

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **MINUTES**

4 **November 4, 2019**

5 Present:

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Julie Potter | <input checked="" type="checkbox"/> Laura Hill-Eubanks | <input checked="" type="checkbox"/> Michael Gray |
| <input checked="" type="checkbox"/> Dara Torre | <input checked="" type="checkbox"/> Steve Lotspeich | <input checked="" type="checkbox"/> Janet Shatney |
| <input type="checkbox"/> Jerry D'Amico | | |

6
7 Staff: Bonnie Waninger, Nancy Chartrand, Nicole Sancibrian

8 Other: Bonnie Batchelder, Batchelder Associates

9
10 **CALL TO ORDER**

11 Chair L. Hill-Eubanks called the meeting to order at 4:04 pm. Quorum was present to conduct business.

12
13 **ADJUSTMENTS TO THE AGENDA**

14 J. Potter requested an update on personnel staffing be added.

15
16 **PUBLIC COMMENTS**

17 None.

18
19 **AUDIT PRESENTATION**

20 Bonnie Batchelder provided details on the FY19 audit. She advised it went very well. Information was
21 provided ahead of time, and everyone was well prepared. Testing was done onsite, and responses to
22 testing were received timely. She noted the Commission is in a strong net position and has a strong cash
23 balance (mostly due to deferred income on the contracts). Batchelder clarified that deferred income is
24 money an organization has received but not earned yet (i.e. pre-paid contracts).

25
26 Batchelder advised there were no audit surprises nor any significant issues. She advised things were
27 being done well and efficiently. Batchelder also referenced her management recommendations as
28 outlined in the packet:

- 29 1) Aging of receivables. Some issues are contract driven; others are as a result of invoicing done in-
30 house and not being released timely. She recommends receivables be sent in a timely manner.
- 31 2) Timesheet entry is very involved. She advised that there is software that would allow staff to
32 enter online in the cloud which downloads to Quick Books direct (TSheet). This may help turn
33 invoicing around quicker.
- 34 3) Personnel Policy and payouts of compensatory time. Practice appears to conflict with the
35 policy. The Executive Director regularly accrues more than 10 hours of time and has a large
36 balance at fiscal year end. The Executive Committee is aware through quarterly updates on
37 compensatory time accrual by employee. Batchelder suggested either changing the policy or
38 staying within policy as much as possible.

1
2 The Committee asked Batchelder’s thoughts regarding a reasonable amount of comp time build-up.
3 Batchelder advised 10 hours may be too low, but 200 is high. She encouraged the time be taken to
4 refresh staff and lessen cash flow impact should it become an issue in the future. Batchelder suggested
5 a quarterly versus annual compensatory time payout. She noted an assistant for the Director might
6 alleviate the need for working additional hours. J. Potter noted that the Executive Director position is
7 rarely a 40 hour/week job. The Committee will consider how to address this issue this fiscal year.

8 A question was raised about the software mentioned. This software allows for time allocation to jobs
9 and remote approval. It downloads direct into QuickBooks once approved. Batchelder advised it was
10 simple to set up and that other clients of Batchelder Associates utilize this type of software. Waninger
11 advised TRORC uses a type of similar software. It was noted TSheet is one of the most used software’s
12 for download direct into Quick Books. The Committee asked staff to review TSheet.

13 N. Sancibrian gave an overview of the status of billing. VEM recently changed billing for EMPG from
14 quarterly to monthly and now requires additional documentation, such as timesheets.

15 Potter thanked Nicole and staff for work completed that resulted in a favorable audit result.

16 **FINANCIAL REPORT**

17 N. Sancibrian provided an overview of the financials. Receivables are currently high, and the correction
18 for this will occur in November/December. TPI is currently delayed due to documentation requests
19 regarding travel. Cash flow needs to continually be monitored as a result of those contracts that cannot
20 be billed until the project is complete. For the 1st quarter of FY20, CVRPC did not incur any
21 unanticipated expenses. Waninger advised CVRPC is generally where it expected to be this time of year.
22 The indirect rate will be reviewed after December financials are prepared and adjusted if needed.

23
24 Staff requested the Committee’s input on the quarterly Paid Time Off balance report. The Committee
25 previously requested the maximum liability by employee be shown. The Committee clarified the liability
26 should be based on each employee’s length of service and full or part-time status.

27
28 **CONTRACT/AGREEMENT AUTHORIZATION**

29 Northwest Regional Planning Commission – Municipal Grants in Aid FY20

30 M. Gray commented that the grants in aid program reimbursement process takes an inordinate amount
31 of time. Unfortunately, CVRPC does not have control over the reimbursement timeframe. However, in
32 the future CVRPC could advise municipalities up front about the anticipated delay.

