CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Executive Committee Meeting

DRAFT Minutes

July 6, 2026 Meeting

Present:

☒ Peter Carbee (arrived at 4:28 pm)	☐ Doug Greason	☒ Michael Gray
☒ Lee Cattaneo	☒ Royal DeLegge	☒ Janet Shatney
☒ Jerry D'Amico		

Staff: Christian Meyer, Barbara Petrie, Jeff Gibson, Reuben MacMartin

Guests: Ahsan Ijaz, Ijaz Group; Kyle Conners, Cbiz, CPA's P.C.

Call to Order: Meeting recording was confirmed. Commissioner Cattaneo called the meeting to order at 4:00 pm, roll call was taken, and a quorum was present.

Adjustments to the Agenda: None

Public Comment: There were no members of the public in the room or on the call.

Accept 2025 CVRPC Audit Report- Ashan Ijaz, Ijaz Group & Kyle Connors, CBiz CPA's PC: Kyle introduced himself as the Managing Director of CBiz and the Commission's third-party independent auditor. He walked the group through the 2025 audit and financial statement results. He noted that the Commission's financials were free of material misstatements and were reliable. He highlighted that operating income was just under $250K. He also noted that the 2025 audit showed no deficiencies or material weaknesses in IT controls, policies and procedures and user rights.

Christian asked if CBiz would be available to answer questions that may come up throughout the year and Kyle acknowledged they would be available.

Commissioner Cattaneo called for a motion to accept the 2025 Audit Report. The motion was made by Commissioner D'Amico, seconded by Commissioner Shatney. ***Motion passed unanimously****.*

Accept 2025 CVRPC Audit Report- Ashan Ijaz, Ijaz Group: Ashan summarized financials for May 2026. There were no grand questions and Christian contributed that he expects any gaps to close once some contractual payments come in, namely Emergency Management Planning Grant and the Mad River Path funding and once invoiced by us. Ashan explained the difference between a snapshot versus our billing and when the funds come in, and that over time, the gaps lessen or disappear.

Commissioner Cattaneo called for a motion to accept the 2025 Unaudited May Financial Reports. A motion was made by Commissioner Shatney, seconded by Commissioner Gray. ***Motion passed unanimously.***

Accept Meeting Minutes – 6/1/2026: *Commissioner Cattaneo called for a motion to accept the Meeting Minutes from June 1, 2026. Commissioner D'Amico made the motion, seconded by Commissioner Gray.* ***Motion passed unanimously****.*

Set FY27 Meeting Dates for Exec Committee and Board: *Commissioner Cattaneo called for a motion to accept the FY27 Meeting Dates for Executive Committee and Board of Commissioner Meetings. The motion was made by Commissioner Shatney and seconded by Commissioner DeLegge.* ***Motion passed unanimously.***

Contract Agreement/Authorizations – Toole Design-Capital Corridor Community Bikeshare-CVRPC #2026-07: Chair Carbee joined the meeting at this time. Reuben MacMartin presented this contract authorization where Toole Design was selected to study technical requirements including software platforms, charging technologies, and station designs for a bikeshare program in Barre, Montpelier, and Hospital Hill.

Chair Carbee called for a motion to authorize the Executive Director to sign the agreement with Toole Design to study the creation of a community-supported micro bikeshare program. The motion was made by Commissioner Gray and seconded by Commissioner Cattaneo. Commissioner D'Amico asked about the timeframe for this project and Reuben answered it would be from the time of signing through the end of next June. ***Motion passed unanimously.***

Adopt Draft Budget and Workplan: Christian presented the budget and workplan post-finalization of the audit. He explained that he's budgeting for another planner. He drew attention to potential increases in legal costs and decreases in accounting costs with Ijaz moving out of their work considerably.

Chair Carbee called for a motion to accept the draft budget and workplan together as presented. The motion was made by Commissioner Cattaneo and seconded by Commissioner Gray. There was some discussion about rounding figures in budget versus actual numbers arriving at revisiting this item again for 2028. ***Motion passed unanimously.***

Set Commission Meeting Agenda: Christian and Committee reviewed the agenda regarding the items that should remain and those that had already been addressed in full or in part. He noted that the 87 State Street Letter of Support as well as the de facto denial from the Board of Directors regarding the OML violation around not limiting comments to one part of the agenda, are two such items, for example.

Chair Carbee called for a motion to accept the Commission Meeting Agenda for next week as amended/edited as needed. Commissioner Shatney made the motion, and it was seconded by Commissioner D'Amico. ***Motion passed unanimously.***

Committee Round Table: Commissioner Shatney noted she may not be in attendance for next week's Board meeting. Commissioner DeLegge contributed that Northfield has a new alternate representative, Mary Smith.

Adjournment: Chair *Carbee called for a motion to adjourn; the motion was made by Commissioner Gray, seconded by acclamation. Meeting adjourned at 4:57 pm.*

Respectfully submitted,

Barbara Petrie, Office Manager