



BOARD OF COMMISSIONERS

Wednesday, November 12, 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**

6:30 Introductions/Roll Call / Confirmation of Meeting Recording

² **Adjustments to the Agenda**

Public Comments (on items that are not on the agenda)

6:35 Committee Appointments (potential action)³

2 6:40 Bylaws Update _ Meeting Recordings Policy (action - enclosed)³

9 6:50 Project Compatibility Letter and Policy Discussion (action - enclosed)³

18 7:10 Project Review Committee Rules of Process and Guidelines (action - enclosed)³

28 7:20 Code of Conduct and Public Participation Policy (possible action - enclosed)³

29 7:40 Accept Meeting Minutes – 9/9/25 (rescind and amend previously adopted) & 10/14/25 (action - enclosed)³

41 7:45 Reports (action - enclosed)³ - Staff and Committee Reports

7:55 Executive Session – 1 V.S.A. § 313(a)(1) Pending or Probable Civil Litigation (Action - enclosed)³

8:05 Pending or Probable Civil Litigation (Action - enclosed)³

8:10 Commissioner Roundtable

8:15 Adjourn

Next Meeting: December 9, 2025

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



MEMO

Date: November 12, 2025
To: Board of Commissioners
From: Christian Meyer, Executive Director
Re: Bylaw amendments - meeting recording

✉ ACTION REQUESTED: Multiple actions:

1. Review the proposed amendments to the CVRPC Bylaws and provide comments for improvement.
2. Consider the following motion: ***move** 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.*

Review proposed amendments to the CVRPC Bylaws to more clearly identify non-advisory public bodies and advisory public bodies in line with statutory definitions, to add a requirement for all advisory and non-advisory body meetings to be recorded, to reference to statutory requirements for non-advisory body meeting recording and posting, and to reference the Records Retention Policy to stipulate the retention duration for meeting recordings.

Non-Advisory Public Bodies and Advisory Public Bodies

State statute differentiates between non-advisory public bodies and advisory public bodies. Amendments to Section 401 and Section 403.B.2. of the CVRPC Bylaws, dated April 11, 2023 clearly identify the Board of Commissioners and the Executive Committee as non-advisory public bodies. No amendments were made to identify advisory bodies as the following language is already included in Section 403.A.1: "All Standing Committees are advisory to the Board unless otherwise specified by the Board." Staff believes this language is broad enough to apply to the remainder of committees.

Meeting Recording Policy

Under the CVRPC Bylaws, Section 609, the proposed amendment to the section title to include "digital recordings."

Currently CVRPC has no policy for when advisory committees record their meetings. These amendments to Section 609 direct all public bodies of the CVRPC to record all of their meetings, regardless of whether they are advisory or not. Further, this amendment states that 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, per 1 V.S.A. § 312 (6).

Finally, these amendments to Section 609 note record retention will be carried out in accordance with the Records Retention Policy. The current CVRPC Records Retention Policy is to keep all meeting recordings for 3 years.

Executive Committee Review

Per section 1003.B of the CVRPC Bylaws, the CVRPC executive committee must first review and comment on any draft amendments and place them on the next regularly scheduled meeting of the Board. The executive reviewed the draft amendments and voted to include them on the CVRPC Board agenda at their November 3, 2025, meeting.

CVRPC Bylaw Amendment Process

Per Section 1003, subsection B-E, of the CVRPC Bylaws:

- B. The proposed amendment shall be placed on the Executive Committee agenda for its review prior to being placed on the Board agenda. Following review by the Executive Committee, the proposed amendment, along with any recommendations of the Executive Committee, shall be placed on the agenda of the next regularly scheduled meeting of the Board.
- C. The draft proposed amendment shall be discussed at the next regular meeting of the Board and may be amended at that meeting. An affirmative vote of the Board is required to advance the agreed upon final proposed amendment. That vote must direct that the final proposed amendment be placed on the agenda of the subsequent regular meeting for a final vote.
- D. After the affirmative vote described in 1003C, the proposed amendment shall be placed on the agenda for a final vote at the subsequent regular meeting of the Board. No amendment to the proposed amendment shall be allowed at the Board meeting during which the final vote is taken.
- E. The proposed amendment shall become effective upon the affirmative vote of 60% of the Board. If a 60% affirmative vote is not attained, the proposed amendment fails.

Articles of Constitution and Bylaws of CVRPC

- C. Terms for Commissioners and Alternates are one year, from July 1 to June 30. Commissioners and Alternates may be appointed to serve successive terms.
- D. Commissioners and Alternates who are appointed mid-term shall serve out the term ending June 30 and may continue serving for the subsequent term starting July 1 without recertification. Once a Commissioner or Alternate serves a complete term the appointment must be re-certified for the next term beginning on July 1.
- E. A Commissioner or Alternate may continue serving until reappointed or until a successor is appointed.
- F. Commissioners and Alternates serve at the pleasure of the appointing legislative body, which may revoke a Commissioner or Alternate's appointment at any time pursuant to 24 V.S.A. Section [4343\(a\)](#).
- G. When a Commissioner is unable to participate at any meeting of the Board, the Alternate shall sit as the Commissioner and exercise all of the authority of the Commissioner at that meeting.
- H. Alternates shall not participate in place of Commissioners on committees or in any office.
- I. In the event of the death, resignation, disqualification or removal of a Commissioner or Alternate, a successor shall be appointed, as provided in subsection 302A.

Section 303: Voting

- A. Each Commissioner shall have one vote in all actions taken by the Board.
- B. Prior to any vote on any matter before the Board a Commissioner may request time and opportunity to consult with the Commissioner's municipal legislative body. When so requested, the vote shall be postponed until the next scheduled Board of Commissioner's meeting unless the Board votes to act on the matter or unless such postponement results in violation of the Act or other Vermont law.

Section 304: Resignation

Any resignation of a Commissioner or Alternate shall be submitted to CVRPC in writing.

Section 305: Attendance

If a Commissioner is absent without notification to the Chair and/or staff for three sequential Board meetings, the Chair shall contact that Commissioner to determine whether the Commissioner has a continued interest in serving and availability to serve on the Board.

ARTICLE 4: ORGANIZATION**Section 401: Board of Commissioners**

Articles of Constitution and Bylaws of CVRPC

1 The Board shall consist of the Commissioners and Alternates, when serving as the
2 Commissioner. It shall be the duty of each Commissioner to regularly report on the activities of
3 CVRPC to the legislative body and the local planning commission of the municipality of the
4 Commissioner's appointment.

5 Per 1 V.S.A. § 310, the Board of Commissioners is a non-advisory public body and subject to all
6 associated statutory requirements.

Section 402: Officers

8 A. CVRPC's officers shall consist of a chair (the "Chair"), vice chair (the "Vice Chair"), and
9 secretary/treasurer (the "Secretary/Treasurer"), each of whom shall be duly appointed
10 Commissioners of member municipalities.

11 B. Duties of officers shall be as follows:

12 1. The Chair shall call meetings of the Board and the Executive Committee and shall
13 preside at these meetings. The Chair shall prepare, and cause to be distributed,
14 an agenda for the Executive Committee meetings and a draft agenda for the
15 Board meetings to be approved by the Executive Committee. Upon approval by,
16 or in the absence of a quorum of, the Executive Committee, the Chair shall
17 ensure distribution of the Board agenda. The Chair shall perform such other
18 duties as are normal or customary to the office, or which may be assigned by the
19 Board. The Chair shall cast a vote on all issues voted on at a Board or Executive
20 Committee meeting, unless the Chair wishes to abstain or has recused themself.

21 2. The Vice Chair shall act as Chair in the absence or incapacity of the Chair and
22 shall perform such other duties as may be assigned by the Board. The Vice Chair
23 may also advise the Chair on parliamentary issues. The Vice Chair shall act as
24 Secretary/Treasurer in the absence or incapacity of the Secretary/Treasurer.

25 3. The Secretary/Treasurer shall be CVRPC's recording officer and the custodian of
26 its records, except for those duties that are delegated to CVRPC staff. The
27 Secretary/Treasurer shall perform all duties customary to that office, including
28 overseeing all CVRPC financial records and minutes.

29 C. Additional officer duties may be assigned by a policy adopted by the Board.

Section 403: Standing Committees**A. General**

32 1. Standing committees (the "Standing Committees") have a long-term role in
33 CVRPC's operations and core programs. All Standing Committees are advisory to
34 the Board unless otherwise specified by the Board. Board decisions shall be
35 documented in the committee's Rules of Procedure.

