

Agenda
Executive Committee
Wednesday, February 2, 2022 – 5:45 p.m.
Remote Meeting Only



Join Zoom Meeting: <https://us02web.zoom.us/j/85736367393>

One tap mobile: +13017158592,, 85736367393#

Dial in: +1 646 876 9923 Meeting ID: 857 3636 7393

1. Call to Order, Attendance
2. Changes to the Agenda, Members' Items (Action)
3. Approval of the January 5, 2022 Executive Committee Minutes* (Action)
4. Act 250 & Section 248 Applications (Action)
 - a. *none anticipated*
5. Socio-Econ/Housing Board seat – Bruce Wilson* (Action)
6. Draft February 16th Board agenda* (Discussion)
7. Chair/Executive Director Report (Discussion)
 - a. FY23 UPWP update
 - b. Legislative update
 - c. Equity and Engagement Manager hiring update
8. Other Business (Discussion)
9. Executive Session (*not anticipated to be needed*) (Action)
10. Adjournment (Action)

*Attachments

NEXT MEETING – Executive Committee – **Wednesday, March 2, 2022, 5:45 p.m.**

In accordance with provisions of the Americans with Disabilities Act (ADA) of 1990, the CCRPC will ensure public meeting sites are accessible to all people. Requests for free interpretive or translation services, assistive devices, or other requested accommodations, should be made to Emma Vaughn, CCRPC Title VI Coordinator, at 802-846-4490 ext. 121 or evaughn@ccrpcvt.org, no later than 3 business days prior to the meeting for which services are requested.

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

5 DATE: Wednesday, January 5, 2022

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 (at 5:56 PM)
10 Mike O'Brien, Immediate Past Chair Jacki Murphy, at large >5000
11 Chris Shaw, Vice-Chair
12

13 ABSENT: John Zicconi, Treasurer
14

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

19 OTHERS: Matthew Arancio, VTrans Amy Bell, VTrans
20

- 21 1. Call to Order, Attendance. The meeting was called to order at 5:45 PM by the Chair, Catherine
22 McMains.
23
24 2. Changes to the Agenda, Members' Items. There were no changes.
25
26 3. Approval of the December 1, 2021, Joint Executive & Finance Committee Meeting Minutes
27 MIKE O'BRIEN MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE DECEMBER 1, 2021,
28 JOINT EXECUTIVE & FINANCE COMMITTEE MINUTES WITH EDITS. MOTION CARRIED UNANIMOUSLY.
29

- 30 • Edit: Update the spelling of Adam Wechsler's last name (from Wexler).
31

- 32 4. Act 250 & Section 248 Applications. There were none.
33

- 34 5. Cafeteria Plan Resolutions for Dependent Care Assistance and Flexible Spending Accounts.
35 Forest explained there was federal legislation passed over the last two years that require us to
36 retroactively amend our Cafeteria Plan. Our Cafeteria Plan, or Section 125 Plan, is the document
37 that allows employers to offer certain tax advantaged benefits to employees. American Rescue Plan
38 Act (ARPA) and the Consolidated Appropriations Act (CAA) temporarily changed some of the rules
39 governing COBRA eligibility and Dependent Care Account contribution limits and roll-overs.
40

41 Amendments to our Cafeteria Plan require that the governing body of the CCRPC, which is the
42 Executive Committee in matters regarding personnel policy, to formally adopt resolutions as
43 presented in the amendment documents.
44

45 Mike noted that the amendment documents would need to be signed and wondered how that
46 would be handled. Forest assured the members that he would obtain signatures from the
47 appropriate members using DocuSign after the Committee vote.

