



## EXECUTIVE COMMITTEE

**August 4, 2025 @ 4:00 pm**

**CVRPC Office, 29 Main Street, Suite 4, Montpelier, VT 05602**

***Hybrid Meeting with Remote Participation via Zoom<sup>1</sup>***

<https://us02web.zoom.us/j/88230172343?pwd=ZjNySGM0aG1waElVRzMremVsamZ0Zz09>

Dial in via phone: +1 929 436 2866 | Meeting ID: 882 3017 2343 | Passcode: 927199

Download the app at least 5 minutes before the meeting starts: <https://zoom.us/download>.

### Page **AGENDA**

- |           |                         |  |
|-----------|-------------------------|--|
|           | <b>4:00<sup>2</sup></b> | <b>Adjustments to the Agenda</b>   |
|           |                         | <b>Public Comment</b>  |
|           | <b>4:05</b>             | <b>Financial Report (Action - enclosed)<sup>3</sup></b>                                      |
| <b>2</b>  | <b>4:20</b>             | <b>Contract/Agreement Authorization (Action - enclosed)</b>                                  |
| <b>4</b>  | <b>4:25</b>             | <b>87 State Street –Executive Director Limited Contracting Authority (Action - Enclosed)</b> |
| <b>7</b>  | <b>4:30</b>             | <b>Records Retention – Advisory and Non-Advisory Meetings (Enclosed)</b>                     |
| <b>9</b>  | <b>4:50</b>             | <b>Meeting Minutes – 06/30/2025 &amp; 7/21/25 (Action - enclosed)<sup>3</sup></b>            |
| <b>13</b> | <b>4:55</b>             | <b>Commission Meeting Agenda (Action - enclosed)<sup>3</sup></b>                             |
|           | <b>5:10</b>             | <b>Committee Round Table</b>   |
|           | <b>5:45</b>             | <b>Adjourn</b>   |
|           |                         | <b>Next Meeting: September 2, 2025 (Tuesday due to holiday)</b>                              |

<sup>1</sup> Dial-in telephone numbers are “Toll” numbers. Fees may be charged to the person calling in dependent on their phone service.

<sup>2</sup> All times are approximate unless otherwise advertised.

<sup>3</sup> Anticipated action item.

*Persons with disabilities who require assistance or alternate arrangements to participate are encouraged to contact our office at 802-229-0389 or [cvrpc@cvregion.com](mailto:cvrpc@cvregion.com) at least 3 business days prior to the meeting for which services are requested.*

*Une assistance linguistique gratuite est disponible pour accéder à tous les programmes*



## Central Vermont Regional Planning Commission

### MEMO

Date: August 4, 2025  
To: Executive Committee  
From: Christian Meyer, Executive Director  
Re: Contract/Agreement Approvals

### GRANTS, CONTRACTS & SERVICE AGREEMENTS RECEIVED

(Contracts and agreements valued at more than \$25,000)

**\*\*Please note that each contract name is also a URL link to the contract and there is also a [numbered appendix](#) of all contracts on the server along with the meeting packet**

#### Williamstown Town Plan Update

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign an agreement with the Town of Williamstown to update the Williamstown Town Plan.

**Scope of Work:** This project will update the Williamstown Municipal Plan.

**Funding:** \$25,582

**Funding Source:** ACCD – Municipal Planning Grant

**Term:** 6/1/25-2/26/27

**Staff:** Eli Toohey, Lorraine Banbury, Pamela Sonn, Niki Sabado

#### ACRPC – VT Bond Bank Support for Rural Municipal Water Suppliers

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign an agreement with the ACRPC to provide services as outlined in the Scope of Work.

#### **Scope of Work:**

Phase 1: Identify systems most at risk and provide general administrative support.

Phase 2: Provide and institutionalize general administrative support for water systems and look to expand system capacities.

**Funding:** \$53,515

**Funding Source:** State and Federal

**Term:** 8/4/25-12/1/2028

**Staff:** Pamala Sonn, Brian Voigt

### CONTRACTS ISSUED

(Contracts and agreements valued at more than \$25,000)

N/A

**FOR INFORMATION ONLY**

(Contracts, agreements, and amendments valued at \$25,000 or less or that extend performance period.

**GRANTS, CONTRACTS & SERVICE AGREEMENTS RECEIVED****CBIZ CPAs PC**

**Scope of Work:** As authorized at the June 30th Executive Committee meeting, Christian Meyer has endorsed an engagement letter with CBIZ CPAs for auditing services for FY25 – FY27.

