

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
2 REGULAR MEETING MINUTES
3 DRAFT
4

5 DATE: Wednesday, November 18, 2020

6 TIME: 6:00 PM

7 PLACE: REMOTE ATTENDANCE VIA GO-TO-MEETING VIDEO

8 PRESENT: Bolton: Sharon Murray Buel's Gore: Garret Mott
9 Burlington: Andy Montroll Charlotte: Jim Donovan
10 Colchester: Jacki Murphy Essex: Jeff Carr
11 Essex: Elaine Haney, Alt. Essex Junction: Dan Kerin
12 Hinesburg: Michael Bissonette Huntington: Barbara Elliott
13 Jericho: Catherine McMains Milton: Absent
14 Richmond: Bard Hill St. George: Absent
15 Shelburne: John Zicconi So. Burlington: Chris Shaw
16 Underhill: Absent Westford: Absent
17 Williston: Erik Wells Winooski: Michael O'Brien
18 Cons/Env.: Don Meals VTrans: Amy Bell
19 Bus/Ind: Absent GMT : Absent
20 Agriculture: Absent Socio/Econ/Housing: Justin Dextrateur

21
22 Others: Matthew Langham, VTrans Meghan O'Rourke, CCTV
23 Fred Duplessis, CPA Sullivan, Powers
24

25 Staff: Charlie Baker, Executive Director Regina Mahony, Planning Prgm Mgr.
26 Eleni Churchill, Trans. Prgm Mgr. Amy Irvin Witham, Business Office Mgr.
27 Forest Cohen, Senior Business Office Christine Forde, Senior Trans. Planner
28 Marshall Distel, Trans. Planner Emma Vaughn, Communications Mgr.
29

30 1. Call to order; Attendance; Changes to the Agenda.

31 The meeting was called to order at 6:01 PM by the Chair, Michael O'Brien. There were no changes
32 to the agenda.
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34 2. Public Comment Period on Items NOT on the Agenda. There were none.
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36 3. Action on Consent Agenda, MPO Business. The consent agenda included the following TIP
37 Amendments:

- 38 • VT2A/Industrial Ave/Mountain View Road Intersection improvements; Project HP123,
39 Amendment FY21-03
- 40 • I-189 Paving Burlington-South Burlington; Project HP142, Amendment FY21-04
- 41 • VT15/Underhill Flats Sidewalk; Project BP077, Amendment FY21-05
- 42 • US7 Signal Upgrades Contract 2, McIntosh Ave. to Swift Street South Burlington; Project
43 HP137B, Amendment FY21-06
44

45 JIM DONOVAN MADE A MOTION, SECONDED BY MICHAEL BISSONETTE, TO APPROVE THE CONSENT
46 AGENDA. THE MOTION CARRIED UNANIMOUSLY.
47

1 4. Approve Minutes of the October 21, 2020 Board Meeting. ELAINE HANEY MADE A MOTION,
2 SECONDED BY JIM DONOVAN TO APPROVE THE OCTOBER 21, 2020 BOARD MEETING MINUTES AS
3 PRESENTED. MOTION CARRIED WITH ONE ABSTENTION FROM BARBARA ELLIOTT.
4

5 5. FY20 Audit Report – Fred Duplessis, Sullivan Powers

6 Mike and Charlie welcomed Fred Duplessis, CPA with Sullivan, Powers & Co., Certified Public
7 Accountants. Fred stated the FY20 CCRPC financial audit is complete and provides a very good sense
8 of what happened over the course of the fiscal year. Fred explained (once accepted by the CCRPC
9 Board) the FY20 CCRPC Audit Report will be forwarded to the clearinghouse where it can be
10 accessed by Federal and State agencies. He went on to provide an overview of the FY20 CCRPC
11 Audit Report included with the packet. Fred explained the draft is a multi-part document and the
12 audit is conducted following generally accepted accounting principles in accordance with auditing
13 standards applicable to financial audits contained in Government Auditing Standards, issued by the
14 Comptroller General of the United States. Fred reviewed the report with members. He also
15 reminded members CCRPC is a member of Vermont Municipal Employees' Retirement System
16 (VMERS). VMERS offers a pension plan and generally accepted accounting rules dictate that the
17 CCRPC's portion of the pension plan liability be listed on the balance sheet. Fred stated, as he has
18 pointed out in the past, this can result in a large potential liability on our financial statements that
19 management has no control over. This year, page 11 of the Audit Report breaks out the net position
20 related to the CCRPC's participation in VMERS.
21

22 Fred said the audit was very good overall and there were no findings of control weaknesses or
23 issues. Any concerns raised in past years audits have been previously addressed. He feels the
24 CCRPC does a great job of having systems in place to meet federal requirements and manage federal
25 funds. The CCRPC continues to qualify as a Low Risk Auditee, since it has maintained at least two
26 years in a row of favorable audits. This is an important designation to federal funders. Charlie,
27 Forest, and Mike thanked Fred for coming to the meeting and presenting the audit information to
28 the Board.
29

30 Jeff Carr stated he was representing Essex Town as the alternate and Elaine Haney was tonight's
31 representative. Jeff said having a clean audit is real credit to the staff. He reminded everyone that
32 past audits were not always as favorable, and the commission should be very proud of this. Charlie
33 and members agreed, this is a commendable accomplishment. Mike and Charlie thanked Forest and
34 Amy for their hard work and dedication in achieving this accomplishment.
35

36 Jeff asked if, as an alternate, he could make the motion to accept the audit. Mike preferred not,
37 since Elaine is attending as the representative. ANDY MONTROLL MADE A MOTION, SECONDED BY
38 SHARON MURRAY, TO ACCEPT THE FY20 CCRPC AUDIT REPORT. MOTION CARRIED UNANIMOUSLY.
39

40 6. Legislative Briefing

41 Charlie said our Legislators are interested in our having a legislative briefing meeting. He explained
42 the current plan is to hold an hour long ZOOM meeting the morning of Tuesday, December 8, 2020
43 from 8:00 AM to 9:00 AM. We will offer the new Legislators separate, one on one meetings to
44 discuss policy issues and we will also provide them with an introduction to the CCRPC. Charlie
45 reviewed proposed topics: Act 250, the Housing Bill, funding for Regional Dispatch, Transportation
46 projects funding, and Racial Equity. He asked members to share thoughts, comments, or ideas they
47 have for any additional subject matter as well as any ideas about good speakers to items amongst
48 the invitees.

