

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
2 JOINT EXECUTIVE & FINANCE COMMITTEE MEETING MINUTES
3 FINAL
4

5 DATE: Wednesday, September 4, 2019
6 TIME: 5:45 p.m.
7 PLACE: CCRPC Offices, 110 W. Canal Street, Suite 202; Winooski, VT 05404
8 PRESENT: Mike O'Brien, Chair
9 Catherine McMains, Vice Chair Barbara Elliott, At Large <5000
10 John Zicconi, Secretary-Treasurer Chris Shaw, At Large >5000
11 Chris Roy, Immediate Past Chair
12 STAFF: Eleni Churchill, Transportation Program Mgr.
13 Forest Cohen, Senior Business Mgr. Emily Nosse-Leirer, Senior Planner
14 Amy Irvin Witham, Business Office Associate
15

16 The meeting was called to order at 5:45 p.m. by the Chair, Mike O'Brien.
17

18 1. Changes to the Agenda, Members' Items. There were no changes to the agenda.
19

20 2. Approval of July 17, 2019 Executive Committee Minutes.

21 Catherine noted one technical correction on Page 2, Line 3 to add the word "of" into the sentence [...] *"CCRPC has reviewed the constraints that exist on the site of the proposed project"*.
22

23 JOHN ZICCONI MADE A MOTION, SECONDED BY BARBARA ELLIOTT, TO APPROVE THE MINUTES WITH
24 EDITS. MOTION CARRIED UNANIMOUSLY.
25

26 3. Draft FY19 Year End Financial Reports

27 Forest Cohen provided a fiscal year-end financial brief for FY19 covering the period of July 2018 through
28 June 2019. Forest noted he and Charlie intend to close out the People's Bank accounts within the
29 month and funds will be transferred into our new Opportunities Credit Union accounts. Forest reviewed
30 the Balance Sheet: Cash in Checking, including the Opportunities Credit Union account (operating) at
31 \$74,482; Cash in Savings, (match) \$1001; Cash in Money Market, including Opportunities Credit Union
32 account, and CD's (reserve) \$201,936. Current assets over liabilities \$533,617. Deferred Income
33 Communities is at 0. Income Statement: Unaudited FY19 Year End Income is negative (\$58,247). Forest
34 noted, although FY19 was a difficult year, we improved our budgeted deficit by approximately \$40,000.
35 Expenses: Forest stated expenses were in control, at under 97% of budget and a more positive financial
36 year is expected for FY20. Staff billing was noteworthy, at 99.4% despite the low FY19 indirect rate at
37 68%. Chris Roy asked about the FY20 indirect rate, Forest explained it was negotiated at 80%. Mike
38 O'Brien asked Forest to provide an explanation of the indirect rate. Forest explained, the indirect rate is
39 negotiated each year with VTrans. The indirect rate reimburses the CCRPC for "overhead" items like
40 rent, utilities, and administrative work. There are federal rules that we must follow when negotiating
41 the rate, however, there are no prescribed rates or caps. Because the rates are based on estimates of
42 future financial periods, the rates are not typically exactly in line with actual experience. There is a
43 mechanism built into the process where an overestimation or an underestimation is remedied in the
44 future period by increasing or decreasing the indirect rate. Due to these factors, we sometimes have
45 penalty years (such as FY19) where our rate is low, and we ran a deficit. We have an MOU with the
46 State of Vermont that allows VTrans to review and approve our rates, and we are very grateful for this.
47 Forest told the members the audit field work for FY19 has been completed. Forest has already
48 performed the annual adjusting entry for the pension system liability, and it adds \$114,000 of

1 retirement expense to FY19. This is only book expense, but it will show up on the financial statements.
2 As in past years, the auditors will break out the Operating results and the pension liability expense in the
3 Audit Report so it's clear to the Board which is which. Forest noted we follow our auditor's advice and
4 instruction in terms of the pension, and we have no control over those numbers year to year. The
5 recent audit seemed to go very well. The report will be presented by Fred Duplessis to the Executive
6 Committee and then to the Board in November. Forest explained, we were conservative with cash
7 earned in previous fiscal years, then used those funds to stay ahead during negative income years. The
8 goal for the coming year will be to shift money into reserves as income stabilizes.

