

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

5 DATE: Wednesday, March 4, 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 (via phone) Catherine McMains, Vice Chair
9 Chris Roy, Immediate Past Chair Chris Shaw, At Large >5000
10 Jeff Carr, Finance Committee Member
11
12 ABSENT: Barbara Elliott, At Large <5000 John Zicconi, Treasurer
13
14 STAFF: Charlie Baker, Executive Director Regina Mahony, Planning Mgr.
15 Forest Cohen, Senior Business Mgr.
16 Amy Irvin Witham, Business Office Associate
17

18 The meeting was called to order at 5:45 p.m. by the Vice Chair, Catherine McMains.
19

20 1. Changes to the Agenda, Members' Items. There were none.
21

22 2. Approval of February 5, 2020 Executive Committee Minutes.

23 CHRIS ROY MADE A MOTION, SECONDED BY CHRIS SHAW TO APPROVE THE MINUTES WITH EDITS.
24 MOTION CARRIED UNANIMOUSLY.

25 The following edits were requested:

- 26 • Update PG 2, Line 30 – change the acronym HSIP to “Highway Safety Improvement Program”
 - 27 • Update PG 2, Line 15 - update “Charlie’s” to “Charlie”
- 28

29 **Per Catherine McMains, the meeting moved from Executive Committee items into Finance Committee**
30 **items.**

31 3. Approve Quarterly Journal Entries October to December 2019 (Finance Committee business)

32 Forest referred members to the Journal Entries dated October 2019 through December 2019,
33 included with packet. Members reviewed and discussed. Jeff Carr asked about the closing of a CD;
34 Forest explained the CD was moved to Opportunities Credit Union, with the Checking Account when
35 that was transferred. Jeff also asked if the Water Quality expenses were related to recent
36 developments with Clean Water Service Providers, Charlie and Forest explained, no, these are Water
37 Quality Block Grants. JEFF CARR MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO
38 APPROVE THE QUARTERLY JOURNAL ENTRIES. MOTION CARRIED UNANIMOUSLY.
39

40 4. FY20 Financial Statement Review July-December 2019

41 Forest Cohen provided a financial brief for the period covering July 2019 through December 2019.
42 He also reminded members, at the previous Executive & Finance Committee Meeting, John Zicconi
43 asked for an explanation of the \$300,000 difference between the current and previous years. Forest
44 referred members to the “Change in Cash Year Over Year” document included with the packet. He
45 explained the difference comes down to timing, the balance of bank accounts in relation to
46 receivables and payables. When comparing monies month after month, we are not actually down
47 \$300,000 in cash, the amount is closer to \$70,000, consistent with our FY19 year-end result.

1
2 Balance Sheet December 31, 2019 - Cash in checking, operating at \$203,488; Cash in Money Market
3 (reserve) at \$176,584. Current assets over liabilities, \$608,311. Deferred Income Communities
4 (match) at \$169,285. Jeff asked how the interest rates compared with the shift from commercial
5 bank to Opportunities Credit union and asked that we consider on-going, future monitoring of rates
6 between banking institutions. Forest explained the interest revenue is higher with the move to
7 Opportunities Credit Union.
8

9 Income Statement, through December 2019 Forest addressed members, and reviewed the Income
10 Statement. He explained after generating positive income in FY20 through October, we've had two
11 negative months back to back, which brings us to the (\$71,442) year to date. This tracks with
12 previous years that ended with negative income at the end of December. We've budgeted for
13 ending the year at \$0 and have an indirect rate this year that should get us there, so the current
14 number is behind expectations. Although the \$70,000 is a bit more than anticipated at this point in
15 the year, expenses are okay, since we are 49%. Our cash flow through January is adequate for
16 operations. However, there is a \$50,000 to \$60,000 reduction in projected actuals versus the
17 original projection. This isn't critical to our financial position, but it is something to monitor. Forest
18 feels the cash position is the result of our lower than expected revenue generation through the first
19 half of the fiscal year. The Transportation line is down, which is based on Transportation Staff being
20 out of the office for a period. We need to do a better job billing the transportation staff-time line
21 through the second half of the year in order to hit our budget expectation and break even.
22 Members reviewed and discussion regarding budgeting and the ebb and flow of consultant billings
23 ensued.
24

