

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

5 DATE: Wednesday September 1, 2021

6 TIME: 5:45 PM

7 PLACE: CCRPC office and Remote Attendance via ZOOM Meeting
8

9 PRESENT: Catherine McMains, Chair Chris Shaw, Vice-Chair
10 Mike O'Brien, Immediate Past Chair Jacki Murphy, at large >5000
11 Jeff Carr, Finance Bard Hill, at large <5000
12

13 ABSENT John Zicconi, Treasurer
14

15 STAFF: Charlie Baker, Executive Director Regina Mahony, Planning Prog. Mgr.
16 Eleni Churchill, Transp. Program Mgr. Forest Cohen, Senior Business Mgr.
17 Bryan Davis, Senior Trans. Planner Amy Irvin Witham, Business Office Mgr.
18

19 OTHERS: Susan McCormack, Creative Discourse Dr. Nadia Mitchell, Creative Discourse
20

21 1. Call to Order, Attendance. The meeting was called to order at 5:46 PM by the Chair, Catherine
22 McMains.

23
24 2. Changes to the Agenda, Members' Items. There were none.
25

26 3. Approval of the July 7, 2021, Executive Committee Meeting Minutes
27 CHRIS SHAW MADE A MOTION, SECONDED BY JACKI MURPHY, TO APPROVE THE JULY 7, 2021,
28 EXECUTIVE COMMITTEE MEETING MINUTES, AS PRESENTED. MOTION CARRIED UNANIMOUSLY.
29

30 **Catherine McMains turned the meeting over to Chris Shaw for the Financial Committee items at
31 5:48 PM.**
32

33 4. Financial Update

34 a. Quarterly Journal Entries

35 Forest referred members to the Journal Entries dated April 2021 through June 2021, included with
36 the packet. He reminded everyone these items are pre-audit.

37 JEFF CARR MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE QUARTERLY JOURNAL
38 ENTRIES. MOTION CARRIED UNANIMOUSLY.
39

40 b. FY21 Preliminary Results

41 Forest provided members with a financial review covering the period of July 2020 through June
42 2021. Jeff stated he was pleased to see we were in the clear at the end of the fiscal year.
43

44 Balance Sheet June 30, 2021 Cash in checking at \$62,800 (operating). Cash in Money Market
45 \$104,520 (reserve). Current assets over liabilities, \$638,416, and Deferred Income Communities -
46 match: \$0 (the balance is recognized as revenue at year-end).
47

48 Income Statement through June 30, 2021

1 Forest explained we requested and received a reduced indirect rate for January through June to
2 reduce over-collection. He said an over-collection results in a penalty two years later, and as we
3 have previously discussed, we would like to avoid a potential penalty in the future. We also want to
4 reduce the swing from negatives to positives. We ended the fiscal year with a surplus of around
5 \$95,000. We will know the amount we over-collected when the indirect cost analysis is completed
6 within the next two months. In terms of the expenses, some relate to a reduction of in-person
7 meetings and far less travel due to the COVID restrictions (these amounts are detailed under
8 Conferences, Program Workshops, and Mileage expenses). On the other side of this, we incurred
9 increased janitorial costs due to heightened cleaning protocols and cleaning supplies. Overall, we
10 did operate with less overhead cost than we would in a non-COVID environment. Forest explained
11 we experienced a lower than comfortable cash balance in June. We were at half of the projected
12 and recent year experience figures at the end of June 2021. We are currently back to typical cash
13 levels. We were able to successfully navigate a month delay from a submitted VTrans invoice
14 because we had cash in reserve. Forest stated we returned \$50,000 more to the Money Market
15 (reserve) account over what we had withdrawn in June to cover this temporary shortfall.
16

17 Mike asked for more details regarding the indirect rate adjustment; specifically, how it works when
18 we apply to VTRANS to adjust the indirect rate and if the overhead rate was included in the
19 adjustment? Forest confirmed, yes, it did. He further explained, if we hadn't made the adjustment,
20 we would have had an even higher overage. Forest reminded members this is a preliminary
21 overview, and he will have more detailed information at the next meeting. He said there is also a
22 municipal dues component at play because we had more local projects; some of the surplus has to
23 do with the municipal dues and matches. Jeff stated, in a COVID year, he feels very pleased with the
24 result. He feels we managed through a difficult year very well. Forest and members agreed, the
25 result is overall good. Catherine asked if they are currently working on the audit, Forest said that
26 will happen in September.
27

28 **Chris Shaw concluded the financial portion and turned the meeting back over to Catherine**
29 **McMains at 6:00 PM.**
30

