

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

5 DATE: Wednesday, March 1, 2023

6 TIME: 5:45 PM

7 PLACE: Remote Attendance via ZOOM
8

9 PRESENT: Catherine McMains, Chair Chris Shaw, Vice-Chair
10 Bard Hill, Secretary/Treasurer (left 6:42PM) Michael Bissonette, at large <5000
11 Mike O'Brien, Past Chair Jacki Murphy, at large >5000
12 Jeff Carr, Finance

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14 STAFF: Charlie Baker, Executive Director Taylor Newton, Planning Mgr.
15 Forest Cohen, Senior Business Mgr. Amy Irvin Witham, Business Office Mgr.
16 Mckenzie Spear, Business Office Assoc. Anne Nelson Stoner, Equity Mgr.
17

- 18 1. Call to Order, Attendance. The Executive Committee meeting was called to order by Catherine
19 McMains at 5:45 PM.
20
21 2. Changes to the Agenda, Members items. There were none.
22
23 3. Approval of the February 1, 2023, Joint Finance and Executive Committee Meeting Minutes
24 CHRIS SHAW MADE A MOTION, SECONDED BY JACKI MURPHY, TO APPROVE THE FEBRUARY 1, 2023,
25 JOINT EXECUTIVE AND FINANCE COMMITTEE MINUTES WITH EDITS. MOTION CARRIED
26 UNANIMOUSLY.
27
28 • Edit: Pg 5, Line 1: add "to" after the word assessment
29 • Edit: Pg 5, Line 8: add "land" after the word State
30 • Edit: Pg 5, Line 5: change word "power" to "authority"
31

32 Bard Hill requested bill numbers be included in minutes. [example: Housing Bill S.100].

- 33 4. Approval of the February 15, 2023, Special Meeting Joint Finance and Executive Committee Meeting
34 Minutes MIKE O'BRIEN MADE A MOTION, SECONDED BY JEFF CARR, TO APPROVE THE FEBRUARY 15,
35 2023, SPECIAL MEETING JOINT EXECUTIVE AND FINANCE COMMITTEE MINUTES AS PRESENTED.
36 MOTION CARRIED UNANIMOUSLY.
37

38 Catherine turned the meeting over to Bard Hill for the financial portion of the meeting at 5:54 PM.
39

- 40 5. FY23 Quarter 2 Financials

41 a. Journal Entries

42 Bard referred members to the FY23 second quarter Journal Entries dated October 2022 to
43 December 2022 included in the meeting packet.
44

45 JEFF CARR MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE QUARTERLY JOURNAL
46 ENTRIES FOR OCTOBER 2022 THROUGH DECEMBER 2022. MOTION CARRIED UNANIMOUSLY.
47

1 b. FY23 Quarter 2 Financial Report

2 Forest Cohen referred members to the 2nd Quarter Financial Report included with the packet
3 covering the first half of the Fiscal Year 2023, from July 2022 through December 2022. Jeff asked
4 if we were under-recovering on our indirect. Forest said yes, as detailed in the report we are
5 slightly under-recovering at 80% with our approved rate of 76.8%. Charlie reminded members
6 that staff tends to take more vacation and holiday time during the first half of the year. Jeff Carr
7 said he thought the financials looked great. Forest provided an overview of the financial reports
8 to members and agreed with Jeff, this was a very healthy balance sheet. Bard and Jeff asked if
9 funds can be transferred from the operating account into the money market to earn a bit more
10 in interest. Members agreed. Charlie and Forest said they planned to do so. They will discuss
11 and make the transfer soon.

12
13 Balance Sheet, as of December 31, 2022

- 14
- 15 • Cash in checking (Operating): \$308,058
- 16 • Cash in Money Market (Reserve): \$308,464
- 17 • Current assets over Current liabilities: \$944,653
- 18 • Deferred Income Communities/Match: \$194,862
- 19 ○ Please note that we are using ACCD funds for the first \$100K of match to MPO
- 20 funds. Through December 31, 2022, we have used \$98,151 of ACCD funds for
- 21 match.
- 22

23 Income Statement through December 31, 2022

24 Before allocating local dues to match our expenses through December, the expenses exceeded
25 revenues by ~ \$58,000. This is the result of our indirect costs being slightly higher than our
26 approved rate. We expect our actual indirect rate to be around 80% this year. The approved rate
27 is 76.8%. The rest of the discrepancy comes from the ratio of billable hours versus non-billable
28 hours which is due to staff taking paid time off over the summer months and the recent holiday
29 season. The result is being lower in the first half of the year than the second half of the year.
30 Because we have more than a \$100,000 increase in our ACCD funds for FY23, we decided to use
31 \$100,000 of those funds to match transportation projects before using the local dues, which
32 freed up a corresponding amount of local dues revenue. Instead of allocating the entire
33 remainder of local dues in the final month (or months) of the fiscal year, it makes more sense to
34 start matching expenses earlier in the fiscal year. In addition to the nominal amount needed to
35 match ineligible expenses in December, Forest allocated \$57,850 of local dues to match the first
36 half of FY23 expenses. We will match expenses again at the end of March and will allocate the
37 remaining local dues in June.

