

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

4 DATE: Wednesday, December 7, 2022

5 TIME: 5:45 PM

6 PLACE: Remote Attendance via ZOOM

7
8 PRESENT: Catherine McMains, Chair Chris Shaw, Vice-Chair
9 Bard Hill, Secretary/Treasurer Michael Bissonette, at large <5000
10 Mike O'Brien, Past Chair Jacki Murphy, at large >5000
11 Jeff Carr, Finance

12
13 STAFF: Charlie Baker, Executive Director Eleni Churchill, Transp. Prog. Mgr.
14 Taylor Newton, Planning Prog. Mgr. Forest Cohen, Senior Business Mgr.
15 Amy Irvin Witham, Business Office Mgr. Emma Vaughn, Communications Mgr.
16 Mckenzie Spear, Business Office Assoc. Anne Nelson Stoner, Equity Mgr.
17

18 1. Call to Order, Attendance. The Joint Executive and Finance Committee meeting was called to order
19 by Catherine McMains at 5:46 PM.

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

22
23 Chris Shaw had a comment. He stated that Brian Searles, a former Secretary of Transportation, had
24 written an article on the benefits of consolidating local Chittenden County police entities into a
25 single department. Chris wondered if this is viable. Bard said he also had ideas on this concept.
26 Charlie said he would address this later in the agenda.

27
28 3. Approval of the November 2, 2022, Joint Finance and Executive Committee Meeting Minutes
29 BARD HILL MADE A MOTION, SECONDED BY MIKE O'BRIEN TO APPROVE THE NOVEMBER 2, 2022,
30 JOINT EXECUTIVE AND FINANCE COMMITTEE MINUTES WITH EDITS. MOTION CARRIED
31 UNANIMOUSLY.

- 32
33 • Edit: Pg 1 Line 43, delete 'is'
34 • Edit: Pg 3 Line 6, add 'that' before 'needs'
35 • Edit: Pg 4 Line 13, add 't' to the end of 'though'
36 • Edit: Pg 5 Line 3, delete 's' from 'Charlies'
37 • Edit: Pg 5 Line 26, delete 'be'

38
39 **Catherine turned the meeting over to Bard Hill for the Finance Committee items at 5:52 PM.**

40
41 4. FY23 First Quarter Financial Update

42 a. Journal Entries, July – September 2022

43 Jeff asked what VOBCIT was? Charlie said VOBCIT is the Vermont Online Bridge and Culvert
44 Inventory Tool and noted Pam Brangan attended an annual conference and booked travel
45 expenses to this project.

46
47 Jeff said he appreciated our ongoing work in racial equity, and noticed large dollar journal
48 entries associated with equity work and wondered what it was for? Charlie explained we are

1 the pass through entity from the Vermont Department of Health to the Vermont Racial Justice
2 Alliance. The grant funds are primarily connected to COVID-19 recovery initiatives.

3
4 Jeff asked what is the Pomerleau DIBG? Forest answered it is one of our Vermont DEC clean
5 water projects at the Market32 shopping center and explained DIBG stands for Design and
6 Implementation Block Grant.

7
8 JEFF CARR MADE A MOTION, SECONDED BY JACKI MURPHY, TO APPROVE THE QUARTERLY
9 JOURNAL ENTRIES FOR JULY 2022 through SEPTEMBER 2022. MOTION CARRIED
10 UNANIMOUSLY.

11
12 b. First Quarter Results

13 Forest referred members to the memo included with the packet and provided a financial
14 review covering the period of July 2022 through September 2022.

15
16 Balance Sheet, as of September 30, 2022.

- 17 • Cash in checking at \$184,181 (operating).
- 18 • Cash in Money Market \$307,766 (reserve)
- 19 • Current assets over liabilities, \$997,805
- 20 • Deferred Income Communities - match: \$253,734
 - 21 ○ We are using ACCD funds for the first \$100K of match

22
23 **Income Statement through September 30, 2022**

24 Forest stated the first quarter financials for FY23 were typical. Operations Support Revenues
25 are slightly behind budget at 23.3%. This results in a deficit of \$29,914 for the first quarter.
26 Forest explained the first quarter is consistently our most difficult revenue generating quarter
27 due to a combination of factors. For one, staff tend to take more time off during the summer
28 months. We also have a lower indirect rate for FY23 than what is likely to be the actual. (76.8%
29 approved versus an expected actual coming in at 80%). Additionally, we hired two new
30 positions for FY23, a Business Office Associate and Equity and Engagement Manager. The
31 Equity and Engagement Manager position will contribute to the direct costs pool, conversely,
32 the Business Office Associate position is exclusively indirect.

