

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee Meeting
Minutes
August 4, 2025 Meeting

Present:

<input checked="" type="checkbox"/> Peter Carbee	<input 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:

Call to Order: Vice Chair Cattaneo called the meeting to order at 4:11 pm, a quorum was present.

Adjustments to the Agenda: None

Public Comment: None

Financial Report: Christian Meyer advised that the June financials are still pending with the transition from Ijaz to in-house accounting and delays in accessing all necessary platforms. We are still working on fully closing the books for FY25. We expect these to be ready for review at next month's meeting.

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

Williamstown Town Plan Update

Gerry D'Amico moved to authorize the Executive Director to sign an agreement with the Town of Williamstown to update the Williamstown Town Plan. Seconded by Royal DeLegge. Motion passed 5-0.

ACRPC – VT Bond Bank Support for Rural Municipal Water Suppliers

Gerry D'Amico moved to authorize the Executive Director to sign an agreement with ACRPC to provide services as outlined in the Scope of Work. Seconded by Janet Shatney. Motion passed 5-0.

87 State Street – Executive Director Limited Contracting Authority: Christian provided an overview of the information provided in the meeting packet.

Janet Shatney moved to grant limited authority to the Executive Director to enter into all service agreements related to 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. Seconded by Michael Gray. Discussion: Michael Gray questioned what would happen if the final contract moves over the \$100,000 aggregate, and Christian confirmed we would need to negotiate a more limited scope as there are not additional funds in the grant. Vote called and motion passed 5-0.

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2 **Records Retention – Advisory and Non-Advisory Meetings:** Christian provided an overview of
3 the information provided in the meeting packet, noting there is no clear guidance on retention
4 for advisory committee recordings. After doing research, staff suggests that if we were to make
5 a policy, then advisory committee meeting recordings would be held three months; and all non-
6 advisory committee meeting recordings would be held for one year vs. the current three years.
7 This is more generous than the current state policy. Brief discussion ensued and it was
8 suggested the time frames are practical and positions can be reconsidered if concerns arise.
9 There was also discussion as to which advisory committee meetings should be recorded – all or
10 only those that take actions that result in a decision to advise the Board on an issue that
11 impacts the public.

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13 Next step will be for staff to brief the full Board and draft language for Executive Committee to
14 adopt changes to our retention policy.

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16 **Meeting Minutes – 06/30/25 & 7/21/25**

17 *Michael Gray moved to approve the minutes of June 30. Seconded by Royal DeLegge. Motion*
18 *passed 5-0.*

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20 *Janet Shatney moved to approve the minutes of July 21. Seconded by Michael Gray. Motion*
21 *passed 5-0.*

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23 **Commission Meeting Agenda:** Christian reviewed the agenda as outlined in the meeting
24 packet. There was discussion on what is being prepared for review by the Board as requested
25 at the previous meeting. There was additional discussion on the current process and why this
26 additional meeting is necessary. Also discussed were Act 250 changes and how they may be
27 addressed now and in the future in municipal and regional plans, as well as future land use
28 maps.

29
30 Peter Carbee joined the meeting at 4:46 pm.

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32 *Janet Shatney moved to approve the agenda of August 21st. Seconded by Gerry D’Amico.*
33 *Motion passed 6-0.*

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35 **Committee Round Table:** No additional items were discussed.

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37 **Adjourn**

38 *Gerry D’Amico moved to adjourn at 4:54 pm, seconded by Peter Carbee.*

39
40 Respectfully submitted,
41 Nancy Chartrand, Office Manager
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