

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

5 DATE: Wednesday, December 6, 2023

6 TIME: 5:45 PM

7 PLACE: Remote Attendance via ZOOM
8

9 PRESENT: Chris Shaw, Chair Catherine McMains, Past Chair
10 Elaine Haney, at large >5000 Jacki Murphy, Secretary/Treasurer
11 Jeff Carr, Finance Bard Hill, Vice-Chair
12

13 OTHERS: Matthew Arancio, VTrans Kyle Connors, Marcum LLP
14 Andrew Kupa, Marcum LLP
15

16 Absent: Michael Bissonette, at large <5000
17

18 STAFF: Charlie Baker, Executive Director Eleni Churchill, Transp. Program Mgr.
19 Forest Cohen, Senior Business Mgr. Amy Irvin Witham, Business Office Mgr.
20 Taylor Newton, Planning Mgr. Emma Vaughn, Communications Mgr.
21
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 5:46 PM.
25

26 2. Changes to the Agenda, Members items. The minutes on the agenda were incorrectly listed as
27 October. They should be for the November 1, 2023, Joint Finance & Executive Committee meeting.
28

29 3. Approval of the November 1, 2023, Joint Executive and Finance Committee Meeting Minutes
30 CATHERINE MCMAINS MADE A MOTION, SECONDED BY JEFF CARR, TO APPROVE NOVEMBER 1,
31 JOINT EXECUTIVE AND FINANCE COMMITTEE MINUTES, WITH EDITS. MOTION CARRIED
32 UNANIMOUSLY.

- 33 • Edit: Page 2, Line 22: update the word "out" to "over"
- 34 • Edit: Page 6, Line 8: update the number 2508 to 250
35

36 4. FY23 Audit

37 Forest Cohen greeted members and referred everyone to the FY23 Audit included with the packet.
38 He introduced Kyle Connors and Andrew Kupa from the accounting firm, Marcum LLP. Kyle provided
39 members with an overall update and stated there was only one edit, which was an update to the
40 pension liability. This was the only change since the audit was presented at the previous board
41 meeting. Chris Shaw asked what was wrong. Kyle said it was a transcription error.
42

43 Kyle acknowledged the audit started later than is typical for us. The focus was targeted on financial
44 statements since there was a tighter deadline. More time is allowed for the single audit, but the
45 financial statements are due on December 31, 2023. Kyle said they are moving forward through the
46 quality assurance process now and he expects to issue the financial statements in time for the
47 December 31, 2023, deadline.

1
2 Kyle does not think the single audit will take as long as the March 31, 2024, deadline. They plan to
3 have it wrapped up by the end of January 2024. Since this is the first year Marcum has worked with
4 the CCRPC there was a delayed schedule. In the future they will work to have the entire audit
5 completed earlier. Jeff Carr asked Kyle to clarify the timeframe. Kyle explained, in the future they
6 will try to finish in the fall, which is in line with CCRPC's previous audit schedule.

7
8 Jeff asked what was behind the reference to inflation and housing costs listed on page 12; he
9 wondered if this was this in relation to a concern about recruiting staff? Kyle deferred to CCRPC
10 leadership. Forest explained yes, this was in relation to potential increased staffing costs.

11
12 Jeff said he wanted to reiterate his continued irritation with the implementation of GASB No 87,
13 particularly the new methodology and amortization of an entire lease and future rent and lease
14 payments listed as a liability, particularly when it doesn't even include CAM. He does not understand
15 the reasoning behind this. Jeff said Marcum LLC is a large-scale, nationwide accounting firm, and he
16 is hopeful they have an impact on updates to rules and regulations. Jeff feels strongly this should be
17 communicated if there is an opportunity. Kyle said he understands Jeff's concern and frustration.

18
19 JEFF CARR MADE A MOTION, SECONDED BY JACKI MURPHY, TO APPROVE THE FINANCIAL
20 STATEMENT PORTION OF THE FY23 AUDIT. MOTION CARRIED UNANIMOUSLY.

