

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **DRAFT MINUTES**

4 **July 5, 2023 Meeting**

5 Present:

☒ Peter Carbee

☒ Lee Cattaneo

☒ Jerry D'Amico

☒ Alexis Leacock

☐ Paula Emery

☒ Michael Gray

☒ Janet Shatney

6 Staff: Christian Meyer, Nancy Chartrand, Lincoln Frasca

7 Guests: Ahsan Ijaz, Ijaz Group

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9 **Call to Order:** Chair D'Amico called the meeting to order at 4:01 pm.

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11 **Adjustments to the Agenda:** None

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13 **Public Comment:** None

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15 **Financial Report:** Ahsan Ijaz provided an overview of the financial report included in the packet. Brief
16 discussion ensued related to ACCD deferred income.

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18 *Michael Gray moved to accept May 31, 2023 unaudited financials, seconded by Janet Shatney. Motion*
19 *carried.*

20
21 Alexis Leacock joined the meeting at 4:08.

22
23 **CEDS – Economic Development District:** Christian Meyer provided an overview of the information
24 provided in the packet outlining the process for potential participation in an inter-regional consortium -
25 Economic Development District (EDD). Joining an EDD is beneficial to CVRPC as it would avail our
26 municipalities of additional grant opportunities in the future. A presentation regarding the process for
27 joining an EDD will be included on the upcoming Board agenda and the Committee shared a variety of
28 questions to assist in the preparation of the presentation for the Board. It was also confirmed that
29 Melissa Bounty of Central Vermont Economic Development Corporation will participate in the Board
30 meeting next week as the topic is introduced.

31
32 **Personnel Update:** Christian Meyer provided an overview of the information provided in the packet.
33 He noted that performance evaluations were completed with all staff during FY23 and compensation
34 adjustments made as appropriate. From a budget standpoint compensation went up approximately 7%
35 (excluding fringe). Discussion ensued related to paygrade bands that were approved in FY23 and
36 potential retirement considerations for staff retention and expansion.

37
38 **Meeting Minutes (6/5/23):**

39 *Lee Cattaneo moved to accept the minutes; Michael Gray seconded. Motion carried.*
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1 **Commission Meeting Agenda:** Christian Meyer provided additional details related to the Renewable
2 Energy Standard item. Discussion also ensued related to the regional plan update and how/if the EDD
3 may intercept with that. Christian also advised he is continuing to talk with the Medical Reserve Corps
4 related to a scope of work as it relates to a potential agreement.

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6 Peter Carbee joined the meeting at 4:45 pm

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8 *Janet Shatney moved to accept the July 11, 2023 Board agenda as presented, Peter Carbee seconded.*
9 *Motion carried.*

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11 Brief discussion ensued related to the status of the organization's current accounting contractor.

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13 **Adjourn**

14 *Lee Cattaneo moved to adjourn at 4:50 pm; Alexis Leacock seconded. Motion carried.*

15
16 Respectfully submitted,
17 Nancy Chartrand, Office Manager
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