

Executive Committee

DRAFT Minutes

November 30, 2015

Present were: J. Potter, T. Ruth, B. Atwood, L. Hebert, D. Strong, B. Waninger, and L. Emery. Steve Whitaker was present as a member of the public.

S. Whitaker briefed members on the telecommunication planning that is happening in Vermont and the ability of municipalities to form a union municipal district for telecommunication. He expressed interest in having CVRPC look at the feasibility of assisting in developing a union municipal district for Central Vermont. Members expressed their concern about available staff time to do this work and the interest level of municipalities. Montpelier is currently a member of ECFiber, which is a union municipal district. Staff suggested that CVRPC staff review the legislation (Act 41 from the 2014 legislative session) and see where the telecommunication goals may or may not match with the Regional Plan goals and whether there are goals we should be sure to include in the Utilities, Facilities, and Services Element of the 2016 Regional Plan.

There were no adjustments to the agenda.

The minutes of the November 2, 2015 Executive Committee meeting were accepted as written with one abstention.

Financial Report for November 2015: Looking at the FY 16 budget, we anticipate a fund balance increase of \$48,906 based on the number of anticipated contracts and grants. At the end of November, revenue exceeds expenses by \$80,854. It should be noted that this includes the quarterly advance received for the legislative appropriation provided to CVRPC through the Agency of Commerce and Community Development. We should be able to rebuild our reserves and recapture prior years' indirect costs. We are fully staffed now, but were not earlier in the fiscal year. Some of the revenue projected for FY 16 may actually be earned in FY 17 because some of the work couldn't be accomplished while under-staffed. We monitor grants carefully, but there is always the risk of over-runs, though they are not expected to happen.

Executive Director's Report: B. Waninger updated members on the latest happenings noting that new phones will be installed December 8 and we will return to having voice mail. VTrans is considering implementing an administrative fee for all new curb cuts to recoup the cost of administering the permits. At the GIS Users Conference, D. Currier presented on the Mad River transportation resiliency study and received praise from GIS folks in the NE area who found the study to be innovative and informative. It's possible that Plainfield may be able to use green infrastructure to help reduce the phosphorus going into their wastewater treatment plant. D. Currier shared with them green infrastructure methods that have worked elsewhere. Our Brownfields program will be starting up in December. There are several sites in Central Vermont that have potential to apply for funds for assessment (sites in Woodbury, Barre Town, Montpelier, and Northfield). We will use a pre-qualified consultant process to get those consultants who have certain skills and experience that may apply to a particular site. This is the process EPA prefers precisely because the consultant with the appropriate experience can be awarded the site that needs that experience.

Personnel Policy Interim Change to Compensatory Time: CVRPC's current policy on compensatory time for employees does not pay comp time that's accrued and not used, but in some instances a grant may be invoiced for the time worked. Federal regulations require that each grant using an actual-cost system pay the costs associated with the work of the grant. For an interim solution, it is being recommended that the Personnel Policy sentence on "Compensatory time for exempt personnel will not be paid in lieu of time off" be deleted; and the following be added:

If a particular employee's compensatory time accrues to 10 hours for any reason, the employee and the Executive Director will meet to determine how the compensatory time may be taken. Exempt employees, upon termination or

resignation, will be paid for any earned, but unused compensatory time at a rate of one hour per every hour of compensatory time remaining.

The final sentence of the existing policy on compensatory time which states "Exempt employees, upon termination or resignation, will not be paid for any earned but unused compensatory time" will also be deleted.

The interim policy will be reviewed by the Personnel Policy Committee when they do their review of the final draft of the policies.

It was moved, seconded, and unanimously approved, to adopt the Executive Director's recommendation on compensatory time as an interim Personnel Policy.

Personnel Policy Review Committee Update: Committee members have completed the first review of the Policies and are now looking at the complete package in its entirety. They will probably have a final draft for Executive Committee review in the spring of 2016, but need to bring it to staff for their input, too.

Regional Plan Housing Element: The Draft Regional Plan Review Committee did not have a quorum and so couldn't have a motion to put the Housing Element on the Commission meeting agenda. The Executive Committee is being asked to recommend that the Housing Element be reviewed and endorsed at the December 8 Commission meeting. It was agreed to place the Housing Element on the December 8 agenda.

The Draft Regional Plan Review Committee needs an additional member. D. Rubin resigned. Staff will contact Capstone to see if they have someone who would be interested in serving on the Committee and a recommendation will be made to the Executive Committee at its January 4, 2016 meeting.

Executive Director - 90 Day Probationary Period: The Personnel Policies don't say that after the probationary period that there is an evaluation; however, the Executive Director inquired how the Executive Committee would like to proceed. (During the discussion, it was suggested that in the revised Personnel Policies, the 90 day probationary period be changed to six months.) It was agreed that the Executive Committee and the Executive Director should have an informal review with the Executive Director presenting highlights for discussion. The review will be scheduled for the January 4, 2016 meeting of the Executive Committee. It was stated that the Executive Director is doing an excellent job.