



BOARD OF COMMISSIONERS

January 13, 2026 - 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**

- 6:30² 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** (possible action - enclosed)
- 6:40 Mad River Path Project Presentation and Regional Compatibility** (potential action - enclosed)
- 7:05 Brownfields Assessment Grant and Revolving Loan Fund – Addressing allegations** (possible action - enclosed)
- 7:30 Regional Plan Committee Appointment** (possible action)
- 7:35 Accept Meeting Minutes – 12/9/25** (action - enclosed)
- 7:40 Reports - Staff and Committee Reports** (action - enclosed)
- 7:55 Executive Session – 1 V.S.A. § 313(a)(1) Pending or Probable Civil Litigation** (action - enclosed)
- 8:00 Pending or Probable Civil Litigation** (action - enclosed)
- 8:20 Commissioner Roundtable**
- 8:30 Adjourn**

Next Meeting: February 10, 2026

¹ 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 at least 3 business days prior to the meeting for which services are requested.

² Times are approximate unless otherwise advertised.



MEMO

Date: January 13, 2026

To: Board of Commissioners

From: Christian Meyer, Executive Director

Re: Slate for Nomination and Election of FY27 Nominating Committee

☒ **ACTION REQUESTED:** Open the floor to additional nominations and elect **three** commissioners for the FY27 Nominating Committee.

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 Executive Committee Considered the candidates at the January 5, 2026 meeting and moved to recommend the following slate to the Board of commissioners:

1. David Stapleton (Moretown)
2. Michael Gray (Woodbury)
3. Lee Cattaneo (Orange)

At the January 13, 2026 meeting of the Board of Commissioners, the floor will be opened for additional nominations for the Nominating Committee. If no further nominations are made, the Board of Commissioners may approve the recommended slate. Or, once additional nominating is complete, the Board of Commissioners will vote to elect three commissioners.

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 approve the recommended slate of David Stapleton, Michael Gray, and Lee Cattaneo to serve on the FY27 CVRPC Nominating Committee.*



MRV Active Transportation Corridor Presentation to CVRPC

January 13, 2026



MAD RIVER VALLEY
PLANNING DISTRICT
Fayston • Waitsfield • Warren



For over thirty years Mad River Path board and volunteers held a vision for connecting Warren and Moretown (and later Middlesex) with an unbroken bike and pedestrian path





In the summer of 2024, with support from CVRPC, MRVPD, and five valley towns, along with an \$ 84,000 Transportation Alternatives Grant, we embarked on an Active Transportation Corridor Scoping Study.



Major Findings

- Three alternatives were evaluated: **Alternative A** would improve existing trails only, **Alternative B** would add widened bike lanes along Route 100/100B, and **Alternative C** would build a 10-foot separated path from traffic.
- The study demonstrated strong community support for **Alternative C**, with over 300 residents participating across three public meetings, resulting in 218 out of 280 votes (78%) supporting a fully separated shared-use path.



The study identified the preferred alternative to be a hybrid approach that prioritizes safety by combining new construction of a 10-foot wide, shared-use path, with improved existing trails where feasible. This approach would provide safe active transportation access for all ages and abilities, linking villages to schools, businesses, and recreation areas, serving as a major tourism and economic development driver, and creating Vermont's premier multimodal corridor.

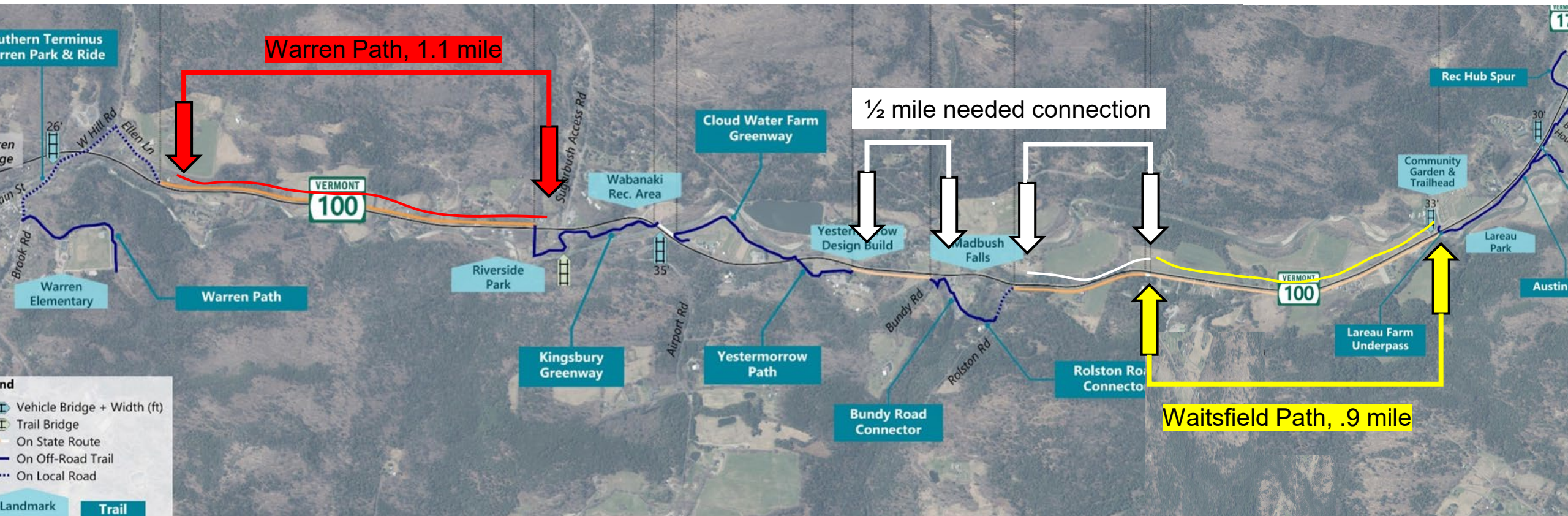


Completing the Mad River Path is a long-term commitment that requires a sustained effort by the entire valley with support from the state. Together, we will manifest a Path that connects communities, provides access to nature for everyone, improves well-being, reduces carbon emissions, and becomes a driver for the sustainable recreational economy.

Phasing

Phasing prioritizes segments that close the gaps between the existing sections of the Mad River Path. These are the “low-hanging fruit” opportunities, where the construction of a relatively short segment of the off-road path creates several miles of connectivity.

