

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

5 DATE: Wednesday, November 7, 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 Barbara Elliott, At-Large Catherine McMains, At-Large
10 And Montroll, Immediate Past Chair
11 Staff: Charlie Baker, Executive Director Regina Mahony, Planning Program Manager
12 Eleni Churchill, Transportation Program Manager
13 Forest Cohen, Senior Business Manager
14 Bernie Ferenc, Transportation Business Manager
15 Others: Fred Duplessis, Sullivan Powers & Co.
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17 The meeting was called to order at 5:45 p.m. by the Chair, Chris Roy.
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19 1. Changes to the Agenda, Members' Items. Chris Roy moved the FY18 Audit presentation in front of
20 Item 2, so Fred wouldn't have to stay as long.
21

22 4. FY18 Draft Audit Report. Forest introduced Fred Duplessis, Managing Partner at Sullivan Powers &
23 Company, who oversaw our audit. Mr. Duplessis did a quick walk through with members. They are
24 ready to issue a final audit. This is an audit of not only our financial statements, but conformance with
25 government accounting and audit of uniform guidance for single audit because we spent more than
26 \$750,000 in federal funds. When issued they will send this to the Federal Clearinghouse and it will
27 become a public document. He reviewed Management Discussion and Analysis, and the various exhibits
28 and schedules. He briefly discussed the pension liability regarding VMERS and noted that Vermont bond
29 rating has been downgraded because of the state pension obligations. In Schedule 3 – Schedule of
30 Operations, Budget and actual shows that we had budgeted for a deficit of \$98,135, but ended with a
31 deficit of only \$20,257. He then reviewed the next schedules that review our indirect rate calculations,
32 which show that we are getting closer to what our actual rate should be. This is a clean audit with no
33 material weaknesses or significant deficiencies; and CCRPC qualifies as a low risk auditee. They do have
34 a couple of recommendations which deal with having someone verify billing rates on timesheets,
35 especially for interns, to be sure they agree with what is billed to VTrans. Members congratulated staff
36 on getting a clean audit and noted it gives everyone confidence in our organization. MIKE O'BRIEN
37 MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO GO INTO EXECUTIVE SESSION AT 6:00 P.M.
38 WITHOUT STAFF TO DISCUSS THE AUDIT REPORT WITH MR. DUPLESSIS. MOTION CARRIED
39 UNANIMOUSLY. MIKE O'BRIEN MADE A MOTION, SECONDED BY BARBARA ELLIOTT, TO COME OUT OF
40 EXECUTIVE SESSION AT 6:05 P.M. MOTION CARRIED UNANIMOUSLY. Mr. Duplessis will attend the
41 November 28th meeting to present the audit to the full board.
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43 2. Approval of October 3, 2018 Executive Committee Meeting Minutes. ANDY MONTROLL MADE A
44 MOTION, SECONDED BY CATHERINE MCMAINS TO APPROVE THE MINUTES OF OCTOBER 3, 2018 WITH
45 CORRECTIONS. Catherine and Barbara noted 3 grammatical corrections on page 3. MOTION CARRIED
46 TO APPROVE THE MINUTES AS CORRECTED.
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- 1 3. Act 250 & Section 248 Applications.
- 2 a. Black Rock Construction, Northridge Development: Williston #4C1315. Chris Roy recused
- 3 himself from this discussion. Regina noted that this is for 26 lots, construction of 39 residential
- 4 units consisting of a mix of single-family homes, carriage houses, duplexes and triplexes, and
- 5 construction of supporting roadway and utility infrastructure. This will be completed in phases
- 6 and is located off of Metcalf Drive in Williston. The Williston DRB has approved Phase I. Staff is
- 7 recommending that the Executive Committee approve the draft letter as the project is in
- 8 conformance with the ECOS Plan. The hearing is tomorrow morning so we have to get this out
- 9 tonight. BARBARA ELLIOTT MADE A MOTION, SECONDED BY CATHERINE MCMAINS TO
- 10 APPROVE THE LETTER TO THE DISTRICT #4 COORDINATOR. MOTION CARRIED UNANIMOUSLY.
- 11
- 12 5. Personnel Policy Update – Business Office Associate. Forest noted that this a brand new position and
- 13 we’re recommending a I and II level be added on the salary ranges. It combines duties from the Finance
- 14 Assistant and Bernie and Forest’s positions. Charlie noted that we advertised for this position last week
- 15 in Seven Days and on Indeed.com. We’ve received about 25 applications so far, with 10-15 that may be
- 16 considered for interviews. ANDY MONTROLL MADE A MOTION, SECONDED BY MIKE O’BRIEN, TO
- 17 APPROVE THE JOB DESCRIPTION AND SALARY RANGES FOR THE NEW BUSINESS OFFICE ASSOCIATE
- 18 POSITION IN THE PERSONNEL POLICY. MOTION CARRIED UNANIMOUSLY.
- 19
- 20 6. Executive Director’s Report.
- 21 a. UPWP Guidance update. Charlie noted that last year we received a request for a sizable
- 22 (\$160,000) data collection task from Colchester. The UPWP committee had concerns, but approved
- 23 it and asked staff to come up with some guidance for applications for the next UPWP to try to avoid
- 24 an onslaught of similar requests and a drain on our PL funds. Charlie said we’ve included an
- 25 approximate amount of funding available (\$800,000) for local projects and ask that if a municipality
- 26 has multiple projects that it prioritize them. In previous years we asked applicants to show
- 27 consistency with the eight strategies in the ECOS plan. This year we feel it is more pertinent to be
- 28 consistent with the ten action areas to focus on over the next five years. On page 4 we added a new
- 29 category – Major Data Collection/Asset Management for any data collection request where
- 30 consultant/contractor assistance is needed, and a 20% non-federal cash match is required. We
- 31 considered having a dollar cap on this category, but the TAC didn’t agree and felt a 20% match was
- 32 okay with no dollar limit. On page 5 Charlie will update the estimated amount available and we
- 33 added a sentence about partial funding. Discussion ensued about partial vs. phased funding. It will
- 34 have to be decided on a case by case basis. Andy noted it was good to see the ECOS plan being
- 35 referenced as the Burlington City Council had asked how we keep a plan relevant rather than have it
- 36 sit on the shelf.
- 37 b. Legislative Breakfast Topics. Charlie reviewed the topics we discussed in 2017. Some are still
- 38 pertinent this year such as water quality funding, transportation investment (including I-89 Needs
- 39 study starting this fiscal year), VTtrans update of their prioritization process. We will update the
- 40 slides from last year showing economic impact Chittenden County has on the state and that we
- 41 need investments. Chris Roy noted that they’ll be looking at the report from the Act 250
- 42 Commission and we need to let them know where there are a lot of developed areas and that Act
- 43 250 should focus on areas NOT in already developed areas. Charlie noted another conversation he’s
- 44 heard is about the state funding for RPCs and Vermont Housing and Conservation Board. Charlie
- 45 had seen numbers going back to 2001 when the RPCs got 100% of the property transfer tax formula
- 46 the legislature put in statute. Right now we are being funded with about 55% of the formula. In the
- 47 meantime, RPCs are being asked to do more and more but not given additional funding to do the
- 48 extra work. It was suggested that Charlie prepare a list of all the things we’re being asked to do and

