



## EXECUTIVE COMMITTEE

January 5, 2026 @ 4:00 pm

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

*Hybrid Meeting with Remote Participation via Zoom<sup>1</sup>*

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

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

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

Page **AGENDA – (Revised)**

**4:00<sup>2</sup> Confirmation of Meeting Recording**

Adjustments to the Agenda

Public Comment

**2 4:05 Review Financial Report (Action - enclosed)<sup>3</sup>**

**4:20 FY25 Audit Update**

**17 4:30 Contract/Agreement Authorization (Action - enclosed)<sup>3</sup>**

1. VT DEC - SFY2023 Water Quality Restoration Formula Grant Amendment

2. Winooski Natural Resources Conservation District – Cheesefactory Road Riparian Buffer Planting

**21 4:50 Recommend FY27 Nominating Committee to Board of Commissioners (Action – enclosed)<sup>3</sup>**

**22 5:00 Personnel Policy – Update to Appendix A (Action - enclosed)<sup>3</sup>**

**25 5:10 Accept Meeting Minutes – 12/1/25 (Action - enclosed)<sup>3</sup>**

**28 5:15 Discuss Brownfields Advisory Committee Open Meeting Law Allegations (Action Possible – enclosed)**

**36 5:25 Approve Commission Meeting Agenda (Action - enclosed)<sup>3</sup>**

**5:35 Committee Round Table**

**5:40 Adjourn**

**Next Meeting: February 2, 2026**

Persons with disabilities who require assistance or alternate arrangements to participate in programs or activities are encouraged to contact us at 802-229-1015 or [cvrpc@cvregion.com](mailto:cvrpc@cvregion.com) at least 3 business days prior to the meeting for which services are requested.

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

<sup>2</sup> All times are approximate unless otherwise advertised.

<sup>3</sup> Anticipated action item.



## MEMO

Date: December 30, 2025,  
To: Executive Committee  
From: The Ijaz Group, Contracted Accountant  
Re: Financial Report as of 11/30/2025

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☒ **ACTION REQUESTED:** Accept November 30, 2025, unaudited financial reports.

**FY25 Summary:** CVRPC's FY26 surplus is \$51,965 through November 30<sup>th</sup>, 2025. This surplus is primarily due to the recent FY26 Town Dues. In FY25, CVRPC had a YTD surplus of \$156,933 through November 30<sup>th</sup>, 2024.

### Balance Sheet

- **Assets** – Billing is substantially complete through 11/30/2025. Aging receivables are at \$663,127. Operating cash is \$102,632, whereas the Savings and CD balance is \$716,355, and M&T Bank, including the Sweep balance, is \$208,761, totaling the cash balance to \$1,027,748. CVRPC works to maintain at least \$100,000 in operating funds for cash flow purposes. We also have \$39,509 for MRC in a separate account.
- **Current Liabilities** –
  - CVRPC maintained a payable balance of \$15,730.
  - Accrued vacation and compensatory time balances are \$22,719 and \$4,963, respectively.
  - ACCD Deferred Income for FY26 stands at \$164,753. Other Deferred Income consists of VCRD – Climate Catalyst \$1,026, BGS MERP \$115,060, and CWSP Formula \$165,216. Total Deferred Revenue is \$505,798.
- **Equity** – Equity is assets minus liabilities – the company's value. CVRPC's Total Equity as of 11/30/2025 is \$1,174,066, and it was \$1,014,014 and \$695,268 on the same date in 2024 and 2023, respectively.
- **Surplus** of \$51,965, most of which is a result of the recent Town Dues.

### Budget vs. Actual (a.k.a. Profit & Loss Statement or Net Income Statement)

In reviewing Income and expenses through 11/30/2025, the benchmark used is a percentage of the budget expected to be earned/spent if all income/expenses were earned/spent equally over 12 months. The benchmark for 11/30 is 41.66%.

- *Income* – Total revenue stands at 27.2% earned, which is about 14.5% below the budget.

*Expenses* – Total expenses stand at 27.34%, about 14.3% below the benchmark. Wages, CVRPC's most significant expense, are also under budget at 35.39% of the budget

#### Financial Statement Acronyms & Abbreviations Guide

604b	Planning funds originating in Section 604b of the federal Clean Water Act
ACCD	Vermont Agency of Commerce and Community Development
ARPA	American Rescue Plan Act (pandemic recovery funds)
BCRC	Bennington County Regional Commission
BMP	Best Management Practice
BGS MERP	Building and General Services: Municipal Energy Resilience Program
BWQC	Basin Water Quality Council
CCRPC	Chittenden County Regional Planning Commission
CD	Certificate of Deposit
CEDS	Comprehensive Economic Development Strategy
CVTA	Cross Vermont Trail Association
CW	Clean Water
CWSP	Clean Water Service Provider
DEC	Vermont Department of Environmental Conservation
DIBG	Design/Implementation Block Grant
DPS	Vermont Department of Public Safety
DCRA	Dependent Care Reimbursement Account
EAB	Emerald Ash Borer
EMPG	Emergency Management Performance Grant
EPA	US Environmental Protection Agency
ERP	Ecosystem Restoration Program
FICA	Federal Insurance Contributions Act (federal payroll tax)
GIS	Geographic Information Systems (computer mapping/analysis program)
GMCU	Green Mountain Credit Union
HMGP	Hazard Mitigation Grant Program
LCBP	Lake Champlain Basin Program
LCPC	Lamoille County Planning Commission
LGER	Local Government Expense Reimbursement
LEMP	Local Emergency Management Plan

LEPC SERC	Local Emergency Planning Committee 5's State Emergency Response Commission
LHMP	Local Hazard Mitigation Plan
MARC	Mount Ascutney Regional Commission (formerly Southern Windsor Co. RPC)
MPG	Municipal Planning Grant
MOA	Memorandum of Agreement (disaster response and recovery assistance)
MRGP	Municipal Roads General Permit
NBRC	Northern Borders Regional Commission
NCFCU	North Country Federal Credit Union
QAPP	Quality Assurance Project Plan
REMC	Regional Emergency Management Committee
RRPC	Rutland Regional Planning Commission
SW	Stormwater
SWCRPC	Southern Windsor County Regional Planning Commission
TBP	Tactical Basin Plan
TPI	VTrans Transportation Planning Initiative
VAPDA	Vermont Association of Planning & Development Agencies (RPCs together)
VCRD	Vermont Council on Rural Development
VOBCIT	Vermont Online Bridge & Culvert Inventory Tool
VOREC	Vermont Outdoor Recreation Economy Collaborative
VDT	Vermont Department of Taxes
VEM	Vermont Emergency Management
WBRD	Wrightsville Beach Recreation District

Nov 30, 25

## ASSETS

### Current Assets

#### Checking/Savings

1012 · Community National Bank (1801)	102,632.38
1013 · CNB ICS (1816)	458,040.10
1017 · Northfield Savings Bank (7906)	802.12
1028 · NCFCU Share (1493)	7.30
1031 · CNB Checking MRC (7301)	39,509.30
1035 · M&T CWSP (8769)	10,000.00
1036 · M&T ICS (8769)	198,760.71
1037 · NSB CD (1577)	<u>257,505.21</u>

Total Checking/Savings 1,067,257.12

#### Accounts Receivable

1200 · Accounts Receivable	<u>663,126.53</u>
Total Accounts Receivable	<u>663,126.53</u>

#### Other Current Assets

1020 · Undeposited Funds	<u>837.47</u>
Total Other Current Assets	<u>837.47</u>

Total Current Assets 1,731,221.12

### Fixed Assets

1501 · Equipment	47,030.18
1502 · Equipment - Accum. Depreciation	(46,692.54)
1505 · Leasehold Improvements	2,597.07
1510 · Lease Asset - Facility	335,121.56
1511 · Lease Asset - Acc. Dep	<u>(125,670.60)</u>

Total Fixed Assets 212,385.67

### Other Assets

1301 · Prepaid Expenses	20,545.65
1320 · Deposits	<u>4,415.00</u>

Total Other Assets 24,960.65

**TOTAL ASSETS**

**1,968,567.44**

## LIABILITIES & EQUITY

### Liabilities

#### Current Liabilities

As of November 30, 2025

Nov 30, 25

**Accounts Payable**

**2000 · Accounts Payable** 15,729.61

**Total Accounts Payable** 15,729.61

**Other Current Liabilities**

**2102 · Accrued Vacation** 22,719.18

**2103 · Accrued Compensatory Time** 4,962.60

**2104 · Accrued 457 Retirement** 16.61

**2105 · Accrued Interest Payable** 3,295.87

**2200 · Deferred Income**

**2201 · ACCD**

**2214 · Housing Navigator** 60.12

**2219 · RPC Annual - FY24** 0.01

**2222 · RPC Annual - FY26** 91,068.50

**2223 · 87 State Assessment** 73,624.20

**Total 2201 · ACCD** 164,752.83

**2225 · MARC** (3,300.77)

**2240 · VCRD - Climate Catalyst** 1,026.02

**2245 · BGS MERP Deferred Revenue** 115,059.55

**2250 · CWSP Formula Deferred Revenue** 165,216.15

**2251 · Barre City LHMP** 475.00

**2255 · Waterbury LHMP** 475.00

**2256 · NVDA MVI** 9,083.28

**2257 · Medical Reserve Corps** 38,566.78

**2260 · Middlesex LHMP** 101.85

**2268 · VT Community Foundation** 157.71

**2269 · Berlin LHMP** 4,212.93

**2270 · East Montpelier LHMP** 1,383.32

**2271 · Warren LHMP Milestone** 1,213.91

**2272 · CTPG Barre City** 223.96

**2273 · Middlesex Town Inventory** 7,150.00

**Total 2200 · Deferred Income** 505,797.52

**2302 · State withholding** 6.64

**2303 · HSA deductible withholding** 1,750.00

**2304 · Dependent Care Deductions** (0.10)

As of November 30, 2025

	<u>Nov 30, 25</u>
<b>2306 · Pension Liability- Edward Jones</b>	9,369.32
<b>2309 · Lease Liability - Facility</b>	<u>230,853.90</u>
<b>Total Other Current Liabilities</b>	<u>778,771.54</u>
<b>Total Current Liabilities</b>	<u>794,501.15</u>
<b>Total Liabilities</b>	794,501.15
<b>Equity</b>	
<b>3100 · Unrestricted Net Position</b>	444,974.11
<b>3300 · Invested in Fixed Assets</b>	11,191.60
<b>3900 · Retained Earnings</b>	665,935.72
<b>Net Income</b>	<u>51,964.86</u>
<b>Total Equity</b>	<u>1,174,066.29</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,968,567.44</u></b>