38
39 Cash Flow through January 2022

40 The cash position is trending toward exceeding the initial projection. The Cash Flow/Targets
41 sheet indicates that there's potential to move more than \$75,000 from the operating account
42 into reserve. Row 22 of the sheet tracks the Local Dues funds described at length above.

43
44 The financial portion of the meeting concluded at 6:06 PM. Jeff said goodbye and excused
45 himself from the meeting.

46
47 6. Act 250 & Section 248 Applications. There were none.

48

7. Long Range Planning Committee Energy Sub-Committee Members

The Long-Range Planning committee established an energy sub-committee to guide updates to the energy portions of the ECOS Plan. Charlie referred members to the memo included in the packet. He also thanked our chair, Catherine McMains, for volunteering to serve as chair of the Energy Sub-Committee the last time. Charlie explained we had 10 volunteers and only need 7. Since Catherine is already the CCRPC Board Chair, she can pass on this role. Catherine thanked Charlie. The recommended appointees are:

- Jeff Forward, Richmond
- Keith Epstein, South Burlington
- Jim Donovan, Charlotte
- Dan Perkins, Essex
- Henry Bonges, Milton
- Dwight Decoster, Underhill
- Kevin Thorley, Williston

MIKE O'BRIEN MADE A MOTION, SECONDED BY CHRIS SHAW, TO BRING THIS LIST OF NOMINEES TO THE BOARD FOR APPOINTMENT TO THE ENERGY SUB-COMMITTEE. MOTION CARRIED UNANIMOUSLY.

8. Equity Update: Anne Nelson Stoner greeted members and shared a presentation from the recent Equity Advisory Committee meeting held on February 20, 2023.

Priorities for the Equity Advisory Committee include:

- Support the Equity Engagement Manager
 - Build relationships within the community.
 - Build an internal equity foundation.
 - Sustain, and strengthen the EAC.
 - Support municipalities in their equity efforts.
 - Explore funding.
- Provide Accountability
 - Update CCRPC's Mission Statement and Code of Conduct
 - Develop an Equity Action Plan
 - Develop a Residents Guide and Guide for Community Engagement
 - Update Public Participation Plan and the Stipend Policy
- Identify Opportunities for Direct Action
 - CCRPC Power - Funding
 - Funding for Equity work? Project idea - \$100K for the EAC to build civic infrastructure.
 - Steps:
 - Develop Project Proposal
 - Obtain approvals from FHWA and the CCRPC Board
 - Define funding availability timeline (July)
 - EAC Budget to carry out projects.
- Engage with Chittenden County Residents
 - Winooski Walk/Bike Plan.

- 1 ○ Serve on Project Advisory Committee.
- 2 ○ Review Public Engagement Plan.
- 3 ○ Learn the life cycle of a project.

4
5 Mike O'Brien had additional clarification for members on *Priority 2; Provide Accountability*. Mike is a
6 member of the EAC and asked Anne Nelson to explain the work the interns are doing. Anne Nelson
7 stated we have two University of Vermont interns, Grace Colbeth and Annika Zimmerman. Annika is
8 helping to create the *Guide to Community Engagement* and Grace is working to create the *Residents*
9 *Guide to the CCRPC*. The Residents Guide will be very easy to read and feature user friendly visual
10 graphics to explain what the CCRPC is and various ways people from our communities can become
11 involved in the work of the CCRPC.

12
13 Bard asked Anne Nelson about funding. He wondered if the EAC has authority over funding since
14 most committees within the CCRPC cannot allocate funds. Anne Nelson said there will be a review
15 and approval process in place for allocations coming from Transportation funding. Charlie explained
16 the process is similar to how the Transportation Advisory Committee (TAC) recommends funding
17 allocations for the TIP amendments; it is not the TAC making the decision, they make a
18 recommendation and the CCRPC Board has the final decision. Additionally, the amount of funding
19 requested is relatively low, it likely will not exceed \$100,000. The intent is to run the decision
20 through the EAC and have this committee recommend ways the funds can be used. Charlie said our
21 bylaws do not specify how funds are to be distributed.

22
23 Chris Shaw asked for more information on *Priority 3; Identify Opportunities for Direct Action* and
24 examples of what accountability by the CCRPC would look like. Anne Nelson explained the current
25 equity work is geared toward providing a foundation and different ways communities can hold the
26 CCRPC accountable. She explained the EAC is working to provide our communities with a tool to
27 help track and gauge how well the CCRPC is doing in terms of equity. Anne Nelson said we need to
28 define what equity looks like for the CCRPC and ensure there is transparency in the work.

29
30 Bard asked for a reminder of what the scope of equity means for the CCRPC? Anne Nelson said in
31 terms of equity for the CCRPC, the work needs to include all communities, particularly those who
32 have historically have been and continue to be left out of the planning process. She explained the
33 EAC is taking a broad approach to this. We want to collaborate and decide what this looks like for
34 the CCRPC.

