

**Executive Committee Meeting Minutes  
December 8, 2010 5:00 p.m.  
NRPC Office, 155 Lake Street, St. Albans**

*Attendance:* Harold Garrett, Pat Howrigan, Mike Guernsey, Paul Larnar, Colleen Steen (by telephone), Laz Scangas, Catherine Dimitruk

**Challenges for Change Update**

Dimitruk updated the Committee on the completion of a regional services study requested by the Senate and House Economic Development Committee Chairs, and the RPC evaluation that will be undertaken with the National Association of Development Organizations. Dimitruk also updated the group on the contracting process with ACCD and related performance measures. The Committee discussed this and the approach for the upcoming legislative session.

**Brownfield Revolving Loan Fund Manual**

The Committee reviewed the draft manual and provided suggested revisions for consideration by the Brownfields Steering Committee.

**Office Updates**

The Committee discussed the need for a new copier and based on initial quotes recommended that NRPC purchase the next copier. Dimitruk and Adams will get additional quotes and review the final decision with the Treasurer. The Committee discussed the increase in health care rates. NRPC will stay with VLCT this year but will be prepared to consider other options next year. The Committee discussed the NRPC bylaws and several areas that need review including: conflict of interest, alternate meeting formats and student membership. Guernsey will ask at the next Board meeting for interested members to help review the bylaws.

**Minutes of the August 2010 Meeting**

Larnar moved to approve the minutes; Garrett seconded. Motion carried.

There being no further business *Garrett moved to adjourn; Steen seconded. Motion carried.*