

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

5 DATE: Wednesday, June 1, 2022
6 TIME: 5:30 PM
7 PLACE: Remote Attendance via ZOOM Meeting
8

9 PRESENT: Catherine McMains, Chair Mike O'Brien, Immediate Past Chair
10 Jeff Carr, Finance Bard Hill, at large <5000 (5:45PM)
11 Chris Shaw, Vice-Chair (5:44PM) John Zicconi, Treasurer
12 Jeff Carr, Finance Michael Bissonette, Finance
13

14 ABSENT: Jacki Murphy, at large >5000
15

16 STAFF: Charlie Baker, Executive Director Regina Mahony, Planning Prog. Mgr.
17 Eleni Churchill, Transp. Prog. Mgr. Forest Cohen, Senior Business Mgr.
18 Amy Irvin Witham, Business Office Mgr. Bryan Davis, Senior Planner
19 Dan Albrecht, Senior Planner
20

21 1. Call to Order, Attendance. The Finance Committee meeting was called to order at 5:33 PM by the
22 Treasurer, John Zicconi. Charlie said the auditor selection and the FY22 3rd Quarter Journal entries
23 would be presented.
24

25 John asked if anyone had any changes to the agenda or discussion items. There were none.
26

27 2. Auditor Selection. Forest referred members to the memo included with the packet. He explained
28 the Request for Proposals (RFP) was issued in early May. The RFP was posted on the Vermont Bid
29 Registry, directly mailed to several area audit firms, and posted to the CCRPC website. A few firms
30 replied and stated they did not have the capacity to take on new clients. We received two proposals:
31 one from our current auditor, Sullivan, Powers & Company and one from RHR Smith & Company.
32 The proposals and fee schedules were very similar. Forest said RHR Smith did not explicitly state
33 they would attend and present audit findings to the Board, so we are not sure this is included in
34 their scope or budget.
35

36 John Zicconi asked how long we have worked with Sullivan, Powers & Co. Forest answered, a little
37 over ten years. Charlie added Sullivan, Powers and Co. have been very engaged with both the
38 Executive Committee and Board and have been very open to feedback provided by members.
39 Charlie said he has not done any direct work with RHR Smith and Co., however, based upon
40 discussions during the time we negotiated our indirect rate MOU with VTRANS, he does have some
41 concerns about how they approached those conversations. John asked if the only reason we are
42 looking to switch is for the potential to have new eyes and new perspectives. Charlie explained
43 Sullivan & Powers routinely changes out staff members who are assigned to CCRPC audits.
44 John said he feels good about having a long-term relationship with Sullivan, Powers & Co., he has
45 confidence in their reputation, and they meet his criteria for us to continue working with them. Jeff
46 Carr agreed with John, he is also very confident with Sullivan, Powers & Co. and the work they do.
47 Jeff said he has known Fred Duplessis (CPA at Sullivan, Powers & Co.) and thinks the fees are very
48 competitive. In his experience they have always been very good to work with, they ask the right

1 questions, are respectful and work with staff appropriately when on site. He agrees staying with
2 Sullivan, Powers & Co. is a solid choice.

3
4 JEFF CARR MADE A MOTION, SECONDED BY MICHAEL BISSONETTE, TO NEGOTIATE AND ENTER INTO
5 CONTRACT WITH SULLIVAN, POWERS & CO., P.C. MOTION CARRIED UNANIMOUSLY.

6
7 3. FY22 3rd Quarter Journal Entries

8 Forest referred members to the Journal Entries dated January 2022 through March 2022, included
9 with the packet. There were no questions or comments. Jeff said he did not have any questions, but
10 he wanted to mention he learned VOBCIT is an acronym for the Vermont Online Bridge and Culvert
11 Inventory Tool.

12
13 JEFF CARR MADE A MOTION, SECONDED BY MICHAEL BISSONETTE, TO APPROVE THE QUARTERLY
14 JOURNAL ENTRIES FOR JANUARY 2022 THROUGH MARCH 2022. MOTION CARRIED UNANIMOUSLY.

15
16 4. Call to Order, Attendance. The Executive Committee meeting was called to order by the Chair,
17 Catherine McMains 5:45PM

18
19 5. Changes to the Agenda, Members items. There were no changes to the agenda or members items
20 although Charlie mentioned that the equity consultant will join us at 6:30 PM so there may be an
21 opportunity to address later items on the agenda before that time.

