

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

5 DATE: Wednesday February 3, 2021

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
13 STAFF: Charlie Baker, Executive Director Regina Mahony, Planning Mgr.

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

15 Bryan Davis, Senior Planner Amy Irvin Witham, Business Office Mgr.

16 Emma Vaughn, Communications Mgr.
17

18 OTHERS:

19
20 1. Call to Order, Attendance. The meeting was called to order at 5:46 PM by the Chair, Mike O'Brien.

21
22 2. Changes to the Agenda, Members' Items. Mike said we will move the financial portion, item 5, FY21
23 Financial Report for July 2020 to December 2020 up to item 4, in order that Jeff Carr may leave
24 earlier. Jeff was appreciative.
25

26 3. Approval of January 6, 2021 Joint Executive & Finance Committee Meeting Minutes
27 JEFF CARR MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO APPROVE THE JANUARY 6,
28 2021 JOINT FINANCE & EXECUTIVE COMMITTEE MEETING MINUTES, AS PRESENTED. MOTION
29 CARRIED UNANIMOUSLY.
30

31 **Mike O'Brian moved from the Executive Committee meeting into the Financial Committee items.**
32

33 4. FY21 Financial Report for July 2020 to December 2020

34 a. Journal Entries

35 Forest referred members to the Journal Entries dated July 2020 through December 2020. JEFF
36 CARR MADE A MOTION, SECONDED BY JOHN ZICCONI, TO APPROVE THE QUARTERLY JOURNAL
37 ENTRIES DATED JULY 2020 to DECEMBER 2020. MOTION CARRIED UNANIMOUSLY
38

39 b. Mid-Year Financial Review FY21 (July 2020 to December 2020)

40 Forest referred members to the memo distributed to members and provided a financial review
41 covering FY21 from July 1, 2020 to December 31, 2020.
42

43 Balance Sheet, December 31,2020.

- 44 • Cash in checking (operating), \$171,510.
 - 45 • Cash in Money Market (reserve), \$253,493.
 - 46 • Current assets over liabilities, \$717,399.
 - 47 • Deferred Income Communities, Match, \$166,301.
- 48

1 Statement of Revenues & Expenses through December 2020

- 2 • FY21 Year to date surplus/deficit (unaudited), (\$9,417.00).
3 • Operations Revenue as a % of Budget at 50% of the Budget year: 46.4%
4 • Operations Expenses as a % of Budget at 50% of the Budget year: 46.8%

5
6 Forest explained we are on track to finish FY21 with a modest surplus of revenues over expenses.
7 He feels the second half of the fiscal year should outperform the first and said a deficit of less than
8 \$10,000 at the end of December is a relatively comfortable position to be in. Forest explained, as
9 Charlie stated at the January Board meeting, we will request a reduced indirect rate
10 reimbursement for January through June to reduce over-collection. Over-collecting can result in a
11 penalty two years later, and we want to avoid any future potential penalty. Chris asked if the
12 reduction of the indirect rate is a result of COVID. Forest explained, in part, yes; the amount of
13 billing that occurred versus the reduced amount of in-person and in-office expenses (i.e.,
14 Conferences, Program Workshops, and Mileage) equated to our billing being more direct than
15 previous years. Forest said, overall, we are in a healthy financial place.
16

17 Members inquired on the interest earnings and wondered if the new bank accounts were still
18 working out. Forest said yes; moving the bank accounts over to Opportunities Credit Union is
19 working out fine and the accounts are generating a bit more in interest. Jeff asked if it was helpful
20 to look at the cash statements. Forest and members agreed that it is helpful.
21

22 Jeff asked if there have been billing issues due to staff working mostly from home. Forest
23 explained, if anything, there is more billing since staff is taking less vacation time. Jeff said we
24 should pay close attention to this, as we want to ensure our output does not dip. Charlie said there
25 was a reduction in billing last fiscal year in March and April when we were adjusting to COVID,
26 however that was remedied the following months of May and June. Charlie said there will likely be
27 another adjustment period when we move past COVID and there is an increase in vacation time
28 and conferences. Members discussed the impact of remote work.
29

30 Forest referred members to the Cash Flow target sheet. He explained the cash is like the overall
31 financial situation; cash flow is adequate for operations. We were able to transfer \$80K from the
32 operating account into the reserve account since the beginning of the year. December can often be
33 a low point for cash levels, and while more is always more when it comes to cash, this year's
34 balances are within an acceptable range and are projected to remain that way.
35

36 **Mike O'Brien concluded the financial portion of the meeting at 6:06 PM and Jeff Carr excused**
37 **himself.**
38

39 5. Act 250 & Section 248 Applications (previously Item 4).

