

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

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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