

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee Meeting
DRAFT Minutes
October 6, 2025 Meeting

Present:

☒ Peter Carbee	☒ Doug Greason	☒ Michael Gray
☐ Lee Cattaneo	☒ Royal DeLegge	☐ Janet Shatney
☒ Jerry D'Amico		

Staff: Christian Meyer, Nancy Chartrand

Guests: Ahsan Ijaz, Ijaz Group

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

Financial Report Update: Christian Meyer advised that part-time Finance Manager Dee Gish has resigned her position and Ijaz Group has stepped in to assist in an accountant capacity at this time. It was noted that the last financial report that was prepared for Executive Committee review is June 2025. Ahsan Ijaz advised they are still working on July and August financials to have available for next month, however, they are focused on the FY25 audit at this time as a priority. After discussion it was concluded that there will be summaries of July and August financials and full report for September at the upcoming meeting. It was confirmed that we currently have Ijaz under a contract for audit assistance but will put a new contract in place for continued services. Further discussion is needed as to what next steps are appropriate – RFP for accounting services vs. recruitment of inhouse finance manager.

Contract/Agreement Authorization: Christian provided an overview of the contracts outlined in the meeting packet.

EPA Brownfields Revolving Loan Fund Closeout Agreement (4B00A01670-0)

Jerry D'Amico moved to authorize the executive director to sign the EPA Brownfields Revolving Loan Fund Closeout Agreement (4B00A01670-0), seconded by Michael Gray. Motion passed unanimously.

EPA Brownfields Revolving Loan Fund Cooperative Agreement (4B00A01670-0)

Jerry D'Amico moved to accept the EPA Brownfields Revolving Loan Fund Cooperative Agreement (4B00A01670-0), seconded by Michael Gray. Motion passed unanimously.

EPA Brownfields Coalition Assessment Grant Cooperative Agreement (BF00A01672-0)

Jerry D'Amico moved to accept the EPA Brownfields Coalition Assessment Grant Cooperative Agreement (4B00A01670-0), seconded by Doug Greason. Motion passed unanimously.

1 **Non-Municipal Resolution – CDBG-DR Grant Capital Fire Mutual Aid Communications**
2 **Resiliency Improvements:**

3 Christian provided an overview of the information provided in the meeting packet and read the
4 resolution into the record. It was confirmed that the resolution is for the application process
5 only.

6
7 *Jerry D'Amico moved to adopt the resolution for disaster recovery grant application authority,*
8 *seconded by Michael Gray. Motion passed unanimously.*
9

10 **FY27 Municipal Dues:** Christian provided an overview of the information provided in the
11 meeting packet noting that we are recommending a change in dues for FY27 to a rate equal to a
12 nationally recognized inflation index. Discussion ensued regarding which inflation index made
13 the most sense to utilize - Employment Cost Index vs. Consumer Price Index (ECI vs. CPI) as well
14 as whether there was a need to increase this year. Further discussion ensued regarding how
15 indexing is utilized in maintaining consistency through the years, as well as anticipated staff
16 expenses into the future, the current indirect rate being artificially low and projections for
17 future funding.

18
19 *Peter Carbee moved to recommend to the Board of Commissioners that CVRPC increase the*
20 *municipal dues at a 4% rate equal the employer cost index. No second – motion died.*
21

22 *Michael Gray moved to recommend to the Board of Commissioners that CVRPC increase the*
23 *municipal dues at a 2.7% rate equal to consumer price index, seconded by Jerry D'Amico.*
24 *Motion passed unanimously.*
25

26 **Office Manager Job Description Amendment:** Christian provided an overview of the
27 information outlined in the meeting packet. He noted he intends to advertise the position as
28 full-time when recruitment begins. Discussion included: the intention to eventually recruit a
29 finance manager to work in tandem with the office manager and how that process may work;
30 how the increased role may impact a third-party accounting contract; how other RPCs handle
31 the role(s); grants reporting detail; amending language related to additional duties to reflect
32 “may or may not”.
33

34 *Doug Greason moved to approve the office manager job description amendment, as amended,*
35 *seconded by Michael Gray. Motion passed unanimously.*
36

37 **Office Update:** Christian advised of the building sale in September to Vermont Rental Services.
38 They are interested in turning the second floor into apartments and the first floor into offices.
39 They are currently proposing to relocate us to the first floor, which could present us with flood
40 risk. After discussion it was concurred that moving to the first floor would not be a good
41 alternative, however there is opportunity to consider other proposals and pursue other
42 options.
43

44 **Meeting Minutes – 09/02/25 & 09/09/25**

1 *Michael Gray moved to approve the minutes of 09/02/25 and 09/09/25, seconded by Doug*
2 *Greason. Motion passed unanimously.*

3
4 **Commission Meeting Agenda:**

5 Christian advised he would like to add another policy discussion following the Meeting
6 Recordings Policy. New item would be Project Compatibility Letter Policy. Clarification that
7 Committee Appointment item was to fill the vacant Regional Plan Committee seat.

8
9 *Royal DeLegge moved to approve the agenda of October 14th as amended, seconded by Michael*
10 *Gray. Motion passed unanimously.*

11
12 **Committee Round Table:**

13 Christian advised he has been reaching out to all Commissioners, and they should expect a call
14 from him.

15
16 **Adjourn**

17 *Michael Gray moved to adjourn at 5:07 pm, seconded by Doug Greason . Motion passed*
18 *unanimously.*

19
20 Respectfully submitted,
21 Nancy Chartrand, Office Manager
22