**As of November 30, 2025**

	Current	1 - 30	31 - 60	61 - 90	> 90	<b>TOTAL</b>
<b>Center for Rural Studies</b>						
<b>VERTA Focus Groups</b>	0.00	0.00	5,000.00	0.00	0.00	5,000.00
<b>Total Center for Rural Studies</b>	0.00	0.00	5,000.00	0.00	0.00	5,000.00
<b>EPA</b>						
<b>RLF 25</b>	854.74	6,089.57	0.00	2,506.67	0.00	9,450.98
<b>Assessment 25</b>	1,435.98	8,768.58	0.00	3,800.60	0.00	14,005.16
<b>Total EPA</b>	2,290.72	14,858.15	0.00	6,307.27	0.00	23,456.14
<b>USDOT</b>						
<b>693JJ32440469</b>	3,815.53	3,544.94	0.00	0.00	0.00	7,360.47
<b>Total USDOT</b>	3,815.53	3,544.94	0.00	0.00	0.00	7,360.47
<b>Neck of the Woods</b>						
<b>NBRC LDD</b>	408.79	148.65	0.00	0.00	978.07	1,535.51
<b>Total Neck of the Woods</b>	408.79	148.65	0.00	0.00	978.07	1,535.51
<b>Addison County Regional Commission</b>						
<b>Water Systems</b>	0.00	2,363.71	0.00	840.28	0.00	3,203.99
<b>Water Quality Project Development</b>	369.81	0.00	0.00	0.00	0.00	369.81
<b>Total Addison County Regional Commission</b>	369.81	2,363.71	0.00	840.28	0.00	3,573.80
<b>Preservation Trust of Vermont, Inc</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Building and General Services (BGS)</b>						
<b>Municipal Energy Resilience</b>	2,820.23	3,432.76	0.00	0.00	0.00	6,252.99
<b>Total Building and General Services (BGS)</b>	2,820.23	3,432.76	0.00	0.00	0.00	6,252.99
<b>Vermont Council on Rural Development.</b>						
<b>Community Visits</b>	0.00	0.00	0.00	0.00	3,398.54	3,398.54
<b>Total Vermont Council on Rural Development.</b>	0.00	0.00	0.00	0.00	3,398.54	3,398.54
<b>ACCD Parent</b>						
<b>ACCD</b>						
<b>NDA Assistance</b>	0.00	7,003.94	0.00	0.00	0.00	7,003.94
<b>Housing Navigator</b>	0.00	0.00	0.00	0.00	500.00	500.00
<b>Regional Planning/Act 250 Sec 248</b>	-94.75	0.00	0.00	0.00	0.00	-94.75
<b>ACCD - Other</b>	0.00	0.00	168,466.35	0.00	204,036.99	372,503.34
<b>Total ACCD</b>	-94.75	7,003.94	168,466.35	0.00	204,536.99	379,912.53
<b>ACCD 21</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>ACCD 22</b>	0.00	0.00	0.00	0.00	0.01	0.01
<b>ACCD Parent - Other</b>	0.00	0.00	0.00	0.00	-0.11	-0.11
<b>Total ACCD Parent</b>	-94.75	7,003.94	168,466.35	0.00	204,536.89	379,912.43
<b>Administration</b>						
<b>Administration</b>	0.00	0.00	0.00	0.00	1,321.60	1,321.60
<b>Administration - Other</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Administration</b>	0.00	0.00	0.00	0.00	1,321.60	1,321.60
<b>Barre City</b>						
<b>NBRC LDD Prospect Heights</b>	297.30	0.00	0.00	0.00	0.00	297.30
<b>Barre City LHMP 23</b>	0.00	0.00	0.00	0.00	1,155.77	1,155.77
<b>Total Barre City</b>	297.30	0.00	0.00	0.00	1,155.77	1,453.07

**As of November 30, 2025**

	<b>Current</b>	<b>1 - 30</b>	<b>31 - 60</b>	<b>61 - 90</b>	<b>&gt; 90</b>	<b>TOTAL</b>
<b>Berlin</b>						
Berlin Plan Update 25	797.17	839.14	0.00	0.00	0.00	1,636.31
LHMP 24	360.09	0.00	0.00	0.00	0.00	360.09
Berlin - Other	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Berlin</b>	<b>1,157.26</b>	<b>839.14</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,996.40</b>
<b>Cabot</b>						
Cabot LHMP 23	0.00	0.00	0.00	0.00	527.00	527.00
<b>Total Cabot</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>527.00</b>	<b>527.00</b>
<b>Calais</b>						
Kent Hill BRIC	0.00	0.00	0.00	0.00	-204.51	-204.51
<b>Total Calais</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-204.51</b>	<b>-204.51</b>
<b>CCRPC</b>						
TOD Planning	1,009.41	2,285.67	0.00	0.00	0.27	3,295.35
<b>Clean Water</b>						
Clean Water FY26	887.21	1,528.74	0.00	0.00	619.10	3,035.05
<b>Total Clean Water</b>	<b>887.21</b>	<b>1,528.74</b>	<b>0.00</b>	<b>0.00</b>	<b>619.10</b>	<b>3,035.05</b>
<b>Total CCRPC</b>	<b>1,896.62</b>	<b>3,814.41</b>	<b>0.00</b>	<b>0.00</b>	<b>619.37</b>	<b>6,330.40</b>
<b>Department of Environmental Conservation</b>						
<b>CWSP Formula</b>						
Administrative	7,863.11	0.00	1,413.50	0.00	0.00	9,276.61
<b>Total CWSP Formula</b>	<b>7,863.11</b>	<b>0.00</b>	<b>1,413.50</b>	<b>0.00</b>	<b>0.00</b>	<b>9,276.61</b>
<b>CWSP Start-up</b>						
Training Activities	0.00	0.00	0.00	0.00	362.08	362.08
Implementation Prep	0.00	0.00	0.00	0.00	1,051.36	1,051.36
<b>Total CWSP Start-up</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,413.44</b>	<b>1,413.44</b>
Moretown Elem SW Final Design	0.00	0.00	0.00	0.00	0.03	0.03
Plainfield Gully Construction	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Department of Environmental Conservati</b>	<b>7,863.11</b>	<b>0.00</b>	<b>1,413.50</b>	<b>0.00</b>	<b>1,413.47</b>	<b>10,690.08</b>
<b>Department of Public Safety</b>						
<b>EMPG</b>						
Technical Assistance	0.00	4,464.44	6,700.65	0.00	6,362.86	17,527.95
REMC	0.00	902.41	82.04	0.00	595.38	1,579.83
LEMP	0.00	0.00	0.00	0.00	0.01	0.01
<b>Total EMPG</b>	<b>0.00</b>	<b>5,366.85</b>	<b>6,782.69</b>	<b>0.00</b>	<b>6,958.25</b>	<b>19,107.79</b>
<b>EMPG Supplemental</b>						
WiFi	0.00	0.00	0.00	0.00	-0.01	-0.01
<b>Total EMPG Supplemental</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-0.01</b>	<b>-0.01</b>
<b>Total Department of Public Safety</b>	<b>0.00</b>	<b>5,366.85</b>	<b>6,782.69</b>	<b>0.00</b>	<b>6,958.24</b>	<b>19,107.78</b>
<b>East Montpelier</b>						
REI 25	41.02	41.02	0.00	611.97	0.00	694.01
East Montpelier LHMP 24	0.00	0.00	0.00	0.00	87.00	87.00
<b>Total East Montpelier</b>	<b>41.02</b>	<b>41.02</b>	<b>0.00</b>	<b>611.97</b>	<b>87.00</b>	<b>781.01</b>
<b>EMPG</b>						

