

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

5 DATE: Monday, November 11, 2019
6 TIME: 5:30 p.m.
7 PLACE: CCRPC Offices, 110 W. Canal Street, Suite 202; Winooski, VT 05404
8 PRESENT: Mike O'Brien, Chair Chris Shaw, At Large >5000
9 Chris Roy, Immediate Past Chair (via phone & in-person)
10 Catherine McMains, Vice Chair (via phone)
11 Fred Duplessis, Sullivan, Powers, & Co. (via phone)
12 Amy Bell, VTrans (via phone)
13 Maribeth Spellman, Hickok & Boardman
14 Karin Tierney, Hickok & Boardman
15
16 ABSENT: John Zicconi, Secretary-Treasurer Barbara Elliott, At Large <5000
17 STAFF: Charlie Baker, Executive Director Eleni Churchill, Transportation Program Mgr.
18 Forest Cohen, Senior Business Mgr. Regina Mahony, Planning Program Mgr.
19 Amy Irvin Witham, Business Office Associate
20

21 The meeting was called to order at 5:30 p.m. by the Chair, Mike O'Brien.
22

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

24 2. Approval of October 2, 2019 Executive Committee Minutes. CHRIS SHAW MADE A MOTION,
25 SECONDED BY CATHERINE MCMAINS, TO APPROVE THE MINUTES WITH EDITS. MOTION CARRIED
26 UNANIMOUSLY. Catherine McMains requested the following technical edits:

- 27 • page 1, line 31, add the word "also" [...] allow RPC's more flexibility to also [...]
 - 28 • page 3, line 3, update the month from November to October
- 29

30 3. FY19 Draft Audit Report: Fred Duplessis, CPA, with Sullivan, Powers & Co. Certified Public
31 Accountants, introduced himself (via phone conference call). He stated his team recently completed the
32 audit of FY19 CCRPC financial statements. All of the findings are documented in the Draft Independent
33 Audit Report [the report is included with the original Executive Committee packet, which is available for
34 viewing on the CCRPC website]. Fred explained the audit conducted followed the generally accepted
35 accounting principles in accordance with auditing standards applicable to financial audits contained in
36 Government Auditing Standards, issued by the Comptroller General of the United States. Fred reviewed
37 the sections in order of the report. Fred stated a previous recommendation, that the CCRPC have
38 electronic spreadsheets reviewed for accuracy by a second person, has been implemented. CCRPC is a
39 member of Vermont Municipal Employees' Retirement System, commonly referred to as VMERS.
40 VMERS offers a pension plan, which some CCRPC staff participate in. Generally accepted accounting
41 principles (rules) dictate that the CCRPC's portion of the pension plan liability be listed on our balance
42 sheet. This can result in a large expense on our financial statements that management has no control
43 over. He also added VMERS is a relatively healthy program, currently at 82% funded and as little as 5
44 years ago was 98% funded. VMERS is broken out in the report on page 11, Exhibit II. With this, CCRPC
45 shows an operating loss of only \$52,700, which is approximately \$50K better than was budgeted.
46 Members discussed the overall financial stability of CCRPC. Fred stated the audit as a whole is quite
47 favorable and there are no findings of control weaknesses. CCRPC does a great job of having systems in

1 place and keeping up with the federal requirements to manage federal funds. The CCRPC continues to
2 qualify as a Low Risk Auditee, which is an important designation to federal funders. Charlie stated Fred
3 will be presenting the information at the upcoming November 20, Board Meeting. CHRIS SHAW MADE A
4 MOTION, SECONDED BY CATHERINE MCMAINS TO RECOMMEND BOARD APPROVAL FOR THE AUDIT
5 REPORT. MOTION CARRIED UNANIMOUSLY.
6

7 **Chris Roy joined the meeting in person at 5:49PM and discontinued the phone conference call.**
8

9 4. Draft Compensation Study. Charlie introduced Maribeth Spellman and Karin Tierney from Hickok &
10 Boardman. CCRPC engaged Hickok & Boardman HR Intelligence to conduct a compensation market
11 study. Karin Tierney explained the approach of the study is from a total rewards philosophy to build
12 employee engagement, which makes up the components of a larger package that serves to attract,
13 retain and engage highly skilled talent across the organization. Karin explained they reviewed the
14 CCRPC's handbook with the current job descriptions and compensation levels for positions studied.
15 Mike expressed a need to make sure they look at our member municipalities because we answer to
16 them. Karin stated, in addition to areas in the Northeast, they pulled comparable information from the
17 Vermont League of Cities and Towns and the towns of Essex and South Burlington. She feels confident
18 in the data presented as the various data sets pulled were in alignment, and therefore validate each
19 other. Maribeth stated, to the credit of our organization, we are looking to attract applicants from
20 across the country. Maribeth discussed our benefits, which can be generally characterized as better
21 than average compared to Vermont overall. Our medical and dental plans are slightly richer than the
22 Vermont averages. The CCRPC benefits package includes a standard package of medical, dental, life,
23 long and short-term disability insurance. Additional benefits include a retirement plan through the
24 Vermont Municipal Employees Retirement System, a wellness program, tuition reimbursement, flexible
25 work schedules and telecommuting, and subsidized public transportation. Charlie explained the report
26 will be presented to staff next week.
27

