

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

5 DATE: Wednesday, July 5, 2023

6 TIME: 5:45 PM

7 PLACE: Remote Attendance via ZOOM
8

9 PRESENT: Chris Shaw, Chair Catherine McMains, Past Chair
10 Michael Bissonette, at large <5000 Elaine Haney, at large >5000
11 Jacki Murphy, Secretary/Treasurer Jeff Carr, Finance
12

13 ABSENT: Bard Hill, Vice-Chair
14

15 OTHERS: Matthew Arancio, VTrans
16

17 STAFF: Charlie Baker, Executive Director Eleni Churchill, Transp. Program Mgr.
18 Forest Cohen, Senior Business Mgr. Amy Irvin Witham, Business Office Mgr.
19 Emma Vaughn, Communications Mgr. Taylor Newton, Planning Mgr.
20 Anne Nelson Stoner, Equity Mgr. Bryan Davis, Senior Planner
21 Mckenzie Spear, Business Office Assoc.
22

- 23 1. Call to Order, Attendance. The Joint Finance and Executive Committee meeting was called to order
24 by the Chair, Chris Shaw, at 5:45 PM.
25
26 2. Changes to the Agenda, Members items. There were none.
27
28 3. Approval of the June 15, 2023, Joint Finance and Executive Committee Meeting Minutes
29 JACKI MURPHY MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO APPROVE THE JUNE 15,
30 2023, JOINT EXECUTIVE AND FINANCE COMMITTEE MINUTES WITH EDITS. MOTION CARRIED
31 UNANIMOUSLY.

- 32 • Edit; Page 2, Line 44: add word “we” after “want to.”
33 • Edit; Page 4, Line 7: add word “as” after “well”.
34 • Edit; Page 4, Line 28: drop “s” in “coordinate.”
35 • Edit; Page 5, Line 13: update word “religions” to “religious.”
36 • Edit; Page 5, Line 14: remove comma after June 19.
37

38 4. FY24 Updated Budget

39 Charlie Baker referred members to the draft updated FY24 budget included with the packet and
40 provided an overview. He reminded everyone that additional resources from the State came
41 through and said the biggest changes were under the Regional Planning Grant-ACCD with an
42 additional \$89K for staff time and an additional \$60K in direct expenses for making our ECOS Plan
43 web-based and supporting the improvement of statewide planning manuals. Under the MPO line,
44 Charlie said there was \$45K moved from the RAISE Grant consultant line into the MPO
45 Transportation staff line. The last big change was the proposal for an additional staff member with a
46 transportation-TOD focus. Charlie said the sustainability of higher staffing levels has been a question
47 on our minds, however with retirements planned over the next few years, staffing levels should

1 work due to attrition. Catherine asked for clarification on the additional staff member; she asked if
2 this is the most recent hire? Charlie said no, this is another separate position that will take us up
3 from 20 to 21 full-time staff. Jeff said he assumes these new positions will be leaning toward
4 transportation projects and finds this to be a very reasonable request.

5
6 JACKI MURPHY MADE A MOTION, SECONDED BY JEFF CARR, TO RECOMMEND THE UPDATED
7 BUDGET TO THE BOARD AS PRESENTED. MOTION CARRIED UNANIMOUSLY

8
9 **The financial portion of the meeting concluded at 6:01PM. Jeff said goodbye to everyone and**
10 **excused himself from the meeting.**

11
12 5. Act 250 & Section 248 Applications

13 a. College Parkway, VT Rt 15, Colchester, 45 Day Notice of Application, #23-2148-AN
14 Taylor Newton addressed members with a screen share and referred everyone to the 45-day Notice
15 Letter to be submitted to Aaron Lavallee, Aegis Renewable Energy that was included with the
16 packet. This is an application submitted by Aegis Renewable Energy for the construction of a 150-kW
17 solar array to be located at 850 College Parkway in Colchester, VT. The CCRPC has reviewed the
18 project's conformance with the CCRPC's 2018 Chittenden County ECOS Plan and finds the project
19 meets Energy Goal #17 and the location meets the suitability policies. The review of the constraints
20 indicated one State possible constraint, Agricultural Soils. The CCRPC requests that impacts to the
21 soil be minimized in accordance with recommendations from the Vermont Agency of Agriculture,
22 Food and Markets. These comments are based on information currently available. The CCRPC may
23 have additional comments as the project continues. The CCRPC will review the project location again
24 with each new submittal to confirm the findings.

25 CATHERINE MCMAINS MADE A MOTION, SECONDED BY MICHAEL BISSONETTE, TO APPROVE THE
26 45-DAY NOTICE APPLICATION LETTER AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

27
28 Michael Bissonette asked why the CCRPC doesn't request to have power lines buried underground?
29 Taylor said the CCRPC has no policy on underground lines in the regional plan, and we defer to the
30 Public Utility Commission on that topic. Many municipalities do require the lines be buried in the
31 development regulations, but Taylor has not seen that come up with the solar arrays seeking
32 approval via the Section 248 process.

33
34 6. Personnel Policy Updates

35 Charlie referred members to the "Appendix A - Salary Range" document included with the packet.
36 Updates to the Business Office Manager salary levels were highlighted. Charlie reminded members
37 that this was a follow-up to the conversation he had with them last month where the salary for the
38 position exceeded the listed salary range in the Personnel Policy. Chris asked how many folks were
39 in a grade 4 position. Charlie explained that the grade 4 level included Forest Cohen, Taylor Newton,
40 and Eleni Churchill.