**As of November 30, 2025**

	Current	1 - 30	31 - 60	61 - 90	> 90	<b>TOTAL</b>
<b>EMPG 21</b>						
Technical Assistance	0.00	0.00	0.00	0.00	0.01	0.01
<b>Total EMPG 21</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.01</b>	<b>0.01</b>
EMPG - Other	0.00	0.00	0.00	0.00	-0.04	-0.04
<b>Total EMPG</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-0.03</b>	<b>-0.03</b>
GIS Fee For Service	0.00	0.00	0.00	0.00	351.59	351.59
<b>Lamoille County PC</b>						
Flood Bylaw	0.00	0.00	0.00	0.00	417.22	417.22
Health Equity						
Projects	0.00	0.00	0.00	0.00	0.01	0.01
<b>Total Health Equity</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.01</b>	<b>0.01</b>
Lamoille County PC - Other	0.00	0.00	0.00	0.00	-2.25	-2.25
<b>Total Lamoille County PC</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>414.98</b>	<b>414.98</b>
<b>Marshfield</b>						
REI 25	0.00	277.46	0.00	1,415.92	0.00	1,693.38
<b>Total Marshfield</b>	<b>0.00</b>	<b>277.46</b>	<b>0.00</b>	<b>1,415.92</b>	<b>0.00</b>	<b>1,693.38</b>
<b>Middlesex</b>						
Town Highway Inventory 25	2,927.69	1,378.85	7,241.45	1,377.71	0.00	12,925.70
REI 25	0.00	0.00	0.00	184.73	0.00	184.73
<b>Total Middlesex</b>	<b>2,927.69</b>	<b>1,378.85</b>	<b>7,241.45</b>	<b>1,562.44</b>	<b>0.00</b>	<b>13,110.43</b>
Misc Income	0.00	0.00	0.00	0.00	-1.00	-1.00
<b>Montpelier</b>						
Housing Assessment 25	554.72	873.75	0.00	7,749.67	0.00	9,178.14
VOREC	0.00	0.00	0.00	0.00	0.00	0.00
Montpelier - Other	0.00	0.00	0.00	0.00	3,000.00	3,000.00
<b>Total Montpelier</b>	<b>554.72</b>	<b>873.75</b>	<b>0.00</b>	<b>7,749.67</b>	<b>3,000.00</b>	<b>12,178.14</b>
<b>Moretown</b>						
REI 25	0.00	0.00	0.00	61.53	0.00	61.53
<b>Total Moretown</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>61.53</b>	<b>0.00</b>	<b>61.53</b>
<b>Mount Ascutney Regional Commission</b>						
Flood Bylaws	2,368.65	0.00	0.00	0.00	0.00	2,368.65
Brownfields	0.00	0.00	1,419.80	0.00	10,070.50	11,490.30
<b>Total Mount Ascutney Regional Commission</b>	<b>2,368.65</b>	<b>0.00</b>	<b>1,419.80</b>	<b>0.00</b>	<b>10,070.50</b>	<b>13,858.95</b>
<b>Northfield</b>						
	0.00	0.00	0.00	0.00	8,166.84	8,166.84
<b>Northwest Regional Comm'n</b>						
CPRG						
Task 2-Plans	1,072.75	1,014.92	0.00	4,196.53	0.00	6,284.20
Task 1-Framework	242.11	33.02	0.00	184.58	0.00	459.71
<b>Total CPRG</b>	<b>1,314.86</b>	<b>1,047.94</b>	<b>0.00</b>	<b>4,381.11</b>	<b>0.00</b>	<b>6,743.91</b>
NBRC Grant Admin						
CVTA - NBRC21GVT11	0.00	244.24	0.00	37.16	130.35	411.75
<b>Total NBRC Grant Admin</b>	<b>0.00</b>	<b>244.24</b>	<b>0.00</b>	<b>37.16</b>	<b>130.35</b>	<b>411.75</b>
<b>Total Northwest Regional Comm'n</b>	<b>1,314.86</b>	<b>1,292.18</b>	<b>0.00</b>	<b>4,418.27</b>	<b>130.35</b>	<b>7,155.66</b>

**As of November 30, 2025**

	Current	1 - 30	31 - 60	61 - 90	> 90	<b>TOTAL</b>
<b>Orange</b>						
<b>Municipal Plan 25</b>	457.71	495.87	0.00	2,231.71	0.00	3,185.29
<b>MPM Sidewalks Design</b>	0.00	0.00	0.00	0.00	44.65	44.65
<b>LHMP</b>	0.00	0.00	0.00	0.00	2,829.47	2,829.47
<b>Total Orange</b>	457.71	495.87	0.00	2,231.71	2,874.12	6,059.41
<b>Rutland Regional Comm'n</b>						
<b>604b</b>	3,199.35	3,676.82	0.00	1,395.55	0.00	8,271.72
<b>Total Rutland Regional Comm'n</b>	3,199.35	3,676.82	0.00	1,395.55	0.00	8,271.72
<b>Two Rivers Ottauquechee Comm'n</b>						
<b>River Program</b>	0.00	0.00	0.00	0.00	455.40	455.40
<b>Total Two Rivers Ottauquechee Comm'n</b>	0.00	0.00	0.00	0.00	455.40	455.40
<b>VAPDA</b>						
<b>VTrans</b>						
<b>CVRPC STP BP24(17)</b>	304.62	0.00	0.00	0.00	0.00	304.62
<b>TA Set-aside</b>						
<b>MRP Corridor Study</b>	760.74	0.00	0.00	0.00	30,251.26	31,012.00
<b>Total TA Set-aside</b>	760.74	0.00	0.00	0.00	30,251.26	31,012.00
<b>TPI</b>						
<b>TPI Special Bike/Ped</b>	0.00	4,124.54	1,903.91	0.00	334.64	6,363.09
<b>TPI Planning</b>	13,309.28	7,245.21	14,507.03	0.00	2,901.64	37,963.16
<b>TPI Data Collect/Manage</b>	2,457.34	3,264.88	1,015.15	0.00	1,717.89	8,455.26
<b>TPI Admin</b>	4,397.69	2,054.99	10,264.45	0.00	1,637.07	18,354.20
<b>TPI Coordination</b>	2,554.84	1,706.97	1,745.06	0.00	1,041.58	7,048.45
<b>TPI MRGP Support</b>	73.84	73.84	36.92	0.00	0.02	184.62
<b>TPI Project Develop</b>	0.00	0.00	0.00	0.00	0.23	0.23
<b>Total TPI</b>	22,792.99	18,470.43	29,472.52	0.00	7,633.07	78,369.01
<b>VTrans - Other</b>	0.00	0.00	0.00	0.00	-0.51	-0.51
<b>Total VTrans</b>	23,858.35	18,470.43	29,472.52	0.00	37,883.82	109,685.12
<b>Waitsfield</b>						
<b>Waitsfield LHMP 23</b>	0.00	0.00	0.00	0.00	865.17	865.17
<b>Total Waitsfield</b>	0.00	0.00	0.00	0.00	865.17	865.17
<b>Warren</b>						
<b>LHMP 24</b>	0.00	827.62	0.00	0.00	710.60	1,538.22
<b>Total Warren</b>	0.00	827.62	0.00	0.00	710.60	1,538.22
<b>Washington</b>						
<b>Waterbury LHMP 23</b>	0.00	0.00	0.00	0.00	-0.50	-0.50
<b>Total Waterbury</b>	0.00	0.00	0.00	0.00	141.50	141.50
<b>Williamstown</b>						
<b>Municipal Plan 25</b>	1,965.39	752.94	0.00	3,408.98	0.00	6,127.31
<b>Total Williamstown</b>	1,965.39	752.94	0.00	3,408.98	0.00	6,127.31
<b>TOTAL</b>	<b>57,512.36</b>	<b>69,459.49</b>	<b>219,796.31</b>	<b>30,003.59</b>	<b>286,354.78</b>	<b>663,126.53</b>

**Paid Time Off Liability Balances  
as of 11/28/25**

**COMPENSATORY TIME**

Employee	Wage Rate	Hours	Current Value	Maximum Hours <sup>1</sup>	Maximum Accrual <sup>1</sup>
Banbury, L.	25.48	6.05	\$ 154.15		
Chartrand, N.	31.28	6.75	\$ 211.14		
Cubbon, K.	30.49	0.50	\$ 15.25		
Frasca, L.	27.74	19.75	\$ 547.87		
Lash, S.	30.49	6.75	\$ 205.81		
MacMartin, R.	36.22	5.00	\$ 181.10		
Meyer, C.	56.06	23.25	\$ 1,303.40		
Sabado, Niki	27.35	2.75	\$ 75.21		
Sonn, Pamela	25.48	3.50	\$ 89.18		
Toohey, E.	32.17	18.50	\$ 595.15		
Voigt, B.	38.42	45.25	\$ 1,738.51		
<b>Total</b>		<b>132.00</b>	<b>\$ 4,962.60</b>		

**SICK LEAVE**

Employee	Wage Rate	Hours	Current Value	Maximum Hours <sup>2</sup>	Maximum Accrual
Banbury, L.	25.48	23.35	\$ 594.96	38.35	\$ 977.16
Chartrand, N.	31.28	220.65	\$ 6,901.93	270	\$ 8,445.60
Cubbon, Keith	30.49	194.32	\$ 5,924.82	334.17	\$ 10,188.84
Frasca, L.	27.74	76.91	\$ 2,133.48	235.91	\$ 6,544.14
Lash, S.	30.49	57.84	\$ 1,763.54	356.21	\$ 10,860.84
MacMartin, R.	36.22	26.06	\$ 943.89	188.31	\$ 6,820.59
Meyer, C.	56.06	175.82	\$ 9,856.47	360.00	\$ 20,181.60
Sabado, Niki	27.35	72.93	\$ 1,994.64	165.43	\$ 4,524.51
Sonn, Pamela	25.48	9.2	\$ 234.42	106.7	\$ 2,718.72
Toohey, E.	32.17	24.02	\$ 772.72	221.62	\$ 7,129.52
Voigt, B.	38.42	209.16	\$ 8,035.93	351.78	\$ 13,515.39
<b>Total</b>		<b>1,066.91</b>	<b>\$ 38,561.84</b>	<b>2,590.13</b>	<b>\$ 90,929.75</b>

**VACATION LEAVE**

Employee	Wage Rate	Hours	Current Value	Maximum Hours <sup>2</sup>	Maximum Accrual
Banbury L.	25.48	23.52	\$ 599.29	31.97	\$ 814.60
Chartrand, N.	31.28	46.99	\$ 1,469.85	150.00	\$ 4,692.00
Cubbon, K.	30.49	61.87	\$ 1,886.42	200.00	\$ 6,098.00
Frasca, L.	27.74	20.03	\$ 555.63	160.00	\$ 4,438.40
Lash, S.	30.49	48.08	\$ 1,465.96	200.00	\$ 6,098.00
MacMartin, R.	36.22	58.93	\$ 2,134.44	156.93	\$ 5,684.00
Meyer, C.	56.06	195.45	\$ 10,956.93	280.00	\$ 15,696.80
Sabado, Niki	27.35	26.4	\$ 722.04	137.9	\$ 3,771.57
Sonn, Pamela	25.48	61.4	\$ 1,564.47	87.9	\$ 2,239.69
Toohey, E.	32.17	9.56	\$ 307.55	160.00	\$ 5,147.20
Voigt, B.	38.42	43.10	\$ 1,655.90	200.00	\$ 7,684.00
<b>Total</b>		<b>571.81</b>	<b>\$ 22,719.19</b>	<b>1,733</b>	<b>\$ 61,549.66</b>

**SUMMARY**

	<b>Current</b>	<b>Maximum</b>
<b>Total Paid Time Off Liability</b>	<b>\$ 66,243.62</b>	<b>\$ 157,442.00</b>
Maximum versus Current Difference	\$ 91,198.38	Percent of Max 42%

<sup>1</sup>No maximum. Compensatory Time is based on hours worked in excess of regularly scheduled hours.

