

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Brownfields Committee Meeting – MINUTES

December 18, 2025

**Present:**

X	Janet Shatney, Chair, Barre City Commissioner
-	Don LaHaye, Vice Chair, Waitsfield Commissioner (Alternate Seat)
X	Alice Farrell, Barre Town Commissioner
X	Peter Carbee, Washington Town Commissioner
X	Ron Krauth, Middlesex Town Commissioner
X	Heather Hurlbert, CVEDC
X	Joan Marie Misek, VT Dept of Health
X	Nicola Anderson, Downstreet Housing and Community Development
-	Liz Scharf, Capstone Community Action
X	Kevin Casey, Hickok and Boardman
-	Vacant, (environment or finance organization)
-	Vacant (environment or finance organization)

**Staff present:** Christian Meyer, CVRPC Executive Director, Eli Toohey, CVRPC Planner

**Members of the Public:** Stephen Whitaker

**Call to Order:** Chair Janet Shatney called the meeting to order at 10:03 am.

**Adjustments to the Agenda:** None

**Public Comment:** No public comment was offered on items not on the agenda at the beginning of the meeting.

## **Review and Respond to Open Meeting Law Violation allegations: CVRPC**

Executive Director Christian Meyer reviewed the Open Meeting Law (OML) violation allegation received by CVRPC on **November 11, 2025**, related to the December 4, 2025 Brownfields Committee meeting. Staff response to each allegation was reviewed, including:

- Alleged defective or misleading agenda notice
- Alleged failure to properly post the agenda
- Alleged lack of quorum
- Alleged failure to provide intelligible meeting materials

Staff explained the statutory requirements of 1 V.S.A. §312, the posting procedures used by CVRPC, the composition of the Brownfields Committee under its Rules of Procedure, and the quorum requirements. The committee discussed the discrepancy between the meeting start time listed on the agenda header and the times shown next to individual agenda items.

Staff recognized that participating committee members were not recognized at the commencement of the meeting. Each member stated their name and affiliation for the record.

Public comment was taken from Steve Whitaker regarding the agenda time discrepancy, committee appointments, quorum concerns, and meeting materials.

Committee discussion followed, including clarification of quorum requirements and committee membership structure, including reading the Membership Section of the Brownfields Advisory Committee Rules of Procedure.

### **Action: Acknowledgment of Open Meeting Law Violation**

Peter Carbee moved to acknowledge a violation of the Open Meeting Law based on the meeting not being noticed in accordance with 1 V.S.A. §312. Joan Marie Misek seconded. Motion passed (unanimous; no abstentions recorded).

### **Action: Cure of Open Meeting Law Violation (Ratification of Prior Actions)**

#### **1. Ratification of Prior Meeting Minutes**

**Motion:** Peter Carbee moved to ratify the motion approving the July 17, 2025, and September 25, 2025, Brownfields Committee meeting minutes. Nicola Anderson seconded. Motion passed unanimously.

#### **2. Ratification of Appointment of Liz Scharf for the at-risk populations interest group seat (Capstone Community Action)**

Peter Carbee moved to ratify the appointment of Liz Scharf to the Brownfields Advisory Committee, Janet Shatney seconded. Motion passed unanimously.

**3. Ratification of Appointment of Kevin Casey for the real estate interest group seat (Hickok and Boardman)**

Peter Carbee moved to ratify the appointment of Kevin Casey to the Brownfields Advisory Committee, Alice Farrell seconded. Motion passed unanimously.

**4. Ratification of Funding Recommendation for a Supplemental Phase II for 203 Country Club Road, Montpelier**

Peter Carbee moved to ratify the recommendation to fund the Phase II Supplemental Assessment at 203 Country Club Road, Montpelier. Alice Farrell seconded. Motion passed unanimously.

**5. Ratification of Funding Recommendation for a Phase II for 9 Heaton Street, Montpelier**

Alice Farrell moved to ratify the recommendation to fund the Phase II Assessment at 9 Heaton Street, Montpelier. Peter Carbee seconded. Motion passed with one abstention (Nicola Anderson abstained due to a conflict of interest related to Downstreet). Roll call of vote was taken.

Yes	Janet Shatney, Chair, Barre City Commissioner
Yes	Alice Farrell, Barre Town Commissioner
Yes	Peter Carbee, Washington Town Commissioner
Yes	Ron Krauth, Middlesex Town Commissioner
Yes	Heather Hurlbert, CVEDC
Yes	Joan Marie Misek, VT Dept of Health
Abstained	Nicola Anderson, Downstreet Housing and Community Development

**Approval of December 4, 2025 Meeting Minutes**

Staff noted a correction to the December 4, 2025, minutes, clarifying that a motion was *stated* rather than *restated* and suggested to add “to recommend”.

Peter Carbee moved to approve the December 4, 2025 meeting minutes as amended. Heather Hurlbert seconded. Motion passed unanimously.

**Meeting Adjournment:** Motion to adjourn was made by Alice Farrell and seconded by Peter Carbee and passed unanimously. Meeting adjourned at 10:43.