Articles of Constitution and Bylaws of CVRPC

2. The Board shall elect Standing Committee members with election results announced at its annual meeting unless otherwise specified.
3. Each Standing Committee shall have, and be responsible for drafting modifications to their, rules of procedure (the "Rules of Procedure") to be approved by the Board. The Rules of Procedure shall specify the committee's purpose, general activities, role, membership, voting procedures, officers, elections, attendance and quorums, communication and coordination, adherence to CVRPC's conflict of interest policy, and adoption of organizational procedures. The Board may assign additional duties to any committee.
4. Standing Committees shall have a Chair and Vice Chair, which shall be elected by the committee.
5. The advice, input, opinions, and decisions provided to outside parties by any committee may be reviewed, confirmed or reversed by the Board.
6. Standing Committees may establish subcommittees and workgroups as needed to accomplish committee business. Subcommittees and workgroups must adhere to the same requirements as the Special Committee.
7. Unless otherwise specified in the Rules of Procedure, all Standing Committee members are eligible to vote on committee business.
8. All Standing Committees shall maintain meeting minutes. Standing Committees shall report to the Board as it directs. The Board shall "accept" committee reports to signify it has received the report

B. Executive Committee

1. The executive committee (the "Executive Committee") shall consist of seven Commissioners (in accordance with 24 V.S.A. Section [4343\(b\)](#)), which are the three (3) officers of the Board and four (4) at-large members. Duly-appointed Commissioners who have an attendance record that shows dedication to CVRPC, served on the Board for at least one year, and participated on one or more committees during their term are eligible for Executive Committee membership.
2. The purpose of the Executive Committee is to support the Board by facilitating the general operation of CVRPC as directed by the Board and to act on behalf of the Board in the absence of a Board quorum when time precludes the delay of decision or action. **Per 1 V.S.A. § 310, the Executive Committee is a non-advisory public body and subject to all associated statutory requirements.**
3. The duties of the Executive Committee shall be to:
 - a. Oversee and approve an annual work plan and budget for CVRPC, including budget adjustments.

Section 602: Regular Board of Commissioners Meetings

Regular meetings of the Board shall be held on the second Tuesday of the month, or as otherwise determined by either the Executive Committee or the Board. The time and place of the regular meetings shall serve the convenience of the greatest number of Commissioners, as determined by the Board.

Section 603: Annual Meeting

The annual meeting shall be the regular meeting that occurs in June (the "Annual Meeting").

Section 604: Special Board of Commissioners Meetings

Special meetings may be called by the Chair, the Executive Committee, or by a majority vote of the Board.

Section 605: Committee Meetings

Committees shall meet at a day, place and time determined by each committee.

Section 606: Notice of Meetings

A. Notice of Board meetings shall be provided in accordance with the Vermont Open Meeting Law. To the extent possible, CVRPC will provide five (5) days notice of meetings.

B. Notice of committee meetings shall be provided in accordance with the Vermont Open Meeting Law. To the extent possible, CVRPC will provide five (5) days notice of meetings. Notice and agendas for committee meetings shall be provided to Commissioners and Alternates.

Section 607: Quorum

A. A majority of Commission seats shall comprise a quorum for Board meetings and transacting business. In the event of a tie vote on any matter before the Board, including the vote of the Chair, such motion, resolution or action shall be considered defeated.

B. A majority of voting committee seats shall comprise a quorum for committee meetings. In the event of a tie vote on any matter before the committee, including the vote of the chair, such motion, resolution or action shall be considered defeated.

Article ~~Section~~ 608: Parliamentary Authority

Robert's Rules of Order (the most current edition then in effect) shall generally govern the proceedings of the Board and all CVRPC committees, unless otherwise specifically covered within these Bylaws or by any other special rules the Board may adopt.

Section 609: Minutes, and Public Records and Digital Recordings

Minutes of all meetings of the Board and all committees established by the Board shall be kept and copies shall be available to all Commissioners, member municipalities, and the general public in accordance with the Vermont Public Records Act (codified at 1. V.S.A. Sections 315-320).

All public bodies of the CVRPC shall record all meetings of the public body. All public bodies of the CVRPC, except advisory bodies, shall post a copy of the recording in a designated electronic location for a minimum of 30 days following the posting of the official minutes for a meeting in accordance with 1 V.S.A. § 312(6). CVRPC shall retain all recordings in accordance with the CVRPC Records Retention Policy.

ARTICLE 7: FUNDING

Section 701: Fiscal and Operational Year

CVRPC's fiscal and operational year shall be from July 1 to June 30 (the "Fiscal Year").

Section 702: Membership Assessment

The Executive Committee shall annually recommend a schedule and rate for membership dues to the Board. The Board shall annually adopt membership dues. CVRPC shall notify in writing all municipalities within the region on or before November 15th of the sums it deems necessary to be received from said municipalities for the next CVRPC Fiscal Year.

Section 703: Grants, Contracts and Contributions

CVRPC may receive and expend monies from any source, public or private, without limitation, including funds made available from individuals, municipalities, the State of Vermont, the federal government, private foundations, corporate partners or trusts.

Section 704: Borrowing Authority

CVRPC may borrow money and incur indebtedness for the purposes of purchasing or leasing property for office space, establish and administer a revolving loan fund, or establish a line of credit, if approved by a two-thirds vote of the Board. Any obligation by CVRPC incurred under this section shall comply with the requirements set forth at 24 V.S.A. Section [4345](#)(16)(B)(i)-(ii).

Section 705: Signatory

- A. The Executive Director or the Director's designee is responsible for approving and signing funding applications and proposals. When a funding agency requires Board authorization for a specific application or proposal, authorization shall be obtained from the Board (or the Executive Committee per Section 403.B.j.) prior to signature of the application.
- B. The Executive Committee is responsible for approving contracts and agreements, and shall authorize an Officer or the Executive Director to sign approved contracts, instruments, and agreements on behalf of CVRPC.



MEMO

Date: November 12, 2025
To: Board of Commissioners
From: Christian Meyer, Executive Director
Re: Waitsfield – Mad River Path – Letter of Compatibility

☒ **ACTION REQUESTED:** Review and provide input on attached Letter of Compatibility for VTrans Transportation Alternatives funding.

Review the attached Waitsfield Mad River Path compatibility letter. Provide comments to staff on how you feel the format and content of the letter can be improved.

Background

State funders often request that all applicants provide letters demonstrating compatibility with the regional plan. CVRPC staff reviews concepts for compatibility then drafts and submits these letters. As the Board of Commissioners is reflecting on how it provides regional input on new projects, staff are seeking commissioner feedback on any projects that staff feel either are creating new infrastructure or that meet our existing definitions of regional impact.

Applications

CVRPC received project compatibility letter requests from three municipalities for three projects for this funding program. Applications are due 11/7/2025. Two requests were received 10/31/2025 and one was received 11/06/2025. Depending on the funders internal processes and how when a letter of compatibility is received, a late submission can negatively impact an applicant scoring.

Two applications were assessed by staff for compatibility and submitted to the funder. They are described below:

1. Montpelier applied for the Transportation Alternatives - Municipal Highway and Stormwater Mitigation Program sub-section to upgrade storm water line sizes in the River Street area near the intersection with Pioneer Street in conjunction with similar work along Taplin Street and Scribner Street, Montpelier. Staff identified this project as maintenance and the upgrading of an existing infrastructure and found no areas where the project conflicted with the regional plan. Staff drafted and submitted the letter to the funder. (Attached)
2. Orange applied for funding to design and build a salt shed. Salt sheds are used by municipal road crews to reduce the leaching of salt into local streams and brooks. Staff identified this project as the upgrading of municipal infrastructure and found no areas where the project conflicted with the regional plan. Staff drafted and submitted the letter to the funder. (Attached)

The third application, which is the focus this discussion, is for design and construction of a new segment of the Mad River Path in the village of Irasville, by the Town of Waitsfield. The project would connect some high interest

locations with a dedicated multi-use path and a new bridge over the Mill Brook adjacent and to the east of the existing crossing of Route 100. The transportation benefits and economic benefits of this proposal support several goals and policies of the regional plan. However, the conceptual alignment lies within the flood hazard area and river corridor. The CVRPC regional plan land use element sets as policy avoiding or limiting development and investment in identified flood hazard areas. Given the planning work to date for the Mad River Path has been conceptual in nature, CVRPC does not have any engineering or design work to help identify how the project may or may not mitigate impacts at these locations. This project will require multiple levels of state permitting, particularly the bridge.