25 5. First Draft FY21 Operating Budget

26 Charlie presented the draft FY21 operating budget to members. He explained we are trying to
27 mitigate health care costs and decided to go with a new plan and system. Members discussed salary
28 changes based on the Compensation Study finding. Jeff Carr stated it is important to look at total
29 compensation including the benefits package, and members agreed. Charlie reminded members the
30 compensation study helped to guide and determine these updates, and this is the highest proposal
31 in a while. Mike asked about promotions, what is the base raise percent; Charlie explained it is
32 closer to 4%, which is comparable to our municipalities and figures are very comparable to what the
33 Burlington market is. He said we have had conversations with staff, and although we may not have
34 the highest salaries, the overall package is solid, as it includes a flexible work environment and
35 robust benefits. Members discussed training and conference expenses, specifically travel costs.
36 Charlie explained, staff typically try to attend one local and one regional conference that includes
37 travel, annually.
38

39 **At 6:20 p.m. the meeting returned to review of Executive Committee items.**

40 CATHERINE MCMAINS ASKED FOR A MOTION TO CLOSE THE FINANCE COMMITTEE PORTION OF THE
41 MEETING; JEFF CARR MADE A MOTION TO CLOSE, SECONDED BY CATHERINE MCMAINS. MOTION
42 CARRIED UNANIMOUSLY.
43

44
45 6. ACT 250 & SEC 248 Applications.

46 Regina explained that there are three stages of review in the PUC process: preferred site status
47 when requested; 45-day pre-application notice; and final comments once the petition (aka
48 application) is submitted.

- 1 a. Preferred site letter, Encore Renewable Development; Bolton. Regina noted this is a request for
2 preferred site status. This request is for the construction of a 500kW solar array to be located on
3 Roosevelt Highway (US 2) in Bolton, VT. The subject parcel is owned by the DesLauriers family.
4 The applicant has requested a letter from the town and CCRPC to designate the site as a
5 “preferred site”, as described in PUC Rule 5.100. CCRPC Staff supports the identification of the
6 site as a preferred site for net metering as the proposed project advances the 2018 ECOS plan’s
7 goal of increasing renewable energy generation in Chittenden County. This review is based on a
8 draft site plan. CCRPC will review the final site plan when it is submitted with the 45-day notice
9 of application, and with the full Certificate of Public Good application, to ensure the proposed
10 project continues to avoid known constraints and attempts to minimize impacts to possible
11 constraints. Mike asked if there was an aesthetic component. Regina explained there are a few
12 towns that have identified scenic resources as a local constraint so we’d only address it in those
13 municipalities; and Chris Roy explained, regardless, the PUC does have an aesthetic component
14 requirement that they will review. CHRIS SHAW MADE A MOTION, SECONDED BY CHRIS ROY, TO
15 APPROVE THE LETTER TO JUDITH WHITNEY, CLERK OF THE VERMONT PUBLIC UTILITY
16 COMMISSION. MOTION CARRIED UNANIMOUSLY.
17
- 18 a. Preferred site letter, Encore Renewable Development; Colchester. Regina noted this is a
19 request for preferred site status. Regina noted this is for the construction of a 500kW solar array
20 to be located on US Rt 7 and US Rt 2 in Colchester, VT. The subject parcel is owned by Duane
21 and Norma Juare. The applicant has requested a letter from the town and CCRPC to designate
22 the site as a “preferred site”, as described in PUC Rule 5.100. CCRPC Staff supports the
23 identification of the site as a preferred site for net metering as the proposed project advances
24 the 2018 ECOS plan’s goal of increasing renewable energy generation in Chittenden County.
25 This review is based on a draft site plan, and CCRPC has identified that the proposed project may
26 impact on e State possible constraint (Agricultural Soils and Hydric Soils). CCRPC encourages the
27 applicant to work with relevant State agencies to determine how to minimize impacts to this
28 possible constraint. In addition, the proposed access road to the proposed solar facility will
29 impact several other State and municipal known and possible constraints identified in the 2018
30 ECOS Plan. CCRPC will review the final site plan when it is submitted with the 45-day notice of
31 application, and with the full Certificate of Public Good application, to ensure the proposed
32 project continues to avoid known constraints and attempts to minimize impacts to possible
33 constraints. CHRIS SHAW MADE A MOTION, SECONDED BY CHRIS ROY, TO APPROVE THE LETTER
34 TO JUDITH WHITNEY, CLERK OF THE VERMONT PUBLIC UTILITY COMMISSION. MOTION
35 CARRIED UNANIMOUSLY
36
- 37 b. VELCO Sandbar Substation Upgrades; Milton; #20-0444-PET Regina stated this was seen
38 previously, in September, for the 45-day pre-application review. The CCRPC received the Section
39 248 Petition for a Certificate of Pubic Good filed with the Vermont Public Utility commission for
40 the Sandbar Substation at 586 Bear Trap Road in Milton, Vt. The project is an upgrade of an
41 existing substation. CCRPC reviewed and submitted comments on the proposed project during
42 the 45-day notice period. CCRPC has now reviewed the project again upon submittal of a full
43 petition in regarding the project’s conformance with CCRPC’s 2018 ECOS plan. The project
44 meets the intent of the Energy Goal of the 2018 ECOS Plan, and as the project replaces existing
45 infrastructure without expanding the existing impervious substation yard, it complies with the
46 plan’s constraint policies. The project currently conforms to the CCRPC’s 2018 ECOS Plan. CHRIS
47 SHAW MADE A MOTION, SECONDED BY CHRIS ROY, TO APPROVE THE LETTER TO JUDITH

