

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **DRAFT MINUTES**

4 **August 1, 2022 Meeting**

5 Present:

☒ Peter Carbee

☒ Laura Hill-Eubanks

☐ Michael Gray

☒ Lee Cattaneo

☒ Steve Lotspeich

☐ Janet Shatney

☒ Jerry D'Amico

6 Staff: Bonnie Waninger, Nancy Chartrand

7 Guests: Enrique Gonzalez & Chelsie Gray, Ijaz Group

8
9 **Call to Order**

10 Chair Lotspeich called the meeting to order at 4:03 pm.

11
12 **Adjustments to the Agenda**

13 None.

14
15 **Public Comment**

16 None.

17
18 **Financial Report**

19 B. Waninger advised that what was in the packet was not the final report as they had not yet been
20 received from Ijaz. E. Gonzalez provided an overview of the preliminary report provided in the meeting
21 packet. Waninger confirmed that the State of Vermont is still working to resolve the ACH issue with our
22 new bank account for deposits related to state contracts. There was discussion on the end of year PTO
23 accruals, reconciliation and related pay out.

24
25 *J. D'Amico moved to approve the June 30, 2022 unaudited financial report; P. Carbee seconded.*

26
27 B. Waninger also provided a brief overview of April's corrected financial report included in the meeting
28 packet.

29
30 **Contract/Agreement Authorization**

31 Chittenden County Regional Planning Commission – Tactical Basin Planning FY23

32 *L. Hill Eubanks moved to authorize the Executive Director to sign the agreement amendment; L. Cattaneo*
33 *seconded. Motion carried.*

34
35 K. Bellavance Landworks and Hauling - Gully Stabilization and Stormwater Mitigation at The Health
36 Center

37 *P. Carbee moved to authorize the Executive Director to sign the contract with K. Bellavance Landworks*
38 *and Hauling; L. Hill-Eubanks seconded. Motion carried.*

39
40 USDA Rural Development - Plainfield Co-operative Business Assistance

41 A discussion ensued regarding staff capacity to manage the contract.

1 *P. Carbee moved to authorize the Executive Director to sign the contract; L. Hill-Eubanks seconded.*
2 Further discussion ensued on the current Co-op set up, the need for a study, and what a future project
3 may entail. *Vote called with one abstention and a roll call was conducted: D'Amico – Yes; Cattaneo –*
4 *Abstain; Hill-Eubanks – Yes; Carbee – Yes; Lotspeich – Yes.* Waninger advised that if Cattaneo had a
5 conflict of interest he could recuse himself from voting vs. abstaining. L. Cattaneo confirmed he did not
6 want to vote due to having a conflict because he was a Co-op member. *Motion carried.*
7

8 **Transportation Planning Initiative Approvals**

9 Amendments to the FFY2022 CVRPC TPI Work Program

10 Chair Lotspeich advised the Committee that the amendment included in the meeting packet has been
11 reviewed and approved by the Transportation Advisory Committee.

12 *L. Cattaneo moved to approve the FFY 2022 CVRPC TPI budget adjustments; seconded by L. Hill-Eubanks.*
13 *Motion carried.*
14

15 Draft FFY23 TPI Work Program

16 B. Waninger provided an overview of the information included in the meeting packet and it was
17 confirmed a match was not required for the funds.

18 *J. D'Amico moved to adopt the FFY 2023 CVRPC TPI work program and budget and authorize the*
19 *Executive Director to sign the agreement; seconded by L. Hill-Eubanks. Motion carried.*
20

21 **New Positions**

22 B. Waninger provided an overview of the memorandum included in the meeting packet and there was
23 discussion on the types of positions, whether benefits would be included, and the potential for the
24 temporary position to work completely remotely.
25

26 *L. Cattaneo moved to authorize a temporary position and a new position; P. Carbee seconded. Motion*
27 *carried.*
28

29 **Bank Account Opening**

30 B. Waninger provided an overview of the memorandum in the meeting packet.

31 *P. Carbee moved to authorize staff to open a new bank account for Clean Water Service Provider*
32 *contract funds; seconded by J. D'Amico.* Discussion ensued regarding how quickly we expect the funds
33 to be expended and it was confirmed that the account needed to be a checking or savings account and
34 interest tracked as program income. *Vote called and the motion carried.*
35

36 **Meeting Minutes**

37 *L. Hill-Eubanks moved to approve July 5, 2022 Executive Committee minutes; L. Cattaneo seconded.*
38 *Motion carried.*
39

40 There was discussion on the necessity of entering executive session and it was determined there was no
41 need to do so at this time.
42

43 **Adjourn**

44 *L. Cattaneo moved to adjourn at 5:30 pm; L. Hill-Eubanks seconded. Motion carried.*
45

- 1 Respectfully submitted,
- 2 Nancy Chartrand, Office Manager

DRAFT