

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **DRAFT MINUTES**

4 **July 5, 2022 Meeting**

5 Present:

☒ Peter Carbee

☐ Lee Cattaneo

☒ Jerry D'Amico

☒ Laura Hill-Eubanks

☒ Steve Lotspeich

☒ Michael Gray

☐ Janet Shatney

6 Staff: Bonnie Waninger, Nancy Chartrand

7 Guests: Ahsan Ijaz, Ijaz Group

8
9 **Call to Order**

10 Chair S. Lotspeich called the meeting to order at 4:05 pm.

11
12 **Adjustments to the Agenda**

13 B. Waninger requested the Committee provide a clarification related to the personnel policy and use of
14 sick leave after the FY23 Work Plan and Budget item.

15
16 **Public Comment**

17 None.

18
19 **Financial Report**

20 There was confirmation that March and May financials were available for review at today's meeting and
21 April will be provided at the next meeting. B. Waninger confirmed the reason for reviewing revised
22 March financials was due to an accountant database issue that occurred requiring the need for a
23 reconciliation. A. Ijaz provided an overview of the information included in the packet. Waninger further
24 reported that the net loss projected earlier this year is not as large as was anticipated.

25
26 A question was asked about CD terms and it was confirmed they are 6-month CDs.

27
28 *M. Gray moved to approve the March unaudited financial report, seconded by J. D'Amico. Motion*
29 *carried with one abstention.*

30
31 *L. Hill-Eubanks moved to approve the May unaudited financial report, seconded by Michael Gray.*
32 *Motion carried with one abstention.*

33
34 **Contract/Agreement Authorization**

35 Stone Environmental – Phase II Environmental Site Assessment, 18 Main Street, Barre City

36 *P. Carbee moved to authorize the Executive Director to sign the contract with Stone Environmental; J.*
37 *D'Amico seconded. Motion carried.*

38
39 TBD – Accounting Services

40 B. Waninger provided an update on the responses to our latest Accounting Request for Proposal. She
41 reported one vendor declined to provide a bid at this time and one vendor provided a proposal.

1 Waninger reported the firm providing the proposal has limited experience with federal grants and were
2 proposing use of a staff accountant with very limited experience. Waninger advised she believed they
3 are not qualified to handle the CVRPC books and that we decline to make an award to that firm. She
4 reported Ijaz has agreed to continue providing services in the interim; while we determine what our
5 next steps will be (i.e. new CVRPC employee, another bid request, shared employee with another RPC).
6

7 *M. Gray moved to retain the services of the Ijaz Group under their current contract, J. D'Amico seconded.*
8 *There was discussion on the current service provided by Ijaz Group. Vote called and motion carried.*
9

10 **FY23 Work Plan and Budget**

11 B. Waninger provided an overview of the FY2023 Work Plan that outlines what the organization does in
12 different program areas and what we plan to accomplish during the upcoming year. Discussion ensued
13 regarding the challenges of retaining and recruiting staff and impact on work/contracts in the future.
14

15 *L. Hill-Eubanks moved to adopt the FY23 work plan and budget, seconded by P. Carbee. Motion carried.*
16

17 **Personnel Policy**

18 B. Waninger reviewed an item changed in the 2015 revision of the Personnel Policy and requested
19 clarification of the following item: 4.3 Sick Leave – Waninger inquired if the Committee interprets the
20 use of “parents” to also mean spouse’s parents or only employee’s parents? Discussion ensued and it
21 was concurred that it clearly read as employee’s parents only, but that the language should be flagged
22 during upcoming Personnel Policy revision to consider being more inclusive – i.e. in-laws, biological,
23 step-parents.
24

25 **Meeting Minutes** (May 2nd, May 9th, & June 6th)

26 *L. Hill-Eubanks moved to approve May 2, May 9 and June 6, 2022 Executive Committee minutes,*
27 *seconded by M. Gray. Motion carried.*
28

29 **Commission Meeting Agenda**

30 There was confirmation that proposed bylaw amendments received by Board members would be
31 included in the meeting packet.
32

33 *M. Gray moved to approve the July 12th Board of Commissioners agenda as drafted; J. D'Amico*
34 *seconded. Motion carried.*
35

36 **Executive Session – Personnel**

37 *J. D'Amico moved to enter Executive Session to discuss a personnel issue at 5:45 pm; P. Carbee*
38 *seconded. Motion carried.*

39 *J. D'Amico moved to exit Executive Session at 6:28 pm; P. Carbee seconded. Motion carried.*

40 *P. Carbee moved to increase the Executive Director’s salary by 5% and to revisit the compensation in*
41 *January; M. Gray seconded. Motion carried.*
42
43

1 **Adjourn**

2 *L. Hill-Eubanks moved to adjourn at 6:31 pm; M. Gray seconded. Motion carried.*

3

4 Respectfully submitted,

5 Nancy Chartrand, Office Manager

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