**Agreement Value:** FY25 - \$33,000; FY26 - \$34,000; FY27 - \$35,000 - (single audits will be charged separately, if required at \$5,500 - \$6,500)

**Funding Source:** CVRPC Admin

**Match Source:** N/A

**Performance Period:** 7/01/24 – 12/31/25

**Staff:** Christian Meyer, Dee Gish, Nancy Chartrand

**Orange Town Plan Update**

**Scope of Work:** This project will update the Orange Municipal Plan.

**Funding:** \$ 21,289

**Funding Source:** State of Vermont - ACCD – Municipal Planning Grant

**Term:** 6/1/25-2/26/27

**Staff:** Eli Toohey, Lorraine Banbury, Pamela Sonn, Niki Sabado

**Middlesex - Roads Study**

**Scope of Work:** Under the Scope of work for this funding source, CVRPC staff will inventory all culverts including driveway culverts within the town Right of Way (as town as taken over ownership of these). Perform a desk top review of any that are passed through by a perennial stream. Create a list of identified structures for replacement. Hold public 2 public meetings and develop estimated budget for dealing with identified mud season conditions locations.

**Funding:** \$14,735.00

**Funding Source:** ACCD- Municipal Planning Grant.

**Term:** 7/8/25-12/31/26

**Staff:** Keith Cubbon, Planning Techs.

**GRANTS, CONTRACTS & SERVICE AGREEMENTS ISSUED****The Ijaz Group – Transition and Audit Support Services**

**Scope of Work:** CVRPC has procured The Ijaz Group's Service through the end of Calendar year 2025 to support transition work to an internal accountant. Additionally, under this agreement, The Ijaz Group will support CVRPC with our FY25 financial audit.

**Agreement Value:** \$5,000

**Funding Source:** CVRPC Admin

**Match Source:** N/A

**Performance Period:** 7/01/25 – 12/31/25

**Staff:** Dee Gish, Finance Manager



## MEMO

Date: August 4, 2025

To: Executive Committee

From: Christian Meyer, Executive Director

Re: Authorization for Executive Director to Enter into All Service Agreements Related to DHCD Grant # 07110-26-CVRPC-GSA Property

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✉ **ACTION REQUESTED:** move to grant limited authority to the executive director to enter into all service agreements related DHCD grant # 07110-26-CVRPC-GSA Property related to the Redevelopment and Assessment of the Federal Property in Montpelier, not to exceed \$100,000 in aggregate.

In support of the contract awarded to CVRPC by the Vermont Department of Housing and Community Development (DHCD) for the Redevelopment and Assessment of Federal Property in Montpelier at 87 State Street, this memo seeks formal authorization for the executive director to enter into all necessary service agreements related to the scope of work.

Expected services include:

- Site Appraisal
- Legal Services
- Environmental Review and Assessment Services
- Design and Engineering Feasibility Services

The executive director is seeking this contract specific authority to accommodate the scope and timeline of the DHCD contract. The US General Services Administration has given the State of Vermont a limited period of 90 days to assess the property for economic development, parking, housing, and flood mitigation. Through state legislative action, \$100,000 of general funds was appropriated to CVRPC to support this assessment. While actual service costs will not be known until procurement is complete, it is expected that at least the Design and Engineering Feasibility agreement may exceed \$25,000, the maximum contract value that the executive director is currently authorized to sign without executive committee approval. Therefore, to meet the tight deadlines associated with this contract, the executive director is seeking limited authority to execute service contracts related to this project without additional approval, provided the aggregate value of all such agreements does not exceed \$100,000.

ATTACHMENT A – STATEMENT OF WORK

1. **Authority.** Pursuant to Sec. B.1100(o)(5) of Act 27 (2025) a one-time appropriation of \$100,000 of general fund dollars “to the Central Vermont Regional Planning Commission to support a site study focused on economic development, parking, housing, and flood mitigation for the 1.6-acre parcel at 87 State Street and parcels at 89 State Street and 42 Court Street”
- In addition to the charge above, this study is also expected to support the due diligence needed for any future acquisition and redevelopment by a public or private party. The study will further assess how coordination with adjacent parcel owners may benefit a coordinated future project.
2. **Scope of Work.** The Grantee shall coordinate and oversee, with expediency, the services conducted by the consultants necessary to execute this assessment, including site appraisal, legal services, environmental review, design and engineering. The table below outlines consultant services and how they satisfy statutory requirements.

