

1                   **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2                               **Executive Committee**

3                                   **DRAFT MINUTES**

4                               **October 2, 2022 Meeting**

5 Present:

6       ☒ Peter Carbee

☒ Paula Emery

☒ Michael Gray

☒ Lee Cattaneo

☐ Alexis Leacock

☒ Janet Shatney

☒ Jerry D'Amico

7 Staff: Christian Meyer, Nancy Chartrand

8 Guests: George Clain, Barre; Alice Peal, Waitsfield (alternate)

9 **Call to Order:** Chair D'Amico called the meeting to order at 4:04 pm.

10  
11 **Adjustments to the Agenda:** Meyer advised the financial report is not ready for today's meeting as a  
12 result of QB access post the server breach.

13  
14 **Public Comment:** None.

15  
16 **Financial Report:** Not addressed.

17  
18 **Contract/Agreement Authorization**

19 Agency of Commerce and Community Development – SFY2024 Planning Grant

20 *Peter Carbee moved to authorize the Executive Director to sign the grant agreement; Janet Shatney*  
21 *seconded. Motion carried 6-0.*

22  
23 Department of Public Safety – FY2023 Emergency Management Planning Grant

24 *Michael Gray moved to authorize the Executive Director to sign the grant agreement; Janet Shatney*  
25 *seconded. Motion carried 6-0.*

26  
27 Central Vermont Medical Reserve Corps – Fiscal Agent Memorandum of Understanding

28 *Paula Emery moved to authorize the Executive Director to sign the Memorandum of Understanding;*  
29 *Michael Gray seconded. Brief discussion ensued regarding the current director vacancy at the*  
30 *organization. Motion carried 6-0.*

31  
32 Addison County Regional Planning Commission – State Public Service Department's Public Engagement  
33 Plan

34 *Peter Carbee moved to authorize the Executive Director to sign the grant agreement; Janet Shatney*  
35 *seconded. Motion carried 6-0.*

36  
37 AHS/VDH/Division of Environmental Health – Hot Weather Emergency Planning, CVRPC

38 *Peter Carbee moved to authorize the Executive Director to sign the grant agreement; Lee Cattaneo*  
39 *seconded. It was confirmed that warming facilities are also included. Motion carried 6-0.*

1 Agency of Transportation – FFY2023 TPI Work Program

2 Christian noted \$291,889 is the correct amount. This contract has expired, but there were some errors  
3 in the paperwork that needed to be addressed. Grant amount doesn't change, but amounts are shifted  
4 within tasks in the budget.

5 *Janet Shatney moved to adopt the updated FFY2023 CVRPC TPI budget and authorize the Executive*  
6 *Director to sign the amendment request – total grant amount being \$291,889; Peter Carbee seconded.*  
7 *Motion carried 6-0.*

8  
9 There was brief discussion related consideration being given in the next fiscal year to allow the Executive  
10 Director to balance line items with the TPI budget throughout the year so that an approval isn't needed  
11 each time there is a change within the fiscal year; or to include "for future amendments" when the  
12 original budget is adopted.

13  
14 **Rules of Procedure**

15 Christian advised that changes were made to the Rules of Procedure to reflect changes in the bylaws. As  
16 part of the process additional changes were recommended by the Regional Plan Committee during their  
17 review of the draft procedures for their committee. Significant discussion ensued, specifically related to  
18 the Conflict of Interest section of the Rules of Procedure and the process for dealing with an apparent  
19 conflict. Language of the current Conflict of Interest policy and the draft Rules of Procedure was  
20 reviewed. It was concluded that the language in the current Conflict of Interest policy be reviewed and  
21 updated, with legal opinion obtained as appropriate, before updating language in the current Rules of  
22 Procedures.

23  
24 *Peter Carbee moved to table the action on Rules of Procedure for both Regional Plan Committee and*  
25 *Project Review Committee; seconded by Michael Gray. Motion carried 6-0.*

26  
27 **Meeting Minutes: (9/5/23, 9/12/23, 9/25/23)**

28 *Peter Carbee, moved to accept the minutes of the three meetings; Janet Shatney seconded. Motion*  
29 *carried 6-0.*

30  
31 **Commission Meeting Agenda:** It was noted that the Rules of Procedure item would be removed. There  
32 was also discussion related to noting a hearing vs. a presentation for the Winooski Basin Plan, and  
33 whether or not the business meeting should be suspended during the hearing and then called back into  
34 order. Also discussed was the timeframe for the Future Land Use discussion.

35 *Lee Cattaneo moved to approve the amended October 10, 2023 Board Meeting agenda with the noted*  
36 *changes; Michael Gray seconded. Motion carried 6-0.*

37  
38 Christian advised that Clare Rock will be resigning from CVRPC effective October 20<sup>th</sup>. It was also  
39 confirmed that an offer for a Transportation Planner should be made soon.

40  
41 **Adjourn**

42 *Peter Carbee moved to adjourn at 5:06pm; Lee Cattaneo seconded. Motion carried.*

43  
44 Respectfully submitted,  
45 Nancy Chartrand, Office Manager