

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **DRAFT MINUTES**

4 **April 8, 2020 Special Meeting**

5 Present:

☒ Julie Potter

☒ Laura Hill-Eubanks

☒ Michael Gray

☒ Dara Torre

☒ Steve Lotspeich

☒ Janet Shatney

☒ Gerry D'Amico

6  
7 Staff: Ashley Andrews, Nancy Chartrand

8  
9 **Call to Order**

10 Chair Hill-Eubanks called the meeting to order at 3:05 pm.

11  
12 **Adjustments to the Agenda**

13 None

14  
15 **Public Comment**

16 None

17  
18 **Contract/Agreement Authorization**

19 Accounting Contract with Ijaz & Associates

20  
21 Chartrand provided an overview of the proposal evaluation process and the recommendation to move  
22 forward with a contract with Ijaz & Associates. The following points were raised to be addressed prior  
23 to finalizing the contract. Does a CPA need to be licensed in Vermont to perform they work; and are  
24 they? Are they familiar with any applicable state laws that goober CPAs in Vermont? Would like Bonnie  
25 Waninger to do a face-to-face interview using an online platform with Ahsan Ijaz to ensure  
26 compatibility. Do we want to strengthen performance measures given the challenges with current  
27 contractor that have been encountered or enter contract with a greater willingness to default if  
28 measures are not being met?

29  
30 It was concurred that in order not to delay the process, that the Committee would go forward with  
31 moving authorization based on the discussion noted being addressed.

32  
33 *D Torre moved to authorize the Executive Director to sign the accounting contract with Ijaz Associates.*  
34 *Seconded by J Shatney. Motion carried.*

35  
36 **Transportation Project Prioritization**

37 Andrews provided details as a result TAC meeting last night:

1 District 4  
2 Project A: Route 14 Williamstown to Barre Town – District Priority 3 – RPC Priority 1  
3 District 5  
4 Project B: US 2 in Middlesex – District Priority 1 – RPC Priority 1.  
5 Project C: US 2 in Moretown – – District Priority 2 – RPC Priority 2  
6 Project D: US 2 in Middlesex – – District Priority 3 – RPC Priority 3 (Combining B, C & D together)  
7 District 7  
8 Project E – Route 14 E Calais to Woodbury Town Clerk – District Priority 1 – RPC Priority 1  
9 Project F – Vermont 110 East Barre to Washington – District Priority 2 – RPC Priority 2  
10 Project G – Vermont 214 Plainfield to North Montpelier – – District Priority 5 – RPC Priority 3  
11  
12 Questions ensued regarding how the priorities are determined. This is input into VTrans decision  
13 making process. Lotspeich advised TAC had good participation for their special meeting last night and  
14 had quorum when the vote was taken, but TAC would still like Executive Committee to agree to move  
15 this prioritization list along.  
16  
17 *J D’Amico moved to approve the prioritization for district leveling; M Gray seconded. Motion carried.*  
18  
19 **Adjourn**  
20 *J Shatney moved to adjourn at 3:34 pm; M. Gray seconded. Motion carried.*  
21  
22 Respectfully submitted,  
23 Nancy Chartrand  
24 Office Manager  
25