

1                   **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
2                                   **Executive Committee Meeting**  
3                                   **Special Meeting Minutes**  
4                                   **October 8, 2024 Meeting**

5 Present:

<input checked="" type="checkbox"/> Peter Carbee	<input checked="" type="checkbox"/> Paula Emery	<input type="checkbox"/> Michael Gray
<input checked="" type="checkbox"/> Lee Cattaneo	<input checked="" type="checkbox"/> Alexis Leacock	<input type="checkbox"/> Janet Shatney
<input checked="" type="checkbox"/> Jerry D’Amico		

6 Staff: Christian Meyer, Nancy Chartrand

7 Guest: Ahsan Ijaz, Ijaz Group

8  
9 **Call to Order:** Chair D’Amico called the meeting to order at 6:00 pm and a quorum was present.

10 **Adjustments to the Agenda:** None

11 **Public Comment:** None

12  
13 **Contract/Agreement Authorization**

14 Department of Public Safety – FY2024 Emergency Management Planning Grant

15 This is related to our annual contract from the Department of Public Safety. They are running behind on  
16 contracts, but this will authorize us to enter into an Advance Notice to Proceed and allow us to initiate  
17 billing. We will review the full contract with the Executive Committee for approval upon receipt.

18  
19 *Lee Cattaneo moved to authorize the executive director to sign the advance notice to proceed, seconded*  
20 *by Peter Carbee. The motion carried 4-0.*

21  
22 Brownfields Assessment Program – Weston & Sampson Phase II Site Assessment or 300-302 Granger  
23 Road – Berlin, VT Amendment #1

24 This is to amend the contract value and performance period for the above noted Phase II assessment.

25  
26 *Paula Emery moved to authorize the executive director to sign the contract amendment, seconded by Lee*  
27 *Cattaneo. The motion carried 4-0.*

28  
29 Christian also advised for the FYI contract that we are renewing with current cleaning service. We will go  
30 out to bid next year.

31  
32 Alexis Leacock joined the meeting.

33  
34 **Adjourn**

35 *Paula Emery moved to adjourn. Seconded by Peter Carbee. Meeting adjourned at 6:06 pm.*

36  
37 Respectfully submitted,  
38 Nancy Chartrand, Office Manager