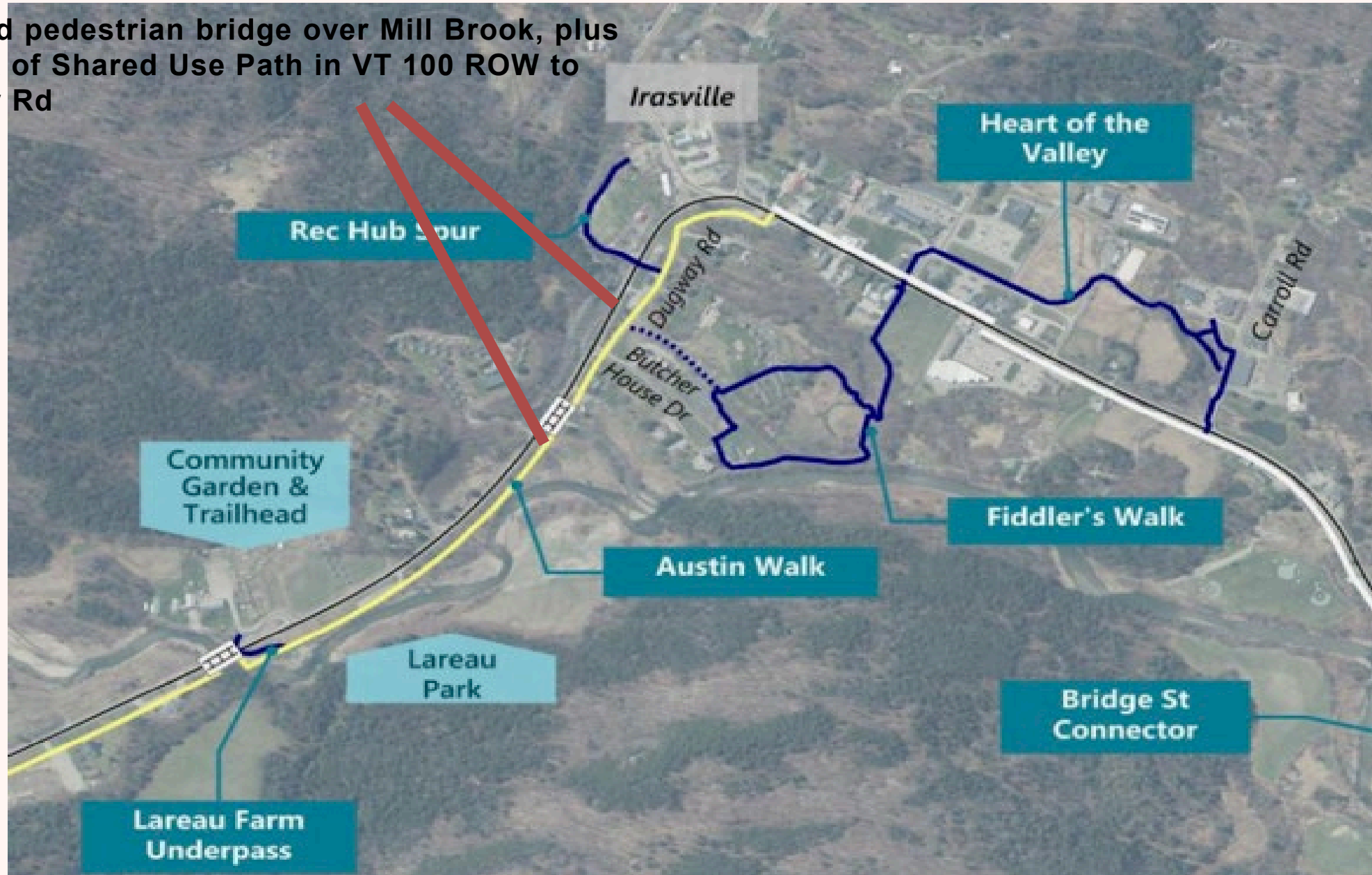
Phases I-II Warren - Waitsfield



01/13/26			Board of Commissioners					12	
	SEGMENT	LENGTH	IMPROVEMENTS	COST	FUNDING SOURCES (Current & Future)	EST. COMPLETION			
Submitted application with CVRPC Working with LocalMotion, VHB, and Warren	1	Warren Village - Ellen Ln	1.1 mile	Striped Ped. & Bike Lane	TBD	VTrans Transportation Alternatives	2028		
	2	Ellen Lane - Riverside Park	1.1 mile	New Path on the West side of VT-100	\$2 M	VTrans Bike & Pedestrian Grant (+ Town of Warren Match)	2029	Applied for Bike/Ped Grant with Warren committing \$400K. Did not get the grant, but received a specific guidance on how to improve the 2026 application	
T-Mobile Grant Submitted (did not receive)	3	Kingsbury Greenway	0.4 mile	Improving existing path	\$50 K	T-Mobile Grant	2026		
Ben and Jerry Grant received. Scheduled for construction for summer 2026	4	Cloud Water Farm Path	0.47 mile	Improving existing path	\$28 K	Two For the Trails Grant	2026	Two For the Trails Grant Submitted 9/25 (Did not get the grant 1/25)	
	5	Yestermorrow Path	0.33 mile	Improving existing path	\$23 K	Trail Funding, TBD	2027	Improve through community fundraising in 2027	
Secured a path easement through a key private property. Negotiating with a landowner for an easement to Kingsbury Rd	6	Yestermorrow - Munn Field	0.5 mile	TBD	TBD	TBD	TBD		
In discussion with a key landowner	7	Munn Field - Lareau Bridge	0.9 mile	New Path on the side of VT-100	\$1.5 M	TBD	2027		
	8	Austin Path	0.53 mile	Improving existing path	\$37 K	Trail Funding, TBD	2027	2027 round of RTP funding	
Preparing 2026 RTP Grant based on feedback received in 2025	9	Mill Brook Crossing to Dugway Rd	0.1 mile	Pedestrian Bridge & path beside VT-100	\$600 K	VTrans Transportation Alternatives	2028	Submitted TA Grant, Working with VHB, and Waitsfield. Town committed \$60K, and will bring a second \$60K request to the voters	
	10	Dugway Rd - Irasville Common via Fiddlers Walk	0.57 mile	Improving existing path	\$40 K	VT Recreational Trails Grant	2027		
	TOTAL		6 MILES		\$4.27 M		2030		

MILL BROOK CROSSING TO FIDDLERS WALK

Bike and pedestrian bridge over Mill Brook, plus 400 feet of Shared Use Path in VT 100 ROW to Dugway Rd



MILL BROOK CROSSING TO FIDDLERS WALK WILL

- Connect Waitsfield village and the Rec Hub to Lareau Swimming Area, Lareau Farm and Forest, and Americal Flat Bread
- Improve bike and pedestrian safety
- Implement segment 9 of the MRP Active Transportation Corridor
- Fill in the gap in connectivity between the Austin Path and Fiddlers Walk

The Town of Waitsfield has endorsed the implementation of the scoping study, authorized the Mad River Path to seek the implementation funding on behalf of the municipality, and committed the local match for the TA application

01/13/26

Board of Commissioners

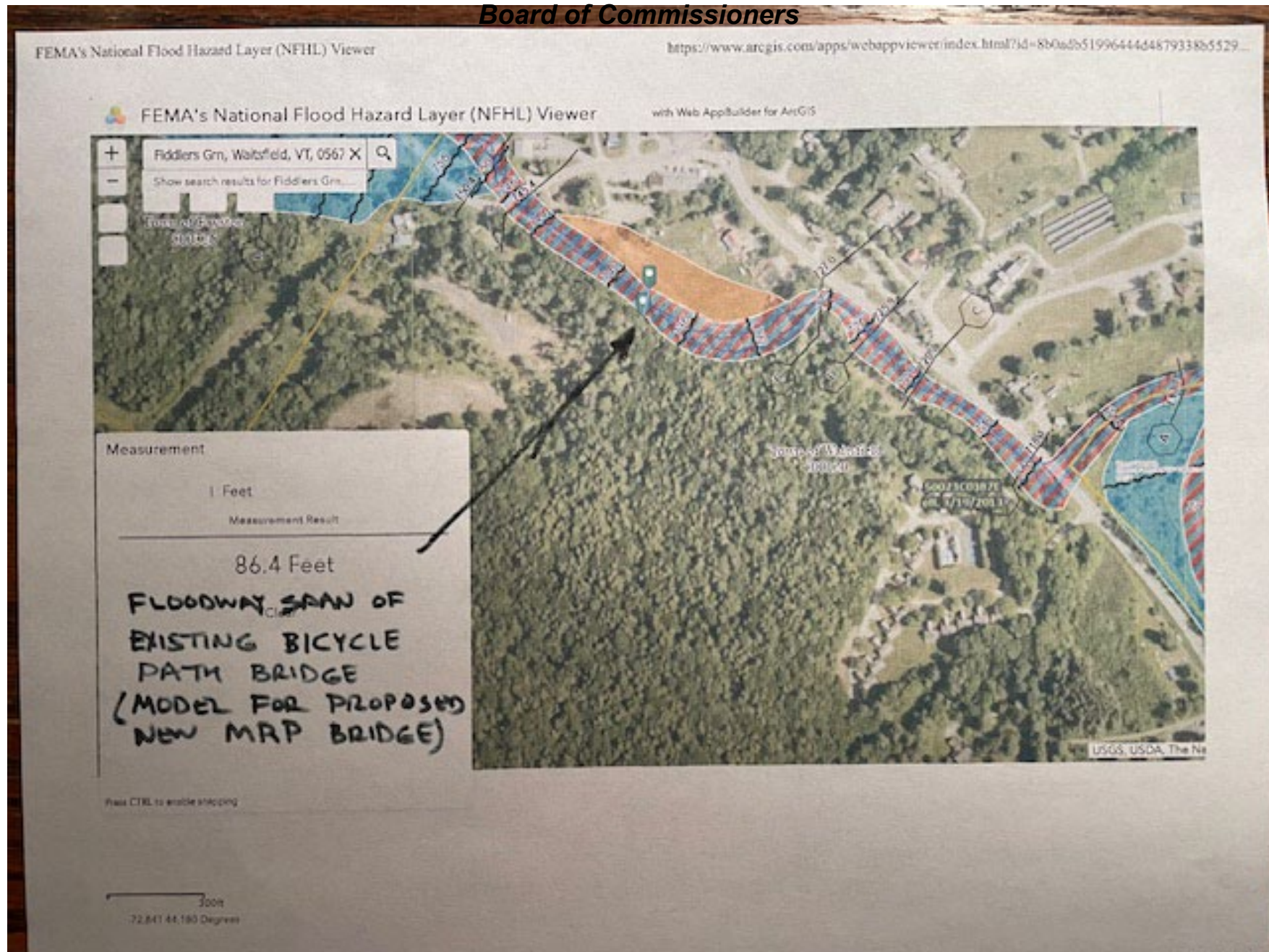
15



Mill Brook Bridge at the MRV Rec Hub

This bridge, installed in 2024, connects the Rec Hub with the network of multi-use trails