<sup>2</sup>Maximum hours depicted reflect the maximum an employee could have earned based on years of

	Jul - Nov 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4100 · ACCD</b>				
<b>4101 · ACCD Direct</b>	291,099.81	767,832.00	(476,732.19)	37.91%
<b>4102 · ACCD Match</b>	-	-	-	0.0%
<b>4100 · ACCD - Other</b>	-	-	-	0.0%
<b>Total 4100 · ACCD</b>	291,099.81	767,832.00	(476,732.19)	37.91%
<b>4200 · Community Development</b>				
<b>4205 · Local Energy Planning</b>	-	69,639.50	(69,639.50)	0.0%
<b>4206 · NRPC Energy Grant</b>	-	2,500.00	(2,500.00)	0.0%
<b>4215 · CCRPC CEDS</b>	-	9,276.40	(9,276.40)	0.0%
<b>4220 · MARC Brownfields</b>	1,419.80	115,000.00	(113,580.20)	1.24%
<b>4230 · NBRC Grant Admin</b>	281.40	-	281.40	100.0%
<b>4248 · LCPC - Flood Bylaw</b>	-	-	-	0.0%
<b>4249 · VCRD</b>	-	1,526.00	(1,526.00)	0.0%
<b>4251 · TRORC</b>	-	-	-	0.0%
<b>4252 · ACRPC</b>	3,573.80	17,838.33	(14,264.53)	20.03%
<b>4254 · NRC CPRG Inventory</b>	6,743.91	-	6,743.91	100.0%
<b>4255 · NBRC LDD</b>	4,386.00	7,707.76	(3,321.76)	56.9%
<b>4256 · NBRC LDD Prospect Heights</b>	297.30	11,503.48	(11,206.18)	2.58%
<b>4257 · EPA</b>	18,254.07	500,000.00	(481,745.93)	3.65%
<b>4258 · Verta Focus Groups</b>	5,000.00	5,000.00	-	100.0%
<b>4200 · Community Development - Other</b>	-	-	-	0.0%
<b>Total 4200 · Community Development</b>	39,956.28	739,991.47	(700,035.19)	5.4%
<b>4300 · Fee for Services</b>				
<b>4302 · Cross VT Trail</b>	-	2,400.00	(2,400.00)	0.0%
<b>4304 · GIS Mapping</b>	-	1,000.00	(1,000.00)	0.0%
<b>4308 · WBRD Admin</b>	4,000.00	5,000.00	(1,000.00)	80.0%
<b>4315 · CVFiber</b>	-	-	-	0.0%
<b>4300 · Fee for Services - Other</b>	-	-	-	0.0%
<b>Total 4300 · Fee for Services</b>	4,000.00	8,400.00	(4,400.00)	47.62%
<b>4400 · Municipal Contracts</b>				
<b>4447 · Town of Middlesex</b>	-	15,000.00	(15,000.00)	0.0%
<b>4470 · Town of Orange</b>	-	21,229.00	(21,229.00)	0.0%
<b>4471 · BGS - Municipal Energy</b>	16,358.30	-	16,358.30	100.0%
<b>4472 · MPM Sidewalks Design</b>	-	-	-	0.0%
<b>4473 · LHMP 23</b>	-	333.50	(333.50)	0.0%
<b>4475 · LHMP 24</b>	3,481.14	1,936.85	1,544.29	179.73%
<b>4476 · Housing Assessment 25</b>	7,801.08	6,900.00	901.08	113.06%
<b>4477 · Plan 25</b>	10,151.74	25,522.00	(15,370.26)	39.78%
<b>4400 · Municipal Contracts - Other</b>	-	-	-	0.0%
<b>Total 4400 · Municipal Contracts</b>	37,792.26	70,921.35	(33,129.09)	53.29%
<b>4500 · Natural Resources</b>				
<b>4501 · 604B Water Planning</b>	8,271.72	11,000.00	(2,728.28)	75.2%
<b>4516 · Tactical Basin Planning</b>	3,096.06	20,725.00	(17,628.94)	14.94%
<b>4535 · DEC CWSP Start-up</b>	-	-	-	0.0%
<b>4545 · DEC CWSP Formula</b>	171,638.14	650,000.00	(478,361.86)	26.41%
<b>4555 · Natural Resource Planning</b>	-	-	-	0.0%
<b>4565 · DEC Calais Moscow Woods</b>	19,159.06	-	19,159.06	100.0%
<b>4570 · Upper Winooski-Woodbury Calais</b>	-	45,287.85	(45,287.85)	0.0%

July through November 2025

	Jul - Nov 25	Budget	\$ Over Budget	% of Budget
4576 · ACRP Water Quality Project Dvp	-	-	-	0.0%
4577 · Vulnerability Index Tool	-	-	-	0.0%
4578 · Flood Bylaws	3,206.12	3,897.00	(690.88)	82.27%
4579 · CTPG Barre City	205.96			
4500 · Natural Resources - Other	-	-	-	0.0%
<b>Total 4500 · Natural Resources</b>	<b>205,577.06</b>	<b>730,909.85</b>	<b>(525,332.79)</b>	<b>28.13%</b>
<b>4600 · Public Safety</b>				
4602 · EMPG	15,292.93	40,748.40	(25,455.47)	37.53%
4606 · HMGP Mega Admin	-	789.98	(789.98)	0.0%
4611 · VEM Emergency Operation MOA	-	5,000.00	(5,000.00)	0.0%
4612 · HMPG TA	-	-	-	0.0%
4635 · July Event	-	-	-	0.0%
4645 · VDH	-	-	-	0.0%
4647 · TRORC River Program	-	-	-	0.0%
4648 · Winooski Basin Workshop	-	-	-	0.0%
4600 · Public Safety - Other	-	-	-	0.0%
<b>Total 4600 · Public Safety</b>	<b>15,292.93</b>	<b>46,538.38</b>	<b>(31,245.45)</b>	<b>32.86%</b>
<b>4700 · Town Dues (Parent)</b>				
4701 · Town Dues	90,254.76	90,254.76	-	100.0%
4700 · Town Dues (Parent) - Other	-	-	-	0.0%
<b>Total 4700 · Town Dues (Parent)</b>	<b>90,254.76</b>	<b>90,254.76</b>	<b>-</b>	<b>100.0%</b>
<b>4800 · Transportation</b>				
4804 · TPI	90,059.29	292,658.31	(202,599.02)	30.77%
4805 · VTrans Better Back Road	-	173,600.00	(173,600.00)	0.0%
4806 · TOD Planning	8,173.78	19,266.50	(11,092.72)	42.43%
4807 · TA Set-aside	14,770.57	-	14,770.57	100.0%
4808 · USDOT SS4A	10,103.10	-	10,103.10	100.0%
4809 · REI 25	7,054.96	15,000.00	(7,945.04)	47.03%
4800 · Transportation - Other	-	-	-	0.0%
<b>Total 4800 · Transportation</b>	<b>130,161.70</b>	<b>500,524.81</b>	<b>(370,363.11)</b>	<b>26.01%</b>
<b>4900 · Other Income</b>				
4901 · Interest Income	11,201.54	-	11,201.54	100.0%
4950 · Salaries To Be Allocated	-	-	-	0.0%
4955 · Indirect To Be Allocated	-	-	-	0.0%
4999 · Miscellaneous Income	(13,909.83)	27,562.39	(41,472.22)	-50.47%
4900 · Other Income - Other	-	-	-	0.0%
<b>Total 4900 · Other Income</b>	<b>(2,708.29)</b>	<b>27,562.39</b>	<b>(30,270.68)</b>	<b>-9.83%</b>
<b>Total Income</b>	<b>811,426.51</b>	<b>2,982,935.01</b>	<b>(2,171,508.50)</b>	<b>27.2%</b>
<b>Gross Profit</b>	<b>811,426.51</b>	<b>2,982,935.01</b>	<b>(2,171,508.50)</b>	<b>27.2%</b>
<b>Expense</b>				
<b>5000 · Wages and Fringe Benefits</b>				
5001 · Personnel	299,262.47	831,770.00	(532,507.53)	35.98%
5100 · Fringe Benefits				
5101 · FICA	24,808.78	66,939.00	(42,130.22)	37.06%
5110 · Health Insurance	82,779.08	265,516.00	(182,736.92)	31.18%
5112 · Dental Insurance	3,729.75	12,623.00	(8,893.25)	29.55%
5115 · Life Disability Insurance	2,011.29	-	2,011.29	100.0%
5118 · PTO/Comp Accrual	992.39	-	992.39	100.0%
5120 · Pension Plan - Edward Jones	14,407.06	36,261.00	(21,853.94)	39.73%
5130 · Unemployment Insurance	499.00	-	499.00	100.0%

