

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

5 **Present:**

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

6 Staff: Christian Meyer, Nancy Chartrand, Brian Voigt, Reuben MacMartin

7 Guest: Ahsan Ijaz, Ijaz Group

8
9 **Call to Order:** Chair D’Amico called the meeting to order at 4:07 pm

10 **Adjustments to the Agenda:** It was requested that the financial report be pushed to later in the agenda
11 pending arrival of the accountant.

12 **Public Comment:** None

13
14 **FY25 Budget Amendment**

15 Christian Meyer provided a brief overview of the information provided in the packet. The budget is
16 increasing by about \$200K, some is flow-through, some adjusted ACCD contract. It also includes
17 increased expenses (contractor services, and additional position).

18
19 *Lee Cattaneo moved to adopt the proposed budget adjustments, seconded by Janet Shatney. Motion*
20 *passed 4-0.*

21
22 **Contract/Agreement Authorization**

23 Department of Environmental Conservation – FY23 Formula Grant Amendment #1

24 Amendment is to extend the timeline, not the scope of work or funds, we need time to spend down the
25 FY23 allocation. It was confirmed that DEC has already approved the extension.

26
27 *Lee Cattaneo moved to authorize the executive director to sign the amended grant agreement, seconded*
28 *by Janet Shatney. The motion carried 4-0.*

29
30 Department of Environmental Conservation – SFY2025 Water Quality Restoration Formula Grant

31 This is a separate grant FY25 agreement for increased funding and an extension of the performance
32 period and it also provides funding for operations and maintenance.

33
34 *Lee Cattaneo moved to authorize the executive director to sign the amended grant agreement, seconded*
35 *by Janet Shatney. The motion carried 4-0.*

36
37 Two Rivers Ottauquechee Regional Commission – Municipal Technical Assistant Program sub-agreement
38 Amendment #1

39 Amendment is to adjust the funding amount.

40
41 *Janet Shatney moved to authorize the executive director to sign the amendment, seconded by Lee*
42 *Cattaneo. The motion carried 4-0.*

43
44 Department of Housing and Community Development – Neighborhood Development Area Designations
45 (Northfield and Moretown)

1 Additional funding was received from ACCD to assist Northfield and Moretown with a neighborhood
2 development area.

3
4 *Peter Carbee moved to authorize the executive director to sign the contract, seconded by Janet Shatney.*
5 *The motion carried 4-0.*

6
7 VHB – Mad River Path VT-100 Corridor Study

8 The contractor will perform a corridor study/feasibility study for a shared use path in the Mad River
9 Valley. Local match is being made by the 4 towns in the valley at 20%.

10
11 *Janet Shatney moved to authorize the executive director to sign the contract with VHB for \$69,075,*
12 *seconded by Peter Carbee. It was noted that this path would connect to the Cross Vermont Trail on*
13 *Lovers Lane on Route 100B. The motion carried 4-0.*

14
15 **Procurement | Admin-Finance Policies Amendments**

16 Christian advised that for the procurement policy there are ongoing changes at the state and federal
17 levels. Thresholds have been updated as well as reference text.

18
19 *Peter Carbee moved to adopt the amended procurement policy as proposed, seconded by Lee Cattaneo.*
20 *The motion carried 4-0.*

21
22 Christian advised the Administrative and Financial Management policies and procedures language has
23 been amended to clarify that the Executive Director can enter into grant agreements to accept funds on
24 behalf of the CVRPC up to the same \$25,000 threshold, as the Executive Director does for contracts and
25 agreements. Also added was language allowing the Executive Director to approve amendments to
26 contracts that do not amend the dollar value, but only amend the term.

27
28 *Janet Shatney moved to adopt the amended administrative and financial management policies and*
29 *procedures as proposed, seconded by Lee Cattaneo. The motion carried 4-0.*

30
31 **Personnel Policy Amendment**

32 Christian provided an overview of the information outlined in the packet, noting it was to create a job
33 description for a project manager to create flexibility for project development hiring, specifically noting
34 potential need for the upcoming Mad River Path project management. He also noted that he would like
35 to amend the wage range outlined in the packet to \$30 - \$50. Significant discussion ensued on how
36 CVRPC should approach doing a temporary hire for the Mad River Path and what duties would be
37 involved; and it was noted that rather than hiring as a part-time employee for CVRPC, it would be best
38 to have MRVPD do the hiring. It was ultimately agreed that Christian would remove the 4th paragraph
39 from the job description and change to Special Project Manager to make it clear it is a temporary
40 position; and it was noted any job announcement would need to be very specific. Christian will continue
41 to work with MRVPD to coordinate the best way to move forward.

42
43 *Lee Cattaneo moved to approve the job description as verbally amended by Christian and the wage*
44 *range modified with a maximum of \$50.00, seconded by Janet Shatney. Motion carried 4-0.*

45
46 It was requested that Christian send a copy of the revised description to the committee.

47
48 **Financial Report**

49 Ahsan Ijaz reviewed the financial statement as outlined in the packet.

1
2 *Peter Carbee moved to accept the unaudited July financial report, there was brief discussion related to*
3 *how quickly dues come in, seconded by Janet Shatney. The motion carried 4-0.*
4

5 **Municipal Dues**

6 Christian provided an overview of the information provided in the packet. It was noted that staff
7 recommends a 3.9% increase. Outlined was the flexibility of the funds earned from dues in order to
8 match region-wide projects. It was noted that dues have been held flat since FY23. There was brief
9 discussion on the impact of interest on our operating accounts and the need to continue to build our
10 reserves.

11
12 *Peter Carbee moved to recommend to the Board the 3.9% increase (\$1.33 to \$1.38 per capita), seconded*
13 *by Lee Cattaneo. Motion carried 4-0.*
14

15 **Meeting Minutes – 8/5/24**

16 *Lee Cattaneo moved to accept the meeting minutes from 8/5/24, seconded by Janet Shatney. The motion*
17 *carried 4-0.*
18

19 **Commission Meeting Agenda**

20 Christian Meyer reviewed the agenda items outlined in the meeting packet. It was recommended that
21 we add the open meeting law resolution amendment item immediately following the open meeting law
22 update item. This amendment is necessary to outline the change in the regular meeting time for the
23 Brownfields Advisory Committee. It was suggested the program update item should highlight what we
24 are currently doing related flood prevention so folks are aware.

25
26 *Lee Cattaneo moved to approve the Board agenda with amendments, seconded by Peter Carbee.*
27 *Motion carried 4-0.*
28

29 Christian needs to confirm whether or not a special meeting will be needed for the VTtrans funding
30 before the Board meeting, and will advise.
31

32 **Committee Round Table**

33 No items raised.
34

35 **Adjourn**

36 *Lee Cattaneo moved to adjourn, seconded by Peter Carbee. Meeting adjourned at 5:39 pm.*
37

38 Respectfully submitted,
39 Nancy Chartrand, Office Manager
40