

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Executive Committee Meeting**
3 **DRAFT Minutes**
4 **January 5, 2026 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 checked="" type="checkbox"/> Janet Shatney
<input type="checkbox"/> Jerry D'Amico		

6 **Staff:** Christian Meyer, Nancy Chartrand, Brian Voigt, Eli Toohey

7 **Guests:** Ahsan Ijaz, Ijaz Group

9 **Call to Order:** Chair Carbee called the meeting to order at 4:02 pm, a quorum was present and
10 roll call taken.

11 **Adjustments to the Agenda:** Michael Gray requested we add a discussion of the Executive
12 Director evaluation timeline and process. Chair Carbee advised we will add it following the
13 audit update.

15 **Public Comment:** No public comments.

17 **Financial Report:** Ahsan Ijaz presented the financial report for November.

18 Janet Shatney joined the meeting at 4:05.

19 *Commissioner DeLegge moved to accept the financials for November, 2025, seconded by
20 Commissioner Shatney. Motion passed unanimously.*

22 **Financial Audit Update:** Ahsan Ijaz advised we are still in the FY25 audit completion process
23 with CBIZ and goal is to have draft audit by the next meeting. Christian advised he has spoken
24 with funders who request annual audit as contract deliverables to advise of the delay.

26 **Executive Director Evaluation Process Discussion:** Discussion ensued regarding the current
27 evaluation process and timeline. Nancy will distribute an updated survey to Commissioner Gray
28 for committee members to complete. It was concluded that Commissioner Gray will follow up
29 with Commissioner D'Amico and prepare a summary of staff survey responses with a goal to
30 have it finalized for the February meeting. It was suggested that there be some documentation
31 of the process for future members to follow.

33 **Contract/Agreement Authorization:** Christian Meyer and Brian Voigt provided an overview of
34 the contracts outlined in the meeting packet.

36 Department of Environmental Conservation – SFY2023 Water Quality Restoration Formula
37 Grant Amendment

38 *Commissioner Gray moved to accept the amendment with the VT DEC, seconded by
39 Commissioner Shatney. Motion passed unanimously.*

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

3 *Commissioner Cattaneo moved to authorize the executive director to sign the contract,*
4 *seconded by Commissioner Gray. Motion passed unanimously.*

5
6 **Recommend FY27 Nominating Committee:**

7 Christian Meyer provided an overview of the information in the meeting packet.

8 *Commissioner Greason moved to recommend to the Board of Commissioners David Stapleton*
9 *(Moretown), Michael Gray (Woodbury), and Lee Cattaneo (Orange) to serve on the Nominating*
10 *Committee, seconded by Commissioner Shatney. Motion passed unanimously.*

11
12 **Personnel Policy – Update to Appendix A:** Christian Meyer provided an overview of the update
13 to Appendix A outlining health plan premiums for 2026.

14 *Commissioner Cattaneo moved to amend to update the Personnel Policy Appendix A, seconded*
15 *by Commissioner Shatney. Motion passed unanimously.*

16
17 **Meeting Minutes – 12/01/25**

18 *Commissioner Greason moved to accept the minutes of 12/1/25, seconded by Commissioner*
19 *Cattaneo. Motion passed unanimously.*

20
21 **Brownfields Advisory Committee Open Meeting Law Allegations**

22 Christian Meyer provided an overview of the information as outlined in the meeting packet.
23 VLCT did recommend addressing the allegation on the record with rationale for the denial of
24 the allegation related to the 12/18 Brownfields meeting. Members reiterated we are following
25 appropriate Rules of Procedure and that the Brownfields Committee review and act on the
26 allegation at their meeting on January 15th.

27
28 **Commission Meeting Agenda:**

29 Christian Meyer provided an overview of the draft agenda in the meeting packet.

30 *Commissioner Cattaneo moved to approve the agenda of January 13, 2026, seconded by*
31 *Commissioner Gray. Motion passed unanimously.*

32
33 **Committee Round Table:** Eli and Janet were commended for their work on the Brownfields
34 Committee.

35
36 **Adjourn**

37 *Commissioner Cattaneo moved to adjourn, seconded by Commissioner S`hatney. Motion passed*
38 *unanimously. Chair Carbee adjourned the meeting at 4:54 PM.*

39
40 Respectfully submitted,
41 Nancy Chartrand, Office Manager