

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Executive Committee

DRAFT MINUTES

February 6, 2023 Meeting

Present:

☒ Peter Carbee

☒ Lee Cattaneo

☒ Jerry D'Amico

☒ Laura Hill-Eubanks

☒ Steve Lotspeich

☐ Michael Gray

☒ Janet Shatney

Staff: Christian Meyer, Nancy Chartrand, Brian Voigt

Guests: Ahsan Ijaz, Ijaz Group;

Call to Order

Chair Lotspeich called the meeting to order at 4:04 pm.

Adjustments to the Agenda

None. It was confirmed addition of an item for separation of financial duties for CWSP was not necessary as it is already addressed based on the monthly financial reports that Ijaz provides CVRPC monthly for approval.

Public Comment

None.

Financial Report

Ahsan Ijaz provided an overview of the financial report provided in the packet. It was noted that the memorandum should read December 31, 2022 instead of November 30, 2022. Revenues and expenses are tracking lower than anticipated due to staffing. There was confirmation that Climate Catalyst funds were solely \$4,000.

J. Shatney moved to accept December 31, 2022 unaudited financials with minor corrections to the summary memo, seconded by L Hill-Eubanks. Motion carried.

FY23 Budget Update

C. Meyer provided an overview of receipt of five new funding sources (Climate Catalyst - \$4,000; Calais Stormwater Implementation and construction - \$423,000; Municipal Energy Resilience Program - \$216,000; CWSP Amendment - \$90,000; Flood Bylaw Modernization -\$8,500). It was noted we are prepared to advertise for a Natural Resources Planner. It was noted that Fringe vs. Wages needs further scrutiny. It was concurred that Meyer will return with a revised budget adjustment in March.

Contract/Agreement Authorization

Department of Environmental Conservation – Clean Water Service Provider Start-Up – Amendment #4

B. Voigt provided an overview of the memorandum in the packet noting this expansion of the scope of work was anticipated. An Operations & Maintenance program will be put together to address the lifespan of the projects that will be constructed as part of the CWSP program. CVRPC will be reimbursing engineers, contractors etc. who do the operations and maintenance work. CVRPC will be

1 compensated for running the reimbursement program. It was confirmed staff capacity will be
2 appropriate to address this work.

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

6 7 **COVID Protocol Update**

8 Chair Lotspeich directed the Committee to the information in the packet and advised it was for
9 informational purposes only. C. Meyer further reviewed the information that was outlined. It was
10 noted that masking will not be required, but appreciated when transmission levels are low. There is also
11 consideration given to a reinstatement of masking dependent on transmission levels. It was confirmed
12 the information has also been discussed with staff. This update will be brought to the full Board for
13 informational purposes.

14 15 **Meeting Minutes (1/3/23, 1/10/23, 1/17/23, 1/20/23, 1/24/23)**

16 It was noted that the January 24 minutes needed to reflect the invitation to staff into executive session
17 and the votes at 7-0 vs. 6-0. It was suggested to remove (Via Zoom) where noted in some of the
18 attendance tables, and to address the misspelling of Cattaneo in the January 3 minutes.

19
20 *P. Carbee moved to accept the minutes as amended for 1/3, 1/10, 1/17, 1/20 & 1/24; L. Hill-Eubanks*
21 *seconded. Motion carried.*

22 23 **Commission Meeting Agenda**

24 There was discussion on whether or not inclusion of CEDS update should be included; and it was
25 confirmed the final draft has not been released to date, no new questions have been brought to staff,
26 and additional information will be brought to the Commission in March when it is voted on. The final
27 draft will be emailed to full Commission when it is received in mid-February. Chair Lotspeich advised
28 that the Committee will be bringing recommendation to full Board for the Executive Director position
29 and an item will need to be added to the agenda for that. After discussion it was concluded that it be
30 added as the last item on the agenda "Consideration of Executive Committee recommendation
31 regarding Executive Director position" in executive session for personnel, and that staff will work out the
32 technology necessary to hold the executive session.

33
34 *J. Shatney moved to approve February 14, 2023 Board agenda as amended, P. Carbee seconded. Motion*
35 *carried.*

36 37 **Executive Director Search Update - Executive Session - 1 V.S.A. § 313(a)(3), Personnel**

38 Chair Lotspeich requested the Executive Director search update be provided in Executive Session.

39
40 *P. Carbee moved to enter executive session to discuss a personnel matter, J. D'Amico seconded, It was*
41 *suggested the motion be amended to invite the Acting Director into executive session; which Carbee*
42 *and D'Amico agreed to. Motion carried. Executive session was entered at 5:08 pm.*

43
44 *J. Shatney moved to exit executive session; seconded by P. Carbee. Motion carried. Executive session*
45 *ended at 5:50 pm. No action was taken.*

1 A special meeting was scheduled for Friday, February 10th @ noon.
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3

4 **Adjourn**

5 *L. Cattaneo moved to adjourn at 5:52 pm; P. Carbee seconded. Motion carried.*
6

7 Respectfully submitted,
8 Nancy Chartrand, Office Manager
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