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10 4. FY19 4th Quarter Journal Entries. Members reviewed the Quarterly Journal Entry reports distributed
11 by Forest Cohen. CATHERINE MCMAINS MADE A MOTION, SECONDED BY JOHN ZICCONI TO APPROVE
12 THE 4TH QUARTER JOURNAL ENTRIES. MOTION CARRIED UNANIMOUSLY.

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14 5. Act 250 & Sec. 248 Applications:

- 15 a. VELCO Sandbar Substation Upgrades; Milton; #19-3222-AN. Emily noted this project is located at
16 586 Bear Trap Road in Milton and is an upgrade to an existing substation that does not change the
17 existing footprint. The project is located within the Rural Planning Area, ECOS plan and in general
18 conformance with the planning areas of the 2018 Chittenden County Regional Plan. The project
19 meets the intent of the Energy Goal (#17) of the 2018 ECOS Plan and complies with the plan's
20 constraint policies. The letter is favorable. CCRPC will review the project location again, after the
21 final application is submitted to confirm initial findings. BARBARA ELLIOTT MADE A MOTION,
22 SECONDED BY CATHERINE MCMAINS, TO APPROVE THE LETTER TO VERMONT ELECTRIC POWER
23 COMPANY, INC. MOTION CARRIED UNANIMOUSLY.
24
- 25 b. ER Jericho Landfill Solar, LLC 1.6MW; Jericho; #19-3257-PET. Emily noted this is a second project for
26 Jericho and very similar to a previous solar array. This project is for a 1.5MW Solar Array located off
27 Ethan Allen road in Jericho Vt. The project location meets the suitability policies of the 2018 ECOS
28 plan. The CCRPC is highly supportive of projects sited on previously developed sites like this parcel,
29 which is a former gravel pit. CCRPC has reviewed the constraints that exist on the site of the
30 proposed project and the final site plan and natural resources assessments confirm that these
31 constraints are not impacted. CCRPC strongly supports locating renewable energy development on
32 this site. BARBARA ELLIOTT MADE A MOTION, SECONDED BY CHRIS ROY, TO APPROVE THE LETTER
33 TO WILSCHEK IARRAPINO LAW OFFICE, PLLC. MOTION CARRIED UNANIMOUSLY.
34
- 35 c. Preferred site letter; Colchester; #19-2770-NMP. Emily noted that this for a 500kW solar project at
36 0 Creek Farm Road/3943 Roosevelt Highway, in Colchester Vt. The project complies with the 2018
37 ECOS Plan constraint policies. Emily noted Colchester is unique, as they use their Preferred Site
38 Designation Scorecard. Colchester's Scorecard is incorporated by reference into the 2019
39 Colchester Town Plan. Sites designated by the scorecard should be equivalent to individual sites
40 included in an adopted municipal plan. CCRPC granted an affirmative determination of energy
41 compliance to the 2019 Colchester Town Plan with the understanding that the Scorecard would be
42 used to designate sites as part of the municipal plan. CCRPC understands the Dept. of Public Service
43 has questioned the validity of the Scorecard to designate preferred sites without a joint letter.
44 Member discussion on the purpose of scorecard ensued. Emily explained the town uses the
45 scorecard to categorize preferred sites. The CCRPC encourages the PUC to find the Scorecard is
46 adequate to designate preferred sites in Colchester, for this project and going forward. The CCRPC
47 supports the identification of the property at 0 Creek Farm Road/3943 Roosevelt Highway as a
48 preferred site for net metering. CATHERINE MCMAINS MADE A MOTION, SECONDED BY BARBARA