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2 CHRIS SHAW MADE A MOTION, SECONDED BY MIKE O'BRIEN, TO APPROVE THE RESOLUTIONS TO
3 AMEND THE CCRPC CAFETERIA PLAN, FLEXIBLE SPENDING ACCOUNT PLAN AND DEPENDENT CARE
4 ACCOUNTS. MOTION CARRIED UNANIMOUSLY.
5

6 6. Equity Assessment Report Review

7 Charlie referred members to the Equity Assessment Report included with the packet.
8

9 The Equity Assessment Report includes an Executive Summary, Overview, Scope of Work and Goals,
10 Methodology, Key Findings, Discussion, and Implications. It ends with an assemblage of
11 Recommendations. Multiple recommendations were summarized under three focused areas:
12

13 *The Creative Discourse Group recommends three focus areas:*

- 14 • *Center Justice, equity, diversity, and inclusion in every facet of CCRPC's work.*
 - 15 • *Prioritize connections with people of the global majority and those who have been*
16 *marginalized.*
 - 17 • *Leverage and share CCRPC's power and resources to become a regional racial equity*
18 *leader.*
- 19

20 Mike reminded everyone he was a member on the Equity Leadership Team. He said he agreed with
21 the recommendations and feels they are very important. His only concern was with some of the
22 verbiage and whether focusing so much on racial equity we will not address economic equity.
23 Charlie said he did ask Sue McCormack about this. She referenced the American Disability Act (ADA)
24 that was signed into law in 1990. Although the ADA was initiated in response to discrimination for
25 people with physical and mental limitations, the efforts benefited many people, not just those with
26 disabilities, in the way that a wheelchair access ramp into a store would also benefit someone using
27 a walker or a person with a stroller. The intention is to benefit all people. Bard said other groups he
28 works with have stumbled on this same theme, where the scope and the language can be difficult to
29 manage. Jacki (also a member of the Equity Leadership Team) agreed with Mike and Bard. She said
30 she did not remember the term "global majority" being used during any of the many discussions
31 leading up to the Equity Report. Jacki also recommended the book, "The Sum of Us" by Heather
32 McGee. Charlie agreed and reminded everyone that if we focus on racial equity, it will ultimately
33 benefit all.
34

35 Charlie continued and reviewed the three focus area categories. He explained some of the
36 recommendations may not be quickly resolved. However, we are already moving toward some of
37 the actionable items that can be accomplished faster than others. For instance, creating a new
38 position and hiring a new staff member to focus on equity. Charlie said the proposed mid-year
39 adjustment budget was adjusted to reflect this recommendation. Charlie stated, although we have
40 been conducting mini equity assessments at the beginning of our projects for a while, we will work
41 to get an improved interim process in place soon with the understanding that it and other efforts
42 will get updated after the staff person is on board and we start working with the community to
43 update practices and policies. Members discussed the new equity position and retention.
44

45 Jackie suggested we present an executive summary in addition to the full Equity Assessment Report
46 for the upcoming Board meeting, to ensure everyone can read through the information. Members
47 and Charlie agreed. Amy Bell asked if she could share the draft Equity Assessment Report with
48 colleagues. Charlie said absolutely, this is a public document.

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7. Draft FY22 UPWP Mid-Year Adjustment and Budget

Charlie reviewed the Draft FY22 Mid-Year Adjustment and Budget documents with members. He explained, at this point in the process, the budget is pretty well set. He referred members to the budget document and provided an overview on the CCRPC Program Revenue. He explained that the ACCD line has been adjusted to reflect actual revenue. Also, the Regional Planning and Energy Implementation has new funding coming in from ACCD. In this initial draft we do not have the staff hours to fully draw down the available funding, so we will need to take another look at this area. Forest mentioned that the amount of municipal match left over was substantially less than it has been in recent years as we have had to draw on our local dues a bit more than usual. Mike asked what is the downside to this? Charlie explained this is our only flexible form of funding and when it draws down, it makes things a bit tight. Charlie pointed out the salary line and explained the amount has increased because we are proposing to hire an equity staff person and a new position in the Business office. Charlie said he and Forest fine-tuned each of the expenses. He noted that we managed to improve the outlook. Charlie said our indirect costs are slightly (1%) higher than our approved rate, but they are very close. Overall, Charlie feels we are in good shape moving forward. Mike asked about the indirect rate; Charlie said we continue to work hard to stay on target to avoid large swings. Charlie referred members to the FY22-Midyear UPWP document and provided an overview of the projects. He pointed out the following several project additions. Charlie said there were a few projects that were not completed in FY21 that have been brought back into FY22. He also said there is a new WQ-Stormwater project, a Healthy Community Design, and an Equity project with Burlington. Charlie also stated that the CCRPC serves as a fiscal sponsor for the Vermont Racial Justice Alliance grant from the Department of Health.

