

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee Meeting**

3 **MINUTES**

4 **February 5, 2024 Meeting**

5 **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 checked="" type="checkbox"/> Alexis Leacock	<input checked="" type="checkbox"/> Janet Shatney
<input checked="" type="checkbox"/> Jerry D'Amico		

6 Staff: Christian Meyer, Nancy Chartrand, Brian Voigt

7 Guests: Ahsan Ijaz, Ijaz Group

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

11 **Adjustments to the Agenda:** It was noted that Paula Emery requested prior to the meeting that she be
12 able to share comments related to Board agendas. It was agreed to add this under the Commission
13 agenda item. It was also suggested to move the budget adjustment to immediately following the
14 financial report.

16 **Public Comment:** None.

18 **Financial Report:** Ahsan Ijaz reviewed the financials for December 2023 outlined in the packet.
19 Christian added that the aging account item for over \$300,000 from MARC was received this week.

21 *Michael Gray moved to accept the financial report; Alexis Leacock seconded. Motion passed*
22 *unanimously.*

24 **Mid-Year Budget Adjustment:** Christian Meyer and Ahsan Ijaz provided an overview of the memo and
25 summary distributed and posted prior to the meeting. It was noted that Ahsan and Christian are still
26 working on fine-tuning the current amendment and there was discussion as to whether or not the
27 committee should hold on approving this amendment

29 *Jerry D'Amico moved to accept the budget adjustments; seconded by Lee Cattaneo. Motion passed*
30 *unanimously.*

32 Peter Carbee turned the meeting over to Jerry D'Amico to chair.

34 **Contract/Agreement Authorization**

35 Christian advised all of the contracts were related to our Natural Resources program and Brian Voigt is in
36 attendance to outline and address any questions. Brian provided details on each item listed in the
37 contract memorandum.

1 Mount Ascutney Regional Commission – Design Implementation Block Grant Barre City Auditorium
2 Stormwater Final Design Amendment #1 (CVRPC-2021DIBG-03)

3
4 *Peter Carbee moved to accept the contract amendment; seconded by Lee Cattaneo. Motion passed 6-0.*

5
6 DuBois & King, Inc. – Stormwater Final Design – Barre City Auditorium (CVRPC Agreement #: 2023-01.A1)

7 *Peter Carbee moved to accept the contract amendment; seconded by Janet Shatney. Motion passed 6-0.*

8
9 Master Agreements for Engineering Services – DuBois & King (CVRPC Agreement #: 2024-03), Fitzgerald
10 Engineering Associates (CVRPC Agreement #: 2024-04), Redstart (CVRPC Agreement #: 2024-05), SLR
11 (CVRPC Agreement #: 2024-06), Stone Environmental (CVRPC Agreement #: 2024-07), Watershed
12 Consulting Associates (CVRPC Agreement #: 2024-08)

13 *Peter Carbee moved to authorize the Executive Director to sign Master Agreement for engineering*
14 *services with DuBois & King, seconded by Alexis Leacock. Motion passed 6-0.*

15
16 *Janet Shatney moved to authorize the Executive Director to sign Master Agreement for engineering*
17 *services with Fitzgerald Engineering Associates, seconded by Michael Gray. Motion passed 6-0.*

18
19 *Alexis Leacock moved to authorize the Executive Director to sign Master Agreement for engineering*
20 *services with Redstart, seconded by Michael Gray. Motion passed 6-0.*

21
22 *Michael Gray moved to authorize the Executive Director to sign Master Agreement for engineering*
23 *services with SLR, seconded by Janet Shatney. Motion passed 6-0.*

24
25 *Janet Shatney moved to authorize the Executive Director to sign Master Agreement for engineering*
26 *services with Stone Environmental, seconded by Peter Carbee. Motion passed 6-0.*

27
28 *Peter Carbee moved to authorize the Executive Director to sign Master Agreement for engineering*
29 *services with Watershed Consulting, seconded by Michael Gray. Motion passed 6-0.*

30
31 Paula Emery joined the meeting.

32
33 For the following contracts, Brian provided an overview of the process and scoring methodology for
34 project proposals which go before the Winooski Basin Water Quality Council (BWQC).