Staff have drafted a letter for submission to the funder (attached) for the Mad River Path application. Staff are seeking commissioner comments.

Considerations

- Project descriptions are conceptual and incomplete.
- Funding is not certain.

Attachments

Draft Waitsfield Mad River Path Regional Compatibility Letter
Montpelier MHSMP Stormwater Compatibility Letter
Orange Salt Shed Compatibility Letter



November 12, 2025

Scott Robertson, Program Manager
Transportation Alternatives – Municipal Assistance
219 North Main Street
Barre, VT 05641

Dear Scott,

Contained herein is an assessment of regional compatibility of the proposed Waitsfield application for funding through the 2025 Transportation Alternatives (TAP) Grant for engineering and construction work of a section of multi-use path to include a new bridge adjacent to the existing structure on VT-100 to create a safe path between the existing Austin Walk path near Eagles Road to Fiddlers Walk via Fiddlers Green. The project will create a dedicated connection for active mode users from Dugway Road to Irasville, Waitsfield Village, and the Mad River Valley Recreation Hub. This work builds on the recently completed Mad River Valley Active Transportation Corridor Study and would fill a gap in pursuit of that initiative's stated goal of creating a continuous shared use path spanning the communities of Warren, Waitsfield, Moretown, and Duxbury.

The transportation element of the CVRPC Regional Plan recommends improving connections and mobility on our roadways and at key intersections. This design and construction application is consistent with the Regional Plan's transportation goals and policies, including:

Goal 4, Policy 3: Ensure adequate mobility for all segments of the population, including residents who cannot or do not use private automobiles.

Goal 6, Policy 4: Promote projects that limit the conflicts between the motor vehicle traffic stream, pedestrians, and the rail system.

Goal 8, Policy 1: Provide transportation system improvements at locations where they will or can serve growth areas.

Goal 8, Policy 3: Encourage transportation system improvements that renew and improve downtowns, growth areas, and neighborhoods.

As well as economic goals including:

Goal 2, Policy 3.B: Support and encourage expansion in sectors that are poised for growth, such as... recreation and tourism.

Goal 5, Policy 17.D: Work with municipalities to identify viable options for expanded commercial and

public outdoor recreational facilities, including trail development and related infrastructure that are environmentally and culturally sustainable.

However, CVRPC also recognizes that this project may be in conflict with the Land Use element of the regional plan, which aims to limit impacts on flood hazard areas, specifically:

Goal 1, Policy 5: Avoid or limit development and investment in identified flood hazard areas...

CVRPC recognizes engineering and design work for this project is incomplete, and CVRPC will remain involved in the project as engineering, design, and alignment progress to assess how potential conflicts are being mitigated. As such, CVRPC reserves the right to comment and reevaluate project compatibility with regional goals at a future date.

Sincerely,

Christian Meyer, Executive Director



November 3, 2025

Mayor Jack McCullough
Montpelier City Council
39 Main Street
Montpelier, Vermont 05602

RE: Stormwater upgrades-Municipal Highway and Stormwater Mitigation Program

Dear Mayor McCullough,

Contained herein is an assessment of regional compatibility of the proposed City of Montpelier's stormwater system network upgrades. This project utilizes best management practices and upgrades to allow for more capacity within this system. This project supports many of the goals and strategies identified in the Central Vermont Regional Plan, effective July 9, 2024.

Based on the information provided, this stormwater-focused funding application is compatible with the Central Vermont Regional Plan, and directly supports the following goals and policies:

Land Use

- To manage the quality and quantity of storm water runoff in order to avoid property damage and negative impacts on surface and groundwater.

Emergency Management

- To build disaster resistant communities in Central Vermont through sound emergency planning and management.
- Increasing economic resilience through mitigation of and adaptation to flooding and extreme weather events.

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 permitting processes.

Sincerely


Christian Meyer



November 6, 2025

Steve Simpson
Select Board Chair
392 US Route 302
Orange, VT 05641

Re: Municipal Highway and Stormwater Mitigation Program

Dear Steve,

Contained herein is an assessment of regional compatibility of the proposed Town of Orange salt shed replacement plan for a new town salt shed. The current town salt shed has reached the end of its functional life and is structurally deficient. The town is concerned that it will allow salt leachate into a tributary of the Jail Branch. The proposed new structure will have a concrete pad and two stalls for sand and salt. This project would provide a needed update to the facility as well as preventing run off into the nearby brook.

This project supports many of the goals and strategies identified in the Central Vermont Regional Plan, effective July 9, 2024. Based on the information provided, this stormwater-focused funding application is compatible with the Central Vermont Regional Plan, and directly supports the following goals and policies:

Land Use

- Where a potentially harmful development or activity is proposed in proximity to a natural or fragile area, measures should be taken to ensure adequate protection.

Transportation

- Support efforts to minimize negative environmental impacts associated with the transportation system (including air quality, noise levels, surface water, vegetation, agricultural land, fragile areas, and historical/archaeological sites).

CVRPC recognizes engineering and design work for this project is incomplete, and CVRPC will remain involved in the project as engineering, and design progress to assess how potential conflicts are being mitigated. As such, CVRPC reserves the right to comment and reevaluate project compatibility with regional goals at a future date.

Sincerely,

Christian Meyer, Executive Director



MEMO

Date: November 12, 2025
To: Board of Commissioner
From: Christian Meyer, Executive Director
Re: Letters of Compatibility Review Policy

✉ **ACTION REQUESTED:** Accept the proposed Letters of Compatibility review guidelines for the Board of Commissioners

The attached guidelines are being provided to meet the CVRPC Board of Commissioner's request for guidance on when Commissioners should review requests for required Letters of Compatibility for grant applications.

State funders often require municipalities and other organizations applying for grants to provide letters of compliance, support, or compatibility. CVRPC staff have long interpreted the intent of these letters as articulating how a project is compatible or in conflict with the regional plan.

The policy proposes the Board of Commissioners provide the review as no committees currently have this advisory authority in the CVRPC Bylaws.

Please see the attached policy and guidelines, which will allow staff to predictably review requests and identify which letters need commissioner input.

Considerations:

Timing

Applications are often being developed by volunteers or other informal community groups that only learn of a funding opportunity late in the application period. As such CVRPC regularly receives requests for these letters in the week or days before the application is due. The current policy directs the largest or most impactful projects to receive review from the Board of Commission prior to submittal. This will result in CVRPC at times submitting letters of compatibility after a grant has closed, as is the case with the attached Waitsfield Path application.

Why the Board of Commissioners

The policy proposes the Board of Commissioners provide the review as no committees have this advisory authority in the CVRPC Bylaws.

Staff did not recommend review by the Project Review Committee because this task appeared outside of its purview. CVRPC Bylaws state:

The purpose of the Project Review Committee is to support the Board by fulfilling the CVRPC's statutory role as specified within 24 V.S.A. Section 4345a(13) and (14) and to aid other parties to make conformance determinations when directed by the Board. These items are commonly referred to Act 250 (10 V.S.A. Chapter 151) and Section 248 (30 V.S.A. Chapter 5).

From this language and similar language in the committee's rules of procedure, staff understand that the project review committee's advisory role is closely linked to the regulatory implementation of the regional plan. Letters of compatibility fall outside of this role.

Why are some types of projects excluded?

All projects that are still subject to Act 250 permitting requirements are being recommended to be treated through staff review.

Will the Board be given a chance to review staff letters?

All letters will be included in the Board meeting packet. As part of the Board's acceptance of the reports, letters can be reviewed and rescinded, if necessary.

CVRPC Board of Commissioners Review Guidelines

Letters of Compatibility with the Regional Plan

Accepted by the Board of Commissioners:

Design/Planning Grants		
All Design/Planning	Staff assess independently	

Implementation Grants		
Within Interim Act 250 Exemption Areas (Until January 1, 2027)		
Housing projects ≥10 acres ≥30 units	Commission reviews	Notes: Municipalities must have zoning and bylaws to be eligible for exemptions. Commercial properties are not eligible for exemptions.
Within existing FLU Tier-1 eligible area (After January 1, 2027)		
Housing projects ≥10 acres ≥30 units	Commission reviews	Notes: Regional FLUA map should already include any areas where growth is planned. Municipalities must have zoning and bylaws to be eligible of Tier 1
Commercial projects ≥50 trips per day ≥10 acres	Commission review	Notes: Regional FLUA map should already include any areas where growth is planned. Municipalities must have zoning and bylaws to be eligible of Tier 1

Infrastructure Investment		
New Infrastructure	Commission review	
Improvement and upsizing of existing infrastructure	Staff discretion for commission review	E.g., upsizing culverts would be staff review. Greatly expanding the cross section of a local road would go to the Commission.