21
22 **The financial portion of the meeting closed at 5:57 PM. Jeff Carr said goodbye and excused himself**
23 **from the meeting.**

24
25 5. Act 250 & Section 248 Applications

26 a) Bay Ridge, Town of Shelburne, Champlain Housing Trust, #23-4017-AN

27 Taylor Newton referred members to the 45-day notice application letter included with the
28 packet and provided an overview with a screen-share. This is an application letter for the
29 construction of a 150kW solar array to be located at 3229 Shelburne Road in Shelburne, VT. The
30 CCRPC has reviewed the project's conformance with the CCRPC's 2018 Chittenden County ECOS
31 Plan and finds the project meets the intent of Energy Goal #17, and the location meets the
32 suitability policies. Taylor said the letter indicated only one State possible constraint, however,
33 there were two and would be updated. The CCRPC review indicated the following two State
34 possible constraints:

- 35 • Class 1 and 2 Wetlands: The location of the proposed array will not impact the
36 wetland. The full petition should be confirmed with the Agency of Natural
37 Resources.
- 38 • Agricultural and Hydric Soils: The CCRPC requests that any impacts to the
39 agricultural soils be minimized in accordance with recommendations to the
40 Vermont Agency of Agriculture, Food and Markets.

41
42 These comments are based on information currently available; we may have additional
43 comments as the project continues. The CCRPC will review the project location again with each
44 new submittal to confirm our findings.

45

1 JACKI MURPHY MADE A MOTION, SECONDED BY ELAINE HANEY, TO APPROVE THE 45-DAY
2 NOTICE APPLICATION LETTER WITH AN UPDATE TO THE NUMBER OF STATE POSSIBLE
3 CONSTRAINTS. MOTION CARRIED UNANIMOUSLY.

4 6. Draft Regional Priority Project List

5 Taylor Newton referred members to the memo included with the packet. Taylor explained it was left
6 off the recent Board Agenda and instead, it is being presented to the Executive Committee.

7
8 Charlie said there was more outreach to our municipalities this year by CCRPC and the Greater
9 Burlington Industrial Corporation (GBIC). Because of this, we received more municipal input. Chris
10 asked if there needed to be a wider process with GBIC. Charlie said he does not think that is
11 necessary. Bard asked if this is a GBIC process or a CCRPC process and should this be integrated with
12 our UPWP process? Charlie said the CCRPC has the UPWP, which accounts for planning fund
13 requests and is our own process, and GBIC has the responsibility for the Regional Priority Project list.
14 One of those responsibilities is to coordinate with CCRPC on the scoring and prioritization. Charlie
15 and Taylor noted that this list is referenced in the CEDS.

16
17 Bard said every year at the Richmond selectboard meeting people ask what GBIC is. Bard said, in
18 terms of scoring projects, isn't that the purpose of the UPWP? Is there enough outreach and
19 engagement with GBIC? Perhaps there should be greater engagement with town leaders. Taylor
20 explained the difference between this list and the UPWP is that this list is not about planning. The
21 RPP is about construction. These are projects slated and ready for construction and job creation. The
22 UPWP and RPP are two very different kinds of lists. Taylor agreed there is room for better outreach.
23 Catherine questioned how the ties in scores would be reflected, considering there are so many?
24 Taylor agreed, there are a lot of projects with high scores. We have discussed with GBIC the need to
25 influence the Dept of Economic Development to allow a longer list. Jacki shared Bard's concerns and
26 said the Colchester selectboard also questioned the value to municipalities by GBIC. She does not
27 feel GBIC does a very good job at connecting with the towns. Elanie Haney echoed Bard and Jacki's
28 comments; she said GBIC should consider diversifying the GBIC Board to better reflect the diversity
29 of the county it serves. Chris suggested that Taylor relay information that the municipalities would
30 like to see more outreach and communication from GBIC with the towns in Chittenden County.

31
32 CATHERINE MCMAINS MADE A MOTION, SECONDED BY JACKI MURPHY, TO RECOMMEND THE LIST
33 BE ADOPTED BY GBIC, TO INFORM GBIC THAT OUR MUNICIPALITIES WOULD LIKE MORE
34 ENGAGEMENT, COMMUNICATION, OUTREACH FROM GBIC, AND TO ENCOURAGE GBIC TO HAVE A
35 MORE CULTURALLY DIVERSE BOARD. MOTION CARRIED UNANIMOUSLY.

36 7. Equity Update

37 Charlie said Anne Nelson continued to work on the final draft of the Code of Conduct. He is hopeful
38 this will be available in January or, at the latest, February. Elaine Haney said at the last EAC meeting
39 they also worked on the ECOS plan. They want to establish strong participation in the process and
40 Anne Nelson encouraged participation by EAC members to join open committee seats in the CCRPC.
41 Charlie thanked Elaine and stated that if there are EAC members interested in participating in the
42 upcoming UPWP Committee meetings we'll need to add them to the Committee at the next board
43 meeting.

