

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee Meeting
DRAFT Minutes
May 5, 2025 Meeting

Present:

☒ Peter Carbee
☒ Lee Cattaneo
☒ Jerry D'Amico

☐ Paula Emery
☒ Royal DeLegge

☐ Michael Gray
☐ Janet Shatney

Staff: Christian Meyer

Guests: Ahsan Ijaz, Ijaz Group

Call to Order: Chair D'Amico called the meeting to order at 4:03 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. There was brief discussion on outstanding billing, consultant bills, indirect rates, earned income, and aging receivables notations.

*Peter Carbee moved to accept the unaudited financial reports through March 31, 2025.
Seconded by Lee Cattaneo. Motion passed 4-0.*

Contract/Agreement Authorization: Christian Meyer provided an overview of the contracts outlined in the meeting packet, both for approval and FYI.

Lamoille County Planning Commission – Financial Management Services

There was a discussion on computer security dealing with finances.

Peter Carbee moved to authorize the Executive Director to enter into an agreement with Lamoille County Planning Commission for financial management services. Seconded by Lee Cattaneo. Motion passed 4-0.

FY26 Draft Budget and Work Plan: Christian provided an overview of the information in the packet, noting a change in the formatting of the budget. The budget is slightly lower than last year and ACCD funds are not rolling over due to be fully staffed. There was discussion on our per capita rate, interest expense and depreciation. Peter requested a copy of the back-up spreadsheet for the budget and will follow-up with Christian on specific questions.

With regard to the workplan there are not significant changes, and several projects are rolling into the new fiscal year. We have been able to increase the assistance we offer municipalities as we have filled staff vacancies. There was discussion of increasing per capita in alignment with inflation in future years. There was also discussion on the potential of some grants going away in FY27 because of federal changes.

The final workplan and budget will come before the Committee in June for approval, following which a presentation will be made to the full Board.

1
2 **Dental Insurance Benefit:** Christian provided an overview of the information in the packet.
3 *Peter Carbee moved to approve CVRPC's FY26 dental benefit to maintain the existing dental*
4 *policy and 100% employer contribution. Seconded by Lee Cattaneo. Motion passed 4-0.*
5

6 **Meeting Minutes – 3/31/25**

7 *Lee Cattaneo moved to approve the minutes. Seconded by Royal DeLegge. Motion passed 4-0.*
8

9 **Commission Meeting Agenda:** Christian reviewed the agenda as outlined in the meeting
10 packet.

11 *Peter Carbee moved to approve the agenda of May 13th, seconded by Royal DeLegge. Motion*
12 *passed 4-0.*
13

14 **Committee Round Table:** There was discussion on the upcoming annual meeting and it was
15 confirmed a space has not been finalized. We are hoping to have drafts of future land use map
16 and housing targets in the region.
17

18 **Executive Session:**

19 *At 4:48 pm, Peter Carbee moved to enter executive session per 1 V.S.A. § 313(a)(3) to discuss*
20 *personnel, and invited the Executive Director as a friendly amendment. Seconded by Royal*
21 *DeLegge. Motion passed 4-0.*
22

23 *At 5:15 pm, Lee Cattaneo moved to exit executive session. Seconded by Peter Carbee. Motion*
24 *passed 5-0. No action was taken*
25

26 **Adjourn**

27 *At 5:15 pm, Lee Cattaneo moved to adjourn. Seconded by Peter Carbee.*
28

29 Respectfully submitted,
30 Nancy Chartrand, Office Manager
31