

**Agenda – Joint Finance &
Executive Committee Meeting**
Wednesday, November 2, 2022 – 5:45 p.m.
Small Conference Room, CCRPC Offices
110 West Canal Street, Suite 202, Winooski, VT



Or Remotely:

Join Zoom Meeting: <https://us02web.zoom.us/j/84714411315>

One tap mobile: +13017158592,,84714411315#

Dial in: +1 646 876 9923 Meeting ID: 847 1441 1315

1. Call to Order, Attendance
2. Changes to the Agenda, Members' Items (Action)
3. October 5, 2022, Executive Committee Minutes* (Action)
4. Act 250 & Section 248 Applications
 a. N/A (Action)
5. CWSP / BWQC Interim Public Participation Policy* (Action)
6. FY22 Audit* (Action)
7. Equity Update (Discussion)
8. November Board Training (Discussion)
9. Legislative Breakfast Priorities* (Discussion)
10. Chair/Executive Director Report (Discussion)
 - a. [National Association of Development Organizations](#)
 - b. Building Homes Together press event
 - c. Salary range review
 - d. Staffing update
11. Draft Board Agenda* (Discussion)
12. Other Business (Discussion)
13. Executive Session (possibly to discuss personnel issues) (Action)
14. Adjournment (Action)

*Attachments

NEXT MEETING – Executive Committee – Wed. December 7, 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 EXECUTIVE COMMITTEE MEETING MINUTES
3 DRAFT
4

5 DATE: Wednesday, October 5, 2022

6 TIME: 5:45 PM

7 PLACE: Remote Attendance via ZOOM
8

9 PRESENT: Chris Shaw, Vice-Chair Bard Hill, Secretary/Treasurer (5:50pm)
10 Michael Bissonette, at large <5000 Mike O'Brien, Immediate Past Chair
11

12 ABSENT: Catherine McMains, Chair Jacki Murphy, at large >5000
13

14 STAFF: Charlie Baker, Executive Director Eleni Churchill, Transp. Prog. Mgr.
15 Taylor Newton, Planning Prog. Mgr. Forest Cohen, Senior Business Mgr.
16 Amy Irvin Witham, Business Office Mgr. Emma Vaughn, Communications Mgr.
17

- 18 1. Call to Order, Attendance. The Executive Committee meeting was called to order at 5:51 PM by the
19 Vice Chair, Chris Shaw.
20
21 2. Changes to the Agenda, Members items. There were no changes. Charlie said he wanted to talk
22 about the JAM Golf, LLC South Burlington ACT 250/248 letters appeal during his Executive Director
23 report.
24
25 3. Approval of the September 2022, Joint Executive and Finance Committee Meeting Minutes
26 MIKE BISSONETTE MADE A MOTION, SECONDED BY BARD HILL, TO APPROVE THE SEPTEMBER 7,
27 2022, JOINT EXECUTIVE & FINANCE COMMITTEE MINUTES WITH EDITS. MOTION CARRIED
28 UNANIMOUSLY.
29

30 Edits:

- 31 • Pg 3, Lines 18 and 37: Add the word "letter" after application.
32 • Pg 4, Line 11: Clarify the Socio/Econ-Housing seat is a Board seat.
33 • Pg 5, Line 15: Add the word "the" before Executive Committee
34 • Pg 5, Line 10: Update the word "ensured" to "ensued"
35

36 Mike O'Brien asked if the interest rate on the Money Market account was still at .9%. Staff
37 confirmed yes.
38

- 39 4. Act 250 & Section 248 Applications. There were none.
40
41 5. Municipal Dues for FY24. Forest referred members to the FY24 Municipal Dues Memo and
42 accompanying dues tables included with the packet. He explained staff is recommending a 3.4%
43 overall increase, which increases the overall dues assessment by \$8684. He explained the dues are
44 assessed annually and are primarily used to match federal transportation dollars. The municipal
45 dues assessment amounts are based on the most recent Equalized Education Grand list (EEGL)
46 issued by the State of Vermont for Chittenden County. The EEGL data is available on the Vt.
47 Department of Taxes website. CCRPC uses the Employment Cost Index (ECI) for State and Local
48 Government employee compensation, which is published by the U.S. Bureau of Labor Statistics as an

1 index for dues increases. Between June 2021 and June 2022 State and Local Government
2 Compensation rose 3.4%.