July through November 2025

	Jul - Nov 25	Budget	\$ Over Budget	% of Budget
5135 · Worker's Comp	848.65	-	848.65	100.0%
5100 · Fringe Benefits - Other	-	-	-	0.0%
<b>Total 5100 · Fringe Benefits</b>	<b>130,076.00</b>	<b>381,339.00</b>	<b>(251,263.00)</b>	<b>34.11%</b>
<b>Total 5000 · Wages and Fringe Benefits</b>	<b>429,338.47</b>	<b>1,213,109.00</b>	<b>(783,770.53)</b>	<b>35.39%</b>
5200 · Professional Services				
5201 · Accounting	36,359.06	76,000.00	(39,640.94)	47.84%
5202 · Audit	10,000.00	33,000.00	(23,000.00)	30.3%
5203 · IT/Computer	7,445.61	20,000.00	(12,554.39)	37.23%
5204 · Legal	7,978.80	4,000.00	3,978.80	199.47%
5200 · Professional Services - Other	155.00	397.00	(242.00)	39.04%
<b>Total 5200 · Professional Services</b>	<b>61,938.47</b>	<b>133,397.00</b>	<b>(71,458.53)</b>	<b>46.43%</b>
5305 · Advertising	1,530.45	1,239.00	291.45	123.52%
5315 · Consultants				
5317 · Stipends	50.00	-	50.00	100.0%
5315 · Consultants - Other	196,635.91	1,280,645.00	(1,084,009.09)	15.35%
<b>Total 5315 · Consultants</b>	<b>196,685.91</b>	<b>1,280,645.00</b>	<b>(1,083,959.09)</b>	<b>15.36%</b>
5320 · Depreciation expense	562.25	1,125.00	(562.75)	49.98%
5325 · Copy				
5326 · Copier extra copies	980.50	-	980.50	100.0%
5327 · Copier Lease Payments	735.50	-	735.50	100.0%
5325 · Copy - Other	-	3,508.00	(3,508.00)	0.0%
<b>Total 5325 · Copy</b>	<b>1,716.00</b>	<b>3,508.00</b>	<b>(1,792.00)</b>	<b>48.92%</b>
5330 · Supplies				
5331 · Equipment/Furniture	100.00	-	100.00	100.0%
5332 · GIS Supplies	59.90	-	59.90	100.0%
5333 · Office Supplies	860.34	-	860.34	100.0%
5334 · Billable Supplies	13,188.71	-	13,188.71	100.0%
5335 · Subscriptions/Publications	-	-	-	0.0%
5330 · Supplies - Other	-	27,108.00	(27,108.00)	0.0%
<b>Total 5330 · Supplies</b>	<b>14,208.95</b>	<b>27,108.00</b>	<b>(12,899.05)</b>	<b>52.42%</b>
5344 · Insurance				
5345 · Liability Insurance	413.00	-	413.00	100.0%
5346 · Public Officials Insurance	1,461.25	-	1,461.25	100.0%
5344 · Insurance - Other	-	5,225.00	(5,225.00)	0.0%
<b>Total 5344 · Insurance</b>	<b>1,874.25</b>	<b>5,225.00</b>	<b>(3,350.75)</b>	<b>35.87%</b>
5350 · Meetings/Programs	10,438.85	14,700.00	(4,261.15)	71.01%
5355 · Postage	196.90	800.00	(603.10)	24.61%
5360 · Dues/Memberships/Sponsorships				
5361 · Government Relations	1,090.90	-	1,090.90	100.0%
5360 · Dues/Memberships/Sponsorships - Other	3,393.35	7,888.00	(4,494.65)	43.02%
<b>Total 5360 · Dues/Memberships/Sponsorships</b>	<b>4,484.25</b>	<b>7,888.00</b>	<b>(3,403.75)</b>	<b>56.85%</b>
5370 · Office Occupancy				
5310 · Cleaning	1,353.75	-	1,353.75	100.0%
5371 · Rent/Utility Payments	17,659.75	-	17,659.75	100.0%
5370 · Office Occupancy - Other	-	30,003.00	(30,003.00)	0.0%
<b>Total 5370 · Office Occupancy</b>	<b>19,013.50</b>	<b>30,003.00</b>	<b>(10,989.50)</b>	<b>63.37%</b>
5375 · Software/Licenses/IT Sub	8,834.30	7,233.00	1,601.30	122.14%
5385 · Telephone/Internet	2,710.08	7,541.00	(4,830.92)	35.94%
5390 · Travel	5,646.20	28,000.00	(22,353.80)	20.17%

July through November 2025

	Jul - Nov 25	Budget	\$ Over Budget	% of Budget
<b>5990 · Interest Expense</b>	-	15,565.00	(15,565.00)	0.0%
<b>5999 · Miscellaneous Expenses</b>				
<b>5339 · Gifts</b>	199.48	250.00	(50.52)	79.79%
<b>5380 · Fees</b>				
<b>5382 · Bank Fees</b>	85.34	-	85.34	100.0%
<b>5380 · Fees - Other</b>	-	178.00	(178.00)	0.0%
<b>Total 5380 · Fees</b>	85.34	178.00	(92.66)	47.94%
<b>5999 · Miscellaneous Expenses - Other</b>	(2.00)	150.00	(152.00)	-1.33%
<b>Total 5999 · Miscellaneous Expenses</b>	282.82	578.00	(295.18)	48.93%
<b>8000 · Indirect Costs</b>	-	-	-	0.0%
<b>Total Expense</b>	759,461.65	2,777,664.00	(2,018,202.35)	27.34%
<b>Net Ordinary Income</b>	51,964.86	205,271.01	(153,306.15)	25.32%
<b>Net Income</b>	<b>51,964.86</b>	<b>205,271.01</b>	<b>(153,306.15)</b>	<b>25.32%</b>



## Central Vermont Regional Planning Commission

### MEMO

Date: December 31, 2025  
 To: Executive Committee  
 From: Christian Meyer, Executive Director  
 Re: Contract/Agreement Approvals

### GRANTS, CONTRACTS & SERVICE AGREEMENTS RECEIVED

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

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

#### Department of Environmental Conservation – SFY2023 Water Quality Restoration Formula Grant Amendment #2

**☒ ACTION REQUESTED:** Authorize the Executive Director to sign the grant agreement amendment.

**Scope of Work:** The purpose of the Water Quality Restoration Formula Grant agreement, established under 10 V.S.A. § 925, is to fulfil the Grantee's responsibilities under 10 V.S.A. § 924 as the assigned Clean Water Service Provider (CWSP) for the Winooski River basin (also known as Basin 8). Responsibilities include overseeing identification, prioritization, development, design construction, verification, and operation and maintenance of non-regulatory clean water projects within Basin 8 for the purpose of achieving pollutant reduction values established by the Secretary for the basin. Specific activities include:

- 1) Establish, convene, and provide technical staff support to a Basin Water Quality Council;
- 2) In coordination with Basin Water Quality Council, oversee identification, prioritization, development, design, construction, verification and operation and maintenance of non-regulatory clean water projects within Basin 8;
- 3) In coordination with the BWQC, adopt and implement policies and procedures as needed/required to fulfill CWSP duties and responsibilities enumerated in Governing Statute, Rule, Guidance, and Policy (see section D. below). If new guidance subsequently adopted has a substantive impact on the Grantee's ability to complete the Scope of Work within the budget provided the Grantee may request a consideration for amendment;
- 4) Program reporting; and
- 5) Conduct communications and outreach to publicize its procurement opportunities basin- wide, consistent with the CWSP's Outreach and Communication Policy.

**Funding:** \$1,040,947

**Performance Period:** 8/1/2023 – ~~12/31/2024~~ 12/31/2026

**Staff:** Brian Voigt, Lincoln Frasca, Christian Meyer

**Note:** This amendment changes the reimbursement structure of the award. In the initial award, CVRPC was eligible to draw down advance funds of up to 35% of the total award. In the amended award, CVRPC is eligible to draw down the full amount of a subaward once the Winooski River Basin Water Quality Council has voted to approve project funding. Administrative expenses will be paid on a cost-reimbursable basis. Lastly, the Indirect Rate will decrease from 90.01% to 62% (per our Indirect Cost Rate Approval letter).

## CONTRACTS ISSUED

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

### [Winooski Natural Resources Conservation District – Cheesefactory Road Riparian Buffer Planting \(CVRPC Agreement #2023-14.1\)](#)

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign an Addendum to the Master Agreement with the Friends of the Winooski River (CVRPC Agreement #2023-14).

**Scope of Work:** This award will fund a 100' wide riparian buffer planting at a density of 400 stems / acre on ~4-acres across two parcels in the Muddy Brook watershed (Shelburne & South Burlington). Specific activities include:

1. Project initiation & bid solicitation
2. Identify site constraints
3. Develop planting plan
4. Landowner signature on Operations & Maintenance Agreement
5. Landowner signature on site access easement
6. Implement riparian buffer planting
7. Project closeout

**Funding:** \$30,056 (State)

**Performance Period:** 1/6/2026 – 11/15/2026

**Staff:** Brian Voigt, Lincoln Frasca

**Notes:** The Winooski Basin Water Quality Council prioritized funding for this project at their 18 December 2025 meeting.

## FOR INFORMATION ONLY

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

### **GRANTS, CONTRACTS & SERVICE AGREEMENTS RECEIVED**

### [Northwest Regional Planning Commission – A Two-Pronged Approach to Assessing the Economic Impact of Water Quality in Missisquoi Bay](#)

**Scope of Work:** Perform advisory services and technical modeling support for the Northwest Regional Planning Commission to accomplish the following tasks:

- 1) Provide technical consultation during the start- up of the project;
- 2) Provide specialized economic and statistical advising to NRPC on the design, formulation, and interpretation of the draft hedonic models;
- 3) Provide ongoing statistical and economic guidance during the final refinement phase of the residential valuation models;
- 4) Provide statistical and analytical support for the development of draft retail activity regression models; and
- 5) Provide expertise for the completion and finalization of the retail-economy model.