31 Jeff said the Delta variant is concerning and he is very thankful we are holding remote meetings and
32 would like this to continue, at least in a hybrid version. With the financial portion over, Jeff said
33 goodbye and excused himself from the meeting.
34

35 5. Equity Training Conversation with Creative Discourse

36 Charlie introduced Sue McCormack and Dr. Nadia Mitchell, our Diversity, Equity, and Inclusion (DEI)
37 consultants from Creative Discourse. Nadia said she is very excited to have embarked on this
38 journey with the CCRPC. She explained the CCRPC has taken a deep dive and through many
39 engaging conversations with staff and partners, we have flushed out some preliminary themes. In
40 addition, there is a clear desire and willingness to address racism and inequity issues. There is also a
41 concern there is a gap between where staff and board members are in terms of learning and
42 readiness. Nadia reminded everyone a large group summit will be held on November 6, 2021. The
43 process and themes will be discussed more thoroughly before that time. Nadia then introduced her
44 colleague, Sue McCormack.
45

46 Sue agreed with Nadia and said it has been great to work with the CCRPC. She stated she wanted to
47 give the Equity Leadership Team members an opportunity to reflect on what they have learned to

1 date and share what has been happening to help engage the staff and members. Sue explained the
2 topics being covered and described the process of learning as follows:

- 3
- 4 • Begin with personal and then consider systems (helpful arc of learning)
- 5 • Cycle of Socialization & Liberation
- 6 • Understanding & Mitigating Implicit Bias
- 7 • History of Inequities
- 8 • Impacts of Redlining | Housing Segregation
- 9

10 Sue asked members of the Equity Leadership Team to reflect and share what they have learned to
11 date. Jacki said she found the reading material, information on systems, redlining, and videos
12 presented to be very helpful. Mike agreed with Jacki, the information that has been presented,
13 particularly the information on redlining was very interesting to him. He felt many people have only
14 a surface level understanding of these issues, learning more deeply is important. He said the issues
15 with housing are directly in line with the work done by the RPC. Charlie agreed with Jacki and Mike.
16 He also thought the website that highlighted inequities over the years on different dates is very
17 interesting. He said it is important to look deeper at a variety of issues we may or may not have
18 heard about before.

19
20 Sue feels the CCRPC is really thinking about way to best support the members of our communities.
21 She asked if there were other topics that could be helpful as a starting place for the Staff and Board.
22

23 Chris Shaw stated, as a member of the board, the redlining, zoning, and planning sparks board
24 interest. He explained, in his community, the topic of climate change is being used as cover to lock
25 up land from development. There is tension between green-grabbing (the appropriation of land and
26 resources for environmental ends) and affordable housing. Chris feels affordable housing is a very
27 important issue. He said some towns are limited in what they can do to move toward more
28 affordable places, through either a lack of infrastructure or good planning and zoning, so
29 cities/towns that can support affordable housing in their areas should not be locking up their spaces,
30 especially when the climate crisis demands they create the most density in Chittenden County core
31 areas. Excess protections in core towns will exacerbate social and economic inequities. Using such
32 planning and zoning issues for DEI is a natural tool to engage board members and generate
33 productive discussion.

34
35 Bard said he feels similarly to Chris. He also wants to focus on items that are relevant and
36 actionable, and he gravitates towards housing and transportation. An example within the
37 community of Richmond is the Park and Ride. The Park and Ride is the single location of transit, and
38 he explained, the saying “you can’t get there from here” describes the Park and Ride, because it is
39 difficult to access without a vehicle. He feels this is not the best practice. Richmond has wrestled
40 with the implementation of affordable housing as there is resistance to infill and density. Bard wants
41 the commission to help towns address these types of inequities.

42
43 Bryan said he appreciated learning the back story of planning; how planning brought us to where we
44 are today. He also echoed Bard’s point; what role does the CCRPC have in helping towns address
45 plans and bylaws that perpetuate systemic racism.

46
47 Mike asked what discussion items would be presented to the board? Sue explained there are some
48 themes coming out that will be shared with the board. She explained Creative Discourse

1 recommends holding space for shared learning between staff, Board members and partners. Mike
2 asked how many responses they received to the survey. Sue said there were 72 responses. She also
3 added that many partners expressed gratitude that the CCRPC has created a space for these
4 conversations to take place. Sue can already see the CCRPC is making a difference and serving as a
5 catalyst to support conversations on DEI.
6

7 Chris asked if the board training would treat the staff and board as the same audience? Sue
8 explained, there will be opportunities for shared learning between staff, Board members, informal
9 guests, and others before then. Chris wonders if staff may need a higher level of depth and time
10 versus Board members who are volunteering their time. Sue explained one of the emerging themes
11 is a gap in the level of interest between staff and Board members. Staff members find it hard to
12 have these conversations. Sue said the only way to get over the difficulty is to bring the board and
13 staff together and create an opportunity with content to discuss together. Chris asked if the summit
14 will be less seminar based and instead, have breakout groups? Sue replied, yes.
15

