

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

5 DATE: Wednesday, May 6, 2020
6 TIME: 5:45 PM
7 PLACE: REMOTE ATTENDANCE VIA GOTOMEETING
8 PRESENT: Mike O'Brien, Chair Catherine McMains, Vice Chair
9 Chris Roy, Immediate Past Chair John Zicconi, Treasurer
10 Chris Shaw, At Large >5000 Barbara Elliott, At Large <5000
11

12 ABSENT: Jeff Carr, Finance Committee Member
13

14 STAFF/OTHER: Charlie Baker, Executive Director Eleni Churchill, Transportation Program Mgr.
15 Forest Cohen, Senior Business Mgr. Amy Irvin Witham, Business Office Associate
16 Amy Bell, VTrans
17
18

- 19 1. Call to Order. The meeting was called to order at 5:53 PM by Mike O'Brien.
20
21 2. Changes to the Agenda, Members' Items. Item number 5, Approve Quarterly Journal Entries and
22 item number 6, Financial Reports Review, moved up the agenda, to item numbers 3 and 4,
23 respectively.
24

25 **Mike turned the meeting over to John Zicconi for the Finance Committee portion.**
26

- 27 3. Approve Quarterly Journal Entries January to March (Finance Committee business).
28 Forest Cohen referred members to the Journal Entries dated January 2020 through March 2020
29 included with packet. Members reviewed. CATHERINE MCMAINS MADE A MOTION, SECONDED BY
30 JOHN ZICCONI, TO APPROVE THE QUARTERLY JOURNAL ENTRIES. MOTION CARRIED UNANIMOUSLY.
31
32 4. Financial Reports Review. Forest Cohen provided members with a financial brief covering the period
33 of July 2019 through March 2020.
34

35 Balance Sheet March 31, 2020. Cash in checking at \$366,979. Cash in Money Market (reserve) at
36 \$202,121. Current assets over liabilities, \$700,676. Deferred Income Communities (match) at
37 \$124,641. He asked members for questions, there were none.
38

39 Income Statement through March 31, 2020

40 Forest explained, from a revenue standpoint, we are doing well and expenses were typical. The
41 January through March quarter generated \$55,185 of positive income. This brings us within \$14,373
42 of breaking even for the fiscal year. Staff billing in March resulted in the largest transportation
43 billing of the year. March was also the single biggest consultant billing month to date. In a regular
44 year, the final quarter of the fiscal year is usually the strongest in terms of earning revenue.
45 Although this is not a typical year, given the results of this quarter, there is a chance we can reach
46 the budgeted year end number of just over \$8,500. John felt we prepared well for a down year.
47 Forest moved on to discuss the cash flow sheet. He explained the cash flow through March is
48 adequate for operations. The cash projection is running approximately \$50,000 less than the initial

1 projection, however it is still very much within acceptable levels. Fortunately, we have been able to
2 maintain at least some reserve balance as we move into the uncharted territory of FY21, which will
3 be the real test. Members discussed the current figures; John said, overall, he is pleased.

4
5 **John Zicconi concluded the financial portion of the meeting at 6:01 PM and turned the meeting**
6 **back over to Mike O'Brien.**

7
8 5. Approval of April 1, 2020 Joint Finance & Executive Committee Minutes.

9 CHRIS ROY MADE A MOTION, SECONDED BY CATHERINE MCMAINS TO APPROVE THE MINUTES
10 WITH EDITS. MOTION CARRIED UNANIMOUSLY.

11 The following edit was requested:

- 12 • Line 37, Page 1: Update the sentence to read "He said FY21 could be very different due to
13 COVID-19"

14
15 6. Act 250 & Section 248 Applications. There were none

16
17 7. FY2021 UPWP and Budget Recommendation to the Board

18 Charlie stated the Draft FY2021 UPWP and Budget document has been recommended by the UPWP
19 Committee. Charlie thanked Catherine McMains for her contributions as the Chair of the UPWP
20 Committee. Catherine said many good discussions took place at the UPWP Committee meetings
21 and, by the end, she was pleased to see the process worked for everyone. Eleni mentioned there
22 are a few projects (noted by pink/salmon color coding in the document) that may be removed when
23 this goes to the Board if we are certain they will be completed this fiscal year. Charlie noted the
24 status of these projects will be known by the Board meeting and we will likely ask the Board to
25 remove some of those projects. CHRIS ROY MADE A MOTION, SECONDED BY JOHN ZICCONI, THAT
26 THE EXECUTIVE COMMITTEE RECOMMEND THE DRAFT FY21 UPWP AND BUDGET TO THE BOARD
27 FOR APPROVAL. MOTION CARRIED UNANIMOUSLY.

