

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

5 DATE: Wednesday, March 2, 2022  
6 TIME: 5:45 PM  
7 PLACE: Remote Attendance via ZOOM Meeting  
8

9 PRESENT: Catherine McMains, Chair Bard Hill, at large <5000  
10 Mike O'Brien, Immediate Past Chair Jacki Murphy, at large >5000  
11 Chris Shaw, Vice-Chair (6:03 PM)

12  
13 ABSENT: John Zicconi, Treasurer  
14

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

- 18 1. Call to Order, Attendance. The meeting was called to order at 5:45 PM by the Chair, Catherine  
19 McMains.  
20  
21 2. Changes to the Agenda, Members' Items. Jeff reminded everyone he is no longer the CCRPC Board  
22 representative for Essex or the second alternate for Essex Junction, however, he is now the  
23 alternate for the town of Shelburne, effective March 1, 2022.  
24  
25 3. Approval of the February 2, 2022, Executive Committee Meeting Minutes  
26 MIKE MADE A MOTION, SECONDED BY BARD TO APPROVE THE FEBRUARY 2, 2022, EXECUTIVE  
27 COMMITTEE MINUTES AS PRESENTED. MOTION CARRIED UNANIMOUSLY.  
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29 4. FY22 2<sup>nd</sup> Quarter Financials  
30 a. Quarterly Journal Entries  
31 Forest referred members to the Journal Entries dated October 2021 through December 2021,  
32 included with the packet. Jeff asked for clarification for an abbreviation in one of the Journal Entries,  
33 AAIW, which he did not recognize. Forest explained that these are Amy's initials, and the entry was  
34 for her timesheet. Jeff also asked about the abbreviation "RJA" (Racial Justice Alliance), and what  
35 the relatively large (more than \$80,000) Journal Entry was for. Forest explained that the JE was for  
36 recognizing revenues and expenses for the VT Department of Health grant that we administer on  
37 behalf of the VT Racial Justice Alliance.  
38  
39 JEFF CARR MADE A MOTION, SECONDED BY MIKE O'BRIEN, TO APPROVE THE QUARTERLY JOURNAL  
40 ENTRIES FOR OCTOBER 2021 through DECEMBER 2021. MOTION CARRIED UNANIMOUSLY  
41  
42 b. Quarter two Results  
43 Forest referred members to the memo included with the packet and provided a financial review that  
44 covered the first half of the Fiscal Year 2022, July 2021 through December 2021.  
45  
46 Balance Sheet December 31, 2021.  
47 Cash in checking at \$217,330 (operating). Cash in Money Market \$305,702 (reserve). Current assets  
over liabilities, \$893,547 and Deferred Income Communities -match: \$153,284.

1  
2 Income Statement through December 2021

3 Forest stated we are operating close to the budget over the first half of FY22. Operations support  
4 revenues are slightly behind budget at 49.5%, and expenses are performing similarly at 49.4%  
5 through December. It was not necessary to lower the indirect rate as we do not appear to be on  
6 track for a large surplus of revenue over expenses at the end of the fiscal year. Historically, the  
7 second half of the fiscal year returns better operating results. Part of the revenues late in the fiscal  
8 year are unspent municipal dues being appropriately classified as revenue. Forest explained he is  
9 not confident we will have unallocated municipal dues this year, since the dues are being drawn  
10 down from large regional projects.

11  
12 Cash Flow through January 2022

13 FY22 began with relatively low cash balances due to a delayed VTrans payment. Once the payment  
14 posted, we were back on track. Additionally, the business office focused on the collection of  
15 outstanding payments, which will contribute to healthier cash balances. The cash flow sheet  
16 indicates significant cash balances over initial projections. If the next few months continue the same  
17 trend, we may want to transfer funds from the checking account into the money market/reserve  
18 account.

19  
20 Jeff Carr asked if we anticipate any issues with the budget due to the current rise in inflation as well  
21 as economic issues on the global level (for example higher prices for gas, utilities, and rent). He  
22 wants to make sure we are prepared. Charlie and Forest explained our FY22 budget is fine, but  
23 things could definitely shift in the future for the FY23 budget.

