



RUTLAND REGIONAL PLANNING COMMISSION

RUTLAND REGION EXECUTIVE FINANCE COMMITTEE

MONDAY, JUNE 12, 2023, 5:00 PM

MEETING MINUTES

LOCATION

Virtual: [Teams Meeting](#), Call in: 1-802-440-1368, Meeting ID: 362 171 909#

In-Person: The Opera House, 67 Merchants Row, Rutland, VT 05701

ATTENDANCE

Committee: Erika Berner, Laura Black, Robert Gibbs, Larry Courcelle and Andrew Salamon

Other: Devon Neary and Mary Kay Skaza

1) CALL TO ORDER

The meeting was called to order by Chair Berner at 5:02 PM.

2) APPROVAL OF JUNE 12TH AGENDA

Motion by Courcelle to approve the June 12th agenda. Second by Salamon. Approved by voice vote.

3) APPROVAL OF MAY 8TH MINUTES

Motion by Gibbs to approve the May 8th minutes. Second by Courcelle. Approved by voice vote.

3) OPEN TO PUBLIC

None present.

4) TREASURERS REPORT

Finance Manager Mary Kay Skaza provided the treasurers report for April 2023. Informational purposes only.

5) BOARD OF COMMISSIONERS AGENDA

- A. REVIEW FY24 Nominating Committee: Gibbs established the nominating committee including Commissioners Lloyd and Mills. The committee recommended the current slate of officers. Motion by Courcelle to recommend to the full board the current slate of officers for FY24. Second by Black. Approved by voice vote.
- B. REVIEW updated RRPC Bylaws: Courcelle suggested adding language about changing meeting times and selection of committees by the Chair. Motion by Gibbs to recommend to the full board the updated RRPC Bylaws with the Committee changes. Second by Black. Approved by voiced vote.
- C. REVIEW updated RRPC Employee Handbook: Courcelle suggested changing the language from "Orientation" to "Probation", adding language for Vermont General Assembly leave, and clarifying Executive Finance Committee involvement in Step 3 of Problem Resolution.

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P.O. Box 430 | Rutland, Vermont 05702

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Black suggested changing “his/her” to “they” and changing “you” to “employee” for consistency. Berner suggested adding language regarding benefits during Military Leave. Motion by Courcelle to recommend to the full board the updated RRPC Employee Handbook with Committee changes. Second by Salamon. Approved by voice vote.

- D. REVIEW updated RRPC Financial Procedures and Credit Card Policy: Motion by Courcelle to recommend to the full board the updated RRPC Financial Procedures and Credit Card Policy. Second by Gibbs. Approved by voice vote.
- E. REVIEW FY24 Budget and Work Plan: Motion by Courcelle to recommend to the full board the FY24 Budget and Work Plan. Second by Gibbs. Approved by voice vote.
- F. REVIEW FY24 Employee Benefits: Committee review updated benefits and salary changes. Motion by Courcelle to approve increase for Executive Director and to authorize the Chair to sign salary letter on behalf of the Executive Finance Committee. Second by Gibbs. Approved by voice vote.

6) EXECUTIVE DIRECTORS REPORT

- A. RRPC has hired a new staff planner, Jeremy Gildrien. Jeremy is from Leicester and will be leading our energy planning program and assisting with town and transportation planning. The RRPC will hire an additional planning in August.
- B. RRPC has completed the FY24 Budget, Work Plan, and Policy updates to be approved at the June Board of Commissioners meeting. Special thanks to MK for all her hard work.
- C. The Regional Housing Needs Assessment is underway with Vermont Housing Finance Agency (VHFA) as the consultant.
- D. The Regional Plan Update is coming along well with staff working on the regional profile. The RRPC will soon be releasing a request for proposals for print and graphic design as well as an engagement plan and retreat facilitation.
- E. RRPC is hosting an Open Meeting Law training with the Secretary of State on June 14th with 40 people RSVP'd.
- F. The office renovation is expected to begin in July and wrap up in late Fall 2023.
- G. I will be out of the country on honeymoon from July 12 – August 5 and will not be available. MK will be acting Director during that time.

7) MEMBER UPDATES

- A. Hubbardton: Nothing new.
- B. Shrewsbury: Losing town clerk.
- C. Mendon: Nothing new.
- D. Killington: Thanked Maggie for work on Town Plan. Voting on approval soon.
- E. Wallingford: Nothing new.

9) ADJOURN

Motion by Black. Second by Gibbs. Adjourned at 7: PM.

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