

Executive Committee

Minutes June 30, 2014

Not approved

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

It was moved, seconded, and unanimously approved to authorize the Chair to sign the contract with Two Rivers Ottauquechee Regional Commission to do the VT Economic Resilience Initiative work for Central Vermont for \$17,158.50. This is a US Economic Development Administration demonstration project to model economic resilience as part of disaster recovery.

The minutes of the June 2, 2014 Executive Committee meeting were approved with J. Potter abstaining.

It was moved, seconded, and unanimously approved to authorize the Chair to sign the contract with Dubois & King for \$24,900 to do a flood resiliency transportation study.

Executive Director's Update: S. Sinclair reported on the activities of staff during the past month including Northfield culvert inventory, Plainfield Route 2/blinking light project proposal to VTrans (TAC will include this project in the list of projects to VTrans when the prioritization process is completed.), assisted Barre City, Barre Town and Plainfield with bike/ped path funding applications, attended the public meeting with East Montpelier, Berlin, Barre City, and Barre Town on the Route 14 south East Montpelier bridge closure, attended the VTrans meeting on the Benjamin Falls Road bridge closure thought to be scheduled for July 16 for 3 weeks, held a well-attended workshop on housing issues, held the zoning administrators' roundtable, worked with various towns on local hazard mitigation plans, local emergency operations plans, municipal plans, fluvial erosion hazard analysis, provided comments on the Act 250 Blush Hills housing project, working with Duxbury and Northfield on forest stewardship policy development, as well as other projects and planning work. CVRPC will be part of a statewide application to FEMA for Hazard Mitigation Planning funds to work with towns whose local hazard mitigation plans expire in 2017 to update them. This work will also include review of eligibility for levels within the Community Rating System for the National Flood Insurance Program, eligibility for the Emergency Relieve Assistance Fund, and vulnerability assessments. These assessments have not been part of the local hazard mitigation planning services in the past, but this new funding will allow for a more inclusive plan and process. The State is applying for the funding so they can contract with regional commissions and the full cost of the work, including all indirect costs associated with the labor, will be reimbursed.

S. Sinclair is going to donate thirty of her accumulated sick days to A. Andrews for her maternity leave at the end of July.

S. Sinclair raised the issue about the CVRPC collaboration points with CVEDC where CVRPC agreed to a joint meeting of the two executive committees for sometime in July. S. Sinclair will initiate communication with CVEDC's Executive Vice President to see what can be arranged and whether noon over lunch would be convenient for both groups. Agenda items could include: discussion of collaboration points and progress, CVRPC sending a representative to CVEDC board meetings as an alternate, and what's important to each organization that might be common to both.

S. Sinclair will also arrange for a joint CVRPC/CVEDC staff meeting to be held in September.

FY 15 work plan with the Agency of Commerce and Community Development (ACCD): Members were provided with the Appendix I scope of work for the contract with the meeting's agenda. It was noted that the regional commissions used to write their own work plan since the statute for regional planning is very clear on what the regional commissions are to do.

However, now the Agency drafts it and adds tasks as they deem necessary and are not necessarily included in statute. This adds to the already full work of the regional commissions. The performance measures listed on the current version of the Appendix may be changed before a final contract is offered. The State is looking at using results based accountability measures. It was suggested that the Executive Committee meet again in July to authorize signing the contract once it's been offered and members have had a chance to read it. The scope of work includes tasks for which each regional commission is responsible, as well as some that are of collective responsibility.

FY 15 Proposed Budget: It was discussed that the \$17,185 VERI grant just signed today is not included in the proposed budget's revenue because it is new money unknown at the time the budget was developed. In addition, the Statewide hazard mitigation planning grant is also not included and it's fairly certain that FEMA will award it to the State. That could be \$198,000 to CVRPC over three years with \$30,000 being FY 15 income. Members asked that the figures be updated for the next meeting at which time approval of the budget can be considered.

It was also suggested that we review our operating reserve policy to be sure that 3 months of reserves is sufficient and how it can be rebuilt.

Project Review Committee: There are currently six members of the Committee which means that a quorum is four and there are not always four members who attend. The Project Review Committee policies and procedures say 5 members and an alternate. It was suggested that Committee members be contacted to see if one is willing to serve as an alternate thereby reducing the member quorum requirement to three. B. Atwood will contact members.

Personnel Policies Committee: It would be good to establish a committee to review the personnel policies and recommend changes to the Executive Committee. The Executive Director evaluation policy in the Personnel Policies is different than on the list of Executive Committee tasks. When asked, it was stated that staff has expressed an interest in the vacation time being increased to 12 days rather than 10 for those employed up to 3 years. For comparison purposes, the personnel policies of the other regional commissions will be requested and provided to the Executive Committee. A committee will be appointed by the Executive Committee.

The July 8 agenda looks good.

At 6:16 p.m., the Executive Committee voted to go into executive session for the Executive Director's evaluation.

At 7:50 p.m., the Executive Committee came out of executive session. It was moved, seconded, and approved to continue the executive session on a date to be determined.