24  
25 Note: The local Dues Fund balance is reconciled through December 31. We expect to be down to  
26 \$28,284 of local dues/match by the end of May. In recent years, this number has been  
27 approximately twice as much heading into June. Based on this, Forest does not expect to see an  
28 extra ~\$30K in revenue in June as we have in previous years.

29  
30 **The financial portion of the meeting concluded. Jeff Carr said goodbye and excused himself from**  
31 **the meeting.**

32  
33 5. Act 250 & Section 248 Applications.

34 Regina referred members to two application letters included with the packet.

35  
36 a. JAM Golf, LLC; South Burlington; #4C0923-5A, #4C0694-7A.

37 This is an Act 250 application for a project located at 550 Park Road in South Burlington,  
38 Vermont. The project is described as:

- 39 • Subdivision of common Lot 1 and Lot 2
- 40 • Construction of 32 residential units on footprint lots including 14 single family homes  
41 and two duplex homes on common Lot 2
- 42 • Construction of 1020 ft of new roadway
- 43 • Construction of sidewalks, landscaping, and supporting utility infrastructure

44  
45 Regina said the CCRPC has no concerns with the project based on the plan. Also, the City of  
46 South Burlington has approved the project. The CCRPC finds the proposed project to be in  
47 conformance with the Planning Areas of the 2018 Chittenden County Regional Plan. The

1 comments are based on information currently available; CCRPC may have additional comments  
2 as the process continues.

3  
4 JACKI MURPHY MADE A MOTION, SECONDED BY BARD HILL, TO APPROVE THE ACT 250 LETTER  
5 TO THE DISTRICT COORDINATOR, AS PRESENTED. MOTION CARRIED WITH ONE RECUSAL,  
6 FROM CHRIS SHAW.

7  
8 b. 0 Mercier Drive – 45-day Notice; Colchester; #22-0458-AN  
9 Regina referred members to the initial 45-day notice of application letter to be submitted to  
10 Aegis Renewable Energy. This parcel is owned by the Town of Colchester and is for a 150kW  
11 solar project to be located at 0 Mercier Drive in Colchester, VT. Regina reviewed the location  
12 with members and explained the project meets the intent of the Energy Goal #17 of the 2018  
13 ECOS Plan and the location meets the suitability policies of the 2018 ECOS Plan. The CCRPC  
14 identified one State possible constraint, Agricultural Soils; and one Local known constraint,  
15 steep slopes. These comments are based on information currently available; the CCRPC may  
16 have additional comments as the process continues. We understand the project may change  
17 between the date of submittal of the advance notice and the final petition. CCRPC will review  
18 the project location again with each new submittal to confirm our findings.

19  
20 Mike asked Regina if she could share a better map of the location; Regina pulled up Google  
21 maps to detail a view of the property. Members discussed the project, the exact location, and  
22 surrounding areas.

23  
24 MIKE O'BRIEN MADE A MOTION, SECONDED BY BARD HILL, TO APPROVE THE LETTER TO AEGIS  
25 RENEWABLE ENERGY AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

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27 6. Amendments to Personnel Policy

28 Charlie explained this is a follow up to the previous discussions following the Board approval of the  
29 budget that allowed for hiring two positions: Business Office Associate and an Equity and  
30 Engagement Manager. Charlie referred members to the Business Office Associate position  
31 description document included with the packet. Charlie and Forest said the Business Office  
32 Associate job description needed a few very minor edits, that they described.