40 a. Act 250 Application, The Burton Corporation, Burlington, #4C0174-6, 4C0368-3

41 Regina explained we heard some public comment at the Board meeting regarding this project;
42 and as we committed to at the Board meeting, we conducted a second review of the letter.
43 There was nothing inaccurate found. The CCRPC finds the proposed project to be in
44 conformance with, and consistent with, the Planning Areas of the 2018 Chittenden County ECOS
45 Plan. At this stage we are not intending to edit the letter. However, we do want to follow-up
46 with community members who have questions; and want to let them know that we are working
47 on some bike and pedestrian scoping projects in the area. The first phase of the existing (FY21)

1 scoping project is looking at the sidewalk gap on Queen City Park Road on the South Burlington
2 side; the second phase, a proposed project for the FY22 workplan, will evaluate bike and
3 pedestrian connections more broadly in South Burlington and Burlington (including along Queen
4 City Park Road and Austin Drive) – the scope of the second phase is still under development.
5 We will reach out and acknowledge that there are some pedestrian gaps, however, our original
6 comments on the letter in terms of specific traffic mitigation associated with this project, are
7 valid. Eleni said another member of the public came to a recent TAC meeting. Once the scope
8 of work is determined for the entire Queen City Park Road project, we will prepare a response to
9 the neighbors that we have heard from. We will consult with South Burlington and Burlington
10 before sending the letter. Members asked that we let the residents know what we do and don't
11 do when we review Act 250 projects.
12

13 b. ACT 250 Application, Cambrian Rise, Burlington; #4C1301-3

14 Regina referred members to the ACT 250 amendment application letter for Cambrian Rise,
15 located at 311-375 North Avenue in Burlington Vermont. She explained they are increasing the
16 maximum number of housing units from 739 to 770. The City of Burlington's Development
17 Review Board has approved the project. The CCRPC finds the project is consistent with, and in
18 conformance with the Planning Areas of the 2018 Chittenden County ECOS Plan. In terms of the
19 traffic assessment, the CCRPC reviewed the memo dated October 16, 2018 from RSG, and
20 previously reviewed and commented on the Traffic Impact Assessment dated 12/21/16. The
21 memo accounts for minor increases in trip generation from the original TIA. We agree the
22 memo's conclusions and have no new concerns regarding traffic patterns. The project location
23 is currently on the bike path and bus lines, which is favorable. The CCRPC comments are based
24 on information currently available, and we may have additional comments as the process
25 continues.
26

27 JOHN ZICCONI MADE A MOTION, SECONDED BY ANDY MONTROLL, TO APPROVE THE LETTER AS
28 PRESENTED TO RACHEL LOMONACO, DISTRICT #4 COORDINATOR. MOTION CARRIED
29 UNANIMOUSLY.
30

31 6. FY2021 Transportation Improvement Program (TIP) Amendments – Amtrak improvements

32 Charlie explained this was presented yesterday at the Transportation Advisory Committee (TAC)
33 meeting, and it was approved. He also wants the Executive Committee to consider this on behalf of
34 the Board since there is a time constraint deadline of February 10, 2021. The change to the FY2021-
35 TIP is as follows:

- 36 • Rail Crossing Safety Improvements – College Street, Burlington (Project RR006, Amendment
37 FY21-16)
- 38 • Description of TIP Change: Add \$671,479 in federal Section 130 Rail Grade Crossing funds
39 for construction to the TIP in FY21. The approved TIP has \$900,000 in FY21 for this project.
40 The new total would be \$1,571,479 of federal funding which is a 59.7% increase in total
41 project cost (including design costs). Section 130 Rail Grade Crossing funds are not subject
42 to CCRPC's fiscal constraint limit.
- 43 • Need for Expedited Change: There are TIGER IV grant funds associated with this contract
44 and need to be expended by October 1, 2021. The TIGER IV funds are for the Burlington
45 Train Station Platform which has been combined with this project under one contract.
46 VTrans is on a timeline to bid this project on February 10th. If that date is missed, there will
47 not be another opportunity until early March. This could send project completion past the
48 deadline for obligation of Federal Rail Administration grant funds.

1
2 John asked what is making this project so expensive. Charlie explained there are many necessary
3 safety features needed for pedestrian cross ways, as well as full depth construction. Members
4 asked for an explanation of full depth reconstruction. Charlie said it is not just the railroad crossing,
5 there is also work happening on College Street. Eleni explained they will need to dig down to the
6 sub-base to extract contaminated soils and repave; all this combined equates to a major
7 reconstruction.

8
9 ANDY MONTROLL MADE A MOTION, SECONDED BY CHRIS SHAW TO RECOMMEND APPROVAL OF
10 THE FY2021 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENTS, AS PRESENTED.
11 MOTION CARRIED UNANIMOUSLY.

12
13 7. Racial Equity Consultant Draft Scope of Work

14 Charlie referred members to the updated proposal/scope of work from Creative Discourse included
15 with the packet. Following the conversations from the last meeting, Sue and her team updated the
16 proposal. Charlie explained there are specific changes detailed, however, the overall purpose
17 remains the same.

18
19 Charlie said in Phase I, the goal is to establish an internal CCRPC Equity Leadership Team to lead and
20 champion the work. This team would consist of 5-7 people, including 2 or 3 Board members, Bryan
21 and Emma and a member of the Creative Discourse team. The second part of phase 1 calls for an
22 Equity Assessment. Here, interviews will be conducted with staff, Board members, formal partners,
23 and community leaders. This work serves to prepare for an Equity Summit. Additionally, there is a
24 potential task to understand what municipal efforts for racial equity are being done to make sure we
25 are not duplicating or conflicting their work. Charlie feels it may make sense to have Bryan and
26 Emma conduct most of this work, rather than paying the consultant to do it. This ensures we know
27 what is going on in in the municipalities. Members agreed and discussion ensued about
28 participation from municipalities.

