

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

5 DATE: Wednesday, October 3, 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 Staff: Charlie Baker, Executive Director Eleni Churchill, Trans. Program Manager
12 Forest Cohen, Sr. Business Mgr. Bernadette Ferenc, Trans. Business Mgr.
13

14 The meeting was called to order at 5:46 p.m. by the Chair, Chris Roy.

15 1. Changes to the Agenda, Members' Items. Charlie asked that Item 7 (transportation performance
16 measures) be moved up on the agenda prior to Item 3, as Eleni has to leave early.
17

18 2. Approval of August 29, 2018 Joint Executive & Finance Committee Minutes. MIKE O'BRIEN MADE A
19 MOTION TO APPROVE THE FINANCE COMMITTEE PORTION OF THE MINUTES. JOHN ZICCONI SECONDED
20 AND THE MOTION CARRIED UNANIMOUSLY.
21

22 Catherine McMains noted a correction on Page 1, line 23 to change "and" to "an." Barbara Elliott asked
23 for clarification of a long sentence on page 3, line 37. It will be changed to read "There is a requirement
24 to coordinate with VTrans on the development of the targets and also include performance measures
25 and adopted targets in the MTP and TIP. Performance measures and adopted targets will be included in
26 a separate document that will be referenced in any future MTP and TIP document." MIKE O'BRIEN
27 MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO APPROVE THE AUGUST 29, 2018 EXECUTIVE
28 COMMITTEE MEETING MINUTES AS CORRECTED. MOTION CARRIED UNANIMOUSLY.
29

30 7. Transportation Performance Measures. Eleni Churchill noted that she gave the TAC the same
31 presentation board members received at the September meeting. The TAC voted to recommend the
32 State targets for all measures. BARBARA ELLIOTT MADE A MOTION, SECONDED BY ANDY MONTROLL,
33 THAT THE EXECUTIVE COMMITTEE RECOMMENDS THAT THE CCRPC BOARD AGREE TO THE STATEWIDE
34 TARGETS FOR ALL PERFORMANCE MEASURES UNDER THE NHS INFRASTRUCTURE CONDITIONS, NHS
35 TIME TRAVEL RELIABILITY, AND INTERSTATE FREIGHT MOVEMENT CATEGORIES. MOTION CARRIED
36 UNANIMOUSLY.
37

38 3. Act 250 & Sec. 248 Applications.

39 a. Ratify – UVM PFG Complex, Burlington (Case #4CO348-7). Charlie noted that this letter has been
40 sent after review by the Executive Committee via email. BARBARA ELLIOTT MADE A MOTION,
41 SECONDED BY ANDY MONTOLL, TO RATIFY THE LETTER TO THE DISTRICT #4 COORDINATOR.
42 MOTION CARRIED UNANIMOUSLY.

43 b. Clearview Estates; Milton, Application #4C1117R-2). Charlie noted that this is a project
44 described as Phase III of Clearview Estates including the creation of 21 lots and 41 residential
45 units comprised of a mixture of single family and two-family structure units. It's located off
46 Westford Road in Milton. Charlie noted that he has asked Emily to amend line 4 of the letter to
47 insert "District" Commission so as not be confused with CCRPC. We don't have a problem with
48 the project. A brief discussion about the scope of the hearing being limited to 9B (primary

1 agricultural soils) and that the applicant has not yet sought approval from the Town. Chris Roy
2 noted that it's not unusual for a developer to present preliminary plans on a particular criterion
3 before completing the design. JOHN ZICCONI MADE A MOTION, SECONDED BY MIKE O'BRIEN,
4 TO APPROVE THE LETTER TO THE ACT 250 COORDINATOR. MOTION CARRIED UNANIMOUSLY.
5

6 4. FY 20 Municipal Dues. Forest Cohen noted that Table 1 had not been included in the printed version
7 of the meeting packet, so we distributed it. He asked members if they are satisfied with the way we
8 distribute the dues based on the Equalized Education Grand List (EEGL). Members are comfortable with
9 it. We have not had a dues increase since FY15 and staff is proposing an increase for FY20 of 2.3% which
10 is based on the Employment Cost Index (ECI) for State and Local Government Employee Compensation.
11 Table 1 shows the increase of \$5,630 overall and how it would affect each municipality. The new total
12 would be \$250,400. Table 2 shows what the distribution would be with no increase. As noted
13 previously, the dollars vary each year for each municipality because of changes in the EEGL. Members
14 agreed that the increase seems reasonable. JOHN ZICCONI MADE A MOTION, SECONDED BY BARBARA
15 ELLIOTT, TO RECOMMEND THE BOARD INCREASE THE ANNUAL DUES BY 2.3% FOR FY20. MOTION
16 CARRIED UNANIMOUSLY.
17

18 5. Administrative and Operating Policies and Procedures Amendment. Forest Cohen reviewed the
19 memo. Part of our Procurement Policy includes a rule about micro-purchases. This includes supplies or
20 services that don't exceed a certain dollar threshold based on what is set in federal law. The State of
21 Vermont does not have a micro-purchase policy. Right now our policy states a \$3,000 limit. The federal
22 law has changed several times and may be increased to \$10,000. Staff is proposing that rather than
23 including a dollar amount we revise our micro-purchase policy to say "as defined by federal statute."
24 After a brief discussion, it was agreed that "statute" should be "law." And that we should delete the
25 reference to the \$3,000 limit in the first paragraph as well. MIKE O'BRIEN MADE A MOTION, SECONDED
26 BY JOHN ZICCONI, TO APPROVE THIS AMENDMENT INCLUDING THE TWO CHANGES DISCUSSED.
27 MOTION CARRIED UNANIMOUSLY.
28

