

 c/o CVRPC

29 Main Street

 Montpelier, VT 05602

 (802) 229-0389

cvrpc@cvregion.com

Wrightsville Beach Recreation District Board of Directors Meeting Minutes

Draft

January 16, 2018

**Representatives**

Montpelier – Jon Copans (present)

Montpelier - Jessica Chaves (Absent)

Middlesex – Jane Dudley (present)

Worcester – Carl Witke (present)

East Montpelier – Kim Kendall

CVRPC Staff – Daniel Currier (present)

Other: Collin O’Neil – Manager (present)

The meeting was called to order at 5:15 pm.

**1) Public Comment**

No members of the public were present, and no public comments were made.

**2) Adjustments to Agenda**

Board members agreed to move item 5, Review and Approval of Manager 2018 Contract and Salary, to the end.

**3) Review and Approval of the November Minutes**

Jon Copans made the motion to approve the November minutes. Jane Dudley seconded the motion. The motion was carried.

**4) Review and Approval of CVRPC Administrative Services Contract**

The Board discussed Part III. B. of the draft Administrative Services Agreement on Price and Payment Terms. The Board discussed and agreed that if there is an adjustment to the annual fee in any particular year, then that adjustment must be communicated to the WBRD Board, and the Board must agree to it by November 15 for budgeting purposes. The contract language was changed to reflect that point.

Jon made the motion that we authorize the WBRD chair to enter in the Administrative Services Contract as amended in consultation with CVRPC, and he has the authority to make minor changes requested by either organization. Jane seconded the motion, and it carried unanimously.

**5) Review and Approval of FY 18 Budget**

Collin gave the board an overall review of the budget, and there was discussion of whether the contract with the state on Shady Rill would continue into 2018. The Board also discussed the idea of setting up a working group to explore the roles of the WBRD Manager, WBRD Board and CVRPC staff and board. Part of this group’s task will be to explore options for providing a benefits package to the Manager. The Board decided to continue this discussion at our next meeting on Monday, February 12th.

The Board set a meeting schedule for the year for the third Monday of January, February, May, September, and November. Our next meeting will be Monday, February 12 to discuss roles and five-year visioning for Wrightsville Beach.

Jon made the motion to approve the 2018 budget version that includes the revenue from Shady Rill, the small change in the Manager base ($3,000) and the stipulation that the Benefits amount is a ceiling and will be based on future board meeting discussions regarding the five-year visioning and the role of the manager.

Kim seconded the motion, and it was carried unanimously.

The Board briefly discussed Montpelier Board member Jessica Chaves’ concern about the need to miss meetings due to her schedule.

**6) Review and Approval of Manager 2018 Contract and Salary**

The Board amended the draft contract to include the time period Friday, May 11 to Friday, October 14 and to include a per hour pay rate of $22.85 for the manager. Jon made the motion to authorize the chair to enter into the Manager’s Contract for 2018 as amended. Kim seconded the motion, and it carried unanimously.

**7) Adjournment**

The meeting adjourned by consensus at 7:10.

Respectfully submitted by Kim Kendall