REGULATORY FLOODWAY

ZONE AE INDICATES A HIGH RISK AREA WITH A
1% ANNUAL CHANCE OF INUNDATION;
ABOUT 26% CHANCE IN 30 YEARS

~~~~~ = BASE FLOOD ELEVATION



# Waitsfield Town Plan 2023

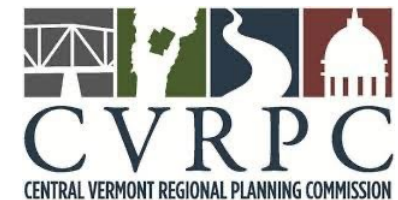
The Waitsfield Town Plan highlights the Mad River Path as a significant element of the Town's recreational and transportation infrastructure. Recent expansions undertaken by the Mad River Path, in collaboration with local landowners, have created opportunities for a future interconnected trail network. This network aims to connect key areas such as Irasville, Warren Village, and Waitsfield Village, thereby enhancing non-motorized access and supporting the growing recreation economy.



# Thank you!



**MAD RIVER VALLEY**  
PLANNING DISTRICT  
Fayston • Waitsfield • Warren







January 8, 2026

Dear CVRPC Commissioners,

CVRPC received the attached email and memo from Mr. Whitaker of Montpelier. In the email and accompanying memo, Mr. Whitaker makes allegations against myself as Executive Director, CVRPC staff, partners, and the organization as a whole, arguing that the CVRPC EPA Brownfield Program grant application “contained false statements, embedded conflicts of interest, violated federal procurement rules, and undermined CVRPC governance.” These attacks are entirely unsubstantiated by the record, as demonstrated in the attached. Mr. Whitaker was in possession of all relevant documents before these allegations were made, and he demonstrates knowledge of their contents. Despite his understanding of the false nature of these allegations, as far as we know, he distributed them to our board chair, the VT ANR secretary, the Governor’s Counsel, and US EPA Region 1.

**This behavior, particularly accusations of a criminal nature (e.g., false statements on a federal funding application), with no substance and no justification, is harmful to our organization, our staff, our board, our reputation, and our continued access to federal funding, present and future. This would have disastrous consequences for the work we can complete for our municipalities, our budget, and our staffing.**

The fact is, Mr. Whitaker, based on his public records requests, had all of the information showing everything CVRPC did was above reproach and fully in compliance with federal laws and regulations. Despite this knowledge he elected to create doubt in our work and defame our organization to our partners. I recommend that this board have a frank conversation about what to do moving forward to counter these attacks and protect our reputation, our funding, and our staff. This should include evaluating judicial options to prevent future abuse and creating a plan to address how the harm to our reputation can be mitigated with partners, including state and federal funders.

As you will see in the detailed responses attached, Mr. Whitaker’s allegations are unfounded and should be dismissed entirely.

Sincerely,

Christian Meyer, Executive Director

Montrose Conflicts of Interest, Procurement Violations, Brownfields Governance Collapse, and Required Corrective Action

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

Date Thu 12/18/2025 1 :32 PM

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

Christian Meyer <meyer@cvregion.com>

Cc Johnson, Jaye <jayeJohnson@vermont.gov>

@ 1 attachment (142 KB)

2025.12.18 Montrose Concerns and Governance memo(1 ).pdf;

## MEMORANDUM

TO: CVRPC Board of Commissioners

CC: ANR Secretary Julie Moore; Governor's Counsel Jaye Pershing-Johnson; EPA Region 1  
Brownfields Program

SEE Attached Memorandum detailing findings.

**RE: Montrose Conflicts of Interest, Procurement Violations, Brownfields Governance Collapse, and Required Corrective Action**

### **STAFF RESPONSES IN RED**

This memorandum presents explicit findings regarding Montrose's conflicts of interest, CVRPC's procurement failures, the collapse of Brownfields oversight, and the immediate need for intervention by the CVRPC Board, the Executive Committee, and the Department of Environmental Conservation.

These findings are grounded in the Montrose contract documents, the EPA Assessment and RLF grant applications submitted under CVRPC's name, the December 4, 2025 Brownfields Advisory Committee (BAC) meeting, and direct statements from Stone Environmental regarding the status of Phase II and SSI work at Country Club Road.

#### **I. Findings Regarding Montrose**

1. Montrose wrote the EPA Brownfields Coalition Assessment Grant application under a \$3000 discretionary contract with CVRPC.

*See Response I below.*

2. Montrose inserted language into that application asserting that Executive Committee approval "was not needed."

*This is misleading. Attachment F of the grant application included a draft agreement between CVRPC and Montrose that only included funding for the \$3000 grant writing phase of the project. Per CVRPC administrative policies a \$3,000 agreement does not require Executive Committee approval. The CVRPC Executive Committee reviewed and approved signature of the final agreement including the implementation phase on October 6, 2025.*

3. That representation is false under CVRPC bylaws and practice because the contract Montrose drafted for itself extends through September 2029, far exceeding the scope of the original \$3,000 discretionary "grant-writing" contract.

*See Response I below.*

4. Montrose wrote itself into the Assessment grant as the de facto Phase II implementer, positioning itself to control up to four years of Assessment activities.

*See Response I below.*

5. The CVRPC Executive Director allowed this misrepresentation to be submitted to EPA without approval from either the Executive Committee or the full Board.

*See Response I below.*

6. Montrose's involvement violates 2 C.F.R. § 200.319(a), which prohibits a contractor who develops a grant application, work plan, or specifications from competing for or receiving the resulting contract because such involvement creates an unfair competitive advantage.

*See Response I below.*

7. The Montrose contract and accompanying pricing exhibit also create a cost-plus-a-percentage-of-cost payment structure prohibited by federal procurement rules, including 2 C.F.R. § 200.323(d).

*The cited federal regulation, 2 C.F.R. § 200.323(d), does not exist. However, all proposers provided full rates for all staff who might work within the scope of the agreements. This simply is not a cost-plus-a-percentage-of-cost payment structure.*

8. Any ongoing role for Montrose beyond the \$3,000 grant-writing task lacks legal authorization, violates federal procurement standards, and creates an existential risk to CVRPC's Brownfields funding.

*See Response I below*

## **Response I**

***Mr. Whitaker fundamentally misunderstands the way that federal cooperative agreements work and consistently confuses the request for proposals and the grant application.***

*Here, CVRPC wrote an RFP. Potential implementers applied. A consultant was selected to provide services supporting both the application of CVRPC to a federal program and its implementation, should the grant be awarded. There is no federal or state regulation restricting this structure. In fact, as you will see below, this structure was developed with support from EPA's regional technical assistance provider, EPA was made aware of the structure, and EPA approved it.*

*An RFP was issued by CVRPC on September 10, 2024. The RFP scope is extremely clear.*

*"The Central Vermont Regional Planning Commission (CVRPC) through this Request for Proposals (RFP), is seeking a qualified environmental (QEP) consulting and/or planning firm to provide assistance with: (a) securing United States Environmental Protection Agency (U.S. EPA) and potentially other federal or state grants for the assessment, cleanup, or redevelopment of Brownfields properties within Washington and Orange Counties of VT, specifically the 23 towns that make up the CVRPC region and (b) **implementation of environmental assessment, remedial planning, community outreach, and other environmental or planning components of grants for***

*which funding is secured. The initial focus for the contract will be securing a U.S. EPA assessment coalition grant and a U.S. EPA Revolving Loan Fund grant as part of the U.S. EPA's annual Brownfields Grant Competition, for which grant applications will be due November 14, 2024. This solicitation is being issued in part to comply with Federal procurement standards outlined in CFR §200.317-327 and Appendix A to 40 CFR part 33 that are applicable to hiring of contractors to assist communities with grants awarded by the U.S. EPA, provided a fair and reasonable compensation is negotiated in accordance with 2 CFR 1500.”<sup>1</sup>*

*The RFP was drafted with the help of UConn Technical Assistance to Brownfields Program, which is skilled in these matters and works on brownfield assessments and RLFs. In fact, the UConn program is supported by the EPA to support New England communities.*

*Following the RFP, several firms responded, thus rejecting the allegation that this contract is sole source. It was procured openly and publicly in compliance with federal regulations.*

*CVRPC selected Montrose based on a published scoring matrix included in the RFP.<sup>2</sup>*

*Following the selection, CVRPC entered a first contract with Montrose for the grant writing services (part of the RFP scope) with a specified amount, and a conditional value for the implementation services should the grant be awarded by EPA.*

*CVRPC submitted a grant application, supported by Montrose, to EPA on November 12, 2024. As part of the grant application to EPA, the entire RFP language was included in Attachment E, including the scope language above, very clearly showing **BOTH** writing and implementation activities. EPA reviewed this material and made the decision to award the funds to CVRPC based on this information and the participation of Montrose as a procured partner. To be abundantly clear, the body of the application included the following language:*

***“Firm Selected: A QEP team led by Montrose Environmental Solutions, Inc. was selected to provide grant application and implementation services.”<sup>3</sup>***

*One cannot be clearer.*

## **II. Findings Regarding the Executive Director**

1. The Executive Director failed to detect - or detected and failed to correct - Montrose's false representation that Executive Committee approval was not required.

*See Response I above*

2. The Executive Director allowed CVRPC's name to be placed on a federal grant application that:
  - contained false statements;
  - embedded conflicts of interest;
  - violated federal procurement rules; and
  - undermined CVRPC governance.

*See Response I above*

3. The Executive Director then permitted a consultant to draft a governance structure – the Coalition MOA - that bypasses the Board, dilutes the role of the BAC, and consolidates control in the hands of consultants.

*See section V below*

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<sup>1</sup> Section I - Request for Proposals: EPA Brownfield Grant Application and Implementation Assistance

<sup>2</sup> Section IV - Request for Proposals: EPA Brownfield Grant Application and Implementation Assistance

<sup>3</sup> CVRPC Grant Application to EPA dated November 12, 2024



4. These failures mirror the same governance pattern seen in the Montpelier City Plan review, now under Superior Court appeal, in which legal requirements, procedural obligations, and oversight mechanisms were disregarded.

*See Responses in Section I above. Further the distribution of these unsupported accusations to third parties should be taken very seriously for the potential harm they may have on CVRPC's ability to attract federal and state funding in the future.*

### III. Findings Regarding the Brownfields Advisory Committee

1. The BAC has repeatedly lacked quorum for years, including historically documented failures in 2018 and the complete breakdown of quorum in 2024-2025.
2. The three-year delay in advancing the two primary Brownfields sites is directly attributable to:
  - collapse of the BAC;
  - absence of Chair leadership;
  - lack of Executive Director oversight;
  - failure of staff to shepherd scopes, work plans, or estimates; and
  - consultants filling the governance vacuum.
3. Because only two duly appointed BAC members were present at the December 4 meeting, no quorum existed and all actions taken were without legal authority.
4. The BAC acted ultra vires by:
  - attempting to convene and vote without a quorum;
  - permitting "self-appointment" of supposed members;
  - treating non-members as voting members; and
  - attempting to ratify provisions of the Brownfield Coalition MOA without authority.
5. The meeting packet contained two different versions of an unlabeled "Table 1" worksheet with no site identification, preventing the public and the committee from knowing what was being voted on.
6. The tables and packet materials were incomplete, unlabeled, not tied to any written work plan, and not suitable for public decision-making.

