

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Executive Committee Meeting**
3 **Meeting Notes**
4 **November 4, 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 checked="" type="checkbox"/> Janet Shatney
<input checked="" type="checkbox"/> Jerry D'Amico		

6 Staff: Christian Meyer, Nancy Chartrand

7
8 **Call to Order:** Chair D'Amico called the meeting to order at 4:01 pm, a quorum was present.

9 **Adjustments to the Agenda:** It was noted that our financial consultant was not able to join, but we are
10 still able to review financial reports.

11 **Public Comment:** None

12
13 **Financial Report**

14 Christian Meyer provided an overview of the information provided in the packet for both the August and
15 September 2024 financial reports. It was also noted we closed our solicitation for a financial manager
16 and have one candidate we will be looking at. He advised we are wrapping up the FY24 audit and a
17 report should be available at our December meeting.

18
19 *Lee Cattaneo moved to accept the financial reports for August and September. Seconded by Lexi*
20 *Leacock. Motion carried 6-0.*

21
22 **Contract/Agreement Authorization**

23 Christian Meyer provided an overview of each contract outlined in the meeting packet.

24
25 Agency of Commerce & Community Development – FY25 Regional Planning Funds

26 *Peter Carbee moved to authorize the Executive Director to sign the grant agreement. Seconded by*
27 *Michael Gray. Motion carried 6-0.*

28
29 Mount Ascutney Regional Commission (MARC) and CVRPC – Brownfields Assessment

30 *Lexi Leacock moved to authorize the Executive Director to sign the sub-grant agreement. Seconded by*
31 *Michael Gray. Motion carried 6-0.*

32
33 Department of Public Safety – FY24 Emergency Management Planning Grant (EMPG)

34 *Janet Shatney moved to authorize the Executive Director to sign the grant agreement. Seconded by Lexi*
35 *Leacock. Motion carried 6-0.*

36
37 City of Barre – Northern Borders Regional Commission Catalyst Grant Local Development District (LDD)

38 Janet Shatney offered to recuse herself from voting as she will be working directly on this project with
39 CVRPC staff. Committee members felt she did not need to do so.

40 *Michael Gray moved to authorize the Executive Director to sign the contract. Seconded by Lexi Leacock.*
41 *Motion carried 6-0.*

42
43 Two Rivers Ottauquechee Regional Commission – Planning and Facilitation Services for the Resilience
44 Initiative for Vermont Empowerment and Recovery (RIVER) Amendment #1

1 *Janet Shatney moved to authorize the Executive Director to sign the grant agreement amendment.*
2 *Seconded by Lee Cattaneo.* There was brief discussion related to the decrease of funding. It was
3 confirmed that these are funds that we are not able to spend within the time of the grant agreement as
4 we were able to streamline some of the processes required, so they are being returned for other regions
5 to have access to. *Motion carried 6-0.*

6
7 There was brief discussion on the Medical Reserve Corps. It was confirmed we have been working with
8 Diana Chace at MRC and that Keith participates in their quarterly board meetings.

10 **CY25 Health Insurance**

11 Christian and Nancy provided details related to the information outlined in the meeting packet. There
12 was discussion related to plan choice and cost, as well as staff response to potential of a self-insured
13 plan.

14
15 *Peter Carbee moved to authorize the Executive Director to set employer health insurance contribution up*
16 *to 100% of the cost of the MVP HDHP Gold 3 Plan for employees and family members. Seconded by Lexi*
17 *Leacock. Motion carried 6-0.*

18
19 *Lexi Leacock moved to maintain employee choice of available plans to include BCBSVT, MVP, and self-*
20 *insured CIGNA health care plans.* There was discussion noting that the self-insured plan may not be a
21 feasible choice once final details are received and suggested that the language be amended to reflect
22 *“maintain employee choice of available plans”.* *Lexi agreed to the amendment. Seconded by Peter*
23 *Carbee. Amended motion carried 6-0.*

24
25 *Janet Shatney moved to maintain 50% payment in lieu of benefit for employees who opt out of CVRPC*
26 *coverage and provide proof of coverage from another provider. Seconded by Michael Gray. Motion*
27 *carried 6-0.*

29 **Office Updates**

30 Christian Meyer provided an update on staffing, noting the recent hire of Assistant planner Pamela
31 Sonn, and advised we are also recruiting for a financial manager. As we have previously budgeted for
32 office leaseholder improvements, and have several years left on our lease, we are planning to explore
33 the cost of minor renovations to the current space to better accommodate our current staff.

35 **Meeting Minutes – 9/3/24 & 10/8/2024**

36 It was noted that the September 3, 2024 minutes need to be amended to reflect the correct meeting
37 date.

38
39 *Peter Carbee moved to approve the September 3 and October 8 minutes, seconded by Lexi Leacock.*
40 *Motion carried 6-0.*

42 **Commission Meeting Agenda**

43 Christian Meyer reviewed the agenda items outlined in the meeting packet. He noted that he wanted
44 to add the discussion of a Winooski Basin Flood Workshop on flood resilience to the agenda, which will
45 follow the Regional Plan Chapter Review.

46
47 *Lee Cattaneo moved to approve the agenda with noted changes. Seconded by Michael Gray. Motion*
48 *carried 6-0.*

1 **Committee Round Table**

2 Janet Shatney shared that Barre City is the recipient of a 900K state grant to elevate homes and are in
3 the process of choosing and putting together a recommendation for City Council. She also provided an
4 update on the status of buyouts noting that Barre City has lots going on for flood recovery and
5 resiliency.

6
7 **Adjourn**

8 Lee Cattaneo moved to adjourn at 5:11 pm, seconded by Lexi Leacock.

9
10 Respectfully submitted,
11 Nancy Chartrand, Office Manager
12