



EXECUTIVE COMMITTEE

October 6, 2025 @ 4:00 pm

CVRPC Office, 29 Main Street, Suite 4, Montpelier, VT 05602

Hybrid Meeting with Remote Participation via Zoom¹

<https://us02web.zoom.us/j/88230172343?pwd=ZjNySGM0aG1waElVRzMremVsamZ0Zz09>

Dial in via phone: +1 929 436 2866 | Meeting ID: 882 3017 2343 | Passcode: 927199

Download the app at least 5 minutes before the meeting starts: <https://zoom.us/download>.

Page AGENDA

- 4:00² Confirmation of Meeting Recording**
Adjustments to the Agenda
Public Comment
- 4:05 Financial Report Update**
- 2 4:15 Contract/Agreement Authorization (Action - enclosed)³**
- 5 4:25 Non-Municipal Resolution – CDBG-DR Grant Capital Fire Mutual Aid**
Communications Resiliency Improvements (Action - enclosed)³
- 7 4:35 Municipal Dues (Action - enclosed)³**
- 11 4:45 Office Manager Job Description Amendment (Action - enclosed)³**
4:55 Office Update
- 15 5:05 Meeting Minutes – 09/02/25 & 9/9/25 (Action - enclosed)³**
- 19 5:10 Commission Meeting Agenda (Action - enclosed)³**
5:20 Committee Round Table
5:30 Adjourn

Next Meeting: November 3, 2025

¹ Dial-in telephone numbers are “Toll” numbers. Fees may be charged to the person calling in dependent on their phone service.

² All times are approximate unless otherwise advertised.



MEMO

Date: October 6, 2025
To: Executive Committee
From: Christian Meyer, Executive Director
Re: Contract/Agreement Approvals

GRANTS, CONTRACTS & SERVICE AGREEMENTS RECEIVED

(Contracts and agreements valued at more than \$25,000)

****Please note that each contract name is also a URL link to the contract and there is also a [numbered appendix](#) of all contracts on the server along with the meeting packet**

[EPA Brownfields Revolving Loan Fund Closeout Agreement \(4B00A01670-0\)](#)

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign the EPA Brownfields Revolving Loan Fund Closeout Agreement (4B00A01670-0)

Scope of Work: This agreement governs post-closeout use of program income for the EPA Brownfields Revolving Loan Fund (RLF) operated under the assistance agreement number(s) listed in the Attachment, which were awarded under CERCLA § 104(k). This Closeout Agreement (COA) sets forth the terms and conditions for continued management and use of program income generated pre- and post-closeout. This COA has been prepared in accordance with the provisions of 2 CFR § 200.307(f) and 2 CFR § 1500.8(c).

Funding: \$1,000,000 (Federal)

Funding Source: EPA

Performance Period: 05/16/25-09/30/30

Staff: Christian Meyer, Eli Toohey

Notes: This agreement governs terms of use of program income generated pre- and post-closeout, post closeout is after 5 years of the Revolving Loan Fund grant period unless we reapply for RLF funds in the future.

[EPA Brownfields Revolving Loan Fund Cooperative Agreement \(Grant Number - 4B00A01670-0\)](#)

☒ **ACTION REQUESTED:** move to accept EPA Brownfields Revolving Loan Fund Cooperative Agreement (Grant Number - 4B00A01670-0)

Scope of Work: The Cooperative Agreement for the EPA Brownfields Revolving Loan Fund Grant details the terms and conditions of the grant. These conditions are considered agreed upon without a signature requirement.

Funding: \$1,000,000 (Federal)

Funding Source: EPA

Term: 05/16/25-09/30/30

Staff: Christian Meyer, Eli Toohey

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

☒ **ACTION REQUESTED:** move to accept EPA Brownfields Coalition Assessment Grant Cooperative Agreement (Grant Number – BF00A01672-0)

Scope of Work: The Cooperative Agreement for the EPA Brownfields Coalition Assessment Grant details the terms and conditions of the grant. These conditions are considered agreed upon without a signature requirement.

