

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

5 DATE: Wednesday, November 17, 2021
6 TIME: 6:00 PM
7 PLACE: CCRPC Offices; 110 West Canal Street, Suite 202; Winooski, VT 05404 and
8 REMOTE ATTENDANCE via ZOOM MEETING VIDEO
9

10 PRESENT: Bolton: Sharon Murray Buel's Gore: Garret Mott
11 Burlington: Andy Montroll Burlington: Max Schindler (Alt)
12 Charlotte: Deidre Holmes (Alt) Colchester: Jacki Murphy
13 Essex: Jeff Carr (6:08 PM) Essex: Tracey Delphia (Alt)
14 Essex Junction: Dan Kerin Essex Junction: Elaine Haney (Alt)
15 Huntington: Barbara Elliott Hinesburg: Mike Bissonnette
16 Jericho: Catherine McMains Jericho: Wayne Howe
17 Milton: Tony Micklus Richmond: Bard Hill
18 St. George: Absent Shelburne: John Zicconi
19 So. Burlington: Chris Shaw Underhill: Absent
20 Westford: Absent Williston: Andy Watts
21 Winooski: Mike O'Brien Cons/Env.: Don Meals
22 VTrans: Amy Bell Bus/Ind: Absent
23 GMT: Absent Agriculture: Absent
24 Socio/Econ/Housing: Absent
25
26 Others: Kevin Harms, CCTV Fred Duplessis, CPA, Sullivan Powers
27 Sandy Thibault, CATMA Josh Katz, CATMA
28
29 CCRPC Staff: Charlie Baker, Executive Director Regina Mahony, Planning Program Mgr.
30 Eleni Churchill, Trans. Program Mgr. Forest Cohen, Senior Business Mgr.
31 Amy Irvin Witham, Business Office Mgr. Melanie Needle, Senior Planner
32 Marshall Distel, Senior Trans. Planner Christine Forde, Senior Trans. Planner
33 Dan Albrecht, Senior Planner Bryan Davis, Senior Trans. Planner
34

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

36 The meeting was called to order at 6:00 PM by the Chair, Catherine McMains.
37

38 2. Public Comment Period on Items NOT on the Agenda. There were none.
39

40 3. Action on Consent Agenda. There were none.
41

42 4. Approve Minutes of (3) Board Meetings; September 22, October 6, and October 20, 2021
43

- 44 • **Minutes, September 22, 2021:** GARRET MOTT MADE A MOTION, SECONDED BY CHRIS SHAW,
45 TO APPROVE THE SEPTEMBER 22, 2021, BOARD MEETING MINUTES, AS PRESENTED. MOTION
46 CARRIED WITH ONE ABSTENTION FROM MIKE O'BRIEN.
47

- 1 • **Minutes, October 6, 2021:** GARRET MOTT MADE A MOTION, SECONDED BY CHRIS SHAW, TO
2 APPROVE THE OCTOBER 6, 2021, BOARD MEETING MINUTES, WITH EDIT(S). MOTION CARRIED
3 WITH ONE ABSTENTION FROM DAN KERIN.
 - 4 ○ Edit list of attendees: Remove the alternate designation for Kurt Johnson as he is
5 the representative for Underhill.
- 6
- 7 • **Minutes, October 20, 2021:** GARRET MOTT MADE A MOTION, SECONDED BY DAN KERIN, TO
8 APPROVE THE October 20, 2021, BOARD MEETING MINUTES, WITH EDIT(S). MOTION CARRIED
9 WITH ONE ABSTENTION FROM JOHN ZICCONI.
 - 10 ○ Edit, page 3, line 37: Update the word believes to beliefs.

11

12 5. FY21 Audit Report – Fred Duplessis, Sullivan, Powers & Co.

13 Catherine and Charlie welcomed Fred Duplessis, CPA with Sullivan, Powers & Co., Certified Public
14 Accountants. Fred said he and his team recently completed the audit of the FY21 CCRPC financial
15 statements. He provided an overview of the FY21 CCRPC Independent Audit Report included with
16 the packet. He explained the Audit Report is a multi-part document and the CCRPC annual audit is
17 conducted following the generally accepted accounting principles in accordance with auditing
18 standards applicable to financial audits contained in Government Auditing Standards, issued by the
19 Comptroller General of the United States. Fred explained there are multiple schedules within the
20 document. Fred also stated the single audit is required by law when federal dollar spending amounts
21 are more than \$750,000 during a fiscal year. The Audit Report will soon be forwarded to the
22 clearinghouse where it is accessible by Federal and State agencies.

