

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

5 DATE: Wednesday November 4, 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 Montrroll, Immediate Past Chair Chris Shaw, At Large >5000  
11 Jeff Carr, Finance  
12 STAFF: Charlie Baker, Executive Director Regina Mahony, Planning Mgr.  
13 Eleni Churchill, Transportation Program Mgr. Forest Cohen, Senior Business Mgr.  
14 Bryan Davis, Senior Planner (6:10 PM) Amy Irvin Witham, Business Office Mgr.  
15 Emma Vaughn, Communications Mgr. (6:08 PM)  
16 OTHERS: Fred Duplessis, CPA, Sullivan Powers & Co.  
17

- 18 1. Call to Order, Attendance. The meeting was called to order at 5:46 PM by Mike O'Brien.  
19  
20 2. Changes to the Agenda, Members' Items. There were none.  
21  
22 3. Approval of October 7, 2020 Executive Committee Meeting Minutes  
23 JOHN ZICCONI MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO APPROVE THE OCTOBER  
24 7, 2020 EXECUTIVE COMMITTEE MEETING MINUTES WITH EDITS. MOTION CARRIED  
25 UNANIMOUSLY.  
26

27 The following edits were requested:

- 28 • Update the "B" in the word "Bill" from lowercase to uppercase to maintain consistent  
29 capitalization.  
30

31 4. FY20 Draft Audit Report:

32 Mike introduced Fred Duplessis, CPA with Sullivan, Powers & Co., Certified Public Accountants. Fred  
33 stated his team recently completed the audit of the FY20 CCRPC financial statements. He went on  
34 to provide an overview of the Draft Independent Audit Report included with the packet. Fred  
35 explained the draft is a multi-part document and the audit is conducted following generally  
36 accepted accounting principles in accordance with auditing standards applicable to financial audits  
37 contained in Government Auditing Standards, issued by the Comptroller General of the United  
38 States. Fred reviewed the sections in order of the report with members. He also reminded  
39 members CCRPC is a member of Vermont Municipal Employees' Retirement System (VMERS).  
40 VMERS offers a pension plan and generally accepted accounting principles (rules) dictate that the  
41 CCRPC's portion of the pension plan liability be listed on the balance sheet. Fred stated, as he has  
42 pointed out in the past, this can result in a large expense on our financial statements that  
43 management has no control over. This year, page 11 of the Draft Independent Audit Report breaks  
44 out the net position related to the CCRPC's participation in VMERS. Fred explained the audit was  
45 very good overall and there were no findings of control weaknesses. He feels the CCRPC has done a  
46 great job of having systems in place to meet federal requirements and manage federal funds. The  
47 CCRPC continues to qualify as a Low Risk Auditee, since it has maintained at least two years in a row  
48 of favorable audits. This is an important designation to federal funders. Charlie, Forest, and Mike

1 thanked Fred for his overview of this year's audit. CHRIS SHAW MADE A MOTION, SECONDED BY  
2 ANDY MONTROLL TO RECOMMEND BOARD ACCEPTANCE OF THE DRAFT AUDIT REPORT. MOTION  
3 CARRIED UNANIMOUSLY.  
4

5 **Mike O'Brien turned the meeting over to John Zicconi for the Finance Committee items.**  
6

7 5. Quarterly Journal Entries; July to September 2020

8 Forest referred members to the Journal Entries dated July 2020 through September 2020 included  
9 with the packet. JEFF CARR MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO APPROVE  
10 THE QUARTERLY JOURNAL ENTRIES DATED JULY 2020 THROUGH SEPTEMBER 2020. MOTION  
11 CARRIED UNANIMOUSLY.  
12

13 Jeff Carr requested minor formatting changes to the Quarterly Journal Entry document. Forest said  
14 he will work to accommodate the request. Members followed with discussion and questions.  
15 Forest described several of the Quarterly Journal Entry headings to members; the "Name" heading  
16 details the task number associated with tasks on the FY21-UPWP and the "Memo" heading provides  
17 the most description. Forest also explained the tax advantage employees have with a payroll  
18 deduction into a Dependent Care Account.  
19