22
23 6. FY22 3rd Quarter Financial Reports.

24 Forest referred members to the memo included with the packet and provided a financial review
25 covering the period of January 1, 2022, through March 31, 2022.

26
27 Balance Sheet – March 31, 2022.

- 28 • Cash in checking at \$390,619 (operating)
- 29 • Cash in Money Market \$306,381 (reserve)
- 30 • Current assets over liabilities, \$839,654
- 31 • Deferred Income Communities - match: \$102,304

32
33 Statement of Revenues & Expenses through March 31, 2022

- 34 • FY22 Year to Date Surplus/Deficit (unaudited) \$3,254

35
36 Income Statement through March 31, 2022

37 Forest provided a financial comparison of the same period during the previous fiscal year and
38 pointed to more cash on hand this period as compared to the same time last year. Overall, it is a
39 healthy balance sheet. We are tracking close to budget at 75% through FY22 with revenues over
40 expenses at \$3,254. Forest said this suggests the approved indirect rate of 79.83% is in line with our
41 indirect cost rate, which is good because the goal was to reduce the swing in either direction.

42
43 Jeff wondered if 2021 had been a normal more typical year (without COVID), how would the
44 numbers look? Forest said the cash levels are actually a bit higher in comparison to the years before
45 COVID. Bard asked if we should compare this fiscal year to other, more typical, pre-COVID years?
46 Jeff said we should feel good about where we are, but not too good. Forest said this was not a bad
47 year from a financial standpoint. Charlie agreed and said this is a good year in terms of the goal.
48 Forest said perfection would balance to \$0 and being at \$3200 is relatively close. Forest pointed out

1 the local dues were budgeted at a negative number for midyear. However, at this point in FY22, we
2 have typical levels of local dues remaining. This could change during the final quarter if we receive
3 large invoices for consultants working regional projects. If we don't draw down all the dues as match
4 the remaining amount will end up as revenue. The result would swing the final revenues over
5 expenses figure to a more positive amount than the budgeted deficit of about \$22,000. Charlie said
6 our final quarter is typically good and agrees we should move into a positive direction at this point.
7 Jeff said this is based on having more project work to complete over the last quarter and the fact
8 that vacation time for staff typically happens in the early part of the fiscal year.

9
10 Forest explained the CCRPC is receiving more cash disbursements up front, as opposed to
11 reimbursed, than in the past. ACCD paid the full Pandemic Response of \$75K at the beginning of the
12 fiscal year, also ACCD Energy Implementation dollars are being paid quarterly like regular ACCD
13 funds. Forest believes this is contributing to the positive cash flow. He reminded everyone we are
14 planning on and expect ACCD funds, but we shouldn't allocate more cash to long term reserves or
15 otherwise over-extend ourselves in case we must return funds later. It is important to not book the
16 cash as revenue until it is earned which is why the Revenues over Expenses do not reflect these cash
17 balances.

- 18
19 7. Approval of the May 2, 2022, Joint Executive and Finance Committee Meeting Minutes
20 MIKE O'BRIEN MADE A MOTION, SECONDED BY JOHN ZICCONI, TO APPROVE THE MAY 2, 2022,
21 JOINT EXECUTIVE & FINANCE COMMITTEE MINUTES AS PRESENTED. MOTION CARRIED
22 UNANIMOUSLY.

23
24 The financial portion of the meeting concluded at 6:02 PM. Jeff said goodbye and excused himself
25 from the meeting.

- 26
27 8. Act 250 & Section 248 Applications.

28 a. 0 Mercier Drive – Preferred Site Request; Colchester; #22-0458-AN

29 Regina referred members to the application letter included with the packet. Per the
30 application, this is a request to designate the proposed solar net-metering facility at 0
31 Mercier Drive in Colchester, Vt., as a preferred site. The CCRPC has reviewed the project's
32 conformance with the 2018 ECOS Plan, which gained a Determination of Energy Compliance
33 in August of 2018. The CCRPC understands the local constraint as identified in the letter,
34 steep slopes, will be avoided on-site. Based on this, the project meets suitability policies and
35 constraints policies outlined in the 2018 ECOS Plan. These comments are based on
36 information currently available; CCRPC may have additional comments as the process
37 continues. Regina stated, at this point, we are simply clarifying this is a preferred site.
38 JOHN ZICCONI MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE LETTER TO
39 AEGIS RENEWABLE ENERGY, AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

