

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**BOARD OF COMMISSIONERS**  
**MINUTES**  
**October 8, 2024**

**Commissioners:**

<input type="checkbox"/> Barre City	Janet Shatney, Sec/Treas	<input checked="" type="checkbox"/> Moretown	David Stapleton
<input type="checkbox"/>	Vacant	<input type="checkbox"/>	Joyce Manchester, Alt
<input type="checkbox"/> Barre Town	Alice Farrell	<input checked="" type="checkbox"/> Northfield	Royal DeLegge
<input type="checkbox"/>	Vacant	<input type="checkbox"/>	Jeff Schulz, Alt
<input checked="" type="checkbox"/> Berlin	Robert Wernecke	<input checked="" type="checkbox"/> Orange	Lee Cattaneo
<input type="checkbox"/>	Karla Nuissl, Alt.	<input checked="" type="checkbox"/> Plainfield	Paula Emery
<input checked="" type="checkbox"/> Cabot	Brittany Butler	<input type="checkbox"/>	Bob Atchinson, Alt.
<input checked="" type="checkbox"/> Calais	John Brabant	<input checked="" type="checkbox"/> Roxbury	Jerry D’Amico, Chair
<input type="checkbox"/>	Melanie Kehne, Alt.	<input checked="" type="checkbox"/> Waitsfield	Don La Haye
<input type="checkbox"/> Duxbury	David Wendt	<input checked="" type="checkbox"/>	Alice Peal, Alt.
<input type="checkbox"/>	Vacant	<input checked="" type="checkbox"/> Warren	Alexis Leacock
<input checked="" type="checkbox"/> E. Montpelier	Zoe Christiansen	<input type="checkbox"/>	Jenny Faillace, Alt.
<input type="checkbox"/>	Clarice Cutler, Alt.	<input checked="" type="checkbox"/> Washington	Peter Carbee, Vice Chair
<input checked="" type="checkbox"/> Fayston	Andrew McNealus	<input checked="" type="checkbox"/> Waterbury	Doug Greason
<input type="checkbox"/> Marshfield	Vacant	<input checked="" type="checkbox"/> Williamstown	Richard Turner
<input checked="" type="checkbox"/> Middlesex	Ron Krauth	<input type="checkbox"/>	Jacqueline Higgins, Alt.
<input type="checkbox"/>	Mitch Osiecki, Alt.	<input checked="" type="checkbox"/> Woodbury	Michael Gray
<input checked="" type="checkbox"/> Montpelier	Mike Miller, Alt.	<input checked="" type="checkbox"/> Worcester	Bill Arrand
<input type="checkbox"/>	Vacant		

Staff: Christian Meyer, Nancy Chartrand, Will Pitkin, Keith Cubbon, Lincoln Frasca

Guests: Stephen Whitaker, Montpelier resident; Melissa Bounty, Central Vermont Economic Development Corp.

**Call to Order:** Chair D’Amico called the meeting to order at 6:30 pm, a roll call was completed, and a quorum was present.

**Adjustments to the Agenda:** It was noted that the Regional Plan Chapter Review on Natural Systems may need to be placed later in the agenda (after the minutes).

**Public Comments:** John Brabant shared the news of John Hoogenboom’s recent passing, and a moment of silence was observed in remembrance.

Stephen Whitaker, resident of Montpelier, requested the Board of Commissioners direct the Executive Director, who has replaced Charlie Baker on the Vermont Community Investment Board (CIB), to join in a motion for reconsideration of the approval of Montpelier’s Growth Center. Montpelier’s Growth Center application was reviewed at the September 23<sup>rd</sup> CIB meeting, and he believes it is grossly deficient of statutory requirements. He outlined several items missing from Montpelier’s application, including conformance with the Regional Plan and written description from the RPC of the role of the proposed growth center and neighboring communities. He believes the RPC has been bypassed and that should not happen.

