

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

5 DATE: Wednesday, November 3, 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

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 5:45PM by the Chair, Catherine
18 McMains.
19

20 2. Changes to the Agenda, Members' Items. There were none.
21

22 3. Approval of the October 6, 2021, Executive Committee Meeting Minutes
23 CHRIS SHAW MADE A MOTION, SECONDED BY MIKE O'BRIEN, TO APPROVE THE OCTOBER 6, 2021,
24 EXECUTIVE COMMITTEE MINUTES AS PRESENTED. MOTION CARRIED WITH ONE ABSTENTION FROM
25 JOHN ZICCONI.
26

27 4. Act 250 & Section 248 Applications. There were none.
28

29 5. FY21 Audit:

30 Charlie and Forest introduced Fred Duplessis, CPA with Sullivan, Powers & Co., Certified Public
31 Accountants. Fred stated he and his team recently completed the audit of the FY21 CCRPC financial
32 statements and provided an overview of the Draft Independent Audit Report included with the
33 packet. He explained the draft audit is a multi-part document and the audit is conducted following
34 generally accepted accounting principles in accordance with auditing standards applicable to
35 financial audits contained in Government Auditing Standards, issued by the Comptroller General of
36 the United States. Fred stated there were no changes in accounting that impacted the CCRPC this
37 year; however, next year there will be a change in how lease agreements greater than twelve
38 months are presented on the balance sheet. Fred reminded everyone the CCRPC is a member of
39 Vermont Municipal Employees' Retirement System (VMERS). VMERS offers a pension plan and
40 generally accepted accounting principles (rules) dictate that the CCRPC's portion of the pension plan
41 liability be listed on the balance sheet. Fred stated, as he has pointed out in the past, this can result
42 in a large expense on our financial statements that management has no control over. Mike asked
43 Fred to expand a bit more on how VMERS affects our accounting. Fred referenced, page 10, the
44 "Statement of Net Position without VMERS Pension". He explained this breaks out the net position
45 related to the CCRPC's participation in VMERS and is presented for the purposes of our own analysis.
46 This adjustment for the pension accounting returns more than \$600,000 of equity to the net
47 position. Fred said the VMERS figures are based on many assumptions, which makes it very
48 challenging to represent on the books, however, the CCRPC is doing exactly what it needs to do.

1 Fred also said page 9 of the Draft Audit provides good insight under the “Explanation of Changes in
2 Net Position for years ending 2021 and 2020.” Charlie agreed; VMERS is confusing as it is a large
3 liability that must be highlighted in the Audit, and it is important that the Board sees this
4 presentation of CCRPC’s financial position.
5

6 Fred said this audit outlined CCRPC’s indirect rate and the change; The approved Indirect Rate for
7 FY21 was 83%, but the actual indirect costs for FY21 were 76.91%. This difference accounts for
8 approximately \$49K to \$50K of surplus and differences within small percentage points are
9 somewhat expected and can be managed. Larger discrepancies, around 10 percentage points, result
10 in a swing. The CCRPC used 83% for part of the year and dropped it down to 80% in January, which
11 Fred felt was as a good move by the CCRPC.
12

13 He explained in a single audit, the focus is the major program spending, which is typically
14 categorized under the Highway Planning and Construction; the CDFA (Catalog of Federal Domestic
15 Assistance) is 20.205. There are two reports on compliance at both the federal and state level and
16 there is a summary of the entire audit. Overall, the audit was very good. There were no findings of
17 any control weaknesses. Fred stated the CCRPC has done a great job of having systems in place to
18 meet federal requirements and manage federal funds. The CCRPC continues to qualify as a Low-Risk
19 Auditee, since it has maintained at least two years in a row of favorable audits. Fred explained this is
20 an important designation to federal funders, as it ensures grant funds are managed appropriately.
21

22 Charlie thanked Fred for providing members with the audit overview and thanked the CCRPC
23 Business office for another clean audit.
24

25 JOHN ZICCONI MADE A MOTION, SECONDED BY MIKE O’BRIEN, TO RECOMMEND BOARD
26 ACCEPTANCE OF THE FY21 DRAFT AUDIT REPORT. MOTION CARRIED UNANIMOUSLY.
27

28 6. Legislative Breakfast

29 Charlie explained there are multiple topics he expects to be covered at the Legislative Breakfast,
30 including the following:

- 31 • American Rescue Plan Act (ARPA) funds
- 32 • Affordable Housing
- 33 • Water and Wastewater
- 34 • Transit financing
- 35 • Permits/Permitting
- 36 • Broadband beyond CUD’s (Communications Union Districts)
- 37 • Equity and Inclusion initiatives
- 38 • Climate Action Plan
- 39 • RPC & Municipal Planning Grants funding
40