40
41 b. 413 Hibbard Road – Preferred Site Request and 45-day Notice; Milton; #22-1834-AN

42 Regina referred members to the application letter included with the packet. Per the
43 application, letter to be submitted to Aegis Renewable Energy included with the packet.
44 The project is for a 150kW solar project to be located at 413 Hibbard Road in Milton, VT. The
45 project meets the intent of the Energy Goal #17, of the 2018 ECOS Plan and the location
46 meets the suitability policies of the 2018 ECOS Plan.

47
48 Our review indicates the following constraints may be impacted by the project as follows:

1 State known constraints:

- 2 ▪ Rare, threatened, and endangered species
3 ▪ River Corridors

4 State possible constraints:

- 5 ▪ Agricultural Soils
6

7 The CCRPC supports this site as a preferred site for net metering if the constraints are avoided
8 and/or mitigated. These comments are based on information currently available; we may have
9 additional comments as the process continues. We understand the projected may change
10 between the submittal of the advance notice and the final petition. CCRPC will review the
11 project location again with each new submittal to confirm our findings.
12

13 JOHN ZICCONI MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE APPLICATION
14 LETTER, AS PRESENTED. MOTION CARRIED UNANIMOUSLY
15

16 c. 321 Bear Trap Road – Preferred Site Request and 45-day Notice: Milton; #22-1674-AN
17 Regina referred members to the application letter included with the packet. Per the application,
18 letter to be submitted to Downs, Rachlin, Martin included with the packet. The project is for a
19 146kW solar project to be located at 321 Beartrap Road in Milton, VT. The project meets the
20 intent of the Energy Goal #17, of the 2018 ECOS Plan and the location meets the suitability
21 policies of the 2018 ECOS Plan. Our review indicates the following constraints may be impacted
22 by the project,

23 State known constraints:

- 24 ▪ Rare, threatened, and endangered species

25 State possible constraints:

- 26 ▪ Agricultural and Hydric Soils
27 ▪ Vt. Conservation Design Highest Priority Forest Blocks
28

29 The CCRPC supports this site as a preferred site for net metering if the known constraints are
30 avoided and/or mitigated. These comments are based on information currently available; we
31 may have additional comments as the process continues. We understand the projected may
32 change between the submittal of the advance notice and the final petition. CCRPC will review
33 the project location again with each new submittal to confirm our findings.

34 Regina r
35

36 JOHN ZICCONI MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE 45-DAY NOTICE
37 LETTER, AS PRESENTED. MOTION CARRIED UNANIMOUSLY
38

39 At 6:08 PM Catherine stated, since Sue McCormack from Creative Discourse would not arrive until
40 6:30 PM to present an update on Equity work, we will skip agenda item 9 and move down the
41 agenda to item 10.

42 9. Equity Work Update

43 Charlie welcomed Sue McCormack from The Creative Discourse Group at 6:29 PM. Sue let everyone
44 know she was here to answer any questions about the next phase of Equity work the CCRPC was
45 moving into. She said she would also discuss the focus of the upcoming training workshops. She
46 explained equity work can be very complex and it is important to make the most out of the limited
47 time allocated. She said the work was designed around what Creative Discourse has learned from

1 working with the CCRPC staff and Equity Advisory Committee to date. An important theme is
2 engagement with the community; the CCRPC wants to ensure they are engaged with the
3 community, especially when making decisions about resource allocations and making sure the
4 decisions are truly aligned with all members within our communities. Sue said there seems to be a
5 sense of nervousness in relation to staff wanting to engage in Equity work but also to make sure
6 they are saying the right things. She explained Creative Discourse has tried to develop a four-part
7 workshop series. The first one will help the CCRPC have productive conversations with all members
8 of our communities with lessons on how to practice and normalize equity conversations for staff
9 and Board members alike. She explained Creative Discourse intends to provide information in the
10 workshop sessions that can be brought back to communities and staff. The design for each session is
11 to provide a short bit of content and then engage in productive conversations that can be
12 implemented in the work we do. The second workshop will be about how to change culture and be
13 more inclusive. The third workshop will be about power. She explained there are different kinds of
14 power people hold, also ways power can be distributed across communities. The final training
15 session will have a focus on how to engage with people, locally and regionally. All of these trainings
16 point toward helping people become more engaged with community members and ways to create
17 pathways that allow for all to have a meaningful voice.

