

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
2 EXECUTIVE COMMITTEE MEETING MINUTES  
3 DRAFT  
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5 DATE: Wednesday, November 1, 2017  
6 TIME: 5:45 p.m.  
7 PLACE: CCRPC Offices; 110 W. Canal Street, Suite 202; Winooski, VT 05404  
8 Present: Chris Roy, Chair Michael O'Brien, Vice Chair  
9 Brian Bigelow, Secretary-Treasurer Andy Montroll, Immediate Past Chair  
10 Barbara Elliott, At-Large (via phone)  
11 Staff: Charlie Baker, Executive Director Regina Mahony, Planning Program Mgr.  
12 Eleni Churchill, Trans. Program Mgr. Forest Cohen, Senior Business Manager  
13 Bernie Ferenc, Trans. Business Mgr.  
14 Others: Jeff Carr, Finance Committee Fred Duplessis, Sullivan Powers & Co.  
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16 The meeting was called to order at 5:45 p.m. by the chair, Chris Roy. We called Barbara Elliott so she  
17 could participate by phone.  
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- 19 1. Changes to the Agenda, Members' Items. There were none.  
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21 2. Approval of October 4, 2017 Executive Committee Meeting Minutes. MIKE O'BRIEN MADE A  
22 MOTION, SECONDED BY ANDY MONTROLL, TO APPROVE THE MINUTES OF OCTOBER 4, 2017, WITH  
23 CORRECTIONS IF ANY. MOTION CARRIED UNANIMOUSLY TO APPROVE THE MINUTES AS WRITTEN.  
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25 3. FY17 Audit Recommendation. Forest Cohen introduced Fred Duplessis of Sullivan Powers and  
26 Company who reviewed the audit report with members. Mr. Duplessis noted that this is still a draft,  
27 but they are ready to prepare the final report if members agree. He did note that a big change  
28 coming in the future (for municipalities) is that if they offer health insurance for retirees, it'll have to  
29 be reflected in the financial statements. CCRPC will not be affected. Jeff Carr asked if VMERS  
30 retirement would be affected by that. Fred said no as VMERS is fully funded. Brief discussion  
31 ensued. Page 27 shows proportional share of the pension liability, which is 51.155% for FY17. It was  
32 noted that the stock market has been robust, and yet the funding has gone down. Mr. Duplessis  
33 said soon there will be another five-year review of the whole pension. We only have a three-year  
34 picture so it'll look better after 10 years. Lengthy discussion ensued. Fred noted that we cannot  
35 send more funding than what our bill from VMERS is. Charlie noted that CCRPC already pays a larger  
36 percentage, so if they increase percentage the employees will need to pay for it. Our net position  
37 has stayed basically the same. Impact for pension has gone up \$94,000. Fred reviewed other tables.  
38 He noted that on page 32, we had to adjust the schedule of direct/indirect costs to reflect CCOA  
39 expenses which are charged directly to that program and since employees are not housed here, they  
40 are not charged indirect rate, and are not included in our indirect rate. The bottom line is that there  
41 are no findings and we continue to be a low risk auditee.  
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43 Fred noted we had a new lead auditor this year at our request and she gave it a new perspective.  
44 The Management Letter will be updated and there will be no recommendations as we have  
45 responded to all previous suggestions for improvement. Jeff Carr brought up concern about \$1  
46 million consultant deficit and suggested we have an explanation ready for board members. Staff  
47 left the meeting and Committee members met with Mr. Duplessis to review the audit. ANDY

