



BOARD OF COMMISSIONERS

October 14, 2025 - 6:30 pm

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

Hybrid Meeting with Remote Participation via Zoom¹

<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**

- 6:30² **Introductions/Roll Call / Confirmation of Meeting Recording**
- Adjustments to the Agenda**
- Public Comments** (on items that are not on the agenda)
- 2 6:35 **Act 121 Presentation** – Lake Champlain Sea Grant & Nature Conservancy (enclosed)
- 23 7:00 **Meeting Recordings Policy** (action - enclosed)³
- 25 7:10 **Project Compatibility Letter Policy** (action - enclosed)³
- 29 7:20 **Municipal Dues** (action - enclosed)³
- 7:30 **Regional Plan Committee Appointment** (potential action)³
- 33 7:35 **FFY26 TPI budget and workplan** (enclosed) informational
- 35 7:50 **Accept Meeting Minutes 9/9/25 & 9/18/25** (action - enclosed)³
- 45 7:55 **Reports** (action - enclosed)³ - Staff and Committee Reports
- 56 8:05 **Executive Session – 1 V.S.A. § 313(a)(1) Pending or Probable Civil Litigation** (Action - enclosed)³
- 8:20 **Pending or Probable Civil Litigation** (Action - enclosed)³
- 8:25 **Commissioner Roundtable**
- 8:30 **Adjourn**

Next Meeting: November 12, 2025 (Wednesday due to holiday)

¹ Persons with disabilities who require assistance or alternate arrangements to participate in are encouraged us at 802-229-1015 or cvrpc@cvregion.com at least 3 business days prior to the meeting for which services are requested.

² Times are approximate unless otherwise advertised.

³ Anticipated action item.

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

Act 121: The Flood Safety Act

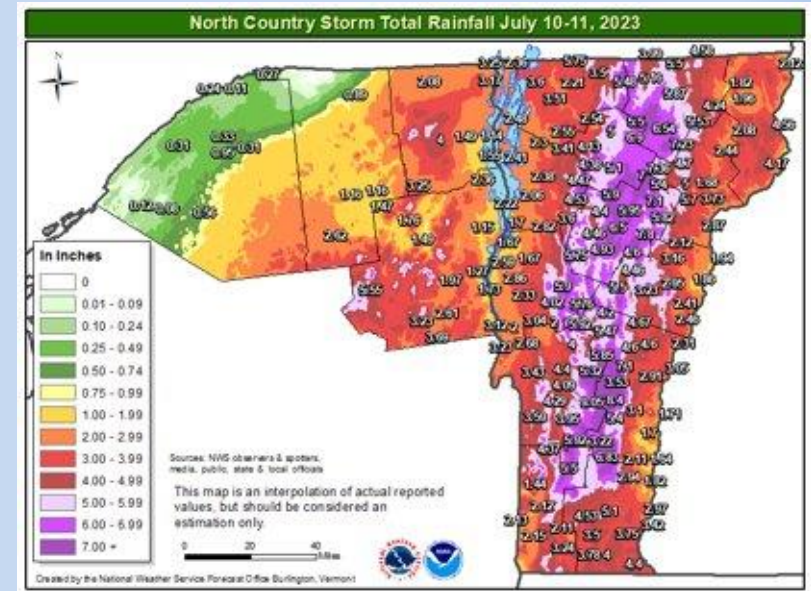


In support of



Flood Safety Act (Act 121)

- Passed in 2024 after the historic flooding of 2023
- Watershed-wide approach makes sure all towns upstream or downstream have the same protections, making all communities safer



Flood Safety Act (Act 121) aims to mitigate flooding in multiple ways



Gives DEC authority to limit new development in river corridors statewide



Creates statewide minimum standard for development in NFIP-enrolled towns



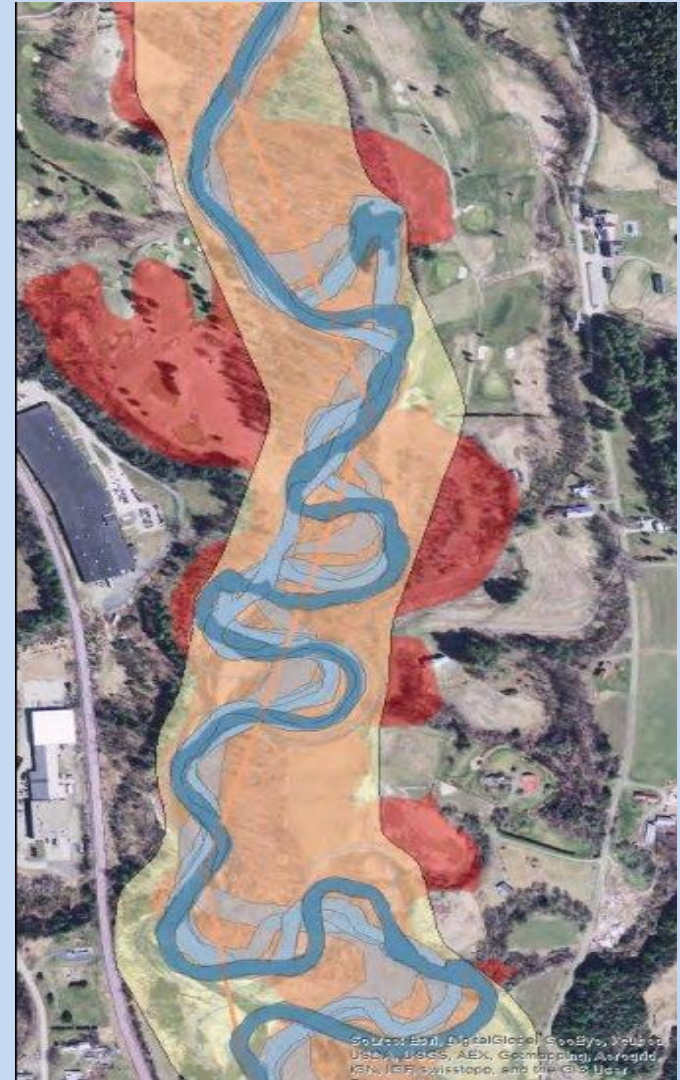
Strengthen oversight and strategically remove derelict dams



Protect and restore wetlands to create a net gain in wetland acreage

River Corridors Timeline

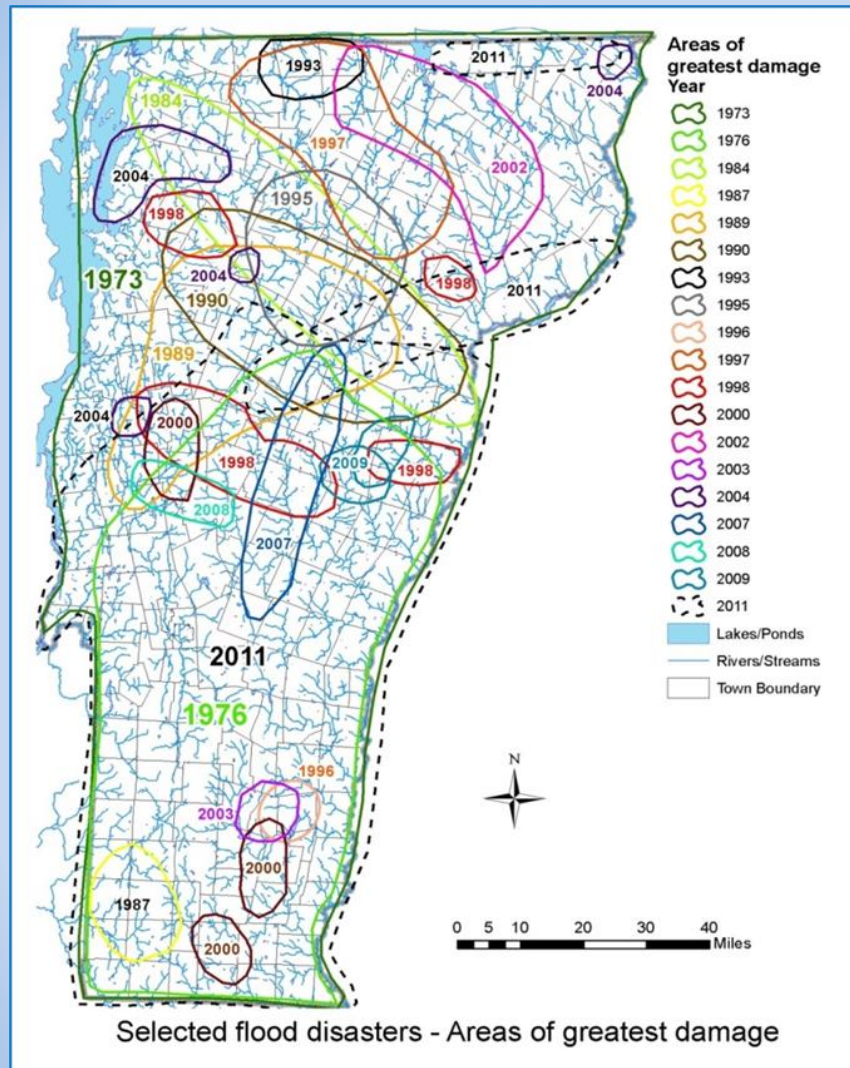
- Conduct 2-yr. education and outreach effort and collect input from the public (Jan. 1, 2025 – Jan. 1, 2027)
- Update River Corridor map to ID areas in existing settlements that will not increase fluvial erosion hazards (Jan. 1, 2026)
- Submit a report to legislature summarizing public input (Jan. 15, 2027)
- Adopt rules to limit new development in the mapped river corridors (July 1, 2027)
- Begin administration of the rules (Jan. 1, 2028)



A History of Vermont's Largest Floods

All New England Flood:	1869	Unknown
The Great Vermont Flood:	1927	\$450M
The Great New England Hurricane:	1938	\$482M
Floods of 1973:	1973	\$326M
Tropical Storm Irene:	2011	\$750M

Source: National Weather Service
Cost figures adjusted for 2012 dollars



Flooding is the most common and costly recurring hazard in Vermont

Vermont's communities are vulnerable to flooding due to:

- Topography
- Increased precipitation
- Historic river management practices
- Historic development patterns

“Nearly \$1 billion in damaged infrastructure after record rainfall in July 2023 and 2024”
(Vermont Public)

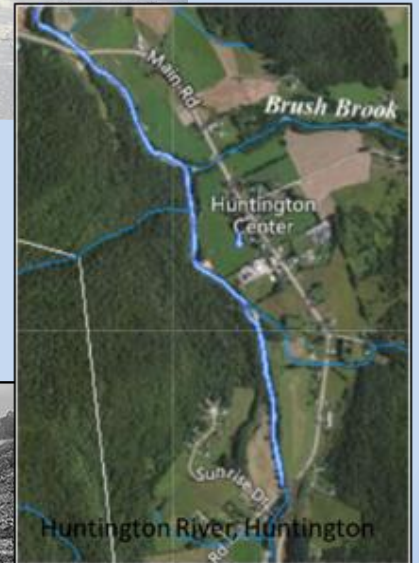
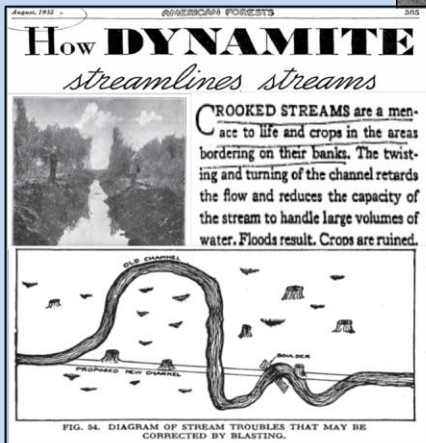
Flooding Damage:



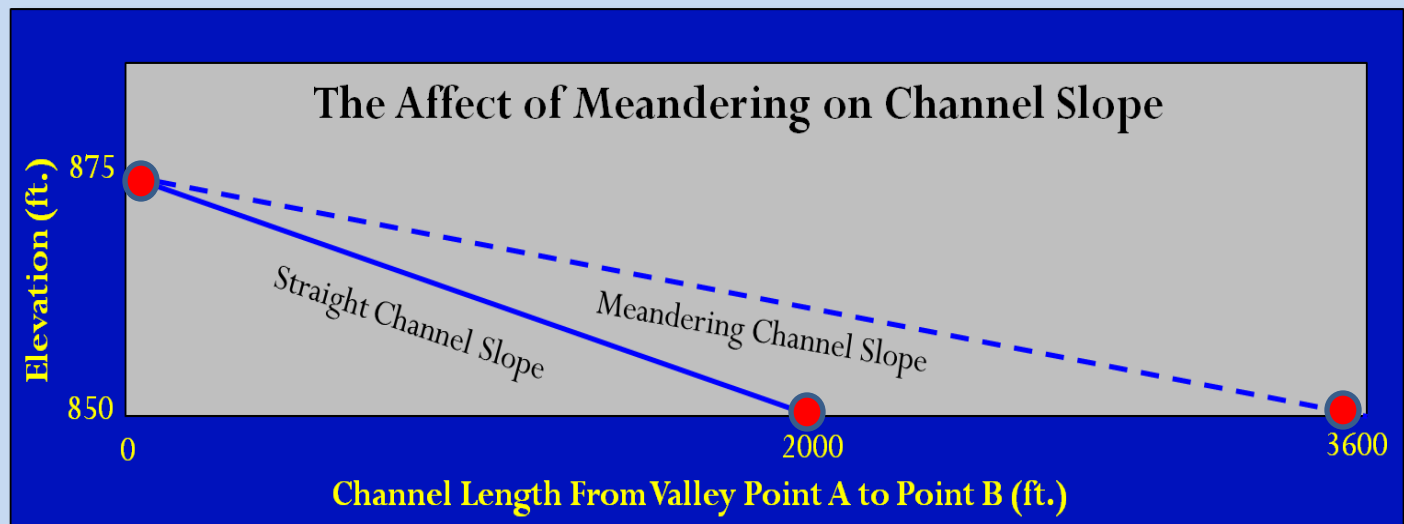
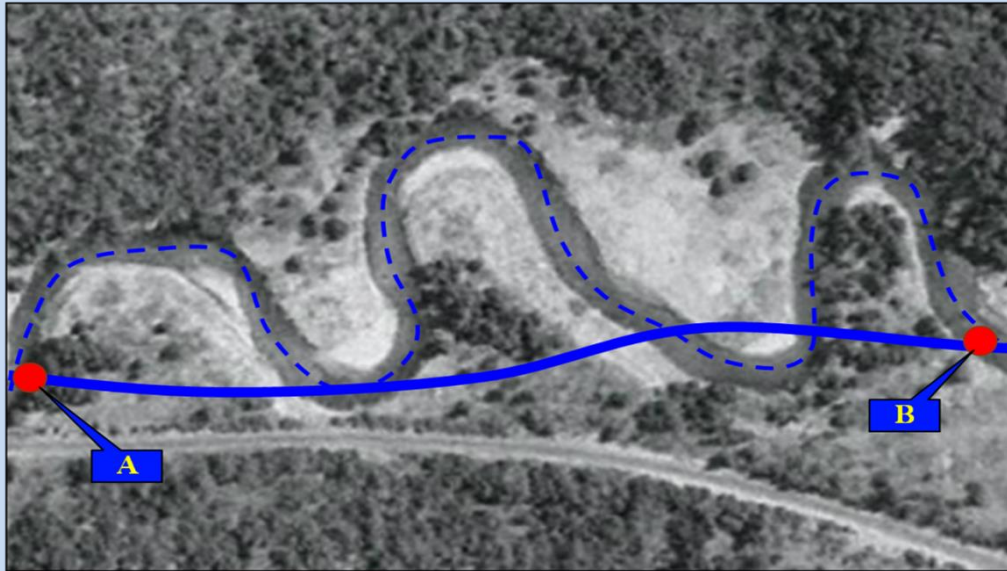
Inundation vs. Erosion

