

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

5 DATE: Wednesday, December 1, 2021
6 TIME: 5:45 PM
7 PLACE: CCRPC office and Remote Attendance via ZOOM Meeting
8

9 PRESENT: Catherine McMains, Chair Bard Hill, at large <5000 (6:18 PM)
10 Mike O'Brien, Immediate Past Chair Jacki Murphy, at large >5000
11 John Zicconi, Treasurer Chris Shaw, Vice-Chair
12 Jeff Carr, Finance
13 STAFF: Charlie Baker, Executive Director Regina Mahony, Planning Prog. Mgr.
14 Eleni Churchill, Trans. Program Mgr. Forest Cohen, Senior Business Mgr.
15 Amy Irvin Witham, Business Office Mgr.
16

- 17 1. Call to Order, Attendance. The meeting was called to order at 5:47 PM by the Chair, Catherine
18 McMains.
19
20 2. Changes to the Agenda, Members' Items. There were no changes. Catherine let members know she
21 has a potential member for the Transportation Advisory Committee, Disabled. His name is Adam
22 Wexler.
23
24 3. Approval of the November 3, 2021, Joint Executive & Finance Committee Meeting Minutes
25 MIKE O'BRIEN MADE A MOTION, SECONDED BY BARD HILL, TO APPROVE THE NOVEMBER 3, 2021,
26 JOINT EXECUTIVE & FINANCE COMMITTEE MINUTES AS PRESENTED. MOTION CARRIED
27 UNANIMOUSLY.
28

29 **Catherine turned the meeting over to John for the Financial Committee items at 5:50 PM.**

- 30 4. Financial Update, FY-2022 First Quarter
31 a. Quarterly Journal Entries
32 Forest referred members to the Journal Entries dated July 2021 through September 2021, included
33 with the packet. Jeff said he didn't have any questions; he thought the numbers looked good.
34

35 JEFF CARR MADE A MOTION, SECONDED BY BARD HILL, TO APPROVE THE QUARTERLY JOURNAL
36 ENTRIES FOR JULY 2021 through SEPTEMBER 2021. MOTION CARRIED UNANIMOUSLY

- 37 b. Quarter One Results
38 Forest referred members to the memo included with the packet and provided a financial review
39 covering the period of July 2021 through September 2021.
40

41 Balance Sheet September 30, 2021.

42 Cash in checking at \$163,702 (operating). Cash in Money Market \$305,009 (reserve). Current assets
43 over liabilities, \$950,794 and Deferred Income Communities -match: \$202,565.
44

45 Income Statement through September 30, 2021

46 Forest stated we are off to a solid start for FY22. A modest deficit at the end of the first quarter is
47 very manageable. Operations support revenues are slightly ahead of budget at 25.3%. It is a

1 challenge to predict the rest of the fiscal year after only one quarter, however, Forest feels we may
2 lower our indirect rate slightly, at the midyear point. Expenses are currently running ahead of the
3 budget year; however, salaries are running a few percentage points over budget as the month of
4 October had 3-payroll runs. This should even out. Additionally, there were front loaded expenses in
5 the form of Depreciation and Software Purchases. These should move back into alignment with the
6 overall budget as the fiscal year progresses. Due to a delayed payment from VTrans, FY22 began
7 with relatively low cash balances. Once this payment posted along with the payments in July, August
8 and September, the balance recovered. We also collected aging and current payments during the
9 month of August. In addition to bill payments, we returned \$200,000 to the Money Market account.
10 Based on November 22, 2021, balances, projections indicate a stable cash situation and we do not
11 anticipate difficulty with cash levels over the course of FY22.

12
13 Jacki asked if the Journal Entries, in terms of salaries, that each amount is showing for one person
14 and the time spent is for each project. Forest confirmed, yes, the allocations are toward all the
15 various projects.

16
17 Jeff asked about the reports and projections in terms of the cash flow. He understands within the
18 entire fiscal year various items do affect the cash flow. Jeff feels for these reports to be useful; we
19 may need more detailed projections. He added, as we use targeted reports more often, we should
20 become closer each year to more exact numbers. Forest agreed, these projections are averages and
21 based on overall terms, they are not dialed in to a minute level. Jeff said it might be more helpful to
22 include the last few years bottom line figures as a comparison tool. Charlie said he does find these
23 averages the reports generate to be useful. This gives us a sense of where we are in any given
24 month. Charlie said, aside from ACCD everything else runs monthly; it is rare that items double up,
25 and he explained that is why Forest pointed out one of the VTrans billings were later than usual.

26
27 Mike asked about the indirect rate and the potential to have to reduce it. Forest explained he and
28 Charlie will look very closely to ensure we are on track. Forest said we over collected slightly, in a
29 manageable amount last fiscal year. Based on this, Forest believes we may have a slight penalty, but
30 it should be manageable.

31
32 **The financial portion of the meeting concluded at 6:12 PM. Jeff said goodbye and excused himself**
33 **from the meeting.**

34
35 Mike recused himself from the ACT 250 portion of the meeting.

36
37 5. Act 250 & Section 248 Applications.

