

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

5 DATE: Wednesday, January 8, 2020  
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 Catherine McMains, Vice Chair  
9 Chris Roy, Immediate Past Chair  
10 John Zicconi, Secretary-Treasurer  
11 OTHER: Amy Bell, VTrans (via phone)  
12 ABSENT: Chris Shaw, At Large >5000 Barbara Elliott, At Large <5000  
13 STAFF: Charlie Baker, Executive Director Eleni Churchill, Transportation Program Mgr.  
14 Forest Cohen, Senior Business Mgr. Regina Mahony, Planning Program Mgr.  
15 Amy Irvin Witham, Business Office Associate  
16

17 The meeting was called to order at 5:46pm. by the Chair, Mike O'Brien.  
18

19 1. Changes to the Agenda, Members' Items. There was one change, the addition of the January 15,  
20 2020 Board Meeting Agenda for review.  
21

22 2. Approve Quarterly Journal entries July to September 2019

23 Forest distributed copies of Journal Entries dated July through September 2019. He explained he  
24 and Charlie closed a CD and deposited the funds into the Opportunities checking account. Members  
25 reviewed. CATHERENE MCMAINS MADE A MOTION, SECONDED BY JOHN ZICCONI, TO APPROVE  
26 THE QUARTERLY JOURNAL ENTRIES. MOTION CARRIED UNANIMOUSLY.  
27

28 3. FY20 Financial Statement Review July to October 2019

29 Forest Cohen provided a financial brief for the period covering July 2019 through October 2019.  
30 Forest reviewed the financial statements with members.  
31

32 Balance Sheet, October 31, 2019 - Cash in checking, operating at \$87,996; Cash in Money Market  
33 and CDs (reserve) at \$327,717. Current assets over liabilities, \$761,201. Deferred Income  
34 Communities (match) at \$192,256. Income Statement: Through October 2019, FY20 year to date  
35 unaudited at \$10,048. John asked why there is a 28.5% change year to year; Forest explained that  
36 our VMERS pension liability adjustments account for much of the differences. Forest explained, per  
37 our auditor's recommendation, the CCRPC portion of the pension plan liability should be listed on  
38 our balance sheet. This can result in a large expense on our financial statements that management  
39 has no control over; VMERS must be reflected on the books and it is a high liability. Forest also  
40 explained the timing of checks being written as well as VTrans billing can create swings in the cash.  
41

42 Income Statement, through October 31, 2019: Forest explained FY19 was a difficult budget year, we  
43 ended with a deficit of \$58,247. However, FY20 should show improvement, since our indirect rate is  
44 now closer in line with actual indirect costs. We are currently ahead of our budget year, which is  
45 33.3% through October, with Operations Support revenue at 34.1% of budget. Expenses are just  
46 under 33.1%. We are generating positive income in this FY20 through October of \$10,048. John  
47 requested Forest provide details of the \$329K difference in cash on the balance sheet between  
48 October 2018 and October 2019. Forest will do so at the next meeting.

1  
2 4. Approve December 4, 2019 Executive Committee Minutes CATHERENE MCMAINS MADE A MOTION,  
3 SECONDED BY CHRIS ROY, TO APPROVE THE EXECUTIVE COMMITTEE MEETING MINUTES OF  
4 DECEMBER 4, 2019 WITH EDITS. MOTION CARRIED UNANIMOUSLY, WITH JOHN ZICONNI  
5 ABSTAINING. Chris Roy requested more information be included in the Executive Session section of  
6 the minutes; he suggested adding the names of people present and the topic(s) of discussion.

7  
8 5. Act 250 & Sec 248 Applications There were none.

9  
10 6. Approve Mid-year Adjustment FY2020 UPWP and Budget

11 Charlie reviewed the Draft FY20 Mid-year Adjustment and Budget document with members. There  
12 were changes to deliverables and dollars. One project was eliminated, Task # 2.3.9.2 Chittenden  
13 County Freight Plan, and the following projects were added:

14  
15 Land Use / Planning projects

- 16 • 2.1.3.23 Charlotte Zoning Assistance
- 17 • 2.1.3.24 Essex Infographic
- 18 • 2.2.6 Energy Plan Implementation
- 19 • 5.2.4.1 Local Emergency Response Plans

20  
21 Transportation Projects

- 22 • 2.3.4.34 Intermodal Facilities and Official Map (Williston)
- 23 • 2.3.4.35 Elderly and Disabled Transit Service Review (phase II)
- 24 • 3.2.3.29 Jericho Bolger Hill Drainage Improvements
- 25 • 3.2.3.30 Westford Town Green Stormwater Assessment
- 26 • 3.2.3.31 Jericho Road conceptual Plans (Richmond)
- 27 • 2.3.13.3 Winooski Avenue Corridor study (Major changes were made)

28  
29 The result of these project changes created \$44,000 in additional revenue and \$36,559 in expenses,  
30 which yield a mid-year budget surplus of \$7448. These figures are true through November.

