

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

5 DATE: Wednesday, September 7, 2022

6 TIME: 5:45 PM

7 PLACE: Remote Attendance via ZOOM
8

9 PRESENT: Catherine McMains, Chair Bard Hill, Secretary/Treasurer

10 Michael Bissonette, at large <5000 Jacki Murphy, at large >5000

11 Jeff Carr, Shelburne/Finance Comm.

12 ABSENT: Chris Shaw, Vice-Chair Mike O'Brien, Immediate Past Chair
13

14 STAFF: Charlie Baker, Executive Director Taylor Newton, Planning Prog. Mgr.

15 Forest Cohen, Senior Business Mgr. Amy Irvin Witham, Business Office Mgr.
16

17 1. Call to Order, Attendance. The Executive Committee meeting was called to order at 5:48 PM by the
18 Chair, Catherine McMains.

19
20 2. Changes to the Agenda, Members items. There were no changes.
21

22 3. Approval of the August 3, 2022, Joint Executive and Finance Committee Meeting Minutes
23 MIKE BISSONETTE MADE A MOTION, SECONDED BY BARD HILL, TO APPROVE THE AUGUST 3, 2022,
24 JOINT EXECUTIVE & FINANCE COMMITTEE MINUTES AS PRESENTED. MOTION CARRIED
25 UNANIMOUSLY.
26

27 **Catherine turned the meeting over to Bard Hill for the Finance Committee items at 5:51 PM.**
28

29 4. Financial Update
30

31 a. Journal Entries – April - June 2022

32 Forest referred members to the Journal Entries dated April 2022 through June 2022.
33

34 JEFF CARR MADE A MOTION, SECONDED BY BARD HILL, TO APPROVE THE QUARTERLY JOURNAL
35 ENTRIES FOR APRIL THROUGH JUNE 2022. MOTION CARRIED UNANIMOUSLY.
36

37 Jeff asked Forest what the Muni-Bond Bank journal entry was. Forest explained this is a small
38 contract we have with the Vermont Municipal Bond Bank that Pam Brangan works on. Charlie
39 further explained the Municipal Bond Bank has needed GIS Mapping work done over the last
40 two or so years and contracted with us.
41

42 b. FY22 Year End Report

43 Forest referred members to the memo included with the packet and provided a financial
44 overview covering the period of April 2022 through June 2022. Jeff asked why there was such a
45 high receivables balance; Forest explained we are booking a lot to June 30, particularly with a
46 high volume of consultant invoices for the late fiscal year VTRANS billings.
47

1 Balance Sheet, as of June 30, 2022.

- 2 • Cash in checking (Operating): \$152,962
- 3 • Cash in Money Market (Reserve): \$307,069
- 4 • Current assets over Current liabilities: \$794,115
- 5 • Deferred Income Communities/Match: \$0

6
7 Forest explained we ended with an estimated surplus of just over \$69,000. Of this amount,
8 \$47,000 was from booking “unused” local dues as revenue at the end of the fiscal year and the
9 remaining \$22,000 was due to operations. Jeff asked if match dollars are usually for the
10 transportation projects? Forest said for the most part, yes. Jeff also asked if these figures are
11 considered typical or if it is unusually favorable due to continuing effects of Covid. Charlie and
12 Forest agreed it would be hard for us to drive the figures any lower; there is generally a lag,
13 since projects never start exactly on July 1st, we always play bit of catch up in terms of when a
14 project wraps up. Overall, Jeff thinks the financial performance is excellent and everything
15 points to a highly successful year. Charlie said dues are the only non-obligated funds and these
16 excess funds are moved to the reserve account to protect municipalities. Jeff said this all makes
17 sense to him. He gave kudos to CCRPC staff and said the final numbers are very impressive and
18 are some of best figures he has ever seen for the CCRPC.

19 Forest continued and said the cash flow sheet shows significant cash balances over the initial
20 projections, which were conservative. The CCRPC is receiving more cash disbursements up front,
21 rather than strictly reimbursed funds. ACCD paid a full Pandemic Response allotment of \$75,000
22 in the beginning of the fiscal year. The ACCD Energy Implementation dollars are being paid
23 quarterly, like regular ACCD funds, but they represent an additional \$32,000 in cash each
24 quarter. ACCD Brownfields funds are also advanced. The unaudited results show July 1, 2021,
25 with \$167,322 in the bank and on June 30, 2022, the fiscal year ended with \$460,031. We made
26 it through the entire fiscal year without drawing from the reserve. Given the relatively healthy
27 cash balance in the checking account, Forest said we should consider transferring some of the
28 FY22 gains into the Money Market account to continue to grow the reserves.