23

24 Fred stated there were no changes in accounting rules that impacted the CCRPC this year. He
25 referred members to page 4, “Management’s Discussion and Analysis” and explained the narrative
26 format explains the intent is to ensure everything is consistent with auditing and provides a financial
27 summary of information for what happened over the course of the fiscal year. Fred reminded
28 everyone the CCRPC is a member of Vermont Municipal Employees’ Retirement System (VMERS).
29 VMERS offers a pension plan and generally accepted accounting principles (rules) dictate that the
30 CCRPC’s portion of the pension plan liability be listed on the balance sheet. Fred said, as he has
31 pointed out in the past, this can result in a large expense on our financial statements that
32 management has no control over. He also pointed out the VMERS plan is relatively well funded, as
33 stated by the actuaries and consultants. Because it is not fully funded it has a financial impact on us.
34 Fred also referenced page 10, the “Statement of Net Position without VMERS Pension.” He
35 explained this breaks out the net position related to the CCRPC’s participation in VMERS and is
36 presented for the purposes of our own analysis. This adjustment for the pension accounting returns
37 more than \$600,000 of equity to the net position. Fred said the VMERS figures are based on many
38 assumptions, which makes it very challenging to represent on the books, however, the CCRPC is
39 doing exactly what it needs to do. Fred also referred to page 9 of the Draft Audit and stated it
40 provides good insight under the “Explanation of Changes in Net Position for years ending 2021 and
41 2020” section. VMERS is confusing as it is a large liability that must be highlighted in the Audit, and it
42 is important that the Board sees this presentation of CCRPC’s financial position.

43

44 The FY21 Audit also outlined CCRPC’s indirect rate and the change. The approved Indirect Rate for
45 FY21 was 83%, but the actual indirect costs for FY21 were 76.91%. This difference accounts for
46 approximately \$49K to \$50K of surplus and differences within small percentage points are
47 somewhat expected and can be managed. Larger discrepancies, around 10 percentage points, result
48 in a swing. The CCRPC used 83% for part of the year and dropped it down to 80% in January, which

1 Fred felt was as a good move by the CCRPC. He reminded members the focus of the single audit is
2 the major program spending, which is typically categorized under the Highway Planning and
3 Construction; the CDFA (Catalog of Federal Domestic Assistance) is 20.205. There are two reports
4 on compliance, one at the federal level and one at the state level, as well as an overall summary
5 report of the entire audit and the FY21 CCRPC audit was very good. Fred referred members to page
6 43, the last in the document. He explained this provides a complete overview and includes every
7 detail the clearinghouse wants to know. In our case, there were no findings of any control
8 weaknesses. Fred stated the CCRPC has done a great job having systems in place to meet the federal
9 requirements and manage federal funds. The CCRPC continues to qualify as a Low-Risk Auditee,
10 since it has maintained at least two years in a row of favorable audits. Fred stated this is a very
11 important designation to federal funders, as it ensures grant funds are managed appropriately.
12

13 Fred asked members for questions. Jeff said he did not have any questions, however, he wanted to
14 let everyone know it is very important, particularly for new members to the CCRPC Board, to
15 understand the CCRPC audits have been successful for the past few years, and that this was not
16 always the case. Jeff said having a clean audit is commendable. Charlie thanked the CCRPC Business
17 Office for the work they do to ensure the audit is favorable. He also thanked Fred for joining the
18 meeting and providing the Audit presentation.
19

20 JEFF CARR MADE A MOTION, SECONDED BY DAN KERIN, TO ACCEPT THE FY21 CCRPC AUDIT REPORT
21 AS PRESENTED. MOTION CARRIED UNANIMOUSLY.
22

23 6. Telework Trends, Sandy Thibault CATMA

24 Charlie and Catherine introduced Sandy Thibault, Executive Director, CATMA. Sandy said hello and
25 introduced, Josh Katz, Data Analyst, CATMA. Sandy and Josh assembled a presentation for the
26 Board. Sandy thanked the RPC for all the support over the years, she really appreciates this because
27 it has helped CATMA grow.
28