Over 75% of monetary flooding damages are due to fluvial erosion in Vermont
State Hazard Mitigation Plan

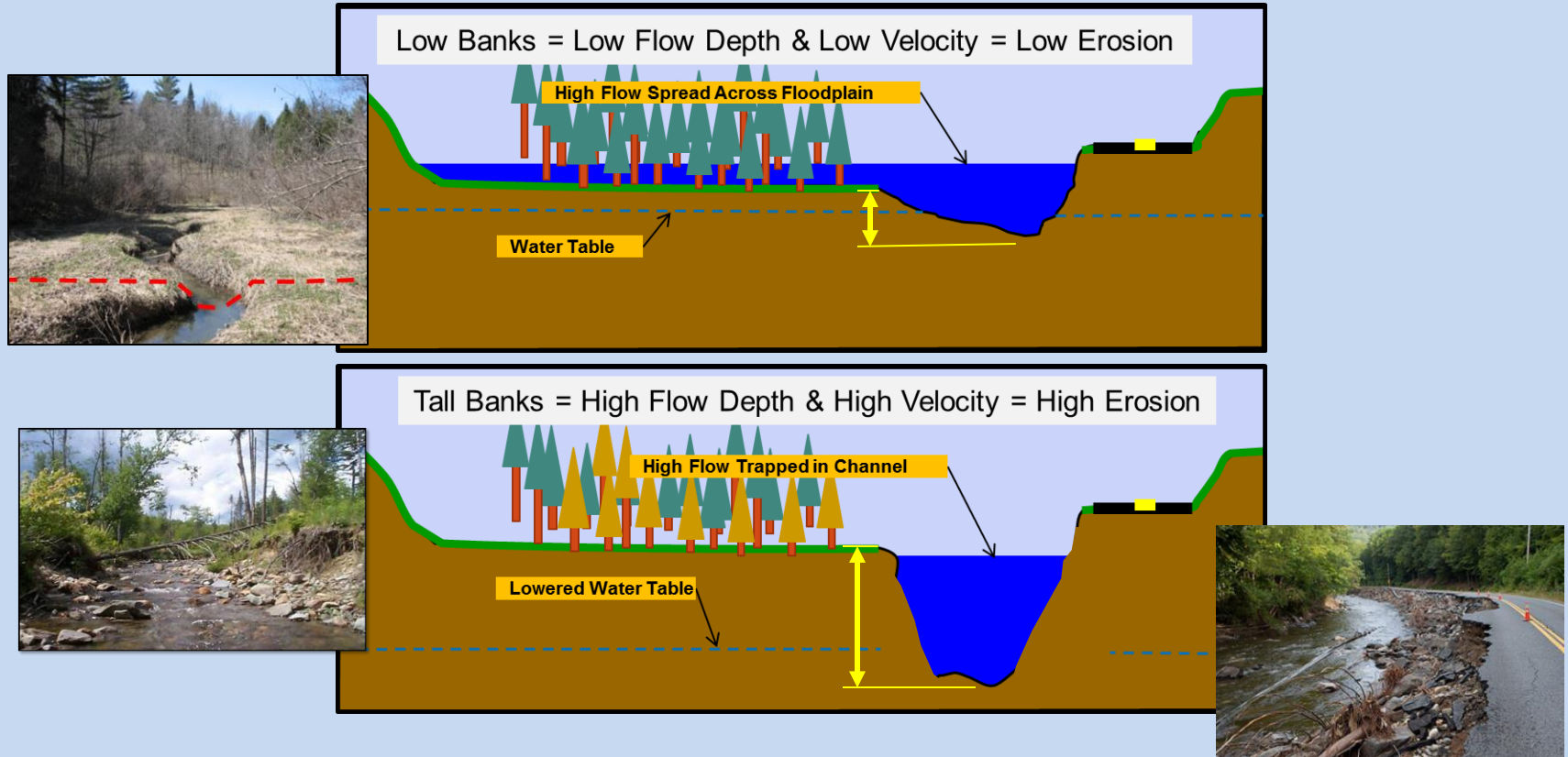
Controlling Rivers to Accommodate Adjacent Land Uses



Channel Straightening and Slope

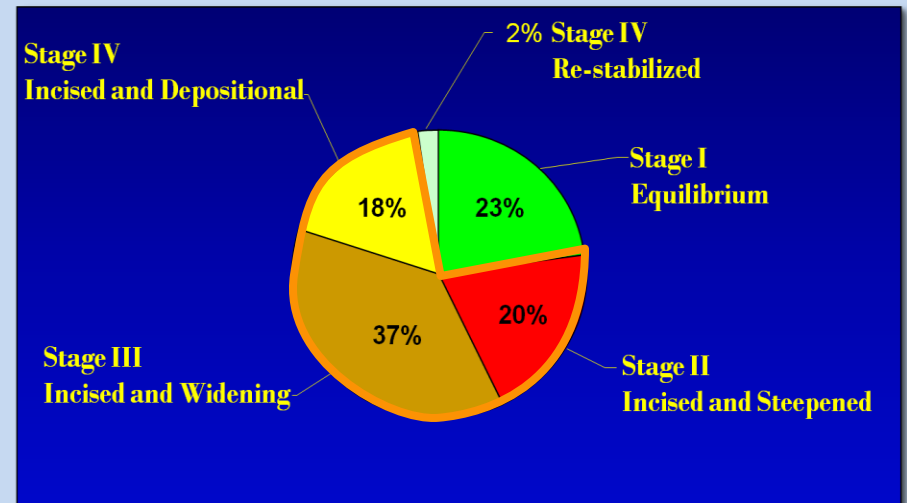
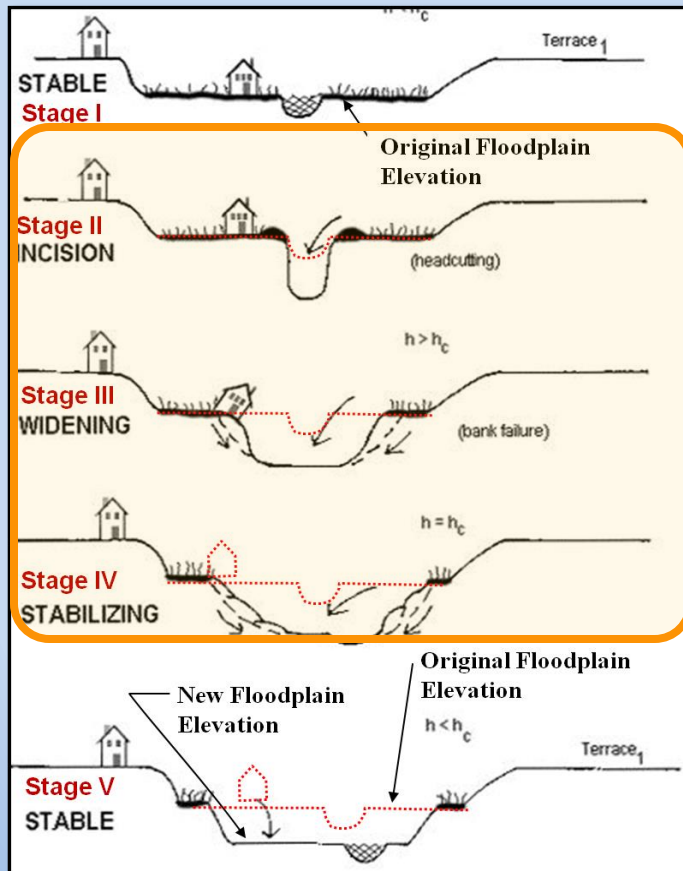


Channel Dredging and Erosion

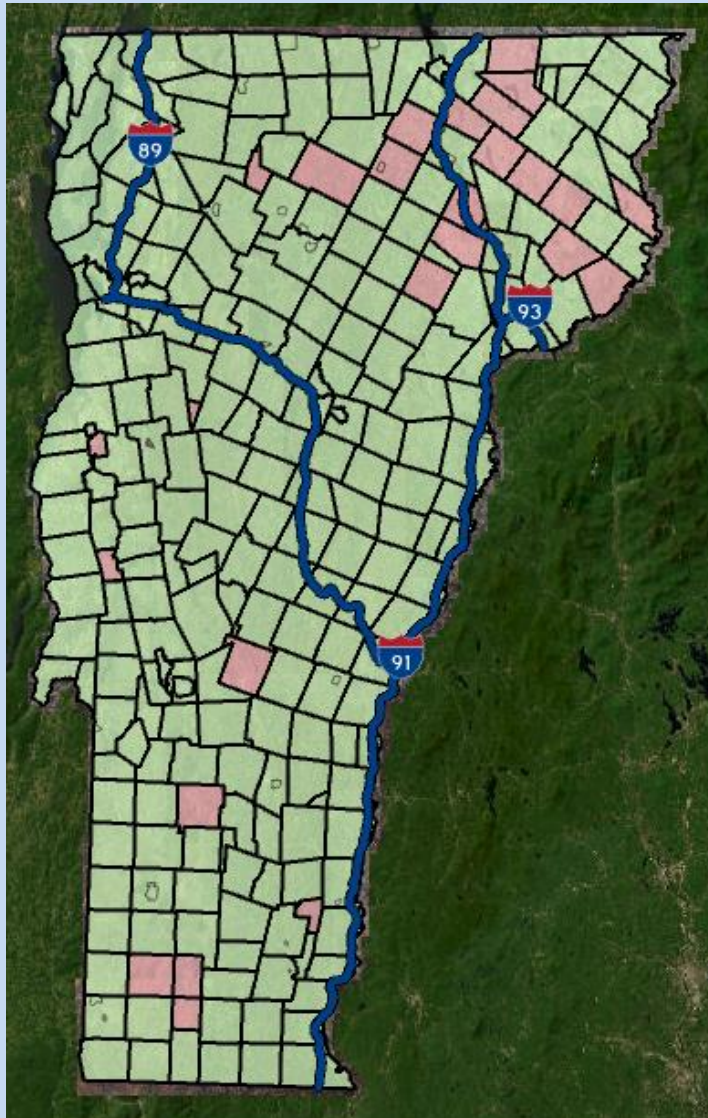


Protecting Development by Controlling the River

Historic land use and channel management activities have resulted in extensive channel instability.



- 5,000 river miles assessed.
- 75% undergoing channel evolution.



Vermont NFIP Participation

1/2025

Legend



National Flood Insurance

Program

274
Communities



Participating Community

20
Communities



Not Participating

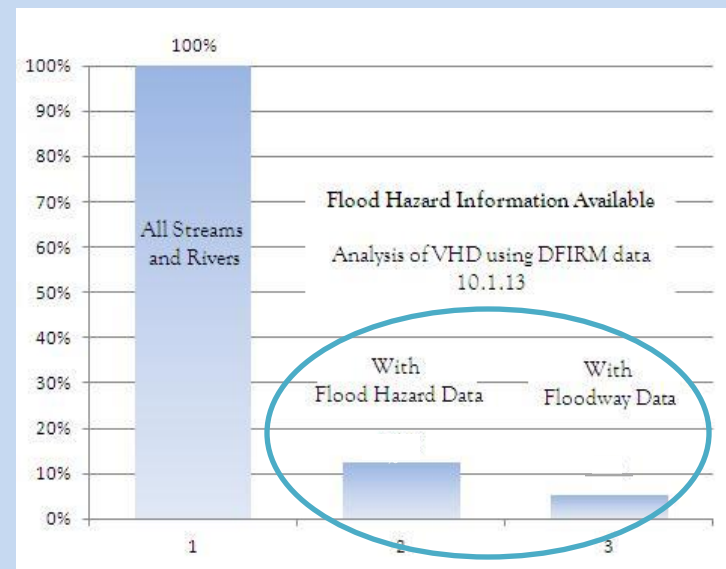
List of NFIP Participating communities
available at:

<https://www.fema.gov/cis/VT.html>

Map available from:
[Flood Ready Vermont Atlas](#)

Many Vermont flood risks are not identified by the NFIP floodplains

- Many streams have no FEMA-mapped floodplain
- Flash flooding and moving streams are not mapped



