

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**BOARD OF COMMISSIONERS**  
**Draft MINUTES**  
June 10, 2025

**Commissioners:**

<input checked="" 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"/>		<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 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 checked="" type="checkbox"/> Duxbury	David Wendt	<input checked="" type="checkbox"/>	Alice Peal, Alt.
<input type="checkbox"/>	Vacant	<input checked="" type="checkbox"/> Warren	Jim Crafts
<input type="checkbox"/> E. Montpelier	Zoe Christiansen	<input type="checkbox"/>	Adam Zawistowski, 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 checked="" type="checkbox"/>	Mitch Osiecki, Alt.	<input type="checkbox"/> Woodbury	Michael Gray
<input checked="" type="checkbox"/> Montpelier	Mike Miller	<input checked="" type="checkbox"/> Worcester	Bill Arrand

Staff: Christian Meyer, Nancy Chartrand, Eli Toohey, Brian Voigt, Reuben MacMartin, Niki Sabado, Pamela Sonn, Lorraine Banbury, Teddy Jorgensen, Emily Lelli, Will Pitkin

Guests: Phil Cecchini, Barre Town; Andrea Pedersen, Montrose Environmental; Derek Street, Montrose Environmental; Anita Krauth, Middlesex; Renee Carpenter, East Montpelier

**Call to Order:** Chair D'Amico called the meeting to order at 6:31 pm, a roll call was completed, and a quorum was present.

**Adjustments to the Agenda:** None

**Public Comments:** None

**Election Results:** Chair D'Amico introduced Janet Shatney, Secretary/Treasurer of the Board. Janet advised that 17 ballots were received counted and all named on the ballot were voted in unanimously.

**Brownfields Presentation:** Christian Meyer advised the Board that the organization has been awarded \$2.2 million from the EPA in Brownfields funds. \$1.1 million is for Brownfields assessments and \$1 million is for a revolving loan fund (RLF). There is an outline in the packet regarding this funding. Eli Toohey, from CVRPC's Brownsfields Program provided an overview of the needs for the funding that has been received and introduced our presenters Andrea Pedersen and Derek Street from Montrose Environmental, our pre-qualified environmental consultants to address any questions from floor.

It was confirmed that the RLF will be initially funded at \$1,000,000 by EPA (highest amount it can be statutorily) and that interest rates will be variable and up to the CVRPC to determine. CVRPC intends to work with a bank for underwriting, risk assessment and servicing, so we would work with the bank to determine appropriate interest rates with them. It was noted that loan recipients can be private or municipal, however, subgrants



must be other governmental entities and non-profits. All terms and conditions of CVRPC's grant flow down through sub-awards when you do a loan or a sub-grant. With a loan, however, you don't have to do federal procurement.

There was discussion on who determines qualified brownfield sites. CVRPC will set policy based on the specific EPA guidelines and our Brownfields Advisory Committee (BAC) and Montrose will be part of the review for potential projects. Ultimately it is EPA who is deciding if a site is eligible for funding or not.

There was also discussion on whether any of these programs have had difficulty getting the money disbursed that's been obligated? It was noted that while recently some other EPA programs and grants have been terminated / rescinded; Brownfields has not. Additional items discussed were administrative costs, how funds are held, supplemental funding, loan amounts, and oversight assistance – which is very project specific. It was noted that Montrose is also working with Northern Vermont Development Association.

As part of the revolving loan fund application process to obtain the grant, there were a number of sites identified in our region, and it is likely those projects would be prioritized, i.e. projects that have had assessments completed already and show the need for this type of funding.

Chair D'Amico read the resolution (attached) into the record.

*Peter Carbee moved to pass Resolution 2025-02 – Establishment of Brownfields Revolving Loan Fund. Seconded by David Stapleton. Motion passed unanimously.*

**Regional Land Use Maps:** Brian Voigt provided an update on Future Land Use mapping that is ongoing. Brian reviewed in brief the different tiers, named future land use areas, process considerations, and VAPDA methodology. Work on these maps is very preliminary and lots of assessment is still necessary. It is anticipated that a complete draft map will be available in July. CVRPC is still reviewing stakeholder survey results that were gathered this spring and there are lots of gap areas across the region that still need to be addressed. Once a draft map is ready, staff intends to meet with each municipality (combined selectboard/ council, planning commission, other interested municipal committees) to review. Revised draft maps will be created following municipal feedback, and the goal is to have a map ready for the Land Use Review Board by December 2025 or January 2026.

Staff welcomes assistance from Commissioners in coordinating meetings with legislative bodies in each municipality and to also start the conversation about Tier 1A and B status in their municipalities. Brian advised he is happy to come meet with municipalities.

There was a request to send the posted map out to all commissioners and to also send out an update of the draft that is completed in July. It was noted CVRPC will also be creating an online version.

It was reiterated that input from municipalities is essential in completing this process. Additional discussion regarding Tier 3 ensued and it was noted that the Regional Plan Committee has been in discussion regarding this process. A draft report from the Land Use Review Board should be available soon and will need to be reviewed and commented on quickly. Commissioners were encouraged to provide comments to be shared on behalf of the organization.

Alice Peal provided the following links in the chat:

<https://act250.vermont.gov/sites/acttwofifty/files/documents/tier3-052225-mtg-summary.pdf>

<https://act250.vermont.gov/tier-3-rulemaking-and-report>



**Minutes – (5/13/25):**

*Lee Cattaneo moved to accept the minutes as written; seconded by Rich Turner. Motion passed unanimously.*

**Reports:** Chair D’Amico called attention to the donation made by the organization in memory of past Board chair Steven Lotspeich. Christian provided an overview of staff activity and programs.

*Peter Carbee moved to accept the Staff and Committee reports, seconded by David Stapleton. Motion passed unanimously.*

**Commissioner Round Table:** Ron Krauth brought up the proposal of a crosswalk on Route 2 near Camp Meade and concerns about safety.

Outgoing Chair D’Amico passed the gavel to incoming Chair Carbee.

**Adjournment:** **Don La Haye** moved to adjourn to 8:01 pm; seconded by Lee Cattaneo. Motion passed unanimously.

Respectfully submitted,  
Nancy Chartrand, Office Manager