16 Nadia explained Creative Discourse will present a report that will include information from the
17 individual interviews as well as information from the deep dive of current CCRPC policies. The goal
18 is to find actionable ideas that can create workshop sessions and collaborate on items to continue to
19 work on after the summit.
20

21 Charlie feels as we expand on these conversations that it is important to continue to remind
22 everyone why we are working on Racial inequities versus other challenges we face in society. He
23 noted, based on the new Census numbers, much of our growth has been and will be with people of
24 color. To ensure a healthy, inclusive and prosperous future, we need to be more welcoming and
25 inclusive.
26

27 Sue said Creative Discourse will design opportunities for learning around some of the housing issues
28 and how policy created systemic inequities. She explained it is important that white people not just
29 think about policy, but also to recognize how personal circumstances shape the way we see the
30 world. She explained there will be learning opportunities that target individual reflection offered.
31

32 Nadia thanked everyone for sharing thoughts. Regina wanted to remind everyone that the CCRPC
33 does not have any control over zoning; zoning is a local decision. She also added that the
34 stakeholder meetings were very positive and thinks that might be a great item to incorporate.
35

36 Nadia and Sue thanked everyone and excused themselves from the meeting.
37

38 6. Act 250 & Section 248 Applications

39 Regina referred members to the applications included with the packet.
40

41 a. A&C Realty, LLC; Essex; #4C1274-1

42 Per the application letter, this is an Act 250 application for a project located at 123 Old
43 Colchester Road in Essex, VT. The project is described as 150,000 cy of bedrock removal,
44 processing, and shipment of material off-site and the construction of two additional 20,000 sf
45 commercial buildings with associated site improvements. The proposed project is located within
46 the Enterprise Planning Area as defined in the 2018 Chittenden County ECOS Plan. The CCRPC
47 finds the proposed project to be in conformance with and consistent with, the Planning Areas of

1 the 2018 Chittenden County Regional Plan. The comments are based on information currently
2 available; CCRPC may have additional comments as the process continues.
3

4 b. Kana Solar Energy; Essex, VT; #21-2514-AN

5 Per the application letter, this is a 45-day notice of a Section 248 Petition to be filed with the
6 Vermont PUC for a 62.64 kW net-metering solar project located at 1 Kana Land in Essex, VT. The
7 CCRPC finds the proposed project meets the intent of the Energy Goal (Goal #17) and is in
8 conformance with the 2018 ECOS Chittenden County Regional Plan. The project meets the
9 suitability policies as well as the constraints policies, provided the applicant works with the
10 appropriate Vermont state agencies to mitigate impacts of constraints outlined by the CCRPC.
11 These comments are based on information currently available; CCRPC may have additional
12 comments as the process continues.
13

14 c. Spear Street Solar; South Burlington, VT; #21-2523-AN

15 Per the application letter, this is a 45-day notice of a Section 248 Petition to be filed with the
16 Vermont PUC for a 500kW solar project located at 600 Spear Street in South Burlington, VT. for a
17 group net-metering facility. The CCRPC finds the proposed project meets the intent of the
18 Energy Goal (Goal #17) and is in conformance with the 2018 ECOS Chittenden County Regional
19 Plan. The project meets the suitability policies as well as the constraints policies, provided the
20 applicant works with the appropriate Vermont state agencies to mitigate impacts of constraints
21 outlined by the CCRPC. These comments are based on information currently available; CCRPC
22 may have additional comments as the process continues. The CCRPC understands the project
23 may change between the advance notice and the final application. The CCRPC will review the
24 project location again after the full petition is submitted to confirm our initial findings above.
25

26 d. Richmond Substation; Richmond, VT; #21-2539-AN

27 Per the application letter, this is a 45-day notice of a Section 248 Petition to be filed with the
28 Vermont PUC for the substation located at 254 Governor Peck Highway in Richmond, VT. The
29 project is an upgrade of an existing substation. The CCRPC finds the proposed project meets the
30 intent of the Energy Goal (Goal #17) and is in conformance with the 2018 ECOS Chittenden
31 County Regional Plan. The project meets and complies with the suitability policies as well as the
32 constraints policies. These comments are based on information currently available; CCRPC may
33 have additional comments as the process continues. The CCRPC will review the project location
34 again after the full petition is submitted to confirm our initial findings above.
35

