

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

5 DATE: Wednesday, November 1, 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 Bard Hill, Vice-Chair
13

14 OTHERS: Matthew Arancio, VTrans
15

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

21 1. Call to Order, Attendance. The Joint Finance and Executive Committee meeting was called to order
22 by the Chair, Chris Shaw, at 5:46 PM.
23

24 2. Changes to the Agenda, Members items. Chris Shaw said there was an additional agenda item. The
25 Regional Project Priority List was added as item 5.5, to immediately follow item 5.
26

27 3. Approval of the October 4, 2023, Executive Committee Meeting Minutes
28 CATHERINE MCMAINS MADE A MOTION, SECONDED BY JACKI MURPHY, TO APPROVE THE OCTOBER
29 4, 2023, JOINT EXECUTIVE AND FINANCE COMMITTEE MINUTES WITH EDIT(S). MOTION CARRIED
30 UNANIMOUSLY.

- 31 • Edit: Page 5, Line 18: Update the word “form” to “from”
32

33 4. FY23 Year End Financial Report (unaudited)
34 Forest Cohen greeted members and referred everyone to the financial documents included with the
35 packet and presented an on-screen financial overview.
36

37 a) Journal Entries April to June 2023
38 JEFF CARR MADE A MOTION, SECONDED JACKI MURPHY, TO APPROVE THE QUARTERLY
39 JOURNAL ENTRIES DATED APRIL 2023 THROUGH JUNE 2023. MOTION CARRIED UNANIMOUSLY.
40

41 Jeff asked for explanations for the following acronyms:

- 42 • EMPG: Emergency Management Performance Grants
- 43 • RSEP: Regional Stormwater Education Program
- 44 • CCCUD: Chittenden County Communications Union District
45

46 Jeff also asked what is the “HULA South End Match”? Forest explained it is a shared match for the
47 South End TOD project; the cost is split between Burlington, HULA and Champlain College.

1
2 Jeff asked what is “Equity & Planning-non MPO”? Forest said it is equity work that is not
3 transportation related and not covered by any Federal PL funds.
4

5 b) FY23 Year End Financial Review

6 Forest provided members an on-screen overview of the FY23 year-end Balance Sheet. He stated
7 the overall result was favorable. The unaudited year-end figure is a surplus of revenues over
8 expenses of \$89,000. Forest explained that the new lease accounting will likely have the effect
9 of raising our rent expenses for the year. This would reduce the surplus number. The amount of
10 remaining municipal dues at the end of the fiscal year, about \$85,000, is quite similar to surplus
11 amount. This would indicate that we operated very close to our indirect rate, as we would have
12 been basically even if not for the remaining municipal dues. Forest noted that allocating
13 \$100,000 of ACCD funds to match the transportation program freed up those dues. Forest
14 explained that he had already looked at some indirect rate actuals for the audit and noted that
15 the approved rate and the actual rate for FY23 were less than a percentage point different. This
16 is as close as he’s even seen it. The cash ended well above projection; the projection was a bit
17 conservative.
18

19 Jeff said we are closing in on our goal of having 3 months’ worth of operating costs in the bank.
20 Jeff reminded everyone it wasn’t always like this. We need to continue to be diligent and keep
21 the balances. Jeff said we are not a net income organization, rather there is a surplus of revenue
22 out of expenses. We work to balance our revenue over expenses. Member discussion ensued.
23 Charlie reminded members the idea of keeping three months reserve was added as a protection
24 for our municipalities. This was a directive set by our auditors.
25

26 c) FY23 Audit Update

27 Forest said we have a new auditor, Marcum LLP (formally Melanson, P.C.). Marcum LLP is a
28 national accounting firm. We are working with the Providence, RI office. The firm was
29 recommended by our former auditor, Fred Duplessis. Charlie and Forest reminded members
30 there are very few firms conducting these types of audits; securing the new auditor extended
31 our typical timeframe. Forest said we have already started working on the audit with
32 submissions to Kyle Connors and Andrew Kupa at Marcum LLP. Forest said that the goal is to
33 have the auditors present the draft audit report at the November 15th board meeting and for
34 the Executive/Finance Committees to accept the audit on the board’s behalf at their December
35 meeting.
36

37 5. FY24 First Quarter Financial Review

38 a) Journal Entries July 2023 to September 2023

39 JEFF CARR MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO APPROVE THE
40 QUARTERLY JOURNAL ENTRIES FOR JULY 2023 THROUGH SEPTEMBER 2023. MOTION CARRIED
41 UNANIMOUSLY.

