

Agenda
Joint Executive and Finance Committee
Wednesday, April 6, 2022 – 5:45 p.m.
Remote Meeting Only



Join Zoom Meeting: <https://us02web.zoom.us/j/87039302476>

One tap mobile: +13017158592,, 87039302476#

Dial in: +1 646 876 9923 Meeting ID: 870 3930 2476

1. Call to Order, Attendance
2. Changes to the Agenda, Members' Items (Action)
3. Approval of the March 2, 2022 Executive Committee Minutes* (Action)
4. Act 250 & Section 248 Applications
 a. none* (Action)
5. FY2023 1st Draft UPWP and Budget* (Finance Comm. & Exec. Comm, Discussion)
6. Board Development Committee Officer and Executive Committee Recommendations (Discussion)
7. Socio-Econ/Housing Board member Recommendation* (Action)
8. Draft April 20th Board agenda* (Discussion)
9. Chair/Executive Director Report (Discussion)
 - a. Legislative update
 - b. Equity and Engagement Manager and Business Office Associate hiring updates
 - c. RAISE Grant applications
10. Other Business (Discussion)
11. Executive Session (*personnel matters*) (Action)
12. Adjournment (Action)

*Attachments

NEXT MEETING – Executive Committee – **Wednesday, May 4, 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 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) Jeff Carr, Finance
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 O'BRIEN MADE A MOTION, SECONDED BY BARD HILL, TO APPROVE THE FEBRUARY 2, 2022,
27 EXECUTIVE COMMITTEE MINUTES AS PRESENTED. MOTION CARRIED UNANIMOUSLY.
28

29 4. FY22 2nd 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 b. Quarter two Results

42 Forest referred members to the memo included with the packet and provided a financial review that
43 covered the first half of the Fiscal Year 2022, July 2021 through December 2021.
44

45 Balance Sheet December 31, 2021.

46 Cash in checking at \$217,330 (operating). Cash in Money Market \$305,702 (reserve). Current assets
47 over liabilities, \$893,547 and Deferred Income Communities -match: \$153,284.

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Income Statement through December 2021

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

Cash Flow through January 2022

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

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

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

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

5. Act 250 & Section 248 Applications.

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

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

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

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

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

Meeting Minutes

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.

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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.

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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 ASSOCIATE 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

DRAFT

	B	C	D	E	F	G	H	I
	Chittenden County RPC Program Revenue		Mid-Year Adjusted FY22		Initial FY23		Change	
			FY22		FY23		Change \$'s	Change %
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70	Expenses		Mid-Year Adjusted FY22		Initial FY23		Change	
71			FY22		FY23		Change	Change
72							\$'s	%
73	Direct Project Expenses		\$3,615,805		\$5,215,969		\$1,600,165	44.25%
74	<i>Personnel</i>							
75	Salaries		\$1,436,292		\$1,612,425		\$176,134	12.26%
76	Benefits		\$592,015		\$675,512		\$83,498	14.10%
77	Worker's Comp Insurance		\$3,000		\$4,000		\$1,000	33.33%
78	Recruitment		\$3,000		\$3,000		\$0	0.00%
79	<i>Education/Partnerships</i>							
80	Conference & Training/Travel		\$20,000		\$30,000		\$10,000	50.00%
81	Dues/(Publications)		\$11,800		\$11,800		\$0	0.00%
82	Program Workshops/Meetings		\$13,000		\$13,000		\$0	0.00%
83	Mileage		\$700		\$1,500		\$800	114.29%
84	Electric Vehicles/CarShare		\$5,000		\$5,000		\$0	0.00%
85	Communications/PR/Indirect Equity Work		\$20,000		\$20,000		\$0	0.00%
86	<i>Office & General Operations</i>							
87	Rent		\$153,798		\$158,412		\$4,614	3.00%
88	Audit/Accounting		\$27,400		\$30,000		\$2,600	9.49%
89	Copier		\$4,200		\$4,200		\$0	0.00%
90	Equipment & Software Maint		\$41,760		\$46,760		\$5,000	11.97%
91	Depreciation		\$3,500		\$3,500		\$0	0.00%
92	Supplies		\$4,000		\$4,000		\$0	0.00%
93	Telephone/Internet		\$19,000		\$19,000		\$0	0.00%
94	Postage		\$1,500		\$1,500		\$0	0.00%
95	Equipment/Furniture Purchase		\$18,000		\$18,000		\$0	0.00%
96	Utilities		\$6,000		\$6,000		\$0	0.00%
97	Ineligible		\$11,000		\$11,000		\$0	0.00%
98	Insurance - General Liability		\$12,000		\$12,000		\$0	0.00%
99	Office Cleaning		\$6,500		\$6,500		\$0	0.00%
100	Payroll Processing		\$3,000		\$3,000		\$0	0.00%
101	Legal		\$5,000		\$5,000		\$0	0.00%
102	Internal Consultants (salary comp in FY24)		\$5,000		\$0		(\$5,000)	-100.00%
103	Software Purchase		\$1,000		\$1,000		\$0	0.00%
104	Miscellaneous		\$500		\$500		\$0	0.00%
105								
106	<i>Operations Support Expenses</i>		\$2,427,964		\$2,706,610		\$278,645	11.48%
107	<i>Project Consultant Expenses</i>		\$3,615,805		\$5,215,969		\$1,600,165	44.25%
108								
109	TOTAL EXPENSES		\$6,043,769		\$7,922,579		\$1,878,810	31.09%
110								
111	Excess/(deficit)		-\$22,508		-\$55,560		-\$33,051	-0.70%

