

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Executive Committee Meeting**
3 **MINUTES**

4 **March 4, 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 type="checkbox"/> Alexis Leacock | <input checked="" type="checkbox"/> Janet Shatney |
| <input checked="" type="checkbox"/> Jerry D’Amico | | |

6 Staff: Christian Meyer, Nancy Chartrand, Lincoln Frasca, Reuben MacMartin, Keith Cubbon

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

8
9 **Call to Order:** Chair D’Amico called the meeting to order at 4:00 pm.

10 **Adjustments to the Agenda:** It was noted that an addition will be made to the draft 3/12 board agenda
11 in the packet.

12 **Public Comment:** None

13
14 **Financial Report:** Ahsan Ijaz reviewed the financials for January 2024 outlined in the packet. Christian
15 noted that five of our staff started between the end of June and now and we have built up staffing a
16 considerable extent which will allow for a more predictable budget.

17
18 *Peter Carbee moved to accept the financial report of January 31, 2024; Paula Emery seconded. Motion*
19 *passed 5-0.*

20
21 **Contract/Agreement Authorization**

22 CCRPC Northwest Vermont Transit Oriented Development (TOD)

23 Reuben provided an overview of the information in the packet. Paula requested that the committee
24 receive periodic updates on the projects that will be managed.

25 *Lee Cattaneo moved to authorize the Executive Director to sign the contract; seconded by Michael Gray*
26 *Motion passed 5-0.*

27
28 Janet Shatney joined the meeting.

29
30 Two Rivers-Ottawaquechee Regional Commission – Planning and Facilitation Services for the Resilience
31 Initiative for Vermont Empowerment and Recovery (RIVER) (Action)

32 Christian provided an overview of the information in the packet. It was confirmed that we will be the
33 local facilitator for Berlin – Barre City (Winooski Main branch) but will be working with an engineer.

34 *Peter Carbee moved to authorize the Executive Director to sign the contract with Two Rivers*
35 *Ottawaquechee Regional Commission for the RIVER project; seconded by Paula Emery. Motion passed 6-0.*

36
37 Master Agreements for Clean Water Partners – Vermont Natural Resources Council)

38 Lincoln provided an overview of the information in the packet, confirming that VNRC would be a project
39 implementor for future projects under the Clean Water Service provider program. There was question
40 as to whether or not Executive approval was needed due to there not being a designated dollar amount
41 on the agreement and Christian advised that he is still requesting approval.

42 *Peter Carbee moved to authorize the Executive Director to sign the Master Agreement with VNRC for*

1 *project management. Janet Shatney seconded. Motion passed 6-0.*

2
3 **Meeting Minutes (2/5/24)**

4 *Lee Cattaneo moved to approve the Executive Committee minutes of 2/5/24, seconded by Michael Gray.*
5 Chair D'Amico inquired if staff had set an upper threshold value for projects to be considered by the
6 Winooski Basin Water Quality Council in order to meet the necessary phosphorus reduction goal if
7 standards are being addressed as requested at the last meeting and Christian advised they are making
8 progress on this. Peter Carbee requested that the typo be fixed on page 3. There was brief discussion
9 related to the work that is occurring on Route 2 outside Plainfield and a request for a future update on
10 the issue with the pull-out just outside Plainfield. Christian suggested Keith Cubbon be contacted related
11 to that issue as he's been in communication with AOT. *The motion was amended to include "as*
12 *amended", the vote was called and motion passed 6-0.*

13
14 **Commission Meeting Agendas:**

15 It was noted the agenda should be amended to include a legislative update from the Executive Director.
16 It will be added following Enhanced Energy Plan Updates. Paula questioned if there would be enough
17 time for discussion with the size of the agenda and it was noted that all times are approximate.

18
19 *Peter Carbee moved to accept the 3/12 agenda as amended; seconded by Michael Gray. Motion passed*
20 *6-0.*

21
22 A brief update was given related to the status of bank consolidation. It was noted that two banks have
23 been identified and per policy the Executive Director has authority to open new accounts however, we
24 wanted to keep the committee apprised as we move through the process and document our final
25 determinations. It is anticipated we will move forward with accounts at Community National Bank and
26 M&T Bank.

27
28 It was noted that the March 21st Board agenda needs the meeting location added; and it was confirmed
29 that invitations will be sent to Planning Commissions and municipalities.

30
31 *Peter Carbee moved to accept the 3/21 agenda as amended; seconded by Janet Shatney. It was*
32 *confirmed that it will be in person and via Zoom. Vote called and motion passed 6-0.*

33
34 **Executive Session – 1 V.S.A. § 313(a)(3), Personnel:**

35 *At 4:46 pm, Janet Shatney moved to enter executive session to discuss personnel matters, seconded by*
36 *Michael Gray. Motion carried 6-0.*

37
38 *At 5:02, pm Peter Carbee moved to exit executive session, seconded by Michael Gray. Motion carried 6-*
39 *0. No action taken during the session.*

40
41 **Adjourn:** *Peter Carbee moved adjourn at 5:03 pm, seconded by Lee Cattaneo. Motion passed*
42 *unanimously.*

43
44 Respectfully submitted,
45 Nancy Chartrand, Office Manager