- 1 MONTROLL MADE A MOTION, SECONDED BY MIKE O'BRIEN, TO RECOMMENDATION ACCEPTANCE  
2 OF THE FY17 AUDIT TO THE BOARD. MOTION CARRIED UNANIMOUSLY.  
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- 4 4. FY18 First Quarter Financial Report (July-September). Forest reported that we had a negative  
5 income of \$32,000 for the first quarter. This is pretty close to what we expected for the year when  
6 we budget for \$118,000 deficit. The good news is that generally income is down in the first part of  
7 the year, but increases in the latter half. Based on that experience, we are confident that the year-  
8 end deficit will not be as high as budgeted. We do have a lower indirect rate of 67.42% this year. In  
9 FY19 we will also have a low indirect rate, so we'll be in another penalty year. Our balance sheet is  
10 strong and we have healthy cash balances. Some of the cash balance is actually CCOA and regional  
11 dispatch funds, so if those operations move to other organizations, the funds would go with them.  
12 If we have to use \$100,000 of our reserves, we'd still have healthy cash position. We have had quite  
13 a number of years with positive financial performance and we'll have to rely on that. Local dues are  
14 adequate for what we need to do. Mike O'Brien followed up from last week's finance committee  
15 meeting where there was question about the calculated FY17 actual indirect rate, which was about  
16 50%. Forest reviewed his calculations and he discovered that when we deducted expenses for  
17 CCOA, we didn't make a similar deduction in other areas. So, when we made that adjustment (with  
18 the auditors concurrence) the indirect rate was back up to 70% and is reflected in the new audit  
19 report.  
20
- 21 5. Act 250 & Section 248 Applications.
- 22 a. J & M Sand, Milton, \$4C1016-1. This letter was mailed on October 29<sup>th</sup> so we are asking the  
23 Executive Committee to ratify the letter.
- 24 b. Snyder's Creek's Edge, LLC, Williston #4C1306. This letter was also sent on October 20<sup>th</sup>. BRIAN  
25 BIGELOW MADE A MOTION TO RATIFY THESE TWO LETTERS. ANDY MONTROLL SECONDED AND  
26 THE MOTION CARRIED UNANIMOUSLY.
- 27 c. River's Edge, Colchester, #4C1292-1. Regina noted that this lot is in the Rural Planning Area.  
28 Within the last year or two, we reviewed the project next to it. Both are in the Rural Planning  
29 Area as defined in the 2013 ECOS Plan. However the Town had already rezoned the first one  
30 prior to 2013; and has now decided to rezone the second lot. The zoning districts are more in  
31 line with the Village Planning Area and we plan to amend the planning area boundary in the  
32 2018 ECOS Plan accordingly. We agree with the Town that these parcels are close to the  
33 Malletts Bay development area and close to the schools. We think this development is  
34 appropriate for this area. At this time there are no transportation comments until we get a  
35 traffic analysis; and the applicant is not requesting Act 250 approval for the traffic criteria right  
36 now (Criteria 5 or 9k). ANDY MONTROLL MADE A MOTION TO APPROVE THE LETTER TO THE  
37 ACTING ACT 250 COORDINATOR. BRIAN BIGELOW SECONDED AND THE MOTION CARRIED  
38 UNANIMOUSLY.
- 39 d. Exit 16 Diverging Diamond Interchange. Regina noted that in 2014 we started looking at Exit 16  
40 diverging diamond interchange. That application is in litigation and VTrans is asking us to help  
41 participate. The prefile testimony is due December 1<sup>st</sup>. The actual trial is set for the end of  
42 March. We are meeting with VTrans on Friday to determine how we can help with Criteria 10  
43 (conformance with the regional plan). Mike O'Brien noted that Winooski feels it's most  
44 important to have pedestrian access on both sides of the road. Eleni noted that that is the plan.  
45
- 46 6. ECOS Plan Update. Charlie noted that we will be focusing on the MTP portion tonight. We have  
47 been doing a lot of transportation modeling. Regina noted that we have sent the draft energy plan