MEMO

Date: November 4, 2025

To: Board of Commissioners

From: Sam Lash, Climate & Energy Planner

Re: Project Review Committee Rules of Process and Project Review Guidelines

✉ ACTIONS REQUESTED: Multiple Actions:

- 1) *Review and ratify updated Project Review Committee Rules and Process*
- 2) *Review Staff Edits to Project Review Guidelines*
- 3) *Approve Project Review Guidelines*

Background

At the August 4th, 2025 Project Review Committee meeting, the committee moved to approve both their Rules and Process, as well as their Project Review Guidelines with minor edits. The Committee puts forth these for full board consideration.

Minor edits to the Project Review Committee Project Review Guidelines

Staff made Project Review committee requested edits as captured in the meeting minutes, and during this update staff noted three additional edits that would bring this document in line with current committee practice:

- Second paragraph: corrected omission of preferred site letters as the third of three types of reviews the committee conducts (for conformance with regional plan, for substantial regional impact, for a letter of support as a preferred site).
- On page 3, under “Electric Generation, Storage, and Transmission Facilities” the threshold for energy storage has been brought in line with that for distributed energy generation (150kw) instead of the 2 acres- this was partly to ensure these distributed energy technologies have a consistent threshold in terms of scale and also because storage technology is advancing rapidly including a shrinking footprint for larger scale installations. Given the committee has consistently expressed interest in reviewing storage projects that are significantly below the footprint of 2 acres, it makes sense to bring this in line with current practice.
- On page 3, under “Electric Generation, Storage, and Transmission Facilities” the words

“and/or footprint” were added to reviewing distribution or transmission infrastructure that exceeds existing ROW to ensure that substations as well as lines are included in the language adequately.



PROJECT REVIEW COMMITTEE

Appendix 1: RULES OF PROCESS

July 21, 2025

PURPOSE: To provide a uniform and consistent process by which the Project Review Committee (PRC) and staff will evaluate, review, and comment on projects. The PRC serves in an advisory capacity to the CVRPC Board of Commissioners for projects that are seeking a permit through Act 250 (10 V.S.A. Chapter 151) as a state-designated statutory party; projects seeking a permit (Certificate of Public Good) through Section 248 and Section 248a (30 V.S.A. Chapter 5) of Vermont Statute; or projects seeking a municipal permit through the relevant municipal permitting authority. This process will ensure a fair and equitable evaluation of projects that are submitted for review.

INVOLVEMENT BY THE REGIONAL PLANNING COMMISSION: The PRC will make a determination on behalf of the full Board of Commissioners regarding conformance or non-conformance with the Regional Plan and substantial regional impact in permit applications that CVRPC is required to participate, when the project meets or exceeds the thresholds in the attached Project Review Guidelines, or when the project may set a precedent within the Region. The conclusions reached will state that they are made on available information. The PRC may also reserve its statutory right to participate in the Act 250/Section 248 hearing process if it must appear to ensure proposed projects are in conformance with the Regional Plan, regardless of whether the proposal meets or exceeds the thresholds in the Project Review Guidelines.

The PRC will become involved in the review of a project that is seeking a state permit on behalf of a member municipality according to the following:

1. Staff will provide limited technical assistance at the request of either the municipal legislative body or the municipal planning commission. Limited technical assistance will consist of providing factual information allowing the requesting body to develop its own independent determinations regarding its participation and position. Limited technical assistance will not consist of involvement in hearings on behalf of a municipality or statements of support of municipal participation or positions.
2. PRC involvement on behalf of a member municipality beyond the scope of limited

technical assistance as defined above must be at the request of the municipality's legislative body, in writing. This involvement will be provided only if the local position is in conformance with the adopted Regional Plan.

REVIEW PROCESS: Staff will review all Act 250, Section 248, and Section 248a applications that are submitted and provide a monthly summary to the Project Review Committee. Through this review, staff will evaluate the nature of the project and make an initial determination of whether CVRPC is required to participate in the permit/certificate application review and whether the project meets or exceeds the thresholds in the Project Review Guidelines. This determination will guide staff in establishing which of the following processes will be used.

1. Action by Staff

Determine whether CVRPC is required to participate in the permit application review. If CVRPC is not required to participate, make an initial determination of whether the project meets or exceeds the thresholds in the Project Review Guidelines. If CVRPC is required to comment, if a project meets or exceeds the thresholds in the Project Review Guidelines, or if PRC member(s) request further analysis of a project, staff will prepare an analysis of the project's conformance with the Regional Plan and provide it to the PRC prior to committee meetings.

2. Action by the Project Review Committee

If CVRPC is required to comment, if a project meets or exceeds the thresholds in the Project Review Guidelines, or if Committee member(s) request further analysis of the project, the PRC will discuss the project and make a determination regarding whether the project conforms with the Regional Plan and whether the project has substantial regional impact. The applicant and Commissioner from the host municipality (if not a PRC member) will be invited to attend and provide information related to the project or answer questions. Staff will prepare a letter to the District 5 Environmental Commission, the Public Utility Commission, or the relevant municipal permitting authority outlining the position of the PRC including any follow-up that may be requested.

3. Action by the Board of Commissioners

If, after review and discussion by the PRC, the scope and potential impacts are such that the PRC cannot reach a decision, the PRC will request that the project be reviewed by the full Board of Commissioners in order to provide a position including the project's conformance with the Regional Plan and whether the project has substantial regional impact. If the Board of Commissioners is unable to provide a determination of a project's conformance with the Regional Plan and/or substantial regional impact, the Board of Commissioners can choose to:

- a. Refer the project back to the PRC and request that the PRC continue the discussion

in an effort to provide a determination.

- b. Transmit correspondence to the District 5 Environmental Commission or the Public Utility Commission outlining the Board of Commissioners' discussion and indicating that no decision could be reached. In this case, specific reasons shall be included to fully inform and detail the reasons or issues that led to this result.

ADDITIONAL CONSIDERATIONS: Appeals of a decision by the District 5 Environmental Commission, the Public Utility Commission, or municipal permitting authority on a project shall be approved by the Executive Committee or the full Board of Commissioners.

If, in its review, the PRC determines that a conflict exists between the provisions of municipal plans and the Regional Plan, the Commission will work with municipal officials to alleviate or minimize the conflict.

ADOPTION OF ORGANIZATIONAL PROCESS: The PRC may, at any time, vote to amend these rules of process, in accordance with quorum requirements noted in the Project Review Committee Rules of Procedure. Proposed amendments will be forwarded to PRC members before consideration at a regular PRC meeting. Amendments will then be forwarded to the Board of Commissioners for ratification.

Adopted by the Board of Commissioners: _____

Peter Carbee, Chair
CVRPC Board of Commissioners

PROJECT REVIEW COMMITTEE***Appendix 2: PROJECT REVIEW GUIDELINES***

July 30, 2025

PURPOSE: To provide uniform and consistent guidelines for staff to use in evaluating which land development projects to determine which projects to bring before the Project Review Committee for the committee to review whether the projects conform with the Regional Plan and have substantial regional impact.

PROCESS: The Project Review Committee and staff will use these thresholds to select which projects should be subject to committee review in order to evaluate the regional impacts a land development project may have. Projects that meet or exceed these thresholds will be evaluated at a scheduled committee meeting for conformance with the Central Vermont Regional Plan, for substantial regional impact, **and/or for a letter of support as a preferred site**. Comments will be sent to the District 5 Environmental Commission, the Vermont Public Utility Commission, or municipal permitting authority, as appropriate. CVRPC reserves the right to participate in permit application review for projects that do not meet or exceed these thresholds.

GENERAL GUIDELINES: The following general criteria will apply to all applications that are submitted to the Central Vermont Regional Planning Commission for review. If a project meets any of these criteria it will be reviewed at a scheduled Project Review Committee meeting for conformance with the Central Vermont Regional Plan and for substantial regional impact.

1. The project is located in more than one municipality or is located within 1,000 feet of a municipal boundary.
2. The project will impact a natural, historic, cultural, or significant resource that is described or identified in the Central Vermont Regional Plan. Examples include but are not limited to: wetlands, floodplains/Special Flood Hazard Areas, river corridors, or named waterbodies; critical resource areas as identified in the Central Vermont Regional Plan¹, or similar regionally significant resources including priorities identified within the Vermont Conservation Design.
3. The project may require ongoing participation by the Regional Planning Commission for a period of at least one calendar year.
4. The project proposes development that is inconsistent with the regional future land use

map regarding the location or character of development type, density, or intensity.

