

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

5 DATE: Wednesday, July 6, 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 Bard Hill, Secretary/Treasurer Michael Bissonette, at large <5000  
11 ABSENT: Jacki Murphy, at large >5000 Chris Shaw, Vice-Chair  
12 STAFF: Charlie Baker, Executive Director Regina Mahony, Planning Prog. Mgr.  
13 Eleni Churchill, Transp. Prog. Mgr. Forest Cohen, Senior Business Mgr.  
14 Amy Irvin Witham, Business Office Mgr. Philip Burbidge, Business Office Assoc.  
15 Bryan Davis, Senior Planner Emma Vaughn, Communications Mgr.  
16

- 17 1. Call to Order, Attendance. The Executive Committee meeting was called to order at 5:47 by the  
18 Chair, Catherine McMains. Mike asked about agenda item 5. Charlie explained this was included in  
19 the packet as an informational item.  
20  
21 2. Changes to the Agenda, Members items. There were no changes to the agenda or any members'  
22 items.  
23  
24 3. Approval of the June 1, 2022, Joint Executive and Finance Committee Meeting Minutes  
25 MIKE O'BRIEN MADE A MOTION, SECONDED BY MICHAEL BISSONETTE, TO APPROVE THE JUNE 1,  
26 2022, JOINT EXECUTIVE & FINANCE COMMITTEE MINUTES WITH EDITS. MOTION CARRIED  
27 UNANIMOUSLY.  
28

29 Edits:

- 30 • Page 4, Line 31: Update the word "projected" to "project"  
31 • Page 4, Line 34: Delete "r" and "Regina"  
32

- 33 4. Updating Bank Account Signers and Resolution  
34 Forest explained we needed an update to the authorized signers on the Opportunities Credit Union  
35 bank account. He said John Zicconi will be removed and replaced by Bard Hill. The Corporate  
36 Authorization Resolution will formalize this.  
37

38 MIKE O'BRIEN MADE A MOTION, SECONDED BY BARD HILL, TO APPROVE THE UPDATES TO THE  
39 CORPORATE AUTHORIZATION RESOLUTION. MOTION CARRIED UNANIMOUSLY.  
40

- 41 5. Act 250 & Section 248 Applications.  
42 a. JAM Golf, LLC; South Burlington; #4C0923-5A, #4C0694-7A motions and correspondence:  
43 Charlie referred members to the information included in the packet. He explained at this  
44 time, there is nothing for the Executive Committee to do. The documents were included  
45 with the packet to ensure the Executive Committee is aware of what is happening in  
46 response to South Burlington residents questioning how the CCRPC interpreted the 2018  
47 Chittenden County Regional ECOS Plan. Charlie said we have engaged with our attorney and  
48 reviewed all documents being questioned. Member discussion ensued. Mike stated these

1 types of zoning decisions ultimately come down to the municipal zoning rules and  
2 regulations, not the CCRPC. Mike suggested this fact might need to be added as a statement  
3 in our Act 250/248 letters. Charlie reminded members this isn't an issue of the CCRPC being  
4 sued, but we could be dragged into an appeal process if it moves in that direction.  
5

6 6. Legislative Priority check-in:

7 Charlie referred members to the Policy Participation Topics document included with the packet. He  
8 provided a quick review and said there were only a few changes to the list. He explained the list  
9 would be shared at the July Board meeting in preparation for the FY23 Legislative session. Charlie  
10 stated the following were accomplished during the FY22 session and have been removed:

- 11
- 12 • Project Specific TIF (Tax Increment Financing)
- 13 • Rental safety/registry bill
- 14 • Regional Dispatch start-up funding
- 15

16 Mike asked for additional information and clarification of the Regional Dispatch. Charlie said this  
17 project is on course to move forward. There are various sources of funding coming through,  
18 including Federal, State and monies from the individual towns. Assuming the start-up cost gap is  
19 closed, it will be operational approximately one year from now. Charlie asked members for  
20 additional items to add to the list. There were none.  
21

22 7. Equity Advisory Committee Update

23 Charlie said the committee has discussed expanding the committee. They are working on sending  
24 out an invitation to other community members and organizations soon. Emma said we are planning  
25 to send the invite out this week and follow up the week after. Charlie said it is always challenging  
26 when you are soliciting volunteers for new committees. Charlie reminded members this item will  
27 come back to them as a recommendation to the board in terms of who will join the committee.  
28

29 8. Committee member review/volunteers

30 Charlie shared the FY2023 Regional Board Member and Committee Appointments memo with  
31 members. He explained this will be a discussion item at our upcoming July Board Meeting.  
32 He said there is a vacancy on the Socio-Economic Housing with Justin Dextrateur leaving.  
33 Additionally, Don Meals is no longer in the Conservation/Environment seat, however, Miles Waite  
34 (the alternate) agreed to step up, leaving a vacancy for an alternate.  
35

36 9. Chair/Executive Director Report

37 a. Transportation Improvement Program

38 Charlie said he wanted to give a heads up that the FY23-26 Transportation Improvement  
39 Program (TIP) will be on the July Board agenda.

40 Charlie welcomed and introduced Philip Burbidge, our new Business Office Associate, to members.

41 10. Draft CCRPC July Board Meeting Agenda

42 Charlie referred members to the July 16, 2022, Board Meeting agenda included with the packet and  
43 reminded everyone the Board will receive the Executive Committee minutes with the documents  
44 pertaining to Act 250 & Section 248 JAM Golf, LLC. South Burlington #4C0923-5A, #4C0694-7A  
45 motions and correspondence. Emma reminded Charlie to add an update on the Panelope public  
46 engagement tool. Charlie agreed it should be on the agenda. He explained this is a tool that helps  
47 ensure we are obtaining public input, allows people to share information and opinions.

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11. Other Business: There was none.

12. Executive Session: There was none

13. Adjournment: MIKE O'BRIEN MADE A MOTION, SECONDED BY MICHAEL BISSONETTE TO ADJOURN  
THE MEETING AT 6:36 PM. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,  
Amy Irvin Witham

DRAFT