42 b) FY24 First Quarter Financial Update

43 Forest provided a financial review covering the period of July 2023 through September 2023 and
44 reminded everyone these figures are unaudited. Forest screen-shared and reviewed details of
45 the Balance Sheet and Statement of Revenues over Expenses with members. He said our FY24
46 first quarter figures are better than he usually sees. It’s often a difficult quarter because of staff
47 vacations and the like. He noted there is a surplus of revenue over expenses of \$9,444 as of

1 September 30. Forest said the ACCD billing was slightly higher than is typical and our VTRANS
2 billing was very close to the target. Forest explained the statement of revenue over expenses
3 last year showed VTRANS billing closely matched to the budget line. Overall, our expenses are
4 close to our budget. Jeff said audit costs are significant; he wondered if being behind the typical
5 schedule was contributing to these overall favorable results? Forest said that while it is correct
6 that the audit costs are significant, they usually don't start accruing until the second quarter of
7 the fiscal year. So, no, he did not think zero auditor expenses is a contributing factor to the
8 unusually good first quarter. Forest and Charlie agreed that while the first quarter is a nice
9 result, it is not predictive of future periods, but we were off to a good start. Members agreed.

10
11 Balance Sheet, as of September 30, 2023

- 12 • Cash in checking (Operating): \$544,899
- 13 • Cash in Money Market (Reserve): \$411,028

14
15 Chris reminded members we were moving on to the agenda item addition, 5.5 Draft Regional Priority
16 Project list.

17
18 5.5 Draft Regional Priority Project List

19 Taylor Newton said the Greater Burlington Industrial Corporation (GBIC) is required to submit the draft
20 Regional Priority Project list. The list is meant to be used by various funding organizations to determine
21 prioritization of funding needs for construction projects in our region. Taylor said CCRPC staff met with
22 GBIC Representatives today and scored the application. We currently have a draft list of 18 projects.
23 There are eligibility and scoring criteria to be met. Taylor reviewed the Draft Regional Priority Project list
24 with members, the projects included:

- 25 • South Burlington High Service Area Water Storage Tank
- 26 • Essex Town Center Waterline
- 27 • Winooski Main Street
- 28 • Hinesburg Water Supply
- 29 • Burlington South End transit center, parking garage, housing, and childcare
- 30 • Winooski Community center
- 31 • South Burlington Walk Bike Bridge
- 32 • Williston Trader Lane
- 33 • Bolton Valley Water and Sewer
- 34 • Shelburne Wastewater Plant Consolidation and Modernization
- 35 • Shelburne Museum, Pery Center for Native American Art
- 36 • Burlington Railyard Enterprise Project
- 37 • Essex Junction City, Essex Train Station
- 38 • Winooski, Municipal Parking, Hotel and Residential Condominium project
- 39 • Champlain Housing Trust, VFW Redevelopment
- 40 • Richmond Sewer Extension
- 41 • Burlington, Perkins Pier Redevelopment
- 42 • Shelburne, Shelburne Village Infill Infrastructure

43
44 The process consists of three steps: regional solicitation and input, regional scoring and prioritization,
45 and consolidation of the top ten regional projects into a statewide list that will be submitted to the
46 Agency of Commerce. In general, the projects should address a variety of regional economic and

1 community development factors, particularly workforce development, job creation and retention.
2 Member discussion ensued.

