

# CENTRAL VERMONT REGIONAL PLANNING COMMISSION

## Executive Committee

### DRAFT MINUTES

April 3, 2023 Meeting

Present:

☒ Peter Carbee

☐ Vacant

☒ Michael Gray

☒ Lee Cattaneo

☒ Steve Lotspeich

☒ Janet Shatney

☒ Jerry D'Amico

Staff: Christian Meyer, Nancy Chartrand, Brian Voigt

Guests: Ahsan Ijaz, Ijaz Group; Alexis Leacock, Warren Commissioner

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

**Adjustments to the Agenda:** None

**Public Comment:** None

**Financial Report:** Ahsan Ijaz provided an overview of the financial report provided in the packet. There was discussion on the Mt. Ascutney Regional Commission – DIBG income to date and it was clarified that construction has not been started yet and a contract will be reviewed tonight. There was also discussion related to FICA (5101) percentage noting it appears to be approximately 8.5% vs. 7.65% tax and Ahsan advised he would check on this. It was also clarified why Workers Compensation and Unemployment Insurance is categorized under fringe benefits vs. insurance, as this is how those costs are billed to funders. In addition, there was discussion on the impact of being under budget on payroll with regard to our future indirect rate.

*Janet Shatney moved to accept February 28, 2023 unaudited financials, seconded by Michael Gray. Motion carried.*

#### **Contract/Agreement Authorization:**

Mt. Ascutney Regional Planning Commission – DIBG - Moretown Elementary School & Town Office Stormwater Implementation Amendment

Brian Voigt advised this contract is being amended to increase the funds and match as a result of the bids that were received. It was confirmed that there is no change in scope of work. There was discussion related to all the bids being over the amount anticipated and it was confirmed that raw materials costs have increased. It was also noted that the Town has allocated \$15,000 from ARPA funds to assist with management of the project – “Clerk of the Works”.

*Janet Shatney moved to authorize the Executive Director to sign the agreement amendment; Jerry D'Amico seconded. Motion carried.*

Poulin Companies LLC - Moretown Elementary School & Town Office Stormwater Implementation

Brian Voigt advised the draft contract in packet is missing the standard state provisions and it is currently being amended to include the necessary provisions.

1 *Jerry D'Amico moved to authorize the Executive Director to sign the contract for Poulin Companies, LLC.,*  
2 *Lee Cattaneo seconded. Motion carried.*  
3

4 Christian Meyer provided an overview of the Middlesex Natural Resources Planning Assistance contract.  
5

6 **Staffing Update:** Christian Meyer advised that Jon Ignatowski will be leaving this month, as was  
7 expected due to his being a temporary employee. He also noted that interviews have been conducted  
8 for a Natural Resources Planner. There was a strong pool of applicants and we are currently checking  
9 references on finalists. We will start advertising soon for another planner (Community  
10 Development/Land Use Planner). There was also discussion on status of advertising for a new  
11 Transportation Planner and it was noted that Keith Cubbon is doing an excellent job on meeting  
12 transportation contract requirements at this point and the construct of the overall position may change  
13 to be covered by more than one employee. It was confirmed that we are beginning to move away from  
14 planners siloed in a single program, while still maintaining a central administrative planner for individual  
15 programs. This allows flexibility for planners to move between programs. It was also noted that staff  
16 evaluations are planned for the coming week.  
17

18 **Credit Card:** Nancy Chartrand provided an overview of the memorandum in the packet and the need to  
19 change cards.  
20

21 *Peter Carbee moved that the Executive Committee approve directing staff to open a new credit card*  
22 *account for CVRPC and close existing M&T credit card account. Seconded by Michael Gray. Motion*  
23 *carried.*  
24

25 **Meeting Minutes (3/6/23, 3/14/23, 3/28/23):**

26 *Lee Cattaneo moved to accept the minutes as presented, Peter Carbee seconded. Motion carried.*  
27

#### 28 **Commission Meeting Agenda:**

29 Christian Meyer advised the Executive Committee that the elevator in our building is currently out of  
30 service which impacts accessibility to the building. Under current Open Meeting Law we can hold fully  
31 remote meetings, so while the elevator is out of service we will remove a physical location from our  
32 agendas while the elevator is out of service. It was concluded that the item for Appointment for Vacant  
33 Executive Committee Seat should be placed before Nominating Committee Report. It was also  
34 concluded to remove CEDS Status and Next Steps to Consider from this month's agenda and add to a  
35 future agenda due to time constraints. It was requested to add a note to the agenda email noting the  
36 need to have at least 14 members present to vote on the Bylaws amendment.  
37

38 *Janet Shatney moved to approve April 11, 2023 Board agenda as amended, Michael Gray seconded.*  
39 *Motion carried.*  
40

#### 41 **Adjourn**

42 *Peter Carbee moved to adjourn at 5:05 pm; Lee Cattaneo seconded. Motion carried.*  
43

44 Respectfully submitted,  
45 Nancy Chartrand, Office Manager  
46