CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Executive Committee Meeting

DRAFT Minutes

August 31, 2026 Meeting

Present:

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

Staff: Christian Meyer, Barbara Petrie, Jeff Gibson

Guests: Suzanne Armor, West River Legal

Members of the Public: None

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

Adjustments to the Agenda: Christian explained that there were no financial statements to review in the packet and further information would be provided by Finance Manager, Jeff Gibson upon his joining the meeting.

Public Comment: None

Accept Unaudited July Financial Report – Jeff Gibson: Jeff shared that unaudited July financials were not available for presentation at this meeting. The implementation of a new system at the State of Vermont has caused a delay in their issuing of FY27 indirect rates. Once these are received, he will be able to close the month.

Chair Carbee called for a motion to table review and approval of unaudited July Financial Reports which was made by Commissioner Cattaneo and seconded by Commissioner D'Amico. ***Motion passed unanimously.***

Accept Meeting Minutes – 8/3/2026: Commissioner Greason acknowledged that he was not present at the 8/3/2026 meeting so would be abstaining from voting. It was recognized that roll call was not taken at the beginning of the meeting, so a dual-purpose roll call was taken at this time both for establishing quorum as well as for accepting the 8/3/2026 meeting minutes.

Results were as follows:
Establishing Attendance to 8/31/2026 meeting:
Yes: Northfield, Orange, Roxbury, Washington, Waterbury
Absent: Barre City, Woodbury

Accept 8/3/2026 Meeting Minutes:
Yes: Northfield, Orange, Roxbury, Washington
Abstain: Waterbury
Absent: Barre City, Woodbury

Chair Carbee called for a motion to accept the minutes of 8/3/2026. Commissioner D'Amico made the motion, seconded by Commissioner Cattaneo. ***Motion passed unanimously****.*

Contract Agreement/Authorizations – Lamoille County Conservation District & Vermont Land Trust (Master Agreement for Clean Water Partners): Christian provided a summary on the requests for approval to these amendments of master agreements.

Chair Carbee called for a motion to authorize the Executive Director to sign amendments to the master agreements with the Lamoille County Conservation District and Vermont Land Trust. The motion was made by Commissioner Cattaneo and seconded by Commissioner Greason. ***Motion passed unanimously.***

Municipal Dues for FY 28: Christian introduced the discussion regarding municipal dues, how they are used to fund operations and match other grants. He proposed that the Committee recommend a schedule and rate for membership dues to the Board of Commissioners. After some discussion, the group decided to increase them from $1.42 to $1.47 per capita using the Consumer Price Index (CPI) of 3.5%.

Chair Carbee called for a motion to raise the municipal dues for municipalities to $1.47 per capita based on the CPI of 3.5%. The motion was made by Commissioner Cattaneo and seconded by Commissioner DeLegge. ***Motion passed unanimously.***

Schedule Special Meeting for 9/14/2026: Christian explained the need for scheduling a special meeting of the Executive Committee on September 14th. A statutorily required hearing originally planned for September 8th, was delayed due to a clerical error and needed to be rescheduled to September 14th. As it is best practice to have these hearings opened by a public body of the RPC, it made most sense for that to be the Executive Committee or Regional Plan Committee. There was discussion regarding who in the group would be available to attend on that date as at least 4 would be needed to establish quorum. Chair Carbee and Commissioner D'Amico were the only two confirmed at this meeting to be available and Christian was going to follow up with Commissioner Shatney and Commissioner Gray for their availability. It was decided the meeting would be scheduled by the Chair of the Committee once it was confirmed a quorum would be available.

Set Agenda for September Commission Meeting: Christian went over the proposed agenda items for the Board of Commissioners' meeting scheduled for the 9/8. The meeting opening will consist of the usual items, then the Public Hearing for the Central Vermont Draft 2026 Regional Plan. Input from this hearing will be submitted as written input to the hearing on 9/14. This agenda will also include a proposal to change the Board's October meeting date from the 13th to the 15th to allow for proper timing of publishing the 30-day notice for our final hearing in October.

Additional items on the agenda include presenting the amended Rules of Meeting Conduct, and meeting minutes, staff and committee reports for acceptance.

Chair Carbee called for a motion to accept the proposed agenda for the September 8th Board of Commissioners meeting; made by Commissioner D'Amico and seconded by Commissioner Greason. ***Motion passed unanimously.***

Executive Session 1 V.S.A. § 313(a)(1) Pending or Probable Civil Litigation: *Chair Carbee called for a motion to enter Executive Session and invite Suzanne Armor, Atty, Christian Meyer, Executive Director, Barbara Petrie, Office Manager. The motion was made by Commissioner Greason and seconded by Commissioner DeLegge.* ***Motion passed unanimously.***

The group entered Executive Session at 4:31 pm and exited at 4:48 pm.

A motion was made by Commissioner D'Amico that Onterris forward to CVRPC, their contract with Stone Environmental for the 203 Country Club Road project, with any necessary redactions of proprietary and confidential information they deem necessary. The motion was seconded by Commissioner Greason and ***passed unanimously****.*

Committee Round Table: There was a brief discussion regarding internet availability and options for service around the State.

Adjournment: *Chair Carbee called for a motion to adjourn; made by Commissioner Cattaneo, seconded by Commissioner Greason.* ***Motion passed unanimously.*** *Meeting adjourned at 4:55 pm.*

Respectfully submitted,
Barbara Petrie, Office Manager