20 a. First Quarter Financial Review – FY21 (July to September 2020)

21 Forest referred members to the memo included with the packet and provided a financial review  
22 covering FY21 from July 1, 2020 to September 30, 2020.  
23

24 Balance Sheet. Cash in checking (operating), \$310,647. Cash in Money Market (reserve), \$172,971.  
25 Current assets over liabilities, \$796,828. Deferred Income Communities, Match, \$205,833. FY21  
26 Year to date surplus/deficit (unaudited), \$26,103.  
27

28 Forest explained we are off to a relatively strong start at this point in the fiscal year. There appears  
29 to be more project billing from staff in the first quarter than is typical. He and Charlie will discuss if  
30 there is a need to adjust the indirect rate down to avoid a surplus at the end of FY21. Overall, we  
31 are in a healthy financial place. Jeff Carr asked about the financials and if the new bank accounts  
32 were working out. Forest said moving the bank accounts to the Opportunities Credit Union was  
33 working out fine and the accounts are generating a bit more in interest. Jeff asked if it was helpful  
34 to look at the cash statements. Charlie and Forest both agreed that it has been helpful. Catherine  
35 asked if the Communications and PR budget was higher as a result of COVID since we are holding  
36 virtual meetings; Forest explained, at this point in the fiscal year, the Communications and PR  
37 budget is inflated due to an annual payment to Front Porch Forum that occurs in July. He explained  
38 expenses are less than the budget year, with some of the expense lines associated with pre-COVID  
39 times barely moving the needle, for example, Conferences, Program Workshops and Mileage.  
40

41 **John Zicconi concluded the financial portion of the meeting and turned the meeting back over to**  
42 **Mike O'Brien.**  
43

44 6. Act 250 & Section 248 Applications.

45 a. DG Vermont Solar, Inc., Charlotte, 20-2723-AN

46 Regina noted that this comment letter is in response to the 45-day notice of a Section 248  
47 Petition to be filed with the Vermont Public Utility Commission for a 2.2 MW solar project on  
48 Lake Road in Charlotte, Vermont. The CCRPC identified several constraints on this property that

1 would be impacted by the access road and solar arrays. The CCRPC is asking for further  
2 information before determining whether this project, as proposed, is in conformance with the  
3 Regional Plan. Comments are based on information currently available; CCRPC will review the  
4 full petition before making a final decision regarding the project's conformance with the ECOS  
5 Plan and both the suitability and constraint policies. Regina reminded members this serves as a  
6 notice to inform the applicant of any issues so they can figure out what needs to be done to  
7 move forward. Members discussed. Regina explained we play the in between role of letting the  
8 applicant know what constraints might be an issue; it is still up to the regulatory agencies to  
9 determine the specifics of whether the constraints are properly protected or mitigated. John  
10 said he thinks it is great that the CCRPC reviews, highlights and details these issues. ANDY  
11 MONTROLL MADE A MOTION, SECONDED BY JOHN ZICCONI, TO APPROVE THE LETTER AS  
12 PRESENTED TO DG VERMONT SOLAR, LLC. MOTION CARRIED UNANIMOUSLY.  
13

