CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Executive Committee Meeting

DRAFT Minutes

October 5, 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

Guests: None

Members of the Public: None

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

Adjustments to the Agenda: None

Public Comment: None

Accept Unaudited July & August Financial Report – Jeff Gibson: Jeff reviewed financial status. The organization had a surplus of $50k due to underspending on expenses, particularly on cleaning, rent, office supplies and consultants. Christian explained that consultant expenses were lower than budgeted due to project timing and they were still waiting on payments from ACCD and other grants.

Commissioner Greason requested that financials be shared in a more reader-friendly manner going forward if possible. Chair Carbee asked about REI and related receivables. Christian explained they are mainly small grants and have been mostly invoiced at this point.

Commissioner Cattaneo called for a motion to approve the unaudited July and August financial reports, made by Commissioner Greason and seconded by Commissioner Gray. ***Motion passed unanimously.***

Amend FY27 Budget: Christian explained that the new budget considered the new indirect rate of 73% and the release of an emergency management performance grant worth $46K with a 50% match requirement. There were no changes or questions from the group.

Commissioner Cattaneo called for a motion to amend the FY27 Budget to reflect the new indirect rate. Chair Carbee made the motion, seconded by seconded by Commissioner Greason. ***Motion passed unanimously.***

Accept Meeting Minutes – 8/31/2026: *Commissioner Cattaneo called for a motion to accept the 8/31/2026 Executive Committee Meeting minutes. Chair Carbee made the motion, seconded by seconded by Commissioner Gray.* ***Motion passed unanimously.***

Contract Agreement/Authorizations: VT Department of Public Safety FY 2025 Emergency Management Planning Grant – Staff requested authorization to sign the EMPG contract.

There was no discussion regarding this contract. Commissioner Cattaneo called for a motion to authorize the Executive Director to sign EMPG contract. Commissioner Greason made the motion, seconded by Commissioner Gray. ***Motion passed unanimously.***

All At Once, LLC – Phase II Real Estate Development Services – 87 State Street – Staff action requested authorization to sign the All At Once, LLC Phase II Real Estate Development Services contract following completion of the subcontractor risk assessment form and issuance of a Partial Notice to Proceed. Commissioner Gray had some questions about the auction of 87 State St. specifically; would the government be obliged to deny bidders going forward. Christian explained that while that is likely their prerogative, they entered this process with the desire to get rid of the property, and under pressure from the congressional delegation to work with local partners to do so. Additionally, there are the usual financial pressures under which they are to continue maintaining the property while they hold it.

Commissioner Cattaneo called for a motion to authorize the Executive Director to sign the All At Once, LLC Phase II Real Estate Development Services contract. Commissioner Greason made the motion, seconded by Commissioner Gray. ***Motion passed unanimously.***

Gravel & Shea PC – Phase II Legal Services – 87 State Street: Staff action requested authorization to sign the above contract following completion of the subcontractor risk assessment form and issuance of a Partial Notice to Proceed.

Commissioner Cattaneo called for a motion to authorize the Executive Director to sign the Gravel & Shea PC Phase II Real Estate Development Services contract *agreement. Commissioner Greason made the motion, seconded by Commissioner Gray.* ***Motion passed unanimously.***

Vermont Land Trust – Mill Brook – Winooski River Confluence Floodplain Restoration – Jericho, VT (2023-13.05) – Staff action requested authorization to sign an Addendum to the Master Agreement with the Vermont Land Trust (CVRPC Agreement #2023-13).

Commissioner Cattaneo called for a motion to authorize the Executive Director to sign the Addendum to the Master Agreement with the Vermont Land Trust. Commissioner Greason made the motion, seconded by Commissioner Gray. ***Motion passed unanimously.***

Set Agenda for October Commission Meeting: There was a brief discussion around the wording of the 2026 East Montpelier Town Plan suggesting "approval" instead of "approve." Christian suggested modifying the description of the item to include "regional plan discussion, response to comments, and adoption vote" to allow commissioners time to review public feedback and discuss among themselves.

Commissioner Cattaneo called for a motion to accept the proposed agenda as amended for the October 20th Board of Commissioners meeting; made by Chair Carbee and seconded by Commissioner Greason. ***Motion passed unanimously.***

Executive Session: *There was no Executive Session.*

Committee Round Table: *There was no formal Roundtable discussion. There was a brief discussion about next steps for the draft Regional Plan.*

Adjournment: *Commissioner Cattaneo called for a motion to adjourn; made by Chair Carbee and seconded by Commissioner Gray.* ***Meeting adjourned at 4:27 pm.***

Respectfully submitted,
Barbara Petrie, Office Manager

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