Charlie said there are a couple of items that are not listed. First, he has reached out to FHWA to see if we can support initial planning efforts to replace the Charlotte Town Garage, project. Second, Charlie said he is having conversations with the City of Burlington and Hula regarding a technical feasibility study for the South End Transit Center.

Mike thanked Charlie, Forest, Eleni, and Regina for their work on the FY22-UPWP & Budget.

MIKE O'BRIEN MADE A MOTION, SECONDED BY JACKI MURPHY, TO RECOMMEND THE BOARD APPROVE THE PROPOSED MID YEAR ADJUSTMENT FOR THE FY22 UPWP AND BUDGET. MOTION CARRIED UNANIMOUSLY.

8. Legislative Priorities

Charlie referred members to the Policy Participation document included with the packet. He explained this version had been updated since the Legislative Briefing held in early December. Charlie asked members for feedback on the formatting of the document. Members agreed the table is easy to read and they liked the format of the updated document. Charlie gave an overview of the list and highlighted a few standout items. He said there is a lot happening with Climate initiatives. We will continue to monitor any bills proposed to implement the Climate Action Plan and the Comprehensive Energy Plan. He said there are Act 250 Reform and Housing bills moving forward and this is one of the priorities for the Governor. Charlie said Transit Financing was added to the list. Staff will present a transit finance report to the transportation committees and support any efforts on implementing to decrease pressure on property tax for local match and be able to continue fare-free service. This will not be an easy conversation as there will be strong concerns about increasing any taxes or fees.

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9. Draft January Board Agenda

Charlie reviewed the proposed January Board meeting agenda with members. He noted there would be an Equity Assessment Report review, Legislative Priorities review, a Legislative Briefing debrief, and the Draft FY22 UPWP Midyear Adjustment and Budget review. Additionally, Ann Janda may provide a 15-minute presentation on the Initial Climate Action Plan and Comprehensive Energy Plan.

10. Chair/Executive Director Report

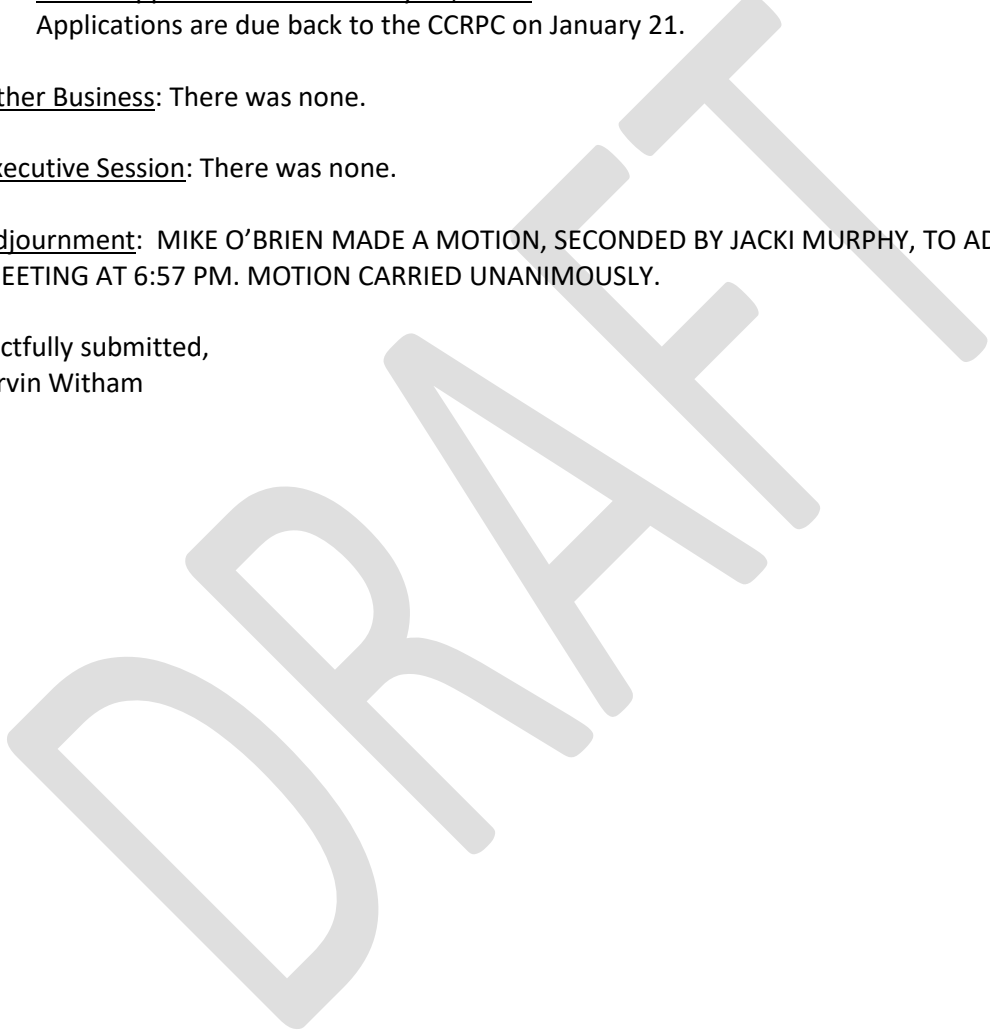
a. UPWP Applications due January 21, 2022 Charlie reminded members that FY23-UPWP Applications are due back to the CCRPC on January 21.

