

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

5 DATE: Wednesday, May 4, 2022
6 TIME: 5:45 PM
7 PLACE: Remote Attendance via ZOOM Meeting
8

9 PRESENT: Catherine McMains, Chair Mike O'Brien, Immediate Past Chair
10 Jacki Murphy, at large >5000 Jeff Carr, Finance
11 Bard Hill, at large <5000 Chris Shaw, Vice-Chair (5:57 PM arrival)
12 John Zicconi, Treasurer (7:13 PM departure)
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14 STAFF: Charlie Baker, Executive Director Regina Mahony, Planning Prog. Mgr.
15 Eleni Churchill, Transp. Prog. Mgr. Forest Cohen, Senior Business Mgr.
16 Amy Irvin Witham, Business Office Mgr. Bryan Davis, Senior Planner.
17

- 18 1. Call to Order, Attendance. The meeting was called to order at 5:46 by the Chair, Catherine McMains.
19
20 2. Changes to the Agenda, Members' Items. Charlie said he plans to discuss details of the annual
21 meeting under the Executive Director's report.
22
23 3. Approval of the March 2, 2022, Executive Committee Meeting Minutes
24 MIKE O'BRIEN MADE A MOTION, SECONDED BY JACKI MURPHY, TO APPROVE THE April 6, 2022,
25 JOINT FINANCE AND EXECUTIVE COMMITTEE MINUTES WITH EDIT(S). MOTION CARRIED WITH ONE
26 ABSTENSION BY JOHN ZICCONI.
27 • Page 4, Line 4: Jacki Murphy said was in attendance, however, her name was not listed
28 under the first of the two Executive Sessions.
29
30 4. Act 250 & Section 248 Applications. There were none.
31
32 5. FY2023 1st Draft UPWP and Budget Review
33 Charlie referred members to the Draft FY23 UPWP and Budget documents included with the packet.
34 He said there were minimal edits since the overview at the April meeting. Charlie explained with
35 each iteration of the work program and budget there is work on the indirect rate. The draft budget
36 on March 31, 2022, was at negative \$55K and as of April 28, 2022, the draft budget is at negative
37 \$38K. The most significant change between the two versions was with the Indirect Rate. The
38 proposed rate is now 76.5% versus 76% that appeared in the last iteration. Forest stated the other
39 dynamic is that the carry forward dollars decreased and reduced the amount of match dollars
40 needed. This result moves us in a positive direction. Charlie said he and Regina also discussed adding
41 a non-transportation equity work line. This would allow staff to charge equity work that not related
42 to transportation projects to a direct task line. Jacki Murphy asked about the pending items in the
43 revenue side; will these end up with an equivalent on the expense side? Charlie said they are
44 included in the work program and explained there are two variations within the pending column.
45 There are projects we are confident will happen; however, they are not currently under contract
46 and the other variety are those that are truly competitive grants, like brownfields. Charlie noted one
47 of the reasons we have a mid-year adjustment is to bring more accuracy to the work program and
48 budget.

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2 MIKE O'BRIEN MADE A MOTION, SECONDED BY JACKI MURPHY, THAT THE EXECUTIVE COMMITTEE
3 RECOMMEND THE DRAFT FY23 UPWP AND BUDGET TO THE BOARD FOR APPROVAL. MOTION
4 CARRIED UNANIMOUSLY.
5

6 6. Equity Work Update

7 Charlie referred members to the draft Committee Charge - CCRPC Equity Leadership Team
8 document sent via e-mail on Tuesday at 9:15 AM. Charlie explained Emma Vaughn drafted the new
9 committee document for Executive Committee members to review. Charlie said our equity
10 consultant, Creative Discourse, also provided an email more focused on the "how" this committee
11 will function.
12

