FY 2016 (July 1, 2015 to June 30, 2016) remain at the FY 2015 level of \$1.10 per capita.

Agency of Commerce and Community Development Contract Performance Measures: January 15 and June 30 are the due dates for mid-year and end of year reporting to the Agency using the required performance measures and spreadsheet. The future land use map for the Regional Plan needs to be adopted by the Commission by June 30, 2015. This will require amending the 2008 Regional Plan to comply with the performance measure and safeguard our \$12,000 retainage that the Agency holds.

It was queried whether amending the 2008 Plan constituted adopting the entire plan as a new plan and therefore meant that all elements had to be included that were not required in 2008 and all data had to be updated. Staff explained that there is language in the statute that regional plans can be amended if they have not expired.

(Following is the language from Chapter 117 which at least implies that amendments can be made to current plans. "**§ 4348. Adoption and amendment of regional plan**

*(a) A regional planning commission shall adopt a regional plan. Any plan for a region, and any amendment thereof, shall be prepared by the regional planning commission.*

*(g) Regional plans may be reviewed from time to time and may be amended in the light of new developments and changed conditions affecting the region.")*

The performance measures also require that regional commissions hold a meeting with local officials to discuss inter-local agreements and the local officials interest in collaborating with neighboring towns. S. Sinclair is drafting a survey to determine the interest level of local officials. If they are interested in learning more about inter-local agreements, then a meeting could be held to review the options.

Personnel Policies Review Committee Update: T. Ruth reported on the Committee's work; they have 10 regional commission personnel policies, are reviewing the topics in each and prioritizing what should be reviewed first or what needs to be addressed. One member suggested that if only three personnel policies contained a topic, then that topic may not be valuable enough to add to our policies if not already in them.

The agenda for the November 11 Commission meeting was reviewed. It was noted that November 11 is Veterans' Day.

The audit for FY 2014 was distributed and will be on the December 1 Executive Committee meeting agenda for discussion and acceptance.

It was also agreed that a process should be identified for hiring a new Executive Director, and this should be discussed at the December 1 meeting.