

**Executive Committee
Draft Minutes
October 6, 2014**

Present were: J. Potter, D. La Haye, R. Wernecke, B. Atwood, D. Strong, S. Sinclair, L. Emery, and D. Currier.

A representative from People's United Bank attended to get updated signatures for the bank accounts since the Treasurer is now David Strong and no longer Michael Miller.

Northfield Storm Water Grant/VT Department of Environmental Conservation: The grant is for the implementation of two storm water projects in Northfield; one associated with the Central Street waterline upgrade being done in the Village, and the other as a rain garden/swale project to "treat" storm water before it goes into the Dog River. Both projects have been requested by the Town to be done and will involve oversight by the Town's Public Works Director. Northfield requested that CVRPC apply for this funding since the Town and Village were just completing their merger and were without a manager at grant time. The grant funding is for \$59,842 with \$3900 of the funds going to CVRPC for administration of the project. It was queried whether this was sufficient money for developing the bid specs, preparing the RFP, and project management even with the Town's Public Works Director doing much of the latter work. Staff stated that the Town personnel will be involved in all aspects of the project, and that through a prior grant the plans are already developed. Staff was directed to get a letter from the Town stating that they will assist with the project management and oversee the contractor's work.

After further discussion on the amount of staff time this contract could take, it was requested that in the future CVRPC not try to manage construction projects, and that engineer oversight should be built into the contract costs. Construction contracts are a higher risk because they involve construction and potential liability associated with the work being done properly.

It was agreed to sign the Grant Agreement with the Department of Environmental Conservation, but that further assurances would be needed from the Town about assistance with the bid documents, RFP, and oversight of the work before a construction contract would be signed by the Executive Committee.

It was moved seconded, and unanimously approved to sign the Grant Agreement with the Department of Environmental Conservation.

The minutes of the Executive Committee meetings of September 2, 9 and 29, 2014 were accepted as written.

Amendment to Dubois & King Contract for the Transportation Flood Resiliency Study: Even though this contract is being paid for with Transportation Planning funds, it is part of the work that is happening on flood resiliency using Community Development Block Grant funds for the LIDAR data gathering. As a

result, the D&K contract needs to reference the Community Development grant agreement which is what this amendment is about. It was moved, seconded, and unanimously approved to sign the D&K contract amendment.

Renewal of CVRPC's Office Lease: It was moved and seconded to authorize the Chair to sign the lease renewal. The renewal offer was reviewed noting that the current (FY 15) \$15.50 per square foot (including utilities) will continue through the 3rd year of the 5 year renewal. Years 4 and 5 would be at \$16.00 per square foot. Members asked that staff, R. Wernecke, and B. Atwood gather information on the current market rate in Montpelier and bring the information back to the Committee. The motion to authorize signing the lease was tabled pending additional information.

Executive Director's Update: S. Sinclair reported on the work of staff noting the variety and scope of work being done and the direct assistance being provided to towns. She alerted members to the VERI (Vermont Economic Resiliency Initiative) forum that is scheduled for October 27, Aldrich Library, Barre City, 6 to 8 p.m. The VERI project in Central Vermont covers Barre City and Barre Town where businesses could be affected by flooding from Gunners Brook. The annual meeting of the Central VT Economic Development Corporation is scheduled for October 16, 7:30 to 9 a.m. Interviews for the Assistant Planner position are being scheduled.

Emergency Management Planning Grant: For several years, CVRPC has been able to share a person with Chittenden County RPC to do the emergency management planning work through a joint grant. The person has moved out of State and Chittenden RPC has someone in house who has time available to do the work. CVRPC would need to hire a part time emergency management planner to assist towns with the development of local emergency operation plans, technical assistance on emergency management, assisting with emergency management-type grants, training, and response and recovery support. The grant would pay for the cost of a part time person and also requires an equivalent match. However, the match can be any non-Federally funded planning work and does not have to be emergency management planning. For instance, staff time spent on assisting any town with their town plan or bylaws could be used as a match because it is funded with municipal dues and State funds--neither of which are Federal dollars.

The grant application prepared by staff is for a half-time person for a total cost of \$43,592 including indirect costs. The match would also be \$43,592 including indirect costs. This grant is one of the very few that allows other planning work as a match and reimburses indirect costs. Further discussion raised the question of whether we already had in-house staff with sufficient time to do this planning work. It was noted that the Regional Plan update is taking considerable time. Once the Plan is adopted, it's possible that current staff would have time for the emergency management planning work. It was agreed that other staffing models should be looked at to see if there is one applicable to us.

Noting that the grant is for one year, it was moved, seconded, and unanimously approved to authorize hiring a half-time person to do the emergency management planning work provided the grant is awarded.

Agency of Commerce and Community Development Work Plan and Performance Measures: The review of this item will be on the agenda for a future meeting. One query was what is the due date for the future land use map. Staff will re-confirm that date.

Project Review Committee: There are six members of the Committee, which makes it difficult to get a quorum since it's unusual to have four at a meeting. It was discussed that making one member an alternate and asking that they attend the meetings would help the situation. It was agreed that an alternate Commissioner could be an alternate member of the Project Review Committee. It was moved, seconded and unanimously approved that T. Carver, the alternate Commissioner from East Montpelier and already on the Committee, be the alternate member of the Project Review Committee thereby making the quorum be three. Most of the time the alternate will be the third or fourth member in attendance and will have the opportunity to vote.

Personnel Policies Committee: J. Potter, T. Ruth, and L. Hill-Eubanks are the Committee members. They have the personnel policies of each of the 11 regional planning commissions and will be meeting October 20 from 3 to 5 p.m. at CVRPC's office. They will organize themselves and decide how often to meet while also prioritizing the policies that need updating.

The October 14 Commission meeting agenda is good.

On a motion by D. Strong, seconded by R. Wernecke, the Executive Committee voted to go into executive session at 6:20 p.m. to discuss personnel matters. Approved 5 to 0

The Executive Director was invited to join the executive session at 6:20 p.m.

The Executive Committee came out of executive session at 6:35 p.m.

A motion was made by R. Wernecke, seconded by D. Strong, to accept Susan Sinclair's letter of retirement effective April 3, 2015. The motion was approved 5 to 0.

The Executive Committee thanked Sue for her many years of service.

The meeting was adjourned at 6:39 p.m.