3
4 Mike asked why we need to increase dues with a \$47K surplus in FY22? Forest noted the last
5 increase was in FY20 and dues were held level in FY21 and FY22. He explained in FY22 we had a
6 decent increase in ACCD revenues, however, there is no guarantee we will have the ACCD increase
7 again. Chris Shaw said we have certainly seen inflationary increases over the last few months.
8 Members discussed how the amounts are equalized across the towns. Mike O'Brien referred
9 members to the Equalized Grand list which equalizes the towns. Charlie and Forest said it is the
10 State of Vermont that equalizes the towns. Charlie said the proposed increase is out of concern for
11 the inflationary pressures. The increase gives us more capacity and helps draw down Federal
12 transportation dollars that are coming. Mike O'Brien said he understands the reasoning behind the
13 increase, but he wonders if we should consider a slightly lower increased amount. Mike Bissonette
14 said the rural towns struggle, and a slightly lower amount would be best. Bard Hill said he does not
15 feel the proposed 3.4% is outlandish. Chris Shaw agreed and said the dollar amounts of the increase
16 are in line with the current financial climate and the value, at least for South Burlington, is far
17 reaching. Mike O'Brien suggested a slightly lower increase of 3% rather than the proposed 3.4%.
18 Members agreed.

19
20 MIKE O'BRIEN MADE A MOTION, SECONDED BY MIKE BISSONETTE, TO RECOMMEND THE BOARD
21 APPROVE AN INCREASE OF 3% FOR FY23 MUNICIPAL DUES. MOTION CARRIED UNANIMOUSLY.
22

23 6. Equity Advisory Committee Update

24 Charlie said we continue to work to expand the Equity Advisory Committee. Currently there are
25 eight community members interested in joining the Equity Advisory Committee. The committee is
26 comprised of 3 Board members and 3 Staff members, and we will add 6 to 8 community members.
27

28 Charlie reminded members there was a second equity training session "*Distributing Power and*
29 *Decision-Making*" held on the evening of September 29, 2022. The training focused on the structure
30 of the CCRPC and the distribution of power. The training included an exercise for participants to
31 complete that included a CCRPC power analysis. He said the sessions provide us with insight to
32 consider in terms of our communities and people not having power and what it means to influence
33 with power.
34

35 Charlie gave members an update on the Equity and Engagement manager hiring process and
36 thanked Mike O'Brien for his participation in the process. In addition to Mike O'Brien, Elaine Wang -
37 Winooski City Mgr., Lydia Diamond, volunteer community member, and Melissa Lang, Program
38 Coordinator at Mercy Connections, participated in the interview process. Charlie explained an offer
39 has been made and we are awaiting an answer. Although the candidate is committed, they are
40 evaluating another opportunity. Charlie said he is hopeful, but not certain if it will work out. He will
41 provide an update on the hiring situation once he knows. If this candidate does not work out, we
42 will wait and look to post the position again in six months or so. In the meantime, we will continue
43 to work with the consultant. Bard asked if Charlie has any insight on why the hiring process is
44 proving to be so challenging. Charlie explained there are a lot of options for people filling these
45 types of positions right now and many have a higher salary than we can offer. Also, the work is
46 challenging. It is hard to find people who are willing to move into this role. Charlie thinks if this
47 doesn't work out, we will wait and look for this again in 6 months.
48

1
2 Charlie let members know we recently filled the open Business Office Associate position and the
3 open Planner position. Our new Business office Associate, McKenzie Spear will begin next week.
4 Our new planner, Darren Schibler, is currently a town planner in Essex and will join the CCRPC
5 November 1, 2022.

6
7 7. Board Training:

8 Charlie said he held a training session for new Board members prior to the start of the September
9 Board meeting. The October training could be focused on the work program, and he asked what
10 other topics should be included. Mike Bissonnette suggested we add an overview on Municipal
11 Dues, specifically how we use the Equalized Education Grand list for calculations. Chris Shaw
12 suggested using visual tools like a pie chart or a graph to give a broader overview of where funds
13 come from for the corresponding programs. Bard said we might contemplate onboarding new Board
14 members in a similar fashion to how we onboard staff. Mike O'Brien said it might be helpful to
15 explain funding; that the term "fiscally constrained" always challenged him. Charlie said he will
16 review how the work program is created and how funds are set. Bard said, to address some of the
17 questions people might have, an org chart that describes the roles and responsibilities set in a
18 PowerPoint presentation. Charlie said yes, we are already using this approach for the training
19 sessions. Charlie said part of the orientation points new members to the CCRPC website where
20 many of these suggested items are posted and explained.

