

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT MINUTES

September 12, 2023 Special 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"/> Paula Emery	<input type="checkbox"/> Janet Shatney
<input checked="" type="checkbox"/> Jerry D'Amico		

Staff: Christian Meyer, Nancy Chartrand, Brian Voigt

Call to Order: Chair D'Amico called the meeting to order at 6:00 pm.

Adjustments to the Agenda: Christian Meyer advised the FFY23 Budget Adoption on the agenda should read FFY24.

Public Comment: None

Contract/Agreement Authorization:

Vermont Land Trust – John Fowler Road Berm Removal Preliminary Design – Marshfield, VT - revised
Christian advised the total contract value is not being changed, but there were typographical errors in the contract previously approved that have been amended. There was confirmation that the Land Trust would use an RFP process to hire a consultant to do design work and CVRPC will review any contract entered into to ensure it includes all necessary language.

Lee Cattaneo moved to authorize the Executive Director sign the revised agreement for preliminary design with Vermont Land Trust; seconded by Michael Gray. Peter Carbee noted that minor typos were outlined in the chat that should be addressed in the contract. Motion carried – 6-0

Plainfield Gully Engineering and Construction Oversight Services

Christian provided an overview of the information in the packet. Since the July flood the project has been inspected and there were some areas that would benefit from replanting and additional stabilization. There were funds left over from original contract to use for these additional expenses. It will be an amendments contracts with SLR for the engineering/consulting and K. Bellevance for the construction. There was discussion related to how well established the planting was when the flood hit.

It was determined there should be two motions. It was noted that Christian's title needs to be updated and consistent throughout the contracts before endorsement.

Lee Cattaneo moved to authorize the Executive Director sign the contract agreement for the consulting work, seconded by Peter Carbee. Motion carried – 6-0

Lee Cattaneo moved to authorize the Executive Director sign the contract amendment for the construction services for Plainfield Gully, seconded by Lexi Leacock. Motion carried – 6-0

1
2 **FFY23 TPI Budget Adjustment**

3 Christian advised the budget is currently underspent. The largest change is in the administration with
4 funds being shifted from other tasks in order to use extra funds to update equipment for field services,
5 such as pedestrian counters for conducting a region-wide trail census. There was discussion related to
6 the different costs for counters and it was confirmed one is a package deal of 3 counters, and the other
7 is for individual counters of which we would buy an additional 7.
8

9 *Peter Carbee moved to authorize the proposed adjustments to the FFY2023 CVRPC TPI budget), seconded*
10 *by Michael Gray. Motion carried – 6-0*
11

12 **FFY24 TPI Budget Adoption**

13 Christian noted that the budget was reviewed by the Transportation Advisory Committee in July and
14 recommendation is expected, however, there was no August meeting to vote on it. Christian advised
15 the FFY24 budget is consistent with FFY23, noting the bike and pedestrian program is anticipated to be
16 spent down in FFY24. There was discussion related to staffing in the TPI program and how the counters
17 are downloaded.
18

19 *Lee Cattaneo moved to adopt the FFY24 CVRPC TPI work program and budget and authorize the*
20 *Executive Director to sign the agreement, Lexi Leacock seconded. Motion carried – 6-0*
21

22 **Adjourn**

23 *Lee Cattaneo moved to adjourn at 6:20 pm; seconded by Lexi Leacock. Motion carried – 6-0*
24
25

26 Respectfully submitted,
27 Nancy Chartrand, Office Manager
28