CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee Meeting
DRAFT Notes
November 2, 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: Steven Whitaker, Montpelier resident

Call to Order: This meeting began at 4:02 pm and was recorded. It was confirmed the required amount of notice to clerks was not given and therefore the meeting proceeded as an unofficial session.

Adjustments to the Agenda: Due to the unofficial nature of the meeting, it was decided that most agenda items could be discussed at the next regular Executive Committee meeting, with the exception of the ACCD contract, which would be addressed at a brief special Executive Committee meeting to be held just prior to the upcoming Board of Commissioners meeting on 11/10/20206.

Public Comment: Steve Whitaker presented a public records appeal regarding the Onterris environmental subcontract, requesting the full Board of Commissioners address the issue at their November meeting. He argued that the committee cannot handle the appeal and that the Board needs to decide whether to defend the redacted records or produce them unredacted. Christian notified Steve that a new draft with fewer redactions has been received from Onterris which he will be forwarding to Steve.

Accept Unaudited September Financial Report – Jeff Gibson: Jeff reviewed the September financial reports and presented an update showing total assets of approximately $2.3 million with combined cash and related accounts decreasing to $844, from $1 million last month. Accounts receivable increased to $1.1 million. Jeff noted he will closely monitor this as grant funding payments are received, and that the largest drivers of this are the grant funds we are expecting such as ACCD and TPI. The organization achieved a $90K surplus, driven by being under $330 under budget in expenses, particularly in personnel costs (under budget $200K). Commissioner Cattaneo noted it would be helpful to have an idea of the average monthly cost of operating the office to inform discussions around a change in office space. *Action to be taken at next regular meeting.*

Accept Meeting Minutes – 10/5/2026: There were no comments at this time. ***Action to be taken at next regular meeting.***

Contract Agreement/Authorizations – Agency of Commerce and Community Development: FY2027 Regional Planning Funds. Christian explained it is RPC's annual agreement with ACCD for its regional planning funds and it would be the lone item on the Special Executive

Committee meeting agenda. ***Action to be taken at Special Executive Committee meeting scheduled for 11/10/2026.***

Office Occupancy Discussion: Christian shared that the ongoing construction and dust had become increasingly disruptive to staff and operations, and that public access to the building was poor. There was expressed consensus about the poor public access to CVRPC's current office space and given that the landlord's goal is conversion of the building into residential space, public access would not be improving. The team agreed to develop criteria for finding a new office space at their next meeting, with particular emphasis on public access and compatibility with future use. The matter of options around managing the existing lease remains to be investigated and must involve the full board.

Set Agenda for December Commission Meeting: The group discussed a one-time deviation from their usual process where the Executive Committee sets the agenda, and instead having the full Board approve the agenda as part of their meeting. It was also clarified that the process deviation was just a one-time occurrence and that going forward we would continue to have the Executive Committee setting the Board meeting agenda.

Committee Round Table: *There was no formal Roundtable discussion.*

Adjournment: ***Meeting adjourned at 4:35 pm.***

Respectfully submitted,
Barbara Petrie, Office Manager

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