Funding: \$1,200,000 (Federal)

Funding Source: EPA

Term: 05/16/25-09/30/29

Staff: Christian Meyer, Eli Toohey

CONTRACTS ISSUED

(Contracts and agreements valued at more than \$25,000)

No Contracts to be Issued**FOR INFORMATION ONLY**

(Contracts, agreements, and amendments valued at \$25,000 or less or that extend performance period.

GRANTS, CONTRACTS & SERVICE AGREEMENTS RECEIVEDChittenden County Regional Planning Commission – Tactical Basin Planning FY26

Scope of Work: Provide coordinated outreach regarding the Vermont Clean Water Act (Act 64) and support Tactical Basin Planning. Specific activities include:

- 1) regional coordination with basin planning partners to ensure cross pollination of efforts,
- 2) regional sector-based workgroup coordination, including municipal meetings and the Clean Water Advisory Committee,
- 3) outreach and technical assistance regarding stormwater master planning, lake watershed action planning, wastewater workshops, forest road assessments, Watershed Projects Database updates, and a stormwater training series,
- 4) municipal plan and bylaw support for municipalities that have not adopted River Corridor Bylaws and FEMA map updates,
- 5) Tactical Basin Plan development and review assistance for the Lamoille (Basin 7), Ompompanoosuc, Stevens, Wells, Waits & Connecticut River Direct Tributaries (Basin 14), and Winooski (Basin 8) river basins,
- 6) participate in DEC, LCBP or UVM Sea Grant sponsored water quality focused trainings, information sessions, or workshops,
- 7) Clean Water Initiative Program sign hosting, and
- 8) program reporting.

Funding: \$20,725 (state funds)

Performance Period: 1 August 2025 – 31 July 2026

Staff: Brian Voigt, Lincoln Frasca

GRANTS, CONTRACTS & SERVICE AGREEMENTS ISSUED**LE Environmental - 33 & 35 North Main Street, Waterbury – Phase I Environmental Assessments**

As recommended by the Brownfields Advisory Committee during their September 25, 2025 special meeting.

Scope of Work: Undertake Phase I Environmental Site Assessments for FEMA Buyout sites at 33 & 35 North Main Street Waterbury VT to include: a kickoff meeting of stakeholders, preparation and circulation of draft report for review and comments, finalize ESA report

Agreement Value: \$2,000

Funding Source: MARC Brownfields

Match Source: N/A

Performance Period: 9/15/25-12/30/25

Staff: Eli Toohey



MEMO

Date: October 2, 2025

To: Executive Committee

From: Christian Meyer, Executive Director

Re: Execution of a Resolution Acknowledging Application for CDBG-DR Funding

✉ ACTION REQUESTED: Adopt Resolution for Disaster Recovery Grant Application Authority

The resolution gives the CVRPC the green light to apply for CDBG-DR funding, authorizes the proper officials to submit and manage the grant, and confirms understanding of federal compliance requirements.

RESOLUTION FOR DISASTER RECOVERY GRANT APPLICATION AUTHORITY

Non-Municipal Applicant

WHEREAS, _____ (hereinafter "Applicant") is applying for a Grant under the Vermont Community Development Block Grant - Disaster Recovery (CDBG-DR) Program for _____; and

WHEREAS, it is necessary that an application be made and agreements be entered into with the State of Vermont.

Now, THEREFORE, BE IT RESOLVED as follows:

1. that Applicant possesses the authority to apply for said grant and to administer said program; and
2. that Applicant apply for a grant under the terms and conditions of said program and agree hereby to enter into Certifications and Assurances thereof; and
3. that _____ Title _____ is hereby authorized to be Contact Person and as such to provide, on behalf of Applicant, all documents and information necessary for the completion of said application and to provide such coordination as may be necessary for said application; and
4. that _____ Title _____ who is the Chief Executive Officer (CEO) is hereby designated to serve as the Authorizing Official (AO) for the Grants Electronic Application and Reporting System (GEARS), and
5. that it is understood that, if the application is funded, the receipt of CDBG-DR funds, as federal funds passed through the State of Vermont, may require that an audit of the Applicant be conducted under the provisions of the Single Audit Act, as amended, and that CDBG-DR funds may be used to fund only a limited portion of the audit cost.