18
19 Chris Shaw asked Sue to remind him of what the focus of the first session first session was. Sue
20 explained the focus was on how to have productive conversations about equity and inequality. He
21 asked if each session would follow the same format and if she could give an example of the content
22 and the length of the sessions. Sue explained the first session would begin with definitions, for
23 example, what does equity mean? Also, looking at micro aggressions, which are small incremental
24 things that can cause harm, and how can we make changes and actions we can take. Creative
25 Discourse will provide tips on how to engage actively and purposefully, what can we make sure we
26 do and do not do to increase the effectiveness of these conversations.

27
28 Mike asked how we can reach out to people, it is one thing to learn strategies, but how do we reach
29 out in order to create the involvement we are looking to find. Sue said we are building toward this;
30 and the topic will be featured in the last session. She said the sessions are about becoming
31 comfortable, understanding the culture of the organization, and understanding the power of the
32 organization. Oftentimes people are working to get by day to day, it is important that we are
33 intentional and that when people do show up, we make sure their voices have an impact. Once
34 we've laid the groundwork, we can move into the actual work.

35
36 John Zicconi said he is curious, he has a bit of background in understanding the difficulties that are
37 associated with inequality and equity in healthcare, but he is not sure how to best explore this
38 within transportation and municipal work. Bryan Davis agreed and said there is a different approach
39 that we need to take. Bryan provided a recent example; he is doing outreach for the Active
40 Transportation Plan, and it was suggested that he reach out to the Imam at the Mosque in
41 Burlington. He said in doing so, there is potential to bring a different voice of the community into
42 play. Bryan wants to make sure he can engage in a way that represents many.

43
44 Sue stated it is challenging to fit all the information into condensed, 90-minute sessions, however,
45 Creative Discourse understands there are limits to the time people can invest. Creative Discourse
46 will work to make the most of the time that is given. She said the four Equity training workshop
47 sessions are scheduled as ZOOM meetings from 5:30 PM to 7:00 PM on the following dates:

- 48 • Tuesday, July 26, 2022

- 1 • Tuesday, August 30, 2022
- 2 • Thursday, September 29, 2022
- 3 • Monday, October 24, 2022

4
5 These trainings will be targeted towards the Equity Advisory Committee and staff with an invitation
6 for all board members to participate at their discretion.

7
8 Bard asked if there could be larger sessions, for communities and municipality support as well? Sue
9 said she thinks there will be an opportunity for the CCRPC to create space and facilitate these types
10 of larger scale learning opportunities across our municipalities.

11
12 10. CWSP edits to Admin and Operating Policy and Procedures revisions

13 Charlie referred members to the memo included with the packet. He explained the State of
14 Vermont adopted Clean Water Service Provider rules and we need to update our policies and
15 procedures. These are basically changes we need to incorporate to function as a Clean Water
16 Service Provider (CWSP). There were several additions and clarifications related to procurement.
17 Staff prepared edits within sections, "Part 2 – Procurement Policy" (page 35, and 39-45) as well as
18 "Appendix C" (pages 69, 70, and 81).

19
20 Charlie asked members if they had any questions. Chris Shaw was curious about using Disadvantage
21 Business Enterprise (DBE) versus Women Business Enterprise (WBE) and wonders if this was in the
22 evaluation piece or not? Charlie replied, yes, this was factored into the statement on page 44, "*Good
23 faith effort soliciting DBE's. The recipient shall not discriminate on the basis of race, color, national
24 origin, or sex in the award and performance of any DOT-assisted contract or in the administration of
25 its DBE program.*" Charlie explained "DBE" is the more inclusive term.

26
27 John identified a typo on page 42, "*terms for firms, organizations are municipalities selected
28 pursuant to Environmental Protection Rule Chapter 39 may be for three years*" to
29 "*organizations, or municipalities.*" John stated CCRPC staff did a very nice job with the edits.