*Mr. Whitaker makes the false allegations that the Brownfields Advisory Committee has been unable to meet to act and that this has led delays for projects. While the rules of procedure were read aloud to Mr. Whitaker during the most recent meeting of the BAC, December 18, 2025, and prior to his drafting of the above accusations, he knowingly chooses to ignore the legitimacy of the committee in his memo. The accusation that the BAC has been unable to act is furthermore not supported by the accepted meeting minutes published on the CVRPC web site. The committee has regularly met over the course of the last several years as there has been business to attend to.*

### IV. Findings from Stone Environmental

Based on Stone Environmental's project engineer:

1. Stone confirmed they have not written the SSI work plan for Country Club Road; the existing 2025 two-page spreadsheet is a placeholder, not a plan.
2. Stone has completed spatial delineation for Country Club Road but not depth delineation for contaminated soils; depth delineation is critical for protecting construction workers and future residents.

3. Stone confirmed that nearly all testing was performed on former greens, tees, and fairways, despite the presence of a child care facility immediately adjacent to contaminated areas.
4. Stone stated that water line ditching has already performed and that DEC staff provided a "verbal go-ahead." Verbal staff authorization does not satisfy the I-Rule, which requires written approval from the Commissioner or a formal written designee.
5. Stone acknowledged that future construction may require intrusive work review on a foundation-by-foundation basis due to the absence of comprehensive vertical delineation.
6. Stone confirmed they cannot proceed without a work order from Montrose, and that such work orders appear to be triggered by BAC votes - which on December 4 were invalid.

*Mr. Whitaker accurately (based on Stone Environmental's project engineer) acknowledges that a Supplementary Site Investigation has not been completed. Based on a request by the City of Montpelier, CVRPC BAC has reviewed the project and is working with the EPA and the DEC to develop a scope of work before it will be considered for funding by the CVRPC Board's Executive Committee.*

#### **V. Findings Regarding the Brownfield Coalition MOA**

1. The Coalition MOA was never approved by the Executive Committee or the Board of Commissioners.
2. The MOA restructures authority away from the BAC, reversing internal hierarchy and creating a parallel oversight structure without legal authorization.
3. Downstreet Housing and CVEDC may be appropriate members of the BAC but are not appropriate as a parallel oversight structure.
4. The Coalition should be identical to the BAC: same membership, same quorum, same accountability.
5. The consultant-driven coalition structure should be dissolved, and the BAC should serve as the "Coalition" required by EPA.
6. This ensures transparency, public accountability, institutional continuity, and protects against closed-door consultant control.

*Mr. Whitaker demonstrates a misunderstanding of the Brownfields Coalition and attributes authority to the coalition members that CVRPC has not granted. The coalition's role does not influence BAC governance nor the selection of projects for assessment. The accusation further overlooks the advisory status of the committee. All funding decisions are ultimately approved or denied by the Board's Executive Committee.*

#### **VI. Regulatory and Procurement Findings**

1. Montrose's conduct violates 2 C.F.R. § 200.319(a) by writing the grant application and then embedding itself into the work funded by that application.

*See Response 1 above.*

2. Montrose's pricing model violates cost-plus-percentage-of-cost prohibitions under federal rules.

*See section 1.7. above.*

3. The EPA Brownfields program requires state approval of work plans, but ANR cannot serve as a substitute for internal governance or procurement compliance.

*Unsure what this is referring to.*

4. The failures identified here create significant risk to the continuity and integrity of federal Brownfields funding.

*Unsupported*

## VII. Required Corrective Actions

1. The CVRPC Board must immediately review all Montrose-related contracts, amendments, work plans, and procurement actions.
2. The Board and/or EPA must determine whether Montrose's continued involvement is compatible with federal procurement law and conflict-of-interest requirements.
3. Pending this review, Montrose's role must be suspended to protect program integrity and prevent further procurement violations.
4. The Executive Committee must conduct a governance review of the Executive Director's handling of the grant application, consultant oversight, and BAC support.
5. The Board must freeze the Coalition MOA until formally reviewed and approved.
6. The BAC must be fully reconstituted with duly appointed members capable of achieving quorum.
7. CVRPC must adopt mandatory standards for agendas, meeting packet quality, including intelligible budget tables, labeled documents, complete scopes of work, and written work plans before any vote.
8. The Board must require annual reauthorization of all federal grant governance structures.

*Thanks to the hard work of previous boards and directors, CVRPC has excellent administrative and procurement policies. These policies are regularly reviewed and updated to meet the needs of federal regulation and state statute. In fact, the procurement policy and administrative and financial management policies were both most recently reviewed and approved by the Board's Executive Committee on September 3, 2024. These corrective actions are unfounded.*

## VIII. Conclusion

The conflicts of interest, procurement violations, governance failures, and regulatory misunderstandings now surrounding the Brownfields program - and the Country Club Road site in particular - require immediate intervention. The CVRPC Board, the Executive Committee, and the DEC Commissioner must act to restore lawful governance, protect federal funding, and ensure that contaminated lands are characterized and remediated under transparent, compliant, and accountable structures.

Please confirm when this memorandum has been distributed to all Commissioners. I do not have a complete roster, and full Board awareness is necessary for compliance and governance review.

*Based on the public records requests executed by Mr. Whitaker and his attendance at relevant committee meetings in the weeks leading up to the drafting of the accusations, he possessed all relevant information needed to confirm that CVRPC conducted an open and transparent procurement process. Mr. Whitaker demonstrates that he also had complete access and was able to review 2 CFR 200 in depth. Yet, despite his full understanding of the policies and processes followed, he chose to publish and distribute to third parties <sup>4</sup>false and defamatory statements about CVRPC,*

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<sup>4</sup> See List of Carbon Copied recipients



*its staff, and partners that risks real damage to the organization in terms of reputation and the availability of future funding opportunities. I recommend that this board have a frank conversation about what to do moving forward to counter these attacks and protect our reputation, our funding, and our staff. This should include evaluating judicial options to prevent future abuses and creating a plan to address how the harm to our reputation can be mitigated with partners, including state and federal funders.*



## MEMO

Date: January 13, 2026

To: Board of Commissioner

From: Christian Meyer, Executive Director

Re: Responses to Brownfields Program Allegations - Memo

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**✉ ACTION REQUESTED:** Informational

In addition to the already addressed email, CVRPC has received the following memo. The allegations included in the email generally cover the same allegations included in this memo. As such I have restated much of the information below with a focus on procurement and contracting with our grant writer and qualified environmental professional, Montrose Environmental. Where allegations are vague and unsubstantiated or where responses are already included with the email, I have not addressed them in this response.

### **MONTROSE CONTRACT**

In this memo, Mr. Whitaker makes the following arguments and repeats them at length. None of these arguments are supported in fact or law. Mr. Whitaker asserts that:

- The Montrose contract was a discrete contract for \$3,000;
- The role of the contractor was limited to supporting grant writing;
- There was a “migration” in scope;
- The contract with Montrose is a sole source contract;
- The “migration” in scope would have required involvement of the CVRPC board; and that
- The contract is a cost plus a percentage of cost contract

**Mr. Whitaker fundamentally misunderstands the way that federal cooperative agreements work and consistently confuses the request for proposals and the grant application.**

Here, CVRPC wrote an RFP. Potential implementers applied. A consultant was selected to provide services supporting both the application of CVRPC to a federal program and its implementation, should the grant be awarded. There is no federal or state regulation restricting this structure. In fact, as you will see below, this structure was developed in with support from

EPA's regional technical assistance provider, EPA was made aware of the structure, and EPA approved it.

An RFP was issued by CVRPC on September 10, 2024. The RFP scope is extremely clear.

"The Central Vermont Regional Planning Commission (CVRPC) through this Request for Proposals (RFP), is seeking a qualified environmental (QEP) consulting and/or planning firm to provide assistance with: (a) securing United States Environmental Protection Agency (U.S. EPA) and potentially other federal or state grants for the assessment, cleanup, or redevelopment of Brownfields properties within Washington and Orange Counties of VT, specifically the 23 towns that make up the CVRPC region **and (b) implementation of environmental assessment, remedial planning, community outreach, and other environmental or planning components of grants for which funding is secured.** The initial focus for the contract will be securing a U.S. EPA assessment coalition grant and a U.S. EPA Revolving Loan Fund grant as part of the U.S. EPA's annual Brownfields Grant Competition, for which grant applications will be due November 14, 2024. This solicitation is being issued in part to comply with Federal procurement standards outlined in CFR §200.317-327 and Appendix A to 40 CFR part 33 that are applicable to hiring of contractors to assist communities with grants awarded by the U.S. EPA, provided a fair and reasonable compensation is negotiated in accordance with 2 CFR 1500."<sup>1</sup>

The RFP was drafted with the help of [UConn Technical Assistance to Brownfields Program](#), which is skilled in these matters and works on brownfield assessments and RLFs. In fact, the UConn program is supported by the U.S. Environmental Protection Agency to support New England communities.

Following the RFP, several firms responded, thus rejecting the allegation that this contract is sole source. It was procured openly and publicly in compliance with federal regulations. As part of each proposal the firms provided CVRPC with a list of billing rates by staff member. Those proposed rates are included in the agreement for services and will dictate how the consultant will bill CVRPC for services rendered and runs directly counter to a cost plus percentage agreement.

CVRPC selected Montrose Environmental based on a published scoring matrix included in the RFP.<sup>2</sup>

Following the selection, CVRPC entered a first contract with Montrose for the writing services (part of the RFP scope) with a specified amount, and a conditional value for the implementation services should the grant be awarded by EPA.

CVRPC submitted a grant application, supported by Montrose, to EPA on November 12, 2024. As part of the grant application to EPA, the entire RFP language was included in Attachment E, including the scope language above, very clearly showing **BOTH** writing and implementation activities. EPA reviewed this material and made the decision to award the funds to CVRPC

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<sup>1</sup> Section I - Request for Proposals: EPA Brownfield Grant Application and Implementation Assistance

<sup>2</sup> Section IV - Request for Proposals: EPA Brownfield Grant Application and Implementation Assistance



based on this information and the participation of Montrose as a procured partner. To be abundantly clear, the body of the application included the following language:

**“Firm Selected: A QEP team led by Montrose Environmental Solutions, Inc. was selected to provide grant application and implementation services.”<sup>3</sup>**

One cannot be clearer.