14 **7. Chair/Executive Director Report**

15 Charlie said he wanted to discuss the racial equity consultant Request for Qualifications (RFQ)  
16 document members received prior to the meeting. He explained, after multiple conversations with  
17 staff, and considering the racial equity work we want to accomplish over the coming years, we  
18 decided we need to bring in a consulting partner. The RFQ was issued on October 30, 2020 with a  
19 requested response date of November 16, 2020. Charlie would like the Executive Committee to be  
20 involved in the decision making on who we choose for a consulting partner. John felt two weeks  
21 was a very short turnaround time. He suggested if we are not satisfied with the quality or number  
22 of applicants, we should extend the date or re-advertise. John also mentioned \$50K seemed like a  
23 high amount of money to budget for this service. Catherine asked if the information and  
24 suggestions could be shared to help implement changes across the municipalities. Members agreed.  
25 Charlie said, yes, the intention is to share information and support municipalities efforts on this as  
26 well. This type of work as well as assistance with project, plan, policy, and procedure work, explains  
27 why the potential budget is so high. Andy said this will be an ongoing process and there is a role for  
28 both the Board as well as staff. He is supportive of having the Executive Committee involved in the  
29 decision-making process. Members agreed. Charlie stated most of the consultants have already  
30 asked for Board and Executive Committee involvement. Emma said this will have a long-lasting  
31 impact and there will be training incorporated for current and future Board representatives.  
32

- 33 a. **Legislative Breakfast Topics.** Charlie said there are currently very few policy issues on  
34 the table. He thinks there will be an Act 250 redux and the Chittenden County Public  
35 Safety Authority for regional dispatch will look to the State for financial assistance for  
36 start-up. It will take an infusion of up-front capital to set up a regional dispatch center  
37 that combines the municipalities. John questioned whether we should discuss the  
38 VTrans prioritization as it may be too much in the weeds. Charlie noted that most of the  
39 issues identified in the policy participation document were addressed last session.  
40 Broadband implementation is one issue that may come up again. Members discussed  
41 one result of COVID-19 being a greater need for broadband availability throughout the  
42 state. The CCRPC has been working with towns to determine where public wi-fi is  
43 available. Charlie also noted that he has asked Frank Cioffi, the President of the Greater  
44 Burlington Industrial Corporation (GBIC), whether he has any suggestions for issues to  
45 address with the Legislature. Charlie asked members if there are any other topics they  
46 would like to see presented. Mike asked if there are any municipal type topics that  
47 towns want to address. Charlie said we could look to set up smaller break out meetings  
48 within the meeting platform. John advised, if we are going to hold the Legislative

1 Breakfast meeting there must be worthwhile conversations, so we do not waste  
2 anyone's time. Charlie agreed and said we may change the format a bit and hold an  
3 open forum where we invite Legislators, particularly new members, to attend and ask  
4 questions. Member discussion ensued. Chris Shaw said he would like more information  
5 on Act 250 and Broadband coverage. He also agrees with John, because everything is  
6 held virtually it is important to keep meetings at a minimum and schedule only when  
7 necessary. Charlie said he will think more on this and bring two or three options to the  
8 board for further discussion.  
9

- 10 b. **Alternative platform for the Board Meeting.** Charlie reminded members that our last  
11 Board meeting included several prank calls, and we need to have better ability to  
12 manage the security of our meetings. He asked if members were okay if we try ZOOM  
13 or Teams as alternative platforms to the GoToMeeting platform we have been using for  
14 the Board Meetings. Members concurred.  
15

16 8. **Draft CCRPC Board Meeting Agenda**

17 Charlie reviewed the November Board Meeting agenda with members. He said a conversation on  
18 the details of the Legislative Breakfast needs to take place. Charlie asked if members have any  
19 desire to return to in-person or hybrid meetings. Bard noted the State had set a tentative return to  
20 the office of April 1, but that is likely to move to July 1. Charlie expects that we will follow a similar  
21 schedule.  
22

23 9. **Other Business:** There was none.  
24

25 10. **Executive Session:** None needed.  
26

27 11. **Adjournment:** JOHN ZICCONI MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO ADJOURN  
28 THE JOINT FINANCE AND EXECUTIVE COMMITTEE MEETING AT 7:05 PM. MOTION CARRIED  
29 UNANIMOUSLY.  
30

31 Respectfully submitted,  
32 Amy Irvin Witham  
33  
34  
35  
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