

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

5 DATE: Wednesday, April 6, 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
12

13 ABSENT: John Zicconi, Treasurer Jeff Carr, Finance
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 Eleni Churchill, Transp. Prog. Mgr. Bryan Davis, Senior Transp. Planner
18
19
20

- 21 1. Call to Order, Attendance. The meeting was called to order at 5:49 PM by the Chair, Catherine
22 McMains.
23
24 2. Changes to the Agenda, Members' Items.
25 Charlie requested to add a topic under agenda item 7; debrief on the recent Equity Leadership Team
26 meeting held this morning.
27
28 3. Approval of the March 2, 2022, Executive Committee Meeting Minutes
29 MIKE O'BRIEN MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE MARCH 2, 2022,
30 EXECUTIVE COMMITTEE MINUTES WITH EDIT BELOW. MOTION CARRIED UNANIMOUSLY.
31 • Page 4, Line 4: change the word "make" to "makes"
32
33 4. Act 250 & Section 248 Applications. There were none.
34
35 5. FY2023 1st Draft UPWP and Budget Review
36 Charlie referred members to the Draft FY23 UPWP and Budget documents included with the packet.
37 He began with an overview of the Draft FY23 UPWP. He said, due to the infrastructure bill approved
38 by Congress, there are more tasks (about 200) this year and more consultant dollars. There is about
39 \$200,000 more in FTA planning funds and close to \$700,000 more in FHWA planning funds. Chris
40 Jolly also informed us that there is about \$500K in unexpended funds. Overall, there is more money
41 than we have seen in the past; we are close to \$1.9 million in consultant and partner funding.
42 Charlie explained with this funding there are more opportunities for our municipalities. Chris
43 reminded everyone a primary factor with this is we do not have enough staff to cover all the work
44 and we are over capacity. Charlie agreed, he explained the staffing issue is very apparent,
45 particularly on the Land Use side. On the Transportation side, we have approximately 20 more
46 projects than usual. He said there are also capacity limits at the municipal level. Mike said he
47 wanted to clarify the transportation project requests were all accommodated, however, land use
48 project requests were not. Charlie said the UPWP committee met a total of three times and the

1 third meeting wrapped up last week. There were a few edits made that are reflected in the current
2 document. Charlie explained the color coding as follows: blue equals new Land Use, green equals
3 new Transportation, yellow equals a pending status (typically for grant applications), and pink is for
4 the projects that we hope to wrap up. It is easier to leave a project in and flag it to be completed by
5 staff. Some of the yellow highlighted cells indicate we are awaiting more project details (deadlines
6 and deliverables). These will be refined over the coming weeks. Charlie explained the next Executive
7 Committee meeting will include a request to recommend the Draft FY23 UPWP and Budget to the
8 Board for approval. Eleni explained the next iteration of the draft will include updates on the
9 deliverables that come from the VTrans TPI guidance. She will review these over the next couple of
10 weeks and the updates will be visible in the revised draft for the May meeting. Land Use projects
11 will also be refined and updated based upon the regional planning scope of work with ACCD. Charlie
12 asked members for questions and thanked Chris for facilitating the UPWP meetings. Mike thanked
13 everyone involved in the entire UPWP efforts.

14
15 Charlie asked members to move to the budget on page seven of the packet. He thanked Mike and
16 Catherine for their testimony to the Appropriations Committees requesting an increase in funding
17 for regional planning commissions. He explained this will result in approximately \$150K in funds for
18 the CCRPC and each RPC. The increase is not guaranteed, as the approval still needs to go through
19 the Senate. We should know what the final number is by the April board meeting.

20
21 Charlie reviewed the budget revenue. He explained the MPO Transportation Staff funding is up 10%.
22 He referred members to budget line 21 to highlight a 32% increase in consultant dollars. We are
23 being conservative, but this amount is around \$890K additional in consultant dollars. Charlie
24 explained the highlighted lines for Brownfields, Energy Implementation, and Clean Water Service
25 Provider as these are all scheduled to start up in FY23. He moved on to expenses and explained line
26 73, Direct Project Expenses reflect the Clean Water Service provider with \$550K passing through and
27 \$1.6 million dollars more in consultants. The new Equity Manager and Business Office Associate
28 positions are reflected in the 12% salary increase on line 16. Charlie said we will also reach out to
29 our Municipalities and the State about the amounts of raises for their staff. Mike asked if anyone
30 had been hired for the Business Office Associate position yet? Charlie clarified no; we have not
31 advertised for this position yet, but we hope to have someone hired by June. Charlie pointed out the
32 increase in the conference, training, and travel budget. This line was reduced because of COVID.
33 Since we anticipate in-person conferences and travel to occur again in FY23 we budgeted this at the
34 typical, amount of \$30K. Forest said there isn't anything new in terms of the office and general
35 operations expenses; rent was a typical 3% increase. He explained there is a bit of refinement
36 needed with the overall budget and agreed with Charlie, the salary line increase is heavier than
37 usual. Mike asked about our annual audit, if we are going to put out a bid for a new CPA firm? Forest
38 said he will look into this. He explained auditing services for RPC's can be difficult to secure. Also, we
39 have been pleased with the thoroughness of Sullivan & Powers. Forest said he also understands the
40 importance of refreshing. Bard suggested this be added to the agenda. He said the Town of
41 Richmond also used Sullivan & Powers, but when they put out a bid, they ended up securing a less
42 costly option.

