

**Executive Committee  
Draft Minutes  
September 2, 2014**

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

The minutes of the June 30, 2014 Executive Committee meeting were approved as written. The minutes as amended of the August 4, 2014 Executive Committee meeting and the August 19, 2014 meeting were approved.

Executive Director's Update: S. Sinclair updated the members on the work of staff over the summer, including such projects as town plan map development, the offer of the contract from the Agency of Commerce and Community Development, the continued waiting for a response on the updated performance report submitted by CVRPC, review of the FY 15 proposed report on performance measures and the use of results based accountability principles (RBA), July storm reporting, the VT Economic Resiliency Initiative (VERI) work that is ongoing, the shoreland protection workshop held in Calais, attendance at CVEDC board meetings and holding quarterly joint staff meetings with CVEDC staff, the joint meeting scheduled of CVEDC and CVRPC's executive committees for September 10, 12:30, National Life, ped and road counts, US 302 bike path study, Plainfield pedestrian bridge, Berlin community rating system work, municipal planning grant application assistance, and the need to convene the project review committee once several initial applications are deemed complete by the District Commission.

Staff Updates: Ashley Andrews had a baby girl August 7 and is on maternity leave. Amelia Norris will be leaving on September 5, Stephanie Smith's VISTA year will be completed September 11, Emily Nosse-Leirer is our new VISTA volunteer, and the Assistant Planner position has been advertised.

Office Lease: The terms of our lease require that we notify the landlord a year in advance of our interest in renewing or not for another five year period. Notice doesn't obligate us, but provides an opportunity for negotiations. It was moved, seconded, and unanimously approved to send a letter to the landlord that we are interested in a new five year lease.

Agency of Commerce and Community Development Contract: The contract has been offered, and copies were provided in advance to the Committee members. It was moved, seconded, and unanimously approved to authorize the chair to sign the contract. S. Sinclair would like to review the tasks/performance measures with the Committee at a future meeting.

Transportation Planning Initiative VT Agency of Transportation Contract: The TPI contract was offered today by VTrans for the year starting October 1. The Executive Committee previously approved the work plan and budget based on the recommendation of the TAC. Copies of the contract were

distributed so members could read and be prepared to authorize the chair to sign it. Members will meet at 6:45 p.m. Tuesday, September 9 to authorize the signing of the contract.

CVRPC Project Review Committee: There are six formally appointed members, but the Committee procedures state that the number of members should be five. This also makes getting a quorum easier by one. Members of the Committee were to be polled to see if anyone was interested in serving as an alternate. B. Atwood will follow up and report back to the Executive Committee.

Personnel Policies Review Committee: It was moved, seconded, and approved to appoint J. Potter and T. Ruth to this Committee and to ask three other Commissioners to be members. This inquiry will be made at the September 9 Commission meeting.

September 9 Commission Meeting Agenda: The appointment of members to the Personnel Policies Review Committee will be added to the agenda.

Executive Session: At 5:23 p.m. R. Wernecke moved, G. Malek seconded, that the Executive Committee enter into executive session for a personnel matter. The motion passed unopposed.

The Executive Director was invited to join the executive session.

At 6:11 p.m., the Executive Committee came out of executive session which is to be continued on September 29, 2014 at 5:00 p.m. at CVRPC's office.

R. Wernecke moved, G. Malek seconded, that staff warn a CVRPC Executive Committee meeting for September 29, 2014 at 5:00 p.m. at CVRPC's office to discuss a personnel matter.

Respectfully submitted,

Tina Ruth as to the minutes from the executive session