33
34 Charlie stated there was a significant increase in regional planning funds and we made an
35 internal decision to utilize ACCD funds in lieu of dues for the first \$100,000 of transportation
36 program match instead of municipal dues. This change was made to accommodate the
37 increased pressure on dues from the transportation program. We have never done this before
38 and will need to wait to see how it works out. Essentially, we want to ensure we use every
39 dollar required in the fiscal year. Overall, we had a relatively healthy cash position at the
40 beginning of the fiscal year. The projection indicates the favorable financial position should
41 continue.

42
43 The CCRPC received the first installment of Clean Water Service Provider Formula Grant funds
44 for \$216,189 in early October. Between now and January we need to establish a CWSP bank
45 account. The CCRPC had revenue in excess of expenses at approximately \$70,000 at the end of
46 FY22. This factored into the decision to increase our reserves with a transfer of \$75,000 from
47 the checking account and into the money market account.

48

1 Jeff Carr agreed with Forest and said these numbers are typical for the first quarter. He added if
2 there is any time to absorb a negative number, the time is now because the cash balances are
3 good. Jeff said we've been here before and nothing he sees is of concern. Bard thanked Jeff for
4 his historical knowledge, outlook, and perspective on the budget.

5
6 Bard asked for more details about the request to transfer \$75,000 to reserves. Forest explained
7 our goal is to periodically move cash out of operating and into reserves to build it up a bit over
8 time. Bard said this brings us close to \$380,000, and he wondered what is the end goal? Forest
9 said we want to have three months' worth of operating expenses which equates to about
10 \$600,000. Chris Shaw asked where the CWSP funds are located. Forest explained that the
11 funds are in our checking account. None of the money market funds are CWSP dollars, the
12 entire \$307,766 is reserve and does not include CWSP. Charlie stated the only circumstance we
13 might need to transfer money back from reserves into the Checking account is if a larger billing
14 reimbursement was delayed.

15
16 Jeff asked if we should be fearful of rising inflation or a possible recession in terms of current
17 projects statuses? Charlie said he does not currently have any huge concerns, but to Jeff's
18 point, this is one of the reasons we are working on building up our reserves.

19
20 Bard asked, Do the higher interest rates make our towns less likely to undertake projects due
21 to fiscal concerns? Charlie said there has been enough funding from the federal government
22 that should provide at least two or three years of funding.

23
24 Bard asked if anyone had any concerns with transferring \$75,000 from the checking account
25 into the money market account. There were none.

26
27 Forest said our auditor, Sullivan Powers & Co., is undergoing changes in management and will
28 no longer be able to carry out our audits. We will issue a Request for Proposals to other audit
29 firms in the coming months.

30
31 **The financial portion of the meeting concluded at 6:20 PM. Jeff said goodbye to everyone and**
32 **excused himself from the meeting.**

33
34 5. Potential Salary Range Adjustments

35 Charlie referred members to the FY20 Comp Benchmarking Salary Range tables and charts included
36 with the packet. He explained we currently have staff who are hitting the top of our adopted salary
37 ranges. Charlie asked if, due to current inflationary pressures, the committee would consider a
38 potential incremental adjustment now, knowing that there will likely be another increase next
39 winter when we do a full compensation study. Mike O'Brien clarified the adjustment to the salary
40 range referred to the documents and tables not necessarily staff salaries. Charlie said yes. He
41 explained the tables are from our most recent compensation study. He explained that some staff are
42 concerned that in a time of steep inflation their salaries will remain flat. Chris Shaw said he is in
43 favor of making these incremental adjustments. Jacki agreed. She asked if this is based on just the
44 salary or the total compensation. Charlie said it is based on salary ranges and not the overall
45 compensation package. Charlie said he is asking for a 4% increase based on the current approximate
46 8% rate of inflation.

