

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

5 DATE: Wednesday, April 1, 2020
6 TIME: 5:45 p.m.
7 PLACE: REMOTE ATTENDANCE VIA GOTOMEETING
8 PRESENT: Mike O'Brien, Chair Catherine McMains, Vice Chair
9 Chris Roy, Immediate Past Chair Chris Shaw, At Large >5000
10 John Zicconi, Treasurer Barbara Elliott, At Large <5000
11 Jeff Carr, Finance Committee Member
12 ABSENT: None
13 STAFF: Charlie Baker, Executive Director Regina Mahony, Planning Mgr.
14 Forest Cohen, Senior Business Mgr. Eleni Churchill, Transportation Program Mgr.
15 Amy Irvin Witham, Business Office Associate
16

- 17 1. Call to Order, Attendance. The meeting was called to order and attendance was taken at 5:48 p.m.
18 by the Chair, Mike O'Brien.
19
20 2. Changes to the Agenda, Members' Items. Item number 6, the FY21 UPWP and Budget moved up the
21 agenda to item number 4.
22

- 23 3. Approval of March 4, 2020 Joint Finance & Executive Committee Minutes.

24 JEFF CARR MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO APPROVE THE MINUTES
25 WITH EDITS. MOTION CARRIED WITH ABSTENTIONS FROM JOHN ZICCONI AND BARBARA ELLIOTT
26 The following edits were requested:

- 27 • Update PG 2 Line 20: Remove the words 'of time' from the phrase 'period of time'.
28 • Update PG 3 Line 26: Replace the 'e' with an 'a' before the word State.
29

30 Per the Chair, the meeting will begin with the Finance portion, item 6. FY21 UPWP and Budget

- 31 4. Warn Public Hearing for the FY21 UPWP and Budget

32 Charlie referred members to the Draft FY21 UPWP and Budget document. He explained the result
33 came in with approximately \$1.4 million in new consultant tasks. Eleni stated all Transportation
34 projects with PL eligible funds remained, however, there were a couple of projects eliminated
35 because they were not PL (federal MPO funding program) eligible. Regarding the budget, Charlie
36 explained the \$5.6 million figure was split between \$2.3 million in staff and \$3.3 million for
37 consultants. He said in FY21 there could be very different due to COVID-19 fiscal impacts, and there
38 will likely be a significant budget change. Jeff Carr stated, depending on what comes through the
39 COVID-19 Bill, there may be new opportunities for entities to borrow funds. He said the government
40 has never turned the economy off like this and we have entered an entirely new financial territory.
41 Charlie said we will include a financial topic at every Executive Committee meeting and will
42 continually monitor the situation. He feels the Transportation budget will continue, but has
43 concerns about ACCD funding. Jeff Carr feels we may be eligible for payroll and rent support with
44 the Corona Virus Relief Fund because a portion of that is designed for local government. Member
45 discussion regarding the current budget and future financial impacts of COVID-19 ensued. Charlie
46 moved on to the expense side of the budget. He explained the salary line was previously at 4.9%.
47 however, since the typical salary line for our towns is around 3.6%, the salary line was adjusted

1 down to 3.9% with 3% as the base raise and dealing with some promotions, etc. Charlie noted this
2 budget came in with a higher excess revenue amount of 24K due to an increase in the indirect rate.
3 In order to work to control the swinging of the indirect rate, it was decided to request a slightly
4 lower than we are allowed indirect rate of 83% for FY21; doing so will hopefully eliminate the 8 to
5 10% swings we had been experiencing previously.

6
7 Charlie noted the UPWP Committee and CCRPC staff are asking members to warn a Public Hearing
8 for the May 20, 2020 Board Meeting for the draft FY21 UPWP and Budget. BARBARA ELLIOTT MADE
9 A MOTION, SECONDED BY CATHERINE MCMAINS, TO WARN A PUBLIC HEARING FOR THE FY21
10 UPWP AND BUDGET FOR THE MAY 20, 2020 MEETING AT 6PM. MOTION CARRIED UNANIMOUSLY.

11
12 5. Financial Statement review.

13 Forest Cohen provided a financial overview for the period covering July 2019 through February
14 2020. He referred members to his screen presentation of the FY20 Income Statement. Forest
15 reminded members this document, as well as a Cash Flow sheet, were sent out earlier, through e-
16 mail.

17
18 Forest stated both January and February were positive months. Although we still have a way to go,
19 if we continue at this pace through the month of June, we can make our goal. If staff can continue
20 billing at this rate, we will finish in the black. Jeff Carr asked if we feel comfortable managing
21 consultants in this period of social distancing. Eleni explained, yes, projects are currently moving
22 forward, and our consultants are working with us. The challenge is public input; since we need to
23 ensure engagement continues through virtual meetings.

24
25 Forest referred members to the cash flow sheet. He explained statements have been reconciled
26 through February. We recently received the VTRANS deposit for the January invoice, so the
27 payables are slightly inflated as we currently have a decent amount of bills to pay. Forest stated we
28 should be fine, as he does not anticipate we will have to go through \$150K in reserves. Jeff Carr
29 asked if there has been any discussion of contingency planning in case we have to downsize? Charlie
30 responded, noting that no cuts from the State have yet occurred and if anything like that does
31 happen, we will move forward with decisions as they need to be made.

32
33 The financial portion of the meeting concluded; Jeff Carr excused himself at 6:25 p.m.