1 whether funding accompanies the requirement. We will finalize the topics/presentation to the
2 Legislative Breakfast at the December 5th Executive Committee meeting and discuss them at the
3 November 28th Board meeting.
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5 7. Review Agenda for November 28, 2018 Board Meeting. Charlie reminded everyone that we are
6 meeting on the 4th Wednesday in November because of the Thanksgiving holiday. Members reviewed
7 the draft agenda and made changes. Since the VTrans Project Selection & Prioritization Process will not
8 be ready by then, it was decided to have staff give an introduction to the Board about the I-89 2050
9 Study, since it will cover the entire portion of I-89 within Chittenden County.
10

11 8. Other Business: Charlie asked members what other topics/organizations they think the board may
12 want to hear about in the upcoming months. Suggestions included:

- 13 a. Vermont Air Guard come in to talk about the F-35's which are expected in December 2019.
- 14 b. Airport to brief us on noise study and master plan update.
- 15 c. GMT to talk about the latest transit plan.
- 16 d. Potential of passenger rail coming up the western corridor, Budd Rail Diesel Cars, Middlebury
17 tunnel, etc.
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19 9. Executive Session. None needed.
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21 10. Adjournment. ANDY MONTROLL MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO
22 ADJOURN THE MEETING AT 6:55 P.M. MOTION CARRIED UNANIMOUSLY.
23

24 Respectfully submitted,
25 Bernadette Ferenc