47

1 MIKE O'BRIEN MADE A MOTION, SECONDED BY BARD HILL, TO ADJUST THE SALARY RANGE TABLES
2 BY 4%. MOTION CARRIED UNANIMOUSLY.

3
4 6. Bank Account Resolution to establish CWSP Account

5 Catherine said a CWSP banking account needs to be opened. The resolution was included with the
6 packet to establish the Opportunities Credit Union bank account for the Clean Water Service
7 Provider. Forest said he would send the resolution out for the required signatures through
8 DocuSign. Catherine said she really appreciated the ease of working with DocuSign.

9
10 BARD HILL MADE A MOTION, SECONDED BY CHRIS SHAW, TO ESTABLISH A CLEAN WATER SERVICE
11 PROVIDER CHECKING ACCOUNT WITH THE OPPORTUNITIES CREDIT UNION.

12
13 7. Act 250 & Section 248 Applications.

14 a. O'Brien Eastview, LLC; South Burlington; #4C1106-5

15 Taylor referred members to the Draft Act 250 application letter included with the packet. He
16 explained the current recommendation is to hold off on approval of the letter until there is
17 more analysis and complete information, which will likely be early 2023, in January or
18 February. Member discussion ensued and agreed with Taylor's recommendation to wait.

19
20 Mike O'Brien stated he is not related to or affiliated with this O'Brien group.

21
22 b. Mercer Drive, Colchester Solar Siting correspondence

23 Charlie referred members to the Colchester Solar Siting document included with the packet.
24 The Town shared this with the CCRPC for our awareness. Jacki said this is a very small
25 wetland issue and thinks the project is still a possibility, but there will need to be additional
26 approvals. Taylor explained, typically once the town can obtain the proper permits, these
27 types of projects can move forward. Bard asked what are the fees associated with projects
28 with wetlands? Taylor provided members with an online link to the mitigation costs and said
29 the amount is approximately .75 cents per square foot. He said there are additional costs
30 associated with the buffer.

31
32 8. Legislative Breakfast Priorities

33 Charlie reviewed the presentation with members and asked for feedback. He reminded everyone
34 the breakfast was scheduled for the next morning on Thursday, December 8 at 7:30 AM. He
35 explained there were some minor changes from the previous iteration but included the same topics.
36 Members and Charlie thoroughly reviewed and discussed the format for the presentation. Members
37 suggested various edits and asked for certain items be emphasized, particularly the housing and
38 equity topics.

39
40 9. Equity Update

41 Charlie introduced Anne Nelson Stoner, our new Equity and Engagement Manager. Anne Nelson
42 said there are 17 members on the Equity Advisory Committee. The group has begun developing a
43 Mission Statement and a Code of Conduct. They are also planning to update the Public Participation
44 Plan and make updates to the stipends policy. She said the committee is also involved with the
45 Winooski Walk-Bike plan. Anne Nelson said she has been meeting with various folks including
46 community members, people at the Vermont Racial Justice Alliance and the Burlington Racial Equity,
47 Inclusion & Belonging department. Charlie said they are in the process of gathering feedback
48 solicited from people over the past few years to create the CCRPC's equity action plan. This is a

1 master list that includes multiple things we can do to promote racial equity and inclusion moving
2 forward.

3

4 Bard said he was curious to know why there was involvement in the Winooski Bike/Ped plan, is this
5 a local or regional plan? Eleni explained this is a local project we have going with Winooski, and we
6 are working with a consultant.

7

8 10. Chair/Executive Director Report:

9 a. Municipal Selectboard/Council Meeting. Charlie said he is wrapping up his visits with all the
10 Chittenden County municipalities. He explained the towns have expressed appreciation for
11 the work from the CCRPC. Mike O'Brien gave kudos to Charlie's approach and thanked him
12 for visiting each of the towns.

13

14 11. Other Business: Mike Bissonette asked when the UPWP committee meeting dates would be
15 announced. Eleni said Marshall Distel is working on the schedule now and will share with everyone
16 soon.

17

18 12. Executive Session: None needed.

19

20 13. Adjournment: MIKE O'BRIEN MADE A MOTION, SECONDED BY JACKI MURPHY, TO ADJOURN THE
21 MEETING AT 7:39 PM. MOTION CARRIED UNANIMOUSLY.

22

23 Respectfully submitted,
24 Amy Irvin Witham