

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Executive Committee Meeting**  
**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.*

1 **Meeting Minutes – 06/02/25**

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

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

9  
10 **Commission Meeting Agenda:** Christian reviewed the agenda as outlined in the meeting  
11 packet. It was noted that the following items should be added to the agenda: budget and work  
12 plan presentation, meeting recordings discussion. There was discussion about procedure in the  
13 review of Montpelier City Plan item and amending the agenda to state conditional approval and  
14 confirmation. It was also noted that the item could be tabled if additional information was  
15 necessary.

16  
17 *Lee Cattaneo moved to approve the agenda of July 8<sup>th</sup> as amended; seconded by Royal DeLegge.*  
18 *Motion passed 4-0.*

19  
20 **Committee Round Table:** There was discussion on the status of the Regional Plan update, and  
21 it was noted that public meeting schedules are being drafted. A first draft of the Future Land  
22 Use Map is required for these meetings as well as housing targets. The format is being finalized  
23 for one chapter so that it can be applied to all chapters. There was also discussion on  
24 relationships between the various regional planning commissions and VAPDA. Jerry noted it  
25 was his final meeting as chair of the committee.

26  
27 **Executive Session, 1 V.S.A. § 313(a)(1)(A), Contracts:**

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

31  
32 *Royal DeLegge moved to enter executive session per 1 V.S.A. § 313(a)(1)(A) to discuss contracts,*  
33 *inviting Doug and Christian, seconded by Michael Gray. Motion passed 4-0.*

34  
35 *At 4:56 pm Lee Cattaneo moved to exit executive session with no action taken, seconded by*  
36 *Michael Gray. Motion passed 4-0.*

37  
38 *Michael Gray moved to authorize the Executive Director to engage CBIZ CPAs for FY25 – FY27*  
39 *audit services, seconded by Royal DeLegge. Motion passed 4-0.*

40  
41 *At 4:58 pm, Lee Cattaneo moved to enter executive session per 1 V.S.A. § 313(a)(3) to discuss*  
42 *personnel evaluations, inviting Christian and Doug, seconded by Royal DeLegge. Motion passed*  
43 *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.*

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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  
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