**Funding:** \$2,800

**Performance Period:** 1/15/2026 – 6/30/2027

**Staff:** Brian Voigt

**GRANTS, CONTRACTS & SERVICE AGREEMENTS ISSUED****87 State Street in Montpelier**

As authorized at the August 4, 2025, Executive Committee meeting, the Executive Director has signed an agreement with Stone Environmental, Inc for environmental services at 87 State Street in Montpelier.

**Stone Environmental – Environmental Services**

Scope of Work: CVRPC is serving as project administrator for the DHCD and the Montpelier Commission on Resilience and Recovery on this project to assess the economic development, parking, housing and flood mitigation potential of the US Federal Building, the 1.6-acre parcel upon which it sits located at 87 State Street, and parcels located at 89 State Street and 42 Court Street. Under this service agreement, the consultant will complete a walk through, visual survey of the building for likely contaminated materials, review the existing Phase I ESA, and Provide an order of magnitude estimate of abatement, as needed.

Agreement Value: \$2,500

Funding Source: DHCD-Legislatively Directed Funding from General Fund

Match Source: N/A

Performance Period: 9/8/2025 – 9/29/2025

Staff: Christian Meyer, Lincoln Frasca

**gbArchitecture, Inc. – Design Services - Phase I**

Scope of Work: CVRPC is serving as project administrator for the DHCD and the Montpelier Commission on Resilience and Recovery on this project to assess the economic development, parking, housing and flood mitigation potential of the US Federal Building, the 1.6-acre parcel upon which it sits located at 87 State Street, and parcels located at 89 State Street and 42 Court Street. Under this service agreement, the consultant will evaluate of existing building, consider flood resilient adaptive reuses, and consider test fits for additional structure on the site.

Agreement Value: \$31,975.00

Funding Source: DHCD-Legislatively Directed Funding from General Fund

Match Source: N/A

Performance Period: 11/7/2025 – 6/1/2026

Staff: Christian Meyer, Lincoln Frasca

**All At Once, LLC – Real Estate Development Services**

Scope of Work: CVRPC is serving as project administrator for the DHCD and the Montpelier Commission on Resilience and Recovery on this project to assess the economic development, parking, housing and flood mitigation potential of the US Federal Building, the 1.6-acre parcel upon which it sits located at 87 State Street, and parcels located at 89 State Street and 42 Court Street. Under this service agreement, the consultant will support GSA coordination and negotiation, coordinate acquisition due diligence (including environmental site assessment (Phase I and, if necessary, Phase II), building and site condition assessment, design services, legal services, historic preservation covenant, and regulatory review and permitting), develop an acquisition and hold strategy, and identify and pursue funding.

Agreement Value: \$ 25,000.00

Funding Source: DHCD-Legislatively Directed Funding from General Fund

Match Source: N/A

Performance Period: 12/15/2025 – 6/1/2026

Staff: Christian Meyer, Lincoln Frasca

**Gravel & Shea – Legal Services**

Scope of Work: CVRPC is serving as project administrator for the DHCD and the Montpelier Commission on Resilience and Recovery on this project to assess the economic development, parking, housing and flood mitigation potential of the US Federal Building, the 1.6-acre parcel upon which it sits located at 87 State Street, and parcels located at 89 State Street and 42 Court Street. Under this service agreement, the consultant will review, comment and participate in negotiation with GSA, provide recommendations on the structure of the acquisition, including the potential creation of a new entity to take ownership, and Assessment of structure and set up for redevelopment.

Agreement Value: \$ 12,000.00

Funding Source: DHCD-Legislatively Directed Funding from General Fund

Match Source: N/A

Performance Period: 9/2/ 2025 – 6/1/2026

Staff: Christian Meyer, Lincoln Frasca



## MEMO

Date: January 5, 2026

To: Executive Committee

From: Christian Meyer, Executive Director

Re: Recommended Slate for Nomination and Election of FY27 Nominating Committee

---

**☒ ACTION REQUESTED:** Recommend a slate of three commissioners for the FY27 Nominating Committee to the CVRPC Board of Commission.

CVRPC's Bylaws charge the Executive Committee with nominating candidates for the Nominating Committee. Recruitment was initiated at the December Board meeting to determine interest in serving on the committee. David Stapleton (Moretown), Michael Gray (Woodbury), and Lee Cattaneo (Orange) have expressed interest in serving on the Nominating Committee.

The Nominating Committee consists of three commissioners or alternates. The duties of the Nominating Committee include identifying and recommending to the Board of Commissioners a slate of candidates for the positions of chair, vice chair, secretary/treasurer and at-large members of the Executive Committee; candidates for Standing and Special Committees; and Board of Commissioners-appointed representatives to other organizations.

The Nominating Committee generally meets 3-4 times throughout the spring. Based on surveys of interest, the committee will meet to make recommendations for each of the committees. Before the Board of Commissioners' meeting in May, the Nominating Committee will vote to recommend a slate of appointments.

CVRPC's practice has been to disallow a commissioner from serving on the Nominating Committee for two consecutive years. The FY26 Nominating Committee consisted of Alice Peal, Don La Haye, and Peter Carbee.

**Possible language for an action:** *move to recommend to the Board of Commissioners the nomination of David Stapleton (Moretown), Michael Gray (Woodbury), and Lee Cattaneo (Orange) to serve on the FY26 CVRPC Nominating Committee.*

## APPENDIX A

### Central Vermont Regional Planning Commission Summary Description of Benefits<sup>1</sup>

*Effective 01/01/26*

Eligibility for these benefits is outlined in CVRPC's Personnel Policies Manual. CVRPC reserves the right to change, delete or amend these plans or CVRPC's contributions at any time. The Executive Committee approves any changes to employee benefits. Benefits are pro-rated based on regular work hours.

#### **Health Insurance**

CVRPC offers full choice of plans available plans through CVRPC Self-Funded, MVP, and BCBSVT to meet the specific needs of you and your family. A description of plans is available upon request.

CVRPC contributes premium amounts equal to 100% of the premium for the CVRPC Self-Funded High-Deductible Health Plan for employees and family members. This plan qualifies for a Health Savings Account (see Flexible Spending Account). The annual value of this benefit is:

Single	2 Person	Parent/Child(ren)	Family
\$12,978.60	\$23,496.24	\$21,060.24	\$34,098.48

Employees may choose a higher value plan and contribute the cost difference through payroll deduction.

Employees are responsible for paying 100% of any deductibles and co-pay amounts required by individual plans.

Should a regular, full-time employee elect not to receive health insurance coverage through CVRPC, CVRPC will make a cash payment equal to one-half the annual CVRPC insurance contribution value to the employee based on the employee's eligibility, subject to taxes, through regular payroll contributions.

#### **Dental Insurance**

CVRPC offers dental insurance through Northeast Delta Dental's Group B2 program. A description of the plan is available upon request.

CVRPC pays 100% of the premium for employees and family members. The annual value of this benefit is:

1 Person	2 Persons	3 or More Persons
\$ 477.48	\$898.80	\$1,588.80

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<sup>1</sup> Any ambiguity, conflict or inconsistency between the description of benefits in the main body of this Personnel Policy Manual or benefit plan policy and this Appendix shall be resolved according to the following order of precedence: a) benefit plan policy, b) CVRPC Personnel Policy Manual main body text, and c) Appendix A.

Employees are responsible for paying 100% of any deductibles and co-pay amounts required by individual plans.

### **Flexible Spending Account**

CVRPC's Flexible Spending Account Plan allows employees to have money deducted from their paycheck, on a pre-tax basis, which can then be used throughout the year to reimburse themselves for certain out-of-pocket health care and/or dependent care expenses. Because this money is taken from an employee's salary before taxes are deducted, it allows the employee to pay these expenses tax-free.

*Health Saving Account* – Employees participating in high deductible health plans may elect to establish a health savings account as allowed by the Internal Revenue Service and may contribute funds through pre-tax payroll deductions at the employee's expense. This account provides reimbursement for most health care expenses not covered by insurance. Examples include: copayments, deductibles, dental expenses, and vision care expenses. For CY 2026, employees can have up to \$8,750 deducted for their Health Care Account depending on their eligibility.

*Dependent Care Account* – This account provides reimbursement for eligible dependent care<sup>2</sup> expenses to pay for dependent care (child or elder) while you are working. Examples include: Daycare services, after school care, baby-sitting fees, adult day-services, and preschool. For 2026, employees can have up to \$7,500 deducted for their Dependent Care Account depending on their tax filing status.

### **Retirement**

CVRPC provides a Simplified Employer Pension (SEP) Plan. CVRPC contributes 5% of the annual salary for each full-time employee. Contributions are made quarterly. Full time employees are eligible for the pension plan following one full year of employment. Employees pay all fees associated with their accounts and investments.

Through the convenience of payroll deduction, employees may invest part of their income in a tax-deferred, self-directed investment program. CVRPC participates in the State of Vermont Deferred Compensation Plan (457 Plan.). Deferred Compensation is a savings and investment plan for retirement. The Vermont State Retirement System oversees the investment options and established the plan. All contributions can be made on a pre-tax or after tax basis depending upon the accounts selected by the employee. Participation in the Deferred Compensation plan is voluntary. The employee determines how much the employee wishes to contribute to the plan. That amount is then deducted from the employee's paycheck and transferred directly to the employee's Deferred Compensation account.

### **Life Insurance**

CVRPC provides life insurance of \$50,000 per employee for employees working 30 or more hours. CVRPC pays 100% of the premium.