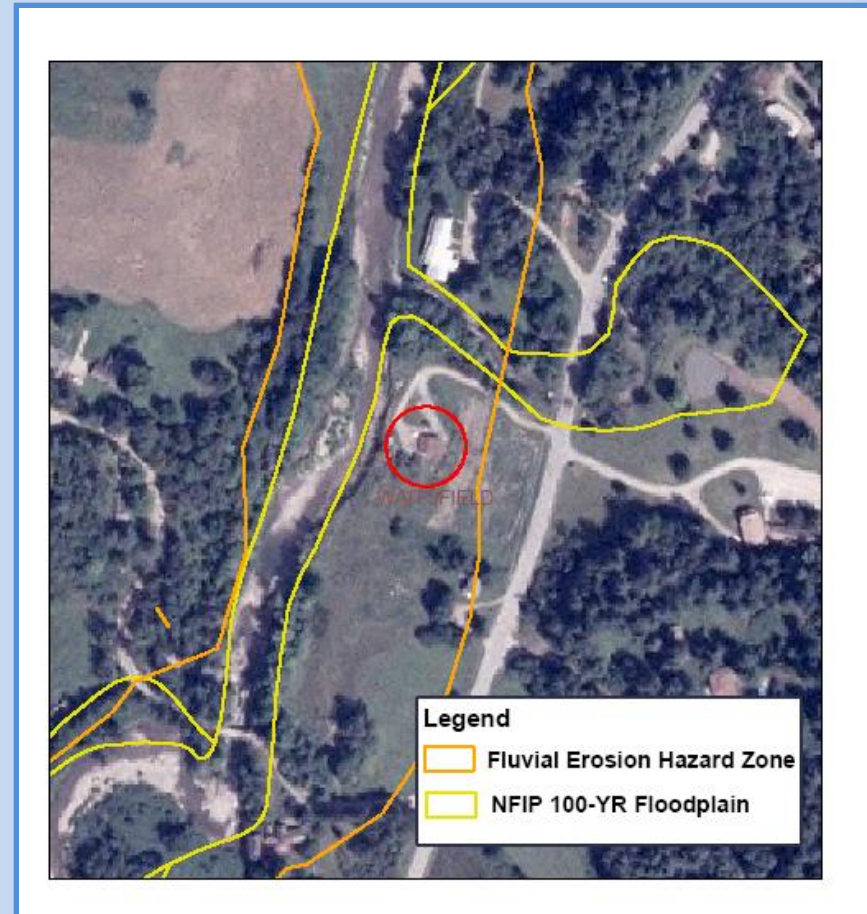
National Flood Insurance Program Does Not Address Fluvial Erosion Hazards

Not in the NFIP Floodplain



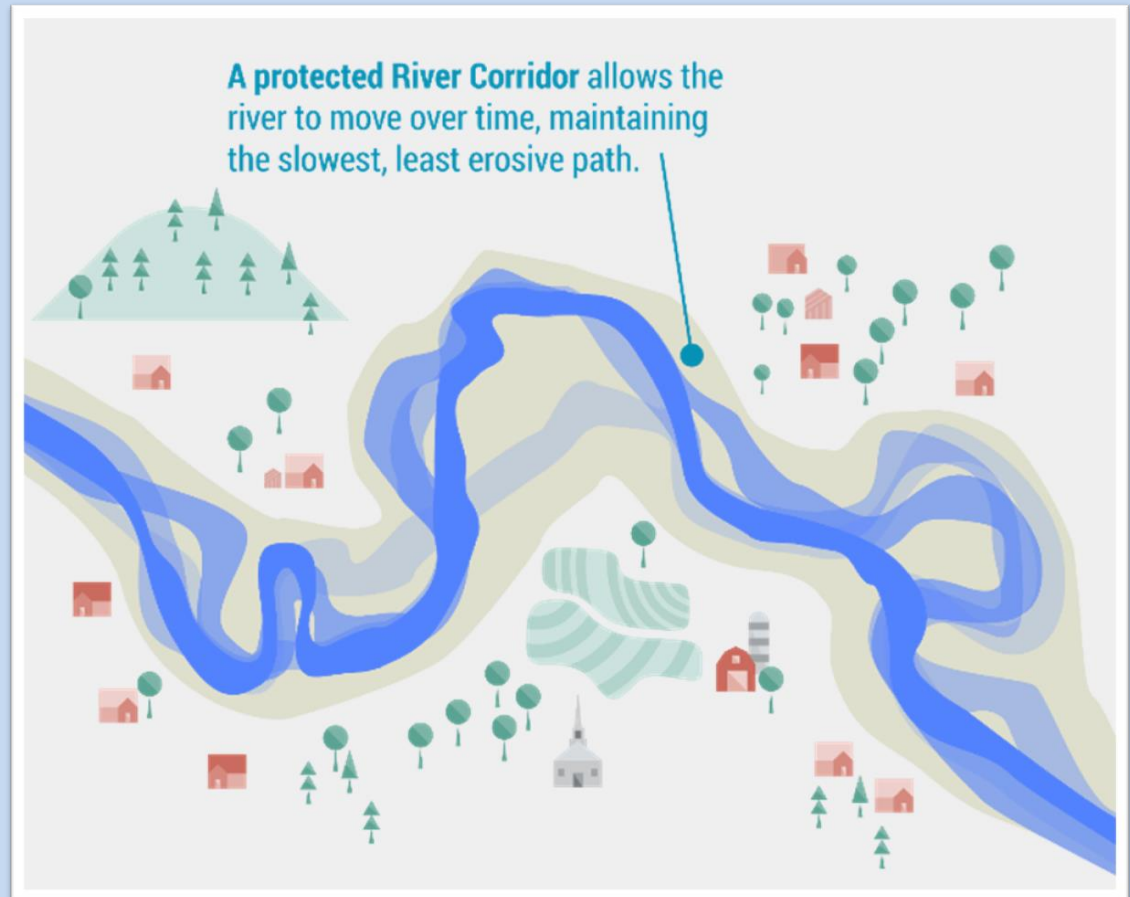
Mad River in Waitsfield, Vermont

100 feet from NFIP Floodway and 8 feet above the 100yr. flood elevation.



Mapping River Corridors to Reduce Exposure to Fluvial Erosion hazards

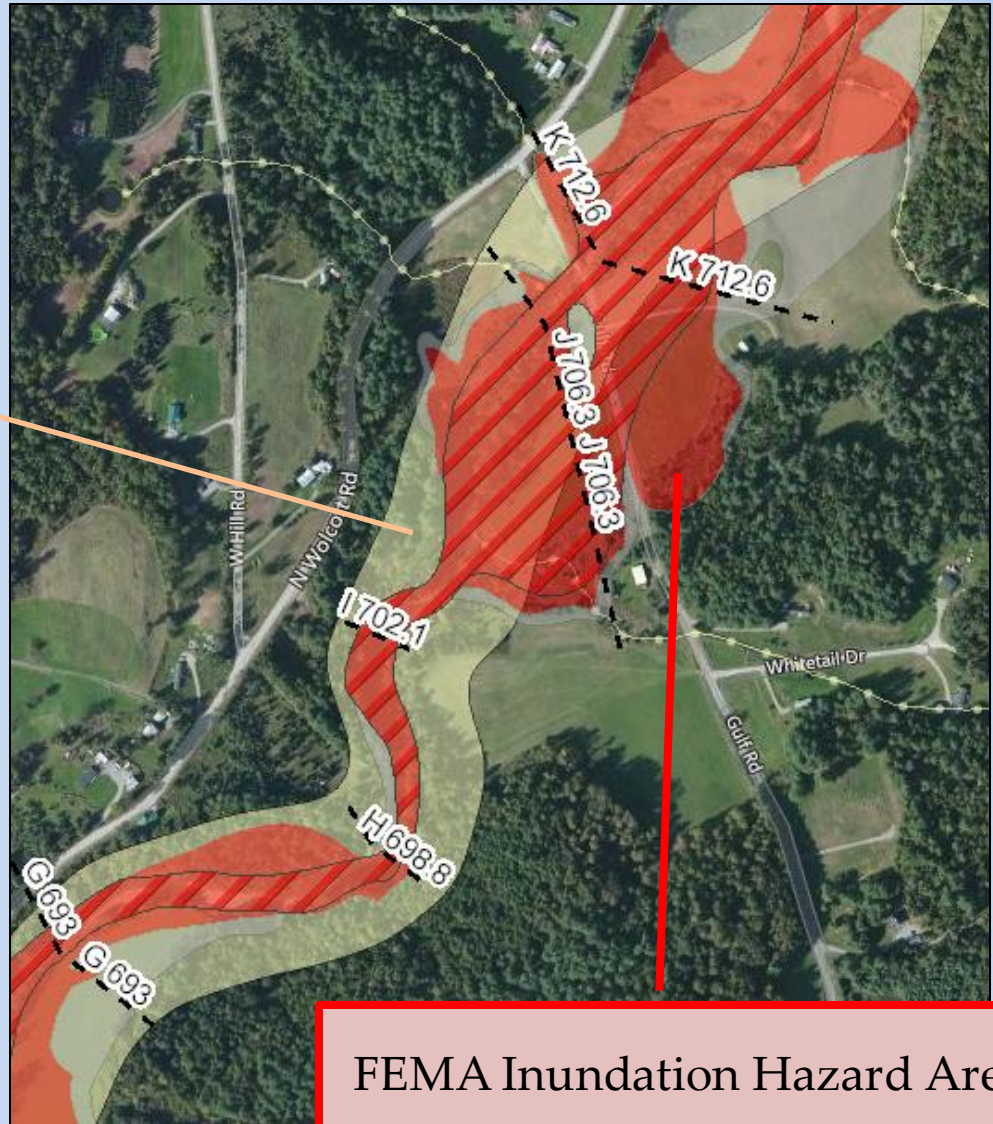
River Corridors:
the area on either
side of the river
where we expect
the channel to
adjust over time



Floodplains & River Corridors to Reduce Flood Hazards

ANR River Corridor

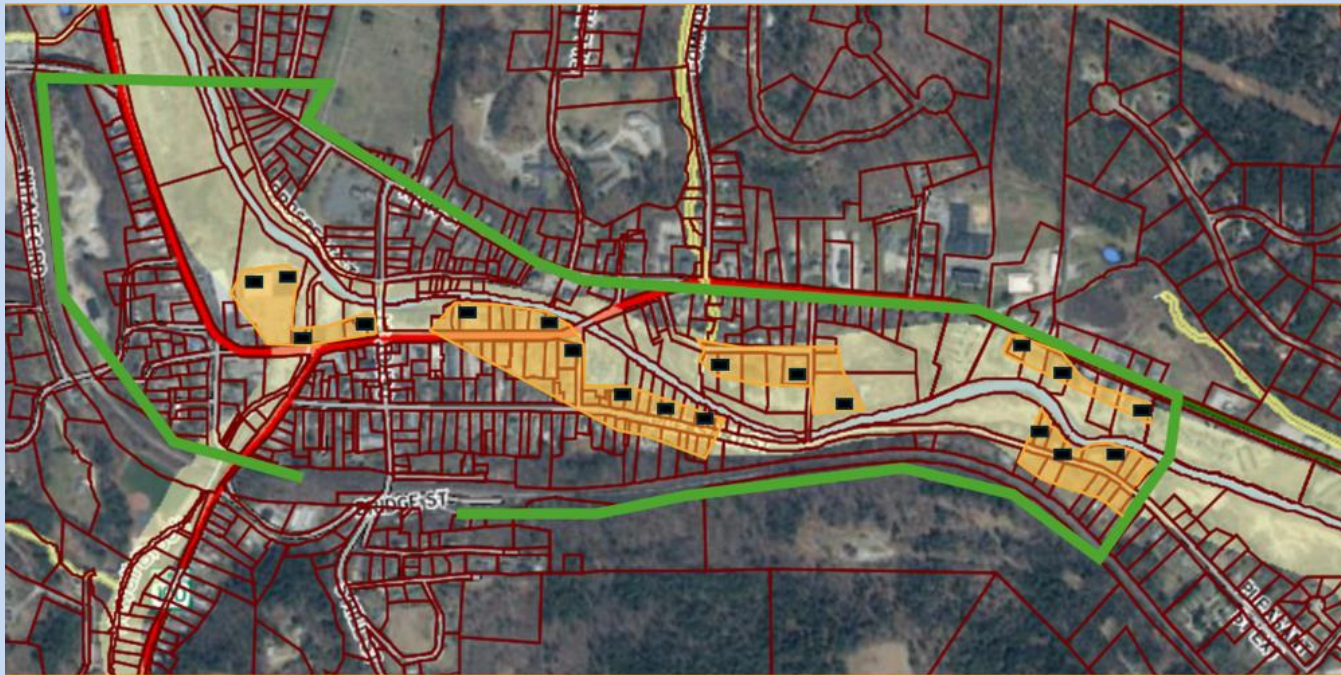
- The river corridor and NFIP inundation hazard area work together to provide comprehensive protection
- In some areas they overlap, in others they do not



FEMA Inundation Hazard Area

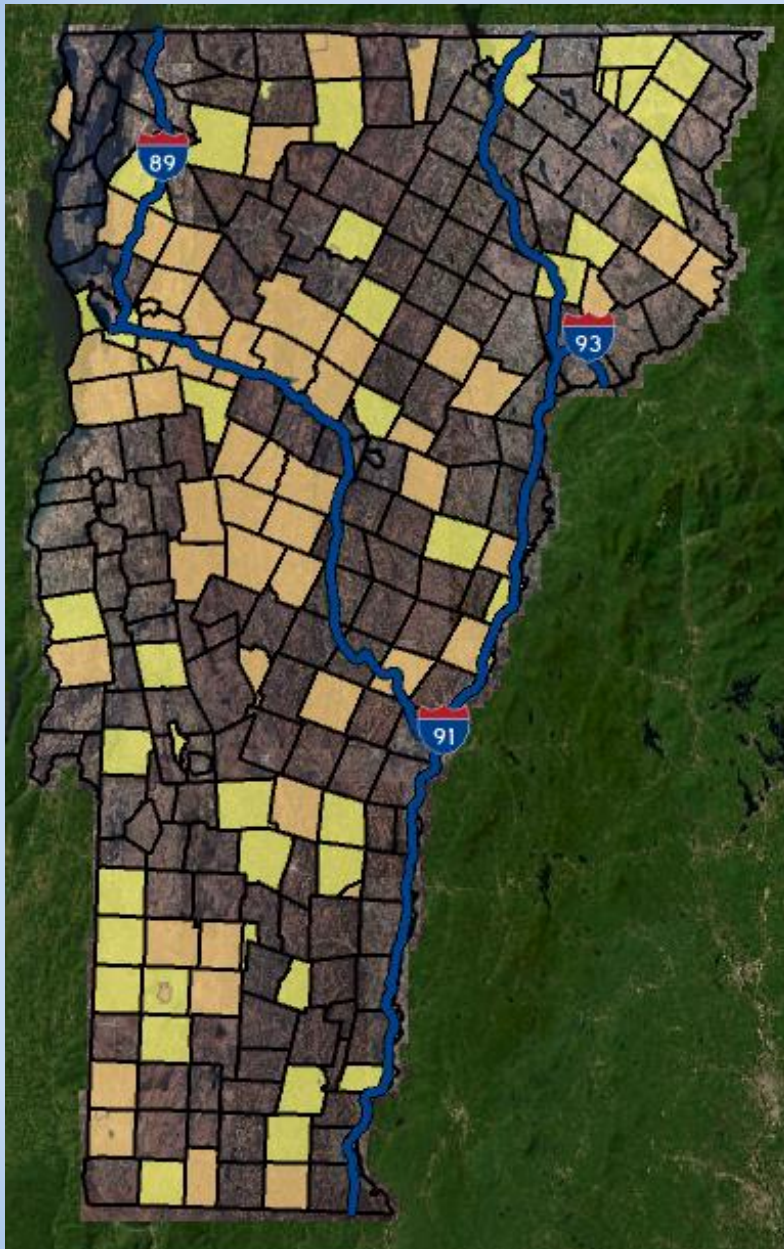
River Corridor Infill and Redevelopment Areas



The Flood Safety Act recognizes the need to continue to develop within existing settlement areas, even when those areas are within river corridors. The act calls for the river corridor map to be revised to include areas within designated centers that development will not create additional erosion hazards.



