

**CENTRAL VERMONT REGIONAL PLANNING
COMMISSION CODE OF CONDUCT & PUBLIC
PARTICIPATION WORK GROUP**

MINUTES

December 4, 2025 Meeting

Present:

<input checked="" type="checkbox"/> Peter Carbee	<input checked="" type="checkbox"/> Jerry D'Amico	<input checked="" type="checkbox"/> Alice Peal
<input checked="" type="checkbox"/> Lee Cattaneo	<input checked="" type="checkbox"/> Royal DeLegge	

Staff: Christian Meyer

Call to Order: In absence of an elected Chair, Christian Meyer called the meeting to order at 4:08 PM.

Adjustments to the Agenda: None

Public Comment: None

Election of Chair

Christian opened the floor to nominations for the working group Chair. Lee nominated Jerry to chair the Code of Conduct and Public Participation Working Group. No further nominations were made. Christian declared Jerry elected by unanimous consent.

Election of Vice Chair

Christian opened the floor to nominations for the working group vice chair. Peter nominated Alice to serve as vice chair to the Code of Conduct and Public Participation Working Group. No further nominations were made. Christian declared Alice elected by unanimous consent.

Jerry took over chairing the meeting from Christian

Information Review

The group reviewed the information provided by staff including the NRPC code of conduct, template materials from the Vermont League of Cities and Towns, and other example policies from similar public organizations from outside Vermont. The group agreed that CVRPC should have two policies, one for staff and commissioner conduct and one for public participation. The group noted that there seem to be several issues rolled into some of the example documents, including regulatory requirements (open meeting law, conflict of interest) and questions of proper decorum. The group acknowledged that this policy is needed to help provide more clarity on decorum and meeting procedures.

The group agreed that chairs would benefit from a meeting procedures cheat sheet to reference during meetings or, when possible, an assigned parliamentarian. The group agreed that a short explainer for participation at the beginning of each meeting would also be beneficial. Staff shared concerns that in hybrid meetings where the chair was not present in the physical location, staff often need to uphold meeting rules in the absence of the chair.

Next Steps

Staff would review existing policy and advise how this policy could help fill any gaps. Including the Commissioner Handbook and Conflict of Interest Policy. A draft code of conduct will be goal for the January meeting.

The group expects to meet three to five times over six months before making a recommendation.

Staff will provide some draft policy language for the committee to start considering.

The next meeting will be January 8 at 4PM.

Adjournment

Alice moved to adjourn the meeting; Royal seconded the motion. The motion carried.

Gerry adjourned the meeting at 4:59PM

Respectfully submitted by Christian Meyer