

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee Meeting
Minutes
September 2, 2025 Meeting

Present:

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

Staff: Christian Meyer, Nancy Chartrand, 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
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