1 ELLIOTT TO APPROVE THE LETTER TO VERMONT PUBLIC UTILITY COMMISSION. MOTION CARRIED
2 UNANIMOUSLY.

3
4 d. FYI: Appeal of air pollution permit AOP-18-044; Colchester

5 JOHN ZICCONI RECUSED HIMSELF FOR THIS PORTION THE MEETING AND LEFT THE CONFERENCE
6 ROOM AT 6:17p.m. Emily noted there is no action necessary at this time and she is presenting
7 information only. We received a copy of the Appeal; Air Pollution Draft Permit AOP-18-044
8 regarding the Whitcomb Quarry located at 115 Whitcomb Street, Colchester VT. The objections are
9 coming from surrounding property owners, Highpoint Center Area Association, Inc., Farrell/Antell
10 Properties, LLP, TKP, LLC and Grandview Farms, Inc., located approximately 400 feet from Whitcomb
11 Quarry. Member discussion ensued. Mike O'Brien stated he thinks the organization should stay out
12 of this, unless there is a technical standpoint that needs to be addressed. Chris Roy noted the
13 CCRPC is a statutory party and needed to be made aware of the appeal but agreed that no action
14 should be taken at this time. The discussion ended. JOHN RETURNED TO THE MEETING AT 6:24p.m.

15
16 6. FY2020 Regional Board Members and Committee Appointments.

17 Members discussed the current
18 level of participation in the FY2020 Regional Board Members and Committee Appointments as per the
19 bylaws. Mike stated he will reach out to our current members and alternates who are not currently
20 signed up for any committees. Forest stated he will provide Mike with a contact list. NO ACTION
21 TAKEN/NO ACTION NEEDED.

22 7. Chair/Executive Director Report:

- 23
24 a. Building Homes Together – Year 3 Results to be released within the month. Eleni explained Regina
25 has been working with partners on this. An event will be announced when data collection wraps up.
26 b. Transportation Climate Initiative Forum. Eleni explained RPC's have been invited to join a
27 consortium of Northeastern States and DC to investigate a cap and trade system for transportation
28 emissions. Doing so could generate funding for Transportation projects to help reduce greenhouse
29 gas emissions. We are currently unsure how this will work and how potential funding will be
30 distributed. There is a lot to be determined, but we plan to explore the opportunity and have been
31 asked to help VTrans host a forum with Northeast RPC on September 24. Once details are
32 determined, a presentation will likely be scheduled at future TAC and BOARD meetings. John stated
33 he would like to see more focus on smart traffic patterns, including signals that correlate to a
34 reduction in emissions. Members discussed current infrastructure and initiatives in the area. Eleni
35 mentioned a project coming up over the next two years to upgrade several traffic signals on
36 Shelburne Road.
37 c. Compensation Study. Forest stated Hickock and Boardman will conduct a compensation study this
38 fall, to be completed by the end of December. We typically have a compensation study every 5
39 years.
40 d. Clean Water Service Provider. Eleni stated this passed in the last legislative session and ANR started
41 rulemaking to be complete by November of 2020.
42 e. Amtrak Overnight Storage and Servicing Study. Eleni stated VTRANS and the City of Burlington
43 asked the CCRPC to conduct an independent study on the feasibility of five sites in Burlington as
44 overnight Amtrak storage sites, and the recommended site was on the waterfront by Union Station.
45 Immediately following the publication, there was opposition to the findings and several public
46 requests for documents related to the decision-making process. Eleni explained we stand by our
47 methodology. Our report does not determine the final site, it makes a recommendation that VTrans
48 can consider, along with other factors.

1 8. CCRPC September Meeting Agenda review. The Board agenda was in the packet, members reviewed
2 the proposed agenda. Eleni reminded everyone there will be general RPC training session held from
3 5:15 – 6:00 p.m., and a light dinner will be available. Members wondered if enough time had been
4 allocated for various items, but everyone agreed it should be fine, since the agenda is light.

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6 9. Other Business. There was none.

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8 10. Executive Session. There was none needed.

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10 11. Adjournment. CHRIS ROY MADE A MOTION, SECONDED BY BARBARA ELLIOTT, TO ADJOURN THE
11 JOINT EXECUTIVE & FINANCE COMMITTEE MEETING AT 6:55 PM. MOTION CARRIED UNANIMOUSLY.

12
13 Respectfully submitted,
14 Amy Irvin Witham