



## **Advisory and Risk Management Meeting Minutes**

November 13, 2019

### **Committee Directors:**

<b>X</b>	Reginald Beliveau, Swanton		Steve Fitzhugh, Northfield

### **Other Directors present:**

<b>X</b>	John Morley, Orleans	<b>X</b>	Bill Humphrey
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*X indicates attendance in person, P indicates attendance by phone.*

### **Alternates present:**

None	

### **Others present:**

Ken Nolan, VPPSA	Crystal Currier, VPPSA	Julia Leopold, VPPSA

### **Numbers in bold type correspond with agenda item numbers:**

- 1.** The meeting was called to order at 9:40 a.m. at the office of the Authority, located at 5195 Waterbury-Stowe Road, Waterbury Ctr., Vermont.
- 2.** Director Beliveau asked if there were requests for changes and/or modifications to the current agenda. There were none.
- 3.** Director Beliveau asked if there were public comments and/or individuals who would like to address the Board. There were no public comments.
- 4.** The Minutes of the meeting held July 10, 2019 were tabled due to lack of a quorum.
- 5.** The Minutes of the meeting held September 11, 2019 were tabled due to lack of a quorum.
- 6.** The General Manager reminded the Committee that like the policies and procedures, each year the staff reviews the Benefits Guidelines to ensure compliance with any changes in law during the previous year and to assess whether the guidelines continue to provide the best framework for the organization. While there were no specific changes in law, there were several areas where the staff felt changes would be appropriate to enhance operations. The areas where changes occurred include:

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No smoking policy  
Office Hours and Flex Time  
Overtime  
Domestic Partners  
Sick Leave Donation  
Health Insurance

The Committee discussed each of the topic areas, with the primary areas of focus surrounding the office hours/flex time, sick leave and health insurance. The Committee had no objections to the changes.

7. The General Manager provided an update on the progress of the 2020 Operating budgets. Several minor changes were incorporated after the last Committee meeting and further review at the Board of Directors meeting. The changes since the first draft include:
  - a. Increased revenues of approximately \$3K due to anticipated Transco purchase
  - b. Change in health coverage from BCBS to MVP Healthcare
  - c. Employee elections to health care coverages
  - d. McNeil budget updated with BED budgeted data
  - e. Reduction to AMI contract services
  - f. Reduction in P10 budget due to calculation errors
  - g. Updated RES budgeted based on 2019 actual Tier 3 activity

The changes noted above result in an overall decrease of 3.7% or \$397K as compared to the 2019 budget. While expenses are up, project costs are down significantly (primarily McNeil).

8. The General Manager reminded the Committee that during the Strategic planning process the Board identified four (4) areas that they would like the staff to focus. Those include: 1) GIS/Mapping, 2) Engineering, 3) AMI, and 4) Management/Staffing.
  1. GIS/Mapping – staff continues to solidify the software costs with mPower and the other required staff needs to meet this objective.
  2. Engineering – continued efforts on estimated cost of potential staff Engineering assuming that VPPSA pays for a full-time position. VELCO has also expressed a willingness to look at providing engineering services to VPPSA under a contract arrangement but those details are vague at this point.
  3. AMI – AMI is currently included in VPPSA’s 2020 Operating budgets through the RFP stage. This effort will be reassessed in 2020 when the RFP process is complete.
  4. Management/Staffing – this effort has been somewhat challenging and to some degree will be dependent upon the decision on how to utilize the engineer position. A draft list of functions that would be required has been developed but further discussion with the Barton/Orleans management is needed to put specific plans in place.

The Committee discussed each of the topic areas and specifically, the costs and the allocation of those costs related to each initiative. The Committee was supportive of the new initiatives.

9. During the previous discussion regarding the additional services VPPSA may undertake as a result of the Strategic planning process, several new positions were discussed. The General Manager requested that the Committee enter executive session to discuss potential staff changes.

Director Humphrey made a motion to find that premature general public knowledge of the Authority’s discussions and/or negotiations with existing and potential employees would place the Authority in a position of substantial disadvantage during such negotiations. Director Morley seconded the motion. The motion was approved.

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Director Humphrey made a motion to enter executive session to discuss employment relations as allowed under the provisions of Title 1, Section 313 (1)(B) of the Vermont Statutes. The motion was seconded by Director Morley. The motion was approved and the Committee entered Executive session at 11:45 am.

The Committee returned to general session at 12:20 pm. No action was taken.

- 10.** Other Business: Director Morley provided a brief update on the status of the Village of Barton's operations.

The meeting was adjourned at 12:20 p.m.

Respectfully submitted,

*Crystal L Currier*

Crystal Currier, Secretary