Passed this _____ day of _____, _____.

BOARD OF DIRECTORS OR AUTHORIZING OFFICIAL

_____	_____
_____	_____
_____	_____

The above resolution is a true and correct copy of the resolution as adopted at a meeting of the

_____ held on the ____ day of _____, ____.

IN WITNESS WHEREOF, I hereunto set my hand this ____ day of _____, ____.



MEMO

Date: October 2, 2025
To: Executive Committee
From: Christian Meyer, Executive Director
Re: FY27 Municipal Dues

✉ **ACTION REQUESTED:** Recommend to the Board of Commissioners that that CVRPC increase municipal dues at a rate equal to a nationally recognized inflation index.

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 in FY25 and an increase from the previous \$1.33 rate set in 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 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 cost 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 all increase with inflation.

Proposed rates below include a base rate, 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 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%.

The Executive Committee is ultimately responsible for choosing and recommending a rate to the Board.

How will the dues change for my municipality?

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

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 2, 2025
To: Executive Committee
From: Christian Meyer, Executive Director
Re: Amendment of Office Manager Job Description

✉ ACTION REQUESTED: Approve amendment of the Office Manager job description

The CVRPC Executive Director is requesting the modification of the Office Manager position to accommodate additional finance and bookkeeping tasks to be completed under the direction of the Finance Manager and the Executive Director. Additionally, staff is requesting that the position be increased from part time to 30-40 hours per week. This is part of a larger strategy to increase the administrative capacity of CVRPC. In the coming months staff will be requesting the expansion of the Finance Manager from part time to full time.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION**OFFICE MANAGER****Job Description****GENERAL DESCRIPTION**

The Office Manager position improves the Commission's customer service and staff retention by creating a productive work environment and ensuring our team gets the support it needs. The Office Manager creates, monitors, and continually seeks to improve office operations, procedures, and resources. This position requires an attention to detail, the skills of a diplomat, and the ability to respond quickly to changing workloads.

The Office Manager works independently under the general direction of the Executive Director and in close collaboration with the Finance Manager and provides administrative support to planning staff and Commission. Further, under direction from the Finance Manager, this position helps record financial transactions, maintains records, and assists in state and federal reporting. This position uses accounting software, excel spreadsheets, and other tools to track and manage data. It is the position's responsibility to deal regularly with, and represent the Commission to, a variety of outside institutions, government and partners, insurance agencies, vendors, and the public.

Work is primarily at the CVRPC office and attendance at limited evening meetings is required. Limited field work may be required. This is a part-time or full-time position for ~~~24-30~~ 30-40 hours per week.

CHARACTERISTIC DUTIES

- Develop, administer, and improve business management processes, systems, and policies, such as employee benefits, insurance, contracts, fixed assets, leases, and purchases.
- Review and implement procedural and policy changes to improve operational efficiency and maintain compliance with state and federal laws and best practices.
- Work with the Executive Director and staff to ensure an accurate, timely, efficient, and transparent process for the entire grant life cycle, from proposal to close; develop, administer, and train staff on policies, systems, and documentation to ensure grant compliance; identify and address issues.
- Maintain digital and hard copy filing and record-keeping systems; assist planners with database entry, record keeping, and filing.
- Maintain the condition of the office, arrange for necessary repairs, and secure and manage office-related contractors and leases.
- Maintain office equipment; coordinate purchase and installation of equipment.
- Order and manage inventory of office supplies.
- Maintain mailing lists and records, manual and computerized; coordinate mailings; retrieve, and distribute mail.

