

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee Meeting
Minutes
March 31, 2025 Meeting

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"/> Vacant	<input checked="" type="checkbox"/> Janet Shatney
<input checked="" type="checkbox"/> Jerry D'Amico		

Staff: Christian Meyer, Nancy Chartrand, Brian Voigt

Guests: Ahsan Ijaz, Ijaz Group

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

Adjustments to the Agenda: None

Public Comment: None

Financial Report: Ahsan Ijaz provided an overview of the information provided in the meeting packet.

Peter Carbee moved to accept the unaudited financial reports through February 28, 2025.

Seconded by Michael Gray. Motion passed 4-0.

Contract/Agreement Authorization

Janet Shatney joined the meeting at 4:08 pm. Brian and Christian provided an overview of the information in the packet for both agreements. There was discussion on the RFP selection process for the master agreements and the addendum process. It was also confirmed the Brownfields project was for one of the Barre City's buyouts.

Master Agreement for Clean Water Partners – Lincoln AgriSource LLC

Michael Gray moved to authorize the Executive Director to sign a Master Agreement with Lincoln AgriSource LLC for sub-contractor project services. Seconded by Lee Cattaneo. Motion passed 5-0.

Watershed Consulting – Marshfield Road Gully Stabilization & Culvert Replacement (2024-08.02)

Peter Carbee moved to authorize the Executive Director to sign a Master Agreement amendment with Watershed Consulting. Seconded by Janet Shatney. Motion passed 5-0.

ADA Procedures & Language Use Plan: Christian provided an overview of the information in the packet, noting these are complementary documents to the Title VI information recently approved.

Peter Carbee moved to approve the Commission's ADA Complaint Procedures and Language Access Plan; seconded by Michael Gray. Motion passed 5-0.

Salary Range Update – Personnel Policy: Christian provided an overview of the information in the packet. It was confirmed these would be effective immediately.

1 Janet Shatney moved to adopt the revised wage schedule for existing staff descriptions.
2 Seconded by Michael Gray. Motion passed 5-0.
3

4 **Memorial Fellowship:** Christian advised that follow-up to the executive committee's request to
5 review a memorial scholarship idea with staff resulted in the following suggestion:

- 6 • Solicit proposals from municipalities for project or needs they anticipate
- 7 • Recruit for intern for annual fellowship and match up the best candidate with municipal
- 8 • Hire intern to work on a specific municipality's project (working out of the CVRPC office).

9 There was discussion on whether a fellowship would include benefits and also noted that such
10 a position would be budget consistent. It was confirmed it should be named after former Board
11 Chair Steve Lotspeich. Discussion on FY27 or FY26 start-up for this. Preference is to try and
12 make it happen for FY26 – perhaps hire in September. Consensus was to move forward. Next
13 steps: Christian to review the budget and draft a job description; and then we can bring the
14 proposal to the full commission.
15

16 **Meeting Minutes – 3/3/25**

17 *Peter Carbee moved to approve the minutes. Seconded by Lee Cattaneo. Motion passed 5-0.*
18

19 **Commission Meeting Agenda:** Christian reviewed the agenda as outlined in the meeting
20 packet. It was suggested the legislative update item be contingent on availability. Christian
21 outlined the current vacancy on the Executive Committee and that the bylaws outline a
22 nomination and approval from the floor at the next Board meeting.

23 *Janet Shatney moved to approve the agenda of April 8, 2025 contingent on VLCT being available*
24 *for the Legislative Update, seconded by Lee Cattaneo. Motion passed 5-0.*
25

26 **Committee Round Table:** Christian commented we are getting strong applicants for our
27 municipal assistance planner position that is currently being recruited for.
28 Michael shared that the Town of Woodbury is having a hard time getting reregistered with
29 SAM.gov. based on an address issue, which is causing difficulty with upcoming grants.
30 Jerry commented on the lack of shoveling outside the entryway of the office.
31

32 **Executive Session:**

33 *At 4:45 pm, Peter Carbee moved to enter executive session per 1 V.S.A. § 313(a)(3), personnel,*
34 *and invited the Executive Director. Seconded by Michael Gray. Motion passed 5-0.*
35

36 *At 4:56 pm, Lee Cattaneo moved to exit executive session with no action taken. Seconded by*
37 *Janet Shatney. Motion passed 5-0.*
38

39 **Adjourn**

40 *At 4:57 pm, Peter Carbee moved to adjourn. Seconded by Lee Cattaneo.*
41

42 Respectfully submitted,
43 Nancy Chartrand, Office Manager
44