Further, the memo seems to assert that governance of this process was subverted through other committees. Though these allegations are vague and unsubstantiated, it is worth noting that all decisions around policy and planning were made by the full Board of Commissioners and only spending and contracting decisions have gone through the Board’s Executive Committee, as delegated. The Board of Commissioners was briefed before the submission of the application to EPA. The board was again briefed after the initial award was announced with Montrose Environmental joining the meeting to answer questions. Later, once EPA documents had been prepared, the Board’s Executive Committee reviewed the contract amendment and authorized the executive director to enter into the agreement for the full amount, in compliance with the RFP and internal CVRPC administrative and financial policies.

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<sup>3</sup> CVRPC Grant Application to EPA dated November 12, 2025

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# MEMORANDUM

**Date: December 18, 2025**

**From: Stephen Whitaker, Montpelier**

**To: CVRPC Board of Commissioners**

**CC: Julie Moore, Secretary of Natural Resources,  
EPA Region 1**

## **I. Executive Summary — Procurement and Federal Compliance Concerns**

This memorandum raises serious concerns regarding the procurement, contracting, and federal compliance framework governing Brownfields activities at the Country Club Road (CCR) site in Montpelier, Vermont. In particular, it documents how a limited grant-writing engagement with Montrose Environmental Group appears to have migrated—without explicit authorization by the CVRPC Board of Commissioners—into a multi-year, sole-source implementation role embedded directly in federal funding applications.

The issue presented is not one of disagreement over policy or project goals. Rather, it is whether the structure and execution of the Montrose engagement can be reconciled with basic public-contracting principles and federal procurement requirements applicable to EPA Brownfields funding, including prohibitions on conflicts of interest, contingent compensation, and contractor involvement in defining scopes of work from which they later benefit.

Based on the record reviewed to date, the Montrose arrangement raises material compliance concerns that warrant immediate Board-level review and independent scrutiny by appropriate state and federal oversight authorities before further reliance is placed on committee approvals or consultant-driven implementation pathways.

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## **II. Origin and Expansion of the Montrose Engagement**

### **A. Initial Grant-Writing Role**

Montrose Environmental Group was initially engaged by CVRPC under a small, discrete contract—approximately \$3,000—for assistance with grant preparation. That role, as represented at the time, was limited to supporting application development for EPA Brownfields funding.

Grant-writing support of this nature is commonly treated as a narrow professional service distinct from downstream project implementation, procurement, or administration.

### **B. Migration into Long-Term Implementation Role**

Subsequent documents and grant materials, however, show Montrose positioned not merely as a preparer of applications, but as a central, long-term implementing partner for Brownfields assessment and Revolving Loan Fund (RLF) activities over a multi-year period.

This migration is reflected in:

- EPA grant applications that identify Montrose as a core implementing entity;
- Coalition and RLF materials embedding Montrose in site assessment, scoping, and execution;
- Contract amendments and related documents that contemplate extended involvement well beyond grant preparation.



This transition—from a nominal grant-writing engagement to a multi-year implementation role—does not appear to have been accompanied by a new competitive procurement, independent scope definition, or explicit authorization by the CVRPC Board of Commissioners approving such an expansion in scope and duration.

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### **III. Sole-Source and Scope-Definition Concerns**

#### **A. Absence of Competitive Procurement**

Public entities receiving federal funds are generally required to conduct competitive procurement for professional services unless a narrow and well-documented sole-source justification applies. The record reviewed does not reflect:

- a competitive solicitation for long-term Brownfields implementation services;
- a documented sole-source justification meeting federal standards; or
- a price reasonableness determination independent of the consultant proposing the work.

Instead, Montrose appears to have transitioned into its expanded role by virtue of its initial grant-writing involvement and its participation in shaping the very funding mechanisms under which it would later perform work.

#### **B. Contractor Involvement in Defining Scope**

Federal procurement rules generally prohibit a contractor from drafting or materially influencing specifications, scopes of work, or program structures from which that contractor later benefits. This prohibition exists to prevent self-dealing and ensure fair competition.

Here, Montrose's involvement in preparing grant applications, coalition frameworks, and implementation pathways raises the question of whether the firm helped define the scope, structure, or sequencing of work that it was later positioned to carry out—without an intervening competitive process.

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## **IV. Federal Procurement and Conflict-of-Interest Implications**

### **A. Contractor Participation in Grant Development and Downstream Benefit**

Federal procurement standards applicable to EPA Brownfields funding are designed to prevent situations in which a contractor is able to influence the design of a program, project, or funding pathway in a manner that advantages that contractor in securing subsequent work.

In general terms, these standards require a clear separation between:

- entities assisting with grant preparation or program design; and
- entities competing for, or performing, the funded work.

Where a contractor participates in drafting, shaping, or materially influencing the scope of a grant application—and is later positioned to perform work funded by that same grant—this raises serious concerns regarding fairness, conflict of interest, and compliance with federal procurement requirements.

The Montrose engagement presents precisely this concern. Montrose's early involvement in grant preparation and coalition structuring appears to have placed the firm in a position to influence how work would be defined, sequenced, and administered, followed by its inclusion as a long-term implementing partner under those same funding mechanisms.

### **B. Contingent, Cost-Plus, or Percentage-Based Compensation Concerns**

Federal procurement rules also impose heightened scrutiny on compensation structures that scale with the amount of grant funding awarded or expended, particularly where the contractor had a role in defining the scope or budget of the work.

To the extent that Montrose's compensation is tied to:

- a percentage of project costs,
- cost-plus arrangements, or
- continued engagement contingent on grant awards or program expansion,

those arrangements warrant careful review to ensure they do not create incentives inconsistent with federal requirements or public accountability.

Even where such structures may be permissible in limited contexts, they require explicit justification, transparency, and independent oversight—none of which appear clearly documented in connection with the expansion of the Montrose role.

### **C. Conflict-of-Interest Disclosure Obligations**

EPA grant applications and associated certifications require disclosure of actual and potential conflicts of interest, including circumstances in which a contractor assisting with application development stands to benefit financially from grant award or implementation.

The record reviewed raises questions as to whether:

- Montrose's dual role as grant-preparation support and implementing partner was fully disclosed;
- the resulting conflicts were evaluated at the Board level; and
- mitigating measures were considered or imposed.

These questions are particularly salient where the contractor's involvement extends across multiple years and multiple funding streams.

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## **V. Board Oversight and Authorization Issues**

### **A. Scope Expansion Without Explicit Board Action**

A critical concern raised by the Montrose engagement is not merely the existence of federal compliance risk, but the apparent absence of explicit Board of Commissioners authorization for the expansion of the Montrose role.

While staff may manage contracts within parameters set by the governing body, material changes in:

- scope,
- duration,
- financial exposure, or
- procurement method

typically require affirmative Board approval.

Here, the transition from a modest grant-writing engagement to a multi-year implementation role appears to have occurred without a discrete Board action approving that shift, and without a contemporaneous evaluation of procurement alternatives or compliance risks.

### **B. Reliance on Committee-Level Processes**

In several instances, reliance appears to have been placed on advisory committee actions or recommendations to legitimize downstream contracting and implementation decisions. Advisory committees, however, do not substitute for governing body approval, particularly where federal funding and long-term contractual obligations are involved.

The absence of clear Board-level review and authorization heightens the risk that the Montrose arrangement will be viewed by auditors or federal agencies as lacking a lawful procurement foundation.



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## **VI. Governance Failures as Enabling Conditions (Context)**

The concerns described above were not created in isolation. They were enabled by broader governance and oversight breakdowns, including:

- advisory committee actions exceeding their proper role;
- staff-driven interpretations of authority in the absence of formal Board determinations; and
- a lack of clear demarcation between advisory input and executive decision-making.

These governance issues are relevant not as standalone complaints, but because they help explain how a consultant-driven implementation structure was allowed to emerge without the level of scrutiny ordinarily expected for federally funded programs.

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## **VII. Coalition Memorandum of Agreement and Displacement of Oversight**

### **A. Coalition Structure and Its Practical Effect**

EPA Brownfields Coalition grants contemplate cooperation among multiple entities, often memorialized through a Coalition Memorandum of Agreement (MOA). Such agreements can be appropriate mechanisms for coordination, provided they do not supplant the governance, oversight, or accountability obligations of the primary grantee or its duly constituted advisory bodies.

In the present case, the Coalition MOA framework appears to have evolved in a manner that functionally shifts key responsibilities away from transparent, Board-appointed oversight mechanisms and toward a consultant-driven implementation structure. This includes:

- reliance on coalition arrangements to advance site selection and assessment activities;
- embedding of a consultant as a long-term implementing partner within coalition operations; and
- use of advisory committee votes as legitimizing steps, even where committee authority and quorum were unsettled.

The net effect is to reduce the practical role of the Brownfields Advisory Committee while simultaneously relying on its actions to validate decisions that carry financial and regulatory consequences.

### **B. BAC Approval of Coalition Arrangements**

On December 4, 2025, the Brownfields Advisory Committee approved actions related to the Coalition framework, notwithstanding unresolved questions regarding its own lawful constitution and authority. Those approvals were later conspicuously absent from subsequent “curative” actions, suggesting recognition that the committee lacked a sound basis to ratify or reaffirm them.

This sequence underscores the structural problem: an advisory body lacking executive authority was asked to bless arrangements that materially affect procurement, implementation, and federal compliance, thereby creating an appearance of oversight without its substance.

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## **VIII. Why These Issues Require Board-, State-, and Federal-Level Review**

### **A. Limits of Committee- and Staff-Level Remedies**

The issues described in this memorandum cannot be resolved through advisory committee action or informal staff interpretation. They involve:

- the scope and authorization of long-term contractual relationships;
- compliance with federal procurement and conflict-of-interest rules;

- the integrity of grant applications and certifications; and
- the risk of disallowed costs or clawbacks.

These are matters squarely within the responsibility of the CVRPC Board of Commissioners and, where federal funds are implicated, appropriate state and federal oversight authorities.