Capital Budgeting for FY23

There may be capital investments in furniture and equipment in FY23.

Capital investment for FY20 was furniture replacement for the intern office area and new conference room tables. Capitalized costs for these investments are \$11,440. These cost will be depreciated over 5 years.

Indirect Rate and Year-End Revenues In Excess of Expenses			
	Approved Indirect Rate	Actual Indirect Rate	Year-End Audited
FY17	82.55%	69.98%	\$ 85,989
FY18	67.42%	71.88%	\$ (20,257)
FY19	68.12%	76.83%	\$ (52,705)
FY20	80.00%	77.35%	\$ 33,801
FY21	81.50%	76.91%	\$ 86,223
FY22	79.83%	TBD	TBD
FY23	76%?	TBD	TBD
		5-year Total	\$ 133,051

*Cash Balances as of March 30, 2022	
Checking	\$ 504,711
Reserve (Money Market)	\$ 305,646
Total Cash	\$ 810,357

*not reconciled

Bruce Wilson
72 B East Allen
Winooski VT 05404
Cell 802 829 7833
brucewilson817@gmail.com

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, equity, diversity, justice, inclusion, housing and customers. 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.

WORK EXPERIENCE

1999 - Present Executive Director - Service Rendered Inc., 101 Cherry Street,
2003 -2010- Burlington Vermont Operated Youth Chill Out Centers in the Burlington
Town Center, University Mall and Diamond Run Mall.
Founder and Director, Straight Talk Vermont Cognitive Rehabilitation program

Present:

Service Rendered Inc / Arts So Wonderful- Executive Directors
New National Media Corporation- Executive Director

CURRENT BOARD and FORMAL COMMITTEES

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**

Vermont State Police FIP and Community advisory,

Governors Scott and Attorney General Anti Racial Advisory

**Community Justice Center, Inclusive Arts of Vermont Board Of Director,
Service Rendered Inc / Arts So Wonderful Executive Director, New National
Media Corporation Executive Director and**

Opiate Group United Way of Chittenden County -
Education Impact Team SBIRT (screening brief intervention and referral to treatment)
–Committee
Community Council of Accountability w/ Law Enforcement Officials
(CcaleoVT)
Burlington Healthy Partnership Coalition – Member
Rutland Youth Advisory Council
Rutland Project Vision- Substance Committee
Rutland Regional Chamber of Commerce
United Way of Chittenden County – Member
Opiate Group United Way of Chittenden County -
Education Impact Team SBIRT (screening brief intervention and referral to treatment)
–Committee
Vermonters for Criminal Justice Reform Coalition -
Vermont Department of Health - Epidemiology work group
Vermont Department of Health - Minority Health Advisory Council
Vermonters for Criminal Justice Reform Coalition -
Vermont Department of Health - Epidemiology work group
Vermont Department of Health - Minority Health Advisory Council
Vermont Department of Health - HIV/AIDS Citizen Advisory Group
Vermont State Police - Fair Impartial Policing / Community
Uncommon Alliance - Advisory Committee
Burlington Partnership for a Healthy
Community -
Advisory Member Winooski Coalition for a Safe and Peaceful Community
Burlington Rotary – Youth Chair / Fund Raising Chair
Burlington Legacy Project - Advisory Council
Lake Champlain Regional Chamber of Commerce – Member,
Franklin County Regional Chamber of Commerce - Member

