

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Executive Committee**
3 **MINUTES**

4 **December 5, 2022 Meeting**

5 Present:

- | | | |
|---------------------------------------------------|--------------------------------------------------------|--------------------------------------------------|
| <input checked="" type="checkbox"/> Peter Carbee | <input checked="" type="checkbox"/> Laura Hill-Eubanks | <input checked="" type="checkbox"/> Michael Gray |
| <input checked="" type="checkbox"/> Lee Cattaneo | <input checked="" type="checkbox"/> Steve Lotspeich | <input type="checkbox"/> Janet Shatney |
| <input checked="" type="checkbox"/> Jerry D’Amico | | |

6 Staff: Christian Meyer, Nancy Chartrand, Brian Voigt

7 Guests: George Clain, Barre Town Commissioner; Ahsan Ijaz, Ijaz Group; Bryan Mills, Montpelier

8
9 **Call to Order**

10 Chair Lotspeich called the meeting to order at 4:01 pm.

11
12 **Adjustments to the Agenda**

13 Christian Meyer requested adding the CCRCP CEDS Contract Amendment authorization extending the
14 contract completion date. There was also a brief discussion of adding the exit interview information to
15 a future agenda under executive session.

16
17 **Public Comment**

18 None.

19
20 **FY22 Audit Update**

21 Christian Meyer advised the FY22 audit has been completed and is in draft form at this time. There will
22 not be a management discussion and analysis as there has been in the past due to Bonnie’s departure.
23 He noted that no deficiencies were identified, however, there were recommendations regarding
24 timesheet approval and documentation, journal entry approval process, and internal controls
25 recommendations. The next step will be to receive final audit in approximately one week, which is to be
26 submitted to funders by 12/31/22. At the January Executive Committee meeting the auditor will join to
27 provide a full presentation on the audit. Discussion ensued regarding providing the audit to funders
28 prior to the Committee approving it. It was confirmed that the audit is not “approved” but rather
29 “accepted” by the Committee.

30
31 **Financial Report**

32 Ahsan Ijaz provided an overview of the financial report provided in the packet.

33 *J. D’Amico moved to accept October 31, 2022 unaudited financials, second by M. Gray. Motion carried.*

34
35 **Contract/Agreement Authorization**

36 Department of Environmental Conservation – Upper Winooski Stormwater Mitigation Projects

37 *P. Carbee moved to authorize the Acting Executive Director to sign the agreement; L. Cattaneo seconded.*
38 *Motion carried.*

1 K. Bellavance Landworks and Hauling - Gully Stabilization and Stormwater Mitigation at The Health
2 Center

3 *P. Carbee moved to authorize the Acting Executive Director to sign the contract amendment; L. Cattaneo*
4 *seconded. Motion carried.*

5
6 SLR International Corporation – Plainfield Gully Stormwater Implementation Engineering Services –
7 Amendment #1

8 *P. Carbee moved to authorize the Acting Executive Director to sign the contract amendment; L. Cattaneo*
9 *seconded. Motion carried.*

10
11 Chittenden County Regional Planning Commission – Comprehensive Economic Development Strategy
12 Amendment #2

13 *P. Carbee moved to authorize the Acting Executive Director to sign the contract amendment; L. Cattaneo*
14 *seconded. Motion carried.*

15
16 Christian Meyer and Brian Voigt provided further details on the “for the information only” contracts that
17 were also included in the packet.

18
19 **FY24 Nominating Committee**

20 Christian Meyer provided an overview of the memorandum in the packet. Discussion ensued on next
21 steps and it was agreed to send a recruitment email out to the full Board. Laura Hill Eubanks also
22 offered to serve as the Executive Committee member on the committee.

23
24 **Insurance Update**

25 Christian Meyer provided an overview of the memorandum in the packet.

26
27 **Clean Water Service Provider Director**

28 *P. Carbee moved to designate the Executive Director and/or Acting Director as CWSP Director seconded*
29 *by L. Hill-Eubanks. Motion carried.*

30
31 **Executive Director Search Committee Update**

32 Chair Lotspeich advised the Committee has received a total of 18 applicants and are in the process of
33 contacting five applicants for interviews with the Search Committee; which will take place on Thursday,
34 December 15th and Friday, December 16th. A recommendation will then be made of candidates to be
35 interviewed by the full Executive Committee prior to a final recommendation going before the Board.

36
37 **January Meeting Date**

38 It was confirmed the Committee will need to meet Tuesday, January 3rd due to the holiday.

39
40 **Meeting Minutes**

41 It was noted the minutes should be amended to change “CVRPC Participation Policy” to “CVRPC
42 Personnel Policy”.

43 *L. Hill-Eubanks moved to approve October 31, 2022 Executive Committee minutes as amended; L.*
44 *Cattaneo seconded. Motion carried.*

1 **Commission Meeting Agenda**

2 Christian Meyer provided a brief overview of the planned presentations on the agenda. It was
3 suggested to move the Shared Assessor presentation ahead of the CEDS item on the agenda.
4 *J. D'Amico moved to approve December 13, 2022 Board agenda as amended; P. Carbee seconded.*
5 *Motion carried.*

6

7 **Adjourn**

8 *L. Cattaneo moved to adjourn at 5:11 pm; M. Gray seconded. Motion carried.*

9

10 Respectfully submitted,
11 Nancy Chartrand, Office Manager

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