

**MINUTES**  
**of the**  
**Executive Committee**  
**of the Capital Area Regional Planning Commission**

**October 6, 2025**

**Zoom Webinar**

**5:15 pm**

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**Commissioners Present:** David Pfeiffer, Maureen Crombie, Cynthia Richson, Heidi Murphy, Bill Tishler, Peter McKeever

**Commissioners Absent:** None

**Staff Present:** Jason Valerius, Matt Kozlowski

**Others Present:**

**1. Establish Quorum**

The meeting was called to order by Chair Pfeiffer at 5:15 pm. Quorum was established.

**2. Public Comment on Matters not on the agenda**

None

**3. Minutes of September 8, 2025, Executive Committee Meeting (*actionable item*) (5:16 pm)**

Motion to approve minutes of the September 8, 2025 meeting was made by Commissioner Crombie. Commissioner Murphy seconded.

Motion to amend the minutes of the September 8, 2025 meeting to refine the details under #4 July 2025 Financial Statements (*actionable item*) was made by Commissioner Richson. Commissioner Crombie seconded. The motion carried unanimously.

On the motion to approve the minutes of the September 8, 2025 meeting, as amended, Peter McKeever abstains. The motion passed on a voice vote.

**4. Acknowledgement of Receipt – August 2025 Financial Management Report (*actionable item*) (5:18 pm)**

Motion to acknowledge receipt of August 2025 Financial Statements was made by Commissioner Richson. Commissioner Crombie seconded. The motion carried unanimously.

**5. Future Agenda Items (next meeting is **Monday, November 10, 2025**, via Zoom Webinar at **5:15 pm**)**

- a. 2026 audit services agreement to conduct 2025 audit (Nov/Dec)
- b. Potential amendments to the 2026 CARPC budget (Dec)
- c. Renewed service contract with opt-out towns (Nov/Dec)
- d. Review and update – CARPC Internal Controls Procedures (Nov/Dec)
- e. Executive Director Annual Review (Dec)
- f. Banking Proposal – One Community Bank (Nov)

**6. Adjournment**

Motion to adjourn was made by Commissioner Murphy and seconded by Commissioner Richson. Meeting was adjourned at 5:34 pm.

Respectfully Submitted

  
Cynthia Richson, Secretary