

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

4 DATE: Wednesday, May 2, 2018
5 TIME: 5:45 p.m.
6 PLACE: CCRPC Offices, 110 W. Canal Street, Suite 202; Winooski, VT 05404
7 PRESENT: Chris Roy, Chair Mike O'Brien, Vice-Chair
8 Barbara Elliott, At-Large John Zicconi, At-Large
9 Andy Montroll, Immediate Past Chair Jeff Carr (Via telephone)
10 STAFF: Charlie Baker, Executive Director Regina Mahony, Planning Program Manager
11 Forest Cohen, Senior Business Mgr. Emily Nosse-Leirer, Planner
12 Bernadette Ferenc, Trans. Business Mgr.
13

14 The meeting was called to order at 5:45 p.m. by the Chair, Chris Roy, after calling Jeff Carr to have him
15 join the meeting.
16

- 17 1. Changes to the Agenda; Members' Items: Charlie asked to discuss the wetlands letter he sent them
18 earlier under the Executive Director's report item 11.
19
20 2. Approval of April 4, 2018 Executive Committee Meeting Minutes. BARBARA ELLIOTT MADE A
21 MOTION, SECONDED BY ANDY MONTROLL, TO APPROVE THE MINUTES OF APRIL 4, 2018 WITH
22 CHANGES. Barbara gave Bernie several clarifying changes. MOTION CARRIED UNANIMOUSLY TO
23 APPROVE THE MINUTES AS CORRECTED.
24

25 Mike O'Brien took over to Chair the Finance Committee portion of the meeting.

- 26 3. Approval of March 28, 2018 Finance Committee Meeting Minutes. JEFF CARR MADE A MOTION TO
27 APPROVE THE MARCH 28, 2018 FINANCE COMMITTEE MEETING MINUTES. MIKE O'BRIEN SECONDED
28 AND THE MOTION CARRIED UNANIMOUSLY.
29

- 30 4. Approve Quarterly Journal Entries (Jan-Mar 2018). JEFF CARR MADE A MOTION TO APPROVE THE
31 QUARTERLY JOURNAL ENTRIES FOR JANUARY-MARCH 2018. MIKE O'BRIEN SECONDED AND THE
32 MOTION CARRIED UNANIMOUSLY.
33

- 34 5. Review Financial Reports – FY 18 (July 2017-March 2018).

35 a. Balance Sheet/Income statement. Cash in checking (operating) \$147,436; Cash in savings (match)
36 \$124,444; Cash in money market & CDs (reserve) 216,912; current assets over liabilities - \$627,318.
37 Deferred income communities (match) is \$110,156 which should take us through the end of the fiscal
38 year. Income notes – ACCD staff time are 83% expended through 75% of the year; transportation
39 staff billing is at 72% expended. The ANR/HMGP river corridor project finished up in February and
40 January was the last month with CCOA revenue/expense. We are under budget overall in our
41 expense lines with just under 72% incurred. Net income through March is (\$47,684). We continue to
42 expect to end the year better than the projected deficit of \$98,137.

43 b. Cash position/targets. Forest reported that cash is looking okay – we're about \$200,000 better
44 than we projected. We have not had to take cash out of our reserves; and are hopeful we will not
45 have to for the rest of the year.
46

- 47 6. Review Draft FY19 UPWP and Budget. Charlie noted that his memo reviewed the UPWP process, and
48 he noted a couple of changes. We were asking for \$10,000 fee for Winooski Comprehensive Plan

1 work, but that has been increased to \$26,000. The second change is to add funds for a new
2 Brownfields grant. Those two changes will change the budget slightly. We're still showing a deficit of
3 \$90,108, but we hope these new revenues will reduce the projected deficit. We have budgeted
4 conservatively and we're hoping the deficit will be closer to \$40,000. Forest did a good job working
5 with VTrans to get an approved indirect rate of 68.12% which is more in line with our actual rate and
6 should help reduce the drastic swings we've had recently. JOHN ZICCONI MADE A MOTION,
7 SECONDED BY BARBARA ELLIOTT, TO APPROVE THE FY19 DRAFT UPWP WITH THE INCREASE IN THE
8 DOLLARS FOR THE WINOOSKI COMPREHENSIVE PLAN WORK AND TO ADD THE NEW BROWNFIELDS
9 GRANT; AND RECOMMEND APPROVAL TO THE FULL BOARD. MOTION CARRIED UNANIMOUSLY.
10 BARBARA ELLIOTT MADE A MOTION, SECONDED BY MIKE O'BRIEN, TO APPROVE THE DRAFT BUDGET
11 AND RECOMMEND APPROVAL TO THE FULL BOARD. MOTION CARRIED UNANIMOUSLY. (Jeff Carr
12 left the meeting.) Chris Roy resumed as chair.
13