28 **Mike interrupted the H&R study presentation at 6:15PM and requested to have the ACT 250 & Sec
29 248 Applications letter review take place, because a vote is necessary, and he needs to leave. [please
30 refer to information listed under item 5. ACT 250/SEC 248 Applications regarding 15 Leo Drive, Essex
31 VT, Application #4C0781-5A.]
32**

33 5. ACT 250 & SEC 248 Applications.

34 a. 15 Leo Drive, Essex; Application #4C0781-5A. The project is described as the subdivision of Lot #3 at
35 15 Leo Drive in Essex, VT. This is located within the Enterprise Planning area, as defined in the
36 Chittenden County Regional Plan, entitled the 2018 Chittenden County ECOS Plan. The CCRPC finds the
37 project to be consistent with the planning area. Because the scope of the hearing is limited to Criterion
38 9(B), only limited information was made available. CCRPC will defer comments on other issues,
39 including Criterion 9(L) and traffic impacts, until more information is available. CHRIS ROY MADE A
40 MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE LETTER TO RACHEL LOMANOCO. MOTION
41 CARRIED UNANIMOUSLY.
42

43 **Mike O'Brien asked Catherine McMains to preside over the meeting. Mike excused himself at**
44 **6:25PM. Compensation Study discussion resumed.**
45

46 Item 4. Draft Compensation Study [continued]:

47 Members discussed the highlights of the study. Charlie explained we conduct compensation studies
48 every 5 years. He also noted we do not give out cost of living adjustments, and the typical raise is

1 between 2% and 3%. Karen said overall, the study demonstrates CCRPC as a fiscally responsible
2 organization and keeping in mind there is great importance in the overall compensation package
3 offered. CCRPC's wage structure is competitive within the labor market. Similarly, CCRPC offers a
4 comprehensive benefits package. Ensuring job descriptions, salary, and benefits are reviewed regularly
5 and have valid benchmarking methodologies will ensure competitiveness for CCRPC as an employer of
6 choice. Hickok & Boardman recommends that CCRPC do a better job of communicating the strength of
7 their benefits package and their overall compensation philosophy. They also recommended moving
8 most of the current salary ranges to right, which means increasing the mid-point. Charlie reviewed draft
9 proposed salary ranges based on the market data developed by the consultants. The Hickok &
10 Boardman Report and Benchmarking reports are documented in the Draft Independent Audit Report
11 [The report and benchmarking slides were included in the original Executive Committee packet, which is
12 available for viewing on the CCRPC website. Additionally, separate links associated with the report and
13 power-point slides can be accessed with the minutes on the CCRPC website].
14

15 6. Chair/Executive Director Report:

16 a. Legislative Breakfast topics

17 Charlie referred members to the power point presentation attachment of last year's topics, the
18 2018 Municipal Legislative Breakfast Policy List. Charlie discussed topics with members,
19 including Economy, Workforce, Mental Health and Substance Abuse, Smart Growth, Water
20 Quality funding, Regional Planning funding, and ACT 250. Charlie stated the administration has
21 a housing bill they are interested in pursuing; it will look at regulation of ADU and minimum
22 zoning requirements. Also, Transportation Climate initiatives are being discussed. Charlie said
23 the Amtrak storage in Burlington, VT will be a topic as well. Eleni mentioned it is also important
24 to mention the I89 Study. Members agreed with all points.
25

26 7. Review Agenda for November 20, 2019 Board Meeting. The Board Agenda for November was
27 included in the packet. Members reviewed the proposed agenda. Charlie reminded everyone this is the
28 last meeting until January. Eleni stated there will be a TIP amendment added to the agenda as well as
29 Public Transit Policy Plan information to be shared.
30

31 8. Other Business. There was no other business.
32

33 9. Executive Session. There was none.
34

35 10. Adjournment. CATHERINE MCMAINS CALLED TO ADJOURN THE MEETING AT 6:45 P.M. There was
36 no vote.
37

38 Respectfully submitted,
39 Amy Irvin Witham