29 Bard asked what it means to move funds into reserve? Charlie explained, unless there is some
30 other direction from the Executive Committee, we would transfer a reasonable amount we
31 don't think we will need to use into the Money Market account. We will look at this more
32 closely once the audit is complete. We will transfer an amount that will not affect the cash flow.
33 Bard asked if both the money market account and the checking account were interest bearing.
34 Forest explained the checking account does not yield any significant amount of interest.

35 **The financial portion of the meeting concluded at 6:12 PM. Jeff said goodbye to everyone and**
36 **excused himself from the meeting.**

37
38 5. Act 250 & Section 248 Applications.

39 c. 3 Community Drive, South Burlington, 45-day Notice of Application (#22-3278-AN)

40 Taylor referred members to the 45-day Notice Application to be submitted to Michael Herbert,
41 South Burlington Tech Park BESS 1 LLC, for the construction of a 4.999 MW Battery Energy
42 Storage System (BESS) to be located on Community Drive in South Burlington, Vt. After review,
43 the CCRPC finds the project is in conformance with the Planning Areas of the 2018 Chittenden

1 County ECOS Plan, which gained a determination of energy compliance from the Vt. Department
2 of Public Service. The review indicates the following constraints may be impacted by the project:

- 3
- 4 • One State known constraint - River Corridors
- 5 • One State possible constraints: Agricultural and Hydric Soils
- 6 • One Local possible constraints: Riparian Connectivity
- 7 • One Local known constraint: Water Protection Buffers
- 8

9 These comments are based on information currently available; we may have additional
10 comments as the process continues. We understand the project may change between the
11 submittal of the advance notice and the final petition. CCRPC will review the project location
12 again with each new submittal to confirm our findings.

13
14 JACKI MURPHY MADE A MOTION, SECONDED BY BARD HILL, TO APPROVE THE 45-DAY NOTICE
15 APPLICATION LETTER, AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

16
17 a. 0 Mercier Drive, Colchester, Section 248 Full Petition (#22-3302-NMP)

18 Taylor referred members to the 45-day Notice letter, to be submitted to Aegis Renewable
19 Energy included with the packet. He said this is a full petition and we have seen this project
20 before. The project is for the construction of a 150kW solar array located at 0 Mercier Drive in
21 Colchester, VT. The parcel is owned by the Town of Colchester.

22
23 CCRPC finds the proposed project meets suitability and constraints policies of the 2018
24 Chittenden County ECOS Plan, provided a wetlands permit is received from the Vt. Agency of
25 Natural Resources. These comments are based on information currently available; we may have
26 additional comments as the process continues. We understand the project may change
27 between the submittal of the advance notice and the final petition. CCRPC will review the
28 project location again with each new submittal to confirm our findings.

29
30 Jacki asked what a typical response to this type of letter is? Do they actively work to mitigate the
31 concerns raised by the CCRPC. Taylor explained yes and updates are typically outlined at the full
32 petition stage. He further explained if the issues are directly addressed, it will be noted in the
33 full petition. Jacki said she had a slight concern if there is a conflict of interest, since she is the
34 CCRPC Board representative for Colchester? Members agreed, it is not a conflict, it is fine as the
35 CCRPC is not the final approval, we are simply reviewing and pointing out areas of concern.

36
37 BARD HILL MADE A MOTION, SECONDED BY MICHAEL BISSONETTE, TO APPROVE THE SECTION
38 248 FULL PETITION LETTER, AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

39
40 6. Equity Advisory Committee Update

41 Charlie said we have been working to expand the Equity Advisory Committee. Currently the
42 committee is comprised of 3 Board members and 3 Staff members, and we want to add community
43 members. We have solicited our communities and received a tremendous response; currently we
44 have 24 people who are interested. Our equity consultant, Creative Discourse, suggested we hold a
45 workshop on September 10 with those interested. The workshop has two goals; first, to prioritize
46 the equity work, and second, to allow people to establish familiarity with the CCRPC. The workshop
47 will allow greater flexibility and opportunities for participation, as some people may not be able to
48 meet the time demands of serving on the committee. Charlie said he wanted to thank Jacki Murphy,

1 Mike O'Brien, and Elaine Haney for their commitment to the Equity Advisory Committee. He said for
2 the October meeting he hopes we have a slate of candidates to submit for approval by the Board.
3 Charlie said the process is slow; Creative Discourse describes it as, 'moving at the speed of trust'. We
4 simply need to slow down and take our time with this process. Charlie said we are still working out
5 some of the details within the focus of our Equity Training.

