

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

5 DATE: Wednesday April 7, 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 Amy Bell, VTrans.

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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:
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- 21 1. Call to Order, Attendance. The meeting was called to order at 5:46 PM by the Chair, Mike O'Brien.
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23 2. Changes to the Agenda, Members' Items. Mike stated there is one change to Agenda item 11, there
24 is no Executive Session this evening.
25
26 3. Approval of March 3, 2021 Executive Committee Meeting Minutes
27 CATHERINE MCMAINS MADE A MOTION, SECONDED BY ANDY MONTROLL, TO APPROVE THE
28 MARCH 3, 2021 EXECUTIVE COMMITTEE MEETING MINUTES, WITH ONE EDIT. MOTION CARRIED
29 UNANIMOUSLY.

- 30 • Edit: Page 2, line 1, update the word "is" to "has"

31
32 Per the Chair, Mike O'Brien, the meeting will begin with the financial portion of the meeting, to
33 review and discuss the FY22 UPWP and Budget.
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35 4. DRAFT FY2022 UPWP and Budget Review

36 Charlie referred members to the Draft FY22 UPWP and Budget documents included with the
37 packet. Charlie began with an overview of the income side of the budget and explained there are a
38 few items highlighted in yellow to indicate their pending status. He explained there is extra money
39 slated for the Regional Planning Grant due to a proposed \$75,000 additional one-time funding for
40 each RPC in FY22. This is a significant investment and recognizes the demands on RPCs due to a
41 variety of initiatives being advanced by the legislature. Charlie said we booked some, but not all of
42 this, as we are waiting to see if it will be included in the budget. Jeff asked if this requires any
43 offset? Charlie explained no, these would simply be additional funds. Charlie said there is also
44 \$150,000 slated to come from the American Rescue Plan Act, to be distributed over the next two
45 years between RPCs. This is about \$13,000 to be used in assisting municipalities in complying with
46 federal requirements for these funds. We are still waiting to see if this is finalized. Another pending
47 line is from Department of Environmental Conservation (DEC) for starting up the clean water service
48 provider. This money is approved, but we are not yet under contract. This will happen in the next

1 month or two. The last pending item is the All Hazards Mitigation Plan, we are waiting to see if the
2 consultant doing this work will subcontract with us.

3
4 A new addition was the Elderly & People with Disabilities Summit, which covers direct expenses for
5 staff time. A few items are not continuing into the FY22 budget as they will be completed this fiscal
6 year and they are colored pink.

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8 There is \$3000 in funding from United Way, continuing the regional prevention partnership work on
9 tobacco and alcohol. Charlie explained the budget is smaller on the income side; Operating
10 revenue is at \$2,312,799 and Consultant revenue is \$2,664,279. Charlie moved on to the expense
11 side; he explained Direct Projects are down from \$3,268,107 in FY21 to \$2,664,279 in FY22. Forest
12 noted that this does not yet include carryforward dollars. Salaries are budgeted at 3.15% and
13 benefits are estimated at 3.48%, but these always have a higher estimate as we cannot predict what
14 health care costs will be. Otherwise, we tried to hold the budget steady. Jeff Carr asked, since so
15 many people are working from home, if any considerations about reconfiguring the office space or
16 renegotiating the rent have been made. Charlie explained that we are not sure yet about our space
17 needs, we need to wait for the fall to see how things change, also we currently have a lease. Jeff
18 feels like now is a good time to ask for concessions from the landlord. Members discussed. Charlie
19 agreed, this would be a good conversation to have with Redstone.

20
21 Amy Bell asked if the transit fare and revenue study is included. Charlie and Forest will double-
22 check this. In this study, we are working with GMT and VTrans to look at fare free transit and
23 revenue possibilities to reduce the burden on property taxes. Jeff asked about the Burlington
24 impact fee project; how do we structure an impact fee on bike and pedestrians? Eleni explained we
25 are not sure yet, we need to figure out how this might work. Chris Shaw said there are national
26 averages that can be looked at, it would be based on trips, but we are not sure how to calculate
27 these yet. Eleni said she will look at this further. Members discussed.