30
31 Dan stated he is also involved in the EPA Brownfields Program grants and the language used is
32 typically written through the Vermont Department of Transportation lens, and this was our chance
33 to clean up references and provide a bit more clarity and detail in how the Department of
34 Environmental Conservation (DEC) guidance is different from the Transportation guidance.

35
36 JOHN ZICCONI MADE A MOTION, SECONDED BY CHRIS SHAW, TO ADOPT EDITS AND REVISIONS TO
37 THE CCRPC'S ADMIN AND OPERATING POLICIES AND PROCEDURES DOCUMENT. MOTION CARRIED
38 UNANIMOUSLY.

39
40 11. Draft Annual Meeting Agenda

41 Charlie referred members to the June 15, 2022, Annual Meeting agenda included with the packet.
42 Charlie asked members if they had any suggestions. Chris noted the date is listed as 2019 and needs
43 to be updated. Charlie reviewed the order of the evening and explained the business portion of the
44 meeting would be an abbreviated hybrid Zoom option with a start time of 5:30 PM. He thinks it will
45 run between 10 and 15 minutes. He reminded members we will need a quorum for this portion of
46 the meeting. He said the rest of the evening would be informal. There will be time to socialize, but
47 we will also take some time to publicly recognize staff and board members. Charlie moved on to
48 review future agenda items, including a public hearing for the FY23-26 TIP, All Hazard Mitigation

Meeting Minutes

1 Plan, Committee Appointments, Equity Training updates, Park and Ride Plan updates, CEDS update
2 and new Board member training. Catherine feels it works best to hold new Board member training
3 sessions in the fall. Everyone agreed. Charlie said there will be Equity training sessions scheduled,
4 however, there will not be specific training for the Board, but rather just briefings. Charlie noted the
5 training sessions will be open to anyone, including Board members, if they would like to attend.
6

7 12. Chair/Executive Director Report

8 a. Legislative Updates

9 Charlie explained there are a lot of detailed items and multiple bills. He and Regina will work to
10 distribute a detailed summary to members. Bard said it is an unusual year, and there are a lot
11 of items people may be interested in. Regina said Vermont League of Cities and Towns (VLCT)
12 will put forth a summary which will be helpful. Catherine said FY23 will be a good budget year
13 for municipalities based on all of the ARPA funding, however, FY24 could prove to be quite
14 difficult.
15

16 b. General Updates

17 Charlie said we hired a Business Office Associate, Philip Wyn Burbidge. Philip begins work on
18 Monday, June 6th.
19

20 13. Other Business: There was none.
21

22 14. Executive Session: (personnel matters) JOHN ZICCONI MADE A MOTION, SECONDED BY CHRIS
23 SHAW, TO MOVE INTO AN EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS WITH THE
24 FOLLOWING MEMBERS IN ATTENDANCE: MIKE O'BRIEN, CATHERINE MCMAINS, JOHN ZICCONI,
25 CHRIS SHAW, BARD HILL, and staff, CHARLIE BAKER, BEGINNING AT 7:04 PM. MOTION CARRIED
26 UNANIMOUSLY.
27

28 JOHN ZICCONI MADE A MOTION, SECONDED BY MIKE O'BRIEN, TO EXIT THE EXECUTIVE SESSION AT
29 7:07 PM. MOTION CARRIED UNANIMOUSLY.
30

31 JOHN ZICCONI MADE A MOTION, SECONDED BY CHRIS SHAW, THAT THE EXECUTIVE COMMITTEE
32 RECOGNIZE EMPLOYEE ACHIEVEMENT AND AUTHORIZE THE EXECUTIVE DIRECTOR TO SPEND UP TO
33 100% OF THE FY23 SALARY BUDGET, AS DETERMINED BY THE EXECUTIVE DIRECTOR, FOR STAFF AND
34 AS DETERMINED BY THE EXECUTIVE COMMITTEE FOR THE EXECUTIVE DIRECTOR. ALL IN
35 ATTENDANCE IN FAVOR. MOTION CARRIED UNANIMOUSLY.
36

37 15. Adjournment: John expressed his appreciation for the time he served on the Executive Committee.
38 JOHN ZICCONI MADE A MOTION, SECONDED BY CHRIS SHAW, TO ADJOURN THE MEETING AT 7:12
39 PM. MOTION CARRIED UNANIMOUSLY.
40

41 Respectfully submitted,
42 Amy Irvin Witham