

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

5 DATE: Wednesday, August 29, 2018
6 TIME: 5:45 p.m.
7 PLACE: CCRPC Offices, 110 W. Canal Street, Suite 202, Winooski, VT 05404
8 PRESENT: Chris Roy, Chair Mike O'Brien, Vice-Chair
9 John Zicconi, Secretary-Treasurer Barbara Elliott, At-Large
10 Catherine McMains, At-Large Andy Montroll, Immediate Past Chair
11 Jeff Carr, Finance Committee
12 STAFF: Charlie Baker, Executive Director Eleni Churchill, Trans. Program Manager
13 Forest Cohen, Sr. Business Manager Bernie Ferenc, Trans. Business Manager
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15 The meeting was called to order at 5:45 p.m. by the Chair, Chris Roy.
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17 1. Changes to the Agenda; Members' Items. Charlie asked for an executive session to discuss personnel
18 matters.
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20 2. Approval of July 18, 2018 Executive Committee Meeting Minutes. BARBARA ELLIOTT MADE A
21 MOTION, SECONDED BY MIKE O'BRIEN, TO APPROVE THE MINUTES OF JULY 18 WITH CORRECTIONS IF
22 ANY. Barbara asked for an update on the potential move to another bank. Charlie said there is no news
23 on that yet. Barbara then asked whether any more had been done regarding and Ad Hoc committee on
24 Act 250 updates. Charlie anticipated that we'd set one up in October or November. MOTION CARRIED
25 UNANIMOUSLY TO APPROVE THE MINUTES OF JULY 18TH.
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27 3. FY18 Year End Financial Reports. Forest Cohen noted that we finished much better than what we had
28 budgeted. We had anticipated a deficit of \$98,000, but we are showing a deficit of only \$10,000 in pre-
29 audit numbers.

30 Forest Cohen reviewed the balance sheet: Cash in checking (operating)- \$181,662; cash in savings
31 (match) - \$110,170; Cash in money market & CDs (reserve)-\$217,059. Current assets over liabilities:
32 \$586,333. Deferred income communities – is \$0 (remaining \$36,359* (subject to change) on June 29
33 booked to revenue on June 30. Income Statement: ACCD funds were 100% expended in May, which
34 was expected; transportation staff billing was billed at 97%; brownfields staff time estimates were about
35 90% of budgeted, with consultant lines showing funds to bill in FY19. Water quality basin planning grant
36 was expended closely to budget. Clean Streets phosphorus credit project has been more challenging at
37 37.6%. Expenses: The salaries and benefits expenses were slightly under budget at year end. We are
38 under budget overall in our expenses, but we will monitor telephone/internet line more closely in FY19
39 as we were slightly over budget at 108%. When asked if the lower deficit number will impact on next
40 year's indirect rate, Forest said no because we've gotten closer in our budgeting as far as indirect rate
41 and are solving the problem of the large swings in rate. Brief discussion ensued. Cash Flow: Forest
42 reviewed the cash flow noting that we started with \$596,789 and ended up with \$508,889. We are in
43 range of previous years. Members agreed we are doing ok.
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45 4. FY18 4th Quarter Journal Entries. Jeff Carr questioned a couple of the year-end entries especially the
46 unbilled receivables as income. Forest explained they are unbilled receivables because they haven't
47 been billed to a grant yet. MIKE O'BRIEN MADE A MOTION, SECONDED BY JEFF CARR TO APPROVE THE
48 4TH QUARTER JOURNAL ENTRIES. MOTION CARRIED UNANIMOUSLY. (Jeff Carr left the meeting.)

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5. Act 250 & Sec. 248 Applications:

- a. Ratify – Northern Power Systems 2MW Storage, Hinesburg (Case #18-2743-AN). Chris Roy recused himself from any discussion/action. CATHERINE MCMAINS MADE A MOTION, SECONDED BY ANDY MONTROLL, TO RATIFY THE LETTER TO NORTHERN POWER SYSTEMS CORPORATION. MOTION CARRIED UNANIMOUSLY WITH CHRIS ROY ABSTAINING.
- b. Ratify – Beaudoin Categorical Disposal Facility, Milton (Case #4C1314). CATHERINE MCMAINS MADE A MOTION, SECONDED BY JOHN ZICCONI TO RATIFY THE LETTER SENT TO DISTRICT #4 COMMISSIONER. MOTION CARRIED UNANIMOUSLY.
- c. GMP Airport Substation, South Burlington (Case #18-2910-PET). Charlie noted that this and the next letters are ones we reviewed prior to the application submissions. He reviewed Emily’s notes – We added a line under ag soils saying that “Based on the submitted CPG petition, it appears that this project avoids prime ag soils,” (we now have a map that shows the exact location of the substation vs. this constraint.) We added a line under Forest Blocks that says “As noted in the 2018 ECOS Plan, CCRPC supports locating energy development in areas planned for growth and especially on previously-impacted sites. (This was written this way because we worried that saying “CCRPC defers to Fish and Wildlife” might give our blanket support to Fish and Wildlife restricting development here.) When Catherine asked where the forest blocks are, Mike O’Brien noted that it’s an urban forest. Charlie said we are just trying to be more up front about this site already being pretty impacted. ANDY MONTROLL MADE A MOTION TO APPROVE THE LETTER TO GREEN MOUNTAIN POWER FOR THE AIRPORT SUBSTATION. CATHERINE MCMAINS SECONDED AND THE MOTION CARRIED UNANIMOUSLY.
- d. GMP-Essex Solar/Storage 4.45 MW Solar Array (Case #18-2902-PET). John Zicconi questioned the exact location. Charlie said it’s off River Road east of Sand Hill Road. John then questioned the note on the last line regarding slopes. We added a line that says “With these conditions, the project will avoid local known constraints and minimize impacts to local possible constraints.” (This is the conclusion that the Essex PC and Essex staff came to.) Charlie said we added that because we got the information we had asked for. CATHERINE MCMAINS MADE A MOTION, SECONDED BY JOHN ZICCONI, TO APPROVE THE LETTER TO GREEN MOUNTAIN POWER REGARDING THE ESSEX SOLAR ARRAY/STORAGE. MOTION CARRIED UNANIMOUSLY.

