The meeting was called to order at 5:45 p.m. by the chair, Chris Roy. Barbara Elliot joined the meeting by telephone.

1. Changes to the Agenda; Members’ items: Charlie noted an additional proposed change to the Personnel Policy under Item 5.

2. Approval of November 7, 2018 Executive Committee Minutes. BARBARA ELLIOTT MADE A MOTION, SECONDED BY CATHERINE McMAMS, TO APPROVE THE MINUTES WITH CHANGES, IF ANY. MOTION CARRIED UNANIMOUSLY TO APPROVE THE MINUTES AS WRITTEN.

3. Act 250 & Section 248 Applications.
   a. Underhill Green Lantern Group Solar, preferred site request. This is a request to designate a site on Beartown Road in Underhill as a “preferred site” to enable them to develop a 150kW solar array on a parcel owned by the Town of Underhill and is certified as a categorical disposal facility. CCRPC will review the final site plan when it is available to ensure that it continues to avoid known constraints and minimize impacts to possible constraints. CCRPC supports the identification of this site as a preferred site for net metering. BARBARA ELLIOTT MADE A MOTION, SECONDED BY MIKE O’BRIEN, TO APPROVE THE LETTER TO THE VERMONT PUBLIC UTILITY COMMISSION. MOTION CARRIED UNANIMOUSLY.
   b. Bullrock Solar, 150kW solar array at 650 Spear Street, So. Burlington, #18-325-AN. This is the 45-day notice of a Section 248 petition to be filed with Vermont PUC for a 150kW solar project at 650 Spear Street in South Burlington. Regina asked members to hold action on this project until we hear from South Burlington about how they feel about it. There is a question about the city requiring vegetation underneath. Emily informed the City that there is a concrete pad in place, so no vegetation can grow; and that we reserve the right to address this. Do we care about the concrete pad? He suggested that we address language on South Burlington’s requirement. Regina said we can certainly make it clear that the City is looking at it because there is a concrete pad in place, so no vegetation can grow; and that we reserve the right to address this. John Zicconi said since we don’t normally deal with ag or wetlands, why don’t we just say ANR will deal with it. Brief discussion. It was agreed to add a sentence noting that South Burlington may have comments about the concrete pad. We reserve the right to provide further comments after the City has commented. Chris Roy noted it’s just a way to flag things. This is a
4. Vermont Climate Pledge. Charlie noted that the Energy Sub-committee reviewed this in the spring and recommends CCRPC joining as an organizational entity rather than on behalf of all of our member municipalities. Members reviewed what we’re already doing and potential action for consideration. Charlie said to become a member of the coalition, CCRPC needs to make a motion to join to be noted in the official minutes of the board, register an account on the Community Energy Dashboard, and fill out a form indicating name, address, number of employees, and identify actions to complete or have completed. It was noted that this pledge is consistent with actions we already are taking or will take in our office space as an employer.

BARBARA ELLIOT MADE A MOTION, SECONDED BY CATHERINE MCMAINS, THAT SINCE THE CLIMATE PLEDGE RECOMMENDED BY THE ENERGY SUBCOMMITTEE IS JUST REFLECTING OPERATIONAL/EMPLOYER ACTIONS AND DOES NOT INVOLVE ANY POLICY POSITION, CCRPC JOIN THE VERMONT CLIMATE PLEDGE COALITION TO DEMONSTRATE ITS COMMITMENT TO THE PARIS CLIMATE AGREEMENT AND VERMONT’S GOAL OF 90% RENEWABLE ENERGY BY 2050 THROUGH ACTIONS UNDERTAKEN BY CCRPC AS AN ORGANIZATIONAL ENTITY TO REDUCE ENERGY AND GREENHOUSE GAS EMISSIONS AND NOTE THAT THE EXECUTIVE COMMITTEE HAS THE AUTHORITY TO APPROVE THIS ON BEHALF OF THE BOARD AS IT ONLY PERTAINS TO CCRPC’S INTERNAL OPERATING PROCEDURES. MOTION CARRIED UNANIMOUSLY.

5. Personnel Policy Updates.

a. Health Savings Account Contribution Change. Charlie noted that we had been grandfathered into an MVP high-deductible health insurance plan and now they have discontinued that plan. We shopped around and found a similar plan that has a slightly higher deductible, so we are proposing to add $200 for individual plans and $400 for two-person or family plans to the health savings account (HSA) benefit. The total annual expense would increase by about $4,200 and this is under our budget. JOHN ZICCONI MADE A MOTION, SECONDED BY MIKE O’BRIEN, TO APPROVE THE INCREASE IN HSA CONTRIBUTION. MOTION CARRIED UNANIMOUSLY.

b. PTO Carry Over and Family Leave Policy Updates. Charlie noted that CCRPC currently has a policy that allows staff who have been with us for 10 years or less to carry over 15 days of accrued paid time off (PTO) into the next calendar year. Employees with 11 years or more of service may carry over 20 days of accrued PTO. The reason is designed to reduce liability as well as to incentivize staff to take regular vacation. We recently received a request from an employee to take family leave for 8 weeks next summer. The first part of the proposed change is to provide the Executive Director discretion to allow an extra week off for planned family leave. With that change it made us look at the Family Leave Policy as well. Our policy had read not to exceed 6 weeks. We contacted VLCT. This restriction is not consistent with Vermont law.
We are proposing to eliminate that phrase from the policy so that employees may use earned PTO. JOHN ZICCONI MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO APPROVE THE PTO CARRY OVER AND FAMILY LEAVE POLICY UPDATES. MOTION CARRIED UNANIMOUSLY.

6. Legislative Breakfast presentation review. Members reviewed the powerpoint slides and made suggestions for changes. Barbara Elliott suggested that we add an explanation of what acronyms mean. Discussion continued. Charlie reviewed the investment in RPCs ACCD funding which has not changed in 5 years. Charlie asked members to let him know of any other ideas they have, prior to the breakfast. (Forest left the meeting.)

7. Chair/Executive Director Report.
   a. Business Office Associate Update. We have held second interviews with three candidates and have narrowed it down to one, so we should have someone on board by the next meeting.
   b. Staff change. Charlie noted that Lee Krohn has accepted a job offer to become Shelburne’s Town Manager. We’re working with staff to shift some responsibilities. Marshall has been doing LEPC for six months and doesn’t want to continue, but Christine is interested.

8. Other Business. It was noted that Barbara will not be available to attend the January 2nd Executive Committee meeting and wondered if we could change the date. All other members are available on January 2nd, so the meeting will not change.

9. Executive Session. There was none needed.

10. Adjournment. MIKE O’BRIEN MADE A MOTION, SECONDED BY JOHN ZICCONI, TO ADJOURN THE MEETING AT 6:40 P.M. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Bernadette Ferenc