34
35 6. Act 250 & Section 248 Applications

36 a. Act 250 Application, Champlain Apartments, LLC (Holiday Inn); South Burlington; #4C1149
37 Regina said this letter was sent out via e-mail. The project was downgraded from a major
38 application to a minor. The project location is at 1068 Williston Road in South Burlington, Vermont.
39 The city of South Burlington's Development Review Board has approved the project. Regina pointed
40 out there is an ongoing study of the interstate (I-89 2050 Study) that is looking at possible future
41 improvements to the interstate. Exit 14 will be assessed as a part of this study and may or may not
42 result in proposed future improvements and changes in the general vicinity of the project area.
43 CCRPC staff does not have any concerns regarding the proposed project or find any anticipated
44 traffic impacts. Regina stated, although the new building is close to the property line, the CCRPC
45 finds the proposed project complies with Criterion 9(L) and the project to be in conformance with
46 the Planning Areas of the 2018 Chittenden County Regional Plan.

47

1 Mike O'Brien expressed concern if there is a need for more right of way, should this be addressed
2 now, rather than after the project begins? Regina stated no, because we are so early in the I-89
3 study process, it isn't relevant. Eleni explained any major improvements and changes will likely take
4 a very long time; we don't have anything tangible that we could use to get more right of way.

5
6 JOHN ZICCONI MADE A MOTION, SECONDED BY CHRIS ROY TO APPROVE THE LETTER TO RACHEL
7 LOMONACO, DISTRICT COORDINATOR. MOTION CARRIED UNANIMOUSLY

8
9 7. Charge to Board Development Committee

10 Mike O'Brien extended a congratulations to the members of the Board Development Committee,
11 Chris Roy, Catherine McMains, Jeff Carr, and Dan Kerin. Mike requested they develop a slate of
12 Officers and Executive Committee members to be presented at the May 20, 2020 CCRPC Board
13 Meeting. Chris Roy stated he is resigning from the commission at the end of June 2020 and the
14 CCRPC Board will be without an immediate past chair. Members discussed the possibility of asking
15 Andy Montroll to take on the position.

16
17 8. Admin Policy Update – Disaster Recovery/Continuity of Operations.

18 Forest reviewed proposed amendments to Administrative Policies and Procedures and the CCRPC
19 Disaster Recovery Plan provided with the agenda. He explained the updates included new language
20 and outlines how staff will follow State and Federal laws. The Executive Committee is charged with
21 approving the changes. In this case, the current public health emergency has prompted necessary
22 edits and updates. The first being to the Disaster Recovery Plan. The plan was written from the
23 perspective of the office being damaged or destroyed. We needed a section to address continuity of
24 operations during a situation such as the one we are currently experiencing, where staff have
25 limited or no access to the office and must work remotely. The second update relates to the
26 financial controls in place while remote working. The updates are necessary now, but also make
27 sense moving forward to become more efficient. The final set of updates were prompted by
28 outdated MPO financial procedures. CCRPC staff asks the committee to recognize there are
29 incidental and non-substantive edits that will occur once the changes are made, including page
30 numbering, updates to dates and changes in the table of contents, and to include those changes in
31 their motion to approve the substantive changes. John Zicconi stated there is a lot of language
32 specific to individual people and suggested this be written in the abstract, to allow flexibility. Charlie
33 explained some of the specificity is based on our Auditors recommendation. Members discussed
34 the changes and the impact of staff working remotely. Forest pointed out that most of the changes
35 reflect the need to find a balance between being productive and keeping approvals and procedures
36 in place that allow us to maintain good financial controls.

37
38 BARBARA ELLIOTT MADE A MOTION, SECONDED BY JOHN ZICCONI TO APPROVE THE AMENDMENTS
39 TO THE ADMINISTRATIVE POLICIES AND PROCEDURES AS PROPOSED. MOTION CARRIED
40 UNANIMOUSLY.

41
42 9. Chair/Executive Director Report.

43 a. Legislative Update: Charlie noted the CCRPC has been helping towns share what they are doing
44 during the public health crisis pertaining to COVID-19. He said we developed a flyer for
45 Colchester residents that outlines guidelines for dealing with COVID-19. Charlie stated the
46 legislature is currently focused on the budget and how the current situation will affect
47 programs. The legislature typically shuts down this time of the year but will likely continue to
48 hold meetings virtually in order to continue important discussions. He said he anticipates Act

1 250 will be picked up again once there is some sense of normalcy and stabilization. The overall
2 climate is changing rapidly, we are in a transition phase and we need to wait and see where it
3 goes. John Zicconi stated people in general are struggling to focus and instead are tuning out.
4 He feels it is important to make sure we pause and be mindful before pushing forward with
5 items since everyone is in a different mindset now.
6

7 10. Review Agenda for April 15, 2020 CCRPC Board Meeting. Charlie referred members to the April
8 Board meeting draft agenda document. Members discussed the difference between holding a
9 workshop versus a formal meeting. Charlie explained the main issue is with the timing of the Clean
10 Water Service Provider application, which would need to be an action item, since it has a due date
11 of May 8, 2020. Members asked if there might be an extension to the due date. Charlie said the
12 Department of Environmental Conservation (DEC) wants to get back to normal as soon as possible,
13 although at this point, they are not sure they will have funding. After discussion, it was agreed that
14 the meeting would be advertised as a workshop meeting only with no business items.
15

16 11. Other Business: There was no other business.
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18 12. Executive Session: There was none needed.
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20 13. Adjournment: CHRIS ROY MADE A MOTION, SECONDED BY BARBARA ELLIOTT TO ADJOURN THE
21 MEETING AT 6:57 P.M. MOTION CARRIED UNANIMOUSLY.
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23 Respectfully submitted,
24 Amy Irvin Witham