

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

5 DATE: Wednesday, November 2, 2022

6 TIME: 5:45 PM

7 PLACE: Remote Attendance via ZOOM
8

9 PRESENT: Chris Shaw, Vice-Chair Bard Hill, Secretary/Treasurer
10 Michael Bissonette, at large <5000 Mike O'Brien, Imm. Past Chair (5:55 PM)
11 Jacki Murphy, at large >5000 Jeff Carr, Finance
12 Fred Duplessis, CPA, Sullivan, Powers & Co.
13 ABSENT: Catherine McMains, Chair
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 Mckenzie Spear, Business Office Assoc. Anne Nelson Stoner, Equity Mgr.
18

- 19 1. Call to Order, Attendance. The Joint Executive and Finance Committee meeting was called to order
20 by Chris Shaw at 5:45 PM.
21
22 2. Changes to the Agenda, Members items. Charlie explained agenda item 7. Equity Update should be
23 listed as an action item and proposed we move agenda item 5. CWSP/BWQC behind agenda item 6.
24 FY22 Audit. Members agreed.
25
26 3. Approval of the October 5, 2022, Executive Committee Meeting Minutes
27 MICHAEL BISSONETTE MADE A MOTION, SECONDED BY BARD HILL, TO APPROVE THE OCTOBER 5,
28 2022, EXECUTIVE COMMITTEE MINUTES AS PRESENTED. MOTION CARRIED UNANIMOUSLY.
29
30 4. Act 250 & Section 248 Applications. There were none.
31
32 5. CWSP / BWQC Interim Public Participation Policy
33 Charlie said that since the CCRPC began working as a Clean Water Service Provider (CWSP) there
34 were edits made to administrative procurement policies. The Department of Environmental
35 Conservation (DEC) has requested a public participation policy should be specifically adopted by
36 Basin Water Quality Councils (BWQC) and their CWSPs. Charlie referred members to the
37 CWSP/BWQC Interim Public Participation Policy document included with the packet. Over the
38 course of the next 18 months the policy will be refined and updated as necessary, but staff is
39 currently asking for approval of the interim policy. Chris Shaw wondered how the CCRPC fits into
40 this since the CCRPC is the CWSP. Charlie said the CCRPC staff serves to implement whereas the
41 Basin Water Quality Council is an advisory council. The relationship structure is akin to the CCRPC
42 Board in terms of support of the CCRPC Unified Planning Work Program (UPWP). There is a similar
43 concept is in place for water quality projects; the BWQC approves the projects.
44

45 Jacki asked why the Public Participation Policy is an interim policy. Charlie said because it is in the
46 infancy stage, the CWSP/BWQC needs a jumping off point with an ability to refine the policy over
47 the coming months.
48

1 Bard Hill questioned phrasing that implied the policy was already adopted by CWSP and BWQC.
2 Charlie said the adoption was based on the Basin Water Quality Council vote that occurred at the
3 recent meeting held on October 19, 2022. It is to be jointly approved by the BWQC and the CWSP.

4
5 MIKE BISSONETTE MADE A MOTION, SECONDED BY JACKI MURPHY, TO APPROVE THE INTERIM
6 WATER QUALITY COUNCIL PUBLIC PARTICPATION POLICY DOCUMENT. MOTION CARRIED
7 UNANIMOUSLY.

8
9 6. FY22 Audit

10 Charlie introduced Fred Duplessis, CPA with Sullivan, Powers & Co., Certified Public Accountants.
11 Fred stated he and his team recently completed the audit of the FY22 CCRPC financial statements
12 and provided an overview of the Draft Independent Audit Report included with the packet. He
13 explained the draft audit is a multi-part document and the audit is conducted following generally
14 accepted accounting principles in accordance with auditing standards applicable to financial audits
15 contained in Government Auditing Standards, issued by the Comptroller General of the United
16 States.

17
18 Fred explained the location of the “Opinion” changed and is now listed at the beginning of the
19 report. He also said there was a new accounting principle adopted in terms of how lease agreements
20 are reported. According to the Governmental Accounting Standards Board, No. 87. The new
21 methodology requires CCRPC to consider the office space lease to be accounted for as a financial
22 asset. The rule adds a current liability of accrued interest and both a current and long-term liability
23 of “Lease Payable”. Jeff Carr expressed displeasure with the new GASB reporting for leases and he
24 feels it is an unnecessary addition.

25
26 Fred reminded everyone the CCRPC is a member of Vermont Municipal Employees’ Retirement
27 System (VMERS). VMERS offers a pension plan and generally accepted accounting principles (rules)
28 dictate that the CCRPC’s portion of the pension plan liability be listed on the balance sheet. Fred
29 stated, as he has pointed out in the past, this can result in a large expense on our financial
30 statements that management has no control over. He said the VMERS figures are based on many
31 assumptions, which makes it very challenging to represent on the books, however, the CCRPC is
32 doing exactly what it needs to do. VMERS is confusing as it is a large liability that must be
33 highlighted in the Audit, and it is important that CCRPC’s financial position is displayed aside from
34 the VMERS liability.

