

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
2 EXECUTIVE COMMITTEE
3 MEETING MINUTES
4 DRAFT
5

6 DATE: Wednesday, June 6, 2018
7 TIME: 5:45 p.m.
8 PLACE: CCRPC offices, 110 West Canal Street, Suite 202; Winooski, VT 05404
9 PRESENT: Chris Roy, Chair Mike O'Brien, Vice-Chair
10 Brian Bigelow, Secretary-Treasurer John Zicconi, At-Large
11 Barbara Elliott, At-Large Andy Montroll, Immediate Past Chair
12 Staff: Charlie Baker, Executive Director Regina Mahony, Planning Program Manager
13 Bernadette Ferenc, Trans. Business Mgr.
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15 The meeting was called to order at 5:45 p.m. by the Chair, Chris Roy.
16

17 1. Changes to the Agenda/Members' Items: There were no changes to the agenda.
18

19 2. Approval of May 2, 2018 Executive Committee Meeting Minutes. BARBARA ELLIOTT MADE A
20 MOTION, SECONDED BY ANDY MONTROLL, TO APPROVE THE MINUTES OF MAY 2, 2018 WITH
21 CORRECTIONS. Barbara noted a change on page 3, line 23 – to remove “be amended” as it is redundant.
22 MOTION CARRIED UNANIMOUSLY TO APPROVE THE MINUTES AS CORRECTED.
23

24 3. Act 250/Section 248 Applications. Regina noted that there are 6 letters today. However, the order in
25 the packet does not agree with the numbering on the agenda, so we will follow the packet. Apparently
26 there are financing structure changes coming on July 1st which prompted a flurry of applications. Since
27 three of these applications are on Roosevelt Highway in Colchester, Regina brought up an aerial map on
28 the screen to show where each was located.

29 e. 2800 Roosevelt Highway – Aegis Renewable Energy/Town of Colchester – Case #18-1329-AN. This
30 application is for a 150kW solar project at 2800 Roosevelt Highway. In this case we note potential
31 constraints and are asking for additional information. She noted a minor correction on page 2 to change
32 “requested” to “requesting”. BARBARA ELLIOTT MADE A MOTION, SECONDED BY MIKE O'BRIEN, TO
33 APPROVE THE LETTER WITH THAT CHANGE. MOTION CARRIED UNANIMOUSLY.

34 f. 3943 Roosevelt Highway Solar, Colchester, Case #18-1329-AN. This application is for a 500 kW solar
35 array in Colchester. We noted several possible constraints that state agencies may address. ANDY
36 MONTROLL MADE A MOTION, SECONDED BY JOHN ZICCONI, TO APPROVE THE LETTER. MOTION
37 CARRIED UNANIMOUSLY.

38 b. ER Jericho Landfill Solar, Jericho – Case #18-1366-AN. This project is for a 500kW solar array off of
39 Browns Trace Road in Jericho. We did not find any constraints. It was noted that the reference to
40 “Ferry Road” in the application should be corrected to say “Browns Trace Road.” MIKE O'BRIEN MADE A
41 MOTION TO APPROVE THE LETTER WITH THAT CORRECTION. BARBARA ELLIOTT SECONDED AND THE
42 MOTION CARRIED UNANIMOUSLY.

43 c. ER Pond Brook Solar, Colchester, Case #18-1367-AN. This application is for a 500kW solar array at
44 4259 Roosevelt Highway in Colchester. There is no information provided on how this site will be
45 accessed. Since there are some constraints near the array, we are asking for more information on how
46 this site will be accessed. The project narrative describes the upgrade of an existing driveway off
47 Malletts Bay Avenue, but the project is located on Roosevelt Highway. We will correct page two of the
48 letter to say “Roosevelt Highway” instead of “Colchester Avenue”. JOHN ZICCONI MADE A MOTION,

1 SECONDED BY BRIAN BIGELOW, TO APPROVE THE LETTER WITH THAT CHANGE. MOTION CARRIED
2 UNANIMOUSLY.

3 d. Jolina Court Solar Carport, Richmond, Case #18-1391-AN. This is an application from Aegis
4 Renewable Energy/Buttermilk LLC for a 50kW solar project off Jolina Court in Richmond. This is the site
5 we've talked about before related to brownfields and the proposed Richmond Senior Center. They
6 intend to put a roof over the parking area with the solar array on top. Members made suggestions to
7 change some language in the Suitability Policies to change "meets" the suitability policies, to
8 "advances". Also expand "...parking lots" to read "rooftops and parking lots." We will bold the last
9 paragraph on page 1 for emphasis to highlight that this is the type of place we want to see solar
10 projects. We will also correct location in the first paragraph from Malletts Bay Avenue in Colchester to
11 Jolina Court in Richmond. BARBARA ELLIOTT MADE A MOTION, SECONDED BY ANDY MONTROLL, TO
12 APPROVE THE LETTER WITH THOSE CHANGES. MOTION CARRIED UNANIMOUSLY.

13 a. Green Mountain Power Airport Substation, South Burlington, Case #18-1423-AN. This project is for
14 relocation and rebuilding of GMP's Airport substation to 5 & 7 Shamrock Road in South Burlington. The
15 location avoids most constraints, but we did note a couple of constraints that may be impacted – ag soils
16 and high priority forest blocks. Mike O'Brien voiced his frustration about having to mention ag soils in
17 areas that have existing development. Discussion ensued about including the planning area language
18 that we include in Act 250 letters to indicate first and foremost this is a good and logical location for this
19 type of development. BRIAN BIGELOW MADE A MOTION, SECONDED BY MIKE O'BRIEN, TO APPROVE
20 THE LETTER WITH ADDITION OF PLANNING AREA LANGUAGE. MOTION CARRIED UNANIMOUSLY.