1 to the municipalities. Eleni noted that last month we saw various transportation scenarios. After  
2 more modeling, we have come up the MTP scenario which is a hybrid that we think makes sense for  
3 us. This is the first draft and we'll probably have changes after discussions with the TAC, PAC & LRPC  
4 next week. The MTP Scenario includes all TIP projects (front of the book list). It also includes a third  
5 lane on the interstate between Exit 14 & 15. We know there is a need to do an interchange  
6 improvement as well between Exits 12 and 15, but we don't know if an Exit 12B, 14N, or improved  
7 14 would work best. We also looked at full interchanges at Exit 15 and 13 as well as 17N in Milton,  
8 but none of those seem to be very beneficial. The issue is really at Exit 14, so maybe we need to  
9 improve Exit 14 itself. We are looking at a constrained budget of \$420 million for new investments  
10 through 2050. Discussion ensued. In addition to the roadway projects, we have included 20-minute  
11 headways for all existing transit routes and new VT-127 to Colchester transit loop service. We have  
12 also increased bike and pedestrian infrastructure in villages and city/town centers. For land use, we  
13 have 90% of the approved 2050 household (HH) growth allocated to TAZs (Transportation Analysis  
14 Zones) that correspond to areas planned for growth with concentration in the urban centers and  
15 village planning areas. With the total expected funding through 2050 of \$1,745 million, 70% of that  
16 will go to preservation of the existing system (or \$1,221 million). The other 30% (\$520 million) will  
17 go to new multimodal improvements that include the TIP projects (~\$100 million). Eleni reviewed  
18 the charts noting that the 2050 base column includes TIP projects from the front of the book only.  
19 She noted that the draft MTP looks good. It reduces VMT and total vehicle trips. VMT per capita ad  
20 walking/biking splits improve. We're trying to make the best solution based upon what we know  
21 now. Mike O'Brien asked about any increase for transit and what it shows and if the improved  
22 headways will help with the fare box revenue. Eleni said GMT is giving a presentation to the TAC  
23 next week, so we'll have more information after that. She then reviewed the maps – some showing  
24 peak hour congestion and others peak hour delay. The congestion maps show lane capacity issues.  
25 Delay maps show operational capacity issues. As we move through the years, there is still some  
26 delay, but it is lessened. The last maps show the change in delay. All of the green lines show  
27 decrease in delay, but we don't totally solve congestion. Eleni noted that modeling the circulator is  
28 very hard to do even with microsimulation. Discussion continued. Mike O'Brien suggested  
29 explaining up front that we have a constrained budget, but we're able to keep up with the economic  
30 growth projected. There will be new technology and autonomous vehicles whose impact we don't  
31 know yet. We are meeting with individual town staff to discuss their projects.

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- 33 7. Act 73 Report Comments. Members reviewed a revised memo with comments on the 10/18/17  
34 Draft Report of the Working Group on Water Quality Funding. There is a question about how to  
35 discuss the idea highlighted in yellow on page 4 under 10: Don't double-charge. Jim Jutras  
36 suggested changing stormwater "utilities" to "programs", since Essex doesn't have a utility Charlie  
37 noted that this memo has been reviewed over the last couple of weeks with stormwater  
38 professionals on the TAC and CWAC. We're still asking for more effort in developing the long-term  
39 funding for water quality. There is also an assumption that the municipalities will be coming up with  
40 \$25 million which would have to come from property taxpayers. In the second section we ask that  
41 they focus more on long-term operation and maintenance costs in any water quality funding needs.  
42 ANR should talk to VTrans about preserving existing systems. Discussion continued. MIKE O'BRIEN  
43 MADE A MOTION, SECONDED BY ANDY MONTROLL, TO APPROVE THE DRAFT COMMENTS AND  
44 SEND THEM ALONG. MOTION CARRIED UNANIMOUSLY.

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- 46 8. Legislative Breakfast Topics. It was agreed that there will be 4 topics discussed at the Legislative  
47 Breakfast: Water Quality funding; transportation investment/economy; regional dispatch update  
48 and housing. We also want to discuss CCRPC being a resource to legislators.

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9. Chair/Executive Director's Report.
  - a. Clean Water Update. Charlie noted that we just received the contract for the block grants for CCRPC to funnel money to municipalities for project construction. Williston, Jericho and Burlington will probably be getting funding. We still do not know about basin planning funding.
  - b. Regional Dispatch Update. We anticipate input from the Attorney General's office regarding the draft charter for the union municipal district before Thanksgiving. Essex has reservations about joining because they just built a new facility with an updated dispatch center. Charlie said they've spent time talking about dispatchers because they have questions about how this will all work for them and that's what they're concerned about. In the past, efforts have tried to deal with this first and never got to the governing issues.
10. Agenda Review for November 15<sup>th</sup> meeting. Members reviewed the proposed agenda.
11. Other business. There was none.
12. Executive Session. Was not needed.
13. Adjournment. ANDY MONTROLL MADE A MOTION TO ADJOURN AT 7:37 P.M. MIKE O'BRIEN SECONDED AND THE MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Bernadette Ferenc

