DATE: Wednesday June 3, 2020
TIME: 5:45 PM
PLACE: REMOTE ATTENDANCE VIA GOTOMEETING
PRESENT: Mike O’Brien, Chair Catherine McMains, Vice Chair
John Zicconi, Treasurer Chris Shaw, At Large >5000
Barbara Elliott, At Large <5000
ABSENT: Chris Roy, Immediate Past Chair
Regina Mahony, Planning Mgr. Forest Cohen, Senior Business Mgr.
Amy Irvin Witham, Business Office Associate

1. Call to Order. The meeting was called to order at 5:50 PM by Catherine McMains.

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

3. Approval of May 3, 2020 Joint Finance and Executive Committee Minutes
CHRIS SHAW MADE A MOTION, SECONDED BY BARBARA ELLIOTT TO APPROVE THE MINUTES. NO EDITS NEEDED. MOTION CARRIED UNANIMOUSLY.

   a. ER Bolton Valley Solar. LLC; Bolton; #20-1232-AN
Regina noted this project was seen previously and has reached the second of three stages. The CCRPC received a 45-day notice of application for the construction of a 500kW solar array to be located at 1320 Roosevelt Highway, (US Rt 2) in Bolton Vt. Based on the 45-day notice, the CCRPC has identified two State possible constraints (Flood Hazard Area and Agricultural Soils) and one local possible constraint (Flood Hazard Area II). The CCRPC encourages the applicant to work with relevant State agencies and the municipality to determine how to minimize impacts to these possible constraints. The applicant has also identified a local known constraint: Class II wetland on site. The CCRPC requests the applicant confirm the proposed facility will be located outside of the Class II wetland buffer. Regina stated, we have not received any feedback from the town of Bolton for this stage in the project, however, they issued a preferred site letter previously. Regina recommended adding the following sentence to the letter: “Bolton has not taken any action at this time.”
JOHN ZICCONI MADE A MOTION, SECONDED BY CHRIS SHAW TO APPROVE THE LETTER ON THE BOLTON VALLEY SOLAR PETITION, WITH REQUESTED EDITS. MOTION CARRIED UNANIMOUSLY.

5. Financial Reports Review. Forest Cohen provided members with a financial overview covering the period from July 1, 2019 through April 30, 2020 and referred members to the Income Statement they received. Forest noted Operations Support Revenue is at 81.9%, only slightly behind the budget year, which is 83.3% through April. Revenues exceeded expenses by $55,692 for the month of April, bringing us to positive income of $30,757 for the fiscal year. Forest explained he is not sure what May and June will look like, but he is hopeful we can end FY20 in the black. He feels we are in
a favorable position as we head into the uncertainty of FY21. Mike and members agreed this is a good place to be financially and gave praise to the staff.

6. **FY21 Calendar of Meeting dates.** Charlie asked members to review the proposed FY21 schedule of meetings for both the Executive Committee and the Commission covering July 2020 through June 2021. Members reviewed. **JOHN ZICCONI MADE A MOTION, SECONDED BY BARBARA ELLIOTT, TO RECOMMEND THE MEETING SCHEDULE AS PRESENTED TO THE BOARD. MOTION CARRIED UNANIMOUSLY.**

7. **Review the FY2021-24 TIP.** Charlie and Eleni referred members to the **Draft 2021 Transportation Improvement Program (TIP) document, corresponding Memo and Table.** Members reviewed and discussed. Mike asked for clarification on the table: **CCRPC FY201-2024 TIP Funding by Project Use Category.** Specifically, he wanted to confirm that the CCRPC does not have any influence on the aviation federal funds listed in the table and Eleni verified that is correct and that aviation funding is included for informational purposes only. Mike recommended we clearly note this detail in the table; Eleni stated she will make sure clarification is added. Members asked about the various funds and projects included in the table. Members also discussed the uncertainty of future budgets.

8. **Chair/Executive Director Report**
   a. **Legislative Update:** Charlie stated there are currently no proposed cuts to our FY21 budget, however, this could change during the summer months. He said Senator Sirotkin has interest in bill S237; this bill has been advancing and promotes affordable housing. Charlie also stated there are some ACT 250 updates, with significant changes in laws regarding zoning for towns with sewer and water. Municipalities may be concerned about potential impacts from the bill. We may need to have deeper discussions on this topic at a future meeting.
   b. **CCRPC Operations:** In terms of CCRPC operations, staff continues to work mostly from home. Interns started working last week and will spend some time in the office. They are working under the Safety Plan we have in place, which follows State guidance for cleaning protocols, wearing masks, and distancing. Charlie expects there will be people continuing to work at home, particularly if they are parenting younger children.

9. **CCRPC Board Meeting June 17, 2020 Agenda review.** Charlie reviewed the June Board Agenda with members. Members discussed the proposed agenda that includes the election of officers, to warn a public hearing for the TIP, and discussion on the interstate 89 study.

10. **Other Business, future topics:** Charlie asked members about having Joe Flynn, Secretary, VTrans attend our July Board meeting. John expressed concerns that July is too early, and it might be better to have him join us at a later meeting in either September or October. Members discussed how the State budgets are being developed and agreed having Joe Flynn come at later date would be preferable since the agency may have more budget information available. Charlie stated that he will plan for September and adjust if needed.

11. **Executive Session:** **BARBARA ELLIOTT MADE A MOTION, SECONDED BY JOHN ZICCONI, TO GO INTO EXECUTIVE SESSION AT 6:27PM WITH CHARLIE PRESENT TO DISCUSS PERSONNEL MATTERS. MOTION CARRIED UNANIMOUSLY. BARBARA ELLIOTT MADE A MOTION, SECONDED BY CHRIS**
SHAW, TO EXIT EXECUTIVE SESSION AT 7:04 PM. MOTION CARRIED UNANIMOUSLY. BARBARA ELLIOTT MADE A MOTION, SECONDED BY CHRIS SHAW THAT THE EXECUTIVE COMMITTEE RECOGNIZE EMPLOYEE ACHIEVEMENT AND AUTHORIZE THE EXECUTIVE DIRECTOR TO SPEND UP TO 98.8% OF THE FY21 SALARY BUDGET AS DETERMINED BY THE EXECUTIVE DIRECTOR FOR STAFF, AND AS DETERMINED BY THE EXECUTIVE COMMITTEE, FOR THE EXECUTIVE DIRECTOR. MOTION CARRIED UNANIMOUSLY.

12. Adjournment: BARBARA ELLIOTT MADE A MOTION, SECONDED BY CHRIS SHAW TO ADJOURN THE MEETING AT 7:05 P.M. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Amy Irvin Witham