

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Executive Committee**  
**MINUTES**

**January 3, 2023 Meeting**

Present:

<input 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 checked="" type="checkbox"/> Janet Shatney
<input checked="" type="checkbox"/> Jerry D'Amico		

Staff: Christian Meyer, Nancy Chartrand, Brian Voigt, Sam Lash

Guests: Fred Duplessis, Sullivan Powers; Ahsan Ijaz, Ijaz Group; Dara Torre, Executive Director Search Committee; Alexis Leacock, Warren Commissioner

**Call to Order**

Chair Lotspeich called the meeting to order at 4:02 pm.

**Adjustments to the Agenda**

Chair Lotspeich noted Dara Torre needs to discuss the exit interview in Executive Session earlier in the agenda, so will plan to address that item after Contracts and prior to Nominating Committee items. Then the Executive Director Search Committee Update will enter Executive Session at the end of the meeting.

**Public Comment**

None.

**FY22 Audit**

Chair Lotspeich introduced Fred Duplessis of Sullivan, Powers & Co., who provided an overview of the FY22 audit that was included in the packet. It was noted this year's audit did not include a management analysis due to Executive Director transition and timing. This is not a necessary component of the audit process, but he suggested that it be included in future audits as good practice. Duplessis advised that there were no noncompliance findings or material weaknesses identified. He also reviewed the Schedule of Recommendations with opportunities to strengthen internal controls related to electronic timesheets, journal entries and internal control documentation; noting the organization had good internal controls.

*L. Cattaneo moved to accept the FY22 audit, seconded by J. D'Amico. Motion carried.*

**Financial Report**

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

*L. Hill-Eubanks moved to accept November 30, 2022 unaudited financials, seconded by M. Gray. Motion carried.*

1 **Contract/Agreement Authorization**

2 Dubois & King – Stormwater Final Design – Barre City Auditorium

3 *J. D'Amico moved to authorize the Acting Executive Director to sign the agreement for Dubois & King -*  
4 *Stormwater Final Design for Barre City Auditorium; L. Cattaneo seconded. Motion carried.*

6 Department of Buildings & General Services – Municipal Energy Resilience Grant Program

7 *L. Hill-Eubanks moved to authorize the Acting Executive Director to sign the contract with State Buildings*  
8 *and General Services Municipal Energy Resilience Grant Program; M. Gray seconded. Motion carried.*

10 Department of Environmental Conservation – Clean Water Service Provider Start-Up – No Cost  
11 Extension

12 *J. D'Amico moved to authorize the Acting Executive Director to sign the contract amendment; M. Gray*  
13 *seconded. Motion carried.*

15 Dara Torre joined the meeting @ 4:45 pm

17 **Executive Session - 1 V.S.A. § 313(a)(3), Personnel**

18 *J. D'Amico moved into executive session to discuss a personnel matter with Dara Torre, L. Hill-Eubanks*  
19 *seconded. Motion carried. Executive session was entered at 4:49 pm.*

21 *L. Hill-Eubanks moved to exit executive session; seconded by J. D'Amico. Motion carried. Executive*  
22 *session was exited at 5:17 pm. No action was taken.*

24 **FY24 Nominating Committee**

25 Chair Lotspeich advised a slate needed to be recommended to the Board. It was confirmed that Lee  
26 Cattaneo, Michael Gilbar and Laura Hill-Eubanks have offered to serve on the Nominating Committee.

28 *M. Gray moved to propose the slate of Michael Gilbar, Lee Cattaneo and Laura Hill-Eubanks be presented*  
29 *to the Board of Commissioners for approval; seconded by J. D'Amico. It was noted that nominations*  
30 *from the floor would also be accepted at the Board meeting. Motion carried.*

32 **Meeting Minutes**

33 *L. Cattaneo moved to approve December 5, 2022 minutes, M. Gray seconded. Motion carried.*

35 **Commission Meeting Agenda**

36 There was a request to change "Nominating Committee Appointments" to "Election of the Nominating  
37 Committee"

38 *L. Hill-Eubanks moved to approve January 10, 2023 Board agenda with the language changed related to*  
39 *Nominating Committee. M. Gray seconded. Motion carried.*

41 **Executive Session - 1 V.S.A. § 313(a)(3), Personnel**

42 Chair Lotspeich requested the Executive Director Search Committee update be provided in Executive  
43 Session.

44 *L. Cattaneo moved to enter executive session to discuss a personnel matter; J. D'Amico seconded.*  
45 *Motion carried. Executive session was entered at 5:39 pm.*

46 *L. Hill-Eubanks moved to exit executive session; seconded by J. Shatney. Motion carried. Executive*

1 session ended at 6:10 pm. No action taken.

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3 **Adjourn**

4 *J. Shatney moved to adjourn at 6:11 pm; L. Cattaneo seconded. Motion carried.*

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6 Respectfully submitted,

7 Nancy Chartrand, Office Manager

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