

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
2 JOINT EXECUTIVE COMMITTEE MEETING MINUTES  
3 DRAFT  
4

5 DATE: Wednesday August 5, 2020

6 TIME: 5:45 PM

7 PLACE: Remote Attendance via ZOOM Meeting

8 PRESENT: Mike O'Brien, Chair Catherine McMains, Vice Chair

9 John Zicconi, Treasurer (5:50pm) Bard Hill, At Large <5000

10 Andy Montroll, Immediate Past Chair Chris Shaw, At Large >5000

11 STAFF/OTHER: Charlie Baker, Executive Director Regina Mahony, Planning Mgr.

12 Eleni Churchill, Transportation Program Mgr. Forest Cohen, Senior Business Mgr.

13 Amy Irvin Witham, Business Office Mgr. Emma Vaughn, Communications Mgr.

14 Bryan Davis, Senior Planner

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17 1. Call to Order, Attendance. The meeting was called to order at 5:48 PM by Mike O'Brien.

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19 2. Changes to the Agenda, Members' Items. There were none.

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21 3. Approval of July 1, 2020 Executive Committee Minutes

22 CHRIS SHAW MADE A MOTION, SECONDED BY ANDY MONTROLL TO APPROVE THE JULY 1, 2020  
23 EXECUTIVE COMMITTEE MINUTES AS PRESENTED. NO EDITS NEEDED. MOTION CARRIED  
24 UNANIMOUSLY.

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26 4. Act 250 & Section 248 Applications. There were none

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28 5. Financial Update – FY20 Forest Cohen provided a financial overview covering the period from July 1,  
29 2019 through June 30, 2020. He referred members to the Income Statement they received for the  
30 meeting. Forest stated the month of June was better than expected. We were at 99.1% of  
31 operations support revenue. The last three months of FY20 were very positive. Overall, we are  
32 quite good from a revenue generation standpoint. Forest said this is a good place to be going into  
33 FY21. Members agreed. Forest then referred to the Cash Sheet. He explained we ended the fiscal  
34 year with approximately \$300,000 in the bank. Municipal dues have been coming in and currently  
35 the bank accounts are at \$448,000.

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37 Bard asked, since many of the staff are working from home, if considerations had been given to  
38 reducing office space. Charlie stated we signed a seven year lease with Redstone, however, there  
39 have been discussions about opportunities to share office space. John Zicconi was curious if staff  
40 has been taking less vacation time this summer and if paid time off could be banked? Charlie  
41 explained PTO accruals are not infinite and staff has been taking time as needed over the last few  
42 months.

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44 6. Racial Equity - Next Steps.

45 Charlie said we have been having conversations on Social Justice and Racial Equity internally and  
46 externally. He explained Emma Vaughn and Bryan Davis are taking the lead on this topic; Staff have  
47 been and will continue to attend workshops, share reading materials and participate in external  
48 training. We are working to become better educated and plan to continue with trainings and

1 discussions each month. We also want to learn more about the city of Burlington's declaration that  
2 racism is a Public Health emergency. Charlie said he has had and will continue having conversations  
3 with Mark Hughes, the Executive Director of Justice for All and a member of the Vermont Racial  
4 Justice Alliance.

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6 Mike said he wants more education on the subject and be sensitive to all points of view. Charlie  
7 explained, we need the ability to understand this on a deeper level, the core issues at hand. Bard  
8 asked how we move from education and discussion to action. Catherine agreed with Bard and  
9 explained in Jericho there have been a lot of demonstrations, but she wonders what, as a  
10 municipality, should be done to move things forward in a meaningful way. Mike feels understanding  
11 the issues is the first step and can be used as a base to make changes. Eleni agreed, we need to  
12 address and to understand this is a continuous process. Chris Shaw is wondering if there is data we  
13 could work with to help facilitate action; for instance, in affordable housing, if there are  
14 opportunities in data to identify places of inequity that need changes. Member discussion ensued.  
15 Andy said it is difficult to presume we know how to deal with these issues and agrees there needs to  
16 be further education and understanding to then develop a plan that will lead to action within our  
17 communities. Doing this will take patience and time. Members agreed. Mike said he had a  
18 conversation with Heather Carrington, Winooski's Community and Economic Development Officer,  
19 that the RPC may be a good place to convey information to multiple communities and make this a  
20 regional plan versus one town at a time.

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22 Charlie stated the first plan of action we have is to review the organizational policies and procedures  
23 and ensure we are in line where we need to be. We have a role to play in community development,  
24 affordable housing and equity in housing; these are areas we can make concrete changes that will  
25 have an impact. Bard stated the Howard Center Community Outreach program is set up across  
26 Chittenden county we could potentially examine and use as a model.

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28 Bryan agreed we need to deepen and broaden our understanding about racial inequity, and act  
29 sooner rather than later. We can use education to develop a lens; then we can examine our bylaws,  
30 our relationships with consultants, and ensure we have an awareness in terms of the work we are  
31 doing within our communities. Bryan agreed, this is an ongoing process. Emma said this is the  
32 beginning stage and we recognize it may be an uncomfortable topic, however, we know it is of great  
33 importance and is something we need to address. Charlie stated there are larger organizations  
34 hiring diversity and inclusion directors, however, his vision for our organization, our partners, and  
35 our communities is to lean into this and take the responsibility upon ourselves to make and be a  
36 part of the changes. Charlie also explained these issues tie into our ECOS plan. He also stated we  
37 will review and draft an update for the public participation plan by November. This will help address  
38 policy documents and ensure we are doing the best job. Charlie said there will be continuous  
39 education for all of us, including inviting people to speak on the subject. Bard hill recommended  
40 Xusana Davis, Executive Director of Racial Equity for the State of Vermont.

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42 7. Chair/Executive Director Report

- 43 a. **Clean Water Service Provider update:** Charlie explained the DEC accepted our draft  
44 proposal and the target finish date has been extended to January. Charlie explained  
45 there was only one applicant for each watershed, and we are the backup provider for  
46 the other 6 watersheds.

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- 1                   b. **EDA and EPA Grant updates:** Charlie said we are working on securing funds from two  
2 grants, the EDA (Comprehensive Economic Development Strategy) and EPA  
3 (weatherization in Winooski). The EDA is currently pending; we should know by the end  
4 of the month. There is some interest in having Vermont fill the gap for the West Central  
5 portion of our State in the Economic Development District. We do not know if we have  
6 received funding yet.  
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8                   c. **CHAMP P3 update:** Charlie said we are at the beginning stages and should know in  
9 October if we can make this work. We applied for a 300K Grant for transit organized  
10 development and to investigate the feasibility of commuter rail in Chittenden and  
11 surrounding counties and determining the real estate development opportunities  
12 adjacent to certain rail stations (Transit Oriented Developments). The CCRPC did not get  
13 the BUILD Grant and we are once again partnering with CHAMP P3 to apply for the EDA  
14 Grant with similar scope. We will be reaching out to other RPC's and stakeholders to  
15 coordinate the effort.  
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17 8. Other Business: None needed.  
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19 9. Executive Session: None needed.  
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21 10. Adjournment: BARD HILL MADE A MOTION, SECONDED BY JOHN ZICCONI, TO ADJOURN THE  
22 EXECUTIVE COMMITTEE MEETING AT 7:02PM. MOTION CARRIED UNANIMOUSLY.  
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24 Respectfully submitted,  
25 Amy Irvin Witham