44
45 8. Legislative Breakfast Update

46 Charlie solicited feedback from members on the Legislative Breakfast. He thanked Emma Vaughn for

Meeting Minutes

1 her work in making this meeting happen and remarked this year had the best attendance! Elanie
2 said she thought it was great, she was able to connect with many people from other towns. She was
3 also pleased to see the representation and collaboration.

4
5 Bard Hill said housing continues to be a very important issue and he was surprised that equity came
6 up as much as it did. Charlie noted Senator Ram Hinsdale asked if we would embrace and address
7 the issue of the large disparity in home ownership between black and white residents.

8
9 Matthew Arancio feels this is an important and helpful platform that ties together Land Use,
10 Transportation, and Housing. He thanked Charlie for extending the invitation to Agency partners.

11
12 Jackie said an important part of the housing issue is coming up with creative ways to facilitate senior
13 housing. Doing so would allow more seniors to sell the homes they are in now. But there needs to
14 be senior housing in all towns. Bard and Elanie agreed. Bard said there is a concept, 'aging in place',
15 and how do we create housing development, particularly senior housing, in a way that supports this.
16 Taylor said there is also the issue of wastewater management, particularly for large scale buildings,
17 like senior housing construction. Catherine agreed with Bard. She said there are many residents in
18 Jericho, herself included, where people are looking to downsize into a smaller cottage style home,
19 but it is difficult to find builders for this. Catherine said she spoke with John Abbot, Jericho's Town
20 Administrator, about the school tax increases that are being discussed and how difficult this is. Bard
21 agreed with Catherine that the increased pressure on the property tax are going to be very difficult
22 for taxpayers and municipalities. There is a risk that the voters will say no to everything.

23
24 9. Chair/Director Report

25 a) S100 Reports. Charlie said he is encouraged by the momentum to make changes to Act 250. The
26 draft report is under review for the future land use maps. There is a meeting coming up where
27 RPC Directors will review the report before sending it out to other agencies and stakeholders.
28 The Municipal Delegation report targets larger cities and would like a delegation agreement
29 with the Natural Resources Board (NRB) to be out of Act 250 altogether. This draft was sent out
30 for review and comment on November 14. finished tonight. There is a lot of support and synergy
31 to exempt areas with water and sewer in place.

32 b) Compensation Study

33 Charlie reminded members we have a compensation study every 5 years or so. The draft should
34 be available in March 2024. He explained we are looking at total compensation, salaries, and
35 benefits. Charlie feels we should be in a good place with salaries. The benefits may need to be
36 modified. Currently, the State of Vermont is working on expanding family and medical paid
37 leave programs. Many states have already adopted policies on this type of leave. This is a
38 benefit area we need to expand. The United States is virtually the only country that does not
39 offer paid family leave time. He said another item to be discussed is position titles, i.e., manager
40 vs. planner. Charlie said this may come up, this does not have major salary impacts.

41 c) Staffing Update

42 Charlie said we hired Eliana Fox as our new transportation planner. Also, Mckenzie Spear, our
43 current Business Office Associate, submitted her resignation. Her last day is December 15, 2023.
44 We are currently advertising an open position which has been expanded to manager level.
45 Catherine asked if the problem was the salary or the construction of the job description. Charlie
46 said a bit of both, but more importantly we need applicants with more experience.

47 d) Climate Pollution Implementation Grant

48 Charlie said this was a heads up that the state is applying for monies to help with pollution

1 reduction activities. We are doing the planning work, and we need implementation dollars.
2 Taylor said these planning grants are out to states and the CCRPC has a contract to obtain
3 information from our towns. This money will funnel out next winter.

4 e) Municipal Technical Assistant Program

5 This is a program that the Vermont Legislature authorized early in the session. The focus is on
6 smaller towns, with low capacity. None of the Chittenden County towns were included in the
7 first round. St. George was the only town in the second round. Charlie said this may come down
8 to a third tier to include Bolton and Huntington.
9

10 10. Other Business: Taylor said we were awarded the Urban Community Forestry Block Grant. This will
11 serve to plant trees in urban areas and some of our towns were interested in this. Darren Schibler
12 took the lead on this and secured the award.
13

14 Charlie reminded everyone we are working on the mid-year adjustment.
15

16 11. Executive Session: None needed.
17

18 12. Adjournment: JACKI MURPHY MADE A MOTION, SECONDED BY ELAINE HANEY, TO ADJOURN THE
19 MEETING AT 6:47 PM. THE MOTION CARRIED UNANIMOUSLY.
20

21 Respectfully submitted,
22 Amy Irvin Witham