1 Significant discussion ensued, and it was concluded that the Board would like to hear more about this topic.  
2 Christian Meyer provided background noting the application between City of Montpelier and Community  
3 Investment Board is about expanding downtown growth center designation and we have not been asked to  
4 make a decision on this.  
5

6 It was noted that this is the public comment part of meeting, and we need to decide as a body if we want to  
7 discuss any further at a future meeting. There was discussion about the timeline and Christian advised he can  
8 confirm whether the Board would need to meet in advance of the next CIB meeting on 10/28. It was requested  
9 that staff research further and come back with a timely report to determine if a special meeting of the Board  
10 needs to be scheduled.  
11

12 Chair D’Amico thanked Stephen for his comments and advised we will take it under consideration.  
13

14 **Central Vermont Economic Development Corporation Update:** Chair D’Amico introduced Melissa Bounty of  
15 CVEDC. Melissa noted they are working in coordination with CVRPC on Regional Project Prioritization. She  
16 noted quite a few municipal applications have been received this year. An info session was held yesterday at  
17 Kellogg Hubbard library and there will be another session held virtually tomorrow.  
18

19 CVEDC was named statewide technical assistance provider for the BEGAP grant to support businesses and farms  
20 flood impacted in 2023 or 2024. If anyone is aware of farms that had physical damage from 2024 flooding,  
21 please encourage them to apply – it closes on November 15<sup>th</sup>. CVEDC has staff available to assist with accessing  
22 this grant. There is a significant amount of money available.  
23

24 CVEDC has received a grant from the Vermont Department of Labor to subsidize internships in the region. They  
25 can pay 50% of intern wages. The grant was originally regional but has been extended to be statewide  
26 (excluding Chittenden County). If members are aware of a business that could benefit from an intern this fall or  
27 spring, direct them to CVEDC.  
28

29 It was confirmed that meetings for the Regional Project Prioritization Committee have not been scheduled yet.  
30 The application window closes on October 15<sup>th</sup>, applications will be provided to committee members and a  
31 meeting scheduled in November. It was confirmed that Paula Emery, Doug Greason and Mitch Osiecki are the  
32 CVRPC Commissioners on the Committee.  
33

34 **Municipal Dues:** Christian Meyer provided an overview of the memorandum outlined in the packet outlining  
35 the Executive Committee’s recommendation to raise dues from \$1.33 per capita to \$1.38 per capita (3.9%).  
36

37 Peter Carbee noted he agrees with increase and advised that another organization he is involved in has decided  
38 to increase dues by weight of inflation each year, in case the Commission wants to consider that in the future. It  
39 was confirmed that 2020 census data is used for the capita. There was inquiry as to whether the increase went  
40 to salaries, and it was noted it was hard to say specifically.  
41

42 *David Stapleton moved to accept the Executive Committee’s recommendation and increase CVRPC’s municipal*  
43 *dues assessment rate from \$1.33 per capita to \$1.38 per capita for Fiscal Year 2026; seconded by Peter Carbee.*  
44 *Motion passed unanimously.*

1  
2 **Municipal Aid Agreement Presentation:** Emergency Management Planner Keith Cubbon further reviewed the  
3 information as provided in the meeting packet. He noted CVRPC is host to the Regional Emergency  
4 Management Committee (REMC), and that each town has two representatives. The REMC requested CVRPC put  
5 together a public works mutual aid agreement to allow communities to share assets/equipment with each other  
6 in emergencies/disasters. This agreement provides the paperwork a municipality would need to submit to  
7 FEMA for borrowing equipment from another town. Tonight is an introduction to this agreement. Christian  
8 noted that generally agreements such as these are approved by the Executive Committee, but we wanted to  
9 bring this proposed agreement to the full Board of Commissioners to allow for further comment/input. Our  
10 bylaws allow us to have such an agreement. The agreement would use the NIMS system for natural disaster  
11 reimbursement and would use the FEMA reimbursement tables.

