

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 VTRANS dollars  
12 that are coming. Mike O'Brien said he understands the reasoning behind the increase, but he  
13 wonders if we should consider a slightly lower increased amount. Mike Bissonette said the rural  
14 towns struggle, and a slightly lower amount would be best. Bard Hill said he does not feel the  
15 proposed 3.4% is outlandish. Chris Shaw agreed and said the dollar amounts of the increase are in  
16 line with the current financial climate and the value, at least for South Burlington, is far reaching.  
17 Mike O'Brien suggested a slightly lower increase of 3% rather than the proposed 3.4%. Members  
18 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 these types of positions  
45 right now and many have a higher salary than we can offer. Also, the work is challenging. It is hard  
46 to find people who are willing to move into this role. Charlie thinks if this doesn't work out, we will  
47 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. He said the training focused on the work program. Mike Bissonnette suggested we  
10 add an overview on Municipal Dues, specifically how we use the Equalized Education Grand list for  
11 calculations. Chris Shaw suggested using visual tools like a pie chart or a graph to give a broader  
12 overview of where funds come from for the corresponding projects. Bard said we might  
13 contemplate onboarding new Board members in a similar fashion to how we onboard staff. Mike  
14 O'Brien said it might be helpful to explain funding; that the term "fiscally constrained" always  
15 challenged him. Charlie said he will review how the work program is created and how funds are set.  
16 Bard said, to address some of the questions people might have, an org chart that describes the roles  
17 and responsibilities set in a PowerPoint presentation. Charlie said yes, we are already using this  
18 approach for the training sessions. Charlie said part of the orientation points new members to the  
19 CCRPC website where many of these suggested items are posted and explained.  
20

21 Members suggested we feature and introduce staff members at our Board meetings, as it might be  
22 nice if the Board can get to know a bit more about the staff and the various projects they are  
23 working on. Eleni suggested we might introduce project overviews and then introduce the staff  
24 members who are associated with the projects.  
25

26 8. Chair/Executive Director Report:

27 a. Chittenden County – Communication Union District.

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

38 b. Audit Update

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

1 month cash reserve policy. Forest said this is a CCRPC goal or policy, and not necessarily  
2 something Sullivan, Powers & Co evaluates or issues an opinion on. Charlie said we've been  
3 at approximately a month and half reserve. Applying the FY22 surplus to the reserve  
4 account will bring us closer to a two-month reserve.

- 5  
6 c. Act 250/248 JAM GOLF: Charlie wanted to provide an update on the JAM GOLF, LLC; South  
7 Burlington correspondence. He said South Burlington residents have formally submitted an  
8 appeal. Our attorneys with Stitzel Page & Fletcher, have submitted a notice of appearance.  
9 Charlie said we continue to provide updates as it progresses.

10  
11 9. Draft Board Agenda: Chris Shaw reviewed the October Board meeting agenda included in the packet  
12 with members. Members discussed adding CCRPC staff introductions.

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14 10. Other Business: Non needed

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16 11. Executive Session: None needed.

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

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21 Respectfully submitted,  
22 Amy Irvin Witham