11. Other Business: There was none.

12. Executive Session: There was none.

13. Adjournment: MIKE O'BRIEN MADE A MOTION, SECONDED BY JACKI MURPHY, TO ADJOURN THE MEETING AT 6:57 PM. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Amy Irvin Witham



Bruce Wilson
72B EAST Allen Street
Winooski Vermont 05404
brucewilson817@gmail.com
802 829 7833

Hello Everyone,

Thank you for allowing me to apply for Chittenden County Regional Planning Commission Housing Representative. In the PAST and NOW I sit /sat on Vermont Human Right Commission , Winooski Housing Authority Board of Commissioners, Winooski Safe , Healthy and Connected Commission, Rutland County Neighbor Works of Western Vermont, Champlain Valley Office of Economic Opportunity CVOEO, Winooski School District Anti Racial Advisory. Green Mountain Transit GMT/ JEDI Justice Equity, Diversity and Inclusion Board, Inclusive Arts of Vermont Board Of Director, Service Rendered Inc / Arts So Wonderful Executive Director, New National Media Corporation Executive Director and Winooski Democratic Party Chairman.

Please approve me. I will do an excellent job! BE WELL!

PROFILE

Many successful years of experience at supervising employees, interns and volunteers, as well as, retail, manufacturing, marketing, fund raising, event planning and execution. Directing, coordinating projects, sales and programs. Professional improving the lives working with youth, community members, housing and customer service. Recruited hundreds of individuals, throughout these years, to be a part of programs, projects, events, including numerous businesses and community organizations. Written extensive reports on sells, programs, projects and events, as well as, needs and measurements.

SKILLS

Highly motivated leader.
Expert in providing support in a team environment.
Successful project development, program planning and management.
Energetic with a positive attitude and work-ethic.
Excellent written and verbal communication skills.
Wholeheartedly productive in or out of the office.
Effective time management and flexible scheduling abilities.
Self motivated and willing to develop new skills.
Enjoy a working challenge.

