# CENTRAL VERMONT REGIONAL PLANNING COMMISSION

## Executive Committee Meeting

## DRAFT Minutes

## June 1, 2026 Meeting

Present:

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| ☒ Peter Carbee | ☒ Doug Greason (arrived at 4:10 pm) | ☒ Michael Gray |
| ☒ Lee Cattaneo | ☒ Royal DeLegge | ☒ Janet Shatney (arrived at 4:15 pm) |
| ☒ Jerry D'Amico | | |

**Staff:** Christian Meyer, Barbara Petrie, Jeffrey Gibson

**Guests/Members of the Public:** Ashan Ijaz, Ijaz Group / Stephen Whitaker

**Call to Order:** Meeting recording was confirmed. Chair Carbee called the meeting to order at 4:00 pm, roll was called, and a quorum was present.

**Adjustments to the Agenda:** Christian asked if the Draft Budget and Workplan Review could be moved to the top of the agenda as no action was expected to accommodate Commissioner Shatney's late arrival. There were no exceptions to this.

**Public Comment:** Steve Whitaker raised concerns about a proposed $60,000 local development district contract with Montpelier, arguing it had not been approved by the City Council and presented on several specific issues, including conflicts of interest due to the Regional Planning Commission's dual roles as litigant, Brownfields program administrator, regional plan author, and CDBGDR participant.

**Review Draft Budget & Workplan:** Christian explained that as we are still waiting for the finalization of the 2025 audit, we are still holding off on finalizing the budget work plan. In short, the budget is largely unchanged overall. He also gave a summary of the workplan, which reflects similar work of past years. There is also some information about our financing breakdown, and income from contracts.

There were no questions from the Committee at this time, but an action will be taken at next month's meeting.

**Accept Unaudited Financial Report - Ashan Ijaz, Ijaz Group:** Ahsan Ijaz provided an overview of the information provided in the meeting packet.

Ashan noted that there is only one item holding up the 2025 financial audit completion at this time. However, no numbers have changed since the audit was started so it shouldn't be much longer before completion.

Chair Carbee called for a motion to accept the April Financial Report. *Commissioner D'Amico made the motion, seconded by Commissioner Cattaneo. The **motion** passed unanimously.*

[Jeff left the meeting at 4:22 pm]

**Accept Meeting Minutes – 5/4/2026 & 5/18/2026:** Chair Carbee called for a motion to accept the Meeting Minutes from 5/4/2026 and 5/18/2026. *Commissioner Shatney made the motion, seconded by Commissioner D'Amico. The **motion** passed unanimously.*

**Set FY27 Meeting Dates for Exec Committee and Board:** The group reviewed the proposed Executive Committee meeting and Board of Commissioners meeting dates. The September Executive Committee meeting date will be moved to Monday, August 31st and there will be no August Board Meeting.

Chair Carbee called for a motion to accept the Meeting Dates as amended. *Commissioner Cattaneo made the motion, seconded by Commissioner Shatney. The **motion** passed unanimously.*

**Approval Dental Insurance Benefit:** Christian reminded the Committee these run on the fiscal year rather than the calendar year. The information was included in the packet and represented approximately a 2.57% increase in cost.

Chair Carbee called for a motion to accept the Dental Insurance benefit increase. *Commissioner Cattaneo made the motion, seconded by Commissioner Gray. The **motion** passed unanimously.*

**Contract/Agreement Authorizations:** Christian summarized the contracts as delineated on the agenda and in the packet.

Chair Carbee called for a motion to authorize the Executive Director to sign the grant agreement with the Town of Middlesex to assist with writing zoning updates and maps. *A motion was made by Commissioner Gray, seconded by Commissioner Shatney. **Motion** passed unanimously.*

Chair Carbee called for a motion to authorize the Executive Director to sign the contract with City of Montpelier and NBRC Local Development District Services Commission. Commissioner Cattaneo asked for clarification on whether this would call for any decision on the part of CVRPC and Christian confirmed we simply offer administrative assistance and as a liaison with Northern Borders Regional Commission.

Commissioner Shatney contributed that CVRPC provides these services for Barre City and they are 100% administrative and of a great assistance in guiding the grantee.

*A motion was made by Commissioner Shatney, seconded by Commissioner Cattaneo. **Motion** passed unanimously.*

Chair Carbee called for a motion to approve the feasibility study contracts for the Towns of Marshfield and Williamstown. *A motion was made by Commissioner Cattaneo, seconded by Commissioner Greason. **Motion** passed unanimously.*

**Authorize New Bank Account:** Christian explained that we need to open a new zero-interest bank account to receive funds from the CDBGDR program. Chair Carbee called for a motion to approve opening a new bank account with Community National Bank for the purpose as described. *A motion was made by Commissioner Shatney, seconded by Commissioner Greason. Motion passed unanimously.*

**Set Board of Commissioners Meeting Agenda:** Christian discussed the proposed Board of Commissioners meeting agenda, adding that he would like to add a project compatibility review discussion to it. There was some discussion about whether it should be added to agenda or wait until the Project Review Committee, but the letter may miss the deadline for submission. It was decided to add to add it on later in the later in Board meeting agenda and address it if there is time.

Christian also brought up another item on the Board meeting agenda draft regarding nominating him to represent CVRPC on the 87 State Street Local Development Board of Directors. It was asked that he allocate staff representation if he is unable to.

Christian spoke about where the meeting will be held. *Chair Carbee requested a motion to accept the amended Board of Commissioners' Annual Meeting Agenda. A motion was made by Commissioner Cattaneo and seconded by Commissioner Greason. Motion passed unanimously.*

**Committee Round Table:** There was some discussion around issues with mail delivery, and Christian shared that he will be sending out the voting ballots electronically, and considering a PO Box if there was no improvement.

**Adjournment:** Commissioner Carbee called for a motion to adjourn. *Commissioner Cattaneo moved to approve the motion and was seconded by Commissioner D'Amico.* ***Motion*** *passed unanimously and meeting adjourned at 4:56 pm.*

Respectfully submitted,

Barbara Petrie, Office Manager