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<sup>2</sup> Dependent care typically means childcare. It also can mean a spouse or other adult who can be claimed as a dependent on the employee's federal tax return.

**Disability Insurance**

CVRPC provides short and long-term disability insurance of up to \$500 per week depending on an employee's salary for employees working 30 or more hours. CVRPC pays 100% of the premium.

**Remuneration Benefit**

Remuneration benefits related to compensatory time, holiday, sick and vacation time are outlined in CVRPC's Personnel Policies.

1                   **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
2                   **Executive Committee Meeting**  
3                   **DRAFT Minutes**  
4                   **December 1, 2025 Meeting**

5                   **Present:**

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

6                   **Staff:** Christian Meyer7                   **Guests:** Ahsan Ijaz, Ijaz Group9                   **Call to Order:** Chair Carbee called the meeting to order at 4:01 pm, a quorum was present.10                  **Adjustments to the Agenda:** No Adjustments12                  **Public Comment:** No public comments.14                  **Financial Report:** Ahsan Ijaz presented the financial reports for the months of August, September and October. The role of the second checking account at CNB for Medical Reserve Corps was explained. Chair Carbee asked if all funds were in interest bearing accounts and was advised that all funds were either in sweep accounts or CDs and earning interest.19                  *Commissioner D'Amico moved to accept the financials for August, September and October, 2025, seconded by Commissioner Gray. Motion passed unanimously.*22                  **Contract/Agreement Authorization:** Christian Meyer provided an overview of the contracts outlined in the meeting packet.25                  **Agency of Commerce and Community Development –FY2026 Regional Planning Funds**  
26                  *Commissioner Greason moved to authorize the executive director to sign FY26 agreement with ACCD, seconded by Commissioner Gray. Motion passed unanimously.*29                  **Department of Environmental Conservation – FY26 Water Quality Restoration Formula Grant amendment**  
31                  *Commissioner DeLegge moved to authorize the executive director to sign FY26 Water Quality Restoration Formula Grant amendment with the VT DEC, seconded by Commissioner Gray. Motion passed unanimously.*35                  **Records Retention Policy:** Christian Meyer provided an overview of the minor updates to the retention policy to include noticing the removal of recordings 30 days prior to their deletion.38                  *Commissioner D'Amico moved to adopt the proposed amendments to the Records Retention policy dated November 3, 2025, seconded by Commissioner Cattaneo. Motion passed unanimously.*

1 **FY26 Nominating Committee:**

2 Christian Meyer provided an overview of the process for choosing a slate of commissioners to  
3 be nominated for the Nominating Committee at the January Board of Commissioners meeting  
4 and the role of the Executive Committee as outlined in the meeting packet. Commissioners  
5 asked that the Board of Commissioners be solicited directly at their December meeting for  
6 volunteers.

7  
8 **Executive Director Evaluation Process Discussion:** Christian Meyer provided an overview of  
9 the process for the annual performance review of the executive director. Commissioner  
10 Greason asked if this was the same process and schedule as had been undertaken in past years.  
11 Chair Carbee and Commissioner D'Amico affirmed that this was the process followed in  
12 previous years and added some additional details on recent improvements to the process.

13  
14 *Commissioner Greason moved to confirm the evaluation process and schedule, seconded by  
15 Commissioner Gray. Motion passed unanimously.*

16  
17 Commissioner Gray volunteered to be the Executive Committee "lead" on the performance  
18 review. Commissioner D'Amico offered to act in a supporting role.

19  
20 *Commissioner Greason moved to appoint Commissioner Gray as the Executive Committee  
21 "lead" for the executive director's annual performance review, seconded by Commissioner  
22 D'Amico.*

23 Commissioner Gray recused himself from the vote. Role was called, Commissioner D'Amico –  
24 Yeah, Commissioner Greason – Yeah, Commissioner DeLegge – Yeah, Commissioner Cattaneo –  
25 Yeah, Chair Carbee – Yeah. *Motion passed.*

26  
27 **Meeting Minutes – 11/03/25**

28 *Commissioner Cattaneo moved to approve the minutes of 11/3, seconded by Commissioner  
29 Greason. Motion passed unanimously.*

30  
31 **Commission Meeting Agenda:**

32 An item for soliciting volunteers for the Nominating Committee was added to the agenda.  
33 Christian Meyer explained that the item for an update on ongoing litigation may not be  
34 necessary and was only being included as a placeholder. Chair Carbee asked that when the  
35 agenda be distributed that we emphasize the need for a 60% affirmative vote for the Bylaws  
36 Update.

37  
38 *Commissioner Gray moved to approve the agenda of December 9, 2025, with amendments as  
39 discussed, seconded by Commissioner Cattaneo. Motion passed unanimously.*

40  
41 **Committee Round Table:** Commissioner D'Amico asked if there had been any update from the  
42 new landlord regarding a CVRPC move. Staff stated that none had been received and that the  
43 Executive Committee would be involved in that discussion should it take place.

1   **Adjourn**

2   *Commissioner Gray moved to adjourn, seconded by Commissioner Cattaneo. Motion passed*  
3   *unanimously.*

4

5   *Chair Carbee adjourned the meeting at 4:49PM.*

6

7   Respectfully submitted,

8   Christian Meyer, Executive Director

DRAFT



## MEMO

Date: January 5, 2026  
To: Executive Committee  
From: Christian Meyer, Executive Director  
Re: Response to Open Meeting Law – Brownfields Advisory Committee

---

☒ **ACTION REQUESTED:** Discuss Brownfields Advisory Committee Open Meeting Law violation allegations, BAC responses, and consider possible actions.

The following memo outlines the two allegations of violation of open meeting law received by the CVRPC Brownfields Advisory Committee (BAC), the committee's actions to respond to the first allegations, and the passive denial taken at the resubmission of the same allegations a second time.

### First Allegation

On, December 11, 2025, CVRPC received the attached notice of alleged violation of open meeting law from Stephen Whitaker, a resident of Montpelier. The allegations all related to the BAC meeting held December 4, 2025. These allegations can be broadly categorized under two themes, (1) defective meeting notice, and (2) lack of quorum.

#### *Actions Taken*

During the regular meeting of the BAC on December 18, 2025, BAC members acknowledged typos present on the meeting agenda and moved to cure the defaults by ratifying all actions taken at their December 4 meeting.

The committee reviewed CVRPC policy and the Committee's Rules and Procedures and confirmed that proper policies had been followed in nominating committee members and that a quorum was present at the December 4 meeting.

### Second Allegation

On, December 18, 2025, CVRPC received the second attached notice of alleged violation of open meeting law from Stephen Whitaker. These allegations again all hinged on the allegation that the BAC, as an advisory committee, did not have the authority to appoint its own members. Staff reached out to the Vermont League of Cities and Towns municipal assistance center. The VLCT confirmed that there is nothing in VT statute that prohibits an advisory

committee from appointing its own members and that the act of appointing its own members did not constitute a non-advisory role. Given the lack of new information and difficulty scheduling a special meeting, the BAC did not meet, which under 1 V.S.A. § 314(b)(3) constitutes a *de facto* denial.

### **Next Steps**

In reviewing the allegations with the VLCT attorney, they recommended that the committee still meet to ensure the rational for the denial was on the record. In their absence CVRPC staff believe it is important to have the executive committee consider action, or direct staff to bring matter to the Board of Commissioners.



## MEMO

Date: December 16, 2025

To: Brownfields Advisory Committee

From: Christian Meyer, Executive Director

Re: Response to Open Meeting Law

---

☒ **ACTION REQUESTED:** Respond to the notice of alleged violation of Open Meeting Law by acknowledging the violation of open meeting law and state our intent to cure the violation or by determining no violation has occurred.

The following memo outlines the alleged violation of open meeting law received by CVRPC, and the possible actions triggered by said allegation.

### Allegation

On, December 11, 2025, CVRPC received the attached notice of alleged violation of open meeting law from Stephen Whitaker, a resident of Montpelier. Whitaker is alleging that the CVRPC Brownfields Committee (a Public Body) violated open meeting law as described below.

### Background

#### 1. Defective and misleading agenda notice

Whitaker states the agenda of a public meeting must accurately state its time and place per 1 V.S.A. § 312(d). Each sub section of 1 V.S.A. § 312(d) is addressed below. Staff acknowledges the header of the meeting agenda specified 11:00 AM, while items on the agenda began at 10:00 AM. Whitaker has demonstrated no harm caused by this inconsistency and was able to attend the meeting.

1 V.S.A. § 312(d) states:

(d)(1) At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be:

(A) posted to a website, if one exists, that the public body maintains or designates as the official website of the body; and

(B) in the case of a municipal public body, posted in or near the municipal office and in

at least two other designated public places in the municipality or a neighboring municipality.

*Staff Response: More than 48 hours before the meeting time, CVRPC staff posted the meeting agenda at the CVRPC office entrance, at the entrance of 29 Main Street, on the CVRPC web site, and sent it to the town clerks in Cabot and Waitsfield for local posting as dictated by CVRPC policy and CVRPC Resolution 2025-01 - Complying with Vermont Open Meeting Law most recently readopted by the CVRPC Board of Directors, February 11, 2025.*

(2) A meeting agenda shall be made available to a person prior to the meeting upon specific request.

*Staff Response: No requests for copies of the agenda were made.*

(3) A meeting agenda shall contain sufficient details concerning the specific matters to be discussed by the public body. Whenever a public body includes an executive session as an item on a posted meeting agenda, the public body shall list the agenda item as "proposed executive session" and indicate the nature of the business of the executive session.

*Staff Response: Agenda contained specific reference to the matters to be discussed by the Brownfields Advisory Committee. No Executive Session was proposed.*

(4)(A) Any addition to or deletion from the agenda shall be made as the first act of business at the meeting.

(B) Any other adjustment to the agenda may be made at any time during the meeting.

