DATE: Wednesday, May 1, 2019
TIME: 5:45 p.m.
PLACE: CCRPC Offices, 110 W. Canal Street, Suite 202; Winooski, VT 05404
PRESENT: Chris Roy, Chair Mike O’Brien, Vice-Chair
John Zicconi, Secretary-Treasurer Barbara Elliott, At-Large (via phone)
Catherine McMains, At-Large Andy Montroll, Immediate Past-Chair
Jeff Carr (via phone)
Staff: Charlie Baker, Executive Director Regina Mahony, Planning Program Manager
Eleni Churchill, Trans. Program Mgr. Forest Cohen, Senior Business Manager
Amy Irvin Witham, Business Office Associate

The meeting was called to order at 5:47 p.m. by the Chair, Chris Roy.

1. Changes to the Agenda/Members’ Items. There were no changes.

2. Approval of April 3, 2019 Executive Committee Meeting Minutes. MIKE O’BRIEN MADE A MOTION, SECONDED BY ANDY MONTROLL, TO APPROVE THE MINUTES. MOTION CARRIED UNANIMOUSLY.

3. Approval of March 27, 2019 Finance Committee Meeting Minutes. JEFF CARR MADE A MOTION, SECONDED BY MIKE O’BRIEN, TO APPROVE THE MINUTES. MOTION CARRIED UNANIMOUSLY


5. Review Financial Reports – FY19 (Jul 2018- Mar 2019) a. Balance Sheet: Forest reviewed the Balance Sheet with members; Cash in checking, including OCU operating account - $134,212, Cash in Savings - $153,469, cash in Money Market, including OCU account, and CDs - $141,259. Current Assets over Current Liabilities - $606,210. Deferred Income Communities - $125,802. Members reviewed the Balance Sheet. Income Statement through March 2019: Forest reviewed the current income statement and explained FY19 has proved to be as difficult a fiscal year as was budgeted. With an indirect rate approximately 10 percentage points lower than actual indirect costs, we are struggling to generate enough revenue to cover costs. Members reviewed the Income Statement. Jeff voiced concerns over swings that are occurring because of our indirect rate changes year to year. Discussion between members ensued. It was noted that we have received excess revenue in previous years to cover this year’s deficit. Charlie explained a new negotiated rate with VTRANS for FY20 should help and we expect that the swings should be minimal going forward. b. Cash position/Targets. Forest reviewed the Cash Flow Report. He explained the need to use previously collected cash reserves this fiscal year, with negative income at 100K. He stated March is the first month that shows the transfer of our accounts from Peoples United Bank to the Opportunities Credit Union. OCU should yield better interest amounts on our accounts. Jeff asked if OCU offers the same level of insurance protection on the accounts; Forest explained yes; funds are collateralized to protect funds over the FDIC/NCUA limit from catastrophic events.
6. **Review Draft FY19 UPWP and Budget.** Charlie briefly reviewed the draft FY20 UPWP. The Bolton Valley Community Development Block Grant was approved. He pointed out the pink shaded rows in the UPWP denote work items that were funded and completed in FY19 and will be deleted from the FY20 UPWP. In reference to line 101 on the budget, Andy asked what is an Internal Consultant? Charlie and Forest explained that internal consultants are those we hire for work on the organization itself versus consultants we hire to work on UPWP projects for our member communities, partners, and the region. Forest pointed out that the Internal Consultant expense line for FY20 is budgeted for a compensation study consultant. Charlie pointed out that salaries make up the largest portion of expenses and are going down in FY20 with Bernie’s and Peter’s retirements. Charlie reviewed the capital expense box noting that we are renewing the current lease and getting renovations to the intern area. However, the total capital expense is coming in significantly less than the $25,000 noted. The renovations will require some investment in workstations for that area totaling less than $7,000. Additionally, we would like to replace the conference room tables with ones that have wheels and fold down. Various meetings are held at the CCRPC, narrow tables with wheels will accommodate more flexibility in function and arrangement. The quote for new conference room tables is less than $6000 and would also be capitalized. There was discussion about the necessity of making this investment including the age and lack of easy flexibility of the current tables. It was noted that the space is used for multiple different public meetings and trainings. **MIKE O’BRIEN MADE A MOTION, SECONDED BY JEFF CARR, THAT THE FINANCE COMMITTEE RECOMMENDS THE DRAFT FY19 UPWP & BUDGET TO THE EXECUTIVE COMMITTEE FOR REVIEW. MOTION CARRIED UNANIMOUSLY.**

7. **ACT 250 & Section 248 Applications**

a. **Section 248: Underhill GLC Solar, Beartown Road (#19-1000-NMP)** Regina noted that the project meets all criteria and we are in support of this with no concerns. **JOHN ZICCONI MADE A MOTION, SECONDED BY BARBARA ELLIOT, TO APPROVE THE SUBMISSION OF THE LETTER TO THE PUBLIC UTILITIES COMMISSION. MOTION CARRIED UNANIMOUSLY.**

b. **Comments on PUC Rulemaking on Net Metering (#19-0855-RULE).** Regina stated we are proposing to comment on this draft rulemaking where there is a direct tie to our ECOS Plan and work; much of the draft is out of scope in terms of the work we do. The items we would like to provide comments on are in the letter: 1. we agree with permitting solar canopies over parking lots under the easiest permit process as there are no additional environmental impacts; 2. there are challenges with a maximum net metering allowance of 500kW for individuals who own many properties (for example municipalities and VTrans) and we are asking for some flexibility on that; and 3. there should be a recommendation from both a municipality and the RPC for identification of a preferred site, it just shouldn’t be in the form of a “joint” letter. The comment is to clarify approval can be in separate letters from each entity. **JOHN ZICCONI MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO APPROVE THE SUBMISSION OF THE LETTER TO THE PUBLIC UTILITIES COMMISSION. MOTION CARRIED UNANIMOUSLY.**

8. **Policy Engagement Decision Process.** Chris reviewed the discussion at the most recent board meeting about how we decide in which public policy issues we decide to engage. He offered thoughts as to if an organic ad hoc is the best way or if there should be a schedule to review issues.
Charlie noted there have been many internal discussions on how to choose what to be involved in as well as what level of involvement is appropriate. Discussion among members ensued. After the discussion, Charlie suggested that, in addition to addressing issues as they arise on an ad hoc basis, we add a standing agenda item in January and July to discuss policy issues. It was also noted that our policy engagement would be based on our ECOS Plan and our Top Actions for the Next Five Years. This will allow for a discussion with the full board to decide when and how to engage on various topics.

9. **Chair/Executive Director Report**
   a. **Legislative Update.** Charlie noted the S96 Clean Water service bill has been voted out of House Natural Resources. The funding gap is now being addressed in House Ways and Means. We succeeded with support from all of the RPCs in getting the enforcement provision eliminated in the latest version. As expected, ACT 250 will remain in the House Natural Resources Committee over the summer, through January.
   b. **Annual Meeting.** The location for the Annual Meeting will be held at the Mansfield Barn in Jericho. The focus will be on Bernie and Peter’s retirement. Guest speakers will include existing and previous board and staff members.

10. **CCRPC May 15, 2019 Agenda Review.** Members reviewed and discussed the proposed agenda. The need to list Joe Segale early in the agenda was noted. John stated Joe is very engaging and his presentation will likely be very informative.

11. **Other Business.** There was no further business

12. **Executive Session.** There was none needed

13. **Adjournment.** JOHN ZICCONI MADE A MOTION, SECONDED BY ANDY MONTROLL, TO ADJOURN AT 6:55 P.M. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Amy Irvin Witham