

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**BOARD OF COMMISSIONERS**  
**Draft MINUTES**  
November 12, 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 type="checkbox"/>	Phil Cecchini, Alt.	<input type="checkbox"/>	Jeff Schulz, Alt
<input checked="" type="checkbox"/> Berlin	Robert Wernecke	<input checked="" type="checkbox"/> Orange	Lee Cattaneo, Vice Chair
<input type="checkbox"/>	Karla NuiSSL, Alt.	<input type="checkbox"/> Plainfield	Paula Emery
<input 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 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 checked="" type="checkbox"/> Marshfield	Amy Monahan	<input type="checkbox"/> Williamstown	Richard Turner
<input checked="" type="checkbox"/> Middlesex	Ron Krauth	<input type="checkbox"/> Woodbury	Michael Gray
<input type="checkbox"/>	Mitch Osiecki, Alt.	<input type="checkbox"/> Worcester	Bill Arrand
<input checked="" type="checkbox"/> Montpelier	Mike Miller		

Staff: Christian Meyer, Nancy Chartrand, Brian Voigt

Guests: Suzanne Armor, Esq

**Call to Order:** Chair Carbee called the meeting to order at 6:35 pm, it was advised we were expecting one more member to join shortly to achieve quorum, and roll call would be taken at that time.

**Adjustments to the Agenda:** The chair advised we would hold on any action items until there is a full quorum.

**Public Comments:** None

**Committee Appointments:** Chair Carbee advised Lee Cattaneo would be stepping down from Brownfields Committee which Lee confirmed. Chair Carbee offered to fill the position, given his participation in the recent National Brownfields Conference. A discussion ensued regarding the quorum issues, and it was confirmed where the vacancies were outside of commissioner appointments. Jerry D'Amico nominated Peter Carbee, seconded by Alice Peal. The chair asked if there were further nominations from the floor, and there were not. Chair cast one ballot for Peter Carbee.

It was also noted there is still a vacant seat for Regional Plan Committee and members were encouraged to volunteer. The floor was not opened to nominations as no members volunteered.

**Bylaws Update - Meeting Recordings Policy:** Christian Meyer provided an overview of the information outlined in the packet. Staff is recommending a change to bylaws to clearly identify non-advisory and advisory public bodies in line with statutory definitions; to add a requirement for all advisory and non-advisory meetings

to be recorded, referencing statutory requirements for non-advisory recordings and postings; and reference CVRPC records retention policy for other recordings.

John Brabant requested there be a side bar included on website advising videos retained for the advisory committees will be held for 3 years and providing 30-day advance notice prior to any deletions. He also requested videos be in downloadable format.

Mike Miller joined the meeting, roll call was taken and quorum confirmed. The above action on Committee appointments above was addressed at this time, and members then return to this item on bylaw amendments.

*John Brabant moved to place the final proposed amendments to the CVRPC Bylaws, dated April 11, 2023, on the next meeting agenda of the CVRPC Board of Commissioners. Seconded by Lee Cattaneo.* There was discussion as to how and where the language related to video deletions requested by John Brabant would be addressed and Christian advised he would bring this information to the Executive Committee and provide to the Board before the next vote on the bylaw amendment. *Motion passed unanimously.*

**Project Compatibility Letter and Policy Discussion:** Christian Meyer provided an overview of the information outlined in the packet, including each letter for towns that have recently requested compatibility letters (Waitsfield, Orange, Montpelier). He noted that with regard to the Waitsfield letter, no action is being requested, although the Board has authority to take action. A full review of all letters was provided.

It was confirmed that compatibility letters do not go before the project review committee because they don't fall under their purview as outlined by the bylaws. They are an entity design to deal with regulatory project review Act 250, Section 248 and 248a). Staff preference is that these letters come before the full Board.

Significant discussion ensued regarding the letter for the Waitsfield Mad River Path and several members shared concerns related to a lack of information and timing for decision making, as well as noting concerns about potential incompatibility with the regional plan due to being within a flood hazard area.

In addition, members commended staffs' review of projects and clearly outlining information in their letters and bringing letters that were not clearly in conformance to the Board for review.

Christian advised all this input is very helpful and helps direct staff. He stated he is hearing that the Board does not have enough information to determine compatibility and therefore we do not submit a letter. Chair Carbee noted it is more the policy discussion than this individual project. We need to figure out how we are going to handle these in the future and commissioners need to make sure their home communities understand that the earlier they bring these requests before the commission, the more likely they can be addressed favorably. He requested staff bring to the Board a policy of how we should be doing this in the future, and that he has no issue on letters be issued by staff for minor projects, but those that may have conflicts need full Board review.