21
22 Members suggested we feature and introduce staff members at our Board meetings, as it might be
23 nice if the Board can get to know a bit more about the staff and the various projects they are
24 working on. Eleni suggested we might introduce staff members through their work on specific areas
25 such as water quality, transportation, land use, etc. Charlie and staff will discuss ways to accomplish
26 this request starting with the October Board meeting.

27
28 8. Chair/Executive Director Report:

29 a. Chittenden County – Communication Union District.

30 Charlie said we are working with Shelburne, South Burlington, Williston, Essex, and Essex
31 Junction to create a Communications Union District. Towns need a "Yes" vote on the CUD
32 article on the November ballot. Membership in a CUD poses no financial risk to the town or
33 individual taxpayers, by state statute, meaning taxpayer dollars will not be used and if the
34 CUD fails, no liability falls to the member towns or taxpayers. Charlie said other towns that
35 are serviced by FairPoint and/or other fiber networks could join the CUD later. It appears
36 that forming of a CUD is the only way to get Broadband state funding into Chittenden
37 County. More information can be found on our website through the following link:
38 <https://www.ccrpcvt.org/our-work/broadband/>

39
40 b. Audit Update

41 Forest said we had another clean audit for FY22. He asked the auditors if there were any
42 issues and they said there were no findings. The overall bottom line number got better.
43 There was some unrecognized revenue that was booked at year end. On the other hand,
44 there was an accounting rule change effective this year. It has to do with the way public
45 entities need to treat leases. They are essentially treated more like a long-term loan or a
46 mortgage where the cost is amortized and there is interest expense. This rule will only
47 apply to our office space lease. The copier and EV leases are too small to apply this new rule.
48 The net effect of the rule was to add "rent" expense to FY22. Forest stated that he hopes

1 Fred will discuss this more at the board meeting, as the new rule is somewhat confusing. All
2 in all, Forest feels this was a very positive result. Chris asked what the score for the three-
3 month cash reserve policy is. Forest said this is a CCRPC goal or policy, and not necessarily
4 something Sullivan, Powers & Co evaluates or issues an opinion on. Charlie said we've been
5 at approximately a month and half reserve. Applying the FY22 surplus to the reserve
6 account will bring us closer to a two-month reserve.
7

8 c. Act 250/248 JAM GOLF: Charlie wanted to provide an update on the JAM GOLF, LLC; South
9 Burlington correspondence. He said South Burlington residents have formally submitted an
10 appeal. Our attorneys with Stitzel Page & Fletcher, have submitted a notice of appearance.
11 Charlie said he will continue to provide updates as it progresses.
12

13 9. Draft Board Agenda: Chris Shaw reviewed the October Board meeting agenda included in the packet
14 with members. Members discussed adding CCRPC staff introductions.
15

16 10. Other Business: None needed
17

18 11. Executive Session: None needed.
19

20 12. Adjournment: MIKE O'BRIEN MADE A MOTION, SECONDED BY BARD HILL, TO ADJOURN THE
21 MEETING AT 7:10 PM. MOTION CARRIED UNANIMOUSLY.
22

23 Respectfully submitted,
24 Amy Irvin Witham



c/o Chittenden County RPC
110 West Canal Street, Suite 202
Winooski, VT 05404

www.ccrpcvt.org/northern-lake-champlain-cwsp/

802-861-0133

CWSP / BWQC *Interim* Public Participation Policy

Policy

It shall hereafter be the policy of the Chittenden County RPC as the Basin 5 Clean Water Services Provider (CWSP) and its Basin Water Quality Council (BWQC) for the Northern Lake Champlain Direct Drainages Basin (aka Basin 5) to: (1) ensure public notice of CWSP and BWQC meetings, decisions, and actions; (2) promote public participation in an open, competitive, and transparent process for identifying and selecting clean water projects with specific consideration given to minority, limited English proficiency, and socioeconomically disadvantaged communities and stakeholders; and (3) comply with the Department of Environmental Conservation's nondiscrimination policy.

Practices

Both the CWSP and the BWQC consider public participation to be of great importance. To promote public participation consistent with the above policy, the CWSP and BWQC will comply with the State's open meeting law, use plain language in their communications, and provide public access to data and methods used to prioritize clean water projects. The CWSP and BWQC will also make use of current and emerging best practices for justice, equity, diversity, and inclusion, such as.

