

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
REGULAR MEETING MINUTES  
**FINAL**

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

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

1. Call to order; Attendance; Changes to the Agenda.  
The meeting was called to order at 6:00 PM by the Chair, Catherine McMains.
2. Public Comment Period on Items NOT on the Agenda. There were none.
3. Action on Consent Agenda. There were none.
4. Approve Minutes of (3) Board Meetings; September 22, October 6, and October 20, 2021
  - **Minutes, September 22, 2021:** GARRET MOTT MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE SEPTEMBER 22, 2021, BOARD MEETING MINUTES, AS PRESENTED. MOTION CARRIED WITH ONE ABSTENTION FROM MIKE O'BRIEN.

- 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 although he did not have any questions, 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, Forest and Amy, for the work they do to ensure the audit is favorable. He also thanked Fred  
18 for joining the 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](http://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 highlighted a  
33 couple of points. He said we wanted us to look at the Census numbers in relation to our 2050  
34 forecast for the 2023 ECOS plan and hopes we can continue using the same data because it is still  
35 valid. He referred members to the Census memo included with the packet and introduced Melanie.  
36

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

- 39 • 2020 Census Population
  - 40 • ECOS Plan Forecast
  - 41 • Staff Recommendation
- 42

43 Slides detailed data population by town between the 2000 Census, 2010 Census and 2020 Census  
44 and compared the population changes between each. Chittenden County population changes  
45 ranged from an increase of a high 2500 people in Essex Town and Village, to the low of only 1  
46 person in Buel’s Gore. St. George had the highest percent change in growth, coming in at 18%.  
47

### Use of Forecasts in the ECOS Plan

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

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

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

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

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

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

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

1  
2 8. Legislative Breakfast Topics:

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

- 7  
8 • Broad Themes of Economic Recovery, Climate Action and Equity  
9 ○ Smart Growth and Housing  
10 ○ Implementing water, wastewater, and stormwater infrastructure  
11 ○ Transportation funding  
12 ○ Broadband expansion  
13 ○ Economic and Workforce Development  
14 ○ Environmental Justice, Equity assessments, Inclusive engagement –  
15 transportation equity framework analysis to begin soon  
16 ○ Climate Action Plan and Comprehensive Energy Plan recommendations  
17 ○ Municipal and Regional Planning investment (to support the above items)  
18  
19 • Governance Issues  
20 ○ Open Meeting Law revisions  
21 ○ Cannabis Retail  
22 ○ Transit Financing Study  
23 ○ Update Municipal authorities to reduce the need for charter changes  
24 ○ State Planning Office study (include RPC's if this moves forward)  
25

26 Charlie asked for feedback. He said there are too many items on the list to cover and wants to know  
27 if there are items that need to be added.  
28

29 Mike said we need to make sure we include Equity and Inclusion. Charlie agreed, and stated it is in  
30 the environmental justice bullet. Chris agreed with Mike, that Equity and Inclusion likely needs to be  
31 at the forefront within most of the topics.  
32

33 John mentioned the American Rescue Plan Act of 2021 funding, to discuss how the money is  
34 handled. He said there are many issues related to our towns and how the funds will be shared. John  
35 would like us to spend some time on this, since this funding is a once in a lifetime opportunity.  
36 Charlie asked Amy Bell if, with the ARPA funding, there might be an opportunity for bike/ped  
37 projects to be funded with state funds instead of federal? This could speed up delivery. John said  
38 this money is already categorized and will need to be allocated toward the classifications. Bard  
39 agreed and said the Legislature will likely be focused on this, as it is a once in a generation allotment  
40 of funding. Amy Bell offered up some background. She explained this is a bill that congress came up  
41 with. It is going to take multiple federal entities to interpret the intent of the funding, once that is  
42 determined, they will set up guidance for State agencies. This process will take several months  
43 before the State has a clear understanding of the provisions within the new law. At that point we  
44 will have to decide how to administer the funds; Do we expand, add more dollars, modify match  
45 requirements, these are all questions that will need to be addressed and answered. She wants to  
46 make sure everyone understands this process will take time.  
47

1 Catherine said broadband is also a concern. Garret agreed with Catherine. He said broadband is  
2 more important than transportation improvements since reliable broadband reduces road impacts,  
3 improves telework & promotes equity.  
4

5 Jeff said it is very important to make sure the Legislators know how important Chittenden County is  
6 to the State of Vermont. We need to remind our delegation that injecting more into Chittenden  
7 County creates more opportunities for the rest of the state.  
8

9 Charlie asked if there were any topics that should be removed? Catherine asked what is the 'State  
10 Planning Office study? Charlie said there was a bill introduced to reestablish a State Planning Office,  
11 and this has been on his radar. He has no idea if it will move forward or not this session.  
12

13 Charlie asked members to forward any additional thoughts they might have to him, preferably prior  
14 to the Executive Committee meeting coming up on December 1.  
15

16 9. Chair/Executive Director Report  
17

18 a. Equity Summit follow-up/debrief

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

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

30 Charlie told members they should see an e-mail with information on the next UPWP  
31 application very soon.  
32  
33

34 10. Committee/Liaison Activities & Reports.

35 Catherine noted the minutes for our committees are included with the packet and as links to the  
36 online documents. (Executive/Finance Committee, TAC, CWAC, Equity Leadership Team and All  
37 Hazard Mitigation Committee).  
38

39 Charlie said Dan reminded him to ask if anyone was interested in serving on the All-Hazard  
40 Mitigation Committee? Garret Mott volunteered.  
41

42 Future Agenda Topics. Charlie said the January Board meeting is overloaded with topics now and if  
43 there are items we can defer, we will pare down the agenda, so the meeting is of a reasonable  
44 amount of time.  
45

46 11. Members' Items, Other business. There were none.  
47

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

3  
4 Respectfully submitted,  
5 Amy Irvin Witham  
6

DRAFT