

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
MINUTES
June 5, 2023 Meeting

Present:

<input checked="" type="checkbox"/> Peter Carbee	<input checked="" type="checkbox"/> Alexis Leacock	<input checked="" type="checkbox"/> Michael Gray
<input checked="" type="checkbox"/> Lee Cattaneo	<input checked="" type="checkbox"/> Steve Lotspeich	<input 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. There was discussion on the number of bank accounts currently open, which in part is due to a breach that occurred and new accounts needing to be opened to replace old accounts. We will be closing out the extraneous accounts in the very near future. There was also discussion related to doing an RFP or RFI with one bank that offers a sweep account in order to leverage greater interest for the organization.

Lee Cattaneo moved to accept April 30, 2023 unaudited financials, seconded by Peter Carbee. Motion carried.

Contract/Agreement Authorization:

Two Rivers Ottauquechee Regional Commission – Municipal Technical Assistance Program sub-agreement

Discussion: This program provides extra assistance for small communities to access federal funds. The towns in our region that are pre-qualified are Roxbury, Plainfield, Washington and Worcester. Funding through this program is linked to the number of communities that are pre-qualified therefore it is not equally divided among regions. Christian has contacted the noted communities to make them aware of the available assistance.

Jerry D'Amico moved to authorize the Executive Director to sign the agreement; seconded by Lexi Leacock. Motion carried

Vermont Emergency Management – MOA – Local Liaison to State Emergency Operations Center

Discussion: This agreement with Vermont Emergency Management is to cover staff work when the State Emergency Operations Center is activated in the time of an emergency. There is no dollar value associated with the program as we only get paid when we are called into service.

Peter Carbee moved to authorize the Executive Director to sign the MOA; seconded by Lee Cattaneo. Motion carried.

1 Mount Ascutney Regional Commission – Brownfields Revitalization Assessment Grant Program

2 Discussion: This is an extension of a program we have already been operating with Mount Ascutney
3 Regional Commission as additional funds have been allocated through the Legislature.

4 *Lee Cattaneo moved to authorize the Executive Director to sign the agreement; seconded by Michael*
5 *Gray. Motion carried*

7 Lamoille County Regional Commission – Health Equity Toolkit and Implementation Amendment

8 Discussion: This amendment adds one year to an existing contract.

9 *Jerry D’Amico moved to authorize the Executive Director to sign the agreement amendment; seconded*
10 *by Peter Carbee. Motion carried*

12 Master Agreement for Clean Water Partners – Chittenden County Regional Planning Commission, Friends
13 of the Mad River, Friends of the Winooski River, Lamoille County Conservation District, Vermont Land
14 Trust, Winooski Natural Resources Conservation District

15 Discussion: The Clean Water Service Provider program (CWSP) process pre-qualifies clean water
16 partners. We have received six responses to our RFQ that was posted in March. All firms were found
17 qualified to complete the work and separate master agreements will go out to all six organizations with
18 an agreement term of three years.

19 *Jerry D’Amico moved to authorize the Executive Director to sign Master Agreements with Chittenden*
20 *County Regional Planning Commission, Friends of the Mad River, Friends of the Winooski River, Lamoille*
21 *County Conservation District, Vermont Land Trust, Winooski Natural Resources Conservation District for*
22 *project management services to facilitate water quality improvements as envisioned by Act 76, the Clean*
23 *Water Services Delivery Act; seconded by Lexi Leacock. Motion carried.*

25 Chittenden County Regional Planning Commission – FY23 Tactical Basin Planning Support Grant

26 Discussion: This is an amendment to the funding of the grant (reduction in funds, shifting to other RPCs
27 in need of funds, leaving CVRPC with plenty of funds to complete our planned work).

28 *Peter Carbee moved to authorize the Executive Director to sign the agreement amendment; seconded by*
29 *Lee Cattaneo. Motion carried.*

31 Also discussed was the FYI contract on 604B program to identify projects in the Department of
32 Environmental Conservation’s watershed’s project database for projects to improve water quality.

34 **Job Description Revision:** Christian Meyer provided an overview of the information provided in the
35 packet.

36 *Lee Cattaneo moved to approve the revisions to the office manager position to permit up to 30*
37 *hours/week; seconded by Peter Carbee. Motion carried.*

39 **FY24 Work Plan and Budget:** Christian Meyer advised he did receive input from towns on the projects
40 they would like assistance with. Also provided were details related to staffing plans. It was confirmed
41 additional requests for assistance will be available throughout the year on a first come, first served basis
42 based on staffing capacity. With regard to the budget there was discussion related to recovery of our
43 indirect rate that impacts the budget, increases in fringe benefits, and necessary equipment updates.

44 *Lee Cattaneo moved to adopt the FY24 work plan and budget; seconded by Lexi Leacock. Motion carried.*

1 **FY24 Meeting Dates:** There was discussion as to whether to hold the July Executive Committee meeting
2 on the 3rd or the 5th. It was concluded that the meeting will be held on Wednesday July 5th at 4:00 pm;
3 and a revised copy of the meeting dates will be included in the Board packet.
4

5 **Meeting Minutes (5/1/23 & 5/9/23):**

6 *Lee Cattaneo moved to accept the minutes of May 1st and May 9th; Lexi Leacock seconded. Motion*
7 *carried.*
8

9 **Commission Meeting Agenda:** Christian Meyer provided details on the Medical Reserve Corp, which is
10 an organization of volunteer nurses and physicians who provide assistance during emergent situations.
11 They are seeking an administrative host, similar to what we provide for Wrightsville Beach Recreation
12 District. We would serve on their Board and take part in their meetings. It was suggested we invite
13 someone from the organization to talk about their program. With regard to the Equity Statement item,
14 advising that THRIVE is moving forward with an equity statement and is urging partner organizations to
15 adopt one as well. A copy of this statement will be provided to the Board in advance.

16 *Peter Carbee moved to approve June 13, 2023 Board agenda as presented, Lee Cattaneo seconded.*
17 *Motion carried.*
18

19 **Adjourn**

20 *Jerry D'Amico moved to adjourn at 5:13 pm; Lexi Leacock seconded. Motion carried.*
21

22 Respectfully submitted,
23 Nancy Chartrand, Office Manager
24