33
34 *J. Shatney moved to authorize the Executive Director to sign the agreement; M. Gray seconded. Motion*
35 *carried.*

36
37 Watershed Consulting Associates, LLC – Northfield Water Street Stormwater Project Implementation

38 This is an after-the-fact amendment to the contract to adjust for factors beyond the contractor’s
39 control.

1
2 *J. Potter moved to authorize the Executive Director to sign the agreement amendment with Watershed*
3 *Consulting Associates; S. Lotspeich seconded. Motion carried.*
4

5 **OFFICE UPDATES**

6 N. Chartrand provided an update of the status of the current lease. Currently, CVRPC is awaiting a
7 proposal from the current landlord regarding retaining the current space. CVRPC has two additional
8 proposals for new spaces. It was confirmed the current landlord has waived the 1-year advance renewal
9 notice requirement. The current landlord's proposal is anticipated by the end of December.
10

11 Chartrand provided an update on renewal of the Community National Bank line of credit. This line will
12 be renewed until 11/01/2020. There is a \$500 annual fee; which was included in the FY20 budget.
13 There was a question regarding maintaining the line's limit of \$100,000. Waninger expressed she felt it
14 was sufficient. Once the reserve fund goal is reached, it may be appropriate not to hold a line of credit.
15

16 **CVRPC BYLAWS**

17 J. Potter summarized the current status of the Bylaws review, how the working group addressed
18 counsel's recommendations, and how changes were incorporated. The working group is presenting a
19 'final' document for Committee review and discussion and ultimate recommendation to the Board.
20

21 Changes to the transmittal memo were discussed.; J. Potter and N. Chartrand will amend the memo.
22 The Committee agreed the memo should come from the working group Chair on behalf of the Executive
23 Committee. It requested the memo reflect the Committee's recommendation for adoption.
24

25 A question was raised regarding the Committee section and Bylaws not syncing with the Commissioner
26 Handbook draft. Waninger confirmed the Handbook would be updated after bylaw adoption. A
27 question was raised as to whether the Clean Water Advisory Committee should be a standing or special
28 committee. The Committee concurred it should stay as a special committee.
29

30 Potter confirmed the work plan and budget noted in Section 903 is presented to the Board for
31 informational purposes after approval by the Executive Committee.
32

33 S. Lotspeich advised he felt the working group process was very thorough for the Bylaws review. He
34 feels comfortable recommending provision to the entire Board for review and approval.
35

36 *S. Lotspeich moved that the Executive Committee move the bylaws to the full Board of Commissioners for*
37 *review and authorize Julie Potter to author the transmittal memo on behalf of the Committee; J. Shatney*
38 *seconded. Motion carried.*
39
40

1 **COMMISSIONER HANDBOOK**

2 B. Waninger advised the Handbook is a living document subject to change. Adoption is not required.

3

4 Hill-Eubanks noted Appendices labeling needs to be addressed. Shatney said her email address should
5 be updated. Waninger was confirmed information will be updated when new bylaws are adopted.

6

7 **PERSONNEL**

8 Waninger advised Grace Vinson has started as a new Planner. Vinson has five years experience with The
9 Clark Group, facilitating outreach on federal rule changes and condensing public comments for Agency
10 review and action. She has worked with New York State on FEMA risk maps. She was the staff member
11 responsible for EPA’s Energy Star program business outreach and training. At CVRPC, she will work in
12 land use planning, energy implementation, emergency management, and special projects.

13

14 Waninger confirmed staffing consists of six full-time and two part-time staff and a contracted
15 accountant.

16

17 **CONSENT ITEMS**

18 *J. Potter moved to approve the consent items as presented; S. Lotspeich seconded. Motion carried.*

19

20 **COMMISSION MEETING AGENDA**

21 Shatney suggested confirming the spelling of the VCIL presenter’s name. Waninger provided
22 background on the Community Health Needs Assessment information recently completed and to be
23 presented by Patti Fisher. Discussion ensued on how these types of assessments may dovetail into
24 regional planning and inform the planning process. Waninger also advised briefly on the Working
25 Communities challenge and the component of trauma informed communities.

26

27 *J. Shatney moved to approve the Commission agenda for November 12th with spelling check; D. Torre
28 seconded. Motion carried.*

29

30 **ADJOURN**

31 *D. Torre moved to adjourn at 5:53 pm; M. Gray seconded. Motion carried.*

32

33 Respectfully submitted,

34

35 Nancy Chartrand

36 Office Manager