

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT MINUTES
March 6, 2023 Meeting

Present:

<input checked="" type="checkbox"/> Peter Carbee	<input type="checkbox"/> Vacant	<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

Guests: George Clain, Barre Town Commissioner; Ahsan Ijaz, Ijaz Group

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

Adjustments to the Agenda: None

Public Comment: None

Financial Report: A. Ijaz provided an overview of the financial report provided in the packet. There was brief discussion on the status of the current CD and outstanding receivables. Ijaz advised via chat that the CD renewed on January 7 for 6 months at a rate of 1.155%. It will mature on July 7, 2023.

J. D'Amico moved to accept January 31, 2023 unaudited financials, seconded by M. Gray. Motion carried.

J. Shatney joined the meeting @ approximately 4:12, and J. D'Amico exited to return later.

FY23 Budget Adjustment: C. Meyer provided an overview of the information in the packet. The organization has received additional revenue through new contracts as outlined last month. Many of the changes to the budget are reduced expenses. There was clarification that wages have decreased due to staff departures and fringe has reduced even more due to a change in staff composition and the fringe being leveraged accordingly (i.e. health plan choice, pension plan eligibility). There was also brief discussion related to the meetings/programs line item which has not changed and would ultimately result in a surplus given the costs to date.

P. Carbee moved to adopt an adjustment to the FY23 budget, J. Shatney seconded. Motion carried.

Contract/Agreement Authorization:

Chittenden County Regional Planning Commission – Comprehensive Economic Development Strategy Amendment #3

J. Shatney moved to authorize the Executive Director to sign the agreement amendment; M. Gray seconded. Motion carried.

Committee Vacancies: N. Chartrand advised that in response to the recruitment email distributed to Commissioners & Alternates for Nominating Committee, that George Clain offered to serve as the third

1 member of the committee. She also advised that an email was sent reminding Commissioners &
2 Alternates of the open seats on Executive Committee and Regional Plan Committee as a result of Laura
3 Hill-Eubanks' resignation, however, no one responded with interest in filling those seats as of yet.
4

5 **Rules of Procedure | Bylaws Change:** N. Chartrand provided an overview of the memorandum in the
6 packet and the Rules of Procedure (ROP) amendments and proposed Bylaws change were reviewed and
7 discussed. It was confirmed that the current nominating committee members were Lee Cattaneo and
8 Mike Gilbar. G. Clain raised concern regarding amending the Rules of Procedure prior to a Bylaws
9 change being approved and wanted to ensure that proper procedure would be followed to address a
10 Bylaws change. L. Cattaneo further shared the Nominating Committee's reason for requesting the
11 change.
12

13 *P. Carbee moved that the Executive Committee recommend the Board of Commissioners adopt the*
14 *Nominating Committee Rule of Procedure; seconded by M. Gray.* G. Clain wanted clarification of what
15 the language in Bylaws change would be and the recommended language was read from the packet. He
16 also suggested that the ROP not be adopted until a Bylaws change is agreed upon and adopted. *P.*
17 *Carbee noted a motion was on the table and moved the question. Vote called and motion carried.*
18

19 *P. Carbee moved that the Executive Committee recommend a change to Bylaws Section 504.A –*
20 *Vacancies to including Nominating Committee; seconded by J. Shatney.* M. Gray noted that "including"
21 should read "include". *A friendly amendment was accepted to change "including" to "include the". The*
22 *vote was called and the motion carried.*
23

24 J. D'Amico rejoined the meeting.
25

26 **Meeting Minutes (2/6/23, 2/10/23, 2/24/23):**

27 *J. Shatney moved to accept the minutes (2/6/23, 2/10/23, 2/24/23); M. Gray seconded. Motion carried.*
28

29 **Commission Meeting Agenda:** C. Meyer suggested inclusion of an item to generate discussion on what
30 topics the Board may want hear about on future agendas. L. Cattaneo inquired if there was an update
31 on the RPC funding topic raised at the last meeting. Meyer noted it is an ongoing discussion at the
32 Legislature and legislators are reaching out to RPCs to ask what they might do with increased funding
33 from the Property Transfer Tax fund. It was suggested that a Legislative Update item be added following
34 Reports on the agenda. There was discussion on the amount of time for the CEDS item and a
35 recommendation to encourage participation at the meeting to ensure a quorum vote on the CEDS item
36 as it is an important vote. It was also agreed to add an item of Future Agenda Items in order to solicit
37 ideas from members. S. Lotspeich also noted that equity and inclusion needs to be addressed in the
38 future as well and Meyer advised he is speaking with other RPCs regarding who they have used to speak
39 with their Boards. M. Gray also requested that the time of 8:45 be amended to 7:45.
40

41 P. Carbee shared that their solid waste district has regular updates during legislative session from their
42 lobbyist and asked if our Board could get this type of update. Meyer advised he will look into this.
43

44 *M. Gray moved to approve March 14, 2023 Board agenda as amended, L. Cattaneo seconded. Motion*
45 *carried.*

1
2 **Personnel Policy – Wage Range:** C. Meyer provided an overview of the information included in the
3 packet, noting with the exception of the recent Executive Director wage range change, that staff wages
4 have not been updated since December 2018. This wage range change would not change current
5 payroll, but would allow future salary increases based on merit. It was confirmed that no one on staff is
6 at the lower end of the current range due to the labor market. P. Carbee suggested that going forward
7 the organization use COLA to adjust individual employee salaries and the wage range. There was
8 concern about locking in future changes that bind future Executive Committees and it was suggested
9 that COLA be reviewed annually by Executive Committee and Executive Director to make future
10 adjustments. It was also suggested to flag annual review in Executive Committee Rules of Procedure.
11 There was also clarification that the VAPDA wage range included in the memo is based on an actual
12 salary survey.
13

14 *P. Carbee moved to adopt the revised wage schedule for existing staff descriptions; seconded by J.*
15 *D’Amico. Motion carried.*
16

17 **Adjourn**

18 *P. Carbee moved to adjourn at 5:25 pm; L. Cattaneo seconded. Motion carried.*
19

20 Respectfully submitted,
21 Nancy Chartrand, Office Manager
22