- 38 a. South Village Communities. LLC; South Burlington; #4C1160R-11 Regina referred members to
39 the Act 250 application to be submitted to the District Coordinator included with the packet.
40 The project is located at 55 Allen Road East, 161 Allen Road East, and 230 Preserve Road in
41 South Burlington, Vermont. The project is described as boundary line adjustments of Lots 63, 11,
42 11A, 11B, 48 and 48N; subdivision of Lot 11 into three lots, and Lot 48N into five lots. The
43 project also includes the construction of 11 duplex residential buildings on Lot 11 and four
44 duplex buildings on Lot 48N with supporting infrastructure. Two lots will become open space
45 and the agricultural leasehold will be enlarged. The proposed project is located within the
46 Suburban Planning Area as defined in the Chittenden County Regional Plan. The CCRPC finds the
47 project to be consistent with, and in conformance with, the Planning Areas of the 2018

1 *Chittenden County ECOS Plan*. The comments are based on the limited information currently
2 available and the CCRPC may have additional comments as the process continues.
3

4 JOHN ZICCONI MADE A MOTION, SECONDED BY JACKI MURPHY, TO RECOMMEND BOARD
5 ACCEPTANCE OF THE FY21 DRAFT AUDIT REPORT. MOTION CARRIED WITH ONE ABSTENTION FROM
6 MIKE O'BRIEN.
7

8 6. Legislative Breakfast

9 Charlie and Regina referred members to the memo included with the packet and reviewed a draft
10 PowerPoint presentation titled Chittenden County Municipal Legislative Briefing. Each included
11 various topics to be covered at the Legislative Breakfast to be held remotely on December 7, at 8:00
12 AM. Charlie stated he would like members to provide feedback on which outline works best; either
13 the PowerPoint presentation or the outline used in the Memo, that outlines topics under the
14 headings: Place, Prosperity, People, Governance and Funding. Charlie explained there are
15 approximately 40 people signed up to participate in the Legislative Breakfast meeting. John
16 wondered if it would be best to forego the individual introductions and suggested Charlie provide an
17 overall introduction of attendees instead. Members discussed the flow of Zoom meetings versus in-
18 person meetings. Members agreed the format of the PowerPoint presentation was preferred.
19 Charlie explained all the issues that were chosen are expected to come up during the legislative
20 session.
21

22 Charlie, Regina, and members reviewed the topics and the presentation. Members also provided
23 feedback as Charlie and Regina edited and revised the presentation. Charlie thanked everyone for
24 the assistance.
25

26 Topics included the following:

- 27 ○ Water, Wastewater, and Stormwater, Supporting housing in urban areas and
28 villages
- 29 ○ Permitting System; State and local permit process improvements ([S.101](#)); Expand
30 neighborhood development area exemption to villages
- 31 ○ Utilizing/Accessing Federal and State Funds for implementation of initiatives
- 32 ○ Transportation Investments; safety, bike, ped, transit, transportation demand
33 management
- 34 ○ Increase Housing Supply and Quality, Rental housing health and safety (S.79)
- 35 ○ Climate Change
- 36 ○ Environmental Justice ([S.148](#)), Equity/Inclusivity engagement, Equity Assessments of
37 Investments, Policies, and Processes, Transportation equity framework analysis,
38 CCRPC Equity Audit report to come in December.
- 39 ○ Economic and Workforce Development initiatives ([H.159](#)), Workforce/Housing/
40 Childcare
- 41 ○ Broadband Investments: expand flexibility of broadband funding beyond CUDs to
42 allow providers and municipalities better access with a focus on hard to serve areas.
- 43 ○ Open Meeting Law Revision (to allow for flexibility in meeting access)
- 44 ○ Transit Financing Study (options to continue fare-free service and decrease
45 inequitable demands on property tax).
- 46 ○ Cannabis Retail: to provide opportunities for host municipalities to receive portion
47 of excise taxes

- 1 ○ RPC funding: RPC's have been at level funding for 20 years; we need increased
- 2 regional and municipal planning funds to support implementation of above.
- 3

4 The PowerPoint presentation provided at the legislative briefing will be posted on the website.

5

6 7. Chair/Executive Director Report

7 a. UPWP Applications due January 21, 2022

8 Charlie reminded members that Marshall Distel recently sent out an e-mail outlining the

9 process and the request for project applications for FY23.

10

11 b. Budget and UPWP Mid-year Adjustment

12 Charlie said we are going to close out the November finances soon and will have an update for

13 the mid-year adjustments. Charlie let members know the RAISE Grant did not come to fruition

14 for us, so we will not be taking on that work. Charlie is not sure what will come out of the

15 equity recommendations. Charlie said he would not be surprised if there is a recommendation

16 to hire a specific staff member for equity.

17

18 c. Health Insurance Update Charlie stated we moved into a self-insured Health Care plan a couple

19 of years ago. He explained, since staff has been healthy and have had a relatively low claim

20 submission, we ended up with a surplus. Members and Charlie discussed various ways this can

21 be handled.

22

23 8. Other Business: There was none.

24 John Zicconi stated he will not be able to attend the January Executive Committee meeting.

25

26

27 9. Executive Session: There was none.

28

29 10. Adjournment: MIKE O'BRIEN MADE A MOTION, SECONDED BY JOHN ZICCONI, TO ADJOURN THE

30 MEETING AT 7:35 PM. MOTION CARRIED UNANIMOUSLY.

31

32 Respectfully submitted,

33 Amy Irvin Witham