



# RUTLAND REGIONAL PLANNING COMMISSION

## RRPC EXECUTIVE FINANCE COMMITTEE

MONDAY, DECEMBER 11, 2023, 5:00 PM

### MEETING MINUTES

#### LOCATION

[Teams Meeting](#), Call in: 1-802-440-1368, Meeting ID: 382 346 158#

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

#### ATTENDANCE

Committee: Erika Berner, Andy Solomon (Virtual), Robert Gibbs, Fred Nicholson, Laura Black (Virtual), and Larry Courcelle

Other: Mary Kay Skaza

#### CALL TO ORDER

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

#### APPROVAL OF DECEMBER 11<sup>TH</sup> AGENDA

**Motion by Courcelle to approve the December 11<sup>th</sup> agenda. Second by Nicholson. Approved by voice vote.**

#### APPROVAL OF NOVEMBER 13<sup>TH</sup> MINUTES

**Motion by Nicholson to approve the November 13<sup>th</sup> minutes. Second by Gibbs. Approved by voice vote.**

#### OPEN TO PUBLIC

None present.

#### REGIONAL PLAN COMMITTEE

Skaza shared Neary's update that a schedule for the Commissioners will be provided at the December Board meeting to encourage participation at upcoming events.

#### BOARD OF COMMISSIONERS AGENDA

- A. Committee Meetings: There will be no committee meetings.
- B. Meeting Time and Holiday Gathering: The Board Meeting will begin at 6:00 p.m. to allow more time for the holiday gathering following the meeting. The committee requested that Devon e-mail an itinerary and details of the evening to the full board.
- C. October 2023 Financials: Skaza reported on the October 2023 Financials and highlighted the budget to actual variances on the P&L as well as reviewed the Balance Sheet and Accounts Receivable.
- D. FY23 Audit: The committee reviewed the FY23 Draft Audit. Skaza will request minor changes discussed at the meeting. **Motion by Nicholson to recommend forwarding**



# RUTLAND REGIONAL PLANNING COMMISSION

**to the full board for approval with proposed changes. Second by Gibbs. Approved by voice vote.**

## EXECUTIVE DIRECTORS REPORT

- A. New Planner: Skaza shared Neary's report that the Economic Workforce Development Planner position had been filled and the new planner starts on Monday, December 18<sup>th</sup>. Skaza asked the Committee to reach out if they learn of any available housing options for the new planner.

## MEMBER UPDATES

Committee members shared updates from their Towns.

## ADJOURN

Adjourned at 5:58 PM

*Respectively submitted by Mary Kay Skaza*