

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

4 **May 6, 2024 Meeting**

5 **Present:**

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Peter Carbee | <input type="checkbox"/> Paula Emery | <input checked="" type="checkbox"/> Michael Gray |
| <input checked="" type="checkbox"/> Lee Cattaneo | <input checked="" type="checkbox"/> Alexis Leacock | <input type="checkbox"/> Janet Shatney |
| <input checked="" type="checkbox"/> 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 4:01 PM.

10 **Adjustments to the Agenda:** None

11 **Public Comment:** None

12
13 **Financial Report:**

14 Ahsan Ijaz reviewed the financial statement as provided in the meeting packet. Christian and Ahsan
15 both provided an overview of indirect costs and its impact on surplus; noting every year there is an
16 agreement with the State as to what the approved indirect rate will be and it is common for there to be
17 fluctuation to adjust for over or under billing the rate based on expenses.

18
19 *Peter Carbee moved to accept the unaudited financial report of March 31, 2024; Lee Cattaneo seconded.*
20 *Motion passed 5-0.*

21
22 **Contract/Agreement Authorization**

23 Christian provided a brief overview of the LHMP contracts: Town of Middlesex – Local Hazard Mitigation
24 Plan & Town of Worcester – Local Hazard Mitigation Plan

25
26 *Lee Cattaneo moved to authorize the Executive Director to sign the contracts with the Town of Worcester*
27 *and Town of Middlesex to prepare Hazard Mitigation Plans; seconded by Lexi Leacock. Motion passed 5-*
28 *0.*

29
30 Department of Environmental Conservation Clean Water Service Provider – Start Up – Amendment #4

31 Brian Voigt advised the start-up period has officially ended however this contract extends the timeline
32 to allow us to continue the work on operations and maintenance (O&M) training and planning and
33 provide reimbursements to organizations to receive training on operations and maintenance. It was
34 confirmed CVRPC staff will not be doing O&M work, but may be doing inspections and making
35 appropriate recommendations. The goal is to set a schedule for ongoing maintenance activities and pre-
36 train road crews, and others in the maintenance process.

37
38 *Peter Carbee moved to authorize the Executive Director to sign the grant amendment; seconded by*
39 *Michael Gray. Motion passed 5-0.*

1 **FY25 Dental Benefit**

2 Nancy Chartrand provided an overview of the information as outlined in the meeting packet.

3
4 *Peter Carbee moved to approve CVRPC's FY25 dental benefit; seconded by Lee Cattaneo. Motion passed*
5 *5-0.*

6
7 **Meeting Minutes (4/9/24)**

8 It was noted that the 4/1/24 minutes were not included in the meeting packet and would need to be
9 included in the next meeting agenda.

10
11 *Peter Carbee moved to accept the 4/9/24 Executive Committee minutes as published. Lexi Leacock*
12 *seconded. Motion passed 5-0.*

13
14 **Commission Meeting Agenda:**

15 Christian advised guests will be visiting from two other Regional Planning Commissioners. Catherine
16 Dimitruk of Northwest Regional Planning Commission & Bill Colvin from Bennington County Regional
17 Commission will be joining as part of a peer review process being undertaken by VAPDA. Christian went
18 on to walk the committee through the rest of the items warned on the agenda.

19
20 There was discussion that a legislative summary specifically related to Act 250 would be helpful at a
21 future meeting.

22
23 *Michael Gray moved to accept the May 14, 2024 agenda, seconded by Lexi Leacock. Motion passed 5-0.*

24
25 Lexi advised she may not make it to the meeting next week and it was confirmed there would not be a
26 vote on the regional plan re-adoption.

27
28 **Executive Session – 1 V.S.A. § 313(a)(3), Personnel:**

29 *At 4:37 pm, Lexi Leacock moved to enter executive session to discuss personnel matters, inviting in*
30 *Christian Meyer; seconded by Peter Carbee. Motion passed 5-0.*

31
32 *At 4:55 pm Peter Carbee moved to exit executive session; seconded by Michael Gray. Motion passed 5-0.*

33
34 *Lee Cattaneo moved to appoint Christian Meyer to another year as Executive Director with a 6% salary*
35 *increase, effective July 1, 2024; seconded by Peter Carbee. Motion passed 5-0.*

36
37 **Adjourn:** *Peter Carbee moved adjourn at 5:05 pm, seconded by Lexi Leacock. Motion passed.*

38
39 Respectfully submitted,
40 Nancy Chartrand, Office Manager