EDUCATION:

Central High School, Chicago, IL 1978

Northwestern University, Evanston, IL, BA Psychology 1984

Yancey Real Estate Investments School, Las Vegas, NV 2012

REFERENCES:

Tom Torti- President Lake Champlain Regional Chamber of Commerce 60 Main Street Burlington Vermont 802 863-3489

Thomas Donovan – Attorney General Vermont- Montpelier Vermont Office 802 828-3171

Mayor Kristine Lott – City of Winooski 27 West Allen Street Winooski Vermont 802 766 1988

REGULAR MEETING AGENDA

Wednesday, February 16, 2022 – 6:00 p.m.
Remote Meeting Only



Join Zoom Meeting: <https://us02web.zoom.us/j/82740166781>

One tap mobile: +16468769923,,82740166781#

Dial in: +1 646 876 9923 Meeting ID: 827 4016 6781

CONSENT AGENDA –

- C.1 Transportation Safety Performance Measures
- C.2 FY20TIP Amendments

DELIBERATIVE AGENDA

1. Call to Order; Attendance; Changes to the Agenda (Action; 1 minute)
2. Public Comment Period on Items NOT on the Agenda (Discussion; 5 minutes)
3. Action on Consent Agenda (see above) (MPO Action; 1 minute)
4. Appointees to Basin Water Quality Councils* (Action; 5 minutes)
5. All Hazard Mitigation Plan draft* (Discussion; 20 minutes)
6. I-89 2050 Study – Transportation Demand Management (TDM) results* (Discussion; 20 minutes)
7. Transit Financing Report* (Discussion; 20 minutes)
8. Chair/Executive Director Report (Discussion; 5 minutes)
 - a. FY23 UPWP update
 - b. Legislative update
 - c. Equity and Engagement Manager hiring update
9. Committee/Liaison Activities & Reports (Information, 2 minutes)
 - a. [Executive Committee](#) (draft minutes February 2, 2022)*
 - i. Act 250 Sec 248 letters
 - b. [Transportation Advisory Committee](#) (draft minutes February 1, 2022)*
 - c. [Clean Water Advisory Committee](#) (draft minutes February 1, 2022)*
 - d. [MS4 Subcommittee](#) (draft minutes February 1, 2022)*
 - e. [Planning Advisory Committee](#) (draft minutes January 12, 2022)*
 - f. [Long Range Planning Committee](#) (draft minutes January 11, 2022)*
10. Future Agenda Topics (Discussion; 5 minutes)
11. Members' Items, Other Business (Information, 5 minutes)
12. Adjourn

* Attachment

The January 19, 2022 Chittenden County RPC streams LIVE on YouTube at:

https://www.youtube.com/playlist?list=PLljlFn4BZd2O0l4hJU_nJ9q0l3PdQR0Pp.

The meeting will air Sunday, January 23, 2022 at 1 p.m. and is available on the web at:

<https://www.cctv.org/watch-tv/series/chittenden-county-regional-planning-commission>.

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Upcoming Meetings - Unless otherwise noted, all meetings are held at our offices:

- Unified Planning Work Program Committee – Wednesday, February 23, 2022, 5:30pm
- Transportation Advisory Committee – Tuesday, March 1, 2022, 9am
- Clean Water Advisory Committee - Tuesday, March 1, 2022, 11am
- CWAC MS4 Subcommittee - Tuesday, March 1, 2022, ~12:30pm
- Executive Committee – Wednesday, March 2, 2022, 5:45pm
- Long Range Planning Committee - Tuesday, March 8, 2022, 7pm
- Planning Advisory Committee – Wednesday, March 9, 2022, 2:30pm
- CCRPC Board Meeting - Wednesday, March 16, 2022, 6:00pm
- Unified Planning Work Program Committee – Wednesday, March 23, 2022, 5:30pm
- Hazard Mitigation Committee - TBD

Tentative future Board agenda items:

March 16, 2022	All Hazard Mitigation Plan adoption Warn public hearing on FY23 UPWP and Budget for May 18 Meeting Charge to Board Development Committee for FY23 Nominations CEDS Update? ECOS Annual Report, if ready?
April 20, 2022	Draft FY23 UPWP and Budget Board Development Committee Recommendation for FY22 Nominations Transportation Resilience Planning Tool?
May 18, 2022	Public Hearing Final FY23 UPWP and Budget I-89 2050 Study draft recommendations
June 15, 2022 Annual Meeting	Election of Officers and Executive Committee FY23 Meeting Calendar Warn Public Hearing for FY23-26 Transportation Improvement Program (TIP)
July	Public Hearing for FY23-26 Transportation Improvement Program (TIP) Park and Ride Plan