Many towns have already adopted river corridor bylaws

1/2025

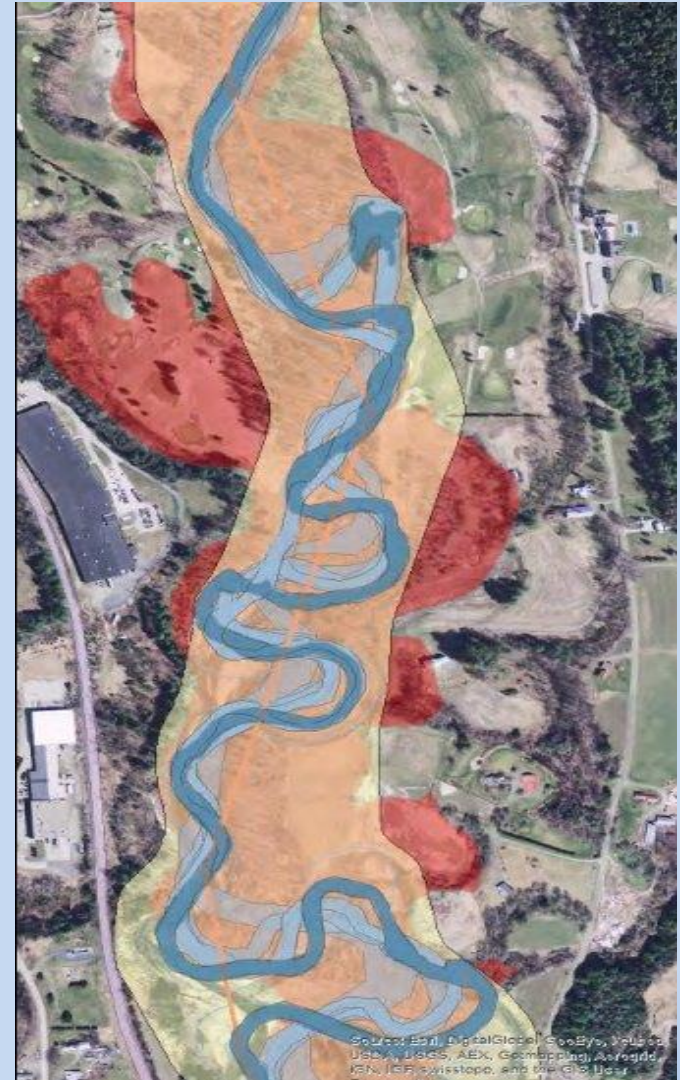


Legend	
—	Flood Ready
—	River Corridor Protection
	River Corridor Protection
	Interim River Corridor Protection

Map available from:
[Flood Ready Vermont Atlas](#)

River Corridors Timeline

- Conduct 2-yr. education and outreach effort and collect input from the public (Jan. 1, 2025 – Jan. 1, 2027)
- Update River Corridor map to ID areas in existing settlements that will not increase fluvial erosion hazards (Jan. 1, 2026)
- Submit a report to legislature summarizing public input (Jan. 15, 2027)
- Adopt rules to limit new development in the mapped river corridors (July 1, 2027)
- Begin administration of the rules (Jan. 1, 2028)



Resources in Development

- Flood Safety Act webpage on floodready.vermont.gov
 - Regularly updated information about the Act
 - Frequently asked questions
 - Infographics and other resources

FLOOD READY

Vermont's Flood Safety Act (S.213)

Vermont's historic development pattern has left our communities vulnerable to flooding. Limiting development in high hazard areas, improving dam safety, and supporting our wetlands are essential steps to **improve our collective flood preparedness, climate resilience, and water quality, while significantly decreasing taxpayer-funded flood recovery and the burden on our towns.**

1 River Corridors

The meandering area of a river prone to high-hazard erosive flooding, where 80% of flood-related damages occur, and which is currently largely unregulated.

- ✓ Updates the state river corridor map to identify areas suitable for development in existing settlements.
- ✓ Limits development in the mapped river corridor, avoiding future life safety concerns and property damage, and alleviating municipal administrative burden.
- ✓ Two-year education and outreach effort, and a two-year rule-making period.

2 Wetlands

The area of land saturated with water that serves as a sponge, retaining and slowing floodwaters, filtering and storing sediment, and providing critical habitat for species.

- ✓ Amends the Wetlands Rule to incorporate a 2:1 net gain rule in the permitting process.
- ✓ Requires development and updating of through wetlands mapping, valuable for state and municipal planning, as well as tracking wetlands over time.
- ✓ Requires an annual report from the Vermont Agency of Natural Resources on the status of the state's wetlands.

3 Floodplains

The area next to a river that fills with floodwaters through inundation-style flooding, where 20% of flood-related damages occur and which is regulated by the Federal Emergency Management Agency (FEMA) and enforced by towns.

- ✓ Creates a more climate-appropriate minimum standard for development in National Flood Insurance Program (NFIP)-enrolled towns, streamlining state technical assistance resources.
- ✓ Creates a study committee to assess the most effective way to administer the NFIP, in recognition of the complex municipal-state-federal regulatory landscape that is a strain on our towns.

4 Dam Safety

Dams unsafely alter river flows, and with only 2% of Vermont's 1,000+ dams designated as "flood control," many of the remaining dams pose significant flood risk to our communities.

- ✓ Provides the Vermont Department of Environmental Conservation (DEC) with more enforcement authority and creates a Dam Safety Revolving Loan Fund to provide financing for emergency and non-emergency removals and repairs.
- ✓ Transfers jurisdiction of 22 dams under Public Utility Commission (which does not have dam safety engineers) to DEC.
- ✓ Creates a study committee to assess a regional approach to dam emergency operations.



We want your feedback

- Do you have more questions about river corridors or the new statewide changes passed under Act 121?
- What information would be helpful for your community?
- Feel free to provide feedback in this short survey:

<https://forms.office.com/r/RVK0i3mc3n>

Flood Safety Act Presentation Feedback Form



Shayne Jaquith, The Nature Conservancy - Shayne.Jaquith@tnc.org

Alison Spasyk: Lake Champlain Sea Grant – Alison.Spasyk@uvm.edu





MEMO

Date: October 9, 2025
To: Board of Commissioners
From: Christian Meyer, Executive Director
Re: Meeting Recording Retention Policy

✉ **ACTION REQUESTED:** Discussion. Consider the final recommendations of the creation of adding a Meeting Recording Policy for advisory committees to the CVRPC Bylaws.

Background Policy and Statute

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 their convenience, and (2) to aid staff in drafting meeting minutes.

In an effort to demonstrate transparency and not overly obfuscate the process of requesting recordings, currently staff is posting all 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 statements would be taken out of context from a recording, or that during discussions, often all sides of an argument are being explored, and the views expressed do not necessarily represent the final the position of a committee member. 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.

The Commission most recently directed staff to provide a cost estimate of hosting recordings indefinitely. Zoom.com provides 10GB of data as part of their base account. CVRPC currently pays an additional \$40 a month to expand out storage to 200 GB with Zoom.com. CVRPC has generated roughly 3GB of data a month implying at current rates of data generation we should be able to hold roughly 5 years of data without needing to pay for a higher tranche of storage (1tb for \$100/month). Zoom does not make its recordings available for AI training purposes.

Alternatively, CVRPC could move all of its videos to YouTube for no cost. While this may be a cost-effective option, Google uses YouTube to train its AI models.

Background on Retention:

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.

Recommended Amendments:

Recording:

Based on the conversations of the Board of Commissioners, and the convenience and value created by making a recording available, staff recommends that in addition to the statutorily required recording of all non-advisory meetings, all advisory meetings be recorded.

Availability:

Because of the rapidly evolving nature of how publicly available data is being used, non-advisory public body meeting recordings will be available on the CVRPC web site for online viewing for a minimum of 30 days after official minutes are adopted. After which they will be available for online viewing upon request. Advisory committee recordings will available upon request for online viewing.

Retention:

No change recommended. Because CVRPC has available storage at a reasonable cost with a reasonable level of security, all recordings will be retained for a minimum of three years, as current policy dictates.

Next Steps

To amend the CVRPC Bylaws staff will follow Section 1003 of the CVRPC Bylaws. This includes review by the Executive Committee, review and affirmation by the Board of Commissioners, and final vote of 60% the Board of Commissioners.



MEMO

Date: October 9, 2025
To: Board of Commissioner
From: Christian Meyer, Executive Director
Re: Policy – Letters of Compatibility

✉ **ACTION REQUESTED:** move to direct staff to include an annotated list of all letters of compatibility completed in the prior month as part of the monthly staff report.

As the board of commissioners is reflecting on how it provides regional input on new projects, the intent of this agenda item is to brief the commissioners on how CVRPC staff typically draft and submit letters of compatibility and ensure this process aligns with the needs of the agency. Further, staff is recommending a minor adjustment to the process to ensure the Board of Commissioners is aware of projects that are being reviewed and is given an opportunity to review, ratify, or reverse a letter at its discretion.

Background

Funders often request applicants provide letters demonstrating proposed applications are compatible with the regional plan. CVRPC staff typically reviews the application concepts and any available data for compatibility with the current regional plan then drafts and submits these letters. Attached is a template letter of compatibility for commissioner review. Feedback on our current format and how it can be improved in the context of grant applications is welcome.

Important factors to consider:

- Project descriptions are conceptual and incomplete. Applicants are often in the early stages of developing a project, trying to build their funding plan. Staff may know the location and some basic details of the project, like number of units, but rarely has engineering been completed, including traffic impacts, stormwater design, water/wastewater designs, etc...
- Funding is not certain.
- CVRPC has a short timeline to provide these statements of compatibility. Most requests come in the final week before the application is due and many come in the last 48 hours.

- Traditionally large development projects go through the Act 250 process.
- Currently certain housing development projects that lie within the legislatively defined [Interim Exemption](#) areas may not require an Act 250 permit. These exemptions expire 12/31/2026.
- After 1/1/2026, only those areas identified by Regional Plan as Downtown/Village Center, Planned Growth Area or Village Area will be eligible for Act 250 exemptions.



Month 31, 2025

Name Last Name
Chair of Town Select Board
1 Main Street
Town, VT 05605-6

RE: New Residential Expansion – Regional Compatibility – Grant

Dear Chair,

The Central Vermont Regional Planning Commission (CVRPC) is supportive of Town's funding application for the New Residential Expansion. The project will construct roads, water, sewer and stormwater infrastructure to support the development of 45 clustered housing units meant to accommodate new residents out of the existing flood hazard area. It is recognized the project area is abutting the designated village center and all utilities (water/wastewater, electricity, fiber) are existing at the perimeter of the property and would be a logical extension of the infrastructure.

The project is located within the regionally identified *Rural* Future Land Use Planning Area, which encompasses the majority of the region's land area. The Regional Plan recognizes "new subdivisions can be planned [in the Rural Areas] to incorporate the positive characteristics of earlier rural settlements, such as public open spaces, and preservation of important resources (such as agricultural soils and forest blocks)." And that "Many of these objectives can be realized by clustering lots to create a Hamlet-type character around the homes, while setting a significant percentage of the project area aside as open space reserved for agriculture, forestry, wildlife habitat or public recreation."

Based on the information received by CVRPC, the project appears to support the Central Vermont Regional Plan, effective July 9, 2024, through the following goals and policies:

Housing Goals -

- To promote the development of housing opportunities for all residents of the Region, including and especially, affordable, elderly, and special needs housing.
- To encourage innovative planning, design, and development of housing which minimizes its costs, energy consumption, and environmental impacts.
- To support the coordination between public, private, and non-profit agencies involved with planning, financing, and developing affordable housing.

Housing Policies -

- Housing units that are affordable to households below the area median income and housing near employment centers should be encouraged.

Transportation Goals and Policies -

- Support planning and design ... to encourage development and redevelopment in existing villages, cities, and designated growth centers.

- To integrate modes of travel in order to allow for their most effective use and ultimately reduce dependence on single occupant vehicles.

However, CVRPC also recognizes that the New Residential Expansion is under design and as such some information around the impacts of growth on land use, aesthetics or transportation may not yet be available. Therefore, CVRPC reserves the right to make further comments on the project and reassess its compatibility with the regional plan as the project advances or proceeds through the State Act 250 permit process.

Please contact the CVRPC if you need any additional assistance as you investigate the feasibility of developing much need housing in your village area.

Sincerely,

Staff Member, Planner Extraordinaire



MEMO

Date: October 9, 2025
To: Board of Commissioners
From: Christian Meyer, Executive Director
Re: FY27 Municipal Dues

✉ **ACTION REQUESTED:** move to accept the Executive Committee recommendation and increase CVRPC's municipal dues assessment rate from \$1.38 per capita to \$1.42 per capita for Fiscal Year 2027.

At their October 6, 2025, meeting, the Executive Committee moved to recommend to the Board of Commissioners that CVRPC increase its municipal dues assessment rate from \$1.38 per capita to \$1.42 per capita for Fiscal Year 2027. This represents an increase of the 2.7%, equal to the growth of the Consumer Price Index (CPI) year over year through June 2025. Further the Executive Committee expressed interest in indexing municipal dues to the CPI or another federally reported inflation indicator in future years.

The CVRPC Board of Commissioners is responsible for setting CVRPC's annual municipal dues.

Background

Municipal dues are a critical part of how CVRPC funds its operations, matches other grants, provides professional staff development, and maintains its office space. As such, dues are essential to ensuring municipalities can rely on our services and reach into our staff pool for support. Municipalities invested \$90,255 for FY25 dues, to leverage over \$2.7-million in services from CVRPC. Municipal dues are one of only two flexible sources of funds that the CVRPC receives, the other being the regional planning funds provided by the Vermont Legislature.

The current assessment rate of \$1.38 was set for FY26 and an increase from the previous \$1.33 rate set for FY23. In FY24 and FY25 staff recommended holding rates steady.