29 6. Winooski Tactical Basin Plan Comment Letter. Charlie distributed a slightly revised letter which
30 incorporates some minor changes that the CWAC made yesterday. John Zicconi asked that next time we
31 present a revised document, that it include tracked changes so we know what changed. Charlie said
32 there was some clean up language. Andy Montroll noted that the paragraph on page 5 that begins with
33 "similarly..." added language in the last sentence regarding brownfields. John Zicconi said we're asking
34 them to lay off housing and focus on farmers. Charlie suggested that rather than spend millions of
35 dollars on wastewater treatment upgrades that has a lower return on dollar spent, wouldn't it be more
36 beneficial to spend the money on other areas to get to clean water sooner. There would still be a cost
37 to our urban residents, but we would make faster progress towards clean water. It was noted that there
38 is no priority list of projects and it should have more language to define how we spend the limited
39 dollars. The basin program is still in its infancy and we don't have data on every project to be able to
40 make better decisions. Catherine asked if it's possible to determine how much phosphorus comes from
41 a particular farm? Charlie said there is modelling of general locations where more phosphorus may be
42 coming from, but not individual properties. There are formulas developed to show if you put in a 300-
43 foot buffer, you should be reducing phosphorus by so much. Discussion ensued about homeowners
44 paying fees to upgrade wastewater treatment plants when we could spend less on farmland and have
45 greater results in phosphorus reduction. CATHERINE MCMAINS MADE A MOTION, SECONDED BY
46 BARBARA ELLIOTT, TO RECOMMEND APPROVAL OF THE LETTER TO THE BOARD. MOTION CARRIED
47 UNANIMOUSLY.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47

8. Chair/Executive Director's Report.

- a. CWAC membership guidelines. Charlie said the CWAC tabled action as several vocal members were not in attendance. When asked if representatives from the three watershed groups attended, Charlie noted that the conservation district attended and Marty Illick was there, although she was representing Charlotte and not Lewis Creek Association.
- b. Governor's Cabinet for a Day. Members of the Governor's cabinet visited Chittenden County last Wednesday. Winooski had a presentation on Main Street and another event on Opportunity Zones in the evening. There was a tour of Market Street in South Burlington. Sec. Joe Flynn met with Charlie and Eleni; and Sec. Tierney met with staff that afternoon. There was some good conversation.
- c. Legislative Breakfast Topics. Charlie noted that we have scheduled the breakfast for Tuesday, December 11th from 7:30 – 9:00 a.m. He's been thinking about topics for that event. 1) Perhaps more water quality conversation about funding and prioritization. There have been spending \$15M a year on bonding capacity which will come to an end in 2020. 2) Commission on Act 250 is coming up with recommendations, but we haven't seen them yet; 3) VTrans is going to present legislation around electric vehicles and autonomous vehicles. John said VTrans is considering using Vermont as a test ground because of our terrain. Catherine said it was nice to see the State investing in more EV charging stations around the State.
- d. Building Homes Together. There will be a press conference on October 10th to present the latest results on how we're doing related to building more housing.
- e. CCRPC Lease. Charlie noted that our lease expires in May 2019 – we'll have been here ten years. We did have a broker look at 25 different properties that meet the square footage, but at this point it didn't look that there was comparable space the was near town center, transit and had parking. Unless the Executive Committee feels differently, he would like to negotiate a lease with Redstone to stay here. The Executive Committee concurred.
- f. Personnel update. Our finance assistant, Michelle Thibault has resigned to take a full-time position. We are looking to replace that part-time position with a full-time position that could incorporate more of the duties currently done by Bernie, as she prepares to retire next year. We are looking at a different staff position – such as Business Office Administrator. Charlie asked members if they had any objections to our beginning to advertise at the end of October before we have a job description approved by the Executive Committee. Members were okay with that. He noted that we might end up spending a little more on those salaries this fiscal year, but probably spend less in the next fiscal year. We'd like to get someone on board in January. Members agreed. (John Zicconi left the meeting.)

9. Review Agenda for October 17, 2018 Board Meeting. Since the CWAC tabled action on the guidelines, we will remove that from the agenda. Since we have our consultant coming to report on the Transportation Survey, we will move that item up to after approval of the minutes; and move the Transportation Performance Measures to come right after that. Charlie has heard from a few board members who would like to serve on the Act 250 Ad Hoc Committee. Andy indicated it would serve if we needed someone else.

10. Other Business. There was no other business.

11. Executive Session. There was none needed.

12. Adjournment. BARBARA ELLIOTT MADE A MOTION, SECONDED BY ANDY MONTROLL, TO ADJOURN THE MEETING AT 6:50 P.M. MOTION CARRIED UNANIMOUSLY.

- 1
- 2 Respectfully submitted,
- 3 Bernadette Ferenc

DRAFT