

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

5 DATE: Wednesday September 2, 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 Bard Hill, At Large <5000  
10 Andy Montroll, Immediate Past Chair Chris Shaw, At Large >5000  
11 Jeff Carr, Finance  
12 STAFF/OTHER: Charlie Baker, Executive Director Regina Mahony, Planning Mgr.  
13 Eleni Churchill, Transportation Program Mgr. Forest Cohen, Senior Business Mgr.  
14 Amy Irvin Witham, Business Office Mgr. Bryan Davis, Senior Trans Planner  
15 Emma Vaughn, Communications Mgr.  
16

17 1. Call to Order, Attendance. The meeting was called to order at 5:45 PM by Mike O'Brien.  
18

19 2. Changes to the Agenda, Members' Items. There were none.  
20

21 3. Approval of August 5, 2020 Executive Committee Minutes

22 CATHERINE MCMAINS MADE A MOTION, SECONDED BY ANDY MONTROLL TO APPROVE THE  
23 AUGUST 5, 2020 EXECUTIVE COMMITTEE MINUTES AS PRESENTED. MOTION CARRIED  
24 UNANIMOUSLY.  
25

26 **Mike O'Brien turned the meeting over to John Zicconi for the Financial Committee items at 5:47  
27 PM.**  
28

29 4. Quarterly Journal Entries; April – June 2020

30 Forest referred members to the Journal Entries dated April 2020 through June 2020, included with  
31 the packet. JEFF CARR MADE A MOTION, SECONDED BY CATHERINE MCMAINS TO APPROVE THE  
32 QUARTERLY JOURNAL ENTRIES. MOTION CARRIED UNANIMOUSLY.  
33

34 5. Year End Financial Review – FY20 (July 2019 – June 2020)

35 Forest Cohen provided members with a financial review covering FY20, July 1, 2019 through June 30,  
36 2020.  
37

38 Balance Sheet June 30, 2020. Cash in checking at \$92,104 (operating). Cash in Money Market  
39 (reserve) at \$202,574. Current assets over liabilities, \$597,780. Forest reminded members of the  
40 retirement liability in relation to the balance sheet.  
41

42 Income Statement through June 30, 2020.

43 Forest explained we ended FY20 at 99.1% of operations support revenue. Overall, great revenue  
44 generation in an otherwise very strange year. Forest said this is a good place to be going into FY21.  
45 Catherine asked about the direct rate. Forest explained, during the last quarter of fiscal year we  
46 billed more hours directly to projects than we may have in previous years. This generates positive  
47 income and could be an issue if we must adjust our indirect rate backward for overcollection.  
48 However, he does not believe this will be a problem in the future. Jeff Carr wanted to ensure

1 everyone understands we are not an income generating organization, moving forward he prefers we  
2 not use the word 'income' since we should use terms relative to a non-profit (i.e. revenue versus  
3 income). Forest referred members to the Cash Flow Statement. He explained the cash flow was  
4 adequate through FY20, balances were approximately \$74,000 higher on the last day of the year  
5 than the first. Forest explained there is roughly \$40,000 we could move out of the checking account  
6 and into the money market, which is considered as reserve. John asked members if anyone  
7 opposed moving \$40,000 from the checking to the money market. There was no opposition. John  
8 asked Charlie if he had heard any news coming from the legislature that would affect our financials.  
9 Charlie said he has not heard anything negative regarding funding yet.

10  
11 **John Zicconi concluded the financial portion and turned the meeting back over to Mike O'Brien at**  
12 **6:01 PM.**

13  
14 6. Act 250 & Section 248 Applications.

15 a. Aegis Renewables Energy, Inc.; Hinesburg; #20-2349-AN

16 Regina noted that this is a request to designate the location as a preferred site. The 45-day  
17 notice is for a 150kW solar project on Observatory Road in Hinesburg Vermont. She explained  
18 landfills are automatically designated as a preferred site, this project is partially located on a  
19 capped landfill. The Town of Hinesburg has commissioned the project and will receive the net-  
20 metering benefits associated with the project. The project meets the intent of the Energy Goal  
21 (#17) of the 2018 ECOS Plan, suitability policies and complies with the plan's constraint policies,  
22 with a minor exception; However, since it is a local constraint, CCRPC will defer to the Town of  
23 Hinesburg in determining the impact of development. CCRPC identifies the proposed project  
24 site as a preferred site for net-metering. ANDY MONTROLL MADE A MOTION, SECONDED BY  
25 CHRIS SHAW, TO APPROVE THE LETTER AS PRESENTED TO AEGIS RENEWABLE ENERGY. MOTION  
26 CARRIED UNANIMOUSLY.

27  
28 b. Lakeside Ovens, LLC; Burlington, #4C1316-1

29 Regina said there are no conflicts. The CCRPC staff has reviewed this Act 250 application for the  
30 demolition of an existing two-story office building and its replacement with a 14,450 GSF three-  
31 story office building on the existing foundations with minimal site improvements. The proposed  
32 project is located at 32 Lakeside Avenue, in Burlington Vermont. The CCRPC finds the proposed  
33 project to be in conformance with the Planning Areas of the 2018 Chittenden County Regional  
34 Plan. CCRPC concurs with the overall findings of the study and supports the potential mitigation  
35 strategies suggested for the Lakeside Avenue intersections with the Champlain Parkway and  
36 Pine Street. ANDY MONTROLL MADE A MOTION, SECONDED BY JOHN ZICCONI TO APPROVE  
37 THE LETTER TO RACHEL LOMONACO, AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

38  
39 7. FY21 Committee Appointments

40 Mike said we are in good shape for the FY21 Committee Appointments and Volunteers. We are still  
41 looking for a couple of people, including a member of TAC Interest Group – Disabled. Bard  
42 suggested reaching out to the Vermont Center for Independent living. Catherine has a potential  
43 candidate that she will contact to see if they are interested.