28
29 Charlie explained the overall budget ends up at about negative \$20,000, but we have stopped the
30 \$100K swings that were occurring due to indirect rate changes. We are trying to be conservative in
31 the budgeting and hopefully will be able to get closer to a balanced budget during the year. Jeff
32 asked that the fund balance be highlighted so that our municipalities do not get concerned; Charlie
33 explained that at the bottom right corner there is a chart that lists the Cash Balances (\$444,921) as
34 of March 31, 2021. He explained over the next few weeks we will be working to make minor edits
35 to the UPWP deliverables and confirming the budget. Charlie thanked the UPWP Committee for all
36 the work and noted how the availability of extra Federal Highway funds made the job much easier.

37
38 With the financial portion of the meeting being over, Jeff Carr excused himself at 6:17 PM. Andy
39 said he would like to provide an update on the progress made by the Board Development
40 Committee. Charlie said we can add this as a discussion under Agenda item 8a.

41
42 5. Act 250 & Section 248 Applications

43 a. Bolton Valley Resort; Bolton; #4C0436-32A

44 Regina referred members the Act 250 permit letter to be submitted to the District Coordinator
45 for the construction of approximately 7.2 miles of new lift service mountain bike trails at Bolton
46 Valley Resort, 4302 Bolton Access Road, Bolton Vermont. The Town of Bolton has determined
47 that local development review is not required. Regina said CCRPC finds the project is in
48 conformance with the Planning Areas of the 2018 Chittenden County ECOS Plan. Regina added

1 that it is likely the state will look at the proposal from a stormwater management perspective.
2 The comments are based on information currently available and the CCRPC may have
3 additional comments as the process continues.
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5 JOHN ZICCONI MADE A MOTION, SECONDED BY ANDY MONTROLL, TO APPROVE THE LETTER AS
6 PRESENTED TO RACHEL LOMONACO, DISTRICT COORDINATOR. MOTION CARRIED UNANIMOUSLY.
7

8 Mike asked why there is only a sentence describing the Rural Planning Area, when the proposal is in
9 both the Rural and Village Planning areas. Regina agreed this could be confusing and will add a clarifying
10 sentence for consistency with the Village Planning Area.
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12 6. TIP Amendment Policy Update

13 Eleni referred members to the Memo and TIP Amendment Policy documents included with the
14 packet. She explained these are very minor changes and the policy document includes the edits in
15 red. The Transportation Improvement Program (TIP) Amendment Policy was last updated on
16 September 2, 2011. The CCRPC staff have proposed minor changes to the policy and recommend
17 approval from the Board. The changes included:
18

- 19 • Remove references to MPO/Assistant Director because the position no longer exists.
- 20 • New Administrative Amendment criteria:
 - 21 ○ **Changes to a prior year TIP that match funding amounts in a current TIP that has**
22 **been adopted by the CCRPC Board but has not yet been approved by the FHWA.**
23 The reason for the proposed change is CCRPC typically adopts the TIP each year at
24 the July Commission meeting. The effective date of the TIP is October 1, however,
25 VTrans must combine the TIP with the State Transportation Improvement Program
26 (STIP) and receive approval of the document from FHWA. Between the time of the
27 CCRPC and the FHWA approval, the second year of the old TIP remains in effect. TIP
28 amendments may be required to change the second year of the old TIP to match the
29 new TIP. Since the new TIP has already been approved, changes have already been
30 reviewed by the Transportation Advisory Committee (TAC), the Commission and
31 have been subject to a Public Hearing. Adding this criterion as an administrative
32 amendment would streamline the process of funding amounts that were previously
33 approved.
 - 34 • New Administrative Amendment criteria:
 - 35 ○ **Project cost adjustment of 10% or less from the pre-bid cost estimate to the actual**
36 **bid price.** The reason for the proposed change is that VTrans prepares a
37 construction cost estimate before projects are advertised for bid and the TIP
38 amount must match the construction cost estimate. When a project is bid, the costs
39 might be slightly different, which requires a TIP Amendment. VTrans analyzes all
40 bids before award to determine if the cost is reasonable. The CCRPC staff is
41 proposing the TIP change be considered administrative if the bid amount does not
42 exceed 10% more than the pre-bid estimate.
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44 JOHN ZICCONI MADE A MOTION, SECONDED BY CHRIS SHAW ,TO RECOMMEND THE BOARD
45 ACCEPT THE CHANGES AS PRESENTED. MOTION CARRIED UNANIMOUSLY.
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47 7. Racial Equity Update – Committee Appointments

