

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee Meeting
Minutes
December 1, 2025 Meeting

Present:

Peter Carbee Doug Greason Michael Gray
 Lee Cattaneo Royal DeLegge Janet Shatney
 Jerry D'Amico

Staff: Christian Meyer

Guests: 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: No Adjustments

Public Comment: No public comments.

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.

Commissioner D'Amico moved to accept the financials for August, September and October, 2025, seconded by Commissioner Gray. Motion passed unanimously.

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

Agency of Commerce and Community Development –FY2026 Regional Planning Funds

Commissioner Greason moved to authorize the executive director to sign FY26 agreement with ACCD, seconded by Commissioner Gray. Motion passed unanimously.

Department of Environmental Conservation – FY26 Water Quality Restoration Formula Grant amendment

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.

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.

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