43
44 Charlie reminded everyone this is the first iteration of the budget, and although it reflects a deficit
45 of \$55K, the first pass is conservative. He and Forest are hopeful the result will be more positive in
46 the next iteration. Charlie said we are also looking at the indirect rate. If the indirect rate increases
47 to 77% or 78% it will bring down the deficit. Looking back to FY21, we had \$86K of revenue over
48 expenses. We are working to keep that type of swing from happening again. We want to be fair to

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1 our funders so if we over-collect one year we will under-collect in the next cycle. Bard suggested we
2 add an explanatory, informational session on the topic of the indirect rate to the Board Agenda. He
3 thinks it would be helpful to provide some background and explain how the indirect rate is
4 calculated.

5
6 Charlie reminded members the Draft FY23 UPWP and Budget will be on the Board Agenda to warn
7 for public hearing as the budget is typically approved in May. Charlie said Legislature is planning to
8 get out early and we should have more definitive determinations over the coming weeks. Bard said
9 the end date is currently slated for Friday, May 13th.

10
11 6. Board Development Committee Officer and Executive Committee Recommendations

12 Mike said the Board Development review committee has developed the following slate of officers to
13 present to the Board for FY23:

- 14 • Catherine McMains, Chair
- 15 • Chris Shaw, Vice-Chair
- 16 • Bard Hill, Secretary/Treasurer
- 17 • Jacki Murphy, At-large for Towns >5,000
- 18 • Michael Bissonette, At-large for Towns <5,000
- 19 • Mike O'Brien, Immediate Past Chair

20
21 Charlie said this will be on the Board Agenda in April for notification and June for action. Mike
22 thanked Bard for stepping into the Treasurer position and thanked Jacki for staying on. Catherine
23 noted that it is easier to make the meetings now that the Finance and Executive Committee
24 meetings are aligned.

25
26 7. Socio-Econ/Housing Board Recommendation

27 Catherine reminded members we would add an update from the Equity Leadership team under
28 agenda item 7, per Charlie's request. Charlie thanked those who participated in the Equity
29 Leadership team meeting that occurred earlier in the day. He said the meeting was productive and
30 there were a couple of tasks outlined. The first was to focus on the scope of work and spend more
31 time as a team to determine the Board's commitment on equity and to pinpoint items to move
32 forward and focus on. Charlie said it is important we are all on the same page. Regina said the
33 second task was to continue to provide equity education and training opportunities for staff,
34 members of the Equity Leadership team, and Board members. There is an emphasis on spending
35 more time discussing equity issues with the Board. The last item was related to providing overall
36 equity assistance. Charlie said he discussed two additional items with Sue McCormack after the
37 Equity Leadership meeting ended. We requested assistance with finding and hiring an Equity
38 Manager. This task includes having Creative Discourse follow up with the Equity Manager after they
39 are hired to ensure the work is going smoothly and to provide any relevant feedback. Mike and Jacki
40 said we also discussed ways to engage with various people within our communities and partner
41 organizations. Charlie said Sue advised we continue to focus on internal equity work before we
42 focus on external equity work. Regina said the topic of addressing equity also came up at a recent
43 Housing Convening meeting. There are no easy answers, but there is commitment. Mike reminded
44 everyone that the original idea was to share Equity information and training opportunities with our
45 municipalities. We need to ensure we keep that line of communication open and accessible. Charlie
46 stated our first task is to expand the Equity Leadership team.

47

1 MIKE O'BRIEN MADE A MOTION, SECONDED BY BARD HILL, TO MOVE INTO AN EXECUTIVE SESSION
2 TO DISCUSS PERSONNEL MATTERS WITH THE FOLLOWING MEMBERS IN ATTENDANCE: MIKE
3 O'BRIEN, CATHERINE MCMAINS, CHRIS SHAW, BARD HILL, and staff, CHARLIE BAKER, ELENI
4 CHURCHILL, REGINA MAHONY, FOREST COHEN, AMY IRVIN WITHAM, and BRYAN DAVIS, BEGINNING
5 AT 6:30PM. MOTION CARRIED UNANIMOUSLY.

6
7 CHRIS SHAW MADE A MOTION, SECONDED BY BARD HILL, TO EXIT THE EXECUTIVE SESSION AT
8 6:43PM. MOTION CARRIED UNANIMOUSLY.

9
10 CHRIS SHAW MADE A MOTION, SECONDED BY JACKI MURPHY, THAT THE EXECUTIVE DIRECTOR
11 WIDEN THE SEARCH FOR A SOCIO-ECON BOARD MEMBER IN ACCORDANCE WITH THE CCRPC
12 BYLAWS. MOTION CARRIED UNANIMOUSLY.

