The meeting was called to order at 5:45 p.m. by the Chair, Chris Roy.

1. Changes to the Agenda; Members’ Items. Charlie asked for an executive session to discuss personnel matters.

2. Approval of July 18, 2018 Executive Committee Meeting Minutes. BARBARA ELLIOTT MADE A MOTION, SECONDED BY MIKE O’BRIEN, TO APPROVE THE MINUTES OF JULY 18 WITH CORRECTIONS IF ANY. Barbara asked for an update on the potential move to another bank. Charlie said there is no news on that yet. Barbara then asked whether any more had been done regarding an Ad Hoc committee on Act 250 updates. Charlie anticipated that we’d set one up in October or November. MOTION CARRIED UNANIMOUSLY TO APPROVE THE MINUTES OF JULY 18TH.

3. FY18 Year End Financial Reports. Forest Cohen noted that we finished much better than what we had budgeted. We had anticipated a deficit of $98,000, but we are showing a deficit of only $10,000 in pre-audit numbers.

   Forest Cohen reviewed the balance sheet: Cash in checking (operating)- $181,662; cash in savings (match) - $110,170; Cash in money market & CDs (reserve)-$217,059. Current assets over liabilities: $586,333. Deferred income communities – is $0 (remaining $36,359* (subject to change) on June 29 booked to revenue on June 30. Income Statement: ACCD funds were 100% expended in May, which was expected; transportation staff billing was billed at 97%; brownfields staff time estimates were about 90% of budgeted, with consultant lines showing funds to bill in FY19. Water quality basin planning grant was expended closely to budget. Clean Streets phosphorus credit project has been more challenging at 37.6%. Expenses: The salaries and benefits expenses were slightly under budget at year end. We are under budget overall in our expenses, but we will monitor telephone/internet line more closely in FY19 as we were slightly over budget at 108%. When asked if the lower deficit number will impact on next year’s indirect rate, Forest said no because we’ve gotten closer in our budgeting as far as indirect rate and are solving the problem of the large swings in rate. Brief discussion ensued. Cash Flow: Forest reviewed the cash flow noting that we started with $596,789 and ended up with $508,889. We are in range of previous years. Members agreed we are doing ok.

4. FY18 4th Quarter Journal Entries. Jeff Carr questioned a couple of the year-end entries especially the unbilled receivables as income. Forest explained they are unbilled receivables because they haven’t been billed to a grant yet. MIKE O’BRIEN MADE A MOTION, SECONDED BY JEFF CARR TO APPROVE THE 4TH QUARTER JOURNAL ENTRIES. MOTION CARRIED UNANIMOUSLY. (Jeff Carr left the meeting.)
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.
8. National Highway System Update. Charlie reviewed the memo and the attached maps. The first map is the NHS as it appears today. Under MAP-21 (passed in 2012) Congress made a change that all existing principal arterials be added to the NHS. So subsequently, 44.59 miles of new NHS routes were added in Chittenden County. Following this addition, VTrans determined that many of these routes do not meet the purpose of the NHS, so they removed all MAP-21 NHS additions outside of Chittenden County, with the CCRPC agreeing to evaluate the NHS within Chittenden County upon completion of the functional classification updates. Staff evaluated the current NHS, developed and presented a proposed updated NHS in Chittenden County to the TAC in June. After discussion, the TAC recommended a change to include VT-117 west of VT-289 to the NHS—a recommendation that VTrans did not agree with. VTrans did however agree with a subsequent staff recommendation to retain as NHS the segment of VT15 west of Exit 15 to the US7/US2 intersection (Circulator) in Winooski and the segment of US 7/US2 north of the circulator to Exit 16. The proposed NHS map in the packet includes the final staff recommendation for the Executive Committee’s consideration. Brief discussion ensued to clarify the different comments and recommendations received by various parties and the committee decided to recommend to the Board the final staff proposed NHS as described in the memo and presented in the map included in the packet. The Executive Committee also added that the NHS map should be revisited if/when major changes happen such as construction of the Crescent Connector in Essex Junction and other circulation changes in the village. Charlie said the staff recommendation would be to approve the proposed NHS map as presented with the understanding that it should be reviewed and amended as necessary as the transportation system changes. JOHN ZICCONI MADE A MOTION, SECONDED BY CATHERINE MCMAINS, THAT THE EXECUTIVE COMMITTEE RECOMMEND THE CCRPC BOARD APPROVE THE PROPOSED NHS MAP AS PRESENTED, WITH THE UNDERSTANDING THAT IT COULD BE AND SHOULD BE AMENDED AS THE SYSTEM CHANGES. MOTION CARRIED UNANIMOUSLY.

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

10. Transportation Performance Measures introduction. Eleni Churchill said the CCRPC is required as a designated MPO to develop targets for a number of FHWA performance measures in support of National Transportation Goals. There is a requirement to coordinate with VTrans on the development of the targets and include performance measures and adopted targets in the MTP and TIP. The performance measures and adopted targets will also be included in a separate document that will be referenced in any future MTP and TIP document. Staff is currently developing a separate Performance Management Report (PMR) for the MPO area that will include the measures and adopted targets so for any future changes to the targets we would only amend this document and not go through the extensive public hearing process to amend the MTP. Eleni provided a brief memo (excerpt from the PMR) that included background information on the performance management efforts at the federal level. She stated the National Transportation Goal areas: Safety, infrastructure condition (pavement and bridges), system reliability (NHS performance), freight movement and economic vitality, congestion reduction, environmental sustainability, and reduced project delivery delays. Eleni mentioned that we have already dealt with safety category by adopting the VTrans statewide targets back in February and now we have a deadline to set target for the rest of the relevant measures by the end of October/early
November. John Zicconi said this will affect VTrans spending if we’re not meeting these performance measures. Eleni said the preliminary staff recommendation will be to adopt the VTrans statewide targets for all measures. A draft PMR will be sent to the Board and will be reviewed at the September meeting with action (on the targets) in October. Discussion continued.

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

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

13. Other Business. There was no other business.

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

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

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

Respectfully submitted,
Bernadette Ferenc