5. The project includes the extension, expansion, or widening of a federal or state designated roadway.
6. The project proposes a use that will increase the peak hour vehicle trips by 50 or more as estimated by the current edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual.

USE SPECIFIC GUIDELINES: The following guidelines will apply to all applications that are submitted to the Central Vermont Regional Planning Commission for review. The population of the municipality where the project is located will determine which guidelines will be used to evaluate each project for review by the Project Review Committee.

GUIDELINES FOR PROJECT REVIEW COMMITTEE REVIEW OF NEW PROJECTS OR EXPANSIONS OF EXISTING USES		
TYPE OF DEVELOPMENT	MUNICIPALITIES WITH A POPULATION GREATER THAN 2,500	MUNICIPALITIES WITH A POPULATION LESS THAN 2,500
Office	Greater than 30,000 gross square feet	Greater than 20,000 gross square feet
Commercial/Retail	Greater than 25,000 gross square feet	Greater than 15,000 gross square feet
Wholesale & Distribution	Greater than 50,000 gross square feet	Greater than 30,000 gross square feet
Hospitals & Health Care Facilities	Greater than 25 beds or 20,000 gross square feet	Greater than 10 beds or 10,000 gross square feet
Housing	Greater than 30 new lots or units	Greater than 20 new lots or units
	Adds $\geq 2\%$ year-round housing units Adds ≥ 5 affordable housing units*	
Industrial	Greater than 50,000 gross square feet	Greater than 30,000 gross square feet
Hotels	Greater than 200 rooms	Greater than 75 rooms
Mixed Use	Gross square feet greater than 45,000 (with residential calculated at 1,500 square feet per unit) or if any of the individual uses meets or exceeds a threshold defined herein	Gross square feet greater than 30,000 (with residential calculated at 1,500 square feet per unit) or if any of the individual uses meets or exceeds a threshold defined herein
Airports	All new airports, runways, and runway extensions	

TYPE OF DEVELOPMENT	MUNICIPALITIES WITH A POPULATION GREATER THAN 2,500 ²	MUNICIPALITIES WITH A POPULATION LESS THAN 2,500 ²
Attractions & Recreation Facilities	Greater than 200 parking spaces or a seating capacity of more than 1,000	Greater than 75 parking spaces or a seating capacity of more than 500
Schools & Institutions (including post-secondary facilities)	A capacity of more than 300 students or 30,000 gross square feet	A capacity of more than 150 students or 15,000 gross square feet
Waste Handling Facilities	New facility or expansion of capacity for an existing facility	
Quarries, Asphalt, & Cement Plants	New facility or expansion of capacity for an existing facility	
Wastewater Treatment Facilities	New conventional treatment facility or expansion of the permitted capacity for an existing facility or community septic treatment facilities exceeding 25,000 gallons per day or serving a development project that meets or exceeds an applicable threshold as identified herein	New conventional treatment facility or expansion of the permitted capacity for an existing facility or community septic treatment facilities exceeding 10,000 gallons per day or serving a development project that meets or exceeds an applicable threshold as identified herein
Electric Generation, Storage, and Transmission Facilities ¹	Renewable Energy Generation or energy storage above 150kW, energy storage with a footprint of more than 2 acres , distribution or transmission infrastructure that exceeds existing ROW and/or footprint . Projects to address hazard mitigation concerns that meet these criteria will be reviewed but expedited.	
Communication Facilities	New project or expansion of an existing project of limited size and scope and larger that requires approval by the Public Utility Commission	
Public Drinking Water Supplies	New facility or expansion of permitted capacity for an existing facility	
Intermodal Freight Terminals	New facility or expansion of an existing facility	
Intermodal Passenger Terminals	New facility or expansion of an existing facility	

* As defined by VSA Chapter 117 § 4303

¹ The siting of Energy Infrastructure projects will be reviewed using CVRPC's 248 Review Checklist

ADDITIONAL CONSIDERATIONS: In addition to the criteria listed above, the following situations will be considered when evaluating a project against the thresholds for committee review.

1. Speculative Developments – If the final development type is difficult to determine or unknown because a project tenant has not been identified, the thresholds for the highest intensity development type allowed under current land use regulations will be used. If local regulations do not exist, staff will consult with the municipality and the applicant to determine the possible development type.
2. Multi-Phased Developments – If a project is proposed in multiple phases, the cumulative total of the project will be evaluated against the thresholds for committee review. If the total project meets or exceeds any of the identified thresholds, the entire project will be evaluated regardless of the timing of phases. If, over the course of the project, the phasing or type of development changes, projects that have previously been evaluated for committee review will be evaluated again to determine if additional thresholds have been met.
3. Multiple Land Parcels – If parts of the project are located on separate land parcels, the decision whether the project is a single (perhaps multi-phased) development, or actually separate projects should be based on such considerations as whether the separate parcels are owned by the same entity, whether a master plan has been prepared for the overall project, or whether any approvals have been sought for the overall project as a unit.
4. Substantial Regional Impact – See definition 7, below.

DEFINITIONS: The following definitions will be used to further identify or describe the types of development that qualify for the thresholds listed in the table above.

1. Attractions & Recreational Facilities means an establishment or set of establishments that provide leisure time recreational or entertainment activities occurring in either an indoor or outdoor setting.
2. Communication, Utility, and Transmission Facilities means any project that involves the transmission, storage, production, or distribution of fuels or electricity; or any expansion or creation of telecommunication facilities.

3. Intermodal Freight Terminals means an area and building where the mode of transportation for cargo or freight changes and where the cargo and freight may be broken down or aggregated in smaller or larger loads for transfer to other land-based vehicles. Such terminals do not include airports or facilities primarily intended for the transfer of people from passenger rail to other modes.
4. Intermodal Passenger Terminals means an area and building where people change transportation vehicles in order to complete a trip. This could include but is not limited to, rail, bus, passenger car, or taxi service.
5. Waste Handling Facility means structures or systems designed for the collection, processing or disposal of solid waste, including hazardous wastes, universal waste, household waste, and includes transfer stations, processing plants, recycling plants, composting facilities, and disposal systems.
6. Wholesale and Distribution means activities within land areas that are predominantly associated with the receipt, storage, and distribution of goods, products, cargo and materials.
7. Substantial Regional Impact means having impact on 2 or more municipalities, including the host municipality,
 - That will likely impact on a resource within the Region which is widely used or appreciated by people outside of the locality in which it is located;
 - Which may affect settlement patterns to the extent that the character or identity of the Region (or its sub- Regions) is significantly affected;
 - Are likely to alter the cost of living, availability of choices, access to traditional way of life or resources widely used or appreciated by Regional residents.



MEMO

Date: November 12, 2025
To: Board of Commissioner
From: Christian Meyer, Executive Director
Re: Code of Conduct and Public Participation Policy

✉ ACTION REQUESTED: Move to form an ad hoc work group to draft a code of conduct and public participation policy

The CVRPC recognizes that all individuals volunteering for the Commission must maintain and enforce respectful discourse with their fellow commissioners, RPC staff, and members of the public by striving at every meeting, forum or other official interaction to treat every person fairly and with respect regardless of any differences of opinion.

Commission officers, committee chairs, commissioners, staff, and members of the public all come to meetings with different expectations of what constitutes proper decorum, adequate transparency, and respectful treatment.

Staff are recommending the formation of an ad hoc work group to develop a code of conduct and public participation policy that creates a centralized standard of conduct for all meeting participants.

The work group can comprise five commissioners or alternates. The work group can establish its meeting schedule. The Executive Director will lead the work group through the development of a policy and provide template background materials and templates to help guide the conversation.



MEMO

Date: November 12, 2025

To: Board of Commissioners

From: Christian Meyer, Executive Director

Re: Rescinding Previously Adopted Minutes for Amendment and Reapproval

✉ ACTIONS REQUESTED:

- 1) *Move to rescind the acceptance of the minutes from the September 9, 2025 meeting so that they may be amended and re-accepted.*
- 2) *Move to amend the minutes of September 9, 2025, as outlined in the meeting packet.*
- 3) *Move to accept the amended minutes of September 9, 2025 as the official record.*

In accordance with Robert's Rules of Order, this memo outlines the procedure for rescinding previously adopted meeting minutes to allow for amendment and readoption.