29
30 Charlie explained Phase II is where a larger Equity Work Group is established. This group will consist
31 of the CCRPC Equity Leadership Team plus additional staff, informal leaders, partners, and
32 organizations who work with underrepresented groups (CVOEO, AALV, CHT) and partner
33 organizations within the community. The Equity Summit will be held in late fall or winter.

34
35 Charlie said Phase III is currently less specific and focuses on implementation. Phase III outlines a
36 mini-summit and updates to CCRPC policies and procedures and the ECOS plan.

37
38 John asked if the staff felt comfortable with the proposed scope of work. Bryan, Emma, and Charlie
39 stated yes, we are comfortable. Charlie explained we need Executive Committee approval to enter
40 into the contract using the \$20,000 currently budgeted. In the future, contingent upon the UPWP
41 FY22 approval, we can amend the contract and add additional funds to complete scope of work
42 goals set in the next fiscal year.

43
44 ANDY MONTROLL MADE A MOTION, SECONDED BY CATHERINE MCMAINS TO APPROVE ENTERING
45 INTO CONTRACT WITH CREATIVE DISCOURSE, BASED ON THE DRAFT SCOPE OF WORK AS
46 PRESENTED. MOTION CARRIED UNANIMOUSLY.

47
48 8. Comments on Draft Clean Water Service Provider Rule

1 Charlie referred members to the draft Clean Water Service Provider Rule letter included with the
2 packet and provided members with an overall review. He pointed out a few of the edits in the
3 following areas:

- 4 • Section 39-403 Clean Water Projects
 - 5 ○ Clean Water Project Selection
 - 6 ○ Quality and Site Control
- 7 • Section 39-501 Membership and Structure
- 8 • Subchapter 6. Conflicts of Interest.

9
10 Regarding Section 39-501, Membership and Structure, Charlie said there has been a lot of discussion
11 about representation from around the state and the potential need to add additional members in
12 some areas. The Department of Environmental Conservation (DEC) is concerned that the legislature
13 wanted equal representation. We feel the Basin Councils should be able to decide what works best
14 for them in terms of membership.

15
16 Charlie said the biggest issue is within Subchapter 6, Conflict of Interest. The DEC is taking a stance
17 with a very hard line in this section. We would have a lot of issues with the proposed position and
18 have asked for more flexibility. We do acknowledge there is potential for conflict of interest,
19 however the language at present is overly broad. Members discussed. Charlie said we will continue
20 to work on the draft before it is presented to the Board. Andy suggested Charlie remove his
21 signature from the letter, considering it is only in the draft version.

22 23 9. Chair/Executive Director Report

24 a. Legislative Update

25 Charlie said although it is early, he is interested to hear any member feedback on Governor
26 Scott's budget proposals. Charlie said there are a lot of one time investments in a multitude of
27 issues around the state. He wonders what will need RPC engagement, budget proposals include
28 brownfields, broadband, weatherization, and downtown revitalizations. Legislatively, many
29 items have been introduced, however, it is very early and difficult to know what is going to
30 move. He expects Sirotkin's housing bill to gain momentum. Charlie asked members if they
31 have suggestions for additional items to pay attention to.

- 32
33 b. CATMA - Charlie said Sandy Thibault, the Executive Director of CATMA expressed interest in
34 having CCRPC join the CATMA Board. Currently, members of the CATMA board include UVM,
35 UVM Medical Center, and Champlain College. Charlie said he had encouraged them to broaden
36 their board in the past, but was not necessarily thinking it would only include us. She also
37 expressed CATMA's Board's desire to guarantee annual funding for CATMA from CCRPC.
38 Members expressed concerns about the inability to guarantee future funding. Charlie explained
39 we have made a commitment for several years, but he will work with Bryan on a response to
40 present to the Executive Committee for review before it is sent out.

41 42 10. Draft CCRPC Board Meeting Agenda.

43 Charlie reviewed the February Board agenda with members. He said the big topic will be the I-89
44 Study presentation. He said Sharon Murray is on the agenda, to be appointed to the All Hazard
45 Mitigation Plan Committee and we will also provide an update on the Racial Equity progress. Andy
46 suggested we add Amtrak service to Burlington as a future agenda item. Charlie asked members if
47 they had any other suggestions. He reminded everyone in March we will need to warn for the FY22

1 UPWP and Budget and develop the FY22 slate of officers. Bard proposed adding the Burton project
2 as a discussion item.

3

4 11. Other Business: There was none.

5

6 12. Executive Session. None needed.

7

8 13. Adjournment: JOHN ZICCONI MADE A MOTION, SECONDED BY ANDY MONTROLL TO ADJOURN THE
9 MEETING AT 7:06PM. MOTION CARRIED UNANIMOUSLY.

10

11 Respectfully submitted,

12 Amy Irvin Witham

13

DRAFT