- 14 7. Personnel Policy Update. Charlie noted that staff is recommending increasing the Health Saving
15 Account contribution for two-person and family policies from \$4,000 to \$5,000 annually beginning
16 July 1st. BARBARA ELLIOTT MADE A MOTION, SECONDED BY MIKE O'BRIEN, TO APPROVE THE
17 INCREASE IN HSA CONTRIBUTION FROM \$4,000 TO \$5,000 FOR TWO-PERSON AND FAMILY POLICIES.
18 MOTION CARRIED UNANIMOUSLY.
19

- 20 8. Review Draft Act 250/Section 248 Review Policy. Staff noted that the adoption of the 2018 ECOS Plan
21 will necessitate changes in our review guidelines for Act 250 and Section 248 applications. These
22 changes will provide guidance for CCRPC to review applications in light of adding "known
23 constraints" and "possible constraints" to development to the ECOS Plan. The proposed changes
24 differentiate between CCRPC review of Act 250 applications and Section 248 applications.

- 25 1. Act 250 review will remain largely unchanged. During Act 250 review, the known and possible
26 constraints listed in the ECOS Plan are reviewed by municipalities and state agencies. CCRPC will
27 defer to the relevant municipality or state agency with jurisdiction over the constraint, rather than
28 submit separate comments on constraints. CCRPC will continue to focus review on land use and
29 transportation.
30 2. During Section 248 review, some, but not all, known and possible constraints listed in the ECOS Plan
31 are reviewed by municipalities and state agencies. CCRPC will defer to state agencies to review
32 relevant constraints but will review and provide comments on local constraints when municipal
33 plans do not have substantial deference. This review will take the form of submitting comments on
34 advance notices and may include commenting on applications during hearings, intervening in
35 hearings or requesting hearings on applications.
36

37 Under Section 248, applicants must distribute an "advance notice" at least 45 days before an
38 application is submitted. CCRPC must submit any comments on the advance notice within 40 days of
39 receiving it. Commenting gives CCRPC a chance to raise potential issues before the application is
40 submitted to the Public Utilities Commission. Regina noted that this will be a greater workload for
41 staff. Emily Nosse-Leirer then reviewed the proposed changes to the Guidelines and Standards and
42 members suggested minor changes. This draft will be presented at the May board meeting, but we
43 won't ask for adoption until July after the ECOS 2018 Plan is adopted. Members feel that
44 responsibility for approval of any letters responding to the applicant be with the Executive
45 Committee, the same as approving letters to for Act 250 applications.
46
47