36 e. Hinesburg Pond Solar; Hinesburg, VT –#21-2513-AN

37 Per the application letter, this is a 45-day notice of a Section 248 Petition to be filed with the
38 Vermont PUC for a 50kW solar project located at 190 Pond Road in Hinesburg, VT. The project
39 meets the suitability policies as well as the constraints policies, provided the applicant works
40 with the appropriate Vermont state agencies to mitigate impacts of constraints outlined by the
41 CCRPC. These comments are based on information currently available; The CCRPC understands
42 the project may change between the advance notice and the final application. The CCRPC will
43 review the project location again after the full petition is submitted to confirm our initial
44 findings above.
45

46 MIKE O'BRIEN MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE ALL FIVE ACT
47 250/SECTION 248 LETTERS, AS PRESENTED. MOTION CARRIED UNANIMOUSLY.
48

1 7. Committee member review/volunteers

2 Charlie referred members to the memo included with the packet. He reminded everyone this was
3 discussed previously at the July meeting. He explained, per the Bylaws, every two years the Board
4 needs to vote on the Regional Board members (Agriculture, Socio-Economic-Housing,
5 Industrial/Business, Conservation/Environmental), currently represented by Tom Eaton, Tim
6 Baechle, Jesse Bridges, Don Meals and Miles Waite. Justin Dextrateur has moved to North Carolina,
7 so we are looking for a representative for the Socio-Economic-Housing. We are pretty well set with
8 our FY22 Committee Appointments and Volunteers. Charlie said the Long Range Planning board now
9 has Max Schindler, Abby Bleything, Tracey Delphia and Andy Watts. Regina said Dana Hanley, our
10 Charlotte Board Rep is also interested in the Long Range Planning board. Charlie will add her to the
11 list.

12
13 Mike asked if we should be having a representative supporting the issue of equity. Charlie agreed
14 and said this is a larger conversation we need to have. Bard also agreed as he feels the recruitment
15 of BIPOC community to sit on our committees and board is the right action to take. He feels
16 generally, within the Vermont state government, BIPOC members do not stay very long. We need to
17 create a plan that creates a welcoming, supportive environment and retention. Members agreed.
18

19 Charlie stated we should also look into the possibility of adding a staff position that focuses on
20 Racial Equity so that there is support at the Board, committee, and staff levels for this work.
21 Members felt this was a great idea. Bard and Catherine said many universities have staff positions
22 directly related to Diversity, Equity, and Inclusion.
23

24 8. Draft CCRPC Board Meeting Agenda

25 Charlie reviewed the September Board agenda with members. He noted the time allotment for
26 Equity Training is 90 minutes. We will review committee member appointments, the Hinesburg
27 Energy Plan and possibly the Underhill Town Plan. He said the Building Homes Together update will
28 be shared, which includes data collected from the 5-year effort of this initiative.
29

30 9. Chair/Executive Director Report

31 a. Elected Body visits to review CCRPC Annual Reports

32 Charlie reminded everyone he is scheduling meetings to review Annual Reports with city
33 councils and selectboards. Most of the meetings will be virtual.
34

35 b. VPSP2 update

36 Charlie said VTrans is still working with the information we provided. We do not yet have a firm
37 date as to when they will report back.
38

39 c. Senior Energy Project Manager hiring update

40 Charlie announced we hired Ann Janda as the new Senior Energy Project Manager. Ann has
41 worked with many of our municipalities, including as the Director of Administration for
42 Shelburne and most recently as a consultant in Hinesburg. She will begin work next Tuesday,
43 September 7.
44

45 Charlie said he was hoping to hold an in-person gathering this fall, however, with the current COVID
46 variants, this is not likely going to happen. Bard thinks we should continue holding virtual or hybrid
47 meetings for the foreseeable future. Charlie and members agreed. Catherine said virtual meetings
48 reduce transportation costs and environmental impacts from traveling. Bard said holding virtual

1 meeting also offers an option for participation to people that are differently abled. Charlie agreed
2 with all points and said we will continue to offer the option of remote/hybrid meetings to comply
3 with open meeting laws.

4
5 Jacki asked if there was a financial penalty for breaking the commitment at HULA. Charlie said they
6 did not have any issues rescheduling our scheduled in-person event and he hopes to work with
7 HULA when we finally can have an event, probably in June at this point.

8
9 10. Other Business: There was none.

10
11 11. Executive Session: There was none.

12
13 12. Adjournment: MIKE O'BRIEN MADE A MOTION, SECONDED BY CHRIS SHAW, TO ADJOURN THE
14 MEETING AT 6:59 PM. MOTION CARRIED UNANIMOUSLY.

15
16 Respectfully submitted,
17 Amy Irvin Witham

DRAFT