

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT MINUTES
May 1, 2023 Meeting

Present:

<input checked="" type="checkbox"/> Peter Carbee	<input type="checkbox"/> Alexis Leacock	<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

Guests: 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: Ahsan Ijaz provided an overview of the financial report included in the packet. Further clarification was provided related to the % of FICA noting that Line 5001 includes salary as well as a journal entry accrual for future time off and may make the FICA look higher than it actually is. It was concluded that the accountant should list time off accrual as a separate line item in both the current budget and the proposed FY24 budget. There was also discussion on the status of interest income and potential for maximizing in the future (i.e. sweep accounts, treasury bills, certificates of deposit).

Peter Carbee moved to accept March 31, 2023 unaudited financials, seconded by Janet Shatney. Motion carried.

Draft Budget and Work Plan: Christian Meyer advised the Committee he is soliciting feedback on the draft budget and work plan. Pass through funds are greatly increased this year based on current contracts. He noted there is an expectation that additional funding may be confirmed prior to a final budget being adopted. Municipal assistance funds have been increased in current legislation, as well as additional funding for technical assistance to rural communities to access federal funds. Additional feedback as to what municipalities would like for FY24 RPC assistance was requested. It was also noted that staffing plans for FY24 include a Community Development Planner and Transportation Planner, with recruitment for both positions beginning soon.

It was clarified that a draft work plan will be presented to the full Board on May 9th, and that it is anticipated a final draft will be brought before the Executive Committee at their June 5th meeting.

There was discussion related to whether staff would have capacity to assist towns with grants that aren't listed in the work plan. It was confirmed there would be; and projects would be prioritized as needed. There was also discussion on how depreciation is represented in the budget as an expense, and staff will follow-up with our auditor for their opinion.

1 **Contract/Agreement Authorization:** Christian Meyer provided a brief overview of the FYI contracts as
2 outlined in the memorandum in the packet.

3
4 **Staffing Update:** Christian Meyer confirmed that Jon Ignatowski is continuing to work hourly on the
5 Plainfield Coop project and also advised a job offer has been accepted for a new Natural Resources
6 Planner who is scheduled to begin work in June. We will be advertising for a Community
7 Development/Land Use Planner in the near future and are also continuing interviews for at least one
8 more intern for field work.

9
10 **FY24 Dental Benefit:** Nancy Chartrand provided an overview of the memorandum in the packet.

11 *Jerry D'Amico moved to approve CVRPC's FY24 dental benefit to maintain the existing dental policy and*
12 *100% employer contribution, seconded by Janet Shatney. Motion carried.*
13

14 **Procurement and Grants Management Policies:** Brian Voigt provided an overview of the information in
15 the packet as it relates to requested amendments to our procurement and grants management policies
16 as dictated by Clean Water Service Provider (CWSP) requirements. A preliminary review of the
17 proposed amendments was conducted. It was noted that the proposed changes to the policies reflect
18 only when CVRPC is acting in the role of CWSP.

19
20 Brian confirmed he used the CWSP Act, the Chapter 39 Rule and the DEC's guidance documents related
21 to the Act and the Rule to assist him in making the proposed changes.

22
23 There was question as to whether or not adoption was needed today. It was noted that it is somewhat
24 time sensitive due to plans to open a project solicitation round.

25
26 Initial discussion confirmed that "purchasing of goods" is specific to goods and should not include
27 services. This is due to the fact that services will be sourced through pre-qualified providers. It was also
28 reconfirmed that the changes are only related to the CWSP not CVRPC's other roles. There was also
29 discussion related the specificity of the purpose statement in the policies and it was confirmed this is
30 due to highlighting there are parts of the policy only related to the function of the CWSP not the CVRPC
31 as a whole. Brian noted that the other RPCs with CWSP have written similar purpose statements. It was
32 suggested making these statements a new paragraph rather than part of the current paragraph.

33
34 Further discussion ensued regarding the language in "Procurement by Small Purchase" stating "must be
35 obtained from at least three qualified sources" appearing more stringent than the language in
36 "Simplified Bid Process" stating "solicited". Staff advised they will look into this further as that language
37 is part of existing policy language vs. a requested change related to CWSP.

38
39 It was suggested a special Executive Committee meeting prior to the Board meeting may be appropriate
40 to give committee members more time to review the requested changes. A straw poll was taken
41 regarding participation at 6:00 pm on May 9th and it was concluded to postpone any action until the
42 special meeting.

43
44 **Meeting Minutes (4/3/23):**

45 *Peter Carbee moved to accept the minutes as presented, Jerry D'Amico seconded. Motion carried.*

1
2 **Commission Meeting Agenda:** Christian Meyer confirmed that the item Rural Technical Assistance are
3 funds earmarked in the Budget Adjustment Act to provide RPC support to rural communities that need
4 capacity to access available federal funding that needs to be obligated by the end of 2024. There was
5 confirmation that a slate from the Nominating Committee will also be presented.
6

7 *Janet Shatney moved to approve May 9, 2023 Board agenda as presented, Michael Gray seconded.*
8 *Motion carried.*
9

10 **Adjourn**

11 *Lee Cattaneo moved to adjourn at 5:31 pm; Peter Carbee seconded. Motion carried.*
12

13 Respectfully submitted,
14 Nancy Chartrand, Office Manager
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