1
2 Jim Donovan said it is a compliment that the Legislators are interested in having this annual
3 meeting. He feels these are solid topics. He advised expanding the housing bill discussion to include
4 items that were left out of the bill and closely examine what remained in. Charlie wondered if there
5 is a tie in between our equity work with the housing bill. Also, we typically discuss water quality
6 funding, and though there are not any new funds, the VLCT wants to ensure the State of Vermont
7 continues to fund water quality efforts. Additionally, there are villages (Westford and Huntington as
8 examples) working to establish municipal wastewater systems. Sharon and Catherine requested a
9 discussion on climate and energy issues. Erik recommended an inquiry into the Cannabis
10 Commission process.

11
12 Elaine Haney asked if there is potential to have a conversation on self-governance. She explained
13 the self-governance initiative has been attempted by VLCT for many years. In the last biennium it
14 made it through the Senate. This is a proposal to create a pilot project that would explore the
15 potential for charter changes to bypass legislative approval (after a power has been approved by the
16 legislature for one municipality) and allow approval by a town vote. She suggested that CCRPC's
17 support of the proposal would be valuable for all Vermont towns, and although it may be difficult to
18 consider changing the state's Dillon's Rule philosophy, it could be beneficial. The VLCT proposal was
19 partially based on the voter-approved initiative being struck down. The bill that was put forward
20 was S106. This proposed the assembly of a 12-member commission that would approve plans for a
21 small number of pilot towns. Karen Horn is the legislative director at VLCT, and she would very likely
22 be able to speak more on this topic. Jim cautioned, although the topic is interesting, we are not
23 familiar enough with this topic right now. Based on that, he is reluctant to have CCRPC bring this to
24 the Legislators. Andy agreed; he feels it would be helpful to understand the position better and
25 what it means to us. Members agreed; we need to have more information before we take a
26 position. Members requested the topic be added as an agenda item for a future Board Meeting.

27
28 Mike asked if there will be a meeting invitation link sent for the Legislative Briefing meeting. Charlie
29 said yes, the link will be sent out to CCRPC Board members, town administrators, and managers. Jim
30 asked about which Representatives have responded; Charlie noted that Charlotte's representative
31 had responded, and he has heard from 3 of the 6 Chittenden County Senators.

32 33 7. Chair/Executive Director Report

34 Charlie reported he has been in touch with members of our city councils and select boards. He
35 wants to extend recognition to the CCRPC staff and representatives of our municipalities. Everyone
36 speaks very highly of the services and support being provided by the CCRPC. Charlie also reminded
37 members, in terms of budget and operations, CCRPC staff continues to work mostly from home and
38 there are no budget changes; things remains the same.

39 40 a. Racial Equity Update

41 Charlie let members know we are bringing in a consulting partner to help guide our work on
42 Racial Equity and Social Justice. We issued a Request for Qualifications (RFQ) on October 30,
43 2020 with a response date of November 16, 2020; at John's suggestion during the last Executive
44 Committee meeting, we extended the initial deadline through November 23, 2020. We
45 currently have a handful of interested candidates to be reviewed with the Executive Committee
46 members at the next meeting. Sharon is curious how we can come up with strategies to
47 integrate this into planning work; not just outreach and education, but also policy. Charlie
48 agreed, and said that is goal. Mike invited anyone who is interested in the consultant selection

1 process to attend the upcoming Executive Committee meeting at 5:45 PM on Wednesday
2 December 2, 2020.

3
4 b. UPWP Application for FY22 Projects

5 Charlie reminded everyone the UPWP applications for FY22 will be going out before
6 Thanksgiving.

7
8 8. Committee/Liaison Activities & Reports. Minutes for various meeting were included in the packet
9 (Executive Committee, TAC, PAC, Brownfields, and CWAC). There were no questions.

10
11 9. Future Agenda Topics. Charlie stated we will add Municipal Self Governance, Racial Equity, and the
12 I89 Study to our future agenda. He reminded everyone we will need to discuss mid-year
13 adjustments for the UPWP at our January Board meeting. He explained there are changes and there
14 are new grants coming in. We will need to do some juggling to make everything fit within the
15 budget. The I-89 study is proving to be more expensive than initially budgeted for. We will keep all
16 projects, however, some of the projects timing will likely need to shift. Jim stated, since a new
17 session will have begun, we will have a better idea of new legislation to discuss at our January
18 meeting. John said he would like to hear from both sides of the Municipal self-governance proposal.
19 He wants us to have a full understanding of what is being proposed. Members agreed. There were
20 no other topics suggested.

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22 10. Members' Items, Other business. There were none.

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24 11. Adjournment. ANDY MONTROLL MADE A MOTION, SECONDED BY JIM DONOVAN TO ADJOURN THE
25 CCRPC BOARD MEETING AT 6:56 PM. MOTION CARRIED UNANIMOUSLY.

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27 Respectfully submitted,
28 Amy Irvin Witham