

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

5 DATE: Wednesday, May 1, 2019
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 (via phone)
10 Catherine McMains, At-Large Andy Montroll, Immediate Past-Chair
11 Jeff Carr (via phone)
12 Staff: Charlie Baker, Executive Director Regina Mahony, Planning Program Manager
13 Eleni Churchill, Trans. Program Mgr. Forest Cohen, Senior Business Manager
14 Amy Irvin Witham, Business Office Associate
15

16 The meeting was called to order at 5:47 p.m. by the Chair, Chris Roy.
17

- 18 1. Changes to the Agenda/Members' Items. There were no changes.
19
20 2. Approval of April 3, 2019 Executive Committee Meeting Minutes. MIKE O'BRIEN MADE A MOTION,
21 SECONDED BY ANDY MONTROLL, TO APPROVE THE MINUTES. MOTION CARRIED UNANIMOUSLY.
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23 3. Approval of March 27, 2019 Finance Committee Meeting Minutes. JEFF CARR MADE A MOTION,
24 SECONDED BY MIKE O'BRIEN, TO APPROVE THE MINUTES. MOTION CARRIED UNANIMOUSLY
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26 4. Approve Quarterly Journal Entries (Jan-Mar 2019) MIKE O'BRIEN MADE A MOTION, SECONDED BY
27 JEFF CARR, TO APPROVE THE QUARTERLY JOURNAL ENTRIES. MOTION CARRIED UNANIMOUSLY
28
29 5. Review Financial Reports – FY19 (Jul 2018- Mar2019) a. Balance Sheet: Forest reviewed the Balance
30 Sheet with members; Cash in checking, including OCU operating account - \$134,212, Cash in Savings
31 - \$153,469, cash in Money Market, including OCU account, and CDs - \$141,259. Current Assets over
32 Current Liabilities - \$606,210. Deferred Income Communities - \$125,802. Members reviewed the
33 Balance Sheet. Income Statement through March 2019: Forest reviewed the current income
34 statement and explained FY19 has proved to be as difficult a fiscal year as was budgeted. With an
35 indirect rate approximately 10 percentage points lower than actual indirect costs, we are struggling
36 to generate enough revenue to cover costs. Members reviewed the Income Statement. Jeff voiced
37 concerns over swings that are occurring because of our indirect rate changes year to year.
38 Discussion between members ensued. It was noted that we have received excess revenue in
39 previous years to cover this year's deficit. Charlie explained a new negotiated rate with VTRANS for
40 FY20 should help and we expect that the swings should be minimal going forward. b. Cash
41 position/Targets. Forest reviewed the Cash Flow Report. He explained the need to use previously
42 collected cash reserves this fiscal year, with negative income at 100K. He stated March is the first
43 month that shows the transfer of our accounts from Peoples United Bank to the Opportunities
44 Credit Union. OCU should yield better interest amounts on our accounts. Jeff asked if OCU offers
45 the same level of insurance protection on the accounts; Forest explained yes; funds are
46 collateralized to protect funds over the FDIC/NCUA limit from catastrophic events.
47

1 6. Review Draft FY19UPWP and Budget. Charlie briefly reviewed the draft FY20 UPWP. The Bolton
2 Valley Community Development Block Grant was approved. He pointed out the pink shaded rows in
3 the UPWP denote work items that were funded and completed in FY19 and will be deleted from the
4 FY20 UPWP. In reference to line 101 on the budget, Andy asked what is an Internal Consultant?
5 Charlie and Forest explained that internal consultants are those we hire for work on the
6 organization itself versus consultants we hire to work on UPWP projects for our member
7 communities, partners, and the region. Forest pointed out that the Internal Consultant expense line
8 for FY20 is budgeted for a compensation study consultant. Charlie pointed out that salaries make up
9 the largest portion of expenses and are going down in FY20 with Bernie's and Peter's retirements.
10 Charlie reviewed the capital expense box noting that we are renewing the current lease and getting
11 renovations to the intern area. However, the total capital expense is coming in significantly less
12 than the \$25,000 noted. The renovations will require some investment in workstations for that area
13 totaling less than \$7,000. Additionally, we would like to replace the conference room tables with
14 ones that have wheels and fold down. Various meetings are held at the CCRPC, narrow tables with
15 wheels will accommodate more flexibility in function and arrangement. The quote for new
16 conference room tables is less than \$6000 and would also be capitalized. There was discussion
17 about the necessity of making this investment including the age and lack of easy flexibility of the
18 current tables. It was noted that the space is used for multiple different public meetings and
19 trainings. MIKE O'BRIEN MADE A MOTION, SECONDED BY JEFF CARR, THAT THE FINANCE
20 COMMITTEE RECOMMENDS THE DRAFT FY19 UPWP & BUDGET TO THE EXECUTIVE COMMITTEE FOR
21 REVIEW. MOTION CARRIED UNANIMOUSLY. Jeff Carr left the meeting at 6:20 P.M.