Background

The minutes of the September 9, 2025, were previously approved on October 14, 2025. It has since been determined that amendments are necessary to ensure the accuracy and completeness of the official record.

Procedure for Rescinding Minutes

Under Robert's Rules, adopted minutes may be rescinded or amended using the following process:

1. Motion to rescind acceptance of minutes
2. Consideration of amendments
3. Motion to accept amended Minutes

CENTRAL VERMONT REGIONAL PLANNING COMMISSION**Board of Commissioners****Regular Meeting****AMENDED Minutes****9 September 2025 6:30 - 8:30 pm**

29 Main Street, Suite 4, Montpelier, VT 05602

Remote Access Via Zoom

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 Nuiszl, 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 Cubbon, 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 Cubbon 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 Cubbon 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.

[Highlighted information below has been inserted pending approval of amended minutes]

Commissioner Bios (EMPG Application)

Christian advised this is informational only at this point, and that our application for the Emergency Management grant funded through Vermont Emergency Management potentially calls for bios and background information on our leadership board, but what is needed has not been confirmed yet.

Open Meeting Law Resolution Revision

A revision of our 2025 Open Meeting Law Resolution has been drafted to indicate a change of our Project Review Committee from meeting "as needed" to meeting "the 4th Thursday of the month at 4:00 pm".

Lee Cattaneo moved to approve the resolution, seconded by John Brabant. Motion passed unanimously.

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

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

BOARD OF COMMISSIONERS

Draft MINUTES

October 14, 2025

Commissioners:

<input type="checkbox"/>	Barre City	Janet Shatney, Sec/Treas	<input type="checkbox"/>	Moretown	David Stapleton
<input type="checkbox"/>		Vacant	<input type="checkbox"/>		Joyce Manchester, Alt
<input checked="" type="checkbox"/>	Barre Town	Alice Farrell	<input checked="" type="checkbox"/>	Northfield	Royal DeLegge
<input checked="" type="checkbox"/>		Phil Cecchini, Alt.	<input type="checkbox"/>		Jeff Schulz, Alt
<input checked="" type="checkbox"/>	Berlin	Robert Wernecke	<input checked="" type="checkbox"/>	Orange	Lee Cattaneo, Vice Chair
<input type="checkbox"/>		Karla NuiSSL, Alt.	<input checked="" type="checkbox"/>	Plainfield	Paula Emery
<input checked="" type="checkbox"/>	Cabot	Brittany Butler	<input type="checkbox"/>		Bob Atchinson, Alt.
<input type="checkbox"/>	Calais	John Brabant	<input type="checkbox"/>	Roxbury	Jerry D'Amico
<input checked="" type="checkbox"/>		Melanie Kehne, Alt.	<input checked="" type="checkbox"/>	Waitsfield	Alice Peal
<input checked="" type="checkbox"/>	Duxbury	David Wendt	<input checked="" type="checkbox"/>		Don La Haye, Alt.
<input type="checkbox"/>		Vacant	<input type="checkbox"/>	Warren	Jim Crafts
<input type="checkbox"/>	E. Montpelier	Zoe Christiansen	<input type="checkbox"/>		Adam Zawistowski, Alt.
<input type="checkbox"/>		Clarice Cutler, Alt.	<input checked="" type="checkbox"/>	Washington	Peter Carbee, Chair
<input checked="" type="checkbox"/>	Fayston	Andrew McNealus	<input type="checkbox"/>	Waterbury	Doug Greason
<input type="checkbox"/>	Marshfield	Vacant	<input checked="" type="checkbox"/>	Williamstown	Richard Turner
<input checked="" type="checkbox"/>	Middlesex	Ron Krauth	<input type="checkbox"/>		Jacqueline Higgins, Alt.
<input checked="" type="checkbox"/>		Mitch Osiecki, Alt.	<input checked="" type="checkbox"/>	Woodbury	Michael Gray
<input type="checkbox"/>	Montpelier	Mike Miller	<input checked="" type="checkbox"/>	Worcester	Bill Arrand

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

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

Call to Order: Chair Carbee called the meeting to order at 6:31 pm, a roll call was completed, and a quorum was present.

Adjustments to the Agenda: None

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

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

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

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

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

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

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

Alice Farrell (Barre Town) joined the meeting.

Discussion from the floor included:

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

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

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

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

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

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

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

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

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

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

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

Suzanne Armor, Esq. joined the meeting

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

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

Minutes – (9/9/25 & 9/18/25):

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

Reports:

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

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

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

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

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

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

Commissioner Round Table: n/a

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

Respectfully submitted,
Nancy Chartrand, Office Manager

Central Vermont Regional Planning Commission

Committee & Appointed Representative Reports, October 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. [11/03/25]*

- Authorized Executive Director to sign the following agreement amendments & contracts:
 - Agency of Transportation FFY2026 TPI Work Program
 - Friends of the Winooski River – Tyler Place Trib Riparian Buffer Planting (#2024-11.07)
 - The Ijaz Group – Interim Accounting Services
 - Montrose Environmental Solutions – Grant Implementation for 2025 EPA Brownfield Assessment Coalition Grant and Revolving Loan Fund Grant
- Accepted July 2025 unaudited financials.
- Moved to place proposed amendments to CVRPC Bylaws on the next meeting agenda of the Board of Commissioners
- Adopted proposed amendments to the Records Retention policy
- Authorized the following with regard to the CY26 Health Plan Renewal:
 - Set employer health insurance contribution to 100% of the cost of the CVRPC self-insured health plan
 - Maintain employee choice of available plans to include BCBSVT, MVP & CVRPC health plans
 - Maintain 50% payment in lieu of benefit for employees who opt out of CVRPC coverage

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*

- Did not meet

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. [10/23/25]*

- Staff reviewed recent Act 250, Section 248, and Section 248a permit applications and distributed a monthly summary to committee members.
- Staff is creating a workflow and thresholds for Committee review of Letters of Compatibility
- Next meeting date is TBD due to the Thanksgiving holiday

REGIONAL PLAN COMMITTEE - *(Develops and recommends updates to the Regional Plan – final chapter review due February. 2026). Currently meets on the first Tuesday of the month at 4:00 pm. [10/7/25]*

- Completed review of the Natural Systems, and Economy and Working Lands chapters' Aspirations, Goals, Strategies and Policies.
- Recapped status on 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.*

- A meeting and public hearing to review the Cabot Town Plan is scheduled for November 17th

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. [10/28/25]

- Discussed CVRPC Regional Safety Action project
- Discussed process for soliciting and selecting Town Transportation Study proposals to be funded via TPI budget
- Next meeting scheduled 25 November 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.*

- No October Meeting
- Next meeting: 13 November 2025
 - Topic: River Corridor Planning & The Flood Safety Act 121
 - Speakers: Lake Champlain Sea Grant and The Nature Conservancy
 - [Registration required](#)

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*

- October 16th meeting could not be held due to lack of quorum
- Next meeting scheduled for November 20th

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.*

- 16 October 2025 meeting: [Minutes & meeting materials](#)
 - Reviewed and recommended funding four riparian buffer planting projects proposed by Friends of the Winooski River.
- Next meeting scheduled 20 November 2025

VERMONT ASSOCIATION OF PLANNING & DEVELOPMENT AGENCIES (VAPDA)

- Monthly Meeting with state partners and associates.
- Discussed current state of disaster response
- New ACCD contract requirements
- Implementation of Act 181 and the preapplication process with the LURB

COMMUNITY INVESTMENT BOARD – VAPDA Representative

Staff participated in monthly meeting. The Board reviewed and approved several designation applications including amendment to the Plainfield Neighborhood Development Area. The Board formulated comments on the Rutland Regional Planning Commission Regional Plan Future Land Use Area map.

VERMONT ECONOMIC PROGRESS COUNCIL

No Central Vermont activity.