- identifying and compensating community connectors;
- publicizing meeting notices using diverse communication channels;
- scheduling and locating meetings with due consideration given to accessibility;
- translating materials (upon request) free of charge; and
- engaging with and providing programmatic support targeted towards historically underrepresented communities (this includes giving consideration to the Agency of Natural Resources' Limited English Proficiency Accessibility Plan, Title VI of the federal Civil Rights Act, and CCRPC's Public Participation Plan).

Amendment and Refinement

This policy was developed as part of the CWSP start-up phase. It may be amended as deemed appropriate by the CWSP and BWQC. Within eight months of adoption of this policy the CWSP and BWQC for Basin 5 shall solicit input on the policy from BWQC partners and the public. The CWSP and BWQC will also revisit the policy within two months of the adoption of a Public Participation Plan by either the CWSP and BWQC.

Adoption

Adopted by the CWSP on _____

Attest:

Firstname Lastname, Title

Adopted by the BWQC on October 19, 2022

Attest: 

Dan Albrecht, Basin 5 CWSP Manager

REGULAR MEETING AGENDA

Wednesday, November 16, 2022, 6:00 pm

Large Conference Room, CCRPC Offices

110 West Canal Street, Suite 202, Winooski, VT



Or by Remote Attendance:

Join Zoom Meeting: <https://us02web.zoom.us/j/82627116668>

One tap mobile: + 16468769923,,82627116668#

Dial in: +1 646 876 9923 Meeting ID: 826 2711 6668

5:00PM for new members, all members welcome! Board Orientation Session: UPWP & Budget
Please use the same meeting link listed above.

CONSENT AGENDA –

C.1 Minor TIP Amendment – Queen City Park Road Sidepath*

C.2 VPSP2 Comments to VTrans*

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. Staff Introductions – Forest, Amy, and McKenzie (Discussion; 9 minutes)
4. Consent agenda – TIP Amendment* (MPO Action; 1 min.)
5. Approve Minutes of October 19, 2022, Meeting* (Action; 1 min.)
6. FY22 Audit* (Action; 20 minutes)
7. Comprehensive Economic Development Plan – Update (Discussion; 10 minutes)
8. Regional Priority Project List (Action; 10 minutes)
9. Equity Update* (Discussion; 10 minutes)
10. Legislative Breakfast Priorities* (Discussion; 20 minutes)
11. Chair/Executive Director’s Updates (Information; 1 min.)
 - a. Introduction to new staff – Ann Nelson Stoner and Darren Shibler
 - b. Building Homes Together briefing
 - c. Communications Union District ballot results
 - d. Municipal building energy resilience grant program
12. Committee/Liaison Activities & Reports * (Information; 1 min.)
 - a. [Executive Committee](#) ([draft minutes](#) October 5, 2022, [final minutes](#) September 7, 2022)*
 - i. Act 250/248 Applications
 - b. [Transportation Advisory Committee](#) ([draft minutes](#) October 4, 2022) *
 - c. [Clean Water Advisory Committee](#) ([draft minutes](#) September 6, 2022) *
 - d. [MS4 Sub-Committee](#) ([draft minutes](#) September 6, 2022) *
 - e. [Planning Advisory Committee](#) ([draft minutes](#) September 14, 2022) *
 - f. [Long Range Planning Committee](#) ([draft minutes](#) September 20, 2022) *
13. Adjournment (Action; 1 min.)

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**Attachment*

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

- Equity Advisory Committee – Thursday, October 27, 2022, 6:00pm
- Transportation Advisory Committee – Tuesday, November 1, 2022, 9am
- Clean Water Advisory Committee - Tuesday, November 1, 2022, 11am
- CWAC MS4 Subcommittee - Tuesday, November 1, 2022, ~12:30pm
- Executive Committee – Wednesday, November 2, 2022, 5:45pm
- Long Range Planning Committee - Tuesday, November 8, 2022, 7pm
- Planning Advisory Committee – Wednesday, November 9, 2022, 2:30pm
- CCRPC Board Meeting - Wednesday, November 16, 2022, 6:00pm

Tentative future Board agenda items:

December 8, 2022 7:30 am Delta Hotel South Burlington	Legislative Breakfast
January 18, 2023	Mid-year Adjustment UPWP and Budget Draft Active Transportation Plan Draft Comprehensive Economic Development Strategy Equity Update Legislative Breakfast Debrief
February 15, 2023	Draft Comprehensive Economic Development Strategy Equity Update

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