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

REGULAR MEETING AGENDA

Wednesday, April 20, 2022 – 6:00 p.m.
Remote Meeting Only



Join Zoom Meeting: <https://us02web.zoom.us/j/87807204289>

One tap mobile: +16468769923,87807204289#

Dial in: +1 646 876 9923 Meeting ID: 878 0720 4289

CONSENT AGENDA – n/a

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 (if needed)* (MPO Action; 1 minute)
4. Approve Minutes of the March 16, 2022, Board Meetings* (Action; 1 minute)
5. Warn Public Hearing for Major TIP Amendment - Champlain Parkway for May 18* (Action; 1 minute)
6. Warn Public Hearing for FY23 UPWP and Budget for May 18* (Action; 1 minute)
7. All Hazard Mitigation Plan?* (Action; 20 minutes)
8. Board Development Committee FY23 Executive Committee Nominations (Discussion; 1 minute)
9. Chair/Executive Director Report (Discussion; 5 minutes)
 - a. Business Office Associate and Equity and Engagement Manager hiring update
 - b. VPSP2 – Bridges next meeting
 - c. RAISE grant applications
 - d. Legislative update
10. Committee/Liaison Activities & Reports (Information, 2 minutes)
 - a. [Executive Committee](#) ([draft minutes](#) March 2, 2022) *
 - i. Act 250 Sec 248 letters
 - b. [Transportation Advisory Committee](#) ([draft minutes](#) March 2, 2022) *
 - c. [MS4 Subcommittee](#) ([draft minutes](#) March 1, 2022) *
 - d. [Long Range Planning Committee](#) ([draft minutes](#) February 8, 2022) *
 - e. [Brownfields Advisory Committee](#) ([draft minutes](#) February 10, 2022) *
11. Future Agenda Topics (Discussion; 5 minutes)
12. Members' Items, Other Business (Information, 5 minutes)
13. Adjourn

* Attachment

The March 16, 2022, Chittenden County RPC Board meeting streams LIVE on YouTube at:

https://www.youtube.com/playlist?list=PLlJLfn4BZd2O0l4hJU_nJ9q0l3PdQR0Pp.

The meeting will air Sunday, March 20, 2022 at 1 p.m. and is available on the web at:

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

*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. *21 or evaughn@ccrpcvt.org, no later than 3 business days prior to the meeting for which services are requested.*

Upcoming Meetings - Unless otherwise noted, all meetings are held virtually:

- Transportation Advisory Committee – Tuesday, May 3, 2022, 9am
- Clean Water Advisory Committee - Tuesday, May 3, 2022, 11am
- CWAC MS4 Subcommittee - Tuesday, May 3, 2022, ~12:30pm
- Executive Committee – Wednesday, May 4, 2022, 5:45pm
- Long Range Planning Committee - Tuesday, May 10, 2022, 7pm
- CCRPC Board Meeting - Wednesday, May 18, 2022, 6:00pm
- Planning Advisory Committee – Wednesday, March 23, 2022, 2:30pm

Tentative future Board agenda items:

May 18, 2022	Public Hearing Final FY23 UPWP and Budget ECOS Annual Report I-89 2050 Study draft recommendations?
June 15, 2022 Annual Meeting In person at Hula	Election of Officers and Executive Committee FY23 Meeting Calendar Warn Public Hearing for FY23-26 Transportation Improvement Program (TIP)
July 20, 2022	Public Hearing for FY23-26 Transportation Improvement Program (TIP) Committee Appointments Park and Ride Plan Town of Bolton Enhanced Energy Plan?
August 17, 2022 NO MEETING	

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