35
36 Mike O'Brien asked Anne Nelson if she feels she is being supported by the CCRPC Board and Staff.
37 Anne Nelson said it is too early in the process and perhaps there has not been enough content to
38 feel any push back from the CCRPC Board. Anne Nelson recognizes there will inevitably be many
39 challenges as we move forward.

40 41 9. Chair/Director Report

- 42 • Annual Meeting.

43 Charlie asked members for preliminary feedback on our annual meeting and said we need to
44 decide if the meeting will be in person or remote. Members discussed and agreed an in-
45 person meeting would be welcomed. Venue proposals included Maquam Barn in Milton,
46 Philo Ridge Farm and The Old Lantern in Charlotte, the Monitor Barn in Richmond, and The
47 Sleepy Hollow Inn in Huntington. Charlie will refer these suggestions to Emma Vaughn to
48 plan the in-person event.

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- Legislative Update

- Rural Capacity Charlie said the Budget Adjustment Act with \$3 million for rural capacity was recently approved. This will be a one-time effort to help under-resourced towns take advantage of American Rescue Plan Act (ARPA) and other available funding. RPCs will be asked to help with these efforts. The Town of St. George is one of our municipalities that falls into the under-resourced category. Jacki asked if there is a time-limit to spend down the ARPA funds. Charlie said yes, and this is one of the issues because the funds need to be committed by the end of 2024 and spent by the end of 2026.

- RPC funding

Regional Planning Commissions received a 30% increase in FY23. Commissions are asking for full formula funding in FY24. This would approximately double ACCD funding. Charlie testified on this recently. He explained increased funding will help improve staff capacity to assist our municipalities and meet many of the needs that we are not currently able to address. These funds could help planners work on bylaws, housing issues, grant administration, and project management services. This will allow Ann Janda to do more energy work beyond the MERP program. There have been discussions of shared services, particularly around zoning administration, with our smaller towns. We could have one staff member dedicate time to assist three or four towns for zoning administration and lister services. Charlie asked members if they had any other suggestions. Taylor said he thinks we could allocate a certain amount of funding that municipalities could apply for that would help cover their match requirements. Catherine asked if emergency response services could be added to the list of items towns need. Chris said there are challenges where emergency response services are called upon for mental health and substance abuse issues. Members agreed. Charlie said he will add emergency response to the list of services towns may need help with.

- Brownfields

The RPCs statewide will receive \$1 million dollars for Brownfields Assessment as a result of the FY23 Budget Adjustment Act. We are still waiting to hear if we were awarded a separate EPA grant for this work. We should know for certain in May. The State money from the Agency of Commerce is a big help in the meantime.

- Housing bill S.100

Charlie referred members to the link to the housing bill embedded in the packet: [Housing bill S.100](#). Keshia Ram Hinsdale has been championing the effort. This bill is considered a high priority as it offers general support for addressing the housing issues within the state. Charlie noted that we are walking a fine line between the bigger policy issue and municipal control issues. Charlie believes this will be voted through the Senate within a couple of weeks and there will be substantive debate when it moves to the House in March. There is a lot in the bill. Members discussed some of the details and the overall impact of this bill. Charlie said housing is an important issue, we do not have enough housing and we have been working on the housing challenges for the past 20 or 30 years, so it is a good time to look at some system changes.

1 10. March Board Meeting Agenda Charlie referred members to the draft board agenda for March. He
2 said we have a minor TIP amendment and ratification, staff introductions for Taylor Newton and
3 Darren Schibler, an action item for the West Central Vermont Comprehensive Economic
4 Development Strategy, the charge to the Board Development Committee for FY24 nominations, and
5 an Equity update. He said he will include updates for the Annual Meeting, the FY23 2nd Quarter
6 financials, the FY24 UPWP, and a Legislative update within his update.

7
8 Chris Shaw suggested adding an item on the Burlington Airport master plan update. Charlie said he
9 has not heard any updates on this so he will ask Nic Longo about this. Chris also suggested a
10 discussion on the electrical grid in Chittenden County; specifically, what is Green Mountain Power's
11 plan to deal with restrictions in the power grid? Taylor noted VELCO is working on transmission
12 lines. Chris asked for a chart to show what energy can be produced in-state vs imported and other
13 issues related to how we meet our energy goals. Taylor noted that he is on the Vermont Systems
14 planning committee and these topics will be discussed with the board over the next few months as
15 we start work to update our energy plan.

16
17 11. Other Business: Mike O'Brien asked Charlie if we were going to discuss his evaluation. Charlie said it
18 will be an agenda item at the April Executive Committee meeting. He has been reviewing various
19 ways to solicit feedback from staff and thinks it will likely be a survey on his performance and their
20 satisfaction. He plans for this to be done in time for the April meeting.

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22 12. Executive Session: None needed.

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24 13. Adjournment: MIKE O'BRIEN MADE A MOTION, SECONDED BY CHRIS SHAW, TO ADJOURN THE
25 MEETING AT 7:13 PM. MOTION CARRIED UNANIMOUSLY.

26
27 Respectfully submitted,
28 Amy Irvin Witham