Service	Scope of Work
Appraisal	87 State Street Property Appraisal per negotiated assumptions with the US General Services Administration
Legal	87 State: Title review 87 State: Legal Framework for Acquisition & Holding 87 State: Assessment of structure and set up of Special Purpose Entity
Environmental	87 State: Phase 1 (Phase 2 as needed) Environmental Assessment 87 State: Building materials testing
Design & Engineering	87 State Street: Evaluation of existing building (code analysis, structural, etc.) 87 State Street: Adaptive Reuse options for existing building for economic development, housing, and what measures would need to be taken to mitigate flood risk. 87 State Street: Test fits for additional buildings on the site including how many additional housing units or square feet of commercial or office space could be constructed 42 Court Steet: Clarify range of program targets and design goals 42 Court Steet: Development of accurate base map (topo and flood data) 42 Court Steet: Identify flood resilient options for meeting study goals (economic development, parking, housing, and flood mitigation) 42 Court Steet: Multiple development test fits 42 ourt Steet: (optional) develop tables of possible development approaches

**STATE OF VERMONT  
GRANT AGREEMENT**

**Executive Committee 07110-26-CVRPC-GSA Property**

3. **Reporting.** Grantee shall provide a checklist of services/work completed (using the table above) every two weeks until the deliverable is submitted
4. **Deliverable.** Grantee shall submit a viable redevelopment proposal in consideration of the legislative mandate, highlighting its meritorious distinctions on or before September 19, 2025



## MEMO

Date: July 10, 2025

To: Board of Commissioners

From: Christian Meyer, Executive Director

Re: Meeting Recording Retention Policy

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### ✉ ACTION REQUESTED:

1. Recommend the creation of a Meeting Recording Policy for advisory committees.
2. Update the Records Retention Policy for recordings of both advisory and non-advisory meetings.

### Background Policy and Statute

1. **Background on Recording:** See excerpt below from Christians' 7/8/25 memo to the Commission:

*1 V.S.A. § 312 (6) states local non-advisory public bodies must record all meetings and post meeting recordings for a minimum of 30 days following the approval of official meeting minutes. There are no similar requirements for an advisory committee. Currently CVRPC has two non-advisory committees, the Board of Commissioners and the Executive Committee.*

*Outside of the state policy concerning non-advisory committees, CVRPC has no policy on when advisory committees record meetings. In reviewing recordings to date, there seem to be two dominant reasons why a committee would choose to record a meeting, (1) to allow absent committee members to review the meeting at a later date, and (2) to aid staff in drafting meeting minutes.*

*In recent weeks, CVRPC has received several records requests for meeting recordings. In an effort to demonstrate transparency and not overly obfuscate the process of requesting recordings, staff posted all existing meeting recordings to our web site. Because there is no pattern by which meetings are recorded, this may cause additional confusion. I anticipate some members of the public (or commissioners) asking why some recordings are available while others are not.*

### Commission Discussion

When deliberating on whether to record advisory committee meetings or not, some commissioners stated concerns that things they said would be taken out of context from a recording, or that discussions were trying to see all the sides of an issue, and not necessarily the position a committee member took at the end of a discussion might be misconstrued. Some Commissioners have previously received threats and experienced vandalism because of other deliberations in the public sphere. Conversely, some commissioners said that having a recording of meetings is helpful if they miss a meeting, and that comparing meeting minutes against the meeting transcript or recording has proven helpful to correct inaccuracies.

### Background on Retention:

As summarized above, VT Statute 1 V.S.A. § 312(a)(2)(D) requires recordings of non-advisory meetings be posted for a minimum of 30 days following the approval of official meeting minutes. Consistent with statute, the Vermont League of Cities and Towns suggests keeping recordings for 30 days after the minutes of the meeting have been posted. The current CVRPC Records Retention Policy is to keep all recordings for 3 years.

Staff inquired among other RPCs statewide, and no other regional commissions have a specific policy for advisory committees, nor do they regularly record advisory committees.

### Next Steps:

1. **Recording:** Staff request that the Commission give guidance about whether they wish to either:
  - a. Direct each advisory committee to decide if they want to have their meetings recorded or not, or
  - b. Make a universal policy to record and post all or no advisory committee meetings.
2. **Retention:** CVRPC staff suggest that for advisory committees, the Commission direct staff to retain recordings of advisory committees for 3 months, then delete them. They suggest that the retention time for recordings of non-advisory committees be shortened to 1 year, before deletion, notwithstanding any state stipulated requirements.