- 1 9. Act 250/Section 248 Applications.
 - 2 a. Kwiniaska Golf Club, Shelburne, Application #4C1312. Regina noted that this application only
3 covers the changes to the golf course and not the bigger development planned for that site.
4 Shelburne has not made a local decision on this yet, but we have no issues. BARBARA ELLIOTT MADE
5 A MOTION TO APPROVE THE LETTER TO THE DISTRICT ENVIRONMENTAL COMMISSION. JOHN
6 ZICCONI SECONDED AND THE MOTION CARRIED UNANIMOUSLY.
 - 7 b. GMP Essex Solar/Storage, LLC, Essex, Case #18-0944-AN. This is the first letter to a developer in
8 response to the 45-day notice of a Section 248 Petition to the Vermont Public Utility Commission.
9 The letter gives some background that adoption of our 2018 ECOS Plan is anticipated and staff has
10 reviewed the project using the policies that may be in place at the time of the filing. The letter also
11 gives a brief introduction into the ECOS Energy Goals, suitability policies and the constraints found on
12 the proposed site. Emily reviewed the constraints that exist on this site using ANR Natural Resources
13 Atlas and ANR Biofinder and they are not ground tested. This project site is located east of where
14 VT289 hits VT 117. After a brief discussion and review of the staff comment sheet, ANDY MONTROLL
15 MADE A MOTION TO APPROVE THE LETTER TO GREEN MOUNTAIN POWER REGARDING THE ESSEX
16 SOLAR/STORAGE SITE. BARBARA ELLIOTT SECONDED AND THE MOTION CARRIED UNANIMOUSLY.
 - 17 c. Town of Colchester/Aegis Solar, Colchester, Case #18-09523-AN. This letter follows the same
18 format of the previous one. Based on the preliminary site plan, it doesn't look like there are any
19 constraints on or near the site, although staff used ANR Natural Resources Atlas and ANR Biofinder
20 sites and they are not ground tested. This project is located off Malletts Bay Avenue on the Brigante
21 farm and replaces the preferred site we had reviewed before. After discussion and suggestions for
22 minor edits, BARBARA ELLIOTT MADE A MOTION TO APPROVE THE LETTER TO AEGIS RENEWABLE
23 ENERGY, INC. AS AMENDED. ANDY MONTROLL SECONDED, AND THE MOTION CARRIED
24 UNANIMOUSLY.
25
- 26 10. Draft Municipal Plan Review Policy. Staff prepared draft amendments to the Guidelines and
27 Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans to add
28 language for Granting Determination of Energy Compliance. These changes are in anticipation of
29 adoption of the ECOS 2018 Plan, and CCRPC receiving a Determination of Energy Compliance from
30 the Department of Public Service. The plan is expected to be adopted at the June board meeting, but
31 the Determination of Energy Compliance isn't expected until late summer, so final action on these
32 changes will not be taken until September. A couple of minor edits were suggested.
33
- 34 11. Chair/Executive Director's Report.
 - 35 a. Legislative Update. Charlie reported that we've been following S.260 regarding sustainable
36 funding for clean water. However, the Governor has made it clear that he will not approve any
37 funding increases, so we have no idea what will happen. There had been discussion in both the
38 house and senate about regionalizing Burlington International Airport with CCRPC involvement, but it
39 did not make it into the bill.
 - 40 b. Letter re. comments on draft Wetlands General Permit #3-9026. Charlie presented a letter from
41 Williston's stormwater coordinator giving comments on the Wetlands General permit proposed rules.
42 There has been discussion and concern from MS4 communities and VTrans about the buffer around
43 wetlands. There is general consensus that treating the water just outside the wetlands before it gets
44 to the wetlands, helps and Williston's letter suggests increasing those buffers. This letter was
45 discussed at the CWAC yesterday, but they did not take a position or make any recommendations.
46 Charlie wondered if the Executive Committee wanted him to support these comments by writing a
47 letter. Members feel we do not have enough information for repeating these comments, but agreed
48 Charlie could write a letter urging the Department of Environmental Conservation, Watershed

- 1 Management Division to look into the concerns of the MS4 communities and VTrans about the
2 wetland buffers. Members were okay with that.
3
- 4 12. Agenda Review – May 16, 2018 board meeting. Members reviewed and amended the board
5 agenda. Tom Gustafson of UVM will make a presentation. Andy Montroll will report on FY19
6 executive nominations.
7
- 8 13. Other Business. It was noted that the first Wednesday of July is the 4th. Members were inclined to
9 move the meeting back to July 11th or wait until the 18th, just prior to the July Board meeting. A final
10 decision will be made at the June 6th Executive Committee meeting.
11
- 12 14. Executive Session. MIKE O'BRIEN MADE A MOTION, SECONDED BY BARBARA ELLIOTT, TO GO INTO
13 EXECUTIVE SESSION AT 7:20 P.M. WITH CHARLIE PRESENT TO DISCUSS PERSONNEL ISSUES. MOTION
14 CARRIED UNANIMOUSLY.
15 BARBARA ELLIOTT MADE A MOTIION SECONDED BY ANDY MONTROLL, TO COME OUT OF EXECUTIVE
16 SESSION WITH NO ACTION AT 7:35 P.M. MOTION CARRIED UNANIMOUSLY.
17
- 18 15. Adjournment. BARBARA ELLIOTT MADE A MOTION, SECONDED BY ANDY MONTROLL, TO ADJOURN
19 THE MEETING AT 7:35 P.M. THE MOTION CARRIED UNANIMOUSLY.
20
- 21 Respectfully submitted,
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23 Bernadette Ferenc