28
29 8. Clean Water Service Provider Draft Proposal [document attached]

30 Charlie referred members to the CWSP Draft Proposal document included with the agenda. He
31 explained, at this point, the Clean Water Service Provider Draft Proposal has been through multiple
32 reviews. He wanted members to note the role of the Northwest Regional Planning Commission
33 (NRPC) has shifted. The NRPC's main objective will be to help build relationships with partners; they
34 will provide more help on the front end and will not have as much involvement in the project phase.
35 Charlie reviewed each section of the CWSP Draft Proposal document with members and asked for
36 feedback. Mike O'Brien offered the following edit suggestion; to clearly state, of the three Natural
37 Resource Conservation Districts (Winooski, Grand Isle County and Franklin County), there will be two
38 representatives selected. Charlie discussed the best way to manage risk and reviewed a revised
39 paragraph. Charlie noted it is important to ensure that the RPC and member municipalities are not
40 at risk. He reminded everyone this is a proposal and there will be further review of rules and an
41 agreement over the coming months. CHRIS ROY MADE A MOTION, SECONDED BY JOHN ZICCONI,
42 THAT THE EXECUTIVE COMMITTEE RECOMMENDS THE CLEAN WATER SERVICE PROVIDER DRAFT
43 PROPOSAL BE SUBMITTED TO THE BOARD FOR REVIEW. MOTION CARRIED UNANIMOUSLY.

44
45 9. Chair/Executive Director Report

- 46 a. **Annual Meeting:** Charlie said we will elect officers at the June Annual Board meeting. He
47 also proposed we postpone the gathering we usually have at the Annual Meeting from June
48 to September. John Zicconi felt, given the current challenges and hardships presented by

- 1 COVID-19, it may be best to forgo this year's annual meeting festivities altogether.
2 Members agreed, rather than postponing, we should cancel this year's annual meeting
3 gathering and dinner event and continue with regular board meetings.
4
- 5 b. **Public meetings with municipalities and the public:** Charlie said we are working with
6 municipalities to decide on the best ways to hold public meetings. He explained each
7 municipality has a slightly different perspective; some are doing well using technology, while
8 others are still hoping to bring people together in person. Eleni said in the next few weeks
9 there may be a pilot CCRPC-hosted public meeting and webinar in Hinesburg. She will let
10 members know the outcome.
11
- 12 c. **Legislative Update:** Charlie explained there are some reductions happening with the FY20
13 budgets, but they are low to no impact on us. The big conversations for FY21 are yet to
14 come, and they may take up a couple of policy issues (like Act 250).
15
- 16 d. **CATMA:** Charlie said, Sandy Thibault, CATMA's Executive Director, asked if we might be
17 open to having them sub-lease a portion of our space. They currently lease office space
18 from the Woolen Mill. Although this is likely a year away, he feels it is something to
19 consider since we do have two open offices and a newly renovated intern space. He said
20 they currently pay \$1,500.00 a month and have 2.5 employees. Members discussed the
21 possibility of the sub-lease. Chris Shaw questioned if we might need to keep the space for
22 the CWSP contracts.
23
- 24 10. CCRPC Board Meeting May 20, 2020 Agenda review.
25 Charlie reviewed the Board Agenda with members and said the Board Development committee is
26 working to gather nominations together for next year. John Zicconi feels keeping the meetings brief
27 and sticking to core topics is good practice for the time being. Members agreed.
28
- 29 11. Other Business: There was no other business.
30
- 31 12. Executive Session: CHRIS SHAW MADE A MOTION, SECONDED BY BARBARA ELLIOTT, TO GO INTO
32 EXECUTIVE SESSION AT 6:42 PM WITH CHARLIE PRESENT TO DISCUSS CHARLIE'S ANNUAL
33 EVALUATION. MOTION CARRIED UNANIMOUSLY.
34
- 35 CHRIS SHAW MADE A MOTION, SECONDED BY BARBARA ELLIOTT, TO EXIT EXECUTIVE SESSION AT
36 7:24 PM. MOTION CARRIED UNANIMOUSLY.
37
- 38 13. Adjournment: CHRIS ROY MADE A MOTION, SECONDED BY CHRIS SHAW TO ADJOURN THE
39 MEETING AT 7:24 P.M. MOTION CARRIED UNANIMOUSLY.
40
- 41 Respectfully submitted,
42 Amy Irvin Witham