3

4 **The financial portion of the meeting concluded at 6:28 PM. Jeff Carr said goodbye to everyone and**
5 **excused himself from the meeting.**

6 6. Act 250 & Section 248 Applications

7 a) GMG Farms, LLC, Town of Charlotte, #23-3505-NM

8 Taylor referred members to the net-metering petition letter included with the packet and
9 provided an overview and a screen-share. Taylor explained it is a very small project that
10 supports a farm. The application, submitted by GMG Farms, LLC, is for the construction of a 35-
11 kW solar array to be located at 700 Greenbush Road in Charlotte, VT. The CCRPC has reviewed
12 the project's conformance with the CCRPC's 2018 Chittenden County ECOS Plan and finds the
13 project meets the Energy Goal #17, and the location meets the suitability policies. State known,
14 State possible, and local possible constraints are not impacted by this project. These comments
15 are based on information currently available; we may have additional comments as the project
16 continues. The CCRPC will review the project location again with each new submittal to confirm
17 our findings.
18

19 JACKI MURPHY MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO APPROVE THE
20 APPLICATION LETTER AS PRESENTED. MOTION CARRIED UNANIMOUSLY.
21

22 b) GMP Bolton Substation, Town of Bolton #23-3496-PET

23 Taylor referred members to the Section 248 petition application letter included with the packet
24 and provided an overview and a screenshare. Taylor reminded members they have seen this
25 project before. It is an upgrade to an existing substation located at 150 Green Mountain Road in
26 Bolton Vermont. The CCRPC has reviewed the project's conformance with the 2018 Chittenden
27 County ECOS Plan and finds the project meets Energy Goal #17. The development should be
28 located to avoid state and local known constraints that have been field verified and to minimize
29 impacts to state and local possible constraints. The review indicated the following constraints:

30 • State Known constraints:

31 River Corridors – The substation expansion will impact the mapped 50-foot river corridor.

32 This river corridor was previously impacted by the existing substation infrastructure. There is
33 no feasible alternative to complete the proposed upgrade without additional impacts, and
34 the impacts will be minimized under the Flood Hazard Area and River Corridor Rule. CCRPC
35 has no further concerns regarding this constraint.

36 • Local known constraints:

37 Surface Water Setbacks - The existing access road and substation footprint represent prior
38 surface water setbacks. The CCRPC defers to the Town of Bolton in determining the impact
39 of development on this resource.

40 Slopes 25% or More - Land containing a 25% grade would be impacted by the relocation of
41 the access road. Due to the location of existing infrastructure, there is no feasible
42 alternative and potential impacts will be minimized and mitigated in accordance with the
43 Department of Environmental Conservations Low Risk Site Handbook for Erosion and
44 Sediment Control. The CCRPC will defer to the Town of Bolton in determining the impact of
45 development on this local constraint.

46 • State possible constraints:

47 Agricultural Soils - the CCRPC requests that impacts to agricultural soil be minimized in

1 accordance with recommendations from the Vermont Agency of Agriculture, Food and
2 Markets.

- 3 • Local possible constraints: Slopes 15-25% - based on topographical data it appears land with
4 slopes 15% and 25% grade may be impacted. Since this is a local constraint, the CCRPC will
5 defer to the Town of Bolton in determining the impact of development on these slopes.
6

7 These comments are based on information currently available; we may have additional
8 comments as the project continues. The CCRPC will review the project location again with each
9 new submittal to confirm our findings.
10

11 MICHAEL BISSONETTE MADE A MOTION, SECONDED BY JACKI MURPHY, TO APPROVE THE
12 APPLICATION LETTER AS PRESENTED. MOTION CARRIED UNANIMOUSLY.
13

14 c) Aegis Renewable Energy, Town of Colchester, #23-3628-NMP

15 Taylor addressed members with a screenshare and referred everyone to the petition letter to be
16 submitted to the Clerk of the Public Utility Commission included with the packet. This is an
17 application submitted by Aegis Renewable Energy for the construction of a 150kW array to be
18 located at 850 College Parkway in Colchester, Vermont. The CCRPC has reviewed the project's
19 conformance with the CCRPC's 2018 Chittenden County ECOS Plan and finds the project meets
20 the Energy Goal #17, and the location meets the suitability policies. These comments are based
21 on information currently available; we may have additional comments as the project continues.
22 CCRPC will review the project location again with each new submittal to confirm our findings.
23

24 Chris Shaw and Bard Hill asked how long these types of solar panels are projected to last? Taylor
25 said panels typically last twenty years. Member discussion ensued. Taylor stated that all net-
26 metering projects are required to have a decommissioning plan.
27

28 Jacki Murphy said Colchester preferred this project to be in another location, but this was the
29 only spot that could be used.