6. Recommend Agriculture Representative – Tom Eaton to Board. Charlie noted that CCRPC has been without a representative for Agriculture since shortly after he started. He planted a seed about seven years ago and two months ago we received information about Tom Eaton who is an Agronomy consultant who works with agriculture all over the state. He lives in Richmond and has a lot of knowledge about a lot of farms and could help with our basin planning. Charlie met with Mr. Eaton and Charlie recommends his appointment to the board. (We’ll check with other interest group representatives as well.) MIKE O’BRIEN MADE A MOTION THAT THE EXECUTIVE COMMITTEE RECOMMEND THE BOARD APPOINT TOM EATON TO THE AGRICULTURE POSITION ON THE BOARD. JOHN ZICCONI SECONDED AND THE MOTION CARRIED UNANIMOUSLY.

7. Personnel Policy Update – Dependent Care Account Benefit. Forest noted that we are proposing a new employee benefit. This allows the employee to have pre-tax dollars deducted from their paycheck and put into a dependent care FSA or DCA. It can be used to pay for daycare, nursery school, as well as adult dependent care. The cost to CCRPC will be an annual administration fee of \$250 plus \$50 per account. ANDY MONTROLL MADE A MOTION TO APPROVE THE ADDITION OF THE DEPENDENT CARE ACCOUNT BENEFIT TO OUR PERSONNEL POLICIES. JOHN ZICCONI SECONDED AND THE MOTION CARRIED UNANIMOUSLY.

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2 8. National Highway System Update. Charlie reviewed the memo and the attached maps. The first map
3 is the NHS as it appears today. Under MAP-21 (passed in 2012) Congress made a change that all existing
4 principal arterials be added to the NHS. So subsequently, 44.59 miles of new NHS routes were added in
5 Chittenden County. Following this addition, VTrans determined that many of these routes do not meet
6 the purpose of the NHS, so they removed all MAP-21 NHS additions outside of Chittenden County, with
7 the CCRPC agreeing to evaluate the NHS within Chittenden County upon completion of the functional
8 classification updates. Staff evaluated the current NHS, developed and presented a proposed updated
9 NHS in Chittenden County to the TAC in June. After discussion, the TAC recommended a change to
10 include VT-117 west of VT-289 to the NHS – a recommendation that VTrans did not agree with. VTrans
11 did however agree with a subsequent staff recommendation to retain as NHS the segment of VT15 west
12 of Exit 15 to the US7/US2 intersection (Circulator) in Winooski and the segment of US 7/US2 north of the
13 circulator to Exit 16. The proposed NHS map in the packet includes the final staff recommendation for
14 the Executive Committee’s consideration. Brief discussion ensued to clarify the different comments and
15 recommendations received by various parties and the committee decided to recommend to the Board
16 the final staff proposed NHS as described in the memo and presented in the map included in the packet.
17 The Executive Committee also added that the NHS map should be revisited if/when major changes
18 happen such as construction of the Crescent Connector in Essex Junction and other circulation changes
19 in the village. Charlie said the staff recommendation would be to approve the proposed NHS map as
20 presented with the understanding that it should be reviewed and amended as necessary as the
21 transportation system changes. JOHN ZICCONI MADE A MOTION, SECONDED BY CATHERINE MCMAINS,
22 THAT THE EXECUTIVE COMMITTEE RECOMMEND THE CCRPC BOARD APPROVE THE PROPOSED NHS
23 MAP AS PRESENTED, WITH THE UNDERSTANDING THAT IT COULD BE AND SHOULD BE AMENDED AS THE
24 SYSTEM CHANGES. MOTION CARRIED UNANIMOUSLY.

