

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Executive Committee**  
**MINUTES**

**October 2, 2023 Meeting**

Present:

<input checked="" type="checkbox"/> Peter Carbee	<input checked="" type="checkbox"/> Paula Emery	<input checked="" type="checkbox"/> Michael Gray
<input checked="" type="checkbox"/> Lee Cattaneo	<input type="checkbox"/> Alexis Leacock	<input checked="" type="checkbox"/> Janet Shatney
<input checked="" type="checkbox"/> Jerry D'Amico		

Staff: Christian Meyer, Nancy Chartrand

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

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

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

**Public Comment:** None.

**Financial Report:** Not addressed.

**Contract/Agreement Authorization**

Agency of Commerce and Community Development – SFY2024 Planning Grant

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

Department of Public Safety – FY2023 Emergency Management Planning Grant

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

Central Vermont Medical Reserve Corps – Fiscal Agent Memorandum of Understanding

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

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

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

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

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

Agency of Transportation – FFY2023 TPI Work Program

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

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

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

**Rules of Procedure**

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

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

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

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

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

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

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

**Adjourn**

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

Respectfully submitted,  
Nancy Chartrand, Office Manager