41
42 JACKI MURPHY MADE A MOTION, SECONDED BY MICHAEL BISSONETTE, TO APPROVE THE
43 PERSONNEL POLICY WITH SALARY RANGE EDITS AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

44
45 7. Update Bank Account Signers & Resolution

Meeting Minutes

1 Forest Cohen said we have two bank accounts with the Opportunities Credit Union; one for the
2 Basin 5 CWSP and the other for CCRPC business accounts. He explained Catherine McMains, our
3 past Chair, needed to be removed as an authorized signer and Jacki Murphy, our newly elected
4 Secretary/Treasurer, needed to be added. Charles Baker, Christopher Shaw, and Bard Hill will
5 remain as authorized signers. The resolutions will formalize the updates.

6
7 CATHERINE MCMAINS MADE A MOTION, SECONDED BY JACKI MURPHY, TO APPROVE THE UPDATES
8 TO THE BANK ACCOUNT SIGNERS AND THE ADOPTION OF THE RESOLUTIONS FOR THE
9 OPPORTUNITIES FEDERAL CREDIT UNION. MOTION CARRIED UNANIMOUSLY.

10
11 8. Committee Appointments FY24

12 Charlie referred members to the draft document for committee appointments in FY24. He said the
13 document reflects existing appointments but wanted to review, edit, and refresh as needed.
14 Catherine asked if Adam Wechsler was still a member of the Transportation Advisory Committee
15 (TAC). Eleni said yes, Adam is still a member. Charlie said we will update the document to include
16 Adam on the list for TAC and will add Anne Nelson Stoner to the Equity Advisory Committee.

17
18 9. Legislative Priority Review/check-in

19 Charlie referred members to the Potential Policy Participation Topics document included with the
20 packet. He provided a review and said there were a few changes to the list. He explained this would
21 be shared at the July Board meeting in preparation for the FY24 Legislative session. The following
22 topics were included:

- 23 • HOME Act, Act 47 & related studies
 - 24 ○ Regional Future Land Use map - RPCs
 - 25 ○ Act 250 - Municipal Delegation - RPCs
 - 26 ○ Act 250 - Location based jurisdiction - NRB
 - 27 ○ State Designation Programs - DHCD
- 28 • Transportation Bill - VTrans Project Selection and Prioritization Process (VPSP2)
- 29 • Clean Water (2019 Act 76)
- 30 • Transit Financing
- 31 • Broadband Deployment in Vermont
- 32 • Climate Change - Global Warming Solutions Act and Vermont Renewable Energy Standards
- 33 • Cannabis Taxation and Regulation (Act 164 of 2020)
- 34 • Tax Increment Financing
- 35 • Equity Related Bills
- 36 • Increased Municipal Self-Governance
- 37 • Open Meeting Law
- 38 • Regional Dispatch Start-up Funding
- 39 • Planning Funding

40
41 10. Equity Update:

42 Anne Nelson greeted members and said she has been meeting with all staff to create and develop a
43 formal equity statement for the CCRPC. She is also working with her intern, Annie Henderson, to
44 weave more equity language into the ECOS Plan and continue developing the Equity Action Plan.
45 Anne Nelson continues to hold many meetings with community partners. She, alongside the Equity
46 Advisory Committee, is still exploring ways to use federal transportation funds to build community
47 capacity for greater engagement. She will send a draft application and RFP to the Vermont

1 Department of Transportation (VTrans) and the Federal Highway Administration (FHA) for
2 review. She is still working with Creative Discourse group to plan a regional equity workshop. Anne
3 Nelson is also involved in a couple of specific CCRPC projects' engagement efforts. Chris said this
4 sounds like a lot to manage and asked whether the intern was helpful. Anne Nelson said yes. Chris
5 also clarified what content will be included in the Equity Action Plan. Anne Nelson responded it will
6 be a living document that outlines a roadmap forward so our Equity Statement doesn't stand alone.
7

8 11. Chair/Director Report

9 a) Legislative Charlie said he doesn't have a lot to add, but Chris hit the nail on the head when
10 he said we will be consumed with the study reports. The four studies coming out of the
11 S.100 HOME Bill will be a big lift in the coming months, particularly with the regional plan for
12 future land use maps and municipal delegation. These studies are the responsibility of the
13 RPCs, and our core municipalities (Burlington, South Burlington, and Winooski) played a
14 major role in getting the municipal delegation study added. Charlie will be in a leadership
15 position for these over the coming months. Some of the local zoning requirements with Act
16 47 (S.100 HOME Bill) that were slated to be effective in December 2024 were made effective
17 July 1, 2023. Charlie said the response was to discourage communities from undermining
18 many of the provisions in S.100.
19

20 b) Annual Meeting Debrief

21 Charlie thanked Emma for her work in setting up the annual meeting from finding the venue
22 at Maquam Barn and Winery, to the great appetizers and dinner. Charlie asked if members
23 had any feedback. Chris said it was lovely to have Senator Kesha Ram Hinsdale as our guest
24 speaker. Members agreed. Jacki said the only small negative was the sound system.
25 Otherwise, it was a perfect evening.
26

27 12. Draft July 19, 2023, Annual Meeting Board Agenda

28 Charlie referred members to the Draft Board Agenda for July 19, 2023, included in their packets. It
29 was noted that we need to add the budget revision to the agenda.
30

31 13. Other Business: There was none.
32

33 14. Executive Session: None needed.
34

35 15. Adjournment: MICHAEL BISONNETTE MADE A MOTION, SECONDED BY JACKI MURPHY, TO
36 ADJOURN THE MEETING AT 6:37 PM. THE MOTION CARRIED UNANIMOUSLY.
37

38 Respectfully submitted,
39 Amy Irvin Witham