6
7 Members discussed some of the terminology presented in recent equity training sessions. Charlie
8 said he will follow up with Sue at Creative Discourse.

9
10 7. Community/Board Appointments Recommendations

11 Charlie noted that we have two candidates to fill the Socio-Econ/Housing board seats, Bruce Wilson,
12 and Katherine "Deac" Decarreau. Deac is currently the Executive Director for the Winooski
13 Housing Authority. Bruce is the director of the non-profit, Arts So Wonderful. Bruce has expressed a
14 great deal of interest in working with the CCRPC at some capacity. Members discussed the current
15 appointments and ways to accommodate everyone who is interested. Charlie said he will reach out
16 to Jesse Bridges (currently the alternate for the Socio-Economic-Housing committee). If Jesse wants
17 to step down, it will potentially open space for Bruce Wilson to step in as the member and allow
18 Deac to be the alternate. Jacki noted Jeff Carr is listed under the Board Development Committee as
19 a member for Essex and needs to be updated to Shelburne. Charlie will correct that.

20
21 8. Board Training:

22 Charlie reminded members we will hold the typical general RPC/Board Training sessions again this
23 fall. He asked everyone for requests and/or input. Members agreed these training sessions are
24 essential. Catherine said it is very necessary considering we have new Board members.

25
26 9. Chair/Executive Director Report:

27 a. ECOS Regional Plan/CEDS/MTP update

28 Charlie said we have been working to get the regional plan and its companion plans
29 together. We are working hard over the coming weeks to get a draft ready for public review.
30 He noted that we will be updating the plan content around equity and asking the Equity
31 Advisory Committee to review. He is hopeful the committee can help guide this area and
32 ensure the language and intent are clear regarding equity. Michael asked about the timeline
33 for review; he wonders if March works better than February since Town Meeting Day is held
34 in March? Charlie said the plan need two public hearing cycles and the timeframe is
35 currently from February to April for a June vote. Essentially this is available for full public
36 review from Mid-January through June.

37
38 b. Chittenden County Communications Union District

39 Charlie said the Vermont Broadband Board and staff are very supportive of the CUD. They
40 are supporting a study to develop a plan for delivering broadband throughout the county.
41 Five of our municipalities have this on the ballot for November: Essex, Essex Junction,
42 Shelburne, South Burlington, and Williston. This is mostly an issue in central and northern
43 Chittenden County. The southern part of the county is well served by Waitsfield Telecom.

44
45 c. Staffing update: Charlie reminded members that we added two positions at the end of the

46 last fiscal year; an Equity Manager and a Business Office Associate and both positions are
47 still open. We currently have 20 candidates for the Equity Manager position. Although the
48 Business Office Associate position was filled, the person we hired has since resigned. We are

- 1 advertising this as a flexible position that could be between 20 to 40 hours a week.
2 Additionally, with Regina's departure and Taylor's promotion to Planning Program Manager,
3 we are also advertising to fill the planner position vacancy. This will also be somewhat
4 flexible, from Planner to a Senior Planner level, but we would like to hire someone with
5 municipal planning experience. Charlie hopes to have more updates at the next meeting.
6
- 7 d. Compensation Study update: Charlie said has had staff inquire about an upgrade to the
8 current pay ranges. We have some staff who are at the top of their pay range. Charlie
9 reminded everyone we typically have a compensation study every 5 years; the next one is
10 due in 2024. Member discussion ensued. Charlie said he would like to see how the current
11 inflationary cycle plays out and wait until winter of 2024 but wants feedback from the
12 Executive Committee. Members thought it would be best to wait and conduct the next
13 compensation study in 2024. Catherine suggested looking at the 2019 consultant
14 recommendations to see if there is some opportunity for an earlier adjustment.
15
- 16 10. Draft Board Agenda: Charlie reviewed the September Board agenda that was included in the packet
17 with members.
18
- 19 11. Other Business: Charlie said he hopeful that the Legislative Breakfast can be held as an in-person
20 meeting this year. If for some reason it is not possible, it will be held over Zoom, since there are too
21 many participants to be set up as hybrid.
22
- 23 12. Executive Session: None needed.
24
- 25 13. Adjournment: MICHAEL BISSONETTE MADE A MOTION, SECONDED BY BARD HILL, TO ADJOURN THE
26 MEETING AT 7:27 PM. MOTION CARRIED UNANIMOUSLY.
27
- 28 Respectfully submitted,
29 Amy Irvin Witham