- Organize staff, Commission, and other meetings as assigned by arranging meeting locations, distributing/posting agendas, and taking **and posting** minutes.
- **Support** ~~Oversee~~ recruitment and training of new staff, including facilitating the hiring process, completing on-boarding activities, and training on office policies and procedures.
- Serve as principal receptionist; answer phone and greet visitors; take messages; answer basic questions related to Commission functions, services, policies, and procedures.
- Fill requests for information; assist in data collection and analyses and report production; provide clerical support, including the photocopying and distribution of materials.
- **Prepare** ~~Edit~~ newsletters and reports, ~~prepare~~ annual reports, ~~prepare~~ special reports and projects.
- Manage social media and website.
- Pursue professional development opportunities that expand knowledge and skills.
- Support accounting functions by

ADDITIONAL DUTIES

This position provides support to the Commission's accounting functions through the following duties.

- Making bank deposits **and recording them with the Finance Manager**
- **Perform payroll functions in an accurate and timely manner and submit payroll taxes.**
- **Perform activities related to accounts payable as appropriate and in coordination with the Finance Manager, including reviewing, coding, and processing payments.**
- **Perform account receivable functions as appropriate and in coordination with the Finance Manager including invoicing, deposits, collections, and revenue recognition.**
- **Prepare for, coordinate, and participate in annual external audit**
- **Monitor and track grant specific spending against budgets.**
- Tracking paid time off.

TYPICAL KNOWLEDGE

- Considerable knowledge of data, administrative management, and business principles and practices and procedures.
- Knowledge of clerical practices and procedures.
- Demonstrated knowledge of human resources management practices and procedures.
- Knowledge of OMB's Uniform Guidance at 2 CFR Part 200 and Vermont Agency of Administration policy, procedure, and guidance.
- General knowledge of computer systems, office software packages,
- Familiarity with the operations and management of typical office equipment and office support systems.

TYPICAL SKILLS

- Attention to detail.
- Ability to prioritize duties and work on several issues simultaneously to meet firm deadlines.

- Ability to develop and implement administrative procedures and evaluate their effectiveness.
- Ability to supervise and to exercise discretion in applying policies.
- Ability to communicate effectively orally and in writing and to work independently.
- Ability to be proactive to initiate actions as needed.
- Self motivated to learn new concepts and to participate in new projects.
- Strong administrative, analytical, and communication skills.
- Ability to problem solve with computers, pick up new software and digital service platforms, and manage computer files.
- Comfort working in a fast-paced environment.

MINIMUM QUALIFICATIONS

- Associates degree in business or equivalent required (B.A. or B.S. preferred) and at least 3 years of similar administrative experience in an office setting or a high school diploma with at least 6 years of similar experience.
- Proficiency in Microsoft Office 365 suite and SharePoint required, and QuickBooks preferred.
- Strong administrative, analytical, and communication skills essential.
- Ability to work effectively with staff, board members, and the public essential.
- Relevant knowledge of grant management and contract administration highly desirable.
- US citizen or otherwise lawfully authorized to work in the United States.

As amended 06/05/23

As Adopted: 01/02/18

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Executive Committee Meeting

DRAFT Minutes

September 2, 2025 Meeting

Present:

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

Staff: Christian Meyer, Nancy Chartrand, Dee Gish, Keith Cubbon, Reuben MacMartin, Brian Voigt

Guests: Marcella Dent, VTrans

Call to Order: Chair Carbee called the meeting to order at 4:01 pm, a quorum was present.

Adjustments to the Agenda: Nancy Chartrand noted that the minutes to be approved on the agenda are for 8/4 not 6/30 and 7/21. Christian Meyer requested to add "executive director update" before committee round table

Public Comment: None

Public Response to Open Meeting Law Inadvertent Violation: Christian advised per follow-up with VLCT we will be adding to our agenda item "Adjustments to the Agenda" the addition of "and Confirmation of Meeting Recording" to ensure that recording has been started; in order to immediately identify if we need to begin recording and 'call the meeting to order' again.

Financial Report: Dee Gish reviewed the information as outlined in the packet. Christian noted we were at 92% of budget which speaks to being at full employment. Also discussed was the status of the WBRD administration invoice, IT budget line, bank fees and if a new RFP for banking services was being pursued.