13
14 8. Draft CCRPC Board Meeting Agenda - April

15 Charlie reviewed the draft April Board agenda with members. He said we need to warn for public
16 hearing for a major TIP Amendment for the Champlain Parkway in May. He explained there is a
17 sizeable cost increase for this project after reviewing bids, and other projects may need to be
18 delayed so we can accommodate. Mike asked if the Burlington City Council was on board with this.
19 Charlie said yes. This is an old project that has 95% Federal Funding, the City of Burlington match
20 requirement is 2% and the State of Vermont contributes the other 3%. Chris said this project
21 presents an opportunity to get it right; regardless of how old a project is, it can still be refined and
22 finalized. Charlie stated, as a part of the Federal Funding, once the funds are distributed to a project,
23 the project needs to be completed.

24
25 Regina said she is not certain the All-Hazard Mitigation plan will be ready in time for the April Board
26 Meeting. Eleni suggested adding an agenda item to review of the Draft FY23 UPWP and Budget with
27 the Board. Charlie said he would like to have Jon Moore speak on the GMT proposed service
28 reductions. Also, the Board Development FY23 Committee Nominations are on the agenda. Mike
29 suggested adding an Equity Leadership topic under the Executive Director's report. Charlie asked if
30 we should make this standalone agenda item to discuss and review the scope of work? Mike
31 expressed concern about the length of time it could take, but thinks if the All-Hazard Mitigation Plan
32 drops off, it might be fine. Eleni stated that sharing the scope of the equity work with the board is a
33 good idea whether there is a detailed review or just an update at the meeting. Charlie said we will
34 warn public hearing for the FY23 UPWP & Budget as well as the TIP amendment in time for the May
35 Board Meeting. He said we are still hoping to hold an in-person annual meeting at Hula in June.

36
37 Following up on a request to provide some background on the All-Hazard Mitigation plan, Charlie
38 noted that we had prepared the two previous plans with staff. However, the limitations on
39 recovering our costs made it impractical for us to apply for a grant (we only recovered about 40% of
40 our costs). The workaround was for Vermont Emergency Management to be the grant applicant and
41 hire a consultant. We submitted a proposal to do the work, but they selected an outside consultant,
42 IEM. Apparently VEM valued their national expertise over the local relationships. Chris said this was
43 a distinct change from previous cycles. There have been some concerns expressed by our
44 municipalities, which should be directed to VEM.

45
46 9. Chair/Executive Director Report

47 a. Legislative update. Charlie said there is increased funding proposed for base funding of regional
48 planning commissions and potentially to help municipalities with building energy

1 improvements. We continue to pay attention to the Act 250 reform, omnibus housing, and
2 economic development bills moving forward in the House. Regina said, S.226 adds new housing
3 programs with associated funding to promote housing projects.

4 b. Equity and Engagement Manager and Business Office Associate hiring update.

5 Charlie said hiring for an Equity and Engagement Manager is currently on pause. He will work
6 with the Equity Leadership Team and Creative Discourse to make sure the organization is on
7 the same page. Hiring the Business Office Associate position is slated for June with
8 advertisements going out soon.

9 c. RAISE Grant Applications

10 Charlie said we are working on two RAISE Grants. We are working in a supporting role with
11 VTrans, Winooski and Burlington on the Main Street/Winooski River Bridge application. Eleni
12 explained VTrans will be submitting the grant and that the request is for the maximum of \$25
13 million dollars. The consultant working on this grant will be sending a draft tomorrow with
14 comments due on Monday, April 11th. The application is due Thursday, April 14th. The CCRPC is
15 the applicant for the Transit-Oriented Plan for Northwest Vermont project that will work with
16 municipalities in Franklin, Washington, Addison, Rutland, and Chittenden counties on
17 developing transit-oriented development (TOD) plans; forecasting transit ridership as a result
18 of the TODs; developing a robust regional transit system; and developing governance and
19 financial plans to help pay for the transit service. This grant application is requesting around \$2
20 million dollars and is due April 14th.

21
22 10. Other Business: There was none.

23
24 11. Executive Session: (personnel matters) MIKE O'BRIEN MADE A MOTION, SECONDED BY CHRIS
25 SHAW, TO MOVE INTO AN EXECUTIVE SESSION BEGINNING AT 7:05 PM TO DISCUSS PERSONNEL
26 MATTERS WITH THE FOLLOWING IN ATTENDANCE: MIKE O'BRIEN, CATHERINE MCMAINS, CHRIS
27 SHAW, JACKI MURPHY, BARD HILL, and staff, CHARLIE BAKER. MOTION CARRIED UNANIMOUSLY.
28

29 MIKE O'BRIEN MADE A MOTION, SECONDED BY CHRIS SHAW, TO LEAVE EXECUTIVE SESSION AT
30 8:20 PM. MOTION CARRIED UNANIMOUSLY.

31
32 12. Adjournment: CHRIS SHAW MADE A MOTION, SECONDED BY JACKI MURPHY, TO ADJOURN AT 8:20
33 PM. MOTION CARRIED UNANIMOUSLY.
34

35 Respectfully submitted,
36 Amy Irvin Witham