

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**BOARD OF COMMISSIONERS**  
**Draft MINUTES**  
October 14, 2025

**Commissioners:**

|                                                |                          |                                                  |                          |
|------------------------------------------------|--------------------------|--------------------------------------------------|--------------------------|
| <input type="checkbox"/> Barre City            | Janet Shatney, Sec/Treas | <input type="checkbox"/> Moretown                | David Stapleton          |
| <input type="checkbox"/>                       | Vacant                   | <input type="checkbox"/>                         | Joyce Manchester, Alt    |
| <input checked="" type="checkbox"/> Barre Town | Alice Farrell            | <input checked="" type="checkbox"/> Northfield   | Royal DeLegge            |
| <input checked="" type="checkbox"/>            | Phil Cecchini, Alt.      | <input type="checkbox"/>                         | Jeff Schulz, Alt         |
| <input checked="" type="checkbox"/> Berlin     | Robert Wernecke          | <input checked="" type="checkbox"/> Orange       | Lee Cattaneo, Vice Chair |
| <input type="checkbox"/>                       | Karla NuiSSL, Alt.       | <input checked="" type="checkbox"/> Plainfield   | Paula Emery              |
| <input checked="" type="checkbox"/> Cabot      | Brittany Butler          | <input type="checkbox"/>                         | Bob Atchinson, Alt.      |
| <input type="checkbox"/> Calais                | John Brabant             | <input type="checkbox"/> Roxbury                 | Jerry D'Amico            |
| <input checked="" type="checkbox"/>            | Melanie Kehne, Alt.      | <input checked="" type="checkbox"/> Waitsfield   | Alice Peal               |
| <input checked="" type="checkbox"/> Duxbury    | David Wendt              | <input checked="" type="checkbox"/>              | Don La Haye, Alt.        |
| <input type="checkbox"/>                       | Vacant                   | <input 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, Chair      |
| <input checked="" type="checkbox"/> Fayston    | Andrew McNealus          | <input 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 checked="" type="checkbox"/> Woodbury     | Michael Gray             |
| <input type="checkbox"/> Montpelier            | Mike Miller              | <input checked="" type="checkbox"/> Worcester    | Bill Arrand              |

Staff: Christian Meyer, Nancy Chartrand, Brian Voigt, Lincoln Frasca, Lory Banbury, Reuben MacMartin

Guests: Stephen Whitaker, Montpelier resident; Thomas Weiss, Montpelier resident; Alison Spasyk, Lake Champlain Sea Grant; Shayne Jaquith, Nature Conservancy; Suzanne Armor, Woolmington, Campbell, Bent & Stasny, P.C

**Call to Order:** Chair Carbee 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:** Stephen Whitaker made note of funds being applied for to raise Route 2 by Country Club Road, which raised concerns about traffic impacts and the need for regional input. Christian Meyer noted that if Montpelier is selected to go to full application a CDBG grant application does require a letter of compatibility with the regional planning commission.

Christian additionally advised that we are advertising for an office manager position and noted we will be sending the posting to Commissioners for Front Porch Forum visibility.

**Act 121 Presentation:** Chair Carbee introduced Lincoln Frasca who in turn introduced Alison Spasyk, Lake Champlain Sea Grant and Shayne Jaquith, Nature Conservancy. He also noted there would be a workshop at the November Clean Water Advisory Committee meeting on this same subject which he encourages folks to attend.

Alison shared her screen with a presentation on river science related to the Flood Safety Act (Act 121), noting that the Nature Conservancy, Lake Champlain Sea Grant & Vermont Department of Environmental Conservation are in partnership promoting the new regulations related to Act 121.

This Act was passed in 2024 following the 2023 flooding taking into consideration that mitigation needs to be watershed-wide among communities. It aims to mitigate flooding in multiple ways (establish state regulation, create statewide minimum standard for development in NFIP enrolled towns, strengthen dam safety, increase floodwater storage in wetlands). Specifically highlighted was the timeline outlined below:

- outreach and education 1/1/25 – 1/1/27
- update river corridor map by 1/1/26
- submit report to legislature by 1/15/27
- adopt rules to limit new development in mapped river corridors by 7/1/27
- initiate administration of rules by 1/1/28

Additional information was provided as to the background for the regulations and outline of frequent flood disasters, historic river management practices and historic development patterns along rivers. It was noted river erosion causes a significant amount of damage (especially to roads). Mitigation measures to address erosion was discussed (straightening, dredging, mapping river corridors, river corridor bylaws). National Flood Insurance Program (NFIP) participation / mapping / drawbacks were discussed. Feedback is encouraged during the outreach period and can be provided at <https://Bit.ly/fsa-comment>

Alice Farrell (Barre Town) joined the meeting.

Discussion from the floor included:

- The need to reestablish a long-term equilibrium state post glacier; and it was noted that legislation should allow areas where we can establish a more equilibrium state which will be a big community asset.
- An appeals process of river corridor boundary determinations – ([link to rule shared by presenters](#))
- Additional explanation of wetlands net gain – if you diminish one acre of wetland, another acre needs to be protected or restored – this was changed from one to one and is now two to one.
- Wetland map updates – additional information to address this question will be provide by presenters.
- Administration of the program – it was clarified that the flood safety act gives the state the authority to administer river corridor protections and that municipalities do not have to. Municipalities will have the option to do so, but do not have to. There will be a permit program administered by the state.
- It was noted that Brian Voigt and Lincoln Frasca are also a resource to towns during this outreach and education process.