Gerry D'Amico moved to accept the unaudited financials for June 2025, seconded by Royal DeLegge. Motion passed unanimously.

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

Brian Voigt confirmed the Lamoille County Conservation District – Project Development in the Upper Little River Watershed (2023-12.01.01) Addendum is an amendment to the addendum of the master agreement extending the timeline. Therefore, it was concluded that no action will be necessary.

There was also brief discussion on the scope of work for the 87 State Street Appraisal contract and confirmation of the RFP selection.

FY27 Municipal Dues: Christian provided an overview of the information provided in the meeting packet noting that we are recommending no change in dues for FY27. Peter and Doug

1 requested that staff prepare alternatives for municipal dues indexed to inflation rates for the
2 next meeting and the other members concurred to table action until that time.

3
4 *Michael Gray moved to table action on the municipal dues, seconded by Gerry D'Amico. Motion*
5 *passed unanimously.*
6

7 **CDBG Applications:** For informational purposes, Christian provided an overview of the two
8 grant applications outlined in the meeting packet and recommended bringing this information
9 before the full Board next week.

10 Winooski Basin Model Resiliency & Planning – a regional model for flooding.

11 It was noted the application has gone through pre-application phase and is moving forward.
12 The project focuses on three things: flood modeling, multi-factor prioritization process with
13 UVM, public engagement on findings.

14 Capital Region Emergency Communications Resiliency Improvements – Keith Cubbon
15 advised a pre-application has been completed and Vermont Community Development has
16 requested that CVRPC be the applicant on this project. The project involves a dispatch upgrade
17 that will modernize tower infrastructure, move the core system to a safer location at Alumni
18 Hall in Barre City, and implement a simulcast system for faster emergency notifications across
19 the region. The project would upgrade capabilities significantly and benefit 63 municipalities.
20 CVRPC will be fiscal administrator should the project go forward, however, there will be a
21 transition to Capital Fire Mutual Aid (CMFA) being the owners of the project. Christian advised
22 he intends to invite CFMA to a future Board meeting for a Q/A.

23
24 It was noted there will be public hearings soon on both projects as part of the application
25 process.
26

27 **TPI FFY26 Budget and Work Plan:** Reuben MacMartin provided an overview of the information
28 provided in the meeting packet, noting that Human Services Transportation Coordination and
29 Complete Streets Coordination were removed from previous tasks and that bicycle and
30 pedestrian funds would expire at the end of FFY25. A discussion about municipal roads
31 funding clarified that the low budget allocation was intentional, as most road work support now
32 comes directly from VTrans rather than the Regional Planning Commission, with the TPI budget
33 primarily covering technical assistance and set-up support.

34
35 *Michael Gray moved to approve the TPI budget and work plan, seconded by Gerry D'Amico.*
36 *Motion passed unanimously.*
37

38 **Meeting Minutes – 08/04/25**

39 *Janet Shatney moved to approve the minutes of August 4, 2025, seconded by Michael Gray.*
40 *Motion passed unanimously.*
41

42 **Commission Meeting Agenda:** Chair Carbee requested the addition of “and Confirmation of
43 the Meeting Recording” be added to “Adjustments to the Agenda”. Christian reviewed the
44 agenda as outlined in the meeting packet and suggested adding CDBG Grant Review in place of
45 Municipal Dues (which was tabled by the committee).