29 Sandy shared a PowerPoint presentation for members.
30

- 31 • CATMA was formed in 1992 by Champlain College, UVM Medical Center and UVM as
32 "Campus Area TMA"
- 33 • CATMA Mission: To jointly plan and manage safe, convenient, and economical parking and
34 transportation in ways that better coordinate land use and reduce environmental impacts.
- 35 • January 2015 - transitioned to a regional TMA changing the name to "Chittenden Area TMA"
36

37 Sandy explained there are approximately 175 Transportation Management Associations (TMA)'s in
38 the country. She explained CATMA is a non-profit organization that offers marketing, surveys, and
39 analysis. The overall goal is to reduce single occupant vehicles and provide innovated ways to do so.
40 She explained, CATMA activated a 3-year strategic business plan last January 2020, which includes
41 actionable goals and strategies. They are growing membership of businesses, developers and
42 municipalities and expanding the Board of Directors. Sandy said she is very excited that Charlie is
43 joining the CATMA Board, and she and the team are looking forward to working with him.
44

45 **The CATMA Vision:**

46 To work with members and community partners towards an efficient, reliable, and sustainable
47 transportation network in Chittenden County that reduces the reliance on single occupant
48 vehicles.

1
2
3 Sandy said CATMA currently has over 15 dues-paying members and many area businesses have an
4 appointed “Point of Contact” person for CATMA.
5

6 Sandy introduced Josh to present on the Commute/Telework Survey Trends. Josh shared the
7 findings from the 2021 Employee Transportation Survey. Josh said over 2000 Vermonters
8 responded. From the data transportation patterns since COVID show a decrease in bus ridership and
9 carpooling and an increase in biking and teleworking. He said this is a comprehensive survey that is
10 conducted every other year. The results reflect transportation patterns for employees at some of
11 the largest employers within Chittenden County. Josh explained the survey allows analysis
12 opportunities for:

- 13 • Project Future Parking Demand
 - 14 • Analyze Mode Trends
 - 15 • Support Academic Research
 - 16 • Support Municipalities/Regional planning
- 17

18 Josh turned the presentation back to Sandy. She explained CATMA offers help to employers in the
19 form of the Telework Tool Kit, which:

- 20 • Redefining and adapting workplace and workforce
 - 21 • Develop and/or update an Equitable Telework Policy
 - 22 • Offer Telework Resources, Best Practices, Tools and Sample Policies
- 23
24

25 Sandy said twenty months have passed since shifting and adapting to telework, largely due to Covid,
26 and the feedback CATMA has received from the workplaces using the toolkit has been very
27 favorable. Sandy encouraged everyone to check the CATMA website at catmavt.org and thanked
28 Charlie and the Board for proving CATMA with the opportunity to share the information. Charlie
29 thanked Sandy and Josh for joining us and said to stayed tuned for more information on this topic.
30

31 7. 2020 Census results and forecast for use in 2023 ECOS Plan.

32 Catherine introduced Melanie Needle to share information on the Census. Charlie asked to highlight
33 information before Melanie began. He said we wanted us to look at the Census numbers in relation
34 to our forecast for planning for the 2023 ECOS plan and hopes we can continue using the same data
35 because it is still valid. He referred members to the Census memo included with the packet and
36 introduced Melanie.
37

38 Melanie shared the 2020 Census and the ECOS Plan Forecast PowerPoint presentation with
39 members. She said the presentation covered the following topics:

- 40 • 2020 Census Population
 - 41 • ECOS Plan Forecast
 - 42 • Staff Recommendation
- 43

44 Slides detailed data population by town between the 2000 Census, 2010 Census and 2020 Census
45 and compared the population changes between each. Chittenden County population changes
46 ranged from an increase of a high 2500 people in Essex Town and Village, to the low of only 1

1 person in Buels Gore. St. George had the highest percent change in growth, coming in at 18%.
2 Overall, Chittenden County population grew 8% between from 156K in 2020 to 168K
3 St. George had the highest percent change in growth at 18%.

4 5 **Use of Forecasts in the ECOS Plan**

- 6 • Forecasts were used as inputs to the Energy Plan and to the Travel Demand Model
- 7 • For the 2018 ECOS Plan, RSG and Economic Policy Resources (EPR) worked with CCRPC to
8 develop a 2050 forecast for the county and municipalities
- 9 • The forecast includes estimates for future population, households, and total employment.