44  
45 8. Racial Equity - Next Steps.

46 Charlie explained we are looking for a comprehensive strategy and training with four levels. The  
47 first level will focus on increasing understanding and training of both staff and board. At the board,  
48 this will kick-off with Mike Hughes, the Executive Director of Justice for All, and a member of the

1 Vermont Racial Justice Alliance, discussing the public health emergency declaration at the  
2 September board meeting. This will be our first conversation with an external party to learn more  
3 about the issues. We will continue to develop several training sessions which will be held over the  
4 next year for staff as well as the Board. Charlie said Emma and Bryan are sharing information with  
5 staff and we are committed to training and information sharing on Social Justice and Racial Equity  
6 topics both internally and externally. The second level of work will be an organizational assessment.  
7 We will have a consultant review what we have in writing and on our website (for example our ECOS  
8 plan, Public Participation, Title VI reporting, and our internal policies and operating procedures).  
9 The third major piece regards the day to day engagement work we do around individual plans and  
10 studies. We want to ensure we have a deeper depth of partners to better engage with diverse  
11 communities within our county. The fourth level will be information sharing and potentially training  
12 across our member municipalities. Charlie said, as part of this, we will set up a web page and  
13 provide monthly updates on efforts happening at each municipality.  
14

15 Andy Montroll felt we have highlighted very good issues. He also appreciated the essay recently  
16 shared with members through e-mail from Catherine McMains and Charlie titled, Our Vermont  
17 Innocence is our Confederate Flag, by Chuck Lacy. Andy wonders if there is a way to develop a  
18 better way to explain systemic racism. Bard Hill suggested we reach out to UVM for historical  
19 accounts in Vermont that could be important for our community members to understand. It is  
20 important to know Vermont is not impervious. Members agreed. Charlie said we need to develop  
21 the best sequence of training we can for increasing understanding and turning that into meaningful  
22 action. Charlie reminded members we welcome all thoughts and resources. He reiterated that  
23 there will be tough conversations to be had on this subject. Members agreed.  
24

25 9. Chair/Executive Director Report

26 a. **Local Government Expense Reimbursement Program:**

27 Charlie said since our last meeting this program was passed in the legislature through  
28 the Cares Act funding. They have asked RPC's to help towns submit applications for  
29 reimbursements. The initial applications are due this Friday. We are doing our best to  
30 help towns apply for this funding. There are some funds being provided to RPC's to help  
31 with this. Catherine said the Jericho Fire department has a 501(c)(3) and based on this  
32 are excluded from receiving any funds. Members discussed.  
33

34 b. **Clean Water Service Provider update:** Charlie explained we were selected as the CWSP  
35 for the Direct to Lake Basin in forthcoming rulemaking. We are awaiting the draft rules,  
36 which may come out tomorrow, and we will need to review. Charlie does expect some  
37 of the Clean Water budget and funding to slow. Clean Water revenue is down, and  
38 implementation of the CWSP program may slow down.  
39

40 c. **Community Rail Feasibility Grant application update:** Charlie said we submitted a  
41 grant application to the Economic Development Administration to determine the  
42 feasibility of a community rail system and if there is a way to make this sustainable. The  
43 only way to do this is to have private development around train stations subsidize the  
44 operation. Referring to Lakeside ovens, that property is owned by HULA. We applied  
45 for \$300,000; \$150,000 would come from the EDA and HULA would fund the remaining  
46 \$150,000. We will reach out to other RPC's and stakeholders to coordinate the effort, if  
47 funded. John asked for clarification on the funding; Charlie explained the scope of work

1 is a total amount of \$300,000 with EDA funding at 50% (\$150,000) and HULA funding  
2 the remaining 50% (\$150,000.00)  
3

4 10. Draft CCRPC Board Meeting Agenda

5 Charlie reviewed the September Board Meeting agenda with members. He explained that, for the  
6 first time, the FTA Title VI program need to be approved by the board. Eleni requested we add an  
7 I89 Study update to the October agenda. Andy requested the upcoming meeting scheduled be  
8 updated. Charlie discussed the Legislative Breakfast meeting that is usually held in December, and  
9 how this could work in the virtual meeting setting. Members discussed different virtual meeting  
10 options and which platforms might work best for larger groups.  
11

12 11. Other Business: Bard asked about Regional Dispatch; Charlie provided a brief update. An update  
13 should also be provided to the board.  
14

15 12. Executive Session: None needed.  
16

17 13. Adjournment: JOHN ZICCONI MADE A MOTION, SECONDED BY ANDY MONTROLL, TO ADJOURN THE  
18 JOINT FINANCE AND EXECUTIVE COMMITTEE MEETING AT 6:48 PM. MOTION CARRIED  
19 UNANIMOUSLY.  
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21 Respectfully submitted,  
22 Amy Irvin Witham  
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