Agenda
Executive Committee
Wednesday, December 4, 2019 – 5:45 p.m.
Small Conference Room, CCRPC Offices
110 West Canal Street, Suite 202, Winooski, VT

1. Changes to the Agenda, Members’ Items
2. Approval of November 11, 2019 Executive Committee Minutes* (Action)
3. Act 250 & Sec 248 Applications* (Action)
   a. none
4. Legislative Breakfast presentation review (Discussion)
5. Chair/Executive Director Report (Discussion)
   a. Clean Water Service update
   b. Planner recruitment
   c. Amtrak storage update
6. Other Business (Discussion)
7. Executive Session – none anticipated (Action)
8. Adjournment (Action)

*Attachments

NEXT MEETING – Executive Committee – Wed. January 8, 2020; 5:45 p.m.

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DATE: Monday, November 11, 2019
TIME: 5:30 p.m.
PLACE: CCRPC Offices, 110 W. Canal Street, Suite 202; Winooski, VT 05404
PRESENT: Mike O’Brien, Chair
Chris Roy, Immediate Past Chair (via phone & in-person)
Catherine McMains, Vice Chair (via phone)
Fred Duplessis, Sullivan, Powers, & Co. (via phone)
Amy Bell, VTrans (via phone)
Maribeth Spellman, Hickok & Boardman
Karin Tierney, Hickok & Boardman

ABSENT: John Zicconi, Secretary-Treasurer
Barbara Elliott, At Large <5000

STAFF: Charlie Baker, Executive Director
Eleni Churchill, Transportation Program Mgr.
Forest Cohen, Senior Business Mgr.
Regina Mahony, Planning Program Mgr.
Amy Irvin Witham, Business Office Associate

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

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

2. Approval of October 2, 2019 Executive Committee Minutes. CHRIS SHAW MADE A MOTION, SECONDED BY CATHERINE McMAINS, TO APPROVE THE MINUTES WITH EDITS. MOTION CARRIED UNANIMOUSLY. Catherine McMains requested the following technical edits:
   - page 1, line 31, add the word “also” [...] allow RPC’s more flexibility to also [...]  
   - page 3, line 3, update the month from November to October

3. FY19 Draft Audit Report: Fred Duplessis, CPA, with Sullivan, Powers & Co. Certified Public Accountants, introduced himself (via phone conference call). He stated his team recently completed the audit of FY19 CCRPC financial statements. All of the findings are documented in the Draft Independent Audit Report [the report is included with the original Executive Committee packet, which is available for viewing on the CCRPC website]. Fred explained the audit conducted followed the generally accepted accounting principles in accordance with auditing standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Fred reviewed the sections in order of the report. Fred stated a previous recommendation, that the CCRPC have electronic spreadsheets reviewed for accuracy by a second person, has been implemented. CCRPC is a member of Vermont Municipal Employees’ Retirement System, commonly referred to as VMERS. VMERS offers a pension plan, which some CCRPC staff participate in. Generally accepted accounting principles (rules) dictate that the CCRPC’s portion of the pension plan liability be listed on our balance sheet. This can result in a large expense on our financial statements that management has no control over. He also added VMERS is a relatively healthy program, currently at 82% funded and as little as 5 years ago was 98% funded. VMERS is broken out in the report on page 11, Exhibit II. With this, CCRPC shows an operating loss of only $52,700, which is approximately $50K better than was budgeted. Members discussed the overall financial stability of CCRPC. Fred stated the audit as a whole is quite favorable and there are no findings of control weaknesses. CCRPC does a great job of having systems in
place and keeping up with the federal requirements to manage federal funds. The CCRPC continues to qualify as a Low Risk Auditee, which is an important designation to federal funders. Charlie stated Fred will be presenting the information at the upcoming November 20, Board Meeting. CHRIS SHAW MADE A MOTION, SECONDED BY CATHERINE McMAINS TO RECOMMEND BOARD APPROVAL FOR THE AUDIT REPORT. MOTION CARRIED UNANIMOUSLY.

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

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

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

5. ACT 250 & SEC 248 Applications.

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

Mike O’Brien asked Catherine McMains preside over the meeting. Mike excused himself at 6:25PM.

Compensation Study discussion resumed.

Item 4. Draft Compensation Study [continued]: Members discussed the highlights of the study. Charlie explained we conduct compensation studies every 5 years. He also noted we do not give out cost of living adjustments, and the typical raise is
between 2% and 3%. Karen said overall, the study demonstrates CCRPC as a fiscally responsible organization and keeping in mind there is great importance in the overall compensation package offered. CCRPC’s wage structure is competitive within the labor market. Similarly, CCRPC offers a comprehensive benefits package. Ensuring job descriptions, salary, and benefits are reviewed regularly and have valid benchmarking methodologies will ensure competitiveness for CCRPC as an employer of choice. Hickok & Boardman recommends that CCRPC do a better job of communicating the strength of their benefits package and their overall compensation philosophy. They also recommended moving most of the current salary ranges to right, which means increasing the mid-point. Charlie reviewed draft proposed salary ranges based on the market data developed by the consultants. The Hickok & Boardman Report and Benchmarking reports are documented in the Draft Independent Audit Report [The report and benchmarking slides were included in the original Executive Committee packet, which is available for viewing on the CCRPC website. Additionally, separate links associated with the report and power-point slides can be accessed with the minutes on the CCRPC website].

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

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

8. Other Business. There was no other business.

9. Executive Session. There was none.

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

Respectfully submitted,
Amy Irvin Witham