31  
32 Members discussed why estimations of some projects proved more expensive while others were  
33 less than originally budgeted. Charlie explained there are multiple factors contributing to the this;  
34 including changes in staff and staff time allocations. For instance, the Emergency Management  
35 budget was inflated since staff was pulled in for a couple of issues that came up. Amy Bell asked  
36 about the new project Task # 2.3.4.34 Intermodal Facilities and Official Map. She wanted to know if  
37 there was any feedback from the Federal highway regarding an official map, as she is not sure this  
38 type of project has ever been completed with transportation dollars before, Eleni said she will check  
39 whether we had any communication with Chris Jolly (FHWA) on this project and get back to her.

40  
41 JOHN ZICONNI MADE A MOTION, SECONDED BY CHRIS ROY, TO RECOMMEND THE BOARD APPROVE  
42 THE PROPOSED MID-YEAR ADJUSTMENT FY20 UPWP AND BUDGET. MOTION CARRIED  
43 UNANIMOUSLY.

44  
45 7. Approve Clean Water Service Provider RFP

46 Charlie distributed copies of a Draft Clean Water Service Provider (CWSP) RFP Letter and Memo that  
47 outlines planned roles and responsibilities of Clean Water Service Providers. The memo also

1 provides a map that highlights, geographically, the areas that make the most sense for the CCRPC to  
2 potentially be involved in (Basin 5)

3  
4 John Zicconi stated, based on previous information and discussion, he was under the impression the  
5 CCRPC was not interested in becoming a CWSP and asked for clarification; Charlie said CCRPC is not  
6 necessarily opposed and wants to at least submit a draft RFP for Selection of Clean Water service  
7 providers. Charlie explained, currently the CCRPC is only asking the Board to review, make edit  
8 suggestions and approve submission of the draft letter RFP for Selection of Clean Water Service  
9 Providers. CCRPC staff wants to ensure an opportunity to be involved in the initial discussion of  
10 whether the CCRPC, potentially in partnership with Northwest RPC, should apply to be designated as  
11 the CWSP for the Northern Lake Champlain Direct Drainages, (Basin 5). This area covers several of  
12 our towns, several towns in Grand Isle and Franklin County and a small portion of Ferrisburgh in  
13 Addison county. The anticipated deadline for submission of a proposal is likely in early April 2020.  
14 Charlie anticipates we will need a Board decision at the March Board Meeting.

15  
16 Members discussed how the process will work; Charlie explained the state would propose who the  
17 providers are, via rule in June; the process will be over the course of several months. Charlie  
18 explained, currently we are simply looking at our options. Even if we do apply, it doesn't mean the  
19 CCRPC will do it. We need to see a full picture of what this will look like before we agree to  
20 anything.

21  
22 John asked how staff and priorities align with Water Quality issues, and Chris asked what is the  
23 benefit for CCRPC to do this? Charlie explained the reality is, although these are not necessarily  
24 municipal projects, the legislature has stated if CWSP is not making good progress toward  
25 addressing the PHOSPHORUS REDUCTION then the municipalities in that area may not have access  
26 for Water Quality Grant monies for the Regulatory; becoming involved is a way for CCRPC to ensure  
27 our municipalities qualify for funding. Charlie said CCRPC role would likely be more of a supporting  
28 role.

29  
30 Chris Roy asked if Northwest RPC needs help because they have such a large area to cover and why  
31 a joint endeavor might be favorable to us. Charlie explained grants and funds would be separated in  
32 terms of accounting. Charlie said if there is something better than the CCRPC to take the reigns on  
33 this, that is great. Charlie believes over the next month or entities that are interested in heading  
34 this up will surface. The State of Vermont has expressed they are open to any and all interested  
35 parties. Charlie wants to bring this to the board to see how the board members feel.

36  
37 John stated this is not a simple issue, that water quality is important to our municipalities and there  
38 are changes and shifts in the work we do at CCRPC. It seems to be a larger, philosophical  
39 conversation for us and where we see ourselves in the future. He feels if the CCRPC believes this is  
40 important work, he supports that.

