DATE: Wednesday September 2, 2020
TIME: 5:45 PM
PLACE: Remote Attendance via ZOOM Meeting
PRESENT: Mike O’Brien, Chair
  Catherine McMains, Vice Chair
  John Zicconi, Treasurer
  Bard Hill, At Large <5000
  Andy Montroll, Immediate Past Chair
  Chris Shaw, At Large >5000
  Jeff Carr, Finance
STAFF/OTHER: Charlie Baker, Executive Director
  Regina Mahony, Planning Mgr.
  Eleni Churchill, Transportation Program Mgr.
  Forest Cohen, Senior Business Mgr.
  Amy Irvin Witham, Business Office Mgr.
  Bryan Davis, Senior Trans Planner
  Emma Vaughn, Communications Mgr.

1. Call to Order, Attendance. The meeting was called to order at 5:45 PM by Mike O’Brien.
2. Changes to the Agenda, Members’ Items. There were none.
3. Approval of August 5, 2020 Executive Committee Minutes
   CATHERINE MCMAINS MADE A MOTION, SECONDED BY ANDY MONTROLL TO APPROVE THE
   AUGUST 5, 2020 EXECUTIVE COMMITTEE MINUTES AS PRESENTED. MOTION CARRIED
   UNANIMOUSLY.
Mike O’Brien turned the meeting over to John Zicconi for the Financial Committee items at 5:47
PM.
4. Quarterly Journal Entries; April – June 2020
   Forest referred members to the Journal Entries dated April 2020 through June 2020, included with
   the packet. JEFF CARR MADE A MOTION, SECONDED BY CATHERINE MCMAINS TO APPROVE THE
   QUARTERLY JOURNAL ENTRIES. MOTION CARRIED UNANIMOUSLY.
   Forest Cohen provided members with a financial review covering FY20, July 1, 2019 through June 30,
   2020.
   (reserve) at $202,574. Current assets over liabilities, $597,780. Forest reminded members of the
   retirement liability in relation to the balance sheet.
   Forest explained we ended FY20 at 99.1% of operations support revenue. Overall, great revenue
   generation in an otherwise very strange year. Forest said this is a good place to be going into FY21.
   Catherine asked about the direct rate. Forest explained, during the last quarter of fiscal year we
   billed more hours directly to projects than we may have in previous years. This generates positive
   income and could be an issue if we must adjust our indirect rate backward for overcollection.
   However, he does not believe this will be a problem in the future. Jeff Carr wanted to ensure
everyone understands we are not an income generating organization, moving forward he prefers we not use the word ‘income’ since we should use terms relative to a non-profit (i.e. revenue versus income). Forest referred members to the Cash Flow Statement. He explained the cash flow was adequate through FY20, balances were approximately $74,000 higher on the last day of the year than the first. Forest explained there is roughly $40,000 we could move out of the checking account and into the money market, which is considered as reserve. John asked members if anyone opposed moving $40,000 from the checking to the money market. There was no opposition. John asked Charlie if he had heard any news coming from the legislature that would affect our financials. Charlie said he has not heard anything negative regarding funding yet.

John Zicconi concluded the financial portion and turned the meeting back over to Mike O’Brien at 6:01 PM.

6. **Act 250 & Section 248 Applications.**
   a. **Aegis Renewables Energy, Inc.; Hinesburg; #20-2349-AN**
   Regina noted that this is a request to designate the location as a preferred site. The 45-day notice is for a 150kW solar project on Observatory Road in Hinesburg Vermont. She explained landfills are automatically designated as a preferred site, this project is partially located on a capped landfill. The Town of Hinesburg has commissioned the project and will receive the net-metering benefits associated with the project. The project meets the intent of the Energy Goal (#17) of the 2018 ECOS Plan, suitability policies and complies with the plan’s constraint policies, with a minor exception; However, since it is a local constraint, CCRPC will defer to the Town of Hinesburg in determining the impact of development. CCRPC identifies the proposed project site as a preferred site for net-metering. **ANDY MONTROLL MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE LETTER AS PRESENTED TO AEGIS RENEWABLE ENERGY. MOTION CARRIED UNANIMOUSLY.**

   b. **Lakeside Ovens, LLC; Burlington, #4C1316-1**
   Regina said there are no conflicts. The CCRPC staff has reviewed this Act 250 application for the demolition of an existing two-story office building and its replacement with a 14,450 GSF three-story office building on the existing foundations with minimal site improvements. The proposed project is located at 32 Lakeside Avenue, in Burlington Vermont. The CCRPC finds the proposed project to be in conformance with the Planning Areas of the 2018 Chittenden County Regional Plan. CCRPC concurs with the overall findings of the study and supports the potential mitigation strategies suggested for the Lakeside Avenue intersections with the Champlain Parkway and Pine Street. **ANDY MONTROLL MADE A MOTION, SECONDED BY JOHN ZICCONI TO APPROVE THE LETTER TO RACHEL LOMONACO, AS PRESENTED. MOTION CARRIED UNANIMOUSLY.**

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

8. **Racial Equity - Next Steps.**
   Charlie explained we are looking for a comprehensive strategy and training with four levels. The first level will focus on increasing understanding and training of both staff and board. At the board, this will kick-off with Mike Hughes, the Executive Director of Justice for All, and a member of the
Vermont Racial Justice Alliance, discussing the public health emergency declaration at the September board meeting. This will be our first conversation with an external party to learn more about the issues. We will continue to develop several training sessions which will be held over the next year for staff as well as the Board. Charlie said Emma and Bryan are sharing information with staff and we are committed to training and information sharing on Social Justice and Racial Equity topics both internally and externally. The second level of work will be an organizational assessment. We will have a consultant review what we have in writing and on our website (for example our ECOS plan, Public Participation, Title VI reporting, and our internal policies and operating procedures).

The third major piece regards the day to day engagement work we do around individual plans and studies. We want to ensure we have a deeper depth of partners to better engage with diverse communities within our county. The fourth level will be information sharing and potentially training across our member municipalities. Charlie said, as part of this, we will set up a web page and provide monthly updates on efforts happening at each municipality.

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

9. Chair/Executive Director Report
   a. **Local Government Expense Reimbursement Program:**
      Charlie said since our last meeting this program was passed in the legislature through the Cares Act funding. They have asked RPC’s to help towns submit applications for reimbursements. The initial applications are due this Friday. We are doing our best to help towns apply for this funding. There are some funds being provided to RPC’s to help with this. Catherine said the Jericho Fire department has a 501(c)(3) and based on this are excluded from receiving any funds. Members discussed.

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

   c. **Community Rail Feasibility Grant application update:** Charlie said we submitted a grant application to the Economic Development Administration to determine the feasibility of a community rail system and if there is a way to make this sustainable. The only way to do this is to have private development around train stations subsidize the operation. Referring to Lakeside ovens, that property is owned by HULA. We applied for $300,000; $150,000 would come from the EDA and HULA would fund the remaining $150,000. We will reach out to other RPC’s and stakeholders to coordinate the effort, if funded. John asked for clarification on the funding; Charlie explained the scope of work
is a total amount of $300,000 with EDA funding at 50% ($150,000) and HULA funding the remaining 50% ($150,000.00)

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

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

12. **Executive Session:** None needed.

13. **Adjournment:** JOHN ZICCONI MADE A MOTION, SECONDED BY ANDY MONTROLL, TO ADJOURN THE JOINT FINANCE AND EXECUTIVE COMMITTEE MEETING AT 6:48 PM. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Amy Irvin Witham