30 ELAINE HANEY MADE A MOTION, SECONDED BY BARD HILL, TO APPROVE THE APPLICATION
31 LETTER AS PRESENTED. MOTION CARRIED UNANIMOUSLY.
32

33 d) Haystack Crossing, Town of Hinesburg #4C135

34 Taylor referred members to the Act 250 letter application and provided an on-screen overview.
35 The application submitted is for a boundary line adjustment with the Town of Hinesburg
36 recreation fields parcel and KB Real Estate LLC parcel. The full project is a 68-lot subdivision. This
37 project will create 60 detached single-family homes, 50 Congregate Care units, 34 attached
38 townhouse units, two 10-unit buildings, and 97 units in mixed use buildings with 6888 LF of
39 supporting roadways and associated infrastructure. Phase I of the project is described as a
40 Boundary line adjustment for a 52-lot subdivision which creates 40 detached single-family
41 homes, 50 Congregate Care units, 20 attached townhouse units, 9 units in mixed-use buildings,
42 commercial space and 4793 LF of supporting roadways and infrastructure. The project location
43 is Hinesburg, Vermont adjacent to VT. Rt 116 and connecting to Shelburne Falls Road.
44 The Town of Hinesburg has approved the project. Due to the detailed level of development
45 review in most Chittenden County municipalities, and the environmental permit reviews at the
46 Vt. Department of Environmental Conservation, CCRPC focuses its Act 250 reviews on the type

1 of proposed land use and the Planning Areas section of the 2018 Chittenden County ECOS Plan.
2 The CCRPC also focuses on transportation-related issues, in accordance with the Metropolitan
3 Transportation Plan which is in the 2018 ECOS Plan. The CCRPC finds the proposed project to be
4 in conformance with the Planning Areas of the 2018 Chittenden County ECOS plan. These
5 comments are based on information currently available; we may have additional comments as
6 the project continues.

7
8 BARD HILL MADE A MOTION, SECONDED BY JACKI MURPHY, TO APPROVE THE ACT 2508
9 APPLICATION LETTER AS PRESENTED. MOTION CARRIED WITH ONE ABSTENTION BY MICHAEL
10 BISSONETTE.

11
12 7. FTA Title VI Program Update

13 Emma Vaughn greeted members and referred everyone to the 2023 CCRPC FTA Title VI Program
14 memo and Title VI Program Draft documents included with the packet. She explained, the CCRPC
15 receives Federal Transit Authority (FTA) funding. Most of this funding is passed through to Green
16 Mountain Transit (GMT), and the CCRPC also qualifies as an FTA subrecipient of Vermont Agency of
17 Transportation (VTrans) funding. Federal regulations require the CCRPC to submit Title VI Program
18 reports to the FTA every 3 years to ensure compliance with the US Department of Transportation
19 Title VI regulations. This draft is an update to our previous 2020 version. Through an existing
20 contract with VTrans, CCRPC was able to work with a consultant to help review and determine the
21 necessary updates. Emma said CCRPC staff recommends this draft document be presented to the
22 Board for approval.

23
24 Elaine Haney asked Anne Nelson Stoner if the Equity Advisory Committee is aware of this report
25 since it contains a lot of relevant data. Emma replied that she, Anne Nelson, and Charlie have talked
26 about various ways to improve this in a way that holds us accountable for equity development in the
27 future and how to make the FTA document more comprehensive and relatable. Chris asked if this is
28 primarily focused on GMT work? Emma explained most of these funds pass through to GMT and it is
29 more transit focused. Charlie wanted to clarify, even though this is transit oriented, it is also centric
30 to the projects that we work on, since many do have a transit connection. This is ultimately about
31 the work at the CCRPC and our projects with a transit nexus, and not about GMT work.

32
33 Jacki said she is continually impressed by the amount of work CCRPC staff accomplishes.

34
35 ELAINE HANEY MADE A MOTION, SECONDED BY JACKI MURPHY, TO RECOMMEND THE FTA TITLE VI
36 PROGRAM DRAFT DOCUMENT BE SENT TO THE BOARD FOR APPROVAL, AS PRESENTED. MOTION
37 CARRIED UNANIMOUSLY.

