

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

4 **April 1, 2024 Meeting**

5 **Present:**

Peter Carbee                       Paula Emery                       Michael Gray  
 Lee Cattaneo                       Alexis Leacock                       Janet Shatney  
 Jerry D’Amico

6 Staff: Christian Meyer, Brian Voigt

7 Guests: Ahsan Ijaz, Ijaz Group

8  
9 **Call to Order:** Chair D’Amico called the meeting to order at 4:03 PM.

10 **Adjustments to the Agenda:** None

11 **Public Comment:** None

12  
13 **Financial Report:**

14 Ahsan Ijaz reviewed the financial statement for the first eight months of the fiscal year. There is a  
15 surplus of more than \$200,000. Indirect and overhead expenses are lower than anticipated. Income and  
16 expenses are below their respective benchmarks.

17  
18 Jerry D’Amico asked if the bank accounts had been consolidated. Christian responded that two  
19 preferred banks have been identified, but there are some details that need to be sorted out in terms of  
20 required balances and fees.

21  
22 *Peter Carbee moved to accept the unaudited financial report of March 27, 2024; Michael Gray seconded.*  
23 *Motion passed 5-0.*

24  
25 **Contract/Agreement Authorization**

26 Town of East Montpelier – Local Hazard Mitigation Plan

27 Christian provided an overview of the materials in the packet. He noted that East Montpelier would like  
28 to work with CVRPC on this project. The project should wrap up by the end of the year.

29  
30 *Lee Cattaneo moved to authorize the Executive Director to sign the grant agreement; seconded by Alexis*  
31 *Leacock. Motion passed 5-0.*

32  
33 Mount Ascutney Regional Commission – Brownfields Revitalization Assessment Grant Program –  
34 Amendment #1

35 Christian provided an overview of the materials in the packet. He noted there is a \$50,000 cap per site  
36 but CVRPC can work on more than one site. Peter Carbee asked about the budget and the implications  
37 of the additional funding. Christian will review the budget and respond to the Executive Committee.

38  
39 *Peter Carbee moved to authorize the Executive Director to sign the contract; seconded by Alexis Leacock*  
40 *Motion passed 5-0.*

1 Addison County Regional Planning Commission – Basin 8 Stream / Floodplain Restoration Projects

2 Brian provided an overview of the materials in the packet. The goal of this effort is to identify water  
3 quality restoration projects whose design and implementation can be funded with Clean Water Service  
4 Provider Formula Grant money. Jerry D’Amico asked if there is a specific project site. Brian responded  
5 that there are 13 – 15 sites that staff identified through a review of stormwater master plans, stream  
6 geomorphic assessments and river corridor plans.

7  
8 *Michael Gray moved to authorize the Executive Director to sign the grant contract; seconded by Peter*  
9 *Carbee. Motion passed 5-0.*

10  
11 Neck of the Woods – LDD Services

12 Christian provided an overview of the materials in the packet. The funding that Neck of the Woods  
13 received to expand their location requires a local development district. CVRPC can serve in that capacity  
14 (and already does for the Cross Vermont Trail). CVRPC will help with quarterly reporting and  
15 procurement. The project will conclude in September 2026.

16  
17 *Peter Carbee moved to authorize the Executive Director to sign the contract; seconded by Michael Gray*  
18 *Motion passed 5-0.*

19  
20 **Meeting Minutes (3/4/24)**

21 *Michael Gray moved to accept the Executive Committee minutes of 3/4/24; seconded by Lee Cattaneo.*  
22 *Motion passed 5-0.*

23  
24 **Commission Meeting Agenda:**

25 Christian requested that Brownfields Project Review item be added to the agenda after the regional plan  
26 re-adoption assessment report discussion. He explained that the Brownfields Committee has not been  
27 able to achieve quorum for some time. He asked the Executive Committee if they think the full Board of  
28 Commissioners should make a project-level decision instead of the Brownfields Committee. Peter  
29 Carbee noted there are organizations on the Committee which haven’t always had representatives. This  
30 also contributes to the problem of achieving a quorum. Gerry asked if this would be allowable. Christian  
31 responded that it would. Peter Carbee noted that the Brownfields Committee makes a recommendation  
32 to the Board of Commissioners.

33  
34 *Alexis Leacock moved to approve the April 9, 2024 agenda as amended; seconded by Lee Cattaneo.*  
35 *Motion passed 5-0.*

36  
37 Alexis Leacock noted she will need to leave the meeting early to attend the Warren Selectboard meeting  
38 that evening. Michael Gray noted that he may not make the meeting at all because his Selectboard  
39 meets that night as well. Jerry D’Amico requested that Nancy make calls to ensure a quorum will be  
40 present.

41  
42 **Executive Session – 1 V.S.A. § 313(a)(3), Personnel:**

43 *At 4:32 pm, Lee Cattaneo moved to enter executive session to discuss personnel matters; seconded by*  
44 *Peter Carbee. Motion passed 5-0.*

1 *At 4:59 pm Peter Carbee moved to exit executive session; seconded by Lee Cattaneo. Motion passed 5-0.*  
2 *No action taken during the session.*

3

4 **Adjourn:** *Lee Cattaneo moved adjourn at 5:00 pm, seconded by Alexis Leacock. Motion passed 5-0.*

5

6 Respectfully submitted,

7 Brian Voigt, Senior Planner