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26 9. Guidelines and Standards for Confirmation of Municipal Planning Processes and Approval of
27 Municipal Plan Review. Members reviewed the proposed changes. Members agreed to a minor edit on
28 page 7, to add after...within 45 days “of the request”. This will clarify when the start day is. BARBARA
29 ELLIOTT MADE A MOTION, SECONDED BY JOHN ZICCONI, THAT THE EXECUTIVE COMMITTEE
30 RECOMMENDS THAT THE CCRPC BOARD BE PRESENTED THESE GUIDELINES AS EDITED, INCLUDING ANY
31 EDITS RECOMMENDED BY THE PAC AT THEIR SEPTEMBER 12TH MEETING, FOR ADOPTION AT THE
32 SEPTEMBER 19TH BOARD MEETING. MOTION CARRIED UNANIMOUSLY.

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34 10. Transportation Performance Measures introduction. Eleni Churchill said the CCRPC is required as a
35 designated MPO to develop targets for a number of FHWA performance measures in support of
36 National Transportation Goals. There is a requirement to coordinate with VTrans on the development of
37 the targets and also include performance measures and adopted targets in the MTP and TIP but could
38 also be included in a separate document that will be referenced in any future MTP and TIP document.
39 Staff is currently developing a separate Performance Management Report (PMR) for the MPO area that
40 will include the measures and adopted targets so for any future changes to the targets we would only
41 amend this document and not go through the extensive public hearing process to amend the MTP. Eleni
42 provided a brief memo (excerpt from the PMR) that included background information on the
43 performance management efforts at the federal level. She stated the National Transportation Goal
44 areas: Safety, infrastructure condition (pavement and bridges), system reliability (NHS performance),
45 freight movement and economic vitality, congestion reduction, environmental sustainability, and
46 reduced project delivery delays. Eleni mentioned that we have already dealt with safety category by
47 adopting the VTrans statewide targets back in February and now we have a deadline to set target for the
48 rest of the relevant measures by the end of October/early November. John Zicconi said this will affect

1 VTrans spending if we're not meeting these performance measures. Eleni said the preliminary staff
2 recommendation will be to adopt the VTrans statewide targets for all measures. A draft PMR will be
3 sent to the Board and will be reviewed at the September meeting with action (on the targets) in
4 October. Discussion continued.

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6 11. Chair/Executive Director Report.

- 7 a. Winooski Basin Plan. – Charlie provided a brief update as to the status of the Winooski Basin
8 Plan review by the CWAC. It will be an information item at the September Board meeting and an
9 action item at the October Board meeting.
- 10 b. Clean Water Advisory Committee (CWAC). Charlie said the State is asking that we have a more
11 inclusive membership that includes not only municipal representatives, but watershed groups,
12 conservation committee reps, etc. CCRPC bylaws state that there shall be members and
13 representatives of organizations as follows: 1 CCRPC board member, reps of 19 municipalities;
14 UVM, ANR, VTrans, BTV and “other voting or non-voting members as may be determined by the
15 CCRPC after a recommendation from the CWAC.” Charlie said there are three watershed
16 organizations he recommends be added to the CWAC: Winooski Natural Resources
17 Conservation District, Friends of the Winooski River and Lewis Creek Association. We won't
18 have to amend the bylaws, but just get appointments from these organizations.
- 19 c. BTV Plan. Charlie has been asked to participate in the Airport's Master Plan process. A key part
20 is that their consultant has a recommendation for a connection to the interstate as Exit 14 N.
21 Neither South Burlington or CCRPC have ever included that in our MTP. FHWA will not pay for
22 an airport access only, but FAA will. The Master Plan process will take 18-24 months. There is a
23 technical committee and all members are from inside the fence organizations: Air guard,
24 Heritage Air, flight school, etc. He has heard in these briefings that BTV is the same size in
25 acreage as Logan. BTV is the only airport in the Northeast that has de-icing stations at each
26 gate.

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28 12. Review Agenda for September 19th Board meeting. Members reviewed the proposed agenda.
29 There will be an MPO training session from 5:15 – 6:00 p.m. It was noted that Yom Kippur begins on the
30 18th and ends at nightfall on the 19th. Members did not feel we should change the date of the meeting.
31 We have a public hearing on the St. George Town Plan. There may be an issue because the plan refers
32 to our old Regional Plan. It was agreed to move the Transportation Survey Results to the October
33 meeting.

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35 13. Other Business. There was no other business.

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37 14. Executive Session. MIKE O'BRIEN MADE A MOTION, SECONDED BY ANDY MONTROLL, TO GO INTO
38 EXECUTIVE SESSION AT 7:26 P.M. WITH THE EXECUTIVE DIRECTOR PRESENT TO DISCUSS PERSONNEL
39 MATTERS. MOTION CARRIED UNANIMOUSLY.

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41 MIKE O'BRIEN MADE A MOTION, SECONDED BY ANDY MONTROLL, TO COME OUT OF EXECUTIVE
42 SESSION AT 7:35 P.M. MOTION CARRIED UNANIMOUSLY.

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44 BARBARA ELLIOTT MADE A MOTION, SECONDED BY CATHERINE MCMAINS TO ADJOURN THE MEETING
45 AT 7:45 P.M. MOTION CARRIED UNANIMOUSLY.

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47 Respectfully submitted,
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- 1 Bernadette Ferenc