

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **DRAFT MINUTES**

4 **September 5, 2023 Meeting**

5 Present:

☒ Peter Carbee

☒ Alexis Leacock

☐ Michael Gray

☒ Lee Cattaneo

☒ Paula Emery

☒ Janet Shatney

☒ Jerry D'Amico

6 Staff: Christian Meyer, Brian Voigt, Nancy Chartrand

7 Guest: Ahsan Ijaz, Ijaz Group

8
9 **Call to Order:** Chair D'Amico called the meeting to order at 5:32 pm.

10
11 **Adjustments to the Agenda:** Christian requested a special meeting of the Committee be scheduled prior
12 to the Board meeting next week to discuss stormwater control behind Plainfield Health Center and
13 potential for additional work before the grant is closed out in November. Nancy will do a survey
14 monkey to get a day/time next week.

15
16 Christian also noted that the CCRPC Tactical Basin Planning Grant needed to be moved to action vs. for
17 information.

18
19 **Public Comment:** None

20
21 **Financial Report:** Ahsan provided an overview of the information included in the meeting packet. He
22 noted there are a several one-time invoices that inflate our accounts receivable (AR) balance related to
23 invoices that go out in the month of July. This brings up the AR balance higher than usual.

24
25 Christian noted that the \$19,000 Memorandum of Agreement (MOA) is related to emergency
26 management and the response to the July flood event. He also noted there will be fewer bank accounts
27 in the future as we have closed out some of the older 'retired' accounts.

28
29 Peter requested a discussion the near future regarding consolidating funds and getting into a sweep
30 situation to better leverage interest rates rather than dispersing among multiple banks. Christian
31 advised we would be happy to meet to discuss this and consider an RFQ. There was also brief discussion
32 related to following up on AR.

33
34 **Contract/Agreement Authorization:**

35 Department of Environmental Conservation – SFY2024 Water Quality Restoration Formula Grant

36 Brian provided an overview of the information provided in the packet related to the renewed funding
37 for the Clean Water Service Provider program.

38
39 *Paula Emery moved to authorize the Executive Director sign the grant agreement with; seconded by*
40 *Janet Shatney. Motion carried – 6-0*

1
2 Chittenden County Regional Planning Commission – Tactical Basin Planning FY24

3 Christian confirmed because this was an incoming grant, rather than a contract so it needs Executive
4 Committee approval even though it is under \$25,000. Brian provided a brief overview of the program.
5 Janet asked about the Plainfield Cooperative Grant and it was confirmed that Christian was managing
6 that grant.
7

8 *Peter Carbee moved to authorize the Executive Director sign the Chittenden County Regional Planning*
9 *Commission – Tactical Basin Planning grant agreement with; seconded by Lexi Leacock. Motion carried –*
10 *6-0*
11

12 Vermont Land Trust – John Fowler Road Berm Removal Preliminary Design – Marshfield, VT

13 Brian provided an overview, noting it is the first contract issued through the Clean Water Service
14 Provider (CWSP) program. He noted projects are reviewed and approved by the Basin Water Quality
15 Council (BWQC) before coming before the Committee. Paula requested a presentation in the future
16 before the Board on the details of phosphorus removal and the CWSP program. Lee Cattaneo also
17 requested additional information on how with the particular project the berm removal works. Brian
18 advised he would present more information on it at a future meeting.
19

20 *Janet Shatney moved to authorize the Executive Director sign the contract with Vermont Land Trust;*
21 *seconded by Paula Emery. Motion carried – 6-0*
22

23 **FY25 Municipal Dues**

24 Christian advised that the recommendation is to hold dues steady at this point. There was brief
25 discussion related to use of municipal dues for match to leverage funding and continuing to build a
26 reserve fund as requested by the Executive Committee several years ago. Christian also confirmed that
27 maintaining dues would not negatively impact staff ability to provide services.
28

29 *Lee Cattaneo moved to recommend to the Board that CVRPC maintain its municipal dues assessment*
30 *rate of \$1.33 per capita; seconded by Peter Carbee. Motion carried – 6-0*
31

32 **West Central CEDS MOU**

33 Christian provided an overview of the information outlined in the packet. The partners who worked to
34 complete the West Central VT CEDS are working together to enter a memorandum of understanding for
35 an Economic Development District (EDD). There was discussion related to staff support and Christian
36 noted it will likely be an economically focused staff member and noted a lot of the work is
37 complementary to our current ACCD work. It is estimated that a staff member would likely devote
38 approximately 40 hours per year to the work. There was discussion as to how often the CEDS is
39 reviewed and updated and it was confirmed this occurs every five years. There was a request that there
40 be more outreach to business owners in the Central Vermont region during the next review and update.
41

42 *Lexi Leacock moved to authorize the Executive Director to sign the MOU on behalf of CVRPC; seconded*
43 *by Peter Carbee. Janet wanted confirmation that the MOU in the packet was in draft form and was*
44 *going to be cleaned up for typos. It was confirmed it will be cleaned up. Vote called and motion carried*
45 *– 6-0*

1
2 **Meeting Minutes (7/31/23):**

3 *Janet Shatney moved to accept the minutes as presented Lexi Leacock seconded. Motion carried – 6-0*
4

5 Paula Emery stepped out of the meeting briefly and rejoined at 6:21 pm.
6

7 **Commission Meeting Agenda**

8 Christian Meyer provided a brief introduction of the Future Land Use (FLU) item that is included on the
9 Board agenda. He advised a methodology has been pieced together related to all 11 regions in the State
10 and that a document will likely be drafted at the upcoming VAPDA retreat. There was discussion on how
11 this FLU initiative may filter into all the regional plans and inform the work. There was suggestion that
12 we ask Commissioners to go back to their towns and query what they want documented into the final
13 document so that there will be mutual engagement. Christian will work with Clare to create some
14 prompts for this.
15

16 *Lexi Leacock moved to accept the agenda. Peter Carbee seconded. Motion carried – 6-0*
17

18 There was discussion related to whether or not State or Regional staff is looking at future of the Tactical
19 Basin Plan now that there has been such a large flooding event, and if there are other preventative steps
20 being taken statewide or regionally? Christian advised staff is in discussion with Vermont Emergency
21 Management (VEM) and there has been an indication that there will be a basin wide analysis that will
22 provide specific recommendations that the region can work to address. There has not yet been follow-
23 up and if the state isn't doing it, we plan to pursue funding to do it (hiring necessary contractors to do
24 so). It needs to be a watershed wide analysis and discussion. Given our work as the CWSP we could be
25 the organization to lead that. There are funding sources that we could likely apply for as it will likely be
26 several hundred thousand dollars. If the state leads it we plan to be an active participant.
27

28 **Adjourn**

29 *Janet Shatney moved to adjourn at 6:35 pm; Paula Emery seconded. Motion carried*
30
31

32 Respectfully submitted,
33 Nancy Chartrand, Office Manager
34