10
11 Overall, Chittenden County population grew from approximately 156K in 2010 to approximately
12 168K in 2020. The difference between 2020 Census and 2020 Forecast is 2% county-wide. Based on
13 this, updating the forecast is not likely to produce a benefit.

14
15 Per the memo, Vermont statute requirement is that regional plans are based on existing conditions
16 and probable future trends. CCRPC worked with consultants to prepare a 2050 demographic and
17 employment forecast which estimates future household, population, and employment conditions
18 for the county. The forecast is part of the 2018 ECOS Plan and in preparation for the 2023 ECOS
19 Plan, staff compared data to determine if an update is necessary. The CCRPC found minimal
20 difference between the current demographic and employment data and the forecast, based on this
21 Staff determined the information is still valid and recommends the 2018 ECOS Plan forecast be
22 utilized for the 2023 ECOS Plan.

23
24 Wayne Howe asked Melanie why some of the towns were flat? He said, it seems school enrollment
25 is generally trending downward, and he wondered if there was data that supports this information.
26 Melanie explained the demographic trend is with the older populations and with that, the
27 household size is decreasing. She said we do not have age-data and is not sure if age is one of the
28 criteria within the census. Wayne wondered if there will be an effect on the ECOS updates, based on
29 these trends in enrollment. Charlie explained, yes, we have seen this trend in school enrollment
30 broadly across the county. He explained this is one of the reasons we are not recommending
31 changes. He said we are also waiting on more information.

32
33 Jeff said the Census bureau has never delayed the release until this year and that delay is due to
34 COVID. He said there is difficulty tracking enrollment age-data and from his perspective, COVID has
35 skewed many items in our census information. Also, this is a long-term forecast, so there will be
36 differences. Bard asked Melanie to bring the Population by Town and Census comparisons by town
37 slides back to the screen share. He feels there is a fair amount of attention paid to the census data
38 and we must recognize the numbers have a margin of error, particularly when trying to break out
39 age groups and small towns. He said the statewide numbers are okay, but when moving into smaller
40 towns it is more difficult to pinpoint exact figures. Bard also stated, we tend to focus on the
41 statewide data and there are parts of the state that appear to have diminished population and
42 Chittenden County is unusual; Richmond is a small and stable town that feels like it is growing, but it
43 is all relative. He feels the 2020 Census data is the most reliable gauge. The further out we go with
44 projections, in 10-20-30-40 years, we can't know what will happen, we need to factor in climate
45 change, for example, what will happen to Vermont when Miami is no longer inhabitable due to
46 climate change. The further out for the projection, the more unknowns we will encounter
47

1 Melanie clarified the presentation is based on 2020 Census data and not ACS. Bard said, yes, he
2 understands that and the 2020 Census data is the gold standard as opposed to the ACS data.

3
4 GARRET MOTT MADE A MOTION, SECONDED BY MIKE O'BRIEN, TO UTILIZE THE 2018 ECOS PLAN
5 FORECAST FOR THE 2023 ECOS PLAN UPDATE. MOTION CARRIED UNANIMOUSLY.

6
7 8. Legislative Breakfast Topics:

8 Charlie referred members to the Legislative Briefing memo included with the packet. The list is a
9 starting point for potential policy initiatives implementing aspects of our ECOS Regional Plan we can
10 discuss with legislators at the upcoming December 7, 2021, Legislative Breakfast. The list included
11 the following topics:

- 12
13 • Broad Themes of Economic Recovery, Climate Action and Equity
14 ○ Smart Growth and Housing
15 ○ Implementing water, wastewater, and stormwater infrastructure
16 ○ Transportation funding
17 ○ Broadband expansion
18 ○ Economic and Workforce Development
19 ○ Environmental Justice, Equity assessments, Inclusive engagement –
20 transportation equity framework analysis to begin soon
21 ○ Climate Action Plan and Comprehensive Energy Plan recommendations
22 ○ Municipal and Regional Planning investment (to support the above items)
23
24 • Governance Issues
25 ○ Open Meeting Law revisions
26 ○ Cannabis Retail
27 ○ Transit Financing Study
28 ○ Update Municipal authorities to reduce the need for charter changes
29 ○ State Planning Office study (include RPC's if this moves forward)

30
31 Charlie asked for feedback. He said there are too many items on the list to cover and wants to know
32 if there are items that need to be added.