**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Executive Committee Meeting**  
**DRAFT Minutes**  
**June 30, 2025 Meeting**

Present:

<input type="checkbox"/> Peter Carbee	<input type="checkbox"/> Paula Emery	<input checked="" 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, Brian Voigt, Emily Lelli, Teddy Jorgensen

Guests: Doug Greason, Waterbury Commissioner

**Call to Order:** Chair D'Amico called the meeting to order at 4:00 pm, a quorum was present.

**Adjustments to the Agenda:** None

**Public Comment:** None

**Financial Report:** Christian Meyer provided an overview of the information provided in the meeting packet. There was brief discussion on aging receivables, and the indirect cost recovery process. The approved indirect rate for FY26 is 62%.

*Lee Cattaneo moved to accept the unaudited financial reports through May 31, 2025. Seconded by Royal DeLegge. Motion passed 4-0.*

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

Master Agreement for Clean Water Partners – New England Forestry Consultants, LLC

*Michael Gray moved to authorize the Executive Director to sign a Master Services Agreement with New England Forestry Consultants, LLC for sub-contractor project services. Seconded by Lee Cattaneo. Motion passed 4-0.*

East Calais Post Office & Moscow Woods Road Gully Stormwater Implementation Project

*Michael Gray moved to authorize the Executive Director to sign the amendment to the East Calais Post Office & Moscow Woods Road Gully Stormwater Implementation Project. Seconded by Lee Cattaneo. Motion passed 4-0.*

**FY26 Budget and Work Plan:** Christian provided an overview of the information provided in the meeting packet, noting the budget is largely unchanged from previous draft versions, and that it will be amended as necessary throughout the fiscal year.

*Lee Cattaneo moved to adopt the FY26 work plan and budget. Seconded by Michael Gray. Motion passed 4-0.*

**Meeting Minutes – 06/02/25**

*Royal DeLegge moved to approve the minutes. Seconded by Michael Gray. Motion passed 4-0.*

**Open Meeting Law Update:** Christian reviewed the outline provided by VLCT of changes made to open meeting law during this legislative session. There was discussion on which meetings of CVRPC committees are recorded and how they are shared and made available. It was concluded that this is a topic that will be further discussed at a Board of Commissioners meeting.

**Commission Meeting Agenda:** Christian reviewed the agenda as outlined in the meeting packet. It was noted that the following items should be added to the agenda: budget and work plan presentation, meeting recordings discussion. There was discussion about procedure in the review of Montpelier City Plan item and amending the agenda to state conditional approval and confirmation. It was also noted that the item could be tabled if additional information was necessary.

*Lee Cattaneo moved to approve the agenda of July 8<sup>th</sup> as amended; seconded by Royal DeLegge. Motion passed 4-0.*

**Committee Round Table:** There was discussion on the status of the Regional Plan update, and it was noted that public meeting schedules are being drafted. A first draft of the Future Land Use Map is required for these meetings as well as housing targets. The format is being finalized for one chapter so that it can be applied to all chapters. There was also discussion on relationships between the various regional planning commissions and VAPDA. Jerry noted it was his final meeting as chair of the committee.

**Executive Session, 1 V.S.A. § 313(a)(1)(A), Contracts:**

*At 4:50 pm, Royal DeLegge moved that premature general public knowledge of the discussion of a proposed audit service contract would clearly place CVRPC at a substantial disadvantage, seconded by Michael Gray. Motion passed 4-0.*

*Royal DeLegge moved to enter executive session per 1 V.S.A. § 313(a)(1)(A) to discuss contracts, inviting Doug and Christian, seconded by Michael Gray. Motion passed 4-0.*

*At 4:56 pm Lee Cattaneo moved to exit executive session with no action taken, seconded by Michael Gray. Motion passed 4-0.*

*Michael Gray moved to authorize the Executive Director to engage CBIZ CPAs for FY25 – FY27 audit services, seconded by Royal DeLegge. Motion passed 4-0.*

*At 4:58 pm, Lee Cattaneo moved to enter executive session per 1 V.S.A. § 313(a)(3) to discuss personnel evaluations, inviting Christian and Doug, seconded by Royal DeLegge. Motion passed 4-0.*

1 At 5:02 pm Lee Cattaneo moved to exit executive session with no action taken, seconded by  
2 Royal DeLegge. Motion passed 4-0.