12  
13 Discussion ensued including confirmation that this agreement is more public works focused than the current  
14 Capital Fire Mutual Aid agreement. Also discussed was potential conflicts between towns; and Keith has not  
15 heard of any from other regions, noting that NIMS resources have federally assigned values which helps to  
16 clarify rates.

17  
18 It was confirmed that this is an optional agreement for towns and would allow a town to cast a wider net than it  
19 may currently have with abutting town agreements.

20  
21 **Update on Regional Flood Coordination:** Christian Meyer provided an update on how we are addressing flood  
22 mitigation region wide. We've met with regional partners, the State, Friends of the Winooski and some active  
23 municipalities to try and think about what would be a productive way to begin the conversation at the full basin  
24 level with the idea of working towards some type of campaign or engagement process that could help build  
25 momentum among municipalities to work towards a shared vision. As an Commission in midst of updating its  
26 Regional Plan, it is also beneficial to get input on things we want to consider for our own regional plan and how  
27 we want to get involved in flood mitigation as a region. It is an ongoing process and Christian will keep the  
28 Board updated and we may have requests for representatives from municipalities in the future.

29  
30 **Minutes – (9/10/24):** *Peter Carbee moved to accept the minutes as written, seconded by Doug Greason.*  
31 *Motion passed unanimously.*

32  
33 **Regional Plan Chapter Review – Natural Systems:** Natural Resources Planner Lincoln Frasca provided an  
34 overview of the information included in the meeting packet.

35 It was noted that this updated draft has taken a list of all the things we have in the region and helped to make it  
36 into a useful tool. There was discussion on the timeline for comment and it was noted that the Regional Plan  
37 Committee is working through chapters, so the sooner comments can be provided, the easier it will be to  
38 integrate them. The Regional Plan Committee has been providing input to staff, who are taking that input into  
39 consideration for the next draft. If Commissioners provide comments using the same process it would work the  
40 best.

41  
42 It was requested that comments be sent by email to Community Planner Will Pitkin [pitkin@cvregion.com](mailto:pitkin@cvregion.com) and he  
43 will get them to the Committee. It was noted that the next Regional Plan Committee meeting, scheduled for

1 October 15<sup>th</sup> at 4 pm, will review the housing chapter and also have an Act 250 presentation and begin the  
2 comment period on new land use plan and land use map. All commissioners were encouraged to attend.

3  
4 **Reports:** Christian Meyer followed up on the National Association of Development Organizations (NADO)  
5 survey that was sent out last week. Regional Planning Commissions have been asked to do a self-performance  
6 study which NADO is leading. Surveys were sent to all Commissioners and Alternates, as well as municipal  
7 officials and we request that you please provide your input.

8 Peter Carbee made note that the Washington Select Board asked that Sam Lash be recognized for her help with  
9 MERP and their Planning Commission wanted to thank Niki Sabado for her work on their getting Town Plan  
10 completed.

11 There was significant discussion related to housing targets and when staff will be meeting with municipalities.  
12 Christian advised staff are happy to come at any time that is convenient for the town. We are also looking and  
13 waiting to see what regional numbers come back at with regard to county wide housing targets, as they appear  
14 to be higher at the county level than what we estimated internally. We aren't developing a methodology yet –  
15 we are in early stages of preparing for this. It was noted that there is lots of vacant housing in need of  
16 rehabilitation and this can become part of the Regional Plan Committee conversation.

17 Will Pitkin expressed appreciation to Regional Plan Committee members for their feedback on the chapters they  
18 are reviewing.

19 *Peter Carbee moved to accept the reports as presented, seconded by John Brabant. Motion passed unanimously.*

20  
21 **Adjournment:** *Don La Haye moved to adjourn at 7:59 pm; seconded by Lee Cattaneo.*

22  
23 Respectfully submitted,  
24 Nancy Chartrand, Office Manager