33  
34 Charlie referred members to the Equity and Engagement Manager position description document  
35 included with the packet. Charlie explained a lot of time was spent with Creative Discourse, our  
36 equity consultant, to craft the Equity and Engagement Manager job description. He said the order of  
37 the job description was set up slightly differently from other job descriptions; the first focus area  
38 was Responsibilities, followed by Skills and Characteristics, Education and Experience, and ended  
39 with Computer Proficiency. Members reviewed. Mike asked about the bullet under Responsibilities  
40 that reads:

41 *Engage, and partner, with internal staff and external partners, municipalities, peers, and the*  
42 *public to execute equity recommendations on both a small (project) and large (organization)*  
43 *level, including:*

- 44
- 45 • *Convening regional leaders formally and regularly.*
  - 46 • *Developing and managing internal engagement strategies and programs; advising on*  
47 *external partner engagement strategies and programs to support local equity efforts.*
  - 48 • *Finding opportunities to uplift and celebrate BIPOC organizations; participating in*  
*opportunities led by people of the global majority.*

- *Creating opportunity for affinity groups to inform decisions.*

He wonders if the current wording could deter some people from applying for the job. Chris agreed and said he would like further clarification on the term “global majority” and wondered if we could broaden the description in a way that make anyone feel like they can apply for the position, regardless of ethnicity. Bard agreed and said we do not want a job description that is too narrow, we need to speak to a very broad audience. Charlie explained the wording on the job description is coming from the report received from Creative Discourse and agreed, we could adjust the wording to be broader. Member discussion ensued. Members felt the description needs to be broader and would like to see a revised version before approval. Charlie said the application deadline was extended by a month, to March 25, 2022. He is happy to work to update the job description further. Catherine suggested the approval for the Equity Engagement Manager job description be pushed out to the next meeting and we only vote to approve the Business Office Associate job description. Members agreed.

MIKE O’BRIEN MADE A MOTION, SECONDED BY JACKI MURPHY, TO APPROVE THE BUSINESS OFFICE ASSOCTIATE JOB DESCRIPTION AS PRESENTED. MOTION CARRIED UNANIMOUSLY

Charlie said he would like to further discuss the equity work at the April Executive Committee Meeting to ensure that he and the Executive Committee are on the same page. Regina wanted to ensure everyone understood that CCRPC staff are all working on equity (within the scope of the work) and the new Equity Engagement Manager position will be assisting in all aspects of work CCRPC does. Charlie said he is reviewing a Phase 2 scope of work with our equity consultants, which involves further training for both the CCRPC Board and staff among other tasks.

7. Draft March Board Agenda

Charlie reviewed the proposed March Board meeting agenda with members. He noted there would be two months of minutes (January and February) included for approvals. Charlie said he hopes the All-Hazard Mitigation Plan will be ready for approval. He also said we need to warn for public hearing on the FY23 UPWP and Budget for the May 18, Board Meeting, and charge the Board Development Committee with developing the FY23 slate of officers. As Immediate Past Chair, this is Mike’s role. Charlie said we will provide a financial overview, an update on the FY23 UPWP, and a hiring update on the Equity Engagement Manager position. Mike suggested we let the Board know we are in a good financial situation and do not need to adjust the indirect rate.

8. Chair/Executive Director Report

- a. FY23-UPWP update. Charlie said there was a large increase in projects, and we are looking at staff capacity to determine if we can accommodate all the proposed projects. The increased funding is going to be a challenge to manage with existing staff. Charlie said it could be difficult to satisfy all the demands and some projects may need to be deferred until mid-year or pushed into the following fiscal year. The next meeting is scheduled for March 30th. The draft should be ready for review at the April Executive Committee meeting.
- b. Legislative update. Charlie said the Legislature is currently on town meeting break. He said we continue to pay attention to the Act 250 Reform and Omnibus Housing and economic development bills that are moving forward in the House.

9. Other Business: There was none.

10. Executive Session: There was none.

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Mike thanked Charlie for discussing and listening to his questions on the Equity and Engagement Manager position. He also thanked Regina for sharing the Vermont Planners Association legislative update with members.

- 11. Adjournment: MIKE O'BRIEN MADE A MOTION, SECONDED BY CHRIS SHAW, TO ADJOURN THE MEETING AT 7:12 PM. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,  
Amy Irvin Witham

