CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Executive Committee Meeting

DRAFT Minutes

August 3, 2026 Meeting

Present:

- ☒ Peter Carbee
- ☐ Doug Greason
- ☒ Michael Gray
- ☒ Lee Cattaneo
- ☒ Royal DeLegge
- ☒ Janet Shatney
- ☒ Jerry D'Amico

Staff: Christian Meyer, Barbara Petrie, Jeff Gibson, Brian Voigt, Keith Cubbon

Guests: None

Members of the Public: Stephen Whitaker, Montpelier Resident

Call to Order: Meeting recording was confirmed, and Chair Carbee called the meeting to order at 4:01 pm. Roll was taken and a quorum was established.

Adjustments to the Agenda: None

Public Comment: Steven Whitaker requested comment at this time. While they requested if further comment on other agenda items could be offered at a later time during the meeting, they were reminded by Chair that existing public participation rules would not allow it. Steven spoke about issues around the soil testing methodology for Country Club Road, arguing that the current averaging method is insufficient for food safety requirements and that a proper work plan is needed before approval. He provided written memos with documentation on both topics he brought up for discussion for inclusion in these minutes – see attached.

Accept Unaudited June Financial Report – Jeff Gibson Jeff presented June financials. The organization maintains a strong financial position, though concerns were raised about accounts receivable balances over 90 days Jeff and Christian reported these are being addressed via reconciliations and cleaning up state receivables. Chair Carbee expressed issues around the A/R aging schedule and addressing billing in a timely fashion. There was further discussion on miscellaneous budget items such as office occupancy, interest expense, copier lease and the like. Christian offered that answers to some of these queries would be forthcoming as time with Jeff and Ahsan Ijaz for further explanation and learning would become available.

Chair Carbee called for a motion to accept the 2025 Unaudited June Financial Reports which was made by Commissioner D'Amico and seconded by Commissioner Gray. ***Motion passed unanimously.***

Accept Meeting Minutes – 7/6/2026: Commissioner D'Amico noted the misspelling of Ahsan's name in the minutes. *Chair Carbee called for a motion to accept the minutes of 7/6/2026 as amended. Commissioner Cattaneo made the motion, seconded by Commissioner Gray.* ***Motion passed unanimously****.*

Contract Agreement/Authorizations – Friends of Winooski River – Tyler Place Tributary Riparian Buffer Planting: Brian explained that this is a continuation of a riparian buffer planning project that CVRPC funded earlier this year. This part of the award would support the hiring of an individual to verify the project was installed as planned, allowing for proper operations and maintenance.

Chair Carbee called for a motion to authorize the Executive Director to sign an amendment to the master agreement with the Friends of the Winooski River. The motion was made by Commissioner Cattaneo and seconded by Commissioner Shatney. ***Motion passed unanimously.***

Commissioner D'Amico noted that the item **"Amend Rules of Meeting Conduct and Public Participation"** on the agenda had been skipped over. This was acknowledged, and it was decided to finish off the **Contract/Agreement Authorizations** and come back to the skipped-over item once completed with Contracts.

Watershed Consulting: Brian summarized this as a subcontract to complete a preliminary design for the Lower Fairgrounds Floodplain Restoration project in Waitsfield. He shared that money for this project is also coming out of the Clean Water Service Provider Grant pot of funds. *Chair Carbee called for a motion to accept. The motion was made by Commissioner Shatney and seconded by Commissioner Gray.* ***Motion passed unanimously.***

Friends of Winooski River – RIVER Navigator Public Outreach and Education: Keith summarized this as mainly as a public engagement piece, extending the VT Community Development Program grant we've already received, further setting up and managing the greater Winooski flood meetings. *Chair Carbee called for a motion to authorize the Executive Director to sign the contract with the Friends of the Winooski River. The motion was made by Commissioner D'Amico and seconded by Commissioner Shatney.* ***Motion passed unanimously.***

University of Vermont - RIVER Navigator Public Outreach and Education: Keith explained that this is also for the River Navigator, however, this is for Rebecca Deal of UVM to do a more flood-focused model. It will fund a grad student to do a deep dive with that model and present academic level answers relative to drainage and mitigating flood risk. This will be primarily funded by VCBP. *Chair Carbee called for a motion to authorize the Executive Director to sign the contract, moved by Commissioner Shatney and seconded by Commissioner Gray.*

Commissioner Cattaneo had a question regarding how this relates to all the dam removal models and Commissioner Shatney asked again about the oversight of the grad student. Keith reiterated information about Professor Deal overseeing the project, with the grad student being under their supervision throughout the process. There was no further discussion. ***Motion passed unanimously.***

Amend Rules of Meeting Conduct and Public Participation: Commissioner D'Amico, as the Chair of the working group for this item, presented that in their July meeting, based on a vote of 3:2, altered the policy to allow for public comment on each item on the agenda, in addition to and open to any topics relevant to the business of the Commission or the committee. There were questions about this change, for example time limits which Commissioner D'Amico shared would be up to three minutes to comment and at the discretion of the Chair.

Commissioner D'Amico requested adding some wordsmithing changes which were shared at this meeting, mainly grammatical and which would be made and offered for review to Commissioner D'Amico, prior to presentation to the full Board for approval.

Chair Carbee called for a motion to accept the amendment to the Rules of Meeting Conduct and Public Participation as of the draft of the 7/20/2026 with the edits of the workgroup's chair. The motion was made by Commissioner DeLegge and seconded by Commissioner Shatney.

Commissioner Cattaneo corrected the motion as "a motion to amend" rather than to accept" as they have already been accepted. Those making the motions acknowledged this. It was confirmed that this would go into effect following this meeting but would have to go before the full board in September.

There was no further discussion, but there was one in opposition when asked all those in favor, forcing a roll call. Results were as follows:

Motion to Amend Rules of Meeting Conduct and Public Participation as of the draft of the 7/20/2026 with the edits of the Workgroup's Chair.
Yes: Barre City, Northfield, Orange, Roxbury, Woodbury
No: Washington
Absent: Waterbury
Motion to amend passed.

Adopt Brownfields Program of Projects: Christian presented a new process of Brownfields programs of projects. *Chair Carbee called for a motion to adopt the Brownfields program of projects. The motion was made by Commissioner Shatney and seconded by Commissioner Gray.* ***Motion passed unanimously.***

Set Commission Meeting Agenda: *Chair Carbee called for a motion to cancel August Board of Commissioners meeting; made by Commissioner Shatney and seconded by Commissioner D'Amico.* ***Motion passed unanimously.***

Committee Round Table: Commissioner: None

Adjournment: *Chair Carbee called for a motion to adjourn; made by Commissioner DeLegge, seconded by Commissioner Shatney. Meeting adjourned at 4:52 pm.*

Respectfully submitted,
Barbara Petrie, Office Manager