41  
42 CHRIS ROY MADE A MOTION, SECONDED BY CATHERINE MCMAINS TO RECOMMEND the CCRPC  
43 BOARD REVIEW, EDIT, AND APPROVE SUBMISSION OF THE CCRPC COMMENTS ON DRAFT RFP FOR  
44 SELECTION OF CLEAN WATER SERVICE PROVIDER. MOTION CARRIED UNANIMOUSLY.

45  
46 8. Compensation Study – Potential Personnel Policy Changes

47 Compensation Study documents were included in the agenda packet for members to review.

48 Charlie explained the compensation study shows CCRPC to be competitive within the labor market

1 and that we do offer a competitive benefits package. Areas we may want to improve on, in terms of  
2 benefits, include potentially offering an expanded life insurance policy as well as adding an annual  
3 floating holiday. Members agreed, the addition of a floating holiday puts CCRPC more in line with  
4 the State holiday structure. John had questions about the life insurance benefit, if from an employer  
5 standpoint, it is intended to cover burial services or to provide for the family of employee.  
6 Currently, life insurance provides \$50,000 of coverage. Charlie stated there will be research done on  
7 the options and associated costs for increased life insurance amounts. Members discussed how the  
8 imputed cost of coverage in excess of \$50,000 is taxed and must be included as income.

9 Charlie asked for more flexibility in offers when hiring more experienced employees. Members  
10 agreed that should be fine. Charlie explained, based on the compensation study, to remain  
11 competitive in the job market, there are proposed changes to current position job titles and salary  
12 ranges. He referred members to the document Appendix A – Salary Ranges that provided an outline  
13 of different positions and where adjustments needed to be made. Members discussed draft salary  
14 ranges. Eleni explained our Engineers could leave CCRPC and make more money at other  
15 organizations. Members discussed titles and job descriptions and how these correspond with the  
16 salary ranges. Members discussed how positions were outlined in the past, that the compensation  
17 study unearthed discrepancies in salaries and job descriptions. The Comp Study is designed to  
18 highlight that we ensure we are competitive in similar markets. Charlie explained he wanted to  
19 make sure the information is clear, that in general we are in a good place in terms of staff salaries  
20 and benefits. Next month there will be a request to approve changes.

21 9. Chair/Executive Director Report

- 22 a. Planner Recruitment – Charlie stated Emily Nosse-Leirer started her new position for  
23 Senator Leahy’s office in DC. We were lucky to have 30 very strong candidates apply for her  
24 open planner position. Taylor Newton accepted our offer and will begin in February. Taylor  
25 currently works for the NWRPC and his transition to CCRPC should be seamless, as his  
26 position there covers much of what Emily was doing.  
27
- 28 b. Amtrak Storage update - Eleni stated there will be a Transportation Energy and Utilities  
29 Committee (TEUC) meeting next week to review the ranking of the six potential Amtrak  
30 Storage sites and take comments from the public. VHB is working to create a more detailed  
31 plan for a 6<sup>th</sup> site at the McNeil plan. Even though the McNeil site was ranked number one at  
32 the December Rail Council meeting the decision (by VTrans) of where to store the Amtrak  
33 train has not been finalized. VTrans is still waiting for feedback from Burlington.  
34
- 35 c. Legislative Update – Charlie said the Act 250 bill has an agreement between administration  
36 and VNRC. Chris Roy said they are looking to do a two to three person board from each  
37 district, this addresses the time issues because you eliminate a level of review. Gives an  
38 inordinate amount of power to the board – so the three people would be deciding major  
39 development in and outside of their regions. 3 people and 2 from each region.  
40 Chris said he will provide a quick update on this at the Board Meeting next week.  
41

42 Charlie mentioned that Transportation Climate Initiative and Water Quality have both been  
43 quiet. There is currently a bill for RPC’s to become more involved with health planning, but  
44 he doesn’t have any details about this currently. There is also discussion about expanding  
45 the scope of what Efficiency Vermont does.

1

2 10. **[Item 1. Addition to Agenda]** Review the Agenda for January 15, 2020 Board Meeting  
3 Members reviewed and made changes to the January 15, Board Meeting Agenda.

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5 11. Other Business There was no other business.

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7 12. Executive Session There was none.

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9 13. Adjournment CHRIS ROY MADE A MOTION, SECONDED BY JOHN ZICCONI TO ADJOURN THE  
10 MEETING AT 8:00pm. MOTION CARRIED UNANIMOUSLY.

11

12 Respectfully submitted,

13 Amy Irvin Witham

DRAFT