

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Executive Committee Meeting**
3 **DRAFT MINUTES**
4 **July 1, 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 type="checkbox"/> Alexis Leacock | <input type="checkbox"/> Janet Shatney |
| <input checked="" type="checkbox"/> Jerry D'Amico | | |

6 Staff: Christian Meyer, Nancy Chartrand, Brian Voigt

7
8 **Call to Order:** Chair D'Amico called the meeting to order at 4:00 PM.

9 **Adjustments to the Agenda:** Discussion ensued related to late receipt of the packet and postponing
10 the warned policy items for action.

11 **Public Comment:** None

12
13 **Financial Report**

14 Christian Meyer reviewed the financial statement as provided in the meeting packet. There was
15 discussion as to what funding rollover and status of bank consolidation and closing of accounts.
16 *Peter Carbee moved to accept the unaudited May financial report. Michael Gray seconded the motion.*
17 *The motion carried 4-0.*

18
19 **Budget & Workplan**

20 Christian provided an overview of the information included in the packet with specific review of ACCD,
21 Transportation, and Natural Resources programs and noted additional training has been included in this
22 year's budget for staff. It was also noted that the budgeted amount for accounting reflects initially
23 using a contractor and potentially transitioning to a financial manager. An amendment to the budget
24 will be made once we know what will be needed for an overlap if a financial manager is hired.
25 *Michael Gray moved to accept the FY25 work plan and budget. Peter Carbee seconded the motion. The*
26 *motion carried 4-0.*

27
28 **TPI Budget & Workplan**

29 Jerry advised this information was reviewed and approved at last week's TAC meeting. Christian
30 provided an overview of the information included in the packet advising that the TPI programming
31 allows up to two budget amendments throughout the year to reallocate funds within the program to
32 different tasks. There was brief discussion about the need for an Assistant Planner focused in GIS.
33 *Peter Carbee moved to accept the proposed adjustments to the FFY2024 CVRPC TPI budget. Michael*
34 *Gray seconded the motion. The motion carried 4-0.*

35
36 **Contract/Agreement Authorization**

37 Christian and Brian provided an overview of all the contracts included in the packet.

38
39 US Department of Transportation - Safe Streets and Routes for All - Safety Action Planning SS4A 2024

40 *Peter Carbee moved to authorize the executive director to sign the contract. Lee Cattaneo seconded the*
41 *motion. The motion carried 4-0.*

42 CVRPC Transportation Alternatives Program TAP TA24(9) - Mad River Path

43 *Peter Carbee moved to authorize the executive director to sign the agreement. Michael Gray seconded*
44 *the motion. Discussion ensued confirming it was a 10-foot wide path and would not be for motor*
45 *vehicles. The motion carried 4-0.*

1 Vermont Land Trust - John Fowler Road Berm Removal Final Design

2 Brian requested authorization to sign the amendment once the BWQC approves an amendment to the
3 project budget to allow for a needed archaeological survey. It was confirmed the project will be funded
4 by DEC Formula Grant funds.

5 *Peter Carbee moved to authorize the executive director to sign the amendment to the CVRPC Master*
6 *Agreement in an amount not to exceed \$35,674.46. Michael Gray seconded the motion. The motion*
7 *carried 4-0.*

8 **Procurement/Admin-Fin Policy**

9 It was confirmed no action will be taken on these items today. Christian provided an overview of the
10 need to update our Procurement Policy to meet federal guidelines. Brian and Christian also provided an
11 overview of proposed changes to the Administrative and Financial Policy. These items will be included
12 in the next Committee agenda to allow for more review of the proposed changes.

13 **Personnel Policy**

14 Christian led discussion on how to proceed with potential updates to the current Personnel Policy. He is
15 considering changes that would be beneficial to staff with relation to recruitment and retention.
16 Discussion ensued as to how long it has been since the policy was updated. Michael advised he was on a
17 Personnel Policy Work Group that briefly started right before COVID, but was stalled and then never
18 restarted. There was agreement that time for Personnel Policy review be added to monthly Executive
19 Committee agendas to allow discussion among the entire committee.

20 **Meeting Minutes – 6/3/24**

21 *Peter Carbee moved to accept the meeting minutes from 6/3/24. The motion was seconded by Michael*
22 *Gray. The motion carried 4-0.*

23 **Commission Meeting Agenda**

24 Christian provided an overview of the draft agenda.

25 *Peter Carbee moved to approve the Board of Commissioners Meeting agenda. Lee Cattaneo seconded*
26 *the motion. The motion carried.*

27 **Adjourn**

28 There was discussion related to recognition of Steve Lotspeich. It was concurred that a personalized
29 brick at the Waterbury Skatepark is preferred. It was also requested that staff looking into the potential
30 of doing an annual scholarship for a planning major.

31 *Peter Carbee moved to adjourn. The motion was seconded by Michael Gray. The chair adjourned the*
32 *meeting at 5:12 PM.*

33
34 Respectfully submitted,
35 Nancy Chartrand, Office Manager
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