1 WHITNEY, CLERK OF THE VERMONT PUBLIC UTILITY COMMISSION. MOTION CARRIED
2 UNANIMOUSLY
3

- 4 7. Personnel Policy Update. Charlie reminded members we looked at these proposed changes in
5 January. He referred members to the memo as well as the pages from the Administrative and
6 Operating Policies and Procedures for the CCRPC with the proposed edits highlighted. Most of the
7 updates were administrative in nature, with little to no impact on daily functioning of the CCRPC,
8 the staff, or to the budget. More substantive updates include the updated salary ranges and a
9 proposed increase to the life insurance benefit. The cost of the proposal to increase the current life
10 insurance benefit is from \$50,000 to two times an employee's annual salary up to \$200,000. The
11 quote received from our insurance broker brings the price for the increased benefit to \$6720
12 annually, up \$3840 from the current cost. Charlie explained it makes sense to implement the new
13 salary ranges and the increased life insurance benefit effective at the beginning of the fiscal year.
14 The rest could be effective immediately, following approval. Staff recommends the personnel policy
15 updates be approved as presented with edits as the Committee sees fit. Staff is asking that the
16 Committee recognize that some format and document changes will result from the updates that
17 aren't as substantive to policies and procedures, such as page numbering and dates, that aren't
18 being presented here. Members discussed the updates. Chris Shaw asked how paid time off is
19 accrued; can you accrue time when you are on paid leave? Forest and Charlie explained how paid
20 time off works, specifically, time does not accrue if an employee is on an unpaid leave. Mike asked
21 for clarification on combined time off and holiday time; no, the holidays are separate from
22 employees paid time off. Regarding the salary changes, Charlie reminded members the updates are
23 a result of the findings from the Compensation Study. He referred members to the draft document
24 included in the packet, Appendix A, Salary Ranges that outlines the proposed updates in terms of
25 salary range, job titles, and broad descriptions. Members discussed the changes. Mike asked for
26 more details on the life insurance policy change. Charlie and Forest explained, based on the
27 compensation study, the industry standard is typically two times salary. CHRIS ROY MADE A
28 MOTION, SECONDED BY MIKE O'BRIEN, TO APPROVE THE PERSONNEL POLICY UPDATES AS
29 PROPOSED. MOTION CARRIED UNANIMOUSLY.
30