GREEN MOUNTAIN TRANSIT

The GMT Board of Commissioners conducted the following business:

- Approved capital Budget Adjustment
- Moved to eliminate ADA Fare Free Zone
- Updated Fare and Service Change Policy
- Participated in monthly rural transition with GMT and TVT

CENTRAL VERMONT ECONOMIC DEVELOPMENT CORPORATION

- Staff participated in annual meeting

MAD RIVER VALLEY PLANNING DISTRICT

- Staff was unable to participate

Central Vermont Regional Planning Commission

P: 802-229-0389

Staff Report, October 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:

- Berlin - Ongoing project management for Riverton TOD Master Plan project. (Reuben)
- Montpelier - Collaborated with Montpelier Commission for Recovery and Resilience on appraisal, legal, environmental, and design services for the property located at 87 State Street. Corresponded with ACCD to request contract extension. (Lincoln, Eli)
- Northfield – Ongoing project management and coordination with consultant and town on next steps to draft code language for TOD Plan. (Reuben)
- 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)
- Roxbury - Worked with the selectboard on Capital Planning Municipal Planning Grant application. (Eli)
- Middlesex – Worked with planning commission on Municipal Planning Grant application for zoning updates and natural resources planning. (Eli)
- Plainfield – Participated as a visiting team member for the Vermont Council on Rural Development community visit. (Eli)

Regional Planning and Implementation:

- Hosted Regional Homelessness Roundtable. (Christian, Pamela, Eli)
- Met with Calais, Roxbury and Waitsfield Selectboards and Planning Commissions to discuss the regional future land use area map and implications on Tier 1A / 1B designations. (Brian, Niki)

Meetings and workshops

- Participated in VT Conference on Park, Trails and Recreation with sessions on Regional Trail Collaboration, Agency of Natural Resources Conservation - Recreation toolkit, Move Forward Together VT Statewide Comprehensive Outdoor Recreation Plan, and Expanding Equity and Access in Programming. (Lincoln)
- Participated in VT League of Cities and Towns' Town Fair (Lory)
- Participated in VT League of Cities and Towns' Fall Planning and Zoning Forum (Eli, Lory, Niki)
- Participated in the Agency of Natural Resources' State Municipal Government Day (Eli and Lory)
- Attended Rural Caucus meeting on Act 181 and the Road Rule. (Brian)
- Attended Tier 3 Public meeting. (Brian)

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

- Participated in Regional Project Priority List informational meeting with CVEDC. (Eli, Niki)
- Met with Orange business to transfer Local Development District to CVEDC. (Eli)
- Attended Weston & Sampson Federal Funding Update. (Eli)

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

- Brownfields Advisory Committee meeting October 16, 2025, didn't have quorum. Next meeting is November 20, 2025. (Eli)
- Outreach to fill vacant seats on Brownfields Advisory Committee. Real Estate, Finance and Environmental seats are currently vacant. (Eli)

- Participated in monthly meetings with qualified environmental professional (QEP), Montrose Environmental, and monthly check in with EPA program officer. (Christian, Eli)
- Met with Vermont Economic Development Authority to discuss Revolving Loan Fund servicing. (Christian, 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 project 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.
 - Provided memo on updates regarding Berlin Solar Rink Array, GMP Irasville Substation Upgrades, etc.

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.
 - Reviewed Marshfield Route 2 Tower hearing materials (intervener, DPS comments, and determination), provided memo to project review committee (will be following hearing).
 - Reviewed Moretown Tower (Hoover Hill) Advanced Notice and provided memo to committee.

EMERGENCY MANAGEMENT & HAZARD MITIGATION

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

Local/Regional Planning:

The regional emergency management planning grant with VEM is currently on hold awaiting federal Department of Homeland Security action. Staff are maintaining limited levels of emergency management planning services.

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 (VEM review), Berlin, and Warren (VEM review) (Keith, Lincoln, Pamela, Brian)
- Provided assistance to Plainfield to ensure they were able to update their LHMP despite lack of grant funding. This was critical to ensuring buyouts could proceed.
- Natural Resources Conservation Service – Emergency Watershed Protection Program (Brian & Lincoln)
 - Staff are currently providing grant administration and technical assistance to the towns of Fayston, Middlesex, Plainfield and Woodbury.

- Submitted requests for project extensions for each of the four municipalities.
- Attended THRIVE working group on emergency response meeting ahead of full THRIVE emergency exercise, met with Agency of Human Services to identify potential partners to host regional recovery center (for individual assistance). (Sam)

TRANSPORTATION

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

Field Services:

- Performed traffic count in Waterbury and collected park and ride count data for October (Keith)
- Pulled pedestrian counters and created reports for MRVPD (Keith)

Public Transit:

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

Municipal Assistance:

- Provided information on contractors with professional engineer on staff and reviewed RFP for Waitsfield Meadow Road Bridge repairs
- Supported Plainfield in Bridge design meetings for Brook Road Bridge #21 and Mill Street Bridges. (Keith)
- Compiled data of traffic volumes for East Montpelier town plan. (Keith)
- Toured Brook Road in Middlesex at town request for planning purposes of possible road failure due to erosion of watershed. (Keith)
- Provided data of bridge and culvert survey to Northfield and Orange (Keith)
- Researched funding for debris catchers at Cabot request. (Keith)
- Assisted Worcester in discussion and finding funding for installing radar feedback signs in village. (Keith)
- Assisted Calais with inquiry about bicycle safety signage for town roads (Reuben)
- Met with Plainfield about TPI study funding and candidate projects (Reuben)
- Responded to inquiries from Marshfield and Warren about TPI study funds (Reuben)
- Assisted Roxbury with inquiry about traffic calming in village and funding therefor (Reuben & Keith)

Regional Activities:

- Facilitated October Transportation Advisory Committee meeting. (Keith and Reuben)
- Hosted VTrans Complete Streets training in Northfield. (Keith & Reuben)
- Completed planning and outreach for Fall Road Foreman's meeting. (Keith)
- Met with UVM for Vermont Climate Assessment discussing Infrastructure and Transportation (Keith & Sam)
- Completed yearly road surface reporting. (Keith)
- Safe Streets and Routes for All (SS4A):
 - Ongoing crash data analysis (Reuben & Lory)
 - Summarizing existing identified priority locations for safety projects from town plan documents (Keith & Lory)
 - Refined survey instrument for identifying network disconnects for vulnerable roadway users (Reuben)
- Pulled Montpelier sidewalk gap locations from 2015 plan for use in low stress network analysis. (Keith)
- Notified towns of TPI planning study funds availability

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 project scopes and RFPs for awarded projects, supported reporting for implementation grants (7 towns) as well as reimbursements; prepared grant scope amendments, and provided bid recommendations.

- Continued assistance defining scope and drafting RFPs (Cabot Willey Building, Town Garage, and WWTF; Plainfield WWTF, Municipal Offices, Fire Department, Town Hall/Opera House, and Garage; Orange Town Hall, Town Offices, and Garage)
- Provided support reviewing bid and provided recommendations (Washington).
- Provided technical assistance to Roxbury's project manager on program and projects; reviewed weekly updates.
- Developed expenditure tracking template, walked town staff through expenditures, reporting, and reimbursement process (Cabot, Orange, Plainfield)
- Met with Orange project manager and coordination with town on project progression.
- Worked with Worcester, utilities, and other partners to scope two potential solar 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.
- Met with Montpelier/Barre City WindowDressers coordinator and shared information re community builds and mini grant opportunities.

Municipal Planning and Implementation

- Provided support on questions and continued customizing targets for Worcester Enhanced Energy Plan (CPRG).
- Coordinated with community builds for upcoming WindowDressers season! SIGN UP [HERE TO VOLUNTEER!](#)
- [Prepared](#) materials for Northfield Commercial Energy Campaign (Depot Street) including proposal, template outreach, map with businesses and information, phased approach, building questionnaire, sign-up, etc. Outreach re regional planning priority list and upcoming planning opportunities. Met with Energy Committee.
- Attended Plainfield Forward October workshop as member of the resource team for Resilience Hub Group.
- Conducted outreach to Marshfield regarding solar array and resilience hub assistance.
- Began preliminary review of East Montpelier draft plan for determination of energy compliance (enhanced energy plan).
- Pursued quotes for Worcester solar pavilion project and met with Washington Electric Coop regarding town garage potential project.
- Reviewed and shared funding opportunities for libraries (geared towards resilience hub development).
- Met with East Montpelier Planning Commission representative regarding small rural wastewater options and opportunities for heat recovery in development planning.
- Continued development of municipal building and facilities inventory to support future project scoping and tracking, energy siting, shared procurement, and capital planning.

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](#)).
- Served on selection committee by request of VCRD for Climate Innovations Program.
- Met with lead authors, by request, of Energy Chapter of the Vermont Climate Assessment and provided recommendations on key topics, data sources, analyses, and case studies.
- Attended REV annual conference including sessions on the impact of Federal changes to the energy sector and state programs, heating decarbonization strategies that reduce winter grid peak impacts, barriers and opportunities regarding interconnection, succession planning for hydroelectric assets, and more.
- Attended webinar on C-Pacer Program (Commercial Property Assessed Clean Energy & Resiliency)- a financial mechanism to help commercial, industrial, agricultural, and multi-family buildings become more efficient and resilient.
- Attended public meeting on the Vermont Resilience Implementation Strategy.

