DATE: Wednesday, March 27, 2019
TIME: 5:45 p.m.
PLACE: CCRPC offices at 110 W. Canal Street; Suite 110; Winooski, VT 05404
PRESENT: John Zicconi, Secretary-Treasurer
Mike O’Brien, Vice-Chair
Staff: Charlie Baker, Executive Director
Amy Irvin Witham, Business Office Associate

The meeting was called to order at 5:47 p.m. by John Zicconi, Secretary-Treasurer who chairs the Finance Committee.

1. Approve the minutes from the November 1, 2018 Finance Committee Meeting. MIKE O’BRIEN MADE A MOTION, SECONDED BY JOHN ZICCONI, TO APPROVE THE MINUTES AS WRITTEN. MOTION CARRIED UNANIMOUSLY.

2. Review of Financial Reports – FY19 (July - Feb.).
   a. Balance Sheet. Cash in checking (operating) - $76,752; Cash in savings (match) - $188,026; Cash in money market & CD (reserve) - $217,606; current assets over liabilities - $654,710; Deferred income communities - $143,650. Income Statement. Forest noted that through February we show a negative income of ($104,659). We usually experience an increase in billing to ACCD in the latter half of the fiscal year. We are experiencing an indirect rate “penalty year”. He calculated our actual indirect rate costs for this fiscal year through February and came up with 83%. Our approved rate for this year is 68.12%. This is greatly contributing to our deficit. We had projected a deficit for this fiscal year of about $100,000 when we budgeted. We may be able to improve on our current trend later in the fiscal year, but it seems clear that we will finish substantially negative this year. Forest and Charlie are preparing the indirect rate for FY20 to present to VTrans and will ask for 80% which appears to be our new norm and we feel it’s reasonable. Discussion ensued. Charlie asked if members felt the board would like more frequent updates on the financials. John and Mike agreed that reviewing the budget when we adopt the UPWP in May and again at the Mid-Year Adjustment was sufficient.
   b. Cash Flow. Our cash position is good. Forest noted that we have switched financial institutions from Peoples United Bank to Opportunities Credit Union so our cash flow projections will look different. We won’t have a savings account, because the money will be in a money market because of the improved interest earnings. We will continue to have balances considered to be in reserve and breakout for match, but they won’t be represented in a separate cash account.

3. Approve Quarterly Journal Entries October-December 2018). MIKE O’BRIEN MADE A MOTION, SECONDED BY JOHN ZICCONI TO APPROVE THE QUARTERLY JOURNAL ENTRIES FOR OCTOBER-DECEMBER 2018. Forest noted that there are a lot more grants being recorded using journal entries. The reason that’s happening is because we have a lot of deliverables-based grants vs. reimbursable grants. These are mostly state grants from DEC for water quality projects. We still have to track revenue and expenses monthly. When asked, Forest explained unbilled revenue. MOTION CARRIED UNANIMOUSLY.
4. **Review DRAFT FY20 budget.** Members reviewed the draft budget. Pink rows are going away. Yellow rows indicate questions about the funding amounts or pending grants. When John questioned the lower consultant amount, it was noted that we have not yet included funds from FY19 that will be carried over into FY20. That number will be added in the next couple of drafts. When asked if we are replacing Peter Keating’s position when he retires at the end of September, Charlie said we are not advertising at this time. We think we can do absorb the tasks with existing staff. We anticipate hiring an additional intern; and we may need a different skill set as we take on more water quality vs. transportation projects. Discussion ensued. We then reviewed the expense side. For the last three years we have had two electric vehicles, but are down to one hybrid. We’ve decided to stay with one for now. The rent is a question because we’re negotiating a new lease. We have been here 10 years. There may be some capital investment if we redo the intern area. This is not an action item. We will be reviewing the draft UPWP and budget at the April Executive Committee and board meetings to warn a public hearing for our May board meeting.

5. **Other Business.** John Zicconi said that because he and Mike are on the Executive Committee, he’d prefer to tandem the Finance Committee with the Executive Committee meetings and start at 5 p.m. rather than meet another week. We’ll check with Jeff Carr to see it that is doable.

MIKE O’BRIEN MADE A MOTION TO AJOURN AT 6:25 P.M. JOHN ZICCONI SECONDED AND THE MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Bernadette Ferenc