3  
4 Lee Cattaneo moved to increase the Executive Director's salary by 10% in FY26, seconded by  
5 Michael Gray. Motion passed 4-0.

6  
7 **Adjourn**

8 Lee Cattaneo moved to adjourn at 5:03 pm, seconded by Michael Gray.

9  
10 Respectfully submitted,  
11 Nancy Chartrand, Office Manager  
12

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Executive Committee Special Meeting**  
**DRAFT Minutes**  
**July 21, 2025 Meeting**

Present:

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

Staff: Christian Meyer, Nancy Chartrand

Guests: Stephen Whitaker, Montpelier

**Call to Order:** Chair Carbee called the meeting to order at 4:00 pm, a quorum was present.

**Adjustments to the Agenda:** None

**Public Comment:** None

**Contract/Agreement Authorization:** Christian Meyer provided an overview of the contract outlined in the meeting packet and advised why there needed to be a special meeting called. Department of Housing and Community Development – 87 State Street Assessment Jerry D'Amico moved to authorize the Executive Director to sign the agreement. Seconded by Lee Cattaneo. There was committee discussion as to why this arose so suddenly, and confirmation of the work to be accomplished under the funding, noting that CVRPC is the administrator for the work to be done and where the funds are generated from. Stephen Whitaker provided his understanding of the situation, advising that by disposing of the federal building Montpelier could revive negotiation with other owners to consider a downtown parking plaza / housing development in the pit. He requested to go on record to state he believes it is important to note that the Montpelier Commission on Recovery & Resilience is a non-profit and claims to not be subject to open meeting or public records law, and the transparency of this process may need to be enforced by this regional planning commission acting as the agent/fiscal manager. Michael Gray agreed that the process needs to be transparent. Stephen Whitaker suggests the commission take possession of all relevant documents in the process and asked the commission to be diligent and transparent in making sure Montpelier and citizens of Montpelier are engaged in the process. Christian added that commissioners can get more detail on the scope of work in the packet – a lot of the work we are talking about is appraisal, legal framework, title review, etc. He reiterated that the planning process that will occur must be open and clear, confirming this is due diligence behind the project. Stephen Whitaker further suggested invoking the freedom of information act to get the appraisal done by GSA. It was then confirmed Montpelier and the non-profit are willing partners in this process. *Vote was called and motion passed unanimously.*

**Adjourn**

*Jerry D'Amico moved to adjourn at 4:15 pm, seconded by Michael Gray.*

Respectfully submitted,  
Nancy Chartrand, Office Manager



## BOARD OF COMMISSIONERS

### Special Meeting

August 21, 2025 - 6:30 pm

**Physical Location - 29 Main Street, Suite 4, Montpelier VT**

*Hybrid Meeting with Remote Participation via Zoom<sup>1</sup>*

<https://us02web.zoom.us/j/81136818419?pwd=dDFDbDhrTm56TUNQUlp3WEorYzRZZz09>

One tap mobile: +19294362866,,81136818419#,,,,\*722490# US (New York)

Dial in via phone: 1-929-436-2866 • Meeting ID: 811 3681 8419 • Passcode: 722490

Or find your local number: <https://us02web.zoom.us/j/81136818419?pwd=dDFDbDhrTm56TUNQUlp3WEorYzRZZz09>

Download the app at least 5 minutes before the meeting starts: <https://zoom.us/download>

#### Page **AGENDA**

#### **6:30<sup>2</sup> Introductions**

#### **Adjustments to the Agenda**

**Public Comments** (on items that are not on the agenda) 3 minutes per person

#### **6:45 Montpelier City Plan – Approval & Confirmation of Planning Process** (action - enclosed)<sup>3</sup>

• Staff Introduction

• Public Comment (5 minutes per person)

• Discussion

• Further Comment on Role of Regional Planning Commission (2 minutes per person)

• Vote

#### **7:15 Adjourn**

**Next Regular Meeting: September 9, 2025**

<sup>1</sup> Persons with disabilities who require assistance or alternate arrangements to participate in are encouraged us at 802-229-1015 or [cvrpc@cvregion.com](mailto:cvrpc@cvregion.com) at least 3 business days prior to the meeting for which services are requested.

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<sup>3</sup> Anticipated action item.

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