How are municipal dues used?

Municipal dues are used to match grants, make up shortfalls or reductions in grants and contracts, and help support ongoing operations and maintenance of equipment training for a professional staff. State officials and legislators look to municipal assessments (the rate and the overall participation by municipalities) as one indicator of a regional planning commission's success.

How was the recommended rate developed?

The Executive Director assesses potential budgetary needs. Factors considered include overall budget, dues as a percentage of budget (buying power of municipal dues), cash and in-kind match needs, projected municipal service needs over the next 2-3 years, and potential future needs of the Commission.

Wages and benefits are CVRPC's primary costs, followed by consultant costs. The cost of each of these three categories has increased in recent years. Additionally, major pieces of our IT platform have been replaced, and additional investments are being made in our office space to accommodate a larger staff. Many of CVRPC's subscriptions and memberships can only be paid from municipal dues – the costs of each has increased with inflation.

The Executive Committee considered the following indexes in their deliberations, including a no change scenario, a rate based on the Employment Cost Index, and a rate based on the Consumer price Index. Descriptions of each index are provided below:

- Calculated by the Federal Bureau of Labor Statistics, the Employment Cost Index (ECI) measures the change in the hourly labor cost to employers over time. The ECI uses a fixed “basket” of labor to produce a pure cost change, free from the effects of workers moving between occupations and industries and includes both the cost of wages and salaries and the cost of benefits. The one-year change in salaries and benefits for state and local government for June 2025 was 4%.
- Calculated by the Federal Bureau of Labor Statistics, the Consumer Price Index (CPI) is a measure of the average change over time in the prices paid by urban consumers for a market basket of consumer goods and services. Indexes were used for the New England Area. The one-year change in June 2025 was 2.7%.

How will the dues change for my municipality?

			Maintain	Increase ECI 4%	Increase CPI 2.7%	
Municipality	2020 US Census	FY 26 Dues at \$1.38	FY 27 Dues at \$1.38	FY 27 Dues at \$1.44	FY 27 Dues at \$1.42	\$ Change
Barre City	8,491	\$11,717.58	\$11,717.58	\$12,186.28	\$12,033.95	\$316.37
Barre Town	7,923	\$10,933.74	\$10,933.74	\$11,371.09	\$11,228.95	\$295.21
Berlin	2,849	\$3,931.62	\$3,931.62	\$4,088.88	\$4,037.77	\$106.15
Cabot	1,443	\$1,991.34	\$1,991.34	\$2,070.99	\$2,045.11	\$53.77
Calais	1,661	\$2,292.18	\$2,292.18	\$2,383.87	\$2,354.07	\$61.89
Duxbury	1,413	\$1,949.94	\$1,949.94	\$2,027.94	\$2,002.59	\$52.65
East Montpelier	2,598	\$3,585.24	\$3,585.24	\$3,728.65	\$3,682.04	\$96.80
Fayston	1,364	\$1,882.32	\$1,882.32	\$1,957.61	\$1,933.14	\$50.82
Marshfield	1,583	\$2,184.54	\$2,184.54	\$2,271.92	\$2,243.52	\$58.98
Middlesex	1,779	\$2,455.02	\$2,455.02	\$2,553.22	\$2,521.31	\$66.29
Montpelier	8,074	\$11,142.12	\$11,142.12	\$11,587.80	\$11,442.96	\$300.84
Moretown	1,753	\$2,419.14	\$2,419.14	\$2,515.91	\$2,484.46	\$65.32
Northfield	5,918	\$8,166.84	\$8,166.84	\$8,493.51	\$8,387.34	\$220.50
Orange	1,048	\$1,446.24	\$1,446.24	\$1,504.09	\$1,485.29	\$39.05
Plainfield	1,236	\$1,705.68	\$1,705.68	\$1,773.91	\$1,751.73	\$46.05
Roxbury	678	\$935.64	\$935.64	\$973.07	\$960.90	\$25.26
Waitsfield	1,844	\$2,544.72	\$2,544.72	\$2,646.51	\$2,613.43	\$68.71
Warren	1,977	\$2,728.26	\$2,728.26	\$2,837.39	\$2,801.92	\$73.66
Washington	1,032	\$1,424.16	\$1,424.16	\$1,481.13	\$1,462.61	\$38.45
Waterbury	5,331	\$7,356.78	\$7,356.78	\$7,651.05	\$7,555.41	\$198.63
Williamstown	3,515	\$4,850.70	\$4,850.70	\$5,044.73	\$4,981.67	\$130.97
Woodbury	928	\$1,280.64	\$1,280.64	\$1,331.87	\$1,315.22	\$34.58
Worcester	964	\$1,330.32	\$1,330.32	\$1,383.53	\$1,366.24	\$35.92
Region	65,402	\$90,254.76	\$90,254.76	\$93,864.95	\$92,691.64	\$2,436.88

Vermont RPC Municipal Dues Rates and Structures

The Executive Committee customarily requests information about how CVRPC's activities compare to its peers. The table below reflects how CVRPC's **current** dues compare to other RPCs. The data is sorted by Per Capita Equivalent to assist with comparisons.

RPC	Population	Data Source	\$ Raised from Dues	# of Municipalities	Dues as % of Total Revenue	Calculation Method	Per Capita Equivalent ^{t1}	Notes
Bennington	35,337	US Census	\$104,383	17	6.6%	Population: 0-250 = \$2,000; 251-500 = \$3,000; 501-1,000 = \$4,000; 1,001-2,000 = \$5,000; 2,001-3,000 = \$6,000; 3,001-4,000 = \$7,000; 4,001-5,000 = \$8,000; Over 5,000 = \$8,000 + (Population-5,000) * 3	\$2.95	FY26 rate
Windham	45,044	US Census	\$123,871	27	5%	\$2.74 per capita - minimum \$250 (5% increase in FY24)	\$2.75	FY26 rate
TRORC	57,116	US Census	\$98,811	30	<3%	\$1.73 per capita	\$1.73	FY26 rate
Chittenden	168,323	US Census	\$263,070	18	<3%	2.5% Increase. Pro-rated based on municipal share of the county Equalized Education Grand List (EEGL) value	\$1.57	FY25 rate
Mt Ascutney	24,711	US Census	\$34,804	10	<2%	\$1.40 per capita	\$1.40	FY25 rate
Addison	33,517	US Census	\$45,000	21	<2%	\$1.35 per capita, minus group quarters	\$1.34	FY25 rate
Central	65,402	US Census	\$90,255	23	3%	\$1.38 per capita	\$1.38	FY26 rate
Northwest	57,239	US Census	\$68,389	22	<2%	\$1.19 per capita; annual change based on employer cost price index	\$1.19	FY24 rate
Lamoille	24,475	US Census	\$20,000 - \$30,000 over 4 years	10	~3%	Pro-rated 60/40, most recent Census population and equalized grand list value; towns only, not villages	\$0.82 - \$1.22 over 4 years	FY24 rate – FY28
NVDA	62,438	US Census	\$52,270	50	<3%	minimum dues of \$500 (few do pay \$100); \$3,500 cap	\$0.84	FY25 rate
Rutland	61,642	US Census	n/a	27	n/a	Transitioned to per capita this year	n/a	FY26 rate

¹Amount Raised by Dues divided by Population



MEMO

Date: October 14, 2025
To: CVRPC Board of Commissioners
From: Reuben MacMartin, Senior Planner
Re: FFY26 TPI Work Program

✉ **Information:** Presentation of FFY 2026 CVRPC TPI work program

About the TPI Work Plan?

The CVRPC adopts a TPI work plan annually that defines the tasks CVRPC staff will work on in the coming federal fiscal year (FFY). Only those tasks included in the work plan are eligible for funding under the TPI. The FFY 26 draft work plan reflects the updated VTrans guidance on eligible tasks while carrying forward regional priorities from FFY 25.

This work plan and budget were adopted by the Executive Committee on September 2, 2025 pending final Transportation Advisory Committee (TAC) approval which was forthcoming on September 23, 2025.

For FFY 26 the work program task structure has been modified in response to updated guidance from VTrans reducing the number of subtasks and adopting broader language to include related or support work adjacent to previously narrowly specified tasks. New tasks are noted below:

Task1: Program Administration

- No New Tasks

Task 2: Public Participation and Coordination

- Human Services Transportation Coordination (previously under Task 3)
- Complete Streets Coordination (reporting was previously under Task 4)

Task 3: Planning

- No New Tasks

Task 4: Data Collection and Management

- Resilience Data Collection

Task 5: Project Development Planning

- No New Tasks

Task 6: Municipal Roads General Permit Support

- No New Tasks

Task 7: Strategic Initiatives

- No Tasks – Bicycle/Pedestrian funds expire at the end of FFY 25.

Task 8: Other Planning Activities

- No Tasks

Budget

The total budget for tasks 1-6 for FFY 26 is \$257,075.00 This is a 1.5% total increase over the FFY 25 budget, which was \$253,173.00 for Tasks 1 through 6.

Table 1 shows change in funding by TPI task between FFY 25 and FFY 26, with FFY 26 allotments determined based on FFY 25 actual expenditures combined with anticipated available staff effort for FFY 26. [Details can be found in the adopted full workplan and budget found in the packet from the September 23, 2025 TAC meeting.](#)

Table 1: Change in Task Funding FFY 25 to FFY26

Task #	Task Description	Agreement Amount FFY 25	Agreement Amount FFY 26	Percent Change
Task 1	Administration	\$ 56,392.23	\$ 40,705.50	-27.8%
Task 2	Public Participation and Coordination	\$ 29,237.47	\$ 21,377.60	-26.9%
Task 3	Planning	\$ 100,316.80	\$ 142,079.87	41.6%
Task 4	Data Collection & Management	\$ 55,969.51	\$ 46,373.47	-17.1%
Task 5	Project Development Planning	\$ 5,586.33	\$ 4,284.17	-23.3%
Task 6	Municipal Roads General Permit (MRGP) Support	\$ 5,670.66	\$ 2,254.39	-60.2%
Sub- Total	Tasks 1 - 6 only	\$ 253,173.00	\$ 257,075.00	1.5%
Task 7	Bicycle and Pedestrian Planning Integration Program	\$ 28,919.33		-100.0%
Task 8	State Owned Rail Trails	\$ -	\$ -	0.0%
Task 9	Other Planning Activities	\$ -	\$ -	0.0%
Total	All Tasks	\$ 282,092.33	\$ 257,075.00	-8.9%

The TPI is funded through U.S. Department of Transportation Federal Highway Administration, transportation funds appropriated by the Vermont Legislature, Vermont Agency of Commerce and Community Development Municipal & Regional Planning Fund, and CVRPC's member municipalities.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Board of Commissioners
Regular Meeting
Draft Minutes

9 September 2025 4:00 – 5:30 pm

29 Main Street, Suite 4, Montpelier, VT 05602

Remote Access Via Zoom

Staff: Christian Meyer, Keith Cubban, Lorraine Banbury

Guests: Stephen Whitaker, Montpelier

Commissioners:

<input checked="" 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 type="checkbox"/> Barre Town	Alice Farrell	<input checked="" type="checkbox"/> Northfield	Royal DeLegge
<input type="checkbox"/>	Phil Cecchini	<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 Nuisst, Alt.	<input type="checkbox"/> Plainfield	Paula Emery
<input checked="" type="checkbox"/> Cabot	Brittany Butler	<input type="checkbox"/>	Bob Atchinson, Alt.
<input checked="" type="checkbox"/> Calais	John Brabant	<input checked="" type="checkbox"/> Roxbury	Jerry D'Amico
<input 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 type="checkbox"/> Fayston	Andrew McNealus	<input checked="" 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 checked="" type="checkbox"/> Montpelier	Mike Miller	<input checked="" type="checkbox"/> Worcester	Bill Arrand

Staff: Christian Meyer, Keith Cubban, Lorraine Banbury

Guests: Stephen Whitaker, Montpelier

Call to Order: Chair Peter Carbee called the meeting to order at 6:32 pm, a roll call was completed, and a quorum was present.

Public Comments:

Stephen Whitaker, Montpelier, provided extended public comment regarding the approval of the Montpelier City Plan. He noted that he and 24 other petitioners filed under 24 VSA §4476 for a regional review panel to reconsider the decision. He stated the Agency of Commerce and Community

Development (ACCD) declined to convene such a panel, and he has filed a writ of mandamus in Superior Court. He claimed that conflicts of interest and recusal violations occurred regarding Montpelier Planning Director Mike Miller's role in authoring the plan and casting a deciding vote. He also argued that the public hearing requirement was not met under the statute, that compatibility analysis was insufficient, and that regional transportation impacts and statutory deficiencies put the Commission at risk. He requested that the Executive Director issue a written briefing to the Commission, that a letter be sent to ACCD, and that a special meeting be scheduled to review the legal considerations.

Community Development Block Grant (Disaster Recovery) Review

Staff provided updates on two applications under the Community Development Block Grant Disaster Recovery (CDBG-DR) program. These are funded by approximately \$67.8 million awarded to Vermont by the U.S. Department of Housing and Urban Development for flood recovery.

Winooski River Basin Modeling Project

Christian Meyer explained that CVRPC is taking the lead on an application to support basin-wide flood modeling, alternatives analysis, and public engagement. The project will compile existing FEMA and municipal data into a comprehensive model of the Winooski River Basin. The University of Vermont team, led by Rebecca Diehl, will test various mitigation strategies.

Keith Cubbin, Emergency Management Planner, clarified that local studies—such as culvert and bridge assessments already completed by municipalities—will be integrated into the basin model, making it progressively stronger as more data is added. The model will allow engineers and towns to understand upstream and downstream impacts of any proposed floodplain reconnection or infrastructure project.

Alice Peal asked how this project relates to UVM research and whether it overlaps with previous studies. Christian stated that UVM's participation is central to the project. Consultant John Broderick—on the ACCD list of qualified grant writers—had been retained for that purpose.

Brittany Butler asked whether the project would create new models or primarily combine existing ones. Staff confirmed that the work would focus on compiling existing models and datasets.

Capital Fire Mutual Aid Communications Upgrade Project

Keith Cubban described a second application, where CVRPC will serve as the fiscal agent for Capital Fire Mutual Aid. This project proposes a \$3.5 million

upgrade of the regional communications system, replacing outdated antennas and equipment dating back to the late 1980s and early 1990s.

Keith Cubbin explained that weaknesses were revealed during the 2023 flood, when multiple towers failed, leaving the network at risk of total outage. The upgrade would modernize the system to P25 digital standards and relocate the core from the Montpelier Police Station basement to Alumni Hall in Barre City, out of the floodplain in a secure and hardened facility.

