

1                   **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2                               **Executive Committee Meeting**

3                                       **DRAFT MINUTES**

4                                       **January 2, 2024 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, Will Pitkin

8 Guests: Ahsan Ijaz, Ijaz Group; Alice Peal, Waitsfield Alternate

9 **Call to Order:** Vice Chair Carbee called the meeting to order at 4:02 pm.

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11 **Adjustments to the Agenda:** Christian Meyer advised that he would like to discuss a personnel update  
12 before the meeting minutes.

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14 **Public Comment:** None.

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16 **Financial Report:** Ahsan Ijaz reviewed the financials for November 2023 outlined in the packet. There  
17 was discussion related to refund on bank charges at North Country Federal Credit Union.

18 *Gerry D'Amico moved to accept the financials for November 2023, seconded by Lexi Leacock. Motion*  
19 *passed unanimously.*

20  
21 **Contract/Agreement Authorization**

22 MARC – Moretown Elementary School & Town Office Stormwater Implementation Amendment #2

23 There was discussion related to the recent minor flooding the school experienced.

24 *Michael Gray moved to accept the contract amendment, seconded by Lexi Leacock. Motion passed*  
25 *unanimously.*

26  
27 Department of Environmental Conservation – Upper Winooski Stormwater Mitigation Projects  
28 Amendment #1

29 *Lee Cattaneo moved to accept the amendment, seconded by Michael Gray. Motion passed unanimously.*

30  
31 Vermont Land Trust – John Fowler Road Berm Removal Preliminary Design – Marshfield – Addendum  
32 1A1

33 *Lee Cattaneo moved to extend the contract until June 1, 2024, seconded by Michael Gray. Motion*  
34 *passed unanimously.*

35  
36 Master Agreement for Clean Water Partners – Caledonia County Natural Resources Conservation District

37 *Gerry D'Amico moved to accept the contract, seconded by Michael Gray. Motion passed unanimously.*

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39 Network Upgrades and Information Technology Managed Service Provider Contract

40 *Gerry D'Amico moved to accept the contract, seconded by Michael Gray. There was brief discussion*  
41 *related to back-up and recovery as well as testing. There was also discussion related to the use of the*

word 'deprecate'. It was also noted an ad-hoc contract may be brought before the committee in the future for small projects as needed outside the scope of this contract. *The vote was called and motion passed unanimously.*

Moretown Elementary School & Town Office Stormwater Implementation – Watershed Consulting Amendment #1

*Michael Gray moved to accept the amendment, seconded by Lexi Leacock. Motion passed unanimously.*

Moretown Elementary School & Town Office Stormwater Implementation – Poulin Construction Amendment #1

It was noted the contract draft needs to be revised to read May 15<sup>th</sup>.

*Lexi Leacock moved to accept the amendment, seconded by Michael Gray. Motion passed unanimously.*

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

**FY25 Nominating Committee:** Staff advised a recruitment email was forwarded to Commissioners, however, no one has offered to serve to date. There was consensus to continue recruitment and also to bring up the request again at the full Board meeting for nominations from the floor.

**Personnel Update:** Christian introduced Will Pitkin, new Community Planner. An overview of tasks was reviewed that will be handled under Community & Land Use Planning Program since the departure of Clare Rock. Christian also advised he will be addressing some mid-year salary adjustments in follow-up to a recent RPC salary survey and ensuring we are in alignment with other regions and also in recognition of performance throughout the year.

**Meeting Minutes (12/4/23)**

*Gerry D'Amico moved to approve the Executive Committee minutes of 12/4/23, seconded by Lexi Leacock. Motion passed unanimously.*

**Commission Meeting Agenda:** Christian Meyer provided an overview of the items on the draft agenda and noted we will update the line item for Election of Nominating Committee to Nominations and Election of Nominating Committee. Also, the VAPDA Regional Future Land Use Initiative update item will be removed from the agenda. Alice Peal advised the Regional Plan Committee meets tomorrow and there will be more discussion on the flood recovery and mitigation tasks, as well as Act 250 and housing tasks for CVRPC to be involved in. She noted the Act 250 legislation will be very important this year and there is potential for significant changes. There was also discussion related to legislation that is expected to be introduced to do flood studies throughout the state on each basin in the state and whether or not VAPDA will have any input into this legislation. Christian advised that VAPDA has not taken a position to date on this topic, but expects they will be discussing at the coming meeting. He will provide an update following discussion at VAPDA. Christian further advised he will be testifying at the House Environment & Energy and House Transportation Committees along with executive directors from two other regional planning commissions related to adaptation to climate change and hazard resilience – sharing what is working in municipalities and where short falls are being observed. *Lexi Leacock moved to accept the agenda as amended, Michael Gray seconded. Motion passed unanimously.*

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**Adjourn**

*Lee Cattaneo moved to adjourn at 5:05 pm seconded by Lexi Leacock. Motion passed unanimously.*

Respectfully submitted,

Nancy Chartrand, Office Manager

DRAFT