

1                                   **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
2   **Executive Committee Meeting**  
3   **DRAFT MINUTES**  
4   **June 3, 2024**

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 type="checkbox"/> Alexis Leacock | <input checked="" 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   **Commencement**

10   Committee chair, Jerry D’Amico, Called the meeting to order at 4:02PM

11   No adjustment to the Agenda

12   No members of the public present

13   **Financial Report**

14   Ahsan Ijaz reviewed the financial statement as provided in the meeting packet. Janet Shatney moved to  
15   accept the unaudited April financial report. Michael Gray seconded the motion. The motion carried.

16   **Draft Budget & Workplan**

17   Christian lead discussion on the fiscal year 2025 (FY25) budget and work plan. Discussion focused on areas  
18   where there were changes from previous years. Major areas of discussion included new funding programs  
19   and possible capital expenses.

20   **Contract/Agreement Authorization**

21   Peter Carbee moved to authorized the executive director to sign the agreement with Northeastern  
22   Vermont Development Association to undertake implementation activities for the Municipal Vulnerability  
23   Index. Lee Cattaneo seconded the motion. The motion carried.

24   Janet Shatney moved to authorize the executive director to sign Amendment #1 to contract #CVRPC-  
25   2023VTBFLDS with Mount Ascutney Regional Commission to support he provision of services for  
26   assessments and cleanup panning activities for brownfields. Michael Gray seconded the motion. The  
27   motion carried.

28   Lee Cattaneo moved to authorize the executive director to sign the amendment to the Chittenden County  
29   Regional Planning Commission 2024 Tactical Basin Planning grant to increase funding to \$24,056. Michael  
30   Gray seconded the motion. The motion carried.

31   Lee Cattaneo moved to authorize the executive director to sign the amendment to the agreement with  
32   the Rutland Regional Planning Commission for the ARPA Municipal Coordination and Assistance program.  
33   Peter Carbee seconded the motion. The motion carried.

34   Michael Gray moved to authorize the executive director to sign the contract with SLR Inc. to provide  
35   engineering services for the Eat Calais Post Office and Moscow Woods Road Gully Stormwater  
36   Implementation Project. Janey Shatney seconded the motion. The motion carried.

37   **FY25 Meeting Dates**

38   The Executive Committee reviewed the proposed calendar of meetings.

39 **Meeting Minutes – 4/1/24 & 5/6/24**

40 Peter Carbee moved to accept the meeting minutes from 4/1/2024 and 5/6/2024. The motion was  
41 seconded by Michael Gray. The motion Carried.

42 **Commission Meeting Agenda**

43 Jerry D’Amico requested we add a moment of silence in memorial of Steve Lotspeich at the beginning of  
44 the meeting. Committee members agreed. Peter Carbee moved to approve the Board of Commissioners  
45 Meeting agenda as amended. Janet Shatney seconded the motion. The motion carried.

46 **Executive Session 1 V.S.A. § 313(a)(3), Personnel**

47 Lee Cattaneo moved to enter executive session to discuss personnel issues and invited Christian Meyer to  
48 join. Janet Shatney seconded the motion. The motion carried. The Executive Committee entered executive  
49 session at 4:51 PM.

50 Lee Cattaneo moved to exit executive session. The motion was seconded by Michael Gray. The motion  
51 carried. The Executive Committee exited executive session at 5:05PM with no actions were taken.

52 Peter Carbee moved to adjourn. Janet Shatney seconded the motion. The motion carried.

53 The chair adjourned the meeting at 5:06PM.

54

55 Respectfully submitted,

56 Christian Meyer, Executive Director

DRAFT