John Brabant raised a concern about potential access issues at Alumni Hall due to previous flooding. Keith responded Alumni Hall is one of the most secure and resilient sites available. It has been designed to withstand both flooding and electromagnetic pulse disruptions.

Stephen Whitaker spoke in opposition to the project's governance framework, stating that fire departments are not radio engineers and criticizing the lack of minutes from the regional communications committee. He argued that the proposal should be aligned with the statewide interoperable network planning process currently underway and stated that he had provided a memo to staff on this matter.

Staff noted that both CDBG-DR applications require letters of support from the RPC demonstrating compatibility with the Regional Plan. Commissioners discussed whether endorsements should be reviewed by staff alone or be subject to oversight by the Project Review Committee. Commissioners expressed general support, with the understanding that larger-scale projects may require additional review in the future.

Project Review Committee

Commissioners discussed the appropriate role of the Project Review Committee (PRC) in reviewing grant-related projects. John Brabant emphasized review of projects' regional impact, especially given exemptions from Act 250 under the new law. Doug Greason and David Wendt supported PRC involvement as a first step for larger-scale projects. Lorraine Banbury confirmed that the PRC has developed criteria to define 'substantial regional impact' and guidelines for Committee review.

Meeting Recording Retention Policy:

Staff presented draft language for a meeting recording retention policy. Christian Meyer explained that state law only requires recordings of non-advisory public bodies—such as the Board of Commissioners and the Executive Committee—to be kept for 30 days beyond approval of the meeting minutes. No statutory guidance exists for advisory committees, resulting in inconsistent practices across CVRPC's committees.

Currently, some staff record advisory committee meetings while others do not. For transparency, CVRPC has been posting recordings online; however, this has raised questions about cost, storage, and policy consistency. CVRPC's pre-COVID policy required all meeting recordings to be retained for three years.

Staff recommended retaining recordings of advisory committees for three months after minutes are approved, and non-advisory committees for one year. This would allow time for corrections to minutes, participant review, and staff reference while reducing long-term storage costs. While data costs are not burdensome, the volume of recordings would increase with expanded coverage.

John Brabant asked whether this meant advisory committee recordings would effectively be retained for four months (three months after minutes are approved), since committees meet monthly. Christian confirmed that this was correct and noted that for less frequently meeting committees, the retention period could be longer, particularly for committees meeting annually.

John requested an estimate of current and future storage costs to better inform the decision. He suggested recordings should be made downloadable to the public and accompanied by an advance notice before deletion, allowing members of the public to retain copies themselves. Lorraine responded that current cloud-hosted meetings are indeed downloadable. [How to do this: Navigate to the meeting recording from the CVRPC website. Download option is in the top right-hand corner of the screen.]

Peter Carbee proposed exempting the Nominating Committee from recording its discussions, as deliberations about individual qualifications and personalities would be inappropriate to retain. Gerry D'Amico agreed, stating that recording such discussions could create privacy concerns. Alice Peal said that committee recommendations are always shared with the whole board.

Stephen Whitaker spoke strongly against reducing retention. He compared transcripts, recordings, and minutes from the August 21 meeting and argued that minutes omitted or generalized important dissenting arguments. He recommended retaining recordings for seven years or the life of the plans discussed, whichever is longer. He also noted that ORCA, the regional community access media organization, had offered to record meetings at a lower cost and provide both YouTube archives and editable copies.

Doug Greason cautioned against the administrative burdens of multiple retention schedules and urged consistency, while recognizing the importance

of transparency. John Brabant clarified that minutes are not meant to be transcripts and commended staff for their accurate summaries. Christian concluded that the staff would refine the draft policy, consider the commissioners' feedback, and return with a revised proposal for Commission action.

Open Meeting Law Violation:

A violation of Open Meeting Law occurred at the August 4 Executive Committee meeting, where recording had not been initiated. Staff consulted with the Vermont League of Cities and Towns (VLCT) and have added 'confirmation of recording' as the first agenda item for all non-advisory committees. Statutory requirements also obligate the public body to acknowledge the violation and either find it was not a violation or cure it by ratifying or voiding actions taken.

Gerry D'Amico stated that the omission was a mistake and recommended that the board acknowledge the violation and move on, as the minutes accurately reflected the meeting. Royal DeLegge agreed, stating ratification of the decisions would be sufficient.

John Brabant sought clarification on whether this action would delegate new authority to the Executive Committee. Christian explained that the intent was not to broaden authority but to allow the Executive Committee—the body alleged to have violated the law—to ratify its actions. This is a one-time measure, not a precedent for future delegation.

Mike Miller argued that the error was primarily administrative and did not impair the public's ability to participate. The cure was already achieved by adding safeguards to agendas, and re-voting was unnecessary. Ratification could help resolve lingering concerns.

Michael Gray supported proceeding with ratification to reduce conflict, noting that the mistake was due to human error. Brittany Butler agreed, adding that although she had not been present at the Executive Committee meeting, acknowledging the violation and adopting corrective procedures were important. She also suggested that if particularly controversial matters had been decided, re-warned hearings could be appropriate.

A motion to acknowledge the violation of the Open Meeting Law and state the intent to cure by implementing new agenda procedures and by ratification of the Executive Committee's August 4 actions was made by Gerry D'Amico, seconded by Bill Arrand. The motion passed unanimously.

Approval of Previous Minutes:

The Board considered approval of the minutes from July 20, August 8, and August 21, 2025. Lee Cattaneo moved to approve the minutes as presented, and John Brabant seconded the motion.

John noted that he approved of the minutes, but they contained typographical errors. He offered to send the staff a list of corrections after the meeting. Christian Meyer clarified that such administrative corrections could be made without reapproval by the board, provided they did not alter the substance of the minutes. Commissioners expressed appreciation for the quality of the minutes overall.

A motion to acknowledge and approve the minutes of July 20, August 8, and August 21, 2025, was made by Lee Cattaneo and seconded by Ron Krauth. The motion passed unanimously.

Staff and Committee Reports:

Staff provided highlights from July and August reports. Christian Meyer emphasized that the office had been busy over the summer with both grant preparation and ongoing plan review. He also reported receipt of a petition to appeal the regional approval of the Montpelier City Plan. This petition, filed under 24 VSA §4476, met the statutory threshold of twenty signatures.

Christian explained that staff had engaged legal counsel to advise on the appeal and on a related writ of mandamus filed in Superior Court. After contacting several firms, CVRPC retained attorneys Suzanne Armor and **Merrill Bent of Woolmington, Campbell, Bent, and Stasny P.C.**, a Manchester-area firm with public law expertise. Other local firms had conflicts of interest due to existing work with Montpelier.

John Brabant noted that rates at such firms can be substantial and recommended that CVRPC consider establishing a retainer relationship with a firm. Christian responded that CVRPC budgets annually for legal services and had previously worked with Dinse, P.C. on human resources issues. A not-to-exceed amount limits legal expenses and are within the micro-purchase range. Legal advice is necessary to interpret repealed statutory language and to assess litigation risk.

Commissioners agreed that staff reports were comprehensive and expressed appreciation for the work completed over the summer.

After discussion, a motion was made by Lee Cattaneo and seconded by Ron Krauth to accept the staff and committee reports. The motion passed unanimously.

Adjournment

A motion to adjourn was made by Alice Peal and seconded by Lee Cattaneo.
The motion passed unanimously.

The meeting adjourned at 8:02 pm.

Respectfully submitted,

Lorraine Banbury

DRAFT

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
BOARD OF COMMISSIONERS
Special Meeting
Draft Minutes

September 18, 2025

Commissioners:

<input checked="" 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 type="checkbox"/> Barre Town	Alice Farrell	<input checked="" type="checkbox"/> Northfield	Royal DeLegge
<input checked="" type="checkbox"/>	Phil Cecchini	<input type="checkbox"/>	Jeff Schulz, Alt
<input checked="" type="checkbox"/> Berlin	Robert Wernecke	<input type="checkbox"/> Orange	Lee Cattaneo, Vice Chair
<input type="checkbox"/>	Karla Nuisssl, Alt.	<input type="checkbox"/> Plainfield	Paula Emery
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<input checked="" type="checkbox"/> Calais	John Brabant	<input checked="" type="checkbox"/> Roxbury	Jerry D'Amico
<input type="checkbox"/>	Melanie Kehne, Alt.	<input checked="" type="checkbox"/> Waitsfield	Alice Peal
<input checked="" type="checkbox"/> Duxbury	David Wendt	<input 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 checked="" type="checkbox"/>	Clarice Cutler, Alt.	<input checked="" type="checkbox"/> Washington	Peter Carbee, Chair
<input checked="" type="checkbox"/> Fayston	Andrew McNealus	<input checked="" 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 checked="" type="checkbox"/> Montpelier	Mike Miller	<input checked="" type="checkbox"/> Worcester	Bill Arrand

Staff: Christian Meyer

Guests: Attorney Suzanne Armor, Woolmington, Campbell, Bent & Stasny, P.C.; Stephen Whitaker, Montpelier

Call to Order: Chair Carbee called the meeting to order at 6:32 pm, a roll call was completed, and a quorum was present.

Adjustments to the Agenda: None.

Public Comments: Stephen Whitaker of Montpelier noted that only legal strategy belongs in executive session. The discussion of the review of the Montpelier plan or the appeal of the decision should be part of a public meeting. Whitaker further commented on how he interprets the roll of courts in forming a review panel.

Executive Session – 1 V.S.A. § 313(a)(1) Pending or Probable Civil Litigation:

John Brabant **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. The motion was **seconded** by Alice Peal.

Discussion – John Brabant asked what exact litigation would be discussed. Attorney Armor responded that on September 8th, Mr. Whitaker filed a petition in the Superior Court of Washington County against ACCD, Lindsay Kurrle in her official capacity as the Secretary of ACCD, Central Vermont Regional Planning

Commission, and Christian Meyer in his official capacity as the Executive Director of the CVRPC and naming said parties as respondents in this litigation and lawsuit. CVRPC will need to take actions to meet certain court deadlines associated with that filing. The petition is seeking a declaratory judgment on a point of law. During executive session the Board of Commissioners will not be discussing the formation of the regional review panel.

Chair Carbee called the motion. ***The motion passed unanimously.***

John Brabant ***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. The motion was ***seconded*** by Robert Wernecke.

Discussion - John Brabant asked if it was appropriate for Montpelier to be included in the executive session given, they could be end up on conflicting sides of this litigation at some point and they would be able to hear to CVRPC legal strategy and that they could intervene and their legal goals may differ from the RPC. Attorney Armor responded that Montpelier has not been named in the current litigation, nor does the litigation currently implicate Montpelier or the content of the Montpelier plan. The current litigation is a very narrow review of what steps are necessary for CVRPC to take under 24 VSA 2276.

Alice Peal asked if including Montpelier in the executive session would set precedent. Peter Carbee stated that if we come into conflict with Montpelier, we will be voting on new motions, and Montpelier could be excluded at that time. Attorney Armor stated that today will not get into the merits of the petition's content but just discuss the legal process.

David Wendt added that this could implicate any municipality in the future, so he didn't feel it made sense to exclude Montpelier at this time.

Chair Carbee called the vote. ***The motion passed unanimously.*** The Board of Commissioner entered executive session at 6:55PM.

The Board of Commissioners exited executive session at 7:43PM with no action being taken.

Pending or Probable Civil Litigation

Jerry D'Amico ***moved*** to authorize the law firm of Woolmington, Campbell, Bent & Stasny, P.C. ("WCBS") to execute Waiver of Service of Summons on behalf of CVRPC and the executive director. The motion was ***seconded*** by John Brabant. **No Discussion. *The motion passed unanimously.***

Jerry D'Amico ***moved*** to authorize WCBS to execute and file with the Vermont Superior Court, Washington Unit, a Notice of Appearance on behalf of CVRPC and the executive director. The motion was ***seconded*** by William Arrand. **No Discussion. *The motion passed unanimously.***

Jerry D'Amico ***moved*** to authorize WCBS to draft and file with the court any and all pleadings, motions, replies, discovery requests, or other legal pleadings necessary in furtherance of CVRPC's and the executive's director's interest. The motion was ***seconded*** by Michael Gray.

Discussion - John Brabant confirmed that no policy action would be taken under this motion without further discussion with the CVRPC Board of Commissioners. Christian Meyer and Peter Carbee confirmed that this was their understanding, and the issue is expected to be discussed at the next board meeting, October 14.

Chair Carbee called the vote. ***The motion passed unanimously***

Jerry D’Amico ***moved*** to authorize WCBS to engage in any other activities on behalf of CVRPC in furtherance of the representation, including engaging in discussions with parties to the matter as warranted and appropriate to resolve the matter. The motion was ***seconded*** by William Arrand.

Discussion - John Brabant confirmed that no policy action would be taken under this motion without further discussion with the CVRPC board of commissioners. Christian Meyer and Peter Carbee confirmed that this was their understanding, and the issue is expected to be discussed at the next board meeting, October 14.

Chair Carbee called the vote. ***The motion passed unanimously.***

Rich Turner ***moved*** to adjourn; the motion was ***seconded*** by Alice Peal. ***The motion passed unanimously.***

Chair Carbee closed the meeting at 7:55PM

Respectfully submitted by Christian Meyer

Central Vermont Regional Planning Commission

Committee & Appointed Representative Reports, September 2025

Meeting minutes for CVRPC Committees are available at www.centralvtplanning.org.