**Meeting Recordings Policy:** Christian Meyer provided an overview of the information outlined in the packet. Staff is recommending a change to bylaws that would add a section on meeting recordings to include advisory committees (only non-advisory are Board and Executive Committee).

*Lee Cattaneo moved to direct staff to develop bylaws in accordance with the recommendations contained in the memorandum. Seconded by Robert Wernecke. There was discussion on the process for changing bylaws and note made about having reminder notice on the website before recordings were deleted. Motion passed unanimously.*

**Project Compatibility Letter Policy:** Christian Meyer provided an overview of the information outlined in the packet. Significant discussion ensued regarding the process for review for big and small projects, and a recent Project Review Committee meeting that addressed a revision of the rules of process and development of criteria for certain cases, and the need for language which makes it clear which projects staff can respond to

without going to committee. It was also suggested any letters sent include stronger language than “reserves the right . . .”

It was confirmed that staff would prepare procedural language to bring to Project Review Committee in order to make recommendation to the Board of Commissioners.

*Alice Peal moved to table the action, seconded by Bill Arrand. Motion passed unanimously.*

**Municipal Dues:** Christian Meyer provided an overview of the information outlined in the packet, noting dues was discussed with Executive Committee who put forward a recommendation to raise dues 2.7% (per Consumer Price Index) with a goal to put the dues on an index system in the future. Chair Carbee confirmed the Executive Committee looked at three options - maintaining dues at same rate as last year, raising 4% per the Employer Cost Index, and 2.7% per the Consumer Price Index; and ultimately decided on the 2.7% increase with the expectation that indexing would be a good idea in the future.

*Robert Wernecke moved to accept the Executive Committee recommendation to increase the municipal dues from \$1.38 to \$1.42 per capita for FY27, seconded by Lee Cattaneo. It was confirmed the final column of the table in the memo is the increase for towns with the 2.7% increase. Robert Wernecke confirmed indexing in the future was not part of his motion. Motion passed unanimously.*

**Regional Plan Committee Appointment:** Chair Carbee introduced Alice Peal who advised the Regional Plan Committee currently has a vacant seat. Alice noted recruitment emails have been generated, but no volunteers have stepped forward. She provided an overview of the Regional Plan Committee’s current charge with updating the 2016 Regional Plan. Looking for nominations from the floor to fill the position on the Regional Plan Committee. It was confirmed the committee meets on the first Tuesday of the month.

There was no motion to open the floor to nominations as there were no volunteers from the floor.

Suzanne Armor, Esq. joined the meeting

**FFY26 TPI Budget and Work Plan:** Reuben MacMartin provided an overview of the information outlined in the packet, providing additional detail on changes in tasks (i.e. resilience data collection and the bike and pedestrian)

He also noted that there is opportunity to fund town studies (i.e. scoping) to get projects off the ground. He requested Commissioners go to their towns and advise these funds are available. Outreach has been ongoing to town staff however we have not received a lot of response to date. In addition, CVRPC has capacity to do demonstration projects on local roads and streets. Reuben’s contact information was shared for further follow-up in this regard. Also discussed was the prioritization list not including new projects.

**Minutes – (9/9/25 & 9/18/25):**

*Lee Cattaneo moved to accept the minutes of 9/9/25 and 9/18/25. Seconded by Michael Gray. It was requested that correction be made on 9/9 to read 6:30 – 8:30 vs. 4:00 – 5:30. Motion passed unanimously.*

**Reports:**

*Richard Turner moved to accept the Staff and Committee reports, seconded by Robert Wernecke. Motion passed unanimously.*

**Executive Session:** Christian Meyer advised Suzanne Armor, CVRPC’s attorney is in attendance regarding pending litigation related to petition submitted by Stephen Whitaker of Montpelier.

*Robert Wernecke moved that per 1 V.S.A. § 313(a)(1) premature general public knowledge of pending or probable civil litigation and of confidential attorney-client communications made for the purpose of providing professional legal services to CVRPC would clearly place the public body at a substantial disadvantage. Seconded by Michael Gray. Motion passed unanimously.*

*Robert Wernecke moved to enter executive session to discuss potential or pending litigation and attorney-client communication related thereto, included in the session will be executive director, Christian Meyer, and Attorney Suzanne Armor. Mr. Meyer's and Ms. Armor's attendance in executive session is appropriate because they have information that is needed by the Board to consider the matter. Seconded by Alice Peal. Motion passed unanimously. Executive session entered at 8:19 pm*

*Board of commissioners voted to leave executive session at 8:53 and resume the meeting in public with no action taken.*

**Pending or Probable Civil Litigation:** It was confirmed the meeting was being recorded again.  
*Bill Arrand moved to authorize the Board's attorneys to file a responsive motion to Mr. Whitaker's petition that, in the attorney's professional judgment, is legally sufficient to protect and articulate the Board's interest in the matter pending before the Court. Seconded by Lee Cattaneo. Motion passed unanimously.*

**Commissioner Round Table:** n/a

**Adjournment:** *Lee Cattaneo moved to adjourn at 8:59 pm; seconded by Michael Gray. Motion passed unanimously.*

Respectfully submitted,  
Nancy Chartrand, Office Manager