- Met with building science experts with other regional energy planners.
- Provided support to other regional energy planners on data and methodology for Regional Plan (Enhanced Energy Plan).
- Reviewed Act 142 (2024) on the creation of a statewide program to reduce energy burden and attended Public Utility Commission (PUC) proceeding ([Case 25-0443-INV](#)).
- Participated in DOE/National Renewable Energy Laboratory Cohort *Successful Local Partnerships with Electric Utilities* workshop on utility rates, structures, and data.
- Gave guest lecture on energy planning and community development in an alternative energy course (UVM); met with students by request and provided project and professional development recommendations.
- 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.
- Met with Washington Electric Coop to discuss data and planning, grid resilience, and upcoming workplan.

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.

- Communicated with Department of Environmental Conservation staff regarding stormwater master planning in Waterbury. The Department of Environmental Conservation has contracted with an engineering firm and work on this project is expected to commence by the end of the year.
- Participated in the following meetings & trainings:
 - Department of Environmental Conservation Flood Resilience Drop-In, “Homeowner and Flood Insurance”
 - Vermont Agricultural Water Quality Partnership Central Zone Regional Connect Meeting

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:
 - Sub-awards:
 - Prepared sub-awards for four riparian buffer planting projects recommended for funding by the Basin Water Quality Council at their October 2025 meeting.
 - Participated in the following meetings/trainings:
 - Chittenden County Regional Planning Commission Clean Water Advisory Committee: provided an update on water quality restoration work in the Winooski River Basin and promoted funding and project development opportunities.
 - Department of Environmental Conservation Cost-Rate Methodology Public Hearing
 - Clean Water Service Providers check-in: Discussed Operations & Maintenance agreements, invoicing, forest road Project Development and sharing outreach materials.
- Hosted Winooski River Basin Water Quality Council meeting:
 - The Basin Water Quality Council recommended funding four riparian buffer planting proposals submitted by the Friends of the Winooski River.
- Outreach & Education:

- Winooski Natural Resources Conservation District: Continued to support development of a proposal to implement a riparian buffer planting and strategic wood addition project on adjacent parcels – one in South Burlington and the other in Shelburne.
- Department of Environmental Conservation coordination:
 - Partnered with the Department of Environmental Conservation, Poultney Mettowee Natural Resources Conservation District and UVM Rubenstein School of Natural Resources Environmental Problem-Solving Lab to develop a Forestry Outreach Plan and Stakeholder Directory to facilitate statewide project development.
 - Reviewed, commented and approved UVM's Scope of Work proposal.
- 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.
 - Reviewed and approved final project deliverables.
 - This project has been completed.
 - 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.
 - Reviewed different cost scenarios and corresponded with Basin Planner and Engineer to determine cost efficiency of replacing public and private crossing structures associated with the McCarty Road culvert.
- 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.
 - Received remaining project deliverables. Once the deliverables have been reviewed and approved, this project will be complete. Two priority projects have been recommended for design and implementation. Next steps include reaching out to the Selectboard, Conservation Commission and a private landowner to discuss final design and implementation of floodplain reconnection projects.

604b Water Quality Program: Compile assessment-based priority projects for integration with the Department of Environmental Conservation 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 eight municipalities, including: Cabot, Marshfield, Middlesex, Northfield, Roxbury, Washington, Waterbury and Worcester.
 - Identified 61 potential retrofit projects, 36 of which are absent from the Department of Environmental Conservation Watershed Project Database.
 - Prioritized proposed retrofit projects based on potential water quality benefits.
 - Identified gaps in Department of Environmental Conservation stormwater retrofit data and reports within the Region.
- Completed review of Stormwater Master Plans for 14 municipalities.
 - Checked for consistency across the Department of Environmental Conservation Watershed Projects Database, 2024 Tactical Basin Plan, and Stormwater Reports database.
 - Identified four projects absent from the Department of Environmental Conservation Watershed Projects Database.

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 create outreach materials for upcoming municipal sessions on The Flood Safety Act 121 at the October Board of Commissioners and 13 November 2025 Clean Water Advisory Committee meetings.
 - Targeted outreach to Towns without Zoning or River Corridor Bylaws promoting municipal sessions on Act 121 in the towns of Barre City, Barre Town, Calais, Duxbury, Marshfield, Moretown, Orange, Roxbury, Washington, Waterbury, Williamstown, Woodbury, and Worcester.
 - Distributed meeting notice and registration to town managers, administrators, clerks, zoning administrators, planning & conservation commissions, selectboards, and other Regional Planning Commissions.
 - Created a municipal consultation flyer to promote CVRPC flood bylaw assistance.
 - Attended quarterly meeting to discuss Flood Safety Act, bylaw update progress, and FEMA map updates timeline.

GIS – Geographic Information System Mapping

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

- Attended monthly Enterprise Geospatial Consortium meeting to discuss E911 schema update and data standards (protected lands, future land use, zoning, Vermont Geographic Names & Codes).
- Attended the Northeast Arc Users Group conference.
- Moretown: Provided draft maps to be included in the updated Town Plan.

PUBLIC RECORDS REQUESTS

- All communications on brownfields assessments, including reports, at Country Club Road, Montpelier on behalf of Stephen Whitaker of Montpelier.
- Appraisal Report 87 State Street – Denied per 1 V.S.A. § 317 (c)(13) – on behalf of Stephen Whitaker of Montpelier
- Request for additional materials related to the Appraisal Report for 87 State Street on behalf of Stephen Whitaker of Montpelier

LETTERS OF COMPATIBILITY

- Waitsfield Mad River Path – Under review and included in packet
- Montpelier Stormwater lines Pioneer Street – Issued and included in packet

OFFICE & ANNOUNCEMENTS

Office:

- Initiated recruitment and conducted interviews for new office manager
- Initiated health plan renewal process for FY26
- Reinitiated recruitment for municipal and transportation planner

Upcoming Meetings:

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

November

Nov 3	4 pm	Executive Committee
Nov 4	4 pm	Regional Plan Committee
Nov 6	10 am	Fall Road Foreman's Meeting
Nov 11		<i>Office Closed - Holiday</i>
Nov 12	6:30 pm	Board of Commissioners (<i>Wednesday due to holiday</i>)
Nov 13	4 pm	Clean Water Advisory Committee
Nov 17	5 pm	Municipal Plan Review Committee
Nov 18	4 pm	Regional Plan Committee – Special Meeting
Nov 20	10 am	Brownfields Advisory Committee
Nov 20	1 pm	Winooski River Basin Water Quality Council
Nov 24	4 pm	Project Review Committee (<i>Monday due to holiday</i>)
Nov 25	6:30 pm	Transportation Advisory Committee
Nov 27 & 28		<i>Office Closed - Holiday</i>

December

Dec 1	4 pm	Executive Committee
Dec 2	4 pm	Regional Plan Committee
Dec 9	6:30 pm	Board of Commissioners
Dec 18	10 am	Brownfields Advisory Committee
Dec 18	1 pm	Winooski River Basin Water Quality Council
Dec 23	6:30 pm	Transportation Advisory Committee
TBD	4 pm	Project Review Committee
Dec 25		<i>Office Closed - Holiday</i>

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.

October 10th

- Job Announcement: Office Manager
- FY26 Municipal Highway and Stormwater Mitigation Program
- FY26 Transportation Alternatives Program
- 2026 Regional Project Priority List - Applications due Oct 15
- CVRPC Municipal Sessions: River Corridor Planning & Vermont's Flood Safety Act
- FY 26 Better Connections Grants Program
- Municipal Planning Grants
- CVRPC & Regional Future Land Use Map

October 17th

- Act 250 Tier 3 Rulemaking Public Engagement Sessions
- Municipal Planning Grants Due November 3rd
- Vermont Biodiversity Protection Fund
- Reimagining Rural Capacity Summit

November 7th

- Where & How Act 250 Will Expand: Tier 3 and the Road Rule
- RCAP/USDA Water and Environmental Program Disaster Assistance
- Town of Warren – Request for Scope of Work: Property Management 2025–2026
- Lake Champlain Sea Grant & The Nature Conservancy: Presentation, Q&A, Municipal Workshop