EXECUTIVE COMMITTEE - *(Approves budgets, contracts and audits; adds/eliminates staff and contractors; amends personnel policies; approves policy actions; approves Commission agendas.) Currently meets each month on the Monday one week prior to the Board of Commissioners meeting at 4:00 pm. [9/9/25, 10/6/25 & 10/09/25]*

- To cure acknowledged violations of Open Meeting Law by omitting to record the meeting of CVRPC Executive Committee on 8/4/25, ratified the following actions:
 - Authorize Executive Director to sign an agreement with the Town of Williamstown to update the Williamstown Town Plan
 - Authorize Executive Director to sign an agreement with ACRPC to provide services as outlined in the scope of work
 - 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
 - Approve minutes of June 30 and July 21
 - Approve agenda of August 21
- Authorized Executive Director to sign the EPAN Brownfields Revolving Loan Fund Close Out Agreement
- Accepted cooperative agreements for EPA Brownfields Revolving Loan Fund and EPA Brownfields Coalition Assessment Grant
- Received a financial and office updates
- Adopted resolutions for Disaster Recovery Grant Application Authority for communications resiliency improvements; river navigator grant; NBRC planning grant
- Moved to recommend to the Board of Commissioners that CVRPC increase the municipal dues at a 2.7% rate equal to consumer price index
- Moved to approve the office manager job description amendment

NOMINATING COMMITTEE *(Responsible for nominating qualified candidates for election or appointment to the Executive Committee, Standing and Special Committees, and other organizations for which CVRPC appoints a representative.) Generally, meets February - April; scheduled by Committee*

- Scheduled to meet October 14, 2025 to recommend filling Regional Planning Commission vacant seat

PROJECT REVIEW COMMITTEE - *(Determines Act 250/Section 248/Section 248a project conformance with the Regional Plan. Provides input and recommendations for projects with substantial regional impact.) Currently meets, as needed, on the fourth Thursday of the month at 4:00 pm. [9/25/25]*

- Staff reviewed recent Act 250, Section 248, and Section 248a permit applications and distributed a monthly summary to committee members.
- Staff is creating guidance and a process for the commission to review/ratify letters of compatibility
- Reviewed 20+ letters of compatibility for Community Block Development Grant Disaster Relief applications

REGIONAL PLAN COMMITTEE - *(Develops and recommends updates to the Regional Plan - updated plan due August 2024). Currently meets on the first Tuesday of the month at 4:00 pm. [10/7/25]*

- Completed review of the Housing Chapter aspirations, goals, strategies and policies
- Reviewed timeline to complete the Regional Plan
- Recapped municipal meetings to discuss the Regional Future Land Use map
- Next meeting scheduled 4 November 2025

MUNICIPAL PLAN REVIEW COMMITTEE - *(Reviews municipal plans for conformance to statutory requirements and recommends whether a plan should be approved. Reviews municipal planning process and recommends whether it should be confirmed. Reviews*

municipal plans for conformance with enhanced energy planning requirements. Provides guidance to municipalities about future plan updates and way to strengthen planning efforts.) Currently meets as needed dependent on receipt of plans for approval.

- No meeting was held

TRANSPORTATION ADVISORY COMMITTEE – *(Oversees the CVRPC transportation planning program in accordance with CVRPC plans, policies and procedures, provides recommendations on funding and prioritization for the Vermont Agency of Transportation's Capital Budget and State Transportation Improvement Program, acts as a liaison between local communities and the Vermont Agency of Transportation.) Currently meets 4th Tuesday of the month at 6:30 pm. [9/23/25]*

- Approved TPI FFY 26 Workplan and Budget
- Discussed VTrans Better Connections Grant Program application process and project eligibility
- Discussed process for soliciting and selecting Town Transportation Study proposals to be funded via TPI budget
- Next meeting scheduled 28 October 2025

CLEAN WATER ADVISORY COMMITTEE - *(Identifies activities, policies and direction for CVRPC's clean water support. Determines CVRPC direction and goals regarding the Lake Champlain TMDL, Tactical Basin Plans, and their relationship to the Regional Plan.) Currently meets the second Thursday of every other month at 4:00 pm.*

- 11 September 2025 meeting: [Agenda and presentation slides](#)
 - Topic: Winooski River Basin Clean Water Service Provider & Project Funding Opportunities.
 - Speakers: Central Vermont Regional Planning Commission and Winooski Natural Resources Conservation District
- Next meeting: 13 November 2025
 - Topic: River Corridor Planning & The Flood Safety Act 121
 - Speakers: Lake Champlain Sea Grant and The Nature Conservancy

BROWNFIELDS ADVISORY COMMITTEE - *(Oversees CVRPC's Brownfields Program. Prioritizes sites for assessment. Participates in hiring contractors. Recommends brownfield-related policy. Participates in public outreach.) Currently meets, as needed, 3rd Thursdays 10-10:30am*

- Brownfields Advisory Committee meeting September 18, 2025, didn't have quorum. Special meeting was held September 25, 2025, and did meet quorum.
- Outreach to fill vacant seats on Brownfields Advisory Committee. Real Estate, Finance and Environmental seats are currently vacant.

WINOOSKI BASIN WATER QUALITY COUNCIL - *(Establishes policy and makes decisions for the Clean Water Service Provider (CWSP) program regarding the most significant water quality impairments that exist in the basin and prioritizing the projects that will address those impairments based on the basin plan.) Currently meets the third Thursday of every month at 1:00 pm.*

- 18 September 2025 meeting: [Minutes & meeting materials](#)
 - Preliminary review of 5 riparian buffer planting projects proposed by Friends of the Winooski River
- Next meeting scheduled 16 October 2025

VERMONT ASSOCIATION OF PLANNING & DEVELOPMENT AGENCIES (VAPDA)

- Annual Meeting and Retreat to discuss organizational goals

COMMUNITY INVESTMENT BOARD – VAPDA Representative

Participated annual Downtown and Village Center Tax Credit program scoring

VERMONT ECONOMIC PROGRESS COUNCIL

No Central Vermont activity.

GREEN MOUNTAIN TRANSIT

The GMT Board of Commissioners conducted the following business:

- Approved capital Budget Adjustment
- Initiated meeting process to change ADA fare free zone

- Reviewed improved FY27 financial projections
- Discussed transfer of rural services

CENTRAL VERMONT ECONOMIC DEVELOPMENT CORPORATION

- Staff participated in several Board meetings. No Actions taken.

MAD RIVER VALLEY PLANNING DISTRICT

- Staff was unable to participate

Central Vermont Regional Planning Commission

P: 802-229-0389

Staff Report, September 2025 cvrpc@cvregion.com

Staff are in the office Monday - Friday. Due to telework schedules, please schedule in-person meetings in advance.

COMMUNITY DEVELOPMENT

Contacts: Eli Toohey, toohey@cvregion.com, or Niki Sabado sabado@cvregion.com unless otherwise noted.

Municipal Planning & Plan Implementation:

- Barre City - Participated in Mathewson Playground tree planting celebration with presentation from VT Urban & Community Forester
- Berlin - Ongoing project management for Riverton TOD Master Plan project. (Reuben)
- Middlesex – met with the Planning Commission chair to discuss application and scope for the Municipal Planning Grant. (Niki, Brian)
- Montpelier:
 - Collaborated with Montpelier Commission for Recovery and Resilience to solicit appraisal, legal, environmental, and design services for the property located at 87 State Street. Corresponded with ACCD to request contract extension. (Lincoln, Eli)
 - Participated in Montpelier Recreation Study meeting with city staff, VT River Conservancy, Montpelier Commission for Resilience and Recovery, recreation consultant, and engineer to review a potential whitewater park following the removal of downtown dams.
- Orange – Distributed community survey to residents for the Town of Orange Town Plan update with the Municipal Planning Grant funding. (Niki, Pamela)
- Plainfield: Coordinated with municipal partners and submitted Neighborhood Development Area boundary amendment application to ACCD. (Niki)
- Northfield – Ongoing project management and coordination with consultant and town on next steps to draft code language for TOD Plan. (Reuben)
- Waitsfield - Discussed Lake Champlain Basin Program funding proposal to address invasive species in riparian buffers. (Brian)
- Wrightsville Beach Recreation District – Continued to host board meetings and provide technical and administrative assistance. (Lincoln, Nancy)
- Williamstown - Continued to administer Town Plan Update survey. (Eli, Lory)

Regional Planning and Implementation:

- Reviewed both the Mountain Alliance and Mad River Resource Management Alliance 2025 Solid Waste Implementation Plans and provided letter of Regional Conformance. (Lincoln)
- Created tool to compare requests for letters of conformity with regional plan. (Lory)
- Met with East Montpelier, Middlesex, Moretown, Northfield, Orange, Plainfield, Warren, Washington, Williamstown, and Worcester Selectboards and Planning Commissions to discuss the regional future land use area map and implications on Tier 1A / 1B designations. (Brian, Niki)
- Met with Waterbury, Moretown and Duxbury municipal partners to discuss a potential tri-town neighborhood and mixed-use development project. (Niki)
- Reviewed regional compatibility and submitted letters with supporting regional goals/actions for CDBG-DR municipal applications regarding state designation center and land use determination criteria. Letters were drafted for eight municipalities and several housing developers (Keith, Niki, Pamela)
- Met with Barre City, Berlin and Montpelier to develop Homelessness conversation event. (Eli)

- Met with Northeastern VT Development Association staff to discuss the regional future land use map land classification along the regions' shared border. (Brian)
- Attended monthly THRIVE meeting which focused on Housing (needs, assessment, shift in programs, progress on partner projects including new units, shelters, etc.) THRIVE now as a [website](#)!

Economic Development: (Contact Eli Toohey, toohey@cvregion.com and Christian Meyer, meyer@cvregion.com)

- Participated in Let's Build Homes Event at Downstreet.
- Worked with CVEDC to open applications for Regional Project Priority list.
- CDBG-DR Application support. (Eli)

Brownfields: (Contact Eli Toohey, toohey@cvregion.com)

- Brownfields Advisory Committee meeting September 18, 2025, didn't have quorum. Special meeting was held September 25, 2025, and did meet quorum.
- Brownfields materials including brochure and flow chart were updated to include EPA Grants to program.
- CVRPC monthly meeting with Montrose Environmental.
- CVRPC and EPA monthly check in meeting.
- Outreach to fill vacant seats on Brownfields Advisory Committee. Real Estate, Finance and Environmental seats are currently vacant.
- Participated in *Brownfields to Parks* webinar. (Eli)
- Attended and presented at Northern VT Brownfields Roundtable. (Eli)
- Participated in Brownfields stakeholders' interview with Department of Environmental Conservation. (Eli)

State Permitting

Act 250

Act 250 is Vermont's development and control law, established in 1970. The law provides a public, quasi-judicial process for reviewing and managing the environmental, social and fiscal consequences of major subdivisions and development in Vermont through the issuance of land use permits. The RPC is a state designated statutory party and participates in permit application review for all major applications and projects with substantial regional impact.

- Staff tracked all regional applications for substantial regional impact.
- No major projects applications were received.

Section 248

Section 248 of Title 30 requires companies to obtain a permit (Certificate of Public Good) from the VT Public Utility Commission before beginning site preparation or construction of electric transmission facilities, electric generation facilities and certain gas pipelines within Vermont. CVRPC participates in the permit application review process when there is a hearing or when substantial regional impact is established. (Sam)

- Staff tracked all regional applications and reviewed for preferred siting, substantial regional impact, and/or compliance with regional plan as needed
 - Updated all ongoing projects and monthly summary of smaller petitions for Certificates of Public Good by town to track infrastructure across region.

Section 248a

Section 248a of Title 30 requires companies to obtain a permit (Certificate of Public Good) from the VT Public Utility Commission before beginning site preparation or construction of telecommunications facilities within Vermont. CVRPC participates in the permit application review process when there is a hearing or when substantial regional impact is established. (Sam)

- Staff tracked all regional applications:
 - Drafted and submitted letter for Middlesex project ([25-1632](#)) at direction of Project Review Committee.

EMERGENCY MANAGEMENT & HAZARD MITIGATION

Contact Keith Cubbon, cubbon@cvregion.com, unless otherwise noted.

Local/Regional Planning:

Local hazard mitigation planning:

- CVRPC staff are currently working under contract to draft Local Hazard Mitigation Plans (LHMP) for the following member municipalities: East Montpelier, Berlin, and Warren (Keith, Lincoln, Pamela, Brian)
- Assisting Plainfield with LHMP development due to lack of funding and to allow buyouts to proceed.
- Provided technical assistance and data from HMGP projects for use on the applications for the Community Development Block Grants for Disaster Recovery projects in Montpelier, and Barre City. (Keith).
- Participated in THRIVE-Emergency Preparedness and Crisis Action Network. (Keith & Sam)
- Continued work with Capital Fire Mutual Aid for possible Community Development Block Grant for Disaster Recovery application for radio tower communication upgrades.
- Emergency Watershed Protection Program
 - Staff are currently providing grant administration and technical assistance to the towns of Fayston, Middlesex, Plainfield and Woodbury. (Brian)
- Staff participated in monthly statewide coordination meetings between the RPCs and VEM.
- Waterbury: Attended municipal flood recovery working group to discuss project priorities and funding opportunities. (Brian & Keith)

TRANSPORTATION

Contact Reuben MacMartin, macmartin@cvregion.com or Keith Cubbon, cubbon@cvregion.com, unless otherwise noted.

Field Services:

- Performed traffic count in Washington and pedestrian counts in Warren, Fayston, and Waitsfield for long term Mad River Valley Planning District project. (Keith)

Public Transit:

- Staff participated rural service steering committee meetings with Tri-Valley Transit representative.
- See Committee Report for participating in GMT Board of Commissioners work.

Municipal Assistance:

- Submitted Rural and Tribal technical assistance grant applications for bridge design work for Waitsfield-Meadow Road and Cabot- RT 215 Bridge B007. (Keith)
- Met with Moretown to discuss traffic calming and safety improvements on 100B. (Keith and Reuben)
- Provided a summary of participation in EV Charging program development, implementation, and awards to Montpelier (Sam)
- Continued Municipal Fleet Inventories (Sam)
- Participated in field visit to Orange beaver deceiver installation to maintain animal passage and connectivity (Keith&Sam).
- Provided Letter of Support for East Montpelier VT-14 Sidewalk Project Application for Transportation Alternatives Program (TAP) and Municipal Highway and Stormwater Mitigation Program (MHSMP). (Reuben)
- Waterbury – Participated in steering kick-off for Waterbury Center Multimodal scoping study. (Reuben)

Regional Activities:

- Facilitated September Transportation Advisory Committee meeting. (Keith and Reuben)
- Attended monthly VTrans Transportation Planning Initiative meeting in September. (Keith & Reuben)
- Purchased new traffic counting equipment for performing counts outside of summer season. (Keith & Reuben)

- Purchased analytical tools and computer resources for building and operation of regional low-stress active transportation network model. (Reuben)
- Purchased materials for use in demonstration projects per VTrans specification. (Reuben)
- Recruited steering and finalized RFP for community bikeshare technology suitability and station locations scoping study. (Reuben)
- Submitted MTI grant application for funding to establish community management and support component of regional community bike-share. (Reuben)
- Safe Streets and Routes for All (SS4A):
- Began analysis of regional crash data for 10-year period (Lory)
- Analyzed all 23 town plans to extract transportation-related content (Lory)
- Attended Drive Electric Quarterly Stakeholder Meeting (Sam).
- Attended AOT Research & Innovation Symposium (Keith & Sam).
- Reviewed Resilience Implementation Strategy Plan ahead of stakeholder feedback session (Sam).