35
36 Friends of the Winooski River – Bull Run Tributary Restoration Implementation at Camp Wihakowi –
37 Northfield, VT (CVRPC Agreement #: 2023-11.01)

38 Significant discussion ensued related to whether the project should be funded given the low return on
39 investment for the phosphorus reduction (project cost is \$97,000 to reduce phosphorus by 0.9 kg – and
40 average cost should be \$15,000 per kg) and what this would mean for the CSWP meeting its annual
41 phosphorous requirement (69.6 kg/yr). Brian confirmed that the BWQC recommended the project for
42 funding and added that partners at the Department of Environmental Conservation recommended
43 following the BWQC recommendation but acknowledged the need to potentially cap dollar-to-

phosphorus rates in future applications to make up the lost opportunity of the Bull Run project. Brian suggested we move forward with the project as proposed, but also move forward with setting a threshold for maximum value and to address low value projects only after a high percentage of the annual phosphorus goal has been reached.

Alexis Leacock moved to authorize the Executive Director to sign Addendum 1 to the Master Agreement (CVRPC Agreement #: 2023-11.01), seconded by Janet Shatney. The vote was not unanimous and a roll call was conducted. Peter Carbee- No; Lee Cattaneo – No; Jerry D’Amico – Yes; Paula Emery – No; Alexis Leacock – Yes; Michael Gray – No; Janet Shatney – Yes. The motion fails with three in favor and four against.

Friends of the Winooski River – Coburn Road Floodplain Restoration Final Design – East Montpelier / Plainfield (CVRPC Agreement #: 2023-11.02) (staff support and BWQC recommendation)

Janet Shatney moved to authorize the Executive Director to sign Addendum 2 to the Master Agreement (CVRPC Agreement #2023-11), seconded by Lee Cattaneo. Motion carried 7-0.

Friends of the Winooski River – Basin 8 Strategic Wood Additions – Cabot, East Montpelier, Elmore, Stowe (CVRPC Agreement #: 2023-11.03)

Peter Carbee moved to authorize the Executive Director to sign Addendum 3 to the Master Agreement (CVRPC Agreement #2023-11), seconded by Lee Cattaneo. Motion carried 7-0.

There was Executive Committee consensus that staff should set an upper threshold value for projects to be considered by the Winooski Basin Water Quality Council in order to meet the necessary phosphorus reduction goal; and present a recommendation to the Executive Committee at the next meeting for action.

Bank Account Update: Christian Meyer provided an overview of the information provided in the meeting packet and advised we anticipate coming to the committee next month with a recommendation for moving funding into one or two financial institutions. Peter Carbee requested involvement in the banking discussion and would like to be included in review of proposals and any second interviews. It was agreed staff would include him in the process.

Meeting Minutes (1/2/24)

Peter Carbee moved to approve the Executive Committee minutes of 1/2/24, seconded by Michael Gray. Motion passed 7-0.

Commission Meeting Agenda: Paula Emery shared a request for more time to prepare for action items on Board agendas. It was suggested that staff and the Executive Committee should be able to foresee what is going to be coming up and that that staff can draft an outline of the major issues several months in advance and this list can be continuously reviewed when we are approving Commission agendas and plan at least a month in advance. This could allow more time for staff to get necessary materials out to the Board well in advance of meetings.

Christian noted that in response to last month’s request for additional information on Act 250, that he is

1 working on coordinating with the Natural Resources Board for a presentation/training, however, it is not
2 possible to schedule this for our regular meeting time. It was suggested that as there is no pressing
3 business to address next week, that the regular Board meeting be postponed and that staff continue to
4 work to set up this 250 presentation during the month of February.

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6 *Lee Cattaneo moved to postpone the meeting to a date in February to be determined for the Act 250*
7 *presentation. Peter Carbee seconded. Motion carried 7-0.*

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9 **Executive Session** – 1 V.S.A. § 313(a)(3), Personnel: *An executive session was not held.*

10
11 **Adjourn:** *Peter Carbee moved to adjourn at 5:41 pm; seconded by Paula Emery. Motion passed*
12 *unanimously.*

13
14 Respectfully submitted,

15
16 Nancy Chartrand, Office Manager