

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee Meeting
DRAFT Minutes
June 2, 2025 Meeting

Present:

<input checked="" type="checkbox"/> Peter Carbee	<input type="checkbox"/> Paula Emery	<input type="checkbox"/> Michael Gray
<input checked="" type="checkbox"/> Lee Cattaneo	<input checked="" type="checkbox"/> Royal DeLegge	<input type="checkbox"/> Janet Shatney
<input checked="" type="checkbox"/> Jerry D'Amico		

Staff: Christian Meyer, Nancy Chartrand, Dee Gish

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: Jerry introduced Dee Gish as our new finance manager. Ahsan Ijaz provided an overview of the information provided in the meeting packet. There was brief discussion on the current cash balance and reserves and if legislature theoretically dissolved regional planning commissions in the future where those funds would go. Peter suggested that while he believes regional planning commissions aren't going anywhere that our organization should set up a theoretical dissolution plan.

Peter Carbee moved to accept the unaudited financial reports through April 30, 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.

Agency of Transportation – FY2024 Bicycle & Pedestrian Grant

Peter Carbee moved to authorize the Executive Director to sign the grant agreement. Seconded by Lee Cattaneo. Motion passed 4-0.

VHB – FY2023 Mad River Path VT-100 Corridor Study Amendment #1

Peter Carbee moved to authorize the Executive Director to sign the grant amendment. Seconded by Royal DeLegge. Motion passed 4-0.

FY26 Draft Budget and Work Plan Update: Christian advised we are on track to adopt a budget at our next meeting and shared an updated draft with members via screen share. Christian advised we have received the EPA Brownfields grants we applied for - (one for assessments, one for revolving loan fund). Christian advised he would confirm that crossover with Ijaz and Dee was included in the amount noted. There was also discussion on staffing, interest expense and indirect rate calculations, as well as forthcoming funds for Brownfields.

FY26 Meeting Dates:

Discussion ensued regarding the November Board of Commissioners meeting date.

1 *Peter Carbee moved to accept the FY26 meeting dates with the Board of Commissioners*
2 *meeting on Wednesday, November 12th. Seconded by Lee Cattaneo. Motion passed 4-0.*

3
4 **Meeting Minutes – 05/05/25**

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

6
7 **Commission Meeting Agenda:** Christian reviewed the agenda as outlined in the meeting
8 packet, advising that the Montpelier Municipal Plan Approval will not be addressed at the June
9 meeting, but likely at the July meeting.

10
11 *Lee Cattaneo moved to approve the agenda of June 10th as amended, seconded by Peter Carbee.*
12 *Motion passed 4-0.*

13
14 **Committee Round Table:** Peter coordinated coming into the office on Wednesday to meet
15 with Dee.

16
17 **Executive Session:**

18 *At 4:53 pm, Peter Carbee moved to enter executive session per 1 V.S.A. § 313(a)(3) to discuss*
19 *personnel, and invited the Executive Director. Seconded by Lee Cattaneo. Motion passed 4-0.*
20 *Executive session concluded at 4:58 pm. No action was taken during the session.*

21
22 *Peter Carbee moved the Executive Board has expressed their confidence in the Executive*
23 *Director and extend his contract one-year; seconded by Lee Cattaneo. Motion passed 4-0.*

24
25 **Adjourn**

26 *At 5:04pm, Peter Carbee moved to adjourn. Seconded by Lee Cattaneo.*

27
28 Respectfully submitted,
29 Nancy Chartrand, Office Manager
30