38
39 8. Equity Update

40 Anne Nelson greeted members. She said over the past month she continued to work on the Code of
41 Conduct and the Equity Action Plan. She is hoping to meet with Rachel Jolly from the Burlington
42 Community Justice Center to collaborate on various aspects of equity work. Anne Nelson said she
43 will also be attending conferences in New England over the next couple of weeks. She said the
44 CCRPC recently hosted a community luncheon with Winooski Parents and Students, a community
45 group organizing the New American community in Winooski. She said CCRPC staff and the group are
46 sharing ideas on how to develop a deeper relationship moving forward.

47

1 9. Legislative Breakfast Update

2 Charlie said there was an overwhelming response that mornings are the best time for Legislators to
3 meet. The annual Legislative Breakfast has been scheduled for the morning of Tuesday, December 5,
4 at the Delta Hotel. Charlie referred members to the last page of the draft Board agenda and asked if
5 there were any other topics they wanted to add. Jacki said there is typically not enough time to
6 address all the topics. Charlie asked members to share ideas that might bring efficiency to the
7 meeting. Elaine suggested inviting a couple of municipalities' select-board members to discuss the
8 current state of their town. Bard Hill suggested setting time limits and narrowing topics down to
9 budget, housing and perhaps equity, since pragmatically, issues in equity are affordable housing and
10 transportation. Chris agreed, we should keep it simple rather than throw out a cornucopia of topics.
11 Member discussion ensued. Members agreed equity should remain a strong focus. Charlie said a
12 few selectboard members from our municipalities have expressed concern for public safety related
13 items. They are worried about what the future looks like in terms of public safety, for example is
14 there someone to answer a 911 call and who will be dispatched to assist if there is a fire. Elaine
15 Haney said there is a regional meeting on EMS coming up in November. She will forward the
16 information on this to Charlie. Members discussed. Michael Bissonette wondered if a funding plan
17 could be set up in a way that is equitable for each town, perhaps in the same way the basis of
18 funding is set for Municipal Dues, using grand list values.

19
20 10. Chair/Director Report

21 a) S.100 Reports

22 Charlie said a draft report is underway for the future land use maps. There is a meeting coming
23 up and RPC directors will review the report before sending it out to other agencies and
24 stakeholders. The Municipal Delegation report targets larger cities and would like a delegation
25 agreement with the Natural Resources Board (NRB) to be out of Act 250 altogether. There will
26 be a draft finished tonight. There is a lot of support and synergy to exempt places where water
27 and sewer is in place. Charlie said he is encouraged by this.

28 b) Staffing Update

29 Charlie said interviews for the new Transportation Planner job occurred and an offer was made.
30 The first candidate's salary requirement was too high. There will be another candidate in a final
31 interview this week. Charlie said there are some renovations on the horizon, and we are
32 currently obtaining estimates for the construction of small, soundproof meeting pods. Bard said
33 the State offices call these "focus rooms and they are approximately 6X8 feet in size. Charlie said
34 we are looking to have 3 of these meeting rooms added to the front of our office, near the large
35 and small conference rooms, for a total of 5 meeting areas. Charlie said this work will need to be
36 incorporated into the Mid-year adjustment. It will be set up as accrual accounting, so the cost is
37 spread out over the next five or so years.

38
39 11. Draft November 15, 2023, Annual Meeting Board Agenda

40 Charlie referred member to the Draft Board Agenda for the November 15, 2023, meeting included in
41 their packets. He said the Winooski Tactical Basin letters have been added to the consent agenda in
42 the past, and we may need to do this again. Charlie said the audit will need to be earlier in the
43 agenda. Charlie said we also have Jon Moore from GMT, presenting. We will review the last major
44 portion of the ECOS plan and end with a discussion on the Legislative Breakfast topics. Members
45 suggested adding the approval of the minutes into the consent agenda as well.

46
47 12. Other Business: There was none.

48

1 13. Executive Session: None needed.

2

3 14. Adjournment: MICHAEL BISSONETTE MADE A MOTION, SECONDED BY BARD HILL, TO ADJOURN THE
4 MEETING AT 7:22 PM. THE MOTION CARRIED UNANIMOUSLY.

5

6 Respectfully submitted,

7 Amy Irvin Witham

DRAFT