

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **DRAFT MINUTES**

4 **May 9, 2023 Special Meeting**

5 Present:

☐ Peter Carbee

☒ Alexis Leacock

☐ Michael Gray

☒ Lee Cattaneo

☒ Steve Lotspeich

☒ Janet Shatney

☐ Jerry D'Amico

6 Staff: Christian Meyer, Nancy Chartrand, Brian Voigt

7
8 **Call to Order:** Chair Lotspeich called the meeting to order at 6:05 pm.

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10 **Adjustments to the Agenda:** None

11
12 **Public Comment:** None

13
14 **Procurement and Grants Management Policies:** Chair Lotspeich directed the committee to the
15 information in the packet. Christian Meyer advised that the procurement policy will be revisited in the
16 next two to three months as we have identified additional updates that will be needed. Brian Voigt
17 provided an overview of the memorandum in the packet. There was discussion related to the
18 procurement decision making with it being noted that the Board has final approval. It was also
19 confirmed that a project implementor could be municipality, natural resources/conservation district, or
20 other type of non-profit organization; and that a sole source award can only be for someone who is pre-
21 qualified.

22
23 *Janet Shatney moved to adopt the amended Procurement Policy, seconded by Lexi Leacock. Motion*
24 *carried.*

25
26 Christian Meyer advised that it was uncertain as to whether or not the Grants Management Policy
27 would also need to be updated in the near future.

28
29 *Lee Cattaneo moved to adopt the amended Grants Management Policy, seconded by Janet Shatney.*
30 *Motion carried.*

31
32 **Adjourn**

33 *Lee Cattaneo moved to adjourn at 6:22 pm; Lexi Leacock seconded. Motion carried.*

34
35 Respectfully submitted,
36 Nancy Chartrand, Office Manager