CLIMATE & ENERGY

Contact Sam Lash, lash@cvregion.com unless otherwise noted.

Municipal Energy Resilience Program (MERP) Implementation Phase

Summary: all 20 eligible municipalities applied for a total of over \$6.5million in projects across 39 municipal buildings (focused on building envelope & fuel switching); **7 towns received \$2,475,644.44 in awards.** CVRPC provides technical assistance to both towns that were awarded and to those who were not, this month CVRPC focused on developing projects scopes and RFPs for awarded projects, supported reporting across mini-grants (19 towns) and implementation grants (7 towns) as well as reimbursements; prepared grant scope amendments (Cabot, Orange, Plainfield; Washington, Worcester, Roxbury, Barre City).

- Reviewed scopes with RFPs, contracts, project updates and developed grant amendments (met with Worcester, Cabot, Roxbury, Orange, Washington)
- Provided support regarding RFP posting and bid questions (Washington).
- Provided information on brownfields and other possible project component funding including ADA, Recreation/Place Making, and Renewables (Washington, Roxbury, Orange, Cabot, Worcester etc.)
- Provided technical assistance to Roxbury's Project Manager on program and project; reviewed weekly updates.
- Developed expenditure tracking template, walked town staff through expenditures, reporting, and reimbursement process (Cabot, Orange, Plainfield)
- Developed RFP Drafts for Cabot projects.
- Met with Orange project manager and coordination with town on project progression.
- Worked with Worcester, Utilities, and other partners to scope potential solar projects.
- Conducted outreach to Barre City re projects.
- Coordinated with BGS and other partners on project status (mini-grants & implementation), Municipal Energy Revolving Fund (MERF) program (OPEN!), ADA and soft costs, etc.

Municipal Planning and Implementation

- Coordinated with community builds for upcoming WindowDressers season! SIGN UP HERE!
- Prepared materials for Northfield Commercial Energy Campaign (Depot St) including proposal, template outreach, map with businesses and information, phased approach, building questionnaire, sign-up, etc.
- Reviewed and shared funding opportunities for Libraries (geared towards Resilience Hub development).
- Met with East Montpelier Planning Commission rep regarding small rural wastewater options and opportunities for heat recovery in development planning.
- Met with Plainfield stakeholders regarding Resilience Hub development; provided funding stacking recommendations and initial steps like MOU regarding grant collaboration.
- Continued development of municipal building and facilities inventory to support future project scoping and tracking, energy siting, shared procurement, and capital planning. Met with partners regarding unmet need,

project scopes, coordination across programs and community scale infrastructure gap design. Conducted outreach on how buy-out properties show up in grand list, inquired re authoritative list of historic buy outs, etc.

Regional Energy Planning and Implementation

- Participated in Public Utility Commission Proceeding on Grid Resilience- working group sessions including planning, measuring, valuation, and proposal review ([25-0339-PET](#)).
- Attended RPC/Efficiency VT partner meeting.
- Coordinated with other stakeholders and attended Climate Council Meeting per request to provide recommendation on the inclusion of a priority pathway on Thermal Energy Networks per public comments.
- Reviewed drought resources for towns and region (tracking and support).
- Reviewed Act 142 (2024) on the creation of a statewide program to reduce energy burden ahead of Public Utility Commission (PUC) proceeding.
- Participated in DOE/National Renewable Energy Laboratory Cohort *Successful Local Partnerships with Electric Utilities* workshop.
- Gave guest lecture on energy planning and community development in an alternative energy course (UVM).
- Energy Action Working Group on Thermal Energy Networks monthly meeting included developing fall series including a housing developer roundtable and presentation on electric grid benefits (VT Systems Planning); discussion of workforce challenges, and town project updates.

Energy Efficiency & Conservation Block Grant:

- No Action this Month but get ready for an October update!

NATURAL RESOURCES

Contact Brian Voigt voigt@cvregion.com and Lincoln Frasca frasca@cvregion.com, unless otherwise noted.

Tactical Basin Planning Assistance: Provide outreach regarding the Vermont Clean Water Act and Regional Planning Commission Tactical Basin Planning Support through regional, sector-based workgroup coordination, technical assistance to municipalities and participation in water quality trainings.

- Updated Basin 8 (Winooski River Basin) Reporting Framework and submitted to the Department of Environmental Conservation Watershed Planner.
- Met with the Waterbury Selectboard to discuss Stormwater Master Planning. Selectboard agreed to support the effort. Coordinated project advancement with Water Investment Division staff.
- Participated in the following meetings & trainings:
 - DEC and Lake Champlain Sea Grant Workshop, "River Science for Town Planning and Flood Resilience"
 - DEC Flood Manager's Drop in, "Flood Inundation Mapping"
 - Basin 7 Regional Coordination Meeting to discuss Basin Plan updates.

Clean Water Service Provider: CVRPC serves as the [Winooski River Basin Clean Water Service Provider \(CWSP\)](#) to identify, develop, design, implement, operate & maintain non-regulatory water quality restoration projects. Efforts strive to meet or exceed federal pollution targets for the Lake Champlain Basin as identified through the [Clean Water Service Delivery Act 76](#).

- Program Administration:
 - Pre-qualification of Engineering & Construction Contractors:
 - J Lowell Logging, LLC: Application in process.
 - Participated in the following meetings/trainings:
- Clean Water Service Providers check-in: Discussed updated cost rate methodology, bonding associated with high-cost easement projects, operation & maintenance costs for buffer plantings, and basin project updates.
- Hosted Winooski River Basin Water Quality Council meeting:

- Meeting on 18 September 2025 was held to conduct preliminary review of five riparian buffer planting proposals.
- Outreach & Education:
 - Barre City: Communicated with Public Works Directory regarding funding needs for a stormwater project along Gunners Brook
 - Camel's Hump Nordic Ski Area (Huntington): Conducted a desktop review of Forest Road project opportunities. Completed site visit to the Catamount Trails Nordic Ski Area.
 - Friends of the Winooski River: Discussed funding proposals for FY26 riparian buffer plantings.
 - UVM NR4060 Environmental Problem-Solving Lab: Collaborated with DEC, Poultney Mettowee Natural Resources Conservation District, and UVM lab students to create a Forestry Outreach Plan to increase awareness and build capacity for clean water forestry project development.
 - Vermont Land Trust: met with staff to discuss updates on a potential culvert replacement and berm removal project.
 - Winooski Natural Resources Conservation District: Assisted staff with estimating phosphorus credits associated with a riparian buffer planting in Shelburne.
- Department of Environmental Conservation coordination:
 - Clean Water Service Provider Check-in: Attended monthly meetings to discuss gaps in operation and maintenance expertise, cost burdens, contracting, site access agreements, and basin project updates.
 - Collaborated with Basin Planner on the review of the Draft 2025 Water Quality Restoration Formula Grant Target and Fund Allocation Methodology.
- Sub-award Administration:
 - Chittenden County Regional Planning Commission:
 - Huntington River Select Reaches – Project Development: Scope and develop 15 riparian buffer planting, river corridor protection, berm removal and stormwater projects along select reaches of the Huntington River.
 - Met with consultant and project proponents to discuss priority projects identified in the final report.
 - Received and reviewed project deliverables.
 - Friends of the Winooski River:
 - Coburn Road Floodplain Restoration – Final Design: Restore floodplain connectivity by removing a small berm and streambank armoring at a site that was severely damaged by the July 2023 floods.
 - No updates to report.
 - Lamoille County Conservation District:
 - Upper Little River – Project Development: Identify and develop up to 15 riparian buffer planting, stream / floodplain restoration, river corridor easement and wetland restoration projects in the Upper Little River Watershed.
 - No updates to report.
 - Vermont Land Trust:
 - Project Development in the Winooski River Basin: Evaluate land owned by or under easement to the Vermont Land Trust to identify potential water quality restoration projects.
 - No updates to report.

CVRPC Water Quality Restoration Projects:

- Berlin Riparian Buffer Planting and Culvert Replacement – Project Development: The Berlin Conservation Commission and CVRPC are developing nonregulatory, water quality restoration projects that will reduce the amount of phosphorus entering local waterways. This project is focused on identifying culvert replacement and riparian buffer planting opportunities.
 - Provided municipal representatives with project development update.

- Met with Department of Environmental Conservation Watershed Planner and Rivers Program staff and the Project Engineer to review final deliverables including the cost estimate and feasibility of the most promising project identified during the Project Development effort (McCarty Road Culverts).
- Contacted landowner to discuss the private structures related to the McCarty Road Culvert replacement.
- Waitsfield (Floodplain Restoration Project Development): The Waitsfield Conservation and Planning Commissions, in collaboration with CVRPC, are developing nonregulatory, water quality and flood resilience projects along the reaches of the upper Mad River. This project is focused on developing floodplain reconnection projects on four municipal- and one privately-owned parcels.
 - No updates to report.

CVRPC Stormwater Projects:

- Upper Winooski Stormwater Implementation (Calais):
 - Submitted all reporting requirements and deliverables to Department of Environmental Conservation. This project is now complete.

604b Water Quality Program: Compile assessment-based priority projects for integration with the Department of Environmental Conservation (DEC) Watershed Project Database. Additional work activities include enhanced regional planning for water quality as it related to climate change, flood resilience, and environmental justice. Project stakeholders include the municipalities served by the CVRPC, watershed and land conservation groups, the Agency of Natural Resources, the Winooski Clean Water Service Provider and its Basin Water Quality Council, and the Winooski Natural Resources Conservation District.

- Completed review of Stormwater Infrastructure Mapping Reports for all seven towns without a Stormwater Master Plan including Middlesex, Northfield, Orange, Roxbury, Washington, and Worcester.
 - Identified 50 potential retrofit projects across the seven towns.
 - Prioritized proposed retrofit projects based on potential water quality benefits.

Federal Emergency Management Agency Flood Insurance Rate Map & Flood Bylaw Updates: Outreach and technical assistance to municipalities to support the adoption of new FEMA Flood Insurance Rate Maps and update municipal flood hazard bylaws.

- Collaborated with Lake Champlain Sea Grant to discuss upcoming municipal education sessions on The Flood Safety Act 121 for the CVRPC Board of Commissioners and Clean Water Advisory Committee.
- Participated in DEC and Lake Champlain Sea Grant Workshop, "River Science for Town Planning and Flood Resilience" and offered technical assistance with municipal bylaw updates to prepare for Act 121.

GIS – Geographic Information System Mapping

Contact Brian Voigt, voigt@cvregion.com, unless otherwise noted.

- Middlesex: Updated zoning district boundary map status from draft to final and provided printed copy of adopted map.
- Moretown: Provided a base map for the Planning Commission and staff to develop a future land use map. Worked on map development for the municipal plan update.
- Northfield: Discussed issues with zoning district boundaries and potential remedies.
- Plainfield: Submitted Neighborhood Development Area boundary to the Department of Housing and Community Development. Prepared new set of maps for revised Neighborhood Development Area application.

PUBLIC RECORDS REQUESTS

- Fulfilled records request for all communication on Brownfields assessments at Country Club Road, Montpelier on behalf of Stephen Whitaker of Montpelier.

OFFICE & ANNOUNCEMENTS

Office:

- Made job offer for new Municipal & Transportation Planner
- Met with new building property management staff following Bigglestone's sale of office building and received proposal for suggested changes
- Received with regret the resignation of part-time Finance Manager Dee Gish
- Completed RFP process for office cleaning services

Upcoming Meetings:

CVRPC meetings currently offer remote access unless otherwise noted. Meeting access information is provided on agendas at www.centralvtplanning.org.

October

Oct 6	4 pm	Executive Committee
Oct 7	4 pm	Regional Plan Committee
Oct 8	12 pm	Executive Committee Special Meeting
Oct 14	4 pm	Nominating Committee
Oct 14	6:30 pm	Board of Commissioners
Oct 16	10 am	Brownfields Advisory Committee
Oct 16	1 pm	Winooski River Basin Water Quality Council
Oct 23	4 pm	Project Review Committee
Oct 28	6:30 pm	Transportation Advisory Committee

November

Nov 3	4 pm	Executive Committee
Nov 4	4 pm	Regional Plan Committee
Nov 12	6:30 pm	Board of Commissioners (Wednesday due to holiday)
Nov 13	4 pm	Clean Water Advisory Committee
Nov 20	10 am	Brownfields Advisory Committee
Nov 20	1 pm	Winooski River Basin Water Quality Council
Nov 25	6:30 pm	Transportation Advisory Committee
TBD	4 pm	Project Review Committee

RECENT CVRPC NEWS HEADLINES

Click on a week to read more about the headlines listed. *To receive Weekly News via email, sign up on our [website](http://www.centralvtplanning.org).* Visit CVRPC's web site at www.centralvtplanning.org to view our blog and for the latest publications and news.

September 5, 2025

- Barre City Railroad Crossing Project
- Public Hearing – CDBG-DR (flood modeling)
- Public Hearing – CDBG-DR (emergency communications)
- Town of Warren LHMP Public Meeting



MEMO

Date: October 9, 2025

To: Board of Commissioners

From: Christian Meyer, Executive Director

Re: CVRPC discussion and likely executive session to discuss civil litigation related to CVRPC approval of the Montpelier City Plan 2025.

✉ ACTION REQUESTED: Discussion & Executive Session

The Board of Commissioners will be discussing pending litigation as outlined below and is recommended to enter into executive session inviting the executive director, Christian Meyer, and Attorney Suzanne Armor of Woolmington, Campbell, Bent & Stasny.

- August 21, 2025 – CVRPC Board of Commissioners moved to approve the Montpelier City Plan 2025
- August 27, 2025 – CVRPC & ACCD received petitions under 24 V.S.A. § 4476 for formal review of regional planning commission decisions. (Attachment 1)
- September 8, 2025 – General Counsel for ACCD's Department of Housing and Community Development issued an opinion that ACCD is not statutorily empowered to take further action. (Attachment 2)
- September 8, 2025 – Stephen Whitaker of Montpelier filed a petition with the Vermont Superior Court, Washington Unit, wherein CVRPC is named as a respondent (Attachment 3)
- September 19, 2025 – WCBS executed Waiver of Service of Summons on behalf of CVRPC and the executive director
- September 19, 2025 – WCBS executed and filed with the Vermont Superior Court, Washington Unit, a Notice of Appearance on behalf of CVRPC and the executive director

Executive Session

In order to enter executive session, the Board of Directors must make two motions:

- (1) move 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.
- (2) move 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.