*Staff Response: Adjustments to the agenda were made immediately upon calling the meeting to order.*

Whitaker further alleges that the agenda did not include a list of committee representatives. This is accurate. However, it is not CVRPC practice, nor is it required that the meeting agenda state all committee members.

## **2. Failure to properly post the agenda.**

*Per 1 V.S.A. § 312(d)(1) more than 48 hours before the meeting time, CVRPC staff posted the meeting agenda at the CVRPC office entrance, at the entrance of 29 Main Street, on the CVRPC web site and sent it to the town clerks in Cabot and Waitsfield for posting as dictated by CVRPC policy and CVRPC Resolution 2025-01 - Complying with Vermont Open Meeting Law most recently readopted by the CVRPC Board of Directors, February 11, 2025.*

## **3. Lack of quorum**

Whitaker alleges that the CVRPC Brownfields Advisory Committee lacked quorum and therefore all actions taken were invalid. He states that committee members were improperly appointed. This is inaccurate.

The CVRPC Board of Commissioners appoints four commissioners and one alternate to the Brownfields Advisory Committee. These positions were filled in June 2025 for the FY26 cycle

and the Board of Commissioners has reappointed members as needed in the months since.

The Rules of Procedure for the Brownfields Advisory Committee state that the CVEDC and the Vermont Department of Health will appoint their own representatives. Both organizations had representatives present at the December 4 2025 meeting. Further, the committee's rules of procedure state that the committee itself may directly nominate other members or organizations to be represented on the committee.

Proper processes were followed, roll was called at the beginning of the meeting, and quorum was met.

#### **4. Ultra vires actions taken without quorum**

Not applicable. See above

#### **5. Failure to provide intelligible materials**

Meeting materials were provided in the order they appeared in the agenda. No titles were provided with the tables. Staff walked committee members through the tables before action was taken.

### **Next Steps**

Per 1 V.S.A. § 314(b)(2) possible actions the Brownfields Advisory Committee may take include:

“(A) acknowledging the violation of (Open Meeting Law) and stating an intent to cure the violation within 14 calendar days; or

(B) stating that the public body has determined that no violation has occurred and that no cure is necessary.”

In acknowledging the violation and in moving to cure, Per 1 V.S.A. § 314:

“(b)(4) Within 14 calendar days after a public body acknowledges a violation under subdivision (2)(A) of this subsection, the public body shall cure the violation at an open meeting by:

(A) either ratifying, or declaring as void, any action taken at or resulting from:

(i) a meeting that was not noticed in accordance with subsection 312(c) of this title;

or

(ii) a meeting that a person or the public was wrongfully excluded from attending; or

(iii) an executive session or portion thereof not authorized under subdivisions 313(a)(1)-(10) of this title; and

(B) adopting specific measures that actually prevent future violations.”



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## Second notice of open meeting law violation

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From Stephen Whitaker <whitaker.stephen@gmail.com>

Date Thu 12/18/2025 11:40 AM

To Christian Meyer <meyer@cvregion.com>; Peter Carbee - CVRPC Commissioner & TAC Appointee - Washington <accuratecounts.vt@gmail.com>

**To: Christian Meyer, the CVRPC Board of Commissioners, and all Brownfields Advisory Committee members.**

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# NOTICE OF OPEN MEETING LAW VIOLATION

**Exercise of Executive Authority Without Physical Meeting Location and Failure to Establish a Lawful Quorum**

**Central Vermont Regional Planning Commission – Brownfields Advisory Committee**

**Complainant:** Stephen Whitaker

**Public Body:** Central Vermont Regional Planning Commission (CVRPC), Brownfields Advisory Committee (BAC) and Board of Commissioners as BAC lacked quorum authority to meet.

**Meeting at Issue:** December 18, 2025 (meeting purporting to "cure" prior Open Meeting Law violation from December 4, 2025)

---

## I. Summary of Violations

This notice concerns a new and independent violation of Vermont's Open Meeting Law, 1 V.S.A. §§ 310–314.

At its December 18, 2025 meeting the CVRPC Brownfields Advisory Committee:

1. **Exercised executive authority** by determining and ratifying its own membership;
2. **Failed to establish a lawful quorum** because outside organizations purported to appoint voting members without statutory or Board authority; and
3. **Conducted the meeting without providing a designated physical location** where the public could attend and observe who was present and voting.

Because the Committee exercised executive governing authority while denying public physical access, and because quorum could not lawfully be established, **all actions taken at that meeting are void.**

---

## II. Factual Background

### 1. No Physical Location Warned or Provided

The meeting was held remotely. No physical meeting space was listed in the public notice or made available for public attendance. Members of the public, including the complainant, could not see participants or documents being discussed.

### 2. Unverified Roster at Call to Order

When the meeting began, the Committee did not identify which individuals were voting members. Participants were not asked to announce themselves or state their appointing authority. Identification occurred only later in the meeting after the complainant joined, confirming that quorum had never been verified.

### 3. Claim of Appointment Authority and Self-Ratification

During the meeting, the Committee and staff claimed that:

- written appointment records were unnecessary;
- attendance or representation by an external organization was sufficient to confer voting rights; and
- the Committee could “accept” or ratify members and their votes.

By making and acting on these determinations, the Committee **exercised executive authority**.

### 4. Outside-Entity “Appointments” Lacking Statutory Basis

Several participants were described as representatives of outside entities such as the Department of Health, regional economic-development groups, or housing nonprofits. No statute authorizes those organizations to appoint voting members to a regional planning commission subcommittee, and no CVRPC Board action confirming such appointments appears in any minutes.

### 5. Resulting Absence of Lawful Quorum

Because the total number of duly appointed members is unknown and unverifiable, quorum was legally indeterminable at the time the meeting was convened. A body cannot lawfully conduct business when quorum cannot be calculated.

---

## III. Legal Analysis

### A. Advisory vs. Executive Authority

A body that exercises appointment or ratification authority acts in an **executive capacity**, not as a mere advisory group. Once the BAC determined and ratified its own membership, it ceased to be “advisory only” and became a **governing body** required to comply fully with all provisions of the Open Meeting Law.

### B. Physical-Access Requirement

Under 1 V.S.A. § 312(a)(2), every meeting of a public body must provide a **physical location** where the public may attend, observe, and hear the deliberations.

No such location was provided. Remote-only participation is permissible only for members, not as a substitute for public access.

## C. Quorum and Appointment Authority

Quorum can exist only when a fixed number of seats are filled by individuals **lawfully appointed by the governing body**. Outside organizations have no statutory authority to appoint members to CVRPC committees. Committee "rules of procedure" cannot supersede statute. Without Board confirmation of each voting member, quorum is legally indeterminable and any vote is void ab initio.

At the December 18, 2025 meeting, the Committee further ratified the seating and participation of individuals whose appointments had been made or asserted at the prior December 4, 2025 meeting, thereby reaffirming and exercising executive appointment authority.

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## IV. Requested Cure

Pursuant to 1 V.S.A. § 314(b)(1), the complainant requests that CVRPC:

1. **Acknowledge** that the December 18, 2025 meeting violated the Open Meeting Law;
2. **Void** all actions taken at that meeting;
3. **Convene a properly warned public meeting within ten (10) calendar days**, but in any event before December 31, 2025, to:
  - reconstitute the Brownfields Advisory Committee lawfully through Board appointment or confirmation;
  - announce and verify the full roster at the call to order;
  - provide a publicly accessible **physical meeting location** with hybrid access if desired; and
  - conduct any necessary re-votes from a clean slate;
4. **Commit in writing** that the BAC will not hereafter exercise appointment or ratification authority without formal Board action.

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## V. Educational Intent

This notice is also intended to be transmitted to all current BAC participants and CVRPC Commissioners so that every member understands the governing requirements of Vermont's Open Meeting Law. The goal is to restore lawful, transparent, and accountable Brownfields oversight—not to embarrass anyone.

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## VI. Reservation of Rights

If the violation is not cured within the statutory period, the complainant will refer this matter to the Vermont Attorney General or seek judicial relief as provided in 1 V.S.A. § 314(b)(2).

Stephen Whitaker



## BOARD OF COMMISSIONERS

January 13, 2026 - 6:30 pm

***Physical Location - 29 Main Street, Suite 4, Montpelier VT***

***Hybrid Meeting with Remote Participation via Zoom<sup>1</sup>***

<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/u/kcjBhj3bIX>

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

**Page AGENDA**

**6:30<sup>2</sup> Introductions/Roll Call / Confirmation of Meeting Recording**

**Adjustments to the Agenda**

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

**6:35 Nominating Committee Appointments (action - enclosed)<sup>3</sup>**

**6:40 Mad River Path (enclosed)**

**7:05 Brownfields Assessment Grant and Revolving Loan Fund – Addressing allegations (enclosed)<sup>3</sup>**

**7:30 Regional Plan Committee Appointment (potential action)<sup>3</sup>**

**7:35 Accept Meeting Minutes – 12/9/25 (action - enclosed)<sup>3</sup>**

**7:40 Reports (action - enclosed)<sup>3</sup> - Staff and Committee Reports**

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

**8:00 Pending or Probable Civil Litigation (Action - enclosed)<sup>3</sup>**

**8:20 Commissioner Roundtable**

**8:30 Adjourn**

**Next Meeting: February 10, 2026**

<sup>1</sup> Persons with disabilities who require assistance or alternate arrangements to participate in are encouraged to contact us at 802-229-1015 or [cvrpc@cvregion.com](mailto:cvrpc@cvregion.com) at least 3 business days prior to the meeting for which services are requested.

<sup>2</sup> Times are approximate unless otherwise advertised.

<sup>3</sup> Anticipated action item.

Une assistance linguistique gratuite est disponible pour accéder à tous les programmes