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23 JOHN ZICCONI MADE A MOTION, SECONDED BY MIKE O'BRIEN, THAT THE EXECUTIVE COMMITTEE
24 RECOMMENDS THE DRAFT FY19 UPWP & BUDGET TO THE BOARD FOR APPROVAL. MOTION
25 CARRIED UNANIMOUSLY.

26
27 7. ACT 250 & Section 248 Applications

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

32
33 b. Comments on PUC Rulemaking on Net Metering (#19-0855-RULE). Regina stated we are
34 proposing to comment on this draft rulemaking where there is a direct tie to our ECOS Plan and
35 work; much of the draft is out of scope in terms of the work we do. The items we would like to
36 provide comments on are in the letter: 1. we agree with permitting solar canopies over parking
37 lots under the easiest permit process as there are no additional environmental impacts; 2. there
38 are challenges with a maximum net metering allowance of 500kW for individuals who own
39 many properties (for example municipalities and VTrans) and we are asking for some flexibility
40 on that; and 3. there should be a recommendation from both a municipality and the RPC for
41 identification of a preferred site, it just shouldn't be in the form of a "joint" letter. The comment
42 is to clarify approval can be in separate letters from each entity. JOHN ZICCONI MADE A
43 MOTION, SECONDED BY CATHERINE MCMAINS, TO APPROVE THE SUBMISSION OF THE LETTER
44 TO THE PUBLIC UTILITIES COMMISSION. MOTION CARRIED UNANIMOUSLY.

45
46 8. Policy Engagement Decision Process. Chris reviewed the discussion at the most recent board
47 meeting about how we decide in which public policy issues we decide to engage. He offered
48 thoughts as to if an organic ad hoc is the best way or if there should be a schedule to review issues.

1 Charlie noted there have been many internal discussions on how to choose what to be involved in as
2 well as what level of involvement is appropriate. Discussion among members ensued. After the
3 discussion, Charlie suggested that, in addition to addressing issues as they arise on an ad hoc basis,
4 we add a standing agenda item in January and July to discuss policy issues. It was also noted that
5 our policy engagement would be based on our ECOS Plan and our Top Actions for the Next Five
6 Years. This will allow for a discussion with the full board to decide when and how to engage on
7 various topics.
8

9 9. Chair/Executive Director Report

10 a. Legislative Update. Charlie noted the S96 Clean Water service bill has been voted out of House
11 Natural Resources. The funding gap is now being addressed in House Ways and Means. We
12 succeeded with support from all of the RPCs in getting the enforcement provision eliminated in
13 the latest version. As expected, ACT 250 will remain in the House Natural Resources Committee
14 over the summer, through January.

15 b. Annual Meeting. The location for the Annual Meeting will be held at the Mansfield Barn in
16 Jericho. The focus will be on Bernie and Peter's retirement. Guest speakers will include existing
17 and previous board and staff members.
18

19 10. CCRPC May 15, 2019 Agenda Review. Members reviewed and discussed the proposed agenda. The
20 need to list Joe Segale early in the agenda was noted. John stated Joe is very engaging and his
21 presentation will likely be very informative.
22

23 11. Other Business. There was no further business
24

25 12. Executive Session. There was none needed
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27 13. Adjournment. JOHN ZICCONI MADE A MOTION, SECONDED BY ANDY MONTROLL, TO ADJOURN AT
28 6:55 P.M. MOTION CARRIED UNANIMOUSLY.
29

30 Respectfully submitted,
31 Amy Irvin Witham