1
2 *Janet Shatney moved to approve the agenda of September 9th as amended, seconded by Doug*
3 *Greason. Motion passed unanimously.*
4

5 **Executive Director Update:** Christian discussed concerns about intimidating behavior towards
6 commissioners and staff, both during and after meetings, and advised we are exploring legal
7 guidance and ways to promote respectful communication. Janet offered to share guidelines on
8 conduct from her municipality's council meetings, and Gerry and Michael shared experiences of
9 handling disruptive behavior in their towns' meetings by adjourning them. Staff will review
10 best practices and report back on potential changes to meeting materials and guidelines. It was
11 reiterated that we want to encourage public engagement but want to have clear guidelines.
12

13 **Committee Round Table:** Gerry D'Amico noted he was surprised there was nothing in the
14 paper related to the special meeting. Christian advised we did receive an appeal with 20
15 signatures requesting review of the commission's decision following the event that we are
16 following up on. There used to be a Regional Review panel which has been repealed under
17 state statute; therefore we are coordinating with ACCD on how this will be handled. Janet
18 asked if we have mechanisms in place for potential inappropriate behavior by a commissioner,
19 sharing concern for when commissioners don't appreciate and treat staff appropriately.
20 Christian advised he needs to look into her question further.
21 It was further confirmed the meeting was a learning process and we will be addressing over the
22 next month or so.
23

24 **Adjourn**

25 *Janet Shatney moved to adjourn at 5:03 pm, seconded by Michael Gray. Motion passed*
26 *unanimously.*
27

28 Respectfully submitted,
29 Nancy Chartrand, Office Manager
30

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee Meeting
DRAFT Minutes
September 9, 2025 Meeting

Present:

<input checked="" type="checkbox"/> Peter Carbee	<input checked="" type="checkbox"/> Doug Greason	<input checked="" type="checkbox"/> Michael Gray
<input checked="" type="checkbox"/> Lee Cattaneo	<input checked="" type="checkbox"/> Royal DeLegge	<input checked="" type="checkbox"/> Janet Shatney
<input checked="" type="checkbox"/> Jerry D'Amico		

Staff: Christian Meyer

Guests: None present

Call to Order: Chair Carbee called the meeting to order at 8:05 pm, a quorum was present.

Adjustments to the Agenda: None

Public Comment: None

Act on Board of Commissioners Recommendation Regarding Open Meeting Law Violation:

Staff provided language for a possible motion:

To cure the acknowledged violations of Open Meeting Law by omitting to record the meeting of the CVRPC Executive Committee of August 4, 2025, Michael Gray ***moved*** to ratify:

1. *the action to authorize the Executive Director to sign an agreement with the Town of Williamstown to update the Williamstown Town Plan;*
2. *the action to authorize the Executive Director to sign an agreement with ACRPC to provide services as outlined in the Scope of Work;*
3. *the action to grant limited authority to the Executive Director to enter into all service agreements related to DHCD Grant #07110-26-CVRPC-GSA Property related to the Redevelopment and Assessment of the Federal Property in Montpelier, not to exceed \$100,000 in aggregate;*
4. *the action to approve the minutes of June 30 and July 21;*
5. *the action to approve the agenda of August 21*

The motion was **seconded** by Gerry D'Amico. There was no discussion. The motion **passed unanimously**.

Staff noted for the record that the committee had further acted to cure the violation and ensure there would be no repetition of the violation by adopting a new agenda item verifying the meeting was being recorded.

Royal DeLegge ***moved*** to adjourn the meeting. The motion was **seconded** by Lee Cataneo. The motion **passed unanimously**.

The chair **adjourned** the meeting at 8:11PM.

Respectfully submitted by Christian Meyer



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)
- 6:50 Act 121 Presentation** – Lake Champlain Sea Grant & Nature Conservancy (enclosed)
- 7:15 Meeting Recordings Policy** (action - enclosed)³
- 7:25 Municipal Dues** (action - enclosed)³
- 7:35 Committee Appointment** (potential action)³
- 7:40 FFY26 TPI budget and workplan** (enclosed) informational
- 7:55 Accept Meeting Minutes** 9/9/25 & 9/18/25 (action - enclosed)³
- 8:00 Reports** (action - enclosed)³ - Staff and Committee Reports
- 8:05 Executive Session – 1 V.S.A. § 313(a)(1) Pending or Probable Civil Litigation** (Action - enclosed)³
- 8:15 Pending or Probable Civil Litigation** (Action - enclosed)³
- 8:20 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.

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