1 Mike explained the committee appointments have been made and include himself, Justin Rabidoux,
2 Elaine Haney, Jacki Murphy, and CCRPC Staff, Bryan Davis, and Emma Vaughn.

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4 8. Chair/Executive Director Report

5 a. Charlie said Andy will provide an update from the Board Development Committee. Andy stated
6 the Board Development Committee recently met to develop a slate of officers for FY22. Mike is
7 stepping down from his role as Chair but stays on as Immediate Past Chair. The committee
8 recommended the following slate of officers:

- 9
10 • Catherine McMains, Chair
11 • Chris Shaw, Vice-Chair
12 • John Zicconi, Secretary/Treasurer
13 • Jacki Murphy, At-large for Towns >5000
14 • Bard Hill, At-large for Towns <5000
15 • Mike O'Brien, Immediate Past Chair

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17 b. Legislative Update

18 Charlie explained there are RPC specific budget monies being discussed, the first is the \$75,000
19 Regional Planning Grant, and the second is the \$13,000 in American Rescue Plan Act
20 funds. There are also conversations about Brownfield's funding, with \$1 million to be
21 distributed statewide to RPCs for assessments. This is good because the funding we have has
22 just about run out. The Rental Registry Bill continues to be discussed; this would take some
23 responsibilities away from Town Health Officers and shift this work of a statewide inspection
24 system to the Division of Fire Safety. There is also a bill called Better Places, that would
25 encourage Bylaw updates; this bill should have money attached to it and would help to
26 encourage housing in the right places. The House Natural Resources Committee is also taking
27 up Act 250 Amendments again. Finally, the Transportation Bill has a couple of things happening,
28 including transportation modernization, which means adding climate initiatives and investments
29 in electric vehicles and charging stations, as well as looking at other modes of transportation,
30 and ways to address equity in transportation decision making.

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32 9. Draft CCRPC Board Meeting Agenda.

33 Charlie reviewed the May Board agenda with members. He reminded everyone Garret Mott asked
34 about Electric Vehicles (EV's) and said David Roberts and Daniel Dutcher from VTrans are invited to
35 join the meeting to talk about EV's. Charlie said we need to warn for the Draft FY22 UPWP and
36 Budget vote that will take place at our May Board meeting. He stated the Board will vote on the
37 Equity Leadership Team and Board Development recommendations. Eleni asked members if the
38 agenda should include the list the TAC is sending out to VTrans for scores. She explained this is not
39 the VPSP2 ranking, it is only a list of projects to be considered by TAC in May. Mike said yes, we
40 should include the list. Charlie explained the list will be attached to the TAC Minutes and will be in
41 the Board Packet regardless of whether it is added as an agenda item or not. John wanted to ensure
42 the VTrans presentation on EV's will include information on charging stations.

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44 10. Other Business: John Zicconi stated he will be out of state and not in attendance for the next
45 Executive Committee meeting to be held in May.

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47 11. Executive Session: There was none.

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12. Adjournment: ANDY MONTROLL MADE A MOTION, SECONDED BY CHRIS SHAW TO ADJOURN THE MEETING AT 6:38PM. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Amy Irvin Witham

DRAFT