41 Chris asked about the Climate Action Plan status at the state level. Charlie said there is a deadline to
42 present the Initial Climate Action plan by December 1; with this deadline, he feels there will be
43 feedback early in the legislative session.
44

45 Charlie stated, regarding transit funding, we’ve partnered with GMT and VTRANS on a transit study.
46 We may want to follow up on this because it may take financial pressure off our municipalities. It
47 also addresses the cost of providing “fare-free” transit. He also said rather than discussing Act 250,

1 we should discuss the permit system in broader terms. Charlie asked members if there were any
2 additional topics or specific topics they would like to see added to the list? Members discussed and
3 agreed the current list included adequate topics.
4

5 Mike asked Charlie if any of our Legislatures signed up for the November 6, Equity Summit? Charlie
6 said there are a few, including Kesha Ram and Taylor Small.
7

8 Charlie said he will have a better formed presentation of the topics at our next meeting scheduled
9 just prior to the Legislative Breakfast to be held remotely on December 7, at 8:00 AM. This topic will
10 be discussed with the full CCRPC Board at our next meeting.
11

12 7. Chair/Executive Director Report

13 a. Priority Economic Development Project List

14 Charlie referred members to the Priority Economic Development Projects handout included in
15 the packet. He explained the list comes from the Greater Burlington Industrial Corporation,
16 (GBIC) and includes economic development projects they have identified, in partnership with
17 the CCRPC. The projects include:

- 18 • Crescent Connector; Village of Essex Jct.
- 19 • Winooski Main Street; City of Winooski
- 20 • Water Supply Increase; Town of Hinesburg
- 21 • Trader Lane; Town of Williston
- 22 • HULA Transit Center; HULA
- 23 • Municipal Parking, Hotel & Residential Condo project; City of Winooski
- 24 • Railyard Enterprise Project; City of Burlington
- 25 • Community Sewage Disposal System; Town of Westford
- 26 • Community Sailing Center Improvements; Lake Champlain Sailing Center
- 27 • Water and Sewer Extension; Town of Richmond
- 28 • Multi-Generational Recreation Center; Town of Colchester
- 29 • Community Sewer and Water; Town of Charlotte

30
31 Charlie explained this is an interim and living list, however, over the course of the next twelve
32 or so months we will have a well vetted list from the CEDS process. Charlie wanted to share
33 what we have currently to solicit feedback from Executive Committee members and discuss
34 presenting to the Board. Charlie noted there are several Transportation projects on this list,
35 and he wants to make ensure everyone is aware. Mike said the only concern with bringing it to
36 the Board before it is further developed is that it can create pointless discussions. He suggested
37 Charlie provide an informational overview. Members agreed. Charlie also agreed and said he
38 will create a memo for the Board that summarizes the process at the current stage. He also said
39 this is a living document and if any of our municipalities have ideas for a good economic
40 development project, they can forward directly to us and GBIC to be added to the list. John
41 agreed that giving towns the information and asking they present ideas to GBIC, rather than
42 through Board members, is a good plan. Members agreed.
43

44 b. Planning for Equity Summit

45 Charlie thanked everyone for signing up to attend the Equity Summit scheduled for Saturday,
46 November 6. Charlie said there are currently seven board members attending. Between CCRPC
47 Staff, legislatures and municipality representatives, there are approximately 90 total

1 participants. He explained the format will begin with 15 minutes of introductions, followed by
2 an 'icebreaker' question before participants move into smaller breakout groups where more
3 time to work through the exercises will be set. The topic will center on discussions on how to
4 improve equity in our communities. Charlie thanked Jacki and Mike for their participation in
5 the Equity Leadership group. Members asked about moving from having discussions about
6 equity and into action to create equity. Charlie said one of the messages coming from Creative
7 Discourse is that we need to continue moving slowly on this path to hear from the community
8 before we move to action. He said we should have a better sense of more actionable items
9 from the upcoming summit.

10
11 8. Draft CCRPC Board Meeting Agenda

12 Charlie referred members to page 52 of their packets and reviewed the draft November 17, 2021,
13 Board meeting agenda. He said he is hoping Sandy Thibault from CATMA will join the meeting to
14 discuss telework trends. Charlie said the CCRPC also engaged RSG to perform strategic modeling
15 that includes research of what is going on holistically with transportation. There will be a discussion
16 on the 2020 Census results and the forecast for use in our 2023 ECOS plan, based on staff
17 recommendations, it makes sense to keep existing projections in place, as they are close to the
18 Census data. Charlie reminded everyone this will be an action item.

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20 9. Other Business: There was none.

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22 10. Executive Session: There was none.

23
24 11. Adjournment: JOHN ZICCONI MADE A MOTION, SECONDED BY MIKE O'BRIEN, TO ADJOURN THE
25 MEETING AT 7:00 PM. MOTION CARRIED UNANIMOUSLY.

26
27 Respectfully submitted,
28 Amy Irvin Witham