33
34 Mike said we need to make sure we include Equity and Inclusion. Charlie agreed, and stated it is
35 listed under the "Broad Themes of Economic Recovery, Climate Action and Equity" Chris agreed with
36 Mike, that Equity and Inclusion likely needs to be at the forefront within most of the topics.

37
38 John mentioned the American Rescue Plan Act of 2021 funding, to discuss how the money is
39 handled. He said there are many issues related to our towns and how the funds will be shared. John
40 would like us to spend some time on this, since this funding is a once in a lifetime opportunity.
41 Charlie asked Amy Bell if, with the ARPA funding, there might be loosened restrictions and
42 requirements in terms of town match and such? Could these funds be classified as State funds
43 rather than Federal funds? This could speed up delivery. John said this money is already categorized
44 and will need to be allocated toward the classifications. Bard agreed and said the Legislature will
45 likely be focused on this, as it is a once in a generation allotment of funding. Amy Bell offered up
46 some background. She explained this is a bill that congress came up with. It is going to take multiple
47 federal entities to interpret the intent of the funding, once that is determined, they will set up
48 guidance for State agencies. This process will take several months before the State has a clear

1 understanding of the provisions within the new law. At that point we will have to decide how to
2 administer the funds; Do we expand, add more dollars, modify match requirements, these are all
3 questions that will need to be addressed and answered. She wants to make sure everyone
4 understands this process will take time. Members agreed and understood.

5
6 Catherine said broadband is also a concern. Garret agreed with Catherine. He said broadband is
7 more important than transportation improvements since reliable broadband reduces road impacts,
8 improves telework & promotes equity.

9
10 Jeff said it is very important to make sure the Legislators know how important Chittenden County is
11 to the State of Vermont. We need to remind our delegation that injecting more into Chittenden
12 County creates more opportunities for the rest of the state.

13
14 Charlie asked if there were any topics that should be removed? Catherine asked what is the 'State
15 Planning Office study? Charlie said there was a bill introduced to reestablish a State Planning Office,
16 and this has been on his radar. He has no idea if it will move forward or not, and he isn't sure it is
17 even a critical issue within this session.

18
19 Charlie asked members to forward any additional thoughts they might have to him, preferably prior
20 to the Executive Committee meeting coming up in December.

21
22 9. Chair/Executive Director Report

23
24 a. Equity Summit follow-up/debrief

25 Charlie thanked everyone who participated in the November 6, Equity Summit. He explained
26 in terms of process, our consultant team, Creative Discourse, is currently digesting the
27 information. We hope to see a summary report just after the Thanksgiving holiday. The
28 summary will include information that was received in the interviews that took place over
29 the summer months, the internal analysis of CCRPC documents (bylaws, policies,
30 procedures), and the Equity Summit. All the findings will be incorporated into a
31 comprehensive report that Charlie expects will be shared at the January Board meeting.
32 Catherine said she really enjoyed participating in the summit and listening to the
33 interpreters in Arabic and Swahili was fascinating.

34
35 b. UPWP application request (to be sent by 11/19/21

36 Charlie told members they should see an e-mail with information on the next UPWP
37 application very soon.

38
39
40 10. Committee/Liaison Activities & Reports.

41 Catherine noted the minutes for our committees are included with the packet and as links to the
42 online documents. (Executive/Finance Committee, TAC, CWAC, Equity Leadership Team and All
43 Hazard Mitigation Committee).

44
45 Charlie said Dan reminded him to ask if anyone was interested in serving on the All-Hazard
46 Mitigation Committee? Garret Mott volunteered.

47

1 Future Agenda Topics. Charlie said the January Board meeting is overloaded with topics now and if
2 there are items we can defer, we will pare down the agenda, so the meeting is of a reasonable
3 amount of time.
4

5 11. Members' Items, Other business. There were none.
6

7 12. Adjournment. JEFF CARR MADE A MOTION, SECONDED BY JOHN ZICCONI, TO ADJOURN THE BOARD
8 MEETING AT 7:32 PM. MOTION CARRIED UNANIMOUSLY.
9

10 Respectfully submitted,
11 Amy Irvin Witham
12

DRAFT