*Jerry D'Amico moved to issue a letter of compatibility to the Town of Waitsfield for their project, seconded by John Brabant. Vote called – as it was not unanimous, there was a roll call.*

*Roll Call – Barre – Nay; Berlin – Abstain; Calais – Nay; Marshfield – Nay; Middlesex – Nay; Montpelier – Nay; Northfield – Nay; Orange – Nay; Roxbury – Abstain; Waitsfield – Abstain; Washington – Nay; Waterbury – Nay – motion does not pass with 9 nays and 3 abstentions.*

Christian went on to review the guidelines as outlined in the packet for future compatibility letters in greater detail. John Brabant offered input on areas to improve the document that was provided in the packet, and Lee Cattaneo noted agreement with breaking the document out into different grant areas and noted responses

should be provided in steps to address full project conformance. In addition, there was comment that access to the documents that are critical to the decision making is important.

*John Brabant moved to table the vote on this until the next meeting, seconded by Janet Shatney. Motion passed unanimously.*

Christian advised he will bring the guidelines/policy back next month for full board review.

In addition, John Brabant commended Sam Lash on changes she made to renewable energy for the Project Review Committee Guidelines and also thanked Christian and staff for trying their best on the Board's behalf. Peter thanked the Board for giving staff as much guidance as they can. Alice Peal commended Reuben MacMartin and Keith Cubbon for their assistance to the Town of Waitsfield.

Waitsfield Alternate Don La Haye left the meeting at approximately 7:15, this did not impact quorum.

**Project Review Committee Rules of Process and Guidelines:** Christian Meyer provided an overview of the information outlined in the packet.

*John Brabant moved to ratify Project Review Committee Rules of Process and approve the updated Project Review Guidelines. Seconded by Robert Wernecke. Motion passed unanimously.*

Suzanne Armor, Esq. joined the meeting.

**Minutes – (9/9/25 – rescind and amend & 10/14/25):** Christian Meyer provided an overview of the information outlined in the packet, including the three suggested motions for rescinding and reapproving the September minutes.

*John Brabant moved to combine all the motions for the September 9, 2025 minutes - rescind the acceptance of the minutes from the September 9, 2025 meeting, amend the minutes as outlined in the meeting packet, and accept the amended minutes as the official record. Seconded by Royal DeLegge. Motion passed unanimously.*

*John Brabant moved to accept the amended minutes of October 14, 2025, seconded by Alice Peal. Motion passed unanimously.*

**Executive Session:** Suzanne Armor, CVRPC's attorney is in attendance regarding pending litigation

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

*Lee Cattaneo moved to enter executive session to discuss potential or pending litigation and attorney-client communication related thereto, included in the session will be executive director, Christian Meyer, and Attorney Suzanne Armor. Mr. Meyer's and Ms. Armor's attendance in executive session is appropriate because they have information that is needed by the Board to consider the matter. Seconded by John Brabant. Motion passed unanimously. Executive session entered at 8:03 pm*

*Lee Cattaneo moved to exit executive session, seconded by John Brabant. Executive session was exited at 8:13 with no action taken.*

**Pending or Probable Civil Litigation:** No action to be taken

**Code of Conduct and Public Participation Policy:** Christian Meyer provided an overview of the information outlined in the packet and inquired if there was interest in forming an ad hoc work group.

*Robert Wernecke moved to form an ad hoc work group to draft a code of conduct and public participation policy; seconded by John Brabant. Motion passed unanimously.*

Royal DeLegge, Alice Peal, Jerry D'Amico, Peter Carbee, and Lee Cattaneo volunteered to participate. Staff advised they will send a doodle poll to schedule first meeting.

**Reports:** *Jerry D'Amico moved to accept the Staff and Committee reports, seconded by Doug Greason. Motion passed unanimously.*

**Commissioner Round Table:**

Peter Carbee reminded members of the 11/13 river corridor meeting.

John Brabant requested brief overview of where we are at with implications of federal funding cuts. Christian advised we have not been hit broadly across our programs. With regard to our emergency management funding of approximately \$50K – the grant has not been cancelled; however, it has not been signed since VEM has not been funded they are not able to reciprocate and sign their agreement with us. We are continuing to fund emergency management work with our agreement through ACCD currently. Transportation is consistent and there are no known planning funding cuts to state development and planning funding at this time. ACCD is our biggest funding source, and we are watching it closely for indirect funding, and any changes that may occur at Legislature. Our Clean Water Service Provider funds are passed through to projects and since it has not been spent at the volume it has come in, we are in a good place, however, it could be at risk as it is a state funded program. Other newest funding is EPA brownfields and so far, we do not believe there is any risk. Overall funding is in a good position as are our reserves.

John Brabant requested that if an emergency arises that Christian please call an emergency meeting of the Commission to the extent that he needs their approval of emergency funding or pursuit of emergency funding.

Mike Miller announced that the City of Montpelier Master Plan was recently awarded Plan of the Year by the Northern New England Chapter of the American Planning Association.

**Adjournment:** *Robert Wernecke moved to adjourn at 8:33 pm; seconded by John Brabant. Motion passed unanimously.*

Respectfully submitted,  
Nancy Chartrand, Office Manager