35
36 Fred explained schedules 4, 5 and 6 are required so the State of Vermont can follow and verify the
37 calculation of the indirect rate. The approved indirect rate for FY22 was 79.83%. The actual indirect
38 costs for FY22 were 78.75%. This relatively small difference accounts for about \$13K in surplus. It
39 should be noted that differences within small percentage points are to be expected and can be
40 managed. The CCRPC has sought to reduce large swings. There won’t be much of a future impact
41 because the mark was hit closely. Schedule 4 details CCRPC’s indirect rate. Schedules 5 and 6
42 present indirect cost recovery and a breakout of direct and indirect costs for FY22. The FY24 indirect
43 rate calculation and negotiation with VTrans will be based off the FY22 actual figures.

44
45 Fred explained in a single audit, the focus is the major program spending, which is typically
46 categorized under the Highway Planning and Construction; the CDFA (Catalog of Federal Domestic
47 Assistance). There are two reports on compliance at both the federal and state level and there is a
48 summary of the entire audit. Overall, the audit was very good. There were no findings of any control

1 weaknesses. Fred stated the CCRPC continued to do a great job of having systems in place to meet
2 federal requirements and manage federal funds. The CCRPC continues to qualify as a Low-Risk
3 Auditee, since it has maintained *at least* two years in a row of favorable audits. Fred explained this is
4 an important designation to federal funders, as it ensures grant funds are managed appropriately.
5

6 Chris Shaw asked if there is more needs to be done since the audit is in draft form. Fred said there is
7 nothing needed unless the committee had edits.
8

9 Jeff asked if the Audit Report should be addressed to the Board of Directors, since he understands
10 the Board to be Commissioners. Charlie checked the bylaws and confirmed the title is "The Board".
11 Fred was advised to update this and address the Audit Report to "The Board".
12

13 Jeff asked why we have custodial credit risk. Fred referred to page 19 and explained we do not.
14 CCRPC's deposits are insured by the National Credit Union Administration (NCUA) up to \$250K.
15 Amounts more than that are collateralized by a \$550K Stand-by Letter of Credit issued by the
16 Federal Home Loan Bank of Boston.
17

18 Jeff said the Finance Committee and Board Members were given a chance to speak with the auditors
19 privately, with no staff present, during past meetings. He would like this practice to be reinstated.
20 Bard agreed. Fred said this can be easily accommodated.
21

22 Jeff said he was happy to see another clean audit. Charlie thanked Fred for joining the meeting and
23 providing members with the audit overview and thanked the CCRPC Business Office staff for their
24 work in achieving a clean audit.
25

26 JEFF CARR MADE A MOTION, SECONDED BY BARD HILL, TO RECOMMEND BOARD ACCEPTANCE OF
27 THE FY22 DRAFT AUDIT REPORT WITH RECOMMENDED EDITS. MOTION CARRIED UNANIMOUSLY.
28

29 **The financial portion of the meeting closed at 6:19 PM. Charlie and Chris thanked Fred Duplessis
30 for his overview. Fred and Jeff Carr excused themselves from the meeting.**
31

32 7. Equity Update

33 Charlie said the Equity Advisory Committee continues to clarify the scope of their work to occur over
34 the coming months. He said we will continue to work with The Creative Discourse Group for equity
35 training sessions. The final session in the current series is scheduled for November 9th with a focus
36 on engagement.
37

38 Charlie introduced Anne Nelson Stoner, CCRPC's newly hired Equity and Engagement Manger.
39 Charlie noted Anne Nelson started on Monday and is already working on the many opportunities in
40 our equity work. Anne Nelson introduced herself and said she is excited to be a member of the
41 CCRPC team.
42

43 Jacki Murphy asked if all community members who attended the last Equity Advisory Committee
44 meeting would become new members of the committee, and if so, would she and Mike be able to
45 step back a bit. Charlie said we will have more discussions on this, but the number of community
46 members who can commit to every meeting in the longer term will likely be lower.
47

Meeting Minutes

1 Charlie screen-shared the list of current candidates. This list is comprised of Board members; Mike
2 O'Brien, Elaine Haney, Jacki Murphy and Bruce Wilson as well as the following community members:
3 Cristalee McSweeney, Elaine Wang, FaRied Munarsyah, Rachel Batterson, Meissa Lang, Zoraya
4 Hightower, Virginie Diambou, Ragab Mohamed, Ahmed Mohamed, Lydia Diamond, Omar Derzi and
5 Jasim Muddafar. Charlie asked members to recommend this list for approval by the CCRPC Board.
6

