

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee Meeting**

3 **DRAFT MINUTES**

4 **December 4, 2023 Meeting**

5 Present:

6 ☒ Peter Carbee

☐ Paula Emery

☐ Michael Gray

7 ☒ Lee Cattaneo

☒ Alexis Leacock

☒ Janet Shatney

8 ☒ Jerry D'Amico

9 Staff: Christian Meyer, Nancy Chartrand

10 Guests: Alice Farrell, Barre Town Representative; Ahsan Ijaz, Ijaz Group; Rick Bringham, Sullivan Powers

11 **Call to Order:** Chair D'Amico called the meeting to order at 4:00 pm.

12 **Adjustments to the Agenda:** Christian Meyer advised that the CCRPC contract in the memorandum will
13 not be acted on.

14 **Public Comment:** None.

15
16 **Accept Annual Audit:** Chair D'Amico introduced Rick Bringham of Sullivan Powers. Rick Bringham
17 provided an overview of the information in the packet, specifically the management discussion and
18 analysis. He advised there were no significant deficiencies or materials weaknesses identified, but there
19 are a couple of recommendations we can work on, as outlined in the discussion. He confirmed he has
20 internal control document examples he can share with staff to assist in updating their current
21 procedures.

22
23 *Lee Cattaneo moved to accept the 2023 fiscal audit as presented, seconded by Peter Carbee. Motion*
24 *passed 5-0.*

25
26 **Financial Report**

27 Ahsan Ijaz reviewed the financials for October 2023 as outlined in the packet. There was a discussion on
28 interest income and the need to consolidate our banking in order to capture better interest.

29
30 *Peter Carbee moved to accept the financials for October 2023, seconded by Lee Cattaneo. Motion*
31 *passed 5-0.*

32
33 **Contract/Agreement Authorization**

34 Town of Cabot – Local Hazard Mitigation Plan

35 *Peter Carbee moved to authorize the Executive Director to sign the grant agreement, seconded by Lee*
36 *Cattaneo. Motion passed 5-0.*

37
38 Agency of Natural Resources – Flood Bylaws Sub-Grant Agreement

39 *Lee Cattaneo moved to authorize the Executive Director to sign the grant agreement, seconded by Janet*
40 *Shatney. Motion passed 5-0.*

1 CCRPC Northwest Vermont Transit Oriented Development (TOD)

2 No action as this contract has not yet been received.

4 Weston & Sampson – Brownfields – 11 North Main Street, Northfield – Amendment #1

5 *Lee Cattaneo moved to authorize the Executive Director to sign the contract amendment, seconded by*
6 *Alexis Leacock. Motion passed 5-0.*

8 Christian Meyer also provided an overview of the FYI contracts in the packet.

10 **Executive Director Evaluation Process:** Christian Meyer provided an overview of the historical process.
11 There was agreement to continue to use the current template. Discussion ensued regarding what is
12 expected of the committee lead in the process. Lexi volunteered to be committee lead and Jerry agreed
13 to assist her.

15 **Meeting Minutes (11/6/23)**

16 *Peter Carbee moved to approve the Executive Committee minutes of 11/6/23, seconded by Lexi Leacock*
17 *Motion passed 5-0.*

19 **Commission Meeting Agenda**

20 Christian Meyer provided an overview of the items on the draft agenda and discussion ensued regarding
21 the time allotments for items.

23 *Janet Shatney moved to accept the agenda, seconded by Peter Carbee. Motion passed 5-0.*

25 **Adjourn**

26 *Lee Cattaneo moved to adjourn at 4:58, seconded by Janet Shatney. Motion carried 5-0.*

28 Respectfully submitted,

30 Nancy Chartrand, Office Manager