

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee Meeting
DRAFT Minutes
November 3, 2025 Meeting

Present:

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

Staff: Christian Meyer, Nancy Chartrand

Guests: Misha Golfman, Waitsfield; Ahsan Ijaz, Ijaz Group

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

Adjustments to the Agenda: Christian advised he would like to add Letters of Conformance discussion item before the minutes. The Chair moved the financial report on agenda until Ahsan arrives.

Public Comment: Christian advised Misha Golfman we would be discussing the Waitsfield letter at the end of the meeting, but the committee is not empowered to act on it in any way, the intention is to have letter reviewed and take any comments at next Wednesday's Board of Commissioner's meeting.

Financial Report: Ahsan Ijaz advised they have July financials complete and are still working on August and September concurrent with doing the FY25 audit with CBIZ. He provided an overview of the information outlined in the packet. Discussion included the timeline for expectation of having August, September and October financials available; and also amending the A/R aging report to reflect date invoices sent, not the date on the books.

Doug Greason moved to accept the financials for July 2025, seconded by Lee Cattaneo. Motion passed unanimously.

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

Agency of Transportation – FFY2026 TPI Work Program

Lee Cattaneo moved to authorize the executive director to sign agreement #GR2035 with the Vermont Agency of Transportation, seconded by Royal DeLegge. Motion passed unanimously.

Friends of the Winooski River – Tyler Place Trib Riparian Buffer Planting (CVRPC Agreement #2024-11.07)

Doug Greason moved to authorize the executive director to sign an addendum to the master agreement with the Friends of the Winooski River (CVRPC Agreement #2024-11), seconded by Royal DeLegge. Brian Voigt confirmed the Operation & Maintenance plan with the owner will specify trees/shrubs cannot be removed and also outlines mowing maintenance. If property changes hands and new owner chooses not to undertake conditions of O&M agreement, stems

1 could then be removed. They will all be native shrubs and trees. *Vote called and motion*
2 *passed unanimously.*

3
4 Ahsan Ijaz joined the meeting.

5
6 The Ijaz Group

7 *Lee Cattaneo moved to authorize the executive director to sign a contract with Ijaz Group*
8 *through 6/30/26, seconded by Royal DeLegge. Motion passed unanimously.*

9
10 The chair interrupted finishing approval of contracts to address financials (see item above).

11
12 Montrose Environmental Solutions, Inc. – Grant Implementation for 2025 EPA Brownfield
13 Assessment Coalition Grant and Revolving Loan Fund Grant

14 *Royal DeLegge moved to authorize the executive director to sign the amendment to the contract*
15 *with Montrose Environmental Solutions, seconded by Doug Greason. There was discussion*
16 *related to liability should funds be withdrawn by federal government. We could have contract*
17 *reviewed by council to further address. Also, discussion on if assessment funds are spent*
18 *sooner, organization can reapply for more funds. Vote called and motion passed unanimously.*

19
20 **Bylaws Update for Recordings Policy:**

21 Christian provided an overview of the information as outlined in the meeting packet.

22
23 *Lee Cattaneo moved to place the proposed amendments to the CVRPC Bylaws, dated April 11,*
24 *2023, on the next meeting agenda of the CVRPC Board of Commissioners along with any*
25 *comments or recommendations, seconded by Royal DeLegge. Motion passed unanimously.*
26 *There was clarification that there were no comments or recommendations.*

27
28 **Records Retention Policy:** Christian provided an overview of the information in the meeting
29 packet. It was confirmed informational purposes recordings are our trainings and workshops,
30 not advisory committee meetings.

31
32 *Royal DeLegge moved to adopt the proposed amendments to the Records Retention policy*
33 *dated March 4, 2019, seconded by Lee Cattaneo. Motion passed unanimously.*

34
35 Lee Cattaneo noted that with regard to the contracts item above that we confirm no action was
36 required on the FYI contracts on page 19 of the packet for the three Friends of the Winooski
37 contracts.

38
39 **Health Plan Renewal:** Christian and Nancy provided an overview of the information outlined in
40 the meeting packet. Multiple actions are requested for the CY26 health plan renewal.

41
42 *Doug Greason moved to authorize the executive director to set employer health insurance*
43 *contribution up to 100% of the cost of the CVRPC Self-Insured health plan as outlined for*
44 *employees and family members, seconded by Royal DeLegge. Motion passed unanimously.*

1 *Lee Cattaneo moved to maintain employee choice of available plans to include BCBSVT, MVP,*
2 *and self-insured CVRPC health plans, seconded by Royal DeLegge. Motion passed unanimously.*

3
4 *Lee Cattaneo moved to maintain 50% payment in lieu of benefit for employees who opt out of*
5 *CVRPC coverage and provide proof of coverage from another provider, seconded by Royal*
6 *DeLegge. Motion passed unanimously.*

7
8 **Letters of Conformance:** Christian advised we would be discussing this more at Commissioner's
9 meeting next week. He noted we recently received two requests for letters of support; one
10 from Montpelier and one from Waitsfield. There was discussion about the timing of requests
11 coming before the organization and the impact a delay in response could present. In addition
12 there was discussion related to potential conflicts with the regional plan, and the permitting
13 process through state agencies that would also be required.

14
15 There was concurrence the full Board should weigh in on the letter before it is sent. Further
16 discussion on timing of receiving these requests ensued and it was suggested we could send a
17 letter to our municipalities outlining the need to be able to bring these requests before our
18 Board.

19
20 **Meeting Minutes – 10/06/25 & 10/09/25**

21 *Doug Greason moved to approve the minutes of 10/6 and 10/9, seconded by Lee Cattaneo.*
22 *Motion passed unanimously.*

23
24 **Commission Meeting Agenda:**

25 There was discussion as to where to add project compatibility letters discussion, and to amend
26 the project compatibility item to state "letter and policy discussion". Additional overview was
27 provided on the other agenda items. It was noted there is also room on agenda to adjust times.

28
29 *Lee Cattaneo moved to approve the agenda of November 12th as discussed with project letters*
30 *and time changes, and move committee appointments to right after public comments, seconded*
31 *by Doug Greason. Motion passed unanimously.*

32
33 **Committee Round Table:** N/A

34
35 **Adjourn**

36 *Lee Cattaneo moved to adjourn at 5:11 pm, seconded by Royal DeLegge. Motion passed*
37 *unanimously.*

38
39 Respectfully submitted,
40 Nancy Chartrand, Office Manager