#### **B. Risk of Continued Reliance Without Review**

Continued reliance on the Montrose arrangement and Coalition framework without independent review exposes the Commission and its partners to escalating risk. Once concerns regarding procurement integrity and conflicts of interest are placed on the record, subsequent actions taken without corrective review may be viewed as knowing acceptance of those risks.

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### **IX. Request for Review and Clarification**

Accordingly, this memorandum calls for:

1. **Immediate Board of Commissioners review** of the Montrose engagement, including its origin, scope expansion, compensation structure, and procurement basis;
2. **Clarification of authority** for embedding consultants as long-term implementing partners within EPA Brownfields grants and coalition arrangements;
3. **Independent assessment** of compliance with federal procurement and conflict-of-interest requirements applicable to the grants at issue; and
4. **Suspension of further reliance** on committee approvals or consultant-driven implementation pathways pending completion of such review.

These steps are necessary to restore confidence in the governance and compliance framework governing Brownfields activities at the Country Club

Road site and to ensure that public funds are administered in a manner consistent with applicable law and fiduciary responsibility.

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## **X. Conclusion**

The concerns raised herein are not technicalities. They go to the heart of public accountability in the administration of federal environmental funds. Addressing them now—through transparent Board-level and regulatory review—offers the best opportunity to protect the Commission, its partners, and the public interest from avoidable compliance failures and their consequences.

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## CENTRAL VERMONT REGIONAL PLANNING COMMISSION

## BOARD OF COMMISSIONERS

## Draft MINUTES

December 9, 2025

## Commissioners:

|                                                   |                          |                                                  |                          |
|---------------------------------------------------|--------------------------|--------------------------------------------------|--------------------------|
| <input type="checkbox"/> Barre City               | Janet Shatney, Sec/Treas | <input checked="" 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, 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 type="checkbox"/> Plainfield              | Paula Emery              |
| <input type="checkbox"/> Cabot                    | Brittany Butler          | <input type="checkbox"/>                         | Bob Atchinson, Alt.      |
| <input 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 type="checkbox"/>                         | Don La Haye, Alt.        |
| <input type="checkbox"/>                          | Vacant                   | <input type="checkbox"/> Warren                  | Jim Crafts               |
| <input checked="" type="checkbox"/> E. Montpelier | Alex Rob                 | <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 checked="" type="checkbox"/> Marshfield    | Amy Monahan              | <input checked="" type="checkbox"/> Williamstown | Richard Turner           |
| <input checked="" type="checkbox"/> Middlesex     | Ron Krauth               | <input checked="" type="checkbox"/> Woodbury     | Michael Gray             |
| <input type="checkbox"/>                          | Mitch Osiecki, Alt.      | <input type="checkbox"/> Worcester               | Bill Arrand              |
| <input type="checkbox"/> Montpelier               | Mike Miller              |                                                  |                          |

Staff: Christian Meyer, Nancy Chartrand, Niki Sabado

Call to Order: Chair Carbee called the meeting to order at 6:30 pm, roll call was taken and a quorum was present.

Adjustments to the Agenda: Christian Meyer advised there will be no need for an executive session.

Public Comments: None

Bylaws Update - Meeting Recordings Policy: Christian Meyer provided an overview of the information outlined in the packet.

Dave Stapleton moved to accept the proposed amendments to the CVRPC Bylaws, dated April 11, 2023. Seconded by Ron Krauth. It was confirmed on Page 13 – line 29 – article 608 will be replaced with section 608, as previously noted. Motion passed unanimously with 60% of commissioners voting in favor.

Cabot Municipal Plan – Approval & Confirmation of Planning Process: Niki Sabado, Land Use Planner provided an overview of the information outlined in the meeting packet and providing a presentation of the Municipal Plan Review process and results of the Cabot Town Plan review and hearing.

Lee Cattaneo moved to approve the Cabot Town Plan 2025 as approved by the Selectboard. Seconded by Rich Turner. Motion passed unanimously.

Lee Cattaneo moved to confirm the planning process of the Town of Cabot. Seconded by David Stapleton. Motion passed unanimously.

Gerry D'Amico moved to adopt the resolution documenting the Cabot Town Plan approval and planning process confirmation. Seconded by Michael Gray. Motion passed unanimously.

Project Compatibility Letter Policy: Christian Meyer provided an overview of the information outlined in the packet.

Lee Cattaneo moved to take from the table the item of Letters of Compatibility Review Guidelines. Seconded by Alice Peal. Motion passed unanimously.

Lee Cattaneo moved accept the proposed Letters of Compatibility review guidelines for the Board of Commissioners. Seconded by David Stapleton. Motion passed unanimously.

Nominating Committee Volunteers: Christian Meyer provided an overview of the information outlined in the packet, noting no action is required this evening. Chair Carbee inquired if there were any volunteers willing to serve on the committee. David Stapleton, Lee Cattaneo, Michael Gray volunteered. A appointment vote will occur at the January meeting.

Mitch Osiecki (Middlesex Alternate) joined the meeting at 6:55 pm

Regional Plan Committee Appointment: Recruitment for volunteers was again initiated. No action taken.

Minutes – (11/12/25):

Alice Peal moved to accept the minutes of November 12, 2025, with the noted change that rant on page 4 of minutes should be replaced with grant, seconded by Robert Wernecke. Motion passed unanimously.

Reports: Christian highlighted the Brownfields EPA grant. He also noted that there is still no news that the EMPG grant will go forward this year, and emergency planning is being rolled into all our planning work under transportation, land use, etc. He noted that yesterday it was announced that CVRPC will receive 100K from NBRC to conduct Phase II feasibility assessment in support of the City of Montpelier and the Montpelier Commission on Resilience and Recovery. Also noted was Governor Scott will announce CDBG-DR grant recipients and we will be watching those announcements closely. Peter Carbee noted if any members are aware of brownfields needs in their municipality or area to please advise the Brownfields committee. Lee noted there is an upcoming meeting of the Code of Conduct and Public Participation Work Group scheduled for January.

Michael Gray moved to accept the Staff and Committee reports, seconded by Rich Turner. Motion passed unanimously.

Executive Session: N/A

Pending or Probable Civil Litigation: N/A

Commissioner Round Table:

Gerry noted Doug's train just went through Roxbury. Chair Carbee welcomed Alex Rob of East Montpelier. Christian Meyer advised we now have commissioners from every municipality.

Alice Peal talked about municipal officials having to deal with sticker shock when dealing with infrastructure needs noting a lot of problem is not realizing what the issues are and lots of issues coming up at once and

needs must be prioritized. She also noted they have been looking at development in Irasville area for affordable housing and what infrastructure may be needed to support such development.

Mitch Osiecki shared that through his work with CWAC he connected with Dan Koeneman of WNRCD and Clark Amidon from Moretown they applied for grant through Patrick Leahy – Lake Champlain Basin and rec'd ~ 25K to do studies to do engineering work to create river access at a park in Middlesex on Route 2 close to the Moretown town line.

Peter Carbee noted Washington received FEMA funding for river corridor mapping.

Paula Emery advised she served on CVEDC project prioritization committee and noted that many projects were infrastructure, specifically wastewater infrastructure.

Waitsfield was awarded funds for wastewater project under NBRC, and Montpelier was awarded funds for infrastructure under NBRC.

Adjournment: Robert Wernecke moved to adjourn at 7:25 pm; seconded by Ron Krauth. Motion passed unanimously.

Respectfully submitted,  
Nancy Chartrand, Office Manager

**Central Vermont Regional Planning Commission**  
**Committee & Appointed Representative Reports, December 2025**

*Meeting minutes for CVRPC Committees are available at [www.centralvtplanning.org](http://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. [1/5/26]*

- Authorized Executive Director to sign the following agreement amendments & contracts:
  - Winooski Natural Resources Conservation District – Cheesefactory Road Riparian Buffer Planting
  - Department of Environmental Conservation – SFY2023 Water Quality Restoration Formula Grant amendment
- Received and update on the FY25 audit and accepted November 2025 unaudited financials.
- Adopted proposed amendment to Appendix A of the Personnel Policy.
- Moved to recommend David Stapleton (Moretown), Lee Cattaneo (Orange) and Michael Gray (Woodbury) to the Board of Commissioners for the FY27 Nominating Committee.
- Received an update on the Brownfields Advisory Committee Open Meeting Law allegations.

**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. [11/24/25]*

- Did not meet
- Next meeting date is 01/22/26

**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.*

- The Regional Plan Committee did not meet during December 2025.
- Next meeting scheduled 6 January 2026.

**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.*

- No Meetings
- A meeting and public hearing to review the Moretown Town Plan will be scheduled in the near future.

**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 4<sup>th</sup> Tuesday of the month at 6:30 pm.*

- Did not meet in December. Next meeting scheduled 27 January 2026



**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 December Meeting

**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, 3<sup>rd</sup> Thursdays 10-10:30 am

- December 4<sup>th</sup> meeting from rescheduled November 20<sup>th</sup> meeting not held due to lack of quorum. [Agendas and Minutes](#)
  - recommendation to fund Supplemental Phase II for 203 Country Club Road, Montpelier
  - recommendation to fund Phase II for 9 Heaton Street, Montpelier
  - appointed Kevin Casey of Hickok and Boardman to Real Estate interest group seat
  - appointed Liz Scharf of Capstone Community Action to At-risk Populations interest group seat
- December 18<sup>th</sup> meeting to address Open Meeting Law violation allegation from December 4<sup>th</sup> meeting. [Agendas and Minutes](#) Summary of actions taken;
  - Moved to acknowledge faulty noticing
  - Ratified recommendation to fund Supplemental Phase II for 203 Country Club Road, Montpelier
  - Ratified recommendation to fund Phase II for 9 Heaton Street, Montpelier
  - Ratified appointment of Kevin Casey of Hickok and Boardman to Real Estate interest group seat
  - Ratified appointment of Liz Scharf of Capstone Community Action to At-risk Populations interest group seat
- Next meeting scheduled for January 15, 2026

**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.

- 18 December 2025 meeting: [Minutes & meeting materials](#)
  - Funded riparian buffer planting project proposed by Winooski Natural Resources Conservation District.
  - Funded riparian buffer planting project development proposed by Friends of the Winooski River.
  - Reviewed projects in the pipeline and updates to the Department of Environmental Conservation's cost-rate methodology.
- Next meeting scheduled 15 January 2026

**CODE OF CONDUCT & PUBLIC PARTICIPATION WORK GROUP** – *Established by the Board of Commissioners to draft a code of conduct and public participation policy]*

- Met 12/4/25 to review initial materials for policy creation. Next meeting scheduled for January 15, 2026.

#### **VERMONT ASSOCIATION OF PLANNING & DEVELOPMENT AGENCIES (VAPDA)**

- Discussed determination of energy compliance for regional plans
- Discussed the unknown fate of emergency management planning funding and possible new requirements.
- Discussed VTrans reorganization
- Necrasson Group provided a pre legislative session update
- Met with ACCD Leadership - Tayt Brooks, Alex Farrell, Nick Grimley, and Lyle Jepson for updates on new business.

#### **COMMUNITY INVESTMENT BOARD – VAPDA Representative**

- No meeting

#### **VERMONT ECONOMIC PROGRESS COUNCIL**

No Central Vermont activity.

#### **GREEN MOUNTAIN TRANSIT**

The GMT Board of Commissioners conducted the following business:

- Approved to post FY27 operating budget for approval
- Participated in discussion on the O&D services, legislative approach, and board coordination.
- Continue to participated in Tri-Valley Transit meetings to discuss the transfer of services in Washington County from Green Mountain Transit to Tri-Valley Transit.

**CENTRAL VERMONT ECONOMIC DEVELOPMENT CORPORATION**

- Staff participated in monthly meeting

**MAD RIVER VALLEY PLANNING DISTRICT**

- Staff was unable to participate

## Central Vermont Regional Planning Commission

P: 802-229-0389

Staff Report, December 2025 [cvrpc@cvregion.com](mailto: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](mailto:toohey@cvregion.com), or Niki Sabado [sabado@cvregion.com](mailto:sabado@cvregion.com) unless otherwise noted.

#### Municipal Planning & Plan Implementation:

##### Berlin:

- Ongoing project management for Riverton TOD Master Plan project. (Reuben)
- Met with the Planning Commission to discuss the community survey results and next steps for the Town Plan update (Niki).

##### East Montpelier:

- Corresponded with Trail Committee Chair regarding E911 trail map and the possibility of additional technical assistance for multi-town trail coordination efforts.

##### Montpelier:

- Collaborated with Montpelier Commission for Recovery and Resilience on appraisal, legal, environmental, design, and real estate development services for the property located at 87 State Street. (Lincoln, Eli)
- Montpelier – Continued work with Housing Committee on Housing Needs Assessment including attended Housing Committee meeting to review feedback on preliminary data presentation (Christian and Lory)

##### Northfield:

- Ongoing project management and coordination with consultant and town on next steps to draft form-based code language for TOD Plan. (Reuben, Niki)
- Provided assistance on the Foran property and parcel determination via the LURB and Act250 permit guidance. (Brian, Niki, Lory)

##### Orange:

- developed community engagement presentation on the Town Plan planning components, process and priorities. Began work on data and plan writing. (Niki)
- Worked with Town Clerk and Grants Committee member to address Municipal Planning Grant closeout requirements (Eli)

##### Roxbury:

- Worked with Town Clerk and Planning Commission member to address Municipal Planning Grant closeout requirements (Eli)
- Attended Roxbury Revitalization Plan Presentation

Woodbury – assisted in review of zoning regulations and overlay districts for parcel mapping query from consultant. (Brian, Niki)

Worcester – Met with the Planning Commission for statutory consultation on the Town Plan progress.

Prepared a community survey and best practices guide, letter of recommendations and shared resources with the PC. (Niki, Sam, Lory)

Wrightsville Beach Recreation District – Continued to host board meetings and provide technical and administrative assistance. (Lincoln, Nancy)

#### Regional Planning and Implementation:

##### Regional Plan updates:

- Developed draft Aspiration, Goals, Strategies & Policies for the Utilities, Facilities & Services chapter (Brian).
- Continued work on developing the Regional Future Land Use map (Brian).

### Meetings and workshops

- Central Vermont Regional Trail Managers Meet-Up (1/28/26): Partnering with Vermont Trails and Greenway Council to plan a regional trail manager meet-up to support trail community, learn about current projects in the region, and identify areas of needed support and skill building. **All trail managers are welcome.**
- Wednesday, January 28 (Snow date: Thursday, January 29) from 5:30 PM - 7:30 PM at UVM Extension in Berlin. [Registration Required](#)
- Attended RPC meet-up in Barre. (Keith, Lincoln, Niki, Eli, Lory)
- Attended Vermont League of Cities and Towns Grants and Advocacy Chat on Housing. (Eli, Niki)
- Attended Washington County Housing Coalition Meeting (Eli)
- Attended State and Federal Funding Calendar webinar (Eli)
- Attended Vermont Municipal Climate Planning tool meeting (Eli, Sam)

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

- Participated in meeting with CVEDC new leadership to strategize shared priorities. (Eli)
- Participated in CVEDC Board meetings to comments on new administrative policies and bylaw updates to provide more robust oversight and redundancy for financial management.

### Brownfields: (Contact Eli Toohey, [toohey@cvregion.com](mailto:toohey@cvregion.com))

- Hosted Brownfields Advisory Committee meetings November 20, 2025 (canceled for lack of quorum), December 4, 2025, and a special meeting December 18, 2025 to address Open Meeting Law violation allegations and cure. (Eli)
- Outreach to fill vacant seats on Brownfields Advisory Committee. 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)
- Worked on checklist to get Revolving Loan Fund active. (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, telecommunications, 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
- Followed ongoing proceedings: Grid Resilience Proceeding, GMP Irasville substation upgrade [25-2468-PET](#), and Marshfield telecommunications Tower ([25-1543-PET](#))
- Reviewed new telecommunications projects in Fayston, Waterbury, Berlin, and Moretown for de minimis classification

## EMERGENCY MANAGEMENT & HAZARD MITIGATION

Contact Keith Cubbon, [cubbon@cvregion.com](mailto: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 (FEMA approval 12/3), Berlin, and Warren (VEM review) (Keith, Lincoln, Brian)
- Continued support for Capital Fire Mutual Aid application for Community Development Block Grant- Disaster Recovery funding and with discussion about pilot with public safety communications task force members.
- Supported Plainfield and Marshfield in flood study kick off meetings.
- Natural Resources Conservation Service – Emergency Watershed Protection Program (Brian & Lincoln)
- Staff are currently providing grant administration and technical assistance to the towns of Berlin, Fayston, Marshfield, Middlesex, Plainfield, and Woodbury.
- Met with Natural Resources Conservation Service staff to discuss engineering designs, procuring engineering and construction services and municipal coordination.
- Received notification of CDBG-DR grant for RIVER Navigator for \$750,000 and started grant award paperwork for acceptance.
- Participated in THIRA Survey (VEM) on building codes and community sheltering (Keith and Sam)

## TRANSPORTATION

Contact Reuben MacMartin, [macmartin@cvregion.com](mailto:macmartin@cvregion.com) or Keith Cubbon, [cubbon@cvregion.com](mailto:cubbon@cvregion.com), unless otherwise noted.

### Field Services:

- On pause for the season

### Public Transit:

- Plotted MyRide Service Area map for GMT (Reuben)

### Municipal Assistance:

- Supported Plainfield in Bridge design meetings for Brook Road Bridge #21 and Mill Street Bridges and in Federal Highway Works Administration process for all of Brook Rd. (Keith)
- Assisted Plainfield in Statement of Qualifications review for upper Brook Road project sites. (Keith)
- Provided information to towns about Town Highway Safety Improvement Project Grant- met with Orange and Cabot to discuss projects. (Keith)
- Assisted Moretown with determining viable options and requirements for traffic calming/speed reduction interventions at multiple locations on multiple roads within the town (Reuben)

**Regional Activities:**

- Convened and supported selection committee to recommend allocation of TPI Planning funds to town study proposals (Keith and Reuben)
- Attended Quarterly Drive Electric Stakeholders Meeting: Vehicle to Grid Industry Updates, EV Charging Planning & Funding Updates (NEVI, VW Settlement, Charge VT, etc), Federal & State Policy Updates, EV Marketing and Act 44 Updates, Renewable Energy Standard Tier 3 Update. (Sam)
- Reviewed and updated regions data in VTculverts to include road names for all entries. (Keith)
- Attended Intersection Control Evaluation rollout. (Keith & Reuben)
- Safe Streets and Routes for All (SS4A):
  - Ongoing crash data analysis (Reuben & Lory)
  - Drafting town profiles (Reuben)
  - Finalized survey instrument in consultation with steering stakeholders (Reuben)
- Capital Area Community Bikeshare:
  - Finalized RFP for consultant solicitation based on partner feedback (Reuben)

## CLIMATE & ENERGY

Contact Sam Lash, [lash@cvregion.com](mailto: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.**

- Continued providing technical assistance with implementation awards:
- Orange: weekly meetings, prepared Construction Manager Contract, amendments, financial hardship case; supported onboarding staff to administrative tasks, and complementary ongoing grant awards.
- Cabot: outreach to VDHP re lighting measures, outreach to Efficiency VT re WWTF process efficiency and HVAC plan; prepared amendments and RFPs.
- Washington: Reviewed incoming bid and then contract- provided corrections and recommendations for Selectboard approval.
- Roxbury: Reviewed progress updates and updated proposed plan side by side with SOW, outlined next steps, prepared amendments.
- Worcester: met with Selectboard chair re solar projects (siting, funding, sizing for future demand);
- Plainfield: provided assistance for solar array (sizing, tax incentives, amendment); outreach to EVT for geothermal vendors limitations and sought additional technical assistance for project.
- Barre City: outreached on behalf of BGS repeatedly for meeting; reviewed posted RFP.
- Reviewed HUD Rural Library Funding Program ([HVAC and building envelope](#)), attended webinar, and conducted outreach to our 14 libraries, offered support for project scoping and application.
- Provided Northfield with resources and recommendations regarding funding programs to support TENS work (HUD library, CHIP, etc) and opportunity with students for preliminary design work.
- Conducted outreach for mini grant awards- developed detailed flyer with eligible, pre-approved uses:
- Contacted and met with with Solaflect for municipal off-grid solar EV charger annual lease options. Met with BGS and other RPCS to review mini grant flyer and share uses.
- Outreach to Barre Town, Cabot, Calais, Duxbury, East Montpelier, Fayston, Marshfield, Northfield, Plainfield, Roxbury, Waitsfield, Warren, Washington, Waterbury, Williamstown, and Worcester with unexpended mini-grants.
- Answered town questions, reviewed proposals for expenditure, etc.

- Coordinated with BGS and RPCs: reporting and reimbursement process, amendments, BGS site visits, RFP components and language, baseline establishment (energy use), ADA approach, tax incentives (VLCT), etc.
- Began developing funder round table and town garage best practices resources for towns (including capital planning, procurement at scale).
- Began setting up a regional fire safety training with Captain Birk to train regional fire on solar and battery safety; shared fact sheets and webinars with VEM and began to assess interest in training.
- Received inquiry from WEC for BESS grants (battery) and began developing list of municipal buildings for outreach (battery storage).

#### **Municipal Planning and Implementation**

- Worked on draft of Worcester's Enhanced Energy Plan including thermal section, transportation and renewable energy generation sections update (Climate Pollution Reduction Grant).
- Williamstown- reviewed climate planning pilot program and drafted application to support ongoing town plan update, enhanced energy plan, and LHMP update. (Climate Pollution Reduction Grant)
- Met with Middlesex to provide guidance and support application for climate planning pilot program (capital planning guide), discuss updates with municipal projects, renewables mapping, housing, etc. (Climate Pollution Reduction Grant).
- Conducted outreach to all towns on ANR Climate Action Office's climate planning pilot guide program (attended webinar, fielded questions from towns, reviewed draft guides, etc). (Climate Pollution Reduction Grant)
- Conducted preliminary but comprehensive review of East Montpelier's Town Plan for determination of energy compliance (Enhanced Energy Plan), provided feedback and recommendations, worked with planning commission on updates to maps (siting standards), etc.
- Provided additional feedback to Cabot re Energy and Infrastructure Chapters in Town Plan Update
- Looked into ROW Stewardship Council Program and possible outreach with VELCO to GMP and WEC.
- Met with East Montpelier on award stacks and best practices to properly administer funds; discussed support to draft RFP for consultant and options for increasing capacity.
- 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**

- Provided support to other regional energy planners on data and methodology for Regional Plan (Enhanced Energy Plan).
- Updated Regional base and prime resource potential map, infrastructure map, and began next analyses based on project size, limiting forest fragmentation, and proximity to infrastructure. (CPRG)
- Participated in DOE/National Renewable Energy Laboratory Cohort *Successful Local Partnerships with Electric Utilities* workshop on utility rates, structures, and data.
