

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Executive Committee

DRAFT MINUTES

July 31, 2023 Meeting

Present:

☒ Peter Carbee

☒ Lee Cattaneo

☒ Jerry D'Amico

☒ Alexis Leacock

☒ Paula Emery

☒ Michael Gray

☒ Janet Shatney

Staff: Clare Rock, Nancy Chartrand

Guests: Ahsan Ijaz, Ijaz Group; George Clain, Barre Town Representative

Call to Order: Chair D'Amico called the meeting to order at 4:29 pm following the conclusion of the Brownfields Advisory Committee meeting that was co-hosted.

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 clarification that the aging receivables include May and June invoices.

Lee Cattaneo moved to accept the financial report, seconded by Janet Shatney. Motion carried 7-0.

Contract/Agreement Authorization: Clare Rock provided an overview of the information provided in the packet noting an additional \$100,000 has been allotted to Brownfields Program and the recommendation of the Brownfields Advisory Committee to approve expenditure of up to \$50,000 for a site assessment in Northfield.

Michael Gray moved to authorize the Executive Director to a Phase II Environmental Site Assessment – 11 North Main Street, Northfield, VT up to \$35,000 with the preferred proposer; seconded by Lee Cattaneo. There was an inquiry as to what page in the packet the memo was on. Vote called and motion carried 7-0. It was noted that on the draft contract there was a contract term discrepancy noting "June August" that should reflect "August".

Meeting Minutes (7/5/23):

Janet Shatney moved to accept the minutes as presented and any other spelling errors that may need to be corrected; Peter Carbee seconded. A roll call was conducted due to one abstention: Lee Cattaneo – yes; Lexi Leacock –yes; Michael Gray – yes; Janet Shatney – yes; Jerry D'Amico – yes; Peter Carbee – yes; Paula Emery – abstain.

It was confirmed there will not be a Board meeting in August.

Adjourn

1 *Peter Carbee moved to adjourn at 4:47 pm; Lee Cattaneo seconded. Motion carried.*

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3 It was confirmed that the next scheduled meeting is Tuesday, September 5th and there was a request to
4 do a doodle poll related to postponing the start time of the September meeting.

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6 Respectfully submitted,
7 Nancy Chartrand, Office Manager
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