7 JACKI MURPHY MADE A MOTION, SECONDED BY MIKE O'BRIEN, TO RECOMMEND THE LIST OF
8 CANDIDATES FOR THE EQUITY ADVISORY COMMITTEE BE PRESENTED TO THE BOARD FOR
9 APPROVAL. MOTION CARRIED UNANIMOUSLY.
10

11 8. November Board Training:

12 Charlie asked members to share any thoughts and comments they have on the Board training
13 sessions to date. Chris Shaw though last month's training was great. He also said he appreciated the
14 staff introductions from Charlie and Dan. He feels bringing examples of the work and providing
15 information on projects staff is working on is very helpful for Board members. Mike Bissonette
16 agreed and said understanding the process is important. Charlie reminded members there is a
17 significant challenge of describing a "typical" project due to the volume of work, we currently have
18 over 100 projects. Charlie said he will allow extra time to field questions and answers.
19

20 9. Legislative Breakfast

21 Emma Vaughn said the Delta Hotel in Burlington can accommodate the in-person meeting on
22 December 8th. She explained there is still a question if people are ready to attend meetings in
23 person. Mike O'Brien asked how the State Legislative representatives are currently holding
24 meetings. Emma and Charlie said they are meeting in-person and they do not anticipate any
25 problems. Emma said it could be challenging to hold a hybrid meeting in a hotel setting. Members
26 agreed meeting in-person for the Legislative Breakfast is fine so long as attendance from the State
27 Representatives is not a problem.

28 Charlie referred members to the Power Point presentation. He said it is comprised of 19 slides and
29 explained there are multiple topics to potentially be covered, including the following:

- 30 • Smart Growth Investment
 - 31 ○ Affordable Housing
 - 32 ○ Water and Wastewater
 - 33 ○ Permits/Permitting System
 - 34 ○ Climate/Energy
 - 35 ○ Transportation
 - 36 • Economic Recovery
 - 37 ○ Workforce
 - 38 ○ Broadband beyond CUD's (Communications Union Districts)
 - 39 • Governance/Funding
 - 40 ○ Equity and Inclusion initiatives
 - 41 ○ Open Meeting Law
 - 42 ○ Regional Dispatch Start-up
 - 43 ○ Cannabis
 - 44 ○ Transit Revenue Options
 - 45 ○ Planning funding
- 46

1 Chris Shaw said he would like to see childcare as a topic as it is extremely important. Charlie said
2 that could be addressed under the workforce topic. Mike Bissonette said it would be good to discuss
3 the challenges with the permitting process and talk about ways it can be improved. Charlies said the
4 presentation will be updated and he will provide a new version to members before December 8th.

5 10. Chair/Executive Director Report:

6 a. National Association of Development Organizations. Charlie referred members to the link to
7 [National Association of Development Organizations](#) (NADO). He explained he was recently
8 elected to serve as the Secretary, which means he will be in line to eventually serve as the
9 Chair. NADO supports 350 rural regional commissions, like the CCRPC.

10
11 b. Building Homes Together. Charlie said a press conference was held last Friday. There was
12 good participation from many State Leaders including Jill Krowinski, Speaker of the House,
13 Becca Balint, currently running for U.S. Congress, and Burlington Mayor Miro Weinberger.

14
15 c. Salary Range Update. Charlie reminded members we are going to look into paygrades and
16 salary ranges and discuss at the December Executive Committee meeting.

17
18 d. Staffing Update. Charlie said three new employees were hired and recently began work;
19 Anne Nelson Stoner, the new Equity and Engagement Manager, Darren Schibler, Senior
20 Planner and Mckenzie Spear, Business Office Associate. Charlie expressed his appreciation
21 to them for joining the CCRPC team.

22
23 11. Draft Board Agenda: Charlie referred members to the November Board Meeting draft agenda
24 included with the packet. Eleni said VTrans staff will be invited to speak on the TIP amendment to
25 include funding to start the Winooski River Bridge project, and that we will add an EV charging
26 Station agenda item; Patrick Murphy from VTrans will be provide a presentation on the statewide EV
27 charging plan. The draft Regional Active Transportation Plan will be presented in January. Chris Shaw
28 asked about an Active Transportation Plan (ATP) for South Burlington. Bryan said to the best of his
29 knowledge South Burlington does not have an adopted walk/bike plan but noted they have a very
30 active Bike/Ped Committee and studies and plans have been completed through the UPWP. As part
31 of the Regional ATP update the consultant provided pedestrian specific recommendations for South
32 Burlington, as well as Milton. If South Burlington is interested in pursuing a walk/bike plan, they
33 could apply through the upcoming FY24 UPWP process.

34
35 12. Other Business: None needed

36
37 13. Executive Session: None needed.

38
39 14. Adjournment: MIKE O'BRIEN MADE A MOTION, SECONDED BY JACKI MURPHY, TO ADJOURN THE
40 MEETING AT 7:25PM. MOTION CARRIED UNANIMOUSLY.

41
42 Respectfully submitted,
43 Amy Irvin Witham