- Met with Ben Bolaski (Thermal Energy Program Manager), Lou Cecere (Regulated Utility Planning), Randy Brittingham (State Energy Office) from the Public Service Department with VCTN and EAN working group members re Thermal Energy Networks and efficiency and demand side planning, as a non transmission alternative, etc.
- Met with other RPCs and Public Service Department regarding on upcoming Comprehensive Energy Plan Update (and subsequent Act 174 update).

- Attended Climate Adaptation Forum (Sustainable Solutions Lab, UMass Boston, Environmental Businesses Council of New England) on climate disasters and settlement impacts (climate migration trends).
- Energy Action Working Group on Thermal Energy Networks: prepared for presentation in January at quarterly meeting of the Vermont Systems Planning Commission.
- Plan for addendum to CROS Resilience Hub Toolkit that provides information on levels of declaring/deciding emergency (and associated funding/capacity); municipal, regional and state roles processes, and priorities to ensure toolkit is engaged with municipality, EMDs, LTRGs, THRIVE, etc.

## NATURAL RESOURCES

Contact Brian Voigt [voigt@cvregion.com](mailto:voigt@cvregion.com) and Lincoln Frasca [frasca@cvregion.com](mailto: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 municipal staff and engineering consultant regarding project kick-off for stormwater master planning effort in Waterbury.

**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:

- Met with accounting team to discuss financial reporting requirements.
- Coordinated grant amendments to CVRPC's two Formula Grant Awards. The Payment Provisions of the 2023 award were updated. The funding amount of the 2024 award was increased by \$1,004,301 and the duration was extended through 31 August 2027.

### Participated in the following meetings/trainings:

- Department of Environmental Conservation Regional Conservation Partnership Program meeting: Discussed CWSP funding for eligible forestry projects with DEC Agricultural Water Quality Section Chief.
- Department of Environmental Conservation Monthly Clean Water Service Provider Check-in: Discussed Clean Water Action Plan updates, project tracking updates, policy questions, coordination with the Natural Resources Conservation Service, operations & maintenance, risk of project loss, new formula grants and new reporting forms.
- Basin 6 (Missisquoi) Basin Water Quality Council meeting: Attended presentation by VT Forest Parks & Recreation Department on Forest Road project updates.
- VT Fish & Wildlife Department Webinar, "Developing an Outreach Strategy to Celebrate Your Town's Woodlands, Wetlands, and Wildlife:" Distributed outreach materials promoting Clean Water Service Provider forestry project opportunities.
- 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 Projects Stakeholder Directory](#) to facilitate statewide project development. Outreach efforts targeted forestry consulting organizations, watershed protection organizations, conservation districts, and Central Vermont Conservation Commissions.
- Discussed project eligibility and upcoming training opportunities with the Winooski River Basin Planner.
- Hosted Winooski River Basin Water Quality Council meeting:

- The Basin Water Quality Council recommended a riparian buffer planting proposal submitted by the Winooski Natural Resources Conservation District and a project development proposal submitted by the Friends of the Winooski River for funding.

#### Outreach & Education:

- Waterbury – met with Flood Resilience team to discuss funding opportunities for water quality restoration projects.

#### Sub-award Administration:

- Winooski Natural Resources Conservation District
  - Cheesfactory Road Riparian Buffer Planting – Implementation: Plant a 100' wide riparian buffer at a density of 400 stems / acre on ~4-acres across two parcels in the Muddy Brook watershed (Shelburne & South Burlington). This project will be implemented in Spring 2026.
- 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.
  - GMC & VTACT Riparian Buffer Planting – Implementation: Restore 2-acres of riparian habitat by establishing a 50' – 100' buffer at a density of 400 stems / acre. This project will be implemented in Summer 2026.
  - Graber Riparian Buffer Planting – Implementation: Restore 0.85-acres of riparian habitat by establishing a 35' – 50' buffer at a density of 400 stems / acre. This project will be implemented in Summer 2026.
  - SHO Riparian Buffer Planting – Implementation: Restore 1.75-acres of riparian habitat by establishing a 100' buffer at a density of 300 stems / acre. This project will be implemented in Summer 2026.
  - Tyler Place Riparian Buffer Planting – Implementation: Restore 3.75-acres of riparian habitat by establishing a 50' buffer at a density of 400 stems / acre. This project will be implemented in Summer 2026.
  - Winooski River Basin Riparian Buffer Planting – Project Development: Scope potential riparian buffer planting projects throughout the Winooski River Basin and develop 3 – 5 projects with cost-efficient phosphorus reduction potential. Priority projects will be implemented in Fall 2026.
- 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.



- Received letter of support from landowner for the replacement of three private crossing structures and the removal of one dam. Removing / replacing these structures will be part of the McCarty Road culvert replacement project.
- Discussed project development findings and advancing to the final design phase of the McCarty Road culvert replacement with municipal staff.
- 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.
  - The results of this study identified two priority floodplain restoration projects for advancement, one on municipal land and the other on private land. The remaining projects were determined to be cost-inefficient or complicated by other factors (e.g. adjacent state route, conflicting planned future use).
  - Met with the Conservation Commission to discuss project development findings and solicit support for advancing the Lower Fairgrounds floodplain reconnection project to the preliminary design phase.
- Marshfield Road Gully Stabilization & Culvert Replacement – Final Design: Prepare a final engineering design for a gully stabilization and culvert replacement project on a Town Highway and adjacent private driveway.
  - Received project deliverables and met with project engineer to discuss next steps in determining eligibility of culvert replacement with DEC.
  - Communicated with municipal staff regarding the implementation of the gully stabilization portion of the project.

**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.

- The funding cycle for this program has ended for calendar year 2025. We anticipate additional funding to support this work in early 2026.

**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.

- Developed [Municipal Consultation Flood Bylaw & River Corridor Updates flyer](#) advertising technical assistance opportunities. Met with staff and provided Emergency Management and Land Use Planners with outreach materials targeting communities involved in or considering flood studies and or bylaw updates including Plainfield, Waterbury, Calais, Worcester, Marshfield and Washington.
- Responded to meeting requests from Marshfield and Waterbury to review current bylaws for compliance with minimum National Flood Insurance Program requirements and to consider revisions necessary to comply with Department of Environmental Conservation Model Hazard Area Bylaws to ensure maximum Emergency Relief Assistance Fund eligibility.
- Participated in Department of Environmental Conservation Flood Resilience Drop-In Session with Allissa Vigil, Emergency Management Support Specialist with the Vermont Agency of Human Services. Discussed the new Disaster Case Management Program and National Flood Insurance Program compliance and offered technical assistance.

- Participated in quarterly Regional Planning Committee meeting to discuss: Flood Safety Act outreach by Lake Champlain Se Grant and The Nature Conservancy, bylaw update progress and the current Federal Emergency Management Agency map timeline.

## GIS – Geographic Information System Mapping

Contact Brian Voigt, [voigt@cvregion.com](mailto:voigt@cvregion.com), unless otherwise noted.

- Attended monthly Enterprise Geospatial Consortium meeting to discuss: Act 250 data standard, mapping critical infrastructure and new data releases.
- Berlin: Completed map layouts for the Local Hazard Mitigation Plan.
- Cabot: Prepared final draft of the Cabot trail network map in coordination with the Trails Committee.
- East Montpelier: Completed map layouts for the Town Plan update.
- Woodbury: Responded to request for information regarding spatial data representing zoning district boundaries and overlay districts.

## OPEN MEETING LAW & PUBLIC RECORDS REQUESTS

- Request for fully executed contract with Montrose Environmental for Brownfields QEP services and both CVRPC applications for funding under the EPA Brownfields Program, by Stephen Whitaker of Montpelier.
- Request for contract with Montrose Environmental and amendments, all communications with Montrose Environmental and Stone Environmental about the EPA brownfields work, grant applications, scopes of work, or the contracts, by Stephen Whitaker of Montpelier.
- Request for the environmental findings for the federal building at 87 State Street, by Rachel Peirce on behalf of the Montpelier Bridge
- Allegation of Open Meeting Law Violation against the Brownfields Advisory Committee by Stephen Whitaker of Montpelier (12/11/2025)
- Second Allegation of Open Meeting Law Violation against the Brownfields Advisory Committee by Stephen Whitaker of Montpelier (12/18/2025)
- Request for records related appointing authority of non-commissioner seats of the Brownfields Advisory Committee, designations, invitations, statutory authorizations, and any policies or agreements by Stephen Whitaker of Montpelier

## LETTERS OF COMPATIBILITY

- No Requests were received

## OFFICE & ANNOUNCEMENTS

### Office:

- Continued recruitment for new office manager
- Finalized benefit election process for CY26

### Upcoming Meetings:

CVRPC meetings currently offer remote access unless otherwise noted. Meeting access information is provided on agendas at [www.centralvtplanning.org](http://www.centralvtplanning.org).

#### January

|       |      |                         |
|-------|------|-------------------------|
| Jan 1 |      | Office Closed – Holiday |
| Jan 5 | 4 pm | Executive Committee     |

|        |         |                                                     |
|--------|---------|-----------------------------------------------------|
| Jan 6  | 4 pm    | Regional Plan Committee                             |
| Jan 8  | 4 pm    | Clean Water Advisory Committee                      |
| Jan 13 | 6:30 pm | Board of Commissioners                              |
| Jan 15 | 10 am   | Brownfields Advisory Committee                      |
| Jan 15 | 1 pm    | Winooski River Basin Water Quality Council          |
| Jan 15 | 4 pm    | Code of Conduct and Public Participation Work Group |
| Jan 19 |         | <i>Office Closed – Holiday</i>                      |
| Jan 22 | 4 pm    | Project Review Committee                            |
| Jan 27 | 6:30 pm | Transportation Advisory Committee                   |

## February

|        |         |                                            |
|--------|---------|--------------------------------------------|
| Feb 2  | 4 pm    | Executive Committee                        |
| Feb 3  | 4 pm    | Regional Plan Committee                    |
| Feb 10 | 6:30 pm | Board of Commissioners                     |
| Feb 16 |         | <i>Office Closed – Holiday</i>             |
| Feb 19 | 10 am   | Brownfields Advisory Committee             |
| Feb 19 | 1 pm    | Winooski River Basin Water Quality Council |
| Feb 24 | 6:30 pm | Transportation Advisory Committee          |
| Feb 25 | 4 pm    | Project Review Committee                   |

## 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](#). Visit CVRPC's web site at [www.centralvtplanning.org](http://www.centralvtplanning.org) to view our blog and for the latest publications and news.

### December 12<sup>th</sup>

- Vermont Emergency Management - Lunch & Learn
- TIF & CHIP Webinar Series
- Small Scale Local Safety Grant Opportunity
- News from The Association of Vermont Conservation Commissions
- Department of Libraries' Public Facilities Preservation Initiative Grant
- Municipal Planning Grant (MPG) Awards
- State of Vermont Municipal Climate Planning Guide Pilot Program
- CDBG-DR Awards Announced
- CVRPC Clean Water Advisory Committee: Winter Road Maintenance Strategies for Municipalities
- Central VT Trail Manager Meet-up

### January 9<sup>th</sup>

- Spring Flood Preparedness Seminars
- Capital Corridor Community Bikeshare Request for Proposals
- Small Scale Local Safety Grant Opportunity
- Department of Libraries' Public Facilities Preservation Initiative Grant
- 2026 Climate Economy Resilient Communities
- 2026 Regional Project Prioritization List
- Northern Border Regional Commission's (NBRC) Catalyst Program
- Municipal Energy Resilience Program (MERP) Mini Grant Use Recommendations
- 2026 Communities Caring Canopy Grant Program