21
22 4. CCRPC Organizational Development. Charlie asked the members for some input as a follow-up to
23 other conversations he's had. We may have a little staff time available because there were not as many
24 requests from communities. Staff discussed whether we should have a retreat and do some more
25 strategic planning. He noted when Challenges for Change happened we did a survey of board members
26 and partners to see how CCRPC was working. There were some minor concerns that we addressed. Is
27 this a good year to do some organizational feedback? There are some tools from NADO (National
28 Association of Development Officials) which we belong to that may help with staffing, board, etc. We're
29 involved in much more than we were in 2011, which is when we last discussed this. Transportation staff
30 will be able to focus on working with VTrans on the transportation project prioritization process.
31 Discussion ensued. Andy Montrull noted we had a check-in after the merger to see if we wanted a
32 retreat and it was decided we were doing okay. John Zicconi said it's good for staff to have flexibility of
33 where to put their time. Barbara Elliott suggested that it would be nice if staff could spend more time on
34 professional development – conferences, reading, etc. Discussion continued. Chris Roy noted that
35 soliciting input is different than having a formal retreat. We should solicit input from municipalities and
36 our partners. Barbara feels communities and agencies have a duty to come to us if they have a problem.
37 Andy noted that one thing that came out of the Board Development Committee this year was that we
38 need to focus on transportation training for board members this fall. Mike O'Brien suggested that
39 perhaps we invite our partners to come to the board meetings periodically to let members know what
40 they're doing. It was agreed that we don't need a retreat, but can use board meetings to get to know
41 our partners (e.g. UVM). Mike O'Brien noted that when we invite a partner to come to the board
42 meetings to provide information, we should be respectful of the fact that they are our invited guests
43 and limit questions and/or comments to items that help clarify the information being presented. It was
44 agreed to have transportation training this fall prior to board meetings and then bring in other partners.
45 Chris Roy suggested hearing from the Lake Champlain Basin Program to see how our water quality
46 efforts fit together.

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- 1 5. Chair/Executive Director's Report.
2 a. Legislative update. Charlie noted if the state budget does not get approved by July 1st it could
3 affect our contracts with state agencies.
4 b. VTrans fire. There was a brief discussion about the fire in VTrans offices in National Life
5 building over the weekend. Apparently the worst damage was on the 4th floor in the highway division
6 where most computers will have to be replaced because of water damage. Luckily the data is backed up
7 on the state system. They are temporarily relocating staff to other VTrans offices. Planning and the
8 finance departments are on the 5th floor and were not affected.
9 c. VELCO Long-Range Transmission Plan. Regina noted that this is a 20-year outlook plan but it's
10 updated every three years. At this point VELCO doesn't envision any infrastructure changes, but with all
11 the wind and solar projects they may have to address that in the next update in three years.
12 d. Burlington Projects. Charlie noted that we are having some difficulties with the Burlington
13 Amtrak Train Storage and Servicing study, as well as the Railyard Enterprise Project. Most waterfront
14 property owners (Main St. Landing and Vermont Rail) are concerned about where the train will stay at
15 night. Vermont Rail System is not interesting in storing the train on their property. Eleni Churchill is at a
16 public meeting tonight on this issue.
17
18 6. Agenda Review – June 20, 2018 Annual Board Meeting. Members discussed the proposed agenda for
19 the annual meeting and made suggestions. Charlie noted that the Governor has been invited, but has
20 not confirmed.
21
22 7. Other Business. It was decided that since the 1st Wednesday in July is the 4th, that we will hold the
23 Executive Committee meeting at 5:30 p.m. right before the July 18th board meeting.
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25 8. Executive Session – for the purpose of discussing personnel matters. BARBARA ELLIOTT MADE A
26 MOTION, SECONDED BY MIKE O'BRIEN, TO GO INTO EXECUTIVE SESSION AT 6:45 P.M. WITH CHARLIE
27 BAKER PRESENT. MOTION CARRIED UNANIMOUSLY.
28
29 BARBARA ELLIOTT MADE A MOTION, SECONDED BY BRIAN BIGELOW, TO COME OUT OF EXECUTIVE
30 SESSION AT 7:12 P.M. MOTION CARRIED UNANIMOUSLY.
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32 BARBARA ELLIOTT MADE A MOTION, SECONDED BY MIKE O'BRIEN, THAT THE EXECUTIVE COMMITTEE
33 RECOGNIZE EMPLOYEE ACHIEVEMENT AND AUTHORIZES THE EXECUTIVE DIRECTOR TO SPEND UP TO
34 100% OF THE FY19 SALARY BUDGET AS DETERMINED BY THE EXECUTIVE DIRECTOR FOR STAFF AND AS
35 DETERMINED BY THE EXECUTIVE COMMITTEE FOR THE EXECUTIVE DIRECTOR. MOTION CARRIED
36 UNANIMOUSLY.
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38 BRIAN BIGELOW MADE A MOTION, SECONDED BY ANDY MONTROLL, TO ADJOURN THE MEETING AT
39 7:13 P.M. MOTION CARRIED UNANIMOUSLY.
40
41 Respectfully submitted.
42
43 Bernadette Ferenc