- 31 8. Clean Water Service Provider Proposal Update.
32 Charlie stated that based upon the recent meeting with partners in the Direct to Lake Basin and
33 conversations with the DEC, if no one else steps up to fill the need, the RPC's will. From a policy
34 perspective, we have not been embracing this too strongly, as we need to ensure that the rules
35 being drafted will work. The Northwest RPC already has an agreement to support the Lamoille and
36 Missisquoi. He is hopeful the Direct to Lake will be simpler to manage, since it is a highly regulated
37 watershed with the MS4s. Charlie said he continues to inquire if any other entities are interested in
38 becoming a CWSP. To date, there have not been any other interested parties. Charlie said the draft
39 proposal should be ready at the end of March, with hopes to be close to the final draft by the April
40 board meeting. Charlie said he is not totally confident that CVRPC will take on the CWSP role for the
41 Winooski, which means we may need to take on that basin as well. He said we are working closely
42 with DEC staff and other partners in developing the draft rules and guidance. Also, he asked for
43 feedback since the DEC is worried about Conflict of Interest. Members discussed various ways to
44 handle. Charlie said stay tuned, more information will come and there is a Winooski Partner
45 meeting scheduled for the end of March. Members discussed various ways other organizations
46 might support and help with this endeavor.
47

- 48 9. Chair/Executive Director Report.

- 1 a. **Legislative Update:** Charlie noted there is an Act 250 committee meeting next Tuesday
2 morning. Member discussion regarding Act 250 changes ensued. Charlie said we do need to be
3 prepared to discuss this in the Senate, as there are likely to be a few more adjustments. The
4 Housing Bill will be voted on in a couple of weeks. Also, we are paying more attention to the
5 Global Warming Solutions Act as many of the goals are closely related to our Energy Plan.
6 Charlie also mentioned we continue to work with the Community Justice Center, as they figure
7 out a different model.
8
- 9 b. **UPWP Update:** Charlie said they have arrived at a place where it should be easy to agree on
10 what to fund. There were a few proposed projects that will be deferred for a year and some
11 items were ineligible.
12
- 13 10. **Review Agenda for March 18 CCRPC Board Meeting.** Charlie referred members to a handout that
14 details meeting minutes topic breakdown for the CCRPC board Meeting Agenda items. Members
15 discussed ways to ensure there is equity between transportation and regional planning items
16 moving forward. Charlie asked members to review the updated March 18, Board Meeting Agenda;
17 Charlie explained additional language was added to address the potential need for members and the
18 public to access meetings remotely, via conference call and/or video. He explained this is also in
19 response to recent developments with the coronavirus to ensure we have a plan in place.
20 Discussion regarding general meeting guidelines for announcing when people are speaking, and the
21 need to hold roll call. Charlie also stated some of our towns have been asking for the ability to
22 participate remotely. Members reviewed and adjusted the proposed Agenda; changes include the
23 addition of an agenda item to ask for feedback on future items of discussion and to move the
24 Legislative Update to a separate business item.
25
- 26 11. **Other Business:** There was no other business. Mike asked about the location for the annual
27 meeting. Charlie stated the venue will be at the Sunset Ballroom. There is concern the GBIC
28 meeting could conflict with our annual meeting.
29
- 30 12. **Executive Session:** There was none needed.
31
- 32 13. **Adjournment:** CHRIS ROY MADE A MOTION, SECONDED BY CHRIS SHAW TO ADJOURN THE
33 MEETING AT 7:51PM. MOTION CARRIED UNANIMOUSLY.
34

35 Respectfully submitted,
36 Amy Irvin Witham