

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Municipal Plan Review Committee
Meeting
Draft Minutes

November 17, 2025 5:00 – 6:30 pm
29 Main Street, Suite 4, Montpelier, VT 05602
Remote Access Via Zoom

Committee Members:

X	William Arrand, Worcester Representative
	Ron Krauth, Middlesex Representative
X	Brittany Butler, Cabot Representative
X	Michael Gray, Woodbury Representative
X	Joyce Manchester, Moretown Alternate Representative

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Staff: Niki Sabado, Christian Myer, Lorraine Banbury

W. Arrand called the meeting to order at 4:05 PM

Adjustments to the Agenda

No adjustments to the agenda.

Public Hearing on the 2025 Cabot Town Plan

W. Arrand opened the public hearing. B. Butler, Commissioner from Cabot, shared that this Town Plan was largely an update to the previous Town Plan, with the addition of a climate and resilience chapter and more content around flood resilience in general. Cabot is aware that they will need to revise the land use plan in the next year. With no other comments, the hearing was closed.

Actions of the Committee

N. Sabado stated to the Committee that their role was to make a recommendation to the full Board of Commissioners whether to approve the Municipal Plan as submitted and approve the planning process. W. Arrand reminded the Committee that they were not approving the *content* of the plan, but the planning process, and evaluate if the document meets all the statutory requirements for a Municipal Plan.

Staff Review

The staff confirmed the planning process, finding to be consistent with the state goals. Suggestions for future improvements included: future vision for zoning districts; explicit statement of compatibility with adjacent communities; and an expansion of some energy policy elements. Things that were done especially well included: environmental justice, housing needs, climate change and resilience planning. Upon review of compatibility with the Regional Plan, all items were found to be compatible or silent. Upon review of the Town Plans of adjacent communities of Woodbury and Marshfield, no potential conflicts were identified. There was a discussion of a study on two tributaries of the Winooski River, and B. Butler clarified that the next steps were underway.

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Commissioners Review

There was praise for the overall plan, and especially the history section showing the progression of farming. There were some missing captions on figures in Chapters 4 and 5.

Recommended Action

The memo has one possible action to give a conditional approval. N. Sabado clarified that this was a typo and not meant to be a suggestion for how the board should proceed with this vote. A question was asked about what happens to staff feedback, and the response is that it is given to the municipalities in the form of a letter that can be a starting place for the Planning Commission as they evaluate progress on the plan throughout its lifespan. It is also shared with the Commission with the meeting packet to approve the plan.

Motions

J. Manchester moved that the committee recommends to the Board that the Cabot Town Plan meets the statutory requirements for a Town Plan under VSA 24 § 4305b. M. Gray seconded, all in favor; motion carried.

M. Gray moved to approve the Town of Cabot’s planning process for their town plan. J Manchester seconded, all in favor; motion carried.

J. Manchester reiterated how well done the plan was, and B. Butler recognized N. Sabado and CVRPC for helping her and the board do the work.

Approval of Minutes

B. Butler moved to approve the minutes from the July 8, 2025, meeting. W. Arrand seconded, all in favor; motion carried.

Adjournment

W. Arrand moved to adjourn. M. Gray seconded, all in favor; motion carried.

W. Arrand adjourned the meeting at 5:30 PM.

Respectfully submitted by L. Banbury