13 Creative Discourse suggested 12 members join this committee. Mike questioned if 12 people are too
14 many and suggested membership be limited to 9. Charlie explained they discussed having 3 to 4
15 CCRPC Board members, 3 to 5 members of the public (interest-groups or other organizations), and 2
16 CCRPC staff to be a part of this committee. John wondered what the goal for community
17 involvement is and what that role will be? He said he is unclear on the thought process behind this.
18 Bard said he agrees with Mike on membership, he feels 12 may be too many. He likes the idea of an
19 odd number and feels 9 is a good compromise. He also added, although he likes the idea of an
20 advisory group, there are sometimes tensions with the authority an advisory committee has. Bard
21 said he does not have a strong opinion on the number of Board members vs. non-Board members.
22 Charlie said Creative Discourse suggested CCRPC staff hold a couple of the seats as well and that is
23 why Creative Discourse suggested a higher number. With 2 staff members and 3-4 Board members
24 the group could quickly reach 10-12 members. Charlie reminded everyone this is the initial draft,
25 and we will review again once we have community members involvement as members of the
26 committee. John said words matter and we need to be clear on "Leadership" or "Advisory"; he is
27 concerned that if the CCRPC Board doesn't agree with advisory suggestions it could create public
28 angst. He feels it is important to get this right from the start. Charlie said he is not comfortable
29 putting staff in a policy voting position. Members agreed that CCRPC staff should participate as non-
30 voting members. John said he has concerns about having 4 CCRPC Board members, there could be a
31 lot of turnover and possibly non-attendance. Charlie said Jacki, Elaine, and Mike have been very
32 conscientious about attendance and participation on the Equity Leadership team. Bard said it should
33 be very clear what the role is since the approach to the advisory committee should mimic other
34 committees within CCRPC. John asked if we need to ensure we have diversity and perspective on the
35 challenges within every community. Charlie said, this is challenging as we are looking for
36 representation from underrepresented populations. Member discussion on the name, membership
37 numbers and roles of the committee ensued. Bard said, the bylaws clearly state who has decision
38 making authority and that is why the word advisory works best for this group. This way we can
39 articulate some deference. Catherine reminded everyone this is the same system we currently have
40 where advisory committees make recommendations to the CCRPC Board for a vote. Members
41 agreed. Charlie clarified his expectation that this will be a monthly committee for the first couple
42 years, however, it could change in the future. Bard said the structure of this committee should
43 mirror the structure of other committees. Charlie and members agreed that it does. Charlie said this
44 committee should develop a system to identify red flags that may exist within any proposed projects
45 before they advance too far. Jacki said the application process for the FY23-UPWP outlined
46 equitable engagement within communities. Eleni clarified, some projects are strictly technical and
47 an equity score or screening for these may not exist. Members agreed.
48

Meeting Minutes

1 Charlie thanked everyone for their participation and suggestions for the document. Charlie said
2 there has been discussion with Creative Discourse on whether the focus of equity training should be
3 with CCRPC staff and equity advisory committee first, then provide briefs to the Board. John worries
4 about the frequency of training sessions at the Board level. He feels training opportunities should be
5 focused on CCRPC staff and within the equity advisory committee. Chris agreed, the more on point
6 and focused the training is for the Board, the better. Charlie said our equity consultant feels it is
7 important that the Board be engaged. Charlie said we are working on making changes within the
8 systems that we work on, and Creative Discourse feels there is a bigger picture to understand before
9 we move into making systemic changes within our day to day work. Bard said equity is an issue our
10 Board members need to understand to be effective. He suggested the Executive Committee engage
11 with Creative Discourse directly. He said it is a lot to ask of Board members when we consider it is a
12 volunteer position, and many members have competing priorities and time constraints to consider.
13 Members agreed. Charlie said Board members do not need to be experts in transportation matters
14 to be effective, as they rely on the expertise of staff and the transportation advisory committee. This
15 is the model that we operate under, and the same should be true with our equity work. Charlie said
16 we will invite Creative Discourse to the June executive committee meeting. Bryan agreed this is a
17 good idea.

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19 7. Legislative Update

20 Charlie reported that it's his understanding that the House removed the proposal to have CCRPC
21 involved in the airport governance issue. Charlie said discussions continue with Act 250, the
22 Omnibus Housing bill, and the Economic Development bill. We need to wait and see what happens
23 after these are finalized. There is \$1.65 million slated for RPC's statewide and the legislature
24 continues to be supportive of this.

25

26 8. Draft CCRPC Board Meeting Agenda – May

27 Charlie reminded us that we warned for two public hearings last month and the May Board Meeting
28 will need actions on both the TIP Amendment as well as the FY23 UPWP and Budget. Mike
29 suggested we clarify the approval of the transportation portion of the vote. Charlie agreed. He said
30 we also have VPSP2 Bridge Priorities, and a standing equity update and that the July Board meeting
31 will have a lot of business items to attend to.

32

33 9. Chair/Executive Director Report

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35 a. General Updates

36 Charlie said Emma will send a registration request for the annual meeting in June soon. This will
37 include an option to defer registration until late May so that folks can get a better feel for the
38 level of COVID cases at the time. Charlie is hopeful and looking forward to holding an in-person
39 annual meeting in June. Members agreed with keeping the meeting in person.

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41 b. CWSP Purchasing Policy Updates

42 Charlie said there are going to be a few items to update within the Clean Water Service
43 Provider purchasing policy and will be on the agenda next month.

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45 10. Other Business: Regina said we received quite a few applications for the Business office position.

46 Forest said we have narrowed the list of 14 or so down to approximately 4 candidates.

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48 11. Executive Session: None needed.

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12. Adjournment: CHRIS SHAW MADE A MOTION, SECONDED BY MIKE O'BRIEN, TO ADJOURN THE MEETING AT 7:28 PM. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Amy Irvin Witham

FINAL