

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **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 Services, Ijaz & Associates: Chartrand provided an overview of the proposal evaluation  
20 process and the recommendation to move forward with a contract with Ijaz & Associates. Committee  
21 members requested the following be addressed prior to finalizing the contract. Does a CPA need to be  
22 licensed in Vermont to perform their work, and if so, is Ijaz a CPA? Is Ijaz familiar with any applicable  
23 state laws that govern CPAs in Vermont? Would the Executive Director conduct an interview with  
24 Ahsan Ijaz to ensure compatibility?

25  
26 The Committee also discussed whether performance measures should be strengthened given the  
27 challenges with current contractor. It concurred CVRPC could enter this contract with a greater  
28 willingness to default if measures are not being met.

29  
30 *D. Torre moved to authorize the Executive Director to sign the accounting contract with Ijaz Associates; J.*  
31 *Shatney seconded. Motion carried.*

32  
33 **Transportation Project Prioritization**

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

35 District 4

36 Project A: Route 14 Williamstown to Barre Town – District Priority 3 – RPC Priority 1

37 District 5

1 Project B: US 2 in Middlesex – District Priority 1 – RPC Priority 1

2 Project C: US 2 in Moretown – – District Priority 2 – RPC Priority 2

3 Project D: US 2 in Middlesex – – District Priority 3 – RPC Priority 3 (Combining B, C & D together)

4 District 7

5 Project E – Route 14 E Calais to Woodbury Town Clerk – District Priority 1 – RPC Priority 1

6 Project F – Vermont 110 East Barre to Washington – District Priority 2 – RPC Priority 2

7 Project G – Vermont 214 Plainfield to North Montpelier – – District Priority 5 – RPC Priority 3

8  
9 Questions ensued regarding how the priorities are determined. This is input into VTrans decision  
10 making process. Lotspeich advised TAC had good participation and had quorum for the vote. TAC  
11 requested the Executive Committee agree to move this prioritization list along.

12  
13 *J. D'Amico moved to approve the prioritization for district leveling; M. Gray seconded. Motion carried.*

14  
15 **Adjourn**

16 *J. Shatney moved to adjourn at 3:34 pm; M. Gray seconded. Motion carried.*

17  
18 Respectfully submitted,

19  
20 Nancy Chartrand, Office Manager